

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



## - A G E N D A -

**Monday August 9, 2021**

### **REGULAR MEETING OF COUNCIL**

**7:00 p.m.**, Council Chambers, Fingal/Via Video Link

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1. **CALL TO ORDER**

2. **ADDENDUM TO AGENDA**

3. **DISCLOSURE OF PECUNIARY INTEREST**

4. **ADOPTION OF MINUTES**

- (a) Minutes of Regular Council Meeting of July 12<sup>th</sup>, 2021
- (b) Minutes of the War Memorial Committee Meeting of March 23<sup>rd</sup>, 2021
- (c) Minutes of the Southwold Young @ Heart Committee Meeting of May 11<sup>th</sup>, 2021

5. **DELEGATION**

- (a) **8:00 p.m.** – Jennifer Buchanan – Graham Scott Enns – **Audited Financial Statements 2020 and Audit Letters**

6. **DRAINAGE**

7. **PLANNING**

- (a) **7:15 p.m.** Public Meeting-Zoning By-law Amendment ZBA 2021-04 Wadsworth - 37298 Fingal Line and 37352 Fingal Line and ZBA 2021-05 2245885 Ontario Inc – 13662 Routh Road
- (b) **7:30 p.m.** Public Hearing – Committee of Adjustment Minor Variance MV 2021-06, Mels/Campbell
- (c) Application for Consent E63-21 Wm. F. Bradish & Sons Ltd. C/O Matt Campbell – 11579 Wonderland Road

8. **REPORTS**

- (a) Activity Report from Drainage Superintendent – July
- (b) Report from the Drainage Superintendent RE: Meeting with MPP Jeff Yurek regarding CN Railway
- (c) Activity Report from Fire Chief – July
- (d) Activity Report from Public Works Superintendent – July
- (e) Report from the Treasurer RE: Tax Adjustments under the Municipal Act, Sec.357 and Tax Incentive Program
- (f) Activity Report from the Chief Building Official – July
- (g) Activity Report from the CAO/Clerk – July
- (h) Report from the CAO/Clerk RE: Firearms By-law Update

- (i) Report from the CAO/Clerk RE: Office Re-opening – COVID-19
- (j) Report from the CAO/Clerk RE: Request for Shared Water Service – Magdala Road and Third Line Property.

## 9. **CORRESPONDENCE**

- (a) Correspondence Talbotville Cemetery Trustees – Bereavement Authority of Ontario
- (b) Thank you from the Grace Café

## 10. **BY-LAWS**

- (a) By-law No. 2021-49, being a by-law to amend By-law No. 2011-14, A & A Wadsworth -37298 Fingal Line and 37352 Fingal Line
- (b) By-law No. 2021-50, being a by-law to amend By-law No. 2011-14, 2245885 Ontario Inc – 13662 Routh Road
- (c) By-law No. 2021-51, being a by-law to authorize an agreement with the City of St. Thomas – Animal Control Shelter
- (d) By-law No. 2021-52, being a by-law to amend By-law No. 2021-19, being a By-law to establish a levy for the year 2021, to adopt tax rates for 2021 and to provide for penalty and interest in default of payment and the collection thereof.
- (e) By-law No. 2021-53, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on August 9, 2021

## 11. **OTHER BUSINESS** *(For Information Only)*

- (a) Resolution from City of Kitchener RE: Bill C 313
- (b) Resolution from the City of Kitchener RE: Building Materials
- (c) Resolution from Township of Lake of Bays RE: Fire Departments
- (d) Town of Aylmer RE: Elgin County Development Charges
- (e) City of St. Thomas – Draft Plan of Subdivision – Harvest Run Phase 3
- (f) Resolution from City of Woodstock RE: Affordable Housing
- (g) Resolution from Town of Plympton-Wyoming RE: Supports Town of Cochrane PSA Tests
- (h) CN Extreme Weather Plan

## 12. **CLOSED SESSION**

- (a) Personal Matters about an identifiable individual, including municipal or local board employees. (section 239 (2) (b)) – 2 items – Organizational Review and Shared HR Services
- (b) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (section 239 (2) (e)); Fencing Complaint in Shedden
- (c) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Talbotville Development

## 13. **ADJOURNMENT:**

**NEXT REGULAR MEETING OF COUNCIL**  
**MONDAY SEPTEMBER 13, 2021 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



## MINUTES

Regular Council Meeting

Monday July 12, 2021

7:02 p.m. Council Chambers Fingal/Via Video Link

PRESENT: Mayor: G. Jones  
Deputy Mayor: R. Monteith (7:08 p.m.)  
Councillors: S. Emons  
P. North  
J. Pennings

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Jeff Carswell, Treasurer  
Paul Van Vaerenbergh, Public Works Superintendent (7:00 p.m. – 7:45 p.m.)  
Brent Clutterbuck, Drainage Superintendent (7:00 p.m. – 7:41 p.m.)  
Jeff McArthur, Fire Chief (7:00 p.m. – 7:45 p.m.)  
June McLarty, Administrative Assistant

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### **ADDENDUM TO THE AGENDA:**

#### **6. Drainage:**

- (a) Petition for Drainage Works – Section 4 – A & C Jones

#### **9. Correspondence:**

- (b) Letters from the Ontario Human Rights Commission  
RE: Indigenous-Themed Sports Logos

**DISCLOSURES:** None

### **ADOPTION OF MINUTES:**

2021- 210

#### **Councillor Emons – Councillor North**

Minutes

**THAT** the Minutes of the Regular Council Meeting of June 28<sup>th</sup>, 2021 are hereby adopted;

**AND THAT** Council has reviewed the minutes of the Zero Waste Committee Meeting of June 2<sup>nd</sup>, 2021;

**AND THAT** Council has reviewed the minutes of the Communities in Bloom Committee Meeting of June 15<sup>th</sup>, 2021;

**AND THAT** Council has reviewed the minutes of Emergency Control Group Meeting of June 16<sup>th</sup>, 2021 and July 5<sup>th</sup>, 2021.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	—	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED**

**DRAINAGE:**

**2021- 211**

**Councillor North – Councillor Pennings**

**Section 4 Petition – A & C Jones**

**THAT** Council of the Township of Southwold receives the Section 4 petition(1) under the Drainage Act for a new municipal drain near or on 34521 Lake Line, as described in the petition submitted by the A & C Jones, and decides to proceed with the drainage works;

**AND THAT** Council instructs the Clerk to send the notice required under Section 5(1)(b) of the Drainage Act to the prescribed persons identified in Ontario Regulation 500/21 section 1);

**AND THAT** Council Instructs the Clerk to Send Notice under Section 6(1) of the Drainage Act to the prescribed persons in Ontario Regulation 500/21 Section 2.) (Kettle Creek Conservation Authority);

**AND THAT** Council Instructs the Clerk to Send Notice under to OMAFRA under Section 7(1) of the Drainage Act

**AND THAT** Council will now appoint engineer Spriet Associates under Section 8.1 of the Drainage Act.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	—	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED**



## **REPORTS:**

### **Activity Report from the Drainage Superintendent**

Drainage Superintendent Brent Clutterbuck presented his report to Council.

### **Activity Report from the Fire Chief**

Fire Chief Jeff McArthur presented his report to Council.

### **Activity Report from the Public Works Superintendent**

Public Superintendent Paul Van Vaerenbergh presented his report to Council.

**2021- 212**

#### **Councillor Emons – Councillor Pennings**

**Updated Water and Sanitary  
Sewer Connection By-laws**

**THAT** Council pass By-law #2021-45 Water Connection By-law and By-law #2021-46 Sanitary Sewer Connection By-law.

<b><u>Recorded Vote</u></b>	<b><u>Yeas</u></b>	<b><u>Nays</u></b>
S. Emons	<u>√</u>	___
G. Jones - Mayor	<u>√</u>	___
R. Monteith	<u>√</u>	___
P. North	<u>√</u>	___
J. Pennings	<u>√</u>	___

**CARRIED**

**2021- 213**

#### **Councillor North – Councillor Pennings**

**Financial Report –  
January to June 2021**

**THAT** Report FIN 2021-23 Financial Report – January to June 2021 be received and filed for information.

<b><u>Recorded Vote</u></b>	<b><u>Yeas</u></b>	<b><u>Nays</u></b>
S. Emons	<u>√</u>	___
G. Jones - Mayor	<u>√</u>	___
R. Monteith	<u>√</u>	___
P. North	<u>√</u>	___
J. Pennings	<u>√</u>	___

**CARRIED**

### Activity Report from Chief Building Official

The Chief Building Officials report was presented to Council.

### Activity Report from the CAO/Clerk

CAO/Clerk Lisa Higgs presented her report to Council.

2021- 214

#### **Councillor Pennings – Councillor Emons**

**Allocation of ICIP COVID -19 Grant  
for Multi-Use Trails in Township Parks**

**THAT** Council provides direction on the allocation of ICIP COVID-19 grant funding for trails in various parks in the Township as presented.

<b><u>Recorded Vote</u></b>	<b><u>Yeas</u></b>	<b><u>Nays</u></b>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED**

### County Council Highlights – June 22, 2021 and July 6, 2021

Mayor Jones presented these highlights to Council.

### **CORRESPONDENCE:**

2021-215

#### **Councillor Emons – Councillor North**

**OHRC – Indigenous-  
themed sports logos**

**THAT** staff be instructed to collaborate with diverse Indigenous communities to develop a policy on the use of Indigenous-themed logos and names Township sports facilities, and to take appropriate action in removing barriers to inclusion.

<b><u>Recorded Vote</u></b>	<b><u>Yeas</u></b>	<b><u>Nays</u></b>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED**

**BY-LAWS:****2021- 216****Councillor Pennings – Councillor Emons****By-laws**

**THAT** By-law Nos. 2021-45, 2021-46, 2021-47 and 2021-48 be read a first and second time.

<b><u>Recorded Vote</u></b>	<b><u>Yeas</u></b>	<b><u>Nays</u></b>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED****2021- 217****Deputy Mayor Monteith – Councillor Pennings****By-laws**

**THAT** By-laws Nos. 2021-45, 2021-46, 2021-47 and 2021-48 be read a third time and finally passed.

<b><u>Recorded Vote</u></b>	<b><u>Yeas</u></b>	<b><u>Nays</u></b>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED****OTHER BUSINESS:****2021- 218****Councillor North – Deputy Mayor Monteith****Capital Gains Tax Resolution**

**BE THAT IT BE RESOLVED** The Council of the Corporation of the Township of Southwold hereby supports the attached resolution 2021.12.17 from The Municipality of Dutton Dunwich requesting support that the Federal Government immediately ceases any further discussions or consideration adding a capital gains tax on primary residences; and

**FURTHER** a copy of this resolution be sent to MP Karen Vecchio, MPP Jeff Yurek, the County of Elgin and the Municipality of Dutton Dunwich.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED**

**CLOSED SESSION:**

No Closed Session was held.

**ADJOURNMENT:**

2021- 219

**Councillor North – Councillor Pennings**

Adjournment

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **7:52 p.m.**

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

**CARRIED**

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CAO/Clerk  
Lisa Higgs

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Mayor  
Grant Jones



## SOUTHWOLD WAR MEMORIAL COMMITTEE

March 23, 2021

1:30 p.m.

Attending: Sarah Emons                      Len Lynch  
              Gayle Bogart                     Rev John Brown  
              Rev Diane Macpherson       Mary Clutterbuck  
              Perry Clutterbuck

Staff:            Michele Lant

Absent:         Bill Aarts

### Business Arising from Minutes

#### Plans for November 7, 2021

Silver Cross Family – Will use the Buchan family as Pat already had the information for the 2020 service.

Ted has made the suggestions of either the D-Day story (Juno book) or the Korean War story (Deadlock in Korea book) as the focus for 2021. He thinks the last time we focused on Korean War vets was 2010. From these suggestions, the Committee has decided to focus on Korea Vets as it would be an honour to Ron Jewell.

The Committee will need to be flexible to adhere to Provincial restrictions at the time of the November service. The possibility may be a totally virtual service, or a small crowd may be allowed.

Option 1 – same as 2020 – Service will be outdoors at memorial site. Use the Princess Ave Playhouse to record Ted Barris and Sarah. Improvements are needed to the internet outside at the Keystone to provide better connection for Establish Media. We are hoping by August to be able to talk to Ted about coming to the Keystone Complex on November 7<sup>th</sup> to sell books. Sarah and Len met with Grayden to discuss the possibility of having Establish Media livestream the service in 2021. In 2020 there was no PA system set up. Len talked to Grayden about setting up a PA system if people are allowed to attend the outside service.

Option 2 – limited gathering – At this time Council has decided not to open the Keystone Complex. If it is possible to have a gathering in November, a plan has to be registered with the Township and Southwest Public Health setting out what is taking place and listing all of the steps being taken to follow the restrictions in place.



## **SOUTHWOLD WAR MEMORIAL COMMITTEE**

**March 23, 2021**

**1:30 p.m.**

The Committee agrees to plan for November 2021 using option 1 above. Best case scenario would be that more people would be allowed to assist at the service.

Michele will email the contact for the Harvards to book the Township of Southwold for November 7, 2021. The Committee would also like them to use the same flight pattern as 2020.

### Budget for Establish Media

The Committee would like to send a request to Green Lane Community Trust Fund for an additional \$4,000.00 to have Establish Media film a professional quality livestream and permanent copy of the ceremony, both indoors and out, if safe under COVID-19 protocols.

Michele will talk to Lisa and Jeff about submitting a letter to Council to request \$4,000.00 from Green Lane Community Trust Fund.

### Internet Access at Keystone

Sarah spoke to Councillor Pennings about internet access at the Keystone Memorial site. He told Sarah that he uses a hub on job sites when there is a lot of internet, phone traffic and computer use. Sarah will have Councillor Pennings talk to Grayden to make sure it will work with Grayden's equipment.

### New Membership on Committee

Gayle suggested Tom Spicer as a possible new member. Len will ask Tom, but he has said previously that he likes to help but does not want to be a part of the committee.

Len suggested Brenda or Gord Longhurst. Len will speak to Brenda and Gord.

Sarah spoke with Karen Collard about joining the Committee. Karen said she would like to help with research but does not want to formally sit on the Committee. Sarah will talk to Karen and accept her assistance as a research person.

### Other Business

Ross Burgar got the new logos for the crossed to update them. The logo is the same design as the memorial pin.



## SOUTHWOLD WAR MEMORIAL COMMITTEE

March 23, 2021

1:30 p.m.

A thank you note was received from Murray and Brenda Silcox and Jean Palmer. Included were photos of the Harvards flying over Shedden in 2020.

Mary asked if Ross Bugar will be taking the photos each year. If Mary is available and present at the service, she will continue to take the photos. If Mary is unable to attend, then Ross will take the photos that year.

### Next Meeting

The next meeting will be Tuesday, July 13, 2021 at 1:30 p.m. in the Township of Southwold office or virtually depending on restrictions in place at the time.

### Adjournment

The meeting was adjourned at 2:30 p.m.

Councillor Sarah Emons, Chair

Michele Lant, Staff Resource







## **Southwold Young at Heart Committee Meeting Minutes May 11<sup>th</sup>, 2021**

Tuesday May 11, 2021

Via Video Link

Time meeting started: 10:06 am.

**Attendance:** Councillor Emons, Karen Olmstead, Trudy Kanellis, Deb Logghe, Pat Stannard, Karen Auckland, Allan Bogart, Randy Graham (10:58) and June McLarty

- 1. Call Meeting to Order and Welcome** – Meeting called to order at 10:06 am.  
Sarah welcomed Karen A. and Allan to the Young at Heart Committee.

- 2. Approval of Agenda**

Resolution No.2021-18

Moved by: Deb Logghe

Seconded by: Karen Olmstead

RESOLVED that the agenda of the May 11<sup>th</sup>, 2021 committee meeting of the Southwold Young at Heart be approved.

DISPOSITION: Carried

- 3. Approval of the Minutes**

Resolution No. 2021-19

Moved by: Pat Stannard

Seconded by: karen Olmstead

RESOLVED that the minutes of the April 6<sup>th</sup>, 2021 committee meeting of the Southwold Young at Heart be approved as circulated.

DISPOSITION: Carried

- 4. Financial Statement**

June McLarty provided an update of the financial statement.

- 5. July Dinner Confirmation**

The lunch will consist of a chicken ceasar wrap, veggies (carrots and celery), cookies, an apple, and a Bubl  drink. Pat and Karen will assist with the making of the wraps on the morning of June 30<sup>th</sup>. Committee members will meet at 11:00 am at the complex to assemble the lunches.

## **6. July Bundle Confirmation**

The July bundle will consist of a Canada themed cookie, visor, blanket, flashlight, golf ball and tees, tumbler, sun catcher craft, egg carton herb garden, a Canada Flag, a fork, and knife set and the newsletter. On June 28<sup>th</sup> at 9:30 am the newsletter will be assembled. Kim is still working on it. On June 29<sup>th</sup> at 10am the bundles will be assembled. Randy and Allan will handle parking and vehicle control on June 30<sup>th</sup>.

## **7. July Bundle/Dinner Advertising**

The Committee members will continue to advertise wherever possible. It has been posted on the sign out in front of the Wayside.

## **8. Fall Dinner/Bundle Advance Planning**

Trudy will inquire with a lady in Springfield who does soup packages. Other suggestions were a small squash and a recipe for squash soup, chap stick or lip balm, masks, hand sanitizer and maybe something with the new Township logo. A suggestion of a small wooden basket or bushel was made to hold the items for the fall bundle. Deb will investigate the options and pricing.

## **9. Royal Oak Welcome Packages**

The Committee will assemble the bundles for Royal Oak Welcome packages on June 29<sup>th</sup>, 2021. We will pack them in the bags provided by MP Karen Vecchio's office.

## **10. Ontario Senior's Month:**

The Committee reviewed the information that we received about the Ontario's Senior's Month. We will promote the senior's month on the Township's social media accounts and in our newsletter.

## **11. Adjournment**

Resolution No.2021-20

Moved by: Karen Olmstead

Seconded by: Deb Logghe

RESOLVED that the meeting be adjourned at 11:17 a.m. to meet again virtually on July 6<sup>th</sup>, 2021 at 1:00 p.m.

DISPOSITION: Carried



**GRAHAM SCOTT ENNS** LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

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[www.grahamscottenns.com](http://www.grahamscottenns.com)

August 9, 2021

The Corporation of the Township of Southwold  
35663 Fingal Line  
Fingal, ON, N0L 1K0

Dear Members of Council:

**Re: Audit Findings**

This letter has been prepared to assist you with your review of the consolidated financial statements of The Corporation of the Township of Southwold for the year ending December 31, 2020. We look forward to meeting with you and discussing the matters outlined below.

**Significant Matters Arising**

***Changes to Audit Plan***

There were no changes to the audit plan (as previously presented to you).

***Other Matters***

We have not identified any other significant matters that we wish to bring to your attention at this time.

**Significant Difficulties Encountered**

There were no significant difficulties encountered during our audit.

**Comments on Accounting Practices**

***Accounting Policies***

The significant accounting policies used by the entity are outlined in Note 1 to the consolidated financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

***Significant Accounting Estimates***

There were no significant estimates/judgements contained in the consolidated financial statements.

### ***Significant Financial Statement Disclosures***

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

### **Uncorrected Misstatements**

We accumulated no significant uncorrected misstatements during our audit.

### **Significant Deficiencies in Internal Control**

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the consolidated financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

### **Written Representations**

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

### **Other Audit Matters of Governance Interest**

We did not identify any related party relationships or transactions that were previously undisclosed to us.

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

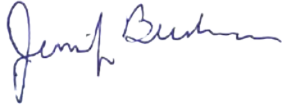
We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of The Corporation of the Township of Southwold to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Sincerely,

**GRAHAM SCOTT ENNS LLP**

*Chartered Professional Accountants*

A handwritten signature in blue ink, appearing to read "Jennifer Buchanan".

Jennifer Buchanan, CPA, CA

Partner

**Acknowledgement of Members of Council:**

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Per: The Corporation of the Township of Southwold

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# **The Corporation of the Township of Southwold**

**35663 Fingal Line  
Fingal, ON  
N0L 1K0**

August 9, 2021

Graham Scott Enns LLP  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1

Dear Sir/Madam:

This representation letter is provided in connection with your audit of the financial statements of The Corporation of the Township of Southwold for the year ended December 31, 2020 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for public entities.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

## **1. Financial Statements**

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 17, 2020 for:

- a) Preparing and fairly presenting the financial statements in accordance with Canadian accounting standards for public entities;
- b) Providing you all relevant information, such as:
  - i) Accounting records, supporting data and other relevant documentation,
  - ii) Minutes of meetings (such as shareholders, board of directors and audit committees) or summaries of actions taken for which minutes have not yet been prepared, and
  - iii) Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements;
- c) Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and
- d) Designing and implementing such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

## **2. Fraud and Non-Compliance**

We have disclosed to you:

a) All of our knowledge in relation to actual, alleged or suspected fraud affecting the entity's financial statements involving:

i) Management;

ii) Employees who have significant roles in internal control; or

iii) Others where the fraud could have a material effect on the financial statements;

b) All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;

c) All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;

d) All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and

e) The results of our risk assessments regarding possible fraud or error in the financial statements.

## **3. Related Parties**

We confirm that there were no related-party relationships or transactions that occurred during the period.

## **4. Estimates**

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the financial statements in accordance with Canadian accounting standards for public entities. Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We confirm that the significant assumptions and measurement methods used by us in making accounting estimates, including those measured at fair value, are reasonable.

## **5. Subsequent Events**

All events subsequent to the date of the financial statements and for which Canadian accounting standards for public entities requires adjustment or disclosure have been adjusted or disclosed.

## **6. Commitments and Contingencies**

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

## **7. Adjustments**

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records. A list of these adjustments is attached to this letter.

## **8. Other Representations**

### **i) Accounting Policies**

All significant accounting policies are disclosed in the financial statements and are consistent with those used in the previous period.

### **ii) Future Plans**

We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.

### **iii) Recoveries from Future Connections**

It is management's intention to arrange signed agreements with developers going-forward to support the collectibility of recoveries from future connections.

Yours truly,

---

Jeff Carswell, Treasurer



**CORPORATION OF THE TOWNSHIP**  
**OF SOUTHWOLD**  
**Financial Statements**  
**December 31, 2020**

*Draft*

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Financial Statements**

**For The Year Ended December 31, 2020**

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*Draft*

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## **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The accompanying financial statements are the responsibility of the management of Corporation of the Township of Southwold and have been prepared in accordance with Canadian accounting standards for public sector entities.

These financial statements include:

- Independent Auditors' Report
- Statement of Financial Position
- Statement of Operations and Accumulated Surplus
- Statement of Change in Net Financial Assets
- Statement of Cash Flows
- Notes to the Financial Statements
- Schedule of Segment Disclosure

The Chief Administrative Officer and the Treasurer are responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing the financial statements before they are submitted to Council for approval.

The integrity and reliability of Corporation of the Township of Southwold reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The financial statements have been audited on behalf of the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of Southwold by Graham Scott Enns LLP in accordance with Canadian generally accepted auditing standards.

---

Lisa Higgs  
Chief Administrative Officer

---

Jeff Carswell  
Treasurer

St. Thomas, Ontario  
Reporting Date



**GRAHAM SCOTT ENNS** LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

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## **INDEPENDENT AUDITORS' REPORT**

To the Members of Council, Inhabitants and Ratepayers of **The Corporation of the Township of Southwold:**

### **Opinion**

We have audited the financial statements of **The Corporation of the Township of Southwold**, which comprise the statement of financial position as at December 31, 2020, and the statement of operations and accumulated surplus, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the Municipality's financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



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## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **Auditors' Responsibilities for the Audit of the Financial Statements (Continued)**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Thomas, Ontario

Reporting Date

*Graham Scott Enns LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

Licensed Public Accountants

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Statement of Financial Position December 31, 2020

	2020 \$	2019 \$
<b>FINANCIAL ASSETS</b>		
Cash	5,518,029	3,015,089
Investments (Note 3)	6,481,581	6,338,388
Taxes receivable	582,645	499,535
Accounts receivable (Note 2)	4,193,062	4,415,825
Land held for resale	<u>441,066</u>	<u>441,066</u>
<b>Total financial assets</b>	<u>17,216,383</u>	<u>14,709,903</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	1,145,487	904,084
Deferred revenue (Note 5)	951,192	1,878,822
Net long-term liabilities (Note 6)	<u>2,795,253</u>	<u>2,872,735</u>
<b>Total financial liabilities</b>	<u>4,891,932</u>	<u>5,655,641</u>
<b>NET FINANCIAL ASSETS</b>	<u>12,324,451</u>	<u>9,054,262</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 4)	48,934,215	48,251,859
Inventories	129,021	98,396
Prepaid expenses	<u>36,373</u>	<u>32,503</u>
<b>Total non-financial assets</b>	<u>49,099,609</u>	<u>48,382,758</u>
<b>ACCUMULATED SURPLUS (NOTE 7)</b>	<u>61,424,060</u>	<u>57,437,020</u>

\_\_\_\_\_  
Grant Jones  
Mayor

\_\_\_\_\_  
Lisa Higgs  
Chief Administrative Officer

The accompanying notes are an integral part of these financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Statement of Operations and Accumulated Surplus For The Year Ended December 31, 2020

	Budget (Note 11) \$	Actual 2020 \$	Actual 2019 \$
<b>REVENUES</b>			
Property taxation	3,463,662	<b>3,420,251</b>	3,191,455
Taxation from other governments	1,102,400	<b>1,134,400</b>	1,100,380
Local improvement levies	1,177,532	<b>1,190,951</b>	248,068
User charges	2,247,938	<b>2,392,489</b>	1,991,447
Government transfers:			
Federal	217,020	<b>269,157</b>	233,628
Provincial	521,751	<b>1,009,209</b>	1,076,189
Other municipalities	726,225	<b>617,948</b>	707,174
Investment income	200,000	<b>178,035</b>	227,129
Penalties and interest on taxes	75,000	<b>62,902</b>	68,265
Other revenues	<u>2,956,570</u>	<u><b>2,432,515</b></u>	<u>3,474,730</u>
Total revenues	<u>12,688,098</u>	<u><b>12,707,857</b></u>	<u>12,318,465</u>
<b>EXPENSES</b>			
General government	756,554	<b>824,098</b>	773,712
Fire and police protection	1,274,983	<b>1,274,350</b>	1,226,207
Other protective services	206,289	<b>217,605</b>	199,947
Transportation services	2,641,888	<b>2,503,193</b>	1,895,941
Waterworks and sewer	1,972,299	<b>2,189,257</b>	2,048,014
Garbage collection and disposal	398,000	<b>390,023</b>	339,332
Health services	48,908	<b>63,818</b>	45,850
Recreation and cultural services	365,533	<b>234,259</b>	295,142
Planning and zoning	62,950	<b>174,194</b>	232,084
Agriculture	<u>857,676</u>	<u><b>850,020</b></u>	<u>2,267,996</u>
Total expenses (Note 12(a))	<u>8,585,080</u>	<u><b>8,720,817</b></u>	<u>9,324,225</u>
<b>ANNUAL SURPLUS</b>	4,103,018	<b>3,987,040</b>	2,994,240
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>57,437,020</u>	<u><b>57,437,020</b></u>	<u>54,442,780</u>
<b>ACCUMULATED SURPLUS, END OF YEAR (NOTE 7)</b>	<u><u>61,540,038</u></u>	<u><u><b>61,424,060</b></u></u>	<u><u>57,437,020</u></u>

The accompanying notes are an integral part of these financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Statement of Change in Net Financial Assets For The Year Ended December 31, 2020

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	Budget (Note 11) \$	Actual 2020 \$	Actual 2019 \$
<b>ANNUAL SURPLUS</b>	4,103,018	<b>3,987,040</b>	2,994,240
Acquisition of tangible capital assets	(2,259,757)	<b>(2,259,757)</b>	(5,862,322)
Amortization of tangible capital assets	1,572,366	<b>1,572,366</b>	1,458,532
Proceeds on disposal of tangible capital assets	-	<b>20,344</b>	-
Change in inventories and prepaid expenses	-	<b>(34,495)</b>	35,634
Gain on sale of tangible capital assets	-	<b>(15,309)</b>	-
<b>CHANGE IN NET FINANCIAL ASSETS</b>	3,415,627	<b>3,270,189</b>	(1,373,916)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>9,054,262</u>	<u><b>9,054,262</b></u>	<u>10,428,178</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u><u>12,469,889</u></u>	<u><u><b>12,324,451</b></u></u>	<u><u>9,054,262</u></u>

Draft

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The accompanying notes are an integral part of these financial statements.



# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Statement of Cash Flows For The Year Ended December 31, 2020

	2020 <u>\$</u>	2019 <u>\$</u>
<b>OPERATING ACTIVITIES</b>		
Annual surplus	3,987,040	2,994,240
Add (deduct) items not involving cash:		
Amortization of tangible capital assets	1,572,366	1,458,532
Gain on disposal of tangible capital assets	<u>(15,309)</u>	<u>-</u>
	5,544,097	4,452,772
Change in non-cash assets and liabilities related to operations (Note 12 [b])	<u>(581,069)</u>	<u>(1,098,428)</u>
Cash provided by operating activities	<u>4,963,028</u>	<u>3,354,344</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	<u>(143,193)</u>	<u>(106,970)</u>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(2,259,757)	(5,862,322)
Proceeds on disposal of tangible capital assets	<u>20,344</u>	<u>-</u>
	<u>(2,239,413)</u>	<u>(5,862,322)</u>
<b>FINANCING ACTIVITIES</b>		
Long-term debt issued	-	1,000,000
Long-term debt repayments	<u>(77,482)</u>	<u>(142,884)</u>
	<u>(77,482)</u>	<u>857,116</u>
<b>NET CHANGE IN CASH</b>	2,502,940	(1,757,832)
<b>CASH, BEGINNING OF YEAR</b>	<u>3,015,089</u>	<u>4,772,921</u>
<b>CASH, END OF YEAR</b>	<u>5,518,029</u>	<u>3,015,089</u>

The accompanying notes are an integral part of these financial statements.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Financial Statements For The Year Ended December 31, 2020**

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The Corporation of the Township of Southwold (the "Municipality") is a municipality in the Province of Ontario. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Municipality are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

#### **Reporting Entity**

The financial statements reflect the assets, liabilities, revenues, expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality.

#### **Consolidated Entities**

There are no organizations or local boards that are consolidated in these financial statements.

#### **Proportionate Consolidation**

There are no organizations or local boards that are proportionately consolidated in these financial statements.

#### **Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

#### **Investments**

Investments consisting of government and corporate bonds, money market funds and guaranteed investment certificates are carried at cost. Interest income is recognized when received or receivable.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Deferred Revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work. In addition, certain user charges and fees which have been collected but for which the related services have yet to be performed. Revenue is recognized in the period when the related expense are incurred, services performed.

#### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

##### i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	10 years
Buildings	50 years
Machinery & Equipment	5 - 10 years
Vehicles	7 - 20 years
Transportation infrastructure	20 - 75 years
Water system infrastructure	75 years
Wastewater infrastructure	75 years

Amortization begins the first month of the year following the year the asset is placed in service and to the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

##### ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Non-Financial Assets (Continued)

##### iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

##### iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

#### Land Held For Resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

#### Government Transfers

Government transfers are recognized in the financial statements as revenues in the financial period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met including performance and return requirements, and reasonable estimates of the amounts can be determined. Any amount received but restricted is recorded as deferred revenue in accordance with Section 3100 of the Public Sector Accounting Handbook and recognized as revenue in the period in which the resources are used for the purpose specified.

In addition, the Municipality periodically receives senior government capital funding in the form of infrastructure grants and receives ongoing funding from both senior levels of government as a result of an allocation of the gas tax funds.

#### Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Significant estimates include assumptions used in estimating provisions for accounts receivable, accrued liabilities, allowances for vacancies, rebates and uncollectible property taxes and in performing actuarial valuations of employee future benefits. In addition, the Municipality's implementation of the Public Sector Accounting Handbook PS3150 has required management to make estimates of historical costs and useful lives of tangible capital assets. Actual results could differ from these estimates.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Financial Statements For The Year Ended December 31, 2020**

---

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Employee Benefit Plans**

The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by the employees based on the length of service and pay rates. Employee benefits include post employment benefits. Post employment benefits are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees. Any actuarial gains and losses related to past service of employees are amortized over the expected average remaining service period. For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains or losses that are related to these benefits are amortized over the expected service period.

#### **Accounting for County and School Board Transactions**

Although the Municipality collects taxation on behalf of the County of Elgin and the School Boards, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of the County and the School Boards are not reflected in these financial statements.

#### **Financial Instruments**

The Municipality's financial instruments consist of cash and cash equivalents, accounts receivable, taxes receivable, accounts payable and accrued liabilities and long-term liabilities. Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

#### **Recent Accounting Pronouncements**

PSAB released a standard related to Financial Instruments (PS 3450). The standard applies to all local governments for fiscal years beginning on or after April 1, 2022, which would be the year end December 31, 2023. The standard applies to all types of financial instruments. The new standard requires that equity and derivative instruments be measured at fair value, with changes in value being recorded in the statement of remeasurement gains/losses. The standard gives the option of cost/amortized cost vs. fair value of remaining instruments, which is elected upon by the government organization. The Municipality has not yet determined what, if any, financial reporting implications may arise from this standard.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Financial Statements For The Year Ended December 31, 2020**

---

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Recent Accounting Pronouncement (Continued)**

PSAB released a standard related to Revenue (PS 3400). This standard will apply for fiscal years beginning on or after April 1, 2023, which would be the year end December 31, 2024. This standard will impact the timing of the revenue reported by the organization. Examination and audit of the types of revenue will determine the impact of this standard. The Municipality has not yet determined what, if any, financial reporting implications may arise from this standard.

#### **Tax Revenues**

In 2020 the Municipality received \$4,554,651 (2019 - \$4,291,835) in property tax revenues for municipal purposes. The authority to levy and collect property taxes is established under the Municipal Act 2001, the Assessment Act, the Education Act, and other legislation.

The amount of the total annual property tax levy is determined each year through Council's approval of the annual budget. Municipal tax rates are set annually by Council for each class or type of property, in accordance with legislation and Council-approved policies, in order to raise the revenue required to meet operating budget requirements. Education tax rates are established by the Province each year in order to fund costs of education on a Province-wide basis.

Taxation revenues are recorded at the time billings are issued. Additional property tax revenue can be added throughout the year, related to new properties that become occupied, or that become subject to property tax, after the return of the annual assessment roll used for billing purposes. The Municipality may receive supplementary assessment rolls over the course of the year from MPAC that identify new or omitted assessments. Property taxes for these supplementary/omitted amounts are then billed according to the approved tax rate for the property class.

Taxation revenues in any year may also be reduced as a result of reductions in assessment value arising from reassessment and/or tax appeals. Each year, an amount is identified to cover the estimated amount of revenue loss attributable to reassessment and tax appeals or other deficiencies in tax revenue (e.g. uncollectible amounts, write-offs, etc.).

