



**The Corporation of  
The Township of Southgate**

**Application for Site Plan Approval**

**\*\* Pre-consultation is required with the Township before any zoning or official plan amendment applications will be accepted (By-law 66-2012)\*\***

**Instructions:**

- Please check all applicable boxes and answer all applicable questions
- All measurements must be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications are not accepted without the required fees
- Applications are not accepted without pre-consultation with staff

<b>For office use only</b>	
File No:	<u>SP13-20</u>
Date received:	<u>Oct 14/20</u>
Date accepted:	_____
Accepted by:	_____
Roll # 42 07	_____
Conservation authority fee required:	_____
Other information:	_____
	_____
	_____

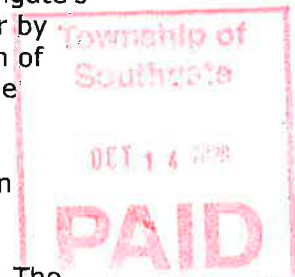
**Please check box for what you are applying:**

	<b>Application Fee</b>	<b>Contingency Fee</b>
<input checked="" type="checkbox"/> <b>Site Plan Application</b>		
<input type="checkbox"/> <b>Minor Site Plan</b> (no changes to municipal property or servicing, no major drainage plans)	<b>\$850.00</b>	<b>\$1,000.00</b>
<input checked="" type="checkbox"/> <b>Larger Site Plan</b> (minor changes to municipal property or servicing, minor stormwater management)	<b>\$3,185.00</b>	<b>\$5,000.00</b>
<input type="checkbox"/> <b>Major Site Plan</b> (Changes to municipal property and/or servicing, and/or major stormwater management)	<b>\$3,185.00</b>	<b>\$10,000.00</b>
<input type="checkbox"/> <b>Amendment to a Site Plan Agreement</b>	<b>\$638.00</b>	<b>\$1,000.00</b>

Total  
\$8,185.00

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law. All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of submission of the application. In the event that all fees are not paid in full at the time of the submission the application shall be deemed incomplete.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee, which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.



The Submission must be completed, in accordance to the Site Plan Guide Lines and Check List. Submissions can be forwarded via E-mail provided fees have been paid in full.

I hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.


 Date: 2020.10.05

Fee Enclosed: \$8,185 for application fee and contingency.

Owners Authorization for Agent

MARK BELL,  
I/we PETAWANA BIOFUEL LP authorize DAN FERGUSON, WALTER FEODY

to act as our agent(s) for the purpose of this application.

  
(Signature of owner)

DATED at the 5 of OCTOBER, this

5 day of OCTOBER, 20 20.

Owners Authorization for Access

MARK BELL  
I/we, PETAWANA, of the BIOFUEL LP  
of \_\_\_\_\_ in the \_\_\_\_\_

hereby permit Municipal staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

  
Signature of Owner

  
Signature of witness

**To be completed by applicant:**

Project Name: Petawawa Biofuel - Dundalk

Project Address: 100 Eco Parkway, Dundalk, Southgate Township, County of Grey, Ontario

Legal Description: Part of Lot 237 (Part 1 and 2), Concession 2 - SWTSR

Assessment Roll #: \_\_\_\_\_

Registered Owner (s): PETAWAWA BIOFUEL LP

Address: PO BOX 15 ORANGEVILLE ON

Postal Code: L9W 2Z5

Telephone: 416 209 7351 Fax: —

E-mail: mbell@petawawa.com Cell phone: —

Is the property affected by the regulations of:

- S.V.C.A.  YES  NO
- G.R.C.A.  YES  NO

**Send Communications to:**

Applicant/Consultant/Project Manager: APPLICANT

Address: PO BOX 15, ORANGEVILLE ON Postal Code: L9W 2Z5

Telephone: 416 209 7351 Fax: —

E-mail: mbell@petawawa.com Cell phone: —

Contact Information: \_\_\_\_\_

Project name: PETAWAWA BIOFUEL - DUNDALK

Registered Owner: PETAWAWA BIOFUEL LP

Agent: WALTER FEODY · DAN FERGUSON

**Property and Project Information:**

Zoning Existing: M1 proposed if applicable: M1

Official Plan Existing: Industrial proposed if applicable: Industrial

**Site Information:**

Water – Municipal  Private \_\_\_\_\_

Sewer – Municipal  Private \_\_\_\_\_

Proposed Use(s): Renewable natural gas generation facility.

