



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **- A G E N D A -**

**Tuesday October 12, 2021**

#### **REGULAR MEETING OF COUNCIL**

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

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- 1. CALL TO ORDER**  
**Moment of Silence for Bud Marr**
- 2. ADDENDUM TO AGENDA**
- 3. DISCLOSURE OF PECUNIARY INTEREST**
- 4. ADOPTION OF MINUTES**
  - (a) Minutes of Regular Council Meeting of September 27<sup>th</sup>, 2021
  - (b) Minutes of the Shedden Recreation & Community Centre and Keystone Complex Board Meeting of April 8<sup>th</sup>, 2021
- 5. DELEGATION**
- 6. DRAINAGE**
- 7. PLANNING**
- 8. REPORTS**
  - (a) Activity Report from Drainage Superintendent – September
  - (b) Activity Report from Fire Chief – September
  - (c) Report from the Treasurer RE: 2022 OPP Cost Estimates
  - (d) Activity Report from the Director of Building and Community Services – September
  - (e) Activity Report from the CAO/Clerk – September

**9. CORRESPONDENCE**

- (a) Correspondence from Board of Trustees Lakeroad Cemetery (Hunter Cemetery) Bereavement Authority of Ontario
- (b) Waiver of Fees Request – Ontario Early Years

**10. BY-LAWS**

- (a) By-law No. 2021-62, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 12, 2021.

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

- (a) Resolution from the Municipality of Chatham-Kent RE: Renovictions
- (b) Notice from Southwestern Public Health RE: Proof of Vaccination for Owners/Operators of Facilities Used for Organized Sports
- (c) City of St. Thomas Official Plan Amendment and Zoning By-law Amendment

**12. CLOSED SESSION**

- (a) Personal Matters about an identifiable individual, including municipal or local board employees. (Section 239 (2) (b)) – 2 items – Development Services and Fire Remuneration
- (b) Litigation or potential litigation, including matter before administrative tribunals, affecting the municipality or local board. (Section 239 (e)) – Minor Variance Application
- (c) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Talbotville Development

**13. ADJOURNMENT: NEXT REGULAR MEETING OF COUNCIL**  
**MONDAY OCTOBER 25, 2021 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## MINUTES



Regular Council Meeting  
Monday September 27, 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. – 9:30 p.m.)  
Bryan Pearce, Planner (7:00 p.m. – 9:30 p.m.)  
June McLarty, Administrative Assistant (7:00 p.m.- 9:30 p.m.)

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### ADDENDUM TO THE AGENDA:

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

**DISCLOSURES:** None

### ADOPTION OF MINUTES:

**2021-262 Deputy Mayor Monteith – Councillor Pennings Minutes**

**THAT** the Minutes of the Regular Council Meeting of September 13, 2021  
**CARRIED**

## **CLOSED SESSION:**

**2021-263**

**Councillor Pennings – Councillor Emons**

**CLOSED SESSION**

**THAT** Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **7:02 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (2) (c)) – Shedden Development Lands
- Advice that is subject to solicitor-client privilege, including communication necessary for that purpose (section 239 (2)(f)) – Vaccine Policy
- Personal Matters about an identifiable individual, including municipal or local board employees. (Section 239 (2) (b)) – Development Services Staffing

**CARRIED**

## **PLANNING:**

**7:20 p.m.**

**Zoning By-law Amendments – Wm. F Bradish and Sons Ltd.**

**In attendance: Matt Campbell**

**2021- 264**

**Deputy Mayor Monteith – Councillor Pennings**

**Public Meeting  
ZBA 2021-08**

**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 Wm. F Bradish and Sons C/O Matt Campbell, Senior Planner, Zelinka Priamo 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 from Settlement Reserve (SR) Zone to Commercial /Industrial 1 Holding (CM1-H-1) 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 to require a consent and development agreement prior to any development, in order to ensure requirements. The retained parcel would require the rezoning from Settlement Reserve (SR) Zone to Settlement Reserve Special Provision 1 (SR-1) Zone, to recognize the minimum lot area of 12.8 ha (31.6 ac) of the proposed retained parcel; legally described as east part Lots 44 and 45, Concession ENBTR; Parts 1 and 4, RP

11R-6747; located on the west side of Wonderland Road and the South Side of Clinton Line, with a civic address of 11579 Wonderland 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 with method 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 on September 2<sup>nd</sup>, 2021, and notices mailed to property owners with 120m of the subject property on September 2<sup>nd</sup>, 2021.

Bryan Pearce, Planner presented his report to Council. The Clerk reported that the Township Departments have no concerns with this application, and it was detailed in the Planning Staff Report at time of writing. The written submissions were also detailed in the Planning Staff Report and no additional comments were received.

No questions were asked by Council.

Matt Campbell, Senior Planner Zelinka Priamo report that the survey sketch that was used when the severance application was submitted was not accurate. It indicated an approximate location for the gas pipeline. The applicant wants to make sure that what we are rezoning is accurate for what we have proposed. Mr. Campbell is requesting a deferral until a survey can be done that show exactly where the gas pipeline is located.

Planner Bryan Pearce also report that Richard Smibert was hoping to attend the public meeting but was not able too.

**2021- 265      Deputy Mayor Monteith – Councillor Pennings      ZBA 2021-08**

**THAT** the decision on Zoning By-law Application ZBA 2021-08, filed by Wm F. Bradish and Sons Ltd C/O Matt Campbell, Zelinka Priamo be deferred until more information can be received on the exact location of the gas pipeline

**CARRIED**

**2021-266      Councillor North – Councillor Emons      Adjournment of  
Public Mtg**

**THAT** the public meeting to consider the applications to amend the zoning on the property owned by the Wm. F Bradish and Sons C/O Matt Campbell, Senior Planner, Zelinka Priamo Ltd. ends at **7:39 p.m.**

**CARRIED**

**2021-267      Councillor Pennings – Councillor North      MV 2021-08, MV 2021-09  
and MV 2021-10**

**THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance applications MV 2021-08, filed by A. and L. Scherba, MV 2021-09, filed by Farhi Holdings Corporation C/O N. Habib-Karim Design and Build and MV 2021-10 Farhi Holdings Corporation C/O N. Habib-Karim Design and Build at **7:40 p.m.**

**CARRIED**

**2021- 268      Deputy Mayor Monteith – Councillor Pennings      Adjournment  
of C of A**

**THAT** the meeting of the Committee of Adjustment to hear Applications MV 2021-08, filed by A. and L. Scherba, MV 2021-09, filed by Farhi Holdings Corporation C/O N. Habib-Karim Design and Build and MV 2021-10 Farhi Holdings Corporation C/O N. Habib-Karim Design and Build closes at **8:35 p.m.** and the regular meeting of council reconvene.

**CARRIED**

#### **DELEGATIONS:**

**8:35 p.m. – 8:55 p.m.**

Susan Button introduced Mark Harris. Mr. Harris presented the reports to Council.

**2021- 269      Councillor Emons – Deputy Mayor Monteith      Q2 OCWA Reports**

**THAT** Council of the Township of Southwold hereby receives the reports from Mark Harris, OCWA re: The Southwold Water Distribution System 2<sup>nd</sup> Quarter Operations Report and the Talbotville Wastewater Treatment Plant 2<sup>nd</sup> Quarter Operations Report for information purposes.

**CARRIED**

**8:55 p.m. – 9:07 p.m.**

**Laura Sherwood, Elgin Hospice**

Ms. Sherwood made a presentation to Council on the building a new hospice for Elgin County.

**2021-270      Councillor Pennings – Councillor North      Elgin Hospice**

**THAT** Council receive the presentation on the Elgin Hospice as information.

**CARRIED**

## **REPORTS:**

### **COVID-19 Vaccination Administration Policy**

CAO/Clerk Lisa Higgs provided the report on the COVID-19 Vaccination Administration Policy.

She also reported the date to be fully vaccinated has been changed from October 29, 2021, to November 18, 2021. For Committee members who are not fully vaccinated they can participate remotely or get a rapid COVID test done before each meeting.

**2021-271**

**Councillor North – Councillor Emons**

**COVID-19 Vaccination  
Administrative Policy**

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

**CARRIED**

### **Sale of Development Lands Tender**

CAO/Clerk Lisa Higgs provided a report on the Sale of Development Lands Tender to Council in the Closed Session.

**2021-272**

**Councillor Emons – Councillor Pennings**

**Sale of Shedden  
Development Lands  
Tender**

**THAT** Council accepts the bid from 1873828 Ontario Limited (Dave Sparenberg) in the amount of \$4.5 million for the sale of the Shedden Development Lands, known municipally as 35743 Horton Street.

**CARRIED**

### **Proof of COVID-19 Vaccination Certificate at Township Facilities**

CAO/Clerk Lisa Higgs provided a report on the Proof of COVID-19 Vaccination Certificate at Township Facilities.

Renters who rent the facilities will have to provide a list of those in attendance prior to them booking.

**2021- 273**

**Deputy Mayor Monteith – Councillor Pennings**

**Proof of COVID-19  
Vaccination Certificate  
at Township Facilities**

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

**AND THAT** Council approves Option #2.

**CARRIED**

**Update Report – Recognition of National Day for Truth and Reconciliation**

CAO/Clerk Lisa Higgs provided a report on Update Report – Recognition of National Day for Truth and Reconciliation.

**2021- 274      Deputy Mayor Monteith – Councillor Emons      Update Report –  
Recognition of National Day  
for Truth and Reconciliation**

**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.

**CARRIED**

**CORRESPONDENCE:**

**OPP Contract Extension**

Council reviewed the correspondence that was received regarding the OPP Contract Extension.

**RCL Military Service Recognition Book Ad-2022**

Council reviewed the correspondence that was received regarding the Royal Canadian Legion Military Service Recognition Book ad for the year 2022.

**2021- 275      Councillor Pennings – Councillor North      RCL Military Service  
Recognition Book Ad-2022**

**THAT** Council of the Township of Southwold agrees to the placement of an ad in the Royal Canadian Legion Ontario Command Military Service Recognition Book to help to honor Ontario’s Veterans at a cost of \$290.00 (HST included).

**CARRIED**

**Elgin County Cycling History Mural Project**

Council reviewed the correspondence that was received regarding the Elgin County Cycling History Mural Project.



**2021-276**

**Councillor North – Councillor Pennings**

**Elgin County Cycling  
History Mural Project.**

**THAT** Council supports the design created by Candy Mc Manuim for the Elgin County Cycling History Mural that will be installed on the pavilion at the Keystone Complex grounds.

**CARRIED**

**BY-LAWS:**

- By-law No. 2021-60, being a by-law to enter into an amending agreement for the Elgin Police Services Board
- 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<sup>th</sup>, 2021.

**2021- 277**

**Councillor Emons – Councillor North**

**By-laws**

**THAT** By-law Nos. 2021-60 and 2021-61 be read a first and second time.

**CARRIED**

**2021- 278**

**Councillor North – Councillor Pennings**

**By-laws**

**THAT** By-laws Nos.2021-60 and 2021-61 be read a third time and finally passed.

**CARRIED**

**OTHER BUSINESS:**

Council reviewed the item under Other Business

**ADJOURNMENT:**

**2021-279**

**Deputy Mayor Monteith – Councillor Pennings**

**Adjournment**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:30 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs

# SHEDDEN RECREATION & COMMUNITY CENTRE & KEYSTONE COMPLEX BOARD



Minutes of Meeting  
Thursday, April 8<sup>th</sup>, 2021  
7:30 p.m.  
Via Webex

**In Attendance:** Sarah Emons, Councillor/Chair  
Robert Monteith, Deputy Mayor/Co Chair  
Keith Orchard  
Jim Carder  
Shirley Longhurst  
Don Miller  
Caitlin Wight, Resource

**Regrets:** Brian Reiger  
John Coleman  
Lindsay Lackey

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**Call to Order 7:45 pm April 8, 2021**

**Welcome**

## **APPROVAL OF AGENDA**

**2021-01      Jim Carder – Shirley Longhurst**

**THAT** the agenda for April 8, 2021 meeting be approved.

**(carried)**

## **Appointment of New Chair**

Jim Carder nominates Deputy Mayor Robert Monteith

**2021-02      Jim Carder – Don Miller**

**THAT** Deputy Mayor Robert Monteith is elected the new Chair of the Keystone Complex Committee.

**(carried)**

## **Approval of Minutes – October 22, 2020**

**2021-03      Councillor Emons – Jim Carder**

**THAT** the minutes of the meeting of the Keystone Complex Board from October 22, 2020 be accepted.

**(carried)**

## **ORGANIZATION REPORTS**

### **Shedden Agricultural Society – Shirley Longhurst**

- Not much to report – currently determining if the event will be cancelled this year or not.

### **Tractor Pullers Association**

- No representation
- Caitlin Wight received email notification from the Tractor Pullers Association that the event for 2021 has been cancelled

### **Rosy Rhubarb – Keith Orchard**

- 2021 Event cancelled for this year
- Continuing to make benches for Shedden Soccer for the new fields

### **Adult Soccer/Youth Soccer – Lindsay Lackey**

- Lindsay sent an email advising that Shedden Soccer has made the decision to cancel for 2021

### **Fingal, Shedden & District Optimist – Jim Carder**

- 2020 Christmas Tree sale huge success, sold 100 trees quickly
- 2020 Santa Clause Parade, 2021 Winterfest both cancelled
- Car Show at Rosy Rhubarb Festival Cancelled, fun run postponed to 2022
- Canada Day event – will not be like a normal event, if the event goes on this year
- 2021 Baseball Tournament, Halloween party, Santa Claus Parade booked, however unsure if will proceed at this time.

### **New Business**

#### **• Rentals at Keystone and Township Facilities**

- Council decided on March 22, 2021 that the Keystone Complex would continue to remain closed to indoor rentals but would move to permit outdoor rentals at parks and sports fields. However, this is currently on hold due to current lockdown situation from the Ontario government
- Have been communicating with rental groups. A few of the sports groups have already cancelled their 2021 seasons.

#### **• Mural at Keystone**

- Council received a request from the Elgin County Archives about putting up a mural outdoors at the Keystone Complex. This is part of a grant that was received for murals to be put up at all Elgin County Library sites. A picture was provided to the committee on its potential location. See schedule A for picture.
- No objections from members of the committee on the mural being put up, or its proposed location on the North side of the pavilion at the Keystone Complex

#### **• Complex Budget Update**

- Projects for the Keystone Complex that were planned for 2020 were mostly put on hold due to COVID-19. These include replacement of the stove in the kitchen and range hood in pavilion. These can be worked on this year.
- Council approved the installation of a basketball net at the outdoor multi-purpose pad on the south end of the Complex Grounds.

**Next Meeting Date: Thursday, October 14<sup>th</sup>, 2021 – 7:30 PM**

**2021-04**

**Jim Carder – Councillor Emons**

**That this meeting is hereby adjourned at 8:00 pm**

**(carried)**

**Schedule A – Proposed Mural Location**





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 12, 2021

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

**REPORT NO:** DRA 2021-16

**SUBJECT MATTER: Activity Report September 1 – September 30, 2021**

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

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

###### **Construction:**

- **Barber Drain (May17):** The contractor returned in August to complete the Hunter Line Culvert and the open ditch work
- **Turville Drain #2 (Sept15) (January 17):** Some of the outstanding issues have been resolved and we are moving forward to completing this drain.

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

- **McIntosh #2 Drain (Sept 15):** The Engineer had an informal meeting with the landowners in late September. Drain is complete waiting on MTO approval
- **Ryan Drain (Sept 19):** Engineer appointed. An onsite meeting needs to be arranged as the development is nearing completion.
- **Luton Drain (July 08)** Project has been on hold because of landowner changes. Now that construction of the facility is progressing the project is moving forward again to provide a legal outlet for storm water management facilities.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **GH Pennings Drain:** Survey has been substantially completed. The Engineer is working on his proposal.

- **Taylor Drain: (Mar. 21)** An Onsite meeting was held July 14<sup>th</sup>, 2021 with affected landowners. The engineer has been in contact with MTO.
- **A&C Jones Drain(July 21):** The onsite meeting was held August 25<sup>th</sup>.

#### Drains Initiated in Neighboring Municipalities

- **Marr Drain (2012):** (Central Elgin). Central Elgin has tendered the drain but I do not know the results
- **Lake Road Diversion Drain (2013)** (Central Elgin). Central Elgin has tendered the drain but I do not know the results

#### Maintenance:

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

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

#### **3. Training undertaken by staff:**

#### **4. 2018/2019/2020 Capital Project Process:**

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

#### **Strategic Plan Goals:**

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

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

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

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

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





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 12, 2021

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

**REPORT NO:** FIR 2021-17

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

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

The update Council on Fire Department Activities for September 2021.

**Background:**

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

- a. Calls for service – a total of 18 emergencies were responded to in the month of September including eight medicals and three MVCs.
- b. Fire Chief working on RFP for Talbotville Pumper.
- c. Recruitment underway for probationary firefighters.

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

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

*Training Undertaken by Staff:*

- a. Department training included: Driver training, hose testing, search & rescue, spill response.
- b. Four members attending NFPA 1021 Fire Officer 1 course in Central Elgin through the Elgin County Regional Training Centre.
- c. Four members attended NFPA 1072 Hazardous Materials Operations in Oxford County.
- c. One member attended DZ course in Malahide.

*2021 Capital Project Progress :*

<b>2021</b>	<b>Budget</b>	<b>Status/Comments</b>
Shedden Station - Training area development	\$25,000	
Talbotville Fire Station	\$500,000	Pending land acquisition
Teetzel Topsoil Relocation (from 2020)	\$85,000	Complete
Bunker gear	\$12,500	Ordered, ETA is December
Cylinders	\$6,200	Complete
Extrication Equipment	\$50,000	Complete
Hoses and Appliances	\$5,000	Ongoing
Portable Radios & pagers	\$4,000	Complete
SCBA	\$20,000	Complete

<b>2020</b>	<b>Budget</b>	<b>Status/Comment</b>
Shedden Digital Sign	20,000.00	In Progress
Teetzel Top Soil Relocation	40,000.00	Complete
Talbotville Station - Land, Planning, Engineering	350,000.00	Awaiting land acquisition
<b>2019</b>	<b>Budget</b>	<b>Status/Comment</b>
Automatic Door Closure	500.00	
Shedden Digital Sign Base	5,000.00	In progress, 2021 completion

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 12, 2021

**PREPARED BY:** Jeff Carswell, Treasurer

**REPORT NO:** FIN 2021-32

**SUBJECT MATTER: 2022 OPP Estimate**

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#### **Recommendation:**

That the 2022 OPP Cost Estimate be received for information.

#### **Purpose:**

To inform Council of the 2022 OPP Cost Estimate and 2020 Reconciliation.

#### **Background:**

The 2022 OPP Cost Estimate was received on September 30, 2021. A copy of the estimate and supporting documentation is attached. The reconciliation for 2020 actual costs is also included.

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

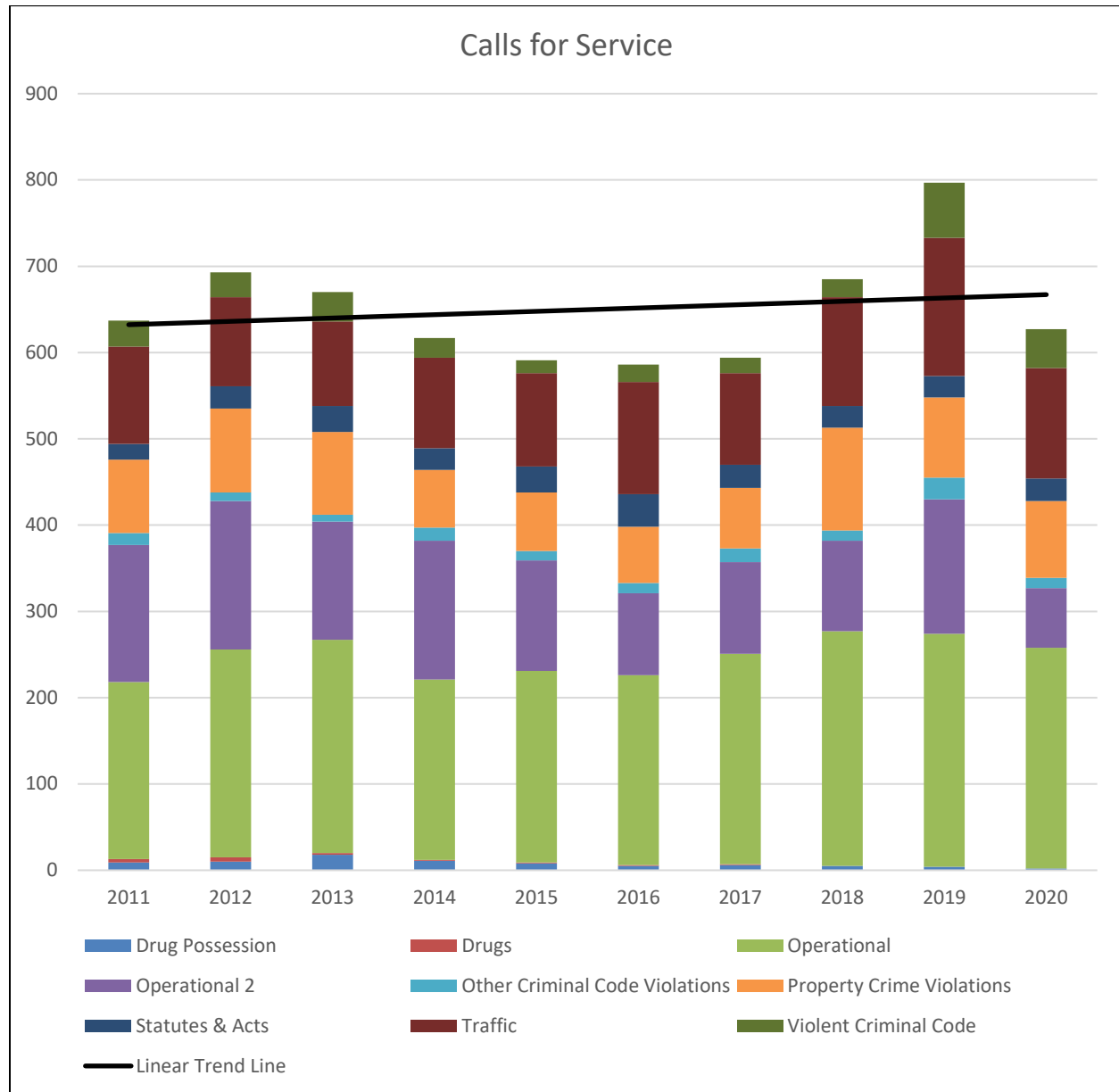
The Township's 2022 Estimated OPP cost is \$659,437 versus the 2021 estimate of \$644,153. This represents an increase of \$15,284 or 2.37%.

As noted in the documentation, the cost estimate is based on total properties in the Township multiplied by the per property cost for base service, calls for service and other items such as overtime, prisoner transport and accommodation. Several highlights from the cost estimate include:

	2020	2021	2022	Change
Number of Properties	1,818	1,837	1,867	↑
Base Service Cost per Property	\$183.23	177.48	\$172.07	↓
Calls for Service Cost per Property	\$138.62	155.90	\$164.20	↑
Calls for Service - 4 Year Average	614	665	627	↓
Overall Share of Calls based on Weighted Time	0.1548%	0.1701%	0.1733%	↑

The following chart illustrates the breakdown of Calls for Service by category from 2011 to 2020. While calls for service were decreasing and remaining flat from 2012 to 2017, there was an increase in 2018 and 2019. While 2020 calls were down, based on our overall share of calls

being up, call volume would have been down for everyone. This would make sense due to COVID-19.



The increased cost is attributable to the following:

Base Service – Decrease \$4,776 – this would be mainly attributable to the decreased in the Base Service Cost per Property.

Calls for Service – Increase \$20,173 – while there was a decrease in calls in 2020, the formula uses a 4 year average along with an Average Standard Time per call. The Township's time-weighted share of all calls increased slightly (0.1701% to 0.1733%). This brought the total 2022 Estimated Calls for Service to \$306,560 (2021 - \$286,388).

The other areas such as overtime, prisoner transport and accommodation had a minimal effect. The 2020 Reconciled costs were \$617,398, which is \$2,511 higher than the estimate. This amount will be recovered through the County's 2022 billing for Police costs.

**Financial Implications:**

The 2022 OPP budget estimate will be incorporated into the Township's 2022 Budget.

**Strategic Plan Goals:**

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

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

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

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

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

Tel: 705 329-6140  
Fax: 705 330-4191

Tél. : 705 329-6140  
Télec.: 705 330-4191

File Reference:

612-20

September 30, 2021

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2022 Annual Billing Statement package.

This year's billing package includes a statement for the 2020 year-end reconciliation. The final cost adjustment calculated as a result of the 2020 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2022 calendar year.

Please note the COVID pandemic restrictions significantly reduced the requirements for court security and prisoner transportation (CSPT) during 2020. The majority of OPP-policed municipalities have 2020 reconciled CSPT costs which are less than the Ministry of the Solicitor General's 2020 CSPT grant program allocation. The OPP will be advising each municipality of the credit to be issued for the remainder of the 2021 CSPT grant, (net of any 2020 grant over-allocation), in a separate email to be sent by October 1, 2021. The Ministry of Solicitor General has not provided the OPP with information regarding the 2022 CSPT grant program to date. When this information becomes available we will advise municipalities via email.

The final reconciliation of the 2022 annual costs will be included in the 2024 Annual Billing Statement.

For more detailed information on the 2022 Annual Billing Statement package please refer to the resource material available on [opp.ca/billingmodel](http://opp.ca/billingmodel). Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement please email [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,

A handwritten signature in black ink, appearing to read "Phil Whitton", with a long horizontal flourish extending to the right.

Phil Whitton  
Superintendent  
Commander, Municipal Policing Bureau

## OPP 2022 Annual Billing Statement

### Southwold Tp

Estimated costs for the period January 1 to December 31, 2022

Please refer to [www.opp.ca](http://www.opp.ca) for 2022 Municipal Policing Billing General Information summary for further details.

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	1,801		
	Commercial and Industrial	66		
	Total Properties	<u>1,867</u>	172.07	321,258
<b>Calls for Service</b>	(see summaries)			
	Total all municipalities	176,906,037		
	Municipal portion	0.1733%	164.20	306,560
<b>Overtime</b>	(see notes)		10.40	19,409
<b>Prisoner Transportation</b>	(per property cost)		1.71	3,193
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.83</u>	<u>9,018</u>
<b>Total 2022 Estimated Cost</b>			<u><b>353.21</b></u>	<u><b>659,437</b></u>



## **OPP 2022 Annual Billing Statement**

### **Southwold Tp**

**Estimated costs for the period January 1 to December 31, 2022**

#### **Notes to Annual Billing Statement**

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2022 billing purposes the allocation of the municipal workload in detachments has been calculated to be 51.3 % Base Services and 48.7 % Calls for Service. The total 2022 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$172.07 estimated for 2022. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2017, 2018, 2019 and 2020 has been analyzed and averaged to estimate the 2022 costs. The costs incorporate the 2022 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2022 hours and salary rates and included in the 2024 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2022 costs have been estimated based on the average of 2019 and 2020 activity levels. These costs will be reconciled to the actual cost of service required in 2022.

There was no information available about the status of 2022 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

- 6) **Year-end Adjustment** - The 2020 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2022 Estimated Base Services and Calls for Service Cost Summary**  
**Estimated Costs for the period January 1, 2022 to December 31, 2022**

Salaries and Benefits		Positions	Base	Total Base Services and Calls for Service	Base Services	Calls for Service
		FTE	%	\$/FTE	\$	\$
<b>Uniform Members</b>	<b>Note 1</b>					
Inspector . . . . .		25.67	100.0	165,275	4,242,606	4,242,606
Staff Sergeant-Detachment Commander . . . . .		10.22	100.0	149,786	1,530,809	1,530,809
Staff Sergeant . . . . .		34.26	100.0	139,615	4,783,200	4,783,200
Sergeant . . . . .		219.83	51.3	125,157	27,513,174	14,125,173
Constable . . . . .		1,662.49	51.3	106,938	177,782,764	91,275,557
Part-Time Constable . . . . .		9.01	51.3	85,283	768,400	394,860
<b>Total Uniform Salaries</b>		<b>1,961.48</b>		<b>-</b>	<b>216,620,953</b>	<b>116,352,206</b>
Statutory Holiday Payout . . . . .				4,030	7,868,939	4,177,554
Shift Premiums . . . . .				1,076	2,034,976.43	1,044,780
Uniform Benefits - Inspector . . . . .				28.75%	1,219,749	1,219,749
Uniform Benefits - Full-Time Salaries . . . . .				31.51%	66,678,295	35,201,315
Uniform Benefits - Part-Time Salaries . . . . .				15.15%	116,413	59,821
<b>Total Uniform Salaries &amp; Benefits</b>					<b>294,539,325</b>	<b>158,055,424</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>					
Detachment Administrative Clerk . . . . .		173.94	51.3	66,976	11,649,837	5,980,973.12
Detachment Operations Clerk . . . . .		1.81	51.3	63,711	115,316	59,251
Detachment Clerk - Typist . . . . .		0.32	51.3	57,766	18,485	9,243
Court Officer - Administration . . . . .		19.81	51.3	67,788	1,342,878	689,403
Crimestoppers Co-ordinator . . . . .		0.80	51.3	63,385	50,708	25,988
<b>Total Detachment Civilian Salaries</b>		<b>196.68</b>			<b>13,177,224</b>	<b>6,764,857</b>
Civilian Benefits - Full-Time Salaries . . . . .				32.17%	4,239,113	2,176,254
<b>Total Detachment Civilian Salaries &amp; Benefits</b>					<b>17,416,337</b>	<b>8,941,111</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>					
Communication Operators . . . . .				6,832	13,400,831	7,113,342
Prisoner Guards . . . . .				2,016	3,954,344	2,099,019
Operational Support . . . . .				5,154	10,109,468	5,366,242
RHQ Municipal Support . . . . .				2,720	5,335,226	2,832,010
Telephone Support . . . . .				119	233,416	123,900
Office Automation Support . . . . .				673	1,320,076	700,714
Mobile and Portable Radio Support . . . . .				312	614,793	326,293
<b>Total Support Staff Salaries and Benefits Costs</b>					<b>34,968,154</b>	<b>18,561,519</b>
<b>Total Salaries &amp; Benefits</b>					<b>346,923,815</b>	<b>185,558,055</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>					
Communication Centre . . . . .				178	349,143	185,330
Operational Support . . . . .				802	1,573,107	835,026
RHQ Municipal Support . . . . .				118	231,455	122,859
Telephone . . . . .				1,615	3,167,790	1,681,506
Mobile Radio Equipment Repairs & Maintenance				39	76,849	40,787
Office Automation - Uniform . . . . .				2,545	4,991,967	2,649,803
Office Automation - Civilian . . . . .				1,778	349,697	179,525
Vehicle Usage . . . . .				8,750	17,162,950	9,110,325
Detachment Supplies & Equipment . . . . .				456	894,435	474,778
Uniform & Equipment . . . . .				2,178	4,291,727	2,277,774
Uniform & Equipment - Court Officer . . . . .				920	18,225	9,356
<b>Total Other Direct Operating Expenses</b>					<b>33,107,345</b>	<b>17,567,069</b>
<b>Total 2022 Municipal Base Services and Calls for Service Cost</b>					<b>\$ 380,031,161</b>	<b>\$ 203,125,124</b>
<b>Total OPP-Policed Municipal Properties</b>						<b>1,180,469</b>
<b>Base Services Cost per Property</b>						<b>\$ 172.07</b>

## **OPP 2022 Estimated Base Services and Calls for Service Cost Summary**

**Estimated Costs for the period January 1, 2022 to December 31, 2022**

### **Notes:**

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2017 through 2020. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 91.56 FTEs with a cost of \$16,000,469 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2022 salaries incorporate the 2022 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (uniform staff - 1.85%, civilian staff - 1.0%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2021-22). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 51.3% Base Services : 48.7% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2021 Municipal Policing Cost-Recovery Formula.

**OPP 2022 Calls for Service Billing Summary**  
**Southwold Tp**  
**Estimated costs for the period January 1 to December 31, 2022**

Calls for Service Billing Workgroups	Calls for Service Count					2022 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2022 Estimated Calls for Service Cost
	2017	2018	2019	2020	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	6	5	4	2	4	7.0	30	0.0017%	3,025
Drugs	1	-	-	-	0	55.1	14	0.0008%	1,400
Operational	244	272	270	256	261	3.7	964	0.0554%	97,992
Operational 2	106	105	156	69	109	1.3	142	0.0081%	14,406
Other Criminal Code Violation	16	12	25	12	16	7.7	125	0.0072%	12,721
Property Crime Violations	70	119	93	89	93	6.5	603	0.0346%	61,293
Statutes & Acts	27	25	25	26	26	3.4	88	0.0050%	8,901
Traffic	106	126	160	128	130	3.5	455	0.0261%	46,259
Violent Criminal Code	18	21	64	45	37	16.1	596	0.0342%	60,563
<b>Total</b>	<b>594</b>	<b>685</b>	<b>797</b>	<b>627</b>	<b>676</b>		<b>3,015</b>	<b>0.1733%</b>	<b>\$306,560</b>
<b>Provincial Totals</b>	Note 4	377,853	398,860	439,328	360,967	394,252	1,740,049	100.0%	\$176,906,037

**Notes to Calls for Service Billing Summary**

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for both amalgamations (post 2018) and dissolutions

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**OPP 2022 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
<b>Grand Total</b>	<b>594</b>	<b>685</b>	<b>797</b>	<b>627</b>	<b>675.75</b>
Drug Possession	6	5	4	2	4.25
Drug Related Occurrence	0	4	2	1	1.75
Poss of illicit over 30g dried cannabis (or equiv) adult	0	0	1	0	0.25
Possession - Cannabis	5	0	0	0	1.25
Possession - Methamphetamine (Crystal Meth)	0	0	1	1	0.50
Possession – Opioid (other than heroin)	0	1	0	0	0.25
Possession - Other Controlled Drugs and Substances Act	1	0	0	0	0.25
Drugs	1	0	0	0	0.25
Production - Cannabis (Marihuana) (Cultivation)	1	0	0	0	0.25
Operational	244	272	270	256	260.50
Accident - non-MVC - Commercial	1	1	0	0	0.50
Accident - non-MVC - Construction Site	0	1	0	0	0.25
Accident - non-MVC - Industrial	2	0	0	0	0.50
Accident - non-MVC - Master Code	0	0	1	1	0.50
Accident - non-MVC - Residential	1	0	0	0	0.25
Alarm - Master Code	1	0	0	0	0.25
Alarm - Others	4	4	0	0	2.00
Animal - Bite	1	0	3	0	1.00
Animal - Dog Owners Liability Act	1	0	2	2	1.25
Animal - Injured	4	6	5	7	5.50
Animal - Left in Vehicle	0	1	0	0	0.25
Animal - Master Code	0	1	1	0	0.50
Animal - Other	8	7	16	2	8.25
Animal - Rabid	0	2	1	0	0.75
Animal - Stray	4	7	5	8	6.00
Assist Fire Department	3	2	3	1	2.25
Assist Public	35	37	21	37	32.50
Distressed / Overdue Motorist	2	0	1	3	1.50
Dogs By-Law	0	0	0	1	0.25
Domestic Disturbance	29	15	31	27	25.50
False Fire Alarm - Building	1	0	1	0	0.50
Family Dispute	10	11	15	15	12.75
Fire - Building	4	1	9	4	4.50
Fire - Master Code	1	0	0	0	0.25
Fire - Other	0	1	1	2	1.00
Fire - Vehicle	3	2	11	3	4.75
Firearms (Discharge) By-Law	1	2	0	1	1.00
Found - Computer, parts & accessories	1	0	0	0	0.25
Found - Gun	0	0	0	1	0.25
Found - Household Property	0	0	1	0	0.25
Found - License Plate	1	2	1	0	1.00
Found - Machinery & Tools	0	1	1	0	0.50
Found - Others	8	2	2	1	3.25
Found - Personal Accessories	4	5	2	0	2.75

**OPP 2022 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Found - Vehicle Accessories	0	0	1	0	0.25
Found Property - Master Code	2	3	5	11	5.25
Insecure Condition - Building	1	0	2	0	0.75
Insecure Condition - Master Code	0	0	1	0	0.25
Insecure Condition - Vehicle	0	1	0	0	0.25
Lost - License Plate	2	1	1	0	1.00
Lost - Others	3	0	0	0	0.75
Lost - Personal Accessories	2	0	0	0	0.50
Lost - Radio, TV, Sound-Reprod. Equip.	0	1	0	0	0.25
Lost Property - Master Code	1	1	4	3	2.25
Missing Person 12 & older	0	1	3	1	1.25
Missing Person Located 12 & older	1	1	0	1	0.75
Missing Person under 12	0	0	1	0	0.25
Neighbour Dispute	7	9	9	11	9.00
Noise By-Law	1	0	1	0	0.50
Noise Complaint - Animal	0	0	1	0	0.25
Noise Complaint - Master Code	2	0	0	8	2.50
Noise Complaint - Others	0	1	0	0	0.25
Noise Complaint - Residence	2	3	1	0	1.50
Noise Complaint - Vehicle	0	1	1	0	0.50
Other Municipal By-Laws	0	1	3	4	2.00
Phone - Master Code	0	0	0	2	0.50
Phone - Nuisance - No Charges Laid	2	2	2	3	2.25
Phone - Obscene - No Charges Laid	1	0	0	0	0.25
Phone - Other - No Charges Laid	0	3	2	1	1.50
Phone - Threatening - No Charges Laid	0	0	0	1	0.25
Protest - Demonstration	1	0	1	0	0.50
Smoking By-Law	1	0	0	0	0.25
Sudden Death - Accidental	0	1	0	0	0.25
Sudden Death - Natural Causes	4	3	4	2	3.25
Sudden Death - Suicide	0	1	0	0	0.25
Suspicious Person	23	34	29	43	32.25
Suspicious vehicle	26	65	43	41	43.75
Traffic By-Law	0	2	1	0	0.75
Trouble with Youth	10	6	9	2	6.75
Unwanted Persons	4	4	5	3	4.00
Vehicle Recovered - All Terrain Vehicles	0	0	1	0	0.25
Vehicle Recovered - Automobile	9	10	3	1	5.75
Vehicle Recovered - Other	1	0	0	0	0.25
Vehicle Recovered - Trucks	8	6	2	1	4.25
Overdose/Suspected Overdose -Opioid Related	0	0	0	1	0.25
Operational 2	106	105	156	69	109.00
911 call - Dropped Cell	13	5	43	12	18.25
911 call / 911 hang up	35	45	37	15	33.00
911 hang up - Pocket Dial	13	16	21	0	12.50

**OPP 2022 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
False Alarm - Accidental Trip	10	11	3	1	6.25
False Alarm - Cancelled	5	11	6	1	5.75
False Alarm - Malfunction	7	3	4	1	3.75
False Alarm - Others	15	10	24	29	19.50
Keep the Peace	8	4	18	10	10.00
Other Criminal Code Violations	16	12	25	12	16.25
Animals - Kill or injure	0	0	2	0	0.50
Animals - Others	0	0	1	0	0.25
Bail Violations - Fail To Comply	3	4	10	2	4.75
Bail Violations - Master Code	0	0	1	0	0.25
Bail Violations - Others	0	0	1	1	0.50
Breach of Probation	2	2	1	0	1.25
Contraband Tobacco	4	2	1	0	1.75
Counterfeit Money - Others	1	0	0	0	0.25
Disobey court order / Misconduct executing process	0	0	1	0	0.25
Disturb the Peace	1	0	2	2	1.25
Indecent acts - Master Code	0	0	1	0	0.25
Indecent acts - Other	0	1	0	0	0.25
Obstruct Public Peace Officer	0	0	0	2	0.50
Offensive Weapons - Careless use of firearms	0	0	1	0	0.25
Offensive Weapons - In Vehicle	1	0	0	0	0.25
Offensive Weapons - Other Offensive Weapons	0	0	0	1	0.25
Offensive Weapons - Other Weapons Offences	1	0	0	0	0.25
Offensive Weapons - Possession of Weapons	1	0	1	2	1.00
Offensive Weapons - Prohibited	1	0	1	0	0.50
Possess Firearm while prohibited	0	0	0	1	0.25
Possession of Burglary Tools	0	2	0	1	0.75
Trespass at Night	1	1	1	0	0.75
Property Crime Violations	70	119	93	89	92.75
Break & Enter	11	21	21	14	16.75
Break & Enter - Firearms	0	0	1	0	0.25
Fraud - Account closed	0	0	0	1	0.25
Fraud - False Pretence Under \$5,000	2	0	1	0	0.75
Fraud - Forgery & Uttering	2	0	0	2	1.00
Fraud - Master Code	1	5	2	3	2.75
Fraud - Money/property/security Over \$5,000	2	2	1	0	1.25
Fraud - Money/property/security Under \$5,000	1	4	6	1	3.00
Fraud - Other	5	5	1	1	3.00
Fraud - Steal/Forge/Poss./Use Credit Card	1	1	1	1	1.00
Fraud - Transportation	0	0	1	0	0.25
Mischief - Master Code	6	14	6	13	9.75
Personation with Intent (fraud)	0	2	1	0	0.75
Possession of Stolen Goods over \$5,000	1	0	1	1	0.75
Possession of Stolen Goods under \$5,000	1	1	0	0	0.50
Property Damage	2	5	6	3	4.00



**OPP 2022 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Theft from Motor Vehicles Under \$5,000	12	12	12	13	12.25
Theft of - All Terrain Vehicles	1	1	2	0	1.00
Theft of - Automobile	0	1	1	0	0.50
Theft of - Motorcycles	1	2	0	1	1.00
Theft of - Other Motor Vehicles	0	1	2	0	0.75
Theft of - Trucks	4	6	1	2	3.25
Theft of Motor Vehicle	1	7	0	7	3.75
Theft Over \$5,000 - Construction Site	0	1	0	0	0.25
Theft Over \$5,000 - Boat Motor	1	0	0	0	0.25
Theft Over \$5,000 - Mail	0	0	1	2	0.75
Theft Over \$5,000 - Master Code	0	1	0	0	0.25
Theft Over \$5,000 - Other Theft	2	3	0	0	1.25
Theft Over \$5,000 - Trailers	1	1	0	0	0.50
Theft Under \$5,000 - Bicycles	0	1	0	1	0.50
Theft Under \$5,000 - Building	0	2	1	0	0.75
Theft Under \$5,000 - Construction Site	0	0	2	0	0.50
Theft Under \$5,000 - Farm Agricultural Produce	0	1	1	0	0.50
Theft Under \$5,000 - Farm Equipment	0	1	0	0	0.25
Theft Under \$5,000 - Gasoline Drive-off	2	4	5	8	4.75
Theft Under \$5,000 - Master Code	0	2	2	3	1.75
Theft Under \$5,000 - Other Theft	10	10	14	9	10.75
Theft Under \$5,000 Shoplifting	0	0	0	2	0.50
Trafficking in Stolen Goods under \$5,000	0	1	0	0	0.25
Unlawful in a dwelling house	0	0	0	1	0.25
Willful act / Omission likely to cause mischief	0	1	0	0	0.25
Statutes & Acts	27	25	25	26	25.75
Custody Dispute	0	1	0	0	0.25
Landlord / Tenant	5	2	0	4	2.75
Mental Health Act	7	6	5	3	5.25
Mental Health Act - Attempt Suicide	4	3	3	1	2.75
Mental Health Act - No contact with Police	0	1	0	1	0.50
Mental Health Act - Placed on Form	1	1	1	2	1.25
Mental Health Act - Threat of Suicide	5	4	11	2	5.50
Mental Health Act - Voluntary Transport	2	1	0	1	1.00
Trespass To Property Act	3	6	5	12	6.50
Traffic	106	126	160	128	130.00
MVC - Fatal (Motor Vehicle Collision)	1	0	1	4	1.50
MVC - Others (Motor Vehicle Collision)	1	2	1	0	1.00
MVC - Personal Injury (Motor Vehicle Collision)	8	8	11	12	9.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	2	4	3	4	3.25
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	47	60	54	50	52.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	47	51	89	58	61.25
MVC (Motor Vehicle Collision) - Master Code	0	0	1	0	0.25
Road Rage	0	1	0	0	0.25
Violent Criminal Code	18	21	64	45	37.00

**OPP 2022 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Assault - Level 1	5	10	46	33	23.50
Assault With Weapon or Causing Bodily Harm - Level 2	2	3	7	4	4.00
Criminal Harassment	0	1	5	1	1.75
Forcible confinement	1	0	0	0	0.25
Indecent / Harassing Communications	0	1	0	1	0.50
Robbery - Master Code	1	1	0	0	0.50
Robbery - Other	0	1	0	0	0.25
Sexual Assault	5	1	2	3	2.75
Sexual Interference	0	1	0	0	0.25
Utter Threats - Master Code	0	0	0	2	0.50
Utter Threats to Person	4	2	4	1	2.75

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## OPP 2020 Reconciled Year-End Summary

### Southwold Tp

Reconciled cost for the period January 1 to December 31, 2020

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	1,754		
	Commercial and Industrial	64		
	Total Properties	<u>1,818</u>	184.61	335,622
<b>Calls for Service</b>	Total all municipalities	164,063,561		
	Municipal portion	0.1548%	139.69	253,964
<b>Overtime</b>			9.20	16,722
<b>Prisoner Transportation</b>	(per property cost)		1.26	2,291
<b>Accommodation/Cleaning Services</b>	(per property cost)		4.84	8,799
<b>Total 2020 Reconciled Costs</b>			<u><b>339.60</b></u>	<u><b>617,398</b></u>

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## OPP 2022 Annual Billing Statement

### Elgin Group

Estimated costs for the period January 1 to December 31, 2022

Please refer to [www.opp.ca](http://www.opp.ca) for 2022 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
<b>Base Service</b>	<b>Property Counts</b>			
	Household	18,222		
	Commercial and Industrial	877		
	Total Properties	<u>19,099</u>	172.07	3,286,394
<b>Calls for Service</b>	(see summaries)			
	Total all municipalities	176,906,037		
	Municipal portion	1.4910%	138.10	2,637,582
<b>Overtime</b>	(see notes)		11.17	213,348
<b>Court Security</b>	(see summary)		7.07	134,952
<b>Prisoner Transportation</b>	(per property cost)		1.71	32,659
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.83</u>	<u>92,248</u>
<b>Total 2022 Estimated Cost</b>			<u><b>334.95</b></u>	<b>6,397,184</b>
<b>2020 Year-End Adjustment</b>	(see summary)			(65,269)
<b>Grand Total Billing for 2022</b>				<u><b>6,331,916</b></u>
<b>2022 Monthly Billing Amount</b>				<b>527,660</b>

## OPP 2022 Calls for Service Billing Summary

### Elgin Group

Estimated costs for the period January 1 to December 31, 2022

Calls for Service Billing Workgroups	Calls for Service Count					2022 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2022 Estimated Calls for Service Cost
	2017	2018	2019	2020	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	54	54	30	39	44	7.0	310	0.0178%	31,491
Drugs	9	13	11	9	11	55.1	579	0.0332%	58,820
Operational	2,401	2,580	2,383	2,641	2,501	3.7	9,255	0.5319%	940,892
Operational 2	1,000	1,217	1,509	660	1,097	1.3	1,425	0.0819%	144,922
Other Criminal Code Violation	112	108	151	136	127	7.7	976	0.0561%	99,225
Property Crime Violations	809	715	785	772	770	6.5	5,007	0.2877%	509,010
Statutes & Acts	345	303	401	428	369	3.4	1,255	0.0722%	127,638
Traffic	694	778	887	857	804	3.5	2,814	0.1617%	286,092
Violent Criminal Code	187	223	385	279	269	16.1	4,323	0.2484%	439,492
<b>Total</b>	<b>5,611</b>	<b>5,991</b>	<b>6,542</b>	<b>5,821</b>	<b>5,991</b>		<b>25,943</b>	<b>1.4910%</b>	<b>\$2,637,582</b>
<b>Provincial Totals</b>	Note 4	<b>377,853</b>	<b>398,860</b>	<b>439,328</b>	<b>360,967</b>	<b>394,252</b>	<b>1,740,049</b>	<b>100.0%</b>	<b>\$176,906,037</b>

### Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for both amalgamations (post 2018) and dissolutions

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# **OPP 2022 Calls for Service Details**

## **Elgin Group**

**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
<b>Grand Total</b>	<b>5,611</b>	<b>5,991</b>	<b>6,542</b>	<b>5,821</b>	<b>5,991.25</b>
Drug Possession	54	54	30	39	44.25
DRUG Operation - Master Code	0	0	0	2	0.50
Drug Related Occurrence	22	30	22	22	24.00
Poss of illicit over 30g dried cannabis (or equiv) adult	0	0	1	1	0.50
Possession - Cannabis	24	15	0	0	9.75
Possession - Cocaine	2	1	1	4	2.00
Possession - Methamphetamine (Crystal Meth)	3	1	4	5	3.25
Possession - Other Controlled Drugs and Substances Act	3	4	2	1	2.50
Possession of > 5g dried cannabis (or equiv) youth	0	0	0	1	0.25
Possession – Opioid (other than heroin)	0	3	0	3	1.50
Drugs	9	13	11	9	10.50
Drug Operation - Commercial Grow Indoor	1	1	0	0	0.50
Drug Operation - Residential Grow Indoor	1	1	0	0	0.50
Drug Operation - Rural Grow	2	0	0	1	0.75
Import / Export - Other Drugs	0	1	0	0	0.25
Obtain, offer to obtain, alter or offer to alter cannabis	0	0	0	1	0.25
Other Cannabis Act	0	0	2	1	0.75
Possession of cannabis for purpose of selling	0	0	1	1	0.50
Production - Cannabis (Marihuana) (Cultivation)	4	4	0	0	2.00
Production - Other Controlled Drugs & Substances	0	1	0	0	0.25
Trafficking - Cannabis	0	1	0	0	0.25
Trafficking - Cocaine	0	0	2	1	0.75
Trafficking - Methamphetamine (Crystal Meth)	1	0	1	0	0.50
Trafficking - Other Controlled Drugs and Substances Act	0	4	3	2	2.25
Trafficking – Opioid (other than heroin)	0	0	0	1	0.25
Cultivate/Propagate/Harvest cannabis by adult	0	0	2	1	0.75
Operational	2,401	2,580	2,383	2,641	2,501.25
Accident - non-MVC - Commercial	2	2	1	0	1.25
Accident - non-MVC - Construction Site	0	1	1	0	0.50
Accident - non-MVC - Industrial	5	1	1	1	2.00
Accident - non-MVC - Master Code	2	1	3	3	2.25
Accident - Non-MVC - Others	0	2	2	1	1.25
Accident - non-MVC - Public Property	1	0	0	0	0.25
Accident - non-MVC - Residential	2	0	2	0	1.00
Alarm - Holdup	1	0	1	0	0.50
Alarm - Master Code	6	1	2	1	2.50
Alarm - Others	23	20	10	1	13.50
Animal - Bear Complaint	0	1	0	0	0.25
Animal - Dog Owners Liability Act	14	10	12	16	13.00
Animal - Left in Vehicle	7	7	7	3	6.00
Animal - Master Code	4	6	7	8	6.25
Animal - Other	79	103	69	15	66.50
Assist Fire Department	15	25	12	22	18.50
Assist Public	447	473	213	324	364.25

**OPP 2022 Calls for Service Details**  
**Elgin Group**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Bomb Threat	0	0	1	0	0.25
By-Law - Master Code	1	2	3	14	5.00
Compassionate Message	3	1	0	0	1.00
Distressed / Overdue Motorist	3	4	6	8	5.25
Dogs By-Law	2	2	6	6	4.00
Domestic Disturbance	214	196	184	207	200.25
False Alarm - Warning Issued	1	1	1	0	0.75
False Fire Alarm - Building	3	3	3	1	2.50
False Fire Alarm - Other	1	0	1	0	0.50
False Fire Alarm - Vehicle	0	1	0	0	0.25
Family Dispute	133	142	167	223	166.25
Fire - Building	31	34	40	50	38.75
Fire - Master Code	1	2	0	2	1.25
Fire - Other	16	7	9	17	12.25
Fire - Vehicle	12	15	25	17	17.25
Fire Alarm - Master Code	0	0	1	0	0.25
Firearms (Discharge) By-Law	5	4	0	3	3.00
Fireworks By-Law	0	0	0	2	0.50
Found - Bicycles	9	7	4	2	5.50
Found - Computer, parts & accessories	1	0	1	0	0.50
Found - Gun	0	3	6	1	2.50
Found - Household Property	5	4	6	3	4.50
Found - Jewellery	1	0	0	0	0.25
Found - License Plate	4	7	3	1	3.75
Found - Machinery & Tools	3	1	4	0	2.00
Found - Musical Instruments	0	0	1	0	0.25
Found - Office Machines & Equipment	0	0	1	0	0.25
Found - Others	21	24	23	9	19.25
Found - Personal Accessories	37	43	18	3	25.25
Found - Photographic Equipment	2	0	0	0	0.50
Found - Radio, TV, Sound-Reprod. Equip.	1	0	4	0	1.25
Found - Sporting Goods, Hobby Equip.	1	2	2	1	1.50
Found - Vehicle Accessories	2	0	1	0	0.75
Found Property - Master Code	24	36	54	107	55.25
Insecure Condition - Building	11	12	15	10	12.00
Insecure Condition - Master Code	1	1	10	15	6.75
Insecure Condition - Others	3	1	0	0	1.00
Insecure Condition - Vehicle	0	1	0	0	0.25
Loitering By-Law	0	0	0	3	0.75
Lost - Accessible Parking Permit	0	1	1	1	0.75
Lost - Domestic Appliances	0	1	0	0	0.25
Lost - Gun	0	3	3	0	1.50
Lost - Household Property	0	0	2	2	1.00
Lost - Jewellery	0	0	1	0	0.25
Lost - License Plate	11	10	8	5	8.50

**OPP 2022 Calls for Service Details**  
**Elgin Group**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Lost - Machinery & Tools	1	1	0	0	0.50
Lost - Musical Instruments	1	0	1	0	0.50
Lost - Others	26	13	5	5	12.25
Lost - Personal Accessories	18	19	16	3	14.00
Lost - Radio, TV, Sound-Reprod. Equip.	1	4	3	3	2.75
Lost - Sporting Goods, Hobby Equip.	1	1	1	0	0.75
Lost Property - Master Code	23	23	35	41	30.50
Medical Assistance - Master Code	1	1	1	0	0.75
Medical Assistance - Other	10	2	2	3	4.25
Missing Person - Master Code	0	2	1	1	1.00
Missing Person 12 & older	20	20	32	15	21.75
Missing Person Located 12 & older	28	29	24	14	23.75
Missing Person Located Under 12	3	3	6	5	4.25
Missing Person under 12	5	5	9	4	5.75
Neighbour Dispute	152	177	122	210	165.25
Noise By-Law	8	4	6	7	6.25
Noise Complaint - Animal	15	18	7	9	12.25
Noise Complaint - Business	11	8	10	2	7.75
Noise Complaint - Master Code	5	4	28	139	44.00
Noise Complaint - Others	17	19	11	11	14.50
Noise Complaint - Residence	85	62	63	7	54.25
Noise Complaint - Vehicle	6	5	6	0	4.25
Other Municipal By-Laws	38	38	47	57	45.00
Phone - Master Code	3	0	30	31	16.00
Phone - Nuisance - No Charges Laid	25	26	22	25	24.50
Phone - Obscene - No Charges Laid	2	0	1	1	1.00
Phone - Other - No Charges Laid	13	23	27	10	18.25
Phone - Text-related incident	1	1	2	2	1.50
Phone - Threatening - No Charges Laid	1	2	2	4	2.25
Protest - Demonstration	1	0	1	0	0.50
Smoking By-Law	1	0	0	1	0.50
Sudden Death - Accidental	3	2	1	1	1.75
Sudden Death - Drowning	0	4	0	0	1.00
Sudden Death - Master Code	1	3	0	0	1.00
Sudden Death - Natural Causes	48	43	39	29	39.75
Sudden Death - Others	4	13	7	7	7.75
Sudden Death - Suicide	3	6	3	8	5.00
Suspicious Package	0	2	0	0	0.50
Suspicious Person	174	232	246	268	230.00
Suspicious vehicle	200	249	286	272	251.75
Traffic By-Law	9	13	14	6	10.50
Trouble with Youth	80	71	84	80	78.75
Unwanted Persons	39	35	48	67	47.25
Vehicle Recovered - All Terrain Vehicles	2	4	4	1	2.75
Vehicle Recovered - Automobile	21	29	14	22	21.50

**OPP 2022 Calls for Service Details**  
**Elgin Group**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Vehicle Recovered - Master Code	0	3	1	1	1.25
Vehicle Recovered - Other	3	5	3	3	3.50
Vehicle Recovered - Trucks	29	30	14	16	22.25
Animal - Bite	10	13	21	13	14.25
Animal - Stray	28	24	42	59	38.25
Animal - Injured	46	44	68	66	56.00
Animal - Rabid	8	18	9	3	9.50
Suspicious Substance / Odour	0	1	0	0	0.25
Overdose/Suspected Overdose	0	1	0	0	0.25
Overdose/Suspected Overdose -Opioid Related	0	1	0	1	0.50
Operational 2	1,000	1,217	1,509	660	1,096.50
911 call - Dropped Cell	55	93	414	77	159.75
911 call / 911 hang up	430	573	457	147	401.75
911 hang up - Pocket Dial	87	119	224	2	108.00
False Alarm - Accidental Trip	73	80	52	2	51.75
False Alarm - Cancelled	85	85	50	4	56.00
False Alarm - Malfunction	74	68	36	1	44.75
False Alarm - Others	105	89	140	253	146.75
False Holdup Alarm - Accidental Trip	3	2	8	15	7.00
False Holdup Alarm - Malfunction	0	1	0	0	0.25
Keep the Peace	88	107	128	159	120.50
Other Criminal Code Violations	112	108	151	136	126.75
Animals - Cruelty	2	1	3	0	1.50
Animals - Kill or injure	1	0	3	0	1.00
Animals - Others	0	0	2	1	0.75
Bail Violations - Appearance Notice	0	1	0	0	0.25
Bail Violations - Fail To Appear	0	0	0	3	0.75
Bail Violations - Fail To Comply	26	22	52	40	35.00
Bail Violations - Master Code	2	0	2	2	1.50
Bail Violations - Others	1	2	4	6	3.25
Bail Violations - Recognizance	0	2	3	6	2.75
Breach of Firearms regulation - Unsafe Storage	1	0	0	0	0.25
Breach of Probation	17	15	9	11	13.00
Child Pornography - Making or distributing	1	1	1	1	1.00
Child Pornography - Master Code	0	1	0	2	0.75
Child Pornography - Other	0	0	0	1	0.25
Child Pornography - Possess child pornography	1	0	2	1	1.00
Common nuisance	0	0	1	0	0.25
Contraband Tobacco	4	3	1	0	2.00
Counterfeit Money - Master Code	1	1	0	0	0.50
Counterfeit Money - Others	3	2	4	1	2.50
Disobey court order / Misconduct executing process	1	2	3	6	3.00
Disturb the Peace	21	14	16	16	16.75
Indecent acts - exposure to person under 14	1	0	0	2	0.75
Indecent acts - Master Code	1	3	2	3	2.25

**OPP 2022 Calls for Service Details**  
**Elgin Group**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Indecent acts - Other	2	5	1	3	2.75
Libel - Extortion	0	1	0	0	0.25
Nudity - public/private property	0	1	0	0	0.25
Obstruct Public Peace Officer	1	3	2	2	2.00
Offensive Weapons - Careless use of firearms	1	3	7	3	3.50
Offensive Weapons - Explosives	1	0	0	0	0.25
Offensive Weapons - In Vehicle	1	1	1	0	0.75
Offensive Weapons - Other Offensive Weapons	2	1	2	2	1.75
Offensive Weapons - Other Weapons Offences	6	1	5	2	3.50
Offensive Weapons - Possession of Weapons	7	5	7	2	5.25
Offensive Weapons - Prohibited	1	1	1	3	1.50
Offensive Weapons - Restricted	1	0	0	0	0.25
Other Criminal Code * Sec. 78 - Sec. 96	0	2	0	0	0.50
Personate Peace Officer	0	0	0	1	0.25
Possess Firearm while prohibited	0	1	1	3	1.25
Possession of Burglary Tools	0	2	3	1	1.50
Possession Of Counterfeit Money	0	1	0	1	0.50
Public Mischief - mislead peace officer	1	1	0	0	0.50
Public Morals	0	0	1	0	0.25
Trespass at Night	4	4	7	4	4.75
Utter Threats to damage property	0	1	3	4	2.00
Utter Threats to Property / Animals	0	0	1	2	0.75
Uttering Counterfeit Money	0	2	0	0	0.50
Prostitution - Communicate to provide sexual services	0	0	0	1	0.25
Offences Against the Person and Reputation (Part VIII CC)	0	1	0	0	0.25
All Other Criminal Code (includes Part XII.1 CC)	0	1	1	0	0.50
<b>Property Crime Violations</b>	<b>809</b>	<b>715</b>	<b>785</b>	<b>772</b>	<b>770.25</b>
Arson - Auto	1	0	0	0	0.25
Arson - Building	6	1	1	3	2.75
Arson - Master Code	0	1	0	0	0.25
Arson - Others	1	0	0	2	0.75
Break & Enter	135	104	153	96	122.00
Break & Enter - Firearms	3	2	6	0	2.75
Break & Enter - steal firearm from motor vehicle	0	0	1	0	0.25
False Pretence - Other	1	1	2	0	1.00
Fraud - Account closed	0	0	1	1	0.50
Fraud - False Pretence Over \$5,000	2	0	0	0	0.50
Fraud - False Pretence Under \$5,000	8	7	7	9	7.75
Fraud - Forgery & Uttering	2	2	3	8	3.75
Fraud - Fraud through mails	6	2	4	11	5.75
Fraud - Master Code	9	16	10	14	12.25
Fraud - Money/property/security Over \$5,000	9	5	12	13	9.75
Fraud - Money/property/security Under \$5,000	38	40	40	26	36.00
Fraud - Other	41	27	38	49	38.75
Fraud - Steal/Forge/Poss./Use Credit Card	10	8	12	6	9.00

**OPP 2022 Calls for Service Details**  
**Elgin Group**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Fraud - Transportation	0	0	2	0	0.50
Fraud - Welfare benefits	0	0	1	0	0.25
Identity Fraud	1	3	1	8	3.25
Interfere with lawful use, enjoyment of property	9	7	10	8	8.50
Mischief - Master Code	138	106	110	129	120.75
Mischief Graffiti - Non-Gang Related	0	2	6	4	3.00
Mischief with Data	0	0	1	0	0.25
Personation with Intent (fraud)	1	2	2	4	2.25
Possession of Stolen Goods over \$5,000	6	3	8	9	6.50
Possession of Stolen Goods under \$5,000	6	10	7	4	6.75
Property Damage	33	30	23	31	29.25
Theft from Motor Vehicles Over \$5,000	0	4	0	1	1.25
Theft from Motor Vehicles Under \$5,000	120	74	79	66	84.75
Theft of - All Terrain Vehicles	7	11	12	4	8.50
Theft of - Automobile	6	11	10	14	10.25
Theft of - Construction Vehicles	1	0	0	1	0.50
Theft of - Farm Vehicles	1	0	0	2	0.75
Theft of - Mopeds	1	0	0	0	0.25
Theft of - Motorcycles	3	3	5	6	4.25
Theft of - Other Motor Vehicles	5	3	4	0	3.00
Theft of - Snow Vehicles	0	0	0	1	0.25
Theft of - Trucks	24	29	21	23	24.25
Theft of Motor Vehicle	23	24	28	46	30.25
Theft Over \$5,000 - Construction Site	0	2	0	0	0.50
Theft Over \$5,000 - Boat (Vessel)	2	0	0	0	0.50
Theft Over \$5,000 - Boat Motor	1	0	0	0	0.25
Theft Over \$5,000 - Building	0	0	0	1	0.25
Theft Over \$5,000 - Farm Agricultural Produce	0	0	3	0	0.75
Theft Over \$5,000 - Farm Equipment	0	0	1	0	0.25
Theft Over \$5,000 - Mail	0	0	3	2	1.25
Theft Over \$5,000 - Master Code	1	3	3	3	2.50
Theft Over \$5,000 - Other Theft	7	8	4	1	5.00
Theft Over \$5,000 - Trailers	5	4	4	5	4.50
Theft Under \$5,000 - Bicycles	3	8	4	4	4.75
Theft Under \$5,000 - Boat (Vessel)	1	0	0	1	0.50
Theft Under \$5,000 - Boat Motor	0	0	1	1	0.50
Theft Under \$5,000 - Building	3	4	4	4	3.75
Theft Under \$5,000 - Construction Site	2	3	2	4	2.75
Theft Under \$5,000 - Farm Agricultural Produce	0	3	2	3	2.00
Theft Under \$5,000 - Farm Equipment	0	2	1	2	1.25
Theft Under \$5,000 - Gasoline Drive-off	24	34	27	22	26.75
Theft Under \$5,000 - Master Code	8	23	17	24	18.00
Theft Under \$5,000 - Mining Product	0	1	0	1	0.50
Theft Under \$5,000 - Other Theft	74	64	67	73	69.50
Theft Under \$5,000 - Persons	1	4	13	3	5.25

**OPP 2022 Calls for Service Details**  
**Elgin Group**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Theft Under \$5,000 - Trailers	8	6	2	6	5.50
Theft Under \$5,000 Shoplifting	8	5	2	9	6.00
Trafficking in Stolen Goods over \$5,000	0	1	2	0	0.75
Trafficking in Stolen Goods under \$5,000	0	1	1	0	0.50
Unlawful in a dwelling house	0	0	1	4	1.25
Willful act / Omission likely to cause mischief	4	1	1	0	1.50
<b>Statutes &amp; Acts</b>	<b>345</b>	<b>303</b>	<b>401</b>	<b>428</b>	<b>369.25</b>
Custody Dispute	3	2	2	5	3.00
Landlord / Tenant	67	47	58	70	60.50
Mental Health Act	68	55	87	63	68.25
Mental Health Act - Attempt Suicide	19	30	22	12	20.75
Mental Health Act - No contact with Police	2	5	7	14	7.00
Mental Health Act - Placed on Form	20	16	17	22	18.75
Mental Health Act - Threat of Suicide	51	36	64	60	52.75
Mental Health Act - Voluntary Transport	21	31	21	32	26.25
Trespass To Property Act	93	81	123	140	109.25
Youth Criminal Justice Act (YCJA)	1	0	0	0	0.25
Mental Health Act - Apprehension	0	0	0	10	2.50
<b>Traffic</b>	<b>694</b>	<b>778</b>	<b>887</b>	<b>857</b>	<b>804.00</b>
MVC - Fatal (Motor Vehicle Collision)	1	3	5	8	4.25
MVC - Others (Motor Vehicle Collision)	5	5	3	0	3.25
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	5	0	2	1	2.00
MVC - Personal Injury (Motor Vehicle Collision)	46	40	49	81	54.00
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	25	35	20	31	27.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	344	351	505	434	408.50
MVC (Motor Vehicle Collision) - Master Code	0	5	4	3	3.00
Road Rage	0	1	0	0	0.25
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	268	338	299	299	301.00
<b>Violent Criminal Code</b>	<b>187</b>	<b>223</b>	<b>385</b>	<b>279</b>	<b>268.50</b>
Aggravated Assault - Level 3	1	0	1	0	0.50
Arson - Disregard for Human Life	0	0	0	1	0.25
Assault - Level 1	78	106	214	138	134.00
Assault Peace Officer	1	1	1	1	1.00
Assault Peace Officer with weapon OR cause bodily harm	0	0	1	0	0.25
Assault With Weapon or Causing Bodily Harm - Level 2	21	24	23	25	23.25
Attempted Murder	0	0	0	1	0.25
Criminal Harassment	8	18	43	18	21.75
Criminal Harassment - Offender Unknown	0	0	1	0	0.25
Extortion	1	0	1	2	1.00
Forcible confinement	4	2	1	5	3.00
Indecent / Harassing Communications	9	6	11	12	9.50
Invitation to Sexual Touching	0	2	0	0	0.50
Murder 1st Degree	0	0	1	0	0.25
Non-Consensual Distribution of Intimate Images	1	0	0	1	0.50
Procuring a person under the age of 18 years	0	0	1	0	0.25

**OPP 2022 Calls for Service Details**  
**Elgin Group**  
**For the calendar years 2017 to 2020**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2017	2018	2019	2020	
Robbery - Master Code	1	2	0	0	0.75
Robbery - Other	0	1	1	0	0.50
Robbery - With Threat of Violence	0	0	0	1	0.25
Sexual Assault	19	18	29	34	25.00
Sexual Assault With a Weapon	0	1	0	0	0.25
Sexual Exploitation	0	0	1	1	0.50
Sexual Interference	6	6	5	5	5.50
Utter Threats - Master Code	6	4	2	5	4.25
Utter Threats to Person	30	31	47	28	34.00
Utter Threats to Person - Government Employee	0	1	0	0	0.25
Utter Threats to Person - Police Officer	0	0	1	0	0.25
Voyeurism	1	0	0	1	0.50



# OPP 2022 Court Security Cost Summary

## Elgin Group

Estimated costs for the period January 1 to December 31, 2022

### 2021 Cost-Recovery Formula

#### Salaries and Benefits

		Positions	\$/FTE	Total
<b>Uniform Members</b>	<b>Note 1</b>			
Part-Time Constable . . . . .		0.99	85,283	84,430
<b>Total Uniform Salaries</b>		0.99		84,430
Shift Premiums . . . . .			1,076	1,065
Uniform Benefits - Part-Time Salaries. . . . .			15.15%	12,791
<b>Total Uniform Salaries &amp; Benefits</b>				<b>98,287</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>			
Communication Operators . . . . .			6,832	6,764
Prisoner Guards . . . . .			2,016	1,996
Operational Support . . . . .			5,154	5,102
RHQ Municipal Support . . . . .			2,720	2,693
Telephone Support . . . . .			119	118
Office Automation Support . . . . .			673	666
Mobile and Portable Radio Support . . . . .			312	618
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>17,957</b>
<b>Total Salaries &amp; Benefits</b>				<b>116,243</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>			
Communication Centre . . . . .			178	176
Operational Support . . . . .			802	794
RHQ Municipal Support . . . . .			118	117
Telephone . . . . .			1,615	1,599
Mobile Radio Equipment Repairs & Maintenance . . . . .			39	77
Office Automation - Uniform . . . . .			2,545	2,520
Vehicle Usage . . . . .			8,750	8,663
Detachment Supplies & Equipment . . . . .			456	451
Uniform & Equipment . . . . .			2,178	4,312
<b>Total Other Direct Operating Expenses</b>				<b>18,709</b>
<b>Total Estimated Court Security Cost</b>				<b>\$ 134,952</b>
<b>Total OPP-Policed Properties</b>				6,062
<b>Cost Per Property</b>				<b>\$ 22.26</b>

## **OPP 2022 Court Security Cost Summary**

### **Elgin Group**

**Estimated costs for the period January 1 to December 31, 2022**

#### **Notes:**

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the average of 2019 and 2020 activity levels and requirements determined by servicing detachment staff. Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2022 salaries incorporate the 2022 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (uniform staff - 1.85%, civilian staff 1.0%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2021-22). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2021 Municipal Policing Cost-Recovery Formula.
- 3) There was no information available about the status of 2022 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

## OPP 2020 Reconciled Year-End Summary

### Elgin Group

Reconciled cost for the period January 1 to December 31, 2020

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	17,936		
	Commercial and Industrial	886		
	Total Properties	<u>18,822</u>	184.61	3,474,737
<b>Calls for Service</b>				
	Total all municipalities	164,063,561		
	Municipal portion	1.4426%	125.75	2,366,804
<b>Overtime</b>			9.18	172,735
<b>Court Security</b>	(see summary)		4.31	81,192
<b>Prisoner Transportation</b>	(per property cost)		1.26	23,716
<b>Accommodation/Cleaning Services</b>	(per property cost)		4.84	91,098
<b>Total 2020 Reconciled Costs</b>			<u><b>329.95</b></u>	<u><b>6,210,282</b></u>
<b>2020 Billed Amount</b>				<u><b>6,275,551</b></u>
<b>2020 Year-End-Adjustment</b>				<u><u><b>(65,269)</b></u></u>

### Note

The Year-End Adjustment above is included as an adjustment on the 2022 Billing Statement.  
This amount is incorporated into the monthly invoice amount for 2022.

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# OPP 2020 Reconciled Court Security Cost Summary

## Elgin Group

Reconciled costs for the period January 1 to December 31, 2020

### 2019 Cost-Recovery Formula

#### Salaries and Benefits

		Positions	\$/FTE	Total
<b>Uniform Members</b>	<b>Note 1</b>			
Part-Time Constable .....		0.62	82,108	50,827
<b>Total Uniform Salaries</b>		0.62		50,827
Shift Premiums .....			1,076	666
Uniform Benefits - Part-Time Salaries .....		14.98%		7,614
<b>Total Uniform Salaries &amp; Benefits</b>				<b>59,107</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>			
Communication Operators .....			6,635	4,107
Prisoner Guards .....			1,764	1,092
Operational Support .....			5,037	3,118
RHQ Municipal Support .....			2,488	1,540
Telephone Support .....			120	74
Office Automation Support .....			644	399
Mobile and Portable Radio Support .....			200	248
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>10,578</b>
<b>Total Salaries &amp; Benefits</b>				<b>69,685</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>			
Communication Centre .....			167	103
Operational Support .....			830	514
RHQ Municipal Support .....			249	154
Telephone .....			1,462	905
Mobile Radio Equipment Repairs & Maintenance .....			102	126
Office Automation - Uniform .....			2,390	1,479
Vehicle Usage .....			8,805	5,450
Detachment Supplies & Equipment .....			534	331
Uniform & Equipment .....			1,974	2,444
<b>Total Other Direct Operating Expenses</b>				<b>11,507</b>
<b>Total 2020 Reconciled Court Security Cost</b>				<b>\$ 81,192</b>
<b>Total OPP-Policed Properties</b>				5,893
<b>Cost Per Property</b>				<b>\$ 13.78</b>

## **OPP 2020 Reconciled Court Security Cost Summary**

### **Elgin Group**

**Reconciled costs for the period January 1 to December 31, 2020**

#### **Notes:**

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2020 activity levels and requirements determined by servicing detachment staff. The COVID pandemic restrictions may have significantly reduced the court security requirements for the municipality.  
Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2020 salaries incorporate the January 1, 2020 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the rates set by the Treasury Board Secretariat, (2020-21).
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2019 Municipal Policing Cost-Recovery Formula.
- 3) The Municipality's remaining grant credit from the Ministry's 2021 Court Security Prisoner Transportation Grant Program is subject to an adjustment if the 2020 grant allocation is more than the 2020 reconciled costs. There was no information available about the status of 2022 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 13, 2021

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

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

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

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

The update Council on monthly activities since last report

**Background:**

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

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

2020		
Township Office	Budget	Status/Comment
Water Heater	2000.00	Completed
Pickup truck replacement	45000.00	Completed
Evolta Online permit System	12500.00	Completed
Municipal Property		
Windows at Medical Centre	7000.00	Completed
Village Square Roof Repairs	2000.00	Completed
Lights at Medical Office		Completed
Keystone Complex		
Parking lot Lights	4500..00	Completed
Pavilion Cooking Hood	10000.00	Postponed

Barrier/Bollards to protect playground and septic system	15000.00	Postponed

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

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

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

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



**Permit Comparison Summary**

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

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

**New Water Service**

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

**Inspection Summary**

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

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

**Permit Comparison Summary**

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

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
ACCESSORY BUILDING PERMIT	23	6,972.05	551,301.00	26	7,482.05	938,595.00
ADDITION/ALTERATION/RENOVATION	11	76,722.66	6,238,980.00	12	11,158.15	1,204,200.00
COMMERCIAL CONSTRUCTION PERMIT	1	6,480.00	540,000.00	0	0.00	0.00
DECK PERMIT	8	1,674.77	68,500.00	7	1,521.99	87,000.00
DEMOLITION PERMIT	4	600.00	22,000.00	4	600.00	37,000.00
FARM BUILDING LIVESTOCK PERMIT	1	3,905.28	800,000.00	4	16,796.00	2,157,800.00
FARM BUILDING NON LIVE STOCK	15	42,391.19	8,645,750.00	9	4,738.90	2,050,600.00
IND./COM./INST CONSTRUCTION PERMI	0	0.00	0.00	3	1,446,210.48	120517,540.00
NEW SINGLE FAMILY DWELLING PERM	21	50,657.25	9,693,000.00	78	184,840.22	47,910,832.30
SEWAGE SYSTEM REPAIR PERMIT	3	1,600.00	31,000.00	1	400.00	18,500.00
SEWAGE SYTEM PERMIT	13	6,500.00	217,000.00	15	7,400.00	277,800.00
SIGN PERMIT	0	0.00	0.00	2	4,950.00	408,000.00
SWIMMING POOL PERMIT	13	1,950.00	441,500.00	14	2,100.00	700,500.00
TENT	2	300.00	3,300.00	5	750.00	8,758.00
<b>New Water Service</b>						
New Water Service	3	450.00	6,200.00	6	2,250.00	42,000.00
<b>ROOF TOP SOLAR RESIDENTIAL</b>						
ROOF TOP SOLAR RESIDENTIAL	0	0.00	0.00	1	150.00	25,000.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	118	187
Total Dwelling Units Created	19	78
Total Permit Value	27,258,531.00	176,384,125.30
Total Permit Fees	200,203.20	1,691,347.79
Total Compliance Letters Issued	0	0
Total Compliance Letter Fees	0.00	0.00

**Inspection Summary**

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 12, 2021

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

**REPORT NO:** CAO 2021-61

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

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

None – For Council Information.

#### **Purpose:**

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

#### **Background:**

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

<b>September 1, 2021</b>	Southwold Minor Variance 2021-06 - Follow-Up Meeting
<b>September 1, 2021</b>	Elgin RMA Review - Scope of Services Workshop
<b>September 7, 2021</b>	Southwold Scholarship Review
<b>September 8, 2021</b>	Elgin Administrators Group Meeting
<b>September 8, 2021</b>	Staff Meeting
<b>September 9, 2021</b>	SWPH Municipal Partners Teleconference
<b>September 9, 2021</b>	Meeting with Ted Gill
<b>September 9, 2021</b>	Volunteer Firefighter Wage Rate Review
<b>September 13, 2021</b>	Council Meeting
<b>September 15, 2021</b>	Staff Meeting
<b>September 15, 2021</b>	Elgin Administrators Group Meeting
<b>September 18, 2021</b>	Royal Oak Grand Opening - Ribbon Cutting at 2:00 pm
<b>September 21, 2021</b>	Lisa, Caitlin - Rental Facility Vaccination Policy Discussion
<b>September 21, 2021</b>	Compressed Work Week - Statutory Holiday Discussion
<b>September 22, 2021</b>	Elgin Administrators Group Meeting
<b>September 22, 2021</b>	Talbotville Development - SPA Review With County Solicitor
<b>September 23, 2021</b>	SWPH Municipal Partners Teleconference
<b>September 27, 2021</b>	Elgin Clerks' Meeting
<b>September 28, 2021</b>	Facilities Management Meeting
<b>September 28, 2021</b>	Interviews -Director of Infrastructure
<b>September 29, 2021</b>	Staff Meeting
<b>September 29, 2021</b>	Elgin Administrators Group Meeting

**September 29, 2021** Central Community Health Board Meeting  
**September 29, 2021** The Ridge at Talbotville Grove - Block 59 Condo Application  
**September 29, 2021** CONFIDENTIAL Performance Evaluation  
**September 30, 2021** National Day for Truth and Reconciliation Ceremony

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

- Facilitating development in Talbotville
- Talbotville Park project

*Training Undertaken by Staff:*

None.

*2021 Capital Project Progress :*

Project	Budget	Status/Comments
Admin		
Firewalls - Fire Stations	\$2,200	Ongoing
Offsite Backup	\$3,000	Ongoing
Online Meeting Equipment	\$15,000	Ongoing
Phone System Upgrade/Replacement VOIP	\$15,000	Ongoing
Server - UPS	\$1,000	Ongoing
Server Replacement	\$15,000	Ongoing
Asset Management Software/Services (carry forward from 2020)	\$35,000	Treasurer continuing work on Asset Management.
Branding and Marketing	\$15,000	Full brand roll-out continues.
IT Penetration/Security Testing	\$10,000	Ongoing
Laserfiche Web Portal (carry forward from 2020)	\$17,500	Implementation scheduled for first week of October.
Scanning Oversized Documents (carry forward from 2020)	\$5,000	Ongoing
Website Update - started 2020, balance of project	\$20,000	Website Launched August 17, 2021.

Parks		
Fingal Heritage Park – Electrical and water, Park Sign, 4 Benches, Landscaping	\$30,000	Water service and electrical service being coordinated with Councillor Pennings & PW. Quotations for benches received; memorial bench program to be discussed at Council.
Talbotville Park (2021-2022)	\$800,000	Baseball Diamond contract awarded. Construction underway. Pavilion & Washroom contract awarded. Construction underway. Playground contract awarded. Construction complete.
Trails Various – ICIP COVID Grant Application	\$125,000	Trail completed at new park in Talbotville. Quotations received for trail at Shedden Open Space Park. Trail work being coordinated for Fingal Heritage Park following brush/tree removal.

## Water

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

## Wastewater

Project	Budget	Status/Comments
Talbot Meadows Reconstruction - install Sewers	\$1,350,000	Construction underway.
Talbotville Gore Trunk to Enclave	\$600,000	Project complete.
Acoustic Audit – failed in 2018, needs to be redone	\$5,000	To be scheduled soon.

Installation of a flowmeter on the inlet by-pass line back to eq tank 302	\$10,000	Unknown
Raw equalization tanks: cleaning	\$4,000	Completed.
Membranes: cleaning of membranes	\$ 10,000	Scheduled in Spring & Fall.
Plant chemicals: (Chlorine, Alum, Caustic)	\$6,000	Ongoing
Sludge/biosolids: removal and disposal	\$5,000	Ongoing
Purchase of membranes on unused side	\$115,000	Completed.
Contingency: items not planned for such as possible equipment failure(blowers, motors, pumps, switches)	\$5,000	Ongoing

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

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

September 23, 2021

Bereavement Authority of Ontario  
100 Sheppard Ave. East, Suite 505,  
Toronto, ON M2N 6N5

Mr. Ray Porrill, Licensing Officer

Lakeroad Cemetery ( Hunter Cemetery)  
C/O Ralph Jones  
35539 Lake Line  
RR1  
Port Stanley, ON  
N5L 1J1

Dear Mr. Porrill,

Please accept this as a formal request from the Lakeroad Cemetery  
(Hunter Cemetery) Board Trustees for the Township of Southwold to  
assume ownership, maintenance and operation of the Lakeroad  
Cemetery (Hunter Cemetery).

I have the authority to request and authorize this transfer.

Should you have any questions please contact me.

Thank you.

Sincerely,

Ralph Jones

Steve Jones

Grant Jones

# Facility Fee Waiver Request Form

By providing information on this form, you are requesting a waiver of rental rates for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, or the Talbotville Optimist Park.

For events being held in 2022, the deadline for submission is November 15th, 2021.

## Notice of Collection of Personal Information

Personal information on this form is collected under the legal authority of the *Municipal Act, 2001*, as amended. This information is collected and maintained for the purpose of providing information to the Township of Southwold's Council to waive rental fees. Question about this collection should be directed to the CAO/Clerk, by mail at 35663 Fingal Line, Fingal, ON N0L 1K0, by phone at 519-769-2010 or by email at [cao@southwold.ca](mailto:cao@southwold.ca). This information will appear on a Council Agenda.



By completing this form, you are requesting the waiver of rental fees for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, or Talbotville Optimist Park.

Deadline for events being held in 2022 is November 15th, 2021.

The booking process will remain the same. All existing rental documentation will need to be completed and submitted, which includes a rental agreement, and signed facilities agreement.

A certificate of insurance must be provided.

**Organization's Name: \***

YMCA of Southwestern Ontario-EarlyON

**Representative's Name: \***

Krista Thompson

**Is there a secondary contact person for your organization? \***

☐ No

☒ Yes

**Secondary person's name (first and last)**

Lori Gower

**Secondary person's contact number:**

519-432-0488 ex 2

**Secondary person's email address:**

lori.gower@swo.ymca.ca

**Contact Number: \***

226-927-1997

**Email Address: \***

krista.thompson@swo.ymca.ca

**Not for Profit # or Charitable Organization  
Registration #:**

10764 1649 RR0002

**Date(s) of requested fee waiver: \***

Mondays Nov 2021-June 2022, excluding any holidays, from 9-12:30 Nov 1, 8, 15, 22, 29  
Dec 7, 14, 21  
Jan 3, 10, 17, 24, 31  
Feb 7, 14, 28  
March 7, 14, 21, 28  
April 4, 11, 25  
May 2, 9, 16, 30  
June 6, 13, 20, 27

## Activity or Event Description

**How will your activity or event enhance community services and recreation in the Township of Southwold? \***

EarlyON programs are free playgroups for children 0-6 years with their parents/caregivers. EarlyON programs promote child/caregiver relationships and healthy child development. Every playgroup is facilitated by an Early Childhood Educator, who is capable of providing referrals to other services, information about early childhood, and positive play experiences.

**Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents. \***

EarlyON programs greatly encourage positive social connections with children/caregivers and the community. Programs enhance healthy child development and provide support to children 0-6 years and their caregivers. Programs are inclusive, diverse, and free.

**What will the impact on the activity or event be if the fee is not waived? \***

If the fee is not waived providing an EarlyON program in the community might not be possible.

**Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)? \***

No

**What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)? \***

Programs are fully inclusive with diverse materials available for all. Partnerships with other service providers occur and additional resources can be provided.

**Please select the facility that you are requesting a fee waiver for: \***

☐ Shedden Open Space Park

☐ Fingal Heritage Park

☐ Fingal Ball Park

☐ Talbotville Optimist Park

☒ Southwold Keystone Complex

**On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every aspect. \***

☒ Agree

☐ Disagree

**Date: \***

10/6/2021



# Thank you for your application.

You will receive confirmation of your submission by email within 5 business days of receipt.

The Township of Sotuhwold may waive fees to eligible applicants to help offset the fee(s) that would be charge by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, special event permit, and/or COVID forms.

Council reserves the right to limit the total amount of fees waived annually.

## **Ineligibility**

Some activities are beyond the scope of this program regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements within the Township
- Damage deposits will not be refunded
- Non-Township fees or expenses

September 28, 2021

Honourable Doug Ford, Premier of Ontario  
Honourable Doug Downey, Attorney General

**Support Resolution from the Council of Sarnia passed September 13<sup>th</sup> re  
Renovictions**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on September 27, 2021 considered the aforementioned topic and subsequent to discussion, the following was resolved:

“That Chatham-Kent Council support the resolution from the City of Sarnia requesting that the Government of Ontario take additional and meaningful steps to address the ever increasing problem of “Renovictions” in The Province of Ontario. Citizens and communities are hurt by these unscrupulous practices which can and does directly impact the affordable housing crisis, as well as inflict damage (both financially and mentally) particularly on our most vulnerable citizens; and

That this correspondence be sent to other Municipalities in Ontario for their consideration and possible endorsement.”

If you have any questions or comments, please contact Judy Smith at [judys@chatham-kent.ca](mailto:judys@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

C  
Local MP & MPP  
Ontario Municipalities

## MEMO

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October 6, 2021

### **Memo to Councils and CAOs/City Managers, All Municipalities in the Southwestern Public Health Region:**

Please be advised that as of October 31, 2021, I am providing instruction to all owners, operators and persons responsible for facilities used for organized sports and recreational venues within the geographic area serviced by Southwestern Public Health (SWPH) to require proof of vaccination from all individuals aged 12 and older. Attached is my letter of instruction on this matter, which is being posted on Southwestern Public Health's website, communicated via the media, and by social media, and will be mailed to all sports and fitness recreational facilities in the region.

In doing so, I am drawing upon Schedule 1, Section 2 (2) of *O. Reg 364/20*, formerly a regulation under the *Emergency Management and Civil Protection Act, R.S.O. 1990*, but now a regulation under the *Reopening Ontario Act, S.O. 2020*, as follows:

All Owners, Operators and Persons Responsible for facilities used for sports and recreational fitness activities located in the Southwestern Public Health service area are instructed to:

1. Require each person, age 12 years and older, at the point of entry, who attends the indoor area of the Facility for the purpose of:
  - a) actively participating in organized sports,
  - b) coaching, officiating, or volunteering at organized sports, or
  - c) spectating at organized sports,to provide identification and proof of being fully vaccinated against COVID-19 or a valid medical exemption.
2. Develop and implement a COVID-19 vaccination policy for your facility staff, contractors and/or subcontractors, and volunteers that follows the [Letter of Recommendation](#) issued by Southwestern Public Health for workplaces and employers.
3. Comply with all other requirements under the [Reopening Ontario Act](#) and its regulations that apply to the Facility.

In order to more successfully reach all applicable individuals, I request that you also forward the appended letter to those you know of in your community.

With this approach, enforcement is to be conducted by police officers and municipal bylaw officers. From communicating with the CAOs/City Managers of the municipalities, I appreciate that resources to conduct such enforcement can be limited. As such, it will be incumbent on Southwestern Public Health, in partnership with our municipalities and other stakeholders, to, where possible, educate first and support these businesses and organizations and the general public to achieve a high degree of compliance.

My rationale for proceeding with this course of action, at this time, is as follows:

- Similar to other communities across Ontario, Southwestern Public Health is experiencing a fourth wave of the COVID-19 pandemic due to an increase in cases of the more contagious Delta (B.1.617.2) variant.
- Adherence to the instructions outlined in this letter will assist our collective efforts by reducing the risk of COVID-19 transmission during high-risk activities in organized sporting venues and recreational centres.
- Activities related to organized sports have the potential to enhance COVID-19 transmission. Specifically, close contact, forceful exhalation, prolonged exposure, crowded indoor spaces and masks or face coverings removed during physical activity contribute to the enhanced likelihood of COVID-19 transmission.
- Verifying proof of vaccination for persons 12 years and older in the facilities noted above will strengthen protections for the SWPH community by helping curb the spread of COVID-19.
- I am aware that as of October 5, 2021, 81.2% of all residents aged 12 and older in the Southwestern Public Health region are fully immunized. For youth aged 12-17, 67.9% are fully immunized.

Thank you for the support that Southwestern Public Health has received related to this very important and challenging public health matter. COVID-19 is the pandemic of our lifetime, and it takes the collective efforts of all of us to protect our communities from it.

Sincerely,

A handwritten signature in cursive script, appearing to read 'J. Lock'.

Dr. Joyce Lock  
Medical Officer of Health  
Southwestern Public Health

Copy: Cynthia St. John, CEO, Southwestern Public Health  
Board of Health Members, Southwestern Public Health





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

**Woodstock Site**  
410 Buller Street  
Woodstock, ON  
N4S 4N2

**October 6, 2021**

**To:** All Owners, Operators and Persons Responsible for facilities located in Elgin County, Oxford County, and the City of St. Thomas used for indoor organized sports

**Re:** Southwestern Public Health Proof of Vaccination Instructions for Owners / Operators of Facilities used for organized sport

**Issued by:** Dr. Joyce Lock, Medical Officer of Health, Southwestern Public Health

**Effective Date of Implementation:** 12:01AM Wednesday, October 31, 2021, until further notice unless otherwise specified

I am writing to notify all owners/operators of the above facilities of your responsibilities outlined below. I would also like to thank you for your ongoing support in protecting the health of those who enter multi-use recreational facilities within the Southwestern Public Health (SWPH) region as we continue to endure this pandemic.

Similar to other communities across Ontario, Southwestern Public Health is experiencing a fourth wave of the COVID-19 pandemic due to an increase in cases of the more contagious Delta (B.1.617.2) variant. Adherence to the instructions outlined in this letter will assist our collective efforts by reducing the risk of COVID-19 transmission during high-risk activities that occur in organized sporting venues and recreational centers.

Activities related to organized sports have the potential to enhance COVID-19 transmission. Specifically, close contact, forceful exhalation, prolonged exposure, crowded indoor spaces and masks or face coverings removed during physical activity contribute to the enhanced likelihood of COVID-19 transmission. Verifying proof of vaccination for persons 12 years and older in the facilities noted above, according to this Letter of Instruction, will strengthen protections for the SWPH community by helping curb the spread of COVID-19.

As of October 5, 2021, 81.2% of all residents aged 12 and over in the SWPH region have received two doses of the COVID-19 vaccine and 67.9% of youth aged 12-17 are now fully immunized. Our COVID-19 vaccine clinics in St. Thomas, Woodstock, as well as many pop-up clinics across the region, remain open for those who are eligible and wish to be vaccinated.

I, Dr. Joyce Lock, as the Medical Officer of Health for Southwestern Public Health, am issuing instructions pursuant to Schedule 1, Section 2 (2) of Ontario Regulation 364/20: Rules for areas in Step 3 and at the Roadmap Exit Step of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020 c. 17. Where this Letter of Instruction imposes an additional requirement not set out in the *Reopening Ontario Act*, the requirement under this Letter of Instruction must be followed.

Those aged between 12 and 17 who participate in organized sports are currently eligible to be immunized against COVID-19 but are not included in provincial proof-of-vaccination requirements. Adding this requirement for this group will help prevent cases of COVID-19 which may result in serious negative outcomes, or spread to others who are at higher risk.

All Owners, Operators and Persons Responsible for facilities used for sports and recreational fitness activities located in the Southwestern Public Health service area are instructed to:

1. Require each person, age 12 years and older, at the point of entry, who attends the indoor area of the Facility for the purpose of
  - a) actively participating in organized sports,
  - b) coaching, officiating, or volunteering at organized sports, or
  - c) spectating at organized sports,to provide identification and proof of being fully vaccinated against COVID-19 or a valid medical exemption.
2. Develop and implement a COVID-19 vaccination policy for your facility staff, contractors and/or subcontractors and volunteers that follows the [Letter of Recommendation](#) issued by Southwestern Public Health for workplaces and employers.
3. Comply with all other requirements under the [Reopening Ontario Act](#) and its regulations that apply to the Facility.

These instructions do not apply to a person who is entering an indoor area solely for the following purposes:

1. to use a washroom;
2. to access an outdoor area that can only be accessed through an indoor route;
3. while paying for an order;
4. to purchase admission; or
5. as may be necessary for the purposes of health and safety including an emergency.

## DEFINITIONS

For the purpose of these instructions:

- **“Facility”** means a facility located in Elgin County, Oxford County, or the City of St. Thomas where organized sports are played and/or practiced.
- **“[Fully Vaccinated](#)”** means a person has received the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, one or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or three doses of a COVID-19 vaccine not authorized by Health Canada; and they received their final dose of the COVID-19 vaccine at least 14 days ago.
- **“Owner/Operator”** means an owner/operator of a facility located in Elgin County, Oxford County or the City of St. Thomas where organized sports are played and/or practiced.

- **“Organized Sport(s)”** means sport(s) and recreation including, but not limited to, sports leagues, organized pick-up sports, fitness classes, dance classes, gymnastics, martial arts, and swimming classes, or as otherwise described in the Ministry of Health’s [Proof of Vaccination Guidance](#) for Businesses and Organizations under the *Reopening Ontario Act*.

### **Enforcement**

You are required to comply with the additional measures above, pursuant to regulations under the *Reopening Ontario Act*, including any successor legislation or regulations.

As per the *Reopening Ontario Act*, individuals who do not comply with the above-noted requirements may be liable for a fine up to a maximum of \$100,000 or, in the case of a corporation, not more than \$10,000,000 for each day or part of each day on which the offence occurs or continues.

Inquiries about these instructions should be directed to Southwestern Public Health at: [communications@swpublichealth.ca](mailto:communications@swpublichealth.ca)

Yours truly,

A handwritten signature in cursive script, appearing to read "J. Lock", with a horizontal line underneath.

Dr. Joyce Lock  
Medical Officer of Health  
Southwestern Public Health

## **PROOF OF VACCINATION TO SOON BE REQUIRED FOR ALL THOSE OVER THE AGE OF 12 TO ENTER SPORT AND RECREATION FACILITIES**

**FOR IMMEDIATE RELEASE**

**October 6, 2021**

London, ON – Huron Perth Public Health, the Middlesex-London Health Unit and Southwestern Public Health announced additional proof of vaccination requirements today for recreational facilities used for organized sports. Proof of COVID-19 vaccination will now be required for anyone over the age of 12 who enters an indoor area of a sports or recreational fitness facility to participate in, coach, officiate, or watch organized sport. The requirement will come into effect on October 31<sup>st</sup>.

The decision to extend the proof of vaccination requirement to all those aged 12 and older attending these facilities and to a younger age group involved in organized sport was made due to the nature of sport and fitness activities, which can create opportunities for COVID-19 to spread more easily. These factors include close contact between participants, forceful exhalation and increased respiratory rate, prolonged exposure, crowded indoor spaces and the removal of masks/face coverings during physical activity. It was also made in part because everyone 12 years of age and older is currently eligible to receive the vaccine.

“Indoor sports increase the risk of spreading COVID-19,” says Dr. Chris Mackie, Medical Officer of Health with the Middlesex-London Health Unit. “We have seen outbreaks in these settings across Ontario, and immunization is the solution if we want sports to continue.”

“The goal of this instruction is to reduce the risk of serious illness transmitted between players, coaches, and their families cheering them on from the stands. Organized sports are community events – we need to balance protecting our community, while finding ways to safely enjoy the activities we are passionate about,” says Dr. Joyce Lock, Medical Officer of Health at Southwestern Public Health.

“These additional protective measures will make it safer for everyone entering a facility for organized sports, whether to play, practice, coach, volunteer, or watch,” says Dr. Miriam Klassen, Medical Officer of Health, Huron Perth Public Health.

The three health units will issue *Letters of Instruction* shortly to the owners and operators of facilities in the communities they serve, where organized sports are played or practised. The letters were created by the Medical Officers of Health under their authority outlined in the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c.17* and extend the provisions of *O.Reg 364/20*, which requires proof of COVID-19 vaccination and identification for all those 18 years of age and older who actively participate in organized sports or recreational fitness programs. In addition to players, the provisions of the *Letters of Instruction* apply to coaches, officials, volunteers and spectators aged 12 and over.

In addition to the added risks of virus spread associated with sport, the three health units continue to see new COVID-19 infections, particularly among people who are unvaccinated, including those under the age of 12, who are not yet eligible to receive the vaccine. The provisions contained within the *Letters of Instruction* come into effect at 12:01 a.m. on Sunday, October 31<sup>st</sup>, 2021.

**Media Contacts:**

Dan Flaherty, Communications Manager, Middlesex-London Health Unit, 519-617-0570

Megan Cornwell, Manager of Communications, Southwestern Public Health, 519-320-0819

Rita Marshall, Communications Manager, Huron Perth Public Health, [communications@hp-ph.ca](mailto:communications@hp-ph.ca)

**Spokespeople:**

Dr. Chris Mackie, Medical Officer of Health, Middlesex-London Health Unit

Dr. Joyce Lock, Medical Officer of Health, Southwestern Public Health

Dr. Miriam Klassen, Medical Officer of Health, Huron Perth Public Health



**NOTICE OF THE ADOPTION OF AN OFFICIAL PLAN AMENDMENT  
BY THE CORPORATION OF THE CITY OF ST. THOMAS**

**Orchard Park Meadows**

**TAKE NOTICE** that the Council of the Corporation of the City of St. Thomas passed By-Law No. 145-2021 on the 4<sup>th</sup> day of October, 2021, pursuant to Subsection 17(22) of the Planning Act, R.S.O. 1990, as amended, adopting Official Plan Amendment No. 100.

The lands can be described as Part of Lot 10, Concession 7, formerly Township of Yarmouth, County of Elgin, now in the City of St. Thomas and are shown outlined in a heavy solid line on the Key Map below.

The applicant, Performance Communities Realty Inc., has submitted an associated Draft Plan of Subdivision (34T-21505) and Zoning By-law Amendment application (2-09-21) to the City of St. Thomas.

The subject property is designated 'Residential', 'Natural Heritage' and 'Special Development Area 4' within the Official Plan of the St. Thomas Planning Area. The area surrounding the subject lands is generally designated for residential use within the City of St. Thomas, however, there is a portion of the subject lands that is designated and zoned natural heritage. Further, the northwest corner of Centennial Road and Southdale Line is the southeast extent of the municipal boundary to the City of St. Thomas. The lands to the east and south are within the Municipality of Central Elgin and are designated for agriculture.

A public meeting was held on September 13, 2021. Questions regarding setbacks for decks, total number of units, marketing for the multi-residential units, amenities at the park, traffic and trail development were raised at the Public Meeting. A follow up report from staff was presented to Council at the October 4<sup>th</sup> meeting.

The purpose and effect of Official Plan Amendment No. 100 is to amend the City's Official Plan to modify the boundary of the 'Natural Heritage' designation within the proposed draft plan of subdivision.

The subject lands are also the subject of concurrent applications under the Planning Act for a proposed Draft Plan of Subdivision, File No. 34T-21501 as well as an application for a proposed Zoning By-law Amendment, File No. 2-09-21.

In coming to its decision, Council took into consideration the planning reports 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 145-2021 must file with the Clerk of the Corporation of the City of St. Thomas, not later than the 28<sup>th</sup> day of October, 2021. A notice of appeal must set out the reasons for the appeal, and the specific part of the proposed Official Plan Amendment to which the appeal applies. Further, the notice of appeal must be accompanied by the fee required by the Ontario Land Tribunal.

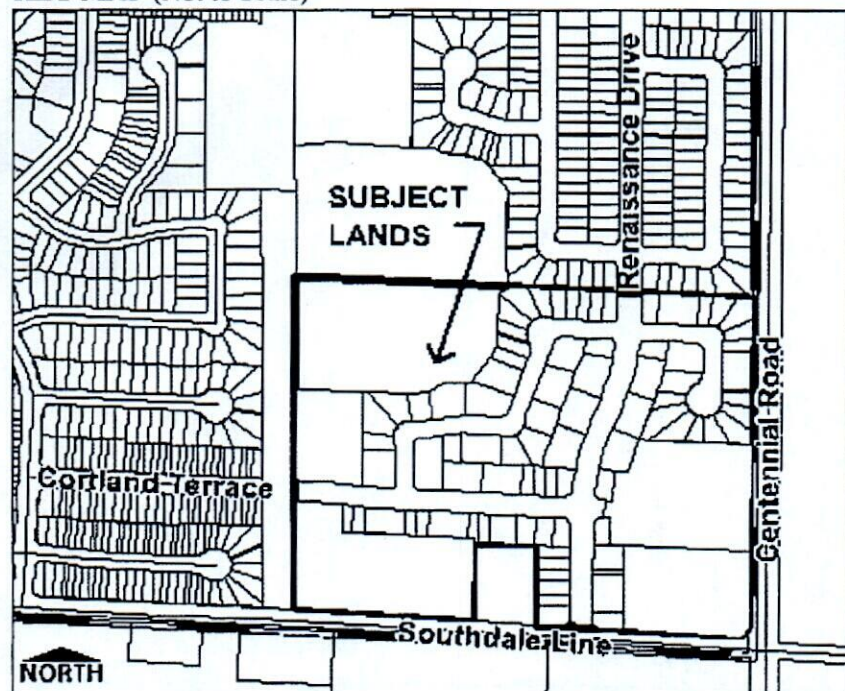
Only individuals, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

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.

**PUBLIC ACCESS TO INFORMATION** relating to the proposed Official Plan 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](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 8<sup>th</sup> day of October, 2021.

**KEY MAP (Not to Scale)**



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



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

**Orchard Park Meadows**

**TAKE NOTICE** that the Council of the Corporation of the City of St. Thomas passed By-Law No. 146-2021 on the 4<sup>th</sup> day of October, 2021, pursuant to Subsection 34(18) of the Planning Act, R.S.O., 1990, as amended.

The lands can be described as Part of Lot 10, Concession 7, formerly Township of Yarmouth, County of Elgin, now in the City of St. Thomas and are shown outlined in a heavy solid line on the Key Map below.

The applicant, Performance Communities Realty Inc., has submitted an associated Draft Plan of Subdivision (34T-21505) and Official Plan Amendment application (3-03-21) to the City of St. Thomas.

The subject property is currently located within the Third Residential Zone (hR3A-41) and Natural Heritage (NH) of the City of St. Thomas Zoning By-law 50-88. The applicant is proposing to rezone the lands to several site/area specific zones.

A public meeting was held on September 13, 2021. Questions regarding setbacks for decks, total number of units, marketing for the multi-residential units, amenities at the park, traffic and trail development were raised at the Public Meeting. A follow up report from staff was presented to Council at the October 4<sup>th</sup> meeting.

The purpose and effect of the proposed amendment is to place the lands into several zones to reflect special provisions on specific lots/blocks for deck projections, setbacks, lot coverage and the proposed townhouse dwellings.

The subject lands are also the subject of concurrent applications under the Planning Act for a proposed Draft Plan of Subdivision, File No. 34T-21501 as well as an application for a proposed Official Plan Amendment, File No. 3-03-21.

In coming to its decision, Council took into consideration the planning reports 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. 146-2021 must file with the Clerk of the Corporation of the City of St. Thomas, not later than the 28<sup>th</sup> 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.

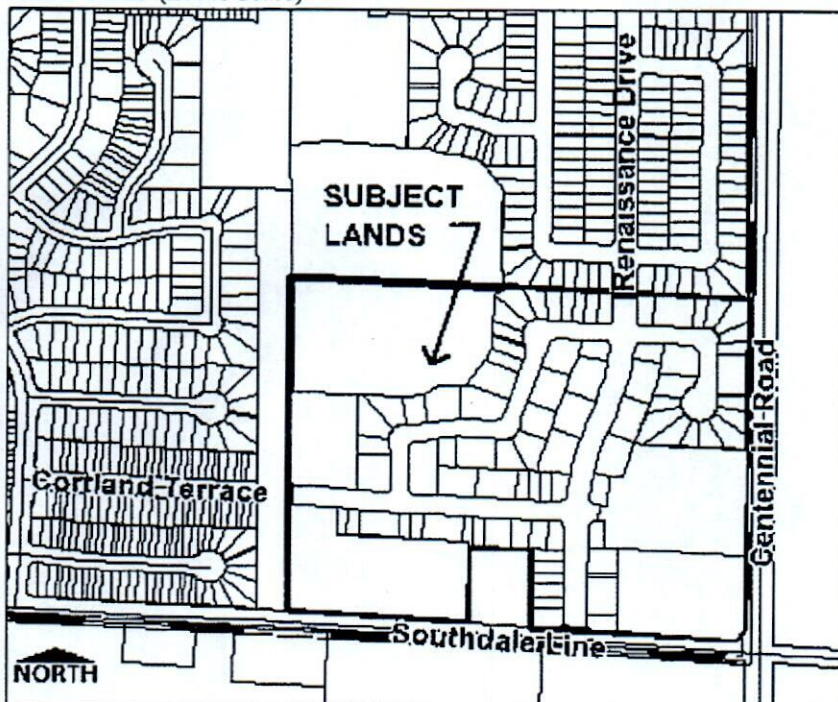
No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submission to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person 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](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 8<sup>th</sup> day of October, 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. 2021-62**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 12, 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 October 12, 2021; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.



**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND  
FINALLY PASSED THIS 12<sup>th</sup> DAY OF OCTOBER, 2021.**

---

Mayor

Grant Jones

---

CAO/Clerk

Lisa Higgs

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## ADDENDUM TO AGENDA

Tuesday October 12, 2021



### REGULAR MEETING OF COUNCIL

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

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## 2. ADDENDUM TO AGENDA

Items Added:

### 12. Closed Session:

- (d) A position or pending acquisition or disposition of land by the municipality or local board (Section 239 (2(c)) – Shedden Development Lands