#### **User Charges**

User charges relate to various programs and fees imposed based on specific activities, such park and recreation services, water, wastewater and solid waste. Revenue is recognized when the activity is performed or when the services are rendered.

#### **Other Revenues**

Revenues are recognized in the year that the events giving rise to the revenues occur and the revenues are earned. Amounts received which relate to revenues that will be earned in a subsequent year are deferred and reported as liabilities.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Environmental Provisions and Contaminated Sites

The Municipality may be exposed to litigation or other costs of remediation due to contaminated properties in its jurisdiction. A liability for remediation is recognized in the financial statements when an environmental standard exists, contamination exceeds the standard, the government is responsible for the remediation and a reasonable estimate of the liability can be made. As at December 31, 2020 there were no properties that the Municipality was responsible to remedy and as such no liability has been accrued.

### 2. ACCOUNTS RECEIVABLE

Included in accounts receivable is \$2,013,044 (2019 - \$2,367,817) representing funds fronted by the Municipality directly which are to be recovered from future subdivision development charges and sanitary sewer connection charges relating to the developments in the Municipality. It is anticipated a significant portion of the directly fronted charges will be recovered in the next five years.

### 3. INVESTMENTS

	<b>2020</b>	<b>2019</b>
	<b><u>\$</u></b>	<b><u>\$</u></b>
Cash, money market funds and investment certificates	<b>1,521,342</b>	1,015,692
Federal and provincial bonds	<b>477,781</b>	849,424
Corporate bonds	<b><u>4,482,458</u></b>	<u>4,473,272</u>
	<b><u>6,481,581</u></b>	<u>6,338,388</u>

The aggregate market value of the investments at December 31, 2020 is \$6,668,230 (2019 - \$6,346,444). The Municipality earned \$178,035 (2019 - \$227,129) in income on the above investments.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

### 4. TANGIBLE CAPITAL ASSETS

December 31, 2020

Cost	Opening	Additions	Disposals	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	14,712,878	1,351,095	(120,764)	<b>15,943,209</b>
Utility infrastructure	33,683,373	3,424,827	-	<b>37,108,200</b>
<b>Infrastructure Total</b>	<b>48,396,251</b>	<b>4,775,922</b>	<b>(120,764)</b>	<b>53,051,409</b>
<b><u>General</u></b>				
Land	603,458	-	-	<b>603,458</b>
Land Improvements	248,212	430,065	-	<b>678,277</b>
Building	6,965,904	528,118	-	<b>7,494,022</b>
Machinery and Equipment	2,026,136	242,330	(3,203)	<b>2,265,263</b>
Vehicles	5,408,825	376,255	(235,764)	<b>5,549,316</b>
<b>General Total</b>	<b>15,252,535</b>	<b>1,576,768</b>	<b>(238,967)</b>	<b>16,590,336</b>
Work In Progress	4,652,224	594,648	(4,687,581)	<b>559,291</b>
<b>Total Cost</b>	<b>68,301,010</b>	<b>6,947,338</b>	<b>(5,047,312)</b>	<b>70,201,036</b>

Accumulated Amortization	Opening	Amortization	Disposal	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	7,12,839	541,339	(115,728)	<b>8,138,450</b>
Utility infrastructure	6,845,875	449,577	-	<b>7,295,452</b>
<b>Infrastructure Total</b>	<b>14,558,714</b>	<b>990,916</b>	<b>(115,728)</b>	<b>15,433,902</b>
<b><u>General</u></b>				
Land Improvements	113,281	17,513	-	<b>130,794</b>
Building	1,266,331	139,916	-	<b>1,406,247</b>
Machinery and Equipment	1,100,741	136,622	(3,203)	<b>1,234,160</b>
Vehicles	3,010,084	287,398	(235,764)	<b>3,061,718</b>
<b>General Total</b>	<b>5,490,437</b>	<b>581,449</b>	<b>(238,967)</b>	<b>5,832,919</b>
<b>Total Accumulated Amortization</b>	<b>20,049,151</b>	<b>1,572,365</b>	<b>(354,695)</b>	<b>21,266,821</b>

Net Book Value	Opening	Ending
<b><u>Infrastructure</u></b>		
Roads and related transportation assets	7,000,039	<b>7,804,759</b>
Utility infrastructure	26,837,498	<b>29,812,748</b>
	33,837,537	<b>37,617,507</b>
<b><u>General</u></b>		
Land	603,458	<b>603,458</b>
Land Improvements	134,931	<b>547,483</b>
Building	5,699,573	<b>6,087,775</b>
Machinery and Equipment	925,395	<b>1,031,103</b>
Vehicles	2,398,741	<b>2,487,598</b>
	9,762,098	<b>10,757,417</b>
Work In Progress	4,652,224	<b>559,291</b>
<b>Total Net Book Value</b>	<b>48,251,859</b>	<b>48,934,215</b>



# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

### 4. TANGIBLE CAPITAL ASSETS (CONTINUED)

December 31, 2019

Cost	Opening	Additions	Disposals	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	12,928,321	1,819,614	(35,057)	14,712,878
Utility infrastructure	<u>33,483,302</u>	<u>200,071</u>	<u>-</u>	<u>33,683,373</u>
<b>Infrastructure Total</b>	<u>46,411,623</u>	<u>2,019,685</u>	<u>(35,057)</u>	<u>48,396,251</u>
<b><u>General</u></b>				
Land	603,458	-	-	603,458
Land Improvements	248,212	-	-	248,212
Building	6,961,688	4,216	-	6,965,904
Machinery and Equipment	1,798,284	227,852	-	2,026,136
Vehicle	<u>4,775,628</u>	<u>633,197</u>	<u>-</u>	<u>5,408,825</u>
<b>General Total</b>	<u>14,387,270</u>	<u>865,265</u>	<u>-</u>	<u>15,252,535</u>
Work In Progress	<u>1,674,852</u>	<u>2,977,372</u>	<u>-</u>	<u>4,652,224</u>
<b>Total Cost</b>	<u>62,473,745</u>	<u>5,862,322</u>	<u>(35,057)</u>	<u>68,301,010</u>

Accumulated Amortization	Opening	Amortization	Disposal	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	7,773,767	474,129	(35,057)	7,712,839
Utility infrastructure	<u>6,398,966</u>	<u>446,909</u>	<u>-</u>	<u>6,845,875</u>
<b>Infrastructure Total</b>	<u>13,672,733</u>	<u>921,038</u>	<u>(35,057)</u>	<u>14,558,714</u>
<b><u>General</u></b>				
Land Improvements	95,768	17,513	-	113,281
Building	1,126,626	139,705	-	1,266,331
Machinery and Equipment	978,001	122,740	-	1,100,741
Vehicle	<u>2,752,548</u>	<u>257,536</u>	<u>-</u>	<u>3,010,084</u>
<b>General Total</b>	<u>4,952,943</u>	<u>537,494</u>	<u>-</u>	<u>5,490,437</u>
<b>Total Accumulated Amortization</b>	<u>18,625,676</u>	<u>1,458,532</u>	<u>(35,057)</u>	<u>20,049,151</u>

Net Book Value	Opening	Ending
<b><u>Infrastructure</u></b>		
Roads and related transportation assets	5,654,554	7,000,039
Utility infrastructure	<u>27,084,336</u>	<u>26,837,498</u>
	32,738,890	33,837,537
<b><u>General</u></b>		
Land	603,458	603,458
Land improvements	152,444	134,931
Building	5,835,062	5,699,573
Machinery and Equipment	820,283	925,395
Vehicles	<u>2,023,080</u>	<u>2,398,741</u>
	9,434,327	9,762,098
Work In Progress	<u>1,674,852</u>	<u>4,652,224</u>
<b>Total Net Book Value</b>	<u>43,848,069</u>	<u>48,251,859</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

### 5. DEFERRED REVENUE

A requirement of the public sector accounting principles of the Chartered Professional Accountants of Canada, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded.

	2020	2019
	<u>\$</u>	<u>\$</u>
Obligatory Reserve Funds		
Recreation land	297,735	267,410
Federal gas tax revenue	77,105	210,425
Development charges	<u>37,843</u>	<u>37,843</u>
	412,683	515,678
Other Deferred Revenue	<u>538,509</u>	<u>1,363,144</u>
	<u><u>951,192</u></u>	<u><u>1,878,822</u></u>

### 6. NET LONG-TERM LIABILITIES

- a) The balance of net long-term liabilities reported on the Statement of Financial Position consists of the following:

	2020	2019
	<u>\$</u>	<u>\$</u>
Total long-term liabilities incurred by the municipality and outstanding at the end of the year	2,801,754	2,883,405
Tile drainage loans assumed by the individual	<u>(6,501)</u>	<u>(10,670)</u>
Total long-term liabilities at the end of the year	<u><u>2,795,253</u></u>	<u><u>2,872,735</u></u>

- b) Principal repayments are summarized as follows:

	2021	2022	2023	2024	2025	Beyond	Total
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Recoverable from:							
General tax revenue	<u>81,941</u>	<u>84,566</u>	<u>87,289</u>	<u>87,681</u>	<u>90,463</u>	<u>2,363,313</u>	<u>2,795,253</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

### 6. NET LONG-TERM LIABILITIES (CONTINUED)

- c) All long-term liabilities issued on or before December 31, 1992 have received approval of the Ontario Municipal Board. Long-term liabilities issued after January 31, 1993 have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.
- d) Interest rates range from 3.55% to 6.00%. Interest on long-term liabilities in 2020 amounted to \$76,376 (2019 - \$73,347). Of this interest \$75,736 (2019 - \$69,369) was reported in accounts receivable to be recovered from future connection charges (Note 2).
- e) The Municipality is contingently liable for municipal debt with respect to tile drainage loans. The total amount outstanding as at December 31, 2020 is \$6,501 (2019 - 10,670) and is not recorded on the Statement of Financial Position.
- f) In January 2021, a repayment of \$1,000,000 was made of the outstanding debt.

### 7. ACCUMULATED SURPLUS

The accumulated surplus consists of the following individual fund surplus/(deficit) and reserves as follows:

	2020	2019
	\$	\$
<b>SURPLUS</b>		
General revenue fund	2,099,089	856
Benefiting land owners	(1,134,863)	(1,825,766)
Invested in tangible capital assets	48,934,215	48,251,859
Reserves	14,320,872	13,882,806
	64,219,313	60,309,755
<b>AMOUNTS TO BE RECOVERED</b>		
Net long-term debt	(2,795,253)	(2,872,735)
<b>ACCUMULATED SURPLUS</b>	<u>61,424,060</u>	<u>57,437,020</u>
<b>RESERVES</b>		
Reserves set aside for specific purposes by council:		
Working capital	1,056,147	1,056,147
Property tax assessment appeals	1,112,211	1,012,211
Protection services	1,331,191	1,092,407
Roadway purposes	2,496,982	2,568,068
Water and sewer purposes	7,030,791	6,880,873
Other municipal services	1,293,550	1,273,100
Total reserves	<u>14,320,872</u>	<u>13,882,806</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

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### 8. SIGNIFICANT AND SUBSEQUENT EVENT - COVID 19

During and subsequent to year end, the Municipality was exposed to economic risks associated with the coronavirus pandemic. These risks are beyond the Municipality's control. The impact of these risks cannot be identified at this time but could impact the Municipality's operations, future net surplus, cash flows and financial condition.

### 9. PENSION AGREEMENTS

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year, an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits the members have earned to date. The most recent actuarial valuation of the Plan was conducted December 31, 2020, and the results of this valuation disclosed actuarial liabilities of \$111.8 billion in respect of benefits accrued for service with actuarial assets at that date of \$108.6 billion leaving an actuarial deficit of \$3.2 billion.

Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS Pension surplus or deficit in these consolidated financial statements.

The amount contributed to OMERS for 2020 was \$142,856 (2019 - \$124,482). OMERS contribution rates for 2020 and 2019, depending on income level and retirement dates, ranged from 9.0% to 15.8%.

### 10. OPERATION OF THE COUNTY OF ELGIN AND SCHOOL BOARDS

During 2020, requisitions were made by the County of Elgin and the school boards requiring the Municipality to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are summarized below:

	School Boards \$	County \$
Taxation and user charges	1,392,964	4,167,430
Share of payments in lieu of taxes	<u>10,736</u>	<u>585,511</u>
Amounts requisitioned	<u>1,403,700</u>	<u>4,752,941</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

### 11. BUDGET FIGURES

The operating budget approved by Council on March 9, 2020 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Municipality does not budget activity within Reserve Funds, with the exception being those transactions, which affect either operations or capital investments. Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements.

	Approved Budget \$	Adjustments \$	PSAB Budget \$
<b>REVENUES</b>			
Property taxation	3,463,662	-	3,463,662
Taxation from other governments	1,102,400	-	1,102,400
Local improvement levies	6,913	1,170,619	1,177,532
User charges	2,247,938	-	2,247,938
Government transfers			
Federal	217,020	-	217,020
Provincial	454,100	67,651	521,751
Other municipalities	726,225	-	726,225
Investment income	200,000	-	200,000
Penalties and interest on taxes	75,000	-	75,000
Sales on land held for sale and other revenues	2,956,570	-	2,956,570
Reserve transfers	<u>2,519,997</u>	<u>(2,519,997)</u>	<u>-</u>
Total revenues	<u>13,969,825</u>	<u>(1,281,727)</u>	<u>12,688,098</u>
<b>EXPENSES</b>			
General government	836,557	(80,003)	756,554
Fire and police protection	1,676,889	(401,906)	1,274,983
Other protective services	206,289	-	206,289
Transportation services	3,340,272	(698,384)	2,641,888
Waterworks and sewers	3,276,330	(1,304,031)	1,972,299
Garbage collection and disposal	398,000	-	398,000
Health Services	46,080	2,828	48,908
Recreation and cultural services	1,630,576	(1,265,043)	365,533
Planning and zoning	62,950	-	62,950
Agriculture	103,235	754,441	857,676
Reserve transfers	<u>2,392,647</u>	<u>(2,392,647)</u>	<u>-</u>
Total expenses	<u>13,969,825</u>	<u>(5,384,745)</u>	<u>8,585,080</u>
<b>BUDGETED ANNUAL SURPLUS</b>	<u><u>-</u></u>	<u><u>4,103,018</u></u>	<u><u>4,103,018</u></u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

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### 12. SUPPLEMENTARY INFORMATION:

	2020	2019
	<u>\$</u>	<u>\$</u>
<b>[a] Current fund expenditures by object:</b>		
Salaries, wages and employee benefits	2,175,926	2,120,489
Long-term debt interest	640	3,978
Materials and supplies	3,309,135	4,122,762
Contracted services	1,626,673	1,557,460
Amortization	1,572,367	1,458,532
Transfer to others	<u>36,076</u>	<u>61,004</u>
	<u><u>8,720,817</u></u>	<u><u>9,324,225</u></u>
<b>[b] Change in non-cash assets and liabilities related to operations:</b>		
Taxes receivable	(83,110)	20,919
Accounts receivable	222,763	(2,230,675)
Inventories and prepaid expenses	(34,495)	35,634
Accounts payable and accrued liabilities	241,403	(9,938)
Deferred revenue	<u>(927,630)</u>	<u>1,085,632</u>
	<u><u>(581,069)</u></u>	<u><u>(1,098,428)</u></u>

### 13. SEGMENTED INFORMATION

The Municipality is a diversified municipal government institution that provides a wide range of services to its citizens, including contract police services, fire, roads, community services, water and sewer. For management reporting purposes the Municipality's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

The Municipality services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provided, are as follows:

#### General government

General government is comprised of municipal council, corporate management and program support.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Financial Statements For The Year Ended December 31, 2020

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### 13. SEGMENTED INFORMATION (CONTINUED)

#### Protection services

Protection services are comprised of the fire, police, conservation authority, building inspection and animal control, emergency measures and provincial offences.

#### Transportation services

Transportation services are comprised of roads, bridges, winter control, parking and street lighting.

#### Environmental services

Environmental services are comprised of the provision of safe drinking water, the collection and treatment of waste water and waste collection, disposal and recycling.

#### Health services

Health services are comprised of public health services and cemeteries.

#### Recreation and cultural services

Recreation and cultural services are comprised of parks, recreation programs, recreation facilities, and cultural services.

#### Planning and development services

Planning and development is comprised of planning and zoning, commercial and industrial development, economic development and tourism, and agricultural and reforestation.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on municipal services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government transfers, transfer from other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Schedule of Segment Disclosure.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Schedule of Segment Disclosure For The Year Ended December 31, 2020

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	635,189	1,268,356	2,049,462	326,862	38,432	138,998	1,288,303	<b>5,745,602</b>
Sales of services and regulatory fees	25,645	259,747	1,580	2,000,909	-	91,483	13,125	<b>2,392,489</b>
Government transfers	396,100	10,256	836,932	613,107	-	-	39,919	<b>1,896,314</b>
Other	<u>240,937</u>	<u>30,053</u>	<u>-</u>	<u>414,811</u>	<u>-</u>	<u>4,350</u>	<u>1,983,301</u>	<b><u>2,673,452</u></b>
	<u>1,297,871</u>	<u>1,568,412</u>	<u>2,887,974</u>	<u>3,355,689</u>	<u>38,432</u>	<u>234,831</u>	<u>3,324,648</u>	<b><u>12,707,857</u></b>
<b>EXPENSES</b>								
Materials and supplies	198,427	154,904	652,833	1,324,764	58,280	154,448	765,479	<b>3,309,135</b>
Salaries, wages and employee benefits	598,438	332,657	944,912	145,406	2,710	14,612	137,191	<b>2,175,926</b>
Amortization	24,489	156,319	775,661	526,762	2,828	86,308	-	<b>1,572,367</b>
Contracted services	2,744	790,892	129,787	582,347	-	-	120,903	<b>1,626,673</b>
External transfers	-	57,184	-	-	-	(21,108)	-	<b>36,076</b>
Long-term debt interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>640</u>	<b><u>640</u></b>
	<u>824,098</u>	<u>1,491,956</u>	<u>2,503,193</u>	<u>2,579,279</u>	<u>63,818</u>	<u>234,260</u>	<u>1,024,213</u>	<b><u>8,720,817</u></b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>473,773</u>	<u>76,456</u>	<u>384,781</u>	<u>776,410</u>	<u>(25,386)</u>	<u>571</u>	<u>2,300,435</u>	<b><u>3,987,040</u></b>



# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Schedule of Segment Disclosure For The Year Ended December 31, 2019

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	725,119	1,156,451	1,823,524	366,113	34,048	187,651	246,997	4,539,903
Sales of services and regulatory fees	320,818	7,305	400,000	3,007,624	-	34,377	-	3,770,124
Government transfers	96,734	118,123	1,834	1,712,595	-	42,286	19,875	1,991,447
Other	<u>135,370</u>	<u>275,614</u>	<u>1,202,915</u>	<u>117,298</u>	<u>6,356</u>	<u>184,167</u>	<u>95,271</u>	<u>2,016,991</u>
	<u>1,278,041</u>	<u>1,557,493</u>	<u>3,428,273</u>	<u>5,203,630</u>	<u>40,404</u>	<u>448,481</u>	<u>362,143</u>	<u>12,318,465</u>
<b>EXPENSES</b>								
Materials and supplies	144,383	156,978	193,711	1,239,823	40,298	172,073	2,175,496	4,122,762
Salaries, wages and employee benefits	596,898	325,273	901,489	129,185	2,725	32,962	131,957	2,120,489
Amortization	29,201	179,990	691,480	518,284	2,828	86,749	-	1,458,532
Contracted services	1,129	756,367	109,262	496,950	-	-	191,752	1,557,460
External transfers	2,100	55,546	-	-	-	3,358	-	61,004
Long-term debt interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,102</u>	<u>-</u>	<u>-</u>	<u>876</u>	<u>3,978</u>
	<u>773,711</u>	<u>1,426,154</u>	<u>1,895,942</u>	<u>2,387,344</u>	<u>45,851</u>	<u>295,142</u>	<u>2,500,081</u>	<u>9,324,225</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>504,330</u>	<u>131,339</u>	<u>1,532,331</u>	<u>2,816,286</u>	<u>(5,447)</u>	<u>153,339</u>	<u>(2,137,938)</u>	<u>2,994,240</u>

Dear Board of Director/Audit Committee Member/Councillor/Alderman:

As part of the audit process, we are required to inquire and document our inquiries of those charged with governance about the entity and its oversight processes. These inquiries do not reflect any suspicions or pre-conceptions we have about the organization. We are also required to make specific inquiries regarding fraud. Please understand that these are **required** inquiries.

Please print this form, answer the questions in the space provided and return it to us at your earliest convenience via e-mail (scan) or fax (519) 633-7009.

We thank you for your time in responding to these questions in an honest and timely manner.

Sincerely,

**GRAHAM SCOTT ENNS LLP**  
CHARTERED PROFESSIONAL ACCOUNTANTS

QUESTION	CLIENT RESPONSE
<b>Related Parties</b>	
<p>Please check one of the options to the right:</p> <p>Definition:</p> <p><b>Related Party</b> - Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Related parties also include management and immediate family members. Two or more parties are related when they are subject to common control, joint control or common significant influence.</p>	<p><input type="checkbox"/> I/We am/are not aware of any related party relationships, transactions or balances that exist within the entity.</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> I/We am/are aware of the following related party relationships, transactions or balances that exist within the entity (Please include the related party's name, how they are related, and a description of the transaction and/or balance and term(s)):</p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>Conflict of Interest</b>	
<p>Please check one of the options to the left:</p>	<p><input type="checkbox"/> I/We am/are not aware of any conflicts of interest arising during the year that were declared to the board.</p> <p><input type="checkbox"/> I/We am/are aware of the following conflicts of interest that were declared to the board during the year:</p> <p>_____</p> <p>_____</p>

<b>Organizational Governance and Fraud</b>	
Do you have any knowledge of management override, fraud or suspected fraud?	
<p>What, in your opinion, are the financial statement areas that are susceptible to fraud?</p> <p>Eg. Cash misappropriated, Sales overstated/understated, Inventory missing, Bonus plan manipulation, etc.</p>	
<p>What is your opinion of the “tone at the top”, or of the control environment of the organization?</p> <p>Eg. <b>Strong</b> – two signatures on all cheques, no pre-signing of cheques, regular board meetings, strong attitude about ethics, whistleblower policy in place, Code of Conduct policy in place</p> <p><b>Weak</b> – no oversight of management, irregular board meetings, poor attitude about ethics</p>	
<p>What is your opinion of the effectiveness of your oversight of management?</p> <p>Eg. Very effective, somewhat effective, ineffective</p>	

Completed by:

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 Signature

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 Print Name and Position

Date:

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## **TOWNSHIP OF SOUTHWOLD**

### **PLANNING REPORT**

**Application:** Zoning By-law Amendment  
**Report No.:** PLA 2021-22  
**File No:** ZBA 2021-04  
**Date:** August 9, 2021

**TO:** Mayor and Council of the Township of Southwold

**FROM:** **Bryan Pearce, HBA, CPT, MCIP, RPP**  
**Planner**

**SUBJECT:** Zoning By-law Amendment Application ZBA 2021-04 – Recommendation Report

#### **REASONS FOR AND NATURE OF THE APPLICATION:**

The proposal is to address conditions of consents for E8-21 and E9-21, that proposes to rezone the severed parcel for E9-21, being 37298 Fingal Line, from the Agricultural 1 (A1) Zone to the Agricultural 1 Special Provision 59 (A1-59) Zone, to recognize the maximum lot area of 9,700 square metres; and the retained farmland parcel from the Agricultural 1 (A1) Zone to the Agricultural 3 (A3) Zone, in order to prohibit a dwelling.

#### **BACKGROUND INFORMATION:**

Below is a background information, in a summary chart:

<b>Application</b>	ZBA 2021-04
<b>Owner/Applicant</b>	Andy and Amber Wadsworth
<b>Legal Description</b>	Part Lot 28, Concession NTRE; Part 3, RP 11R-1653
<b>Civic Address</b>	37298 and 37352 Fingal Line
<b>Entrance Access</b>	Fingal Line and Mill Road
<b>Water Supply</b>	Township water supply
<b>Sewage Supply</b>	Private on-site individual septic system
<b>Existing Land Area</b>	18.6 ha (46.0 ac)

Figure One below, depicts the existing parcel of the Wadsworth Lands.



The zoning sketch, depicting the two surplus farm dwelling severances, is attached to this report as Appendix One for reference purposes.

### **PLANNING POLICY REVIEW:**

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Policy Statement (PPS) and does not conflict with Provincial Plans. Within the Township of Southwold, they must also make decisions that conform to the County of Elgin Official Plan (CEOP) and Township of Southwold Official Plan (OP) and make decisions that represent good land use planning.

#### **PPS**

The subject lands are within the Agricultural area. Lot creation in the agricultural areas is permitted for a residence surplus to a farm operation because of farm consolidation, provided the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created through consent and is limited in size to accommodate the use and services, in accordance with Section 2.3.4.1(c) of the PPS. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3 of the PPS.

The two residence is surplus to the needs of the farm owner, as a result of farm consolidation. The proposed severed parcels has been limited in size to accommodate the use and services and the proposed rezoning of the retained farmland parcel would prohibit a dwelling. The new land use of the

severed parcel would meet Minimum Distance Separation I, regarding odour separation as already determined in the severance applications. The proposed retained parcel is designated Agricultural and will continue to be used for agricultural use, in accordance with Section 2.3 Agricultural policies of the PPS.

This proposed Zoning By-law Amendment is consistent with the PPS.

#### CEOP

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP.

Section C2.3 of the CEOP permits agricultural uses and single detached dwellings with the agricultural use, conforming to this proposal.

Section E1.2.3.4 b) permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever.

Therefore, this proposed Zoning By-law Amendment conforms to the CEOP.

#### OP

The subject lands are designated Agricultural on Schedule 'A' Land Use in the OP.

Agricultural uses and limited residential uses are permitted in accordance with Section 4.1 agricultural land use policies of the OP.

Section 6.8.6(c) Agricultural Consent policies for residences surplus to the needs of a farm operation state land severances in the Agricultural Area may be permitted for a habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

- i) the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
- ii) the non-farm parcel will be zoned to recognize the non-farm residential use;
- iii) Minimum Distance Separation I provisions can be met.

The proposed Amendment would rezone the retained parcel to prohibit a dwelling and rezone the severed parcel for E9-21, being 37298 Fingal Line, to recognize the maximum lot area of 9,700 square metres.

Section 5.7.1 of the OP, Sanitary Sewage and Water Services policies require that existing sewage and water services be adequate and this was addressed as a condition of the severance.

Therefore, this proposed Zoning By-law Amendment conforms to the OP.

## ZBL

The subject lands are zoned Agricultural 1 (A1) and a portion of the lands within the Conservation Authority Regulations Constraint, as shown in the ZBL on Schedule 'A' Map 6, a depicted in Figure Two to the right.

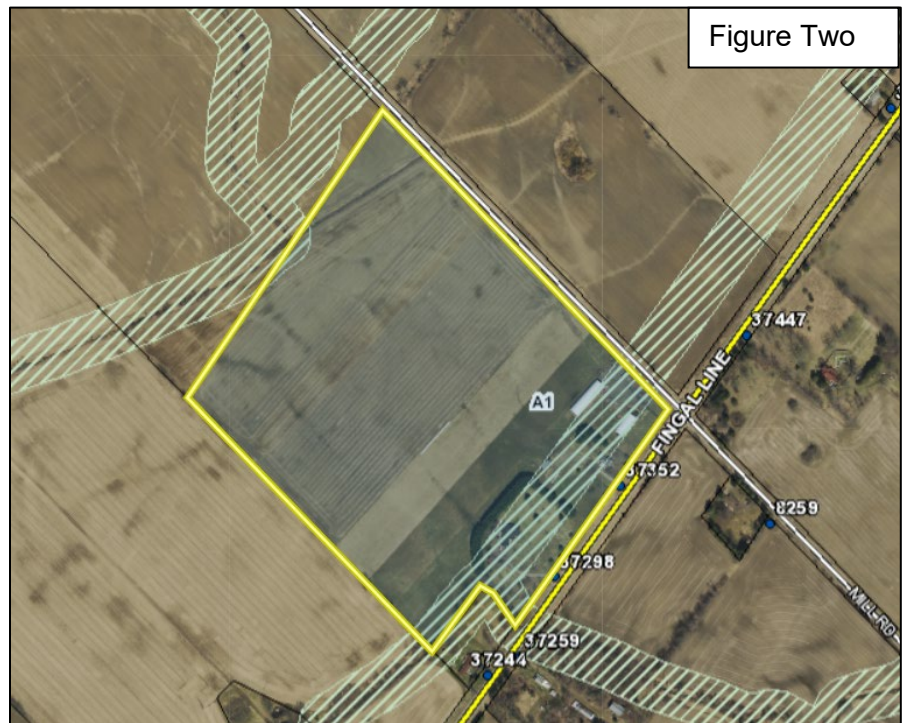
The Agricultural 1 (A1) Zone permits agricultural and agricultural related uses. Single detached dwellings are also permitted in the Agricultural 1 (A1) Zone. The regulations for a lot legally used for a single detached dwelling created by consent are subject to reduced lot requirements.

The Agricultural 1 (A1) Zone Subsection 5.2 (g) Reduced Lot Requirements regulates lots created for single detached dwellings surplus to farm operations. The minimum lot area permitted is 1,858.0 square metres (20,000.0 square feet), the maximum lot area permitted is 6,000 square metres (1.48 acres) and the minimum lot frontage is 30.0 metres (98.0 feet).

Section 3.11 Hazard Lands states no permanent buildings or structures with the exception of those designated, used or intended for flood or erosion control purposes shall be erected or used on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. No development is proposed within this portion of the severed and retained parcel, within the hazard lands.

In review of the Zoning By-law Amendment, the proposed Amendment would require the rezoning of the severed parcel for E9-21, being 37298 Fingal Line, from the Agricultural 1 (A1) Zone to the Agricultural 1 Special Provision 59 (A1-59) Zone, to recognize the maximum lot area of 9,700 square metres; and the retained farmland parcel from the Agricultural 1 (A1) Zone to the Agricultural 3 (A3) Zone, in order to prohibit a dwelling.

Therefore, the proposal for the two surplus farm dwelling lot creations would be in compliance with the Zoning By-law, subject to the Zoning By-law Amendment being implemented.





## **CIRCULATION OF THE APPLICATION:**

### Township Department Comments

All comments received from Township Department's indicated they had no concerns on the application.

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on July 8, 2021, 32 days prior to the public meeting (minimum 20 days required).

### Agency Comments

Lower Thames Valley Conservation Authority, in their March 25, 2021 letter, noted the following:

- After reviewing our files and mapping, staff determined that the property in question is subject to the Authority's Development and Alteration to Waterways portion of the regulations. The issue of concern in this area is the Bowlby Futcher Shiell Drain, the Casey Drain and erosion.
- An application from this office is required prior to any works/construction/alteration taking place within the regulated area. The lands are not subject to flooding of a general nature and as such structures are not required to be flood proofed. However, the flood proofing of structures for the purposes of prevention of flood damage from local, overland drainage waters is always recommended. Setbacks from the drains will be required to any proposed structure(s).

Enbridge Gas, in their July 8, 2021 letter, noted the following:

- Enbridge Gas does have service lines running within the area which may or may not be affected by the proposed severance.
- Should the proposed severance impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any Service relocation required due to a severance would be at the cost of the property owner. Also, should future gas service be required to either the severed or retained parcel, a request for gas service needs to be submitted to the Attachment Centre at 1-866-772-1045.

No further comments were received from applicable commenting agencies at time of writing of this report.

### Public Comments

At the time of submission of this report, no comments from the public have been received related to the Zoning By-law Amendment.

## **SUMMARY/CONCLUSION:**

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for the Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

Once a Council decision is made, Notice will be sent to those who have requested a copy and/or attended the public meeting.

There will be a 20 day appeal period after the Notice is sent out. Any appeals received by the Township of Southwold will be forwarded to the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal) for a hearing, in accordance with the *Planning Act*.



**RECOMMENDATION:**

THAT Council of the Township of Southwold receive Report PLA 2021-22 regarding Zoning By-law Amendment Application ZBA 2021-04 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2021-04, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2021-22.

**Respectfully submitted by:**

**Bryan Pearce, HBA, CPT, MCIP, RPP  
Planner**

**Approved for submission by:**

**Jeff Carswell, for**

**Lisa Higgs  
CAO/Clerk**

**Appendices:**

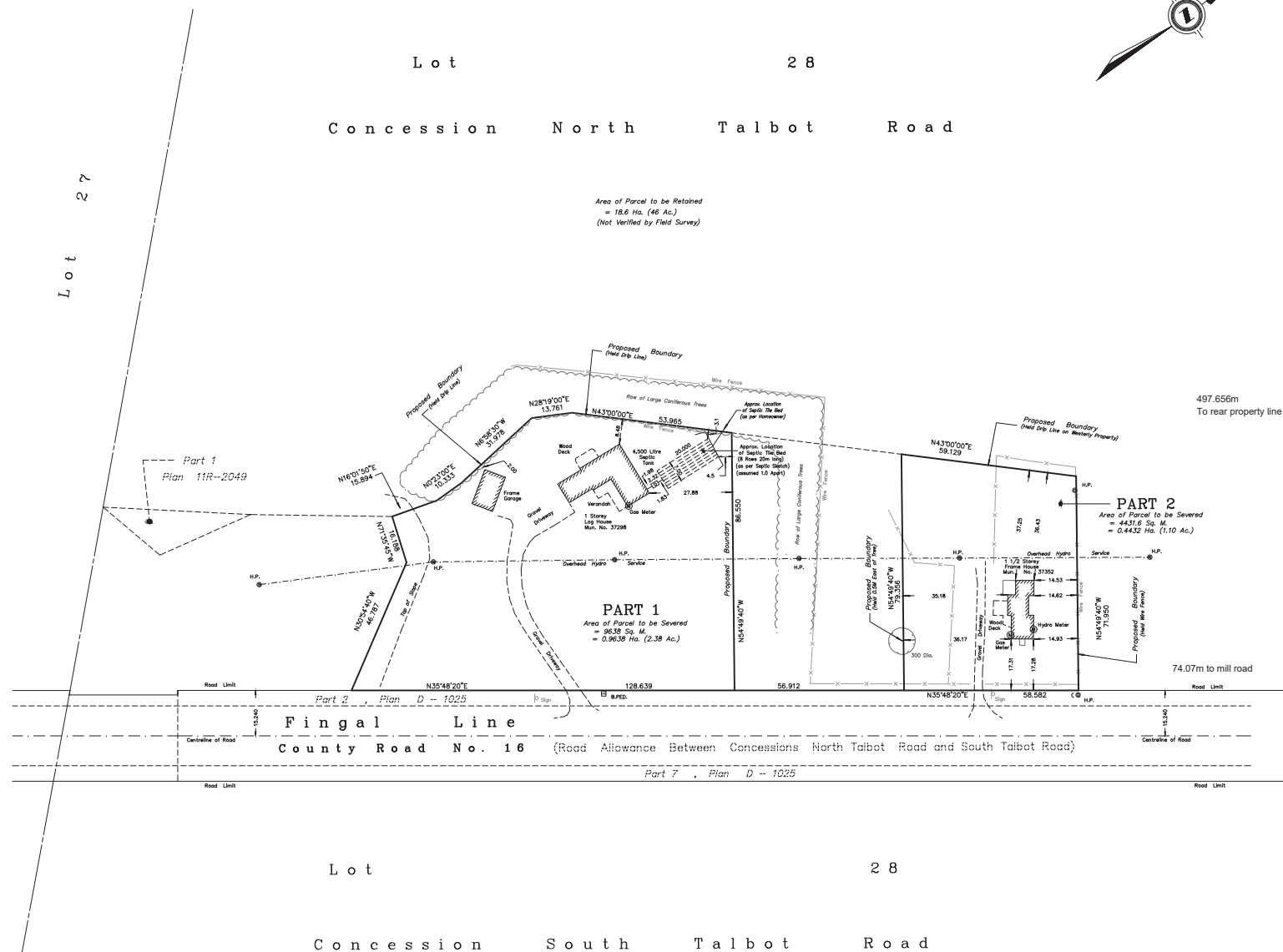
1. Appendix One: ZBA 2021-04 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2021-04

# REPORT PLA 2021-22 APPENDIX ONE: ZBA 2021-04 SKETCH

Township of Southwold  
(Geographic Township of Southwold)

## SKETCH FOR CONSENT APPLICATION

37298 FINGAL LINE, TOWNSHIP OF SOUTHWOLD  
37352 FINGAL LINE, TOWNSHIP OF SOUTHWOLD  
SCALE 1:750  
15 10 5 0 5 10 15 20 25 30 35 40 45  
SCALE IN METRES  
2020  
ARCHIBALD, GRAY & MCKAY LTD.  
ONTARIO LAND SURVEYORS



## NOTES AND LEGEND

- 1) BOUNDARY DIMENSIONS AND INFORMATION SHOWN ON THIS SKETCH HAS BEEN DERIVED FROM SURVEY BY AGM DATED OCTOBER 28, 2020.  
AGM FILE: SO-NTR-28-1, PLAN 11R-2049 AND PLAN D-1025
- 2) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.
- 3) THE LEGAL DESCRIPTION OF THE SUBJECT PROPERTY IS PART OF LOT 28, CONCESSION NTR, GEOGRAPHIC TOWNSHIP OF SOUTHWOLD, TOWNSHIP OF SOUTHWOLD.
- 4) THIS SKETCH IS PROTECTED BY COPYRIGHT ©.