Site Area (sq. m/ha): 2.05 ha # of Units: \_\_\_\_\_

Building Area (sq. m) proposed 1,442.35 existing (if applicable) N/A

Mezzanine Area (sq. m) proposed 0 existing (if applicable) N/A

Exterior Materials & Colours Pre-finished metal siding. Colour TBD.

**Legal Information for Agreement Preparation**

Certificate of Title Required \_\_\_\_\_ Enclosed

Is the property mortgaged? NO (Yes/No) Mortgage: \_\_\_\_\_

**Site plan checklist for complete submission**

- a) Cover letter detailing the proposed development, intent of application and listing of submission material
- b) Application form fully completed
- c) Appropriate application fee
- d) Letter of Authorization, if applicant is not the owner
- e) Site Plan

	Minimum Required	Plan Number	Yes	No
Site Plan	1		X	
Grading and Drainage Plan	1		X	
Site Servicing Plan	1		X	
Landscaping Plan and Details	1		X	
Building Elevations	1		X	
Floor Plans	1		X	
Interior Mechanicals	1			X
<b>Storm Water Management Report</b>	1		X	
Survey	1			X
Deed	1			X

	Minimum Required	Plan Number	Yes	No
Completed Application Form	1		X	
Letter of Authorization (if not the owner)	1			X
Appropriate Fee			X	
Cost Estimates	1			X
Other Requirement (i.e. road widening information, required letters, etc.)				X
Explain: _____				

First Submission	X	
Re-Submission		
Final Submission		

Scale of plans to be one of: 1:200, 1:250, 1:300, 1:400, 1:500 (metric)

**Petawawa Biofuel LP**

**Southgate Anaerobic Digester Project**

**100 Eco-Parkway, Dundalk, ON N0C1B0**

**Southgate Anaerobic Digester Public Liaison Committee ("Southgate PLC")**

**Draft Terms-of-Reference**

Date: October 5 2020

This document outlines the terms of reference for the Southgate anaerobic digester ("Southgate AD") Public Liaison Committee ("Southgate PLC").

The SOUTHGATE PLC is an advisory body which will play an important role in furthering communications and consultation between Petawawa Biofuel LP ("Owner"), the local community, the Township of Southgate and the Ministry of Environment, Conservation and Parks ("MECP").

**1. General Mandate of the Southgate PLC:**

- 1.1.** Review matters affecting the local community pertaining to the ongoing operation of the Southgate AD and provide input to the Owner, the Township of Southgate, and/or the MECP. The mandate for the Southgate PLC was established in the project's Purchase and Sale Agreement with the Township of Southgate (see Appendix 1) and in Complaint protocols as set out in the project's MECP Environmental Compliance Approval ("ECA") (see Appendix 2);
- 1.2.** Help identify issues, concerns and opportunities that are important to the local community;
- 1.3.** Review statutory operational and monitoring reports;
- 1.4.** Provide suggestions on mitigation or enhancement;
- 1.5.** Provide suggestions for public education and outreach activities;
- 1.6.** Facilitate ongoing dialogue between the Owner, the MECP and the local community;
- 1.7.** Meet each three months or less frequently as determined by the Southgate PLC and provide reports in the form of meeting minutes to be publicly available;
- 1.8.** Seek public input on the activities and any issues arising from the operation of the Southgate AD;
- 1.9.** Monitor the Owner's MECP complaint response process and make recommendations to the Owner with respect to this process;
- 1.10.** Provide recommendations to the Owner regarding any complaints that may have been filed with the MECP or reported to the Southgate PLC;
- 1.11.** The Southgate PLC will not exercise any supervisory, regulatory, approval, legal or other decision-making role with respect to the current or proposed operations of the site;
- 1.12.** The Southgate PLC will encourage community members of the Township of Southgate to participate in Southgate PLC meetings;
- 1.13.** SOUTHGATE PLC meeting Agendas and meeting Minutes will be posted on the Township and Owner's websites;
- 1.14.** All written communications will be disseminated electronically;
- 1.15.** The Southgate PLC will have reasonable access to the project site for the purpose of carrying out its objective and mandate;

