



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

AGENDA

Monday November 22, 2021

REGULAR MEETING OF COUNCIL

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

1. **CALL TO ORDER**
2. **ADDENDUM TO AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **ADOPTION OF MINUTES**
 - (a) Minutes of Regular Council Meeting of November 8, 2021, and Minutes of the Special Council Meeting of November 15, 2021
 - (b) Minutes of the Young @ Heart Committee Meeting of August 17, 2021
 - (c) Minutes of the Winterfest/Family Day Committee Meeting of October 26, 2021
5. **DELEGATION**
 - (a) **7:15 p.m.** – Margaret Chinnery **RE: Water Bill**
 - (b) **7:30 p.m.** – Elgin Police Service Board- Inspector Mark Loucas, Detachment Commander, Mayor Sally Martyn, PSB Chair and CAO Julie Gonyou, PSB Secretary-Administrator **RE: Reporting On Our Progress**
 - (c) **7:45 p.m.** – Kimberly Earls, South Central Ontario Region (SCOR) Economic Development Corporation **RE: Annual Partner Update**
6. **DRAINAGE**

No business
7. **PLANNING**
 - (a) **8:00 p.m.** – Public Meeting – Draft Plan of Condominium- 1873828 Ontario Limited C/o Dave Sparenberg C/O Jody Pszczola, Associate, Dillon Consulting Limited.

Committee of Adjustment – Under Separate Agenda Package

- (b) **8:30 p.m.** – Public Hearing Committee of Adjustment – Minor Variance MV 2021-11 -1873828 Ontario Limited C/O Dave Sparenberg C/O Jody Pszczola, Associate, Dillon Consulting Limited.

8. REPORTS

- (a) Report from the Treasurer RE: 2022 Budget – User Fees, Background and Direction
- (b) Report from the Treasurer RE: Section 357/Tax Incentive Adjustment Applications
- (c) Report from the CAO/Clerk RE: Southwold Winterfest 2022
- (d) Report from the CAO/Clerk RE: Christmas Gift Certificates for Staff

9. CORRESPONDENCE

- (a) Waiver of Fees Request – Shedden Ag Society
- (b) Waiver of Fees Request – Eastern Star
- (c) Waiver of Fees Request – Ray Lunn SS#12 Community Picnic
- (d) Waiver of Fees Request – Biker’s Against Child Abuse (BACA)
- (e) Correspondence from Elgin County RE: CEMC Amending Agreement

10. BY-LAWS

- (a) By-law No. 2021-69, being a by-law to amend By-law No. 2018-23 being a By-law to provide rules governing the proceedings of Council and the conduct of its members.
- (b) By-law No. 2021-70, being a by-law to amend By-law No. 2021-21, appointment of Community Emergency Management Coordinator.
- (c) By-law No. 2021-71, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 15, 2021 and November 22, 2021

11. OTHER BUSINESS *(For Information Only)*

- (a) Email from Prime Minister Justin Trudeau’s office RE: Correspondence received regarding Long-Term Care Homes resolution
- (b) Resolution from the Municipality of Mattice-Val Côté RE: Property Assessment
- (c) News Release from CN RE: “Business Ambition for 1.5°C” and the “Race to Zero” Campaign
- (d) City of St. Thomas RE: Notice of Virtual Meeting – St. Thomas Pollution Prevention Control Plan
- (e) Resolution from Town of LaSalle RE: COVID-19 Testing at Land Border

12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board employees. (Section 239 (2) (b))- Water Department
- (b) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Section 239 (2) (f)) – Minor Variance Appeal

13. ADJOURNMENT:

NEXT MEETING OF COUNCIL

MONDAY DECEMBER 13, 2021 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting
Monday November 8, 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. – 7:32 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(7:00 p.m. – 7:32 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (7:04 – 7: 32 p.m.)
Bryan Pearce, Planner (7:00 p.m. – 7:06 p.m.)
June McLarty, Corporate Services Clerk (7:00 p.m.- 7:32 p.m.)

Mayor Jones called the meeting to order at 7:00 p.m.

ADDENDUM TO THE AGENDA:

9. Correspondence:

(d) Notice of Scheduled Water Service Interruption

DISCLOSURES: None.

ADOPTION OF MINUTES:

2021-305 Deputy Mayor Monteith – Councillor Pennings Minutes

THAT the Minutes of the Regular Council Meeting of October 25, 2021 are hereby adopted.

CARRIED

PLANNING:

Application for Consent E87-21 - Gifford

Planner Bryan Pearce presented his report to Council, noting that the proposal is for a lot addition from the farmlands at 37360 Lake Line (Gifford Lands), to the residential lot within North Port Stanley, located at 37362 Lake Line (Ken Gifford Lands). Also, the intent is to formalize an easement for access for the 2 above-noted properties, as well as the property to the west, being 37358 Lake Line. Mr. Pearce also reported that this application will be heard at the December 15th Land Division Committee Meeting.

2021- 306 Councillor Pennings – Councillor Emons Application for Consent E87-21 - Gifford

THAT Council of the Township of Southwold receive Report PLA 2021-36 regarding Consent Application E87-21 – Comment to the County of Elgin;

AND THAT Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for the consent application, File E87-21, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2021-36;

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2021-36 as Municipal comments to the County of Elgin.

CARRIED

REPORTS:

Activity Report from the Drainage Superintendent

The October monthly activity report from the Drainage Superintendent was presented to Council.

Activity Report from the Fire Chief

The October monthly activity report from the Fire Chief was presented to Council.

Activity Report from the Public Works Superintendent

Public Works Superintendent Paul Van Vaerenbergh presented his monthly activity report for October to Council.

2021-307 Councillor North – Councillor Emons Q3 Financial Report

THAT Report FIN 2021-37 Financial Report – January to September 2021 be received and filed for information.

CARRIED

Activity Report from the Director of Building and Community Services

The October monthly activity report from the Director of Building and Community Services was presented to Council.

Activity Report from the CAO/Clerk

CAO/Clerk Lisa Higgs presented her monthly activity report for October to Council.

Noise By-law Survey Results

CAO/Clerk Lisa Higgs reported that 137 surveys were received in response to feedback on the Noise By-Law. Ms. Higgs noted that most of the concerns were for parking, dogs barking, traffic and fireworks. There was also a strong opposition to having a noise by-law. A report will be brought back at a future meeting regarding a proposed fireworks by-law.

2021- 308

Councillor Emons – Councillor North

**Noise By-law Survey
Results**

THAT Council receives the summary of the Noise By-Law public survey results;

AND THAT Council does not proceed with the enactment of a Noise By-Law;

AND THAT staff be directed to bring forward recommendations with respect to a possible Fireworks By-Law for future consideration.

CARRIED

2022 Council Meeting Dates

CAO/Clerk Lisa Higgs presented her report to Council. Council discussed the possibility of changing the start time for regular meetings.

2021-309

Deputy Mayor Monteith – Councillor Pennings

**2022 Council
Meeting Dates**

THAT Council receives the Council Meeting Dates for 2022 as information;

AND THAT Council considers an alternative schedule for the Council meeting times for 2022.

CARRIED

STAFF DIRECTION

Staff was directed by Council to have 4 of the regular Council meetings from January to April start at 5:30 p.m. and end no later than 9:30 p.m. One of July or August meetings will begin at 9:00 a.m. and end no later than 1:00 p.m.

CORRESPONDENCE:

- Correspondence from Good Road Board of Directors RE: Call for Nominations
- Correspondence from CUPE Ontario RE: OMERS Review
- Thank you from Jordan Dubyk- Scholarship

Council reviewed these items under Correspondence.

Notice of Water Service Interruption

Director of Infrastructure and Development Services, Peter Kavcic gave Council an overview of the notice of water service interruption that is scheduled from 10:00 p.m. on November 16th to 5:00 a.m. on November 17th. The City of St. Thomas is replacing a valve on the on the secondary water line.

Staff will post the notice on the Township website and social media accounts as well as at the library. Staff will also notify the high-water users and an email can be sent to those who receive their bills electronically.

CAO/Clerk Lisa Higgs introduced Peter to the Township and Mayor Jones welcomed him to the team.

BY-LAWS:

- By-law No. 2021-66, being a by-law to appoint the Director of Infrastructure and Development Services
- By-law No. 2021-67, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 8, 2021

2021-310

Councillor North – Councillor Emons

By-laws

THAT By-law Nos. 2021-66 and 2021-67 be read a first and second time.

AND THAT By-laws Nos. 2021-66 and 2021-67 be read a third time and finally passed.

CARRIED

OTHER BUSINESS:

- Resolution from Municipality of Chatham-Kent RE: Professional Development Day on Municipal And School Board Election Day, October 24, 2022
- CN News Release RE: CN and Progress Rail Advance Sustainability Efforts with a Renewable Fuels Partnership

- Email from Premier Doug Ford RE: Resolution Long-Term Care Homes
- Memo from Southwestern Public Health RE: Change to Service Model

Council reviewed the items under Other Business

CLOSED SESSION:

2021-311 Councillor Pennings – Councillor North 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 **7:32 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board employees. (Section 239 (2) (b)) – Senior Management Compensation
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239 (2) (f)) – Mel Minor Variance Appeal
- 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

CARRIED

2021-312 Councillor Emons – Councillor North Treasurer Compensation

THAT Council adopt the recommendations in staff report CAO-2021-24, dated November 8, 2021, re: Director of Corporate Services/Treasurer Compensation.

CARRIED

ADJOURNMENT:

2021-313 Deputy Mayor Monteith – Councillor Pennings Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **8:47 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Special Council Meeting
Monday November 15, 2021
6:00 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
Bryan Pearce, Planner
Peter Kavcic, Director of Infrastructure and Development Services

PUBLIC MEMBERS IN ATTENDANCE:

Willy Luyks
Martha Earley
Harm Spangenberg
John Andrews
Aldo Caranci
Jim Bujouves
Laverne Kirkness
Anne DeVries
Steve Bushell
Ted Gill
Barbara Rosser
Jay Futcher
Dave Nichols
Deb Logghe

ADDENDUM TO THE AGENDA: None.

DISCLOSURES: None.

REPORT:

Consideration of Adoption of a New Official Plan for the Township of Southwold – Recommendation Report

Planner Bryan Pearce presented his report to Council. No questions were asked and no comments were received.

2021- 314 Deputy Mayor Monteith – Councillor Emons Official Plan

THAT Council of the Township of Southwold receive Report PLA 2021-37 regarding Consideration of Adoption of a New Official Plan for the Township of Southwold – Recommendation Report;

AND THAT Council of the Township of Southwold confirm that no further public consultation is required;

AND THAT Council of the Township of Southwold adopt the New Official Plan, in accordance with the By-law contained within Appendix Two of Report PLA 2021-37;

AND THAT Council of the Township of Southwold directs Administration to post the required Notice of Adoption in the local newspaper, the Township website and circulate it in accordance with Section 17(23) of the Planning Act;

AND FURTHER THAT Council of the Township of Southwold directs Administration to submit the Township of Southwold’s New Official Plan to the County of Elgin for Approval pursuant to Section 17(23) of the Planning Act.

CARRIED

BY-LAW:

- By-law 2021-68, being a by-law to adopt an Official Plan for the Township of Southwold

2021-315 Councillor Pennings – Councillor North Official Plan By-law

THAT By-law No. 2021-68 be read a first and second time.

AND THAT By-law No. 2021-68 be read a third time and finally passed.

CARRIED

ADJOURNMENT:

2021-316

Councillor Emons – Councillor Pennings

Adjournment

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **6:21 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Southwold Young at Heart Committee Meeting Minutes August 17th, 2021

Tuesday August 17, 2021

Via Video Link

Time meeting started: 1:11 p.m.

Attendance: Deb Logghe, Karen Auckland, Karen Olmstead, Pat Stannard, Kim Poole, Randy Graham, Trudy Kanellis, Grant Jones and June McLarty

Regrets: Alan Bogart, Sarah Emons

1. Call Meeting to Order and Welcome

Grant called the meeting to order and welcomed everyone.

2. Approval of Agenda

Resolution No. 2021-24

Moved by: Deb Logghe

Seconded by: Karen Auckland

RESOLVED that the agenda of the August 17th, 2021 committee meeting of the Southwold Young at Heart be approved.

DISPOSITION: Motion Carried

3. Approval of the Minutes

Resolution No. 2021-25

Moved by: Pat Stannard

Seconded by: Kim Poole

RESOLVED that the minutes of the July 13th, 2021 committee meeting of the Southwold Young at Heart be approved as circulated.

DISPOSITION: Motion Carried

4. Financial Statement

June McLarty provided an updated financial statement. Results from the Grant application will not be available until the fall.

5. Fall Dinner

No extra help will be required. Pick-up time will be from 12:00 p.m. – 1:00 p.m.

6. Fall Bundle

The newsletter will be assembled on October 4th at 9:30 a.m. and the bundle on October 6th at 1:30 p.m.

7. Walking Tour

The tour will be held at the Fingal Wildlife Area. Grant will contact Gord Longhurst about being a tour guide. Tom Spicer was also suggested as a tour guide. Suggestions for a date will be either the week of September 20 or 27. Refreshments may be available. Kim will do a poster.

Resolution No. 2021-26

Moved by: Randy Graham
Seconded by: Deb Logghe

RESOLVED that we put a hold on the ordering of the walking sticks.

DISPOSITION: Motion Carried

8. Christmas Dinner/Bundle Advance Planning

More decisions on the Christmas Dinner/Bundle will be held at the next meeting. December 16 is a tentative date to the distribution. Hopefully, we will be able to have a sit-down dinner.

9. Other Business

Suggestions for the newsletters are photos of the walking tour and simple exercises to do indoors. We do not have a confirmed Southwold Senior Profile for this newsletter.

Grant will contact Great Lakes Farms for the possible donation of apples for the bundle.

10. Next Meeting

The Committee will reconvene when we have a confirmed date for the walking tour.

11. Adjournment and Next Meeting

Resolution No. 2021-27

Moved by: Kim Poole
Seconded by: Deb Logghe

-

RESOLVED that the meeting be adjourned at 1:51p.m.
to meet again at a to be determined date.

DISPOSITION: Motion Carried.



Southwold Family Day Committee

Event Date - Saturday February 12th, 2022 or February 19th, 2022

Family Day Committee Meeting Minutes Tuesday October 26th 2021 at 7:00 pm Web Ex Meeting

Attendance: Debbie Logghe, Jim Carder, Councillor Justin Pennings, Darlene Wadsworth, Abi North, Lisa Higgs, Jade Rodgers, Jane Cox, Scott Young

Regrets: John Coleman, Brian Rieger, Lizeanne Kerkvliet, Michelle Lackey, Councillor Peter North

1.0 Call Meeting to Order and Welcome

Outgoing Chairperson Abi North called the meeting to order at 7:04 pm and welcomed everyone back to the Committee. Ms. North indicated that she had been in contact with Lisa and agreed that the Committee should meet and discuss whether there was interest for a modified event for 2022.

2.0 Approval of the Agenda

The committee approved the agenda and had no additions.

3.0 Appointment of Chairperson

Abi indicated that since she has a busy year planning her wedding, she is unable to take on as large of a role on the Committee. There was a call for nominations to take on the chairperson role, and no nominations or volunteers. As a result, Lisa Higgs offered to continue to chair this meeting and work on recruiting a chair and explained that the Chair of the committee can take on the role of chairing the committee without having to be the lead volunteer in terms of work put into the event. Ultimately, Abi agreed to step up in chairing the meetings, with the understanding from the committee that her contributions this year must be scaled back.

4.0 Review of COVID-19 Regulations & Current Framework for Festivals/Events (<https://www.ontario.ca/page/reopening-ontario#section-1>) & Review of SWPH Event Safety Plan Template

Lisa briefly reviewed the regulations for the Stage 3 of reopening for fairs and rural exhibitions and shared with the committee the template for a COVID-19 safety plan, which should be completed by the Township in advance of the event for sharing with SWPH, for their recommendations.

5.0 Planning for 2022

The committee did a brief roundtable to ask each member about their ideas for the event and share open and honest opinions about the scope of contributions for each member, especially in light of volunteer fatigue and a frustration that previous years required big individual contributions running multiple events.

Deb expressed that she supports a mostly outdoor event, with Rosy offering to cover costs for cookies and distribution, but that she is not interested in being a part of the supper or dance. She also noted that she will be away in early February.

Darlene communicated health and safety concerns hosting the event during the pandemic and the additional work required with Covid-19 safety protocols. She believes there is already a lot of work and limited volunteers, so she supports a much smaller event.

Jane also expressed concerns over the health aspects of the event and the requirement for screening/checking vaccine receipts and the limited volunteers available.

Jade likes the idea of an outdoor only event and offered to run a Timbernook area and agreed that a dance/indoor event should be beyond the scope of the event.

Jim expressed an interest in an outdoor event, with indoor events remaining limited. He indicated that the Optimists would be up for providing Fireworks again.

Justin agreed Fireworks is likely the easiest element of the event to facilitate, and agreed a primarily outdoor event is the best course.

Scott expressed that Scouting has adopted a policy to not participate in any events that are based on a vaccination status requirement, so Scouts would only be able to participate in an event that is outdoors. He indicated that Scouts would be available to assist with an outdoor event and explained that he has tents available.

