

## CAO Transition Information

### Orientation:

1. Visit Southgate Facilities & Meet Staff:
  - i. Administration, Clerks & Finance
    - Municipal Office Hopeville
    - Holstein Council Chambers
    - Future Plan – Multi-Use Facility
  - ii. Building Department
    - Municipal Office
    - By-law Enforcement –FT employee that can support Roads in winter month emergencies (On-call rotation)
    - Canine Control
      - Contracted and reports through By-law
      - Provides kennel service
      - By-law Enforcement Officer in place now better supports the ticketing and investigation work when we have a bite or muzzle order issue.
      - Every 3-4 years need to undertake a canine inventory
      - Annual Kennel inspections
      -
    - Future Plan for space– Dedicated office with Public Works in Dundalk
  - iii. Economic Development – Home office employee
  - iv. Fire Department
    - Future plans for space - Building addition for Ladder Truck
    - Grey County EMS Ambulance Service – Future location with growthHuman Resources Coordinator & Assistant to the CAO
  - v. Library
    - Ruth Hargrave Memorial Library, 80 Proton Street N
    - Mount Forest service -Wellington County
    - Durham area service – West Grey
    - Shelburne area service – Town of Shelburne
  - vi. Planning –
    - Admin Support from Clerk’s Office
    - Conservation Authorities (GRCA & SVCA)
  - vii. Public Works – Roads
    - Dundalk Depot (long term convert to Ambulance and equipment storage space for public works or recreation)
    - Holstein Depot (Sand Dome & Eh!tel Tower)
    - Hopeville Depot

viii. Public Works – Waste

- Egremont Landfill, Transfer Station & Compost Facility
- Dundalk Transfer Station (upgrade to increase level of service and recycling transfer)
- Proton Closed Landfill

ix. Public Works – Water & Wastewater

Waterworks

- Well #3 & Reservoir
- Well #4 & New Water Tower in 2023
- Well #5
- Automated Meter Reading System

Wastewater

- Wastewater Lagoons & Treatment Facility – 2023 Expansion Upgrades
- Flato East – New Pumping Station late 2022
- New Eco Park Phase II – New Pumping Station & Dundalk By-pass Road in 2023-2024

x. Recreation

- Dundalk Arena (Melancthon use agreement)
  - Ice surface
  - Auditorium for gatherings and indoor recreation programs
  - Drop in Center for Seniors and Youth
  - Kids-N-Us Early ON Program Facility
  - Partnership use agreement with the Dundalk Agricultural Society (DAS)
- Pat Dales Ball Park – Use agreement with DAS
- Lisanti Park
- Memorial Park (250 Owen Sound Street)
  - Dundalk Pool
  - Dundalk Lawn Bowling
  - Frank Macintyre Building for year round rental
  - Ball Park with Lights
  - Lions Club Pavilion
  - Campground
- Hopeville Park – Ball Diamond with lights, play ground equipment & pavilion
- Proton Station Park (available land for Housing development)
- Swinton Park Community Centre - Hall for rental and use by Hillside Academy Seniors Group
- Dromore Park – Covered picnic area & playground (available land for Housing development)
- Holstein Park, Pond & Dam

- Seasonal Building for rentals
- Ball Park with lights
- Pond is stocked by MNRF for fishing
- Rosalyn Outdoor Centre for Cedarville Community

## **2. Southgate Committee Meetings Supported by the CAO:**

- Southgate Affordable Attainable Housing Advisory Committee
- Southgate Community Fund Committee
- Southgate Recreation Committee
- Southgate Seniors Advisory Committee
- Grey-Bruce Community Safety & Well Being Plan Advisory Committee
- Other Board or Committees not attended by CAO – Youth Action Committee, Library Board, Landfill Public Liaison Committee, Committee of Adjustment, Police Services Board, GLIP, etc.

## **3. 2023 Administration Projects:**

- 2023 Budget – In process
- 2023 CAO Goals
- 2022 Community Action Plan (CAP) Results
- 2023 Community Action Plan (CAP) Goals
- Review and consultation to develop a Community Action Plan 2024-2028
- OPP Policing Service Level
- Community Safety & Well Being Plan – Southgate Plan with solutions for local issues
- IT Software Solution for Municipal Financial and Administrative Management
- Department IT Solutions that can communicate with Fin-Admin S/W solution with Management Dashboards and service provider that can provide tailor s/w changes and maintenance support for our needs. To many suppliers are expensive and out of the box solutions.
- Melancthon-Southgate Land Annexation Agreement
- DC By-law Update when Melancthon Annexation occurs.