- 1.16. No changes to these Terms of Reference can be made until the Southgate PLC agree to the changes;
- 1.17. Statutory environmental monitoring reports related to the operation of the Southgate AD will be made available to the Southgate PLC by way of providing links to the statutory websites.

## **2. Composition and Membership of the Southgate PLC:**

- 2.1. The Southgate PLC will consist of up to five community representatives of the Township of Southgate; at least half of these community representative must reside within the village of Dundalk; at least one of the five community representatives shall have knowledge of farming practices, Ontario recycling practices, or applicable legislation for organic fertilizers in Ontario;
- 2.2. up to two non-voting advisory representatives of the Owner of the Southgate AD facility;
- 2.3. one representative of the Township of Southgate Council;
- 2.4. An unbiased industry expert shall be appointed Chair of the Southgate PLC by the Owner;
- 2.5. Membership in the Southgate PLC shall be for two years and members may be reappointed by consensus of the other members;
- 2.6. Membership is voluntary, without compensation, however the Owner shall provide for the administrative costs related to the facilitation of the Southgate PLC including the cost of such items as documents, printing, and other miscellaneous items as deemed necessary;
- 2.7. Southgate PLC members will be asked to declare conflict of interest possibilities and pecuniary interests if any prior to each meeting. A Southgate PLC member, after declaring such interest with respect to an agenda matter being considered, shall leave the meeting during which the consideration of the agenda item is conducted. They will be recalled to the meeting once the item of consideration has been dealt with;
- 2.8. Members of the Southgate PLC have a duty to conduct themselves in an impartial and objective manner. Respect and courtesy must be observed by all members at all times. No member is obligated to agree with the group or feel coerced to agree with any opinion. Each member is able and encouraged to express their own opinions and the opinions of their constituents, if any;
- 2.9. Members, Delegations, and public observers are required to conduct themselves in accordance with the Township's Code of Conduct;
- 2.10. Members are required to participate actively in committee business and provide appropriate contributions to decision making for the betterment of the Township as a whole;
- 2.11. Members who represent constituents should make every attempt to canvass the views and opinion of that group;
- 2.12. Members who miss three consecutive meetings may be replaced by the Chair after notification and discussion with the absentee member. A quorum of the Southgate PLC is required to discuss and reach consensus on whether a member should be replaced;
- 2.13. Member resignations must be provided in writing to the Chair;
- 2.14. The Southgate PLC will meet each three months or less frequently as determined by the Southgate PLC subject to agreement on the following meeting date. The first meeting will take place within one month of construction groundbreaking; Failing reaching agreement, the following meeting will be at 1900 hours on the nearest business day 90 days (or less frequently as determined by the Southgate PLC) following the prior meeting;

**2.15.** If after 24 months of operation the Southgate PLC is satisfied with the operation of the Southgate AD, the Southgate PLC may be reduced to one meeting per year or be suspended. Suspension shall be ratified by a three-quarters majority vote of members and approval by Southgate Council.