Abi indicated that she is available to be involved to chair meetings, and to help with advertising and agrees with an outdoor event.

Following the round table, the committee agreed that the event would likely involve the following elements:

2022 Event Ideas - Initial Discussion

- **Music and Entertainment** - Outside on flatbed trailer
- **Zero Waste Committee** - To be confirmed if there's interest in involvement
- **Library** - To be confirmed
- **Mascot** -
- **Dotsy the Clown** - If possible in a tent or in the pavilion
- **Jenga Blocks** - Outdoor
- **Fireworks** - Optimist Club will coordinate
- **Outdoor Photo Booth**
- **Hot Dogs and Hot Chocolate** - Fire Department to provide, if permitted by SWPH
- **Fire Truck/Fire Prevention Demonstration** -
- **Hay Rides/People Mover** - Depending on restrictions
- **Bonfire** - Recommended by the Committee to be multiple fires
- **Cookies** - Whether single wrapped, or handed out depending on SWPH
- **Plunger Toss**
- **Timbernook Obstacle Course**
- **Ball Hockey and Skating** - Recommendation to see if Jr. Sailors would host
- **Snowman building contest**
- **Mini Golf** - if the Bluffs available to host?

5.1 Media and Advertising Plan

The Committee agreed that this can be discussed once the Committee has a more detailed plan. In the meantime, Abi was going to start preparing some early "save the date" type notifications, pending confirmation of the date.

5.1.1 Promotional Video & Social Media

5.1.2 Press Releases

5.1.3 School Invitation, Flyer & Contest

5.2 Event Logistics

5.2.1 Volunteer Needs (i.e. what events need more staffing)

5.2.2 Volunteer ID - Vests? Shirts? Name Tags?

5.2.3 Coordinating Volunteers

5.3 Action Items

The following items were assigned to each member:

Lisa:

- confirm the date of the event with Township staff
- investigate a possible snowshowing/cross country skiing company to make use of the new trail system
- ask Public Works about wood for the event/purchasing wood
- initiate the drafting of a Covid-19 Safety Plan for circulation to SWPH
- reach out to Library staff to enquire about their interest in being involved in Winterfest for 2022
- investigate food serving requirements for Winterfest
- contact John Coleman about ice rink in Shedden for winter
- contact treasurer to provide a summary of 2020 costs and possible budget

Jim:

- confirm with Optimists about Fireworks
- contact Dotsy the Clown to ask about availability, working outdoors, possible costs

Justin:

- confirm with Fire Department about cooking hot dogs, providing Hot Chocolate, supervising & stacking fire wood for the bonfires

Deb:

- look into people movers and whether they will be able to run

Abi:

- begin drafting social media messaging & "save the date" type flyers
- reach out to previous bands about possibly playing outdoors

Jade:

- contact Jr. Sailors about hosting ice hockey/road hockey event

5.4 Adjournment and Next Meeting

Moved by: Jane Cox

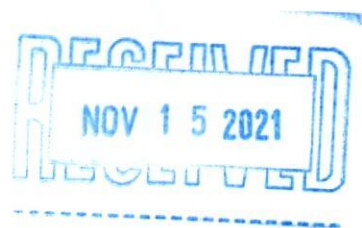
Seconded by: Darlene Wadsworth

THAT the Winterfest meeting of October 26th adjourn at 8:20 pm to reconvene virtually on November 10th at 7:00 pm.

CARRIED



TOWNSHIP OF
Southwold



Delegation Request Form

Home / Municipal Office / Applications, Forms and Permits

Required fields are marked with asterisks (*)

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

12:00 Noon on the Wednesday prior to the requested meeting date

Council / Committee / Advisory Committee Date: *

Subject: *

Name of Spokesperson: *

Name of Group or Person(s) being represented (if applicable):

Brief summary of issue or purpose of delegation: *

WATER BILL OF 21,482.37

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

- Yes
- No

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

Information completed at the top of the form will be printed on a public agenda.

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

Name: *

MARGARET CHINSEY

Address: *

Phone number: *

Elgin Group Police Services Board

Reporting On Our Progress



MONDAY, NOVEMBER 22, 2021

Inspector Mark Loucas, Detachment Commander

Mayor Sally Martyn, PSB Chair

CAO Julie Gonyou, PSB Secretary-Administrator

Agenda

Part 1: Message from
Inspector Mark Loucas

Part 2: OPP Strategic
Priorities

Part 3: Police Services
Board Update



Message from Inspector Loucas

2020-2022 STRATEGIC PLAN

Ontario Provincial Police

Our Vision

.....

Safe Communities...
A Secure Ontario

Our Mission

.....

To serve our province by
protecting its citizens,
upholding the law and
preserving public safety.

Our Values

.....

Serving with PRIDE,
PROFESSIONALISM &
HONOUR

Interacting with RESPECT,
COMPASSION & FAIRNESS

Leading with INTEGRITY,
HONESTY & COURAGE

Our Priorities

Always doing the right things for the right reasons

Our People

A healthy and resilient OPP

Our Work

A responsive and evolving OPP

Our Communities

A collaborative and progressive OPP

Action Plan Commitment Summary

The OPP's action planning process ensures compliance with the Adequacy and Effectiveness of Police Services Regulation (Adequacy Standards) filed as O. Reg. 3/99 in 1999.

Through analysis and consultation, the following areas of focus were identified for the next three years. These are reflective of local issues; activities will be addressed, monitored and adjusted as needed.

Crime

.....

Prevent and investigate property crime.

Continued support and engagement in the Intelligence-led policing policy - Crime Abatement Strategy.

Work in collaboration with local community resources/groups to facilitate a trusted and victim-centric approach in processes, policies and programs.

Roadways, Waterways and Trails

.....

To sustain a continuous focus and year-round focus on the causal factors of motorized collisions.

To educate and promote public awareness in relation to collisions involving wildlife.

To sustain a continuous focus on the causal factors of marine collisions on Lake Erie throughout the season.

Other

.....

Streamline collision reporting through the implementation of a Detachment Collision Reporting Centre.

Identify and implement co-response solutions, such as MCRRT, for non-police related demands for service.

Develop and finalize a transfer of care protocol with the St. Thomas-Elgin General Hospital

Elgin Group Police Services Board

PSB Update

Community Safety and
Policing Act (CSPA) - 2022

Section 10 (OPP) Agreements will be terminated and Section 10 (OPP) Boards will be dissolved.

Section 10 municipalities were required to submit a proposal indicating the preferred composition for their new OPP detachment boards.

On behalf of the participating municipalities, the Secretary-Administrator submitted an application for status quo board composition in June 2021:

- one (1) elected representative appointed by resolution from Eastern Elgin, alternating every three (3) years between the Township of Malahide and the Municipality of Bayham;
- one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a three (3) year term;
- one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich, and the Municipality of West Elgin for a three (3) year term; and
- two (2) persons appointed by the Lieutenant Governor in Council.

Next Steps

1 Ministry Approval of
Board Composition

Anticipated Fall 2021.

3 Review Board Member
Compensation

2 Establish New OPP
Board

4 Establish Board Budget

Elgin Group Police Services Board

Feedback

- We want to hear from you!



SCOR EDC Partnership Southwold

2021





Infrastructure

- **Transportation**
 - SCOR EDC Board member on Ministry of Transportation Mayors Task Force – direct line to shaping transportation across SWO
- **Community Transportation**
 - Efficiencies in community transportation
 - Cost savings – shared RFP for tech
 - Mapping uploads to workforce planning boards
 - Connecting to London and other larger centres for an overall coordinated inter-community transit system
- **Rail**
 - Shortline rail – 800+ jobs across the region
- **Broadband**
- **Energy**
 - expansion of natural gas



Southwest Community Transit



PUBLIC TRANSPORTATION MAP

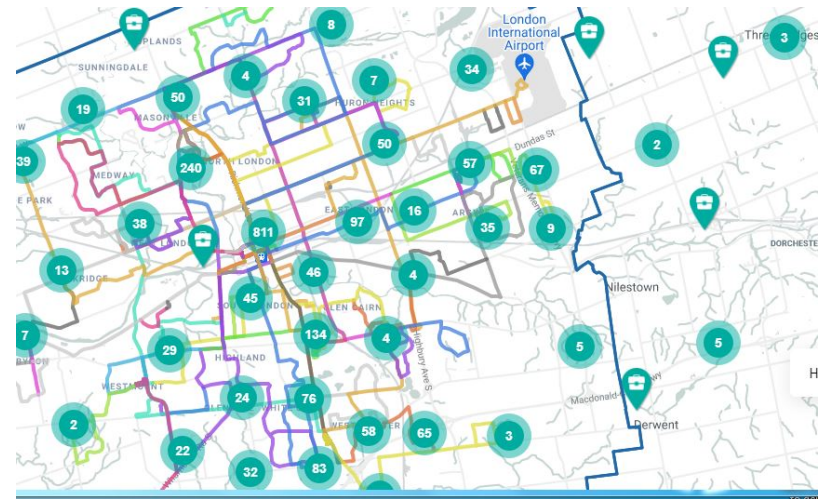
We Go There! View an interactive, online version of this map to plan your route across Ontario.

Ride-SCT.ca

- BRANT (ON-DEMAND)
 - GREY
 - LAMBTON SHORES
 - MIDDLESEX
 - NORFOLK
 - STRATFORD
 - STRATHROY
 - TILLSONBURG
-
- BRANTFORD
 - ELGIN
 - LONDON
 - SARNIA
 - WELLINGTON (ON DEMAND)
 - WOODSTOCK

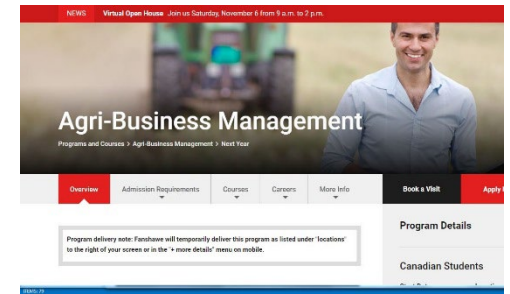
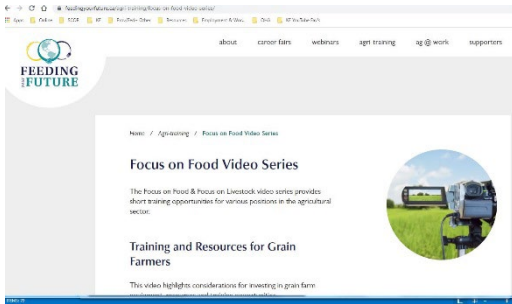


This map denotes area coverage. For routing information, visit your local website.





Human Capital



CONESTOGA
Connect Life and Learning



FANSHAWE



Workforce
Planning Board
of Grand Erie

OFA
Ontario Federation of Agriculture



ElginCounty
Progressive by Nature





Sector Development



<p>I ♥ Local Social Media Planning Kit</p> <p>The kit includes social media templates and resources for communities to initiate support for agriculture, local food and beverage producers.</p> <p>.zip (545MB) download</p>	<p>Where Local Lives: South Central Ontario Region</p> <p>The guidebook includes inspiration for purchasing local food all season long in south central Ontario region.</p>	<p>Agriculture is Always in Season Colouring Book</p> <p>A downloadable, printable colouring book developed in partnership with OFA's Six by Sixteen initiative.</p>
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Advocacy & Connecting

- 25 Delegations and meetings with Cabinet Ministers regarding issues specific to this region
- On-going communications with other levels of government supporting regional and individual county efforts
- Collaborating with other organizations such as Elgin Middlesex Oxford Workforce Planning and Development Board
- Collaborations with WOWC in researching and disseminating rural data
- 12 Letters of support to other organizations resulting in successful funding applications





Partnership

- Partnership creates immediate value but more importantly cumulative value over time
- equal say – 1 in 5 vote at the Board table
- Recognition and positive reputation as a region
- Ability to tackle projects and issues that are larger in scale than one municipality can take on individually
- Small enough to reach consensus and move forward on areas of focus
- Ability to attract and leverage funding on a regional scale



ElginCounty
Progressive by Nature



Norfolk
COUNTY





We have accomplished a great deal as a five county partnership ...good neighbours working together for the good of all!

Thank you!

do@scorregion.com



ElginCounty
Progressive by Nature



Norfolk
COUNTY

OxfordCounty
Growing stronger together



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 22, 2021

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

REPORT NO: PLA 2021-38

SUBJECT MATTER: Condominium Application 34CD-SO2101 – Comments to the County of Elgin

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2021-38 regarding Condominium Application 34CD-SO2101 – Comment to the County of Elgin;

AND THAT Council of the Township of Southwold recommends that the draft plan of condominium be revised with the County of Elgin, to facilitate the natural extension and improved turnaround facility of Glengariff Drive by removing these lands from the draft plan, in accordance with the revised draft plan of vacant land plan of condominium, in accordance with Appendix Two of Report PLA 2021-38;

AND THAT Council of the Township of Southwold recommends approval to the Council of County of Elgin for the revised condominium application, File 34CD-SO2101, subject to the Lower-Tier Municipal conditions in Appendix Three of Report PLA 2021-38;

AND THAT Council of the Township of Southwold directs Administration to provide Report PLA 2021-38 as Municipal comments to the County of Elgin; and

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide the statutory public meeting minutes of November 22, 2021 to the County of Elgin, as drafted by the CAO/Clerk, prior to Council's consideration approval of the said minutes at a future Council Meeting.

Purpose:

The proposal is a Vacant Land Plan of Condominium, consisting of thirty-two (32) units, to be development in the form of townhouse dwellings. The proposed landscape areas, internal driveways, services, and visitor parking spaces would be located within a common element, to be maintained and managed by a Condominium Corporation, within the Ridge at Talbotville Grove residential development at the northerly extent of Glengariff Drive within Talbotville.

Background:

Below is background information from the application, in a summary chart:

Application	34CD-SO2101
Owner	1873828 Ontario Limited c/o Dave Sparenburg
Applicant/Agent	Jody Pszczola, Dillon Consulting Limited
Legal Description	Part Lot 40, Concession SNBTR
Civic Address	To be assigned
Entrance Access	Glengariff Drive
Water Supply	Municipal Water
Sewage Supply	Municipal Sewer
Existing Land Area	3.52 ha (8.70 ac), consisting of: 32 townhouse residential units at 0.97 ha (2.40 ac) Open Space at 2.27ha (5.61 ac) Roads at 0.28 ha (0.69 ac)

The Public Meeting has been delegated to the Township of Southwold from the County of Elgin. Details of the public meeting, schedule for November 22, 2021, are detailed later in this report.

Figure One below, depicts the existing parcel of The Ridge Lands.



The submitted draft plan of condominium, 34CD-SO2101, is attached to this report as Appendix One for reference purposes.

It is noted that the Proponents have submitted a Site Plan Application for the proposed townhouses in May 2021, that is currently in the review process; and have just recently applied to the County of Elgin for the draft plan of condominium in October 2021. As a result of site plan comments received that affects the proposed condominium lands, Township Administration requires an improved public street of Glengariff Drive, to facilitate a proper turnaround facility in the form of a cul-de-sac bulb, since this was not designed in phase 2 of the subdivision; and to facilitate future public road access to the vacant lands to the west of the subject lands. As a result of the site plan comments, the Proponents have proposed to revise their draft plan of condominium to remove the proposed natural extension of Glengariff Drive, since it would be transferred to the Township, within the southwestern portion of the subject lands. Please refer to the revised draft plan of condominium, 34CD-SO2101, is attached to this report as Appendix Two for reference purposes.

Comments/Analysis:

Planning Policy Review:

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

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

PPS

The subject lands are within the Talbotville settlement area (Section 1.1.3), with residential land use proposed, in the form of vacant land condo townhouses. Full municipal services are proposed, in accordance with Section 1.6.6 of the PPS.

This proposal appears to be consistent with the PPS.

CEOP

The subject lands are designated Tier Two Settlement Area on Schedule 'A' Land Use in the CEOP. Land use policies allow for a range of uses, that are detailed in the local OP. Section E1.2 of the CEOP permits condominium process and meets the review criteria under Section E1.2.2 of the CEOP.

Therefore, this proposal appears to conform to the CEOP.

OP 2014

The subject lands are designated residential on Schedule 'A-1' Talbotville Settlement Area in the OP 2014. Section 4.3.1 of the OP 2014 contains Residential land use policies in which a wide range of residential use is permitted.

Section 6.8.1 Subdivision/Condominium policies meets the review criteria, as well as the requirements of Section 51(24) of the Planning Act.

Therefore, this proposal appears to conform to the OP 2014.

OP 2021

The OP 2021 has been adopted by Council on November 15, 2021; and will be reviewed against proposals, as the Township works through the approvals process.

The subject lands are designated residential on Schedule 4A Talbotville Land Use in the OP 2021. Section 5.2.2 of the OP 2021 contains Residential land use policies in which townhomes are a permitted use. Density of proposal approximately 9.1 units per hectare, being of low density due to the cluster development being proposed and conforms density policies.

Section 7.20 of the 2021 contains draft plan of condominium implementation policies which meet the minimum unit threshold and allows for all types of condominiums. The Common Elements Condominium Corporation maintains all aspects on the private side from roads and services. It is noted that a Condominium Agreement will be required as a condition of approval, in accordance with Section 7.20.1 of the OP 2021.