## **4. Human Resources:**

- Organizational Chart
- Market Check
- Job Descriptions
- Pay Bands
- Job Evaluation Committee
- Southgate Administrative Policies
- Southgate Administration & Personnel Forms
- Development, review and updates of Policies
- Health & Safety

## **5. Development Projects:**

- Flato Developments – Shakir Remattullah, President
  - Flato Meadows West, East & North
  - Flato Block 75 Senior Apartment Building
  - Flato Glenelg Carriage House
  - Flato Dundalk Northwest and Northeast
  - Flato Green Southeast partnership with Southgate
  - Flato Braemore
  - Flato Melancthon – annexation lands
- South East Grey Community Health Center – Dundalk Medical Clinic development, Southgate land use partnership and Old Lions Medical Center conversion project to Affordable Housing in 2024 with South East Grey Support Services
  - Alex Hector, Executive Director
  - Allan Madden, Project Manager for Dundalk Medical Center
- Bye Construction & Randharr Investments – Randy Bye President & Harry Bye Engineer
  - Wilder Lake Development
  - Gravel pit developer
  - Hoffman pit development plan
  - Hwy #89 development plan
- White Rose Park Developments Phase I, II & III – Victor DaPalma
- Ida Street South Residential Development
- Braemore In Fill Residential Development
- Owen Sound Street Residential Development
- Greenlid & Ice River Sustainable Solutions – Jamie, Sandy & Justin Gott
- Lisanti & Wilson Development
- Calhoun Super Structures
- Southgate Renewables LP (RNG production) Envest – Mark Bell
- Casa Terre & Gates of Amida – Chedkar Batgi
- Nicola Rago Wood Processing
- Rosalyn Outdoor Center – Howard Dalal
- Gus Litz – Eco Park Lots
- Harvest Plant Project
- Norman Hoover - Proton Station Harvesting Plant & Retail Store
- Canadian Fence
- Original Gus Litz Property
- Lystek – Simon Muelendyk
- GroBark
- Eco Park Phase I saleable lands Lystek has interest in purchasing
- Southgate Eco Park property reserved for Wastewater Future Development

## **6. Introduce Community Groups:**

- Dundalk Agricultural Society
- Dundalk Lion Club
- Dundalk Lioness Club
- Dundalk Young at Heart Seniors
- Egremont Optimists Club
- Generation Connection
- Hillside Academy Seniors
- JunCtian Community Initiatives
- Team Town Hall

## **7. CAO Annual Events outside of the Township:**

- Good Roads or the ROMA Conference
- OMAA Spring Workshop (May)
- FCM Conference (early June)
- AMO Conference (August)
- OMAA Fall Conference (October)
- Grey County CAO Meetings

## **8. CAO Discussions:**

- Departments
- Department Management
- Staffing levels & growth impacts
- Legal files

## **9. Department - Current & Future Projects:**

### **Administration**

#### **Clerks**

- Election
- New Council training

#### **Finance**

- Asset Management Planning
- New DC By-law
- Future – New financial system
- Transition to new Auditor
- Appointment of Deputy Treasurer internally

#### **Human Resources**

- Policy review
- Market Check in 2023 for Council and Staff
- Deputy Treasurer responsibility
- Specific Job Descriptions for review of title & compensation
  - Facilities Manager to Recreation Manager

- Facilities Operator & Programming to Recreation Programming Coordinator
- Human Resources Coordinator & Assistant to the CAO – Human Resources Manager & CAO Administration
- WSIB Excellence Program for Health & Safety

## **Building**

- Large reserve fund
- Need for their own location to free up space in Admin Office.
- Review of Fill By-law
- Final Inspection Project
- Building Inspection tracking & scheduling
- Certifying Complete Building Permit Application
- Plans Review & Permits Issuance Timelines

## **By-law Enforcement**

- Now full-time position
- COVID created excessive complaints
- Adding Livestock evaluator to duties

## **Canine Control**

- Every 3-4 years need to undertake a canine inventory

## **Economic Development**

- EDO support commercial-industrial project.
- Farmers Market
- Chamber and BIA
- Hamlet Project
- Southgate On-line Business Directory
- Hanbury Industrial Park
- Eco Park Phase I
- Eco Park Phase II (Development partnership with Flato)
- Dundalk Olde Town Hall Cultural space lease partnership with Wellington Capital, Team Town Hall & JunCtian Community Initiatives (Cultural naming rights agreement with Flato)

## **Library**

- Growth within existing building footprint

## **Planning**

**Recreation**

- Parkland development with residential growth

**Public Works:****Roads**

- Eco Park Phase II Road Construction

**Stormwater**

- Holstein Dam & Sluice challenges

**Waste****Waterworks**

- New Water Tower 2023
- Eco Park Phase II servicing for water & sewers

**Wastewater**

- Capacity upgrades – Complete EA and technology selection & procurement.
- Eco Park Phase II Sewage Pumping Station