



**Township of Southgate
Council Meeting Agenda**

December 19, 2018

9:00 AM

Council Chambers

| | Pages |
|---|--------------|
| 1. Call to Order | |
| 2. Open Forum-Registration begins 15 minutes prior to meeting | |
| 3. Confirmation of Agenda | |
| Be it resolved that Council confirm the agenda as presented. | |
| 4. Declaration of Pecuniary Interest | |
| 5. Delegations & Presentations | |
| 5.1 Public Health Grey Bruce - Jason Wepler | 13 - 27 |
| Be it resolved that Council receive the Public Health Grey Bruce delegation as information. | |
| 5.2 Ken Swindlehurst on behalf of Watra Subdivision Residents | 28 - 29 |
| Be it resolved that Council receive Ken Swidenhurst's delegation on behalf of the Watra Subdivision residents as information. | |
| 6. Adoption of Minutes | 30 - 57 |
| Be it resolved that Council approve the minutes from the December 3, 2018 Inaugural Council meeting as presented; and | |
| That Council approve the minutes from the December 5, 2018 Special Council meeting as presented; and | |
| That Council approve the minutes from the December 5, 2018 Regular Council and Closed Session meetings as presented. | |

7. Reports of Municipal Officers

7.1 Librarian CEO Lacy Russell

7.1.1 LIB2018-002 - Youth Action Committee Updated Terms of Reference 58 - 66

Be it resolved that Council receive Staff Report LIB2018-002 for information; and
That Council approve the revised Terms of Reference for the Youth Action Committee.

7.2 Clerk Joanne Hyde

7.2.1 CL2018-030 Cannabis Retail Stores 67 - 70

Be it resolved that Council receive staff report CL2018-030 for information; and
That Council advise the Province of Ontario that the Township of Southgate chooses to “opt-out” of permitting private sale of cannabis within the Township, including, but not limited to sales through stores, farmer’s markets, cannabis production facilities or any other permanent or temporary facility or outlet; and
That Council direct the Planner to initiate a Zoning By-law Amendment process, and schedule a Statutory Public Meeting for the purposes of introducing and modifying the necessary definitions and zoning provisions and controls to prohibit the private retail sale and/or consumption of cannabis at facilities referred to as “cannabis lounges”; and
That the Statutory Public Meeting for a Zoning By-law Amendment be scheduled for February/March 2019 in order to allow for sufficient time for Council’s consideration prior to April 1, 2019.

7.2.2 CL2018-037 Emergency Management Annual Submission 71 - 110

Be it resolved that Council receive Staff Report CL2018-037 for information; and

That the CEMC update the current Emergency Management Program By-law to adopt changes to the Emergency Plan and associated Annexes/Appendices; and

That Council consider the adoption of By-law 2018-139, being a by-law to adopt an Emergency Management Program and Emergency Plan for the Township of Southgate as recommended by the Emergency Management Program Committee; and

That the CEMC forward the adoption of the Emergency Management Program By-law and Emergency Plan to the Office of the Fire Marshal and Emergency Management (OFMEM); and

That Council appoint Mayor John Woodbury as the Chair for the Emergency Management Program Committee for the 2018-2022 term.

7.2.3 CL2018-038 ROMA Conference Attendance 111

Be it resolved that Council receive Staff Report CL2018-038 for information; and

That Council approve Deputy Mayor Milne's attendance at the 2019 ROMA Conference, with registration being completed by the Clerk's Office.

7.3 Public Works Manager Jim Ellis

7.3.1 PW2018-076 Public Works Staffing Recommendations 112 - 114

Be it resolved that Council receive Staff Report PW2018-76 for information; and

That Council support the Cemetery Caretaker/Seasonal Operator as a Full Time Equivalent with entitlement of full benefits provided by the Township effective January 1, 2019; and

That Council approves the Holstein Team Leader to be promoted to Holstein Lead Hand moving from Pay band 11 to Pay Band 10 effective January 1, 2019.

7.3.2 PW2018-079 2018-2019 Winter Operations Planning Document 115 - 197

Be it resolved that Council receive Staff Report PW2018-079 for information; and
That council approves and endorses the 2018/2019 Winter Operations Plan for the Transportation and Public Safety (TAPS) Department.

7.3.3 PW2018-082 – Eh!Tel Road Use Agreement 198 - 206

Be it resolved that Council receive Staff Report PW2018-082 for information; and
That Council considers approving the Southgate – EH!tel Road Use Agreement by Municipal By-law number 2018-141.

7.4 CAO Dave Milliner

7.4.1 CAO2018-121 - 2019 to 2023 Community Action Plan – Pre-Consultation Update and Review Options 207 - 210

Be it resolved that Council receive staff report CAO2018-121 as information; and
That Council direct staff to proceed with the recommended process approved in the previous Council term to complete the 2019-2023 strategic plan review of the Southgate Community Action Plan using a consultant to lead the community engagement meetings; and
That Council approve the 2019-2023 Southgate Community Action Plan process for developing the plan and public engagement as presented in this report, with staff completing the administrative and planning tasks of the project and the hiring of a consultant to lead the community meetings; and
That Council approve staff proceeding with creating a Request for Proposal document to attract interested consultants that would lead the process that would include their cost and approach to the process for Council consideration and approval at the January 16, 2018 meeting.

**7.4.2 CAO2018-122 - Grey County - Southgate Dundalk
Arena Auditorium Arena Upgrade Project Agreement
Approval and Draft RFP**

211 - 338

Be it resolved that Council receive Staff Report
CAO2018-122 as information; and

That Council approve the final agreement between the
Township of Southgate and the County of Grey to
proceed with the Community Based Capital Project
EarlyOn Retrofit – Dundalk Community Centre for the
tendering and funding of a capital project that will
create a community-based EarlyON child and family
centre project within the Dundalk Arena; and

That Council provide initial approval of the draft
EarlyON Dundalk Arena Auditorium Building Retrofit
Project Request for Proposal document as presented;
and

That Council approve of the Dundalk Arena Auditorium
Hazardous Materials Removal Project Request for
Proposal document as presented to remove and dispose
of asbestos that is in the 2nd Floor drywall mud from the
testing and as reported in the T. Harris Hazardous
Substance Survey Report dated November 2nd, 2018;
and

That Council consider approval of this agreement
between the Township of Southgate and the County of
Grey for the Community Based Capital Project EarlyON
Retrofit – Dundalk Community Centre Arena Auditorium
by Southgate By-law 2018-127.

7.4.3 CAO2018-123 - Flato North Subdivision Phase 2A & 3 - 339 - 353
Servicing Allocation of Water & Wastewater Capacity

Be it resolved that Council receive staff report CAO2018-123 as information; and
That Council approve the allocation of 118 Residential Units of servicing capacity for water and wastewater to the housing development for 2358737 Ontario Inc., known as Flato North projects Phase 2A & Phase 3 subdivision development by municipal resolution; and
That Council consider approving the 2358737 Ontario Inc., known as the Flato North Phase 2A & Phase 3 subdivision Final Servicing Capacity Allocation Agreement by municipal By-law 2018-140 and authorize the Mayor and the Clerk to sign the agreement at the December 19, 2018 meeting.

7.5 Treasurer William Gott

7.5.1 FIN2018-042 - 2019 Wages and Salaries 354 - 358

Be it resolved that Council receive Staff Report FIN2018-042 2019 Wages and Salaries as information; and
That Council approves a cost of living increase of 2.5% to the Wages/Salary grid, CAO, and volunteer firefighters, effective January 1, 2019; and
That Council approve the 2019 Wage/Salary Grid as presented; and
That Council approves one step pay band increase for applicable employees, effective January 1, 2019.

7.6 Planner Clinton Stredwick

7.6.1 PL2018-063 - ZBA C17-18 - Petawawa Biofuel LP 359 - 384

Be it resolved that Council receive Staff Report PL2018-063 for information; and
That Council approve Option ____ as outlined in this report; and
That staff be directed to proceed with all necessary actions associated with that option.

7.6.2 PL2018-064 - SP3-18 Canadian Fence 385 - 420

Be it resolved that Council receive Staff Report PL2018-064 for information; and

That Council direct staff to register the survey to create the lot; and

That Staff be authorized to amend the agreement if minor changes are required; and

That Staff be directed to prepare a by-law authorizing the entering into a Site Plan Agreement at a future Council meeting.

7.6.3 PL2018-066 - ZBA C25-17 Ivan and Ivanka Blazevic 421 - 426

Be it resolved that Council receive Staff Report PL2018-066 for information; and

That council consider approval of By-law 2018-134.

7.6.4 PL2018-067- ZBA C35-18 - Anson Lewis - Removal of a Hold 427 - 439

Be it resolved that Council receive Staff Report PL2018-067 for information; and

That Council consider approval of By-law 2018-135.

8. By-laws and Motions

8.1 By-law 2018-134 - ZBA C25-17 - Ivan & Ivanka Blazevic 440 - 442

Be it resolved that by-law number 2018-134 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8.2 By-law 2018-135 - ZBA C35-18 - Anson Lewis - Removal of a Hold 443 - 444

Be it resolved that by-law number 2018-135 being a by-law to lift the Holding(H) provision from Zoning by-law No. 19-2002, as amended, 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.

- 8.3 By-law 2018-136 - Road Widening - Consent file B6-18** 445 - 446
- Be it resolved that** by-law number 2018-136 being a by-law to establish a highway in the former Township of Proton be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 8.4 By-law 2018-138 - Emergency Management Program Committee** 447
- Be it resolved that** by-law number 2018-138 being a by-law to appoint an Emergency Management Program Committee and Municipal Emergency Control Group 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.
- 8.5 By-law 2018-139 - Emergency Management Program and Emergency Plan** 448
- Be it resolved that** by-law number 2018-139 being a by-law to appoint an Emergency Management Program and Emergency Plan 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.
- 8.6 By-law 2018-140 - Flato North Phase 2A & 3 Final Capacity Allocation** 449 - 452
- Be it resolved that** by-law number 2018-140 being a by-law to authorize the Mayor and the Clerk to sign the 2358737 Ontario Inc. – Flato North Phase 2A and 3 Final Capacity Allocation Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 8.7 By-law 2018-141 - Eh!Tel Networks Inc. Road Use Agreement** 453 - 459
- Be it resolved that** by-law number 2018-141 being a by-law to authorize a road use agreement between EH!Tel Networks Inc. and the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

9. Consent Items

9.1 Regular Business (for information)

Be it resolved that Council approve the items on the Regular Business consent agenda dated December 19, 2018 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

| | | |
|---------------|---|------------------|
| 9.1.1 | FIN2018-040 November 2018 Cheque Registers | 460 - 477 |
| 9.1.2 | CL2018-031 - Post Election Report | 478 - 511 |
| 9.1.3 | CL2018-036 Township of Southgate 2018 Post-Election Accessibility Report | 512 - 517 |
| 9.1.4 | PW2018-078 2018-2019 Ministry of the Environment, Conservation and Parks Dundalk Drinking Water System Inspection Report | 518 - 540 |
| 9.1.5 | PW2018-080 - 2018 DWQMS External Audit | 541 - 553 |
| 9.1.6 | PW2018-081 Public Works Department Report | 554 - 556 |
| 9.1.7 | CAO2018-120 - Building, By-law Enforcement & Canine Control Reports | 557 - 560 |
| 9.1.8 | CAO 2018-124 - Southgate CAO Update Report December 19, 2018 | 561 - 577 |
| 9.1.9 | 2018-09-05 Public Planning Minutes | 578 - 580 |
| 9.1.10 | 2018-09-26 Public Planning Meeting | 581 - 586 |

9.2 Correspondence (for information)

Be it resolved that Council receive the items on the Correspondence consent agenda dated December 19, 2018 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

| | | |
|--------------|--|------------------|
| 9.2.1 | BDO 2018 Audit Planning Report - received Dec 4, 2018 | 587 - 617 |
| 9.2.2 | MMAH Correspondence - 2018 Election - received Nov 30, 2018 | 618 - 619 |

- | | | |
|-------|--|-----|
| 9.2.3 | MMAH Correspondence re Housing Supply Action Plan - received Dec 9, 2018 | 620 |
| 9.2.4 | MMAH Correspondence re Municipal Reporting Burden - received Dec 5, 2018 | 621 |

9.3 Resolutions of other Municipalities (for information)

- | | | |
|-------|---|-----------|
| 9.3.1 | Town of Kearney Resolution re Voter's list - received Dec 4, 2018 | 622 - 623 |
|-------|---|-----------|

Be it resolved that Council receive the items on the Resolutions of Other Municipalities consent agenda dated December 19, 2018 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

- | | | |
|-------|--|-----------|
| 9.3.2 | East Garafraxa & Amaranth Resolutions re GRCA Representative - received Dec 10, 2018 | 624 - 626 |
|-------|--|-----------|

Be it resolved that Council of the Township of Southgate extends the appointment of Guy Gardhouse as the Grand River Conservation Authority Representative of the Townships of Amaranth, East Garafraxa, Melancthon and Southgate and the Town of Grand Valley until December 31, 2018; and
That this appointment be extended to 2019 as required until a new appointment has been made by the participating municipalities.

9.4 Closed Session (for information)

- | | |
|-------|---|
| 9.4.1 | Township of Southgate Emergency Management 2018 Compliance Report |
|-------|---|

Be it resolved that Council receive the items on the Closed consent agenda dated December 19, 2018 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

10. New Business

11. County Report

12. Members Privilege - Good News & Celebrations

13. Closed Meeting

Be it resolved that Council proceed into closed session at [TIME] in order to address matters relating to Advice that is subject to solicitor-client privilege (Subject: Watra subdivision tax sale and the claim of open space lands for common use by local property owners - Staff Report CAO2018-125C), Personal matters about identifiable individuals (Subject: By-law enforcement activity Council update - Staff Report CAO2018-126C); and

That CAO Dave Milliner, Clerk Joanne Hyde, Planner Clinton Stredwick and Chief Building Official Bev Fisher remain in attendance.

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

13.1 Advice that is subject to solicitor-client privilege (Subject: Watra Subdivision Tax Sale and the claim of open space lands for common use by local property owners - Staff Report CAO2018-125C)

13.2 Personal matters about identifiable individuals (Subject: By-law enforcement activity Council update - Staff Report CAO2018-126C)

13.3 Closed Consent Agenda Item 9.4.1 - Township of Southgate Emergency Management 2018 Compliance Report

14. Confirming By-law

627

Be it resolved that By-law number 2018-137, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on December 19, 2018 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.

15. Adjournment

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

Schedule A – Request to Appear as a Delegation

I wish to appear before Council on:

(Please print clearly)

| | |
|---|--|
| CONTACT NAME: <i>JASON WEPPLER</i> | |
| Additional Speaker: <i>POSSIBLY TIM DUNVESTEYN TO SUPPORT (TBC)</i> | |
| ADDRESS: <i>101 17TH ST E. OWEN SOUND</i> | |
| POSTAL CODE: <i>N4K 0A5</i> | TELEPHONE #: <i>519-376-9420 x1408</i> |
| E-MAIL ADDRESS: <i>j.weppler@publichealthgreybruce.on.ca</i> | |

New Delegation

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

PROVIDING PROS & CONS FOR MUNICIPALITIES CONSIDERING CANNABIS RETAIL MODEL

(presentation to follow)

-
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):

COUNCIL MAKE AN EDUCATED & INFORMED DECISION BY NOTIFYING THE AGCO BY JANUARY 22ND

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)

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 agenda@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.

 _____ Dec 7/18
Signature Date

Signature Date

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

Approval

Council Date: December 19, 2018

Municipal Clerk Initials: Original signed by
Joanne Hyde - Clerk

Cannabis Retail Outlet Considerations

Jason Weppler and Tim Duivesteyn
Grey Bruce Health Unit
December 19, 2018

Goals of Presentation

To provide the following information on cannabis:

- Cannabis Legalization in Ontario
- Public Health Concerns
- Regulations Around Obtaining and Consuming Cannabis
- Municipal Opt in/Opt out Considerations

Legalization Milestones

April 2017

Federal
cannabis
legislation
proposed

June 2018

Federal
Cannabis Act
passed

**September
2018**

New
provincial
cannabis
legislation
introduced

**December
2017**

Provincial
cannabis
legislation
passed

August 2018

New
provincial
cannabis
retail model
announced

October 2018

> Federal
Legalization
date
> Provincial
cannabis
legislation
passed

Cannabis in Ontario - Summary



Minimum age to buy, use, possess, or grow



Use in homes, many outdoor public spaces...



Serious impaired driving penalties. Zero tolerance for some drivers



30 g dried cannabis possession limit in public



Mixed public (online, OCS) and private (AGCO licensed) retail sales



Non-medical cannabis use prohibited in workplaces



Home cultivation of up to 4 plants per residence



Cannabis for medicinal use regulated by Health Canada

Cannabis - Public Health Concerns

Key Message

The extent of risks and harms are not entirely clear but we know that cannabis is not benign

Youth Use

- Youth especially vulnerable – the brain continues to develop until age 25

Drug-Impaired Driving

- Increases risk of being in a collision
- Impairment can last 6+ hours after use

Pregnant or Breastfeeding Mothers

- Negative impacts on fetus or child
- May lead to lower birth weight, development effects, increased likelihood of future substance use

Method of Consumption

- Smoking harms lungs
- Second-hand smoke
- Psychoactive effect delayed with edibles

Cannabis Regulations in Ontario

How can it be obtained?

Online and Wholesale

- Ontario Cannabis Retail Corporation (OCRC) exclusive wholesaler and online retailer
- Online sales began Oct 17
- Secure home deliveries through Canada Post
- First Nations able to prohibit home deliveries on reserve through resolution

Home Production

- People may grow up to four plants per residence

Retail Storefronts

- Coming April 2019
- Private retailers licensed through the Alcohol and Gaming Commission (AGCO)
- First Nations Council resolution required before store authorization issued on reserve

Municipal Opt-Out Option

- | | |
|-----------------------------------|--|
| Deadline | <ul style="list-style-type: none">• January 22, 2019 through resolution |
| Alternative Process | <ul style="list-style-type: none">• Municipalities may opt-in at a later date through resolution• Once opted-in, decision is final |
| Process & Implications | <ul style="list-style-type: none">• Application to AGCO anticipated to begin in December• AGCO will keep a public list of municipalities that opt-out and cancel any pending store authorizations• Decisions to opt out impacts provincial funding allocations |

Municipal Funding

| | |
|-------------------------------|---|
| Allocation | \$40 million over 2 years |
| Minimum | \$10,000 to all municipalities |
| 1st Payment | <ul style="list-style-type: none">• As soon as possible this year• Per household basis to all municipalities• Minimum \$5,000 |
| 2nd Payment | <ul style="list-style-type: none">• After January 22 opt-out deadline• Per household basis to host municipalities• \$5,000 to municipalities that opt-out |
| Other | <ul style="list-style-type: none">• 50/50 share of provincial portion of federal excise tax in excess of \$100 M in first two years for participating municipalities |

Municipal Considerations - Retail

Siting and Licensing

- 150 meter setback from school property
- Required to be sited in existing commercial zones
- No limits on retail store density
- Retail stores to be exempted from municipal business licensing and land use planning by-laws

Hours of Operation

- Between 9:00 am and 11:00 pm Monday to Sunday

Municipal Considerations - Retail

Comment Process

- 15 day notification period for municipalities (lower and upper tier) and residents to provide written submissions to AGCO
- Public notice posted on building and AGCO website
- Comments are restricted to “matters of public interest”:
 1. Protecting public health and safety
 2. Protecting youth and restricting their access to cannabis
 3. Preventing illicit activities in relation to cannabis

Cannabis Regulations in Ontario

Places of Use

Smoking & Vaping Prohibited

- Enclosed public places and workplaces*
- Schools and childcare centres
- Restaurants and bar patios
- Public outdoor spaces prescribed by the Smoke-Free Ontario Act including playgrounds and sports fields
- Other areas as set out in applicable municipal by-laws

All modes Prohibited

- Workplaces
- Vehicles and boats (non-residential)

Municipal Considerations - Use

- Opportunity to enact stricter by-laws relating to smoking and vaping of cannabis
- Stricter by-laws may have costs and enforceability considerations
- Boards of Health responsible for enforcing the *Smoke-Free Ontario Act, 2017*; additional by-laws responsibility of municipal by-law enforcement
- Additional public education and awareness building may also be required

Thank You!

Questions?

Jason Wepler

j.wepler@publichealthgreybruce.on.ca

519-376-9420 ext. 1408

Tim Duivesteyn

t.duivesteyn@publichealthgreybruce.on.ca

519-376-9420 ext. 1346



Schedule A – Request to Appear as a Delegation

I wish to appear before Council on:

(Please print clearly)

| | |
|--------------------------------|-------------------------|
| CONTACT NAME: Ken Swindlehurst | |
| Additional Speaker: | |
| ADDRESS: [REDACTED] | |
| POSTAL CODE: [REDACTED] | TELEPHONE #: [REDACTED] |
| E-MAIL ADDRESS: [REDACTED] | |

New Delegation

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

Speak on behalf of Watra residents that are against the sale of common land, blocks 28 and 29, present petition

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):

I would like Council to reverse the sale of blocks 28 and 29, returning them as common land for the residents of Watra as per the subdivision agreement

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)

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 agenda@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.



Signature

Nov 21 2018

Date

Signature

Date

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

ApprovalCouncil Date: December 19/18Municipal Clerk Initials: GA



Township of Southgate

Minutes of Council Meeting

December 3, 2018

7:00 PM

Council Chambers

Members Present: Mayor John Woodbury
Deputy Mayor Brian Milne
Councillor Barbara Dobreen
Councillor Jim Frew
Councillor Jason Rice
Councillor Martin Shipston
Councillor Michael Sherson

Staff Present: CAO, Dave Milliner
Clerk, Joanne Hyde
Public Works Manager, Jim Ellis
Treasurer, William Gott
Chief Building Official, Bev Fisher
Economic Development Office, Glenn Walker
Librarian CEO, Lacy Russell
Fire Chief, Don Zeggil
Deputy Clerk, Lindsey Green
Legislative & Planning Coordinator, Tracey Dupuis

1. O' Canada

Those in attendance were asked to rise for the singing of O' Canada.

2. Call to Order

On behalf of staff and Council, Clerk Hyde welcomed everyone to witness the 6th inauguration of the newly-elected Municipal Council of the Corporation of the Township of Southgate, who will represent the

municipality for a four-year term of office from December 1, 2018 to November 22, 2022.

3. Regrets

Clerk Hyde announced the regrets from the following individuals:

Member of Provincial Parliament, Bill Walker and Member of
Parliament, Larry Miller

From outgoing Council, Dale Pallister

From Senior Staff, Kevin Green, Facilities Manager

4. Clerk's Address

Clerk Hyde addressed those in attendance, stating that all matters relating to the function of a municipal corporation are set forth in a number of Acts under the Government of Ontario which reflect the composition of Council and the manner in which the municipality conducts its affairs.

The "Terms of Reference" for the composition of the Council of the Township of Southgate were set out in the incorporation of the County of Grey which also provides for the framework of the County of Grey, which states that the Council of the Township of Southgate shall be comprised of a Mayor, Deputy Mayor and five Councillors.

The Township of Southgate procedural by-law requires that the inaugural meeting be held no later than the first Monday in December, following which the new Council shall be deemed to be organized once the declarations of office have been made by numbers of members sufficient to form a quorum.

The seven individuals present today will execute the offices of Mayor, Deputy Mayor and Councillors and will serve as a member of the Council of Township of Southgate.

The Mayor and Deputy Mayor shall serve as a member of Council for the Township of Southgate and as a member of the County of Grey. The five councillors will serve and represent the ratepayers of the Township of Southgate at large.

Clerk Hyde considers it a privilege to be working with the members sitting on either side of her, those whom you have elected to represent you.

The floor was turned over to CAO, Dave Milliner.

5. CAO's Address

CAO, Dave Milliner welcomed everyone in attendance and congratulated each newly-elected member of Council.

6. Declarations of Office/Affirmations of Allegiance

Clerk Hyde called upon each elected member, Councillors in alphabetical order, to proclaim their Declaration of Office.

John Woodbury, Mayor

Brian Milne, Deputy Mayor

Barbara Dobreen, Councillor

Jim Frew, Councillor

Jason Rice, Councillor

Michael Sherson, Councillor

Martin Shipston, Councillor

Each elected member, having made their declarations of office, of the Council of the Corporation of the Township of Southgate shall be deemed to be organized within the meaning of the Municipal Act.

Clerk Hyde expressed congratulations to each newly-elected members of Council and wished them much success as they embarked on their elected roles.

Clerk Hyde asked that Mayor John Woodbury come forward to receive the chain of office and proceed to chair the 6th Inaugural Meeting of Council of the Corporation of the Township of Southgate.

7. Prayer

Pastor Chris Lang of the Dundalk Wesleyan Church conducted a prayer and provided blessings unto the newly inaugurated Council.

8. Mayor's Inaugural Address

Mayor John Woodbury's Inaugural Address:

"Good evening everyone, It really is an honour to be here. I am humbled by the support and kind words that people have expressed. I am very excited with the new Council and look forward to new ideas and renewed interest in keeping our Municipality great.

We have a diverse population that is hard working and creative. From our citizens to our large businesses, we see new concepts and ingenuity. We have a seniors group that other areas of the Province are trying to replicate and we have a top notch farmers market as well as Province leading agricultural growth.

At times we don't hear how fortunate we are with the Staff we have here at the Township of Southgate. Over the last year, filling in for Norm Jack I consistently have people asking about our programs and thanking me for our staff's assistance helping with their programs.

Just a couple of recent examples of this is, our Fleet Manager, Phil Wilson, is the new President of the Ontario Good Roads Association and our waste reduction program already conforms to the Provinces new waste reduction initiatives. As I said, these are just a couple of recent examples, I could go on and list examples in all of our departments.

We have a lot of development and opportunities in Southgate. I look forward to working for the people of Southgate and all of Council and Staff. Thank you for coming tonight.

Southgate is a great community and we have a lot to be proud of. Let's work together and continue to honour our past to make our future blessed."

Mayor Woodbury assumed the Chair.

No. 2018-573

Moved By Councillor Dobreen

Seconded By Councillor Frew

Be it resolved that Council receive the Mayor's Inaugural address as presented.

Carried

9. Confirming By-law

No. 2018-574

Moved By Deputy Mayor Milne

Seconded By Councillor Shipston

Be it resolved that By-law number 2018-126, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its inaugural meeting held on December 3, 2018 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. 2018-575

Moved By Councillor Rice

Seconded By Councillor Sherson

Be it resolved that Council adjourn the meeting at 7:32 PM.

Carried

Mayor John Woodbury

Clerk Joanne Hyde



Township of Southgate
Minutes of Special Council Meeting

December 5, 2018
2 PM
Council Chambers

Members Present: Mayor John Woodbury
Deputy Mayor Brian Milne
Councillor Barbara Dobreen
Councillor Jim Frew
Councillor Jason Rice
Councillor Martin Shipston
Councillor Michael Sherson

Staff Present: Dave Milliner, CAO
Joanne Hyde, Clerk
Lindsey Green, Deputy Clerk
William Gott, Treasurer
Kevin Green, Facilities Manager
Don Zeggil, Fire Chief
Lacy Russell, Library CEO
Glenn Walker, Economic Development Officer

1. Call to Order

Mayor Woodbury called the meeting to order at 2:00 PM.

2. Confirmation of Agenda

No. 2018-576

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

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. 2018-577

Moved By Councillor Dobreen

Seconded By Councillor Sherson

Be it resolved that Council recess the Special Council meeting at 2:01 PM and move into the Committee of the Whole meeting to allow for fuller discussion regarding the 2019 Capital Budget.

Carried

4.2 Appointment of Chair

No. 2018-578

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that the Committee appoint Mayor Woodbury as Chair of the Committee of the Whole meeting on December 5, 2018.

Carried

5. Reports of Municipal Officers

5.1 Treasurer William Gott

5.1.1 Staff Report FIN2018-039 - 2019 Budget

Council recessed at 3:24 PM and returned at 3:37 PM.

Moved By Councillor Shipston

Seconded By Deputy Mayor Milne

Be it resolved that the Committee recommend to Council that Staff Report FIN2018-039 - 2019 Budget be received for information.

Amendment:

No. 2018-579

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that the Committee amend the resolution to add a second clause that reads "**That** the Committee recommend to Council that Staff present this information at the public information meeting on December 19, 2018 at 6:00 PM."

Carried

Motion as Amended:

No. 2018-580

Moved By Councillor Shipston

Seconded By Deputy Mayor Milne

Be it resolved that the Committee recommend to Council that Staff Report FIN2018-039 - 2019 Budget be received for information; and

That the Committee recommend to Council that Staff present this information at the public information meeting on December 19, 2018 at 6:00 PM.

Carried

6. Resolve back to Council

No. 2018-581

Moved By Councillor Sherson

Seconded By Councillor Dobreen

Be it resolved that the Committee resolve back to the Special Council meeting at 4:17 PM.

Carried

7. Motions Resulting from Committee of the Whole

7.1 Staff Report FIN2018-039 - 2019 Budget

No. 2018-582

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report FIN2018-039 - 2019 Budget for information; and

That Council direct Staff to present this information at the public information meeting on December 19, 2018 at 6:00 PM.

Carried

8. Confirming By-law

No. 2018-583

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

Be it resolved that by-law 2018-129, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its special meeting held on December 5, 2018 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9. Adjournment

No. 2018-584

Moved By Deputy Mayor Milne

Be it resolved that Council adjourn the meeting at 4:20 PM.

Carried

Mayor John Woodbury

Clerk Joanne Hyde



Township of Southgate

Minutes of Council Meeting

December 5, 2018

7:00 PM

Council Chambers

Members Present: Mayor John Woodbury
Deputy Mayor Brian Milne
Councillor Barbara Dobreen
Councillor Jim Frew
Councillor Jason Rice
Councillor Martin Shipston
Councillor Michael Sherson

Staff Present: Dave Milliner, CAO
Joanne Hyde, Clerk
Lindsey Green, Deputy Clerk
Clinton Stredwick, Planner
William Gott, Treasurer
Bev Fisher, Chief Building Official
Kevin Green, Facilities Manager
Glenn Walker, Economic Development Officer

1. Call to Order

Mayor Woodbury called the meeting to order at 7:00 PM.

2. Open Forum-Registration begins 15 minutes prior to meeting

No members of the public spoke at open forum.

3. Confirmation of Agenda

No. 2018-585

Moved By Councillor Dobreen

Seconded By Councillor Frew

Be it resolved that Council amend the agenda to defer by-law 2018-127 to the December 19, 2018 Council meeting.

Carried

4. Declaration of Pecuniary Interest

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

5. Adoption of Minutes

No. 2018-586

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council approve the minutes from the October 3, 2018 Council and Closed Session meetings as presented.

Carried

6. Reports of Municipal Officers

6.1 Facilities Manager Kevin Green

6.1.1 REC2018-013 - Ice Divider Purchase

No. 2018-587

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report REC2018-013 for information; and

That Council authorizes purchase of the Initiation Bundle Rink Divider from Riley Manufacturing with bottom puck board option; purchase price \$8,000 HST and Shipping extra.

Carried

6.2 Clerk Joanne Hyde

6.2.1 CL2018-032 - 2018 Council/Committee Calendar

No. 2018-588

Moved By Councillor Sherson

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2018-032 for information; and

That Council approve the 2019 Council Meeting Calendar, as presented.

Carried

6.2.2 CL2018-033 Council Appointments to Committees and Local Boards for the 2018-2022 Term

No. 2018-589

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CL2018-033 for information; and

That Council appoint the following members to the Township of Southgate's Committees and Local Boards to coincide with the 2018-2022 Term of Council:

Ruth Hargrave Memorial Library Board –

Councillor Martin Shipston and Councillor Barbara Dobreen;

Public Liaison Committee –

Councillor Michael Sherson;

Police Services Board –

Mayor John Woodbury and Councillor Jim Frew;

Southgate Recreation Advisory Committee –

Deputy Mayor Brian Milne and Councillor Martin Shipston;

Wellington North Recreation Advisory Committee –

Deputy Mayor Brian Milne;

Centre Grey Area Physician Recruitment & Retention Committee –

Mayor John Woodbury;

Mount Forest Doctor Recruitment Committee –

Deputy Mayor Brian Milne

Saugeen Valley Conservation Authority –

Councillor Barbara Dobreen;

Upper Grand Liaison -

Councillor Barbara Dobreen;

Saugeen Mobility & Regional Transit –

Mayor John Woodbury and Deputy Mayor Brian Milne (Alternate);

Emergency Management Committee –

Mayor John Woodbury;

DWQMS Committee –

Councillor Michael Sherson;

Southgate Solar Liaison Committee –

Councillor Jason Rice;

Lystek Public Advisory Committee –

Councillor Michael Sherson;

Grey County Farm Safety –

Councillor Jason Rice; and

That Councillor Dobreen be appointed as the Alternate County Council representative.

Carried

6.2.3 CL2018-034 - Committee of Adjustment Membership

No. 2018-590

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2018-034; and

That Council revise the Committee of Adjustment Terms of Reference to reflect the approved administrative changes; and

That Section 28.5 of Procedure By-law 2017-100, as amended, be updated to reflect the approved administrative changes; and

That Council consider By-law 2018-125 being a By-law to Constitute and Appoint Members to the Committee of Adjustment.

Carried

6.2.4 CL2018-035 - 2018-2022 Committee Appointments

No. 2018-591

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report CL2018-035 for information; and

That the following individuals be appointed to the committees as listed below:

Ruth Hargrave Memorial Library Board:

1. Connie Hiscock;
2. Marisol DaSilva;
3. Charles Fernandes;
4. Muriel Scott;
5. Casey Kramer;

Police Services Board:

1. Don Lewis;
2. Dale Pallister;

Public Liaison Committee:

1. Karen Cheeseman;

Property Standards Appeal Committee:

1. Dale Pallister;
2. Don Lewis;
3. Ted Acheson;

Seniors Advisory Committee:

1. Ellie Adams;
2. Muriel Scott;
3. Barbara Rowe;
4. Janice Powell;

Fence Viewers Appointment:

1. Brian Stevenson;
2. Ted Acheson;

Livestock Evaluators Appointment:

1. Ted Acheson;
2. Brian Stevenson; and

That staff prepare the appointment letters on behalf of Mayor Woodbury to distribute to each newly appointed committee member.

Carried

6.3 Public Works Manager Jim Ellis

6.3.1 PW2018-077 - Dundalk Well D5 Construction Tender Award

No. 2018-592

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report PW2018-077 for information; and

That Council award the Dundalk Well D5 Construction tender to Wellington Construction Contractors Inc. in the amount of \$1,865,000 plus HST.

Carried

6.4 CAO Dave Milliner

6.4.1 CAO2018-112 - EarlyON Community Based Capital Project Agreements

No. 2018-593

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report CAO2018-112 as information; and

That Council approve staff proceeding with a process to select a contractor to remove the hazardous asbestos materials in the Dundalk Arena Auditorium; and

That Council approve the agreement between the Township of Southgate and the County of Grey to proceed with the Community Based Capital Project EarlyOn Retrofit – Dundalk Community Centre for the tendering and funding of a capital project that will create a community-based EarlyOn child and family centre project within the Dundalk Arena, with the included Project Funding Schedule and Communications Protocol Schedule; and

That Council consider approval of this agreement between the Township of Southgate and the County of Grey for the Community Based Capital Project EarlyOn Retrofit – Dundalk Community Centre Arena Auditorium by Southgate By-law 2018-127.

Carried

6.4.2 CAO2018-113 - Former Mayor Fosbrooke Notice of Motion on the Southgate Organization Chart Approval Report

No. 2018-594

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council receive staff report CAO2018-113 as information; and

That Council approve the current Southgate Organizational Chart as provided at the Council-elect Orientation Workshop on November 14, 2018; and

That Council is placed in power as a whole to make decisions based on and supported by the Township of Southgate Council being elected by the residents of the municipality to make decisions for a period of 4 years; and

That Council as a whole is empowered to make decisions at Council meetings based on the Municipal Act 2001 as amended, Section 224, that defines the role of Council is to "represent"; and

That Council is empowered and intrusted in this manner due to the fact that they have very few methods to consult the residence as a whole of the Township of Southgate except through plebiscites/referendum votes, that are seldom used in the decision-making process.

Carried

6.4.3 CAO2018-114 - Southgate Employee Compensation Market Check Report

No. 2018-595

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

Be it resolved that Council receive staff report CAO2018-114 as information; and

That Council approve the Southgate 2018 Market Check Comparator List as presented; and

That Council direct staff to proceed with Ward & Uptigrove, the Township's Human Resources consultant, to complete an employee market check for the employee positions on the Southgate Pay Grid, the CAO and Council remuneration at a cost of \$12,000.00 plus HST.

Carried

6.4.4 CAO2018-116 - ROMA Conference Delegation Request Update

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CAO2018-116 for information; and

That Council direct staff to proceed with acquiring a delegation with the Ministry of Health and our MPP Bill Walker to discuss Dundalk Health Care short and long term plans, plus the LHIN boundary alignment, recommending that they follow County boundaries and that Southgate is moved into the SWLHIN and other Ministries and subjects approved by Council.

Councillor Dobreen moved the following amendment to the main motion.

Amendment:

No. 2018-596

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that Council amend the resolution to add a third and fourth clause that states: "That Councillors Dobreen and Sherson be approved to attend the 2019 ROMA conference on behalf of the Township of Southgate; and

That Council direct Staff to register members for the 2019 ROMA Conference."

Carried

Motion as Amended:

No. 2018-597

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CAO2018-116 for information; and

That Council direct staff to proceed with acquiring a delegation with the Ministry of Health and our MPP Bill Walker to discuss Dundalk Health Care short and long term plans, plus the LHIN boundary alignment, recommending that they follow County boundaries and that Southgate is moved into the SWLHIN and other Ministries and subjects approved by Council; and

That Councillors Dobreen and Sherson be approved to attend the 2019 ROMA conference on behalf of the Township of Southgate; and

That Council direct Staff to register members for the 2019 ROMA Conference.

Carried

7. By-laws and Motions

7.1 By-law 2018-124 - Tile Drain Loan Rating By-law

No. 2018-598

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that by-law 2018-124 being a by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

7.2 By-law 2018-125 - Committee of Adjustment Appointment

No. 2018-599

Moved By Councillor Shipston

Seconded By Councillor Sherson

Be it resolved that by-law number 2018-125 being a by-law to constitute and appoint members to the Committee of Adjustment be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

8. Consent Items

8.1 Regular Business (for information)

Council recessed at 8:25 PM and returned at 8:33 PM.

No. 2018-600

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that Council approve the items on the Regular Business consent agenda dated December 5, 2018 and direct staff to proceed with all necessary administrative actions.

Carried

8.1.1 EDO2018-008 - EDO Quarterly Update

8.1.2 PW2018-075 - Public Works Department Report

8.1.3 CAO2018-115 - Southgate CAO Update Report – October/November 2018

8.1.4 FIN2018-038 - September and October 2018 Cheque Registers

8.1.5 FIN2018-037 - 2018 Financial Report – October

8.1.6 Librarian CEO Report - October 18, 2018

8.1.7 Librarian CEO Report - November 22, 2018

8.2 Correspondence (for information)

No. 2018-601

Moved By Councillor Shipston

Seconded By Councillor Sherson

Be it resolved that Council receive the items on the Correspondence consent agenda dated December 5, 2018 and direct staff to proceed with all necessary administrative actions.

Carried

**8.2.1 Williams Treaties First Nations Settlement
Agreement Correspondence - received Nov 26, 2018**

**8.2.2 Wellington-North Recreation 2nd 2018 Report -
received Oct 3, 2018**

**8.2.3 OPP Letter to Municipalities re 2018 CSPT Grant
Update - received Sept 28, 2018**

**8.2.4 MNRF Correspondence re AMO Delegation - received
Oct 16, 2018**

**8.2.5 Ministry of Infrastructure Correspondence re AMO
Delegation - received Oct 11, 2018**

**8.2.6 AMO - The Federal Gas Tax Fund - 2017 Annual
Report - Part I - received Oct 15, 2018**

**8.2.7 2018-07-27 SMART Board Minutes - received Oct 21,
2018**

**8.2.8 Councillor Dobreen - OACA Fall Seminar Evaluation -
received Nov 5, 2018**

**8.2.9 Wellington North Power Q3 Report 2018 - received
Nov 26, 2018**

**8.2.10 2018-06-22 Source Protection Committee
Minutes - received Nov 27, 2018**

**8.2.11 OTF Grant Celebration Invitation - received Nov
28, 2018**

**8.2.12 Public Health - Cannabis Retail Sale in
Municipalities Correspondence - received Nov 28,
2018**

**8.2.13 2018-09-20 Library Board Minutes - received
Nov 29, 2018**

**8.2.14 2018-10-18 Library Board Minutes - received
Nov 29, 2018**

8.3 Resolutions of other Municipalities (for information)

None.

8.4 Closed Session (for information)

None.

9. New Business

None.

10. County Report

Mayor Woodbury highlighted topics discussed at the County Council meeting held on November 22nd noting that subdivisions were discussed in length, and that Southgate is leading the charge on building and growth, but that there is building interest all over the County including Grey Highlands, Hanover and the Town of Blue Mountains.

He explained that a property was recently donated to the Agricultural Societies of Owensound and Chatsworth beside the Grey Roots Museum and Archives that will be a permanent place for agricultural related activities. They will have everything from native apple trees, plowing, barns, fall fairs etc. and have the heritage aspect tied in from the museum.

The proposed budget for the County is a 2.23% tax increase. Councillor Dobreen asked if it was less than 1% in 2018. Mayor Woodbury noted that this is the highest increase they have seen in a lot of years and added that the cost of pavement etc. is very high on all tenders compared to what has been budgeted.

Lastly, he added that he attended the Inaugural meeting at the County on December 4th and noted that there are a lot of County Council members that are new to their local Councils. Deputy Mayor Hicks from the Town of Hanover was named the Warden and Deputy Mayor Milne assisted in presenting the Chain of Office to him.

11. Members Privilege - Good News & Celebrations

Mayor Woodbury reminded members that the Holstein non-motorized Santa Claus Parade is this Saturday, December 8th starting at 1:00 PM. He confirmed that MPP Bill Walker will be in attendance.

Councillor Dobreen added that if members were joining the Township of Southgate float to arrive early because of parking constraints and to help decorate and socialize. She noted that a light lunch and refreshments are available and that the floats are set to start around 12:45 PM. She also added that the Electronic Sign at the Holstein Optimist Club looks fantastic and that it is a great addition to the area. She said that the Dundalk Santa Claus parade was held last Saturday and was very successful. The entire day was full of activities including, photos with Santa, story time with Santa, hot apple cider, scavenger hunts, free skating, food, and music in the parkette. Lastly, she added that there was a record number of floats in the Dundalk parade and congratulated all those who participated and to the volunteers that put the day together.

Councillor Shipston added that the Library was also busy on the Saturday of the Dundalk parade, noting that they were very busy doing craft activities and that it was great to see the number of new people in Dundalk participating in the events.

Deputy Mayor Milne congratulated Campbell Cork, who was in attendance from the Media, on being elected as a Councillor in Wellington County, Ward 3.

12. Closed Meeting

No. 2018-602

Moved By Councillor Shipston

Seconded By Councillor Sherson

Be it resolved that Council proceed into closed session at 8:50 PM in order to address matters relating to Advice that is subject to Solicitor-Client Privilege (Subject: Watra Subdivision tax sale and the claim of open space lands for common use by local property owners - Staff Report CAO2018-118C), Potential Litigation (Subject: Landowners that are paying taxes for vacant land and have a house and other structures on their property that are refusing to acquire building permits - Staff Report CAO2018-119C), Proposed disposition of land by the Municipality (Subject: Offers to purchase industrial lands in the Eco Park - Staff Reports EDO2018-009C and EDO2018-110C), Potential Litigation (Subject: Update on the negotiations of an Agreement with a condition that the document is to remain confidential - Staff Report CAO2018-117C); and

That CAO Dave Milliner, Clerk Joanne Hyde, Treasurer William Gott, Economic Development Officer Glenn Walker, Chief Building Official Bev Fisher, Planner Clinton Stredwick and Deputy Clerk Lindsey Green remain in attendance.

Carried

Council recessed at 8:52 PM and returned at 9:00 PM.

Economic Development Officer Glenn Walker left the meeting at 9:23 PM and did not return.

Planner Clinton Stredwick and Treasurer William Gott left the meeting at 9:56 PM and did not return.

No. 2018-603

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council proceed past 10:00 PM.

Carried

Chief Building Official Bev Fisher left the meeting at 10:20 PM and did not return.

No. 2018-604

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that Council come out of Closed Session at 10:32 PM.

Carried

**12.1 Proposed disposition of land by the Municipality -
(Subject: Offers to purchase industrial lands in the Eco
Park - Staff Reports EDO2018-009C & EDO2018-010C)**

No. 2018-605

Moved By Deputy Mayor Milne

Seconded By Councillor Sherson

Be it resolved that Council receive Closed Session Staff Report EDO2018-009C for information; and

That Council approve the Purchase & Sale Agreements from Havana Cigars; and

That Council consider approval of Southgate By-law 2018-130 to execute the Purchase & Sale Agreement at the December 19, 2018 Council meeting.

Carried

No. 2018-606

Moved By Councillor Frew

Seconded By Councillor Rice

Be it resolved that Council receive Closed Session Staff Report EDO2018-010C for information; and

That Council direct Staff to revise the Purchase & Sale Agreements from Golden Green Leaf Corporation and provide a draft to Council; and

That Council consider approval of Southgate By-law 2018-131 to execute the Purchase & Sale Agreement at the December 19, 2018 Council meeting; and

That Council direct staff to include in the Purchase & Sale Agreements the conditions as discussed in Closed Session.

Carried

**12.2 Advice that is subject to Solicitor-Client Privilege -
(Subject: Watra Subdivision tax sale and the claim of
open space lands for common use by local property
owners - Staff Report CAO2018-117C)**

No. 2018-607

Moved By Councillor Sherson

Seconded By Councillor Dobreen

Be it resolved that Council receive staff report CAO2018-117C as information; and

That Council direct staff to proceed with actions as provided in closed session discussions.

Carried

**12.3 Potential Litigation - (Subject: Landowners that are
paying taxes for vacant land and have a house and other
structures on their property that are refusing to acquire
building permits - Staff Report CAO2018-118C)**

No. 2018-608

Moved By Councillor Rice

Seconded By Councillor Frew

Be it resolved that Council receive staff report CAO2018-118C received in closed session as information; and

That Council direct staff to proceed with the necessary actions to gain compliance under the building code and the issues related to life safety of the buildings on the property.

Carried

12.4 Potential Litigation - (Subject: Update on the negotiations of an Agreement with a condition that the document is to remain confidential - Staff Report CAO2018-119C)

No. 2018-609

Moved By Deputy Mayor Milne

Seconded By Councillor Sherson

Be it resolved that Council receive staff report CAO2018-119C as information; and

That Council direct staff to proceed with our lawyer proceeding with legal correspondence and communications as discussed in closed session.

Carried

13. Confirming By-law

No. 2018-610

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that By-law number 2018-128, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on December 5, 2018 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

14. Adjournment

No. 2018-611

Moved By Deputy Mayor Milne

Be it resolved that Council adjourn the meeting at 10:38 PM.

Carried

Mayor John Woodbury

Clerk Joanne Hyde



Staff Report LIB2018-002

Title of Report: LIB2018-002 Youth Action Committee Updated Terms of Reference
Department: Library
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report LIB2018-002 for information; and
That Council approve the revised Terms of Reference for the Youth Action.

Background:

The Youth Action Committee was first approved by Council through staff report CAO2017-059 along with the Terms of Reference. YAC was originally created as an advisory Committee of Council with the requirement to attend and present an annual report.

The Youth Action Committee is comprised of 8 official members and 1 pending member meeting on a monthly basis on the second Friday of the month.

Staff Comments:

Library and Recreation staff attend YAC as the staff liaisons, take minutes and prepare agendas. There have been a number of concerns from the youth members over the processes and procedures that are required to be followed under the Procedural By-law. As such, there has been a decrease in engagement amongst committee members and a challenge to maintain meeting interest whilst following strict procedures and rules.

In discussions with area municipalities and their Youth Action Committees, there is more of a focus on ACTION oriented committee work as opposed to the Township of Southgate structure of ADVISORY oriented work. Given that there are a number of younger members appointed to the committee, and that the committee is focused on engaging youth within the community through events like movie nights, International Youth Day and the Santa Clause Parade, and less of a focus on acting as an advisory committee to Council. With the change from a committee of council to a working group, there are less procedural pressures on the committee.

The plan would be to formally have the Youth Action Committee report under the umbrella of Recreation so that there is department support for the committee while maintaining autonomy within the Corporation. This would also allow for the department to provide budget support to the committee through departmental

operating and capital budget. Should there be any requests by YAC that would require any Council approval, the Facilities Manager in conjunction with the Librarian CEO, a report would be prepared and presented to Council. Additionally, an annual report will still be required, but will be presented to Council through the Facilities Manager. Given that the youth drop ins are currently facilitated by recreation under the Facilities Manager and the cultural aspect of community events is managed through the library, the move to a decentralized working group makes better sense.

Financial Implications:

There are no financial implications with this report.

Communications & Community Action Plan Impact:

Concluding Comments:

Staff are requesting that Council support the move of the Youth Action Committee from a Committee of Council to a Youth Action Committee, working group and that the revised Terms of Reference be approved.

Respectfully Submitted,

Dept. Head: **Original signed by**
Lacy Russell, Librarian CEO

Dept. Head: **Original signed by**
Kevin Green, Facilities Manager

CAO Approval: **Original signed by**
Dave Milliner, CAO

Attachment(s):

1. Youth Action Committee updated Terms of Reference

Township of Southgate Youth Action Committee (YAC)

Terms of Reference December 2018



Terms of Reference: Table of Contents

1. Mission and Vision Statement
2. Mandate
3. Meeting Expectations
4. Staff Liaisons
5. Executives and Responsibilities
6. Community Adult Allies
7. Budget
8. Appointment to Southgate Youth Action Committee
9. Attendance Regrets
10. Responsibilities of all Committee members
11. Procedures and Protocols
 - a. Decision Making
 - b. Meetings
 - c. Council Updates
12. Committee Projects & Special Events
13. Amendment of Terms of Reference

Mission and Vision Statement:

The Township of Southgate's Youth Action Committee's focus is to encourage local youth to be socially conscious, healthy and engaged contributing members of the community. YAC works towards creating an environment to empower youth to be creative, active and to have a voice to create positive change in the communities within Southgate. The Committee will further work with Southgate staff/adult allies to advise and recommend programs, services, current trends and issues related to Youth.

Mandate:

1. Create spaces for youth to hang out.
2. Raise awareness about opportunities to get involved in the community.
3. Raise awareness about the issues that youth in Southgate are facing.
4. Encourage youth to "stay" local when it comes to events, programs, etc.
5. Advocate for youth issues by forging partnerships with common organizations.
6. Working with different organizations to promote youth engagement.
7. Recognize and support diversity in Southgate.
8. Working on community betterment projects.
9. Participate in International Youth Day.
10. Give Youth a voice in their community.
11. Provide Youth with more opportunities to be active and learn in the community.
12. Help Youth be safe, valued and equipped with life skills.

Meeting Expectation

1. Be open to other people's opinions.
2. No interrupting.
3. Be respectful of other people's ideas.
4. Help create a team.
5. Do not be shy or offended too easily
6. Be open-minded.
7. Let someone know if you cannot attend the meeting.
8. Participate!
9. Be Positive

Staff Liaisons

Staff Liaisons will be provided by the Recreation Department and Library Board of the Township of Southgate. Their primary roles are to assist the Members with procedural matters such as preparing meeting agendas, minutes, and scheduling meetings with Town Council and

Community Groups. The Staff Liaisons' will connect the Southgate YAC with resources and make connections to the community.

Library Board Liaison - Crystal Dumas

Recreation Liaison – Ethan Henry

Executive Roles and Responsibilities

Chair/Vice Chair:

- Establish the agenda based on input from committee members
- Confirm meeting date, time, location
- May call special meetings as required
- Facilitate meeting
- Disseminate meeting notes and other correspondence

Signing officer

- Liaise with Southgate staff and Council rep
- Ensure tasks are assigned and deadlines are met
- Mentor Youth to help facilitate meeting

Treasurer:

- Oversee receipt of funds
- Act as one of two signing officers
- Provide financial report at meetings
- Liaise with Township Treasurer who is holding funds in trust for YAC

Secretary:

- Take minutes of all meetings
- Distribute minutes to Chair/Vice Chair for distribution to members, Southgate staff, Council and adult allies
- Register all members

Media/ Press Reporter:

- Develop announcements, advertisements, flyers and posters to inform the public about committee events and initiatives. With input and assistance from other members.

Social Media Administrator:

- Oversees the YAC Facebook or other social media accounts
- Maintain a photographic record of member initiatives and events
- Update media accounts with meeting and event dates, time, location, etc.

Voting Members:

- Member shall notify the Chair or Vice Chair if they are unable to attend a meeting or event.
- Act as community representatives
- Participate and contribute actively in projects and special events

Community Partners:

- The Youth Action Committee welcomes input from organizations and community partners that are dedicated to Youth issues and engagement.

Southgate Staff and Adult Allies:

- The Youth Action Committee welcomes the support of Southgate staff and adult allies. Their primary roles are to assist the Members by providing support and assistance with projects and events

Adult Allies: Barbara Dobreen, Jess Cook, Brianne McDowell

Budget

The Township of Southgate commits to providing YAC with \$500 annual budget, managed through The Recreation Department. Recreation and Library will also provide assistance for grant opportunities.

Appointment to the Southgate Youth Action Committee

In order to become a member of the Committee, a youth between the ages of 12 and 24 who resides within the Township of Southgate must complete a YAC application and submit to a Staff Liaison. The youth must show an effort to attend the vast majority of the scheduled meetings.

Attendance and regrets

Regrets should be sent to a Staff Liaison 48 hours before a meeting or scheduled event.

Responsibilities of All Committee Members

1. To attend all meetings.
2. To play an integral role in the community by actively participating and contributing to projects and/or events coordinated by the Committee.

3. Members must notify Staff Liaison 48 hours before scheduled meeting if they are unable to attend.
4. To create annual Action Plans consisting of projects, programs, and event designed to assist in fulfillment of the purpose of the Southgate Youth Action Committee and to present the annual plan to Council
5. To advocate on behalf of youth in Southgate.

Procedures and protocol

A. Decision Making

The Township of Southgate Youth Action Committee propose recommendation(s) it wishes to advise to Council through the Recreation Department.

A resolution of the Council will be adopted on a motion, carried by a simple majority vote. A quorum will be required. A quorum consists of minimum 50% + 1 of the voting members of the Committee.

Minutes will be sent to Council for information only.

B. Meetings

Meetings of the Committee will normally be held on the second Friday of each month from 6:00 p.m. with adjournment at 7:30 p.m. during the year. The meetings are subject to change during the summer months (June-August). Meetings will generally be held at the Ruth Hardgrave Memorial Library. Meetings will generally be open to all youth between the ages of 12 – 24 that reside within Southgate. Subcommittees will be created from time to time that will meet as needed.

Spending decisions will be made by a majority vote of the executive being required to spend money from the Youth Action/Advisory Committee budget.

Committee members are expected to meet and/or discuss issues with their circle of friends and contacts, to promote YAC activities, events, gain feedback and receive new ideas on the committee issues for the next meeting.

C. Council Updates

The Southgate Youth Action Committee will provide an annual update to Council each year regarding their activities. The update will be in form of a Delegation.

Committee projects & special events

Based on the mandate and purpose, the Council will establish its priorities at the beginning of each school year and develop a work program with which to focus its attention. Additionally, the Committee may address items referred to it by others. The Committee may consider matters that members deem to be of importance and within the Committee's responsibilities. The Committee will also consider matters referred to it by Town Council or other Committees of Council. Additionally, the Council may also consider matters identified by other youth in the community and bring concerns or suggestions to the table. Such matters should be identified and explained in writing, addressed to the Staff Liaison to report at a meeting. The Committee will consult with the Staff Liaison(s) regarding all matters and the corresponding work plan.

Amendment of terms of reference

The Terms of Reference of the Southgate YAC should be reviewed on an annual basis at the end of each operational (September) year at the time of preparing the Action Plan. The Southgate YAC may recommend revisions to the Terms of Reference to Town Council for consideration.



Staff Report CL2018-030

Title of Report: CL2018-030 Cannabis Retail Stores

Department: Clerks

Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive staff report CL2018-030 for information; and

That Council advise the Province of Ontario that the Township of Southgate chooses to "opt-out" of permitting private sale of cannabis within the Township, including, but not limited to sales through stores, farmer's markets, cannabis production facilities or any other permanent or temporary facility or outlet; and

That Council direct the Planner to initiate a Zoning By-law Amendment process, and schedule a Statutory Public Meeting for the purposes of introducing and modifying the necessary definitions and zoning provisions and controls to prohibit the private retail sale and/or consumption of cannabis at facilities referred to as "cannabis lounges"; and

That the Statutory Public Meeting for a Zoning By-law Amendment be scheduled for February/March 2019 in order to allow for sufficient time for Council's consideration prior to April 1, 2019.

Background:

The Government of Ontario announced on August 13, 2018 that it would be bringing forth legislation that, if passed, would introduce a model for the private retail sale of cannabis in the Province of Ontario and have indicated that the proposed legislation would allow for the private retail sale of cannabis beginning on April 1, 2019. The Province has also indicated that the proposed legislation would allow for a one-time window allowing Municipalities to "opt-out" of permitting private cannabis retail stores within their jurisdictions.

The purpose of this report is to provide information on the option to "opt-out" of permitting physical cannabis retail stores in boundaries within the Township of Southgate and provide additional information on a zoning by-law amendment to prohibit cannabis retail stores in the Township until further information becomes available.

Recreational use of cannabis became legal across Canada on October 7, 2018. In Ontario, the only legal place to purchase recreational cannabis on October 17, 2018 will be through the Ontario Cannabis Store.

On August 13, 2018 the Province of Ontario announced that it will be introducing new legislation that would allow for the private retail cannabis sales beginning April 1, 2019. This is a departure from the previously communicated approach of public sales through the Ontario Cannabis Store. In their announcement, the Province identified that municipalities will be given a one-time window which they can choose to opt-out of permitting physical cannabis retail stores in their boundaries. It is anticipated that details on this formal opportunity will be available later in the year.

Since the initial announcement regarding the private retail sales model, the Province has indicated that if municipalities choose to opt-out during the window, they will always have the opportunity to opt back in at a later date. However, once a municipality has opted-in, whether at the outset or at a later date, it is staff's understanding that the decision will be final and opting-out will not be permitted.

Staff Comments:

Opt-out Option

The intent of the resolution is to express the Township's decision to 'opt-out' of permitting the retail sale of cannabis within the Township of Southgate through any commercial store, farmer's market, cannabis production facility, or any other permanent or temporary facility or venue.

Zoning By-law Amendment

In anticipation of the Province communicated approach to allow cannabis sales by private retailers on April 1, 2019, as well as to align with the opt-out resolution, it is recommended that the planner prepare draft zoning by-law amendments to introduce new terms and definitions, such as "Cannabis Retail Store" and "Cannabis Lounge" and clarify that the uses are not permitted in any zone. The amendments should also refine existing definitions as necessary to clarify what the term cannabis encompasses as there are many different forms and derivatives that are intended to be captured.

Introduction of Definitions

Through zoning by-law amendments, the township would introduce definitions for terms such as "Cannabis", "Cannabis Retail Store", "Production Facilities" and "Cannabis Lounges." The definition of Cannabis should align with the federal and provincial definitions of cannabis and its derivatives under the Cannabis Act. Defining Cannabis specifically in the zoning by-law will clarify what the term cannabis encompasses as there are many different forms and derivatives that are intended to be captured.

"Cannabis Retail Store" could be defined as a premise used for the retail sale of "Cannabis" that is authorized by provincial and federal legislation. A "Cannabis Lounge" definition could be introduced to describe a location where cannabis and

cannabis-derived products are sold and consumed within the business premises. "Cannabis Lounges" are not currently permitted under provincial legislation and the use would be illegal; however, defining the use and prohibiting it under the Zoning By-law provides clarity that the use is separate from other uses in the Zoning By-laws, such as "Restaurants", in the event that the province legalizes such uses in the future.

Introducing definitions for terms such as "Production Facilities," "Cannabis Retail Store" and "Cannabis Lounge" will ensure that these uses are not inadvertently classified within an existing use. For example, without defining the uses through an amendment, it could be interpreted that the activity of selling cannabis could fall within the existing definition of "Retail Store". The defined use of Cannabis Retail Store would include the sale of cannabis and cannabis derived products to clarify that this use will be excluded from other existing definitions such as Retail Store and Convenience Retail Store. It is intended that the amendment will also preclude the retail sale of cannabis directly from a production facility, farmers markets, farm produce stand, and other various commercial retail venues.

Clarifying Existing Definitions

All existing commercially related and home occupation/industry definitions should be modified to clarify that "Cannabis Retail Stores" and/or "Cannabis Lounges" are not permitted.

Modifying Prohibited Uses

The Township's Zoning By-laws include a section under the General Provisions that further outlines prohibited uses within the Township. These sections could be amended to include text which prohibits Cannabis Retail Stores and Cannabis Lounges in all zones.

Next Steps and Timing

It is recommended that staff draft the zoning by-law amendment and schedule a statutory public meeting for early 2019. In terms of timing, it is important that any amendment be passed prior to the provinces communicated date of April 1, 2019 to ensure that any restrictions and regulations are applied from the onset, rather than having the potential for legal non-conforming uses to result after the provincial retail model comes into effect.

Financial Implications:

There are no financial implications to the Township of Southgate associated with this report at this time. It is yet to be determined how and when the two installments of the \$5,000 will be distributed to municipalities who opt in or opt out. A future report to Council will be brought forward when there is more concrete information on governments financial support distributed to municipalities.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to provide information to Council and the public

Concluding Comments:

The purpose of this report is to provide Council the opportunity to opt out of private sales of cannabis and to seek direction on the initiation of a zoning by-law amendment to align with the opting-out option, until further information and clarification is provided by the Province.

Respectfully Submitted,

Dept. Head: ORIGINAL SIGNED BY

Joanne Hyde, Clerk

CAO Approval: ORIGINAL SIGNED BY

Dave Milliner, CAO

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report CL2018-037

Title of Report: CL2018-037 **Emergency Management Annual Submission**
Department: Clerks
Branch: Legislative and Council Services
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report CL2018-037 for information; and

That the CEMC update the current Emergency Management Program By-law to adopt changes to the Emergency Plan and associated Annexes/Appendices; and

That Council consider the adoption of By-law 2018-139, being a by-law to adopt an Emergency Management Program and Emergency Plan for the Township of Southgate as recommended by the Emergency Management Program Committee; and

That the CEMC forward the adoption of the Emergency Management Program By-law and Emergency Plan to the Office of the Fire Marshal and Emergency Management (OFMEM); and

That Council appoint Mayor John Woodbury as the Chair for the Emergency Management Program Committee for the 2018-2022 term.

Background:

All municipalities in Ontario are required to establish and maintain an emergency management program in accordance with, and be in compliance with, the requirements under the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9., Ontario Regulation 380/04.

The Act establishes the minimum standards for emergency management programs required by municipalities and specifies the requirement in the Act for mandatory emergency management programs. In 2018, the Township of Southgate's Emergency Management Program met all the annual program requirements and achieved compliance after audit by the Office of the Fire Marshall and Emergency Management (OFMEM).

In 2016 the OFMEM advised the Community Emergency Management Coordinators (CEMC's) across Ontario that it will require the Emergency Management Program Committee (EMPC) Chair to be appointed by Council. Mayor John Woodbury acted as the Committee Chair from 2014-2018 and it is recommended that he continue to Chair the Committee.

Staff will be bringing forth changes to the Township's Emergency Response Plan in 2019 to enhance the municipal coordination during an emergency and to better align emergency activities when working with other external response and support agencies in the community by using the nationally recognized Incident Management System, (IMS) during all phases of an emergency or disaster response.

Staff Comments:

All municipalities in Ontario are required under the Emergency Management & Civil Protection Act (EMPCA) Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 to develop and maintain an emergency management plan and program in compliance with the essential level emergency management legislation and standards.

The person responsible to coordinate all aspects of the emergency management plan and program is the Community Emergency Management Coordinator (CEMC). The Township of Southgate's CEMC works with all applicable stakeholders to design, coordinate, and implement a wide variety of initiatives and ongoing activities thereby ensuring compliance to the provincial legislation. The CEMC consults and works with municipal and other stakeholders to prepare for, respond to, mitigate and recover from, major emergencies affecting the Corporation and the residents of Southgate. The CEMC works with the following three major committees to ensure a coordinated emergency management plan and program.

1. The Emergency Management Program Committee (EMPC) whose members are responsible for providing services to minimize the effects of an emergency on the municipality;
2. The Emergency Management Program Committee (EMPC) whose members advise on the development and implementation of the municipality's emergency management program; and
3. All municipalities are required to designate an employee to perform the role of Community Emergency Management Coordinator (CEMC) Under Ontario Regulation 380/04, s. 10(1).

The Township of Southgate has designated a CEMC for the municipality. The CEMC coordinates and supports the activities of the Township's Emergency Management Program Committee (EMPC). Each year, the Office of the Fire Marshall and Emergency Management (OFMEM) performs an annual year-end audit of all municipal emergency management programs in Ontario. OFMEM requires all municipalities to submit compliance documentation prior to December 31st of each year. The compliance documentation must be signed by the Mayor/Head of Council and the CEMC acknowledging municipal compliance.

Staff have prepared revisions to the Township's Emergency Management Plan to enhance the municipal coordination during an emergency and to better align emergency activities when working with other external response and support agencies in the community by using the nationally recognized Incident Management System, (IMS) during all phases of an emergency or disaster response.

Legislation requires all municipalities and provincial ministries to develop and maintain an Emergency Management Program. The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 requires all Ontario municipalities and provincial ministries to maintain an Emergency Management program. Emergency Management programs require several key elements including:

- Hazard identification and risk assessment;
- Identification of critical infrastructure;
- An emergency plan;
- Training and exercises; and
- Public education.

Emergency management program elements must be reviewed, tested and updated annually in accordance with the Emergency Management & Civil Protection Act. The Province provides oversight to ensure municipalities fulfil their emergency management obligations and can respond to and recover from a major incident in the community.

For 2018, OFMEM developed a new online tool that allows municipalities to submit their compliance reports electronically and it was revamped in 2018 to better serve administrators. The new process for compliance includes:

1. The completed OFMEM Compliance Report 2018 is reviewed and signed by the Mayor/Head of Council and the Community Emergency Management Coordinator (CEMC); and
2. The online compliance report with supporting documentation must be submitted electronically to the Office of the Fire Marshal and Emergency Management for review by January 31, 2019.

The Township of Southgate has completed all the Emergency Management Program elements as highlighted in this report. The online Statement of Completion and Compliance Checklist will be submitted to the Office of the Fire Marshal and Emergency Management for review. The updated Emergency Plan and by-law will be sent to OFMEM as required under the Emergency Management and Civil Protection Act.

Financial Implications:

There are no direct financial implications resulting from this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making and Action 1.A.3. – Southgate will promote education for Council Members and for the public, related to municipal decision-making.

Concluding Comments:

The key to success in emergency management is our partnership with local municipalities and key stakeholders. The Emergency Management and Civil Protection Act and Ontario Regulation 380/04 requires municipalities to develop and implement an Emergency Management Program including the Emergency Plan by Council bylaw. The Office of the Fire Marshal and Emergency Management has received documentation confirming that the Township of Southgate has completed all the necessary elements to achieve compliance in accordance with the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

The Township along with the County of Grey will continue to play a key role and partner with stakeholders and local municipalities to help ensure emergency management capacity through a collaborative emergency management program.

There is a confidential appendix which has not been shared through the agenda as only members of the Emergency Management Program Committee may have access to it. Given the breach of confidentiality from the previous Mayor to a former Member of Council, the Confidential Appendix will be available in the Clerk's Office for review with the CEMC present. Staff have confirmed with our Field Officer that the contents of the Municipal Compliance Report 2018 are to remain confidential. Should a member of the public or a Member of Council wish to FOI the message left on the CEMC's voicemail, they are free to do so in order to confirm that request.

The Emergency Management Program Committee has reviewed this report at their December 11, 2018 meeting.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Joanne Hyde, Clerk

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

1. Confidential Municipal Compliance Report for 2018;
2. 2018 Southgate Emergency Management Plan – Public Portion.

Township of Southgate Emergency Management Plan - 2018

Table of Contents

| | |
|--|-----------|
| Appendices | 3 |
| **The appendices titles are included for information purposes only and do not form part of the Emergency Plan. They may or may not be attached to distributed copies.** | |
| Foreword | 4 |
| Glossary of Terms..... | 6 |
| Steps Leading to the Declaration of an Emergency..... | 9 |
| Control Group Structure | 14 |
| 1.0 Introduction..... | 15 |
| 1.1 Authority for the Emergency Plan..... | 15 |
| 1.2 Protection From Personal Liability & Compensation..... | 16 |
| 1.3 Definition of an Emergency | 16 |
| 2.0 Aim | 17 |
| 3.0 Notification System..... | 20 |
| 3.1 Responsibility | 20 |
| 3.2 Notification System | 20 |
| 3.3 Message | 20 |
| 4.0 Requests for Assistance..... | 21 |
| 5.0 Emergency Control Group | 22 |
| 5.1 Composition | 22 |
| 5.2 Notification | 22 |
| 5.3 Joint Control Group | 24 |
| 6.0 Implementation & Procedures | 24 |
| 7.0 Emergency Operations Centre..... | 24 |
| 8.0 Municipal Control Group Operations..... | 26 |
| 9.0 General | 26 |
| 9.1 Decision Making Process | 26 |
| 9.2 Operations Cycle..... | 26 |
| 10.0 Communications & Co-ordination..... | 27 |
| 11.0 Group Responsibilities | 27 |
| 11.1 Emergency Control Group | 27 |
| 11.2 Head of Council | 28 |

Township of Southgate Emergency Management Plan - 2018

11.3 Chief Administrative Officer/Alternate 29

11.4 Grey County Detachment Commander/Alternate 29

The Detachment Commander or alternate is responsible to: 29

11.5 Fire Chief(s)/Alternate(s) 30

11.6 Public Works Manager 31

11.7 Head of Health Services/Alternate 31

11.8 Director of Social Services/Alternate 32

11.9 EMS Manager/Alternate 33

11.10 Emergency Information Officer/Media Coordinator 33

11.11 Community Emergency Management Coordinator 33

12.0 Termination of a Municipal Emergency 35

12.1 Termination Declared 35

12.2 Notification of Termination 35

13.0 Recovery Plan Implementation 35

14.0 Plan Maintenance & Revision 35

15.0 Internal Procedures 36

Township of Southgate Emergency Management Plan - 2018

Appendices

| | |
|------------------|---|
| Appendix 1 | Emergency Notification Procedure |
| Appendix 2 | Request for Provincial/Federal Assistance |
| Appendix 3 | Quick Guide to Emergencies |
| Appendix 4 | Resource Directory |
| Appendix 5 | Concept of an Emergency Site Manager |
| Appendix 6 | Recovery Plan |
| Appendix 7 | Distribution List |
| Appendix 8 | Municipal Officials |
| Appendix 9 | Municipal Maps |
| Appendix 10..... | Community Risk Profile |
| Appendix 11..... | Municipal Critical Infrastructure |
| Appendix 12..... | Hazard Information Sheets |
| Appendix 13..... | Emergency Declaration & Termination Sheets |
| Appendix 14..... | Evacuation Plan |
| Appendix 15..... | Evacuation Centres & E.O.C. Layouts |
| Appendix 16..... | Grey-Bruce Pandemic Plan |
| Appendix 17..... | Emergency Management Act |
| Appendix 18..... | Service Log |
| Appendix 19..... | Emergency Response Plan |
| Appendix 20..... | Spill Contingency Plan |
| Appendix 21..... | Foreign Animal Disease Contingency Plan |
| Appendix 22..... | Municipal Hazardous & Special Waste Operations Manual |
| Appendix 23..... | E2 Plan |
| Appendix 24..... | Grey County Emergency Fan-Out List |
| Appendix 25..... | Southgate Facility Survey Information |

****The appendices titles are included for information purposes only and do not form part of the Emergency Plan. They may or may not be attached to distributed copies****

Township of Southgate Emergency Management Plan - 2018

Foreword

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property as well as the environmental and economic health of the Township of Southgate.

To protect residents, businesses and visitors, the Township of Southgate requires a coordinated emergency response by a number of agencies under the direction of the Municipal Control Group. These are distinct arrangements and procedures from the normal day-to-day operations carried out by emergency services.

The Township of Southgate Emergency Management Committee developed this emergency management plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. This emergency management plan has been prepared to provide key officials, agencies and departments of the Township of Southgate important emergency response information related to:

- arrangements, services and equipment; and
- roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Southgate's Emergency Management Plan may be viewed at the Administration Centre. For more information, please contact:

Joanne Hyde
 Community Emergency Management Coordinator
 Township of Southgate
 185667 Grey Road 9
 Dundalk ON N0C 1B0
 Phone: (519) 923-2110 ext 230
 Mobile: (519) 379-3183
 Toll Free 1-888-560-6607 ext 230
 Fax: (519) 923-9262
 E-mail: jhyde@southgate.ca

[illegible]

Township of Southgate Emergency Management Plan - 2018

Glossary of Terms

Chief Administrative Officer (CAO): During an emergency, the Chief Administrative Officer or designated alternate will act as the Administrative Official of the Emergency.

Citizen Inquiry Representative: During an emergency, the Director of Social Services or Alternate will be responsible for appointing and notifying a Citizen Inquiry Representative who will then establish and maintain a Citizen Inquiry Service which will respond to and redirect inquiries and reports to the public.

Community Emergency Management Coordinator (CEMC): The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Emergency Management Committee.

Control Group: The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the municipality and ensures co-ordination between all agencies involved.

Critical Infrastructure: Interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity and confidence in government. For greater specificity, there are eight sectors of critical infrastructure:

| | |
|------------------------|-----------------------------------|
| Food and water | Gas/oil/chemical industries |
| Electricity | Transportation |
| Telecommunications | Continuity of government services |
| Financial institutions | Public safety and security |

Community Volunteer: An individual who willingly responds to a request from the Township to assist with response and recovery efforts during a declared County Emergency. Community Volunteers act under the direction and supervision of the CEMC. Community Volunteers are not considered Township employees except for matters pertaining to Workplace Safety and Insurance coverage, as dictated by the Workplace Safety and Insurance Act.

Designated Senior Municipal Official: A Senior Municipal Official, usually the CAO, designated by the Mayor or Acting Mayor to participate on the Emergency Management Program Committee of the Municipal Emergency Management Control Group, in place of the Mayor or Acting Mayor.

Emergency (as defined in the *Emergency Management and Civil Protection Act*): "A situation or impending situation caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life or property." These situations could threaten public safety, public health, the

Township of Southgate Emergency Management Plan - 2018

environment, property, critical infrastructure, and economic stability.

Emergency Control Group: The group of individuals directing activities necessary to address the effects of the emergency.

Emergency Information Officer (EIO): (also referred to as the Media Coordinator) The EIO is responsible for overseeing the dissemination of all information to the media and the public from the Information Centre.

Emergency Operations Centre (EOC): The Emergency Operations Centre (EOC) is where the Emergency Control Group and other support personnel assemble to share information, evaluate options and make decisions regarding the administration of the emergency, and provide support to the emergency site.

Emergency Site: The area in which the emergency exists.

Emergency Site Manager: The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The Emergency Site Manager provides the Control Group with necessary information on the site operation.

Evacuation Centre: An evacuation centre is a facility which will provide temporary care and shelter to persons displaced by an emergency. Persons may be sent to an evacuation centre after registering with Registration and Inquiry services, or at the evacuation centre directly.

Fire Chief of Affected Municipality: The Chief of the Fire Department or alternate of the Area Municipality(ies) directly affected by the emergency.

Hazard: An event or physical condition that has the potential to cause fatalities, injuries, property damage, critical infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Head of Council: The Mayor of the Township shall be deemed Head of Council.

Inner Perimeter: The area designated to enclose the actual emergency site.

Mayor of Affected Local Municipality: The Head of Council or Acting Mayor of a Local Municipality directly affected by the emergency.

Media Coordinator: The Emergency Information Officer is the Media Coordinator and is responsible for co-ordinating and executing the Media Control Centre. The main task for the Coordinator is to ensure that the release of information to the public is done in a timely and truthful fashion and that only the Mayor or otherwise appointed elected official makes such announcements.

Township of Southgate Emergency Management Plan - 2018

Media Information Centre: As established by the Media Co-ordinator, the location where members of the media can gather to collect updated information and releases and will also be the site at which the Mayor or otherwise appointed elected official will conduct interviews.

Perimeter (Inner): A restricted area in the immediate vicinity of the Emergency Site as established by the Emergency Site Manager. Access to the Inner Perimeter is restricted and subject to the approval of the Emergency Site Manager.

Perimeter (Outer): The geographic area surrounding the Inner Perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the Outer Perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager and will include first-aid station and casualty clearing station.

Provincial Emergency Operations Centre (PEOC): Monitors' evolving situations inside and outside of Ontario and the key function is to coordinate the Ontario Government response to major emergencies. This is done by staffing the PEOC 24/7/365 to provide assistance to municipalities and First Nations with a single point of contact for provincial assistance in times of crisis.

Recovery Committee: The Recovery Committee shall be composed of Local Municipal and County officials representing the Township of Southgate's Finance, Health, Social and Community Services, Public Works, and Communications areas. The committee will provide direction and coordinate activities addressing the recovery needs of residents in the Township.

Red Cross Director of Operations: The Director of Operations of the Local Red Cross Branch is responsible for supervising and coordinating all activities of the Red Cross Branch during an emergency.

Triage: The sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.

U.C.R.T.: The **U**SAR (Urban Search and Rescue) **C**BRNE (Chemical, Biological, Radiological, Nuclear and Explosives) **R**esponse **T**eam (U.C.R.T.) is a unit of highly trained specialists created to deal with the various threats and emergencies in Ontario. Activation of this team is done (requested) through the Provincial Emergency Operations Centre (PEOC).

Township of Southgate Emergency Management Plan - 2018

Steps Leading to the Declaration of an Emergency

Upon receipt of a warning of a real or potential emergency, the initial responding agency, service or department will contact the CEMC to request that the municipal emergency notification system be activated. The CEMC will notify, or cause to have notified, the Fire Chief, the Chief Administrative Officer and the Head of Council. Upon notification, it is the responsibility of these members to assemble and assess the situation using the procedures set-out in the municipal emergency plan.

DECLARATION OF AN EMERGENCY

Action Prior to Declaration of an Emergency

When an emergency exists, but has not yet been declared to exist, Municipal or County employees may take such action(s) under this emergency response plan as may be necessary to protect the lives and property of the residents and businesses of the Township.

Local Municipal Emergency

The Mayor of a Local Municipality, as the Head of Council, has the authority to declare a Local Municipal emergency to exist within the boundaries of that Local Municipality. This decision is made in consultation with other members of the Local Municipal Emergency Control Group.

Upon such declaration, the Mayor will notify:

- (i) The County Warden;
- (ii) The Solicitor General and Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services, through the Provincial Emergency Operations Centre Duty Officer;
- (iii) The Local Municipal Council;
- (iv) Public; and
- (v) Neighbouring community officials, as required.

TERMINATION OF AN EMERGENCY

Local Municipal Emergency

A Local Municipal Emergency may be terminated at any time by one of the following:

- (i) Mayor or Acting Mayor;
- (ii) Area Local Municipal Council; or
- (iii) The Premier of Ontario.

Upon termination of a Local Municipal Emergency the Mayor will notify the:

- (i) County Warden

Township of Southgate Emergency Management Plan - 2018

- (ii) Solicitor General and OFMEM, Ministry of Community Safety and Correctional Services, through the Provincial Emergency Operations Centre Duty Officer;
- (iii) Local Municipal Council;
- (iv) Public; and
- (v) Neighbouring community officials, as required.

PLAN MAINTENANCE, REVISION, AND TESTING

Plan Maintenance and Revision(s)

The Emergency Management Plan (EMP) has been developed and is maintained by the Community Emergency Management Coordinator at the Township of Southgate under the authority of Municipal By-Law No. 2018-020 and in accordance with the *EMCPA*.

Each time major revisions are made to the plan, it must be forwarded to Township Council for approval. Revisions to the annexes, appendices, attachments, and minor administrative changes to the plan, however, can be made by the appropriate department or agency for approval by the CEMC.

It is the responsibility of each person, agency, service, or department named within this emergency plan to notify the CEMC of any required revisions to the appendices or administrative changes.

This Plan has been filed with OFMEM, Ministry of Community Safety and Correctional Services, as required by the *EMCPA*.

Testing of Plan

An annual exercise will be conducted to test the overall effectiveness of this emergency plan and provide training to emergency response and recovery stakeholders in the Township of Southgate. Revisions to this plan should incorporate recommendations stemming from such exercises.

EMERGENCY MANAGEMENT PRINCIPLES AND ASSUMPTIONS

Emergency Management Principles

During a potential, imminent, or actual emergency, the following principles will be adhered to:

- (i) The application of systematic notification procedures for assembling all required emergency response personnel and key decision makers with responsibilities under applicable County, Local Municipal, or agency emergency plans.
- (ii) The development of plans based on clearly assigned responsibilities and accountabilities for specific components and procedures.
- (iii) The development of checklists for emergency response personnel and decision makers to effectively implement this plan and any other emergency plans or

Township of Southgate Emergency Management Plan - 2018

procedures.

- (iv) The development of an emergency plan that incorporates coordination of general response capabilities.
- (v) The development of an emergency plan that incorporates coordination with local media to maintain an information flow to the public and Township stakeholders.
- (vi) The development of an emergency plan that incorporates regular testing to provide reasonable assurance that the emergency procedures contained in the plan are effective and in good working order.
- (vii) The development of plans that consider the needs of individuals with disabilities or special needs.
- (viii) The development of plans that include a degree of built-in redundancy (i.e. designated alternates for key staff, alternate operations centres, etc.).

Emergency Management Assumptions

For the SCERP, the following assumptions were made:

- (i) Many emergencies/disasters can occur with little or no warning allowing little time for preparedness management.
- (ii) Local Municipalities will respond to, and may oversee, emergencies within their jurisdictional boundaries and may request support from Township of Southgate.
- (iii) If one or more Local Municipality(ies) is overwhelmed by an emergency, upon consultation with the County Chair, a County emergency may be declared.
- (iv) Local Municipalities have designated Community Emergency Management Coordinators (CEMCs) who will execute their assigned responsibilities under this plan and the *EMCPA*. (The term 'County Community Emergency Management Coordinator' is used when referring to the CEMC specific to County of Grey and "Local CEMC" is used to refer to those in the Local Municipalities).
- (v) All Local Municipal and agency emergency planning and coordination will be compatible with the policies and procedures of County plans and in accordance with the *EMCPA*.
- (vi) The primary and supporting agencies of each emergency support function have developed emergency operating procedures for their own staff.
- (vii) Local emergency response personnel could experience damage or loss to their homes and personal property and could themselves be the victims of disaster.
- (viii) Citizens and response organizations from other jurisdictions may send available resources in response to the emergency if requested.
- (ix) Existing County plans that provide additional resources, prearranged

Township of Southgate Emergency Management Plan - 2018

agreements, or additional procedures may be activated to support the emergency response effort.

- (x) Local Municipalities and Township of Southgate will work in conjunction on such issues as emergency declarations or terminations, media releases, and the provisions of public information during an emergency.

Township of Southgate Emergency Management Plan - 2018

SOUTHGATE COMMUNITY EMERGENCY RESPONSE PLAN

Purpose

The Southgate Community Emergency Response Plan (SCERP), with its supporting plans, was developed as a multi-hazard plan for Township of Southgate and is based on the Hazard Identification and Risk Analysis (HIRA). This Plan establishes a framework for an effective emergency management system for the following purposes:

- (i) To reduce the vulnerability of residents to the loss of life, to the loss of critical infrastructure, and to the adverse effects resulting from a natural, human-caused or technological event.
- (ii) To ensure the preservation of essential municipal services and the economic base within Township of Southgate.
- (iii) To prepare for prompt and efficient response and recovery activities for the protection of the lives, property, and critical infrastructure affected by the emergency.
- (iv) To respond to all emergencies using all existing systems and resources necessary to preserve the health, safety, and welfare of residents affected by the emergency.

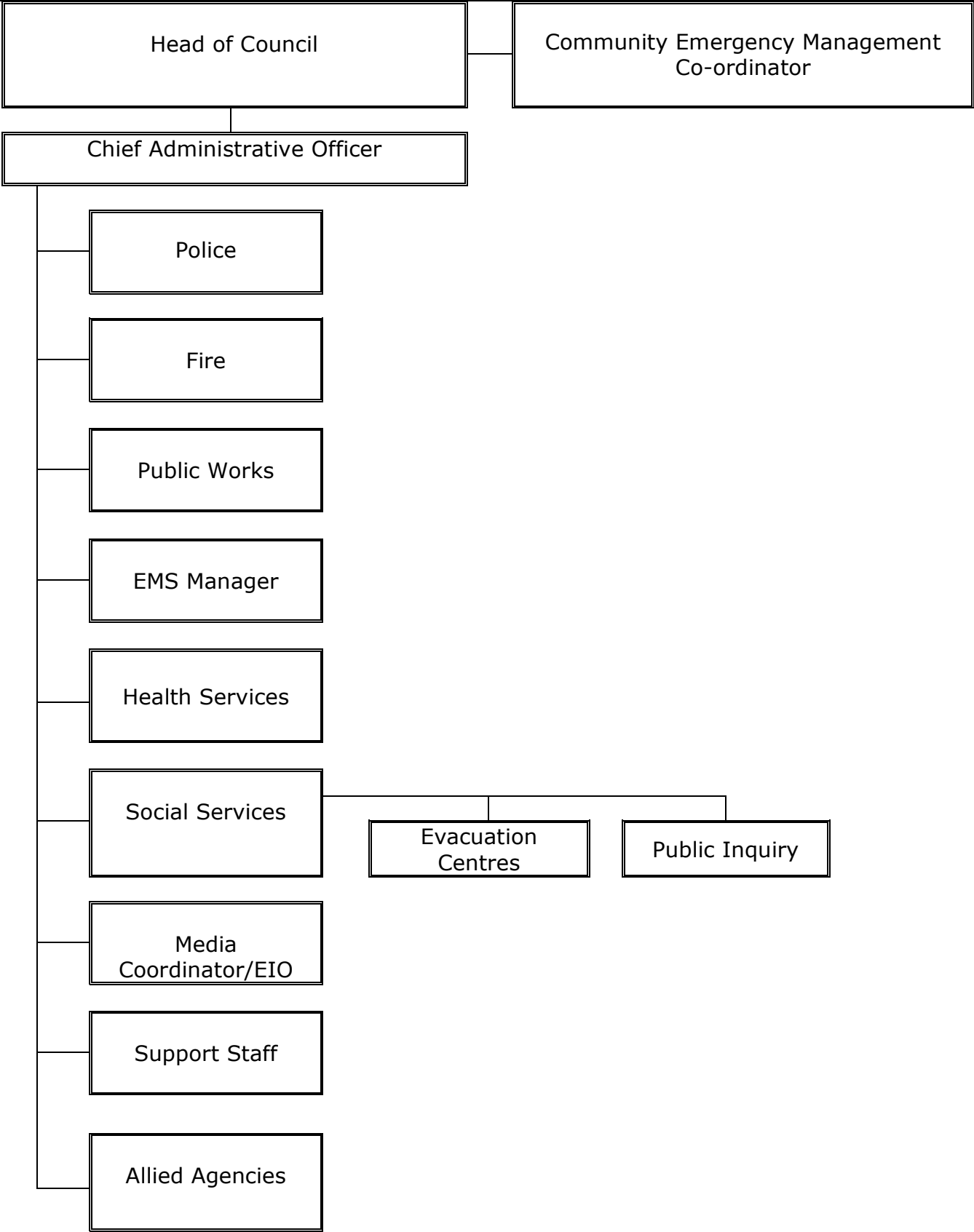
Scope

The SCERP is designed to prepare for any type of emergency that could affect the residents of Township of Southgate. The SCERP also establishes Township of Southgate's emergency management structure under which Township of Southgate will respond to and recover from natural or human-caused emergencies by:

- (i) Using a consistent and coordinated approach to the management of emergency operations.
- (ii) Using the Local Municipal, County, and other agency coordination mechanisms.
- (iii) Assigning specific functional responsibilities to appropriate County Departments, Local Municipalities, and other agencies that outline methods of coordination with the private sector and volunteer organizations.
- (iv) Identifying the actions that Township of Southgate, the Local Municipalities, and other agencies will take in coordination with provincial and federal counterparts as appropriate.

Township of Southgate Emergency Management Plan - 2018

Control Group Structure



Township of Southgate Emergency Management Plan - 2018

1.0 Introduction

1.1 Authority for the Emergency Plan

The Emergency Management and Civil Protection Act (EMCPA) requires municipalities, provincial ministries, and designated agencies, boards, commissions, and other branches of government to develop and implement emergency management programs consisting of emergency plans, training, exercises, public education, and any other elements prescribed by Regulation.

This document, the Southgate Community Emergency Response Plan (SCERP), has been prepared to provide key officials, agencies, and departments within the Township of Southgate with an overview of their collective and individual responsibilities during a potential, imminent, or actual emergency.

The SCERP is designed to facilitate a timely and effective response to and recovery from those hazards to which the Township of Southgate is particularly vulnerable. This plan also sets out how the Township of Southgate may provide emergency support services to other municipalities.

For this plan to be effective all concerned must be made aware of its provisions and every official, agency, and department must be prepared to carry out their assigned functions and responsibilities in an emergency.

The *EMCPA* defines an emergency as:

A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

The *EMCPA* requires each municipality in Ontario to develop and establish, by by-law, an Emergency Management program that consists of:

- (i) An emergency response plan;
- (ii) Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (iii) Public education on risks to public safety and on public emergency preparedness;
- (iv) Any other elements required by the standards for emergency management

Township of Southgate Emergency Management Plan - 2018

programs;

Specifically, an emergency response plan shall:

- (i) Assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan
- (ii) Set out the procedures for notifying members of the Municipal Emergency Control Group of the emergency

The *EMCPA* further states that:

[The] Head of Council of a Municipality may declare that an emergency exists in the Municipality or in any part thereof and may take such action and may make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.

As required by the *EMCPA*, the SCERP has been:

As enabled by the Emergency Management Act, this emergency management plan and its' elements have been:

- issued under the Township of Southgate By-law No. 49-2005, and
- filed with Emergency Management Ontario, Ministry of Community Safety & Correctional Services.

1.2 Protection from Personal Liability & Compensation

With respect to personal liability and compensation, the Emergency Management Act further states that:

"No actions or other proceedings lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency."

1.3 Definition of an Emergency

The Emergency Management Act defines an emergency as:

"An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

Township of Southgate Emergency Management Plan - 2018

While many emergencies could occur within the Township of Southgate, and, based upon risk analysis, potentially: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, or any combination thereof have the highest probability of occurrence.

2.0 Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Southgate when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies in the Township of Southgate, and meets the legislated requirements of the Emergency Management Act.

The goal of the Township of Southgate's emergency management program is to create, maintain, and coordinate an effective community structure that provides for the safety and well-being of the residents of Southgate. The Township's Emergency Management staff coordinates projects and activities that support the five components of a comprehensive emergency management program:


- (i) **Prevention** – acting to prevent emergencies from happening
- (ii) **Mitigation** – initiating education and awareness activities and/or implementing measures to reduce or prevent the impact of emergencies
- (iii) **Preparedness** – developing emergency response plans, conducting training and exercises, and educating the public
- (iv) **Response** – managing emergency situations and providing timely, relevant, and accurate emergency information to the public
- (v) **Recovery** – developing and implementing measures that expedite a return to normal activities and the recovery of losses

A fundamental assumption of the program is that documented plans alone are not effective unless they are supported by a process that coordinates the participation of all community emergency management stakeholders. Township of Southgate applies an integrated emergency management system as the conceptual framework to all emergency management activities to increase prevention, mitigation, preparedness, response, and recovery capabilities. Networking, coordination, partnerships, and creative thinking about the most effective use of resources facilitates cohesiveness and interoperability.

Central to Township of Southgate's comprehensive emergency management program is the use of risk management principles to promote resilience to hazards (ref. Part III – County Hazard Identification and Risk Analysis). At the community level, resilience

Township of Southgate Emergency Management Plan - 2018

describes a capacity to maintain levels of functioning during and after an emergency using available resources. The ability to coordinate resources is a significant predictor of a community's capacity to adapt to unforeseen circumstances. The program, therefore, develops strategies to promote the adoption and maintenance of hazard preparedness measures and activities.



Township of Southgate Emergency Management Plan - 2018

LOCAL HAZARD IDENTIFICATION AND RISK ANALYSIS - HIRA

A hazard is an event or physical condition that has the potential to cause fatalities, injuries, damage to critical infrastructure, property, or the environment, agricultural loss, interruption of business, or other types of harm or loss. Natural hazards are events related to naturally occurring elements and conditions including, but not limited to, floods, tornadoes, and ice and snow storms that pose a threat to lives, property, and other assets. Human-caused hazards are either technological or intentional. Technological hazards are caused by the tools, machines, and equipment that are commonly utilized to support the personal, financial, and economic well-being of a community. Intentional hazards are deliberately caused by people attacking or damaging what a community finds valuable.

The Township of Southgate consists of twenty-three (23) communities and villages and covers a land area of approximately 644.35 square km with a population of approximately 7,354 (2016 est.) residing in 2,987 households. The majority of residents are located in the East portion of the Township along Highway 10 and road transportation.

The Township of Southgate is vulnerable to a variety of natural and human-caused hazards. A systematic review of potential risks to the Township has identified the following hazards as having the greatest possibility and greatest impact:

- Freezing rain/ice storm
- Tornado
- Flood – urban
- Critical infrastructure failure
- Energy emergency (supply)
- Flood – rural
- Extreme temperatures – cold wave
- Windstorm
- Transportation emergency - road

These emergencies may vary in size and severity and may affect localized businesses, residential areas, and the general welfare of the residents of Township of Southgate. Although management of a localized emergency typically falls within the purview of an affected Local Municipality, it is possible that the event could escalate to a situation that requires utilization of County wide emergency management and response resources. Normally the frequency of a particular hazard is inversely proportional to its magnitude. As a result, large-scale devastating emergencies occur very rarely. Regardless, the potential impact of these emergencies requires the development of comprehensive risk-based response plans to address their specific response and recovery implications.

Please see Hazard Identification and Risk Assessment Workbook for assessment tools.

Township of Southgate Emergency Management Plan - 2018

2.0 Notification System

3.1 Responsibility

Upon receipt of a warning of a real or potential emergency, the initial responding agency, service or department will immediately contact the CEMC to request that the municipal emergency notification system be activated.

The CEMC will notify, or cause to have notified, the Fire Chief, the Chief Administrative Officer, or the Head of Council. Upon notification, it is the responsibility of these members to assemble and assess the situation using procedures set out in the Municipal Emergency Management Plan.

3.2 Notification System

Upon such declaration, the Mayor of the municipality will notify:

- a) the Solicitor General of Ontario via EMO
- b) the Municipal Council
- c) all local School Boards
- d) the public
- e) neighbouring municipal officials, including Grey County*, as required
- f) the media.

*As part of this Emergency Plan, the Warden of the County shall be notified of an emergency or impending emergency. The Warden shall then notify or cause to have notified members of the County Community Emergency Control Group (CECG), allowing that group's members to become aware of and to discuss the situation at the County level.

3.3 Message

The content of messages transferred by the CEMC during emergency notification procedures will be standardized and as brief as possible, and include the following:

- a) reason for call: describe (pending) emergency
- b) status of notification: "Stand-By" or "Call to Assemble"
- c) location of Emergency Operations Centre
- d) special precautions to take (routes to Emergency Operations Centre, hazards etc.)
- e) reminder and instructions concerning notification fan-out
- f) request to repeat message to ensure information is understood.

Township of Southgate Emergency Management Plan - 2018

4.0 Requests for Assistance

Assistance may be requested from the county or adjoining municipalities at any time. A request for County assistance (staff resources) shall not always be deemed a request for implementation of the County-level emergency plan, but an opportunity to become aware of the situation and to ensure that resources are ready and in place to assist, if required.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

Township of Southgate Emergency Management Plan - 2018

5.0 Emergency Control Group

5.1 Composition

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an Emergency Operations Centre. This group will be known as the Control Group and will be composed of:

| <u>CONTROL GROUP MEMBER</u> | <u>RESPONSIBILITY</u> |
|------------------------------------|-------------------------------------|
| a) Head of Council | Municipal spokesperson |
| b) Chief Administrative Officer | Director of Control Group |
| c) OPP Detachment Commander | Police Co-ordinator |
| d) Fire Chief(s) | Fire Dep't Operations Co-ordination |
| e) Public Works Manager | Public Works Co-ordination |
| f) Health Services | Health Services Co-ordinator |
| g) Director of Social Services | Social Services Co-ordinator |
| h) EMS Manager | Medical Transportation Co-ordinator |
| i) CEMC | EOC Operations |
| j) Media Coordinator | Media Relations |
| k) Support Staff | |

5.2 Notification

The Control Group (CG) may be alerted to an emergency by many means. The following notification system will be used to alert members and activate the Emergency Management Plan:

- a request for assistance shall be made to the Community Emergency Management Co-ordinator; the Fire Chief, Chief Administrative Official, Head of Council or their alternates
- when notified, Community Emergency Management Co-ordinator, Fire Chief, Chief Administrative Official, Head of Council who is contacted shall notify the other three;
- the Community Emergency Management Co-ordinator, Fire Chief, Chief Administrative Official, Head of Council, or alternates shall monitor the situation;
- after assessing the situation, if it is deemed necessary that the Control Group be alerted and placed on stand-by, or that the Emergency Management Plan be activated, the members of the Control Group shall be notified as follows:

Township of Southgate Emergency Management Plan - 2018

| | | |
|---------------------------|-----------------|--|
| Head of Council/Alternate | CONTACTS | Chief Administrative Officer CEMC Adjacent Municipalities Emergency Management Ontario Medical Officer of Health |
|---------------------------|-----------------|--|

| | | |
|---|-----------------|---|
| Chief Administrative Officer or Alternate | CONTACTS | Head of Council CEMC Operations Manager Social Services Media Relations Officer |
|---|-----------------|---|

| | | |
|--|-----------------|--|
| Community Emergency Management Co-ordinator or Alternate | CONTACTS | Head of Council Chief Administrative Officer Municipal Clerk Support Staff Police, Fire & Ambulance Health Services |
|--|-----------------|--|

In turn

| | | |
|-----------------------------------|-----------------|--|
| Public Works Manager or Alternate | CONTACTS | Supervisory Staff (as required) Bell Telephone (as required) Other Utilities (as required) |
|-----------------------------------|-----------------|--|

| | | |
|-----------------|-----------------|---|
| Social Services | CONTACTS | Red Cross School Board (as required) |
|-----------------|-----------------|---|

| | | |
|-----------------|-----------------|--|
| Health Services | CONTACTS | Public Health Unit CCAC Other Health Care Facilities |
|-----------------|-----------------|--|

| | | |
|--------|-----------------|---|
| Police | CONTACTS | Victim Assistance Program 911 Services Staff & Volunteers |
|--------|-----------------|---|

| | | |
|----------------------|-----------------|--|
| Fire Chief/Alternate | CONTACTS | Staff & Volunteers Mutual Aid 911 Services |
|----------------------|-----------------|--|

| | | |
|-------------------------|-----------------|--|
| EMS (Ambulance) Manager | CONTACTS | Staff & Volunteers Other Area Providers |
|-------------------------|-----------------|--|

| | | |
|-----------------------------|-----------------|--------------------|
| Media Coordinator/Alternate | CONTACTS | Media Fan-out List |
|-----------------------------|-----------------|--------------------|

Township of Southgate Emergency Management Plan - 2018

Refer to Appendix 1 – Emergency Alert Procedure

5.3 Joint Control Group

If necessary, the Head of Council of the affected municipality(s) may decide to combine their Municipal Control Groups as one Joint Control Group.

6.0 Implementation & Procedures

Emergencies could arise with or without warning; this plan considers and is intended to deal with the worst case, a situation that develops without warning.

An emergency will usually be reported or discovered by either police or fire services that would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the police or fire department or possibly some other member of the Control Group should personally assume control at the site of an emergency or arrange for an agency co-ordinator to take charge immediately and then, depending upon the situation, he may decide to alert and assemble the Control Group in accordance with the procedure as outlined in Appendix 1.

7.0 Emergency Operations Centre

This plan provides for the designation of a Municipal Emergency Operations Centre and alternate location, should such facilities be required. The Municipal Emergency Operations Centre is located at the:

**Township of Southgate
Fire Station Headquarters
85 Dundalk Street
Dundalk Ontario N0C 1B0**

In the event this Emergency Operation Centre cannot be used, the secondary location for the Municipal Emergency Operations Centre will be:

**Township of Southgate
Operations Centre
185667 Grey Road 9
Dundalk Ontario N0C 1B0**

or:

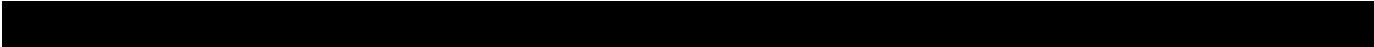
other facilities where emergency exists.

The Municipal Control Group, support and advisory staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Community Emergency Management Coordinator is responsible for the co-ordination of all operations within the Municipal

Township of Southgate Emergency Management Plan - 2018

Emergency Operations Centre.

The Emergency Operations Centre may consist of:

- a) a meeting room for the Municipal Control Group
 - b) a communications room
 - c) a room for the Health and Social Services support groups
 - d) rooms for support and advisory staff and other groups as required
 - e) a media information room.
- 

Township of Southgate Emergency Management Plan - 2018

8.0 Municipal Control Group Operations

Upon assembling, the Head of Council, with the advice of other members of the Municipal Control Group, may make a decision to declare an emergency and invoke the provisions of this emergency plan.

9.0 General

9.1 Decision Making Process

The decision-making process can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres.

However, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the Mayor to determine that the Township will have the greater commitment and to appoint an Emergency Site Manager accordingly. Thereafter, until emergency operations conclude, other departments will act in support of whichever department is exercising Emergency Site Co-ordination of operations. The Dundalk Fire Department or Public Works shall provide radio communications for all operations. As requested, radios on separate frequencies shall be made available to the Social and Family Services Emergency operational needs.

9.2 Operations Cycle

Members of the Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agency items will be established by the Chief Administrative Officer. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up-to-date by support staff.

Township of Southgate Emergency Management Plan - 2018

10.0 Communications & Co-ordination

An important function of every department is to provide timely information for the benefit of the decision-making process. This will necessitate reliable systems of communication between the emergency site and the EOC, for every department involved. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the Emergency Operations Centre must have a multiplicity of lines and instruments. Additionally, the Emergency Operations Centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the Municipal Control Group to function.

Once decisions have been taken by the Mayor, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will be the responsibility of the CAO who will be responsible for co-ordinating the activities of the operations centre and ensuring good communication between all agencies involved in emergency operations. The Media Coordinator will be responsible for ensuring good communication from the EOC to the public via the Mayor.

11.0 Group Responsibilities

11.1 Emergency Control Group

Some or all the following actions/decisions may have to be considered and dealt with by the Municipal Control Group:

- a) assess the situation and gather information
- b) declare an "emergency to exist"
- c) designate any area in the municipality as an "emergency area";
- d) authorization for municipal employees to take appropriate action before formal declaration of an emergency
- e) designate other members of council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his inability to act
- f) determine if the location and composition of the Municipal Control Group is appropriate
- g) ensure that an Emergency Site Manager is appointed
- h) obtain and distribute materials, equipment and supplies during an emergency
- i) such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency
- j) determine the need to establish advisory group(s) and/or subcommittees
- k) authorize expenditures of funds for implementing the emergency plan
- l) evacuate those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants

Township of Southgate Emergency Management Plan - 2018

- are considered to be in danger from some other source
- m) casualty collection and evacuation in support of emergency health care authorities
- n) disperse people not directly connected with the operations who by their presence hinders in any way the efficient functioning of emergency operations
- o) "discontinue utilities" or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area
- p) arrange for accommodation, on a temporary basis, of any residents who need assistance due to displacement as a result of the emergency
- q) call in and deployment of any municipal personnel and equipment which is required in the emergency
- r) arrange for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, services clubs, etc.
- s) arrange assistance from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency
- t) establish an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the public in conjunction with the media co-ordinator.
- u) establish a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency in conjunction with the media co-ordinator.
- v) maintain a log outlining decision made and actions taken during the emergency response.
- w) initiate and follow through with emergency recovery and victim assistance.

11.2 Head of Council

Head of Council or alternate will perform the following responsibilities:

- a) activate the emergency notification system
- b) implementation of this plan
- c) declare an emergency to exist within the designated area
- d) ensure the Solicitor General of Ontario has been notified via Emergency Management Ontario of the declaration of an emergency
- e) ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency
- f) make decisions, determine priorities and issue operational direction through the Chief Administrative Officer and the heads of municipal departments
- g) request assistance from neighbouring municipalities and/or from senior levels of government, when required

Township of Southgate Emergency Management Plan - 2018

- h) approve news releases and public announcements
- i) terminate the emergency at the appropriate time and ensure all concerned have been notified
- j) initiate and follow through with emergency recovery and victim assistance.

11.3 Chief Administrative Officer/Alternate

The Chief Administrative Officer or alternate is responsible to:

- a) activate the emergency notification system
- b) arrange and co-ordinate the communications system
- c) delegate duties to the Media Coordinator and instruct location of Media Centre
- d) ensure that the Emergency Operations Centre is equipped and staffed to handle public enquiries
- e) call out additional municipal staff to provide assistance, as required
- f) ensure that a communication link is established between the Municipal Control Group and the Emergency Site Manager
- g) organize and supervise the Emergency Operations Centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times
- h) advise the Mayor on administrative matters
- i) determine frequency of meetings
- j) maintain a record of all major decisions, actions and instructions issued
- k) maintain a record of all expenditures for later cost recovery if warranted
- l) to aid the Media Coordinator in organizing and to supervise releases to media and media accommodation
- m) initiate and co-ordinate recovery plan
- n) organize and conduct initial debriefing of Emergency Control Group
- o) prepare a formal debriefing including report to Council for the individuals, agencies and organizations involved.
- p) recommend alternative courses of action/changes to plan.

11.3 Grey County Detachment Commander/Alternate

The Detachment Commander or alternate is responsible to:

- a) activate the emergency notification system
- b) provide the Head of Council with information and advise on law enforcement matters
- c) if appropriate, appoint an agency coordinator to control operations at the scene of an emergency
- d) provisions of traffic control to facilitate the movement of emergency vehicles
- e) establish an ongoing communication link with the Senior Police official at the scene of the emergency
- f) the establishment of an inner perimeter within the emergency area
- g) the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to

Township of Southgate Emergency Management Plan - 2018

- all but essential emergency personnel and equipment
- h) seal off the area of concern
- i) control and, if necessary, disperse crowds within the "emergency area"
- j) control the movement of emergency vehicles to and from the site of the emergency
- k) co-ordinate police operations and arrange for additional supplies and equipment when needed, i.e. barriers and flashers, etc
- l) alert persons endangered by the emergency and co-ordinate evacuation of buildings or areas when ordered by Head of Council
- m) arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres
- n) protect property in the emergency area and the provision and maintenance of law and order
- o) liaison with the Social Services Administrator regarding the establishment and operation of evacuation and reception centers
- p) arrange for additional "police assistance" in evacuee centres, morgues and other facilities if required
- q) advise the Coroner in the event of fatalities and perform whatever additional responsibilities that be necessary under the Coroners Act
- r) providing an Emergency Site Manager, if required
- s) initiate and follow through with emergency recovery and victim assistance.

11.4 Fire Chief(s)/Alternate(s)

The Fire Chief(s) or Alternate(s) are responsible to:

- a) activate the emergency notification system
- b) provide Head of Council with information and advice on firefighting and rescue matters
- c) develop and maintain a system for alerting Municipal Control Group members in an emergency
- d) establish an ongoing communications link with the senior fire official at the scene of the emergency
- e) if appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency
- f) trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed
- g) liaison with Ministry of Environment & Energy on fires involving potentially dangerous materials
- h) informing Mutual Aid Fire Coordinator of additional fire-fighting personnel and equipment that may be needed
- i) determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing etc.

Township of Southgate Emergency Management Plan - 2018

- j) aid other municipal departments and agencies and be prepared to contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, etc.
- k) provide an Emergency Site Manager, if required
- l) initiate and follow through with emergency recovery and victim assistance.

11.5 Public Works Manager

The Public Works Manager or Alternate is responsible to:

- a) activate the emergency notification system
- b) provide Head of Council & CAO with information and advice on engineering, road related matters and Engineering/Public Works assistance
- c) if appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency
- d) maintain liaison with Senior Public Works officials from local neighbouring municipalities to ensure a coordinated response
- e) maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief and preventative operations
- f) liaison with fire chiefs concerning emergency water supplies for fire-fighting purposes and pumping operations assistance, etc.
- g) provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.
- h) provide radio communications equipment and resources to the Municipal Control Group
- i) assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.
- j) provide Public Works vehicles and equipment as required by other emergency services
- k) ensure that municipal roads are accessible as possible
- l) maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety and arrange for the provision of alternate services or functions
- m) make recommendations and demolish unsafe structures if ordered by Head of Council
- n) re-establish essential services at the end of an emergency
- o) initiate and follow through with emergency recovery and victim assistance.

11.6 Head of Health Services/Alternate

The Head of Health Services, or alternate, is responsible to:

- a) provide advice to the Head of Council and the Municipal Control Group on all matters relating to the health of the population and to report on potential health impacts related to the emergency situations
- b) liaison with the ambulance service representatives
- c) liaison with the Medical Officer of Health
- d) ensure the co-ordination of care for bed-ridden, invalid and infirm citizens at home and in evacuation centres during an emergency; by liaising with

Township of Southgate Emergency Management Plan - 2018

- e) Community Care Access Centre ensure liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources
- f) ensure co-ordination of all efforts to prevent and control the spread of disease during an emergency
- g) liaison with Social Services Administrator on areas of mutual concern regarding health services in evacuee centres
- h) initiate and follow through with emergency recovery and victim assistance.

11.7 Director of Social Services/Alternate

The Social Services Director or alternate will perform the following functions:

- a) activate the emergency notification system
- b) provide advice to Head of Council and other members of the Municipal Control Group
- c) according to the nature of the emergency, ensure the survival and well-being of the people during and following a major emergency by arranging for:
 - i. **emergency clothing** to provide adequate protection from the elements
 - ii. **emergency lodging** to provide adequate temporary accommodation for the homeless
 - iii. **reception and information** to welcome and assist evacuees upon arrival at the reception/evacuation centre and to provide information about the evacuation centre to evacuees.
 - iv. **family Reunification** to collect information about missing disaster evacuees, to assist in reuniting families separated by the disaster and to answer inquiries concerning the whereabouts of disaster evacuees.
 - v. **emergency feeding** to sustain those without food or adequate food preparation facilities; and
 - vi. **personal services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
- d) supervise the opening and operation of temporary and/or long term evacuee centres, and ensuring the same areas are adequately staffed and have the necessary food
- e) liaison with the CEMC with respect to the pre-designation of evacuee centres which can be opened on short notice
- f) ensure that a representative of the Grey County Board of Education and the four Mennonite schools are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Board's representatives
- g) liaison with public and private nursing/care homes in the Township as required

Township of Southgate Emergency Management Plan - 2018

- h) liaison with Health Unit and Grey-Bruce County Health Centre on areas of mutual concern regarding operations in evacuee centres
- i) initiate and follow through with emergency recovery and victim assistance.

11.8 EMS Manager/Alternate

The Senior EMS Manager or alternate will perform the following functions:

- a) activate departmental notification
- b) establish communications link with EMS Coordinator
- c) establish communications link with Ambulance Dispatch Centre
- d) provide to Head of Municipal Control Group, information and advise on emergency supplies
- e) participate in briefing sessions and inform Municipal Control Group members on the progress of his/her agency
- f) determine if additional or special equipment is required
- g) advise Municipal Control Group on numbers of injured, deceased, etc.
- h) provide assistance to other agencies, if necessary
- i) provide an Emergency Site Manager, if required
- j) initiate and follow through with emergency recovery and victim assistance.

11.9 Media Coordinator

The media coordinator will perform the following functions:


- a) co-ordinate and execute the Media Control Centre under direction of the CAO
- b) ensure that the release of information to the public is done in a timely and truthful fashion
- c) ensure only the Mayor or otherwise appointed elected official makes any public announcements
- d) update social media and web communications regularly
- e) schedule news releases and public announcements with media outlets
- f) assist in drafting press releases

11.10 Community Emergency Management Coordinator

The CEMC or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as coordinating emergency exercises and meetings of the Emergency Management Committee. The CEMC will perform the following functions during a declared or pending emergency:

- a) act as the main link on a regular basis with Emergency Management Ontario
- b) activate the emergency notification system
- c) activate and arrange the EOC
- d) arrange for the identification and registration of Community Control Group members

Township of Southgate Emergency Management Plan - 2018

- e) ensure all members of the CCG have necessary plans, resources, supplies, maps and equipment
 - f) provide advice and clarification about the implementation details of this plan
 - g) liaise with volunteer agencies and other groups which may be able to assist in emergency social service functions (i.e. Red Cross)
 - h) arrange for refreshments and feeding of EOC personnel
 - i) ensure accurate documentation is maintained and kept for future reference.
- 

Township of Southgate Emergency Management Plan - 2018

12.0 Termination of a Municipal Emergency

12.1 Termination Declared

A municipal emergency may be declared terminated at any time by:

- a) the Mayor or designated alternate
- b) the Township Council
- c) the Premier of Ontario

12.2 Notification of Termination

Upon termination of a municipal emergency, the Mayor will notify:

- a) the Solicitor General of Ontario
- b) the Township Council
- c) the public
- d) neighboring municipal officials, as required, and
- e) the Media

13.0 Recovery Plan Implementation

Upon the completion of the notification of termination of a Municipal Emergency, the municipality shall implement and co-ordinate a comprehensive recovery plan. This plan entails all members of the ECG and any involved agencies/individuals to continue emergency response in their respective capacities to facilitate the re-establishment of normal living conditions in the area. These living conditions will include:

- a) the orderly disestablishment of emergency shelters
- b) re-establishing public utilities, services and passageways
- c) victim assistance

The Township of Southgate's Emergency Recovery Plan is outlined in Appendix 6 of this plan.

14.0 Plan Maintenance & Revision

This plan will be reviewed annually and, where necessary, revised by the Community Emergency Management Coordinator and the Emergency Control Group. Each time the plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without resubmitting the plan to Council each time.

It is the responsibility of each person, department, agency or service named within this emergency plan to notify the Community Emergency Management Coordinator forthwith, of any administrative changes or of any revisions to the appendices.

Township of Southgate Emergency Management Plan - 2018

15.0 Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how each will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report CL2018-038

Title of Report: CL2018-038 ROMA Conference Attendance
Department: Clerks
Branch: Legislative and Council Services
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report CL2018-038 for information; and

That Council approve Deputy Mayor Milne's attendance at the 2019 ROMA Conference, with registration being completed by the Clerk's Office.

Background:

The 2019 ROMA conference is being held in Toronto from January 26-29, 2019.

Staff Comments:

Deputy Mayor Brian Milne is requesting to attend the ROMA conference on behalf of the Township of Southgate. In past years, the Deputy Mayor was in attendance and registration was covered by the County. Next year, the Deputy Mayor has chosen to attend two other conferences on behalf of the County, and the ROMA Conference as a member of Southgate Councillor.

As per the Conference Policy #2, a member from Council must have a resolution approved by Council in order to attend a conference or workshop.

Financial Implications:

There are no financial implications to this report as the conference budget has been included in the 2019 Draft Operating Budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Concluding Comments:

Staff will complete the registration for Deputy Mayor Milne upon approval.

Respectfully Submitted,

Dept. Head: **Original Signed By**
Joanne Hyde, Clerk

CAO Approval: **Original Signed By**
Dave Milliner, CAO

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report PW2018-076

Title of Report: PW2018-076 Public Works Staffing

Recommendations

Department: Public Works

Branch: Transportation & Public Safety

Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PW2018-76 for information; and

That Council support the Cemetery Caretaker/Seasonal Operator as a Full Time Equivalent with entitlement of full benefits provided by the Township effective January 1, 2019; and

That Council approves the Holstein Team Leader to be promoted to Holstein Lead Hand moving from Pay band 11 to Pay Band 10 effective January 1, 2019.

Background:

The Public Works Manager in review of Performance Appraisals and Job Descriptions is recommending some staffing changes for 2019.

Staff Comments:

The current Cemetery Caretaker is also a Seasonal Operator in Hopeville in the TAPS department. Over the past few years, this employee has filled in for works staff in Dundalk in various works and on construction projects driving trucks or other equipment and recently is available for collection truck operations. Basically, the employee is working full time hours every week but not recognized as a Full Time Equivalent (FTE), thus not entitled to any benefits. The estimated costs for benefit of an FTE is \$6,675.00.

The Holstein Team Leader has been supervising the road works staff from both depots on job sites, fills in for the PW Foreman/Fleet manager (PWF/FM) and is performing more administration of researching repairs and parts as downloaded from PWF/FM. The Holstein Team Leader is performing more of the tasks and duties of a Lead Hand including; supervising staff that are working safely, efficiently and diligently to meet production standards; leads, instructs and trains employees; conducting crew tailgate meetings; and managing all crew activities and tasks at all times in the absence of the PWF/FM, who in 2019 will be involved more duties of the Association of Ontario Road Supervisors (AORS), thus more responsibilities for

the current Team Leader position. In 2018 the Holstein Team Leader supervised the Southgate Sideroad 57 Pipe replacement project, 25 feet down excavation with Township forces safely, efficiently, ahead of schedule for road closure and under budget.