Therefore, this proposal appears to conform to the OP 2021.

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

The subject lands are zoned Residential 3 Special Provision 2 (R3-2), as shown in the ZBL on Schedule 'A' Map 4. Rowhouse dwellings are a permitted use.

The proponent is seeking relief to the ZBL, through a minor variance process, to make the proposed development compliant with the ZBL to recognize the vacant land plan of condominium.

Therefore, it would appear that the proposal would comply with the ZBL, subject to a minor variance being required as a condition.

Circulation Of The Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on October 28, 2021, 25 days prior to the public meeting (minimum 20 days required), scheduled for November 22, 2021.

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

<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx#34CD-SO2101-Draft-Plan-of-Condominium-The-Ridge>

Township Department Comments

Comments received from the Township Department's are summarized below:

- Infrastructure Department:
 - No comments;
- Drainage Department:
 - No concerns, it is my understanding that storm drainage issues are being addressed through the engineer's design of the development;
- Financial Services Department:
 - No further comments from the comments received through the site plan application comments; and
- Building Department:
 - No concerns.

Agency Comments

Agency comments received from applicable commenting agencies are summarized below:

- Bell Canada Enterprises Inc., email dated October 22, 2021:
 - We have reviewed the circulation regarding the above noted application. The following paragraphs are to be included as a condition of approval:
 - “The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
 - The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.”
 - The Owner is advised to contact Bell Canada at planninganddevelopment@bell.ca during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.
 - It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada’s existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.
 - If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.
 - To ensure that we are able to continue to actively participate in the planning process and provide detailed provisioning comments, we note that we would be pleased to receive circulations on all applications received by the Municipality and/or recirculations.
 - Please note that WSP operates Bell’s development tracking system, which includes the intake of municipal circulations. WSP is mandated to notify Bell when a municipal request for comments or for information, such as a request for clearance, has been received. All responses to these municipal circulations are generated by Bell, but submitted by WSP on Bell’s behalf. WSP is not responsible for Bell’s responses and for any of the content herein.

- If you believe that these comments have been sent to you in error or have questions regarding Bell's protocols for responding to municipal circulations and enquiries, please contact planninganddevelopment@bell.ca
- Canadian National Railway Company, email dated October 19, 2021 and November 17, 2021:
 - CN encourages the municipality to pursue the implementation of the following criteria as conditions of an eventual project approval:
 - Safety setback of habitable buildings from the railway rights-of-way to be a minimum of 15 metres.
 - The Owner shall install and maintain a chain link fence of minimum 1.83 meter height along the mutual property line.
 - The following clause should be inserted in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 300m of the railway right-of-way:
 - "Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way."
 - The storm water management facility must be designed to direct all run off waters away from CN right of way. Any proposed alterations to the existing drainage pattern affecting railway property must receive prior concurrence from the Railway and be substantiated by a drainage report to the satisfaction of the Railway.
 - The Owner shall be required to grant CN an environmental easement for operational noise and vibration emissions, registered against the subject property in favour of CN.
- Enbridge Gas Inc., email dated October 29, 2021:
 - It is Enbridge Gas Inc. request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or

agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.

- Hydro One Networks Inc., letter dated October 25, 2021:
 - Please be advised that Hydro One Networks Inc. (“HONI”) has completed a preliminary review of the proposed plan of the above noted condominium application. As the subject property is abutting and/or encroaching onto a HONI high voltage transmission corridor (the “transmission corridor”), HONI does not approve of the proposed condominium at this time, pending review and approval of the required information.
 - The comments detailed herein do not constitute an endorsement of any element of the condominium design or road layout, nor do they grant any permission to access, use, proceed with works on, or in any way alter the transmission corridor lands, without the express written permission of HONI.
 - The following should be included as Conditions of Draft Approval:
 - The developer must contact Jim Oriotis, Sr. Real Estate Coordinator at Jim.Oriotis@hydroone.com to discuss all aspects of condominium design, ensure all of HONI’s technical requirements are met to its satisfaction, and acquire the applicable agreements.
 - Prior to HONI providing its final approval, the developer must make arrangements satisfactory to HONI for lot grading and drainage. Digital PDF copies of the lot grading and drainage plans (true scale), showing existing and proposed final grades, must be submitted to HONI for review and approval. The drawings must identify the transmission corridor, location of towers within the corridor and any proposed uses within the transmission corridor. Drainage must be controlled and directed away from the transmission corridor.
 - Any development in conjunction with the condominium must not block vehicular access to any HONI facilities located on the transmission corridor. During construction, there must be no storage of materials or mounding of earth, snow or other debris on the transmission corridor.
 - At the developer’s expense, temporary fencing must be placed along the transmission corridor prior to construction, and permanent fencing must be erected where lots directly abut the transmission corridor after construction is completed.

- The costs of any relocations or revisions to HONI facilities which are necessary to accommodate this condominium will be borne by the developer. The developer will be responsible for restoration of any damage to the transmission corridor or HONI facilities thereon resulting from construction of the condominium.
 - HONI's easement rights must be protected and maintained.
- In addition, HONI requires the following be conveyed to the developer as a precaution:
 - The transmission lines abutting the subject lands operate at either 500,000, 230,000 or 115,000 volts. Section 188 of Regulation 213/91 pursuant to the *Occupational Health and Safety Act*, require that no object be brought closer than 6 metres (20 feet) to an energized 500 kV conductor. The safe vertical distance for 230 kV conductors is 4.5 metres (15 feet), and for 115 kV conductors it is 3 metres (10 feet). It is the developer's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the safe vertical distance specified in the *Act*. All parties should also be aware that the conductors can raise and lower without warning, depending on the electrical load placed on the line.
- Our preliminary review only considers issues affecting HONI's transmission facilities and transmission corridor lands. For any proposals affecting distribution facilities (low voltage), the developer should consult the local distribution supplier.
- If you have any questions, please contact me at dennis.derango@hydroone.com or at 905-946-6237.
- Kettle Creek Conservation Authority, email dated November 18, 2021:
 - Please accept this email as confirmation that staff have reviewed the Notice of Application for Draft Plan of Condominium 34CD-SO2101 and that based on KCCA's mandate and policies, we have no objection to its approval.
 - I can confirm that the subject lands are not affected by natural hazard regulations under the Conservation Authorities Act and that KCCA is satisfied with the proposed stormwater management controls for the proposed development.

Public Comments

At the time of submission of this report, no written comments from the public have been received related to the Condominium, other than requests to join the public meeting and added verbal clarifications on the proposal through phone calls.

Additional Comments:

The recommended Township conditions for condominium application 34CD-SO2101 is attached to this report as Appendix Three for reference purposes.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed 32 townhouse unit vacant land plan of condominium, would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to relief); and that Council recommends to the County of Elgin that the condominium be approved, subject to the lower-tier municipal conditions listed in this report.

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

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

Respectfully submitted by:

Bryan Pearce, HBA, CPT, MCIP, RPP
Planner

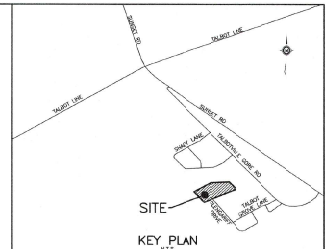
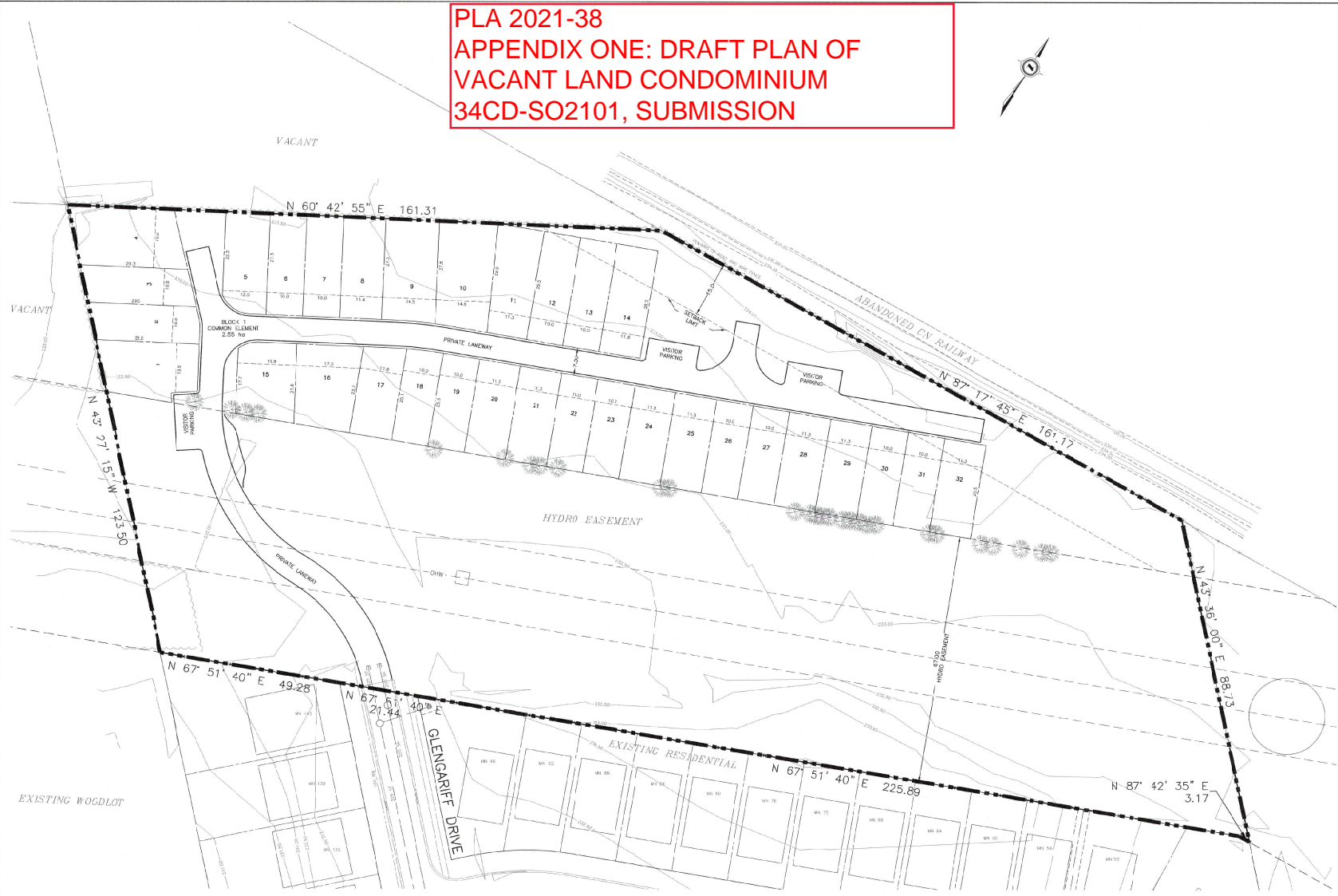
Approved for submission by:

Lisa Higgs
CAO/Clerk

Appendices:

1. Appendix One: Draft Plan of Vacant Land Condominium, 34CD-SO2101, Submission
2. Appendix Two: Draft Plan of Vacant Land Condominium, 34CD-SO2101, Revised
3. Appendix Three: Condominium Application 34CD-SO2101 Lower-Tier Municipal Conditions

**PLA 2021-38
APPENDIX ONE: DRAFT PLAN OF
VACANT LAND CONDOMINIUM
34CD-SO2101, SUBMISSION**



DRAFT PLAN OF CONDOMINIUM

PART OF LOT 40, CONCESSION SOUTHEAST OF THE NORTH BRANCH OF TALBOT ROAD IN THE TOWNSHIP OF SOUTHWOLD COUNTY OF ELGIN

OWNER'S CERTIFICATE:
I HEREBY SUBMIT THIS DRAFT PLAN OF CONDOMINIUM.

Dave Sparanberg *October 13th 2021*
DATE OF PREPARATION DATE

1873828 ONTARIO LIMITED DATE

I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE:
I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

[Signature] *Renée 13/10/2021*
DATE

KIM S. HUSTON, O.L.S.
KIM HUSTON SURVEYING LTD.
ONTARIO LAND SURVEYOR

LAND USE SCHEDULE

LIMITS - 32 LOTS	0.98 ha
BLOCK 1 - COMMON ELEMENT	2.54 ha
TOTAL AREA	3.52 ha

- REQUIREMENTS OF SECTION 51(17) OF THE PLANNING ACT**
- | | |
|-----------------------------|-------------------------|
| (1) AS SHOWN ON PLAN | (6) AS SHOWN ON PLAN |
| (2) AS SHOWN ON PLAN | (7) MUNICIPAL WATER |
| (3) AS SHOWN ON KEY PLAN | (8) SILT, SAND, GRAVEL |
| (4) VACANT LAND CONDOMINIUM | (9) AS SHOWN ON PLAN |
| (5) AS SHOWN ON PLAN | (10) MUNICIPAL SERVICES |
| (11) AS SHOWN ON PLAN | (12) AS SHOWN ON PLAN |

PROJECT:
**BLOCK 59 - THE RIDGE AT
TALBOTVILLE GROVE**

1873828 ONTARIO LIMITED

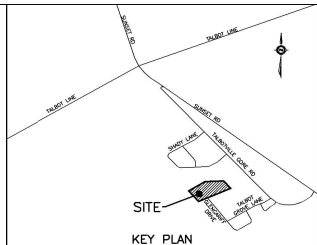


NO. REVISION	DATE	BY

SCALE = 1 : 500 DATE 2021-10-13

PROJECT 18-0173

**PLA 2021-38
APPENDIX ONE: DRAFT PLAN OF
VACANT LAND CONDOMINIUM
34CD-SO2101, REVISED**



DRAFT PLAN OF CONDOMINIUM

PART OF LOT 40, CONCESSION SOUTHEAST OF THE NORTH BRANCH OF TALBOT ROAD IN THE TOWNSHIP OF SOUTHWOLD COUNTY OF ELGIN

OWNER'S CERTIFICATE:
I HEREBY SUBMIT THIS DRAFT PLAN OF CONDOMINIUM.

DATE: _____ DATE: _____
DALE SPARENBERG 1873828 ONTARIO LIMITED

I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE:
I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

DATE: _____
KIM S. HUSTED, O.L.S.
KIM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR

LAND USE SCHEDULE

UNITS - 32 LOTS	0.98 ha
BLOCK 1 - COMMON ELEMENT	2.33 ha
TOTAL AREA	3.31 ha

REQUIREMENTS OF SECTION 51(17) OF THE PLANNING ACT

(a) AS SHOWN ON PLAN	(g) AS SHOWN ON PLAN
(b) AS SHOWN ON PLAN	(h) MUNICIPAL WATER
(c) AS SHOWN ON KEY PLAN	(i) SILT, SAND, GRAVEL
(d) VACANT LAND CONDOMINIUM	(j) AS SHOWN ON PLAN
(e) AS SHOWN ON PLAN	(k) MUNICIPAL SERVICES
(f) AS SHOWN ON PLAN	(l) AS SHOWN ON PLAN

PROJECT
BLOCK 59 - THE RIDGE AT TALBOTVILLE GROVE

1873828 ONTARIO LIMITED



NO.	REVISION	DATE	BY

DRAWN: CD	CHECKED: ALO	SCALE: 1 : 500	SHEET: 2021-10-13
DATE: 2021-10-13		PROJECT NO: 18-0173	

Report PLA 2021-38:

Condominium Application 34CD-SO2101 - Comments to the County of Elgin

Appendix Three:

Condominium Application 34CD-SO2101 Lower-Tier Municipal Conditions

Condominium Application 34CD-SO2101 Lower-Tier Municipal Conditions:

Owner: 1873828 Ontario Limited
c/o Dave Sparenburg

Date of Decision: _____, 202_

Applicant: Dillon Consulting Limited
c/o Jody Pszczola

Date of Notice: _____, 202_

Last Date of Appeal: _____, 202_

File No.: 34CD- SO2101

Lapsing Date: _____, 202_

Municipality: Township of Southwold

Subject Lands: Part of Lot 40,
Concession Southeast
of the North Branch of
Talbot Road

The conditions and amendments to final plan of approval for registration of this Condominium as provided by the County of Elgin are as follows:

No.

CONDITIONS

Draft Plan

1. This approval applies to the draft plan of subdivision, prepared by Kim Husted Surveying Ltd., certified by, Kim Husted, OLS, Project No. 18-0173, project, dated _____, 2021*, which shows the following:

- Thirty-two (32) Residential Townhouse Units; and
- One (1) block for Common Elements Block, for landscape areas, internal driveways, services, and visitor parking spaces.

*Note: draft plan to be revised with County, as per the draft plan contained within Appendix Two of Report PLA 2021-38.

