

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



# AGENDA

Monday September 13, 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 August 9<sup>th</sup>, 2021 and Special Council Meeting of August 27<sup>th</sup>, 2021
- (b) Minutes of the Economic Development Committee Meeting of April 27<sup>th</sup>, 2021
- (c) Minutes of the Southwold Young @ Heart Committee Meeting of July 13<sup>th</sup>, 2021

**5. DELEGATION**

**6. DRAINAGE**

**7. PLANNING**

- (a) **7:15 p.m.** Public Meeting Zoning By-law Amendment ZBA 2021-06, Butler, 5733 Boxall Road
- (b) **7:15 p.m.** ZBA 2021-07 Goodhue Farms (Port Stanley) Ltd, Scotch Line.
- (c) **7:30 p.m.** Public Hearing – Committee of Adjustment - Minor Variance MV 2021-07, Fife
- (d) **7:30 p.m.** – Public Hearing – Committee of Adjustment – Minor Variance MV 2021-06, Mels/Campbell
- (e) Report from the Planner RE: Crown Land use Planning Process - Fingal Wildlife Management Area – Opportunity to Comment to the Ministry.

**8. REPORTS**

- (a) Activity Report from Drainage Superintendent – August
- (b) Activity Report from Fire Chief – August
- (c) Activity Report from Public Works Superintendent – August

- (d) Report from the Treasurer RE: Brand and Website Launch
- (e) Report from the Treasurer RE: Dog Tag Program
- (f) Report from the Treasurer RE: Federation of Canadian Municipalities (FCM) Asset Management Grant
- (g) Report from the Treasurer RE: Blue Box Regulation and Transition to Full Producer Responsibility
- (h) Report from the Treasurer RE: 357 Report
- (i) Activity Report from the Director of Building and Community Services – August
- (j) Activity Report from the CAO/Clerk – August
- (k) Report from CAO /Clerk RE: Noise By-law Requests
- (l) Report from CAO/Clerk RE: Amendment to Fire Training Officer Agreement
- (m) Report from the CAO/Clerk RE: Request to Use Unopened Road Allowance
- (n) Report from the CAO/Clerk RE: Consolidated Linear Infrastructure Environmental Compliance Approval (ECA) Proposal
- (o) Report from the CAO/Clerk RE: Approval of Trails Construction Bids at the Shedden Open Space Park
- (p) Report from the CAO/Clerk RE: Municipal Recognition of September 30<sup>th</sup> as National Day for Truth and Reconciliation
- (q) Report from the CAO/Clerk RE: Alternative Work Strategy and Extended Office Hours

## **9. CORRESPONDENCE**

## **10. BY-LAWS**

- (a) By-law No. 2021-55, being a by-law to amend By-law No. 2011-14
- (b) By-law No. 2021-56, being a by-law to amend By-law No. 2011-14
- (c) By-law No. 2021-58, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on August 27 and September 13, 2021

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

- (a) Ministry of Municipal Affairs and Housing RE: Main Street Recovery Act – *Proclamation of Amendments to the Municipal Act and City of Toronto Act*
- (b) Resolution from the Municipality of Chatham-Kent RE: Supporting Affordable Internet
- (c) Resolution from the Town of Plympton-Wyoming RE: Rising Costs of Building Materials.

- (d) Resolution from Perth County RE: Relationship with MPAC
- (e) Email from AMO RE: MTO Regulatory Amendments, Changes to *Municipal Act, 2001* and Rowan's Law Timing
- (f) Resolution from the City of Brantford RE Year of the Garden 2022
- (g) City of Toronto RE: Building the Early Learning and Child Care System Toronto Needs
- (h) City of Toronto RE: Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act (Ward All)
- (i) City of St. Thomas RE: Draft Plan of Subdivision, Official Plan and Zoning By-law Amendments
- (j) AMO Policy Update – Proof of Vaccination Update
- (k) Resolution from the Municipality of Trent Lakes RE: OHIP Eye Care
- (l) Municipality of Central Elgin RE: ZBA and Draft Plan of Subdivision – Belmont Estates – Phase 6

## 12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board employees. (section 239 (2) (b)) – 3 items – Southwold Scholarship, Shared Fire Services and CAO Compensation
- (b) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (2) (c)) – Public Works Yard
- (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)) – Official Plan Update

## 13. ADJOURNMENT:

**NEXT REGULAR MEETING OF COUNCIL**  
**MONDAY SEPTEMBER 27, 2021 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



## MINUTES

Regular Council Meeting  
Monday August 9, 2021  
7:01 p.m. Council Chambers Fingal/Via Video Link

PRESENT: Mayor: G. Jones  
Deputy Mayor: R. Monteith (10:17 p.m.)  
Councillors: P. North  
J. Pennings

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Jeff Carswell, Treasurer (7:00 p.m. – 10:30 p.m.)  
Paul Van Vaerenbergh, Public Works Superintendent (7:00 p.m. – 8:52 p.m.)  
Brent Clutterbuck, Drainage Superintendent (7:00 p.m.– 8:52 p.m.)  
Jeff McArthur, Fire Chief (7:00 p.m.– 9:14 p.m.)  
Bryan Pearce, Planner (7:00 p.m. – 10:06 p.m.)  
June McLarty, Administrative Assistant (7:00 p.m.- 10:06 p.m.)

ABSENT: Councillor: S. Emons

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**ADDENDUM TO THE AGENDA:** None

**DISCLOSURES:** None

**ADOPTION OF MINUTES:**

**2021- 220      Councillor North – Councillor Pennings      Minutes**

**THAT** the Minutes of the Regular Council Meeting of July 12<sup>th</sup>, 2021 are hereby adopted;

**AND THAT** Council has reviewed the minutes of the War Memorial Committee Meeting of March 23<sup>rd</sup>, 2021;

**AND THAT** Council has reviewed the minutes of the Southwold Young @Heart Committee Meeting of May 11<sup>th</sup>, 2021.

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

**REPORTS:**

**Activity Report from the Drainage Superintendent**

Drainage Superintendent Brent Clutterbuck present his report to Council.

**Meeting with MPP Jeff Yurek regarding CN and CP Railway**

Drainage Superintendent Brent Clutterbuck reported that he recently attended a meeting with MPP Jeff Yurek outlining concerns with CN and CP Railways for not paying their assessments under the Ontario *Drainage Act* and the lack of communication.

**Activity Report from the Fire Chief**

Fire Chief Jeff McArthur presented his report to Council.

**Activity Report from the Public Works Superintendent**

Public Works Superintendent Paul Van Vaerenbergh presented his report to Council. He also report that the washrooms at the Shedden Open Space Park should soon be open.

**2021- 221      Councillor Pennings – Councillor North**

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

**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.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	—	___
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 Official's report was presented to Council.

**Activity Report from the CAO/Clerk**

Cao/Clerk Lisa Higgs presented her report to Council

**PLANNING:**

**7:15 p.m. Zoning By-law Amendment – ZBA 2021-04 Wadsworth, 37298 and 37352 Fingal Line and ZBA 2021-05 2245885 Ontario Inc. (John David McFarlane and Michael McFarlane) – 13662 Routh Road**

In attendance: A. Wadsworth

2021- 222      Councillor Pennings – Deputy Mayor Monteith      ZBA 2021-04 and ZBA 2021-05

**THAT** Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider applications to amend the zoning on the properties owned by Andy and Amber Wadsworth as well as 2245885 Ontario Inc (John David McFarlane and Michael McFarlane)

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

**CARRIED**

Planner Bryan Pearce presented his report to Council. It was also reported that comments were received indicating staff have no concerns and it was captured in the planning staff report. Written comments were received from Lower Thames Valley Conservation Authority and Enbridge Gas. These comments were captured in the planning staff report as well.

Mayor Jones questioned what 9700 square metres we in acres. B. Pearce responded that was 2.39 acres.

2021-223      Deputy Mayor Monteith – Councillor North      ZBA 2021-04 - Wadsworth

**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.

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

**CARRIED**

**In attendance: H. Button, D. DeKort**

Planner Bryan Pearce presented his report to Council. It was also reported that comments were received indicating staff have no concerns and it was captured in the planning staff report. Written comments were received from Lower Thames Valley Conservation Authority and were captured in the planning staff report as well.

D. Dekort questioned if the property was changing owners. B. Pearce replied that the zoning was changed the property as a condition of severance.

No questions were asked by Council.

**2021-224**

**Councillor Pennings – Councillor North**

**ZBA 2021-05 2245885 Ontario Inc.  
( John David McFarlane  
and Michael McFarlane)**

**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.

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

**CARRIED**

**2021- 225**

**Councillor Pennings – Councillor North**

**Adjournment of Public Meeting**

**THAT** the public meeting to consider the applications to amend the zoning on the properties owned by Andy and Amber Wadsworth as well as 2245885 Ontario Inc (John David McFarlane and Michael McFarlane) ends at **7:37 p.m.**

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

**CARRIED**

**Committee of Adjustment – Minor Variance Application MV 2021-06 Michael Mels, 35246 Fourth Line**

**In attendance: M. Mels, J. Campbell, J. Fife, J. Bannerman, C Campbell, D. Dekort**

**2021-226      Deputy Mayor Monteith – Councillor Pennings**

**Committee of Adjustment  
MV 2021-06**

**THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance application MV 2021-06, filed by Michael Mels at **7:38p.m. p.m.**

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

**CARRIED**

**2021- 227**

**Deputy Mayor Monteith – Councillor North**

**Adjournment Committee  
of Adjustment**

**RESOLVED** that the meeting of the Committee of Adjustment to hear Application MV 2021-06, filed by Michael Mels closes at **8:51 p.m.** and the regular meeting of council reconvene.

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

**CARRIED**

**DELEGATION:**

**8:52 - 9:14 p.m.**

Jennifer Buchanan presented the 2020 audited financial statements to Council. No questions were asked by Council.

**THAT** the Financial Statements for the Year Ended December 31, 2020 of the Corporation of the Township of Southwold, as prepared and presented by Graham Scott Enns, LLP be approved;

**AND THAT** the Mayor, CAO/Clerk and/or Treasurer, as required, be authorized to the sign the following documents associated with the 2020 Year End:

1. Financial Statements
2. Those Charged with Governance checklist letter
3. Management’s Responsibility for Financial Reporting
4. Management Representation Letter
5. Audit findings letter

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

**CARRIED**

**Break 9:14 p.m. – 9:19 p.m.**

**PLANNING:**

**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.

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

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

**CARRIED**

**REPORTS:**

**2021- 230      Councillor Pennings – Councillor North      Firearms By-law Update**

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

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

**CARRIED**

**Office Reopening – COVID-19**

**STAFF DIRECTION**

Staff was given direction by Council to develop a policy for the extension of office hours and to investigate the possibility of including the public works department in that policy. Staff are to report back at next meeting.

**2021- 231      Councillor Pennings – Deputy Mayor Monteith      Request for Shared Water Service – Magdala Road and Third Line Property**

**THAT** Council deigns 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.

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

**CARRIED**

**STAFF DIRECTION**

Staff was given direction from Council to research a private water line and an easement.

**CORRESPONDENCE:**

Council reviewed the items under correspondence.

**BY-LAWS:**

**2021- 232**

**Councillor North – Deputy Mayor Monteith**

**By-laws**

**THAT** By-law Nos. 2021-49, 2021-50, 2021-51, 2021-52 and 2021-53 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	___	___
G. Jones - Mayor	<u>√</u>	___
R. Monteith	<u>√</u>	___
P. North	<u>√</u>	___
J. Pennings	<u>√</u>	___

**CARRIED**

**2021- 233**

**Councillor Pennings – Councillor North**

**By-laws**

**THAT** By-laws Nos. 2021-49, 2021-50, 2021-51, 2021-52 and 2021-53 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	___	___
G. Jones - Mayor	<u>√</u>	___
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	___
J. Pennings	<u>√</u>	___

**CARRIED**

**OTHER BUSINESS:**

Council reviewed the items under Other Business.

**CLOSED SESSION:**

**2021- 234**

**Deputy Mayor Monteith – Councillor Pennings**

**Closed Session**

**THAT** Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **10:06 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board employees. (section 239 (2) (b)) – 2 items – Organizational Review and Shared HR Services
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (section 239 (2) (e)); Fencing Complaint in Shedden
- 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

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

**CARRIED**

**STAFF DIRECTION**

Staff was given direction by Council to the items that were discussed in the Closed Session.

**ADJOURNMENT:**

**2021- 235**

**Councillor North – Councillor Pennings**

**Adjournment**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **11:10 p.m.**

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

P. North                      √          

J. Pennings                  √          

**CARRIED**

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CAO/Clerk  
Lisa Higgs

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Mayor  
Grant Jones

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## MINUTES



Special Council Meeting  
Friday August 27, 2021  
3:42 p.m. Via Video Link

PRESENT: Mayor: G. Jones  
Deputy Mayor: R. Monteith  
Councillors: J. Pennings

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Jeff Carswell, Treasurer

ABSENT: Councillors: S. Emons  
P. North

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

### **DISCLOSURES:**

### **BY-LAWS:**

- (a) By-law No. 2021-54, Being a By-law to Enter into an Agreement with Her Majesty the Queen in Right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (MTO)
- (b) By-law No. 2021-57, being a By-Law to authorize a Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): COVID-19 Resilience Infrastructure Stream – Local Government Intake with Her Majesty the Queen in right of Ontario as represented by the Minister of Infrastructure.

CAO/Clerk Lisa Higgs provided an explanation of the agreements.

2021-236

**Deputy Mayor Monteith – Councillor Pennings**

By-laws

**THAT** By-law Nos. 2021-54 and 2021-57 be read a first and second time.

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

**CARRIED**

2021-237

**Councillor Pennings – Deputy Mayor Monteith**

By-laws

**THAT** By-laws Nos. 2021-54 and 2021-57 be read a third time and finally passed.

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

**CARRIED**

**ADJOURNMENT:**

**2021-238**

**Deputy Mayor Monteith – Councillor Pennings**

**Adjournment**

**THAT** Council for the Township of Southwold adjourns this Special meeting of Council at **3:46 p.m.**

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

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



**Township of Southwold**  
**Economic Development Committee**

**Meeting Minutes**

Tuesday, April 27, 2021 at 8:30 a.m.,  
Webex Meeting

Voting Members:

PRESENT:

Councillor Peter North  
Councillor Justin Pennings  
Steve Bushell  
Jim Carder  
Steve Bushell  
Hiba Arabi

ABSENT:

Barry Harrison  
Graydon Laing

Staff:

Colin Galloway, Elgin Economic Development  
Lisa Higgs, CAO  
Jeff Carswell, Treasurer  
Mark Maseo, Business Advisor Elgin Business  
Resource Centre

**1. Call to order**

Chairperson Peter North called the meeting to order at 8:32 a.m.

**2. Confirmation of Agenda**

Moved by Jim Carder – Seconded Steve Bushell

Resolved that the Agenda for the April 27, 2021 meeting be approved as printed and circulated.

**CARRIED.**

### 3. Minutes from Previous Meeting

Moved by Justin Pennings – Seconded by Jim Carder

Resolved that the minutes from the March 23, 2021, 2021 meeting be approved as printed and circulated.

**CARRIED.**

### 4. New Business

#### Shedden Fingal EA Update

Township CAO Lisa Higgs provided an update on the Environmental Assessment for Wastewater Servicing for Shedden and Fingal. Council considered the report at a special meeting on April 19, 2021 and authorized moving forward with the next steps in providing servicing for potential new development in Shedden and Fingal.

#### Cycling Mural Update

CAO Lisa Higgs provided an update on a proposal for a cycling mural at the Keystone Pavilion. The original proposal was for the Keystone Complex, but Council had concerns about the location and painting the brick. The revised location on the pavilion, that faces Highway 3 will still be

#### Branding Update

Treasurer Jeff Carswell provided an update on the Branding and Marketing project. Additional logo concepts will be presented to Council at the May 10<sup>th</sup> meeting.

#### County of Elgin Official Plan Update

Colin The Committee reviewed information about the County of Elgin Official Plan Update. The information included the proposed timeline, key milestones and

The next meeting is scheduled for June 1, 2021 at 8:30 a.m.

### 5. Adjournment

Moved by Jim Carder – Seconded Justin Pennings

That the meeting does now adjourn at 8:59 a.m.

**CARRIED.**

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Chair, Peter North

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Staff Resource, Jeff Carswell



## Southwold Young at Heart Committee Meeting Minutes July 13<sup>th</sup>, 2021

Tuesday July 13, 2021

Via Video Link

Time meeting started: 10:03 am.

**Attendance:** Councillor Emons, Karen Olmstead, Trudy Kanellis, Deb Logghe, Pat Stannard, Karen Auckland and June McLarty

**Regrets:** Allan Bogart, Randy Graham, Kim Poole

**1. Call Meeting to Order and Welcome** – Meeting called to order at 10:03 am.

**2. Approval of Agenda**

Resolution No.2021-21

Moved by: Deb Logghe

Seconded by: Karen Olmstead

RESOLVED that the agenda of the July 13<sup>th</sup>, 2021 committee meeting of the Southwold Young at Heart be approved.

DISPOSITION: Carried

**3. Approval of the Minutes**

Resolution No. 2021-22

Moved by: Karen Auckland

Seconded by: Pat Stannard

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

DISPOSITION: Carried

**4. July Lunch/Bundle Review**

Committee members thought that it was the best lunch/bundle we have done so far. A lot of wonderful feed back was received. Providing these dinners and bundles has made our program stronger, it is good for the seniors. Some of the left-over items may be used as giveaways at future events.

## **5. Seniors Grant**

The Committee discussed ideas to include in the senior grant application. If we are successful, some of the funds can be used for items when we are back having our events at the complex. Other ideas that funds could be used for are live music concerts, bus trips, scrapbooking or art classes, a spa day, lawn bowling, tour of the Backus Page house, antique displays, walking tours with walking sticks, cooking classes for instant pots, air fryers, rice cookers or a Wii gaming system. The application will need to be submitted by Thursday July 15, 2021. Approved projects must start by Fall 2021 and be completed by March 2022. We will continue with the bundles if we are successful with the grant.

## **6. Financial Statement**

June provided an update of the financial statement.

## **7. Fall Dinner Confirmation**

More discussions will be done at the next meeting. The roast beef dinner will be cost \$17.00 plus the container.

## **8. Fall Bundle Confirmation**

Deb will contact Briwood Market and the Bulk Barn about soup mixes. Sarah will investigate getting cloth bags to put some of the items in. If successful we will order 200. Sarah will also look into maple leaf cookie cutters. Deb will check at the dollar store for Fall hot pads, towels. and/or oven mitts.

## **9. Fall Bundle/Dinner Advertising/Planning**

We will do more advertising for the fall bundle/dinner in August. A write-up will be included in the August tax newsletter. Sarah will distribute a flyer to the residents of Talbotville. We will plan September walking event at our next meeting

## **10. Adjournment**

Resolution No.2021-23

Moved by: Karen Auckland

Seconded by: Karen Olmstead

RESOLVED that the meeting be adjourned at 11:03 a.m. to meet again virtually on Tuesday August 17<sup>th</sup> at 1:00 p.m.

DISPOSITION: Carried



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Bryan Pearce, HBA, CPT, MCIP, RPP, Planner

**REPORT NO:** PLA 2021-25

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2021-06 – Recommendation Report**

---

### **Recommendation(s):**

THAT Council of the Township of Southwold receive Report PLA 2021-25 regarding Zoning By-law Amendment Application ZBA 2021-06 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2021-06, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2021-25.

### **Purpose:**

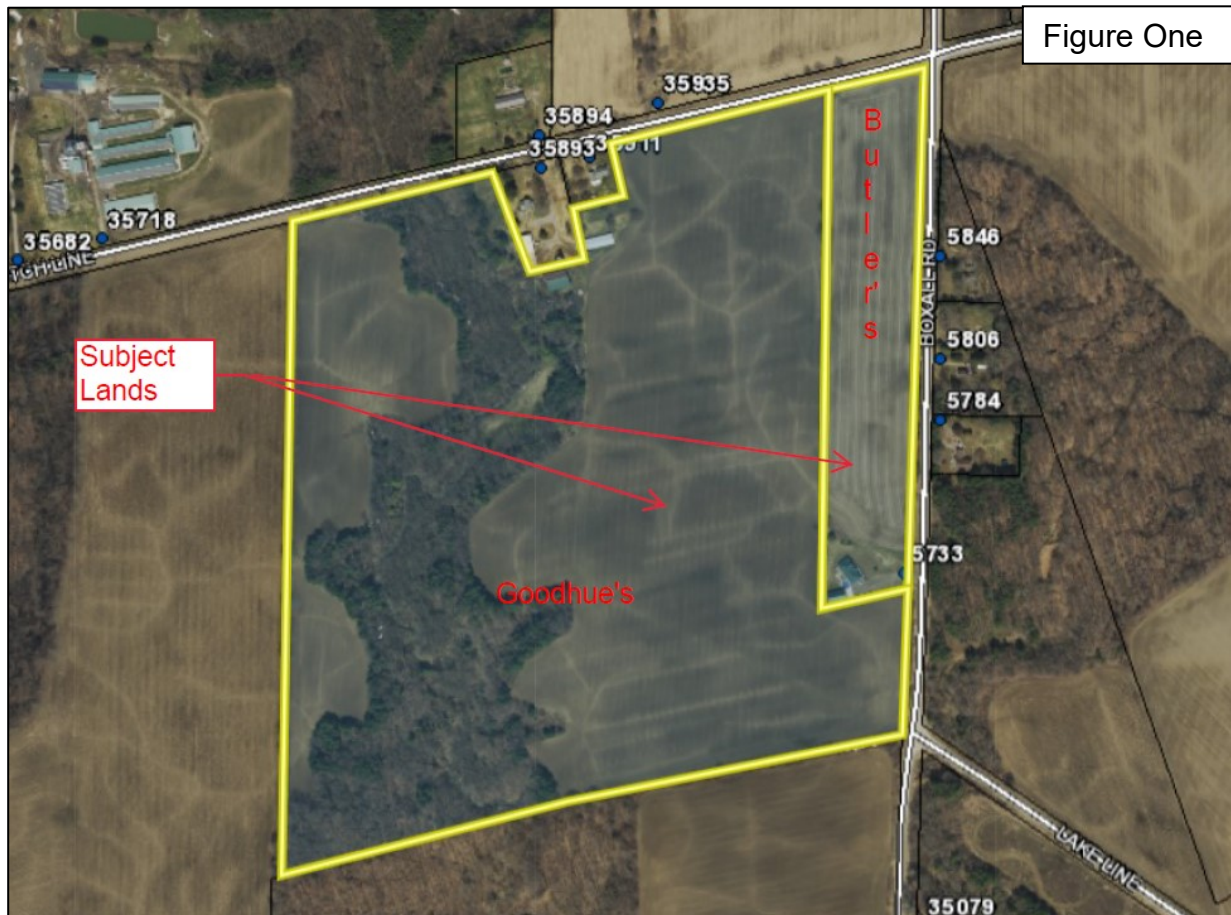
The proposal is to address condition of consent for E38-21, that proposes to rezone the severed parcel, that's being added as a lot addition to the Goodhue lands, from the Agricultural 1 (A1) to Agricultural 3 (A3), in order to prohibit a dwelling; and the retained parcel from the Agricultural 1 (A1) Zone to the Agricultural 1 Special Provision 60 (A1-60), to recognize the minimum lot area of 18,900 square metres (4.67 acres) of the proposed amalgamated parcel.

### **Background:**

Below is a background information, in a summary chart:

<b>Application</b>	ZBA 2021-06
<b>Owner</b>	Kellie Butler
<b>Applicant/Agent</b>	David Roe, Civic Planning Solutions Inc.
<b>Legal Description</b>	Range 1 and 2, Part Lot B, Part Lot 6, North Lake Road
<b>Civic Address</b>	5733 Boxall Road
<b>Entrance Access</b>	Boxall Road
<b>Water Supply</b>	Individual Well
<b>Sewage Supply</b>	Individual Septic System
<b>Existing Land Area</b>	4.61 ha (11.39 ac)

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



The zoning sketch, depicting the land swap (E38-21 and E39-21 applications), is attached to this report as Appendix One for reference purposes. This file is also associated with ZBA 2021-07, owned by the Goodhue's.

**Comments/Analysis:**

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

CEOP

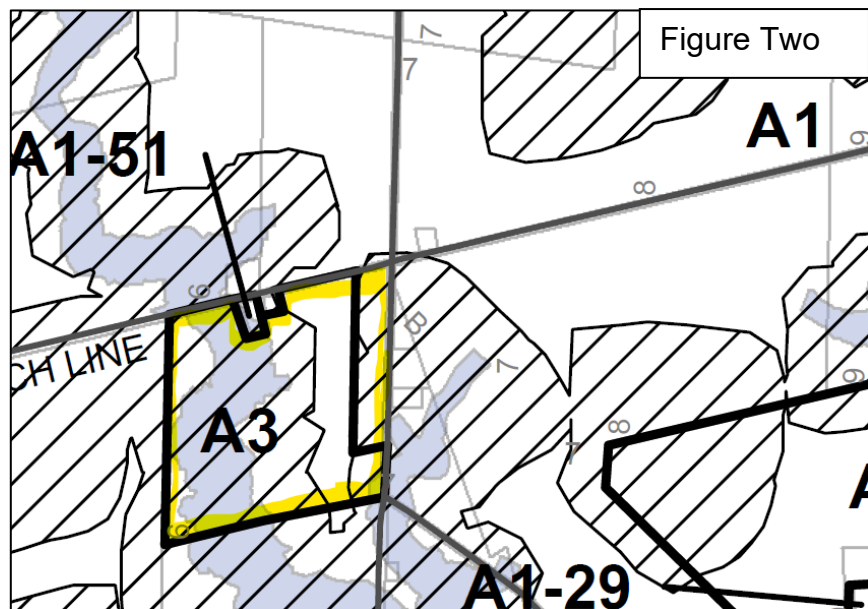
The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. Therefore, this proposed Zoning By-law Amendment conforms to the CEOP.

OP

The subject lands are designated Agricultural on Schedule 'A' Land Use in the OP. No development proposed as part of the two proposed lot additions process. Therefore, this proposal appears to conform to the OP.

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

The subject lands are zoned Agricultural 1 (A1), being the Butler Lands, and a portion of the lands within the Natural Areas and Adjacent Lands Constraint (diagonal line) and Conservation Authority Regulations Constraint (blue filled colour), as shown in the ZBL on Schedule 'A' Map 8, as depicted in Figure Two to the right, with the subject lands outline in yellow.



For the Butler Lands, the A1 Zone permitted uses includes agricultural use and single detached dwelling. 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 1,858.0 square metres (20,000.0 square metres). The maximum lot area permitted is 6,000 square metres (1.48 acres). The minimum lot frontage is 30.0 metres (98.0 feet).

For the Goodhue Lands, the A3 Zone prohibits dwellings and was recently rezoned part of a previous surplus farm dwelling severance for 35893 Scotch Line, through amending By-law 2019-63.

As part of the lands swap, the proposed newly amalgamated parcels will need to comply with the ZBL and adjust the zone boundaries from existing to the proposed newly amalgamated parcels.

The Butler Lands newly amalgamated parcel would be 18,900 square metres (4.67 acres) in lot area, with a frontage of 196.134 metres (643.48 feet), not complying with the Subsection 5.2 (g) requirements of the ZBL. A special provision would be required to be added to recognize the lot area, as a condition of approval. The Butler Lands retained parcel would need to be rezoned from the A1 Zone to the A1-60 Zone.

The Goodhue Lands newly amalgamated parcel would need to be rezoned on the Butler Lands severed parcel from the A1 Zone to the A3 Zone, to coincide with the existing zoning on the Goodhue Lands retained parcel.

Therefore, it would appear that the proposal would comply with the ZBL, provided a Zoning By-law Amendment was obtained for the Goodhue Lands (E39-21) severed parcel and Butler Lands (E38-21) severed and retained parcels, that can be addressed through a condition of the consent application.

Therefore, the proposal for the land swap lot additions 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 August 19, 2021, 25 days prior to the public meeting (minimum 20 days required).

#### Agency Comments

Kettle Creek Conservation Authority, in their August 23, 2021 email, noted the following:

- Based on our mandate and policies, we have no objection to its approval

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.

**Financial Implications:**

None. Application fees were collected in accordance with the Township’s Tariff of Fees By-law, as amended time to time.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**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*.

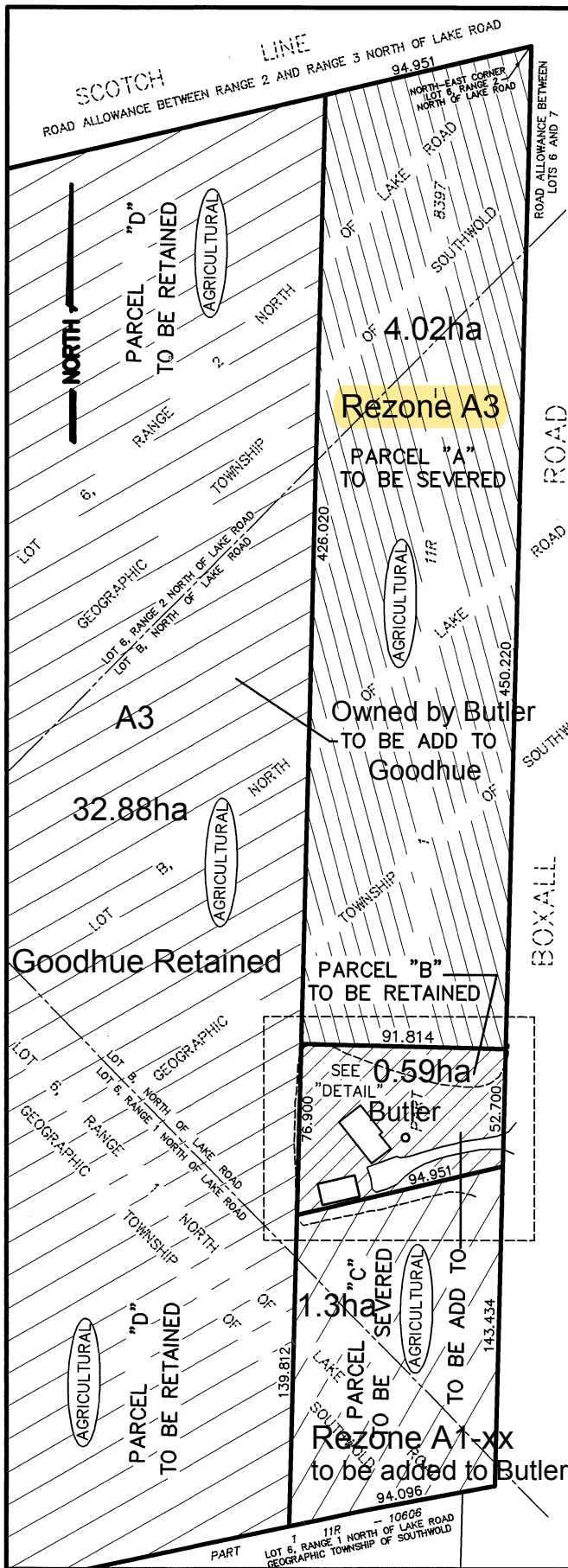
**Respectfully submitted by:  
Bryan Pearce, HBA, CPT, MCIP, RPP**

**Planner  
“Submitted electronically”**

**Approved by:  
Lisa Higgs, CAO/Clerk  
“Approved electronically”**

**Appendices:**

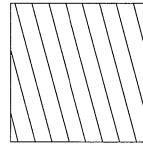
1. Appendix One: ZBA 2021-06 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2021-06



NOT TO SCALE

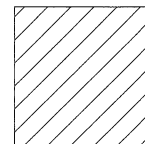
SKETCH FOR PROPOSED SEVERANCE  
PART OF LOT 6  
RANGE 2 NORTH OF LAKE ROAD  
PART OF LOT 6  
RANGE 1 NORTH OF LAKE ROAD  
PART OF LOT B  
RANGE 1 NORTH OF LAKE ROAD  
GEOGRAPHIC TOWNSHIP OF SOUTHWOLD  
COUNTY OF ELGIN

AREA OF PARCEL "A" = 4.02 HECTARES  
AREA OF PARCEL "B" = 0.59 HECTARES  
AREA OF PARCEL "C" = 1.30 HECTARES



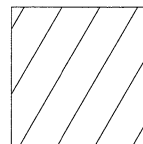
Butler to be added to Goodhue

DENOTES:  
PARCEL "A" TO BE SEVERED



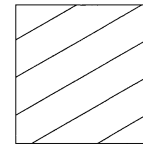
Butler to retain

DENOTES:  
PARCEL "B" TO BE RETAINED



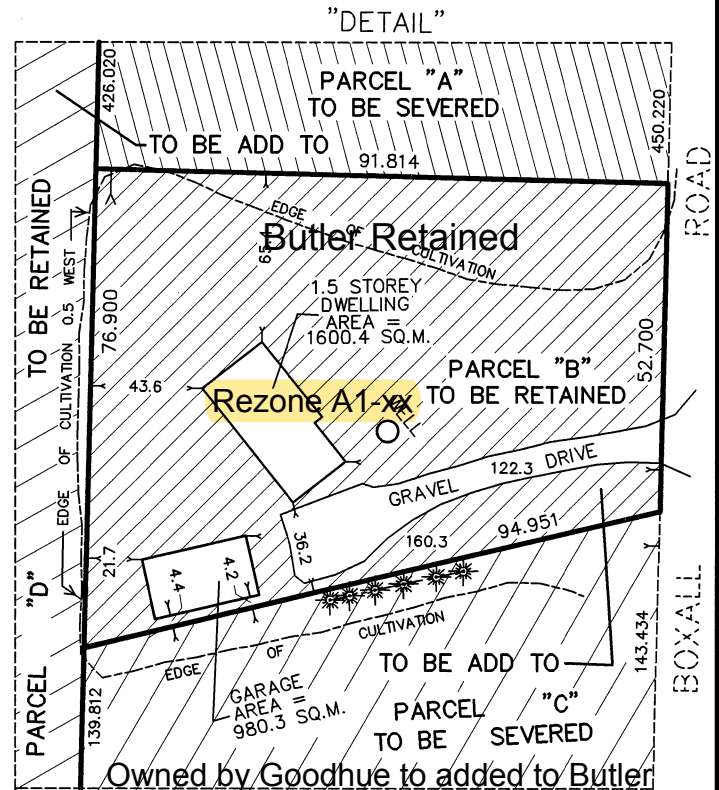
Goodhue to be added to Butler

DENOTES:  
PARCEL "C" TO BE SEVERED



Goodhue to retain

DENOTES:  
PARCEL "D" TO BE RETAINED



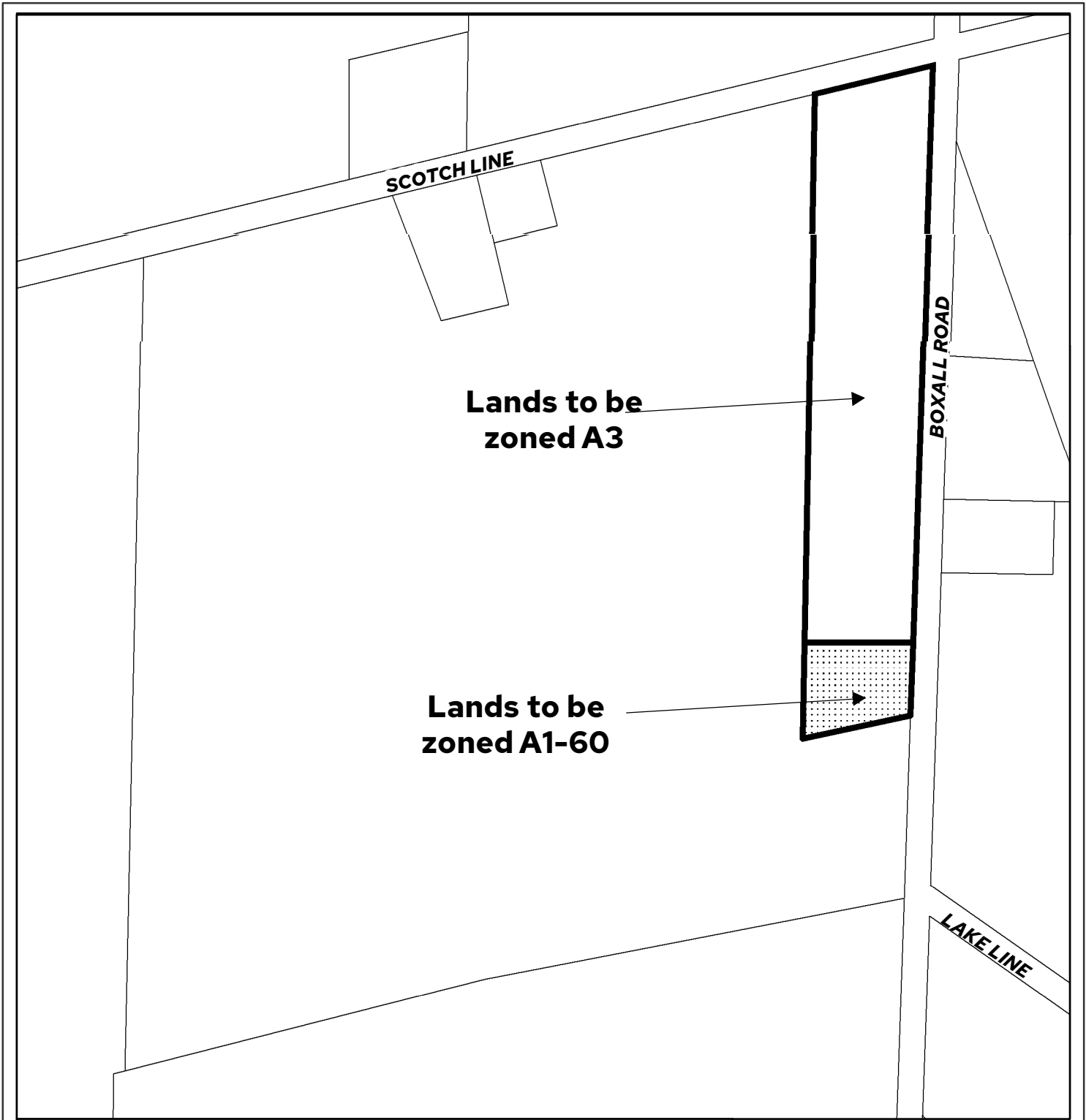
KIM HUSTED SURVEYING LTD.  
ONTARIO LAND SURVEYOR  
30 HARVEY STREET, TILLSBURG ONTARIO, N4G 3J8  
PHONE: 519-842-3638 FAX: 519-842-3639  
PROJECT: 20-16157 REFERENCE: FILE



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

Mayor  
Grant Jones

CAO/Clerk  
Lisa Higgs



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

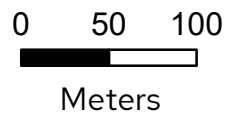
\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**CAO/CLERK**

TOWNSHIP OF SOUTHWOLD  
 COMPREHENSIVE ZONING BY-LAW 2011-14  
 SCHEDULE 'A' MAP 8





## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Bryan Pearce, HBA, CPT, MCIP, RPP, Planner

**REPORT NO:** PLA 2021-26

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2021-07 – Recommendation Report**

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### **Recommendation(s):**

THAT Council of the Township of Southwold receive Report PLA 2021-26 regarding Zoning By-law Amendment Application ZBA 2021-07 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2021-07, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2021-26.