This employee in 2018 has obtained his Certified Road Supervisor (CRS) designation.

Consideration for Council to promote the Holstein Team Leader to Holstein Lead Hand position from Pay Band 11 to Pay band 10. The estimated increase cost is \$2,205.00 per year.

Financial Implications:

Upon Council approval the 2019 Operational Budgets would reflect the staffing changes recommendations.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate this information to the public and for Council's approval.

Southgate Goal 1 A: Trusted, Timely, Transparent, Accessible Municipal Decision-Making

Southgate Goal 1 B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities

1. B.4 - Southgate will provide the highest standard of road maintenance and repair, consistent with the financial capacity of Southgate, and will maintain the roads/bridges as the highest priority for tax-supported expenditures.

1. B.5 - Southgate will design a long-term road system to efficiently and effectively meet the needs of all users.

A notable survey result revealed that roads are a very high priority for Southgate citizens in every part of Southgate. This recognizes the geographic span of Southgate, the importance of roads for economic activity, and the view that municipal government is centrally responsible for them.

Concluding Comments:

Staff recommends that Council receive staff report PW2018-076 for information, and that Council support the Cemetery Caretaker/Seasonal Operator as a Full Time Equivalent with entitlement of full benefits provide by the Township; and that Council approves the Holstein Team Leader to be promoted to Holstein Lead Hand moving form Pay band 11 to Pay Band 10 effective January 1, 2019.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

Treasurer Approval: *Original Signed By*
William Gott, CPA, CA Treasurer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

None.



Staff Report PW2018-079

Title of Report: PW2018-079 2018-2019 Winter Operations Planning Document
Department: Public Works
Branch: Transportation & Public Safety
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PW2018-079 for information; and
That council approves and endorses the 2018/2019 Winter Operations Plan for the Transportation and Public Safety (TAPS) Department.

Background:

The Public Works Department has implemented the Ontario Good Roads Association (OGRA) Winter Operations Plan templates document for a couple of seasons now, which prior to 2015 was manually composed.

The Public Works department is required as per the Municipal Act 2001, Ontario Regulation 239/02 to provide Maintenance Standards (MS) and Level of Service requirements.

Staff Comments:

The 2018/2019 Winter Operations Planning Document (attachment #1) is the document that the Public Works department is recommending be approved by Council, as it includes all information required, reflecting current regulations and levels of service.

In 2018 there were some revisions to the MS, one was deleting the word "Minimum" from the original version from Minimum Maintenance Standards to Maintenance Standards. The new version also includes maintenance requirements for bike lanes, and sidewalk maintenance/patrol.

The new MS also allows for municipalities to declare Significant Weather Events (SWE), which means an approaching or occurring weather hazard issued by Environment Canada under the Public Weather Alerting Program. The SWE can be declared by the Chief Administrative Officer, Public Works Manager or the Public Works Foreman. The declaration will be posted on the Township website, community signs, social media, Facebook and My 511. A declaration to end the event must also be communicated to the public, and gives the Township more flexibility in handling these events in expanded timeframes and liability defence.

Financial Implications:

The Township of Southgate pays fees annually to OGRA which includes discounts on training and this free service of the Winter Control Application.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate this information to the public and for Council's approval.

Southgate Goal 1 A: Trusted, Timely, Transparent, Accessible Municipal Decision-Making

Southgate Goal 1 B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities

Concluding Comments:

Staff recommendation is that Council receive staff report PW2018-079 for information and that Council approves and endorses the 2018/2019 Winter Operations Plan for the TAPS Department.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment #1 – 2018/2019 Winter Operations Planning Document for Township of Southgate



Winter Operations Planning Document for Township of Southgate

(Winter Season 2018-2019)

Table of Contents

| | |
|--|----|
| Table of Contents | 1 |
| A. Purpose | 3 |
| B. Definitions | 3 |
| 1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT | 4 |
| 2. POLICY STATEMENT | 5 |
| 3. QUICK OVERVIEW OF THE TOWNSHIP OF SOUTHGATE | 5 |
| 4. WINTER MAINTENANCE PROGRAM | 5 |
| 4.1. The System Maintained | 6 |
| 4.2. Level of Service | 6 |
| 4.2.1. Snow Accumulation and Ice Formation Policy | 6 |
| 4.2.2. Private Sidewalk Responsibility | 9 |
| 4.2.3. Plowing Private Property | 9 |
| 4.3. Winter Season Maintenance | 9 |
| 4.4. Winter Preparations | 9 |
| 4.4.1. Prior to Winter Season | 9 |
| 4.4.2. One Month Prior to the Winter Season | 10 |
| 4.4.3. Two Weeks Prior to the Winter Season | 11 |
| 4.4.4. At the Start of the Winter Season | 11 |
| 4.5. Winter Patrol | 11 |
| 4.6. Operations | 11 |
| 4.6.1. Staffing and Hours of Work | 11 |
| 4.6.2. Winter Material Used Annually | 15 |
| 4.6.3. Application Rates | 15 |
| 4.6.4. Equipment - Winter Maintenance Fleet | 15 |
| 4.6.5. Winter Maintenance Facilities | 17 |
| 4.6.6. Parking Lots | 20 |
| 4.6.7. Snow Removal and Disposal | 23 |
| 4.6.8. Plow Routes | 23 |
| 4.6.9. Salt Vulnerable Areas | 24 |
| 4.6.10. Weather Monitoring | 24 |
| 4.6.11. Communications | 24 |
| 4.6.12. Boundary Street Jurisdiction and Responsibility | 25 |
| 4.6.13. Callout Procedures | 25 |
| 4.6.14. Road Closure and Procedures | 26 |
| 4.6.15. Towing Illegally Parked Vehicles – Declaration Emergency Parking B | 26 |
| 4.6.16. Operating Instructions and Safety Rules | 26 |
| 4.7. Decommissioning Winter Operations | 26 |
| 4.7.1. Two Weeks After the Winter Season Ends | 26 |
| 4.7.2. One Month After the Winter Season Ends | 27 |
| 4.8. Training | 27 |

| | |
|---|----|
| 4.9. Record Keeping | 28 |
| 5. PLAN IMPROVEMENTS | 29 |
| 6. MONITORING AND UPDATING | 29 |
| 7. ADDITIONAL DETAILS | 32 |
| 7. No Winter Maintenance Roads 2018-2019 | 32 |
| 7.10 Dundalk Winter Activity Report | 32 |
| 8. DISTRIBUTION OF THIS PLAN | 32 |
| 9. DISCLAIMER | 33 |
| Appendix 1 | 34 |
| Patrol Routes (a.k.a. Routes of Representative Roads) | 34 |
| Appendix 2 | 38 |
| Road and Sidewalk Routes | 38 |
| Appendix 3 | 52 |
| Equipment List | 52 |
| Appendix 4-1 | 57 |
| Vulnerable Area (Dundalk Wells) | 57 |
| Appendix 5-1 | 61 |
| Media Release Road Closed | 61 |
| Appendix 5-2 | 63 |
| Media Release Severe Weather | 63 |
| Appendix 6 | 65 |
| Operating Instructions and Safety Rules | 65 |
| Appendix 7-1 | 69 |
| Record of Training | 69 |
| Appendix 7-2 | 71 |
| Record of Training – Night Patroller | 71 |
| Appendix 8-1 | 73 |
| (No Winter Maintenance Roads 2018-2019) | 73 |
| Appendix 8-2 | 76 |
| (Dundalk Winter Activity Report) | 76 |

A. Purpose

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

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

This Winter Operations Plan for the “The Township of Southgate” was endorsed by “The Township of Southgate Council” on the 19 day of December 2018.

B. Definitions

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

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

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

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

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

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

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

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

who may be assigned the responsibility of the Public Works Manager

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

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

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

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

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

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

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

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

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

1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

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

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

2. POLICY STATEMENT

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

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

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

3. QUICK OVERVIEW OF THE TOWNSHIP OF SOUTHGATE

- Type of Organization: Municipal
- Structural Level: Township
- Estimated Population (2016 Consensus): 7354
- Total Area: 644350000.0 Square metres
- Street Address:
185667 Grey Road # 9
Dundalk, Ontario N0C 1B0
Canada
- Telephone: 519-923-2110
- Website: www.southgate.ca
- Roads Foreman & Fleet Manager: Phil Wilson, 519-378-8202,
- Police:
 - Ontario Provincial Police - Grey County
 - Primary Phone: 1-800-310-1122

4. WINTER MAINTENANCE PROGRAM

4.1. The System Maintained

The major activities related to winter maintenance are:

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

The Township of Southgate is responsible for winter maintenance on:

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

4.2. Level of Service

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

The minimum standard for clearing snow accumulation is:

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

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

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

ICE FORMATION:

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

TABLE SNOW ACCUMULATION

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

TABLE
ICE FORMATION PREVENTION AND ICY ROADWAYS

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

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

4.2.2. Private Sidewalk Responsibility

The Township of Southgate is responsible for some public sidewalk clearing and is not responsible for private sidewalk clearing.

4.2.3. Plowing Private Property

Private properties are the responsibility of respective owners.

4.3. Winter Season Maintenance

For Operational purposes, the Township of Southgate assumes the winter season commences on 2018-Oct-01 and is completed by 2019-Apr-30 , while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

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

4.4.1. Prior to Winter Season

Prior to the winter season, if required, prepare and call tenders for the supply of

materials (e.g. salt, sand, liquid, etc.), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (e.g. plow trucks, spreader trucks, combination units, etc.).

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

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

4.4.2. One Month Prior to the Winter Season

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

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

4.4.3. Two Weeks Prior to the Winter Season

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

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

4.4.4. At the Start of the Winter Season

At the start of the winter season:

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

4.5. Winter Patrol

The Township of Southgate performs carries out winter patrols. Appendix 1 shows the route of representative roads to be patrolled in winter.

4.6. Operations

4.6.1. Staffing and Hours of Work

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

and/or plowing.

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

| Staffing for Winter Maintenance | | | | |
|--|-------------------------------|----------------------------|--------------------------|---|
| Employee | Job Title | Reports to Facility | Assigned Route(s) | Assigned Equipment |
| Brian Ferguson | Operator | Holstein Depot | Unit 105 | Unit 105 - 2008 John Deere G, Unit 206 - 2002 Volvo Tandem |
| Cory Henry | Lead Hand | Dundalk Depot | Unit 113, Unit 215 | Unit 113 - 2014 Trackless, Unit 117 - 2018 Kubota Tractor, Unit 208 - 2008 Ford F550, Unit 215 - 2016 International S/A , Unit 309 - 2013 GMC Sierra 1500 |
| Dale Mason | Operator | Hopeville Depot | Unit 101 | Unit 101 - 2010 John Deere Grader |
| Dean Flanagan | Operator | Holstein Depot | | |
| Doug Aitken | Operator | Hopeville Depot | Unit 100 | Unit 100 - 2004 Volvo Grader |
| Grayson Hannivan | Operator | Dundalk Depot | Unit 113, Unit 215 | Unit 113 - 2014 Trackless, Unit 117 - 2018 Kubota Tractor, Unit 208 - 2008 Ford F550, Unit 215 - 2016 International S/A |
| John Watson | Operator | Hopeville Depot | Unit 216 | Unit 216 - 2017 International 7600 Tandem |
| Lorne Fick | Operator | Dundalk Depot | Unit 113, Unit 215 | Unit 113 - 2014 Trackless, Unit 117 - 2018 Kubota Tractor, Unit 208 - 2008 Ford F550, Unit 215 - 2016 International S/A |
| Melody Wardman | Operator | Hopeville Depot | Unit 209 | Unit 209 - 2004 Sterling Tandem |
| Patroller 1 | Patroller/Operator | Dundalk Depot | RORR 0 Unit 309 | Unit 113 - 2014 Trackless, Unit 309 - 2013 GMC Sierra 1500 |
| Patroller 2 | Patroller/Operator | Dundalk Depot | RORR 0 Unit 309 | Unit 113 - 2014 Trackless, Unit 309 - 2013 GMC Sierra 1500 |
| Paul Nelson | Operator | Holstein Depot | Unit 116 | Unit 116 - 2016 John Deere Grader |
| Paul Stevenson | Team Leader | Holstein Depot | Unit 102 | Unit 102 - 2004 Volvo Grader, Unit 312 - 2016 Ford 150 |
| Phil Wilson | Roads Foreman & Fleet Manager | Hopeville Depot | Entire Township | Unit 315 - 2018 Ford F150 |
| Steve Cooke | Operator | Dundalk Depot | Unit 113, Unit 215 | Unit 113 - 2014 Trackless, Unit 117 - 2018 Kubota Tractor, Unit 208 - 2008 Ford F550, Unit 215 - 2016 International S/A |

| | | | | |
|---------------|---------------------|-----------------|----------|---|
| Theo Oving | Operator / Seasonal | Hopeville Depot | Unit 212 | Unit 212 - 2013 International 7600 Tandem |
| Todd Marshall | Operator | Holstein Depot | Unit 205 | Unit 205 - 2007 International Tandem |
| Wayne Burns | Operator | Holstein Depot | Unit 214 | Unit 214 - 2014 International Tandem |

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

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

4.6.2. Winter Material Used Annually

| Primary Solid Material | Brand Name or Supplier | Expected Quantity this Season vs. Actual Quantity Last Season | Comes Pre-Mixed with | In-House Mix Added |
|------------------------|------------------------|---|----------------------|--------------------|
| Pretreated Salt | Sifto Salt | 0.3 Tonnes(Can) vs. 0.3 Tonnes(Can) | Salt (NaCl) 4.0% | |

4.6.3. Application Rates

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

4.6.4. Equipment - Winter Maintenance Fleet

The Township of Southgate provides winter maintenance services on 21 routes with the equipment listed in Appendix 3.

| VEHICLE NAME OR NUMBER | VEHICLE TYPE | ASSOCIATED ROUTES | ASSOCIATED EMPLOYEES | LOCATION /YARD |
|---|---------------------|--------------------------|---|-----------------------|
| Unit 100 - 2004 Volvo Grader | Grader | Unit 100 | Doug Aitken | Hopeville Depot |
| Unit 101 - 2010 John Deere Grader | Grader | Unit 101 | Dale Mason | Hopeville Depot |
| Unit 102 - 2004 Volvo Grader | Grader | Unit 102 | Paul Stevenson | Holstein Depot |
| Unit 105 - 2008 John Deere G | Grader | Unit 105 | Brian Ferguson | Holstein Depot |
| Unit 113 - 2014 Trackless | Other | Unit 113 | Cory Henry, Grayson Hannivan, Lorne Fick, Patroller 1, Patroller 2, Steve Cooke | Dundalk Depot |
| Unit 116 - 2016 John Deere Grader | Grader | Unit 116 | Paul Nelson | Holstein Depot |
| Unit 117 - 2018 Kubota Tractor | Other | Unit 109 | Cory Henry, Grayson Hannivan, Lorne Fick, Steve Cooke | Dundalk Depot |
| Unit 205 - 2007 International Tandem | Tandem Axle | Unit 205 | Todd Marshall | Holstein Depot |
| Unit 206 - 2002 Volvo Tandem | Tandem Axle | Unit 206 - spare unit | Brian Ferguson | Holstein Depot |
| Unit 208 - 2008 Ford F550 | Single Axle | Entire Township | Cory Henry, Grayson Hannivan, Lorne Fick, Steve Cooke | Dundalk Depot |
| Unit 209 - 2004 Sterling Tandem | Tandem Axle | Unit 209 | Melody Wardman | Hopeville Depot |
| Unit 212 - 2013 International 7600 Tandem | Tandem Axle | Unit 212 | Theo Oving | Hopeville Depot |
| Unit 214 - 2014 International Tandem | Tandem Axle | Unit 214 | Wayne Burns | Holstein Depot |
| Unit 215 - 2016 International S/A | Single Axle | Unit 215 | Cory Henry, Grayson Hannivan, Lorne Fick, Steve Cooke | Dundalk Depot |
| Unit 216 - 2017 International 7600 Tandem | Tandem Axle | Unit 216 | John Watson | Hopeville Depot |
| Unit 200 - 2012 | | | | |

| | | | | |
|---------------------------------------|-------|--------------------|---|--------------------|
| Unit 309 - 2015 GMC Sierra 1500 | Other | RORR 0 Unit 309 | Cory Henry, Patroller 1, Patroller 2 | Dundalk Depot |
| Unit 312 - 2016 Ford 150 | Other | RORR 0 Unit 312 | Paul Stevenson | Holstein Depot |
| Unit 315 - 2018 Ford F150 | Other | Unit 312 | Phil Wilson | Hopeville Depot |

4.6.4.1. Mechanics

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

4.6.5. Winter Maintenance Facilities

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

4.6.5.1. Holstein Depot

Facility Type:
Patrol Yard

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

Facility Phone:
519-334-3581

Number of Front-end Loaders:
1

Year Built:
1972

Design and Logistics:

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

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - Sand / Salt mixture – 2.5 Tonnes(Can)
- There is no storage space available outside of this facility.

Equipment Storage Details:

Kumatsu Loader Volvo Excavator

Equipment Washing Details:

This yard is located in the town of Holstein

Miscellaneous Material Details:

Sand dome

Site Drainage Details:

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

4.6.5.2. Dundalk Depot

Facility Type:

Patrol Yard

Facility Address:

75 Dundalk Street, Dundalk, Ontario N0C 1B0, Canada

Facility Phone:

519-923-5054

Year Built:

1995

Design and Logistics:

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

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - 2014 Trackless – 0.0 Tonnes(Can)
 - 2016 International Plow – 0.0 Tonnes(Can)
 - 2018 Kubota Tractor – 0.0 Tonnes(Can)
- There is no storage space available outside of this facility.

Equipment Storage Details:

n/a

Equipment Washing Details:

Yard located in the town of Dundalk

Miscellaneous Material Details:

Dundalk uses sand and salt from the Grey County dome.

Site Drainage Details:

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

4.6.5.3. Hopeville Depot

Facility Type:

Patrol Yard

Facility Address:

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

Facility Phone:

519-923-2110

Number of Front-end Loaders:

Year Built:
1973

Design and Logistics:

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

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - Sand / salt – 3.5 Tonnes(Can)
- There is no storage space available outside of this facility.

Equipment Storage Details:

All equipment is indoors

Equipment Washing Details:

This location is also the Administration office

Miscellaneous Material Details:

Sand shed

Site Drainage Details:

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

4.6.6. Parking Lots

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

4.6.6.1. Frank McIntyre

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

Number of Parking Spots: 20

Responsibility to maintain: Township of Southgate

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Regular maintenance provided.

4.6.6.2. Medical Center

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

Number of Parking Spots: 10

Responsibility to maintain: Township of Southgate

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

The drainage from this lot is controlled.

Service Policy:

Parking Lot receives regular maintenance.

4.6.6.3. Dundalk Arena and Community Center

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

Number of Parking Spots: 100

Responsibility to maintain: Township of Southgate

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Parking lot receiving regular maintenance.

4.6.6.4. Library

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

Number of Parking Spots: 10

Responsibility to maintain: Township of Southgate

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Parking lot receives regular maintenance.

4.6.6.5. Proton Street North

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

Number of Parking Spots: 20

Responsibility to maintain: Township of Southgate

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

The drainage from this lot is controlled.

Service Policy:

Parking lot receives regular maintenance.

4.6.6.6. Artemesia Parking Lot

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

Number of Parking Spots: 4

Responsibility to maintain: Township of Southgate

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

The drainage from this lot is not controlled.

Service Policy:

Parking lot receives regular maintenance.

4.6.7. Snow Removal and Disposal

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

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

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

4.6.7.1. Dundalk

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

Surrounding Land Use and Surface Material:

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

Drainage:

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

Site Design:

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

Additional Details:

Snow is brought to the Township of Southgate lagoon property.

The Township of Southgate does not use snow melters.

4.6.8. Plow Routes

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

4.6.9. Salt Vulnerable Areas

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

4.6.9.1. Dundalk Wells

Facility Address:

Area Footprint: 60000.0 Square Metres

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

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

Associated Vulnerabilities: Drinking water (surface or groundwater)

4.6.10. Weather Monitoring

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

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

4.6.11. Communications

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

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

All citizen issues concerning snow and ice control efforts will be routed to Roads Foreman & Fleet Manager . The Roads Foreman & Fleet Manager will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

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

4.6.12. Boundary Street Jurisdiction and Responsibility

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

TABLE

| Organization, and Contact | Responsibility Details | Telephone Number |
|---|---|-------------------------|
| The Municipality of Grey Highlands, Herb Lemon | Director of Transportation and Environmental Services | 519-986-1216 |
| The Municipality of West Grey, Brent Glasier | Director of Infrastructure & Public Works | 519-369-2200 |
| The Township of Wellington North, Dale Clark | Roads Foreman | 519-848-2790 |

4.6.13. Callout Procedures

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

Manager to respond to a winter event is warranted.

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

The patrol person shall inform the Roads Foreman / Fleet Manager of changing of road and weather conditions observed in the field. When a winter event response is required the patroller will contact Public Works staff by phone. The patroller will contact staff as per the shift schedule and the direction given by the Roads Foreman / Fleet Manager. In the absence of the patroller 1 the patrol 2 person shall be his/her designate and initiate a call out in response to a winter event.

4.6.14. Road Closure and Procedures

In the event a road must be closed due to a severe winter storm, Ontario Provincial Police - Grey County will request signs be placed to close the road. Appropriate signage and barricade will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police - Grey County to close a road to traffic, The Roads Foreman & Fleet Manager or his/her designate will contact the call centre and request that a media release (Appendix 5-1) be sent to the local news and radio stations advising of the road closure. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Roads Foreman & Fleet Manager or his/her designate will advise Ontario Provincial Police - Grey County and request Ontario Provincial Police - Grey County permission to send the media release (Appendix 5-2).

4.6.15. Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban

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

4.6.16. Operating Instructions and Safety Rules

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

4.7. Decommissioning Winter Operations

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

4.7.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

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

4.7.2. One Month After the Winter Season Ends

One month after the winter season ends:

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

4.8. Training

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

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

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

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

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

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

4.9. Record Keeping

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

Staff is responsible for keeping the following records:

For Equipment Operators:

- Route Plowed and strategy used (plow only, salt/sand only, anti-ice, combination plowing/sanding/salting)

For Patrollers

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

For Operations Supervisors

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

In order to help improve decision-making for maintenance strategy, The Township of Southgate:

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

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format (2018-Nov-22). The time shall be documented using the 24 hour clock format.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the

documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

5. PLAN IMPROVEMENTS

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

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Township of Southgate plans to undertake a number of improvements that will be monitored and updated annually.

- Equipment
 - 2018-2019 Season: Using Pre-treated salt pug milled with sand. New Kubota Tractor 2018, New 2018 Ford F150 patrol truck.

6. MONITORING AND UPDATING

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



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

The winter season of (2017/18) will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual Centimetres of snow accumulation from the benchmark year
 - Last Season: 888.0
 - This Season: 0.0
 - **% Change: -100.00**
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
 - Last Season: 100
 - This Season: 0
 - **% Change: -100.00**
- % change (+/-) in the total number of days with freezing rain from the benchmark year
 - Last Season: 11
 - This Season: 0
 - **% Change: -100.00**
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
 - Last Season: 17
 - This Season: 0
 - **% Change: -100.00**
- % change (+/-) in the total number of spot winter event response from the benchmark year
 - Last Season: 10
 - This Season: 0
 - **% Change: -100.00**
- % change (+/-) in the total number of winter event hours from the benchmark year
 - Last Season: 1820.0
 - This Season: 0.0
 - **% Change: -100.00**
- % change (+/-) in the total number of days that required salt operation from the benchmark year
 - Last Season: 22
 - This Season: 0
 - **% Change: -100.00**

Monitoring the Salt Used:

- % change (+/-) in the total tons of salt purchased annually from the benchmark year
 - Last Season: 400.0
 - This Season: 0.0
 - **% Change: -100.00**
- % of applications where discharge rates exceeded
 - Last Season: 0
 - This Season: 0
 - **% Change: +NaN**
- % change (+/-) in the total tons of salt applied annually per lane km per winter event
 - Last Season: 36.0
 - This Season: 0.0
 - **% Change: -100.00**

Ensuring customer satisfaction:

- % change (+/-) in the total number of winter event responses that met or exceed the level of service policy from the benchmark year
 - Last Season: 27
 - This Season: 0
 - **% Change: -100.00**
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year
 - Last Season: 18
 - This Season: 0
 - **% Change: -100.00**

7. ADDITIONAL DETAILS

7. No Winter Maintenance Roads 2018-2019

No Winter Maintenance Roads 2018-2019

7.10 Dundalk Winter Activity Report

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

8. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

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

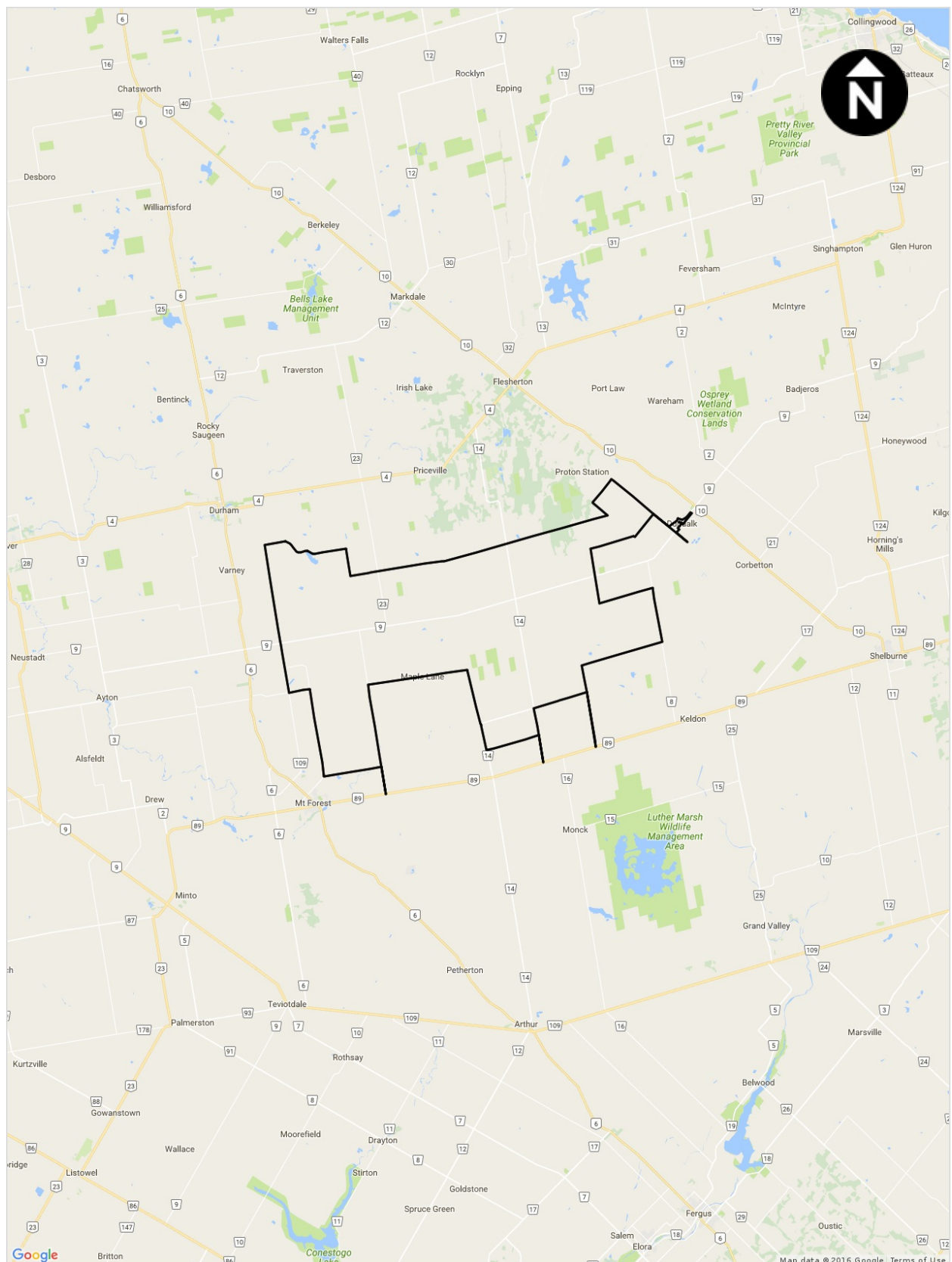
9. DISCLAIMER

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

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

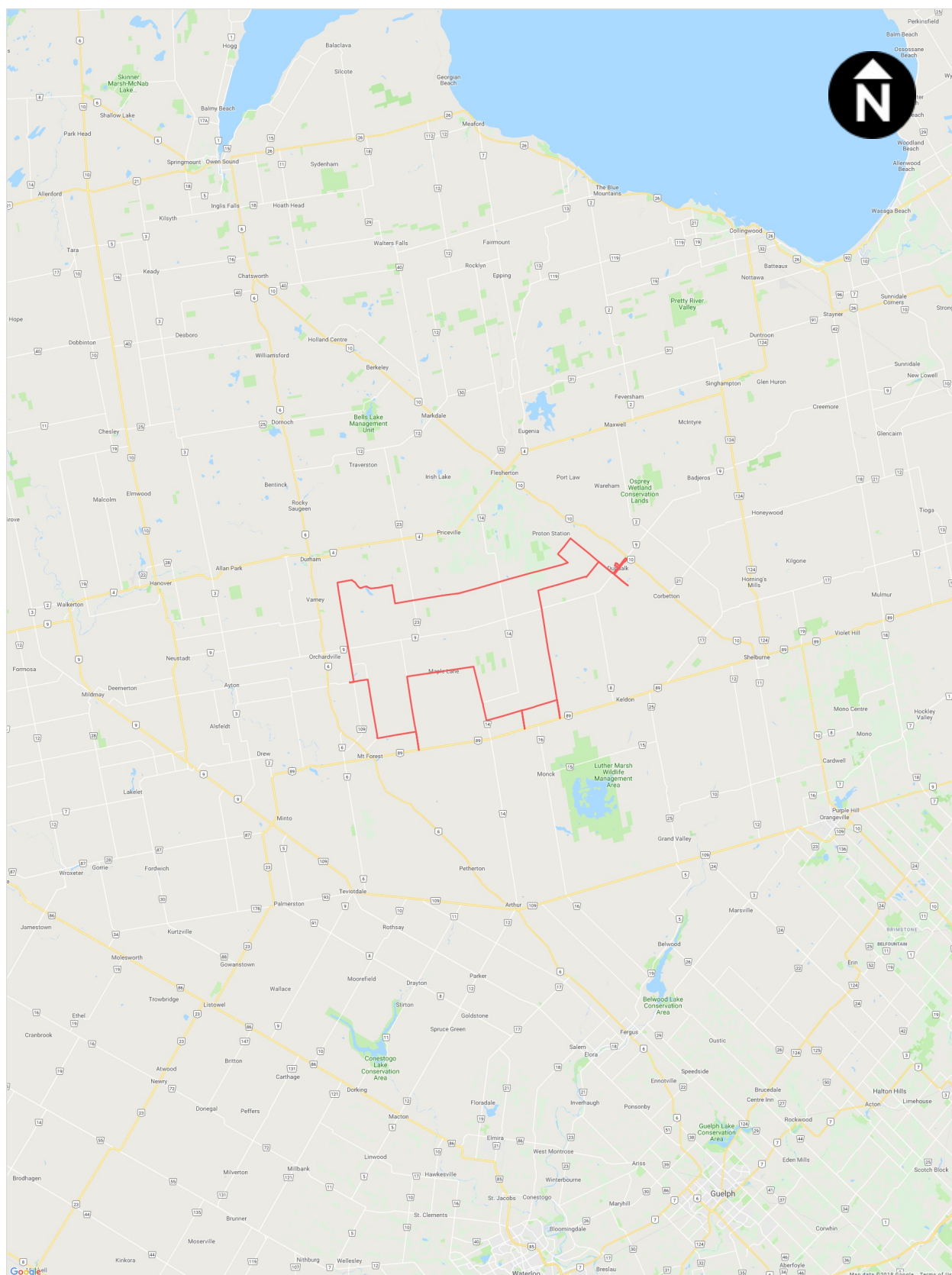
Appendix 1

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



RORR 0 Unit 312 Patrol Routes

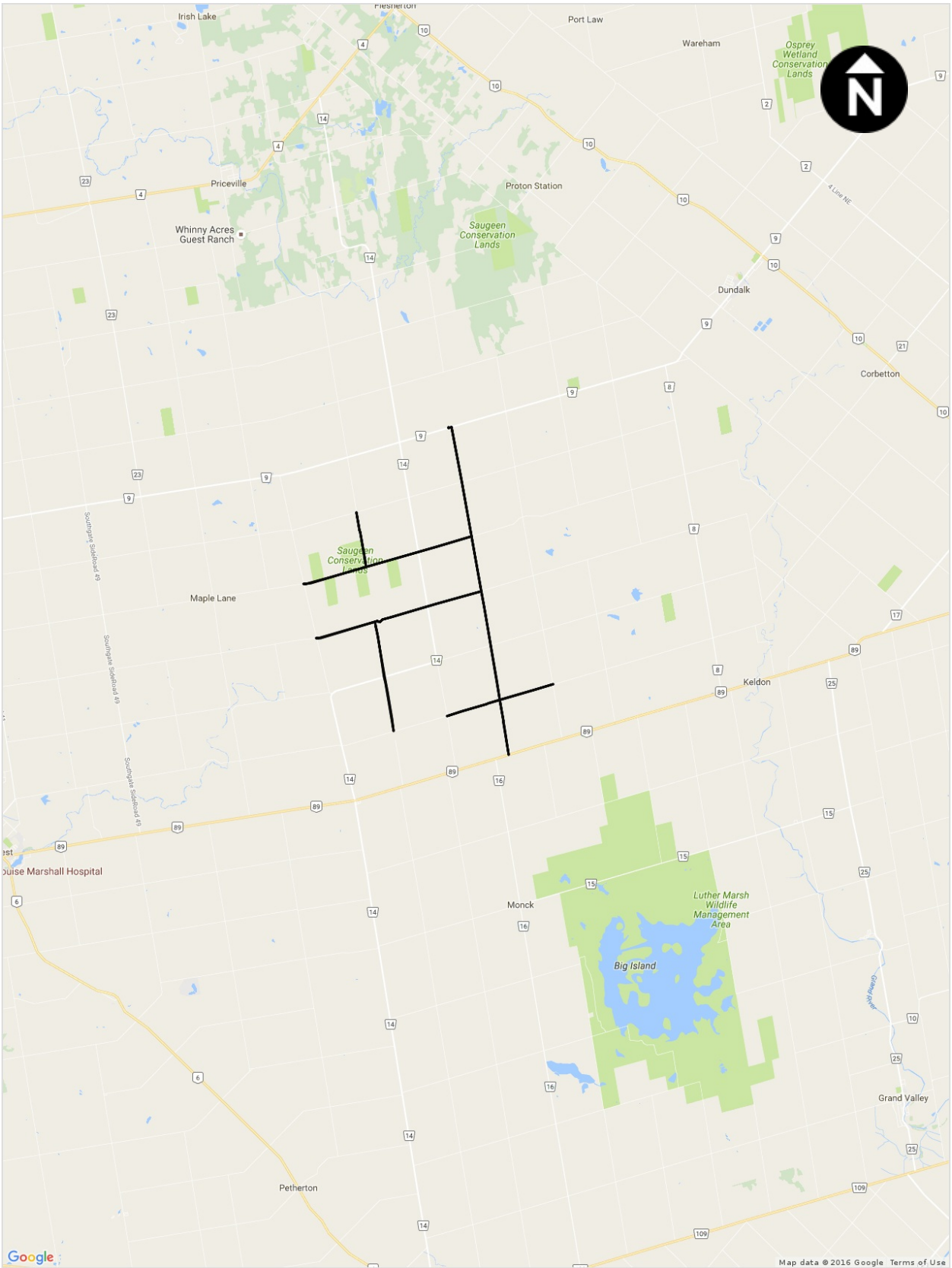
Patrol Distance: 134.82 Lane Kilometres





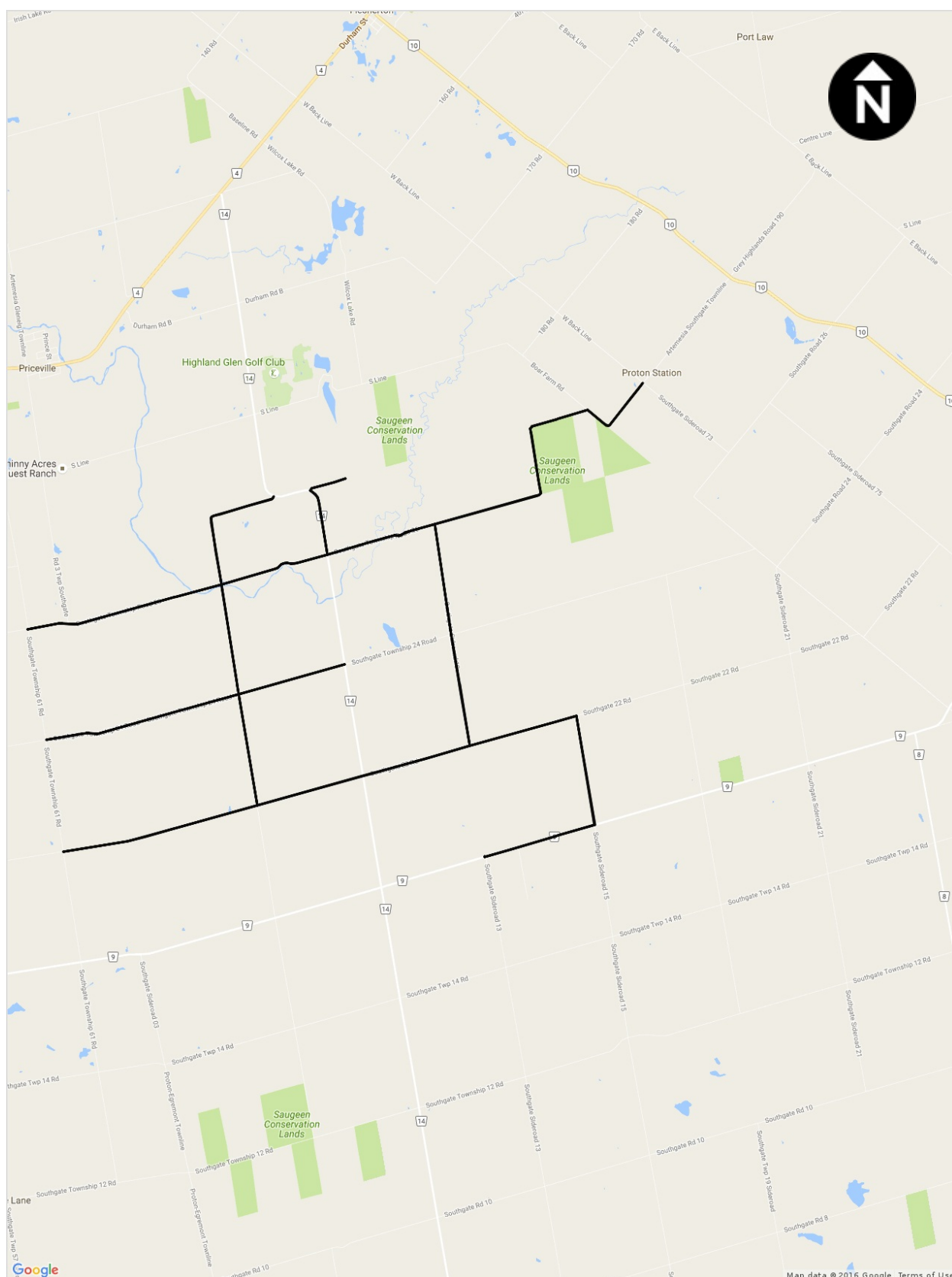
Appendix 2

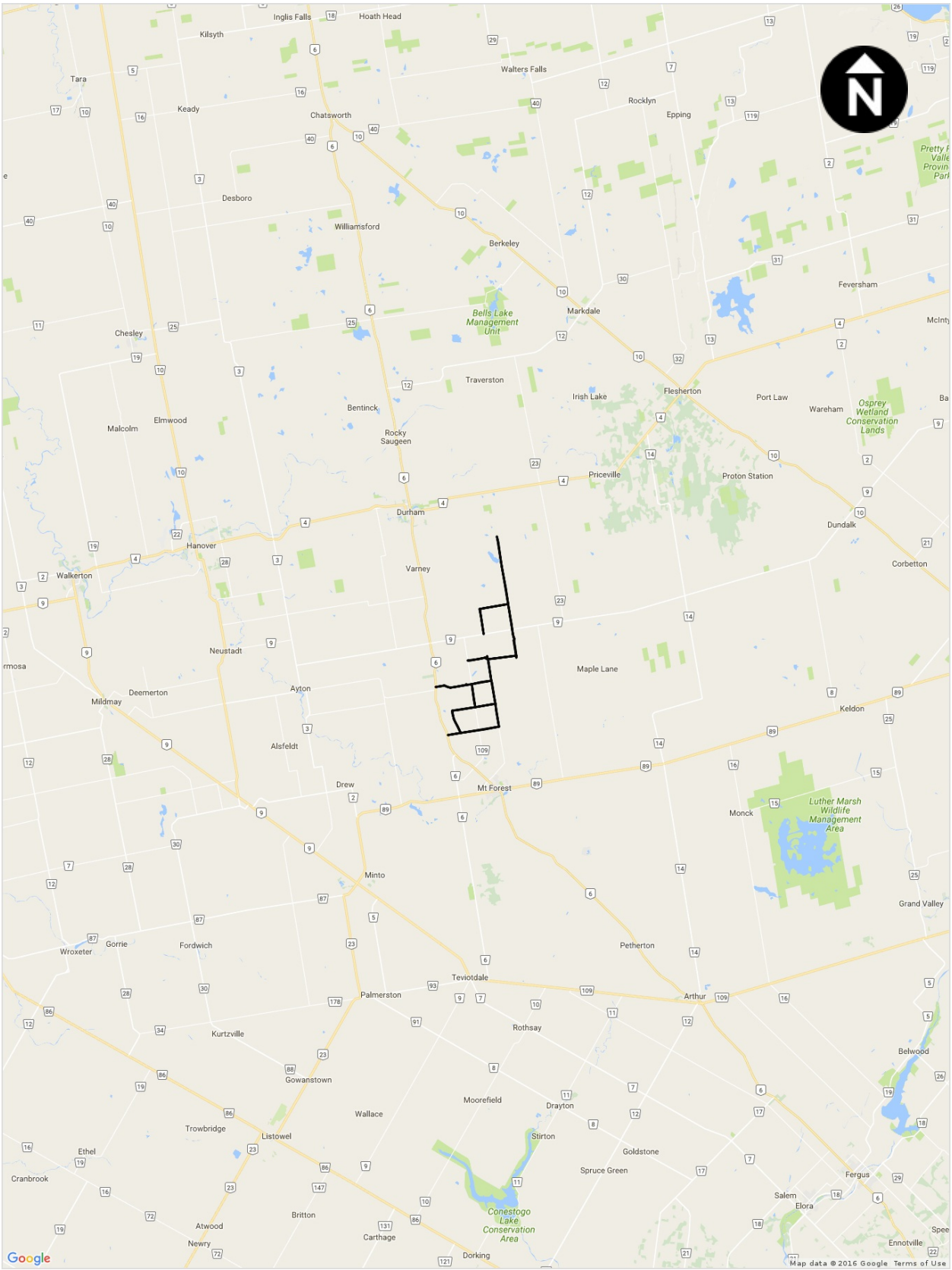
Road and Sidewalk Routes



Unit 101
Roadway Route

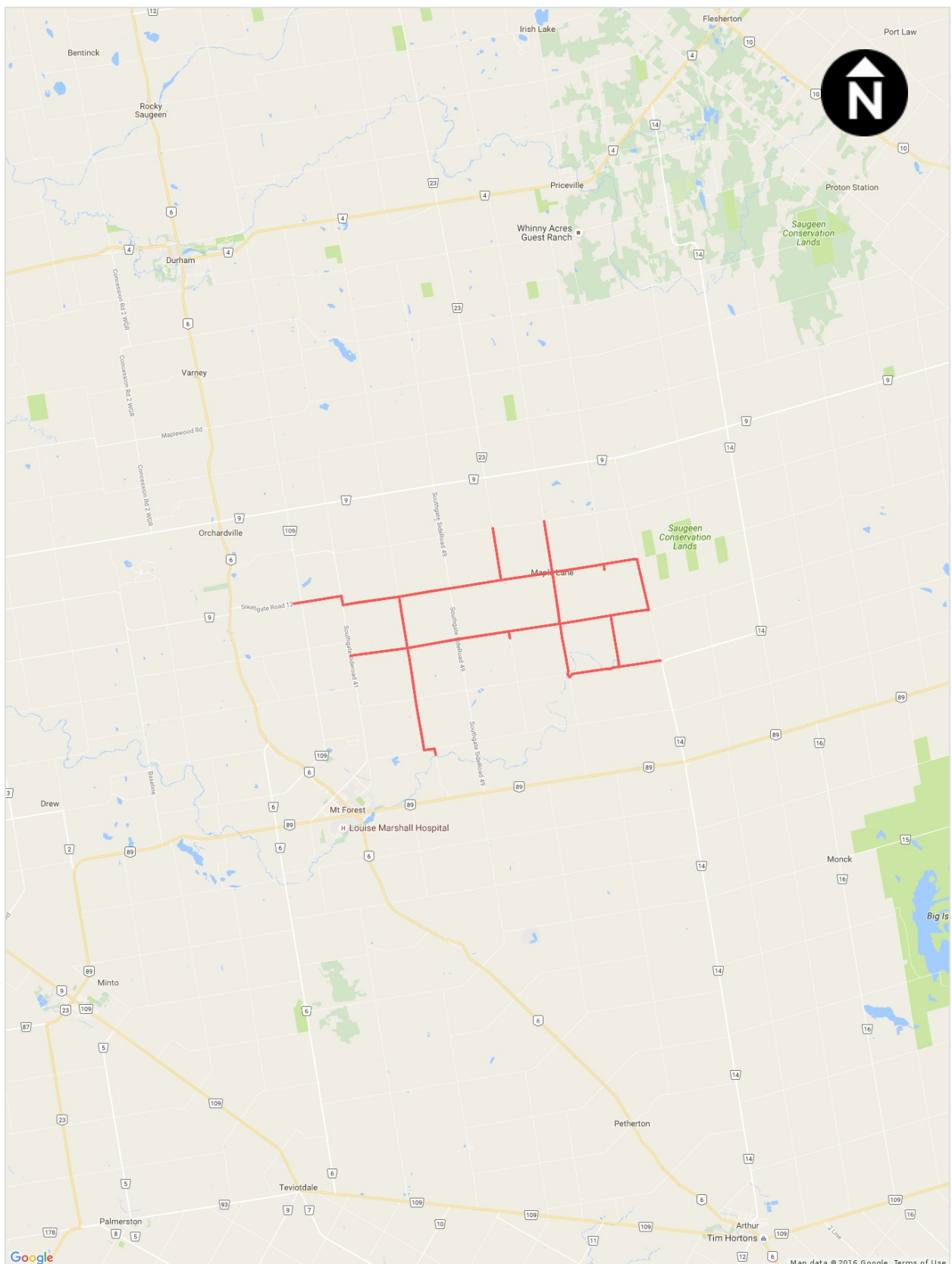
Total Length: 183.48 Lane Kilometres





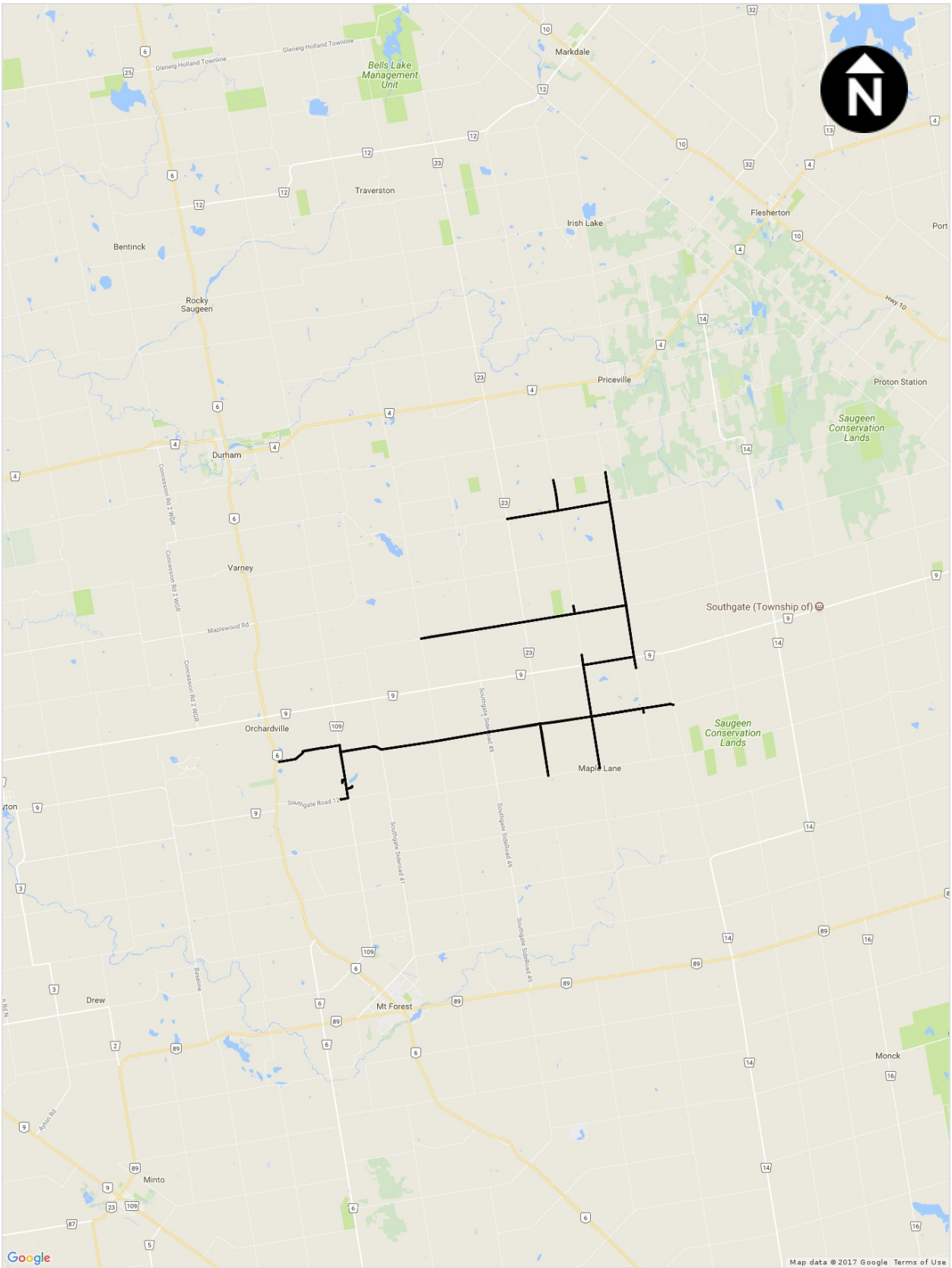
Unit 105
Roadway Route

Total Length: 198.06 Lane Kilometres

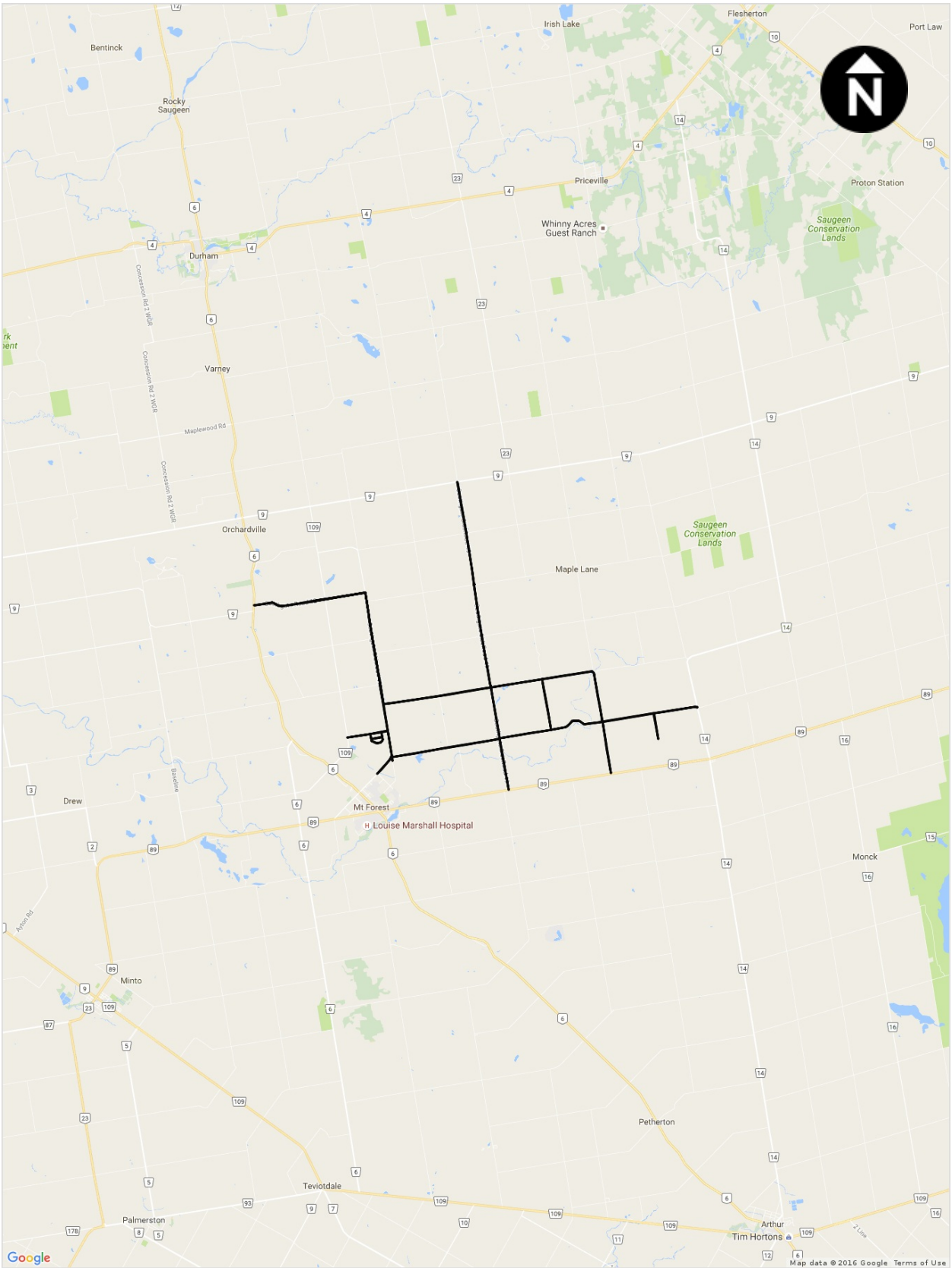


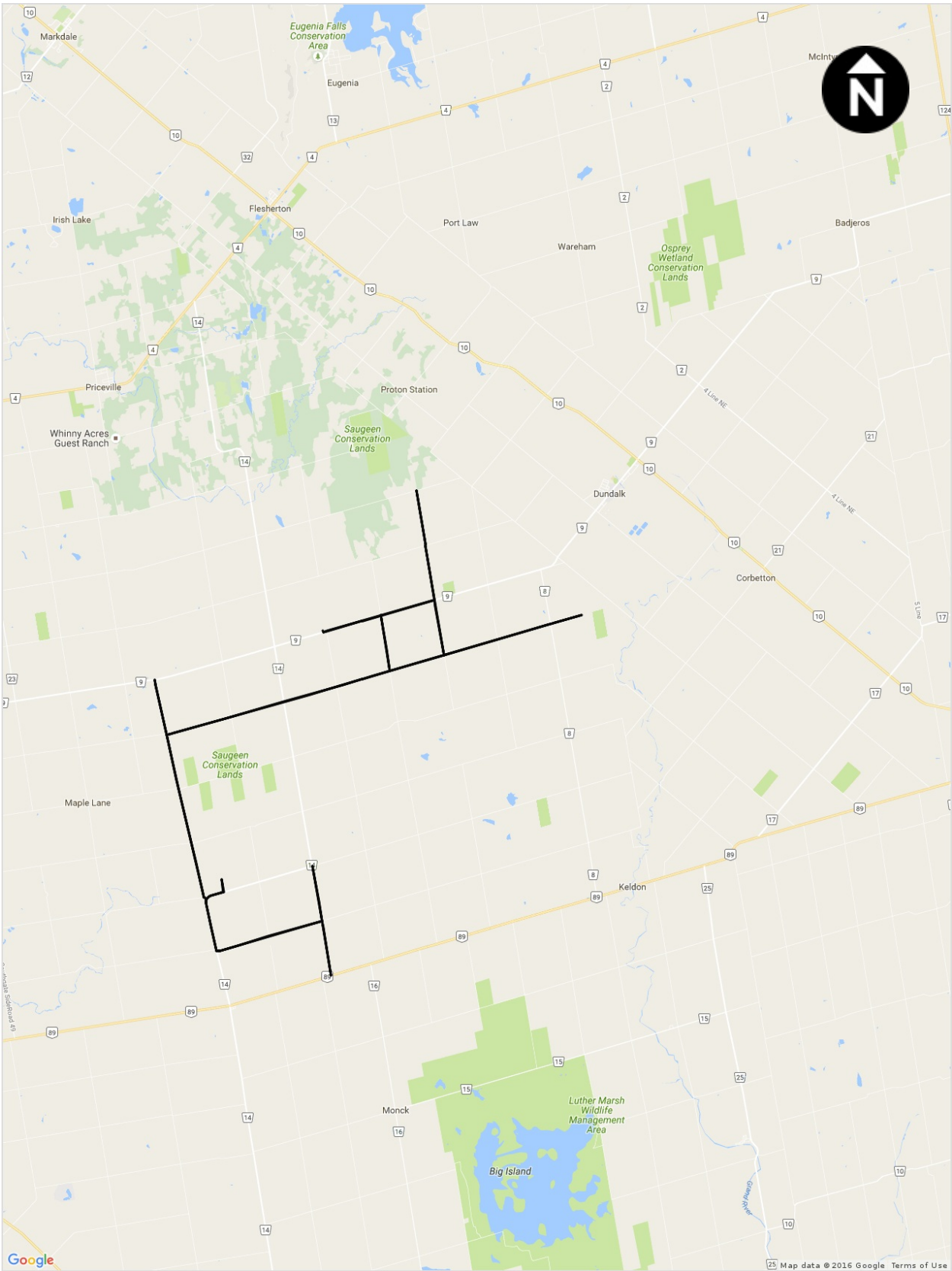
Unit 113
Sidewalk Route

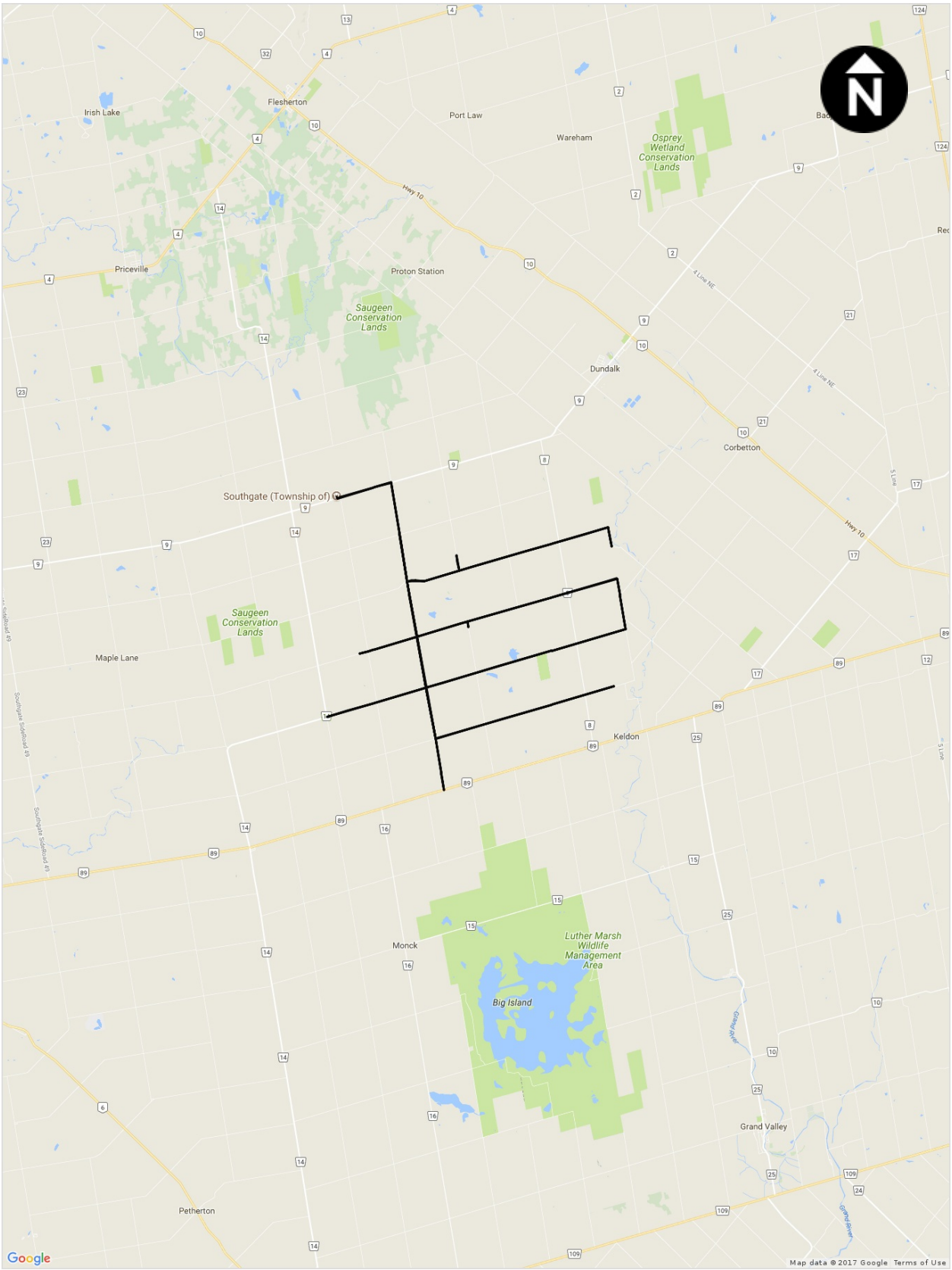
Total Length: 8.34 Lane Kilometres

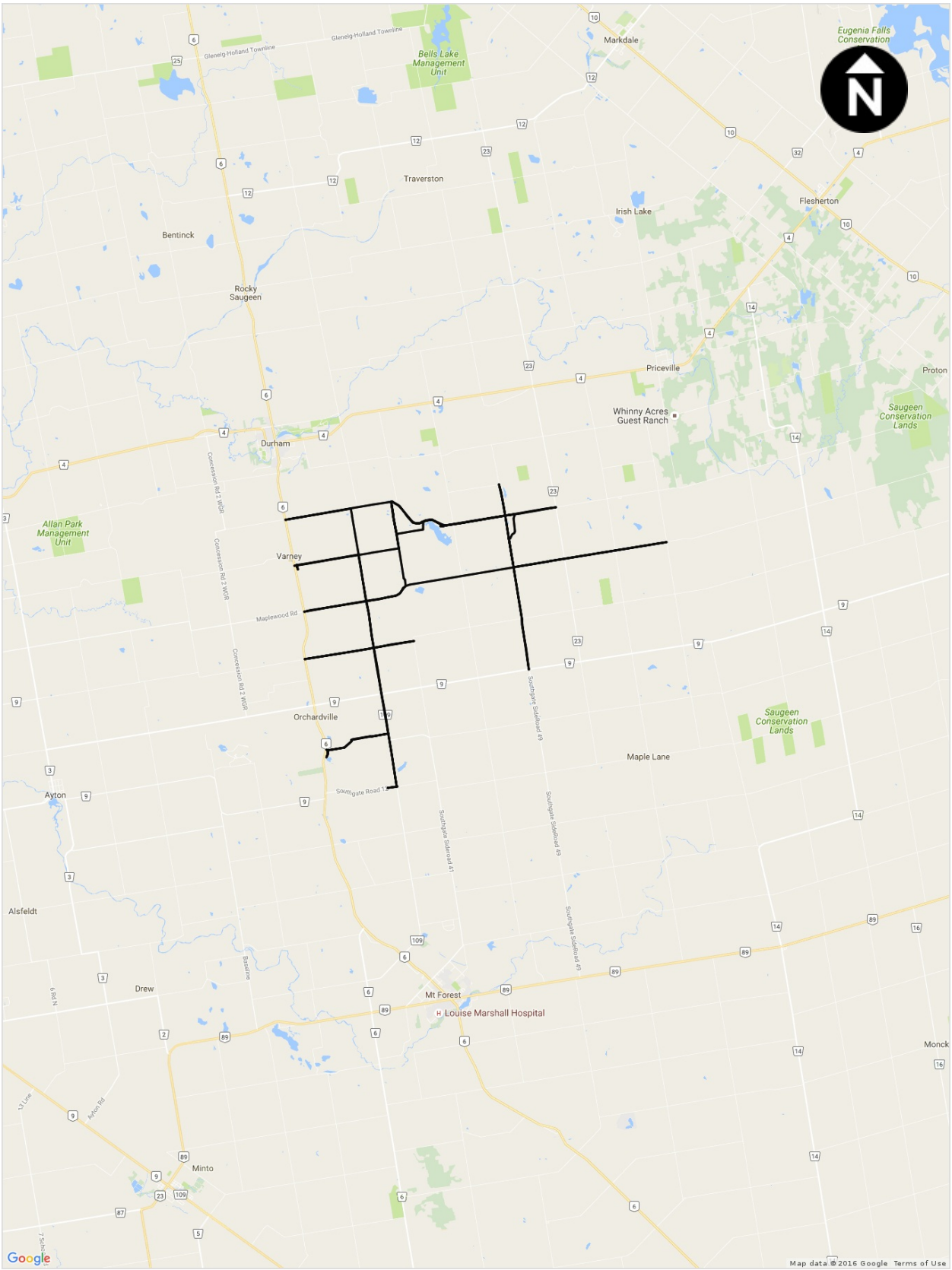


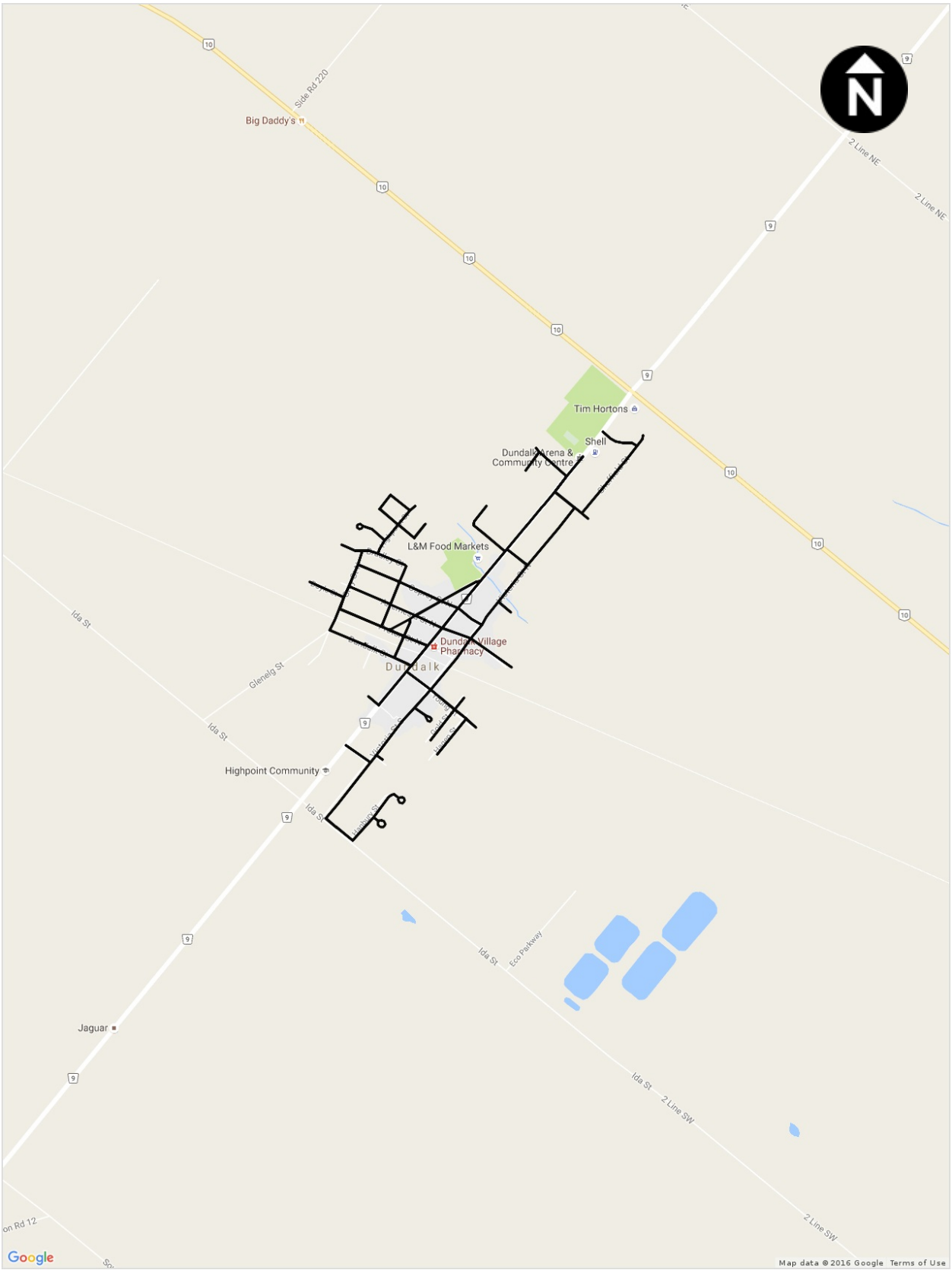






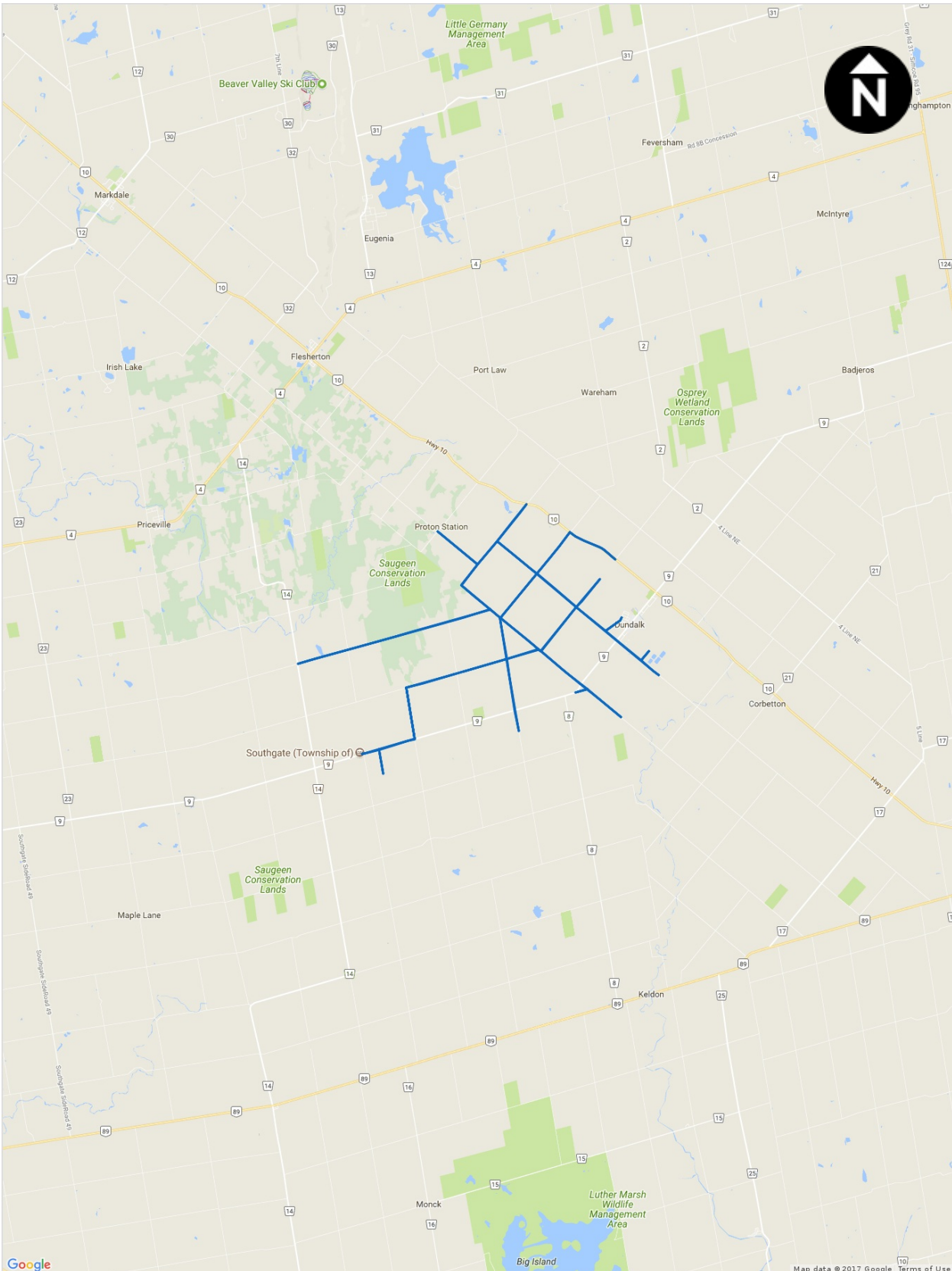






Unit 216
Roadway Route

Total Length: 118.56 Lane Kilometres



Appendix 3

Equipment List

| Equipment | Type | Owned By | Electronic Controller Installed | Calibration Date | Pre-Wet Capability | Anti-Icing Capacity | Infrared Thermometer installed |
|---|-------------|-----------------------|--|-------------------------|---------------------------|----------------------------|---------------------------------------|
| Unit 100 - 2004 Volvo Grader | Grader | Township of Southgate | N | N/A | N | N | N |
| Unit 101 - 2010 John Deere Grader | Grader | Township of Southgate | N | N/A | N | N | N |
| Unit 102 - 2004 Volvo Grader | Grader | Township of Southgate | N | N/A | N | N | N |
| Unit 105 - 2008 John Deere G | Grader | Township of Southgate | N | N/A | N | N | N |
| Unit 113 - 2014 Trackless | Other | Township of Southgate | N | N/A | N | N | N |
| Unit 116 - 2016 John Deere Grader | Grader | Township of Southgate | N | N/A | N | N | N |
| Unit 117 - 2018 Kubota Tractor | Other | Township of Southgate | N | N/A | N | N | N |
| Unit 205 - 2007 International Tandem | Tandem Axle | Township of Southgate | N | N/A | N | N | N |
| Unit 206 - 2002 Volvo Tandem | Tandem Axle | Township of Southgate | N | N/A | N | N | N |
| Unit 208 - 2008 Ford F550 | Single Axle | Township of Southgate | N | N/A | N | N | N |
| Unit 209 - 2004 Sterling Tandem | Tandem Axle | Township of Southgate | N | N/A | N | N | N |
| Unit 212 - 2013 International 7600 Tandem | Tandem Axle | Township of Southgate | Y | 2016-Oct-28 | N | N | N |
| Unit 214 - 2014 International Tandem | Tandem Axle | Township of Southgate | Y | 2016-Oct-28 | N | N | N |
| Unit 215 - 2016 International S/A | Single Axle | Township of Southgate | N | N/A | N | N | N |
| Unit 216 - 2017 International 7600 Tandem | Tandem Axle | Township of Southgate | N | N/A | N | N | N |
| Unit 309 - 2013 GMC Sierra 1500 | Other | Township of Southgate | N | N/A | N | N | Y |
| Unit 312 - 2016 | Other | Township of Southgate | N | N/A | N | N | N |

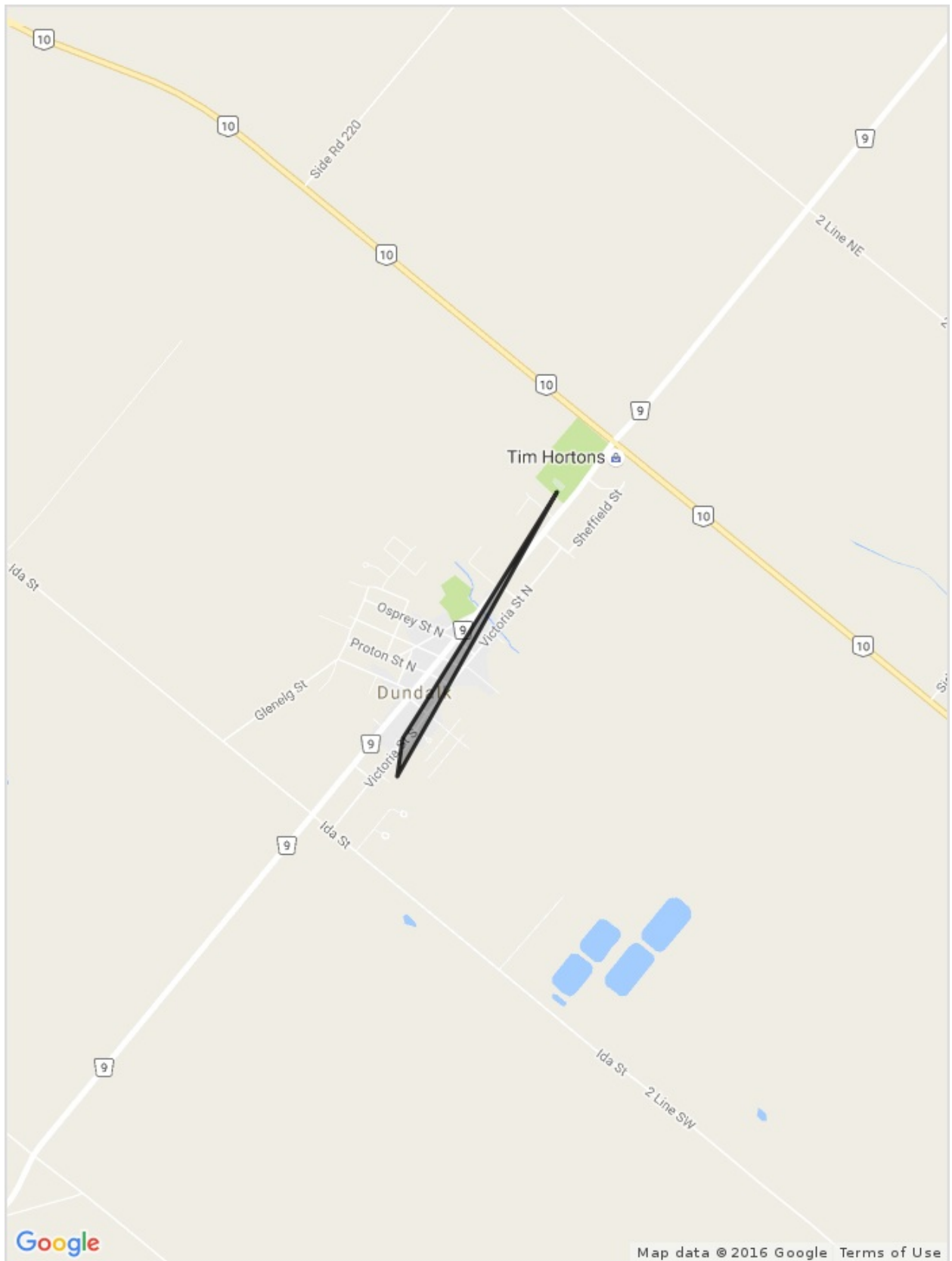
| | | | | | | | |
|---------------------------|-------|-----------------------|---|-----|---|---|---|
| Ford 150 | Other | of Southgate | N | N/A | N | N | Y |
| Unit 315 - 2018 Ford F150 | Other | Township of Southgate | N | N/A | N | N | Y |

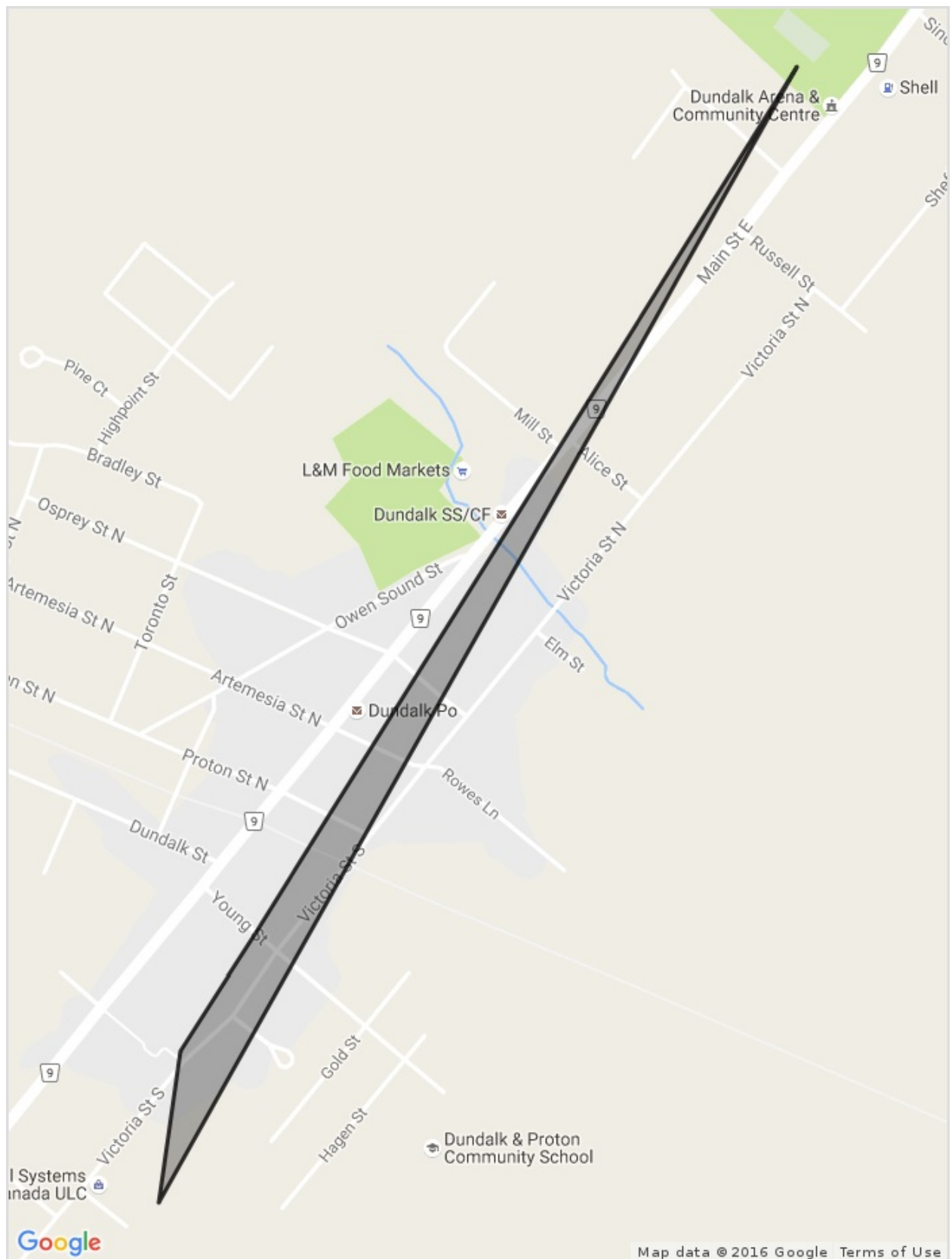
| Equipment | Pre-Wet Capability | Anti-Icing Capacity | Other Features | Comments |
|---|---------------------------|----------------------------|--|---|
| Unit 100 - 2004 Volvo Grader | N | N | | |
| Unit 101 - 2010 John Deere Grader | N | N | | |
| Unit 102 - 2004 Volvo Grader | N | N | | |
| Unit 105 - 2008 John Deere G | N | N | | |
| Unit 113 - 2014 Trackless | N | N | - Has a spreader | |
| Unit 116 - 2016 John Deere Grader | N | N | | |
| Unit 117 - 2018 Kubota Tractor | N | N | | This tractor completes snow cleaning in parking lots |
| Unit 205 - 2007 International Tandem | N | N | - Has a spreader | |
| Unit 206 - 2002 Volvo Tandem | N | N | - Has a spreader | |
| Unit 208 - 2008 Ford F550 | N | N | - Has a spreader | |
| Unit 209 - 2004 Sterling Tandem | N | N | - Has a spreader | |
| Unit 212 - 2013 International 7600 Tandem | N | N | - Has a spreader | |
| Unit 214 - 2014 International Tandem | N | N | - Has a spreader | |
| Unit 215 - 2016 International S/A | N | N | - Has a spreader | |
| Unit 216 - 2017 International 7600 Tandem | N | N | - solid salt application ready,- Has a spreader | |
| Unit 309 - 2013 GMC Sierra 1500 | N | N | | |
| Unit 312 - 2016 Ford 150 | N | N | | |
| Unit 315 - 2018 Ford F150 | N | N | - Has mounted mobile RWIS | Foreman Truck 315 patrols all roads within the Municipality |

Legend Y = Yes N = No

Appendix 4-1

Vulnerable Area
(Dundalk Wells)





â€,â€,â€,

Appendix 5-1

Media Release
Road Closed



The Township of Southgate

Date _____

Time _____

Media Release

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

| Street Name | From | To |
|-------------|------|----|
| | | |
| | | |
| | | |

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

Appendix 5-2

Media Release Severe Weather



The Township of Southgate

Date _____

Time _____

Media Release

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

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

Appendix 6

Operating Instructions and Safety Rules

The Township of Southgate
OPERATING INSTRUCTIONS AND SAFETY RULES

1. WORK HOURS

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

2. SAFETY PROCEDURES

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

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

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

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

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

D. Drive cautiously.

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

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

G. Obey all traffic laws.

H. Do not follow traffic too closely.

I. Slow down prior to turning—your plow will tend to push you where it wants to go.

J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.

K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to the Public Works Foreman.

L. Utilize caution when operating deicing equipment. Watch for overhead obstructions.

M. Lower box when necessary.

3. ACCIDENTS

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

4. CARE AND USE OF EQUIPMENT

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

5. RADIO COMMUNICATIONS

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

6. DAILY REPORTS

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

7. SIGNIFICANT WEATHER EVENT

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

A weather hazard means the weather hazards determined by Environment Canada

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

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

The standard for treating significant weather events declarations is to:

- Monitor the weather as set out in the Winter Plan and, if deemed practical, deploy resources to address the event starting from the time that the Township deems appropriate to do so.
- Following the end of a weather hazard in respect of which a significant weather event ends, the Township shall declare the end of the significant weather event and address the conditions as in the Winter Plan.
- Declaration of a significant weather event beginning and ending shall be communicated by posting on the Township website, social media, Facebook and my 511.

The following Township staff have the authority to issue a Significant Weather Event:

- CAO
- Public Works Manager
- Public Works Foreman

Appendix 7-1

Record of Training



The Township of Southgate

Record of Training

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

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

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

Employee Name _____ (Please print name)

Employee Signature _____ Date _____

Trainer Signature _____ Date _____

Supervisor Signature _____ Date _____

Appendix 7-2

Record of Training – Night Patroller



The Township of Southgate

Record of Patroller Training

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

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

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

Employee Name _____ (Please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

Appendix 8-1

(No Winter Maintenance Roads 2018-2019)

No Winter Maintenance Roads 2018-2019

Southgate No Winter Maintenance Roads

| Road Name | Notes |
|----------------------------|----------------------------|
| Southgate Rd 04 | Grey Rd 8 - East 0.93 |
| Southgate Rd 10 | Hwy 6 - Sdrd 33 |
| Southgate Sdrd 07 | Sgt Rd 12 - Grey Rd 9 |
| Southgate Sdrd 07 | Grey Rd 9 to Sgt Rd 22 |
| Southgate Sdrd 19 | Sgt Rd 12 to Sgt Rd 14 |
| Southgate Sdrd 19 | Hwy 89 to Sgt Rd 10 |
| Southgate Sdrd 21 | Sgt Rd 10 to Grey Rd 9 |
| Southgate Sdrd 41 | Sgt Rd 14 to Grey Rd 9 |
| Southgate Sdrd 41 | Sgt Rd 04 to Wellington St |
| Southgate Sdrd 47 | Sgt Rd 12 to Sgt Rd 14 |
| Southgate Sdrd 47 | Sgt Rd 04 to Hwy 89 |
| Southgate Sdrd 55 | Sgt Rd 14 to Grey Road 9 |
| Southgate Sdrd 57 | Grey Rd 9 to Sgt Rd 26 |
| Southgate Sdrd 61 | Sgt Rd 10 to Grey Rd 9 |
| Southgate-Glenelg Townline | Sgt Srd 57 east 1.1 km |

Appendix 8-2

(Dundalk Winter Activity Report)

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

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

Details of Sign Problems : 1 _____ Location: _____
2 _____ Location: _____
3 _____ Location: _____
4 _____ Location: _____
5 _____ Location: _____

Resolution of above Sign Problems : 1 _____ Repaired by: _____
2 _____ Repaired by: _____
3 _____ Repaired by: _____
4 _____ Repaired by: _____
5 _____ Repaired by: _____

Other Activities Completed : _____

DAILY WINTER ACTIVITY REPORT

Date: _____ Location: Dundalk
 Morning Temperature: _____ Snowfall: _____
 Freezing Rain: Yes or No
 Present Road Conditions: _____ Time: _____
 Present Sidewalk Conditions: _____ Time: _____

| Activity | Plow Unit # | Start Time | Finish Time | Signs OK | Quantity of Sand Used | Quantity of Salt Used | Operators Signature Completing Task |
|--|-------------|------------|-------------|----------|-----------------------|-----------------------|-------------------------------------|
| Snow Plowed All Streets | 104 | | | | | | |
| Sand/Salt Mixture All Streets | | | | | | | |
| Sand/Salt Mixture Corners Only | | | | | | | |
| Sand/Salted Back Alley Proton to Artemesia | | | | | | | |
| Salted All Streets | | | | | | | |
| Salted Corners Only | | | | | | | |
| Sidewalks Snow Blown/Plowed | | | | | | | |
| Downtown Sidewalk Sanded/Salted | | | | | | | |
| | | | | | | | |
| Young St. Sidewalk Sanded/Salted | | | | | | | |
| Main St. W. Sidewalk Sanded/Salted | | | | | | | |
| Main St. E Sidewalk Sanded/Salted | | | | | | | |
| All Sidewalks Sanded/Salted | | | | | | | |
| Works Garage Snow Blown | | | | | | | |
| New Firehall Snow Blown | | | | | | | |
| Proton St. Parking Lot Snow Blown | | | | | | | |
| Holland St. Parking Lot Snow Blown | | | | | | | |
| New Library Parking Lot Plowed/Blown | | | | | | | |
| Artemesia St. Parking Lot Snow Blown | | | | | | | |
| Medical Centre Parking Lot Snow Blown | | | | | | | |
| Proton St. Back Alley Snow Blown | | | | | | | |
| MacIntyre Building Parking Lot Snow Blown | | | | | | | |

OGRA and Salt Institute DISCLAIMER: Ontario Good Roads Association (OGRA) and Salt Institute DISCLAIMER: The information and statements contained within this document do not constitute legal advice. They are not intended to take the place of legal advice. All users are encouraged to consult with their own legal counsel with respect to the information and statements contained herein. Furthermore, the information and statements contained in this document are solely the opinion of OGRA and the Salt Institute. They are not intended to establish, and they should not be viewed as establishing, legal standards, requirements or policies. They may not be applicable in every situation or circumstance. They are not intended to cover all proper methods or approaches. OGRA, the Salt Institute, and their members and officers disclaim all liability for the accuracy and completeness of the information and statements contained in this document and disclaim all warranties, express or implied, to incorrect application or usage of the information and statements.

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report PW2018-082

Title of Report: PW2018-082 – Eh!Tel Road Use Agreement
Department: Public Works
Branch: Transportation & Public Safety
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PW2018-082 for information; and
That Council considers approving the Southgate – EH!tel Road Use Agreement by Municipal By-law number 2018-141.

Background:

EH!tel has been working on providing reliable internet service to approximately 20 residences in this area for Southgate Road 24 around Southgate Sideroads 39 and 41. The property of John Lamberts has been selected to host the tower on top of the hill on his property at Southgate civic address 243392 Southgate Road 24. EH!tel would be erecting the tower and requires access of the unopened, unmaintained road allowance to install cabling and wiring in an estimated 300 meters of the road way from the tower to the Lamberts home. The EH!tel Road Use Agreement (RUA) facilitates the works to be accomplished (attachment #1).

Staff Comments:

This section of road is unopened and unmaintained currently and gated off for access and has been used in the past to transport timber harvest from secluded properties in the area.

Financial Implications:

The financial impact will be with the proponent to enter into a Road Use Agreement with the Township and incur all costs for the installation and rehabilitation of Southgate Road 24, from 300 meters east of the Lamberts entrance at 243392 to the top of the hill tower location.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate this information to the public and for Council's approval.

Southgate Goal 1 A: Trusted, Timely, Transparent, Accessible Municipal Decision-Making

Southgate Goal 1 B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities

1. B.4 - Southgate will provide the highest standard of road maintenance and repair, consistent with the financial capacity of Southgate, and will maintain the roads/bridges as the highest priority for tax-supported expenditures.

1. B.5 - Southgate will design a long-term road system to efficiently and effectively meet the needs of all users.

A notable survey result revealed that roads are a very high priority for Southgate citizens in every part of Southgate. This recognizes the geographic span of Southgate, the importance of roads for economic activity, and the view that municipal government is centrally responsible for them.

Concluding Comments:

Staff recommendation is that Council receive Staff Report 2018-082 for information and that Council consider approving Southgate – EH!tel Road Use Agreement by municipal by-law number 2018-141..

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment # 1 – Southgate - EH!tel Road Use Agreement

Attachment # 2 – Map of Southgate Road 24 between Southgate 39 & 41.

EH!tel Road Use Agreement

This AGREEMENT made in duplicate on the 19th day of December, 2018

BETWEEN

The Corporation of the Township of Southgate
Hereinafter called the "Township"
Being the Party of the FIRST PART

-and-

EH!tel Networks Inc.
Hereinafter called "EH!tel"
Being the Party of the SECOND PART

WHEREAS EH!tel is the telecommunications provider for a communications tower (the "tower") located on the subject lands described as Lot 15, Concession 3, EGR, in the geographic Township of Egremont, now part of the Municipality of the Township of Southgate, and identified on Schedule "A" attached hereto;

AND WHEREAS EH!tel is requesting the execution of a Road Use Agreement regarding the installation fibre optic cables and electrical power supply wiring on a portion of an unopen – unmaintained section of Southgate Road 24 easterly between Southgate Sideroad 39 and Southgate Sideroad 41 (the Subject Road);

AND WHEREAS the Township has deemed it advisable and in the public interest to enter into an agreement with EH!tel as part of the communications tower development process;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of one dollar (\$1.00), paid by EH!tel to the Township the receipt of which is hereby acknowledged, EH!tel covenants and agrees with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

1. EH!tel is required to provide to the satisfaction of the Township, plans showing the location and design of works to be provided in conjunction therewith, and all facilities and works required under this Agreement. The details of the works to be completed for the Township are provided in Schedule 'A' ("Southgate Road # 24 site plan") attached hereto.

2. Road Allowance

It is agreed that EH!tel will install cabling on the unopen – unmaintained section of Southgate Road #24 in accordance with and subject to the following conditions:

- a) EH!tel shall be responsible to pay all cost of the road rehabilitation to original condition, including after settlement of the trench to the Township's satisfaction.
- b) In the event that the road crossing culvert in this section requires future replacement, the Township is not responsible for any cabling or wiring issues.
- c) That the extent of the Road Use Agreement on Southgate Road 24 from the entrance of Civic address 243392 east for 300 meters.

3. Covenants

EH!tel hereby acknowledges that municipal approval of this agreement relating to the lands described on Schedule "A" in no way binds the Township or indicates support for any other development on the said lands.

- 4. The Township or any person authorized by the Township shall have the right at all times to be on site and/or inspect the work provided for in this agreement.

5. Liability Insurance

EH!tel shall provide proof of liability insurance certificate annually and keep in force until the date of acceptance of the entire work by Southgate, a comprehensive policy of public liability and property damage insurance acceptable to the municipality providing insurance coverage in respect of any one accident to the limit of at least \$2,000,000.00 exclusive of interest and cost, against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of or damage to property and such policy shall name the municipality as an additional insured thereunder and shall protect the municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the municipality or any other public or private property resulting from or arising out of any act or omission on the part of the Contractor or any of his servants or agents during the execution of the contract and EH!tel shall forward a certified copy of the policy or certificate thereof to the municipality before the work is started.

6. Indemnity

- 1. EH!tel agrees that it shall save, defend, keep harmless and fully indemnify the Township from and against all manner of actions, suits, claims, executions and demands which may be brought against or made upon the Township from and

against all loss, costs, charges, damages and expenses which may be sustained, incurred or paid by the Township arising in any way by reason of any work performed or approvals to be obtained by EH!tel pursuant to this agreement.

2. Notwithstanding anything to the contrary, the Township acknowledges and agrees that the foregoing indemnity from EH!tel shall not apply to any loss, costs, damages and expenses arising from the gross negligence or wilful misconduct of the Township.
3. The obligations of EH!tel to indemnify the Township under the provisions of this agreement shall survive any termination of this agreement, notwithstanding anything to the contrary.

7. Approvals

EH!tel will be required to obtain all necessary permits or approvals shall be obtained by EH!tel prior to construction. The signing of this Agreement by the Township shall not be construed to mean that permits or approvals will necessarily be granted.

8. Notices

Any notices to be given under this agreement shall be delivered in person, by prepaid registered mail or by confirmed facsimile transmission as follows:

To EH!tel:

EH!tel Networks Inc.
Attn: Mr. Twan Peeters
392058 Grey Road 109
Holstein ON
N0G 2A0

To the Township:

Township of Southgate
Attn: Public Works Manager
185667 Grey Road 9
Dundalk ON
N0C 1B0

In the case of a notice required by this agreement to be given to a specific official of the Township, the notice shall be made to the attention of such official.

9. Binding

This agreement shall be binding upon and endure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns until such time as the license is surrendered.

Any delay or failure of the Municipality to enforce its rights pursuant to this Agreement shall not constitute a waiver of its rights to enforce any provision of the Agreement.

10. Severance of provisions

If any individual provision(s) of this agreement is or are determined by a court of competent jurisdiction to be illegal or beyond the power, jurisdiction or capacity of any party bound by this agreement, such provision shall be severed from this Agreement if both Reeve and the Township agree and the remainder of this Agreement shall continue in full force and effect, *mutatis mutandis*. In such case, Reeve and the Township agree to negotiate in good faith to amend this agreement in order to implement the intentions as set out in this Agreement.

Time of the Essence Time shall be of the essence of this Agreement.

IN WITNESS WHEREOF the Parties have executed this agreement by their respective officers duly authorized in that behalf, so of the date set out below.

EH!tel Networks Inc.

The Corporation of the Township of Southgate

EH!tel Networks Inc.
We have the authority to bind the Corporation
Date: _____

Mayor

Clerk

Date: _____
We have the authority to bind the Corporation

SCHEDULE "A"

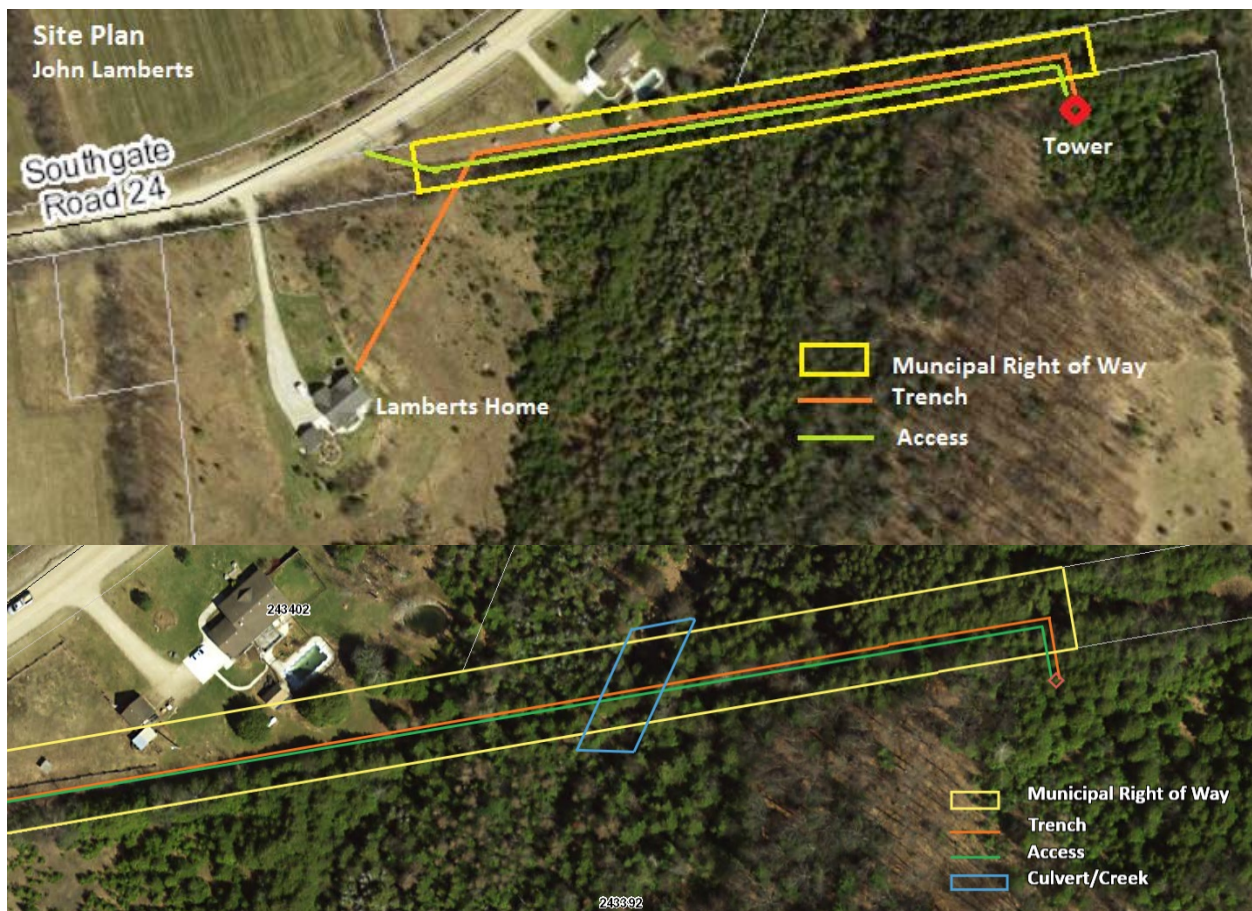
Site Plan

The subject lands are legally described as Lot 15, Concession 3, EGR, geographic Township of Egremont, Municipality of the Township of Southgate, County of Grey.

John Lamberts– 243392 Southgate Road 24, Holstein

Purpose This site plan describes the construction of a tower and associated scope of work. The particulars within are general, and subject to minor variances. Any significant variances will require approval from the Lamberts'. The tower is to provision EH!tel's services to the current "No Service Zone" for the nearby home and businesses.

Site plan map The map indicates the approximate layout of the of the various components required to erect the tower and provision the service.



Municipal Right of Way (ROW) is property owned by the Township of Southgate. Approximately 300m of the trench is to be installed on the old road way. Permission from Southgate is required.

The Trench contains both NMWU14-12 and 2ct flat drop fibre. The fibre is for potential future use to avoid re-digging for both the home and tower. The cables are to be installed with RTX1250 vibratory plow to a depth of up to 4ft. Total length is approximately 450m. The trench will be restored; however, the following results may occur: 1) the trench may be soft, especially following allot of rain or spring thaw. 2) the trench may settle and require further landscaping in the spring.

The trench will cut diagonally from the Lamberts home to the ROW. Several minor turns are anticipated to avoid trees and other sensitive objects. This segment will be marked and approved with the Lamberts prior to trenching and will consider the source of the circuit from the home.

The trench will require locates prior to installation on both the ROW and private property.

The trench section from the ROW to the tower may be excavated with a backhoe, as the terrain may not be suitable for the RT1250.

The Trench- Culvert/Creek Crossing The Culvert/Creek is marked on the second drawing on the site plan. We plan to trench over the culvert as deep as we can to go over it.

Service to the home will be provisioned through a wireless receiver installed at the home of Lamberts.

Tower. The tower requires a foundation with the following specifications:

5ft Wide x 5ft Length x 4ft Deep foundation, and 4ft x 4ft protruding approximately 6" above grade.

The tower is a DMX64N. The tower height is 70ft with 8ft of pole containing the wireless backhaul dish and access points.

A enclosure is installed on the base of the tower. The NMWU12/2 is terminated in the enclosure. The enclosure will contain network equipment including switch, wireless POE's, UPS, and power controller.

Specifications of the tower can be found at the following link: [DMX towers](#).

Access to the tower is marked on the site map (green line). Access to the tower is to be obtained from Southgate Road 24, up the ROW, and to the tower. The ROW is not maintained and generally not accessible with vehicles.

Hydro will be connected to the home of the Lamberts. A 120v 15amp circuit will provision the tower. The circuit may be connected to an existing outlet or otherwise as directed by the Lamberts.

Legend

-  Parcels
- Large Scale Roads**
 -  Provincial Highway
 -  County Road
 -  Township Road
 -  Seasonal Road



0.16 0 0.08 0.16 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© County of Grey



This map is a user generated static output from an Internet mapping site and is for reference only.
Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Printed: November 30, 2018 THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Township of Southgate

Administration Office

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

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2018-121

Title of Report: 2019 to 2023 Community Action Plan – Pre-Consultation
Update and Review Options

Department: Administration

Council Date: December 19, 2018

Council Recommendation:

Be it resolved that Council receive staff report CAO2018-121 as information; and

That Council direct staff to proceed with the recommended process approved in the previous Council term to complete the 2019-2023 strategic plan review of the Southgate Community Action Plan using a consultant to lead the community engagement meetings; and

That Council approve the 2019-2023 Southgate Community Action Plan process for developing the plan and public engagement as presented in this report, with staff completing the administrative and planning tasks of the project and the hiring of a consultant to lead the community meetings; and

That Council approve staff proceeding with creating a Request for Proposal document to attract interested consultants that would lead the process that would include their cost and approach to the process for Council consideration and approval at the January 16, 2018 meeting.

Background:

Southgate Council approved the Southgate Community Action Plan (CAP) for 2018 on November 6, 2013. The document was created as a strategic direction for the municipality through a considerable number of action items to achieve the goals outlined in the CAP document. After staff review of the CAP document and discussion with our consultant Bill Winegard, staff created a plan and process that developed a list of actionable tasks to achieve the outcomes as recommended in the final report.

The CAP was developed as a guidance document for staff and Council being part of the process, to assist with decision making as we work through each action item relating to cost and manpower to achieve each target or milestone for the 3 major themes and 7 goals of the plan being:

1. Trusted Government:

- i. Trusted, Timely, Transparent, Accessible Municipal Decision Making
- ii. A Sustainable Suite of Efficient, Equitable, and Affordable

Municipal Services in Support of Community Priorities

2. Economic Prosperity:

- iii. Business Development and Jobs
- iv. A Prosperous and Diverse Agricultural Industry
- v. Accessible Health Services and Supportive Housing for Seniors

3. Environment Conservation:

- vi. Decision-making that considers environmental factors prominently
- vii. Advanced water conservation and waste management

This report is presented to provide Council with options for consideration in order to complete a 2019-2023 Southgate Strategic Planning process. The options are:

1. Contracted out through a tendering process for a consultant to complete a Strategic Planning Process;
2. Southgate staff lead process to complete a Strategic Planning Process; or
3. Southgate staff lead process with a Contracted Facilitator to lead the public consultation meetings to complete a Strategic Planning Process.

Staff's recommendation to Council at the September 19, 2018 meeting was option #3, as the best solution to create the desired outcome in a new Southgate Community Action Plan 2019-2023. The benefits of this option is staff would be more involved, lead the process and better understand the comments and goals that come out of the public feedback. The other recommendation is to hire a facilitator to remove any bias of the results received during the public meetings and consultation meetings, with staff still attending and being involved to translate the results in to actionable ideas, tasks and goals.

At the October 3, 2018 Council meeting the following motion was approved:

Moved by Councillor Dobreen;

Seconded by Deputy Mayor Woodbury;

Be it resolved that Council receive staff report CAO2018-105 as information; and

That Council direct staff to proceed with option number 3 as the recommended process to complete the 2019-2023 strategic planning review of Southgate Community Action Plan.

Carried by resolution #2018-053

The strategic planning process would look to engage all sectors of the community to ensure all ideas and feedback are heard through general consultation area meetings. Some examples of the sectors that would be contacted, consulted with and involved in the process in no specific order would be the following:

- Agriculture;
- Business Community;

- Community Groups;
- Communications Service Providers;
- Developers & Contractors;
- Health Care;
- Mennonite Community;
- Seniors and the Southgate Seniors Advisory Committee;
- Sports Organizations;
- Youth and the Youth Action Committee;
- etc.

As part of the preparation and planning for the selected process to complete a 2019-2023 Strategic Planning process, staff would lead 3 Public Pre-Consultation Meetings in 2018. The preparation plan is to receive resident feedback related to the Township's present Community Action Plan results, the 2019 to 2023 CAP list of goals and also an opportunity for Official Plan Review discussion of topics for the Planner. These meetings were scheduled following the election on November 27, 28 and 29, 2018, in the Hopeville, Holstein and Dundalk communities. Unfortunately only one member of the public attended these meetings along with members of the past and present Council, however the meetings were still very productive with good ideas and the information sharing with the new members of Council was beneficial. The information received during the 3 Pre-consultation meetings are the following topics and ideas that could be discussion items for new themes or goals for the next CAP consultation meetings:

- Downtown Improvement Plan
- Recreation & Tourism
- Vacancy tax rebate and is a benefit or detriment to business growth
- Starter homes & rental housing
- Bridge and agriculture truck routes
- Accuracy of google mapping and its impact on commerce
- Road safety issue – Stop lights at the Spot Restaurant corner
- Engagement strategies suggested an option of attending more community events like Agri-Expo, Fall Fair, Auto Swap Meet, etc.

Staff Comments:

The strategic planning process recommended by staff going forward would be public engagement in 2019 and consultation with all stakeholders using a third party consultant to lead a process with the following steps:

1. Organize a CAP meeting with our new Council specifically to receive their issues and establish 2019-2023 goals and decide what goals the Township staff should focus on.
2. Senior staff meet to assess the present CAP document to review the present goals, assess building on those goals if necessary, determine if there are

- gaps or missing goals, the cost impact of the goals and the general feasibility-relevance of the goals over the next 5 years, and
3. Public consultation meetings with interested stakeholders to receive input and feedback.

Staff would then lead the process to finalize the 2019-2023 Community Action Plan with a CAP meeting with Council to report on the outcomes of the strategic planning consultation meetings to review a draft 2019-2023 Southgate Community Action Plan document. Once finalized staff would seek Council's final approval of the new 2019-2023 Southgate Community Action Plan.

Financial Impact or Long Term Implications

The financial impact of this report and the decision made will need to be dealt with in the 2019 operational and capital budget when approved.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Concluding Comments:

1. That Council receive this staff report as information.
2. That Council provide direction to staff as to the option they recommend for consulting with the Southgate Community to develop a 2019-2023 Community Action Plan document.
3. That the new Council consider approval of a new 2019-2023 CAP in May or June of 2019.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO dmilliner@southgate.ca

519-923-2110 x223

Township of Southgate

Administration Office

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

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2018-122

Title of Report: EarlyON Community Based Capital Program – Approval of the Dundalk Arena Auditorium Retrofit Project Agreement & draft Request for Proposal (RFP) Report

Department: Administration

Council Date: December 19, 2018

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2018-122 as information; and

That Council approve the final agreement between the Township of Southgate and the County of Grey to proceed with the Community Based Capital Project EarlyOn Retrofit – Dundalk Community Centre for the tendering and funding of a capital project that will create a community-based EarlyON child and family centre project within the Dundalk Arena; and

That Council provide initial approval of the draft EarlyON Dundalk Arena Auditorium Building Retrofit Project Request for Proposal document as presented; and

That Council approve of the Dundalk Arena Auditorium Hazardous Materials Removal Project Request for Proposal document as presented to remove and dispose of asbestos that is in the 2nd Floor drywall mud from the testing and as reported in the T. Harris Hazardous Substance Survey Report dated November 2nd, 2018; and

That Council consider approval of this agreement between the Township of Southgate and the County of Grey for the Community Based Capital Project EarlyON Retrofit – Dundalk Community Centre Arena Auditorium by Southgate By-law 2018-127.

Background:

The County of Grey has been informed that the Ministry of Education has approved funding to support the Community Based Capital project to facilitate the renovation and retrofit of the Dundalk Arena to create a community-based EarlyON child and family center.

A result of the lame duck status of Southgate Council, and this being the final Council meeting of this term, the CAO is providing this information report to update and confirm support for the drafting of an agreement to facilitate \$262,500.00 in funding, plus the possibility of \$40,000.00 in special site cost dollars to address accessibility issues, for the creation of a community-based EarlyON child care project within the Dundalk Arena.

To assist the EarlyOn child and family centre project, the Enabling Accessibility Fund for Small Projects funding opportunity presented itself through Employment

and Social Development Canada and an application was submitted on July 26, 2018. The Enabling Accessibility Fund (EAF) provides funding for eligible capital projects that increase accessibility for people with disabilities in Canadian communities and workplaces, creating more opportunities for people with disabilities to participate in community activities, programs and services, or access employment opportunities. The small projects component provides grant funding of up to \$100,000 per project, to support small scale construction, renovation or retrofit projects that increase accessibility in communities or workplaces.

Southgate staff applied for project funding by submitting an application for an elevator lift and washroom upgrades for the Dundalk Community Centre Auditorium. This specific application is for a project costing \$175,000.00, with Enabling Accessibility Funding being \$100,000.00 and the Southgate funding requirement is \$75,000.00. The Township will need to consider the best funding options in the 2019 budget, if our submission is successful.

The County has received 66% of the funding for renovations and retrofits to the Dundalk Arena Auditorium for the creation of an EarlyON child and family centre. This upfront funding was provided to recognize the need to undertake planning, preliminary design and design development. The project was approved by the Ministry of Education and is being provided to Grey County Social Services to create program space for their EarlyON Program comparable to what Grand Valley has done in their Arena's 2nd floor space.

The project funding is to upgrade and change the space to create an EarlyON Centre area (located beside the present kitchen). It will also develop a multi-use space for EarlyON staff to hold meetings and after school act as a youth drop-in centre or for senior activities (located in the present closet & bar area). The project will also upgrade the present kitchen, create accessible washrooms, modifying the entrance stairs and install an accessible elevator lift where the initial flight of stairs and lobby admission booth is located at the inside entrance to the arena.

The funding approved from this application is about \$262,500.00, with an additional \$40,000.00 in contingency funds for site accessible work. Between this funding and the anticipated EAF application funds this would give the arena auditorium a significant upgrade and the potential for increased future use options to engage youth and seniors, while retaining sports and recreation features of the space remaining as an event and gymnasium use area as well.

On September 24, 2018 Grey County and Southgate staff met with a contractor to go through the project requirements, to acquire a budget estimate for the work required to upgrade the Arena Auditorium for an EarlyOn child and family centre. The elevator lift project is estimated at be \$100,000.00. The remaining work without detailed calculations is estimated at \$250,000.00 to \$300,000.00, excluding furnishing costs estimated at \$30,000.00.

An issue that was identified by the contractor at the meeting was that buildings constructed in 1974 has the risk of having asbestos in the drywall mud is highly likely.

The outcome of this project is the Township of Southgate will repurpose the Dundalk Arena Auditorium for its use as an after school youth drop-in centre and seniors meeting place, a sports court for recreation programs and a venue for public events/meetings, in addition to the EarlyOn Child and Family Centre use.

Following the September 24, 2018 meeting staff had a contractor complete an Asbestos Survey in the project area of the building. We contacted names of companies we were supplied and checked the reference on the one that was able to do the work.

The survey was completed by T. Harris Environmental Management and issued on November 2nd, 2018 and indicates the drywall joint compound has levels of asbestos that are a priority 2 level and may remain in place until upgrading or renovations to the building is undertaken. The next step is to proceed with a process to select a contractor to remove the drywall material in a proper manner. It is recommended that we could save cost by having our staff remove any wood trim in the auditorium to reduce the contractors work time.

The agreements with the County of Grey have been created to provide clarity on the Community Based Capital Project (CBCP) EarlyON Agreement to define the project parameters for the renovation and retrofit of the capital funding requirements to create a community-based EarlyON child and family centre project in the Dundalk Arena Auditorium, which includes the CBCP Funding Schedule Agreement to define the timelines of the project and flow of funds and the CBCP Communications Protocol Schedule for Council's consideration and approval.