### **3. Conduct of Meetings and Rules of Order**

- 3.1.** Robert's Rules (12<sup>th</sup> edition) shall govern the conduct of the Southgate PLC, subject to the following Southgate PLC rules:
- 3.2.** The Chair will be appointed by the Owner. The Chair will plan and distribute meeting agendas and minutes, call for and preside over meetings, and coordinate activities of the Southgate PLC;
- 3.3.** The Chair is responsible for ensuring the rules for the operation of the Southgate PLC are followed including the appropriate recording of decisions and actions;
- 3.4.** The Chair will ensure meetings are conducted fluently so members understand the matters at hand and can discuss them, and the voting processes and resolutions are clear. The Chair will encourage active participation from all members;
- 3.5.** The Southgate PLC will appoint, for each meeting, a member to record the minutes of each meeting. A draft of the minutes of each meeting will be circulated promptly to all members;
- 3.6.** The Chair, after considering comments received, if any, will sign and post/release the final minutes ("Southgate PLC Meeting Minutes") within two weeks of each meeting;
- 3.7.** Decisions will, first and foremost, be arrived at through a consensus of the opinions of the members present and such consensus set out in the minutes. Where a consensus is not possible, a vote will be called (subject to the exception in 3.9 below), with the following conditions:
- a. A quorum is required for the vote;
  - b. The decision is determined by a quorum two-thirds majority;
  - c. The Chair shall vote;
  - d. In the event of a tie vote, the motion will fail.
- 3.8.** A quorum will consist of not less than half of SOUTHGATE PLC community representatives;
- 3.9.** Ratification to suspend the Southgate PLC shall be confirmed by a majority vote in favour by three-quarters of members;
- 3.10.** A portion of each Southgate PLC meeting will be designated for submissions or questions from members of the public. Questions must be sent to the Chair at least one week in advance of the meeting;
- 3.11.** Debate and discussion must be confined to the agenda and those matters that are within the mandate of the Southgate PLC;
- 3.12.** The Chair shall have the right and responsibility to moderate and control proceedings of the Southgate PLC, including the right to exclude any member of the public or any member of the Southgate PLC who is interfering with or disrupting the proceedings;
- 3.13.** Southgate PLC meetings should commence promptly and be adjourned within one hour;
- 3.14.** Southgate PLC meetings are open to residents of the Township of Southgate who will have observer status only unless a Delegatee;
- 3.15.** Southgate PLC meetings will be held in person at a convenient location in Dundalk, or by videoconferencing.

### **4. Delegations**

4.1. At the time of requesting to be treated as a delegation, the body or individual shall:

A. Provide sufficient information in writing to the Chair two weeks prior to the Southgate PLC meeting, such information to be used to decide whether the delegation request will be accepted; and

B. Provide a written electronic copy of the submission to the Chair five business days prior to the scheduled Southgate PLC meeting.

4.2. The Chair will decide whether the item will be added to the agenda based on relevance of content to the Southgate PLC's mandate. The person(s) requesting the delegation will be contacted by the Chair and advised of the decision;

4.3. The delegation shall appoint a speaker (the "Delegatee") who may address the Southgate PLC for a period not exceeding ten minutes and may only speak on the approved delegation agenda item;

4.4. Delegations shall not be permitted to appear before the Southgate PLC for the sole purpose of generating publicity;

4.5. Delegations that have previously appeared before the Southgate PLC on a subject matter shall be permitted to delegate again only if they provide new information relating to that matter

4.6. To ensure constructive and efficient dissemination, consultation, review, and exchange of information, Members of the Southgate PLC may only ask questions of the Delegatee and shall not express an opinion or enter debate with the Delegatee.

## 5. Conduct of Meetings

5.1. The Chair will use reasonable efforts to ensure quorum is present for the meeting. If the meeting is inquorate the meeting will proceed, and business dealt with by discussion. Recommendations if any shall be ratified at the next quorum meeting;

5.2. Agendas of meetings should:

A. Contain or have attached any background material necessary to enable members to make informed decisions. If items have been discussed previously a chronology of key elements of the discussion should be attached;

B. Be divided into three parts:

Part 1: Items for Communication to be dealt with en bloc (such as correspondence items for communication that require no decision or discussion, but are relevant to the business of the Southgate PLC);

Part 2: Items for Decision to be dealt with en bloc (such as items for decision not likely to require discussion with clear recommendations by the Chair); and

Part 3. Items for Discussion and Decision.