HP DENOTES HYDRO POLE  
HM DENOTES HYDRO METER  
BPED DENOTES BELL PEDESTAL  
NTR DENOTES NORTH OF THE TALBOT ROAD

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.  
AREAS SHOWN ON THIS PLAN ARE IN SQUARE METERS AND CAN BE CONVERTED TO ACRES BY DIVIDING BY 4046.855

<b>AGM</b> PLAN • SURVEY • ENGINEER		ARCHIBALD, GRAY & MCKAY LTD. 3514 WHITE OAK ROAD, LONDON, ON, N6G 2G9 PHONE: 519-685-5300 FAX: 519-685-5303 EMAIL: info@agm.on.ca WEB: www.agm.on.ca	
DRAWN BY: JGH	DIGITAL FILE: S02014RP2MS.DWG	PLAN No:	
CHECKED BY: DCK	FILE No: SO-NTR-28-1	5-A-5108	
Plot Date: Dec. 9, 2020			

F:\PROJECTS\1\SOUTHWOLD\SO\SO-NTR-28\SO-NTR-28-1\S02014RP2MS.DWG

LOT 27

357.012m

DRAINAGE DITCH

414.208m

DRAINAGE DITCH

MILL ROAD

LOT 28  
CNTR  
AREA OF PARCEL  
TO BE RETAINED  
18.6Ha

497.656m

MILL ROAD

40'x156'x22'

441.36m

321.23m

80.25m

36.5m

TARP BARN

GRAVEL  
YARD

ROW OF LARGE CONIFEROUS  
TREES

59.129

468.42m

40'x90'x20'

17.35m

26.98m

35.8m

TARP BARN

74.07m

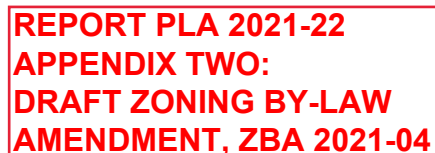
0.9638Ha

LOG  
HOUSE  
(Severed Parcel)  
128.639m

WH27E  
HOUSE  
(Severed Parcel)  
58.582m

OWNED BY  
LUNN FAMILY  
PART 1  
PLAN 11R-2049

FINGAL LINE



**BY-LAW NO. 2021-xx**

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD  
HEREBY ENACTS AS FOLLOWS:**

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 6, to change the zone symbol applying to lands legally described as Part Lot 28, Concession North Talbot Road East; Part 3, RP 11R-1653, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Agricultural 1 (A1) Zone to Agricultural 1 Special Provision 59 (A1-59) Zone and Agricultural 3 (A3) Zone.
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bh):

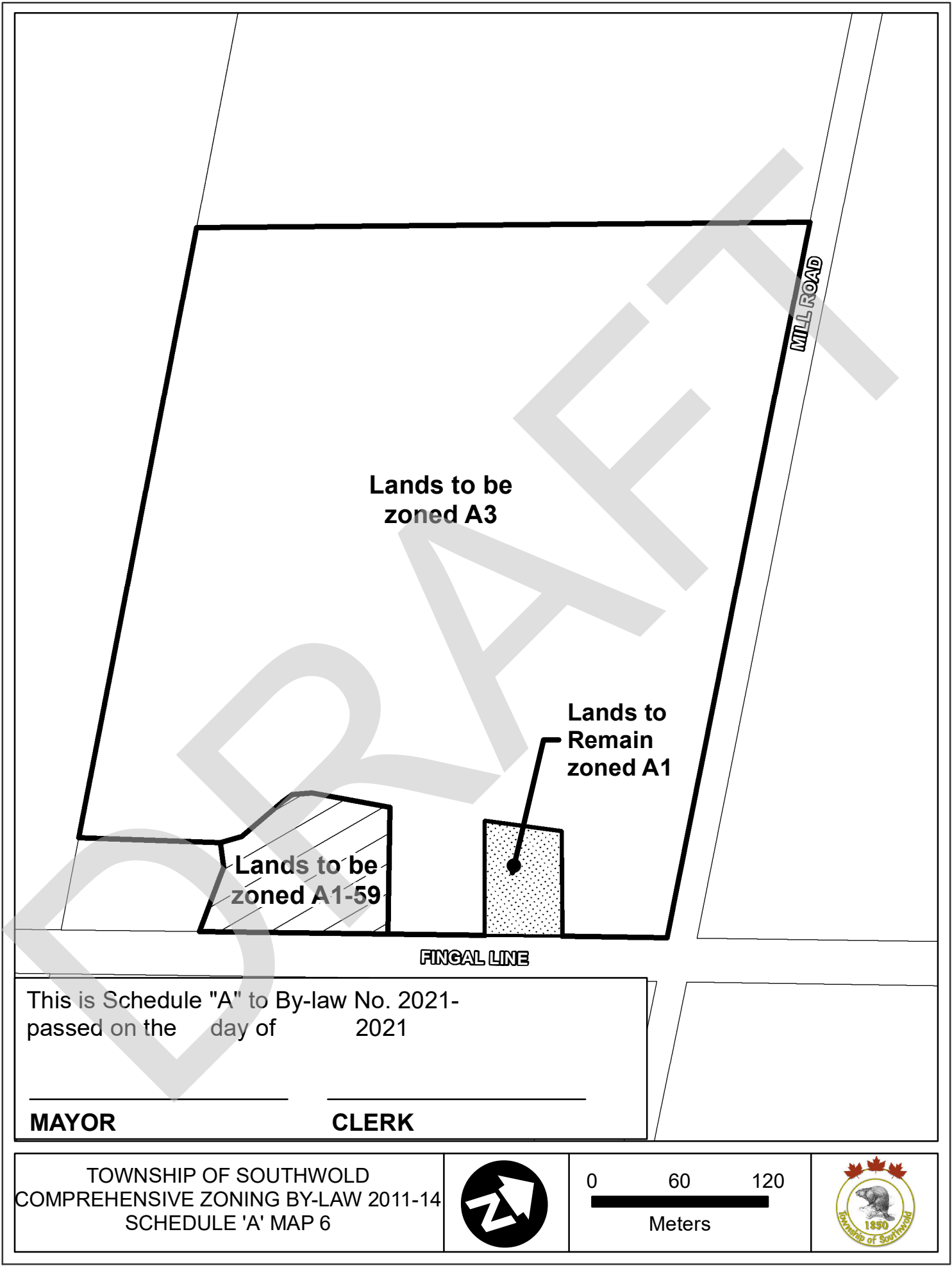
“(bh) A1-59 As Shown on Schedule A, Map 6

(i) Regulation

- Maximum Lot Area	9,700.0 m <sup>2</sup> (2.40 ac.).”
--------------------	-------------------------------------
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.
- (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2021.**

Mayor  
Grant Jones

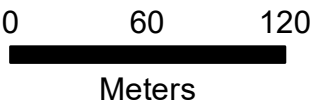


This is Schedule "A" to By-law No. 2021-  
passed on the      day of      2021

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 6







**TOWNSHIP OF SOUTHWOLD**  
**PLANNING REPORT**

**Application:** Zoning By-law Amendment  
**Report No.:** PLA 2021-23  
**File No:** ZBA 2021-05  
**Date:** August 9, 2021

**TO:** Mayor and Council of the Township of Southwold

**FROM:** **Bryan Pearce, HBA, CPT, MCIP, RPP**  
**Planner**

**SUBJECT:** Zoning By-law Amendment Application ZBA 2021-05 – Recommendation Report

**REASONS FOR AND NATURE OF THE APPLICATION:**

The proposal is to address condition of consent for E30-21, that proposes to rezone the severed parcel, being 13662 Routh Road, from the Agricultural 1 Special Provision 2 (A1-2) Zone to the Agricultural 1 (A1) Zone, to create the new surplus farm dwelling lot; and the rezone the existing dwelling and associated amenity space on a portion of the retained farmland parcel from the Agricultural 1 Special Provision 2 (A1-2) Zone to the Agricultural 1 (A1) Zone, in order to recognize the existing dwelling, with future surplus farm dwelling lot creation opportunities.

**BACKGROUND INFORMATION:**

Below is a background information, in a summary chart:

<b>Application</b>	ZBA 2021-05
<b>Owner</b>	2245885 Ontario Inc (John Donald McFarlane and Michael McFarlane)
<b>Applicant</b>	Helen Button, Solicitor Gunn and Associates
<b>Legal Description</b>	Lots 8 to 10 and part 11, Plan 41; Part 1, RP 11R-3264
<b>Civic Address</b>	13662 Routh Road
<b>Entrance Access</b>	Routh Road
<b>Water Supply</b>	Private on-site individual water well.
<b>Sewage Supply</b>	Private on-site individual septic system.
<b>Existing Land Area</b>	99.6 ha (246.0 ac)

Figure One below, depicts the existing parcel of the McFarlane Lands, inclusive of 13524 Routh Road, that recently finalized the lot creation in 2021.



The zoning sketch, depicting the two surplus farm dwelling severance of 13662 Routh Road (E5-21 application), is attached to this report as Appendix One for reference purposes.

## **PLANNING POLICY REVIEW:**

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Policy Statement (PPS) and does not conflict with Provincial Plans. Within the Township of Southwold, they must also make decisions that conform to the County of Elgin Official Plan (CEOP) and Township of Southwold Official Plan (OP) and make decisions that represent good land use planning.

### **PPS**

The subject lands are within the Agricultural area. Lot creation in the agricultural areas is permitted for a residence surplus to a farm operation because of farm consolidation, provided the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created through consent and is limited in size to accommodate the use and services, in accordance with Section 2.3.4.1(c) of the PPS. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3 of the PPS.

The residence is surplus to the needs of the farm owner, as a result of farm consolidation. The proposed severed parcel has been limited in size to accommodate the use and services. The proposed retained farmland parcel already prohibits a dwelling through the first surplus farm dwelling application (E5-21) wherein By-law 2021-26 was enacted by Township Council. The new land use of the severed parcel would meet Minimum Distance Separation I, regarding odour separation as already determined in the severance application. The proposed retained parcel is designated Agricultural and will continue to be used for agricultural use, in accordance with Section 2.3 Agricultural policies of the PPS.

The northwestern, northeastern and southeastern portion of the proposed retained parcel is within the 120 metre adjacent lands to the significant woodland, as well as the significant woodlands on the property and properties to the northwest and southeast. Section 2.1 of the PPS polices states that development and site alteration in significant woodlands or on adjacent lands is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, generally through an Environmental Impact Study (EIS). Being that no development is proposed on the retained parcel at this time, no EIS would be required and would be evaluated on time of building permit for zoning compliance.

Section 3.1 of the PPS restricts development within Natural Hazard lands. The Natural Hazard lands are associated with the Thames River adjacent to the property and the Howe Drain transversing through the southwest portion of the proposed severed parcel of the property and no development is proposed with this Zoning By-law Amendment in this portion of the property.

This proposed Zoning By-law Amendment is consistent with the PPS.

#### CEOP

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. A portion of the proposed retained parcel is within Woodlands as indicated on Appendix #1 Natural Heritage Features and Areas in the CEOP.

Section C2.3 of the CEOP permits agricultural uses and single detached dwellings with the agricultural use, conforming to this proposal.

Section E1.2.3.4 b) permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever.

Section D1.2 Natural Heritage contains policies pertaining to significant woodlands. Section D1.2.6 states development and site alteration are not permitted in a significant woodland or on adjacent lands unless an EIS has been completed, demonstrating there will be no negative impact to the natural heritage features. Lastly, Section D1.2.7 Adjacent Lands states development and site alteration within 120 metres of a significant woodland shall not proceed unless an EIS has been completed, demonstrating there will be no negative impact to the natural heritage features. Being that no development is proposed on this portion of the retained parcel at this time, no EIS would be required and would be evaluated on time of building permit for zoning compliance.

Section D3.3 Development in a Floodplain policies generally restricts development. The Natural Hazard lands are associated with the Thames River adjacent to the property and the Howe Drain transversing through the southwest portion of the proposed severed parcel of the property and no development is proposed with this Zoning By-law Amendment in this portion of the property.

Therefore, this proposed Zoning By-law Amendment conforms to the CEOP.

#### OP

The subject lands are designated Agricultural on Schedule 'A' Land Use in the OP. The Woodlands on Schedule 'B' overlay apply to a portion of the proposed retained parcel and the Hazard Lands on Schedule 'B-1' overlay apply to a portion of the proposed retained parcel.



Agricultural uses and limited residential uses are permitted in accordance with Section 4.1 agricultural land use policies of the OP.

Section 6.8.6(c) Agricultural Consent policies for residences surplus to the needs of a farm operation state land severances in the Agricultural Area may be permitted for a habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

- i) the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
- ii) the non-farm parcel will be zoned to recognize the non-farm residential use;
- iii) Minimum Distance Separation I provisions can be met.

The proposed Amendment would rezone the non-farm parcel to recognize the non-farm use and MDS can be met. The Retained farm parcel was already rezoned to prohibit a dwelling in the first consent application through By-law 2021-26.

Section 5.7.1 of the OP, Sanitary Sewage and Water Services policies require that existing sewage and water services be adequate and this was addressed as a condition of the severance.

Section 2.1 of the OP, Natural Heritage Features and Areas and Hazard Lands prohibits buildings, structures, and alteration to lands designated Hazard Lands. Section 2.2 Natural Heritage Features and Areas states development and site alteration within a significant woodland and within 120 metres of the adjacent lands is subject to the EIS demonstrating no negative impacts to the feature and its ecological function. No buildings and/or structures are within the Significant Natural Features overlay and Hazard Lands overlay and no development is proposed on the proposed portion of the severed and retained parcels.

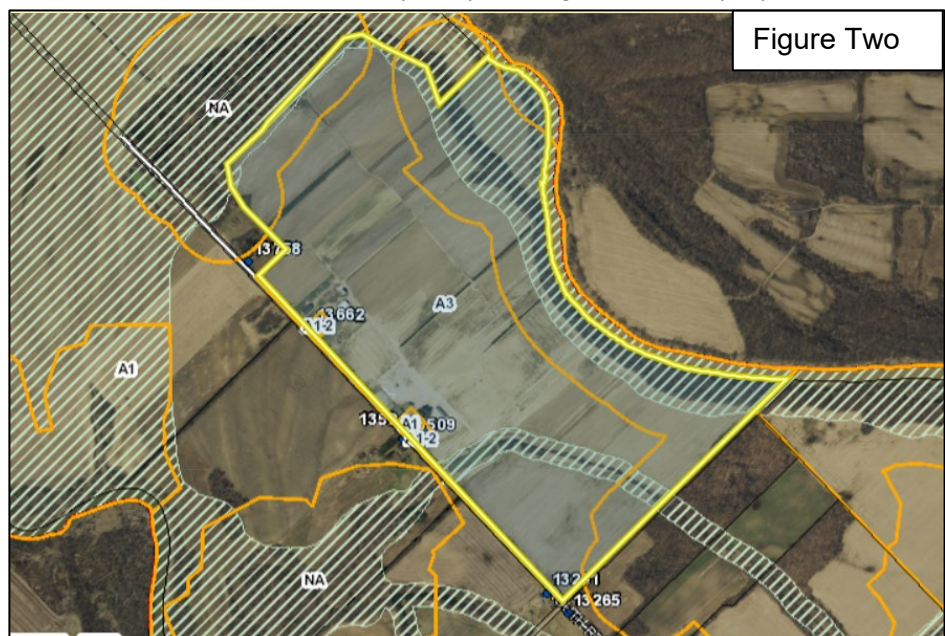
Therefore, this proposed Zoning By-law Amendment conforms to the OP.

### ZBL

The subject lands are zoned Agricultural 1 Special Provision 2 (A1-2) and Agricultural 3 (A3) and a portion of the lands within the Natural Areas and Adjacent Lands Constraint and Conservation Authority Regulations Constraint, as shown in the ZBL on Schedule 'A' Map 2, a depicted in Figure Two to the right.

It is noted that 13524 Routh Road is zoned Agricultural (A1) that is not part of the subject lands any longer, as it was recently severed with the lot created in 2021.

The Agricultural 1 (A1) Zone permits agricultural and agricultural related uses.



Single detached dwellings are also permitted in the Agricultural 1 (A1) Zone. The regulations for a lot legally used for a single detached dwelling created by consent are subject to reduced lot requirements.

The Agricultural 1 (A1) Zone Subsection 5.2 (g) Reduced Lot Requirements regulates lots created for single detached dwellings surplus to farm operations. The minimum lot area permitted is 1,858.0 square metres (20,000.0 square feet), the maximum lot area permitted is 6,000 square metres (1.48 acres) and the minimum lot frontage is 30.0 metres (98.0 feet).

The Agricultural 1 Special Provision 2 (A1-2) Zone permits additional uses, being additional dwellings existing on the date of the passing of the By-law.

Section 3.4 Environmental Protection Zones, Natural Areas and Adjacent Lands states no new buildings or structures are permitted in the Natural Area and Adjacent Lands constraint area without the completion of an EIS, prepared by a qualified environmental consultant that states no negative impacts will occur to the Natural Areas. Since no development is proposed within this portion of the retained parcel, an EIS is not required.

Section 3.11 Hazard Lands states no permanent buildings or structures with the exception of those designated, used or intended for flood or erosion control purposes shall be erected or used on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. No development is proposed within this portion of the retained parcel, within the hazard lands.

In review of the Zoning By-law Amendment, the proposed Amendment would require the rezoning of the severed parcel, being 13662 Routh Road, from the Agricultural 1 Special Provision 2 (A1-2) Zone to the Agricultural 1 (A1) Zone, to create the new surplus farm dwelling lot; and the rezone the existing dwelling and associated amenity space on a portion of the retained farmland parcel from the Agricultural 1 Special Provision 2 (A1-2) Zone to the Agricultural 1 (A1) Zone, in order to recognize the existing dwelling, with future surplus farm dwelling lot creation opportunities.

Therefore, the proposal for the surplus farm dwelling lot creation would be in compliance with the Zoning By-law, subject to the Zoning By-law Amendment being implemented.

## **CIRCULATION OF THE APPLICATION:**

### Township Department Comments

All comments received from Township Department's indicated they had no concerns on the application.

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on July 15, 2021, 25 days prior to the public meeting (minimum 20 days required).

### Agency Comments

Lower Thames Valley Conservation Authority, in their July 19, 2021 letter, noted the following:

- After reviewing our files and mapping, staff determined that the property in question is subject to the Authority's Development and Alterations to Watercourses portion of the regulations. The issues of concern in this area are the Thames River, stable slopes, the Howe Drain, flooding and erosion.
- An application from this office is required prior to any works/construction/alteration taking place within the regulated areas. The upper table lands are not subject to flooding of a general nature and as such structures are not required to be flood proofed. However, the flood proofing of structures for the purposes of prevention of flood damage from local, overland drainage waters is

always recommended. Setbacks from the Thames River and the waterway will be required to any proposed structure(s).

- Please be advised that the subject property is located in an area with a Highly Vulnerable Aquifer (HVA) and a Significant Groundwater Recharge Area (SGRA) as identified through the Lower Thames Valley Assessment Report in the Thames, Sydenham and Region Source Protection Region. For further information regarding this matter and how it may affect any proposed development please refer to the Thames, Sydenham and Region Source Protection website at [www.sourcewaterprotection.on.ca](http://www.sourcewaterprotection.on.ca).

No further comments were received from applicable commenting agencies at time of writing of this report.

#### Public Comments

At the time of submission of this report, no comments from the public have been received related to the Zoning By-law Amendment.

#### **SUMMARY/CONCLUSION:**

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for the Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

Once a Council decision is made, Notice will be sent to those who have requested a copy and/or attended the public meeting.

There will be a 20 day appeal period after the Notice is sent out. Any appeals received by the Township of Southwold will be forwarded to the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal) for a hearing, in accordance with the *Planning Act*.

#### **RECOMMENDATION:**

THAT Council of the Township of Southwold receive Report PLA 2021-23 regarding Zoning By-law Amendment Application ZBA 2021-05 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2021-05, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2021-23.

#### **Respectfully submitted by:**

**Bryan Pearce, HBA, CPT, MCIP, RPP  
Planner**

#### **Approved for submission by:**

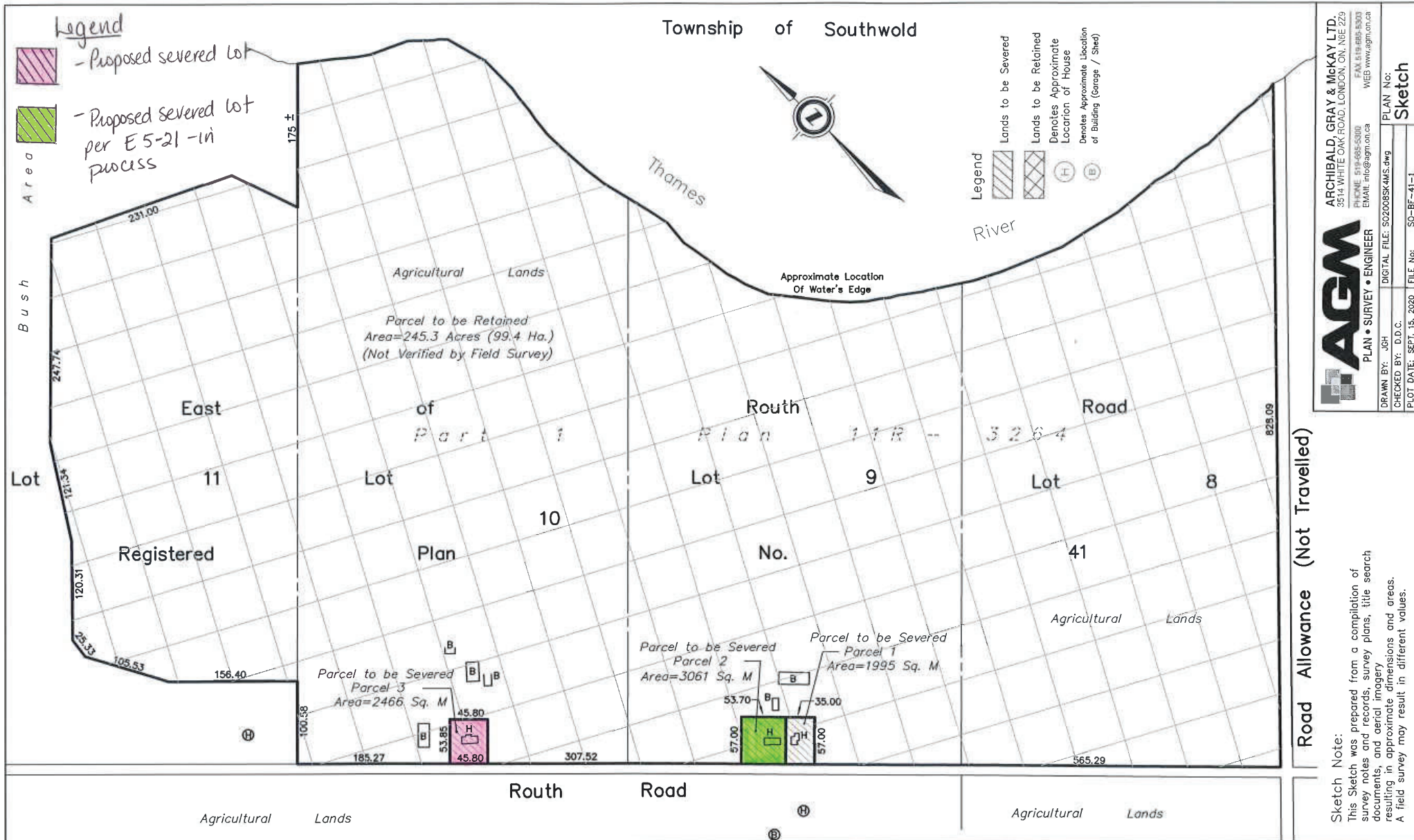
**Jeff Carswell, for**

**Lisa Higgs  
CAO/Clerk**

#### **Appendices:**

1. Appendix One: ZBA 2021-05 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2021-05

**REPORT PLA 2021-23**  
**APPENDIX ONE:**  
**ZBA 2021-05 SKETCH**



SCALE 1:500

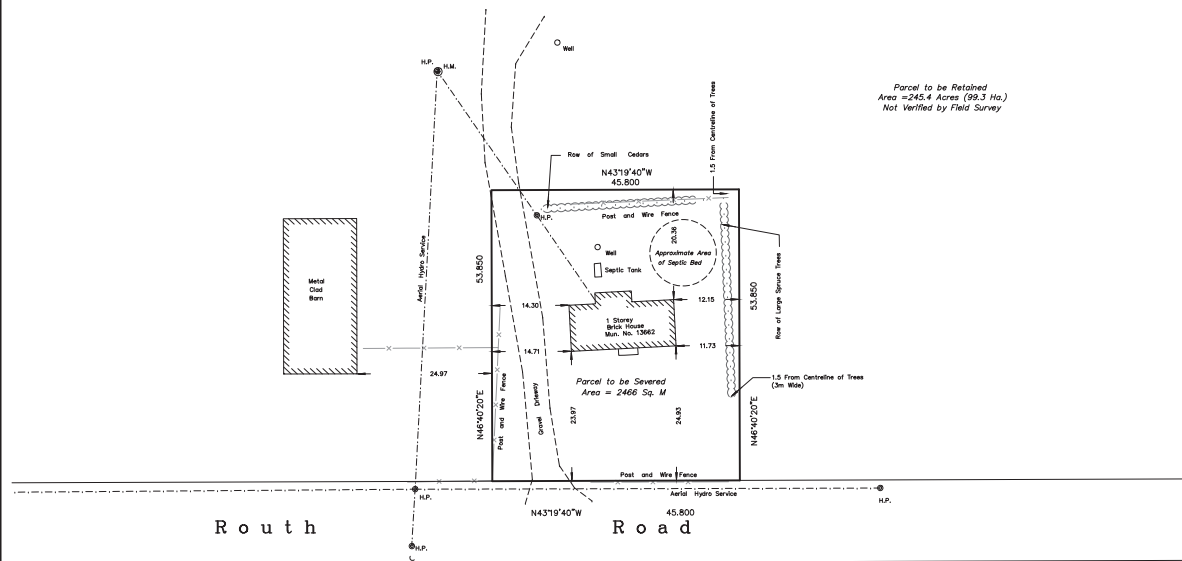
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← DENOTES POLE ANCHOR  
HM DENOTES HYDRO METER  
HP DENOTES HYDRO POLE

 <b>AGM</b> PLAN • SURVEY • ENGINEER	<b>ARCHIBALD, GRAY &amp; McKay LTD.</b> 5514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9 PHONE 519-685-5300 FAX 519-685-5303 EMAIL info@agm.on.ca WEB www.agm.on.ca	
	DRAWN BY: JGH CHECKED BY: DDC Plot Date: June 9, 2020	DIGITAL FILE: 50200RMS1S.DWG FILE NO: 50-BF-41-1 50-BF-41-1

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**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW NO. 2021-xx**

**A By-law to Amend By-law No. 2011-14**

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD  
HEREBY ENACTS AS FOLLOWS:**

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 1, to change the zone symbol applying to lands legally described as Lots 8 to 10 and part 11, Plan 41; Part 1, RP 11R-3264; as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Agricultural 1 Special Provision 2 (A1-2) to Agricultural 1 (A1) Zone.
2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.  
  
(b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2021.**

\_\_\_\_\_  
Chief Administrative Officer/Clerk  
Lisa Higgs

\_\_\_\_\_  
Mayor  
Grant Jones

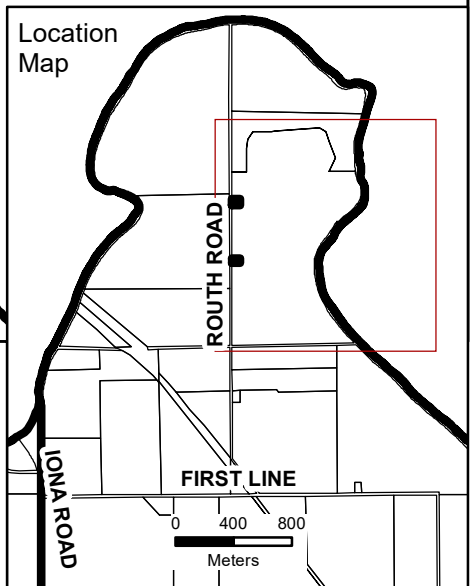
ROUTH ROAD

Lands to be  
zoned A1

This is Schedule "A" to By-law No. 2021-  
passed on the      day of      2021

MAYOR

CLERK



TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 1



0 100 200  
Meters



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



## - A G E N D A -

**Monday August 9, 2021**

### **COMMITTEE OF ADJUSTMENT MEETING**

**7:30 p.m.**, Council Chambers, Fingal/Via Video Link

- 
1. **CALL TO ORDER**
  2. **ADDENDUM TO AGENDA**
  3. **DISCLOSURE OF PECUNIARY INTEREST**
  4. **ADOPTION OF MINUTES**
    - (a) Minutes of Committee of Adjustment meeting of May 25, 2021
  5. **NEW BUSINESS**
    - (a) Minor Variance Application MV 2021-06 M. Mels and J. Campbell
  6. **ADJOURNMENT**





Meeting of the Committee of Adjustment  
Tuesday May 25, 2021  
Council Chamber, Fingal/via video link

MEMBERS PRESENT: Mayor Grant Jones  
Deputy Mayor Monteith  
Councillors: Sarah Emons, Justin Pennings  
Secretary-Treasurer, Lisa Higgs  
Bryan Pearce, Planner, Planning Department

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**C of A 2021- 14**

MOVED BY: Member Pennings  
SECONDED BY: Member Emons

**THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance applications MV 2021-05, filed by Ryan David at **7:15 p.m.**

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>✓</u>	___
G. Jones - Mayor	<u>✓</u>	___
R. Monteith	<u>✓</u>	___
P. North	___	___
J. Pennings	<u>✓</u>	___

**CARRIED**

**C of A 2021- 15**

MOVED BY: Member Emons  
SECONDED BY: Member Pennings

Resolved that the minutes of the Committee of Adjustment meeting of March 22, 2021 are hereby adopted.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>✓</u>	___
G. Jones - Mayor	<u>✓</u>	___
R. Monteith	<u>✓</u>	___

P. North	_____	_____
J. Pennings	<u>  √  </u>	_____

**CARRIED**

## **Minor Variance Application MV 2021-05**

The owner is proposing to construct an accessory use detached garage on the subject lands. Section 3.26(a) Regulations of the General Provisions for Minimum Distance from Municipal Drains and Natural Watercourses states that notwithstanding any other provisions of this By-law and any other applicable law to the contrary, no buildings or structures, with the exception of a building designed, used, or intended for flood or erosion control purposes or for road purposes, shall be erected or used closer than 7.5 metres (25 feet) from the centreline of an enclosed municipal tile drain or such greater distance as specified in the most current Drainage By-law approved under the Drainage Act. The owner is proposing a reduced setback from the centreline of the enclosed drain tile from the minimum required 7.5 metres (25 feet) to the proposed 3.3 metres (10.8 feet), as depicted in Figure Two on the next page. The reason the proposed accessory use detached garage cannot meet the minimum setback distance from the centreline of the municipal drain is due to the lot size, existing municipal drain location and the existing topography of the gully at the rear of the lot.

Planner Bryan Pearce presented his report to the Committee and notices were sent out in accordance to the requirements under *The Planning Act*. Section 45 (1) of *The Planning Act* outlines the four “tests” with which the Committee of Adjustment must be satisfied with when considering an application for a minor variance to the Zoning By-law. The Municipal Planner’s report indicates that:

1. The variance maintains the intent and purpose of the Official Plan.
2. The variance maintains the intent and purpose of the Zoning By-law;
3. The variance requested is desirable for the appropriate and orderly development and use of the lands and buildings.
4. The variance is minor in nature.

The Secretary- Treasurer reported that Staff have no concerns with this application. Lower Thames Valley Conservation Authority also commented that after reviewing their files and mapping, staff determined that the property in question is not subject to the Authority’s regulations. Also, the lands are not subject to flooding of a general nature and as such structures are not required to be flood proofed. However, the flood proofing of structures for the purposes of prevention of flood damage from local, overland drainage waters is always recommended.

No questions were asked from the public or the committee.

**C of A 2021- 16**      Member Jones, Member Emons, Member North and Member Pennings: RESOLVED that the Committee of Adjustment approves Minor Variance Application MV 2021-05, filed by Ryan David as per the attached decision sheet.