Staff Comments:

County Agreement

The agreement with the County of Grey titled the Community Based Capital Project (CBCP) EarlyON Agreement, included in this staff report as Attachment 1. The project is funded by the CBCP grant funding and the agreement sets the parameters for the renovation and retrofit of the capital funding requirements to create a community-based EarlyON child and family centre project in the Dundalk Arena Auditorium.

Staff recommend approval of this agreement as presented.

Hazardous Materials Removal

Staff have created a Dundalk Arena Auditorium Hazardous Materials Removal Project RFP document to remove and dispose of asbestos material in the drywall mud. To expedite and save some costs our facilities staff will do preliminary work to remove the wood trim in the arena auditorium prior to the selected contractor starting the drywall removal and disposal. Another cost savings is that we will

provide an isolated disposal location in our Egremont landfill to absorb the disposal costs internally.

Staff recommend approval of this RFP as presented to attract proposals and select a contractor to complete the work.

Draft EarlyON Dundalk Arena Auditorium Building Retrofit Project RFP Document

Staff drafted a RFP document for the EarlyON Dundalk Arena Auditorium Building Retrofit Project to start the process to attract proposals and select a contractor to complete the project. The purpose of the RFP document being presented in draft, is to gain Southgate Councils initial approval of the 2 bidder pricing options. One option is looking for a price to complete the project as we have specified in the RFP document. The risk of this approach is there are unknowns in the existing building that the contractors cannot predict or see. What the contractors will do is put contingency costs into their pricing proposal for this type of unforeseen work they have to absorb, which will cost us more in the bidder prices when in some cases does not exit.

The second RFP pricing submission we are looking for is a time and materials approach. We pay fixed labour rates for the contractors site supervisor and workers, receive materials invoiced to the Township at the contractors cost, subcontractor rates for other trades and fixed pricing for consultant work for the design build. The project is bid with a quote to cover project management as a percentage of the total project cost and profit quoted being a percent of project materials delivered to the site and invoice by the suppliers, as well as all subcontractor costs to the project.

Once Council approves the EarlyON Dundalk Arena Auditorium Building Retrofit Project RFP in draft we will meet with the County of Grey staff and review the document for content and compliance with the funding rules.

Financial Impact or Long Term Implications

There is no financial impact resulting from this report in the 2018 budget other than the cost of \$3,280.00 plus HST for an asbestos survey of the Arena Auditorium that will be funded out of the Dundalk Arena Reserve. The estimated cost of the project to remove the asbestos drywall mud in the building from 1974 construction is likely \$40,000.00 to \$50,000.00. The drywall material in the auditorium area with asbestos will have to be removed by certified professionals, contained and landfilled in a secure area at our landfill site.

If the County does not meet the conditions as contained in the Community Based Capital Program for this capital project by March 1, 2019, then the subsequent cash flow to the County of Grey will be forfeited, and the ministry will recover the initial cash flow.

The project costs for the Arena Auditorium upgrades will need to be addressed in the 2019 capital budget approval process.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Concluding Comments

1. That Council receive staff report CAO2018-122 as information.
2. That Council approve the agreement with Grey County to facilitate the funding, design, tender, and contract management for the renovation and retrofit capital project that will create a community-based EarlyON child and family centre and other multi-purpose uses within the Dundalk Arena.
3. That Council consider approving the agreement by Municipal By-law 2018-127 at the December 19th, 2018 meeting.
4. That Council approve the Dundalk Arena Auditorium Hazardous Materials Removal Project Request for Proposal document as presented to attract proposals and select a contractor to remove and dispose of the hazardous material from the Dundalk Arena Auditorium's 2nd floor.
5. That Council approve the draft EarlyON Dundalk Arena Auditorium Building Retrofit Project RFP as presented at the December 19, 2018 meeting.
6. That staff finalize the EarlyON Dundalk Arena Auditorium Building Retrofit Project RFP, review it with County of Grey staff and return for Southgate Council approval at the January 16, 2019 meeting.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO
923-2110 x210

dmilliner@southgate.ca

- Attachment #1 – Southgate & Grey County Agreement for the Community Based Capital Project – EarlyON Retrofit – Dundalk Community Centre
- Attachment #2 - EarlyON Dundalk Arena Auditorium Building Retrofit Project Request for Proposal document
- Attachment #3 - Dundalk Arena Auditorium Hazardous Materials Removal Project Request for Proposal document

Community Based Capital Project Funding Agreement EarlyON Retrofit - Dundalk Community Centre

THIS AGREEMENT made this _____ day of _____, 20____, in duplicate between:

The Corporation of the County of Grey

(referred to in this Agreement as “the County”),

And

The Corporation of the Township of Southgate

(referred to in this Agreement as “Southgate”);

WHEREAS Southgate would like to create EarlyON space at the Dundalk Community Centre (also known as the Dundalk Arena) which is owned and operated by Southgate;

AND WHEREAS the County is contracted by the Ministry of Education to provide EarlyON Centres which are intended to support all children, parents and caregivers in learning, growing and connecting together;

AND WHEREAS the Ministry of Education has awarded Grey County funding through the Community Based Capital Project program which provides capital for renovation, retrofitting and additions to existing buildings in order to create new space for EarlyON initiatives.

AND WHEREAS Southgate has a current lease agreement with Kid’s & Us at the Dundalk Old Town Hall

The County and Southgate agree as follows:

1.0 Definitions

In this Agreement:

- 1.1 “Act” means the Child Care and Early Years Act 2014 which requires Grey County to provide EarlyON services to children and families throughout the County
- 1.2 “Agreement” means this Agreement including all future written amendments to the Agreement and all renewals of this Agreement; and, its attached schedules:
 - a) Schedule A - Funding
 - b) Schedule B - Communication Protocol
- 1.3 “Community Based Capital Project Funding” or “CBCP” under this Schedule is defined as:
 - a) Capital projects being funded will support the government’s vision for child care and early years under the Renewed Early Years and Child Care Policy Framework, as well as the commitments made in Ontario’s Action Plan under the Canada-Ontario Early Learning and Child Care Agreement (ELCC).
 - b) Funding can only be used to support purpose-built renovations, retrofits, and additions of community-based, non-consolidated child and family program projects; and cannot be used to purchase land or buildings.

- 1.4 “EarlyON” refers to a Child and Family Centre which provides services and supports for children ages 0-6, their parents and caregivers. Child and Family Centres are intended to support all children, parents and caregivers in learning, growing and connecting – together. A wide range of high-quality, inclusive and affordable early years and child care programs and services that are centered around the child and family and contribute to children’s learning, development and well-being.
- 1.5 “Party or Parties” in this agreement refers to: 1) The Township of Southgate and 2) The County of Grey.
- 1.6 “Memorandum 2017: EYCC15 – Request for Community-Based Early Years and Child Care Capital Program Funding Submissions” or “CBCP” means the Memorandum date November 16, 2017 Request for Community-Based Early Years and Child Care Capital Program (CBCP) Funding Submissions. The CBCP supports the provincial government’s vision for child care and early years under the Renewed Early Years and Child Care Policy Framework, as well as the commitments made in Ontario’s Action Plan under the Canada-Ontario Early Learning and Child Care Agreement (ELCC).
- 1.7 “Law and Regulations” means any and all applicable federal, provincial, regional, municipal or local laws, by-laws, codes, regulations, ordinances, rules, statutes and orders in existence on the date of execution of this Agreement or brought into existence during the term of this Agreement and any amendments thereto.
- 1.8 “Ministry of Education” or “Ministry” means the Provincial Ministry responsible for licensed child care and EarlyON programs and any successor ministry thereto.
- 1.9 “Premises” means the entirety of the second story of the Dundalk Community Centre also known as the Dundalk Arena.
- 1.10 “Service Provider” means an agency contracted by The County to provide EarlyON child and family centre programs and service based on Ministry of Education guidelines under the Ontario Early Years Child and Family Centres (2018).

2.0 Purpose of Agreement and Covenants

- 2.1 Southgate and the County agree that the creation of an EarlyON site at the Premises for the provision of Early Years services to be operated pursuant to the terms and provisions of this Agreement at the Premises or satisfactory substitute premises throughout the term of this agreement is desirable to both Parties.
- 2.2 The EarlyON site and services will be provided by a Service Provider designated by the County and shall be operated in accordance to the Act.

3.0 Term

- 3.1 This Agreement shall be in effect from the date of execution for a Term of ten (10) years, ending on December 31, 2029.

4.0 Termination

- 4.1 Either Party may terminate this Agreement upon giving to the other six months’ written notice of intention to terminate.

- 4.2 In addition to provision 4.1, the County may terminate this Agreement without notice in the event of the breach of any provision in the Agreement by Southgate.
- 4.3 In the event of termination, Southgate will refund the County any funds advanced by the County which have not been used in accordance with the Agreement.

5.0 Responsibilities of Southgate

- 5.1 Southgate agrees to own, operate, and maintain the facility known as the Dundalk Community Centre (Arena) at 550 Main Street East in Dundalk Ontario.
- 5.2 Southgate agrees to be the project manager to retrofit the Premises into an EarlyON /shared space facility using Ministry of Education funding which will provide child and parent learning and development opportunities to the general public.
- 5.3 Project Team:
 - a) Southgate will finalize a project team that will include equal representation from each of: Grey County, Southgate and the EarlyON Service Provider.
 - b) Southgate will act as the lead for the project team with regular meetings that will ensure good communication between all team members. In the event of a decision conflict of any type (including but not limited to design, concept, construction or operational), the outcome will be decided using a formal vote by the project team at a project team meeting.
- 5.4 Tender and Request for Proposal (RFP) process will follow the Southgate purchasing by-law.
 - a) Southgate and the County will agree on the final design style for the EarlyON site.
 - b) Southgate will retain the architectural services to ensure the design requirements of EarlyON site are met.
 - c) To meet Ministry requirements, the project must be awarded before February 22, 2019. The County is required to submit an attestation to the Ministry on March 01, 2019 confirming that the project has been awarded. See Schedule A for details.
- 5.5 Southgate has completed a Hazardous Substances Study on the Premises prior to the construction beginning. A copy of the Hazardous Substances Study will be provided to the County and included in the RFP/tender. Southgate agrees that all remediation of hazardous material (including asbestos) will be covered 100% by Southgate.
- 5.6 Southgate agrees that any retrofits, construction or new capital work that is not directly related to design of the EarlyON Centre retrofit, will be covered 100% by Southgate. This may include recreational or other upgrades which do not offer value for money to the Service Provider.
- 5.7 Southgate agrees to include in the RFP/Tender the following:
 - a) Construction and retrofitting to create three EarlyON rooms totaling 270 square metres in area on the second floor of the Premises, which meet all Ministry EarlyON space and facility requirements.
 - b) All renovations required to meet applicable codes including accessibility to the second floor.

- c) Install accessible/barrier-free public washrooms on the second floor of the Premises.
- d) Dedicated covered space for strollers within the front entrance of the Premises.
- e) Working kitchen that at a minimum includes refrigerator, stove, dishwasher, three (3) sinks which includes a hand washing sink, and, food preparation counter space.
- f) To meet the Ministry of Education funding requirements for the project including construction and retrofitting to create 3 EarlyON rooms, which meet all Ministry EarlyON space and facility requirements.
- g) Primary EarlyON site located on the second floor.
- h) Accessible/barrier-free access to the second floor for EarlyON staff, participants and the public.
- i) Southgate agrees to leverage the additional Ministry of Education site specific funding of \$40,000 to improve accessibility to the EarlyON facility with investment of a lift or elevator to the second floor.
- j) All renovations will be required to meet applicable codes including accessibility.
- k) One accessible/barrier-free washroom area within the EarlyON dedicated space that will include a child sized change table.
- l) Dedicated covered space for strollers within the front entrance of the Arena (preferably inside entrance or covered area outside).
- m) Working kitchen that at a minimum includes refrigerator, stove with exhaust fan, dishwasher (sanitary cycle, commercial), built in wooden cupboard with countertop and (3) sinks with 1 sink at adult level, 1 sink at child level and a third sink which includes a hand washing sink in the servery and, food preparation counter space.
- n) Built in wooden shelving/cupboards within play area – ideally at least one wall of floor to ceiling cupboards with doors that lock.
- o) Large windows to produce natural light, child height (Low to floor) preferably that open (with child safety mechanisms)
- p) Storage space/room for oversized items with locks
- q) Tables and Chairs
- r) Natural finishes, including wood-like floors that are easy to clean and maintain.
- s) Access to Servery/kitchen from EarlyON
- t) If the final design style includes an inside glass wall, decals will be applied to the glass wall (See example below)



- 5.8 Southgate agrees to follow all Ministry of Education media protocols as it relates to the project and project updates. Schedule B (CBCP Communication Protocol).
- 5.9 Southgate agrees to enter into an evergreen lease, with the Service Provider on the Premises.
- 5.10 Southgate agrees to rent the Premises to the Service provider at an initial rate of \$400.00/month. To protect the Service Provider against future lease cost increases at the Premises, Southgate guarantees a lease rate increase which does not exceed 2% per year.
- 5.11 Southgate agrees that the lease agreement will indicate that rental costs will include:
- a) Regular cleaning of the EarlyON Centre at a minimum twice weekly.
 - b) Building upkeep such as roof, heating, HVAC systems, windows, etc.
 - c) Outdoor maintenance such gardening, lawn mowing, parking lot maintenance, maintaining barrier free access to the building, snow plowing, salting and snow removal.
 - d) Maintain the EarlyON Centre in good repair with the exception of appliances, toys and Service Provider program items.
- 5.12 Provide a current copy of the lease referred to in this Agreement to the County and any updates thereof on an ongoing basis.
- 5.13 Subject to the terms of this Agreement, not lease, sublease, encumber, pledge or donate all or any part of the Premises as outlined in Schedule A - Community Based Capital Project (CBCP) Funding (attached) without the prior consent of the County, which consent the County may withhold in its sole and unfettered discretion.
- 5.14 Allow the County to have reasonable access to the Premises should the County deem it necessary.
- 5.15 Provide to the County accountability and reporting requirements as may be specified by the Ministry of Education from time to time.

6.0 Responsibilities of the County

- 6.1 The County shall complete the obligations described in this Agreement and its Schedules.

- 6.2 Consult with and obtain the prior approval of Southgate for any significant alterations, amendments or changes to the Premises.
- 6.3 Inspect the Premises should the County deem it necessary.

7.0 Financial Arrangements

- 7.1 The Parties will comply with the payment and other financial arrangements contained in Schedule A - Community Based Capital Project (CBCP) Funding.

8.0 Use of Community Based Capital Project Retrofit and Representation and Warranty

- 8.1 If and when the Service Provider ceases to operate an EarlyON centre, the County has first right of refusal to find another service provider to operate an EarlyON Centre in the Premises. **TIMELINE**
- 8.2 In the case that Southgate wishes to discontinue the EarlyON program at any point during their occupancy of the Premises, the following capital funding claw back clauses would take effect:
 - a) 100% reimbursement of funds within the first 2 years;
 - b) 75% reimbursement of funds in years 3 and 4;
 - c) 50% reimbursement of funds in years 5, and 6.
 - d) 25% reimbursement of funds in operating year 7 and 8.
 - e) 10% reimbursement of funds in operating year 9
 - f) 0% reimbursement of funds in operating year 10Funds returned to the County under this section will be used for the Grey County EarlyON programs and services.
- 8.3 In the event that Southgate is unable to accommodate the Service Provider at the Premises, Southgate agrees to establish a suitable alternative location in both size and condition so as not to disrupt the Service Provider organization, or their programming offered to the public.

9.0 Indemnification

- 9.1 Southgate hereby covenants and agrees to indemnify and save harmless the County, its employees, agents and others for whom it is in law responsible from and against any and all claims, debts, expense, demands, actions, causes of action, liabilities and costs (including solicitor's fees on a full indemnity basis), if solely negligent, brought against the Southgate in respect of any claim, loss, damage, injury or death to any person or any claim, loss or damage to any property arising directly or indirectly arising out of the performance or nonperformance by either the Service Provider or Southgate is at law responsible, in connection with or arising out of this Agreement or the provision of the EarlyON services at the Premise.
- 9.2 The County hereby covenants and agrees to indemnify and save harmless Southgate, its employees, agents and others for whom it is in law responsible from and against any and all claims, debts, expense, demands, actions, causes of action, liabilities and costs (including solicitor's fees on a full indemnity basis), if solely negligent, brought against the County in respect of any claim, loss, damage, injury or death to any person or any claim, loss or damage to any property arising directly or indirectly arising out of the performance or nonperformance by either the Service Provider or Southgate is at law

responsible, in connection with or arising out of this Agreement or the provision of the EarlyON services at the Premise.

10.0 Insurance

- 10.1 Southgate shall, at its expense, obtain and keep in force during the Term of the Agreement, at its own cost and expense, all the necessary and appropriate insurance satisfactory to the County, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:
- a) A limit of liability of not less than \$5,000,000/occurrence;
 - b) The County of Grey shall be named as an additional insured with respect to this Agreement;
 - c) A provision for cross liability in respect of the named insured and severability of interests;
 - d) contractual liability coverage;
 - e) Products and completed operations coverage (Broad Form);
 - f) That 30 days' prior Notice of an alteration or cancellation in policy terms which reduces coverage shall be given in writing to the County.
- 10.2 Broad Form Property Policy insuring against loss or damage to the Premises and its Contents in an amount not less than the full replacement cost. The policy shall name the County as additional insured party throughout the Term of this Agreement.
- 10.3 Proof of insurance in the form of a certificate(s) of insurance shall be provided by Southgate to the County upon execution of this Agreement and upon all policy renewal periods within the Term of this Agreement.

11.0 Health and Safety, WSIB

- 11.1 Southgate is responsible for all costs associated with its workplace accidents and all premiums or assessments owing to the Workplace Safety and Insurance Board (WSIB) for its own employees.
- 11.2 Southgate shall, throughout the Term of the Agreement, provide the County with WSIB Clearance Certificates for itself, its employees, subcontractors and subcontractors' employees under the Workplace Safety and Insurance Act.
- 11.3 Southgate shall comply with the Occupational Health and Safety Act (Ontario), the Workplace Safety and Insurance Act (Ontario), the Human Rights Act, (Ontario), and applicable regulations under such legislation and all other legal obligations with respect to worker health, safety and treatment.
- 11.4 Southgate shall notify the County as soon as practical of any workplace injuries reportable to WSIB or the Ministry of Labour.

12.0 Privacy and Confidentiality

- 12.1 Southgate will not publish, release, disclose or permit to be published, released or disclosed, private or confidential information supplied to, obtained by, or which comes to the knowledge of Southgate as a result of the Agreement except as necessary, in the reasonable opinion of Southgate, to enable Southgate to fulfill its obligations under the Agreement, or as required or permitted by law.
- 12.2 Southgate acknowledges that any personal information that is provided for the purpose of creating records is given to Southgate in confidence and is protected by privacy legislation.

- 12.3 The County agrees that personal information in records delivered to it by Southgate will be used for the limited purposes intended and allowable. The County further acknowledges that any personal information obtained from Southgate for such purposes will be protected under privacy legislation.

13.0 Notice

- 13.1 Any notices required must be in writing and delivered to the following addresses between 9:00 AM and 4:30 PM Monday to Friday.

For the County:

County Clerk
County of Grey Administration Building
595 9th Ave E
Owen Sound, ON N4K 3E3
Fax Number: 519-376-8998
Email: countyclerk@grey.ca

For Southgate:

The Corporation of the Township of Southgate
185667 Grey Cty Rd 9
Dundalk On N0C 1B0
Phone: 519 923 2110 -or- 1 888 560 6607
Fax: 519 923 9262
Email: info@southgate.ca

- 13.2 Notices delivered by fax or e-mail will be deemed to be received on the next business day after the fax or e-mail is electronically confirmed received. Notices sent by mail will be deemed to be received on the fifth day after mailed unless mail service is disrupted. Hand delivered notices will be considered received on the business day of delivery.

14.0 Force Majeure

- 14.1 The County and Southgate agree that in the event of a disaster or Force Majeure, they will co-operate and Southgate will make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

15.0 Governing Law

- 15.1 This Agreement will be governed by and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada. The parties submit to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.

16.0 Severability

- 16.1 Each of the clauses in this Agreement is distinct and severable. A declaration of invalidity or unenforceability of any clause will not affect the validity or enforceability of the other clauses in this Agreement.

17.0 Entire Agreement

- 17.1 This Agreement is the entire agreement between the parties with respect to the Premises and replaces any prior written or verbal agreements, understandings, negotiations or discussions.

18.0 Amendment of Agreement

- 18.1 This Agreement can only be changed by a written document signed by signing authorities for both parties.

19.0 Successors and Assigns

- 19.1 Neither party may assign all or any part of this Agreement without the written approval of the other party.
- 19.2 This Agreement benefits and binds the parties and their respective successors and permitted assigns.

20.0 No Partnership

- 20.1 Nothing in this Agreement means that a partnership, joint venture or employment relationship exists between the County and Southgate its employees or volunteers.

21.0 Adherence to Laws

- 21.1 The County and Southgate agree to follow all applicable municipal bylaws, codes, federal and provincial laws in carrying out the terms of this Agreement.

22.0 No Waiver

- 22.1 For either party to release any of its rights under this Agreement, it must be in writing and signed by both parties.
- 22.2 A waiver of a breach of one clause of the Agreement does not apply to any other clause.
- 22.3 A failure or delay in enforcing an obligation in the Agreement does not prevent the enforcement of that obligation at a later date.

23.0 Dispute Resolution

- 23.1 A dispute between the Parties relating to the interpretation or implementation of this Agreement will be addressed through good faith negotiation, with or without the assistance of a mediator. The Parties agree that in the event that they are not able to reach a resolution of all the matters in dispute after mediation, then the matters remaining in dispute will be finally determined by arbitration in accordance with the provisions of the *Ontario Arbitrations Act*.
- 23.2 The location for any such arbitration hearing will be within the County of Grey at a location to be determined by the County.
- 23.3 Disputes relating to the EarlyON site, the County will have the deciding vote.

The County and Southgate, intending to be legally bound, have executed this Agreement on the date first written above.

The Corporation of the County of Grey

Warden: Selwyn Hicks

Clerk: Heather Morrison

The Corporation of the Township of Southgate

Name:
Title:

Name:
Title:

DRAFT

Schedule A - Funding

Community Based Capital Project Funding Agreement EarlyON Retrofit - Dundalk Community Centre

24.0 Responsibilities of Southgate

- 24.1 The Community Based Capital Project funding shall be paid to Southgate based on the Memorandum 2017 – EYCC15 – Request for Community-Based Early Years and Child Care Capital Program (CBCP). Any funds committed to specific capital projects must be spent by the approved dates outlined in project submissions and the budget schedule. The Dundalk EarlyON site is required to open no later than December 31, 2020.
- 24.2 Funding provided must only be used for the capital project identified in the approved funding submission. Any significant changes to the approved project must be reported to the County who will work with the Ministry to obtain approval, in accordance with the Ministry's Guidelines.
- 24.3 In the event that there are CBCP funds remaining at the conclusion of the EarlyON site renovation, those funds will be returned to the County. The County will use the returned CBCP funds for equipment, furnishing and program supplies for the Dundalk Arena EarlyON site.
- 24.4 In the event that any funding is not spent on the prescribed expenditures or in accordance with the priorities of this funding outlined in the Ministry Guidelines for Community Based Capital Funding – Retrofit at Dundalk Arena; will be recovered by the Ministry.

25.0 Responsibilities of the County

- 25.1 The County is responsible and held accountable for implementing appropriate measures to ensure that the project cost and scope are within the approved funding, and adhere to the operational requirements as per the Ministry's CBCP funding agreement with Grey County. (DRAFT NOTE – In response to the thought to attach the funding memo to the agreement; the “Memorandum 2017: EYCC15” speaks to other CBCP projects that were declined in addition to the two that were approved. For confidentiality, I’m thinking the memo can’t be attached. – Thoughts??)
- 25.2 The County must adhere to the terms and conditions of the 2018-2019 Ontario Early Years Child & Family Centre – Transfer Payment Agreement and all amending agreements to the Transfer Payment Agreement.

26.0 CBCP Milestones-put this in a chart

- 26.1 December 2018 – Signed Agreement between Southgate and the County. Two thirds of funding may be flowed to Southgate
- 26.2 February 22, 2019 – Southgate will have tendered and awarded the project by February 22, 2019. A copy of the project tender (RFP) with the EarlyON Service Provider's list of project items will be provided to the County.
- 26.3 March 01, 2019 – The County will submit a completed EarlyON Child and Family Centre Attestation Form with the project tender (RFP) attached to the Ministry of Education by March 01, 2019.
- 26.4 Spring/Summer 2019 – Upon receipt of the remaining one third of CBCP funding from the Ministry, the County will forward the funds to Southgate.

26.5 Quarterly Activities 2019 and 2020 – Southgate will:

- a) Coordinate project activities,
- b) Organize the project team meetings for consultation, input, decisions and overall communication,
- c) Submit quarterly financial reporting on project expenditures. Unique site expenditures must be clearly indicated.
- d) Submit a copy of the Hazardous Substances Study to the County.
- e) Submit Attestation forms signed by certified professionals contracted by Southgate as required by the Ministry of Education during the project.

26.6 December 31, 2020 – the latest date that the EarlyON site at the Dundalk Community Centre (Arena) is required to open.

Schedule A-1

Community Based Capital Project (CBCP)

Funding Allocations

Re: EarlyON Retrofit at Dundalk Community Centre (Arena)

Funding Allocations

The funding allocations for Community Based Capital Project (CBCP) for the provision of the Dundalk Community Centre (Arena) Retrofit are as follows:

Allocation

| | |
|-------------------------|--------------|
| Community Based Capital | \$262,500.00 |
| Unique Site Costs | \$ 40,000.00 |
| Total Funds: | \$302,500.00 |

County
Initials: _____ Date: _____

Service Provider
Initials: _____ Date: _____

Schedule B – Communications Protocol

Community Based Capital Project Funding Agreement

EarlyON Retrofit - Dundalk Community Centre

27.0 Communication Protocol: Public Communications, Events and Signage

27.1 The County and Southgate must acknowledge the support of the Government of Ontario and the Government of Canada (if applicable) in communications of any kind, written or oral, relating to the agreement or the project as outlined by the Ministry. This will include but is not limited to:

- a) Reports
- b) Announcements
- c) Speeches
- d) Advertisements, publicity
- e) Promotional material including, brochures, audio-visual materials, web communications or any other public communications

This is not required for:

- a) Minor interactions on social media, including social media such as Twitter where content is restricted;
- b) Reactive communications, such as media calls.

27.2 The County and Southgate must, when issuing a media release or other media-focused communication:

- a) Recognize the Ministry's and Government of Canada's (if applicable) role in funding the project;
- b) Recognize the County's and community partners role (if applicable);
- c) Contact the Ministry to receive additional content for public communication, such as a quote from the minister.

27.3 All public announcements regarding capital investments in child care centres and/or EarlyON child and family centres are joint communications opportunities for the provincial government, the County and Southgate.

27.4 The Minister of Education and the Minister responsible for Early Years and Child Care must be invited to all openings of:

- a) New child care centres and/or EarlyON Centres;
- b) Additions to child care centres and/or EarlyON Centres;
- c) Follow guidelines outlined to invite the minister to the event.

27.5 The BuildON signage will be required to be displayed at all sites of construction that identifies the support of the Government of Ontario. Signage will be provided to the County by the Ministry.

27.6 The County will be responsible for posting the signage for the major child care projects identified by the Ministry in a prominent location;

27.7 The signage will be posted in a timely manner following receipts of the signage.

Attachment 1

County
Initials: _____ Date: _____

Service Provider
Initials: _____ Date: _____

DRAFT



Township Of Southgate

Request for Proposals (RFP)

EarlyON Dundalk Arena Auditorium Building Retrofit Project

Instructions to Bidders

1. Project Information

Sealed quotations clearly marked **“EarlyON Dundalk Arena Auditorium Building Retrofit Project RFP”** must be addressed to the following location and attention:

Township of Southgate
Attention: EarlyON Dundalk Arena Auditorium
Building Retrofit Project RFP
185667 Grey Rd 9, RR 1
Dundalk, Ontario N0C 1B0

Submission closing date: **February 7, 2018 at 1:00 pm**

2. Scope of Project

The intent of this RFP document and the project is to select a contractor to upgrade the Dundalk Arena Auditorium (2nd floor of the building) as describe in this RFP document.

The project is a design build that may need engineering services and will require an architectural review for the purpose of life safety requirements and child care facility compliance with the Ontario Building Code and other applicable legislation related to this facility use. The first step in the project for the successful contractor prior to the start of construction will be to develop a final design of the engineered drawings and architectural plans and review those documents with the Township's project team to ensure compliance with the project goals and specifications. A floor plan and concept picture of the Early on room has also been included in this RFP document.

3. Examination of Site

Each Contractor is recommended by the Township of Southgate to visit the project site of the proposed work before submitting the proposal response to be aware of the building conditions that will be present while completing the building upgrades. The Contractor shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site conditions at any time after submission of proposal.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

4. Building Upgrade Location:

Dundalk Arena & Community Centre
550 Main Street, East
Dundalk, Ontario N0C 1B0

5. Contacts:

Any questions or concerns arising out of this RFP, should be addressed to:

Dave Milliner, CAO
Phone: (519) 923-2110 x210
dmilliner@southgate.ca

All questions and requests for interpretation or clarification are to be made in writing to dmilliner@southgate.ca and shall use the subject line "Dundalk Arena Auditorium Building Upgrades Project RFP".

For building information and/or site visits the contact person is:

Kevin Green
Phone: 519-374-3130
kgreen@southgate.ca

6. Proposal Opening

The opening of the submissions shall commence just after 1:00 p.m. on Thursday February 7, 2019, unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

7. Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. RFP Close date: February 7, 2019
- ii. Commencement of RFP Evaluations: February 8, 2019
- iii. Recommendation to Council for Approval: February 20, 2019
- iv. Notification of Successful Contractor: February 21, 2018
- v. Project Commencement: ASAP following Hazardous substance removal (Start date and project timelines shall be provided as part of the contractor's bid submission)
- vi. Substantial Completion: October 31, 2019



Attachment #2

Project Specifications

1. The project specifications are outlined below and shall be incorporated into the final design drawing for the project and be considered during engineering and architectural review of the plans:
 - ii. Construction and retrofitting to create three rooms totaling about 270 square metres in area on the second floor of the Arena Auditorium.
 - iii. The project is a Ministry of Education funded through the County of Grey and Southgate with the requirements of the project to include construction and retrofitting of existing space to create 3 EarlyON rooms, which meet all Ministry EarlyON space and facility requirements. The attached drawing provides the layout for the following spaces:
 - a. EarlyON program area is the operation space for the service provider that will include new washroom and access to the kitchen area. See the attached picture of the room that will include windows, as well as built in wooden cabinets/cupboards and shelving, with one wall of floor to ceiling cupboards with doors that lock. In addition within this area a storage space/room is to be constructed for oversized items with locks that could incorporate shelving and use of empty. The flooring to be natural finished wood or laminate floors for easy to clean and maintain.
 - b. The EarlyON meeting room is for staff and parent meetings to be constructed as an open space with access to the upgraded washrooms and elevator lift area, with tile flooring.
 - c. The open space between the two rooms is for recreation activities that will require new windows and drywall replacement with sufficient plywood of structural support proposed by the contractor to allow for after hours meetings, gatherings, as well as programs for youth and seniors. Existing flooring to be retained in this area.
 - iv. All renovations required to meet applicable codes including accessibility for barrier-free access to the second floor for EarlyON staff, participants and the public by an elevator/lift from the buildings main entrance area on the first floor.



Attachment #2

- v. Retrofit exiting facilities into two (2) accessible/barrier-free washroom on the second floor.
- vi. Construct one new accessible/barrier-free washroom area within the EarlyON dedicated space that will include a child sized change table, toilet and sink fixtures with a tile floor.
- vii. Retrofit the existing working kitchen to include provisions and space for a refrigerator, stove with exhaust fan, dishwasher, three (3) sinks which includes with 1 sink at adult level, 1 sink at child level and a third sink which includes a hand washing sink in the servery for food preparation, counter space and built in wooden cupboard with countertop. Note appliances are either pre-existing or will be supplied under a separate procurement from this RFP. Flooring in the kitchen will remain as tile floor.
- viii. Dedicated covered space for strollers within the front entrance of the Arena (preferably inside entrance or covered area outside).

Any area carpets, tables, chairs, decals on the glass wall, etc. will be provided through different procurement process from this RFP.

2. Accessible Elevator-Lift Installation:

The Township will be under a separate procurement process to this RFP, will be selecting an Elevator/Lift supplier/contractor to provide and install the system. The contractor as part of this project will make structure alterations to the existing stairway to the second floor, lobby and arena entrance area to accommodate an elevator/lift installation. The contractor will reinstate the stairway, construct a block elevator/lift shaft and electrical servicing to specification of elevator lift contractor/supplier as part of this project work.

3. Electrical Servicing:

Contractors to provide the electric service requirements and specifications related to electrical servicing and conduit installation necessary for the project related to required building upgrades as defined or described in this RFP document. The contractor may provide the electrical requirements of the project through the use of existing electrical servicing or new services, as long as it meets the electrical code requirements. Contractor proposals shall include the electrical requirements of the accessible washrooms, the large open space area, the lounge area, the EarlyON Child Care area, the kitchen



Attachment #2

upgrades and the installation of the new elevator/lift to be installed and operate between the main entrance area (first floor) and the second floor.

4. Plumbing Servicing:

Contractors to provide plumbing and fixtures for 3 accessible washrooms and the kitchen area, including appliance as specified in this RFP document.

General Conditions

1. Extent

The Contractor shall be liable for all costs of doing the work including labour, equipment and materials.

2. Contractor's Responsibility

Upon notification of acceptance of the contract and before the commencement of work, the contractor must provide the Township of Southgate with a Certificate of Insurance as per the following:

- (a) The Contractor shall protect and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to

Southgate, subject to limits of liability of not less than \$3 million inclusive.

- (b) All liability policies shall be written in such terms as to fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the contract.
- (c) All liability insurance policies shall be written in the names of the Contractor and the Corporation of the Township of Southgate shall be subject to a cross liability clause. The Contractor agrees to provide to Southgate a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- (d) Certificate of such other insurance as the owner may from time to time deem necessary.
- (e) The Contractor shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

3. **Workers' Compensations**

The Contractor shall submit a Clearance Certificate every 60 days during the active working period and at completion of the contract.

4. **Protection of Property**

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's property must be made good to the satisfaction of Southgate.

5. **Applicable Legislation**

- A. The Contractor shall comply with all applicable **Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.**
- B. **Municipal Freedom of Information and Protection of Privacy Act** – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- C. **Accessibility for Ontarians with Disabilities Act, 2005** – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

6. **Protection**

All equipment safeguards and protection shields shall be installed and maintained to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

Director of Work

The Chief Administrative Officer and/or Facilities Manager will be the contacts for the contractor during the project and reserve the right to inspect the Contractor's work.

Termination

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Contractor twenty-one (21) days notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

Acceptance or Rejections

Lowest or any tender is not necessarily accepted.

Southgate reserves the right to award the project to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest tender, if in Southgate's opinion, it is in the best interest of the Township.

Site and Project Progress Meetings with Contractor

The successful bidder will be required to hold project site meeting at least once every 30 days or more frequently if required by the Contractor or the Township's project management review team.

Hazardous Substance Site Survey

Southgate has completed a Hazardous Substances Study of the project work area and will complete the removal of any hazard materials prior to the construction beginning. A copy of the Hazardous Substances Study will be included with this RFP document.

Evaluation and Selection

Selection Criteria

Proposals will be evaluated on the basis of the following criteria (order is not indicative of weight or importance):

- Extent to which the services provided address the requirements in this document;
- Project costs,
- Timelines; and
- Vendor's record
 - Customer satisfaction as evidenced by Vendor's references;
 - Qualifications of personnel;
 - Vendor may be requested to make an oral presentation.

Evaluation Process

The Township of Southgate will evaluate submissions with a panel 3 staff members being the CAO, Facilities Manager and County of Grey staff will be the review committee. After evaluating all respondent proposals, the panel will recommend a short-list of preferred respondents. During this process, references may be contacted.



Attachment #2

Contractor Health and Safety Agreement

It is our objective at the Township of Southgate, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to totally eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Subcontractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:

1. Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 24 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee;

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. All accidents will be investigated to determine the causes and corrective actions to prevent recurrence.

Disciplinary Action in the form of:

Step 1 – verbal warning

Step 2 – written warning

Step 3 – notification to the Ministry of Labour re: Health and Safety Violations of the Legislation/regulation(s), and unsafe work practices.

Southgate takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

Note: A WSIB Certificate must be attached.

Contractor Approval: _____ **Phone Number:** _____

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

Pre Bid Checklist and Submissions Required

| Contractor Responsibilities | Municipal Required | Contractor Submitted |
|---|--|---|
| Documentation: <ul style="list-style-type: none">• WSIB Certificate of Clearance (equivalent private)• Liability Insurance Certificates \$3,000,000 min• Health and Safety Policy Statement and Operating Procedures | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |
| General Requirements: <ul style="list-style-type: none">• Comply with all Legislation, Regulations and Codes• Enforce compliance with Municipal issued safety violations• Perform regular safety inspections of project• Employ only qualified competent workers on project• Provide qualified competent on-site supervision• Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt• Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |

Signature: _____ Dated: _____ 2018

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

Bid Form

Statement of Qualifications:

Experience—Statement of Companies expertise in this Business

Note: Attach any brochures and company profile that would support this section.

Contractor References

| Company | Contact | Phone # |
|---------|---------|---------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

Payment Terms:

Each bid proposal shall provide a payment terms based on the RFP price submitted for the project as work is completed. The contractor shall provide a progress payments schedule on a percentage basis on the completion of the project work.

RFP Submissions

The proposal submission include a copy of this RFP document with all approvals, checklist materials and bid responses. Any supporting materials, proposal explanations, drawings, concept plans, etc. will be accepted and used as part of the selection process.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

RFP Pricing Submission #1

Pricing submission to include completing the project work inclusive of time, all materials, consultant costs and site meetings as described in this RFP document.

Project Components

Price before Taxes

Engineering Design Build Plan Development & Architectural Review

\$ _____

Lobby First Floor Entrance to Second Floors
Auditorium – Demolition and Reconstruction

\$ _____

Stroller Storage Area Construction

\$ _____

Construction of Elevator/Lift Shaft

\$ _____

EarlyON Area with One Accessible Washroom,
Storage Room, Shelving & Cabinets, Flooring
and Glass Wall interfacing to the Open Space

\$ _____

Kitchen Upgrades

\$ _____

Lounge Meeting Room Area adjacent to
Elevator/Lift and 2 Washrooms

\$ _____

Retrofitting of the 2 Accessible Washrooms

\$ _____

Open Space Recreational Area

\$ _____

Other Project Costs

\$ _____

Sub-Total Project Cost

\$ _____

HST Taxes 13%

\$ _____

Total Project Cost

\$ _____

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

RFP Pricing Submission #2

Pricing submissions for this proposal must include the project work being completed on a contractor labour time requirement billed at quoted labour rates for site work, subcontractor hourly labour rates, all materials at contractor invoice cost and the provision for management site meetings as described in this RFP document. The contractor will provide a percentage rate charge they will invoice the Township for project management and supervisory site management of subcontractors. Consultant costs will be priced as a total cost for engineering design, architectural review and plans development.

Project Components

Price before Taxes

Engineering Design Build Plan Development & Architectural Review \$_____

Contractor's Site Supervisor Staff rate per hour \$_____per hour
• Estimated Total Supervisory labour hours _____project hours

Contractor's Labourers hourly labour rate \$_____per hour
• Estimated Total Labourer hours _____project hours

Contractor's Electrical subcontractor hourly labour rate \$_____per hour
• Estimated Electrical subcontractor total labour hours _____project hours

Contractor's Plumber subcontractor hourly labour rate \$_____per hour
• Estimated Plumbing subcontractor total labour hours _____project hours

Contractor's other subcontractor hourly labour rate \$_____per hour
• Estimated Other subcontractor total labour hours _____project hours
○ Specify the type of other project subcontractor: _____

Contractor Profit Fee for this Project Charged as a percentage of Total Materials Purchase for the Township & consumed at the Project Site \$_____%

Contractor Profit Fee for the Project Charged as a percentage of Subcontractor's Project Cost \$_____%

Contractor Management Fee for the Project as a percentage of the Total Project Cost \$_____%

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #2

Contractor Acceptance

I/we, the undersigned, have carefully examined and/or discussed the project site of the proposed work and, hereby agree to furnish all labour, materials, equipment and services necessary to complete the work in accordance with the attached Instructions to Bidders, General Conditions and Specifications for RFP Contract Price or Proposal as submitted:

Name of Contractor _____

Address _____

Contact Person _____

Phone Number _____

Workers' Compensation Number _____

Contractors' Insurance Company _____

Address _____

Contractor Approval Signature

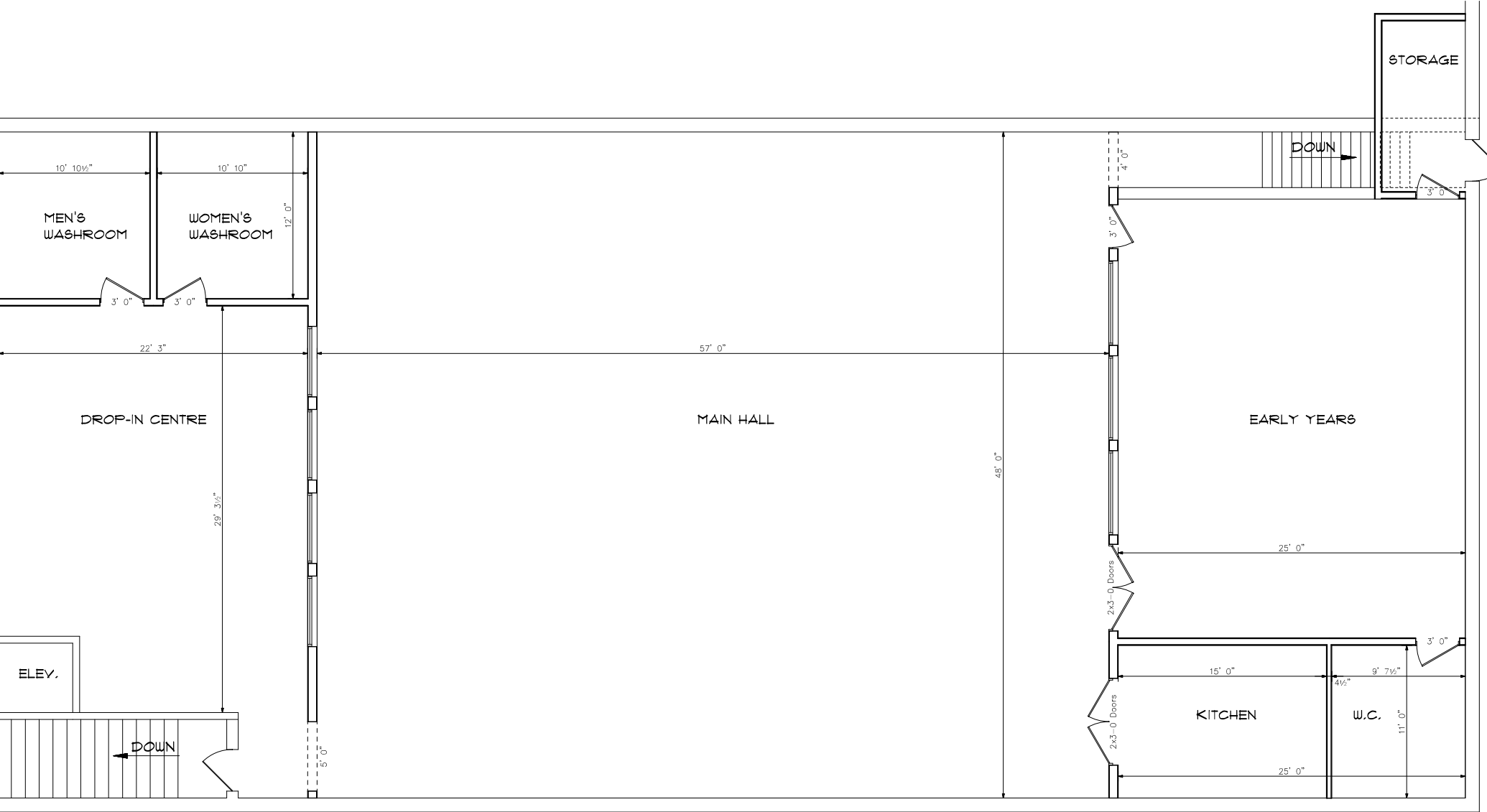
Dated

Bid Proposal Schedules:

- Schedules #1 – EarlyON Project Floor Plan for the Arena Auditorium 2nd Floor
- Schedules #2 – Picture of sample EarlyON Room Layout
- Schedules #3 – Hazardous Materials Survey Report by T. Harris

Environmental Management dated November 2, 2018

Schedule 1



DUNDALK ARENA,
SECOND FLOOR

Schedule 2

EarlyON Program Room Sample Layout



**HAZARDOUS MATERIALS SURVEY
DUNDALK COMMUNITY CENTRE
550 MAIN STREET EAST
DUNDALK, ONTARIO**

Issued: November 2nd, 2018

Prepared for:

Mr. Kevin Green

Facilities Manager

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

Prepared by:

T. Harris Environmental Management Inc.

931 Commissioners Road East, Suite 100
London, Ontario
N5Z 3H9

THEM Project #: L18-02807



TABLE OF CONTENTS

| | | |
|------------|--|-----------|
| 1.0 | INTRODUCTION | 1 |
| 2.0 | ONTARIO REGULATIONS AND GUIDELINES FOR SURVEY | 2 |
| 3.0 | SURVEY METHODOLOGY | 2 |
| 3.1 | INVESTIGATED AREAS..... | 3 |
| 3.2 | SAMPLING AND ASSESSMENT METHODOLOGIES | 3 |
| 3.2.1 | <i>Asbestos-containing Materials</i> | <i>4</i> |
| 3.2.2 | <i>Lead-containing Materials</i> | <i>5</i> |
| 3.2.2 | <i>XRF Sampling and Bulk Sampling for Lead in Paints</i> | <i>6</i> |
| 3.2.3 | <i>PCB-containing Materials</i> | <i>7</i> |
| 3.2.4 | <i>Mould</i> | <i>7</i> |
| 4.0 | FINDINGS | 10 |
| 4.1 | DESIGNATED SUBSTANCES | 10 |
| 4.1.2 | <i>Acrylonitrile</i> | <i>10</i> |
| 4.1.3 | <i>Arsenic.....</i> | <i>10</i> |
| 4.1.4 | <i>Asbestos</i> | <i>11</i> |
| 4.1.5 | <i>Benzene</i> | <i>15</i> |
| 4.1.6 | <i>Coke Oven Emissions.....</i> | <i>15</i> |
| 4.1.7 | <i>Ethylene Oxide</i> | <i>15</i> |
| 4.1.8 | <i>Isocyanates</i> | <i>15</i> |
| 4.1.9 | <i>Lead.....</i> | <i>15</i> |
| 4.1.10 | <i>Mercury.....</i> | <i>16</i> |
| 4.1.11 | <i>Silica</i> | <i>16</i> |
| 4.1.12 | <i>Vinyl Chloride</i> | <i>17</i> |
| 4.2 | NON-DESIGNATED SUBSTANCES | 17 |
| 4.2.1 | <i>PCB</i> | <i>17</i> |
| 4.2.2 | <i>Mould</i> | <i>17</i> |
| 4.2.3 | <i>Other Materials.....</i> | <i>17</i> |
| 5.0 | CONCLUSIONS AND RECOMMENDATIONS..... | 17 |
| 5.1 | DESIGNATED SUBSTANCES | 17 |
| 5.1.1 | <i>Asbestos</i> | <i>17</i> |
| 5.1.2 | <i>Lead.....</i> | <i>18</i> |
| 5.1.3 | <i>Silica</i> | <i>19</i> |
| 5.2 | NON-DESIGNATED SUBSTANCES | 19 |
| 5.2.1 | <i>PCB</i> | <i>19</i> |
| 5.2.2 | <i>Mould</i> | <i>19</i> |
| 5.2.3 | <i>Other Materials.....</i> | <i>20</i> |
| 5.3 | GENERAL..... | 20 |



6.0 LIMITATIONS..... 21

APPENDIX I: Site Photographs

APPENDIX II: Site Drawings

APPENDIX III: Laboratory Certificate of Analysis



EXECUTIVE SUMMARY

T. Harris Environmental Management Inc. (THEM) was retained to conduct a Hazardous Materials Survey, including Designated Substances, Mould, Polychlorinated Biphenyls (PCBs) and Chlorofluorocarbons (CFCs), for the Dundalk Community Centre located at 550 Main Street East in Dundalk, ON. The objective of this study was to determine whether any hazardous building materials, including Designated Substances, as defined under the Ontario Occupational Health and Safety Act, were present in the above noted building. The survey was conducted on October 25th, 2018.

Based on the investigation conducted by T. Harris Environmental Management, through available records, interviews and a site review, the following were identified:

- Asbestos-containing materials (ACM) observed in the surveyed area are detailed in Table I. Asbestos-containing materials observed were assigned a Priority rating. Materials assigned Priority 1 are highly recommended to be removed, repaired or encapsulated. Materials identified as Priority 2 may remain in place until system upgrading or renovations. Materials assigned Priority 3 may remain in place until the building is demolished.

TABLE I
Summary of Asbestos-Containing Materials
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Location | Material | Quantity | Priority | Type(s) of Asbestos | Friable (Y/N) | Photo |
|--------------------------------------|-------------------------|-----------------------|----------|---------------------|---------------|-------|
| Kitchen (Location 1) | Drywall Joint Compound* | -- | 2 | Chrysotile | # | -- |
| Storage (Location 2) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Storage (Location 3) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Southeast Stairs (Location 4) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |
| Auditorium (Location 5) | Drywall Joint Compound | -- | 2 | Chrysotile | # | P1 |
| Women's Washroom (Location 6) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Men's Washroom (Location 7) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Bar & Trophy Room (Locations 8 & 8A) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |



| Location | Material | Quantity | Priority | Type(s) of Asbestos | Friable (Y/N) | Photo |
|--------------------------------|------------------------|-----------------------|----------|---------------------|---------------|-------|
| Coat Room (Location 9) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Northwest Stairs (Location 10) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |

* - Some drywall in this location was reported to be new, however, it could not be confirmed if all drywall walls were newer, therefore they should be assumed to be asbestos-containing unless proven otherwise.

- Drywall joint compound is not classified by its friability as per Ontario Regulation 278/05.

- Concentrations of lead were identified via bulk sampling and XRF Analysis. A summary of the paint and its associated lead concentrations can be found in **Table II** and **Table III** below. Lead is suspected to be present as a component in pipes and in solder used in pipe fittings.

TABLE II
Summary of XRF Analysis for Lead in Paints/Coatings
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration (mg/cm ²) | Photograph |
|----------------|-------------------------------------|-----------------------|--|------------|
| LD-B-01 | Auditorium (Location 5) | Red Wall Paint | 0.0 | -- |
| LD-D-01 | Main Level Rink Lobby (Location 14) | Blue Wall Paint | 0.0 | -- |
| LD-E-01 | Main Level Rink Lobby (Location 14) | Off-white Wall Paint | 0.0 | -- |
| LD-F-01 | Exterior | Brown Door/Beam Paint | 0.0 | -- |
| Ceramic Tile A | Northwest Stairs (Location 10) | 12" Grey Ceramic Tile | 0.0 | -- |

TABLE III
Summary of Lead Paint Bulk Samples
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration by Weight (%) | Photograph |
|-----------|--------------------------------|----------------------|----------------------------------|------------|
| LD-A-01 | Women's Washroom (Location 6) | White Wall Paint | 0.039 | -- |
| LD-C-01 | Dressing Room #1 (Location 23) | Beige Ceiling Paint | <0.0082 | -- |

*Sample below detection limit



- Silica (including free crystalline silica) may be a component of concrete and brick surfaces noted in the investigated areas.
- Chlorofluorocarbons (CFCs) are organic compounds that contain carbon, chlorine, and fluorine atoms. These compounds are likely to be found as coolants in refrigeration and air conditioners which are suspected to be present within the building.
- Liquid mercury may be present within wall mounted thermostatic switches and mercury vapour is suspected to be present in fluorescent light fixture bulbs.

Based on the aforementioned findings for the survey conducted, THEM recommends the following:

- Asbestos containing drywall joint compound assigned a Priority 1, should be removed immediately following applicable asbestos abatement procedures. Asbestos containing drywall joint compound assigned a Priority 2, can remain in place until major system upgrading, maintenance or demolition which could result in disturbance of this material. In the event the drywall with asbestos containing joint compound is removed, Type I operations apply for the removal of <1 square metres of drywall. Type II operations are required for removal of >1 square metre of drywall with asbestos joint compound as outlined in Ontario Regulation 278/05, Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations – made under the Ontario Occupational Health and Safety Act.
- Paints identified to have concentrations of lead and observed in poor condition should be removed and/or stabilized following applicable lead abatement procedures. Prior to any renovations or demolition activities that may disturb materials identified to contain lead of any concentration, precautions must be taken as described in Ontario Regulation 213/91 as amended, Regulations for Construction Projects – made under the Occupational Health and Safety Act. This may include conducting an assessment of the potential exposure of airborne lead by a qualified person. Exposure to lead-containing materials is regulated under Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. Care must be taken to prevent lead-containing particles from becoming airborne during the disturbance of lead-containing surfaces (i.e., during renovation or demolition projects). All lead abatement work that does not meet the qualifications for low-level paints as outlined in the EACO Guideline for Construction, Renovation, Maintenance or Repair, issued October 2014, should follow procedures outlined in the above noted guideline or the Guideline Lead on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.



- All waste material must be handled and disposed of according to the Revised Regulation of Ontario 347/90 as amended – made under the Environmental Protection Act. Lead and/or Mercury waste may be subject to Leachate Criteria (Schedule 4) of this regulation.
- Exposure to airborne silica is regulated under Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. All work being carried with silica containing materials should be conducted following the Guideline: Silica on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.
- Prior to performing construction, renovations or demolition, the Occupational Health & Safety Act Section 30 (1-4) requires an inventory of all Designated Substances to be submitted to the general contractor who in turn must submit the same list to all their subtrades. Submission of this report to all parties will satisfy this requirement.
- Building material(s) that are not detailed within this survey due to inaccessibility during the time of the survey and/or are uncovered during renovation/demolition activities, notably materials that are suspected to contain asbestos, should be properly assessed by a qualified person prior to their disturbance.

This survey satisfies requirements of the Occupational Health and Safety Act, Section 30, Subsection 2, 3 and 4, with regards to the presence/absence of hazardous materials identified within this report. This executive summary is not to be used alone and the report should be reviewed in its entirety.

Should you have any questions or comments regarding this survey, please do not hesitate to contact our office.

Sincerely,

T. HARRIS ENVIRONMENTAL MANAGEMENT INC.



November 2nd, 2018

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

ATTN: Mr. Kevin Green – Facilities Manager

RE: Dundalk Community Centre - Hazardous Materials Survey
(THEM Project Number L18-02807)

1.0 INTRODUCTION

T. Harris Environmental Management Inc. was retained to conduct a Hazardous Materials Survey, including Designated Substances, for the Dundalk Community Centre located at 550 Main Street East in Dundalk, ON. The survey was conducted on October 25th, 2018.

The objective of this survey was to determine whether hazardous materials, including Designated Substances, as defined under the Ontario Occupational Health and Safety Act, Mould, Polychlorinated Biphenyls (PCBs) and Chlorofluorocarbons (CFCs) were present within the building surveyed. The survey included a review of all accessible areas of the buildings for the presence and extent of hazardous materials, evaluation of the type of hazardous materials and degree of possible exposure, and assessment of requirements for any further investigation or remedial action, if necessary.

Identification of suspect asbestos materials was performed by means of bulk sampling and laboratory analysis. Testing for lead in paint was conducted using bulk sampling. Other hazardous materials, if present, were identified by visual inspection only. These included mercury in gauges and light fixtures, polychlorinated biphenyls (PCBs) in coolant oils of transformers and fluorescent light fixture ballasts, and silica in cement. Recommendations based on our findings are made in Section 5.0.

This report documents our findings as noted during our site inspection. Individual assessments were made to identify Designated Substances and their condition, as well as requirements for special treatment such as control programs or specialized removal and disposal techniques.



2.0 ONTARIO REGULATIONS AND GUIDELINES FOR SURVEY

Ontario Regulation 490/09 — Designated Substances, made under the Ontario Health and Safety Act, applies to controlling designated substances in the work place. This regulation may not be all encompassing for each of the Designated Substances and other associated Ontario Regulations may apply.

In addition to the Ontario Regulation 490/09 noted above, the following were observed for this survey:

- Guideline: Lead on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.
- Guideline: Silica on Construction Projects issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.

Polychlorinated biphenyl (PCB's) are not recognized as a Designated Substance, as outlined in the Ontario Occupational Health and Safety Act, however as selected materials were reviewed for PCB content during this survey the following legislation applies: Revised Regulation of Ontario 362/90 —made under the Environmental Protection Act and SOR/2008-273 made under the Canadian Environmental Protection Act, 2008.

Applicable legislation and/or guidelines for other materials identified (not listed above) as part of the survey are included where possible.

All waste materials are regulated by Ontario Regulation 347/90 as amended, made under the Environmental Protection Act.

3.0 SURVEY METHODOLOGY

Not all Designated Substances or suspect hazardous materials were sampled. Sampling was carried out only for those compounds that were known to be present or those deemed to have a likely source of origin in the building under study.

All sample analyses were performed by an independent laboratory and the Laboratory Certificates of Analysis are attached in Appendix III. Materials similar in appearance or texture to other materials tested were considered to be of similar composition. When inaccessible areas such as behind walls and above plaster ceilings were encountered during the survey, inferences were drawn based upon findings in adjacent spaces.



3.1 Investigated Areas

Photographs of the areas investigated can be found in Appendix I. The survey included all accessible areas of the building as required under our scope of work. Destructive investigation such as cutting holes in walls, floors, or ceilings to observe materials within was not performed.

3.2 Sampling and Assessment Methodologies

Samples of suspect asbestos-containing materials and lead-containing paints were collected during the survey. Results summarizing the asbestos samples can be found in Section 4.1.4 **Table VI** and lead paint XRF and bulk samples results can be found in Section 4.1.9 **Table VII** and **Table VIII**.

Other materials were identified by observation only or by using Material Safety Data Sheets (MSDS) and/or safety labels.

NOTES: Repetitive testing of homogeneous materials building materials suspected to contain asbestos was performed as per the requirements of Ontario Regulation 278/05 – made under the Occupational Health and Safety Act.

Although every effort was taken to investigate all areas of this structure, some areas not shown on the supplied drawings may have been overlooked. Architectural drawings, including as built, should be consulted to ensure that this assessment is complete, with any discrepancies brought to our attention.

Destructive testing was not performed. Therefore, in the event asbestos containing materials are discovered as part of the survey, inferences have been drawn for inaccessible spaces (i.e. above plaster ceilings with no access panels) based upon findings in adjacent spaces. Similarly, motors, blowers, electrical panels, etc., were not de-energized or disassembled to examine concealed conditions. Such items should be considered to have asbestos as a component until proven otherwise.

Boilers were frequently constructed (i.e. lined, bedded, etc.) with asbestos refractory materials. Demolition and/or renovations to existing boiler units which may elicit a disturbance of suspect ACM's should necessitate prior investigation to determine the presence of ACM's. In addition, fire doors that may be present in the surveyed areas were not tested intrusively and therefore should be considered to contain ACM's until proven otherwise. Further examples of such assumptions include: elevator brakes, roofing felts and mastics, caulking, high voltage wiring, mechanical packing and gaskets, and underground services or piping.



3.2.1 Asbestos-containing Materials

Sampling of suspected asbestos containing building materials observed within the surveyed area was conducted as per the requirements of Table 1 found within Ontario Regulation 278/05. A summary of the sample requirements can be found in **Table IV**.

TABLE IV
Summary of Asbestos Bulk Sampling Requirements

| Type of material | Size of area of homogeneous material | Minimum # of bulk material samples to be collected |
|---|--------------------------------------|--|
| Surfacing material, including without limitation material that is applied to surfaces by spraying, by troweling or otherwise, such as acoustical plaster on ceilings and fireproofing materials on structural members | <90 sq metres | 3 |
| | >90 sq metres but <450 sq. metres | 5 |
| | >450 sq metres | 7 |
| Thermal insulation, except as described in item 3 | Any size | 3 |
| Thermal insulation patch | <2 linear metres or 0.5 sq metres | 1 |
| Other material | Any size | 3 |

Preliminary identification of the samples was made using polarized light microscopy (PLM), with confirmation of presence and type of asbestos made by dispersion staining optical microscopy. This analytical procedure follows the U.S. Environmental Protection Agency Test Method EPA/600/R-93/116 Method for the Determination of Asbestos in Bulk Building Materials, June 1993. Laboratory Certificates of Analysis for this identification are given in Appendix III.

Materials identified to contain asbestos were assessed on the relative possibility of fibre release into the air due to a combination of their condition and accessibility. Priorities have been established for remedial action based on these combinations, and are given below.

Priority 1 (One)

- Asbestos-containing material highly recommended to be removed, repaired or encapsulated.



Priority 2 (Two)

- Asbestos-containing materials could remain in place until system upgrading or renovations are to occur.

Priority 3 (Three)

- Asbestos-containing material could remain in place until eventual building demolition.

3.2.2 Lead-containing Materials

Paints/surface coatings observed in the surveyed areas were tested for lead content. Other building materials not tested for lead content (i.e. mortar, concrete) should be considered lead-containing until proven otherwise.

Currently in Ontario, there is no regulation that provides a definition of what the percent of lead in paint must be in order to be considered “lead based paint”. The Surface Coating Materials Regulations (SOR/2005-109) made under the Canada Consumer Product Safety Act specifies that the concentration of total lead present in a surface coating material must not be more than 600 mg/kg. The Surface Coatings Materials Regulations came into effect on April 19th, 2005 and was amended in November of 2010, which lowered the acceptable concentration of total lead present in a surface coating material to less than 90 mg/kg (SOR/2010-224). This lead content applies to any paint and/or surface coatings of products advertised, sold or imported into Canada. Coatings applied to furniture, pencils, artists' brushes, toys and articles that are intended for children would fall under the jurisdiction of this regulation. However, these levels are not specifically intended to determine what constitutes a “lead based paint”, it is merely a regulation to protect consumers of coated materials. Therefore this regulation does not apply to construction projects where lead based coatings may be disturbed during the course of renovations or construction.

To date, there is no simple correlation between the concentration of lead in paints/surface coatings and the resulting airborne lead levels that may be emitted if the coated material was to be disturbed or removed. However, the EACO “Lead Guideline for Construction, Renovation, Maintenance or Repair”, published October 2014 (herein referred to as ‘EACO Guideline’), outlines “virtually safe” lead levels for paints or surface coatings. Paints or coatings containing less than or equal to 0.1% lead by weight¹ are considered low-level lead paints or coatings. If these paints or coatings are disturbed in a manner, which uses normal dust control procedures, and does not exceed the particulate not otherwise specified (PNOS) time-weighted average (TWA) of 0.05 mg/m³ set in Ontario Regulation 490/09, then worker protection from the

¹ WHMIS reporting limit for lead in a safety data sheet or material safety data sheet.



inhalation of lead is not required. Projects that meet these guidelines must still adhere to general health and safety precautions, such as prohibiting eating, smoking, drinking or chewing gum in the work area. These projects must also implement dust suppression techniques and provide facilities for workers to wash their hands and face. Additionally, the Occupational Health and Safety branch of the Ministry of Labour (MOL) provides classifications of the types of specific lead operations, which are based on presumed airborne lead concentrations to which the worker will be exposed. The classifications are provided in the MOL publication, "Guideline: Lead on Construction Projects", published in September 2004 and revised in April 2011 (herein referred to as 'MOL Guideline'). The levels of airborne lead expected to be present in a work area is related to the types of work operations being used to disturb or remove the coatings; it is not a function of the percentage of lead within the coating. Based on this MOL Guideline, all paints/surface coatings are to be considered lead containing unless they are tested and contain undetectable lead concentrations.

Lead is also suspected to be a component in solder on plumbing fixtures throughout the building. Representative samples of solder joints suspected to contain lead were not collected. Other suspect lead-containing materials such as lead sheeting, conduit, pipes and lead-calcium battery plates were not sampled during this investigation, but were noted where applicable.

3.2.2 XRF Sampling and Bulk Sampling for Lead in Paints

A Thermo Niton XLp, XRF instrument was used to determine the lead contents within the painted surfaces analyzed.

An XRF instrument can provide fast and non-destructive readings of the lead concentration in milligrams of lead per square centimeter (mg/cm^2) of the tested painted surface. The Niton XLp XRF Analyzer uses both the K-shell and L-shell principle, and can accurately detect less than $0.1 \text{ mg}/\text{cm}^2$ of lead in paint coatings. This instrument can provide on-site decision-making without time delay. It is also most suitable for conducting plant or facility-wide equipment paint coatings surveys where hundreds or even thousands of painted equipment (storage tanks, pumps, piping, reactors, vessels, and other structures) can be tested for lead content. XRF analyzers work on the principal that the atomic element of lead, if present in a sample, produces a unique set of *characteristic x-rays* that is a fingerprint for that specific element. XRF analyzers determine the lead content of a sample by measuring the spectrum of the characteristic x-rays emitted by the lead element in the sample when it is illuminated by high energy photons (x-rays or gamma rays).

A fluorescent x-ray is created when a photon of sufficient energy strikes an atom in the sample, dislodging an electron from one of the atom's inner orbital shells (lower quantum energy states). The atom regains stability, filling the vacancy left in the inner orbital shell with an electron from one of the atom's higher quantum energy orbital shells. The electron drops to the lower energy state by releasing a fluorescent x-ray, and the energy of this fluorescent x-ray



(typically measured in electron volts, eV) is equal to the specific difference in energy between two quantum states of the dropping electron. Because the quantum states of each electron orbital shell in each different type of atom (each of the atomic elements) are *different*, the energies of the fluorescent x-rays produced by different elements are also different: When a sample is measured via XRF, each element present in the sample emits its own unique fluorescent x-ray energy spectrum. By inducing and measuring a wide spectrum of the range of different characteristic fluorescent x-rays emitted by the different elements in the sample, Niton's hand-held XRF analyzers can rapidly determine the lead element present in the sample and its relative concentrations.

To verify lead content in paints, representative bulk samples of paints were retrieved for laboratory analysis for lead content. Paint samples were scraped down to the building base structure, with all possible layers present, then submitted to an independent laboratory. Samples were treated with a dilute nitric acid sample digestion prior to filtration. Analysis utilized for lead detection in filtered samples was Flame Atomic Absorption Spectroscopy (F.A.A.S.).

3.2.3 PCB-containing Materials

PCB's are not recognized as a Designated Substance, as outlined in the Ontario Occupational Health and Safety Act, however, a review of a number of representative and accessible fluorescent light ballasts suspected to contain PCBs were included in the survey. In addition, accessible building hydraulic equipment (i.e. elevators/lifts) or electrical transformers observed during the survey were visually reviewed. No sampling of materials for PCB content was conducted as a part of this survey. In addition, no other materials were reviewed/inspected as a part of this survey unless specified by the client. Thus the following materials should be assumed, if present onsite, to contain PCB's until proven otherwise: cable insulation, thermal insulation materials (i.e. foam, felt), adhesives/tapes, plastics, caulking, lead based paints and, various types of electrical equipment (i.e. voltage regulators, switches, bushings, electromagnets).

Polychlorinated biphenyl-containing ballasts reviewed were identified by model number, serial number, and date code, as listed in *Environment of Canada Identification of Lamp Ballasts Containing PCBs - Report EPS 2/CC/2 (revised), August 1991*. No bulk sampling of suspect PCB-containing materials was performed during this survey. Findings with respect to PCBs are presented in Section 4.12.

3.2.4 Mould

Fungi, also called mould or mildew, are microbiological organisms that can live and reproduce and potentially cause health problems in indoor environments. They are chlorophyll-lacking



plant-like organisms that are unicellular (e.g., yeast) or grow in a multinucleate mass (e.g., bread mould), subsist on decomposed organic matter or nutrition from living hosts, and reproduce by production of spores 3 to 200µm in size. Mould growth inside buildings is due to excess moisture caused by leakages, condensation, or capillary movement of water into the building. They will generally not occur if materials are kept dry.

The presence of mould spores in indoor environments may not be significant in terms of the causation of fungal infestation since most micro-organism contamination does not become a problem until it becomes disturbed and is distributed into the ventilation system or air within the building. In other words, there may be little hazard if micro-organisms do not multiply or do not accumulate to harmful levels, if there is no means for micro-organisms to become airborne, or, if aerosolized micro-organisms do not reach susceptible receptors.

Fungi or moulds which are typically found on building materials that have become damaged due to moisture problems can cause or exacerbate allergic type symptoms in occupants who have a history of hypersensitivity diseases (e.g., asthma). Thus, people suffering from respiratory disorders or severe allergies may be at greater risk for developing health problems associated with exposures to fungi found in water damaged areas. Such people may need to be removed from the affected areas until remediation and clearance testing, if required, is completed. However, any decisions regarding medical removal must be based on recommendations made by an occupational medicine specialist trained in symptomatology related to this type of exposure.

In order to define risk for areas that are suspected or confirmed to be contaminated with mould, the extent of water damage, and/or visible mould growth on building materials must be considered. THEM recommends the following criteria presented in Table V for determining risk levels (hazard categories) and associated remediation protocols. This criterion is based on the *"Institute of Inspection Cleaning and Restoration Certification (IICRC) S520 Standard and Reference for Professional Mould Remediation"* and *"Environmental Abatement Council of Ontario (EACO) Mould Abatement Guidelines 2004, Edition 1"*.



TABLE V
Recommended Water Damage/Mould Risk Management Levels

| Hazard Category | Mould/Water Damage Present in Accessible Areas, Based on Visual Inspection ¹ and/or Moisture Measurements | Summary of General Recommended Remediation Requirements |
|-----------------|--|--|
| 0 | No visible signs of mould growth, no evidence of category 2 or 3 water damage and no health complaints. | No remediation required; however, in some situations structural drying may be required. |
| 1 | Small Areas (Source Containment) | <ul style="list-style-type: none"> - Work can be conducted by in-house staff trained in water damage/mould remedial techniques or by qualified environmental contractor. - Personnel conducting the work should be wearing the appropriate PPE. - No critical barriers required. - Contaminated building materials can be contained with polyethylene sheeting and duct tape and removed. |
| 2 | Moderate Areas (Local Containment) | <ul style="list-style-type: none"> - Work should be conducted by a qualified environmental contractor. - Personnel conducting the work should be wearing the appropriate PPE. - A polyethylene enclosure should be erected to isolate mould contaminated materials. - A decontamination chamber may be required - The following procedures should be followed during cleaning activities: HEPA vacuum, clean with a solution that contains a surfactant, HEPA vacuum, clean with a solution that contains a surfactant and a final HEPA vacuum. A disinfectant (that at minimum has an Health Canada DIN Number) should be applied to the remediation area following cleaning.. |



| Hazard Category | Mould/Water Damage Present in Accessible Areas, Based on Visual Inspection ¹ and/or Moisture Measurements | Summary of General Recommended Remediation Requirements |
|-----------------|--|---|
| 3 | Extensive Areas (Full Scale Containment) | <ul style="list-style-type: none"> - Work should be conducted by a qualified environmental contractor. - Personnel conducting the work should be wearing the appropriate PPE. - The mould contaminated room and/or building section should be isolated with critical barriers. - Building materials within the remediation area that cannot be cleaned effectively must be sealed off with polyethylene barriers. - A decontamination unit is required - The following procedures should be followed during cleaning activities: HEPA vacuum, clean with a solution that contains a surfactant, HEPA vacuum, clean with a solution that contains a surfactant and a final HEPA vacuum. A disinfectant (that at minimum has an Health Canada DIN Number) should be applied to the remediation area following cleaning. |

Note 1: May or may not include destructive testing.

4.0 FINDINGS

The following includes observations for any hazardous materials identified within the area surveyed. The survey focused on building materials and as such there may be Designated Substances in equipment that was present within the surveyed area.

4.1 Designated Substances

4.1.2 Acrylonitrile

No source was identified. Acrylonitrile or ACN (also known as vinyl cyanide) is an explosive, flammable liquid used in the manufacture of acrylic fibres, rubber-like materials and pesticide fumigants.

4.1.3 Arsenic

No source was identified within the surveyed areas. Arsenic is used in metallurgy for hardening copper, lead and alloys, in pigment production, in the manufacture of certain types of glass, in insecticides, fungicides and rodenticides, as a by-product in the smelting of copper ores, and as a dopant material in semiconductor manufacturing. Chromated copper arsenate was also historically used as a wood preservative in playground structures.



4.1.4 Asbestos

Laboratory analysis results of bulk samples are given in Appendix III with results summarized in **Table VI**. Samples found to be asbestos containing are bolded and shaded.

TABLE VI
Summary of Asbestos Bulk Samples
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample # | Location | Description | Asbestos Content |
|------------|----------------------------------|---|------------------|
| DJC-01 | Storage (Location 2) | Drywall Joint Compound | 2% Chrysotile |
| DJC-02 | Storage (Location 3) | Drywall Joint Compound | ANR |
| DJC-03 | Southeast Stairs (Location 4) | Drywall Joint Compound | ANR |
| DJC-04 | Auditorium (Location 5) | Drywall Joint Compound | ANR |
| DJC-05 | Women's Washroom (Location 6) | Drywall Joint Compound | ANR |
| DJC-06 | Men's Washroom (Location 7) | Drywall Joint Compound | ANR |
| DJC-07 | Coat Room (Location 9) | Drywall Joint Compound | ANR |
| | | | |
| Caulk-C-01 | Exterior | Brown Exterior Door/Beam Caulking | None Detected |
| Caulk-C-02 | Exterior | Brown Exterior Door/Beam Caulking | None Detected |
| Caulk-C-03 | Exterior | Brown Exterior Door/Beam Caulking | None Detected |
| | | | |
| FC-01 | Referee's Room (Location 18) | Grey/Beige Flooring Compound (under rubber flooring) | None Detected |
| FC-02 | Referee's Room (Location 18) | Grey/Beige Flooring Compound (under rubber flooring) | None Detected |
| FC-03 | Referee's Room (Location 18) | Grey/Beige Flooring Compound (under rubber flooring) | None Detected |



| Sample # | | Location | Description | Asbestos Content |
|-----------|----------------------------------|---|---------------|------------------|
| VFT-A-01 | Storage (Location 3) | 12” Grey Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-A-02 | Storage (Location 3) | 12” Grey Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-A-03 | Storage (Location 3) | 12” Grey Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| | | | | |
| VFT-B-01 | Trophy Room (Location 8A) | 12” Grey/Beige Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-B-02 | Trophy Room (Location 8A) | 12” Grey/Beige Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-B-03 | Trophy Room (Location 8A) | 12” Grey/Beige Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| | | | | |
| VSF-I-01 | Trophy Room (Location 8A) | Green Vinyl Sheet Flooring | None Detected | |
| VSF-I-02 | Trophy Room (Location 8A) | Green Vinyl Sheet Flooring | None Detected | |
| VSF-I-03 | Trophy Room (Location 8A) | Green Vinyl Sheet Flooring | None Detected | |
| | | | | |
| VSF-II-01 | Mechanical Room (Location 18) | Beige Vinyl Sheet Flooring | None Detected | |
| VSF-II-02 | Mechanical Room (Location 18) | Beige Vinyl Sheet Flooring | None Detected | |
| VSF-II-03 | Mechanical Room (Location 18) | Beige Vinyl Sheet Flooring | None Detected | |

The following building materials (if present) were investigated for asbestos content.

4.1.4.1 Fireproofing

No fireproofing was observed within the surveyed building.



4.1.4.2 *Texture Finishes*

No texture finishes were observed within the surveyed building.

4.1.4.3 *Mechanical Insulation*

No suspect asbestos containing mechanical insulation was observed within the surveyed building.

4.1.4.4 *Plaster*

No plaster was observed within the surveyed building.

4.1.4.5 *Ceiling Tiles*

No ceiling tiles were observed within the surveyed building.

4.1.4.6 *Vinyl Floor Tiles*

Two visually distinct types of vinyl floor tiles were observed within the surveyed building. Representative samples were collected and analyzed for asbestos content using the PLM method of detection as follows:

- Samples VFT-A-01/02/03 were collected of 12" grey mottled pattern vinyl floor tiles from the second floor Storage Room (Location 3). A yellow mastic layer was also analyzed. No asbestos was detected in the samples.
- Samples VFT-B-01/02/03 were collected of 12" grey/beige mottled pattern vinyl floor tiles from the Trophy Storage Room (Location 8A). A yellow mastic layer was also analyzed. No asbestos was detected in the samples.

Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.7 *Vinyl Sheet Floor*

Two visually distinct types of vinyl sheet flooring were observed within the surveyed building. Representative samples were collected and analyzed for asbestos content using the PLM method of detection as follows:

- Samples VSF-I-01/02/03 were collected of green vinyl sheet flooring from the Trophy Storage Room (Location 8A). No asbestos was detected in the samples.



- Samples VSF-II-01/02/03 were collected of beige vinyl sheet flooring from Mechanical Room (Location 18). No asbestos was detected in the samples.

Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.8 Drywall Joint Compound

Drywall Joint Compound was sampled from several locations throughout the surveyed buildings. Representative samples DJC-01/02/03/04/05/06/07 were collected and analyzed for asbestos content using the PLM method of detection. The samples were found to contain 2% Chrysotile asbestos.

Drywall with asbestos-containing joint compound was present throughout the second floor of the surveyed building. It was reported by the client that some of the drywall in the second floor Kitchen (Location 1) is new drywall, however, as it could not be confirmed if all the drywall in this location is new, it should be assumed to contain asbestos. Additionally, drywall was observed within the Food Booth (Location 12) and the Mechanical Room (Location 18) which was reported to be new and thus not suspected to contain asbestos.

For the specific location and condition of drywall with asbestos-containing joint compound refer to Table IX and the Floor Plans presented in Appendix II. Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.9 Caulking

Three visually distinct types of caulking were observed within the surveyed building. Representative samples were collected and analyzed for asbestos content using the PLM method of detection as follows:

- Caulk-A described as an off-white caulking applied to wood beams within the Rink Area was reported to be new and not suspected to contain asbestos, therefore no samples were collected.
- Caulk-B described as grey caulking applied to wood beams within the Rink Area was reported to be new and not suspected to contain asbestos, therefore no samples were collected.
- Samples Caulk-C-01/02/03 were collected of brown exterior caulking applied around doors and beams. No asbestos was detected in the samples.



Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.10 Roofing Materials

Roofing materials such as shingles on sloped roofs and felt and sealers on flat roofs may contain asbestos. These items are typically not sampled as it may damage the integrity of the materials, resulting in leaks. It is normal practice during the tender process to request alternative pricing in the event that the roofing material is found to contain asbestos. These items should be tested for the presence of asbestos immediately prior to demolition of roofing or other building components to minimize potential damage to structures below.

4.1.5 Benzene

No source was identified within the surveyed areas. Benzene or benzol is a colourless liquid. It is used as an intermediate in the production of styrene, phenol, cyclohexane, and other organic chemicals, and in the manufacture of detergents, pesticides, solvents, polymers, plastics, resins and paint removers. It is also found in gasoline.

4.1.6 Coke Oven Emissions

Not applicable for the building.

4.1.7 Ethylene Oxide

No source was identified. Ethylene oxide is a colourless gas liquefying below 12°C. It is used generally as a fumigant and sterilizing agent for medical equipment.

4.1.8 Isocyanates

No source was identified. Isocyanates (HDI, MDI and TDI) are used in the production of polyurethane and as an elastomer in casting compounds, mastics, and textile coatings (IPDI).

4.1.9 Lead

Five (5) XRF samples and two (2) bulk samples of suspect lead-based paints and coatings were collected from the building. The samples were submitted to an independent laboratory, EMSL Canada Inc. for analysis. Results of the laboratory analysis are listed in Table VII and Table VIII below. The laboratory certificate of analysis is attached in Appendix III.



TABLE VII
Summary of XRF Analysis for Lead in Paints/Coatings
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration (mg/cm ²) | Photograph |
|----------------|-------------------------------------|-----------------------|--|------------|
| LD-B-01 | Auditorium (Location 5) | Red Wall Paint | 0.0 | -- |
| LD-D-01 | Main Level Rink Lobby (Location 14) | Blue Wall Paint | 0.0 | -- |
| LD-E-01 | Main Level Rink Lobby (Location 14) | Off-white Wall Paint | 0.0 | -- |
| LD-F-01 | Exterior | Brown Door/Beam Paint | 0.0 | -- |
| Ceramic Tile A | Northwest Stairs (Location 10) | 12" Grey Ceramic Tile | 0.0 | -- |

TABLE VIII
Summary of Lead Paint Bulk Samples
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration by Weight (%) | Photograph |
|-----------|--------------------------------|----------------------|----------------------------------|------------|
| LD-A-01 | Women's Washroom (Location 6) | White Wall Paint | 0.039 | -- |
| LD-C-01 | Dressing Room #1 (Location 23) | Beige Ceiling Paint | <0.0082 | -- |

*Sample below detection limit

The off-white wall paint in the Women's Washroom (Location 6) was found to contain less than 0.1% lead by weight, and is considered to be low-level lead level paints.

Based on the age of the structure, lead may also be present as a component in pipes and in solder used in pipe fittings.

4.1.10 Mercury

Mercury vapour is suspected to be present in fluorescent light fixture bulbs.

4.1.11 Silica

Silica (including free crystalline silica) may be a component of concrete and brick surfaces noted on the structure.



4.1.12 Vinyl Chloride

No source was identified. Vinyl chloride, also known as chloroethylene, is a colourless gas but is usually handled as a liquid under pressure. It is used in the production of PVC resins and in organic synthesis.

4.2 Non-Designated Substances

4.2.1 PCB

At the time of removal or replacement of fluorescent light ballasts, the ballasts should be inspected for PCB content. All PCB materials must be handled and stored as outlined in the Revised Regulation of Ontario 362/90. In addition, requirements outlined in the federal regulation SOR/2008-273 made under the Canadian Environmental Protection Act, 2008 must be adhered to as well.

4.2.2 Mould

No obvious mould or water damage was observed in the surveyed building.

4.2.3 Other Materials

No other hazardous materials were identified within the surveyed building.

5.0 CONCLUSIONS AND RECOMMENDATIONS

T. Harris Environmental Management Inc. (THEM) was retained to conduct a Hazardous Materials Survey, including Designated Substances, Mould, Polychlorinated Biphenyls (PCBs) and Chlorofluorocarbons (CFCs), for the Dundalk Community Centre located at 550 Main Street East in Dundalk, ON. The objective of this study was to determine whether any hazardous building materials, including Designated Substances, as defined under the Ontario Occupational Health and Safety Act, were present in the above noted buildings. The survey was conducted on October 25th, 2018.

The following summarizes hazardous building materials identified within the surveyed area.

5.1 Designated Substances

5.1.1 Asbestos

Asbestos-containing materials (ACM) observed in the surveyed area are detailed in Table IX. Asbestos-containing materials observed were assigned a Priority rating. Materials assigned



Priority 1 are highly recommended to be removed, repaired or encapsulated. Materials identified as Priority 2 may remain in place until system upgrading or renovations. Materials assigned Priority 3 may remain in place until the building is demolished.

**TABLE IX
Summary of Asbestos-Containing Materials
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018**

| Location | Material | Quantity | Priority | Type(s) of Asbestos | Friable (Y/N) | Photo |
|--------------------------------------|-------------------------|-----------------------|----------|---------------------|---------------|-------|
| Kitchen (Location 1) | Drywall Joint Compound* | -- | 2 | Chrysotile | # | -- |
| Storage (Location 2) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Storage (Location 3) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Southeast Stairs (Location 4) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |
| Auditorium (Location 5) | Drywall Joint Compound | -- | 2 | Chrysotile | # | P1 |
| Women's Washroom (Location 6) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Men's Washroom (Location 7) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Bar & Trophy Room (Locations 8 & 8A) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Coat Room (Location 9) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Northwest Stairs (Location 10) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |

* - Some drywall in this location was reported to be new, however, it could not be confirmed if all drywall walls were newer, therefore they should be assumed to be asbestos-containing unless proven otherwise.

- Drywall joint compound is not classified by its friability as per Ontario Regulation 278/05.

5.1.2 Lead

The off-white wall paint in the Women's Washroom (Location 6) was found to contain less than 0.1% lead by weight, and is considered to be a low-level lead paint. A summary of the paints and their associated lead concentrations can be found in **Table VII** and **Table VIII** above. Lead is suspected to be present as a component in pipes and in solder used in pipe fittings.

Prior to any renovations or demolition activities that may disturb materials identified to contain lead of any concentration, precautions must be taken as described in Ontario



Regulation 213/91 as amended, Regulations for Construction Projects – made under the Occupational Health and Safety Act. This may include conducting an assessment of the potential exposure of airborne lead by a qualified person. Exposure to lead-containing materials is regulated by Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. Care must be taken to prevent lead-containing particles from becoming airborne during the disturbance of lead-containing surfaces (i.e., during renovation or demolition projects). All lead abatement work must follow procedures outlined in the Guideline: Lead on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.

5.1.3 Silica

Silica (including free crystalline silica) may also be a component of concrete and brick surfaces noted in the investigated areas.

Precautions must be taken to prevent silica-containing particles from becoming airborne during the disturbance of silica-containing surfaces, such as during renovation or demolition projects. Exposure to airborne silica is regulated under Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. All work being carried out with silica containing materials should be conducted following Guideline: Silica on Construction Projects issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.

5.2 Non-Designated Substances

5.2.1 PCB

At the time of removal or replacement of fluorescent light ballasts, the ballasts should be inspected for PCB content. All PCB materials must be handled and stored as outlined in the Revised Regulation of Ontario 362/90. In addition, requirements outlined in the federal regulation SOR/2008-273 made under the Canadian Environmental Protection Act, 2008 must be adhered to as well.

5.2.2 Mould

Currently, mould-contaminated materials are not classified as hazardous waste. However, precautions should apply to the handling, disposal, recycling, and transportation of mouldy materials. Two principles underlie these precautions - the need for worker protection and the avoidance of cross-contamination to neighbouring spaces.

If disturbance of mould-contaminated building materials is required prior to building demolition, such work should be conducted in accordance with the *"Institute of Inspection,*



Cleaning and Restoration Certification, IICRC Standard for Professional Mould Remediation S520, 1st Edition, 2003”.

In general, the single most effective way to prevent mould contamination within a building is prompt removal of any suspected contaminated material and repairing the structural components of the building that lead to the water infiltration or excessive condensation. Emphasis should be placed on preventing contamination through proper maintenance of the building and prompt repair of any water-damaged areas. In all situations, the underlying cause of the water leak and condensation buildup must be rectified or the problem will reoccur.

5.2.3 Other Materials

No other hazardous materials were identified within the surveyed building.

5.3 General

Prior to performing construction, renovations or demolition, the Occupational Health & Safety Act requires an inventory of all Designated Substances to be submitted to the general contractor who in turn must submit the same list to all their subtrades. Submission of this report to all parties will satisfy this requirement.

All waste material must be handled and disposed of according to the Revised Regulation of Ontario 347/90 as amended – made under the Environmental Protection Act. In the event lead and/or Mercury waste may be generated as part of renovation or demolition activities, the waste may be subject to Leachate Criteria (Schedule 4) of this regulation.

Building material(s) that are not detailed within this survey due to inaccessibility during the time of the survey and/or are uncovered during renovation/demolition activities, notably materials that are suspected to contain asbestos, should be properly assessed by qualified person prior to their disturbance.



6.0 LIMITATIONS

In this statement of limitations, the “Client” refers to the persons or entities to whom this report is addressed. “THEM” refers to T. Harris Environmental Management Inc. The “Contract” refers to any general, or project-specific written agreement, including project-specific scope of work documents, executed between THEM and the Client pertaining to the subject matter of this report.

This report is subject to the limitations set out below and any other limitations set out in the body of this report or in the Contract between THEM and the Client.

The investigation and assessment described in this report were conducted in accordance with the Contract agreed upon by the Client in a manner consistent with a reasonable level of care and skill normally exercised by members of the occupational hygiene consulting profession currently practising under similar conditions in the Province of Ontario and observing the code of ethics of the Canadian Registration Board of Occupational Hygiene (CRBOH) and the American Board of Industrial Hygiene (ABIH).

In preparing this report, THEM has relied on information provided by others, including without limitation, information concerning the history and operation of the site, and test results and analyses of other consultants, independent laboratories, or testing services. Except as expressly stated in this report, THEM has not made any independent verification of such information. Findings cannot be extended to portions of the site, which were unavailable for direct observation.

The assessment in this report has been made in the context of regulations which were in force and effect at the time of the assessment and which are specified in this report. The assessment did not take into account any regulations, which were not in effect at the date of the assessments, or any guideline or standard not specified in this report. Regulatory standards do not exist for all materials of a potentially hazardous nature.

The collection of any samples at the site (including the location of samples and the analytical parameters applied to the samples) was undertaken in accordance with the Contract agreed upon by the Client, based upon the information provided to THEM by the Client concerning existing site conditions. Conditions between sample locations (if any) may differ from those indicated in this report.

This report is intended solely for the use or uses specified in this report and/or the Contract. Use of this report for purposes other than those set out in this report and/or the Contract will be at the sole risk of the Client.



Copying of this report except as may be reasonably required for internal use by the Client and any distribution of this report to persons other than the Client in whole or in part, is not permitted without the express written permission of THEM.

This report is for the sole use of the Client. THEM makes no representation or warranty, either expressed or implied, to any third party with regard to this report and the work referred to in this report and expressly disclaims any, and accepts no duty of care to any third party or any responsibility or liability whatsoever to any third party for any loss, expenses, damages (direct, consequential or contingent), fines, penalties, or other harm that may be suffered or incurred by any third party as a result of any use of, any reliance placed upon, or any decision made or actions taken based upon this report or the work referred to herein.

In no event shall THEM be liable for any indirect, incidental, special or consequential damages, or damages from loss of profits, revenue, or use, incurred by either the client or any third party, whether in an action in tort or contract, even if THEM has been advised of the possibility of such damages. THEM's liability for damages shall in no event exceed the limit of available insurance coverage.

If new information concerning the subject matter of this report arises, THEM should be contacted to re-evaluate the conclusions of this report and to provide amendments as required.

Sincerely,

T. HARRIS ENVIRONMENTAL MANAGEMENT INC.

Joe D'Angelo, B.A. (Envs), AMRT, EPT
Project Coordinator

Greg Balsden, B.Sc., AMRT
Manager – Southwestern Ontario



APPENDIX I
SITE PHOTOGRAPHS



Photograph 1: View of drywall walls with asbestos-containing drywall joint compound in the Auditorium (Location 5). Off-white wall paint throughout the second floor of the building was found to contain <0.1% by weight and is considered a low-level lead paint.



**APPENDIX II
SITE DRAWINGS**

Legend

Original Drawing Modified by T. Harris
Environmental Management Inc.



Asbestos-containing
Drywall Joint Compound



Location Number



Samples

Notes:

Hatched areas indicate rooms
with specific ACM's, and does not
indicate the amount of ACM
within that room.



T. HARRIS
ENVIRONMENTAL MANAGEMENT

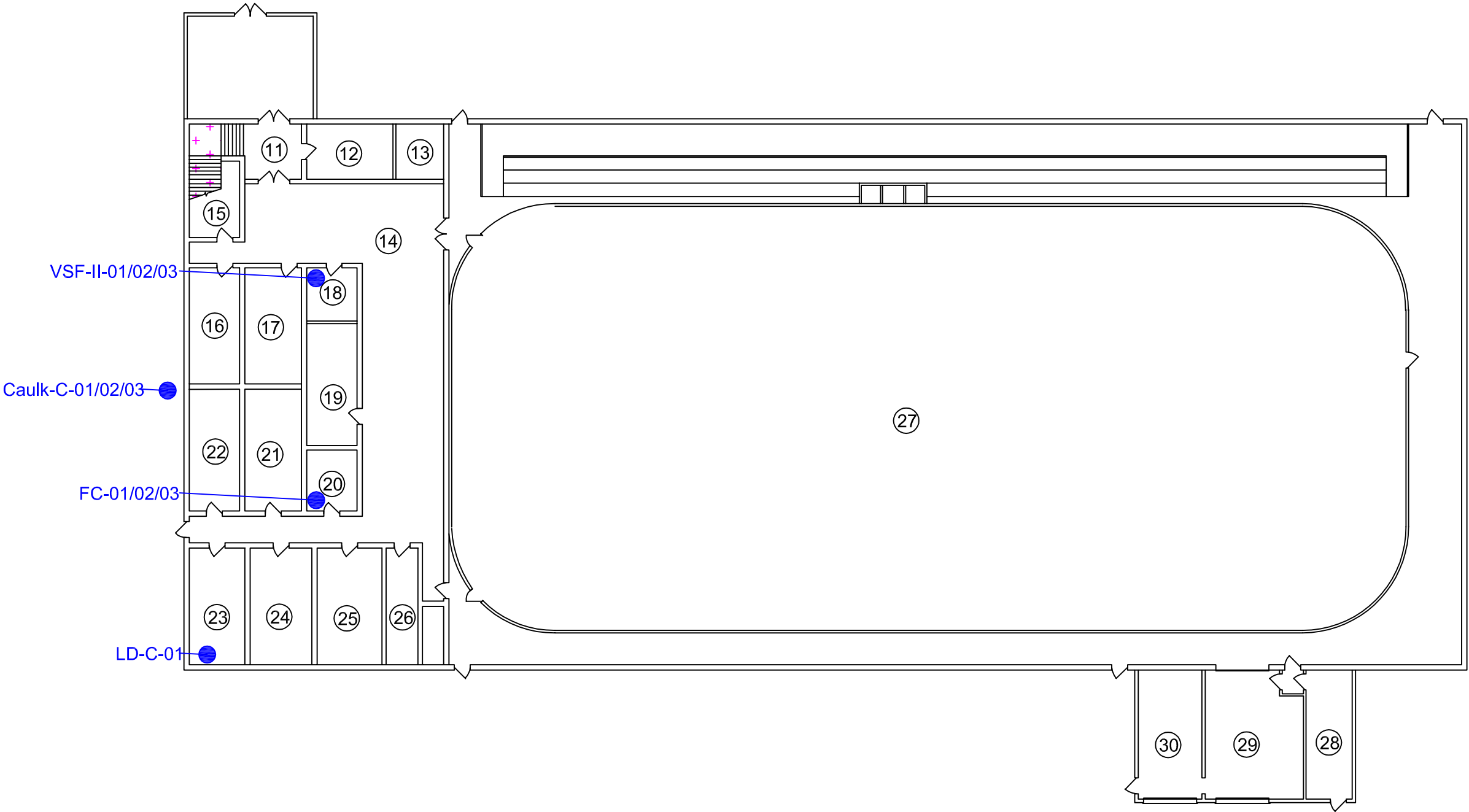
Dundalk Community Centre
550 Main Street East
Dundalk, Ontario

Main Floor

SCALE:
N.T.S.

DATE:
25/10/18

PREPARED BY:
JD



Legend

Original Drawing Modified by T. Harris
Environmental Management Inc.



Asbestos-containing
Drywall Joint Compound



Location Number



Samples

Notes:

Hatched areas indicate rooms
with specific ACM's, and does not
indicate the amount of ACM
within that room.



T. HARRIS
ENVIRONMENTAL MANAGEMENT

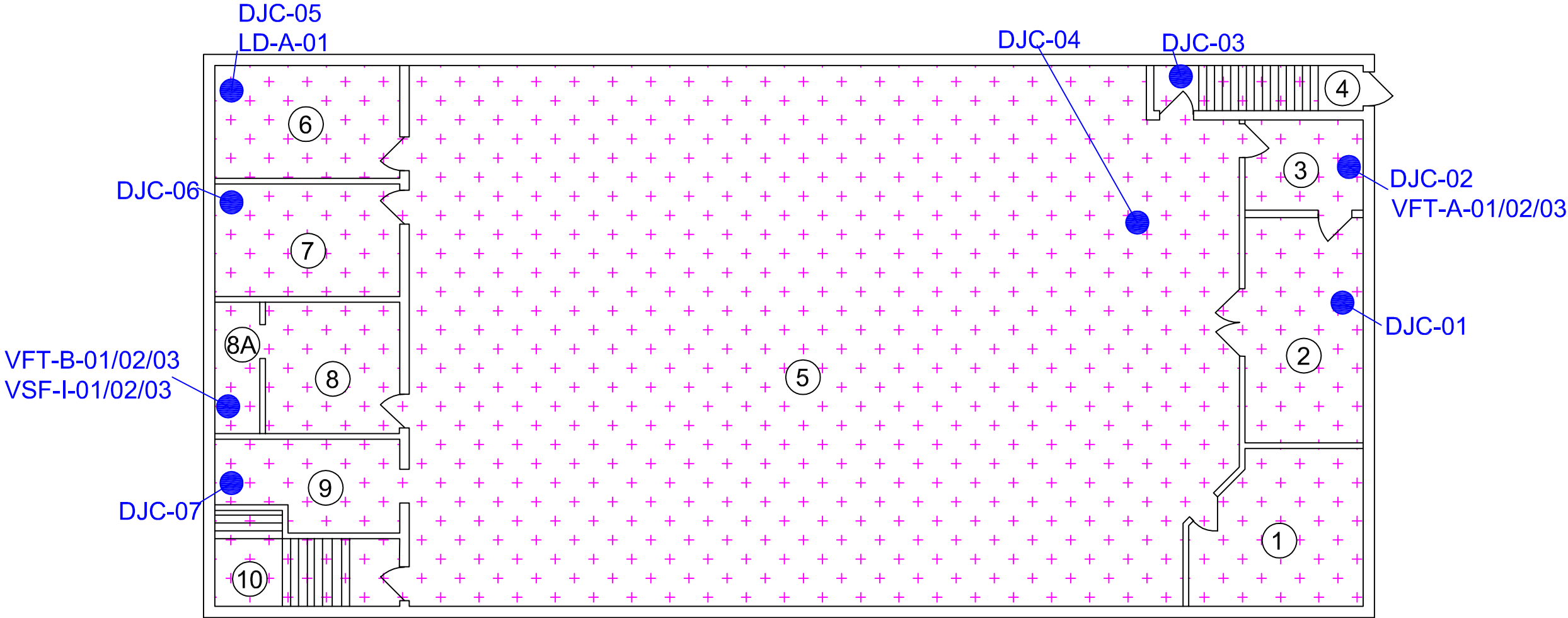
Dundalk Community Centre
550 Main Street East
Dundalk, Ontario

Second Floor

SCALE:
N.T.S.

DATE:
25/10/18

PREPARED BY:
JD





APPENDIX III
LABORATORY CERTIFICATES OF ANALYSIS



EMSL Canada Inc.

Schedule 3

2756 Slough Street Mississauga, ON L4T 1G3
Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> / torontolab@emsl.com

EMSL Canada Order 551812778
Customer ID: 55THAR50A
Customer PO: L18 - 02807
Project ID:

Attn: Greg Balsden
T. Harris Environmental, Inc.
931 Commissioners Rd. E.
Suite 100
London, ON N5Z 3H9
Phone: (519) 685-9048
Fax: (519) 685-1042
Collected: 10/25/2018
Received: 10/26/2018
Analyzed: 10/31/2018
Proj: Dundalk Community Centre - L18 - 02807

Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

Client Sample ID: DJC-01

Lab Sample ID: 551812778-0001

Sample Description: Drywall Joint Compound (Storage - location 2)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Beige | 0% | 98% | 2% Chrysotile | |

Client Sample ID: DJC-02

Lab Sample ID: 551812778-0002

Sample Description: Drywall Joint Compound (Storage - location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-03

Lab Sample ID: 551812778-0003

Sample Description: Drywall Joint Compound (Storage - location 4)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-04

Lab Sample ID: 551812778-0004

Sample Description: Drywall Joint Compound (Auditorium - location 5)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-05

Lab Sample ID: 551812778-0005

Sample Description: Drywall Joint Compound (Womens Washroom - location 6)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-06

Lab Sample ID: 551812778-0006

Sample Description: Drywall Joint Compound (Mens Washroom - location 7)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-07

Lab Sample ID: 551812778-0007

Sample Description: Drywall Joint Compound (Coat Room - location 9)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

**Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via
EPA600/R-93/116 Method****Client Sample ID:** Caulk-C-01 **Lab Sample ID:** 551812778-0008**Sample Description:** Brown Exterior Caulking

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Brown | 0% | 100% | None Detected | |

Client Sample ID: Caulk-C-02 **Lab Sample ID:** 551812778-0009**Sample Description:** Brown Exterior Caulking

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Brown | 0% | 100% | None Detected | |

Client Sample ID: Caulk-C-03 **Lab Sample ID:** 551812778-0010**Sample Description:** Brown Exterior Caulking

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Brown | 0% | 100% | None Detected | |

Client Sample ID: FC-01 **Lab Sample ID:** 551812778-0011**Sample Description:** Brown Flooring Compound (Refs Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray/Beige | 0% | 100% | None Detected | |

Client Sample ID: FC-02 **Lab Sample ID:** 551812778-0012**Sample Description:** Brown Flooring Compound (Refs Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray/Beige | 0% | 100% | None Detected | |

Client Sample ID: FC-03 **Lab Sample ID:** 551812778-0013**Sample Description:** Brown Flooring Compound (Refs Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-A-01-Floor Tile **Lab Sample ID:** 551812778-0014**Sample Description:** Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-A-01-Mastic **Lab Sample ID:** 551812778-0014A**Sample Description:** Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|--------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |



Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

| Client Sample ID: VFT-A-02-Floor Tile | | Lab Sample ID: 551812778-0015 | | | | |
|---|---------------|---------------------------------------|--------------|-------------|---------------|---------|
| Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |
| Client Sample ID: VFT-A-02-Mastic | | Lab Sample ID: 551812778-0015A | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |
| Client Sample ID: VFT-A-03-Floor Tile | | Lab Sample ID: 551812778-0016 | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Gray | 0% | 100% | None Detected | |
| Client Sample ID: VFT-A-03-Mastic | | Lab Sample ID: 551812778-0016A | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Yellow | 0% | 100% | None Detected | |
| Client Sample ID: VFT-B-01-Floor Tile | | Lab Sample ID: 551812778-0017 | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |
| Client Sample ID: VFT-B-01-Mastic | | Lab Sample ID: 551812778-0017A | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |
| Client Sample ID: VFT-B-02-Floor Tile | | Lab Sample ID: 551812778-0018 | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |
| Client Sample ID: VFT-B-02-Mastic | | Lab Sample ID: 551812778-0018A | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |



Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

| Client Sample ID: VFT-B-03-Floor Tile | | Lab Sample ID: 551812778-0019 | | | | |
|---|---------------|---------------------------------------|--------------|-------------|---------------|---------|
| Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Gray | 0% | 100% | None Detected | |
| Client Sample ID: VFT-B-03-Mastic | | Lab Sample ID: 551812778-0019A | | | | |
| Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Brown/Yellow | 0% | 100% | None Detected | |
| Client Sample ID: VSF-I-01 | | Lab Sample ID: 551812778-0020 | | | | |
| Sample Description: Green Vinyl Sheet Flooring (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Green/Beige | 10% | 90% | None Detected | |
| Client Sample ID: VSF-I-02 | | Lab Sample ID: 551812778-0021 | | | | |
| Sample Description: Green Vinyl Sheet Flooring (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Beige | 10% | 90% | None Detected | |
| Client Sample ID: VSF-I-03 | | Lab Sample ID: 551812778-0022 | | | | |
| Sample Description: Green Vinyl Sheet Flooring (Bar Storage/Trophy Room - Location 8A) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Green/Beige | 10% | 90% | None Detected | |
| Client Sample ID: VSF-II-01 | | Lab Sample ID: 551812778-0023 | | | | |
| Sample Description: Beige Vinyl Sheet Flooring (Mech Room - Location 18) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Tan/Beige | 12% | 88% | None Detected | |
| Client Sample ID: VSF-II-02 | | Lab Sample ID: 551812778-0024 | | | | |
| Sample Description: Beige Vinyl Sheet Flooring (Mech Room - Location 18) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Tan/Beige | 12% | 88% | None Detected | |
| Client Sample ID: VSF-II-03 | | Lab Sample ID: 551812778-0025 | | | | |
| Sample Description: Beige Vinyl Sheet Flooring (Mech Room - Location 18) | | | | | | |
| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Yellow/Beige | 12% | 88% | None Detected | |



EMSL Canada Inc.

Schedule 3

2756 Slough Street Mississauga, ON L4T 1G3
Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> / torontolab@emsl.com

EMSL Canada Order 551812778
Customer ID: 55THAR50A
Customer PO: L18 - 02807
Project ID:

**Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via
EPA600/R-93/116 Method**

Analyst(s):

Harman Sohi PLM (17)
Kira Ramphal PLM (8)

Reviewed and approved by:

Matthew Davis or other approved signatory
or Other Approved Signatory

None Detected = <0.1%. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NVLAP of any agency of the U.S. Government.

Samples analyzed by EMSL Canada Inc. Mississauga, ON NVLAP Lab Code 200877-0

Initial report from: 10/31/2018 09:49:45

**EMSL Canada Inc.**

2756 Slough Street, Mississauga, ON L4T 1G3

Phone/Fax: (289) 997-4602 / (289) 997-4607

<http://www.EMSL.com>torontolab@emsl.com

Schedule 3

EMSL Canada Or 551812775
CustomerID: 55THAR50A
CustomerPO:
ProjectID:

Attn: **Greg Balsden**
T. Harris Environmental, Inc.
931 Commissioners Rd. E.
Suite 100
London, ON N5Z 3H9

Phone: (519) 685-9048
Fax: (519) 685-1042
Received: 10/26/18 12:39 PM
Collected: 10/25/2018

Project: **Dundalk Community Centre - L18-02807****Test Report: Lead in Paint Chips by Flame AAS (SW 846 3050B/7000B)***

| <i>Client SampleDescription</i> | <i>Collected</i> | <i>Analyzed</i> | <i>Weight</i> | <i>RDL</i> | <i>Lead Concentration</i> |
|---------------------------------|------------------|--|---------------|-------------|---------------------------|
| LD-A-01 551812775-0001 | 10/25/2018 | 10/29/2018 Site: Women's Washroom - Location 6 | 0.2496 g | 0.0080 % wt | 0.039 % wt |
| LD-C-02 551812775-0002 | 10/25/2018 | 10/29/2018 Site: Dressing Room #1 - Location 23 | 0.2440 g | 0.0082 % wt | <0.0082 % wt |

Rowena Fanto, Lead Supervisor
or other approved signatory

*Analysis following Lead in Paint by EMSL SOP/Determination of Environmental Lead by FLAA. Reporting limit is 0.010 % wt based on the minimum sample weight per our SOP. Unless noted, results in this report are not blank corrected. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities. Samples received in good condition unless otherwise noted. "<" (less than) result signifies that the analyte was not detected at or above the reporting limit. Measurement of uncertainty is available upon request. The QC data associated with the sample results included in this report meet the recovery and precision requirements unless specifically indicated otherwise. Definitions of modifications are available upon request.

Samples analyzed by EMSL Canada Inc. Mississauga, ON A2LA Accredited Environmental Testing Cert #2845.08

Initial report from 11/01/2018 09:14:23



Township Of Southgate

Request for Proposals (RFP)

Dundalk Arena Auditorium Hazardous Materials Removal Project Instructions to Bidders

1. Project Information

Sealed quotations clearly marked **"Dundalk Arena Auditorium Hazardous Materials Project RFP"** must be addressed to the following location and attention:

Township of Southgate
Attention: Dundalk Arena Auditorium Hazardous Materials
Project RFP
185667 Grey Rd 9, RR 1
Dundalk, Ontario N0C 1B0

Submission closing date: **January 24, 2019 at 1:00 pm**

2. Scope of Project

- The intent of this RFP document and the project is to select a contractor to remove hazardous material in the Dundalk Arena Auditorium (2nd floor of the building) as described in this RFP document. A hazardous materials survey has been completed and a copy of the report completed by T. Harris Environmental Management dated November 2, 2018 is included in this RFP document as Schedule A.

3. Examination of Site

Each Contractor is recommended by the Township of Southgate to visit the project site of the proposed work before submitting the proposal response to be aware of the building conditions that will be present while completing the building upgrades. The Contractor shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site conditions at any time after submission of proposal.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #3

4. Building Location:

Dundalk Arena & Community Centre
550 Main Street, East
Dundalk, Ontario N0C 1B0

5. Contacts:

Any questions or concerns arising out of this RFP, should be addressed to:

Dave Milliner, CAO
Phone: (519) 923-2110 x210
dmilliner@southgate.ca

All questions and requests for interpretation or clarification are to be made in writing to dmilliner@southgate.ca and shall use the subject line "Dundalk Arena Auditorium Hazardous Materials Removal Project RFP".

For building information and/or site visits the contact person is:

Kevin Green, Facilities Manager
Phone: 519-374-3130
kgreen@southgate.ca

6. Proposal Opening

The opening of the submissions shall commence just after 1:00 p.m. on Thursday January 24, 2019, unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

7. Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. RFP Close date: January 24, 2019
- ii. Commencement of RFP Evaluations: January 25, 2019
- iii. Recommendation to Council for Approval: February 6, 2019
- iv. Notification of Successful Contractor: February 7, 2018
- v. Project Commencement: ASAP
- vi. Substantial Completion: March 31, 2019



Project Scope of Work Requirements

1. Township of Southgate responsibilities to the project:
 - i. Completing the hazardous material survey and acquiring a final report
 - ii. Removal of all wooden trim material and window blinds and screens;
 - iii. Providing 40 or 50 yard waste container(s) to transport hazardous waste materials to the waste disposal site;
 - iv. Provide transportation to the landfill site; and
 - v. Provide a location at the Southgate landfill site for disposal.

2. Contractors responsibilities to the project:
 - i. Removal of the drywall and drywall compound mud in the Dundalk Arena Auditorium's entire 2nd floor inclusive of meeting room open space area, coat room, kitchen, bar, stairway entrance from lobby, stairway emergency exit, utility room and washrooms in a safe manner;
 - ii. Provide storage bags for safe movement of the hazardous materials;
 - iii. Placement of hazardous material in bags into the 40 or 50 yard waste containers; and
 - iv. Advisory services and meetings to complete the project removal of hazardous material and the safe disposal in the Township's landfill site.



General Conditions

1. Extent

The Contractor shall be liable for all costs of doing the work including labour, equipment and materials.

2. Contractor's Responsibility

Upon notification of acceptance of the contract and before the commencement of work, the contractor must provide the Township of Southgate with a Certificate of Insurance as per the following:

- (a) The Contractor shall protect and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to Southgate, subject to limits of liability of not less than \$3 million inclusive.
- (b) All liability policies shall be written in such terms as to fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the contract.
- (c) All liability insurance policies shall be written in the names of the Contractor and the Corporation of the Township of Southgate shall be subject to a cross liability clause. The Contractor agrees to provide to Southgate a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- (d) Certificate of such other insurance as the owner may from time to time deem necessary.
- (e) The Contractor shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.

3. Workers' Compensations

The Contractor shall submit a Clearance Certificate every 60 days during the active working period and at completion of the contract.

4. Protection of Property

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #3

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's property must be made good to the satisfaction of Southgate.

5. Applicable Legislation

- A. The Contractor shall comply with all applicable **Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.**
- B. **Municipal Freedom of Information and Protection of Privacy Act** – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- C. **Accessibility for Ontarians with Disabilities Act, 2005** – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

6. Protection

All equipment safeguards and protection shields shall be installed and maintained to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

Director of Work

The Chief Administrative Officer and/or Facilities Manager will be the contacts for the contractor during the project and reserve the right to inspect the Contractor's work.

Termination

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Contractor twenty-one (21) days notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.

Acceptance or Rejections

Lowest or any tender is not necessarily accepted.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #3

Southgate reserves the right to award the project to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest tender, if in Southgate's opinion, it is in the best interest of the Township.

Project Progress Meetings with Contractor

The successful bidder will hold project site meeting or updates to the Township on their progress at least once every 30 days or more frequently if required by the Contractor or the Township.

Hazardous Substance Site Survey

Southgate has completed a Hazardous Substances Study of the project work area and will complete the removal of any hazard materials prior to the construction beginning. A copy of the Hazardous Substances Study will be included with this RFP document.

Evaluation and Selection

Selection Criteria

Proposals will be evaluated on the basis of the following criteria (order is not indicative of weight or importance):

- Extent to which the services provided address the requirements in this document;
- Project costs,
- Timelines; and
- Vendor's record
 - Customer satisfaction as evidenced by Vendor's references;
 - Qualifications of personnel;
 - Vendor may be requested to make an oral presentation.

Evaluation Process

The Township of Southgate will evaluate submissions with a panel 2 staff members being the CAO and the Facilities Manager. After evaluating all respondent proposals, the panel will recommend a short-list of preferred respondents. During this process, references may be contacted.



Contractor Health and Safety Agreement

It is our objective at the Township of Southgate, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to totally eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Subcontractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:

1. Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 24 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee;

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. All accidents will be investigated to determine the causes and corrective actions to prevent recurrence.

Disciplinary Action in the form of:

Step 1 – verbal warning

Step 2 – written warning

Step 3 – notification to the Ministry of Labour re: Health and Safety

Violations of the Legislation/regulation(s), and unsafe work practices.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #3

Southgate takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

Note: A WSIB Certificate must be attached.

Contractor Approval: _____ Phone Number: _____

Pre Bid Checklist and Submissions Required

| Contractor Responsibilities | Municipal Required | Contractor Submitted |
|---|--|---|
| Documentation: <ul style="list-style-type: none">• WSIB Certificate of Clearance (equivalent private)• Liability Insurance Certificates \$3,000,000 min• Health and Safety Policy Statement and Operating Procedures | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |
| General Requirements: <ul style="list-style-type: none">• Comply with all Legislation, Regulations and Codes• Enforce compliance with Municipal issued safety violations• Perform regular safety inspections of project• Employ only qualified competent workers on project• Provide qualified competent on-site supervision• Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt• Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |

Signature: _____ Dated: _____ 2018

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #3

Bid Form

Statement of Qualifications:

Experience—Statement of Companies expertise in this Business

Note: Attach any brochures and company profile that would support this section.

Contractor References

| Company | Contact | Phone # |
|---------|---------|---------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

Payment Terms:

Each bid proposal shall provide a payment terms based on the RFP price submitted for the project as work is completed. The contractor shall provide a progress payments schedule on a percentage basis on the completion of the project work.

RFP Submissions

The proposal submission include a copy of this RFP document with all approvals, checklist materials and bid responses. Any supporting materials, proposal explanations, etc. will be accepted and used as part of the selection process.

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #3

RFP Pricing Submission

Pricing submission to include completing the project material removal work inclusive of time, all materials, site meetings and reporting as described in this RFP document.

Project Components

Price before Taxes

Removal of drywall material in the Arena Auditorium

\$ _____

Other project costs & specify in detail the activity

\$ _____

Sub-Total Project Cost

\$ _____

HST Taxes 13%

\$ _____

Total Project Cost

\$ _____

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #3

Contractor Acceptance

I/we, the undersigned, have carefully examined and/or discussed the project site of the proposed work and, hereby agree to furnish all labour, materials, equipment and services necessary to complete the work in accordance with the attached Instructions to Bidders, General Conditions and Specifications for RFP Contract Price or Proposal as submitted:

Name of Contractor _____

Address _____

Contact Person _____

Phone Number _____

Workers' Compensation Number _____

Contractors' Insurance Company _____

Address _____

Contractor Approval Signature

Dated

Bid Proposal Schedules:

- Schedules A – Hazardous Materials Survey Report by T. Harris
Environmental Management dated November 2, 2018

**HAZARDOUS MATERIALS SURVEY
DUNDALK COMMUNITY CENTRE
550 MAIN STREET EAST
DUNDALK, ONTARIO**

Issued: November 2nd, 2018

Prepared for:

Mr. Kevin Green

Facilities Manager

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

Prepared by:

T. Harris Environmental Management Inc.

931 Commissioners Road East, Suite 100
London, Ontario
N5Z 3H9

THEM Project #: L18-02807



TABLE OF CONTENTS

| | | |
|------------|--|-----------|
| 1.0 | INTRODUCTION | 1 |
| 2.0 | ONTARIO REGULATIONS AND GUIDELINES FOR SURVEY | 2 |
| 3.0 | SURVEY METHODOLOGY | 2 |
| 3.1 | INVESTIGATED AREAS..... | 3 |
| 3.2 | SAMPLING AND ASSESSMENT METHODOLOGIES | 3 |
| 3.2.1 | <i>Asbestos-containing Materials</i> | <i>4</i> |
| 3.2.2 | <i>Lead-containing Materials</i> | <i>5</i> |
| 3.2.2 | <i>XRF Sampling and Bulk Sampling for Lead in Paints</i> | <i>6</i> |
| 3.2.3 | <i>PCB-containing Materials</i> | <i>7</i> |
| 3.2.4 | <i>Mould</i> | <i>7</i> |
| 4.0 | FINDINGS | 10 |
| 4.1 | DESIGNATED SUBSTANCES | 10 |
| 4.1.2 | <i>Acrylonitrile</i> | <i>10</i> |
| 4.1.3 | <i>Arsenic.....</i> | <i>10</i> |
| 4.1.4 | <i>Asbestos</i> | <i>11</i> |
| 4.1.5 | <i>Benzene</i> | <i>15</i> |
| 4.1.6 | <i>Coke Oven Emissions.....</i> | <i>15</i> |
| 4.1.7 | <i>Ethylene Oxide</i> | <i>15</i> |
| 4.1.8 | <i>Isocyanates</i> | <i>15</i> |
| 4.1.9 | <i>Lead.....</i> | <i>15</i> |
| 4.1.10 | <i>Mercury.....</i> | <i>16</i> |
| 4.1.11 | <i>Silica</i> | <i>16</i> |
| 4.1.12 | <i>Vinyl Chloride</i> | <i>17</i> |
| 4.2 | NON-DESIGNATED SUBSTANCES | 17 |
| 4.2.1 | <i>PCB</i> | <i>17</i> |
| 4.2.2 | <i>Mould</i> | <i>17</i> |
| 4.2.3 | <i>Other Materials.....</i> | <i>17</i> |
| 5.0 | CONCLUSIONS AND RECOMMENDATIONS..... | 17 |
| 5.1 | DESIGNATED SUBSTANCES | 17 |
| 5.1.1 | <i>Asbestos</i> | <i>17</i> |
| 5.1.2 | <i>Lead.....</i> | <i>18</i> |
| 5.1.3 | <i>Silica</i> | <i>19</i> |
| 5.2 | NON-DESIGNATED SUBSTANCES | 19 |
| 5.2.1 | <i>PCB</i> | <i>19</i> |
| 5.2.2 | <i>Mould</i> | <i>19</i> |
| 5.2.3 | <i>Other Materials.....</i> | <i>20</i> |
| 5.3 | GENERAL..... | 20 |



6.0 LIMITATIONS..... 21

APPENDIX I: Site Photographs

APPENDIX II: Site Drawings

APPENDIX III: Laboratory Certificate of Analysis



EXECUTIVE SUMMARY

T. Harris Environmental Management Inc. (THEM) was retained to conduct a Hazardous Materials Survey, including Designated Substances, Mould, Polychlorinated Biphenyls (PCBs) and Chlorofluorocarbons (CFCs), for the Dundalk Community Centre located at 550 Main Street East in Dundalk, ON. The objective of this study was to determine whether any hazardous building materials, including Designated Substances, as defined under the Ontario Occupational Health and Safety Act, were present in the above noted building. The survey was conducted on October 25th, 2018.