### **Purpose:**

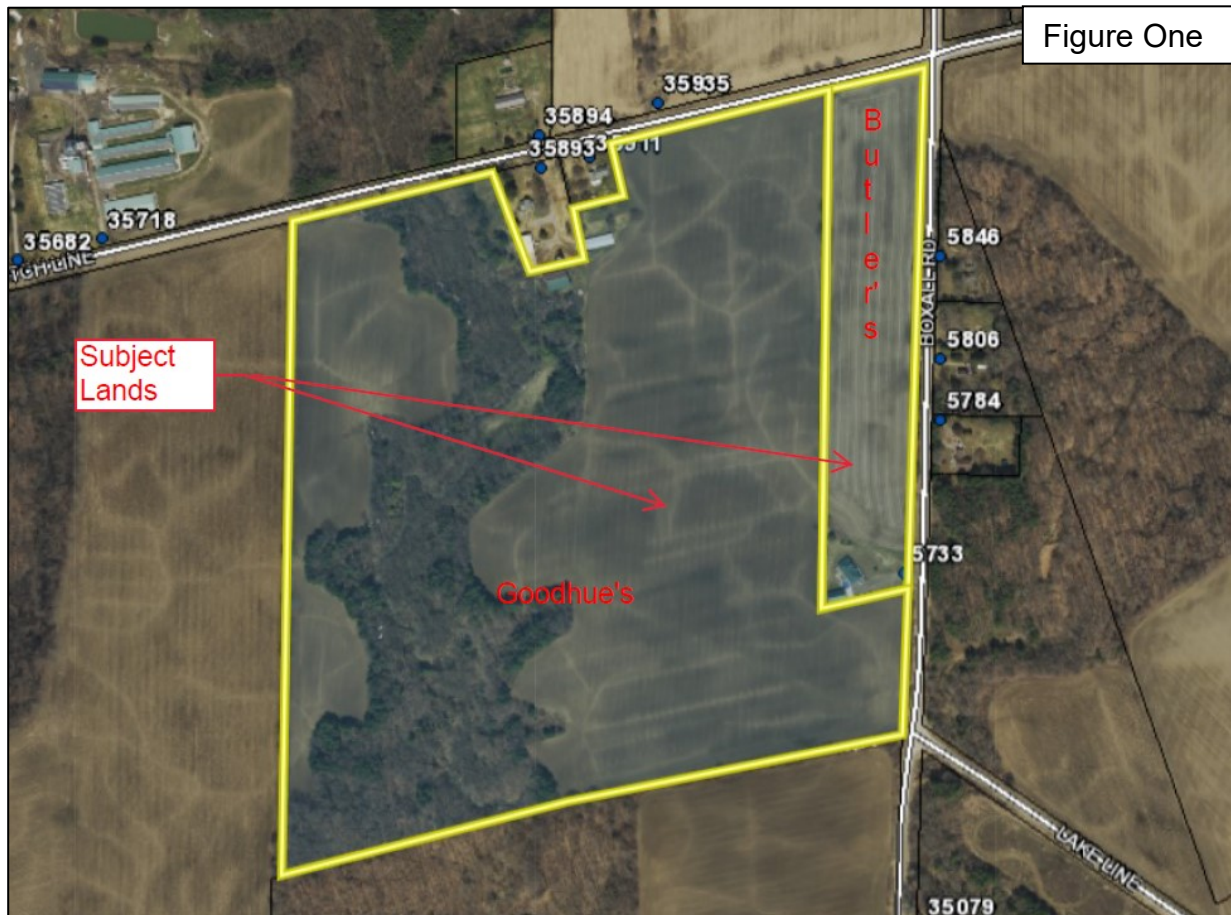
The proposal is to address condition of consent for E39-21, that proposes to rezone the severed parcel, that's being added as a lot addition to the Butler lands, from the Agricultural 3 (A3) Zone to the Agricultural 1 Special Provision 60 (A1-60) Zone, to recognize the minimum lot area of 18,900 square metres (4.67 acres) of the proposed amalgamated parcel.

### **Background:**

Below is a background information, in a summary chart:

<b>Application</b>	ZBA 2021-07
<b>Owner</b>	Goodhue Farms Ltd.
<b>Applicant/Agent</b>	David Roe, Civic Planning Solutions Inc.
<b>Legal Description</b>	Range 2, North Lake Road; Part Lot 6, Range 1 and 2, Part lot B
<b>Civic Address</b>	
<b>Entrance Access</b>	Scotch Line
<b>Water Supply</b>	None
<b>Sewage Supply</b>	None
<b>Existing Land Area</b>	34.18 ha (84.46 ac)

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



The zoning sketch, depicting the land swap (E38-21 and E39-21 applications), is attached to this report as Appendix One for reference purposes. This file is also associated with ZBA 2021-06, owned by the Butler's.

**Comments/Analysis:**

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

CEOP

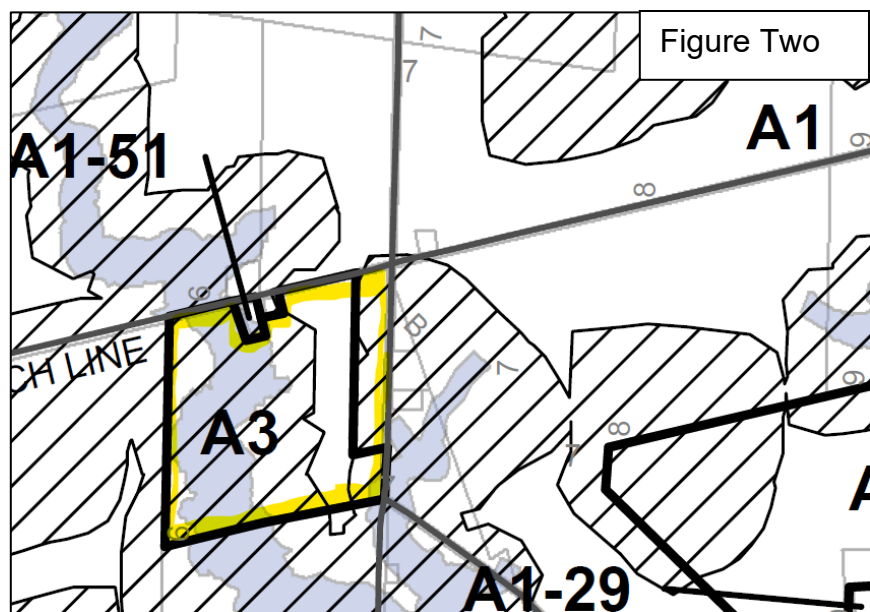
The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. Therefore, this proposed Zoning By-law Amendment conforms to the CEOP.

OP

The subject lands are designated Agricultural on Schedule 'A' Land Use in the OP. No development proposed as part of the two proposed lot additions process. Therefore, this proposal appears to conform to the OP.

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

The subject lands are zoned Agricultural 1 (A1), being the Butler Lands, and a portion of the lands within the Natural Areas and Adjacent Lands Constraint (diagonal line) and Conservation Authority Regulations Constraint (blue filled colour), as shown in the ZBL on Schedule 'A' Map 8, a depicted in Figure Two to the right, with the subject lands outline in yellow.



For the Butler Lands, the A1 Zone permitted uses includes agricultural use and single detached dwelling. 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 1,858.0 square metres (20,000.0 square metres). The maximum lot area permitted is 6,000 square metres (1.48 acres). The minimum lot frontage is 30.0 metres (98.0 feet).

For the Goodhue Lands, the A3 Zone prohibits dwellings and was recently rezoned part of a previous surplus farm dwelling severance for 35893 Scotch Line, through amending By-law 2019-63.

As part of the lands swap, the proposed newly amalgamated parcels will need to comply with the ZBL and adjust the zone boundaries from existing to the proposed newly amalgamated parcels.

The Butler Lands newly amalgamated parcel would be 18,900 square metres (4.67 acres) in lot area, with a frontage of 196.134 metres (643.48 feet), not complying with the Subsection 5.2 (g) requirements of the ZBL. A special provision would be required to be added to recognize the lot area, as a condition of approval. The Goodhue Lands severed parcel would need to be rezoned from the A3 Zone to the A1-60 Zone.

Therefore, it would appear that the proposal would comply with the ZBL, provided a Zoning By-law Amendment was obtained for the Goodhue Lands (E39-21) severed parcel and Butler Lands (E38-21) severed and retained parcels, that can be addressed through a condition of the consent application.

Therefore, the proposal for the land swap lot additions 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 August 19, 2021, 25 days prior to the public meeting (minimum 20 days required).

#### Agency Comments

Kettle Creek Conservation Authority, in their August 23, 2021 email, noted the following:

- Based on our mandate and policies, we have no objection to its approval

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.

### **Financial Implications:**

None. Application fees were collected in accordance with the Township’s Tariff of Fees By-law, as amended time to time.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**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*.

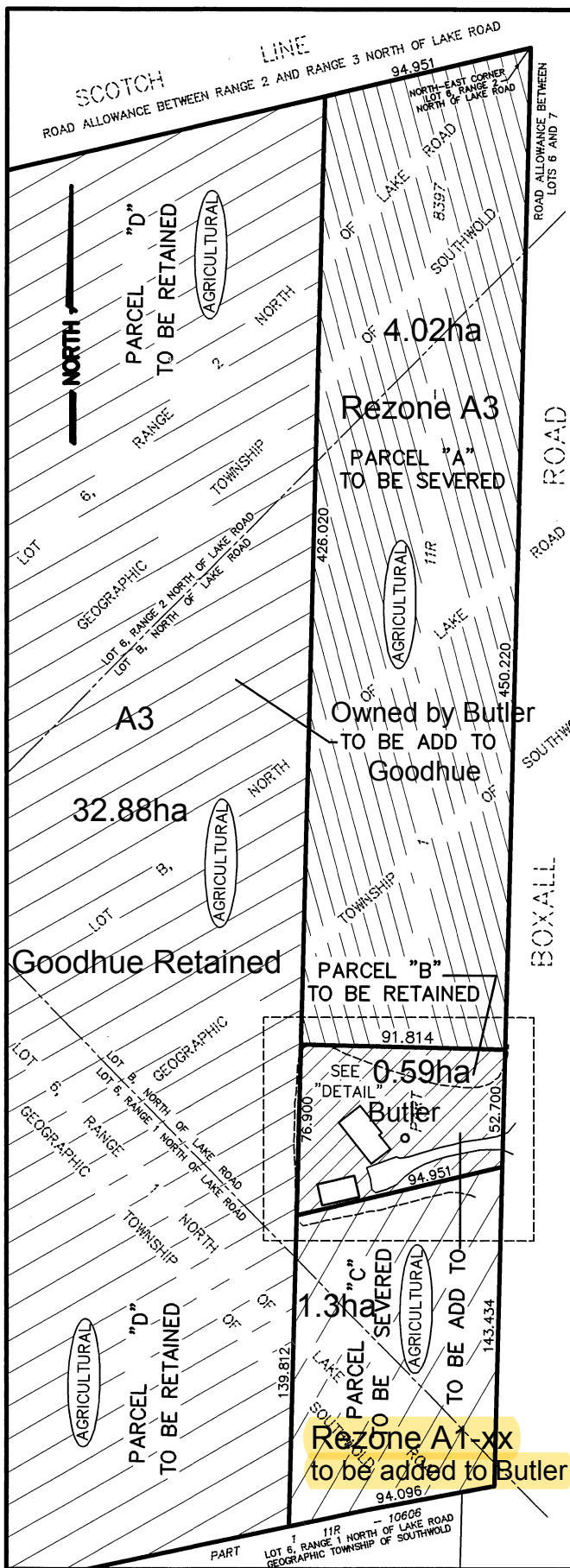
**Respectfully submitted by:**  
**Bryan Pearce, HBA, CPT, MCIP, RPP**  
**Planner**  
**“Submitted electronically”**

**Approved by:  
Lisa Higgs, CAO/Clerk  
“Approved electronically”**

**Appendices:**

1. Appendix One: ZBA 2021-07 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2021-07

**REPORT PLA 2021-26  
APPENDIX ONE:  
ZBA 2021-07 SKETCH**

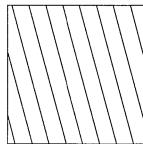


NOT TO SCALE

SKETCH FOR

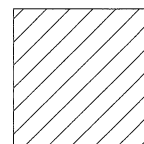
PART OF LOT 6  
RANGE 2 NORTH OF LAKE ROAD  
PART OF LOT 6  
RANGE 1 NORTH OF LAKE ROAD  
PART OF LOT B  
RANGE 1 NORTH OF LAKE ROAD  
GEOGRAPHIC TOWNSHIP OF SOUTHWOLD  
COUNTY OF ELGIN

AREA OF PARCEL "A" = 4.02 HECTARES  
AREA OF PARCEL "B" = 0.59 HECTARES  
AREA OF PARCEL "C" = 1.30 HECTARES



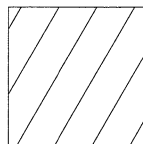
Butler to be added to Goodhue

DENOTES:  
PARCEL "A" TO BE SEVERED



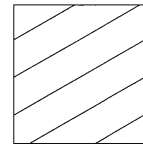
Butler to retain

DENOTES:  
PARCEL "B" TO BE RETAINED



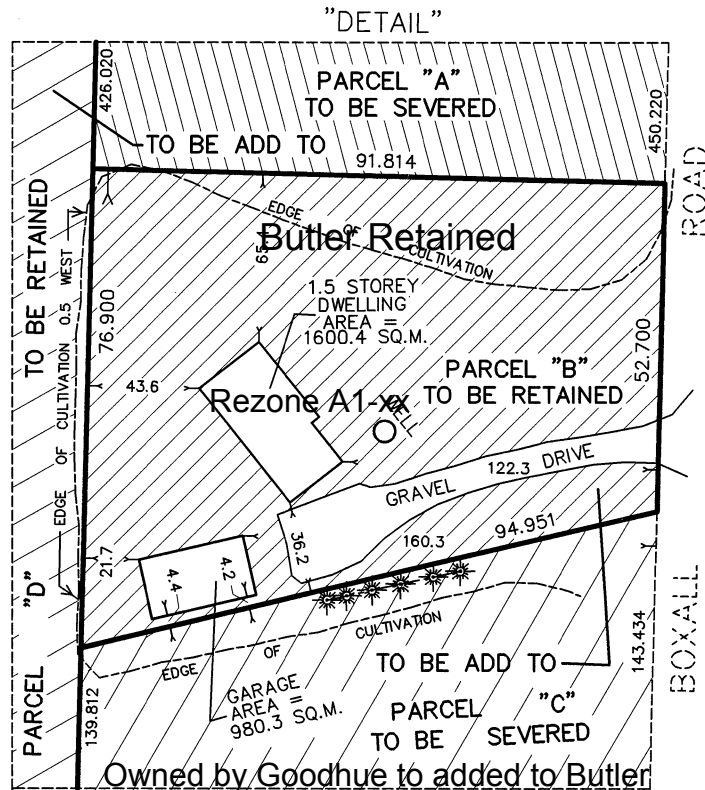
Goodhue to be added to Butler

DENOTES:  
PARCEL "C" TO BE SEVERED



Goodhue to retain

DENOTES:  
PARCEL "D" TO BE RETAINED



KIM HUSTED SURVEYING LTD.  
ONTARIO LAND SURVEYOR  
30 HARVEY STREET, TILLSBURG ONTARIO, N4G 3J8  
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 20-16157 REFERENCE: FILE



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

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

**Being 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 8, to change the zone symbol applying to lands legally described as Range 2, North Lake Road; Part Lot 6, Range 1 and 2, Part Lot B, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Agricultural 3 (A3) Zone to Agricultural 1 Special Provision 60 (A1-60) 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.**

---

Mayor  
Grant Jones

---

CAO/Clerk  
Lisa Higgs





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Bryan Pearce, HBA, CPT, MCIP, RPP, Planner

**REPORT NO:** PLA 2021-27

**SUBJECT MATTER: Crown Land use Planning Process – Fingal Wildlife Management Area – Opportunity to Comment to the Ministry**

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#### **Recommendation(s):**

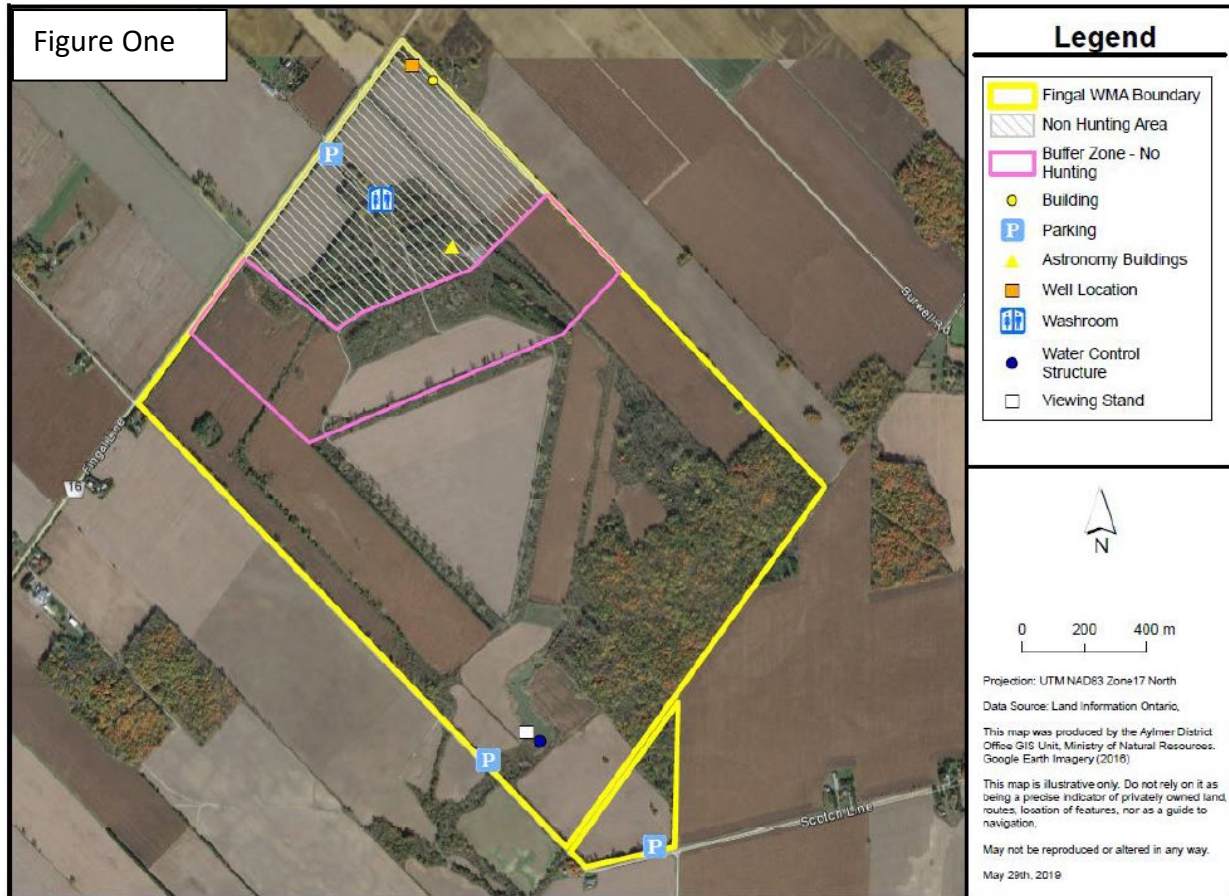
THAT Council of the Township of Southwold receive Report PLA 2021-27 regarding Crown Land Use Planning Process – Fingal Wildlife Management Area – Opportunity to Comment to the Ministry;

AND THAT Council of the Township of Southwold choose one of the following three options:

- Option One:
  - And That Council of the Township of Southwold directs Township Administration to provide Township comments to the Ministry of Northern Development, Mines, Natural Resources and Forestry on the Crown Land Use Planning Process for Fingal Wildlife Management Area, through commentary received at the September 13, 2021 Council Meeting.
- Option Two:
  - And That Council of the Township of Southwold directs Township Administration to report back to the September 27, 2021 Council Meeting, to draft formal comments to the Ministry of Northern Development, Mines, Natural Resources and Forestry on the Crown Land Use Planning Process for Fingal Wildlife Management Area, through commentary received at the September 13, 2021 Council Meeting.
- Option Three:
  - And That Council of the Township of Southwold has no comments to the Ministry of Northern Development, Mines, Natural Resources and Forestry on the Crown Land Use Planning Process for Fingal Wildlife Management Area, at this time.

**Purpose:**

The purpose of this report is to give Council an opportunity to comment, to confirm whether the land use intent and policies remains current, relevant and effective in guiding the uses and activities of the Fingal Wildlife Management Area (WMA), as depicted in Figure One on the next page of this report.



**Background:**

The Ministry of Northern Development, Mines, Natural Resources and Forestry is inviting comments on the Crown land use planning process for the Fingal WMA, as well as the Aylmer, and Calton Swamp WMAs, until October 4, 2021.

Township Administration has forwarded the invitation to comment to the County Planning Office, Malahide Planning Office, and Kettle Creek Conservation Authority Planning Office, should those organizations wish to comment from their perspective, since in their area of jurisdiction.

Section 6(2) of the *Planning Act* states that: A ministry, before carrying out or authorizing any undertaking that MNR considers will directly affect any municipality, shall consult with, and have regard for, the established planning policies of the municipality. This legislative provision applies to some Crown land use planning proposals in areas where there are municipalities.

A summary of the land use intent for the Fingal WMAs is to:

- Protect and enhance wildlife and their habitat, with an emphasis on game species, such as migratory waterfowl and upland game,
- Facilitate no-fee, day-use, wildlife-related recreational activities,
- Permit other activities when they are wildlife-oriented and compatible, and
- In Aylmer and Fingal, to act as a demonstration site of wildlife management on farmland.

As contained within the Ministry correspondence, the following topics and questions are being considered in this planning process:

#### **Land Use Intent**

1. Does the land use intent (as referenced above) capture how the Fingal WMA should be used and managed?
  - a. If yes, what parts best describe your interest?
  - b. If no, what changes would you suggest? Is there something missing?

#### **Permitted Uses**

2. Do permitted uses in the Fingal WMAs reflect the land use intent?
  - a. If yes, which of the permitted uses best reflect how you use or would like to use these areas?
  - b. If not, what changes would you suggest? Is there a wildlife-oriented activity that should be permitted or is unclear in the CLUPA policy reports?

#### **Agriculture for Wildlife**

3. Should the Crown lands in the Fingal WMA continue to be managed as farmland for the purpose of wildlife management (i.e., wildlife-friendly farming practices)?
  - a. If yes, are changes or clarifications to the current guidelines needed? If so, what would you like to see?
  - b. If no, what changes would you suggest?

#### **Additional Suggestions**

4. Do you have additional suggestions on:
  - a. Managing these Crown lands?

- b. Helping with our assessment of the land use policies?

For additional information, please review to Appendix One of this report, containing the Crown Land Use Planning: Invitation to Comment.

The management of the Fingal WMA is supported by the Elgin Stewardship Council (ESC). More information can be found on the ESC website:

<https://www.elginstewardshipcouncil.com/natural-areas/fingal-wildlife/>

Township Administration has printed out Fingal WMA on the Crown Land Use Policy Atlas Policy Report, attached as Appendix Two of this report, which will aid in review of Questions 1 and 2 above.

### **Comments/Analysis:**

#### Township of Southwold Official Plan

The subject lands are designated Open Space (green colour) and Agricultural (white colour) on Schedule 'A' Land Use in the Township of Southwold Official Plan (OP), as depicted in Figure Two to the right.

Within the Open Space designation, open space and recreational uses will be the primary uses. Additional uses such as land, water and forest conservation, storm water detention areas, and ancillary accessory structures or buildings are also permitted.



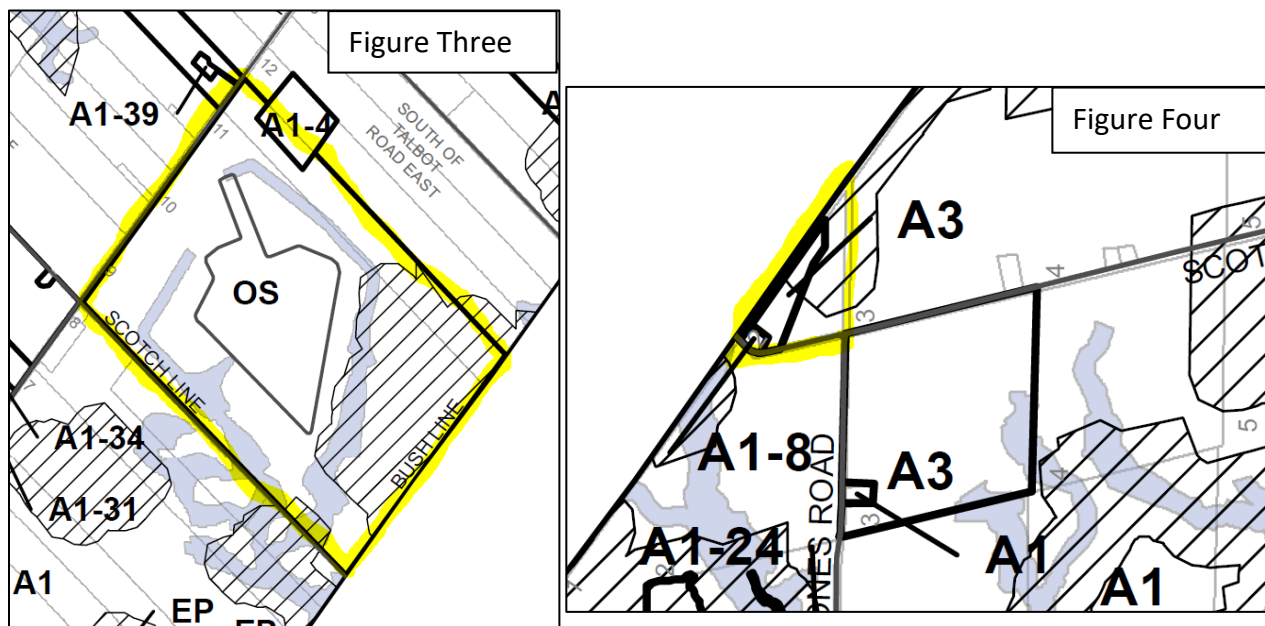
In the Agricultural Area, the main permitted uses of land are agricultural uses.

The woodland areas of the subject lands are identified as significant woodlands within the OP, subject to the natural heritage policies of Section 2.1.

The water features (water body and watercourses) of the subject lands are identified as natural hazard lands within the OP, subject to the natural hazard policies of Section 2.1.

Township of Southwold Comprehensive Zoning By-Law 2011-14

The subject lands, outlined in yellow below, are zoned Open Space (OS) and Agricultural 1 Special Provision 4 (A1-4) on the north portion of the Fingal WMA, as depicted in Figure Three below, from Schedule A, Map 5 of the Township of Southwold Comprehensive Zoning By-law 2011-14 (ZBL). The southern portion of the subject lands are zoned Agricultural 1 Special Provision 8 (A1-8), Agricultural 3 (A3) and Agricultural 1 (A1) as depicted in Figure Four below, from Schedule A, Map 8 of the ZBL.



**Financial Implications:**

None.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.

- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Summary/Conclusion:**

Township Administration can provide comments, if any, to the Ministry on the Crown Land Use Planning Process for Fingal WMA, as directed by Council.

**Respectfully submitted by:  
Bryan Pearce, HBA, CPT, MCIP, RPP  
Planner**

**Approved by:  
Lisa Higgs, CAO/Clerk  
"Approved electronically"**

**Appendices:**

1. Appendix One: Crown Land Use Planning: Invitation to Comment
2. Appendix Two: Fingal WMA on the Crown Land Use Policy Atlas Policy Report

## **Invitation to Comment: Crown Land Use Planning**

The **Ministry of Northern Development, Mines, Natural Resources and Forestry** invites your comments on the Crown Land Use Planning process for the following three Crown land properties:

- Aylmer Wildlife Management Area
- Fingal Wildlife Management Area
- Calton Swamp Wildlife Management Area

The Ministry is seeking your input to confirm whether the land use intent and policies for the three Wildlife Management Areas (WMA) remain current, relevant, and effective in guiding the uses and activities of these properties.

The information and maps below have been included to better inform your understanding of the Crown Land Use Planning process.

### **Crown Land Use Planning and Policy**

Crown land use policy outlines where and under what conditions activities can occur on Crown lands and waters managed under the *Public Lands Act* in Ontario. Land use policy is developed and updated through Crown land use planning, a process where the Ministry works in consultation with Indigenous communities, other provincial ministries, stakeholders and the public. The [Guide for Crown Land Use Planning](#) provides policy and process direction for Crown land use planning. Part of the planning cycle includes assessment to determine if the land use policies that were adopted are still appropriate, or whether further review is required. Through this invitation to comment, the Ministry is seeking input on the current land use policies for the three sites to inform whether further review is needed.

For more information, visit: [Ontario.ca/page/crown-land-planning](https://ontario.ca/page/crown-land-planning)

### **Crown Land Use Policy Atlas**

[Crown Land Use Policy Atlas](#) (CLUPA) is an online tool that contains area-specific land use policy for Crown lands in the form of maps and corresponding policy reports. As the authoritative source for Crown land use policy in the province, CLUPA also provides a platform to document updates to land use policy.

Policy reports reflect a consolidation of existing Crown land use policy from a variety of sources for a specific piece of geography. The information provided in a policy report includes:

- Area name
- Land use designation
- Location information (district, area, etc.)
- Description
- Land use intent
- List of permitted uses and guidelines
- Sources of direction

The land use designation and land use intent provide the broader land and resource use context and may communicate specific objectives that should be emphasized or prioritized in decision making. Permitted uses and activities are included in a standard table format, indicated by a “Yes” or “No”, and outline any additional guidelines to inform management of these uses. All decisions about the management and allocation of land and natural resources must be consistent with applicable land use intent and policies.

For more information, visit: [Ontario.ca/page/crown-land-use-policy-atlas](https://ontario.ca/page/crown-land-use-policy-atlas)

### **Aylmer, Fingal and Calton Swamp Wildlife Management Areas**

The **Aylmer WMA** (209 hectares) is located four (4) kilometers northeast of the Town of Aylmer, in the Township of Malahide, Elgin County. Upon acquisition of the property from the Royal Canadian Air Force in 1962, it was restored to provide habitat for waterfowl, shore birds, songbirds and game birds. The property contains a Provincially Significant Wetland and is recognized as a federally designated Important Bird Area. In Aylmer WMA, 44 hectares of land is farmed using a crop rotation of corn, soybean and winter wheat. The Ontario Police College occupies part of the property and is not included within the provincial wildlife area boundary.

The **Fingal WMA** (292 hectares) is located east of the City of St. Thomas, in the Municipality of Southwold in the County of Elgin. This property was acquired from the Royal Canadian Air Force in 1965 and opened for public hunting of upland game birds. The property contains hiking trails through forests, grasslands and wetlands as well as a picnic area and a small viewing tower overlooking a wetland and tallgrass prairie habitat. In Fingal WMA, 158 hectares of land is farmed using a crop rotation of corn, soybean and winter wheat.

The **Calton Swamp WMA** (41 hectares) is located southeast of the Town of Aylmer in Malahide Township, Elgin County. Calton Swamp is a mix of wetlands, deciduous forest and a pine plantation that supports a diverse mix of wildlife species. Calton Swamp contains a Provincially Significant Wetland that provides waterfowl and marsh bird migratory and breeding habitats. The Catfish Creek Conservation Authority own 43 hectares of adjacent lands that are managed in association with the parcels managed by the Ministry.

The Elgin Stewardship Council and its many volunteers support the management of the three WMAs and Ducks Unlimited Canada provides wetland management conservation support at Aylmer and Calton Swamp.

Policy reports for the three WMAs can be found on CLUPA at the links below:

[Aylmer Wildlife Management Area](#)

[Calton Swamp Wildlife Management Area](#)

[Fingal Wildlife Management Area](#)

## **Land Use Intent**

Aylmer, Fingal and Calton Swamp WMAs are designated as Provincial Wildlife Areas, which are areas specifically managed for wildlife and to provide opportunities for outdoor recreation, particularly hunting and wildlife viewing.

A summary of the land use intent for Aylmer, Fingal and Calton Swamp WMAs is to:

- Protect and enhance wildlife and their habitat, with an emphasis on game species, such as migratory waterfowl and upland game,
- Facilitate no-fee, day-use, wildlife-related recreational activities,
- Permit other activities when they are wildlife-oriented and compatible, and
- In Aylmer and Fingal, to act as a demonstration site of wildlife management on farmland.

## **Permitted Uses**

Some of the permitted uses in Aylmer, Fingal and Calton Swamp WMAs are Crown land recreation, which includes hunting, hiking, scientific research, environmental education, and nature appreciation. Many uses are permitted only if there is a valid case the activity is wildlife-oriented or compatible.

Crown Land Disposition is a permitted use in Aylmer and Fingal. Disposition means the granting of property rights (e.g., freehold or leasehold title) or personal rights (e.g., land use permit, licence of occupation) to Crown lands. For acquired lands, such as Aylmer and Fingal, the Ministry manages the lands through issuance of land use permits, which permit occupancy of Crown lands for a stated purpose. The guideline for the Crown Land Disposition permitted use states that a valid case must be made that the activity is wildlife oriented or compatible. Disposition of a maximum 50 hectares for agriculture is permitted in Aylmer, and a maximum of 165 hectares for agriculture is permitted in Fingal; wildlife stewardship should be demonstrated with agricultural management practices. Crown Land Disposition is not permitted in Calton Swamp, unless there is a valid case the activity is wildlife-oriented or compatible.

## **What is a Demonstration Site of Wildlife Management on Farmland?**

Wildlife habitat may be described as the combination of land-type, vegetation, and climate conditions that a species needs for food, shelter, and reproduction. Agricultural land provides important habitat for some wildlife species.

Some examples of farmland practices that benefit wildlife include creating buffer strips, fence rows and windbreaks. Adding valuable habitat, through grasslands, wetlands, riparian buffers, forest cover and pollinator habitat provides excellent wildlife benefits. Thoughtful selection and rotations of specific crops, conservation tillage, cover crops and delaying haying are another effective way that benefits both the environment and the farm itself. These benefits include improving soil health, reducing erosion and decreasing the need for pest and disease control.

For more information, visit: [Ontario.ca/page/creating-wildlife-habitat](https://ontario.ca/page/creating-wildlife-habitat).

## **Discussion Questions**

The following topics and questions are being considered in this planning process:

### **Land Use Intent**

1. Does the land use intent (managed for wildlife and to provide opportunities for outdoor recreation) capture how the three WMAs should be used and managed?
  - a) If yes, what parts best describe your interest?
  - b) If no, what changes would you suggest? Is there something missing?

### **Permitted Uses**

2. Do permitted uses in the three WMAs reflect the land use intent (managed for wildlife and to provide opportunities for outdoor recreation)?
  - a) If yes, which of the permitted uses best reflect how you use or would like to use these areas?
  - b) If not, what changes would you suggest? Is there a wildlife-oriented activity that should be permitted or is unclear in the CLUPA policy reports?

### **Agriculture for Wildlife**

3. Should the Crown lands in the Aylmer and Fingal WMAs continue to be managed as farmland for the purpose of wildlife management (i.e., wildlife-friendly farming practices)?
  - a) If yes, are changes or clarifications to the current guidelines needed? If so, what would you like to see?
  - b) If no, what changes would you suggest?
4. Do you have additional suggestions on:
  - a) Managing these Crown lands?
  - b) Helping with our assessment of the land use policies?

## **How to Get Involved**

You are invited to provide comments on the above questions for a period of forty-five (45) days. **Comments will be accepted until October 4, 2021.** For further information and to submit comments, please contact:

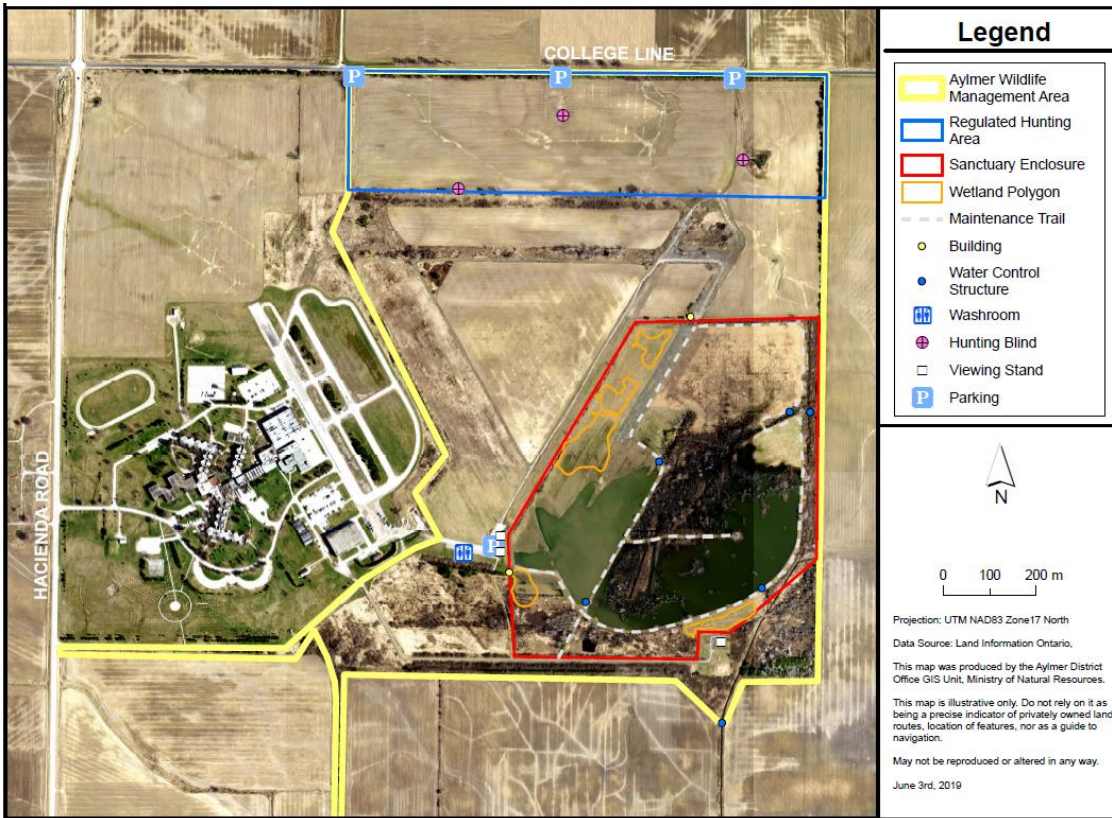
Ministry of Northern Development, Mines, Natural Resources and Forestry  
Regional Operations Division, Aylmer District  
615 John Street North, Aylmer ON N5H 2S8  
Tel: 519-773-9241 / Email: MNRF.AYL@ontario.ca

### **What's Next?**

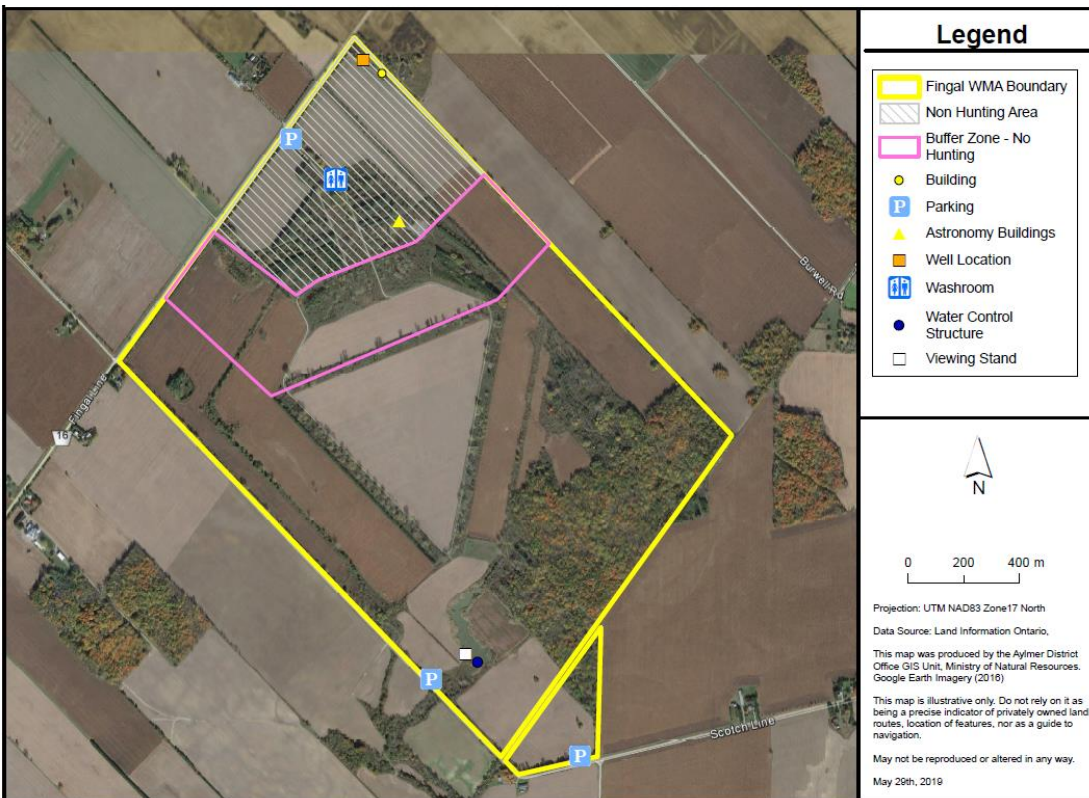
We appreciate your participation in this planning process. All comments received will be considered. No changes to the Wildlife Management Areas are proposed at this time. Minor or major proposals to amend Crown land use policy would require further public and Indigenous review with an opportunity for submission of comments, in accordance with the Guide for Crown Land Use Planning.

*Comments and personal information regarding this planning process are collected under the authority of the Public Lands Act to assist in making decisions. Comments and opinions which do not constitute personal information as defined by the Freedom of Information and Protection of Privacy Act, will be shared among NDMNRF and others as appropriate, and may be included in study documentation that is made available for public review. Personal information will remain confidential unless prior consent to disclose is obtained.*

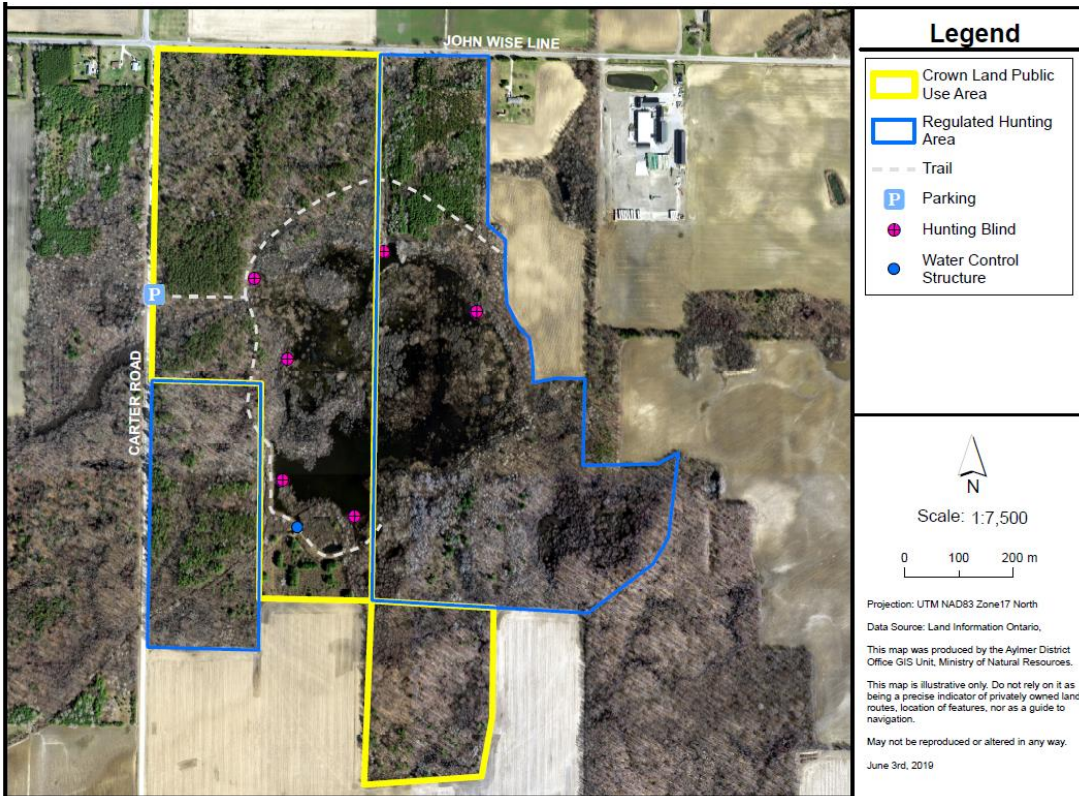
# Aylmer Wildlife Management Area



# Fingal Wildlife Management Area



# Calton Swamp Wildlife Management Area





Ministry of Natural Resources  
**Crown Land Use Policy Atlas**  
**Policy Report**  
**PW4103: Fingal Wildlife Management Area**

ID: PW4103

**Area Name:** Fingal Wildlife Management Area

**Designation:** Provincial Wildlife Area

**District(s):** Aylmer

**Area (hectares):** 292

**Date Policy Report Last Updated:** January 01, 2020

Southwold in the County of Elgin, the Fingal property contains forested, tallgrass prairie, pond, shrub and agricultural habitat for wildlife.

**DESCRIPTION:**

Situated near the City of St. Thomas, in the Municipality of

**REPORT PLA 2021-27**  
**APPENDIX TWO:**  
**FINGAL WMA ON THE**  
**CROWN LAND USE**  
**POLICY ATLAS**  
**POLICY REPORT**

This property was acquired from the Royal Canadian Air Force in 1965 and opened for public hunting of upland game birds. Since acquisition, over 200 species of wildlife have been using the habitat during migration or breeding season. The diversity of wildlife on the Fingal property supports a range of wildlife-related recreational activities. The property contains hiking trails through forests, grassland and wetlands as well as a picnic area and a small viewing tower overlooking a wetland and tallgrass prairie habitat. The area offers excellent opportunities for day use outdoor recreation. Management of the Fingal property is supported by the Elgin Stewardship Council.

**LAND USE INTENT:**

The Fingal Wildlife Management Area will be managed to provide habitat for upland game species and other priority species, as well as, to provide associated wildlife-based recreational activities, including hunting, hiking, research, environmental education, nature appreciation/interpretation and to act as a demonstration site of wildlife management on farm land.

Activities and projects that protect and enhance wildlife and their habitat, as well as provide educational/research opportunities, will be considered. Unless there is a valid case that any other proposed activity is wildlife-oriented or compatible, no other activities will be permitted on the property.

**MANAGEMENT DIRECTION:**

MNRF will consider the Land Use Intent and Management Direction outlined in this policy report when reviewing applications for permitted activities that require licences, leases, permits, or other forms of approval. Commercial and Land and Resource Management Activities listed as permitted may require authorization under the relevant legislation (e.g., Public Lands Act, Aggregate Resources Act, Fish and Wildlife Conservation Act, etc.). The review of individual applications involves the consideration of a variety of factors and requirements on an application and site-specific basis, in addition to land use policy.

Individuals seeking to carry out any of the permitted activities listed below should contact the local MNRF district office to find out if an authorization is required.

Crown lands are managed in a manner consistent with the Constitutional protection afforded to existing Aboriginal and treaty rights.

COMMERCIAL ACTIVITIES		
Activity	Permitted	Guidelines
Aggregate Extraction	No	
Bait Fishing	No	Unless there is a valid case this activity is wildlife-oriented or compatible.
Commercial Fishing	No	Unless there is a valid case this activity is wildlife-oriented or compatible.
Commercial Fur Harvesting	Yes	

Activity	Permitted	Guidelines
Commercial Hydro Development	No	
Commercial Power Generation Development	No	
Commercial Timber Harvest	Yes	A valid case must be made that the activity is wildlife oriented or compatible.
Commercial Tourism (Services and/or Facilities)	No	Unless there is a valid case this activity is wildlife-oriented or compatible.
Mineral Exploration and Development	No	Mineral exploration and development is carried out under the Mining Act. The Mining Lands Administration System displays the location of active unpatented mining claims in Ontario. For further information please refer to: <a href="https://www.mndm.gov.on.ca/en/mines-and-minerals/exploration-and-developing-minerals-ontario">https://www.mndm.gov.on.ca/en/mines-and-minerals/exploration-and-developing-minerals-ontario</a> .

### LAND AND RESOURCE MANAGEMENT ACTIVITIES

Activity	Permitted	Guidelines
Crown Land Disposition	Yes	A valid case must be made that the activity is wildlife oriented or compatible.  Disposition of a maximum of 165 hectares for agriculture is permitted. Wildlife stewardship should be demonstrated with agricultural management practices.
Private Recreation Camp, New	No	
Road Development and Maintenance, Existing	No	Unless there is a valid case this activity is wildlife-oriented or compatible.  Maintenance of existing parking lots/access points is permitted.
Road Development and Maintenance, New	No	Unless there is a valid case this activity is wildlife-oriented or compatible.

### RECREATION ACTIVITIES AND FACILITIES

Activity	Permitted	Guidelines
Crown Land Recreation	Yes	The only motorized vehicle access permitted, other than in the parking lot or as outlined permitted for snowmobiling below, will be for maintenance, agriculture and emergency purposes.  Training and trials of hunting dogs will be permitted only with prior authorization from the MNRF.
Horseback Riding (trail)	No	Horseback riding and horse-drawn vehicles are prohibited.
Hunting	Yes	Hunting is permitted in accordance with the Fish and Wildlife Conservation Act and regulations. Special regulations apply to the Fingal Hunting Area that permit hunting of migratory game birds and small game only. Hunting is permitted on Mondays, Wednesdays, Thursdays or Saturdays. Hunting of migratory game birds is only permitted between half an hour before sunrise to noon. Refer to Ontario Regulation 665/98 Part XVI - Special Hunting Areas for full details of regulations that apply or visit <a href="http://www.ontario.ca/hunting">www.ontario.ca/hunting</a> .  Some municipalities have by-laws that apply to hunting including restricting the discharge of firearms. Check with the local municipal office for details.
Road Use (public), Existing	No	The only motorized vehicle access permitted, other than in the parking lot or as outlined permitted for snowmobiling below, will be for maintenance, agriculture and emergency purposes.

Activity	Permitted	Guidelines
<b>Snowmobiling</b>	No	The Ontario Federation of Snowmobile Clubs will be permitted to maintain a snowmobile trail. The location of the trail will be established to ensure minimal impact on wildlife habitat, hunting opportunities and agricultural crops.
<b>Sport Fishing</b>	Yes	Recreational fishing is permitted in accordance with the Ontario Fishery Regulations. For more information, visit <a href="https://www.ontario.ca/fishing">https://www.ontario.ca/fishing</a> and review the Ontario Recreational Fishing Regulations Summary or Fish ON-Line to determine the seasons, catch limits and other restrictions that apply in this area, including the location of fish sanctuaries.
<b>Trail Development, Existing</b>	Yes	Existing trails will be maintained, unless negative impacts to resources become evident.
<b>Trail Development, New</b>	Yes	Trail development may be permitted if a need is demonstrated and an analysis is conducted of the impacts of trail development and use on resident and migratory wildlife populations.

### **ADDITIONAL INFORMATION:**

**Note:** MNR will consider the Land Use Intent and Management Direction outlined in this policy report when reviewing applications for permitted activities that require licences, leases, permits, or other forms of approval. The review of individual applications involves the consideration of a variety of factors and requirements on a site-specific basis in addition to land use policy.

### **SOURCE OF DIRECTION:**

Aylmer District Land Use Guidelines (1983)

Public Lands Act (1984)

PL 4.05.02 – Recreation Camp Site Management (1984)

Southern Ontario Coordinated Program Strategy (1982)

[Amendment to Area-specific Crown Land Use Policy # 2019-003 \(2019\)](#)

Aylmer, Fingal and Calton Swamp Wildlife Management Areas – Management Plan (2007)

[Cette Rapport d'orientation en français](#)

This policy report is available online at the following address: <http://crownlanduseatlas.mnr.gov.on.ca>

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## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** DRA 2021-25

**SUBJECT MATTER: Activity Report August 1 – August 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 returned in August to complete the Hunter Line Culvert and the open ditch work
- **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 to set up an informal meeting with the landowners in late September.
- **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):** The onsite meeting was held August 25<sup>th</sup>.

### Drains Initiated in Neighboring Municipalities

- **Marr Drain (2012):** (Central Elgin). No appeals were received to the Tribunal or the Referee. Central Elgin Council gave final passing of the by-law and the work is currently out for tender with a closing date of September 21, 2021 at 2:00:59pm
- **Lake Road Diversion Drain (2013)** (Central Elgin). No appeals were received to the Tribunal or the Referee. Central Elgin Council gave final passing of the by-law and the work is currently out for tender with a closing date of September 21, 2021 at 2:00:59pm

### 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:

2021	Budget	
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

### **Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.

- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:  
Brent Clutterbuck, Drainage  
Superintendent  
"Submitted electronically"**

**Approved by:  
Lisa Higgs, CAO/Clerk  
"Approved electronically"**



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** FIR-2021-16

**SUBJECT MATTER: Activity Report for the Fire Chief August 2021**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

The update Council on the CAO/Clerk Activities for August 2021.

**Background:**

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

- a. Calls for service – a total of 14 emergencies were responded to in the month of August including six MVCs.
- b. Fire Chief met with the Talbotville officers regarding the pumper replacement to obtain input and determine needs.

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

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

*Training Undertaken by Staff:*

- a. Department training included: Operating Guideline review, North Star Windows tour.
- b. Four members attended NFPA 1006 General Rescuer training in Malahide through the Elgin County Regional Training Centre.

2021 Capital Project Progress :

<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	20,000.00	
Teetzel Top Soil Relocation	40,000.00	Complete
Talbotville Station - Land, Planning, Engineering	350,000.00	Awaiting land acquisition
<b>2019</b>	<b>Budget</b>	<b>Status/Comment</b>
Automatic Door Closure	500.00	
Shedden Digital Sign Base	5,000.00	In progress, 2021 completion

**Financial Implications:**

None.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Jeff McArthur, Fire Chief**  
**"Submitted electronically"**

**Approved by:**  
**Lisa Higgs, CAO/Clerk**



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE: September 13, 2021**

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

**REPORT NO: PW 2021-16**

**SUBJECT MATTER: August activity report**

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

- Asphalt repairs to Bush Line were made in preparation of new surface treatment.
- Edge line road painting was completed in all member Townships.
- Playgrounds, baseball facilities, washrooms and pavilions were opened for public use, parks grass cutting and maintenance continues.
- Talbot Meadows sanitary sewer phase one was completed.
- Social distancing and sanitation procedures continues.

**2. Training undertaken by staff:**

**2021 Capital Project Process:**

<b>2021</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Water and Sewer</b>		
<b>Parks and Rec</b>		
<b>Gravel Projects</b>		
<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 pending
<b>Second Line Culvert</b>		Tender has been awarded

**Respectively Submitted by:**  
**Paul Van Vaerenbergh,**  
**Public Works Superintendent**  
**“Submitted electronically”**

**Approved by: Lisa Higgs**



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Jeff Carswell, Treasurer

**REPORT NO:** FIN 2021-27

**SUBJECT MATTER: Brand and Website Launch Update**

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**Recommendation:**

None – For Council Information.

**Purpose:**

To update Council on the Brand and Website Launch that took place August 17, 2021.

**Background:**

The Economic Development Committee, at its meeting on July 21, 2020 identified Branding and Marketing as key priorities from the Community Economic Development Plan to focus on. Staff were requested to investigate possible sources of funding and options to move this priority forward.

At the August 18, 2020 EDC meeting, the committee recommended to Council that the Township proceed with issuing an RFP for a Township Branding and Marketing Plan. Council approved this recommendation on September 14, 2020.

With the assistance of the EDC and County Economic Development, staff proceeded to draft and issue the RFP. The RFP closed on October 15, 2020 with 12 proposals being submitted. After reviewing the proposals over two meetings in October and November, the EDC shortlisted 4 proponents for interviews. Interviews were conducted at the December 8, 2020 meeting.

Following the interviews, the EDC recommended engaging Cinnamon Toast. Council adopted this recommendation on December 13, 2020.

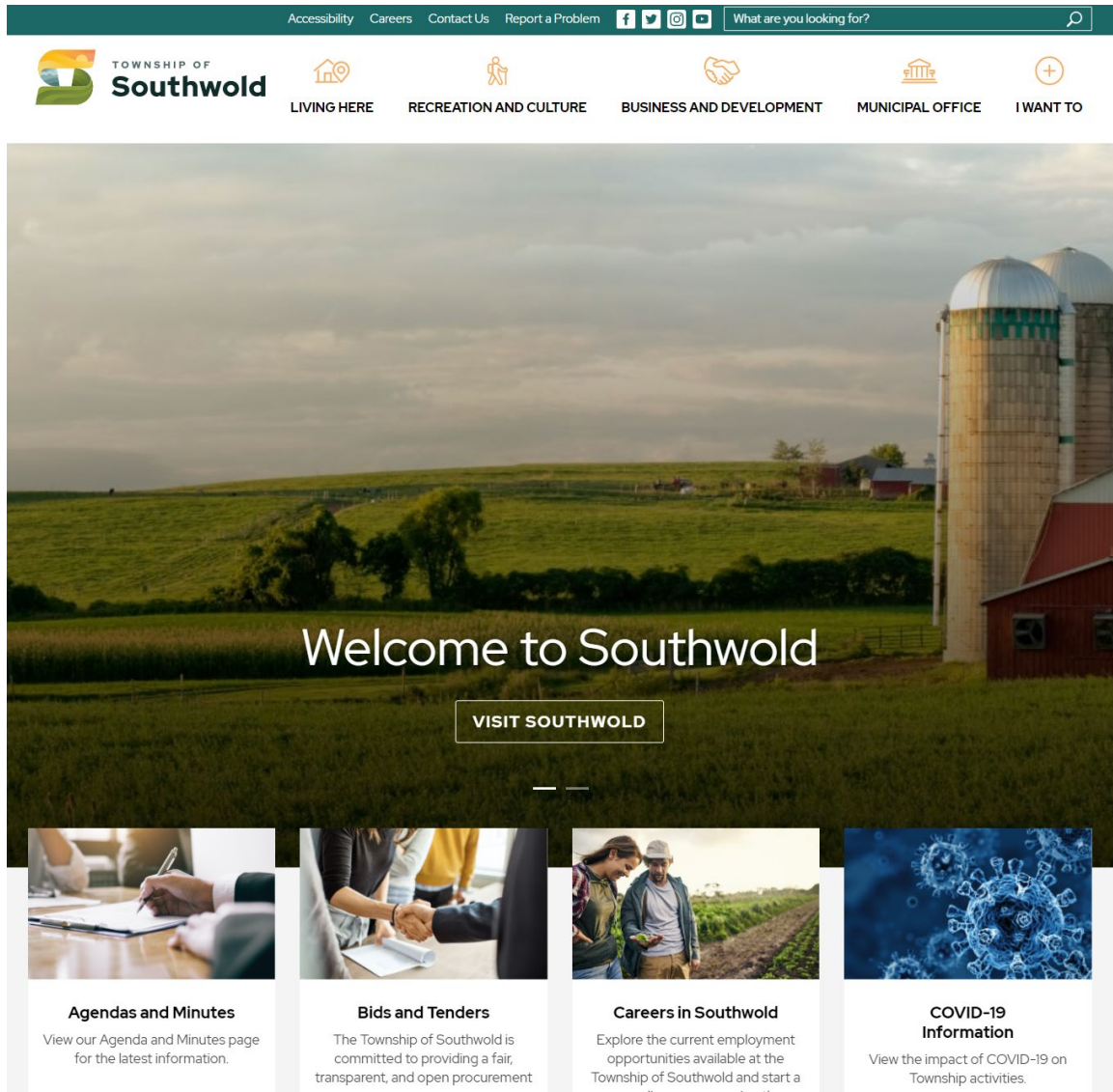
As the project to update the Township's brand was moving forward, staff were also aware the Township's website was long over-due for an update and refresh. The existing site was not compliant with the required accessibility requirements and was based on older website technology and practices.

During this time, AMO was partnering with eSolutions to provide municipalities with an option to modernize their websites with the latest technology and features required for a municipal site. The eSolutions system would address many of the limitations with the Township's existing platform and most importantly would comply with accessibility requirements.

Council approved a staff recommendation on November 9, 2020 to engage eSolutions to develop and host an updated Township website.

**Comments/Analysis:**

Following many months of work by staff, Council, the Economic Development Committee and the public through surveys and focus group interviews, the Township’s new brand and website launched on August 17, 2021.



The following are some highlights to illustrate the work that took place behind the scenes leading up to the launch:

- Website
  - project kickoff meeting November 24, 2020
  - bi-weekly project meetings with eSolutions

- Staff Training – Writing for the web, web page creation, website maintenance, form builder, etc. – Approx. 25 hours online training
  - approx. 200 webpages written by Township Staff in MS Word
  - review and direction to eSolutions on website setup options
  - continued webpage review and development following import of MS Word webpages
  - following Council approval of brand, logo and brand colours applied to website
  - configuration and setup of contacts, forms, site structure, search analytics
  - site testing prior to launch
- Branding
    - project kickoff meeting January 7, 2021
    - identification of key stakeholders and community groups for consultation
    - community consultation through surveys and interviews
    - EDC meeting February 16, 2021 – Brand Update and Feedback
    - March 22, 2021 initial logo concepts presented to Council
    - April 26, 2021 revised logo concepts presented to Council
    - May 10, 2021 Council approved the new logo
    - June 14, 2021 Council approved brand slogans, finalized Brand elements for launch
    - Staff worked with Cinnamon Toast on brand launch, communication and marketing materials
    - A comprehensive Brand Toolbox was provided with a range of logos and recommended applications

In general, the projects moved along well, with few significant issues. Initially staff were likely a bit over-optimistic about how quickly the website pages and work could be completed. Initial targets for website launch were spring/early summer, but there remained a significant amount of work to complete at that time. A second round of branding concepts requested by Council also added a bit of time, but clearly lead to a brand that is getting a very positive reception. The delay with the brand also gave staff a bit more time with the website, which was beneficial. With the various challenges and delays, the launch was set for August, which was a bit later than hoped, but not unreasonable based on the scope of the projects and trying to coordinate timing for both.

To help build interest and momentum for the launch, several “teasers” were posted to the Township social media accounts leading up the launch. They appeared to generate some interest and anticipation.

The website launch took place at 9 am on Tuesday, August 17, 2021. Township staff, contracted IT staff from Malahide and eSolutions worked together to ensure the various system changes were properly implemented to avoid any downtime. There were not any technical issues during the launch.

Following the launch, staff checked the website for any errors and quickly fixed the minor items found. Staff posted the new brand to social media and monitored feedback.

Overall, the feedback has been very positive. Following are some comments about the new brand and website:

Posted on Social Media

“Beautiful!”

“looks great”

“Looks wonderful”

“Looks fabulous! Great job to all involved!”

“Looks Great!”

“Aha, seeing the ‘keystone’ in the negative space. Very cool”

“This looks great, congratulations! Adios billy the beaver”

“looking forward to seeing it in action, large and small. Congratulations on the new brand identity!”

“Love it!”

“It’s great!”

“The branding certainly does represent scenic and agriculture elements. Love it!”

“Looks good”

“Like the explanation as not sure at first.”

“This is a smart looking logo!”

“Very appropriate for Southwold!”

“(We) like what the council chose to represent Southwold Township. Nice design and good write up for what it means.”

## Included with emails

“I am liking that new logo”

“BTW – I love the new logo!”

“My eyes jumped to your new logo! That is awesome, Lisa!!!”

“That’s a fancy looking new corporate logo...! Terrific!”

“Also, the new Southwold logo looks awesome!!”

“Love the new Southwold logo!”

“I just wanted to mention that your website is amazing! I work at Central Elgin and am currently working with ESolutions on a website redesign, but yours is just stunning.”

Completing the successful launch of the brand and website at the same time required a significant contribution from a wide range of participants.

- Township Staff – All staff helped to contribute content for the website and review pages. Community Services & Communications Clerk, Caitlin Wight, Corporate Services Clerk June McLarty and Treasurer Jeff Carswell formed a project team and worked closely with eSolutions for about 8 months to guide development of the new website. Caitlin also assisted with the Branding project and development of the marketing and communications aspects of the brand.
- Economic Development Committee – The committee took the initiative to recommend moving forward with the branding project and provide support and guidance throughout.
- Council – In addition to supporting the recommendations for branding and the website projects, Council ensured the necessary resources were in place to ensure these projects could be completed. Council also carefully considered the options presented for the brand, and when necessary pressed to get the best result possible.
- Public / Community / Volunteers – The broader public participated in surveys and interviews to help shape the brand and brand story.
- Consultants/3rd Parties – Projects such as these require specialized skills, expertise and resources, that go beyond what the Township has in-house. While there are significant costs associated with the use of consultants, for some projects they are critical for success.

## Next Steps

While the brand and website have launched, there is still a lot of work to do. There is more content to add to the website. Some of the older content was not accessible and will require significant time and effort to convert to accessible formats. This work will be ongoing. The new website also provides a platform to integrate more online services to improve customer service and efficiency.

Implementation of the new brand will be an ongoing project and will require budget allocations for more expensive items such as large signage, etc. Staff are initially focusing on electronic items that can be easily changed ie. Email, documents, flyers, brochures, etc. We have held off on vehicle decals, but now that the brand has launched, we are proceeding with items that would normally be completed for new equipment and replacing existing decals with the new brand. The 2022 budget will identify some of the more expensive items that will need Council approval.

Staff are also planning to proceed with selection of some clothing items and promotional type items that can be accommodated within the existing budgets. Providing a limited number of items (shirt, hat, etc.) to Council and staff will help to keep the positive momentum of the new brand going and increase exposure and recognition in the community. Based on the various departmental budgets, this can be accommodated this year.

**Financial Implications:**

None for 2021. Both projects were budgeted over 2020 and 2021. Final costs came in as budgeted. Website \$20,000 (AMO Preferred Pricing). Branding/Marketing \$28,340. To continue implementing the brand there will need to be allocations in future year budgets.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**

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

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**“Approved electronically”**



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Jeff Carswell, Treasurer

**REPORT NO:** FIN 2021-28

**SUBJECT MATTER: Elimination of Dog Tagging**

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### **Recommendations:**

1. That Council approve discontinuing the requirement for Township issued dog tags effective January 1, 2022.
2. That staff be directed to prepare the necessary amendments to the Canine Control By-law to:
  - a. Remove the requirement to affix a Township issued dog tag to all dogs;
  - b. Add requirements that a tag, supplied by the owner, meeting requirements set out in the by-law is affixed to all dogs in the Township by the dog owner;
  - c. Review the fees associated with claiming a stray dog to ensure full cost recovery and an appropriate penalty to encourage owners to prevent dogs from running at large and to better achieve cost recovery
3. That staff communicate the program changes to residents leading up to the implementation.

### **Purpose:**

To review and evaluate the current dog tag program and propose alternatives to improve efficiency and effectiveness of Township services.

### **Background:**

Staff continually monitor and review Township services and programs, looking for efficiencies and better ways to do things. One such program that staff have reviewed relates to the sale and tracking of dog tags.

Dog tagging has been a common program provided by municipalities for many years. When looking back at the purpose of such programs there were several reasons for implementing them. Many were related to livestock losses and the need to keep outdoor dogs from killing and harming farm animals. They also provided a means to identify the owners of dogs that killed livestock or were running at large. These programs were needed when most dogs lived in rural areas, outside, and were not treated with the same level of care and comfort that they now typically experience.

Dogs running-at-large can also be a nuisance and a tagging program provides a mechanism for captured dogs to be returned to their owner, usually with some form of penalty and cost recovery for collection and pound services.

One of the philosophies behind the program is user pay. In this case, a canine program is funded by dog owners. The problem is, many people with dogs do not participate in the program, meaning it is being funded by just the responsible dog owners, which is not fair. While the program is mandatory, with so many dogs living inside, it is very difficult to enforce the tagging aspect of the program, without the addition of significant resources. In 2020, there were 580 dog tags sold in the Township. Based on a 2018 study by the Canadian Animal Health Institute, 41% of households have at least 1 dog. Applying this to the Township, means there should be closer to 750 dogs licenced.

Also, the collection and impoundment of stray dogs and canine by-law enforcement is a service that benefits all residents of the Township, not just those with dogs. And, with many dogs being collected that are not licenced, the costs are being attributed mainly to responsible dog owners that do get their tags annually. It would be more equitable for the program to be funded like other programs for the common good, like roads, fire, police, etc.

### **Comments/Analysis:**

In reviewing this program, staff considered several fundamental questions:

Is this program still needed? While the overall intent of the program should be maintained, some specific elements need to be re-examined. Providing collection and impounding of stray dogs, by-law enforcement, limiting numbers, etc. should continue as this provides a valuable service available to all residents and businesses in the Township. It is the tagging/licencing component that is inordinately time consuming, costly and could likely be handled differently.

How could the tagging element be handled differently? The tagging part of the program takes a significant amount of staff time each year. It is also something the Township does not have to be involved with. There are other options for dog owners to get tags such as pet stores, online and vets. Based on the number of licenced animals actually collected it is a significant amount of work and cost, for very little benefit. Those animals would have likely been tagged in some manner, whether the Township tag was provided or not. Most of the dogs collected are not tagged.

How will dogs be identified if they do not have a Township tag? If the tagging part of Canine Control is removed, it would be replaced with a requirement for dog owners to affix a tag with at least the owner's phone number. This would maintain the identification requirement and provide more options and flexibility to dog owners.

### ***Other considerations/information***

Pet ownership has evolved significantly over the last 20-30 years, but municipal canine licencing has not. There are many stores focussed on pets and a numerous selection of tags can be found online. Many pets, even those on farms, now live indoors and are treated as members of the family. Shifting the tagging component from the Township to pet owners would not be a

significant obstacle as tags are readily available. As well, people will have more choice on tag size and material, which has been a source of complaint and refusal to affix a tag. While researching this report, many tag options are available for under \$15 which could last several years and there are even Bluetooth tags available for under \$25.

Social media has also changed the dynamics around lost dogs. Stray dogs are often posted on social media and re-united with their owners without any tag information and before the Township is made aware.

While the Township does collect and maintain some information on licenced dogs, it is rarely used and has limited value. Even though we ask and record some health information on dogs (spayed/neutered/rabies shot), it could not be relied on as there is no verification or assurance it is correct. If there was a health emergency, information from a veterinarian would be required. It does not make sense to spend time and resources collecting information that cannot be used. A core tenant of Freedom of Information and Protection of Privacy to collect only the information you really need to provide a program or service. In this case we are collecting information that is not needed for our program.

Township dog collections have been relatively low in recent years. 2019 saw 22 dogs collected and 2020 it was just 12. 2020 was likely a bit lower due to people being home more often due to the pandemic. While staff does not have exact numbers on those collected that were tagged, the number has been relatively low.

Elimination of dog tags has been implemented or will be implemented in other municipalities. The Township of East Zorra-Tavistock, a smaller, rural municipality eliminated dog tags several years ago with no adverse effects. The City of Woodstock and City of St. Thomas have decided to eliminate dog tags starting in 2022.

### ***Financial Review***

Removing the tagging component will also remove the revenue generated from tag sales. This amounts to approximately \$17,000 / year. This revenue is applied against costs associated with the program. These include costs associated with tagging, collection, impound fees and canine by-law enforcement.

There will be some cost reductions related to eliminating Township dog tags. Items like tags, postage, notices, etc. will be removed. The bigger savings will be the staff time associated with issuing dog tags. Tasks associated with dog tags alone are estimated to be about 4 weeks over the course of the year. This time would be better spent on other more important programs and services. The Township has and will continue to experience tremendous growth and more time needs to be dedicated in this area. Allowing the realignment of responsibilities is needed to support the revised organizational structure and focus on core services and programs.

Dog Tags cost \$30/tag. Shifting this cost to the tax base would contribute a 0.005% increase to the tax levy. This would amount to about \$6.41 / typical residential assessment. Those with a median assessment with one dog would see an overall decrease of \$23.59.

Without dog tag revenue, the canine control program would be funded from collection and impound cost recovery fees, penalties and taxation.

### ***Summary***

It must be stressed that removing the Township dog tag provision does not mean that canine control is being discontinued. It is just the Township tagging part of the program that is proposed to change. It is recommended that the Canine Control By-law include provisions that all dogs must be tagged with information that connects them to their owner. As a minimum this would be the owners phone number, but other information could be included such as dog name, owner name, email, etc. This would be required in addition to microchipping. While microchipping is valuable, it is of little use if you don't have a chip reader.

The program will also maintain provisions related to running-at-large, collection and impound of stray dogs, limit on number of dogs and provisions for dangerous dogs. Residents will not see any change in the level of service to deal with problem dogs.

The current Canine Control By-law is attached for reference. The proposed changes would mainly affect Part 4 – Licencing. This Part deals with Township issued tags. It would need to be changed to remove Township tag sales, but still reflect mandatory tagging of all dogs.

Staff would convey the policy changes to residents through social media, website and inquiries about dog tag requirements.

### ***Other options considered***

Other options contemplated and in use at some municipalities include:

Engage contracted staff to sell dog tags and collect/enter information

Some municipalities use staff to actively sell dog tags by going door-to-door. This can be every year or every 3-4 years, with just invoicing on years door-to-door sales do not take place. This process adds significant costs, as the contracted staff are typically paid a per tag amount with requirements for a certain number of call-backs required. While this process does generate more sales, the net revenue would go down unless tag prices are increased. As well, many people do not like door-to-door sales, and it would not be recommended in light of COVID-19 safety precautions.

Based on the likely number of dogs actually in the Township being closer to 750, there is the possibility of generating an additional \$5,000 if significantly greater resources were applied to dog licencing. It is anticipated the additional costs will consume the additional revenue and dog tag fees would have to go up

### **Multi-year or Permanent Tags**

Some municipalities have moved to multi-year or permanent tags. This would cut down on some administrative work, but there would be the need to develop and implement different

system for tracking multi-year or permanent tags. Tag prices would also likely have to increase to cover costs for 2 – 3 years. This could be financially challenging for some Dog owners. There would also need to be consideration whether refunds will be provided if the dog dies. Overall, staff do not see this option as decreasing staff time focused on dog licensing, which is one of the main objectives of this review.