**C of A 2021- 17**      MOVED by: Member Emons  
SECONDED by: Member Pennings

RESOLVED that the meeting of the Committee of Adjustment to hear Applications MV 2021-05, filed by Ryan David closes at **7:27 p.m.** and the regular meeting of council reconvene.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	___
G. Jones - Mayor	<u>√</u>	___
R. Monteith	<u>√</u>	___
P. North	___	___
J. Pennings	<u>√</u>	___

**CARRIED**

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Chairperson

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Secretary-Treasurer



**TOWNSHIP OF SOUTHWOLD**  
**COMMITTEE OF ADJUSTMENT**  
**NOTICE OF DECISION**  
**APPLICATION NO. MV 2021-05**

ATTACHED is a certified copy of the decision of the Committee of Adjustment in the matter of an Application MV 2021-05 for a minor variance pursuant to Section 45 (10) of the Planning Act, R.S.O. 1990, as amended.

The applicant, the Minister or any other person or public body who has an interest in the matter may appeal the decision to the Local Planning Appeal Tribunal by filing with the Secretary-Treasurer of the Committee of Adjustment, not later than the **14<sup>th</sup> day of June, 2021**, a Notice of Appeal, accompanied by the Tribunal fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. Certified Cheques or Money Orders are to be made payable to the Minister of Finance and in Canadian funds. If you wish to appeal, a copy of an appeal form is available from the Local Planning Appeal Tribunal website at:

<https://olt.gov.on.ca/tribunals/lpat/about-lpat/>

**Additional Information** regarding this application for minor variance is available for review, at the Township of Southwold Municipal Office, or by contacting the Township Planner, Bryan Pearce, HBA, CPT, MCIP, RPP via cell at 519-280-1028 or e-mail at [planning@southwold.ca](mailto:planning@southwold.ca)

Dated this 28<sup>th</sup> day of May, 2021.

Lisa Higgs  
Secretary-Treasurer of the Committee of Adjustment  
Township of Southwold  
35663 Fingal Line  
Fingal, Ontario N0L 1K0  
Phone: 519-769-2010  
Fax: 519-769-2837  
E-mail: [cao@southwold.ca](mailto:cao@southwold.ca)



COMMITTEE OF ADJUSTMENT FOR  
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

DECISION SHEET

\*\*\*\*\*

**Application No.** MV 2021-05  
**Date of Hearing:** May 25, 2021  
**Owner/Applicant:** Ryan David  
**Description:** Part Lot 15, Concession NNBTR  
**Municipal Address:** 35668 Talbot Line

**Lot Description:**

Frontage 30.5 m (100 ft)  
Depth 91.5 m (300 ft)  
Area 2,552 m<sup>2</sup> (30,000 sq ft)

In the matter of Section 45(1) of The Planning Act R.S.O 1990, the Township of Southwold Comprehensive Zoning By-law 2011-14, and an application for **minor variance**.

The owners are requesting a Minor Variance to seek relief from Section 3.26(a) of the Township of Southwold Zoning By-law 2011-14 to permit the construction of a proposed accessory use detached garage with a reduced setback from the centreline of the enclosed municipal drain tile.

**Decision:**

The application is hereby **granted** to obtain relief from Section 3.26(a) of the Township of Southwold Zoning By-law 2011-14 to permit the construction of a 142.7 square metre (1,536 square foot) foot print area accessory use detached garage with a reduced setback from the centreline of the enclosed municipal drain tile from the required 7.5 metre (24.6 feet) to the proposed 3.3 metres (10.8 feet), subject to the following conditions:

1. That the proposed development is substantially in accordance with the Minor Variance MV2021-05 drawings, as appended to Report PLA 2021-18.

Reasons, in accordance with Report PLA 2021-18:

1. The variance maintains the intent and purpose of the Official Plan.
2. The variance maintains the intent and purpose of the Zoning By-law.
3. The variance requested is desirable for the appropriate and orderly development and use of the lands and buildings.
4. The variance is minor in nature.

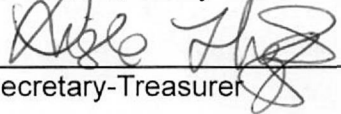
The effect of written and oral submissions on the Decision is contained within Report PLA 2021-18 and the minutes of the Committee of Adjustment Meeting.

We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 12<sup>th</sup> day of April, 2021.

ELECTRONIC RECORDED VOTE	TO GRANT	TO REFUSE	<i>Absent</i>	<i>Present</i>
Chairperson and Committee Member, Grant Jones	<u>  √  </u>	<u>          </u>	( )	( √ )
Committee Member, Robert Monteith	<u>  √  </u>	<u>          </u>	( )	( √ )
Committee Member, Justin Pennings	<u>  √  </u>	<u>          </u>	( )	( √ )
Committee Member, Peter North	<u>          </u>	<u>          </u>	( √ )	( )
Committee Member, Sarah Emons	<u>  √  </u>	<u>          </u>	( )	( √ )

\*\*\*\*\***CERTIFICATION OF COMMITTEE'S DECISION**\*\*\*\*\*

I, Lisa Higgs, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 25<sup>th</sup> day of May 2021.

  
Secretary-Treasurer

  May 25, 2021    
Date

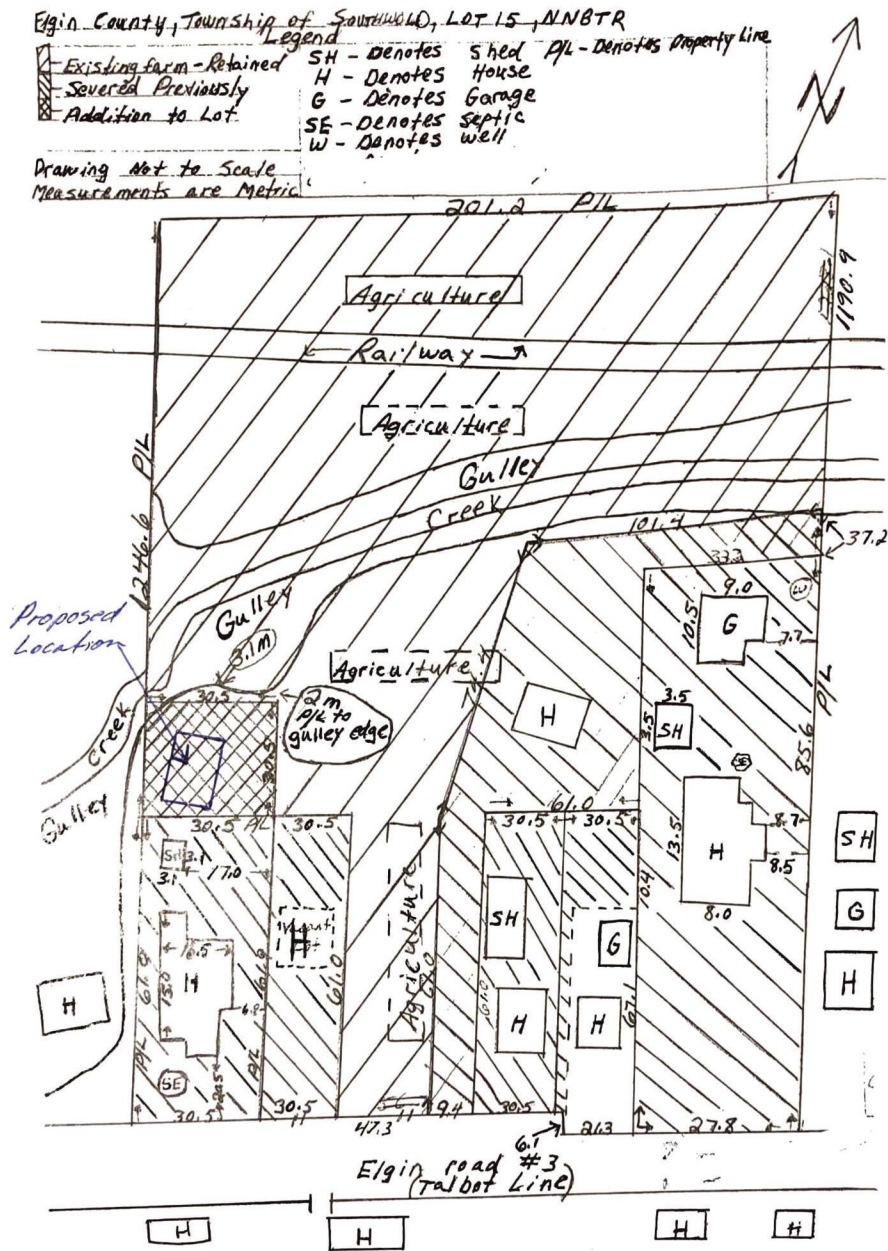
\*\*\*\*\***NOTICE OF LAST DATE OF APPEAL**\*\*\*\*\*

Notice is hereby given that the last date for appealing this decision to the Local Planning Appeal Tribunal is the 14<sup>th</sup> day of June 2021. (see information attached to this form)

**Schedule A – MV 2021-05**



REPORT PLA 2021-18  
APPENDIX ONE: MV2021-05 DRAWINGS



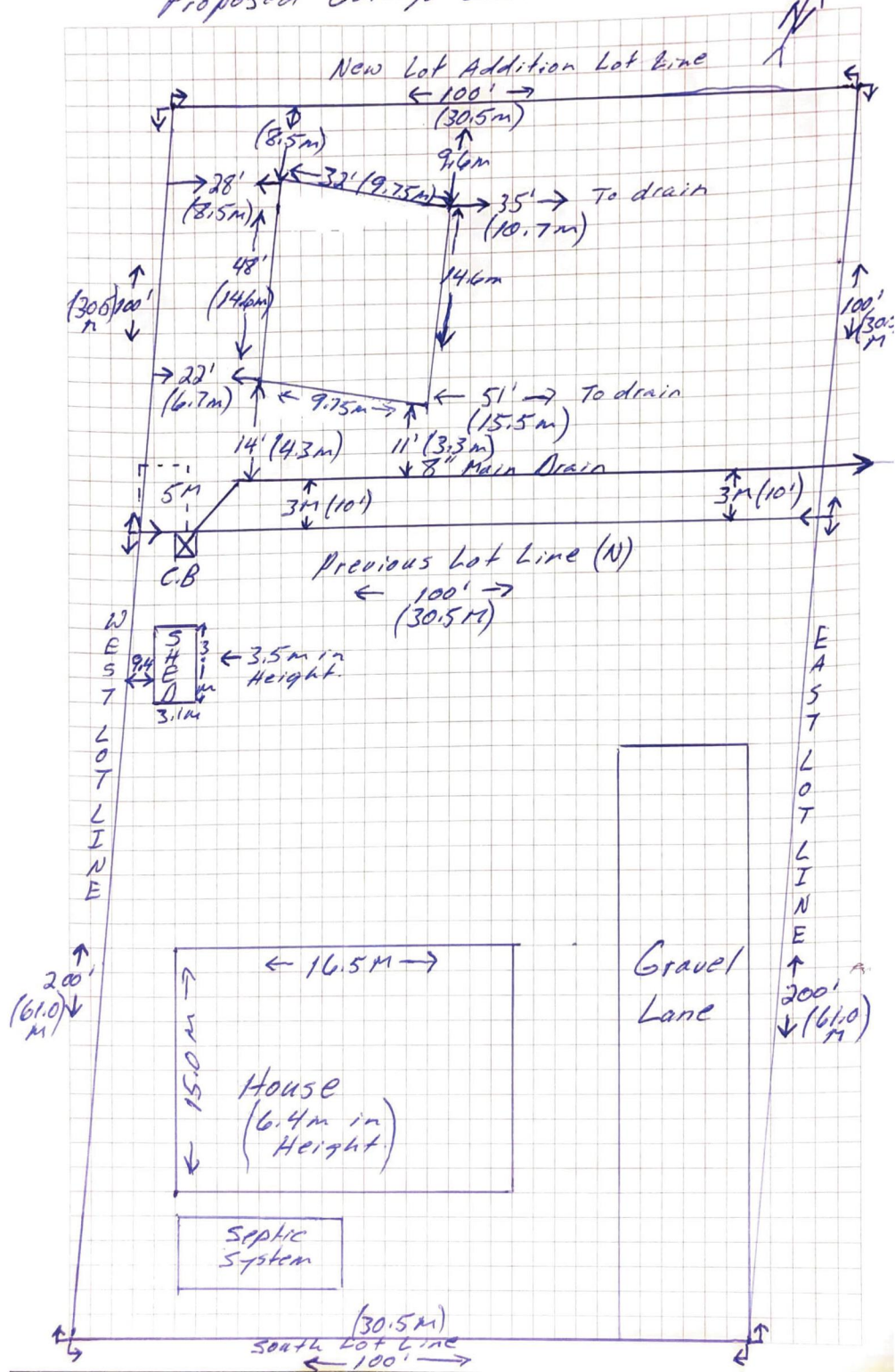


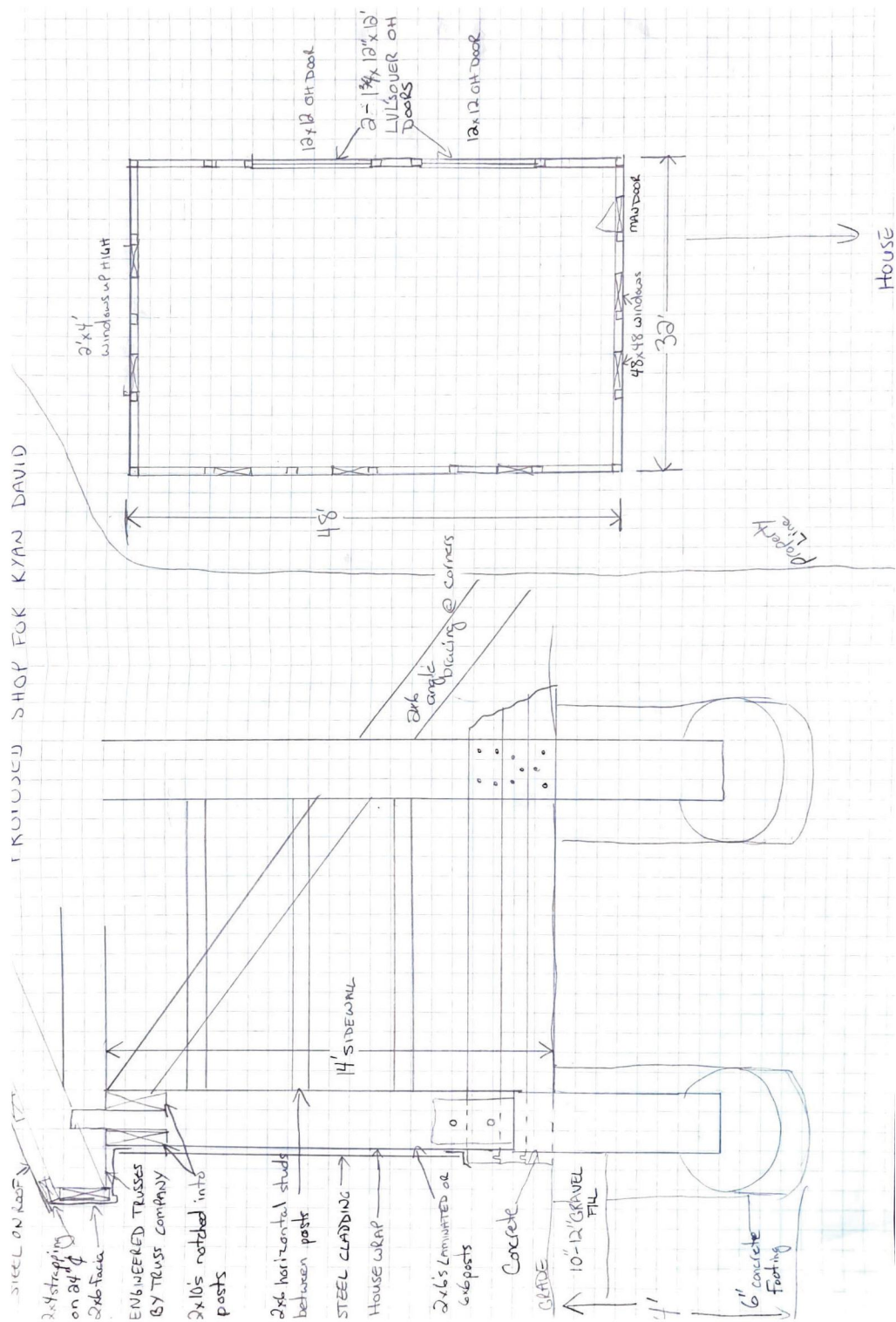
Ryan David

April 17/2021

Proposed Garage Location

VIESMANN







## TOWNSHIP OF SOUTHWOLD PLANNING REPORT

**Application:** Minor Variance  
**Report No:** PLA 2021-24  
**File No:** MV 2021-06  
**Date:** August 9, 2021

**TO:** Members of the Committee of Adjustment of the Township of Southwold

**FROM:** Bryan Pearce, HBA, CPT, MCIP, RPP, Planner

**SUBJECT:** Minor Variance Application MV2021-06 – Recommendation Report

### REASON FOR AND NATURE OF THE PROPOSED APPLICATION:

The proposal is to seek relief from Section 3.20 Regulations of the General Provisions for Minimum Distance Separation Formulae (MDS I & II), to permit the construction of a 276 square metre (2,970 square foot) foot print area single detached dwelling with a reduced MDS-I setback, being the distance from the existing manure storage facility to the dwelling, from the required 528.1 metres (1732.6 feet) to the proposed 300 metres (984.3 feet).

### BACKGROUND INFORMATION:

Below is a background information, in a summary chart:

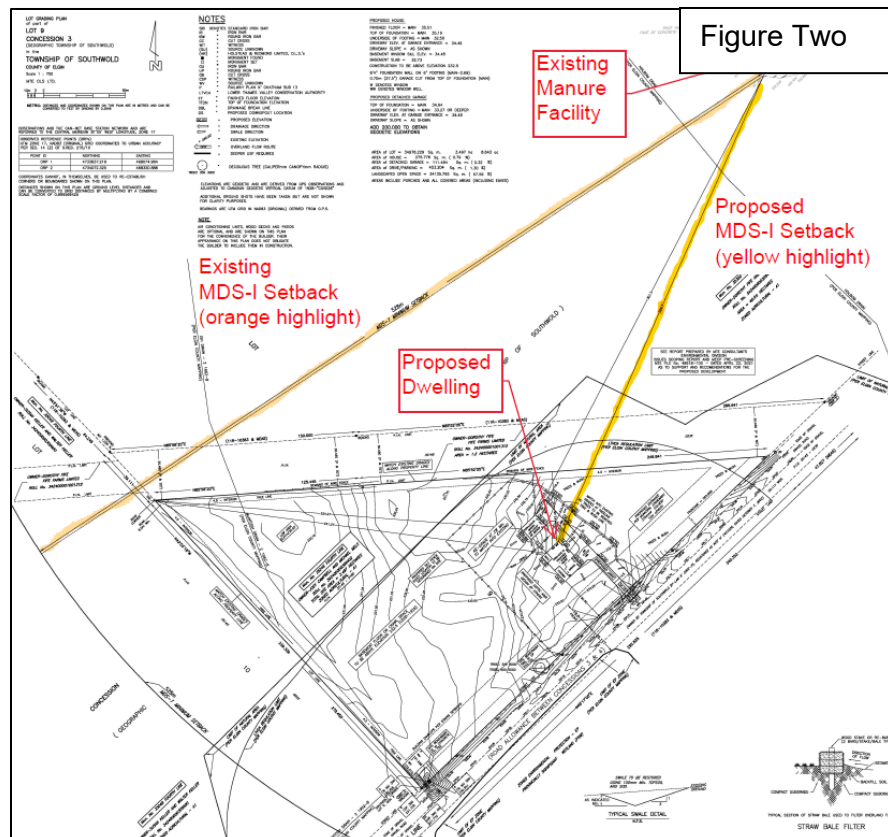
<b>Application</b>	MV 2021-06
<b>Owner/Applicant</b>	Michael Mels and Jody Campbell
<b>Applicant</b>	Michael Mels
<b>Legal Description</b>	South Part Lot 9, Concession 3
<b>Civic Address</b>	35264 Fourth Line
<b>Entrance Access</b>	Fourth Line
<b>Water Supply</b>	Township water supply
<b>Sewage Supply</b>	Private on-site individual septic system
<b>Use of Property</b>	Existing: Agricultural Proposed: Agricultural
<b>Buildings</b>	Existing: None Proposed: House and Garage
<b>Existing Land Area</b>	3.5 ha (8.6 ac)
<b>Official Plan Land Use Designation</b>	Agricultural
<b>Zoning Category</b>	Agricultural 1 (A1), with Natural Areas and Adjacent Lands constraint (Schedule A, Map 2)



Figure One below, depicts the existing parcel of the Mels/Campbell Lands.



The owner is proposing to construct a single detached dwelling on the subject lands. Section 3.20 Regulations of the General Provisions for Minimum Distance Separation Formulae (MDS I & II), states that all lands within the Municipality shall be subject to MDS-I and MDS-II in accordance with Provincial requirements as amended time to time. The owner is proposing to reduce the MDS-I setback, being the distance from the existing manure storage facility to the dwelling, from the required 528.1 metres (1732.6 feet) to the proposed 300 metres (984.3 feet), as depicted in Figure Two to the right. The reason the proposed single detached dwelling cannot meet the minimum setback is due to the entire property being within the MDS-I setback and limitations from the wetlands on the south side of Fourth Line, as per the Environmental Impact Study recommendations.



Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA)'s Minimum Distance Separation (MDS) Document Publication 853 Guideline #7 MDS I Setbacks for Building Permits on Existing Lots states MDS I setbacks are required for all other building permit applications for dwellings on lots that existed prior to March 1, 2017, unless otherwise specified in a municipality's zoning by-law or where otherwise not required by this MDS Document. The subject lands have been in existence prior to March 1, 2017.

Implementation Guideline #43 Reducing MDS Setbacks states MDS I setbacks should not be reduced except in limited site-specific circumstances that meet the intent of this MDS Document. Examples include circumstances that mitigate environmental or public health and safety impacts, or avoid natural or human-made hazards. If deemed appropriate by a municipality, the processes by which a reduction to MDS I may be considered include a minor variance to the local zoning by-law provisions.

## **PLANNING POLICY REVIEW:**

### **Provincial Policy Statement**

Under Section 3(5) of the *Planning Act*, the Township "shall be consistent with" matters of provincial interest as set out in the Provincial Policy Statements (PPS).

Agricultural policies under Section 2.3 of the PPS permits agricultural uses. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae.

The intent of the MDS Formula, created by OMAFRA, is to provide a recommended separation distance between livestock/manure facilities and non-farm residential uses for such potential nuisances as odour (smell). MDS setbacks are based on information from the affected farm in terms of current size of facility, type of livestock and type of manure storage. MDS is a guideline that can be varied based on site-specific circumstances.

The owner is proposing to reduce the MDS-I setback, being the distance from the existing manure storage facility to the dwelling, from the required 528.1 metres (1732.6 feet) to the proposed 300 metres (984.3 feet). The reductions to MDS-I are appropriate as the lot where the new home is proposed to be constructed, balances natural environment considerations without sterilizing the subject lands, based on the current MDS-I setback.

The majority of the property is within the 120 metre adjacent lands to the significant woodland and wetland features on the south side of Fourth Line. Section 2.1 of the PPS polices states that development and site alteration in significant woodlands and significant wetlands or on adjacent lands is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, generally through an Environmental Impact Study (EIS). The Proponent has an Issues Scoping Report and MECP Pre-Screening, completed by Melissa Cameron, Ecologist with MTE Consultants. The Conclusion of the report, noted the following:

- We have evaluated the current proposal on the Subject Lands and potential impacts to natural heritage features on the Subject Lands and Adjacent Lands. Provided the above recommendations are followed during all stages of future construction, no significant impacts to the adjacent natural heritage features are expected and further studies would not be required.

Township Administration have no issues of concern with the recommendations and conclusions of the EIS.

This proposed Minor Variance is consistent with the PPS.

### **County of Elgin Official Plan**

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the County of Elgin Official Plan (CEOP). Section C2.3 of the CEOP permits agricultural uses and single detached dwellings with the agricultural use, conforming to this proposal.

Section C2.10(a) Compatibility of Agricultural Uses with Other Land Uses states in order to provide farmers with the ability to carry out normal farm practices, all new development, including development on existing lots of record, shall be set back from agricultural operations in accordance with the minimum distance separation one formula, as amended. Section C2.10(c) states the minimum distance separation one and two formulae shall be included in local zoning by-laws, as appropriate and in accordance with this Plan and the local Official Plans.

The existing MDS-I setback from the adjacent manure facility system cannot be met as it is encompassing the whole of the subject lands; however the owner has applied for this Minor Variance application as the request for the reduction is appropriate. The owner is still providing a 300m buffer distance from the new dwelling to potential farm nuisances related to odour and other normal farm practices aspects, and plans to farm the subject lands as well.

Section D1.2 Natural Heritage contains policies pertaining to significant woodlands and significant wetlands. Section D1.2.6 states development and site alteration are not permitted in a significant woodland or on adjacent lands unless an EIS has been completed, demonstrating there will be no negative impact to the natural heritage features. Lastly, Section D1.2.7 Adjacent Lands states development and site alteration within 120 metres of a significant woodland and significant wetlands shall not proceed unless an EIS has been completed, demonstrating there will be no negative impact to the natural heritage features. An EIS has been completed with recommendations and conclusions. Township Administration have no issues of concern with the recommendations and conclusions of the EIS.

Therefore, this proposed Minor Variance conforms to the CEOP.

### **FOUR TESTS OF THE MINOR VARIANCE:**

Section 45(1) of the *Planning Act* gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.

#### **1. Does the variance maintain the intent and purpose of the Township of Southwold Official Plan?**

Yes. The subject lands are designated Agricultural on Schedule 'A' Land Use in the Township of Southwold Official Plan. Section 4.1 agricultural land use policies allow for agricultural uses and limited residential uses. New land uses, including the creation of lots, and new or expanding livestock facilities will comply with the Minimum Distance Separation formulae.

The intent of the MDS I is still being maintained as there would be a proposed 300 metre setback distance between the new dwelling and the adjacent manure storage facility on the property to the east of the subject lands. The proposal has the potential to introduce

incompatible activities; however, the impacts will be minimal, as the existing lot of record have co-existed for a significant period of time and once owned by the farmer that use to have the farmlands to the east. The proposed reduced MDS-I setbacks do not contravene the Official Plan policies.

**2. Does the variance maintain the intent and purpose of the Township of Southwold Zoning By-law?**

Yes. The subject lands are zoned Agricultural 1 (A1) Zone in the Township of Southwold Zoning By-law 2011-14, Map 2. A single detached dwelling is a permitted use in the Agricultural 1 (A1) Zone. With the exception of the proposed reduced minimum distance separation, the application complies with the remaining zoning provisions.

Section 3.4 Natural Areas constraint was address through the EIS completed by the Owner's Consultant, as mentioned above, demonstrating no negative impacts, subject to the recommendations in the report.

Section 3.20 Minimum Distance Separation Formulae (MDS I & MDS II) states all lands within the Township shall be subject to MDS-I and MDS-II in accordance with Provincial requirements as amendment from time to time. The reductions to MDS-I are appropriate as the lot where the proposed new dwelling is still providing a 300m buffer distance from the new dwelling to potential farm nuisances related to odour and other normal farm practices aspects, and plans to farm the subject lands as well.

**3. Is the variance requested desirable for the appropriate and orderly development and use of the lands and buildings?**

Yes. The variance will enable the owner to construct a single detached dwelling with a reduced minimum distance separation to the existing manure facility on the property to the east of the subject lands. Due to the existing odour buffer ring of the existing manure storage facility that encompasses all of the subject lands, relief to the zoning by-law is required to develop this existing lot of record. The variance will not impede the function of the lot and still provides for spatial separation between the existing manure facility on the property to the east to mitigate odour.

**4. Is the variance minor in nature?**

Yes. The meaning of 'minor' is not based on a specific number, where a difference of a number of feet determines whether or not the development is acceptable. It is more appropriate to base this test on the degree of potential impact on neighbouring property owners; the environment; and the municipal, County, or provincial functions.

It is anticipated the proposed reduced MDS-I setbacks would have negligible impacts to the neighbouring property owner with the existing manure facility, due to site location and existing mature tree inventory that would aid in putting odour plume up higher into the area and stir.

The impact from the proposed variance is negligible with respect to the environment, Township functions, County functions, or provincial functions and surrounding property owners.

## **CIRCULATION OF THE APPLICATION:**

The application was circulated to the applicable Township Departments, Commenting Agencies and neighboring property owners within 60 metres of the subject lands on July 29, 2021, 11 days prior to the public hearing (minimum 10 days required).

### **Township Department Comments**

The proposed minor variance application was circulated to Township staff for comment. The following comments were submitted:

#### Financial Services

Financial Services Department noted that there will not be Township Development Charges owing, as long as the Proponent applies for the building permit before January 1, 2022, in accordance with By-law 2020-70. If application is after January 1, 2022, the 2022 Township Development Charge is \$4,004 plus the annual construction price indexing adjustment.

Other Township fees would be associated with entrance access permit applications, civic addressing modifications, water service/connection, building permit application(s), would be required as well, amongst any other applicable municipal fees.

It is also noted that the County of Elgin is currently studying county development charges, so there may be a charge if they pass a by-law. See the weblink below for more information:

<https://www.elgincounty.ca/developmentchargesstudy/>

At this time of submission of this report, no other comments or concerns were received from Administration.

### **Agency Comments**

Lower Thames Valley Conservation Authority, in their July 29, 2021 letter, noted the following:

- After reviewing our files and mapping, staff determined that the property in question is subject to the Authority's Development and Interference with Wetlands portion of the regulations. The issue of concern in this area is the adjacent lands of the Provincially Significant Wetland (PSW) known as the 4th, 61h Line and Vachon Swamp Headwaters Wetland Complex.
- An application from this office was obtained from this office on June 2, 2021 for the construction of the proposed residence and barn.
- The lands are not subject to flooding of a general nature and as such structures are not required to be flood proofed. However, the flood proofing of structures for the purposes of prevention of flood damage from local groundwater and overland drainage waters is always recommended.

No further comments were received from applicable commenting agencies at time of writing of this report.



## **Public Comments**

At the time of submission of this report, no written comments from the public have been received related to the Minor Variance.

In verbal discussions with the Owner of the existing manure facility, they want to ensure that that can expand in the future. It is noted that the existing manure facility was constructed through Township Building Permit 2019-05. The Farmer's future intent is to fill the hole in the existing manure storage facility to utilize more manure capacity. MDS-II would be applicable, as per MDS Guideline #18: MDS II for Building Permit Applications to Renovate Existing Livestock Facilities, stating an MDS II setback is require prior to the approval of a building permit application to renovate existing livestock facilities that would result in an altered livestock facility. The Expansion Factor (Factor C) of the MDS-II would then apply as per MDS Guideline #27. If the proposed MDS-II setback complies with the setbacks nearby land uses, such as dwellings, then expansion can occur. Alternatively, zoning relief can be sought through a planning application process, subject to public engagement and Planning Approval authority decision-making.

## **SUMMARY/CONCLUSION:**

The application has been assessed for appropriateness with regard to existing policy and the impact of the proposal on the surrounding land uses. The application maintains the intent and purpose of the Official Plan and Zoning By-law, desirable for the appropriate and orderly development and use of the lands and buildings and is minor in nature; and therefore the minor variance application satisfies the four tests pursuant to Section 45(1) of the *Planning Act*, and constitutes good land use planning.

Planning Staff recommends that the request for Minor Variance be conditionally approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public hearing.

Once a Committee of Adjustment decision is made, Notice will be sent to those who have requested a copy and/or attended the public hearing.

There will be a 20 day appeal period from the Decision in which the Notice will be sent out within 10 days of the Decision. Any appeals received by the Township of Southwold will be forwarded to the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal) for a hearing, in accordance with the *Planning Act*.

## **RECOMMENDATION:**

THAT Committee of Adjustment of the Township of Southwold receive Report PLA 2021-24 regarding Minor Variance Application MV 2021-06 – Recommendation Report;

AND THAT Committee of Adjustment of the Township of Southwold grant relief from Section 3.20 of the Township of Southwold Zoning By-law 2011-14, to permit the construction of a 276 square metre (2,970 square foot) foot print area single detached dwelling with a reduced MDS-I setback, being the distance from the existing manure storage facility to the dwelling, from the required 528.1 metres (1732.6 feet) to the proposed 300 metres (984.3 feet), subject to the following conditions:

1. That the proposed development is substantially in accordance with the Minor Variance MV2021-06 drawings, as appended to Report PLA 2021-24.