Based on the investigation conducted by T. Harris Environmental Management, through available records, interviews and a site review, the following were identified:

- Asbestos-containing materials (ACM) observed in the surveyed area are detailed in Table I. Asbestos-containing materials observed were assigned a Priority rating. Materials assigned Priority 1 are highly recommended to be removed, repaired or encapsulated. Materials identified as Priority 2 may remain in place until system upgrading or renovations. Materials assigned Priority 3 may remain in place until the building is demolished.

TABLE I
Summary of Asbestos-Containing Materials
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Location | Material | Quantity | Priority | Type(s) of Asbestos | Friable (Y/N) | Photo |
|--------------------------------------|-------------------------|-----------------------|----------|---------------------|---------------|-------|
| Kitchen (Location 1) | Drywall Joint Compound* | -- | 2 | Chrysotile | # | -- |
| Storage (Location 2) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Storage (Location 3) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Southeast Stairs (Location 4) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |
| Auditorium (Location 5) | Drywall Joint Compound | -- | 2 | Chrysotile | # | P1 |
| Women's Washroom (Location 6) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Men's Washroom (Location 7) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Bar & Trophy Room (Locations 8 & 8A) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |



| Location | Material | Quantity | Priority | Type(s) of Asbestos | Friable (Y/N) | Photo |
|--------------------------------|------------------------|-----------------------|----------|---------------------|---------------|-------|
| Coat Room (Location 9) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Northwest Stairs (Location 10) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |

* - Some drywall in this location was reported to be new, however, it could not be confirmed if all drywall walls were newer, therefore they should be assumed to be asbestos-containing unless proven otherwise.

- Drywall joint compound is not classified by its friability as per Ontario Regulation 278/05.

- Concentrations of lead were identified via bulk sampling and XRF Analysis. A summary of the paint and its associated lead concentrations can be found in **Table II** and **Table III** below. Lead is suspected to be present as a component in pipes and in solder used in pipe fittings.

TABLE II
Summary of XRF Analysis for Lead in Paints/Coatings
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration (mg/cm ²) | Photograph |
|----------------|-------------------------------------|-----------------------|--|------------|
| LD-B-01 | Auditorium (Location 5) | Red Wall Paint | 0.0 | -- |
| LD-D-01 | Main Level Rink Lobby (Location 14) | Blue Wall Paint | 0.0 | -- |
| LD-E-01 | Main Level Rink Lobby (Location 14) | Off-white Wall Paint | 0.0 | -- |
| LD-F-01 | Exterior | Brown Door/Beam Paint | 0.0 | -- |
| Ceramic Tile A | Northwest Stairs (Location 10) | 12" Grey Ceramic Tile | 0.0 | -- |

TABLE III
Summary of Lead Paint Bulk Samples
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration by Weight (%) | Photograph |
|-----------|--------------------------------|----------------------|----------------------------------|------------|
| LD-A-01 | Women's Washroom (Location 6) | White Wall Paint | 0.039 | -- |
| LD-C-01 | Dressing Room #1 (Location 23) | Beige Ceiling Paint | <0.0082 | -- |

*Sample below detection limit



- Silica (including free crystalline silica) may be a component of concrete and brick surfaces noted in the investigated areas.
- Chlorofluorocarbons (CFCs) are organic compounds that contain carbon, chlorine, and fluorine atoms. These compounds are likely to be found as coolants in refrigeration and air conditioners which are suspected to be present within the building.
- Liquid mercury may be present within wall mounted thermostatic switches and mercury vapour is suspected to be present in fluorescent light fixture bulbs.

Based on the aforementioned findings for the survey conducted, THEM recommends the following:

- Asbestos containing drywall joint compound assigned a Priority 1, should be removed immediately following applicable asbestos abatement procedures. Asbestos containing drywall joint compound assigned a Priority 2, can remain in place until major system upgrading, maintenance or demolition which could result in disturbance of this material. In the event the drywall with asbestos containing joint compound is removed, Type I operations apply for the removal of <1 square metres of drywall. Type II operations are required for removal of >1 square metre of drywall with asbestos joint compound as outlined in Ontario Regulation 278/05, Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations – made under the Ontario Occupational Health and Safety Act.
- Paints identified to have concentrations of lead and observed in poor condition should be removed and/or stabilized following applicable lead abatement procedures. Prior to any renovations or demolition activities that may disturb materials identified to contain lead of any concentration, precautions must be taken as described in Ontario Regulation 213/91 as amended, Regulations for Construction Projects – made under the Occupational Health and Safety Act. This may include conducting an assessment of the potential exposure of airborne lead by a qualified person. Exposure to lead-containing materials is regulated under Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. Care must be taken to prevent lead-containing particles from becoming airborne during the disturbance of lead-containing surfaces (i.e., during renovation or demolition projects). All lead abatement work that does not meet the qualifications for low-level paints as outlined in the EACO Guideline for Construction, Renovation, Maintenance or Repair, issued October 2014, should follow procedures outlined in the above noted guideline or the Guideline Lead on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.



- All waste material must be handled and disposed of according to the Revised Regulation of Ontario 347/90 as amended – made under the Environmental Protection Act. Lead and/or Mercury waste may be subject to Leachate Criteria (Schedule 4) of this regulation.
- Exposure to airborne silica is regulated under Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. All work being carried with silica containing materials should be conducted following the Guideline: Silica on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.
- Prior to performing construction, renovations or demolition, the Occupational Health & Safety Act Section 30 (1-4) requires an inventory of all Designated Substances to be submitted to the general contractor who in turn must submit the same list to all their subtrades. Submission of this report to all parties will satisfy this requirement.
- Building material(s) that are not detailed within this survey due to inaccessibility during the time of the survey and/or are uncovered during renovation/demolition activities, notably materials that are suspected to contain asbestos, should be properly assessed by a qualified person prior to their disturbance.

This survey satisfies requirements of the Occupational Health and Safety Act, Section 30, Subsection 2, 3 and 4, with regards to the presence/absence of hazardous materials identified within this report. This executive summary is not to be used alone and the report should be reviewed in its entirety.

Should you have any questions or comments regarding this survey, please do not hesitate to contact our office.

Sincerely,

T. HARRIS ENVIRONMENTAL MANAGEMENT INC.



November 2nd, 2018

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

ATTEN: Mr. Kevin Green – Facilities Manager

RE: Dundalk Community Centre - Hazardous Materials Survey
(THEM Project Number L18-02807)

1.0 INTRODUCTION

T. Harris Environmental Management Inc. was retained to conduct a Hazardous Materials Survey, including Designated Substances, for the Dundalk Community Centre located at 550 Main Street East in Dundalk, ON. The survey was conducted on October 25th, 2018.

The objective of this survey was to determine whether hazardous materials, including Designated Substances, as defined under the Ontario Occupational Health and Safety Act, Mould, Polychlorinated Biphenyls (PCBs) and Chlorofluorocarbons (CFCs) were present within the building surveyed. The survey included a review of all accessible areas of the buildings for the presence and extent of hazardous materials, evaluation of the type of hazardous materials and degree of possible exposure, and assessment of requirements for any further investigation or remedial action, if necessary.

Identification of suspect asbestos materials was performed by means of bulk sampling and laboratory analysis. Testing for lead in paint was conducted using bulk sampling. Other hazardous materials, if present, were identified by visual inspection only. These included mercury in gauges and light fixtures, polychlorinated biphenyls (PCBs) in coolant oils of transformers and fluorescent light fixture ballasts, and silica in cement. Recommendations based on our findings are made in Section 5.0.

This report documents our findings as noted during our site inspection. Individual assessments were made to identify Designated Substances and their condition, as well as requirements for special treatment such as control programs or specialized removal and disposal techniques.



2.0 ONTARIO REGULATIONS AND GUIDELINES FOR SURVEY

Ontario Regulation 490/09 — Designated Substances, made under the Ontario Health and Safety Act, applies to controlling designated substances in the work place. This regulation may not be all encompassing for each of the Designated Substances and other associated Ontario Regulations may apply.

In addition to the Ontario Regulation 490/09 noted above, the following were observed for this survey:

- Guideline: Lead on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.
- Guideline: Silica on Construction Projects issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.

Polychlorinated biphenyl (PCB's) are not recognized as a Designated Substance, as outlined in the Ontario Occupational Health and Safety Act, however as selected materials were reviewed for PCB content during this survey the following legislation applies: Revised Regulation of Ontario 362/90 —made under the Environmental Protection Act and SOR/2008-273 made under the Canadian Environmental Protection Act, 2008.

Applicable legislation and/or guidelines for other materials identified (not listed above) as part of the survey are included where possible.

All waste materials are regulated by Ontario Regulation 347/90 as amended, made under the Environmental Protection Act.

3.0 SURVEY METHODOLOGY

Not all Designated Substances or suspect hazardous materials were sampled. Sampling was carried out only for those compounds that were known to be present or those deemed to have a likely source of origin in the building under study.

All sample analyses were performed by an independent laboratory and the Laboratory Certificates of Analysis are attached in Appendix III. Materials similar in appearance or texture to other materials tested were considered to be of similar composition. When inaccessible areas such as behind walls and above plaster ceilings were encountered during the survey, inferences were drawn based upon findings in adjacent spaces.



3.1 Investigated Areas

Photographs of the areas investigated can be found in Appendix I. The survey included all accessible areas of the building as required under our scope of work. Destructive investigation such as cutting holes in walls, floors, or ceilings to observe materials within was not performed.

3.2 Sampling and Assessment Methodologies

Samples of suspect asbestos-containing materials and lead-containing paints were collected during the survey. Results summarizing the asbestos samples can be found in Section 4.1.4 **Table VI** and lead paint XRF and bulk samples results can be found in Section 4.1.9 **Table VII** and **Table VIII**.

Other materials were identified by observation only or by using Material Safety Data Sheets (MSDS) and/or safety labels.

NOTES: Repetitive testing of homogeneous materials building materials suspected to contain asbestos was performed as per the requirements of Ontario Regulation 278/05 – made under the Occupational Health and Safety Act.

Although every effort was taken to investigate all areas of this structure, some areas not shown on the supplied drawings may have been overlooked. Architectural drawings, including as built, should be consulted to ensure that this assessment is complete, with any discrepancies brought to our attention.

Destructive testing was not performed. Therefore, in the event asbestos containing materials are discovered as part of the survey, inferences have been drawn for inaccessible spaces (i.e. above plaster ceilings with no access panels) based upon findings in adjacent spaces. Similarly, motors, blowers, electrical panels, etc., were not de-energized or disassembled to examine concealed conditions. Such items should be considered to have asbestos as a component until proven otherwise.

Boilers were frequently constructed (i.e. lined, bedded, etc.) with asbestos refractory materials. Demolition and/or renovations to existing boiler units which may elicit a disturbance of suspect ACM's should necessitate prior investigation to determine the presence of ACM's. In addition, fire doors that may be present in the surveyed areas were not tested intrusively and therefore should be considered to contain ACM's until proven otherwise. Further examples of such assumptions include: elevator brakes, roofing felts and mastics, caulking, high voltage wiring, mechanical packing and gaskets, and underground services or piping.



3.2.1 Asbestos-containing Materials

Sampling of suspected asbestos containing building materials observed within the surveyed area was conducted as per the requirements of Table 1 found within Ontario Regulation 278/05. A summary of the sample requirements can be found in **Table IV**.

TABLE IV
Summary of Asbestos Bulk Sampling Requirements

| Type of material | Size of area of homogeneous material | Minimum # of bulk material samples to be collected |
|---|--------------------------------------|--|
| Surfacing material, including without limitation material that is applied to surfaces by spraying, by troweling or otherwise, such as acoustical plaster on ceilings and fireproofing materials on structural members | <90 sq metres | 3 |
| | >90 sq metres but <450 sq. metres | 5 |
| | >450 sq metres | 7 |
| Thermal insulation, except as described in item 3 | Any size | 3 |
| Thermal insulation patch | <2 linear metres or 0.5 sq metres | 1 |
| Other material | Any size | 3 |

Preliminary identification of the samples was made using polarized light microscopy (PLM), with confirmation of presence and type of asbestos made by dispersion staining optical microscopy. This analytical procedure follows the U.S. Environmental Protection Agency Test Method EPA/600/R-93/116 Method for the Determination of Asbestos in Bulk Building Materials, June 1993. Laboratory Certificates of Analysis for this identification are given in Appendix III.

Materials identified to contain asbestos were assessed on the relative possibility of fibre release into the air due to a combination of their condition and accessibility. Priorities have been established for remedial action based on these combinations, and are given below.

Priority 1 (One)

- Asbestos-containing material highly recommended to be removed, repaired or encapsulated.



Priority 2 (Two)

- Asbestos-containing materials could remain in place until system upgrading or renovations are to occur.

Priority 3 (Three)

- Asbestos-containing material could remain in place until eventual building demolition.

3.2.2 Lead-containing Materials

Paints/surface coatings observed in the surveyed areas were tested for lead content. Other building materials not tested for lead content (i.e. mortar, concrete) should be considered lead-containing until proven otherwise.

Currently in Ontario, there is no regulation that provides a definition of what the percent of lead in paint must be in order to be considered “lead based paint”. The Surface Coating Materials Regulations (SOR/2005-109) made under the Canada Consumer Product Safety Act specifies that the concentration of total lead present in a surface coating material must not be more than 600 mg/kg. The Surface Coatings Materials Regulations came into effect on April 19th, 2005 and was amended in November of 2010, which lowered the acceptable concentration of total lead present in a surface coating material to less than 90 mg/kg (SOR/2010-224). This lead content applies to any paint and/or surface coatings of products advertised, sold or imported into Canada. Coatings applied to furniture, pencils, artists' brushes, toys and articles that are intended for children would fall under the jurisdiction of this regulation. However, these levels are not specifically intended to determine what constitutes a “lead based paint”, it is merely a regulation to protect consumers of coated materials. Therefore this regulation does not apply to construction projects where lead based coatings may be disturbed during the course of renovations or construction.

To date, there is no simple correlation between the concentration of lead in paints/surface coatings and the resulting airborne lead levels that may be emitted if the coated material was to be disturbed or removed. However, the EACO “Lead Guideline for Construction, Renovation, Maintenance or Repair”, published October 2014 (herein referred to as ‘EACO Guideline’), outlines “virtually safe” lead levels for paints or surface coatings. Paints or coatings containing less than or equal to 0.1% lead by weight¹ are considered low-level lead paints or coatings. If these paints or coatings are disturbed in a manner, which uses normal dust control procedures, and does not exceed the particulate not otherwise specified (PNOS) time-weighted average (TWA) of 0.05 mg/m³ set in Ontario Regulation 490/09, then worker protection from the

¹ WHMIS reporting limit for lead in a safety data sheet or material safety data sheet.



inhalation of lead is not required. Projects that meet these guidelines must still adhere to general health and safety precautions, such as prohibiting eating, smoking, drinking or chewing gum in the work area. These projects must also implement dust suppression techniques and provide facilities for workers to wash their hands and face. Additionally, the Occupational Health and Safety branch of the Ministry of Labour (MOL) provides classifications of the types of specific lead operations, which are based on presumed airborne lead concentrations to which the worker will be exposed. The classifications are provided in the MOL publication, "Guideline: Lead on Construction Projects", published in September 2004 and revised in April 2011 (herein referred to as 'MOL Guideline'). The levels of airborne lead expected to be present in a work area is related to the types of work operations being used to disturb or remove the coatings; it is not a function of the percentage of lead within the coating. Based on this MOL Guideline, all paints/surface coatings are to be considered lead containing unless they are tested and contain undetectable lead concentrations.

Lead is also suspected to be a component in solder on plumbing fixtures throughout the building. Representative samples of solder joints suspected to contain lead were not collected. Other suspect lead-containing materials such as lead sheeting, conduit, pipes and lead-calcium battery plates were not sampled during this investigation, but were noted where applicable.

3.2.2 XRF Sampling and Bulk Sampling for Lead in Paints

A Thermo Niton XLp, XRF instrument was used to determine the lead contents within the painted surfaces analyzed.

An XRF instrument can provide fast and non-destructive readings of the lead concentration in milligrams of lead per square centimeter (mg/cm^2) of the tested painted surface. The Niton XLp XRF Analyzer uses both the K-shell and L-shell principle, and can accurately detect less than $0.1 \text{ mg}/\text{cm}^2$ of lead in paint coatings. This instrument can provide on-site decision-making without time delay. It is also most suitable for conducting plant or facility-wide equipment paint coatings surveys where hundreds or even thousands of painted equipment (storage tanks, pumps, piping, reactors, vessels, and other structures) can be tested for lead content. XRF analyzers work on the principal that the atomic element of lead, if present in a sample, produces a unique set of *characteristic x-rays* that is a fingerprint for that specific element. XRF analyzers determine the lead content of a sample by measuring the spectrum of the characteristic x-rays emitted by the lead element in the sample when it is illuminated by high energy photons (x-rays or gamma rays).

A fluorescent x-ray is created when a photon of sufficient energy strikes an atom in the sample, dislodging an electron from one of the atom's inner orbital shells (lower quantum energy states). The atom regains stability, filling the vacancy left in the inner orbital shell with an electron from one of the atom's higher quantum energy orbital shells. The electron drops to the lower energy state by releasing a fluorescent x-ray, and the energy of this fluorescent x-ray



(typically measured in electron volts, eV) is equal to the specific difference in energy between two quantum states of the dropping electron. Because the quantum states of each electron orbital shell in each different type of atom (each of the atomic elements) are *different*, the energies of the fluorescent x-rays produced by different elements are also different: When a sample is measured via XRF, each element present in the sample emits its own unique fluorescent x-ray energy spectrum. By inducing and measuring a wide spectrum of the range of different characteristic fluorescent x-rays emitted by the different elements in the sample, Niton's hand-held XRF analyzers can rapidly determine the lead element present in the sample and its relative concentrations.

To verify lead content in paints, representative bulk samples of paints were retrieved for laboratory analysis for lead content. Paint samples were scraped down to the building base structure, with all possible layers present, then submitted to an independent laboratory. Samples were treated with a dilute nitric acid sample digestion prior to filtration. Analysis utilized for lead detection in filtered samples was Flame Atomic Absorption Spectroscopy (F.A.A.S.).

3.2.3 PCB-containing Materials

PCB's are not recognized as a Designated Substance, as outlined in the Ontario Occupational Health and Safety Act, however, a review of a number of representative and accessible fluorescent light ballasts suspected to contain PCBs were included in the survey. In addition, accessible building hydraulic equipment (i.e. elevators/lifts) or electrical transformers observed during the survey were visually reviewed. No sampling of materials for PCB content was conducted as a part of this survey. In addition, no other materials were reviewed/inspected as a part of this survey unless specified by the client. Thus the following materials should be assumed, if present onsite, to contain PCB's until proven otherwise: cable insulation, thermal insulation materials (i.e. foam, felt), adhesives/tapes, plastics, caulking, lead based paints and, various types of electrical equipment (i.e. voltage regulators, switches, bushings, electromagnets).

Polychlorinated biphenyl-containing ballasts reviewed were identified by model number, serial number, and date code, as listed in *Environment of Canada Identification of Lamp Ballasts Containing PCBs - Report EPS 2/CC/2 (revised), August 1991*. No bulk sampling of suspect PCB-containing materials was performed during this survey. Findings with respect to PCBs are presented in Section 4.12.

3.2.4 Mould

Fungi, also called mould or mildew, are microbiological organisms that can live and reproduce and potentially cause health problems in indoor environments. They are chlorophyll-lacking



plant-like organisms that are unicellular (e.g., yeast) or grow in a multinucleate mass (e.g., bread mould), subsist on decomposed organic matter or nutrition from living hosts, and reproduce by production of spores 3 to 200µm in size. Mould growth inside buildings is due to excess moisture caused by leakages, condensation, or capillary movement of water into the building. They will generally not occur if materials are kept dry.

The presence of mould spores in indoor environments may not be significant in terms of the causation of fungal infestation since most micro-organism contamination does not become a problem until it becomes disturbed and is distributed into the ventilation system or air within the building. In other words, there may be little hazard if micro-organisms do not multiply or do not accumulate to harmful levels, if there is no means for micro-organisms to become airborne, or, if aerosolized micro-organisms do not reach susceptible receptors.

Fungi or moulds which are typically found on building materials that have become damaged due to moisture problems can cause or exacerbate allergic type symptoms in occupants who have a history of hypersensitivity diseases (e.g., asthma). Thus, people suffering from respiratory disorders or severe allergies may be at greater risk for developing health problems associated with exposures to fungi found in water damaged areas. Such people may need to be removed from the affected areas until remediation and clearance testing, if required, is completed. However, any decisions regarding medical removal must be based on recommendations made by an occupational medicine specialist trained in symptomatology related to this type of exposure.

In order to define risk for areas that are suspected or confirmed to be contaminated with mould, the extent of water damage, and/or visible mould growth on building materials must be considered. THEM recommends the following criteria presented in Table V for determining risk levels (hazard categories) and associated remediation protocols. This criterion is based on the *"Institute of Inspection Cleaning and Restoration Certification (IICRC) S520 Standard and Reference for Professional Mould Remediation"* and *"Environmental Abatement Council of Ontario (EACO) Mould Abatement Guidelines 2004, Edition 1"*.



TABLE V
Recommended Water Damage/Mould Risk Management Levels

| Hazard Category | Mould/Water Damage Present in Accessible Areas, Based on Visual Inspection¹ and/or Moisture Measurements | Summary of General Recommended Remediation Requirements |
|------------------------|--|--|
| 0 | No visible signs of mould growth, no evidence of category 2 or 3 water damage and no health complaints. | No remediation required; however, in some situations structural drying may be required. |
| 1 | Small Areas (Source Containment) | <ul style="list-style-type: none">- Work can be conducted by in-house staff trained in water damage/mould remedial techniques or by qualified environmental contractor.- Personnel conducting the work should be wearing the appropriate PPE.- No critical barriers required.- Contaminated building materials can be contained with polyethylene sheeting and duct tape and removed. |
| 2 | Moderate Areas (Local Containment) | <ul style="list-style-type: none">- Work should be conducted by a qualified environmental contractor.- Personnel conducting the work should be wearing the appropriate PPE.- A polyethylene enclosure should be erected to isolate mould contaminated materials.- A decontamination chamber may be required- The following procedures should be followed during cleaning activities: HEPA vacuum, clean with a solution that contains a surfactant, HEPA vacuum, clean with a solution that contains a surfactant and a final HEPA vacuum. A disinfectant (that at minimum has an Health Canada DIN Number) should be applied to the remediation area following cleaning.. |



| Hazard Category | Mould/Water Damage Present in Accessible Areas, Based on Visual Inspection ¹ and/or Moisture Measurements | Summary of General Recommended Remediation Requirements |
|-----------------|--|--|
| 3 | Extensive Areas (Full Scale Containment) | <ul style="list-style-type: none">- Work should be conducted by a qualified environmental contractor.- Personnel conducting the work should be wearing the appropriate PPE.- The mould contaminated room and/or building section should be isolated with critical barriers.- Building materials within the remediation area that cannot be cleaned effectively must be sealed off with polyethylene barriers.- A decontamination unit is required- The following procedures should be followed during cleaning activities: HEPA vacuum, clean with a solution that contains a surfactant, HEPA vacuum, clean with a solution that contains a surfactant and a final HEPA vacuum. A disinfectant (that at minimum has an Health Canada DIN Number) should be applied to the remediation area following cleaning. |

Note 1: May or may not include destructive testing.

4.0 FINDINGS

The following includes observations for any hazardous materials identified within the area surveyed. The survey focused on building materials and as such there may be Designated Substances in equipment that was present within the surveyed area.

4.1 Designated Substances

4.1.2 Acrylonitrile

No source was identified. Acrylonitrile or ACN (also known as vinyl cyanide) is an explosive, flammable liquid used in the manufacture of acrylic fibres, rubber-like materials and pesticide fumigants.

4.1.3 Arsenic

No source was identified within the surveyed areas. Arsenic is used in metallurgy for hardening copper, lead and alloys, in pigment production, in the manufacture of certain types of glass, in insecticides, fungicides and rodenticides, as a by-product in the smelting of copper ores, and as a dopant material in semiconductor manufacturing. Chromated copper arsenate was also historically used as a wood preservative in playground structures.



4.1.4 Asbestos

Laboratory analysis results of bulk samples are given in Appendix III with results summarized in **Table VI**. Samples found to be asbestos containing are bolded and shaded.

TABLE VI
Summary of Asbestos Bulk Samples
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample # | Location | Description | Asbestos Content |
|------------|----------------------------------|---|------------------|
| DJC-01 | Storage (Location 2) | Drywall Joint Compound | 2% Chrysotile |
| DJC-02 | Storage (Location 3) | Drywall Joint Compound | ANR |
| DJC-03 | Southeast Stairs (Location 4) | Drywall Joint Compound | ANR |
| DJC-04 | Auditorium (Location 5) | Drywall Joint Compound | ANR |
| DJC-05 | Women's Washroom (Location 6) | Drywall Joint Compound | ANR |
| DJC-06 | Men's Washroom (Location 7) | Drywall Joint Compound | ANR |
| DJC-07 | Coat Room (Location 9) | Drywall Joint Compound | ANR |
| | | | |
| Caulk-C-01 | Exterior | Brown Exterior Door/Beam Caulking | None Detected |
| Caulk-C-02 | Exterior | Brown Exterior Door/Beam Caulking | None Detected |
| Caulk-C-03 | Exterior | Brown Exterior Door/Beam Caulking | None Detected |
| | | | |
| FC-01 | Referee's Room (Location 18) | Grey/Beige Flooring Compound (under rubber flooring) | None Detected |
| FC-02 | Referee's Room (Location 18) | Grey/Beige Flooring Compound (under rubber flooring) | None Detected |
| FC-03 | Referee's Room (Location 18) | Grey/Beige Flooring Compound (under rubber flooring) | None Detected |



| Sample # | | Location | Description | Asbestos Content |
|-----------|----------------------------------|---|---------------|------------------|
| VFT-A-01 | Storage (Location 3) | 12” Grey Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-A-02 | Storage (Location 3) | 12” Grey Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-A-03 | Storage (Location 3) | 12” Grey Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| | | | | |
| VFT-B-01 | Trophy Room (Location 8A) | 12” Grey/Beige Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-B-02 | Trophy Room (Location 8A) | 12” Grey/Beige Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| VFT-B-03 | Trophy Room (Location 8A) | 12” Grey/Beige Mottled Vinyl Floor Tile | None Detected | |
| | | Yellow Mastic | None Detected | |
| | | | | |
| VSF-I-01 | Trophy Room (Location 8A) | Green Vinyl Sheet Flooring | None Detected | |
| VSF-I-02 | Trophy Room (Location 8A) | Green Vinyl Sheet Flooring | None Detected | |
| VSF-I-03 | Trophy Room (Location 8A) | Green Vinyl Sheet Flooring | None Detected | |
| | | | | |
| VSF-II-01 | Mechanical Room (Location 18) | Beige Vinyl Sheet Flooring | None Detected | |
| VSF-II-02 | Mechanical Room (Location 18) | Beige Vinyl Sheet Flooring | None Detected | |
| VSF-II-03 | Mechanical Room (Location 18) | Beige Vinyl Sheet Flooring | None Detected | |

The following building materials (if present) were investigated for asbestos content.

4.1.4.1 Fireproofing

No fireproofing was observed within the surveyed building.



4.1.4.2 Texture Finishes

No texture finishes were observed within the surveyed building.

4.1.4.3 Mechanical Insulation

No suspect asbestos containing mechanical insulation was observed within the surveyed building.

4.1.4.4 Plaster

No plaster was observed within the surveyed building.

4.1.4.5 Ceiling Tiles

No ceiling tiles were observed within the surveyed building.

4.1.4.6 Vinyl Floor Tiles

Two visually distinct types of vinyl floor tiles were observed within the surveyed building. Representative samples were collected and analyzed for asbestos content using the PLM method of detection as follows:

- Samples VFT-A-01/02/03 were collected of 12" grey mottled pattern vinyl floor tiles from the second floor Storage Room (Location 3). A yellow mastic layer was also analyzed. No asbestos was detected in the samples.
- Samples VFT-B-01/02/03 were collected of 12" grey/beige mottled pattern vinyl floor tiles from the Trophy Storage Room (Location 8A). A yellow mastic layer was also analyzed. No asbestos was detected in the samples.

Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.7 Vinyl Sheet Floor

Two visually distinct types of vinyl sheet flooring were observed within the surveyed building. Representative samples were collected and analyzed for asbestos content using the PLM method of detection as follows:

- Samples VSF-I-01/02/03 were collected of green vinyl sheet flooring from the Trophy Storage Room (Location 8A). No asbestos was detected in the samples.



- Samples VSF-II-01/02/03 were collected of beige vinyl sheet flooring from Mechanical Room (Location 18). No asbestos was detected in the samples.

Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.8 Drywall Joint Compound

Drywall Joint Compound was sampled from several locations throughout the surveyed buildings. Representative samples DJC-01/02/03/04/05/06/07 were collected and analyzed for asbestos content using the PLM method of detection. The samples were found to contain 2% Chrysotile asbestos.

Drywall with asbestos-containing joint compound was present throughout the second floor of the surveyed building. It was reported by the client that some of the drywall in the second floor Kitchen (Location 1) is new drywall, however, as it could not be confirmed if all the drywall in this location is new, it should be assumed to contain asbestos. Additionally, drywall was observed within the Food Booth (Location 12) and the Mechanical Room (Location 18) which was reported to be new and thus not suspected to contain asbestos.

For the specific location and condition of drywall with asbestos-containing joint compound refer to Table IX and the Floor Plans presented in Appendix II. Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.9 Caulking

Three visually distinct types of caulking were observed within the surveyed building. Representative samples were collected and analyzed for asbestos content using the PLM method of detection as follows:

- Caulk-A described as an off-white caulking applied to wood beams within the Rink Area was reported to be new and not suspected to contain asbestos, therefore no samples were collected.
- Caulk-B described as grey caulking applied to wood beams within the Rink Area was reported to be new and not suspected to contain asbestos, therefore no samples were collected.
- Samples Caulk-C-01/02/03 were collected of brown exterior caulking applied around doors and beams. No asbestos was detected in the samples.



Results are summarized in Table VI and Laboratory Certificates of Analysis are presented in Appendix III.

4.1.4.10 Roofing Materials

Roofing materials such as shingles on sloped roofs and felt and sealers on flat roofs may contain asbestos. These items are typically not sampled as it may damage the integrity of the materials, resulting in leaks. It is normal practice during the tender process to request alternative pricing in the event that the roofing material is found to contain asbestos. These items should be tested for the presence of asbestos immediately prior to demolition of roofing or other building components to minimize potential damage to structures below.

4.1.5 Benzene

No source was identified within the surveyed areas. Benzene or benzol is a colourless liquid. It is used as an intermediate in the production of styrene, phenol, cyclohexane, and other organic chemicals, and in the manufacture of detergents, pesticides, solvents, polymers, plastics, resins and paint removers. It is also found in gasoline.

4.1.6 Coke Oven Emissions

Not applicable for the building.

4.1.7 Ethylene Oxide

No source was identified. Ethylene oxide is a colourless gas liquefying below 12°C. It is used generally as a fumigant and sterilizing agent for medical equipment.

4.1.8 Isocyanates

No source was identified. Isocyanates (HDI, MDI and TDI) are used in the production of polyurethane and as an elastomer in casting compounds, mastics, and textile coatings (IPDI).

4.1.9 Lead

Five (5) XRF samples and two (2) bulk samples of suspect lead-based paints and coatings were collected from the building. The samples were submitted to an independent laboratory, EMSL Canada Inc. for analysis. Results of the laboratory analysis are listed in Table VII and Table VIII below. The laboratory certificate of analysis is attached in Appendix III.



TABLE VII
Summary of XRF Analysis for Lead in Paints/Coatings
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration (mg/cm ²) | Photograph |
|----------------|-------------------------------------|-----------------------|--|------------|
| LD-B-01 | Auditorium (Location 5) | Red Wall Paint | 0.0 | -- |
| LD-D-01 | Main Level Rink Lobby (Location 14) | Blue Wall Paint | 0.0 | -- |
| LD-E-01 | Main Level Rink Lobby (Location 14) | Off-white Wall Paint | 0.0 | -- |
| LD-F-01 | Exterior | Brown Door/Beam Paint | 0.0 | -- |
| Ceramic Tile A | Northwest Stairs (Location 10) | 12" Grey Ceramic Tile | 0.0 | -- |

TABLE VIII
Summary of Lead Paint Bulk Samples
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Sample ID | Location | Material Description | Lead Concentration by Weight (%) | Photograph |
|-----------|--------------------------------|----------------------|----------------------------------|------------|
| LD-A-01 | Women's Washroom (Location 6) | White Wall Paint | 0.039 | -- |
| LD-C-01 | Dressing Room #1 (Location 23) | Beige Ceiling Paint | <0.0082 | -- |

*Sample below detection limit

The off-white wall paint in the Women's Washroom (Location 6) was found to contain less than 0.1% lead by weight, and is considered to be low-level lead level paints.

Based on the age of the structure, lead may also be present as a component in pipes and in solder used in pipe fittings.

4.1.10 Mercury

Mercury vapour is suspected to be present in fluorescent light fixture bulbs.

4.1.11 Silica

Silica (including free crystalline silica) may be a component of concrete and brick surfaces noted on the structure.



4.1.12 Vinyl Chloride

No source was identified. Vinyl chloride, also known as chloroethylene, is a colourless gas but is usually handled as a liquid under pressure. It is used in the production of PVC resins and in organic synthesis.

4.2 Non-Designated Substances

4.2.1 PCB

At the time of removal or replacement of fluorescent light ballasts, the ballasts should be inspected for PCB content. All PCB materials must be handled and stored as outlined in the Revised Regulation of Ontario 362/90. In addition, requirements outlined in the federal regulation SOR/2008-273 made under the Canadian Environmental Protection Act, 2008 must be adhered to as well.

4.2.2 Mould

No obvious mould or water damage was observed in the surveyed building.

4.2.3 Other Materials

No other hazardous materials were identified within the surveyed building.

5.0 CONCLUSIONS AND RECOMMENDATIONS

T. Harris Environmental Management Inc. (THEM) was retained to conduct a Hazardous Materials Survey, including Designated Substances, Mould, Polychlorinated Biphenyls (PCBs) and Chlorofluorocarbons (CFCs), for the Dundalk Community Centre located at 550 Main Street East in Dundalk, ON. The objective of this study was to determine whether any hazardous building materials, including Designated Substances, as defined under the Ontario Occupational Health and Safety Act, were present in the above noted buildings. The survey was conducted on October 25th, 2018.

The following summarizes hazardous building materials identified within the surveyed area.

5.1 Designated Substances

5.1.1 Asbestos

Asbestos-containing materials (ACM) observed in the surveyed area are detailed in [Table IX](#). Asbestos-containing materials observed were assigned a Priority rating. Materials assigned



Priority 1 are highly recommended to be removed, repaired or encapsulated. Materials identified as Priority 2 may remain in place until system upgrading or renovations. Materials assigned Priority 3 may remain in place until the building is demolished.

TABLE IX
Summary of Asbestos-Containing Materials
Dundalk Community Centre
550 Main Street East, Dundalk, Ontario
October 25th, 2018

| Location | Material | Quantity | Priority | Type(s) of Asbestos | Friable (Y/N) | Photo |
|--------------------------------------|-------------------------|-----------------------|----------|---------------------|---------------|-------|
| Kitchen (Location 1) | Drywall Joint Compound* | -- | 2 | Chrysotile | # | -- |
| Storage (Location 2) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Storage (Location 3) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Southeast Stairs (Location 4) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |
| Auditorium (Location 5) | Drywall Joint Compound | -- | 2 | Chrysotile | # | P1 |
| Women's Washroom (Location 6) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Men's Washroom (Location 7) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Bar & Trophy Room (Locations 8 & 8A) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Coat Room (Location 9) | Drywall Joint Compound | ~ 500 ft ² | 2 | Chrysotile | # | -- |
| Northwest Stairs (Location 10) | Drywall Joint Compound | ~ 600 ft ² | 2 | Chrysotile | # | -- |

* - Some drywall in this location was reported to be new, however, it could not be confirmed if all drywall walls were newer, therefore they should be assumed to be asbestos-containing unless proven otherwise.

- Drywall joint compound is not classified by its friability as per Ontario Regulation 278/05.

5.1.2 Lead

The off-white wall paint in the Women's Washroom (Location 6) was found to contain less than 0.1% lead by weight, and is considered to be a low-level lead paint. A summary of the paints and their associated lead concentrations can be found in **Table VII** and **Table VIII** above. Lead is suspected to be present as a component in pipes and in solder used in pipe fittings.

Prior to any renovations or demolition activities that may disturb materials identified to contain lead of any concentration, precautions must be taken as described in Ontario



Regulation 213/91 as amended, Regulations for Construction Projects – made under the Occupational Health and Safety Act. This may include conducting an assessment of the potential exposure of airborne lead by a qualified person. Exposure to lead-containing materials is regulated by Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. Care must be taken to prevent lead-containing particles from becoming airborne during the disturbance of lead-containing surfaces (i.e., during renovation or demolition projects). All lead abatement work must follow procedures outlined in the Guideline: Lead on Construction Projects, issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.

5.1.3 Silica

Silica (including free crystalline silica) may also be a component of concrete and brick surfaces noted in the investigated areas.

Precautions must be taken to prevent silica-containing particles from becoming airborne during the disturbance of silica-containing surfaces, such as during renovation or demolition projects. Exposure to airborne silica is regulated under Ontario Regulation 490/09, *Designated Substances* - made under the Occupational Health and Safety Act. All work being carried out with silica containing materials should be conducted following Guideline: Silica on Construction Projects issued April 2011 by the Occupational Health and Safety branch of the Ministry of Labour.

5.2 Non-Designated Substances

5.2.1 PCB

At the time of removal or replacement of fluorescent light ballasts, the ballasts should be inspected for PCB content. All PCB materials must be handled and stored as outlined in the Revised Regulation of Ontario 362/90. In addition, requirements outlined in the federal regulation SOR/2008-273 made under the Canadian Environmental Protection Act, 2008 must be adhered to as well.

5.2.2 Mould

Currently, mould-contaminated materials are not classified as hazardous waste. However, precautions should apply to the handling, disposal, recycling, and transportation of mouldy materials. Two principles underlie these precautions - the need for worker protection and the avoidance of cross-contamination to neighbouring spaces.

If disturbance of mould-contaminated building materials is required prior to building demolition, such work should be conducted in accordance with the *"Institute of Inspection,*



Cleaning and Restoration Certification, IICRC Standard for Professional Mould Remediation S520, 1st Edition, 2003”.

In general, the single most effective way to prevent mould contamination within a building is prompt removal of any suspected contaminated material and repairing the structural components of the building that lead to the water infiltration or excessive condensation. Emphasis should be placed on preventing contamination through proper maintenance of the building and prompt repair of any water-damaged areas. In all situations, the underlying cause of the water leak and condensation buildup must be rectified or the problem will reoccur.

5.2.3 Other Materials

No other hazardous materials were identified within the surveyed building.

5.3 General

Prior to performing construction, renovations or demolition, the Occupational Health & Safety Act requires an inventory of all Designated Substances to be submitted to the general contractor who in turn must submit the same list to all their subtrades. Submission of this report to all parties will satisfy this requirement.

All waste material must be handled and disposed of according to the Revised Regulation of Ontario 347/90 as amended – made under the Environmental Protection Act. In the event lead and/or Mercury waste may be generated as part of renovation or demolition activities, the waste may be subject to Leachate Criteria (Schedule 4) of this regulation.

Building material(s) that are not detailed within this survey due to inaccessibility during the time of the survey and/or are uncovered during renovation/demolition activities, notably materials that are suspected to contain asbestos, should be properly assessed by qualified person prior to their disturbance.



6.0 LIMITATIONS

In this statement of limitations, the “Client” refers to the persons or entities to whom this report is addressed. “THEM” refers to T. Harris Environmental Management Inc. The “Contract” refers to any general, or project-specific written agreement, including project-specific scope of work documents, executed between THEM and the Client pertaining to the subject matter of this report.

This report is subject to the limitations set out below and any other limitations set out in the body of this report or in the Contract between THEM and the Client.

The investigation and assessment described in this report were conducted in accordance with the Contract agreed upon by the Client in a manner consistent with a reasonable level of care and skill normally exercised by members of the occupational hygiene consulting profession currently practising under similar conditions in the Province of Ontario and observing the code of ethics of the Canadian Registration Board of Occupational Hygiene (CRBOH) and the American Board of Industrial Hygiene (ABIH).

In preparing this report, THEM has relied on information provided by others, including without limitation, information concerning the history and operation of the site, and test results and analyses of other consultants, independent laboratories, or testing services. Except as expressly stated in this report, THEM has not made any independent verification of such information. Findings cannot be extended to portions of the site, which were unavailable for direct observation.

The assessment in this report has been made in the context of regulations which were in force and effect at the time of the assessment and which are specified in this report. The assessment did not take into account any regulations, which were not in effect at the date of the assessments, or any guideline or standard not specified in this report. Regulatory standards do not exist for all materials of a potentially hazardous nature.

The collection of any samples at the site (including the location of samples and the analytical parameters applied to the samples) was undertaken in accordance with the Contract agreed upon by the Client, based upon the information provided to THEM by the Client concerning existing site conditions. Conditions between sample locations (if any) may differ from those indicated in this report.

This report is intended solely for the use or uses specified in this report and/or the Contract. Use of this report for purposes other than those set out in this report and/or the Contract will be at the sole risk of the Client.



Copying of this report except as may be reasonably required for internal use by the Client and any distribution of this report to persons other than the Client in whole or in part, is not permitted without the express written permission of THEM.

This report is for the sole use of the Client. THEM makes no representation or warranty, either expressed or implied, to any third party with regard to this report and the work referred to in this report and expressly disclaims any, and accepts no duty of care to any third party or any responsibility or liability whatsoever to any third party for any loss, expenses, damages (direct, consequential or contingent), fines, penalties, or other harm that may be suffered or incurred by any third party as a result of any use of, any reliance placed upon, or any decision made or actions taken based upon this report or the work referred to herein.

In no event shall THEM be liable for any indirect, incidental, special or consequential damages, or damages from loss of profits, revenue, or use, incurred by either the client or any third party, whether in an action in tort or contract, even if THEM has been advised of the possibility of such damages. THEM's liability for damages shall in no event exceed the limit of available insurance coverage.

If new information concerning the subject matter of this report arises, THEM should be contacted to re-evaluate the conclusions of this report and to provide amendments as required.

Sincerely,

T. HARRIS ENVIRONMENTAL MANAGEMENT INC.

Joe D'Angelo, B.A. (Envs), AMRT, EPT
Project Coordinator

Greg Balsden, B.Sc., AMRT
Manager – Southwestern Ontario



APPENDIX I
SITE PHOTOGRAPHS



Photograph 1: View of drywall walls with asbestos-containing drywall joint compound in the Auditorium (Location 5). Off-white wall paint throughout the second floor of the building was found to contain <0.1% by weight and is considered a low-level lead paint.



**APPENDIX II
SITE DRAWINGS**

Legend

Original Drawing Modified by T. Harris
Environmental Management Inc.



Asbestos-containing
Drywall Joint Compound



Location Number



Samples

Notes:

Hatched areas indicate rooms
with specific ACM's, and does not
indicate the amount of ACM
within that room.



T. HARRIS
ENVIRONMENTAL MANAGEMENT

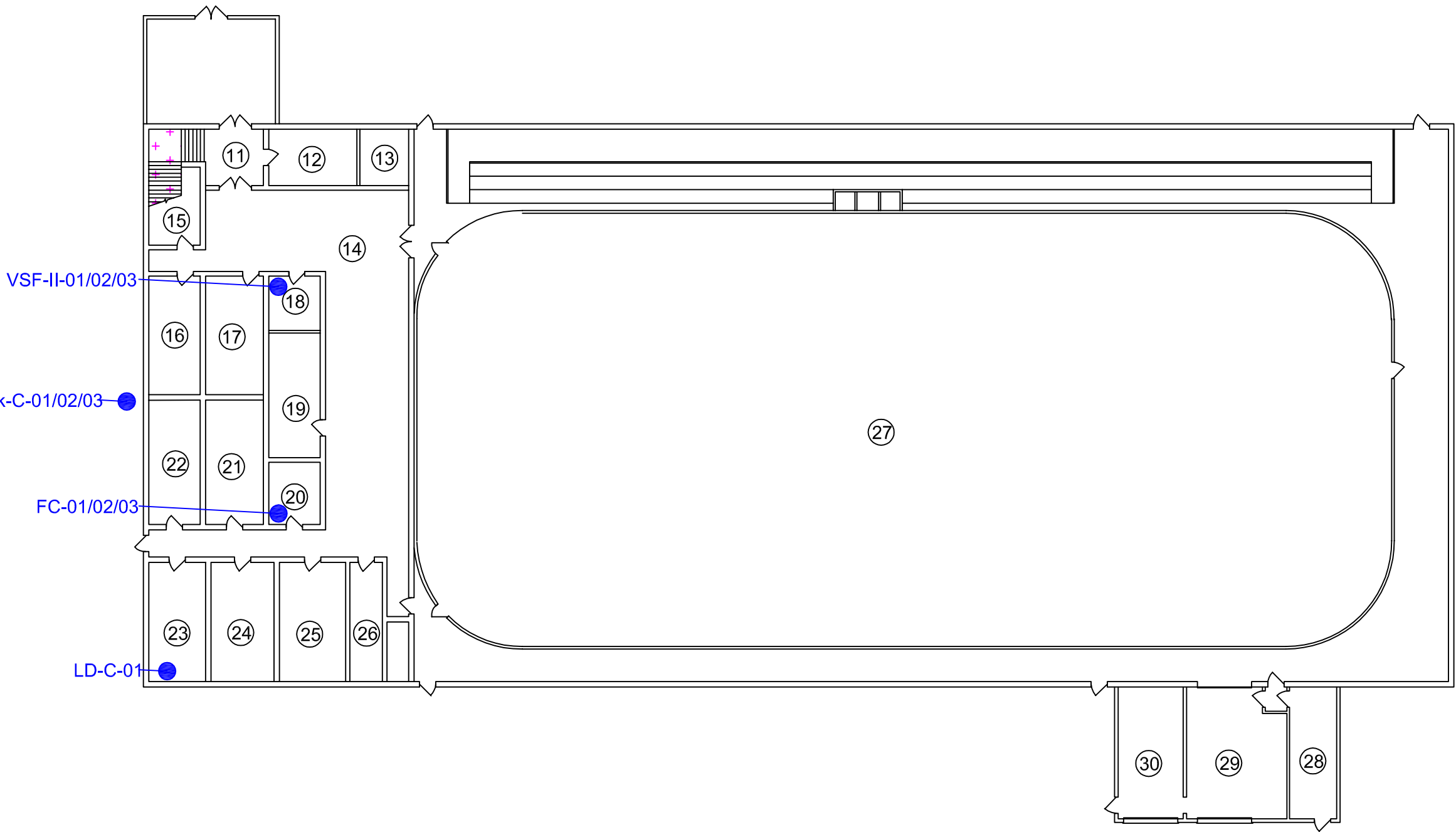
Dundalk Community Centre
550 Main Street East
Dundalk, Ontario

Main Floor

SCALE:
N.T.S.

DATE:
25/10/18

PREPARED BY:
JD



Legend

Original Drawing Modified by T. Harris
Environmental Management Inc.



Asbestos-containing
Drywall Joint Compound



Location Number



Samples

Notes:

Hatched areas indicate rooms
with specific ACM's, and does not
indicate the amount of ACM
within that room.



T. HARRIS
ENVIRONMENTAL MANAGEMENT

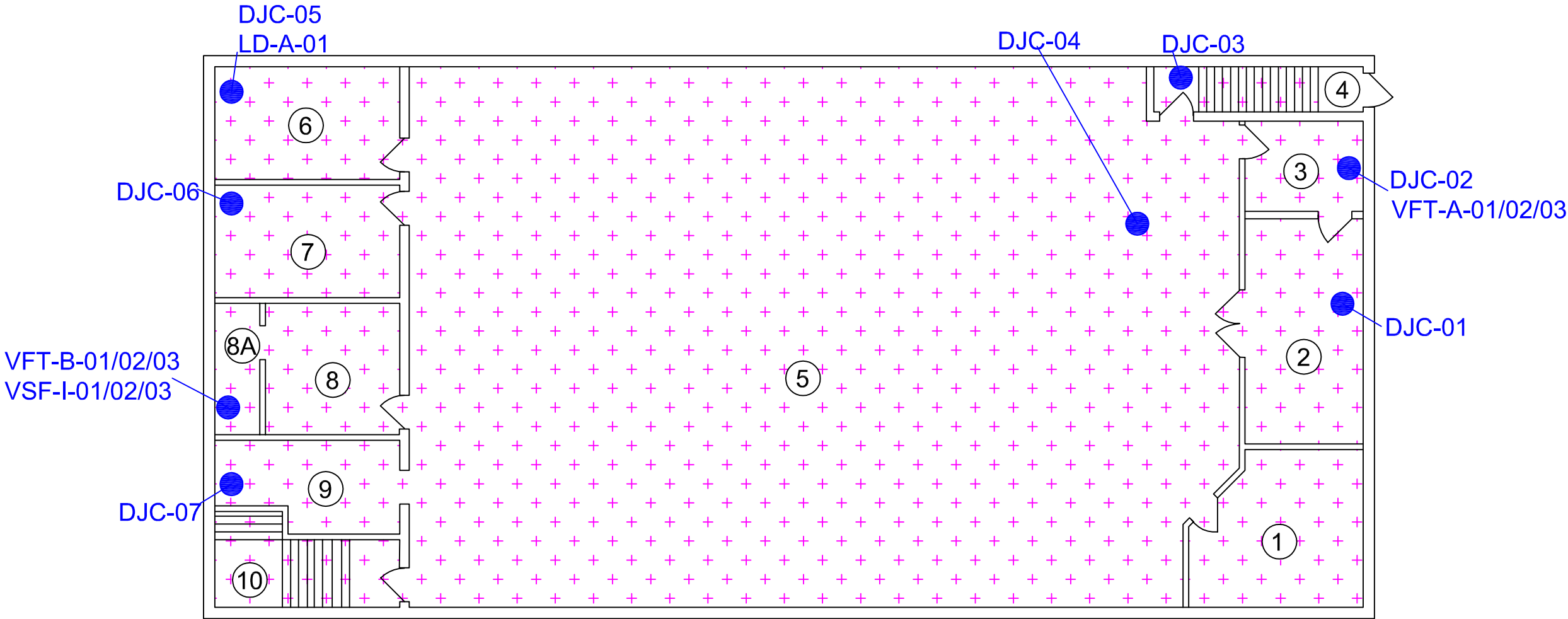
Dundalk Community Centre
550 Main Street East
Dundalk, Ontario

Second Floor

SCALE:
N.T.S.

DATE:
25/10/18

PREPARED BY:
JD





APPENDIX III
LABORATORY CERTIFICATES OF ANALYSIS



EMSL Canada Inc.

2756 Slough Street Mississauga, ON L4T 1G3
 Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> / torontolab@emsl.com

EMSL Canada Order 551812778
 Customer ID: 55THAR50A
 Customer PO: L18 - 02807
 Project ID:

Attn: Greg Balsden
 T. Harris Environmental, Inc.
 931 Commissioners Rd. E.
 Suite 100
 London, ON N5Z 3H9
Proj: Dundalk Community Centre - L18 - 02807

Phone: (519) 685-9048
Fax: (519) 685-1042
Collected: 10/25/2018
Received: 10/26/2018
Analyzed: 10/31/2018

Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

Client Sample ID: DJC-01 **Lab Sample ID:** 551812778-0001

Sample Description: Drywall Joint Compound (Storage - location 2)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Beige | 0% | 98% | 2% Chrysotile | |

Client Sample ID: DJC-02 **Lab Sample ID:** 551812778-0002

Sample Description: Drywall Joint Compound (Storage - location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-03 **Lab Sample ID:** 551812778-0003

Sample Description: Drywall Joint Compound (Storage - location 4)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-04 **Lab Sample ID:** 551812778-0004

Sample Description: Drywall Joint Compound (Auditorium - location 5)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-05 **Lab Sample ID:** 551812778-0005

Sample Description: Drywall Joint Compound (Womens Washroom - location 6)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-06 **Lab Sample ID:** 551812778-0006

Sample Description: Drywall Joint Compound (Mens Washroom - location 7)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |

Client Sample ID: DJC-07 **Lab Sample ID:** 551812778-0007

Sample Description: Drywall Joint Compound (Coat Room - location 9)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|------------------------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | | | | Positive Stop (Not Analyzed) | |



EMSL Canada Inc.

2756 Slough Street Mississauga, ON L4T 1G3
 Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> / torontolab@emsl.com

EMSL Canada Order 551812778
 Customer ID: 55THAR50A
 Customer PO: L18 - 02807
 Project ID:

Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

Client Sample ID: Caulk-C-01 **Lab Sample ID:** 551812778-0008
Sample Description: Brown Exterior Caulking

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Brown | 0% | 100% | None Detected | |

Client Sample ID: Caulk-C-02 **Lab Sample ID:** 551812778-0009
Sample Description: Brown Exterior Caulking

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Brown | 0% | 100% | None Detected | |

Client Sample ID: Caulk-C-03 **Lab Sample ID:** 551812778-0010
Sample Description: Brown Exterior Caulking

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Brown | 0% | 100% | None Detected | |

Client Sample ID: FC-01 **Lab Sample ID:** 551812778-0011
Sample Description: Brown Flooring Compound (Refs Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray/Beige | 0% | 100% | None Detected | |

Client Sample ID: FC-02 **Lab Sample ID:** 551812778-0012
Sample Description: Brown Flooring Compound (Refs Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray/Beige | 0% | 100% | None Detected | |

Client Sample ID: FC-03 **Lab Sample ID:** 551812778-0013
Sample Description: Brown Flooring Compound (Refs Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-A-01-Floor Tile **Lab Sample ID:** 551812778-0014
Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-A-01-Mastic **Lab Sample ID:** 551812778-0014A
Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|---------------|--------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |



EMSL Canada Inc.

2756 Slough Street Mississauga, ON L4T 1G3
 Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> / torontolab@emsl.com

EMSL Canada Order 551812778
 Customer ID: 55THAR50A
 Customer PO: L18 - 02807
 Project ID:

Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

Client Sample ID: VFT-A-02-Floor Tile **Lab Sample ID:** 551812778-0015

Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-A-02-Mastic **Lab Sample ID:** 551812778-0015A

Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|--------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |

Client Sample ID: VFT-A-03-Floor Tile **Lab Sample ID:** 551812778-0016

Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-A-03-Mastic **Lab Sample ID:** 551812778-0016A

Sample Description: Vinyl Floor Tile and yellow mastic (Storage - Location 3)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|--------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Yellow | 0% | 100% | None Detected | |

Client Sample ID: VFT-B-01-Floor Tile **Lab Sample ID:** 551812778-0017

Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-B-01-Mastic **Lab Sample ID:** 551812778-0017A

Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|--------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |

Client Sample ID: VFT-B-02-Floor Tile **Lab Sample ID:** 551812778-0018

Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-B-02-Mastic **Lab Sample ID:** 551812778-0018A

Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|--------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Yellow | 0% | 100% | None Detected | |



EMSL Canada Inc.

2756 Slough Street Mississauga, ON L4T 1G3
 Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> / torontolab@emsl.com

EMSL Canada Order 551812778
 Customer ID: 55THAR50A
 Customer PO: L18 - 02807
 Project ID:

Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

Client Sample ID: VFT-B-03-Floor Tile **Lab Sample ID:** 551812778-0019

Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Gray | 0% | 100% | None Detected | |

Client Sample ID: VFT-B-03-Mastic **Lab Sample ID:** 551812778-0019A

Sample Description: Vinyl Floor Tile and yellow mastic (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|--------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Brown/Yellow | 0% | 100% | None Detected | |

Client Sample ID: VSF-I-01 **Lab Sample ID:** 551812778-0020

Sample Description: Green Vinyl Sheet Flooring (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Green/Beige | 10% | 90% | None Detected | |

Client Sample ID: VSF-I-02 **Lab Sample ID:** 551812778-0021

Sample Description: Green Vinyl Sheet Flooring (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Beige | 10% | 90% | None Detected | |

Client Sample ID: VSF-I-03 **Lab Sample ID:** 551812778-0022

Sample Description: Green Vinyl Sheet Flooring (Bar Storage/Trophy Room - Location 8A)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Green/Beige | 10% | 90% | None Detected | |

Client Sample ID: VSF-II-01 **Lab Sample ID:** 551812778-0023

Sample Description: Beige Vinyl Sheet Flooring (Mech Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-----------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Tan/Beige | 12% | 88% | None Detected | |

Client Sample ID: VSF-II-02 **Lab Sample ID:** 551812778-0024

Sample Description: Beige Vinyl Sheet Flooring (Mech Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|-----------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/30/2018 | Tan/Beige | 12% | 88% | None Detected | |

Client Sample ID: VSF-II-03 **Lab Sample ID:** 551812778-0025

Sample Description: Beige Vinyl Sheet Flooring (Mech Room - Location 18)

| TEST | Analyzed Date | Color | Non-Asbestos | | Asbestos | Comment |
|------|------------------|--------------|--------------|-------------|---------------|---------|
| | | | Fibrous | Non-Fibrous | | |
| PLM | 10/31/2018 | Yellow/Beige | 12% | 88% | None Detected | |



EMSL Canada Inc.

2756 Slough Street Mississauga, ON L4T 1G3
Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> / torontolab@emsl.com

EMSL Canada Order 551812778
Customer ID: 55THAR50A
Customer PO: L18 - 02807
Project ID:

Test Report: Asbestos Analysis of Bulk Materials for Ontario Regulation 278/05 via EPA600/R-93/116 Method

Analyst(s):

Harman Sohi PLM (17)
Kira Ramphal PLM (8)

Reviewed and approved by:

Matthew Davis or other approved signatory
or Other Approved Signatory

None Detected = <0.1%. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NVLAP of any agency of the U.S. Government.

Samples analyzed by EMSL Canada Inc. Mississauga, ON NVLAP Lab Code 200877-0

Initial report from: 10/31/2018 09:49:45

**EMSL Canada Inc.**

2756 Slough Street, Mississauga, ON L4T 1G3

Phone/Fax: (289) 997-4602 / (289) 997-4607

<http://www.EMSL.com>torontolab@emsl.com

EMSL Canada Or 551812775

CustomerID: 55THAR50A

CustomerPO:

ProjectID:

Attn: **Greg Balsden**
T. Harris Environmental, Inc.
931 Commissioners Rd. E.
Suite 100
London, ON N5Z 3H9

Phone: (519) 685-9048
Fax: (519) 685-1042
Received: 10/26/18 12:39 PM
Collected: 10/25/2018

Project: **Dundalk Community Centre - L18-02807****Test Report: Lead in Paint Chips by Flame AAS (SW 846 3050B/7000B)***

| <i>Client SampleDescription</i> | <i>Collected</i> | <i>Analyzed</i> | <i>Weight</i> | <i>RDL</i> | <i>Lead Concentration</i> |
|---------------------------------|------------------|--|---------------|-------------|---------------------------|
| LD-A-01 551812775-0001 | 10/25/2018 | 10/29/2018 Site: Women's Washroom - Location 6 | 0.2496 g | 0.0080 % wt | 0.039 % wt |
| LD-C-02 551812775-0002 | 10/25/2018 | 10/29/2018 Site: Dressing Room #1 - Location 23 | 0.2440 g | 0.0082 % wt | <0.0082 % wt |

Rowena Fanto, Lead Supervisor
or other approved signatory

*Analysis following Lead in Paint by EMSL SOP/Determination of Environmental Lead by FLAA. Reporting limit is 0.010 % wt based on the minimum sample weight per our SOP. Unless noted, results in this report are not blank corrected. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities. Samples received in good condition unless otherwise noted. "<" (less than) result signifies that the analyte was not detected at or above the reporting limit. Measurement of uncertainty is available upon request. The QC data associated with the sample results included in this report meet the recovery and precision requirements unless specifically indicated otherwise. Definitions of modifications are available upon request.

Samples analyzed by EMSL Canada Inc. Mississauga, ON A2LA Accredited Environmental Testing Cert #2845.08

Initial report from 11/01/2018 09:14:23

Township of Southgate

Administration Office

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

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2018-123

Title of Report: Flato North Subdivision Phase 2A & 3 - Servicing Allocation of Water & Wastewater Capacity

Department: Administration

Council Date: December 19, 2018

Council Recommendation:

Be it resolved that Council receive staff report CAO2018-123 as information; and

That Council approve the allocation of 118 Residential Units of servicing capacity for water and wastewater to the housing development for 2358737 Ontario Inc., known as Flato North projects Phase 2A & Phase 3 subdivision development by municipal resolution; and

That Council consider approving the 2358737 Ontario Inc., known as the Flato North Phase 2A & Phase 3 subdivision Final Servicing Capacity Allocation Agreement by municipal By-law 2018-140 and authorize the Mayor and the Clerk to sign the agreement at the December 19, 2018 meeting.

Background:

The Township of Southgate allocates servicing capacity for water and wastewater to development in the Village of Dundalk for these area rated services.

The present Dundalk Water and Sewage Treatment Reserve Capacity from the 2018 Reserve Firm Capacity Report has 6 equivalent residential units (ERU) for water and 362 ERU for wastewater servicing of uncommitted available capacity. A copy of the Triton Report dated February 21, 2018, reports on the 2018 Dundalk Servicing Capacity is included in this staff report as Attachment #1. This report does show that the Township earlier in 2018 allocated 38 ERU of water and wastewater reserve capacity to the Flato East Phase 2B residential project.

Staff Comments:

The 2358737 Ontario Inc., known as the Flato East Phase 2A and Phase 3 subdivision development is now at the stage where the Township needs to consider allocation of 118 units of reserve service capacity for this project. A copy of the Flato North Phasing Plan is included in this report as Attachment #2. The 2018 Triton Report on the Dundalk Reserve Servicing Capacity supports this allocation now that the tender for well D5 has been awarded that will add 1469 ERU of water capacity for future development use. The MOECP Guideline D-5 for Planning for

Sewage & Water Services document, included in this staff report as Attachment #3, is the Ministry guidance that supports this servicing allocation because the Environmental Assessment for the D5 well has been completed and Southgate Council has approved and awarded the well construction project contract by a municipal resolution.

Staff recommends that Council approve the Service Capacity Allocation Agreement Attachment #4 for the Flato North Phase 2A and Phase 3 subdivision development by Municipal By-laws and authorize the Final Servicing Capacity Allocation Agreement for signing by the Mayor and Clerk.

Financial Impact or Long Term Implications

There are no additional cost impacts to the municipality as a result of this report that will impact the municipal operating and capital costs that are being addressed in the 2019 budget. This allocation of 118 ERU of capacity will be consumed with the construction of residential homes and the development will generate building permit fees, development charges and future taxation for the Township, plus water and sewer user revenues for the Dundalk Waterworks System.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Action 2-A-4:

Southgate will take steps to accelerate residential construction in draft-approved subdivisions and on other suitable properties within designated settlement areas.

Target:

An average of 10 new residences/dwelling units per year will be built on lots created since 2013.

Concluding Comments:

1. Council receive this staff report as information.
2. Council approve the allocation of 118 Residential Units of reserve servicing capacity of water and wastewater to the 2358737 Ontario Inc.- Flato North Phase 2A (72 ERU) and Phase 3 (46 ERU) subdivision by Township By-law 2018-051 at the December 19, 2018 meeting by municipal resolution. A copy of the Flato North Phase 2A and Phase 3 Final Servicing Capacity Allocation Agreement.
3. Council approve the 2358737 Ontario Inc. - Flato North Phase 2A and Phase 3 Water and Wastewater Final Servicing Capacity Allocation Agreement by Township By-law 2018-140 at the December 19, 2018 meeting.

Respectfully Submitted,

Public Works Mgr.: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca

519-923-2110 x223

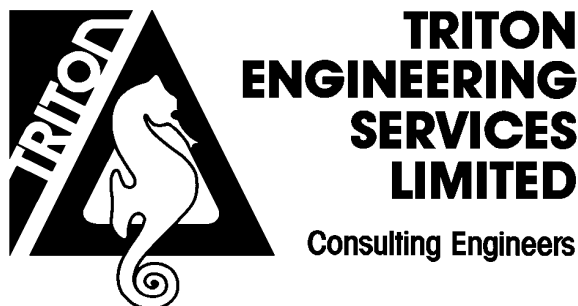
CAO approval: Original Signed By

Jim Ellis – PW Mgr.

jellis@southgate.ca

519-923-2110 x224

- Attachment #1 – Triton Reserve Service Capacity Report, dated February 21, 2018 for the Dundalk Water & Wastewater Systems
- Attachment #2 – Flato North Phasing Plan dated March 18, 2018
- Attachment #3 – MOECP Guideline D-5 Planning for Sewage and Water Services
- Attachment #4 – Flato North Phase 2A and Phase 3 Water and Wastewater Final Servicing Capacity Allocation Agreement



105 Queen Street, West
Unit 14
Fergus
Ontario N1M 1S6
Tel:(519) 843-3920
Fax:(519) 843-1943

ORANGEVILLE • FERGUS • GRAVENHURST

February 21, 2018

Township of Southgate
R.R. #1
185667 Grey Road 9
DUNDALK, Ontario
N0C 1B0

Attention: Jim Ellis
Public Works Manager

RE: TOWNSHIP OF SOUTHGATE
DUNDALK WATER AND SEWAGE
TREATMENT SYSTEMS
RESERVE HYDRAULIC CAPACITY
OUR FILE: A4160(18) – R04

Dear Sir:

The attached tables outline the 2018 reserve capacity calculations for the water supply and sewage treatment systems in Dundalk. The reserve capacities have been calculated in accordance with Ministry of Environment and Climate Change (MOECC) guidelines. Three new residential units were constructed in Dundalk in 2017.

The three (3) year average maximum day flow of the water system decreased from 973 m³/d to 902 m³/d over the past year. The 2018 uncommitted reserve capacity of the water system is 1,470 equivalent residential units (ERU's) based on the system's available capacity and 44 ERU's based on firm capacity and existing draft plan approved/committed development. Firm capacity is defined as the system capacity with the largest water source out of service. Please refer to Tables 1 and 3 for the water system capacity calculations. Utilizing firm capacity in these calculations, ensures that the system will have adequate water supply should one of the wells/treatment facilities become inoperable due to contamination, pump failure, etc.

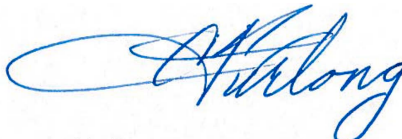
Table 2 summarizes the sewage treatment reserve capacity calculations for 2018. The three year annual average day flow increased from 952 m³/d to 1,009 m³/d. The calculation uses an adjusted flow rate for 2015 due to issues related to erroneous influent flow meter readings. The 2018 reserve capacity for the sewage treatment facility is 400 equivalent residential units which is lower than the 2017 reserve capacity of 479 units.

It is important to note that the Flato East and North development proposals, which include an estimated 763 units, will further reduce water supply and wastewater treatment reserve capacity.

Following Council's review and adoption of the attached report, we would recommend that a copy of the report be forwarded to the MOECC District Office in Owen Sound and the Grey County Planning Department. We trust you will find the enclosed to be in order. Should you have any questions, please do not hesitate to contact this office.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Christine M. Furlong, P. Eng.

CMF

cc: Dave Milliner, Township of Southgate
Clinton Stredwick, Township of Southgate
CBO, Township of Southgate

TABLE 1

A4160(18)R04

| TOWNSHIP OF SOUTHGATE 2018 RESERVE CAPACITY - DUNDALK WATER SYSTEM | | |
|--|--|-----------------------------------|
| DESCRIPTION | 2018 Available Capacity | 2018 Firm Capacity |
| 1. Design capacity -- Well D3 (1,182 m ³ /d) and D4 (1,637 m ³ /d) | 2,819 | 1,182 |
| 2. Maximum Day Flow* (m ³ /d) (Average for 2015, 2016 and 2017) | 902 | 902 |
| 3. Reserve capacity (m ³ /d) (1) - (2) | 1917 | 280 |
| 4. Population served** | 1,806 | 1,806 |
| 5. Serviced households.*** | 785 | 785 |
| 6. Maximum Day Per Capita Flow (m ³ /day) (2) ÷ (4) | 0.499 | 0.499 |
| 7. Additional Population (3) ÷ (6) | 3842 | 561 |
| 8. Persons Per Residential Unit (4) ÷ (5) | 2.30 | 2.30 |
| 9. Additional Equivalent Residential Units that can be Served (7) ÷ (8) | 1670 | 244 |
| 10. Committed Development Equivalent Residential Units (Table 3) | 200 | 200 |
| 11. Uncommitted Reserve Capacity Equivalent Residential Units (9) - (10) | 1470 | 44 |
| <p>* Average of 2015 (1136 m³/d), 2016 (867 m³/d) and 2017 (702 m³/d) = 902 m³/d</p> <p>** Population served estimated from total residential water customers 785 x 2.30 Persons Per Residential Unit = 1,806 (769 + 7 new services in 2012 + no new units built on new services in 2013 or 2014 + 4 units built in 2015 + 2 units built in 2016 + 3 units built in 2017 = 785 units)</p> <p>*** Serviced households information provided by the Township of Southgate for 2012, 2013, 2014 2015, 2016 and 2017 . (There were 7 new single family dwelling services for water and sewage added in 2012, no new units built on new services in 2013 or 2014, 4 units built in 2015, 2 units built in 2016 and 3 units in 2017 = 785 units.)</p> | | |

TABLE 2

A4160(18)R04

| TOWNSHIP OF SOUTHGATE 2018 RESERVE CAPACITY DUNDALK SEWAGE TREATMENT FACILITY | |
|---|-------------|
| DESCRIPTION | 2018 |
| 1. Design Capacity of Sewage Treatment Facility (m ³ /d) | 1,832 |
| 2. Average Day Flow* (m ³ /d) (Average for 2015 ^(adjusted) , 2016 and 2017) | 1,009 |
| 3. Reserve capacity (m ³ /d) (1) - (2) | 823 |
| 4. Population served** | 1,693 |
| 5. Serviced households.*** | 736 |
| 6. Maximum Day Per Capita Flow (m ³ /d) (2) ÷ (4) | 0.596 |
| 7. Additional Population (3) ÷ (6) | 1,381 |
| 8. Persons Per Equivalent Residential Unit (4) ÷ (5) | 2.30 |
| 9. Additional Equivalent Residential Units that can be Served (7) ÷ (8) | 600 |
| 10. Committed Development Equivalent Residential Units (Table 3) | 200 |
| 11. Uncommitted Equivalent Residential Units Reserve Capacity (9) - (10) | 400 |
| <p>* Average of 2015^(adjusted) (874 m³/d), 2016 (986 m³/d) and 2017 (1,168 m³/d) = 1,009 m³/d</p> <p>** Population served estimated from total residential sewer customers (736) x 2.30 Persons Per Residential Unit = 1,693</p> <p>*** Serviced households information provided by the Township of Southgate for 2012, 2013, 2014 and 2015. (720 + 7 units added in 2012, no new units built on new services in 2013 or 2014, 4 units in 2015, 2 units in 2016 and 3 units in 2017) = 736</p> | |

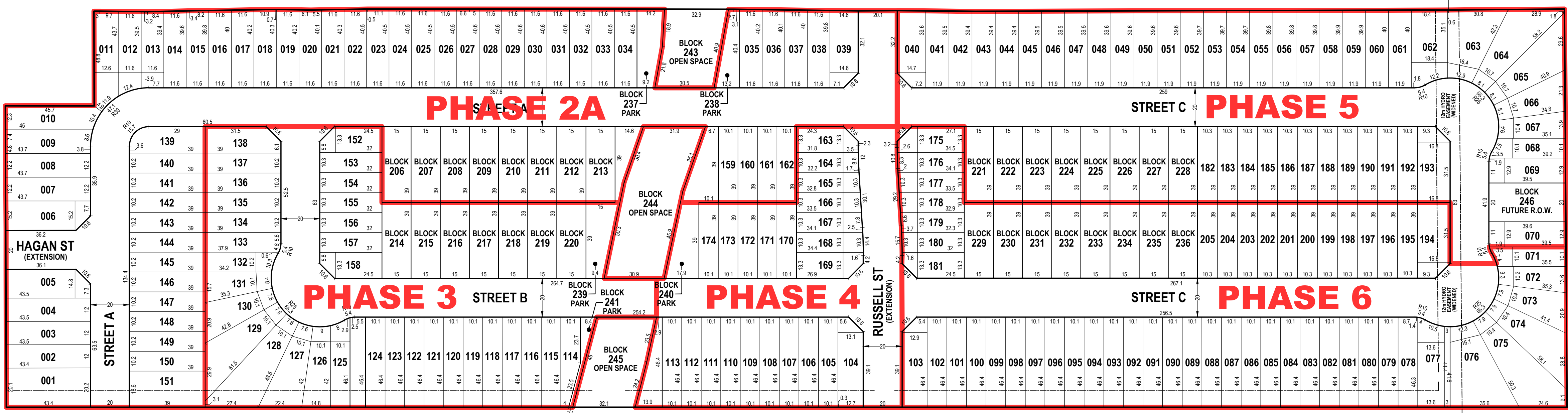
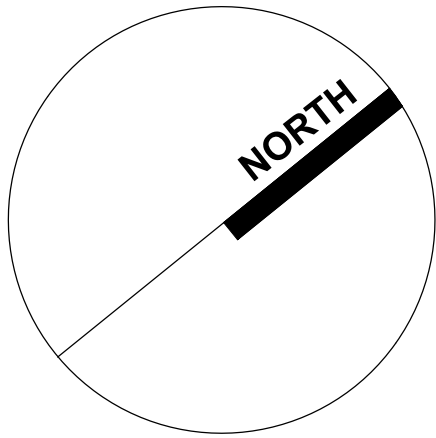
TABLE 3

A4160(18)R04

| TOWNSHIP OF SOUTHGATE SUMMARY OF COMMITTED DEVELOPMENT - 2018 | | | |
|--|---|------------------------------------|---|
| REGISTERED/UNBUILT | UNITS REMAINING AT THE END OF 2016 | UNITS BUILT IN 2017 | REMAINING UNITS AT THE END OF 2017 |
| | | | |
| SUB-TOTAL | | | 0 |
| DRAFT PLAN APPROVED OR COMMITTED BY RESOLUTION | UNITS | | |
| Whiterose (formerly Cedar Point and Heritage Estates) | 66 | 0 | |
| Dundalk Retirement Home (PIPE) | 61 | 0 | |
| Victoria Square/Anthony Reale/Flato West | 70 | 0 | |
| SUB-TOTAL | 197 | 0 | 197 |
| INFILL LOTS + Add 3 more units for 2018 | 3(2016)+ 3(2018) = 6 | 3 | |
| SUB-TOTAL | | | 3 |
| TOTAL COMMITTED UNITS | | | 200 |

FLATO NORTH

PHASING PLAN



| PHASE | UNIT COUNT |
|-------|------------|
| 2A | 72 |
| 3 | 46 |
| 4 | 22 |
| 5 | 59 |
| 6 | 68 |
| TOTAL | 267 |

GUIDELINE D-5

Planning for Sewage & Water Services

Legislative Authority:

Environmental Protection Act
Ontario Water Resources Act
Planning Act

Responsible Director:

Director, Environmental Planning Branch

Last Revision Date:

March 1995

2.2.1 Official Plans

The planning approval authority should not recommend approval of new or revised official plans, without official plans identifying areas for growth through official plan policies and designations based on multi-year sewage and water servicing plans which have evaluated servicing options consistent with Sections 2.1.2 and 2.1.3.

2.2.2 Site-Specific Official Plan Amendment/Individual Application Review

For site-specific official plan amendments/individual applications that are submitted within the context of approved municipal planning documents which have incorporated planning for sewage and water services (consistent with Policy B7 and as described in Sections 2.1.2 & 2.1.3 of this guideline) the following should be met:

a) Full Municipal Services

- for site-specific official plan amendments, the municipality demonstrate (e.g.; the proposal is in keeping with a municipal servicing strategy) to the approval authority that there will be sufficient uncommitted reserve sewage and water capacity available to service the proposed development (see Procedure D-5-1, *Calculating and Reporting on Uncommitted Reserve Capacity at Sewage and Water Treatment Plants, Sections 4.0 & 5.0*). For individual applications, the Province considers capacity to be committed when draft approval is granted to a development in a fully serviced municipality.² In circumstances where capacity is tied to the construction of new or expanded treatment facilities, the capacity will be considered available once:
 - Environmental Assessment Act approval has been given³; and,
 - the municipal council responsible for financial decisions regarding sewage and water services has passed a council resolution approving a specific budget item

2

In accordance with section 51, Planning Act, 1995, the approval authority in giving approval to a draft plan of subdivision may provide that the approval lapse after a specified time period, and thus, the committed capacity be re-allocated. See also section 70.3, Planning Act, 1995, regarding municipal authority to pass by-laws to establish a system for allocating sewage and water services to land that is the subject of an application under section 51. It is appropriate that municipalities that wish to use this provision describe in official plan policy the process for lapsing and re-allocation.

3

Municipalities may wish to combine planning processes. Under Section 16(1) of the Planning Act municipalities may prepare an official plan or official plan amendment that may be considered under the Environmental Assessment Act with respect to any requirements under the Environmental Assessment Act, including the Municipal Engineers Association Class Environmental Assessment for Water and Wastewater Projects, 1993.

that dedicates capital for the completion of facilities (such that the facilities are completed prior to the commencement of construction of development).

If a municipality brings forward a specific proposal for alternative approaches for calculating and reporting uncommitted reserve capacity, the MOEE Regional Office will consider entering into alternative arrangements (eg.; a development control agreement) with the municipality based on the merit of the proposal. Alternative approaches may be in regard to, for example, how the MOEE calculation is applied, use of an alternative calculation, or how a municipality allocates capacity.

b) Communal Sewage and Water Services

- an agreement for municipal ownership/responsibility for public communal services has been entered into between the developer and municipality for development proposing multi-lot/unit residential development (See Procedure D-5-2, *Application of Municipal Responsibility for Communal Sewage and Water Services*); and
- a terrain analysis and hydrogeological report or an assimilation capacity study have been completed in accordance with the requirements of the Environmental Protection Act and Ontario Water Resources Act which demonstrate that the proposal will not have an adverse effect upon the environment or public health⁴.

c) Individual On-site Sewage and Water Services

- a terrain analysis and hydrogeological report or an assimilation capacity study have been completed in accordance with the requirements of the Environmental Protection Act and Ontario Water Resources Act which demonstrate that the proposal will not have an adverse effect upon the environment or public health⁵.

⁴ See: (1) Manual of Policy, Procedures and Guidelines for Private Sewage Disposal Systems, 1982
 (2) An Introduction to Communal Sewage Systems, 1994
 (3) MOEE Guideline B-7, Incorporation of The Reasonable Use Concept into MOEE Groundwater Management Activities

⁵ See: (1) Appendix E: Technical Guidelines for Septic Systems: Water Quality Impact Risk Assessment, March 1995
 (2) Appendix F: Technical Guidelines for Private Wells: Water Supply Assessment, March 1995
 (3) Manual of Policy, Procedures and Guidelines for Private Sewage Disposal Systems, 1982
 (4) Ontario Regulation 358 under Part VIII, Environmental Protection Act, RSO 1990
 (5) Ontario Regulation 903, Ontario Water Resources Act, RSO 1990

FINAL CAPACITY ALLOCATION AGREEMENT

Made in Duplicate this 19th day of December, 2018.

BETWEEN:

2358737 Ontario Inc.
Flato North, - Phase 2A & 3
3621 Highway #7 East – Suite 503
Markham, ON L3R 0G6
(hereinafter referred to as the "Developer")

AND

THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE
185667 Southgate Road #22 – RR#1
Dundalk, ON N0C 1B0
(hereinafter referred to as the "Township")

WHEREAS the Township of Southgate ("**Township**") has available or plans for increasing Water and Wastewater servicing capacity to supply existing and future development in the Village of Dundalk "Dundalk"; and

AND WHEREAS, a new development is proposed in Dundalk and as such the development has requested in writing to the Township water and wastewater servicing capacity allocated subject to availability.

NOW THEREFORE the Parties Here to agree:

1. That the Township of Southgate will allocate 118 (one hundred & eighteen) of Water and Wastewater Residential Units of Reserve Servicing Capacity.
2. That the Developer accepts this allocation of water and wastewater Residential Units of Reserve Servicing Capacity based on the conditions set out in this agreement.
3. That the Final Capacity Allocation Agreement shall be for period of 3 years following the municipal by-law approval date of this agreement.
4. That the Final Capacity Allocation Agreement may be extended for an additional 1 year term(s) based on evidence of site development progress.
5. That the Developer accepts that at its sole discretion the Township may not agree to extend a Final Capacity Allocation Agreement in whole or in part, if in the opinion of Township and its Engineers that site development progress has not progressed sufficiently to reflect 50 (fifty) percent occupancy or use of the allocated servicing capacity.

6. That the Developer acknowledges that any payments to be made or works with respect to the projects allocation of Final Capacity by the Developer required by the Township must be completed to maintain this agreement in force and affect. The payments and /or works required are listed in the attached Schedule A documents that forms as part of the agreement document or provides reference to a Front Ending or Service Finance Agreement that has been previous approved by the Developer and Township Council by municipal by-law.
7. This Agreement shall be binding on the parties hereto and their heirs, executors, administrators or assigns.

IN WITNESS WHEREOF the Parties hereto have affixed their respective hands and seals.

**SIGNED, SEALED AND DELIVERED
IN THE PRESENCES OF:**

2358737 Ontario Inc.
(Company Name)

Date:

Name: Shakir Rehmatullah
Title: President

Witness

I have authority to bind the Corporation.

**The Corporation of the Township
of Southgate**

Southgate Mayor John Woodbury

(seal)

Southgate Clerk Joanne Hyde
We have authority to bind the Corporation.

Schedule A

**Listing of Payments and Works for the
Development Project Final Capacity Allocation**

None



Staff Report FIN2018-042

Title of Report: FIN2018-042 2019 Wages and Salaries

Department: Finance

Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report FIN2018-042 2019 Wages and Salaries as information; and

That Council approves a cost of living increase of 2.5% to the Wages/Salary grid, CAO, and volunteer firefighters, effective January 1, 2019; and

That Council approve the 2019 Wage/Salary Grid as presented; and

That Council approves one step pay band increase for applicable employees, effective January 1, 2019.

Background:

Under the provisions of Pay Administration Policy #16, Council may approve an annual cost of living increase (COLA) for employees. Effective January 1, 2012, volunteer firefighters and members of Council were included as being eligible for the annual COLA increase to ensure wages for both these groups remain competitive with other municipalities.

Policy #16 also states that employees who meet or exceed job requirements may advance one step within their pay band. Employees that consistently exceed job requirements may advance a further step within their pay band.

On September 5, 2018, Council received Staff Report FIN2018-033 and approved By-law 2018-107. In order to result in a neutral impact after the loss of the 1/3 tax free exemption, Council's 2019 compensation is a 25% increase. The cost to the 2019 Budget of the loss of the 1/3 tax free exemption and the 25% increase to Council remuneration to compensate is \$30,944.

Staff Comments:

Staff recommends that Council approve an annual cost of living increase of 2.5% based on the October 2018 Ontario CPI (Last year's approved increase was 1.3% based on the October 2017 Ontario CPI.) and a step advance within the pay band for applicable employees, effective January 1, 2019.

Based on performance reviews, there are 35 employees that are recommended to receive a one-step increase within their pay band, effective January 1, 2019.

Financial Implications:

The cost to the 2019 Budget to provide eligible employees and volunteer firefighters with the 2.5% COLA increase and a one step pay band increase for applicable employees would be \$83,715 as follows:

| | | |
|---|--------------|-------------------|
| 2.5% COLA increase | 45 Employees | \$49,629 |
| Volunteer Firefighters (based on projected 2018 remuneration for call outs) | 24 members | <u>\$ 847</u> |
| Total cost of COLA increase | | \$50,046 |
| One step increases for applicable employees (based on regular hours only) | 31 employees | \$33,239 |
| Additional step increases for applicable employees (based on regular hours only) | 0 employees | <u>\$0</u> |
| Total of COLA, One Step Increase, and additional step increase. | | \$83,715 |

4 employees are not receiving a COLA increase (1 still within a probationary period, 1 on contract, and 2 not granted a COLA increase).

9 employees are not eligible for the step increase as they are already at Job Rate/Step 6 of their pay band or not on the wage/salary grid.

No employees are recommended to advance a further step within their pay band.

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with:

- Goal 1A: Trusted, Timely, Transparent, Accessible Municipal Decision-Making
 - o Action 1.A.1
 - Southgate will actively communicate with the public, facilitate public involvement, and define procedures for municipal decision-making on potentially controversial issues.

Concluding Comments:

Staff recommends that Council approve a cost of living increase of 2.5% for all eligible employees and volunteer firefighters effective January 1, 2019 and one step pay band increase for eligible employees. The total cost of these recommendations is \$83,715

Respectfully Submitted,

Dept. Head: ***Original Signed By***
William Gott, CPA, CA, Treasurer

CAO Approval: ***Original Signed By***
Dave Milliner, CAO

Attachment:

- 1** Proposed 2019 Wage/Salary Grid
- 2** 2018 Wage/Salary Grid

| Township of Southgate | | | | | | | | |
|-----------------------|----------|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------------------|
| 2019 Salary/Wage Grid | | | | | | | | |
| Pay Band | Job Rate | Step 0 (88%) [Starting Rate] | Step 1 (90%) | Step 2 (92%) | Step 3 (94%) | Step 4 (96%) | Step 5 (98%) | Step 6 (100%) [Job Rate] |
| Band 1 | \$ 56.32 | \$ 49.56 | \$ 50.69 | \$ 51.81 | \$ 52.94 | \$ 54.07 | \$ 55.19 | \$ 56.32 |
| Band 2 | \$ 53.20 | \$ 46.82 | \$ 47.88 | \$ 48.94 | \$ 50.01 | \$ 51.07 | \$ 52.14 | \$ 53.20 |
| Band 3 | \$ 50.62 | \$ 44.55 | \$ 45.56 | \$ 46.57 | \$ 47.58 | \$ 48.60 | \$ 49.61 | \$ 50.62 |
| Band 4 | \$ 47.65 | \$ 41.93 | \$ 42.89 | \$ 43.84 | \$ 44.79 | \$ 45.74 | \$ 46.70 | \$ 47.65 |
| Band 5 | \$ 43.39 | \$ 38.18 | \$ 39.05 | \$ 39.92 | \$ 40.79 | \$ 41.65 | \$ 42.52 | \$ 43.39 |
| Band 6 | \$ 41.87 | \$ 36.85 | \$ 37.68 | \$ 38.52 | \$ 39.36 | \$ 40.20 | \$ 41.03 | \$ 41.87 |
| Band 7 | \$ 38.98 | \$ 34.30 | \$ 35.08 | \$ 35.86 | \$ 36.64 | \$ 37.42 | \$ 38.20 | \$ 38.98 |
| Band 8 | \$ 34.70 | \$ 30.54 | \$ 31.23 | \$ 31.92 | \$ 32.62 | \$ 33.31 | \$ 34.01 | \$ 34.70 |
| Band 9 | \$ 33.22 | \$ 29.23 | \$ 29.90 | \$ 30.56 | \$ 31.23 | \$ 31.89 | \$ 32.56 | \$ 33.22 |
| Band 10 | \$ 30.32 | \$ 26.68 | \$ 27.29 | \$ 27.89 | \$ 28.50 | \$ 29.11 | \$ 29.71 | \$ 30.32 |
| Band 11 | \$ 27.42 | \$ 24.13 | \$ 24.68 | \$ 25.23 | \$ 25.77 | \$ 26.32 | \$ 26.87 | \$ 27.42 |
| Band 12 | \$ 24.55 | \$ 21.60 | \$ 22.10 | \$ 22.59 | \$ 23.08 | \$ 23.57 | \$ 24.06 | \$ 24.55 |
| Band 13 | \$ 21.66 | \$ 19.06 | \$ 19.49 | \$ 19.93 | \$ 20.36 | \$ 20.79 | \$ 21.23 | \$ 21.66 |
| Band 14 | \$ 18.79 | \$ 16.54 | \$ 16.91 | \$ 17.29 | \$ 17.66 | \$ 18.04 | \$ 18.41 | \$ 18.79 |
| Band 15 | \$ 16.77 | \$ 14.76 | \$ 15.09 | \$ 15.43 | \$ 15.76 | \$ 16.10 | \$ 16.43 | \$ 16.77 |
| Band 16 | \$ 13.41 | \$ 11.80 | \$ 12.07 | \$ 12.34 | \$ 12.61 | \$ 12.87 | \$ 13.14 | \$ 13.41 |

| Township of Southgate | | | | | | | | |
|-----------------------|----------|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------------------|
| 2018 Salary/Wage Grid | | | | | | | | |
| Pay Band | Job Rate | Step 0 (88%) [Starting Rate] | Step 1 (90%) | Step 2 (92%) | Step 3 (94%) | Step 4 (96%) | Step 5 (98%) | Step 6 (100%) [Job Rate] |
| | | 88% | 90% | 92% | 94% | 96% | 98% | 100% |
| Band 1 | \$ 54.95 | \$ 48.36 | \$ 49.46 | \$ 50.55 | \$ 51.65 | \$ 52.75 | \$ 53.85 | \$ 54.95 |
| Band 2 | \$ 51.90 | \$ 45.67 | \$ 46.71 | \$ 47.75 | \$ 48.79 | \$ 49.82 | \$ 50.86 | \$ 51.90 |
| Band 3 | \$ 49.39 | \$ 43.46 | \$ 44.45 | \$ 45.44 | \$ 46.43 | \$ 47.41 | \$ 48.40 | \$ 49.39 |
| Band 4 | \$ 46.49 | \$ 40.91 | \$ 41.84 | \$ 42.77 | \$ 43.70 | \$ 44.63 | \$ 45.56 | \$ 46.49 |
| Band 5 | \$ 42.33 | \$ 37.25 | \$ 38.10 | \$ 38.94 | \$ 39.79 | \$ 40.64 | \$ 41.48 | \$ 42.33 |
| Band 6 | \$ 40.85 | \$ 35.95 | \$ 36.77 | \$ 37.58 | \$ 38.40 | \$ 39.22 | \$ 40.03 | \$ 40.85 |
| Band 7 | \$ 38.03 | \$ 33.47 | \$ 34.23 | \$ 34.99 | \$ 35.75 | \$ 36.51 | \$ 37.27 | \$ 38.03 |
| Band 8 | \$ 33.85 | \$ 29.79 | \$ 30.47 | \$ 31.14 | \$ 31.82 | \$ 32.50 | \$ 33.17 | \$ 33.85 |
| Band 9 | \$ 32.41 | \$ 28.52 | \$ 29.17 | \$ 29.82 | \$ 30.47 | \$ 31.11 | \$ 31.76 | \$ 32.41 |
| Band 10 | \$ 29.58 | \$ 26.03 | \$ 26.62 | \$ 27.21 | \$ 27.81 | \$ 28.40 | \$ 28.99 | \$ 29.58 |
| Band 11 | \$ 26.75 | \$ 23.54 | \$ 24.08 | \$ 24.61 | \$ 25.15 | \$ 25.68 | \$ 26.22 | \$ 26.75 |
| Band 12 | \$ 23.95 | \$ 21.08 | \$ 21.56 | \$ 22.03 | \$ 22.51 | \$ 22.99 | \$ 23.47 | \$ 23.95 |
| Band 13 | \$ 21.13 | \$ 18.59 | \$ 19.02 | \$ 19.44 | \$ 19.86 | \$ 20.28 | \$ 20.71 | \$ 21.13 |
| Band 14 | \$ 18.33 | \$ 16.13 | \$ 16.50 | \$ 16.86 | \$ 17.23 | \$ 17.60 | \$ 17.96 | \$ 18.33 |
| Band 15 | \$ 16.36 | \$ 14.40 | \$ 14.72 | \$ 15.05 | \$ 15.38 | \$ 15.71 | \$ 16.03 | \$ 16.36 |
| Band 16 | \$ 13.08 | \$ 11.51 | \$ 11.77 | \$ 12.03 | \$ 12.30 | \$ 12.56 | \$ 12.82 | \$ 13.08 |

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report PL2018-063

Title of Report: PL2018-063-C17-18- Petawawa
Department: Clerks
Branch: Planning Services
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PL2018-063 for information; and

That Council approve Option ____ as outlined in this report; and

That staff be directed to proceed with all necessary actions associated with that option.

Property Location: The property is located on the south side of the Eco Parkway to the west of the Litz contracting building that was recently constructed. The property is legally described as Pt lot 237 Con 2 SWTSR, parts 1 and 2 of Plan 16R10956, Geographic Township of Proton.

The Proposal: The proposal is to construct and operate an anaerobic digester in partnership with a Gas company to produce natural gas that will be added back into the natural gas pipeline.

Material is transported to the site by truck and off loaded within the enclosed receiving building and all air is to be treated using an activated carbon filtration process. This material is then combined with other ingredients and "cooked" to produce methane gas. This gas is then collected, upgraded and injected back into the pipeline. The waste material is then able to be trucked away and sold as organic fertilizer.

The anticipated number of trucks per day is 17-24 trucks. The estimated number of people employed by the operation is 4-6.

Background:

A public meeting was held on June 27, 2018 (Attachment #2). Planning report PL2018-057 was brought to Council on September 19, 2018 (see attachment 1). It was decided to hold a second public meeting on November 7, 2018 (Attachment 3).

A link to the online file for this application is provided below.

<https://southgate.civicweb.net/filepro/documents/93123>

Financial Considerations: The Township stands to gain in several ways by this application. The sale of the land will generate revenues as well as the negotiated royalties. Lastly, the increased assessment for development of the lot will further provide revenue to the Township.

To provide an example of the size of tax revenues that would be received, if the industrial property was assessed at \$20 million, the Township total tax would be approximately \$664,513 with the Township receiving approximately \$263,059 as its share between the County and School board. Similarly, if it was a \$2 million the total tax would be approximately \$6,6451.3 with the Township receiving \$26,305.

Staff Review:

The second public meeting resolved a number of outstanding issues with this proposed development and provided a good description of some of the changes made to the application that the applicant has made to address concerns. The information was presented to the public at a night meeting and cleared up a number of misunderstandings about the proposal including, the type of filtration, the number of employees and general operations of the plant. A number of questions were asked at the public meeting and the applicant and staff were able to provide answers to the relevant questions. The minutes of that meeting are attached.

The applicant outlined three major design changes that will improve operations of the site and protect the public from potential odour emissions. The first was the moving of the manure reception within the receiving building. The second was the digestive tank loading is within the reception building to simplify wash down of trucks and spill containment. The third was the updated design of the odour control stacks for increased redundancy and odour protection. These changes have helped to provide the Township with

Now that the election has finished, Council is no longer in a lame duck situation and can make a decision on the application which was another consideration with the application.

The Township peer reviewer (GHD) has continued to discuss the submission with the applicant and GHD even recommended a tier 2 odour assessment be conducted, to ensure that the public interest is protected.

The applicant responded to this in a letter dated Dec 5, 2018 which indicates that the application passes the tier 2 assessment criteria. The peer reviewer looked at the information provided in the tier 2 assessment and indicated that the results were likely sufficient to meet the Townships concerns but could not be 100% certain without verifying that the modeling was conducted correctly using the correct information. It is my opinion, at this point, that further peer review is not

necessary to make a decision on this application and the work should be accepted by the Township as sound and very low risk of impacting the public from odour emissions.

Policy considerations:

A review of the policy aspects of this proposal was provided in report PL2018-057 attached. The applicant has provided a revised justification report dated October 15, 2018 that addresses the outstanding policy considerations. With the additional changes to the development design the Township concurs with the applicant's planner and considers the application consistent with the Provincial Policy Statement, County and Township Official Plans. It was noted at the public meeting that an amendment to the zoning by-law amendment would be required for the building height to ensure that the trucks can fully unload indoors.

With the above stated, the Council of the Township of Southgate have several options to consider:

Option A: That Council defer the application pending further information being provided that the Council feels is necessary to make its decision.

Option B: That Council refuse the application; and

That the reasons for refusal are as follows:

That in the opinion of Council, the Council of the Township of Southgate does not feel that the proposal is consistent with the policies of the Provincial Policy Statement or Township Official Plan or in the best interest of the Township; and

That in the opinion of Council, the Council of the Township of Southgate feels that the proposal has the potential to cause significant land use compatibility issues, if any other part of the existing Eco park is to be used for a mixed use that includes residential.

Option C: That Council approve the application, with a holding symbol pending the approval of a site plan control application; and

That a Development Agreement be entered into, specifying such items as road improvements (if required), royalty payments, the makeup and authority of the citizens advisory committee as well as the frequency of its meetings; and

That a complaint resolution protocol be included in the agreement with potential penalties for non-compliance; and

That Council direct staff to prepare a by-law for consideration at the January 16, 2019 Council meeting.

Concluding Comments:

Based on the above information provided and with due consideration, it is my professional land use opinion that the proposal is consistent with Provincial Policy and meets the intent of Official Plan Policy and. It is therefore, my recommendation that Council proceed with **option C**.

Respectfully Submitted,

Municipal Planner: Original Signed By
Clinton Stredwick, BES, MCIP, RPP

Dept. Head: Original Signed By
Joanne Hyde, Clerk

CAO Approval: Original Signed By
Dave Milliner, CAO

**Attachments:**

1. PL2018-057
2. June 27, Public meeting minutes
3. November 7th Public meeting minutes



Staff Report PL2018-057

Title of Report: PL2018-057- C17-18 Petawawa
Department: Clerks
Branch: Planning
Council Date: September 19, 2018

Recommendation:

Be it resolved that the Council of the Township of Southgate receive staff report PL2018-057; and

That Council Consider option ____; and direct staff to conduct all necessary actions for that option.

The Subject Lands

The subject lands are referred to as Pt lot 237, Concession 2 SWTSR Parts 1 and 2 of reference Plan 16R-10956, Geographic Township of Proton.

The Proposal

The proposal is to construct and operate an anaerobic digester in partnership with Enbridge Gas to produce natural gas that will be added back into the natural gas pipeline.

The anticipated number of trucks per day is 17-24 trucks. The estimated number of people employed by the operation is 4-6.

All trucks and material are to be off loaded within the enclosed receiving building and all air is to be treated using an activated Carbon filtration process.

Planning process

The application was received in April and deemed complete in May 2018. The application and supporting documents are available at the following link:

<https://southgate.civicweb.net/filepro/documents/93123>

A public meeting was held on June 27, 2018. The comments received included the following:

GRCA: The GRCA originally submitted comments dated June 1, 2018 suggesting that the application be deferred. The Township provided additional information to them and on June 21, 2018. The GRCA provided a second letter indicating that staff have no objection to the requested amendment.

County of Grey: Provided positive comments are received from the local conservation authority, County planning staff have no concerns with the subject application.

Historic Saugeen Metis- Have reviewed the relevant documents and have no objection or opposition to the proposed development, land re-designation, zoning, land severance, Official Plan and or Zoning By-law Amendments.

Public Works- Water servicing to be tapped to property line and the sanitary sewer connection may require pumping. A paved entrance apron to the property line is to be completed by the owner when Eco-parkway is paved.

Enbridge Gas- Does not object to the proposed application.

There were also comments from three members of the public. Two written responses and one verbal presentation at the public meeting on June 27, 2018. Their comments are summarized below.

Jeff Johnston objects to any more amendments in the eco-park. The fugitive odours are still around from the Lystek plant and nothing is being done. He feels MOE does nothing to address the issue. He is also concerned with the time of the meeting being 1pm as many people would not be able to attend. He wants the Township to form a delegation to the MOECC at the upcoming AMO conference.

Gail Smith – Objects to the amendment because the Village of Dundalk continues to be plagued by the offensive stench from the Lystek plant. The location of the Eco park is too close to residential areas, schools and new subdivisions. She also has a concern with the notice and timing of the public meeting. Her concern was that the public meeting was not advertised in the paper and that it was being held at 1pm which put many people at a disadvantage for attending.

Ian McCallum attended the public meeting and spoke to Council objecting to another waste business going in to the park. He indicated that the smell from the compost facility and Lystek was still producing fugitive odours and adding a third waste business would not address the problem but could make it worse.

Following the public meeting a Public Open House was held by the applicant on July 18, 2018.

Concerns and issues:

All of the comments from the ratepayers mentioned odour as their primary concern and in particular their concerns from the performance of the existing Lystek plant and Grow Bark composting facility. The residents that spoke out also noted that the notice should have been in the paper and the meeting held in the evening. These comments spurred Council to request that the applicant provide an open house to further inform the public of the proposal. On July 18, 2018 a public open house was hosted by the applicant where they provided an overview of the project. In the presentation material it is noted that a bio-filter is mentioned rather than an carbon filter.

Clarification from the applicants engineers indicate that filtration is with a carbon filter and not with a bio-filter. This miscommunication at the public open house after the public meeting is unfortunate as it gives the perception that the Digester is the same as the Elmira Plant which is not the case. The filtration system plays a significant role in the success of this project and it is completely different from the Elmira system which is a bio-filter system and not an activated carbon filter system. There is also no mention of the additional supporting documents that were prepared and submitted to the Township following the public meeting on June 27, 2018.

Following the public meeting the Township received additional supporting documents from the Applicant which supported their assertions that the use was a benign use and that the project would not emit fugitive odours. These documents include the following:

1. Progressive Odour Management Plan – July 3, 2018
2. Stormwater and Leachate Management Plan – May 30th, 2018
3. Revised draft of the Emission Summary and Dispersion Modeling Report (ESDM) July 4, 2018
4. Design and Operation Report – July 5th 2018.
5. MOECC Environmental Compliance Application
6. The Secondary Noise Screening Assessment

Because of the technical nature of the project the Township had some of the additional information peer reviewed by GHD which is the firm that is primarily associated with the Elmira Plant which Petawawa is claiming to want to emulate. This peer review was received on August 24, 2018 and forwarded on to the Applicant to respond to the questions by the peer

reviewer. A follow up response was received from the Applicant on August 28th, 2018.

The Township's peer reviewer has been forwarded the Applicants response letter and in a letter dated September 12, 2018 (Attachment 1), they are not satisfied with the responses that the applicant provided and continue to recommend that the Township require additional information prior to the decision of Council. The peer reviewer's comments echo the Township's concern with the potential for odour complaints for this project, its design and the need for additional information. What would happen if the continuous monitoring sensors failed? The process for changing the filters is after a breakout has occurred and been registered by the continuous sensors. It also does not take into account Truck traffic odours from trucks entering the site. It would seem prudent to the Township to have a backup filter system that is after the emission breakthrough sensor so that, once an outbreak in the filter media is detected, it is captured by the second filter before any outbreak occurs. If this is not feasible then perhaps a secondary backup sensor that is completely independent of the primary sensor should be considered.

The issue of Truck Traffic that was raised has not been addressed by the applicant, however, it is anticipated that the development agreement may include provisions for any upgrades that may be required. Furthermore when the by-pass road is constructed to highway 10 it is anticipated that this road will be used. It is recommended that a holding symbol be applied to the zoning with the condition that it be removed following the entering into of a development agreement and the approval of a site plan for the proposal. The development agreement will be registered on title and can include provisions for any road upgrades if necessary as well as the provisions outlined in the agreement of purchase and sale for royalties and the citizens advisory committee.

As mentioned above the additional documents were submitted after the public meeting that the Public is not aware of, nor is the public aware of the results of the peer review and subsequent response from the applicant. All of this material has been placed on the Township's webpage. While the information does not fundamentally change the application it does provide greater information for the public on a topic that is extremely sensitive to the public. It is also important to clarify the filtering process which at the open house is stated as a bio-filter but in other documents is stated as a carbon filter. A second public meeting in the evening and advertised in the paper would address the concerns raised by the public that it was not held at a time that the public could not attend. It is also noted that an open house

was conducted by the applicant to help inform the public but the additional information was not mentioned at that meeting.

It is not a requirement to hold a second public meeting and it is at the sole discretion of council if they chose to do so. In this case, Council may be informed but must weigh how informed they wish to make the public prior to making their decision on this project.

Lame Duck Council

This application, because of its perception of being an additional odour source located within the Township and the complaints to the MOE on the alleged odours emitting from the existing businesses in the Eco park, has the ability to become a polarizing election issue.

It is also noted that the lands are currently owned by the Township and the decision on the zoning is a condition of sale. Being a condition, the approval of the zoning is associated with the sale of land which is not permitted under the restricted acts of Council and the current Lame Duck period. While it could be argued that the sale of the land was already made when the offer of purchase and sale was accepted it was a conditional offer based on the rezoning conditions which has not been waived and was put in the agreement of purchase and sale to protect both parties. The sale of this land, even though a condition, was not granted to the CAO through Delegated Authority, which means it will become a priority for the new term of Council to discuss and decide on recommended next steps in December. This protects both parties - the applicant so that they know they have zoning to proceed and the Township by ensuring through the appropriate process that the project will be consistent with and conform to all applicable policies.

Based on this, it would be my recommendation for Council to be prudent and delay the decision of Council until a decision may be made by the new term of council and the Lame Duck period has ended.

POLICY REVIEW

The Township reviewed the planning justification report and note that while it addresses the County and Township Official Plans it does not review the Provincial Policy Statement at all, other than to say that it conforms in the concluding statements. This is a rather significant omission that the applicant has not addressed. Considering development applications are to be reviewed for consistency and conformity with the Provincial Policy Statement, this should be addressed by the applicant.

Despite the above omission the Township has reviewed the proposal from the perspective of conformity with the Provincial Policy Statement. That review is below.

Provincial Policy Statement

The provincial Policy Statement has been reviewed in its entirety however, only the most relevant policies will be discussed below.

1.1.1. h) promoting development and land use patterns that conserve biodiversity and consider the impacts of a changing climate.

Comment: The digester has positive impacts on climate change as it reduces the amount of methane that is realised into the atmosphere. Methane is a significantly stronger greenhouse gas than CO₂. The project would be a net benefit to stopping climate change.

1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

Comment: Dundalk is a settlement area and the industrial park is an ideal area for industry to locate.

1.1.3.2 Land use patterns within settlement areas shall be based on:

a) densities and a mix of land uses which:

3. minimize negative impacts to air quality and climate change, and promote energy efficiency;

Comment: The proposed anaerobic digester is located within the eco park in close proximity to the sewage lagoons. Within the Settlement area there is likely no better spot to choose for the location as it is over 500m from any residential development. It is noted that should there be an issue with fugitive odours from unwashed incoming trucks or a break down in equipment the odour has the potential to travel across the entire village of Dundalk.

It is not questioned that the proposal will support efforts to fight climate change.

1.2.6 Land Use Compatibility

1.2.6.1 Major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities.

Comment: The applicant has not addressed this policy at all and the Township is not satisfied at the present time that the facility is appropriately designed, and or separated from sensitive land uses to prevent or mitigate potential adverse effects from specifically fugitive odour contaminants from incoming trucks and the filtration system design.

1.6.11.2 Planning authorities should promote renewable energy systems and alternative energy systems, where feasible, in accordance with provincial and federal requirements.

Comment: The proposed digester is considered a renewable energy system that would produce gas to be added back into the Enbridge pipeline.

Grey County Official Plan

The subject lands are located within the primary settlement Area of Dundalk, on Map 2 to Schedule 'A' of the County of Grey Official Plan.

Primary Settlement areas with full municipal services available are to be the focus of growth for development within the County.

To promote growth within the Village of Dundalk the Township created an Industrial park on full municipal services to promote industrial development and employment lands to create jobs. It should be noted that while the proposed use is indeed an industrial use it does little to increase employment. The total number of jobs created is in the neighbourhood of between 4 and 6 full time jobs which is about one job per acre.

While there is no requirement for the number of jobs a business must generate in policy, waste industries such as grow bark and the proposed digester tend to have very low actual jobs associated with them. These kinds of uses and are not necessarily the most efficient use of fully serviced employment lands.

The proposed anaerobic digester, is an Industrial use, which is permitted within the Primary Settlement Area designation of the County Official Plan.

Section 5.1.3 (9)

"the County of Grey supports the concept of alternative energy systems as a source of renewable energy. The County acknowledges that although renewable energy objectives are laudable, there can be land use issues related to the siting of renewable energy systems. Specific land use policies will be set out for wind energy; however other or non-wind commercial-scale renewable energy systems will be dealt with on a case-by-case basis."

Comment: There is no question that the proposed use is a renewable energy project however even this policy acknowledges that there can be land use issues related to the siting of renewable energy systems. In this case, within the settlement area there is likely no better spot however, the Township is not convinced that this particular use needs to be located within the settlement area on full municipal services. With few employees and significant amounts of product coming from farm sources it seems that this use could potentially be located out in the rural area of the Township away from the settlement area entirely.

Township of Southgate Official Plan

The subject lands are located within the Settlement Area of Dundalk, where growth is generally to be directed within the Township.

The property is designated Industrial in the Township of Southgate Official Plan. The Industrial designation is defined as "areas of industrial development and associated compatible retail land uses on full municipal services within the Urban Community of Dundalk."

The permitted uses of the Industrial designation include the following:

- i) Manufacturing, processing, assembly, repair, storage or wholesaling of goods and materials.
- ii) Associated retail land uses such as offices, restaurants, garages and material suppliers which directly and primarily serve the industries in the designation;
- iii) Public utilities, works yards, lumber supply outlets; and
- iv) Public spaces for employee enjoyment and recreational facilities/ complexes requiring large areas

Comment: Manufacturing and processing as well as public utilities are similar to and related to the proposed anaerobic digester land use and can be interpreted to be in compliance with the permitted uses of the Official Plan.

The subject lands are located within the Eco Park industrial park the proposed use seeks to continue growth in this area of Dundalk through the establishment of the anaerobic digester land use.

Section 4.4.2 Development Policies

Section 4.4.2 (1) states that "industrial uses shall be encouraged to locate in a designated industrial area within new industrial structures or within existing industrial buildings" and

Section 4.4.2 (2) states that "Industrial development must be on full water and sewer services in accordance with the Municipal Servicing Standards of the Township of Southgate."

COMMENT: The subject lands are located within the industrial designation and are fully serviced by water and sewer services. The proposal conforms to these policies.

Section 4.4.2 (8) states that "no industrial use shall be permitted which creates an adverse impact, as determined by studies acceptable to the Municipality and other approval authorities, on adjacent land uses as a result of the emission of contaminants into or onto the air, water or land. Adjacent uses shall be adequately protected from industrial emissions, noise and vibration in accordance with, and subject to the regulations of the Ministry of Environment and the Municipality"

Comment: The subject lands are located within the Industrial park, and the surrounding uses and vacant lands are of an Industrial nature, it is not expected that the proposed Anaerobic Digester land use will have any adverse impacts on adjacent or surrounding lands uses during its normal operation. The closest sensitive receptors appear to be over 500m from the proposed facility. What is not considered though is the incoming truck traffic that may contain offensive smelling product for use at the facility which will be required to drive by many houses to reach the facility if coming from highway 10. The other concern from an impact on adjacent land uses is what happens in the event of an equipment failure where fugitive odours are released. In a scenario like this 500m is not a sufficient distance from sensitive receptors as the Township has experienced as a result of other activities happening in the Eco Park. For the above reasons, it is my opinion that this policy has not been sufficiently addressed.

Section 4.4.2 (11) requires that separation distances be provided between incompatible land uses. MDS is not applicable to lands within settlement areas. Calculations have been provided by the applicant to demonstrate that even if it was applicable the project could meet this standard. The Township agrees with the calculations provided.

Zoning and Site Plan Control

The Township is in agreement that aside from the use itself the application conforms to all of the provisions of the Comprehensive Zoning By-law. Should the development proceed, a holding symbol should be used for the application, with the condition that a Site Plan be approved for the site and that a Development Agreement be entered into to address matters such as

royalties, structure of the citizens advisory committee. The powers and mandate of the committee, and provisions for off-site road improvements among other matters.

Concluding comments:

The proponent has continually compared the development to the project in Elmira indicating the design and operation would be the same. This conclusion cannot be drawn however, as the Petawawa plant is not designed the same. It does not use bio-filtration but rather activated carbon filters which are monitored. As a result of this comparison the Township engaged the services of the engineers associated with the approvals of the Elmira Plant (GHD engineers) to review the documentation. GHD had concerns and questions which were responded to by the applicant. The responses are not sufficient to satisfy the peer reviewers.

Given the sensitivity of the local populous to fugitive odour emissions the Township should take every precaution for insuring the development will not negatively affect air quality of neighbouring properties be they industrial, rural residential or urban residential and institutional uses.

With the above stated the Township has several options before it.

Option A: That the application be deferred pending the submission of the following: 1. an odour evaluation as suggested by the peer reviewer, 2. An addendum planning report addressing the policies of the PPS and Township Official Plan 3. A satisfactory response to the Township that the Township concern regarding the design of the filtering system, break through emissions, monitoring and odour concerns has been addressed. To address the perception that information was not made sufficiently available to the public prior to the public meeting, and the issue surrounding Lame Duck and this decision potentially becoming an election issue, Council should also consider a second public meeting held on NOV.7th in the evening to advise the public and new Council of the new information submitted. To be fair to the applicant a final decision by Council should come no later than December 19th 2018.

Option B: That the Application be refused as the Proposal is not consistent with the policies of the Provincial Policy Statement or Township Official Plan. The proposal has the potential to cause significant land use compatibility issues, if the monitoring system fails or maintenance protocols are not followed.

Option C: That the Application be approved with a holding symbol pending the approval of a site plan control application and the entering into of a Development Agreement specifying such items as road improvements(if required) , royalty payments, makeup, authority and frequency of meetings of the citizens advisory committee. A complaint resolution protocol should be included in the agreement with potential penalties for non-compliance. Council direct staff to prepare a by-law for the October 3rd Council meeting.

Based on my review of the file and the information provided, it is my professional opinion and recommendation that Council consider Option A at this time.

Respectfully Submitted,

Municipal Planner: **Original Signed By**
Clinton Stredwick, BES, MCIP, RPP



Dept. Head: **Original Signed By**
Joanne Hyde, Clerk

CAO Approval: **Original Signed By**
Dave Milliner, CAO

Attachments:

1. Sept 12, 2018 GHD follow up response letter

Township of Southgate

Minutes of Public Planning

June 27, 2018

A public planning meeting of the Township of Southgate was held on June 27, 2018 in the Council Chambers starting at 1:00 PM. Members present were Mayor Anna-Marie Fosbrooke, Acting Deputy Mayor John Woodbury, Councillor Barbara Dobreen and Councillor Jim Frew. Councillor Dale Pallister was absent with notice. Councillor Christine Gordon was absent without notice. Staff present were Clerk Joanne Hyde, Planner Clinton Stredwick, Deputy Clerk Lindsey Green, Economic Development Officer Glenn Walker, Public Works Manager Jim Ellis and CAO Dave Milliner.

1. Call to Order

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

2. County of Grey Planning Department - Orchard Pit OPA

This portion of the minutes are kept by the County of Grey. To view the documents with regards to this file please follow this link: <https://www.grey.ca/planning-development/planning-applications> and find "Southgate Applications - Orchard Pit."

3. Public Meeting

C17-18 - Petawawa Biofuel LP, 100 Eco Park Way, Geographic Township of Proton

Background

The Purpose of the proposed zoning bylaw amendment application is to consider a change which will allow for an additional permitted use to be added to the list of permitted uses within the M1 zone. The proposed use is an Anaerobic Digester which will convert waste material to natural gas for redistribution into the Natural Gas Pipe distribution system. Some minor relief from the front yard setback may also be required.

The Effect of the proposed zoning by-law amendment would be to change the zoning symbol on the subject lands from General Industrial (M1) to General industrial Exception (M1-XXX) to allow for the new proposed use.

Comments received from Agencies and the Public

Planner Stredwick reviewed comments received from the Historic Saugeen Metis, Enbridge Gas, County of Grey, Grand River Conservation Authority and Township Public Works Department. One public comment was received from resident Jeff Johnson and is available on the Township website under the appropriate file.

Questions from Council

Councillor Dobreen noted that when they originally attended the open house there was not mention of outside manure storage and now she has concerns about this and the quantity that would be stored outside.

Township of Southgate

Minutes of Public Planning

June 27, 2018

Council members agreed that it would be best to let Applicant Mark Bell explain the proposal in depth as this explanation may help to answer questions that members and the public may have.

Applicant or Agent

Applicant Mark Bell and Claire Allen from CH-Four Biogas explained the proposal in depth, gave background information and highlighted best practices and processes of the proposal. Mr. Bell's presentation notes are available on the Township website under the appropriate file for more information.

Members of the Public to Speak

Ian MacCallum voiced his concerns with another waste facility coming into the Eco Park. He noted that the scent from the existing facilities is always in the air and that nothing is ever done about the scent when complaints are made and he does not think another business would be a positive addition to the community.

No members of the public spoke in support of the application.

Further Questions from Council

Councillor Dobreen brought up her earlier question regarding the outside manure storage. Mrs. Allen noted that all material accepted is put into a tank upon arrival therefore there is no outdoor, open-air manure storage. A discussion was held regarding what types of trucks will be delivering the products.

Mayor Fosbrooke led a discussion regarding the materials that are able to be accepted at the facility and a list of the materials being used. She also noted that the documents that we have been referring to are in 'draft' and wants to know when they will be final. Mrs. Allen stated that they hope to submit the draft proposal to the Ministry of Environment shortly then there will be a period of time allowed for back and forth then a final will be submitted at a later date. She noted the the MOECC requires the zoning to be in place before continuing.

Councillor Dobreen stated that it has been over a year since residents learned of this proposal and would appreciate another open house to be held so the public could learn more. A discussion was held regarding what information is relevant now compared the information shared at the first open house and what residents can expect to learn.

C14-18 - Beverly Nicholls, 97 Victoria Street, Geographic Village of Dundalk

Background

The Purpose of the proposed zoning bylaw amendment application is to consider amending the provisions of the R2 zone for Front, rear, interior and exterior yard setbacks to permit the severance of a lot. The severed lot will have approximately

Township of Southgate

Minutes of Public Planning

June 27, 2018

35m of frontage along Rowes Lane with a depth of approximately 19.81m and a lot area of 694m². The retained lot will have approximately 19.8m of frontage on Victoria Street with a depth of 45m and an area of 899m².

The Effect of the proposed zoning by-law amendment would be to implement a proposed consent and change the zone symbol on the subject lands from residential type two (R2) to Residential exception, (R2-XXX) for the severed parcel and (R2-XXX) for the parcel to recognized deficient yard setbacks. All other provisions of the by-law shall apply.

Comments received from Agencies and the Public

Planner Stredwick reviewed the comments received from the Historic Saugeen Metis, Enbridge Gas, Southgate Fire Department and Public Works Department and the County of Grey. One written comment was received from resident Gail Smith and was included in the agenda as it was received prior to the agenda being published. Two separate written comments were received after the agenda was published from residents Cheryl MacKenzie and James Pearson and Jason Piel. All comments are available on the Township website under the appropriate file.

As this file is related to Committee of Adjustment file B4-18 (same property) residents that made public comments at that meeting asked if it was appropriate to make the same comments at this meeting. Mayor Fosbrooke advised that it is up to them whether or not they want to share their same thoughts at this meeting.

Questions from Council

There were no questions from Council at this time.

Applicant or Agent

Applicant Brian Betts spoke briefly stating that this zoning is asking for relief of front, side and rear setbacks so that Rowes Lane can be widened. He noted that their plan is to build a nice home that would be a welcome addition to the current atmosphere.

Members of the Public to Speak

Resident Ian MacCallum voiced his concerns with this proposal stating that this is not a good use of the land. He noted that the history of the area is more important to maintain then creating more density in Dundalk. Mr. MacCallum's speaking notes are available on the Township website under the appropriate file for more information.

No one spoke in support of this application.

Township of Southgate

Minutes of Public Planning

June 27, 2018

Further Questions from Council

A lengthy discussion was held regarding the road allowance and what the Township requires to widen and pave Rowe's Lane.

C5-18 - Ivan S.S. Martin, Conc 12, Lot 33, Geographic Township of Proton

Background

The Purpose of the proposed zoning bylaw amendment application is to consider a change which will allow for a portion of the property to be used as a metal works shop with office, lunch room and power room. The shop including office, lunch room and Power room will be 694m². The outside storage area will be 528m².

The Effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural exception (A1-204 and A1-205) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property.

Comments received from Agencies and the Public

Planner Stredwick reviewed the comments received from the Historic Saugeen Metis, Enbridge Gas, Southgate Fire Department and Public Works Department, the County of Grey and the Saugeen Valley Conservation Authority.

Questions from Council

Councillor Dobreen noted that in some cases like these we would require the applicant to pave a portion of the road up until their entrance given that this proposal is on a gravel road. She asked is we would be considering this. Planner Stredwick commented that he will discuss this further with the Public Works department but as this road is a 'no winter maintenance' road past this driveway the road really only serves this owner so it is doubtful that we would require this section to be paved.

Applicant or Agent

The Applicant or Agent were not in attendance.

Members of the Public to Speak

No one spoke in support of or in opposition to the application.

Further Questions from Council

Mayor Fosbrooke noted that were dealing with a gravel road and asked if it will be maintained year round. Planner Stredwick explained that this road is only maintained for the first 300 meters which is essentially the frontage of this property and that there is no intent to maintain beyond that distance at this time.

Township of Southgate

Minutes of Public Planning

June 27, 2018

C16-18 - Port Welding, Conc 3 SWTSR Lot 195, Geographic Township of Proton

Background

The Purpose of the proposed zoning bylaw amendment application is to consider a change which will allow for a portion of the property to be used as a metal work shop with office and power room. The shop including office and Power room will be 705m². The outside storage area will be 540m².

The Effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property.

Comments received from Agencies and the Public

Planner Stredwick reviewed the comments received from the Historic Saugeen Metis, Enbridge Gas, Southgate Fire Department and Public Works Department, the County of Grey and the Saugeen Valley Conservation Authority.

Questions from Council

There were no questions from Council at this time.

Applicant or Agent

The Applicant or Agent were not in attendance.

Members of the Public to Speak

No one spoke in support of or in opposition to the application.

Further Questions from Council

None.

4. Adjournment

The meeting adjourned at 4:19 PM.

Mayor Anna-Marie Fosbrooke

Clerk Joanne Hyde



Township of Southgate
Minutes of Public Information Meeting

November 7, 2018
7:00 PM
Council Chambers

Clint Stredwick, Planner
Tracey Dupuis, Legislative and Planning Coordinator
Glenn Walker, Economic Development Officer

1. Call to Order

Planner Stredwick called the meeting to order at 7:00 pm.

Planner Stredwick advised that this was a non-statutory public meeting and not held as per the Planning Act.

2. Public Information Meeting

2.1 Zoning By-law Amendment, Township File No. C17-18 regarding Petawawa Biofuel Presentation (Non-Statutory public Information meeting) Mark Bell, Director, Petawawa Biofuel LP and Claire Allen, CH Four Biogas

Mark Bell, Director of Petawawa Biofuel LP and Claire Allen of CH Four Biogas provided an overview of their powerpoint presentation.

3. Open Forum/Discussions

3.1 Presentation of written comments/questions received

Mark Bell, Director of Petawawa Biofuel LP provided responses to written comments/questions received.

3.2 Opportunity for verbal comments/questions

Planner Stredwick requested clarification on the filter change process.

Claire Allen provided a response and reviewed the filter change process.

Resident Martin Shipston request clarification on what a SCADA system.

Ms. Allen provided clarification on the SCADA system.

Mr. Shipston asked how many millions of dollars are being invested into the project for Dundalk.

Mark Bell advised that this information is sensitive at this time as they are currently in negotiations with investors.

Mr. Shipston asked Planner Stredwick what the potential tax revenue would be for this project.

Planner Stredwick advised the tax collector / treasurer would be best to answer this question.

Mr. Shipston asked if there is any economic benefit to having the plant in Dundalk.

Mr. Bell advised their intention is to employ five people from Southgate.

Resident Anne-marie Fosbrooke questioned why the minutes from the previous meeting were not on the website and why a staff report was not prepared.

Planner Stredwick advised that the minutes of the stat meeting are available on the website. A staff report was prepared and presented to Council on September 19, 2018, citing report PL2018-057.

Planner Stedwick advised that the Township is in negotiations with Petawawa Biofuel LP and that there will be royalties provided to the Township for the life of the project.

Mr. Shipston inquired if Petawawa would increase their royalties if any of the trades person are not local to the area.

Mr. Bell advised that they will be employing people who have skill running machinery and would prefer to hire from Southgate.

Planner Stredwick advised that this would encourage people to imigrate to Southgate.

Mr. Shipston asked if Petawawa would be willing to talk to suppliers and truck drivers to request that they do not drive through Dundalk prior to the completion of the Highway 10 bypass.

Planner Stredwick advised that Mr. Shipston will be receiving more information on the road in the near future.

Resident Barbara Dobreen requested clarification on page 14 of the presentation for the Odour Control Stack and how the 77 and 61 odour units (ou) were found.

Ms. Allen advised size, weather, height, and different software programs are used to find these ou which provides the outputs scenarios with information. The program tests the worse case scenario with the worse winds.

Ms. Barbara Dobreen asked what the changes are to the height of the stacks.

Ms. Allen advised that the changes are only a couple of feet.

Ms. Dobreen inquired about the door speed and what would happen if the door didn't operate properly.

Mr. Bell advised that air is being sucked into the building as a negative pressure building design, but cannot coment on the speed of the door closures.

Mr. Bell advised that he and GHD (Township's Engineering Consultant) are working together on the odour units. Mr. Bell provided an example bof the Elmira facility which some residents have visited. Mr. Bell advised that the Elmira facility has an odour unit rating of 0.5, 0.8 & 0.9 and the Dundalk facility has been tested to have 0.05 etc.

Planner Stredwick stated that he will confirm with engineers for the Township and Petawawa are on the same page.

Resident Jim Frew asked for an explanation on the hours of operation.

Mr. Bell explained that the proposed facility will be operating 24/7, however there would be 2 shifts employing 5 people. Mr. Bell also mentioned that they are wanting to be consistent with what other operations are currently on Eco Park Way.

Planner Stredwick advised there are 2 shifts to monitor, regulate and receive material and that the Township will provide their perspective of what the hours should be for receiving materials.

Mr. Frew asked if feed stock is purchased or if it is supplied.

Mr. Bell advised that they have a small revenue for receiving feedstock to avoid materials going to the landfill.

Mr. Frew asked how if there is a height restriction by-law for Dundalk on the height of the stacks.

Planner Stredwick advised that they are 5 to 17 meters and that the application may require relief on the height restriction.

Mr. Frew asked where the residue from the truck wash goes.

Mr. Bell advised that residue will go into the interior building vats and will be recycled. He also advised that the facility will not have any requirement for the Township's wastewater facility except for employee washrooms.

Mr. Frew asked where the residue goes in the winter.

Mr. Bell advised that they are looking at Saugeen Agri which is 35 kilometers away, but also currently in negotiation with organic farms close to Dundalk.

Resident Anna-Marie Fosbrooke asked for clarity if there was an EBR posting for this proposal and when that was posted.

Mr. Bell advised that the EBR posting was in August commencing a 45 day commenting period.

Ms. Fosbrooke asked how this EBR comment period was advertised.

Mr. Bell replied that all land owners within the specified area from the proposed facility would have received a notice and that the Township of Southgate didn't respond.

Ms. Fosbrooke asked if the planning justification report was updated as a result of new information. She mentioned that the purchase and sale agreement does not provide the Township with traction to uphold what residents are being told. Ms. Fosbrooke also mentioned that when asking questions about the MOECP, she is advised that this information is in the agreement. She also wondered if the Township has any pull if the MOECP doesn't fulfill their responsibility.

Mr. Bell advised that they will have a list of conditions that must be satisfied, including zoning exercise, MOECP requirements, building permits, points outstanding, development, how is the road going to be used, and frame work in place with the CAO. All these elements were agreed by this Council.

Ms. Fosbrooke inquired about the odour monitoring technology, and any tools used to measure and assess. Ms. Fosbrooke also raised concerns over noise, which she believes have yet to be addressed.

Mr. Bell advised that the facility will be very quiet and believes that noise will not be an issue. He also advised that the biggest noise concern will be the engine which is muffled outside, very similar to the Elmira Facility, which some members of Council visited.

Ms. Fosbrooke referred to a Village of Dundalk zoning by-law from 1994 and advised that at some point someone thought that these were important zoning issues and now they are not. (By-law applied to the Village of Dundalk, Eco Park Way is in the Former Township of Proton).

Ms. Fosbrooke asked where she could submit additional questions.

Planner Stredwick requested that any additional comments or concerns be submitted to him.

Mr. Shipston asked for clarity on A, B & C.

Planner Stredwick advised that information was in his report presented on September 19, 2018 PL2018-057.

4. Adjournment

The meeting adjourned at 8:36 pm.



Staff Report PL2018-064

Title of Report: **PL2018-064- SP3-18 Canadian Fence**
Department: **Clerks**
Branch: **Planning Services**
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PL2018-064 for information; and

That Council direct staff to register the survey to create the lot; and

That Staff be authorized to amend the agreement if minor changes are required; and

That Staff be directed to prepare a by-law authorizing the entering into a Site Plan Agreement at a future Council meeting.

Property Location: Lot 3 Eco parkway

Background: As a condition of sale the owners have requested that a site plan be approved for the subject lands. As such they have submitted the attached drawings.

Staff comments:

The drawings are consistent with the zoning by-law provisions.

The Site Plans and Development Agreement address a number of issues to mitigate potential conflicts with neighbouring land uses. The agreement attempts to mitigate potential concerns raised by the shop and it includes the following:

1. Providing landscaping, the screening trees are to be a minimum 1.5m in height it is also required that any outdoor storage areas be noted on the site plan and screened from view.
2. Hours of operation have been restricted to prohibit receiving and deliveries between 10pm and 6am.
3. Applying dust control measures at the Townships discretion to areas not requiring asphalt.
4. That a paved apron be provided
5. That all lighting be dark sky compliant
6. That exterior colours of the storage buildings be neutral or earth tone colours
7. That water and sewer services are provided and connected to Township services.

Financial Implications: The Township stands to gain in several ways by this application. The sale of the land will generate revenues and the increased assessment for development of the lot will further provide revenue to the Township.

Concluding Comments:

The draft agreement and drawings have been provided for your review. The above provisions will ensure that surrounding land uses are minimally impacted by the proposed development. It is therefore, the recommendation of Township staff to approve the Site Plan and Council provide direction to staff to prepare a bylaw authorizing the agreement.

Respectfully Submitted,

Municipal Planner: Original Signed By
Clinton Stredwick, BES, MCIP, RPP



Dept. Head: Original Signed By
Joanne Hyde, Clerk

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments:

1. Draft agreement
2. Drawings

THE CORPORATION OF
THE TOWNSHIP OF SOUTHGATE

SITE PLAN AGREEMENT

THIS AGREEMENT made in triplicate this _____ day of _____, 2019

Between: Canadian Fence

(hereinafter called the "OWNERS" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

(hereinafter called the "TOWNSHIP" OF THE SECOND PART)

WHEREAS the OWNERS represents that they are the owners of these lands and premises in the Township of Southgate in the County of Grey, being more particularly described in s Schedule "A"

AND WHEREAS the OWNERS have applied to the TOWNSHIP to permit development on the OWNER'S lands;

AND WHEREAS the Encumbrancer(s) (if any) hold registered security interests in the lands and all Encumbrancers of the lands are included as parties to this Agreement

AND WHEREAS the OWNERS have agreed with the TOWNSHIP to furnish and perform the works, material, matters and things required to be done, furnished and performed in the manner hereinafter described in connection with the proposed use of the subject lands;

AND WHEREAS the said lands have been designated by the Council of the TOWNSHIP as being within a site plan control area as provided by Section 41 of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE witnesseth that in consideration of other good and valuable consideration and the sum of one ----(\$1.00)-----DOLLAR of lawful money of Canada now paid by the TOWNSHIP to the OWNER, the receipt whereof is hereby acknowledged, the OWNERS and the TOWNSHIP covenant, declare and agree as follows:

SECTION 1 - LANDS TO BE BOUND

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

SECTION II - COMPONENTS OF THE AGREEMENT

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

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

Schedule "B" - Site Plan(s)

SECTION III - REGISTRATION OF AGREEMENT

1. This Agreement shall be registered on title to the said lands as provided for by Section 41(10) of the Planning Act, R.S.O., 1990, as amended, at the expense of the OWNERS;
2. The OWNERS agree that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
3. The PARTIES agree that this Agreement must be registered against the OWNERS' lands within thirty (30) days of the execution thereof by both parties.

SECTION IV - BUILDING PERMITS

1. The OWNERS agree to not request the Chief Building Official to issue any further building permits to carry out the development until this Agreement has been registered on title to the lands described in Schedule "A" attached hereto and a registered copy of same has been provided to the Township.
2. It is agreed that if the OWNERS fail to apply for any building permit or permits to implement this Agreement within 12 months from the date upon which such building permit would be available, then the TOWNSHIP, at its option has the right to terminate the said Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

SECTION V - PROVISIONS

1. **THIS AGREEMENT** only applies to works related to the entire subject lands and includes the self storage building and fencing warehouse. Agricultural and residential uses are not applicable to Site Plan Agreement in accordance with section 41 of the Planning Act and By-law 2007-47.
2. **The OWNERS** further covenant and agree to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and that no work will be performed on the subject lands except in conformity to all provisions of this Agreement.
3. **THE OWNERS** agree to carry out on the lands at the work, and to construct, install and maintain at its expense all of the services, works and facilities stipulated, described by words and numbers, and shown in and upon the following Plans, that is:

(i) Submitted Site Plan Drawings;

which Plan is hereinafter called "the Site Plan". Notwithstanding the generality of the foregoing the requirements under this agreement include all of the notes and printed text contained in and on the Plans making up the Site Plan.

4. *Further Description of Work and Location of Site Plan.* Without limiting the generality of the foregoing, all of the specifications and said requirements contained in the said Site Plan, which is on file at Southgate's Municipal Office, shall be adhered to and satisfied by the Owner to the satisfaction of Southgate.
5. *Exterior Fascia.* The owner agrees that the colouring of the exterior of the buildings shall be earth tone or neutral colours.
6. *Storm Drainage -- General.* Notwithstanding the foregoing, the Owner agrees that the storm drainage system on and for the lands shall be designed and constructed to the satisfaction of Southgate at the expense of the Owner.
7. *Entrance.* The entrance to the property is from Eco Parkway. The Entrance shall be developed in accordance with a Township of Southgate Commercial Entrance Permit. The driveway and parking areas shown on the plans are to be paved. Any

areas not paved must be maintained to reduce the impact of dust. A paved apron shall be required at the expense of the owner.

8. *Servicing.* The owner is responsible for ensuring that water and sewer servicing are provided on site and connected to the Township services.

9. *Landscaped Buffering.* The owner agrees to install all trees and fencing in accordance with the attached drawings. The trees planted must be a minimum of 1.5m (4.92ft) in height when planted.

10. *Outside Storage.* Outside storage may only be located in the areas identified on the Site Plan. If there is any outside storage, it must be in the rear of the property and screened from view. Stacking in the outside storage area is limited to a maximum height of 3m.

11. *Dust Control Measures.* The owner agrees to provide for dust control measures such as calcium and water, to mitigate impacts as required by the Township of Southgate. These measures will be required for those areas of the site not asphalted or seeded with grass.

12. *Lighting.* All exterior lighting must be dark sky compliant. It must be point downward and remain internal to the site in accordance with the Township of Southgate Standards.

13. *Hours of Operation.* The owner agrees that no trucking or deliveries shall occur between the hours of 10am and 6am.

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

15. *Southgate's Professional Fees and Disbursements.* The Owner shall reimburse Southgate for all of its engineering and legal expenses (professional fees and disbursements) in connection with the development and implementation of this Agreement.

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

17. *No Challenge to the Agreement.* The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the parties' right to enter into and force this Agreement. The law of contract applies to this Agreement and the parties are entitled to all remedies arising from it, notwithstanding any provisions in Section 41 of the Planning Act interpreted to the contrary. The parties agree that adequate consideration has flowed from each party to the other and that they are not severable. This provision may be pleaded by either party in any action or proceeding as an estoppel of any denial of such right.

18. *Enforcement.* The Owner acknowledges that Southgate, in addition to any other remedy it may have at law, may also be entitled to enforce this Agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.

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

20. *Registration.* The Owner consents to the registration of this Agreement or Notice of this Agreement by Southgate on the title to the lands.

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

SECTION VI - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY

1. This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.

2. The OWNER further agrees to complete the items detailed on Schedule "B" within one (3) years of the date of registration of this Agreement.

3. Following completion of the works, the OWNER shall maintain to the satisfaction of the TOWNSHIP, and at the sole expense of the OWNER, all the facilities or works described in Schedule "B".

4. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.

5. The Agreement shall come into effect on the date of execution by the TOWNSHIP.

6. The OWNER acknowledges that this Agreement is entered into under the provisions of Section 41(7)(c) of the Planning Act, R.S.O., 1990, as amended.

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

To the OWNER: Canadian Fence

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

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

AND IN WITNESS WHEREOF the natural parties hereto have hereunto set their hands and seals. Signing authorized by by-law 2018-133.

SIGNED, SEALED AND
DELIVERED

in the presence of:

Witness

Witness

) {OWNERS' NAMES}

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

Per: _____

Per: _____

Date: _____

**THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE**

Per: _____

John Woodbury, Mayor

Per: _____

Joanne Hyde, Clerk

Date: _____

We have authority to bind the corporation

Schedule "A"

THE LAND

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

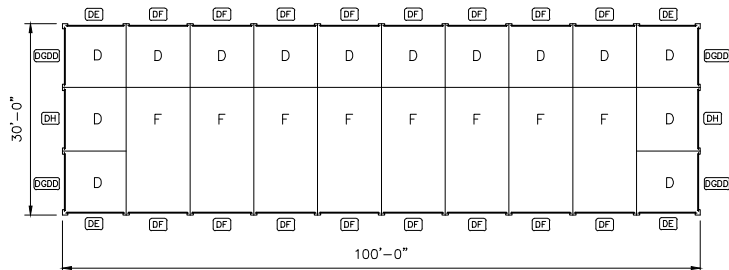
Concession 8, Pt Lot 37, Part 2 Plan 16R9654

DRAFT

Schedule "B"

SITE PLANS

Drawing #1. Dated January 16th, 2019 and signed by the planner
Drawing #2. Dated January 16th, 2019 and signed by the planner
Drawing #3. Dated January 16th, 2019 and signed by the planner
Drawing #4. Dated January 16th, 2019 and signed by the planner
Drawing #5. Dated January 16th, 2019 and signed by the planner
Drawing #6. Dated January 16th, 2019 and signed by the planner
Drawing #7. Dated January 16th, 2019 and signed by the planner
Drawing #8. Dated January 16th, 2019 and signed by the planner
Drawing #9. Dated January 16th, 2019 and signed by the planner
Drawing #10. Dated January 16th, 2019 and signed by the planner
Drawing #11. Dated January 16th, 2019 and signed by the planner
Drawing #12. Dated January 16th, 2019 and signed by the planner
Drawing #13. Dated January 16th, 2019 and signed by the planner
Drawing #14. Dated January 16th, 2019 and signed by the planner
Drawing #15. Dated January 16th, 2019 and signed by the planner
Drawing #16. Dated January 16th, 2019 and signed by the planner
Drawing #17. Dated January 16th, 2019 and signed by the planner
Drawing #18. Dated January 16th, 2019 and signed by the planner
Drawing #19. Dated January 16th, 2019 and signed by the planner
Drawing #20. Dated January 16th, 2019 and signed by the planner
Drawing #21. Dated January 16th, 2019 and signed by the planner
Drawing #22. Dated January 16th, 2019 and signed by the planner
Drawing #23. Dated January 16th, 2019 and signed by the planner
Drawing #24. Dated January 16th, 2019 and signed by the planner
Drawing #25. Dated January 16th, 2019 and signed by the planner
Drawing #26. Dated January 16th, 2019 and signed by the planner



A - 30'-0" x 100'-0" x 8'-4" 1/4:12 PITCH GABLE BUILDING SYSTEM

UNIT MIX

| LABEL | UNIT SIZE | # UNITS | % | SQ. FEET |
|-------|-----------|---------|------|----------|
| D | 10 x 10 | 14 | 63.6 | 1400 |
| F | 10 x 20 | 8 | 36.4 | 1600 |
| | | | | |
| TOTAL | | 22 | 100 | 3000 |

| DOOR SCHEDULE | | | | | | | |
|---------------|------|---------|---------------|----------------------|---------------|----------------------|---------|
| QTY | CODE | TYPE | SIZE | ROUGH OPENING (REF.) | MANUF. | DESCRIPTION | COLOR |
| 4 | DE | ROLL-UP | 8'-8" x 7'-0" | 8'-8" x 7'-0" | TRAC-RITE/eq. | ROLL-UP DOOR | COLORED |
| 16 | DF | ROLL-UP | 9'-0" x 7'-0" | 9'-0" x 7'-0" | TRAC-RITE/eq. | ROLL-UP DOOR | COLORED |
| 4 | DGDD | ROLL-UP | 8'-8" x 6'-6" | 8'-8" x 6'-6" | TRAC-RITE/eq. | NON-OPERATIONAL DOOR | COLORED |
| 2 | DH | ROLL-UP | 9'-0" x 6'-6" | 9'-0" x 6'-6" | TRAC-RITE/eq. | ROLL-UP DOOR | COLORED |

ROLL-UP DOORS MEET ASTM E330

- **** THE ABOVE PLAN MAY NOT REFLECT THE IMPLICATIONS OF SECTION 903.2.9 OF THE 2012 OR 2015 IBC CODE WHICH MAY REQUIRE 3 HOUR FIREWALLS EVERY 2,500 SQFT OR MAY REQUIRE YOU TO SPRINKLE THE BUILDING.
- ***** TRACHTE RECOMMENDS (IN USA ONLY) THAT ALL PROJECTS REQUIRE A NUMBER OF UNITS BE ADA ACCESSIBLE, IF A CUSTOMER CHOOSES TO NOT CONFORM TRACHTE WILL NOT BE HELD ACCOUNTABLE.

"NOTICE"

NO FABRICATION CAN BE SCHEDULED OR BEGUN UNTIL "APPROVED" OR "APPROVED AS NOTED" DOCUMENTS ARE RECEIVED BY TRACHTE BUILDING SYSTEMS.

COMPLETE THE FOLLOWING:

- ___ APPROVED - RELEASE FOR FABRICATION
 ___ APPROVED AS NOTED - RELEASE FOR FABRICATION
 ___ NOT APPROVED - REVISE AND RESUBMIT

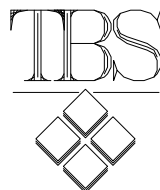
SIGNATURE _____

COMPANY _____

DATE ____/____/____

TRACHTE BUILDING SYSTEMS, Inc.

*This drawing and all parts thereof
 is the exclusive property of
 Trachte Building Systems, Inc.
 314 Wilburn Road, Sun Prairie, Wisconsin
 (800/356-5824) (Local 608/837-7899)
 and may not be reproduced in whole
 or part without written permission.*



Revisions:

| | |
|-----|--|
| By: | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Name: Tom Scale: 1 = 30' Date: 12/22/17

Job Description:

PROPOSED STORAGE SYSTEM FOR:
 TAYAL HOLDINGS - NITESH GUPTA

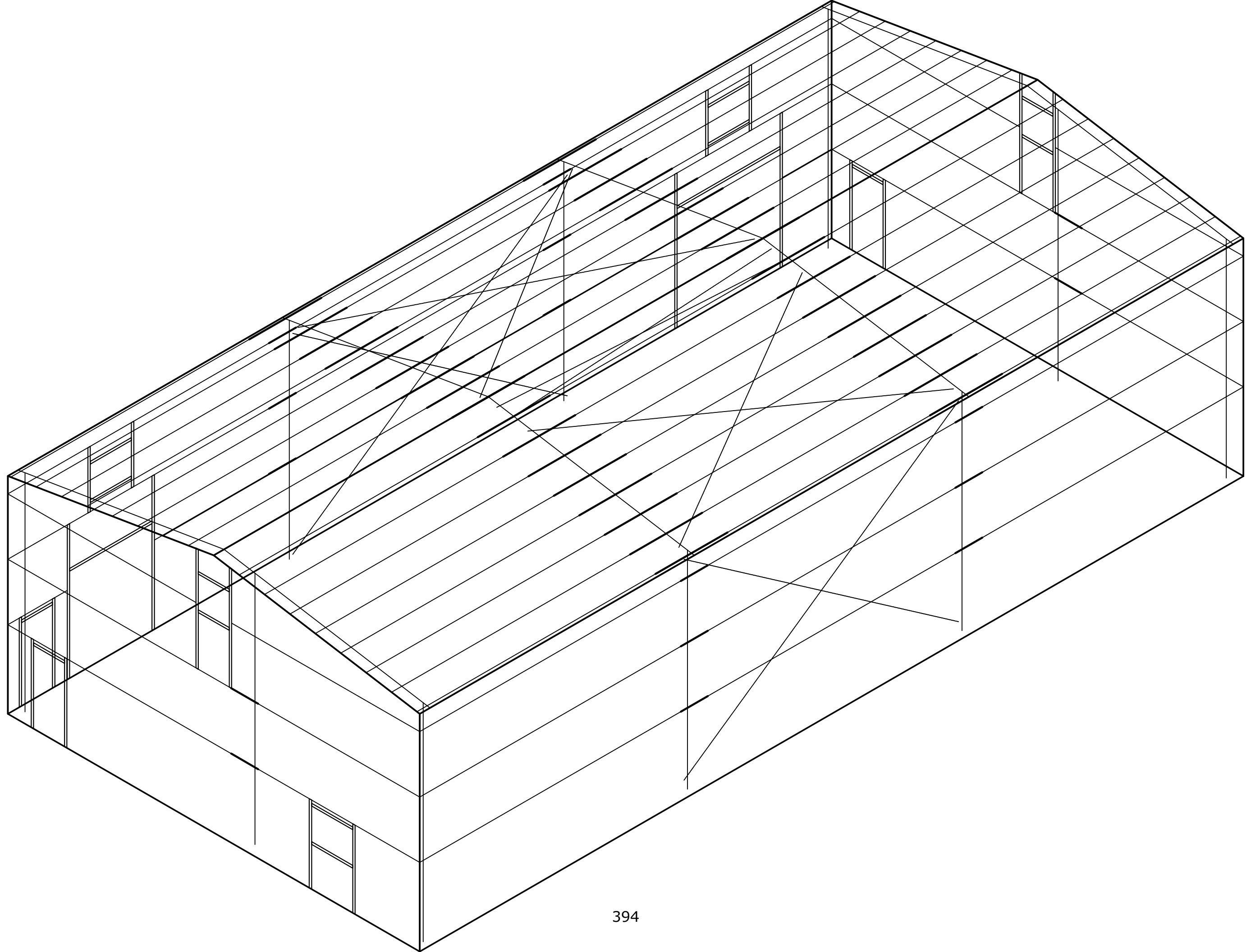
SHELBOURNE, ONTARIO

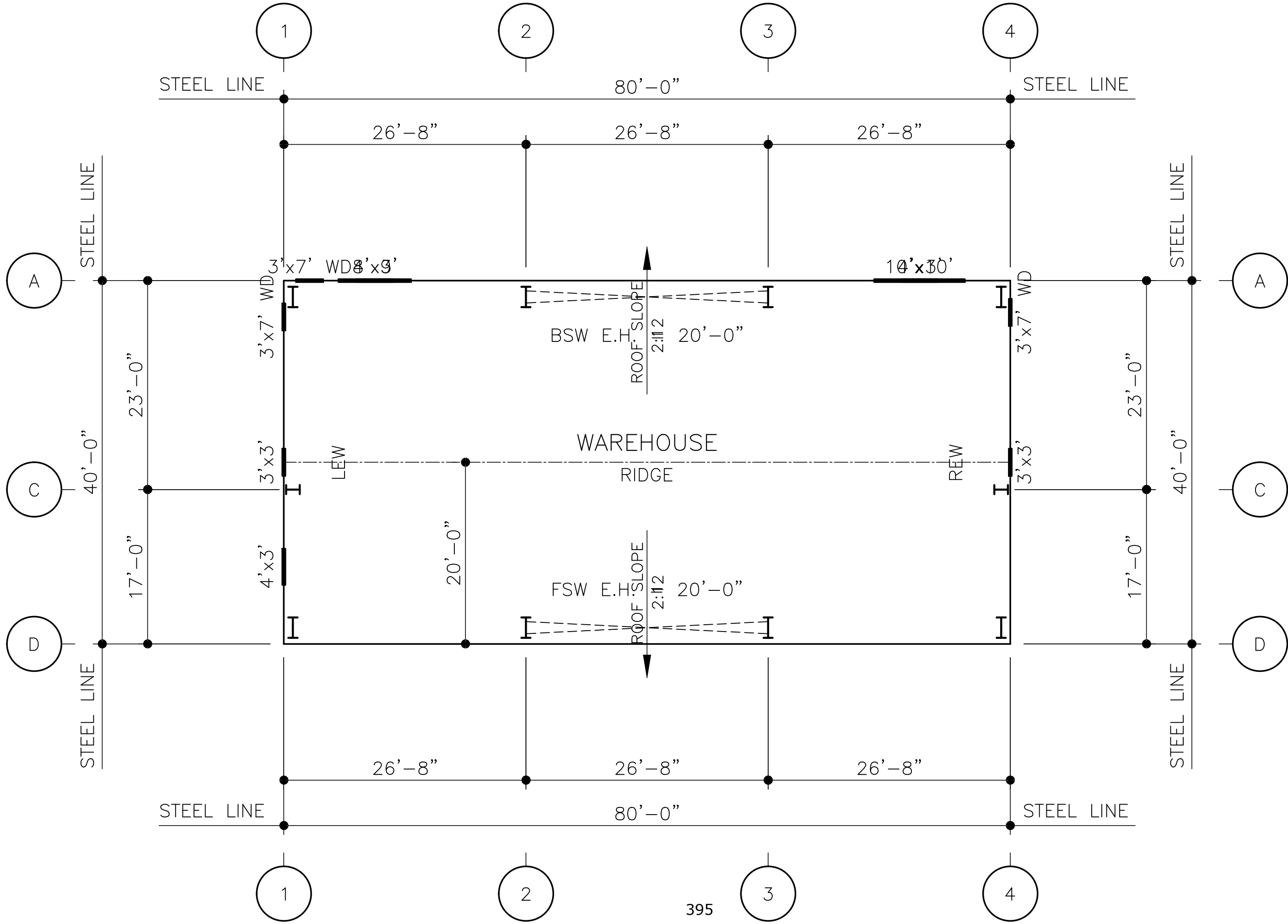
Sheet Title

FLOOR PLAN

Plan #

49888





DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE: 2/13/2018 3:02 PM

PRELIMINARY FLOOR PLAN

SHEET NUMBER: QUOTE NUMBER:

FP1 3

PROJECT NAME:

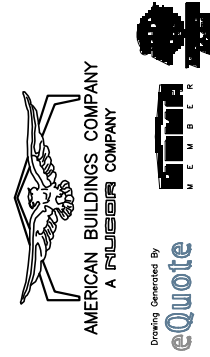
DARSHI KUMAR 2

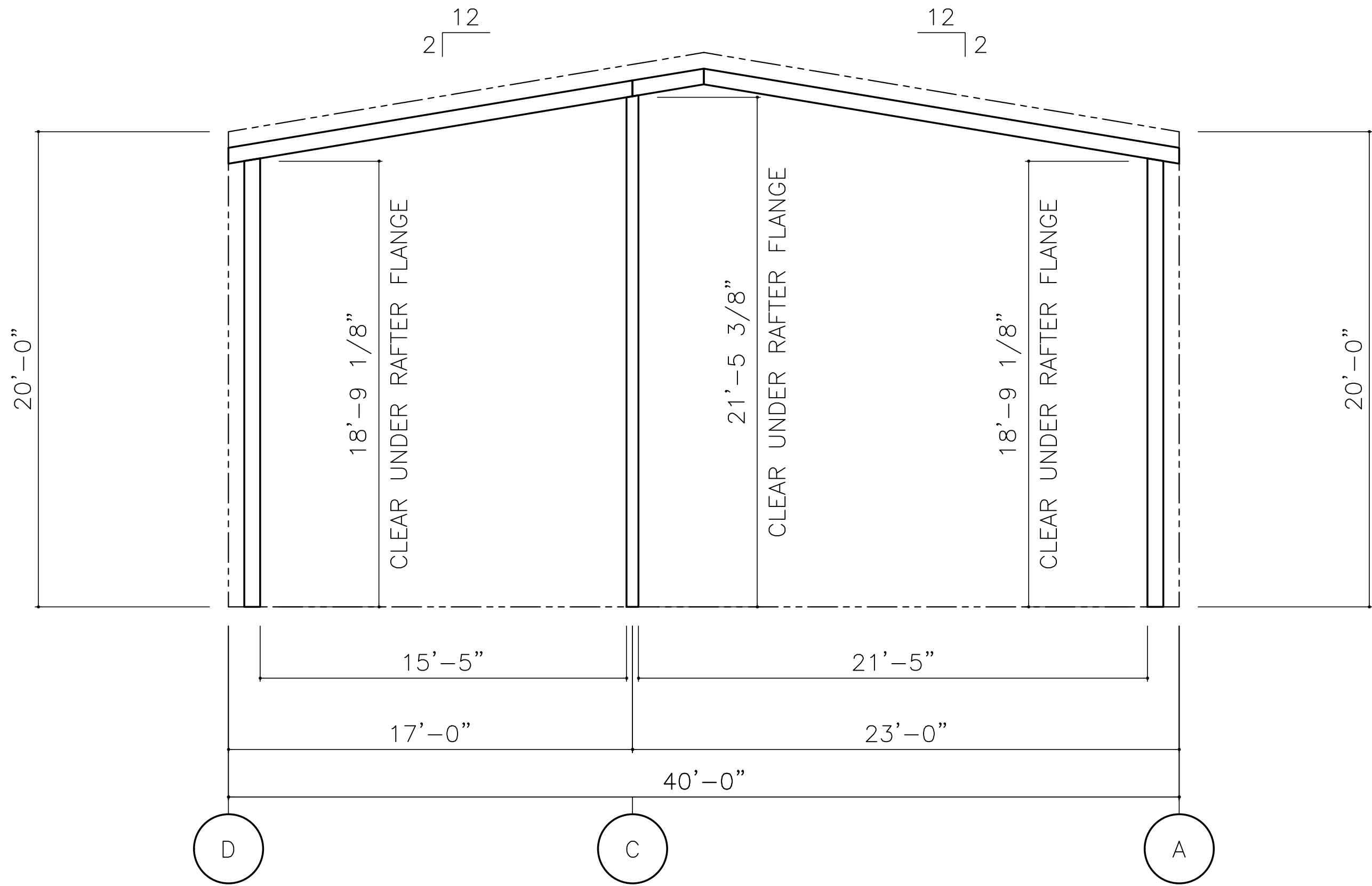
DUNDALK, ON

CUSTOMER NAME:

PRESTIGE STEEL BUILDINGS

ORILLIA, ON





FRAME @ LINE(S) 1,4

*ALL CLEAR DIMENSIONS ARE SUBJECT TO CHANGE AT TIME OF FINAL DESIGN,
UNLESS NOTED OTHERWISE IN THE SPECIAL USER NOTES SECTION.

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE: 2/13/2018 3:02 PM
PRELIMINARY FRAME CROSS SECTIONS

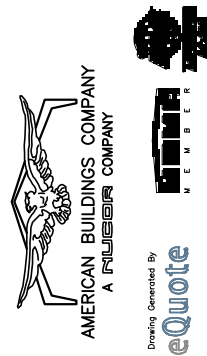
SHEET NUMBER: QUOTE NUMBER: 3
FX

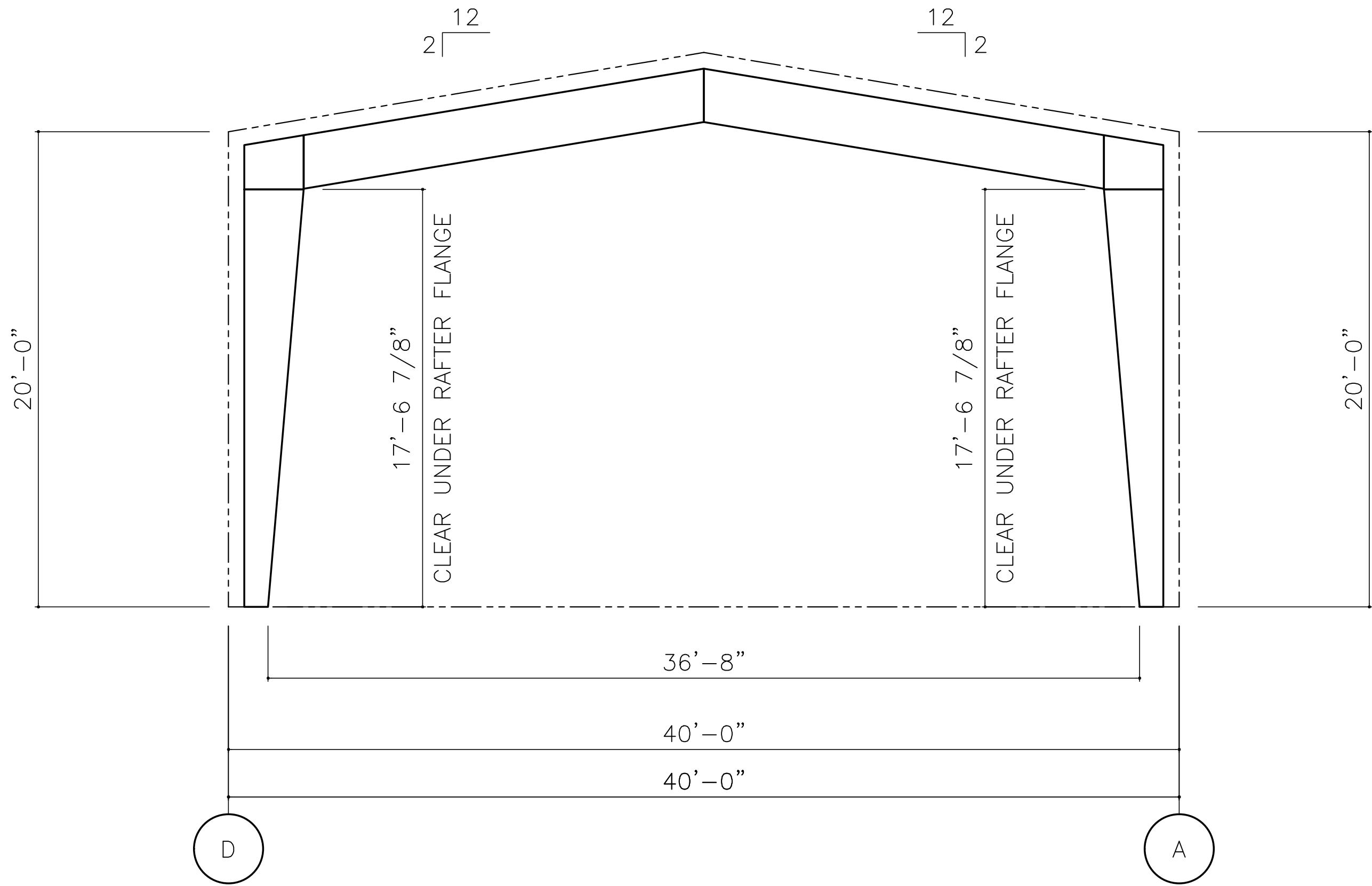
PROJECT NAME:

DARSHI KUMAR 2
DUNDALK, ON

CUSTOMER NAME:

PRESTIGE STEEL BUILDINGS
ORILLIA, ON





FRAME @ LINE(S) 2,3

*ALL CLEAR DIMENSIONS ARE SUBJECT TO CHANGE AT TIME OF FINAL DESIGN,
UNLESS NOTED OTHERWISE IN THE SPECIAL USER NOTES SECTION.

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE: 2/13/2018 3:02 PM
PRELIMINARY FRAME CROSS SECTIONS

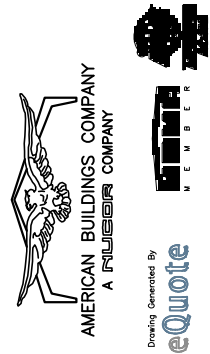
SHEET NUMBER: QUOTE NUMBER: 3
FX

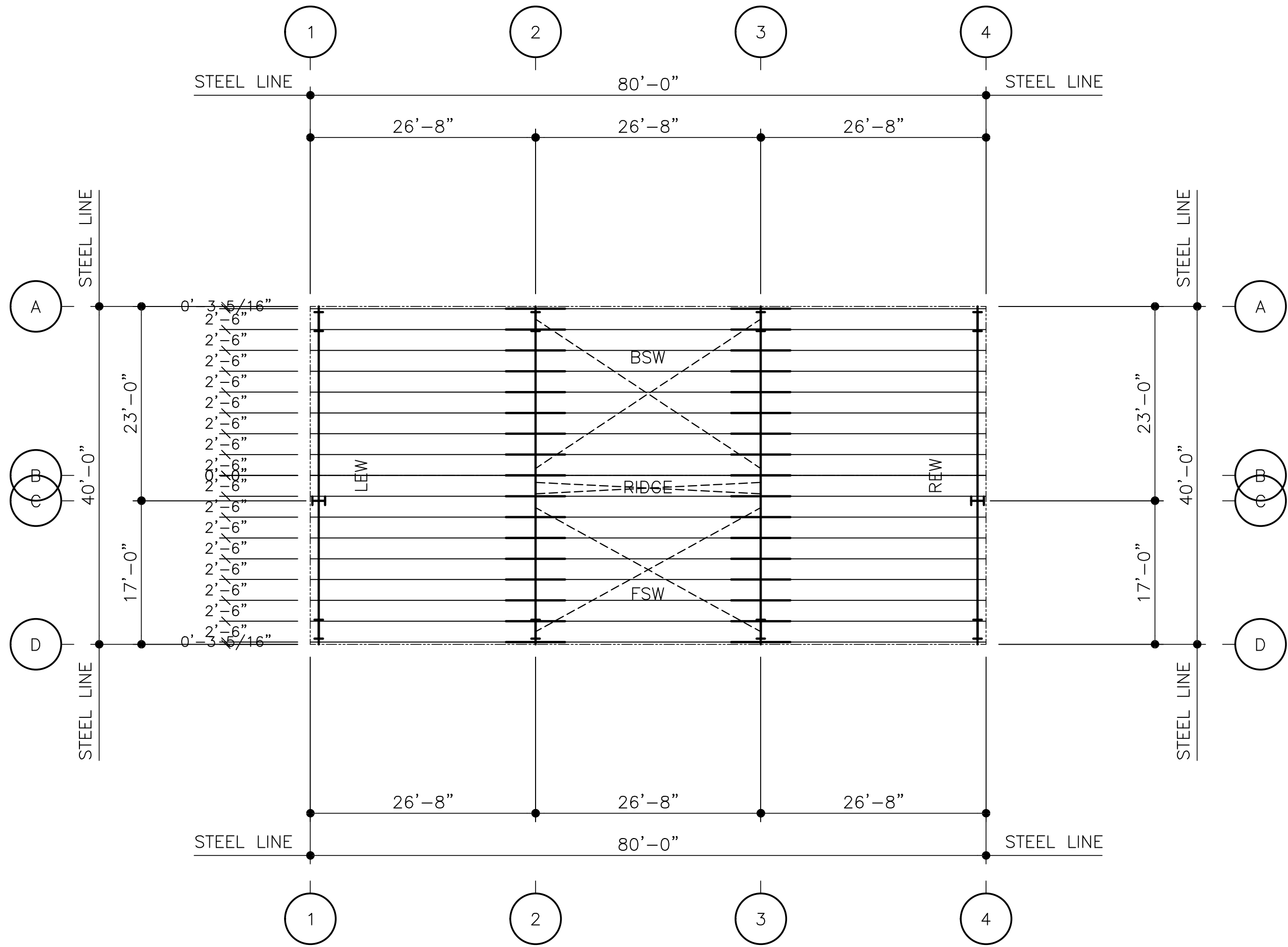
PROJECT NAME:

DARSHI KUMAR 2
DUNDALK, ON

CUSTOMER NAME:

PRESTIGE STEEL BUILDINGS
ORILLIA, ON





WAREHOUSE ROOF FRAMING PLAN

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE: PRELIMINARY ROOF FRAMING PLAN

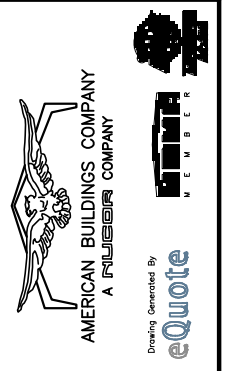
SHEET NUMBER: RF1 QUOTE NUMBER: 3

PROJECT NAME:

DARSHI KUMAR 2 DUNDALK, ON

CUSTOMER NAME:

PRESTIGE STEEL BUILDINGS ORILLIA, ON

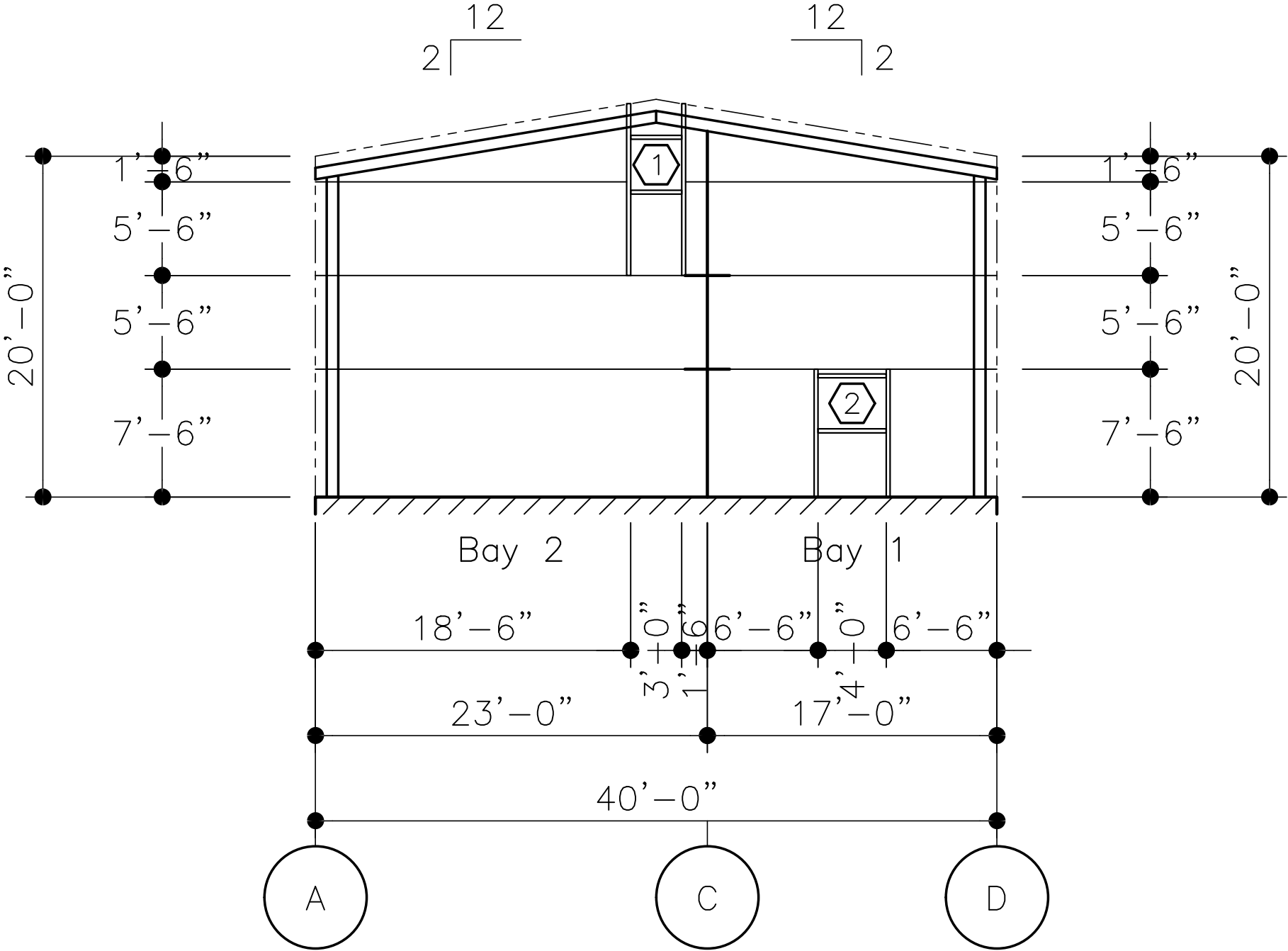


KEY PLAN

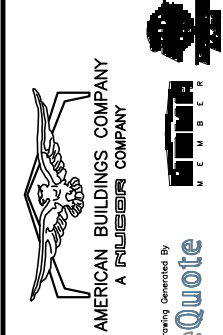
WAREHOUSE

FRAMED OPENING SCHEDULE

| ID | QTY | WIDTH | HEIGHT | SILL HEIGHT | LOCATED |
|----|-----|-------|--------|-------------|---------|
| 1 | 1 | 3'-0" | 3'-0" | 18'-0" | FACTORY |
| 2 | 1 | 4'-0" | 3'-0" | 4'-0" | FACTORY |



ELEVATION AT LINE 1



PROJECT NAME:

DARSHI KUMAR 2

DUNDALK, ON

CUSTOMER NAME:

PRESTIGE STEEL BUILDINGS

ORILLIA, ON

DO NOT USE FOR FINAL CONSTRUCTION


2/13/2018 3:02 PM

PRELIMINARY STRUCTURAL ELEVATIONS

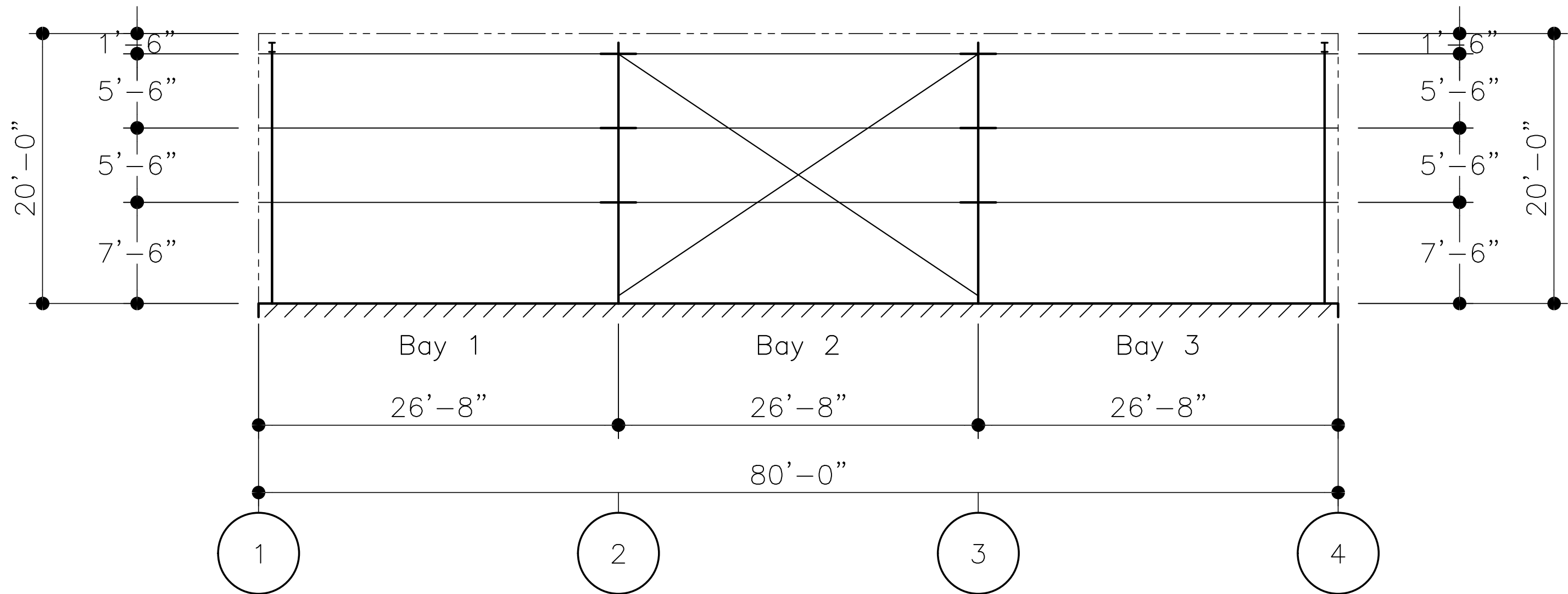
QUOTE NUMBER:

3

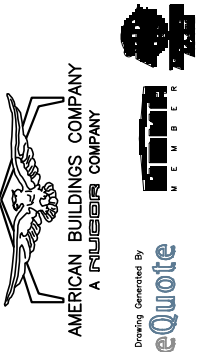
ST5



A diagram showing a large rectangle labeled "WAREHOUSE" resting on a horizontal line. A small black triangle, representing a fulcrum, is positioned at the center of the horizontal line, directly beneath the center of the rectangle.



ELEVATION AT LINE D



| | |
|----------------|------------------|
| PROJECT NAME: | DARSHI KUMAR 2 |
| | DUNDALK, ON |
| CUSTOMER NAME: | PRESTIGE STEEL E |
| | ORILLIA, ON |

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE:

2/13/2018 3:02

PRELIMINARY STRUCTURAL ELEVATION

SHEET NUMBER:

QUOTE NUMBER:

ST6

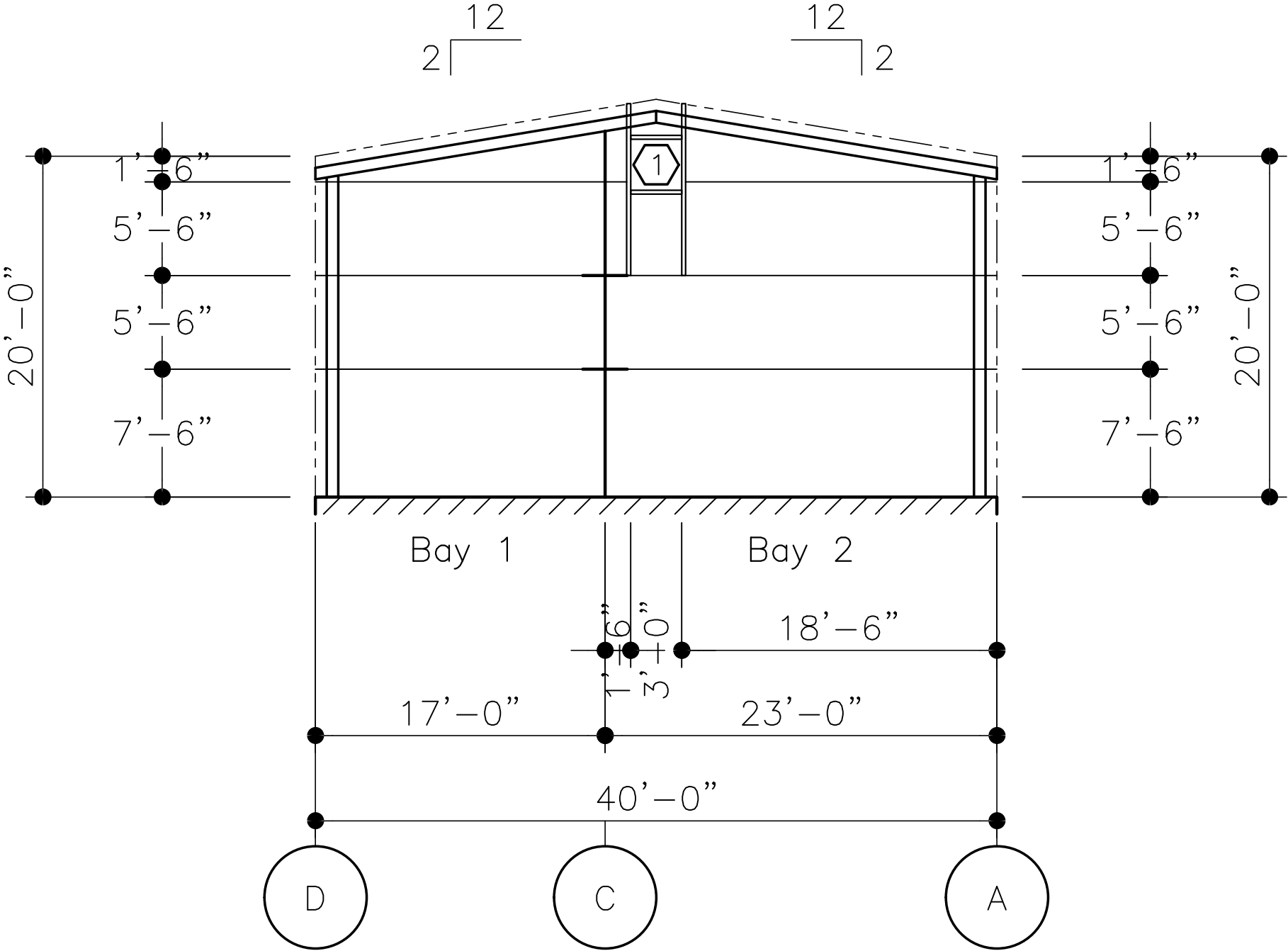
3

KEY PLAN

WAREHOUSE

FRAMED OPENING SCHEDULE

| ⬠D | QTY | WIDTH | HEIGHT | SILL HEIGHT | LOCATED |
|----|-----|-------|--------|-------------|---------|
| 1 | 1 | 3'-0" | 3'-0" | 18'-0" | FACTORY |



ELEVATION AT LINE 4



PROJECT NAME:

DARSHI KUMAR 2
DUNDALK, ON

CUSTOMER NAME:

PRESTIGE STEEL BUILDINGS
ORILLIA, ON

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE:

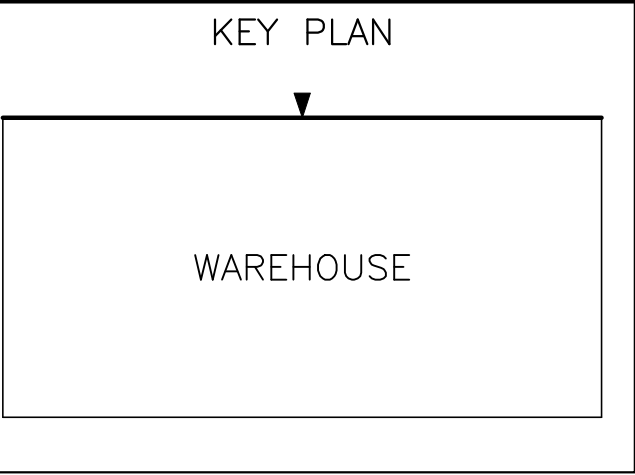
PRELIMINARY STRUCTURAL ELEVATIONS

SHEET NUMBER:


ST7

QUOTE NUMBER:


3



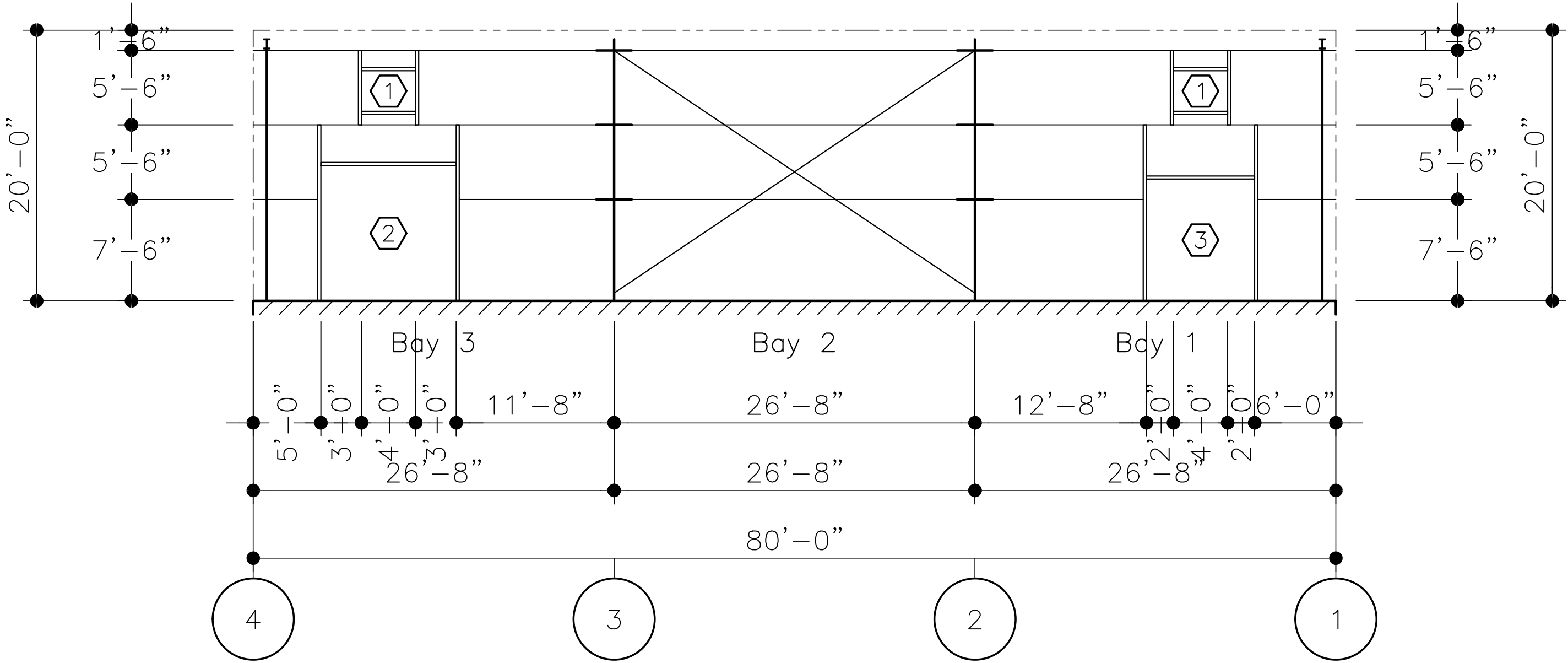
| FRAMED OPENING SCHEDULE | | | | | |
|-------------------------|-----|--------|--------|-------------|---------|
| ID | QTY | WIDTH | HEIGHT | SILL HEIGHT | LOCATED |
| 1 | 2 | 4'-0" | 3'-0" | 14'-0" | FACTORY |
| 2 | 1 | 10'-0" | 10'-0" | 0'-0" | FACTORY |
| 3 | 1 | 8'-0" | 9'-0" | 0'-0" | FACTORY |



AMERICAN BUILDINGS COMPANY
A FULBRIGHT COMPANY



Drawing Generated By
eQuote
U.S. B E S I D E



ELEVATION AT LINE A

DO NOT USE FOR FINAL CONSTRUCTION

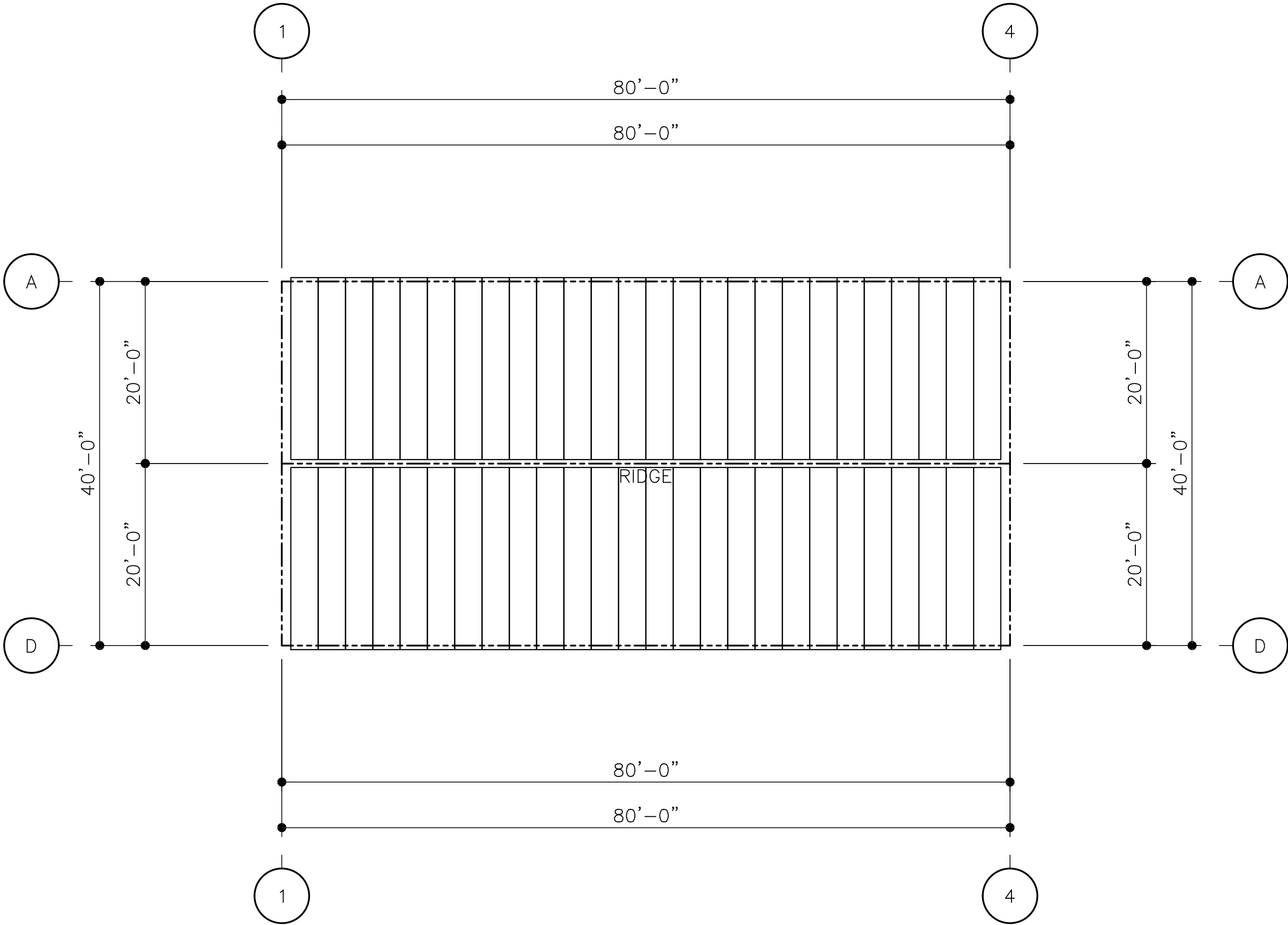
SHEET TITLE: 2/13/2018 3:02 PM
PRELIMINARY STRUCTURAL ELEVATIONS

SHEET NUMBER: QUOTE NUMBER: 3

ST8

PROJECT NAME: DARSHI KUMAR 2
DUNDALK, ON

CUSTOMER NAME: PRESTIGE STEEL BUILDINGS
ORILLIA, ON



ROOF SHEETING PLAN

403

PANELS: 26 GA. LONGSPANIII GALVALUME

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE: 2/13/2018 3:02 PM

PRELIMINARY ROOF SHEETING PLAN

SHEET NUMBER: RS1

QUOTE NUMBER:

3

PROJECT NAME:

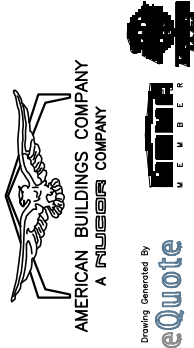
DARSHI KUMAR 2

DUNDALK, ON

CUSTOMER NAME:

PRESTIGE STEEL BUILDINGS

ORILLIA, ON

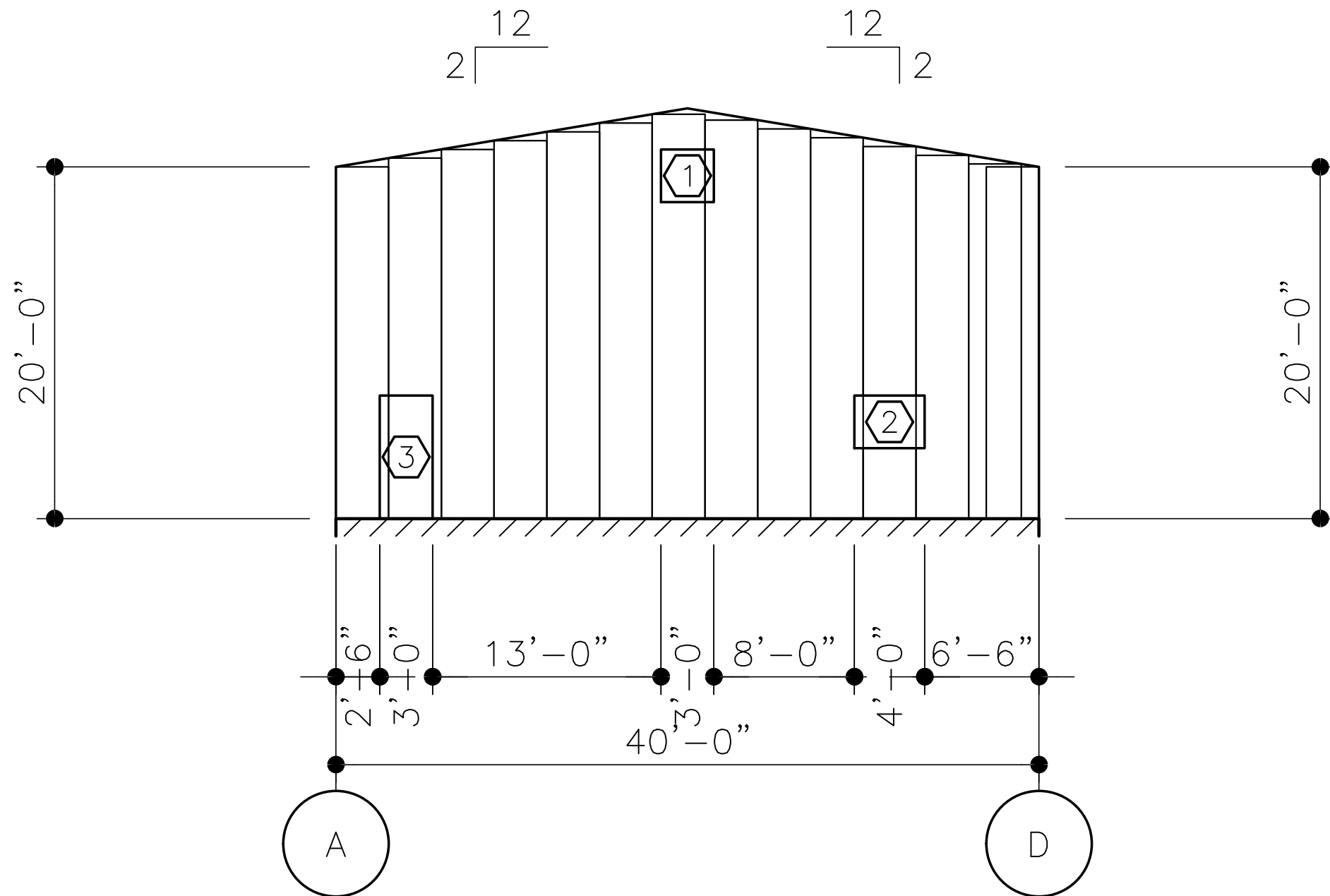
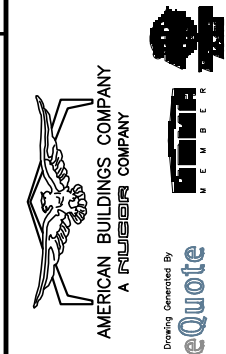


WAREHOUSE

WAREHOUSE

STOCK

| FRAMED OPENING SCHEDULE | | | | | |
|-------------------------|-----|-------|--------|-------------|---------|
| ID | QTY | WIDTH | HEIGHT | SILL HEIGHT | LOCATED |
| 1 | 1 | 3'-0" | 3'-0" | 18'-0" | FACTORY |
| 2 | 1 | 4'-0" | 3'-0" | 4'-0" | FACTORY |
| 3 | 1 | 3'-0" | 7'-0" | 0'-0" | FACTORY |



WALL SHEETING ELEVATION AT LINE 1

PANELS: 26 GA. Architectural III – TBS

PROJECT NAME:

PROJECT NAME: DARSHI KUMAR 2

DUNDALK, ON

CUSTOMER NAME:

CUSTOMER NAME: PRESTIGE STEEL BUILDINGS

ORILLIA, ON

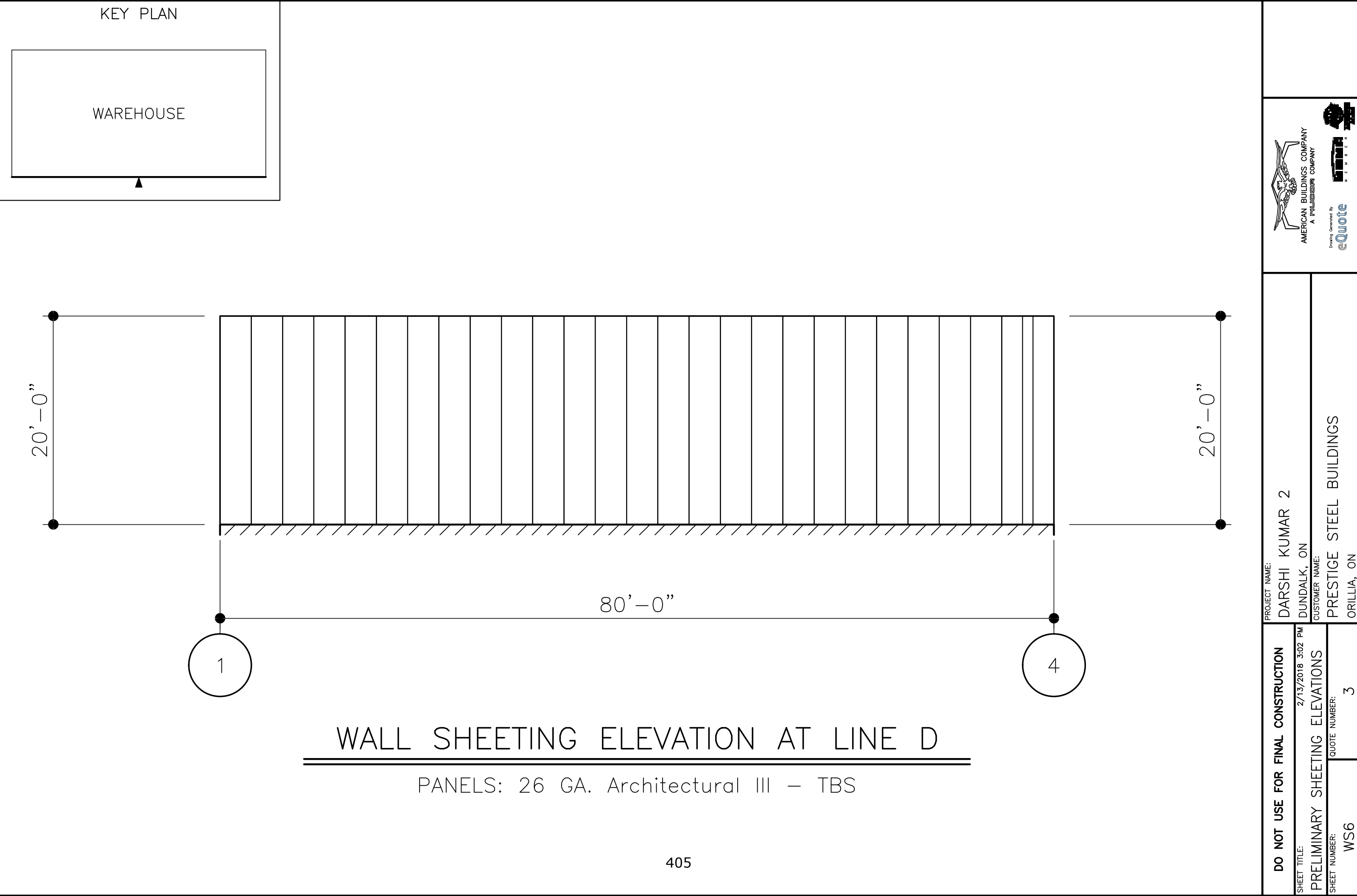
DO NOT USE FOR FINAL CONSTRUCTION


2/13/2018 3:02 PM

PRELIMINARY SHEETING ELEVATIONS


| | |
|---------------|---------------|
| SHEET NUMBER: | QUOTE NUMBER: |
|---------------|---------------|

WS5

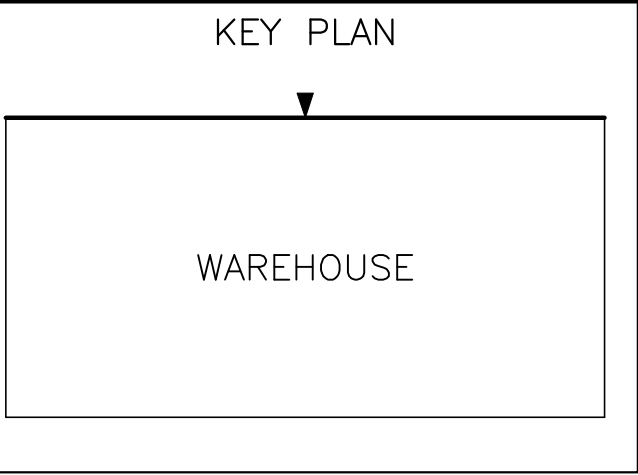





AMERICAN BUILDINGS COMPANY
A PRESTIGE COMPANY




Drawing Generated By
eQuote
MEMBER



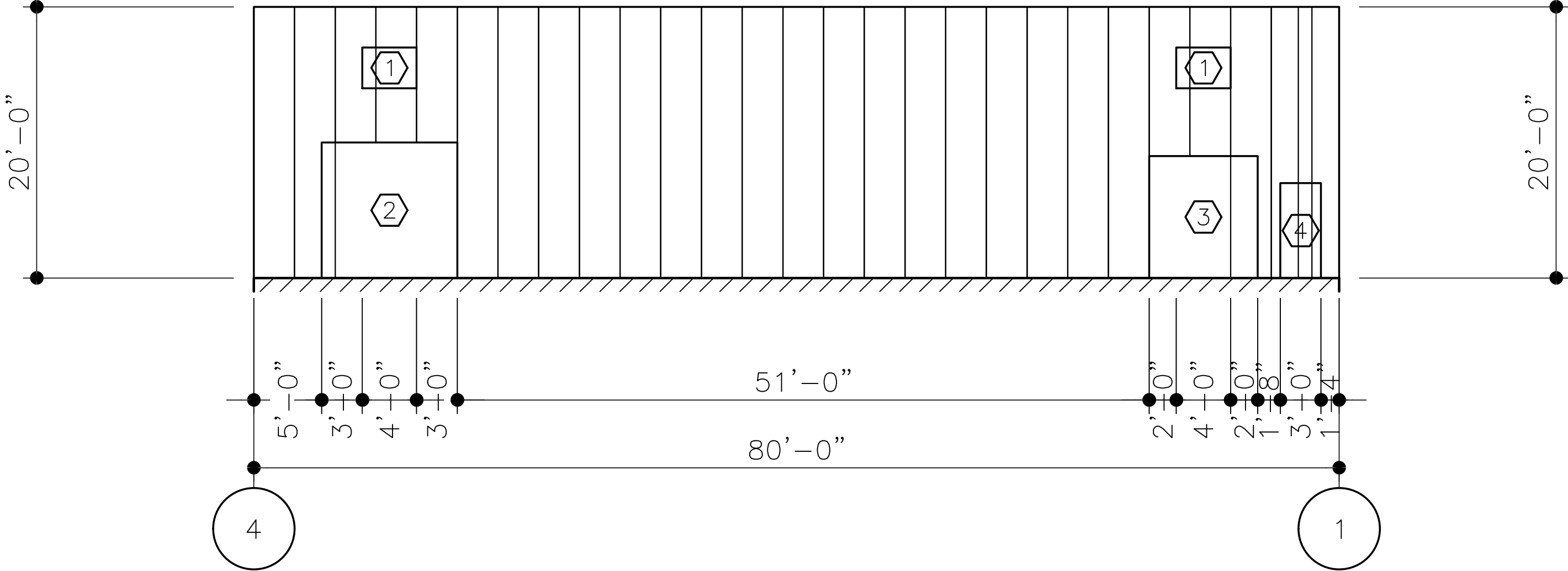
| FRAMED OPENING SCHEDULE | | | | | |
|-------------------------|-----|--------|--------|-------------|---------|
| ID | QTY | WIDTH | HEIGHT | SILL HEIGHT | LOCATED |
| 1 | 2 | 4'-0" | 3'-0" | 14'-0" | FACTORY |
| 2 | 1 | 10'-0" | 10'-0" | 0'-0" | FACTORY |
| 3 | 1 | 8'-0" | 9'-0" | 0'-0" | FACTORY |
| 4 | 1 | 3'-0" | 7'-0" | 0'-0" | FACTORY |



AMERICAN BUILDINGS COMPANY
A FULBRIGHT COMPANY



Drawing Generated By
eQuote
MEMBER



WALL SHEETING ELEVATION AT LINE A

PANELS: 26 GA. Architectural III – TBS

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE: 2/13/2018 3:02 PM
PRELIMINARY SHEETING ELEVATIONS

SHEET NUMBER: QUOTE NUMBER: 3

PROJECT NAME:
DARSHI KUMAR 2
DUNDALK, ON

CUSTOMER NAME:
PRESTIGE STEEL BUILDINGS
ORILLIA, ON



Toronto, 2018 – 08 – 01

Township of Southgate
185667 Grey County Road 9, RR 1
Dundalk, ON N0C 1B0
Clinton Stredwick, Planner

MEMORANDUM
ITEMIZING EACH COMMENT re: SITE PLAN SUBMISSION
FOR CANADIAN FENCE
Dated July 17, 2018,

Re: SITE PLAN SUBMISSION
FOR CANADIAN FENCE

Dear Mr. Clinton Stredwick

Below are the itemized responses to our submission comments:

- 1. Grading and drainage plan are prepared, and it is a part of this submission.**
However, as the services are not known at this stage, we will present a revised version for the Building Permit
- 2. Barrier free Washroom will be located in the Building B (Industrial 300m2 Metal Building) as a part of the on-site office. A detail is included in the second submission**
- 3. Road access and a Civic number (Municipal address) will be obtain at the stage of**

Building Permit, before the development

4. Elevations of both buildings along with images of the building are included in the second submission
5. All drawings and elevations are referring to the building on the Site Plan in the second submission
6. We have included color referencies to the buildings on the plans
7. We are showing a few trees planting so they can break up the view of the wood fencing from the road
8. We will apply for the water /sewer connections at the stage of the Building Permit but before the development. If the pumping is required for the sewer connection, we will provide an engineering drawing and will coordinate with the Township

Note:

Apart of drawings we would like to include links to the typical buildings and the fence:

Warehouse Building: <http://prestigesteel.ca/>

Self Storage Building: <https://www.trachte.com/>

- single storey building, neutral color

Fence

- <http://romafencegroup.com/wp-content/uploads/2018/05/Ornamental-Iron-Fence-Brochure-2018-New-York-Collection-WEB-S.pdf>
- Style like Capped Manhattan or Liberty, 6' +

If you have any questions, please do not hesitate to call 416–985-8906



Daniel Karpinski, Architect OAA

TOWNSHIP OF SOUTHGATE
LOT 3, ECO PARK
DUNDALK, ONTARIO

PROJECT No: 2018- 01-DUNDALK
ISSUED: JANUARY, 2018
DATE: JANUARY, 2018

[illegible]

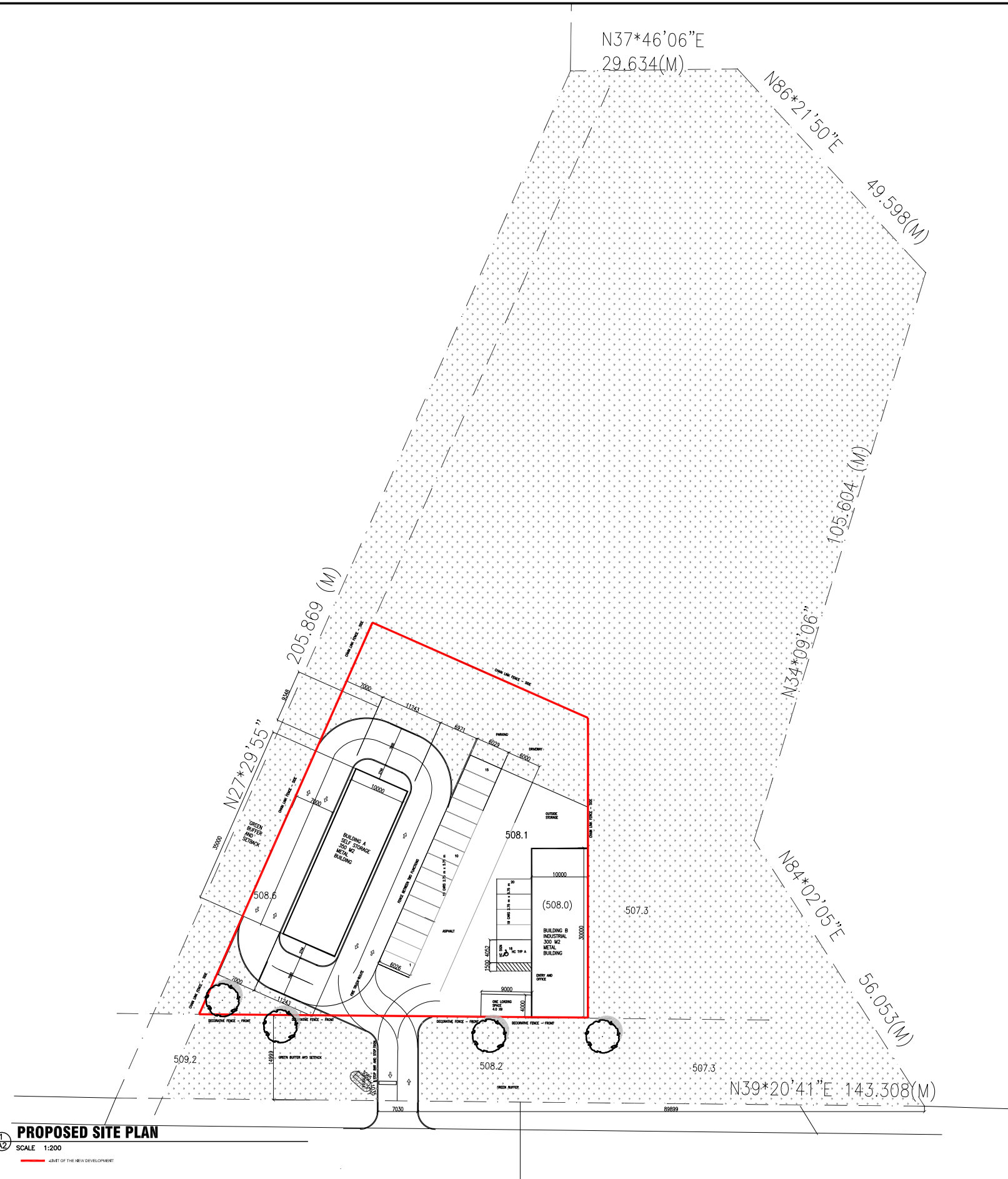
| PLUMBING FACILITIES REQUIREMENTS: | |
|---|--|
| STAFF & PUBLIC REQUIREMENTS : | ONTARIO BUILDING CODE REFERENCE: |
| OCCUPANT LOAD: 1 Required: (based on a 50% split of each gender) MALE: 1 FEMALE: 1 <div>1 unit UN gender</div> | O.B.C. 3.7.4.3 WATER CLOSETS FOR A2 OCCUPANCY |
| WATER CLOSETS PROVIDED: | |
| <u>GROUND FLOOR</u> MALE AND FEMALE: 1 UNI GENDER WC | O.B.C. 3.7.4.3 WATER CLOSETS FOR A2 OCCUPANCY |

| ITEM: | ZONING REQUIREMENTS | BY-LAWS | PROVIDED | COMPLIANCE |
|-------|---|--|----------------|------------|
| | STANDARD | | | |
| 1 | TOWN PARCEL – TOTAL LOT | – | 2.5 ACRE | YES |
| 2 | SITE AREA – LEASED AREA | – | 2.5 ACRE | YES |
| 3 | COVERAGE | 6% | 604 M2 | YES |
| 4 | MINIMUM LOT FRONTAGE | – | 143.3 M | YES |
| 5 | MAXIMUM LOT FRONTAGE | – | 143.3 M | YES |
| 6 | MAXIMUM LOT DEPTH | – | 150 M | YES |
| 7 | MAXIMUM LOT AREA | – | 10,117 M2 | YES |
| 8 | MINIMUM FRONT YARD SETBACK | 15 M | 15 M | YES |
| 9 | MINIMUM REAR YARD SETBACK | 11 M | 11 M | YES |
| 10 | MINIMUM INTERIOR SIDE YARD SETBACK | 7.5 M | 7.5 M | YES |
| 11 | MAXIMUM HEIGHT | 11 | 11 M | YES |
| 12 | REQUIRED PARKING | AS PER DESIGN: 1 OPERATOR + 6 STORAGE | 18 | YES |
| 13 | TYPICAL PARKING SPACES DIMENSIONS (0 DEG) | 2.75 M X 5.75 M | 2.75 M X 5.8 M | YES |
| 14 | REQUIRED HC PARKING (AODA) | 1 | 1 | YES |
| 15 | HC PARKING SPACES DIMENSIONS | 4.4 M X 6.0 M | 4.4 M X 6.0 M | YES |
| 16 | PARKING LOCATION IN PE ZONE | | 3 | YES |
| 17 | LOADING SPACE | 1 | 1 | YES |
| 18 | LOADING SPACE SIZE | 4.0 M X 9 M | 4.0 M X 9 M | YES |
| 19 | LANDSCAPE BUFFER | 30% | 80% | YES |
| 20 | MAIN DRIVE AISLE WIDTH – NO PARKING | 7.0 M | 7.0 M | YES |
| 21 | MAIN DRIVE AISLE WIDTH – WITH PARKING | | 7.0 M | YES |

LIST OF DRAWINGS:

- A1 - PROPOSED SITE PLAN**
- A2 - PROPOSED SITE PLAN - DETAIL**
- A3 - PROPOSED GRADING AND DRAINAGE PLAN**
- A4 - UNIVERSALLY ACCESSIBLE WASHROOM DETAIL**
- A5 - BUILDING A - ELEVATION AND VIEW**
- A6 - BUILDING B VIEWS**
- A7 - PROPOSED FENCES AND COLORS**
- A8 - VIEW TOWARDS BUILDING B WITH A FENCE**





PROPOSED SITE PLAN
SCALE 1:200
— LIMIT OF THE NEW DEVELOPMENT



- NOTES:
1. ALL MEASUREMENTS TO BE VERIFIED AT SITE. IN CASE OF DISCREPANCY, CONTRACTOR TO INFORM THE ARCHITECT IMMEDIATELY.
 2. ALL WORK TO BE IN COMPLIANCE WITH THE ONTARIO BUILDING CODE AND AUTHORITIES HAVING JURISDICTION.



| NO. | DATE | REVISIONS |
|-----|------------|----------------------------|
| 1 | 2018/01/16 | ISSUED FOR PRE CON MEETING |

SIGNED

ALL MEASUREMENTS MUST BE CHECKED ON THE JOB BY THE CONTRACTOR. DRAWINGS MUST NOT BE SCALED.

ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE JOB.

Daniel Karpinski
ARCHITECT

167 GLENMOUNT PARK ROAD TORONTO, ON. M4E 2N3
MOBIL: (416) 985-8906 FAX: (416) 691-7993
e-mail: Daniel.Karpinski@sympatico.ca

A1

DEVELOPMENT OF THE
RR#1
2 INDUSTRIAL BUILDINGS
DUNDALK ONTARIO

| | | |
|-------------------------------|-----------------------|-------------|
| DWG. TITLE AS NOTED | | |
| SCALE AS NOTED | DATE JANUARY, 2018 | DRAWN JA |
| PROJ. NO. 2018-01- DUNDALK | | |



- ONTARIO ASSOCIATION
OF
ARCHITECTS
Daniel Karpinski
DANIEL KARPINSKI
LICENCE
5200

| | | | |
|---|----------|----------------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| 2 | | | |
| 1 | 20/05/16 | ISSUED FOR PRE CON MEETING | |
| | NO. | DATE | |
| | SIGNED | | REVISIONS |

ALL MEASUREMENTS MUST BE CHECKED ON THE JOB BY THE CONTRACTOR. DRAWINGS MUST NOT BE SCALED.

ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE JOB.

167 GLENMOUNT PARK ROAD TORONTO, ON. M4E 2N3
MOBIL: (416) 985-8906 FAX: (416) 691-7993
e-mail: Daniel.Karpinski@Sympatico.ca

| |
|------------|
| DWG. TITLE |
| AS NOTED |

| | | |
|-------------------------------|-----------------------|-------------|
| SCALE AS NOTED | DATE JANUARY, 2018 | DRAWN JA |
| PROJ. NO. 2018-01- DUNDALK | | |

A3

412

1
A2

PROPOSED SITE PLAN

SCALE 1:200

- -LIMIT OF THE NEW DEVELOPMENT

LEGEND

- ➔— - EXISTING STORM SEWER
—➔— - PROPOSED STORM SEWER
○ - EXISTING STORM MANHOLE
○ - PROPOSED STORM MANHOLE
➔ - EXISTING OVERLAND FLOW ROUTE
➔ - PROPOSED OVERLAND FLOW ROUTE
- DRAINAGE AREA BOUNDARY
0.41 - AREA (HECTARES)
0.75 - RUN-OFF COEFFICIENT
- LIMIT OF PROPERTY

LEGEND

- (000.00) - EXISTING ELEVATION TO REMAIN
000.00 - EXISTING ELEVATION
➔ - DIRECTION OF SURFACE FLOW
➔ - DIRECTION OF EXISTING SURFACE FLOW
000.00 - PROPOSED ELEVATION
(000.00) - PROPOSED CATCHBASIN WITH TEMPORARY SEDIMENT CONTROL
- PROPOSED CATCHBASIN WITH TEMPORARY SEDIMENT CONTROL
- 5YR PONDING AREA
- SEDIMENT CONTROL FENCE
➔ - OVERLAND FLOW ROUTE
- DRAINAGE AREA BOUNDARY
- LIMIT OF THE NEW DEVELOPMENT

ROOF DISCHARGE RATE TO BE CONTROLLED TO 35.0 L/sec/Ha OF ROOF AREA

USE ZURN CONTROL - FLO ROOF DRAINS (BUILDING A FOLLOW TO B)
MAXIMUM FLOW PER 1 WEIR = 0.124 L/s per cm OF HEAD OF WATER
OR 5.0 USGPM per inch OF HEAD OF WATER
MAXIMUM DISCHARGE FROM ROOF - 0.035 Ha. x 0.035m³/s/Ha = 0.0012m³/s

NUMBER OF WEIRS = 1.2 L/s / 0.521 L/s = 0.6 (SAY 1 WEIRS)

NUMBER OF ROOF DRAINS = 2 DRAINS WITH 1 WEIRS

TOTAL ROOF DISCHARGE = 2 x 0.521 L/sec = 1.4 L/sec

SED GRADING AND DRAINAGE PLAN

SANITARY SEWERS

- PIPE 375mm DIAMETER AND SMALLER SHALL BE POLYVINYL CHLORIDE PIPE (P.V.C.) SDR 26 OR 35 (AS REQUIRED) CONFORMING TO C.S.A. SPECIFICATION B162.2 AND B162.4 OR LATEST VERSION, A.S. 11 M 3 2004, F 476, F 734 AND F 948.
- MANHOLES 450mm DIAMETER AND LARGER SHALL BE STEEL REINFORCED CONCRETE PIPE CONFORMING TO C.S.A. SPECIFICATION A 287.2-M 1982 OR LATEST REVISION THEREOF UNLESS OTHERWISE NOTED.
- BENCHING AS PER OPSD 701.021
- BEDDING AS PER S-200.010 DURHAM STANDARD FOR PVC.
- CONNECTIONS ALL CONNECTIONS SHALL CONFORM TO REGION OF DURHAM STANDARDS S-100.010 AND S-100.020.
- INSPECTION ALL MAINLINE SANITARY SEWERS ARE TO BE INSPECTED BY VIDEO CAMERA PRIOR TO INITIAL MAINTENANCE. TERMS AS PER REGIONAL "C" AND "D" SCHEDULE.
- 1.00m MINIMUM DEPTH OF COVER.
- THE CONTRACTOR/OWNER IS RESPONSIBLE FOR ALL UTILITY LOCATES AND ANY DAMAGE OR DISTURBANCE DURING CONSTRUCTION.

STORM SEWERS

- PIPE 450mm DIAMETER AND SMALLER SHALL CONFORM TO C.S.A. B162.2 AND B162.4 OR LATEST VERSION, STANDARD DIMENSION RATIO (SDR) AS SHOWN ON DRAWING. 625mm DIAMETER AND LARGER SHALL BE STEEL REINFORCED CONCRETE PIPE CERTIFIED AS CONFORMING TO SPECIFICATION C.S.A. A287.1, A287.3 OR LATEST VERSION AND CLASS AS NOTED.
- MANHOLES AS PER OPSD 701.010 (1200mm), OPSD 701.011 (1500mm) AND 701.012 (1800mm). COVERS AND FRAMES SHALL CONFORM TO OPSD 401.010.
- BENCHING AS PER OPSD 701.021
- BEDDING AS PER S-200.010 DURHAM REGION STANDARD FOR PVC.
- CONNECTIONS SHALL CONFORM TO AS-185.
- CATCHBASINS AS PER OPSD 706.010 (SINGLE) AND 706.020 (DOUBLE) AND AS-106. FRAME AND GRATE TO CONFORM TO OPSD 400.010. CATCHBASIN LEADS SHALL BE P.V.C. SDR-35, SIZE 250mm DIAMETER WITH MINIMUM 1% GRADE FOR SINGLE CATCHBASINS AND 300mm DIAMETER WITH MINIMUM 1% GRADE FOR DOUBLE CATCHBASINS OR AS SHOWN ON THE DRAWINGS. REAR YARD CATCH-BASIN AS PER TOWN STANDARD DRAWINGS AS-189 AND AS-189.
- SUBDRAINS 150mm DIAMETER, SHALL RUN CONTINUOUS ON BOTH SIDES OF ROAD AND CONNECT TO BOTH SIDES OF ALL CATCHBASINS AS PER TOWN STANDARD AS-221.
- 1.30m MINIMUM DEPTH OF COVER.
- THE CONTRACTOR/OWNER IS RESPONSIBLE FOR ALL UTILITY LOCATES AND ANY DAMAGE OR DISTURBANCE DURING CONSTRUCTION.

WATERMAINS

- WATER SERVICE CONNECTION SHALL BE CONSTRUCTED IN ACCORDANCE WITH DURHAM REGION STANDARD S-230.011.
- HYDRANT AND VALVE SHALL CONFORM TO S-210.010 DURHAM REGION STANDARD, AND PROVIDED WITH STORAGE PUMP CONNECTION.
- WATERMAIN SHALL BE POLYVINYL CHLORIDE (PVC) CLASS 150 DR-18 PIPE MANUFACTURED TO AWWA C900-89 AND C945 C945 2.000000 WITH GASKETED BELL END COW P44 AWG SOLID COPPER TRACE WIRE. TRACER WIRE SHALL BE ATTACHED TO EVERY NONMETALLIC WATERMAIN, FIREMAN AND WATER SERVICE CONNECTION AS PER S-201.030 AND S-220.010 REGION OF DURHAM STANDARD.
- ALL WATERMAINS SHALL BE HYDROSTATICALLY TESTED IN ACCORDANCE WITH LOCAL MUNICIPAL AND PROVINCIAL GUIDELINES. PROVISIONS FOR FLUSHING WATER LINE PRIOR TO TESTING ETC. MUST BE PROVIDED. ALL NEW MAINS AND SERVICES TO BE PRESSURE TESTED TO 200 PSI (13.79 bar) FOR AT LEAST 1 (ONE) HOUR. THE CONTRACTOR, INSPECTED BY THE ENGINEER, SHALL SUCCESSFULLY SWAB AND CHLORINATE MAINS AND SERVICES PRIOR TO CONNECTING TO EXTERNAL WATERMAINS. THE SYSTEM TO BE CONSTRUCTED AND TESTED AS PER OPSD 701.10. NO CONNECTION TO MUNICIPAL WATERMAIN UNTIL A POSITIVE LABORATORY TEST RESULT IS DELIVERED TO THE TOWN OF AJAX AND DURHAM REGION AND A WRITTEN CLEARANCE IS GIVEN BY THE TOWN OF AJAX.
- CONTRACTOR/OWNER IS RESPONSIBLE FOR ALL UTILITY LOCATES AND ANY DAMAGE OR DISTURBANCE DURING CONSTRUCTION.
- PIPES 300mm DIAMETER AND SMALLER SHALL BE POLYVINYL CHLORIDE PIPE (PVC) CONFORMING TO CANICSA B-137.
- BEDDING AS PER S-200.010 DURHAM REGION STANDARD FOR PVC.
- WATERMAINS, FIREMAINS AND SERVICE CONNECTIONS SHALL HAVE A MINIMUM VERTICAL CLEARANCE OF 0.50m OVER AND 0.50m UNDER SEWERS AND ALL OTHER UTILITIES WHEN CROSSING AND A HORIZONTAL 2.40m FROM ALL SEWER LINES. ALL WATERMAINS AND SERVICES SHALL HAVE 1.00m MINIMUM COVER.
- ALL WATERMAIN STUBS SHALL BE TERMINATED WITH A PLUG AND 50mm BLOW-OFF UNLESS OTHERWISE NOTED.
- ALL THRUST BLOCK AND RESTRAINT SHALL CONFORM TO S-200.060 REGION OF DURHAM STANDARD. ALL DUCTILE IRON FITTINGS SHALL BE CATHODICALLY PROTECTED WITH A 5.44g ZINC ANODE.
- BACK FLOW PREVENTION AS PER S-240.040 REGION OF DURHAM STANDARD.
- METER ROOM LAYOUT AS PER S-240.041 REGION OF DURHAM STANDARD.
- INSTALL 19mm TEST POINT BY-PASS AS PER S-210.040 REGION OF DURHAM STANDARD.
- ALL PROPOSED WATER PIPING MUST BE ISOLATED FROM EXISTING MAINS IN ORDER TO ALLOW INDEPENDENT PRESSURE TESTING AND CHLORINATION AS PER REGION OF DURHAM STANDARDS.
- ALL HYDRANT FLANGE ELEVATIONS TO BE INSTALLED 8.15m ABOVE PROPOSED FINISH GRADE AT HYDRANT.
- BUILDING SERVICE VALVES TO BE 3.0m OFF THE FACE OF THE BUILDING UNLESS OTHERWISE NOTED AND MUST BE RESTRAINED A MINIMUM OF 12.0m BACK FROM STUB.
- PROVISIONS FOR FLUSHING WATERMAINS MUST BE PROVIDED WITH A MINIMUM 50mm OUTLET FOR MAINS 100mm AND LARGER. FLUSHING POINTS MATCHING THE SIZE OF PIPE MUST BE PROVIDED AT THE END OF EACH COPPER MAIN. FIRE MAIN FLUSHING OUTLETS TO BE 100mm DIAMETER MINIMUM OR A HYDRANT. FLUSHING POINTS MUST BE HOSED OR PIPED TO ALLOW THE WATER TO DRAIN.
- ALL HYDRANT ON PRIVATE PROPERTY MUST BE PAINTED RED AND THE STORZ MUST BE PAINTED BLACK IN ACCORDANCE TO DURHAM REGION STANDARDS.

NOTES

SITE PLAN

- BOLLEVARDS TO BE GRADED, TOP SOILED 150mm DEPTH AND SODDED BY OWNER/CONTRACTOR TO THE TOWN'S SATISFACTION.
- ALL EXISTING PAVEMENT, CURBS, SIDEWALKS, DRIVEWAYS AND BOLLEVARDS AREAS DISTURBED BY THE CONSTRUCTION MUST BE REINSTATED TO THE SATISFACTION OF THE TOWN OF AJAX.
- A MINIMUM SETBACK OF 3.0m FROM STREET FRONTAGE TO PROPOSED DRIVEWAYS AND SIDEWALKS SHALL BE MAINTAINED. ALL EXISTING STREET FURNITURE TO BE RELOCATED BY THE CONTRACTOR/OWNER TO A SETBACK OF 1.00m. THE COST OF RELOCATION OF UTILITY IS RESPONSIBILITY OF THE DEVELOPER/OWNER.
- THE CONTRACTOR/OWNER IS RESPONSIBLE FOR ALL UTILITY LOCATES AND ANY DAMAGE OR DISTURBANCE DURING CONSTRUCTION.
- ALL BARRIER FREE ENTRANCES AND BARRIER FREE PATHS OF TRAVEL MUST COMPLY WITH O.B.C.3.1.8.
- THE OWNER/CONTRACTOR SHALL SUPPLY ALL FIRE ROUTE AND HANDICAP SIGNS AS SET OUT IN THE TOWN OF AJAX BY LAWS AND DESIGN CRITERIA.
- ALL EXTERIOR ILLUMINATION TO BE DIRECTED DOWNWARD AS WELL AS INWARD AND DESIGNED TO MAINTAIN ZERO CUTOFF LIGHT DISTRIBUTION AT THE PROPERTY LINE.
- SIDEWALK AND DRIVEWAY SHALL BE CONSTRUCTED AS PER TOWN OF AJAX DETAIL AS 231 AND AS 342 RESPECTIVELY.
- ALL MUNICIPAL CURBS TO BE CUT BY THE TOWN. CONTACT (905) 619-2323 EXT. 224 TO OBTAIN A CURB CUT PERMIT.
- ALL DOWNSPUTS TO BE CONNECTED TO THE STORM DRAINAGE SYSTEM.

SITE GRADING

- ALL DISTURBED GRAZED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION OR BETTER WITH SOD ON MIN. 150mm TOPSOIL. THE RELOCATION OF TREES AND SHRUBS SHALL BE SUBJECT TO APPROVAL BY THE PROJECT LANDSCAPE ARCHITECT OR ENGINEER.
- ALL GRANULAR BASE AND SUB-BASE MATERIALS SHALL BE GRADED AND COMPACTED TO 90% STANDARD PROCTOR DENSITY, FREE OF DEPRESSIONS AS PER GEOTECHNICAL REPORT BY THE SOIL ENGINEER.
- THE PAVEMENT STRUCTURE SHALL BE CONSTRUCTED OF THE FOLLOWING MATERIALS:
CARPARK AREAS AND LIGHT ACCESS ROADS (LIGHT DUTY ASPHALT)
40mm H3 ASPHALTIC CONCRETE
50mm H3 ASPHALT BINDER
150mm - 20mm GRANULAR "A"
225mm - 10mm GRANULAR "B"
BASE COURSE/DRIVEWAY ENTRANCE (HEAVY DUTY ASPHALT)
40mm H3 ASPHALTIC CONCRETE
75mm H3 ASPHALT BINDER
150mm - 20mm GRANULAR "A"
150mm - 20mm GRANULAR "B"
OR AS SPECIFIED IN THE GEOTECHNICAL REPORT PREPARED BY A SOIL ENGINEER, WHOEVER IS GREATER.
- PROVIDE SUBDRAINS, MINIMUM LENGTH OF 3.0m, EXTENDING FROM ALL CATCHBASINS AND CATCHBASIN MANHOLES TO DRAIN THE GRANULAR SUB-BASE LAYER.
- ALL BARRIER CURBS WITHIN THE SITE TO BE CONSTRUCTED AS PER DETAIL, UNLESS OTHERWISE SPECIFIED.
- TRENCH BACKFILL WITHIN THE RIGHT OF WAY SHALL BE UNSHRINKABLE FILL AND SHALL EXTEND TO THE BASE OF ASPHALT.
- ALL WORK SHALL BE SUBJECT TO THE CONDITIONS AND REQUIREMENTS OF TOWN'S ROAD OCCUPANCY PERMIT.
- INSPECTION: ALL WORK ON THE MUNICIPAL RIGHT-OF-WAY AND EASEMENTS TO BE INSPECTED BY THE MUNICIPALITY PRIOR TO BACKFILLING. ALL WORK RELATING TO WATERMAINS AND SEWERS TO BE INSPECTED BY THE MUNICIPALITY WHEN REQUIRED BY THE MUNICIPALITY.
- REFER TO SITE PLAN FOR DIMENSIONS AND SITE DETAILS.
- STEP JOINTS ARE TO BE USED WHERE PROPOSED ASPHALT MEETS EXISTING AS PER DETAIL. ALL JOINTS MUST BE SEALED AS PER DETAIL.
- TRANSITIONS WITHIN THE SUB-GRADE WITHIN 1.20m FROM TOP OF PAVEMENT SHOULD INCLUDE 3H:1V TRANSITIONS.
- EMBANKMENTS TO BE SLOPED AT MAX. 3:1.
- ALL PAVEMENT MARKING, LINE PAINTING, DIRECTIONAL LINES/ARROWS ETC. SHALL BE PLACED IN ACCORDANCE WITH THE ARCHITECTURAL SITE PLAN OR THE OWNER'S TRAFFIC ENGINEERING CONSULTANTS DRAWINGS. LINE PAINTING AND DIRECTIONAL SYMBOLS SHALL BE APPLIED WITH A MINIMUM OF TWO (2) COATS OF ORGANIC SOLVENT BASE PAINT IN ACCORDANCE WITH OPSB 1712.
- WHERE APPLICABLE, THE CONTRACTOR IS TO SUBMIT SHOP DRAWINGS FOR RETAINING WALLS (INCLUDE RAILING IF APPLICABLE) TO THE ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION. SHOP DRAWINGS MUST BE SITE SPECIFIC, SIGNED AND SEALED BY A LICENSED STRUCTURAL ENGINEER. THE CONTRACTOR WILL ALSO BE REQUIRED TO SUPPLY STRUCTURAL AND GEOTECHNICAL CERTIFICATION OF THE AS-CONSTRUCTED RETAINING WALL TO THE ENGINEER PRIOR TO FINAL ACCEPTANCE.
- THE CONTRACTOR SHALL PROVIDE TO THE ENGINEER ONE (1) SET OF AS-CONSTRUCTED SITE SERVING, GRADING AND ELECTRICAL DRAWINGS.

SEDIMENT AND EROSION CONTROL GENERAL NOTES

- CONTRACTOR/OWNER TO COMPLY WITH SEDIMENT AND EROSION CONTROL BY-LAW #63-2008 AS AMENDED.
- CONTRACTOR/OWNER TO COMPLY WITH MUD TRACKING BY-LAW # 69-2002.
- BEFORE PROCEEDING WITH ANY AREA GRADING THE FOLLOWING MUST BE CONSTRUCTED:
A) MUD MAT WHERE INDICATED
B) TEMPORARY SWALES
C) SILT FENCE WHERE INDICATED
D) TREE PRESERVATION. INSPECTION IS REQUIRED
E) TEMPORARY POND, IF REQUIRED
F) SILT TRAPS
- SILT CONTROL FENCE SHALL BE INSTALLED AROUND THE PERIMETER OFFSET OF 0.60m INSIDE THE PROPERTY OF THE SITE AND MAINTAINED UNTILL THE COMPLETION OF THE LANDSCAPING.
- CATCHBASIN SILT TRAPS ARE TO BE INSTALLED AT ALL CATCHBASINS AND CATCHBASIN MANHOLE LOCATIONS UPON COMPLETION OF SERVICES.
- ACCUMULATED SILT TO BE REMOVED OFF SITE PRIOR TO REMOVAL OF THE SILT CONTROL FENCE.
- CONTRACTOR TO INSTALL AND MAINTAIN MUD MAT AT CONSTRUCTION ACCESS IN ORDER TO PREVENT MUD TRACKING ONTO ADJACENT ROADS. MUD MAT TO BE 15m LONG AND 6m WIDE AND SHALL CONSIST OF 100 CLEAR STONE AND 400mm DEEP.
- CONTRACTOR TO CLEAN ADJACENT ROADS ON A REGULAR BASIS TO THE SATISFACTION OF THE TOWN OF AJAX OR REGION OF DURHAM WHICHEVER IS APPLICABLE. THE ROAD SHALL BE, AT A MINIMUM SCRAPED DAILY AND FLUSHED ON FRIDAY EVENING OR SATURDAY MORNING, OR AS DIRECTED BY THE TOWN.
- THE SILT FENCE MUST BE INSPECTED WEEKLY AND IMMEDIATELY AFTER RAINFALL EVENTS FOR RIPS OR TEARS, BROKEN STAKES, BLOW OUTS, STRUCTURAL FAILURES AND ACCUMULATION OF SEDIMENT. THE SILT FENCE MUST BE REPAIRED AND REPLACED IMMEDIATELY WHEN DAMAGED. SEDIMENT MUST BE REMOVED FROM SILT FENCE WHEN ACCUMULATION REACHES 80% OF THE HEIGHT OF THE FENCE.
- THE OWNER WILL SEED, MULCH AND MAINTAIN THE ENTIRE SITE IF A BUILDING PERMIT IS NOT ISSUED WITHIN 365 DAYS OF THE SEDIMENT AND EROSION CONTROL PERMIT BEING USED.
- IF THE SITE REMAINS DORMANT AT ANY TIME FOR MORE THAN 365 DAYS THEN THE OWNER SHALL SEED, MULCH AND MAINTAIN AREAS THAT HAVE BEEN DISTURBED AND ARE OTHERWISE UNFINISHED.
- UPON COMPLETION OF LANDSCAPING, ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL BE REMOVED.
- NO CONSTRUCTION ACTIVITY OR MACHINERY SHALL BE BEYOND THE SILT FENCE.
- ALL TOPSOIL STOCKPILES SHALL BE SURROUNDED WITH A SEDIMENT CONTROL FENCE.
- INSTALL TREE PRESERVATION HOARDING AND CONTACT TOWN LANDSCAPE ARCHITECT FOR INSPECTION PRIOR TO ANY LAND DISTURBANCES.



NOTES:

- ALL MEASUREMENTS TO BE VERIFIED AT SITE. IN CASE OF DISCREPANCY, CONTRACTOR TO INFORM THE ARCHITECT IMMEDIATELY.
- ALL WORK TO BE IN COMPLIANCE WITH THE ONTARIO BUILDING CODE AND AUTHORITIES HAVING JURISDICTION.



| | |
|---------|----------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 2 | |
| 1 | 2005/18 |
| SIGNED | ISSUED FOR PRE CON MEETING |
| NO DATE | REVISIONS |

ALL MEASUREMENTS MUST BE CHECKED ON THE JOB BY THE CONTRACTOR. DRAWINGS MUST NOT BE SCALED.

ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE JOB.

Daniel Karpinski
ARCHITECT

167 GLENMOUNT PARK ROAD TORONTO, ON. M4E 2N3
MOBL: (416) 985-8906 FAX: (416) 691-7993
e-mail: Daniel.Karpinski@sympatico.ca

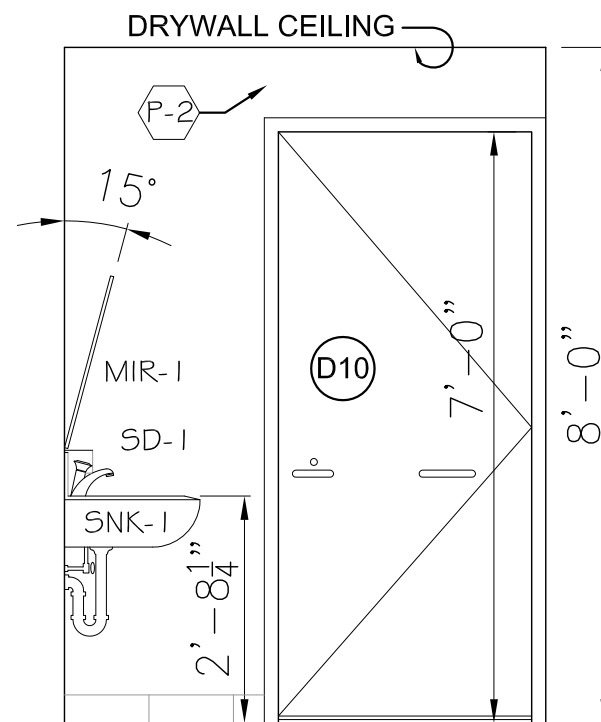
DEVELOPMENT OF THE
RR#1
2 IDUSTRIAL BUILDINGS

DUNDALK ONTARIO

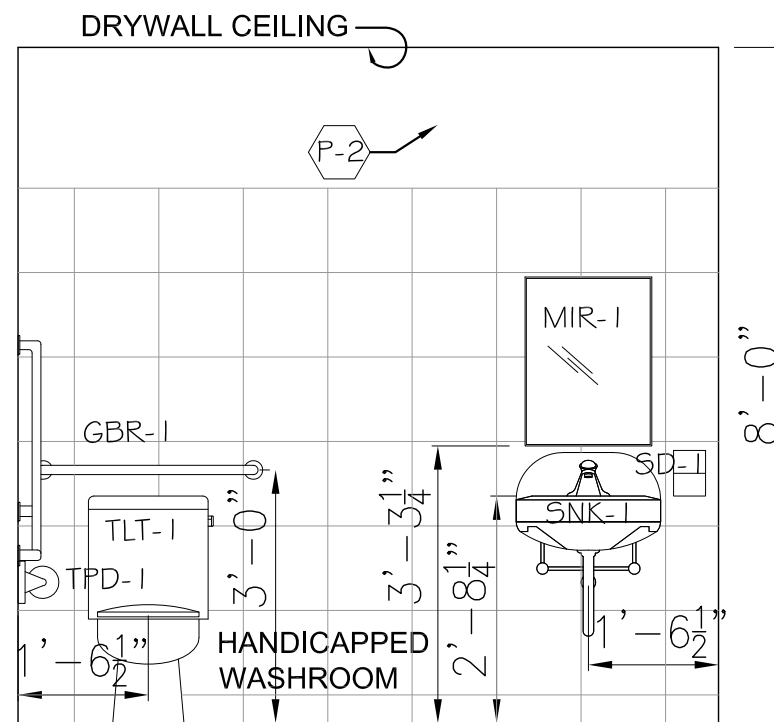
DWG. TITLE
AS NOTED

SCALE AS NOTED DATE JANUARY, 2018 DRAWN JA

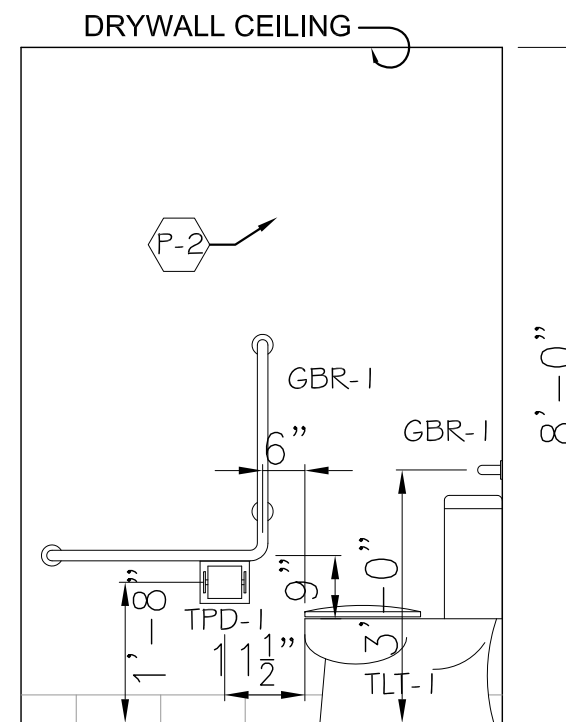
PROJ. NO. 2018-01- DUNDALK



1 **UNIGENDER H/C WASHROOM**
A6 SCALE 1/2"=1'-0"



2 **UNIGENDER H/C WASHROOM**
A6 SCALE 1/2"=1'-0"



3 **UNIGENDER H/C WASHROOM**
A6 SCALE 1/2"=1'-0"

DRAWING SYMBOLS:

| | |
|-------|-------------------------------------|
| TLT-1 | CAROMA ROYALE MODEL #305 |
| SNK-1 | AMERICAN STANDARD LUCERNE #0356.421 |
| FCT-1 | MOEN FAUCET MODEL #8430 |
| MIR-1 | ASI TILTED MIRROR #0535 |
| SD-1 | MANUAL SOAP DISPENSER |
| TPD-1 | ASI TOILET PAPER DISPENSER #7403 |
| GBR-1 | ASI S.S. GRAB BAR SERIES #3800 |

NOTE:

1. UNLESS OTHERWISE SPECIFIED, ALL NEW WALLS (P-1) ARE 9'-0" HEIGHT UP TO SUSPENDED CEILING AS INDICATED ON THE PLAN.
2. AT WASHROOMS, USE 1 LAYER OF 5/8" (15.9mm) DRYWALL ON INTERIOR SIDE OF WASHROOM WALLS.
3. FOR NEW CONST. PROCEDURES, APPLIANCES PLUMBING FIXTURES REFER TO THE GENERAL NOTES.
4. FOR DAMAGE TO AREAS NOT IN CONTRACT, REPAIR MUST BE MADE TO RESTORE TO ORIGINAL CONDITION.



NOTES:

1. ALL MEASUREMENTS TO BE VERIFIED AT SITE. IN CASE OF DISCREPANCY, CONTRACTOR TO INFORM THE ARCHITECT IMMEDIATELY.
2. ALL WORK TO BE IN COMPLIANCE WITH THE ONTARIO BUILDING CODE AND AUTHORITIES HAVING JURISDICTION.



| | | |
|--------|---------|-----------------------------|
| 1 | 2005/15 | ISSUED FOR PRE-CON MEETINGS |
| NO. | DATE | REVISIONS |
| SIGNED | | |

ALL MEASUREMENTS MUST BE CHECKED ON THE JOB BY THE CONTRACTOR. DRAWINGS MUST NOT BE SCALED.
ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE JOB.

Daniel Karpinski
ARCHITECT

67 GLENMOUNT PARK ROAD TORONTO, ON. M4E 2N3
MOBIL: (416) 985-8906 FAX: (416) 691-7993
e-mail: Daniel.Karpinski@Sympatico.ca

A4

DEVELOPMENT OF THE
RR#1
2 INDUSTRIAL BUILDINGS
DUNDALK ONTARIO

DWG. TITLE
AS NOTED

SCALE
AS NOTED

DATE
JANUARY, 2018

DRAWN
JA

PROJ. NO.
2018-01- DUNDALK



SIDE WALL ELEVATION



END WALL ELEVATION



END WALL ELEVATION

BUILDING A - ELEVATIONS AND VIEW

415

NOTES:

1. ALL MEASUREMENTS TO BE VERIFIED AT SITE. IN CASE OF DISCREPANCY, CONTRACTOR TO INFORM THE ARCHITECT IMMEDIATELY.
2. ALL WORK TO BE IN COMPLIANCE WITH THE ONTARIO BUILDING CODE AND AUTHORITIES HAVING JURISDICTION.



| | |
|---------|------------------|
| PROJECT | 2018-01-01 |
| DATE | 2018-01-01 |
| BY | Daniel Karpinski |
| CHECKED | |

ALL MEASUREMENTS MUST BE BASED ON THE JOB BY THE CONTRACTOR. DIMENSIONS MUST NOT BE SCALED.
ALL DIMENSIONS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE BASED ON THE COMPLETION OF THE JOB.

Daniel Karpinski
ARCHITECT

87 GLENWAT FARM ROAD TORONTO, ON M4E 2H3
PHONE: (416) 585-8805 FAX: (416) 581-7993
e-mail: Daniel.Karpinski@protonmail.com

A5

DEVELOPMENT OF THE
RR#1
2 INDUSTRIAL BUILDINGS
DUNDALK ONTARIO

DATE: 2018

AS NOTED

DATE: 2018

AS NOTED

DATE: 2018

AS NOTED

DATE: 2018

AS NOTED

2018-01-01 DUNDALK





AND VIEWS

416

NOTES:

1. ALL MEASUREMENTS TO BE VERIFIED AT SITE. IN CASE OF DISCREPANCY, CONTRACTOR TO INFORM THE ARCHITECT IMMEDIATELY.
2. ALL WORK TO BE IN COMPLIANCE WITH THE ONTARIO BUILDING CODE AND AUTHORITIES HAVING JURISDICTION.



ALL MEASUREMENTS MUST BE CHECKED ON THE JOB BY THE CONTRACTOR. DIMENSIONS MAY NOT BE SCALED.
ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE JOB.

Daniel Karpinski
ARCHITECT

107 CLERMONT PARK ROAD TORONTO, ON. M4C 2N3
MOBILE: (416) 985-2808 FAX: (416) 891-7963
e-mail: Daniel.Karpinski@grapefruit.ca

A6

DEVELOPMENT OF THE
RR#1
2 INDUSTRIAL BUILDINGS
DUNDALK ONTARIO

DATE: 01/18/2018
AS NOTED

DATE: JANUARY, 2018 DRAWN: JH

2018-01- DUNDALK

Established in 1969, Roma Fence has been built on the recommendations of satisfied customers nation-wide. Our years of experience have given us the ability and know how to create quality ornamental iron fence that will complement any home. Roma Fence is proud to introduce our very own line of decorative iron fence, the New York Collection. For hundreds of years, ornamental iron has been the architectural choice in fencing, providing security while adding elegance to your home. Our Galvalume™ iron fence system is maintenance free and manufactured to last.

Manufactured With Galvalume™

All of our modular fences are constructed with Galvalume™ tubing that meets or exceeds industry standards. Galvalume steel is a steel sheet coated with an alloy consisting of approximately 55% aluminum, 43.4% zinc, and 1.6% silicon, by weight. The Galvalume™ coating is applied by the continuous hot-dip process and offers the best qualities of zinc coated (galvanized) and aluminum coated (aluminized) steel. Galvalume™ steel, by virtue of its combined protection of aluminum and zinc, has up to six times the service life of conventional galvanized steel with the same coating thickness. This improved performance has been proven time and time again in long-term exposure tests in various atmospheric conditions.



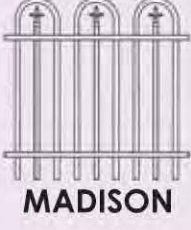
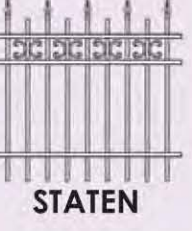
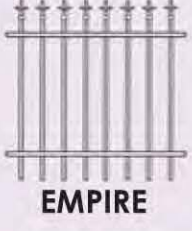
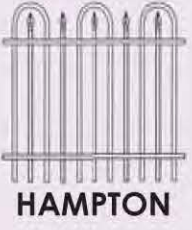
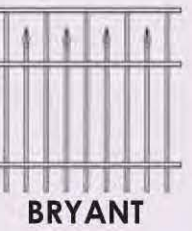
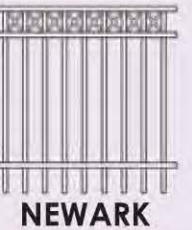
Premium Powder Coating

Once fabricated, all of our products are then polyester powder coated. Powder coatings are organic, thermo-setting plastic finishes for steel, which provide superior adhesion, resistance to abrasion, and excellent colour and gloss retention. In sequence, the product is chemically & mechanically cleaned, chemically etched, rinsed, and dried. The powder is then electrostatically applied (which ensures uniform coverage) and finally cured at high temperature. The end result is a premium finish, which, when compared with conventional liquid finishes, provides:

- A tough, durable, long-lasting finish
- Excellent colour retention
- Superior protection against abrasion
- Chemical and corrosion resistance



THE NEW YORK COLLECTION



SP-COOL™ COATINGS

Silicone-Polyester COOL Paint System

This Silicone-Polyester-COOL Paint System is a two-coat system that offers superior quality and durability.



Polar White † IR .66 SRI 79

Sandstone † IR .59 SRI 70

Sagebrush Tan † IR .47 SRI 53

Fox Gray † IR .43 SRI 47

Burnished Slate † IR .31 SRI 32

Brick Red † IR .38 SRI 40

Hunter Green † IR .26 SRI 25

Aztec Blue † IR .25 SRI 24

All standard Silicone- Polyester colors shown on this chart feature a 25 year finish warranty. Warranties apply only to the finish coat of exterior mounted panels. Contact us for information.

Colors shown closely approximate actual coating colors. These colors utilize Cool Coating Technology. The term "TBS" on the ABC Order Document refers to "To Be Selected" from standard ABC SP COOL colors as shown on this chart.



SP-COOL STANDARD COLOR AVAILABILITY

| Panel Type | Standard Gauges | Polar White | Sandstone | Sagebrush Tan | Fox Gray | Hunter Green | Aztec Blue | Burnished Slate | Brick Red | Bare Aluminum Zinc Coated | Aluminum Zinc Coated + Acrylic |
|-----------------------|-----------------|-------------|-----------|---------------|----------|--------------|------------|-----------------|-----------|---------------------------|--------------------------------|
| Long Span III Wall | 26 Ga. | X | X | X | X | X | X | X | X | | X |
| Long Span III Roof | 26 Ga. | X | X | X | X | X | X | X | X | X | |
| Architectural III | 26 Ga. | X | X | X | X | X | X | X | X | | X |
| Architectural "V" Rib | 26 Ga. | X | X | X | X | X | X | X | X | | X |
| Standing Seam II | 24 Ga. | X | | | | | | | | X | |
| Standing Seam 360 | 24 Ga. | | | | | | | | | X | |

PROPOSED FENCE - MANHATTAN OR LIBERTY PLUS COLOURS

NOTES:

1. ALL MEASUREMENTS TO BE VERIFIED AT SITE. IN CASE OF DISCREPANCY, CONTRACTOR TO INFORM THE ARCHITECT IMMEDIATELY.
2. ALL WORK TO BE IN COMPLIANCE WITH THE ONTARIO BUILDING CODE AND AUTHORITIES HAVING JURISDICTION.



Daniel Karpinski
ARCHITECT

167 GLENMOUNT PARK ROAD TORONTO, ON. M4E 2N3
MOBIL: (416) 985-8906 FAX: (416) 691-7993
e-mail: Daniel.Karpinski@Sympatico.ca

A7

DEVELOPMENT OF THE
RR#1
2 INDUSTRIAL BUILDINGS
DUNDALK ONTARIO

| | | | | | |
|------------|----------|---------|---------------|-------|----|
| DWG. TITLE | AS NOTED | DATE | JANUARY, 2018 | DRAWN | JA |
| SCALE | AS NOTED | DATE | JANUARY, 2018 | DRAWN | JA |
| PROJ. NO. | 2018-01- | DUNDALK | | | |



VIEW TOWARDS BUILDING B

- NOTES:
- 1. ALL MEASUREMENTS TO BE VERIFIED AT SITE. IN CASE OF DISCREPANCY, CONTRACTOR TO INFORM THE ARCHITECT IMMEDIATELY.
 - 2. ALL WORK TO BE IN COMPLIANCE WITH THE ONTARIO BUILDING CODE AND AUTHORITIES HAVING JURISDICTION.



| | |
|-----------|-------------------------------------|
| | |
| | |
| | |
| | |
| 2 | |
| 1 | 25/05/16 ISSUED FOR PRE CON MEETING |
| NO. | DATE |
| SIGNED | |
| REVISIONS | |

ALL MEASUREMENTS MUST BE CHECKED ON THE JOB BY THE CONTRACTOR. DRAWINGS MUST NOT BE SCALED.

ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE JOB.

Daniel Karpinski
ARCHITECT

167 GLENMOUNT PARK ROAD TORONTO, ON. M4E 2N3
MOBIL: (416) 985-8906 FAX: (416) 691-7993
e-mail: Daniel.Karpinski@Sympatico.ca

A8

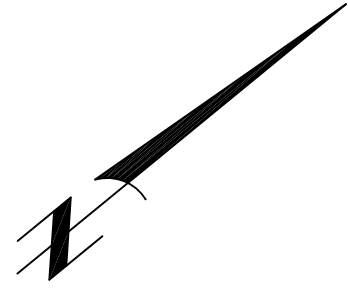
DEVELOPMENT OF THE
RR#1
2 INDUSTRIAL BUILDINGS

DUNDALK ONTARIO

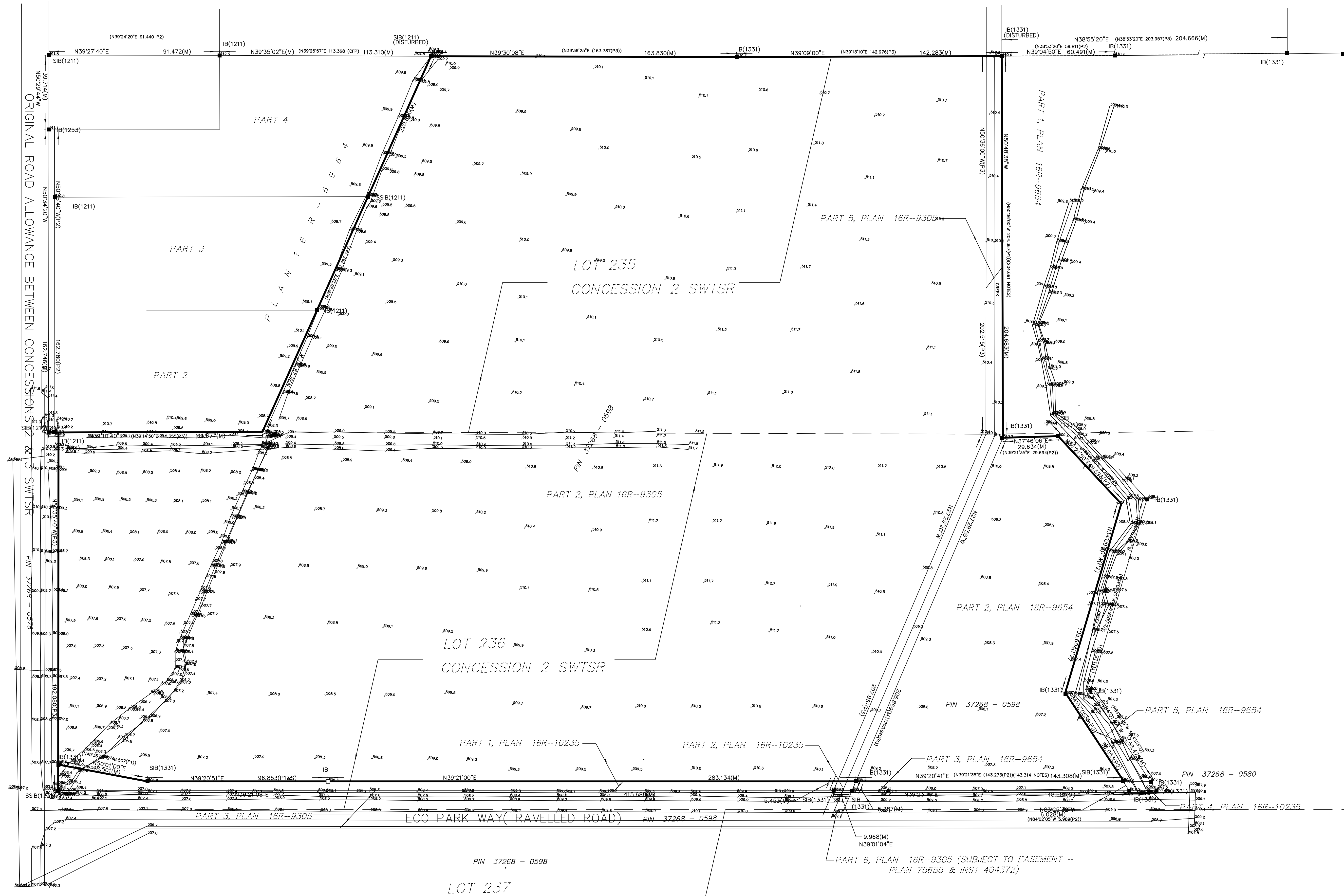
| | | |
|------------------|---------------|-------|
| DWG. TITLE | | |
| AS NOTED | | |
| SCALE | DATE | DRAWN |
| AS NOTED | JANUARY, 2018 | JA |
| PROJ. NO. | | |
| 2018-01- DUNDALK | | |

PLAN OF SURVEY OF
PART OF LOTS 235 & 236, CONCESSION 2 SWTSR
(TOWNSHIP OF PROTON)
TOWNSHIP OF SOUTHGATE
COUNTY OF GREY
WILSON-FORD

Scale 1:1000
40 30 20 10 0 20 40 Metres



LOT 234
CONCESSION 2 SWTSR



| | | | |
|--|---------------|---|---------------------|
| I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT. | | PLAN ____R----- RECEIVED AND DEPOSITED DATE: _____ | |
| _____, 2017 | | | |
| GREG FORD, P.Eng(CIVIL) ONTARIO LAND SURVEYOR | | REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF X (NO.X). | |
| SCHEDULE | | | |
| PART | LOT | CON | |
| 1 | PART OF _____ | | PART OF 37268-_____ |

- LEGEND**
- | | | |
|------|---------|---|
| ■ | DENOTES | FOUND MONUMENTS |
| □ | | SET MONUMENTS |
| IB | " | IRON BAR |
| SIB | " | STANDARD IRON BAR |
| SSIB | " | SHORT STANDARD IRON BAR |
| ▲ | " | OBSERVED REFERENCE POINT |
| PIN | " | PROPERTY IDENTIFICATION NUMBER |
| | " | ALL PINS SHOWN ARE LAND TITLES UNLESS NOTED OTHERWISE |
| P1 | " | PLAN 16R-10235 |
| P2 | " | PLAN 16R-9305 |
| P3 | " | PLAN 16R-9305 |
| P4 | " | 16R-9654 |

BEARING NOTE
BEARINGS ARE UTM GRID, DERIVED FROM SIMULTANEOUS GPS OBSERVATIONS FROM ORP A TO ORP B HAVING A BEARING OF N ____° ____' ____" REFERRED TO THE CENTRAL MERIDIAN 81°00'00" LONGITUDE UTM ZONE 17, NAD83 (CSRS)(2010).

FOR BEARING COMPARISONS, A ROTATION OF X WAS APPLIED TO BEARINGS ON PLAN X.

| | | |
|--|--------------|------------|
| OBSERVED REFERENCE POINTS (ORP)'S DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 17, NAD83 (CSRS)(2010) | | |
| COORDINATES TO RURAL ACCURACY PER SEC. 12(2) OF O. REG. 216/0. | | |
| POINT ID | NORTHING | EASTING |
| ORP (A) | 0 000 000.00 | 000 000.00 |
| ORP (B) | 0 000 000.00 | 000 000.00 |
| COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN. | | |

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999 ____.

METRIC CONVERSION
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE
I CERTIFY THAT :
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE ____ DAY OF ____, 2017.

DATE _____ GREG FORD, P. Eng (CIVIL)
ONTARIO LAND SURVEYOR

WILSON - FORD
Surveying & Engineering
120 KING ST. E., Box 294,
MOUNT FOREST ON, N0G 2L0
PHONE (519)323-2451
DRAWN BY: JPI FIELD:GF,PG,JD PROJECT No.: 8783 SOUTHGATE

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report PL2018-066

Title of Report: PL2018-066-C25-17 Ivan and Ivanka Blazevic
Department: Clerks
Branch: Planning Services
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PL2018-066 for information; and
That council consider approval of By-law 2018-134.

Property Location:



Subject Lands: The subject lands are described as Part of lot 50, Block O, Plan 480 geographic village of Dundalk, Township of Southgate. Alternatively described as 271 Main Street East.

The Proposal: The original proposal was for a six unit town house development. After further review of the issues raised at the public meeting the proposal was revised and scaled back to a quad plex style development. The proposal is now to remove the old century home and construct a quadplex. (attachment 1)

Background: A public meeting was held on December 13th, 2017. The minutes are attached as attachment 2. The link to the online file correspondence is provided below.

<https://southgate.civicweb.net/filepro/documents/83804>

County of Grey indicated, provided that safe access to the units can be ensured and the units can be adequately serviced with full municipal servicing, County Planning Staff have no concerns with the subject application.

Grand River Conservation Authority has no objection to the proposed zone change application.

Joint building services group have no concerns.

Historic Saugeen Metis has no objection to the proposed application.

Southgate Public works, have no concerns with the application.

Southgate Fire has no objections at the present time with the application.

There were two comments from members of the public at the public meeting and one written comment that was received.

Andy Galli spoke in support of the proposed application, indicating that he felt this option is a better alternative to the big fancy homes that are currently being built in Dundalk. He also indicated that this would support the rental housing market in the area which does not have much available.

The comments from Evelyn Earl expressed concerns with regard to the drainage of the proposed application and wanted to make sure that it will not impact her property.

The written comments from Doris Langdon are summarized as follows. She feels it should not be zoned as commercial. Parking is also a concern as it is next to the funeral home. The development should be in line with other homes in terms of setback from the street. She is also concerned about who is responsible for the

maintenance of the lot. Lastly she is concerned about the size of the project being too large for the lot.

Staff Comments:

As a result of the public meeting comments the applicant made several changes to their proposed development. They reduced the number of units from 6 to 4 and made the development more of a semidetached structure with two unit above and two units below grade. They also moved the building so that it was in line with the other structures on the street and moved the parking to the rear of the lot.

The reduced size and moving of the building and parking addresses several of the concerns raised at the public meeting. The use will be a residential use that is in keeping with the surrounding area and setback appropriately from the street. The reduced size also assists with water infiltration and dealing with drainage. The Drainage will also be addressed in more detail at the Site Plan approval stage. With the reduced size of the development parking will not be an issue as there will be ample room for parking, and snow storage. Maintenance of the lot will remain the responsibility of the owner.

Financial Considerations: There are no financial considerations from this proposal, other than it will provide increased assessment for the lot.

Staff Review

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

The Provincial Policy Statement 2014 (PPS)

The PPS has been reviewed in its entirety, however, only the most relevant policies have been identified below. The subject land would constitute a "Settlement Area" under the PPS. The PPS directs the majority of growth and development to settlement areas and encourages intensification within existing developed areas. The proposal is consistent with this policy directive.

The PPS also promotes development on full municipal services where possible. The property is serviced by full municipal water and sewer connections. The proposal conforms to the servicing hierarchy of the Provincial Policy Statement.

Minimum Distance Separation (MDS)

Regarding MDS 1, it has been reviewed and MDS is not applicable within settlement areas. Staff have no concerns regarding MDS as it is not applicable to settlement areas.

The proposal is consistent with the PPS.

Official Plan

The Township of Southgate Official Plan (OP) designates the subject lands "Downtown Commercial". The Downtown commercial designation permits "all forms of residential development".

The Development Policies of section 4.2.2 indicated that "all forms of residential development shall be encouraged, with emphasis on multi type forms."

The proposed quad-plex conforms to this Development Policy.

Because the units are fully serviced the proposal conforms with the servicing policies of the Township Official Plan. A drainage plan has been submitted and will be reviewed in further detail at the site plan approval stage of the development. It is noted that the proposal will have about the same foot print as the existing structures and driveway. Therefore there will be little in the way of increased permeable surface which is an indicator that drainage should only be minimally affected.

The proposal is consistent with the policies of the Official Plan.

Zoning By-law

The subject property is currently zoned Residential Type Two (R2). The proposed amendment would rezone the subject lands to Residential Type 3 (R3). All other provisions of the bylaw continue to apply.

The proposed by-law implements the policies of the Official Plan and sets the policy for the approval and development of the lot at a higher density. From a size perspective the proposed development should be about the same in terms of size but allow for three additional units.

The proposed development will meet all setback requirements in the bylaw. The effect of the bylaw is to change the zone symbol on the property from Residential Type Two (R2) to Residential Type Three (R3) to facilitate the proposed construction of the quad-plex development. It should be noted that the by-law will limit the ability for additional units by way of accessory apartments without further amendment to the by-law.

Conclusions

Staff support the proposal and in my professional opinion represents good land use planning and therefore the application should be **approved**.

Respectfully Submitted,

Municipal Planner: *Original Signed By*
Clinton Stredwick, BES, MCIP, RPP



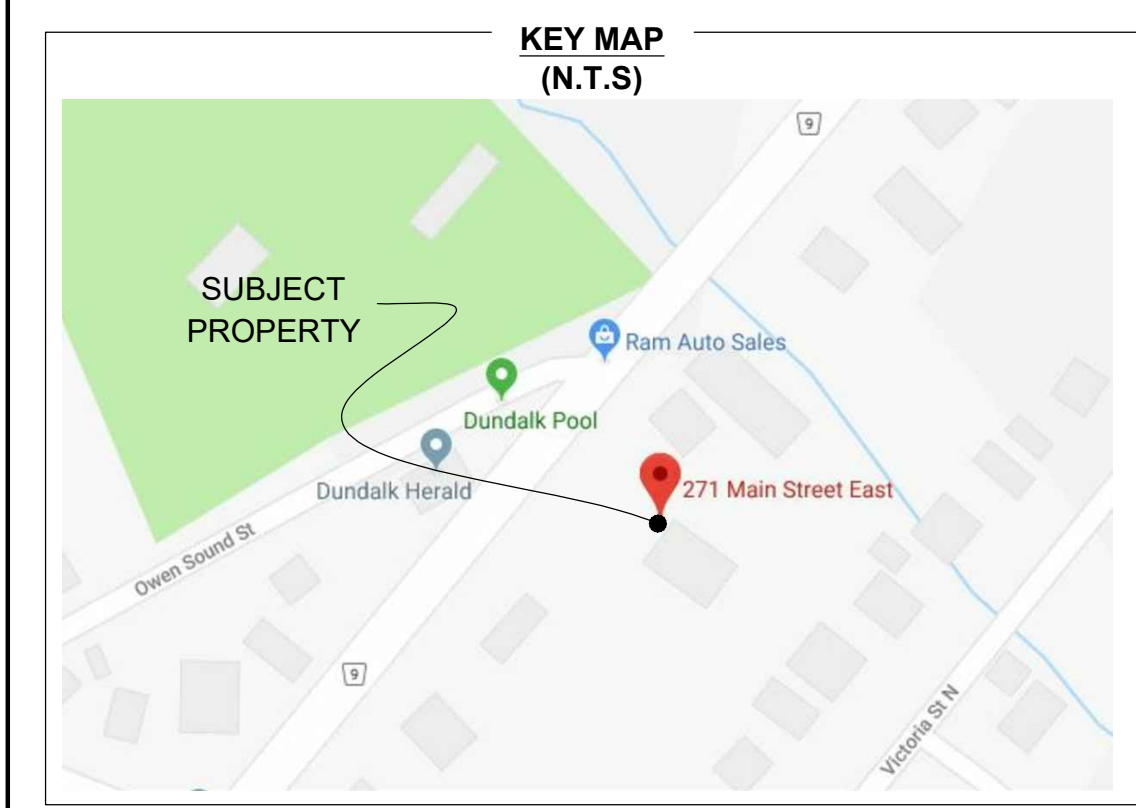
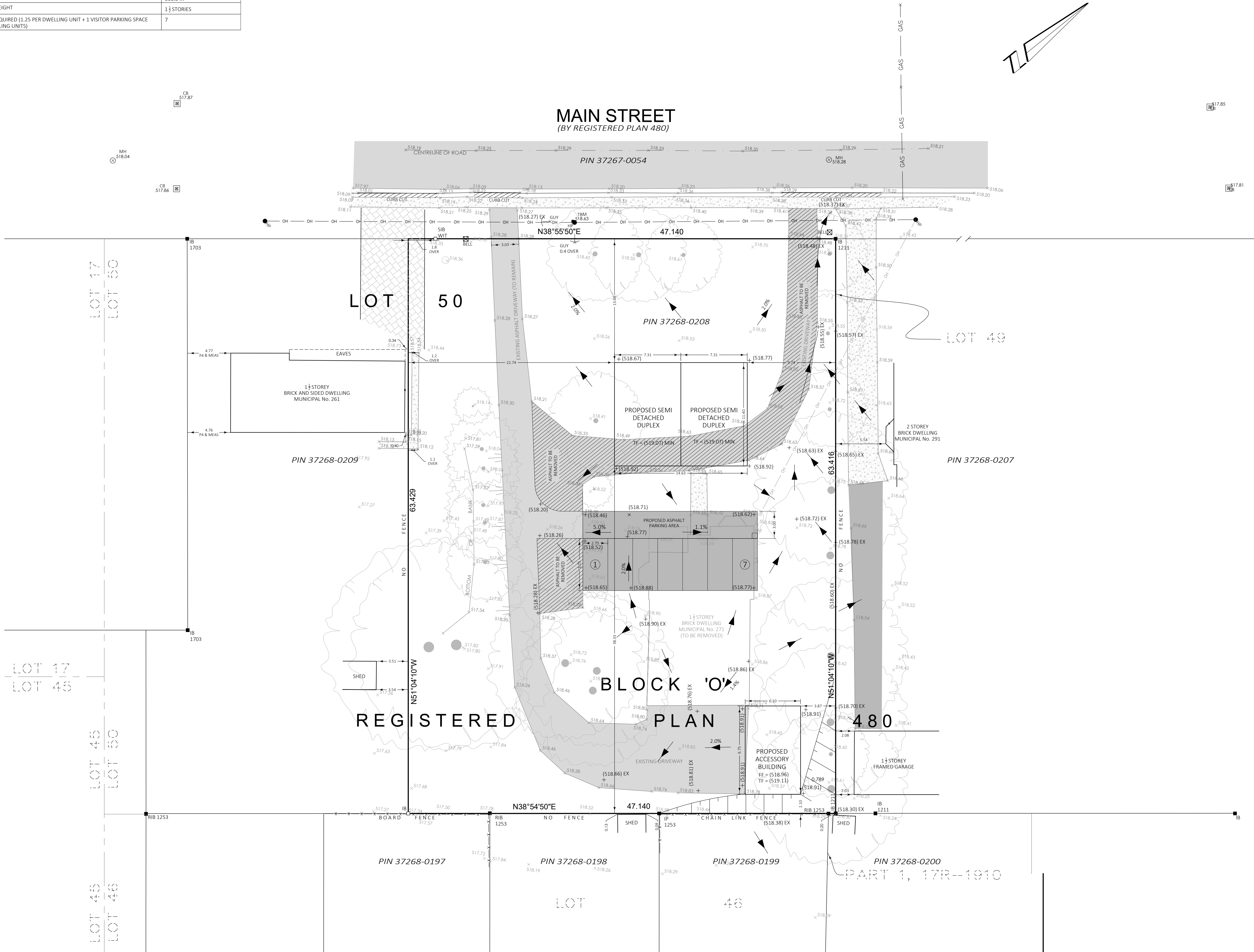
Dept. Head: *Original Signed By*
Joanne Hyde, Clerk

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

1. Revised Drawing.

| SITE STATISTICS | |
|--|----------------------|
| REGULATION | PROPOSED |
| DWELLING UNITS | 4 |
| LOT FRONTAGE | 47.14 m |
| LOT AREA | 2 989 m ² |
| LOT COVERAGE (PRIMARY BUILDING) | 5.6% |
| LOT COVERAGE (ACCESSORY BUILDING) | 2.0% |
| FRONT YARD | 13.7 m |
| INTERIOR SIDE YARD (PRIMARY BUILDING) | 9.7 m |
| INTERIOR SIDE YARD (ACCESSORY BUILDING) | 3.9 m |
| REAR YARD (PRIMARY BUILDING) | 38.3 m |
| REAR YARD (ACCESSORY BUILDING) | 2.1 m |
| FLOOR AREA | 333.3 m ² |
| BUILDING HEIGHT | 1½ STORIES |
| PARKING REQUIRED (1.25 PER DWELLING UNIT + 1 VISITOR PARKING SPACE PER 2 DWELLING UNITS) | 7 |



| LEGEND: | |
|--------------------|--------------------|
| (395.70) 394.82 | PROPOSED ELEVATION |
| | EXISTING ELEVATION |
| | SLOPE |
| | DIRECTION OF FLOW |
| | UNDERGROUND TEL |
| | GAS LINE |
| | SANITARY SEWER |
| | STORM SEWER |
| | OVERHEAD HYDRO |
| | FENCE LINE |
| | DITCH/SWALE |
| | TOP OF BANK |
| | TREE LINE |
| | DECIDUOUS TREE |
| | CONIFEROUS TREE |
| | CONCRETE |
| | ASPHALT |
| | PAVESTONE |

| PRELIMINARY (NOT FOR CONSTRUCTION) | |
|---|--|
| BENCHMARK: | |
| ELEVATIONS ARE BASED ON GPS OBSERVATIONS TO PERMANENT REFERENCE STATIONS IN THE NAD83 (CSRS-2010) COORDINATE SYSTEM AND HAVE BEEN CORRECTED TO ORTHOMETRIC ELEVATIONS ON THE CGVD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL HTV2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA. | |
| TBM - NAIL ON HYDRO POLE. ELEVATION=518.63 | |
| BEARING AND DISTANCE NOTE: | |
| 1. BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, NAD 83 (CSRS-2010) ADJUSTMENT. | |
| 2. DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999953. | |

BENCHMARK:

ELEVATIONS ARE BASED ON GPS OBSERVATIONS TO PERMANENT REFERENCE STATIONS IN THE NAD83 (ICRS-2010) COORDINATE SYSTEM AND HAVE BEEN CONVERTED TO ORTHOMETRIC ELEVATIONS ON THE CGVD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL HTV2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA.

TBM - NAIL ON HYDRO POLE. ELEVATION=518.63

BEARING AND DISTANCE NOTE:

1. BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, NAD 83 (ICRS-2010) ADJUSTMENT.
2. DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999553.

| | |
|---|--|
| CAUTION: | |
| - THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES. | |
| - IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THE PROPOSED FOOTING ELEVATION AND PLUMBING ALLOWS GRAVITY CONNECTION TO THE SEWER SYSTEM. | |
| - THIS LOT MAY CONTAIN STRUCTURAL OR NON-STRUCTURAL FILL PLACED DURING SUBDIVISION GRADING OPERATIONS. | |
| - SOIL BEARING CAPACITY SHOULD BE VERIFIED AT THE TIME OF CONSTRUCTION. | |
| - THE BUILDER MUST ENSURE A MINIMUM OF 1.22m OF EARTH COVER OVER THE FOOTINGS FOR FROST PROTECTION. | |
| - THIS SKETCH IS PROTECTED BY COPYRIGHT | |

Van Harten
SURVEYING INC.
LAND SURVEYORS AND ENGINEERS

| | | |
|--|----------------------------|---------------------------------|
| Kitchener Ph: 519-742-8371 | Guelph Ph: 519-821-2763 | Orangeville Ph: 519-940-4110 |
| www.vanharten.com info@vanharten.com | | |
| DRAWN BY: AFV | DESIGN BY: MAMV | CHECKED BY: |
| Oct 23, 2018-11:37am L:\Dundalk\PLAN 480\ACAD\SP-LT50.STARBLUEPRINTS\25732-18\UTM2010.dwg | | |



Staff Report PL2018-067

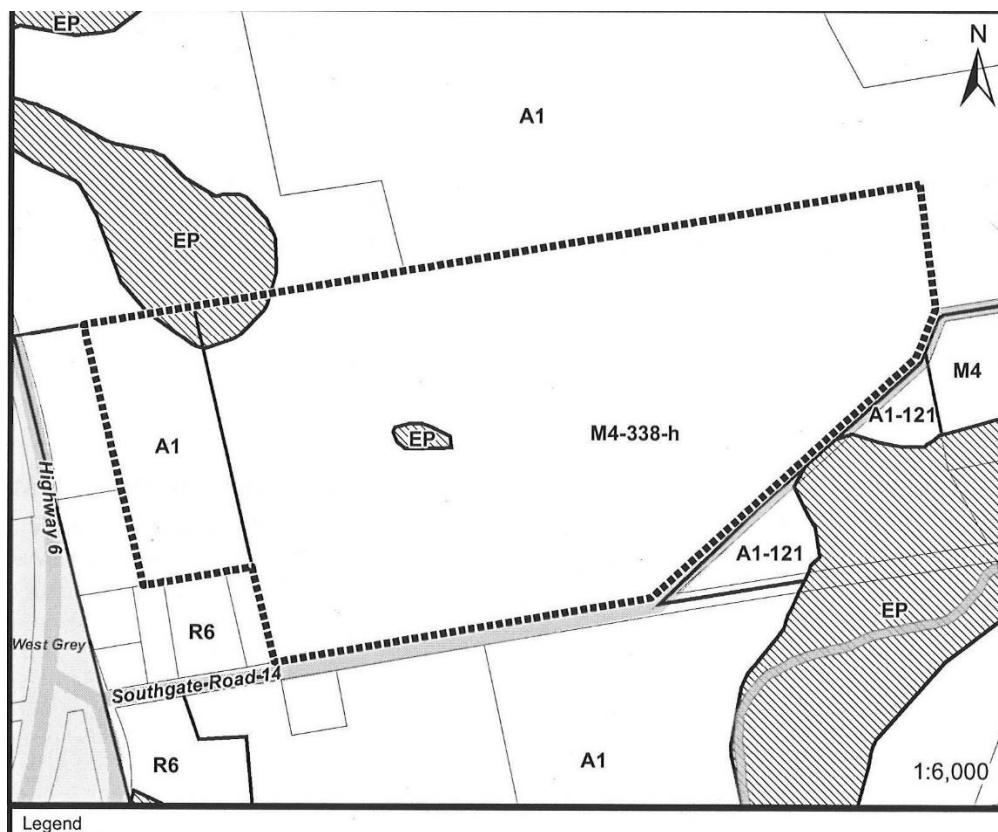
Title of Report: PL2018-067- Anson Lewis- C35-18 Removal of a Hold
Department: Clerks
Branch: Planning Services
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PL2018-067 for information; and
That Council consider approval of By-law 2018-135.

Property Location:

The subject lands are legal described as Con 1 EGR, Part of Divisions 2 & 3 of lot 15, geographic Township of Egremont, in the Township of Southgate. The subject lands have been highlighted below by a dashed line.



The Proposal

The proposal is to remove the H provision from the subject lands (the area inside the dashed line) to allow for Gravel Pit use to proceed.

Zoning By-law

The implementing zoning bylaw 27-2015 for the proposed pit has zoned the subject lands zoned as A1, M4-338-H with a small portion of Environmental Protection (EP), (attachment 1). The H is to be removed upon entering into a road use agreement to the Townships satisfaction to specify a haul route and road upgrades.

A road use agreement has been entered into with the Township and in my opinion satisfies the condition to have the holding provision removed. The road use agreement was brought to Council on April 18th 2018 and by-law 2018-061 was approved authorizing the execution of the agreement. The agreement is attachment 2 to this report. Once the holding provision has been removed an aggregate license can be issued by the province if it has not been appealed to the Local Planning Appeal Tribunal.

Conclusions

Based on the above the condition for the removal of the H on the subject lands have been met. It is therefore, recommended that By-law 2018-135 be approved.

Respectfully submitted,

Municipal Planner: Original Signed By
Clinton Stredwick, BES, MCIP, RPP

Dept. Head: Original Signed By
Joanne Hyde, Clerk

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments:

1. By-law 27-2015- Zoning By-law
2. By-law 2018-061 Road use agreement



THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
BY-LAW NUMBER 27-2015

BEING a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law";

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

AND WHEREAS pursuant to the provisions of Section 24 (2) and 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by councils of municipalities;

NOW THEREFORE the Council of the Corporation of the Township of Southgate enacts as follows:

1. THAT schedule "24" to Zoning By-law No,19-2002 is hereby amended by changing the zoning symbol on a portion of the lands described as Concession 1 EGR part of Divisions 2 & 3 of Lot 15, (Geographic Township of Egremont) in the Township of Southgate, as shown on Schedule "A" attached to, and forming part of this by-law from:

- **Agricultural (A1) and Environmental Protection (EP) to Agricultural (A1), Extractive Industrial holding (M4-338-h) and Environmental Protection (EP).**

2. That Section 33 be amended by adding the following section:

"33.338-h Removal of the Holding (H) Symbol, in accordance with the provisions of Section 36 of the Planning Act, R.S.O. 1990, as amended, shall be conditional upon the owner entering into a development agreement for the capital arrangements for improvements to the proposed haul route. "

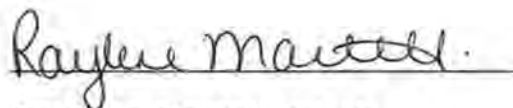
3. THAT except as amended by this by-law, the land as shown on the attached Schedule "A" shall be subject to all applicable regulations of the Zoning By-Law 19-2002, as amended.
4. THAT this by-law shall come into force and take effect upon the Approval of Official Plan Amendment #12 to the Township of Southgate Official Plan by the County of Grey.

* * * * *

Read a first, second, and third time and finally passed this 18th day of March, 2015.

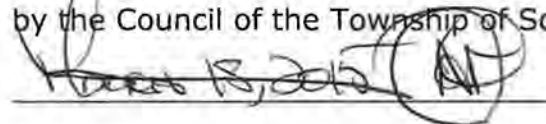


Anna-Marie Fosbrooke, Mayor



Raylene Martell, Clerk

I hereby certify that the foregoing is a true copy of By-law No. 27-2015 as enacted by the Council of the Township of Southgate on 18th day of March, 2015.



Date



Raylene Martell, Clerk

Schedule "A"

By-Law No. 27-2015

Amending By-Law No. 19-2002

Township of Southgate

(Formerly in the Township of Egremont)

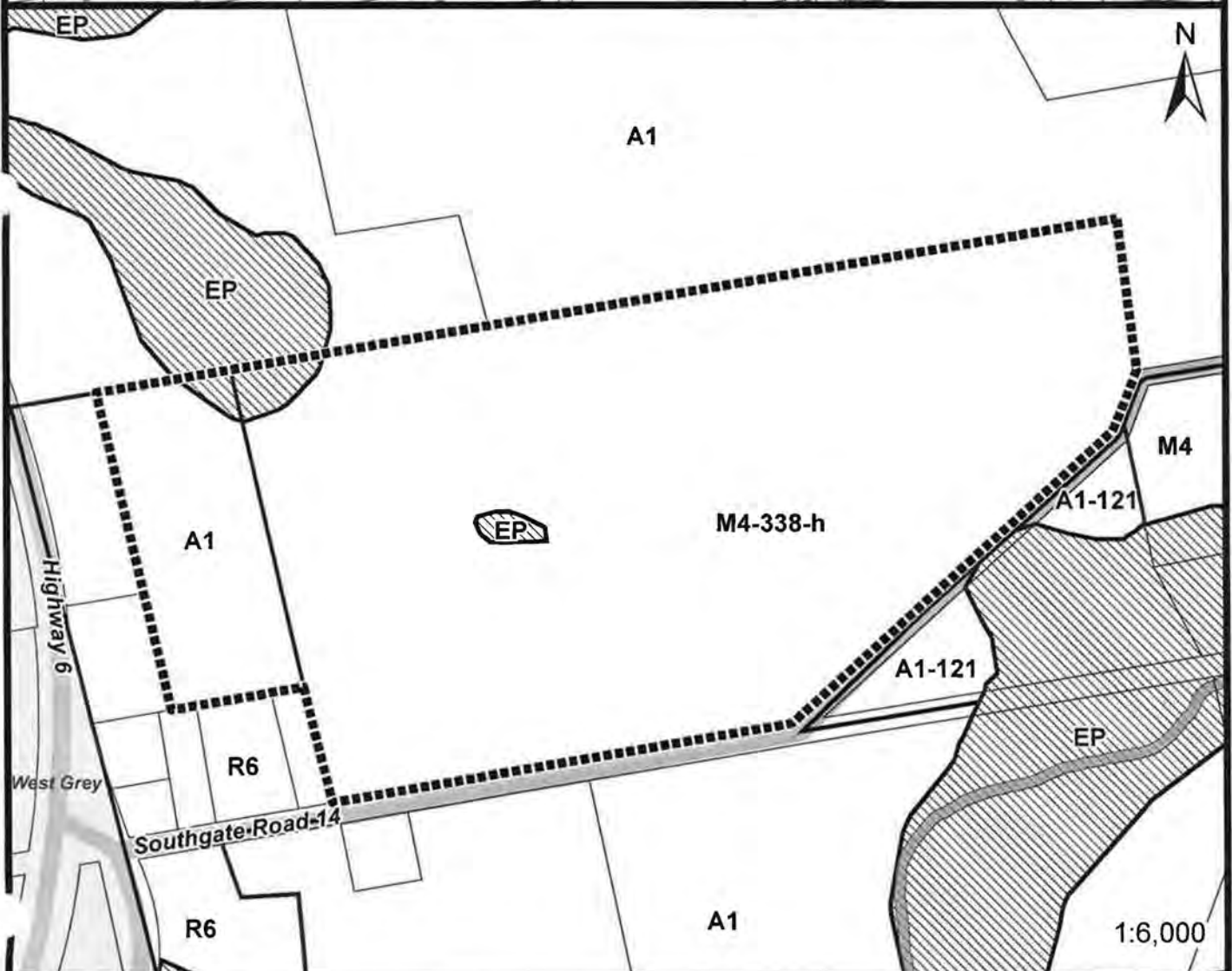
Date Passed: March 18, 2015

Signed: _____

Anna-Marie Fosbrooke, Mayor

Raylene Martell

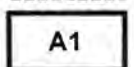
Raylene Martell, Clerk



Legend



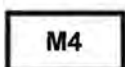
Lands subject to amendment



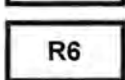
Agricultural



Environmental Protection



Extractive Industrial



Residential Type 6

EXPLANATORY NOTE

This by-law applies only to those lands described as Concession 1 EGR, Part of Divisions 2 & 3 of Lot 15 (geographic Township of Egremont) in the Township of Southgate and shown on Schedule "A", affixed hereto.

The purpose of the zoning by-law amendment is to permit the use of a pit operation on the subject lands and to implement Southgate Official Plan Amendment 12 which re-designates the subject lands to permit the use of a pit operation. The effect of the zoning by-law amendment is to re-zone a portion of the subject lands from Agricultural (A1) and Environmental Protection (EP) to Agricultural (A1), Environmental Protection (EP) and Extractive Industrial (M4-338-h) to permit and regulate the proposed use.

The Township of Southgate Official Plan designates the subject lands AGRICULTURAL AND RURAL.

The Council of the Township of Southgate has adopted this by-law and is now circulating it in accordance with Provincial Regulations.

The Corporation of the Township of Southgate

By-law Number 2018-061

being a by-law to authorize the Mayor and Clerk to sign the
Road Use Upgrade Agreement with Reeves Construction Limited


Whereas Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability 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,

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

- 1. That** the Mayor and Clerk be authorized and directed to sign the Road Use Agreement between the Township of Southgate and Reeves Construction Limited, attached hereto as "Schedule A"; and
- 2. That** this by-law be enacted on the day of passing.

Read a first, second and third time and finally passed this 18th day of April, 2018.



Anna-Marie Fosbrooke, Mayor



Joanne Hyde, Clerk

Road Use Upgrade Agreement

This AGREEMENT made in duplicate on the 18th day of April, 2018

BETWEEN

The Corporation of the Township of Southgate
Hereinafter called the "Township"
Being the Party of the FIRST PART

-and-

Reeves Construction Limited
Hereinafter called "Reeves"
Being the Party of the SECOND PART

WHEREAS Reeves is the future operator of a gravel pit (the "Pit") located on the subject lands described as Part of Lot 15, Concession 1, EGR, in the geographic Township of Egremont, now part of the Municipality of the Township of Southgate, and identified on Schedule "A" attached hereto;

AND WHEREAS the Township passed Resolution No. 497-16 on June 1, 2016 requesting the execution of a Development Agreement regarding the construction of upgrades to Southgate Road 14 westerly between Provincial Highway 6 and the proposed Pit entrance (the Subject Road);

AND WHEREAS the Township has deemed it advisable and in the public interest to enter into an agreement with Reeves as part of the gravel pit development process;

AND WHEREAS the parties agree that maintenance on the Subject Road is desirable in order to accommodate truck traffic from the proposed Pit on the subject lands;

AND WHEREAS the parties agree that this agreement and the matters contained therein will be of benefit to the Township, the general public and Reeves, notwithstanding that there is no legal requirement under the Planning Act, the Aggregate Resources Act or any other provincial statute requiring any aggregate proponent to enter into such an agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of one dollar (\$1.00), paid by Reeves to the Township the receipt of which is hereby acknowledged, Reeves covenants and agrees with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

1. Reeves is required to provide to the satisfaction of the Township, plans showing the location and design of works to be provided in conjunction therewith, and all facilities and works required under this Agreement. The details of the works to be completed for the Township are provided in Schedule 'B' ("Southgate Road #14 Plan and Profile") attached hereto.

Notwithstanding the signing of this Agreement, the Township reserves the right to provide comments to the Ministry of Natural resource regarding the proposed Pit including, without limitation, requests for further study and rehabilitation of the proposed Pit should the site plans or operations change.

2. The parties agree that should the County and Local official plan and zoning by-law amendment and related land use planning approvals for the proposed Pit not receive final and binding approval, this Agreement shall terminate.

3. Road Upgrades and Pit Entrance

It is agreed that Reeves will upgrade Southgate Road #14 west of the Reeves pit in accordance with and subject to the following conditions:

- a) Reeves shall be responsible to pay cost of the road upgrades, the Township's related legal and other professional service fees, including the legal fees incurred in relation to this Agreement, and all other costs reasonably incurred in relation to this Agreement and the work to be done, including the costs for all necessary road safety signage.
- b) Reeves will be responsible for the construction and maintenance of the Pit entrance to the standards and dimensions established by the Township in their entrance permit policies, all of which shall be at the cost of Reeves.
- c) All granular materials supplied by Reeves for road construction and upgrades on Road #14 must pass quality testing to comply with OPSS.MUN.1010 standard, related to a minimum clay content and stone density sufficient for project requirements.
- d) Road upgrades to include construction of road, ditching, replacement and installation of any culverts, shoulder stabilization, and paving with HL 3 at a compacted depth of 75mm (3inches) as outlined in the Southgate Municipal Servicing Standards.
- e) That the extent of the Road upgrades on Southgate Road 14 from the Highway 6 MTO apron east extend past the Pit entrance for 100 meters.

4. Road Use

Reeves agrees to comply with any seasonal half load restrictions imposed by the Township of Southgate as necessary, or if prior written consent is given by the Township, to construct the road to an engineered standard that will support the year round full load capacity truck haul route.

5. Covenants

Reeves hereby acknowledges that municipal approval of this agreement relating to the lands described on Schedule "A" in no way binds the Township or indicates support for any other development on the said lands.

- 6. The Township or any person authorized by the Township shall have the right at all times to be on site and/or inspect the work provided for in this agreement and Reeve shall pay to the Township the cost of such inspections.

7. Liability Insurance

Reeves shall provide proof of liability insurance certificate and keep in force until the date of acceptance of the entire work by Southgate, a comprehensive policy of public liability and property damage insurance acceptable to the municipality providing insurance coverage in respect of any one accident to the limit of at least \$2,000,000.00 exclusive of interest and cost, against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of or damage to property and such policy shall name the municipality as an additional insured thereunder and shall protect the municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the municipality or any other public or private property resulting from or arising out of any act or omission on the part of the Contractor or any of his servants or agents during the execution of the contract and Reeves shall forward a certified copy of the policy or certificate thereof to the municipality before the work is started.

8. Indemnity

- 1. Reeves agrees that it shall save, defend, keep harmless and fully indemnify the Township from and against all manner of actions, suits, claims, executions

and demands which may be brought against or made upon the Township from and against all loss, costs, charges, damages and expenses which may be sustained, incurred or paid by the Township arising in any way by reason of any work performed or approvals to be obtained by Reeves pursuant to this agreement.

2. Notwithstanding anything to the contrary, the Township acknowledges and agrees that the foregoing indemnity from Reeve shall not apply to any loss, costs, damages and expenses arising from the gross negligence or wilful misconduct of the Township.
3. The obligations of Reeves to indemnify the Township under the provisions of this agreement shall survive any termination of this agreement, notwithstanding anything to the contrary.

9. Approvals

Reeve will be required to obtain all necessary permits or approvals shall be obtained by Reeves prior to construction. The signing of this Agreement by the Township shall not be construed to mean that permits or approvals will necessarily be granted.

10. Securities

Prior to the commencement of any Work, Reeves shall provide security in favour of the Municipality in the amount of fifty thousand dollars (\$50,000) in the form of a Letter of Credit issued by a bank and in a form satisfactory to the Township to guarantee the proponents performance of its obligations to construct, repair and restore the road under this Agreement. After commencing the Works, Reeves shall pursue the completion of the Works with due diligence. If Reeves fails to commence construction of the Works within five (5) years of the date hereof, upon written notice from the Township to Reeves, this Agreement shall be deemed to be null and void. Once the work required to be done pursuant to this Agreement has been completed and the Township has confirmed in writing that it is satisfied that the work is complete to its satisfaction, the Township shall release the Letter of Credit.

Notices

(11) Any notices to be given under this agreement shall be delivered in person, by prepaid registered mail or by confirmed facsimile transmission as follows:

To Reeves:

Reeves Construction Limited
372 Main St N
Mount Forest ON
N0G 2L0

To the Township:

185667 Grey Road 9
Dundalk ON
N0C 1B0

In the case of a notice required by this agreement to be given to a specific official of the Township, the notice shall be made to the attention of such official.

11. Binding

This agreement shall be binding upon and endure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns until such time as the license is surrendered.

Any delay or failure of the Municipality to enforce its rights pursuant to this Agreement shall not constitute a waiver of its rights to enforce any provision of the Agreement.


12. Severance of provisions

If any individual provision(s) of this agreement is or are determined by a court of competent jurisdiction to be illegal or beyond the power, jurisdiction or capacity of any party bound by this agreement, such provision shall be severed from this Agreement if both Reeve and the Township agree and the remainder of this Agreement shall continue in full force and effect, *mutatis mutandis*. In such case, Reeve and the Township agree to negotiate in good faith to amend this agreement in order to implement the intentions as set out in this Agreement.

Time of the Essence Time shall be of the essence of this Agreement.


IN WITNESS WHEREOF the Parties have executed this agreement by their respective officers duly authorized in that behalf, so of the date set out below.

Reeves Construction Limited




Reeves Construction Limited
We have the authority to bind the
Corporation
Date: APRIL 13 2018

The Corporation of the Township of Southgate



Mayor – Anna-Marie Fosbrooke



Clerk – Joanne Hyde
Date: April 18, 2018
We have the authority to bind the
Corporation

SCHEDULE "A"

LEGAL DESCRIPTION OF LAND

The subject lands are legally described as Part of Lot 15, Concession 1, EGR, geographic Township of Egremont, Municipality of the Township of Southgate, County of Grey.

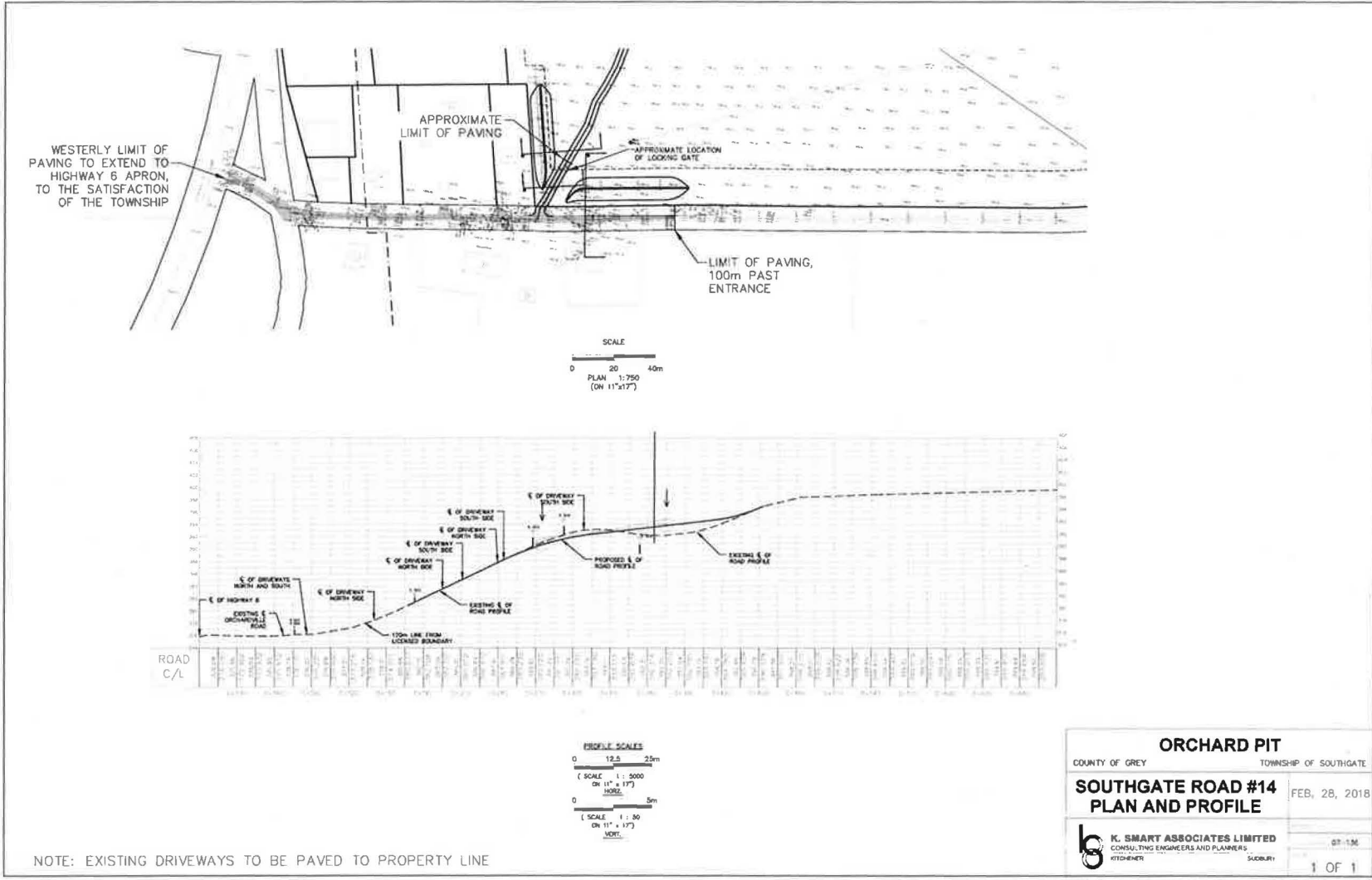
SCHEDULE "B"

Drawing Prepared By: K. Smart Associates Limited

Drawing Reference: "Southgate Road #14 Plan and Profile"

Project Number: 07-136

Applicable Date of Drawing: February 28, 2018



The Corporation of the Township of Southgate
By-law Number 2018-134

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

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

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

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

1. **That** schedule "23" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Part of lot 50, Block O, registered Plan 480, Geographic Village of Dundalk, Township of Southgate; Alternatively described as 271 Main Street East, as shown on Schedule "A", affixed hereto, from:

- **Residential Type two (R2) to Residential Type Three (R3); and**

2. **That** schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and

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

Read a first, second, and third time and finally passed this 19th day of December, 2018.

John Woodbury – Mayor

Joanne Hyde - Clerk

Explanatory Note

This by-law applies only to those lands described as Part of lot 50, Block O, registered Plan 480, Geographic Village of Dundalk, Township of Southgate; Alternatively described as 271 Main Street East . The purpose of the zoning by-law amendment is to zone the property to be used for quad-plex. All other provisions of the bylaw shall apply.

The effect of the proposed zoning by-law amendment would be to change the zoning symbol on the property from Residential Type Two (R2) to Residential Type Three (R3). All other provisions of the by-law shall apply.

The Township of Southgate Official Plan designates the subject lands Downtown Commercial.

Schedule "A"

By-Law No. _____

Amending By-Law No. 19-2002

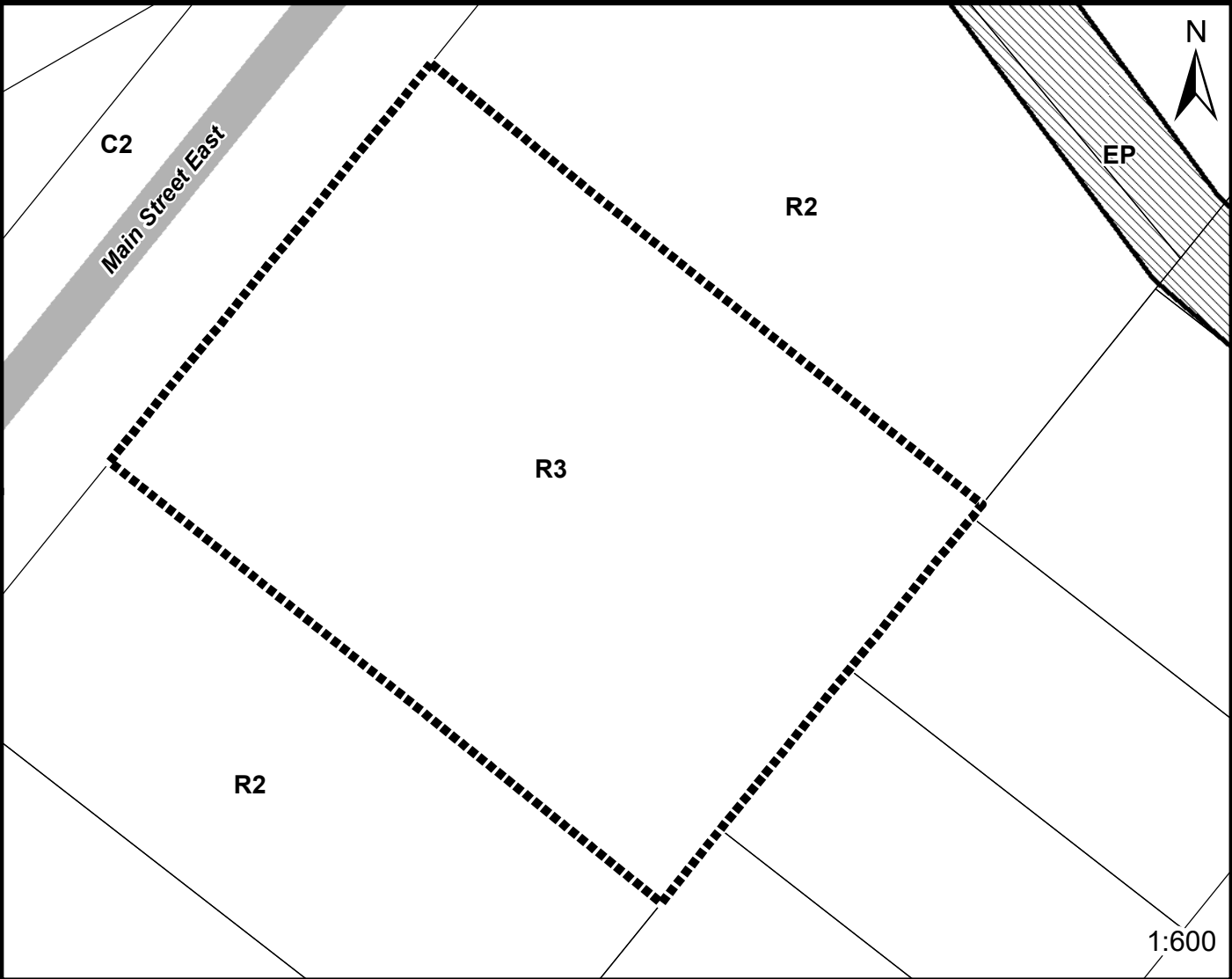
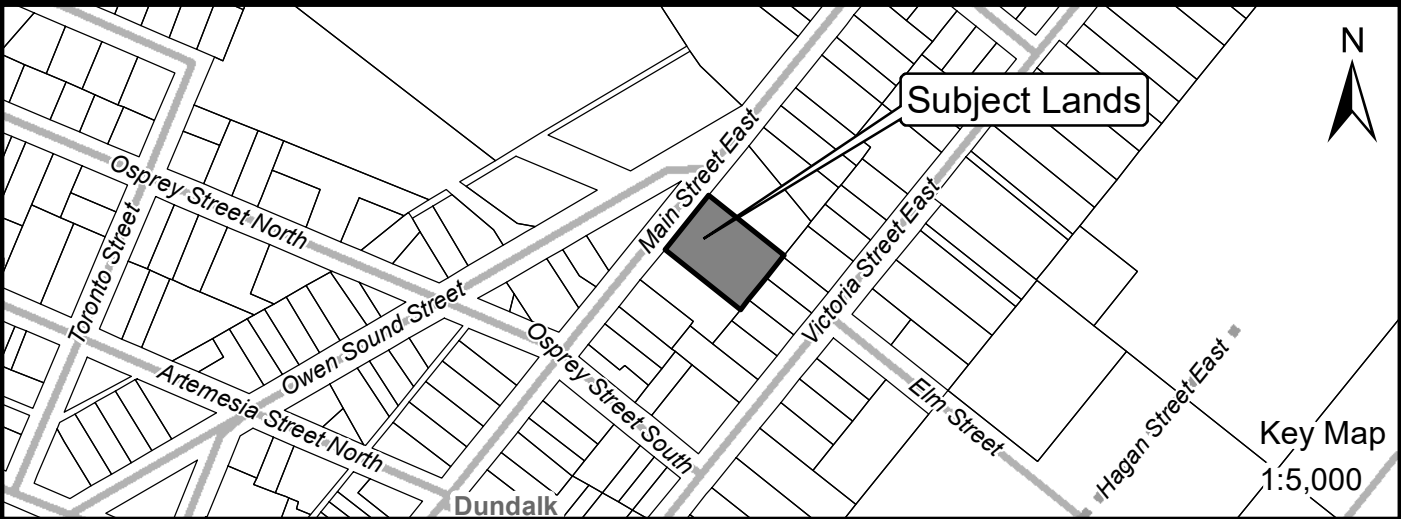
Township of Southgate
(Formerly in the Village of Dundalk)

Date Passed: _____

Signed: _____

John Woodbury, Mayor

Joanne Hyde, Clerk



Legend



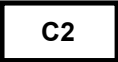
Lands subject to amendment



Residential Type 2



Residential Type 3



General Commerical



Environmental Protection

The Corporation of the Township of Southgate

By-law Number 2018-135

Being a by-law to lift the Holding (H) Provision from
Zoning By-law 19-2002, as amended,

Whereas Council is empowered to enact this By-law by virtue of the provisions of Section 36 of the Planning Act, R.S.O. 1990; and

Whereas notice of removal of the Holding Provision has been provided in accordance with the provisions of the Planning Act, R.S.O. 1990; and

Whereas The conditions for the removal of the holding provision have been met, council may now lift the Holding Provision from the subject lands in Zoning By-law 19-2002, as amended, as hereinafter set out,

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

1. **That** Schedule "24" of Zoning By-law 19-2002, as amended, be amended by removing the Holding (H) Provision for the lands described Concession 1 DIV 2 to 3 Pt Lot 15, geographic Township of Egremont, in the Township of Southgate, as shown on Schedule "A" of this By-law; and
2. **That** section 33-338 be removed; and
3. **This** By-law shall become effective from and the date of passing hereof.

Read a first, second and third time and finally passed this 19th day of December 2018.

John Woodbury – Mayor

Joanne Hyde – Clerk

Schedule "A"

By-Law No. _____

Amending By-Law No. 19-2002

Township of Southgate

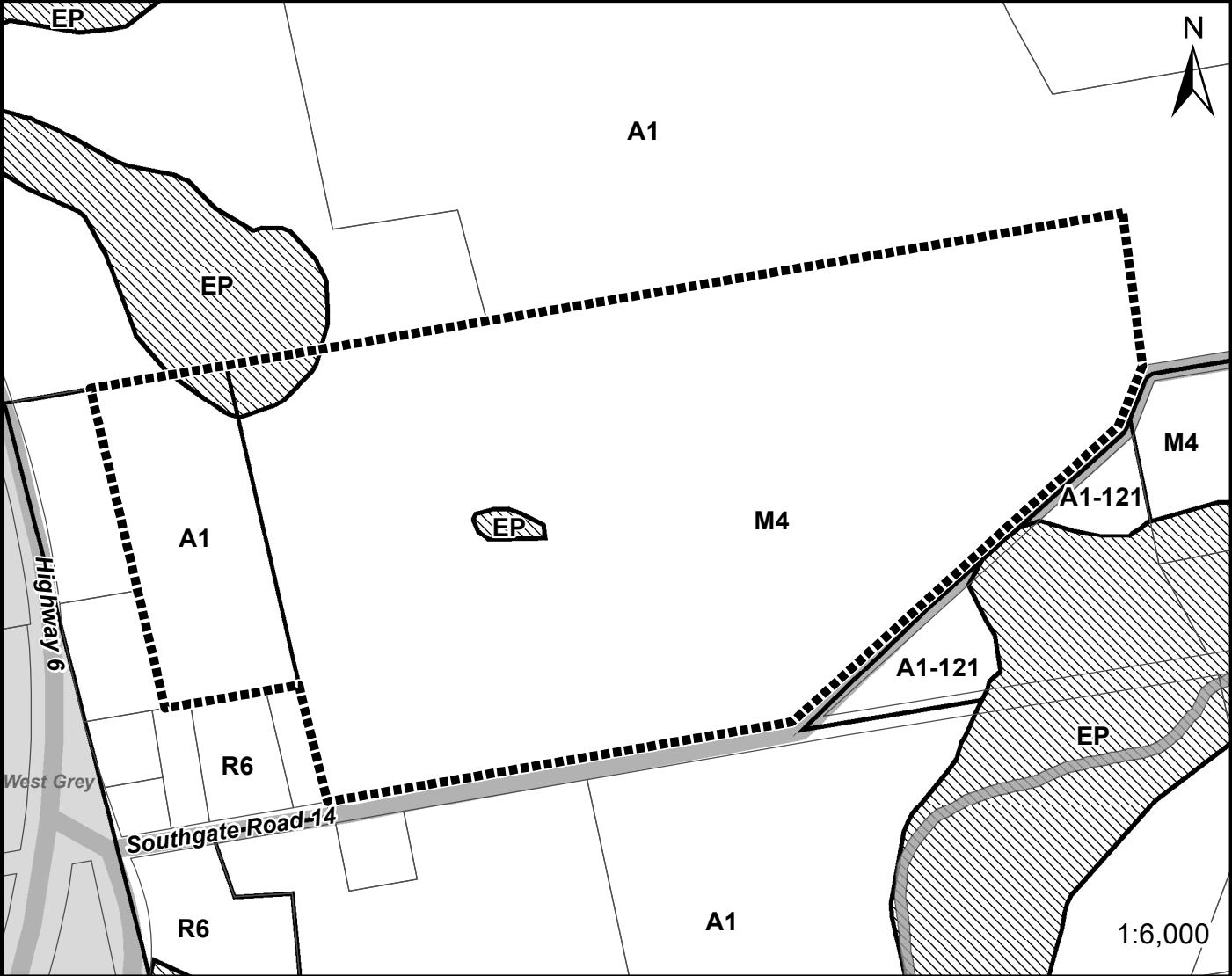
(Formerly in the Township of Egremont)

Date Passed: _____

Signed: _____

John Woodbury, Mayor

Joanne Hyde, Clerk



Legend

Lands subject to amendment

A1

Agricultural

EP

Environmental Protection

M4

Extractive Industrial

R6

Residential Type 6

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
BY-LAW NUMBER 2018-136**

**being a by-law to establish a highway in the former
Township of Proton**

Whereas Section 26 of the Municipal Act, 2001 as amended ("the Act") provides that highways include all highways that existed on December 31, 2002 and all highways established by by-law of the municipality on and after January 1, 2003; and

Whereas Subsection 31(2) of the Act provides that after January 1, 2003 land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land; and

Whereas the Corporation is a lower-tier municipality and Subsection 11(3) of the Act authorizes it to pass by-laws respective matters within the highways sphere of jurisdiction; and

Whereas it is deemed expedient to establish a highway on lands owned by the municipality within the Geographic Township of Proton,

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

1. **That** the following lands are hereby established as a highway pursuant to Section 26 of the Act:

Part of Lot 191 Concession 1 South West of the Toronto Sydenham Road, former Township of Proton being Part 1 on a plan of survey deposited as Plan 16R-11107 on the 16th day of October 2018 (attached as Schedule A) in the Township of Southgate, County of Grey.

Read a first, second and third time and finally passed this 19th day of December 2018.

John Woodbury, Mayor

Joanne Hyde, Clerk

PLAN OF SURVEY OF
PART OF LOT 191
CONCESSION 1,
SOUTHWEST OF THE TORONTO
AND SYDENHAM ROAD
(GEOGRAPHIC TOWNSHIP OF PROTON)
TOWNSHIP OF SOUTHGATE
COUNTY OF GREY

LEGEND:

□ DENOTES SURVEY MONUMENT SET
■ DENOTES SURVEY MONUMENT FOUND
SIB DENOTES 25.4 mm x 1219.2 mm LONG IRON BAR
SSIB DENOTES 25.4 mm x 609.6 mm LONG IRON BAR
IB DENOTES 15.9 mm x 609.6 mm LONG IRON BAR
IBR DENOTES ROUND IRON BAR
V DENOTES NOT TO SCALE
MS DENOTES MEASURED
WIT DENOTES WITNESS MONUMENT
SWTSR DENOTES SOUTHWEST OF THE TORONTO & SYDENHAM ROAD
CALC DENOTES CALCULATED BEARING USING ROTATION FACTOR
572 DENOTES J.H. BEATTY, O.L.S.
1253 DENOTES D.J. CULLEN, O.L.S.
H&M DENOTES HEWETT & MILNE LIMITED, O.L.S.
1331 DENOTES A.R. WILSON, O.L.S.
P1 DENOTES DEPOSITED PLAN GS45168
P2 DENOTES DEPOSITED PLAN 17R-3232
P3 DENOTES DEPOSITED PLAN 16R-5742
P4 DENOTES DEPOSITED PLAN 16R-6794
PWF DENOTES POST AND WIRE FENCE
1211 DENOTES P.J. WILLIAMS, O.L.S.

| SCHEDULE OF PARTS | | | | |
|--|-------------|------------|---|-------------------------|
| PART | LOT | CONCESSION | TOWNSHIP | P.I.N. |
| 1 | PART OF 191 | 1, SWTSR | SOUTHGATE (GEOGRAPHIC TOWNSHIP OF PROTON) | PART OF 37266-0278 (LT) |
| PART 1 COMPRISES PART OF PIN 37266-0278 (LT). | | | | |
| METRIC: ALL MEASUREMENTS ARE IN METRES AND MAY BE CONVERTED TO FEET BY DIVIDING BY 0.3048 | | | | |

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

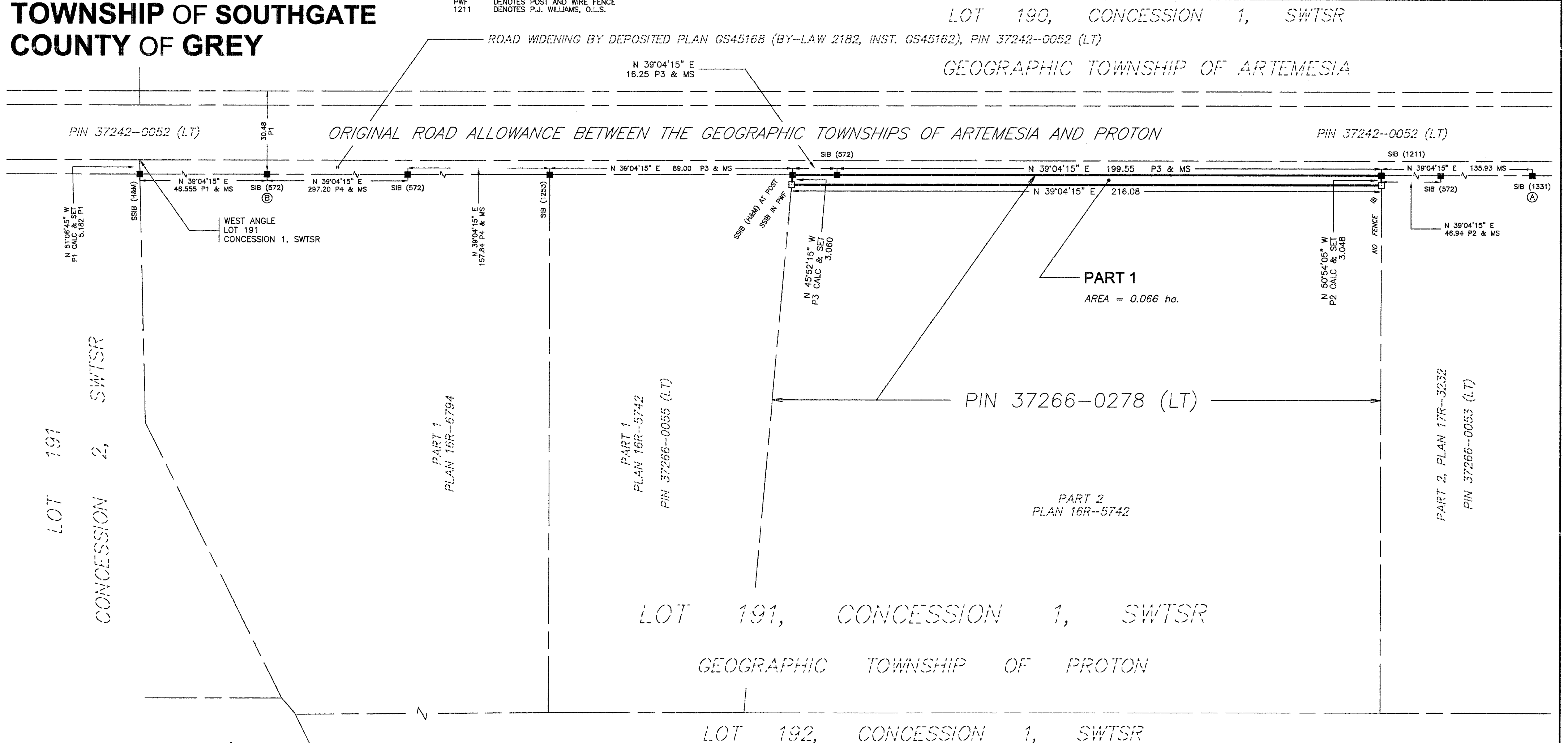
DATE: JULY 17, 2018

P.J. WILLIAMS,
ONTARIO LAND SURVEYOR

PLAN 16R-11107

RECEIVED AND DEPOSITED
DATE: OCTOBER 16, 2018

'A. ROBERTSON'
REPRESENTATIVE FOR THE LAND
REGISTRAR FOR THE LAND
TITLES DIVISION OF GREY # 16



NOTE:

- (1) BEARINGS ARE U.T.M. GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, CENTRAL MERIDIAN 81°00' W LONGITUDE, ZONE 17, NAD 83 (CSRS), EPOCH 2010.
- (2) DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.9995510851
- (3) COORDINATES ON THIS PLAN ARE U.T.M., ZONE 17, NAD83 (CSRS), EPOCH 2010 ADJUSTMENT AND ARE BASED ON GPS OBSERVATIONS FROM A NETWORK OF PERMANENT GPS REFERENCE STATIONS (CAN-NET NETWORK).

| UTM COORDINATES (METRIC) | | |
|--------------------------|------------|------------|
| POINT ID (ORP) | NORTHING | EASTING |
| A = SIB (1331) | 4896127.93 | 542454.075 |
| B = SIB (572) | 4895432.77 | 541889.72 |

THESE COORDINATE VALUES COMPLY WITH SECTION 14(2), O.REG. 216/10. THESE COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH THE CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ROTATION FACTOR:

PLAN BEARINGS TO GRID BEARINGS = 0° 02' 45" CCW (P1)
PLAN BEARINGS TO GRID BEARINGS = 0° 27' 45" CCW (P2, P3 & P4)

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- (2) THIS SURVEY WAS COMPLETED ON JULY 10, 2018.

P.J. WILLIAMS, O.L.S.

JULY 17, 2018
DATED

DRAWN BY: SAC
CHECKED BY: P.J.W.
P.S.F.#: 2012698
ACADLT97 E:\P6651rp.dwg DISK 2018b

SCALE 1:1000
0 20 60 100
METRES

P.J. WILLIAMS, ONTARIO LAND SURVEYOR

OFFICE ADDRESS: 413 FIRST AVENUE EAST, SHELburne, ONTARIO, L9V 2Y9
PHONE: (519)941-6231, (519)925-0057 FAX: (519)941-6231
E-MAIL: pjw1211@aol.com

PROJECT: 6651
SOUTHGATE FILE No. B6-18

CLIENT: TILMAN B. MARTIN

The Corporation of the Township of Southgate

By-law Number 2018-138

being a bylaw to appoint an Emergency Management Program Committee and Municipal Emergency Control Group for the Township of Southgate

WHEREAS O.Reg 380/04 provides that every municipality is required to have an Emergency Management Program Committee (EMPC); and

WHEREAS O.Reg 380/04 provides that every municipality shall have a Municipal Emergency Control Group(MECG); and

WHEREAS O.Reg 380/04 provides stipulations for the composition of these entities; and

WHEREAS a member of Council is appointed at the beginning of each term of Council to the Emergency Management Program Committee;

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

1. **That** the following positions shall compose the Township of Southgate Emergency Management Program Committee:
 - a. the Community Emergency Management Coordinator (CEMC),
 - b. the Alternate CEMC(s);
 - c. the Mayor;
 - d. the Fire Chief;
 - e. the Public Works Manager;
 - f. the Facilities Manager;
 - g. the Chief Information Officer;
 - h. the CAO; and
2. **That** the following positions shall compose the Township of Southgate Municipal Emergency Control Group:
 - a. The Community Emergency Management Coordinator (CEMC);
 - b. the Alternate CEMC;
 - c. the Mayor;
 - d. the CAO;
 - e. the Public Works Manager;
 - f. the Fire Chief; and
3. **That** By-law 86-2016 be repealed and replaced; and
4. **That** this bylaw comes into force and effect upon passing.

READ a first, second and third time, and finally passed this 19th day of December 2018.

John Woodbury, Mayor

Joanne Hyde, Clerk

The Corporation of the Township of Southgate

By-law Number 2018-139

being a bylaw to appoint an Emergency Management Program and Emergency Plan for the Township of Southgate

Whereas Section 11(2)6 of the Municipal Act S.O. 2001, C.25 (as amended) permits municipalities to pass by—laws regarding the safety and well-being of persons; and health; and

Whereas the Emergency Management and Civil Protection Act R.S.O. 1990, c. E.9 (as amended) states that every municipality will formulate an emergency plan and shall develop and implement an emergency management program, both to be adopted by by—law; and

Whereas the Council of the Township of Southgate deems it necessary and appropriate to adopt a revised Emergency Management Plan, which is a component of the overall Emergency Management Program;

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

1. **That** the Emergency Management Program and Emergency Management Plan, attached hereto as Schedule A and forming part of this by-law, is hereby adopted;
2. **That** the appendices to Schedule A are confidential and held on file with the Clerk and subject to on-going and annual revision;
3. **That** the CEMC and Clerk are hereby delegated the authority to make minor, administrative changes to the Emergency Plan and appendices as required;
4. **That** the CEMC will ensure, with the assistance of the Emergency Management Control Group, that the emergency program is reviewed annually and implemented in accordance with standards and practices developed from time to time by Emergency Management Ontario; and
5. **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 December 2018.

John Woodbury, Mayor

Joanne Hyde, Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
BY-LAW NUMBER 2018-140

being a by-law to authorize the Mayor and the Clerk to sign the 2358737
Ontario Inc. – Flato North Phase 2A and 3 Final Capacity Allocation
Agreement

Whereas Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipalities ability 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, right, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act,

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

1. **That** the Mayor and the Clerk are hereby authorized and directed to sign the 2358737 Ontario Inc. – Flato North Phase 2A and 3 Final Capacity Allocation Agreement, attached as Schedule A; and
2. **That** this by-law shall become effective from and after the date of passing hereof.

Read a first, second and third time and finally passed this 19th day of December, 2018.

John Woodbury – Mayor

Joanne Hyde - Clerk

FINAL CAPACITY ALLOCATION AGREEMENT

Made in Duplicate this 19th day of December, 2018.

BETWEEN:

2358737 Ontario Inc.
Flato North, - Phase 2A & 3
3621 Highway #7 East – Suite 503
Markham, ON L3R 0G6
(hereinafter referred to as the “Developer”)

AND

THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE
185667 Southgate Road #22 – RR#1
Dundalk, ON NOC 1B0
(hereinafter referred to as the “Township”)

WHEREAS the Township of Southgate (“**Township**”) has available or plans for increasing Water and Wastewater servicing capacity to supply existing and future development in the Village of Dundalk “Dundalk”; and

AND WHEREAS, a new development is proposed in Dundalk and as such the development has requested in writing to the Township water and wastewater servicing capacity allocated subject to availability.

NOW THEREFORE the Parties Here to agree:

1. That the Township of Southgate will allocate 118 (one hundred & eighteen) of Water and Wastewater Residential Units of Reserve Servicing Capacity.
2. That the Developer accepts this allocation of water and wastewater Residential Units of Reserve Servicing Capacity based on the conditions set out in this agreement.
3. That the Final Capacity Allocation Agreement shall be for period of 3 years following the municipal by-law approval date of this agreement.
4. That the Final Capacity Allocation Agreement may be extended for an additional 1 year term(s) based on evidence of site development progress.
5. That the Developer accepts that at its sole discretion the Township may not agree to extend a Final Capacity Allocation Agreement in whole or in part, if in the opinion of Township and its Engineers that site development progress has not progressed sufficiently to reflect 50 (fifty) percent occupancy or use of the allocated servicing capacity.

6. That the Developer acknowledges that any payments to be made or works with respect to the projects allocation of Final Capacity by the Developer required by the Township must be completed to maintain this agreement in force and affect. The payments and /or works required are listed in the attached Schedule A documents that forms as part of the agreement document or provides reference to a Front Ending or Service Finance Agreement that has been previous approved by the Developer and Township Council by municipal by-law.
7. This Agreement shall be binding on the parties hereto and their heirs, executors, administrators or assigns.

IN WITNESS WHEREOF the Parties hereto have affixed their respective hands and seals.

**SIGNED, SEALED AND DELIVERED
IN THE PRESENCES OF:**

2358737 Ontario Inc.
(Company Name)

Date:

Name: Shakir Rehmatullah
Title: President

Witness

I have authority to bind the Corporation.

**The Corporation of the Township
of Southgate**

Southgate Mayor John Woodbury

(seal)

Southgate Clerk Joanne Hyde
We have authority to bind the Corporation.

Schedule A

**Listing of Payments and Works for the
Development Project Final Capacity Allocation**

None

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2018-141

Being a by-law to authorize a road use agreement between EH!tel Networks Inc. and the Township of Southgate

Whereas, the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 5 (3), state 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 parties hereto are desirous of entering into a road use agreement dated the 19th Day of December, 2018;

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

1. **That** the road use agreement between EH!tel Networks Inc. and the Township of Southgate attached hereto as Schedule "A" to this by-law, is hereby ratified and confirmed; and
2. **That** the Mayor and the Clerk are authorized and directed to sign the road use agreement on behalf of the Township of Southgate; 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 DECEMBER 2018.**

John Woodbury – Mayor

Joanne Hyde – Clerk

Schedule "A" to By-law 2018-141

EH!tel Road Use Agreement

This AGREEMENT made in duplicate on the 19th day of December, 2018

BETWEEN

The Corporation of the Township of Southgate
Hereinafter called the "Township"
Being the Party of the FIRST PART

-and-

EH!tel Networks Inc.
Hereinafter called "EH!tel"
Being the Party of the SECOND PART

WHEREAS EH!tel is the telecommunications provider for a communications tower (the "tower") located on the subject lands described as Lot 15, Concession 3, EGR, in the geographic Township of Egremont, now part of the Municipality of the Township of Southgate, and identified on Schedule "A" attached hereto;

AND WHEREAS EH!tel is requesting the execution of a Road Use Agreement regarding the installation fibre optic cables and electrical power supply wiring on a portion of an unopen – unmaintained section of Southgate Road 24 easterly between Southgate Sideroad 39 and Southgate Sideroad 41 (the Subject Road);

AND WHEREAS the Township has deemed it advisable and in the public interest to enter into an agreement with EH!tel as part of the communications tower development process;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of one dollar (\$1.00), paid by EH!tel to the Township the receipt of which is hereby acknowledged, EH!tel covenants and agrees with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

1. EH!tel is required to provide to the satisfaction of the Township, plans showing the location and design of works to be provided in conjunction therewith, and all facilities and works required under this Agreement. The details of the works to be completed for the Township are provided in Schedule 'A' ("Southgate Road # 24 site plan") attached hereto.

2. Road Allowance

It is agreed that EH!tel will install cabling on the unopen – unmaintained section of Southgate Road #24 in accordance with and subject to the following conditions:

- a) EH!tel shall be responsible to pay all cost of the road rehabilitation to original condition, including after settlement of the trench to the Township's satisfaction.
- b) In the event that the road crossing culvert in this section requires future replacement, the Township is not responsible for any cabling or wiring issues.
- c) That the extent of the Road Use Agreement on Southgate Road 24 from the entrance of Civic address 243392 east for 300 meters.

3. Covenants

EH!tel hereby acknowledges that municipal approval of this agreement relating to the lands described on Schedule "A" in no way binds the Township or indicates support for any other development on the said lands.

- 4. The Township or any person authorized by the Township shall have the right at all times to be on site and/or inspect the work provided for in this agreement.

5. Liability Insurance

EH!tel shall provide proof of liability insurance certificate annually and keep in force until the date of acceptance of the entire work by Southgate, a comprehensive policy of public liability and property damage insurance acceptable to the municipality providing insurance coverage in respect of any one accident to the limit of at least \$2,000,000.00 exclusive of interest and cost, against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of or damage to property and such policy shall name the municipality as an additional insured thereunder and shall protect the municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the municipality or any other public or private property resulting from or arising out of any act or omission on the part of the Contractor or any of his servants or agents during the execution of the contract and EH!tel shall forward a certified copy of the policy or certificate thereof to the municipality before the work is started.

6. Indemnity

- 1. EH!tel agrees that it shall save, defend, keep harmless and fully indemnify the Township from and against all manner of actions, suits, claims, executions and demands which may be brought against or made upon the Township from and

- against all loss, costs, charges, damages and expenses which may be sustained, incurred or paid by the Township arising in any way by reason of any work performed or approvals to be obtained by EH!tel pursuant to this agreement.
2. Notwithstanding anything to the contrary, the Township acknowledges and agrees that the foregoing indemnity from EH!tel shall not apply to any loss, costs, damages and expenses arising from the gross negligence or wilful misconduct of the Township.
 3. The obligations of EH!tel to indemnify the Township under the provisions of this agreement shall survive any termination of this agreement, notwithstanding anything to the contrary.

7. Approvals

EH!tel will be required to obtain all necessary permits or approvals shall be obtained by EH!tel prior to construction. The signing of this Agreement by the Township shall not be construed to mean that permits or approvals will necessarily be granted.

8. Notices

Any notices to be given under this agreement shall be delivered in person, by prepaid registered mail or by confirmed facsimile transmission as follows:

To EH!tel:

EH!tel Networks Inc.
Attn: Mr. Twan Peeters
392058 Grey Road 109
Holstein ON
N0G 2A0

To the Township:

Township of Southgate
Attn: Public Works Manager
185667 Grey Road 9
Dundalk ON
N0C 1B0

In the case of a notice required by this agreement to be given to a specific official of the Township, the notice shall be made to the attention of such official.

9. Binding

This agreement shall be binding upon and endure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns until such time as the license is surrendered.

Any delay or failure of the Municipality to enforce its rights pursuant to this Agreement shall not constitute a waiver of its rights to enforce any provision of the Agreement.

10. Severance of provisions

If any individual provision(s) of this agreement is or are determined by a court of competent jurisdiction to be illegal or beyond the power, jurisdiction or capacity of any party bound by this agreement, such provision shall be severed from this Agreement if both Reeve and the Township agree and the remainder of this Agreement shall continue in full force and effect, *mutatis mutandis*. In such case, Reeve and the Township agree to negotiate in good faith to amend this agreement in order to implement the intentions as set out in this Agreement.

Time of the Essence Time shall be of the essence of this Agreement.

IN WITNESS WHEREOF the Parties have executed this agreement by their respective officers duly authorized in that behalf, so of the date set out below.

EH!tel Networks Inc.

The Corporation of the Township of Southgate

EH!tel Networks Inc.
We have the authority to bind the Corporation
Date: _____

Mayor

Clerk

Date: _____
We have the authority to bind the Corporation

SCHEDULE "A"

Site Plan

The subject lands are legally described as Lot 15, Concession 3, EGR, geographic Township of Egremont, Municipality of the Township of Southgate, County of Grey.

John Lamberts– 243392 Southgate Road 24, Holstein

Purpose This site plan describes the construction of a tower and associated scope of work. The particulars within are general, and subject to minor variances. Any significant variances will require approval from the Lamberts'. The tower is to provision EH!tel's services to the current "No Service Zone" for the nearby home and businesses.

Site plan map The map indicates the approximate layout of the of the various components required to erect the tower and provision the service.



Municipal Right of Way (ROW) is property owned by the Township of Southgate. Approximately 300m of the trench is to be installed on the old road way. Permission from Southgate is required.

The Trench contains both NMWU14-12 and 2ct flat drop fibre. The fibre is for potential future use to avoid re-digging for both the home and tower. The cables are to be installed with RTX1250 vibratory plow to a depth of up to 4ft. Total length is approximately 450m. The trench will be restored; however, the following results may occur: 1) the trench may be soft, especially following allot of rain or spring thaw. 2) the trench may settle and require further landscaping in the spring.

The trench will cut diagonally from the Lamberts home to the ROW. Several minor turns are anticipated to avoid trees and other sensitive objects. This segment will be marked and approved with the Lamberts prior to trenching and will consider the source of the circuit from the home.

The trench will require locates prior to installation on both the ROW and private property.

The trench section from the ROW to the tower may be excavated with a backhoe, as the terrain may not be suitable for the RT1250.

The Trench- Culvert/Creek Crossing The Culvert/Creek is marked on the second drawing on the site plan. We plan to trench over the culvert as deep as we can to go over it.

Service to the home will be provisioned through a wireless receiver installed at the home of Lamberts.

Tower. The tower requires a foundation with the following specifications:

5ft Wide x 5ft Length x 4ft Deep foundation, and 4ft x 4ft protruding approximately 6" above grade.

The tower is a DMX64N. The tower height is 70ft with 8ft of pole containing the wireless backhaul dish and access points.

A enclosure is installed on the base of the tower. The NMWU12/2 is terminated in the enclosure. The enclosure will contain network equipment including switch, wireless POE's, UPS, and power controller.

Specifications of the tower can be found at the following link: [DMX towers](#).

Access to the tower is marked on the site map (green line). Access to the tower is to be obtained from Southgate Road 24, up the ROW, and to the tower. The ROW is not maintained and generally not accessible with vehicles.

Hydro will be connected to the home of the Lamberts. A 120v 15amp circuit will provision the tower. The circuit may be connected to an existing outlet or otherwise as directed by the Lamberts.



Staff Report FIN2018-040

Title of Report: FIN2018-040 November 2018 Cheque Registers
Department: Finance
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report FIN2018-040 November 2018 Cheque Registers as information.

Background:

Under the authority of the Municipal Act, 2001 s.286(1), 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, including...

- (c) paying all debts of the municipality and other expenditures authorized by the municipality"

Municipal Act, 2001 s. 290(1) requires a municipality shall:

"prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including,

- (a) amounts sufficient to pay all debts of the municipality falling due within the year".

The Township of Southgate has approved Policy #5, Purchasing Policy, which states:

"Southgate Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Treasury cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution. This purchasing policy provides guidelines outlining how spending authority is to be used."

Staff Comments:

The November 2018 Cheque Registers are provided as Attachments. Cash disbursements, totalling \$1,160,547.80 as summarized in the following table, have occurred for invoices that have been reviewed and authorized for payment in accordance with the guidelines provided in Policy #5, Purchasing Policy.

| | |
|----------------------|-----------------------|
| Standard Cheques | \$1,129,245.98 |
| Online Bill Payments | 7,743.21 |
| Automatic PAPs | 23,558.61 |
| | <u>\$1,160,547.80</u> |

Financial Implications:

The financial analysis reports received periodically by Council will reflect the impact of the expenditures compared to budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with:

- Goal 1A: Trusted, Timely, Transparent, Accessible Municipal Decision-Making
 - o Action 1.A.1
 - Southgate will actively communicate with the public, facilitate public involvement, and define procedures for municipal decision-making on potentially controversial issues.

Concluding Comments:

The November 2018 Cheque Registers are provided as information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
William Gott, CPA, CA Treasurer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

- 1 Standard Cheque Register – November 2018
- 2 Online Cheque Register – November 2018
- 3 PAP Cheque Register – November 2018

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|--|------------|--|-------------------------------------|
| 036204 | 01/11/2018 Invoice oct 2018 | 013011 | MAPLE LANE FARM SERVICE INC. 24/10/2018 NEW SNOW BLOWER FOR UNIT 117 | 7,751.80 |
| 036205 | 02/11/2018 Invoice 600 | 001014 | ADVANEDGE TECHNOLOGIES 11/10/2018 RDS - REPAIR MOWER ON TRACTOR | 366.40 |
| 036206 | 02/11/2018 Invoice 172650 Invoice 172677 | 001044 | ANCHEM SALES 23/10/2018 WATER CHEMICALS 23/10/2018 WATER CHEMICALS | 832.81 866.71 -33.90 |
| 036207 | 02/11/2018 Invoice 2764 | 001060 | ATS TREE SERVICES INC. 25/10/2018 REMOVE TREE ON NIXON & VICTOR | 508.50 |
| 036208 | 02/11/2018 Invoice S1536589.001 | 003026 | CARSON SUPPLY 19/10/2018 WATER - HYDRANT MARKERS | 1,175.20 |
| 036209 | 02/11/2018 Invoice 48827832 | 003076 | CORPORATE EXPRESS CANADA INC 29/10/2018 EMERG MNGMT - USB FLASH DRIVE | 180.62 |
| 036210 | 02/11/2018 Invoice 103-79048 | 003078 | COTTON'S AUTO CARE CENTRE (2013) INC. 10/10/2018 BLDG - FORD FUSION UNDER SPRA | 146.84 |
| 036211 | 02/11/2018 Invoice IVC00000000019245 | 003083 | COUNTY OF GREY 01/10/2018 RDS - PROPERTY BLADES | 56.34 |
| 036212 | 02/11/2018 Invoice 12231 | 004039 | DILLMAN SANITATION LTD 05/10/2018 WASTE-SERV PORT TOILET DUN TR | 175.15 |
| 036213 | 02/11/2018 Invoice 159361 Invoice 159360 | 004051 | DONEGAN HAULAGE LIMITED 24/10/2018 RDS - BREAKER 24/10/2018 TANDEM TRACT&TRAILER, HAULING | 69,208.26 16,844.06 52,364.20 |
| 036214 | 02/11/2018 Invoice M2018-01-6 | 005030 | ERAMOSA ENGINEERING INC 28/09/2018 FILTER PLC | 689.19 |
| 036215 | 02/11/2018 Invoice 0000156617 Invoice 0000156500 | 005037 | EVANS UTILITY & MUNICIPAL PROD 18/10/2018 WATER - 3/4 STR METER TAIL 16/10/2018 WATER METERS | 27,272.55 909.65 26,362.90 |
| 036216 | 02/11/2018 Invoice 40738 | 006012 | FISHER'S REGALIA 17/10/2018 FIRE - SILVER&GOLD CUSTOM CRE | 286.53 |
| 036217 | 02/11/2018 Invoice 12132 | 006014 | FIVE STAR CLEANING 30/09/2018 CLEAN ADMIN OFFICE | 519.80 |
| 036218 | 02/11/2018 Invoice 759132 | 007012 | GEORGIAN BAY FIRE & SAFETY SUP 15/10/2018 H-TEST & RECHRG, ORING | 45.20 |
| 036219 | 02/11/2018 Invoice 116-110320 | 007026 | GO GLASS & ACCESSORIES 05/10/2018 RDS - WIRING FOR LIGHTS | 226.00 |
| 036220 | 02/11/2018 Invoice P2085 | 007049 | GREY NORTHERN POWERLINE INC. 23/10/2018 STREETLIGHT REPAIR | 500.03 |
| 036221 | 02/11/2018 Invoice 178147 | 008005 | HACH SALES & SERVICE CANADA LTD 05/10/2018 SEWER - SAMPLE CELL | 181.48 |
| 036222 | 02/11/2018 | 008013 | HAROLD SUTHERLAND CONSTRUCTION | 33,229.05 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|-------------------------|------------|---|---------------|
| | Invoice J019301 | | 24/10/2018 SUPP, HAUL, MIX & STACK SAND | 33,229.05 |
| 036223 | 02/11/2018 | 008041 | HWY 4 TRUCK SERVICE LTD. | 1,027.85 |
| | Invoice 85844 | | 01/10/2018 WASTE-TEMP REP TO EXHAUST | 71.42 |
| | Invoice 85666 | | 19/10/2018 WASTE - DEF BULK | 956.43 |
| 036224 | 02/11/2018 | 010014 | JAGUAR MFG. | 8,166.13 |
| | Invoice 53029 | | 24/10/2018 FIRE - REPAIR TANKER LEAK | 8,166.13 |
| 036225 | 02/11/2018 | 010034 | JOE JOHNSON EQUIPMENT INC. | 1,059.96 |
| | Invoice P92272 | | 30/07/2018 WASTE - CABLE & FREIGHT | 88.18 |
| | Invoice P89493 | | 14/05/2018 WASTE - BLOCK VALVE ASSEMB | -917.85 |
| | Invoice P93512 | | 11/09/2018 WASTE - SEAL KITS | 290.70 |
| | Invoice S08776 | | 02/10/2018 WASTE - SERV & LAB UNIT 211 | 437.45 |
| | Invoice S09025 | | 17/10/2018 WATER-UNIT 21-08 RENTAL TRUCK | 648.71 |
| | Invoice P94581 | | 12/10/2018 WASTE - PROX SENSOR,FREIGHT | 512.77 |
| 036226 | 02/11/2018 | 011005 | KARYN FOSTER | 5,360.60 |
| | Invoice 432 | | 17/10/2018 CANINE CONTROL SEPT & OCT 2018 | 5,360.60 |
| 036227 | 02/11/2018 | 013011 | MAPLE LANE FARM SERVICE INC. | 5.70 |
| | Invoice I155461 | | 16/10/2018 RDS - 0 - RING | 5.70 |
| 036228 | 02/11/2018 | 013035 | MCDONALD HOME HARDWARE | 777.10 |
| | Invoice 73159 | | 22/10/2018 CEM - SEALING TAPE, HAMMER | 23.14 |
| | Invoice 73113 | | 20/10/2018 WATER - FLASHLIGHTS & BATTERIE | 31.62 |
| | Invoice 73116 | | 20/10/2018 WATER-WET ONES, GLVS, TOWLS, R | 75.80 |
| | Invoice 73157 | | 22/10/2018 WATER - COMPOUND | 19.76 |
| | Invoice 73039 | | 18/10/2018 SAFETY - COMBO LTHR GLOVES | 304.76 |
| | Invoice 73050 | | 18/10/2018 SAFETY - GLVS COMBOS | -67.46 |
| | Invoice 72952 | | 15/10/2018 WATER - BATTERIES | 10.14 |
| | Invoice 72989 | | 16/10/2018 WATER - SCRUB SPONGE | 8.69 |
| | Invoice 73054 | | 18/10/2018 REC - TRAILER CONNECTOR | 11.29 |
| | Invoice 73059 | | 18/10/2018 REC - CARGO STRAP | 70.04 |
| | Invoice 73056 | | 18/10/2018 REC - STOP LAMP, BATTERY TESTE | 54.21 |
| | Invoice 73172 | | 23/10/2018 REC - BOLTS,ADHSV,GASKET,FLTR | 40.73 |
| | Invoice 73174 | | 23/10/2018 TOWN HALL - 2X4 TILE | 139.04 |
| | Invoice 73104 | | 19/10/2018 REC - UTILITY PAIL | 10.16 |
| | Invoice 73184 | | 23/10/2018 REC - UNIVERSAL BALLCOCK | 22.59 |
| | Invoice 73187 | | 23/10/2018 REC - UNIVERSAL BALLCOCK | 22.59 |
| 036229 | 02/11/2018 | 013056 | MINISTER OF FINANCE | 169.50 |
| | Invoice 1863 | | 12/10/2018 ONT GAZZETTE AD-TAX ARREAR SA | 169.50 |
| 036230 | 02/11/2018 | 013058 | MINISTER OF FINANCE | 127,481.67 |
| | Invoice 121510181102047 | | 11/10/2018 FIRE-NEW PROGRAM REGISTRATIO | 520.00 |
| | Invoice oct 22 2018 | | 22/10/2018 OMAFRA 0117400 DEBNTURE2013-1 | 35,376.67 |
| | Invoice 121510181414110 | | 15/10/2018 MUNICIPAL POLICING | 91,585.00 |
| 036231 | 02/11/2018 | 013097 | MCDUGALL ENERGY INC. | 16,508.09 |
| | Invoice 3653100 | | 09/10/2018 REGULAR GAS | 1,388.54 |
| | Invoice 3658694 | | 11/10/2018 CLEAR DIESEL | 3,680.69 |
| | Invoice 3658693 | | 11/10/2018 DYED DIESEL | 3,015.89 |
| | Invoice 3653308 | | 09/10/2018 CLEAR DIESEL | 4,723.78 |
| | Invoice 3653190 | | 09/10/2018 DYED DIESEL | 3,699.19 |
| 036232 | 02/11/2018 | 014016 | NORTH WELLINGTON CO-OPERATIVE | 119.96 |
| | Invoice 616791 | | 22/10/2018 RDS-RND SHOVEL&HANDLE,SLDG F | 119.96 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|--------------------------|------------|---|---------------|
| 036233 | 02/11/2018 | 014023 | NERD2U - MOBILE I.T. SERVICES | 540.36 |
| | Invoice R0292 | | 28/10/2018 OFFICE 365 & EXCH SUBSCRIPTION | 540.36 |
| 036234 | 02/11/2018 | 016042 | PRINT ONE | 602.29 |
| | Invoice 28261 | | 24/10/2018 WASTE - RECEIPT BOOKS | 602.29 |
| 036235 | 02/11/2018 | 016044 | PUROLATOR INC | 28.58 |
| | Invoice 439423741 | | 12/10/2018 COURIER TILE DRAIN LOAN | 28.58 |
| 036236 | 02/11/2018 | 018007 | R.J. BURNSIDE & ASSOCIATES LIM | 4,972.00 |
| | Invoice 300042583.0000-2 | | 17/10/2018 2018 BRIDGE INSPECTIONS | 4,972.00 |
| 036237 | 02/11/2018 | 018011 | REALTAX INC. | 401.15 |
| | Invoice 68386 | | 15/10/2018 REAL TAX FEES | 401.15 |
| 036238 | 02/11/2018 | 019019 | SECURE INSURANCE SOLUTIONS GROUP INC | 111,610.12 |
| | Invoice 224852 | | 01/10/2018 ADJUSTMENT 2017-2018 | 918.00 |
| | Invoice 224860 | | 12/10/2018 POLICY RENEWAL | 45,228.24 |
| | Invoice 224862 | | 12/10/2018 POLICY RENEWAL | 17,905.00 |
| | Invoice 224863 | | 15/10/2018 POLICY RENEWAL | 2,160.00 |
| | Invoice 224864 | | 15/10/2018 POLICY RENEWAL | 4,050.00 |
| | Invoice 224854 | | 12/10/2018 POLICY RENEWAL | 2,748.60 |
| | Invoice 224861 | | 12/10/2018 POLICY RENEWAL | 972.00 |
| | Invoice 224853 | | 12/10/2018 POLICY RENEWAL | 37,628.28 |
| 036239 | 02/11/2018 | 019022 | SGS LAKEFIELD RESEARCH LIMITED | 1,556.01 |
| | Invoice 11189473 | | 12/10/2018 WATER - VILL OF DUN ANALYSIS | 926.60 |
| | Invoice 11189472 | | 12/10/2018 DUN SEWAGE - ANALYSIS | 518.67 |
| | Invoice 11189496 | | 12/10/2018 MUN OFFICE&HOP WRKS ANALYSIS | 24.86 |
| | Invoice 11189492 | | 12/10/2018 HOLS WRKS - ANALYSIS | 24.86 |
| | Invoice 11189498 | | 12/10/2018 SWINTON PRK ANALYSIS | 24.86 |
| | Invoice 1189499 | | 12/10/2018 OPT CLUB - WATER TESTING | 36.16 |
| 036240 | 02/11/2018 | 019031 | SHELBURNE MEMORIALS LIMITED | 28,486.17 |
| | Invoice 14277 | | 15/10/2018 NEW NICHE-FOUNDATION&INTERLC | 28,486.17 |
| 036241 | 02/11/2018 | 019051 | SPARLING'S PROPANE | 438.18 |
| | Invoice 88725040904465 | | 24/10/2018 SWINTON - PROPANE | 438.18 |
| 036242 | 02/11/2018 | 020021 | THE MUNICIPALITY OF WEST GREY | 37,743.00 |
| | Invoice 6631 | | 25/10/2018 DURHAM FIRE REVENUE-2018 LEVY | 37,743.00 |
| 036243 | 02/11/2018 | 020022 | THE MURRAY GROUP LIMITED | 420.80 |
| | Invoice P-260-00009327 | | 06/10/2018 RDS - HL3-R20-17049 | 420.80 |
| 036244 | 02/11/2018 | 023017 | WEBBER MECHANICAL | 1,695.00 |
| | Invoice 18-0083 | | 16/10/2018 BACKFLOW PREVENTION TEST COM | 1,536.80 |
| | Invoice 18-0087 | | 16/10/2018 COPER PIPE & FITTINGS | 158.20 |
| 036245 | 02/11/2018 | 023019 | WEIRFOULDS LLP | 336.95 |
| | Invoice 282938 | | 10/10/2018 DUN RETIREMENT HOME&ASSIST LI | 336.95 |
| 036246 | 02/11/2018 | 023037 | WINGHAM ADVANCE TIMES | 354.82 |
| | Invoice WND0024835 | | 31/10/2018 R-AD PURSUANT TO MUNICIPAL TA) | 115.26 |
| | Invoice WND0024895 | | 31/10/2018 R-AD PURSUANT TO MUNICIPAL TA) | 62.15 |
| | Invoice WND0024807 | | 31/10/2018 AD PURUANT TO MUNICIPAL TAX | 62.15 |
| | Invoice WND0024733 | | 31/10/2018 PURSUANT TO MUNICIPAL TAX | 115.26 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|-------------------------|------------|--|---------------|
| 036247 | 02/11/2018 | 023039 | WORK EQUIPMENT | 37.17 |
| | Invoice 045263 | | 19/10/2018 RDS - PTO SUPPORT | 37.17 |
| 036248 | 02/11/2018 | 023042 | WWOTC OPERATOR TRAINING | 1,610.25 |
| | Invoice 4916 | | 16/10/2018 WAT-FUNDAMENT OF WD NEW OP | 1,610.25 |
| 036249 | 02/11/2018 | 098001 | | 265.00 |
| | Invoice oct 18 2018 | | 18/10/2018 LIVESTOCK KILL REIMBURSEMENT | 265.00 |
| 036250 | 02/11/2018 | 098002 | | 250.00 |
| | Invoice 10 23 2018 | | 23/10/2018 REFUND FOR FINAL INSPECTION | 250.00 |
| 036251 | 02/11/2018 | 098002 | | 250.00 |
| | Invoice october 23 2018 | | 23/10/2018 REFUND FOP FINAL DEPOSIT | 250.00 |
| 036252 | 02/11/2018 | 098002 | | 1,000.00 |
| | Invoice oct 26 2018 | | 26/10/2018 REFUND FOR FINAL INSPECTION | 750.00 |
| | Invoice oct 31 2018 | | 31/10/2018 REFUND FOR FINAL INSPECTION | 250.00 |
| 036253 | 02/11/2018 | 098002 | | 250.00 |
| | Invoice 23 of Oct 2018 | | 23/10/2018 REFUND FOR FINAL INSPECTION | 250.00 |
| 036254 | 02/11/2018 | 098002 | | 250.00 |
| | Invoice oct 23 2018 | | 23/10/2018 REFUND FOR FINAL INSPECTION | 250.00 |
| 036255 | 02/11/2018 | 098002 | | 250.00 |
| | Invoice 2018 oct 23 | | 23/10/2018 REFUND FOR FINAL INSPECTION | 250.00 |
| 036256 | 02/11/2018 | 098002 | | 250.00 |
| | Invoice 2018 of October | | 23/10/2018 REFUND FOR FINAL INSPECTION | 250.00 |
| 036257 | 02/11/2018 | 098002 | | 500.00 |
| | Invoice 2018 oct 26 | | 26/10/2018 REFUND FOR FINAL INSPECTION | 500.00 |
| 036258 | 02/11/2018 | 099002 | ALYSSA BROADFOOT | 50.00 |
| | Invoice 10018 | | 29/10/2018 SOURCE WATER UPDATE MAP&LAB | 50.00 |
| 036259 | 02/11/2018 | 099002 | CADUCEON ENTERPRISES INC. | 148.88 |
| | Invoice 18-15889 | | 19/10/2018 WATER - ANALYSIS,REPORTING,AI | 148.88 |
| 036260 | 02/11/2018 | 099002 | CEDAR CREEK TOOLS | 1,199.37 |
| | Invoice 14349 | | 22/10/2018 RDS - 2 DEWALT GREASEGUN KITS | 675.74 |
| | Invoice 14135 | | 28/09/2018 HEX/IMPACT KITS,DIAMOND BLADE | 523.63 |
| 036261 | 02/11/2018 | 099003 | ERTH HOLDINGS INC. | 2,858.96 |
| | Invoice EHJ1011074 | | 30/09/2018 LABOUR, BUCKET TRUCK,MATERIAL | 2,858.96 |
| 036262 | 02/11/2018 | 099003 | M FOWLER | 9.75 |
| | Invoice 73 | | 13/10/2018 PHOTO ALBUM & PICS FROM SEN F | 9.75 |
| 036263 | 02/11/2018 | 099005 | | 400.00 |
| | Invoice Oct 31 2018 | | 31/10/2018 REFUND FOR ENTRANCE PERMIT | 400.00 |
| 036264 | 02/11/2018 | 099005 | LAWLOR HAULAGE LTD. | 1,271.25 |
| | Invoice 6442 | | 16/10/2018 LAND REHABILITATION | 1,271.25 |
| 036265 | 02/11/2018 | 099007 | SOUND BARRIERS | 440.70 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|--------------------|------------|--|---------------|
| | Invoice 19686 | | 05/10/2018 REC - BLUE VELCRO BUMPERS | 440.70 |
| 036266 | 02/11/2018 | 099007 | STEVE SMRCZEK | 389.85 |
| | Invoice OCT 2018 | | 01/11/2018 DRAIN EASE RESTORE DOYLE ST | 389.85 |
| 036267 | 02/11/2018 | 099007 | THE ROYAL CANADIAN LEGION | 70.00 |
| | Invoice sept 2018 | | 31/10/2018 WREATH FOR REMEMBRANCE SEI | 70.00 |
| 036268 | 07/11/2018 | 099002 | CHRIS STEWART | 3,785.50 |
| | Invoice 1004767 | | 05/11/2018 EGR LANDFILL-NEW SECURITY SYS | 2,655.50 |
| | Invoice 1004769 | | 05/11/2018 MOVE SEC SYS FR EGR TO HOLDS SI | 1,130.00 |
| 036269 | 16/11/2018 | 001005 | A.J. STONE COMPANY LTD | 198.88 |
| | Invoice 0000142395 | | 18/10/2018 FIRE - FACESHIELD ASSEMBLY | 198.88 |
| 036270 | 16/11/2018 | 002002 | B & M CONSTRUCTION | 497.20 |
| | Invoice 3548 | | 31/10/2018 OPEN&CLOSE GRAVE, TEST HOLES | 497.20 |
| 036271 | 16/11/2018 | 002017 | BELL MOBILITY - W.P.C.I. CEDAR POINT | 1,451.37 |
| | Invoice 294225 | | 09/11/2018 NEW CELLULAR PHONES | 1,451.37 |
| 036272 | 16/11/2018 | 002047 | BROADLINE EQUIPMENT RENTALS LTD | 2,624.11 |
| | Invoice 60140 | | 12/10/2018 BOOM LIFT DEL & PICK UP CHRG | 624.11 |
| | Invoice 60261 | | 29/10/2018 BULL DOZER TRIM CASE, DEL&PICKI | 1,781.91 |
| | Invoice .59993 | | 04/10/2018 ROLLER PACKER | 218.09 |
| 036273 | 16/11/2018 | 002057 | BUCKHAM TRANSPORT LIMITED | 2,130.05 |
| | Invoice 24897 | | 30/10/2018 WASTE - DISPOSAL CHARGE | 2,130.05 |
| 036274 | 16/11/2018 | 003011 | CANADA'S FINEST COFFEE | 62.00 |
| | Invoice IN308099 | | 07/11/2018 ADMIN - COFFEE | 62.00 |
| 036275 | 16/11/2018 | 003030 | CEDARWELL EXCAVATING LTD | 5,942.39 |
| | Invoice 2032446 | | 30/10/2018 RDS-FLOAT HRS, EXCAVATOR | 3,451.30 |
| | Invoice 2032444 | | 30/10/2018 RDS - FLOAT HOURS, EXCAVATOR | 2,491.09 |
| 036276 | 16/11/2018 | 003076 | CORPORATE EXPRESS CANADA INC | 164.75 |
| | Invoice 48708697 | | 16/10/2018 LIB - ACRYLIC SIGN HOLDERS | 164.75 |
| 036277 | 16/11/2018 | 003083 | COUNTY OF GREY | 67,680.00 |
| | Invoice nov 2018 | | 08/11/2018 OCT 2018 DEVELOPMENT CHARGES | 67,680.00 |
| 036278 | 16/11/2018 | 005015 | EH!TEL NETWORKS INC | 145.77 |
| | Invoice ET-072273 | | 15/11/2018 ADMIN - INTERNET | 145.77 |
| 036279 | 16/11/2018 | 005039 | EXCEL BUSINESS SYSTEMS | 623.79 |
| | Invoice 342666 | | 30/10/2018 FIRE - PHOTOCOPIES | 21.59 |
| | Invoice 343713 | | 30/10/2018 ADMIN - PHOTOCOPIES | 433.83 |
| | Invoice 232263 | | 12/11/2018 ADMIN - PHOTOCOPIES | 168.37 |
| 036280 | 16/11/2018 | 006014 | FIVE STAR CLEANING | 2,244.75 |
| | Invoice 12283 | | 31/10/2018 FIRE - CLEAN THE HALL | 214.70 |
| | Invoice 12343 | | 31/10/2018 ADMIN CLEAN SERV | 649.75 |
| | Invoice 12344 | | 31/10/2018 CLEAN DUN WRKS & HOLDS DEPOT | 315.84 |
| | Invoice 12349 | | 31/10/2018 SWINTON PARK - CLEANING | 124.30 |
| | Invoice 12385 | | 31/10/2018 REC - VARIOUS LOCA GRASS CUT | 470.08 |
| | Invoice 12345 | | 31/10/2018 REC - VARIOUS LOCA GRASS CUT | 470.08 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|-------------------|------------|---|---------------|
| 036281 | 16/11/2018 | 007012 | GEORGIAN BAY FIRE & SAFETY SUP | 67.80 |
| | Invoice 759405 | | 22/10/2018 WATER - FIRE EXT INSPEC | 67.80 |
| 036282 | 16/11/2018 | 008005 | HACH SALES & SERVICE CANADA LTD | 722.07 |
| | Invoice 179059 | | 18/10/2018 WATER-POCKET CLRMTR | 722.07 |
| 036283 | 16/11/2018 | 008027 | HIGHLAND SUPPLY | 4,109.58 |
| | Invoice 269068 | | 01/10/2018 RDS-TOP LINK, LINCH PIN | 4.84 |
| | Invoice 269121 | | 02/10/2018 WATER - OIL | 118.75 |
| | Invoice 269568 | | 17/10/2018 RDS - OIL | 1,808.75 |
| | Invoice 269570 | | 17/10/2018 RDS - OIL | 2,115.91 |
| | Invoice 269957 | | 29/10/2018 CEM - FILLER CAP, OIL MIX | 28.56 |
| | Invoice 269960 | | 29/10/2018 RDS - DIESEL EXHAUST | 32.77 |
| 036284 | 16/11/2018 | 008034 | HOLSTEIN FEED MILL (2015) LTD | 401.60 |
| | Invoice 295849 | | 30/10/2018 RDS-GRASS SEED & WHOLE OATS | 401.60 |
| 036285 | 16/11/2018 | 008041 | HWY 4 TRUCK SERVICE LTD. | 3,206.53 |
| | Invoice 85886 | | 01/10/2018 WASTE-COMP SERV UNIT 211 | 734.51 |
| | Invoice 86099 | | 02/11/2018 WASTE - SERV,PARTS,LAB UNIT213 | 2,472.02 |
| 036286 | 16/11/2018 | 009001 | I.T.S. | 427.14 |
| | Invoice 26301 | | 09/11/2018 9 NAME PLATES | 427.14 |
| 036287 | 16/11/2018 | 009013 | INNOVATIVE SURFACE SOLUTIONS CANADA | 1,687.00 |
| | Invoice INV47196 | | 05/11/2018 RDS - PROPATCH | 1,687.00 |
| 036288 | 16/11/2018 | 010011 | JACKIE HILLIER | 150.00 |
| | Invoice nov 2018 | | 12/11/2018 TOWN HALL CLEAN | 150.00 |
| 036289 | 16/11/2018 | 010032 | JIM RICE | 68.24 |
| | Invoice nov2018 | | 02/11/2018 LIVESTOCK EVALUATOR | 68.24 |
| 036290 | 16/11/2018 | 012010 | LIBRARY BOUND INC | 2,059.68 |
| | Invoice 30047243 | | 19/10/2018 LIBRARY BOOKS | 961.77 |
| | Invoice 30047615 | | 26/10/2018 LIBRARY BOOKS | 633.61 |
| | Invoice 30046273 | | 03/10/2018 LIBRARY BOOKS | 464.30 |
| 036291 | 16/11/2018 | 013001 | M & L SUPPLY FIRE & SAFETY | 205.81 |
| | Invoice 152470 | | 30/10/2018 FIRE-LED SFTY LGHT,YELLOW CONI | 205.81 |
| 036292 | 16/11/2018 | 013011 | MAPLE LANE FARM SERVICE INC. | 14.92 |
| | Invoice I154530 | | 01/10/2018 RDS-BOLD , NYLOCK | 14.92 |
| 036293 | 16/11/2018 | 013028 | MAXXAM ANALYTICS | 3,912.63 |
| | Invoice CP3387428 | | 25/10/2018 WASTE - DUN ANALYSIS | 1,391.03 |
| | Invoice CP3387403 | | 25/10/2018 WASTE-PROTON WELL ANALYSIS | 594.95 |
| | Invoice SJ3389621 | | 29/10/2018 WASTE - WELL ANALYSIS | 1,926.65 |
| 036294 | 16/11/2018 | 013035 | MCDONALD HOME HARDWARE | 471.50 |
| | Invoice 73560 | | 05/11/2018 REC - BUILDERS HARDWARE | 1.13 |
| | Invoice 73449 | | 01/11/2018 REC - PLUG,FITTING,ADPTR,ELBOW | 52.64 |
| | Invoice 73488 | | 02/11/2018 REC - DISH DETERGENT | 20.27 |
| | Invoice 72993 | | 16/10/2018 SINGLE SIDED KEY | 18.59 |
| | Invoice 73482 | | 02/11/2018 HAND SANITIZER | 6.77 |
| | Invoice 73481 | | 02/11/2018 GLOVES,WIPES,MOUSE BAIT&HOLD | 142.28 |
| | Invoice 13035 | | 02/11/2018 WASTE-HINGE HASP | 7.56 |
| | Invoice 73477 | | 02/11/2018 WASTE-WHTPOLY TUBING | 88.14 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|-----------------------|-------------|------------|---|---------------|
| Invoice 73446 | | | 01/11/2018 WATER - BUILDERS HARDWARE | 3.94 |
| Invoice 73434 | | | 01/11/2018 RDS - CABLE TIES | 4.83 |
| Invoice 73367 | | | 30/10/2018 WATER - CLNR, BATTERIES | 52.59 |
| Invoice 73370 | | | 30/10/2018 RUST REMOVER | 10.16 |
| Invoice 73817 | | | 13/11/2018 REC - BUILDERS HARDWARE, BLEA | 19.70 |
| Invoice 73624 | | | 07/11/2018 ARENA - GAS JERRY CAN | 22.59 |
| Invoice 73666 | | | 08/11/2018 ARENA - ANTIFREEZE | 20.31 |
| 036295 | 16/11/2018 | 013058 | MINISTER OF FINANCE | 11,983.55 |
| Invoice 1-118793016-4 | | | 01/11/2018 TILE DEBENTURE 2014-12 REPAY | 6,345.03 |
| Invoice 1-116954030-6 | | | 01/11/2018 TILE DEBENTURE 2012-12 REPAY | 2,880.40 |
| Invoice 1-113011044-9 | | | 01/11/2018 TILE DEBENTURE 12-09 REPAY | 2,758.12 |
| 036296 | 16/11/2018 | 013097 | MCDougall Energy Inc. | 4,610.78 |
| Invoice 3684586 | | | 26/10/2018 DYED DIESEL | 1,483.42 |
| Invoice 850524 | | | 26/10/2018 CLEAR DIESEL | 2,446.42 |
| Invoice 3684588 | | | 26/10/2018 REGULAR GAS | 680.94 |
| 036297 | 16/11/2018 | 014021 | NSF INTERNATIONAL STRATEGIC | 1,808.00 |
| Invoice 4039004 | | | 18/10/2018 DWQMS SYSTEM AUDIT | 1,808.00 |
| 036298 | 16/11/2018 | 014023 | NERD2U - MOBILE I.T. SERVICES | 986.29 |
| Invoice 0283 | | | 10/11/2018 ON SITE IT SUPPORT, TRIP CHRG | 333.34 |
| Invoice 0285 | | | 15/10/2018 ON SITE IT SUPPORT | 131.35 |
| Invoice 290 | | | 24/10/2018 REMOTE IT SUPPORT | 62.15 |
| Invoice 271 | | | 27/09/2018 INCREASE RAM, IT SUPPORT | 150.52 |
| Invoice 263 | | | 24/09/2018 POWERED USB HUB | 40.34 |
| Invoice 0297 | | | 06/11/2018 ON SITE IT SUPP & TRAVEL CHRG | 268.59 |
| 036299 | 16/11/2018 | 015028 | ONTARIO MUNICIPAL ADMINISTRATORS' ASSOCIATION | 604.55 |
| Invoice 949 | | | 01/11/2018 2018 FALL WORKSHOP REG FEE | 604.55 |
| 036300 | 16/11/2018 | 015032 | ONTARIO ONE CALL | 86.70 |
| Invoice 201894505 | | | 31/10/2018 WATER - ASSESSED NOTIF 2018 | 86.70 |
| 036301 | 16/11/2018 | 015041 | OPTIMIST CLUB OF EGREMONT TOWNSHIP | 2,599.07 |
| Invoice 110218 | | | 02/11/2018 HALL RENTAL SENIOR'S HEALTH FA | 565.00 |
| Invoice 110218 (B) | | | 02/11/2018 MT.FOREST DANCE AC-SEN HLTH F. | 250.00 |
| Invoice 092418 | | | 15/11/2018 SENIOR'S HEALTH FAIR | 1,784.07 |
| 036302 | 16/11/2018 | 015045 | OSPREY EQUIPMENT REPAIR LTD | 7,185.59 |
| Invoice 3355 | | | 07/11/2018 RDS-SERV, PART LABOUR UNIT 114 | 7,185.59 |
| 036303 | 16/11/2018 | 016040 | PREMIER EQUIPMENT LTD | 110.33 |
| Invoice 778591 | | | 19/10/2018 RDS - FILTER, ENV LEVY | 110.33 |
| 036304 | 16/11/2018 | 016044 | PUROLATOR INC | 133.48 |
| Invoice 439691059 | | | 09/11/2018 ADMIN - TAX SALE | 133.48 |
| 036305 | 16/11/2018 | 018011 | REALTAX INC. | 4,689.50 |
| Invoice 68615 | | | 06/11/2018 REAL TAX FEES | 508.50 |
| Invoice 68616 | | | 06/11/2018 REAL TAX FEES | 508.50 |
| Invoice 68617 | | | 06/11/2018 REAL TAX FEES | 508.50 |
| Invoice 68618 | | | 06/11/2018 REAL TAX FEES | 508.50 |
| Invoice 68619 | | | 06/11/2018 REAL TAX FEES | 508.50 |
| Invoice 68620 | | | 06/11/2018 REAL TAX FEES | 508.50 |
| Invoice 68621 | | | 06/11/2018 REAL TAX FEES | 565.00 |
| Invoice 68622 | | | 06/11/2018 REAL TAX FEES | 508.50 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|------------------------|------------|---|---------------|
| | Invoice 68623 | | 06/11/2018 REAL TAX FEES | 565.00 |
| 036306 | 16/11/2018 | 018027 | RIVERSIDE EQUIPMENT REPAIR | 431.78 |
| | Invoice 4994 | | 31/10/2018 WASTE-ROLL OFF TRUCK HOOKS | 431.78 |
| 036307 | 16/11/2018 | 018032 | ROBERT'S FARM EQUIPMENT | 75.94 |
| | Invoice P07294 | | 29/10/2018 RDS-GENERATOR HOLDS SHOP | 14.96 |
| | Invoice P07659 | | 08/11/2018 RDS-HOLDS SHOP GENERATOR | 60.98 |
| 036308 | 16/11/2018 | 019022 | SGS LAKEFIELD RESEARCH LIMITED | 854.85 |
| | Invoice 11193271 | | 29/10/2018 WATER - VILL OF DUN ANALYSIS | 498.33 |
| | Invoice 11193255 | | 29/10/2018 DUN SEW WRKS - ANALYSIS | 356.52 |
| 036309 | 16/11/2018 | 019030 | SHELBURNE HOME HARDWARE BUILDING CENTRE | 28.58 |
| | Invoice 246078/1 | | 10/11/2018 TOWN HALL - EVEREST AUTM BROV | 28.58 |
| 036310 | 16/11/2018 | 019048 | SOUTH EAST GREY COMMUNITY HEALTH CENTRE | 26,864.19 |
| | Invoice 501 | | 12/11/2018 PROGRAM SERV DELIVERY | 25,000.00 |
| | Invoice 500 | | 12/11/2018 MEDICAL CLINIC UTILITIES | 1,864.19 |
| 036311 | 16/11/2018 | 019051 | SPARLING'S PROPANE | 983.03 |
| | Invoice 88725041905247 | | 08/11/2018 ADMIN - PROPANE | 983.03 |
| 036312 | 16/11/2018 | 019054 | SPECTRUM COMMUNICATIONS LTD | 1,520.92 |
| | Invoice Oct 2018 | | 26/10/2018 SERV TO PAGERS | 1,520.92 |
| 036313 | 16/11/2018 | 019076 | STUTZ BROWN & SELF PROFESSIONAL CORP | 2,269.35 |
| | Invoice 27318 | | 18/10/2018 SP-ISREAL MARTIN & MANASSA MAI | 726.90 |
| | Invoice 26385 | | 15/11/2018 2018 MISC ITEMS | 1,542.45 |
| 036314 | 16/11/2018 | 019084 | SUPERIOR TIRE SALES & SERVICE | 135.37 |
| | Invoice SUP0030503 | | 02/10/2018 WASTE-TIRE REPAIR | 135.37 |
| 036315 | 16/11/2018 | 019086 | SHRED-IT | 71.79 |
| | Invoice 8100577088 | | 31/10/2018 ADMIN - SHREDDING SERVICES | 71.79 |
| 036316 | 16/11/2018 | 020026 | TINA JOLICOEUR | 300.00 |
| | Invoice nov 2018 | | 14/11/2018 CLEAN THE LIBRARY | 300.00 |
| 036317 | 16/11/2018 | 020038 | TOWNSHIP OF SOUTHGATE | 4,178.18 |
| | Invoice 137557 | | 07/11/2018 DUN WRKS - WATER | 192.83 |
| | Invoice 137923 | | 07/11/2018 POOL - WATER | 312.88 |
| | Invoice 137876 | | 07/11/2018 PAVILION - WATER | 52.35 |
| | Invoice 137874 | | 07/11/2018 LAWN BOWL - WATER | 1.76 |
| | Invoice 137914 | | 07/11/2018 FRANK MAC - WATER | 255.81 |
| | Invoice 137875 | | 07/11/2018 CAMPGROUND - WATER | 118.36 |
| | Invoice 137556 | | 07/11/2018 ARENA - WATER | 2,076.16 |
| | Invoice 137930 | | 07/11/2018 TOWN HALL - WATER | 261.45 |
| | Invoice 137561 | | 07/11/2018 FIRE HALL - WATER | 759.91 |
| | Invoice 137877 | | 07/11/2018 LIB/POLICE/EDC - WATER | 146.67 |
| 036318 | 16/11/2018 | 020044 | TRITON ENGINEERING SERVICES LTD | 21,767.73 |
| | Invoice 049451 | | 30/09/2018 INDUSTRIAL RD CLASS EA | 3,626.60 |
| | Invoice 049474 | | 30/09/2018 R - ENGINEER SERV WHITE ROSE | 437.50 |
| | Invoice 049475 | | 30/09/2018 R-ENGINEER SERV FLATO WEST | 457.65 |
| | Invoice 049477 | | 30/09/2018 R - ENGINEER SERV FLATO EAST | 2,699.62 |
| | Invoice 049478 | | 30/09/2018 R - ENGINEER SERV FLATO NORTH | 464.50 |
| | Invoice 049526 | | 30/09/2018 DUN SAN COLLECTION SYS | 1,466.81 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|------------------------|------------|---|---------------|
| | Invoice R49476 | | 30/09/2018 GENERAL ENGINEER SERVICES | 1,749.69 |
| | Invoice 049525 | | 30/09/2018 DUN WASTEWATER TREAT | 1,473.23 |
| | Invoice 049524 | | 30/09/2018 DUN WELL D5 | 9,392.13 |
| 036319 | 16/11/2018 | 022008 | VIKING CIVES LTD | 556.71 |
| | Invoice 2678392 | | 02/11/2018 FILTER ELE,CLEVIS DOUBLE LINK | 556.71 |
| 036320 | 16/11/2018 | 023008 | WASTE MANAGEMENT | 5,687.84 |
| | Invoice 0002537-0677-4 | | 01/10/2018 RECYCLING | 5,687.84 |
| 036321 | 16/11/2018 | 023037 | WINGHAM ADVANCE TIMES | 354.82 |
| | Invoice WND0024917 | | 04/11/2018 R - TAX SALES AD | 115.26 |
| | Invoice WND0025002 | | 04/11/2018 R-TAX SALE AD | 62.15 |
| | Invoice WND0024916 | | 04/11/2018 APP FOR COMMITTEE MEM AD | 177.41 |
| 036322 | 16/11/2018 | 098002 | BRIAN MILNE | 175.00 |
| | Invoice 07 nov 2018 | | 07/11/2018 CAMPAING EXPENSE REFUND | 175.00 |
| 036323 | 16/11/2018 | 098002 | CAROL WATSON | 175.00 |
| | Invoice Nov 7 2018 | | 07/11/2018 CAMPAIGN EXPENSE REFUND | 175.00 |
| 036324 | 16/11/2018 | 098002 | FLATO WEST MEADOWS INC. | 4,000.00 |
| | Invoice 2018 of Oct | | 15/11/2018 RELEASE OF SECURITY DEPOSIT | 4,000.00 |
| 036325 | 16/11/2018 | 098002 | | 400.00 |
| | Invoice nov 14 2018 | | 14/11/2018 ENTRANCE PERMIT REFUND | 400.00 |
| 036326 | 16/11/2018 | 098002 | | 8,964.79 |
| | Invoice nov 01 2018 | | 01/11/2018 REFUND OF EXCESS TAXES PAID | 8,964.79 |
| 036327 | 16/11/2018 | 098002 | | 50,000.00 |
| | Invoice nov 2018 | | 14/11/2018 TILE DRAIN LOAN 2018-11 | 50,000.00 |
| 036328 | 16/11/2018 | 099002 | AERZEN CANADA | 706.68 |
| | Invoice SEPI-18-003144 | | 25/10/2018 SEWER - AIR FILTERS | 706.68 |
| 036329 | 16/11/2018 | 099002 | BIZBULL | 146.90 |
| | Invoice sept/2018 | | 15/11/2018 1/4 PAGE COLOUR | 146.90 |
| 036330 | 16/11/2018 | 099002 | BLUEWATER RECYCLING ASSOCIATION | 5,932.50 |
| | Invoice 23928 | | 31/10/2018 WASTE - OCT TRUCK RENTAL | 5,932.50 |
| 036331 | 16/11/2018 | 099002 | CEDAR CREEK TOOLS | 992.14 |
| | Invoice 14437 | | 29/10/2018 GREASE GUN & DRILL REPLACEMENT | 496.07 |
| | Invoice 14631 | | 08/11/2018 RDS&WST - BLOWER KIT, DRILL | 496.07 |
| 036332 | 16/11/2018 | 099002 | CLAIR MCCANNELL | 553.70 |
| | Invoice 5084 | | 05/11/2018 TRAIN NEW RECRUITS,PRO BATTEF | 553.70 |
| 036333 | 16/11/2018 | 099002 | CLAYBAR CONTRACTING INC. | 32,625.36 |
| | Invoice 18PR033 -1 | | 31/10/2018 REMOVE&INSTALL FUEL ISLAND&PL | 32,625.36 |
| 036334 | 16/11/2018 | 099002 | COX SIGNS | 18,030.60 |
| | Invoice 28757 | | 15/10/2018 ELECTRONIC SIGN-RES #2018-345 | 18,030.60 |
| 036335 | 16/11/2018 | 099002 | CW AND COMPANY | 560.48 |
| | Invoice 5747 | | 09/11/2018 FIRE-UNIFORM PACKAGES | 560.48 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|----------------------------|------------|---|---------------|
| 036336 | 16/11/2018 | 099005 | LARRY BYE MOBILE REPAIR | 282.63 |
| | Invoice 23216 | | 07/11/2018 FIRE-TANKER 9 REPAIR, AIR LEAK | 282.63 |
| 036337 | 16/11/2018 | 099005 | THE JUNCTION FAMILY RESTAURANT | 488.83 |
| | Invoice November 2018 | | 08/11/2018 LUNCHES ELECT TRAIN SPLIT WES | 488.83 |
| 036338 | 16/11/2018 | 099006 | NORTH HURON PUBLISHING INC. | 67.80 |
| | Invoice 98200 | | 01/11/2018 HOLS SANTA PARADE NOV2018 ISSI | 67.80 |
| 036339 | 16/11/2018 | 099008 | VANHARTEN SURVEYING INC. | 3,390.00 |
| | Invoice 00052401 | | 14/11/2018 CIBC PROP&DWNTWN PARK LOT | 3,390.00 |
| 036341 | 28/11/2018 | 013056 | MINISTER OF FINANCE | 1,232.15 |
| | Invoice nov 2018 | | 27/11/2018 TILE DRAIN LOAN PAY9-007-05800 | 1,232.15 |
| 036342 | 28/11/2018 | 002002 | B & M CONSTRUCTION | 355.95 |
| | Invoice 3550 | | 18/11/2018 WATER - BACKHOE WATERMAIN RE | 355.95 |
| 036343 | 28/11/2018 | 002013 | BELL CANADA | 302.13 |
| | Invoice 11/18 519-334-3581 | | 10/11/2018 HOLS WRKS - TELEPHONE | 89.08 |
| | Invoice 10/18 519-334-3581 | | 10/10/2018 HOLS WRKS - TELEPHONE | 89.08 |
| | Invoice 11/18 519-923-3248 | | 01/11/2018 LIB/POLICE - TELEHPONE | 123.97 |
| 036344 | 28/11/2018 | 002018 | BELL MOBILITY CELLULAR | 698.45 |
| | Invoice nov 8 2018 | | 08/11/2018 CELLULAR PHONES | 698.45 |
| 036345 | 28/11/2018 | 003053 | CITY OF OWEN SOUND | 361.25 |
| | Invoice OSINV151904 | | 26/11/2018 ELECTION ADV,RENTAL,FOOD | 361.25 |
| 036346 | 28/11/2018 | 003076 | CORPORATE EXPRESS CANADA INC | 2,143.75 |
| | Invoice 48902811 | | 06/11/2018 OFFICE SUPPLIES | 319.04 |
| | Invoice 48800512 | | 25/10/2018 OFFICE SUPPLIES VARIOUS DEPTS | 652.39 |
| | Invoice 48799376 | | 25/10/2018 OFFICE SUPP VARIOUS DEPTS | 1,077.41 |
| | Invoice 48922036 | | 08/11/2018 BLDG - OFFICE SUPPLIES | 94.91 |
| 036347 | 28/11/2018 | 004036 | DICAN INC. | 514.21 |
| | Invoice 14281 | | 09/11/2018 REPLACE STOLEN CAMERA W/GPS | 514.21 |
| 036348 | 28/11/2018 | 005006 | EASTLINK | 261.96 |
| | Invoice 07016601 | | 03/11/2018 ARENA - INTERNET | 56.45 |
| | Invoice 07016611 | | 03/11/2018 FIRE HALL - INTERNET | 149.06 |
| | Invoice 07016598 | | 03/11/2018 FRANK MAC - INTERNET | 56.45 |
| 036349 | 28/11/2018 | 005030 | ERAMOSA ENGINEERING INC | 1,952.70 |
| | Invoice M2018-01-7 | | 26/10/2018 SUPPORT SERVICES | 1,952.70 |
| 036350 | 28/11/2018 | 006014 | FIVE STAR CLEANING | 565.00 |
| | Invoice 12362 | | 31/10/2018 LAWN CUTTING AT SOCCER FIELDS | 565.00 |
| 036351 | 28/11/2018 | 007002 | G & G ICE SERVICES | 700.00 |
| | Invoice oct 2018 | | 02/10/2018 REC-ICE CAP PAINT,ICE INHIBITO | 700.00 |
| 036352 | 28/11/2018 | 007025 | GM BLUEPLAN ENGINEERING LIMITED | 5,159.36 |
| | Invoice 96826 | | 15/11/2018 ENGINEER SERV-DUN LANDFILL SIT | 3,139.25 |
| | Invoice 96825 | | 15/11/2018 ENGINEER SERV PROTON LANDFILL | 2,020.11 |
| 036353 | 28/11/2018 | 008003 | H2FLOW EQUIPMENT INC. | 217.85 |
| | Invoice 14990 | | 06/11/2018 WAT-ACTICLN PUMP ASSEM&INJEC | 217.85 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|--------------------------|------------|---|---------------|
| 036354 | 28/11/2018 | 008021 | HERALD NEWSPAPER CORP | 907.85 |
| | Invoice 16158C | | 15/11/2018 OFFICE CLOSURE,HEALTH FAIR,NOI | -395.50 |
| | Invoice 16311 | | 09/10/2018 AD-SALE OF LAND,SNOW REM,PUB | 1,303.35 |
| 036355 | 28/11/2018 | 008039 | HURON BAY CO-OPERATIVE INC. | 397.63 |
| | Invoice 115332 | | 15/10/2018 RDS - SALT FOR HOLS DEPOT | 45.14 |
| | Invoice 114601 | | 02/10/2018 PROPANE CYLINDER | 22.60 |
| | Invoice 116198 | | 30/10/2018 WASTE-PROPANE CYLINDER | 22.60 |
| | Invoice 115625 | | 19/10/2018 SEWER-MOUSE REPELL | 24.85 |
| | Invoice 115199 | | 12/10/2018 REC - RUBBER MATS | 282.44 |
| 036356 | 28/11/2018 | 009004 | IDEAL SUPPLY INC. | 604.46 |
| | Invoice 5486510 | | 20/11/2018 RDS - LUBE FILTER | 93.81 |
| | Invoice 5486268 | | 20/11/2018 RDS - LUBE FILTER | 93.81 |
| | Invoice 5477531 | | 19/11/2018 RDS-HALOGEN LGHT,ANTIFREEZE | 196.64 |
| | Invoice 5475341 | | 16/11/2018 RDS - DRY GRAPHITE UNIT 101 | 16.94 |
| | Invoice 5475495 | | 16/11/2018 RDS-DRY GRAPHITE UNIT 100&101 | 203.26 |
| 036357 | 28/11/2018 | 011005 | KARYN FOSTER | 2,680.30 |
| | Invoice 450 | | 12/11/2018 NOV 2018 CANINE CONTRACT | 2,680.30 |
| 036358 | 28/11/2018 | 012013 | LIFESAVING SOCIETY | 30.15 |
| | Invoice 166302 | | 06/11/2018 POOL - BADGES | 30.15 |
| 036359 | 28/11/2018 | 013001 | M & L SUPPLY FIRE & SAFETY | 172.01 |
| | Invoice 152787 | | 13/11/2018 FIRE - LED SAFETY LIGHTING | 172.01 |
| 036360 | 28/11/2018 | 013030 | MC KEE TIRE | 1,053.53 |
| | Invoice C277288 | | 23/11/2018 BLDG-SUPP&INSTALL RIMS&SENSO | 408.20 |
| | Invoice C277287 | | 23/11/2018 BLDG-SUPP&INSTALL RIMS & SENS | 645.33 |
| 036361 | 28/11/2018 | 013035 | MCDONALD HOME HARDWARE | 348.58 |
| | Invoice 73815 | | 13/11/2018 RDS - ELEC TAPE | 9.01 |
| | Invoice 74081 | | 22/11/2018 SEWER - 22X23 PINK | 96.04 |
| | Invoice 74082 | | 22/11/2018 WATER - CLR FOR RURAL WATER | 10.16 |
| | Invoice 74046 | | 21/11/2018 CAULKING GUN, SIL SEAL | 21.67 |
| | Invoice 73970 | | 19/11/2018 RDS - 3 WIRE PLUG | 9.03 |
| | Invoice 73990 | | 19/11/2018 RDS - SINGLE SIDED KEY | 14.87 |
| | Invoice 73793 | | 19/11/2018 RDS - BULBS | 2.02 |
| | Invoice 73857 | | 15/11/2018 RDS - CHRISTMAS LIGHTS | 51.89 |
| | Invoice 73865 | | 15/11/2018 CHRISTMAS LIGHTS | 28.23 |
| | Invoice 73891 | | 16/11/2018 3WIRE PLUG & CABLE TIES | 15.77 |
| | Invoice 74090 | | 22/11/2018 REC - LAMPS | 45.17 |
| | Invoice 73980 | | 19/11/2018 REC - CABLE TIES | 7.96 |
| | Invoice 73877 | | 15/11/2018 REC - PADLCKS, SINGLE SIDED KE | 27.74 |
| | Invoice 73916 | | 17/11/2018 REC - ICE SAFE SALT | 9.02 |
| 036362 | 28/11/2018 | 013047 | METCON SALES & ENGINEERING LTD | 1,302.04 |
| | Invoice 4004661 | | 30/10/2018 CHLORINE INJECTION VALVES | 1,090.68 |
| | Invoice 4004697 | | 06/11/2018 WAT-INJECTOR CHECK VALVE | 211.36 |
| 036363 | 28/11/2018 | 013056 | MINISTER OF FINANCE | 19,158.00 |
| | Invoice 2018 of November | | 27/11/2018 RDS - STICKER RENEWALS | 19,158.00 |
| 036364 | 28/11/2018 | 013058 | MINISTER OF FINANCE | 91,585.00 |
| | Invoice 111511181335091 | | 15/11/2018 NOV MUNICIPAL POLICING | 91,585.00 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|--------------------------|------------|---|---------------|
| 036365 | 28/11/2018 | 013074 | MOON-MATZ LTD. | 20,767.14 |
| | Invoice 16372 | | 31/10/2018 DUN PUMPHOUSE & RES D5 | 20,340.00 |
| | Invoice 16399 | | 16/11/2018 FLATO EAST&NORTH PEER REVIEW | 427.14 |
| 036366 | 28/11/2018 | 013097 | MCDUGALL ENERGY INC. | 23,781.33 |
| | Invoice 3711439 | | 12/11/2018 DYED DIESEL | 825.49 |
| | Invoice 3709295 | | 08/11/2018 CLEAR DIESEL | 1,791.23 |
| | Invoice 3707257 | | 08/11/2018 REGULAR GAS | 1,116.52 |
| | Invoice 3707260 | | 08/11/2018 DYED DIESEL | 3,094.46 |
| | Invoice 3707262 | | 08/11/2018 CLEAR DIESEL | 6,562.80 |
| | Invoice 3711247 | | 12/11/2018 DYED DIESEL | 1,190.39 |
| | Invoice 3711248 | | 12/11/2018 CLEAR DIESEL | 594.30 |
| | Invoice 3724869 | | 19/11/2018 DYED DIESEL | 801.03 |
| | Invoice 3724870 | | 19/11/2018 CLEAR DIESEL | 4,610.92 |
| | Invoice 3724872 | | 19/11/2018 DYED DIESEL | 133.58 |
| | Invoice 3724871 | | 19/11/2018 REGULAR GAS | 377.18 |
| | Invoice 3724921 | | 19/11/2018 DYED DIESEL | 795.51 |
| | Invoice 3725015 | | 19/11/2018 DYED DIESEL | 1,545.63 |
| | Invoice 3725014 | | 19/11/2018 REGULAR GAS | 342.29 |
| 036367 | 28/11/2018 | 014010 | NEPTUNE TECHNOLOGY GROUP (CANADA) | 7,893.05 |
| | Invoice 90024465 | | 09/11/2018 WTRMETER COLL TOWER HIT BY LI | 7,893.05 |
| 036368 | 28/11/2018 | 016044 | PUROLATOR INC | 39.02 |
| | Invoice 439756394 | | 16/11/2018 WASTE - SHIP FROM | 39.02 |
| 036369 | 28/11/2018 | 018004 | R NOBLE & SONS INC | 2,775.73 |
| | Invoice 28024 | | 12/11/2018 PRTS & LAB HYDRAULIC SANDER RI | 2,775.73 |
| 036370 | 28/11/2018 | 018007 | R.J. BURNSIDE & ASSOCIATES LIM | 9,944.00 |
| | Invoice 300042583.0000-3 | | 09/11/2018 2018 BRIDGE INSPECTIONS | 9,944.00 |
| 036371 | 28/11/2018 | 018015 | REEVES CONSTRUCTION LTD | 7,561.97 |
| | Invoice 3048 | | 27/11/2018 RDS-EXTRUDER HEAD, GUARDRAIL, | 7,561.97 |
| 036372 | 28/11/2018 | 019022 | SGS LAKEFIELD RESEARCH LIMITED | 665.01 |
| | Invoice 11196960 | | 09/11/2018 WATER - VILL OF DUN ANALYSIS | 454.26 |
| | Invoice 11198492 | | 16/11/2018 SEWER-DUN SEWAGE ANALYSIS | 210.75 |
| 036373 | 28/11/2018 | 019031 | SHELBURNE MEMORIALS LIMITED | 90.40 |
| | Invoice 14376 | | 05/11/2018 CORNERSTONES - HANNON | 90.40 |
| 036374 | 28/11/2018 | 019051 | SPARLING'S PROPANE | 480.15 |
| | Invoice 88725040904466 | | 21/11/2018 SWINTON PARK - PROPANE | 480.15 |
| 036375 | 28/11/2018 | 019076 | STUTZ BROWN & SELF PROFESSIONAL CORP | 1,320.18 |
| | Invoice 27420 | | 07/11/2018 LEGAL BY-LAW ENFORCMENT | 1,320.18 |
| 036376 | 28/11/2018 | 019080 | SUN LIFE ASSURANCE COMPANY OF CANADA | 9,144.12 |
| | Invoice Nov 2018 | | 23/11/2018 EMPLOYEE BENEFITS | 9,144.12 |
| 036377 | 28/11/2018 | 020042 | TRILLIUM FORD LINCOLN LTD | 61.54 |
| | Invoice RS90745 | | 26/11/2018 BLDG - VEHICLE OIL CHANGE | 61.54 |
| 036378 | 28/11/2018 | 020044 | TRITON ENGINEERING SERVICES LTD | 34,506.34 |
| | Invoice 049563 | | 27/11/2018 ENGINEER SERV FLATO NORTH | 2,354.42 |
| | Invoice 049562 | | 27/11/2018 ENGINEER SERV FLATO | 2,574.17 |
| | Invoice 049561 | | 27/11/2018 ENGINEER SERV WHITE ROSE | 1,156.14 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|---------------------------|------------|---|---------------|
| | Invoice 049609 | | 27/11/2018 ENGINEER SERV WELL D5 | 28,421.61 |
| 036379 | 28/11/2018 | 021006 | US BANK NATIONAL ASSOCIATION | 4,888.03 |
| | Invoice nov 2018 | | 07/11/2018 CORPORATE VISA | 4,888.03 |
| 036380 | 28/11/2018 | 023024 | WELLINGTON NORTH POWER | 1,016.35 |
| | Invoice 11/18 77037500-00 | | 15/11/2018 HOLS WRKS - ELECTRICITY | 682.23 |
| | Invoice 11/18 77070000-00 | | 15/11/2018 HOLS PARK - ELECTRICITY | 99.32 |
| | Invoice 11/18 77067500-00 | | 15/11/2018 HOLS PK - ELECTRICITY | 93.64 |
| | Invoice 11/18 77076500-00 | | 16/11/2018 HOL ST LGHTS - ELECTRICITY | 141.16 |
| 036381 | 28/11/2018 | 023033 | WILLIAM JAMES & ASSOCIATES PARALEGALS | 1,150.00 |
| | Invoice 218-PS-26 | | 26/11/2018 PROP STNDS | 400.00 |
| | Invoice 217-PS-59 | | 26/11/2018 PROPERTY STDN ! | 750.00 |
| 036382 | 28/11/2018 | 023037 | WINGHAM ADVANCE TIMES | 325.44 |
| | Invoice WND0025013 | | 04/11/2018 OFFICE CLOSURE AD | 93.79 |
| | Invoice WND0025014 | | 04/11/2018 CAP PUBLIC MEETING | 231.65 |
| 036383 | 28/11/2018 | 025002 | YOUNG'S BUILDING MATERIALS INC. | 76.82 |
| | Invoice 602242 | | 20/11/2018 HOLS WRKS - POWER BAR | 24.85 |
| | Invoice 601558 | | 15/11/2018 RDS - RUST PAINT | 51.97 |
| 036384 | 28/11/2018 | 098001 | | 1,680.00 |
| | Invoice nov 20 2018 | | 20/11/2018 LIVESTOCK KILL REIMBURSEMENT | 1,680.00 |
| 036385 | 28/11/2018 | 098001 | | 213.60 |
| | Invoice nov 2018 | | 22/11/2018 LIVESTOCK KILL REIMBURSEMENT | 213.60 |
| 036386 | 28/11/2018 | 098002 | JIM FREW | 175.00 |
| | Invoice 2018 of Nov | | 26/11/2018 REFUND FOR NOMINATION FEE | 175.00 |
| 036387 | 28/11/2018 | 098002 | | 1,000.00 |
| | Invoice Nov 22 2018 | | 22/11/2018 REFUND OF SP CONTINGENCY FEE | 1,000.00 |
| 036388 | 28/11/2018 | 098002 | | 250.00 |
| | Invoice nov 15 2018 | | 15/11/2018 REFUND FOR FINAL INSPECTION | 250.00 |
| 036389 | 28/11/2018 | 099001 | 2U MOBILE EMISSION INSPECTIONS | 135.60 |
| | Invoice 1815 | | 15/11/2018 RDS - EMISSION INSP UNIT 205 | 135.60 |
| 036390 | 28/11/2018 | 099002 | AMG ENVIRONMENTAL INC. | 23,052.00 |
| | Invoice 2425 | | 01/08/2018 FLOW MON RENTAL&DATA MAN PRI | 9,661.50 |
| | Invoice 2426 | | 01/08/2018 FLOW MON RENT&DATA MAN PROC | 13,390.50 |
| 036391 | 28/11/2018 | 099003 | DUNDALK LIONESS CLUB | 848.00 |
| | Invoice nov 2018 | | 15/11/2018 DUN FIRE DEPT XMAS DINNER | 848.00 |
| 036392 | 28/11/2018 | 099004 | GHD LIMITED | 433.02 |
| | Invoice 629436 | | 09/11/2018 PROFESSIONAL SERVICES | 433.02 |
| 036393 | 28/11/2018 | 099004 | ICONIC POOLS AND SPA INC. | 208.94 |
| | Invoice 201 | | 21/11/2018 POOL - CHEMICALS | 175.05 |
| | Invoice 12 | | 27/11/2018 POOL - LID O RING | 33.89 |
| 036394 | 28/11/2018 | 099006 | MARTIN SHIPSTON | 100.00 |
| | Invoice nov 2018 | | 27/11/2018 NOMINATION FEE REFUND | 100.00 |

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|-------------------------|---------------------|------------|---|---------------|
| 036395 | 28/11/2018 | 099006 | MEETING SOLUTIONS GROUP | 1,200.00 |
| | Invoice 34 | | 19/11/2018 COUNCIL ORIENTATION WORKSHOF | 1,200.00 |
| 036396 | 28/11/2018 | 099006 | ONTARIO BUILDING OFFICIALS ASSOCIATION | 950.33 |
| | Invoice 108180 | | 27/11/2018 BLDG - MEMBERSHIP RENEWAL | 357.08 |
| | Invoice 107460 | | 01/11/2018 LEGAL PROCESS - PHIL SCHRAM | 593.25 |
| 036397 | 28/11/2018 | 099006 | ONTARIO BUILDING OFFICIALS ASSOCIATION | 357.08 |
| | Invoice 109352 | | 27/11/2018 BLDG-MEMBERSHIP RENEWAL | 357.08 |
| 036398 | 28/11/2018 | 099008 | THE JUNCTION FAMILY RESTAURANT | 310.17 |
| | Invoice 1125 | | 14/11/2018 LUNCHFOR COUNCIL ORIENTATION | 310.17 |
| 036399 | 28/11/2018 | 099008 | TOWN OF ERIN | 50.00 |
| | Invoice nov 2018 | | 15/11/2018 AMCTO ZONE 2 FALL MEETING | 50.00 |
| 036400 | 28/11/2018 | 099008 | TRACY BOYCHUK | 700.00 |
| | Invoice Nov 26 2018 | | 27/11/2018 HOLS SANTA PARADE SUPPLIES | 700.00 |
| Cheque Register Total - | | | | 1,129,245.98 |

Accounts Payable

CIBC - 2 - Online Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|---------------|---------------------------|------------|---|---------------|
| 000891 | 02/11/2018 | 002018 | BELL MOBILITY CELLULAR | 1,057.21 |
| | Invoice oct 8 2018 | | 08/10/2018 CELLULAR PHONES | 1,057.21 |
| 000892 | 02/11/2018 | 006031 | FS PARTNERS | 135.41 |
| | Invoice SEPT 2018 | | 20/10/2018 REC - GASOLINE | 135.41 |
| 000893 | 02/11/2018 | 008039 | HURON BAY CO-OPERATIVE INC. | 158.19 |
| | Invoice 113798 | | 31/10/2018 CEM - GRASS SEED | 158.19 |
| 000894 | 02/11/2018 | 009004 | IDEAL SUPPLY INC. | 1,523.00 |
| | Invoice 5375958 | | 22/10/2018 RDS-PC JUMBO CROWFOOT | 142.32 |
| | Invoice 5358904 | | 17/10/2018 HALOGEN SEALED BEAM | 36.14 |
| | Invoice 5343305 | | 13/10/2018 RDS - FUEL TRANSFER TANK | 745.79 |
| | Invoice 5325363 | | 09/10/2018 RDS - FUEL TRANSFER PUMP | 598.75 |
| 000895 | 02/11/2018 | 023024 | WELLINGTON NORTH POWER | 676.20 |
| | Invoice 10/18 77076500-00 | | 18/10/2018 FIRE - ELECTRICITY | 129.94 |
| | Invoice 77067500-00 10/17 | | 17/10/2018 HOLS PARK - ELECTRICITY | 112.04 |
| | Invoice 77037500-00 10/17 | | 17/10/2018 HOLS WRKS - ELECTRICITY | 434.22 |
| 000896 | 16/11/2018 | 002053 | BRUCE TELECOM | 22.54 |
| | Invoice nov 2018 | | 04/11/2018 WEBHOSTING | 22.54 |
| 000897 | 16/11/2018 | 008026 | HIGHLAND FUELS DUNDALK LTD. | 1,931.54 |
| | Invoice oct 2018 | | 31/10/2018 FIRE - GASOLINE | 565.88 |
| | Invoice oct 31 2018 | | 31/10/2018 GASOLINE | 1,365.66 |
| 000898 | 16/11/2018 | 009004 | IDEAL SUPPLY INC. | 776.89 |
| | Invoice 5441690 | | 08/11/2018 RDS-FUSE , CABLE TIES | 25.83 |
| | Invoice 5407281 | | 31/10/2018 RDS - AIR HOSE REEL | 449.63 |
| | Invoice 5443585 | | 08/11/2018 RDS - AIR FRESHNERS | 5.42 |
| | Invoice 5444123 | | 08/11/2018 RDS - BRAKE&PART CLN,GLASS CLF | 103.46 |
| | Invoice 5442689 | | 08/11/2018 RDS - AIR FILTER | 12.33 |
| | Invoice 5442684 | | 08/11/2018 RDS - PIGTAIL 90 DEGREE | 8.93 |
| | Invoice 5428442 | | 05/11/2018 RDS - BEAM WIPER BLADE | 27.10 |
| | Invoice 5384197 | | 24/10/2018 WINDSHIELD WASHER FLUID | 144.19 |
| 000899 | 16/11/2018 | 016015 | PEPSI BOTTLING GROUP | 490.48 |
| | Invoice 58749103 | | 08/11/2018 ARENA POP SALES | 490.48 |
| 000900 | 16/11/2018 | 020008 | TELUS | 29.33 |
| | Invoice oct 2018 | | 28/10/2018 LONG DISTANCE | 29.33 |
| 000901 | 23/11/2018 | 002013 | BELL CANADA | 942.42 |
| | Invoice 11/2018 923-3431 | | 01/11/2018 ARENA - TELEPHONE | 46.13 |
| | Invoice 11/18 923-5150 | | 01/11/2018 WELL 4 - TELEPHONE | 45.88 |
| | Invoice 11/18 923-2512 | | 01/11/2018 POOL - TELEPHONE | 62.28 |
| | Invoice 11/18 923-3483 | | 01/11/2018 WELL 3 - TELEPHONE | 45.88 |
| | Invoice 11/18 923-9156 | | 01/11/2018 SEWER - TELEPHONE | 45.88 |
| | Invoice 11/18 923-5054 | | 01/11/2018 DUN WRKS - TELEPHONE | 73.43 |
| | Invoice 11/18 923-1105 | | 01/11/2018 FIRE - TELEPHONE | 283.97 |
| | Invoice 11/18 923-2110 | | 01/11/2018 ADMIN - TELEPHONE | 338.97 |

Cheque Register Total - 7,743.21

Accounts Payable

CIBC - 3 - PAP Cheque Register By Date

01/11/2018 thru 30/11/2018

| Cheque Number | Cheque Date | Vendor Nbr | Payee | Cheque Amount |
|-------------------------|----------------------------|------------|--------------------------------------|---------------|
| 000179 | 02/11/2018 | 019080 | SUN LIFE ASSURANCE COMPANY OF CANADA | 9,144.12 |
| | Invoice oct 2018 | | 23/10/2018 EMPLOYEE BENEFITS | 9,144.12 |
| 000180 | 16/11/2018 | 005026 | ENBRIDGE GAS DISTRIBUTION INC | 2,747.35 |
| | Invoice 11/18 910000706033 | | 12/11/2018 POOL - NATURAL GAS | 159.10 |
| | Invoice 11/18 052156797414 | | 12/11/2018 FIRE - NATURAL GAS | 301.03 |
| | Invoice 11/18 052156526113 | | 12/11/2018 ARENA - NATURAL GAS | 915.41 |
| | Invoice 11/18 052156524134 | | 14/11/2018 TOWN HALL - NATURAL GAS | 251.03 |
| | Invoice 11/18 052156259413 | | 12/11/2018 SEWER - NATURAL GAS | 837.43 |
| | Invoice 11/18 052156187510 | | 12/11/2018 DUN WRKS - NATURAL GAS | 283.35 |
| 000181 | 16/11/2018 | 008044 | HYDRO ONE NETWORKS INC. | 11,667.14 |
| | Invoice nov 2 2018 | | 02/11/2018 ELECTRICITY CHARGES | 11,667.14 |
| Cheque Register Total - | | | | 23,558.61 |



Staff Report CL2018-031

Title of Report: CL2018-031 Post Election Report

Department: Clerks

Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive staff report CL2018-031 for information.

Background:

The 2018 Municipal & School Board Elections were conducted in accordance with the Municipal Elections Act. This report is to provide information on the administration of the election.

Staff Comments:

It is with great pleasure that staff present this report documenting the administration of the Township of Southgate's 2018 Municipal Election, the fifth general election since the amalgamation in 1999. This report reflects the culmination of over 18 months of work and planning by staff; a six-month election campaign period with eleven candidates vying for seven elected offices; efforts of our election staff (Lindsey Green, Patsy Osborne, Ethan Henry, Tracey Dupuis, and Dave Milliner); and the decision of over 5,550 eligible Southgate voters to exercise their democratic right to vote for their municipal government representatives.

Conducting an election requires a commitment to legislative compliance, democratic principles and the equitable treatment of all candidates and voters. Every aspect of the election must be accessible to voters, from the voting locations to the design of the Township's election website.

The Clerks Office administered the election in accordance with the requirements of the Municipal Elections Act (MEA) and relevant Township by-laws and policies. The principles of the MEA guide the work of the Clerks Office when conducting an election. These principles state the following:

1. The secrecy and confidentiality of the voting process is paramount;
2. The election shall be fair and non-biased;
3. The election shall be accessible to the voters;
4. The integrity of the voting process shall be maintained throughout the election;
5. There is to be certainty that the results of the election reflect the votes cast;
6. Voters and candidates shall be treated fairly and consistently; and
7. The proper majority vote governs by ensuring that valid votes be counted, and invalid votes be rejected so far as reasonably possible.

A successful election requires coordination amongst our staff, strong candidates, an informed media and an engaged electorate. In 2018, we had all of these. There were many lessons learned from the challenges faced during the preparation and conduct of the election. Changing technology and legislation continues to push and pull innovation in elections. The 2018 Municipal Election presented new challenges and opportunities. In 2018, steps were taken to introduce Internet and Telephone voting for persons with disabilities. For 2022, we are committed to modernizing our electoral process by continuing to embrace technology, planning for legislative changes and making it easier and more convenient for voters to vote while maintaining the integrity of the electoral process. We remain engaged with all stakeholders and most importantly with voters. Feedback from voters continue to make our municipal elections successful and meaningful.

General Overview:

2018 Eligible Voters: 5,852
2018 Recorded Electors: 1,834
2018 Total Addresses: 3,088
2018 Percentage of Voter Turnout: 31.3%

2014 Eligible Voters: 6,048
2014 Recorded Electors: 1,923
2014 Percentage of Voter Turnout: 31.8%

After a review of the voters list, there was over 2,000 eligible voters who make up groups within the municipality who do not vote given their affiliations. As such, the voter turnout average is seemingly deemed higher if those individuals who do not vote were not included in the final number.

Following the election, the Clerks Office went through a formal review of the current practises. These reviews allow staff to incorporate new technologies and best practices to address emerging needs and legislative changes as well as making elections more efficient. In addition, staff must be prepared to conduct a by-election at any time to fill a vacancy on Township Council or the school boards.

The 2018 post-election review focused on two issues

1. Voters List
2. Online & Telephone Voting System Over Load – capacity and technology. The addition of new technology was a challenge to the maintenance of Help Centre locations. Increased logistical demands such as uninterrupted internet Wi-Fi and hotspot connections, additional hardware (8 iPads and a printer) and additional IT support all added to voting location set-up times.

Conducting the Election

Conducting an election is a complex administrative process with both public and behind the scenes work done on a larger scale. Throughout the planning and implementation of the 2018 election, strict legislative parameters and accessibility requirements were met or surpassed. The electoral functions organized by the clerks Office included:

- Registering and certifying nomination papers
- Engaging, educating and informing voters on alternative voting methods
- Training elections team staff
- Working with other Township stakeholders
- Identifying and securing accessible Help Centres
- Designing voter identification letters and the elections website
- Testing and maintenance of all technology and systems to be used
- Performing logic and accuracy testing on all voting equipment
- Procuring, storing and disseminating election materials
- Correcting the Preliminary List of Electors and distribution of voters lists and voter strike off lists
- Producing accurate and timely results.

Candidates

The MEA specified the qualifications to run for office and defines the campaign period. There were 11 candidates for Council, in total:

- (2) Mayor
- (2) Deputy Mayor
- (7) Councillors

As required by the MEA, the Municipal Clerk is responsible for establishing policies and procedures and disseminated information to candidates before, during and after the campaign period so that they could fully exercise their rights. The Clerk informed candidates about relevant components of the electoral process by means of newsletters, email updates, information sessions and extensive website content. The Township of Southgate introduced www.southgatevotes.ca to provide better, more timely information to candidates and voters alike. The website was developed so that candidates could easily obtain information about the election and no longer had to visit the Clerks office during peak periods as all information could be downloaded using any electronic device. The website was used to provide candidate information and will be used to post candidate financial statements.

Public Engagement

The MEA requires the Clerk to provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under the Act. One of the key goals of the 2018 election was to educate and raise awareness on alternative voting methods among voters, candidates and the media. General election information on when, where, and how the vote was promoted continuously throughout the year. Other messages were time sensitive including nomination deadlines and help centre information. Unique messaging was required for the introduction of the Municipal Property Assessment Corporations (MPAC) voterlookup.ca and an Internet and telephone voting methods.

For 2018, the Clerks Office launched a Southgate Votes logo, which was used to identify elections related information. The logo was used in all communication materials and was a call to action to visit the election website for up to date information.

As Southgate has a diverse electorate, a broad communications plan was developed to reach all voters, including tenants, cultural groups, people with disabilities, and seniors. The scope of the advertising plan included out-of-home, online media, print ads, radio ads and social media. Since January 2018, staff attended over 20 community events and distributed more than 10,000 pieces of promotional and informational material to target audiences. Several partnerships were created with MPAC, Grey County, our Area Municipalities, the Seniors Advisory Committee and the Dundalk Library.

Challenges:

- Evolving social media tools and technology.
 - Election staff will embrace the challenge of adapting to rapidly changing social media in order to remain relevant and responsive especially when appealing to younger and first-time voters.
- Potential legislative changes.
 - Consistent and prolonged outreach campaigns are required to keep voters informed of possible electoral reforms.

Recommendations:

1. Continue to build awareness and engage electors by increasing the use of social media, website, and community events.
2. Continue to build relationships with community partners and city divisions.
3. Continue to make election information available through multiple channels and in accessible formats.

Help Centres:

Under the MEA, the Clerk is required to establish the number and location of Help Centres that are both convenient and accessible to electors with disabilities. We are fortunate in Southgate that there are facilities we were able to use that met these requirements.

In the fall of 2017, Clerk's staff inspected potential buildings that would be adequate to use as Help Centres. Each potential voting place was assessed to ensure that the following accessibility criteria were met:

- Accessible parking with appropriate signage. If there was no accessible parking space a regular parking space would be designated as accessible use only.
- A barrier free route of travel from the parking lot/sidewalk to the building's accessible entrance. The route had to be firm, slip-resistant, level, and clear of obstructions such as pre-mounted signs, cement blocks, parked cars, garbage dumpsters, etc.
- At least one accessible entrance connected to an accessible route. The entrance was required to be wide enough to accommodate scooters and wheelchairs.

Other general criteria for voting places included:

- adequate interior lighting

- adequate heat
- internet access
- on-site washroom for use by election staff
- unencumbered access
- access to a telephone
- electrical outlets within 15 m.

Challenges:

- Lack of accessible locations. Aging infrastructure and a lack of renovations meant that many potential voting locations were not accessible to AODA standards.
- Accessibility of Help Centre located near the trailer park. There were two calls received from voters within the trailer park that were not able to access

Recommendations:

1. Whenever possible ensure help centre voting locations are accessible by those within the trailer park.

Voters List

One of the key elements providing legitimacy to an election is an accurate voters' list. The voters' list includes each eligible elector's name, address and school support. A person is entitled to be an elector in the municipal election and included on the voters' list if on Election Day he or she,

- a) Resides in the Township of Southgate, or is the owner or tenant of land, or the spouse of such owner or tenant
- b) Is a Canadian citizen
- c) Is at least 18 years old, and
- d) Is not prohibited from voting by law.

Municipally, unlike our counterparts at the federal and provincial levels, there is no single organization responsible for the voters' list. Rather, the list is a shared responsibility between Municipal Property Assessment Corporation (MPAC) and the Municipal Clerk. Both entities are responsible for different aspects of the list at various times in the process.

The legislative framework places responsibility for the collection of elector information with MPAC, and the responsibility to revise the voters' list with the Clerk. The MEA requires MPAC deliver a Preliminary List of Electors (PLE) broken down into wards and voting subdivisions, to the Clerk on or before July 31 of an election year. The PLE is derived from MPAC's database of municipal property owners and tenants. After receiving the PLE, the Clerk has one month to correct the list for obvious errors. For the 2018 election, 971 records were removed. This total consisted of: duplicate records (121); incorrect street index or street number (98); invalid birth date (81); or missing municipality (16). Once corrected, the PLE became the "Voters' List".

Southgate electors could check to see if their name was on the voters' list by visiting voterlookup.ca prior to July 31, 2018, by visiting the Clerk's Offices at the Municipal

Office, calling the City Clerk's Office, or visiting the elections team at one of the community events or Farmers Market over the summer period.

Southgate electors could add themselves to the voter's list or make changes to their information during the Revision Period, from September 4 until October 22. During this period, an elector could complete the Voters' List Amendment Application form at any of the Clerk's offices, Help Centres, or download and mail it in. However, most electors chose to make these changes during the voting period which may have increased the time required to vote.

For 2018, the Clerk's Office took several steps to improve the quality of the voters' list, including:

- Partnering with MPAC to promote Voterlookup.ca, a tool that allowed eligible electors to check that they were on the list and add themselves if they were not.
- Partnering with the Farmers Market to encourage tenants and residents to check that they were on the list.
- Providing a computer and counter staff at the Municipal Office allowing electors to verify/update their information in person.

Challenges:

- Accuracy of voters' list. Despite the best efforts of the Clerk's Office and MPAC, the accuracy of the voters' list continues to be a challenge.
- Increase in voters' list revisions on Election Day. Most elector's request revisions to the voters' list on Election Day resulting in a longer processing time.
- Maintain the voter's list between elections. Ensuring that this list is maintained will hopefully alleviate the number of changes needed during an election year.

Recommendations:

1. Continue to work with MPAC to increase the accuracy of the voters' list prior to Election Day.
2. Investigate ways that voters can update their voter details through online self-service applications.
3. Continue to work with community organizations to raise awareness of how to get on the voters' list.

Voting Equipment

Every Help Centre was equipped with four (4) iPads and a telephone. When the voting period ended on October 23, 2018 at 8:00 p.m., staff were able to retrieve that election results online through the Dominion Voting System tabulation software. The results were generated, printed and signed by all candidates in attendance at the time of the closing of the voting period. This technology allowed the Municipal Clerk to announce the unofficial results on election night quickly and accurately. A tabulator call centre was established to provide tabulator technical support to staff on Election Day.

The Municipal Office was open as a call centre during the voting period, with specific questions being sent to the Clerks direct line and mobile. The Clerks Office alone received 288 calls between 8:00 am and 8:00 pm during the voting period. Some of the issues that were raised were on people not receiving their Voter Identification Letter, asking staff where they could go to get help to vote if they did not have a computer or access to the internet, advising staff that they received multiple Voter Identification Letters, and if they were able to come in to vote at the Help Centres. Almost all of these issues were resolved over the phone. The remaining issues were resolved by Dominion Voting help staff as required.

Immediately after the planned and scheduled closing of polls at 8:00 pm on Tuesday October 23, 2018, the Clerk closed the polls in the Council Chambers (which was video recorded) and processed the results in the meeting room with a number of the candidates. The candidates in attendance also signed off on the electronically produced unofficial election count.

Election Budget

The overall expenditure for the 2018 Municipal Election was approximately **\$20,281.72**, which decreased by 25% over 2014 (**\$27,087.00**), due to Council's decision to implement alternative voting methods and having staff perform all the duties required to conduct the municipal election. The 2018 total also includes a staff appreciation lunch on November 3, 2018 and training for staff through the AMCTO Municipal Elections Compliance and Municipal Elections Act. There will also be an additional 20% discount provided by Dominion Voting Systems as a result of the service interruption. Once that has been confirmed and applied, the certificate of expenses will be completed and provided at a future date.

As shown in the chart below, the biggest cost, as in most elections, was human resources. The Clerks Office had 5 people dedicated to the municipal election (Joanne Hyde, Clerk, Lindsey Green, Deputy Clerk, Tracey Dupuis, Legislative & Planning Coordinator, Patsy Osborne, Accounts Receivable, and Ethan Henry, Recreation). This staffing model allowed for at least 2 people to attend each Help Centre, and to act as aids at one of the information sessions held at the various locations throughout the municipality.

In addition, the Township seconded Ethan Henry, under the supervision of the Clerk, to assist the Municipality of West Grey with their elections one day a week and as needed. These hours were billed to West Grey accordingly. Although there was a \$5,000 budget item initially allocated to staff, it was removed and decided that the time in lieu was enough.

The chart below provides information on the costs associated with the 2018 Municipal Election, broken down by cost centres:

| Cost Centre | Costs |
|---------------------|--------------|
| Advertising | \$2,698.44 |
| Contracted Services | \$13,744.16 |
| Equipment | \$518.29 |

| | |
|---------------------|--------------|
| Printing & Supplies | \$1,992.08 |
| Training | \$491.44 |
| Staff Costs | \$8,294.18** |

**Actual staff costs were not budgeted between 2014-2018 budget years. The 2022 election will account for the appropriate staff time and allocated accordingly.

Staff Hours:

The following is a breakdown of the hours committed by staff in administering the election and attendance at public information meetings, voting period hours and other duties, as assigned:

| Staff Person | Over Time Hours |
|---------------------|----------------------------|
| Patsy Osborne | 28 hours (all banked time) |
| Tracey Dupuis | 56 hours (all banked time) |
| Lindsey Green | 86 hours (all banked time) |
| Joanne Hyde | 134 hours (96 banked time) |

Service Interruption:

Just after 6:00 pm on October 22, 2018, voters in approximately 51 Ontario Municipalities using Dominion's Internet Voting (IV) portal experienced slow traffic into the system. This load issue was documented, reviewed and determined to be the result of a Toronto-based Internet Colocation provider placing an unauthorized limit on incoming voting traffic that was roughly 1/10th of the system's designated bandwidth. Our company was unaware of this issue until our municipal customers and their voters reached out to us for assistance, or to share complaints.

Once Dominion became aware of the problem, they were able to quickly identify the source of the issue and work with the provider to resolve all issues with the system service by 7:30 pm. Unfortunately, the 90-minute slowdown and resulting bandwidth issue caused a varying number of voters to experience slow response times and system time-outs.

At approximately 7:15 pm on October 22, 2018, the Clerks and Election Officials in Grey County decided to extend voting hours for this election and a statement was released, advising voters that under the Municipal Elections Act, the Clerk has declared an emergency as circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act at that time. The voting period was extended until 8:00 pm on October 23, 2018.

Staff appreciated the public's patience in resolving this matter and it was important to note that at no time was the integrity of the system at risk of compromise, or in any way insecure.

Given that 50 other Ontario municipalities had experienced this same issue, a focus group comprised of representatives from each municipality was set up to establish terms on negotiating compensation for the disruption in services. As of December 7,

2018, Dominion was prepared to provide all municipalities with an across the board discount of the Services portion of the Internet and Telephone voting fee of 20%. This discount will be applied to the revised number of eligible voters on each municipalities list of eligible electors as of the close of the election.

At this time, staff believe that this is a fair offer and will accept this credit moving forward. Staff still feel that alternative voting methods are the most appropriate method of voting for the municipal election. Having received positive feedback from the Survey Monkey released in November and calls and emails from members of the community, although the disruption in service was unanticipated and an unfortunate event, this method is still recommended for the 2022 Municipal Election and staff continue to investigate improvements and look for public suggestions on how to communicate telephone and internet voting in the future.

Feedback:

In November, the Clerks Office developed a survey to gain feedback from residents with regards to the accessibility of the election and the use of alternative voting methods. The overall response was very positive, with 92 responses collected. Staff are very thankful that residents took the time to provide their feedback and suggestions. All responses are attached, unedited, for Council's review.

Financial Implications:

There are no financial implications to the Township of Southgate from this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Concluding Comments:

I wish to thank all staff, candidates and voters across the Municipality for their tremendous efforts and contributions to the success of the 2018 Election.

Respectfully Submitted,

Dept. Head: ORIGINAL SIGNED BY

Joanne Hyde, Clerk

CAO Approval: ORIGINAL SIGNED BY

Dave Milliner, CAO

Attachment:

1. Results from the 2018 Municipal Elections Survey – Voting Help Centres.

2018 Municipal Election Survey

92

Total
Responses

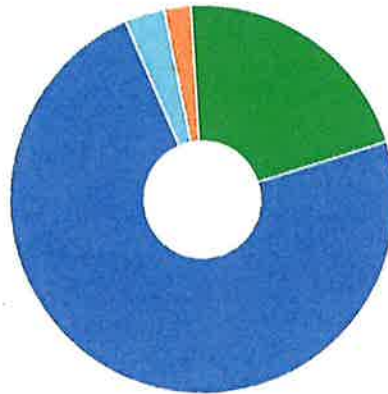
92

Completed
Responses

DETAILS

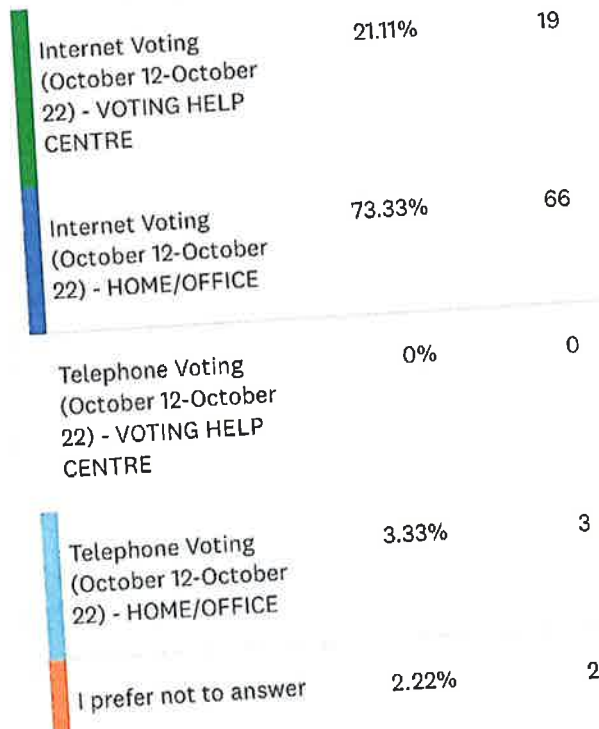
| | |
|-----------------|------------|
| Respondents | 92 |
| Completion Rate | 100% |
| Last Entry | 12/09/2018 |
| Created | 11/21/2018 |
| Modified | 12/10/2018 |
| Category | Community |
| Questions | 10 |
| Pages | 1 |

1. Please select the alternative method of voting you used in the 2018 Municipal Election.

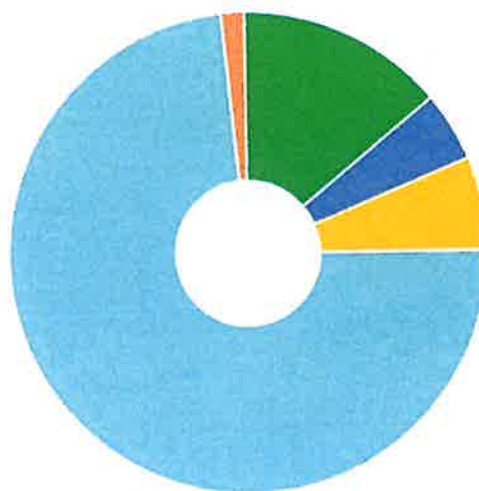


Answered: 90

Skipped: 2



2. If you used an in-person voting opportunity at one of our Help Centres, please indicate which voting location you attended.

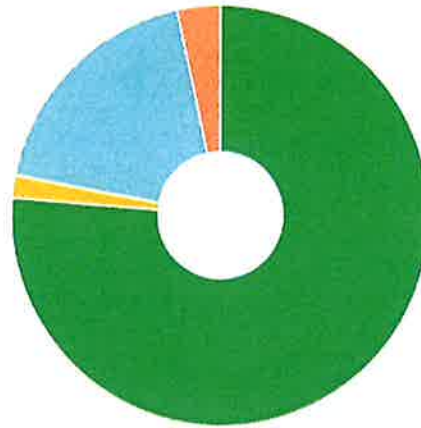


Answered: 64

Skipped: 28

| | | |
|----------------------------------|--------|----|
| Municipal Office | 14.06% | 9 |
| Egremont Optimist Club | 4.69% | 3 |
| Frank Macintyre Building | 6.25% | 4 |
| Did not use a Voting Help Centre | 73.44% | 47 |
| Prefer not to answer | 1.56% | 1 |

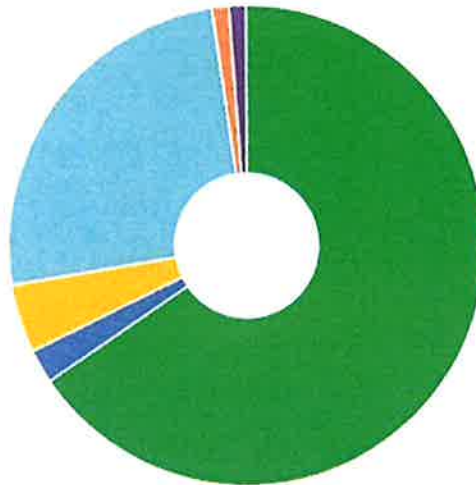
3. If you attended a Voting Help Centre, please select any of the accessibility tools that you utilized while voting.



Answered: 59 Skipped: 33

| | | |
|---------------------------------------|--------|----|
| Not Applicable | 76.27% | 45 |
| Audio Ballot | 0% | 0 |
| Sip-and-Puff Device | 1.69% | 1 |
| Voting Assistance by election staff | 18.64% | 11 |
| Voting Assistance by family or friend | 3.39% | 2 |
| Magnifying sheet | 0% | 0 |
| I prefer not to disclose | 0% | 0 |

4. If you used the internet voting method, please select any of the accessibility features that you used during your voting experience.



Answered: 83

Skipped: 9

| | | |
|--------------------------|--------|----|
| Not Applicable | 68.67% | 57 |
| Help Command | 2.41% | 2 |
| Optimal Zoom on Text | 4.82% | 4 |
| Review of Choices | 26.51% | 22 |
| Audio Ballot | 1.2% | 1 |
| I prefer not to disclose | 1.2% | 1 |

Q5: At any point during the voting process, did you come across any barriers with respect to accessibility that affected your voting experience? If yes, please explain.

Answered: 69 Skipped: 23

Easy!

If I did the election staff were able to help me. They were friendly and happy to help.

No it was easy

No

None

None other than last minute voting and slow system. I ended up getting through at 8:45pm. Still worked fine.

I didn't have an issue and I have poor eye sights.

No! It was easy

Font on voter card could be larger

No

My slow dial up internet. But that's my problem :)

Super easy to use - once I got my voter card.

No

Nope. It was easy.

None

No

12/8/2018 8:10 AM View respondent's answers

I don't think so

No

No it was easy

No

Easy process

Telephone process was long and difficult

None

No

Mouse would have been nice to use

Didn't get a letter. So called in. Fixed that issue quick.

None. Very accessible.

No

No. Thought it was pretty accessible.

It was easy! Loved it! Big fan of internet voting.

Very simple and easy to use

Voting was slow during some evening periods when I tried, but at least it was from the comfort of my own home. My grandkids helped us. Easy peasy!

No actually. I thought this election was very well run. The only issue I heard about was that the internet was slow on voting day. But that could have been due to everyone waiting until the last minute to vote. As a senior, I thought this was easy. Even though I did not know how to use an iPad, election staff was very helpful. I thought I was too old to vote this way, but very pleased and happy the way it turned out. And thank you for the opportunity to vote for a longer period of time, not just advanced voting on two dates. This election was much more organized than the 2014 election. great job.

None at all. Seniors LOVED it!

┐ no

┐

None

Disconnected because of wrong pin sent to me

Same residents who voted in 2014 were not on the voting list for 2018

No issues

I was first concerned that I was not on the voters list, but the ladies at the help centres took care of that and explained that MPAC looks after the voters list. Although I was a bit annoyed as I have been on the voters list for over 60 years, the help was quick and easy. It took about 5 minutes to get my voter information and I was happy about that.

No barriers. I thought internet voting was wonderful. As a senior, I found it helpful that staff were available at the Help Centre to assist in me voting. I was worried that I would not be able to vote because I didn't know how to use a computer well or confused with the process. But it was very easy! I was pleased with this process. As a senior, my husband and I found it very easy once the ladies at the help centres walked through logging in with us. Thank you.

no , very simple

no

I was first concerned about online voting and wanted to curse council for making the decision. But when I went to vote and asked for assistance it was very easy. The world is changing. I'm happy to say I voted online and it was simple. We all need to get over our fears and know staff are there to help. So thank you for this opportunity.

No

Na

No

No

Having to drive out of mb y way to vote

Nope. Quick and easy. Finding information on candidates was hard.

No barriers

Personally No

No

No

No

The system worked 100% as expected. It was easy to use.

No

No

Unable to vote due to online service providers. So frustrating!!! Wasted so much time. Much prefer just going to vote in person

none

no

This was a good opportunity for my grandchildren to learn the process and help me with my voting. It was nice to vote from the comfort of my own home, at my own pace and when I wanted to vote. Thank you.

┌

no

had to try twice to get online at different times

No

No

no and btw, "choices" is spelled incorrectly on the previous question.

Could not access on line voting until closer to voting date

No

Q6: If you used a Voting Help Centre, how long did it take you to vote?

Answered: 38 Skipped: 54

Showing 38 responses

☐ 20 minutes

10 minutes. I just had trouble figuring out my pin.

Ten minutes

At home like 5 minutes.

Called in to the my voter card and it took less than 10 minutes. It was great. Then came home to vote to test it out. Could have voted at the office but really wanted to vote from home. It was great! And simple!

About 15 minutes. Less than that stupid paper ballot.

20 minutes

At home 5 minutes

30 minutes because I forgot my glasses

About 15 minutes.

25 minutes. There was a bit of a line up.

About half an hour because I was chatting with the lovely ladies! It was quick and easy, and took no time at all to learn. Happy elderly!

NA

N/A

Two days

Did not use

5 minutes to print me a new letter

About 15 minutes. Not long at all.

n/a

na

Twenty minutes because my voting log in did not work. It was a result of MPAC getting my birthday wrong. Easy fix.

Used internet

No

Not applicable

Did not use

Sure

20 min

Did not use

N/A

Na

N/a

5 minutes

Didn't use

not applicable

n/a

N/A

Internet was extremely slow....took 2 tries to implement my vote as the first time the process froze completely mid-vote, and system had to start over. Was a good 20 to 25 mins

Immediately

Q7: Would you recommend any improvements or changes for the Help Centres for consideration in the 2022 Municipal Election?

Showing 49 responses

No. It was fine.

No. It was well run.

Staff were great and quick to print me a new voter card

Good job to township staff

Erskine Church

No it was good

Not really. It was fine.

Wish there was transportation to them.

Longer voting period for those last minute voters.

Having a mouse and keyboard.

Nope. Keep internet voting. My parents and grandparents found it easy too.

No. Internet voting was great.

Internet voting was fantastic! My wife and I loved it! Being 68 years old

I was proud to say I voted myself on line.

I would suggest a keyboard for seniors and if there is a way to get a larger iPad. The ones we used were fine, but having the larger screen might help those of us old people who forgot our reading specs.

LOVE INTERNET VOTING. Never ever go back to paper please. I bet we saved \$\$\$\$\$\$\$\$

NA

Go back to the old tried and true method. As a result of the "crash" we almost did not get a chance to vote.

Go back to old system

Revert back to offering paper ballots in addition to online and phone in voting options

N/A

The voters list is out of the townships hand - but any improvements would have to be done through that.

Having a larger space for the Help Centre as the municipal office was rather small and crowded.

no same thing

na

Tell MPAC to do a better job with the voters list.

Wish there were more people running

Didn't use

No

No

N/a

N/A

The operator should make sure he knows the demographics of an area when they put a system in place, ie rural or last minute voting so server should recognize it.

N/A

check the voters list a second time... my husband got 2 ballots.

It was great!

N/A

If we do it this way a couple of times, the electronic process will become the norm. We learned not to wait until the last minute.

Just go back to the old way of elections

No. It worked well for me. Easy and quick.

Better communicate that the "help centres" are also a place a person can vote if that is what they choose. On the PIN form, better distinguish that the first series of numbers is already entered vs the PIN number you have to enter. Produce the voters list yourself and do not rely on MPAC.

People are creatures of habit and no matter how you encourage people or ask them to vote during the opportunity provided, there will always be last minute voters. I hope that the cost of the election was less and this was a good use of tax payers dollars, being respectful of the value of time and money. Hope to see voting online for the next election.

didn't use

n/a

I would suggest calling them Voting Centres as I heard that many did NOT use them because they did not realize they could VOTE at them.

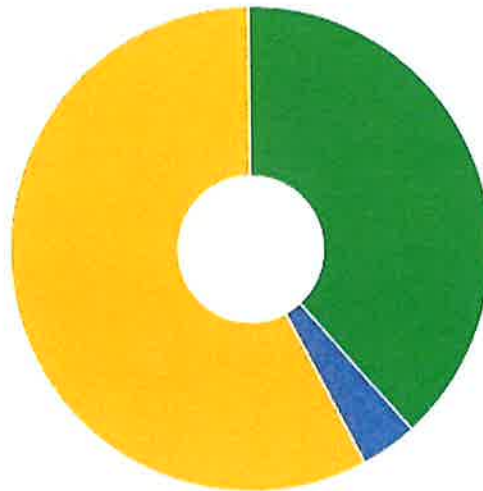
Do NOT use this system. Go back to paper ballots. Many people found the system frustrating and not user-friendly.

Get everyone to vote earlier so the system doesn't crash

send PIN's out sooner.

no

8. Were you satisfied with the customer service provided at the Help Centre?



Answered: 52

Skipped: 40

| | | | |
|--|------------------------------|--------|----|
| <div> <div></div> <div></div> <div></div> <div></div> </div> | Yes | 38.46% | 20 |
| | No | 3.85% | 2 |
| | Did not attend a Help Centre | 57.69% | 30 |
| | Prefer not to answer | 0% | 0 |

Q9: Did you feel that there were sufficient service accommodations for seniors/individuals with disabilities? If so, please explain.

Answered: 63 Skipped: 29

Showing 63 responses

Yes for sure

For me, I thought it was Easy to use. I'm 68 and had no trouble. Once I read the card properly.

Yes. I had no issue.

I had no problem

At 67 years, I had no problem!

I had no issues

Yes

Yes. My husband and I are both over 70 and we had no complaints.

Yes. We had no issues.

Yes. I have a hearing issue and I used the function to review ballots online and I actually had no issues with it! I wanted to test it out.

Oh yes! Very helpful staff. No issues with computer use. Never used a computer too! I

Yes. My neighbours came to ask for assistance and we got them rolling. They found it easy after that too.

Yes. Called in for new letter because I lost it and picked it up from the office right away. Thank you

Make print bigger on the voter cards

Yes. My parents had No issues.

Yes. As a senior I thought I was going to have trouble because it was on the computer but it turned out easy and staff were helpful

Yes

Yes

Not bad. Especially if you know how to use a computer.

Only use internet voting. Everyone said it was so much easier

Of course! This was the greatest

I thought so

Yes

It was good. Lots of options for help. Telephone voting not so much.

Yeah. I spoke to lots of seniors who had no issues.

My parents said yes

Yes. I have arthritis and the ladies had one of those computer pens available which helped me.

I have some vision impairments and found it easy. Toolbars on the page were helpful.

Yes! I was afraid that my elderly parents couldn't vote, but staff helped them and they found it very easy to use after being shown how.

I thought it was good. I could increase the font if I wanted. Very helpful since I used my own computer and not a tablet like some of our friends. I just knew how to use a laptop better.

Yes! I thought the help was great. Quick and efficient. Many of my old friends were happy to vote from home. They knew how to use a computer better than I did and they were happy. I think this election there was more consideration for elderly and those with accessibility issues. Last time we did not have magnifying glasses to help us with the paper ballots. This election just seemed more organized that way and accommodations made for seniors. The staff came out to speak to our seniors groups and told us that they were there to help. And they were!

Yes. As a senior I was able to vote when and how I liked.

not sure

N/A

No A lot of seniors did NOT vote because of this system!

Many residents still prefer paper ballots

N/A

Yes. I'm 72 years old and was happy that I could vote from home any time and any day. We actually had a few friends over and we all voted one night and it was a hoot!

Yes. As a senior, I felt this to be an easy process. Once I was showed how to vote it was comfortable for me. I found many of my senior friends were happy as well.

n/a

na

As a senior I was concerned. But had great help at the voting centre. It was simple. I was happy to go back to my friends and neighbours to tell them how easy it was since I was the first to vote in my group.

Didn't use

Yes

Yes

Sure

No because if they had to leave their homes they had to go to hopesville which isn't easy for them

N/A

Na

N/a

No, I felt the "Help Centers" lead people to believe they should use them only if they have trouble with the online system or they didn't get a voter's card. A lot of seniors do not have computers, and some still have rotary phones. But they are still lucid and understand what has happened in politics and history! I think the "Help Centers" should be called "Voting Centers" and publicized as such in ALL election information. The elderly should be informed that they CAN use them just as they used to! I heard some people say they didn't bother voting, rather than be embarrassed to have to go to a place for people who "couldn't manage on their own"!

Yes

This survey is annoying because I didn't go to help centre. Please rename to help centre survey because now I feel like I wasted my time and with think twice about another survey monkey

Yes. But not everyone knew about them. Despite multiple avenues used, some residents still didn't know it was electronic, that they needed to verify they were on the list, or that they could go to a physical location to vote.

Yes. A young lady came to speak at our seniors group and was very helpful in walking us through the process. At many of our seniors events and coffees we talked about how accessible this was for us. Some people did not have a computer and went to the office for help and came back pleased. Others went to the office to just get their log in information and came back home. It was great for us seniors to participate in!

not all seniors have or know how to use a computer so think their votes might not happen if only online

n/a

N/A

No. The system was difficult as others were having the same difficulties as myself while I was there voting....also? I do not feel this was necessarily a secret ballot as I had to request assistance mid-vote....the attendant saw the tablet screen and saw what I was inputting.

Yes

no

On line could be more efficient

Q10: Please provide any additional comments you may have to help improve the administration of the 2022 Municipal Election.

Answered: 68 Skipped: 24

Showing 68 responses

└ Voting was easy.

- └
- I like voting online. Hope we do it again.
- I liked voting online. Keep this option for next election.
- By having an online survey to consider improving the voting experience you are sidelining people who do not use the internet or have limited internet availability. If people used the help centres is it because they didn't have at home internet services? How do you get those people's opinion for improvement
- I voted using my iPhone. How cool is that! Good way to get the younger generation voting.
- I prefer voting online. Longer voting period. Don't need to only have two advance pills or whatever. I can vote any time and anywhere I wanted. Good promotion of election.
- Internet voting was good. Longer line ups for paper voting. Bet it saved a lot of money. And we good better results this election on council.
- Really enjoyed internet voting. Even with the hiccup. Better than last election.
- Never go back to paper please
- Actually liked to vote online. Thank you.
- Great results! Community seems happy.
- Really enjoyed voting online. Hope we use this again. And for other elections please
- No more paper! Save trees and save money.

- Internet voting is the Wave of the future! Get on the train or don't take the ride!
- Loved internet voting!!
- Good folks helped out. Use this again. Saves lots of money and we got good results for council
- Γ
- Easy to use and like to see it used next time
- 12/8/2018 8:10 AM View respondent's answers
- Keep up the good work
- I liked voting on the computer. It was simple and quick to process
- Girls were helpful because I didn't have my card to vote. Few minutes it was fixed. Came back home to vote and it was very easy. I liked voting online
- Easy to use
- Internet vote was simple to use
- Telephone voting sucked. Internet was fast and easy to use
- Internet voting was easy to use. Telephone voting was not. Get rid of telephone and only use internet.
- None. It was great.
- 12/8/2018 7:58 AM View respondent's answers
- Good job
- It was good. Issues with logging in at first but then called in and the girl told me not to input the first few numbers. Could have been clearer on the letter. Otherwise easy to use
- It was easy to vote and I liked doing it from home. Some issues with the pins but I called in and people were helpful. My birthday was wrong.
- Thought it was easy. I liked it.
- Love it! Never go back to paper ballots. I like staying home to vote lol
- This was great. This is the way to go.
- I thought this was great. I didn't think I would be around by the time Dundalk got internet voting, but I am happy I lived to see the day we did! It was great. I don't ever want to go back to paper ballots. It's a waste of money and you were told when and where to vote. With this, I could vote at any time and anywhere. Great!
- I would suggest seeing if you could find larger computer screens for those oldies who forget our reading glasses. Other than that, job well

done! Many of my elder friends loved online voting and we all compared notes and to see who voted the quickest.

- 12/2/2018 5:00 PM View respondent's answers
- did not vote because first time in 40 years the new system does not work for me
- Ranked ballots please! Someone who deserved to be on council did not get a spot, but was the FIRST choice of many who voted for him.
- NEVER GO BACK TO PAPER VOTE!! SENIORS LOVED INTERNET VOTING
- See above comment
- Go back to old system and get more people out to vote!
- Ensure service provider can handle voting volumes and offer paper ballots in addition to alternative voting methods
- I voted earlier on in the allowed voting time frame and everything went smoothly, and I liked the simple and clean interface online.
- Get some of the seniors to promote it - Alvin did a great job in encouraging us at some of our meetings and gatherings. We need more over the age of 65 promoting this internet voting because it was great!
- Good job on promoting this election. I thought it was well done and well communicated. The Help Centres were very useful. Staff were friendly.
- worked fine for me
- Come out to more of the groups so we can have a one on one question period. I know staff went to some groups and could not hit them all. But earlier education would help ease our concerns about not having a computer. When I asked staff they did say that they started training and workshops early in the year but no one showed up. Shame on us! Me included.
- .
- I tried voting online the site was crashed. Then I used the phone and after 4 times of being cut off I finally was able to vote.
- I liked the internet voting
- Online voting was so convenient. It cut the hassle of going and waiting to vote and with young children this is a huge time save! Even with the delay in results it didn't affect enough to consider going back to alternative voting options in my opinion.

- On-line system needs to be able to handle high volume on voting day. Cannot assume that people will vote days in advance.
- Online works for us
- We voted on the sat before the election 'online' and did not have any difficulties. However we received voter cards for our three adult children who have not lived at home for years. We could have easily committed voter fraud had we been that type of person. We destroyed the three of them. So my advice would be to be more careful and up to date on who you mail the voter package to. Aside from that we found it better to be able to vote online.
- I think somebody should Be accountable for the problems/delays. It ended up costing taxpayers extra money and quite likely lost some Votes. And voter confidence.
- 3rd tier elections are traditionally low, with movement of people coming into rural areas perhaps the ease of voting this way will bring numbers up. I am okay with it
- Fix up the typo on Question #5 "dying" should be during..
- Worked well. Prefer this method to vote.
- I personally used the online voting system, it worked well! As I said my only concern was that seniors or those without computers were basically excluded by the misleading information about what "Help Centers" should be used for! And that little 24-hour delay in results wasn't ideal, but it happens when things are new. Perhaps even having some places where people could have gone in and physically voted could have eliminated that last online rush of people that "took down the system"? I would have liked to have seen this phased in over at least one election to help eliminate confusion. Perhaps had both online and voting booths been used this time, those of us who used the online system could have encouraged others to use it next time themselves.
- Provider should be more aware of % of folks still to vote and increase their bandwidth accordingly.
- GO BACK TO THE OLD WAY!!!!
- Not sure what else can be done as I think staff did a great job trying to reach out and communicate. Perhaps consider a different service provider; multiple direct mailings (not just an insert in the tax bill as many residents said "it was in with the tax bill?"; "I don't get the newspaper"; "I'm not on Facebook". Feedback from a few residents

who tried the telephone option said it didn't work well; was slow and they got disconnected a couple of times.

- It was well run and advertised. I would suggest the instructions on the voter login letter sent be made with larger font.
- Please provide more communication! Southgate is a large, rural municipality with many residents utilizing various urban centres and associated media. Your communication needs to reflect that. I would have also have liked to have known more about the electors, as if we didn't get anything from them in the mail, there didn't seem to be much more opportunity to learn about them.
- Loved online voting didn't have to drive anywhere could do it at my leisure
- Because my son is legally blind, I followed his instructions and voted by phone for his voting. Found it somewhat less convenient than online.
- We need to accommodate our Senior population due to the their resistance to CHANGE. Many do NOT have computers and need assistance.
- Go back to paper ballots. Simple and easy to use....the electronic method did not save paper I don't think as I got a whole sheet of paper just to be provided with a password.
- I had no problems voting on line. Some people I know who went to the help centres said they had no problems and the people were very helpful
- My 1st time on line voting... PERFECT! No Issues!!????
- We got 4 voter cards at our home. 2 people live here. One moved 6 yrs ago. Another moved 12yrs ago. Good thing I'm honest!,
- 11/21/2018 8:36 AM View respondent's answers



Staff Report CL2018-036

Title of Report: CL2018-036 Township of Southgate 2018 Post-Election Accessibility Report
Department: Clerks
Branch: Legislative and Council Services
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report CL2018-036 for information.

Background:

Following each Municipal Election, a post-election accessibility report is required to provide feedback and identify concerns or improvement suggestions for the next municipal election. The 2018 Township of Southgate Municipal Election Accessibility Plan was developed with the intention to highlight measures that the Township would be implementing to ensure equal and equitable election practices for electors and candidates.

Staff Comments:

Accessible Election objectives included consideration:

- That all voting place locations be accessible;
- That persons with disabilities be able to independently cast their vote and verify their selection;
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates;
- That persons with disabilities have the opportunity to fully participate in the 2018 Township of Southgate Municipal Election as an elector, candidate and/or election official; and
- That efforts be made to ensure that electors with disabilities be made aware of the accessibility measures available via channels such as the newspaper, media launches, the Township's website and social media.

The following report identifies the actions and initiatives taken during administration of the 2018 Township of Southgate Municipal Election to identify, prevent and remove accessibility barriers.

General Accessibility Considerations

The 2018 Township of Southgate Municipal Election was conducted over a ten-day voting period (October 12 – 22, 2018) as a vote-anywhere, vote-anytime, paperless election. Voters were not required to attend a specific voting location based on their eligibility to vote, and instead could vote at any of the provided voting help centres

during hours of operation or remotely by telephone or online 24 hours a day from anywhere in the world. Such provisions supported increased accessibility, convenience and sustainability throughout the voting process.

Voting Place Locations

Staff conducted site reviews of all four locations where voting opportunities were to be provided (Township facilities), in relation to accessible routes, entrance, egress and parking criteria. Trial voting place location set up was facilitated to assist with determining appropriate spatial and technology arrangements and site set-up diagrams were created for each location to ensure consistent set-up. Throughout the voting period, rest area seating was provided for, doors were maintained unobstructed and all technology cords were taped down to prevent tripping hazards. Stylus apparatus were also provided to assist with touch screen tablets.

Opportunities for Improvement:

- Set up voting place location with greater space between voting stations and privacy screens. Separate tables to allow for access to behind the voting screen from either side, avoiding voters having to pass behind voting screens. Such congestion was caused by last minute additional technology requirements to increase the number of voting stations.
- For the 2022 election, staff will consider only one Help Centre per day to allow all voting devices to be used at one location. This would allow for more voting stations to assist in potential back ups and line ups during the rush periods.

Accessible Routes

Supplementary large print signage on the exterior/interior routes and access points was used to identify the voting place location.

Entrance & Egress

Entrance routes to all voting place locations were unobstructed and provided appropriate width for mobility device entry. All voting place locations were equipped with an automated power door opener. During peak voting times, election staff triaged line-ups and helped maintain order and access to and from the location.

Opportunities for Improvement:

- Conduct voting place location site audits multiple times throughout the year/season to ensure infrastructure is maintained in good repair.

Parking

Designated accessible parking spaces were provided at all voting place locations. Parking volume issues were identified during peak voting periods at high-traffic voting place locations that may have impeded accessible parking/access.

Opportunities for Improvement:

- Ensure required accessible parking signage is provided for in compliance with legislation.
- Review opportunities to designate additional temporary accessible parking spaces at high-traffic voting place locations and/or designate fewer, but larger, voting place locations and investigate parking alternatives.

Voting Methods

The 2018 Township of Southgate Municipal Election contracted Dominion Voting Systems to provide online and telephone voting services. Such methods created increased convenience, accessibility and independence of voting from anywhere in the world via telephone and internet.

Telephone Voting

Persons with disabilities and those who did not wish to or have access to se internet voting options, were able to access voting over the telephone. Dominion Voting Systems Inc. created a telephone voting service that was offered on all types of touchtone phones and wireless devices. The service used typical English language and menu options were presented in an organized and easy-to-follow order, advising voters when to select options and provide confirmation of one's selections. Standard volume levels were used to allow for adjustments depending on the user and device. Telephone voting could also be used via TTY (Teletypewriter) Services. Bell Relay service operators are required by law to maintain confidentiality and not disclose any information from conversations, nor keep any records of such.

Opportunities for Improvement:

- Several voters who called in on the Voter Helpline identified minor confusion relative to the format in which to enter one's qualifying date of birth or voter identification number (4206 already entered).
- Telephone voting was a long, drawn out process and difficult for some to understand. This method of voting seemed more cumbersome and there is room for improvement on Dominion Voting Systems end.

Internet Voting

Eligible voters were provided with the opportunity to vote online using a number of personal devices, including but not limited to tablets, computers, smart phones and gaming systems, alongside any accompanying assistive devices or software required. Such methods supported independent, private and convenient voting anytime

throughout the ten-day voting period and eliminated the need to visit a voting place location in person to vote. This is an added benefit to those with mobility impairments.

Dominion Voting System Inc. provided a service compliant with World Wide Web Consortium website principles (organization, functionality, readability and alternative ways of representing information). The system was also created to meet the Web Content Accessibility Guidelines (WCAG 2.0 Level A) so that persons with disabilities could perceive, understand, navigate and interact with the online voting system.

Opportunities for Improvement:

- Some voters noted that there were too many confirmation screens before moving on to vote for the next contest; fewer screens could be less confusing. If this is the route considered for the 2022 election, then there needs to be additional consideration for security.

In-Person Voting Options at Help Centres

For those voters without means to access telephone or online voting opportunities, or those who sought assistance from trained election officials, 10 election day voting place locations and 4 locations available during the voting period were open to provide access to tablets, internet connectivity and election staff.

Each location was also equipped with one 10.1" touch screen iPads kiosks which provided screen imaging and required lesser keyboard dexterity to complete an online ballot.

Opportunities for Improvement:

- Utilize more touch screen kiosks for future elections; they were very well received by older adults and those who were not comfortable using laptop computers, as they are similar to bank machines.
- Eliminate the date of birth year drop down list and allow for manual entry; too much scrolling was required.

Opportunities for Improvement:

- Seek opportunities to include additional municipal housing locations where voters may benefit from additional assistance (trailer park.).

Voting Assistance

For those voters who visited a voting place location in person during the ten-day voting period, several methods of assistance were provided on request. Voters were permitted to be accompanied by service animals at all locations pursuant to provincial legislation and the Township of Southgate Corporate Customer Service Standards.

Voters were permitted to be accompanied by a support person (other than a candidate or scrutineer) who could be administered the "Friend of the Voter Oath" by an election official in order to grant them authority to accompany and assist a voter behind the privacy screen. Election Officials were authorized to provide assistance to any voter on request, with casting their online ballot.

Election Officials

Five election staff were involved in the 2018 Township of Southgate Municipal Election, representing the diverse community through their language skills, cultures and abilities.

Communications Promotional Materials

A notation relative to "availability of alternative formats on request" was included on print publications. Web content on www.southgatevotes.ca was compliant with WCAG 2.0 Level A requirements. A variety of communications formats were used (print, social media, online, signage and video).

An election info-graphic was designed using limited text, to break down communication barriers and visually explain the voting process and relevant information.

Opportunities for Improvement:

- Include notation relative to "availability of alternative formats on request" on Voter Information Letter.

Outreach

Staff hosted several information sessions where they delivered presentations to voters, and met with the Young at Heart, Seniors Advisory Committee, and presented to the monthly senior's luncheon at the Erskine Church to promote increased accessibility and convenience of the new online and telephone voting methods.

Feedback

Additional feedback regarding the accessibility of the Township of Southgate Municipal Election can be submitted through regular mail, email, telephone, facsimile, or by using the election survey distributed in November 2018.

Financial Implications:

There are no financial implications associated with this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to provide information to Council and the public.

Concluding Comments:

Staff are pleased with the accessibility results from the 2018 Municipal Election and will take any further action to make improvements for the 2022 Municipal Election.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Joanne Hyde, Clerk

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report PW2018-078

Title of Report: PW2018-078 2018-2019 Ministry of the Environment, Conservation and Parks Dundalk Drinking Water System Inspection Report

Department: Public Works
Branch: Water & Wastewater
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PW2018-078 for information.

Background:

The Ministry of the Environment, Conservation and Parks (MECP) 2018/2019 Inspection Report for the Dundalk Drinking Water System was received on November 7, 2018, (attachment #1).

MECP Water Compliance Inspector Robert Graham conducted an announced focused inspection of the Dundalk Drinking Water System on September 19, 2018.

Staff Comments:

There were no Non-Compliance With Regulatory Requirements and Actions Required identified or no recommendations for Summary of Recommendations and Best Practices Issues in the report.

In the Water Quality Monitoring section of the report, the MECP Inspector advised to review Ontario Regulation 170/03 Schedule 10-2 sampling requirements ensuring the number of distribution samples are collected with the growth and development as the Dundalk Drinking Water System expands. Also, advice in this section for haloacetic acid (HAAs) sampling, that samples be taken immediately after chlorination as a generally preferred location. Staff will ensure that the number of distribution samples collected per month will increase with population growth. Water operations will change location for sampling HAAs to the point of where treated water is tested at the pumphouse after chlorination to the preferred sampling point.

The 2018/2019 Dundalk Drinking Water System Inspection Report received a Final Inspection Rating of 100.00% and Inspection Risk Rating of 0.00%

Financial Implications:

There are no financial implications.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate this information to the public and for Council's approval.

Goal 3: Environmental Conservation

Southgate Goal #3.1 – Southgate will take the actions for which it is responsible, and support the actions of other agencies, to protect identified sources of drinking water.

Concluding Comments:

Staff recommends that Council receive Staff Report PW 2018-078 for information.

Respectfully Submitted,

Dept. Head: *Original Signed By*

Jim Ellis, Public Works Manager

Treasurer Approval: *Original Signed By*

William Gott, CPA, CA Treasurer

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1 MECP 2018/2019 Dundalk Drinking Water System Report

Note:

The contents of this report are provided in good faith and is based on information deemed to be accurate and in compliance with all applicable legislation and regulations at the time of publication to the best of our knowledge.

**Ministry of the Environment,
Conservation and Parks**

Drinking Water and Environmental
Compliance Division
Owen Sound District Office
101 17th St. E, 3rd Floor
Owen Sound ON N4K 0A5

**Ministère de l'Environnement,
de la Protection de la nature et
des Parcs**

Division de la conformité en matière d'eau
potable et d'environnement
Bureau du district de Owen Sound
101, 17^e rue Est, 3^e étage
Owen Sound ON N4K 0A5



November 7, 2018

Sent by Email: dmilliner@southgate.ca

Township of Southgate
185667 Grey County Road 9
RR#1
Dundalk, Ontario
N0C 1B0

Attention: Dave Milliner
CAO/Clerk

Dear Mr. Milliner:

Re: 2018/2019 Inspection Report 1-JFNVN
Dundalk Drinking Water System
Drinking Water Licence #110-101, Issue #4
Drinking Water Works Permit #110-201, Issue #4

The enclosed report documents findings of the inspection that was performed on September 19, 2018.

Two sections of the report, namely "Actions Required" and "Recommended Actions", specify due dates for the submission of information or plans to my attention. Please note that "Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, orders or instructions; "Recommended Actions" convey information that the owner or operating authority should consider implementing in order to conform with existing and emerging industry standards.

The report includes an Inspection Summary Rating Record as an appendix. This record forms part of the ministry's comprehensive, risk-based inspection process. The rating provides a quantitative measure of the inspection results for this specific drinking water system for the reporting year. An inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. The primary goals of this assessment are to encourage ongoing improvement of drinking water systems and to measure this progress from year to year.

I would like to remind you that Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems, including members of municipal councils. "Taking Care of Your Drinking Water: A guide for members of municipal council", a publication found on the Drinking Water Ontario website (<https://www.ontario.ca/page/municipal-drinking-water-systems-licencing-registration-and-permits>), provides further information about these obligations.

Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read 'B. Graham'.

Bob Graham
Water Compliance Inspector
Phone: 519-376-8920
e-mail: Robert.g.graham@ontario.ca

ec: Enclosure

ec: - Dr. Dr. Ian Arra, Acting Medical Officer of Health, Grey-Bruce Health Unit
- Joe Farwell, CAO, Grand River Conservation Authority
- Jim Ellis, ORO, Township of Southgate

c: File SI-GR-SO-DU-540 (2018)



Ministry of the Environment, Conservation and Parks

DUNDALK DRINKING WATER SYSTEM

Inspection Report

| | |
|----------------------------|---------------|
| Site Number: | 220001753 |
| Inspection Number: | 1-JFNVN |
| Date of Inspection: | Sep 19, 2018 |
| Inspected By: | Robert Graham |

OWNER INFORMATION:

| | | | |
|-----------------------|---|-------------------------|---------|
| Company Name: | SOUTHGATE, THE CORPORATION OF THE TOWNSHIP OF | | |
| Street Number: | 185667 | Unit Identifier: | |
| Street Name: | GREY ROAD 9 Rd | | |
| City: | DUNDALK | | |
| Province: | ON | Postal Code: | N0C 1B0 |

CONTACT INFORMATION

| | | | |
|---------------|--|--------------|----------------|
| Type: | Main Contact | Name: | Jim Ellis |
| Phone: | (519) 923-2110 xext224 | Fax: | (519) 923-9262 |
| Email: | jellis@southgate.ca | | |
| Title: | Public Works Manager - Class 2 WD and Supply | | |

| | | | |
|---------------|------------------------|--------------|----------------|
| Type: | Owner | Name: | Dave Milliner |
| Phone: | (519) 923-2110 | Fax: | (519) 923-9262 |
| Email: | dmilliner@southgate.ca | | |
| Title: | CAO | | |

INSPECTION DETAILS:

| | |
|-------------------------------------|------------------------------------|
| Site Name: | DUNDALK DRINKING WATER SYSTEM |
| Site Address: | 75 DUNDALK ST DUNDALK ON N0C 1B0 |
| County/District: | Southgate |
| MECP District/Area Office: | Owen Sound Area Office |
| Health Unit: | GREY BRUCE HEALTH UNIT |
| Conservation Authority: | Grand River Conservation Authority |
| MNR Office: | Owen Sound Regional Office |
| Category: | Large Municipal Residential |
| Site Number: | 220001753 |
| Inspection Type: | Announced |
| Inspection Number: | 1-JFNVN |
| Date of Inspection: | Sep 19, 2018 |
| Date of Previous Inspection: | Nov 22, 2017 |

COMPONENTS DESCRIPTION

| | |
|---------------------|-------------------|
| Site (Name): | MOE DWS Mapping |
| Type: | DWS Mapping Point |

Sub Type:

| | |
|---------------------|---------|
| Site (Name): | WELL D3 |
|---------------------|---------|

| | |
|--------------|--------|
| Type: | Source |
|--------------|--------|

| | |
|------------------|--------|
| Sub Type: | Ground |
|------------------|--------|

Comments:

Well D3 is located to the northeast of Industry Road and to the southeast of Victoria Street on Lot 232, Concession 2 in the Township of Proton. The well is 86.9 meters deep with a steel well casing terminating in bedrock at a depth of 28.0 meters.

Site (Name): WELL 4

Type: Source

Sub Type: Ground

Comments:

Well D4 is located adjacent to the Dundalk Arena and Community Centre on Lot 230, Concession 1 SRW. Well #4 is approximately 150 m northeast of the intersection of Main Street and the main arena entrance. The well is approximately 100.6 m deep with a 250 mm diameter casing that terminates in bedrock at a depth of 32 m. This well is located in Well #4 pumphouse which is fenced, gated, locked, and posted.

There is a monitoring well adjacent to Well D4 (approximately 5 meters east of pumphouse) that is known as Monitoring Well #4. This well is used for monitoring purposes only.

Site (Name): WELL 3 TREATED

Type: Treated Water POE

Sub Type: Pumphouse

Comments:

The well is equipped with a submersible well pump, flow meter and a chemical feed pump system for sodium hypochlorite. There is a UV disinfection system consisting of two UV reactors, one duty and one standby, complete with UVT monitor and UV sensor. The treated water travels to a 1365 cubic metered baffled storage tank. There are two turbine high lift pumps which pump water from the storage reservoir to the distribution system. There is a booster chlorine pump which will automatically start if the chlorine residual begins to fall.

Well D3 is also equipped with an 80kW diesel generator set and fuel tank as stand-by power supply and two (2) fire flow pumps.

Site (Name): WELL 4 TREATED

Type: Treated Water POE

Sub Type: Pumphouse

Comments:

The treatment facility for Well 4 was constructed in 2004. It houses the following equipment: one submersible well pump, flow meter and a chemical feed pump for sodium hypochlorite. There is a 187.7 cubic meter baffled reservoir and two vertical turbine high lift pumps which pump water from storage into the distribution system. Also there is a booster chemical feed after the storage reservoir which will automatically start to increase the chlorine concentration if it drops.

There are two free chlorine residual analyzers, one located prior to the reservoir and one prior to water entering the distribution system. The entire system is under the control of the PLC system and is alarmed equipped with an automatic shut down feature and dialer which will dial out to an available operator. This pumphouse also contains a 100 kW diesel generator for back-up power.

Site (Name): DISTRIBUTION (WATER INSPECTION)

Type: Other

Sub Type: Other

Comments:

The distribution system utilized by the Town of Dundalk consists primarily of 4 inch and 6 inch ductile iron pipe. PVC is used for new and replacement lines. The population served is approximately 1700 persons.

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

On September 19, 2018 Ministry of the Environment, Conservation and Parks (MECP) Provincial Officer Bob Graham conducted an announced focused inspection of the Dundalk Drinking Water System. During the inspection, the Drinking Water Inspector was accompanied by municipal staff members Jim Ellis (the ORO for Dundalk Well Supply) and Cory Henry (Operator).

The Dundalk Well supply is owned and operated by the Township of Southgate. The system provides water to a population of approximately 1700 persons, including, but not limited to, residential, commercial, institutional and municipal service connections. The distribution system is fully metered. The well supply consists of two groundwater drilled wells (D3 and D4) each with their own pumphouse and chlorination system.

A Hydrogeological Investigation for the development of a new municipal water source (Dundalk Municipal Water Supply System Schedule B Class Environmental Assessment) has been undertaken for the addition of Well D5 to be incorporated into the Dundalk drinking water system. Well D5 has been constructed and is proposed to supply the drinking water system. This inspection included a physical inspection of the treatment facilities, wells and a document review for the time period of November 23, 2017 to September 19, 2018. During the inspection time period there was one (1) Adverse Water Quality Incident (AWQI) notification reported to the MECP.

Source

- The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.

The Dundalk DWS has 2 production wells located within pumphouses with sealed vermin-proof caps. The well casings extended at least 15 cm above the finished pumphouse floor surface and meet the requirements of the Ontario Water Resources Act (OWRA) Ontario Regulation 903, Section 15, Installation of Equipment requirements. Well D5 has been constructed and is proposed to supply the drinking water system. The observable portions of Well D5 appear to meet the requirements of the Ontario Water Resources Act (OWRA) Ontario Regulation 903.

- Measures were in place to protect the groundwater and/or GUDI source in accordance with any the

Source

Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.

The Municipal Drinking Water Licence # 110-101, Issue Number 4, Condition 16.2.8 sets out the requirement for an inspection schedule for all wells associated with the drinking water system, including production wells, test wells, standby wells and monitoring wells. Appendix G of the Operations and Maintenance Manual (O & M) has a well inspection and maintenance schedule for all wells associated with the Dundalk DWS. This schedule includes visual inspections, raw water quality characterization and down hole well inspections.

Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

Schedule C of Municipal Drinking Water Licence # 110-101, Issue Number 4, requires continuous flow measurement and recording be undertaken for the flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system and the flow rate and daily volume of water that flows into the treatment subsystem. As part of the requirements in the Permit to Take Water 3051-B3MLLX (PTTW), issued September 28, 2018, the Permit Holder shall maintain a record of all water takings. This record shall include the dates and duration of water takings, and the total measured amounts of water pumped per day for each day that water is taken under the authorization of the PTTW. A separate record shall be maintained for each source. The total amounts of water pumped shall be measured using flow meters. The Permit Holder shall measure and record static (non-pumping) and/or pumping water levels in the production wells and in the observation well (OW4 - WWR 2515004) once per month. The Permit Holder shall keep all required records up to date and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The maximum daily taking from the system shall not exceed 2,817,360 L/day. These requirements were met and all records were complete.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

The Municipal Drinking Water Licence identifies that the maximum daily volume of treated water flow from the treatment subsystem to the distribution system, and flow rates into a treatment subsystem component (reservoir) shall not exceed 1,182 cubic metres/day and 13.7 litres/second for well D3, respectively, and 1,637 cubic metres/day and 18.9 litres/second for well D4, respectively.

The maximum daily volume of treated water flow from the treatment subsystem to the distribution system and flow rates were not exceeded during the inspection period.

Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**
- **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

There was one (1) Form 1 submitted during the inspection time period being the extension of watermain from Flato West and the existing portion of Russell Street to service the first 156 units of the 768 unit Flato North and East Developments.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

The Dundalk Municipal Drinking Water Licence # 110-101, Issue Number 4, Schedule C defines the maximum daily

Treatment Processes

volume of water flow capacity of 1,182 cubic meters per for Well 3 and 1,637 cubic meters for Well 4, which has been met. Well D5 is not connected to the DWS to date. Well 3 and Well 4 have true groundwater sources and both require chlorination to meet primary disinfection. In addition to chlorination at Well 3, UV disinfection is also used to create a multibarrier of disinfection approach. Part 5 of the OPS manual recommends a minimum chlorine residual 0.20 mg/l free chlorine to meet primary disinfection. The disinfection system is designed so when free chlorine residuals drop below 0.35 mg/L the trim chlorination system injects chlorine until residuals reach 0.70 mg/L. Chlorine residuals were adequate during this inspection period for both wells.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

The minimum distribution system chlorine residual reported during the inspection period was 0.36 mg/L on July 30 and August 27, 2018 from samples obtained at 351 Main Street West.

- **The primary disinfection equipment was equipped with alarms or shut-off mechanisms that satisfied the standards described in Section 1-6 (1) of Schedule 1 of Ontario Regulation 170/03.**

Although UV is not the primary disinfection method at Well D3, the installed UV disinfection system, consisting of two (2) UV light reactors for disinfection (one duty, one standby) has an automatic shut-off feature where the well pump will shut down should disinfection be compromised. This system runs independent of the SCADA although the SCADA will receive a fault signal if the UV system shuts down. The UV intensity alarm for each UV unit is set for 40 W/m². If the intensity drops before this value the UV unit in operation will lock out as the UV dose will be less than the minimum continuous pass through UV dose of 40 mJ/cm².

Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**
- **The secondary disinfectant residual was measured as required for the distribution system.**

Distribution sampling should be either daily or on two different days of the week at least 48 hours apart. All distribution chlorine residual measurements should be appropriately documented as to their location and date of sampling. Distribution sampling is undertaken daily and the results are appropriately documented as to their location and date of sampling. This requirement has been met by the owner/operators. A review of the sampling data indicates the lowest measured free chlorine residual in distribution system was 0.36 mg/L. The Ontario Regulation 170/03 lower free chlorine residual limit is 0.05 mg/L.

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
The operator(s) conduct a daily review of the SCADA reports and sign/initial and date the daily reports verifying their review.
- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**
- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

Treatment Process Monitoring

- The owner and operating authority ensured that the primary disinfection equipment had a recording device that continuously recorded the performance of the disinfection equipment.
- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

Continuous analyzers were calibrated/verified in February 2018 by ClearTech with no major functionality issues identified. Continuous analyzers are verified daily against the handheld units. When the variance between the handheld and the continuous monitors was >5%, the continuous analyzers were adjusted, as noted in the daily Operations Maintenance Log. Annual flow, pressure, & level meter verifications were calibrated/verified in November 2017 by Flowmetrix Technical Services Inc. and are scheduled for calibration/verification again in November 2018.

Operations Manuals

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Logbooks

- Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

Security

- The owner had provided security measures to protect components of the drinking water system.

The owner undertakes weekly property and security checks of the drinking water system documented in a written log. Security measures in place to protect components of the drinking-water system include:

- perimeter fencing of both well pumphouses,
- locked gates, reservoir hatches and ladders,
- intruder alarms, and,
- signage restricting access.

Certification and Training

- The overall responsible operator had been designated for each subsystem.

The Township of Southgate Public Works Manager Jim Ellis is the ORO for the Dundalk Well Supply.

- Operators in charge had been designated for all subsystems which comprised the drinking-water system.
- All operators possessed the required certification.

Operators working in the DWS/subsystem, including the ORO and operator(s) in charge (OIC) hold a certificate applicable to the Village of Dundalk Class II Water Supply and Distribution System.

James Ellis: Class 2

Cory Henry: Class 2

Certification and Training

Grayson Hannivan: Class 2

Lorne Fick: Class 1

- **Only certified operators made adjustments to the treatment equipment.**

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

The owner/operating authority of the facility is required to take ten samples in the distribution system every month, with at least one of the samples taken each week, and have them tested for E.coli and total coliform, with twenty five (25) percent of those required samples to be tested for heterotrophic plate count (HPC). These requirements have been met.

The owner/operating authority is advised to review Ontario Regulation 170/03 Schedule 10-2 sampling requirements thereby ensuring that the minimum number of distribution samples is obtained as the Flato Subdivision Development is built out and the population served by the Dundalk DWS expands.

- **All microbiological water quality monitoring requirements for treated samples were being met.**

The owner/operating authority is required to take one (1) sample per week from the treated water to be tested for E.coli, total coliform and HPC. This requirement has been met.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The owner/operating authority is required to sample for inorganics testing once every 36 months from a raw water supply that is ground water. The required inorganics sampling and testing was met when sampling occurred in March 2018.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The owner/operating authority is required to sample for organics testing once every 36 months from a raw water supply that is ground water. The required organics sampling and testing was met when sampling occurred in March 2018.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

As of January 1, 2017, drinking water system owners/operating authorities are required to take samples quarterly and have them tested for Haloacetic acid (HAAs) as outlined in O. Reg. 170/03 (subsection 13-6.1 of Schedule 13). The operating authority for the Dundalk DWS shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids. HAAs were sampled in October 2017, January, April and July 2018. The owner-operating authority is advised that although sampling can occur throughout the distribution system to determine the location(s) where elevated HAAs may be present, sampling immediately after chlorination and booster chlorination is generally the preferred location for HAAs sampling.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Trihalomethanes (THMs) are required to be sampled and tested every three months or quarterly. THMs were

Water Quality Monitoring

sampled and tested in October 2017, January, April and July 2018. The running average concentration for THMs during the inspection period is below the standard set at 100 ug/L.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

The owner/operating authority is required to sample for nitrate/nitrite once every 3 months. The required sampling and testing met the Safe Drinking Water Act, Regulation 169/03 water quality standards.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

In accordance with the Dundalk Municipal Drinking Water Licence # 110-101, Issue Number 4, Schedule C, Condition 4 Table 5, sodium is required to be tested annually at the point of entrance to the distribution system at Well 3 and Well 4. Sodium samples were taken on March 5, 2018. The results for the March 2018 samples were 31.9 mg/L for Well 3 and 36.3 mg/L for Well 4, both samples exceeding the reporting threshold of 20 mg/L for sodium. The Grey Bruce Health Unit has previously provided written direction to the owner/operator, for distribution to users, regarding sodium exceedances in the Dundalk municipal drinking water in a Health Unit letter dated March 20, 2013. In turn, the owner forwards a Health Unit Sodium Fact Sheet to Dundalk DWS users with municipal water bills.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The owner is required to sample fluoride once every 60 months; this requirement has been met when sampling occurred on March 6, 2017.

Fluoride sample results are as follows:

Well 3: 0.86 mg/L

Well 4: 0.75 mg/L

Both results are below the Ontario Drinking Water Quality Standard of 1.5 mg/L for Fluoride. Fluoride is scheduled to be sampled again in March 2022.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

In accordance with the Dundalk Municipal Drinking Water Licence # 110-101, Issue Number 4, Schedule C, Condition 4 Table 5, radionuclides and sodium are required to be tested annually at the point of entrance to the distribution system at Well 3, and sodium at Well 4. Radionuclide sampling for gross alpha, gross beta and tritium occurred on March 5, 2018 for both Wells 3 and 4.

Well 3 test results are:

Gross Alpha 0.14 Bq/L

Gross Beta 0.17 Bq/L

Tritium <15 Bq/L

Well 4 test results are:

Gross Alpha < 0.17 Bq/L

Gross Beta 0.10 Bq/L

Tritium <15 Bq/L

Radionuclides sampling results are below Health Canada's Guidelines for Canadian Drinking Water Quality screening limits of 0.5 Bq/L for Gross Alpha and 1.0 Bq/L for Gross Beta.

Tritium sample results are below the Ontario Regulation 169/03 Ontario Drinking Water Quality Standard of 7000.0 Bq/L.

Water Quality Monitoring

As identified previously in this report, sodium sample results exceeded the reporting threshold of 20 mg/L for sodium.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Water Quality Assessment

- **Records did not show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Sodium samples were taken on March 5, 2018. The results for the March 2018 samples were 31.9 mg/L for Well 3 and 36.3 mg/L for Well 4, both samples exceeding the reporting threshold of 20 mg/L for sodium. The Grey Bruce Health Unit has previously provided written direction to the owner/operator, for distribution to users, regarding sodium exceedances in the Dundalk municipal drinking water in a Health Unit letter dated March 20, 2013. In turn, the owner forwards a Health Unit Sodium Fact Sheet to Dundalk DWS users with municipal water bills.

Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

Sodium samples were taken on March 5, 2018. The results for the March 2018 samples were 31.9 mg/L for Well 3 and 36.3 mg/L for Well 4, both samples exceeding the reporting threshold of 20 mg/L for sodium. The Grey Bruce Health Unit has previously provided written direction to the owner/operator, for distribution to users, regarding sodium exceedances in the Dundalk municipal drinking water in a Health Unit letter dated March 20, 2013. In turn, the owner forwards a Health Unit Sodium Fact Sheet to Dundalk DWS users accompanying municipal water bills.

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**
- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**
- **When the primary disinfection equipment, other than that used for chlorination or chloramination, has failed causing an alarm to sound or an automatic shut-off to occur, a certified operator responded in a timely manner and took appropriate actions.**

Other Inspection Findings

- **The following items are noted as being relevant to the Drinking Water System:**

On October 5, 2018 Schedule C: Authorization to Alter the Drinking Water System was issued by the MECP. The proposed work authorized through issuance of Schedule C includes the construction, testing and commissioning of one new well (Well D5) and treatment facility that will be connected to the existing distribution network. It also includes minor upgrades to the existing Well D3 for residual chlorine and turbidity monitoring. The work should be undertaken in accordance with the applications, plans and supporting documentation listed in Table 5 of aforementioned Schedule C.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

SIGNATURES

Inspected By:

Robert Graham

Signature: (Provincial Officer)



Reviewed & Approved By:

John Ritchie

Signature: (Supervisor)



Review & Approval Date: 30/10/2018

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



**Ministry of the Environment, Conservation and Parks
Drinking Water Inspection Report**

APPENDIX A

INSPECTION SUMMARY RATING RECORD

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2018-2019)

DWS Name: DUNDALK DRINKING WATER SYSTEM
DWS Number: 220001753
DWS Owner: Southgate, The Corporation Of The Township Of
Municipal Location: Southgate

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: September 19, 2018
Ministry Office: Owen Sound District Office

Maximum Question Rating: 550

| Inspection Module | Non-Compliance Rating |
|--------------------------------|-----------------------|
| Source | 0 / 28 |
| Capacity Assessment | 0 / 30 |
| Treatment Processes | 0 / 81 |
| Operations Manuals | 0 / 28 |
| Logbooks | 0 / 14 |
| Certification and Training | 0 / 42 |
| Water Quality Monitoring | 0 / 124 |
| Reporting & Corrective Actions | 0 / 87 |
| Treatment Process Monitoring | 0 / 116 |
| TOTAL | 0 / 550 |

| | |
|-------------------------------|--------------|
| Inspection Risk Rating | 0.00% |
|-------------------------------|--------------|

| | |
|---------------------------------|----------------|
| FINAL INSPECTION RATING: | 100.00% |
|---------------------------------|----------------|

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2018-2019)

DWS Name: DUNDALK DRINKING WATER SYSTEM
DWS Number: 220001753
DWS Owner: Southgate, The Corporation Of The Township Of
Municipal Location: Southgate

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: September 19, 2018
Ministry Office: Owen Sound District Office

Maximum Question Rating: 550

| | |
|-------------------------------|--------------|
| Inspection Risk Rating | 0.00% |
|-------------------------------|--------------|

| | |
|---------------------------------|----------------|
| FINAL INSPECTION RATING: | 100.00% |
|---------------------------------|----------------|



Ministry of the Environment, Conservation and Parks
Drinking Water Inspection Report

APPENDIX B

REFERENCE GUIDE FOR STAKEHOLDERS

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



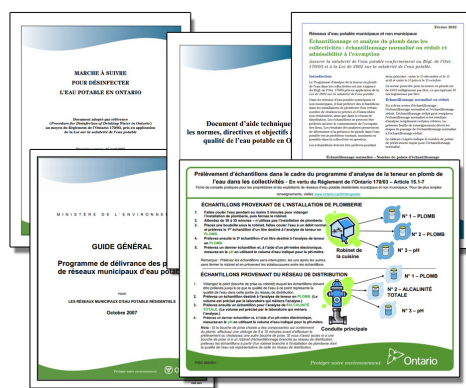
| PUBLICATION TITLE | PUBLICATION NUMBER |
|---|---------------------|
| Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils | 7889e01 |
| FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form | 7419e, 5387e, 4444e |
| Procedure for Disinfection of Drinking Water in Ontario | 4448e01 |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids | 7152e |
| Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011) | 8215e |
| Filtration Processes Technical Bulletin | 7467 |
| Ultraviolet Disinfection Technical Bulletin | 7685 |
| Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications | 7014e01 |
| Certification Guide for Operators and Water Quality Analysts | |
| Guide to Drinking Water Operator Training Requirements | 9802e |
| Taking Samples for the Community Lead Testing Program | 6560e01 |
| Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption | 7423e |
| Guide: Requesting Regulatory Relief from Lead Sampling Requirements | 6610 |
| Drinking Water System Contact List | 7128e |
| Technical Support Document for Ontario Drinking Water Quality Standards | 4449e01 |

ontario.ca/drinkingwater

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à picemail.moe@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

| TITRE DE LA PUBLICATION | NUMÉRO DE PUBLICATION |
|--|-----------------------|
| Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux | 7889f01 |
| Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes | 7419f, 5387f, 4444f |
| Marche à suivre pour désinfecter l'eau potable en Ontario | 4448f01 |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement) | 7152e |
| Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement) | 8215e |
| Filtration Processes Technical Bulletin (en anglais seulement) | 7467 |
| Ultraviolet Disinfection Technical Bulletin (en anglais seulement) | 7685 |
| Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau | 7014f01 |
| Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable | |
| Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable | 9802f |
| Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités | 6560f01 |
| Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption | 7423f |
| Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement) | 6610 |
| Liste des personnes-ressources du réseau d'eau potable | 7128f |
| Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario | 4449f01 |

ontario.ca/eaupotable



Staff Report PW2018-080

Title of Report: PW2018-080 – 2018 Drinking Water Quality Management System External Audit
Department: Public Works
Branch: Water & Wastewater
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PW2018-080 for information.

Background:

As per the Ontario Drinking Water Quality Management Standard the Township's Drinking Water Management System (DWQMS) requires an external third party off site for two years then on-site audit the third year.

On October 12, 2018 NSF International Strategic Registrations (ISR) auditor James Pang conducted an off-site external audit for the Dundalk Drinking Water System, DWQMS. The auditor issued 1 Minor Non-Conformity (Mn) and 5 Opportunity for Improvement (OFI) (attachment #1).

Staff Comments:

The Minor Non-Conformity issued was for Element 21, Continual Improvement, the Corrective Action Request (CAR) was to address the tracking and measuring continual improvement of the Quality management System (QMS), identifying and management of the QMS corrective action and identifying and implementing preventive action. The auditor did note that most QMSs have been struggling with meeting the new DWQMS Version 2.0 for element 21. The QMS rep Cory Henry, Administrative Assistant Lisa Wilson created a Corrective Action Preventative Action (CAPA) form and tracking sheet to satisfy the CAR that was accepted by the auditor (attachment # 2).

The OFI's that were identified that have been implemented were to change statements from every 12 months or annually to every calendar year in Elements 9, 15 and 19, removal of Administrative Assistant in Element 10, Competencies, as they do not have direct impact for drinking water quality and Element 9 Organizational Structure, Roles, Responsibilities, and Authorities wording to the effect of "make an undertaking to attend the Management Review."

Financial Implications:

There is no financial impact or long- term implications with this staff report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate this information to the public and for Council's approval.

Goal 3: Environmental Conservation

Southgate Goal #3.1 – Southgate will take the actions for which it is responsible, and support the actions of other agencies, to protect identified sources of drinking water.

Concluding Comments:

Staff recommends that Council receive Staff Report PW2018-080 for information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment # 1 NSF Audit Report
Attachment # 2 NSF Corrective Actions Report



NSF International Strategic Registrations Audit Report

The Corporation Of The Township Of Southgate

185667 Grey Rd. #9 R. R. #1
Dundalk, Ontario N0C 1B0 CAN

C0123432

Audit Type

DWQMS System Audit

Auditor

James Pang

Standard

Ontario's Drinking Water Quality Management Standard
(Exp Date: 29-NOV-2019)

Audit Date(s):

10/12/2018 - 10/12/2018

Recommendation

Ontario's Drinking Water Quality Management Standard : DWQMS System Audit Complete No
Change to Certificate

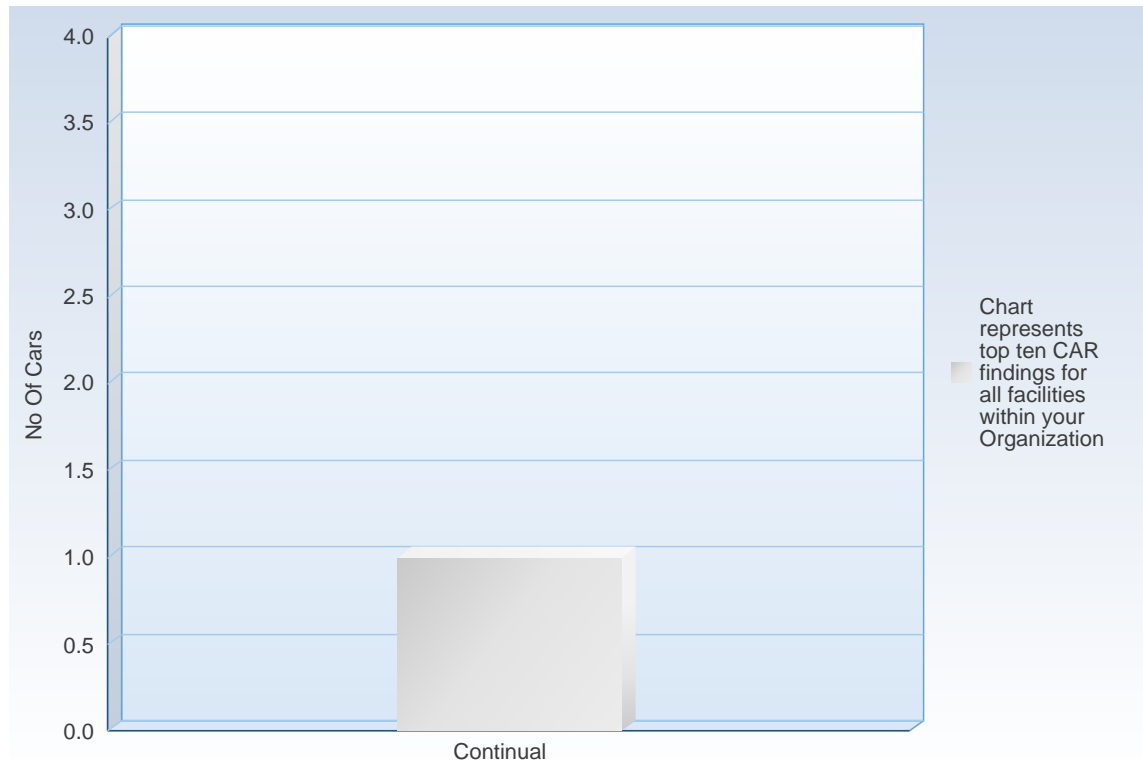


Executive Summary

Ontario's Drinking Water Quality Management Standard

The Manager of Public Works is directly involved in the DWQMS, in addition to his Lead Hand (QMS Rep) and Admin Assistant.

Top 10 Non Compliant Standard Clauses
CAR Chart Displays Current and Previous Years Data



The Corporation Of The Township Of Southgate

Standard Clause Description

Continual Improvement

Opportunities

Ontario's Drinking Water Quality Management Standard

See the 5 OFI

Corrective Action Request Summary By Type

| Car Type | Car Count |
|----------|-----------|
| MINOR | 1 |

Corrective Action Request Summary By Standard Clause

| Standard Clause | Car Count |
|-----------------------|-----------|
| Continual Improvement | 1 |

Corrective Action Requests

| CAR No | J0895588-1 | Type | MINOR |
|-------------------|------------------------------|----------------|-----------|
| Standard & Clause | DWQMS, Continual Improvement | Discussed with | Jim Ellis |
| Auditor Name | James Pang | | |



| | |
|-----------------------------------|--|
| Statement of Requirement | <p>PLAN – The Operational Plan shall document, as applicable:</p> <p>a) for the Subject System:</p> <ul style="list-style-type: none"> i. the name of the Owner and Operating Authority, ii. if the system includes equipment that provides Primary Disinfection and/or Secondary Disinfection: <p>A. a description of the system including all applicable Treatment System processes and Distribution System components,</p> <p>B. a Treatment System process flow chart,</p> <p>C. a description of the water source, including:</p> <ul style="list-style-type: none"> I. general characteristics of the raw water supply, II. common event-driven fluctuations, and III. any resulting operational challenges and threats. <p>iii. if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection:</p> <p>A. a description of the system including all Distribution System components, and</p> <p>B. a description of any procedures that are in place to maintain disinfection residuals.</p> <p>b) if the Subject System is an Operational Subsystem, a summary description of the Municipal Residential Drinking Water System it is a part of including the name of the Operating Authority(ies) for the other Operational Subsystems.</p> <p>c) if the Subject System is connected to one or more other Drinking Water Systems owned by different Owners, a summary description of those systems which:</p> <ul style="list-style-type: none"> i. indicates whether the Subject System obtains water from or supplies water to those systems, ii. names the Owner and Operating Authority(ies) of those systems, and iii. identifies which, if any, of those systems that the Subject System obtains water from are relied upon to ensure the provision of safe drinking water. |
| Statement of Nonconformity | Not all the requirements of element 21 have been addressed in the OP. |
| Objective Evidence | <p>Although there are some forms created to track corrective and preventive actions, there are no documented procedure for the following:</p> <ul style="list-style-type: none"> 1 - tracking and measuring continual improvement of the QMS 2 - identifying and management of QMS corrective action 3 - identifying and implementing preventive action |
| Location of Finding | Section 21 of the OP. |

Corrective Action Information and Instructions

See NSF-ISR Policies for Accredited Registration Services for corrective action information and instructions. (Available in the "Standards and Policies" section of [NSFOnline](https://www.nsf.org))

Also, submit all corrective actions through [NSFOnline](https://www.nsf.org). For instructions on how to use [NSFOnline](https://www.nsf.org), please click "Help" in the upper right-hand corner. If you require any assistance in accessing your [NSFOnline](https://www.nsf.org) account, please contact your Registration Specialist (Elizabeth Haney email: ehaney@nsf.org).

Site Information

The audit was based on a sampling of the company's management system.

Industry Codes

NACE:E 41

Scope of Registration

Ontario's Drinking Water Quality Management Standard : Dundalk Drinking Water System, 110-OA1, Entire Full Scope Accreditation



Opportunities for Improvements

Ontario's Drinking Water Quality Management Standard

| Opportunity | Observations / Auditor Notes |
|---|---|
| Opportunities for Improvements (DWQMS)-01 | <p>Location of OFI Organizational structure, Roles, Responsibilities, and Authorities;</p> <p>Discussed With Jim Ellis;</p> <p>Description Currently, as per the OP, only the QMS Rep is obliged to undertake the management review. An opportunity exist to identify and include all other participants of the management review function. ;</p> |
| Opportunities for Improvements (DWQMS)-02 | <p>Location of OFI Competencies;</p> <p>Discussed With Jim Ellis;</p> <p>Description Although there is non-conformance here, the management is to consider to reword that this section take into consideration personnel performing duties directly affecting drinking water quality, and not may have impact. Also, to review the list of positions and to retain only those that have direct impact on drinking water quality. ;</p> |
| Opportunities for Improvements (DWQMS)-03 | <p>Location of OFI Review and Provision of Infrastructure;</p> <p>Discussed With Jim Ellis;</p> <p>Description Although it is shown that you addressed the outcomes of the risk assessment documented under element 8, in Schedule C Table 3, an opportunity exists for you to reference that in the body of the OP. ;</p> |
| Opportunities for Improvements (DWQMS)-04 | <p>Location of OFI Infrastructure Maintenance, Rehabilitation and Renewal ;</p> <p>Discussed With Jim Ellis;</p> <p>Description Although you mentioned about annual reviews of the long term forecast, an opportunity exists to clarify that you will do that at least once every calendar year, henceforth. ;</p> |
| Opportunities for Improvements (DWQMS)-05 | <p>Location of OFI Internal Audit;</p> <p>Discussed With Jim Ellis;</p> <p>Description Although it is mentioned in your OP that internal audits are conducted at a minimum every 12 months, an opportunity exists to clarify that they will be carried out at least once every calendar year. ;</p> |

General Information

| | |
|---|---|
| Operating Authority: Legal Name & Address | The Corporation of the Township of Southgate 185667 Grey Rd. #9 R. R. #1, Dundalk ON Canada |
| Language Preference: Correspondence | English |
| Language Preference: Audit | English |
| Owner: Legal Name and Address | The Corporation of the Township of Southgate |



| | |
|--|--|
| | 185667 Grey Rd. #9 R. R. #1, Dundalk ON Canada |
| Owner Language Preference: Correspondence | English |
| Owner Language Preference: Audit | English |
| Applicant Representative Information; Include Name, Title, Phone, Fax, Email & Website | Jim Ellis Public Works Manager 519-923-2110 X 224 jellis@town.southgate.on. ca |
| Accreditation Option | Full Scope - Entire DWQMS |
| Date of Previous Systems Audit: | Oct 4, 2017 |
| Date of Previous On-Site Verification Audit: | Nov 1 & 2, 2016 |

Processes



Summary of Findings

| Requirement | Finding |
|---|--|
| 1. Quality Management System | C |
| 2. Quality Management System Policy | C |
| 3. Commitment and Endorsement | C |
| 4. Quality Management System Representative | C |
| 5. Document and Record Control | C |
| 6. Drinking-Water System | C |
| 7. Risk Assessment | C |
| 8. Risk Assessment Outcomes | C |
| 9. Organizational Structure, Roles, Responsibilities, and Authorities | OFI |
| 10. Competencies | OFI |
| 11. Personnel Coverage | C |
| 12. Communications | C |
| 13. Essential Supplies and Services | C |
| 14. Review and Provision of Infrastructure | OFI |
| 15. Infrastructure Maintenance, Rehabilitation & Renewal | OFI |
| 16. Sampling, Testing & Monitoring | C |
| 17. Measurement & Recording Equipment, Calibration & Maintenance | C |
| 18. Emergency Management | C |
| 19. Internal Audits | OFI |
| 20. Management Review | C |
| 21. Continual Improvement | Mn |
| Mj | Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied. |
| Mn | Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS. |
| OFI | Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement. |
| C | Conforms to requirement. |
| | Not Applicable to this audit |
| * | Additional Comment added by auditor in the body of the report. |



Audit Summary Matrix



| Verification of CARs For Ontario's Drinking Water Quality Management Standard |
|--|
| <p>Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)</p> <p>N/A.</p> |
| <p>Discuss your evaluation in detail.</p> <p>All previous CAR were closed before this audit..</p> |

Corrective Actions Report

**The Corporation Of The Township Of Southgate
185667 Grey Rd. #9 R. R. #1
Dundalk, Ontario CAN**

C0123432

Audit Type

DWQMS System Audit
12-Oct-18 - 12-Oct-18

Registration

Ontario's Drinking Water Quality Management Standard (Exp
Date: 29-Nov-19)

| Corrective Action | | | |
|----------------------------|---|----------------|-----------|
| CAR No | J0895588-1 | Type | MINOR |
| Standard & Clause | DWQMS, Continual Improvement | Discussed with | Jim Ellis |
| Auditor Name | James Pang | Car Status | APPROVED |
| Statement of Requirement | <p>PLAN – The Operational Plan shall document, as applicable:</p> <p>a) for the Subject System:</p> <p>i. the name of the Owner and Operating Authority,</p> <p>ii. if the system includes equipment that provides Primary Disinfection and/or Secondary Disinfection:</p> <p>A. a description of the system including all applicable Treatment System processes and Distribution System components,</p> <p>B. a Treatment System process flow chart,</p> <p>C. a description of the water source, including:</p> <p>I. general characteristics of the raw water supply,</p> <p>II. common event-driven fluctuations, and</p> <p>III. any resulting operational challenges and threats.</p> <p>iii. if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection:</p> <p>A. a description of the system including all Distribution System components, and</p> <p>B. a description of any procedures that are in place to maintain disinfection residuals.</p> <p>b) if the Subject System is an Operational Subsystem, a summary description of the Municipal Residential Drinking Water System it is a part of including the name of the Operating Authority(ies) for the other Operational Subsystems.</p> <p>c) if the Subject System is connected to one or more other Drinking Water Systems owned by different Owners, a summary description of those systems which:</p> <p>i. indicates whether the Subject System obtains water from or supplies water to those systems,</p> <p>ii. names the Owner and Operating Authority(ies) of those systems, and</p> <p>iii. identifies which, if any, of those systems that the Subject System obtains water from are relied upon to ensure the provision of safe drinking water.</p> | | |
| Statement of Nonconformity | Not all the requirements of element 21 have been addressed in the OP. | | |
| Objective Evidence | <p>Although there are some forms created to track corrective and preventive actions, there are no documented procedure for the following:</p> <p>1 - tracking and measuring continual improvement of the QMS</p> <p>2 - identifying and management of QMS corrective action</p> <p>3 - identifying and implementing preventive action</p> | | |
| Location of Finding | Section 21 of the OP. | | |
| Changed Date | 3-Dec-18 | | |
| Issue Date | 13-Oct-18 | | |
| Due Date | 11-Dec-18 | | |
| CA Plan | See attached file under description - Response - Corrective Action Preventative Action Form (CAPA) | | |
| PA Plan | | | |
| Containment Plan | See attached | | |
| RCA Description | See attached file under description - Response - Corrective Action Preventative Action Form (CAPA) | | |
| Completed Date | 21-Nov-18 | | |
| Completed By | Cory Henry | | |
| Reviewer Name | James Pang | | |
| Reviewer comments | CAPA form completed identifying the root cause to be staff lack of experience with the new DWQMS requirements, resulting in training conducted on Nov ?, 2018. Procedures on tracking and measuring continual QMS improvement, identifying and managing QMS corrective action as well as preventive action, were found to be adequate. | | |
| Attachments | <p>Descr: CAPA Tracking Log (Date: 26-Nov-18)</p> <p>Descr: Response - Corrective Action Preventative Action Form (CAPA) (Date: 26-Nov-18)</p> <p>Descr: Document Change Request - OP element 21 (Date: 26-Nov-18)</p> <p>Descr: Document Change Request - Appendix E index (Date: 26-Nov-18)</p> <p>Descr: Document Change Request - Remove forms and replace with new CAPA forms (Date: 26-Nov-18)</p> | | |



Staff Report PW2018-081

Title of Report: PW2018-081 Public Works Department Report
Department: Public Works
Branch:
Council Date: December 19, 2018

Recommendation:

Be it resolved that Council receive Staff Report PW2018-081 for information.

Background:

Public Works Department update.

Staff Comments:

Transportation & Public Safety:

1. The early morning of Tuesday December 4, 2018 unit 312, 2016 Ford F150 patrol truck was stolen from the Holstein Works Depot. Police investigated and recovered the truck on December 11th, the truck had the decals taken off and an attempt to paint over the areas, the 250-litre portable fuel tank was taken from the unit and wiring disconnected.
2. The Township of Southgate is partnering with the Municipality of Georgian Bluffs, the Township of Chatsworth, and the Municipality of Grey Highlands in jointly purchasing wheel load scales and carrying cases from Massload Technologies Inc at a cost of \$3,226.53 and one covert traffic monitor at a cost of \$1,200 (excluding HST) per each of the four participating municipalities. The traffic monitor is like the portable radar sign we have used in the past, but this unit can data log speeds and traffic counts. The supplier was recommended by the OPP and the complete scale system will be able to fit into the back of the SUV's. The purchase of the portable wheel load scales will allow the OPP to provide enhanced enforcement during the load restriction period, typically from mid-March to mid-May throughout the Townships of Georgian Bluffs, Chatsworth, Southgate and the Municipality of Grey Highlands.

Water and Wastewater:

1. A team meeting for the Drinking Water Quality Management Standard (DWQMS) Risk Assessment was held on December 10th in the Mill Room.

Waste Diversion and Resource Management:

1. Collection truck unit 213 has had several breakdown issues, causing delays, please keep updated with the Southgate website and Facebook page for current status of collections.
2. As of January 1, 2019 the zone collections for Elm Street and the Flato Edgewood Greens development will be collected in the Zone 3 route, this is reflected in the 2019 Collections Calendar and mail outs to those locations affected.

Financial Implications:

The purchase of the scales and traffic monitor will be funded through the Roads Administration budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate this information to the public and for Council's approval.

Southgate Goal 1 A: Trusted, Timely, Transparent, Accessible Municipal Decision-Making

Southgate Goal 1 B: A Sustainable Suite of Efficient, Equitable, Affordable Municipal Services in Support of Community Priorities

1. B.4 - Southgate will provide the highest standard of road maintenance and repair, consistent with the financial capacity of Southgate, and will maintain the roads/bridges as the highest priority for tax-supported expenditures.

1. B.5 - Southgate will design a long-term road system to efficiently and effectively meet the needs of all users.

A notable survey result revealed that roads are a very high priority for Southgate citizens in every part of Southgate. This recognizes the geographic span of Southgate, the importance of roads for economic activity, and the view that municipal government is centrally responsible for them.

Goal 3: Environmental Conservation

Southgate Goal #3.1: Southgate will take the actions for which it is responsible, and support the actions of other agencies, to protect identified sources of drinking water.

Concluding Comments:

Staff recommends that Council receive staff report PW2018-081 for information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

Treasurer Approval: *Original Signed By*
William Gott, CPA, CA Treasurer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2018–120

Title of Report: Building, By-law Enforcement & Canine Control Reports

Department: Administration

Council Date: December 19, 2018

Council Recommendation:

Be it resolved that Council receive staff report CAO2018-120 as information.

Background:

On a monthly or bi-monthly basis, the CAO reports to Council on the Building Department, By-law Enforcement, and Canine Control activity, through statistical reporting.

Staff Comments:

The reports are included with this document as Attachment #1 for the Building Department, Attachment #2 for By-law Enforcement and Attachment #3 for Canine Control Report activity up to the end of November, 2018.

Financial Impact or Long Term Implications

There is no financial impact to the municipality as a result of this report, other than operational costs already in budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Concluding Comments:

That Council receive this staff report as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca

519-923-2110 x223

- Attachment #1 – Building Report 2018
- Attachment #2 – By-law Enforcement Report 2018
- Attachment #3 – Canine Report 2018

Building Department Report

Year: 2018

| Department Activity | January | February | March | April | May | June | July | August | September | October | November | December | Total YTD |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------|-------------------------|
| Building Permits: | | | | | | | Southgate Dept. Start | | | | | | |
| Agriculture | 0 | 4 | 2 | 6 | 7 | 9 | 15 | 7 | 9 | 11 | 3 | | 73 |
| Ag.-Industrial | 0 | 1 | 0 | 1 | 3 | 1 | 8 | 2 | 0 | 0 | 0 | | 16 |
| Commerical | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | | 6 |
| Institutional | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 2 |
| Industrial | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | 1 |
| Demolition | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | | 4 |
| Residential related | 5 | 1 | 4 | 2 | 5 | 4 | 10 | 7 | 8 | 3 | 3 | | 52 |
| Septic Systems | 2 | 0 | 0 | 1 | 3 | 3 | 4 | 4 | 6 | 5 | 1 | | 29 |
| Single family dwelling | 9 | 6 | 10 | 3 | 2 | 3 | 0 | 1 | 1 | 10 | 10 | | 55 |
| Tent | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 2 | 1 | 0 | 0 | | 7 |
| Total Permits | 16 | 13 | 18 | 16 | 21 | 21 | 40 | 24 | 25 | 32 | 19 | 0 | 245 |
| Permit Revenue in \$ | \$ 17,798.00 | \$ 16,445.00 | \$ 31,272.00 | \$ 48,141.00 | \$ 23,582.00 | \$ 18,753.00 | \$ 74,603.34 | \$ 36,974.40 | \$ 24,055.50 | \$ 45,123.00 | \$ 33,401.00 | | \$ 370,148.24 |
| DC Charges Residential | \$ 166,923.00 | | \$ 203,629.00 | \$ 5,141.00 | \$ 96,996.00 | \$ 43,357.00 | \$ 19,108.00 | \$ 5,141.00 | \$ 16,605.00 | \$ 193,324.00 | \$ 95,540.00 | | \$ 845,764.00 |
| DC Charges Non-Residential | | \$ 5,036.25 | | \$ 19,971.99 | \$ 33,368.25 | \$ 13,669.60 | \$ 117,341.16 | \$ 24,736.21 | \$ 2,745.00 | \$ 11,850.00 | \$ 13,983.00 | | \$ 242,701.46 |
| Agricultural Value | \$ - | \$ 510,000.00 | \$ 670,000.00 | \$ 3,340,001.00 | \$ 1,245,000.00 | \$ 723,000.00 | \$ 885,800.00 | \$ 372,999.00 | \$ 738,000.00 | \$ 374,000.00 | \$ 46,100.00 | | \$ 8,904,900.00 |
| Commercial Value | \$ - | \$ - | \$ 320,000.00 | \$ 800.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 405,000.00 | \$ 265,000.00 | | \$ 990,800.00 |
| Industrial Value | \$ - | \$ 80,000.00 | | \$ 525,000.00 | \$ 416,000.00 | \$ 8,000.00 | \$ 981,000.00 | \$ 520,000.00 | \$ - | \$ - | \$ - | | \$ 2,530,000.00 |
| Residential Value | \$ 1,430,000.00 | \$ 849,000.00 | \$ 1,845,000.00 | \$ 1,002,000.00 | \$ 582,600.00 | \$ 1,149,500.00 | \$ 25,000.00 | \$ 549,000.00 | \$ 1,041,498.00 | \$ 2,696,750.00 | \$ 2,503,500.00 | | \$ 13,673,848.00 |
| Total Assessment Value | \$ 1,430,000.00 | \$ 1,439,000.00 | \$ 2,835,000.00 | \$ 4,867,801.00 | \$ 2,243,600.00 | \$ 1,880,500.00 | \$ 1,891,800.00 | \$ 1,441,999.00 | \$ 1,779,498.00 | \$ 3,475,750.00 | \$ 2,814,600.00 | \$ - | \$ 26,099,548.00 |
| Agricultural Taxation | \$ - | \$ 1,648.02 | \$ 2,165.04 | \$ 10,792.91 | \$ 4,023.11 | \$ 2,336.31 | \$ 2,862.38 | \$ 1,205.31 | \$ 2,384.78 | \$ 1,208.55 | \$ 148.97 | \$ - | \$ 28,775.38 |
| Commercial Taxation | \$ - | \$ - | \$ 8,695.67 | \$ 21.74 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,005.46 | \$ 7,201.10 | \$ - | \$ 26,923.98 |
| Industrial Taxation | \$ - | \$ 2,642.06 | \$ - | \$ 17,338.55 | \$ 13,738.73 | \$ 264.21 | \$ 32,398.31 | \$ 17,173.42 | \$ - | \$ - | \$ - | \$ - | \$ 83,555.27 |
| Residential Taxation | \$ 18,483.64 | \$ 10,973.85 | \$ 23,847.77 | \$ 12,951.47 | \$ 7,530.47 | \$ 14,858.00 | \$ 323.14 | \$ 7,096.17 | \$ 13,462.01 | \$ 34,857.17 | \$ 32,359.29 | \$ - | \$ 176,742.96 |
| Total New Taxation | \$ 18,483.64 | \$ 15,263.93 | \$ 34,708.49 | \$ 41,104.67 | \$ 25,292.30 | \$ 17,458.52 | \$ 35,583.83 | \$ 25,474.89 | \$ 15,846.79 | \$ 47,071.17 | \$ 39,709.36 | \$ - | \$ 315,997.60 |
| Southgate Taxation Only | | | | | | | | | | | | | |
| Agricultural Taxation | \$ - | \$ 824.17 | \$ 1,082.74 | \$ 5,397.54 | \$ 2,011.96 | \$ 1,168.39 | \$ 1,431.48 | \$ 602.78 | \$ 1,192.63 | \$ 604.39 | \$ 74.50 | \$ - | \$ 14,390.57 |
| Commercial Taxation | \$ - | \$ - | \$ 2,703.48 | \$ 6.76 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,421.60 | \$ 2,238.82 | \$ - | \$ 8,370.67 |
| Industrial Taxation | \$ - | \$ 961.02 | \$ - | \$ 6,306.72 | \$ 4,997.33 | \$ 96.10 | \$ 11,784.56 | \$ 6,246.66 | \$ - | \$ - | \$ - | \$ - | \$ 30,392.40 |
| Residential Taxation | \$ 9,243.67 | \$ 5,488.02 | \$ 11,926.27 | \$ 6,477.03 | \$ 3,765.99 | \$ 7,430.49 | \$ 161.60 | \$ 3,548.79 | \$ 6,732.35 | \$ 17,432.07 | \$ 16,182.88 | \$ - | \$ 88,389.16 |
| Total New Southgate Taxation | \$ 9,244 | \$ 7,273.22 | \$ 15,712.49 | \$ 18,188.05 | \$ 10,775.27 | \$ 8,694.98 | \$ 13,377.64 | \$ 10,398.23 | \$ 7,924.98 | \$ 21,458.06 | \$ 18,496.20 | \$ - | \$ 141,542.79 |

Attachment #2

By-Law Enforcement Report

YEAR: 2018

| Department Activity | Dec-17 | January | February | March | April | May | June | July | August | September | October | November | December | Total YTD |
|---|--------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-----------|
| By-Law Enforcement Complaints - Unresolved | | | | | | | | | | | | | | |
| Building | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 5 | 5 | 5 | 5 | | |
| Burning | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Noise | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | | |
| Property Standards | 23 | 23 | 23 | 26 | 22 | 24 | 24 | 22 | 18 | 16 | 15 | 14 | | |
| Weed Control | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Zoning | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 4 | | |
| Line Fences | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| By-Law Enforcement Complaints - New | | | | | | | | | | | | | | |
| Building | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | | 2 |
| Burning | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Noise | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | | 3 |
| Property Standards | 0 | 0 | 0 | 3 | 2 | 3 | 1 | 3 | 2 | 0 | 0 | 0 | | 14 |
| Weed Control | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Zoning | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | | 4 |
| Line Fences | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| By-Law Enforcement Complaints - Resolved | | | | | | | | | | | | | | |
| Building | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | 1 |
| Burning | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Noise | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | | 3 |
| Property Standards | 0 | 0 | 0 | 0 | 6 | 2 | 1 | 5 | 6 | 2 | 1 | 1 | | 24 |
| Weed Control | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Zoning | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | | 3 |
| Line Fences | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Letters | | | | | | | | | | | | | | |
| Court Summons Issued | | | | | | | 1 | 1 | 0 | 0 | 1 | 0 | | 3 |
| Court Appearances | | | | | | | 0 | 3 | 0 | 0 | 0 | 2 | | 5 |
| Building Letters | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Building Orders | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Property Standards Letters | 0 | 0 | 0 | 1 | 0 | 12 | 0 | 5 | 0 | 0 | 0 | 0 | | 18 |
| Property Standards Orders | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 7 | 0 | 1 | 2 | 0 | | 14 |
| Zoning Compliance | 6 | 0 | 4 | 4 | 6 | 3 | 3 | 7 | 1 | 4 | 6 | 4 | | 42 |
| Zoning Violation Letters | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Zoning Violation Orders | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | 1 |

Attachment #3

Canine Control Report YTD

| Year: 2018 | | | | | | | | | | | | | | Total YTD |
|-------------------------------|--------|---------|-----------|-------|-------|------|------|------|-----------|-----------|---------|-----------|----------|-----------|
| Department Activity | Dec-17 | January | February | March | April | May | June | July | August | September | October | November | December | |
| # of Dogs in Pound | 1 | 0 | 1 | 0 | 3 | 1 | 2 | 0 | 2 | 1 | 0 | 8 | | 18 |
| Total Days of Inpoundment | 6 | 0 | 3 | 0 | 11 | 19 | 13 | 0 | 1 | 1 | 0 | 7 | | 55 |
| Returned to Owner | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 7 | | 12 |
| Adopted | 1 | 0 | 0 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | | 4 |
| Euthanized | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | 1 |
| Sent to Shelter | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | 1 |
| Needing Veterinary Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | 1 |
| Cost of Veterinarian Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| Letters to Owners | 0 | 2 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 2 | 1 | 1 | | 11 |
| Verbal Warnings | 3 | 6 | 6 | 1 | 2 | 6 | 2 | 4 | 5 | 4 | 1 | 3 | | 40 |
| Dog Tags Sold | 0 | 0 | 7 | 0 | 0 | 1 | 0 | 0 | 5 | 1 | 0 | 2 | | 16 |
| Value of Tags sold in \$ | \$ - | \$ - | \$ 140.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100.00 | \$ 20.00 | \$ - | \$ 40.00 | | \$ 300.00 |
| New Kennel Inspections | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 3 |
| Kennel Reinspections | 1 | 0 | 2 | 4 | 11 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | | 20 |
| # of Fines | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | | 2 |
| Value of Fines in \$ | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500.00 | | \$ 500.00 |
| # of Calls in Dundalk | 3 | 8 | 7 | 2 | 5 | 8 | 5 | 6 | 6 | 8 | 7 | 5 | | 67 |
| # of Calls in Egremont | 4 | 5 | 3 | 4 | 4 | 3 | 3 | 3 | 3 | 4 | 6 | 4 | | 42 |
| # of Calls in Proton | 5 | 4 | 4 | 3 | 3 | 4 | 3 | 4 | 5 | 4 | 2 | 3 | | 39 |
| # of Calls in Other | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | | 4 |
| # of Patrols in Dundalk | 6 | 6 | 7 | 7 | 7 | 7 | 6 | 5 | 5 | 6 | 5 | 6 | | 67 |
| # of Patrols in Holstein | 6 | 5 | 6 | 6 | 6 | 6 | 5 | 5 | 6 | 6 | 5 | 5 | | 61 |

Number of Dogs remaining in the Pound Kennel at the end of this month:

0

Township of Southgate

Administration Office

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

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2018-124

Title of Report: Southgate CAO Update Report – December 2018

Department: Administration

Council Date: December 19, 2018

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2018-124 as information.

Background:

This report is provided to Southgate Council by the CAO as an update of information, communications and/or actions taken by staff in the last 30 days that is important for members to be aware of.

Staff Comments:

CIBC-Southgate Land Transfer Agreement

The background information is Southgate staff has been working for several months now with the CIBC corporate office to complete a transfer of lands of equal area to create property realignment for both parties. In order to complete the Municipal Parking Lot Paving project, it was necessary to complete a survey of the lands to establish boundaries. While looking into the lot fabrics of the lands in this area and the ownership of the properties, we found these odd shaped parcels of lands owned by the CIBC and the Township of Southgate.

Staff reported at the December 5, 2018 Council meeting that the last step in the process was for Southgate to complete a Phase I Environmental screening of the property to acquire a report to CIBC as the final requirement for the final approval of the agreement by CIBC Corporate office. This work has now been completed by Rubicon Environmental (2008) Inc., which is 252 page report. Staff have included as Attachment #1 to this staff report, the first 15 pages of the Assessment Report without the supporting technical documents and figures.

Resident of Southgate Comment received by Staff on Dec 1, 2018

The following is the comments received:

"I would like to have the following statement read at this meeting to make the new council aware of my concerns and others to whom I have spoken about this issue.

The statement is:

The removal of trees and shrubs that took place last winter along Southgate 12 between side road 41 and 49 I consider to be an ecological disaster. A once picturesque country road is now, in many location along it's length, open to potentially disastrous erosion from wind and unchecked surface water run- off. I would like assurances from council that this will not be duplicated on other

roadways within the municipality. I feel the public needs to be consulted in future proposals for public works of this type. I plan to attend the meeting as well."

Staff's comments related to this issue is that this was maintenance work to improve the function of and safety of the roadway for the purposes of road construction to make improvements and increase the ditch capacity for drainage and snow storage during the winter months.

2018 ROMA Minister Delegation Request

Staff requested a Ministry delegation with the Minister of Health & Long-Term Care at the 2019 ROMA Conference. The issues we would like to discuss with the Minister after consulting with the Executive Director of SEGCHC Al Madden are the following:

1. Community Health Centre Services & Primary Patient Care needs in the short and long term for the Dundalk Community
2. Southgate LHIN Realignment with County boundaries

At the present time we have the South East Grey Community Health Centre (SEGCHC) in Markdale as the main service provider for primary patient care. They have worked collaboratively with the Township of Southgate to deliver health services and have taken steps to improve patient care for the Village of Dundalk and the surrounding community. The Township of Southgate and a community partner has worked collaboratively to setup the SEGCHC Clinic in Dundalk. The partners being a local church providing the facility, Southgate has been covering building operating costs and SEGCHC as the health services delivery provider. The Erskine Church Clinic has now been operating for over 18 months providing access to healthcare that was severely lacking in Dundalk prior to July 2017. Since the opening of the Erskine clinic we have seen patient roster growth and service demands that have exceeded what we thought the needs would have been. In the last few months a local Doctor closed his clinic and with the VON Clinic's Nurse Practitioners retirement, patients are transitioning to the CHC for medical care. The Erskine facility is now not large enough to provide the present patient care demands. This forced the creation of another partnership that has been developed to provide a 2nd clinic location in Dundalk in the short term. The present facilities are a short term solution, until project funding can be sourced to amalgamate all services into one location.

The Township and the SEGCHC have been working on and doing initial planning for a new Clinic in Dundalk to serve the community out of one location, that will be fully accessible, provide increased patient primary care and access to a broader suite of health services out of one facility, that will reduce Hospital visits.

The other issue is the realignment of the Local Health Integration Network (LHIN) boundaries along County lines is critically important to the consistency of the service delivery, service provider efficiency, to better manage costs and eliminate duplication of efforts. The LHINs or Counties need to work together by focusing on collaboration opportunities through the alignment of area agencies. We feel the

Community Health Centre model of service delivery can work closely with their LHIN to reduce health silos and improve patient care outcomes.

Financial Impact or Long Term Implications

There is no financial impact as a result of this report as funding for the Parking lot project will cover the Phase I Environmental Screening and Report cost of \$3,500.00, funded from the 2018 budget or as a carryover to the 2019 budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Concluding Comments

1. That Council receive staff report CAO2018-124 as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca 923-2110 x223

- Attachment 1 – CIBC-Southgate Property Phase I Environmental Site Assessment Condensed Report

**COMMERCIAL PROPERTY
31 PROTON STREET NORTH
&
10 MAIN STREET EAST
DUNDALK, ONTARIO**

**Phase I
Environmental Site Assessment**

PREPARED FOR:

David Milliner
Township of Southgate
185667 Grey Road # 9
Dundalk, ON
N0C 1B0

Rubicon Job Number • R60179.1
Report Date • November 30, 2018



“...Environmental Solutions.”

Rubicon Environmental (2008) Inc.
60 Toronto Road, Box 509
Flesherton, ON N0C 1E0

T: 519-924-0003
F: 519-924-0004



Rubicon Environmental (2008) Inc.

November 30, 2018

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

Attention: Mr. Dave Milliner

R60179.1- PHASE I ENVIRONMENTAL SITE ASSESSMENT
Commercial Property
31 Proton Street North & 10 Main Street East
Dundalk, Ontario

Dear Sir,

Enclosed please find the results for the above-mentioned investigation conducted on your behalf.
Please feel free to contact me at 519-924-0003 if you require any additional information.

Sincerely,

RUBICON ENVIRONMENTAL (2008) INC.

A handwritten signature in blue ink, appearing to read 'Paul Rew', with a horizontal line underneath.

Paul Rew, P. Eng., QP

Distribution:

Client: 1
Office: 1

“...Environmental Solutions.”

TABLE OF CONTENTS

| | | |
|------|---|----|
| 1.0 | EXECUTIVE SUMMARY | 2 |
| 2.0 | INTRODUCTION | 3 |
| 3.0 | SCOPE OF WORK..... | 3 |
| 4.0 | RECORD REVIEW | 4 |
| 5.0 | INTERVIEWS | 7 |
| 6.0 | SITE RECONNAISSANCE | 7 |
| 7.0 | REVIEW AND EVALUATION OF INFORMATION..... | 9 |
| 8.0 | CONCLUSIONS | 10 |
| 9.0 | REFERENCES | 11 |
| 10.0 | LIMITATIONS | 12 |

List of Figures and Appendices

FIGURE 1 : SITE LOCATION
FIGURE 2 : SITE PLAN

APPENDIX 1 – SITE PHOTOGRAPHS
APPENDIX 2 – AERIAL PHOTOGRAPHS
APPENDIX 3 – FIRE INSUREANCE MAPS
APPENDIX 4 – TITLE INFORMATION
APPENDIX 5 – ERIS ECOLOG
APPENDIX 6 – QUALIFICATIONS OF ASSESSOR



1.0 EXECUTIVE SUMMARY

Rubicon Environmental (2008) Inc. was retained by David Milliner of the Township of Southgate to undertake a Phase I Environmental Site Assessment (ESA) at a small parking lot behind the commercial building located at 31 Proton Street North, Dundalk, Ontario. The small parking lot consists of two properties. The first property is owned by the Corporation of Dundalk village. The legal property description is PT LT 23-24 BLK E PL 480 Dundalk, GS101020; Southgate and is here by referred to as Part 2. The Second property is owned by The Canadian bank of Commerce (CIBC). The legal property description is PT LT 22-23 BLK E PL 480 Dundalk, GS28241; Southgate and is here by referred to as Part 3. The Phase I ESA was completed to determine if there appeared to be any environmental concerns on the subject properties related to any on-site or off-site potentially contaminating activities, in anticipation of a real estate transaction. This assessment was not conducted to support the filing of a record of site condition with the MECP. This assessment was conducted with reference to CSA Standard Z768-01 for Phase I ESAs and to O. Reg. 153/04.

An interview with David Milliner, an individual knowledgeable about the subject properties was conducted regarding the site's development. The site was first developed pre-1893.

The EcoLog ERIS search found no records associated with the subject properties.

The EcoLog search found one hundred and five (105) records in the Phase One Study Area. A thorough review of the one hundred and five (105) off-site records was conducted and it was determined that none present a risk to the subject site.

No solid waste is generated on site at the time of the investigation. No liquid waste is generated on site at the time of the investigation. There is no documentation indicating any history of spills on the subject properties. No aboveground storage tanks were observed on the site.

The properties were inspected for the presence of electrical equipment (transformers, capacitors and fluorescent light lamp capacitors) containing polychlorinated biphenyls (PCBs). No large-scale transformer(s) were observed on the properties. No large-scale electrical capacitors were observed on the properties. No fluorescent light fixtures were observed.

During the site inspection, no visual evidence of friable or non-friable asbestos-containing materials (ACMs) or sprayed urethane foam insulation or urea formaldehyde foam insulation (UFFI) was observed on the properties.

Based on the evaluation of the one hundred and five (105) off-site records reviewed, as part of the Phase I ESA, it was determined that the properties in close proximity to the Phase I property were identified as not having a potentially contaminating activity (PCA), as defined by Column A of Table 2 of Schedule D of O. Reg. 153/04 for the following reasons: PCAs were found to be at distances and / or buffers and / or side gradient or down gradient from the subject property with the exception of a spill at 39 Proton Street North in 1996. In 1996 1,125 litres of fuel oil were spilled in the parking lot of the Dundalk Herald previously located at 39 Proton Street North, Dundalk, Ontario.

The examination of previous Rubicon reports provided clear information on the incident, what product was spilled, the location of the spill and the extensive clean up that took place.

No areas of Potential Environmental Concern (APEC's) were identified with the subject properties.

Based on the findings of the Phase I completed by Rubicon Environmental (2008) Inc., it is our opinion that no further environmental investigation is warranted on the subject properties, at this time. The subject properties appear to be compliant with current MOE Regulations and does not appear to represent an environmental risk in owning, insuring or financing, at this time. The subject properties are suitable for ongoing commercial and residential land use.



2.0 INTRODUCTION

Rubicon Environmental (2008) Inc. was retained by David Milliner of The Township of Southgate to undertake a Phase I Environmental Site Assessment (ESA) at a small parking lot behind the commercial building located at 31 Proton Street North, Dundalk, Ontario. The small parking lot consists of two properties beside each other. The first property is owned by the Corporation of Dundalk village. The legal property description is PT LT 23-24 BLK E PL 480 Dundalk, GS101020; Southgate referred to as Part 2. The Second property is owned by The Canadian bank of Commerce (CIBC). The legal property description is PT LT 22-23 BLK E PL 480 Dundalk, GS28241; Southgate referred to as Part 3. The Phase I ESA was completed to determine if there appeared to be any environmental concerns on the subject property related to any on-site or off-site potentially contaminating activities, in anticipation of a real estate transaction. This assessment was conducted with reference to CSA Standard Z768-01 for Phase I ESAs and to O. Reg. 153/04.

The subject properties are located in the Township of Southgate, Village of Dundalk, on Proton Street. The municipal address is 31 Proton Street, Dundalk, Ontario and 10 Main Street East, Dundalk, Ontario. (Refer to Figure 1: Site Location).

The sites of interest are currently developed as a parking lot. The two sites of interest encompass an area of 150 m² total.

3.0 SCOPE OF WORK

The scope of work was completed to determine if there appeared to be any environmental concerns on the subject properties related to any potentially on-site or off-site contaminating activities, in anticipation of a real estate transaction. The Phase I ESA investigation was conducted on-site to identify:

- Any Potentially Containing Activities (PCA) that may have occurred in the past or present on the Phase I Properties or adjacent properties that may pose an environmental concern;
- Any Areas of Potential Environmental Concerns (APEC) on the Phase I Properties directly related to identified PCA's.

To achieve these objectives, the following tasks were completed:

- Collecting and evaluating existing information pertaining to the Phase I properties through the review of various pertinent records, both present and historical;
- Reviewing and evaluating previous environmental investigations, if available;
- Conducting a visual examination of the properties and existing building along with the surrounding area to identify and / or investigate any potential environmental concerns;
- Conducting interviews with individuals who may be knowledgeable about the subject properties and its adjacent properties as well as contacting representatives of various government agencies; and,
- Preparing a Phase I ESA report with reference to CSA Standard Z768-01 for Phase I ESAs and to O. Reg. 153/04 as amended by O. Reg. 511/09.



4.0 RECORD REVIEW

a) General

(i) **Phase One Study Area**

The Phase One ESA will include the subject properties and all properties within 250 meters from the nearest point on a boundary of the phase one properties.

(ii) **First Developed Use**

Based on the information gathered during the Phase I ESA, the first developed use was commercial and used as an empty lot for parking various vehicles circa 1893, when the surrounding sites were developed.

(iii) **Fire Insurance Plans**

Fire insurance maps from of the subject properties were available from 1885 and 1894. Both maps showed that the sites under investigation did not exhibit any form of development or construction. Much like today. (Refer to Appendix 3)

(iv) **Chain of Title (refer to Appendix 1)**

Part 2: Part of 10 Main Street East, Dundalk, Ontario

| Year | Name of Owner | Description of Property Use | Property Use |
|--------------|---|-----------------------------|---------------------------|
| 1977-Present | The Corporation of the Village of Dundalk | Plan Miscellaneous | Commercial/ Vacant Lot |

Note: Table completed in accordance with O. Reg. 153/04, as amended by O. Reg. 511/09.

Part 3: Part of 31 Proton Street North, Dundalk, Ontario

| Year | Name of Owner | Description of Property Use | Property Use |
|--------------|--------------------------------------|-----------------------------|---------------------------|
| 1957-Present | The Canadian Bank of Commerce (CIBC) | Bank | Commercial/ Vacant Lot |

(v) **Environmental Reports and other documentation**

No previous environmental assessments were completed on the subject properties.

b) Environmental Source Information

ERIS specializes in providing environmental and historical information compiled from numerous government and private records. As part of this investigation, a record search was conducted for the subject properties and a buffer zone of 0.25 km surrounding the subject properties. The ERIS search results were mapped and presented in Appendix 5.

The EcoLog ERIS search found no records associated with the subject properties. The ERIS search for surrounding lands (0.25 km radius) identified 105 records:

Four (4) Certificates of Approval; One (1) Commercial Fuel Oil Tanks; One (1) Certificates of Property Use; Two (2) Environmental Registry; Five (5) ERIS Historical Searches; Four (4) List of TSSA Expired Facilities; Thirty Three (33) Ontario Regulation 347 Waste Generators Summary; One (1) TSSA Historic Incidents; One (1) TSSA Incidents; Twelve (12) pesticide Register; One (1) TSSA Pipeline Incident; Three (3) Private and retail Fuel Storage Tanks; One (1) Record of Site Condition; Four (4) Retail Fuel Storage Tanks; Seven (7) Scott's Manufacturing Directory; Three (3) Ontario Spills; Twenty-two (22) Water Well Information Systems.



Based on the evaluation of the one hundred and five (105) off-site records reviewed, as part of the Phase I ESA, it was determined that the properties in close proximity to the Phase I property were identified as not having a potentially contaminating activity (PCA), as defined by Column A of Table 2 of Schedule D of O. Reg. 153/04 for the following reasons: PCAs were found to be at distances and / or buffers and / or side gradient or down gradient from the subject properties with the exception of a spill at The Dundalk Herald previously located at 39 Proton Street North.

In 1996 1,125 litres of fuel oil were spilled on the parking lot of 39 Proton Street North, Dundalk, Ontario. The examination of previous Rubicon reports provided clear information on the incident, what product was spilled, the location of the spill and the extensive clean up that took place.

EcoLog Environmental Risk Information Services Ltd. can search the following databases. The extent of historical information varies with each database and current information is determined by what is publicly available to EcoLog ERIS at the time of update:

Additional Sources - Title Search:

Part 2: part of 10 Main Street East

| Year | Name of Owner | Description of Property Use | Property Use |
|---------------|---|------------------------------------|------------------------|
| 1977- Present | The Corporation of the Village of Dundalk | Plan Miscellaneous | Commercial/ Vacant lot |

Note: Table completed in accordance with O. Reg. 153/04, as amended by O. Reg. 511/09.

Part 3: Part of 31 Proton Street North, Dundalk, Ontario

| Year | Name of Owner | Description of Property Use | Property Use |
|---------------|--------------------------------------|------------------------------------|------------------------|
| 1957- Present | The Canadian Bank of Commerce (CIBC) | Bank | Commercial/ Vacant lot |

A copy of the Chain of Title has been made available in Appendix 2.

City Directory

No City Directories were available for the site.

Fire Insurance Plans:

Fire insurance maps from of the subject properties were available from 1885 and 1894. Both maps showed that the sites under investigation did not exhibit any form of development or construction. (Refer to appendix 3).

(c) Physical Setting

(i) Aerial Photographs Setting Sources

Documents reviewed included historical aerial photographs (1955, 2006, 2010, and 2015) Refer to Appendix 4.

- 2015: The aerial photograph clearly shows the site is developed as present with no buildings.
- 2010: The aerial photograph clearly shows the site is developed as present with no buildings.
- 2006: The aerial photograph clearly shows the site is developed as present with no buildings.



- 1955: The aerial photograph shows that the area surrounding the property is developed. The photograph is not clear enough to directly view the subject properties

(ii) Geology, Topography, Hydrology

The site is located in a physiographic region known as the Dundalk Till Plain (Physiography of Southern Ontario, Chapman and Putnam, 1984). The area is characterized by fluted till plains, swamps or bogs and by poorly drained depressions.

"Map 2544, the Bedrock Geology of Ontario, Southern Sheet" characterizes the bedrock in the Dundalk area as: sandstone, shale, dolostone, and siltstone of the Guelph Formation, Silurian era.

"Map 2556, Quaternary Geology of Ontario, Southern Sheet" characterizes the Elma Till that is beneath the area of Dundalk as: sandy silt to silt matrix, clayey silt, moderately stony, strongly calcareous created by the Huron-Georgian Bay lobe.

The terrain of the properties are relatively flat.

- (iii) **Fill Material** – No areas of fill were identified on site.
- (iv) **Water Bodies and Areas of Natural Significance** – No water bodies or areas of natural significance were identified within 30m of the Phase I ESA properties.
- (v) **Well Records** – Water services on the subject properties are provided by the Town of Southgate.

(d) Site Operating Records

At the time of this investigation, the part of the Phase I properties being examined were not developed with any buildings.

The sites, Part 2 and Part 3, are currently being used as a parking lot. There are no different past operations on site.

Solid Waste

No solid waste is generated on site at the time of the investigation.

Liquid Waste

No Liquid waste in the form of used solvents, greases or oils were found during this investigation.

Chemical Storage Facilities

No chemical storage was observed at the time of this investigation. There is no documentation or evidence indicating the storage of chemicals other than common household cleaners.

Spill History

There is no documentation indicating any history of spills on the subject properties. A visual inspection was conducted throughout the entire properties and no significant staining or spillage was observed.

Underground and Aboveground Storage Tanks

There is no sign of any underground or aboveground storage tanks currently located on site the site.

Bulk Gases

No bulk gases were located on site at the time of this investigation. There is no documentation or evidence indicating that bulk gases were ever stored on site.



PCBs

The properties were inspected for the presence of electrical equipment (transformers, capacitors and fluorescent light lamp capacitors) containing polychlorinated biphenyls (PCBs).

Transformers: No large-scale transformers were observed on the properties.

Capacitors: No large-scale electrical capacitors were observed on the properties.

Fluorescent lamp ballasts: No Fluorescent light fixtures were observed on the properties.

Asbestos/UFFI Materials

During the site inspection, no visual evidence of friable or non-friable asbestos-containing materials (ACMs) or sprayed urethane foam insulation or urea formaldehyde foam insulation (UFFI) was observed.

Lead-Based Paints

No Lead Based Paints were observed on the properties.

5.0 INTERVIEWS

Information regarding the subject property was obtained from Mr. David Milliner of The Township of Southgate.

6.0 SITE RECONNAISSANCE**(a) General**

The Phase I ESA site visit occurred on November 19, 2018. The weather conditions were -2°C and cloudy. The ground was covered in an inch of snow. The time frame for the investigation was 0.5 hours. The site was in operation as a parking lot at the time of the visit. The site inspection was carried out by Rubicon Environmental (2008) Inc. staff. Refer to Figure 2: Site Plan.

Photographs taken of the subject properties as part of the current investigation can be reviewed with descriptions in Appendix 1.

(b) Specific Observations at Phase I Property**Summary of Phase I Property**

| | |
|----------------------------|--------------------|
| Property Size | 150 m ² |
| Number of Buildings | 0 |
| Estimated Size of Building | - |
| Utilities | Sewer/ Storm Drain |
| Date of Construction | - |
| Foundations | - |
| Number of Stories | - |
| Roof | - |
| Interior Construction | - |
| Exterior Construction | - |
| Flooring | - |
| Ceiling | - |
| HVAC | - |

Indoor Observations

1. Details of Heating – There are no heating systems on any part of the properties being examined. The site is currently a parking lot with no building.
2. Pits and Drains – No pits or drains were observed on the subject properties.



3. Unidentified Substances – There are no unidentified substances located on the subject properties.

Locations of Stains - No areas of significant staining were observed on the properties.

Outdoor Observations

- i) There is no evidence or documentation of a well on the properties
- ii) Ground surface for the Phase I properties consists of asphalt and gravel.
- iii) There is no evidence of current or former railway lines or spurs on the Phase I properties.
- iv) There is no evidence of staining of soils, vegetation, pavement, or concrete on the Phase I properties.
- v) There is no evidence of stressed vegetation on the Phase I properties.
- vi) There are no areas of imported fill identified on the Phase I properties.
- vii) No unidentified substances were found on the Phase I properties.

Surrounding Land Use

| Direction | Land Uses | Observations / Comments |
|-----------|--------------------------|--|
| North | Residential | Single Family Homes and Apartment complexes |
| East | Residential & Commercial | Single Family Homes and Apartment complexes / Retail and Offices |
| South | Commercial | Retail / Offices |
| West | Commercial | Retail / Offices |



7.0 REVIEW and EVALUATION of INFORMATION**(i) Current and Past Land Uses****Part 2: Part of 10 Main Street East, Dundalk, Ontario**

| Year | Name of Owner | Description of Property Use | Property Use |
|---------------|---|-----------------------------|-----------------|
| 1977- Present | The Corporation of the Village of Dundalk | Plan Miscellaneous | Vehicle Parking |

Note: Table completed in accordance with O. Reg. 153/04, as amended by O. Reg. 511/09.

Part 3: Part of 31 Proton Street North, Dundalk, Ontario

| Year | Name of Owner | Description of Property Use | Property Use |
|---------------|--------------------------------------|-----------------------------|--------------|
| 1957- Present | The Canadian Bank of Commerce (CIBC) | Bank | Commercial |

Note: Table completed in accordance with O. Reg. 153/04, as amended by O. Reg. 511/09.

(ii) Potentially Contaminating Activities Directly Related to the Subject Property

Based on the investigations carried out pursuant to sections 13 and 14 of O. Reg. 153/04, there are no areas of potential environmental concern (APEC) present on the Phase I property directly attributed to historical onsite potentially contaminating activities (PCAs). Furthermore, there is one (1) non-contributing PCA present off site and within the Phase I study area. Refer to Figure 3 and PCA Table.

The Ministry of the Environment (MOE) has identified "Potentially Contaminating Activities" (PCAs) specific for identified activities listed in Table 2 of O. Reg. 153 / 04.

Non-Contributing Potentially Contaminating Activities Pertaining to the RSC Property

| PCA # | Historic or Current Source (Address, distance from Phase One Property) | Activity Description | Date | PCA's | Rationale |
|-------|--|----------------------|------|-----------|---|
| 1 | Off - Site Historical 39 Proton St. N | Spill | 1996 | No Number | ERIS Records Search indicates a spill of 1,125 of fuel oil in the parking lot. Previous Rubicon reports provided clear information on product spilled location of spill and clean up undertaken. Limited risk |

Based on (1) non-contributing PCA identified in and around the subject properties, there are no APEC identified on the subject properties.



8.0 CONCLUSIONS

Rubicon Environmental (2008) Inc. was retained by David Milliner of the Township of Southgate to undertake a Phase I Environmental Site Assessment (ESA) at a small parking lot behind the commercial building located at 31 Proton Street North, Dundalk, Ontario. The small parking lot consists of two properties. The first property is owned by the Corporation of Dundalk village. The legal property description is PT LT 23-24 BLK E PL 480 Dundalk, GS101020; Southgate and is referred to as Part 2. The Second property is owned by The Canadian bank of Commerce (CIBC). The legal property description is PT LT 22-23 BLK E PL 480 Dundalk, GS28241; Southgate and is referred to as Part 3. The Phase I ESA was completed to determine if there appeared to be any environmental concerns on the subject properties related to any on-site or off-site potentially contaminating activities, in anticipation of a real estate transaction. This assessment was not conducted to support the filing of a record of site condition with the MECP. This assessment was conducted with reference to CSA Standard Z768-01 for Phase I ESAs and to O. Reg. 153/04.

The EcoLog ERIS search found no records associated with the subject properties. The EcoLog search found one hundred and five (105) records in the Phase One Study Area. A thorough review of the one hundred and five (105) off-site records was conducted and it was determined that none present a risk to the subject site.

No solid waste is generated on site at the time of the investigation. No liquid waste is generated on site at the time of the investigation. There is no documentation indicating any history of spills on the subject properties.

The properties were inspected for the presence of electrical equipment (transformers, capacitors and fluorescent light lamp capacitors) containing polychlorinated biphenyls (PCBs). No large-scale transformer(s) were observed on the properties. No large-scale electrical capacitors were observed on the properties. No fluorescent light fixtures were observed on the properties.

During the site inspection, no visual evidence of friable or non-friable asbestos-containing materials (ACMs) or sprayed urethane foam insulation or urea formaldehyde foam insulation (UFFI) were observed on the properties. No lead containing paints were observed on the properties.

No Areas of Potential Environmental Concern (APECs) were identified with the subject properties.

Based on the findings of the Phase I completed by Rubicon Environmental (2008) Inc., it is our opinion that no further environmental investigation is warranted on the subject properties, at this time. The subject properties appear to be compliant with current MECP Regulations and do not appear to represent an environmental risk in owning, insuring or financing, at this time. The subject properties are suitable for ongoing commercial land use.

Respectfully submitted,

RUBICON ENVIRONMENTAL (2008) INC.



Paul D. Rew, P.Eng. QP





9.0 REFERENCES

Aerial photographs: obtained from ERIS

Google Maps URL: <http://maps.google.ca/maps>

Ministry of Northern Development and Mines *"Bedrock Geology of Ontario, Southern Sheet, Map 2544"*

Ministry of Natural Resources Ontario Geological Survey, *"Quaternary Geology of Toronto & Surrounding Area – Southern Ontario. 1990. Map 2204"*

Ontario Ministry of the Environment, Ontario Regulation 153/04, as amended by Ontario Regulation 511/09.

Topographic Map referenced from Natural Resources Canada:
<http://www.atlas.nrcan.gc.ca/site/english/toporama/index.html>

CSA Standard Z768-01



10.0 LIMITATIONS

1. This assessment was conducted in accordance with generally accepted engineering standards. It is possible that materials other than those described in this report are present at the site. The client acknowledges that no assessment can necessarily identify the existence of all contaminants, potential contaminants or environmental conditions;
2. This report was prepared for the sole and exclusive use of The Township of Southgate. Rubicon Environmental (2008) Inc. accepts no responsibility or liability for any loss, damage, expense, fine or any other claim of any nature or type, including any liability or potential liability arising from its own negligence, for any use of this report or reliance on it, in whole or in part, by anyone other than The Township of Southgate;
3. There is no representation, warranty or condition, express or implied, by Rubicon Environmental (2008) Inc. or its officers, directors, employees or agents that this assessment has identified all contaminants, potential contaminants or environmental conditions at the site or that the site is free from contamination, potential contaminants or environmental conditions other than those noted in this report;
4. This assessment has been completed from information and documentation described in this report as well as the results of limited chemical analysis of soil samples collected from accessible locations on the date(s) specified. We have assumed that any such information and documentation is accurate and complete. We can accept no responsibility or liability for any errors, deficiencies or inaccuracies in this report arising from errors or omissions in the information and documentation provided by others;
5. This assessment was based on information and the results of investigation(s) obtained on the date(s) specified. Rubicon Environmental (2008) Inc. accepts no responsibility or liability for any changes or potential changes in the condition of the site subsequent to the date of our investigation(s);
6. The conditions between sampling locations have been inferred, to the best of our ability, based on the conditions observed at sampling locations. Conditions between and beyond sampling locations may vary. This assessment pertains, only, to the site specifically described in this report and not to any adjacent or other property;
7. This assessment does not include, nor is it intended to include, any opinion regarding the suitability of any structure on the site for any particular function, the integrity of the on-site buildings or the geotechnical conditions on the site, with the exception of how they may identify with environmental concerns. Inspections of buildings do not include compliance with building, gas, electrical or boiler codes, or any other federal, provincial or municipal codes not associated with environmental concerns. Should concerns regarding any parameters other than environmental concerns arise as a result of our investigation(s), they should be addressed by appropriately qualified professionals; and,
8. This report is not to be reproduced or released to any other party, in whole or in part, without the express written consent of Rubicon Environmental (2008) Inc.





Township of Southgate

Minutes of Public Planning Meeting

September 5, 2018

6:30 PM

Council Chambers

Members Present: Mayor Anna-Marie Fosbrooke
Councillor Barbara Dobreen
Councillor Jim Frew
Councillor Christine Gordon
Councillor Dale Pallister
Members Absent: Deputy Mayor John Woodbury
Staff Present: Joanne Hyde, Clerk
Lindsey Green, Deputy Clerk
Clinton Stredwick, Planner
Jim Ellis, Public Works Manager

1. Call to Order

Mayor Fosbrooke called the meeting to order at 6:30 PM.

2. Public Meeting

2.1 OPA2-18 Source Water Protection - Township of Southgate

2.1.1 Background

THE PURPOSE and EFFECT of the Township of Southgate Official Plan Amendment is to add in Policies related to Source Water Protection. There is an approved Source Water Protection Plan for the area that requires inclusion within the Township Official Plan in order to control and

regulate development within the Source Water Protection Area.

2.1.2 Comments Received from Agencies and the Public

Planner Stredwick reviewed comments received from the Historic Saugeen Metis, Saugeen Valley Conservation Authority and Enbridge Gas. Planner Stredwick confirmed that he verbally spoke to the Grand River Conservation Authority after the agenda was published and confirmed that their comments would be added to the file on the website following the meeting.

2.1.3 Questions from Council

Councillor Dobreen wanted to make sure the comments received from agencies after the publishing of the agenda were uploaded to the website following the meeting. Planner Stredwick confirmed that the comments will be made available.

A discussion was held regarding the mapping of the current wells in the Dundalk area.

Councillor Frew asked if private wells were going to be identified. Planner Stredwick confirmed that the Source Water Protection Plan only deals with municipally owned wells. Councillor Dobreen noted that there are still some private wells in the Dundalk area that would likely fall within this area. Public Works Manager Jim Ellis noted that the private wells are not a threat.

2.1.4 Members of the Public to Speak

There were no members of the public in attendance.

2.1.5 Further Questions from Council

Mayor Fosbrooke asked when they would be able to see the new policies being proposed. Planner Stredwick noted that the Official Plan Amendment is in draft form and is available on the website under the file.

3. Adjournment

The meeting adjourned at 6:48 PM.

Mayor Anna-Marie Fosbrooke

Clerk Joanne Hyde



Township of Southgate

Minutes of Public Planning Meeting

September 26, 2018

1:00 PM

Council Chambers

Members Present: Mayor Anna-Marie Fosbrooke
Deputy Mayor John Woodbury
Councillor Barbara Dobreen
Councillor Jim Frew

Members Absent: Councillor Christine Gordon
Councillor Dale Pallister

Staff Present: Lindsey Green, Deputy Clerk
Clinton Stredwick, Planner

1. Call to Order

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

2. Public Meeting

2.1 C21-18 - Joseph B. Hoover, Conc 1 SWTSR, Lot 206, Geographic Township of Proton

2.1.1 Background

The Purpose of the proposed zoning bylaw amendment application is to consider a change which will allow for a portion of the property to be used as a metal work and or plastics shop with office and power room. The shop including office and Power room will be 557.48m². The outside storage area will be 692.5m².

The Effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the

property from Agricultural exception 95 (A1-95) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property.

2.1.2 Comments Received from Agencies and the Public

Planner Stredwick reviewed comments received from the Historic Saugeen Metis, The County of Grey, Township Building Department, Public Works Department, Fire Department, Saugeen Valley Conservation Authority and Enbridge Gas. There were no public comments received.

Planner Stredwick noted that he has not yet received comments from the MTO but will expect to receive them before the by-law comes forward.

2.1.3 Questions from Council

Councillor Dobreen asked about the entrance with regards to the MTO. Given that there is a shop adjacent and another shop in proximity that the MTO denied a Highway 10 entrance, she wondered if we would just need to wait and see? Planner Stredwick confirmed that that is correct, if MTO denies the permit then the zoning would not proceed.

Councillor Frew sought clarification on some of the questions in the application as there seemed to be inconsistencies with who owns the land vs. renting the land.

Councillor Dobreen asked for confirmation about not being able to have a shop without there being a permanent residence on the property. Planner Stredwick confirmed that that is correct.

2.1.4 Applicant or Agent

The Applicant or Agent were not in attendance.

2.1.5 Members of the Public to Speak

There were no members of the public present.

2.1.6 Further Questions from Council

Mayor Fosbrooke asked about what the current zoning of the property is as she remembered seeing a commercial zoning. It was clarified that the commercial zoning is noted on a different application coming forward in this meeting. She also asked if it is metal or plastic being manufactured. Planner Stredwick noted that it would be clarified in the by-law. She asked about the quality of one of the maps included in the application.

2.2 C22-18 - Enoch B & Louisa Bauman, Conc11, Lot 26, Geographic Township of Proton

2.2.1 Background

The Purpose of the proposed zoning bylaw amendment application is to consider a change which will allow for a portion of the property to be used as a woodworking shop with office and power room. The shop including any office and Power room will be 223m². The outside storage area will be 837m².

The Effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property.

2.2.2 Comments Received from Agencies and the Public

Planner Stredwick reviewed comments received from the Historic Saugeen Metis, The County of Grey, Township Building Department, Public Works Department, Fire Department, Saugeen Valley Conservation Authority and Enbridge Gas. There were no public comments received.

2.2.3 Questions from Council

Councillor Dobreen noted that the Saugeen Valley Conservation Authority comments said that an Environmental Impact Study was not needed.

2.2.4 Applicant or Agent

The Applicant or Agent were not present.

2.2.5 Members of the Public to Speak

There were no members of the public in attendance.

2.2.6 Further Questions from Council

Councillor Dobreen thought it was odd that the shop was a quarter of the size of the outside storage and asked regarding a site plan and whether or not the use of the outside storage will be regulated. Planner Stredwick confirmed that this shop is for making cedar fence posts therefore they put logs through a peeler, and store the logs in the outside storage because of the size. Councillor Dobreen wondered if we get involved with how they dispose of the wood peelings. Planner Stredwick confirmed we do not get involved with this process.

2.3 C23-18 - Amos & Betsy Bauman, Conc 13, Lot 25, Geographic Township of Proton

2.3.1 Background

The Purpose of the proposed zoning bylaw amendment application is to consider a change which will allow for a portion of the property to be used as a shop for precast concrete forming and welding with office and power room. The shop including any office and Power room will be 399m². The outside storage area will be 750m².

The Effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) and Rural Commercial Zone (C4) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property.

2.3.2 Comments Received from Agencies and the Public

Planner Stredwick reviewed comments received from the Historic Saugeen Metis, The County of Grey, Township Building Department, Public Works Department, Fire

Department, Saugeen Valley Conservation Authority and Enbridge Gas. There were no public comments received.

2.3.3 Questions from Council

Mayor Fosbrooke wondered why we would rezone from commercial to agriculture when we know this is going to be an industrial operation and if we were to zone as industrial if that is compatible with our Official Plan. Planner Stredwick explained that this is an on-farm diversified use, therefore tied to the agricultural nature of the area. He explained that the industrial zoning is a lot more permissive with the types of uses allowed and if we zoned industrial that would wipe out any other use but what we were doing here is adding a use to an agriculture zone so you can continue to farm and have a barn etc.

Mayor Fosbrooke asked why Grey Highlands zones similar operations commercial and industrial and we do it as an agricultural exception. Planner Stredwick confirmed that Grey Highlands simply does it differently than Southgate.

Mayor Fosbrooke added that she thinks statutory public meetings at 1:00 PM are not feasible and that people would like more opportunities to participate. She added that in her opinion, wear and tear on roads is not being taken into consideration for these applications.

A discussion was held regarding how staff process and deal with the Ministry of Natural Resources and Forestry comments not pertaining to this application specifically.

2.3.4 Applicant or Agent

The Applicant or Agent were not in attendance.

2.3.5 Members or the Public to Speak

There were no members of the public in attendance.

2.3.6 Further Questions from Council

None.

3. Adjournment

The meeting adjourned at 1:38 PM.

Mayor Anna-Marie Fosbrooke

Deputy Clerk Lindsey Green



TOWNSHIP OF SOUTHGATE

AUDIT PLANNING REPORT TO THE MEMBERS OF COUNCIL

November 26, 2018



Tel: 519 376 6110
Fax: 519 376 4741
www.bdo.ca

BDO Canada LLP
1717 2nd Avenue E, Third Floor
PO Box 397
Owen Sound ON N4K 5P7 Canada

November 26, 2018

Members of Council
Township of Southgate
RR#1, 185667 Grey Road 9
Dundalk ON N0C 1B0

Dear Sir/Madam:

We are pleased to present our audit plan for the audit of the consolidated financial statements of the Township of Southgate (the "Township") for the year ending December 31, 2018.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement. The audit planning report forms a significant part of our overall communication strategy with the members of the Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the members of the Council throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Council meeting and the preparation of our final report to the members of Council.

This report has been prepared solely for the use of the members of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

Council plays an important part in the audit planning process and we would be happy to meet with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,

Traci Smith, CPA, CGA, LPA
Partner
BDO & Company LLP*

*BDO & Company LLP provides accounting, assurance, tax and other professional advisory services to BDO Canada LLP, Chartered Professional Accountants, Licensed Public Accountants

TS:mh

TABLE OF CONTENTS

EXECUTIVE SUMMARY 3

YOUR DEDICATED BDO AUDIT TEAM..... 4

AUDIT TIMELINE 5

AUDIT RISKS AND PLANNED RESPONSES 6

MATERIALITY 8

APPENDIX A: BDO AUDIT STRATEGY..... 10

APPENDIX B: INDEPENDENCE LETTER..... 11

APPENDIX C: RESPONSIBILITIES 14

APPENDIX D: BDO RESOURCES..... 17

APPENDIX E: ENGAGEMENT LETTTER 18

EXECUTIVE SUMMARY



Your BDO Audit Team

Traci Smith, CPA, CGA, LPA will be the lead on the engagement team, supported by experts as deemed necessary. Please refer to page 4 for contact information should you have any questions or concerns regarding the financial statement audit.



Timeline

The audit is scheduled to start on April 8, 2019 with final completion scheduled for the end of June. See the [Audit Timeline](#) section of the report for the detailed milestones.



Audit Risks

Our audit is focused on risks specific to your township and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Control Environment
- ▶ Landfill Post Closure Liability
- ▶ Revenue Recognition
- ▶ Government Transfers
- ▶ Commitments and Contingencies
- ▶ Post-employment Benefits
- ▶ Consolidation of Wellington North Power Inc.
- ▶ Contributed Capital Assets
- ▶ Trust Fund Investments



Materiality

We have determined that materiality for the current year audit will be based on 2% of average total revenue. Preliminary materiality is \$200,000 for the year ended December 31, 2018.



Engagement Objectives

Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities.



Fraud Discussion

Through our planning process, and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Township. Please see [Appendix C](#) for clarification of the auditor's responsibilities for detecting fraud.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Township, we request that you provide us with this information.



Responsibilities

Responsibilities to the Township are shared among management, Members of Council, and BDO. Please see [Appendix C](#).



Resources

BDO resources are available to Members of Council such as: PSAB publications, tax resources, and new auditor reporting. Please see [Appendix D](#).

YOUR DEDICATED BDO AUDIT TEAM

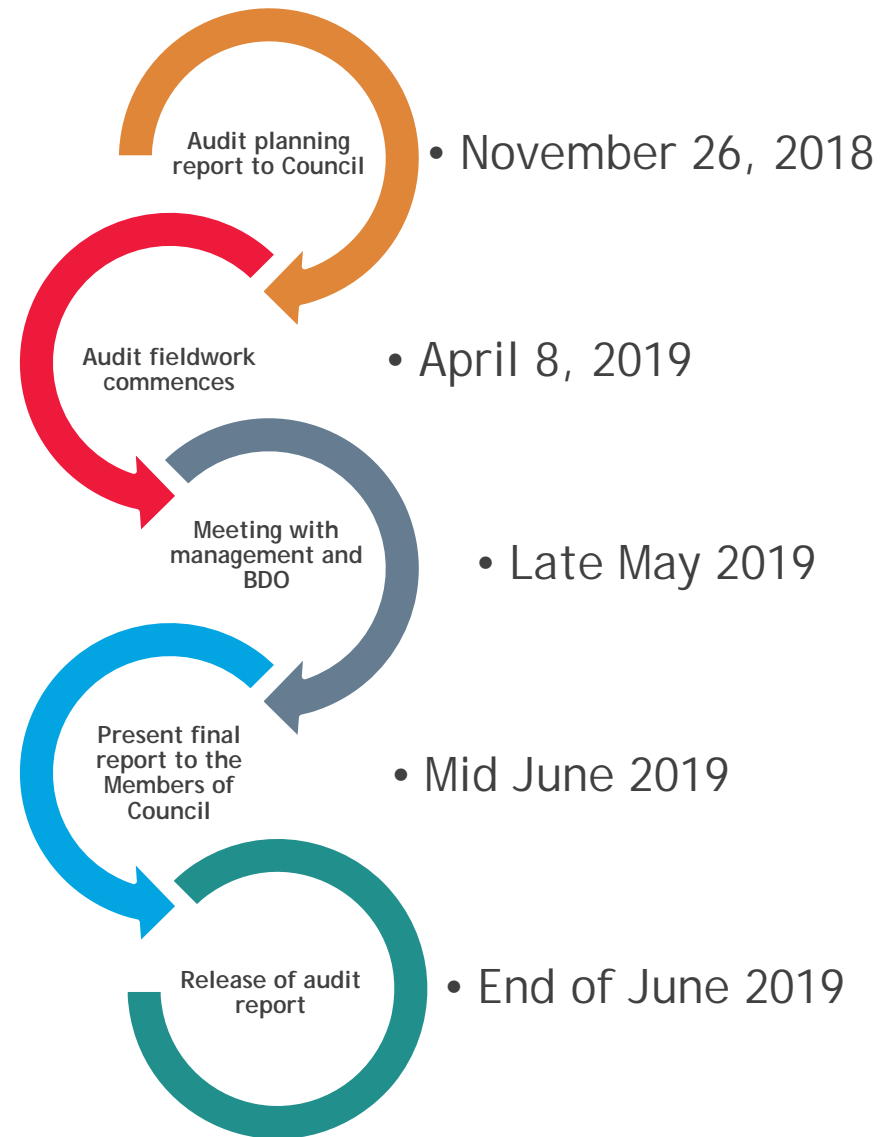
In order to ensure effective communication between the Members of Council and BDO Canada LLP, the contact details of the engagement team are outlined below. We attempt to provide continuity of service to our clients to the greatest extent possible. When changes are required for key members of the engagement team, we will discuss this matter with Management and determine the appropriate new individual(s) to be assigned to the engagement based on particular experience, expertise and engagement needs.

| NAME | ROLE | PHONE NUMBER | EMAIL |
|-----------------------------|--------------------|--------------------------------------|---------------------------------|
| Traci Smith | Engagement Partner | 519-376-6110 Ext 2225 | tsmith@bdo.ca |
| Robyn Strangway-Calder | Senior Manager | 519-376-6110 Ext 2241 | rstrangway@bdo.ca |
| Jacob Perry | Senior Accountant | 519-376-6110 Ext 2207 | japerry@bdo.ca |
| Zachary Brush | Audit Staff | 519-376-6110 Ext. 2219 | zbrush@bdo.ca |
| Colin MacKay | IS Specialist | 705-445-4421 Ext 8226 | cmackay@bdo.ca |
| Scott Merry Nicole White | HST Specialists | 519-622-7676 Ext 1957 Ext 4594 | smerry@bdo.ca nbwhite@bdo.ca |

AUDIT TIMELINE

The following schedule outlines the anticipated timing of the audit of the consolidated financial statements of the Township.

As part of the year end Council meeting, we will provide the Members of Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.



AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the Township, our past experience, and knowledge gained from management and the Members of Council, we have identified the following significant risks; those risks of material misstatement and other areas of concern that, in our judgment, require special audit consideration.

Risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following risks and whether there are any other areas of concern that the Members of Council have identified.

| AREAS OF FOCUS | RISKS NOTED | AUDIT APPROACH |
|-------------------------------|---|---|
| Control Environment | Management may at any time have the opportunity to override internal controls. | <ul style="list-style-type: none"> • Test appropriateness of journal entries. • Review accounting estimates for biases and evaluate the risk of material misstatement due to fraud. • For significant transactions that are outside the normal course of business, evaluate the business rationale behind the transaction. |
| Revenue Recognition | Inherent risk that revenue may not be completely recorded. | <ul style="list-style-type: none"> • Review revenue recognition policies and ensure it complies with relevant accounting standards, the Township's accounting policies and Canadian public sector accounting standards. |
| Government Transfers | Significant risk that government transfers may not be recorded properly because of the complexity of the standard. Significant judgment is required to assess the eligibility criteria/stipulations and the recognition or deferral of grant revenue can affect the annual surplus. | <ul style="list-style-type: none"> • Review of agreements and discussions with management. • Confirmation of cash received and reconciliation of cash flows and eligible expenditures. |
| Commitments and Contingencies | There is a risk that not all lawsuits have been properly identified or evaluated. | <ul style="list-style-type: none"> • Confirm outstanding lawsuits with the Township's lawyers and insurance company. • Assess the reasonableness of the accruals and disclosures through discussions with management and legal counsel, and agree to supporting documentation and historical trends. |

| AREAS OF FOCUS | RISKS NOTED | AUDIT APPROACH |
|---|--|---|
| Landfill Post Closure Liability | There is a risk that landfill site post closure liability is recorded incomplete, inaccurate or invalid. | <ul style="list-style-type: none"> Obtain the Township's calculation of the liability for each landfill site, reconcile to the general ledger, check calculations and agree to supporting documentation. |
| Post-employment Benefit | There is a risk that the post-employment benefit obligation has not been accurately valued. | <ul style="list-style-type: none"> Obtain actuarial valuation report for defined benefit post-employment plans. Challenge the reasonableness of the assumptions used by actuary and review actuarial calculations, discussing the assumptions and calculations with actuary as required. Test for completeness and accuracy of the participant data supplied by the client to the actuary. Check that recognition and disclosure in financial statements complies with relevant accounting standards, client's accounting policies and Canadian public sector accounting standards. |
| Consolidation of Wellington North Power Inc. | There is a risk that the consolidation of Wellington North Power Inc. is not accurate. | <ul style="list-style-type: none"> Review Wellington North Power Inc. financial statements and consolidating entry. |
| Contributed Capital Assets | There is a risk that donated assets or assets assumed by the township (i.e. subdivisions) are not capitalized. | <ul style="list-style-type: none"> Discussions with management and review of minutes. |
| Holdbacks Payable | There is a risk that accruals of holdbacks related to contractual payments are not recorded. | <ul style="list-style-type: none"> Enquire with management as to their plans and commitments to acquire assets. Review invoices, progress certificates and Committee minutes for holdbacks and payments after the period end for evidence of capital commitments. |
| Trust Fund Investments | There is a risk that trust fund investments do not exist. | <ul style="list-style-type: none"> Confirmation of significant investments with financial institution. |

MATERIALITY



Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the consolidated financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Preliminary overall materiality was determined to be \$200,000, based on 2% of average total revenues. Performance materiality of \$150,000 is set at 75% of materiality. We use performance materiality to focus our audit; identify amounts to be examined using statistical sampling and determining key items for analytical procedures. A threshold of 10-20%

of performance materiality is then used for substantive and analytical procedures.

Our materiality calculation is based on the Township's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Members of Council as part of our year end communication.

We will communicate all uncorrected misstatements identified during our audit to the Members of Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

APPENDICES

Appendix A: BDO audit strategy

Appendix B: Independence letter

Appendix C: Responsibilities

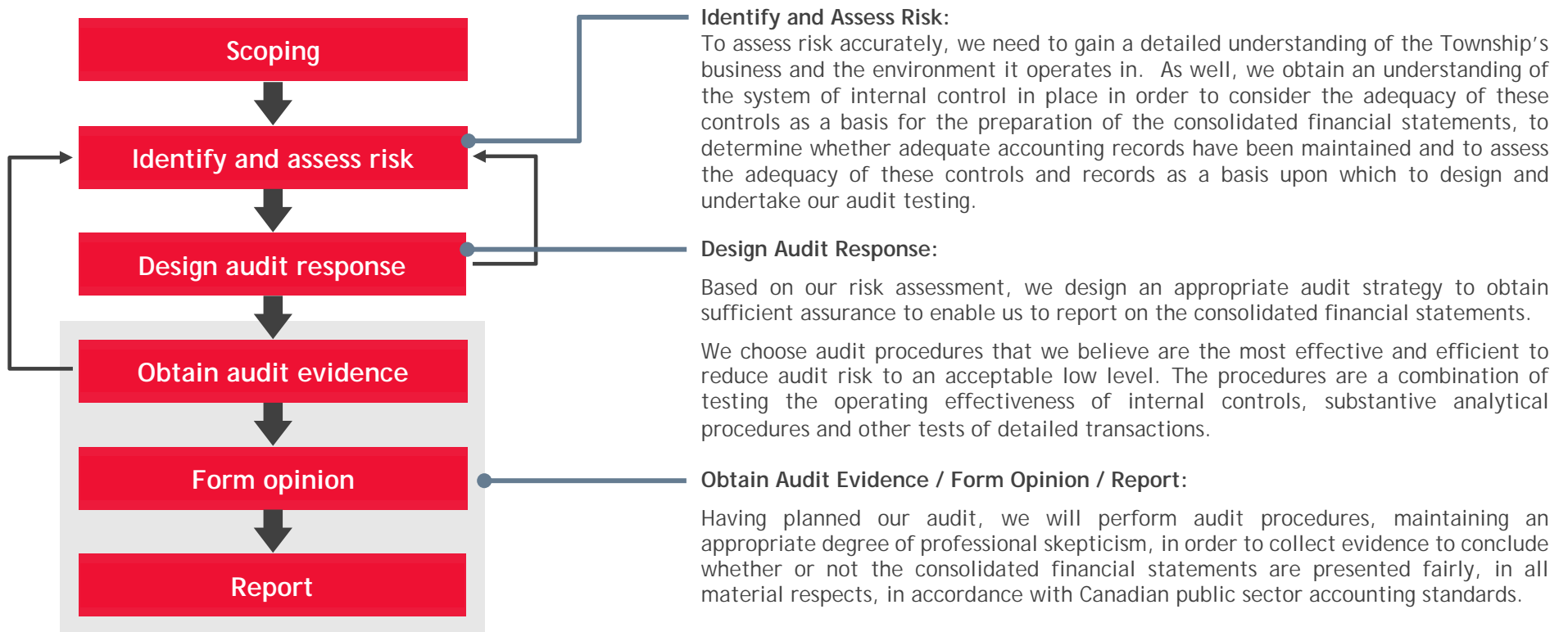
Appendix D: BDO resources

Appendix E: Engagement letter

APPENDIX A: BDO AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Township.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Members of Council.



APPENDIX B: INDEPENDENCE LETTER



Tel: 519 376 6110
Fax: 519 376 4741
www.bdo.ca

BDO Canada LLP
1717 2nd Avenue E, Third Floor
PO Box 397
Owen Sound ON N4K 5P7 Canada

November 26, 2018

Members of Council
Township of Southgate
RR#1, 185667 Grey Road 9
Dundalk ON N0C 1B0

Dear Members of Council :

We have been engaged to audit the consolidated financial statements of the Township of Southgate (the "Township") for the year ended December 31, 2018.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Township and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules and related interpretations prescribed by the appropriate provincial institute/order, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are aware of the following relationships between the organization and us that, in our professional judgment, may reasonably be thought to have influenced our independence.

- We have provided advice and comments to management regarding several financial statement measurement, presentation and disclosure matters.
- We have provided assistance in the preparation of the consolidated financial statements, including adjusting journal entries. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the consolidated financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with (relevant GAAP).



- We, therefore, required that the following safeguards be put in place related to the above:
 - Management provided us with a trial balance prior to completion of our audit.
 - Management created the source data for all the accounting entries.
 - Management reviewed advice and comments provided and undertook their own analysis considering the Township's circumstances and generally accepted accounting principles.
 - Management reviewed and approved all journal entries prepared by us, as well as changes to financial statement presentation and disclosure.
 - Someone other than the preparer reviewed the proposed journal entries and consolidated financial statements.

We hereby confirm that we are independent with respect to the Township within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario as of November 26, 2018.

This letter is intended solely for the use of the Members of the Council, management and others within the Township and should not be used for any other purposes.

Yours truly,

BDO Canada LLP

BDO Canada LLP
Chartered Professional Accountants, Licensed Public Accountants

APPENDIX C: RESPONSIBILITIES

It is important for the Members of Council to understand the responsibilities that rest with the Township and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO’s responsibilities are outlined below and within the engagement letter (see Appendix E). BDO policies require an engagement letter to be reissued and signed every three years when there have not been any material change in circumstances.

AUDITOR’S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the Township in accordance with Canadian public sector accounting standards.

| Year-End Audit Work | Other Information |
|--|---|
| <ul style="list-style-type: none">▶ Work with management towards the timely issuance of consolidated financial statements and information returns (if applicable).▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.▶ Present significant findings to the Members of Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work. | <ul style="list-style-type: none">▶ Read the other information included in the Township’s Annual Report to identify material inconsistencies, if any, with the audited consolidated financial statements. |
| | Year-Round Work |
| | <ul style="list-style-type: none">▶ Consult regarding accounting, tax and reporting matters as requested throughout the year. |

AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Fraud Risk Assessment Procedures

- ▶ Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Township, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Township; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.



Response to Assessed Fraud Risks

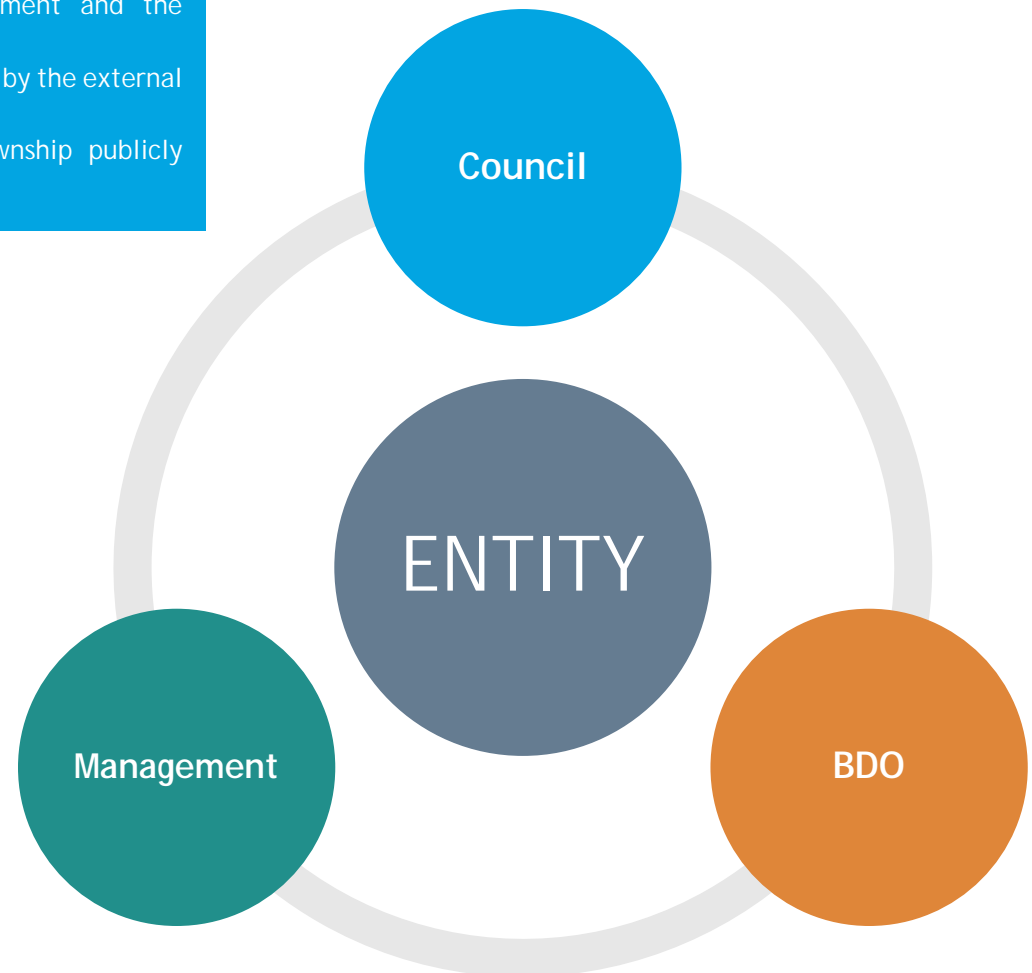
- ▶ Inquire of management, the Members of Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- ▶ Perform additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

COUNCIL'S RESPONSIBILITIES

- ▶ Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- ▶ Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- ▶ Pre-approve all non-audit services to be provided to the Township by the external auditor.
- ▶ Review the consolidated financial statements before the Township publicly discloses this information.

MANAGEMENT RESPONSIBILITIES

- ▶ Maintain adequate accounting records and maintain an appropriate system of internal control for the Township.
- ▶ Select and consistently apply appropriate accounting policies.
- ▶ Prepare the annual consolidated financial statements in accordance with Canadian public sector accounting standards.
- ▶ Safeguard the Township's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- ▶ Make available to us, as and when required, all of the Township's accounting records and related financial information.



APPENDIX D: BDO RESOURCES

BDO is a leading provider of professional services to clients of all sizes in virtually all business sectors. Our team delivers a comprehensive range of assurance, accounting, tax, and advisory services, complemented by a deep industry knowledge gained from nearly 100 years of working within local communities. As part of the global BDO network, we are able to provide seamless and consistent cross-border services to clients with global needs. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

PSAB PUBLICATIONS

The Township applies Canadian Public Sector Accounting Standards (PSAB). If the Township would like additional information about the accounting standards or about upcoming changes please see the website below and review the BDO publications available to our clients. Publications relevant for the Township would include the following:

- “Public Sector Accounting Standards Update 2018” which provides you with details on recent changes to PSAB Standards.

http://www.bdo.ca/BDO/media/FRS/ASNPO/PSAS_Update_24Sep18.pdf

- “Public Sector at a Glance” which provides you with details on PSAB Standards.

<http://www.bdo.ca/en-ca/services/assurance-and-accounting/a-a-knowledge-centre/psas/>

Outlined below is a summary of certain BDO resources which may be of interest to the Members of Council.

TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO Canada’s national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link: [Tax Library | BDO Canada](#)

NEW AUDITOR REPORTING

In April 2017, the Auditing and Assurance Standards Board (AASB) in Canada approved the new and revised auditor reporting standards as Canadian Auditing Standards (CASs). These new standards will be effective for audits of financial statements for periods ending on or after December 15, 2018 with early application permitted.

Highlights of the changes include:

- Re-ordering of the auditor’s report, including moving the opinion paragraph to the first section;
- Expanded descriptions of each group’s responsibilities;
- Disclosure of the name of the engagement partner for listed entities; and
- Optional description of key audit matters.

For further information on this topic, please reach out to your dedicated BDO team.

APPENDIX E: ENGAGEMENT LETTTER



Tel: 519 376 6110
Fax: 519 376 4741
www.bdo.ca

BDO Canada LLP
1717 2nd Ave. E., 3rd Floor
PO Box 397
Owen Sound, ON N4K 5P7

November 29, 2016

Township of Southgate
Liam Gott, CPA, CA
RR 1
185667 Grey Road 9
Dundalk Ontario N0C 1B0

Dear Mr. Gott

We understand that you wish to appoint us as the auditors of Township of Southgate commencing with its fiscal year ended December 31, 2016.

We are pleased to accept appointment as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Traci Smith, CPA, CGA, LPA will be the Engagement Partner for all assurance work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of Services.

Our Role as Auditors

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in



accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.

Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) The preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) Such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) Providing us with:
 - Access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - Additional information that we may request for the purpose of the audit;
 - Unrestricted access to persons within the entity from whom we determine it is



necessary to obtain audit evidence;

- Financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
- Written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

Communication with the Securities Regulators

If the financial statements, supporting schedules and our audit thereon are included in a document required by securities legislation, they may be subject to review and comment by the staff of a securities regulator and to their interpretation of the applicable rules and regulations. This may involve discussions and communications with them, and/or the submission of supplemental data in connection with their review. You agree to inform us of any discussion, communication or submission which may have bearing on the financial statements, schedules and other financial data in the filings and furnish us with copies of related written communications. If we are involved in such communications with the staff of a securities regulator, we will inform you and provide you with copies of the relevant communications.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) Prepare or change a journal entry; or
- (b) Prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.

These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- That you create the source data for all accounting entries;
- That you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- That you review and approve the draft financial statements, including the notes to the



financial statements.

Tax Services

In addition to the assurance services discussed above, we may be requested by you to prepare corporate tax returns. The returns will be prepared based upon the information supplied by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of such information. We will utilize the information you have already provided to our assurance engagement team to the extent that the material is available and relevant to the preparation of the returns. It may be necessary for us to request further information.

Regardless of any tax return preparation services we provide to you, you will remain responsible for filing your tax returns with the appropriate authorities on a timely basis.

Your returns are, of course, subject to review by the taxation authorities. Any items reassessed against you by the taxation authorities are subject to certain rights of appeal. In the event of any tax audit, we will be available to represent you for a mutually agreed upon fee.

We will discuss with you any filing positions which, if taken, have the potential to give rise to a material adverse assessment or reassessment by the taxing authorities. If such an assessment or reassessment occurs, any additional tax that arises will be your responsibility. In addition, we cannot be responsible for interest and penalties assessed against you in connection with your income tax affairs. Therefore, should any interest or penalty be assessed, they shall be your responsibility.

Our audit is conducted primarily to enable us to express an opinion on the financial statements. Accordingly, the audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the organization has specific tax compliance issues. We will, however, provide advice on an ongoing basis on general income tax matters as requested by you. A separate engagement letter may be issued for significant tax projects. To the extent that tax services requested by you are not covered by a separate engagement letter, the terms of this Agreement shall apply to the tax services.

Additional Services

- Audited Financial Information for the Trust Funds
- Audited Financial Statements for the Township of Southgate Public Library Board



We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.


Yours truly,

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

Township of Southgate


Signature

William Gott
Name (please print)

Treasurer
Position

Feb 15/17
Date


Signature

Dave Millraier
Name (please print)

CAO
Position

Feb 15/17
Date

Appendix 1

Standard Terms and Conditions

1. Overview and Interpretation

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying Engagement Letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel

2. BDO Network and Sole Recourse

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.
- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.
- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.

3. *Respective Responsibilities*

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.
- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

4. *Working Papers and Deliverables*

- 4.1 **Ownership** - Any documents prepared by us or for us in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 **Consent to use the Report** - If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.

5. *Confidentiality*

- 5.1 We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may, however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing services.
- 5.2 BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal

purposes or to provide industry/sector wide information to our clients or potential clients. You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

6. *Independence*

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence in writing.

7. *Offers of Employment*

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

8. *Professional and Regulatory Oversight*

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. *Privacy and Consents*

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our services are provided on the understanding that:
- you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and



- we will hold all personal information in compliance with our Privacy Statement.

10. *Electronic Communications*

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.
- 10.2 Unless BDO is otherwise advised it writing, by executing this agreement you provide BDO with consent to communicate with you electronically, including sending newsletters, publications, announcements, invitations and other news and alerts.

11. *Limitation of Liability*

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the services performed by BDO pursuant to this engagement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall not be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the services performed hereunder for an aggregate amount no more than the higher of:
- three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
 - \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

12. *Indemnity*

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors'

fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest
- the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your company, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

13. *Alternative Dispute Resolution*

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. *Limitation Period*

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware (or ought reasonably to have become aware) of the facts giving rise to any such claim and in any event no later than two years after the completion of the relevant services. The parties to this Agreement agree that the limitation period established by any limitations act and/or any other applicable legislation shall be considered not to apply (to the extent permitted by law).

15. *Québec Personnel*

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Subsection 13.2 and Sections 11 (Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

16. Termination

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all services performed up to the date of termination, including services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.
- 17.3 Our professional fees will be based on our regular billing rates which depend on the means by which and by whom our services are provided. We also will bill you for our out-of-pocket expenses, our internal charges for certain support activities, and applicable Harmonized Sales Tax, Goods and Services Tax and Provincial Sales Tax.
- 17.4 Our internal charges are calculated at 6% of our professional fees and represent an allocation of estimated costs associated with general office services such as computer usage, telephone charges, facsimile transmissions, postage and photocopying.
- 17.5 Our accounts are due when rendered. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

18. Governing Laws

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principle Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.

19. Entire Agreement and Survival

- 19.1 This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this letter will not be superseded by any contract with us for other specific services that are



not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.

- 19.2 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

20. *Force Majeure*

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. *Assignment*

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. *Severability*

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

From: "Minister (MMAH)" <minister.mah@ontario.ca>
Date: November 30, 2018 at 10:41:40 AM EST
To: "jhyde@southgate.ca" <jhyde@southgate.ca>
Subject: un message du ministre Steve Clark

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



November 30, 2018

John Woodbury
Mayor
Township of Southgate

jhyde@southgate.ca

Dear Mayor Woodbury and Council:

Please accept my congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public, and I look forward to working with you in the years ahead.

As a former mayor, I know firsthand that municipal government is closest to the people and delivers important services every day. I also know your constituents expect local government to be effective and responsive, and you expect the same in the provincial-municipal relationship.

At the AMO conference this year, I was proud to sign a renewed Memorandum of Understanding one year before it expired. The MOU signals our government's commitment to consult when introducing measures that affect municipalities.

There is much work ahead of us. Our government is working hard to remove red tape that stands in the way of job creation and development in communities across the province. We will be working together to increase housing supply and find efficiencies by reducing the reporting burden you face when dealing with the province. Our goal is to ensure that local governments are working well and supporting future economic prosperity.

As we work together to serve the people of our great province, I want to hear about the challenges you face. I know that local representatives understand their communities and that you can help us ensure that local government is working harder, smarter and more efficiently. Best wishes to you and to council for success over the next four years.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Clark". The signature is fluid and cursive, with the first name "Steve" and last name "Clark" clearly distinguishable.

Steve Clark
Minister

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



Dear Head of Council,

As you know, our government has launched a broad consultation to gather input on how to increase the supply and mix of housing, speed up development timelines and drive down costs. Feedback from the consultation will inform our Housing Supply Action Plan, to be released this spring. I encourage you to share your ideas by visiting Ontario.ca/HousingSupply before January 25, 2019.

As part of this consultation, we will be undertaking a fundamental review of all aspects of the development approvals process as it relates to building more housing people can afford, and attracting and retaining new business investments. That is why I have directed my ministry to review the entire provincial approvals process – from the rules for planning all the way to construction.

I am keenly aware of the broad number of permits, approvals and processes that may come into play as part of this exercise, including those that reside with our partner ministries. I am working closely with my Cabinet colleagues on this initiative and our government's goal is a streamlined development process that ensures provincial approvals are in place within one year so building can begin sooner.

To help achieve this ambitious but necessary goal, and following on the successes of our recent Growth Plan Implementation workshops, we want to hear directly from you. That is why, we will be holding a series of targeted consultations focused on the key laws and policies that my ministry administers, and your input will be critical.

In the coming days, you will be invited to participate in one or several discussions focused on the Planning Act, the Provincial Policy Statement, the Building Code and other matters. This detailed review of individual policies and laws is needed to find every barrier and unnecessary step in the process. However, as Minister, I am interested in transformative change, not incremental shifts in policies.

Making Ontario open for business means a fundamental change to the status quo. Our province needs to be a place where businesses can locate and grow, and create jobs and innovate, not spend their time clearing regulatory hurdles and navigating unnecessary red tape.

This is urgent work, and I hope you will make time to participate. I look forward to hearing your important insights and recommendations on how to move forward.

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark
Minister
Ministry of Municipal Affairs and Housing

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'Steve Clark'.

Steve Clark
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH



Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0
Telephone: (519) 793-3522 • Fax: (519) 793-3823
www.northbrucepeninsula.ca

December 4, 2018

TOWN OF KEARNEY
8 MAIN STREET
KEARNEY, ON
P0A 1M0

Att: Cindy Filmore

Dear Ms. Filmore:

Re: The Creation, Maintenance and General Quality of the Municipal
Voters' List

The resolution received by the Town of Kearney (attached), was reviewed by the Council of the Municipality of Northern Bruce Peninsula on December 3, 2018, relating to the above noted item. At this meeting, Resolution # 28-07-2018 was carried and adopted by Council:

"THAT Council supports the attached resolution No. 10.(d)(iii)/21/11/2018 from The Corporation of the Town of Kearney in regards to the creation, maintenance and general quality of the municipal voters' list. "

The above is being provided for your information.

Yours truly,

Mary Lynn Standen
Clerk

Encl.

Subject:

Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

Resolution #

10.(d)(iii)/21/11/2018

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;
AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of

Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

CARRIED

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

Cindy Filmore

Senior Office Assistant
Town of Kearney
Ph# (705) 636-7752
Fax (705) 636-0527



THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

MOVED BY:

Tom Mills

DATE: November 13, 2018

SECONDED BY:

Fran Pinkney

BE IT RESOLVED THAT:

Council of the Township of East Garafraxa extends the appointment of Guy Gardhouse as the Grand River Conservation Authority Representative for the Townships of East Garafraxa, Amaranth, Southgate and Melancthon and the Town of Grand Valley until December 31, 2018 and that the appointment also extend to 2019 as required until a new appointment has been made by the participating municipalities.

Defeated ☐ Carried ☒ Head of Council

John Stirk John Stirk

Recorded Vote

Yea

Nay

Abstain

Deputy-Mayor John Stirk
Councillor Lenora Banfield
Councillor Tom Nevills
Councillor Fran Pinkney
Mayor Guy Gardhouse

| | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

MOVED BY:

Lenora Banfield

DATE: November 13, 2018

SECONDED BY:

Fran Pinkney

BE IT RESOLVED THAT:

Council of the Township of East Garafraxa recommends that Mayor Gardhouse be appointed as Grand River Conservation Authority representative for the municipalities of East Garafraxa, Amaranth, Grand Valley, Melancthon and Southgate for the upcoming term of Council.

Defeated ☐ Carried ☒ Head of Council

John Stirk *John Stirk*

Recorded Vote

Yea

Nay

Abstain

Deputy-Mayor John Stirk
Councillor Lenora Banfield
Councillor Tom Nevills
Councillor Fran Pinkney
Mayor Guy Gardhouse

| | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



THE CORPORATION OF THE TOWNSHIP OF AMARANTH

NUMBER _____

MOVED BY: _____

DATE: December 5, 2018

SECONDED BY: _____

BE IT RESOLVED THAT:

Council of the Township of Amaranth recommends that COUNCILLOR TIJSSEN be appointed as the Representative for the Municipalities of Amaranth, East Garafraxa, Melancthon, Southgate and the Town of Grand Valley to the Grand River Conservation Authority.

Defeated ☐

Carried ☐

Head of Council _____

Recorded Vote

Deputy Mayor Chris Gerrits
Councillor Heather Foster
Councillor Gail Little
Councillor Mark Tijssen
Mayor Bob Currie

Yea

Nay

Abstain

☐
☐
☐
☐
☐

☐
☐
☐
☐
☐

☐
☐
☐
☐
☐

The Corporation of the Township of Southgate
By-law Number 2018-137
being a by-law to confirm the proceedings of the
Council of the Corporation of the Township of Southgate
at its regular meeting held on December 19th, 2018

Authority: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5 (3) and 130.

Whereas, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law;

And whereas, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law;

Now therefore, the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. That the action of the Council at its regular meeting held on December 19, 2018 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.

2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.

3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Ontario Municipal Board Act R.S.O. 1990, Chapter O.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.

4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

Read a first, second and third time and finally passed this 19th day of December, 2018.

John Woodbury – Mayor

Joanne Hyde - Clerk