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ORANGEVILLE • FERGUS • HARRISTON

September 27, 2021

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

Attention: Dave Milliner  
Chief Administrative Officer

RE: Township of Southgate  
Glenelg Subdivision, Phase 1  
Preliminary Acceptance  
Stage I and II Municipal Services  
Our File: A4171A

Dear Mr. Milliner:

Further to a request from Crozier & Associates (Crozier) dated September 24, 2021 (attached) regarding Preliminary Acceptance of Stage I and II municipal services (i.e., underground services, base asphalt and curb/gutter) for Phase 1 of the Flato Glenelg Subdivision, we wish to advise as follows:

- Site inspections have been completed by Triton Engineering Services Limited, Crozier and municipal staff. These inspections have confirmed that Stage I and II municipal works have been substantially completed. Deficiencies have been noted during the inspection; however, these do not impact the substantial completion status. A complete deficiency list will be composed and forwarded to the Developer's contractor. These deficiencies are to be addressed in a timely fashion. Securities currently in place shall be retained to ensure these deficiencies are completed satisfactorily.
- The Developer's consultant, Crozier has provided written certification that these services have been constructed and installed in accordance with the approved plans and specifications in their letter dated September 24, 2021 (attached).

Based on the preceding, we recommend that Preliminary Acceptance be granted for Stage I and II municipal services for Phase 1 of the Glenelg Subdivision with the guarantee and maintenance period commencing as of September 24, 2021.



We trust that this information is satisfactory and should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Triton Engineering Services Limited



Dustin C. Lyttle, P. Eng.

Encl.

cc: Jim Ellis, Township of Southgate

SEPTEMBER 24, 2021  
PROJECT NO: 1060-4171  
SENT VIA: EMAIL

Township of Southgate  
185667 Grey County Rd. 9 RR 1  
Dundalk, Ontario N0C 1B0

Attention: Mr. David Milliner, CAO

RE: **GLENELG SUBDIVISION - PHASE 1  
CONFORMANCE LETTER FOR SUBSTANTIAL COMPLETION – STAGE I AND STAGE II  
TOWNSHIP OF SOUTHGATE**

Dear Dave,

By copy of this letter, C.F. Crozier & Associates Inc. certifies that all works completed to date have been constructed in general conformance with all applicable municipal and provincial standards and as indicated on the approved for construction drawings.

The following is a summary of the works completed to date as it pertains to the subdivision agreement:

Stage I - all underground works including:

- a) all storm and sanitary sewers (including CCTV acceptance)
  - **Installation of all sanitary and storm sewers is complete.**
  - **CCTV has been completed in all lines except the storm sewer line along the north property boundary and park block which will be completed by October 1, 2021. The mainline sewer videos have been forwarded to Triton for review and our report for the mainlines is attached. Mislabelled service lateral videos have been corrected and will be resubmitted with our full report by October 1, 2021.**
  - **Minor repairs to be identified in a deficiencies memo as noted below. Repairs will be undertaken by the contractor and completed by October 29, 2021.**
  - **Completion of parging and repairs to parging previously completed in all structures is underway and will be done by October 15, 2021. A deficiency list will then be prepared as noted below, if necessary.**
  - **The installation of the plug in the sanitary main line has been completed and photograph provided.**
- b) watermain (including commissioning)
  - **Installation of all watermain is complete.**
  - **Swabbing, hydrostatic testing, chlorination, and de-chlorination are complete per OPSS 441 to the satisfaction of the Township of Southgate.**
  - **Samples have been approved.**
- c) conduits or pipes for electrical services
  - **Kile Contracting is to commence utility servicing shortly and are scheduled to be completed by December 31, 2021. Due to delivery issues, streetlights will be installed Spring 2022.**

- d) all other conduits for utilities such as gas, telephone and cable TV under roadways and including all water, storm and sanitary sewer service connections to the limit of the street allowance for each proposed building lot.
  - **All road crossing ducts have been installed.**
- e) stormwater management facilities including fencing.
  - **Stormwater management pond outlet structures are installed. Weir wall construction to be completed by October 15, 2021.**
  - **Stormwater management pond is complete with topsoil and hydroseed.**
  - **Chain link fence installation has been scheduled by the contractor and will be installed by October 29, 2021.**
  - **Remaining landscaping to follow prior to completion of construction of the homes.**

Stage II - all works up to and including:

- a) curbs and gutter
  - **Temporary curb has been installed within the Phase 1 development; full stage curb and gutter has been installed along Glenelg Street. Scoring of the concrete curb outlet on Glenelg Street at Sta 1+470 to be completed by September 30, 2021.**
- b) base asphalt
  - **All base course asphalt paving has been completed.**
- c) placement of all required street signs and traffic control signs
  - **Temporary signage has been installed.**
- d) erection of a sign at least twelve (12) feet by eight (8) feet to be approved by the Township Engineer at each entrance to the subdivision from a public road, which shall depict the plan of subdivision and shall indicate the locations of all sidewalks/walkways, restricted parking zones, mailboxes, fencing including the type of fencing, school board disclaimer, zoning/land-use on adjacent properties and phases are to be delineated.
  - **Sign was installed Friday September 17, 2021.**
- e) erection of a sign at least three (3) feet by three (3) feet to be approved by the Township Engineer at each point of entry to the subdivision stating that the services including the streets have not been assumed by the Township, and that anyone using the services or streets does so at their own risk.
  - **Signs are manufactured and are to be installed September 24, 2021**

In addition, the Public Works Dept have authorized Glenelg St to be re-opened, so the barricades are being removed on September 24, 2021.

Please consider this letter as a formal request that the Township of Southgate grant Preliminary Acceptance of all Stage I and Stage II services. A preliminary site walk was completed on September 16, 2021 with Crozier and Associates and Triton Engineering to review the items outlined in this letter. Upon completion of the work identified above to be completed by October 15, 2021, a formal deficiency list will be prepared. All observed deficiencies requiring rectification will be addressed prior to the end of November 2021, weather permitting.

Our office, on behalf of Flato Developments Inc., further request that the Township issue sign off for the release of building permits per the requirements of the Subdivision Agreement.

If there is any additional documentation or clarification required, please do not hesitate to contact our office.

Thank you for your prompt attention to this request.

Yours truly,

**C.F. CROZIER & ASSOCIATES INC.**



Craig Kryslak, C.E.T.  
Manager, Construction Services

COPY

e.c.     Shakir Rehmatullah, Flato Developments Inc.  
           Nazy Majidi, Flato Developments Inc.  
           Robert Rawlings, Flato Developments Inc.  
           Ray Kirtz, Triton Engineering  
           Dustin Lyttle, Triton Engineering

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