C. Include an Item/Business in Progress List providing an update of actions since the last meeting, where appropriate;

D. At the discretion of the Chair allow items of 'Other Business' provided there is advance notice to the Chair and the item is not a major policy item;



- 5.3.** The Chair may receive items for consideration for the meeting Agenda from any Southgate PLC member not later than 5 business days prior to the meeting date;
- 5.4.** The Agenda shall be distributed to members at least two business days before the meeting;
- 5.5.** Rather than delay the Agenda distribution because one item is not ready, the use of supplementary agendas could be considered;
- 5.6.** Minutes of meetings should contain a summary or précis of events. In general names of individuals should not be recorded in the discussion. The Minutes should contain all resolutions and agreements, whether reached formally through voting or through consensus, and a clear statement of the action to be taken including the person responsible for the action and a timeline for completion;
- 5.7.** Documentation for the Southgate PLC shall be written precisely, accurately, clearly, and succinctly.

## **Appendix 1**

### **Extract from Schedule C – Development Covenants, Site Purchase and Sale Agreement**

#### **“Petawawa will be responsible for:**

- a) financing, construction and operation of the Facility;
- b) obtaining all required Provincial, County, Conservation Authority and Municipal permits as required for the Facility in all cases as required with the full support assistance and facilitation of Southgate staff and Council acting reasonably and within Southgate's power to do so;
- c) constructing and operating the Facility in accordance with Southgate Site Plan Agreements, By-laws and all other applicable legislation and regulatory requirements, such Agreements, By-Laws and regulatory requirements to include:
  - c.i) an odour containment and building air filtering system that includes a bio-filter;
  - c.ii) a negative pressure Facility building with indoor vehicle unloading including an indoor wash area for departing raw material vehicles;
  - c.iii) the design and siting of the Facility to limit noise to nearby sensitive uses;and
  - c.iv) the commitment to managing trucking contractors so that they respect speed restrictions, road use restrictions and avoid driving through downtown Dundalk where possible.
- d) providing open houses, perform public education and perform all required statutory prescribed forums and notices to keep interested persons informed as to the progress of the Facility during permitting, construction and operation;
- e) providing qualified local contractors and job-seekers preferential consideration;
- f) negotiating with Southgate and other interested local municipalities including Grey County to receive and process organic materials at the Facility;
- g) negotiating preferentially with local agricultural businesses for the provision of agricultural residual organic materials for the Facility and for the storage, transportation and application of digestate organic fertilizers;
- h) minimizing the use of potable water resources by utilizing the adjacent wastewater treatment plant water flows if appropriate and agreeable to the Parties and subject to all approvals required; and
- i) participating if invited in the planning for Southgate's wastewater treatment plant upgrades if the Facility, or upgrades to the Facility, can provide complementary wastewater and/or sludge handling capacity to the benefit of Southgate's waste water treatment plant”

## 10.0 COMPLAINT RESPONSE PROCEDURE

(1) A designated representative of the Owner shall be available to receive public complaints caused by the operations at the Site twenty-four (24) hours per day, seven (7) days per week.

(2) If at any time, the Owner receives any environmental complaints from the public regarding the operation of the Site, the Owner shall respond to these complaints according to the following procedures:

**Step 1: Receipt of Complaint** - The Owner shall record each complaint in a computerized tracking system. The information recorded shall include the following:

the name, address and the telephone number (or contact information) of the complainant, if known;  
the date and time of the complaint; and  
details of the complaint, including the description and duration of the incident.