General Requirements

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. This draft approval is for a Vacant Land Plan of Condominium under Part XII of the Condominium Act, 1998, S.O. 1998, c. 19, as amended.
3. The development is to be registered as one (1) Condominium Corporation.
4. Prior to final approval for the registration of the development as a condominium corporation the County is to be advised in writing by the Municipality that:
 - a. If site works in the common elements are substantially complete, the owner's consulting engineer has submitted a final lot grading certificate which has been accepted by the Municipality; and,
 - b. The Owner's professional engineer is to provide certification to the Municipality that all buildings, structures, facilities and services shown in the declaration and description to be included in the common elements have been completed, installed and provided in accordance with the requirements of the Condominium Act, 1998, S.O. 1998, c. 19, as amended.
 - c. Should all facilities and services not be installed and provided prior to final approval, the Owner's engineer shall have his professional engineer provide a written, detailed estimate of 100% of the cost to install and provide the facilities and services shown in the declaration and description to be included in the Common Elements, all to the Municipality's satisfaction.
5. Prior to final approval for the registration of any condominium corporation within this development, the Owner shall submit a plan showing condominium street name(s), the door point numbers to be displayed on the exterior of each unit and the corresponding legal descriptions to the satisfaction of the Municipality;

6. The description of the Common Elements in the Condominium Declaration includes the water lines and appurtenances, sanitary sewer lines and appurtenances and storm sewers and appurtenances which are not solely related to the unit on which they are located and all perimeter fencing, as applicable. These elements are to be operated, repaired and maintained by the Condominium Corporation.
7. Prior to final approval for the registration of the development as a condominium corporation the Municipality is to be satisfied that the proposed plan of condominium showing any "as constructed" buildings and structures has been submitted and accepted by the Municipality as in compliance with subsection 155(1) of the Condominium Act, 1998, S.O. 1998, c. 19, as amended;
8. The Condominium Declaration contains appropriate provisions setting out the responsibility for maintaining, repairing, and replacing services which serve:
 - a. more than one unit, whether or not those services are within the common elements of within a unit;
 - b. the Owner's unit only, that are located within the Owner's unit or another unit; and,
 - c. the Owner's unit only, that are located within the Common Elements.
9. All buildings and structures, if any, shown in the declaration and description to be included in the common elements shall be constructed prior to final approval.

Additional Planning Approvals, Agreements and Requirements

10. Prior to final approval, that Minor Variance Application, MV2021-11, which reflects the layout of the proposed draft plan and site plan, has come into full force and effect pursuant to the Planning Act, R.S.O. 1990, c. P. 13, as amended.
11. Prior to execution of the Condominium and Site Plan Agreement(s), that Site Plan Application, SPR 2021-03, obtain approval for the development of the land, pursuant to the Planning Act, R.S.O. 1990, c. P. 13, as amended.
12. Prior to final approval, that the Owner enter into a Condominium and Site Plan Agreement(s) with the Municipality, to be registered on title, to satisfy all requirements, financial or otherwise, related to the development of land, including

and not limited to improvements to Glengariff Drive. prior to final approval of the plan of condominium.

13. That Cash-in-lieu of Parkland shall be required in accordance with Section 51.1 of the Planning Act, R.S.O. 1990, c. P. 13, as amended.
14. That Draft Plan of Subdivision, 34T-SO1803, shall be null and void for the subject lands.

Land Transfers and Easements.

15. The Owner shall agree in the Condominium and Site Plan Agreement(s) that such land transfers/conveyances and easements as may be required shall be designated to the satisfaction of, and granted to the appropriate agencies and authorities, free and clear of all encumbrances, save and except such encumbrances as may be permitted by the Municipality, in its sole discretion, to the satisfaction of the Municipality, including but not limited to the following:
 - a. Land Transfer to the Municipality of the natural northerly extension of Glengariff Drive, to be dedicated through By-law as a Public Highway, to the satisfaction of the Municipality.
 - b. Land Transfer to the Municipality of the lands to the south and west of item (a) above, to the satisfaction of the Municipality.
 - c. Easement to the Municipality of the private laneway area within the Common Elements Block, for access in the event of emergencies, to the satisfaction of the Municipality.

Warning Clauses

16. That the Owner shall agree in the Condominium and Site Plan Agreement to include a clause within all Offers of Purchase and Sale Agreements advising prospective purchasers that private roadways are subject to a Condominium Corporation and agreements for maintenance, snow removal and garbage pick-up. Owners are advised that all laneways are to be kept free and clear of vehicles to ensure that emergency service, snow removal and waste collection vehicles have continued access and that failure to comply with this clause will result in ticketing and potentially towing.

Bell Canada Enterprises Inc.

17. The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
18. The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

Canada Post Corporation

19. The Owner shall provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. As well, the Owner will provide the expected installation date(s) for the Community Mail Boxes.
20. The Owner shall make satisfactory arrangements with Canada Post and the Municipality, for the installation of Canada Post Community Mailboxes and shall indicate these locations on the appropriate servicing plans. The applicant shall further provide the following for the Community Mailboxes:
 - a. The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
 - b. The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
 - c. The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
 - d. The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
 - i. Any required walkway across the boulevard, per municipal standards.

- ii. Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications).
- iii. A Community Mailbox concrete base pad per Canada Post specifications.

Canadian National Railway Company

- 21. Safety setback of habitable buildings from the railway rights-of-way to be a minimum of 15 metres.
- 22. The Owner shall install and maintain a chain link fence of minimum 1.83 metre height along the mutual property line.
- 23. The following clause should be inserted in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 300 metres of the railway right-of-way:
 - a. Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way.
- 24. The storm water management facility must be designed to direct all run off waters away from CN right of way. Any proposed alterations to the existing drainage pattern affecting railway property must receive prior concurrence from the Railway and be substantiated by a drainage report to the satisfaction of the Railway.
- 25. The Owner shall be required to grant CN an environmental easement for operational noise and vibration emissions, registered against the subject property in favour of CN.

Enbridge Gas Inc.

26. That the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.

Hydro One Networks Inc.

27. The developer must contact Jim Oriotis, Sr. Real Estate Coordinator at Jim.Oriotis@hydroone.com to discuss all aspects of condominium design, ensure all of HONI's technical requirements are met to its satisfaction, and acquire the applicable agreements.
28. Prior to HONI providing its final approval, the developer must make arrangements satisfactory to HONI for lot grading and drainage. Digital PDF copies of the lot grading and drainage plans (true scale), showing existing and proposed final grades, must be submitted to HONI for review and approval. The drawings must identify the transmission corridor, location of towers within the corridor and any proposed uses within the transmission corridor. Drainage must be controlled and directed away from the transmission corridor.
29. Any development in conjunction with the condominium must not block vehicular access to any HONI facilities located on the transmission corridor. During construction, there must be no storage of materials or mounding of earth, snow or other debris on the transmission corridor.
30. At the developer's expense, temporary fencing must be placed along the transmission corridor prior to construction, and permanent fencing must be erected where lots directly abut the transmission corridor after construction is completed.
31. The costs of any relocations or revisions to HONI facilities which are necessary to accommodate this condominium will be borne by the developer. The developer will be responsible for restoration of any damage to the transmission corridor or HONI facilities thereon resulting from construction of the condominium.
32. HONI's easement rights must be protected and maintained.

Administration

33. Prior to final approval, the County is advised in writing from Bell Canada Enterprises Inc. that Draft Plan Conditions 17 and 18 have been addressed to their satisfaction.
34. Prior to final approval, the County is advised in writing from Canada Post Corporation that Draft Plan Conditions 19 and 20 have been addressed to their satisfaction.
35. Prior to final approval, the County is advised in writing from Canadian National Railway Company that Draft Plan Condition 21 to 25 have been addressed to their satisfaction.
36. Prior to final approval, the County is advised in writing from Enbridge Gas Inc. that Draft Plan Condition 26 have been addressed to their satisfaction.
37. Prior to final approval, the County is advised in writing from Hydro One Networks Inc. that Draft Plan Condition 27 to 32 have been addressed to their satisfaction.
38. Prior to final approval, the County is advised in writing from the Municipality that Draft Plan Condition 1 to 14 and 38 have been addressed to their satisfaction.
39. This approval of the draft plan applies for a period of three (3) years, and if final approval is not given within that time, the draft approval shall lapse under Subsection 51(32) of the Planning Act, R.S.O. 1990, c. P. 13, as amended.
40. That the Owner shall provide the Municipality and County with digital copies of the Final Plan in a format acceptable for the Geographic Information System mapping program, AutoCAD program, and portable document format;

NOTES TO DRAFT APPROVAL

General

1. It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County, quoting the County file number.
2. Clearances are required from the following agencies:

Bell Canada Enterprises Inc.
planninganddevelopment@bell.ca

Canada Post Corporation
c/o Delivery Services Officer, Delivery Planning
955 Highway Avenue
London, ON N5Y 1A3

Enbridge Gas Inc.
50 Keil Drive North
Chatham, ON N7M 5M1

Hydro One Networks Inc.
Facilities & Real Estate
P.O. Box 4300
Markham, ON L3R 5Z5

Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
planning@southwold.ca

If the agency's condition concerns a clause in the Condominium and Site Plan Agreement, a copy of the Agreement should be sent to them. This will expedite clearance of the final plan. A copy of the Agreement is also required by the County.

3. If the Owner wishes to request an extension to draft approval, a written request, with the applicable planning fees, must be submitted sixty (60) days prior to the lapsing date to the County and Municipality, so that the Municipality can provide comments to the County, in order for the County to make a decision.

Bell Canada Enterprises Inc.

4. The Owner is advised to contact Bell Canada at planninganddevelopment@bell.ca during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.
5. It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.
6. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

Hydro One Networks Inc.

7. The transmission lines abutting the subject lands operate at either 500,000, 230,000 or 115,000 volts. Section 188 of Regulation 213/91 pursuant to the *Occupational Health and Safety Act*, require that no object be brought closer than 6 metres (20 feet) to an energized 500 kV conductor. The safe vertical distance for 230 kV conductors is 4.5 metres (15 feet), and for 115 kV conductors it is 3 metres (10 feet). It is the developer's responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come no closer than the safe vertical distance specified in the *Act*. All parties should also be aware that the conductors can raise and lower without warning, depending on the electrical load placed on the line.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 22, 2021

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2021-38

SUBJECT MATTER: 2022 Budget – User Fees, Background and Direction

Recommendations:

THAT Council approve the 2022 User Fees as set out in Report FIN 2021-38 and direct staff to prepare the necessary by-laws;

That Council direct staff to prepare the 2022 Budget based on a 4.4% adjustment to the Wage Grid, in accordance with the Pay Administration Policy;

That Council provide feedback and direction for preparation of the draft 2022 Budget and Capital Forecast.

Purpose:

To seek approval for 2022 User Fees and direction from Council for preparation of the 2022 Budgets.

Background:

As staff prepares the 2022 budget, input from Council would be beneficial in several key areas.

Comments/Analysis:

User Fees

Staff have reviewed all User Fees and are proposing some changes for 2022. Approval of the User Fees before budget adoption is helpful as they provide input and revenue projections for the budget. As well, having User Fees coincide with the calendar year are easier to maintain and communicate than mid-year adjustments. Some user fees such as Water and Sanitary are needed for other organizations that assist with service delivery ie. St. Thomas for water and sanitary in Ferndale/Lynhurst. There are also some fees that are escalated annually on January 1st based on a construction cost index. Having all fees change at one time is less confusing for residents, builders, developers and staff.

Overall, changes to User Fees are not significant and will not generate significantly more revenue. The items being recommended for change are generally to try and keep fees up to date, provide some additional clarity or fairness. Fees that are escalated by provisions in existing by-laws are noted for information and to present a comprehensive listing of fees.

The user fees are included in this report as two attachments. Attachment “A” are all User Fees for Township Services. Attachment “B” is a consolidation of the Water and Sanitary Sewer Rates.

The water and sanitary rates reflect those in the 2019 Rates Study which was adopted by Council. For water rates, the approved Primary and Secondary rates are the same as those anticipated in the Township’s rate study, so there is no change or deviation due to the Primary or Secondary rates. There is a small change proposed for the Ferndale/Lynhurst sanitary rate due to the Township’s rate deviating from the St. Thomas rate in 2020. To avoid a reduction in the Township capital contribution amount, it is recommended that the consumption rate be brought in line with the St. Thomas consumption rate. This would add about \$23 for the typical home on the Ferndale and Lynhurst sanitary systems.

The connection fee by-laws for water and sanitary have provisions to escalate the fee based on the Statistics Canada Non-Residential Construction Price Index (Toronto). For Q3 2021 this was 11.6%. Last year this index was 2.3%. While the index is higher than normal this year, it was lower than normal in 2020. The combined total over two years is more reasonable for this index. This index, while similar to the CPI, is traditionally higher as it better reflects the cost increase for infrastructure.

One item that may need some clarification relates to capping the Administrative Overhead Fee. For some cost recovery fees, the Township has historically added a 15% Admin Fee. Based on a \$1,000 cost recovery fee, this would be \$150. On a \$10,000 cost recovery fee this would be \$1,500. The administrative cost to process \$1,000 vs. \$10,000 is not significantly different, so it would be beneficial to include a maximum for the Administration Fee portion of \$1,000.

User fees are significant revenues for the User Fee Funded Budgets (Water, Sanitary, Building) and keeping the fees up to date and in-line with the rate studies is important. In the Property Tax Budget, user fees are not large revenues, but it makes sense to ensure they are up-to-date and properly reflect the cost to provide services that benefit specific people. (ie. Something that isn’t appropriate to fund from the tax base)

2022 Wage Grid Adjustment

In 2019, Council approved a Pay Administration Policy. One purpose of the policy is to provide direction on annual adjustments to the Pay Grid. The policy recommends that

the Pay Grid be adjusted by the Statistics Canada Ontario CPI for All Goods for the 12 months ending September 30th. The September 30th CPI was 4.4%. This is up from the 0.6% in 2020.

Application of this increase to the Tax Supported Budget will add approximately \$60,000 to payroll costs or 1.69% to the Tax Levy.

While this increase is on the higher side for 2022, it should be noted that other organizations and those with collective agreements typically had increases in 2021 of 2%-2.5% versus the Township's increase of 0.6%. It is anticipated that other organizations will carry on with 2%-2.5% increases for 2022. When looking at 2021 and 2022 together the larger increase in 2022 is offset by the lower increase in 2021.

Use of the CPI has been adopted by Council and helps to provide stability and justification for the adjustment. Over time, the high and low annual adjustments will balance out and provide a fair wage increase. Along regular market checks, this will help to ensure Township wage rates remain competitive and in line with comparators.

Based on the policy, the 4.4% adjustment would be applied to the wage grid for full-time staff, firefighter rates, Council rates and other occasional staff rates.

Assessment

2021 was to be the start of a new assessment cycle, but due to COVID-19, this was delayed. The latest information from the Province indicates there will not be an assessment update until at least 2024. That means 2022 and 2023 tax years will continue to use a valuation date of January 1, 2016. As a result, properties will remain fully phased in and at their destination value. There should be fewer assessment related changes to taxes due to phase-in and assessment shifts between property classes.

New assessment is continuing to be captured and added to the assessment. The Township should see significant residential assessment growth in 2022. Based on building permit issuance, this should start in mid-2022 and it is anticipated some of this will be captured as supplemental revenue in 2022.

There will also be significant industrial assessment, but it is unlikely this will generate significant revenue in 2022. It is anticipated the first year will be 2023 before the assessment will come online.

While actual assessment from the recent and ongoing growth and development will take some time to determine, staff would suggest taking the following approach when dealing with this positive, but variable situation:

- Understand that the additional growth and development will contribute to the need for an increase in services, funding and staff to maintain existing services at reasonable levels
- Anticipate, that based on past experience and other jurisdictions, that the large increase in industrial assessment has the potential to significantly decrease rapidly and for several years' retro-actively if there is an assessment appeal. Staff would suggest that a significant portion of new revenue, for the first several years be allocated to the tax stabilization reserve in anticipation of a significant tax write-offs in future years. The impact of the delayed reassessment has the potential to compound this situation as the valuation year will be 2016 which will be 7 – 8 years behind. Other jurisdictions that used significant assessment growth as a windfall (increased expenses, lowered tax rates and didn't allocate to a Tax Stabilization Reserve) often ran into problems when assessment reductions led to significant write-offs, tax increases and service level reductions.
- Maintain taxation and user fees at a lower, but reasonable level compared to our municipal neighbours. While growth and development has the potential to lower tax rates or user fees, it would not be fiscally prudent to do so until sufficient reserves are established and appropriate funding for desired operating service levels are achieved, which will take several years. Continuing with reasonable and inflationary adjustments to taxes would be fiscally prudent for the next several years even if it appears there may be an opportunity to lower taxes.

Budget Direction / Feedback

If there are any comments or suggestions as to budget direction or targets that Council wishes to provide, staff can take that under advisement. At this point, staff are planning to bring forward a budget that attempts the following:

- Tax increase in the 2% - 4% range (\$25 - \$50 for typical RT Assessment)
- Maintains programs and services at existing levels, with recommendations for changes in some areas to address current and future demands due to growth and development activity
- Attempt to continue increasing funding for core infrastructure requirements as recommended in the last Road Needs Study Report
- Focus on continuing to move forward and/or complete some of the larger infrastructure projects that are in progress ie. Talbotville Firehall, Talbotville Park, Shady Lane/Greenpark Sanitary Sewer and Streets, Lynhurst Water and Streets, 2nd Line Bridge, Road Infrastructure (increased gravel, resurfacing)

- Several new projects will be further explored and developed for consideration in the Budget and Capital Forecast ie. Public Works Facility Requirements, Office Space Requirements,

Financial Implications:

None at this time.

Strategic Plan Goals:

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

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

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

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

SCHEDULE 'A'

Consolidated Fee Schedule

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Administration								
Administration		Work on behalf of a ratepayer or as a result of an order (i.e. By-law infraction)	Actual Costs plus 15% Administration Fee	Includes Employee time (based on current employee rate), Equipment time (based on current Ontario Provincial Standard Specification), Materials/Contracts and a 15% Administration Fee (based on project cost)	2019-26	Actual Costs plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	Change	add a max. to admin fee
Administration		Marriage licence - residents	\$100.00		2019-26	\$100.00	No Change	
Administration		Marriage Licence - non-residents	\$110.00		2019-26	\$110.00	No Change	
Administration		Marriage ceremony - at municipal office during regular business hrs	\$250.00		2019-26	\$250.00	No Change	
Administration		Marriage ceremony - at off-site location	\$350.00	plus mileage	2019-26	\$350.00	No Change	
Administration		Lottery Licence Application	3% of Prize Value / Min \$20	Max. set by AGCO		3% of Prize Value / Min \$20	No Change	
Administration		Fence Viewers - Administrative Costs	Actual Costs	Fence Viewer Remuneration: \$60.00 for each attendance up to a maximum of two hours, and then \$60.00 for each hour thereafter, plus mileage.	2019-26	Actual Costs	No Change	
Animal Control		Dog tag	\$30.00	no HST	2019-26	\$0.00	Change	Township issued dog tag requirement removed
Animal Control		Late fee after last business day in February - additional charge per tag	\$10.00	no HST	2019-26	\$0.00	Change	Township issued dog tag requirement removed
Animal Control		Any NEW dog/puppy to the Township, licensed after July 1 of each year	\$15.00	no HST, will pay ½ the regular fee (case by case determination)	2019-26	\$0.00	Change	Township issued dog tag requirement removed
Animal Control		Replacement Tag	\$5.00	no HST	2019-26	\$0.00	Change	Township issued dog tag requirement removed
Animal Control		Kennel License	\$85.00	no HST	2019-26	\$85.00	No Change	
Animal Control		Guide Dogs & Service Dogs	No Charge		2019-26	No Charge	No Change	Township issued dog tag requirement removed
Fence Viewers		Fence Viewers - up to 2 hours	\$180	plus mileage	2019-26	\$180.00	No Change	
Fence Viewers		Fence Viewers - each hour over initial 2 hours	\$180	plus mileage	2019-26	\$180.00	No Change	
Finance		NSF Fees	\$40.00		2019-26	\$40.00	No Change	
Finance		Invoice Finance Charge added to any invoice balance not paid before its due date	2%	/month	2019-26	2%	No Change	
Finance		Debenture added to Taxes Carrying Cost - From Invoice Due Date to First instalment date		carrying cost added to debenture setup amount		Bank Prime + 2%	Change	New - captures carrying costs for debentures added to taxes months after invoice due date - removes inequity for those that do not pay the invoice, but fee and interest isn't add to taxes for several months
Finance		A penalty charge for after hours, non-emergency locates request called in as emergencies	\$250	penalty	2019-26	\$250.00	No Change	
Finance		Delivery of tax notices or documents by registered letter	Actual Cost plus \$5 Administration Fee	plus HST	2019-26	Actual Cost plus \$5 Administration Fee	No Change	
Miscellaneous		Photocopies	\$0.50	/page HST Included	2019-26	\$0.50	No Change	
Miscellaneous		Faxes	\$1.00	/page HST Included	2019-26	\$1.00	No Change	
Miscellaneous		Commission documents/Affidavits	No Charge		2019-26	No Charge	No Change	
Miscellaneous		Preparation of property aerial photos - per property	\$10.00	HST Included	2019-26	\$10.00	No Change	
Municipal Investigations		Municipal Investigators per attendance	\$50.00	plus mileage	2019-26	\$50.00	No Change	
Property Inquires		Work order information relating to each assessed parcel	\$45.00	Rush - certificate required 2 working days or less from the time request rec'd	2019-26	\$50 plus \$15 for rush	Change	+\$5 to better reflect cost and additional fee for rush requests
Property Inquires		Tax certificate relating to each assessed parcel	\$45.00	Rush - certificate required 2 working days or less from the time request rec'd	2019-26	\$50 plus \$15 for rush	Change	+\$5 to better reflect cost and additional fee for rush requests
Property Inquires		Water certificate	\$45.00	Rush - certificate required 2 working days or less from the time request rec'd	2019-26	\$50 plus \$15 for rush	Change	+\$5 to better reflect cost and additional fee for rush requests

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Property Inquires		Zoning Report (written) information relating to each assessed parcel	\$45.00	Rush - certificate required 2 working days or less from the time request rec'd	2019-26	\$50 plus \$15 for rush	Change	+\$5 to better reflect cost and additional fee for rush requests
Property Inquires		Septic certificate	\$125.00	Rush - certificate required 2 working days or less from the time request rec'd	2019-26	\$130 plus \$20 for rush	Change	+\$10 to better reflect cost and additional fee for rush requests
Waste Management		Additional Blue box	\$8.00	HST Included	2019-26	\$13.00	Change	Reflects cost recovery based on latest blue box purchase
Waste Management		Composter	\$25.00	HST Included - Based on Green Lane Subsidy		\$25.00	No Change	
Fire & Emergency Services								
Fire Department		Inspections	Actual staff time plus equipment/mileage plus 15% admin fee	Plus HST	2019-26	\$100.00	Change	Administratively easier and streamlined.
Fire Department		Request for Fire Report	\$50.00	Plus HST	2019-26	\$50.00	No Change	
Fire Department		Request for Inspection Report Previously Completed	\$40.00	Plus HST	2019-26	\$40.00	No Change	
Fire Department		Fire Cost Recovery for non-compliance of Fire Code and Fire Protection and Prevention Act	Actual costs for fire suppression including staffing, equipment, mileage, materials plus 15% admin fee	Plus HST	2019-26	In accordance with current MTO rates plus any loss of or damaged equipment and material used	Change	Ensures cost recover and easier to explain and justify rates
Fire Department		Provincial Highway Fees	In accordance with current MTO rates plus any loss of or damaged equipment and material used		2019-26	In accordance with current MTO rates plus any loss of or damaged equipment and material used	No Change	
Fire Department		Any Municipal Road, all Non-Residents	Same fee as if on a Provincial Highway		2019-26	Same fee as if on a Provincial Highway	No Change	

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Building & Community Services								
Building	Residential	1st Floor	\$0.65 per ft2		2019-26	\$0.65 per ft2	No Change	No significant changes to Building Fees for 2021 being proposed
Building	Residential	2nd and 3rd Floor	\$0.65 per ft2		2019-26	\$0.65 per ft2	No Change	
Building	Residential	Basement	\$0.40 per ft2		2019-26	\$0.40 per ft2	No Change	
Building	Residential	Crawl space	\$0.40 per ft2		2019-26	\$0.40 per ft2	No Change	
Building	Residential	Works shops, storage areas, garages, open porches and decks, when included with permit for a new residence and attached to the same	\$0.20 per ft2		2019-26	\$0.20 per ft2	No Change	
Building	Residential	Addition of attached garage workshop	\$0.65 per ft2		2019-26	\$0.65 per ft2	No Change	
Building	Residential	Additions, alterations and renovations where square footage can be determined as per above	See fees per ft2 above		2019-26	See fees per ft2 above	No Change	
Building	Residential	Additions of attached garages	\$0.65 per ft2		2019-26	Additions of attached garages \$0.65 per ft2	No Change	
Building	Residential	Fee for any building permit, alterations /renovations	Minimum - \$150.00		2019-26	Minimum - \$150.00	No Change	
Building	Residential	When square footage cannot be determined	\$12.00 per \$1,000.00 of construction value		2019-26	\$12.00 per \$1,000.00 of construction value	No Change	
Building	Residential		Minimum - \$150.00		2019-26	Minimum - \$150.00	No Change	
Building	Residential	Deposit for lot grading plan at the discretion of CAO/Clerk or CBO and based on complexity of lot	Minimum \$1,000.00, Maximum \$2,500		2019-26		Change	remove - combined - see below
Building	Residential	Damage and security deposit at discretion of CBO (forfeited if occupied prior to occupancy being granted)	Minimum \$500.00, Maximum \$1,000		2019-26		Change	remove - combined - see below
Building	Residential	Damage and Lot Grading Security Deposit at discretion of CBO (forfeited if occupied prior to occupancy being granted)				Minimum \$2,000, Maximum \$3,500	Change	New - combine Lot Grading and Damage Securities - easier to administer and explain
Building	Residential - Accessory when not part of original Residential Permit	Less than 250 ft2	\$150.00		2019-26	\$150.00	No Change	
Building	Residential - Accessory when not part of original Residential Permit	251 to 500 ft2	\$150.00 plus \$0.35 per ft2 over 250 ft2		2019-26	\$150.00 plus \$0.35 per ft2 over 250 ft2	No Change	
Building	Residential - Accessory when not part of original Residential Permit	501 to 1,000 ft2	\$300.00 plus \$0.15 per ft2 over 500 ft2		2019-26	\$300.00 plus \$0.15 per ft2 over 500 ft2	No Change	
Building	Residential - Accessory when not part of original Residential Permit	Over 1,000 ft2	\$350.00 plus \$0.15 per ft2 over 1,000 ft2		2019-26	\$350.00 plus \$0.15 per ft2 over 1,000 ft2	No Change	
Building	Industrial/Commercial /Institutional	New construction or renovations	\$12.00 per \$1,000.00 of construction value - Minimum \$150.00		2019-26	\$12.00 per \$1,000.00 of construction value - Minimum \$150.00	No Change	
Building	Farm Building - Livestock	Livestock facilities and manure pits	\$150.00 plus \$8.00 per \$1,000.00 of construction value		2019-26	\$150.00 plus \$8.00 per \$1,000.00 of construction value	No Change	
Building	Farm Building - Non-livestock	Less than 250 square feet	\$150.00		2019-26	\$150.00	No Change	
Building	Farm Building - Non-livestock	251 to 500 square feet	\$150.00 plus \$0.35 per ft2 over 250 ft2		2019-26	\$150.00 plus \$0.35 per ft2 over 250 ft2	No Change	

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Building	Farm Building - Non-livestock	501 to 1,000 square feet	\$300.00 plus \$0.15 per ft2 over 500 ft2		2019-26	\$300.00 plus \$0.15 per ft2 over 500 ft2	No Change	
Building	Farm Building - Non-livestock	Over 1,000 square feet	\$350.00 plus \$0.15 per ft2 over 1,000 ft2		2019-26	\$350.00 plus \$0.15 per ft2 over 1,000 ft2	No Change	
Building	Woodstoves	Woodstoves, chimneys, fireplaces and other wood burning appliances	\$150.00		2019-26	\$150.00	No Change	
Building	Demolition	Demolition permits	\$150.00		2019-26	\$150.00	No Change	
Building	Demolition	Demolition as a condition of severance	\$150.00		2019-26	\$150.00	No Change	
Building	Fencing	Fence around residential swimming pools	\$150.00		2019-26	\$150.00	No Change	
Building	Building relocations	Building relocations	\$100.00 plus travel cost plus fee for appropriate building listed above		2019-26	\$100.00 plus travel cost plus fee for appropriate building listed above	No Change	
Building	Building relocations	Deposit / Liability Insurance	refundable damage deposit and/or liability insurance to be determined by Council		2019-26	refundable damage deposit and/or liability insurance to be determined by Council	No Change	
Building	Plumbing	Plumbing permit in buildings not requiring a building permit	\$150.00 plus \$12.00 per \$1,000 of construction value		2019-26	\$150.00 plus \$12.00 per \$1,000 of construction value	No Change	
Building	Tent	Tent permit, if greater than 60 m2	\$150.00		2019-26	\$150.00	No Change	
Building	Wind Turbine	Wind turbine with a capacity greater than 3 kw for personal use	\$295.00		2019-26	\$295.00	No Change	
Building	Wind Turbine	Wind turbine with a capacity greater than 3 kw for commercial use	\$2,000.00		2019-26	\$2,000.00	No Change	
Building	Change of Use	Change of use permit - no construction	\$150.00		2019-26	\$150.00	No Change	
Building	Conditional Permit	Conditional permit	\$300.00 plus regular permit fee		2019-26	\$300 plus regular permit fee and cost recovery on any additional legal, professional or consultant fees plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	Change	Fee remains the same, but added clarity that any additional 3rd party costs incurred by the Township associated with review, plus the typical 15% Administration Fee can be recovered.
Building	Reinspection	Reinspection fee if inspections are requested and not ready	\$75.00		2019-26	\$150.00	Change	Changed to better reflect the cost for reinspections
Building	Solar	Solar panel fee for panels with an area of 5 m2 or greater	\$150.00		2019-26	\$150.00	No Change	
Building	Penalty	Penalty for starting construction prior to obtaining permit residential	Double the regular permit fee - Maximum \$2,000.00		2019-26	Double the regular permit fee - Maximum \$2,000.00	No Change	
Building	Penalty	Penalty for starting construction prior to obtaining permit industrial/commercial/institutional	Double the regular permit fee - Maximum \$5,000.00		2019-26	Double the regular permit fee - Maximum \$5,000.00	No Change	
Building	Other	Administration fee for permits not paid for prior to permit expiry	25% increase in regular permit fee		2019-26	25% increase in regular permit fee	No Change	
Building	Other	Fast track building permit fee 48 business hour turn around at discretion of CBO	25% increase in regular permit fee		2019-26	25% increase in regular permit fee	No Change	
Building	Other	Permits not started within six months of issue are cancelled and require renewal, if applicant requests in writing within one year of cancellation	\$150.00		2019-26	\$150.00	No Change	
Building	Other	Alternative Solution Review Fee			2019-26	\$300.00	Change	New fee for review of alternative solution proposals
Building	Septic System	Sewage system building permit for Class 4 or 5 sewage systems	\$500.00		2019-26	\$500.00	No Change	
Building	Septic System	Additional fee for percolation onsite test where soil conditions are suitable	\$100.00		2019-26	\$100.00	No Change	
Building	Septic System	Inspection for repairs to a sewage system	\$400.00		2019-26	\$400.00	No Change	

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Keystone Complex	Friday to Saturday	Main hall - without facilities	\$450.00	HST included	2019-28	\$450.00	No Change	No changes proposed to Park, Recreation and Facilities
Keystone Complex	Friday to Saturday	Main hall - with facilities	\$600.00	HST included	2019-28	\$600.00	No Change	should be reviewed over 2022, assess return of
Keystone Complex	Friday to Saturday	Grounds – private event	\$600.00	HST included	2019-28	\$600.00	No Change	organized sports and regular usage
Keystone Complex	Friday to Saturday	Grounds - Southwold based charities, service clubs and non-profit groups	\$470.00	HST included	2019-28	\$470.00	No Change	
Keystone Complex	Friday to Saturday	Non-refundable deposit	\$200.00	HST included	2019-28	\$200.00	No Change	
Keystone Complex	Friday to Saturday	Stag & Doe maintenance and damage deposit (refundable upon inspection)	\$800.00	no HST	2019-28	\$800.00	No Change	
Keystone Complex	Sunday to Thursday	Main hall - without facilities	\$330.00	HST included	2019-28	\$330.00	No Change	
Keystone Complex	Sunday to Thursday	Main hall - with facilities	\$390.00	HST included	2019-28	\$390.00	No Change	
Keystone Complex	Sunday to Thursday	Main hall - Southwold based charities, service clubs, and non-profit groups	\$265.00	HST included	2019-28	\$265.00	No Change	
Keystone Complex	Sunday to Thursday	Grounds - private event	\$360.00	HST included	2019-28	\$360.00	No Change	
Keystone Complex	Sunday to Thursday	Grounds - Southwold based charities, service clubs, and non-profit groups	\$300.00	HST included	2019-28	\$300.00	No Change	
Keystone Complex	Sunday to Thursday	Non-refundable deposit	\$200.00	HST included	2019-28	\$200.00	No Change	
Keystone Complex		Maintenance and damage deposit (refundable upon inspection)	\$100.00 no HST	(Fee waived for Southwold based charities, service clubs and non-profit groups)	2019-28	\$100.00 no HST	No Change	
Keystone Complex		Sporting events and events serving alcohol require insurance	Applicant to provide proof of coverage		2019-28	Applicant to provide proof of coverage	No Change	
Keystone Complex		Set-up day ahead	\$270.00	HST included	2019-28	\$270.00	No Change	
Keystone Complex		Meeting room	\$55.00	HST included	2019-28	\$55.00	No Change	
Keystone Complex		Meeting room - with kitchen	\$85.00	HST included	2019-28	\$85.00	No Change	
Keystone Complex		Memorial services and funeral receptions	\$225.00	HST included	2019-28	\$225.00	No Change	
Keystone Complex		Sign & letters	\$25.00	HST included	2019-28	\$25.00	No Change	
Keystone Complex	Pavilion	Pavilion	\$90.00	HST included	2019-28	\$90.00	No Change	
Keystone Complex	Horse Ring	Horse ring	\$75.00	HST included	2019-28	\$75.00	No Change	
Keystone Complex	Barn	Barn	\$120.00	HST included	2019-28	\$120.00	No Change	
Fingal Heritage Park	Gazebo	Rental of Gazebo		HST Included	2021-03-08	\$50.00	Change	new fee approved and added in 2021
Fingal Park	Fingal	Men and Ladies Ball	\$47.00	/game HST Included	2019-26	\$47.00	No Change	
Fingal Park	Fingal	Minor sports (ball or soccer)	\$5.00	/child/season HST Included	2019-26	\$5.00	No Change	
Fingal Park	Fingal	Tournaments	\$120.00	/day HST Included	2019-26	\$120.00	No Change	
Fingal Park	Fingal	Rental of Pavilion	\$80.00	HST Included	2019-26	\$80.00	No Change	
Shedden	Ball	Men and Ladies Ball	\$ 42.00/game	/game HST Included	2019-26	\$ 42.00/game	No Change	
Shedden	Soccer	Adult Soccer (19+) - Full Field, Full Length Games	\$37.00	HST Included	2019-26	\$37.00	No Change	
Shedden	Soccer	Adult Soccer (19+) - Mini Field, 2 Hours	\$22.00		2019-26	\$22.00	No Change	
Shedden	Minor Sports	Minor sports (ball or soccer)	\$5.00	/child/season HST Included	2019-26	\$5.00	No Change	
Shedden Open Space Park	Pavilion	Shedden Open Space Park Pavilion		HST included	2021-03-08	\$80.00	Change	new fee approved and added in 2021
Talbotville	Ball	Men and Ladies Ball	\$42.00	/game HST Included	2019-26	\$42.00	No Change	
Talbotville	Talbotville	Minor Ball	\$5.00	/child/season HST Included	2019-26	\$5.00	No Change	
Talbotville	Soccer	Adult Soccer (19+) - Full Field, Full Length Games	\$37.00	HST Included	2019-26	\$37.00	No Change	
Talbotville	Soccer	Minor Soccer	\$5.00	/child/season HST Included	2019-26	\$5.00	No Change	
Talbotville	Pavilion	Rental of Pavilion	\$80.00	HST Included	2019-26	\$80.00	No Change	
Recreation		Non-Registered Teams	Applicable Fee plus \$12.00	HST Included (practice or games)	2019-26	Applicable Fee plus \$12.00	No Change	
Recreation		Due date		All fees shall be paid by no later than the first regular season game and a copy of the game schedule shall be provided to the Township at that time.	2019-26	\$0.00	No Change	
Recreation		Late Payment Fees	\$12.00	/game HST included, applicable to each game scheduled or played until payment is received	2019-26	\$12.00	No Change	

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Recreation		Rain Days		Teams can reschedule games during the week or at the end of the season.	2019-26	\$0.00	No Change	
Recreation		Insurance		Teams shall be responsible to provide a copy of their own insurance to the Township prior to the first game.	2019-26	\$0.00	No Change	

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Infrastructure & Development								
Drainage	Tile Loan	Tile Loan Processing	\$200.00		2019-26	\$200.00	No Change	
Drainage	Apportionment Agreement	Drainage Apportionment Agreement - 1st Drain / Apportionment Agreements allocating all assessment to one property	\$100.00	Note: The Township of Southwold reserves the right to decide whether the apportionment is done in-house or by the Engineer. Referral to an Engineer for Drainage Reapportionment is at the discretion of the Municipality. If referred to an Engineer, costs will be actual amounts charged by the Engineer.	2019-26	\$100.00	No Change	Clarification that it also applies when an Apportionment Agreement is needed to allocate all assessment to one property (ie. Severed portion is out of the watershed). Still requires review, agreement prep, Council Report, etc.
Drainage	Apportionment Agreement	Drainage Apportionment Agreement - Each Additional Drain	\$50.00		2019-26	\$75.00	Change	Better reflect costs
Planning	Minor Variance	Minor Variance Application (section 45(1) to 45(3) of the Planning Act)	\$550.00		2019-26	\$550.00	No Change	
Planning	Official Plan	Official Plan Amendment Application (includes planning report)	\$1,500.00		2019-26	\$1,500.00	No Change	
Planning	Zoning	Zoning By-law Amendment Application (includes planning report)	\$1,175.00		2019-26	\$1,175.00	No Change	
Planning	Official Plan/Zoning	Combined application to amend the Official Plan and Zoning By-law in respect of the same lands (includes planning reports)	\$2,000.00		2019-26	\$2,000.00	No Change	
Planning	Zoning	Temporary Use By-law (section 39 and 39.1 of the Planning Act)	\$650.00		2019-26	\$1,175.00	Change	Same process as a Zoning By-law Amendment, should mirror fee - rarely used
Planning	Zoning	Temporary Use By-law - Refundable Deposit	\$5,000.00	Fully refundable upon compliance		\$5,000.00	No Change	no change, separated out for clarity
Planning	Site Plan	Site Plan Application	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below	2019-26	\$1,000.00	No Change	
Planning	Subdivision/Condominium	Plans of Subdivision/Plans of Condominium Application	\$2,000.00	plus actual costs for in-house and external review of Development Proposals - see below	2019-26	\$2,000.00	No Change	
Planning	Severance	Application for Consent/Severance/Validation of Title (Sections 53 and 57 of the Planning Act)	\$400.00		2019-26	\$400.00	No Change	
Planning	Severance	Severance Agreement - Administration Fee - First agreement	\$500.00	plus actual costs for in-house and external review of Development Proposals - see below	2019-26	\$500.00	No Change	
Planning	Severance	Severance Agreement - each additional lot that was part of the original severance	\$0.00	plus actual costs for in-house and external review of Development Proposals - see below	2019-26	\$0.00	No Change	
Planning	Site Plan	Site Plan Agreement - Administration Fee	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below	2019-26	\$1,000.00	No Change	
Planning	Development Agreement	Planning and Development Agreement - Administration Fee	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below	2019-26	\$1,000.00	No Change	Renamed item
Planning	All Agreements	Amendment to Planning and Development Agreements (Severance, Site Plan, Subdivision, Condominium) - Administration Fee		plus actual costs for in-house and external review of Development Proposals - see below		\$500.00	Change	New fee for admmendments to Planning and Development Agreements

Category	Sub-Category	Item	Current Fee	Notes	Last Approval	2022 Proposed	Change	Staff Comments/Notes for 2022
Planning	Cost Recovery	In-house review of Development Proposals		Internal staff time and expenses related to engineering that go beyond typical Township comments on an application. Generally applied to review of plans, specifications, terms, etc. for incorporation into and for preparation of agreements.		Actual Staff Costs(Wage&OH) plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	Change	New Fee - to recover in-house engineering review fees, plus administration fee - administration fee % is recommended to be consistent with other existing cost recovery fees
Planning	Cost Recovery	External review of Development Proposals (Engineering, Legal, Planning, other consultants)		Internal staff time and expenses related to engineering that go beyond typical Township comments on an application. Generally applied to review of plans, specifications, terms, etc. for incorporation into and for preparation of agreements.		Actual Costs plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	Change	Current practice is to recover engineering and legal fees, administration fee % is recommended to be consistent with other existing cost recovery fees
Planning	Comment/Letter	Staff review of Green Initiatives construction projects	\$1,000.00	Plus HST	2019-26	\$1,000.00	No Change	
Planning	Comment/Letter	Telecommunications Towers		Review of application, preparation of report, Council comment submitted to proponent		\$500.00	Change	New fee to recognize the planning process - review, preparation of comments
Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee (new lot creation for consents, save and except on surplus farm dwellings)	\$1,750.00	As per Section 51.1 of the Planning Act (per lot fee)	2019-26	\$1,750.00	No Change	
Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee (subdivisions/condominiums)		As per Section 51.1 of the Planning Act, based on land valuation calculation	2019-26	5% land value or \$1,750/lot	Change	recognize option to use 5% of land value for Cash-in-Lieu of Parkland for subdivisions as per Planning Act
Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee - Lot Line Adjustments	\$0.00	no charge	2019-26	\$0.00	No Change	
Planning	Other	Pre-consultation meeting with Planner (non-refundable) and only charged after 2nd meeting	\$200.00		2019-26	\$200.00	No Change	
Planning	Other	Any legal or consulting fees over and above established rates will be added to all planning fees.			2019-26		No Change	
Planning	Other	Fees are charged per lot, where applicable.			2019-26		No Change	
Public Works		911 sign - new sign (sign and post)	\$100.00	HST Included	2019-26	\$100.00	No Change	
Public Works		911 sign - replacement (sign only)	\$50.00	HST Included	2019-26	\$50.00	No Change	
Public Works		All new Road Occupancy Permits off municipal roads	\$250.00		2019-26	\$250.00	No Change	
Public Works		Entrance Bond	\$1,000.00	Deposit - Refundable	2019-26	\$1,000.00	No Change	
Public Works		Work under roadway bond	\$1,000.00	Deposit - Refundable	2019-26	\$1,000.00	No Change	

SCHEDULE 'B'

2022 Consolidated Water and Wastewater User Fees

Fee	2021	Authority	2022	% Change	Notes
Water					
Basic Quarterly Charge for Water Service	\$40.53	2020-66	\$40.53	0.00%	as per rate study
Consumption Charge per cubic meter	\$2.680	2020-66	\$2.750	2.61%	as per rate study
Typical Customer Cost / Year (168 m3)	\$612.36		\$624.12	1.92%	
Southwold Capital Infrastructure Rate (Lynhurst) per cubic meter	\$1.500	2020-66	\$1.539	2.61%	as per rate study
Water Filling Station per cubic meter	\$3.240	2020-66	\$3.310	2.16%	as per rate study
Dutton-Dunwich (Tri County Rate)	\$1.78		\$1.89	6.18%	as per rate study
Other Water Charges					
Water Meter Charge - 3/4 inch meter (plus HST)	\$625.00	2020-66	\$650.00	4.00%	No changes since 2016
Water Meter Charge - larger than 3/4 inch meter (plus HST)	Actual Cost plus Administration and inspection fee of \$200	2020-66	Actual Cost plus 15% Administration to a \$1,000 max. and inspection fee of \$225		No changes since before 2013, incl. a maximum for admin fee
Shut-off and/or Reconnection Charge for Non Payment of Account					No changes since before 2013
during normal business hours	\$75.00	2020-66	\$80.00	6.67%	No changes since before 2013
after normal business hours	\$250.00	2020-66	\$260.00	4.00%	No changes since before 2013
Shut-off and/or Reconnection at Customer's Request					No changes since before 2013
during normal business hours and 48 hours notice given to the Township	\$50.00	2020-66	\$53.00	6.00%	No changes since before 2013
after normal business hours	\$250.00	2020-66	\$260.00	4.00%	No changes since before 2013
Non-Metered Quarterly Consumption Charge (based on consumption of 60.6 cu m x 2.5)	\$395.48	2020-66	\$416.63	5.35%	based on consumption rate
Disconnection Fee for Discontinuing Water Service and Billing	\$250.00	2020-66	\$260.00	4.00%	No changes since before 2013
Failure to install remote read out	\$50.00	2020-66	\$55.00	10.00%	No changes since before 2013
Township Plumbing Fees	incl. in meter charge	2020-66	incl. in meter charge		
Malfunction/Testing of Meters	Based on the cost of a new meter - See Section 12	2020-66	Based on the cost of a new meter - See Section 12		

Fee	2021	Authority	2022	% Change	Notes
Frost Plate and Gasket	cost plus \$25.00 administration fee plus HST	2020-66	cost plus \$30.00 administration fee plus HST	20.00%	No changes since before 2013
Final Reads	\$35.00	2020-66	\$37.00	5.71%	No changes since before 2013
Work Orders	\$35.00	2020-66	\$37.00	5.71%	No changes since before 2013
Water Fill Station Key - Deposit for new accounts	\$125.00	2020-66	\$130.00	4.00%	No changes since 2014
Charge for installation of lock box for Unathorized use of water	\$150.00	2020-66	\$160.00	6.67%	No changes since before 2013
Charge for mailing of register letter	cost plus \$5.00 administration fee plus HST	2020-66	cost plus \$6.00 administration fee plus HST	20.00%	No changes since before 2013
Construction Water	\$150.00	Resolution	\$160.00	6.67%	No changes since before 2013

Fee	2021	Authority	2022	% Change	Notes
Water Connection Fees *					
General Connections					
1" Connection	\$11,824.00	2021-45	\$13,196.00	11.60%	as per By-law #2021-45
1.5" Connection	\$15,725.00	2021-45	\$17,549.00	11.60%	as per By-law #2021-45
2" Connection	\$17,736.00	2021-45	\$19,793.00	11.60%	as per By-law #2021-45
4" Connection	\$19,746.00	2021-45	\$22,037.00	11.60%	as per By-law #2021-45
6" Connection	\$22,968.00	2021-45	\$25,632.00	11.60%	as per By-law #2021-45
Settlement Area Connections					
1" Connection	\$7,686.00	2021-45	\$8,578.00	11.61%	as per By-law #2021-45
1.5" Connection	\$10,222.00	2021-45	\$11,408.00	11.60%	as per By-law #2021-45
2" Connection	\$11,529.00	2021-45	\$12,866.00	11.60%	as per By-law #2021-45
4" Connection	\$12,836.00	2021-45	\$14,325.00	11.60%	as per By-law #2021-45
6" Connection	\$14,930.00	2021-45	\$16,662.00	11.60%	as per By-law #2021-45
Subdivision Development Connections					
1" Connection	\$3,760.00	2021-45	\$4,196.00	11.60%	as per By-law #2021-45
1.5" Connection	\$5,001.00	2021-45	\$5,581.00	11.60%	as per By-law #2021-45
2" Connection	\$5,640.00	2021-45	\$6,294.00	11.60%	as per By-law #2021-45
4" Connection	\$6,279.00	2021-45	\$7,007.00	11.59%	as per By-law #2021-45
6" Connection	\$7,304.00	2021-45	\$8,151.00	11.60%	as per By-law #2021-45
Other Charges					
Curb Stop Fee	\$1,233.00	2021-45	\$1,376.00	11.60%	as per By-law #2021-45
Additional Water Service	\$1,233.00	2021-45	\$1,376.00	11.60%	as per By-law #2021-45
	plus actual costs to install the service		plus actual costs to install the service		
Transfer of an additional service to a new lot	See Subdivision Development Connection Fees based on Service size	2021-45	See Subdivision Development Connection Fees based on Service size		

Fee	2021	Authority	2022	% Change	Notes
Wastewater					
Talbotville Wastewater Treatment Plant					
Sewer Monthly Capital	\$16.81	2020-68	\$18.59	10.59%	as per rate study
Per Cubic Meter Rate	\$2.27	2020-68	\$2.27	0.00%	as per rate study
Typical Customer Cost / Year (168 m3)	\$583.08		\$604.44	3.66%	
Ferndale/Lynhurst as per St. Thomas Per Cubic Meter Rates					
Sewer Monthly Capital	\$16.81		\$18.59	10.59%	as per rate study
Per Cubic Meter Rate	\$2.27		\$2.41	6.17%	as per St. Thomas Rate
Sanitary Sewer Connection Fees *					
Talbotville Wastewater Treatment Plant					
Single Family Dwelling	\$13,425.00	2021-46	\$14,982.00	11.60%	as per By-law #2021-46
Semi-Detached Dwelling	\$13,425.00	2021-46	\$14,982.00	11.60%	as per By-law #2021-46
Duplex	\$13,425.00	2021-46	\$14,982.00	11.60%	as per By-law #2021-46
Townhouse	\$13,425.00	2021-46	\$14,982.00	11.60%	as per By-law #2021-46
Row House	\$13,425.00	2021-46	\$14,982.00	11.60%	as per By-law #2021-46
Other Multiple Dwelling Types with Individual Sanitary Sewer Connections	\$13,425.00	2021-46	\$14,982.00	11.60%	as per By-law #2021-46
Apartment Buildings	\$9,343.00	2021-46	\$10,427.00	11.60%	as per By-law #2021-46
Commercial / Industrial - based on Water Connection Service Size					
1" Water Service (per connection)	\$13,425.00	2021-46	\$14,982.00	11.60%	as per By-law #2021-46
1.5" Water Service (per connection)	\$17,854.00	2021-46	\$19,925.00	11.60%	as per By-law #2021-46
2" Water Service (per connection)	\$20,138.00	2021-46	\$22,474.00	11.60%	as per By-law #2021-46

Fee	2021	Authority	2022	% Change	Notes
Over 2" Water Service	To be reviewed individually and fee included in development agreement	2021-46	To be reviewed individually and fee included in development agreement		as per By-law #2021-46
High Water/Wasteater Users	To be reviewed individually and fee included in development agreement	2021-46	To be reviewed individually and fee included in development agreement		as per By-law #2021-46
Other Sanitary Sewer Treatment Jurisdictions (Ferndale, Lynhurst)					
All new connections	Subject to connection fees and other charges applied by the receiving sanitary sewer system	2021-46	Subject to connection fees and other charges applied by the receiving sanitary sewer system		as per By-law #2021-46
* Escalated by Statistics Canada Non-Residential Building Construction Price Index (Toronto) 3rd Quarter as per By-law Provisions	2.30%		11.60%		



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 22, 2021

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2021-39

SUBJECT MATTER: Section 357/Tax Incentive Adjustment Applications

Recommendation:

1. That Council approves the total adjustment of taxes for the 2021 tax year resulting from Municipal Act, Section 357/Tax Incentive Adjustment applications, as presented, in the amount of \$1,859.75.

Purpose:

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

Background:

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

Comments/Analysis:

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

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2021	Section 357 Write-off	\$740.16	\$899.40	\$220.19	\$1,859.75
	Total	\$740.16	\$899.40	\$220.19	\$1,859.75

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

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

Financial Implications:

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards. The Township portion the tax adjustments are \$740.16.

Strategic Plan Goals:

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

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

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

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

APPENDIX 'A'

2021.08.16 8.0 9759
 Run Date: 11/18/21 08:40AM
 Business Date: 11/18/21

Township Of Southwold
 2021 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-005-01100-0000 TO 34-24-000-005-01100-0000

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
R T 02/26/21: 000-005-01100-0	-170,000	-1,859.75	-740.16	-899.40	0.00	-220.19	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-1,859.75	-740.16	-899.40	0.00	-220.19	0.00	0.00	0.00	0.00

Category Totals:		-1,859.75	-740.16	-899.40	0.00	-220.19	0.00	0.00	0.00	0.00
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Supplemental Billing Total: -1,859.75 Demand Date: 11/17/21
 Net Adjustments 0.00 Due: 12/31/21 -1,859.75
 Net Billing Amount: -1,859.75
 Number of Bills Generated: 1



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 22, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-66

SUBJECT MATTER: Southwold Winterfest - 2022

Recommendation(s):

THAT Council approves the proposal by the Family Day/Winterfest Committee to host a Winterfest Event with COVID-19 Safety Protocols in Place at the Keystone Complex on February 19, 2022;

AND THAT Council provides direction to the Committee on the proposed elements for the proposed event;

AND THAT Council direct staff to apply to the Green Lane Community Trust for funding of \$5,000.00 for the purpose of hosting a Winterfest event.

Purpose:

The purpose of this report is to provide Council with information on the early plans of the Family Day/Winterfest Committee for a modified event in 2022. The report is to seek preliminary approval for the elements proposed by the Committee and to confirm the draft budget to authorize a request being made to the Green Lane Community Trust for funding in 2022.

Background:

Following the first Family Day event in 2017 to Celebrate Canada's 150th, the Southwold Winterfest has become an annual tradition, taking place on a Saturday around Family Day each year in February. The events have been growing each year, but the event in 2021 was cancelled in the wake of the COVID-19 pandemic. In light of the provincial re-opening, the Winterfest Committee had decided to begin meeting again this fall to decide whether there was willingness and volunteer capacity from the Committee to host a modified event for 2022. The Committee has hosted two meetings so far this fall and has made great progress in their planning for the modified event.

Comment:

The Committee has collectively decided that the 2022 event will be an outdoor only event which will begin later in the day than previous years and will terminate after the Fireworks. This means that there will not be indoor events planned (other than indoor access to the washrooms and library), there will not be an indoor dinner, and there will be no indoor dance in 2022. With these exceptions, the events planned for 2022 will be similar to previous years in that there will be an outdoor obstacle course, clowns & face painting, ball hockey/ice rink, outdoor crafts/snow painting & sculpting, hot dogs & hot chocolate, people mover rides, bonfires, lawn games, opening ceremonies, bird demonstration, outdoor music, cookies, and fireworks.

Since this year, there is not going to be an evening meal served, the Committee has had some discussions about possibly inviting food trucks to provide additional food options to families visiting the event. There has been some reservation from the Committee in moving towards food trucks in that the intention of the event has always been that the event is meant to be free for families and the food trucks would add an element where there is an added cost. The Committee has discussed the possibility of either paying for the food truck meals outright or finding a mechanism to subsidize some of the food truck offerings to make the costs less for families. The Committee is seeking Council input on food trucks attending the event.

A draft budget for 2022 is included as Schedule A to this report, which includes various costs and estimates acquired by the Committee to date as well as actuals from the 2020 event.

Since the Committee aims to provide the event free to families in the community and has very limited revenue sources, and has eliminated the dance and bar (one of the larger money-makers), they are seeking funding support from the Township. An application to the Green Lane Community Trust for \$5,000.00 will enable the Committee to provide the event in the municipality without having high costs to local families.

Financial Implications:

The Winterfest event has traditionally been financed by Green Lane Trust contributions, voluntary donations from the community, and corporate sponsors.

Strategic Plan Goals:

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

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

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

SCHEDULE 'A'

2020		2022	
	(\$6,772.70)		\$0.00
	\$5,289.05		\$0.00
	(\$1,483.65)		\$0.00
	(\$2,353.37)		(\$2,353.37)
Rcpt: 0123409, SOLLIO AGRICULTURE	(\$100.00)		
Rcpt: 0123410, STREIB TRUCKING LTD.	(\$125.00)		
Rcpt: 0123411, SOUTHWOLD COMMUNITY POLICING ASSOC.	(\$250.00)		
Rcpt: 0124121, MAZAK FARMS	(\$50.00)		
Winterfest 2020	(\$250.00)		
Rcpt: 0125333, WINTERFEST DONATIONS	(\$480.10)		
Rcpt: 0125334, WINTERFEST BAR PROCEEDS	(\$507.60)	SPONSORS	(\$500.00)
Rcpt: 0125462, WINTERFEST DONATION	(\$10.00)	DONATIONS	(\$450.00)
Rcpt: 0125944, GREEN LANE COMMUNITY TRUST FUND	(\$5,000.00)	GREEN LANE COMMUNITY TRUST FUND	(\$5,000.00)
Total	(\$6,772.70)	Total	
ELIZABETH MORGAN, Photo Booth	\$223.36	Photo Booth	\$500.00
DOTSY'S ENTERTAINMENT CO., 90229	\$691.97	Dotsy	\$950.00
ELIZABETH MORGAN, 01-08-2020BAL Photo Book	\$223.37	Fireworks	\$2,200.00
ANSELL'S AWARDS & SPECIALTIES, 55325	\$36.63	Food and Supplies	\$750.00
OPTIMIST CLUB OF FINGAL-SHEDD, 2020WINTERFEST	\$2,200.44	Mascot	\$110.00
DEBRA LOGGHE, 2020WINTERFEST.	\$707.98	Entertainment (bands)	\$500.00
ABI NORTH, 011920 Face Painting	\$100.00	Bird Demonstration	\$500.00
ABI NORTH, 702-3604460-7477869 Ballot Boxes	\$59.98	Signage	\$130.00
SCOTT YOUNG, 2020WINTERFEST	\$133.35	Printing/Copying	\$20.00
FASTSIGNS, 684-54976	\$172.67		
COUNTRY GROCERY, 200227-0001-01-0057 PizA	\$260.84	FOOD TRUCK SUBSIDIES	
COLE HIGGS, 02082020	\$250.00		
DARLENE WADSWORTH, 022420 Crafts	\$106.34		
CONNOR WILSON MUSIC, 490	\$490.77		
Winterfest Copying	\$8.55		
Cole Higgs cheque not cashed	(\$250.00)		
Sign Guy Cheque not cashed	(\$127.20)		
Total	\$5,289.05	Total	\$5,660.00



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 22, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-67

SUBJECT MATTER: Christmas Gift Certificates for Staff

Recommendation(s):

THAT Council receives the report on the Christmas Party and Gift Certificates as information.

Purpose:

The purpose of this report is to provide information to Council on the Christmas Gift Certificates proposed for staff for 2021.

Background:

Over the past five years, Southwold did not have a formal Christmas party but we did give all employees a gift certificate from a Southwold Business. The gift certificates were handed out at an informal gathering with coffee and donuts before the work day started.

In 2020, in response to the pandemic and in light of many businesses being unable to open, in lieu of gift cards, staff received cheques. In 2021, staff is recommending that gift cards to support local Southwold businesses be utilized.

Comment:

From my conversations with staff, this seemed to work well, so it would be my recommendation that we do the same for this holiday season. In 2020, we handed out cheques in the amount of \$75.00 for full time employees and \$35.00 for part time employees. I recommend that we keep this the same for 2021.

Financial Implications:

The cost in 2020 was estimated at \$1,900, which would be the same approximate cost in 2021.

Strategic Plan Goals:

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

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

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



TOWNSHIP OF
Southwold

Form Builder

Home / Municipal Office / Applications, Forms and Permits / Facility Fee Waivers

Required fields are marked with asterisks (*)

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: *

Shedden Agricultural Society

Representative's Name: *

Catherine Koyle

Is there a secondary contact person for your organization? *

- No
 Yes

Secondary person's name (first and last)

Shirley Longhurst

Secondary person's contact number:

Secondary person's email address:

Contact Number: *

Email Address: *

Not for Profit # or Charitable Organization Registration #:

Date(s) of requested fee waiver: *

Monthly Meetings:- Monday's at 7pm

February 14, March 14, April 18, May 09, June 6, July 11 , August 8, September 12, October 17, November 14, 2022

Annual Meeting - January 21, 2023 = 10.30 am

Quilt Show - April 06 > 09, 2022

Shedden Fair - August 24 > 29, 2022

Activity or Event Description

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

Many of the residence of the community participate in the Fair and attend the activities

We try to make it Family cost Friendly

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

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

Financial hardship

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

Yes

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

The complex facilities are already equipped for disabilities
we have golf carts to help in the outside areas if needed

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: *

11/10/2021



Back

Submit

Clear

Address: 35663 Fingal Line, Fingal, Ontario, N0L 1K0

Phone: [519-769-2010](tel:519-769-2010), Fax: [519-769-2837](tel:519-769-2837)

Hours of operation: Monday to Friday 8:00 AM to 5:00 PM

Designed by eSolutionsGroup (<https://www.esolutionsgroup.ca>)

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

Name of Event: <u>Golden Acres Chapter Meeting</u>			
Name of Group or Organization <u>Golden Acres Chapter #305, O.E.S.</u>			
Primary & Secondary Contact Person		Purpose of Event	
<u>Mary-Aime Wellwood Ray C Lunn</u>		<u>Meeting</u>	
Contact Address <u>80 Anne St, Aylmer, ON</u>			Postal Code <u>N5H 3A2</u>
Phone # Primary / Secondary		Email / Website:	
Not for Profit # or <u>Charitable Organization</u> Registration #:			
Activity or Event Information			
Fees to be Waived (ie: facility rental)			
Date and Times:		<u>Second Tuesday of each month except July & August</u>	
Number of People expected:		<u>50</u>	Admission Fee: (If applicable) <u> </u>
Will food be served?	<u>Yes</u>	Will alcohol be served?	<u>No</u>

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
<u>The purpose of our organization is to raise funds to donate to nearby organizations and facilities eg the library, Fire Dept, Cancer, Heart etc. Christmas Care. Food Bank</u>

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON NOL 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

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

We also exist to look after our members so many local people will be encouraged & cared for.
Our fund-raising events are local entertainment/cultural events

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

We will be unable to make our planned donations.

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

No
- we do not ask for other groups to fund us.
- we earn the money ourselves

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

The necessary DMS are already in place

Deadline for submission is November 15, for events being held the following year.

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON NOL 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged 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, and or special event permit.

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 with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
 Attention: Community Services & Communications Clerk
 35663 Fingal Line
 Fingal, ON NOL 1K0
 Fax: 519-769-2837

or by email: communications@southwold.ca

Authorization for Application

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 respect.

Name:	x Patricia Garson	Title:	Secretary
Signature:	Patricia H Garson	Date:	Nov. 5, 2021

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON NOL 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

Name of Event:			
SOUTH WOLD PICNIC			
Name of Group or Organization			
FINGAL SCHOOL ALUMNI			
Primary & Secondary Contact Person		Purpose of Event	
RAY LARRY SANDRA DOWDY		PICNIC TO RAISE MONEY FOR CEMETRIES	
Contact Address			Postal Code
RAY LARRY			NOL 1K0
Phone # Primary / Secondary		Email / Website:	
Not for Profit # <input checked="" type="checkbox"/> or Charitable Organization Registration #:			
Activity or Event Information			
Fees to be Waived (ie: facility rental)		YES	
Date and Times:			
Number of People expected:		100	Admission Fee: (If applicable) 0
Will food be served?	YES	Will alcohol be served?	NO

Activity or Event Description

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

**The Township of Southwold
Waiving of Facilities Fees Application Form**



Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

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

MONEYS TO HELP WITH MAINTENANCE
TO CEMETERYS

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

GOOD

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)?

FAMILY PICKNICK

Deadline for submission is November 15, for events being held the following year.

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON NOL 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged 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, and or special event permit.

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 with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
 Attention: Community Services & Communications Clerk
 35663 Fingal Line
 Fingal, ON NOL 1K0
 Fax: 519-769-2837

or by email: communications@southwold.ca

Authorization for Application

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 respect.

Name:		Title:	
Signature:		Date:	

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. 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: *

Biker's Against Child Abuse - BACA

Representative's Name: *

Bob Hagerty

Is there a secondary contact person for your organization? *

No

Yes

Secondary person's name (first and last)

Greg Wing

Secondary person's contact number:

Secondary person's email address:

Contact Number: *

Email Address: *

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

936902-3

Date(s) of requested fee waiver: *

December 11, 2021 - 6:00 pm to 10:30 pm (meetings usually end earlier)

January 8, 2022 - 6:00 pm to 10:30 pm (meetings usually end earlier)

February 12, 2022 - 6:00 pm to 10:30 pm (meetings usually end earlier)

March 12, 2022 - 6:00 pm to 10:30 pm (meetings usually end earlier)

April 9, 2022 - 6:00 pm to 10:30 pm (meetings usually end earlier)

Activity or Event Description

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

BACA is an organization that exists with the intent to create a safer environment for abused children, to help empower them to not be afraid of the world in which they live. We work in conjunction with local, provincial, and federal officials already in place to protect children. These meetings are held to prepare for community events that we hold for those children for example, fundraising barbeques, summer parties, Christmas parties, etc. All fundraising and all donations go explicitly back to assist abused children in many avenues including, but not limited to, therapies, security for functions in which they are required attend to help them feel safe (Court appearances etc.), gifts for the children for Christmas, and many other abused child-related assistance.

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

We hope to be present and assist our community in the understanding of our organization and the assistance that we provide in empowering abused children.

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

Unfortunately we would be required to search for another venue as stated above - we do not ever use funds for anything other than assisting abused children to not be afraid of the world in which they live. No money is ever used for anything other than the children - we are strictly non-profit.

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

We do fundraisers, various donations have been given to the organization, although all money goes back to the children.

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

The meetings are all open to the public. The building is accessible and in any event we have always been able to assist with accessibility regarding anyone with disabilities.

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: *

11/9/2021



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



To: Heather Bouw, CAO – Municipality of Dutton Dunwich
Adam Betteridge, CAO – Township of Malahide
Lisa Higgs, CAO/Clerk – Municipality of Southwold
Magda Badura, CAO/Treasurer – Municipality of West Elgin
Re: Community Emergency Management Coordinator (CEMC) Services
Date: November 12, 2021
[Sent via email]

Dear Municipal Partner CAO,

I am writing to thank you for participating in the County's Pilot Community Emergency Management Coordinator (CEMC) Shared Services Program ("Pilot") and provide you with additional information regarding the Pilot program.

It has been our pleasure to support your Municipality's Emergency Management needs through this Pilot program. The past several months has provided us with the opportunity to seamlessly extend County-delivered CEMC services to several of our partner municipalities. To date, the feedback we have received from participating municipalities has been extremely positive.

The Agreement your Municipality executed to support the Pilot program was scheduled to end on October 29, 2021. Since this time, we have continued to support your Municipality's Emergency Management needs.

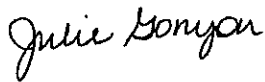
County Council approved an extension of this program at the request of participating Local Municipal Partners (LMPs) to **December 31, 2021**. I have enclosed a revised Agreement **CEMC Amending Agreement** which reflects the revised expiration date for your Council's consideration and execution. Should your municipality wish to continue to participate in the Pilot program, please send the executed agreement to Carolyn Krahn (ckrahn@elgin.ca) at your earliest convenience.

We would like to continue to support your Municipality's needs for this service and would like to engage in discussions with you about the feasibility of doing so on a cost-recovery basis after the extension period ends on December 31, 2021. Given the fact that some, but not all of our municipal partners are interested in using this service, Council directed that we work with you and your team(s) to explore the potential for an equitable, robust service that will meet interested Municipalities' needs for emergency management services.

It has been our pleasure to work with you on this Pilot program and we look forward to discussing options and opportunities for a formalized shared service for the provision of CEMC services at your earliest convenience.

I'll be in touch soon with some dates/times for a discussion. In the meantime, we look forward to continuing to support your emergency plans and protocols, and ensuring that our respective communities are in a continuous state of readiness.

Yours Very Truly,



Julie Gonyou,
Elgin County CAO



Jeff VanRybroeck,
Elgin County Fire Training
Officer/Emergency Management
Coordinator



CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-69

Being a by-law to amend By-law No. 2018-23, being a By-law to provide rules governing the proceedings of Council and the conduct of its members.

WHEREAS Section 238 of the *Municipal Act, 2001*, S.O. 2001 c.25 as amended, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

AND WHEREAS it is deemed necessary and appropriate to amend By-law No. 2018-23

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

1. That section 3.2 of By-law No. 2018-23 be amended by adding the following:
That for the year 2022, the meeting dates of January 24th, February 21st, March 21st and April 25th will have a start time of 5:30 p.m. and an end time of 9:30 p.m.;

And further that the July 11th, 2022, meeting will have a start time of 9:00 a.m. and end time of 1:00 p.m.

2. That this by-law shall come into force and take effect on the final passing thereof.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 22nd DAY OF NOVEMBER, 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2021-70

Being a by-law to amend By-law No. 2021-21 being a by-law to appoint a Community Emergency Management Coordinator for the Township of Southwold pursuant to the standards established by the regulation under the Emergency Management & Civil Protection Act, R.S.O., 1990, CH. E 9, as amended.

WHEREAS the Emergency Management & Civil Protection Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 14(1) of the Emergency Management & Civil Protection Act requires emergency management programs conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the regulatory standard established under Ontario Regulation 380/04 requires that each municipality designate a Community Emergency Management Coordinator;

AND WHEREAS it is deemed necessary and appropriate to amend By-law No. 2021-21.

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

1. That By-Law No. 2021-21 is amended with an extension date of December 31st. 2021; and
2. That this by-law shall come into force and effect on the date of passage thereof.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 22nd DAY OF NOVEMBER, 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

This Amending Agreement is made effective the 31st day of October, 2021.

Between:

Corporation of the County of Elgin
(hereinafter "Elgin")

Of The First Part

And:

The Corporation of the Township of Southwold
(hereinafter "Southwold")

Of The Second Part

And:

The Corporation of the Municipality of West Elgin
(hereinafter "West Elgin")

Of The Third Part

WHEREAS the Parties hereto entered into a written Agreement, effective the 1st day of October, 2020 (the "Agreement"), detailing arrangements by which, in accordance with a pilot project for a specified term commencing on October 1, 2020, and expiring on October 30, 2021, Elgin committed to employ and appoint a Fire Training Officer / Community Emergency Management Coordinator and which Officer / Coordinator would, amongst other duties, assist Southwold and West Elgin in the development, implementation, and coordination of an emergency management program within the territorial limits of such local municipalities and, further thereto, would accept appointment as the Community Emergency Management Coordinator for such local municipalities;

AND WHEREAS the Parties hereto have agreed to extend the Term of the said Agreement, including the pilot project contemplated thereunder, for a further period of two (2) months to an expiry date of December 31st, 2021;

AND WHEREAS the Parties hereto wish to reduce the terms and conditions of such further consensus and agreement to writing.

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

1. Amendment of Term of Agreement

The Parties hereto agree that section 2.1 of the Agreement shall be deleted and the following provision substituted therefor:

"2.1 This Agreement shall commence and be deemed effective on the 1st day of October, 2020, and, unless otherwise terminated earlier in accordance with the terms and conditions hereof, shall expire and end on the 31st day of December, 2021 (hereinafter "Term")."

2. Balance of Agreement to Remain in Effect

The Parties hereto further agree that the balance of the provisions, terms, and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested by their authorized signing officials or representatives this _____ day of _____, 2021.

SIGNED, SEALED & DELIVERED

in the presence of

Date:

Location:

) **Corporation of the County of Elgin**

)

)

)

per: _____

)

Name: Tom Marks

)

Position: Warden

)

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per: _____

)

Name: Julie Gonyou

)

Position: CAO/Clerk

)

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We have authority to bind the Corporation

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per: _____

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Name: Grant Jones

)

Position: Mayor

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per: _____

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Name: Lisa Higgs

)

Position: Chief Administrative Officer

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We have authority to bind the Corporation

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Date:

Location:

Date:

Location:

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Effective Date: October 31, 2021

Corporation of the County
of Elgin

- and -

The Corporation of the
Township of Southwold

- and -

The Corporation of the Municipality
of West Elgin

Community Emergency
Management Coordinator Amending
Agreement

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

County Solicitor

From: [Prime Minister | Premier Ministre](#)
To: [June McLarty](#)
Cc: [Jean-Yves Duclos](#)
Subject: Office of the Prime Minister / Cabinet du Premier ministre
Date: November 10, 2021 12:35:54 PM
Attachments: [image002 UniqueID 10.png](#)
[image003 UniqueID 7.png](#)
[image004 UniqueID 4.png](#)
[image005 UniqueID 3.png](#)
[21-11-01 Resolution - Long Term Care Homes 0001.pdf](#)

Dear Ms. Higgs:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of your correspondence of November 1, 2021, attaching resolution 2021-301 regarding Long-Term Care Homes affected by COVID-19.

Thank you for taking the time to write. Please be assured that your comments, offered on behalf of the Township of Southwold, have been carefully reviewed.

I note that you have also sent copies of your email and attached resolution to the former Minister of Health, the Honourable Patricia A. Hajdu. I have taken the liberty of sharing your correspondence with her successor, the Honourable Jean-Yves Duclos, Minister of Health, for his information and consideration.

Once again, thank you for writing to the Prime Minister.

H. Clancy
Executive Correspondence Officer
/Agente de correspondance
Executive Correspondence Services/
Services de la correspondance de la haute direction

>>> From : June McLarty jmclarty@southwold.ca Received : 01 Nov 2021 04:08:40 PM >>>

>>> Subject : Township of Southwold Resolution - Long Term Care Homes >>>>

Please find attached a resolution that was passed by the Township of Southwold regarding Long Term Care Homes.

Thank you,

[cid:image001.jpg@01D7CF3A.1266F8B0]

June McLarty
Corporate Services Clerk

email jmclarty@southwold.ca<<mailto:jmclarty@southwold.ca>>
tel 519-769-2010

Township of Southwold
35663 Fingal Line, Fingal, Ontario, N0L 1K0

[cid:image002.png@01D7CF3A.1266F8B0][cid:image003.png@01D7CF3A.1266F8B0]
[cid:image004.png@01D7CF3A.1266F8B0][cid:image005.png@01D7CF3A.1266F8B0]

The contents of this e-mail and any attachments are intended for the named recipient(s). This e-mail may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you have received this message in error, are not the named recipient(s), or believe that you are not the intended recipient immediately notify the sender and permanently delete this message without reviewing, copying, forwarding, disclosing, or otherwise using it or any part of it in any form whatsoever.



RESOLUTION NO. 21-247

Moved by: Marc Dupuis
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgoïn.

- CARRIED -

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario
This 10th day of November 2021


Guylaine Coulombe



North America's Railroad

NEWS RELEASE

CN SIGNS THE "BUSINESS AMBITION FOR 1.5°C" AND JOINS THE "RACE TO ZERO" CAMPAIGN

The Company commits to setting a 2050 net-zero target for its carbon emissions

CN's commitment is in line with the criteria and recommendations of the Science Based Targets initiative

Montreal, November 12, 2021 – CN (TSX: CNR) (NYSE: CNI) is proud to announce its commitment to setting a target in line with a 1.5°C scenario and to achieving net-zero carbon emissions by 2050. By doing so, CN is the first North American railroad to formally commit to having a net-zero target by joining the Business Ambition for 1.5°C and the United Nations' Race To Zero campaign.

After announcing important partnerships related to renewable fuels testing and the purchase of a battery-electric locomotive for a joint pilot last week, the Company continues to take meaningful steps towards reducing overall emissions and minimizing the impact of its operations.

"As a world-class transportation leader and trade-enabler, CN handles over C\$250 billion worth of goods and carries more than 300 million tons of cargo annually, and is proud to be moving all these products in a sustainable way. CN's pledge to net-zero carbon emissions by 2050 further builds upon our commitment to short-, medium- and long-term targets, robust and transparent climate change disclosures, and our goal to continue to lead our sector in the transition to a low-carbon economy. CN has a strong track record of fuel and carbon efficiency and, in 2020, achieved its best locomotive fuel efficiency ever – over 4% better than the previous record set in 2019 – which avoided approximately 275,000 tonnes of emissions. We will continue to decarbonize our operations and, in turn, will enable our customers to reduce their transportation supply chain emissions and support their and our growth in sustainable products and markets."

- Jean-Jacques Ruest, President and Chief Executive Officer

CN has been recognized as a leader in sustainability in the North American rail industry and has been a pioneer in the transition to a low-carbon economy, offering carbon-efficient transportation solutions to its customers. Since 1993, the Company has reduced its rail locomotive greenhouse gas (GHG) emissions intensity by 43%, thereby avoiding over 48 million tonnes of emissions. To this day, CN continues to lead the North American rail industry, consuming approximately 15% less locomotive fuel per gross ton-mile than the industry average.

“Sustainability is at the heart of how we conduct our business every day and defines our contribution to building a more sustainable future. CN recognizes the importance of collaborating with suppliers, governments, supply chain partners, academics, and cleantech providers in achieving an effective transition to net-zero emissions by 2050.”

- Janet Drysdale, Vice-President, Sustainability

In 2017, CN was amongst the first hundred companies globally to set an approved science-based target, and in 2021 it restated that target to reflect an increased level of ambition. CN recognizes the importance of mitigating and adapting its business to changing climate conditions. The Company’s Climate Action Plan and pledge to net zero both support the Paris Agreement.

In April 2021, the Science Based Targets initiative (SBTi) approved CN’s commitment to reduce scope 1 and 2 GHG emissions by 43% per million gross ton miles by 2030 from a 2019 base year, and to reduce scope 3 GHG emissions from fuel- and energy-related activities by 40% per million gross ton miles by 2030 from a 2019 base year. CN’s Climate Action Plan and 2030 target are focused on five key initiatives: investing in locomotive fleet renewals, increasing the use of fuel-efficient technologies, leveraging big data analytics, enhancing our operating practices, and expanding the use of cleaner fuels.

The Company has publicly reported its GHG emissions, climate change strategy, and year-over-year progress annually since 2009 through its CDP reports. CN’s Climate Action Plan and annual sustainability disclosures are aligned with rigorous international standards, such as the Global Reporting Initiative (GRI), the Sustainability Accounting Standards Board (SASB), the Greenhouse Gas Protocol, and the Task Force on Climate-related Financial Disclosures (TCFD). Further, CN releases its Delivering Responsibly sustainability report biennially. In 2020, the Company’s actions to reduce emissions, mitigate climate risks and to develop the low-carbon economy resulted in CN being one of only three Canadian companies listed on CDP’s prestigious Climate Change A List.

To learn more about how CN is working to build an environmentally sustainable future, please visit <https://www.cn.ca/en/delivering-responsibly/environment/>

To learn more about how CN has been recognizing and collaborating with customers and supply chain partners through the EcoConnexions Partnership Program since 2014, visit <https://www.cn.ca/en/delivering-responsibly/environment/ecoconnexions-programs/>

About CN

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada’s Eastern and Western coasts with the U.S. South through a 19,500-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

To align with the most ambitious aim of the Paris Agreement and to what science dictates is necessary to reduce the destructive impact of climate change on human society and nature – to reach net-zero global emissions by 2050 at the latest in order to limit global warming to 1.5°C – CN is committing to set a long-term science-based target to reach net-zero value chain GHG emissions by no later than 2050 in line with the SBTi Net-Zero Standard, submit it for SBTi validation and publish it, all within a maximum of 24 months.

About the SBTi

SBTi is a collaboration between CDP, the United Nations Global Compact, World Resources Institute and the World Wide Fund for Nature that defines and promotes best practice in science-based target setting and independently assesses companies' targets. For more information, please refer to their website: <https://sciencebasedtargets.org/>.

-30-

Contacts:

Media

Canada

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CN Media Relations

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Media@cn.ca

Investment Community

Paul Butcher

Vice-President

Investor Relations

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Notice of Virtual Public Consultation Meeting St. Thomas Pollution Prevention Control Plan

The City of St. Thomas is preparing a Pollution Prevention Control Plan (PPCP), which is part of ongoing efforts being undertaken to improve the performance of the City's sanitary and storm sewer infrastructure. The PPCP will provide the City with a road map for implementation of infrastructure and operational improvements that will mitigate the impacts of wet weather sewer system overflows on the environment. This is in alignment with the City's commitment to environmental stewardship and the provision of sustainable municipal services.

The study is being undertaken in accordance with the requirements of the Municipal Class Environmental Assessment (EA) process for Master Plans (Municipal Engineer's Association Class EA document October 2000, as amended in 2007, 2011 & 2015).

How do I Participate?

We are hosting the second of two Virtual Public Consultation Meetings to review the findings and next steps of the PPCP and provide members of the public with an opportunity to provide comments. The Public Consultation Meeting will be hosted online using the Zoom platform and will include a brief presentation by the project team followed by a live Question and Answer Session.

When? Wednesday December 1, 2021 from 4:00 – 5:00 p.m.

How? To join the meeting through your computer, tablet, or smartphone, click on the following link: <https://us06web.zoom.us/j/81549233728>

If you prefer to join in and listen live via telephone, dial 1 (647) 374-4685 (long distance charges may apply). When prompted, dial the Webinar ID: 815 4923 3728

The presentation, along with a summary of Question and Answers will be posted on the project webpage following the meeting: www.stthomas.ca/P_P_C_P

For more information, or to be added to the study's distribution list to receive updates, please contact a member of the study team below:

Nathan Bokma, P. Eng.
Manager of Development and Compliance
Environmental Services Dept.
City of St. Thomas
Tel: 519-631-1680 ext. 4151
nbokma@stthomas.ca
545 Talbot St., PO Box 520
St. Thomas, ON N5P 3V7

John Tyrrell, M.Sc. (Eng.), P. Eng.
Senior Project Manager, Municipal
R.V. Anderson Associates Limited
Tel: 519-681-9916 ext. 5038
jtyrrell@rvanderson.com
557 Southdale Road East, Suite 200
London, ON N6E 1A2

Participating in a Zoom Meeting:

As a Zoom meeting attendee, you can participate in the meeting by listening, asking a question verbally or by text using the Chat feature. Note that all participants will be muted until the presentation by the Project Team is complete.

How to Ask a Question:

Using a computer, tablet, or smartphone:

1. To use your device's audio to ask your question, when prompted, click the "raise hand" icon at the bottom of the Zoom window. To locate the "raise hand" icon, first click on the icon labelled "Participants" at the bottom centre of your screen. At the bottom of the window on the right side of the screen, click the button labeled "raise hand". Your digital hand is now raised. You will be called by name when you have been unmuted so you can ask your question to the project team.
2. If you no longer wish to ask your question, simply click the same icon, now labelled "lower hand".
3. Alternatively, you can type your question using the "Question and Answer" feature. Simply click the Q&A icon at the bottom of the Zoom window, type your question in the answer box, and click "send".

Using a Telephone:

1. When prompted, press *9 to raise your hand. You will be called by name when you have been unmuted so you can ask your question to the project team.

Virtual Meeting Tips, Tricks, and meeting Etiquette

1. Pick a spot with a strong internet connection (e.g., don't join the meeting in your backyard where your Wi-Fi connection is weak).
2. Close all other applications or web pages on your device.
3. Ensure you are using the latest version of your device's web browsing software.



Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029 www.lasalle.ca

November 15, 2021

The Right Honourable Justin Trudeau
Prime Minister of Canada
House of Commons
Ottawa, Ontario K1A 0A6
justin.trudeau@parl.gc.ca

Dear Prime Minister Trudeau,

Re: COVID-19 Testing Requirement at Land Border

At the November 9, 2021 Regular Meeting of Council, Town of LaSalle Council gave consideration to correspondence received from a resident, dated November 2, 2021, regarding the COVID-19 testing requirement for travelers crossing the land border into Canada.

The following points were considered:

- The vast majority of the population of Essex County, including the Town of LaSalle, is fully vaccinated against COVID-19;
- Essex County, including the Town of LaSalle, has strong economic and social ties to Metropolitan Detroit and southeast Michigan;
- The United States has opened their land border to fully vaccinated Canadians without COVID-19 testing requirements; and
- The City of Windsor has asked the federal government to remove COVID-19 testing as a requirement for fully vaccinated travelers crossing the land border into Canada.

At the Meeting, the following Resolution was passed:

698/21

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the Corporation of the Town of LaSalle requests that the Federal Government remove the requirement for Canadian Travelers to be tested for COVID-19 when using a land border crossing into the United States and then returning to Canada after the November 8, 2021 re-opening.



Your favourable consideration of this request is respectfully requested.

Yours Truly,



Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

cc. The Honourable Doug Ford
Chris Lewis, MP, Essex
Taras Natyshak, MPP, Essex
Gary McNamara, Warden, County of Essex
All Members of Parliament
All Members of Provincial Parliament
All Ontario Municipalities





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2021-71

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 15, 2021 and November 22, 2021.

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

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

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

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

1. That the actions of the Council of the Township of Southwold at the Special Council Meeting held on November 15, 2021 and the Regular Meeting of Council held on November 22, 2021; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

By-law 2021-71

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 22nd DAY OF NOVEMBER, 2021.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs