



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

AGENDA

Monday September 27, 2021

REGULAR MEETING OF COUNCIL

7:00 pm, Council Chambers Fingal/Via Video Link

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. CLOSED SESSION

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (2)(c))– Shedden Development Lands
- (b) Advice that is subject to solicitor-client privilege, including communications necessary for the purpose (Section 239 (2) (f)) – Vaccine Policy

5. ADOPTION OF MINUTES

- (a) Minutes of Regular Council Meeting of September 13, 2021

6. DELEGATION

- (a) **8:00 p.m. – Mark Harris and Susan Budden – QCWA 2nd Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant.**
- (b) **8:15 p.m. Laura Sherwood – Elgin Hospice**

7. DRAINAGE

8. PLANNING

- (a) **7:15 p.m.** – Public Meeting Zoning By-law Amendment ZBA 2021-08 Wm F Bradish and Sons Ltd, C/O Matt Campbell, Senior Planner, Zelinka Priamo Ltd., 11579 Wonderland Road

Committee of Adjustment – Under Separate Agenda Package

- (b) **7:30 p.m.** Public Hearing – Committee of Adjustment – Minor Variance MV 2021-08, Scherba. 8686 Iona Road
- (c) **7:30 p.m.** Public Hearing – Committee of Adjustment – Minor Variance – MV 2021-09, Farhi Holdings Corporation C/O Nader Habib, Karim Design & Build, 99 Royal Crescent
- (d) **7:30 p.m.** Public Hearing – Committee of Adjustment – Minor Variance – MV 2021-10, Farhi Holdings Corporation C/O Nader Habib, Karim Design & Build, 127 Optimist Drive

9. REPORTS

- (a) Report from the CAO/Clerk RE: Proof of COVID-19 Vaccination Administrative Policy
- (b) Report from the CAO/Clerk RE: Proof of COVID-19 Vaccination Certificate at Township Facilities
- (c) Report from the CAO/Clerk RE: Update Report – Recognition of National Day for Truth and Reconciliation

10. CORRESPONDENCE

- (a) Elgin Group Police Services Board RE: OPP Contract Extension
- (b) Email and Letter from Royal Canadian Legion Ontario Command RE: Military Service Recognition Road
- (c) County of Elgin RE: Mural Installation

11. BY-LAWS

- (a) By-law No. 2021-59, being a by-law to amend By-law No. 2011-14, Wm. F. Bradish & Sons Ltd, C/O Matt Campbell, Zelinka Priamo Ltd, 11579 Wonderland Road
- (b) By-law No. 2021-60, being a by-law to enter into an amending agreement for the Elgin Police Services Board
- (c) By-law No. 2021-61, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on September 27th, 2021.

12. OTHER BUSINESS *(For Information Only)*

(a) City of St. Thomas – Notice of Passing ZBA, Harvest Run Phase 3

13. ADJOURNMENT: NEXT MEETING OF COUNCIL
TUESDAY OCTOBER 12, 2021 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

ADDENDUM TO A G E N D A

Monday September 27, 2021

REGULAR MEETING OF COUNCIL

7:00 pm, Council Chambers Fingal/Via Video Link

2. ADDENDUM TO AGENDA

Item Added:

4. CLOSED SESSION

- (c) Personal Matters about an identifiable individual, including municipal or local board employees. (section 239 (2) (b)) – Development Services Staffing

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting

Monday September 13, 2021

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

PRESENT: Mayor: G. Jones
Deputy Mayor: R. Monteith
Councillors: S. Emons
P. North
J. Pennings

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Jeff Carswell, Treasurer (7:00 p.m. – 9:55 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (7:00 p.m. – 9:30 p.m.)
Jeff McArthur, Fire Chief (7:00 p.m. – 9:14 p.m.)
Bryan Pearce, Planner (7:00 p.m. – 8:45 p.m.)
June McLarty, Administrative Assistant (7:00 p.m. – 9:14 p.m.)

ADDENDUM TO THE AGENDA:

DISCLOSURES: Councillor Emons declared a conflict on items 7 c and 7 d

ADOPTION OF MINUTES:

2021-239	Councillor Monteith – Councillor Pennings	Minutes
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THAT the Minutes of the Regular Council Meeting of August 9th, 2021 and August 27, 2021 are hereby adopted;

AND THAT Council has reviewed the minutes of the Economic Development Committee Meeting of April 27th, 2021;

AND THAT Council has reviewed the minutes of the Southwold Young @Heart Committee Meeting of July 13th, 2021.

CARRIED

REPORTS:

Activity Report from the Drainage Superintendent

This report was presented to Council.

Activity Report from the Fire Chief

Fire Chief Jeff McArthur presented his report to Council.

Activity Report from the Public Works Superintendent

Public Works Superintendent Paul Van Vaerenbergh presented his report to Council. Mr. Van Vaerenbergh also reported that the surface work Bush Line has been completed and Lake Line will be done next year. Deputy Mayor Monteith questioned the completion date for the Second Line culvert. Mr. Van Vaerenbergh responded that there is a possible December start date but no completion date.

Brand and Website Launch Update

Treasurer Jeff Carwell reported the brand and website have been launched but it took a bit longer trying to incorporate the new brand into the website. There has been a lot of positive feedback on the new website and brand.

Elimination of Dog Tagging

Treasurer Jeff Carswell provided a report on the elimination of dog tagging in the Township.

2021-240

Councillor Pennings – Councillor Emons

Elimination of Dog Tagging

THAT Council approve discontinuing the requirement for Township issued dog tags effective January 1, 2022, and;

AND 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, and;

AND THAT staff communicate the program changes to residents leading up the implementation.

CARRIED

PLANNING:

7:15 p.m. Zoning By-law Amendments – K. Butler- 5733 Boxall Road and Goodhue Farms (Port Stanley) Ltd., Scotch Line

In attendance: K. Butler, M. Goodhue and J. Goodhue

2021-241 Deputy Mayor Monteith – Councillor North Public Meeting ZBA 2021-06

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 property owned by K. Butler and Goodhue Farms (Port Stanley) Ltd.

CARRIED

The Mayor stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed zoning by-law amendment 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 rezoning of 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. The subject property is legally described as Range 1 and 2, Part Lot B, Part Lot 6, North Lake Road and described municipally as 5733 Boxall Road.

The Mayor asked if any members of Council have a disclosure of interest concerning the proposal. No members of Council had any disclosures of interest. The Mayor asked the Clerk what method of notice and when was the notice given to the public for this meeting. The Clerk replied that a sign was posted on the subject property by August 20, 2021 and notices mailed to property owners within 120m of the subject property on August 19, 2021.

The Planner presented his report to Council.

The Mayor asked if Council members or any member of the public had any questions. There were no questions from Council. K. Butler questioned what the Special Provision meant. Planner B. Pearce responded that the special provision will recognize the new area of your property when the Goodhue lands will be added to it.

2021-242 Councillor North – Councillor Emons ZBA 2021-06 - Butler

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.

CARRIED

2021-243

Deputy Mayor Monteith – Councillor Pennings

**ZBA 2021-07 –
Goodhue**

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.

CARRIED

2021-244

Councillor Emons – Councillor North

Adjournment of Public Mtg

THAT the public meeting to consider the applications to amend the zoning on the property owned by the K. Butler and Goodhue Farms (Port Stanley) Ltd. ends at **7:25 p.m.**

CARRIED

2021- 245

Councillor Pennings – Councillor North

Fingal Wildlife Management

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 chose Option One being 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.

CARRIED

Councillor Emons commented that the Fingal Wildlife Management Area is a perfect mix of nature, hunting and agriculture. It functions well and is not only enjoyed by residents of the Township but also others from the surrounding area.

7:31 p.m. Committee of Adjustment – Minor Variance Applications MV 2021-07 Robert and Dorothy Fife C/O John Fife, 36360 Fourth Line and MV 2021-06 Michael Mels and Jody Campbell C/O Michael Mels, 35246 Fourth Line

In attendance: John Fife, Michael Mels, Jody Campbell, Keith Campbell, John

Councillor Emons vacated her chair

2021-246 Councillor Pennings – Deputy Mayor Monteith MV 2021-07 and MV 2021-06

THAT the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance application MV 2021-07 filed by Robert and Dorothy Fife C/O John Fife and deferred application filed MV 2021-06, filed by Michael Mels and Jody Campbell C/O Michael Mels at **7:31 p.m.**

CARRIED

2021-247 Councilor North – Councillor Pennings Adjournment of COA

THAT the meeting of the Committee of Adjustment to hear Applications MV 2021-07, filed by Robert and Dorothy Fife C/O John Fife and MV 2021-06, filed by Michael Mels and Jody Campbell C/O Michael Mels closes at **8:19 p.m.** and the regular meeting of council reconvene.

CARRIED

Councillor Emons returned to her seat.

REPORTS:

FCM Asset Management Grant

Treasurer Carswell provided information to Council on the FCM Asset Management Grant.

2021-248 Councillor Emons – Deputy Mayor Monteith FCM Grant

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.

CARRIED

Blue Box Regulation and Transition to Full Producer Responsibility

Treasurer Jeff Carswell reported on the commentary that was received from the Municipal 3Rs Collaborative regarding the Blue Box Regulation. Staff will be collection information to submit a report for the end of September.

357 Applications

Treasurer Carswell provided information to Council on 357 Application for the 2020 and 2021 tax years.

2021-249 Deputy Mayor Monteith – Councillor Pennings 357 Applications

That Council approves the total adjustment of taxes for the 2020 and 2021 tax years resulting from Municipal Act, Sec.357 applications, as presented, in the amount of \$5,577.41.

CARRIED

Activity Report from Director of Building and Community Services

This report was presented to Council.

Activity Report from the CAO/Clerk

CAO/Clerk Lisa Higgs presented her report to Council.

Noise By-law Requests

CAO/Clerk Lisa Higgs presented a report to Council, seeking direction on the adoption of a possible municipal noise By-Law.

STAFF DIRECTION

Staff was directed by Council to conduct a survey with the residents for feedback on whether a noise by-law is warranted and to report back at the next Council meeting.

2021-250 Councillor Pennings – Councillor Emons Fire Training Agreement
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.

CARRIED

**2021-251 Councillor North – Deputy Mayor Monteith Request for Use of
Unopened Road Allowance
– McDiarmid Line**

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

THAT the Van Dyks endeavor to contact the owners of the adjacent property to discuss joint access arrangements on the unopened road allowance.

CARRIED

2021-252 Councillor Pennings – Councillor Emons CLI ECA Process

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.

CARRIED

2021-253

Deputy Mayor Monteith – Councillor North

Approval of Trails

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.

CARRIED

2021-254

Councillor North – Councillor Emons

Truth and Reconciliation

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 30th, 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 30th, 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.

CARRIED

STAFF DIRECTION

Staff was directed by Council to investigate the possibility of collaborating with the County and amending the flag by-law to include raising the National Day for Truth and Reconciliation flag. Staff will report back at the next Council meeting.

THAT Council receive report CAO 2021-57 as information and adopts the updated Work from Home Policy.

CARRIED

BY-LAWS:

- By-law No. 2021-55, being a by-law to amend By-law No. 2011-14, Butler 5733 Boxall Road
- By-law No. 2021-56, being a by-law to amend By-law No. 2011-14, Goodhue Farms (Port Stanley) Ltd, Scotch Line.
- 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

2021- 256	Deputy Mayor Monteith – Councillor Pennings	By-laws
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THAT By-law Nos. 2021-55, 2021-56 and 2021-58 be read a first and second time.

CARRIED

2021-257	Councillor Emons – Councillor North	By-laws
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THAT By-laws Nos. 2021-55, 2021-56 and 2021-58 be read a third time and finally passed.

CARRIED

OTHER BUSINESS:

2021- 258	Councillor Emons – Councillor North	Other Business
	Items	

THAT Council receive and file the items under Other Business.

CARRIED

CLOSED SESSION:

2021-259	Deputy Mayor Monteith – Councillor Pennings	Closed Session
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THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **9:14 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)) – 3 items – Southwold Scholarship, Shared Fire Services and CAO Compensation

- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (2) (c)) – Public Works Yard
- 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

CARRIED

2021-260 Councillor North – Councillor Emons CAO Compensation

THAT Council adopt the recommendations in Staff Report FIN 2021-26 dated September 13, 2021, re: CAO Remuneration.

CARRIED

ADJOURNMENT:

2021-261 Councillor Pennings – Councillor North Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:30 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution System

Operations Report

Second Quarter 2021

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: August 13, 2021

Facility Description

Facility Name:	Southwold Water Distribution System
Regional Manager:	Dale LeBritton (519) 476-5898
Senior Operations Manager:	Mark Harris (226) 545-0414
Business Development Manager:	Susan Budden (519) 318-3271
Facility Type:	Municipal
Classification:	Class 2
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality

Service Information

The Southwold Distribution System services approximately 1310 service connections throughout the Township of Southwold in rural areas, Shedden and Fingal. The system supplies water to the Dutton Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre. At the Iona Interconnect, the Dutton-Dunwich Distribution System can also back feed into the Southwold system in case of emergency. The Lynhurst area (in Southwold) is supplied by the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System, this area is operated by the City of St. Thomas.

Operational Description

A re-chlorination facility is located on Talbot Line. The Shedden Re-Chlorination Facility boosts the free chlorine residual from the supply from the St. Thomas Area Secondary Water Supply System. Water quality is monitored at this location through online chlorine analyzers as well as sampling locations located throughout the distribution system. Auto flushers are installed in problem/low usage areas in the distribution system in order to maintain adequate residuals. There are three pressure reducing valves located in the distribution system to control high pressure areas. Chambers for draining, isolating and air relief are located throughout the distribution system as well.

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance or exceedance issues reported this quarter.

SECOND QUARTER:

On April 25th, 2021 there was a Category 2 watermain break and valve replacement on the corner of Horton St. and Union Road in Shedden. The Southwold Distribution System briefly experienced lower than normal pressure while the site of the break was isolated. Repairs were made and flushing and sampling conducted. All results were adequate.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MOL or MECP inspections conducted during this quarter.

SECOND QUARTER:

There were no MOL or MECP inspections conducted during this quarter.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

A request was sent to the MECP on February 1st, 2021 to implement the new Watermain Disinfection Procedure issued August, 2020. Approval was granted from the MECP on February 9th, 2021 and implementation began on February 10th, 2021. Forms and SOPs have been updated to reflect new requirements.

The Municipal Drinking Water License expires July 28th, 2021 and the application for license renewal date was January 28th, 2021. The license renewal package was submitted on this date. The MECP acknowledged receipt of the renewal package on March 9th, 2021.

OCWA has been working on an initiative to modernize and enhance its current hard copy operational logbook practices to ensure compliance with regulatory requirements and to facilitate better record-keeping and communication regarding the operation of the drinking water and wastewater facilities that OCWA operates. This initiative has been accomplished by implementing electronic logbooks using the eRIS Logbook software at the facilities OCWA operates. These electronic logbooks meet the requirements of Ontario Regulations 128 and 129 as well as the Electronic Commerce Act. The MECP have been notified and have acknowledged OCWA's efforts in improving documentation with logbooks.

The implementation of electronic logbooks is expected to result in benefits for OCWA staff, the MECP and the clients in the following ways:

- Improved efficiency by being able to provide logbook records electronically.
- Facilitation of virtual inspections and logbook reviews, now and in the future. With the current ongoing challenges due to the COVID-19 pandemic, adherence to social distancing and other public health measures is critical. The accessibility of electronic logbooks makes it easier for OCWA and Ministry staff to adhere to such measures by reducing/eliminating the need for on-site visits.

- Better quality logbook entries, particularly those documenting unusual or abnormal operating conditions.
- Improved communication and operational oversight as the information is available immediately after entry through both desktop and mobile applications.
- Improved ability to proactively identify and respond to potential process and compliance issues.
- More consistent record-keeping practices

SECOND QUARTER:

On June 15th, 2021 the draft Municipal Drinking Water License and Drinking Water Works Permit were received from the MECP for comment. Comments were provided. The final issues have not yet been received.

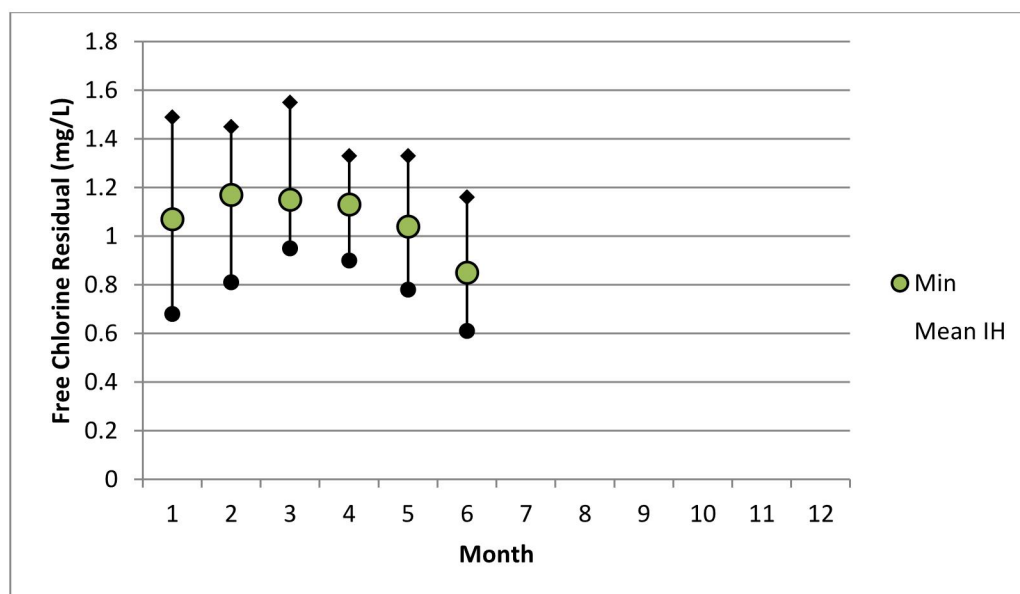
SECTION 4: PERFORMANCE ASSESSMENT REPORT

Auto Flushers are tested twice per week; the current settings are:

#	Location	Frequency	Duration
1	Iona Road	7 days	35min
2	Lake Line	5 days	30min
3	Thomas Road	7 days	11min
4	Bush Road	7 days	30min

All residuals were adequate at the current flushing durations. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2021 obtained so far throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during the first quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2021.

Table 1: Distribution system sampling results for 2021.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	20	0 – 0	0 – 0	8	<10 - <10
February	20	0 – 0	0 – 0	8	<10 - <10
March	25	0 – 0	0 – 0	10	<10 - <10
April	22	0 – 0	0 – 0	10	<10 - <10
May	25	0 – 0	0 – 0	10	<10 - <10
June	20	0 – 0	0 – 0	8	<10 - <10

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the running average along with the second quarter results. The current running average is below the regulated limit of 100µg/L.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
July 2020		30
October 2020		50
January 2021		35
April 2021		23
Running Average	100	34.5

Haloacetic Acids (HAAs) are now required to be sampled on a quarterly basis. Table 3 below shows the running average along with the first quarter results. HAAs are now required to meet the regulated limit of 80µg/L as of this year.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
July 2020		18.9
October 2020		21.5
January 2021	-	22.6
April 2021		15.5
Running Average	80	19.6

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 4 shows the results for 2021.

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (mg/L)
February 2021	3	8.01 – 8.21	97- 102	0.19

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

Due to the COVID-19 pandemic, precautionary protection measures continue to be implemented at all facilities.

There were no additional Health & Safety issues identified during the first quarter.

SECOND QUARTER:

There were no additional Health & Safety issues identified during the second quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

All samples, checks and readings were performed during the first quarter as required by all applicable legislation.

JANUARY:

- 02: Verified pocket colorimeter.
- 13: Performed generator run and completed alarm testing.
- 14-15: Completed monthly air relief chamber inspections.

FEBRUARY:

- 02: Verified pocket colorimeter.
- 25: Performed generator run and completed alarm testing.
- 26: Completed monthly air relief chamber inspections.

MARCH:

- 04: Hawkin's Electric on site for dialer repairs.
- 04: Metcon on site to repair chlorine board.
- 04: Performed monthly pocket colorimeter verification.
- 05: Quarterly maintenance on chlorine analyzers.
- 16: Flowmetrix on site for flow meter calibrations.
- 25: Completed generator run test.
- 26: Completed monthly air relief chamber inspections.
- 31: On site at Talbotville-Meadows phase 1 for new watermain commissioning pressure testing.

SECOND QUARTER:

APRIL:

- 01: Swabbing on new main in Talbotville was completed.
- 06: Completed pressure testing on new main in Talbotville. Test passed.

07: Completed super chlorination of new watermain in Talbotville.
08: Completed dechlorination of new watermain in Talbotville and collected first set of bacti samples.
09: Collected second set of bacti samples for new watermain commissioning.
13: Spring hydrant flushing starts.
20: Connected new watermain to existing watermain, length of pipe was 5.6meters.
25/26: Watermain break at intersection of Union Rd and Horton St in Shedden. Replaced gate valve and 202 inches of PVC piping. Classified as a class 1 break.
26: Collected first set of bacti samples after mainbreak.
27: Collected second set of bacti samples after mainbreak.
27: Completed swabbing, pressure testing and super chlorination on new watermain in Talbotville.
28: Collected first set of bacti samples on new watermain in Talbotville.
29: Collected second set of bacti samples on new watermain in Talbotville.

MAY:

10: Completed connection on watermain in Talbotville, installed caps at end of each main for future expansion.

JUNE:

03: New water connection at 5243 Union Rd.
07: Curbstop repair at 41541 Major Line.
08: Curbstop leak at 41845 James Street. Upon excavation it was observed that the saddle was intact and there were no leaks, rod was bent and replaced as was box. Waterline was excavated to main and then towards the intersection of James Street and Florence Street but no leaks were observed. ORO has been notified.
09: Curbstop extension installed at 41541 Major Line in Ferndale.
11: Nichol Water Services on site to perform leak detection at 41845 James Street; unable to detect any major leak in the area.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY:

No alarms this month.

FEBRUARY:

29: Arrived on site due to low chlorine alarm, everything appeared normal, both inlet and outlet reading within normal limits, ensured by taking chlorine grab samples. Reviewed data logger on search trace and could find no low chlorine dips. Most likely cause was a power flicker due to poor weather, strong winds and snow.

MARCH:

No alarms this month.

SECOND QUARTER:

APRIL:

No alarms this month.

MAY:

18: Operator received alarm for channel 4, high outlet chlorine. Upon arrival chlorine was at a normal reading, 1.36ppm, verified reading with by grab sample.

JUNE:

16: Operator received channel 5 alarm. Upon arrival it was observed high water level in chamber, sump pump was reset but did not work, used portable pump to pump out chamber and installed new sump pump.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

No complaints or concerns this quarter.

SECOND QUARTER:

APRIL:

25: Multiple complaints were received regarding low water pressure due to the watermain break on the corner of Horton St. and Union Road. Pressure is monitored at the Shedden Re-chlor station and data showed the pressure was restored once the site of the break was isolated.

30: Complaint was received regarding brownish coloured water. Spring flushing was conducted in the area earlier in the week. An Operator attended the location of the complaint and conducted additional flushing. Operator flushed hydrant 121 at 35623 Victoria street in Fingal, obtained a residual of 1.07ppm and observed clear flow. Resident was outside upon arrival, after flushing operator asked resident to run taps and to verify clear flow within the home was obtained.

MAY:

No complaints or concerns this month.

JUNE:

11: Operator received call for low water pressure at 41552 Major Line. Checked pressure at hydrant located across the road which was 81psi. Spoke with homeowner who stated pressure was lower than normal. Operator closed and opened curbstop, homeowner then had higher pressure.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant

Operations Report

Second Quarter 2021

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: August 13, 2021

Facility Description

Facility Name: Talbotville Wastewater Treatment Plant
Regional Manager: Dale LeBritton (519) 476-5898
Senior Operations Manager: Mark Harris (226) 545-0414
Business Development Manager: Susan Budden (519) 318-3271
Facility Type: Municipal
Classification: Class 3

Service Information

Population Served: 125

Capacity Information

Total Design Capacity: 500 m³/day

	Design Values	2020 Flow Data	2021 Flow Data
Average Daily Flow (m³/d)	500	46.5	51.4
% of Average Daily Design Flow	-	7.0	10.3
Peak Flow (m³/d)	1000	283.2	148.6
% of Peak Design Flow	-	28.3	14.9

	Design Flow (m ³ /d)	2021 Average Daily Flow (m ³ /d)	2021 % Capacity	Design Peak Flow (m ³ /d)	2021 Maximum Daily Flow (m ³ /d)	2021 % Peak Flow
January	500	42.7	8.5	1000	65.6	6.6
February	500	54.0	10.8	1000	83.5	8.4
March	500	61.1	12.2	1000	116.8	11.7
April	500	53.2	10.6	1000	88.2	8.8
May	500	43.6	8.7	1000	67.1	6.7
June	500	54.1	10.8	1000	148.6	14.9
July	500	-	-	1000	-	-
August	500	-	-	1000	-	-
September	500	-	-	1000	-	-
October	500	-	-	1000	-	-
November	500	-	-	1000	-	-
December	500	-	-	1000	-	-
Annual Average	-	51.4	10.3	-	148.6	14.9

Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system to Dodd Creek.

Facility Name: Talbotville Wastewater Treatment Plant
ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER

There were no compliance issues to report during the first quarter.

OCWA has been working on an initiative to modernize and enhance its current hard copy operational logbook practices to ensure compliance with regulatory requirements and to facilitate better record-keeping and communication regarding the operation of the drinking water and wastewater facilities that OCWA operates. This initiative has been accomplished by implementing electronic logbooks using the eRIS Logbook software at the facilities OCWA operates. These electronic logbooks meet the requirements of Ontario Regulations 128 and 129 as well as the Electronic Commerce Act. The MECP have been notified and have acknowledged OCWA's efforts in improving documentation with logbooks. The implementation of electronic logbooks is expected to result in benefits for OCWA staff, the MECP and the clients in the following ways:

- Improved efficiency by being able to provide logbook records electronically.
- Facilitation of virtual inspections and logbook reviews, now and in the future. With the current ongoing challenges due to the COVID-19 pandemic, adherence to social distancing and other public health measures is critical. The accessibility of electronic logbooks makes it easier for OCWA and Ministry staff to adhere to such measures by reducing/eliminating the need for on-site visits.
- Better quality logbook entries, particularly those documenting unusual or abnormal operating conditions.
- Improved communication and operational oversight as the information is available immediately after entry through both desktop and mobile applications.
- Improved ability to proactively identify and respond to potential process and compliance issues.
- More consistent record-keeping practices

The Ministry of Environment, Conservation and Parks is moving forward with the implementation of a Consolidated Linear Infrastructure Permissions Approach which would consolidate collection system ECAs into one Consolidated Infrastructure Environmental Compliance Approval (CLI-ECA).

The purpose of the Consolidated Linear Infrastructure Permissions Approach is to:

- reduce regulatory burden for municipalities and developers by streamlining the approval process by replacing existing individual pipe by pipe ECAs with one multi-media ECA for a municipality's wastewater sewage collection system and one multi-media ECA for a municipality's stormwater collection, treatment and disposal system
- provide clear, transparent and consistent requirements through the new design criteria and conditions in the new ECAs that municipalities and developers can follow for future sewage work
- improve environmental protection and ensure quality and consistency of new sewage works through updating ECA terms and conditions to current standards
- consolidate and update ECA terms and conditions that will apply to each municipality's sewage collection system
- consolidate the ECAs for existing linear infrastructure to establish a holistic picture of all routine works owned by a municipality

The new consolidated linear infrastructure ECAs will:

- incorporate all the requirements for a municipality's entire sanitary collection system and stormwater management works
- include updated conditions that will pre-authorize municipalities and prescribed persons (e.g. developers) to make future specified alterations in accordance with the proposed new design criteria
- include other updated conditions to improve environmental protection and ensure quality and consistency in new construction

Formal letters will be issued to system Owners in the Spring/Summer of 2021, beginning with the larger municipalities. These letters will indicate that the Municipality must apply for the CLI-ECA within 6 months. Municipalities will need to prepare and submit to the Ministry applications for consolidated linear infrastructure ECAs that will include a description of all existing sanitary collection and stormwater works within their municipal boundaries that they own. This could be a large undertaking and OCWA will be available to assist if needed.

SECOND QUARTER

On Wednesday June 30th, 2021 an SPC Audit was completed at the Talbotville WWTP by the SPC Manager, Cindy Sigurdson. The SPC Audit is a compliance-based audit designed to evaluate facility performance against environmental and H&S compliance requirements and to identify areas of concern/deficiencies. It includes a detailed examination of the specific regulatory requirements for the site being audited. This type of audit is conducted by the SPC Manager (or designate) and may be scoped to applicable site requirements. Action items have been outlined and will be tracked and addressed as required.

SECTION 2: INSPECTIONS

FIRST QUARTER

There were no MOL or MECP inspections conducted during this quarter.

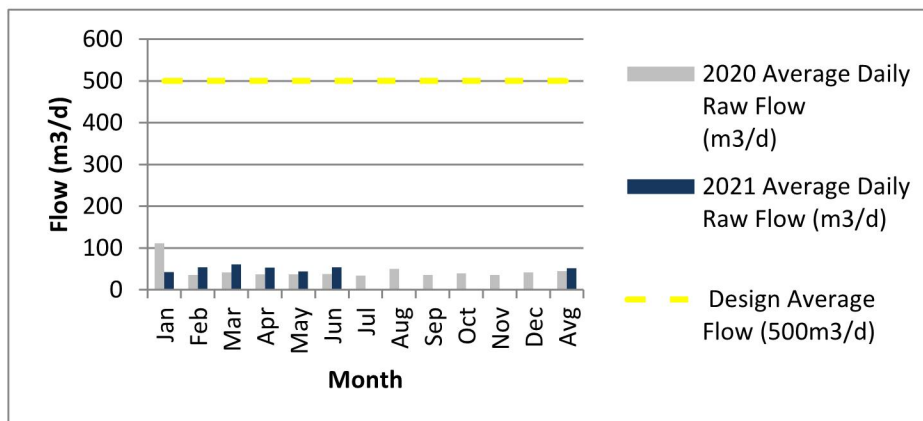
SECOND QUARTER

There were no MOL or MECP inspections conducted during this quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

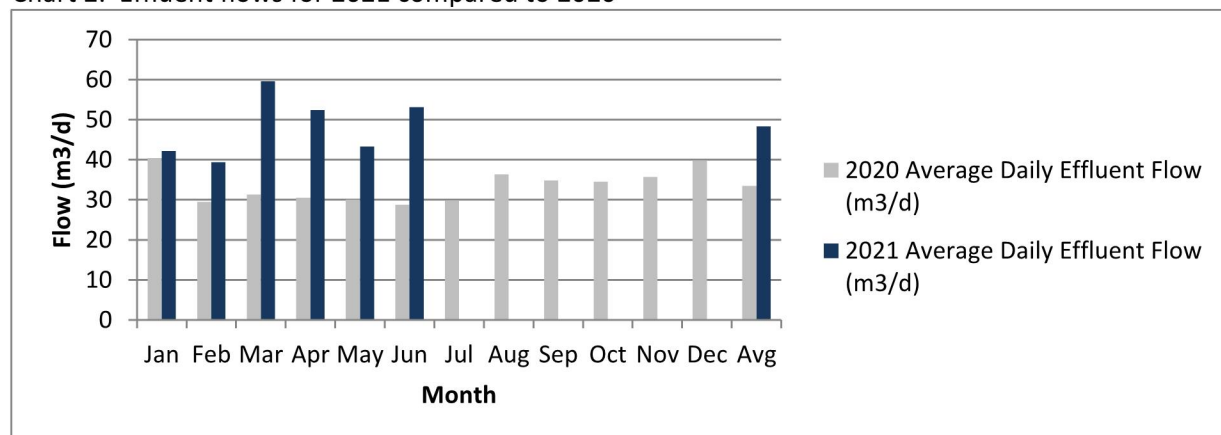
The average daily raw flow so far for 2021 was 51.4 m³/d. The chart below shows the monthly average flows so far for 2021, compared to the 2020 average daily flows (Chart 1).

Chart 1. Raw flows for 2021 compared to 2020



The average daily effluent flow so far for 2021 was 48.3 m³/d. The chart below shows the monthly average flows so far for 2021 compared to average daily flows in 2020 (Chart 2).

Chart 2. Effluent flows for 2021 compared to 2020



Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. These design objective exceedances have not impacted the quality of the effluent produced by the wastewater treatment plant but will continue to be monitored.

Table 1. Raw water sample results for 2021.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)
January Results	129	32	2.96	119
February Results	193	47.9	5.57	224
March Results	94	32	2.98	67
April Results	75	37.1	2.91	57
May Results	84	48.8	3.57	120
June Results	209	37.1	4.49	103
July Results	-	-	-	-
August Results	-	-	-	-
September Results	-	-	-	-
October Results	-	-	-	-
November Results	-	-	-	-
December Results	-	-	-	-
Design Objective	250	40	7	250
# Months Above Design	0/12	1/12	0/12	0/12

The effluent is sampled on a weekly basis following the requirements of the ECA. The table (Table 2) below summarizes the monthly average results compared against the objectives and limits identified in the ECA.

Table 2. Effluent average sample results.

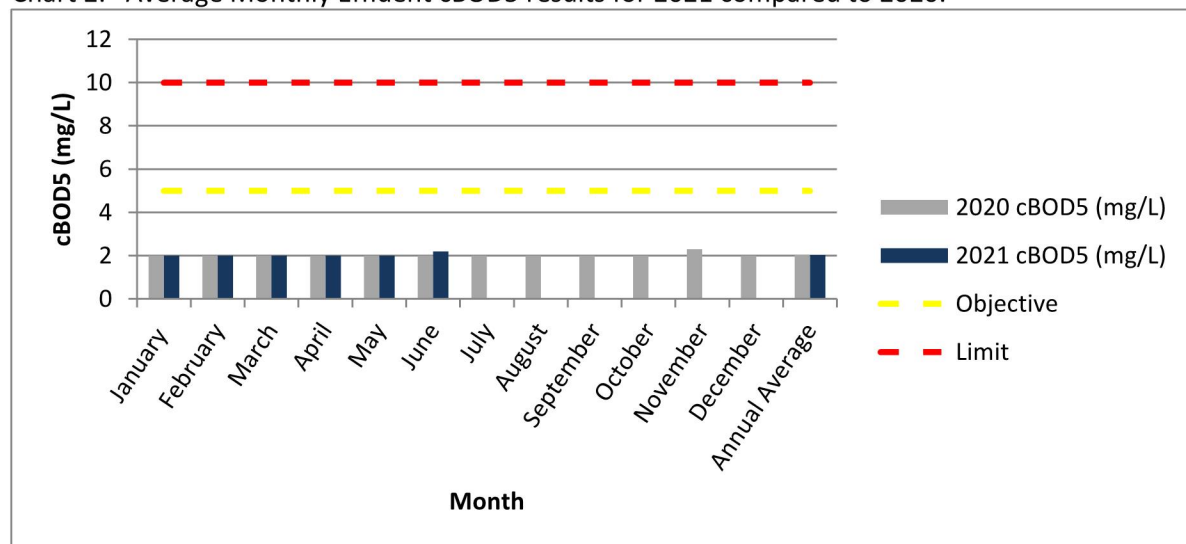
	cBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	E. coli (cfu/100mL)*	pH
January	<2	2.8	0.11	0.1	5.6	6.88 – 8.51
February	<2	3.0	0.09	0.1	3.74	6.65 – 7.65
March	<2	2.6	0.12	0.1	3.78	6.97 – 7.65
April	<2	2.0	0.16	0.1	1.0	7.26 – 8.21
May	<2	2.5	0.22	0.1	5.9	7.64 – 8.29
June	2.2	4.0	0.23	0.1	4.5	7.35 – 8.16
July						
August						
September						
October						
November						
December						
Annual Average	2.0	2.81	0.16	0.1	3.58	6.65 - 8.51
ECA Objective	5	5	0.2	1.0** 3.0	100	6.5-8.5
ECA Limit	10	10	0.3	1.5** 4.0	150	6.0-9.5

*expressed as geometric mean

**based on May 1 to November 30 and December 1 to April 30

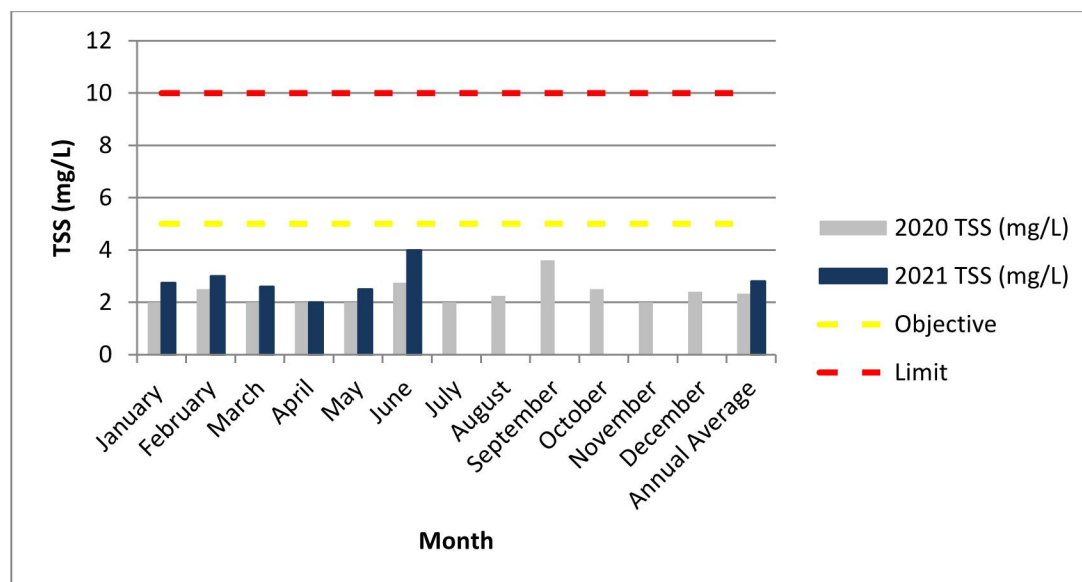
Effluent average cBOD5 so far for 2021 is 2.0mg/L. This is an increase of 0.4% when compared to the 2020 annual average. All results during the second quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 2 for the average monthly effluent cBOD5 results.

Chart 2. Average Monthly Effluent cBOD5 results for 2021 compared to 2020.



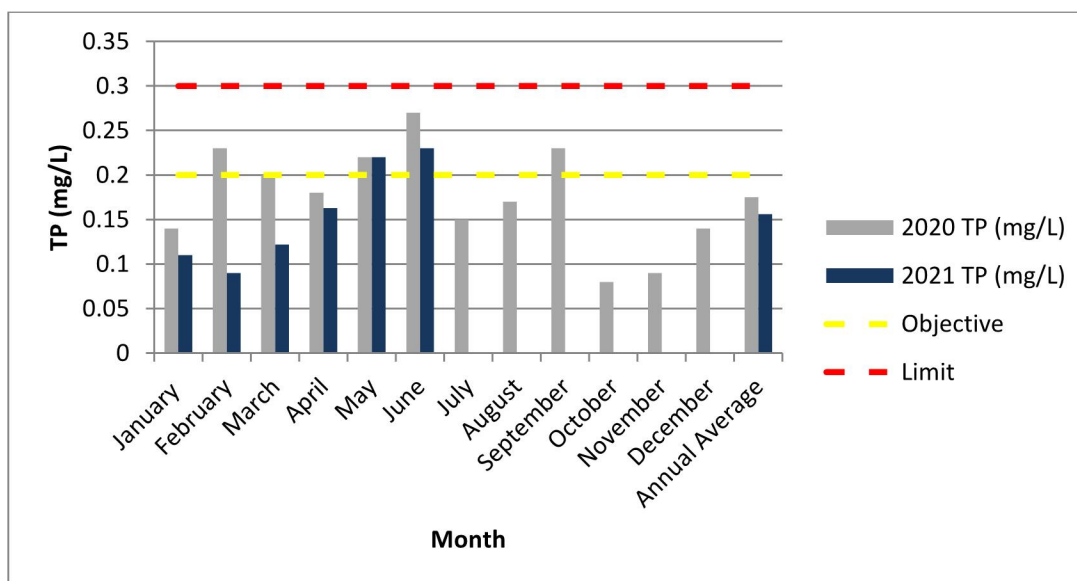
Effluent average TSS so far for 2021 is 2.81mg/L. This is an increase of 20.4% when compared to the 2020 annual average. All results during the second quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent TSS results.

Chart 3. Average monthly effluent total suspended solids for 2021 compared to 2020.



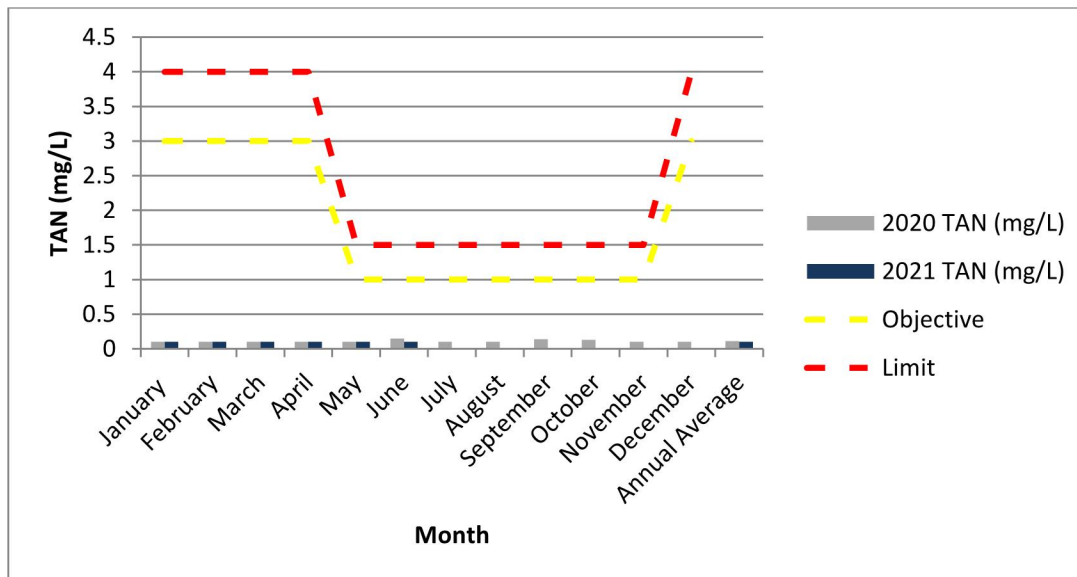
Effluent average TP so far for 2021 is 0.16mg/L. This is a 10.9% decrease when compared to the 2020 annual average. All results during the second quarter met the effluent objectives and limits identified in the ECA. There has been an increase in TP in May and June. Adjustments were made to the alum dosage and excess solids were removed from the aeration tanks. The TP results have improved.

Chart 4. Average monthly effluent total phosphorus results for 2021 compared to 2020.



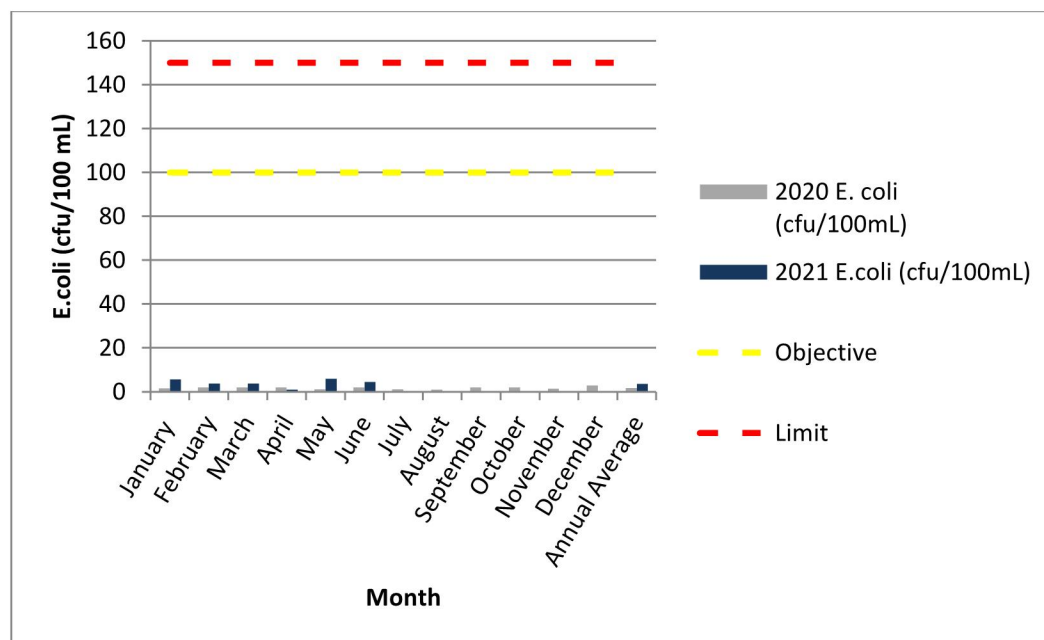
Effluent average TAN so far for 2021 is 0.1mg/L. This result is the same as the 2020 annual average. All results during the second quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 5 for the average monthly TAN results.

Chart 5. Average monthly effluent total ammonia nitrogen results for 2021 compared to 2020.



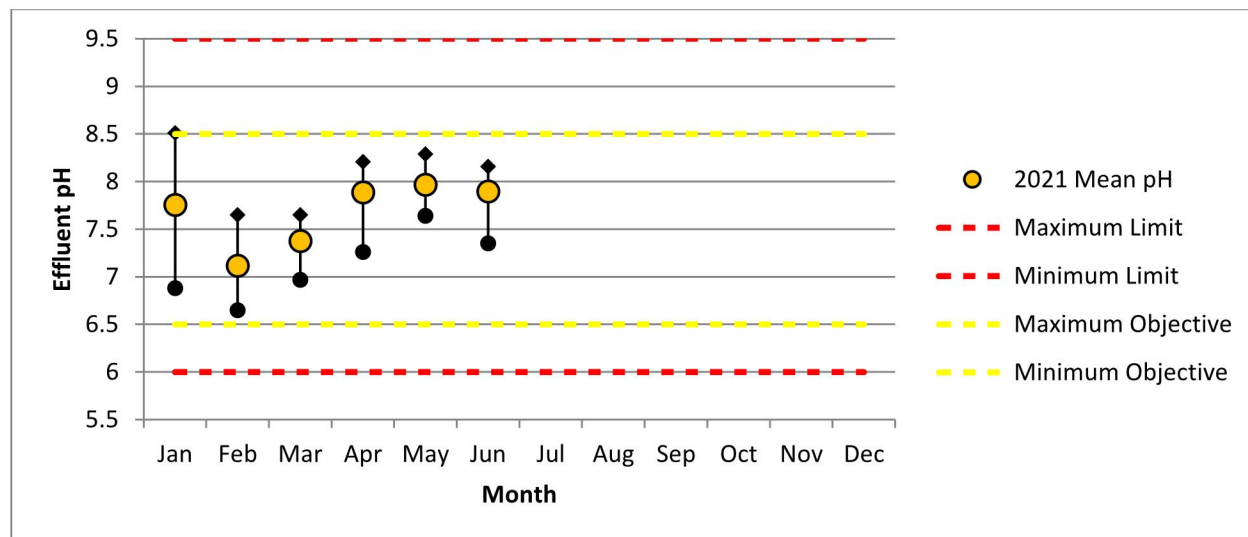
Effluent geometric mean for E. coli so far for 2021 is 4.3cfu/100mL. This is a 1.1% increase when compared to the 2020 annual average. All results during the second quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 6 for the monthly geometric mean results for E.coli.

Chart 6. Geometric mean effluent E. coli results.



The effluent pH is monitored twice weekly at a minimum at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 7 for the monthly minimum, maximum, average pH readings so far in 2021. The plant has effectively maintained the pH within the compliance range.

Chart 7. Effluent pH readings for 2021.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

Due to the on-going COVID-19 pandemic; precautionary protection measures continue to be implemented at all facilities.

There were no additional Health & Safety issues identified during the first quarter.

Sound level testing was conducted on April 16th, 2021 at the Talbotville WWTP using a R8050 Reed Sound Level Meter. Sound levels were measured in the control room, blower room, the aeration room connected to the blower room, the lab area and outside by the generator while it was operating. The following table outlines the findings.

Table 1.

Location	dB	Hearing Protection Required	Recommended Class of Hearing Protector
Control Room	64.5	No	n/a
Blower Room	94.6	Yes	Class C
Aeration Room	70.9	No	n/a
Lab Area	65.9	No	n/a
Generator	92.8	Yes	Class C

Regulations require employees to use hearing protection when noise levels exceed 85dB. Classification of hearing protectors are based on the minimum noise attenuation at various assigned frequencies. Selection of hearing protectors is also based on a time-weighted average of noise exposure. Class A protectors offer the highest protection down to Class C which provides the least protection. For the purpose of the Talbotville WWTP, Class C hearing protection is required in the blower room and when the generator is running and Operators are performing checks.

SECOND QUARTER

There were no Health & Safety issues identified during this quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER

Routine checks, readings and sampling were all conducted as required during the first quarter of 2021.

JANUARY:

- 08: Adjust motor speed on blower B601 from 58% to 70% as per Newterra.
- 13: Sanitary Sewer on site for sludge removal.
- 27: Alpine on site for chemical delivery.

FEBRUARY:

- 04: Sanitary Sewer on site for sludge removal.
- 18: Cleaned and pressure washed bar screen.
- 23: Chemical back wash completed on filters.
- 26: Calibrated pH probe on aeration tank 502.

MARCH:

- 04: Alpine on site for chemical delivery.
- 09: Sanitary Sewer on site for sludge removal.
- 23: Performed chemical backwash of membranes.
- 26: Hawkin's Electric on site for yearly pump checks and to install fan at UV751.
- 26: Changed filters on blowers.
- 26: Vacuumed out carbon filter tanks in bar screen room.
- 29: Hawkin's Electric on site to fix heaters in HMI room, transformer
- 30: Hamisco on site for lifting equipment inspection.
- 31: Alpine on site for chemical delivery.

SECOND QUARTER

Routine checks, readings and sampling were all conducted as required during the 2nd quarter of 2021.

APRIL:

- 06: Farmington Mechanical and Hawkins Electrical on site to adjust flowmeter at FIT201.
- 08: Exchanged USB at HMI screen.
- 14: On site to prepare for wetwell cleaning, isolated tank 301 and pumped down. Placed tank 302 in duty.
- 15: Hurricane on site for cleaning of wetwell 301 and 302.
- 16: Process & Compliance Technician completed sound level testing.
- 21: Alpine on site for chemical delivery.

MAY:

04: Farmington Mechanical on site to replace 2 check valves and tubing at aeration tank.
05: Farmington Mechanical on site for maintenance on blower 502.
17: Farmington Mechanical on site to cap potable water line to prevent pipe bursting.
20: Alpine on site for chemical delivery.

JUNE:

01: Sanitary Sewer on site for sludge removal.
08: Alpine on site for chemical delivery.
16: Sanitary Sewer on site for sludge removal.

SECTION 6: ALARMS

FIRST QUARTER

JANUARY:

No alarms received this month.

FEBRUARY:

08: Operator received an alarm for low building temperature. On site the operator completed a walk-through of the buildings, which all were at an adequate temperature. Sensor 7962 within the building is located at ground level and therefore was reading a lower temperature. Alarm was reset on SCADA, and most likely due to the extreme cold weather.
13: Operator received an alarm for blower 602 fault. Upon arrival it was observed that both blower 601 and 602 were in auto, and 601 was currently in operation. There were no fault or error messages on the VFD, when 601 was turned off from the HMI, 602 automatically started up. Both blowers were placed back into auto, it is unknown why the blower faulted.
23: Operator received an alarm for tank 711 high level. It was observed that the solenoid valve 711 was not holding. Operator took apart the valve and put back together, and it then opened and closed as intended.

MARCH:

06: Operator received an alarm for low flow at AIT201, operator throttled the ball valve at the flow meter and open and closed it to clear any debris in pipes. Flow now approximately 240LPM.
14: Operator received alarm for high level in tank 302, Operator observed system was off due to pump pulling from membrane tank 1 instead of membrane tank 2. Pump now pulling from membrane tank 2.
27: Operator received an alarm for low flow at AIT201. Operator flushed pipe to clear debris, flow now approximately 230LPM.
28: Operator received an alarm for all systems in fault. Operator arrived on site and observed all blowers, transducers and pumps in fault. Reset all breakers however did not clear faults, called in electrician. Found pump 301 to be in fault for high temperature, disconnected pump 301 and placed pump 302 in service. Plant now running as designed.

SECOND QUARTER

APRIL:

No alarms received this month.

MAY:

23: Operator received low flow alarm at FIT201. Upon arrival it was observed flow was 25L/min. Operator flushed flow control valve, now flow is approximately 256L/min.

28: Operator received PLC fault, UV Light 752 fault and UV Light 753 fault. Upon arrival it was observed that generator was running, contacted hydro one who had received multiple calls already and has dispatched a crew. After Utility had been restored it was discovered that fuses at UV 752 and UV 753 had blown. Replaced fuses and all UV lights now working.

29: Operator received alarm for tank 602 high level. Arrived on site and observed alarm had cleared, preformed a site walk-through and all systems appeared to be working well.

JUNE:

08: Operator received alarm for low flow at FIT201. Upon arrival it was observed flow was 0L/min. Operator flushed flow control valve and adjust flow to approximately 300L/min.

12: Operator received alarm for low flow at FIT201. Upon arrival it was observed flow was 15L/min. Operator flushed flow control valve and adjust flow to approximately 275L/min.

17: Operator received alarm for Tank 301 low level. Upon arrival it was observed tank 301 was at 24.1%. Plant is currently producing effluent, operator to further investigate.

26: Operator received alarm for high EQ tank. Upon arrival it was observed EQ tanks were at 87.9%. Hurricane was called in to start removing raw sewage from wetwell. 10 loads were taken and EQ tank now down to 63.4%. Heavy rain was present causing the alarm.

27: Operator received alarm for high vac. Operator changed permeate pump flow and completed manual backwash.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER

There were no complaints or concerns during this quarter.

SECOND QUARTER

There were no complaints or concerns during this quarter.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

DELEGATION REQUEST FORM

This Delegation Request Form, and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

12:00 NOON ON THE WEDNESDAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: September 27 2021

SUBJECT: Hospice of Elgin Project Update

NAME OF SPOKESPERSON: Laura Sherwood

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):
Hospice of Elgin

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

The purpose of our presentation is to provide an overview and update on the Hospice of Elgin project to ensure Council is aware of the next big healthcare project for our community.

PLEASE COMPLETE THE FOLLOWING:

Have you been in contact with Municipal Staff or a Council Member regarding your matter of interest?

Yes ☒ No ☐

IF YES, WITH WHOM? June McLarty DATE: August 17 2021

☒

I acknowledge that the Municipal Procedural By-law permits ten (10) minutes for Delegations.

**INFORMATION ON THIS PAGE OF THE FORM WILL BE PRINTED
ON A PUBLIC AGENDA**

The Clerk's office will confirm your Delegation by telephone and/or e-mail after receiving this form. Due consideration will be given to your request. Accommodating your request for a certain meeting date and time will depend on the length of the agenda in question. You will be advised of the earliest possible date when your delegation may be heard by Council.

CONTACT INFORMATION:

NAME: ___ Laura Sherwood _____

ADDRESS: **613 Talbot Street unit 114**

Street Address

St Thomas ON

Town/City *Postal Code*

PHONE: ___ 519-631-7495 _____

FAX:

home and/or cell

E-MAIL: laura.sherwood@stjosephssociety.com _____

WEBSITE: ___ www.elginhospice.com _____

DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION?

YES ☐

NO X ☒

IF YES, WHAT DO YOU REQUIRE? _____

Should you require assistance completing this form, please contact the Municipal Office at (519) 769-2010.



***When Every
Moment
Matters***

**Building a Hospice
for Elgin County**



“Currently, those who require care are having to be placed in sites outside our community or are having to be institutionalized to meet this level of care.

Take a moment to imagine yourself lying at the end-of-life in a strange and unfamiliar place, vulnerable and alone, and away from home knowing that your family is unable to travel to be with you or can do so, but only under extreme burden.”

- Dr. Waleed Chehadi, Chief of Staff, STEGH

WHY ELGIN

- There are **no** dedicated palliative care beds at our Hospital
- The largest growing vulnerable population is the ‘**aging single senior**’ who often lacks caregiver support
- With an aging population, the pressure on the healthcare system and families continue to grow
- Regional Hospices have growing wait lists

What is Hospice?

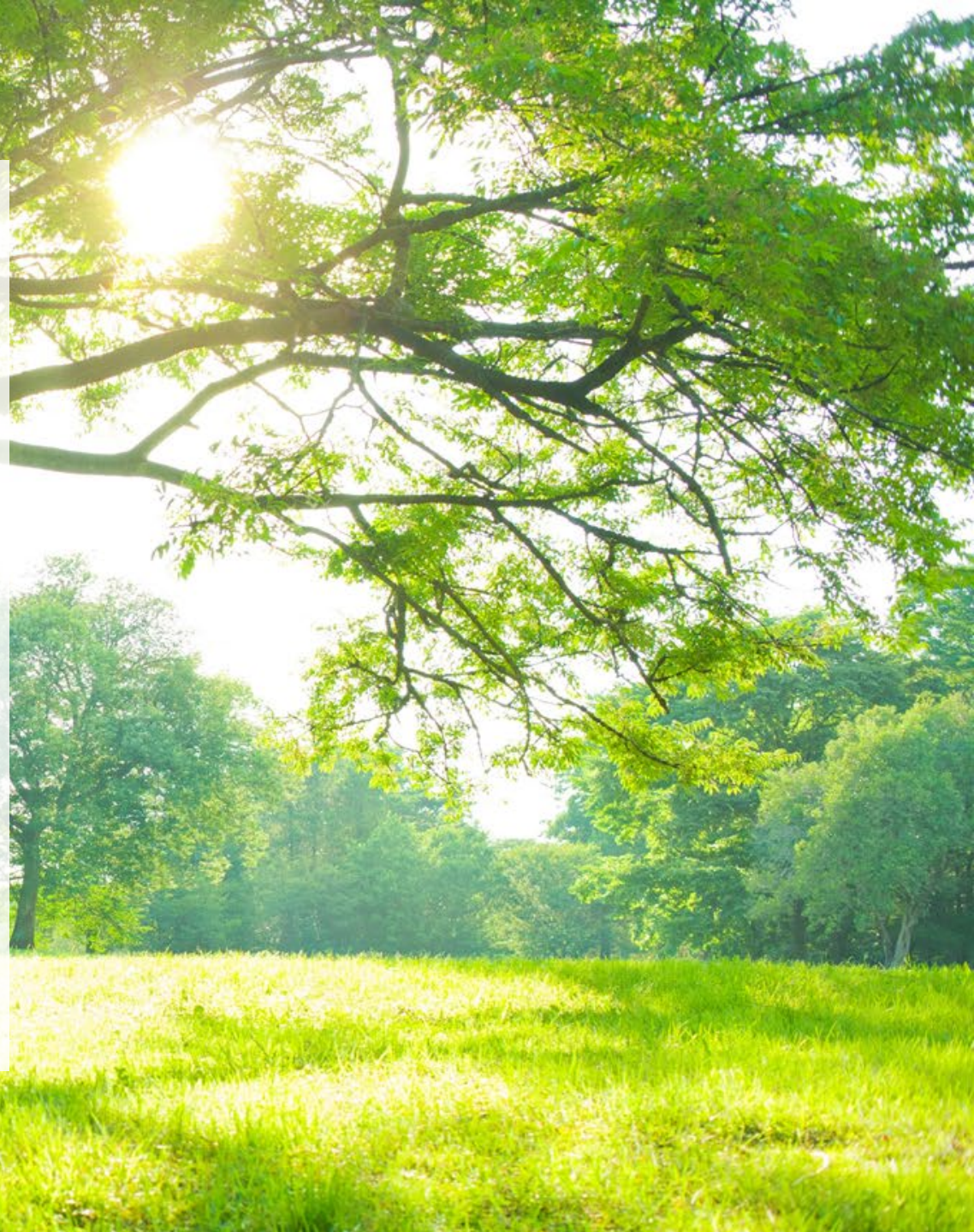
Hospice is both a “place” and “type” of care.

Hospice is a healthcare facility providing 24-7 expert palliative care in a welcoming home-like environment.

Hospice palliative care is about relieving pain and suffering while improving the quality of life for those who are living with and dying from a life-limiting illness.

Holistic person and family-centered care addressing the physical, emotional, psycho-social and spiritual and culturally appropriate care needs

Care is provided to the individual, their caregiver, and family and provided at home, in the community, or in Hospice.





Hospice: Campus of Compassionate Care

- Healthcare facility with a home-like atmosphere, offering private suites with 24-7 specialized end-of-life care
- Palliative care clinic
- Caregiver support and respite
- Grief and bereavement programs (**virtual counselling services – available now**)
- Wellness therapies (massage, pet therapy, cooking for one, etc.)
- Children's program
- Navigation and education supports









Renderings provided by S2 Architecture.
Renderings are artistic representations and are subject to change.



The **Hospice** Difference ...

Beautiful home-like space

Personalized menu (when and where you would like)

Control - temperature, lights, sounds

Flexibility- No visitor hour restrictions, free parking, and pets are welcome

A focus on life's moments and joy (music pharmacy, virtual reality, smart TVs, and more)

Access to nature (beds go outside, bird houses, gardens)

Expert care for the entire family (holistic care, family sleep space, dining room, kids play area)

Impact Beyond Care

- More than 500 individuals and families are expected to receive care from Hospice each year
- *Hospice care is 1/3 of the costs of hospital acute care costs)*
- 200 volunteers from our community will support the care and operations of Hospice
- Job creation (30+ new jobs) and economic benefits (\$13 million+) from construction and ongoing operations
- St. Joseph's Health Care Society is helping our Community bring the vision of a Hospice to life





Our Hearts have landed



Hospice will be located at **2 South Edgeware Road**, centrally located and anchored in a beautiful wooded area, wrapped in the Carolinian forest that is graced with butterflies, birds, and a collection of native species. A special thank you to the City of St. Thomas for gifting such a wonderful location for the future home of Hospice.

Let the Design of Hospice Begin...



HOW CAN YOU HELP?

1. **Learn more** about the Hospice of Elgin
2. **Spread the word**
3. **Advocate for Hospice.** This is a once in a generation project that will care for so many families in our community for years to come.

Our Community. Our Hospice.



HOSPICE OF
ELGIN

Thank you



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: September 27, 2021

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

REPORT NO: PLA 2021-30

SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2021-08 – Recommendation Report

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2021-30 regarding Zoning By-law Amendment Application ZBA 2021-08 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2021-08, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2021-30.

Purpose:

The proposal is to address condition of consent for E63-21, that proposes to rezone the severed parcel from the Settlement Reserve (SR) Zone to Commercial/Industrial 1 (CM1) Zone, in order to allow for industrial land uses and to create the industrial lot in compliance with the Zoning By-law, with the holding provisions utilized to require a consent and development agreement prior to any development, in order to ensure the orderly development of lands through all applicable law requirements. The retained parcel would require the rezoning from the Settlement Reserve (SR) Zone to Settlement Reserve Special Provision 1 (SR-1) Zone, to recognize the minimum lot area of 12.8 hectares (31.6 acres) of the proposed retained parcel.

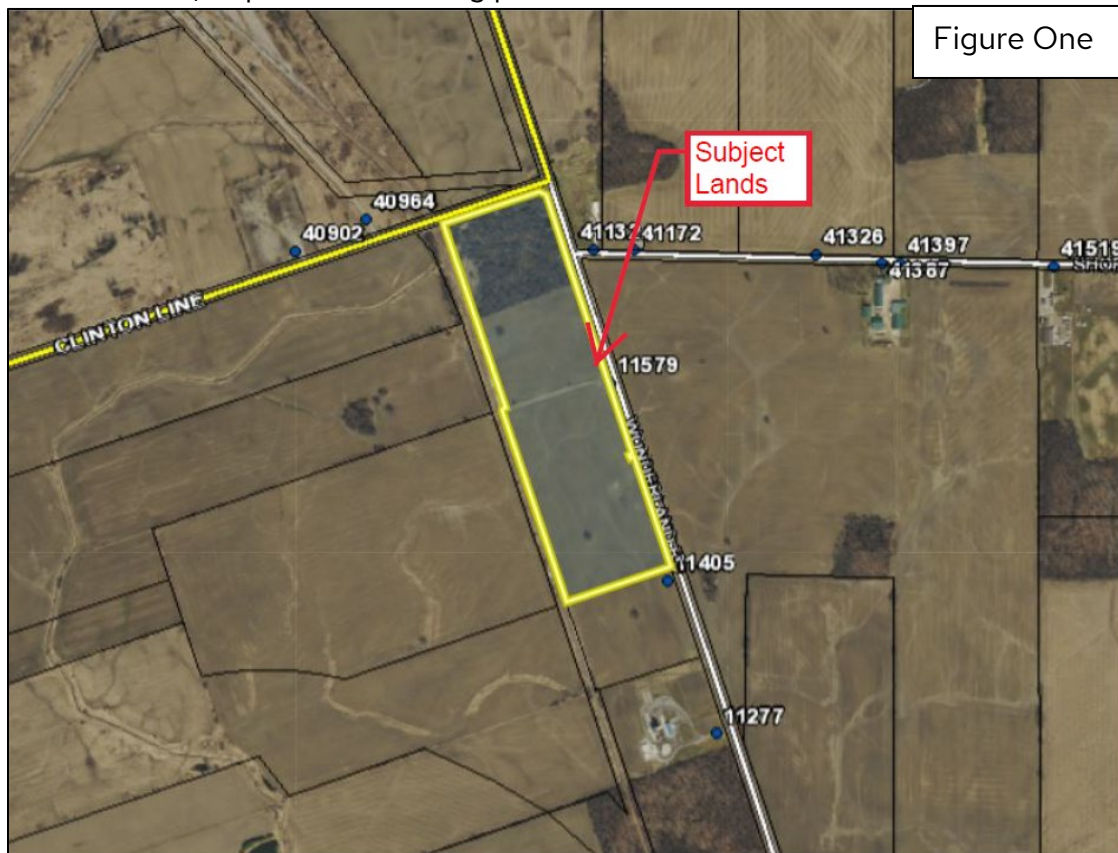
Background:

Below is a background information, in a summary chart:

Application	ZBA 2021-08
Owner	WM. F. Bradish and Sons Limited
Applicant/Agent	Matt Campbell, Senior Planner, Zelinka Priamo Ltd.
Legal Description	East Part Lots 44 and 45, Concession ENBTR; Parts 1 and 4, RP 11R-6747
Civic Address	11579 Wonderland Road
Entrance Access	Wonderland Road

Water Supply	None. Municipal Watermain Extension Required through condition of consent.
Sewage Supply	None.
Existing Land Area	18.65 ha (46.08 ac)

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



The zoning sketch, depicting the lot creation (E63-21 application), is attached to this report as Appendix One for reference purposes.

The Applicant has submitted a Planning Justification Report in conjunction with the Zoning By-law Amendment Application.

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

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

CEOP

The subject lands are designated Tier Two Settlement Area on Schedule 'A' Land Use in the CEOP. Land use policies allow for a range of uses, that are detailed in the local OP. The proposed lands are for employment (industrial) land use purposes and meets the objectives of Section C1.1.3 of the CEOP. Consent policies were previously reviewed at the time of the consent application, as per Section E1.2.3.1 of the CEOP. No development is proposed within the natural heritage (Section D1.2) and Natural Hazard (Section D3.1) portions of the property.

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

OP

The subject lands are designated Industrial on Schedule 'A-1' Talbotville Settlement Area in the OP. Section 4.3.3 of the OP permits non-noxious industrial uses such as general manufacturing, research and development, warehousing and wholesaling and light assembly or any combination thereof within the enclosed buildings. As part of this proposal, the proposed severed parcel would be rezoned into the Commercial/Industrial (CM1) Zone category to permit development.

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

The consent criteria was previously considered at the consent application stage, as per Section 6.8.2 policies of the OP.

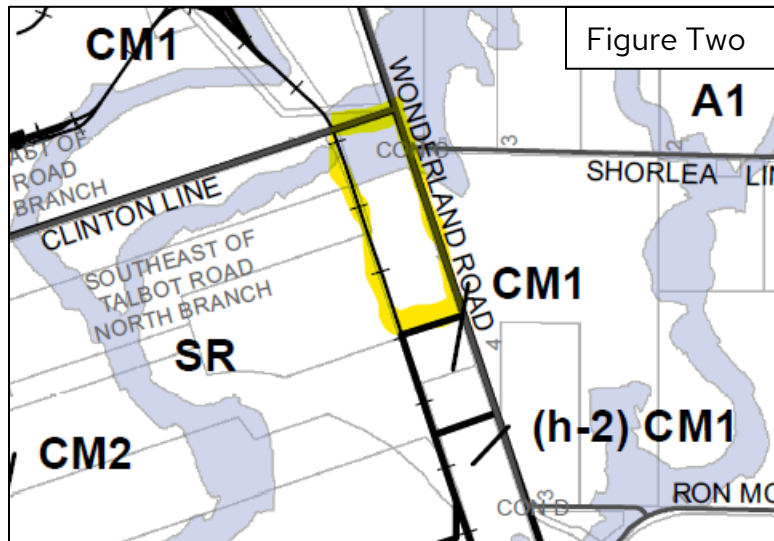
No development is proposed within the natural heritage and Natural Hazard portions of the property, as per Section 2.1 policies of the OP.

Therefore, this proposed zoning by-law amendment appears to conform to the OP.

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

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

The blue shaded area is the Kettle Creek Conservation Authority regulated area on the subject lands. No site alteration or development is being proposed on the retained parcel that it encompasses.



The SR Zone reverts to the Agricultural 1 (A1) Zone provisions and is meant to function as a future development zone. The Agricultural 1 (A1) Zone has a minimum lot area of 40 hectares (100 acres) accordingly.

The application proposes to rezone the severed parcel from the Settlement Reserve (SR) Zone to Commercial/Industrial 1 (CM1) Zone, in order to allow for industrial lands uses and to create the industrial lot in compliance with the Zoning By-law.

The retained parcel would require the rezoning from the Settlement Reserve (SR) Zone to Settlement Reserve Special Provision 1 (SR-1) Zone, to recognize the minimum lot area of 12.8 hectares (31.6 acres) of the proposed retained parcel.

It is acknowledged that prior to any development occurring, the proponent will be required to go through planning approvals process for site plan approval and execute an associated site plan agreement on the lands.

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

Circulation Of The Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on September 2, 2021, 25 days prior to the public meeting (minimum 20 days required).

Additional information related to the application is available on the website:

<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx#ZBA-2021-08-11579-Wonderland-Road>

Township Department Comments

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

Agency Comments

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

Public Comments

At the time of submission of this report, one written comment from the public have been received related to the Zoning By-law Amendment.

The Owner of 41132 Shorlea Line, noting the following:

- Support the proposed changes.
- Traffic issues on Wonderland Road need to be addressed before any businesses are added along Wonderland Road South.
- The woodlot at the southwest corner of Clinton Line and Wonderland Road needs to be severed off and protected against future development. This woodlot needs to be preserved.

In response to the comments, Planning Staff notes the following:

- That traffic analysis would be considered with the concept of development being proposed at the time of site plan application, through pre-application consultation; and
- That the woodlot is protected from site alteration and development until an Environmental Impact Study can be demonstrate no negative impacts to the woodland feature and other natural heritage features. It is acknowledged that any proposals on the retained parcel would require a Zoning By-law Amendment and consider public consultation and engagement as part of the decision-making process; and further lot creation would cause public consultation and engagement, should the proponents wish to proceed with the notion.

At the time of submission of this report, no additional 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*.

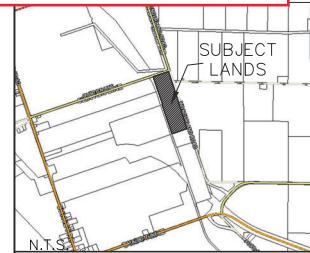
Respectfully submitted by:
Bryan Pearce, HBA, CPT, MCIP, RPP
Planner

Approved for submission by:
Lisa Higgs
CAO/Clerk

Appendices:

1. Appendix One: ZBA 2021-08 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2021-08

REPORT PLA 2021-30
APPENDIX ONE: ZBA 2021-08
SKETCH



CONSENT SKETCH

OF PART OF

**CON ENBTR E PT LOTS 44 & 45;&
 RP11R6747 PARTS 1 & 4**

MUNICIPALITY OF TALBOTVILLE
 COUNTY OF ELGIN

SITE STATISTICS

- SUBJECT LANDS
- PARCEL LINES
- KETTLE CREEK CONSERVATION AUTHORITY LIMITS
- LANDS TO BE SEVERED
- LANDS TO BE RETAINED

AREAS AND DIMENSIONS ARE APPROXIMATE

FOR DISCUSSION PURPOSES

Based on County of Elgin Base Mapping

NO.	REVISION	DATE	INITIAL
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11579 WONDERLAND ROAD

LECRAM INC.



318 Wellington Road, London, Ontario N6C 4P4
 Tel: (519) 474-7137 Fax: (519) 474-2264 e-mail: zpl@zoplan.com

DRAWN BY KC	PROJECT NO. LEH/SWL/21-01
DATE JUNE 2021	SCALE 1:2000



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:**

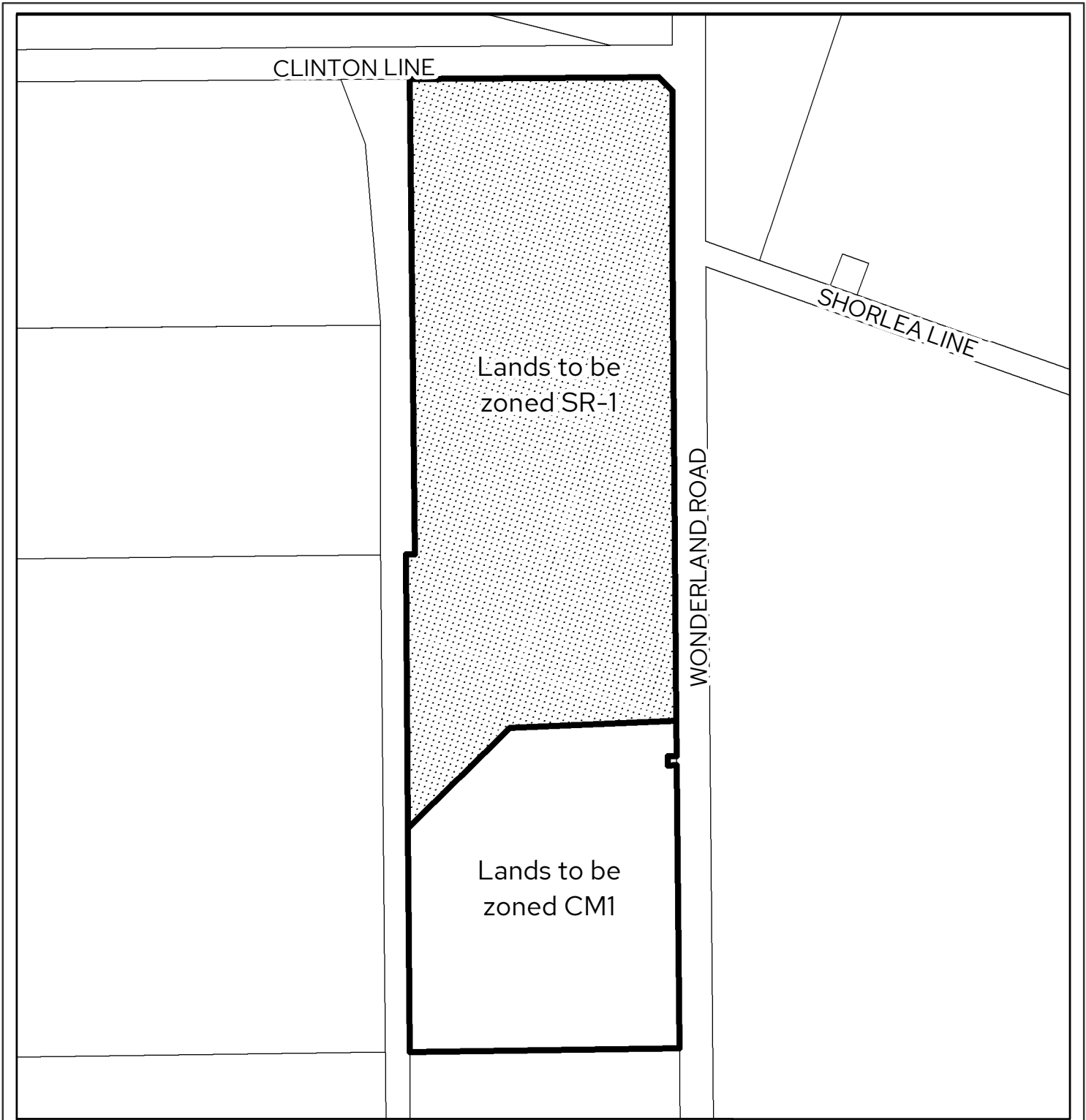
1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 4, to change the zone symbol applying to lands legally described as East Part Lots 44 and 45, Concession ENBTR; Parts 1 and 4, RP 11R-6747, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Commercial/Industrial 1 (CM1) Zone and Settlement Reserve Special Provision 1 (SR-1) Zone.
2. Subsection 20.4 Special Provisions of the By-law is amended by adding the following new Clause as 20.4(a):
 - "(a) SR-1 As Shown on Schedule A, Map 4
 - (i) Regulation
 - Maximum Lot Area 12.8 Hectares (31.6 acres)."
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 ____th day of _____ 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

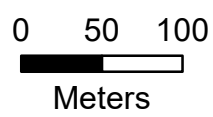


This is Schedule "A" to By-law No. 2021-
passed on the __th day of _____ 2021

MAYOR

CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 4





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: September 27, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-58

SUBJECT MATTER: Proof of Covid-19 Vaccination Administrative Policy

Recommendation(s):

THAT Council receive report CAO 2021-58 as information and adopts the Proof of Covid-19 Vaccination Administrative Policy.

Purpose:

The purpose of this report is to provide Council with information on adopting a Proof of Covid-19 Vaccination Administrative Policy.

Background:

Since COVID-19 first emerged locally at the beginning of 2020, the Township of Southwold has maintained an ongoing commitment to take action to protect the health and safety of its employees and residents. This has been a priority through every stage of the COVID-19 response. Throughout all operations, health and safety precautions have been incorporated, including efforts that allow for health screening upon entry of municipal facilities, appropriate personal protective equipment, social distancing, frequent hand washing and hand sanitizing, and frequent sanitization of high touch surfaces. Throughout the pandemic, as health guidance has changed all efforts have been made to ensure that municipal practices and procedures are aligned with these changes, taking every precaution to prevent the spread of COVID-19.

Since circumstances have evolved and information about the transmissibility of the Delta variant and the most effective ways of preventing the spread of COVID-19 have become more clear, staff is recommending that Council adopt a Proof of COVID-19 Vaccination Administration Policy.

On September 14th, 2021, the County of Elgin adopted a Proof of Covid-19 Vaccination policy and in meetings throughout September and October, many local municipalities in Elgin will be adopting similar policies.

On September 20th, 2021, Southwest Public Health Medical Officer of Health, Dr. Joyce Locke provided communication to all employers and businesses in Elgin County recommending strongly that workplaces adopt vaccination policies. A copy of this correspondence is attached as Schedule A to this report.

Comment:

In response to evolving data around the transmissibility of the Delta variant, increasing COVID-19 cases both locally and provincially, and evidence that vaccination is the most effective means of preventing the spread of COVID-19, staff is recommending that Council adopt the Proof of COVID-19 Vaccination Administrative Policy, attached as Schedule B to this report.

The introduction of this policy is a continuation of Southwold's ongoing commitment to maintaining the health and safety of its employees and the community that we serve, as well as a further measure to reduce the spread of COVID-19 in the workplace.

As Council is aware, The Township of Southwold, as an employer, has an obligation under the Occupational Health and Safety Act, 1990 to take all necessary precautions to protect its employees. Public Health officials indicate that vaccination against COVID-19 is the most effective public health measure to reduce the spread of COVID-19, offering a high level of protection against COVID-19 and related variants.

In addition to all other health and safety precautions the Township has introduced and will continue to maintain (PPE, social distancing, frequent hand washing and hand sanitizing, frequent sanitization of high touch surfaces, etc.), the Proof of COVID-19 Vaccine Administrative Policy will require all active employees, staff, staff of contractors or consultants acting on behalf of the Corporation and performing work in Township facilities and buildings, volunteers, interns and students on placements to:

- Provide proof of full vaccination against COVID-19; or
- Provide a written attestation of the medical reason(s) or Ontario Human Rights Code reason(s) for not being fully vaccinated against COVID-19 and undertake regular testing; or
- Complete a COVID-19 vaccination educational session and undertake regular testing.

This Administrative Policy will be in place for an undefined period of time, as long as the risks and impacts of the COVID-19 pandemic are present. It will be reviewed on a regular basis and amended if required as information and data regarding COVID-19 evolves, and informed by the advice of Public Health.

The Administrative Policy will come into effect on September 28, 2021, at which time all active Township of Southwold employees, staff, staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and buildings, volunteers, interns and students on placements will be asked to submit the information, outlined in the Policy. The implementation of requirements for regular testing and/or vaccination education sessions, outlined in the Administrative policy, will commence on October 29, 2021.

All information, including personal health information, collected for the purposes of this Administrative Policy will be treated in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The development of this Administrative Policy was informed by discussions with public health officials and local municipal partners. Attached also to this report as Schedule C is communication received from the Ontario Human Rights Commission on vaccine mandates and proof of vaccine certificates.

A review of the actions being taken with respect to this matter by the province of Ontario and other municipalities was also completed. Many public sector and private sector entities are adopting vaccination policies under the advice of Public Health officials.

A complementary Administrative Practice and Procedure will be finalized in the coming weeks to support and guide implementation of the Administrative Policy. The County of Elgin has shared their forms and processes with staff and we continue to work with partners County-wide to establish processes to facilitate the policy implementation.

Employees were provided with advance notice that a policy was being developed and have received a copy of the Policy that is attached to this report. The detailed practices and procedures related to this policy will be finalized and shared with employees as soon as they are complete. This will include information about how and where to securely submit proof of vaccination or exemptions, how to complete educational sessions, and where and how to be tested. Ongoing communications will ensure that questions are addressed and that employees have the information they need to be able to comply with the Policy.

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”



St. Thomas Site
 Administrative Office
 1230 Talbot Street
 St. Thomas, ON
 N5P 1G9

Woodstock Site
 410 Buller Street
 Woodstock, ON
 N4S 4N2

September 20, 2021

RE: Workplace Vaccination Policies Strongly Recommended

To: Employers and Business Operators in Elgin County, Oxford County, and the City of St. Thomas

Workplaces across our community have worked hard to control the spread of COVID-19; we truly appreciate the sacrifices you have made and your adherence to public health measures.

You may have heard that Ontario has entered the fourth wave of the COVID-19 pandemic, with the more transmissible and dangerous Delta variant dominating. This fall, the risk of COVID-19 transmission in workplaces still exists; we continue to see cases and outbreaks in many workplaces and public settings.

To avoid more restrictive public health measures and closures of workplaces across our community, we need to work together to make workplaces and indoor settings as safe as possible. Employers have an obligation to maintain a safe work environment and take every precaution reasonable to protect their workers under the *Occupational Health and Safety Act*. Many public health measures are already in place to help keep workplaces safe and open, including mandatory masking indoors, physical distancing, and screening of employees. However, the COVID-19 vaccine is one of the best ways to protect your workplace from the risks of COVID-19. The vaccine is safe and effective at reducing virus spread and protecting against serious illness, hospitalization, and death.

As of September 19th, 78.8% of the eligible population (12+) in our community is fully vaccinated. However, we must continue to reach more individuals to achieve our goal of at least 90% of the eligible population being fully immunized. Workplaces can help encourage vaccination by implementing a voluntary vaccination policy to prevent new cases, outbreaks, deaths, and business closures.

Therefore, I strongly recommend all employers and business operators institute a workplace vaccination policy that ensures staff, volunteers, on-site contractors, and other personnel are fully vaccinated (if eligible) to protect their employees and the public from COVID-19. Workplace vaccination policies will help safeguard your work environment and help us achieve higher overall vaccination in the population.

To support you in developing this policy, Southwestern Public Health has created a "Guidance on Developing Workplace Vaccination Policies." This includes a sample policy letter that you can adapt for use in your workplace. Please visit www.swpublichealth.ca/WorkplacesCOVID19 to access this electronic guidance.

Your workplace policy should be in writing and adhere to the *Occupational Health and Safety Act*, the *Ontario Human Rights Code*, and privacy laws.

Additionally, I wish to highlight critical public health measures which all workplaces should be implementing, if not already, to reduce the risk of COVID-19 transmission.

- **Ensure Compliance with Proof of Vaccination Requirements outlined by the Province:** Effective September 22, 2021, the [Provincial government will require](#) Ontarians to be fully vaccinated and provide proof of vaccination along with photo ID to access higher risk public settings and facilities. Therefore, all settings and facilities identified by the Province should ensure that they are in compliance with these requirements as soon as possible.
- **COVID-19 Screening:** All employees, even those fully vaccinated, must be screened for COVID-19 every day before attending work on-site or in-person. The provincial workplace screening tool can be found at <https://covid-19.ontario.ca/screening/worker/>. Workers who fail active screening (by answering any question 'yes' in the provincial screening tool) must get tested and be restricted from entering the workplace.
- **Remote Work:** Enable employees to work from home wherever reasonably possible.
- **Physical Distancing:** Ensure the number of employees on-site is limited so that physical distancing of 2 metres between employees can be maintained. Employees should be provided with a safe space to take their breaks that allows for physical distancing when face coverings are removed for eating.
- **Face Coverings:** Face coverings that cover the mouth, nose and chin must be worn in all indoor spaces, with limited exceptions. Fully vaccinated employees must still comply with face covering requirements. If employees work within 2 metres of individuals not wearing a face covering, eye protection is also required. See [Ontario Regulation 364/20](#) for more information.
- **Rapid Antigen Testing:** Rapid tests are a tool to help screen asymptomatic employees for COVID-19. It is one of many other measures that can help prevent the spread of COVID-19 in the workplace. Unvaccinated staff should be tested at least once per week, and preferably 2-3 times per week. Employees who screen positive should go to a local assessment centre to obtain a PCR test to confirm if they are infected with COVID-19. Provincial guidance is available for organizations interested in using rapid tests to screen asymptomatic employees before entering the workplace (see <https://covid-19.ontario.ca/provincial-antigen-screening-program>).

Implementation of these critical public health measures will ensure that the risk of COVID-19 transmission is reduced in our workplaces and businesses. Thank you for being such a critical part of the solution and for your ongoing commitment to your employees and patrons' wellbeing and to the pandemic response in Ontario.

Sincerely,



Dr. Joyce Lock, MD, MSC, FRCPC
Medical Officer of Health
Southwestern Public Health

SCHEDULE 'B'
Township of Southwold

Proof of COVID-19 Vaccination Policy

1.0 Background

The Corporation of the Township of Southwold has an obligation under Provincial legislation to take all necessary precautions reasonable in the circumstances to protect the health and safety of its workforce and members of the public from the hazard of COVID-19, and is committed to providing excellent service to our community and to building trust and confidence in local government.

A key element to ensuring this protection is putting in place a program requiring that all Employees Members of Council and Council appointed Committees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and/or buildings, interns, students, and volunteers are fully immunized against COVID-19 or regularly tested for COVID-19.

The Township of Southwold considers vaccinations to be fundamental to the protection of individuals and the community. This policy is in line with Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Getting both doses of the COVID-19 vaccine and any subsequent recommended boosters is the best defense against the virus, including variants.

The Province of Ontario announced that beginning September 22, 2021, proof of COVID-19 vaccination will be required to access certain public settings and facilities. This policy aims to achieve full vaccination amongst Township administration Employees and volunteers in alignment with provincial directives and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

Vaccination, in combination with health and safety precautions, have been identified by Public Health as the single most effective means of reducing the transmission of COVID-19 in the workplace and in our community. Individuals who are unvaccinated are at higher risk of contracting and transmitting COVID-19 in our workplace and in the community. In addition to the current health and safety precautions (personal protective equipment, daily health screening, mandatory masking, social distancing, hand hygiene, enhanced cleaning, etc.), which will be maintained and revised in accordance with Public Health guidance, the Township requires all active Employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and/or buildings, volunteers, interns, and students on placements to select one of the following options:

- **Vaccination with proof of vaccination**
- **Not vaccinated, but in progress to complete vaccination**

Mandatory rapid testing is required until proof of full vaccination is provided in accordance with vaccine administration guidelines.

- **Not vaccinated due to a medical accommodation**

Physician or Nurse Practitioner note is required. Mandatory rapid testing is required and will be provided by employer.

- **Not vaccinated**

Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required to occur outside of working hours, at the expense of the Employee.

- **Decline to Disclose Vaccination Status**

Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required outside of working hours, at the expense of the Employee.

The policy is indefinite in nature to address the risks and impacts of the COVID-19 pandemic, noting the duration of the pandemic is unknown. The policy will be reviewed on a regular basis and amended as required as new information, data, and Public Health guidance regarding the COVID-19 pandemic evolves.

2.0 Purpose

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements the Township has of Employees, Members of Council and Members of Council appointed Committees, volunteers, contractors, and students (interns and students on placements), with respect to COVID-19 and vaccinations.

3.0 Legislative Framework

- *Occupational Health and Safety Act*, R.S.O. 1990, c.0.1
- *Human Rights Code*, R.S.O. 1990, c.H.19 (“Ontario Human Rights Code”)
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M.56 (“MFIPPA”)
- *Personal Health Information Protection Act, 2004*, R.S.O. 2004, c. 3, Sched. A (“PHIPA”)

4.0 Applicability

This policy applies to:

- Township of Southwold Employees, including full-time, part-time, permanent, temporary, volunteer fire fighters, and casual staff;
- Members of Southwold Council and Members of Council appointed Committees required to enter a Township facility and/or building;
- Staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and/or buildings;
- Volunteers; and
- Interns and students on placements.

All new or rehired Township of Southwold Employees, including returning Seasonal and Student Employees, are required to be fully vaccinated, including any required vaccine boosters, against COVID-19 as a condition of hire by the Township of Southwold.

The Township of Southwold also reserves the right to amend this policy as the Township determines to be appropriate or required.

5.0 Definitions

Attestation of a medical reason(s) of Ontario Human Rights Code reason(s) – means a written statement that sets out that the person cannot be vaccinated against COVID-19.

COVID-19 - a virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

Educational Program - an educational program that has been approved by and/or provided by the Township of Southwold and addresses the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccines
- Benefits of vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination

Employees – means Township of Southwold employees, including full-time, part-time, permanent, temporary, volunteer fire fighters, and casual staff.

Fully Vaccinated – means having received the full series of COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

Individuals – means Members of Southwold Council and Members of Council appointed Committees required to enter a Township facility and/or building; Staff of contractors and consultants acting on behalf of the Corporation and performing in Southwold facilities, and buildings; Volunteers; and Interns and students on placements.

Proof of Medical Exemption - written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.

Proof of Vaccination - documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Individuals can download copies of their vaccination documentation at this link: covid19.ontariohealth.ca. If the individual has a red and white health card, call 1-833-943-3900.

Vaccine - for the purposes of this Policy, a Vaccine is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.

Vaccines approved by Health Canada are as follows:

- Pfizer-BioTech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

6.0 Continued Compliance with All Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Township of Southwold Employees are expected and required to continue to comply with all applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Southwold

business. The applicable Health and Safety measures are outlined in the Township of Southwold's COVID-19 Safety Plan.

7.0 Responsibilities

All levels of management are responsible for the administration of this Policy.

Management/Supervisors are expected to:

- Lead by example;
- Submit Proof of Vaccination and meet the requirements outlined in this policy;
- Ensure Employees have submitted proof of their vaccination status, as outlined in this policy;
- Ensure Employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols; and,
- Continue to enforce workplace precautions that limit the spread of COVID-19 virus.

Employees are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test;
- Complete any required Educational Program or training about COVID-19, including regarding vaccinations and safety protocols;
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

Individuals are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;

- Follow direction provided by the Township of Southwold in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test;
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

All Township Employees are required to create and foster a work environment free from harassment and disrespectful behaviour, as outlined in HR Policy 2.80 *Workplace Harassment and Discrimination Policy and Program* and HR Policy 2.80.1 *Commitment to a Civil Workplace Environment and Workplace Interactions*.

8.0 Procedure

Township of Southwold Employees, including full-time, part-time, permanent, temporary, and casual staff; and Members of Southwold Council and Members of Council appointed Committees required to enter a Township facility and/or building; Staff of contractors and consultants acting on behalf of the Corporation and performing in Township facilities, and buildings; Volunteers; and Interns and students on placements will be required to select one of the following options and the following procedure(s) will apply:

8.1 Vaccination with proof of vaccination

- The Township of Southwold requires all Employees and Individuals to whom the policy applies to disclose their COVID-19 vaccination status through a confidential Vaccine Declaration Form. The only acceptable proof of vaccination is the receipt or other documentation provided by the Ministry of Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated.
- Employees must disclose their vaccination status to the Township of Southwold in accordance with the established process by no later than Wednesday, October 6, 2021.

Individuals must disclose their vaccination status to the Township prior to entering a Township facility and/or building.

8.2 Not vaccinated, but in progress to complete vaccination

- Employees and Individuals who, by Friday, October 29, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), but have disclosed they are in progress to complete vaccination must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;

- Employees and Individuals must provide verification of the negative test result in a manner that enables the Township of Southwold to confirm the results at its discretion; and,
- Rapid Antigen Testing will be available onsite at no charge for those Employees and Individuals who have scheduled their second dose of the COVID-19 vaccination in accordance with vaccine administration guidelines.

8.3 Not vaccinated due to a medical accommodation

- Provide Proof of Medical Exemption;
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result in a manner that enables the Township of Southwold to confirm the results at its discretion; and,
- Rapid Antigen Tests will be supplied by the Township for Employees and Individuals who have submitted the required documentation for medical exemption from receiving the vaccination.

If an Employee has a medical reason for not being vaccinated now or in the future, it is the Employee's responsibility to contact their manager to provide a letter to take to their attending physician; each case will be considered on its own facts, in accordance with any applicable legal obligations under the Human Rights Code.

The Township will require Proof of Medical Exemption that sets out at least the following:

- That the Employee or Individual cannot be vaccinated against COVID-19; and
- The general nature of the medical reason why the Employee or Individual cannot be vaccinated and confirmation that this is a genuine medical condition and not simply the patient's preference or self-evaluation; and,
- The effective time period for the medical reason (i.e., permanent or time-limited).

This medical information received is to be submitted to and retained by the accounting clerk in a confidential file.

The Township will work with the Employee or Individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario). Without limitation, such measures for Employees may include changes to work assignments, work location, as well as regular paid Rapid Antigen Testing.

note: These conditions may also be increased following further consultation with Public Health

8.4 Not vaccinated

The following **conditions will be required to occur outside of working hours** for Employees:

- Employees who, by Friday, October 29, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend Mandatory training / Educational Program (*);
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided; by means as determined appropriate by the Township of Southwold, in consultation with Public Health, until such time as they are considered fully immunized;
- If an Employee or Individual has chosen not to be vaccinated, without Proof of Medical Exemption (noted above), the Employee shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test
- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Township of Southwold to confirm the results at its discretion. In cases where testing identifies a positive case, or where a negative result cannot be confirmed by the Township of Southwold, Employees will be directed to stay home utilizing sick time or unpaid/personal time until verification in a manner that enables the Township of Southwold to confirm their ability to return to work is provided prior to attending the workplace in accordance with the Township of Southwold COVID-19 Safety Plan and individuals will not be permitted to enter Township buildings and/or facilities; and,

(*) Mandatory training/Educational Program sessions addresses the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

note: These conditions may also be increasing following further consultation with Public Health

8.5 Decline to Disclose Vaccination Status

The following **conditions will be required to occur outside of working hours** for Employees:

- After Friday, October 29, 2021, Employees and Individuals must participate in rapid antigen testing conducted at interval frequency/location(s) and/or by means, as determined appropriate by the Township of Southwold, in consultation with Public Health, until such time as they are considered fully immunized;
- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Township of Southwold to confirm the results at its discretion;
- An Employee or Individual that declines to disclose vaccination status, without Proof of Medical Exemption (noted above), shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test; and,
- Employees must undertake mandatory training/Educational Program (*).

(*) Mandatory training/Education Program sessions outside of working hours which addresses the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

note: These conditions may also be increasing following further consultation with Public Health

8.6 Additional Testing

The Township of Southwold reserves the right to require Rapid Antigen Testing of any Employee or individual at any time on a reasonable basis.

Additional details regarding the implementation of this policy will be available in the COVID-19 Safety Plan.

9.0 Accommodations

Employees requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by advising their Supervisor/Manager/Director. Individuals requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by speaking to the CAO/Clerk. The Township of Southwold is committed to fulfilling its obligations under the Ontario Human Rights Code.

10.0 Inactive Employees

Inactive Employees who are on a leave of absence are not required to comply with s.8.0 so long as they remain on a leave of absence. Employees must comply with this policy prior to returning to work.

11.0 COVID-19 Screening

Regardless of vaccination status, all active Employees, Members of Council or Council appointed Committees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and/or buildings, volunteers, interns, and students on placements shall:

- a.) Complete daily screening for COVID-19 symptoms prior to attending any Township facilities and/or buildings;
- b.) Be tested for COVID-19 where persons fail screening; and
- c.) Provide verification in a manner that enables the Township to confirm their ability to return to work or enter the Township building and/or facility prior to attending the workplace in accordance with the Township of Southwold COVID-19 Safety Plan.

12.0 Collection of Information and Privacy Considerations

The Township of Southwold will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation including the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*. This information will be retained by the accounting clerk, and will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Employees or Individuals may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where Employees or Individuals are directed to stay home as a result of the daily screening tool in order to comply

with the clearance criteria to return to the office (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption) or enter a Township building and/or facility.

13.0 New or Rehired Employees

All new or rehired Employees must provide the required proof of vaccination to HR prior to commencing their employment, engagement, assignment, or placement. This policy shall form one of the conditions of employment which new Employees accept as part of an offer of employment into such positions.

Individuals can download copies of their vaccination documentation at this link: covid19.ontariohealth.ca. If the individual has a red and white health card, call 1-833-943-3900.

14.0 Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The Township of Southwold will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving health information and context, to ensure that it continues to optimally protect the health and safety of its Employees in the workplace, volunteers, contractors, students, elected officials and the public that they serve. To that end, and in consultation with Public Health and occupational health and safety resources, the Township will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Township may decide to deploy new measures (including at an individual level) to protect Employees, volunteers, contractors, students, and elected officials and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted Employees.

15.0 Consequences of Non-Compliance with Policy

Employees who fail to comply with this policy will be subject to progressive disciplinary action up to and including termination.

16.0 Provincial Legislation

The Township of Southwold has a legal duty under the Occupational Health and Safety Act (OHSA) to take reasonable precautions to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and associated variants.

17.0 Training

All Employees and Individuals to whom this policy applies will have this policy shared with them on, or as soon as possible following, the effective date of this policy. All new Employees, Council appointed Committee Members, staff of contractors, consultants, volunteers, interns

and students on placements will have the policy shared with them prior to commencement of first day of employment or entering a Township building and/or facility, where possible.

Employees and Individuals will be required to acknowledge that they have read and understood the policy.

18.0 Policy Implementation

Implementation of this policy will be in accordance with applicable Council and/or Corporation by-laws, policies and procedures, legislation, and collective agreement provisions.

SCHEDULE 'C'

From: Ontario Human Rights Commission | Commission ontarienne des droits de la personne
<communications@ohrc.on.ca>

Sent: September 22, 2021 8:07 AM

To:

Subject: OHRC policy statement on COVID-19 vaccine mandates and proof of vaccine certificates | Énoncé de politique de la CODP sur l'exigence de vaccination



[click here](#)

communications@ohrc.on.ca

September 22, 2021

OHRC policy statement on COVID-19 vaccine mandates and proof of vaccine certificates

On September 1, 2021, the Ontario government announced that starting September 22, 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. By October 22, Ontario plans to develop and implement an enhanced digital vaccine certificate with unique QR (Quick Response) code that will verify vaccination status when scanned. A paper version of the certificate will be available for download or can be printed from the [COVID-19 vaccination provincial portal](#).

The proof of vaccine regime currently applies to certain [higher-risk indoor public settings](#) where face coverings cannot always be worn. In addition to these settings, over the last few months many other organizations have begun to mandate vaccines for employees and service users.

Vaccination requirements generally permissible

While receiving a COVID-19 vaccine remains voluntary, the OHRC takes the position that mandating and requiring proof of vaccination to protect people at work or when receiving services is generally permissible under the *Human Rights Code* (*Code*) as long as protections are put in place to make sure people who are unable to be vaccinated for *Code*-related reasons are reasonably accommodated. This applies to all organizations.

Upholding individual human rights while trying to collectively protect the general public has been a challenge throughout the pandemic. Organizations must attempt to balance the rights of people who have not been vaccinated due to a *Code*-protected ground, such as disability, while ensuring individual and collective rights to health and safety.

Duty to accommodate for medical reasons

Some people are not able to receive the COVID-19 vaccine for medical or disability-related reasons. Under the *Code*, organizations have a duty to accommodate them, unless it would significantly interfere with people's health and safety.

Consistent with the duty to accommodate, the provincial proof of vaccine regime says that people who are unable to receive the vaccine must provide a written document, supplied by a physician (MD) or by a registered nurse extended class [RN(EC)] or nurse practitioner (NP) stating they are exempt for a medical reason from being fully vaccinated and how long this would apply. The OHRC's position is that exempting individuals with a documented medical inability to receive the vaccine is a reasonable accommodation within the meaning of the *Code*.

Organizations that are not included in the list of settings but wish to mandate vaccines are encouraged to use the provincial proof of vaccine certificate with the written documentation showing medical inability to receive the vaccine as their way of meeting the duty to accommodate where needed.

The OHRC also stresses the need to make sure digital proof of vaccine certificates are designed to be fully accessible to adaptive technology, including for smart phone users with disabilities, in accordance with Accessibility for *Ontarians with Disabilities Act* regulations.

COVID testing as an alternative to vaccine requirements

Many organizations are not included in the list of settings. Organizations with a proven need for COVID-related health and safety requirements might also put

COVID testing in place as an alternative to mandatory vaccinations or as an option for accommodating people who are unable to receive a vaccine for medical reasons. Organizations should cover the costs of COVID testing as part of the duty to accommodate.

Time limited requirements, privacy protection

The provincial proof of vaccine regime does not propose to limit access to any services for people who are unable to be vaccinated for medical reasons.

Proof of vaccine and vaccine mandate policies, or any COVID testing alternatives that result in people being denied equal access to employment or services on *Code* grounds, should only be used for the shortest possible length of time. Such policies might only be justifiable during a pandemic. They should regularly be reviewed and updated to match the most current pandemic conditions, and to reflect up-to-date evidence and public health guidance.

Policies should also include rights-based legal safeguards for the appropriate use and handling of personal health information.

Barriers in accessing COVID vaccines and testing

While the vaccine may be readily available across Ontario, barriers persist in equitable vaccine access and COVID testing. Some examples of barriers to vaccine access may include:

- Language barriers or lack of access to a compatible phone or Internet connection make it harder for some *Code*-protected groups to find information about vaccination or testing
- Older people or people living with disabilities may have difficulty booking or going to their vaccine or testing appointment, or may need extra supports to be vaccinated or undergo testing (such as a caregiver, communication supports, etc.)
- Low-wage workers with multiple jobs and caregiving responsibilities may lack the time or resources to prioritize visiting a vaccination site or taking a COVID test
- Undocumented people and people experiencing homelessness face a variety of barriers relating to the lack of government-issued ID, fear of revealing immigration status, and mental health and addiction disabilities
- Individuals and groups who have faced discrimination or traumatic experiences while receiving health-care services may not trust vaccines or testing.

Ensuring access to vaccines and testing for vulnerable Ontarians is a necessary element of any vaccine mandate or proof of vaccination regime.

Enforcement

Under the provincial regime, organizations are responsible for making sure they meet the required proofs of identification and vaccination as outlined in the regulation. Service users must make sure any information they provide to the organization to show proof of vaccination (or proof of qualifying for an exemption like a doctor's note) and if identification is complete and accurate. There are fines for both individuals and organizations that fail to comply.

As with any regulatory regime requiring enforcement, providing law enforcement or any organization with discretionary powers to assess proof of identification and vaccination may result in disproportionate application and impact on members of marginalized and vulnerable communities. Any regime that requires service users to present government-issued documents may also create barriers for people experiencing homelessness or who are undocumented.

The OHRC urges governments and organizations to take proactive steps to make sure any enforcement of vaccine mandates or proof of vaccination policies does not disproportionately target or criminalize Indigenous peoples, Black and other racialized communities, people who are experiencing homelessness, or with mental health disabilities and/or addictions.

Personal preferences and singular beliefs not protected

The OHRC and relevant human rights laws recognize the importance of balancing people's right to non-discrimination and civil liberties with public health and safety, including the need to address evidence-based risks associated with COVID-19.

Receiving a COVID-19 vaccine is voluntary. At the same time, the OHRC's position is that a person who chooses not to be vaccinated based on personal preference does not have the right to accommodation under the *Code*. The OHRC is not aware of any tribunal or court decision that found a singular belief against vaccinations or masks amounted to a creed within the meaning of the *Code*.

While the *Code* prohibits discrimination based on creed, personal preferences or singular beliefs do not amount to a creed for the purposes of the *Code*.

Even if a person could show they were denied a service or employment because of a creed-based belief against vaccinations, the duty to accommodate does not necessarily require they be exempted from vaccine mandates, certification or COVID testing requirements. The duty to accommodate can be limited if it would significantly compromise health and safety amounting to undue hardship – such as during a pandemic.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: September 27, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-59

SUBJECT MATTER: Proof of Covid-19 Vaccination Certificate at Township Facilities

Recommendation(s):

THAT Council receive report CAO 2021-59 as information and provides guidance on proof of COVID-19 Vaccination Certification at Township Facilities.

Purpose:

The purpose of this report is to provide Council with information on the municipality's obligation to verify proof of vaccination at municipal facilities.

Background:

The Province of Ontario has mandated that as of September 22, 2021, individuals must be fully vaccinated and provide proof of vaccination to access certain indoor businesses and settings. Indoor settings where an individual must show your vaccine receipt include:

- meeting and event spaces, including conference and convention centres
- food or drink establishments with dance facilities, including nightclubs and restoclubs
- restaurants, bars, and other food and drink establishments without dance facilities
- facilities used for sports and recreational fitness activities, including waterparks and personal fitness training
- casinos, bingo halls and gaming establishments
- concert venues, theatres and cinemas
- bathhouses, sex clubs and strip clubs
- racing venues
- where commercial film and TV productions take place with studio audiences

Since meeting and event spaces are included in the indoor spaces that individuals are required to show proof of vaccination and the Keystone complex can be rented, staff is seeking direction from Council on options for ensuring that proof of vaccination is provided by all individuals accessing the facility.

Comment:

Township staff have considered various options, with our recommended option, being the first one below:

- 1) Township hires private security firm to attend events to verify vaccination receipts and then invoices the renters for these costs. Alternatively, these costs could be absorbed by the Township.
- 2) Require the renter to provide the Township with a plan and details as to how they will independently verify vaccination receipts
- 3) Require the renter to hire their own security firm to attend events to verify vaccination receipts and then invoices the renters for these costs
- 4) Cease renting the Keystone facility until the regulation is removed
- 5) Hire an employee to attend events at the Keystone to verify vaccination receipts

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 27, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-60

SUBJECT MATTER: Update Report – Recognition of National Day for Truth and Reconciliation

Recommendation(s):

THAT Council provide direction on the municipal recognition for National Day for Truth and Reconciliation;

AND THAT Council permit the flying of the “Every Child Matters” flag only on September 30, 2021.

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:

As discussed at their meeting on September 13th, 2021, Council received a report on ways for Southwold to recognize September 30, 2021 as the National Day for Truth and Reconciliation. September 30th is a new federal statutory holiday 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.

At their meeting on September 13th, 2021 Council passed a resolution committing to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation. Council suggested that hosting a municipal event organized in haste may have unintended consequences and may not properly engage with affected community members and may not provide for sufficient consultation. Council instructed staff to provide a policy update to the personnel policy to allow for the Every Child Matters flag to fly on September 30, 2021 and to inquire about Southwold participating in the events being organized by West Elgin and Dutton Dunwich.

Event Planned in West Elgin & Dutton Dunwich

Southwold staff and Council have been invited to attend the events being held in West Elgin and Dutton Dunwich. There is going to be an event in each municipality throughout the day,

which would mean that Township staff could attend the events in two groups and provide for sufficient coverage at the Office. West Elgin and Dutton Dunwich have invited Chiefs, Band and Community members from all (4) local First Nations to participate in the Community Ceremonies on September 30th in West Lorne [West Lorne Community Centre] from 9:30 – 11:30am and Dutton [Dutton Dunwich Fire Hall] from 1:00 – 3:00pm respectively.

The agenda at each event will include:

- Opening Prayer & Drumming
- Welcome to traditional territory by Chief or Band Council Member
- Welcome by Mayor or Council Member
- Every Child Matters Flag Raising
- Entertainment/Storytime or Children's Activity

Staff will also be encouraged to wear orange on September 30th.

Flag Policy

The Township of Southwold has traditionally only flown the Canadian Flag at any of our municipal facilities. The Township adheres to the rules for flying the National Flag of Canada, as described by Canadian Heritage Services. These standards can be located here: <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

Flying flags, other than the National Flag of Canada has not been a practice at the municipal office. The Township, has however, followed directions provided by the Canadian government as it relates to half-masting for mourning and recognizing statutory federal holidays (i.e. Remembrance Day) by lowering the flag. Staff recommends that, in the absence of a municipal flag policy, Council only authorize the 'Every Child Matters' flag to be flown, as a recognition of the federal statutory public holiday, in this instance only.

Financial Implications:

None.

Strategic Plan Goals:

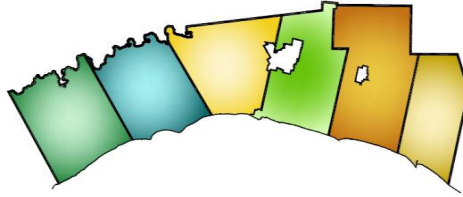
The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ 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”



ELGIN GROUP POLICE SERVICESBOARD

Chair Sally Martyn

Tel. 519-631-1460

450 Sunset Drive

St. Thomas, ON N5R 5V1

Municipality of Bayham | Municipality of Central Elgin | Municipality of Dutton Dunwich
Municipality of West Elgin | Township of Malahide | Township of Southwold

September 7, 2021

Dear Mayor Jones and Township of Southwold Council,

I write to you in my capacity as Chair of the Elgin Group Police Services Board (Elgin Group) to advise you that Elgin Group's contract with Ontario Provincial Police (OPP) expires on December 31st, 2021.

The new Community Safety and Policing Act (CSPA) is set to come into effect next year, and all contracts will become null and void at that time. Instead of entering into a new contract with the Ministry at year's end, the Elgin Group Member Municipalities have the option of extending the current contract for a period of one (1) year. Under the CSPA, all current contracts will become null and void and municipalities will no longer have the option to enter into a contract as the CSPA does not allow for it.

To extend the contract, Member Municipalities will be required to pass a By-law to amend the Agreement and extend the contract until the 31st of December 2022. I have enclosed a draft copy of the Elgin Group Amending Agreement, as provided by OPP. Additionally, I have enclosed a draft By-law prepared by Elgin Group's Secretary Administrator and reviewed by the County's Solicitor. Upon review of the draft Agreement, each Council is required to pass the By-law to amend the Agreement.

Please send a copy of the By-law, signed by both the head of Council or presiding officer of the meeting at which the By-law is passed and the Clerk, under the Corporation's seal to Legislative Services Coordinator – Carolyn Krahm (ckrahm@elgin.ca). Once each Member Municipality has passed the By-law, the Ministry will assemble the final copy of the Amending Agreement and will send it to the Member Municipalities for their signatures.

Earlier this year, Member Municipalities extended their contract with the OPP until December 31st, 2021. The Ministry has requested that each Member Municipality re-sign this Agreement (attached) to reflect a date change in Section 26:

26. Notwithstanding the date upon which this Agreement is signed, the term of this

Agreement shall commence on the 1st day of July **2015**, and shall conclude on the 31st day of December 2021.

Please return the signed Agreement to ckrahn@elgin.ca.

Do not hesitate to contact me directly if you have any questions

Yours very truly,

A handwritten signature in cursive script, appearing to read 'Sally Martyn', with a horizontal line extending from the end of the signature.

Sally Martyn
Chair, Elgin Group Police Services Board

Enclosures:

1. Draft by-law and Draft Elgin Group Amending Agreement
2. Amending Agreement dated the 1st day of July, 2021

Cc: Elgin Group Police Services Board

From: [Ted Oliver](#)
To: [June McLarty](#)
Subject: The Royal Canadian Legion Ontario Command- 9th Annual Military Service Recognition Book
Date: September 15, 2021 10:12:04 AM
Attachments: [image.png](#)
[Rates.pdf](#)



Hi June. Thank you very much for listening to me this morning, and here is that information you needed.

Again, I want to profusely thank you, and everyone on council for the "**Township of Southwold**" for your kind, but much more importantly, consistent support of local Ontario Veteran's for as long as I can remember. You all are first ballot hall of famers over here.

As I had mentioned on the phone, please find enclosed a copy of our **Advertisement Letter** and **Rate Sheet** for the Ontario Command Legion's 9th Annual **Military Service Recognition Book** to honor and recognize our Veterans.

This unique remembrance publication includes past and present day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **October 2022**, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the Ontario Command Legion's website: <http://www.on.legion.ca/remembrance/military-service-recognition-book>. It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

Council has been very kind each and every year (including last year), by always sponsoring a very nice 1/10th page, black and white advertisement in past Remembrance Day publications. So, with this in mind, we would be absolutely honoured to count on all of you again this year.

Above is a copy of the most recent ad we have on file, for your approval. It may appear a little fuzzy/distorted, that is because I only have access to lower resolution files through my home computer system. It is crystal clear on our end.

Thank you very, very much again for all your help June, and all the best.

Ted Oliver

Publication Office

The Royal Canadian Legion Ontario Command

Campaign Office

(1-855-241-6967)

 oncl@fenety.com



This e-mail and any attachment(s) is for authorized use by the intended recipient(s) only. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or any other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this e-mail and any attachment(s). Thank you.



The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing **10,000 copies** of our 9th annual **“Military Service Recognition Book”**, scheduled for release by October 2022. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada's largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion's continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

Thank you for your consideration and/or support.

Sincerely,

**Garry Pond
President**



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>HST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,132.74	+	\$277.26 = \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,853.98	+	\$241.02 = \$2,095.00
2 Page Spread (Full Colour)	\$2,964.60	+	\$385.40 = \$3,350.00
Full Page (Full Colour)	\$1,482.30	+	\$192.70 = \$1,675.00
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½ Page (Full Colour)	\$831.86	+	\$108.14 = \$940.00
½ Page b&w 7" X 4.735"	\$646.02	+	\$83.98 = \$730.00
¼ Page (Full Colour)	\$504.42	+	\$65.58 = \$570.00
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1/10 Page (b/card b&w) 3.375" X 4.735"	\$256.64	+	\$33.36 = \$290.00

H.S.T. Registration # 10686 2824 RT0001

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A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



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Ontario Command
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P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6





September 17, 2021

To: Mayor Jones and Southwold Council

RE:

Elgin County Cycling History Murals Project funded by the Bushell Bequest; Mural installation, north wall of the picnic shelter at the Shedden fairgrounds.

Following Southwold Council's approval of the picnic shelter on the fairgrounds in Shedden as an installation site for a mural at its meeting of April 26, 2021, Elgin County Museum proceeded with issuing a Call to Artists under a Request for Qualifications process led by the County's Purchasing Coordinator. We are now pleased to present to you the final selected design for the shelter:

The design, by Candy McManiman, an artist from Union, nicely interprets the cycling theme outlined in the Call to Artists. Inspired by posters of the Art Deco era, it depicts a young woman, in her bloomers, riding to the town's Pere Marquette station on a safety bicycle of the early 1900s. The leaves, flowers and vines often found in posters of the era have been replaced with stocks of rhubarb. On the tin covering the braces to the right of the wall section are individual images of bicycles from different eras framed by inverted "gingerbread" bargeboard patterns inspired by those found on houses in the community.

I have attached two views of the winning design. We expect that the artist will begin painting within the next two weeks with completion towards the end of October.

We are grateful to the Township and to the village of Shedden for providing a "canvas" to a local artist on which to interpret some of the community's history.

Please let me know if you have any questions.

Mike Baker
Manager of Museum and Archives, County of Elgin
450 Sunset Drive N5R 5V1
mbaker@elgin.ca

County of Elgin
Community and Cultural Services
450 Sunset Drive
St. Thomas, On N5R 5V1
Phone: 519- 631-1460
www.elgincounty.ca



4th UNIT
Mountain Bike







THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-59

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 4, to change the zone symbol applying to lands legally described as East Part Lots 44 and 45, Concession ENBTR; Parts 1 and 4, RP 11R-6747, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Commercial/Industrial 1 Holding (CM1-h-1) Zone and Settlement Reserve Special Provision 1 (SR-1) Zone.
2. Subsection 20.4 Special Provisions of the By-law is amended by adding the following new Clause as 20.4(a):

"(a) SR-1 As Shown on Schedule A, Map 4

(i) Regulation

- Maximum Lot Area 12.8 Hectares (31.6 acres)."
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 27th day of September 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

CLINTON LINE

Lands to be
zoned SR-1

SHORLEA LINE

WONDERLAND ROAD

Lands to be
zoned CM1-h-1

This is Schedule "A" to By-law No. 2021-59
passed on the 27th day of September 2021

MAYOR

CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 4



0 50 100
Meters





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2021-60

**"A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK
TO EXECUTE AN AMENDING AGREEMENT WITH HER MAJESTY THE QUEEN
IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL
FOR THE PROVISION OF POLICE SERVICES FOR THE
ELGIN GROUP MUNICIPALITIES"**

WHEREAS the Municipal Act, 2001 S.O, c.25, as amended, authorizes municipalities to enter into agreements; and

AND WHEREAS under Section 4(1) of the Police Services Act, R.S.O. 1990, c.P.15, municipalities are required to provide adequate and effective police services in accordance with its needs;

WHEREAS under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police;

AND WHEREAS under Section 29, the Parties may amend the Agreement by written agreement;

AND WHEREAS the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Municipality of Dutton Dunwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

By-law 2021-60

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

1. The Mayor and the Clerk are hereby authorized, on behalf of the Corporation of the Township of Southwold to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.
2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 30th day of December 2021 and will conclude on the 31st day of December 2022.
4. A copy of said amending agreement shall remain attached to and form part of this by-law.
5. This By-law shall come into force and effect upon the final passing thereof.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 27th DAY OF SEPTEMBER, 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

**NOTICE OF PASSING OF A ZONING BY-LAW AMENDMENT
BY THE CORPORATION OF THE CITY OF ST. THOMAS**

Harvest Run Phase 3

TAKE NOTICE that the Council of the Corporation of the City of St. Thomas passed By-Law No. 132-2021 on the 7th day of September, 2021, pursuant to Subsection 34(18) of the Planning Act, R.S.O., 1990, as amended.

The subject lands can be described as All of Blocks 120 & 121, Part of Block 105 Registered Plan 11M-216, and All of Block 121 Registered Plan 11M-244 City of St. Thomas and are shown outlined in a heavy solid line on the Key Map below.

The applicant, Doug Tarry Limited, has submitted an associated Draft Plan of Subdivision (34T-21505) to the City of St. Thomas. As part of that application, the owner is proposing to change the existing site-specific zoning on the subject lands to permit 5 and 6-unit townhouse blocks and reductions in frontages for the proposed semi-detached dwellings.

Zoning By-law 50-88 zones the lands a site-specific Third Residential Zone (hR3A-26). A zoning by-law amendment is required to permit the proposed 5 and 6 unit townhouse blocks and a site-specific amendment is required to permit the semi-detached dwellings with deficient frontages.

A public meeting was held on August 9, 2021. No questions were raised by Council or the public at the Public Meeting.

The purpose and effect of the proposed amendment is to place the lands into a R3A-46 zone to permit the proposed townhouse blocks and reductions in frontages on specific lots.

The subject lands are also the subject of a concurrent application under the Planning Act for a proposed Draft Plan of Subdivision, File No. 34T-21501.

In coming to its decision, Council took into consideration the planning report prepared by staff and the submissions made by the applicant.

AND TAKE NOTICE that any person or public body who makes appeal to the Ontario Land Tribunal with respect to By-Law No. 132-2021 must file with the Clerk of the Corporation of the City of St. Thomas, not later than the 7th day of October, 2021, a notice of appeal setting out the reasons for the appeal. Further, the notice of appeal must be accompanied by the fee required by the Ontario Land Tribunal.

Only individuals, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

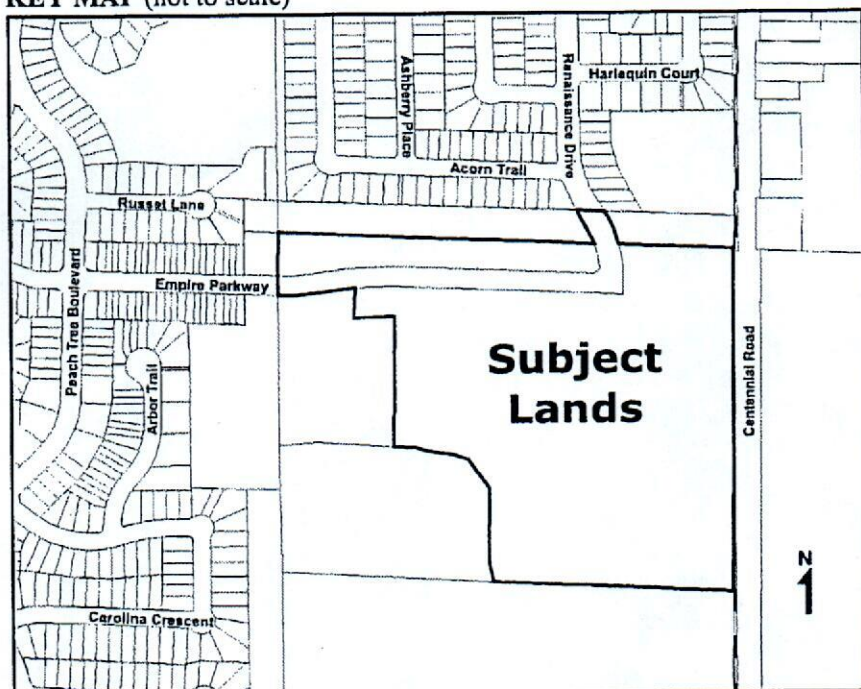
No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submission to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

For more information about this matter, contact the City of St. Thomas Planning & Building Services Department.

PUBLIC ACCESS TO INFORMATION relating to the proposed Zoning By-law Amendment is available for inspection daily, from Monday to Friday, between 8:30 A.M. and 4:30 P.M. at the Planning Office, 9 Mondamin Street, St. Thomas, or may be accessed on the City's website 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 17th day of September, 2021.

KEY MAP (not to scale)



Maria Konefal, City Clerk
City of St. Thomas
545 Talbot Street
St. Thomas, Ontario
N5P 3V7



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2021-61

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on September 27, 2021.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on September 27, 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 2021-61

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 27th DAY OF SEPTEMBER, 2021.**

Mayor

Grant Jones

CAO/Clerk

Lisa Higgs