**Step 2: Investigation of Complaint** - After the complaint has been received by the Owner and recorded in the tracking system, the Owner shall, immediately notify, either the District Manager by phone during office hours or the Ministry's Spills Action Centre at 1-800-268-6060 after office hours. The Owner shall immediately initiate investigation of the complaint. The investigation shall include, as a minimum, the following:

determination of the activities undertaken in the Facility at the time of the complaint;

general meteorological conditions including, but not limited to the ambient temperature, approximate wind speed and its direction, sunny versus cloudy, inversion versus clear and windy, etc. at the time of the complaint;

location of the person who submitted the complaint, if known, at the time of the incident; and

determination if the complaint is attributed to activities being undertaken at the Facility and if so, determination of all the possible cause(s) of the complaint;

Step 3: Corrective Action - The Owner shall determine the remedial action(s) to address the cause(s) of the complaint and implement the remedial action(s) to eliminate the cause(s) of the complaint, as soon as practicably possible, and to prevent a similar occurrence in the future;

Step 4: Written Response - The Owner shall forward a formal reply to the complainant, if known and to the District Manager within one (1) week after the receipt of the complaint. The response shall include the results of the investigation of the complaint, the action(s) taken or planned to be taken to address the cause(s) of the complaint, and if follow-up response would be provided.

Step 5: Recording - All of the information collected and actions taken must be recorded in the tracking system.

(3) If the District Manager deems the remedial measures taken as per Condition 10.0(2)c. to be unsuitable, insufficient or ineffective, the District Manager may direct the Owner, in writing, pursuant to the remedial order section (s.17) or the preventative measures order section (s.18) of the *EPA* to take further measures to address the noted failure, upset or malfunction, including but not limited to the following:  
reduction in the receipt of waste;  
cessation of the receipt of the waste;  
removal and off-site disposal of waste; and  
repairs or modifications to the Equipment or processes at the Site;

## **COMPLAINTS RESPONSE PROCEDURE**

Condition 10.0 is included to require the Owner to respond to any environmental complaints resulting from the operations at the Site appropriately and in a timely manner and that appropriate actions are taken to prevent any further incidents that may cause complaints in the future.

### **14.7 Complaints Response Records**

(1) The Owner shall establish and maintain a written or digital record of complaints received and the responses made as required by this Approval.

# SCHEDULE B

DRAFT

FOR IMMEDIATE RELEASE

Petawawa Biofuel announces a Public Liaison Committee

Dundalk, Ontario

Date: xx, 2020

Petawawa Biofuel LP ("Petawawa") announces a Public Liaison Committee for Southgate residents.

Petawawa is pleased to announce the formation of a Public Liaison Committee (PLC) to provide the community of Southgate with an opportunity to stay informed about the company's anaerobic digester project located in the Township of Southgate's industrial park. "Petawawa is committed to earning the trust of the local communities in which we operate. Everyone has a right to be well informed about our activities and the environmental benefits, every step of the way," says Mark Bell, Petawawa's Director.

The formation of the Public Liaison Committee is a measure that Petawawa is initiating as part of its effort to maintain a high degree of transparency about the anaerobic digester project. The 5 member community group, with municipal representation and a Chair to lead the meetings, will be able to provide regular updates on project operations as well make suggestions regarding the construction and control systems at the industrial site.

"The whole idea of this committee is to ensure people have access to all relevant information about the project so that they can stay informed and provide input to us, to the Township, and to the Ministry with respect to site operations," says Bell.

Petawawa's project will convert food wastes into renewable natural gas and an organic fertilizer product meeting Canada Food Inspection Agency and Organic input certifications.

Petawawa is committed to environmental stewardship and contributing to the economic well-being of the local community. The project will keep wastes out of landfills, provide renewable fuel, and supports local farmers. It is a Circular Economy project benefitting the Canadian economy.

Petawawa is inviting interested Southgate residents to submit their names for consideration for the Public Liaison Committee. Members of the PLC will regularly convene.

For more information and to be considered as a candidate, please contact xx, Director of Business Development, at [info@petawawacorp.com](mailto:info@petawawacorp.com).