### **Respectfully submitted by:**

**Bryan Pearce, HBA, CPT, MCIP, RPP  
Planner**

### **Approved for submission by:**

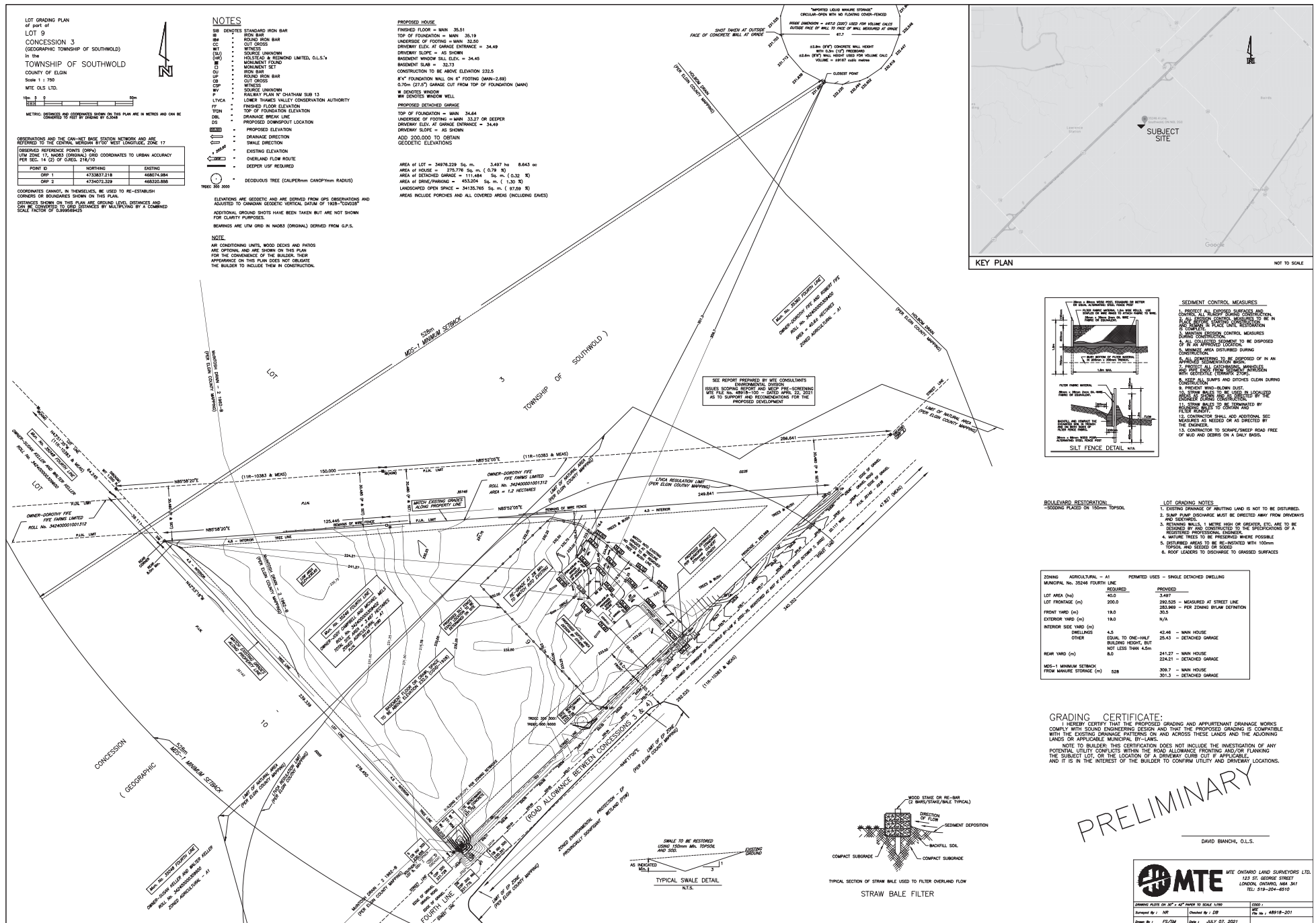
**Jeff Carswell, for**

**Lisa Higgs  
CAO/Clerk**

### **Appendices:**

1. Appendix One: Minor Variance Application MV2021-06 Drawings

REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



<b>REPORT PLA 2021-24</b> <b>APPENDIX ONE: MV 2021-06 DRAWINGS</b>
---

PROPOSED HOUSE

FINISHED FLOOR = MAIN 35.51  
TOP OF FOUNDATION = MAIN 35.19  
UNDERSIDE OF FOOTING = MAIN 32.50  
DRIVEWAY ELEV. AT GARAGE ENTRANCE = 34.49  
DRIVEWAY SLOPE = AS SHOWN  
BASEMENT WINDOW SILL ELEV. = 34.45  
BASEMENT SLAB = 32.73  
CONSTRUCTION TO BE ABOVE ELEVATION 232.5  
8'4" FOUNDATION WALL ON 6" FOOTING (MAIN-2.69)  
0.70m (27.5") GARAGE CUT FROM TOP OF FOUNDATION (MAIN)  
W DENOTES WINDOW  
WW DENOTES WINDOW WELL

PROPOSED DETACHED GARAGE

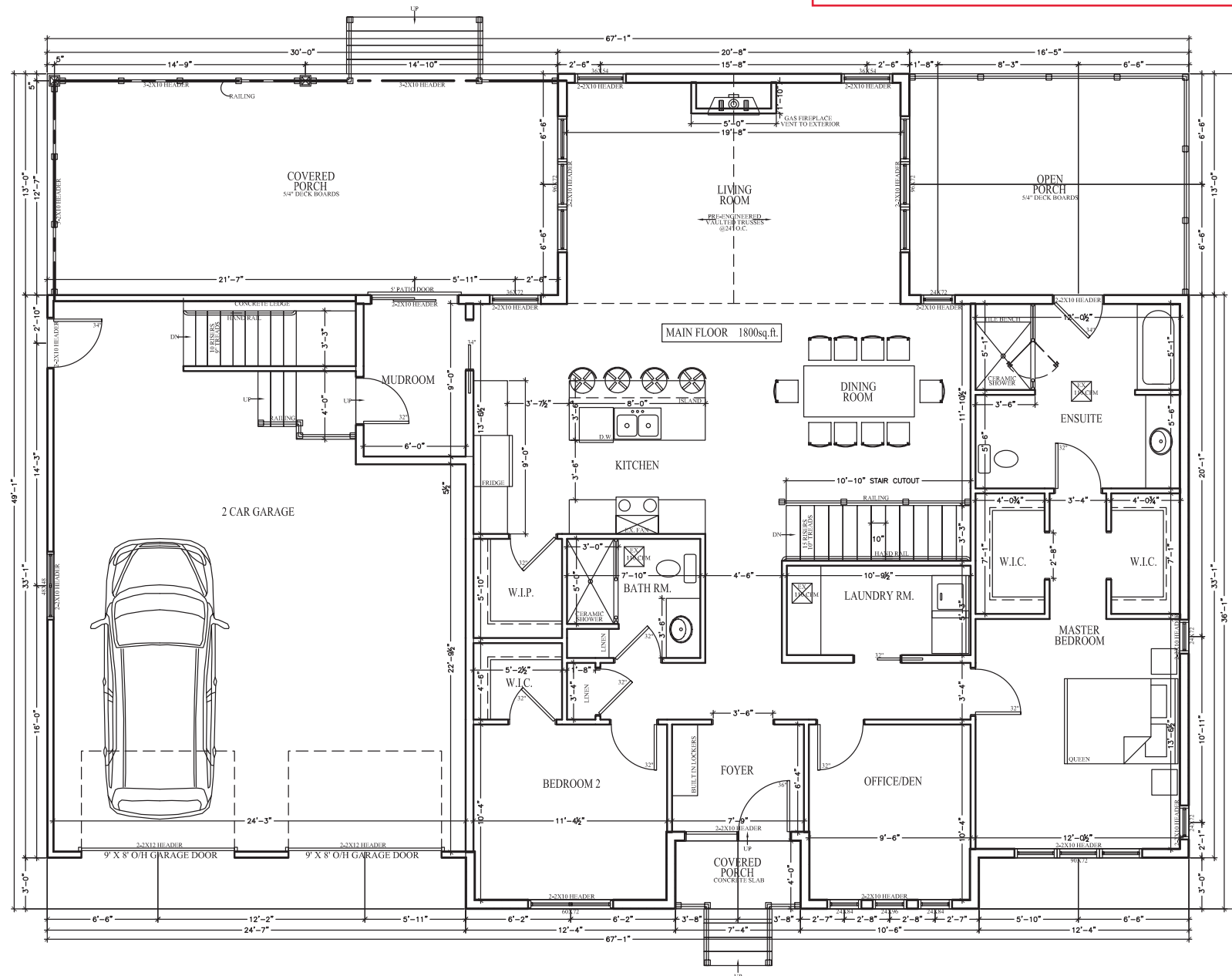
TOP OF FOUNDATION = MAIN 34.64  
UNDERSIDE OF FOOTING = MAIN 33.27 OR DEEPER  
DRIVEWAY ELEV. AT GARAGE ENTRANCE = 34.49  
DRIVEWAY SLOPE = AS SHOWN

**ADD 200.000 TO OBTAIN  
GEODETIC ELEVATIONS**

AREA of LOT = 34976.229 Sq. m.      3.497 ha      8.643 ac  
AREA of HOUSE = 275.776 Sq. m. ( 0.79 %)  
AREA of DETACHED GARAGE = 111.484 Sq. m. ( 0.32 %)  
AREA of DRIVE/PARKING = 453.204 Sq. m. ( 1.30 %)  
LANDSCAPED OPEN SPACE = 34135.765 Sq. m. ( 97.59 %)  
AREAS INCLUDE PORCHES AND ALL COVERED AREAS



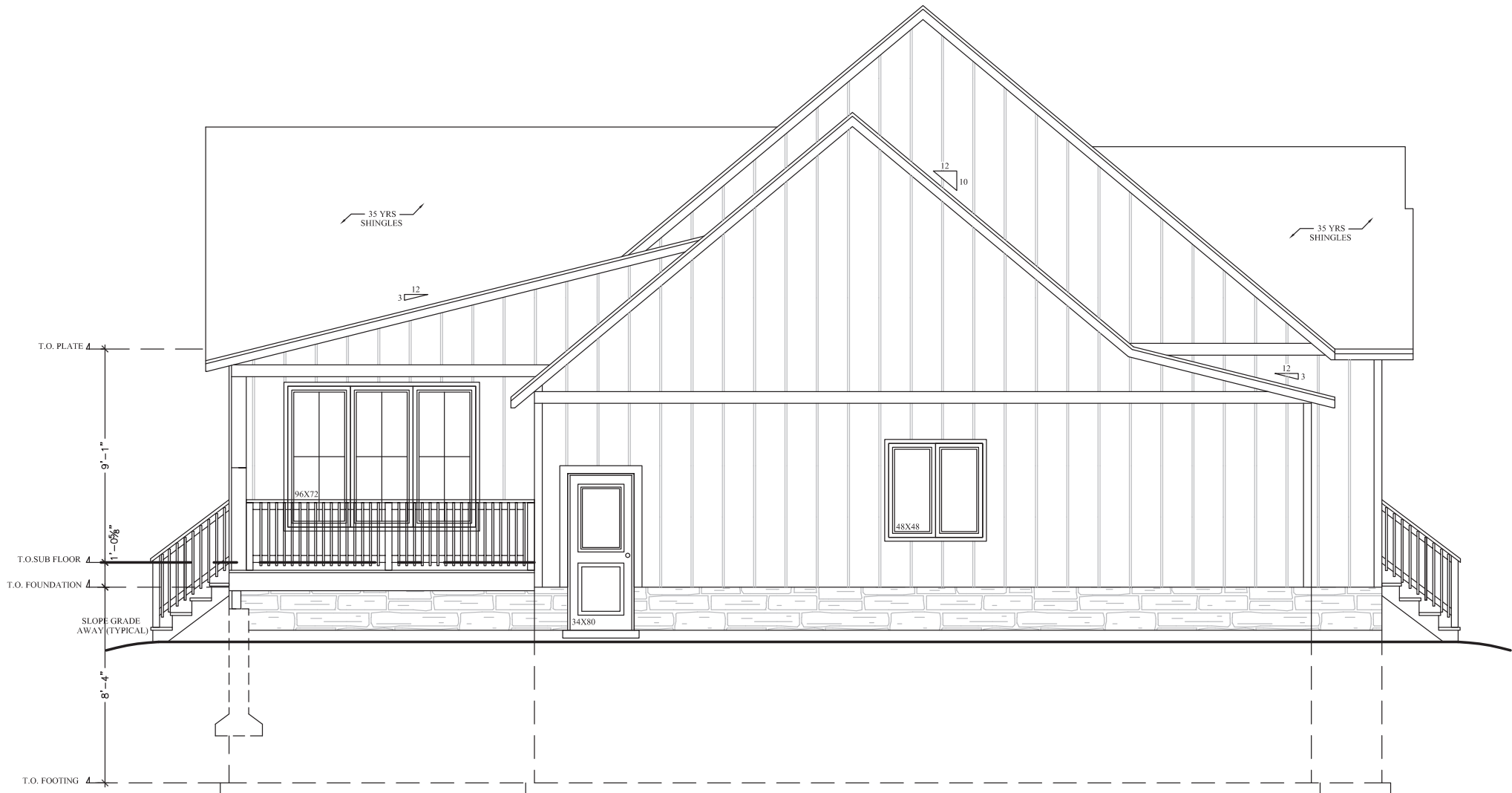
REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS





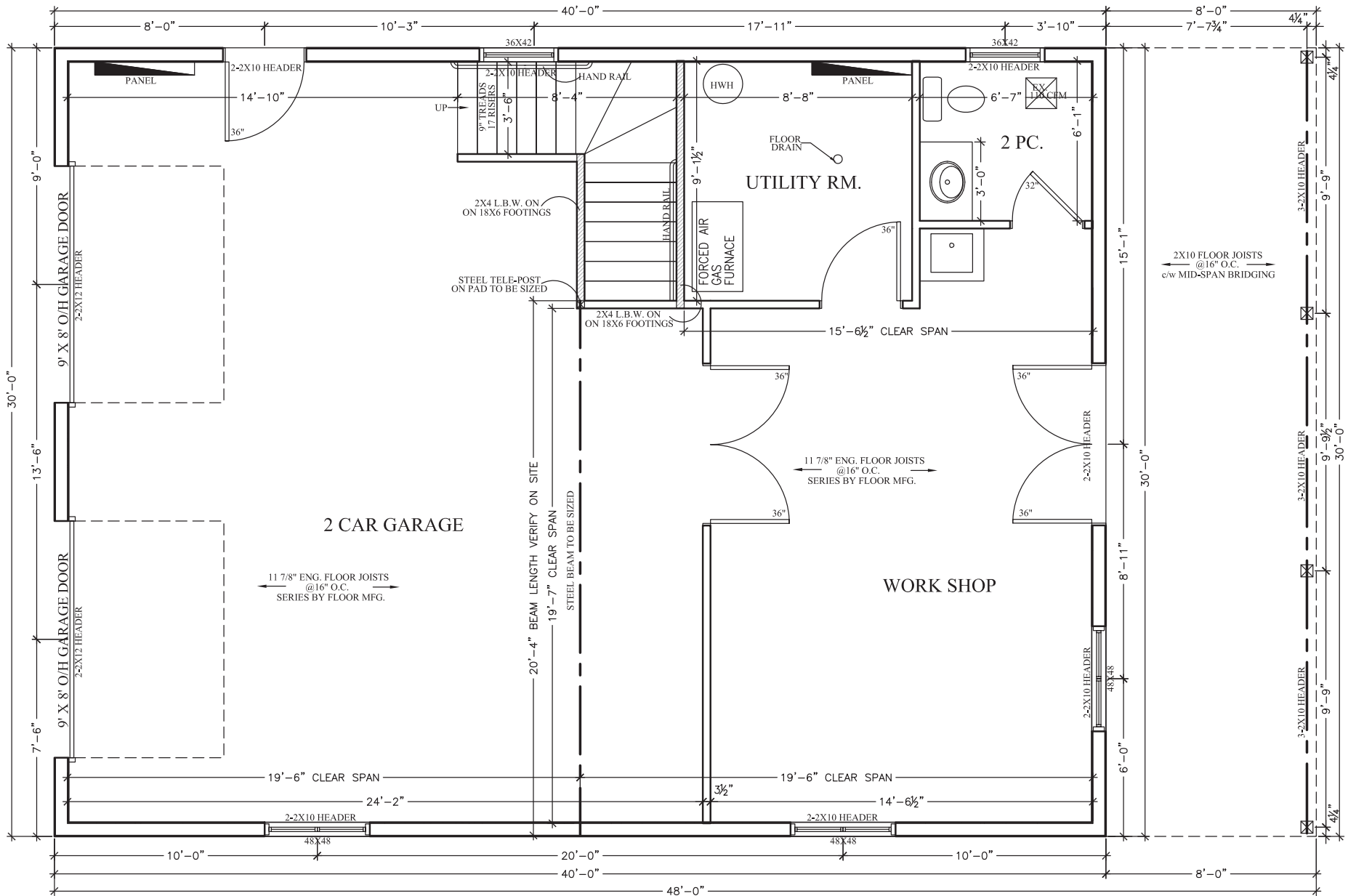
REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



**REPORT PLA 2021-24**  
**APPENDIX ONE: MV 2021-06 DRAWINGS**





REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS



REPORT PLA 2021-24  
APPENDIX ONE: MV 2021-06 DRAWINGS







## TOWNSHIP OF SOUTHWOLD

### PLANNING REPORT

**Application:** Proposed Severance  
**Report No.:** PLA 2021-21  
**File No:** E63-21  
**Date:** August 9, 2021

**TO:** Mayor and Council of the Township of Southwold

**FROM:** Bryan Pearce, HBA, CPT, MCIP, RPP  
 Planner

**SUBJECT:** Severance Application E63-21 – Comments to the County of Elgin

#### REASONS FOR AND NATURE OF THE APPLICATION:

The proposal is to create an industrial lot on the property, being the Bradish Lands.

#### BACKGROUND INFORMATION:

Below is a background information, in a summary chart:

<b>Application</b>	E63-21
<b>Owner</b>	WM F Bradish Sons Limited
<b>Applicant</b>	Matt Campbell, Senior Planner, Zelinka Priamo Ltd.
<b>Legal Description</b>	East Part Lots 44 and 45, Concession ENBTR; Parts 1 to 4, RP 11R-6747
<b>Civic Address</b>	11579 Wonderland Road
<b>Entrance Access</b>	Wonderland Road
<b>Water Supply</b>	St. Thomas Area Secondary Water Supply System, proposed by Township water supply.
<b>Sewage Supply</b>	None, proposed by private on- site individual septic system.
<b>Existing Land Area</b>	18.65 ha (46.08 ac)

Below is the detailed dimensions and land areas of the application, in a chart:

Application	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E63-21</b>	267 m (876 ft)	228 m (748 ft)	5.83 ha (14.4 ac)	549 m (1,801 ft)	210 m (689 ft)	12.82 ha (31.68 ac)

The Public Hearing is scheduled for August 25, 2021 at the Elgin County Land Division Committee Meeting.

Figure One below, depicts the existing parcel of the Bradish Lands.



The severance sketch, showing E63-21 is attached to this report as Appendix One for reference purposes.

### **PLANNING POLICY REVIEW:**

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Policy Statement (PPS) and does not conflict with Provincial Plans. Within the Township of Southwold, they must also make decisions that conform to the County of Elgin Official Plan (CEOP) and Township of Southwold Official Plan (OP) and make decisions that represent good land use planning.

With regard to this proposal involving severances, the Planning Authority is the County of Elgin Land Division Committee, wherein the Municipality provides agency comments to the County of Elgin as part of their decision-making process.

### **PPS**

Lot creation is permitted within the Talbotville settlement area, in accordance with Section 1.1.3 of the PPS. Partial services are proposed, with full municipal water and private on-site individual septic system, in accordance with Section 1.6.6 of the PPS. No development is proposed within the natural heritage (Section 2.3) and Natural Hazard (Section 3.1) portions of the property.

This proposal appears to be consistent with the PPS.

### CEOP

The subject lands are designated Tier Two Settlement Area on Schedule 'A' Land Use in the CEOP. New lot creation policies of the CEOP contained under Section E1.2.3.1, has 13 criteria listed and would appear to be achieved with this proposal, as it will be partially serviced, will not affect drainage patterns in the area, and entrance access to the lands can be obtained through Wonderland Road.

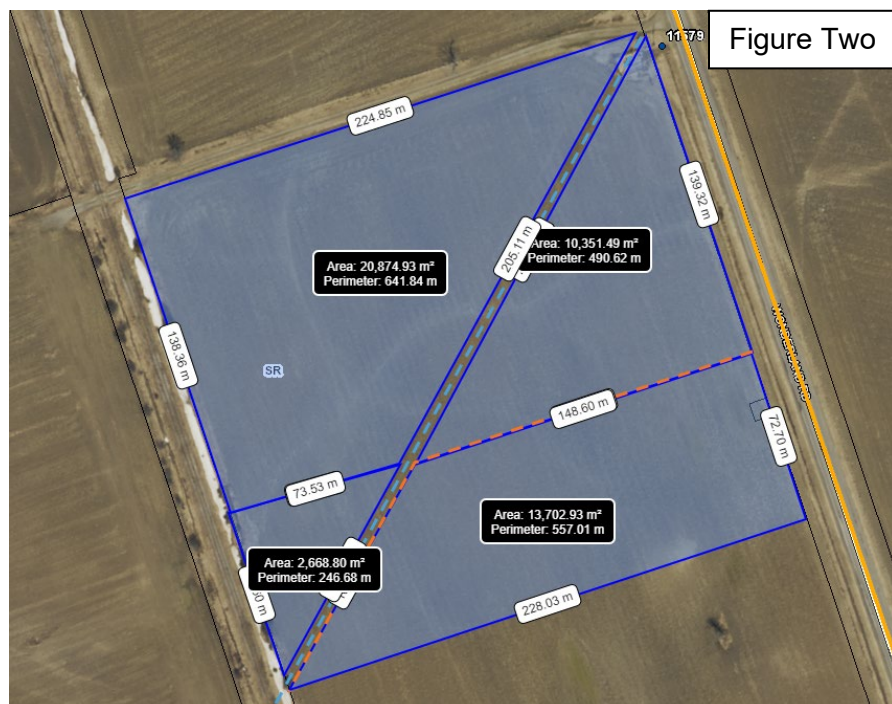
Therefore, this proposal appears to conform to the CEOP.

### OP

The subject lands are designated Industrial on Schedule 'A-1' Talbotville Settlement Area in the OP. Section 4.3.3 of the OP permits non-noxious industrial uses such as general manufacturing, research and development, warehousing and wholesaling and light assembly or any combination thereof within the enclosed buildings.

Section 5.7.1 allows for partial servicing, wherein municipal water services would be through the St. Thomas Area Secondary Water Supply System. A local Township water distribution system to service the severed parcel is proposed as a condition of consent through a Site Servicing Report and associated drawings and a Consent Agreement, amongst other matters, at the Proponent's sole cost and expense.

Section 6.8.2 of the OP has 7 criteria listed and would appear to be achieved with this proposal, as it will be partially serviced, will not affect drainage patterns in the area, and entrance access to the lands can be obtained through Wonderland Road. There is an existing 250mm (10 inch) high pressure (275 psi) natural gas pipeline (refer to blue dashed line in Figure 2 below and shown in Appendix One) and the proposed new lot line (orange dashed lines) would follow the existing natural gas line at the rear of the lands, rather than continuing it in a straight line, so the proponent of the severed parcel would not have to cross it. It is noted that 5.7 acres are north and south of the diagonally run natural gas line. The proposal would keep approximately 1.03 hectares (2.5 acres) with the retained parcel south of the natural gas line, as depicted below.



It is acknowledged that the County has circulated Enbridge Gas on the application for opportunity to comment.

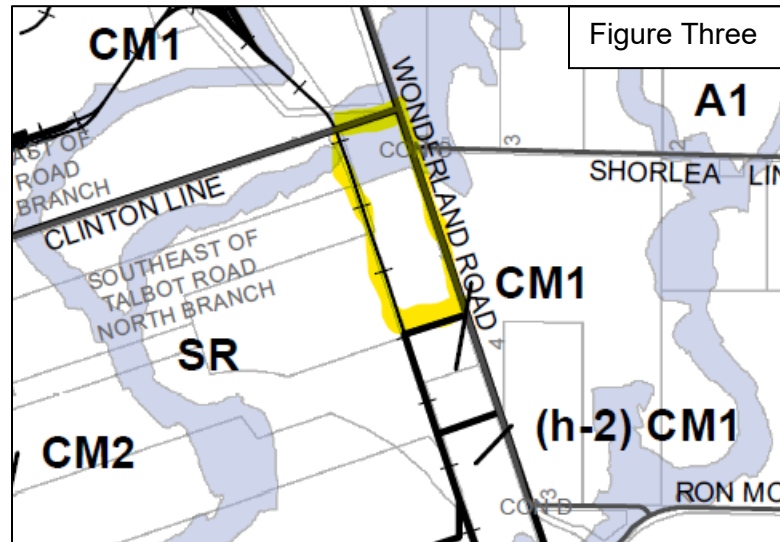
Therefore, this proposal appears to conform to the OP.

#### Township of Southwold Comprehensive Zoning By-Law 2011-14 (ZBL)

The subject lands are zoned Settlement Reserve (SR), as shown in the ZBL on Schedule 'A' Map 4, as depicted in Figure Three to the right, with the subject lands outline in yellow.

The SR Zone reverts to the Agricultural 1 (A1) Zone provisions and is meant to function as a future development zone.

As a condition of consent, the proposed severed parcel would need to be rezoned from the SR Zone to the Commercial/Industrial 1 Holding (CM1-h-1) Zone in order to create the industrial lot and utilize the holding symbol for future required planning approvals prior to development; and the retained parcel would need to be rezoned with a special provision to recognize it within the SR Zone, with its new minimum lot frontage and lot area requirements, since no development is proposed and protects the natural heritage and natural hazard lands associated at the northern extent of the retained parcel by Clinton Line.



It is acknowledged that prior to any development occurring, the proponent will be required to go through planning approvals process for site plan approval and execute an associated site plan agreement on the lands, prior to applying to have the holding symbol lifted with an amending by-law.

Therefore, it would appear that the proposal would comply with the ZBL, subject to a zoning by-law amendment being required as a condition of consent.

#### **STAFF COMMENTS:**

The proposed severance application was circulated to Township staff for comment. The following comments were submitted:

##### Drainage

Drainage Department noted the following:

- Reapportionments of the Henderson Drain, Talbotville Drain and Lindsay Drain are required.
- Mutual drain agreement maybe required between the portion of land that is in the retained and severed for any tile drains that may be providing a drainage outlet for the retained lands. Alternatively, the other solution could be a municipal drain.

Planning Staff notes that this can be addressed as a condition of approval for a reapportionment and mutual drain agreement and/or new municipal drain.

At the time of submission of this report, no other comments or concerns were received from Administration.

#### **SUMMARY/CONCLUSION:**

Therefore, it is Planning Staff's opinion that the proposed lot creation consent, would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to relief); and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report.

The County of Elgin, as the Planning Approval Authority, will have to review the application accordingly against the planning documents (PPS, CEOP, OP and ZBL) and obtain comments from the other agencies and members of the public through the public consultation process, as part of their decision-making on the planning application.

#### **RECOMMENDATION:**

THAT Council of the Township of Southwold receive Report PLA 2021-21 regarding Severance Application E63-21 – Comments to the County of Elgin;

AND THAT the Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for the severance application, File E63-21, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2021-21;

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2021-21 as Municipal comments to the County of Elgin.

#### **Respectfully submitted by:**

**Bryan Pearce, HBA, CPT, MCIP, RPP**  
**Planner**

#### **Approved for submission by:**

**Jeff Carswell, for**

**Lisa Higgs**  
**CAO/Clerk**

#### **Appendices:**

1. Appendix One: Severance (Consent) Sketch – E63-21
2. Appendix Two: Severance Application E63-21 Conditions





**Report PLA 2021-21:**

**Severance Applications E63-21 - Comments to the County of Elgin**

**Appendix Two: Severance Application E63-21 Conditions**

Severance Application E63 -21 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment to rezone the retained and severed parcel and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
6. That the Applicant provide a Mutual Drain Agreement and/or a new Municipal Drain pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
7. That the Applicant shall complete a Site Servicing Report, along with associated site servicing drawings, for the proposed lot to be severed and the retained parcel, to the satisfaction and clearance of the Municipality.
8. That the Applicant shall enter into a Consent Agreement with the Municipality for the proposed lot to be severed and the retained parcel, addressing all municipal interests and associated fees and charges, including and not limited to water, wastewater, drainage, cash-in-lieu of parkland, development charges, road permits, amongst other matters, to the satisfaction and clearance of the Municipality.
9. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
10. That all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## TOWNSHIP OF SOUTHWOLD

### Monthly Activity Report to Council

**DATE: August 9, 2021**

**PREPARED BY: Brent Clutterbuck, Drainage Superintendent**

**REPORT NO.: DRA 2021-13**

**ACTIVITY REPORT FROM: July 1, 2021 – July 31, 2021**

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#### **1. Department updates on its activities and meeting(s) since last report:**

##### **Drains Before Council:**

##### **Construction:**

- **Barber Drain (May17):** The contractor has completed the tile portion of the drain. They are currently constructing a drain in Central Elgin and I believe they will be coming to Southwold construct the culvert on Hunter Line and the open ditch work when they are done there.
- **Turville Drain #2 (Sept15) (January 17):** Some of the outstanding issues have been resolved and we are moving forward to completing this drain.

##### **In the hands of the Engineer**

- **McIntosh #2 Drain (Sept 15):** The Engineer has been in contact again with MTO and they seemed optimistic about moving forward on this drain
- **Ryan Drain (Sept 19):** Engineer appointed. An onsite meeting needs to be arranged as the development is nearing completion.
- **Luton Drain (July 08)** Project has been on hold because of landowner changes. Now that construction of the facility is progressing the project is moving forward again to provide a legal outlet for storm water management facilities.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **GH Pennings Drain:** Survey has been substantially completed. The Engineer is working on his proposal.
- **Taylor Drain: (Mar. 21)** An Onsite meeting was held July 14<sup>th</sup>, 2021 with affected landowners. The engineer has been in contact with MTO.
- **A&C Jones Drain(July 21):** Engineer has been appointed, an onsite meeting to be arranged

##### **Drains Initiated in Neighboring Municipalities**

- **Marr Drain (2012):** (Central Elgin). Court of Revision was held on July 19, 2021. Mayor Jones represented the Township at this meeting
- **Lake Road Diversion Drain (2013)** (Central Elgin). Court of Revision was held on July 19, 2021. Mayor Jones represented the Township at this meeting



**Maintenance:**

- Work being assigned as requests coming in.
- I have been out in the field looking at maintenance requests and fielding landowner questions.

**2. Report on any outstanding /unresolved concerns, issues:****3. Training undertaken by staff:****4. 2018/2019/2020 Capital Project Process:**

<b>2021</b>	<b>Budget</b>	
McIntosh #2	18,000	Finalizing report for submission
Barber Drain – Bush Line, Boxall road	49,558	Est. based on tender results
Barber Drain - Hunter Line culvert	56,377	Est. based on tender results
Barber Drain Branch G – Hunter Line	37,956	Est. based on tender results

**Education and Association meetings**

**Respectfully Submitted by:**

**Brent Clutterbuck/Drainage Superintendent**  
**“Submitted electronically”**

**Approved by:**

**Jeff Carswell, for**

**Lisa Higgs**  
**CAO/Clerk**



## TOWNSHIP OF SOUTHWOLD

**DATE: August 9, 2021**

**PREPARED BY: Brent Clutterbuck, Drainage Superintendent**

**REPORT NO.: DRA 2021-14**

**SUBJECT MATTER: Meeting with MPP Jeff Yurek about Canadian National Railway and unpaid assessments**

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**For Information:**

Please see the attached correspondence that the Honourable Jeff Yurek forwarded to the Lisa Thompson the Ontario Minister of Agriculture Food and Rural Affairs as a result of our meeting with him on July 8, 2021.

**Background:**

The Township of Southwold has sent assessments for drain construction in excess of \$188,000.00 to the Canadian National Railway which they have not paid. Some of these assessments date back to December of 2014.

On July 8, 2021 Brandon Widner of Spriet Associates, Travis Pitt of Thames Center and myself met with Jeff Yurek. The purpose of our meeting was to discuss these unpaid assessments and the impact that they have on a small municipality. In response to this meeting MPP Yurek forwarded the attached letter to the Minister Thompson of the Ontario Minister of Agriculture Food and Rural Affairs

Further to this letter sent by Mr Yurek, the Drainage Superintendents Association of Ontario has sent the second attached letter to the following:

- 1) Honourable Omar Alghabra – Minister Transport Canada
- 2) Honourable Steve Clark – Ontario Minister of Municipal Affairs
- 3) Honourable Lisa Thompson – Ontario Minister of Agriculture, Food and Rural Affairs

**Respectfully Submitted by:**

**Brent Clutterbuck/Drainage Superintendent**  
**“Submitted electronically”**

**Approved by:**

**Jeff Carswell, for**  
**Lisa Higgs**  
**CAO/Clerk**



Ontario

LEGISLATIVE

ASSEMBLY

# Jeff Yurek, MPP

Elgin-Middlesex-London

Constituency Office

750 Talbot St., Suite 201, West Wing

St. Thomas, Ontario N5P 1E2

Tel. (519) 631-0666

Toll Free 1-800-265-7638

Fax: (519) 631-9478

E-mail: [jeff.yurekco@pc.ola.org](mailto:jeff.yurekco@pc.ola.org)

Hon. Lisa Thompson  
Minister of Agriculture  
11th Flr, 77 Grenville St.  
Toronto, ON M7A 1B3

July 16, 2021

Dear Minister Thompson,

I am writing to highlight the urgency of a matter recently brought to my attention by Brandon Widner, P.Eng., Vice Chair of the Ontario Society of Professional Engineers Land Drainage Committee and other municipal drainage experts in my riding. As you will find in the attached, municipalities across Ontario are experiencing great difficulty in working with the Canadian National Railway (CN) and Canadian Pacific Railway (CP) on matters pertaining to the *Drainage Act*.

Essentially, over the past year CN and CP have adopted the position that they are not required to operate in accordance with the *Drainage Act* on the basis that they are regulated federally. The result is that critical infrastructure projects across Southwestern Ontario, including those supported by the provincial government, are being delayed and significant costs incurred by the railways are going unpaid. These issues are compounded by communication challenges between the railways, municipalities, and engineering firms as railway representatives are becoming unresponsive.

Minister, this issue poses a significant concern to southern Ontario's rural municipalities and landowners and becomes more urgent with each passing day. Numerous municipalities have passed resolutions calling for support from higher levels of government and it is clear that the solution lies in collaboration. I am available to discuss further at your convenience and greatly appreciate your consideration.

Sincerely,

Jeff Yurek, MPP  
Elgin-Middlesex-London

CC: Brandon Widner  
Travis Pitt  
Brent Clutterbuck



## OSPE LAND DRAINAGE COMMITTEE



April 27, 2021

Ministry of Agriculture, Food and Rural Affairs  
77 Grenville Street 11<sup>th</sup> Floor  
Toronto, Ontario  
M7A 1B3

To Hon. Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs,

Re: Drainage Act – Railway Issues

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The OSPE Land Drainage Committee (LDC) is a committee representing practitioners providing services under the Drainage Act.

As engineers working under the Drainage Act in many municipalities across Ontario it is becoming increasingly difficult dealing with Canadian National Railway (CN) and Canadian Pacific Railway (CP) in matters pertaining to the Drainage Act. There have been issues where these railway corporations delay construction and withhold appropriate permitting, and some instances where CN and CP have refused to pay for drainage charges on their privately owned property. These railways argue that they are a federally regulated entity under the Canada Transportation Act and are not governed by provincial legislation. Therefore, they claim they are not subject to Section 26 of the Drainage Act. For background, Section 26 of the Drainage Act essentially ensures that a public utility or road authority is assessed and pays the entire increased cost to drainage works caused by its existence.

Further frustrating us as Engineers working for Municipalities in Ontario is the lack of communication from CN and CP. There are instances of the companies only intermittently responding and, in some instances, providing no real response for upwards of eight months.

Together, these two issues continue to delay Drainage Act projects and negatively affect landowners of Ontario. It is our understanding that rather than confront CN and CP alone, a number of municipalities have joined together and passed resolutions that call on the Government of Ontario to work with the federal Minister of Transport to address concerns regarding municipal drainage matters and the need for coordination with these National Railways. To date some are even considering presenting an appeal to the Canadian Transportation Agency. We are asking for your assistance to address these concerns regarding municipal drainage in Ontario and help with the coordination with these National Railways.

Sincerely,

Brandon Widner, P.Eng.  
Vice Chair of the LDC

LDC members:

Tony Peralta, P.Eng. (Chair)  
Stephen Brickman, P.Eng.  
Jeremy Taylor, P.Eng. (Secretary)

John Kuntze, P.Eng.  
Gerard Rood, P.Eng.



## DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO

President – Lu-Ann Marentette  
Municipality of Leamington  
Phone: 519-326-5761 Ext 1309  
Email: [lmarentette@leamington.ca](mailto:lmarentette@leamington.ca)

Past President – Greg Nancekivell  
R.J. Burnside & Associates, Woodstock  
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Vice-President – Elizabeth Cummings  
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Director – Lorne Franklin  
Robinson Consultants Inc.  
Phone: 613-592-6060 Ext 123  
Email: [lfranklin@rcii.com](mailto:lfranklin@rcii.com)

Director-at-large – David Moores  
R. Dobbin Engineering Inc.  
Phone: 519-882-0032 Ext. 203  
Email: [david@dobbineng.com](mailto:david@dobbineng.com)

Director – Paul MacIntyre, L.E.L. C.E.T.  
R. J. Burnside & Associates, Woodstock  
Phone: 519-340-2009  
Email: [pmacintyre@rjburnside.com](mailto:pmacintyre@rjburnside.com)

Secretary  
Wray Wilson  
P.O. Box 167  
Fordwich, ON N0G 1V0  
Email: [dsao@dsao.net](mailto:dsao@dsao.net)

July 26, 2021

Honourable Omar Alghabra  
Minister Transport Canada  
[omar.alghabra@tc.gc.ca](mailto:omar.alghabra@tc.gc.ca)

### Re: Municipal Drainage Issues Along National Railways

Dear Minister Alghabra:

The Board of Directors of the Drainage Superintendents Association of Ontario (DSAO) have been advised by member municipalities of the difficulty they are having dealing with national railways on drainage issues and the Ontario Drainage Act.

Railways are claiming that since they are federally regulated, they are not required to comply with Ontario's Drainage Act and are refusing to cooperate with a variety of issues including paying assessments. Other issues include poor communications with railways causing project delays and excessive demands for work on railway lands and advising municipalities that all costs are the responsibility of the municipality

To give an indication of the severity of the issue at hand, there are at least 55 municipal drain projects impacted by the railway companies' actions. Railway companies (collectively) are holding back on \$330,000 in monies related to maintenance projects and \$540,000 in monies related to construction projects on these drains.

Some monies owed on these past due accounts are nearing the 2-year mark and there are one or two over 5 years in arrears.

Land owners within these drain watersheds, including the rail authorities, count on a reliable, legal drainage system to support their business, agricultural operations, to support their families, and a thriving community. If these works are unable to proceed, or the railways use the municipalities to carry their debts, it will begin to take a toll on those communities and its land owners.

The unjust actions of the railway companies' need to be addressed immediately.

This issue is multijurisdictional and as such we urge you, as Canada's Minister of Transport, to work with the Honourable Lisa Thompson,



Ontario Minister of Agriculture, Food and Rural Affairs to open the dialogue and come to a resolution.

Please contact DSAO if you require further information.

Yours truly,



Lu-Ann Marentette, President  
Drainage Superintendents Association of Ontario

c.c. Graydon Smith, President Association of Municipalities of Ontario  
Robyn Jones, Chair, Rural Ontario Municipal Association  
Joanne Vanderheyden, President, Federation of Canadian Municipalities  
Dave Burton, President, Ontario Good Roads Association  
Travis Pitt, Municipality of Thames Centre  
Tony Peralta, Chair, Land Drainage Engineers of Ontario  
Chapter Secretaries, Drainage Superintendents Association of Ontario



## **TOWNSHIP OF SOUTHWOLD**

### **Monthly Activity Report to Council**

**DATE: August 9, 2021**

**PREPARED BY: Jeff McArthur, Fire Chief**

**REPORT NO.: FIR-2021-15**

**ACTIVITY REPORT FROM: July 1- July 31, 2021**

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**1. Department updates on its activities and meeting(s) since last report:**

- a. Calls for service – a total of 21 emergencies were responded to in the month of July including five MVCs and two fires.
- b. Full station training has resumed, with Covid precautions in place.
- c. Provided public education at the Zero Waste Committee's Composter pick up evening.
- d. Firefighters are trimming long grass and weeds from around fire hydrants.

**2. Report on any outstanding/unresolved concerns, issues:**

- a. Working with the CBO and Broccolini staff on Sunset Road emergency site planning.

**3. Training undertaken by staff:**

- a. Department training included: facility tour of Royal Oak Retirement Residence, drafting, pond placement, hose testing, auto extrication.
- b. Three members are enrolled in NFPA 1041 Instructor Level 2 online through Elgin County Training partnership.
- c. One member attended JHSC Certification Training.

**4. Capital Project Process**

<b>2021</b>	<b>Budget</b>	<b>Status/Comments</b>
Shedden Station - Training area development	\$25,000	Pending topsoil relocation
Talbotville Fire Station	\$500,000	Pending land acquisition
Teetzel Topsoil Relocation (from 2020)	\$85,000	In progress

Bunker gear	\$12,500	Ordered, ETA is December
Cylinders	\$6,200	Complete
Extrication Equipment	\$50,000	Complete
Hoses and Appliances	\$5,000	Ongoing
Portable Radios & pagers	\$4,000	Complete
SCBA	\$20,000	Complete

<b>2020</b>	<b>Budget</b>	<b>Status/Comment</b>
Shedden Digital Sign	20,000	
Teetzel Top Soil Relocation	40,000	In progress
Talbotville Station - Land, Planning, Engineering	350,000	Awaiting land acquisition

<b>2019</b>	<b>Budget</b>	<b>Status/Comment</b>
Automatic Door Closure	500	
Shedden Digital Sign Base	5,000	In progress, 2021 completion

**Respectfully submitted by:**

**Jeff McArthur, Fire Chief**  
**“Submitted Electronically”**

**Approved by:**

**Jeff Carswell, for**

**Lisa Higgs**  
**CAO/Clerk**  
**“Approved Electronically”**





## TOWNSHIP OF SOUTHWOLD

### Monthly Activity Report to Council

**DATE:** August 9, 2021

**PREPARED BY:** Paul Van Vaerenbergh, Public Works Superintendent

**REPORT NO.:** PW 2021-15

**ACTIVITY REPORT FROM:** July, 2021

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**1. Department updates on its activities and meeting(s) since last report:**

- Heavy rains again resulted in washouts on various roads which required immediate and ongoing repair.
- Asphalt repairs were made to sections of Shorelea and Bush Lines and will be continued on various roads throughout the Township
- Catchbasins in all Villages were vacuumed and cleaned.
- Playgrounds, baseball facilities, washrooms and pavilions were opened for public use, parks grass cutting and maintenance continues.
- A second round of roadside grass cutting was begun and continues.
- Social distancing and sanitation procedures continue, crew numbers are kept to a minimum.

**2. Training undertaken by staff:**

**2021 Capital Project Process:**

<b>2021</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Water and Sewer</b>		
Trunk Sewer-Phase 2 – from 2017-includes storm and road components	4,200,000.00	Topcoat asphalt was completed
<b>Parks and Rec</b>	20,000.00	Tractor is in service
<b>Gravel Projects</b>	300,000.00	Completed
<b>Hard Surface Projects</b>	300,000.00	Bush Line, Lake Line work continues
<b>Public Works Building</b>	50,000.00	Site has been surveyed and rough plan submitted to engineering
<b>Talbot Meadows</b>		Work has begun
<b>Lynhurst Subdivision</b>		Tender has been awarded
<b>Second Line Culvert</b>		Tender has been awarded

**Respectfully Submitted by:**

**Paul Van Vaerenbergh, Public Works Superintendent  
"Submitted electronically"**

**Approved by:**

**Jeff Carswell, for**

**Lisa Higgs  
CAO/Clerk  
"Approved electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**DATE:** August 9, 2021

**PREPARED BY:** Jeff Carswell, Treasurer

**REPORT NO.:** FIN 2021-24

**SUBJECT MATTER:** Tax Adjustments under the Municipal Act, Sec.357 and Tax Incentive Program

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#### **Recommendation:**

THAT Council approves the total adjustment of taxes for the 2021 tax year resulting from Municipal Act, Sec.357 and Tax Incentive Program applications, as presented, in the amount of \$71,413.87.

#### **Purpose:**

The purpose of this report is to seek approval from Council to process, or to deny, Sec.357 adjustments of taxes for the 2021 taxation year as presented.

#### **Background:**

Reductions to assessment can be pursued by any taxpayer under the various provisions of Sec.357 of the Municipal Act and various Tax Incentive Programs. MPAC's role is to provide the municipality with the information it needs to enable municipal Council to determine whether a tax refund, cancellation, reduction or increase is warranted. Approved applications result in tax adjustments according to the amount of the assessment reduction. A municipal Council can decline to approve applications made under this section. A taxpayer then has the option of taking the application further to the Assessment Review Board where all parties can argue their position.

#### **Comments/Analysis:**

The detailed adjustment reports are attached as Appendix "A".

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2021	Section 357 Write-offs	\$976.67	\$1,186.78	\$290.55	\$2,454.00
2021	Tax Incentive Adj	\$27,529.94	\$33,452.62	\$7,977.31	\$68,959.87
	<b>Total</b>	<b>\$28,506.61</b>	<b>\$34,639.40</b>	<b>\$8,267.86</b>	<b>\$71,413.87</b>

Council can take the position of denying any Sec. 357 application. If denied, this report must be deferred and brought back to a future meeting. Notice is to be provided to applicants with adjustments that have been denied, at least 14 days before the meeting date to allow applicants representation during that future meeting.

Section 357(3) of the Assessment Act states that an application must be filed with the Treasurer on or before February 28 of the year following the year in respect of which the application is made. All applications included in this report were made within the regulated deadline.

#### **Financial Implications:**

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards.

The Township portion the tax adjustments are \$28,506.61.

**Respectfully Submitted by:**

**Approved by:**

**Jeff Carswell, Treasurer**  
**“Submitted electronically”**

2021.05.12 8.0 9759  
Run Date: 08/03/21  
Business Date: 08/03/21

10:37AM

Township Of Southwold  
2021 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-000-00000-0000 TO 34-24-999-999-99999-9999

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 01/01/21: 000-002-01700-0	1,463,700	4,395.10	1,731.37	2,103.86	0.00	0.00	559.87	0.00	0.00	0.00
F T 01/01/21: 000-002-03500-0	749,000	2,249.04	885.97	1,076.58	0.00	286.49	0.00	0.00	0.00	0.00
F T 01/01/21: 000-003-01700-0	1,437,700	4,317.02	1,700.61	2,066.49	0.00	549.92	0.00	0.00	0.00	0.00
F T 01/01/21: 000-003-12000-0	329,500	989.40	389.76	473.61	0.00	126.03	0.00	0.00	0.00	0.00
F T 01/01/21: 000-004-01900-0	769,400	2,310.30	910.10	1,105.90	0.00	294.30	0.00	0.00	0.00	0.00
F T 01/01/21: 000-007-10400-0	1,188,600	3,569.05	1,405.96	1,708.45	0.00	454.64	0.00	0.00	0.00	0.00
F T 01/01/21: 000-007-10450-0	649,000	1,948.77	767.68	932.85	0.00	248.24	0.00	0.00	0.00	0.00
F T 01/01/21: 000-009-04800-0	365,000	1,096.00	431.75	524.64	0.00	139.61	0.00	0.00	0.00	0.00
TOTAL FARMLAND		20,874.68	8,223.20	9,992.38	0.00	2,099.23	559.87	0.00	0.00	0.00
R T 01/01/21: 000-001-11300-0	-95,000	-1,227.62	-488.58	-593.69	0.00	-145.35	0.00	0.00	0.00	0.00
R T 01/01/21: 000-002-01700-0	-1,463,700	-18,914.37	-7,527.71	-9,147.20	0.00	0.00	-2,239.46	0.00	0.00	0.00
R T 01/01/21: 000-002-03500-0	-749,000	-9,678.80	-3,852.05	-4,680.78	0.00	-1,145.97	0.00	0.00	0.00	0.00
R T 01/01/21: 000-003-01700-0	-1,437,700	-18,578.39	-7,393.99	-8,984.72	0.00	-2,199.68	0.00	0.00	0.00	0.00
R T 01/01/21: 000-003-12000-0	-329,500	-4,257.91	-1,694.60	-2,059.17	0.00	-504.14	0.00	0.00	0.00	0.00
R T 01/01/21: 000-004-01900-0	-769,400	-9,942.42	-3,956.97	-4,808.27	0.00	-1,177.18	0.00	0.00	0.00	0.00
R T 01/01/21: 000-006-12402-0	-16,000	-206.76	-82.29	-99.99	0.00	-24.48	0.00	0.00	0.00	0.00
R T 01/01/21: 000-007-10400-0	-1,188,600	-15,359.45	-6,112.89	-7,428.00	0.00	-1,818.56	0.00	0.00	0.00	0.00
R T 01/01/21: 000-007-10450-0	-649,000	-8,386.57	-3,337.76	-4,055.84	0.00	-992.97	0.00	0.00	0.00	0.00
R T 01/01/21: 000-009-04800-0	-365,000	-4,716.64	-1,877.17	-2,281.02	0.00	-558.45	0.00	0.00	0.00	0.00
R T 02/15/21: 000-006-12402-0	-90,000	-1,019.62	-405.80	-493.10	0.00	-120.72	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-92,288.55	-36,729.81	-44,631.78	0.00	-8,687.50	-2,239.46	0.00	0.00	0.00
Category Totals:		-71,413.87	-28,506.61	-34,639.40	0.00	-6,588.27	-1,679.59	0.00	0.00	0.00

Run Date: 08/03/21 10:37AM  
Business Date: 08/03/21

34-24-000-000-00000-0000 TO 34-24-999-999-99999-9999

Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
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Number of Bills Generated: 11



# TOWNSHIP OF SOUTHWOLD

## Monthly Activity Report to Council

**DATE:** August 9<sup>th</sup>, 2021

**PREPARED BY:** Corey Pemberton, Chief Building Official

**REPORT NO.:** 2021-09

**ACTIVITY REPORT FROM:** July 1<sup>st</sup> to July 31<sup>st</sup>

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### Department updates on its activities and meeting(s) since last report:

Please see attached permit comparison report Schedule 'A' CBO 2021-09 for monthly comparison Schedule 'B' CBO 2021-09 for annual comparison.

1. Report on any outstanding /unresolved concerns, issues: None
2. Training undertaken by staff:
3. 2018/2020 Capital Project Process:

2018		
Keystone Complex	Budget	Status/Comment
Cabinet door replacement, bar top replacement		Pending installation

2020		
Township Office	Budget	Status/Comment
Water Heater	2000.00	Completed
Pickup truck replacement	45000.00	Completed
Evoluta Online permit System	12500.00	Completed
Municipal Property		
Windows at Medical Centre	7000.00	Completed
Village Square Roof Repairs	2000.00	Completed
Lights at Medical Office		Completed
Keystone Complex		
Parking lot Lights	4500.00	Completed
Pavilion Cooking Hood	10000.00	Postponed
Barrier/Bollards to protect playground and septic system	15000.00	Postponed

**Respectfully Submitted by:**

**Corey Pemberton Chief Building Official  
“Submitted electronically”**

**Approved by:**

**Jeff Carswell, for**

**Lisa Higgs  
CAO/Clerk  
“Approved electronically”**



**Permit Comparison Summary**

Issued For Period JUL 1,2021 To JUL 30,2021

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
ACCESSORY BUILDING PERMIT	8	3,312.05	267,000.00	5	1,055.80	152,500.00
ADDITION/ALTERATION/RENOVATION	0	0.00	0.00	1	310.05	45,000.00
DECK PERMIT	1	150.00	9,000.00	1	150.00	1,000.00
FARM BUILDING NON LIVE STOCK	1	1,129.70	150,000.00	2	858.00	105,000.00
IND./COM./INST CONSTRUCTION PERMI	0	0.00	0.00	1	720,000.00	60,000,000.00
NEW SINGLE FAMILY DWELLING PERM	3	6,397.45	1,184,000.00	17	36,078.84	10,877,250.00
SEWAGE SYSTEM REPAIR PERMIT	1	400.00	8,000.00	0	0.00	0.00
SEWAGE SYTEM PERMIT	0	0.00	0.00	1	500.00	20,000.00
SWIMMING POOL PERMIT	1	150.00	66,000.00	1	150.00	6,000.00
TENT	0	0.00	0.00	1	150.00	2,530.00

**New Water Service**

New Water Service	1	150.00	1,700.00	0	0.00	0.00
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	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	16	30
Total Dwelling Units Created	2	17
Total Permit Value	1,685,700.00	71,209,280.00
Total Permit Fees	11,689.20	759,252.69
Total Compliance Letters Issued	0	0
Total Compliance Letter Fees	0.00	0.00

**Inspection Summary**

Ward	Permit Inspections	Other Roll Inspections
000	1	0
Total	1	0

Permit Charge	Amount
ACCESSORY BUILDING PERMIT	1,055.80
ADDITION/ALTERATION/RENOVATION	310.05
DECK PERMIT	150.00
FARM BUILDING NON LIVE STOCK	858.00
IND./COM./INST CONSTRUCTION PE	720,000.00
NEW SINGLE FAMILY DWELLING PER	36,078.84
SEWAGE SYTEM PERMIT	500.00
SWIMMING POOL PERMIT	150.00
TENT	150.00
Total	759,252.69

**Permit Comparison Summary**

Issued For Period JAN 1,2021 To JUL 30,2021

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
ACCESSORY BUILDING PERMIT	21	6,205.55	487,301.00	23	6,609.80	878,095.00
ADDITION/ALTERATION/RENOVATION	10	76,089.56	6,218,980.00	9	5,416.85	746,000.00
COMMERCIAL CONSTRUCTION PERMIT	1	6,480.00	540,000.00	0	0.00	0.00
DECK PERMIT	8	1,674.77	68,500.00	6	1,337.35	83,000.00
DEMOLITION PERMIT	3	450.00	15,000.00	4	600.00	37,000.00
FARM BUILDING LIVESTOCK PERMIT	1	3,905.28	800,000.00	3	14,839.20	1,857,800.00
FARM BUILDING NON LIVE STOCK	13	41,719.74	8,495,750.00	9	4,738.90	2,050,600.00
IND./COM./INST CONSTRUCTION PERMI	0	0.00	0.00	2	726,210.48	60,517,540.00
NEW SINGLE FAMILY DWELLING PERM	15	37,811.35	6,989,000.00	57	132,505.24	32,465,832.30
SEWAGE SYSTEM REPAIR PERMIT	3	1,600.00	31,000.00	1	400.00	18,500.00
SEWAGE SYTEM PERMIT	12	6,000.00	192,000.00	12	6,000.00	233,000.00
SIGN PERMIT	0	0.00	0.00	1	150.00	8,000.00
SWIMMING POOL PERMIT	10	1,500.00	396,000.00	12	1,800.00	470,500.00
TENT	0	0.00	0.00	4	600.00	5,760.00
<b>New Water Service</b>						
New Water Service	2	300.00	3,200.00	5	2,100.00	37,000.00
<b>ROOF TOP SOLAR RESIDENTIAL</b>						
ROOF TOP SOLAR RESIDENTIAL	0	0.00	0.00	1	150.00	25,000.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	99	149
Total Dwelling Units Created	13	57
Total Permit Value	24,236,731.00	99,433,627.30
Total Permit Fees	183,736.25	903,457.82
Total Compliance Letters Issued	0	0
Total Compliance Letter Fees	0.00	0.00

**Inspection Summary**

Ward	Permit Inspections	Other Roll Inspections
000	3	0
Total	3	0

Permit Charge	Amount
ACCESSORY BUILDING PERMIT	6,609.80
ADDITION/ALTERATION/RENOVATION	5,416.85
DECK PERMIT	1,337.35
DEMOLITION PERMIT	600.00
FARM BUILDING LIVESTOCK PERMIT	14,839.20
FARM BUILDING NON LIVE STOCK	4,738.90
IND./COM./INST CONSTRUCTION PE	726,210.48
NEW SINGLE FAMILY DWELLING PER	132,505.24
New Water Service	2,100.00
ROOF TOP SOLAR RESIDENTIAL	150.00
SEWAGE SYSTEM REPAIR PERMIT	400.00

**Permit Comparison Summary**

Issued For Period JAN 1,2021 To JUL 30,2021

SEWAGE SYTEM PERMIT	6,000.00
SIGN PERMIT	150.00
SWIMMING POOL PERMIT	1,800.00
TENT	600.00

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Total	903,457.82
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## TOWNSHIP OF SOUTHWOLD

### Monthly Activity Report to Council

**DATE:** August 9<sup>th</sup>, 2021

**PREPARED BY:** Lisa Higgs

**REPORT NO.:** CAO 2021-46

**ACTIVITY REPORT FOR: CAO/Clerk Lisa Higgs – July 2021**

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#### 1. Department updates on its activities and meeting(s) since last report:

<b>Monday, July 5, 2021</b>	Staff Meeting
<b>Monday, July 5, 2021</b>	Emergency Control Group Meeting
<b>Tuesday, July 6, 2021</b>	Parks Committee Meeting
<b>Wednesday, July 7, 2021</b>	Staff Meeting
<b>Wednesday, July 7, 2021</b>	Water and Wastewater Connection - Mtg. with Treasurer & Accounting Clerk
<b>Thursday, July 8, 2021</b>	SWPH Municipal Partners Teleconference
<b>Thursday, July 8, 2021</b>	Elgin Administrators Group Meeting
<b>Monday, July 12, 2021</b>	Staff Meeting
<b>Tuesday, July 13, 2021</b>	Talbot Meadows Sewer Project - Mtg. With Engineer & Contractor
<b>Wednesday, July 14, 2021</b>	Staff Meeting
<b>Thursday, July 15, 2021</b>	SWPH Municipal Partners Teleconference
<b>Thursday, July 15, 2021</b>	Public Works Employee Selection Follow-Up
<b>Thursday, July 15, 2021</b>	The Ridge Subdivision - Multi-unit Proposal - Engineering Discussions
<b>Friday, July 16, 2021</b>	Pre-Consultation Meeting - Wonderland Road
<b>Friday, July 16, 2021</b>	Check-in Mtg. with Treasurer
<b>Monday, July 19, 2021</b>	Staff Meeting
<b>Wednesday, July 21, 2021</b>	Elgin Administrators Group Meeting
<b>Thursday, July 22, 2021</b>	SWPH Municipal Partners Teleconference
<b>Thursday, July 22, 2021</b>	Investing in Canada Infrastructure Program (ICIP) - Green Stream 2021 Intake Webinar
<b>Tuesday, July 27, 2021</b>	Fire Services Meeting - Exploring Partnerships
<b>Tuesday, July 27, 2021</b>	Meeting with Ben Cornell - Org Review
<b>Wednesday, July 28, 2021</b>	Staff Meeting
<b>Thursday, July 29, 2021</b>	SWPH Municipal Partners Teleconference
<b>Thursday, July 29, 2021</b>	Elgin County Transportation Master Plan - Municipal Advisory Committee Meeting #1
<b>Thursday, July 29, 2021</b>	Elgin Administrators Group Meeting
<b>Friday, July 30, 2021</b>	Shared HR Discussion Meeting

#### 2. Report on any outstanding /unresolved concerns, issues:

- Facilitating development in Talbotville
- Talbotville Park project
- WWTP Troubleshooting and resolving I & I concerns with OCWA
- Organization Review

### 3. Training undertaken by staff:

None

### 4. 2021 Capital Project Process:

Project	Budget	Status/Comments
Admin		
Firewalls - Fire Stations	\$2,200	Ongoing
Offsite Backup	\$3,000	Ongoing
Online Meeting Equipment	\$15,000	Ongoing
Phone System Upgrade/Replacement VOIP	\$15,000	Ongoing
Server - UPS	\$1,000	Ongoing
Server Replacement	\$15,000	Ongoing
Asset Management Software/Services (carry forward from 2020)	\$35,000	Treasurer continuing work on Asset Management.
Branding and Marketing	\$15,000	Full brand roll-out coming soon.
IT Penetration/Security Testing	\$10,000	Ongoing
Laserfiche Web Portal (carry forward from 2020)	\$17,500	A vendor has been selected and the implementation is ongoing with the vendor & IT.
Scanning Oversized Documents (carry forward from 2020)	\$5,000	Ongoing
Website Update - started 2020, balance of project	\$20,000	Content review ongoing and weekly meetings continuing. Waiting for final branding (colours and logo) for implementation.
Parks		
Fingal Heritage Park – Electrical and water, Park Sign, 4 Benches, Landscaping	\$30,000	Water service and electrical service being coordinated with Councillor Pennings & PW. Quotations for benches received; memorial bench program to be discussed at Council.
Talbotville Park (2021-2022)	\$800,000	Baseball Diamond contract awarded. Pavilion & Washroom contract awarded. Playground contract awarded. Construction underway.

Trails Various – ICIP COVID Grant Application	\$125,000	Ongoing.
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#### Water

Project	Budget	Status/Comments
Lynhurst Reconstruction (carry forward from 2020)	\$400,000	Pre-qualification of contractors closed on April 7 2021. Bids to be accepted soon.
Water Supply Study	\$15,000	Dillon Consulting is completing. Staff met with consultant and is waiting for change of scope documents.

#### Wastewater

Project	Budget	Status/Comments
Talbot Meadows Reconstruction - install Sewers	\$1,350,000	Pre-Construction meeting with residents took place July 13 <sup>th</sup> . Construction underway.
Talbotville Gore Trunk to Enclave	\$600,000	Top coat completed and sidewalks installed. Project complete.
Acoustic Audit – failed in 2018, needs to be redone	\$5,000	To be scheduled soon.
Installation of a flowmeter on the inlet by-pass line back to eq tank 302	\$10,000	Unknown
Raw equalization tanks: cleaning	\$4,000	Completed.
Membranes: cleaning of membranes	\$ 10,000	Scheduled in Spring & Fall.
Plant chemicals: (Chlorine, Alum, Caustic)	\$6,000	Ongoing
Sludge/biosolids: removal and disposal	\$5,000	Ongoing
Purchase of membranes on unused side	\$115,000	Completed.
Contingency: items not planned for such as possible equipment failure(blowers, motors, pumps, switches)	\$5,000	Ongoing

**Respectively Submitted and Approved (electronically) by:**

**Lisa Higgs**  
**CAO/Clerk**



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**DATE:** August 9<sup>th</sup>, 2021

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO.:** CAO 2021-47

**SUBJECT MATTER: Firearms By-Law Update**

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**Recommendation:**

THAT Council directs staff to discontinue work on the draft Firearms By-Law.

**Purpose:**

The purpose of this report is to update Council on the nature of comments received to date on the draft Firearms By-Law and to recommend that the By-Law be shelved until a later date, when more effective communication strategy can be implemented.

**Background:**

On June 28<sup>th</sup> 2021, staff provided an updated report on the Township's draft Firearms By-Law, which has been a project undertaken by staff since August of 2020. Following acceptance of the general terms of the By-Law by Council and following the direction provided by Council, staff posted a summary fact sheet about the draft By-Law and the most current draft, along with instructions on submitting comments to Council for their consideration.

**Comment:**

While there have been only a few comments received formally to date, through conversations in the community and in reviewing the text received, it appears there is an organized campaign of misinformation being propagated in the community and beyond Southwold's border. While there was one submission that included constructive feedback, the remainder of submissions include falsities, contain personal attacks on staff and Council members, and demonstrate that the commenters have not read the draft By-Law.

While staff remains confident that the By-Law is reasonable and fair and would assist enforcement staff in achieving the public safety aims that it is intended for, there would need to be greater staff time allocated to strategic communications and addressing community concerns, in order for the By-Law to be received successfully. In light of the foregoing, staff recommends that the By-Law remain as a draft until it can be brought forward to Council with the appropriate communications support, at a much later date.

**Financial Implications:**

The Township budget will not be impacted by a decision to park the Firearms By-Law.

**Respectfully Submitted by**  
**Lisa Higgs, CAO/Clerk**



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**DATE:** August 9<sup>th</sup>, 2021

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO.:** CAO 2021-48

**SUBJECT MATTER: Office Re-Opening – COVID-19**

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**Recommendation:**

THAT Council receives this report as information and approves the Township Re-Opening Plan.

**Purpose:**

The purpose of this report is to update Council on the Re-Opening of the municipal office and municipal facilities.

**Background:**

On March 21<sup>st</sup>, 2020 at 11:00 am, the Elgin County Warden, along with the Mayors from the City of St. Thomas, Municipality of Bayham, Municipality of Central Elgin, Township of Southwold, Municipality of Dutton Dunwich, and the Township of Malahide each declared a state of Emergency as a result of the COVID-19 pandemic developments and to draw attention to Public Health recommendations.

Over the course of the following 15 months, the Province has enacted three lockdowns and/or Stay-at-Home Orders that have affected how the Municipality operates.

On April 8<sup>th</sup>, 2021, the Province declared a State of Emergency and Stay-at-Home Order for a period of four weeks. This Order has since been extended by a combined four-week period, and lapsed on June 2, 2021.

On April 16<sup>th</sup>, 2021, outdoor recreational amenities were required to close and residents were to remain at home, except for essential purposes, such as going to the grocery store or pharmacy, accessing health care service, for outdoor exercise, or for work that cannot be done remotely.

On May 20<sup>th</sup>, 2021, the Province issued an Order-in-Council that stated select outdoor recreation amenities including parks and recreational areas may open if physical distancing can be maintained and no greater than five individuals gather in groups.

On June 30<sup>th</sup>, 2021, the Province entered Phase 2 of its Provincial reopening plan and then entered Phase 3 on July 16<sup>th</sup>, 2021.

The August 9<sup>th</sup> meeting of Council is the first meeting of Council since the enactment of Phase 3 of the Province's reopening plan.



## **Comment:**

In response to the phased Provincial Reopening, staff has been in ongoing weekly discussions regarding reopening procedures across Elgin County with other Elgin lower tier municipal partners to gauge their approach and determine the best process for Southwold.

Here is a brief summary, based on the weekly meetings with the administrators of the current status of re-opening in each of Elgin's municipalities:

### *West Elgin*

- All office staff back at work
- Reopening by appt only continues.
- Anticipating a huge influx of Service Ontario appts

### *Bayham*

- August 3 reopened office by appointment only
- August 9 – bringing back office who are working remotely
- September 7 – back to full service
- Anticipating in-person Council meetings will resume in Sept.

### *Central Elgin*

- Had their first in-person Council meeting on July 19 (hybrid) – limited to Council only – staff attended virtually
- Have re-opened their doors to the public

### *Aylmer*

- Reopening 2 ice pads early (within the next couple of weeks)
- Group organizing a concert at the Fair Grounds on Aug 21 – following all SWPH guidelines
- Office remains closed – though the public can ring the doorbell and someone will respond
- Not pulling staff back to the office yet, but more staff are choosing to return to the office
- Likely to resume hybrid meetings in Sept.
- Staff are taking a report to Council recommending that Aylmer's State of Emergency end when the province or County declares an end

### *Dutton Dunwich*

- Reopening plan is being developed and is due to Council next meeting
- Currently there are teams of staff who rotate one week on/one week off in the office

Based on discussions with our local municipal partners, conversations with staff, and in the context of continuing Provincial health guidelines and the Provincial Reopening Plan available here: <https://www.ontario.ca/page/reopening-ontario>, staff are recommending the following approach for re-opening:

### State of Emergency Declaration:

While yet-to-be determined, Elgin County municipal partner administrators have commenced a discussion pertaining to the recession of the Order to ensure it is done in a consistent manner across the County as a whole. There have been suggestions that the Order be rescinded when the province rescinds their state of emergency. Staff will continue to coordinate with Elgin municipalities and the Township Emergency Control Group and Mayor Jones to rescind the order, at the appropriate time.

### Municipal Office:

As it pertains to the Municipal Office and in discussion with front-line administrative staff, the following is recommended for Council consideration:

August 10<sup>th</sup>, 2021 – Municipal office reopens by appointment only and current administrative staffing will apply (majority of administrative staff continue to work from home). Appointments will be spaced at pre-determined intervals to ensure safety of residents and staff. COVID-19 screening protocols, masking, social distancing, and cleaning will be required.

August 16<sup>th</sup>, 2021 – Municipal administrative staff will begin to return to work in the two-team structure. COVID-19 screening protocols, masking, social distancing, and cleaning will be required.

September 7<sup>th</sup>, 2021 – Municipal office reopens to “full” service with enhanced additional opening hours to provide enhanced community response. COVID-19 screening protocols, masking, social distancing, and cleaning will be required. Staff recommends that the municipal office hours be extended and opening hours are 7:30 am – 5:30 pm (adding 2 more operating hours than pre-pandemic service levels). The work from home mandate of the pandemic demonstrated that municipal staff are effective in flexible work arrangements. Senior staff at the Township noted that staff were able to complete the same volume of work and provide the same service levels while working from home. As we move forward with an improved phone system, providing effective municipal service from home will be even easier. As we re-open, staff is suggesting that this is an opportune time to incorporate an alternative work strategy. Namely, staff is recommending that the re-opening on September 7<sup>th</sup> and the implementation of extended hours be supported through the adoption of a compressed work week for administrative staff and the adoption of a permanent work-from-home policy, to permit working from home one day per week. Along with these policies will be a model to allow for “hotelling”, that is, shared workspaces in the office to provide more workspaces for our growing staff demand without having to invest in immediate upgrades to the municipal building. The benefits of these alternative work strategies are:

- less capital cost in administrative building upgrades
- increased service levels by extending office hours; especially valuable for residents who have been unable to acquire municipal services while working during the day
- ability to attract & retain staff (especially attracting staff with a further commute)
- reduced carbon impact of daily commute; compressed work week means less trips to the office alongside 1 day working from home, saves approximately 4 metric tonnes of carbon emissions annually

Pending council direction on administrative office reopening, staff can prepare related policies for a subsequent meeting.

**Council & Committee Meetings:**

Starting on August 9<sup>th</sup>, 2021, staff recommends that Council meetings resume to hybrid meetings, that is Council members may opt to meet in the Council Chambers, however staff and the public will connect via WebEx.

Starting on September 13<sup>th</sup>, 2021, staff recommends that Council and Committee meetings resume as hybrid meetings with staff and committee members attending in person but members of the public joining via WebEx. The indoor capacity limits in Phase 3 remain at 25 people. To ensure that all members of the public have equal access to Council meetings, staff recommends that they continue to participate electronically. As we move into the second Council meeting in September, we can consider allowing public to attend in person, with capacity limits and pre-registration to attend in place, while still permitting online participation.

**Municipal Facilities:**

Municipal parks and public spaces have been reopened as of May 29, 2021. Sports fields, Gazebo, Pavilion, and Keystone Complex rentals are available to users, so long as they follow COVID-19 protocols, submit a COVID-19 safety plan, and submit all of the required rental documentation.

**Financial Implications:**

The Township budget will not be impacted by municipal reopening.

**Respectfully Submitted by**  
**Lisa Higgs, CAO/Clerk**



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**DATE:** August 9<sup>th</sup>, 2021

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO.:** CAO 2021-49

**SUBJECT MATTER: Request for Shared Water Service – Magdala Road & Third Line Property**

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**Recommendation:**

THAT Council allow a temporary permission to share water service between 36328 Third Line and 11849 Magdala Road, while the property owner proceeds with a rural watermain extension.

**Purpose:**

The purpose of this report is to seek Council authorization for a shared water service between two properties.

**Background:**

At the Council meeting on May 13, 2019, Council reviewed the attached Planning Report (Schedule 'A') related to a severance on Magdala and Third Line and ultimately recommended approval of the severance to the Elgin County Land Division Committee. As the report notes,

“The residence on the proposed severed parcel is currently serviced with a shared private well and a privately owned and operated individual septic system; disconnection of shared well and new municipal water connection is proposed as a condition of severance. The residence on the proposed retained parcel is currently serviced with a shared private water well and private septic system; the residence on the proposed severed parcel will be disconnected as a condition of severance”

Among the conditions recommended by Council were:

- iii) That the connection to the private water well for the severed parcel, located on the retained parcel be removed to the satisfaction of the Chief Building Official;
- iv) That the municipal water connection fee be paid and the house on the severed parcel be connected to the municipal water service;

Following approval by the Land Division Committee, the house on the severed parcel (36328 Third Line) was disconnected from the shared well and was connected to the municipal line fronting on Third Line. The retained parcel residence (11849 Magdala Road) remained connected to a private well. Municipal records do not indicate whether a well certificate was submitted to the Township prior to the severance being completed.

On July 21, 2021, staff received e-mail communication from the owner of 11849 Magdala Road, attached as Schedule 'B' to this report. The e-mail communication notes:

“A few recent health issues have arisen after moving in and with my wife’s persistence, 3 young children and the close proximity to the Green Valley Landfill we had the wells tested with varying results all without a passing grade. We are now concerned with our well water and would like to connect to the municipal water line as soon as possible. The water line on Third Line could easily be connected to the water line that was used to connect the two properties to the well eliminating the need for an extension.”

The property owner is requesting that they be permitted to share municipal water service with the adjoining property owner at 36328 Third Line, via the previously connected shared well infrastructure.

**Comment:**

Sharing private water service across property lines is not a standard practice in the municipality and one that is not generally permitted, however there have been historically a few examples in the Township. MECP guidelines limit the amount of properties that are allowed to operate on a shared line (the municipality has previously enforced a maximum limit of 4). Staff would not recommend proceeding to allow shared municipal services on a long-term basis and would recommend that the sharing of services be recognized in an agreement between the affected property owners (to provide for access rights, billing, etc).

There is currently no watermain that services Magdala Line between Second and Third Line. Typically, a request for a watermain extension is processed through the “Rural Watermain Extension Policy”, By-Law No. 2011-55, attached as Schedule ‘C’ to this report.

Staff recommends that Council may consider allowing a temporary connection to a shared municipal service (for a period up to 12 months) on the condition that the property owners enter into a shared agreement drafted by the Township’s solicitor (at their expense), while they undertake the rural watermain extension process.

Alternatively, Council can opt to allow for a longer term shared connection or can refuse the connection request and require the landowner to either attain water through a new private well or solely through the municipal rural extension process.

**Financial Implications:**

Rural watermain extension costs are paid by the benefitting landowners and do not come out of the Township’s budget allocations.

**Respectfully Submitted by**  
**Lisa Higgs, CAO/Clerk**



## TOWNSHIP OF SOUTHWOLD

### PLANNING REPORT

**Application:** Proposed Severance  
**Report No.:** PLA 2019-10  
**File No:** E 34/19  
**Date:** May 13, 2019

**TO:** Mayor and Council of the Township of Southwold

**FROM:** Heather James, MCIP, RPP, Planner

**SUBJECT:** Proposed Severance Application by Mona Cline c/o Stuart Lackey, to permit the severance of a surplus farm dwelling.

#### REASONS FOR AND NATURE OF THE APPLICATION:

The subject lands, shown on Figure 1, are legally described as Part of Lot 5, Concession 2 and known municipally as 36328 Third Line and 11849 Magdala Road. They are located on the northwest corner of Magdala Road and Third Line. The approximate 55.81 ha (137.01 ac.) farm parcel has two habitable residences, two barns (non-livestock), two detached garages and one shed. There are two driveways on to Third Line and three driveways on to Magdala Road. The residence on the proposed severed parcel is currently serviced with a shared private well and a privately owned and operated individual septic system; disconnection of shared well and new municipal water connection is proposed as a condition of severance. The residence on the proposed retained parcel is currently serviced with a shared private water well and private septic system; the residence on the proposed severed parcel will be disconnected as a condition of severance. The lands are under cultivation. The predominant land use in the area is cash crop agriculture. A ravine system runs through the eastern side of the lands.

**Figure 1: Location of Subject Lands**

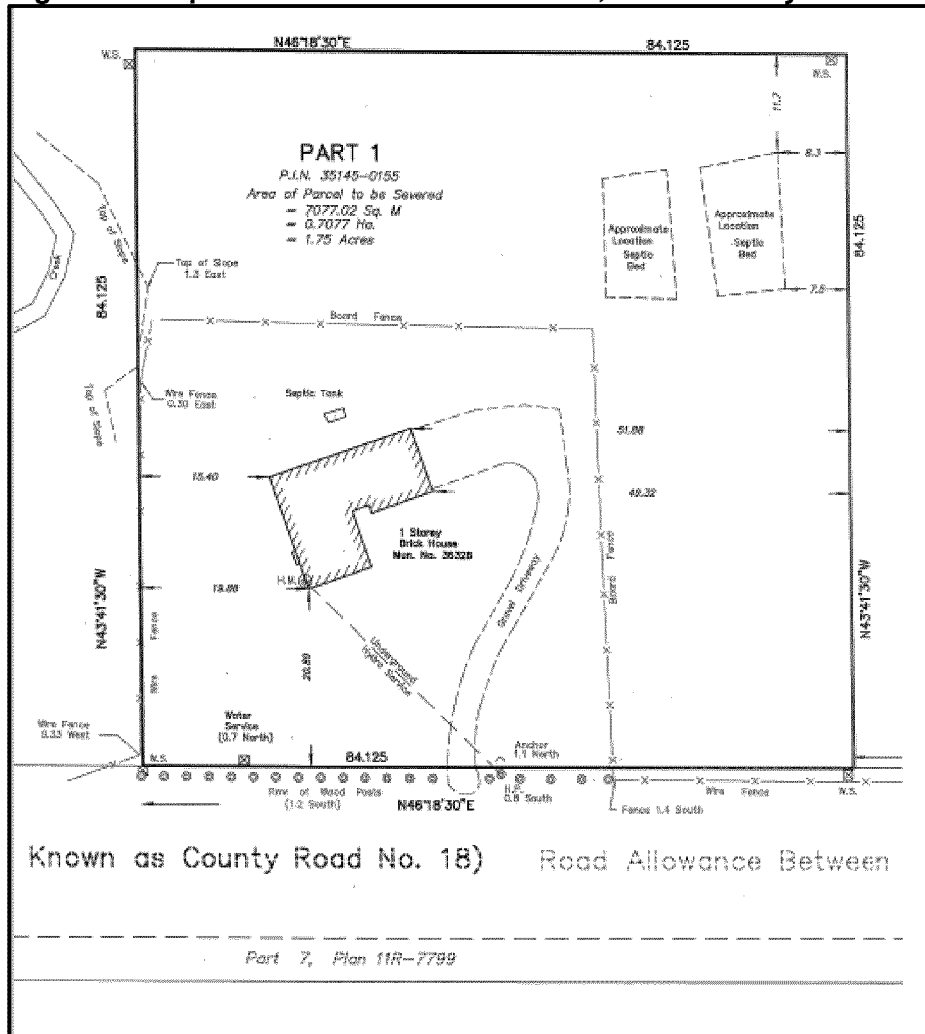


## BACKGROUND INFORMATION:

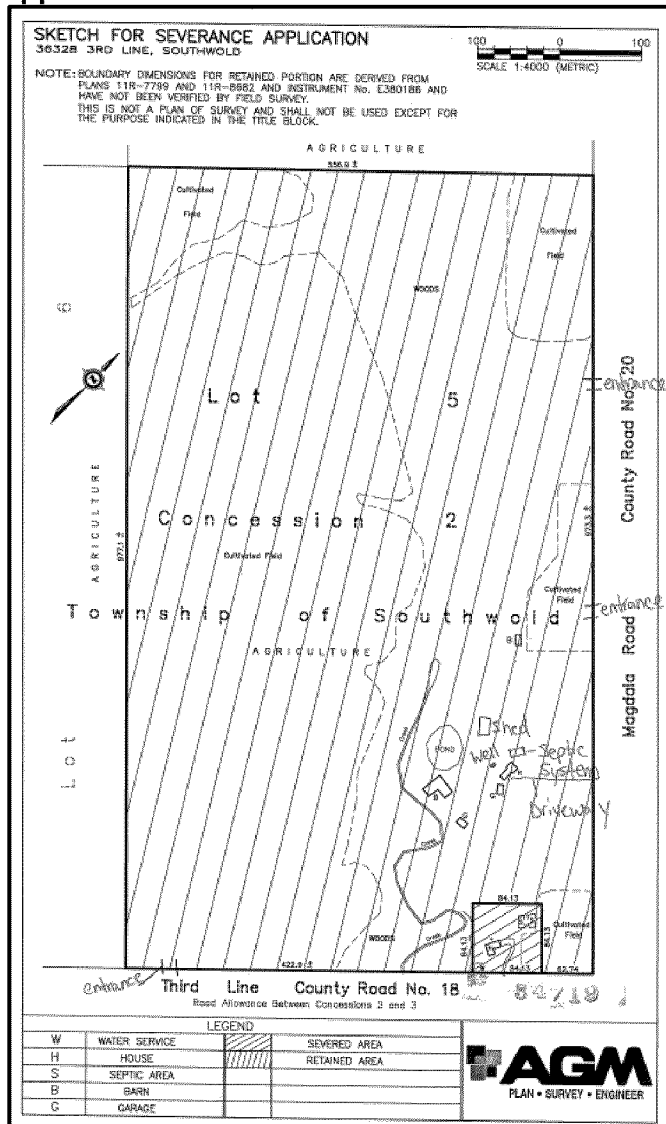
Figure 2 shows the proposal to sever 0.71 ha (1.75 ac.) parcel with a depth of 84.13 m (276.02 ft.) and frontage of 84.13 m (276.02 ft.) with a habitable residence with proposed municipal water and private septic system.

Figure 3 shows the proposed retained parcel will have an area of 55.1 ha (136.12 ac.) with an irregular depth of 977.1 m (3,205.71 ft.) and frontage of 485.64 m (1,593.31 ft.), with a habitable residence, two barns (non-livestock), two detached garages and one shed with private water well and private septic system.

**Figure 2: Proposed Severed Parcel Sketch, Submitted by Owner and Applicant**



**Figure 3: Proposed Severed and Retained Parcels Sketch, Submitted by Owner and Applicant**



An existing driveway provides access to Third Line for the proposed severed parcel. An existing driveway provides access to Third Line and two existing driveways provide access to Magdala Road for the proposed retained parcel.

In Section 18 of the Elgin County Application for Consent, the purchasing farm owner has declared the residence is surplus to the needs of their farming operation. Their main farm base of operations is located at 34441 Sixth Line, in the Township of Southwold.

#### **STAFF COMMENTS:**

The proposed severance application was circulated to Township staff for comment. Comments submitted from staff are listed below:



Drainage Superintendent

*'There are no municipal drains affecting this property. Drain apportionment is not needed. Mutual agreement drain for the house is required.'*

**Comment:** Mutual agreement drain has been included as conditions of severance.

Chief Building Official

*'MDS setbacks to be met.'*

**Comment:** The MDS I calculation has been prepared for all barns within 750 metres (2,460.63 ft.) and the proposed severance application meets the recommended MDS I setbacks.

**PLANNING POLICY REVIEW:**

Provincial Policy Statement (PPS)

Under Section 3(5) of the *Planning Act*, the Township "shall be consistent with" matters of provincial interest as set out in the Provincial Policy Statements (PPS). Lot creation in agricultural areas are permitted for: a) agricultural uses; b) agriculture-related uses; c) **a residence surplus to a farming operation** as a result of farm consolidation, provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance; and d) infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae.

**Comment:** The residence is surplus to the needs of the purchasing farm owner. The new lot is limited in size to accommodate the use and services. A condition to rezone the retained farmland to prohibit construction of new residences is recommended to address the PPS requirement to prohibit new dwellings on the vacant farmland. The proposed severance meets the recommended Minimum Distance Separation I setback.

**Conclusion:** The proposed severance application is consistent with the PPS.

County of Elgin Official Plan

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the County of Elgin Official Plan.

Section E1.2.3.4 b) permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever.

**Comment:** The residence to be severed is habitable and is surplus to the purchasing owner's farming operation. The proposed severed parcel meets the recommended MDS I setback. A condition to rezone the retained farmland to prohibit construction of new residences is recommended.

**Conclusion:** The proposed severance application conforms to the County of Elgin Official Plan.

#### Township of Southwold Official Plan

The subject lands are designated Agricultural on Schedule 'A' Land Use in the Township of Southwold Official Plan. The Hazard Lands on Schedule 'B-1' overlay apply to a portion of the proposed retained parcel.

Section 6.8.6 Agricultural Consent policies for residences surplus to the needs of a farm operation state land severances in the Agricultural Area may be permitted for:

e) a habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

- i) the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
- ii) the non-farm parcel will be zoned to recognize the non-farm residential use;
- iii) Minimum Distance Separation I provisions can be met.

**Comment:** The proposed severance demonstrates that the residence is surplus to the farming operation of the purchasing farmer. There are no livestock operations affecting the proposal.

Section 5.7.1 Sanitary Sewage and Water Services policies require that existing sewage and water services are adequate.

**Comment:** A condition that the Chief Building Official be satisfied that the septic system functions adequately is recommended for the proposed severed parcel.

Section 2.1 Natural Heritage Features and Areas and Hazard Lands prohibits buildings, structures and alteration to lands designated Hazard Lands.

**Comment:** No buildings and/or structures are within the Hazard Lands overlay. No development is proposed on the proposed retained parcel.

**Conclusion:** The proposed severance application conforms to the Township of Southwold Official Plan.

#### Township of Southwold Comprehensive Zoning By-Law 2011-14

The subject lands are zoned Agricultural 1 (A1), with a portion of the lands subject to Conservation Authority Regulation Limits as shown in the Township of Southwold Zoning By-Law on Schedule 'A' Map 3.

The A1 Zone permits agricultural and agricultural related uses. Single detached dwellings are also permitted in the A1 Zone. The regulations for a lot legally used for a single detached dwelling created by consent are subject to reduced lot requirements.

The A1 Zone Subsection 5.2 (g) 'Reduced Lot Requirements' regulates lots created for single detached dwellings surplus to farm operations. The minimum lot area permitted is 1858.0 m<sup>2</sup> (20,000.0 sq. ft.). The maximum lot area permitted is 6,000 m<sup>2</sup> (1.48 ac.). The minimum lot frontage is 30.0 m (98.0 ft.).

**Comment:** The proposed severed parcel area of approximately 0.71 ha (7,077.0 m<sup>2</sup>, 1.75 ac.) is significantly larger than the maximum lot area; however, it is still appropriate for the use and servicing on the property. The proposed lot frontage of 84.13 m (276.02 ft.) meets the

requirements. A site-specific Agricultural 1 (A1-x) Zone is recommended to be applied to the proposed severed parcel.

The Agricultural 3 (A3) Zone prohibits residential use on the farmland. The A3 Zone is recommended to be applied to the proposed retained parcel.

Section 3.11 Hazard Lands states no permanent buildings or structures with the exception of those designated, used or intended for flood or erosion control purposes shall be erected or used on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. No development is proposed in the hazard lands.

#### **SUMMARY/CONCLUSION:**

The proposed severance application is consistent with the Provincial Policy Statement and conforms to the County of Elgin Official Plan and the Township of Southwold Official Plan.

#### **RECOMMENDATION:**

- 1) THAT the Council of the Township of Southwold recommend approval to the County of Elgin Land Division Committee of the proposed severance application file E 34/19 subject to the following conditions:
  - i) That the proposed severed and retained parcels be rezoned;
  - ii) That a septic system assessment be conducted on the severed and retained parcels to ensure that the lands are suitable for a privately owned and operated septic system;
  - iii) That the connection to the private water well for the severed parcel, located on the retained parcel be removed to the satisfaction of the Chief Building Official;
  - iv) That the municipal water connection fee be paid and the house on the severed parcel be connected to the municipal water service;
  - v) That a mutual drain agreement be provided;
  - vi) That all financial obligations to the Township of Southwold be paid in full;
  - vii) That an electronic copy (Adobe PDF) of the registered survey has been provided to the Township; and,
  - viii) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Township.

Respectfully submitted by:

Heather James, MCIP, RPP  
Planner

## SCHEDULE 'B'

**From:** [Stuart Lackey](#)  
**To:** [Lisa Higgs](#); [Lori Redman](#)  
**Cc:** [Lindsay Lackey](#); [Stuart Lackey](#)  
**Subject:** 11849 Magdala Water Line Connection  
**Date:** Tuesday, July 20, 2021 1:45:18 PM  
**Attachments:** [image002.png](#)  
[11849 Magdala Rd Water Connection.pdf](#)

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Hello Lisa,

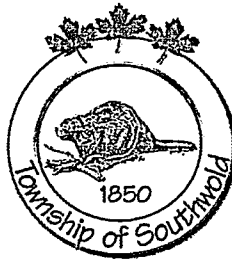
We recently moved to 11849 Magdala Rd, Southwold. The water for this property is supplied by a well that passed when we originally purchased the property. The well originally supplied two homes; one at 11849 Magdala Rd and one at 36328 Third Line. The property on Third line was severed (E34/19) as an excess dwelling and a condition of the severance was for each property to have its own water supply. The house on Third Line was connected to the municipal water line and the property on Magdala continued to use the well. A few recent health issues have arisen after moving in and with my wife's persistence, 3 young children and the close proximity to the Green Valley Landfill we had the wells tested with varying results all without a passing grade. We are now concerned with our well water and would like to connect to the municipal water line as soon as possible. The water line on Third Line could easily be connected to the water line that was used to connect the two properties to the well eliminating the need for an extension. I am asking if you could please help us and have this be presented at the next council meeting for review as it is now a health concern and so this can be done in the drier months of the year. Please also see the attached sketch with the proposed line represented in blue.

Thank you for the consideration and after speaking to Laurie, I do realize this is a last minute request as the next meeting has already been set up.

***Stuart Lackey***

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**THE CORPORATION OF TOWNSHIP OF SOUTHWOLD**

**BY- LAW NO. 2011-55**

**Being a By-Law to adopt a Rural Watermain  
Extension Policy.**

**WHEREAS** the Council of the Township of Southwold, pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, has the powers of a natural person;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold, pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, has the authority to install, construct and maintain pipes and other works for the distribution of water;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold, pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, has the authority to impose fees for the provision of water services;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it necessary and expedient to adopt a policy for Rural Watermain Extensions to the Southwold Water Distribution System;

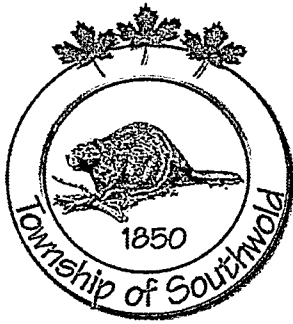
**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD  
ENACTS AS FOLLOWS:**

THAT the Corporation of the Township of Southwold adopt the Policy for Rural Watermain Extensions to the Southwold Water Distribution System, attached as Schedule "A".

READ A FIRST AND SECOND TIME, AND CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 28<sup>th</sup> DAY OF **NOVEMBER, 2011.**

\_\_\_\_\_  
Mayor *James McElroy*

\_\_\_\_\_  
Clerk *[Signature]*



**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHWOLD**

**POLICY FOR RURAL WATERMAIN EXTENSIONS  
TO THE SOUTHWOLD WATER  
DISTRIBUTION SYSTEM**

**The following is the step-by-step procedure for the purpose of acquiring a rural watermain extension to the Township of Southwold Municipal Water System.**

For purposes of this policy the following definitions shall apply:

- **Property** – any lands which are located in the Township of Southwold and which have been assigned (or are in the process of being assigned) a roll number by the Municipal Property Assessment Corporation
  - **Owner** – the majority of persons registered on title of a property
1. A request is received from a property owner regarding the possibility of obtaining a rural watermain extension to the Municipal Water System.
  2. Township staff will prepare and provide to the property owner a preliminary petition form with an accompanying instruction sheet. The instruction sheet will clearly state that, if the project does not proceed past the pre-engineering meeting, the persons who signed the preliminary petition will be responsible for the engineering costs incurred to that date. Township staff will also determine if there are any other optional routes available for the area and will provide an area map with the property owners listed. The Township will post notice of the existence of the preliminary petition clearly in the area in which the petition is taking place. The Township may require the preliminary petition to be extended to include other properties in the proposed service area if local interest warrants it or there is a more preferred route, (i.e. more cost efficient, services more landowners).
  3. The preliminary petition will be considered valid for a period of three months from the date on which it has been distributed to the petition captain by the Township. After such time the petition will be considered to have expired.
  4. When the preliminary petition has the signatures of the owners of 51% or more of the affected properties on the potential route to be serviced, the petition will be submitted to the Township Council for authorization to prepare a preliminary cost estimate and to hold a pre-engineering meeting.
  5. A The preliminary plan of the proposed watermain extension and cost estimate will be prepared either in-house or by an Engineer as appointed by Council.

- B All contact with an engineer appointed under this policy shall be through Township staff as authorized by Council. Any contact made directly with the said engineer by any ratepayer shall be at the expense of that ratepayer.
6. Each residence shall require a service connection/curb stop whether on a separate parcel of land or not and shall be charged per service connection/curb stop under Sections 12A and B of this policy. Properties may also purchase additional curb stops, also at the same cost as charged under Sections 12A and B of this policy.
  7. All property owners whose property is within the potential service area will be invited to a pre-engineering meeting. The preliminary plan and costs will be reviewed and explained to the property owners present.
  8. Property owners will then be requested to sign a final petition for the work to proceed. If this petition contains the signatures of the owners of 51% or more of the affected properties or 60% or more of the improved properties, the Council may consider proceeding with the proposed project.
  9. Council retains the right to delay commencement of the project until such time as funding opportunities arise and are obtained for the benefit of the property owners. Any funding obtained will be used to offset the total costs of the project to determine the final net cost as required for the calculations in section 13. If the owners of 51% or more of the affected properties or 60% or more of the improved properties waive, in writing, the right of delay for funding opportunities, Council may proceed expeditiously with the project. Notification of proceeding, with 100% of all costs to be borne by the property owners, shall be made by regular mail to all affected properties.
  10. Once authorization to proceed is granted by Council, the following work will be undertaken:
    - i) All property owners within the service area will be notified via regular mail that the project will be proceeding;
    - ii) Preparation of final design of the project;
    - iii) Adoption of necessary by-laws;
    - iv) Call for tenders for construction of the project;
    - v) Acceptance of tender amounts if within acceptable limits. If the lowest tender is not more than 10% above the Engineer's estimate, the project can proceed. If the lowest tender received is above this amount, then the affected property owners will be contacted by registered mail to determine if they wish to proceed.
  11. Construction of the rural watermain will be undertaken.
  12. Once construction is completed, the affected property owners will be notified of connection procedures.



13. Owners will be invoiced as follows:

- A. **1/3 of the final net cost of the project** will be assessed equally to the total of all properties that abut the newly constructed rural watermain plus any additional service connections/curb stops.
- B. The remaining **2/3 of the final net cost of the project** will be assessed equally to all of the developed properties (i.e. not vacant) that abut the newly constructed rural watermain plus any additional service connections/curb stops.
- C. Those properties with over-sized service connections/curb stops will be charged an increased amount of the total costs charged to the developed properties (the sum of the calculations in 13(A) and 13(B) above) as follows:
  - a. 38mm (1.5 inch) connection/curb stop      133% of the total charges
  - b. 50mm (2 inch) connection/curb stop      150% of the total charges
- D. If a property owner assessed only under Section A above wishes to connect to the system at a later date, the property will be assessed a rate which will be the amount established under By-Law 2011-25 or any successor by-law. This amount shall be added to the Township of Southwold Water Reserve to be used for future capital requirements to the System. The property may also be assessed other charges that may be applicable under this or any other by-law.
- E. Property owners can request the Township to arrange for financing of the assessed cost upon completion of the project. Approval by the Township will be subject to the following terms and conditions:
  - 10 year debenture;
  - Bank Prime plus 3%;
  - a one time administration fee of \$200 will be applied by the Township and will be payable in Year 1 of the debenture;
  - debt recovery charge will be applied to the municipal tax bill each year until the full amount of the debt is recovered by the Township;
  - outstanding debt cannot be paid out in advance.

14. If a petition has failed, a property owner may request that council permit a single connection under extenuating circumstances. Such request will only be considered by council if it is deemed that the supply of potable water to the said property is in the best interests of the Township of Southwold and that the failure to supply potable water to the said property would create a public health hazard.

Such requests must be submitted to council in writing and contain a detailed map and proposal of the connection. The owner must be willing to enter into an agreement with the Township and the following conditions will apply:

- A. The owner shall pay the fees applicable under By-Law 2011-25 or any successor by-law.
- B. The service line will be a private 25 to 50 mm (1 – 2”) PE Series 160 connection line installed at the expense of the owner.
- C. The service will be supplied to a single user only. No further connections will be allowed.
- D. The service line will travel along township or County road allowances only. If traveling along county road allowances, the owner must obtain approval from the County authorities.
- E. The owner shall obtain and submit a certificate from a licensed engineer that:
  - the proposed service line is of appropriate size for the intended use
  - water supplied with the proposed service line will meet all requirements with regards to quality of the water under the current legislation.
- F. A meter pit approved by the Township will be required at the connection point. The meter pit will include a shut off valve and approved back flow prevention device. If required, a high hazard backflow prevention device will be installed at the point of entry within the building or structure that the connection line supplies.
- G. A blow off will be installed at the end of the line.
- H. The owner will be responsible for all maintenance, repair and replacement of the service line.
- I. If, in the future, a new Rural Extension Petition is circulated for an area which includes this property, the property will be excluded from the listing of properties on such petition and will not be included in the calculations of the number of properties for the purposes of determining validity of the said petition.
- J. If, in the future, a Rural Extension Petition is successful and a new waterline is installed to which the property has frontage, the property shall be required to abandon their original connection and connect to the new waterline. All costs incurred to connect to the new waterline will be the responsibility of the current owner. The property will be assessed in the cost calculations as per Section 13 of this policy. The current owner of the said property will be credited the amount of the original connection fee towards the assessment on the new line.

- K. Further conditions may be imposed, depending upon the circumstances associated with the said connection.

The owner shall be responsible for all costs associated with the above line.

Notwithstanding the above conditions, the Township may refuse any connections which it deems not to be in the best interests of the municipal water supply system.

June 14, 2021

Bereavement Authority of Ontario  
100 Sheppard Ave. East, Suite 505,  
Toronto, ON M2N 6N5

Mr. Ray Porrill, Licensing Officer

Talbotville Cemetery Trustees  
Talbotville Cemetery  
c/o Brenda McArthur  
10300 Talbotville Gore Rd  
Southwold ON N5P 3T2

Good Day,

Please accept this as a formal request from the Talbotville Cemetery Trustees for the Township of Southwold to assume ownership, maintenance and operation of the Talbotville Cemetery.

I have the authority to request and authorize this transfer.

Should you have any questions please contact me.



*the* GRACE CAFÉ  
Street Mission & Soup Kitchen

323 Talbot Street  
St Thomas, ON N5P 1B5

June 7, 2021

Township of Southwold  
35663 Fingal Line  
Fingal, ON N0L 1K0

Dear Township of Southwold,

All the Guests, Volunteers and I wish to thank you for your generous support of \$50.00 to the Grace Café and helping us reach out to the community of St Thomas and area.

It is the continued caring and giving folks like you that is responsible for the ongoing work of providing a healthy meal to those in need in our community. As well, the Grace Café is keen on providing a safe and friendly place to meet one another, and your support is helping to provide that opportunity.

Your kindness and generosity allows to give a sense of community to those less fortunate, regardless of age, or circumstance, who just need a hot cup of coffee, a nutritious meal, a friendly smile, and a cozy place where everyone is always welcome.

Blessings

Ginny Trepahier  
Grace Café

! & thy!





# the GRACE CAFÉ

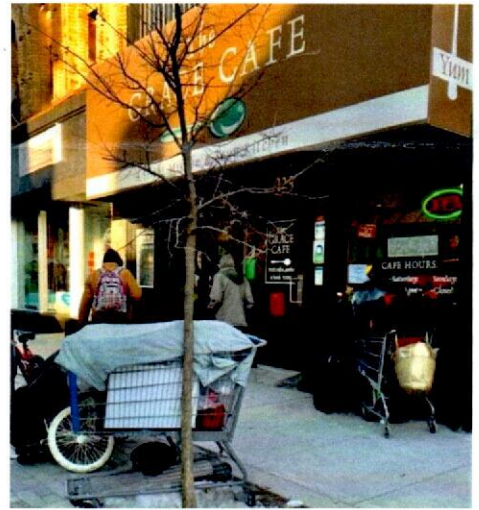
323 Talbot Street  
St. Thomas Ontario N5P 1B5  
Soup Kitchen & Street Mission

January 2021

What a difference a year makes! And what a challenging year it has been.  
In spite of the challenges, the Grace Café marched on, changed with  
the circumstances, and continued to serve the community.



If being homeless  
wasn't tough enough, this year  
added so many more  
challenges. Lineups, store  
closings, social distancing, fear  
and anxiety, rules and posters,  
masks.



Because of our new digs, we were able to accommodate. Socially  
distanced tables, masks and hand-sanitizer freely given, meals to go.

The Café is totally volunteer driven.  
We are passionate about providing nutritious meals to those in need,  
in a warm, safe, friendly place. As well, we are able to provide,  
through donations of non-food goods, to meet other needs, for those  
without a home, without resources, or just without.

This is all thanks to your amazing support of the Grace Café!

# THANK YOU!

[ginny@thegracecafe.ca](mailto:ginny@thegracecafe.ca)

[www.thegracecafe.ca](http://www.thegracecafe.ca)

Find us on Facebook at: [www.facebook.com/thegracecafe.ca](https://www.facebook.com/thegracecafe.ca)



Or, check us out at: [www.canadahelps.org](http://www.canadahelps.org)



Ginny

**Be warm and be fed. James 2:16**

Mayor  
Grant Jones

**Lands to be  
zoned A3**

**MILL ROAD**

**Lands to  
Remain  
zoned A1**

**Lands to be  
zoned A1-59**

**FINGAL LINE**

This is Schedule "A" to By-law No. 2021-49  
passed on the 9th day of August, 2021

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 6



0      60      120  
Meters







## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2021-50**

#### **A By-law to Amend By-law No. 2011-14**

### **THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:**

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 1, to change the zone symbol applying to lands legally described as Lots 8 to 10 and part 11, Plan 41; Part 1, RP 11R-3264; as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Agricultural 1 Special Provision 2 (A1-2) to Agricultural 1 (A1) Zone.
2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.  
  
(b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 9<sup>th</sup> day of August 2021.**

---

Chief Administrative Officer/Clerk  
Lisa Higgs

---

Mayor  
Grant Jones

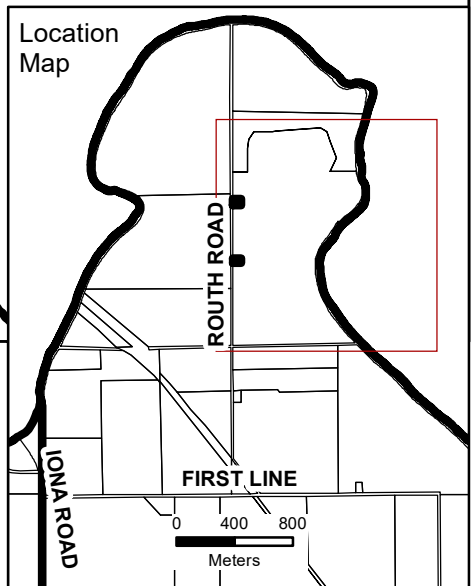
ROUTH ROAD

Lands to be  
zoned A1

This is Schedule "A" to By-law No. 2021-50  
passed on the 9th day of August 2021

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**



TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 1



0 100 200  
Meters





**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW NO. 2021-51**

**Being a By-Law to authorize an agreement with the Corporation of the City of St. Thomas  
for the use of an Animal Control Shelter.**

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS  
FOLLOWS:**

1. That the Corporation of the Township of Southwold enter into an Agreement with the Corporation of the City of St. Thomas of which a true copy is attached to this By-Law as Schedule "A".
2. That the Mayor and CAO/Clerk are authorized to execute the said agreement on behalf of and under the seal of the Corporation of the Township of Southwold.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY  
PASSED THIS 9<sup>TH</sup> DAY OF AUGUST, 2021.

---

Mayor  
Grant Jones

---

Clerk  
Lisa Higgs

This agreement is made the     day of     2021.

BETWEEN     **The Corporation of the City of St. Thomas**

hereinafter called the "City"

OF THE FIRST PART

AND     **The Corporation of the Town of Aylmer, and**

**The Corporation of the Township of Malahide, and**

**The Corporation of the Municipality of Central Elgin, and**

**The Corporation of the Township of Southwold**

hereinafter called the "Municipalities"

OF THE SECOND PART.

WHEREAS the City has an Animal Control Shelter for the impoundment of dogs and cats in the City of St. Thomas;

AND WHEREAS the City has agreed to the use of the Animal Control Shelter by the Municipalities subject to the terms and conditions of this agreement;

AND WHEREAS the Municipalities desire to use the animal control shelter only for the impoundment and welfare of dogs.

NOW THEREFORE this agreement witnesseth that in consideration of the terms and conditions herein contained and for other good and valuable consideration, the parties hereto covenant and agree to the following:

- A. **Term of Agreement:** This agreement shall unless it is terminated pursuant to the provisions of Section 06 remain in full force and effect for a period of ten years commencing June 1, 2021 and expiring on the last day of May 2031. The parties agree that upon expiry of the Initial Term, this Agreement shall automatically renew and be automatically extended year to year unless terminated pursuant to the provisions of Section 06.
- B. The Municipalities agree to the following:
  - 1. That they will provide capital funding to upgrade the Animal Control Shelter. The capital funding contribution shall be proportioned to the number of dogs that had been attributed to each individual municipality during the previous calendar year. The contribution for the capital projects shall be payable by October 1st in each calendar year. Annually, by December 1st, the City will provide to the municipalities a list of capital projects planned for the following year at the animal control shelter.
  - 2. To contribute to the annual operating costs, excluding those costs which are directly attributed to by-law enforcement and the welfare of cats within the City. The annual operating costs assigned to the individual municipalities shall be calculated on the basis of the number of dogs that were directly attributed to the individual municipality during the previous calendar year. The annual operating costs shall be payable by April 1st in each year.
  - 3. That in addition to the annual operating costs each municipality shall pay a ten (10%) percent administrative fee, based on its fees payable, to the City by April 1st annually.



4. To follow the City Animal Services Policy and Procedures for the Operation of the Animal Control Shelter and Services as established by the City of St. Thomas.
5. To update their animal control and shelter policies/by-laws to provide for a common administration of animal shelter services.
6. To maintain the confidentiality of the shelter operation and shall agree not to comment or criticize the operation of the Animal Control Shelter to any or all outside sources.
7. That only the Clerk/Administrator or their designate from the Municipalities and each of the Municipalities' approved animal control contractor shall be left unattended in the Animal Control Shelter.
8. The Municipalities may supply the City with an inventory of dog tags which will be sold to persons adopting a dog for a specific municipality. All dog tags sold at the animal shelter will be charged the City of St. Thomas rate regardless of the future home municipality of the dog being acquired. When a dog tag is sold, the City will provide the relevant information about the dog tag and dog identification to the home municipality. The City will keep the revenue received and apply seventy-five percent (75%) of it as a credit toward the annual operating costs for each municipality. Persons adopting a dog will have the option of acquiring a dog tag directly from the home municipality. In any event all dogs leaving the animal shelter shall have a current dog tag. This City of St. Thomas is currently reviewing their Pet Tag Policy. All partners will be provided sufficient notice of any changes.

C. The City shall:

1. Provide the Clerk/Administrator or their designate from the Municipalities and each of the Municipalities' approved animal control contractor access to the animal control shelter.
2. Ensure that the confidentiality of the Municipalities' clients is maintained.

D. General Provisions

1. This agreement may be amended, modified or changed only by written agreement of all the parties.
2. Nothing in this agreement will preclude an individual municipality from entering into a separate agreement with the City relating to enhanced services.
3. This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors or assignees. The Municipalities shall not assign this agreement or any of the rights hereby granted without prior written approval from the City. Upon the expiry or termination of this agreement the Municipalities will remove all animals and materials belonging to the Municipalities from the Animal Control Shelter and return any keys, supplies and materials to the City.
4. The Municipalities agree to indemnify and hold the City harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, arising in connection with the subject matter of this Amending Agreement and occasioned wholly or in part by any acts or omissions either in negligence or nuisance, whether willful or otherwise, by the Municipalities or other persons for whom the Municipalities are reasonable at law except to the extent that such liability for damages, loss or expense is caused by the willful misconduct or negligence of the City or those for whom it is responsible at law. The Municipalities shall each provide the City with a Certificate of Insurance including the City as an Additional Insured with respect to the indemnity provided under this Agreement and shall each maintain such insurance coverage in good standing throughout the term of this Agreement. The City agrees to indemnify and hold the Municipalities harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, arising in connection with the subject matter of this Agreement and occasioned wholly or in part by any acts or omissions either in negligence or nuisance, whether willful or otherwise, by the City or other persons for whom the City is responsible at law, except to the extent that such liability for damages, loss or expense is caused by the willful misconduct or negligence of any of the Municipalities or those for whom they are responsible at law.



The City shall provide the Municipalities with a Certificate of Insurance including the Municipalities as additional insureds with respect to the indemnity provided under this Agreement and shall maintain such insurance coverage in good standing throughout the term of this Agreement.

5. The Municipalities shall maintain throughout the term of the contract General Liability Insurance for a limit no less than \$5,000,000 per occurrence. The coverage shall include but not be limited to bodily injury, property damage, and contractual liability and contain a cross liability/severability of insured clause. The City shall be added as an additional insured with respect to the operations of the Municipality. The Municipalities shall provide the City with an annual certificate of insurance.
6. Notwithstanding anything in this agreement to the contrary, the City or the Municipalities may at any time during the term of this agreement give written notice of termination and sixty (60) days after giving, of such notice, this agreement shall terminate. The Municipalities shall pay the City the amounts owing to the date of termination and the City shall not be responsible for any loss or damage suffered by the Municipalities as a result of such termination.
7. Should one or more of the Municipalities terminate their agreement with the City, the costs associated with this agreement shall be borne by the remaining Municipalities and the City as defined in Clauses B1, B2, and B3.
8. At the end of the initial term, this Agreement shall automatically renew and be automatically extended from year to year unless terminated pursuant to the provisions of Section 06.
9. Any notice which either of the parties is required or permitted to give pursuant to any provisions of this agreement, must be given in writing, delivered to an officer of the party to receive such notice, or mailed by prepaid registered mail addressed as follows, and such notice shall be deemed to have been given at the time it was delivered or mailed as the case maybe:

**THE CITY OF ST. THOMAS:**

Attention: City Clerk  
Corporation of the City of St. Thomas  
545 Talbot Street  
P.O. Box 520, City Hall  
St. Thomas, ON. N5P 3V7

**THE TOWN OF AYLMER**

Attention: Clerk  
Town of Aylmer  
46 Talbot Street West  
Aylmer, ON. N5H 1J7

**THE TOWNSHIP OF MALAHIDE**

Attention: Clerk  
Township of Malahide  
87 John Street South  
Aylmer, ON. N5H 2C3

**THE MUNICIPALITY OF CENTRAL ELGIN**

Attention: Clerk  
Corporation of the Municipality of Central Elgin  
450 Sunset Drive  
St. Thomas, ON. N5R 5V1

**THE TOWNSHIP OF SOUTHWOLD**

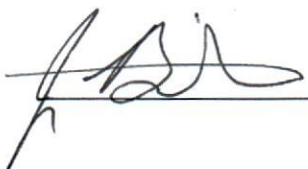
Attention: Clerk  
35663 Fingal Line  
Fingal, Ontario  
NOL 1K0

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year fixed  
above.

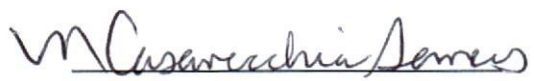
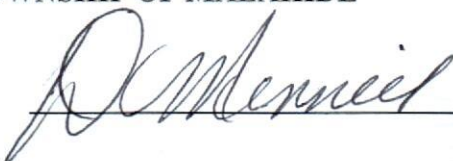
THE CORPORATION OF THE CITY OF ST. THOMAS

\_\_\_\_\_

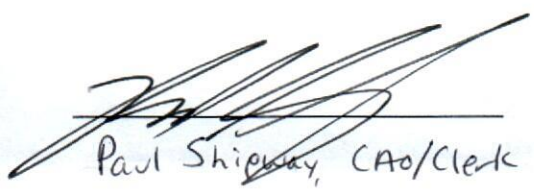

THE CORPORATION OF THE TOWN OF AYLMER

 \_\_\_\_\_ Mary French \_\_\_\_\_

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

 \_\_\_\_\_  \_\_\_\_\_

THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN

 \_\_\_\_\_ Paul Shipway, CAO/Clerk  \_\_\_\_\_ Sally Martin, Mayor

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

\_\_\_\_\_



**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHWOLD**

**BY-LAW No. 2021-52**

**A BY-LAW TO AMEND BY-LAW NO. 2021-19, AS AMENDED, BEING A BY-LAW  
TO ESTABLISH A LEVY FOR THE YEAR 2021, TO ADOPT TAX RATES FOR  
2021 AND TO PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF  
PAYMENT AND THE COLLECTION THEREOF.**

**WHEREAS** Section 391 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended provides that the Council of a local municipality may pass by-laws to impose fees and charges;

**AND WHEREAS** the Council for the Township of Southwold has incurred debt and charges on behalf of certain properties;

**AND WHEREAS** it is deemed necessary and appropriate to amend By-law No. 2021-19, as amended, to include a Schedule of Local Improvement Charges to be included on the 2021 Final Tax Bills;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP  
OF SOUTHWOLD ENACTS AS FOLLOWS:**

**1. THAT** By-law # 2021-19 be amended by adding the following as Section 1(a):

1(a) For the purpose of providing for debt and charges for specific properties, the fees and charges set out in Schedule "B" attached hereto shall be assessed in accordance with the properties receiving the specified services and benefits.

**2. THAT** By-law #2021-19 be amended by adding Schedule "A" attached hereto and forming part of this By-law as Schedule "B" to By-law #2021-19.

**READ A FIRST, SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY  
PASSED THIS 9<sup>th</sup> DAY OF AUGUST 2021.**

---

Mayor  
Grant Jones

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Clerk  
Lisa Higgs



TOWNSHIP OF SOUTHWOLD  
Local Improvement Charges on 2021 Final Taxes  
By-Law 2021-52 Schedule "B"

ID TAX CODE	DESCRIPTION OF LOCAL	2021 FINAL TAX BILL	PENDING	ENDING YEAR	G/L Account	Status
001	Waterline Debentures	\$6,913.66		2023	01.4211.0130	F
002	DeBoer Waterline Debenture	\$1,570.36		2029	01.4211.0130	F
003	Talbotville Gore Sewer Conn Fees	\$33,175.75		2029	01.4411.0130	F
004	Shady Lane/Greenpark Sewer	\$16,608.75		2030	01.4411.0130	F
DR008	Barber Drain - Branch A	\$187.08		2021	01.0230.0008	F
DR010	Bechard Municipal Drain	\$569.56		2021	01.0230.0010	F
DR013	Begg Drain	\$156.20		2021	01.0230.0013	F
DR022	Berdan Drain 1974	\$525.01		2021	01.0230.0022	F
DR029	Bowlby-Futcher Drain Repairs	\$312.90		2021	01.0230.0029	F
DR049	Casey Drain 1999	\$385.27		2021	01.0230.0049	F
DR057	Cole Drain Branch K	\$429.66		2021	01.0230.0057	F
DR060	Cole Drain Branch B	\$396.99		2021	01.0230.0060	F
DR066	Collard Drain Repairs	\$4,598.55		2021	01.0230.0066	F
DR066	Collard Drain Repairs	\$730.17		2021	01.0230.0066	F
DR066	Collard Drain Repairs	\$394.26		2021	01.0230.0066	F
DR089	Dowler-Futcher Drain	\$92.86		2021	01.0230.0089	F
DR099	Fingal Drain "D"	\$315.55		2021	01.0230.0099	F
DR107	Fowler Drain 2000	\$163.58		2021	01.0230.0107	F
DR108	Frome Drain Repairs	\$268.64		2021	01.0230.0108	F
DR131	Holborn Drain	\$276.79		2021	01.0230.0131	F
DR143	Hunt Municipal Drain C & D	\$1,086.73		2021	01.0230.0143	F
DR145	Hutchings Drain	\$671.12		2021	01.0230.0145	F
DR148	Jackson Drain #1	\$1,072.63		2021	01.0230.0148	F
DR152	Jenner Drain	\$533.84		2021	01.0230.0152	F
DR155	David Jones Municipal Drain	\$252.92		2021	01.0230.0155	F
DR159	Kimble Drain	\$503.06		2021	01.0230.0159	F
DR170	Lewis Drain Extension	\$283.69		2021	01.0230.0170	F
DR172	Libert Drain	\$423.22		2021	01.0230.0172	F
DR174	Lindsay Drain 2019	\$962.97		2021	01.0230.0174	F
DR176	Lindsay Drain Br M Ext 2019	\$23,706.37		2021	01.0230.0176	F
DR184	Luton Drain	\$471.70		2021	01.0230.0184	F
DR197	Moore Hambly Drain	\$238.49		2021	01.0230.0197	F
DR199	Moore Kruppe Drain	\$373.21		2021	01.0230.0199	F
DR201	A.J. McAlpine Drain	\$260.14		2021	01.0230.0201	F
DR204	McBane Drain, Yarmouth Twp	\$33.82		2021	01.0230.0204	F
DR207	McCormick Drain	\$610.67		2021	01.0230.0207	F
DR209	McIntosh Drain No. 2	\$624.39		2021	01.0230.0209	F
DR221	McMullen Drain	\$2,037.89		2021	01.0230.0221	F
DR230	Orchard Drain	\$739.99		2021	01.0230.0230	F
DR245	Perry Drain	\$319.08		2021	01.0230.0245	F
DR264	Shiell Drain 2003	\$189.39		2021	01.0230.0264	F
DR267	Siple Drain 1972	\$1,643.65		2021	01.0230.0267	F
DR268	Smith Municipal Drain "B"	\$423.50		2021	01.0230.0268	F
DR269	Smith-Beecroft Drain	\$1,155.08		2021	01.0230.0269	F
DR281	Talbot Meadows Drainage Works	\$198.25		2021	01.0230.0281	F
DR289	Tessely Drain	\$966.46		2021	01.0230.0289	F
DR298	AD Turner Drain 1991	\$284.42		2021	01.0230.0298	F
DR309	Wardell Drain	\$467.85		2021	01.0230.0309	F
DR318	Whalls Drain	\$434.24		2021	01.0230.0318	F
DR319	Gordon-Whalls Drain 2018	\$18,418.28		2021	01.0230.0319	F
DR332	Hutchinson Drain 2018	\$1,592.71		2021	01.0230.0332	F
TL16	Tile Drain Loan (Howe)	\$2,432.04		2023	01.1100.0140	F
DR109	Fulton Drain Branch "E" (Non-grant)	\$655.13		2021	01.0230.0109	F
DR329	Gordon Lyle Drain 2015	\$18,289.78		2022	01.0230.0329	F
DR332	Hutchinson Drain 2018	\$2,200.41		2025	01.0230.0332	F
DR176	Lindsay Drain Br M Ext 2019	\$440.08		2025	01.0230.0176	F
	<b>TOTAL</b>	<b>\$153,068.79</b>	<b>\$0.00</b>			



CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

July 12, 2021

Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a meeting held on Monday June 28, 2021, passed the following resolution with respect to Motion M-84 Anti-Hate Crimes and Incidents and private member's bill Bill-C 313 Banning Symbols of Hate Act:

"WHEREAS racism and hate crimes in Kitchener have been on the rise since the start of the global pandemic; and,

WHEREAS the City of Kitchener continues to seek opportunities to dismantle systemic racism; and,

WHEREAS the City's Strategic Plan has identified Caring Community as a priority, and the proposed motion M-84 Anti-hate crimes and incidents and private member's bill Bill-C 313 Banning Symbols of Hate Act supports several of the bodies of work currently being moved forward under this strategic goal; and,

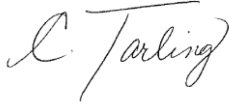
WHEREAS MP Peter Julian's motion M-84 Anti-hate crimes and incidents and private member's bill Bill-C 313 Banning Symbols of Hate Act is an opportunity to make all Canadians feel safer in the communities that they live;

THEREFORE IT BE RESOLVED that the City of Kitchener endorses MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act; and,

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Right Honourable Justin Trudeau, Minister of Municipal Affairs Steve Clark, Minister of Citizenship and Multiculturalism Parm Gill, to the local

MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling  
Director of Legislated Services  
& City Clerk

c: Hon. Minister Steve Clark  
Hon. Minister Parm Gill  
Mike Harris (Kitchener Conestoga), MPP  
Amy Fee (Kitchener South-Hespeler), MPP  
Laura Mae Lindo (Kitchener Centre), MPP  
Catherine Fife (Waterloo), MPP  
Raj Saini (Kitchener Centre), MP  
Tim Louis (Kitchener Conestoga), MP  
Bardish Chagger (Waterloo), MP  
Marwan Tabbara (Kitchener South-Hespeler), MP  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities



CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

July 12, 2021

Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a meeting held on Monday June 28, 2021, passed the following resolution with respect to the rising cost of building materials:

“WHEREAS the prices for construction materials have seen dramatic increases during the pandemic; and,

WHEREAS reports by Statistics Canada noted that the price of lumber increased by 68 percent between March 2020 and March 2021, while fabricated metal products and construction material rose by 9 percent; and,

WHEREAS the Province of Ontario has seen an accelerated overall increase in demands for construction; and,

WHEREAS the Province of Ontario has deemed residential construction as essential activity during province-wide emergency declarations and stay-at-home orders; and,

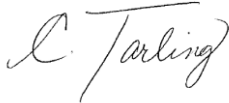
WHEREAS Kitchener City Council considers it a matter of public interest as the increase in rates and demand could result in unsustainable costs on the local construction industry;

THEREFORE BE IT RESOLVED the City of Kitchener advocate to the Federal and Provincial Governments to review actions that could be taken to help mitigate or offset the impacts related to the rising cost of building materials; and;

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Right Honourable Justin Trudeau; Honourable Doug Ford,

Premier Ontario; Honourable Peter Bethlenfalvy, Minister of Finance; Honourable Hon. Victor Fedeli, Minister of Economic Development, Steve Clark, Minister of Municipal Affairs; Job Creation and Trade; local MP's and MPP's, to the Federation of Canadian Municipalities, Association of Municipalities of Ontario, and all other municipalities in Ontario."

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling  
Director of Legislated Services  
& City Clerk

c: Hon. Premiere Doug Ford  
Hon. Minister Peter Bethlenfalvy  
Hon. Minister Victor Fedeli  
Hon. Minister Steve Clark  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities

July 7, 2021

Via email: [admin@hudson.ca](mailto:admin@hudson.ca)

Township of Hudson  
**Attention: Jordan Kemp, Clerk-Treasurer**  
903303 Hanbury Road  
New Liskeard, ON  
P0J 1P0

Dear Mr. Kemp:

**RE: Correspondence – Support for Fire Departments**

---

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on July 6, 2021, and the following was passed.

**“Resolution #7(b)/07/06/21**

**BE IT RESOLVED THAT** the Council of the Corporation hereby receives the correspondence from Jordan Kemp, Clerk-Treasurer of the Township of Hudson requesting support for the Federal and Provincial Government to include apparatuses, training, equipment and structures for Fire Departments as eligible categories to any further Infrastructures Programs, dated March 31, 2021;

**AND FURTHER THAT** Council hereby supports the attached resolution from the Township of Hudson;

**AND FURTHER THAT** this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, the Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, the Ontario Association of Fire Chiefs, and all Ontario municipalities.

**Carried.”**

...2

*Page 2*

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
Director of Corporate Services/Clerk.  
CS/cw

Encl.

Copy to:

Hon. Doug Ford, Premier of Ontario  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Kinga Surma, Minister of Infrastructure  
Hon. Scott Aitchison, Member of Parliament for Parry Sound-Muskoka  
Hon. Norm Miller, Member of Provincial Parliament for Parry Sound-Muskoka  
Jon Pegg, Ontario Fire Marshal  
The Association of Fire Chiefs  
All Ontario Municipalities





CORPORATION OF THE  
**TOWNSHIP OF HUDSON**  
903303 HANBURY RD.  
NEW LISKEARD, ON P0J1P0  
(t) 705-647-5439 (f) 705-647-6373  
[www.hudson.ca](http://www.hudson.ca) [admin@hudson.ca](mailto:admin@hudson.ca)

---

March 31<sup>st</sup>, 2021

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

**Attention: Premier Ford**

**RE: Support for Fire Departments**

At the Township of Hudson's Regular Meeting of Council held on Wednesday March 3<sup>rd</sup>, 2021, the following resolution 2021-049 was put forward and passed:

**WHEREAS** the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

**WHEREAS** according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

**WHEREAS** fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

**WHEREAS** Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

**WHEREAS** due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

**NOW THEREFORE** the Council of the Corporation of the Township of Hudson resolves as follows:

1. **THAT** the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters; and



2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities.

Please accept this for your consideration and any necessary action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Kemp', with a stylized flourish at the end.

Jordan Kemp  
Clerk-Treasurer  
Township of Hudson



The Corporation of the Town of Aylmer  
46 Talbot Street West, Aylmer, Ontario N5H 1J7  
Office: 519-773-3164 Fax: 519-765-1446  
[www.aylmer.ca](http://www.aylmer.ca)

July 13, 2021

County of Elgin  
450 Sunset Drive  
St Thomas ON  
N5R 5V1

Re: Town of Aylmer Concerns – Elgin County Development Charges

Dear Warden Marks,

At their Regular (Virtual) Meeting of Council on July 12, 2021, the Council of the Town of Aylmer directed the Clerk to send a letter expressing Town Council's opposition to proposed Elgin County development charges.

The Council of the Town of Aylmer is opposed to the proposed development charges due to concerns about adverse impact on development in Aylmer resulting from additional charges. Additional concern was expressed with respect to the use of corporate resources in relation to administering the calculation and collection of development charges for the County of Elgin. Further, concern was expressed that Aylmer will not directly benefit from the development charges collected from local development for the County of Elgin.

Attached is a copy of The Municipality of West Elgin's letter regarding the proposed development charges.

Thank you,

**Director of Corporate/Legislative Services | Town of Aylmer**

46 Talbot Street West, Aylmer, ON N5H 1J7  
519-773-3164 Ext. 4911 | Fax 519-765-1446  
[jbrick@town.aylmer.on.ca](mailto:jbrick@town.aylmer.on.ca) | [www.aylmer.ca](http://www.aylmer.ca)

Cc: Municipality of Central Elgin – [PShipway@centralelgin.org](mailto:PShipway@centralelgin.org)  
Township of Malahide - [DWilson@malahide.ca](mailto:DWilson@malahide.ca)  
Municipality of Bayham - [tthayer@bayham.on.ca](mailto:tthayer@bayham.on.ca)  
Municipality of West Elgin - [clerk@westelgin.net](mailto:clerk@westelgin.net)  
Township of Southwold - [cao@southwold.ca](mailto:cao@southwold.ca)  
Municipality of Dutton/Dunwich - [HeatherBouw@duttondunwich.on.ca](mailto:HeatherBouw@duttondunwich.on.ca)



# The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

June 24, 2021

County of Elgin  
450 Sunset Drive  
St Thomas ON  
N5R 5V1

Re: Municipality of West Elgin Concerns – Elgin County Development Charges

At the Regular Meeting of Council on June 24, 2021 the Council of the Municipality of West Elgin passed the following Resolution:

**Resolution No. 2021- 214**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Jana Nethercott Clerk and Bryan Pearce, Planner re: Elgin County Development Charges be received for information; and

That West Elgin Council advice Elgin County Council of its opposition the enactment of a County Development Charges By-law at this time for the following reasons:

That West Elgin does not have sufficient staffing levels to accommodate the increased workload or the ability to absorb the cost of administering the calculation and collection of Development Charges for the County of Elgin; and

That West Elgin is concerned that there could be an adverse impact to development in West Elgin as a result of Elgin County Development Charges; and

That West Elgin will not directly benefit from Development Charges collected by West Elgin for the County of Elgin from local development.

**Carried**

Jana Nethercott  
Clerk



**CORPORATION OF THE CITY OF ST. THOMAS**  
**NOTICE OF A COMPLETE APPLICATION AND NOTICE OF A PUBLIC MEETING**  
**CONCERNING A PROPOSED DRAFT PLAN OF SUBDIVISION**

**Harvest Run Phase 3**  
**File No. 34T-21501**

**TAKE NOTICE** that pursuant to Section 51 (20)(a) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the Corporation of the City of St. Thomas has received an application from Doug Tarry Limited for a Draft Plan of Subdivision (File No. 34T-21501).

**TAKE NOTICE** that pursuant to Section 51 (19.4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the application was deemed complete by the City of St. Thomas on January 22<sup>nd</sup>, 2021 and the information and material provided under Subsections (17) and (18) is available to the public.

**AND TAKE NOTICE** that pursuant to Section 51 (20)(b) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, a public meeting will be held by the Council of the Corporation of the City of St. Thomas on the 9<sup>th</sup> day of August, 2021 at 4:30 P.M. to present the proposed draft Plan of Subdivision to the public. The meeting will be conducted by Zoom Webinar and detailed information for this meeting can be found at [https://www.stthomas.ca/living\\_here/notices\\_to\\_residents](https://www.stthomas.ca/living_here/notices_to_residents), under 'Planning Notices.' Please note that there are multiple applications being considered at this meeting and you may be required to listen to more than one application.

Phase 3 of Harvest Run is located south of the Elgin Area Primary Water Supply System and Phase 2B, and west of Centennial Road. The Plan encompasses a total area of approximately 14.90 hectares (36.82 acres). The plan will provide for the development of 143 lots for single-detached dwellings, 28 lots for semi-detached dwellings (56 dwelling units), 6 blocks for townhomes containing 5-6 units each (34 dwelling units), five blocks for walkways and 22 blocks for street reserves.

The location and the limits of the Plan and its relationship to the surrounding area is shown on the Location Plan. The lands can be described as All of Blocks 120 & 121, Part of Block 105 Registered Plan 11M-216, and All of Block 121 Registered Plan 11M-244 City of St. Thomas.

The lands within the Plan are designated for residential use in the City of St. Thomas Official Plan. The proposed residential use complies with the Residential policies of the Plan. The City of St. Thomas Zoning By-law 50-88 zones the lands Third Residential Zone (hR3A-26), which permits the proposed single-detached and semi-detached residential dwelling types. The applicant has applied for a concurrent zoning amendment to permit the proposed townhouse blocks and reduction in frontages for the proposed semi-detached dwellings. The lands are subject to the standard holding zone requirements set out in Section 2.2 of Zoning By-law 50-88.

**ANY PERSON OR PUBLIC BODY** may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed draft Plan of Subdivision.

If a person or public body does not make oral submission at the public meeting or make written submissions to the Director of Planning & Building Services in respect of the proposed draft Plan of Subdivision before the approval authority gives or refuses to give approval to the proposed draft Plan of Subdivision, the person or public body is not entitled to appeal the decision of the Director of Planning & Building Services to the Ontario Land Tribunal.

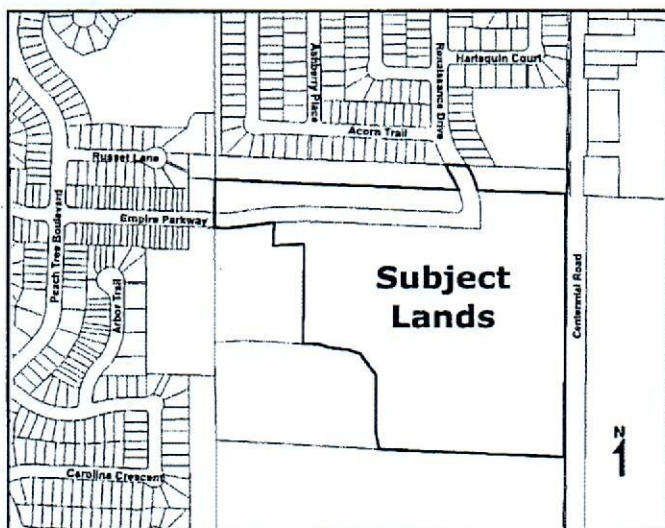
If a person or public body does not make oral submission at the public meeting or make written submissions to the Director of Planning & Building Services in respect of the proposed draft Plan of Subdivision before the approval authority gives or refuses to give approval to the proposed draft Plan of Subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Director of Planning & Building Services in respect of this proposed draft Plan of Subdivision, you must make a written request to the address listed below.

**PUBLIC ACCESS TO INFORMATION** relating to the proposed Draft Plan of Subdivision may be accessed on the City's website [https://www.stthomas.ca/living\\_here/notices\\_to\\_residents](https://www.stthomas.ca/living_here/notices_to_residents) or the City's Facebook page <https://www.facebook.com/pages/City-of-St-Thomas-Ontario/120624024692752>.

**DATED** at the City of St. Thomas, this 10<sup>th</sup> day of February, 2021.

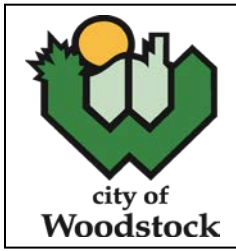
**LOCATION PLAN: (not to scale)**



Lou Pompilii  
Director, Planning & Building Services  
9 Mondamin Street  
St. Thomas, ON  
N5P 2T9

Tel: 519-633-2560  
Fax: 519-633-6581





Office of the City Clerk  
Woodstock City Hall  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON  
N4S 0A7  
Telephone (519) 539-1291

July 16, 2021

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Via email [premier@ontario.ca](mailto:premier@ontario.ca)

At the regular meeting of Woodstock City Council held on July 15, 2021, the following resolution was passed:

“WHEREAS the current affordable housing crisis in Canada and the quality of life implications caused by addiction, drug and opioid use, and mental health issues are impacting communities in Canada and around the world;

AND WHEREAS citizens in many communities are alarmed by the increase in homelessness, needles discarded in public spaces, visible signs of illegal activities, and are disillusioned with the justice system response;

AND WHEREAS policing and the justice system is not the solution to homelessness and addiction or an effective use of public funds;

AND WHEREAS Public health initiatives and programs aimed at addiction are provided by multiple Ministries and agencies and are clearly inadequate and new long-term solutions are required;

AND WHEREAS many of the programs and attempts from different agencies, government organizations, and Ministry service providers have created a disjointed delivery system;

NOW THEREFORE BE IT RESOLVED that Woodstock City Council calls on the Honourable Doug Ford, Premier of Ontario to bring together the Ministry of the Attorney General, the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to immediately work together on both short and long term solutions, complete with funding, to take proper responsibility and action to address the affordable housing, homelessness, and addictions crisis;

AND FURTHER that this resolution be circulated to the Honourable Ernie Hardeman, Oxford MPP; the Association of Municipalities Ontario; and all Ontario municipalities.”

Yours Truly,

A handwritten signature in cursive script that reads "Alysha Dyjach".

Alysha Dyjach, Deputy City Clerk

Cc via email:

- The Ministry of the Attorney General - [attorneygeneral@ontario.ca](mailto:attorneygeneral@ontario.ca)
- The Honourable Christine Elliott – Minister of Health - [christine.elliott@ontario.ca](mailto:christine.elliott@ontario.ca)
- The Honourable Steve Clark – Minister of Municipal Affairs and Housing - [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)
- The Honourable Merrilee Fullerton – Minister of Children, Community and Social Services – [MinisterMCCSS@ontario.ca](mailto:MinisterMCCSS@ontario.ca)
- The Honourable Ernie Hardeman, Oxford MPP - [ernie.hardemanco@pc.ola.org](mailto:ernie.hardemanco@pc.ola.org)
- Association of Municipalities Ontario – [amo@amo.on.ca](mailto:amo@amo.on.ca)
- All Ontario Municipalities



The Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

June 21<sup>st</sup> 2021

**Re: Motion to Include the PSA Test for Men into the Medical Care**

Please be advised that on July 14<sup>th</sup> 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Town of Cochrane's motion (attached) requesting that the Federal and Provincial Governments move to have the PSA Test for men included in the national health care system and that it be made available for all Canadian men at no charge.

**Motion 6**

*Moved by Mike Vasey, Seconded by Gary Atkinson that Council support item 'm' of correspondence from The Town of Cochrane regarding a motion to Include the PSA Test for Men into the Medical Care.*

**Motion Carried.**

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

Cc: (via e-mail)

Hon. Doug Ford Premier of Ontario,

Hon. Patty Hajdu, Minister of Health (Canada)

Hon. Christine Elliott, Deputy Premier and Minister of Health (Ontario)

All Municipalities

All First Nation Communities

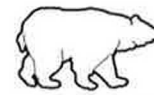
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**The Corporation of the Town of Plympton-Wyoming**

P.O Box 250, 546 Niagara Street, Wyoming Ontario N0N 1T0

Tel: 519-845-3939 Ontario Toll Free: 1-877-313-3939

[www.plympton-wyoming.com](http://www.plympton-wyoming.com)



"Via Email: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

June 24th, 2021

The Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON  
K1A 0A2

Dear Prime Minister Trudeau:

**Re: Motion to Include the PSA Test for Men into the Medical Care**

This will serve to advise you that Council, at its regular meeting held Tuesday, June 22<sup>nd</sup>, 2021, passed the following resolution:

**"Resolution No. 182-2021**

**Moved By: Robert Hutchinson**

**Seconded By: Daniel Belisle**

**WHEREAS** the male population has been made to pay for prostate blood test and whereas 11 Canadian men will die of prostate cancer every day and

**WHEREAS** 1.5 million Canadian men are not seeking the early detection PSA testing and

**WHEREAS** prostate cancer is the most common cancer in men and

**WHEREAS** when detected early the survival rate is close to 100% and detected late 3 of 4 men will be lost and

**WHEREAS** men who wish to have this test done have to pay \$33.00 for the test

1/2





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**THEREFORE** I Robert Hutchinson move that both the Federal and Provincial Governments move to have this test included in the national health care system and that it be made available for all Canadian men at no charge and further that the Government make every effort to have this become a reality sooner than later as stated above every day that goes by another 11 men will die of this avoidable disease and

**FURTHERMORE** that this motion be distributed to Right Honourable Justin Trudeau Prime Minister of Canada, Honourable Doug Ford Premier of Ontario, Minister of Health (Canada) Honourable Patty Hajdu, Deputy Premier and Minister of Health (Ontario) Honourable Christine Elliott, all municipalities, and all First Nation Communities .

**Carried"**

Your attention to this matter is greatly appreciated!

Yours Truly,

**THE CORPORATION OF THE TOWN OF COCHRANE**



Alice Mercier  
Clerk

/am

c.c.: Hon. Doug Ford Premier of Ontario,  
Hon. Patty Hajdu, Minister of Health (Canada)  
Hon. Christine Elliott, Deputy Premier and Minister of Health (Ontario)  
All Municipalities  
All First Nation Communities



## North America's Railroad

### **NEWS RELEASE**

## **CN to Engage with Communities for the Development of its Interim Extreme Weather Plan**

**MONTREAL, July 29, 2021** - CN (TSX: CNR) (NYSE: CNI) announced today that it is seeking comments regarding its Interim Extreme Weather Fire Plan. The Plan presents measures to increase prevention, monitoring and response to wildfire risks when the fire danger level for a given area is "extreme". These measures will supplement existing practices and allow CN to serve our customers while protecting neighbouring communities.

Safety is a core value at CN. It is also a shared responsibility, which is why CN is seeking the input of local communities and governments, including Indigenous Governments or other Indigenous Governing bodies on its Plan.

Those who wish to provide such input and feedback are invited to do so on or before August 30, 2021 by using the following web-based platform [www.cn.ca/extremeweatherplan](http://www.cn.ca/extremeweatherplan) or by contacting CN via phone at 1-888-888-5909.

To learn more about CN's safety initiatives, please visit: <https://www.cn.ca/en/safety/>

### **About CN**

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada's Eastern and Western coasts with the U.S. South through a 19,500-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

**Contacts:**

**Media**

Mathieu Gaudreault

Senior Advisor

Media Relations

1-833-946-3342

[media@cn.ca](mailto:media@cn.ca)

**Investment Community**

Paul Butcher

Vice-President

Investor Relations

(514) 399-0052

[investor.relations@cn.ca](mailto:investor.relations@cn.ca)



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### BY- LAW NO. 2021-53

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on August 9, 2021.**

**WHEREAS** Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

**WHEREAS** it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

**AND WHEREAS** it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Southwold enacts as follows:

1. **That** the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on August 9, 2021; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. **That** the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or 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 of Southwold to all such documents.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 9<sup>th</sup> DAY OF AUGUST, 2021.**

---

Mayor  
Grant Jones

---

Clerk  
Lisa Higgs