**Financial Implications:**

This proposal will have a minor impact on the 2022 budget. The more important part of the proposal is the ability to free up staff time for other more important tasks and programs. Over the years new programs and tasks are added, but rarely is anything removed. This is an opportunity to free up time so staff can focus on the priorities around growth, development and customer service in the Township.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
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- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Jeff Carswell, Treasurer**  
**“Submitted electronically”**

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**“Approved electronically”**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### BY-LAW NO. 2013-30

**Being a by-law to provide for the Regulation, restriction and prohibition of the keeping and the running at large of dogs in the Township of Southwold and Repeal Bylaw 2005-06.**

WHEREAS the Municipal Act 2001, as amended, including sections 11(3), 103(1), and 105, provide that a municipality may pass by-laws respecting animals, including regulating and prohibiting with respect to the being at large, trespassing, licensing, keeping and regulating of dogs and;

WHEREAS related provisions exist under the Dog Owner's Liability Act, R.S.O. 1990, Chapter D. 16, the Pounds Act, R.S.O. 1990, Chapter P.17 and the Animals for Research Act, R.S.O. 1990, Chapters A.22; and

WHEREAS the Council of the Corporation of the Township of Southwold deems it desirable to prohibit the running at large of dogs in the Municipality, to provide for the seizing, impounding and destroying of dogs found running at large as hereinafter set forth, and to provide for the licensing and regulating of dogs and dog kennels in the Municipality within the meaning of the Municipal Act, 2001, as amended;

THEREFORE the Council of the Corporation of the Township of Southwold enacts as follows:

#### **Part 1 DEFINITIONS**

##### 1. Definitions

In this by-law:

1.1. "Animal Control Officer" shall mean a person(s) appointed by the Township, whose duties include the enforcement of this by-law.

1.2 "Council" shall mean the Council of the Township of Southwold

- 1.3 "Dangerous Dog" means any dog:
- (i) that has bitten or injured a human being or domestic animal; or
  - (ii) that has been threatening or aggressive towards a human being or domestic animal or;
  - (iii) a dog previously designated as a potentially dangerous dog that is kept or permitted to be kept by its owner in violation of the requirements for such dog.
- 1.4 "Dog" shall mean any male or female dog of any age.
- 1.5 "Dwelling Unit" shall mean a single room or series of rooms of complementary use which are located in a building in which food preparation, eating, living, sleeping and sanitary facilities are provided for the exclusive use of the occupants thereof; which has a private entrance directly from outside the building or from a common hallway or stairway inside the building; and in which occupants have access to all the habitable areas and facilities of the unit.
- 1.6 "Guard Dog" shall mean a dog used for security purposes on land legally used for industrial or commercial purposes.
- 1.7 "Hunting" shall mean lying and waiting for, searching for, being on the trail of, pursuing, chasing or shooting at wildlife, whether or not the wildlife is killed, injured, captured or harassed, and does not include trapping.
- 1.8 "Kennel" shall mean a lot, building, structure or establishment in which four or more dogs are housed, boarded or bred.
- 1.9 "License agent" shall mean a person appointed by Council to issue dog licenses.
- 1.10 "License issuer" shall mean the Licensing Agent for the Township of Southwold
- 1.11 "Municipality" shall mean the Township of Southwold
- 1.12 Municipal Law Enforcement Officer means any person appointed by the Council of the Township of Southwold to enforce any provisions of this By-Law including a Municipal Employee, Bylaw Enforcement Officer, OPP or by the Humane Society of Ontario.
- 1.13 "Owner" includes a person who keeps, possesses or harbors a dog, and where the owner is a minor, the person responsible for the custody of the minor.
- 1.14 "Person" includes any physical or corporate entity, partnership or any association and the heirs, executors, administrators, successors and assigns or other legal representative thereof to whom the context may apply.

- 1.15 "Pet Shop" shall mean an establishment engaged in the retail sale of animals.
- 1.16 "Pet Shopkeeper" shall mean a person who has the charge, care or ownership of a pet shop.
- 1.17 "Potentially Dangerous Dog" shall mean a dog that chases or approaches any person or domestic animal anywhere other than on the property of its owner, in a menacing fashion or apparent attitude of attack, including, but not limited to behavior such as growling or snarling.
- 1.18 "Pound" means premises, regulated under the Animals for Research Act, that are used for the confinement maintenance or disposal of animals that have to be impounded pursuant to this by-law.
- 1.19 "Poundkeeper" shall mean a person that acts in the capacity of Poundkeeper.
- 1.20 "Premises" includes the entire lot on which a building may or may not be situated.
- 1.21 Redemption Period – shall be three days, excluding the day on which the dog was impounded and holidays shall be included in calculating any redemption period.
- 1.22 "Restrained (Dangerous Dog)" means being kept inside a building or house or in an enclosed pen of sufficient dimension and strength to be humane and secure so as to prevent a dog from coming in contact with or making a real and substantial threat of attack on a person other than the owner of the dog, or invitee of the owner, and includes keeping such dog securely on a leash of not more than 1 meters in length when outside of such building, house or enclosed pen.
- 1.23 "Running at large" shall mean to be a dog found in any place other than the premises of the owner of the dog, and the dog not under the physical control of any person or on a leash.

## **Part 2 EXEMPTIONS**

### **2.1 Animal hospital – clinic – kennel - registered**

This by-law shall not apply to an animal hospital, clinic or kennel lawfully operated and supervised by a veterinarian for the exclusive purpose of treating sick or injured animals, who is a registered member of the Ontario Veterinary Association.

- 2.2 Ontario Society for the Prevention of Cruelty to Animals**  
This by-law shall not apply to the Ontario Society for the Prevention of Cruelty to Animals.
- 2.3 Pound**  
This by-law shall not apply to a pound.
- 2.4 Pet Shop**  
This by-law shall not apply to pet shops.
- 2.5 Zoos- fair – exhibitions – circuses - authorized**  
This by-law shall not apply to dogs maintained in a zoo, fair, exhibition, dog show or circus operated or licensed by a municipal or other governmental authority.
- 2.6 Service Dogs**  
This by-law shall not apply to police service dogs or other specially trained dogs used for investigative purposes while under the ownership of any police service or other federal, provincial, or municipal agency.
- 2.7 Research Facility - registered**  
This by-law shall not apply to dogs maintained at a research facility registered under the Animals for Research Act.
- 2.8 Hunting Dogs**  
This by-law shall not apply to dogs while being used for the purpose of hunting.

**Part 3**  
**KEEPING OF DOGS**

- 3.1 Maximum - 3 per premises**  
No person shall keep more than 3 dogs in any one dwelling unit or on any premises.
- 3.2 More than 3 dogs per premise**  
Notwithstanding Section 3.1 any person owning more than three (3) dogs on February 14, 2005 is permitted to maintain those dogs with proof of ownership in the form of a license provided that if the dogs should be sold or otherwise go out of the owners possession, they are not permitted to be replaced beyond a limit of three (3) dogs per dwelling unit.
- 3.3 Kennels-registered**  
Section 3.1 of this by-law shall not apply to any person keeping a kennel of dogs with a valid kennel license.

**3.4 Guard Dogs-industrial-commercial premises**

Notwithstanding section 3.1 of this by-law, more than two (2) guard dogs may be licensed for lawfully used industrial or commercial premises.

**3.5 Excrement – removal**

Every owner of a dog shall remove forthwith and sanitarily dispose of excrement left by the dog on any public or private property anywhere in the Municipality, other than on the dog owner's property.

**3.6 Trespassing - without consent - by dog - prohibited**

No person shall permit a dog to enter upon the private property of another person or to remain on the private property of another person without the property owner's consent.

**3.7 Running at large - prohibited**

No owner of a dog shall permit a dog to run at large or fail to prohibit a dog from running at large.

**3.8 Keeping of Dangerous Dogs**

- (i) Every owner of a dangerous dog shall:
  - (a) license such dog with the Municipality as a dangerous dog in accordance with the requirements of this by-law;
  - (b) ensure that such dog has an up-to-date rabies shot;
  - (c) display a sign at all entrances to the property and buildings in which the dog is kept warning that there is a dangerous dog on the property. This sign shall be visible and legible from the nearest road or thoroughfare.
  
- (ii) When a dangerous dog is off its owner's property the owner shall:
  - (a) ensure the dog is muzzled in a humane manner at all times
  - (b) ensure the dog is on a leash not longer than one (1) meter; and
  - (c) ensure the dog is under the control of a person over the age of eighteen.
  
- (iii) When a dangerous dog is on its owner's property the owner shall ensure that the dog is securely confined inside a building or house or in an enclosed pen of sufficient dimension and strength to be humane and secure so as to prevent a dog from coming in contact with or making a real and substantial threat of attack on a person other than the owner of the dog, or invitee of the owner.
  
- (iv) If the Municipality has, in its sole discretion, determined that a dog is a dangerous dog for the purposes of this by-law, the Municipality

shall impound the said dog at the owner's expense for a maximum of ten (10) days or the Municipality may order the owner of the said dog to impound the dog on the owners property until such time that the owner of the said dog has complied with all of the requirements contained in this by-law for the keeping of a dangerous dog. Should the owner fail to comply with all of the requirements contained in this by-law for the keeping of a dangerous dog within the said 10-day period, the Municipality may humanely destroy the impounded dangerous dog.

- (v) It shall be a condition of every license for a dangerous dog that the owner of the dangerous dog provide and maintain a policy of liability insurance in the amount of at least one million dollars, covering the twelve-month period during which licensing is sought, for injuries caused by the owner's dangerous dog. This policy shall name the Municipality as an additional insured for the sole purpose of the Municipality being notified by the insurance company of any cancellation, termination or expiration of the policy.

### **3.9 Owner's Responsibilities**

- (i) No owner of a dog shall fail to prevent his or her dog from:
  - (a) threatening, biting, or attacking any person;
  - (b) threatening, biting, or attacking any domestic animal; or
  - (c) damaging public or private property.
- (ii) No owner of a dog shall use a chain as a means of confinement.

3.10 No owner of a dog shall permit the dog to make any noise likely to disturb the peace, quiet, comfort or repose of inhabitants of the Municipality for a period greater than one hour.

## **Part 4 LICENSING**

### **4.1 Licensing Agent**

The Council shall appoint a licensing agent or agents for the Municipality and every such license shall be executed on behalf of the Municipality

### **4.2 Registration – information requirements**

The license agent shall keep a record showing the following dog license registration information:

- (a) Name, address and phone number of dog owner;
- (b) serial number of tag;
- (c) date of registration;
- (d) description of dog;
- (e) amount of fee paid upon registration.

#### **4.3 Application – license - description**

Every license application shall be accompanied by the following:

- (a) description of dog including name, breed, age, colour, gender, spayed or neutered, veterinarian, date of rabies vaccination and rabies tag #;
- (b) applicable fee.

#### **4.4 License - annually**

- (a) Every owner shall cause his/her dog to be licensed annually.

##### **Renew - License**

- (b) Every owner shall renew the license annually.

#### **4.5 Expiry – annual - December 31**

Every license issued by the license agent shall expire on the thirty-first day of December of the year for which it is issued and shall be renewable yearly.

#### **4.6 a) Tag - serial number-issued-upon payment of fee**

Upon payment of the applicable fee(s), the owner shall be furnished with a dog tag bearing the serial number for the year for which it was issued.

##### **b) Tag – affixed securely to dog at all times**

The tag shall be fixed securely on the dog for which it was issued at all time until such time as the tag is renewed or replaced.

##### **c) Replacement Tag - where lost**

Where a tag has been lost, every owner shall purchase a replacement tag from the license agent.

##### **d) Replacement Tag - proof of payment**

The application shall be accompanied by proof that the current year's license fee has been paid and the applicable replacement tag fee.

##### **e) Tag Removal**

No person shall, within the Township of Southwold, unlawfully remove a dog tag from a licensed dog.

##### **f) Ownership Change**

Every owner shall notify the license agent upon the change in ownership of a licensed dog.

##### **g) Transfer**

No owner shall transfer a license issued under this by-law.

**Part 5**  
**KENNELS**

- 5.1 No person shall establish a kennel except where it is permitted under the current Zoning by-law or where re-zoning has been approved and every person shall obtain permission to establish a kennel.
- 5.2 No person shall keep a dog kennel without a license.
- 5.3 Every owner of a kennel shall obtain a license and pay to the Township a kennel license fee for each year or any portion thereof as may be established annually.
- 5.4 Every kennel shall be kept in a clean and sanitary condition and free of refuse of any kind at all times so as to prevent the arising of odors therefrom, and shall be kept free of flies or vermin at all times.
- 5.5 Where a kennel has acquired legal non-conforming status, such use for the boarding of dogs may continue without limitation as to the number of dogs boarded and not subject to re-zoning until such use is discontinued by the present owner.
- 5.6 No kennel with an outside area of confinement for dogs shall be constructed or located within 10 meters of any building used for human habitation on any adjacent lot, and no outside area of confinement for dogs shall be constructed or located within three meters of any property boundary line, unless approved by Council.
- 5.7 All kennels may be subject to inspection by the Medical Officer of Health for the Elgin-St. Thomas Health Unit or his designate, as, in his discretion, he feels it is warranted and where, in his opinion, a kennel deviates from the minimum standards established by him. The Licensing Issuer of the municipality shall be at liberty to revoke the license herein granted until such time as the Licensing Issuer is notified by the Medical Officer of Health that the Kennel complies with these standards. The owner of the kennel shall have a right to appeal to Council the revocation in this regard.
- 5.8 No person shall operate a dog kennel except in accordance with the terms and conditions of the kennel license issued by the Municipality.
- 5.9 Notwithstanding the provisions of this by-law, the municipality may, in its absolute discretion, limit the number of dogs which may be kept in the dog kennel as a condition of the license.
- 5.10 After having given notice in writing to the owner and/or operator of such dog kennel, the Municipality may, at any time, cancel a Dog Kennel License when it is Council's determination that the continued operation of the dog kennel is not in the best interest of the Municipality. Grounds for cancellation of a Dog Kennel License include but are not limited to unresolved noise complaints, sanitation, care of dogs

as established by the Pound Act, or uses other than that permitted by the Dog Kennel License.

- 5.11 The Municipality may order the owner of a dog kennel to erect and install a proper fence, to a height acceptable to the municipality, around every pen, run or exercise yard, and the owner thereof must comply with such order.

## **Part 6 FEES**

- 6.1 The license fees to be paid to the Township of Southwold shall be as set out in the Tariff of Fees Bylaw for the Township of Southwold.
- 6.2 Guide dogs within the meaning of the Blind Persons' Rights Act, hearing ear dogs, service dogs and police service dogs, are exempt from the payment of all license fees applicable pursuant to this by-law, but must still obtain a license/tag.
- 6.3 Where a dog is redeemed from the Poundkeeper, the owner shall provide proof of ownership of the dog, as well as proof of payment for a current dog license, and pay the Poundkeeper the applicable maintenance charges prescribed, and any other damages, fines and expenses according to law.

## **Part 7 IMPOUNDING**

### **7.1 Seizure-impounding**

The Animal Control Officer shall only pick up dogs that have been captured, contained or tied up by a person. The Animal Control Officer shall impound any dog seized by him or delivered to him by a police officer, municipal enforcement officer or Animal Control Officer.

It shall be the duty of the Animal Control Officer to return a dog found running at large to the owner's habitual residence if known, or to transport the dog to be impounded at the St. Thomas Animal Control Shelter.

### **7.2 Non-redemption**

In the event an impounded dog is not redeemed by the owner within the redemption period of three (3) days, the dog shall become the property of the Municipality, which may sell it or otherwise dispose of it as deemed appropriate. When not practical to impound, dogs running at large may be destroyed, whether before or after impoundment and in either event, no damages or compensation shall be recovered on account of the dog being destroyed.

The owner of every dog impounded, whether or not the dog is claimed by the owner from the pound, is liable for the payment of any pound fee, boarding fee,

veterinarian costs, euthanasia and disposal fees, or any other fees associated with the impoundment the dog.

**7.3 Disposal-dog-not claimed-Poundkeeper-discretion**

Where a dog that is impounded is not claimed by the owner thereof within the redemption period the Poundkeeper may retain the dog for such further time as he may consider proper and during that time the Poundkeeper may:

- (a) sell the dog for such price as he may consider proper;
- (b) euthanize the dog;
- (c) dispose of the dog in accordance with the Animals for Research Act.

**7.4 Euthanasia-for humane-safety reasons**

Where a dog that is captured or taken into custody is injured or in the opinion of the Poundkeeper, should be destroyed without delay for humane reasons or for reasons of safety to persons or animals, the dog may be euthanized in a humane manner as soon after capture or taking into custody as he may determine, and may do so without permitting any person to reclaim the dog or without offering it for sale.

**7.5 Euthanasia-dangerous dog-running at large**

In the opinion of an Animal Control Officer, where a dog cannot be captured and where the safety of persons or animals are endangered, the dog may be euthanized and no damages or compensation shall be recovered by the owner of the dog for said destruction.

**7.6 Veterinary services-required-payable by owner**

Where a dog is captured or taken into custody, and the services of a veterinarian are required, the Township of Southwold shall pay to the Poundkeeper all fees and charges of the veterinarian in addition to all other fees and per diem charges payable under this by-law, whether the dog is alive, dies or is euthanized. If the owner of the dog is known, all fees shall be charged to the owner.

**7.7 Compensation-to dog owner-prohibited**

No compensation, damages, fees or any other sum of money on account of or by reason of the impounding, euthanasia or other disposal of the impounded dog in the course of the administration and enforcement of this by-law shall be:

- (a) recovered by any owner or other person; or
- (b) paid by the Township of Southwold.

**7.8 Redemption Period**

The redemption period shall be three days, excluding the day on which the dog was impounded and holidays shall be included in calculating any redemption period.

**Part 8  
ENFORCEMENT**

**8.1 Right of Entry**

The Animal Control Officer may enter onto the lands accompanied by any person under his or her direction, and with the appropriate equipment as required, to determine a violation of this bylaw. No owner shall fail to comply or not allow the Animal Control Officer entry onto the lands.

**8.2 No interference**

No person shall prevent, hinder or interfere or attempt to prevent, hinder or interfere with an inspection undertaken by a Municipal Law Enforcement Officer.

**8.3 Penalty**

Any person who contravenes any provisions of this by-law is guilty of an offence and is liable, upon conviction, to the maximum penalty as prescribed by the *Provincial Offences Act*, and all such penalties and costs may be recovered under the *Provincial Offences Act*, and are attached hereto as Schedule "A".

**8.4 Continuation – Repetition – Prohibited – By Order**

The Court in which the conviction has been entered, and any Court of competent jurisdiction thereafter, may make an Order prohibiting the continuation or repetition of the offence by the person convicted, and such Order shall be in addition to any other penalty imposed on the person convicted.

**Part 9  
NO LIABILITY FOR DAMAGES**

9.1 The Municipality, its agents and servants, and in particular the Animal Control Officer, shall not be liable for damages or compensation for any dog killed, euthanized, or otherwise disposed of pursuant to any provision of this by-law and no such damages or compensation shall be paid to any person.

**Part 10  
TRANSITION**

10.1 Every license issued pursuant to this bylaw shall be deemed to be a license issued under this by-law and every such license shall continue to be valid until its normal date of expiry.

10.2 Every act taken pursuant to the predecessor to this by-law shall, as necessary, be deemed to have been taken pursuant to this by-law and every such act may be carried to its conclusion pursuant to the authority granted by this by-law.

10.3 If an act has been validly commenced pursuant to the predecessor to this by-law, and authority for such act does not exist pursuant to this by-law, then such act may

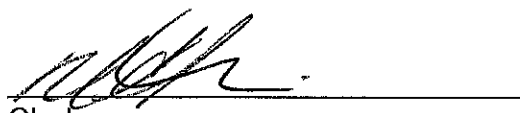
be continued to its conclusion and the portions of the predecessor to this by-law necessary to permit such act to be concluded shall be deemed to remain in effect for the purposes of bringing such act to a conclusion.

**Part 11  
REPEAL-ENACTMENT**

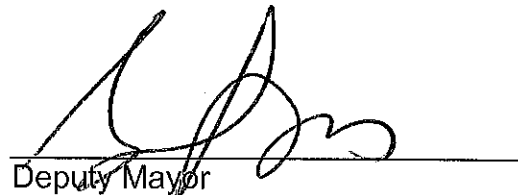
- 11.1 Where the provision of any other By-Law, resolution or action of Council are inconsistent with provision of this By-Law, the provisions of this By-Law shall prevail.
- 11.2 By-law 2005-06, and all amendments thereto, and any other By-law in contravention with the provisions of this By-law are hereby repealed.
- 11.3 If a Court of competent jurisdiction should determine that any section or part of a section of this by-law is invalid, the remainder of this by-law shall remain as valid and still in force.
- 11.4 That this By-Law shall come into effect and former By-law 2005-06 will be rescinded, upon final approval of the Set Fine Schedule by the Ministry of the Attorney General.

**READ a first and second time this 29<sup>th</sup> day of JULY 2013.**

**READ a third time and finally passed this 29<sup>th</sup> day of JULY 2013.**



Clerk  
Donna Ethier



Deputy Mayor  
Grant Jones



**TOWNSHIP OF SOUTHWOLD**  
Schedule "A"

**SET FINE SCHEDULE**

*PART 1 Provincial Offences Act*

**By-Law 2013-30, Regulation, restriction and prohibition of the keeping and the running at large of dogs in the Township of Southwold.**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1.	Having more than three (3) dogs per residence	Section 3.1	\$250
2.	Failure to remove dog excrement from municipal/private property	Section 3.5	\$150
3.	Permitting dog to trespass on private property without the owner's consent	Section. 3.6	\$150
4.	Permitting a dog to run at large	Section 3.7	\$150
5.	Failure to license a dangerous dog	Section 3.8 (i) (a)	\$250
6.	Failure to ensure that dangerous dog has rabies shot	Section 3.8 (i) (b)	\$150
7.	Failure to erect a dangerous dog sign at entrance of property	Section 3.8 (i) (c)	\$150
8.	Failure to ensure a dangerous dog is muzzled	Section 3.8 (ii) (a)	\$250
9.	Failure to ensure dangerous dog is on a leash	Section 3.8 (ii) (b)	\$250
10.	Failure to ensure dangerous dog is under the control of a person over the age of eighteen	Section 3.8 (ii) (c)	\$250

11.	Failure to ensure dangerous dog is securely confined	Section 3.8 (iii)	\$500
12.	Failure to maintain liability insurance for a dangerous dog	Section 3.8 (v)	\$500
13.	Failure to prevent dog from threatening, biting or attacking a person	Section 3.9 (i)(a)	\$500
14.	Failure to prevent dog from threatening, biting or attacking a domestic animal	Section 3.9 (i) (b)	\$500
15.	Failure to prevent dog from damaging property	Section 3.9 (i) ( c)	\$500
16.	Using a chain as a means of confinement	Section 3.9 (ii)	\$150
17.	Permitting dog to make noise to disturb the residents for more than one hour.	Section 3.10	\$150
18.	Failure to license a dog	Section 4.4 (a)	\$250
19.	Failure to renew a dog license	Section 4.4 (b)	\$150
20.	Failure to secure tag on dog	Section 4.6 (b)	\$50
21.	Failure to obtain replacement tag	Section 4.6 ( c)	\$50
22.	Removing dog tag from a licensed dog	Section 4.6 (e)	\$150
23.	Failure to notify license agent of change in ownership	Section 4.6 (f)	\$50
24.	Unlawful transfer of a license	Section 4.6 (g)	\$150
25.	Failure to obtain permission to establish a kennel	Section 5.1	\$500
26.	Failure to pay a kennel license fee	Section 5.3	\$500
27.	Failure to keep a clean kennel	Section 5.4	\$500
28.	Failure to adhere to building requirements of a kennel	Section 5.6	\$500
29.	Failure to abide by terms and conditions of a kennel license	Section 5.8	\$500
30.	Failure to erect a proper kennel fence	Section 5.11	\$500
31.	Failure to pay pound fees	Section 6.3	\$250

32.	Failure to allow an Animal Control Officer or Municipal Enforcement Officer to enter onto property	Section 8.1	\$500
33.	Interfere or hinder a Municipal Enforcement Officer	Section 8.2	\$500

Note: the general penalty provision for the offences indicated above is s. 8.3 of by-law No. 2013-30, a certified copy of the by-law has been filed.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Jeff Carswell, Treasurer

**REPORT NO:** FIN 2021-29

**SUBJECT MATTER:** FCM Asset Management Grant

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#### **Recommendation:**

1. That Council accept the Federation of Canadian Municipalities (FCM) Asset Management Grant in the amount of \$38,800 and proceed with the actions contained in this report to continue moving forward with the Asset Management project.

#### **Purpose:**

The purpose of this report is to provide an update to Council on the FCM Asset Management Grant and next steps to move forward with utilization of the grant.

#### **Background:**

On July 13, 2020 Council authorized an application to the FCM Asset Management Program to assist with continued development of the Township's Asset Management Plans, Policies and Strategies required under the Municipal Asset Management Planning Regulation, O.Reg. 588/17. (Report FIN 2020-21)

The Township was recently advised that the application was successful and approved for a grant of \$38,800.

When the application was made, it was anticipated approval would be at the end of 2020 and used in first ½ of 2021. This would align with purchase of CityWide Asset Management Software early in 2021 and assist with the July 1, 2021 deadline for O.Reg.588/17.

In early 2021 it was becoming clear that approval would be many months away based on position in the application queue, if ever, based on high demand for the program. At the time it was decided to proceed with CityWide Asset Management software as implementation would take many months and there was a need to get started. In spring 2021, it was announced the implementation of O.Reg. 588/17 was being delayed by a year, mainly due to the impact of COVID-19.

In late summer of 2021, the Township's FCM Grant application reached the evaluation stage. Following the provision of some supplemental information, adjusting the application to reflect the asset management software was purchased and to change the focus to contract staff

needed to assist with populating and implementing the system, the Township received word the application was approved. The duration of the grant is 12 months, with a project start date of September 1, 2021. The total revised project was estimated at \$48,500 with the grant covering 80%.

**Comments/Analysis:**

The next steps to move forward with the FCM Grant and project include:

- Entering into a funding agreement with FCM for the grant (to be provided by FCM)
- Developing project tasks and a job description for contract staff for the project
- Recruit and engage a contract staff (1 FTE approx. 9-month contract)
- Collect, organize, compile, update and enter a wide variety of data on Township assets
- Complete tasks and assignments to work towards compliance with Asset Management Regulation O.Reg. 588/17

The core elements of the project involve engaging contract staff to continue work on the asset management plan and associated tasks to ensure compliance with O.Reg 588/17 and asset management best practices. The CityWide software has been configured with core asset information but gathering and adding more information is needed to properly use the system. This will be an ongoing requirement for the Township to stay on top of asset management and comply with requirements for future years. Much of the information is available, but needs to be reviewed, verified and incorporated into the system.

The main requirement for this project is engaging an asset management employee for a 9-month contract. Staff will need to develop a job description and determine an appropriate rate of pay. Based on the tasks and skills required, it is anticipated the position would be entry level with education in civil engineering or asset management. A recent graduate with some work-related experience may be an attractive candidate. While a pay rate needs to be determined based on evaluation of the position, it is anticipated to be approximately \$25/hr. Over 9 months and with statutory benefits and overhead, this would total approximately \$40,000 which is well within the total project cost. There will be some costs associated with equipment, training and consulting, but it should be possible to keep the overall project within the \$48,500 total budget and make significant progress on Asset Management program prior to the July 1, 2022 deadline for O.Reg. 588/17 requirements.

This project will also have direct linkages to the GIS Project the County of Elgin has embarked on. The County's project includes providing local municipalities with a GIS platform to store and develop GIS applications. GIS and Asset Management are becoming increasingly intertwined and there is the potential to make advancements in the GIS as well. Township staff are very interested in participating in this project and have many ideas and uses for the GIS platform, but we need someone with the right education, skills and training to implement the ideas.

**Financial Implications:**

None. This project has been planned over the 2020 and 2021 budgets and will continue into 2022. The Township portion of the costs is being funded from the Efficiency Grant Reserve.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Jeff Carswell, Treasurer**  
**"Submitted electronically"**

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**"Approved electronically"**



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Jeff Carswell, Treasurer

**REPORT NO:** FIN 2021-30

**SUBJECT MATTER: Blue Box Regulation and Transition to Full Producer Responsibility**

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**Recommendation:**

None – For Council Information.

**Purpose:**

To provide an update to Council on the Blue Box Regulation and Transition to Full Producer Responsibility.

**Background:**

Attached as Appendix “A” is a commentary from staff at Municipal 3Rs Collaborative (M3RC) about the Province’s final Blue Box Regulation.

**Comments/Analysis:**

Several Township of Southwold specific staff comments have been incorporated into the attached M3RC analysis. The focus currently is to provide the required information prior to September 30, 2021. The information is primarily about the Township’s current service level for recycling.

Staff are also meeting with representatives from Waste Connections Canada to discuss extending the current collection contract to June 30, 2023. The existing contract expires June 30, 2022.

**Financial Implications:**

None at this time.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Jeff Carswell, Treasurer**  
**"Submitted electronically"**

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**"Approved electronically"**

# Transition of the Blue Box to Full Producer Responsibility

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August 5, 2021

## 1.0 Disclaimer

Staff of the Municipal 3Rs Collaborative (M3RC) have prepared the following commentary for consideration by municipal staff when completing their own review of the Province's final Blue Box regulation. This should not be considered legal advice, nor does it usurp or replace the local decision-making of Councils. Rather, this analysis is intended to help in prepare for the impending changes.

If there any questions related to this material, please contact Dave Gordon, Senior Advisor at [dgordon@amo.on.ca](mailto:dgordon@amo.on.ca).

## 2.0 Executive Summary

- Final Blue Box regulation (Ontario Regulation 391/21) under the Resource Recovery and Circular Economy Act, 2016 passed on June 3, 2021, and transitions municipal Blue Box programs to full Producer responsibility.
- The Blue Box Regulation transitions the responsibility for promotion and education, collection and processing for Blue Box materials to producers and identifies minimum service, and diversion targets. The transition will occur between July 1, 2023 to December 31, 2025.
- As per the new Blue Box Regulation, all transitioning municipalities are required to submit an Initial Report to the Resource Productivity and Recovery Authority by September 30, 2021. The Initial Report will identify current services levels, number of residences, number of eligible locations and number of recycling containers located in public spaces.
- Township of Southwold is currently scheduled to transition on July 1, 2023. Details on the transition are not known yet but staff will continue to provide timely information and details to Council during the transition process.
- Council will likely need to make decisions in the following key areas:
  - Does the municipality want to provide services to producers (e.g., promotion and education, contract management, collection, processing), if producers are interested in using municipal services and a mutually agreeable commercial agreement can be established?
    - How will this be decided? Delegated authority from Council to enter into discussions w/ producers/PRO's/service providers to determine what the terms of commercial agreements may look like? Comparison of offers with what your cost is to perform the services? Consideration of performance requirements like promotion and education, contamination, compaction rates, distance travelled to transfer stations, service complaint management etc.

### Southwold Treasurer comment:

**Based on the fact the Township does not own any recycling assets, depots or directly provide any recycling services, options are limited for the Township to provide services to producers.**

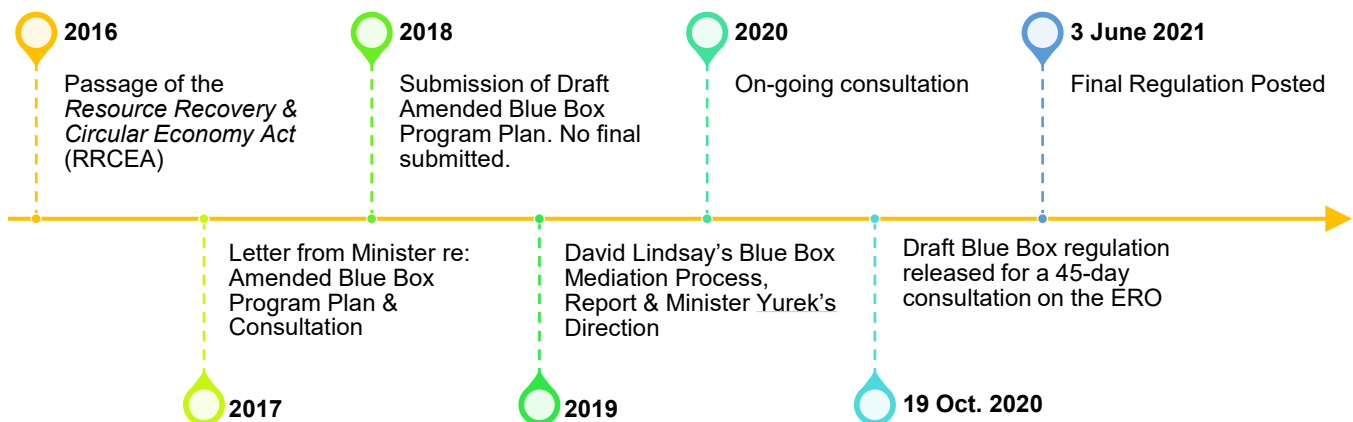
While there are still many unknowns on how services will be delivered, one would think producers would initially contract with existing collection and recyclable processors for recycling activities.

- Based on the decisions above, how might the municipality address any associated impacts such as:
  - Assets that may need to be re-purposed, sold, leased, etc.,
  - Contracts that may need to be terminated or renegotiated,
  - Human resource implications or re-deployments,
  - Services for non-eligible sites currently serviced that may need to be addressed through other means (e.g., servicing of small businesses and municipal facilities), and
  - Change management measures (e.g., internal / external communications) to allow for a smooth transition to the Blue Box.

### 3.0 Context

On June 3, 2021 the Ministry of Environment, Conservation, and Parks (MECP) published the final Blue Box regulation ([O. Reg. 391/21](#)) under the *Resource Productivity and Circular Economy Act, 2016* (RRCEA). The final regulation and the accompanying amendment to [O. Reg. 101/94](#) remove the responsibility to operate Blue Box recycling programs from municipalities and instead make the producers of blue box materials (e.g., paper, packaging, packaging-like products, and certain single use items) directly responsible for the operation and financing of the programs and the achievement of outcomes established in the regulation. This change in responsibility will save municipal taxpayers an estimated \$156M annually across the province.

This regulatory change has been advocated for by municipal governments for over a decade with major consultations occurring over the last two years to discuss how a smooth transition from municipally-operated programs to a producer-led Blue Box system could occur.



Currently, Ontario municipalities with a population of at least 5,000 are required to provide a Blue Box management system. This is done either directly by the municipality or via a contract with a service provider. Producers of Blue Box materials (e.g., Unilever, Loblaw, Proctor & Gamble, Coca Cola etc.), are required to compensate municipalities for roughly 50% of the costs on an annual basis.

There is agreement amongst all stakeholders, including municipalities, service providers, and producers, that the current Blue Box system is not working. Recycling rates have broadly stagnated or declined and costs are steadily increasing. This is because municipal governments have no mechanism to respond to the rapidly changing composition of Blue Box materials and provide the necessary investments in collection and processing infrastructure. They also do not have the ability to influence end markets. That is why making producers fully responsible for managing the Blue Box materials that they supply into Ontario fundamentally changes this structure.

There has been broad support to transition the Blue Box program to the RRCEA because producers are best positioned to reduce waste, increase the resources that are recovered and reincorporated into the economy and enable a consistent province-wide system that makes recycling easier and more accessible.

### 3.1 Positives Associated With the Final Regulation

The Blue Box regulation is generally in keeping with what municipalities have advocated for. It removes seeks to make producers fully responsible for the management of their materials at the end-of-life (i.e., collection and recycling).

The regulation is expected to result in:

- **Net savings:** a net savings for municipal governments of over \$156 million per year once fully implemented

#### Southwold Treasurer comment:

Township net recycling costs funded by the tax levy are approx. \$130,500.

- **Expansions in servicing:** to all communities (including First Nation communities) except those in the Far North, regardless of their population by 2026
- **More materials collected:** an expanded and standardized list of Blue Box materials collected and managed across the province through one common collection system with curbside, depot and public space infrastructure;
- **Province-wide eligible sources:** expanded Blue Box services to a comprehensive list of sources, such as multi-unit residential buildings, schools (e.g., public and private), non-profit retirement homes, non-profit long-term care homes and some public spaces (e.g., parks, playgrounds, sidewalks, public transit stop or station), by 2026
- **Target requirements for producers:** enforceable targets which producers must meet for a number of material categories
- **Certainty:** a two-and-half year schedule between July 2023 and December 2025 to transition all current municipal Blue Box programs to full producer responsibility.

The regulation provides producers with the ability to find efficiencies (e.g., standardizing collection and processing, investing in new collection and processing infrastructure to address the changing packaging stream, better supporting end markets, adapting packaging design). It includes provisions to capture internet retailers and other producers without residency in Ontario to ensure fairness. It also continues to provide an exemption for small businesses - businesses with less than \$2 million in annual revenue would be exempt (e.g., small, independent convenience store owners, however we note this will likely result in municipalities being considered a producer).

### 3.2 Potential Areas of Concern in the Final Regulation

There are several priority areas that councils may want to aware that could pose some potential issues:

- **Certified compostable materials:** certified compostable materials should be exempt from collection and management targets which means that there is no incentive for producers to find

adequate solutions to ensure their products can be managed properly. Instead these products and packaging simply add to the costs of the municipal waste management system.

- **Servicing requirements:** once transition of municipal programs is complete in 2026, the regulation removes the requirement for producers to provide depot collection in communities that have curbside collection. A number of communities currently supplement curbside collection with depots. This could be seen as a reduction in service and remove an important part of the current collection infrastructure.
- **Annual Performance Audits:** Producers should be required to perform annual performance audits, as is required for Ontario's deposit return system. The current proposal requires performance audits every 3 years, which increases risks and does little to actually reduce any administrative burden (i.e., it simply condenses three years of audits into one year).
- **Enforcement Mechanisms:** Municipal governments remain concerned about the timely development and implementation of the Administrative Monetary Penalties regulation which is the key enforcement mechanism to ensure a level playing field for producers and to ensure their targets are met.
- **Commercial servicing:** As with the previous Blue Box program plan, municipalities are not compensated for the collection and processing of materials captured from businesses and not-for profit organizations. As producers are not responsible to collect from these sites, municipal governments may have to come to alternative arrangements to ensure these sites continue to be serviced.

Appendix A provides more specific information on the key areas of the regulation.

#### **4.0 Initial Analysis and Next Steps**

Outline of any initial issues and outline of steps key milestones for staff to report back to Council before transition.

## Appendix A - Key Areas of the Blue Box Regulation

### Designated Materials

The final regulation includes a number of new items that many municipal programs do not currently collect, such as all rigid and flexible plastic packaging and certain single use items. A full list of the materials is included in Appendix B.

These Blue Box materials would need to be collected by 2026 as part of a standardized common collection system across Ontario. The details of how this will be achieved will likely be set out as part of the rules for the Allocation Table (see section 4.8).

At a minimum during the transition period producers would need to collect all eligible Blue Box materials currently being collected. Note that producers would not need to collect non-obligated materials during the transition period that municipalities may currently accept (e.g., books, pots and pans).

The regulation only requires certified compostable products and packaging material to registry and report (i.e., they are not required to be collected or managed). By not obligating these materials, it provides an incentive for companies to move to this format which property taxpayers will be forced to subsidize.

### Establishment of Responsibility

The final regulation establishes a cascading hierarchy to ensure that the person with the closest connection to designated products and packaging is the responsible producer.

The regulation captures producers that are located out-of-province but who supply Blue Box materials to Ontario consumers through the internet. The regulation continues to exempt producers who fall under a \$2 million annual revenue threshold. This is the same approach currently taken under the shared responsibility model to avoid undue burden on small business.

Municipalities and First Nations communities who have a Blue Box program today also have reporting requirements:

1. Initial Reports (based on section 54 of [O. Reg. 392/21](#)):
  - o All municipalities submit on or before September 30, 2021

### Treasurer Comment: Township staff will be completing this report

- o All reserves submit on or before November 30, 2021
2. Transition Report (based on section 55 of [O. Reg. 392/21](#))
    - o Municipalities transitioning in 2023 submit by September 30, 2021
    - o Reserves transitioning in 2023 submit on or before November 30, 2021
    - o Municipalities and reserves transitioning in 2024 submit on or before August 31, 2022
    - o Municipalities and reserves transitioning in 2025 submit on or before August 31, 2023

### Treasurer Comment: Township staff will be completing this report for September 30, 2021

Reporting is required by the lower tier municipality, however, section 58(1) does allow for information to be submitted by a person acting under authority or direction (e.g., Regional/County government, municipal Association).

The Municipal 3Rs Collaborative and Continuous Improvement Fund are working with the Resource Productivity and Recovery Authority (RPRA) to ease the burden associated with reporting and will be providing regularly updates. Local governments should be assessing the data they have available to report to ensure it is up-to-date and comprehensive enough to ensure all currently serviced eligible sources are accounted for.

All Blue Box processors, including those municipal processors, would also need to register and report annually to RPRA starting on or before April 1, 2022.

### Eligible Sources

Based on the final regulation, Blue Box programs would operate as they do today during the transition period from July 2023 to the end of 2025. Producers are required to at least maintain servicing (based on servicing as of August 15, 2019) for all eligible sources already serviced (e.g., residences – single unit and multi-unit residential, depots, public schools, long term care and retirement homes, parks, playgrounds, and streetscapes) and to at least maintain how program currently provides servicing (i.e., material collected, collection frequency). New developments would also need to be serviced, where services are already provided (e.g., new multi-residential units will be serviced if the municipality already collects from these types of buildings).

By 2026, producers would need to ensure any non-serviced communities outside the Far North, multi-residential units, public and private schools, non-profit long-term care and retirement homes that notify their intention to be serviced are serviced. For all communities, including new communities, the service level would be equivalent to how garbage collection is provided (e.g., depot/drop-off based, curbside or a combination if curbside is not provided to the entire community).

Producers would also need to meet public space accessibility targets (e.g., parks, playgrounds, sidewalks and transit station/stops) by 2026. Producers would be required to provide collection at public spaces based on a density formula:

Population of lower tier municipality divided by

- 400, if the eligible community has a population equal to or greater than 500,000;
- 600, if the eligible community has a population equal to or greater than 30,000, but less than 500,000;
- 800, if the eligible community has a population equal to or greater than 5,000, but less than 30,000; and
- 1000, if the eligible community has a population less than 5,000, with no less than one Blue Box receptacle in any eligible community

The regulation does not include the public facing areas of municipal buildings or facilities (i.e., community centres, libraries, arenas), nor businesses or not-for-profit organizations in Business Improvement Areas or other locations. If Councils wish to provide services to these locations, they would need to be managed through a separate agreement. The regulation also does not require producers to use the public space recycling sites that are currently being used by the municipality.

Also note that any contemplated changes to Blue Box services by a municipality that could result in increased costs compared to 2019, should be vetted by RPRA and the process is described in [RPRA's 2020 Datacall User Guide](#). Changes in Blue Box services could include:

- Changes in collection type (i.e., single stream vs multi-stream; depot vs curbside)
- Changes in collection method (i.e., bags, containers, carts)
- Changes in collection frequency

- Changes in accepted materials

If a municipality or First Nations community operating a Blue Box program contemplates a change in Blue Box Services and wishes to know if the change will impact their funding eligibility prior to implementing the change, the program may submit a [Blue Box Service Change Assessment Form](#) to RPRA.

### Servicing Requirements

During transition years (July 2023 – end of 2025), producers would be required to at a minimum to maintain the service level and frequency provided by municipalities to residences and blue box materials currently collected.

As noted above by 2026, producers would be required to collect all designated materials and expand servicing to more sources. The regulation also requires that producers would have the ability to change how servicing is provided as long as it is in keeping with obligations established in the regulation.

These obligations for curbside collection, depot collection, and collection for other eligible sources generally includes:

Residence or Facility Type	Blue Box Service Standard	Blue Box Frequency Standard
<b>Households with curbside garbage collection</b>	Curbside Blue Box collection	No less than every other week
<b>Households with depot garbage collection</b>	Depot Blue Box collection	Before bins are full
<b>Apartments, schools, other eligible facilities</b>	Must collect Blue Box materials directly from the building or eligible space (e.g., school)	Before bins are full
<b>Public spaces, including parks, playgrounds, sidewalks, transit stops</b>	Must provide number of bins in each community according to regulated per person standards	According to a frequency designed to collect materials before bins are full

In instances where municipalities receive curbside collection but also supplement that with depot collection, producers would only be required to provide curbside collection. They could choose to continue to provide depot collection, but this would not be a requirement.

Producers are required to provide Blue Box receptacles for the storage of Blue Box material until it is collected (adequate size). Each residence must have a Blue Box receptacle before the day collection commences and replacements must be provided within one week of request.

Note as discussed, throughout the consultation process municipal governments would not have a ‘First Right of Refusal’ to provide services to producers. Decisions on contracting would be made by producers. This does not preclude producers from negotiating commercial agreements with municipal governments to continue to provide services.

### Management Requirements

Management targets in the regulation are applicable in 2026 for multiple material categories and are in-line with best-in-class to comparable programs (see Table below). During the transition period, producers are required to make best efforts to meet the 2026 targets.

These targets are improvements compared to the current program where only one aggregate target is measured without any enforcement or consequences for non-performance, this is a substantial improvement.

Target Category	Existing Diversion Rates (2018)	Stage 1: 2026-2029 Final Target (draft target)	Stage 2: From 2030 Final Target (draft target)
<b>Paper</b>	72%	80% (90%)	85% (90%)
<b>Rigid Plastic</b>	48%	50% (55%)	60% (60%)
<b>Flexible Plastic</b>	7%	25% (30%)	40% (40%)
<b>Glass</b>	68%	75% (75%)	85% (85%)
<b>Metal</b>	54%	67% (67%)	75% (75%)
<b>Non-Alcoholic Beverage Containers (flexible plastic formats excluded)</b>	Unknown	75% (75%)	80% (80%)

The targets are based on the Blue Box material that is marketed (i.e., bales of material sold) and continues to exclude energy from waste or the use of materials for fuels as part of the target. This is the same way recycling is measured in the current Blue Box program plan. This is more rigorous than the targets established in British Columbia, which are based on the amount of material collected. It is however less rigorous than the European Union, which is moving to recycling targets that takes into account contamination before materials are used in new products.

The targets are also increasing the amount of materials included in the program such as unprinted paper, packaging-like products, certain single use-items and the beverage container target includes materials sold to businesses. This is a positive development and a significant improvement based on today’s Blue Box program.

As a means to reduce administrative burden, the regulation requires performance audits every 3 years, instead of annually. This increases potential risks associated with poor performers and is likely not to reduce any administrative burden, as it simply condenses three years of audits into one year.

### Promotion and Education

Producers will be required to provide a promotion and education program. This will include a publicly accessible website and at least one piece of material delivered annually to each eligible source.

Producers must provide details on:

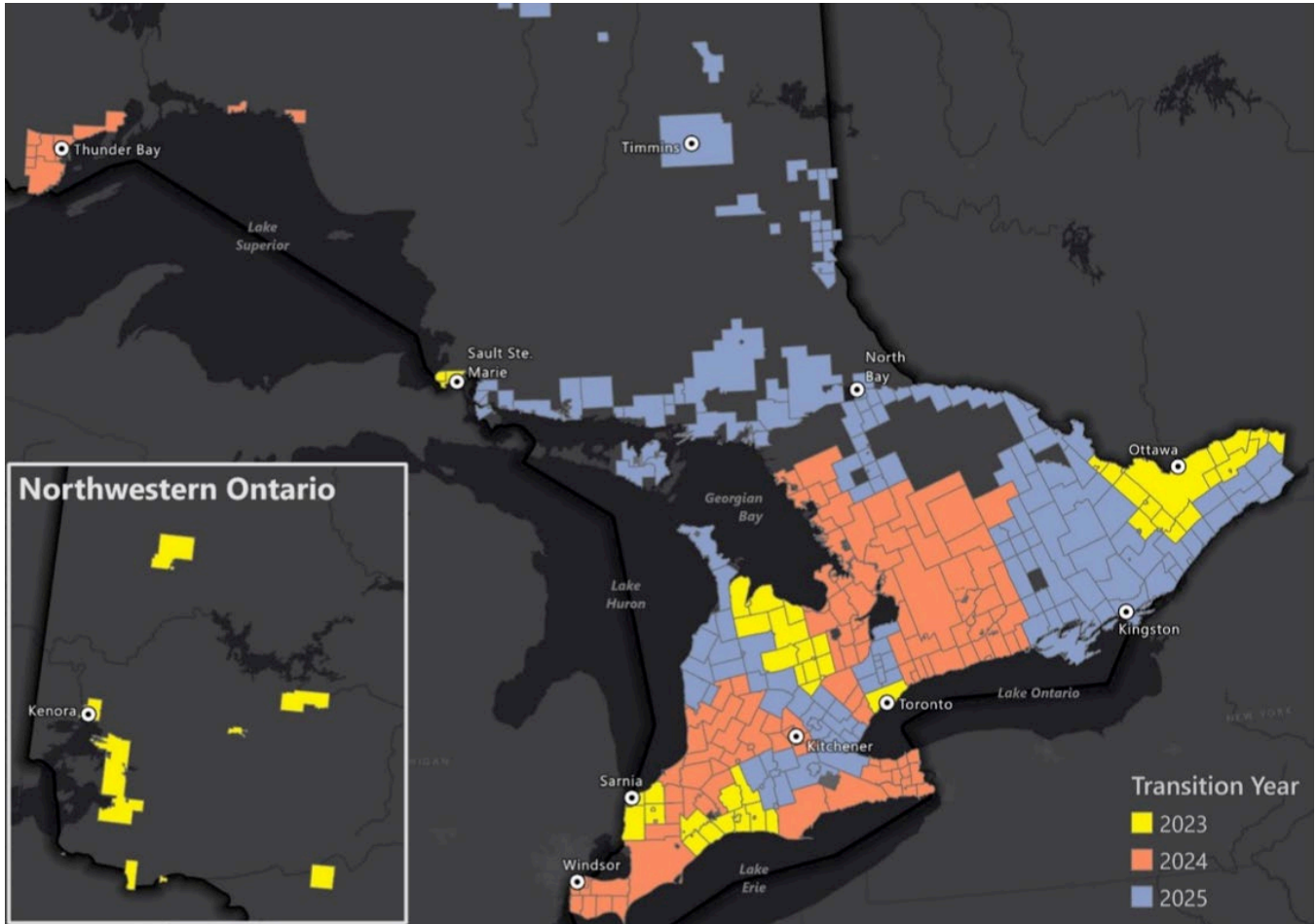
- Blue box material that may be deposited into Blue Box receptacles;
- Materials that cannot be deposited into Blue Box receptacles;
- Instructions on how to replace or request Blue Box receptacles;
- A description of how the producer will fulfil its collection responsibilities; and,
- Contact information.

Promotion and education materials must be provided in both English and French. In the transition period, information must also be provided in any language used by the municipality to communicate to its residents about its Blue Box program.

### Transition Schedule

The regulation includes a [transition schedule](#) that outlines what municipal Blue Box programs will transition between July 2023 and the end of 2025.

The government indicated that they used municipal preferred dates but also included geographical catchments, tonnes and costs to set the schedule.



If there are issues with the transition date, municipal staff are encouraged to reach out directly to the Ministry and to RPPA. It is important they understand any potential problems (e.g., contractual) a municipality might have.

It is also helpful that the regulation does not preclude the ability for municipalities to be transitioned earlier, if producers and municipalities are in agreement to do so.

### Common Collection System

Producers are required to collaborate to establish a common collection system to provide collection services to all eligible sources with no duplicate services to residents. Accountability for the common collection system lies with producers and their PROs, and is enabled through the creation of an Allocation Table.



Once the approach for the common collection system is decided, the regulation relies upon the Allocation Table to determine who will be liable for ensuring collection happens in a given location. The Allocation Table identifies which producer is liable for making sure collection standards are met for a given area. The regulation allows for all producers registered with a producer responsibility organization (PRO) to be jointly liable for a given area, and for the PRO to share liability with these producers. If there are any gaps in collection service requirements, RPRA can undertake compliance and enforcement with the liable producers and PROs.

The Allocation Table is created by following a set of rules which are agreed upon and written by PROs who register by November 1, 2021 to be “rule making” PROs. The regulation requires the Allocation Table to be submitted to RPRA by July 1, 2022 at the latest.

Subsequent Tables are submitted by March 31 of the year before the Table will apply and can endure for multiple years. The rules must specify a process by which producers and PRO’s can change the rules in the future.

Municipal governments will be able to pursue a commercial agreement with PRO’s to provide services for blue box. We expect these discussions to start later this year or early in 2022.

**Appendix B – List of Designated Materials Under the Final Blue Box Regulation**

 <b>Designated Materials</b>	 <b>Not Included</b>
<p>The following items, where made from paper, metal, glass, plastic, compostable materials, or any combination of these materials:</p> <ul style="list-style-type: none"> <li>• Packaging, including aerosol containers</li> <li>• Printed and unprinted paper</li> <li>• Single-use packaging-like products, like foils, trays, and boxes</li> <li>• Single-use food and beverage service items like straws, cutlery, plates, food service ware</li> </ul> <p>*Compostable materials are also designated, but only incur reporting requirements</p>	<ul style="list-style-type: none"> <li>• Packaging single-use packaging-like products, and single-use food and beverage service products that are made primarily from other materials, such as wood, textiles, wax</li> <li>• Packaging-like products made of flexible plastics and used for food protection, containment, handling (e.g., plastic freezer bags, plastic sandwich bags)</li> <li>• Any materials designated under a different diversion program (e.g., automotive oil containers)</li> <li>• Garbage bags, recycling bags, compostable waste bags</li> <li>• Books and hardcover periodicals</li> <li>• Paper fibres used for sanitary purposes (e.g., tissues, paper towel)</li> <li>• Biomedical or hazardous Biomedical or hazardous waste (e.g., pressurized containers for propane)</li> <li>• Alcoholic beverage product and packaging (including LCBO and Brewers Retail Ltd. materials) *Note the deposit return system is required to report annually on performance</li> </ul>



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Jeff Carswell, Treasurer

**REPORT NO:** FIN 2021-31

**SUBJECT MATTER:** 357 Applications

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**Recommendation:**

1. That Council approves the total adjustment of taxes for the 2020 and 2020 tax years resulting from Municipal Act, Sec.357 applications, as presented, in the amount of \$5,577.41.

**Purpose:**

The purpose of this report is to seek approval from Council to process, or to deny, Sec.357 adjustments of taxes for the 2020 and 2021 taxation years 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
2020	Section 357 Write-offs	\$1,896.65	\$2,314.80	\$583.08	\$4,794.53

2021	Section 357 Write-offs	\$311.58	\$378.61	\$92.69	\$782.88
	<b>Total</b>	<b>\$2,208.23</b>	<b>\$2,693.41</b>	<b>\$675.77</b>	<b>\$5,577.41</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 \$2,208.23.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Jeff Carswell, Treasurer**  
**“Submitted electronically”**

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**“Approved electronically”**

Appendix "A"

2021.08.16 8.0 9759  
 Run Date: 09/09/21 09:10AM  
 Business Date: 09/09/21

Township Of Southwold  
 2020 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-006-10700-0000 TO 34-24-000-006-10700-0000

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
R T 04/30/20: 000-006-10700-0	-567,000	-4,794.53	-1,896.65	-2,314.80	0.00	-583.08	0.00	0.00	0.00	0.00
<b>TOTAL RESIDENTIAL</b>		<b>-4,794.53</b>	<b>-1,896.65</b>	<b>-2,314.80</b>	<b>0.00</b>	<b>-583.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Category Totals:		-4,794.53	-1,896.65	-2,314.80	0.00	-583.08	0.00	0.00	0.00	0.00
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Supplemental Billing Total:	-4,794.53	Demand Date: 08/10/21	
		Due: 09/07/21	-4,794.53
Net Adjustments	0.00	10/29/21	
Net Billing Amount:	-4,794.53		
Number of Bills Generated:	1		

2021.08.16 8.0 9759  
 Run Date: 09/09/21 09:10AM  
 Business Date: 09/09/21

Township Of Southwold  
 2021 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-006-10700-0000 TO 34-24-000-006-10700-0000

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
R T 01/01/21: 000-006-10700-0	-567,000	-782.88	-311.58	-378.61	0.00	-92.69	0.00	0.00	0.00	0.00
<b>TOTAL RESIDENTIAL</b>		<b>-782.88</b>	<b>-311.58</b>	<b>-378.61</b>	<b>0.00</b>	<b>-92.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Category Totals:		-782.88	-311.58	-378.61	0.00	-92.69	0.00	0.00	0.00	0.00
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Supplemental Billing Total:	-782.88	Demand Date: 08/10/21	
		Due: 09/07/21	-782.88
Net Adjustments	0.00	10/29/21	
Net Billing Amount:	-782.88		
Number of Bills Generated:	1		



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE:** September 13, 2021

**PREPARED BY:** Corey Pemberton, Director of Building and Community Services

**REPORT NO:** CBO-2021-10

**SUBJECT MATTER:** Activity Report August 1<sup>st</sup> to August 31<sup>st</sup>

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

The update Council on monthly activities since last report

**Background:**

**1. 2018/2020 Capital Project Process:**

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

<b>2020</b>		
<b>Township Office</b>	<b>Budget</b>	<b>Status/Comment</b>
Water Heater	2000.00	Completed
Pickup truck replacement	45000.00	Completed
Evolta Online permit System	12500.00	Completed
<b>Municipal Property</b>		
Windows at Medical Centre	7000.00	Completed
Village Square Roof Repairs	2000.00	Completed
Lights at Medical Office		Completed
<b>Keystone Complex</b>		
Parking lot Lights	4500.00	Completed
Pavilion Cooking Hood	10000.00	Postponed

Barrier/Bollards to protect playground and septic system	15000.00	Postponed

**Comments/Analysis:** See attached permit comparison report Schedule A CBO 2021-10 for monthly comparison, Schedule B CBO 2021-10 for annual comparison

**Financial Implications:**

None.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Corey Pemberton,**  
**Director of Building and Community**  
**Services**  
**“Submitted electronically”**

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**“Approved electronically”**

**Permit Comparison Summary**

Issued For Period AUG 1,2021 To AUG 31,2021

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
ACCESSORY BUILDING PERMIT	2	766.50	64,000.00	3	872.25	60,500.00
ADDITION/ALTERATION/RENOVATION	1	633.10	20,000.00	3	5,741.30	458,200.00
DECK PERMIT	0	0.00	0.00	1	184.64	4,000.00
DEMOLITION PERMIT	1	150.00	7,000.00	0	0.00	0.00
FARM BUILDING LIVESTOCK PERMIT	0	0.00	0.00	1	1,956.80	300,000.00
FARM BUILDING NON LIVE STOCK	2	671.45	150,000.00	0	0.00	0.00
IND./COM./INST CONSTRUCTION PERMI	0	0.00	0.00	1	720,000.00	60,000,000.00
NEW SINGLE FAMILY DWELLING PERM	6	12,845.90	2,704,000.00	21	52,334.98	15,445,000.00
SEWAGE SYTEM PERMIT	1	500.00	25,000.00	3	1,400.00	44,800.00
SIGN PERMIT	0	0.00	0.00	1	4,800.00	400,000.00
SWIMMING POOL PERMIT	3	450.00	45,500.00	2	300.00	230,000.00
TENT	2	300.00	3,300.00	1	150.00	2,998.00

**New Water Service**

New Water Service	1	150.00	3,000.00	1	150.00	5,000.00
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	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	19	38
Total Dwelling Units Created	6	21
Total Permit Value	3,021,800.00	76,950,498.00
Total Permit Fees	16,466.95	787,889.97
Total Compliance Letters Issued	0	0
Total Compliance Letter Fees	0.00	0.00

**Inspection Summary**

Ward	Permit Inspections	Other Roll Inspections
000	2	0
Total	2	0

Permit Charge	Amount
ACCESSORY BUILDING PERMIT	872.25
ADDITION/ALTERATION/RENOVATION	5,741.30
DECK PERMIT	184.64
FARM BUILDING LIVESTOCK PERMIT	1,956.80
IND./COM./INST CONSTRUCTION PE	720,000.00
NEW SINGLE FAMILY DWELLING PER	52,334.98
New Water Service	150.00
SEWAGE SYTEM PERMIT	1,400.00
SIGN PERMIT	4,800.00
SWIMMING POOL PERMIT	300.00
TENT	150.00
<b>Total</b>	<b>787,889.97</b>

**Permit Comparison Summary**

Issued For Period JAN 1,2021 To AUG 31,2021

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
ACCESSORY BUILDING PERMIT	23	6,972.05	551,301.00	26	7,482.05	938,595.00
ADDITION/ALTERATION/RENOVATION	11	76,722.66	6,238,980.00	12	11,158.15	1,204,200.00
COMMERCIAL CONSTRUCTION PERMIT	1	6,480.00	540,000.00	0	0.00	0.00
DECK PERMIT	8	1,674.77	68,500.00	7	1,521.99	87,000.00
DEMOLITION PERMIT	4	600.00	22,000.00	4	600.00	37,000.00
FARM BUILDING LIVESTOCK PERMIT	1	3,905.28	800,000.00	4	16,796.00	2,157,800.00
FARM BUILDING NON LIVE STOCK	15	42,391.19	8,645,750.00	9	4,738.90	2,050,600.00
IND./COM./INST CONSTRUCTION PERMI	0	0.00	0.00	3	1,446,210.48	12,051,540.00
NEW SINGLE FAMILY DWELLING PERM	21	50,657.25	9,693,000.00	78	184,840.22	47,910,832.30
SEWAGE SYSTEM REPAIR PERMIT	3	1,600.00	31,000.00	1	400.00	18,500.00
SEWAGE SYTEM PERMIT	13	6,500.00	217,000.00	15	7,400.00	277,800.00
SIGN PERMIT	0	0.00	0.00	2	4,950.00	408,000.00
SWIMMING POOL PERMIT	13	1,950.00	441,500.00	14	2,100.00	700,500.00
TENT	2	300.00	3,300.00	5	750.00	8,758.00
<b>New Water Service</b>						
New Water Service	3	450.00	6,200.00	6	2,250.00	42,000.00
<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	118	187
Total Dwelling Units Created	19	78
Total Permit Value	27,258,531.00	176,384,125.30
Total Permit Fees	200,203.20	1,691,347.79
Total Compliance Letters Issued	0	0
Total Compliance Letter Fees	0.00	0.00

**Inspection Summary**

Ward	Permit Inspections	Other Roll Inspections
000	5	0
Total	5	0

Permit Charge	Amount
ACCESSORY BUILDING PERMIT	7,482.05
ADDITION/ALTERATION/RENOVATION	11,158.15
DECK PERMIT	1,521.99
DEMOLITION PERMIT	600.00
FARM BUILDING LIVESTOCK PERMIT	16,796.00
FARM BUILDING NON LIVE STOCK	4,738.90
IND./COM./INST CONSTRUCTION PE	1,446,210.48
NEW SINGLE FAMILY DWELLING PER	184,840.22
New Water Service	2,250.00
ROOF TOP SOLAR RESIDENTIAL	150.00
SEWAGE SYSTEM REPAIR PERMIT	400.00



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-50

**SUBJECT MATTER: Activity Report for CAO/Clerk August 2021**

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### **Recommendation(s):**

None – For Council Information.

### **Purpose:**

The update Council on the CAO/Clerk Activities for August 2021.

### **Background:**

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

<b>August 10, 2021</b>	Internal Staff Meeting -Keystone Maintenance
<b>August 11, 2021</b>	Elgin Administrators Group Meeting - Seniors Services Study Update
<b>August 11, 2021</b>	Staff Meeting
<b>August 12, 2021</b>	SWPH Municipal Partners Teleconference
<b>August 12, 2021</b>	2021 Emergency Management Training and Exercise Planning Meeting
<b>August 12, 2021</b>	Meeting to Discuss Office Re-Opening - Admin Staff
<b>August 17, 2021</b>	Southwold & OCWA Q2 Operations Meeting
<b>August 17, 2021</b>	Southwold Economic Development Committee Meeting
<b>August 18, 2021</b>	Staff Meeting
<b>August 18, 2021</b>	Elgincentives Committee Meeting
<b>August 18, 2021</b>	Southwold Site Plan Application (SPR 2021-03) - Discussions
<b>August 19, 2021</b>	Marriage License Signing
<b>August 19, 2021</b>	Touch Base Meeting with Treasurer
<b>August 20, 2021</b>	Council Tour of Royal Oak
<b>August 20, 2021</b>	Organization Review Update & Implementation
<b>August 21, 2021</b>	Marriage Ceremony - Officiating
<b>August 24, 2021</b>	HR Priorities Mtg. with Vendor
<b>August 25, 2021</b>	Elgin Administrators Group Meeting
<b>August 25, 2021</b>	Severance - Servicing Meeting with County

<b>August 25, 2021</b>	Staff Meeting
<b>August 26, 2021</b>	SWPH Municipal Partners Teleconference
<b>August 27, 2021</b>	Southwold Tour/Meeting with County Ec. Dev
<b>August 27, 2021</b>	Council Meeting-Special
<b>August 30, 2021</b>	Lunch Meeting with Engineering Consultant

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

- Facilitating development in Talbotville
- Talbotville Park project

*Training Undertaken by Staff:*

None.

*2021 Capital Project Progress :*

<b>Project</b>	<b>Budget</b>	<b>Status/Comments</b>
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	Website Launched August 17, 2021.
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. Construction underway.  Pavilion & Washroom contract awarded. Construction scheduled to start September 13, 2021.  Playground contract awarded. Construction underway.
Trails Various – ICIP COVID Grant Application	\$125,000	Trail completed at new park in Talbotville. Quotations received for trail at Shedden Open Space Park. Trail work being coordinated for Fingal Heritage Park following brush/tree removal.

**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	Construction underway.
Talbotville Gore Trunk to Enclave	\$600,000	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

**Financial Implications:**

None.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Lisa Higgs, CAO/Clerk**  
**“Submitted electronically”**





## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-51

**SUBJECT MATTER: Noise By-Law Requests**

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### **Recommendation(s):**

THAT Council provides direction to staff with respect to a draft Noise By-Law.

### **Purpose:**

The purpose of this report is to provide Council with information on the option of adopting a municipal Noise By-Law to seek Council direction whether staff resources should be committed to the researching and composing of a By-Law for adoption.

### **Background:**

The Township of Southwold does not currently have a municipal noise by-law. The Township's most recent version of a Noise By-law was enacted in 1992 (No. 92-06) but repealed in 1999 (No. 99-9). The preamble of the repealing By-Law from 1999 states "the Council of the Corporation of the Township of Southwold no longer feels that the noise by-law can be adequately enforced" and the "by-law has very seldom been used". In March of 2017, the former CAO/Clerk provided a report to Council along with a series of draft By-Laws provided by the municipal enforcement unit for Council review and comment. A draft noise by-law was part of the submission for Council; this original draft from 2017 is attached as Schedule 'A' to this report for information. Direction from council at the March 13<sup>th</sup> 2017 meeting was for the variety of By-Laws to be further reviewed by staff and various impacted committees and then brought back to Council for subsequent consideration, following community consultation. From the municipal records, it does not appear that the noise by-law was ever brought back to Council for review following the 2017 presentation.

### **Comment:**

Recently, staff have received various noise complaints, most notably in settlement areas of Fingal, North Port Stanley, Ferndale and Talbotville. Like all By-Laws in the Township, noise By-Laws are enforced on a complaint basis, however in the absence of a By-Law, the Township is unable to respond to residents with concerns over disturbing noises in their neighbourhood. The By-law last viewed by Council from 2017 is reattached to this report for initial feedback from Council.

**Financial Implications:**

None.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Lisa Higgs, CAO/Clerk**  
**"Submitted electronically"**

## SCHEDULE 'A'

### The Corporation of the Township of Southwold

#### By-law No. 2017-17

#### A BY-LAW TO PROHIBIT AND REGULATE NOISE AND VIBRATION

**WHEREAS** Section 129 of the Municipal Act 2001 states that a Municipality may Prohibit and Regulate matters with respect to noise and vibration;

**AND WHEREAS** the Council wishes to list the By-law as an Offence under Part 1 of the Provincial Offences Act;

**NOW THEREFORE** the Municipal Council of the Corporation of the Township of Southwold enacts the following:

#### **SECTION 1**

##### **Definitions**

**“Construction”** includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection therewith.

**“Construction equipment”** means any equipment or device designed and intended for use in construction or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators and rollers, pumps, concrete mixers, graders or other material handling equipment.

**“Conveyance”** includes a vehicle and any other device employed to transport a person or persons or goods from place to place but does not include any such device or vehicle if operated only within the premises of a person.

**“Council”** means the Council of the Corporation of the Township of Southwold.

**“Dwelling Unit”** means a dwelling unit within the meaning of the Zoning By-law.

**“Engine Brake”** means a device commonly used in a truck, power unit, semi-trailer unit to slow or brake the vehicle by means of closing exhaust valves on the engine of the vehicle, or any similar device.

**“Highway”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, via duct or trestle designed and intended for, or used by, the general public for the passage of vehicles.

**“Industrial District”** means an industrial district as established by The Zoning By-law.

**“Minister”** means the Minister of the Environment and Energy (MOEE)

**“Ministry”** means the Ministry of the Environment and Energy (MOEE)

**“Motor vehicle”** includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular power; or a motorized snow vehicle, ATV, traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the Highway Traffic Act.

**“Motorized conveyance”** means a conveyance propelled or driven otherwise than by a muscular, gravitational or wind power.

**“Municipality”** means the land within the geographic limit of the Corporation of the Township of Southwold.

**“Noise”** means unwanted sound at any time as regulated in the provisions of the By-law and includes but not limited to any unreasonably loud or excessive noise, noise which unreasonably disturbs, injures, or endangers the co-repose health, peace or safety of reasonable persons of ordinary standing within the jurisdictional limited of the Township of Southwold and /or noise which is so harsh, prolonged, unnatural, or unusual in time place as to occasion unreasonable discomfort to any persons with neighbour hood from which said noises emanate, or as their guests operators or customers of places of business, or as to detrimental adversely affect such residences or place of business.

**“Outdoor Public Event”** means an outdoor concert, sporting event, festival attraction or similar event, whether held on private or public property which the public-at-large is invited or admitted.

**“Permitted Premises”** means permitted premises within the meaning Alcohol and Gaming Regulations Act, 1997.

**“Person”** includes any company, corporation, owner, partnership, firm, association, society or party.

**“Point of Reception”** means any point on the premises of a person where sound or vibration originating from other than those premises is received.

**“Police”** means any member of the Ontario Provincial Police

**“Municipal Enforcement Officer”** means any person appointed by the municipality to act as a Municipal Enforcement Officer / Provincial Offenses Officer and or By-law Officer.

## **SECTION 2**

### **General Prohibitions**

#### **Emissions – clearly audible – set out**

No person shall emit or cause or permit the emission of sounds resulting from an act in so far as they are calculated to disturb the inhabitants of the Township of Southwold at any time or specifically described as factors for determining whether a sound is unreasonably loud or excessive include, but are not limited to the proximity of the sound to sleeping facilities, whether

residential commercial, the land use, nature and zoning of the area from which the sound enters and the area where it is received or perceived, the time of day or night the sound occurs, the duration of the sound, the volume of the sound, the nature of the sound, whether the sound is recurrent, intermittent or constant, and the nature of the event or activity from which the sound emanates;

### **2.1 Racing – motorized conveyance – exception**

No person shall emit or cause or permit the emission of sound as a result of Racing of any Motorized Conveyance other than in a racing event regulated by law.

### **2.2 Tires – squealing**

No person shall emit or cause or permit the emission of sound as a result of the operation of a motor vehicle in such a way that the tires squeal.

### **2.3 Engine – pneumatic device – exhaust – ineffective**

No person shall emit or cause or permit the emission of sound as a result of the operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and that is in constant operation.

### **2.4 Horn – use – other than warning**

No person shall emit or cause or permit the emission of sound as a result of the operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices.

### **2.5 Construction equipment – operation**

No person shall emit or cause or permit the emission of sound as a result of the operation any item of construction equipment in an area without effective muffling devices in good working order and that is in constant operation.

## **SECTION 3**

### **PROHIBITIONS – BY TIME – PLACE**

**No person shall within the limits of the Township of Southwold make or permit to be made the following noises and vibrations in so far as they are calculated to disturb the inhabitants of those communities at any time.**

### **3.1 Engine – combustion – toy – for amusement**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from the operation of a combustion engine which, is or, is used in, or is intended for use in a toy, or a model or replica of any device which model or replica has no function other than amusement and which is not a conveyance.

### **3.2 Loudspeakers – amplification sound equipment**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound unless a Special Events Permit has been approved by permit issued by the Township of Southwold.

### **3.3 Signaling device – use other than for safety**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from the operation of any auditory signaling device, including but not limited to the ringing of bells or gongs and the blowing of horns, the use of drums, or sirens or whistles, or the production, reproduction or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices.

### **3.4 Barking – calling – other – animal – pet**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from the persistent barking, calling or whining or other similar persistent noise making by any domestic pet or any other animal kept or used for any purpose other than agriculture.

### **3.5 Selling – advertising – by shouting**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from selling or advertising by shouting or outcry or amplified sound.

### **3.6 Construction equipment – use**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from the operation of any equipment in connection with construction between 9:00pm to 7:00am, unless in the commission of work connected with an emergency.

### **3.7 Tools – domestic use – exception – snow removal**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from the operation or use of any tool for domestic purpose other than snow removal between 9:00pm to 7:00am.

### **3.8 Refuse – compacting equipment – other**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception from the operation of solid waste bulk lift or refuse compacting equipment between 9:00pm to 7:00am.

### **3.9 Vehicles**

No person shall emit or cause or permit the emission of sound that is clearly audible at a point of reception caused by any licensed or unlicensed motorized vehicle, including trucks, motor

cars, snow mobiles, motor bikes, and ATV's, in starting up or driving said motorized vehicle, truck, motor car, snow mobile, motor bike, and ATV's.

### **3.10 Yelling and shouting**

No person shall emit or cause or permit the emission of sound that is clearly audible at point of reception caused by excessive yelling and or shouting.

## **SECTION 4**

### **Exceptions**

#### **4.1 Emergency Exceptions**

Exceptions are to be made during emergencies such as power outages and or a declaration of an emergency by officials.

#### **4.2 Special Events**

Council for the Municipality may grant special permits for exemptions for special events approved within the municipality.

## **SECTION 5**

### **Penalty Section**

#### **5.1**

Every Person who contravenes any provision of this By-law is guilty of an offence and on conviction may be subject to a fine as provided for in the Provincial Offences Act.

**See Set Fine "Schedule A" attached**

## **SECTION 6**

### **Enforcement**

#### **6.1**

For the purposes of this By-law, this By-law is enforced by the Ontario Provincial Police, By-law officer, Provincial Offences Officer, or any person appointed by the Municipality to enforce said By-law.

## **SECTION 7**

### **Investigation**

**7.1** For the purpose of this By-law an appointed person such as the Ontario Provincial Police, Municipal Enforcement Officer, Provincial Offences Officer may enter onto private property at any time to determine the source of a Sound or Noise.

## **SECTION 8**

### **Repeal**

**8.1** That any By-laws or provisions of By-laws found to be inconsistent with the provisions found in this By-law shall be and are hereby repealed.

By-law read a first and second time the 13<sup>th</sup> day of March, 2017.

By-law read a Third Time and finally passed this 13th day of March, 2017

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Mayor

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Clerk

**Township of Southwold**

SCHEDULE "A" to

BY-LAW No. 2017-17

TITLE: Noise By-law

PART 1 – Provincial Offences Act

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1	Emit Sound from Racing – motorized conveyance	Sec. 2.1	\$250.00
2	Emit Sound from Squealing Tires	Sec. 2.2	\$350.00
3	Emit Sound from Ineffective Exhaust	Sec. 2.3	\$250.00
4	Emit Sound from Use of Horn other than warning	Sec. 2.4	\$250.00
5	Emit Sound from Ineffective Muffling device – construction equipment	Sec. 2.5	\$250.00
6	Emit Sound from Engine Combustion on toy device not used for conveyance	Sec. 3.1	\$250.00
7	Emit Sound from Loudspeakers - amplifiers	Sec. 3.2	\$500.00
8	Emit Sound from Signaling Device other than when required	Sec. 3.3	\$250.00
9	Emit Sound from Barking, Calling or Whining of domestic pet	Sec. 3.4	\$250.00
10	Emit Sound from selling/advertising by shouting	Sec. 3.5	\$350.00
11	Emit Sound from Use of Construction equipment after hours	Sec. 3.6	\$250.00
12	Emit Sound from Use of Domestic equipment after hours	Sec. 3.7	\$250.00
13	Emit Sound from Use of waste or refuse equipment after hours	Sec. 3.8	\$250.00
14	Emit Sound from Noise from licensed or	Sec. 3.9	\$250.00

	unlicensed motorized vehicles		
15	Emit Sound from excessive yelling and shouting	Sec. 3.10	\$250.00

**NOTE: The penalty section for offences cited above is Section 5.1 of By-law No. 2017-17, a certified copy of which has been filed.**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-52

**SUBJECT MATTER: Amendment to Fire Training Officer Agreement**

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#### **Recommendation(s):**

THAT Council supports the participation of the Municipality of Central Elgin in the provision of shared Fire Training/Community Emergency Management services with Elgin County and all local municipal partners in Elgin County;

AND THAT Council authorizes the Mayor and Clerk to sign an Amending Agreement to the original agreement, which was effective June 1, 2020 to include the Municipality of Central Elgin as a signatory partner.

#### **Purpose:**

The purpose of this report is to provide Council with information on the Amending Agreement for the shared Fire Training Officer.

#### **Background:**

In June of 2020, the Township, alongside the municipalities of Bayham, Malahide, Aylmer, Dutton Dunwich, and West Elgin endorsed an agreement to share Fire Training Officer services with Elgin County, who employs the Fire Training Officer. At the time of the original agreement, Central Elgin was not interested in accessing the services offered by the County.

#### **Comment:**

Recently, the Municipality of Central Elgin has indicated that they are interested in accessing Fire Training Services to assist in the development, co-ordination, and delivery of required training and education programs for its local fire service personnel. The County Solicitor has drafted an amending agreement to facilitate Central Elgin's request to be added as a party to the original agreement. This is attached as Schedule A to this report for Council review. Once Council has authorized the endorsement of the agreement, signing by all parties will be arranged.

#### **Financial Implications:**

The cost sharing arrangement of the original agreement is to remain unchanged.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**

**Lisa Higgs, CAO/Clerk**

**"Submitted electronically"**



AND WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, as amended, contemplates and provides for agreements between municipalities for the provision of services which each such municipality is required to deliver and provide within its own territorial limits;

AND WHEREAS Elgin employs and has appointed a Fire Training Officer/Community Emergency Management Coordinator (hereinafter "Officer") as a resource person qualified and able, among other things, to assist in the development, co-ordination, and delivery of required training and education programs for fire service personnel, including special teams, in support of an associated with local fire training programs implemented under the direction and authority of local Fire Chiefs;

AND WHEREAS Elgin and the original contracting local municipalities entered into A Fire Training Officer Cost sharing Agreement ("Agreement"), effective the first day of June, 2020, pursuant to which Agreement the original contracting local municipalities agree to utilize the Officer to assist in the development, co-ordination, and delivery of required training and education programs for local fire service personnel, including special teams, in support of and associated with local fire training programs implemented under the direction and authority of the local Fire Chiefs;

AND WHEREAS Central Elgin wishes to have access to and utilized the said services of the Officer to assist in the development, co-ordination, and delivery of required training and education programs for its local fire service personnel, including special teams, in support of and associated with local fire training programs implemented under the direction and authority of its Fire Chief;

AND WHEREAS Central Elgin thereby wishes to be added as a contracting local municipality to the aforementioned Agreement amongst Elgin and the original contracting local municipalities on the same terms and conditions as set forth therein;

AND WHEREAS Elgin is prepared to agree to the addition of Central Elgin as a contracting local municipality pursuant to such Agreement and the original contracting local municipalities are prepared to consent to such necessary amendments to that end;

AND WHEREAS Elgin, Central Elgin, and the original contracting local Ms. Pauli's wish to reduce the terms and conditions of addition of Central Elgin as a contracting local municipality to the said Agreement.

NOW THEREFORE, in consideration of payment of the sum of ONE DOLLAR (\$1.00) now paid by Central Elgin to each of the other Parties hereto and the mutual promises and covenants hereinafter contained, the receipt and/or sufficiency of which consideration is hereby irrevocably acknowledged, the Parties hereto agree and covenant as follows:

1. Preamble Paragraphs

The Parties hereby acknowledge the preamble paragraphs set forth above as accurate and, furthermore, agree that the said preamble paragraphs shall be deemed incorporated in and forming part of this Agreement.

2. Fire Training Officer Cost Sharing Agreement

Although not formally attached hereto, the Parties to this Agreement agree that the Fire Training Officer Cost Sharing Agreement, made effective the 1<sup>st</sup> day of June, 2020, executed by Elgin and the original contracting local municipalities hereto in counterparts, is deemed to be incorporated in and form part of the within Agreement.

### 3. Amendments to the Fire Training Officer Cost Sharing Agreement

The Parties to this Agreement agree that the Fire Training Officer Cost Sharing Agreement, made effective the 1<sup>st</sup> day of June, 2020, shall be amended as follows:

- (i) The list of Parties to the said Fire Training Officer Cost Sharing Agreement shall be amended by adding "The Corporation of the Municipality of Central Elgin" as the Party of the Seventh Part pursuant to the following wording between identification of The Corporation of the Municipality of West Elgin as the Party of the Sixth Part and the first preamble paragraph:

"AND:

THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN  
(hereinafter "Central Elgin")

Of The Seventh Part"

- (ii) The definition of "Fire Chief" in section 1.2 shall be amended by deletion of the words and punctuation mark "and West Elgin." At the end of such section 1.2 and substitution of the words and punctuation marks "West Elgin, and Central Elgin." therefor.
- (iii) The definition of "Contracting local municipalities" in section 13 shall be amended by deletion of the words and punctuation mark "and West Elgin." at the end of such section 1.3 and substitution of the words and punctuation marks "West Elgin, and Central Elgin." therefor.
- (iv) Section 7.2, relating to "Payment of Services Through Levy to Local Municipalities", shall be amended by deletion of the words " ... tier municipalities, as well as the Corporation of the Town of Aylmer and The Corporation of the Municipality of Central Elgin, as non-contracting local municipalities." and the following words substituted therefor:  
  
" ... tier municipalities, as well as the Corporation of the Town of Aylmer as a non-contracting local municipality."
- (v) Section 10.3, relating to "Insurance/Save Harmless" commitments, shall be amended by deleting the word "and" between "Southwold," and "West Elgin" and addition of the words "and Central Elgin" immediately following the words "West Elgin".
- (vi) Section 10.4, relating to "Insurance/Save Harmless" commitments, shall be amended by deleting the words "and" between "Southwold," and "West Elgin" in addition of the words "and Central Elgin" immediately following the words "West Elgin".
- (vii) Section 11.1, relating to "Release" commitments, shall be amended by deleting the word "and" between "Southwold," and "West Elgin" and addition of the words "and Central Elgin" immediately following the words "West Elgin".
- (viii) Section 11.2, relating to "Release" commitments, shall be amended by deleting the word "and" between "Southwold," and "West Elgin" and addition of the words "and Central Elgin" immediately following the words "West Elgin".

- (ix) Section 12.1, relating to delivery of Notices, shall be amended by adding the following at the end of the section, following reference to West Elgin contact information:

“To Central Elgin at:                   450 Sunset Drive,  
  St. Thomas, Ontario N5R 5V1  
  Fax: (519) 631-4036

- (x) The signature blocks for the Parties to the said Fire Training Officer Cost Sharing Agreement shall be amended to provide the following signature block following the signature block for The Corporation of the Municipality of West Elgin:

“ The Corporation of the Municipality of Central Elgin

Per: \_\_\_\_\_  
          Name: Sally Martyn  
          Position: Mayor

Per: \_\_\_\_\_  
          Name: Paul Shipway  
          Position: Chief Administrative Officer                   “

and, by execution of this Amending Agreement, the signatures of the said municipal Ofc. shall be deemed to be completed and endorsed upon the said Fire Training Officer Cost Sharing Agreement, as then amended.

4. Balance of Fire Training Officer Cost Sharing Agreement To Remain Unchanged

The Parties hereto acknowledge and agree that all other terms, conditions, and provisions of the Fire Training Officer Cost Sharing Agreement, effective the 1<sup>st</sup> day of June, 2020, and as hereby amended, shall be and remain unchanged and binding upon each individual Party and all collective Parties then named and identified therein.

5. Consent of the Original Contracting Local Municipalities

in compliance with and as required by section 12.3 of the Fire Training Officer Cost Sharing Agreement, the original contracting local municipalities consent to the amendments to the said Fire Training Officer Cost Sharing Agreement as set forth in this Amending Agreement.

(Balance of Page Left Blank Intentionally)

6. Electronic Signatures / Signatures In Counterparts

THIS Agreement may be executed in several counterparts, each of which, when so executed, shall constitute but one and the same document. This Agreement may also be signed in paper form, by facsimile signature or by electronic signature in accordance with section 11 of the Electronic Commerce Act, 2000 (Ontario). It may also be signed, whether or not in counterpart, scanned to Adobe® Portable Document Format (PDF) and delivered by way of electronic mail.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement by the signature of authorized officials upon the dates and at the locations set forth below.

SIGNED, SEALED & DELIVERED

in the presence of

) **Corporation of the County of Elgin**

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Name: Tom Marks

Position: Warden

per: \_\_\_\_\_

Name: Julie Gonyou

Position: CAO/Clerk

We have authority to bind the Corporation

) **The Corporation of the Municipality of  
Central Elgin**

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per: \_\_\_\_\_

Name: Sally Martyn

Position: Mayor

per: \_\_\_\_\_

Name: Paul Shipway

Position: CAO/Clerk

) **The Corporation of the Municipality of  
Bayham**

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per: \_\_\_\_\_

Name: Edward Ketchabaw

Position: Mayor

per: \_\_\_\_\_

Name: Thomas Thayer

Position: CAO/Clerk

We have authority to bind the Corporation

) **The Corporation of the Township of Malahide**

) per: \_\_\_\_\_  
) Name: David Mennill  
) Position: Mayor

) per: \_\_\_\_\_  
) Name: Adam Betteridge  
) Position: CAO/Clerk

) We have authority to bind the Corporation

) **The Corporation of the Township of Southwold**

) per: \_\_\_\_\_  
) Name: Grant Jones  
) Position: Mayor

) per: \_\_\_\_\_  
) Name: Lisa Higgs  
) Position: CAO/Clerk

) We have authority to bind the Corporation

) **The Corporation of the Municipality of Dutton/Dunwich**

) per: \_\_\_\_\_  
) Name: Robert Purcell  
) Position: Mayor

) per: \_\_\_\_\_  
) Name: Heather Bouw  
) Position: CAO/Clerk

) We have authority to bind the Corporation

) **The Corporation of the Municipality of West Elgin**

) per: \_\_\_\_\_  
) Name: Duncan McPhail  
) Position: Mayor

) per: \_\_\_\_\_  
) Name: Magda Badura  
) Position: CAO/Treasurer

) We have authority to bind the Corporation

Effective Date:

, 2021

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Corporation of the County  
of Elgin

The Corporation of the  
Municipality of  
Central Elgin

The Corporation of the  
Municipality of Bayham

The Corporation of the  
Township of Malahide

The Corporation of the  
Township of Southwold

The Corporation of the  
Municipality of  
Dutton/Dunwich

The Corporation of the  
Municipality of West Elgin

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Fire Training Officer/  
Community Emergency  
Management Coordinator  
Amending Agreement

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Stephen H. Gibson  
450 Sunset Drive  
St. Thomas, ON  
N5R 5V1

County Solicitor



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-53

**SUBJECT MATTER:** Request to Use Unopened Road Allowance

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### **Recommendation(s):**

THAT Council supports the request by Joel and Lynette VanDyk to use the unopened road allowance known as McDiarmid Line, West of Burwell Road.

### **Purpose:**

The purpose of this report is to provide Council with information on the request by the VanDyk's to use an unopened road allowance to access a property located at PT LT 12 CON NTR in Southwold, of which they have entered into an agreement of purchase and sale.

### **Background:**

Council enacted By-Law No. 2014-39 on July 28, 2014, which is a By-Law to Establish Policies for the Use of Unopened Road Allowances for Motor Vehicle Travel. It is general policy of the Township of Southwold that unopened road allowances shall not be used for motor vehicle travel purposes, and that any improvements, cutting down of trees or grading or removing of rocks or fill on unopened road allowances is prohibited with the express approval of Council. By-Law No. 2014-39 provides a framework that residents can seek Council permission to use an unopened road allowance. A copy of By-Law No. 2014-39 is attached to this report as Schedule A for Council review. On August 12<sup>th</sup> 2021, an application was received from Joel & Lynette VanDyk to access the unopened road allowance to facilitate the construction of a single family dwelling on the lands, that do not otherwise have public road frontage.

### **Comment:**

As the By-Law explains, if Council decides, following due consideration, to approve the application for use, the Applicant and the Township shall enter into an agreement satisfactory to the Township setting forth the terms and conditions of such approval, with that agreement to contain, at a minimum, provisions addressing the following:

- Applicants are required to survey the road allowance to be sure that the proposed use will not encroach on adjacent lands.
- All work shall be done at the Applicant's expense.
- The Applicant shall file a cost estimate prior to the work taking place and file security for the value of the work.

- The Applicant shall prepare, and submit to Council for approval, a summary of the proposed work program including the width of the proposed travelled road, the specifics of the constructions of the road, and the proposed plans to address the impact of the work on any environmentally sensitive areas.
- The Applicant shall file a Letter of Credit (or cash) with the Township of Southwold for 10% of the value of the estimated cost of the work. This LOC is to protect the Township of Southwold against liens arising in relation to the Applicant's activities on the unopened road allowance.
- The Township of Southwold will inspect the work only to the extent to make certain that the Applicant has followed Council's direction and has completed all work in accordance with the same.
- Once the work is completed and motor vehicle access is possible, the resulting road is not a road which is "assumed" by the Township of Southwold for public travel purposes, nor will be Township of Southwold pass a by-law to open the said road.
- The Applicant shall be required to post signs "PRIVATE ROAD - NOT ASSUMED BY THE TOWNSHIP OF SOUTHWOLD - USE AT OWN RISK' at all entrances and exits to the road allowance. The Applicant shall be responsible to post a safe speed sign — typically the posted speed should be less than the design speed. If these signs are removed, they shall immediately be replaced by the Applicant.
- If the Application is by a group of people who wish to make a trail along an unopened road allowance, consideration should be given to the forming of a Corporation that would be responsible for the maintenance of the road.
- The Applicant shall obtain and maintain liability insurance with a minimum coverage of Five Million Dollars (\$5,000,000.00) with respect to the applicant's constructions, use and maintenance of the road, and shall file a copy of the said policy with the Township of Southwold. The Township of Southwold must be added as a named insured on the policy and the policy shall contain a provision requiring the insurance company to that the policy will not be cancelled or terminated without 30 days' prior written notice to the Township of Southwold.
- The Applicant must enter into an Agreement with the Township of Southwold waiving, releasing and discharging the Township of Southwold of and from all claims, actions, causes of actions and damages for death, personal injury or damage to property arising out of the use of, the unopened road allowance.
- Timber removed from the road allowance is the property of the Township of Southwold and must be purchased from the Township of Southwold. Tree tops must be removed from site.
- The roadway is to be built to standards imposed by any Federal or Provincial Ministries and by the Municipality as per the Designs and Construction Standards for the Township of Southwold 2012, as prepared by Spriet Associates London Ltd. Consulting Engineers (subject to the satisfaction of the Public Works Superintendent).
- The ongoing maintenance of the unopened road allowance shall be at the expense and responsibility of the applicant

Once Council authorizes the use of the unopened road allowance, staff will coordinate with the applicant and the Township solicitor to draft an agreement to ensure that the above conditions are met. The endorsement of the agreement will be authorized by By-Law at a future date. The applicant will also need to apply for a Minor Variance (they have already submitted the initial forms) from the provisions of the Zoning By-Law seeking relief from section 3.9 requiring that buildings and structures only be permitted on lots that front a public road. This variance process will include circulation and public consultation as part of the Committee of Adjustment procedures.

**Financial Implications:**

All costs and expenses are to be paid by the applicant, so there are no anticipated costs to the Township.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Lisa Higgs, CAO/Clerk**  
**"Submitted electronically"**



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW NO. 2014- 39**

**Being a Bylaw to establish policies for the  
use of unopened road allowances for motor vehicle travel**

**WHEREAS** the Township of Southwold is the owner of all road allowances within its jurisdiction;

**AND WHEREAS** the Township of Southwold, from time to time, receives applications from ratepayers to use parts of original road allowances for motor vehicle passage purposes;

**AND WHEREAS** the purpose of this By-law is to establish policies with respect to the requirements of the Township of Southwold, if Council approves of an unopened road allowance being used for vehicle purposes.

**BE IT ENACTED** as a By-Law of the Township of Southwold as follows:

**1. General Policy**

It is general policy of the Township of Southwold that unopened road allowances shall not be used for motor vehicle travel purposes, and that any improvements, cutting down of trees or grading or removing of rocks or fill on unopened road allowances is prohibited with the express approval of Council.

**2. Applications**

If Council decides, following due consideration, that an Application to use an unopened road allowance or any portion thereof, to approve the said application for use, the Applicant and the Township shall enter into an agreement satisfactory to the Township setting forth the terms and conditions of such approval, with that agreement to contain, at a minimum, provisions addressing the following:

**2.1 Survey:** Applicants are required to survey the road allowance to be sure that the proposed use will not encroach on adjacent lands.

**2.2 Applicant's Expense:** All work shall be done at the Applicant's expense. The Applicant shall file a cost estimate prior to the work taking place and file security for the value of the work.

- 2.3 Outline of Proposed Work:** The Applicant shall prepare, and submit to Council for approval, a summary of the proposed work program including the width of the proposed travelled road, the specifics of the constructions of the road, and the proposed plans to address the impact of the work on any environmentally sensitive areas.
- 2.4 Letter of Credit:** The Applicant shall file a Letter of Credit (or cash) with the Township of Southwold for 10% of the value of the estimated cost of the work. This LOC is to protect the Township of Southwold against liens arising in relation to the Applicant's activities on the unopened road allowance.
- 2.5 Inspection:** The Township of Southwold will inspect the work only to the extent to make certain that the Applicant has followed Council's direction and has completed all work in accordance with the same.
- 2.6 No Assumption by the Township of Southwold:** Once the work is completed and motor vehicle access is possible, the resulting road is not a road which is "assumed" by the Township of Southwold for public travel purposes, nor will be Township of Southwold pass a by-law to open the said road.
- 2.7 Posting of Sign:** The Applicant shall be required to post signs "PRIVATE ROAD - NOT ASSUMED BY THE TOWNSHIP OF SOUTHWOLD - USE AT OWN RISK" at all entrances and exits to the road allowance . The Applicant shall be responsible to post a safe speed sign – typically the posted speed should be less than the design speed. If these signs are removed, they shall immediately be replaced by the Applicant.
- 2.8 Group Application:** If the Application is by a group of people who wish to make a trail along an unopened road allowance, consideration should be given to the forming of a Corporation that would be responsible for the maintenance of the road.
- 2.9 Insurance:** The Applicant shall obtain and maintain liability insurance with a minimum coverage of Five Million Dollars (\$5,000,000.00) with respect to the Applicant's constructions, use and maintenance of the road, and shall file a copy of the said policy with the Township of Southwold. The Township of Southwold must be added as a named insured on the policy and the policy shall contain a provision requiring the insurance company to that the policy will not be cancelled or terminated without 30 days' prior written notice to the Township of Southwold.
- 2.10 Waiver of Liability:** The Applicant must enter into an Agreement with the Township of Southwold waiving, releasing and discharging the Township of Southwold of and from all claims, actions, causes of actions and damages for death, personal injury or damage to property arising out of the use of, the unopened road allowance.
- 2.11 Removal of Timber:** Timber removed from the road allowance is the property of the Township of Southwold and must be purchased from the Township of Southwold. Tree tops must be removed from site.

**2.12 Standards of Construction:** The roadway is to be built to standards imposed by any Federal or Provincial Ministries and by the Municipality as per the *Designs and Construction Standards for the Township of Southwold 2012*, as prepared by Spriet Associates London Ltd. Consulting Engineers.

Subject to the approval of the Public Works Superintendent, a "Minor-Local Road" at minimum, requires that the road should not to exceed 12 feet in width; cleared width is minimum 20 feet. Turn-around to be built sufficient to allow Emergency vehicles to maneuver. All imported material is to be granular. A minimum of 100 to 150 mm (4 to 6 in) of gravel is required.


**3. Private Roads/Driveways Crossing Unopened Township Road Allowances**

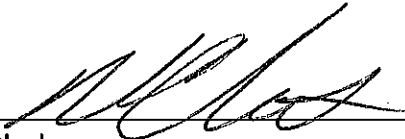
- 3.1** Nothing in this by-law is intended to prevent a private road or driveway from crossing an unopened Township road allowance.
- 3.2** All private road or driveway crossings of unopened township road allowances shall be at 90 degrees to the road allowance unless extreme mitigating circumstances require otherwise.
- 3.3** Maintenance of all crossings of unopened township road allowances shall be at the expense and responsibility of the owner of the private road or driveway making the crossing.

**4. Further Conditions**

- 4.1** Council of the Township of Southwold shall be entitled to add such additional conditions as it deems necessary having regard to the circumstances and area in which the proposed work is located.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 28<sup>th</sup> DAY OF JULY, 2014.**

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

  
\_\_\_\_\_  
Clerk  
Donna Clermont

**TOWNSHIP OF SOUTHWOLD**  
**APPLICATION FOR USE/ALTERATION/WORK ON**  
**ROAD ALLOWANCE**

PROPERTY DESCRIPTION:

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DATE OF APPLICATION:

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DETAILS OF PROPOSED USE/ALTERATION/WORK ON ROAD ALLOWANCE:  
(include costs estimate and engineered drawings, where applicable)

N.B.If a private road is to be constructed on the road allowance, the roadway is to be constructed and maintained to the standards imposed by the Province of Ontario for any road in the same class, and to the following minimum Township requirements as per the *Designs and Construction Standards for the Township of Southwold 2012*, as prepared by Spriet Associates London Ltd Consulting Engineers:

Applicant Signature: \_\_\_\_\_

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-54

**SUBJECT MATTER: Consolidated Linear Infrastructure Environmental Compliance Approval (ECA) Proposal**

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#### **Recommendation(s):**

THAT report CAO 2021-54 regarding the Consolidated Linear Infrastructure Environmental Compliance Approval (ECA) Proposal be received for information.

AND THAT Design Plus Engineering Inc. be contracted to complete the application on behalf of the Township of Southwold at a rate of \$100/hour to an upper threshold of \$10,000.00.

#### **Purpose:**

The purpose of this report is to inform Council of the changes to the regulatory framework found within Section 53 of the Ontario Water Resources Act (OWRA) that requires municipalities and prescribed persons (e.g. developers) to obtain an Environmental Compliance Approval (ECA) to establish, alter, extend or replace sewage works. The Ministry of the Environment, Conservation and Parks (MECP) has recently consulted on a Consolidated Linear Infrastructure Permissions Approach for low risk projects related to sanitary collection and stormwater management. The purpose of the Consolidated Linear Infrastructure Permissions Approach (CLI) is to consolidate certain municipal sewage works approvals into a single ECA for all of a municipality's sewage collection works and a single ECA for all of a municipality's stormwater management works. On July 29, 2021 the Ministry released an application form and guideline and is accepting applications until February 18, 2022. In order to prepare an application for the first deadline, an engineer should be contracted in September to begin the necessary investigations. The MECP has indicated that they anticipate receiving the first applications in September of 2021 and issuing the first CLI ECA in December of 2021, the Township should consider applying early to avoid backlogs of applications.

#### **Background:**

In July 2020, the Ministry of Environment, Conservation and Parks (MECP) posted a proposal notice on the Environmental Registry for a new Consolidated Linear Infrastructure Permissions Approach. Under the proposed approach the MECP will incorporate all existing and future approvals into one new consolidated ECA for municipal sanitary collection systems and one new consolidated ECA for stormwater management works.

MECP is stating that the proposed streamlining is to modernize Ontario's environmental approval process to better align with similar legislation currently in place, reduce regulatory burden by eliminating the need for municipalities and developers to submit separate ECA applications for future alterations, if specific conditions are met, and to enhance environmental outcomes through updated ECA terms and conditions.

On August 13, 2021 the Township received correspondence from the MECP indicating that the transition to the CLI is now underway.

*Previous Regulatory Framework:*

The previous regulatory framework is referenced as a pipe-by-pipe approach that requires municipalities and developers to apply for an ECA for all alterations or changes to wastewater and stormwater infrastructure, for example, installing or replacing a single pipe in the ground.

The MECP has indicated during stakeholder consultations that they currently issue over 700 decisions each year on ECA applications, many of which support new housing and commercial developments that are non-complex, routine alterations that eventually become part of the municipalities sanitary collection and stormwater works. This new framework would eliminate that approach as well as eliminate the amount of ECA's the Township is required to manage.

Under the proposed approach, in order to create more streamlined permissions for municipal works, the MECP will incorporate all existing and future approvals into one ECA for sanitary systems which includes all linear works and pumping stations, and one new ECA for stormwater works that encompasses linear works, Low Impact Development (LID's), ditches, culverts, and stormwater management ponds all in an effort to oversee sewage works as a functioning unit and more holistically within the municipal boundary.

Additionally, the consolidation would bring any unapproved works, or missing documentation on approved works into compliance with the OWRA requirements.

*Consolidated Linear Infrastructure Regulatory Framework*

The proposed framework is not new to the municipal world. The approach has been modeled after the current framework for municipal drinking water systems, the Municipal Drinking Water Licensing (MDWL) Program, established in 2009.

The MECP has indicated two major components to the proposed approach. The first being a new ECA template that would include all the design and operation requirements, standardized conditions such as monitoring and reporting requirements and will provide clear expectations for municipalities, developers and MECP compliance officers.

The second component is the new Design Criteria Standards for linear infrastructure for sanitary and storm works. The Design Criteria Standards will be referred to as a condition

within the proposed consolidated ECA. The standards are established to provide clear and transparent design criteria for municipalities and developers to follow for linear infrastructure and includes diameter, material, flow rates and velocities, new monitoring and reporting requirements for combined sewer overflows and bypasses.

Municipalities and developers will need to comply with the design criteria in order to meet the pre-authorization conditions in order add/alter/modify the works without MECP approval and instead approved by the Owner of the works, the municipality. Municipalities and developers who do not comply with the design criteria will be required to obtain separate ECAs for their projects.

As previously mentioned above, this process of pre-approval under the municipality's umbrella is not new and a similar approach already exists within the drinking water system under the MDWL Program. This new approach will eliminate the need for the municipality and developers to prepare and submit individual ECAs for sewage works that eventually will be owned by the municipality.

In order for the municipality to have the ability to approve such works, municipalities may need to update agreements with developers. Currently, municipalities assume responsibility from developers at the time ownership of the works is transferred from the developer to the municipality under the Planning Act or Development Charges Act. With the new framework proposed, municipalities will be responsible when construction begins if pre-authorized under the consolidated ECA. This process of ownership of the works is currently being done within the drinking water system under the MDWL program as previously discussed. An example of such works is the addition of new watermains connecting to the Township's drinking water system.

**Comment:**

Staff suggests that the benefits of the consolidated linear infrastructure are:

- reduces administrative regulatory burden at Provincial level
- provides clear, transparent and consistent requirements
- improves environmental protection through updated and consolidated terms and conditions
- establishes a more holistic picture of sewage works across the province
- supports efforts to oversee sewage works as a single functioning unit.
- provides increased operational efficiency and demonstrates environmental stewardship whereby leading to greater public trust and confidence in the Township's sewage operations.
- Brings any unapproved works, or missing documentation on approved works (no ECA's) into compliance with the OWRA requirements.
- Aligns with Asset Management regulations.

- Easier to manage water/wastewater/stormwater regulatory compliance requirements as they will have similar regulatory framework.
- Streamlined approvals process with the authority to approve pre-authorized works under the municipalities control (i.e. linear works for new developments) may assist in expediting subdivision approvals

CLI ECAs may include conditions which will allow municipalities (and developers constructing sewage infrastructure which may be conveyed to municipalities) to proceed without having to obtain an additional ministry permission. Among other things, CLI ECA terms and conditions may be in respect of future specified alterations, extensions, enlargements or replacements (collectively "Alterations"), as well as Alterations within operational parameters set out in the approval, including by prescribed persons. Pre-authorization would apply only if alterations are made in accordance with the requirements of the municipality's CLI ECA, including meeting ministry design standards.

The potential challenges include:

- Time and resources needed to manage conditions to maintain compliance including adequate funding to be made available in order to ensure proper operation of sewage works.
- Additional legislative requirements to be complied with.
- Changing the mindset on how we operate sewage systems on both the municipal side as well as within the development community.
- Municipality may be more liable for works at the beginning of the process (construction) as opposed to the end of the process, however this may be addressed in development agreements.

From an administrative perspective, another challenge is that since the application is new, we have no experience knowing how long it will take to complete or the amount of studies or information required. Concerning staff time, and through stakeholder consultations facilitated by the MECP, counterparts such as the Region of Peel, the City of Barrie, the Region of Halton and the City of Greater Sudbury all volunteered to be a part of a pilot project for this framework. Their experiences found staff time and resources was the most challenging. On the other hand, these same staff also indicated that the benefits of the program outweighed the challenges due to the ability for the municipality to have the authority to grant pre-authorizations, expediting construction projects and upgrades as well as having all requirements found within one regulatory instrument to maintain, as found within the drinking water regulatory framework.

Staff has reached out to Ron Antuma at Design Plus Inc for a quotation to complete the application on behalf of the Township for both sanitary and stormwater ECA. Ron has indicated that for this project he would be willing to reduce his hourly rate to \$100/hour to complete the

application, although without any previous experience in the submission, he was unable to provide a total estimate. Ron has in depth knowledge of the Township's existing sanitary infrastructure and its future sanitary plans in Talbotville and his proposed rate is unlikely to be matched by other consulting engineers who work in Southwold. Staff is recommending that we include an upper threshold limit of \$10,000.00 which is the maximum amount under the procurement policy before multiple bids are required to be submitted. As we approach the threshold, staff can provide an update report to Council with recommendations for proceeding.

It should be noted that at this time, there is no mention in the communication from MECP about the applicability of the CLI to municipal drains, however there is speculation that incorporating municipal drains into an ECA approval process (whether as part of a CLI or otherwise) may add future regulatory burden.

**Financial Implications:**

The application cost is \$100.00 per application to a total of \$200.00. Total engineering fees considered at this point have an upper threshold of \$10,000.00.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Lisa Higgs, CAO/Clerk**  
**"Submitted electronically"**



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-55

**SUBJECT MATTER: Approval of Trails Construction Bids at the Shedden Open Space Park**

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### **Recommendation(s):**

THAT Council accepts the bid from Laemers Excavating in the amount of \$27,485.00 + HST for the construction of a 3 m wide trail, approximately 600 meters in length at the Shedden Open Space Park.

### **Purpose:**

The purpose of this report is to provide Council with information on the bids submitted for the construction of the walking trail at the Shedden Open Space Park.

### **Background:**

The Township was recently notified that we were successful in our application for the “Investing in Canada Infrastructure Program (ICIP) COVID-19 Resilience Infrastructure Stream – Local Government Intake.” The municipality had applied for funding for the construction of multi-use trails in various Township parks. The Township will be receiving \$100,000.00 in funding for various Township parks, with 80% being contributed from the federal government and 20% from the provincial government.

At the meeting on July 12<sup>th</sup>, following consultation with the Park Committee, it was decided by Council that the grant funding would be allocated between the Talbotville Park, the Fingal Heritage Park, the Shedden Open Space Park.

Following council direction, staff solicited quotations for the construction of a 3 m wide trail approximately 600 meters in length. Since the estimated cost was less than \$50,000.00, a request for bids (vs. formal tender process) was sent to multiple contractors with experience completing Township projects. Bidders were asked to provide quotes to construct a trail with 6 inches of Granular A material and 2 inches of chips and dust (to be consistent with other municipal trails).

**Comment:**

The following bids were submitted:

<b>Bidder</b>	<b>Bid Total</b>
John Vandenburg	\$33,120.00 (+HST)
Streib Trucking Ltd.	\$34,900.00 (+HST)
Laemers Excavating	\$27,485.05 (+HST)

**Financial Implications:**

In a previous report to Council, staff, on the recommendation of the parks committee had suggested allocating \$35,000.00 of ICIP COVID-19 funding for the construction of a trail at the Shedden Open Space Park. The quotation from Laemers Excavating fits within the amount allocated by Council.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Lisa Higgs, CAO/Clerk**  
**“Submitted electronically”**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-56

**SUBJECT MATTER: Municipal Recognition of September 30<sup>th</sup> as National Day for Truth and Reconciliation**

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#### **Recommendation(s):**

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30<sup>th</sup>, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the Township of Southwold does hereby commit to recognizing September 30<sup>th</sup>, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

AND THAT the Council of the Township of Southwold provides direction to staff on Southwold recognition of the National Day for Truth and Reconciliation.

#### **Purpose:**

The purpose of this report is to provide Council information on recommendations and options to acknowledge the new Federal Statutory Holiday: National Day for Truth and Reconciliation.

**Background:**

Recent discoveries of remains and unmarked graves across Western Canada have led to increased calls for all levels of government to immediately address the recommendations in the Truth and Reconciliation Commission's (TRC) Calls to Action.

All Canadians and all orders of government have a role to play in reconciliation. The TRC's 94 Calls to Action are addressed primarily to the federal, provincial, and territorial governments but also to municipal governments, the corporate sector, and the broader Canadian society. They cover a wide range of government responsibilities including child welfare, education, language and culture, health, justice, commemoration, museums and archives, training for public servants, and a few specific initiatives related to reconciliation.

On June 3, 2021, Bill C-5 received royal assent, which establishes an official federal national statutory holiday on September 30 which seeks to honor First Nations, Inuit and Metis Survivors and their families and communities and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process.

**Comment:**

This federal statutory holiday comes into effect in 2021.

At this time, Canada's new National Day for Truth and Reconciliation only applies to federal government employees and there is no indication that a provincial holiday will be established in Ontario.

Council may consider various options for recognizing the National Day for Truth and Reconciliation:

- 1) Council may choose to keep facilities and operations open on September 30, 2021, and recognize National Day for Truth and Reconciliation through actions such as:
  - a. postings on social media posting discussing history and stories
  - b. committing to training staff on the "4 Seasons of Reconciliation" through Reconciliation Education in collaboration with the First Nations University of Canada (3 hour online course)
  - c. flying the "Every Child Matters" Flag on the Municipal Flag Poles and for 3 days after in acknowledgement of National Day for Truth and Reconciliation (note: while there is not a formal flag policy, the Township has traditionally taken the position that only the Canadian Flag be flown at municipal buildings. In the absence of a policy, the flag could be flown and staff bring forward a flag policy for future meetings, or Council could opt to skip the flying of the flag until a formal policy is created)
  - d. an acknowledgement ceremony take place on Thursday September 30, 2021 at the Keystone Complex in Shedden Ontario, which could be modeled on activities being planned by our neighbours. The municipalities of Dutton Dunwich and West Elgin are partnering with Elgin County Cultural Services to create a joint

program to offer community engagement and participation and have reached out collectively to local First Nations Council to join them. These municipalities are proposing activities at an acknowledgement ceremony including inviting local schools and a ceremony that includes:

- i. Opening Prayer and Drumming
  - ii. Reading of Land Acknowledgement
  - iii. Welcome to traditional territory by Chief or Band Council Member
  - iv. Welcome/information on history and significance of this day by Mayor or Council Member
  - v. Raising of Every Child Matters Flag
  - vi. Children's story reading by Elgin County Librarian
- e. encouraging staff to wear orange on September 30<sup>th</sup>
- 2) Council may choose to keep facilities and operations open on September 30, 2021, without formally recognizing National Day for Truth and Reconciliation.
- 3) Council may choose to close facilities and operations on September 30, 2021, and recognize National Day for Truth and Reconciliation as a statutory holiday

The coordination of an acknowledgement ceremony is a significant undertaking to be completed in the next two weeks; if Council wishes to move forward with this type of event, staff suggests that for 2021, it be a scaled down version of the above recommendation with a possible commitment to improve the ceremony for future years.

Attached to this report as Schedule A is a resource document prepared by AMO on the Truth and Reconciliation Commission's (TRC) calls for action which may have municipal impact.

#### **Financial Implications:**

Recognizing the National Day for Truth and Reconciliation as a statutory holiday does not necessarily cost any additional funds to the municipality, however it would mean a day of lost productivity to the Township. The Township will need to have staff present on September 30<sup>th</sup> since there are events planned that pre-date the creation of the statutory holiday so additional pay would need to be paid to staff who have to work on the 30<sup>th</sup>, if this day is taken as a statutory holiday. Costs for training on Reconciliation is estimated at \$80/person and there may be nominal costs associated with flag purchases, and costs for a recognition ceremony.

#### **Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.

- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Lisa Higgs, CAO/Clerk**  
**“Submitted electronically”**



# **Resources on the Truth and Reconciliation Commission (TRC) Calls to Action**

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August 23, 2021

Recent discoveries of remains and unmarked graves across Western Canada has led to increased calls for all levels of government to address the recommendations in the Truth and Reconciliation Commission's (TRC's) Calls to Action.

All Canadians and all orders of government have a role to play in reconciliation. The TRC's 94 Calls to Action are addressed primarily to the federal, provincial, and territorial governments but also to municipal governments, the corporate sector, and the broader Canadian society. They cover a wide range of government responsibilities, including child welfare, education, language and culture, health, justice, commemoration, museums and archives, training for public servants, and a number of specific initiatives related to reconciliation.

*Through the work of the AMO Indigenous Relations Task Force (IRTF), various approaches for responding to the Calls to Action will come forward. It is important to note that this is only the beginning of our work on responding to the TRC's Calls for Action. AMO will continue to update this resource document as municipalities share their experiences and we can incorporate responses across the province into this work.*

*Approaches include the following:*

- AMO support for Council and Staff training in intercultural competency, conflict resolution, human rights, and anti-racism.
- AMO encouragement of its members to recognize September 30<sup>th</sup> as National Orange Shirt Day and the flying of the *Every Child Matters* flag for the month of September at municipal offices.
- AMO exploration of the form and scope of formal and informal relationship agreements between municipal governments and First Nations.

AMO's ongoing work with Ontario Federation of Indigenous Friendship Centres (OFIFC) under our 2020 MOU on policy matters of mutual interest supports these recommendations.

### **Background:**

On June 2, 2015, the Truth and Reconciliation Committee released its final report which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation.

The Truth and Reconciliation Commission (TRC) of Canada was constituted and created by the Indian Residential Schools Settlement agreement, and the Commission spent six years travelling across the country to hear the stories of survivors and their families.

As summarized in the opening Executive Summary of the Truth and Reconciliation Commission's report,

*"Canada's residential school system for Aboriginal children was an education system in name only... These residential schools were created for the purpose of separating Aboriginal children from their families, in order to minimize and weaken family ties and*

cultural linkages, and to indoctrinate children into a new culture – the culture of the legally dominant Euro-Christian Canadian society”.

In the six years since the Calls to Action were published, there have been only incremental changes and attempts by all levels of government to implement the recommendations.

#### *Recent Discoveries at Former Residential Schools*

In May and June 2021, more than 1500 graves have been uncovered in Kamloops, British Columbia; Brandon, Manitoba; Marieval, Saskatchewan; and Cranbrook, British Columbia. Investigations are planned or underway at multiple other sites, and there are calls across the country to investigate the grounds of all former residential schools.

There are 18 former residential school locations in Ontario. According to the Truth and Reconciliation Commission, at least 426 children died while attending these schools, and an unknown number of children are still missing. The TRC has identified 12 unmarked burial sites in Ontario but there are likely more.

AMO, in partnership with the Woodland Cultural Centre, presented a special screening of a virtual tour of the Mohawk Institute Residential School on August 18<sup>th</sup> as part of the AMO 2021 Conference program.

**Municipal Impact and Role to Play in TRC Calls to Action**

TRC Call to Action #	Call to Action	Staff Comments
3.	We call upon all levels of government to fully implement Jordan's Principle.	Jordan's Principle makes sure all First Nations children living in Canada can access the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs that First Nations Two-Spirit and LGBTQQIA children and youth and those with disabilities may have.
17.	We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.	Could be costs at the municipal level associated with commissioning documents (10\$ to 25\$ for example) to facilitate this process.
47.	We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and <i>terra nullius</i> , and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.	Rights based discussion with respect to land claims, etc. Municipal role could vary based on local experiences and situations with recognition that municipal governments have no authority or expertise in areas regarding Indigenous rights. That is in the domain of the Crown - Provincial and/or Federal
57.	We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the <i>United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)</i> , Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.	AMO could facilitate this or encourage development of training for municipal staff and elected officials.  Many cities have adopted UNDRIP
77.	We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.	Municipalities with archives and museums
80.	We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.	The Federal Government has announced September 30 <sup>th</sup> , 2021, as the first National Orange Shirt Day. AMO has committed to recognizing September 30 <sup>th</sup> . AMO members are encouraged to do the same.

87.	We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.	Role for municipalities with recreation programs.
88.	We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.	Role for municipalities with recreation programs.

Municipal governments across the country are implementing various responses to the recommendations. Below please find samples of municipal activities undertaken.

If your municipality has or is currently responding to the TRC recommendations that have not been captured below and you would like to share with AMO, please let us know at [Policy@amo.on.ca](mailto:Policy@amo.on.ca) so we can include as we update this resource paper.

### **1. Treaty 20–Greater Peterborough Area**

This partnership has taken a regional approach to First Nation-municipal collaboration, bringing two First Nations, two townships, a regional government, and an economic development corporation together.

- All councils and boards have passed resolutions committing to CEDI from 2017-2020.
- Curve Lake and Hiawatha First Nations now sitting as partners on the County of Peterborough's Official Plan Technical Advisory Committee.
- Co-organized an educational event about the 200th anniversary of Treaty 20 that engaged Indigenous youth and Indigenous knowledge keepers.
- Co-presented at the FCM Annual Conference and Trade Show in Quebec City, June 2019.
- Signed Ezhi-Wijikiwendiyang (Friendship Accord), November 2019.
- The partnership and the Friendship Accord are featured in a [video](#) that was filmed by Indigenous Services Canada.
- Had a Wampum Belt created in March 2020 to honour their commitment to their partnership.

### **2. The City of London**

- The City of London is developing plans to address TRC recommendations through the London Diversity and Race Relations Committee. This committee provides leadership on matters related to diversity, inclusivity, equity, and the elimination of discrimination in London.
- At a City of London council meeting, a Two Row Wampum Belt was unveiled. The belt is a replica of "the grandfather of all treaties" and was given as a gift from the Chippewas of the Thames First Nation in the presence of the Oneida Nation of the Thames. It is on display in the Mayor's office to serve as a reminder to all of the deep and abiding friendship and of the mutual duty to respect the lasting principles of the pledge made long ago.

### **3. The City of Ottawa**

- The City of Ottawa's council established an Aboriginal Working Committee in 2007 – composed of representatives from the Ottawa Aboriginal Coalition, the City of Ottawa, United Way Ottawa, the Ottawa Police Service, and the Ottawa-Carleton District School Board – to provide recommendations to council and identify inter-governmental partnerships.
- The City is currently working with local Indigenous partners to review the TRC's recommendations and determine next steps for approval by city council.
- Ottawa's Police Service partners with several community groups including Wabano Centre for Aboriginal Health and the Ottawa Inuit Children's Centre to run a Soccer Mentorship Program, an initiative of the City's Aboriginal Working Committee.

#### **4. The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)**

- Toronto and Vancouver, among others, have adopted the UNDRIP as part of the cities' commitment to Truth and Reconciliation.
- UNDRIP is an international instrument adopted by the United Nations on September 13, 2007, to enshrine (according to Article 43) the rights that "constitute the minimum standards for the survival, dignity and well-being of the indigenous peoples of the world".
- The UNDRIP protects collective rights that may not be addressed in other human rights charters that emphasize individual rights, and it also safeguards the individual rights of Indigenous people. The Declaration is the product of almost 25 years of deliberation by U.N. member states and Indigenous groups.
- The City of Toronto and Vancouver's councils have endorsed UNDRIP.
- The City of Toronto adopted the UNDRIP as part of the City's year-long proclamation on Truth and Reconciliation 2013-2014.
- The City of Toronto in its 2003 Vision Statement on Access, Equity and Diversity acknowledged the unique status and cultural diversity of the Aboriginal communities and their right to self-determination. This aligns with Article 3 of the UNDRIP which calls for Indigenous peoples' right to self-determination. Article 11 of the UNDRIP states that Indigenous peoples have the right to practice and revitalize their cultural traditions and customs. In the work of Heritage Preservation and other City divisions that complete environmental assessments, the City of Toronto acknowledges this right by consulting with Aboriginal peoples.

#### **5. Records and Archives**

- Toronto has asked the Equity, Diversity and Human Rights Division of the City Manager's Office, in consultation with the City Clerk, to identify records held at the city's Archives and City Divisions that are related to the history and legacy of the residential school system and that could be forwarded to the National Centre for Truth and Reconciliation.

#### **6. Sioux Lookout**

- Sioux Lookout formed a Mayor's Committee on the Truth and Reconciliation Committee and has reported a significant number of activities in their report on the action of the Mayor's Committee.
- Activities include attending meetings of the Chiefs of Ontario, Assembly of First Nations, and NAN Chiefs; advocacy for alternative justice and a community justice centre; relationship building through a Friendship Accord; First Nations Community Economic Development Hub; Urban Indigenous Action Plan; Municipal-First Nations Working Groups; and the creation of a Police Services Board with an Indigenous Chairperson, among many others.
- A report from the Committee in 2017 made recommendations on a number of Calls to Action, including Education (Recommendation #8, #11); Health (#23); Justice (#31, #41); Royal Proclamation and Covenant (#47); Public Servants (#57); Missing Children and Burial Information (#75); National Centre for Truth and Reconciliation (#77); Sports (#87, #88).



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** September 13, 2021

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

**REPORT NO:** CAO 2021-57

**SUBJECT MATTER: Alternative Work Strategy and Extended Office Hours**

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### **Recommendation(s):**

THAT Council receive report CAO 2021-57 as information and adopts the updated Work from Home Policy.

### **Purpose:**

The purpose of this report is to provide Council with an update on the alternative work strategy and to provide Council with an updated Work from Home Policy for approval. The report also confirms the extended office hours pilot project and provides an update to Council on the possibility of alternative works strategy and compressed work week for the public works department.

### **Background:**

At the Council meeting on August 9<sup>th</sup>, 2021, council received a report on the return to the Township office and COVID-19 and the opportunity for extending the office hours through an alternative work strategy. Staff was authorized to initiate the alternative work strategy and extended office hours as a pilot project for administrative staff and research the opportunity for public works' employees to participate in a similar program. An earlier report brought before Council in April of 2020 contained an initial work from home procedure, however staff feels that a more detailed policy should be adopted by Council to accommodate the pilot alternative work from home project.

### **Comment:**

The office has fully re-opened to the public as of September 7, 2021, with all administrative staff now attending the office. As of September 13, 2021, the municipal office has opened with extended hours from 8:00 am – 5:00 pm. Administrative staff have initiated the alternative work strategy and working from home. Attached to this report as Schedule A is a detailed work from home policy to support the strategy. At the direction of Council, staff investigated the opportunity to offer flexible work scheduling for the Public Works department. The Public Works Superintendent has polled his staff and indicated that there is not an interest at this time. Further, moving into the fall and winter season, the operations required to maintain the municipal roads cannot be achieved with a compressed staff. The Superintendent did indicate

that it may be something that his department considers moving into the spring months, pending the success of the administration pilot project.

**Financial Implications:**

None.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Lisa Higgs, CAO/Clerk**  
**“Submitted electronically”**

## SCHEDULE 'A'

### Township of Southwold Work from Home Policy

#### 1.0 Policy Statement

The Township recognizes the benefit of permitting certain employees to work from home or another alternative location when it does not compromise our ability to deliver outstanding service to our citizens. This policy establishes procedures governing working from home when such an arrangement is mutually beneficial to both The Township and the employee.

#### 2.0 Procedure

##### *Overview*

2.1 Working from home is neither a universal employee right nor a universal employee benefit. It will be offered in management's discretion. Not all jobs may be suitable for work-from-home arrangements. The ability to participate may vary among departments, or jobs within a work section, depending on the nature of the work.

If established, a work-from-home arrangement does not serve as a precedent for a future arrangement within the workplace.

Normally, working from home privileges may be terminated at any time the beneficial situation ceases to exist for the Township. Working from home arrangements are subject to ongoing management review and may be altered, suspended or revoked at any time, with reasonable notice to the employee unless required as a result of abuse of work-from-home arrangement.

There may be times when working from home is required in order to maintain the Township's business as a going concern, e.g. during epidemics or pandemics. However, in the normal course of business, the decision to permit working from home will be at the Township's discretion.

2.2 Employees do not have an obligation to participate in the working from home program nor can they be compelled to participate, except as an original condition of employment. An employee may return to the conventional office arrangement at any time. If they wish to withdraw from the working from home program, the employee can do so by providing reasonable notice. Reasonable notice is defined as 30 days notice or alternatively, as mutually agreed upon by the employee and the designated supervisor. Except in situations where working from home is required such as during epidemics or pandemics.

2.3 Normally, every working from home arrangement will be set out in a written agreement signed by the employee and the Township containing the terms and conditions of the working

from home arrangement, including the normal hours of work that the employee is expected to work. A breach of the working from home agreement may result in the termination of working from home arrangement and/or the imposition of discipline, up to and including termination of the employee's employment for cause, without further notice or pay in lieu of such notice.

The working from home participant agrees to complete all assigned work according to procedures mutually agreed upon by the employee and management. The working from home program participant agrees to provide regular reports, if required by management, to help judge performance. The working from home program participant understands that a decline in performance may be grounds for revoking working from home privileges.

Every employee participating in the working from home program must read and agree to comply with the Township's Working from Home Policy.

2.4 Employees who are on probation, corrective action, performance improvement plans, etc. are not eligible for the working from home program.

2.5 Working from home program participants must not provide primary care during work hours to children or elders who would otherwise require a provider's care during the employee's normal work hours. Although this may be permitted in some situations during epidemics or pandemics.

2.6 Employees on the working from home program salary, job responsibilities, benefits, and company-sponsored insurance coverage will not change due to participation in the working from home program.

2.7 The total amount of time working from home program participants are expected to work will not change, nor will expectations for productivity. Work schedules must comply with employment standards legislation and no overtime shall be worked without prior written consent. Employees working from home are expected to be available, responsive and productive during their designated hours. If the Working from Home Program participant's hours are outside of the regular office hours (8:30 a.m. - 4:30 p.m.) it is understood that they can not expect co-workers to respond to email, voicemail or be available for appointments outside of regular office hours.

2.8 Participation in a work-from-home arrangement must not conflict with the department or division's goals, fiscal responsibility or service to internal and external customers.

2.9 Working from home must not negatively impact employees who are not participating in the program.

2.10 In the event of the transfer of the employee to a new position, either within the same department or to a different department, the employee will submit a new proposal to the supervisor of the new position for review and consideration.

2.11 Due to service delivery needs and the type of work involved, work-from-home arrangements cannot be implemented for all positions within the Township . Further, some departments may have greater flexibility than other departments to approve certain arrangements. Hence, there will be variation across the Township and within departments in the ability to implement work-from-home arrangements.

*Security, privacy, and protection of personal information*

Employees are expected to follow all applicable policies on records management (electronic and non-electronic), protection of personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and secure and acceptable use of information technology resources.

Employees must take necessary precautions to protect documents and the confidentiality of information at their homes (i.e. ensuring family members and visitors do not have access to the information). This includes:

- i. Municipal records (paper or electronic) should only be taken home if necessary, with the minimum amount of information required to carry out duties and with the approval of the supervisor. Records must not be left in vehicles or unattended while in transit.
- ii. Personal email accounts (e.g., Gmail) must not be used for work emails.
- iii. All documents created in the course of municipal business should be saved on the municipal system, network drives or server (through a Remote Desktop Connection) so that information is available to those who may require its use from the municipal work site.
- iv. Hard-copy municipal records must not be left out visible to other people. Store them in a locked drawer or file cabinet.
- v. If the employee does not turn off their computer, their screen must be locked.

Employees who connect their computing devices, personal or employer-issued, to their home network should take the necessary recommended precautions to secure their home network, and should avoid the use of public networks when performing work functions unless using a virtual private network (VPN). To ensure a secure digital environment, it is expected that:

- i. Employees must not disable or circumvent remote access protections on employer-issued devices such as virtual private network (VPN) without specific instruction from Information Technology staff.
- ii. Employees must maintain the confidentiality of their corporate accounts and passwords.

*Customer service*

Employees must be able to demonstrate consistent and professional customer service delivery that meets the customer service guidelines of the organization, including both internal and external customers, such as:

- i. Respond to inquiries in a timely manner;
- ii. At a minimum, respond to telephone calls and emails from your supervisor within one-half business day;
- iii. At a minimum, all non-urgent customer inquiries should be acknowledged within 1 business day;
- iv. If you are going to be unavailable, update your voicemail and email out of office to reflect this and provide an alternate contact person if applicable.

*Commitment to Compliance*

2.12 All work-from-home arrangements will conform to employment laws (e.g. employment standards provisions related to meal/break times and overtime), collective agreements, where applicable, and all other corporate policies, guidelines and practices.

2.13 The Township is fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, and is committed to supporting employees who have an accommodation need as it may relate to a prohibited ground of the Code (Disability, Family Status etc.). The provision of work-from-home arrangements may be considered as an important component in an accommodation plan for employees and will be addressed with the Manager of Human Resources/Health & Safety.

2.14 Since the employees who work from home workspace will be considered an extension of the Township's workspace, the Township will continue to have liability for job-related injuries during work hours. Working from home program participants must notify management immediately of any accident or injury that occurs at the alternate work site and complete any required forms.

2.15 A designated workspace must be maintained by the Working from Home Program participant at the alternate work site. Workers' compensation liability, if any, will be limited to this workspace as opposed to applying to all areas of the home. The Township retains the right to make on-site inspections of this work area to ensure that working conditions are safe and that security of equipment and records is maintained.

2.16 Prior to commencing any period of working from home, the employee will complete and sign a Workstation Self-Assessment Safety Checklist and submit it to their supervisor and the

Manager of Human Resources/Health and Safety. Where a period of working from home continues for greater than one year, the Workstation Self-Assessment Safety Checklist will be completed, signed, and submitted to the supervisor and Manager Human Resources/Health and Safety on an annual basis.

The establishment of work-from-home arrangements cannot be entered into without the completion, signing and submission of the Workstation Self-Assessment Safety Checklist. Arrangements may also be discontinued without notice in the event that concerns arise with respect to a workstation. Photographs of the workstation may be requested, and will be provided when requested, to satisfy the supervisor/manager and the Manager HR/H&S that the workstation is appropriate.

#### *Accident and Incident Reporting*

2.17 In the event of a work-related incident or injury in the designated workspace, employees must immediately report the incident in accordance with the Accident and Incident Reporting Procedure. Employees working from home will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home, subject to adjudication and approval by the Workplace Safety and Insurance Board.

#### *Third parties*

2.18 The employee must not conduct any Municipal business related in-person meeting with other Municipal employees or third parties while working from home. The employee remains liable for injuries to third parties that occur on the employee's premises.

#### *Sick leave and absence reporting*

2.19 Employees need to be well to be productive and efficient. If employees are sick, they are not expected to continue to work from home and should inform their supervisor.

An employee with a sick family member at home on a scheduled work-from-home day may use available sick time, if applicable, to care for their family member, according to the terms established for the use of sick time, flex time, or vacation time.

### **3.0 Eligibility Considerations**

Employees whose job duties, in whole or in part, (ie. some days of the week in the office and some days are working from home) can be carried out effectively under a component of the Working from Home Program may be eligible to participate. In some cases, employees will not be eligible to participate because of staffing levels, the necessity to conduct work on-site at Municipal facilities or out in the community, and/or the nature of work and operational demands. The work habits, skills and abilities of employees may also impact the decision to approve or deny an application to work from home.

### 3.1 *Basic eligibility requirements:*

- i. Employee must be a permanent or contract employee in good standing who has successfully passed their probationary period unless otherwise stated in the employment agreement;
- ii. Employee must have a documented history of job performance that meets or exceeds their supervisor's expectations;
- iii. Completing work at home is both operationally feasible and cost neutral – there can be no increased labour costs and no significantly increased operational costs as a result of the arrangement.
- iv. The arrangement must be mutually acceptable to the employee and supervisor;
- v. Working from home is not a long-term permanent replacement for child or dependent care;
- vi. The employee in on a regular work schedule
- vii. The employee will follow all existing municipal policies and practices, and abide by the terms and conditions of this procedure such as the use of applicable information technology, maintenance of a safe and healthy home workstation, the protection of confidential information and all other expectations identified in this procedure and the accompanying Working from Home Agreement.

### 3.2 *Job characteristics:*

Characteristics of positions that can be performed successfully from home include:

- i. the job is characterized by clearly defined tasks and deliverables;
- ii. the job is project-based;
- iii. results are measurable;
- iv. work can be sent to and from the employee's home with ease, speed and confidentiality;
- v. the job involves a high percentage of work that can be performed from home;
- vi. there is a low requirement for in-person face-to-face contact with managers, customers, members of the public, other employees, etc.;

- vii. the needs of internal and external customers can be satisfied without adverse impact to the organization or community;
- viii. there is minimal need to access equipment, materials, files, etc. that are situated only at the municipal work site;
- ix. security requirements of the job can be met from a home work site; and,
- x. confidentiality requirements of the job can be met from a home work site.

### 3.3 Employee characteristics:

*Characteristics of employees who work successfully from home include:*

- i. effective at working independently for extended periods;
- ii. self-motivated, well-organized, and disciplined in their approach to work;
- iii. a proven job performer who consistently delivers on commitments;
- iv. does not require constant in-person supervision or feedback;
- v. a skilled communicator and takes initiative to keep themselves informed;
- vi. has a sound understanding of their job requirements and expectations;
- vii. demonstrates dependability and responsibility by meeting attendance standards;
- viii. can dedicate the required number of hours to fulfilling job requirements while working at home, and is able to focus and concentrate on work; and,
- ix. has a suitable dedicated home workstation that is well-equipped with the right work tools, is safe, quiet, and ergonomically sound.

Employees must continue to meet the performance expectations for their position while working from home to remain eligible.

## **4.0 Furniture and Equipment**

4.1 Few job functions can be handled at an alternate work site without special equipment. When special equipment is needed to participate in the Working from Home Program e.g. laptop, desktop, computer, monitor, printer, modem, etc. the working from home program participant will use the Township supplied equipment. Use of the Township equipment is subject to availability.

4.2 On a case-by-case basis, the Township will provide the Working from Home Program participant with hardware and software to conduct the Township 's business at home. Only hardware and software required to successfully perform working from home duties will be supplied. Therefore, equipment may vary between Working from Home Program participants.

4.3 Any equipment, hardware, or software provided by the Township remains the property of the Township and will be returned to the Township at the conclusion of the Working from Home Program or when the Working from Home Program participant's employment with the Township ends, whichever first occurs.

4.4 When the Township 's equipment is used, the Working from Home Participant must exercise reasonable care for the equipment. The employee will be held liable for damage caused by negligence.

4.5 The Township is responsible for the cost of maintaining Municipality-supplied equipment and software. The Working from Home Program participant is responsible for transporting equipment to and from the Township. There will be NO in-home computer support. Meaning, IT will not come to the Working from Home Program participant residence to support equipment issues.

4.6 The Working from Home Program participant is not authorised to make non-standard hardware or software modifications to Municipality-supplied equipment.

4.7 If any equipment needed to perform the job effectively at an alternate work site becomes inoperable or ineffective, the Working from Home Program option is suspended until the problem(s) are resolved.

4.8 The Township will not be liable for damages to the Working from Home Program participants personal or real property while the employee is working at the alternate work site, unless damages are caused as a direct result of malfunctioning of Municipality-supplied equipment.

4.9 The Township will not purchase or reimburse the Working from Home Program participant for furniture for the alternate work site.

4.10 Supplies required to complete assigned work at the alternate work site must be obtained during one of the Working from Home Program participant's in-office visits. Out-of-pocket expenses for supplies normally available at the Township 's office will not be reimbursed without prior authorization.

4.11 Expenses not specifically covered above will be dealt with on a case-by-case basis, taking into consideration the appropriateness of the expense, other expenses reimbursed for similar non-Working from Home Program participants, and the overall budget.

4.13 The Township will not be responsible for any costs that are associated with the Working from Home Program participant using an alternate work site. For example, maintenance, insurance, internet and utilities are not reimbursable.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-55

Being 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 8, to change the zone symbol applying to lands legally described as Range 1 and 2, Part Lot B, Part Lot 6, North Lake Road, 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 60 (A1-60) 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(bi):  
  
“(bi) A1-60 As Shown on Schedule A, Map 8  
  
(i) Regulation  
  
- Maximum Lot Area 18,900.0 m<sup>2</sup> (4.67 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 13<sup>th</sup> day of September 2021.**

---

Mayor  
Grant Jones

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Lisa Higgs  
CAO/Clerk





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-56

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 8, to change the zone symbol applying to lands legally described as Range 2, North Lake Road; Part Lot 6, Range 1 and 2, Part Lot B, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Agricultural 3 (A3) Zone to Agricultural 1 Special Provision 60 (A1-60) 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.

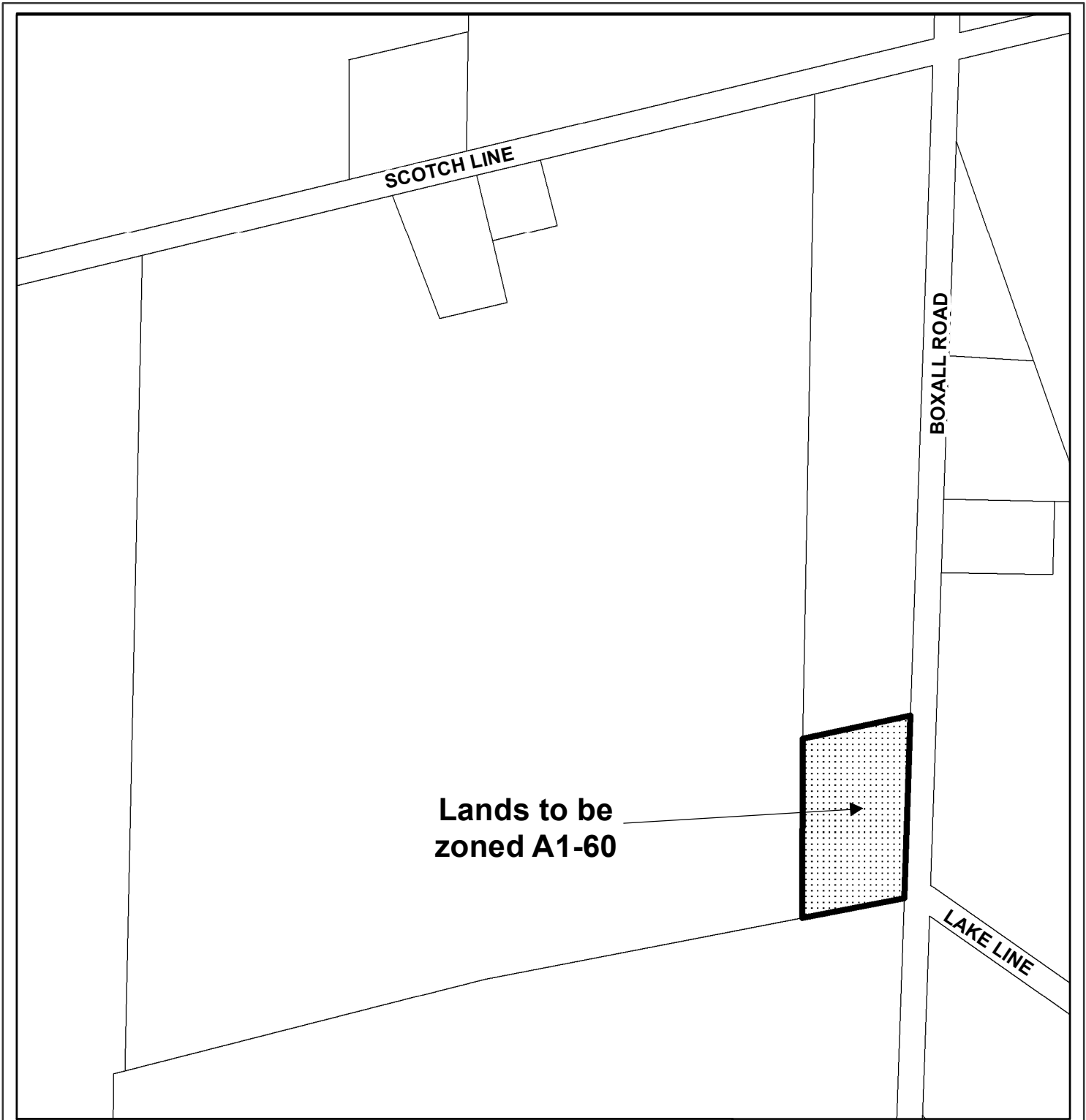
READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY  
PASSED THIS 13<sup>th</sup> day of September 2021.

---

Mayor  
Grant Jones

---

CAO/Clerk  
Lisa Higgs



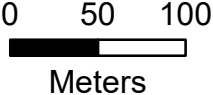
**Lands to be zoned A1-60**

This is Schedule "A" to By-law No. 2021-56 passed on the 13th day of September 2021

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

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

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 8





August 3, 2021

**SUBJECT: *Main Street Recovery Act: Proclamation of Amendments to the  
Municipal Act and City of Toronto Act***

Dear Chief Administrative Officers and Clerks:

As you may know, in fall 2020, the government introduced amendments to the *Municipal Act, 2001* and *City of Toronto Act, 2006* through [Bill 215, \*Main Street Recovery Act, 2020\*](#). I am writing to update you that these legislative changes are scheduled to come into force on **September 19, 2021**.

As we collectively work to recover from the impacts of the pandemic, these legislative changes will help support economic recovery on main streets across Ontario and help ensure that important goods can continue to be delivered to businesses in our communities as efficiently as possible. Past pilot projects, which worked with municipal partners, have shown that the changes could also help reduce rush-hour traffic, lower fuel costs for businesses, and reduce greenhouse gas and other emissions.

From September 19, 2021 onwards, municipalities will not be able to regulate noise related to the delivery of goods to the following destinations:

1. Retail business establishments;
2. Restaurants, including cafes and bars;
3. Hotels and motels; and
4. Goods distribution facilities.

These changes will come into force on the same day as the expiry of temporary regulations (O. Reg. 70/20 and O. Reg. 71/20). These regulations, introduced at the outset of the pandemic, limit municipalities from regulating all noise related to the delivery of goods. From September 19, 2021 onwards, once the temporary regulations expire, municipalities will again have the authority to regulate delivery noise to destinations other than the four categories listed above.

Many municipalities, as well as business and logistics sector stakeholders, have expressed support for providing more flexibility for deliveries because of the benefits they offer Ontario's main street businesses and the local communities these businesses serve. Local businesses also have an interest in working to ensure that they continue to be good neighbours while planning for deliveries of goods to their businesses.

Prior to these amendments coming into force and for clarity for your stakeholders, your municipality may wish to review any applicable bylaws and consider whether any changes are necessary to align with the new framework. If your municipality has any questions on these changes, I would encourage you to contact your local [Municipal Services Office](#).

We will continue to monitor the implementation of this new framework. The Minister of Municipal Affairs and Housing has regulation-making authority to authorize municipalities to regulate delivery noise to the businesses noted above. No regulations are proposed to be made at this time to minimize burden for municipalities and businesses but may be considered in the future if deemed necessary.

Thank you for your continued support and collaboration as we work to support economic recovery in Ontario's communities.

Yours truly,



Kate Manson-Smith

Deputy Minister

- c: Laurie LeBlanc, Deputy Minister, Transportation  
Giles Gherson, Deputy Minister, Economic Development, Job Creation and Trade  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario  
Bill Bond, President, Municipal Law Enforcement Officers' Association  
Jonathan Lebi, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing  
Hannah Evans, Assistant Deputy Minister, Municipal Services Division, Ministry of Municipal Affairs and Housing

August 11, 2021

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
[Justin.Trudeau@parl.gc.ca](mailto:Justin.Trudeau@parl.gc.ca)

Federal Cabinet  
[Via email to each Minister](#)

The Honourable François-Philippe Champagne  
Minister of Innovation, Science and Industry  
[Francois-Philippe.Champagne@parl.gc.ca](mailto:Francois-Philippe.Champagne@parl.gc.ca)

**Re: Council Resolution Supporting Affordable Internet**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on August 9, 2021 passed the attached resolution.

Internet is a necessity, not a luxury for the vast majority of Canadians – a fact that has been highlighted throughout the ongoing COVID-19 pandemic. However, despite being an essential utility, too many people are struggling to afford reliable internet services, while some don't have access to broadband internet at all. Ontario residents, and Canadians from coast to coast to coast, should never have to choose between paying their internet bill and other essentials such as food, medication, or housing expenses.

On May 27<sup>th</sup>, the Canadian Radio-television and Telecommunications Commission (CRTC) arbitrarily reversed its 2019 Rates Order concerning wholesale internet rates charged by Canada's largest carriers to smaller companies. This decision was devastating for consumers as it effectively guarantees internet prices will continue to rise despite the fact that Canadians already pay some of the highest internet prices in the world. Additionally, this decision directly impacts many smaller internet service providers (ISPs) and threatens hundreds of well-paying jobs and tens of millions in investments that would benefit communities in Ontario.

Issued in August of 2019, the CRTC's 2019 Rates Order confirmed the large carriers [systematically broke](#) rate-setting rules to grossly inflate their costs of providing network access. The CRTC set new rates and ordered the large carriers to repay amounts they overcharged competitors during its proceeding. The 2019 Rates Order was based on a rigorous, evidence-based, 4-year long regulatory process. It was upheld on appeals by the Federal Court of Appeal, the Supreme Court of Canada, and the Federal Cabinet and was widely expected to be implemented this year. Instead, the CRTC arbitrarily and completely reversed the 2019 Rates Order, a decision that harms competition, reduces customer choice, and ignores the real and urgent need for affordable internet in Canada.

Not only do rural and remote communities continue to struggle to gain access to affordable broadband internet, the digital divide and lack of affordability remain an issue across all communities in Ontario, and Canada. For example, [a recent report by the Brookfield Institute at Ryerson University](#) found that more than a third of households in Toronto are worried about paying their home internet bills over the next few months. More than half of the city's low-income households also have download speeds below the national target of 50 megabits per second. Many rural and remote communities don't have access to broadband, or any internet services, at all. This would be problematic in the best of times, but is even more so now as the pandemic has made high-speed, affordable internet a necessity for education, work, and health care.

[A 2020 price study prepared by Wall Communications Inc.](#) for ISED found that internet prices increased across all service baskets over 2019, making Canada an international outlier among its peer countries. Without intervention from the federal government, who in 2019 promised to reduce internet prices for all Canadians, there is no doubt that this trend will continue.

The Federal Cabinet must overturn the decision now to ensure that affordable internet becomes a reality, not just an ideal. We are sharing this letter and Council resolution with representatives of, and leaders in, communities across Canada. We urge you and them to make this important issue your own, as it directly affects the people in their regions, and across Canada. As you all know, internet is now a necessary utility to all Canadians similar to gas, hydro, water and electricity. The CRTC decision has impacted over 1,200 small ISP's across Canada, thousands of jobs in your communities and negatively impacts millions of Canadians ability to receive affordable internet.

We would welcome the opportunity to discuss this critical issue with you at your earliest convenience, and to work together in making our concerns heard in support of affordable internet for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Canniff', written in a cursive style.

Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

Attachment: Council Resolution Supporting Affordable Internet

C: (via email)  
Honourable Doug Ford, Premier of Ontario  
Dave Epp, MP, Chatham-Kent-Leamington  
Lianne Rood, MP, Lambton-Kent-Middlesex  
Rick Nicholls, MPP, Chatham-Kent-Leamington  
Monte McNaughton, MPP, Lambton-Kent-Middlesex  
Association of Municipalities of Ontario (AMO)  
Federation of Canadian Municipalities (FCM)  
All Ontario Municipalities

**Whereas** internet connectivity is a basic necessity and essential utility for the vast majority of Canadians;

**Whereas** too many Canadians struggle to afford reliable, high-speed internet services, or do not have access to broadband internet at all;

**Whereas** the need for high-speed and affordable internet is always critical, but is even more so now as the COVID-19 pandemic has shown it is required for education, work, and health care;

**Whereas** independent studies have consistently shown that Canadians pay some of the highest prices for internet in the world and that internet prices have increased year over year;

**Whereas** the Canadian Radio-television and Telecommunications Commission's (CRTC) 2019 Rates Order set wholesale internet prices that would facilitate greater competition and promote innovative broadband services and more affordable prices for consumers;

**Whereas** the 2019 Rates Order was based on a rigorous, evidence-based, 4-year long regulatory process, and was upheld on appeal by unanimous decision of the Federal Court of Appeal, while the Supreme Court of Canada and the Federal Cabinet declined to review it;

**Whereas** on May 27, 2021, the CRTC decided to reverse its 2019 Rates Order, effectively guaranteeing that internet prices will continue to rise for consumers;

**Now therefore be it resolved that** the Municipality of Chatham-Kent call on the Federal Cabinet, Prime Minister Justin Trudeau, and ISED Minister Francois-Phillippe Champagne to overrule the CRTC's reversal and immediately implement the evidence-based 2019 Rates Order.

**Be it further resolved that** the Premier of Ontario, Ontario Minister of Industry, local MPPs, the Association of Municipalities of Ontario, all 444 Ontario municipalities and the Federation of Canadian Municipalities be sent correspondence of Council's resolution along with the attached letter.



Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa ON K1A 0A2

August 12<sup>th</sup> 2021

Attention: Prime Minister Trudeau

**Re: Rising Costs of Building Materials**

Please be advised that on August 11<sup>th</sup> 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Council of the City of Kitchener's motion (attached) requesting that 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.

**'Motion 19**

*Moved by Gary Atkinson, Seconded by Muriel Wright that Council support item 'h' of correspondence from the City of Kitchener regarding the Rising Costs of Building Materials.*

***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  
[ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca)

Cc: (via e-mail)  
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



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,

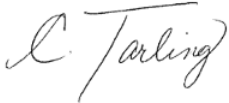
WHEREAS Kitchener City Council considers it a matter of public interest as the increase in rates and demand could result in unsustainable costs on the local construction industry;

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

MPP Randy Pettapiece  
[randy.pettapiece@pc.ola.org](mailto:randy.pettapiece@pc.ola.org)

August 16, 2021

**RE: Relationship with MPAC**

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Dear MPP Pettapiece,

At the regular meeting of Council held on August 5, 2021, Perth County Council passed the following resolution brought forward from a Notice of Motion:

WHEREAS municipal governments in Ontario are obliged to receive property assessment services from the Municipal Property Assessment Corporation (MPAC); and

WHEREAS municipalities are funding the mandatory services of MPAC; and

WHEREAS the work of MPAC directly affects the equitability of property taxation in Perth County and in Ontario; and

WHEREAS the Government of Ontario has announced in its 2021 Ontario Budget, that it will be undertaking a Property Assessment and Taxation Review which will address MPAC's performance and will seek the input from all benefiting municipalities; and

WHEREAS the Council of the County of Perth endorses Ontario's expressed intention for a review, including a review of the accuracy and stability of property assessments and the strengthening of governance and accountability of MPAC; and

WHEREAS the County of Perth acknowledges that an evaluation of MPAC is warranted given there have been a number of performance and level of service concerns that need to be addressed;

NOW THEREFORE, be it resolved by the Council of the County of Perth:

THAT Staff be given direction to research and prepare a report in anticipation of the Province's request for input that achieves the following:

- Reviews the details of the financial performance (e.g., balance sheet and income statement reviews) of the Municipal Property Assessment Corporation to support our understanding of the viability of the Corporation and its alignment of spend and assets for their defined mission, mandate and objectives;

- Reviews level of service parameters and performance levels (e.g., key indicators related to accuracy, timeliness, process efficiencies, consistency of outcomes, land use classification revisions, and missed properties) of MPAC efforts in Perth County, collaborating with the lower tier municipalities of Perth County to support with data collection; and
- Clarifies the current governance model and accountabilities of MPAC's Board of Directors, including accountabilities for their performance and means of complaint submission and resolution.

AND THAT, a letter, including a copy of this resolution, be distributed to MPP Randy Pettapiece, Perth-Wellington; Hon. Steve Clark, the Minister of Municipal Affairs and Housing; and all municipalities in Ontario.

We thank you for your advocacy on this matter and look forward to supportive responses from our municipal counterparts and officials from all levels of government.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Aitcheson', written in a cursive style.

Jim Aitcheson, Warden  
The Corporation of the County of Perth

CC:

Hon. Steve Clark – [Steve.Clark@pc.ola.org](mailto:Steve.Clark@pc.ola.org)  
Ontario Municipalities

**From:** [Lisa Higgs](#)  
**To:** [June McLarty](#)  
**Subject:** FW: AMO Policy Update - MTO Regulatory Amendments, Changes to Municipal Act 2001, Rowan's Law Timing  
**Date:** August 20, 2021 10:36:32 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Information item for next Council agenda.



**Lisa Higgs**

CAO/Clerk

*email* [cao@southwold.ca](mailto:cao@southwold.ca)

*tel* 519-769-2010

*mobile* 519-671-0385

**Township of Southwold**

35663 Fingal Line, Fingal, Ontario, NOL 1K0



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**From:** AMO Communications <Communicate@amo.on.ca>

**Sent:** Thursday, August 19, 2021 1:37 PM

**To:** Lisa Higgs <cao@southwold.ca>

**Subject:** AMO Policy Update - MTO Regulatory Amendments, Changes to Municipal Act 2001, Rowan's Law Timing

AMO Update not displaying correctly? [View the online version](#)  
Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list

AMO Policy Update



August 19, 2021

**AMO Policy Update – MTO Regulatory Amendments,**

# Changes to *Municipal Act, 2001* and *Rowan's Law* Timing

## Changes to *Municipal Act, 2001* to Come into Force on September 19<sup>th</sup>, 2021

Legislative changes enacted through [Bill 215, Main Street Recovery Act, 2020](#) are scheduled to come into force on September 19, 2021. These amendments to the *Municipal Act, 2001* and *City of Toronto Act, 2006* are intended to help support economic recovery on main streets across Ontario and help important goods continue to be delivered to businesses as efficiently as possible.

From September 19, 2021 onwards, municipal governments will not be able to regulate noise related to the delivery of goods to the following destinations:

1. retail business establishments;
2. restaurants, including cafes and bars;
3. hotels and motels; and
4. goods distribution facilities.

Municipal councils may wish to review any applicable by-laws prior to these amendments coming into force and consider whether any changes are necessary to align with the new framework.

## Ministry of Transportation Announces Regulatory Amendments to the Low-Speed Vehicle Pilot Program

The Ministry of Transportation (MTO) has made regulatory amendments to encourage wider participation in the [low-speed vehicle \(LSV\) pilot program](#) launched in 2017.

As a result, effective July 30, 2021, the following four amendments have been made to the existing [low-speed vehicle \(LSV\) pilot regulations](#):

- allow LSVs to cross a controlled intersection (where there is a traffic control signal, stop sign and/or other traffic control devices (e.g., yield signs) that control traffic in all directions) with a speed limit not greater than 80 km/h;
- remove the requirement to have doors on LSVs;
- remove the limit on the number of occupants allowed in an LSV if there are the required number of seating positions; and,
- lower the insurance requirements for LSVs to align more closely with those of a passenger car to a minimum of \$1 million in third-party liability insurance, and accident benefits coverage of \$65,000 for non-catastrophic injuries and \$1 million for catastrophic injuries.

Municipalities must pass by-laws to allow the use of LSVs on municipal roads. The

MTO has developed [a best practices document](#) to support municipalities in developing the LSV pilot in a safe environment.

## **Rowan's Law Section 4 Proclamation Postponed**

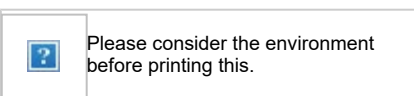
In recognition of the continued impact of the COVID-19 pandemic on the sport and recreation sectors, the provincial government is once again postponing the effective date of Phase 2 of *Rowan's Law* from July 1, 2021, to January 1, 2022. This deferral will give sport organizations, as well as municipalities, post-secondary institutions, community centres and private sport clubs or sport entities, additional time to establish and implement Removal-from-Sport and Return-to-Sport protocols for their athletes.

Only the effective date of Phase 2 implementation is being changed, all requirements related to the protocols in the legislation and regulation will remain the same. Any work already completed by your organization will assist in meeting obligations under *Rowan's Law* by January 1, 2022, and sport organizations are welcome to implement the protocols in advance on a voluntary basis.

Resources to assist organizations are available at [www.ontario.ca/concussions](http://www.ontario.ca/concussions) where you can also find a sample protocol template. Additional questions can be directed to [Sport@Ontario.ca](mailto:Sport@Ontario.ca).

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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August 27, 2021

Federation of Canadian Municipalities

Sent via email: [resolutions@fcm.ca](mailto:resolutions@fcm.ca)

To Whom it May Concern:

Please be advised that the Council of the Corporation of the City of Brantford adopted the following resolution at its City Council meeting held on August 24, 2021:

**12.2.14 Year of the Garden 2022**

WHEREAS the City of Brantford is committed to being a Garden Friendly City, supporting the development of its garden culture; and

WHEREAS the City has a rich tradition of horticultural excellence with more than 180 floral gardens in municipal parks and along City streets, unique mosaic and carpet bed displays as well as annual plantings that enhance public art and historic monuments throughout the community and within the Downtown; and

WHEREAS Equal Grounds Community Gardens coordinates and supports more than 20 active community gardens throughout the City- an initiative that is maintained fully by community residents and volunteers, to provide places for growing local, healthy and nutritious fruits and vegetables in urban neighbourhoods; and

WHEREAS the City is proud to be home to landscapes that demonstrate a growing commitment to environmental sustainability and climate action including an emphasis on water conservation, and the use of native plants and species providing food and habitat for bees and other pollinators; and

WHEREAS gardens and gardening contribute to the quality of life of our municipality and create safe and healthy places where people can come together, and the entire Country is being asked to proclaim 2022 as the "Year of the Garden";

NOW THEREFORE BE IT RESOLVED:

- A. THAT, the City of Brantford actively PARTICIPATE in the "Year of the Garden" by promoting beautification initiatives, enhancing plantings city wide, encouraging resident engagement and creating a supporting media campaign, and
- B. THAT Staff BE DIRECTED to prepare a plan for 2022 that highlights Brantford's gardening excellence and commitment to environmental sustainability, along with the required budget to be submitted to the

Estimates Committee for consideration through the 2022 budget process,  
and

- C. THAT this resolution BE SHARED with the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, The Member of Parliament and Member of Provincial Parliament for Brantford-Brant, the County of Brant, and all Ontario municipalities.

I trust this information is of assistance.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tanya Daniels', with a large, stylized initial 'D'.

Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

Copy to: Association of Municipalities of Ontario  
Phil McColeman, MP Brantford-Brant  
Will Bouma, MPP Brantford-Brant  
The County of Brant  
All Ontario Municipalities

City Clerk's Office

**Secretariat**  
Marilyn Toft  
Council Secretariat Support  
City Hall, 12<sup>th</sup> Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2Tel: 416-392-7032  
Fax: 416-392-2980  
e-mail: Marilyn.Toft@toronto.ca  
web: www.toronto.ca**In reply please quote:  
Ref.: 21-MM32.12**

RECEIVED

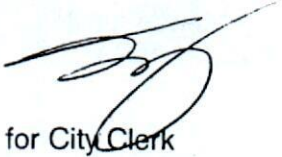
AUG 04 2021

**ONTARIO MUNICIPALITIES:****Subject: Member Motion Item 32.12  
Building the Early Learning and Child Care System Toronto Needs (Ward All)**

City Council on May 5 and 6, 2021, adopted the following:

1. City Council reaffirm the City of Toronto's support for building a system of early learning and child care services that are high-quality, public and not-for profit, affordable, inclusive and accessible for all families.
2. City Council express its support for the Government of Canada's April 19, 2021 budget announcement to invest in building a Canada wide system of Early Learning and Child Care and Indigenous Early Learning and Child Care, that builds on City of Toronto policies and service plans, and has adequate and ongoing operating and capital funding.
3. City Council communicate to the Provincial and Federal Governments, the City of Toronto's interest in working collaboratively, and participating in tri-lateral discussions as soon as possible, with the goal of achieving intergovernmental agreements by Fall 2021, and City Council make these negotiations a priority in our intergovernmental strategies.
4. City Council direct the General Manager, Children's Services to include in the June 2021 Growth Strategy Update report to the Economic and Community Development Committee and City Council, the opportunities and funding the Federal announcement could provide to expedite the Growth Strategy in Toronto, and to report to the Budget Committee on the City's share of new committed funding for child care once it is known.
5. City Council direct the General Manager, Children's Services to work closely with, and leverage the expertise of partners including the Province, City divisions, school boards and service providers to expand existing and develop new licensed child care services.

6. City Council request the City Clerk to distribute City Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.

A handwritten signature in black ink, appearing to be 'M. Toft', written over a horizontal line.

for City Clerk

M. Toft/wg

Attachment

Sent to: Prime Minister of Canada  
Premier, Province of Ontario  
Executive Director, Ontario Municipal Social Services Association  
Executive Director, Association of Municipalities of Ontario  
Municipalities in Ontario

c. City Manager

## City Council

### Member Motions - Meeting 32

MM32.12	ACTION	Adopted		Ward: All
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### **Building the Early Learning and Child Care System Toronto Needs - by Councillor Mike Layton, seconded by Councillor Shelley Carroll**

#### **City Council Decision**

City Council on May 5 and 6, 2021, adopted the following:

1. City Council reaffirm the City of Toronto's support for building a system of early learning and child care services that are high-quality, public and not-for profit, affordable, inclusive and accessible for all families.
2. City Council express its support for the Government of Canada's April 19, 2021 budget announcement to invest in building a Canada wide system of Early Learning and Child Care and Indigenous Early Learning and Child Care, that builds on City of Toronto policies and service plans, and has adequate and ongoing operating and capital funding.
3. City Council communicate to the Provincial and Federal Governments, the City of Toronto's interest in working collaboratively, and participating in tri-lateral discussions as soon as possible, with the goal of achieving intergovernmental agreements by Fall 2021, and City Council make these negotiations a priority in our intergovernmental strategies.
4. City Council direct the General Manager, Children's Services to include in the June 2021 Growth Strategy Update report to the Economic and Community Development Committee and City Council, the opportunities and funding the Federal announcement could provide to expedite the Growth Strategy in Toronto, and to report to the Budget Committee on the City's share of new committed funding for child care once it is known.
5. City Council direct the General Manager, Children's Services to work closely with, and leverage the expertise of partners including the Province, City divisions, school boards and service providers to expand existing and develop new licensed child care services.
6. City Council request the City Clerk to distribute City Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.

#### **Summary**

The lack of affordable, high-quality early learning and child care is one of the most significant challenges for families in our City. The pandemic has exacerbated the situation, and

accentuated the importance of child care for Toronto parents.

We have seen the gendered-impact of the pandemic on women. We have experienced the toll on parents, particularly mothers, because of the lack of access to child care. We know women will continue to face huge barriers to equitable participation in our economy if child care is not at the centre of COVID-19 recovery strategies. We also know that underserved communities, low-income and BIPOC families, people with disabilities, and those who are precariously-employed will not share in the benefits of economic renewal without access to affordable child care.

A broad consensus has emerged across all sectors, including business, academic, social service and feminist organizations, that a robust system of accessible, high-quality child care services is essential for Canada's economic renewal. The time is now to make long-awaited progress on child care for Toronto families.

The Government of Canada has recognized that investment in child care is urgently needed, and of national importance, for families and the economy. As part of the Budget 2021, it has committed to build a Canada-wide Early Learning and Child Care system that is affordable, high-quality and accessible for all families. The plan calls for \$30 Billion over 5 years, with an ongoing annual expenditure of \$8.3 Billion. The goal is to reduce fees by 50 percent by 2022, and achieve an average cost of \$10.00 per day by 2026.

The announcement is welcome news for women, their families, and cities across the Country. Toronto manages the second largest system of child care services in the Country, and it is important for our City to show its support for building a strong system of Early Learning and Child Care in Toronto and across Ontario – and that we are ready to work with the Federal and Provincial governments to achieve it.

City Council must reinforce the urgency, and express our willingness to be partners with all levels of government, and to act now, with urgency, to ensure this promise becomes a reality for Toronto children and families.

### **Background Information (City Council)**

Member Motion MM32.12

<http://www.toronto.ca/legdocs/mmis/2021/mm/bqrd/backgroundfile-166359.pdf>

City Clerk's Office

**Secretariat**  
Marilyn Toft  
Council Secretariat Support  
City Hall, 12<sup>th</sup> Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2Tel: 416-392-7032  
Fax: 416-392-2980  
e-mail: Marilyn.Toft@toronto.ca  
web: www.toronto.ca**In reply please quote:**  
**Ref.: 21-GL23.3**

June 24, 2021

RECEIVED  
AUG 04 2021**ONTARIO MUNICIPAL AND REGIONAL COUNCILS:****Subject: General Government and Licensing Committee Item 23.3  
Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial  
Offences Act (Ward All)**

City Council on June 8 and 9, 2021, adopted the following resolution and has circulated it to all Municipal City Councils and Regional Councils in Ontario for support:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

  
for City Clerk

M. Toft/wg

Attachment

c. City Manager

## General Government and Licensing Committee

GL23.3		Adopted on Consent		Ward: All
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### Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

#### City Council Decision

City Council on June 8 and 9, 2021, adopted the following:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.
4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

#### Committee Recommendations

The General Government and Licensing Committee recommend that:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal

representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

### **Origin**

(May 7, 2021) Report from the City Solicitor and the Director, Court Services

### **Summary**

This report responds to the changes to the Provincial Offences Act under Bill 177 Stronger, Fairer Ontario Act for City Council to review and consider taking action on the staff recommendations contained herein.

### **Background Information (Committee)**

(May 7, 2021) Report from the City Solicitor and the Director, Court Services on Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

(<http://www.toronto.ca/legdocs/mmis/2021/ql/bgrd/backgroundfile-166871.pdf>)

Attachment 1 - Bill 177 Changes to section 5.1 of Provincial Offences Act as enacted and not proclaimed

(<http://www.toronto.ca/legdocs/mmis/2021/ql/bgrd/backgroundfile-166872.pdf>)

**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**

**Orchard Park Meadows**  
**File No. 34T-21505**

**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 Performance Communities Realty Inc. for a Draft Plan of Subdivision (File No. 34T-21505).

**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 May 27<sup>th</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 13<sup>th</sup> day of September, 2021 at 6:15 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 [http://www.stthomas.ca/living\\_here/notices\\_to\\_residents](http://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.

The Orchard Park Meadows Subdivision is located on the northwest corner of the intersection of Southdale Line and Centennial Road. 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 Part of Lot 10, Concession 7, formerly Township of Yarmouth, County of Elgin, now in the City of St. Thomas.

The Plan encompasses a total area of approximately 19.20 hectares (47.44 acres) and will provide for the development of 49 lots for single detached dwellings, 9 lots for semi-detached dwellings (18 units), twenty-five blocks for street townhomes (135 units), one block (Block 84) for back-to-back cluster townhouses and cluster row townhouses (67 units), one block (Block 85) for two mid-rise, 5 storey, 58-unit apartment buildings (116 units total), one block (Block 86) for cluster townhouses (63 units), one block (Block 87) for a park, one block (Block 88) for a woodland, three blocks (Blocks 89-91) for walkways and twenty-one blocks (Blocks 92-112) for street reserves.

The lands within the Plan are designated 'Residential', 'Natural Heritage' and 'Special Development Area 4' in the City of St. Thomas Official Plan. The residential policies of the Official Plan allow for low, medium, and high-density residential uses and provide several goals for the residential land use designation. The City of St. Thomas Zoning By-law 50-88 zones the lands Third Residential Zone (hR3A-41) and Natural Heritage (NH). Associated Official Plan and Zoning By-law Amendments (File Nos. 3-03-21 and 2-09-21) have been submitted by the applicant to support the proposed development. The lands are also 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.

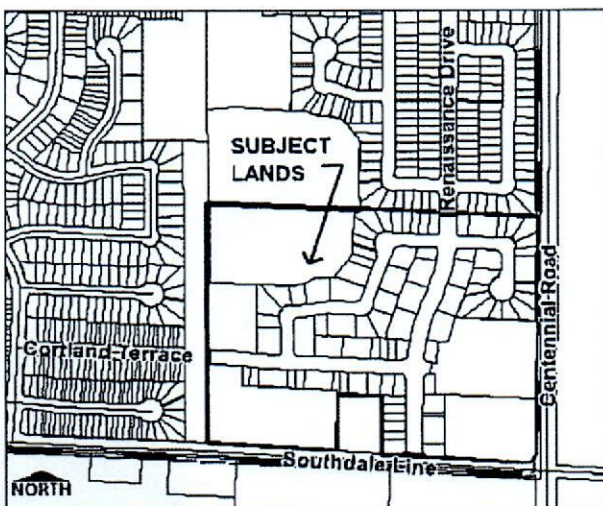
If a person or public body does not make oral submission at the public meeting or make written submissions to the Director of Planning & Building Services in respect of the proposed draft Plan of Subdivision before the approval authority gives or refuses to give approval to the proposed draft Plan of 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 13<sup>th</sup> day of August, 2021.

**LOCATION PLAN: (not to scale)**



Lou Pompili  
 Director, Planning & Building Services  
 9 Mondamin Street  
 St. Thomas, ON  
 N5P 2T9  
 Tel: 519-633-2560  
 Fax: 519-633-6581

**NOTICE OF AN APPLICATION AND PUBLIC MEETING CONCERNING  
PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS**

**Orchard Park Meadows Subdivision**

**TAKE NOTICE that:**

- a) pursuant to Subsections 22(6.4)(a) and 34(10.7)(a) of the Planning Act, R.S.O. 1990, as amended, concurrent applications have been made for approval of a proposed Official Plan Amendment and Zoning By-law Amendment. Access to the information and material provided under subsections 22(4), 22(5), 34(10.1) and 34(10.2) in support of the applications is available for public access, and
- b) a concurrent Public Meeting, pursuant to Subsections 22(1)(b) and 34(12) of the Planning Act, R.S.O. 1990, as amended, will be held by the Council of the Corporation of the City of St. Thomas on the 13<sup>th</sup> day of September, 2021 at 6:15 P.M. to consider amendments to the Official Plan and Zoning By-Law 50-88. The purpose of the Public Meeting is to afford any person that attends, an opportunity to make representation with respect to the official plan and zoning proposals. 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.

The location of the subject lands is shown on the Location Plan. The lands can be described as Part of Lot 10, Concession 7, formerly Township of Yarmouth, County of Elgin, now in the City of St. Thomas.

The Orchard Park Meadows Subdivision is located on the northwest corner of the intersection of Southdale Line and Centennial Road. The Plan encompasses a total area of approximately 19.20 hectares (47.44 acres) and will provide for the development of 49 lots for single detached dwellings, 9 lots for semi-detached dwellings (18 units), twenty-five blocks for street townhomes (135 units), one block for back-to-back cluster townhouses and cluster row townhouses (67 units), one block for two mid-rise, 5 storey, 58-unit apartment buildings (116 units total), one block for cluster townhouses (63 units), one block for a park, one block for a woodland, three blocks for walkways and twenty-one blocks for street reserves.

The subject property is designated 'Residential', 'Natural Heritage' and 'Special Development Area 4' within the Official Plan of the St. Thomas Planning Area. The area surrounding the subject lands is generally designated for residential use within the City of St. Thomas, however, there is a portion of the subject lands that is designated and zoned natural heritage. Further, the northwest corner of Centennial Road and Southdale Line is the southeast extent of the municipal boundary to the City of St. Thomas. The lands to the east and south are within the Municipality of Central Elgin and are designated for agriculture.

The subject property is currently located within the Third Residential Zone (hR3A-41) and Natural Heritage (NH) of the City of St. Thomas Zoning By-law 50-88. The applicant is proposing to rezone the lands to several site/area specific zones.

The purpose and effect of the proposed amendments is to amend the City of St. Thomas Official Plan and Zoning By-Law 50-88 to permit the proposed development on the subject lands.

**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 Official Plan amendment and Zoning By-law amendment.

If you wish to be notified of the decision of the City of St. Thomas on the proposed Official Plan and Zoning By-law amendments, you must make a written request to the address below.

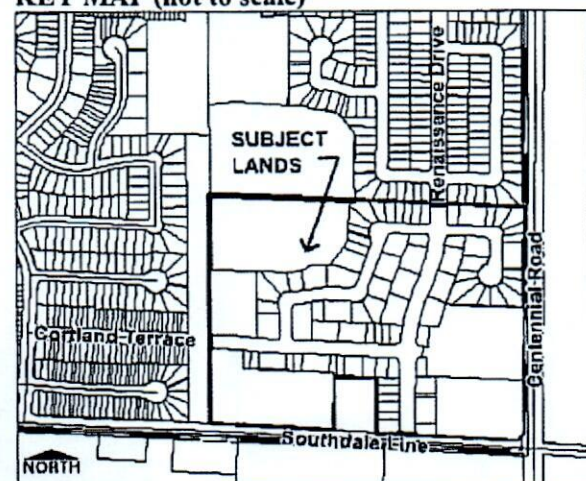
If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of St. Thomas before the proposed Official Plan amendment is adopted or the proposed Zoning By-law is passed, the person or public body is not entitled to appeal the decision of the Council of the City of St. Thomas to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of St. Thomas before the proposed Official Plan amendment is adopted or the proposed Zoning By-law is passed, 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 add the person or public body as a party.

**PUBLIC ACCESS TO INFORMATION** relating to the proposed Official Plan and Zoning By-law Amendments 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 13<sup>th</sup> day of August, 2021.

**KEY MAP (not to scale)**



Maria Konefal, City Clerk  
City of St. Thomas  
545 Talbot Street  
St. Thomas, Ontario  
N5P 3V7

**From:** [Lisa Higgs](#)  
**To:** [June McLarty](#)  
**Subject:** FW: AMO Policy Update - Proof of Vaccination Certificates  
**Date:** September 2, 2021 8:55:43 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

Information item, next agenda.



**Lisa Higgs**

CAO/Clerk

*email* [cao@southwold.ca](mailto:cao@southwold.ca)

*tel* 519-769-2010

*mobile* 519-671-0385

**Township of Southwold**

35663 Fingal Line, Fingal, Ontario, N0L 1K0

[southwold.ca](http://southwold.ca)



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**From:** AMO Communications <[Communicate@amo.on.ca](mailto:Communicate@amo.on.ca)>  
**Sent:** September 1, 2021 3:37 PM  
**To:** Lisa Higgs <[cao@southwold.ca](mailto:cao@southwold.ca)>  
**Subject:** AMO Policy Update - Proof of Vaccination Certificates

AMO Update not displaying correctly? [View the online version](#)  
Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list

AMO Policy Update



September 1, 2021

**AMO Policy Update – Proof of Vaccination  
Certificates**

The Premier today [announced](#) the Province will launch an enhanced vaccine certificate and verification app to stop the spread of COVID-19.

Starting September 22<sup>nd</sup>, 2021, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide proof of vaccination along with photo ID to access certain public settings and facilities. The following higher-risk indoor public settings where face coverings cannot always be worn will be covered by these requirements:

- restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
- nightclubs (including outdoor areas of the establishment);
- meeting and event spaces, such as banquet halls and conference/convention centres;
- facilities used for sports and fitness activities and personal fitness training, such as gyms, fitness and recreational facilities, with the exception of youth recreational sport;
- sporting events;
- casinos, bingo halls, and gaming establishments;
- concerts, music festivals, theatres, and cinemas;
- strip clubs, bathhouses, and sex clubs;
- racing venues (e.g., horse racing).

These mandatory requirements will not apply to settings where people receive medical care, food from grocery stores, other essential goods, or medical supplies. Access to voting in the federal election will not be affected. Indoor masking policies and capacity limits will continue to remain in place.

Facilities and operations not covered by the policy may develop their own access policies that make use of the new verification credentials.

According to the announcement, the enhanced vaccination certificate services will ensure individual control, privacy enhancements, stability for businesses, and interoperability with verification systems employed by the federal government. As of September 22, Ontarians will be required to show their vaccine receipt when entering designated settings along with another piece of photo identification. By October 22<sup>nd</sup>, Ontario will also introduce an enhanced digital vaccine receipt that features a QR code that can be kept on a phone and easily used to show proof of vaccination. The Province will also launch a new app to make it easier and more convenient for businesses and organizations to read and verify that a digital receipt is valid while protecting privacy. Additional tools to improve user experience, efficiency, and business supports will be developed and provided in the coming weeks including alternative tools for people with no email, health card, or ID. The government will also work to support implementation of vaccine certificates for Indigenous communities while maintaining Indigenous data governance, control, access, and possession principles.

Individuals who cannot receive the vaccine due to medical exemptions will be

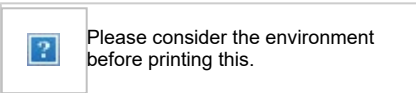
permitted entry with a doctor's note until recognized medical exemptions can be integrated as part of a digital vaccine certificate. Children who are 11 years of age and younger will also be exempted from these requirements.

According to the announcement, vaccine credentials are a temporary measure, and their necessity will be monitored and evaluated based on data and the advice of the Chief Medical Officer of Health. Enforcement of these requirements will be consistent with current practices under the *Reopening Ontario Act*. Frequently asked questions about proof of vaccination requirements can be accessed [here](#).

On August 16<sup>th</sup>, AMO [wrote](#) to the Premier calling on the Province to implement a province-wide, practical vaccine certification program for those fully vaccinated to protect children under 12 and Ontario's health care resources, and to support the safe, timely and stable reopening of public services, institutions, facilities, and businesses.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

September 9, 2021

**Via email only**

To: Premier Doug Ford – [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
Ontario Minister of Health Christine Elliott – [christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org)  
Dave Smith, MPP Peterborough-Kawartha – [dave.smith@pc.ola.org](mailto:dave.smith@pc.ola.org)  
David Piccini, MPP Northumberland-Peterborough South –  
[david.piccini@pc.ola.org](mailto:david.piccini@pc.ola.org)  
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock – [laurie.scott@pc.ola.org](mailto:laurie.scott@pc.ola.org)  
Ontario Association of Optometrists – [oaoinfo@optom.on.ca](mailto:oaoinfo@optom.on.ca)

**Re: OHIP Eye Care Resolution R2021-593**

Please be advised that during their Regular Council meeting held September 7, 2021, Council passed the following resolution:

Resolution No. **R2021-425**

Moved by Councillor Lambshead  
Seconded by Councillor Franzen

**Whereas** routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

**Whereas** conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

**Whereas** payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

**Whereas** the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

**Whereas** the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

**Whereas** the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting

September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

**Whereas** this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases;

**Now Therefore**, be it resolved that the Municipality of Trent Lakes requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

**That** the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

**That** a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Dave Smith, MPP David Piccini, MPP Laurie Scott, to the Ontario Association of Optometrists, and to all municipalities in Ontario.

Carried.

Sincerely,



Jessie Clark, Director of Corporate Services/Clerk

cc: Ontario Municipalities

**MUNICIPALITY OF CENTRAL ELGIN  
NOTICE OF AN APPLICATION AND PUBLIC MEETING  
CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT**



**Belmont Estates Phase 6, Village of Belmont**

**TAKE NOTICE that:**

- a) pursuant to Subsection 34(10.7)(a) of the Planning Act, R.S.O. 1990, as amended, an application has been made by Craigholme Estates Limited for approval of a proposed Zoning By-law Amendment. Access to the information and material provided under subsections (10.1) and (10.2) in support of the application is available for public access, and
- b) a Public Meeting, pursuant to Subsection 34(12) of the Planning Act, R.S.O. 1990, as amended, will be held by the Council of the Municipality of Central Elgin on the **27<sup>th</sup> day of September, 2021 at 6:30 P.M.** to consider a proposed amendment to the Village of Belmont By-law No. 91-21. The purpose of the Public Meeting is to afford any person that attends, an opportunity to make representation with respect to the zoning proposal. The meeting will be conducted by **Zoom Webinar** and detailed information for this meeting can be found at <https://www.centralelgin.org/en/business-development/current-planningapplications.aspx>, under 'Current Planning Applications'.

The subject lands are located south of Seventh Avenue and west of Snyders Avenue in the Community of Belmont. They have approximately 296 metres (971 feet) of frontage on to Seventh Avenue and are approximately 19.7 hectares (48.68 acres) in lot area (see Key Map). The lands may be legally described as Concession 7 North, Part of Lot 1, Registered Plan 33R8653, Former Village of Belmont, now Municipality of Central Elgin.

A statutory Public Meeting was held on October 28<sup>th</sup>, 2019 at the Municipality of Central Elgin Council Chambers in relation to Draft Plan of Subdivision 34T-CE1902. The original proposal was to rezone the lands identified in the Key Map to permit the construction of a range of residential dwelling types and an open space use. The application has been revised and is proposing a zoning by-law amendment is to change the existing Residential (hR1-2) Zone to site-specific residential zones to permit the development of 158 single-detached lots, 17 semi-detached lots (34 units), 4 townhouse blocks (16 units), a school block that fronts on to Seventh Avenue, and an Open Space (OS) zone for stormwater management purposes. A site-specific dual residential/institutional zone is proposed for the school block to allow for flexibility for residential development should the Thames Valley District School Board not acquire the lands to build a new school.

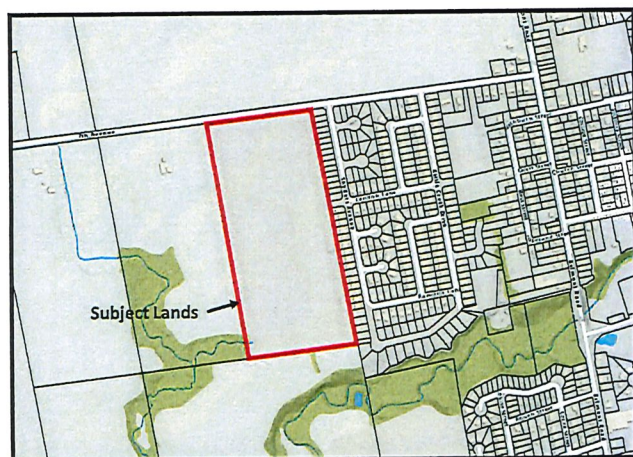
**ANY PERSON OR PUBLIC BODY** may attend the Public Meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Zoning By-law Amendment.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Central Elgin to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal 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 Council of the Municipality of Central Elgin on the proposed zoning by-law amendment, you must make a written request to the Municipality of Central Elgin at the address below.

**ADDITIONAL INFORMATION** relating to the proposed Zoning By-law Amendment is available for inspection daily, Monday to Friday, 9:00 A.M. to 4:00 P.M. at the Municipal Offices and at the Central Elgin Planning Office, 9 Mondamin Street, St. Thomas.



**Key Map:**

**DATED** at the Municipality of Central Elgin, this 28<sup>th</sup> day of August, 2021.

Dianne Wilson, Deputy Clerk  
Municipality of Central Elgin  
450 Sunset Drive, 1st Floor  
St. Thomas, Ontario  
N5R 5V1  
(519) 631-4860, Ext. 286



## NOTICE OF A PUBLIC MEETING FOR A PROPOSED DRAFT PLAN OF SUBDIVISION



### TAKE NOTICE that:

- a) pursuant to Section 51(20)(a) of the Planning Act, R.S.O. 1990, as amended, an application has been made by Craigholme Estates Ltd. for approval of a draft Plan of Subdivision (File No. 34T-CE1902); and
- b) a Public Meeting, pursuant to Section 51(20)(b) of the Planning Act, R.S.O. 1990, as amended, will be held by the Council of the Corporation of the Municipality of Central Elgin on the **27th day of September at 6:30 P.M.** to review the proposed draft Plan of Subdivision.

**Legal Description:** Part Lot 2, Concession 7, Geographic Village of Belmont,  
now the Municipality of Central Elgin  
**Owner:** Craigholme Estates Ltd.  
**File No.:** 34T-CE1902

The subject lands for the proposed Draft Plan of Subdivision are located west of Snyders Avenue and south of Seventh Avenue in the Community of Belmont. A statutory Public Meeting was held on October 28th, 2019 at the Municipality of Central Elgin Council Chambers in relation to Draft Plan of Subdivision 34T-CE1902.

The revised proposed development encompasses 19.7 hectares (48.68 acres) of land and provides for the development 158 single-detached lots, 17 semi-detached lots (34 units), 4 townhouse blocks (16 units). One block (Block 183) is proposed for the purposes of institutional and multi-family use and is intended to allow for residential flexibility should the Thames Valley District School Board not develop a new school on the property. One block (Block 184) is for the storm water management purposes, and four blocks (Blocks 176, 177, 185 and 186) are for future roads, reserves, and a walkway. New streets internal to the subdivision, including an extension of Landon Lane, are also proposed. The location and the limits of the Draft Plan and its relationship to the surrounding area are shown on the Key Map below.

The subject lands are designated for Residential use in the Municipality of Central Elgin Official Plan and are currently zoned Single Residential Zone (h.R1-2) and Open Space Zone (OS) as set out in the Village of Belmont Zoning By-Law 91-21.

The Municipality of Central Elgin has received an application for a concurrent Zoning By-law Amendment (File No.: B2-03-19) for the same subject lands, in support of the proposed development.

Supporting documentation for this application is available at the Municipality's website at:

<https://www.centralelgin.org/en/business-development/current-planning-applications.aspx>

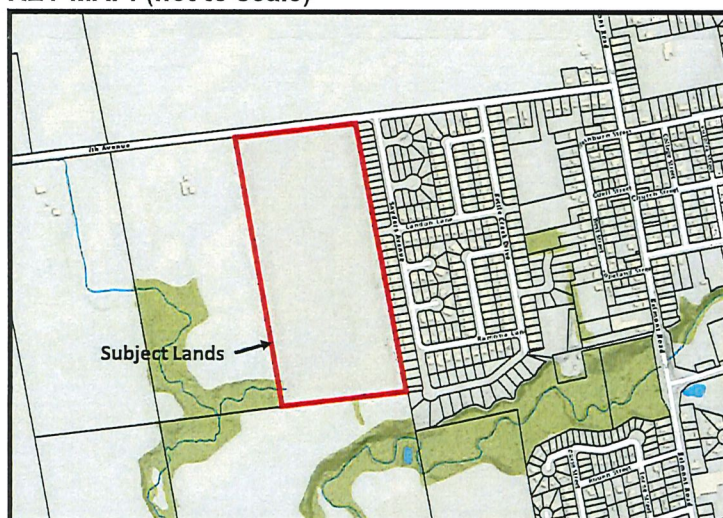
**ANY PERSON OR PUBLIC BODY** may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Draft Plan of Subdivision.

If a person or public body does not make oral submission at the public meeting, if one is held, or make written submissions to the Manager of Planning for the County of Elgin in respect of the proposed Draft Plan before the approval authority gives or refuses to give approval to the proposed Draft Plan, the person or public body is not entitled to appeal the decision of the County of Elgin to the Local Planning Appeals Tribunal.

If a person or public body does not make oral submission at the public meeting, if one is held, or make written submissions to the Manager of Planning for the County of Elgin in respect of the proposed Draft Plan before the approval authority gives or refuses to give approval to the proposed Draft Plan, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeals 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 County of Elgin in respect of this proposed Draft Plan, you must make a written request to the address listed below.

### KEY MAP: (not to scale)



**PUBLIC ACCESS TO INFORMATION** relating to the proposed Draft Plan of Subdivision is available for inspection daily, from Monday to Friday, between 8:30 A.M. and 4:30 P.M. at the County of Elgin administrative office, 450 Sunset Drive, St. Thomas.

**DATED** at the Municipality of Central Elgin, this 28th day of August, 2021.

Nancy Pasato  
Manager of Planning, County of Elgin  
450 Sunset Drive  
St. Thomas, ON  
N5R 5V1  
Tel: 519-631-1460, Ext. 126  
Fax: 519-631-4297



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY- LAW NO. 2021-58**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on August 27, 2021, and September 13, 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 Special Meeting of Council held on August 27, 2021 and the Regular Meeting of Council held on September 13, 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.

By-law 2021-58

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND  
FINALLY PASSED THIS 13<sup>th</sup> DAY OF SEPTEMBER, 2021.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs