



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday December 13, 2021

REGULAR MEETING OF COUNCIL

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

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- 1. CALL TO ORDER**
 - 2. ADDENDUM TO AGENDA**
 - 3. DISCLOSURE OF PECUNIARY INTEREST**
 - 4. ADOPTION OF MINUTES**
 - (a) Minutes of Regular Council Meeting of November 22, 2021
 - (b) Minutes of the War Memorial Committee Meeting of July 13, 2021
 - (c) Minutes of the Southwold Family Day/Winterfest Committee Meeting of November 10, 2021
 - 5. DELEGATION**
 - (a) **8:30 p.m.** – Mark Harris and Susan Budden – **QCWA 3rd Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant and 2022 Capital Proposals.**
 - 6. DRAINAGE**
 - 7. PLANNING**
 - (a) Report from the Planner RE: ZBA Application ZBA 2021-08,, Wm. F Bradish and Sons Ltd. C/O Matt Campbell, Zelinka Priamo - Follow-up Recommendation Report
 - (b) **7:15 p.m.** Public Meeting Zoning By-law Amendment ZBA 2021-11 Van de Gevel C/O William Pol, 5111 Union Road.

Committee of Adjustment – Under Separate Agenda Package

 - (c) **7:30 p.m.** Public Hearing – Committee of Adjustment – Minor Variance MV 2021-12 Murphy C/O J. Van Dyk, East Part Lot 12, Concession NTRE
 - (d) **7:30 p.m.** Public Hearing – Committee of Adjustment – Minor Variance MV 2021-13, Moore, 37474 Talbot Line

Variance MV 2021-13, Moore, 37474 Talbot Line

- (e) **7:30 p.m.** Public Hearing – Committee of Adjustment – Minor
Variance MV 2021-14, Vara Homes Inc, 48 Optimist Drive

8. REPORTS

- (a) Activity Report from Fire Chief – November
- (b) Report from the Fire Chief RE: Radio Communication Service Agreement
- (c) Report from the Fire Chief RE: Talbotville Pumper Replacement
- (d) Activity Report from the Director of Infrastructure and Development Services – November
- (e) Report from the Director of Infrastructure and Development Services RE: Strathroy Turf Farms – Draft Plan of Subdivision Application Township Comments
- (f) Report from the Director of Infrastructure and Development Services RE: Francis Street Water Meter Bill
- (g) Report from the Treasurer RE: 2022 Insurance Renewal
- (h) Report from the Treasurer RE: Water and Sanitary Budgets and User Fees By-laws
- (i) Report from the Treasurer RE: Asset Management Planning O. Reg. 588/17 Compliance
- (j) Report from the Treasurer RE: 2022 OCIF Funding
- (k) Activity Report from the Director of Building and Community Services – November
- (l) Activity Report from the CAO/Clerk – November
- (m) Report from the CAO/Clerk RE: Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan
- (n) Report from the CAO/Clerk RE: Road Maintenance Review Summary

9. CORRESPONDENCE

- (a) Correspondence from Kettle Creek Conservation Authority RE: Transition Plan
- (b) Correspondence from C. Lee RE: Tax Penalty Interest.

10. BY-LAWS

- (a) By-law No. 2021-72, being a By-law to amend By-law No. 2011-14, Van de Gevel, 5111 Union Road
- (b) By-law No. 2021-73, being a By-law to establish User Fees and to repeal By-law No. 2019-26, as amended
- (c) By-law No. 2021-74, being a By-Law to amend By-law No. 2014-65, being a By-law to regulate the distribution and use of water and to fix the prices and times of payments
- (d) By-law No. 2021-75, being a By-law to adopt the 2022 Water System Operating and Capital Budget

- (e) By-law No. 2021-76, being a By-law to establish Sanitary Sewer Rates and to repeal By-law No. 2020-68
- (f) By-law No. 2021-77, being a By-law to adopt the 2022 Sanitary Sewer System Operating and Capital Budgets
- (g) By-law No. 2021-78, being a by-law to enter into an intermunicipal agreement for joint ownership of fire communication equipment.
- (h) By-law No. 2021-79, being a By-law to amend By-law No. 2011-14, Wm. F. Bradish and Sons Ltd, 11579 Wonderland Road.
- (i) By-law No. 2021-80, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on December 13, 2021

11. OTHER BUSINESS *(For Information Only)*

- (a) Letter from Lisa Thompson, Minister of Agricultural and Rural Affairs RE: Canadian Agricultural Partnership (CAP) – Increasing Deadstock Capacity Initiative
- (b) Email from Strategic Policy Branch Health Canada RE: Long-term Care Homes
- (c) Resolution from Town of Georgina RE: Plastic Wrap Disposal
- (d) Media Release from SWPH RE: Enhanced Public Health Measures to Combat High Case Count
- (e) Resolution from City of St. Catherines RE: National Childcare Program
- (f) Ministry of Infrastructure RE: Building Broadband Faster Act Guidelines and Regulations
- (g) AMO Policy Update RE: Ontario Broadband Strategy, Excess Soil Regulations and Planning Act Delegations
- (h) Hospice of Elgin – Fall Update
- (i) Letter from the Town of Penetanguishene RE: Concerning Rates of Recidivism
- (j) Media Release – Elgin County Elects Mary French as 2022 Warden
- (k) Media Release from SWPH RE: Letter of Recommendation Social Gatherings and Working from Home

12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board employees. (section 239 (2) (b)) – 2 items Water and Wastewater Superintendent and Director of infrastructure and Planning Services
- (b) Ligation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (section 239 (2) (e))– Mels Minor Variance Appeal.
- (c) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the

municipality or local board (section 239 (2)(k)) – Talbotville
Development

- 13. ADJOURNMENT:**
- NEXT BUDGET MEETING OF COUNCIL**
THURSDAY JANUARY 6, 2022 @ 4:00 P.M.
Council Chambers, Fingal/Via Video Link
- NEXT REGULAR MEETING OF COUNCIL**
MONDAY JANUARY 10, 2022 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting
Monday November 22, 2021
7:01 p.m. Council Chambers Fingal/Via Video Link

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Jeff Carswell, Treasurer (7:00 p.m. – 9:50 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(7:00 p.m. – 10:15 p.m.)
Bryan Pearce, Planner (7:55 p.m. – 9:33 p.m.)
June McLarty, Corporate Services Clerk (7:00 p.m. – 9:50 p.m.)

ABSENT: Councillor: S. Emons

Mayor Jones called the meeting to order at 7:01 p.m.

ADDENDUM TO THE AGENDA:

DISCLOSURES: None

ADOPTION OF MINUTES:

2021-317 Deputy Mayor Monteith – Councillor Pennings Minutes

THAT the Minutes of the Regular Council Meeting of November 8, 2021 and the minutes of the Special Meeting of November 15, 2021 are hereby adopted, and

THAT Council has reviewed the minutes of the Young @ Heart Committee meeting of August 17, 2021 and the minutes of the Winterfest/Family Day Committee meeting of October 26, 2021

CARRIED

REPORT:

2022 Budget – User Fees, Background and Direction

Treasurer Jeff Carswell presented his report to Council. He outlined some of the proposed changes that may affect the 2022 budget.

DELEGATION:

7:26 p.m. - 7:45 p.m.

Margaret and Ian Chinnery presented to Council concerns about Ms. Chinnery's water bill, expressing that it is inexplicably too high. Ms. Chinnery indicated that she has checked for leaks and her septic tank is not full, however she informed Council that her son Ian has filled up water totes, however these are not large volume. Staff informed Ms. Chinnery that multiple rereads have been done on her meter and that her meter is not capable of over charging for the amount of water that goes through it.

2021-318

Councillor North – Deputy Mayor Monteith

Chinnery Water Bill

THAT the decision on the water bill be deferred until staff can do more research and the interest on the account be waived until that time.

CARRIED

7:45 p.m. – 8:03 p.m.

Elgin Group Police Services Board – Reporting on our Progress

Inspector Mark Loucas was introduced by Ida McCallum. Inspector Loucas outlined the Board's 2020-2022 Strategic Plan, its priorities and their action plan.

Ida McCallum gave a PSB update on the Community Safety and Policing Act (2022).

8:03 p.m. – 8:20 p.m.

South Central Ontario Region Economic Development Corporation – Annual Partner Update

Kimberly Earls, Executive Director, SCOR EDC provided an annual update partner update to Council.

PLANNING:

Draft Plan of Condominium

8:20 p.m.

In attendance: D. Sparenberg, J. Pszczola, J. Jenskey, H. Tebo, B. Meaney, C. Meaney, D. Meek, S. Burns, T. Gill

2021- 319

Councillor Pennings – Deputy Mayor Monteith

**Public Meeting
Draft Plan of Condominium**

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider an application for a Draft Plan of Condominium on the property owned by 1873828 Ontario Limited C/O Dave Sparenberg C/O Jody Pszczola, Dillon, Associate, Dillon Consulting Limited.

CARRIED

The Mayor stated that this a public meeting as required by Section 51 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed draft plan of condominium. This public meeting is delegated to the Township of Southwold from the County of Elgin.

This proposed draft plan of condominium is for vacant land plan of condominium consisting of thirty-two (32) units, to be developed 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.

No member of Council declared a disclosure of interest on this proposal.

Signs were posted on the property by October 29th, 2021 and notices were mailed to property owners within 120 m and emailed to agencies on October 28th, 2021.

Planner Bryan Pearce presented his report.

It was reported that Township departments have no concerns on this project. Written submissions were also received and were detailed in the staff report. Additional written comments were received, since time of writing the report; and are summarized as follows: Ted Gill, 39770 Fingal Line. Owner of the abutting property to the west. As access and security is a main concern please consider the following:

- A separated parcel of land described as South Part Lot 39, Concession SNBTR that abuts the proposed development and is essentially landlocked.
- Experienced increased unauthorized access to those lands as a result of subdivision growth. I respectfully request dedicated

access from the abutting development lands for ongoing maintenance and to control unauthorized access.

- Hope that such access can be obtained off an extension of the municipal road Glengariff Drive into the Hydro Corridor.
- Request that the previously discussed fencing abutting my property be completed for the future and existing projects.

Jody Pszcola reported that she has nothing further to add from Mr. Pearce's report other than that this is part of the Phase 2 application and these lands have always been planned to be developed.

H. Tebo, 39824 Shady Lane Cres. questioned why there is no sound barrier required for this proposal along the CN rail property. He questioned whether the lands behind his property be turned into a road way in the future.

Planner Bryan Pearce responded that CN provided comments and CN had indicated that the condo plan lands don't require a berm. Mr. Tebo questioned if CN has any plans to sell their lands to the Township so that it may be used as a road. Mr. Pearce responded that CN would have a separate process for surplus lands. Mayor Jones commented that CN has never approached the municipality to purchase the lands.

J. Jenskey, 39926 Shady Lane Cres., questioned what the development charges would be on Phase 3 of this development for the condos. Mr. Pearce responded that is based on the housing type. Treasurer Jeff Carswell also responded that it would be the same as a single-family dwelling.

J. Jenskey asked if they would be part of reduced rate for development charges. Mr. Carswell responded, that these properties would be part of the phase in process for development charges, as established in the Development Charges By-Law.

J. Jenskey asked what the timeline is for this development. Mr. Pearce responded that the developer would have to complete the conditions imposed and then they will have to enter into a development agreement. After that, building permits can be issued. Ms. Pszczola commented that they would like to get started as soon as the agreements are in place.

J. Jenskey questioned where the condo units were one level or two. Ms. Pszczola responded that they are one level units.

J. Jenskey questioned what is going to be done for trees and nature preservation. Mr. Pearce responded that part of the design concept that would have to do a tree inventory. Part of the site plan review process, the developer will have to include trees in their design. Ms. Pszczola commented that they are required to plant one tree per lot. Mr. Pearce also commented that over 50% of the lands are associated with the

hydro easement and should not have trees on it. Mr. Sparenberg commented that he has been working with Jeff Lawrence from KCCA. Over the 3 phases of the subdivision, over 5000 trees have been planted in a program with KCCA.

C. Meaney, 139 Glengariff Dr. , questioned the extension or change at the end of Glengariff Dr. Mr. Pearce responded that it would provide access to the lands to the west so that they have street frontage to a public street. Ms. Meaney questioned the lands at the end of Glengariff and whether there would be access to it. Mr. Pearce responded the change will provide an improved turnaround area. Ms. Meaney questioned if there was supposed to be a parking area or open area where people could access the forest in the back area. Mr. Pearce responded that those are privately owned lands and the owner would be able to have an entrance off the bulb and access his lands, so that their property would not be landlocked. Ms. Meaney questioned if there this was just for the owner to access and if there was any discussion on the public having access. Mr. Pearce responded that this is not part of this condominium plan of application.

Councillor Pennings questioned the railway drawings and whether or not they were abandoned. Ms. Pszczola responded that it is considered a spur line. Mr. Tebo commented that it could be used as a shutting line in the future.

Council discussed the fencing request. Mr. Gill commented that there has been lot of unauthorized access to his property and this has resulted in damage to his property. He would appreciate a fence being constructed

2021-320

Councillor Pennings – Deputy Mayor Monteith

**Draft Plan of
Condominium**

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 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.

AND FURTHER THAT Council grants the request for the construction of an approximate 50m long chain link westerly property fence, from the north western property line, to the Hydro Easement.

CARRIED

2021-321 Councillor North – Councillor Pennings Adjournment of Public Mtg

THAT the public meeting to consider the draft plan of condominium on the property owned by 1873828 Ontario Limited C/O Dave Sparenberg C/O Jody Pszczola, Associate, Dillon Consulting Limited ends at **9:04 p.m.**

CARRIED

COMMITTEE OF ADJUSTMENT

Minor Variance MV 2021-11.

In attendance: D. Sparenberg, J. Pszczola, J. Jenskey, H. Tebo, B. Meaney, C. Meaney, D. Meek, S. Burns, T. Gill

2021-322 Deputy Mayor Monteith – Councillor North MV 2021-11

THAT the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance application MV 2021-11, filed by 1873828 Ontario Limited C/O Dave Sparenberg C/O Jody Pszczola, Associate, Dillon Consulting Limited at **9:04 p.m.**

CARRIED

2021-323 Councillor Pennings – Councillor North Adjournment of C of A

THAT the meeting of the Committee of Adjustment to hear Application MV 2021-11, filed by 1873828 Ontario Limited C/O Dave Sparenberg C/O Jody Pszczola, Dillon, Associate, Dillon Consulting Limited at **9:15 p.m.** and the regular meeting of council reconvene.

Break 9:15 p.m. – 9:18 p.m.

REPORTS:

2022 Budget – User Fees, Background and Direction

Council further discussed the Treasurer's report.

2021-324

Deputy Mayor Monteith – Councillor Pennings

**2022 Budget –
Fees & Direction**

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

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; and

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

CARRIED

STAFF DIRECTION

Staff was directed by Council to prepare a budget with a proposed tax increase.

Section 357/Tax Incentive Adjustment Application

Treasurer Jeff Carswell presented his report to Council.

**2021- 325
Application**

Councillor North – Councillor Pennings

Section 357

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.

CARRIED

Southwold Winterfest 2022

CAO/Clerk Lisa Higgs presented her report to Council, explaining that her event will be held outdoors.

The Committee has had discussions on whether or not to allow food trucks. The Committee is asking for funding so this event can remain free to those that attend.

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.

CARRIED

STAFF DIRECTION

Staff was directed by Council to not include the food truck element as part of the outdoor Winterfest and to apply to the Green Lane Community Trust Fund for funding.

Gift Certificates for Staff

Lisa Higgs presented her report to Council.

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

AND THAT Council supports the same amounts as 2020.

CARRIED

CORRESPONDENCE:

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

THAT Council of the Township of Southwold approves the waiver of fees request in the amount of \$550.00 from the Shedden Ag Society for the use of the Keystone complex for their 10 monthly meetings.

AND THAT Council of the Township of Southwold approves the requested fee reduction from the Golden Acres Eastern Star Chapter in the amount of \$1100.00 for 11 meetings at the Keystone Complex.

AND THAT Council of the Township of Southwold approves the waiver of fees request from the SS#12 Community Picnic in the amount of \$80.00 for the use of the Fingal Pavilion on June 25, 2022.

AND THAT Council of the Township of Southwold approves the waiver of fees request from Bikers Against Child Abuse in the amount of \$2250.00 for the use of the Keystone Complex on December 11, 2021, January 8, 2022, February 12, 2022, March 12, 2022 and April 9, 2022.

CARRIED

Elgin County – CEMC Amending Agreement

Council reviewed the correspondence received from Elgin County.

BY-LAWS:

- 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.
- By-law No. 2021-70, being a by-law to amend By-law No. 2021-21, appointment of Community Emergency Management Coordinator.
- 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

2021-329

Councillor North – Deputy Mayor Monteith

By-laws

THAT By-law Nos. 2021-69, 2021-70 and 2021-71 be read a first and second time.

CARRIED

2021-330

Deputy Mayor Monteith – Councillor Pennings

By-laws

THAT By-laws Nos. 2021-69, 2021-70 and 2021-71 read a third time and finally passed.

CARRIED

OTHER BUSINESS:

- Email from Prime Minister Justin Trudeau's office RE: Correspondence received regarding Long-Term Care Homes resolution
- Resolution from the Municipality of Mattice-Val Côté RE: Property Assessment News Release from CN RE: "Business Ambition for 1.5°C"

- and the "Race to Zero" Campaign
- City of St. Thomas RE: Notice of Virtual Meeting – St. Thomas Pollution Prevention Control Plan
- Resolution from Town of LaSalle RE: COVID-19 Testing at Land Border

2021-331 Councillor North – Deputy Mayor Monteith Other Business Items

THAT Council receive and file the items under Other Business.

CARRIED

CLOSED SESSION:

2021-332 Deputy Mayor Monteith – Councillor Pennings Closed Session

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **9:50 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)) – Water Department
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239 (2) (f)) – Minor Variance Appeal

CARRIED

ADJOURNMENT:

2021-333 Councillor North – Deputy Mayor Monteith Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:47 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Southwold War Memorial Committee

July 13, 2021
Keystone Complex Pavilion, Shedden
1:30 PM

Attending: Sarah Emons, Len Lynch, Rev Diane Macpherson, Rev John Brown

Staff Resource: Michele Lant

Regrets: Bill Aarts, Mary Clutterbuck, Perry Clutterbuck, Gayle Bogart

Business Arising from Minutes

Moved by Len Lynch – Seconded by Rev Diane Macpherson that the minutes as printed and distributed by approved.

Carried.

Brenda Longhurst has declined the invitation to sit on the committee but will still assist as needed on the day of the service.

Sarah advised Grayden that we have the funding to go ahead with the livestream of the service.

Grayden Laing and Councillor Justin Pennings will meet to make sure the internet connection will work for the livestream.

Plans for November 7, 2021

Silver Cross representative – Len has the photos and documentation from Pat. He will put everything together for the livestream

Future – when back inside the complex, do the same type of presentation, this cuts down on the reading at the site

Suggested that Grayden do some photos of landmarks and activities from around the Township to include in the video presentation. Ross Burgar and Len can find some prior to meeting with Grayden so that he will options to choose from rather than Grayden searching for them. Michele will get a list of the communities within the Township and send it to Len. Scenes and general shots are permitted but will need waiver forms if including people in the shots. Will look for current day landmarks for 2021.

PA system – wasn't used in 2020. Len talked to Grayden, but they will need to revisit the conversation for the 2021 service

In the interest of public safety, the service will be held with no public access at the 2021 service due to fluctuating restrictions.

Len has the new logo to put on the crosses that are placed at the memorial site.

Jobs

Sarah – to include in speeches – decision to stay virtual for 2021, next year hoping to welcome people back to the Keystone Complex

Flags – need another person since Pat is no longer on the committee

Harvards – Michele to email Jim, the contact for the Harvards, to give him Len's phone number and email so they can connect to discuss the flight

Princess Ave Playhouse – Sarah will contact Grayden to have him book the Playhouse again this year to record Ted Barris, Sarah, and Diane

Promotion – Michele to check with Mary that she will still send the information for advertising to the usual contacts

Silver Cross – this should be the starting point in preparation for the subsequent year's service. Hopefully Pat will still assist with the history. Karen Collard may also assist with history.

Next Meeting

The next meeting will be Tuesday, September 14, 2021 at 1:30 p.m. at the Fingal Heritage Park or virtually depending on restrictions in place at the time.

Adjournment

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



Southwold Family Day Committee

Event Date - February 19th, 2022

Family Day Committee Meeting Minutes Wednesday November 10th 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, Niki Pennings, Joe McKinnon, Scott Young, Morgan Gillespie

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

1.0 Call Meeting to Order and Welcome

Outgoing Chairperson Abi North called the meeting to order at 7:05 pm and welcomed everyone to the meeting. Abi welcomed the new members to the Committee, including Niki Pennings and Morgan Gillespie. The committee did a brief roundtable to introduce themselves and their role in contributing to the event.

2.0 Approval of the Agenda

The committee approved the agenda and had no additions.

3.0 Approval of the October 26th, 2021 Minutes

Moved by: Joe McKinnion

Seconded by: Jim Carder

THAT the minutes of the October 26th 2021 Winterfest Meeting, be approved.
CARRIED

4.0 Review of NEW COVID-19 Regulations & Current Framework for Festivals/Events

Lisa Higgs reviewed the latest update from the Ontario Government relating to outdoor events, explaining that capacity limits have been lifted. She cautioned

however, that the regulations are constantly evolving in response to changing COVID-19 circumstances.

5.0 Review 2021 Budget & Cost Summary and Draft 2022 Budget

Lisa reviewed the previous expenses and revenues from events over the past few years. The Committee reviewed the possible costs and agreed that a reasonable budget would be approximately \$5,000.00. Staff will work on updating a draft budget following discussion from the Committee after this meeting.

6.0 Planning for 2022 2022 Events

- Music and Entertainment

- The committee discussed having music/entertainment between the dinner and Fireworks. Abi indicated that she had reached out to Connor Wilson and has not heard back yet but will keep the Committee posted. Deb Logghe indicated that she reached out to Rosy Rhubarb about using their stage and sound equipment but has not heard back yet. She also asked about the use of the people mover but will not have a response until after their meeting this week.

- Zero Waste Committee information table

- Niki indicated that she is a member of the Zero Waste Committee and she will reach out and find out if they're able to be involved in some capacity.

- Fire Prevention Officer information table

- Justin Pennings indicated that he expects that the Fire Prevention Officer is likely interested in providing an information table.

- Library

- Lisa shared that the library has indicated that it will stay open until 7pm during Winterfest. Library will act as a warming station and will provide hot chocolate. During this day, they will offer an indoor book sale. COVID-19 rules and capacity numbers will be enforced if required by the library.

- Mascot

- Jane and Darlene indicated that in the past, they had coordinated the ordering of the mascot costume and it was verified that the cost was \$106.00 in 2020. The committee briefly discussed that they need to recruit a new person to wear the mascot costume.

Darlene will look into arranging the mascot costume again and will try to find someone to wear it.

- Jane will contact arranging the outdoor display through the Clinton family.

- **Opening Ceremonies**

- It was confirmed that there will be an Opening Ceremonies at 1:00 pm. Lisa confirmed that Southwold staff will work on inviting the dignitaries to the event.

- **Dotsy the Clown**

- Jim indicated that Dotsy is currently available, however this is subject to changing, depending on the Ontario regulations. Jim indicated that the quotation is for \$960.51 which includes 3 face painters and 1 balloon twister. The quote is for 2 hours.
- The committee voted in support of having Dotsy attend for 2022's event.

- **Yard Games, Jenga Blocks**

- Scott indicated that they will do outdoor activities and similar to the previous years. He suggested that they could do snow paint, sand castles for snow building, snowman building. Abi also offered that she has outdoor yard games that she would be willing to bring (redneck horseshoes, corn hole, etc.). Abi to investigate yard games; Scott to look up a cornhole game; he's aware of a local person who builds sturdy corn hole games with custom painting.

- **Food trucks**

- The Committee discussed the option of having food trucks in attendance at the event. It was emphasized that the intention of the Township has always been for the event to be free to families. The Committee discussed various ways that the food trucks could be subsidized by the committee budget or through corporate sponsors. Joe indicated that he has contact information for a truck that has serviced his company. He will investigate food truck options.

- **Fireworks**

- Jim indicated that the Optimists will do fireworks again this year, with a hope to cost similar to last year. Deb Logghe complimented the Optimist Club on the wonderful fireworks year after year.

- **Shedden Soccer Registration**
 - o Joe is not sure about soccer registration, but suggested that they are leaning more towards online registration this year. It was suggested that Shedden soccer could still be involved by hosting an event that could be a way to promote soccer. Joe indicated that he will reach out to Shedden soccer to see if there are volunteers available.
- **Photo Booth**
 - o The committee discussed finding a way to do a fun/outdoor photo booth with a green screen option. Abi will reach out to previous vendor to see if they offer outdoor booth options and then failing this, investigate other vendors.
- **Hot Dogs and Hot Chocolate**
 - o The Committee discussed the provision of hotdogs, with the Fire Department committing to cooking and serving. Closer to the date, the Committee will need to determine the grocery list for Deb in advance of the event.
- **Hay Rides/People Mover**
 - o Abi to confirm with Peter North about speaking to Richie Andrews about driving the tractor.
- **Bonfires**
 - o The Township will provide wood for the event. The Committee discussed possibly having 3-4 fires going at a time and this is something that the Fire Department is agreeable to running.
- **Cookies**
 - o Deb indicated that Rosy Rhubarb will again sponsor cookies and she will work on ordering and arranging for volunteer distributors.
- **Plunger Toss**
 - o The committee indicated that the plunger toss is heavy/labour intensive and it was suggested that this be replaced by easier outdoor games. Jade will reach out to Ambrose plumbing to see if they can drop off materials. She feels the event is a good one, however it is labour intensive
- **Obstacle Course/Timbernook**
 - o Jade indicated that she is prepared to provide a full Timbernook obstacle course

- **Ball Hockey and Skating**
 - o John Coleman will be building the rink this year
 - o Jade indicated that Ryan Roke 100% committed the Jr. Sailors to hosting either a ball hockey/ice hockey event weather permitting.
- **Bird Show**
 - o Jade indicated that there may be an opportunity to host a bird show similar to ones that are hosted at Storybrook Gardens. She suggested that they could do a vendor style/casual walk around or there is an option for a show, which is 45 minutes and 20 minutes of a meet and greet. The estimate is \$275 + mileage from Guelph. Abi and Deb both indicated that the bird show was very popular and Scott supported the idea of the event. Jade indicated that she can get a quote which includes mileage.
- **Forest Therapy Elgin**
 - o Jade explained that Forest Therapy Elgin is interested in planning something for the event. Ashley Park is willing to host an activity which may include using the memorial gardens. It would be educational and family oriented.
- **Kite Flying**
 - o Deb Logghe recommended that perhaps there is a way to encourage Kite Flying on the old soccer fields.

6.1 Media and Advertising Plan

6.1.1 Promotional Video & Social Media

6.1.1.1 Abi to start working on social media as commitments to elements are made.

6.1.2 Press Releases

6.1.2.1 To come later, closer to the date.

6.1.3 School Invitation, Flyer & Contest

6.2 Event Logistics

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

6.2.1.1 Two new volunteers to the Committee, which is wonderful. Abi expressed that she had 2 new students reached out to offer volunteer work.

6.2.2 Volunteer ID – Vests? Shirts? Name Tags

6.2.2.1 The Committee has had hats in the past and other leftover supplies. Deb suggested that these items may be in the old Fire Hall.

6.2.3 Coordinating Volunteers

6.3 Action Items

The following items were assigned to each member:

Lisa:

- Will reach out to Southwold Community Fund members for interest in organizing an event.
- Updating a draft budget and report to Council on the elements of the event
- Invite dignitaries to the event

Abi:

- confirm with Peter North about speaking to Richie Andrews about driving the tractor.
- Abi will reach out to previous photo booth vendor to see if they offer outdoor booth options and then failing this, investigate other vendors

Niki:

- will reach out to Zero Waste Committee and find out if they're able to be involved in some capacity.

Darlene:

- will look into arranging the mascot costume again and will try to find someone to wear it.

Jane:

- will contact arranging the outdoor display through the Clinton family.

Joe:

- Joe indicated that he has contact information for a truck that has serviced his company.
- will reach out to Shedden soccer to see about interest in hosting an element of the event

Scott:

- investigate local corn hole producer

Jade:

- attain quotation for bird show with mileage

- confirm possible Forest Therapy Elgin element of event

Justin:

- Confirm FPO interest in attending and needs (i.e. a table, site, etc)

6.4 Adjournment and Next Meeting

Moved by: Joe McKinnon

Seconded by: Deb Logghe

THAT the Winterfest meeting of November 11th adjourn at 8:37 pm to reconvene virtually on December 8th, 2021 at 7:00 pm.

CARRIED



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution System

Operations Report

Third Quarter 2021

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: November 16, 2021

Facility Description

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

Service Information

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

Operational Description

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

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER

There were no compliance or exceedance issues reported this quarter.

SECOND QUARTER

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

THIRD QUARTER

On August 5th, 2021 there was a Category 2 watermain break in Talbotville. Repairs were made and flushing and sampling conducted. All results were adequate.

SECTION 2: INSPECTIONS

FIRST QUARTER

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

SECOND QUARTER

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

THIRD QUARTER

An unannounced MECP inspection was conducted on September 9th, 2021 by Angela Stroyberg. The draft report was received on October 12th, 2021 for comments.

SECTION 3: QEMS UPDATE

FIRST QUARTER

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

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

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

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

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

SECOND QUARTER

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

THIRD QUARTER

The Essential/Emergency Service and Supply Contact List was updated by the QEMS Representative on August 23rd, 2021 to satisfy the requirements of Element 13 and 18.

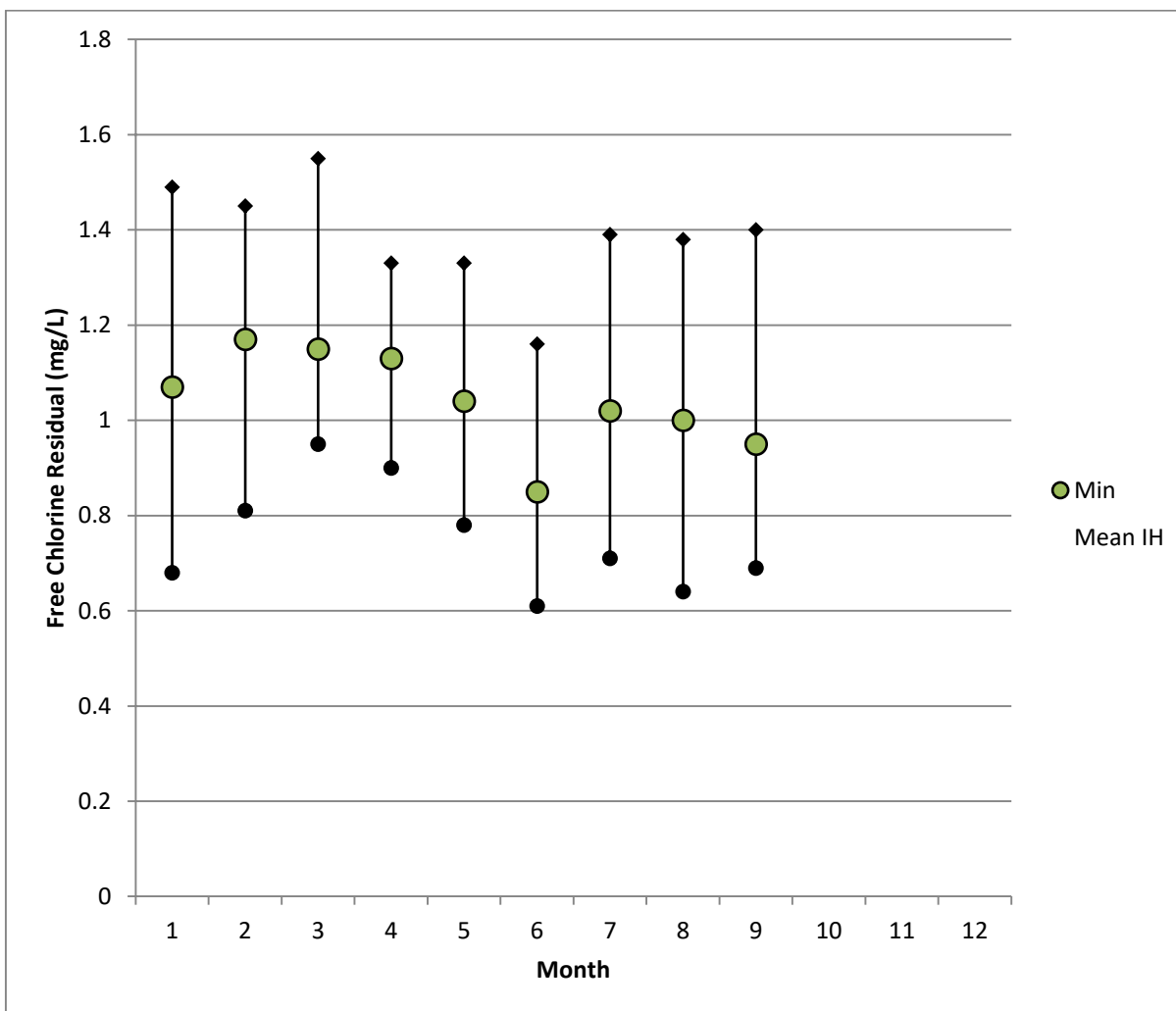
SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

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

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

Chart 1. Free chlorine residuals in the distribution system.



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

Table 1: Distribution system sampling results for 2021.

| | # Samples | Total Coliform Range (cfu/100mL) | E. coli Range (cfu/100mL) | # Samples | HPC (cfu/100mL) |
|-----------|-----------|--|------------------------------|-----------|--------------------|
| January | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |
| February | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |
| March | 25 | 0 – 0 | 0 – 0 | 10 | <10 - <10 |
| April | 22 | 0 – 0 | 0 – 0 | 10 | <10 - <10 |
| May | 25 | 0 – 0 | 0 – 0 | 10 | <10 - <10 |
| June | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |
| July | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |
| August | 31* | 0 – 0 | 0 – 0 | 16* | <10 - <20 |
| September | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |

*additional samples collected for Watermain
Repair

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

Table 2: Trihalomethane sample results.

| | Limit (µg/L) | THM Result (µg/L) |
|-----------------|-----------------|----------------------|
| October 2020 | | 50 |
| January 2021 | | 35 |
| April 2021 | | 23 |
| July 2021 | | 40 |
| Running Average | 100 | 37 |

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

Table 3: Haloacetic acid sample results.

| | Limit (µg/L) | HAA Result (µg/L) |
|-----------------|-----------------|----------------------|
| October 2020 | | 21.5 |
| January 2021 | - | 22.6 |
| April 2021 | | 15.5 |
| July 2021 | | 19.6 |
| Running Average | 80 | 19.8 |

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2021.

Table 4: Schedule 15.1 sampling results.

| | # Samples | pH | Alkalinity (mg/L) | Lead (mg/L) |
|---------------|-----------|-------------|----------------------|----------------|
| February 2021 | 3 | 8.01 – 8.21 | 97 - 102 | 0.19 |
| July 2021 | 3 | 7.38 – 7.65 | 95 - 99 | 1.0 |

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

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

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

SECOND QUARTER

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

THIRD QUARTER

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER

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

JANUARY:

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

FEBRUARY:

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

MARCH:

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

SECOND QUARTER

APRIL:

- 01: Swabbing on new main in Talbotville was completed.
- 06: Completed pressure testing on new main in Talbotville. Test passed.
- 07: Completed super chlorination of new watermain in Talbotville.
- 08: Completed dechlorination of new watermain in Talbotville and collected first set of bacti samples.

09: Collected second set of bacti samples for new watermain commissioning.
13: Spring hydrant flushing starts.
20: Connected new watermain to existing watermain, length of pipe was 5.6meters.
25/26: Watermain break at intersection of Union Rd and Horton St in Shedden. Replaced gate valve and 202 inches of PVC piping. Classified as a class 2 break.
26: Collected first set of bacti samples after mainbreak.
27: Collected second set of bacti samples after mainbreak.
27: Completed swabbing, pressure testing and super chlorination on new watermain in Talbotville.
28: Collected first set of bacti samples on new watermain in Talbotville.
29: Collected second set of bacti samples on new watermain in Talbotville.

MAY:

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

JUNE:

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

THIRD QUARTER

JULY:

02: Service connection at 37037 Cattnach Line.
06: Installation of new ¾" service at 37352 Fingal Line. Directional drilling from South side to North side of the road.
07: New service installation at 8269 Union Road. Directional drilling performed
07: New service installation at 39698 Talbot Line. Directional drilling performed.
08: Emergency repair at 9991 Wellington Road. Replaced curbstop, operating rod and curb box.
22: Water service repair at 37298 Fingal Line, replaced existing ¾" with new 1" service line.
28: Dead end flushing completed.
29: Monthly air relief chamber inspections completed.

AUGUST:

05: Main break at 10295 Greenpark Drive in Talbotville. Once excavated, it was determined that it was a class 2 break. Once repaired main was flushed and returned back to regular service. First set of bacti samples were collected and taken to the lab.
06: Second set of samples from mainbreak at 10295 Greenpark Drive were taken.
19: Monthly air relief chamber inspections completed.
20: New Service installation at 35534 Fingal Line.
20: New Service installation at 5243 Union Road.

SEPTEMBER:

03: Curbstop repair at 39939 Talbot Line.

09: MECF onsite for annual inspection of the system.

09: Onsite at 41845 James Street in Ferndale for curbstop leak. Obtained a grab sample of 1.18ppm and notified ORO.

14: Curbstop repair at 41845 James street in Ferndale.

15: Suspected leak at 6474 Bells Road, obtained a grab sample of 0.77ppm. Repairs will be made in the future.

16: Suspected leak at 6474 Bells road was excavated, once exposed the water was then turned off by operator, once off it was observed the leak had stopped. Leak on home owner's property, leak to be repaired by home owner.

29: Live tap and new installation of 1" service line at 38301 Fingal Line.

29: Installation of new 1" service line at 35409 Lake Line. Directional drilling performed.

29: Monthly air relief valve chamber inspections completed.

SECTION 7: ALARM SUMMARY

FIRST QUARTER

JANUARY:

No alarms this month.

FEBRUARY:

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

MARCH:

No alarms this month.

SECOND QUARTER

APRIL:

No alarms this month.

MAY:

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

JUNE:

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

THIRD QUARTER

No alarms this quarter.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER

No complaints or concerns this quarter.

SECOND QUARTER

APRIL:

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

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

MAY:

No complaints or concerns this month.

JUNE:

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

THIRD QUARTER

JULY:

No complaints or concerns this month.

AUGUST:

05: Two community complaints were received. Both complaints were received in the area of the watermain break. Once repairs were completed, no further issues were reported.

23: A complaint was received for low water pressure. An operator attended the location and checked the pressure on a hydrant. Pressure readings were adequate.

SEPTEMBER:

No complaints or concerns this month.

31-Oct-21

Lisa Higgs
CAO/ Clerk
Township of Southwold
35663 Fingal Line
Fingal, ON
N0L 1K0

Re: Southwold Distribution System

Dear Lisa

On behalf of the Ontario Clean Water Agency (OCWA), we have enclosed a rolling six-year list of major maintenance recommendations as per our Services Agreement. OCWA suggests the following improvements/upgrades to ensure the long-term health and operation of the Southwold Distribution and Shedden Re-chlorination Facility. Please note that as per the requirements of the Drinking Water Quality Management Standard (DWQMS) version 2.0, the outcomes of the 36-month risk assessment conducted for your water system dated January 18, 2019, were considered and any related items have been included in the recommendations.

At a time amenable to both parties, OCWA's Senior Operations Manager will meet with yourself to discuss the recommendations, projected expenses, and to decide on a course of action. Dialogue with and approvals from the Township of Southwold are key components of the process. Please find a summary of the report in the chart below.

| Scope of Work | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Shedden Re-Chlorination Facility | | | | | | |
| Purchase chlorine pump rebuild kit for spare parts inventory | \$ - | \$ - | \$ - | \$ 500.00 | \$ - | \$ - |
| Building Condition Assessment Recommendations | | | | | | |
| Chlorine analyzer(s) parts: inlet and outlet (membrane caps, pH standards, cl2 probe replacement, pH probe replacement, electrolyte) | \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 |
| Total Estimate - Recommended Capital | \$1,500 | \$1,500 | \$4,000 | \$2,000 | \$1,500 | \$4,000 |
| Distribution System | | | | | | |
| Fire flow testing | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ - | \$ - | \$ - |
| Hydrant maintenance and repairs | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| Chamber S029 PRV: Inspect/Service/Rebuild | \$ - | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - |
| Sample Station #82: replacement | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sample Station#100: replacement | | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - |
| Sample station maintenance/repairs/rebuild kits | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| Valve/Service Locator/Repair Parts/Equipment | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| Ford Chamber Sump Pump Replacement | \$ 1,500.00 | | | | | |
| Auto flusher maintenance: replace controllers, lids, etc | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Total Estimate - Recommended Capital | \$31,000 | \$39,500 | \$19,500 | \$14,500 | \$14,500 | \$14,500 |
| Total Capital Estimate | \$32,500 | \$41,000 | \$23,500 | \$16,500 | \$16,000 | \$18,500 |

As your service provider, OCWA has a comprehensive understanding of the strengths, unique issues and challenges associated with operating the Southwold Distribution System. It is OCWA's intention to work with yourself to determine the scope, budget, and time lines to complete any approved work.

We look forward to continuing to work with you as a trusted partner and advisor in the years to come.

Regards,

A handwritten signature in black ink, appearing to read "Mark Harris". The signature is fluid and cursive, with a long, sweeping horizontal stroke at the end.

Mark Harris, Senior Operations Manager

The Corporation of the Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2022 to 2027)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

| Ref. No. | Scope of Work | Cost Estimate | | | | | | Compliance | DWQMS RA Outcome* | Health & Safety | Repair / Maintenance | Lifecycle Replacement | Improvement | Spare Parts Inventory | Approved by Client | Rationale for Project |
|------------------------------------|--|---------------|--------------|-------------|-------------|-------------|-------------|------------|-------------------|-----------------|----------------------|-----------------------|-------------|-----------------------|--------------------|---|
| | | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | | | | | | | | | |
| | Shedden Re-Chlorination Facility | | | | | | | | | | | | | | | |
| 1 | Purchase chlorine pump rebuild kit for spare parts inventory | \$ | \$ - | \$ - | \$ 500.00 | \$ - | \$ | | | | | | | | | Currently spare pump rebuild kit is in stock inventory. Placeholder in 2024. |
| 2 | Building Condition Assessment Recommendations | | | | | | - | | | | | | | | | This is a placeholder for future work once the condition assessment report is available. |
| 3 | Chlorine analyzer(s) parts: inlet and outlet (membrane caps, pH standards, ci2 probe replacement, pH probe replacement, electrolyte) | \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 | | | | | | | | | Chlorine probes required every 3- 5 years for inlet and outlet analyzer, pH probes require annual replacement. |
| Total Estimate Recommended Capital | | \$1,500 | \$1,500 | \$4,000 | \$2,000 | \$1,500 | \$4,000 | | | | | | | | | |
| | Distribution System | | | | | | | | | | | | | | | |
| 1 | Fire flow testing | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ - | \$ - | \$ | | | | | | | | | Fire flow testing on hydrants last completed in 2017. Recommend to start again in five years or when Ford water tower is taken out of service. |
| 2 | Hydrant maintenance and repairs | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | | | | | | | | | Placeholder for possible repairs or replacement. |
| 3 | Chamber S029 PRV: Inspect/Service/Rebuild | \$ - | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ | | | | | | | | | Recommend for inspection/service/rebuild of PRV's at chamber S029. |
| 4 | Sample Station #82: replacement | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | | Due to failed components in the sample station, OCWA recommends for it to be removed and replaced in 2021. |
| 5 | Sample Station#100: replacement | | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | | | | | | | | | Due to failed components in the sample station, OCWA recommends for it to be removed and replaced in 2022. |
| 6 | Sample station maintenance/repairs/rebuild kits | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | | | | | | | | | Purchase spare rebuild kits and on-going maintenance to sample stations, ball valves and plungers. |
| 7 | Valve/Service Locator/Repair Parts/Equipment | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | | | | | | | | | Supplies for locating valves during hydrant inspection/valve operations, repair parts for breaks to ensure stock available for after hour repairs |
| 8 | Ford Chamber Sump Pump Replacement | \$ 1,500.00 | | | | | | | | | | | | | | The sump pump at this chamber has failed and requires replacement. |
| 9 | Auto flusher maintenance: replace controllers, lids, etc | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | | | | | | | | | Four auto flushers require regular maintenance/replacement of parts: including controllers, valves. |
| Total Estimate Recommended Capital | | \$31,000 | \$39,500 | \$19,500 | \$14,500 | \$14,500 | \$14,500 | | | | | | | | | |
| Total Capital Estimate | | \$32,500 | \$41,000 | \$23,500 | \$16,500 | \$16,000 | \$18,500 | | | | | | | | | |

* **NOTE** : a requirement of DWQMS v. 2.0 is to consider the outcomes of the risk assessment (RA) documented under Element 8 as part of the system's infrastructure review

Legend:



H High priority recommended to be completed in upcoming year M Medium priority recommended to be completed in 1 to 3 years L Low priority recommended to be completed in years 4 to 5

2022 Recommended Capital Presented by:
2022 Recommended Capital Approved by:

Mark Harris
Dale LeBritton



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant

Operations Report

Third Quarter 2021

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: November 17, 2021

Facility Description

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

Service Information

Population Served: 125

Capacity Information

Total Design Capacity: 500 m³/day

| | Design Values | 2020 Flow Data | 2021 Flow Data |
|---|---------------|----------------|----------------|
| Average Daily Flow (m³/d) | 500 | 46.5 | 64.5 |
| % of Average Daily Design Flow | - | 7.0 | 12.9 |
| Peak Flow (m³/d) | 1000 | 283.2 | 303.7 |
| % of Peak Design Flow | - | 28.3 | 30.4 |

| | Design Flow (m ³ /d) | 2021 Average Daily Flow (m ³ /d) | 2021 % Capacity | Design Peak Flow (m ³ /d) | 2021 Maximum Daily Flow (m ³ /d) | 2021 % Peak Flow |
|-----------------------|---------------------------------|---|-----------------|--------------------------------------|---|------------------|
| January | 500 | 42.7 | 8.5 | 1000 | 65.6 | 6.6 |
| February | 500 | 54.0 | 10.8 | 1000 | 83.5 | 8.4 |
| March | 500 | 61.1 | 12.2 | 1000 | 116.8 | 11.7 |
| April | 500 | 53.2 | 10.6 | 1000 | 88.2 | 8.8 |
| May | 500 | 43.6 | 8.7 | 1000 | 67.1 | 6.7 |
| June | 500 | 54.1 | 10.8 | 1000 | 148.6 | 14.9 |
| July | 500 | 80.9 | 16.2 | 1000 | 117.0 | 11.7 |
| August | 500 | 84.9 | 17.0 | 1000 | 122.4 | 12.2 |
| September | 500 | 105.8 | 21.2 | 1000 | 303.7 | 30.4 |
| October | 500 | - | - | 1000 | - | - |
| November | 500 | - | - | 1000 | - | - |
| December | 500 | - | - | 1000 | - | - |
| Annual Average | - | 64.5 | 12.9 | - | 303.7 | 30.4 |

Operational Description:

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

Facility Name: Talbotville Wastewater Treatment Plant
ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER

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

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

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

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

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

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

The new consolidated linear infrastructure ECAs will:

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

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

SECOND QUARTER

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

THIRD QUARTER

There were no compliance issues to report for this quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER

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

SECOND QUARTER

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

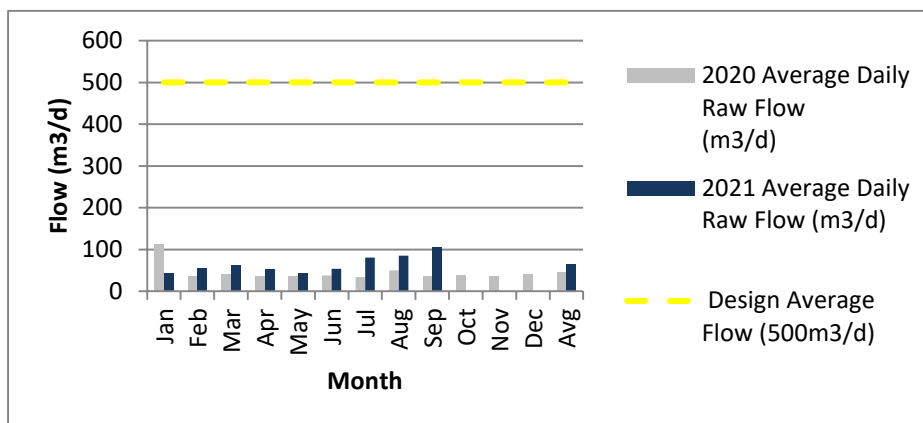
THIRD QUARTER

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

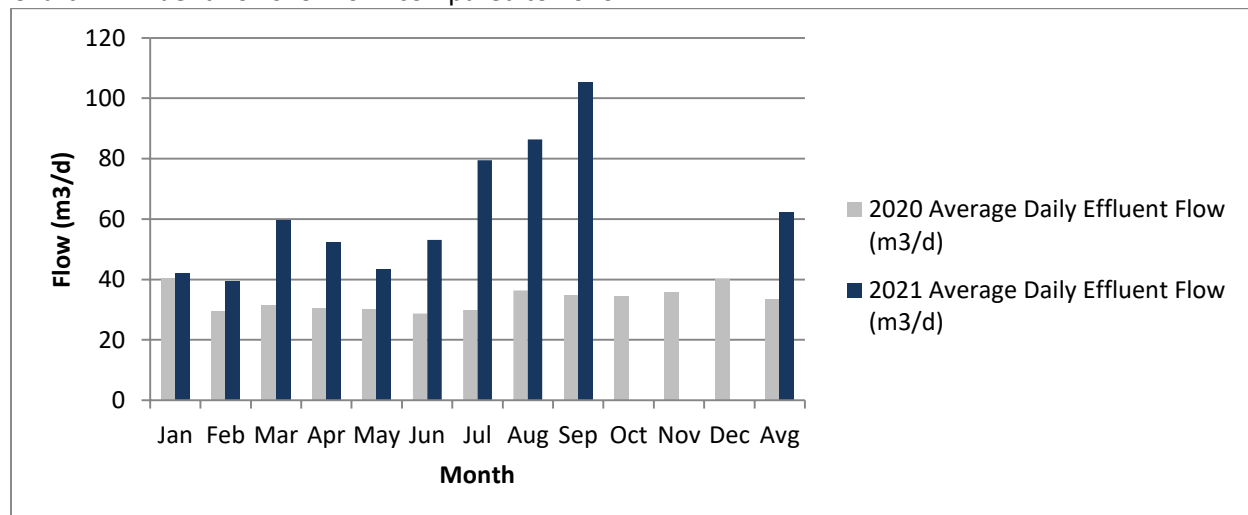
The average daily raw flow so far for 2021 was 64.5 m³/d. This is a 44.6% increase when compared to the average daily flow in 2020. The chart below shows the monthly average flows so far for 2021, compared to the 2020 average daily flows (Chart 1).

Chart 1. Raw flows for 2020 compared to 2020



The average daily effluent flow so far for 2021 was 62.4 m³/d. This is an 86.3% increase when compared to the average daily flow in 2020. The chart below shows the monthly average flows so far for 2021 compared to average daily flows in 2020 (Chart 2).

Chart 2. Effluent flows for 2021 compared to 2020



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

Table 1. Raw water sample results for 2021.

| | BOD5 (mg/L) | TKN (mg/L) | TP (mg/L) | TSS (mg/L) |
|------------------------------|----------------|---------------|--------------|---------------|
| January Results | 129 | 32 | 2.96 | 119 |
| February Results | 193 | 47.9 | 5.57 | 224 |
| March Results | 94 | 32 | 2.98 | 67 |
| April Results | 75 | 37.1 | 2.91 | 57 |
| May Results | 84 | 48.8 | 3.57 | 120 |
| June Results | 209 | 37.1 | 4.49 | 103 |
| July Results | 88 | 23.8 | 1.91 | 45 |
| August Results | 56 | 27.3 | 2.10 | 53 |
| September Results | 109 | 44.3 | 3.92 | 82 |
| October Results | - | - | - | - |
| November Results | - | - | - | - |
| December Results | - | - | - | - |
| Design Objective | 250 | 40 | 7 | 250 |
| # Months Above Design | 0/12 | 2/12 | 0/12 | 0/12 |

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

Table 2. Effluent average sample results.

| | cBOD5 (mg/L) | TSS (mg/L) | TP (mg/L) | TAN (mg/L) | E. coli (cfu/100mL)* | pH |
|-----------------------|-----------------|---------------|--------------|---------------|-------------------------|--------------------|
| January | 2.0 | 2.8 | 0.11 | 0.1 | 5.6 | 6.88 – 8.51 |
| February | 2.0 | 3.0 | 0.09 | 0.1 | 3.74 | 6.65 – 7.65 |
| March | 2.0 | 2.6 | 0.12 | 0.1 | 3.78 | 6.97 – 7.65 |
| April | 2.0 | 2.0 | 0.16 | 0.1 | 1.0 | 7.26 – 8.21 |
| May | 2.0 | 2.5 | 0.22 | 0.1 | 5.9 | 7.64 – 8.29 |
| June | 2.2 | 4.0 | 0.23 | 0.1 | 4.5 | 7.35 – 8.16 |
| July | 2.0 | 3.5 | 0.13 | 0.1 | 2.06 | 7.58 – 8.29 |
| August | 2.0 | 2.0 | 0.27 | 0.1 | 1.19 | 6.72 – 8.22 |
| September | 2.0 | 3.0 | 0.18 | 0.18 | 1.15 | 7.35 – 8.23 |
| October | - | - | - | - | - | - |
| November | - | - | - | - | - | - |
| December | - | - | - | - | - | - |
| Annual Average | 2.0 | 2.8 | 0.17 | 0.1 | 2.6 | 6.65 - 8.51 |

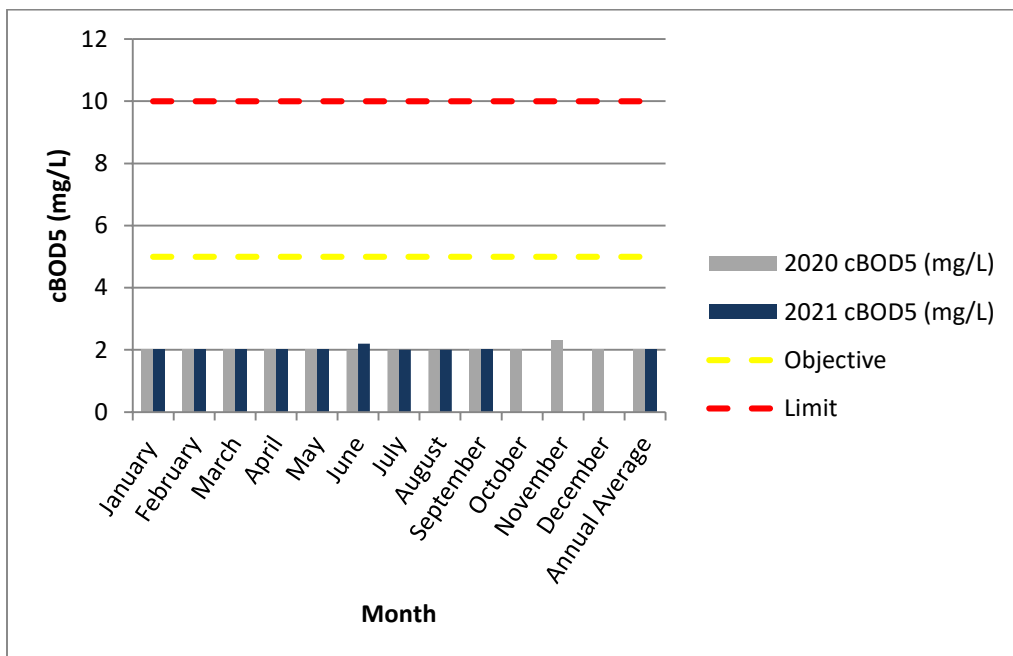
| | | | | | | |
|----------------------|-----------|-----------|------------|----------------------|------------|----------------|
| ECA Objective | 5 | 5 | 0.2 | 1.0** 3.0 | 100 | 6.5-8.5 |
| ECA Limit | 10 | 10 | 0.3 | 1.5** 4.0 | 150 | 6.0-9.5 |

*expressed as geometric mean

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

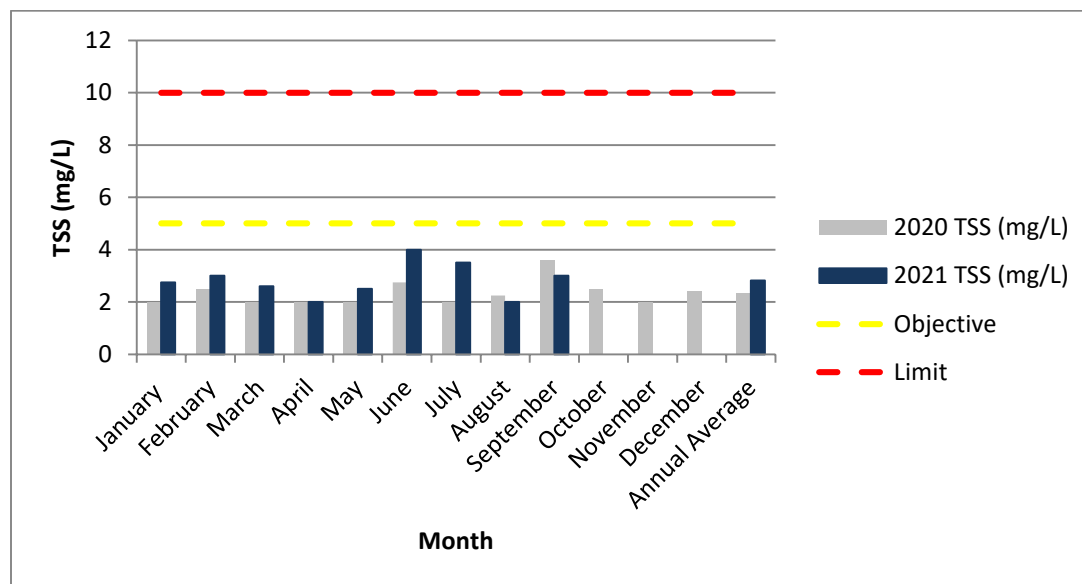
Effluent average cBOD5 so far for 2021 is 2.0mg/L. This is an increase of 0.14% when compared to the 2020 annual average. All results during the third quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 2 for the average monthly effluent cBOD5 results.

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



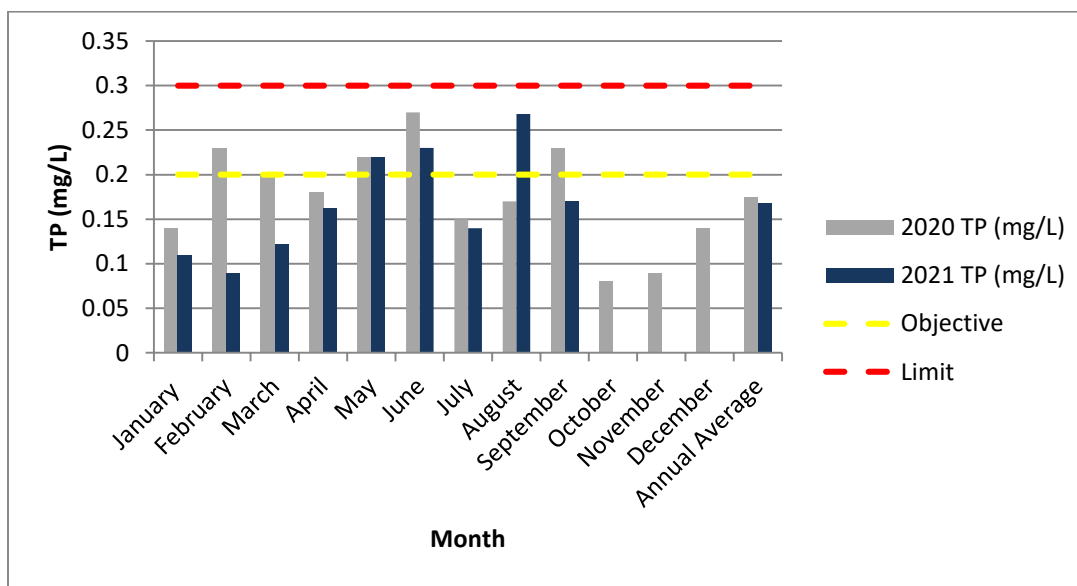
Effluent average TSS so far for 2021 is 2.8mg/L. This is an increase of 20.7% when compared to the 2020 annual average. All results during the third quarter met the effluent objectives and limits identified in the ECA. T Refer to Chart 3 for the average monthly effluent TSS results.

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



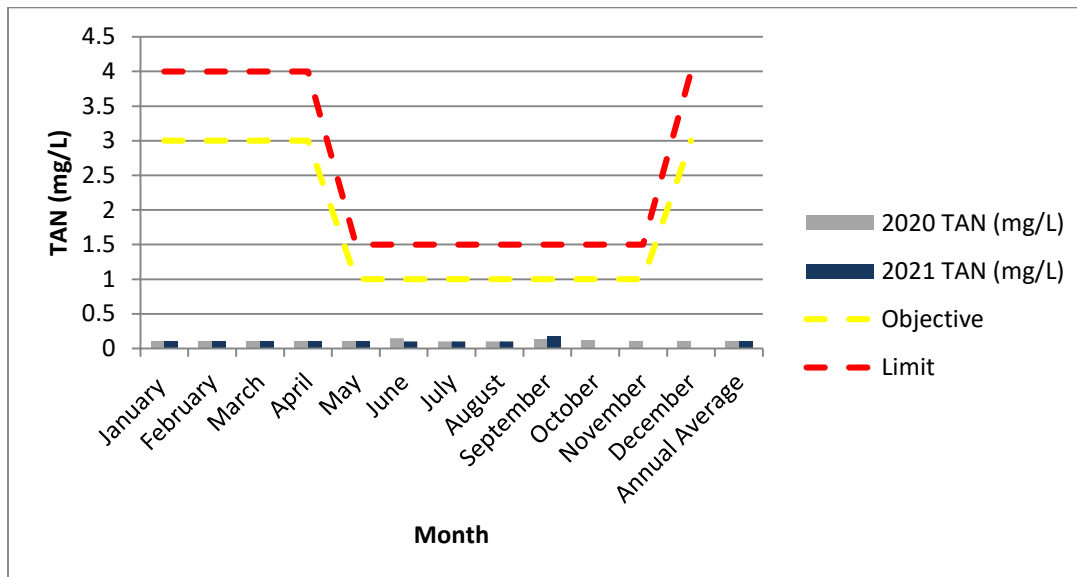
Effluent average TP so far for 2021 is 0.17mg/L. This is a 3.9% decrease when compared to the 2020 annual average. All results during the third quarter met the effluent objectives and limits identified in the ECA. There was an increase in TP in May and June due to excess solids in the aeration tanks which have been removed. In August, TP results were higher than normal due to the removal of the cleaning of membrane tanks. The TP results have improved.

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



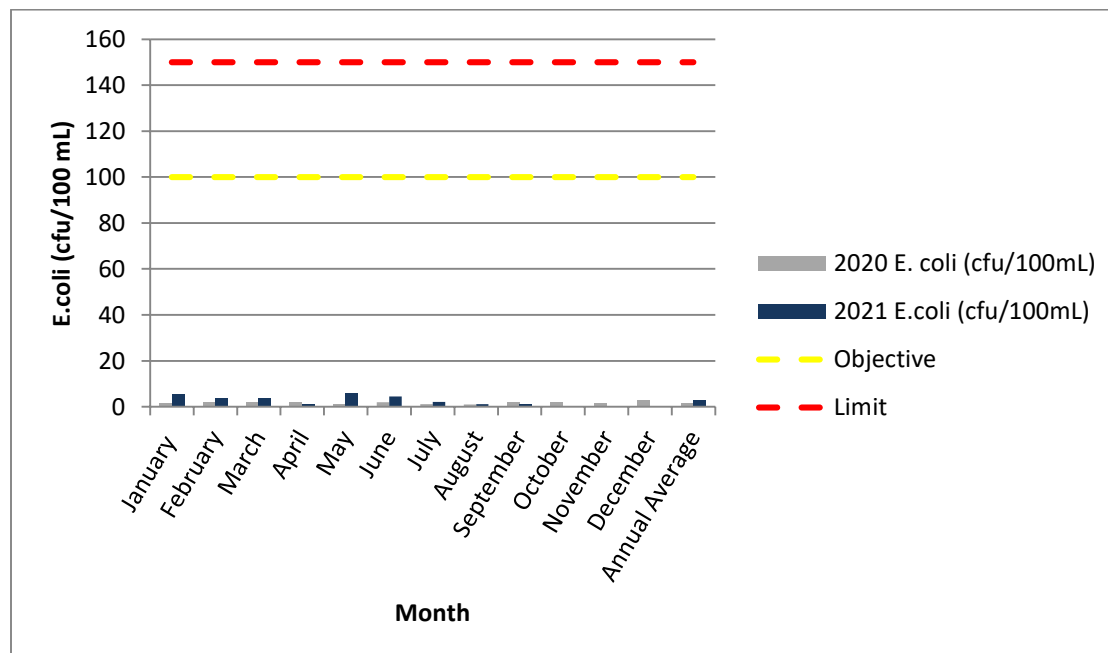
Effluent average TAN so far for 2021 is 0.1mg/L. This result is the same as the 2020 annual average. All results during the third quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 5 for the average monthly TAN results.

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



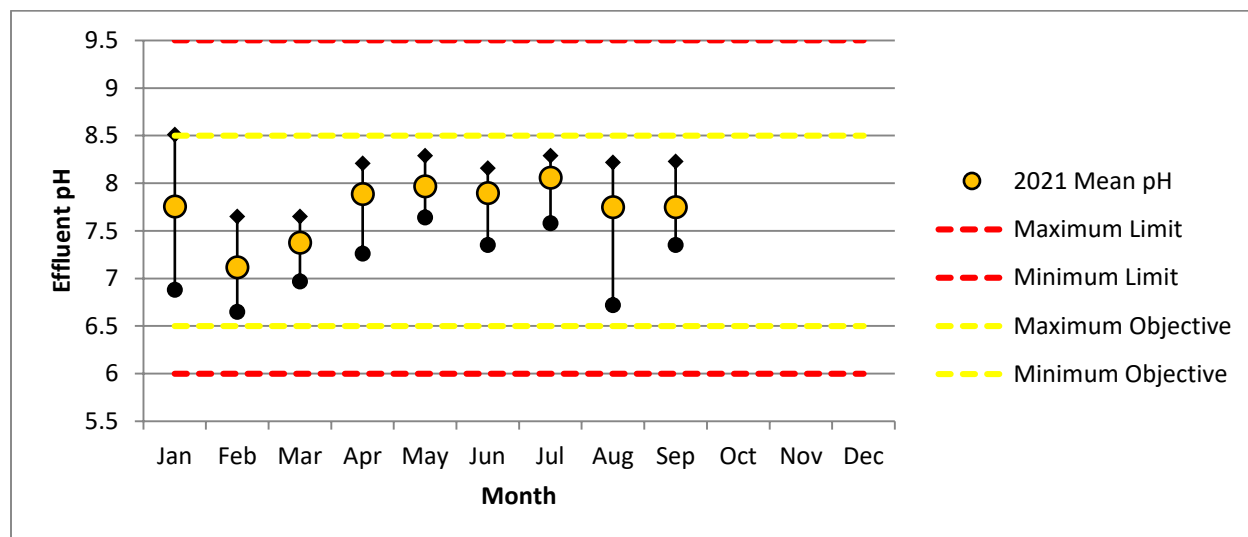
Effluent geometric mean for E. coli so far for 2021 is 2.6cfu/100mL. This is a 57.2% increase when compared to the 2020 annual average. All results during the third quarter met the effluent objectives and limits identified in the ECA. Despite this large increase results are well below the objectives and limits identified in the ECA. Refer to Chart 6 for the monthly geometric mean results for E.coli.

Chart 6. Geometric mean effluent E. coli results.



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

Chart 7. Effluent pH readings for 2021.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

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

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

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

Table 1.

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

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

SECOND QUARTER

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

THIRD QUARTER

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

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER

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

JANUARY:

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

FEBRUARY:

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

MARCH:

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

SECOND QUARTER

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

APRIL:

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

MAY:

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

JUNE:

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

THIRD QUARTER

JULY:

- 08: Alpine onsite for chemical delivery.
- 09: Sanitary Sewer onsite for sludge removal.
- 12: Farmington onsite to install new cassettes in membrane #1.
- 12: Newterra onsite to assist with installation of new cassettes.
- 13: Farmington and Newterra onsite to complete work on membrane #1.
- 13: Tested membrane #1, effluent pump not working due to broken impeller. Placed membrane #2 back in service.
- 26: Hawkin's Electric, pump 301 faulted out. Switched transducer from EQ tank 301 and moved to tank 302. Pump 302 now in auto and pump 301 off.

AUGUST:

- 03: Alpine onsite for chemical delivery.
- 04: Farmington onsite to start installation effluent pump 701.
- 04: Farmington and Hawkin's onsite to pull EQ tank pump 301.
- 05: Farmington onsite to complete installation of effluent pump 701.
- 09: Beginning of membrane cleaning.
- 11: Continuation of membrane cleaning.
- 12: Continuation of membrane cleaning.
- 17: Membrane cleaning with NaOH was completed.
- 25: Sanitary Sewer onsite for sludge removal.
- 26: Started membrane cleaning with NaClO.
- 27: Completed membrane cleaning with NaClO.
- 27: Membrane cleaning with citric acid, membrane cleaning now complete.

SEPTEMBER:

- 08: Hawkin's Electric onsite for installation of transmitter into EQ tank 302.
- 09: Alpine onsite for chemical delivery.
- 21: Hawkin's Electric onsite to install electrical outlet in membrane room.
- 22: Changed fan belt on blower 602.

SECTION 6: ALARMS

FIRST QUARTER

JANUARY:

No alarms received this month.

FEBRUARY:

08: Operator received an alarm for low building temperature. On site the operator completed a walk-through of the buildings, which all were at an adequate temperature. Sensor 7962 within the building is located at ground level and therefore was reading a lower temperature. Alarm was reset on SCADA, and most likely due to the extreme cold weather.

13: Operator received an alarm for blower 602 fault. Upon arrival it was observed that both blower 601 and 602 were in auto, and 601 was currently in operation. There were no fault or error messages on the VFD, when 601 was turned off from the HMI, 602 automatically started up. Both blowers were placed back into auto, it is unknown why the blower faulted.

23: Operator received an alarm for tank 711 high level. It was observed that the solenoid valve 711 was not holding. Operator took apart the valve and put back together, and it then opened and closed as intended.

MARCH:

06: Operator received an alarm for low flow at AIT201, operator throttled the ball valve at the flow meter and open and closed it to clear any debris in pipes. Flow now approximately 240LPM.

14: Operator received alarm for high level in tank 302, Operator observed system was off due to pump pulling from membrane tank 1 instead of membrane tank 2. Pump now pulling from membrane tank 2.

27: Operator received an alarm for low flow at AIT201. Operator flushed pipe to clear debris, flow now approximately 230LPM.

28: Operator received an alarm for all systems in fault. Operator arrived on site and observed all blowers, transducers and pumps in fault. Reset all breakers however did not clear faults, called in electrician. Found pump 301 to be in fault for high temperature, disconnected pump 301 and placed pump 302 in service. Plant now running as designed.

SECOND QUARTER

APRIL:

No alarms received this month.

MAY:

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

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

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

JUNE:

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

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

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

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

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

THIRD QUARTER

JULY:

No alarms this month.

AUGUST:

15: Operator received alarm for PLC Fault. Upon arrival the generator was running. Operator contacted Hydro One to inform them of the power outage. Once power was restored a plant walk through was completed. All systems appear to be working.

SEPTEMBER:

02: Operator received alarm for PLC fault. Reset PLC and completed facility walk through. All appears to be working well. Alarm due to power flicker.

05: Operator received alarm for PLC fault. Reset PLC and completed facility walk through. All appears to be working well. Alarm due to power flicker.

13: Operator received alarm for PLC fault. Reset PLC and completed facility walk through. All appears to be working well. Alarm due to power flicker.

22: Operator received alarm for PLC fault. Upon arrival it was observed the generator was running. Contacted Hydro One about outage and would notify operator when utility power had been restored.

22: Operator received alarm for High High Level tank 302. Upon arrival EQ tank was at 77% and continually increasing. Contacted hurricane to start taking influent from the EQ tanks, 7 loads total were removed. EQ tank starting to slowly decrease as plant is now able to keep up. Alarm due to heavy rainfall in the area.

22: Operator received alarm for High High level tank 301. Placed both membranes in service to help keep up with influent flows. EQ tank now stabilizing and plant is able to keep up with flows. Alarm due to heavy rain from previous day and more rain at the current date.

26: Operator received alarm for High High level EQ tank 302 and High High level RAS tank 611. Operator arrived at site and both membranes were disabled. Acknowledged alarm and plant started back up.

26: Operator received alarm for High High level EQ tank. Arrived at site and EQ level was at 71%, both membranes were off due to high level alarm in RAS tank. Acknowledged alarm and plant started back up. Observed the plant running until EQ tank was out of high level alarm. Plant now working well and keeping up with high flows.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER

There were no complaints or concerns during this quarter.

SECOND QUARTER

There were no complaints or concerns during this quarter.

THIRD QUARTER

There were no complaints or concerns during this quarter.

31-Oct-21

Lisa Higgs
 CAO/ Clerk
 Township of Southwold
 35663 Fingal Line
 Fingal, ON
 N0L 1K0

RE: Talbotville Wastewater Treatment Plant

Dear Lisa

On behalf of the Ontario Clean Water Agency (OCWA), we have enclosed a rolling six-year list of major maintenance recommendations as per our Services Agreement with a start date of July 11th, 2019. OCWA suggests the following improvements/upgrades to ensure the long-term health and operation of the Talbotville Wastewater Treatment Plant.

At the next scheduled meeting, OCWA's Senior Operations Manager will meet with yourself to discuss the recommendations, projected expenses, and to decide on a course of action. Dialogue with and approvals from the Township of Southwold are key components of the process. Please find a summary of the report in the chart below.

| Scope of Work | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|
| Talbotville Wastewater Treatment Plant | | | | | | |
| Membrane pump discharge check valves | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 |
| Screenings Room: Activated carbon. Replacement of carbon in both drums | \$ 500 | \$ - | \$ 5,000 | \$ - | \$ 5,000 | \$ - |
| Raw equalization tanks: cleaning | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| Plant diesel generator: annual inspection | \$ 650 | \$ 650 | \$ 650 | \$ 650 | \$ 650 | \$ 650 |
| Backflow preventers: annual verification/inspection | \$ 600 | \$ 600 | \$ 600 | \$ 600 | \$ 600 | \$ 600 |
| Influent and effluent flowmeters: annual verifications | \$ 750 | \$ 750 | \$ 750 | \$ 750 | \$ 750 | \$ 750 |
| Screenings room: screenings bags | \$ 600 | \$ 650 | \$ 700 | \$ 750 | \$ 800 | \$ 850 |
| Membranes: cleaning of membranes | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Plant chemicals: (Chlorine, Alum, Caustic) | \$ 6,500 | \$ 7,000 | \$ 7,500 | \$ 8,000 | \$ 8,500 | \$ 9,000 |
| Membrane room: lifting equipment annual inspection | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 |
| Effluent UV System: bulb and sleeve replacement | \$ 500 | \$ 0 | \$ 500 | \$ 0 | \$ 500 | \$ 0 |
| Plant blowers: maintenance items including air filters and annual oil changes | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 |
| Screenings Room: H2S gas detector annual inspection/verification | \$ 600 | \$ 600 | \$ 600 | \$ 600 | \$ 600 | \$ 600 |
| Sludge/bio solids: removal and disposal | \$ 5,500 | \$ 6,000 | \$ 6,500 | \$ 7,000 | \$ 7,500 | \$ 8,000 |
| Membranes: module air diffusers | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| Dissolved Oxygen/pH Meter Instrumentation/Probe Replacement | \$ 5,000 | \$ 2,000 | \$ 2,000 | \$ 5,000 | \$ 2,000 | \$ 2,000 |

| | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Filter Building Ventilation and grate cover installation | \$5,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Spare Filter Module Cartridges | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |
| Antenna/Communication Upgrade | \$3,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Infiltration Investigation/Contingency Planning | \$5,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Building Storage for equipment | | | | | | |
| Contingency: items not planned for such as possible equipment failure (blowers, motors, pumps, switches) | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| Total Capital Estimate | \$70,700 | \$50,250 | \$56,800 | \$55,350 | \$58,900 | \$61,450 |

As your service provider, OCWA has a comprehensive understanding of the strengths, unique issues and challenges associated with operating your wastewater facility. It is OCWA's intention to work with the Township to determine the scope, budget, and timelines to complete any approved work.

We look forward to continuing to work with you as a trusted partner and advisor in the years to come.

Sincerely,



Mark Harris
Senior Operations Manager

The Corporation of The Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2022 to 2027)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

| Ref. No. | | | | | | | | Compliance | Health & Safety | Repair / Maintenance | Lifecycle Replacement | Improvement | Spare Parts Inventory | Approved by Client | Rationale for Project |
|------------------------|--|-----------|-----------|----------|-----------|-----------|----------|---|-----------------|----------------------|-----------------------|-------------|-----------------------|--------------------|---|
| | Scope of Work | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | | | | | | | | |
| | Talbotville Wastewater Treatment Plant | | | | | | | | | | | | | | |
| 1 | Membrane pump discharge check valves | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | | | | | | | | Maintenance/Replacement of Check Valves |
| 2 | Screenings Room: Activated carbon. Replacement of carbon in both drums | \$ 5000 | \$ - | \$ 5,000 | \$ - | \$ 5,000 | \$ - | | | | | | | | Carbon material was replaced in both carbon drums in 2020 and a device was installed to determine remaining life. Required to be replaced approximately in 2-3 years. |
| 3 | Raw equalization tanks: cleaning | \$4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | | | | | | | | OCWA recommends that at least two times per year, that the raw eq tanks 301 and 302 be cleaned out and pressure washed to the bottom. Regular cleaning prevents possible damage to the pumps and blockages of downstream piping and valves and the screenings drum. |
| 4 | Plant diesel generator: annual inspection | \$650 | \$650 | \$650 | \$650 | \$650 | \$650 | | | | | | | | The stand-by generator is required to annually inspected as per the requirements of the Environmental Compliance Approval (ECA). This function is completed by Southwold Township staff. |
| 5 | Backflow preventers: annual verification/inspection | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | | | | | | | | The two on site backflow preventers are required to be tested annually as per the Township's by law. |
| 6 | Influent and effluent flowmeters: annual verifications | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | | | | | | | | All flowmeters are required to be verified on an annual basis as per the Environmental Compliance Approval (ECA). |
| 7 | Screenings room: screenings bags | \$600 | \$650 | \$700 | \$750 | \$800 | \$850 | | | | | | | | Screenings bags are required to be regularly replaced as they collect unwanted materials from entering the treatment plant. Two to four bags get replaced on a weekly basis. |
| 8 | Membranes: cleaning of membranes | \$ 20,000 | \$ 20,000 | \$20,000 | \$ 20,000 | \$ 20,000 | \$20,000 | | | | | | | | Membranes were last cleaned by OCWA in summer 2021. Membranes are required to be cleaned at a minimum annually or membranes will perform poorly and reduce plant capacity. Cleaning also consists of using chlorine and citric acid. In September 2021, started operating two new membranes due to high flows/infiltration. |
| 9 | Plant chemicals: (Chlorine, Alum, Caustic) | \$6,500 | \$7,000 | \$7,500 | \$8,000 | \$8,500 | \$9,000 | | | | | | | | Chemicals required for phosphorus removal, and ph adjustment and cleaning of the membranes during backwashes. Ongoing operational requirement. |
| 10 | Membrane room: lifting equipment annual inspection | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | | | | | | | | Membrane room lifting equipment requires annual inspection/verification by third party. |
| 11 | Effluent UV System: bulb and sleeve replacement | \$500 | \$0 | \$500 | \$0 | \$500 | \$0 | | | | | | | | UV effluent bulbs and sleeves should be replaced every two years. |
| 12 | Plant blowers: maintenance items including air filters and annual oil changes | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | | | | | | | | The wastewater plant has multiple blowers which require replacement of filters and annual replacement of oil. |
| 13 | Screenings Room: H2S gas detector annual inspection/verification | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | | | | | | | | Screenings room H2S gas detector requires to be inspected semi-annually and verified by a third party. |
| 14 | Sludge/biosolids: removal and disposal | \$5,500 | \$6,000 | \$6,500 | \$7,000 | \$7,500 | \$8,000 | | | | | | | | Generation of sludge/biosolids requires ongoing removal. Annual costs will increase as additional homes are connected into the treatment plant and chemicals will increase once using caking system which is anticipated to commence at around 100 CM/day. |
| 15 | Membranes: module air diffusers | \$ - | \$ - | \$ - | \$ - | \$ - | \$5,000 | | | | | | | | 2020 inspection of membranes showed that diffusers in modules are partially failing and Newterra recommends to replace in the near future. Purchase one set of module diffusers in 2021 for replacement when module is cleaned again. |
| 16 | Dissolved Oxygen/pH Meter Instrumentation/Probe Replacement | \$5,000 | \$2,000 | \$2,000 | \$5,000 | \$2,000 | \$2,000 | | | | | | | | The dissolved oxygen system controls the blowers so critical to ensure maintenance/replacement as required for proper operation of aeration system. |
| 17 | Filter Building Ventilation and grate cover installation | \$5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | The ventilation in the membrane filter room requires repair/replacement along with covers for the tanks to reduce humidity in the room |
| 18 | Spare Filter Module Cartridges | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | | | | | | | | Placeholder for the replacement of filter modules that are in need of replacement as determined through annual inspection/cleaning program. |
| 19 | Antenna/Communication Upgrade | \$3,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | Due to the location of the plant in the valley, it appears that daily reports are missing date due to signal strength issues. Propose to install Ce-FI Wideband Directional Antenna based on consultation with Newterra. |
| 20 | Infiltration Investigation/Contingency Planning | \$5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | Placeholder for the investigation of infiltration issues, which could involve sewer video inspection, inspection of the sewer collection system during storm events, abnormal operations, back-up disposal plan during high EQ Tank events, |
| 21 | Building Storage for equipment | | | | | | | | | | | | | | Placeholder for discussion as there is very limited storage at facility for equipment/stock/parts etc. |
| 22 | Contingency: items not planned for such as possible equipment failure(blowers, motors, pumps,switches) | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | | | | | | | | Placeholder for unknown breakdowns of equipment. |
| Total Capital Estimate | | \$70,700 | \$50,250 | \$56,800 | \$55,350 | \$58,900 | \$61,450 | 2022 Recommended Capital Presented by: 2022 Recommended Capital Approved by: | | | | | | | Mark Harris: Senior Operations Manager Dale LeBritton: Regional Hub Manager |

Legend:
High priority recommended to be completed in upcoming year
Medium priority recommended to be completed in 1 to 3 years
Low priority recommended to be completed in years 4 to 5





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

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

REPORT NO: PLA 2021-45

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

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2021-45 regarding Zoning By-law Amendment Application ZBA 2021-08 – Follow-Up Recommendation Report;

AND THAT Council of the Township of Southwold confirm that no further public meeting and consultation is required in accordance with Section 34(17) of the Planning Act;

AND FURTHER THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2021-08, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2021-45.

Purpose:

The purpose of this report is to follow-up from the statutory public meeting that occurred on September 27, 2021 on this project with recommendations for Township Council to consider a decision on the application.

Background:

Planning Report PLA 2021-30 was received by Township Council on September 27, 2021; and was deferred at the request of the Applicant, due to having conflicting information as to the site location of the natural gas line, owned by Enbridge Gas Inc, that runs through the subject lands. As a result, the proponents obtained a survey from an Ontario Land Surveyor, after crop harvest was completed this fall, to verify the exact location.

As a result, there are modifications to the proposed severed and retained parcels that was heard at the County of Elgin Land Division Committee Meeting on November 24, 2021.

The modifications are summarized below:

| | Original Land Area | Revised Land Area | Original Lot Frontage | Revised Lot Frontage |
|--|--------------------|----------------------|-----------------------|----------------------|
| Severed Parcel (Part 4 of draft Reference Plan) | 5.83 ha (14.4 ac) | 5.83 ha (14.4 ac) | 267.1 m (876.3 ft) | 286.1 m (938.6 ft) |
| Retained Parcel (Parts 1 to 3 of draft Reference Plan) | 12.82 ha (31.7 ac) | 11.9992 ha (29.7 ac) | 549.1 m (1,801.5 ft) | 497.8 m (1,633.2 ft) |

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

The revised proposal is to address condition of consent for E63-21, that proposes to rezone the severed parcel from the Settlement Reserve (SR) Zone to Commercial/Industrial 1 (CM1) Zone, in order to allow for industrial lands uses and to create the industrial lot in compliance with the Zoning By-law. The retained parcel would require the rezoning from the Settlement Reserve (SR) Zone to Settlement Reserve Special Provision 1 (SR-1) Zone, to recognize the minimum lot area of 11.9 hectares (29.4 acres) of the proposed retained parcel.

Comments/Analysis:

The Applicant's requested modifications to the severed and retained parcels, changes the geography of each parcel and the land area of the retained parcel on the draft by-law.

Planning Staff recommend that there are no merits to have an additional public meeting, based on the minor changes to the draft by-law, as the general intent is the same.

Planning Staff has circulated the one member of the public that expressed interest in the application, as a result of the original public meeting circulation and have posted the revision request letter, dated November 30 2021 on the project webpage below:

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

The Owner of 41132 Shorlea Line had nothing further to add in a phone call, as a result of being circulated the requested revisions.

It is noted that no additional comments from the public have been received related to the Zoning By-law Amendment since the public meeting on September 27, 2021.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for the Zoning By-law Amendment be approved, subject

to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

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

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

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

Approved for submission by:
Lisa Higgs
CAO/Clerk

Appendices:

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

CLINTON ROAD
(Named by Township of Southwold By-Law No. 2002-30, Dated October 7, 2002)
(Formerly County Road No. 11)
(Original Road Allowance between Lots 45 and 46)
(30.480 Wide) P.L.N. 35160-0105

REPORT PLA 2021-45
APPENDIX ONE: ZBA 2021-08
REVISED SKETCH

| | | | |
|---|-------------------|--|--------------------|
| 1 | PART OF 44 AND 45 | CONFESSION EAST OF THE NORTH BRANCH OF THE TALBOT ROAD | PART OF 35160-0111 |
| 2 | | | PART OF 35160-0111 |
| 3 | PART OF 44 | CONFESSION EAST OF THE NORTH BRANCH OF THE TALBOT ROAD | PART OF 35160-0111 |
| 4 | | | PART OF 35160-0111 |

PARTS 1, 2, 3 AND 4 COMPRISE ALL OF PIN 35160-0111

PLAN OF SURVEY
OF PART OF
LOTS 44 AND 45
CONFESSION EAST OF THE
NORTH BRANCH OF THE
TALBOT ROAD
(GEOGRAPHIC TOWNSHIP OF SOUTHWOLD)
IN THE
TOWNSHIP OF
SOUTHWOLD
COUNTY OF ELGIN
SCALE 1:1250
25 50 75
SCALE IN METRES
2021
ARCHIBALD, GRAY & Mc Kay LTD.
ONTARIO LAND SURVEYORS

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 14th DAY OF, 2021.

ROBERT WOOD
ONTARIO LAND SURVEYOR

NOTES & LEGEND

- DENOTES MONUMENT FOUND
- DENOTES MONUMENT PLANTED
- SB DENOTES STANDARD IRON BAR
- SBH DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- WT DENOTES WITNESS
- AGM DENOTES ARCHIBALD, GRAY & Mc Kay LTD., O.L.S.'s
- CMF DENOTES C. MURRAY FRASER, O.L.S.
- CMR DENOTES CANADIAN NATIONAL RAILWAYS
- DH DENOTES D. L. HOUGHTON, O.L.S.'s
- SU DENOTES SOURCE UNKNOWN
- 1355 DENOTES BRIAN VAUGHAN O.L.S.
- P1 DENOTES PLAN 11R-6747
- P2 DENOTES PLAN 11R-6706
- P3 DENOTES PLAN D-845
- P4 DENOTES PLAN 11R-4246
- P5 DENOTES PLAN 11R-103

UTM GRID NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS "T" AND "C" BY REAL TIME NETWORK (RTN) OBSERVATIONS, LEICA GPS SMARTNET NETWORK, UTM ZONE 17, NAD83 (CSRS) EPOCH(2010)

| OBSERVED REFERENCE POINTS (ORP'S) UTM ZONE 17, NAD83 (CSRS) EPOCH(2010). COORDINATES TO UTM ACCURACY PER SEC. 14 (2) OF O. REG. 216/10 | |
|--|-------------|
| POINT # | EASTING |
| ORP 1 | 4740944.458 |
| ORP 2 | 4741550.118 |
| ORP 3 | 4740788.273 |
| ORP 4 | 4740833.579 |

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISONS, A ROTATION OF 01°00'45" CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 11R-6706 AND 11R-6747, AND A ROTATION OF 00°11'55" PLAN 11R-4246 TO CONVERT TO GRID BEARINGS.

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

CLINTON ROAD
(Named by Township of Southwold By-Law No. 2002-30, Dated October 7, 2002)
(Formerly County Road No. 11)
(Original Road Allowance between Lots 45 and 46)
(30.480 Wide) P.L.N. 35160-0105

REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE: _____

RECEIVED AND DEPOSITED

DATE: _____

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ELGIN. (No. 11)

ROBERT WOOD
ONTARIO LAND SURVEYOR

| PART | LOT | CONCESSION | P.I.N. |
|------|-------------------|--|--------------------|
| 1 | PART OF 44 AND 45 | CONCESSION EAST OF THE NORTH BRANCH OF THE TALBOT ROAD | PART OF 35160-0111 |
| 2 | | | PART OF 35160-0111 |
| 3 | PART OF 44 | CONCESSION EAST OF THE NORTH BRANCH OF THE TALBOT ROAD | PART OF 35160-0111 |
| 4 | | | PART OF 35160-0111 |

PARTS 1, 2, 3 AND 4 COMPRISE ALL OF PIN 35160-0111

PLAN OF SURVEY
OF PART OF
LOTS 44 AND 45
CONCESSION EAST OF THE
NORTH BRANCH OF THE
TALBOT ROAD
(GEOGRAPHIC TOWNSHIP OF SOUTHWOLD)
IN THE
TOWNSHIP OF
SOUTHWOLD
COUNTY OF ELGIN

SCALE 1:1250
25 50 75
SCALE IN METRES

2021
ARCHIBALD, GRAY & MCKAY LTD.
ONTARIO LAND SURVEYORS

SURVEYOR'S CERTIFICATE:
I CERTIFY THAT:
1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2) THE SURVEY WAS COMPLETED ON THE _____th DAY OF _____, 2021.

ROBERT WOOD
ONTARIO LAND SURVEYOR

NOTES & LEGEND

- DENOTES MONUMENT FOUND
- CB DENOTES MONUMENT PLANTED
- SB DENOTES STANDING IRON BAR
- SSB DENOTES SHORT STANDING IRON BAR
- IB DENOTES IRON BAR
- WT DENOTES WITNESS
- ACM DENOTES ARCHIBALD, GRAY & MCKAY LTD., O.L.S.'s
- CMF DENOTES C. MURRAY FRASER, O.L.S.'s
- CNR DENOTES CANADIAN NATIONAL RAILWAYS
- DH DENOTES D. L. HOUGHTON, O.L.S.'s
- SU DENOTES SOURCE UNKNOWN
- 1355 DENOTES BRIAN VAUGHAN O.L.S.
- P1 DENOTES PLAN 11R-6747
- P2 DENOTES PLAN 11R-6706
- P3 DENOTES PLAN 11R-4246
- P4 DENOTES PLAN 11R-103

UTM GRID NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS "T" AND "C" BY REAL TIME NETWORK (RTN) OBSERVATIONS, LEICA GPS SMARTNET NETWORK, UTM ZONE 17, NAD83 (CGRS) EPOCH(2010).

| OBSERVED REFERENCE POINTS (ORP's) UTM ZONE 17, NAD83 (CGRS) EPOCH(2010). COORDINATES TO UTM ACCURACY PER SEC. 14 (2) OF O. REG. 216/10 | |
|--|-------------|
| POINT ID | EASTING |
| ORP 1 | 4740944.458 |
| ORP 2 | 4741550.118 |
| ORP 3 | 4740788.273 |
| ORP 4 | 4806353.579 |

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISONS, A ROTATION OF 01°02'47" CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 11R-6706 AND 11R-6747, AND A ROTATION OF 00°11'55" PLAN 11R-4246 TO CONVERT TO GRID BEARINGS.

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



REPORT PLA 2021-45
APPENDIX TWO:
DRAFT ZONING BY-LAW
AMENDMENT, ZBA 2021-08

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-xx

Being a By-law to Amend By-law No. 2011-14

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

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

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

(i) Regulation

- Maximum Lot Area 11.9 Hectares (29.4 acres)."
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.
- (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land

Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY
PASSED THIS ____th day of _____ 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



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

MAYOR

CLERK

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



0 50 100
Meters





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

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

REPORT NO: PLA 2021-40

SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2021-11 – Recommendation Report

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2021-40 regarding Zoning By-law Amendment Application ZBA 2021-11 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2021-11, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2021-40.

Purpose:

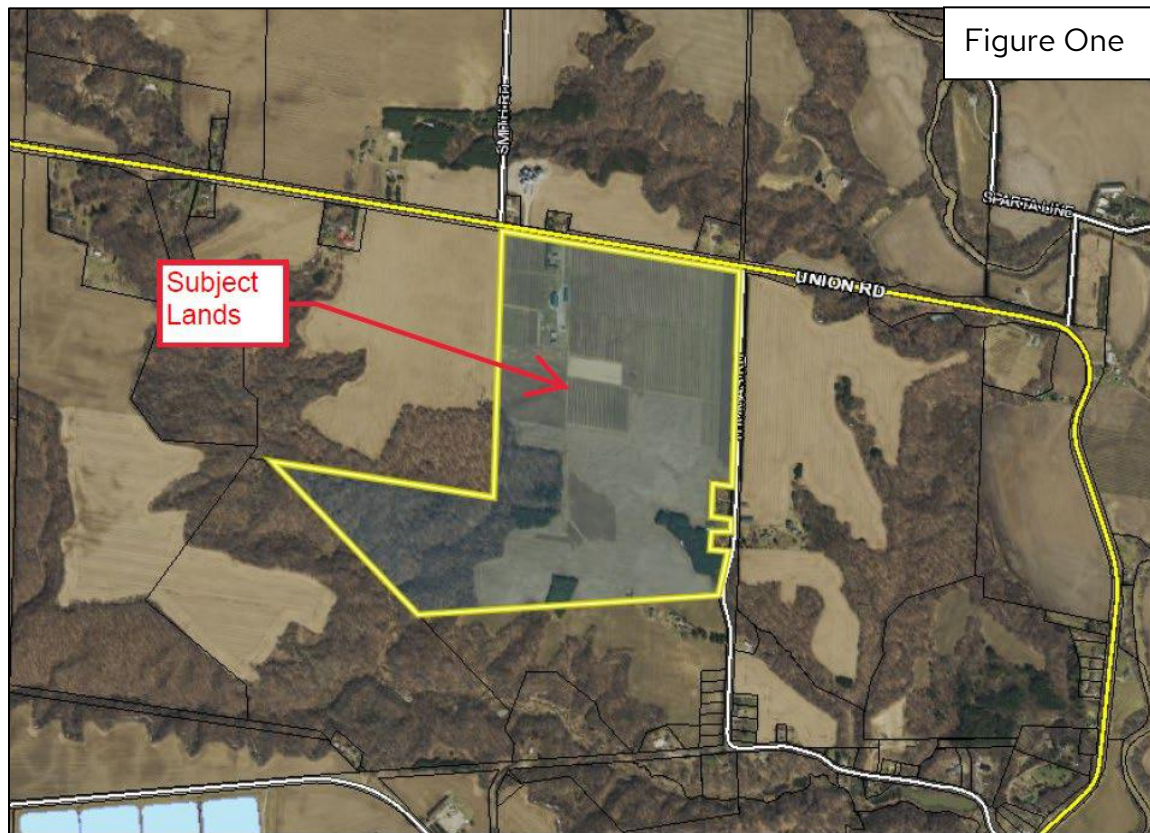
The proposal is to permit an additional permitted use of agricultural service dwelling to the subject property. This means a temporary dwelling for seasonal farm workers, as further defined in the Zoning By-law.

Background:

Below is a background information, in a summary chart:

| | |
|---------------------------|--|
| Application | ZBA 2021-11 |
| Owner | MaryAnne and Joseph Van de Gevel |
| Applicant/Agent | William Pol, MCIP, RPP Pol Associates Inc. |
| Legal Description | Part Lot 14, Range 1 SUR; Part Lots 13 and 14, Range 2 SUR |
| Civic Address | 5111 Union Road |
| Entrance Access | Thomas Road and Union Road |
| Water Supply | Municipal Water |
| Sewage Supply | Privately owned and operated individual septic system |
| Existing Land Area | 66 ha (163 ac) |

Figure One below, depicts the existing parcel of the Van de Gevel Lands.



The zoning sketch, depicting the proposed location of the agricultural service dwelling, is attached to this report as Appendix One 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.

PPS

The subject lands are within the Agricultural area (Section 2.3). The proposed agricultural service dwelling is permitted, in accordance with agricultural uses, as per Section 2.3.3.1 of the PPS. The proposal complies with minimum distance separation formulae, as there are no livestock facilities within the nearby area within the agricultural area. There is a previously used livestock barn on the lands to the south, but are within the settlement area and the zoning does not permit livestock on the property.

No development is being proposed within the Natural Heritage (Section 2.1) and Natural Hazard (Section 3.1) areas of the subject lands.

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

CEOP

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. Section C2.3 of the CEOP permits agricultural uses. Section C2.5 of the CEOP has additional policies, provided that it can be demonstrated that the size and nature of the operation requires additional employment and the lands are appropriately zoned and provided the local Official Plan permits this type of use; and temporary structures are preferred for accommodating additional farm help, which recognizes the changing nature of a farm operation.

No development is being proposed with the proposed zoning by-law amendment within adjacent lands of the Natural Heritage (Section D1.2) and Natural Hazards (Section D3.1) areas of the subject lands.

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

OP

The subject lands are designated Agricultural on Schedule 'A' Land Use in the OP. Section 4.1 of the OP contains Agricultural land use policies in which agricultural uses and limited residential uses are permitted, including temporary residences for seasonal farm labour or permanent second farm residence for full-time farm labour, where the size and nature of the operation requires additional farm related employment.

No development is proposed within the adjacent lands of the natural heritage and natural hazard portions of the property, as per Section 2.1 and 2.3 policies of the OP.

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

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.

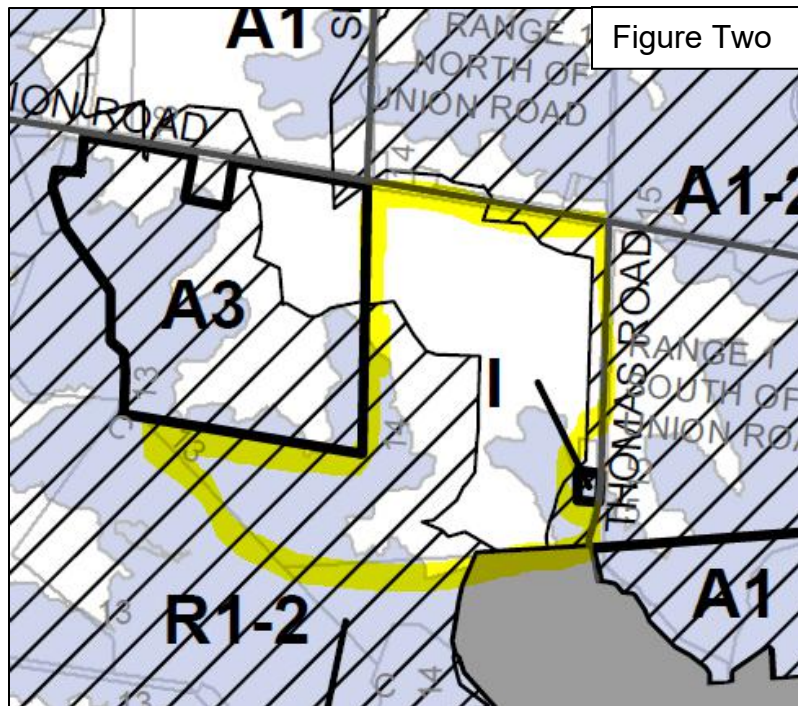
The subject lands are designated as Agricultural on Schedule A in the OP 2021. Section 5.1.2.1 of the OP 2021 permits agricultural uses and limited residential uses. Section 5.1.3.3 of the OP 2021 permits temporary residences for seasonal farm labour may be permitted or one permanent second farm residence may be permitted for full-time farm labour where the size and nature of the operations requires additional farm related employment.

No development is proposed within the adjacent lands of the natural heritage and natural hazard portions of the property, as per Section 4.1 and 4.2 policies 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 Agricultural 1 (A1) with the southern portion of the lands subject to Natural Lands and Adjacent Lands constraint and watercourses portion of the lands subject to Conservation Authority Regulation Limits as shown in the Township of Southwold Zoning By-Law on Schedule 'A' Map 9, as depicted in Figure Two on the next page.



The A1 Zone permitted uses includes agricultural use, but defines Agricultural Service Dwelling as a separate use, in which is not listed as a permitted use in any zoning category. As a result, a site-specific amendment is required to permit the proposed use within the A1 Zone, that would follow the A1 Zone site-performance provisions and any other general provisions that may apply at the time of application for the proposed construction.

The proposed Amendment would require the rezoning of the subject lands from the Agricultural 1 (A1) Zone to the Agricultural 1 Special Provision 62 (A1-62) Zone, in order to permit an additional permitted use of agricultural service dwelling. This means a temporary dwelling to provide sleeping accommodation and sanitary facilities for seasonal farm workers and such temporary dwelling may include facilities for cooking, as further defined in the Zoning By-law.

No development is proposed within the adjacent lands of the natural heritage (Section 3.4) and natural hazard (Section 3.11) portions of the property.

The draft zoning by-law amendment is attached to this report as Appendix Two for reference purposes.

Therefore, the proposal for an agricultural service dwelling would be in compliance with the Zoning By-law, subject to the Zoning By-law Amendment being implemented.

Circulation Of The Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on November 23, 2021, 20 days prior to the public meeting (minimum 20 days required).

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

<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx#ZBA-2021-11-5111-Union-Road>

Township Department Comments

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

- Roads Department – no concerns;
- Drainage Department – no concerns;
- Financial Services Department – no development charges, if being used for temporary seasonal farm workers; and
- Building Department – no concerns.

Agency Comments

Agency comments received from the applicable commenting agencies are summarized below:

Southwestrn Public Health, letter dated November 24, 2021:

- This letter acknowledges receipt of the application for a proposed minor variance with reference to the above premises/property. Public Health reviews these applications using the best available evidence regarding land use planning, zoning, and health protection.
- A review of the application provides the following:
 - Public Health has no objection to the content of the application as it currently stands.
- Should there be amendments to the application, please forward them to Public Health for further assessment.

- Any relevant Public Health legislation applicable to the site will be discussed with the property owners if approval is granted.

No other agency comments have been received at time of writing of this Planning Report.

Public Comments

At the time of submission of this report, one written comment from the public has been received related to the Zoning By-law Amendment, noting no objections to the proposal.

It is noted a couple phone calls were taken, being one concerned with the proposal and one in support of the proposal; and advised to provide written comments if they wish to formalize comments and/or attend the public meeting to provide oral comments.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

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

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

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

Respectfully submitted by:

Bryan Pearce, HBA, CPT, MCIP, RPP
Planner

Approved for submission by:

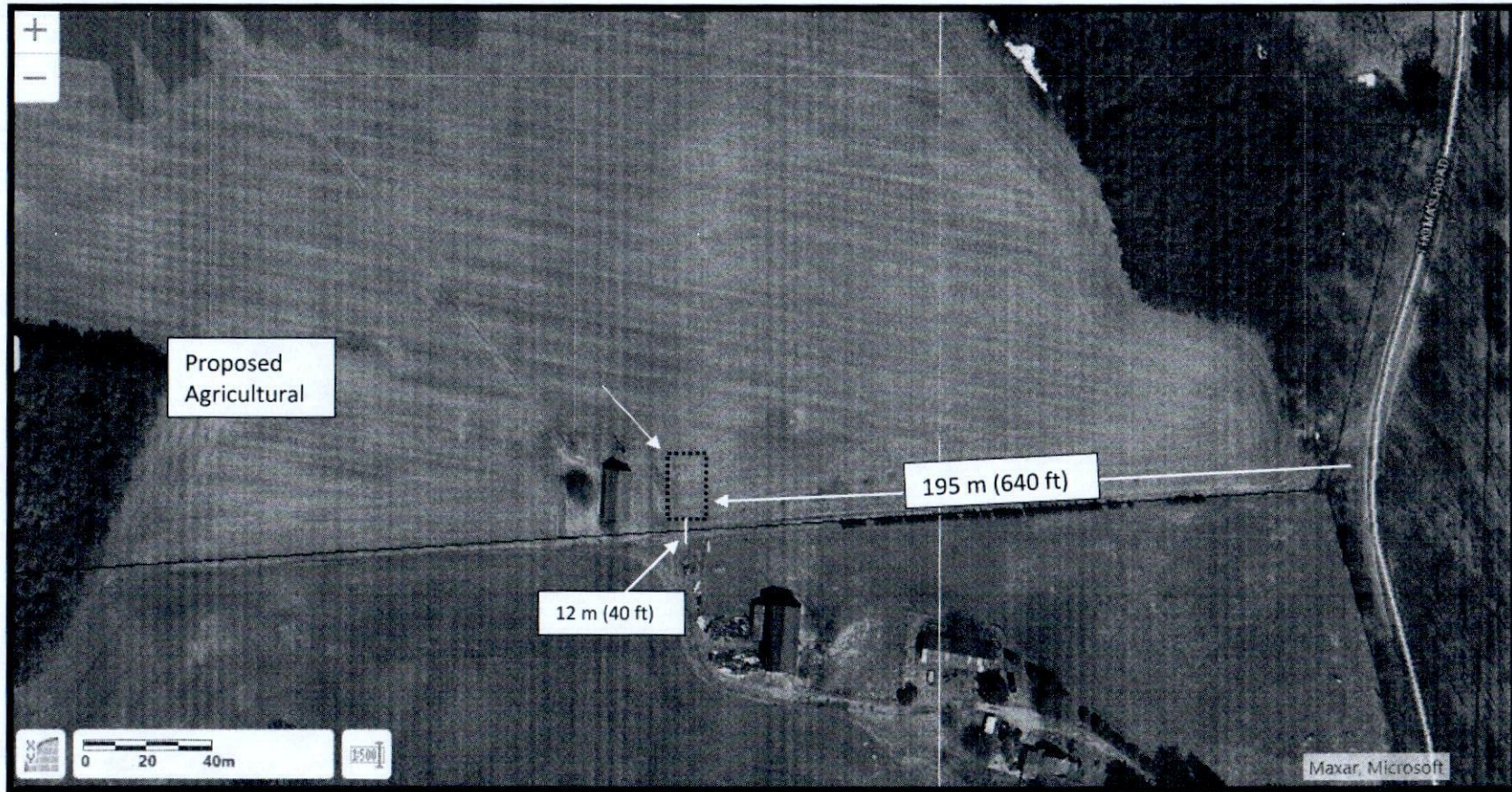
Lisa Higgs
CAO/Clerk

Appendices:

1. Appendix One: ZBA 2021-11 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2021-11

5111 Union Road Township of Southwold - Proposed Agricultural Service Dwelling Location

Prepared by Pol Associates Inc. for Great Lakes Farms Inc.





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-xx

Being a By-law to Amend By-law No. 2011-14

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part Lot 14, Range 1 SUR; Part Lots 13 and 14, Range 2 SUR, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Agricultural 1 (A1) Zone to Agricultural 1 Special Provision 62 (A1-62) Zone.
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bk):

"(bk) A1-62 As Shown on Schedule A, Map 9

(i) Additional Permitted Use

- Agricultural Service Dwelling"

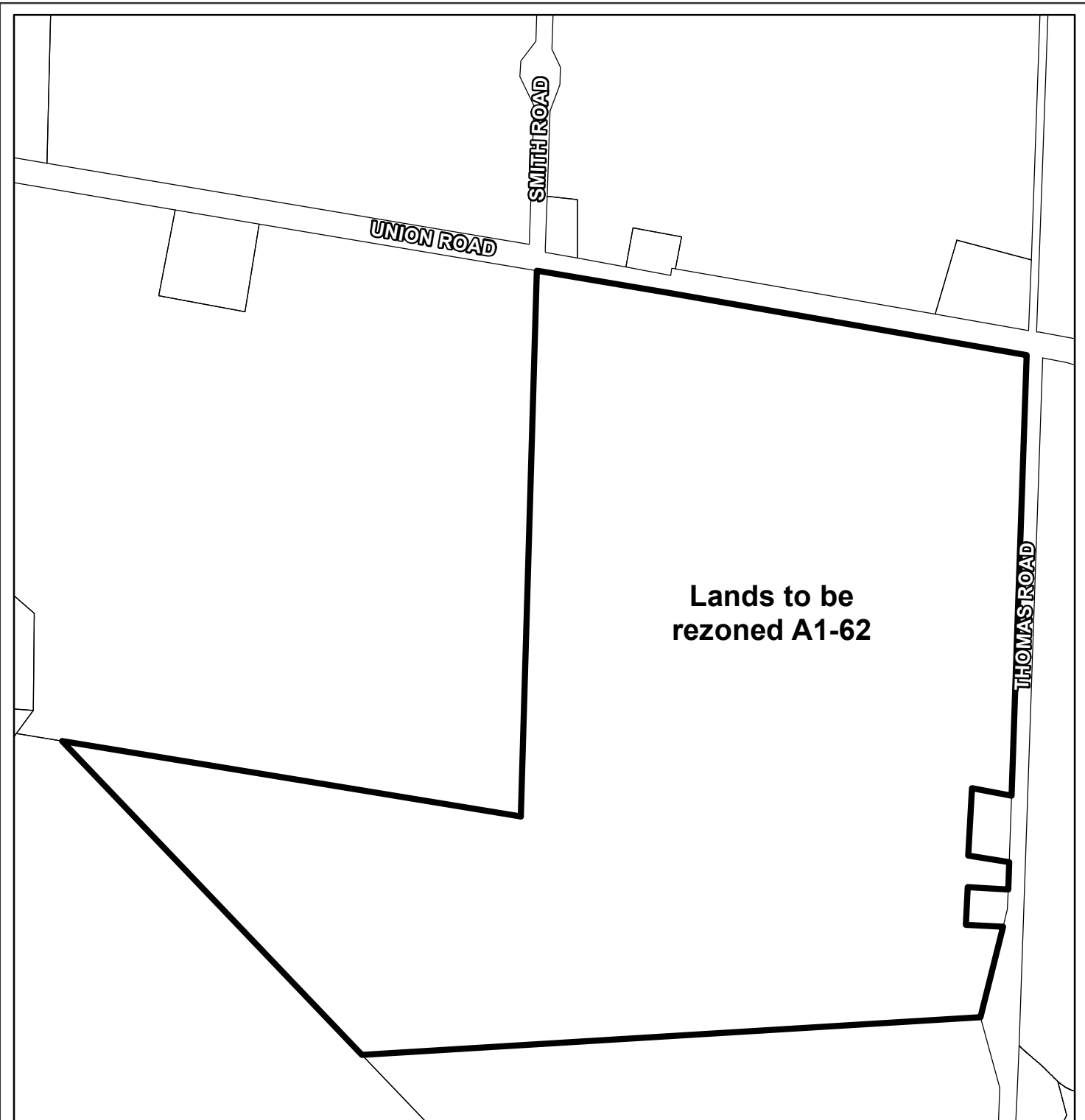
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

(b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY
PASSED THIS ____th day of _____ 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



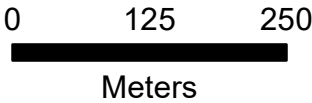
**Lands to be
rezoned A1-62**

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

MAYOR

CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 9





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Jeff McArthur, Fire Chief

REPORT NO: FIR 2021-20

SUBJECT MATTER: Activity Report for the Fire Chief November 2021

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for November 2021.

Background:

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

- a. Calls for service – a total of 15 emergencies were responded to in the month of November including one incident for an alarm sounding with carbon monoxide present in the home.
- b. Fire Chief working on Talbotville Pumper replacement process.
- c. Five recruits have completed agility testing and have joined the Shedden Station.

Report on any outstanding /unresolved concerns, issues:

- a. None

Training Undertaken by Staff:

- a. Department training included: Operating Guideline review, fire scene operations, and patient care.
- b. Two members attended Flashover Recognition training in Central Elgin through the Elgin County Regional Training School.
- c. Two members attended NFPA 1041 Instructor 1 in Dutton-Dunwich through the Elgin County Regional Training School.

2021 Capital Project Progress :

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

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

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

Approved by:
Lisa Higgs, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Jeff McArthur, Fire Chief

REPORT NO: FIR 2021-22

**SUBJECT MATTER: ELGIN COUNTY FIRE COMMUNICATIONS SYSTEM -
SYSTEM SUPPORT AGREEMENT**

Recommendation(s):

That the Township of Southwold Council authorize the signing of the Intermunicipal Agreement for Joint Ownership of Fire Communication Equipment to renew the System Support Agreement with Bearcom Communications.

Purpose:

To inform Council of the System Support Agreement renewal for the Elgin County Fire Communications System and to advise of potential upcoming system replacement costs.

Background:

The Elgin County Fire Communications System was installed in 2015, with installation costs and maintenance costs being divided up among the Elgin County Municipalities. The City of St. Thomas has a separate fire communications system. The previous three-year contract for Bearcom Communications, formally Spectrum Communications, expired on November 30, 2021 and is therefore due for renewal.

The monthly fee has been reduced from \$4,500 to \$3,800 per month, which will provide savings in the short term.

As the system is aging, equipment replacement costs are expected to be incurred over the next few years including battery replacements at each tower site in the short term.

The Elgin County Chiefs discussed the agreement at a recent meeting with a consensus to renew this contract, with intent to have a third-party evaluation completed on the system in the next 12-24 months to assist with determining equipment replacement needs.

Financial Implications:

The monthly fee has been reduced; however, equipment replacement costs are expected over the next few years.

Strategic Plan Goals:

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

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- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
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Respectfully Submitted by:
Jeff McArthur, Fire Chief
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Jeff McArthur, Fire Chief

REPORT NO: FIR 2021-21

SUBJECT MATTER: Talbotville Pumper Replacement

Recommendation(s):

That Council of the Township of Southwold receive Report FIR 2021-21 regarding Talbotville Pumper Replacement;

And that Council approves an authorized order from Darch Fire for one 2022 E-ONE Spartan Stock Pumper;

And that the Fire Chief be permitted to negotiate any additional necessary specification changes to a maximum purchase price of \$600,000 +HST;

And that any necessary funds above the budgeted amount be funded from apparatus reserves.

Purpose:

To seek Council approval to order a stock pumper apparatus and to advise Council of current market conditions and impending significant price increases and supply chain issues.

Background:

In the Township Fleet Replacement Schedule, the replacement of the Talbotville Pumper is scheduled for 2021. The Fire Chief and Talbotville Station officers met in August, acting as an informal apparatus committee, to discuss pumper replacement needs and the consensus was to move forward on a pumper replacement order in the fall/winter of 2021, with an anticipated late 2022 or early 2023 delivery. In October, the Fire Chief and Officers travelled to Brant County to view a recently purchased stock pumper apparatus with a commonly built configuration. This pumper configuration, which is represented in the recommended order, will adequately replace the existing 2001 pumper in Talbotville and will be able to service the rapidly growing Talbotville area for an expected 20-25 years. It will also provide increased compartment space for tools and equipment and additional firefighter seating.

Information has been recently received from a vendor and the Ontario Association of Fire Chiefs regarding supply chain challenges including shortages of chassis and significant price increases, with these effects having an impact on the overall availability of replacement fire apparatus and equipment. A copy of this communication is included in Schedule 'A' of this report.

Under current market conditions, delivery times for new build apparatus has been extended from a normal 240-350 days to between 450-600 days. Increased material costs projected over the next 12-24 months are indicating an estimated price increase of 20%. It is reasonable to expect a similar stock 2022 or 2023 pumper to be \$650-\$700,000 in the near future.

To capitalize on currently available stock that is already in production to be used as a demonstrator apparatus, and furthermore, to secure 2021 pricing, Staff deems it is in the best interest of the Township to procure a pumper directly from Darch Fire without using the typical procurement process, as permitted in the Township's Procurement Policy, By-Law 2018-82, as to be more cost-efficient and overall beneficial to the Township.

The Specifications for the listed apparatus below have been reviewed by the Fire Chief and the Talbotville Officers and found to be very similar regarding design. However, the consensus was that the Darch Fire 2022 Stock Pumper is better equipped, and minimal additional costs would need to be incurred to put the truck into service. Furthermore, as the Dependable 2021 Stock Pumper is nearing completion, any minor modifications may be difficult to achieve and would likely have a modification cost to them.

| Vendor | Details | Submitted Price (+HST) | Expected Delivery | Status |
|----------------|---|-----------------------------------|------------------------------|--|
| 1200 Darch | 2022 E-One Spartan FC94 SO#145176 | \$590,000 | Sept 2022 | 2022 stock, in early production. |
| Dependable (1) | 2021 Spartan Metrostar Stock #56139 | \$595,000 | Jan 2022 | 2021 stock, in final production. |

Letters of intent from each of the suppliers are included in Schedule 'B' of this report.

Financial Implications:

There is a proposed \$530,000 in the 2022 Capital budget to replace the pumper in Talbotville. The additional funds would need to be funded from the apparatus reserve.

Summary

The recommended in production demonstrator pumper from Darch Fire is expected to garner great interest from other municipalities for order. Given the market conditions, expected delays in apparatus acquisition and price increases, and the stock pumper from Darch Fire's suitability for our fire department's operations and pumper replacement needs, it is recommended the Township capitalize on this opportunity now in order to avoid price increases and supply challenges into January.

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

Approved by:
Lisa Higgs, CAO/Clerk

**DEPENDABLE EMERGENCY VEHICLES**

A DIVISION OF DEPENDABLE TRUCK AND TANK LIMITED

275 Clarence Street, Brampton ON L6W 3R3

905-453-6724

www.dependable.ca

November 19 2021

To our valued customers,

In effort to keep our customers and their local authorities informed with current manufacturing industry trends and conditions, we have supplied the information below to outline how the global materials shortages, uncertainties, and supply strains are presenting challenges for apparatus and vehicle builds.

[Purchasing Manufacturers Index \(PMI\) – Overview/Explanation](#)
[Manufacturing ISM® Report On Business® - October 2021](#)

[IHS Markit – No Immediate Relief in Sight for Supply Constraints on Truck Industry](#)

[Forbes – No End In Sight For The COVID-Led Global Supply Chain Disruption, Sept. 2021](#)

As of now, the biggest issues we are facing is the backlog of the supply chain, increased lead times, coupled with rapid and significant vendor price increases. Commercial chassis manufacturers have put a hold on ordering chassis and are notifying us that this could push production into the 2024 calendar year.

Since January 2021, we have been hit with price increases from our vendors between 10-40%. With constraints of materials shortages of the industry, delivery times of new custom built fire apparatus and price increases will likely surpass what departments have budgeted and forecasted for, for apparatus replacement in the upcoming years.

We know the importance of how these vehicles impact your community, and want to make sure we provide you with information you can use to be proactive in planning for your needs.

Thanks,

Pino Natale
Director of Dependable Emergency Vehicles
416-561-6724 | pino@dependable.ca



Darch Fire
 9-402 Harmony RD
 Ayr, Ontario
 N0B 1E0
 1-800-254-2049

Ayr, December 9th, 2022

Jeff McArthur
 Fire Chief
 Southwold Fire Department
 Email: firechief@southwold.ca
 Cell: 519-494-0060
 Township of Southwold
 35663 Fingal Line, Fingal, Ontario, N0L 1K0

Regarding: *Proposal 2022 E-ONE FC-94 Stock Pumper SO#145176*

Dear Fire Chief McArthur,

You will find attached to this letter the complete documentation regarding a stock E-ONE Custom Pumper on a Spartan FC-94 Chassis, which is planned for completion in fall 2022. In addition to the specifications provided, the submitted price includes the following items are to be installed by E-ONE and the dealer per the Fire Department request:

- Shelves & Trays PKG along with PAC Trac Boards – as per the attached drawing
- Heat pan and heater for the pump module, Cold Weather Package
- SCBA brackets - Smart Dock qty of 5
- MIV Valves (Manual Driver – Electric Officer)
- Floor mats for shelves and trays
- Foam Pro 2002/2001 Foam system
- CSA, Storz and NPSH thread adapters for all discharges or intakes
- Single Tone Paint (Red)
- Graphics and striping to match existing units, and determined at time of order
- Equipment Package
 - 2 Lengths of Hard suction
 - 2 Pike poles 8ft and 6ft
 - 24ft 2-section ladder Duo-Safety model 900-A
 - 14ft roof ladder Duo-Safety model 775-A
 - 10ft folding ladder Duo-Safety model 585-A
- Licensing and PDI will be completed as part of Purchase
- 2 Days of Formal Orientation/Training will be provided at Location of Choice
- First year Pump Testing included

The official pricing for the truck per its current configuration including the items listed above would be of:

590,000.00\$ CAD plus applicable taxes.

The following attachments describe the proposed apparatus in detail:



Darch Fire
9-402 Harmony RD
Ayr, Ontario
N0B 1E0
1-800-254-2049

- Apparatus Drawings
- Apparatus Short Specifications
- Applicable warranty documents

The proposed unit being an existing on-order demo apparatus shortens the proposed delivery time. To order the same unit as a brand-new truck today would incur a delivery delay of approximately 18 months from the prebuild meeting date. Therefore, at this time, the Township saves approximately 6-7 months compared to a new built-to-order unit with the same specifications via the acquisition of the proposed unit.

Please feel free to contact us for any additional questions you may have.

Sincerely,

Paul Marks
Emergency Vehicle Specialist
Tel: 519-239-8303
Toll free: 800 254-2049
Fax : 519-622-7705
pmarks@1200-degrees.com

Bertrand Bouchard
Apparatus Sales Manager
1 888 568-2777, ext. 133
Cell : 450 494-0251
Fax : 450 568-0211
bbouchard@1200-degrees.com



DEPENDABLE EMERGENCY VEHICLES
A DIVISION OF DEPENDABLE TRUCK AND TANK LIMITED
275 Clarence Street, Brampton ON L6W 3R3
905-453-6724
www.dependable.ca

December 8th 2021

Southwold Fire Department
35663 Fingal Line
Fingal, Ontario
N0L 1K0

Fire Chief Jeff McArthur,

Thank you for the opportunity to provide you with a formal quote on an in-stock pumper apparatus as per your request. Dependable Emergency Vehicles produces high-quality, cost-effective emergency vehicles that have been proven in the emergency response industry for over 40 years. From conception, to building and delivery, Dependable is able to support you throughout the acquisition process, and during the entire lifetime of the vehicle. We look forward to the opportunity to work with you and your department in delivering a high-quality apparatus which has been **"DESIGNED TO PERFORM, BUILT TO LAST"** for many years to come.

SUPPLY AND DELIVERY OF ONE (1) SPARTAN PUMPER APPARATUS

DEV/SPARTAN PUMPER STOCK #56139

\$595,000.00 + HST

Included:

- Ontario PMCVI inspection
- ULC Certification
- FOB: Brampton, Ontario

***Please note: This quote is valid for 30 days. All stock units are on a first come first serve basis, only a firm purchase order will secure the apparatus. The estimated delivery date of this apparatus is 60 days from the date of purchase order. 50% of the total cost of the truck is due on purchase order, remainder of the funds to be paid on pick up of the apparatus.

If you have any further questions or concerns, please don't hesitate to contact me.

Thanks,

Emily Patten
Sales Manager
519-498-6046 | emily@dependable.ca





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Peter Kavcic, Director of Infrastructure and Development Services
Paul Van Vaerenbergh, Public Works Superintendent
Brent Clutterbuck, Drainage Superintendent

REPORT NO: ENG 2021-04

**SUBJECT MATTER: Activity Report for Infrastructure and Development Team -
November 2021**

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on the Infrastructure and Development Services Team activities for November 2021.

Background:

Health, Safety and Training

- Social distancing and sanitation procedures continue
- Team are completing webinar training opportunity from the First Nations University of Canada for the 4 seasons of reconciliation

Development

- Team has successfully completed the RFQUAL/EOI evaluation stage for the detailed design of the wastewater treatment plant and the sanitary conveyance system in Shedden and Fingal
- Team created an RFP for the second stage of the wastewater treatment plant and the sanitary conveyance system in Shedden and Fingal. The RFP is currently on the website for prequalified consultants
- Coordinated several resident concerns for developments in Talbotville as it relates to drainage and design
- Provided detailed comments to proponents in the site plan stage for one development proposal

Infrastructure

a) Water and Sanitary

- Team has coordinated several water interruption requests for the Industrial Development at the Ford Plant Property
- Township team has successfully coordinated the notification for all residents impacted by the water interruption that took place on November 16. Coordination with St. Thomas and Dutton Dunwich was required
- Township team continues to coordinate water service installation and repairs with Ontario Clean Water Agency (OCWA)

b) Roads and Bridges

- Winter patrols and staffing has begun
- A couple of winter storm events resulted in some equipment failures which did not affect servicing to the roads but resulted in some major repairs
- Second Line Bridge replacement continues
- Summer equipment was serviced and put in storage at the Teetzle barn
- Gravel roads are being graded for winter
- Roadside brushing has begun with rented equipment
- Shady lane sewer was completed, and first lift of asphalt has been placed

2021 Capital Project Process:

| 2021 | Budget | Status/Comment |
|------------------------------|---------------|--|
| Water and Sewer | | |
| Parks and Rec | | |
| Gravel Projects | | |
| Hard Surface Projects | 300,000.00 | |
| Public Works Building | 50,000.00 | Site has been surveyed and rough plan submitted to engineering |
| | | |
| Talbot Meadows | | Nearing Completion |
| | | |
| Lynhurst Subdivision | | Tender pending |
| | | |
| Second Line Culvert | | Work has begun |

c) Drainage:

Drains Before Council:

Construction:

- **Barber Drain (May17):** will be billing and applying for grant before February grant deadline
- **Turville Drain #2 (Sept15) (January 17):** will be billing and applying for grant before February grant deadline

In the hands of the Engineer

- **McIntosh #2 Drain (Sept 15):** The Engineer is prepared to submit their report but is waiting for comment from MTO with regards to catch basins and manholes within the right of way. If this cannot be resolved shortly the report will be submitted for Council early in the new year.
- **Ryan Drain (Sept 19):** Engineer appointed. An onsite meeting needs to be arranged as the development is nearing completion.
- **Luton Drain (July 08)** Project has been on hold because of landowner changes. Now that construction of the facility is progressing the project is moving forward again to provide a legal outlet for storm water management facilities.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **GH Pennings Drain:** Survey has been substantially completed. The Engineer is working on his proposal.
- **Taylor Drain: (Mar. 21):** An onsite meeting was held July 14th, 2021 with affected landowners. The engineer has been in contact with MTO.
- **A&C Jones Drain(July 21):** Surveying is completed and the engineer is working on their proposal.

Drains Initiated in Neighboring Municipalities:

- **Marr Drain (2012):** (Central Elgin). Central Elgin has awarded the contract to J-AAR excavating for \$42,000, \$5,500 over the estimate. Pre-construction meeting was held with KCCA and the owner. Expected start date is Nov 1, 2021, weather permitting
- **Lake Road Diversion Drain (2013)** (Central Elgin). Central Elgin has tendered the drain, J-AAR was the only bidder but way over at \$58,000 vs. engineers estimate of \$29,200. They have pulled that tender and are looking at completing in-house

Maintenance:

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

2021 Capital Project Process:

| 2021 | Budget | |
|---------------------------------------|---------------|----------------------------------|
| McIntosh #2 | 20,933 | Finalizing report for submission |
| Barber Drain – Bush Line, Boxall road | 49,558 | Est. based on tender results |
| Barber Drain – Hunter Line culvert | 56,377 | Est. based on tender results |
| Barber Drain Branch G – Hunter Line | 37,956 | Est. based on tender results |
| | | |

Financial Implications:

None.

Strategic Plan Goals:

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

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- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

Respectfully Submitted by:
Infrastructure and Development
Services Team
"Submitted electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Peter Kavcic, Director of Infrastructure and Development Services

REPORT NO: ENG 2021-02

**SUBJECT MATTER: Strathroy Turf Farms –Draft Plan of Subdivision
Application Township Comments**

Recommendation(s):

THAT Council supports the comments that will be provided to the Municipality of Central Elgin with respect to the Draft Plan of Subdivision application for Strathroy Turf Farms (Port Stanley)

Purpose:

The purpose of this report is to summarize staff comments and seek Council support on a Draft Plan of Subdivision within the jurisdiction of the Municipality of Central Elgin which impacts the Township of Southwold.

Background:

Elgin County has circulated Township Staff on the Draft Plan of Subdivision application for Strathroy Turf Farms in Port Stanley. This draft plan application is proposing access off Lake Line with 79 single detached lots, nine semi-detached blocks, three open space blocks, and three walkway/utility blocks. The draft plan is attached in Schedule A.

The Township has an interest for this application because Lake Line is a boundary road with the Municipality of Central Elgin. As this application is outside our municipal boundaries, Southwold does not have approval authority (which wrests with the County of Elgin), however we are a commenting agency on the application and our comments can be received for consideration by the approval authority.

Comment:

The below comments are from Staff and these comments have been coordinated with the Municipality of Central Elgin's development team.

- Street 'A' should connect at 90 degrees to Lake Line and have a straight tangent or horizontal curve prior to intersection. This is to be reviewed based on the proposed design speed for Street 'A'.
- Consulting engineer to provide further justification on the 60m offset distance from the intersection of Carlow Road/Union Road/Lake Line. City of London standards for access management recommend 100m access distance from minor intersection when total vehicle volumes per day reach the 100-vehicle threshold. This application is close to that threshold as shown in Traffic Impact Study (TIS).
- Consulting engineer to review opportunities for emergency access, as no secondary access is provided. City of London standards recommend two access locations for 80 units. Central Elgin has confirmed their standards reference 100 units for two accesses.
- Street lighting photometric will be required at intersection of Lake Line and Street A to meet RP8 Standards.
- External works are to include urbanizing and improving road asphalt platform on Lake Line from Street 'A' to Carlow Road. This can include a sidewalk connection on the south side of Lake Line to the dead end sidewalk on the west side of Carlow Road.
- The applicant is to confirm that the Marr Drain will be constructed to an appropriate standard as it crosses an urban street and that this development will not impact adjacent property owner drainage. The Township is concerned that failure of the Marr Drain will cause a temporary obstruction for access to this development.
- The applicant to include analysis in Environmental Impact Study (EIS) for the Port Stanley Till Earth Science ANSI.
- The applicant to include analysis in TIS for future development lands in North Port Stanley and how this impacts Lake Line and Carlow Road/Union Road/Lake Line intersection level of service.

Financial Implications:

None

Strategic Plan Goals:

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

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

☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.

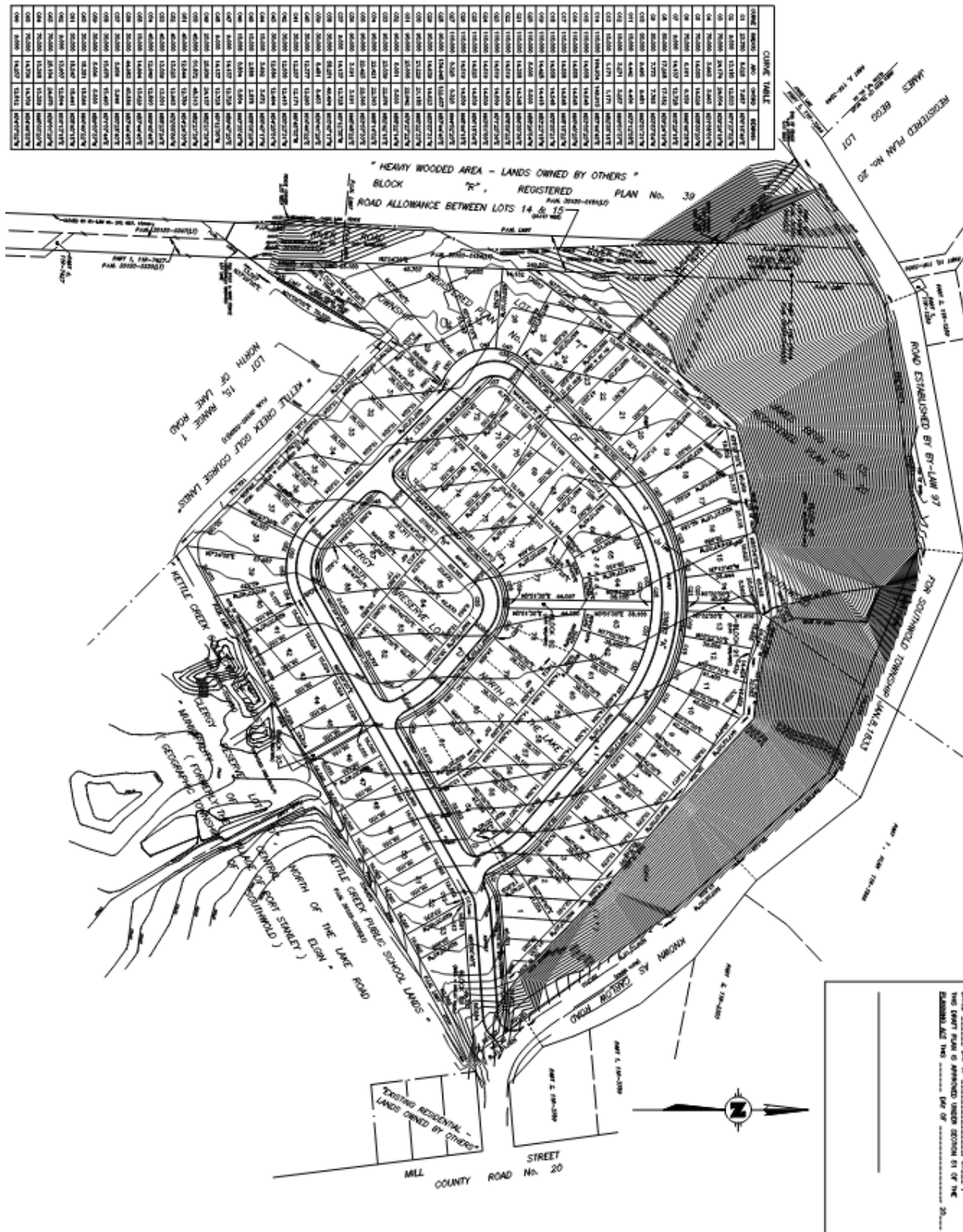
☒ Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety

☐ Exercising good financial stewardship in the management of Township expenditures and revenues.

☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

Respectfully Submitted by:
Peter Kavcic, P.Eng.
Director of Infrastructure and
Development Services
"Submitted electronically"

Schedule A - Draft Plan of Subdivision for Strathroy Turf Farms





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Peter Kavcic, Director of Infrastructure and Development Services

REPORT NO: ENG 2021-03

SUBJECT MATTER: 9627 Francis Street Water Meter Bill

Recommendation(s):

THAT Council endorse staff direction to engage the property owner of 9627 Francis Street to proceed with three potential options for the disputed water billing period of June 11, 2021 to September 20, 2021. The three options include lump sum payment, 6 month payment with interest or water meter testing.

Purpose:

The purpose of this report is to seek Council support to advance the discussion with the property owner of 9627 Francis Street to recover the water bill costs for the period of June 11, 2021 to September 20, 2021. Staff are considering three options to move this discussion forward.

Background:

On November 22, Council heard from Margaret Chinnery, property owner of 9267 Francis Street in Shedden, on her historical water consumption and her position that the meter reading for the billing period of June 11, 2021 to September 20, 2021 seemed inaccurate. The mean quarterly water consumption between 2019 to 2020 was 34 m³. The water bill that is being disputed had a water consumption of 538 m³.

In order for a property to see a dramatic increase in water consumption as highlighted above, the internal plumbing could have a leak, or it is possible a water tap was not turned off. If the tap was left on either inside or outside the house, it would be hard to determine the quantity of water consumed as the water would have dissipated into the internal plumbing or infiltrated into the soil. A small water leak with an approximate diameter of 1.59mm (1/16 inch) will result in approximately 280 m³ of water usage in three months. This highlights the importance of checking internal plumbing as the smallest leak can result in a significant increase in water consumption.

Following this concerns from Margaret Chinnery, staff actively consulted with her on multiple occasions to verify the water meter reading. A history of this engagement is as follows:

- **November 1, 2021:** Margaret called Staff to dispute the meter reading which showed 3821 on September 20, 2021. We asked Margaret to take a read of the water meter and on November 1, 2021 the water meter showed a reading of 3878.2.
- **November 3, 2021:** Margaret's son, Ian, called staff to question the water meter reading. He confirmed the reading at the house was 3880. Staff was outside the property with the meter reading device and was able to confirm that the Township had the exact same water meter reading on our device.
- **November 22, 2021:** Township Staff was outside the property and confirmed an accurate water meter reading of 3883.
- **December 9, 2021:** Township Staff reviewed water meter reading and confirmed a reading of 3891.

Staff trust that the water meter is functioning properly because each device is tested to the highest standard under the American Water Works Association (AWWA). Over time as water meters age, there is a tendency for the meters to under read the water volumes especially during low flows. It is rare for a water meter to over read water volumes, as the device in the water meter requires water to pass through it, in order to advance the reading number

With the above information, Staff are seeking council support in their recommendation to engage Margaret Chinnery on her water consumption for the disputed billing period with the following options to advance this discussion.

| | Description | Cost |
|-----------------|--|--|
| Option 1 | Pay water meter in one lump sum payment | \$1,482.37 |
| Option 2 | Pay water meter over 6 equal months with monthly interest of 2% | \$1,586.14 (\$1,482.37 + \$103.77) |
| Option 3 | Test water meter to see if it is defective. a) If water meter is working properly, resident pays cost of replacement meter and connection charge b) If water meter is defective, Township pays cost of water meter and follows by- | a) \$625 water meter fee \$50 connection fee during regular hours \$1,482.37 Total = \$2,182.37 |

| | | |
|--|---|---|
| | law 2014-65 for consumption costs to resident | b) Determined using by-law 2014-65 section 12.2 |
|--|---|---|

Financial Implications:

If Council approves the above three options to continue the discussion with Margaret Chinnery, there are no financial implications to the Township with Options 1 and 2. For Option 3, if the water meter is defective, the Township will be required to pay for the new meter and the total prescribed by By-Law.

There is a fourth option where the Township relieves the property owner of paying this bill or percentage of this bill; however, Staff do not recommend this as an option for further discussion. If the Township were to consider this option, it creates a precedent for other residents to dispute high water consumption bills and doesn't comply with the By-law. Also, the Township pays for the water from the Secondary and Primary and then recovers costs from residents to maintain and operate our system. Recommending this option for not paying a bill, could have greater consequences resulting in improper maintenance of the drinking water system.

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:
Peter Kavcic, P.Eng.

**Director of Infrastructure and
Development Services
"Submitted electronically"**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2021-40

SUBJECT MATTER: 2022 Insurance Renewal

Recommendation:

1. That Council approve the 2022 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated December 3, 2021 (Township) and November 17, 2021 (Cemetery Board).

Purpose:

This report reviews and provides recommendations on insurance coverage for the Township and Cemetery Boards.

Background:

The Township's comprehensive insurance program is provided by Intact Public Entities (formerly Frank Cowan Insurance). Attached to this report is the policy renewal information for 2022. Staff met with Aran Myers, Regional Manager to review the renewal documents, obtain additional information on the increase in premiums and explore options to contain costs.

Comments/Analysis:

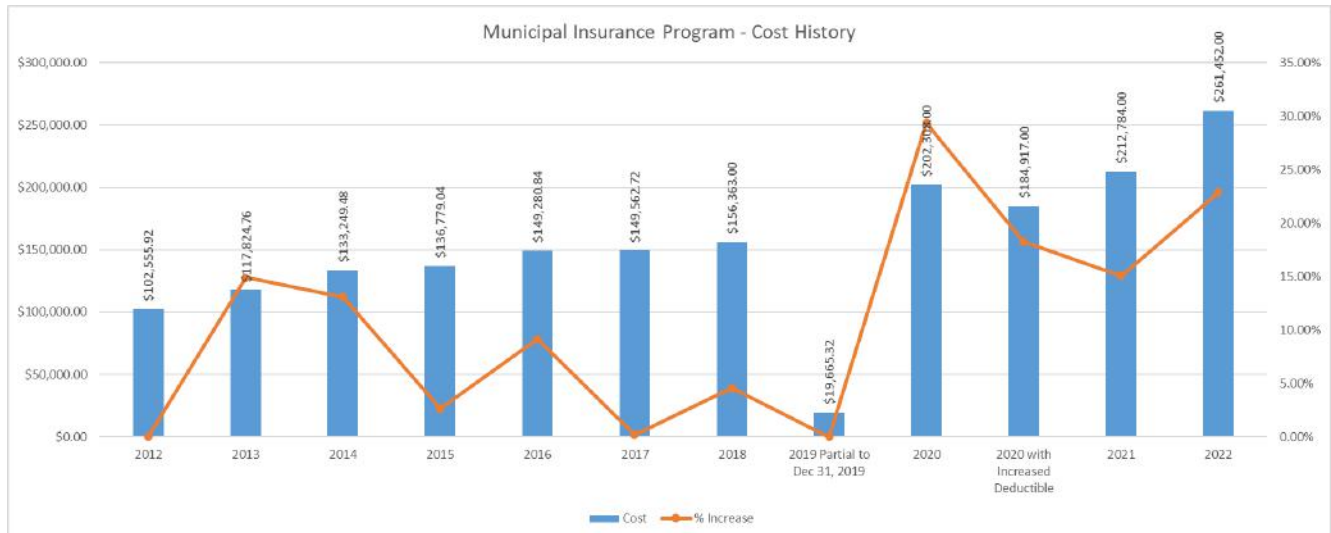
The current policies expire December 31, 2021. A copy of the proposal for coverage from January 1, 2022 to December 31, 2022 for the Township and Cemetery Boards is attached (Township - Appendix "A", Cemetery Board - Appendix "B").

Page 16 of the Township renewal contains a summary of the costs for insurance coverage.

Most of the increase of \$48,668 or 22.9% is due to the General Liability component. This is the largest component of the premium and is showing an increase of \$35,552 or 30%. The General Liability component is greatly affected by the hard market and the

Township's past claims experience. Other components are having a minor impact on the overall increase.

Following is a chart illustrating the costs for the Municipal Insurance Program since 2012.



Following is information provided by Aran Myers regarding a "Hard Insurance Market".

The past 20 months or so have certainly been challenging for many of us and the insurance industry has not been immune to those challenges. The insurance industry has been in what we call a hard market since 2019, add to that a world wide pandemic and you have the makings of some drastically challenging times.

I wanted to address Council today to discuss concerns over escalating insurance costs and to provide some context to the factors affecting increased rates. Municipalities across Ontario and other parts of Canada are seeing their annual insurance costs increase drastically compared to what they've seen historically. There are 2 main reasons for these increases:

1. The cyclical nature of the insurance business. We are now in a "hard market" which is a period during which insurance markets become much more strict regarding the business they underwrite, how much of it they are willing to underwrite, how much coverage they will provide and the cost of that insurance coverage. These hard markets have happened a few times since the early 1970's and typically last 3 – 5 years and are then followed by a soft market when things balance out. In 2019 an unusually long soft market ended after nearly 20 years.

Low interest rates on insurers investments also contribute to the development of a hard market. Investment of premium dollars is one way insurers turn strong profits, ensuring they have the funds to pay out claims for their clients. As investment returns lower interest rates, insurers have to rely more and more on what we call underwriting profits that may traditionally be compensated by strong investments during softer markets. This means insurers have to be more stringent with how they underwrite a risk, what premium they charge for the risk and how much capacity they will put up for a risk knowing that dollars in/dollars out underwriting of a risk is a much more important factor to ensuring strong profits so funds are available to pay claims.

2. Other factors for increasing insurance costs are related to things like climate change, cyber liability, class actions, transit claims, etc. Climate change has resulted in a substantial increase in property losses and catastrophic losses. Insurers have statistically seen more weather related losses and catastrophic losses than ever before. Society has also become much more litigious and payouts are increasing at a rate that we've never seen. Add to that the issue surrounding Joint & Several liability where a Municipality could be left footing the bill of a large payout when they may only be 1% responsible and you now have unprecedented levels of claims being paid and the corresponding premiums being charged for a risk are not sustainable at profitable levels for insurers.

When determining pricing for a Municipality, insurers look at a couple factors, the first being their individual performance, their claims history/activity and also the risk management practices that they implement to mitigate potential losses. The general concept of insurance is "The losses of the few are paid by the many" so in a hard market, insurers look at the overall performance of their entire portfolio and will implement standard minimum increases just based on the performance of their portfolio – everyone has to contribute to the rehabilitation of the market. From there, they will then analyze the specific individual account for their own performance and may then apply even more rate based on that accounts performance (or loss ratio's). For this renewal, the Township is seeing some rate just based on the market conditions and performance, but also have additional rate added because of the loss ratio levels.

The positive news right now related to the insurance industry is that although increases are still higher than what we've seen the past 20+

years, we are starting to see those minimum mandated increases (market condition increases) drop. Two years ago it was not uncommon to see standard increases in the 25% - 35% range when the hard market was just hitting so seeing these increases start to trend downwards gives us a sense that in the next year or two we should start to see some stability and balancing out and annual rate increases should return to soft market level.

The Cemetery Board policy is a showing an increase of \$286 or 9%.

While increased costs are not desirable, the Township has limited options when it comes to municipal insurance. Experience has shown that shopping coverage, while sometimes initially beneficial, often does not lead to long-term savings. Currently the few municipalities that are issuing RFP's for coverage are seeing limited interest, with often just the incumbent and possibly one other proposal being submitted. These proposals are also seeing significant increases in cost as well.

Based on the excellent support and service provided by Intact Public Entity and the many risk reduction and risk management services that are provided as part of the insurance program, staff would recommend renewal of the Insurance Program for 2022, as proposed.

Deductible Level

In 2020 the deductible level was increased to \$15,000. This generated some immediate savings and should be beneficial over the long-term if claims remain minimal. While the deductible could be further increased, staff are not recommending a further increase at this time. The additional savings would be minimal for the added risk.

Insurance Reserve

In 2019 the insurance term was adjusted to follow the calendar year. As result, the Township was able to start an Insurance Reserve to help mitigate large increases in insurance and assist with paying the increased deductible costs. Following is a summary of reserve transactions, as required by the Insurance Reserve Policy.

| Description | Year | Amount | Balance |
|---------------------|-------------|---------------|----------------|
| Reserve Established | 2019 | \$132,451 | \$132,451 |

| | | | |
|--|------|--|-----------|
| Transfer from Reserve to mitigate premium increase | 2020 | (\$25,000) | \$107,451 |
| Transfer from Reserve to mitigate premium increase | 2021 | (\$25,000) budgeted, but to be determined based on year end position | |

Staff will be reviewing use of the reserve in 2022 in conjunction with preparation of the 2022 budget.

Financial Implications:

The increased insurance costs will put upward pressure on the Township Tax Levy; however; they can be mitigated by implementing an Insurance Reserve as discussed in this report.

Strategic Plan Goals:

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

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

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



2021 Municipal Insurance Program CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

Renewal Report for the Policy Term December 31, 2021 to December 31, 2022

Submitted by: Intact Public Entities Inc.
Address: 278 Pinebush Rd., Suite 200
Cambridge, ON N1T 1Z6

phone: 1-800-265-4000
fax: 519-458-4366
e-mail: connectwithus@intactpublicentities.ca

Prepared by:
Aran Myers
Regional Manager

Ref 70125/es 3 December 2021

About Intact Public Entities

Intact Public Entities is a Canadian leader in providing specialized insurance programs, including risk management and claims services to municipal, public administration and community-based organizations across Canada. Proven industry knowledge, gained through over nine decades of partnering with insurance companies and independent brokers, gives Intact Public Entities the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues. Intact Public Entities is a wholly-owned subsidiary of Intact Financial Corporation with its head office located in Cambridge, Ontario. For additional information about Intact Public Entities visit www.intactpublicentities.ca.

Intact Public Entities is a Managing General Agent (MGA) with the authority to write and service business on behalf of strategic partners who share our commitment and dedication to protecting specialized organizations. Because our partners are long-term participants on our program, they understand the nature of fluctuating market conditions and complex claims and are prepared to stay the course.

The Guarantee Company of North America has been replaced as a subscriber by Intact Insurance Company when your policy becomes effective.

Canadian Owned Company With 90+ Years of Continuous Operation

Market Leader

Municipal, Public Administration & Community Services

Municipal market share leader in Ontario with strong representation of municipal, public administration and community-based organizations across Canada.

Innovative

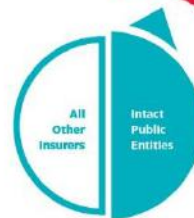
New Products & Services

Cyber Risk Insurance
Fraudulently Induced Transfer
Road Reviews
Fleet Management

In-House

Claims & Risk Management

In-house claims management = faster turn around, single point of contact, specialized expertise in the municipal claims environment.



**Municipal Market Share
Leader in Ontario**



**First Municipal Client
The Village of Ayr, Ontario**

The Advantage of a Managing General Agent

The MGA model is different than a traditional broker/insurer arrangement in that an MGA provides specialized expertise in a specific, niche area of business. As an MGA we also offer clients additional and helpful services in the area of risk management, claims and underwriting. And unlike the reciprocal model, a policy issued by an MGA is a full risk transfer vehicle not subject to retroactive assessments but rather a fixed term and premium.

We invite you to work with a partner who is focused on providing a complete insurance program specific to your organization that includes complimentary value-added services that help drive down the cost of claims and innovative first to market products and enhancements. You will receive personalized service and expertise from a full-service, local and in-house team of risk management, claims, marketing and underwriting professionals.

As a trusted business partner, we believe in participating in and advocating for the causes that affect our clients. For this reason, we affiliate with and support key provincial and national associations. In order for Intact Public Entities to be effective in serving you, we, as an MGA, believe in fully understanding your needs, concerns and direction. Our support is delivered through thought leadership, financial resources, advocacy, services, education and more.

Risk Management Services

We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize exposure before potential incidents occur. Risk management is built into our offerings for all clients, fully integrated into every insurance program. Our risk management team is comprised of analysts, inspectors and engineers who use their expertise to help mitigate risk. We do everything we can to minimize your exposure before potential incidents occur. This includes providing education, road reviews, fleet reviews, contract analysis and property inspections.

Claims Management Services

Our in-house team of experts has the depth of knowledge, experience and commitment to manage the complicated details of claims that your organization may experience. You deal with the public often in sensitive instances where serious accusations can be made. Your claims are often long-tail in nature and can take years to settle. Some claims aren't filed until years after the occurrence or accident. You want a team of professionals on your side that will vigorously defend your reputation. We understand your risks and your exposures and have maintained a long-term commitment to understanding the complex issues your organization may face so that we can better service your unique claims requirements.



*Please note that the information contained in this document is proprietary and confidential and is to be used for the sole purpose of determining the successful proponent. Permission must be obtained from Intact Public Entities prior to the release of any information contained herein for any other purpose than evaluating this submission.

Best in Class Value added Services

Best in Class Value added Services

Intact Public Entities offers more than just an insurance policy. As a leading MGA specializing in public entities, we provide Canadian municipalities with a complete insurance program. What's the difference? A vested interest in helping you reduce your total cost of risk while providing you with complimentary best in class value-added services that help improve your overall performance.

Advocacy & Municipal Association Support

Intact Public Entities employees are continually recruited to serve on legislative committees and are aware of changes that will be introduced. We can move quickly to help you begin to modify your policies and procedures to maintain regulatory compliance.

Intact Public Entities advocates and supports your public entities across the country.



Risk Management

Asset Valuation and Risk Inspections

Inspections provide you with calculated reconstruction costs for insurance purposes and ensure insurance to value. Inspections also analyze potential areas of harm and provide risk recommendations to reduce the frequency and severity of incidents.

Roads & Sidewalks

Road Risk Assessment

Non-repair of road liability claims are costly to defend, result in high court awards and greatly impact a municipality's cost of risk. To help municipalities minimize exposure to non-repair of road claims, road assessments can be employed to review documentation, compliance with the Ontario Traffic Manual, adequacy of policies and procedures and select road segments.

Sidewalk Services

Our sidewalk consulting services can help to reduce the frequency of falls on your sidewalks.

Driver Trainer

Fleets and individual drivers can receive comprehensive driver training through the use of seminars, tools and guidelines that assist with everything from pre-employment checklists and driver management policies to defensive and cooperative driving education.

Fleet Management Evaluation

Have your municipality's fleet risk management practices evaluated. Topics for review include: management structure with the fleet, areas of operation/travel, driver training/hiring practices and loss control management.

MMS Compliance

Our Minimum Maintenance Standards (MMS) compliance analysis focuses on reviewing your policies/procedures/ documentation and comparing these to the required standards set under the MMS as well as the best practices developed by the Ontario Good Roads Association

Municipal Education

Education & Seminars

Over 10,000 municipal employees from almost every department have received training from Intact Public Entities over the past few years. Training can be provided through customized sessions on the topics of your choosing or be tied to a policy/procedure review or claims review. We can also provide training through a webinar format and record these webinars so your managers can use them at any time to train new staff or as a refresher for existing staff. We have also partnered with Ontario Good Roads Association and the Association of Ontario Road Supervisors to provide technical training on several books of the Ontario Traffic Manual. Every year we offer Regional Training Sessions to larger audiences on topics such as Building Inspection Losses, Fleet Safety, Trails and Cycling on Municipal Roads. We are always interested in hearing from you as to the type of training your municipality requires.

Institute of Municipal Risk Management

Register for courses specific to your role as a Councillor or municipal employee. The Institute is a collaborative initiative with the Association of Ontario Municipalities and features a variety of courses. Content rich material will help participants identify existing and emerging risks; become familiar with laws, statutes and legislation; and understand the importance of risk management protocols relating to a variety of municipal areas such as roads, sidewalks and claims management. Visit municipaleducation.ca for more information or to register.

Reviews & Analysis

Contract Reviews

This complimentary service is among our most popular because a third-party contract review can make a substantial difference. You'll receive valuable feedback and insight from a Paralegal on the suitability and effectiveness of liability provisions and insurance clauses in contracts and agreements.

Policy and Procedural Reviews

Includes an audit of systems and processes to reduce potential losses within your organization. Reviews focus on identifying gaps or inconsistencies between written policies and procedures, operational procedures and current legislation. The review also includes a claims analysis to identify trends, patterns and adherence or its lack of to the written operational policies and procedures.

Online Resource Library - Risk Management Centre of Excellence

You'll receive access to hundreds of relevant and helpful resources and templates designed to provide you with the tools needed to manage municipal risk.

Claims Services

Claims Management Best Practices Framework

Manage claims under your deductible with greater efficiency using our tested claims analytics and measures that are guaranteed to have a positive effect on cost savings. Couple this with strong claims and risk management and your organization will be better prepared to help mitigate and manage future incidents.

In-House Claims Management Services

Your claims will be handled better. We have in-house claims authority – others may not. Why does this matter? You'll experience faster turnaround, one point of contact, reduced frustration, better claims resolution and improved expense management.

Claims History Analysis

Identify the cause of claims and focus on trends and patterns to help eliminate risk sources so as to better identify risk trends and address them with mitigation techniques.

Guidewire ClaimCenter® Claims Management

View the status of claims in addition to data mining capabilities for risk management purposes so as to better identify risk trends and address them with mitigation techniques.

Claims Education

Customized municipal seminars on claims related topics delivered to solve specific risk issues.

Expertise

Canadian municipal claims experience and expertise is important. Our understanding of the complex municipal landscape allows us to better service your unique claims requirements.

Your Insurance Coverage

Important Information

General Information

The premium quoted is based on information provided at the date of this Report (the date is noted on the first page of this report/quotation). Additional changes to information are subject to satisfactory underwriting information and express approval by Intact Public Entities Inc. Changes in information and coverage may also result in premium changes.

Wildfire and Flood Exposures

Due to the high risk of wildfires and active floods, Intact Public Entities Inc. is taking a very conservative approach to such exposures/natural disasters. We are currently reviewing all risks to determine if any part of a risk is within 50km of an active wildfire or 15km of an active flood event.

Quoting and Binding Coverage Restrictions

The quote provided is only valid for 60 days. Should you require an extension beyond the 60 days, you must contact an underwriter at Intact Public Entities Inc. for written confirmation that the quotation is still valid.

Coverage quoted cannot be bound unless expressly agreed to in writing by an underwriter at Intact Public Entities. Intact Public Entities Inc. reserves the right to decline to bind coverage.

Your marketing representative can assist in co-ordinating your correspondence with the correct underwriter for the account should you wish a quotation extension or are requesting coverage be bound.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

| Coverage Description | (\$) *Deductibles | (\$) Limit of Insurance |
|---|------------------------|--|
| General Liability (Occurrence Form) <i>Broad Definition of Insured</i> | 15,000 | 15,000,000 Per Claim No Aggregate |
| Voluntary Medical Payments | | 50,000 Per Person 50,000 Per Accident |
| Voluntary Property Damage | | 50,000 Per Occurrence 50,000 Annual Aggregate |
| Voluntary Compensation - Employees | | 50,000 Each Person 250,000 Annual Aggregate |
| Sewer Backup | 10,000 Per Claimant | Included |
| Wrongful Dismissal (Legal Expense – Claims Made) | 5,000 | 250,000 Per Claim 250,000 Aggregate |
| Forest Fire Expense | Nil | 1,000,000 1,000,000 Aggregate |
| Errors & Omissions Liability (Claims Made Form) | 10,000 | 15,000,000 Per Claim No Aggregate |
| Non-Owned Automobile Liability | | 15,000,000 |
| Legal Liability for Damage to Hired Automobiles | 500 | 250,000 |
| Environmental Liability (Claims Made Form) | 10,000 | 2,000,000 Per Claim 4,000,000 Aggregate |

*Your deductible may be a Deductible and Reimbursement Clause (including expenses) refer to Policy Wordings

Follow Form – Excess Liability

| Coverage Description | | (\$) Limit of Insurance |
|-------------------------------|--------------------------|----------------------------|
| Excess Limit | | 10,000,000 |
| Underlying Policy | (\$) Underlying Limit | |
| General Liability | 15,000,000 | |
| Errors & Omissions Liability | 15,000,000 | |
| Non-Owned Automobile | 15,000,000 | |
| Owned Automobile | 15,000,000 | |
| Total Limit of Liability (\$) | | 25,000,000 |

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Crime

| Coverage Description | (\$) | Deductibles | (\$) | Limit of Insurance |
|--|------|-------------|-----------|--------------------|
| Employee Dishonesty – Form A (Commercial Blanket Bond) | | | 1,000,000 | |
| Loss Inside the Premises (Broad Form Money & Securities) | | | 200,000 | |
| Loss Outside the Premises (Broad Form Money & Securities) | | | 200,000 | |
| Audit Expense | | | 200,000 | |
| Money Orders and Counterfeit Paper Currency | | | 200,000 | |
| Forgery or Alteration (Depositors Forgery) | | | 1,000,000 | |
| Computer and Transfer Fraud (Including Voice Computer Toll Fraud) | | | 200,000 | |

Accident

| Coverage Description | (\$) | Deductibles | (\$) | Limit of Insurance |
|---|------|-------------|----------|--------------------|
| Board Members: Persons Insured Mayor, Deputy-Mayor and Three (3) Councillors | | | | |
| Board Members Accidental Death & Dismemberment | | | 250,000 | |
| Paralysis | | | 500,000 | |
| Weekly Income – Total Disability | | | 500 | |
| Weekly Income – Partial Disability | | | 300 | |
| Accidental Death of a Spouse while Travelling on Business | | | Included | |
| Volunteers Accidental Death & Dismemberment | | | 50,000 | |
| Paralysis | | | 100,000 | |
| Weekly Income – Total Disability | | | 500 | |
| Weekly Income – Partial Disability | | | 250 | |

Conflict of Interest

| Coverage Description | (\$) | Deductibles | (\$) | Limit of Insurance |
|----------------------|------|-------------|-----------------------------------|--------------------|
| Legal Fees Expenses | | | 100,000 Per Claim No Aggregate | |

Legal Expense (Claims Made)

| Coverage Description | (\$) | Deductibles | (\$) | Limit of Insurance |
|----------------------|------|-------------|------------------------------|--------------------|
| Legal Defence Cost | | | 100,000 500,000 Aggregate | |

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Property

**Coverage is on an All Risk Basis unless otherwise specified.
Basis of Settlement is Replacement Cost unless otherwise specified
The Deductible is on a Per Occurrence Basis**

| Coverage Description | (\$) Deductibles | Basis | (\$) Limit of Insurance |
|--|-------------------|-------|--------------------------|
| Property of Every Description - Blanket | 15,000 | RC | 15,749,700 |
| Scheduled Items | 15,000 | | 416,600 |
| Coverage, Deductible and Basis of Settlement as per Schedule | | | |
| Excluded Item or Locations | Refer to Schedule | | Refer to Schedule |

Property Supplemental Coverage

(Included in the Total Sum Insured unless otherwise specified in the wording)

| | | |
|---|--------|-------------|
| Building By-laws | 15,000 | Included |
| Building Damage by theft | 15,000 | Included |
| Debris Removal | 15,000 | Included |
| Electronic Computer Systems | | |
| Electronic Computer Hardware and Media | 15,000 | Included |
| Electronic Computer Systems Breakdown | | Not Insured |
| Electronic Computer Systems – Extra Expense | | Not Insured |
| Extra Expense Period of Restoration | 15,000 | 90 Days |
| Expediting Expense | 15,000 | Included |
| Fire or Police Department Service Charges | 15,000 | Included |
| First Party Pollution Clean-up | 15,000 | 1,500,000 |
| Fungi and Spores | 15,000 | 10,000 |
| Furs, Jewellery and Ceremonial Regalia | | |
| Ceremonial Regalia | 15,000 | Included |
| Furs and Jewellery | 15,000 | 25,000 |
| Inflation Adjustment | 15,000 | Included |
| Live Animals Birds or Fish | 15,000 | 25,000 |
| Newly Acquired Property | 15,000 | Included |
| Professional Fees | 15,000 | Included |

| | | |
|---|--------|----------|
| Property and Unnamed Locations | 15,000 | Included |
| Property Temporarily Removed Including while on Exhibition and during Transit | 15,000 | Included |
| Recharge of Fire Protection Equipment Expense | 15,000 | Included |
| Sewer Backup and Overflow | 15,000 | Included |

Municipal & Public Administration Extension Endorsement

(In Addition to the Total Sum Insured unless specifically scheduled in the wording)

| | | |
|---|--------|-----------|
| Accounts Receivable | 15,000 | 500,000 |
| Bridges and Culverts | 15,000 | 50,000 |
| Buildings Owned due to Non Payment of Municipal Taxes | 15,000 | 100,000 |
| Buildings in the Course of Construction Reporting Extension | 15,000 | 1,000,000 |
| By Laws – Governing Acts | 15,000 | 25,000 |
| Consequential Loss Caused by Interruption of Services | | |
| On Premises | 15,000 | Included |
| Off Premises | 15,000 | 1,000,000 |
| Cost to Attract Volunteers Following a Loss | 15,000 | 10,000 |
| Docks, Wharves and Piers | 15,000 | 100,000 |
| Errors and Omissions | 15,000 | Included |
| Exterior Paved Surfaces | 15,000 | 50,000 |
| Extra Expense | 15,000 | 500,000 |
| Fine Arts | | |
| At Insured's Own Premises | 15,000 | 25,000 |
| On Exhibition | 15,000 | 100,000 |
| Fundraising Expenses | 15,000 | 10,000 |
| Green Extension | 15,000 | 50,000 |
| Growing Plants | | |
| Any One Item | 15,000 | 1,000 |
| Per Occurrence | 15,000 | 100,000 |
| Ingress and Egress | 15,000 | Included |
| Leasehold Interest | 15,000 | 25,000 |
| Master Key | 15,000 | 25,000 |
| Peak Season Increase | 15,000 | 25,000 |
| Personal Effects | 15,000 | 25,000 |

| | | |
|--|----------------|---|
| Property of Others | 15,000 | 25,000 |
| Rewards: Arson, Burglary Robbery and Vandalism | 15,000 | 25,000 |
| Signs | 15,000 | Included |
| Vacant Property | 15,000 | 1,000,000 |
| Valuable Papers | 15,000 | 500,000 |
| Business Interests | | |
| Rent or Rental Value | 15,000 | 500,000 |
| Additional Endorsements | | |
| Virus and Bacteria Exclusion | Not Applicable | Included |
| Earthquake – Other Property | 15,000 | Included |
| Earthquake Aggregate – Applicable to All Provinces | | "Total Sum Insured" and "all coverages" as declared to the Insurer at the time of the "earthquake". |
| Earthquake – Buildings | Not Applicable | Excluded |
| Flood – Other Property | 15,000 | Included |
| Flood Aggregate – Applicable to All Provinces | | "Total Sum Insured" and "all coverages" as declared to the Insurer at the time of the "flood". |
| Flood – Buildings | Not Applicable | Excluded |
| Demolition and Debris | 15,000 | 79,000 |

(\$) Total Amount of Insurance 18,915,300

RC = Replacement Cost ACV = Actual Cash Value VAL = Valued

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown (TechAdvantage)

| Coverage Description | (\$) Deductibles / Waiting Period | (\$) Limit of Insurance |
|---------------------------------------|---|----------------------------|
| Direct Damage | 15,000 | 50,000,000 Per Accident |
| Extra Expense | | 500,000 |
| Spoilage | | 50,000 |
| Expediting Expense | | Included |
| Hazardous Substances | | 500,000 |
| Ammonia Contamination | | 500,000 |
| Water Damage | | 500,000 |
| Professional Fees | | 500,000 |
| Civil Authority or Denial of Access | | 30 days |
| Errors and Omissions | | 250,000 |
| Data Restoration | | 50,000 |
| By-Law Cover | | Included |
| Off Premises Transportable Object | | 10,000 |
| Brands and Labels | | 100,000 |
| Green Coverage | | 50,000 |
| Environmental Efficiency | | Up to 150% of Loss |
| *Will not show on Declarations | | |
| Page | | |
| Anchor Locations | | Included |
| Service Interruption | | Included |
| *Will not show on Declarations | | |
| Page | | |
| | | |

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

| Coverage Description | (\$) Deductibles | (\$) Limit of Insurance |
|----------------------|---------------------|--------------------------------------|
| Liability | | |
| Bodily Injury | | 15,000,000 |
| Property Damage | | Included |
| Accident Benefits | | As stated in Section 4 of the Policy |
| Uninsured Automobile | | As stated in Section 5 of the Policy |

Direct Compensation – Property Damage

*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.

Loss or Damage**

| | | |
|---|--------|----------|
| Specified Perils (excluding Collision or Upset) | | |
| Comprehensive (excluding Collision or Upset) | | |
| Collision or Upset | | |
| All Perils | 10,000 | Included |
| Endorsements | | |
| Fire Department Vehicles | | Included |
| Replacement Cost | | Included |
| #21B - Blanket Fleet Coverage | | Included |

** This policy contains a partial payment of loss clause.

A deductible applies for each claim except as stated in your policy.

Account Premium

| | | | | |
|------------|---|------------|---|------------|
| Prior Term | Total Annual Premium (Excluding Taxes Payable) | \$ 212,784 | Total Annual Premium (Excluding Taxes Payable) | \$ 261,452 |
|------------|---|------------|---|------------|

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Cost Analysis

| | Expiring Program Term | Renewal Program Term |
|--------------------------------|--------------------------|-------------------------|
| Casualty | | |
| General Liability | \$ 118,508 | \$ 154,060 |
| Errors and Omissions Liability | 3,881 | 4,463 |
| Non-Owned Automobile Liability | 200 | 200 |
| Environmental Liability | 2,883 | 3,315 |
| Crime | 1,288 | 1,326 |
| Board Members Accident | 310 | 310 |
| Volunteers' Accident | 200 | 200 |
| Conflict of Interest | 300 | 300 |
| Legal Expense | 945 | 945 |
| Property | | |
| Property | 36,938 | 39,832 |
| Equipment Breakdown | 2,015 | 2,055 |
| Automobile | | |
| Owned Automobile | 42,912 | 51,494 |
| Excess | | |
| Follow Form- | 2,404 | 2,952 |
| Total Annual Premium | \$ 212,784 | \$ 261,452 |
| (Excluding Taxes Payable) | | |

Changes to Your Insurance Program

Please be advised of the following changes to your insurance program that now apply:

Subscribing Companies

Please note the change of Insurer(s) and participation % as well as Lloyd's contract number(s).

Intact Insurance Company is integrating The Guarantee Company of North America's business and policies and, as such, The Guarantee Company of North America has been replaced as a subscriber by Intact Insurance Company.

Liberty Mutual Insurance Company has been added to the property policy.

Some forms have been amended to reflect the above changes.

The Lloyds Additional Conditions Form

This form has been updated effective February 1, 2021. Under the following headings changes include:

- IDENTIFICATION OF INSURER / ACTION AGAINST INSURER and LLOYD'S UNDERWRITERS' POLICYHOLDERS' COMPLAINT PROTOCOL - the address noted in the wording has been updated.
- SEVERAL LIABILITY CLAUSE – the following paragraph has been removed:
 - INSURE IN CANADA A RISK
 - For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Underwriters' insurance business in Canada.

All other terms and conditions within the form remain unchanged.

Liability and Errors and Omissions

- We have made important changes please review the **Policy Changes First Party Pollution and Cyber Exclusions** document.
- We have included notification regarding the Errors and Omissions changes within this notification document. You may or may not have Errors and Omissions coverage on your policy, please refer to the Schedule of Coverage to determine whether your coverage has been affected.
- Employment Practices Wrongful Act Exclusion Form Number CNGX3457:
 - For consistency purposes we have updated this Endorsement to use the same exclusionary language and definitions as the liability wordings.

Legal Expense Market and Product Changes

- The Legal Expense wording has been updated and include changes to your policy. Coverage for Human Rights tribunals is now included under the Legal Defence coverage. The General Conditions have been updated and should be reviewed carefully.
- ARAG Group, a global leader in legal expenses insurance and currently active in 19 countries has acquired DAS Legal Protection Inc. in Canada earlier this year. The Legal Expense Insurance policies are underwritten by HDI Global Specialty SE which will be shown as the subscribing company on your legal expense policy effective December 15, 2021 new business and renewal business. We anticipate no changes in coverage or claims reporting at this time, if there are changes we will notify you of these in subsequent communication.
- The definition of Insured has been amended to clarify that coverage is afford to an Insured only while performing with duties related to the conduct of the Named Insured's business as described in the declarations and who hold that position at the time when a claim is made.

Property Policy

First Party Pollution and Cyber Exclusions

We have made important changes please review the **Policy Changes First Party Pollution and Cyber Exclusions** document. This document outlines all coverage affected.

First Party Pollution Limit has been amended from Included to \$ 1,500,000 under Supplemental Coverages at renewal and 365 days to 180 days

Earthquake and Flood Aggregate

We have added an annual aggregate for flood and earthquake which are considered catastrophic coverages. Please refer to your policy wording for specific details and the 'Schedule of Coverage' within this document to view your Aggregate Limit.

Liberty Mutual Insurance Company – New Property Subscriber

We have partnered with Liberty Mutual Insurance Company as a new subscriber on your property policy.

Since 1912, Liberty Mutual Insurance Company has grown their organization into the sixth largest global property and casualty insurer - based on 2019 gross written premium.

Over the past 100 years, Liberty Mutual Insurance has been committed to helping people preserve and protect what they earn, build and own.

Building Values Increased

Building values have been increased in order to reflect inflationary trends.

Virus and Bacteria Exclusion

Intact Public Entities is adding a virus and bacterial exclusion to property policies effective August 1st, 2020 for new business and October 1st, 2020 for renewals.

Previously we've communicated that our property coverage requires there to be a direct physical loss or direct physical damage subject to the policy terms and conditions and that business interruption coverage will not be triggered for a loss caused by a virus or bacteria.

The endorsement now clarifies that we exclude any virus, bacterium or other micro-organism that induces or is capable of inducing physical distress, illness or disease. The exclusion also stipulates that this exclusion supersedes any exclusion or coverage granted relating to 'pollutants' or 'contagions'.

The exclusion applies to all locations and all property policies and coverage including business interruption coverage, builders risk coverage, miscellaneous or other property coverage "form(s)" and any extensions, clauses or additions of coverage attached to and forming part of this policy, including exceptions to exclusions attached to these policies.

Licensed Automobile Physical Damage on the Property Policy

As an accommodation, we previously allowed you to insure physical damage for licensed automobiles under the property policy. We will be discontinuing this practice as an automobile policy more appropriately covers this exposure.

To support this change, form PNGX6028 Licensed Equipment and Vehicle Schedule Endorsement has been updated and renamed Licensed Equipment Schedule Endorsement. We will continue to provide coverage for licensed equipment using this form.

Non-Owned Automobile Policy and Rented Vehicles

- Non-Owned Auto Coverage includes the SEF 94 endorsement – Legal Liability (Physical Damage) to a Hired/Rented Auto. Coverage is automatic for short term rentals (less than 30 days).
- If rentals are automatically renewed on a regular basis (for consecutive 30 day periods) coverage is required under the auto policy, #OPCF 27B endorsement and will be charged for accordingly. Please review this exposure and advise us of the details.

Automobile Policy

- The name of endorsements attached to your policy may have changed and reference to GCNA and associated numbers have been removed.
- Replacement Cost Endorsement applies to vehicles 20 years and newer. Refer to Highlights Page for more information on fire trucks and coverage conditions.



Policy Changes - First Party Pollution and Cyber Exclusions

Effective Date of Changes are:

- New Business: April 1, 2021
- Renewal Business: May 1, 2021

First Party Pollution – Property Wording and Limit Changes

Under your property wording, we have amended the reporting condition for the First Party Pollution Supplemental coverage from 365 days to 180 days.

Limits for this coverage will also be changing. A specific limit of insurance will now be shown for this coverage.

Cyber Exclusions under Our Wordings Update

With cyber risk exposure continuing to increase in both frequency and severity we have recently updated the cyber exclusions under our Property, Liability and Errors and Omissions wording to clarify our intent.

Property – Cyber Incident Exclusion Endorsement

Please be advised that we have added a cyber incident exclusion endorsement to your property policy.

This exclusion applies to all property coverage including, business interruption coverage, builders risk coverage, miscellaneous or other property coverage form(s) and any extensions, clauses or additions of coverage including exceptions to exclusions and to all locations.

This new exclusion emphasizes our policies do not insure against loss or damage caused by a cyber incident as defined within the exclusion.

If, however, a cyber incident directly results in fire or explosion, coverage for loss or damage due to such resulting fire or explosion would apply.

The above is only an overview of the changes. Please read your new cyber incident exclusion endorsement carefully.

Liability – Personal Injury and Cyber and Data Limitation

Please be advised that we have added a new cyber and data limitation endorsement to your liability policy.

Following industry standard we have added two exclusions under Personal Injury (including advertising injury) for any claims arising out of:

- electronic interactive websites including but not limited to: chatrooms, interactive forums, platforms or bulletin boards, that the insured either hosts or owns, or over which the Named Insured exercises control; and
- any other access or disclosure of personal or confidential information. This includes all personal and non-public information. Examples would include patents, trade secrets, financial lists and credit card lists etc.

This Endorsement clarifies our intent under Bodily Injury and Property Damage replacing the current electronic data exclusion. We continue to exclude any personal injury, bodily injury or property damage liability (including fines and penalties) in relation to a cyber incident or cyber act.

We have retained coverage for bodily injury or property damage liability (except for fines and penalties) if it is caused by any error or omission involving access to, processing of, use of or operation of any computer system.

It's important to remember that bodily injury does not include mental injury, mental anguish or mental disease.

The new endorsement now specifies liability relating to the Personal Information Protection and Electronic Documents Act, the Canada Anti-Spam Legislation, the Privacy Act, or any similar federal, provincial or territorial statute or regulation is not covered.

Errors and Omissions Liability - Cyber and Data Limitation

Please be advised that we have added a new cyber and data limitation endorsement to your errors and omissions policy.

This exclusion replaces our current exclusion for computer viruses and unauthorized access.

We specify that coverage does not apply to any loss, damage, liability, claim, fines, penalties, cost or expense caused by, contributed to by, resulting from, arising out of or in connection with any cyber act, cyber incident or data breach.

Coverage does not respond to:

1. notification costs, crisis consultancy costs, credit monitoring expenses, replacement of actual credit or payment cards, forensic expenses, public relations expenses or legal advice and services arising out of or in connection with a data breach; or
2. any liability to restore, recover or replace computer systems or electronic data due to a cyber act or cyber incident.

The above is only an overview of the changes. Please read your policy carefully.

Automobile Replacement Cost Coverage Change Highlights

Overview

The Replacement Cost Endorsement is attached to your automobile policy and amends Section 7 'Loss or Damage Coverages' of the policy to remove our right to deduct depreciation in the event of a loss.

Coverage under this endorsement has been amended as follows:

We will pay:

- the cost to repair the automobile with material of like kind and quality
- In the event of constructive or total loss:
 - the cost of **replacing the automobile** with a new automobile of the same make and model, similarly, equipped **if you are the original purchaser** and the automobile was new at the time of delivery;
 - **the actual price paid by you** for the automobile and its equipment or actual cash value whichever is greater:
 - i) **if the automobile was not new** at the time of purchase, or
 - ii) **if you are not the original purchaser**, or
 - for **fire trucks over 20 years but not exceeding 25 years, the actual price paid by you** for the automobile and its equipment or actual cash value whichever is greater.

The following conditions apply:

- coverage only applies to owned light and heavy commercial automobiles, licensed contractor equipment and trailers that are **20 years old or newer** and **for fire trucks over 20 years but not exceeding 25 years as stipulated above**
- coverage does not apply to any automobiles branded rebuilt
- coverage does not apply to any automobiles insured on an agreed value basis

Important Information

- Replacement cost Coverage is no longer available for Private Passenger Vehicles and Miscellaneous Vehicles
- Please refer to the endorsement wording for complete details of coverage.
- When providing us with details of additional or substituted vehicles, please advise us of the purchase price and whether the vehicle was purchased new or used.

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Program Options

Intact Public Entities offers a comprehensive insurance program. Outlined below are the program options, followed by your current coverage highlights.

Crime Coverage – Other Optional Coverages

Other Optional Coverages are also available. See attached Crime Cover Options page for further details.

Quote is available on request (completed application is required).

Crime Coverage – Fraudulently Induced Transfer Coverage

Fraudulently Induced Transfer Coverage is now available. Covers a loss when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

For coverage information and available options refer to the Fraudulently Induced Transfer Endorsement Coverage Highlights Sheet.

Board Members' Accident

24 Hour coverage extension is available (subject to Board Member's occupations).

Critical Illness coverage is available. See attached Highlight Sheet for details.

A quote is available on request (subject to satisfactory review of completed application for each Insured).

Legal Expense Policy

Comprehensive Legal Expense Coverage and Optional Coverages are available as per attached Highlights Sheet.

| Coverage Description | (\$) Deductibles | (\$) Limit of Insurance | (\$) Premium |
|-------------------------------------|---------------------|----------------------------|-----------------|
| Contract Disputes and Debt Recovery | 2,500 | Included | Quote available |
| Property Protection | | Included | Quote available |
| Tax Protection | 500 | Included | Quote available |

Property Coverage – Income Replacement

Income can change from year to year so it is important to annually review your Business Interruption needs.

Higher limits or Optional Coverages to protect your income are available.

All income producing facilities need to be considered (e.g. arenas, pools, libraries, community halls etc.)

Remotely Piloted Aircraft Systems (UAV) Coverage

Property and/or Liability Cover may be available for Remotely Piloted Aircrafts (UAV).

Application required to quote.

For Coverage information refer to the Remotely Piloted Aircraft (UAV) Highlight Sheet.



Description of Coverage

Intact Public Entities offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a schedule of proposed coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

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Municipal Liability Coverage Highlights

Overview

At Intact Public Entities we are specialists at insuring Municipal & Public Administrations. Our liability wording has been specially designed to meet the unique needs of these types of risks.

Coverage

- Limits up to \$50,000,000 Available.
- Occurrence coverage with No General Aggregate.
- Territory – World-wide for all coverage.
- Products and Completed Operations – liability arising out of the Insured's operations conducted away from the Insured's premises once those operations have been completed or abandoned.
- Bodily Injury including coverage for assault and battery.
- Personal Injury coverage - broad coverage (including advertising coverage) for acts that violate or infringe on the rights of others.
- Liquor Liability for bodily injury or property damage imposed upon an Insured by a Liquor Liability Act.
- Blanket Contractual for liability assumed by the Insured in contracts, whether reported to the insurer or not.
- Products Liability - legal liability incurred by an Insured because of injury or damage resulting from a product's exposure.
- Professional/Malpractice Liability including for bodily injury or property damage from professional exposures.
- Abuse Liability for the entity insured.
- Employers Liability providing coverage for liability to employees for work-related bodily injury or disease, other than liability imposed on the Insured by a workers compensation law.
- Sewer backup Liability
- Watercraft Liability - full coverage with no restrictions.
- Tenants legal liability
- Cross Liability
- Broad Definition of Insured.

Common Endorsements

In addition to the base wording, we have many optional endorsements to tailor coverage for individual accounts including:

- Wrongful Dismissal (Legal Expense)
- Forest Fire Expense
- Marina Liability Extension
- Sexual Abuse Therapy and Counselling Extension for long term care homes.
- Other endorsements specifically crafted for a particular exposure.

Coverage is Provided for Unique Exposures

- Products and Completed Operations Aggregate Limit may come into play for exposures such as road maintenance, snow removal, garbage collection / waste disposal, street cleaning or other duties that the Insured Municipality has to perform on behalf of third parties.
- Assault and battery coverage is imperative when there are security exposures (e.g. police).
- Products exposures such as utilities (e.g. water) are covered.
- Full Malpractice including Medical Malpractice as well as professional exposures are covered.
- Professional exposures include those such as medical, engineering, design errors or building inspection operations.
- Abuse and Professional Liability – as we have no exclusions for abuse, professional liability, negligent hiring practices or failure to supervise we provide exceptionally broad coverage for health risks such as long term care homes.

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Municipal & Public Administration Errors and Omissions Liability Coverage Highlights

Municipal & Public Administration Errors and Omissions Insurance

Municipal & Public Administration Errors and Omissions Insurance (E&O) Coverage protects risks from civil litigation caused by allegations of professional negligence or failure to perform professional duties. Errors and Omissions focuses on providing coverage when there is financial loss to a third party (rather than bodily injury or property damage as general liability does).

Features

| | |
|----------------------------|--|
| Limits | Typically limits follow that of our Liability. We have the availability to offer up to \$50,000,000. |
| Defence Costs | Over and above the Limit of Insurance. Whether a potential claim is baseless, or not, mounting legal expense can have serious monetary consequences for an Insured. |
| No Annual Aggregate | With higher out of court settlements and increased damage awards, large or even a series of small claims can quickly erode an annual aggregate limit. |
| Claims Made Policy | Pays for claims occurring and reported during the policy period. Our policy provides retroactive coverage (no date need be specified) and stipulates that a claim is first known only when written notice is first received. |
| Claims Definition | The definition of claim also includes arbitration, mediation or alternative dispute resolution proceedings. |
| Insured Definition | Includes Councilors, Statutory Officers, Council Committees, Firefighters, Employees and Volunteers. |

Coverage Is Provided For Unique Exposures

| | |
|---------------------------------------|--|
| Insurance | No exclusion for failure to procure or maintain adequate insurance bonds or coverage (e.g. construction projects). |
| Benefit Plans | Errors or Omissions in administering Employee Benefit Plans are covered. |
| Misrepresentations | Municipal governments are required to provide information with respect to local matters and must ensure the information which is provided is accurate, true and not misleading. Our definition of a Wrongful Act covers misstatements or misleading statements |
| Other Specialists and Services | Covers errors or omissions when they are rendered in connection with operations that are typical of public sector such as those of building inspections, zoning, planning, developing or regulating by-laws. Officials and employees acting in good faith are often times the subject of lawsuits. |

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Non-Owned Automobile Coverage Highlights

Overview

Non-Owned and hired automobile liability insurance covers bodily injury and property damage caused by a vehicle not owned by the Insured (including rented or borrowed vehicles). Coverage is provided for Third Party Liability arising from the use or operation of any automobile not owned or licensed in the name of the Insured if it results in bodily injury (including death), property damage (if the property was not in possession of the Insured) to a third party.

Features

SEF No. 96 Contractual Liability:

- When renting a vehicle you engage in a contractual relationship with the rental company where you assume liability for the operation of the automobile. It is therefore important that contractual coverage is added to the policy by way of an endorsement known as SEF (Standard Endorsement Form) No. 96. Contractual Liability coverage is automatically provided for all written contractual agreements with our Non-Owned Automobile coverage.

SEF No. 99 Long Term Lease Exclusion:

- When Contractual Liability is provided under the policy there is also an exclusion for Long Term Leased vehicles SEF No. 99. This excludes coverage for vehicles hired or leased for longer than a certain period such as 30 days.

Territory:

- The Non-Owned Automobile policy provides coverage while in Canada and United States.

Termination Clause:

- The standard termination clause has been amended in that the Insured may still provide notice of cancellation at any time, however, the Insurer must provide ninety days' notice of cancellation to the Insured rather than the standard 15 or 30 days.

SEF No. 94 Legal Liability (Physical Damage) to a Hired/Rented Automobile:

- We automatically provide coverage for damage to a vehicle that you have hired or rented. Coverage is provided via endorsement SEF No. 94. We automatically provide 'All Perils' coverage. The limit of coverage will vary per client.

Additional Information

Courts have repeatedly held that when an automobile is used on a person's behalf or under a person's direction, that person (or entity) has a responsibility for the operation of the automobile and may be held liable for damages in the event of an accident even though he or she is not the owner or driver of the vehicle. This common law principle has been supported by a number of court decisions making an employer responsible for the use and operation of an automobile when an employee is operating an automobile (not owned by the employer) while being used for the employer's business.

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Environmental Coverage Highlights

Overview

Pollution incidents are a significant risk that can result in serious harm to public health and safety as well as to the environment.

We provide pollution liability insurance for claims for third party bodily injury and property damage. Coverage is provided on a blanket basis resulting from pollution conditions on or migrating from premises owned, occupied, rented or leased by the insured that are discovered and are reported during the policy period. The policy responds to events that are gradual in nature as well as those that are sudden and accidental, causing third party damage whether pollutants are released on land, into the atmosphere or in the water.

Features

Defence Costs

- Our Defence costs are over and above the limit of insurance and will respond even if allegations are groundless or false.

Storage Tanks

- Seepage or leakage from both above and below ground storage tanks are covered without being specifically listed on the policy.

Territory

- Worldwide territory.

Limits of Insurance

- Both a 'per incident' and an 'aggregate' limit is applicable.

Additional Information

Environmental exposures pose an imminent and substantial threat to public health, safety or welfare or to the environment. Exposures could stem from: wastewater treatment plants, electric utility plants, construction sites, flood and rainwater runoff or retention basins, underground fuel storage tanks, herbicides, pesticides, and fertilizers, road salts and chemicals used to de-ice roads and bridges, contaminated waste from medical facilities or health clinics, marina's, fire-fighting chemicals or even contaminated swimming pools.

An environmental exposure arising from sewers is covered under our liability.

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Crime Coverage Highlights

Overview

Our crime coverage is one of the broadest and most flexible in the industry. An Insured may elect to purchase any or all of the Standard Crime Coverage we have available. In addition to the Standard crime coverage the Insured may elect to also purchase any of our Optional Coverages.

Optional Crime Coverage Includes:

- Extortion Coverage (Threats to persons and property).
- Pension or Employment Benefit Plan coverage.
- Residential Trust Fund Coverage.
- Credit Card Coverage.
- Client Coverage (Third Party Bond).
- Fraudulently Induced Transfer Coverage (otherwise known as Social Engineering). *Separate Coverage Highlights Sheet for Fraudulently Induced Transfer Coverage is available.*

For more information on our Optional Coverage refer to our Crime Coverage Options Highlight Sheet.

Features of Our Standard Crime Coverage

Below is a brief description of the Standard Crime Coverage an Insured may elect to purchase:

Employee Dishonesty – Form A Commercial Blanket Bond

- This protects the employer from financial loss due to the fraudulent activities of an employee or group of employees. The loss can be the result of theft of money, securities or other property belonging to the employer.

Loss Inside and Loss Outside the Premises (Broad Form Money and Securities)

- Covers loss by theft, disappearance, or destruction of the Insured's money and securities inside the Insured's premises (or Insured's bank's premises) as well as outside the Insured's premises while in the custody of a messenger.

Money Orders and Counterfeit Paper Currency

Covers Loss

- Due to acceptance of a money order that was issued (or is purported to have been issued) by a post office or express company; and
- From the acceptance of counterfeit paper currency of Canada or the United States.

Forgery and Alteration

- Covers loss due to dishonesty from a forgery or alteration to a financial instrument (cheque, draft or promissory note).

Audit Expense

- Coverage for the expenses that are incurred by the Insured for external auditors to review their books in order to establish the amount of a loss. This is a separate limit of insurance.

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

- Loss caused when money, securities, or other property is transferred because of a fraudulent computer entry or change. The entry or change must be within a computer system that the Insured owns (and on their premises).
- Loss caused when money or securities are transferred, paid, or delivered from the Insured's account at a financial institution based on fraudulent instructions (at the financial institutions premises).
- Voice computer toll fraud covers the cost of long distance calls if caused by the fraudulent use of an account code or a system password.

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Board Members' (Including Councillors') Accidental Death and Dismemberment Coverage Highlights

| D&D and Paralysis Limits | Option 1 | Option 2 |
|--|-----------------|-----------------|
| Accidental Death or Dismemberment (including loss of life and heart attack coverage) | \$100,000 | \$250,000 |
| Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit | | |
| Permanent Total Disability - Accidental Death and Dismemberment Limit | | |

| Weekly Indemnity | Option 1 | Option 2 |
|-------------------------|-----------------|-----------------|
| Total Loss of Time | \$300 | \$500 |
| Partial Loss of Time | \$150 | \$300 |

Accident Reimbursement - \$15,000

| | |
|--|--|
| Chiropractor | Crutches [†] |
| Podiatrist/Chiropodist | Splints [†] |
| Osteopath | Trusses [†] |
| Physiotherapist | Braces (excludes dental braces) [†] |
| Psychologist | Casts [†] |
| Registered or Practical Nurse | Oxygen Equipment – Iron Lung |
| Trained Attendant or Nursing Assistant [‡] | Rental of Wheelchair |
| Transportation to nearest hospital [†] | Rental of Hospital Bed |
| Prescription drugs or Pharmaceutical supplies [†] | Blood or Blood Plasma [‡] |
| Services of Physician or Surgeon outside of the province | Semi Private or Private hospital room [‡] |

[†]Maximum \$1,000 per accident. [‡]If prescribed by physician

Dental Expenses

| | |
|-----------------|---------|
| Dental Expenses | \$5,000 |
|-----------------|---------|

Occupational Retraining – Rehabilitation

| | |
|---|----------|
| Retraining – Rehabilitation for the Named Insured | \$15,000 |
| Spousal Occupational Training | \$15,000 |

Repatriation

| | |
|--|----------|
| Repatriation Benefit (expenses to prepare and transport body home) | \$15,000 |
|--|----------|

Dependent Children – Per Child

| | |
|---|----------|
| Dependent Children's Education (limit is per year- maximum 4 years) | \$10,000 |
| Dependent Children's Daycare (limit is per year- maximum 4 years) | \$10,000 |

Transportation/Accommodation

(When Treatment Is Over 100km From Residence)

| | |
|--|----------|
| Transportation costs for the Insured when treatment is over 100km from home. | \$1,500 |
| Transportation and accommodation costs when Insured is being treated over 100km from home. | \$15,000 |

Home Alteration and Vehicle Modification

| | |
|---|----------|
| Expenses to modify the Insured's home and/or vehicle after an accident. | \$15,000 |
|---|----------|

Seatbelt Dividend

| | |
|----------------------|----------|
| 10% of Principal Sum | \$25,000 |
|----------------------|----------|

Funeral Expense

| | |
|--------------------------|----------|
| Benefit for loss of life | \$10,000 |
|--------------------------|----------|

Identification Benefit

| | |
|--------------------------|---------|
| Benefit for loss of life | \$5,000 |
|--------------------------|---------|

Eyeglasses, Contact Lenses and Hearing Aids

| | |
|---|---------|
| When Insured requires these items due to an accident. | \$3,000 |
|---|---------|

Convalescence Benefit – Per Day

| | |
|----------------------------|-------|
| Insured Coverage | \$100 |
| One Family Member Coverage | \$50 |

Workplace Modification Benefits

| | |
|--|---------|
| Specialized equipment for the workplace. | \$5,000 |
|--|---------|

Elective Benefits

Complete Fractures

| | | | |
|---------------------------------|----------|----------------------|----------|
| Skull | \$ 5,200 | Foot & Toes | \$ 2,200 |
| Lower Jaw | \$ 2,800 | Two or More Ribs | \$ 1,900 |
| Collar Bone | \$ 2,800 | Colles' fracture | \$ 2,800 |
| Shoulder Blade | \$ 3,500 | Potts' fracture | \$ 3,400 |
| Shoulder Blade complications | \$ 3,700 | Dislocation | |
| Thigh | \$ 4,600 | Shoulder | \$ 2,200 |
| Thigh/hip joints | \$ 4,600 | Elbow | \$ 2,200 |
| Leg | \$ 3,500 | Wrist | \$ 2,500 |
| Kneecap | \$ 3,500 | Hip | \$ 4,600 |
| Knee/joint complications | \$ 4,000 | Knee | \$ 3,500 |
| Hand/Fingers | \$ 2,200 | Bones of Foot or Toe | \$ 2,500 |
| Arm (between shoulder & elbow) | \$ 4,600 | Ankle | \$ 2,800 |
| Forearm (between wrist & elbow) | \$ 2,800 | | |

Aggregate Limit

| | |
|--|--------------|
| Aggregate Limit only applicable when 2 or more board members are injured in same accident. | \$ 2,500,000 |
|--|--------------|

Coverage Extensions

- Standard coverage is applicable while the Insured is 'On Duty'. Coverage for Accidents that may occur 24/7 may be purchased.
- Accidental Death of a Spouse While Travelling on Business is automatically included when this coverage is purchased. This endorsement provides for Accidental Death of a spouse when the spouse is travelling with an Insured Person on business. Coverage applies while travelling to or from such an event and /or if the loss of life occurs within one year of the accident.
- When Board Members' Accidental Death and Dismemberment Coverage is purchased, the Insured also has the option to purchase Critical Illness Coverage.

Additional Information

- Loss of life payments up to 365 days from date of Accident or if permanently disabled up to 5 years.
- Weekly Indemnity coverage pays in addition to Elective Benefits.
- Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.

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Volunteers' Accidental Death and Dismemberment Coverage Highlights

AD&D and Paralysis Limits

| | |
|---|-----------|
| Accidental Death or Dismemberment | \$50,000 |
| Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit | \$100,000 |

Weekly Indemnity

| | |
|----------------------|-------|
| Total Loss of Time | \$500 |
| Partial Loss of Time | \$250 |

† Volunteer must be gainfully employed immediately prior to an accident for weekly indemnity benefits

Accident Reimbursement - \$15,000

| | |
|--|--|
| Chiropractor | Crutches† |
| Podiatrist/Chiropodist | Splints† |
| Osteopath | Trusses† |
| Physiotherapist | Braces (excludes dental braces) † |
| Psychologist | Casts† |
| Registered or Practical Nurse | Oxygen Equipment – Iron Lung |
| Trained Attendant or Nursing Assistant‡ | Rental of Wheelchair |
| Transportation to nearest hospital† | Rental of Hospital Bed |
| Prescription drugs or Pharmaceutical supplies‡ | Blood or Blood Plasma‡ |
| Services of Physician or Surgeon outside of the province | Semi Private or Private hospital room‡ |

†Maximum \$1,000 per accident. ‡If prescribed by physician.

Dental Expenses

| | |
|-----------------|---------|
| Dental Expenses | \$5,000 |
|-----------------|---------|

Occupational Retraining – Rehabilitation

| | |
|---|----------|
| Retraining – Rehabilitation for the Volunteer | \$15,000 |
| Spousal Occupational Training | \$15,000 |

Repatriation

| | |
|--|----------|
| Repatriation Benefit (expenses to prepare and transport body home) | \$15,000 |
|--|----------|

Dependent Children – Per Child

| | |
|--|----------|
| Dependent Children's Education (limit per year- maximum 4 years) | \$10,000 |
| Dependent Children's Daycare (limit per year- maximum 4 years) | \$10,000 |

Transportation/Accommodation (When Treatment Is Over 100km From Residence.)

| | |
|------------------|----------|
| Insured Coverage | \$1,500 |
| Family Member | \$15,000 |

Home Alteration and Vehicle Modification

| | |
|---|----------|
| Expenses to modify the Insured's home and/or vehicle after an accident. | \$15,000 |
|---|----------|

Seatbelt Dividend

| | |
|--|---------|
| 10% of Principal Sum when proof of wearing a seatbelt. | \$5,000 |
|--|---------|

Funeral Expense

| | |
|---------------------------|----------|
| Benefit for loss of life. | \$10,000 |
|---------------------------|----------|

Identification Benefit

| | |
|---|---------|
| Transportation and accommodation costs for family member to identify Insured's remains. | \$5,000 |
|---|---------|

Eyeglass, Contact Lenses and Hearing Aids

| | |
|---|---------|
| When Insured requires these items due to an accident. | \$3,000 |
|---|---------|

Convalescence Benefit – Per Day

| | |
|-----------------------|-------|
| Confined to hospital. | \$100 |
| Outpatient. | \$ 50 |

Workplace Modification Benefits

| | |
|--|---------|
| Specialized equipment for the workplace. | \$5,000 |
|--|---------|

Aggregate Limit

| | |
|---|--------------|
| Aggregate Limit only applicable when 2 or more volunteers are injured in same accident. | \$ 1,000,000 |
|---|--------------|

Additional Information

- Loss of life payments up to 365 days from date of Accident Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.
- Coverage is afforded to the Volunteer only when they are 'On Duty'.

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Conflict of Interest Coverage Highlights

Overview

Conflict of Interest can be described as a situation in which public servants have an actual or potential interest that may influence or appear to influence the conduct of their official duties or rather divided loyalties between private interests and public duties.

Conflict of Interest coverage provides protection for the cost of legal fees and disbursements in defending a charge under the Municipal Conflict of Interest Act (or other similar Provincial Legislation in the respective province of the Insured).

Features

Coverage is offered as a standalone coverage providing the client a separate limit of insurance that is not combined with any other coverage such as legal expense coverage.

- Per Claim Limit only – No Annual Aggregate.
- Coverage provided on a Reimbursement Basis.

Coverage Description

Coverage is provided for legal costs an Insured incurs in defending a charge under the Provincial Conflict of Interest Act if a court finds that:

- There was no breach by the Insured; or
- The contravention occurred because of true negligence or true error in judgment; or
- The interest was so remote or insignificant that it would not have had any influence in the matter.

Additional Information

Coverage is provided for elected or appointed members of the Named Insured including any Member of its Boards, Commissions or Committees as defined in the 'Conflict of Interest Act' while performing duties related to the conduct of the Named Insured's business.

Conflict of Interest coverage is applicable to only those classes of businesses that are subject to the Municipal Conflict of Interest Act (or other similar Provincial legislation in the respective province of the Insured).

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Legal Expense Coverage Highlights

Coverage Features

We offer comprehensive Legal Expense Coverage to protect an Insured against the cost of potential legal disputes arising out of your operations.

- Coverage will pay as costs are incurred.
- Broad Core Coverage.
- Optional Coverage.
- Coverage for Appeals for Legal Defence Costs and any Optional Coverage purchased.
- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.
- Additional Optional Coverage available.
- Broad Definition of Insured including managers, employees and volunteers.

Broad Core Coverage

The core coverage provides Legal Defence Costs for:

- Provincial statute or regulation (including human rights tribunals).
- Criminal Code Coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared.
- Civil action for failure to comply under privacy legislation.
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees.

Optional Coverage

In addition to the Core Coverage an Insured can mix and match any of the following Optional Coverage:

- Contract Disputes and Debt Recovery
- Statutory License Protection
- Property Protection
- Tax Protection

Limits and Deductibles

- Coverage is subject to an Occurrence and an Aggregate Limit.
- The Core Coverage is typically written with no deductible however a deductible may be applied to Optional Coverage.

Exclusions

- Each Insuring Agreement is subject to Specific Exclusions and Policy Exclusions.
- Municipal Conflict of Interest Act (or other similar provisions of other Provincial legislation) is excluded.
* Conflict of Interest Coverage may be provided under a separate policy for eligible classes of business.

Telephone Legal Advice and Specialized Legal Representation

- General Advice (available from 8 am until 12 am local time, 7 days a week).
- Emergency access to a Lawyer 24 hours a day, 7 days a week.
- Services now automatically include the option of using an appointed representative from a panel of Lawyers with expertise in a variety of areas.

Client Material and Wallet Card

- The 'Legal Expense Important Information' wording attached to each policy explains the steps that are to be taken in event of a claim.
- A wallet card is now attached to the policy which the Named Insured can copy & distribute to each Insured (e.g. managers, employees, etc.).

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Property Coverage Highlights

Overview

Property insurance is about planning for the unexpected and protecting your physical assets in order to minimize your business disruption should a loss occur. It is important that your property insurance includes broad coverage to protect these assets (e.g. buildings and other property you own, lease or are legally liable for) from direct physical loss.

We will work closely with you to customize a property coverage solution. We cover a wide variety of property, including buildings, inventory and supplies, office furniture and fixtures, computers, electronics, equipment (including unlicensed mobile equipment, maintenance and emergency equipment) and other unique property.

The Intact Public Entities property wording is flexible and adaptable. Your policy will be comprised of a Base Property Wording and a Municipal & Public Administration Extension of Coverage Endorsement as well as any miscellaneous or specific endorsements to tailor coverage to meet your needs.

Features and Benefits

Features and Benefits include:

- Coverage is typically written on an all-risk basis including replacement cost.
- Our standard practice is to write property on a Property of Every Description (POED) or blanket basis, however, coverage can be scheduled separately if required.
- No margins clause and no statement of values required.
- We have two Deductible Clauses: A standard Deductible Clause and a Dual Policy Deductible Clause. The Dual Policy Deductible clause states how a deductible will be applied when there is both an automobile policy and a property policy involved in the same loss (when both policies are written with Intact Public Entities)
- Worldwide Coverage
- Unlicensed Equipment (e.g. Contractors Equipment): Automatically includes Replacement Cost as the basis of settlement regardless of age. This can be amended to an Actual Cash Value (ACV) or Valued basis if required (applicable only if the Insured owns the unlicensed equipment)
- Flood and Earthquake coverage are available

Supplemental Coverage Under the Base Property Wording

The Base Property Wording automatically includes numerous Supplemental Coverages such as:

- | | |
|---|---|
| • Building Bylaws | • Furs, Jewellery and Ceremonial Regalia |
| • Building Damage by Theft | • Inflation Adjustment |
| • Debris Removal Expense | • Live Animals, Birds or Fish |
| • Electronic Computer Systems | • Newly Acquired Property |
| • Expediting Expense | • Professional Fees |
| • Fire or Police Department Service Charges | • Property at Unnamed Locations |
| • First Party Pollution Clean-Up Coverage | • Property Temporarily Removed including while on Exhibition and during Transit |
| • Fungi (covers the expense for any testing, evaluating or monitoring for fungi or spores required due to loss) | • Recharge of Fire Protective Equipment |
| | • Sewer Back Up and Overflow |

Note: The Supplemental Coverage does not increase your Total Sum Insured in most cases.

Municipal & Public Administration Extensions of Coverage Endorsement

Each Extension of Coverage has an individual Limit of Insurance and will be shown on the Summary of Coverage/Declarations Page.

The Limit of Insurance for each Extension of Coverage is over and above the Total Sum Insured (unless shown as 'included' on the declarations or otherwise stipulated within the wording).

- Accounts Receivable
- Bridges and Culverts
- Building Coverage Owned Due to the Non Payment of Municipal Taxes – *Named Perils Coverage applies.*
- Building(s) in the Course of Construction Reporting Extension
- By Laws – Governing Acts
- Consequential Loss caused by Interruption of Services
- Cost to Attract Volunteers Following a Loss
- Docks, Wharves and Piers
- Errors and Omissions
- Exterior Paved Surfaces
- Extra Expense
- Fine Arts at Own Premises and Exhibition Site
- Fundraising Expenses
- Green Extension
- Growing Plants
- Ingress and Egress
- Leasehold Interest
- Master Key
- Peak Season Increase
- Personal Effects
- Property of Others
- Rewards: Arson, Burglary, Robbery and Vandalism
- Signs
- Vacant Properties – *Named Perils Coverage applies on an Actual Cash Value basis.*
- Valuable Papers

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Equipment Breakdown Techadvantage Highlights

Overview

Property policies typically exclude losses that Equipment Breakdown Insurance is designed to cover. Equipment Breakdown Coverage insures against losses (property damage and business interruption) resulting from 'accidents' (as defined in the wording) to various types of equipment such as pressure, mechanical, electrical and pressure equipment (called "objects" in the policy). Coverage also extends to electronic equipment for 'electronic circuitry impairment'. Coverage typically extends to production machinery unless specifically excluded.

Features

Coverage is extended to pay for:

Property Damage: The cost to repair or replace damaged equipment or other covered property, including computers, due to a covered accident.

Business Income: The loss of business income due to an interruption caused by a covered accident from the date of loss until such equipment is repaired or replaced or could have been repaired or replaced plus additional time to allow your business to become fully operational.

Extra Expense: Additional costs (e.g., equipment rental) you incur after a covered loss to maintain normal operations.

Expediting Expenses: The cost of temporary repairs or to expedite permanent repairs to restore business operations.

Service Interruption: Business income and extra expense resulting from a breakdown of equipment owned by a supplier with whom the Insured has a contract to supply a service. If there is no contract, the equipment must be within 1000 metres of the location.

Data Restoration: The restoration of data that is lost or damaged due to a covered loss.

Demolition: Building demolition and rebuilding required by building laws.

Ordinance or law: The additional costs (other than demolition) to comply with building laws or codes.

Other Coverage: Spoilage, Hazardous Substances, Ammonia, Water damage, Professional Fees, Errors and Omissions, Newly Acquired Locations, Civil Authority or Denial of Access.

Coverage Automatically Includes:

Microelectronics Coverage: Provides insurance when physical damage is not detectable or when firmware or software failure causes non-physical damage. Triggered when covered equipment suddenly stops functioning as it had been and that equipment or a part containing electronic circuitry must be replaced.

Cloud Computing – Service Interruption: Pays for business interruption and extra expense when your cloud computing service provider experiences an outage due to an equipment breakdown.

Cloud Computing – Data Restoration: Pays for data restoration for data lost when stored and managed by a cloud computing service provider that experiences an equipment breakdown.

Off Premises Transportable Objects: Extends coverage to transportable equipment anywhere in North America.

Anchor Location: (when business income coverage is purchased) expands Business Income coverage resulting from a covered accident at an anchor location that attracts customers to an insured location.

Environmental Efficiency and Green Coverage: Pays for upgrades to more energy efficient or environmentally friendly equipment.

Brands and Labels: Pays for the cost of removing labels or additional cost of stamping salvaged merchandise after a loss.

Other Benefits

Public Relations Coverage: (when business income coverage is purchased other than extra expense) pays for public relations assistance to help manage your reputation that may be damaged by business interruption or data loss.

Contingent Business Interruption: (when business income coverage is purchased other than extra expense) pays for Business Income resulting from a covered accident to property not owned, operated or controlled by the Insured.

Optional Coverage

The coverage is included only if specified limits of insurance are shown on the Schedule of Coverage. A quote may be available (a completed application may be required).

Data Compromise Coverage: Up to \$50,000 (Annual Aggregate) for an Insured affected by a data breach. When a data breach occurs involving personal identifying information (information not typically available to the public) coverage includes expenses you incur for:

- Legal Counsel: to determine how you should best respond to the breach.
- Forensic Services: to help assess the nature and extent of the compromise.
- Regulatory Notification: to provide notification to the Office of the Privacy Commissioner of Canada.
- Notification and Services to Affected Individuals: a packet of customer support information, access to a helpline, fraud alert for the affected individuals, identity restoration case management for victims of identity theft caused by the breach.
- Public Relations Services: to assist in restoring your reputation.

Identity Recovery Coverage: Up to \$15,000 (Annual Aggregate) for an Insured affected by identity theft. Coverage applies to an Insured that is a sole proprietor, a partner if the Insured is a partnership, a chief executive in a corporation or a senior ministerial employee for religious institutions. Coverage is provided for various additional and unexpected expenses an individual will sustain due to an identity theft such as: costs for credit reports, lost wages, costs for the supervision of children, elderly or infirm dependents.

Additional Information

BI&I automatically provide inspection services for boilers and pressure vessels to satisfy the provincial inspection requirements on our behalf.

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Owned Automobile Coverage Highlights

Overview

We can provide mandatory automobile coverage for all licensed vehicles owned and/or leased by the Insured.

Features

Third-Party Liability Coverage:

- Coverage is provided for Third Party Liability (bodily injury and property damage) protecting you if someone else is killed or injured, or their property is damaged. It will pay for claims as a result of lawsuits against you up to the limit of your coverage, and will pay the costs of settling the claims. Coverage is for licensed vehicles you own and/or leased vehicles.

Standard Statutory Accident Benefits Coverage:

- We automatically provide standard benefits if you are injured in an automobile accident, regardless of who caused the accident. Optional Increased Accident Benefits Coverage is available upon written request.

Optional Statutory Accident Benefits Coverage - Available upon request

- Including coverage for: Income Replacement; Caregiver, Housekeeping & Home Maintenance; Medical & Rehabilitation; Attendant Care; Enhanced Medical Rehabilitation & Attendant Care; Death & Funeral; Dependent Care; Indexation Benefit (Consumer Price Index) – Ontario

Direct Compensation Property Damage:

- Covers damage to your vehicle or its contents, and for loss of use of your vehicle or its contents, to the extent that another person was at fault for the accident as per statute.

Physical Damage Coverage:

- Various basis of settlement including: Replacement Cost, Valued Basis and Actual Cash Value. Refer to Automobile Replacement Cost Coverage Change Highlights page for details on Replacement Cost Coverage.

Additional Information

Blanket Fleet Endorsement:

- Coverage may be provided on a blanket basis under the 21B – Blanket Fleet Endorsement. When this endorsement is attached to the policy, premium adjustment is done on renewal. Adjustment is made on a 50/50 or pro rata basis as specified in the endorsement. Mid-term endorsements are not processed on policies with this blanket cover.

Single Loss:

- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.

For a list of vehicles quoted, refer to Exhibit "B".

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Program Options Highlights of Coverage

Intact Public Entities offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a schedule of proposed coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

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Crime Coverage Options

Extortion Coverage (Threats to Persons and Threats to Property)

Coverage for both 'Threats to a Person' and 'Threats to Property' are sold together with a separate limit of insurance applying to each.

Threats to Person:

- Coverage responds when a threat is communicated to the Insured to do bodily harm to a director, officer or partner of the Insured (or a relative) when these persons are being held captive and the captivity has taken place within Canada or the U.S.A.

Threats to Property:

- Coverage responds when a threat is communicated to the Insured to do damage to the premises or to property of the Insured is located in Canada or the U.S.A.

Pension or Employee Benefit Plan Coverage

Coverage is for loss resulting directly from a dishonest or fraudulent act committed by a fiduciary (a person who holds a position of trust) in administering a pension or employee benefit plan. Coverage is provided whether the fiduciary is acting alone or in collusion with others. Fiduciary relationships may be created by statute however; individuals may also be deemed fiduciaries under common law.

Residential Trust Fund Coverage (for Select Classes of Business Only)

- Covers loss of property (money, securities or other property) belonging to a resident when it is held in trust by a residential facility. Coverage is for loss directly attributable to fraudulent act(s) committed by an employee of the facility whether the employee was acting alone or in collusion with others.
- A residential facility comprises a wide range of facilities and includes any residential facility operated for the purpose of supervisory, personal or nursing care for residents.
- Coverage stipulates that the 'resident' must be a person who is unable to care for themselves (this could be due to age, infirmity, mental or physical disability).
- When a resident is legally related to the operator of the residential facility, coverage is specifically excluded.

Credit Card Coverage

Coverage is for loss from a third party altering or forging a written instruction in connection with a corporate credit card issued to an employee, officer or partner.

Client Coverage (Third Party Bond)

Coverage is extended to provide for theft of a clients' property by an employee (or employees) of the Insured.

Fraudulently Induced Transfer Coverage

Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

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Fraudulently Induced Transfer Endorsement Coverage Highlights (Social Engineering)

Overview

Fraud today has become much more sophisticated and complex with Fraudulently Induced Transfer Crimes (otherwise known as Social Engineering) trending in today's marketplace. In response to this trend we now offer a Fraudulently Induced Transfer Endorsement as part of our suite of Crime Coverage.

These types of crimes are usually a targeted approach where criminals are after something definite from the target, either money (usually in the form of a wire transfer) or information (such as a list of vendors, routing numbers, etc.). Often times communications are sent to an employee (most often via email, telephone or a combination of the two), which are doctored to appear as if they are sent by a senior officer of the company or by one of its customers or vendors. Essentially criminals prey on human and procedural vulnerabilities. The standard crime coverage does not respond to these types of losses as an employee of the organization has voluntarily parted with the money or securities and would be considered an active participant in the loss.

Example 1

Instructions to an employee supposedly coming from a vendor or customer are often accomplished by informing the employee that they have changed banks and require the company to use the new banking information for future payments.

Example 2

Instructions to an employee supposedly coming from an internal source (e.g. senior staff) to bypass in-house safeguards and redundancies, criminals apply pressure by imposing a time constraint, demanding secrecy or simply flattering the ego of the target by including him or her "in" on an important business transaction.

Fraudulently Induced Transfer coverage is an optional endorsement that may be purchased. Coverage is subject to a satisfactory supplementary application being completed.

Fraudulently Induced Transfer Losses, Cyber Losses and Current Crime Policies

Even though this fraud often involves emails and wire transfers, cyber policies are not designed to cover them:

- Cyber policies cover losses that result from unauthorized data breaches or system failures. Fraudulently Induced Transfer actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.
- Crime policies cover losses that result from theft, fraud or deception. As the underlying cause of a loss is 'fraud', a company would claim a loss under its crime policy rather than its cyber policy. Without this endorsement, coverage would be denied under a crime policy due to the Voluntary Parting Exclusion.

Fraudulently Induced Transfer Endorsement Features

- Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured (employee) has transferred, paid or delivered money or securities to this third party.
- Fraudulently Induced Transfer is defined as: The intentional misleading of an employee, through misrepresentation of a material fact which is relied upon by an employee, believing it to be genuine to voluntarily transfer funds or valuable information to an unintended third party.

Limits and Deductible

The Fraudulently Induced Transfer Endorsement is subject to:

- Separate Limits of Insurance (both an Occurrence and Aggregate);
- A separate deductible;
- Limits ranging from \$10,000 - \$100,000.

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Critical Illness Coverage Highlights

Features

- \$10,000 Coverage (each applicant).
- Coverage up to 75 years of age.
- No Deductible.
- No Medical Examination Required (one-page application only).

Critical Illnesses Covered

- | | |
|--|---------------------------|
| • Heart Attack (Myocardial Infarction) | • Heart Valve Replacement |
| • Coronary Artery Bypass Surgery | • Benign Brain Tumor |
| • Stroke | • Alzheimer's disease |
| • Cancer | • Third Degree Burns |
| • Kidney Failure | • Coma |
| • Major Organ Transplant | • Blindness |
| • Multiple Sclerosis | • Deafness |
| • Paralysis | • Loss of Speech |
| • Aorta Graft Surgery | • Motor Neuron Disease |
| • Parkinson's disease | |

Exclusions Typical to Critical Illness Policies

- War or while in the armed forces.
- Suicide, attempted suicide or self-inflicted injuries.
- AIDS (Acquired Immune Deficiency Syndrome) and/or infection with HIV (Human immunodeficiency virus).
- Extreme Sports (e.g. scuba diving, parachuting, hang gliding, rodeo events).
- Negligence or non-compliance in seeking and/or following reasonable medical treatment.
- While under the influence of alcohol or drugs.
- Illnesses as a result of pregnancy.

Policy Limitations

- Coverage for pre-existing conditions expressly excluded.
- Critical Illness benefit is only payable once, regardless of the number of critical illnesses and Insured claims.
- When a Critical Illness benefit is paid to an Insured Person, they are no longer insurable and coverage ceases.

*** Coverage is subject to a satisfactory application and underwriting approval for each Applicant.**

Additional Information

- Coverage is only available when Board Members' Accidental Death and Dismemberment Coverage is purchased.

Applicant Approval

- Coverage is subject to a satisfactory application and underwriting approval for each Applicant.

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Remotely Piloted Aircraft Systems (UAV) Coverage Highlights

Overview

- Transport Canada is responsible for regulating UAV's. Their terminology for UAV's (Unmanned Aerial Vehicles) has changed and these are now considered to be Remotely Piloted Aircraft Systems (RPAS) rather than UAV's (Unmanned Aerial Vehicles). Regulations regarding operator licensing has also changed.
- Liability or property policies can be enhanced with endorsements to cover Remotely Piloted Aircraft Systems (RPAS) or UAV's. Coverage may be available when operators are in compliance with current regulations. Coverage offered is intended to close the gap in liability and property insurance because of aviation exclusions.

Property Coverage

- Property: (Optional Coverage).
- All Risk Coverage for the Remotely Piloted Aircraft Systems (RPAS) including all permanently attached equipment and Ground or Operating Equipment (including any detachable equipment such as cameras etc).
- Coverage includes electrical and mechanical breakdown.
- Basis of settlement options include: Replacement Cost, Valued Amount or Actual Cash Value.
- **In addition to the standard exclusions within the Property All Risk Wording, the following exclusions also apply:**
- Those used for military purposes, personal or recreational use.
- Those being rented to, leased to or lent to others.
- Mysterious disappearance after commencement of a flight unless Remotely Piloted Aircraft Systems - RPAS (UAV) remains unrecovered for 30 days.
- If they are not in compliance with the manufacturer's specifications (e.g. the weight payload) is exceeded, when operated in wind at a higher speed than recommended etc.).
- Remotely Piloted Aircraft Systems - RPAS (UAV's) must not exceed 500 meters in altitude or the range of 1km from the operator.
- Hijacking or unauthorized control of the Remotely Piloted Aircraft Systems -RPAS (UAV) or Equipment.
- Failure to comply with any statute, permit, rule, regulation or any requirement for qualification to operate the Remotely Piloted Aircraft Systems - RPAS (UAV) or the equipment.

Liability Coverage

- While Transport Canada mandates a minimum amount of insurance (\$100,000), coverage will follow the liability limit up to \$15,000,000. Higher limits may be available.
- We will extend liability to Remotely Piloted Aircraft Systems (RPAS).
- Having a range of up to a maximum of 1km from the operator.
- With an altitude of 500 metres or less.
- Operators meeting all Transport Canada regulations.
- Not being used for military purposes, personal or recreational use.

Important Information

While our endorsements are primarily designed to offer coverage for Remotely Piloted Aircraft Systems - RPAS (UAV's) 25kg or less, we may be able to offer coverage for those falling outside of these parameters through our general aviation market.

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Claims Exhibit

IMPORTANT: This claims report is prepared by Intact Public Entities for the sole and exclusive use of Intact Public Entities, the Insured and, where applicable, their broker and may not be relied upon by any other party. By receipt of this information the Insured and their broker acknowledge their responsibility for keeping this information *strictly confidential*. Neither Intact Public Entities nor its representatives shall be liable, either directly or indirectly, for any loss, damage, injury or costs suffered or incurred by the Insured or any other party arising or alleged to have arisen by the reliance on this report, outside of Intact Public Entities. Intact Public Entities is not responsible for any changes or alterations to this report from its original form or content. Please be advised that deductibles indicated for sewer backup claims are on a per claimant basis. Therefore, if there are sewer backup claims in this report, you could be responsible for multiple deductibles for those claims, up to the number of claimants. For further information, please refer to your policy.

WARNING: Claim reserves by their nature are estimates only and are subject to change. Casualty claims can be complex and can take many years to reach resolution. Over that time it is not unusual for claims costs to escalate, sometimes dramatically, from current estimates. Further, for many reasons liability claims are often reported after a policy year has ended - sometimes years later. Therefore, this report is likely not a complete or final view of the ultimate incurred claims for this Insured.

| Classification of Claim | | Year | Number | Incurred Amount * | |
|-------------------------|-----------|--------------|-----------|-------------------|----------------|
| 1. | Liability | | | | |
| | | 2011-2012 | 0 | \$ | 0 |
| | | 2012-2013 | 2 | | 36,186 |
| | | 2013-2014 | 1 | | 8,611 |
| | | 2014-2015 | 1 | | 18,410 |
| | | 2015-2016 | 1 | | 0 |
| | | 2016-2017 | 3 | | 510,946 |
| | | 2017-2018 | 1 | | 0 |
| | | 2018-2019 | 1 | | 0 |
| | | 2019-2020 | 0 | | 0 |
| | | 2020-2021 | 1 | | 0 |
| | | TOTAL | 11 | \$ | 574,153 |
| | | | | | |

| Classification of Claim | | Year | Number | Incurred Amount * | |
|-------------------------|------------|--------------|--------|-------------------|--------|
| 21 | Automobile | | | | |
| | | 2011-2012 | 0 | \$ | 0 |
| | | 2012-2013 | 0 | | 0 |
| | | 2013-2014 | 0 | | 0 |
| | | 2014-2015 | 0 | | 0 |
| | | 2015-2016 | 0 | | 0 |
| | | 2016-2017 | 1 | | 18,447 |
| | | 2017-2018 | 0 | | 0 |
| | | 2018-2019 | 0 | | 0 |
| | | 2019-2020 | 0 | | 0 |
| | | 2020-2021 | 0 | | 0 |
| | | TOTAL | 1 | \$ | 18,447 |
| | | | | | |

* INCURRED AMOUNT

Includes all payments plus outstanding reserves plus expenses, less any deductible applying.

EXHIBIT “A”

Estimate of Values

The information contained herein is confidential, commercial, financial, scientific and/or technical information that is proprietary to Intact Public Entities Inc. and cannot be disclosed to others. Any such disclosure could reasonably be expected to result in significant prejudice to the competitive position of Intact Public Entities Inc., significant interference with its competitive position and/or cause it undue loss. TM & © 2021 Intact Public Entities Inc. and/or its affiliates. All Rights Reserved.

Scheduled Items

| Item Description | Coverage | Deductible | Basis of Settlement | (\$) Limit of Insurance |
|------------------|----------|------------|---------------------|----------------------------|
|------------------|----------|------------|---------------------|----------------------------|

35809 TALBOT LINE & 9557 UNION RD

| | | | | | |
|---|--|----------|--------|-------------------|---------|
| 5 | THIRD PARTY TENANTS, UNOCCUPIED STORE AREA & VACANT BUILDING AREA | All Risk | 15,000 | Actual Cash Value | 407,300 |
|---|--|----------|--------|-------------------|---------|

ON FORD WATER TOWER

| | | | | | |
|----|----------------------|----------|--------|------------------|-------|
| 18 | RADIO REPEATER TOWER | All Risk | 15,000 | Replacement Cost | 9,300 |
|----|----------------------|----------|--------|------------------|-------|

POLICY EFF: 31/12/2021
MODIFIED: 28/10/2021

RISK NO: 70125
QUOTE: 432781

Excluded Items

| Location and/or Item Description | |
|----------------------------------|--|
|----------------------------------|--|

35921 TALBOT LINE

84 ELECTRONIC SCOREBOARD AT SHEDDEN COMPLEX

35846 TALBOT LINE

85 ALL CONTENTS & EQUIPMENT OF 3RD PARTY NAIL SALON

RENT OR RENTAL VALUE SCHEDULE

| PROPERTY INSURED | AMOUNT | INDEMNITY PERIOD | CO-INSURANCE |
|------------------|------------|------------------|-----------------|
| ALL PROPERTIES | \$ 500,000 | 12 Months | No Co-Insurance |

| | |
|--------------|------------|
| TOTAL | \$ 500,000 |
|--------------|------------|

POLICY EFF: 31/12/2021

MODIFIED: 28/10/2021

RISK NO: 70125

QUOTE: 432781

STATUS: IN PROGRESS

DEMOLITION AND DEBRIS SCHEDULE

| Location or Item Description | | Deductible | (\$) | Limit of Insurance |
|------------------------------|-----------------------|------------|------|--------------------|
| 35743 HORTON STREET, SHEDDEN | | | | |
| 1. | Former Dwelling | | \$ | 54,000 |
| 2. | Storage # 1 (Smaller) | | | 10,000 |
| 3. | Storage # 2 (Larger) | | | 15,000 |

TOTAL \$ 79,000

CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

EXHIBIT "A"

BUILDINGS AND STRUCTURES

31/12/2021

ESTIMATE OF VALUES

COMPLEX

| | | |
|----|---|-----------|
| 6 | KEYSTONE COMPLEX & LIBRARY , 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 2,451,100 |
| 7 | GAZEBO, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 10,700 |
| 8 | PERGOLA, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 7,600 |
| 9 | PLAYGROUND EQUIPMENT, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 65,700 |
| 10 | KOHLER OUTSIDE STANDBY GENERATOR (100KW/125KVA) , 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 59,700 |
| 11 | PICNIC SHELTER, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 238,600 |
| 12 | BLEACHERS, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 65,700 |
| 13 | PICNIC SHELTER / CONCESSION BOOTH, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 194,000 |
| 14 | FLOODLIGHTING, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 133,000 |

DEMO & DEBRIS

| | | |
|----|---|----------------|
| 83 | VACANT DWELLING INCLUDING 2 OUTBUILDINGS, 35743 HORTON STREET, SHEDDEN, N0L 2E0 | 79,000 LIM DEM |
|----|---|----------------|

EXCLUDED

| | | |
|----|--|-------|
| 84 | EXCLUDED - ELECTRONIC SCOREBOARD AT SHEDDEN COMPLEX, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 0 EXC |
|----|--|-------|

FIRE

| | | |
|----|---|---------------|
| 15 | FIRE HALL #1, 9331 UNION ROAD, SOUTHWOLD TOWNSHIP, N0L 2E0 | 750,500 |
| 16 | FIREHALL #2, 10586 SUNSET ROAD, TALBOTVILLE, N0L 2K0 | 462,100 |
| 17 | PORTABLE CLASSROOM , 10586 SUNSET ROAD, TALBOTVILLE, N0L 2K0 | 15,800 |
| 18 | RADIO REPEATER TOWER, ON FORD WATER TOWER, TALBOTVILLE, N0L 2K0 | 9,300 SCH REP |

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CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

EXHIBIT "A"

BUILDINGS AND STRUCTURES

31/12/2021

ESTIMATE OF VALUES

GENERAL

| | | | |
|----|---|--|-----------------|
| 1 | F | MUNICIPAL OFFICE, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 1,266,600 |
| 5 | | THIRD PARTY TENANTS, UNOCCUPIED STORE AREA & VACANT BUILDING AREA, 35809 TALBOT LINE & 9557 UNION RD, SHEDDEN, N0L 2E0 | 407,300 SCH ACV |
| 82 | | RENTAL INCOME - ALL PROPERTIES | 500,000 LIM |

GENERAL - FAIRGROUNDS

| | | | |
|---|--|---|--------|
| 3 | | LIVESTOCK SHELTER (FAIRGROUNDS), TALBOT LINE, PART LOT 16, TALBOTVILLE, N0L 2K0 | 42,600 |
| 4 | | STORAGE SHED (FAIRGROUNDS), TALBOT LINE, PART LOT 16, TALBOTVILLE, N0L 2K0 | 37,900 |

GENERAL - MEDICAL CENTRE

| | | | |
|---|--|--|---------|
| 2 | | MEDICAL WALK-IN CLINIC & 3RD PARTY NAIL SALON, 35846 TALBOT LINE, SHEDDEN, N0L 2E0 | 510,000 |
|---|--|--|---------|

PARKS/REC

| | | | |
|----|--|--|---------|
| 19 | | REFRESHMENT BOOTH - FINGAL COMMUNITY CENTRE, 8086 MILLPARK STREET, FINGAL, N0L 1K0 | 35,200 |
| 20 | | WASHROOMS, STORAGE AND LIME SHED, 8086 MILLPARK STREET, FINGAL, N0L 1K0 | 67,400 |
| 21 | | FINGAL PARK PAVILLION, 8086 MILLPARK STREET, FINGAL, N0L 1K0 | 99,800 |
| 22 | | WASHROOM AND STORAGE, 8086 MILLPARK STREET, FINGAL, N0L 1K0 | 234,000 |
| 23 | | CHANGEROOMS AND WASHROOMS, 9540 JOHN STREET, SHEDDEN, N0L 2E0 | 88,300 |
| 24 | | STORAGE SHED, 9540 JOHN STREET, SHEDDEN, N0L 2E0 | 12,000 |
| 25 | | TWO (2) SHEDS, 9540 JOHN STREET, SHEDDEN, N0L 2E0 | 2,500 |
| 26 | | RECREATIONAL FLOODLIGHTING, 9540 JOHN STREET, SHEDDEN, N0L 2E0 | 45,400 |
| 27 | | CONCESSION BOOTH - TALBOTVILLE COMMUNITY CENTRE, 10441 GORE ROAD, TALBOTVILLE, N0L 2K0 | 27,600 |

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CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

EXHIBIT "A"

BUILDINGS AND STRUCTURES

31/12/2021

ESTIMATE OF VALUES

| | | |
|----|--|---------|
| 28 | WASHROOMS AND STORAGE, 10441 GORE ROAD, TALBOTVILLE, N0L 2K0 | 68,700 |
| 29 | PICNIC SHELTER, 10441 GORE ROAD, TALBOTVILLE, N0L 2K0 | 60,700 |
| 30 | FLOODLIGHTING EQUIPMENT, VARIOUS LOCATIONS, N0L 1K0 | 132,700 |
| 31 | PLAYGROUND EQUIPMENT, VARIOUS LOCATIONS, N0L 1K0 | 121,500 |
| 32 | BLEACHERS, VARIOUS LOCATIONS, N0L 1K0 | 42,600 |
| 33 | RECREATIONAL FENCING INCLUDING TENNIS AND BASKETBALL COURTS, VARIOUS LOCATIONS, N0L 1K0 | 156,300 |
| 34 | PLAYGROUND EQUIPMENT, 9210 UNION ROAD, SHEDDEN, N0L 2E0 | 108,100 |
| 35 | WASHROOM, 9210 UNION ROAD, SHEDDEN, N0L 2E0 | 306,300 |
| 36 | PAVILION, 9210 UNION ROAD, SHEDDEN, N0L 2E0 | 82,100 |
| 37 | PAVILION - FINGAL HERITAGE PARK , 7970 UNION ROAD, FINGAL, N0L 1K0 | 42,600 |

ROADS

| | | |
|----|--|---------|
| 38 | EQUIPMENT GARAGE, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 532,100 |
| 39 | FUEL CENTRE, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 6,300 |
| 40 | GENERATOR BUILDING, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 80,000 |
| 41 | SAND AND SALT STORAGE SHED, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 405,400 |
| 42 | RADIO TOWER AND FIXED EQUIPMENT, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 107,400 |
| 43 | OFFICE AND GARAGE, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 287,600 |
| 44 | WORKS GARAGE, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 329,000 |
| 45 | SHOP STORAGE, 9184 UNION ROAD, SHEDDEN, N0L 2E0 | 153,100 |

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CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

EXHIBIT "A"
BUILDINGS AND STRUCTURES
31/12/2021

ESTIMATE OF VALUES

SEWAGE

| | | |
|----|--|-----------|
| 50 | WASTE WATER TREATMENT PLANT INCLUDING 250 KW GENERATOR, 10051 TALBOTVILLE GORE RD, ST. THOMAS, N5P 3T2 | 2,247,100 |
|----|--|-----------|

WATER

| | | |
|----|--|---------|
| 46 | CHLORINATION STATION, 36513 TALBOT LINE, SHEDDEN, N0L 2E0 | 368,400 |
| 47 | 9800WCI ECLIPSE FLUSHING STATION WITH BASKET, LAKE LINE AND GRAND CANYONE, N0L 2E0 | 7,100 |
| 48 | STORAGE GARAGE, 9579 UNION ROAD, SHEDDEN, N0L 2E0 | 329,900 |
| 49 | 9800WCI ECLIPSE FLUSHING STATION WITH BASKET, BUSH ROAD AND LAKE LINE, N0L 2E0 | 7,100 |

TOTALS:

| <u>BLANKET</u> | <u>SPECIFIED</u> |
|----------------|------------------|
| 12,905,900 | 995,600 |

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CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

31/12/2021

ESTIMATE OF VALUES

COMPLEX

| | | |
|----|--|--------|
| 56 | KEYSTONE COMPLEX CONTENTS, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 65,000 |
| 57 | CONCESSION BOOTH CONTENTS, 35921 TALBOT LINE, SHEDDEN, N0L 2E0 | 7,000 |

EXCLUDED

| | | |
|----|--|-------|
| 85 | EXCLUDED - ALL CONTENTS & EQUIPMENT OF 3RD PARTY NAIL SALON, 35846 TALBOT LINE, SHEDDEN, N0L 2E0 | 0 EXC |
|----|--|-------|

FIRE

| | | |
|----|--|---------|
| 58 | FIRE HALL CONTENTS AND FIRE-FIGHTING EQUIPMENT | 300,000 |
| 59 | COMMUNICATION EQUIPMENT | 8,000 |

GENERAL

| | | |
|----|---|---------|
| 51 | MUNICIPAL OFFICE CONTENTS, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 40,000 |
| 52 | COMPUTER EQUIPMENT - MUNICIPAL OFFICE, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 49,500 |
| 53 | 2004 DIESEL POWERED GENSET, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 39,000 |
| 54 | COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT | 54,100 |
| 81 | MEDIA | 500,000 |

GENERAL - MEDICAL CENTRE

| | | |
|----|--|-------|
| 55 | MEDICAL CENTRE CONTENTS, 35846 TALBOT LINE, SHEDDEN, N0L 2E0 | 6,400 |
|----|--|-------|

PARKS/REC

| | | |
|----|---|--------|
| 62 | REFRESHMENT BOOTH - FINGAL COMMUNITY CENTRE CONTENTS, 8086 MILLPARK STREET, FINGAL, N0L 1K0 | 7,000 |
| 63 | CONCESSION BOOTH - TALBOTVILLE COMMUNITY CENTRE CONTENTS, 10441 GORE ROAD, TALBOTVILLE, N0L 2K0 | 7,000 |
| 64 | MISCELLANEOUS TOOLS, EQUIPMENT, MATERIALS AND SUPPLIES, VARIOUS LOCATIONS, N0L 1K0 | 25,000 |

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REF:70125

28/10/2021

CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

31/12/2021

ESTIMATE OF VALUES

| | | |
|----|---|--------|
| 65 | 2014 DIAMOND MOWER, VARIOUS LOCATIONS, N0L 1K0 | 18,000 |
| 66 | 2012 MAHUNDRA TRACTOR, VARIOUS LOCATIONS, N0L 1K0 | 29,000 |
| 67 | ZERO TURN MOWER, SERIAL NO. 27502, VARIOUS LOCATIONS, N0L 1K0 | 17,800 |
| 68 | 2008 CAT ROLLER, MODEL NO. CB224E, VARIOUS LOCATIONS, N0L 1K0 | 25,000 |

PARKS/RECS

| | | |
|----|--|--------|
| 61 | 2021 CASE IH FARMALL 40C SERIES 2 TRACTOR, SERIAL NO 4FL000210, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 36,000 |
|----|--|--------|

ROADS

| | | |
|----|--|---------|
| 60 | 2021 CASE IH MAXXUM 150 ACTIVE DRIVE 4 TRACTOR , 35663 FINGAL LINE, FINGAL, N0L 1K0 | 231,500 |
| 69 | 1992 CHAMPION GRADER, MODEL NO. 740 GR2-6, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 220,000 |
| 70 | 2002 CATERPILLAR GRADER, MODEL NO. 140H GR02-5, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 273,000 |
| 71 | 1975 FORD TRACTOR, MODEL NO. 2110 M-1, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 15,000 |
| 72 | 2010 CATERPILLAR BACKHOE LOADER, MODEL NO. 420EIT, SERIAL NO. ECPHC00941, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 94,300 |
| 73 | MISCELLANEOUS TOOLS, EQUIPMENT, MATERIALS AND SUPPLIES, VARIOUS LOCATIONS, N0L 1K0 | 100,000 |
| 74 | 2012 CATERPILLAR GRADER 140M, SERIAL NO. M9J650, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 350,000 |
| 75 | 2008 CATERPILLAR LOADER 928 HZ, SERIAL NO. CXK00570, 35663 FINGAL LINE, FINGAL, N0L 1K0 | 120,000 |
| 76 | 2008 TRACKLESS MT6, WITH ATTACHMENTS SERIAL NO. 1039, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 84,800 |
| 77 | 2015 VERMEER CHIPPER MODEL NO. BC1000XL SERIAL NO. 1VRY11194F10217, COUNTY ROAD 16, PART LOT 18, FINGAL, N0L 1K0 | 38,500 |

PROPRIETARY DATA : USE OR DISCLOSURE OF THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE

CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

31/12/2021

ESTIMATE OF VALUES

| | | |
|----|---|--------|
| 78 | 2013 VERMEER TRAILER VAC VIN NO. 1M9FE1227D5284198, COUNTY ROAD 16, PART LOT 18, FINGAL, NOL 1K0 | 66,100 |
|----|---|--------|

WATER

| | | |
|----|---|--------|
| 79 | DIGITAL RECORDING CAMERA, 35663 FINGAL LINE, FINGAL, NOL 1K0 | 10,700 |
|----|---|--------|

| | | |
|----|---|-------|
| 80 | BULVEDERE METER READER, 35663 FINGAL LINE, FINGAL, NOL 1K0 | 6,100 |
|----|---|-------|

TOTALS:

BLANKET SPECIFIED

| | |
|-----------|---|
| 2,843,800 | 0 |
|-----------|---|

PROPRIETARY DATA : USE OR DISCLOSURE OF THE INFORMATION IN THIS DOCUMENT IS SUBJECT
TO THE RESTRICTIONS ON THE TITLE PAGE

REF:70125

28/10/2021

Liability Additional Insured(s)

1. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS, but only with respect to their Funding Agreement with the Named Insured under the Canada-Ontario Municipal Rural Infrastructure Fund Initiative - project No.: 15062.
2. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, HER MINISTERS, AGENTS, APPOINTEES AND EMPLOYEES, but only with respect to their Contribution Agreement with the Named Insured under OSWAP III.
3. THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO AND HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF INFRASTRUCTURE AND COMMUNITIES, but only with respect to their Municipal Funding Agreement with the Named Insured for the Transfer of Federal Gas Tax Revenues.
4. THE CORPORATION OF THE CITY OF ST. THOMAS, but only with respect to their Animal Control Shelter Agreement with the Named Insured.
5. THE CORPORATION OF THE CITY OF LONDON, but only with respect to their Agreement with the Named Insured for Winter Road Maintenance Services.
6. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, HER MINISTERS, AGENTS, APPOINTEES AND EMPLOYEES, but only with respect to their Ontario Community Infrastructure Fund Formula-Based Component Agreement with the Named Insured, File Number: OCIF FC-355
7. THE CORPORATION OF THE TOWN OF AYLMER, THE CORPORATION OF THE MUNICIPALITY OF BAYHAM, THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN, THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH, THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN, THE CORPORATION OF THE CITY OF ST. THOMAS, THE CORPORATION OF THE TOWNSHIP OF MALAHIDE AND THE CORPORATION OF THE COUNTY OF ELGIN, but only with respect to their Mutual Assistance Agreement with the Named Insured for Emergency Services
8. THE CORPORATION OF THE CITY OF LONDON, but only with respect to their Blue Box Recyclables Processing Agreement with the Named Insured.
9. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF INFRASTRUCTURE, but only with respect to their Transfer Payment Agreement with the Named Insured for the Clean Water and Wastewater Fund (CWWF)
10. HER MAJESTY IN RIGHT OF ONTARIO, AS REPRESENTED BY THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS AND THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO), but only with respect to their Municipal Funding Agreement with the Named Insured for Ontario's Main Street Revitalization Initiative
11. THE CORPORATION OF THE TOWN OF AYLMER, THE CORPORATION OF THE MUNICIPALITY OF BAYHAM, THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN, THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH, THE CORPORATION OF THE TOWNSHIP OF MALAHIDE, AND THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN, but only with respect to their Intermunicipal Agreement for Joint Ownership of Fire Communication Equipment

EXHIBIT 'B'

AUTOMOBILE FLEET SCHEDULE

FIRE DEPT.

| | | | |
|---|----|-------------------------|--------|
| 1 | 13 | FORD TAURUS INTERCEPTOR | 205218 |
| 2 | 01 | STERLING FIRE PUMPER | H33843 |
| 3 | 04 | STERLING LT8513 | L76645 |
| 4 | 12 | INT. PUMPER | 453639 |
| 5 | 15 | SPARTAN FIRE TRUCK | 078859 |
| 6 | 16 | DODGE 3500 4X4 | 322728 |
| 7 | 19 | FREIGHTLINER PUMPER | LM4797 |
| 8 | 21 | CHEV SILVERADO 1500 | 199237 |

PUBLIC WORKS

| | | | |
|----|----|----------------------------|--------|
| 9 | 01 | MACK TANDEM DUMP | 005821 |
| 10 | 89 | MACK PAVEMENT MARKER TRUCK | 002744 |
| 11 | 98 | ELGIN TAG TRAILER | 040324 |
| 12 | 13 | DODGE RAM 1500 | 587197 |
| 13 | 06 | INT 7600 TRUCK | 171960 |
| 14 | 20 | FORD F450 | E78730 |
| 15 | 21 | CHEV SILVERADO 2500 | 119379 |
| 16 | 11 | INTERNATIONAL 7000 | 363658 |
| 17 | 21 | CHEV SILVERADO 1500 | 296583 |
| 18 | 12 | PETERBUILT | 154840 |
| 19 | 21 | CHEV SILVERADO 1500 | 296464 |
| 20 | 03 | FORD F250 | D40794 |
| 21 | 13 | BIG TEX TRAILER | |
| 22 | 21 | FORD F150 XLT | E02635 |
| 23 | 15 | PETERBILT PB248 | 279605 |
| 24 | 18 | DODGE RAM 3500 | 329211 |
| 25 | 17 | FORD F150 | C38277 |
| 26 | 17 | FORD F150 | A29492 |
| 27 | 18 | INTERNATIONAL 70S PLOW | 335102 |
| 28 | 18 | 16' ALUM NUM TRAILER | 102104 |
| 29 | 09 | FREIGHTLINER FM1 | AL1225 |
| 30 | 20 | FORD F150 | B82883 |

ADMINISTRATION SHOULD CAREFULLY EXAMINE THIS SCHEDULE TO DETERMINE ACCURATE INFORMATION. ANY CHANGES OR DISCREPANCIES SHOULD BE REPORTED TO US.



2021 General Insurance Program

SOUTHWOLD TOWNSHIP CEMETERY BOARD

Renewal Report for the Policy Term December 31, 2021 to December 31, 2022

Submitted by: Intact Public Entities Inc.
Address: 278 Pinebush Rd., Suite 200
Cambridge, ON N1T 1Z6

phone: 1-800-265-4000
fax: 519-458-4366
e-mail: connectwithus@intactpublicentities.ca

Prepared by:

Aran Myers

Regional Manager

Ref 70126/rc 17 November 2021

About Intact Public Entities

Intact Public Entities is a Canadian leader in providing specialized insurance programs, including risk management and claims services to municipal, public administration and community-based organizations across Canada. Proven industry knowledge, gained through over nine decades of partnering with insurance companies and independent brokers, gives Intact Public Entities the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues. Intact Public Entities is a wholly-owned subsidiary of Intact Financial Corporation with its head office located in Cambridge, Ontario. For additional information about Intact Public Entities visit www.intactpublicentities.ca.

Intact Public Entities is a Managing General Agent (MGA) with the authority to write and service business on behalf of strategic partners who share our commitment and dedication to protecting specialized organizations. Because our partners are long-term participants on our program, they understand the nature of fluctuating market conditions and complex claims and are prepared to stay the course.

The Guarantee Company of North America has been replaced as a subscriber by Intact Insurance Company when your policy becomes effective.

Canadian Owned Company With 90+ Years of Continuous Operation

Market Leader

Municipal, Public Administration & Community Services

Municipal market share leader in Ontario with strong representation of municipal, public administration and community-based organizations across Canada.

Innovative

New Products & Services

Cyber Risk Insurance
Fraudulently Induced Transfer
Road Reviews
Fleet Management

In-House

Claims & Risk Management

In-house claims management = faster turn around, single point of contact, specialized expertise in the municipal claims environment.



**Municipal Market Share
Leader in Ontario**



**First Municipal Client
The Village of Ayr, Ontario**

The Advantage of a Managing General Agent

The MGA model is different than a traditional broker/insurer arrangement in that an MGA provides specialized expertise in a specific, niche area of business. As an MGA we also offer clients additional and helpful services in the area of risk management, claims and underwriting. And unlike the reciprocal model, a policy issued by an MGA is a full risk transfer vehicle not subject to retroactive assessments but rather a fixed term and premium.

We invite you to work with a partner who is focused on providing a complete insurance program specific to your organization that includes complimentary value-added services that help drive down the cost of claims and innovative first to market products and enhancements. You will receive personalized service and expertise from a full-service, local and in-house team of risk management, claims, marketing and underwriting professionals.

As a trusted business partner, we believe in participating in and advocating for the causes that affect our clients. For this reason, we affiliate with and support key provincial and national associations. In order for Intact Public Entities to be effective in serving you, we, as an MGA, believe in fully understanding your needs, concerns and direction. Our support is delivered through thought leadership, financial resources, advocacy, services, education and more.

Risk Management Services

We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize exposure before potential incidents occur. Risk management is built into our offerings for all clients, fully integrated into every insurance program. Our risk management team is comprised of analysts, inspectors and engineers who use their expertise to help mitigate risk. We do everything we can to minimize your exposure before potential incidents occur. This includes providing education, road reviews, fleet reviews, contract analysis and property inspections.

Claims Management Services

Our in-house team of experts has the depth of knowledge, experience and commitment to manage the complicated details of claims that your organization may experience. You deal with the public often in sensitive instances where serious accusations can be made. Your claims are often long-tail in nature and can take years to settle. Some claims aren't filed until years after the occurrence or accident. You want a team of professionals on your side that will vigorously defend your reputation. We understand your risks and your exposures and have maintained a long-term commitment to understanding the complex issues your organization may face so that we can better service your unique claims requirements.



*Please note that the information contained in this document is proprietary and confidential and is to be used for the sole purpose of determining the successful proponent. Permission must be obtained from Intact Public Entities prior to the release of any information contained herein for any other purpose than evaluating this submission.

Your Insurance Coverage

Important Information

General Information

The premium quoted is based on information provided at the date of this Report (the date is noted on the first page of this report/quotation). Additional changes to information are subject to satisfactory underwriting information and express approval by Intact Public Entities Inc. Changes in information and coverage may also result in premium changes.

Wildfire and Flood Exposures

Due to the high risk of wildfires and active floods, Intact Public Entities Inc. is taking a very conservative approach to such exposures/natural disasters. We are currently reviewing all risks to determine if any part of a risk is within 50km of an active wildfire or 15km of an active flood event.

Quoting and Binding Coverage Restrictions

The quote provided is only valid for 60 days. Should you require an extension beyond the 60 days from the date of this report, you must contact an underwriter at Intact Public Entities Inc. for written confirmation that the quotation is still valid.

Coverage quoted cannot be bound unless expressly agreed to in writing by an underwriter at Intact Public Entities. Intact Public Entities Inc. reserves the right to decline to bind coverage.

Your marketing representative can assist in co-ordinating your correspondence with the correct underwriter for the account should you wish a quotation extension or are requesting coverage be bound.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

| Coverage Description | (\$) *Deductibles | (\$) Limit of Insurance |
|--|-------------------|-------------------------------------|
| General Liability (Occurrence Form) Broad Definition of Insured | 2,500 | 1,000,000 Per Claim No Aggregate |
| Forest Fire Expense | Nil | 1,000,000 1,000,000 Aggregate |

*Your deductible may be a Deductible and Reimbursement Clause (including expenses) refer to Policy Wordings

Account Premium

| | | | | |
|------------|---|----------|---|----------|
| Prior Term | Total Annual Premium (Excluding Taxes Payable) | \$ 3,154 | Total Annual Premium (Excluding Taxes Payable) | \$ 3,440 |
|------------|---|----------|---|----------|

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply. The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Cost Analysis

| | Expiring Program Term | Renewal Program Term |
|-----------------------------|-----------------------|----------------------|
| Casualty | | |
| General Liability | \$ 3,154 | \$ 3,440 |
| Total Annual Premium | \$ 3,154 | \$ 3,440 |
| • (Excluding Taxes Payable) | | |

Changes to Your Insurance Program

Please be advised of the following changes to your insurance program that now apply:

Subscribing Companies

Please note the change of Insurer(s) and participation % as well as Lloyd's contract number(s).

Intact Insurance Company is integrating The Guarantee Company of North America's business and policies and, as such, The Guarantee Company of North America has been replaced as a subscriber by Intact Insurance Company. Liberty Mutual Insurance Company has been added to the property policy.

Directors and Officers' policy is now 100% Intact Insurance Company.

Some forms have been amended to reflect the above changes.

The Lloyds Additional Conditions Form

This form has been updated effective February 1, 2021. Under the following headings changes include:

- IDENTIFICATION OF INSURER / ACTION AGAINST INSURER and LLOYD'S UNDERWRITERS' POLICYHOLDERS' COMPLAINT PROTOCOL - the address noted in the wording has been updated.
- SEVERAL LIABILITY CLAUSE – the following paragraph has been removed:
- INSURE IN CANADA A RISK

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Underwriters' insurance business in Canada.

All other terms and conditions within the form remain unchanged.

Liability, Errors and Omissions and Not For Profit Directors and Officers'

- We have made important changes please review the **Policy Changes First Party Pollution and Cyber Exclusions** document.
- We have included notification regarding the Errors and Omissions changes within this notification document. You may or may not have Errors and Omissions coverage on your policy, please refer to the Schedule of Coverage to determine whether your coverage has been affected.

Policy Changes - First Party Pollution and Cyber Exclusions

Effective Date of Changes are:

- New Business: April 1, 2021
- Renewal Business: May 1, 2021

First Party Pollution – Property Wording and Limit Changes

Under your property wording, we have amended the reporting condition for the First Party Pollution Supplemental coverage from 365 days to 180 days.

Limits for this coverage will also be changing. A specific limit of insurance will now be shown for this coverage.

Cyber Exclusions under Our Wordings Update

With cyber risk exposure continuing to increase in both frequency and severity we have recently updated the cyber exclusions under our Property, Liability and Errors and Omissions wording to clarify our intent.

Property – Cyber Incident Exclusion Endorsement

Please be advised that we have added a cyber incident exclusion endorsement to your property policy.

This exclusion applies to all property coverage including, business interruption coverage, builders risk coverage, miscellaneous or other property coverage form(s) and any extensions, clauses or additions of coverage including exceptions to exclusions and to all locations.

This new exclusion emphasizes our policies do not insure against loss or damage caused by a cyber incident as defined within the exclusion.

If, however, a cyber incident directly results in fire or explosion, coverage for loss or damage due to such resulting fire or explosion would apply.

The above is only an overview of the changes. Please read your new cyber incident exclusion endorsement carefully.

Liability – Personal Injury and Cyber and Data Limitation

Please be advised that we have added a new cyber and data limitation endorsement to your liability policy.

Following industry standard we have added two exclusions under Personal Injury (including advertising injury) for any claims arising out of:

- electronic interactive websites including but not limited to: chatrooms, interactive forums, platforms or bulletin boards, that the insured either hosts or owns, or over which the Named Insured exercises control; and
- any other access or disclosure of personal or confidential information. This includes all personal and non-public information. Examples would include patents, trade secrets, financial lists and credit card lists etc.

This Endorsement clarifies our intent under Bodily Injury and Property Damage replacing the current electronic data exclusion. We continue to exclude any personal injury, bodily injury or property damage liability (including fines and penalties) in relation to a cyber incident or cyber act.

We have retained coverage for bodily injury or property damage liability (except for fines and penalties) if it is caused by any error or omission involving access to, processing of, use of or operation of any computer system.

It's important to remember that bodily injury does not include mental injury, mental anguish or mental disease.

The new endorsement now specifies liability relating to the Personal Information Protection and Electronic Documents Act, the Canada Anti-Spam Legislation, the Privacy Act, or any similar federal, provincial or territorial statute or regulation is not covered.

Errors and Omissions Liability - Cyber and Data Limitation

Please be advised that we have added a new cyber and data limitation endorsement to your errors and omissions policy.

This exclusion replaces our current exclusion for computer viruses and unauthorized access.

We specify that coverage does not apply to any loss, damage, liability, claim, fines, penalties, cost or expense caused by, contributed to by, resulting from, arising out of or in connection with any cyber act, cyber incident or data breach.

Coverage does not respond to:

1. notification costs, crisis consultancy costs, credit monitoring expenses, replacement of actual credit or payment cards, forensic expenses, public relations expenses or legal advice and services arising out of or in connection with a data breach; or
2. any liability to restore, recover or replace computer systems or electronic data due to a cyber act or cyber incident.

The above is only an overview of the changes. Please read your policy carefully.

Program Options

Remotely Piloted Aircraft Systems (UAV) Coverage

- Property and/or Liability Cover may be available for Remotely Piloted Aircrafts (UAV).
- Application required to quote.
- For Coverage information refer to the Remotely Piloted Aircraft (UAV) Highlight Sheet.



Description of Coverage

Intact Public Entities offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a schedule of proposed coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2021 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

General Liability Highlights

Overview

- Insures against liability imposed by law for damages because of bodily injury or death to any person resulting from the operations of the Corporation and for damages to or destruction of property of others caused by an accident.
- Insures against liability imposed by law for damages because of Personal Injury sustained by any person caused by false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character, humiliation, invasion of privacy, wrongful eviction, wrongful entry and discrimination.

Features

- No annual aggregate limits.
- Bodily Injury, Property Damage, Products & Completed Operations Liability.
- Included as Insured's are Board Members, Employees, Volunteers while performing their duties as such.
- Blanket Tenants' Legal Liability included.
- Abuse Liability Extension (Occurrence Form, Aggregate Limit).
- Advertisers Liability included.
- Employers Liability included.
- Forest Fire Expense.
- Medical Payments.
- Environmental Liability Exclusion.
- If Applicable, refer to the attached Additional Insured(s) form.

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Program Options Highlights of Coverage

Intact Public Entities offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a schedule of proposed coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

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Remotely Piloted Aircraft Systems (UAV) Coverage Highlights

Overview

- Transport Canada is responsible for regulating UAV's. Their terminology for UAV's (Unmanned Aerial Vehicles) has changed and these are now considered to be Remotely Piloted Aircraft Systems (RPAS) rather than UAV's (Unmanned Aerial Vehicles). Regulations regarding operator licensing has also changed.
- Liability or property policies can be enhanced with endorsements to cover Remotely Piloted Aircraft Systems (RPAS) or UAV's. Coverage may be available when operators are in compliance with current regulations. Coverage offered is intended to close the gap in liability and property insurance because of aviation exclusions.

Property Coverage

- Property: (Optional Coverage).
- All Risk Coverage for the Remotely Piloted Aircraft Systems (RPAS) including all permanently attached equipment and Ground or Operating Equipment (including any detachable equipment such as cameras etc).
- Coverage includes electrical and mechanical breakdown.
- Basis of settlement options include: Replacement Cost, Valued Amount or Actual Cash Value.
- **In addition to the standard exclusions within the Property All Risk Wording, the following exclusions also apply:**
- Those used for military purposes, personal or recreational use.
- Those being rented to, leased to or lent to others.
- Mysterious disappearance after commencement of a flight unless Remotely Piloted Aircraft Systems - RPAS (UAV) remains unrecovered for 30 days.
- If they are not in compliance with the manufacturer's specifications (e.g. the weight payload) is exceeded, when operated in wind at a higher speed than recommended etc.).
- Remotely Piloted Aircraft Systems - RPAS (UAV's) must not exceed 500 meters in altitude or the range of 1km from the operator.
- Hijacking or unauthorized control of the Remotely Piloted Aircraft Systems-RPAS (UAV) or Equipment.
- Failure to comply with any statute, permit, rule, regulation or any requirement for qualification to operate the Remotely Piloted Aircraft Systems - RPAS (UAV) or the equipment.

Liability Coverage

- While Transport Canada mandates a minimum amount of insurance (\$100,000), coverage will follow the liability limit up to \$15,000,000. Higher limits may be available.
- We will extend liability to Remotely Piloted Aircraft Systems (RPAS).
- Having a range of up to a maximum of 1km from the operator.
- With an altitude of 500 metres or less.
- Operators meeting all Transport Canada regulations.
- Not being used for military purposes, personal or recreational use.

Important Information

While our endorsements are primarily designed to offer coverage for Remotely Piloted Aircraft Systems - RPAS (UAV's) 25kg or less, we may be able to offer coverage for those falling outside of these parameters through our general aviation market.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2021 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Liability Additional Insured(s)

1. FINGAL CEMETERY BOARD AND
HUNTER CEMETERY BOARD AND
SHEDDEN CEMETERY BOARD AND
TALBOTVILLE CEMETERY BOARD AND
FROME CEMETERY BOARD (SOUTH SIDE NO. 3 HWY.) AND
FROME UNITED CHURCH (NORTH SIDE OF NO. 3 HWY.) AND
MCARTHUR CEMETERY BOARD
but only with respect to the operations of the Southwold Township Cemetery Board.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2021-41

SUBJECT MATTER: Water and Sanitary Budgets and User Fees By-law

Recommendation:

1. That Council pass the following By-laws:
 - a. By-law No. 2021-73 Township User Fees
 - b. By-law No. 2021-74 2022 Water Rates
 - c. By-law No. 2021-75 2022 Water Budget
 - d. By-law No. 2021-76 2022 Sanitary Sewer Rates
 - e. By-law No. 2021-77 2022 Sanitary Sewer Budget

Purpose:

To review the proposed Water and Sanitary Budgets and User Fees.

Background:

At the November 22, 2021 meeting, Council adopted the recommendations in Report FIN 2021-38 to adopt user fees and establish direction for the preparation of 2022 budgets. The Water and Sanitary System budgets have been prepared based on the approved user fees and direction from Council. The following by-laws are listed under by-laws in the agenda.

Comments/Analysis:

By-law No. 2021-73 Township User Fees

This by-law incorporates the user fees put forward and endorsed by Council on November 22, 2021. Approval of these fees will be effective January 1, 2022. It should be noted there will be several minor changes to building permit fees, but these need to

wait until the January 13, 2022 Council meeting so the required notice and public meeting can be held before adopting them formally by by-law.

By-law No. 2021-74 2022 Water Rates

This by-law adopts the 2022 Water Rates approved by Council. The rates are as presented at the November 22, 2021 meeting and are consistent the Rate Study completed in 2020. These rates were used to develop the 2022 Water Budget.

By-law No. 2021-75 2022 Water Budget

This by-law adopts the 2022 Water System Operating and Capital Budgets. Several highlights from this budget include:

- Water revenue estimates are based on user rates, connection number (existing and new) and estimated water usage
- Growth estimates have been increased from 2021 to reflect recent activity and anticipated strong development over 2022+
- Wages and overhead have been increased to reflect staffing changes and an updated estimate of employee allocation to water operations*
- Additional breakdown for OCWA Contract to separate Contract and Additional work
- Anticipating a surplus of approximately \$324,000 over and above the capital contribution from connection fees
- Capital Forecast includes:
 - Lynhurst Reconstruction 2022 – Water Portion \$1.1 million – this project also involves roads, storm sewers and minor sanitary work. These other components are shown in the respective budgets. The total project is estimated at \$2.9 million
 - Various recommendations from OCWA – detailed list attached

By-law No. 2021-76 2022 Sanitary Sewer Rates

- This by-law adopts the 2022 Sanitary Sewer Rates approved by Council. The rates are as presented at the November 22, 2021 meeting and are consistent with the Rate Study completed in 2020. These rates were used to develop the 2022 Sanitary Sewer Budget.

By-law No. 2021-77 2022 Sanitary Sewer Budget

This by-law adopts the 2022 Sanitary Sewer System Operating and Capital Budgets. Several highlights from this budget include:

- Sanitary Sewer revenue estimates are based on user rates, connection number (existing and new) and estimated water usage
- Growth estimates have been increased from 2021 to reflect recent activity and anticipated strong development over 2022+

- Wages and overhead have been increased to reflect staffing changes and an updated estimate of employee allocation to water operations*
- Additional breakdown for OCWA Contract to separate Contract and Additional work
- Some items identified by OCWA in the Capital Forecast are ongoing annual items and are listed under operating
- Overall operating and maintenance costs tend to be relatively high and until recently connections were slow.
- The Sanitary Sewer system continues to operate at a loss and is anticipated to do so until 2025-2027. At that time, operating should generate a surplus and it will take until about 2032 until the accumulated operating deficit is paid off and user fee revenues will fund operating costs and contribute to the capital replacement reserve. While this is many years away, the system is relatively new and major repairs and upgrades should also be many years away, allowing time for the reserve to build.
- The current projections for operating deficits and capital costs can be accommodated within the Township's overall budget and cash flow projections
- Capital Forecast includes:
 - Lynhurst Reconstruction 2022 – Sanitary Sewer Portion \$25,000 – this project also involves roads, storm sewers and minor sanitary work. These other components are shown in the respective budgets. The total project is estimated at \$2.9 million
 - Various recommendations from OCWA – detailed list attached
 - Various carry-forward items from previous year budgets to be completed
 - Forcemain to future development lands – exact timing is unknown, but will be required for future servicing and bringing more users onto the system
 - WWTP expansion shown in 2025, but exact timing will be contingent on flows

* Wage and overhead costs are calculated for all positions and allocated to the various budgets and departments based on historical and anticipated activity for the upcoming budget year. Reducing wages and overhead in one budget or department will need to be added to another budget or department. It cannot be removed unless there is a reduction in the workforce. Reducing the allocation from a User Pay budget (Water, Sanitary, Building) will shift the cost to the tax funded budget. The Water/Wastewater & Compliance Superintendent position has been incorporated into these budgets.

Financial Implications:

Approving the budget and user fee by-laws will establish the necessary plans and fees to deliver water and sanitary sewer services in an efficient and effective manner.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2021-42

SUBJECT MATTER: Asset Management Planning O.Reg. 588/17 Compliance

Recommendation:

1. That the Treasurer be authorized to engage PSD Citywide to assist with preparation of the O.Reg. 588/17 compliant Asset Management Plan for core infrastructure as set out in the proposal dated December 7, 2021.

Purpose:

To recommend the engagement of assistance to meet the requirements of O.Reg 588/17 Asset Management Planning.

Background:

The Township is required to prepare an Asset Management Plan for core infrastructure (Roads, Bridges, Water, Wastewater and Stormwater) by July 1, 2022. These plans have many more components and requirements than the existing asset management plan and policy the Township has adopted to date. Based on the nature of these plans and the Level of Service requirements in particular, outside expertise and assistance is required to reach compliance.

Comments/Analysis:

There are several reasons for recommending the PSD Citywide be engaged to provide assistance at this time. This includes:

- PSD Citywide currently provides services and support with the Township's Asset Management inventory and tracking system. Over 2021, all asset data has been imported into the PSD Citywide system and balanced with the Township Financial Statements. A major component of the FCM Grant project is further updating and refining the data in Citywide so it more useful for Asset Management Planning. This existing integration and synergy will be beneficial

for this project and reduce duplication and effort from Township staff. PSD Citywide and Township staff will be able to access and work with Township data in real time.

- PSD Citywide provides asset management services and consulting to many municipalities across Canada (approx. 450) and are intimately familiar with the Ontario requirements for Asset Management Plans. They have developed plans that are compliant with O.Reg. 588/17 and are very familiar with the needs of smaller, rural municipalities in Ontario.
- Additional resources and expertise are needed, especially for the Level of Service component of the Asset Management Plan. This element is relatively new and not part of existing asset inventory and current plans. Determining existing levels, selecting KPI's, generating the required data and preparing it in a suitable manner for the AMP requires expertise and time that staff do not currently have. It is anticipated this project will build staff capacity, knowledge and templates to complete this work for the additional asset classes to be completed by July 1, 2024. Capacity building is also an element that can be partially funded from the FCM Grant.
- Timing – this project will take approximately 6 months and waiting until after budget approval will compromise the ability to complete the project on time. PSD Citywide has indicated its resource capacity is quickly filling up to complete projects by July 1, 2022.
- This project will generate efficiencies and make better use of Township resources and is well suited to be funded from the 2019 Efficiency Funding. There is still approximately \$270,000 in this reserve and this project can be funded from the reserve. The draft 2022 budget has several other projects that could also be funded from the Efficiency Reserve, but they will still not deplete the reserve.
 - From time to time the Province provides “Modernization Funding” to assist municipalities with projects to improve and reduce the cost of service delivery; however, the Township was not eligible to apply since we have not used the original efficiency funding.
 - Township staff have tried to develop good projects, that contributed to increased efficiency and have used the funding wisely. In light of the recent changes to applying for future funding, it would be prudent to accelerate use of the efficiency reserve, but still ensure the projects are important and generate ongoing efficiencies and improvements.

Financial Implications:

With funding from the Efficiency Reserve and a portion of the FCM Grant, there will not be an impact on taxation. Completion of the plan will be required to secure future grant

funding and will help the Township to better plan infrastructure renewal and maintain appropriate levels of service. Compliance with the regulation is mandatory for Ontario municipalities.

Strategic Plan Goals:

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

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

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

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



Township of Southwold

**Ontario Regulation 588 (2022) Compliant Asset Management Plan
Project Proposal
December 7, 2021**

PSD Citywide Inc.

148 FULLARTON STREET, 9TH FLOOR, LONDON, ONTARIO N6A 5P3
PHONE: (519) 690-2565 • FAX: (519) 519-649-2010

Contact List

TOWNSHIP OF SOUTHWOLD ("CLIENT")

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|---------------|-----------|--------------|--|
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PSD CITYWIDE INC. ("PSD")

| NAME | TITLE | TELEPHONE | E-MAIL |
|----------------|------------------------|---------------------------|--|
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Statement of Confidentiality

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **February 7, 2022**

Project Deliverables

The purpose of this project is to develop an Asset Management Plan for the Township of Southwold. The Asset Management Plan (AMP) will be composed with the following components at a minimum:

- Executive Summary
- Introduction
- State of Local Infrastructure
- Levels of Service
- Asset Management Strategy
- Financial Strategy

1. O.Reg 588/17 Compliant AMP

The asset management plan will become a document that officials, staff, and residents can use to guide their decision-making and develop an educated perspective on managing Township of Southwold's assets. Ontario Regulation 588/17 requires municipalities to develop an asset management plan in three stages:

| Stage | Deadline | Assets Included | Requirements |
|----------|---------------------|---|--|
| 1 | July 1, 2022 | Roads, Bridges, Water, Wastewater, Stormwater | <ul style="list-style-type: none"> ➤ Infrastructure Asset Inventory ➤ Current Levels of Service ➤ Lifecycle Activities (10 Years) ➤ Growth Assumptions |
| 2 | July 1, 2024 | All Infrastructure Assets | Same as 2022 expanded to all infrastructure assets |
| 3 | July 1, 2025 | All Infrastructure Assets | <ul style="list-style-type: none"> ➤ Proposed Levels of Service ➤ Lifecycle Management Strategy ➤ Financial Strategy |

PSD's work for the Township of Southwold will complete preparation for **stage 1**, in order to comply with the 2022 requirements of AMP development.

Asset Management Workshops & Interviews

The development of the AMP requires input from stakeholders across all departments to leverage existing knowledge, understand current practices, and review insights. At key intervals over the course of the project PSD will lead workshops and/or interviews with relevant staff to ensure all project requirements have been satisfied. The number of workshops and the content covered will

be determined during the initial project planning stage in collaboration between PSD and key project stakeholders but may change as project requirements become better understood. This will depend on the maturity of data and processes currently and the availability of studies and reports. The budget for these engagements includes prep time, workshop design, and delivery.

Project Scope

There are four key sections in the asset management plan:

- Inventory Analysis & State of the Infrastructure
 - Asset Data Hierarchy Development
 - Data Gap Analysis
 - State of the Infrastructure
- Asset Management Strategies
 - Lifecycle Management Strategies
 - Risk Analysis
 - Growth Assumptions
- Levels of Service
 - Review of existing LOS data
 - Recommended KPIs
- Financial Strategies
 - Review of funding levels against requirements
 - Development of financial strategy scenarios

The following tables identify the content that will be included in the AMP for each asset category:

| Asset Category | Project Requirements | | | |
|--|---------------------------|---------------|-------------------|--------------------|
| | Inventory Analysis & SOTI | AM Strategies | Levels of Service | Financial Strategy |
| Road Network | Yes | Yes | Yes | Yes |
| Bridges & Structural Culverts | Yes | Yes | Yes | Yes |
| Storm | Yes | Yes | Yes | Yes |
| Water | Yes | Yes | Yes | Yes |
| Wastewater | Yes | Yes | Yes | Yes |
| Facilities | Yes | No | No | Yes |
| Land Improvements/Parks | Yes | No | No | Yes |
| Machinery & Equipment | Yes | No | No | Yes |
| Vehicles | Yes | No | No | Yes |

| Topic | In Scope | Out of Scope |
|---|--|--|
| Inventory Analysis & State of the Infrastructure | <ul style="list-style-type: none"> ✓ Develop customized AMP classification structure (data hierarchy) ✓ Complete a data gap analysis ✓ Review and adjust Useful Lives and Replacement Costs ✓ Inventory duplication review & identification of excluded assets ✓ Upload available assessed condition data (e.g. OSIM, Road Needs Study) that aligns with current asset inventory structure only | <ul style="list-style-type: none"> × Financial data adjustments (disposals, betterments, cost balancing) × Inventory reconciliation or merging data between two datasets (e.g. TCA vs. GIS) × Create links to GIS dataset × Disaggregate pooled inventory data × Complete on-site condition assessments |
| AM Strategies (Lifecycle) | <ul style="list-style-type: none"> ✓ Document current lifecycle and condition assessment strategies (all assets) ✓ Create lifecycle model(s) for Roads that identify current or proposed management strategies ✓ Lifecycle activities for bridges and structural culverts based on recommended activities in OSIM reports | <ul style="list-style-type: none"> × Identify optimal lifecycle strategies or make recommendations on best practices × Create lifecycle model(s) for any assets other than Roads |
| AM Strategies (Risk) | <ul style="list-style-type: none"> ✓ Basic risk models developed for all asset categories (1-3 Consequence of Failure Metrics; 1-2 Probability of Failure Metrics) based on available data ✓ Development of risk matrices ✓ Identification of risks to infrastructure programs in general | <ul style="list-style-type: none"> × Development of risk mitigation strategies |
| AM Strategies (Growth) | <ul style="list-style-type: none"> ✓ Identification of growth assumptions based on the best available data ✓ Review of expected impacts of growth on asset management planning | <ul style="list-style-type: none"> × Growth forecasting |
| Levels of Service | <ul style="list-style-type: none"> ✓ Identification of current level of service (O. Reg. 588/17 metrics) ✓ Selection of up to 1-3 additional performance measures per asset category | <ul style="list-style-type: none"> × Review of historical data and/or trend analysis × Identification of proposed level of service |
| Financial Strategy | <ul style="list-style-type: none"> ✓ Review of historical approach to capital funding allocation and debt financing ✓ Development of phased-in financial strategy to meet capital lifecycle requirements (5-20 Years) | <ul style="list-style-type: none"> × Review of operating costs × Integration of growth costs × Development of reserve funding strategy |
| Draft/Report | <ul style="list-style-type: none"> ✓ 2 draft revision cycles ✓ Final presentation to Council as required | |

AM Plan Development

PHASE 1: DOCUMENT REVIEW & PROJECT PLANNING

To ensure alignment between the AMP and the Township of Southwold's current strategic objectives, the development process will begin with a review of any previous AMPs and related infrastructure documentation, including strategic plans, AM policies, and other relevant studies

PSD will then host a kickoff meeting with project stakeholders to establish a working group made up of designated municipal staff with assigned roles and responsibilities, and then work with staff to fully understand the project goals and objectives of the Township of Southwold. Our approach and methodologies implemented in developing the AMP will enable strategic asset management decision-making, and we will ensure that all training material and the content of the workshops are designed specifically for the Township of Southwold. Based on PSD's review of provided documentation and the project kick-off meeting, a tailored project plan will be designed to ensure that the final deliverable meets all the identified goals and objectives.

PHASE 2: INVENTORY ANALYSIS & STATE OF THE INFRASTRUCTURE

1. Asset Data Hierarchy Development

In addition to portfolio-level analysis, the AMP will also include detailed analysis at a network- or system-level. To enable this analysis, an asset data hierarchy will be developed which sorts assets into service areas or other functional categories. Our process will include a review of past AMPs, recent budget documents, as well as the Township of Southwold's current asset inventory to determine an optimal data structure. An example of a three-tier asset hierarchy can be found below.

| Service Area | Asset Category | Asset Type |
|-------------------------|----------------------|-----------------------|
| Infrastructure Services | Engineering Services | Roads |
| | | Bridges & Culverts |
| | | Stormwater |
| | Transportation | Traffic |
| | | Signages |
| | | Streetlighting |
| | Roads & Fleet | Machinery & Equipment |
| | | Vehicles |
| | Facilities | Furniture & Fixtures |

PSD will provide multiple options for the Township of Southwold to review and confirm, ensuring that the AMP aligns closely with other strategic documents.

2. Data Gap Analysis & Refinement

Asset management planning is only as strong as the data and information that it is based on. Each asset can have anywhere from several to dozens of attributes—from material type and replacement costs, to useful life and condition information. With tens of thousands of assets across the portfolio, there are many opportunities for errors or inconsistencies to be introduced. For that reason, we spend a considerable portion of our project reviewing and refining key infrastructure data. A detailed data gap analysis will be performed across all asset categories to determine where additional data is needed and where existing data should be reviewed for accuracy.

The following table provides an example of the data fields that are typically reviewed:

| Data Fields | Completeness (%) | # of Assets with Gaps | Notes for Review |
|--------------------|------------------|-----------------------|--|
| Quantity | 95% | 325 | Quantities are present for almost all assets. Some anomalies require further review as identified in separate worksheet. |
| In-Service Date | 100% | 0 | No further review required |
| EUL | 8% | 6250 | All assets from provided GIS listing will require a Lifecycle EUL to be assigned. |
| Replacement Cost | 0% | 6489 | Assets that have historical costs will use appropriate inflation measure to determine replacement cost. For core linear assets a unit cost template will be provided for review. |
| Assessed Condition | 0% | 6489 | No condition data available in Citywide; please provide if available. Age-based estimates of condition will be used for all assets without assessed condition. |

The process of data collection and analysis used by PSD is designed to increase confidence in the asset data itself, and the final project components that rely on this data. As data has such widespread implications across the asset management program, PSD will work with the Township of Southwold to address gaps and increase confidence in the accuracy and reliability of asset data.

While staff will be given time to review and close some data gaps, more involved data refinements (e.g. condition assessments, data disaggregation, new inventory development) will be recommended for future reference. PSD can provide some guidance on average replacement costs and EULs using data from similar-sized municipalities or available benchmarking data if required.

3. State of the Infrastructure

The State of the Infrastructure (SOTI) is a key element of our asset management plans. It includes data and information on each asset class, including inventory, replacement cost, asset condition, service life remaining, average age, and capital needs forecasts.

The analysis within the SOTI is only as reliable as the asset data and information that it is provided. Any concerns and assumptions with the accuracy and/or reliability of this data will be clearly identified in the report. Additional recommendations will be developed to address identified concerns. The SOTI will include portfolio-level analysis as well as network or system-level analysis in the following areas:

Asset Inventory & Replacement Cost

All the analysis included in the AMP is a product of the best available data on existing municipal infrastructure assets. From the provided asset inventory, we will develop a simplified overview of

the scope and quantity of assets that the Township of Southwold owns to provide municipal services. This section will answer two questions in particular:

- What do we own?
- How much is it worth?

Determining asset replacement costs is one of the first steps in the development of a long-term capital forecast. There are several methods that can be employed to determine these costs including:

- **Cost Inflation** – inflation of the asset cost recorded at the time it was acquired to today's value using an available index (CPI or BCPI)
- **Replacement Unit Costs** – A unit-based or asset-specific replacement cost determine through a review of recent contracts, reports, and/or staff estimates

We will work closely with staff to review and evaluate asset replacement costs to ensure that costing estimates and capital forecasts are based on the best available data. Where possible we will cross-reference with available industry costing data as well as internal datasets developed during our extensive working relationship with clients across North America of various sizes.

Asset Condition

Asset management planning should be based on the best available data on asset condition. Determining the current condition of assets will inform lifecycle management strategies, condition assessment strategies, and the development of long-term capital forecasts.

All assets will be given a condition rating based on the best available data from **Very Good** to **Very Poor** as per the following industry-standard rating criteria identified in the Canadian Infrastructure Report Card.

| Condition | Description | Criteria |
|------------------|--|---|
| Very Good | Fit for the future | Well maintained, good condition, new or recently rehabilitated |
| Good | Adequate for now | Acceptable, generally approaching mid-stage of expected service life |
| Fair | Requires attention | Signs of deterioration, some elements exhibit significant deficiencies |
| Poor | Increasing potential of affecting service | Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration |
| Very Poor | Unfit for sustained service | Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable |

To allow for a standard and comparable condition rating across all assets, we may need to adapt asset-specific condition assessment criteria to fit into the above categorization. Common condition rating criteria includes:

- Pavement Condition Index (PCI) for paved roads
- Bridge Condition Index (BCI) for bridges and structural culverts
- Facilities Condition Index (FCI) for buildings and facilities
- PACP Ratings for pipes

Based on available condition data we will be able to identify the current condition of infrastructure. Our findings will inform recommendations on the development and implementation of a portfolio-wide condition assessment program to inform long-term planning.

Average Age & Service Life Remaining

Using asset In-Service Dates and Estimated Useful Lives we will be able to identify the average age of infrastructure as well as the years of service life remaining to inform both short- and long-term planning.

Measuring this data across all asset categories will allow us to develop an annual forecast of asset replacement requirements. It will also inform our recommendations on the implementation of lifecycle management and condition assessment strategies.

PHASE 3: ASSET MANAGEMENT STRATEGIES

1. Lifecycle Management Strategies

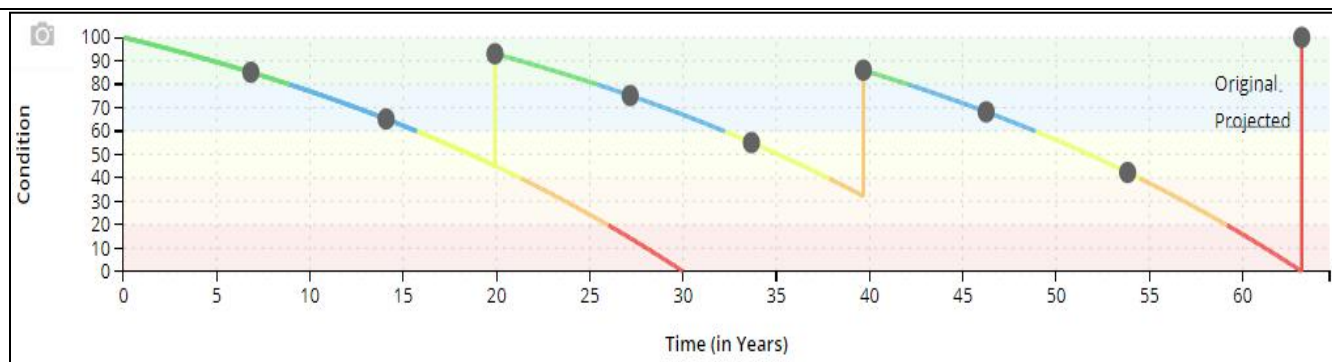
The condition and/or performance of infrastructure assets will deteriorate over time. This process is affected by a range of factors including an asset's physical characteristics, location, utilization, maintenance history and environment. Asset deterioration may be characterized by increased cost, risk, and even service disruption. To ensure that municipal assets are performing as expected and meeting the needs of the community, it is important to establish a strategy to proactively manage asset deterioration.

Effective lifecycle management can extend the service life of assets and ensure that assets continue to meet service and performance requirements at the lowest total cost of ownership. The following graphic provides an example of the deterioration of an asset's condition over its lifecycle and how strategic lifecycle management can extend service life while reducing total costs.

As part of the AMP development process, we will work with key staff to document the Township of Southwold's current approach to lifecycle management strategies. Additionally, we'll be able to identify optional lifecycle activities (e.g. maintenance, rehabilitation, and replacement) that the Township of Southwold may consider to reduce cost and risk.

| Activity Type | Description | Example for Roads | Cost |
|-----------------------|---|---------------------|--------|
| Maintenance | Activities that prevent defects or deteriorations from occurring | Crack Seal | \$ |
| Rehabilitation | Activities that rectify defects or deficiencies that are already present and may be affecting asset performance | Mill & Resurface | \$\$ |
| Reconstruction | Asset end-of-life activities that often involve the complete replacement of assets | Full Reconstruction | \$\$\$ |

For select asset types (e.g. Roads & Bridges), the lifecycle activities may be built into Citywide Asset Manager. This will allow us to produce a list of lifecycle activities and identify potential cost avoidance through the implementation of a proactive lifecycle management strategy.



2. Risk Analysis

The Risk Analysis in the AMP will comprise documentation of risks to infrastructure programs at both a corporate and network-level. It will also include an evaluation of risk and criticality based on condition and asset attribute data currently available in the Township of Southwold's inventory. Asset risk evaluation considers both the probability of failure (PoF) and the consequence of failure (CoF).

$$\text{Risk Rating} = \text{Probability of Failure} \times \text{Consequence of Failure}$$

Risk ratings can be used to:

- Assist with the prioritization of resources
- Prioritize and streamline inspection and condition assessment programs
- Prioritize and optimize operations and maintenance programs
- Prioritize and optimize capital budget processes and program delivery
- Ensure that available money and resources are applied to the right asset at the right time

A risk matrix is a useful tool to visualize risk across a group of assets. The AMP will include a risk matrix for each asset category similar to the example below.

| | | | | | | |
|-------------|--------------------|---------------------------|---------------------------|-----------------------|---------------------------|----------------------------|
| Consequence | 5 Severe | 155.00 m \$261,795 | - \$0 | 461.50 m \$935,461 | - \$0 | 570.80 m \$1,025,935 |
| | 4 Major | 1,881.60 m \$1,828,986 | 480.60 m \$406,429 | 723.00 m \$631,444 | 18.10 m \$16,815 | 302.46 m \$300,717 |
| | 3 Moderate | 2,056.30 m \$1,669,479 | 788.40 m \$553,633 | 618.00 m \$464,836 | 39.60 m \$31,442 | 945.90 m \$713,604 |
| | 2 Minor | 3,541.40 m \$2,147,557 | 2,887.00 m \$1,727,721 | 929.50 m \$556,567 | 2,124.10 m \$1,276,959 | 6,730.40 m \$4,026,603 |
| | 1 Insignificant | 1,640.98 m \$1,066,646 | 3,974.25 m \$2,348,782 | 473.48 m \$279,827 | 321.50 m \$190,007 | 10,240.27 m \$6,052,000 |
| | | 1 Rare | 2 Unlikely | 3 Possible | 4 Likely | 5 Almost Certain |
| | | Probability | | | | |

3. Growth Assumptions

Understanding the key drivers of growth and demand will allow the Township of Southwold to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure.

Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community. We will complete a review of available plans, studies, and reports on the Township of Southwold's expected population and employment growth which may include:

- Development Charge Studies
- Growth Studies & Forecasts
- Official Plans
- Master Plans

After a review of the available documentation, the AMP will include a section on growth assumptions and their expected impact on asset management planning.

PHASE 4: LEVELS OF SERVICE

Municipalities own and maintain assets with the end goal of providing a diverse range of high-quality services to the community. Through consultation with community stakeholders and often the development of strategic planning documents, a level of service standard is established.

These level of service standards or objectives are key drivers in asset management planning and decision-making. A regular evaluation of the level of service is required to ensure that organizational objectives align with asset management outcomes.

Levels of Service are used:

- To inform customers of the proposed type and level of service to be offered
- To identify the costs and benefits of the services offered
- To assess suitability, affordability and equity of the services offered
- As a measure of the effectiveness of the asset management plan

There are two levels of evaluation related to LOS:

- 1. Current Level of Service** – What level of service are we providing today?
- 2. Proposed Level of Service** – What level of service do we want to provide in the future?

This AMP will focus on the measurement of current levels of service. This requires the identification of key performance indicators that can be reliably and consistently measured. O. Reg. 588/17 differentiates between two types of indicators:

- 1. Community Level of Service** – Qualitative descriptions of the service provided (high-level)
- 2. Technical Level of Service** – Quantitative measures of the service provided

We will work with the Township of Southwold to collect the required technical and community level of service measures. Additionally, we will identify supplementary performance measures that can help decision-makers to better understand the current level of service provided by the infrastructure in each asset category.

Below is a list of the technical level of service metrics that are mandatory and outlined in O. Reg. 588/17:

| Asset Category | Technical LOS |
|-------------------------------------|---|
| Water Assets | Percentage of properties connected to the municipal water system. |
| | Percentage of properties where fire flow is available. |
| | The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. |
| | The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system. |
| Wastewater Assets | Percentage of properties connected to the municipal wastewater system. |
| | The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system. |
| | The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system. |
| | The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system. |
| Stormwater Management Assets | Percentage of properties in municipality resilient to a 100-year storm. |
| | Percentage of the municipal stormwater management system resilient to a 5-year storm. |
| Roads | Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality. |
| | For paved roads in the municipality, the average pavement condition index value. |
| | For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor). |
| Bridges & Culverts | Percentage of bridges in the municipality with loading or dimensional restrictions. |
| | For bridges in the municipality, the average bridge condition index value. |
| | For structural culverts in the municipality, the average bridge condition index value. |

PHASE 5: FINANCIAL STRATEGIES

1. Gather & Review Financial Data

Once the SOTI and AM Strategies have been confirmed, the development of the financial strategy can begin. We'll start with gathering and reviewing financial data provided by the Township of Southwold including:

-
- Revenues
 - Reserves
 - Debt
 - Project Costs

A review of key financial data over the past three years will allow us to better understand the historical availability of infrastructure funding and identify sustainable revenue sources. Our Financial Data Analysts will complete a gap analysis and work with staff to gather, format and analyze all required data.

2. Financial Analysis & Scenarios

Assets will be divided between tax-funded and rate-funded asset categories based on their primary funding source. Where possible, our financial analysis will consider the cost requirements of multiple lifecycle management strategies. For some asset categories, we may only use an end-of-life replacement strategy. For others, where a proactive maintenance/rehabilitation strategy has been considered, we will be able to identify multiple sets of cost requirements for comparison. This will depend on the Township of Southwold's current lifecycle management strategies and any work completed during the AM Strategies stage of the project. With an in-depth understanding of current infrastructure funding levels and the availability of sustainable revenue sources, we will be able to compare the financial data against identified cost requirements to determine the extent of the funding shortfall.

Once the funding shortfall is identified, we will develop multiple scenarios to be considered. Where necessary, this will include phased-in strategies over a period of up to 20 years. Our analysis will conclude with a recommended strategy to eliminate the infrastructure deficit and reach a sustainable level of infrastructure investment to maintain current levels of service.

PHASE 6: AMP DRAFT REVIEW PROCESS AND DOCUMENT FINALIZATION

The development and approval of a comprehensive, O. Reg. AMP is a substantial task. The AMP itself is a complex, lengthy, and multi-faceted document. It should be reviewed by all relevant internal stakeholders.

We complete **two rounds of revisions** to the document, and adhere to the following approach in ensuring the document is fully vetted prior to project close-out:

- **Draft 1 Submission:** After all necessary data is collected and analysed, we will provide the Project Lead with the first full draft of the asset management plan.
- **Client Review of Draft 1:** Upon submission of Draft 1, and at the discretion of the Project Lead, the AMP should be circulated to all internal stakeholders for review and feedback. To ensure the process is efficient, this feedback must be consolidated by Project Lead prior to forwarding to PSD for revisions.
- **Revisions to Draft 1:** PSD will make revisions as necessary to Draft 1 and submit Draft 2 to Project Lead.
- **Client Review of Draft 2:** Upon submission of Draft 2, and at the discretion of the Project Lead, the AMP should be circulated to all internal stakeholders for review and feedback. As with revisions to Draft 1, any further feedback must be consolidated by Project Lead prior to forwarding to PSD for revisions.
- **Document Finalization:** Upon receiving further feedback on Draft 2, PSD will revise the document and finalize it for submission to Project Lead.

Project Schedule

The estimated duration of this project is **6 months**. The detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved in phases as the project progresses. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project. It is expected that the Client will provide data and additional inputs for each stage as well as review and provide feedback on the deliverable for each stage.

Project Communication

Due to the size and scope of the project, clear and efficient communications between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Mavenlink, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Mavenlink.

Project Budget

| Professional Services | |
|---------------------------------|--------------------|
| Service | Cost |
| O. Reg 588 - 2022 Compliant AMP | \$33,600.00 |
| Project Cost | \$33,600.00 |



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2021-43

SUBJECT MATTER: 2022 OCIF Funding

Recommendation:

None – For Information.

Purpose:

To update Council on the Ontario Community Infrastructure Fund (OCIF) allocation for 2022.

Background:

The Township's 2022 OCIF Allocation Notice is attached. The OCIF program has been in existence since 2015. The program has two components:

- Formula-based allocation with occasional top-up allocations
- Competitive Application Based

More information is available from:

<https://www.ontario.ca/page/municipal-infrastructure-support-for-communities>

Comments/Analysis:

Staff were made aware that the OCIF program was being reviewed over 2021 and several weeks ago it was announced the fund would be doubled from \$200 million to \$400 million. It was also announced that it would be in effect for 5 years, which provides some stability to plan over a longer period of time.

The Township's allocation has approximately doubled.

2021 \$223,525

2022 \$451,222

The additional funding will be very beneficial for assisting with funding core infrastructure. Costs for road related infrastructure and subdivision reconstruction have escalated over the last several years and the Road Needs Study clearly illustrated the need to spend more to maintain the Township road surfaces.

Staff are finalizing the draft 2022 Budget and Capital Forecasts but will investigate and recommend ways to utilize this funding to address our infrastructure needs.

Additional information on OCIF and other local allocations can be found at:

https://www.jeffyurekmpp.com/jeff_yurek_mpp_announces_infrastructure_funding_for_rural_elgin_middlesex_municipalities

Financial Implications:

This funding will assist with renewal of the Township's core infrastructure. The amount will be incorporated into the 2022+ Budget and Forecasts.

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"**

Ministry of Infrastructure

777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

Ministère de l'Infrastructure

777, rue Bay, 4 étage, Suite 425
Toronto (Ontario) M5G 2E5



December 2021

File #: OCIF FC2-M-0355

Ken Loveland
CAO/Clerk
Township of Southwold
35663 Fingal Line
Fingal, Ontario
N0L 1K0

Dear Ken Loveland:

RE: Ontario Community Infrastructure Fund Formula-Based Component Agreement Between Her Majesty the Queen in Right of Ontario The Corporation of the Township of Southwold effective November 9, 2016 (the "Agreement")

IMPORTANT - This enclosed funding allocation should be kept confidential and should not be shared in any public forums (except for your municipal council) or communicated to the media. The Province will provide information and a date when the funding for all municipalities will be publicly communicated.

Pursuant to section F1.2 of the Agreement, enclosed please find an Allocation Notice which sets out the amount of Funds the municipality named in the subject line of this letter is eligible to receive under the Agreement in the 2022 Funding Year. Subject to the terms and conditions of the Agreement, the Province will provide the Funds in accordance with section F2.1 of the Agreement. Capitalized terms used but not defined in this letter and the Revised Allocation Notice have the meanings ascribed to them in the Agreement.

Staff will be contacting you in the near future on reporting required to meet the conditions of the Agreement in respect of the amount of Funds received in 2021.

Redesign of the Ontario Community Infrastructure Fund (OCIF):

As you may be aware, the Ministry of Infrastructure procured a third-party consultant to review OCIF for potential enhancements. The consultant engaged with the municipal sector, including the Association of Municipalities Ontario, in its development of recommendations that informed the Ministry's redesign of OCIF.

I am pleased to advise you of the following changes to OCIF, which include changes reflected in your 2022 allocation as well as changes that will be reflected in 2023 allocation notices and future years:

2022 OCIF allocations:

- Increase OCIF funding by \$1 billion over the next five years (an additional \$200 million per year);
- Increase the minimum grant amount from \$50,000 to \$100,000; and
- Introduce a funding cap, which sets the funding maximum for any municipality to \$10 million, or 2.5 per cent of the total fund.

The above changes will address communities' needs to renew and rehabilitate their core infrastructure and better support small and medium-sized municipalities.

2023 OCIF allocations:

- Starting with the 2023 allocations, the formula will be calculated using forward-looking Current Replacement Values (CRVs) and CRV estimates to approximate requirements to maintain municipal core infrastructure assets, instead of closing cost balance values from the Financial Information Return.
- A smoothing mechanism will be implemented to limit year-over-year changes in funding to ± 15 percent of the previous year's allocation.

The above changes ensure that funding is targeted to address core infrastructure needs while also providing stability and certainty to recipients.

2024 and onwards:

- The Ministry of Infrastructure will begin working with partners across government to develop and implement a more standardized method of collecting CRVs and other data from asset management plans, and to minimize administrative burden. CRVs will be used to inform future OCIF allocations, and data from asset management plans will be used to gain insights on municipalities' level of asset management investments and the state of good repair across core infrastructure.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Roger Scott, directly at 226-979-6124 or via email at Roger.Scott@ontario.ca.

Sincerely,

Trevor Fleck
Director, Infrastructure Program Policy Branch

Ontario Community Infrastructure Fund (OCIF)
Formula-Based Component

Revised Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of Southwold

December 2021

Disponible en français

Ontario Community Infrastructure Fund (OCIF)
Formula-Based Component- Revised Allocation Notice

The Corporation of the Township of Southwold

Formula-Based Funding Allocation

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2022 Funding Year is as follows:

| | |
|-------------------------|--------------|
| 2022 formula allocation | \$451,222.00 |
|-------------------------|--------------|

Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13th 2021

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

REPORT NO: CBO-2021-13

SUBJECT MATTER: Activity Report November 1st to November 30th

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report

Background:

1. 2018/2020/2021 Capital Project Process:

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

| 2020 | | |
|--|----------|-------------------|
| Keystone Complex | | |
| Pavilion Suppression System | 10000.00 | Waiting for Quote |
| Barrier/Bollards to protect playground and septic system | 15000.00 | Postponed |

| 2021 | | |
|-------------------------|---------------|---|
| Keystone Complex | Budget | Status/Comment |
| Remove broken parking | | Completed |
| Basket Ball Nets | | We have received the basketball nets will be installed early spring |

Comments/Analysis: . See attached permit comparison report Schedule A CBO

Financial Implications: none

Strategic Plan Goals:


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

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

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

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

SCHEDULE 'A'

|  | | | | Township of Southwold | | | |
|---|--------------|---------------|----------------------|---|--------------|------------------|----------------------|
| | | | | Permit Comparison Summary | | | |
| | | | | Issued For Period January 1, 2021 to November 30 2021 | | | |
| PREVIOUS YEAR | | | | CURRENT YEAR | | | |
| PERMIT CATEGORY | PERMIT COUNT | FEE | COST OF CONSTRUCTION | PERMIT CATEGORY | PERMIT COUNT | FEE | COST OF CONSTRUCTION |
| Accessory structures | 41 | 2,224 | 927,381 | Accessory structures | 43 | 12,842 | 1,297,095 |
| Agricultural | 14 | 560 | 7,309,750 | Agricultural | 17 | 22,793 | 4,595,600 |
| Commercial building | 2 | | 665,000 | Change of use | 1 | 150 | 1 |
| Demolition | 5 | 150 | 42,000 | Demolition | 4 | 600 | 44,001 |
| Industrial building | 1 | | 40,000 | Industrial building | 4 | 2,405,400 | 600,450,000 |
| Institutional building | 2 | | 5,860,000 | Institutional building | 1 | 6,210 | 517,540 |
| Miscellaneous | 4 | | 11,400 | Miscellaneous | 8 | 5,917 | 445,750 |
| Plumbing | 11 | 450 | 38,200 | Plumbing | 11 | 1,704 | 76,700 |
| Pools | 15 | | 1,419,500 | Pools | 19 | 2,850 | 1,181,325 |
| Residential building | 46 | 25,772 | 16,226,050 | Residential building | 140 | 294,597 | 77,518,460 |
| Sewage system | 17 | 1,500 | 677,999 | Sewage system | 22 | 10,700 | 498,475 |
| TOTAL | 158 | 30,656 | 33,217,280 | TOTAL | 270 | 2,763,763 | 686,624,947 |

| PREVIOUS YEAR | | | | CURRENT YEAR | | | |
|--------------------------------|--|------------|--|--------------|-------------|--|--|
| TOTAL PERMIT ISSUED | | 158 | | | 270 | | |
| TOTAL DWELLING UNITS CREATED | | | | | 125 | | |
| TOTAL PERMIT VALUE | | 33,217,280 | | | 686,624,947 | | |
| TOAL PERMIT FEE | | 30,656 | | | | | |
| TOTAL COMPLIANCE LETTER ISSUED | | | | | | | |
| TOAL COMPLAINCE LETTER FEES | | | | | | | |

| YTD (November 2020 TO November 2021) | | | | | | | |
|--------------------------------------|--------------|---------------|----------------------|----------------------|--------------|---------------|----------------------|
| PREVIOUS YEAR | | | | CURRENT YEAR | | | |
| 2020 | PERMIT COUNT | FEE | COST OF CONSTRUCTION | 2021 | PERMIT COUNT | FEE | COST OF CONSTRUCTION |
| Accessory structures | 8 | 2,224 | 108,000 | Accessory structures | 6 | 1,549 | 1,297,095 |
| Agricultural | 1 | 560 | - | Agricultural | 1 | 430 | 4,595,600 |
| Demolition | 1 | 150 | 10,000 | Miscellaneous | 1 | 4,800 | 445,750 |
| Plumbing | 3 | 450 | 7,000 | Pools | 2 | 300 | 1,181,325 |
| Residential building | 15 | 25,773 | 2,969,500 | Residential building | 11 | 19,612 | 77,518,460 |
| Sewage system | 3 | 1,500 | - | Sewage system | 2 | 1,000 | 498,475 |
| TOTAL | 17 | 30,657 | 3,094,500 | TOTAL | 23 | 27,692 | 85,536,705 |



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-68

SUBJECT MATTER: Activity Report for CAO/Clerk November 2021

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

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

| | |
|--------------------------|--|
| | Talbotville - New Manufacturing Prospect Proposal - Due |
| November 2, 2021 | Diligence |
| November 3, 2021 | Elgin Administrators Group Meeting |
| November 3, 2021 | Board Meeting - CCHC |
| November 3, 2021 | Preparing for Council Orientation: Avoiding the Pitfalls |
| November 3, 2021 | Meeks Bridge Opening |
| November 4, 2021 | SWPH Municipal Partners Teleconference |
| November 4, 2021 | Webinar - Overview of 2022 Enumeration Process |
| November 9, 2021 | Supervisor of Utilities Job Description Chat |
| November 10, 2021 | Housing and Homelessness Forum |
| November 10, 2021 | Winterfest/Family Day Committee |
| November 10, 2021 | Staff Meeting |
| November 11, 2021 | Southwold - call with Legal to discuss OLT appeal |
| November 15, 2021 | Talbotville Fundraising Committee Meeting |
| November 15, 2021 | Special Council Meeting - Official Plan |
| November 16, 2021 | Phone Call Regarding Industrial Severance |
| November 17, 2021 | Elgin Administrators Group Meeting |
| November 17, 2021 | User Fees / Budget Framework Meeting |
| November 18, 2021 | London MRF Municipal Partners Bi-annual Meeting |
| November 18, 2021 | SWPH Municipal Partners Teleconference |

| | |
|--------------------------|--|
| November 18, 2021 | Thinkdox / Southwold Laserfiche Meeting |
| November 18, 2021 | The Ridge at Talbotville Grove - SPA & Condo Process - Discussions |
| November 18, 2021 | Senior Management Meeting |
| November 22, 2021 | Southwold & OCWA Q3 Operations Meeting |
| November 22, 2021 | CEMC Shared Service Discussions |
| November 23, 2021 | Projecting Ontario's Growing Household Needs Webinar |
| November 23, 2021 | Commissioning of Zoning By-law Amendment Application |
| November 24, 2021 | Staff Meeting/Training Session |
| November 24, 2021 | Wage Budget Review and Admin Capital/Projects Meeting |
| November 24, 2021 | Talbotville WWTP Acoustic Audit vs. AAR Update Strategy |
| November 25, 2021 | Fire Shared Services Discussion |
| November 25, 2021 | Pre-Consultation - Talbotville Gore Rd Plan of Condominium |
| November 25, 2021 | Water and Sanitary Budgets Review |
| November 30, 2021 | Township OP Submission Meeting with Staff |

Report on any outstanding /unresolved concerns, issues:

- Facilitating development in Talbotville
- Talbotville Park project

Training Undertaken by Staff:

None.

2021 Capital Project Progress :

| Project | Budget | Status/Comments |
|---------------------------------------|---------------|------------------------|
| Admin | | |
| Firewalls - Fire Stations | \$2,200 | Ongoing |
| Offsite Backup | \$3,000 | Ongoing |
| Online Meeting Equipment | \$15,000 | Ongoing |
| Phone System Upgrade/Replacement VOIP | \$15,000 | Ongoing |
| Server - UPS | \$1,000 | Ongoing |
| Server Replacement | \$15,000 | Ongoing |

| | | |
|--|-----------|---|
| Asset Management Software/Services (carry forward from 2020) | \$35,000 | Treasurer continuing work on Asset Management. |
| Branding and Marketing | \$15,000 | Full brand roll-out continues. |
| IT Penetration/Security Testing | \$10,000 | Ongoing |
| Laserfiche Web Portal (carry forward from 2020) | \$17,500 | Implementation complete. |
| Scanning Oversized Documents (carry forward from 2020) | \$5,000 | Ongoing |
| Website Update - started 2020, balance of project | \$20,000 | Website Launched August 17, 2021. |
| Parks | | |
| Fingal Heritage Park – Electrical and water, Park Sign, 4 Benches, Landscaping | \$30,000 | Water service and electrical service being coordinated with Councillor Pennings & PW. Quotations for benches received; memorial bench program to be discussed at Council. |
| Talbotville Park (2021-2022) | \$800,000 | Baseball Diamond contract awarded. Construction underway. Pavilion & Washroom contract awarded. Construction underway. Playground contract awarded. Construction complete. |
| Trails Various – ICIP COVID Grant Application | \$125,000 | Trail completed at new park in Talbotville. Quotations received for trail at Shedden Open Space Park. Trail work being coordinated for Fingal Heritage Park following brush/tree removal. |

Water

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

Wastewater

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

Financial Implications:

None.

Strategic Plan Goals:

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-69

SUBJECT MATTER: Joint Multi-Year Accessibility Plan

Recommendation(s):

THAT Council adopts the Joint Multi-Year Accessibility Plan (MYAP).

Purpose:

The purpose of this report is to provide information to Council on the multi-year accessibility plan and to seek council approval of the plan.

Background:

The MYAP is required to be created in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the O.REG 191/11 Integrated Accessibility Standards Regulation.

The AODA came into effect in 2005 with a goal to make the Province of Ontario fully accessible to all by 2025. The AODA is a law that sets out a process for developing and enforcing accessibility standards.

The Township's previous MYAP was created in 2016 and expired at the end of 2020. We are proud of our accomplishments under our previous MYAP, and look forward to continuing to support accessibility initiatives and projects in our community.

Comment:

The updated plan demonstrates the Township's commitment to identifying, removing and preventing barriers for persons with disabilities through accessibility planning, collaboration with the community, and implementation of our accessibility goals and initiatives.

The plan was developed by incorporating feedback from the public, community members with disabilities, and the Joint Accessibility Advisory Committee. The

feedback helps to ensure that the goals we have set out in the plan meets the expectations of the members of our community.

The plan includes mandated sections outlining general requirements, information and communications, employment, transportation, design of public spaces (accessible built environment), and customer service.

The project is a joint initiative led by the Elgin County Accessibility Coordinator and is shared by all of the local Elgin Municipal Partners.

The Joint MYAP is attached as Schedule 'A' to this report.

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.
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- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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



**ELGIN COUNTY AND
LOCAL MUNICIPAL
PARTNERS
JOINT MULTI-YEAR
ACCESSIBILITY PLAN
2021-2026**

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Introduction

Message from the Chief Administrative Officers

On behalf of the Municipalities of Bayham, Central Elgin, Dutton Dunwich, West Elgin, Aylmer, Malahide, Southwold, and the County of Elgin, we are pleased to present the 2021-2026 joint Multi-Year Accessibility Plan (MYAP). This plan will act as a guide for the next 5 years, outlining our accessibility progress, goals and timelines.

The MYAP was created in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the O.REG 191/11 Integrated Accessibility Standards Regulation. We are proud of our accomplishments under our previous MYAPs, and look forward to continuing to support accessibility initiatives and projects in our community.

The plan demonstrates our commitment to identifying, removing and preventing barriers for persons with disabilities through accessibility planning, collaboration with the community, and implementation of our accessibility goals and initiatives.

The plan was developed by incorporating feedback from the public, community members with disabilities, and the Joint Accessibility Advisory Committee. The feedback helps to ensure that the goals we have set out in the plan meets the expectations of the members of our community.

We would like to take this opportunity to thank all that were involved in the creation of this plan, and for the ongoing efforts of the Joint Accessibility Advisory Committee in furthering our accessibility goals across the County of Elgin.

Through continuous achievements in accessibility, the County of Elgin and our seven Local Municipal Partners will continue to work towards providing an accessible and equitable environment, and community that encourages inclusion of all of its diverse members. In doing so, we are taking the steps necessary to support the Provincial Government's plan to make Ontario fully accessible by 2025.

Sincerely,

Thomas Thayer, CAO
The Municipality of Bayham

Paul Shipway, CAO
The Municipality of Central Elgin

Heather Bouw, CAO
The Municipality of Dutton Dunwich

Magda Badura, CAO
The Municipality of West Elgin

Andy Grozelle, CAO
The Town of Aylmer

Adam Betteridge, CAO
The Township of Malahide

Lisa Higgs, CAO
The Township of Southwold

Julie Gonyou, CAO
The County of Elgin

Executive Summary

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the County of Elgin and its Local Municipal Partners (LMP) have created a Joint Multi-Year Accessibility Plan, which builds on the accomplishments of the previous MYAP plans.

The County and its LMPs continue to maintain compliance with the requirements under the AODA and the Integrated Accessibility Standards Regulations (IASR). This plan acts as an accessibility road map, detailing key initiatives and progress made, as well as goals and timelines to be achieved over the next 5 years. It demonstrates the commitment made to identifying, removing and preventing barriers for people with disabilities. It is designed to create a more accessible and inclusive community.

The plan is available online at the County of Elgin's website, as well as on all of the Local Municipal Partner websites, and it is made available in an alternative format and/or with communication supports, upon request.

Statement of Commitment

The County of Elgin, along with its Local Municipal Partners are committed to creating and maintaining a barrier-free County where everyone can live, work and play. This Joint Multi-Year Accessibility Plan, spanning from 2021 to 2026, will act as a roadmap on our journey to meeting the Province's mandate of a fully accessible Ontario by 2025.

This commitment of removing barriers that prevent people with disabilities from accessing our goods, services and facilities was made through a streamlined, collaborative approach in an effort to realize efficiencies from both a planning and reporting perspective. Elgin County, along with its 7 Local Municipal Partners, are committed to ensuring equal access and participation for people with disabilities.

We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We are dedicated to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting, and where possible exceeding, our accessibility requirements under Ontario's accessibility laws.

Elgin County's Previous Multi-Year Accessibility Plan

The County of Elgin's previous Multi-Year Accessibility Plan was created and approved by County Council in 2015 spanning to the end of 2020. During this time period, The County of Elgin filed Accessibility Compliance Reports on a bi-annual basis to the Ministry for Seniors and Accessibility (formerly the Accessibility Directorate of Ontario). These reports were filed in 2015, 2017 and 2019, and were all under full compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

The previous Multi-Year Accessibility Plan, unlike the 2021-2026 iteration, focused only on accessibility initiatives at the County level. Further, under the previous model each Local Municipality was required to create their own Plan while preparing Annual Accessibility Status Reports to their respective Councils. In looking forward to the opportunity of renewing the Multi-Year Accessibility Plan, County staff wanted to take the opportunity to streamline the annual reporting process, while also creating a truly collaborative **Joint** Multi-Year Accessibility Plan.

Accessibility for Ontarians with Disabilities Act

The structure of the Joint Multi-Year Accessibility Plan is based upon requirements outlined under the [Accessibility for Ontarians with Disabilities Act](#) (AODA). The AODA came into effect in 2005 with a goal to make the Province of Ontario fully accessible to all by 2025. The AODA is a law that sets out a process for developing and enforcing accessibility standards.

Ontario is the first province and one of the first jurisdictions in the world to enact specific legislation establishing a goal and time-frame for accessibility. It is also the first jurisdiction to legislate accessibility reporting and to establish standards in areas like employment, transportation and the design of public spaces.

These standards fall under the [Integrated Accessibility Standards Regulation O. Reg 191/11](#) (IASR). The IASR are laws that government, businesses non-profits and public sector organizations must follow to become more accessible and provide barrier-free service delivery.

Every 3 years the Accessibility for Ontarians with Disabilities Act is reviewed by an individual appointed by the Provincial government. In 2017, the Honorable David C. Onley was selected to undertake this review. Over the course of 2018, Mr. Onley held public consultations across the Province interviewing a wide array of individuals living with disabilities, as well as those working in the realm of accessibility. In 2019, Mr. Onley put forward 15 recommendations to the Minister of Seniors and Accessibility. With the goal of a fully accessible Ontario by 2025 quickly approaching, it is apparent that we as a Province are a far-cry from this 2005 vision. There is work to be done across all sectors: public, not for profit and private. For those interested in where to read more about the 15 recommendations made, visit: [2019 Legislative Review of the Accessibility for Ontarians with Disabilities Act, 2005](#).

Progress has certainly been made across all of these sectors with work still to come in the lead-up to and beyond 2025. As designated public sector leaders, the County of Elgin, along with its Local Municipal Partners have important roles to play in making continual and significant improvements relating to accessibility, not only in our built environments, but also in the way we deliver our day-to-day services to our residents.

This Joint Multi-Year Accessibility Plan will act as our roadmap towards a fully accessible Ontario for all.

Joint Accessibility Advisory Committee

The Joint Accessibility Advisory Committee (JAAC) is a public committee that is comprised of people with disabilities, members of the community who are actively involved in a disability related profession or are caregiver for a person with a disability, and staff members from the County of Elgin and Municipality of Central Elgin. Advisory Committee's are only required for municipalities with a population of 10,000 or more. The JAAC meets on a quarterly basis and the majority of the committee is represented by people with disabilities. The purpose of the committee is to provide advice to Councils on the removal and prevention of barriers, consult on the accessibility of buildings, structure or premises, the Multi-Year Accessibility Plan, site plans and drawings, and the implementation of accessibility standards and reports.

Accessibility Coordinator

The Accessibility Coordinator looks after accessibility in Elgin County, and collaborates with its Local Municipal Partners on accessibility initiatives. The Accessibility Coordinator provides consultation on accessibility related projects. The Accessibility Coordinator is responsible for overseeing the implementation of accessibility standards for the corporation as well as providing ongoing training. Further, the Accessibility Coordinator works to identify accessibility issues, needs, resources and opportunities for integrated accessibility planning to ensure best practices are being implemented.

The Accessibility Coordinator acts as the main point of contact for accessibility related concerns across the County. Questions or concerns can be brought to the attention of the Accessibility Coordinator via the Accessible Feedback Form or by directly contacting them via email or phone (see the **Contact Information** section of the plan for details).

Plan Coordination and Implementation

Elgin County supports the goals of the AODA, which seeks to meet Ontario's vision to make the province accessible by 2025. The County strives to be more accessible and inclusive for people with disabilities, and to ensure that accessibility measures are undertaken throughout all facilities and business operations. Accessibility is an integral part of all County initiatives, business practices, boards, committees, departments and divisions. The County of Elgin and all participating Local Municipal Partners are committed to fulfilling the accessibility requirements under the AODA and IASR.

The County's Accessibility Coordinator is responsible for the development of this plan, in consultation with the Joint Accessibility Advisory Committee, the public and persons with disabilities. All staff have a role to play in identifying, removing and preventing

barriers. Employees who are engaged and knowledgeable are able to incorporate accessibility considerations into their daily business practices.

The public and persons with disabilities were consulted via an online survey regarding the establishment, reviewing and updating of the Joint Multi-Year Accessibility Plan. 48% of respondents were persons with disabilities. Questions were asked pertaining to the County and all Local Municipal Partners concerning topics on:

- Use of service animals and support persons in County or LMPs facilities
- Barrier-free accessible feedback process and inclusive customer service
- Requesting accessible formats and communication supports
- Accessible and barrier-free websites and web content
- Barrier-free recruitment process and accommodations
- Barrier-free public spaces, accessible parking and accessible pedestrian signals
- Assurance of barrier-free municipal-owned facilities
- Accessible barrier-free transportation services (West Elgin)

Feedback was incorporated and taken to the Joint Accessibility Advisory Committee (JAAC) to be reviewed and revised. Once the review by the JAAC and incorporation of feedback was completed, the final Joint MYAP was presented to Council for approval.

The final version of the MYAP approved by Council will be available on the County of Elgin and Local Municipal Partners websites for the public to access. The MYAP is available in an accessible format and/or with communication supports, upon request.

Participating Municipalities

| | |
|------------------------------------|---|
| The Municipality of Bayham | 56169 Heritage Line, PO Box 160 Straffordville, ON N0J 1Y0 |
| The Municipality of Central Elgin | 450 Sunset Drive, St. Thomas, ON N5R 5V1 |
| The Municipality of Dutton Dunwich | 199 Currie Road, Dutton, ON N0L 1J0 |
| The Municipality of West Elgin | 22413 Hoskins Line Rodney, ON N0L 2C0 |
| The Town of Aylmer | 46 Talbot Street West, Aylmer, ON N5H 1J7 |
| The Township of Malahide | 87 John Street South, Aylmer, ON N5H 2C3 |
| The Township of Southwold | 35663 Fingal Line, Fingal, ON N0L 1K0 |

Accountability: Evaluation, Reporting & Compliance

The success of a Joint Multi-Year Accessibility Plan of this nature relies on having clear and transparent methods of evaluating and reporting progress.

As laid out in the Integrated Accessibility Standards Regulation (IASR), designated public sector organizations are required to report to their respective Council's on an annual basis in the form of Annual Accessibility Status Report highlighting any achievements relating to accessibility they have realized in the previous year. In this instance, where Local Municipalities are participating in a Joint Multi-Year Accessibility Plan, the Annual Accessibility Status Report will be presented to County Council and circulated following its receipt and filing to all Local Municipal Council. These Annual Accessibility Status Reports are publicly available on the County's and LMPs websites.

Further, on a bi-annual cycle, all designated public sector organizations are required to file Accessibility Compliance Reports with the Ministry for Seniors and Accessibility. These Accessibility Compliance Reports come in the form of a fillable PDF, requesting specific information on how the organization is meeting its requirements under the AODA as well as the IASR. It is recognized that those in non-compliance with the requirements of the AODA and IASR may be subject to administrative penalties.

Like the Annual Accessibility Status Reports, the Accessibility Compliance Reports follow an open-government model and are made publicly available for residents to view and provide feedback on.

This Joint Multi-Year Accessibility Plan will be reviewed at least once every five years.

Overview of IASR Requirements

Part I – General Requirements

Overview

General Requirements section of the IASR requires the County and LMPs to:

- Implement and maintain policies governing how the organization achieves or will achieve accessibility by meeting its requirements under the AODA and the IASR
- Include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies
- Establish, implement, maintain and document a Multi-Year Accessibility Plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the IASR
- Incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so

- Ensure that training is provided on the requirements of the accessibility standards referred to in the Integrated Accessibility Standards Regulation and on the *Ontario Human Rights Code* as it pertains to persons with disabilities

Part II – Information and Communications

Information and communications play an integral role in service delivery across all municipalities. It is imperative that information is shared in an accessible and barrier free manner, so that all residents can access information that may impact their day to day lives. It should be free of communication and technological barriers. The County and LMPs will follow Universal Design principles and best practices when developing, implementing and maintaining information and communication strategies. This includes websites, print communications materials as well as face to face interactions.

Overview

The Information and Communications section of the IASR requires the County and LMPs to:

- Ensure processes for receiving and responding to feedback are accessible to persons with disabilities
- Provide or arrange for the provision of accessible formats and communications supports for persons with disabilities
- Provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports
- Provide websites and web content conforming with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA (live captioning and audio description are excluded from the accessible web requirements under the IASR)

Part III – Employment

The County of Elgin and LMPs are committed to ensuring the employment life-cycle (finding, getting and keeping a job) is as inclusive and barrier free as possible. Effective workplaces provide diverse, inclusive and accessible employment experiences. Accessible recruitment is a powerful tool, it improves our ability to communicate, brings more people together and increases our competitive advantage as to not overlook quality, qualified potential employees. Human Resources, in conjunction with hiring directors and managers will work to ensure the County and Local Municipal Partners provides prospective and current employees a barrier-free employment process.

Overview

The Employment section of the IASR requires the County and LMPs to:

- Ensure the recruitment, assessment and selection process is accessible and barrier-free

- This includes notifying job applicants, when they are selected to participate in an assessment or selection process that accommodations are available upon request
- Notify successful applicants of our policies for accommodating employees with disabilities
- Provide accessible formats and communication supports for employees required to perform the employees job including information that is generally available to employees in the workplace
- Provide Workplace Emergency Response Information to employees who have a disability
- Provide documented Individual Accommodation Plans for employees with disabilities
- Develop and have in place a Return to Work process for employees who have been absent from work due to a disability
- Consider performance management, career development and advancement and redevelopment for employees with disabilities

Part IV -Transportation

This section applies only to the Municipality of West Elgin. The Municipality is dedicated to providing barrier free accessible transportation. The IASR put in place the Transportation Standard with a goal of making it easier for everyone to travel. Designing a transit system that provides universal access enables people with disabilities to have more transportation options and allows them to fully participate in the community of West Elgin. The Four Counties Community Transportation service recognizes the diverse needs of all its riders and will respond by striving to provide services that are accessible to all. The Municipality of West Elgin ensures that accessibility features and criteria are accounted for as it relates to the design, procurement of goods, services and facilities, and makes available all information pertaining to accessible equipment, accessibility features of the vehicles, routes and services provided.

Overview

The Transportation Standard requires the Municipality to:

- Ensure universal access to specialized transportation provided by the Municipality, that considers the abilities of its passengers and provides accommodations as required
- Provide details on the accessibility equipment and accessibility features of vehicles
- Give notice when there is a disruption of services or non-functioning accessibility equipment and to take reasonable steps to accommodate people with disabilities, as well as ensuring accessibility equipment is repaired as soon as practicable

- Provide training to employees, volunteers, third parties and all persons participating in providing transportation services in The Municipality of West Elgin
- Notify riders of appointment booking and client cancellation policies
- Provide a detailed Emergency Preparedness and Response plan that ensures drivers are prepared and the bus is equipped for emergency situations
- Permit riders to have services animals or support persons at no additional cost

Part IV.1 – Design of Public Spaces (Accessible Built Environment)

The County of Elgin and LMPs will strive to ensure that new facilities are designed and built with Universal Design principles in mind. The Joint Accessibility Advisory Committee reviews all new County and Local Municipal Partner facility projects to ensure they are meeting relevant legislative requirements, while also looking for opportunities to go above and beyond as it relates to barrier-free design.

The Integrated Accessibility Standards Regulation (IASR) Design of Public Spaces Standard (DOPS) works hand in hand with the Ontario Building Code to ensure all new buildings and public spaces are barrier-free. Ontario Building Code Section 3.8: Barrier-Free Design outlines design requirements for buildings including but not limited to barrier-free paths of travel, washrooms (including universal), accessible signage, doorways and ramps. The DOPS focuses on building exteriors and ensuring public spaces are easily accessible to everyone including those with disabilities.

Overview

The Design of Public Spaces Standard requires the County and LMPs to:

- Meet the technical requirements as outlined in Part IV.1 for:
 - Recreational trails and each access routes
 - Outdoor public use eating areas
 - Outdoor play spaces
 - Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas)
 - Off-street accessible parking
 - Service counters, fixed queuing guides and waiting areas
- Meet the consultation requirements as outlined in Part IV.1 for:
 - Recreational trails
 - Outdoor play spaces,
 - On-street parking
 - Rest areas
- Consultation is required with the general public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee

Part IV.2 Customer Service

The County and LMPs are committed to providing a universally accessible customer service experience to all of its residents. All members of the Elgin County and Local Municipal Partner communities will receive equitable and barrier-free customer service when interacting with municipal staff. All staff will receive training on how to provide exceptional customer service to all residents including those living with disabilities.

Overview

The Customer Service Standard requires the County and LMPs to:

- Implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities
- Ensure policies are consistent with barrier-free principles, providing goods, services or facilities in a manner that respects the dignity and independence of persons with disabilities
- Provide persons with disabilities equal opportunity to that of others to obtain, use and benefit from the goods, services or facilities provided by the County or LMPs
- Allow the use of service animals and support persons to enable persons living with disabilities to obtain, use or benefit from goods, services or facilities
- Provide timely notice of Temporary Service Disruptions by identifying the reason for the disruption, its anticipated duration and a description of alternative facilities
- Provide training on how to interact and communicate with persons with various types of disability, how to interact with persons with disabilities who use an assistive device or require the assistance of a service dog, how to use equipment or devices available on County or LMPs premises and what to do if a person living with a disability is having difficulty accessing goods, services or facilities
- Create processes for receiving and responding to feedback about the manner in which the County provides goods, services or facilities to persons with disabilities

County of Elgin

Part I – General Requirements

Progress

- County Accessibility Policy (HR 2.130) updated in November 2016 to address legislative changes to the Integrated Accessibility Standards Regulation (IASR) inclusive of an organizational commitment
- Elgin County's first Multi-Year Accessibility Plan created in 2015
- Annual Accessibility Status Reports created and presented to County Council yearly from 2015-2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Ministry for Seniors and Accessibility file review audit in April 2018 stating full compliance
 - Audit included accessibility policies and procedures, training requirements, accessible formats and communication supports and feedback processes
- Joint Accessibility Advisory Committee Terms of Reference update in 2019 and was made available on the Accessibility page of the County's website
- Integrated Accessibility Standards Regulation & Ontario Human Rights Code training overhaul on the Moodle training platform in 2018
 - Updated training modules to reflect legislative changes and best practices. Training modules downloaded onto Elgin County Homes Surge Learning training platforms
- New Council orientation training provided to a number of Local Municipal Partner Council members in 2018
- County of Elgin Procurement Policy updated in 2020 to include appropriate accessibility related verbiage

Goals

- Accessibility Policy review and update to meet in precise detail requirements under the AODA and IASR while also including barrier-free best practices
- Look into recruiting new members to join the Joint Accessibility Advisory Committee from the County of Elgin or Municipality of Central Elgin
 - Discuss possibility of all LMPs having representation on the committee
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes (mirror in respective policy updates and training updates as required)
 - Specific consideration given to the newly proposed Health Care Standard and how this might intersect with the long-term care portfolio of the County

- Create short, job-specific training modules to complement the standard, general on-boarding accessibility training. Ensure enrolment process includes affiliated training modules based on hiring department
 - Employment standard focused training for Human Resources Staff & hiring managers
 - Design of public spaces & accessible design focused training for engineering & facilities staff
 - Procurement focused training for staff with purchasing authorization
 - Customer service focused training for front line staff
 - Information & communications training (specifically web accessibility focused) training for staff with authoring & upload authority for the County website
 - Transportation training available for any local municipalities who add a transportation service to their working portfolio
- Create Accessible Elections Guide template to be used by Local Municipal Partners for 2022 Municipal Election including information on:
 - Remote voting as well as in-person voting relating to the accessible built environment and customer service standards under the IASR
 - Customer service and accommodation support for staff
 - Candidate information on accessibility and advertisements

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Elections Guide (Q1 2022)
- Accessibility policies and procedures review and update

2024-2026

- Job specific training modules

Part II – Information and Communications

Progress

- Website redevelopment in 2017 to WCAG 2.0 Level A compliance
- County Council Reports and PowerPoint templates created in 2019 to meet WCAG 2.0 Level AA requirements
- Administrative Services staff training on document accessibility in 2018 & 2019

- Request for Accessible Formats and Communication Supports Procedure created in 2017
- Accessibility Feedback Procedure & Feedback Form updated in 2018

Goals

- Continue to work towards WCAG 2.0 AA compliance - with a particular focus on a website redevelopment and significant content review - PDF's / pages that can be removed or moved into HTML content
 - website scanning tool will significantly assist in leveraging analytics to identify pages that are rarely/ never being viewed
 - Utilize accessibility tools and third-party screening software to determine where remaining compliance issues are
- Following website redevelopment - develop robust accessible document training strategy for website content uploaders onto the County Site, including library staff
 - Provide template of training to LMPs to use to train staff
 - Develop guide for third parties on accessible documents (PDFs)
 - Update guide on how to create accessible Word and PDF documents
- Review and update Request for Accessible Formats and Communication Supports Procedure
- Provide guided or one-on-one training on maintaining website compliance and accessible documents as needed/as requested to County staff and LMPs

Timelines

2021-2023

- Redevelop website so it better meets the WCAG 2.0 Level AA requirements (2023)
- Provide in-depth training on maintaining accessibility on the website and creating accessible documents
 - Update existing training to ensure it adheres to industry best practices

2024-2026

- Review and update Request for Accessible Formats and Communication Supports Procedure

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations in the Workplace Policy updated in 2014 to reflect legislative updates – encompassing vast majority of Employment standard requirements

- Emergency Workplace Response for Employees with Disabilities Policy created in 2012

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices and include S.32 from the IASR “Redeployment”
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees
- Update Human Resources Policy 3.10 “Hiring Procedure” and Human Resources Policy 3.20 “Posting, Advertising and Reporting” to include relevant recruitment, assessment and selection requirements under the IASR
- Update Human Resources Policy 4.80 “Performance Appraisal for all Staff” to include relevant sections of the IASR S. 30 “Performance management” and S. 31 “Career development and advancement”
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review

Timelines

Ongoing

- Monitor potential changes to Employment standard from 2018 SDC Review

2021-2023

- Create new Return to Work Process and Return to Work Plan (2021)
- Review and update:
 - Accommodations in the Workplace Policy
 - Emergency Workplace Response for Employees with Disabilities

2024-2026

- Update Human Resources Policies 3.10, 3.20 and 4.80

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- Created:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin county Accessible On-Street Parking Standard
 - Elgin County Rest Areas Consultation Document

- All acting as design guidelines for Elgin County and local municipal partners including technical requirements, opportunities for best practices to go above and beyond compliance levels and incorporated consultations from members of the public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee
- New Elgin County Provincial Offences Administration building built in 2018 - entirely barrier-free equipped with universal washroom and accessible court room
- Council approval for Main entrance project
- Elgin County Heritage Centre constructed in 2017 –equipped with designated accessible parking and universal washroom
- Secured funding under the Enabling Accessibility Fund in the form of \$100,000 in 2020 for a new universal washroom in the County Administration Building basement
 - providing fully barrier-free washroom facilities for the first time on this floor level for staff and members of the public
- Installed adult sized change table in Shedden Library in 2018
- County Administration Building Accessibility Lift Procedure created in 2016
- Accessible Maintenance Procedure created and attached as **Appendix A**

Goals

- Create Service Counter Design Guidelines including mobility device friendly access to be shared with Local Municipal Partners
 - Consider placement and location of information, signage, brochures etc.
- Create Universal Washroom Emergency Call Button Alarm Procedure for all County facilities equipped with universal washrooms
- Continue to monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program at both the County and Local level
- Create Facility Accessibility Audit Standards spanning across all County of Elgin facilities including the Administration Building, Heritage Centre, POA Building, all County long-term care homes and County library facilities
 - Implement a Facility Audit Schedule outlining how often County facilities should be reviewed
 - Develop design standards in line with Integrated Accessibility Standards Regulation (IASR) as well as Ontario Building Code (OBC) requirements for the accessible built environment outlining areas of improvement for all County facilities

- Alternatively adopt a commonly used municipal Accessibility Design Standards document to base these audits off of (see City of Guelph Facility Accessibility Design Manual, City of London Facility Accessibility Design Standards etc.)
- Use these tools to inform barrier-free facility improvement recommendations
- Incorporate barrier-free transportation initiatives and infrastructure in the future Elgin County Transportation Master Plan
- Administration Building renovation project:
 - Elevator project projected to start in November 2021

Timelines

Ongoing

- Monitor potential funding opportunities for the accessible built environment
- Monitor timing and implementation for Elgin County Transportation Master Plan

2021-2023

- Service Counter Design Guidelines
- Universal Washroom Emergency Call Button Alarm Procedure
- Accessible elevator project in County Administration Building (2021-2022)

2024-2026

- Facility Accessibility Audit Standards

Part IV.2 Customer Service

Progress

- Complete overhaul of the on-boarding accessibility training across the corporation, creating new accessibility module including customer service best practices
- County Accessibility Policy (HR 2.130) updated in November 2016 providing appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure and Accessibility Feedback Form (2018)
- Created Accessibility Training Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Assistive Device Procedure – Administration Building lift (2017)
- Created Support Persons Procedure (2017)
- Temporary Service Disruptions Procedure created and attached as **Appendix B**

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, create a customer service focused training module for all County staff to complete in addition to the standard on-boarding accessibility training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review Accessibility Feedback Procedure and Form to ensure it is in-line with Corporate Communications Strategy moving forward
- Ensure Temporary Service Disruption Procedure is included in communications related on-boarding training
- New platform lift installed in Old South elevator shaft to ensure rear entrance remains accessible after completing Administrative Building Renovations

Timelines

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Updated Administration Building Lift Procedure when Administration Building Project is complete

2024-2026

- Review Accessibility Feedback Procedure and Form

Municipality of Bayham

Part I – General Requirements

Progress

- Municipality of Bayham adopted a Multi-Year Accessibility Plan in 2015, applicable for 2015-2020
- An update to the Multi-Year Accessibility Plan was completed in 2018.
- Annual Status Report for 2020 on the Municipal website
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Council orientation training provided to Bayham Council in 2018

Goals

- Work with Elgin County on an Accessible Elections Guide for the 2022 Municipal and School Boards Election
- Work with Elgin County and other Elgin County lower-tier municipalities on a Joint Elections Plan, if deemed applicable
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Elections Guide (Q1 2022)
- Joint Elections Plan (Q1-Q2 2022)
- Ongoing Accessibility Policy reviews and updates as deemed necessary

Part II – Information and Communications

Progress

- Website redevelopment to WCAG 2.0 Level A compliance
- Accessible Formats and Communications processes established

Goals

- Continue to work towards WCAG 2.0 Level AA compliance including potential for website revamp in 2023-2024
 - Current focus on colour contrasting and determining degree of PDF scan and review requirements

- Current website may not be fully compatible with common site crawling applications (Monsido & SiteImprove)
- Review and update processes for gathering feedback on web accessibility and document format accessibility

Timelines

2021-2023

- Review and update processes for gathering feedback on web accessibility and document format accessibility
- Commence process for a website revamp to ensure compliance

2024-2026

- Continue with website revamp processes if not complete by Q4 2023

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations language in Bayham Health & Safety Policy updated in 2016

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review

Timelines

Ongoing

- Monitor potential changes under IASR and AODA

2021-2023

- Review and update Accommodations in the Workplace Policy

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Renovation and accessibility upgrades to Stratfordville Community Centre and Municipal Office in 2016
- Grant received and process commenced for expansion of Stratfordville Community Centre including accessible public amenities

- Ongoing sidewalk improvements as part of Bayham's capital program

Goals

- Completion of Straffordville Library Accessible Lift in 2021 (grant for project was a 2019 grant)
- Touchless retrofits identified in 2022-2031 capital budget
- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Timelines

Ongoing

- Ongoing sidewalk improvements as part of Bayham's capital program
- Monitor grant opportunities for accessible built environment projects

2021-2023

- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Part IV.2 Customer Service

Progress

- Upgrades to Straffordville Community Centre / integration of Municipal Office and associated accessibility features
- Website redevelopment to WCAG 2.0 Level A compliance including sections regarding Accessibility and Service Animals within facilities

Goals

- Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements
- Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Timelines

2021-2023

- Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements

2024-2026

- Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Municipality of Central Elgin

Part I – General Requirements

Progress

- Updates to Accessibility Policy in 2016 to address legislative changes to the (IASR) inclusive of an organizational commitment
- Council adopted Multi-Year Accessibility Plan for 2016-2021
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) for years 2015, 2017 and 2019 as required by the Ministry
- Accessibility training provided during on-boarding which is given by Human Resources staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC) requirements
- As a member of County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
 - Terms of reference were updated in 2019
- Developed Guide to Accessibility Requirements for purchasing goods, services and facilities for the Municipality of Central Elgin

Goals

- Investigate updating accessibility training modules, possibly online training platform with updated modules and accurate, automated record tracking
- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Create an Accessible Municipal Elections Guide for 2022

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Municipal Elections Guide (2022)

2024-2026

- Accessibility training updates

Part II – Information and Communications

Progress

- Investigated options for accessible document training
- Implementation of alternative format request form

Goals

- Website redevelopment maintaining WCAG 2.0 Level AA compliance (2021)
- Review and upgrade where needed, request for accessible formats and communications supports procedure

Timelines

2021-2023

- Accessible document training

2024-2026

- Continue to update and revise policies as needed to meet AODA and IASR requirements

Part III – Employment

Progress

- All municipal job postings provide a clause to let the public know that accommodations are available upon request during the recruitment process
- Created Emergency Workplace Response for Employees with Disabilities Policy (2013)
- Created Accommodations for Employees with Disabilities Policy (2016)

Goals

- Update Emergency Workplace Response for Employees with Disabilities Policy
- Ensure that Human Resources Policies reflect best practices and IASR requirements

Timelines

Ongoing

- Continue to ensure that Human Resources Policies reflect best practices and IASR requirements

2021-2023

- Continue to update and revise policies as needed to meet AODA and IASR requirements and industry best practice

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

In consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC), the Municipality of Central Elgin is able to utilize the following documents in place of their respective consultation requirements as outlined above

- Elgin County Accessible Playground Consultation Document
- Elgin County Recreational Trails Consultation Document
- Elgin County Accessible On-Street Parking Standard
- Elgin County Rest Areas Consultation Document

Recreational trails and each access routes completed since 2016 include:

- Trail under bridge on Belmont Road at Kettle Creek Drive
- Turvey Park walking and access trails (asphalt)
- Eastwood Park trails

Outdoor public use eating areas

- None

Outdoor play spaces completed since 2016 include:

- Turvey Park which incorporated accessible play features

Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas) completed since 2016 includes:

- Belmont Road Crosswalk
- Bridge Street Crosswalk
- Freeman Court Sidewalk
- Crescent Avenue Sidewalk
- Woodland Road Sidewalk
- Battram Avenue Sidewalk
- Lynhurst Avenue Sidewalk
- Hillcrest Avenue Sidewalk
- George Street Sidewalk
- Hill Street Sidewalk
- High Street Sidewalk
- Compass Trail Sidewalk

- Old Field Lane Sidewalk
- Lincoln's Cove Sidewalk
- Snyders Avenue Sidewalk
- Helen Court Sidewalk
- Walkway from Helen Court to West Street
- Robin Ridge Drive Sidewalk

Off-street accessible parking completed since 2016 include:

- Little Beach Parking Area (3 spaces)
- Main Beach Parking Lot (2 spaces)
- Visitor Centre Parking Lot (3 spaces)

Service Counters, fixed queuing guides and waiting areas completed since 2016 include:

- Visitor Centre

To meet the consultation requirements as outlined in Part IV.1 for

- Recreational trails
- Outdoor play spaces
 - Eastwood Park Open House to support park development
- On-street parking
 - Main Beach and Little Beach Parking areas consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
- Rest areas
 - All portable washrooms in rest areas have accessible features

Goals

- Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitoring of potential funding opportunities

Part IV.2 Customer Service

Progress

- Created Alternative Format Request Form -Accessibility Standards for Customer Service
- Created Compliant/Suggestions Form -Accessibility Standards for Customer Service
- Created Accessibility Training Procedure (2017)
- Developed Best Practices and Procedures pamphlet -Accessibility Standard for Customer Service

Goals

- As noted under General Requirements Section, continue to investigate updating accessibility training modules, possibly online training platform with a focus on customer service for all staff to complete in addition to the standard on-boarding accessibility training
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Investigate customer service focused training module
- Review and update customer service related policies and procedures as needed

2024-2026

- Continue to review and monitor procedures and policies

Municipality of Dutton Dunwich

Part I – General Requirements

Progress

- Accessibility Policy updated in 2018 to address legislative changes to the Integrated Accessibility Standards Regulation (IASR) inclusive of an organizational commitment providing staff with direction on implementing these expectations
- Multi-Year Accessibility Plan created in 2016 and expires at the end of 2021
- Annual Accessibility Status Report updated 2019 and adopted by Council
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC) requirements

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking once the new website and employee portal has been established

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR

2021-2023

- Continue to investigate viable new digital (drone technology) and accessible opportunities for tourism, economic development and events so everyone can enjoy and access these either in person or online

Part II – Information and Communications

Progress

- Residents can now attend meetings either virtually or by phone and meeting recordings can be made available by request
- Introduction of Laserfiche scanning technology into a central depository

- All employees now have access to more documentation when requested by residents to ensure successful continuity of providing services
- Applied for a grant to upgrade website (eSolutions) to provide an online residential portal and self-service opportunities
 - This platform will integrate with existing eSCRIBE Software
- Implemented e-transfer payments for items such as Landfill, Building Permits, Planning Department Fees (i.e., other general accounts that cannot currently be paid through online banking such as water and taxes)

Goals

- Council approved – October 13, 2021 to hire an individual to assist staff in ensuring continuity of accessible scanned content
- Review and update the Election Accessibility Plan for the 2022 Election

Timelines

Ongoing

- Continue to populate Laserfiche central depository
- Continue to seek out grants for new accessible technology opportunities

2021-2023

- Continue to populate Laserfiche central depository
- Prioritize a residential and staff portal if successfully secure eSolutions grant
 - If unsuccessful prioritize web software procurement during the 2022 budget process
- Continue to investigate viable new digital (drone technology) to promote tourism, economic development and events so everyone can enjoy in person or online

Part III – Employment

Progress

- Emergency workplace Response for Employees with Disabilities Policy 2014
- Hiring Policy RR 04-2014 updated September 2018 and 2019 to address legislative changes during the recruitment and onboarding process
- All job postings let the public know that accommodations are available upon request during the recruitment process

Goals

- Review Accommodations in the workplace January 21, 2021 (no changes)
 - The Municipality is committed to supporting employees who have been absent from work and who require and accommodation plan to return to work

Timelines

2021-2023

- Continue to promote inclusion and diversity with the recruitment process
- Online application process once a public portal has been developed

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- All sidewalks as planned will be 60” wide with tactile plates at intersections.
- New sidewalk with tactile plates, which includes the following:
 - Currie Road,
 - John Street,
 - Annabella Street,
 - Marsh Line (east of Currie),
 - Wesley Street,
 - Talbot Line in Wallacetown, and
 - Both sides of Gordon Street to Currie Road
- A section of the sidewalk on Chestnut Street leading to the school included tactile plates
- New crosswalk at Miller Road by Sons of Scotland park includes 60” width with tactile plates at intersections as well as wheelchair accessible entrance ramping
- All new signage through the community i.e., park, trails, grant funds received for projects etc., included high contrast text and/or informative images using a sans serif font and anti-glare materials

Goals

- Continue to include barrier free outdoor spaces, infrastructure etc., as capital or operational projects are identified and approved by council
- Ensure any major renovations are retrofitted to minimum meet Design of Public Spaces and Ontario Building Code specifications and standard

Timelines

Ongoing

- Continue to monitor funding opportunities and ensure all projects meet the IASR and Ontario Building Code requirements

Part IV.2 Customer Service

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility Advisory Committee, the Municipality is able to utilize the following documents:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-Street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Installed new accessible splashpad in the Sons of Scotland Park in 2018 with accessible play features
- Ensured all new signage for trails, parks and roads were compliant with ISAR technical minimum standards i.e., anti-glare, high contrast, correct size and positioning
 - Signs installed at the Buttermilk Bog, Pool, Sons of Scotland and the Trail
 - Other signs are community signage
- Successfully secure a grant for a digital sign located at the Municipal office on the main street Currie Road
 - Providing high visibility to residents and people leaving the 401 corridors

Goals

- Resident online portal to conduct personal business or access to public central depository
- Continue to provide accessible recreational opportunities

Timelines

Ongoing

- Implementation and introduction of online resident portal

Municipality of West Elgin

Part I – General Requirements

Progress

- Accessibility Policies updated in 2021
- Multi-Year Accessibility Plan in conjunction with Elgin County in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC) requirements, which includes online video options
- Desk Audit completed in 2021 by Ministry for Seniors and Accessibility

Goals

- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Create better tracking of accessibility training
- Provide updated training for writing accessible reports for Council and Committees

Timelines

Ongoing

- Working with Elgin County Accessibility Coordinator on developing training for staff
- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Writing accessible reports training before the end of 2022
- Review procurement policy
- Ensure transit policies are up to date

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure & Feedback Form created in 2018

Goals

- Review Request for Accessible Formats and Communications supports Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements
- Training for staff on accessible Social Media posting
- Purchase of Accessibility scanning software for website to ensure compliance is maintained

Timelines

Ongoing

- Receive accessible document training for document authors and staff website content writers
- Accessibility Feedback Procedure & Feedback Form review and updates to ensure compliance

2021-2023

- Update request for Accessible Formats and Communication Supports Procedure

Part III – Employment

Progress

- All job postings include a statement about being an equal opportunity employer and that accommodation for accessibility purposes can be requested (2018)
- Updated Workplace Accommodation and Emergency Procedures for Accessibility policies (2021)

Goals

- Ensure that Human Resources policies reflect best practices and IASR standards

Timelines

Ongoing

- Ensure that Human Resources policies reflect best practices and IASR requirements by conducting annual reviews

Part IV -Transportation

Progress

- Creation of Four Counties Transit Service Accessibility Policy (2019)
- Creation of Four Counties Transit Accessibility Training (2020)

Goals

- Ensuring policies and training standards are met as per the IASR

Timelines

Ongoing

- Review and update all Four Counties Transit Service Policies to ensure they are meeting industry best practices and IASR Transportation Standard

2021-2023

- Procurement of a new Accessible Transit Bus

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Creation of accessible parking spot in West Lorne on Main Street (2018)
- Installation of a barrier free playground in Miller Park (2020)
- Creation of accessible parking spaces at Miller Park (2019)
- Redevelopment of Municipal Office to include barrier free washroom for public use, barrier free work spaces and improve accessibility to office
 - Received Enabling Accessibility Fund –small projects Grant (2020)

Goals

- Applied for Enabling Accessibility Fund – mid-sized projects Grant to provide improvements to accessibility at all recreation facilities, including pathways, washrooms, change rooms at pool and sliding entrance doors at facilities (2021)
- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility (Arena, Recreation Centre, Pool, Marina and Beach, Miller Park)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool
- Creation of a barrier free washroom within Recreation Centre
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Applying for grants to improve accessibility within all Municipal buildings

2021-2023

- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility –Arena, Recreation Centre, Pool, Marina and Beach, Miller Park (pending funding approval)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park (pending funding approval)
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool (pending funding approval)
- Creation of a barrier free washroom within Recreation Centre (pending funding approval)

Part IV.2 Customer Service

Progress

- Incorporated Customer Service Policy with updated Accessibility Policy meeting appropriate requirements (2021)
- Created accessible feedback form and policy (2019)
- Provided refresher training to staff on accessible customer service (2020)
- Developed on-boarding accessible customer service training video in conjunction with Elgin County Accessibility Co-Ordinator (2020)

Goals

- Create Temporary Service Disruption Procedure
- Create Service Animals in the Workplace Procedure
- Create Support Persons Procedure
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

Ongoing

- Update the policies and procedures to better align them with IASR and AODA requirements and industry best practice
- Create the following procedures:
 - Temporary Service Disruption Procedure
 - Service Animals in the Workplace Procedure
 - Support Persons Procedure
- Ensure staff are trained at on-boarding on the Temporary Service Disruption Procedure

Town of Aylmer

Part I – General Requirements

Progress

- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2017, 2018, 2019
- Updated all HR Policies to correspond with introduction of the Integrated Accessibility Standards Regulation (2017)
- Updated accessibility training for all staff at the Town of Aylmer to include the IASR (2017)
- Updated the orientation training to align with HR Policy and training updates with respects to the IASR (2017)
- Provided training on the IASR to Council members (2016)

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Updating accessibility training modules onto an all-encompassing, online training platform with Laserfiche with updated modules and accurate, automated record tracking
- Review to ensure compliance with the IASR and implement drafted policies pertaining to accessibility
 - Accessible Elections Guide (2022)

Timelines

Ongoing

- Continue monitoring the IASR to ensure policies and procedures reflect best practices and any changes made by the Standards Development Committee

2021-2023

- Review and implement an Accessible Elections Guide (2022)
- Utilize new Laserfiche platform to better track accessibility training
- Update Procurement By-Law 34-19 to reflect current Accessibility criteria (2022)

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance

- Provided basic overview of WCAG 2.0 Level AA requirements to all staff
- Training provided by the website vendor on web accessibility
- Request for Accessible Formats and Communication Supports Procedure section created and added to the Accessibility Policy (2017)
- Added an Accessibility Feedback Procedure & Feedback section in the Accessibility Policy (2017)
- Emergency Services Department implemented an app available to the public that provides accessible emergency notifications (2018)

Goals

- Update Town Council Reports and PowerPoint templates via Laserfiche to ensure continued compliance with the WCAG 2.0 Level AA
- Corporate training on website accessibility and accessible documents for administrative staff

Timelines

Ongoing

- Continue to ensure templates are in accessible format and provide updated templates to all staff on an ongoing basis
- Provide accessibility training to administrative staff on web compliance and accessible documents on an ongoing basis to ensure compliance with IASR requirements

2021-2023

- Created and implemented an accessible logo to confirm that documents have been screened for accessibility and who to contact for accessible formats (2021)

Part III – Employment

Progress

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Goals

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Timelines

Ongoing

- Redevelopment of the Recruitment section of the website to improve recruitment process and ensure alignment with the IASR requirements
- Review of the Accommodation Policy and Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- New Gazebo beside Town Hall meets the Ontario Building Code requirements and consultation with the builder was done to ensure the following:
 - The creation of a barrier free path of travel
 - The entrance width would accommodate mobility devices and equipment
 - All accessibility requirements were met per the IASR

Goals

- Secured a Covid-19 Resiliency Fund to make renovations to Town Council Chambers that will aim to improve social distancing as well as accessibility
- Renovation project on the Town Council Chambers will improve the following:
 - Provide access to a separate public entrance with an accessible barrier-free washroom
 - Enlarge the Council Chambers to make it easier to access to improve accommodation options
 - Upgrading the technology in the Council Chambers to improve assistive services (closed captions, audio output, visibility of agendas/content)
 - Install a ramp to connect the adjoining buildings where the new Council Chambers will be located

Timelines

2021-2023

- Renovation project to Town Council Chambers will be completed providing better access to the Chambers and accommodations for people with disabilities

Part IV.2 Customer Service

Progress

- Introduced new policies regarding Accessibility Service Animals in the Workplace, Accessibility Support Persons and Temporary Service Disruptions to account for the IASR requirements (2017)
- Accessible Customer Service training and quiz taken by all Town of Aylmer staff
- New website greatly assists with resident or visitor access to important Town of Aylmer information

Goals

- Training on Customer Service to improve knowledge on accessibility and accommodations, as well as how to interact with people with various types of disabilities
- Review processes to determine if more can be transitioned to provide online options as well as in person options to increase accessibility
- Ongoing monitoring of IASR requirements to ensure that policies and procedures are aligned with Customer Services Standard and industry best practices
- Implement new online processes for providing public services to the community. This includes integration of the public facing Laserfiche portal to assist with property tax payment, building inspection services, vital statistics related information etc.

Timelines

Ongoing

- Review of policies and procedures to align it with best practices and IASR
- Training provided to all staff on Customer Service processes and interactions with persons with various types of disabilities

2021-2023

- Review of processes to provide multiple means of accessing the processes (in person or online)

Township of Malahide

Part I – General Requirements

Progress

- Accessibility Policy updated in 2016 to address legislative changes to the Integrated Accessibility Standards Regulation (IASR) inclusive of an organizational commitment
- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC) requirements

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Procurement Policy update
- Accessibility Policy review and update

2024-2026

- Accessibility training updates

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Request for Accessible Formats and Communication Supports Procedure created in 2017

- Accessibility Feedback Procedure & Feedback Form updated in 2018

Goals

- Receive accessible document training for document authors/ staff website content uploaders
- Review Request for Accessible Formats and Communications supports Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements

Timelines

2021-2023

- Accessible document training

2024-2026

- Review Request for Accessible Formats and Communications Supports Procedure and Accessibility Feedback Procedure & Feedback Form

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Human Resources Policy B-4.3 Accommodating Special Needs updated in 2013

Goals

- Update HR Policy B-4.3 Accommodating Special Needs to reflect industry best practices and IASR requirements
- Create Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees

Timelines

2021-2023

- Update HR Policy B-4.3 Accommodating Special Needs
- Create Emergency Workplace Response for Employees with Disabilities
- Create new Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility Advisory Committee, the Township of Malahide is able to utilize the following documents in place of their respective consultation requirements as outlined above
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Installed new playground equipment in 2019 at Mill Street Park in Springfield incorporating accessible play features
- Sidewalk installations at Wonnacott Park in Port Bruce in 2018
- Hard surfacing, accessible parking installed at the observation deck in Port Bruce in 2019
- Additional accessible picnic tables purchased at both Port Bruce, Malahide Community Place and Mill Street Park across 2018 & 2019
- Engineered Wood Fibre (EWF) installed in 2018 at the playground area in Port Bruce, providing significant upgrades to the previous surface

Goals

- No major built environment/ capital projects planned at this time – most municipal building is fairly new and not considering any significant renovations over the next 5 years
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Accessibility Policy updated in 2016 meeting appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure (2017)

- Created Accessibility Training Procedure (2017)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, consider creating a customer service focused training module for all Township staff to complete in addition to the standard on-boarding accessibility training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Review and update accessibility feedback procedure

2024-2026

- Review Accessibility Feedback Procedure and Form

Township of Southwold

Part I – General Requirements

Progress

- Accessibility policy updated in 2019 to address Accessible Maintenance procedures relating to any newly constructed or redeveloped elements provided for under the Design of Public Spaces Standard.
- Multi-Year Accessibility Plan created in 2016 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessibility Policy review and update

Part II – Information and Communications

Progress

- Website redevelopment in 2021 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure and Feedback Form updated in 2019
- Accommodation Policy updated in 2019

Goals

- Receive accessible document training for document authors/ staff website content uploaders

Timelines

2021-2023

- Accessible document training

2024-2026

- Web content to meet success criteria 1.2.4 Captions (Live)
- Web content to meet success criteria 1.2.5 Audio Descriptions (Pre-Recorded)

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodation Policy updated in 2019

Goals

- Review and update Emergency Workplace Response for Employees with Disabilities procedure
- Review and update the Return to Work Process and Return to Work Plan

Timelines

2021-2023

- Review and update the:
 - Emergency Workplace Response for Employees with Disability procedure
 - Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- In consultation with the County of Elgin and Central Elgin Joint Accessibility Advisory Committee, the Township of Southwold is able to utilize the following documents in place of their respective consultation requirements as outlined above:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Completion of a new accessible playground at the Talbotville Meadows Subdivision Park
- Completion of accessible walking trails at parks in Shedden, Fingal and Talbotville

Goals

- Completion of new accessible playground and pavilion at the Shedden Open Space Park – 2021
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for built environment relating to accessibility under the

Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Created Accessibility Feedback Procedure (2019), updated (2019)
- Created Accessibility Training Procedure (2017), updated (2019)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)
- Updated Accommodation Policy (2019)

Goals

- Conduct a thorough review of all customer service policies and procedures (Accessibility Feedback Procedure, Accessibility Training, Temporary Service Disruption Procedure, Service Animals in the Workplace Procedure, Support Persons Procedure, and Accommodation Policy), and update accordingly
- Provide annual training to staff on customer service policies and procedures
- Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

Timelines

2021-2023

- Conduct a thorough review of all customer service policies and procedures (Accessibility Feedback Procedure, Accessibility Training, Temporary Service Disruption Procedure, Service Animals in the Workplace Procedure, Support Persons Procedure, and Accommodation Policy), and update accordingly.
- Provide annual training to staff on customer service policies and procedures

2024-2026

- Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

Communication

This plan will be available on Elgin County's website, located at www.elgincounty.ca. A print copy of this plan is also available by contacting the County's Accessibility Coordinator.

Local Municipal Partner Websites:

Municipality of Bayham: <https://www.bayham.on.ca/>

Municipality of Central Elgin: <https://www.centralelgin.org/en/index.aspx>

Municipality of Dutton Dunwich: <https://www.duttondunwich.on.ca/>

Municipality of West Elgin: <https://www.westelgin.net/en/index.aspx>

Town of Aylmer: <https://aylmer.ca/>

Township of Malahide: <https://www.malahide.ca/en/index.aspx>

Township of Southwold: <https://www.southwold.ca/en/index.aspx>

Feedback

The County of Elgin is committed to ensuring accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would like to hear from you!

Do you have any thoughts or feedback on what has been accomplished so far? Please contact us with your questions and ideas: [Elgin County Accessibility Feedback Form](#)

Contact Information

Phone: 519-631-1460 x 167

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Mail: Sarah Savoie, Accessibility Coordinator
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Email: ssavoie@elgin.ca

This document is available in accessible format and/or with communication supports, upon request.

Appendix A

Accessible Maintenance Procedures

Maintenance of Accessible Elements

Purpose:

To meet the requirements under the Integrated Accessibility Standards Regulation (O.Reg 191/11), Design of Public Spaces Standard (Section 80.44) Maintenance of Accessible Elements

Practices

To ensure that any newly constructed or redeveloped elements provided for under the Design of Public Spaces will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

Scope

Organizations shall ensure that their Multi-Year Accessibility Plan includes procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part and procedures dealing with temporary disruptions when accessible elements required under this Part are not in working order.

The Design of Public Spaces Standard applies to public spaces that are newly constructed or redeveloped, that include:

- Recreational Trails and Beach Access Routes
- Outdoor Public Use Eating Areas
- Outdoor Play Spaces
- Exterior Paths of Travel
- Accessible Parking

Application

Departments that maintain elements listed under Scope:

- Shall apply best practices in the preventative maintenance of accessible elements with periodic checks such as;
 - Annual inspections, or more frequently as per the Minimum Maintenance Standards
 - After storms or events that might affect accessible elements
 - As part of any reports of vandalism or complaints
- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified

- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified
- Shall continue to provide public notification of temporary disruptions in keeping with compliance requirements under the Integrated Accessibility Standard Regulation (O. Reg 191/11) and the Municipality's corresponding policy:
 - o Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available
 - o Notice will be given by posting the information in a conspicuous place as well as by posting the information on the Municipal website
- Notify the Road Supervisor for the affected Municipality (where applicable)
- Repair as soon as practicable

Appendix B

Temporary Service Disruptions

If a temporary service disruption is planned the County will give notice of the disruption.

Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available.

Procedures for specific service disruptions will be developed, and a copy of the procedures will be available to individuals upon request.

Notice will be given by posting the information in a conspicuous place as well as by posting the information on the County or Library website.

Temporary Service Disruptions Procedure

Purpose

The purpose of this procedure is to establish guidelines for providing notification of temporary disruptions of service to people with disabilities. These notices may be for either planned or unexpected disruptions of service.

Implementation

Notices for both unexpected and planned service disruptions will be provided in a variety of formats that will take into account a range of disabilities and will outline:

- The reason for the disruption;
- Its anticipated duration;
- A description of alternative facilities or services, if any are available; and,
- Contact information.

Notices for unexpected service disruptions will be posted as soon as possible, using large, clear print and plain language at the physical entrances to the facility and throughout the facility (if required) and in any other location that the County deems is necessary.

Notices for planned service disruptions will be posted using large, clear print and plain language at the physical entrances to the facility and throughout the facility where necessary. In addition, planned service disruptions that are intended to last more than 48 hours will be posted on the County's website.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 13, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2021-70

SUBJECT MATTER: Executive Summary of Road Maintenance Agreement Review

Recommendation(s):

THAT Council receives the Complete List of Supporting Recommendations for the Elgin County Road Maintenance Agreement review as information.

Purpose:

The purpose of this report is to provide information to Council on the summary of results coming out of the Elgin County Road Maintenance Agreement review.

Background:

As a result of County restructuring that occurred in 1998, the County of Elgin's roads are maintained through the Road Maintenance Agreement (hereafter "RMA" or "Agreement") with several local municipal partners ("LMPs"), who undertake all road maintenance activities on the County's behalf.

As part of a service level 2020 review, StrategyCorp noted several issues and concerns regarding the current RMA, and identified that several opportunities to improve it with the opportunity to:

- Address past and ongoing issues in roads maintenance
- Improve overall trust in the County and Local Municipal Partners' working relationship
- Reduce costs and increase staff productivity
- Improve customer and resident experience
- Provide the foundation for further shared service delivery progress

With the current RMA set expire in 2022, Elgin County was interested in reviewing the RMA based on this recommendation from 2020 and identifying means to improve the RMA.

The RMA Review was guided by a cross-functional Advisory Committee (the “AC”) made up of Roads Superintendents, CAOs, and Treasurers from each LMP and the County. The Township Public Works Superintendent and CAO participated in the Committee and financial data was provided by the Township Treasurer to the consultant to assist in their review.

At the outset, there were four main areas of concern that were identified:

- Governance and Communication
- Scope of Services
- Funding
- Reporting & Enforcement

Four workshops were facilitated by the cross-functional committee and the findings of each were consolidated into a final report and term sheet.

Comment:

A full report was presented by the consultant to County Council at their meeting on December 9th, 2021 and is available [here](#). Attached to this report as Schedule ‘A’ is the complete list of supporting recommendations as provided in that report.

Township staff are satisfied with the summary of recommendations and agree that these amendments to the RMA will assist in meeting the five aims of the review. The Township is anticipating that there will be clear direction on implementation of these recommendations coming shortly from the Elgin County staff and these will be included in the negotiations for the updated RMA in 2022.

Financial Implications:

There are no financial implications.

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'

Complete List of Supporting Recommendations



Contractual Recommendations

- I. Add Guiding Principles to RMA.
 - II. Terms of Reference be established for both an Operational and Governance Committee.
-
- I. Schedule C to be defined by service and include service descriptions.
 - II. All relevant County Policies to be appended to the RMA.
 - III. The County to develop a schedule of known drainage systems.
 - IV. Changes to service levels with respect to grass cutting, line painting, and road signs.
-
- I. The existing funding formula remain unchanged.
 - II. The RMA continue to use CPI as its primary inflation index.
-
- I. Regular Municipal Monthly County Roads Reports and Inspection Responses should be harmonized into a single quarterly report.
 - II. RMA should prescribe a standard reporting template and reporting methodologies for Year-End Financials.
 - III. The RMA should direct the County to compile and submit an Annual Compliance Report to the Governance Committee for review.



Non-Contractual Recommendations

- I. Treasurers should attend operational meetings annually to assess shared procurement opportunities.
 - II. The Governance Committee should be rolled into a regular shared services meeting of the CAOs.
-
- I. County should investigate all opportunities for shared contracts, evaluate resource requirement to administer identified contracts, and add administrative fees to all shared contracts, as necessary.
 - II. County should assess inspections of drainage systems, etc., that are not currently defined in the RMA.
-
- I. Pending improved data collection and reporting, amendments to the funding formula could be made during the period of the next agreement, through the Governance committee.
-
- I. The County should investigate a County-hosted GIS linked Asset & Work Order Management Software Solution.



Kettle Creek
Conservation Authority

TRANSITION PLAN

NOVEMBER 24, 2021

BACKGROUND

On October 4, 2021 the Province of Ontario released the first phase of regulations that will begin to implement changes outlined in recent amendments to the *Conservation Authorities Act*. These regulations include:

Ontario Regulation 686/21 (Mandatory Programs and Services): The regulation details mandatory programs and services conservation authorities will provide with municipal levy and which programs and services will require an agreement with member municipalities to continue to use levy as a means to fund the program. Conservation Authorities can continue to offer non-mandatory programs and services with self-generated revenue.

Mandatory programs and services for Kettle Creek Conservation Authority include:

- Risks of Natural Hazards (flood forecasting/warning, low water response, ice management, land-use planning input, administration of permits under section 28.1 of the *Conservation Authorities Act*)
- Conservation and management of lands owned or controlled by a CA, including any interests in lands registered on title
- Other Programs and Services (provincial stream and groundwater monitoring, establishing a watershed based resource management strategy)
- Source Protection Authority Responsibilities under the *Clean Water Act*

Ontario Regulation 687/21 (Transition Plans and Agreements): The regulation details the transition period, ending January 1, 2024, which will allow conservation authorities and member municipalities to prepare for any required changes to program delivery and the budget process.

The first phase of this transition will involve developing a Transition Plan by December 31, 2021 and an Inventory of Programs and Services by February 28, 2022. Agreements for the delivery of all non-mandatory programs and services that require municipal levy are to be in place by January 1, 2024. Until then, conservation authorities will continue with status quo program delivery and levy practices.

TIMELINE

The following summarize KCCA's legislative requirements.

DECEMBER 31, 2021: TRANSITION PLAN

The transition plan must include relevant timelines to meet regulatory requirements during the transition period. The transition plan must be circulated to member municipalities, the Ministry of Environment Conservation and Parks and posted on KCCA's website.

FEBRUARY 28, 2022: INVENTORY OF PROGRAMS AND SERVICES

The inventory will outline a listing of programs and services that KCCA is currently undertaking, what additional programs and services KCCA will need to undertake to be in compliance with the regulation, and the anticipated budget and revenue sources for each. The inventory will be circulated to member municipalities.

The inventory will outline KCCA's programs and services as:

| CATEGORY | DESCRIPTION |
|------------|---|
| Category 1 | Mandatory Programs And Services: These programs and services do not require an agreement to use municipal levy. |
| Category 2 | Non Mandatory Programs and Services Requested by Municipality These programs and services are provided at the direction of participating municipalities and require an apportionment agreement between a municipality and the CA. |
| Category 3 | Non Mandatory Programs and Services Determined Advisable by CA Use of municipal levy requires an apportionment agreement with participating municipalities; can also continue with self-generated revenue. |

JANUARY 1, 2024: TRANSITION DATE

Agreements for the delivery of all non-mandatory programs and services that require municipal levy are to be in place by January 1, 2024.

DECEMBER 31, 2024

Specific mandatory deliverables are to be in place by December 31, 2024, including: Ice management plans (if required); natural hazard infrastructure operational management plans; natural hazard infrastructure asset management plans, a conservation area strategy; conservation land inventories and a watershed-based resource management strategy.

WORK PLAN

| PHASE 1 | October 2021 – February 2022 |
|--------------------------|--|
| Transition Plan | |
| November 3, 2021 | Communication with Member Municipalities -Letter sent to staff of member municipalities about regulatory requirements -Dialogue begins on transition period |
| November 24, 2021 | KCCA Staff Present Transition Plan to Board for Approval |
| November 25, 2021 | Distribution of Transition Plan to Member Municipalities |
| December 31, 2021 | Deadline for Completion of Transition Plan -Transition Plan posted to KCCA's website, submitted to Minister. |

Inventory of Programs and Services

November – February 2022 **Dialogue with Member Municipalities and Neighbouring CAs**
-Discussion, presentations, sharing information as required.

December 15, 2021 **KCCA Staff Presentation on Inventory of Programs and Services to KCCA Board**
-Obtain Board direction on initial categorization of programs and services inventory.

December 16, 2021 **Communication with Member Municipalities**
-Letter sent to Member Municipalities with proposed categorization of programs and services inventory.

January 19, 2022 **Draft Programs and Services Inventory Presented to KCCA Board**

January 20, 2022 **Circulation of Draft Inventory of Programs and Services to Member Municipalities**
-Municipalities invited to provide feedback and comment prior to February 3, 2022
-Discussions continue with municipal staff

February 9, 2022 **Inventory of Programs and Services to Board for Approval**
-If required final approval can be delayed to AGM February 23, 2022

February 28, 2022 **Deadline for Completion of Inventory of Programs and Services**
-Inventory posted to KCCA's website, submitted to the Minister and circulated to Member Municipalities

PHASE 2 **February 28, 2022 – January 1, 2024 (Transition Date)**

March – September 2022 **Development of Draft Agreements/Memorandums of Understanding (MOUs)**
- Review existing agreements with member municipalities for current services and update as required
- Consultation with neighbouring CAs/Member Municipalities on draft Agreements/MOUs for non-mandatory services that require levy

September 21, 2022 **KCCA Staff Presentation on Draft Agreements/MOUs to Board**
-Obtain Board direction on draft agreements/MOUs

| | |
|----------------------------------|--|
| October 2022 – April 2023 | Finalize Agreements/MOUs -Continued consultation with neighbouring CAs/member municipalities on Agreements/ MOUs |
| May 17, 2023 | KCCA Staff Present Final Agreements/MOUs to Board for Approval |
| June 30, 2023 | Target Date for Executed Cost Apportionment Agreements/MOUs -Complete negotiations and have Agreements/Memorandums of Understanding in place for all Category 2 and 3 programs and services -Attend municipal council meetings as requested |
| January 1, 2024 | Transition Period Ends -Apportionment agreements must be finalized -Agreements/MOUs and Inventory of Programs and Services posted to KCCA's website, submitted to the Minister and Member Municipalities |

MANDATORY REPORTING *

| | |
|------------------------|-------------------------|
| July 1, 2022 | Quarterly Report |
| October 1, 2022 | Quarterly Report |
| January 1, 2023 | Quarterly Report |
| April 1, 2023 | Quarterly Report |
| October 1, 2023 | Quarterly Report |

*The quarterly reports will be posted to the KCCA website and submitted to the Minister and Member Municipalities. Any adjustments to the Inventory of Programs and Services will be reported through the quarterly reports. In addition, records of municipal feedback will be maintained and changes will be logged and reported through the quarterly reports.

From: Charles Lee <
Sent: Tuesday, December 7, 2021 11:50 PM
To: Lisa Higgs <cao@southwold.ca>
Subject: Re: Tax penalty interest.

Dear Lisa

Please forward this request to the city council.

1. MPAC changed our farm status from farm to farm/residential for the year 2021.(There has been no change to the farm land for at least 20 years)
2. We requested reconsideration for the change of status to MPAC in August.
3. We are fully up to date on taxes due until August 30 but we were waiting for a decision from MPAC prior to making the final instalment, but MPAC did not render their decision until November 02 2021.

4. Attached is the letter from MPAC with the decision date. This letter is provided to the council as proof of a late decision by MPAC.
5. Because of a late decision by MPAC we are penalised late payment interest in the amount of \$13.37 from Southwold.
6. We therefore request consideration in removing the late payment charge since this occurred due to MPAC late decision.
7. This dispute is ongoing with MPAC currently and an appeal is to be filed.
8. We can easily pay the small amount of this penalty but, We are writing this letter on the basis of principle !!!
- 9.. We are up to date on all taxes other than the penalty. and we have made every effort to follow the rules. but we are up against a monolithic and unresponsive organisation called MPAC and feel like David against Goliath.
10. We hereby seek wisdom and fairness from the council members of the Southwold on this issue.

Most Sincerely

Charles Lee

On Tue, 7 Dec 2021 at 13:27, Lisa Higgs <cao@southwold.ca> wrote:

Good morning,

A waiver request to Council can be addressed by sending a letter to my attention, addressed to Mayor and Southwold Council.

It can be sent my e-mail if that is preferred.

The deadline for a Council agenda is the Wednesday prior to a Council meeting at noon. We have only one meeting in December, which is on the 13th. Correspondence must be received by noon tomorrow to be included on their agenda.

While you are free to provide correspondence to Council, staff will not support your request for a waiver reduction; the decision to pay only a portion of the taxes owing was entirely at your discretion and penalty owing is a landowner responsibility. Staff always advises property owners to pay the full amount of taxes owing and then to receive any differences following MPAC reassessment as a credit.

Thank you,

Lisa Higgs
CAO/Clerk



email cao@southwold.ca

tel 519-769-2010

mobile 519-671-0385

Township of Southwold

35663 Fingal Line, Fingal, Ontario, N0L 1K0

southwold.ca



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From: Charles Lee <bclee1666@gmail.com>

Sent: December 6, 2021 3:09 PM

To: Lisa Higgs <cao@southwold.ca>

Subject: Tax penalty interest. Roll #34-24-000-002-03000-000

Dear Lisa

I have been in telecon with Michelle regarding property that we per Roll #

We are currently in dispute with MPAC regarding assessment .

At my discussion with Michelle on 2021/08/27 we agreed last year rate on outstanding tax in the amount of \$706.25. Remainder was to be paid once the decision came from MPAC.

When the decision came from MPAC late, I received a Tax bill from Southwold Township with a penalty of \$13.37.

As of today we made the outstanding tax \$887.31.

We feel that the penalty of \$13.37 is unfair because of a late decision by MPAC.

I would like to write to the council to request a waiver for the penalty amount .

How do I go about doing this?

Thank you

Charles Lee



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-72

Being a By-law to Amend By-law No. 2011-14

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part Lot 14, Range 1 SUR; Part Lots 13 and 14, Range 2 SUR, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Agricultural 1 (A1) Zone to Agricultural 1 Special Provision 62 (A1-62) Zone.
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bk):

"(bk) A1-62 As Shown on Schedule A, Map 9

(i) Additional Permitted Use

- Agricultural Service Dwelling"

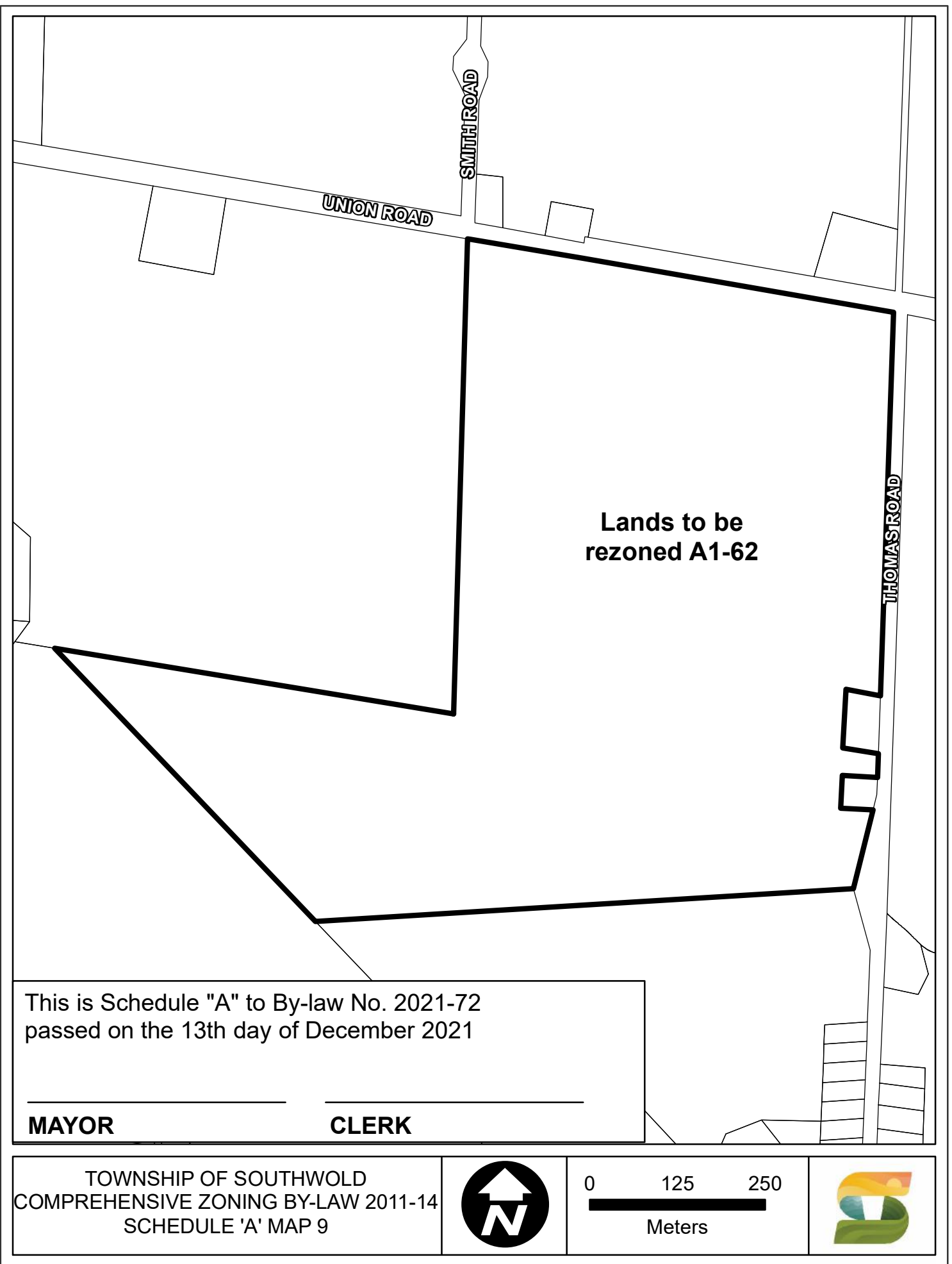
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

(b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY
PASSED THIS 13th DAY OF DECEMBER, 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-73

Being a By-Law to establish User Fees and to repeal By-law No. 2019-26, as amended.

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, enables a municipality to establish fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 391 of The Municipal Act, S.O. 2001, c. 25 authorizes the municipality to establish fees or charges;

AND WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, c. 23, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections;

AND WHEREAS pursuant to the Building Code Act, 1992, S.O. 1992 c. 23, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof;

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

1. That By-law No. 2019-26, as amended, be repealed in its entirety.
2. That the User Fees and related provisions as set out in Schedule "A" attached hereto and forming part of this by-law be adopted.
3. That this By-law shall come into full force and effect on January 1, 2022.
4. That any By-Laws that are inconsistent with the provisions found in this By-Law are hereby repealed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 13TH DAY OF DECEMBER, 2021.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

**Schedule "A" to By-law No. 2021-73
User Fee Schedule**

| Item # | Category | Sub-Category | Item | 2021 | Notes |
|-------------|--------------------------------------|--------------|--|--|--|
| 1.00 | Administration | | | | |
| 1.01 | 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) |
| 1.02 | Administration | | Marriage licence - residents | \$100.00 | |
| 1.03 | Administration | | Marriage Licence - non-residents | \$110.00 | |
| 1.04 | Administration | | Marriage ceremony - at municipal office during regular business hrs | \$250.00 | |
| 1.05 | Administration | | Marriage ceremony - at off-site location | \$350.00 | plus mileage |
| 1.06 | Administration | | Lottery Licence Application | 3% of Prize Value / Min \$20 | Max. set by AGCO |
| 1.07 | 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. |
| 1.08 | Animal Control | | Dog tag | \$30.00 | no HST |
| 1.09 | Animal Control | | Late fee after last business day in February - additional charge per tag | \$10.00 | no HST |
| 1.10 | 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) |
| 1.11 | Animal Control | | Replacement Tag | \$5.00 | no HST |
| 1.12 | Animal Control | | Kennel License | \$85.00 | no HST |
| 1.13 | Animal Control | | Guide Dogs & Service Dogs | No Charge | |
| 1.14 | Fence Viewers | | Fence Viewers - up to 2 hours | \$180 | plus mileage |
| 1.15 | Fence Viewers | | Fence Viewers - each hour over initial 2 hours | \$180 | plus mileage |
| 1.16 | Finance | | NSF Fees | \$40.00 | |
| 1.17 | Finance | | Invoice Finance Charge added to any invoice balance not paid before its due date | 2% | /month |
| 1.18 | Finance | | Debenture added to Taxes Carrying Cost - From Invoice Due Date to First instalment date | | carrying cost added to debenture setup amount |
| 1.19 | Finance | | Credit Card Payment Surcharge | | |
| 1.20 | Finance | | A penalty charge for after hours, non-emergency locates request called in as emergencies | \$250 | penalty |
| 1.21 | Finance | | Delivery of tax notices or documents by registered letter | Actual Cost plus \$5 Administration Fee | plus HST |
| 1.22 | Miscellaneous | | Photocopies | \$0.50 | /page HST Included |
| 1.23 | Miscellaneous | | Faxes | \$1.00 | /page HST Included |
| 1.24 | Miscellaneous | | Commission documents/Affidavits | No Charge | |
| 1.25 | Miscellaneous | | Preparation of property aerial photos - per property | \$10.00 | HST Included |
| 1.26 | Municipal Investigations | | Municipal Investigators per attendance | \$50.00 | plus mileage |
| 1.27 | 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 |
| 1.28 | 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 |
| 1.29 | Property Inquires | | Water certificate | \$45.00 | Rush - certificate required 2 working days or less from the time request rec'd |
| 1.30 | 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 |
| 1.31 | Property Inquires | | Septic certificate | \$125.00 | Rush - certificate required 2 working days or less from the time request rec'd |
| 1.32 | Waste Management | | Additional Blue box | \$8.00 | HST Included |
| 1.33 | Waste Management | | Composter | \$25.00 | HST Included - Based on Green Lane Subsidy |
| 2.00 | Fire & Emergency Services | | | | |

**Schedule "A" to By-law No. 2021-73
User Fee Schedule**

| Item # | Category | Sub-Category | Item | 2021 | Notes |
|---|-----------------|--|---|--|----------|
| 2.01 | Fire Department | | Inspections | Actual staff time plus equipment/mileage plus 15% admin fee | Plus HST |
| 2.02 | Fire Department | | Request for Fire Report | \$50.00 | Plus HST |
| 2.03 | Fire Department | | Request for Inspection Report Previously Completed | \$40.00 | Plus HST |
| 2.04 | 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 |
| 2.05 | Fire Department | | Provincial Highway Fees | In accordance with current MTO rates plus any loss of or damaged equipment and material used | |
| 2.06 | Fire Department | | Any Municipal Road, all Non-Residents | Same fee as if on a Provincial Highway | |
| 3.00 Building & Community Services | | | | | |
| 3.01 | Building | Residential | 1st Floor | \$0.65 per ft2 | |
| 3.02 | Building | Residential | 2nd and 3rd Floor | \$0.65 per ft2 | |
| 3.03 | Building | Residential | Basement | \$0.40 per ft2 | |
| 3.04 | Building | Residential | Crawl space | \$0.40 per ft2 | |
| 3.05 | 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 | |
| 3.06 | Building | Residential | Addition of attached garage workshop | \$0.65 per ft2 | |
| 3.07 | Building | Residential | Additions, alterations and renovations where square footage can be determined as per above | See fees per ft2 above | |
| 3.08 | Building | Residential | | Additions of attached garages \$0.65 per ft2 | |
| 3.09 | Building | Residential | Fee for any building permit, alterations /renovations | Minimum - \$150.00 | |
| 3.10 | Building | Residential | When square footage cannot be determined | \$12.00 per \$1,000.00 of construction value | |
| 3.11 | Building | Residential | | Minimum - \$150.00 | |
| 3.12 | 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 | |
| 3.13 | Building | Residential | Damage and security deposit at discretion of CBO (forfeited if occupied prior to occupancy being granted) | Minimum \$500.00, Maximum \$1,000 | |
| 3.14 | Building | Residential | Damage and Lot Grading Security Deposit at discretion of CBO (forfeited if occupied prior to occupancy being granted) | | |
| 3.14 | Building | Residential - Accessory when not part of original Residential Permit | Less than 250 ft2 | \$150.00 | |
| 3.15 | Building | Residential - Accessory when not part of original Residential Permit | 251 to 500 ft2 | \$150.00 plus \$0.35 per ft2 over 250 ft2 | |

**Schedule "A" to By-law No. 2021-73
User Fee Schedule**

| Item # | Category | Sub-Category | Item | 2021 | Notes |
|--------|----------|--|---|--|-------|
| 3.16 | 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 | |
| 3.17 | 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 | |
| 3.18 | Building | Industrial/Commercial/Institutional | New construction or renovations | \$12.00 per \$1,000.00 of construction value - Minimum \$150.00 | |
| 3.19 | Building | Farm Building - Livestock | Livestock facilities and manure pits | \$150.00 plus \$8.00 per \$1,000.00 of construction value | |
| 3.20 | Building | Farm Building - Non-livestock | Less than 250 square feet | \$150.00 | |
| 3.21 | Building | Farm Building - Non-livestock | 251 to 500 square feet | \$150.00 plus \$0.35 per ft2 over 250 ft2 | |
| 3.22 | Building | Farm Building - Non-livestock | 501 to 1,000 square feet | \$300.00 plus \$0.15 per ft2 over 500 ft2 | |
| 3.23 | Building | Farm Building - Non-livestock | Over 1,000 square feet | \$350.00 plus \$0.15 per ft2 over 1,000 ft2 | |
| 3.24 | Building | Woodstoves | Woodstoves, chimneys, fireplaces and other wood burning appliances | \$150.00 | |
| 3.25 | Building | Demolition | Demolition permits | \$150.00 | |
| 3.26 | Building | Demolition | Demolition as a condition of severance | \$150.00 | |
| 3.27 | Building | Fencing | Fence around residential swimming pools | \$150.00 | |
| 3.28 | Building | Building relocations | Building relocations | \$100.00 plus travel cost plus fee for appropriate building listed above | |
| 3.29 | Building | Building relocations | Deposit / Liability Insurance | refundable damage deposit and/or liability insurance to be determined by Council | |
| 3.30 | Building | Plumbing | Plumbing permit in buildings not requiring a building permit | \$150.00 plus \$12.00 per \$1,000 of construction value | |
| 3.31 | Building | Tent | Tent permit, if greater than 60 m2 | \$150.00 | |
| 3.32 | Building | Wind Turbine | Wind turbine with a capacity greater than 3 kw for personal use | \$295.00 | |
| 3.33 | Building | Wind Turbine | Wind turbine with a capacity greater than 3 kw for commercial use | \$2,000.00 | |
| 3.34 | Building | Change of Use | Change of use permit - no construction | \$150.00 | |
| 3.35 | Building | Conditional Permit | Conditional permit | \$300.00 plus regular permit fee | |
| 3.36 | Building | Reinspection | Reinspection fee if inspections are requested and not ready | \$75.00 | |
| 3.37 | Building | Solar | Solar panel fee for panels with an area of 5 m2 or greater | \$150.00 | |
| 3.38 | Building | Penalty | Penalty for starting construction prior to obtaining permit residential | Double the regular permit fee - Maximum \$2,000.00 | |
| 3.39 | Building | Penalty | Penalty for starting construction prior to obtaining permit industrial/commercial/institutional | Double the regular permit fee - Maximum \$5,000.00 | |
| 3.40 | Building | Other | Administration fee for permits not paid for prior to permit expiry | 25% increase in regular permit fee | |
| 3.41 | Building | Other | Fast track building permit fee 48 business hour turn around at discretion of CBO | 25% increase in regular permit fee | |

Schedule "A" to By-law No. 2021-73

User Fee Schedule

| Item # | Category | Sub-Category | Item | 2021 | Notes |
|--------|----------------------|--------------------|--|--|---|
| 3.42 | 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 | |
| 3.43 | Building | Septic System | Sewage system building permit for Class 4 or 5 sewage systems | \$500.00 | |
| 3.44 | Building | Septic System | Additional fee for percolation onsite test where soil conditions are suitable | \$100.00 | |
| 3.45 | Building | Septic System | Inspection for repairs to a sewage system | \$400.00 | |
| 3.46 | Keystone Complex | Friday to Saturday | Main hall - without facilities | \$450.00 | HST included |
| 3.47 | Keystone Complex | Friday to Saturday | Main hall - with facilities | \$600.00 | HST included |
| 3.48 | Keystone Complex | Friday to Saturday | Grounds – private event | \$600.00 | HST included |
| 3.49 | Keystone Complex | Friday to Saturday | Grounds - Southwold based charities, service clubs and non-profit groups | \$470.00 | HST included |
| 3.50 | Keystone Complex | Friday to Saturday | Non-refundable deposit | \$200.00 | HST included |
| 3.51 | Keystone Complex | Friday to Saturday | Stag & Doe maintenance and damage deposit (refundable upon inspection) | \$800.00 | no HST |
| 3.52 | Keystone Complex | Sunday to Thursday | Main hall - without facilities | \$330.00 | HST included |
| 3.53 | Keystone Complex | Sunday to Thursday | Main hall - with facilities | \$390.00 | HST included |
| 3.54 | Keystone Complex | Sunday to Thursday | Main hall - Southwold based charities, service clubs, and non-profit groups | \$265.00 | HST included |
| 3.55 | Keystone Complex | Sunday to Thursday | Grounds - private event | \$360.00 | HST included |
| 3.56 | Keystone Complex | Sunday to Thursday | Grounds - Southwold based charities, service clubs, and non-profit groups | \$300.00 | HST included |
| 3.57 | Keystone Complex | Sunday to Thursday | Non-refundable deposit | \$200.00 | HST included |
| 3.58 | 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) |
| 3.59 | Keystone Complex | | Sporting events and events serving alcohol require insurance | Applicant to provide proof of coverage | |
| 3.60 | Keystone Complex | | Set-up day ahead | \$270.00 | HST included |
| 3.61 | Keystone Complex | | Meeting room | \$55.00 | HST included |
| 3.62 | Keystone Complex | | Meeting room - with kitchen | \$85.00 | HST included |
| 3.63 | Keystone Complex | | Memorial services and funeral receptions | \$225.00 | HST included |
| 3.64 | Keystone Complex | | Sign & letters | \$25.00 | HST included |
| 3.65 | Keystone Complex | Pavilion | Pavilion | \$90.00 | HST included |
| 3.66 | Keystone Complex | Horse Ring | Horse ring | \$75.00 | HST included |
| 3.67 | Keystone Complex | Barn | Barn | \$120.00 | HST included |
| 3.68 | Fingal Heritage Park | Gazebo | Rental of Gazebo | \$50.00 | HST Included |
| 3.69 | Fingal Park | Fingal | Men and Ladies Ball | \$47.00 | /game HST Included |
| 3.70 | Fingal Park | Fingal | Minor sports (ball or soccer) | \$5.00 | /child/season HST Included |
| 3.71 | Fingal Park | Fingal | Tournaments | \$120.00 | /day HST Included |
| 3.72 | Fingal Park | Fingal | Rental of Pavilion | \$80.00 | HST Included |
| 3.73 | Shedden | Ball | Men and Ladies Ball | \$ 42.00/game | /game HST Included |

**Schedule "A" to By-law No. 2021-73
User Fee Schedule**

| Item # | Category | Sub-Category | Item | 2021 | Notes |
|--|-------------------------|-------------------------|--|-----------------------------|--|
| 3.74 | Shedden | Soccer | Adult Soccer (19+) - Full Field, Full Length Games | \$37.00 | HST Included |
| 3.75 | Shedden | Soccer | Adult Soccer (19+) - Mini Field, 2 Hours | \$22.00 | |
| 3.76 | Shedden | Minor Sports | Minor sports (ball or soccer) | \$5.00 | /child/season HST Included |
| 3.77 | Shedden Open Space Park | Pavilion | Shedden Open Space Park Pavilion | \$80.00 | HST included |
| 3.78 | Talbotville | Ball | Men and Ladies Ball | \$42.00 | /game HST Included |
| 3.79 | Talbotville | Talbotville | Minor Ball | \$5.00 | /child/season HST Included |
| 3.80 | Talbotville | Soccer | Adult Soccer (19+) - Full Field, Full Length Games | \$37.00 | HST Included |
| 3.81 | Talbotville | Soccer | Minor Soccer | \$5.00 | /child/season HST Included |
| 3.82 | Talbotville | Pavilion | Rental of Pavilion | \$80.00 | HST Included |
| 3.83 | Recreation | | Non-Registered Teams | Applicable Fee plus \$12.00 | HST Included (practice or games) |
| 3.84 | 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. |
| 3.85 | Recreation | | Late Payment Fees | \$12.00 | /game HST included, applicable to each game scheduled or played until payment is received |
| 3.86 | Recreation | | Rain Days | | Teams can reschedule games during the week or at the end of the season. |
| 3.87 | Recreation | | Insurance | | Teams shall be responsible to provide a copy of their own insurance to the Township prior to the first game. |
| 4.00 Infrastructure & Development | | | | | |
| 4.01 | Drainage | Tile Loan | Tile Loan Processing | \$200.00 | |
| 4.02 | 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. |
| 4.03 | Drainage | Apportionment Agreement | Drainage Apportionment Agreement - Each Additional Drain | \$50.00 | |
| 4.04 | Planning | Minor Variance | Minor Variance Application (section 45(1) to 45(3) of the Planning Act) | \$550.00 | |
| 4.05 | Planning | Official Plan | Official Plan Amendment Application (includes planning report) | \$1,500.00 | |
| 4.06 | Planning | Zoning | Zoning By-law Amendment Application (includes planning report) | \$1,175.00 | |
| 4.07 | 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 | |
| 4.08 | Planning | Zoning | Temporary Use By-law (section 39 and 39.1 of the Planning Act) | \$650.00 | |
| 4.09 | Planning | Zoning | Temporary Use By-law - Refundable Deposit | \$5,000.00 | Fully refundable upon compliance |
| 4.10 | Planning | Site Plan | Site Plan Application | \$1,000.00 | plus actual costs for in-house and external review of Development Proposals - see below |

Schedule "A" to By-law No. 2021-73 User Fee Schedule

| Item # | Category | Sub-Category | Item | 2021 | Notes |
|--------|----------|-------------------------|--|------------|---|
| 4.11 | 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 |
| 4.12 | Planning | Severance | Application for Consent/Severance/Validation of Title (Sections 53 and 57 of the Planning Act) | \$400.00 | |
| 4.13 | Planning | Severance | Severance Agreement - Administration Fee - First agreement | \$500.00 | plus actual costs for in-house and external review of Development Proposals - see below |
| 4.14 | 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 |
| 4.15 | 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 |
| 4.16 | 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 |
| 4.17 | 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 |
| 4.18 | 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. |
| 4.19 | 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. |
| 4.20 | Planning | Comment/Letter | Staff review of Green Initiatives construction projects | \$1,000.00 | Plus HST |
| 4.21 | Planning | Comment/Letter | Telecommunications Towers | | Review of application, preparation of report, Council comment submitted to proponent |
| 4.22 | 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) |
| 4.23 | 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 |
| 4.24 | Planning | Cash-in-Lieu | Cash-in-Lieu of Parkland Fee - Lot Line Adjustments | \$0.00 | no charge |
| 4.25 | Planning | Other | Pre-consultation meeting with Planner (non-refundable) and only charged after 2nd meeting | \$200.00 | |
| 4.26 | Planning | Other | Any legal or consulting fees over and above established rates will be added to all planning fees. | | |

**Schedule "A" to By-law No. 2021-73
User Fee Schedule**

| Item # | Category | Sub-Category | Item | 2021 | Notes |
|--------|--------------|--------------|--|------------|----------------------|
| 4.27 | Planning | Other | Fees are charged per lot, where applicable. | | |
| 4.28 | Public Works | | 911 sign - new sign (sign and post) | \$100.00 | HST Included |
| 4.29 | Public Works | | 911 sign - replacement (sign only) | \$50.00 | HST Included |
| 4.30 | Public Works | | All new Road Occupancy Permits off municipal roads | \$250.00 | |
| 4.31 | Public Works | | Entrance Bond | \$1,000.00 | Deposit - Refundable |
| 4.32 | Public Works | | Work under roadway bond | \$1,000.00 | Deposit - Refundable |



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-74

**Being a By-Law to amend By-law No. 2014-65,
being a By-law to regulate the distribution and use of
water and to fix the prices and times of payments.**

WHEREAS Section 391 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, provides that the Council of a local municipality may pass by-laws to impose fees and charges;

AND WHEREAS the Council for the Township of Southwold has received notice of water rate increases effective January 1, 2022;

AND WHEREAS the Council for the Township of Southwold has completed a Water and Wastewater Rate Study to recommend rates for the Township Water System;

AND WHEREAS it is deemed necessary and appropriate to amend By-law 2014-65.

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

1. That By-law 2014-65 is hereby amended by deleting Schedule "C" and substituting therefor Schedule "A" attached to this by-law.
2. That the rates as set out in Schedule "A" are effective January 1, 2022 and apply to all consumers of the Southwold water distribution system.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 13TH DAY OF DECEMBER, 2021.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Schedule "A" to By-law #2021-74**By-law #2014-65****Schedule "C" Effective January 1, 2022**

| | |
|---|---|
| Basic Quarterly Charge for Water Service | \$40.53 |
| Consumption Charge per cubic meter | \$2.750 |
| Southwold Capital Infrastructure Rate (Lynhurst) per cubic meter | \$1.539 |
| Water Filling Station per cubic meter | \$3.310 |
| Dutton-Dunwich (Tri County Rate) per cubic meter | \$1.890 |
| Water Meter Charge - 3/4 inch meter (plus HST) | \$650.00 |
| Water Meter Charge - larger than 3/4 inch meter (plus HST) | Actual Cost plus 15% Administration to a \$1,000 maximum and inspection fee of \$225 |
| Shut-off and/or Reconnection Charge for Non-Payment of Account: | |
| - during normal business hours | \$80.00 |
| - after normal business hours | \$260.00 |
| Shut-off and/or Reconnection at Customer's Request: | |
| - during normal business hours and 48 hours notice given to the Township | \$53.00 |
| - after normal business hours | \$260.00 |
| Non-Metered Quarterly Consumption Charge (based on consumption of 60.6 cu m x 2.5) | \$416.63 |
| Disconnection Fee for Discontinuing Water Service and Billing | \$260.00 |
| Failure to install remote read out | \$55.00 |

| | |
|--|--|
| Township Plumbing Fees | incl. in meter charge |
| Malfunction/Testing of Meters | Cost of a new meter per Schedule "A" to By-law 2014-65 |
| Frost Plate and Gasket | cost plus \$30.00 administration fee plus HST |
| Final Reads | \$37.00 |
| Work Orders | \$37.00 |
| Water Fill Station Key - Deposit for new accounts | \$130.00 |
| Charge for installation of lock box for Unauthorized use of water | \$160.00 |
| Charge for mailing of register letter | cost plus \$6.00 administration fee plus HST |
| Construction Water | \$160.00 |



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-75

**Being a By-Law to adopt the 2022 Water System
Operating and Capital Budgets**

WHEREAS it is necessary for the Council of the Township of Southwold, pursuant to Section 290 (1) of the Municipal Act 2001, S.O. 2001, c.25, to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council for the Township of Southwold desires to adopt Operating and Capital Budgets for the Southwold Water Distribution System.

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

1. That the 2022 Water System Operating Budget, attached as Schedule "A", and forming part of this by-law, is hereby adopted.
2. That the 2022 Water System Capital Budget, attached as Schedule "B", and forming part of this by-law, is hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 13TH DAY OF DECEMBER, 2021.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

| | | | | | | | | |
|--|----------------------|-----------------------|----------------------|--------------------|-------------------|---|----------------------|----------------------|
| Water System Operating | | | | | | | | |
| | | | | | | | | |
| Account | 2021 Budget | 2021 Projected | 2022 Budget | \$ Variance | % Variance | Notes | 2023 Forecast | 2024 Forecast |
| Revenue | | | | | | | | |
| Water Billings | (\$1,338,251) | (\$1,359,679) | (\$1,426,642) | (\$88,391) | 6.50% | | (\$1,352,474) | (\$1,447,377) |
| Water Billings - Industrial | \$0 | (\$35,000) | (\$25,000) | (\$25,000) | 71.43% | | | |
| Water Billings - Tri-County Water System | (\$354,980) | (\$428,000) | (\$378,000) | (\$23,020) | 5.38% | | (\$402,000) | (\$426,000) |
| Water Filling Station | (\$9,735) | (\$6,500) | (\$9,930) | (\$195) | 3.00% | | (\$10,140) | (\$10,320) |
| Construction Water | (\$4,500) | (\$20,000) | (\$20,550) | (\$16,050) | 80.25% | | (\$13,350) | (\$14,100) |
| Water meter fees & misc | (\$51,875) | (\$45,000) | (\$101,250) | (\$49,375) | 109.72% | Related to new connection estimates | (\$106,250) | (\$76,250) |
| Water Connection and curbstop fees | (\$257,976) | (\$536,000) | (\$631,968) | (\$373,992) | 69.77% | offset by transfer to reserve-significant increase related to anticipated new builds-offset below | (\$393,515) | (\$420,971) |
| Penalty & Interest | (\$10,000) | (\$12,000) | (\$12,500) | (\$2,500) | 20.83% | | (\$10,000) | (\$10,000) |
| Grants | \$0 | \$0 | \$0 | \$0 | 0.00% | | \$0 | \$0 |
| Water Investment Income | (\$50,000) | (\$50,000) | (\$65,000) | (\$15,000) | 30.00% | offset by transfer to reserve--offset below | (\$85,000) | (\$90,000) |
| Water Truck Revenue | (\$3,500) | (\$10,500) | (\$2,500) | \$1,000 | -9.52% | Truck usage by other departments | | |
| Water Department Revenue | (\$2,080,817) | (\$2,502,679) | (\$2,673,340) | (\$592,523) | 23.68% | | (\$2,372,729) | (\$2,495,018) |
| | | | | | | | | |
| Expenditures | | | | | | | | |
| Salaries and Wages | \$120,000 | \$125,000 | \$140,000 | \$20,000 | 16.00% | Wages and Salaries - Allocation from Admin (Accounting Clerk, Treasurer, CAO), Dir of Infrastructure and Water/WW & Compliance Superintendent | \$144,200 | \$148,526 |
| Overhead | \$18,694 | \$20,000 | \$43,000 | \$24,306 | 121.53% | | \$44,290 | \$45,619 |
| Roads Wages Allocated | \$0 | \$0 | \$2,500 | \$2,500 | 0.00% | Misc Road Time | \$2,575 | \$2,652 |
| Health & Safety | \$100 | \$0 | \$500 | \$400 | 0.00% | increased due to staffing changes | \$515 | \$530 |
| Training & mileage | \$2,500 | \$800 | \$3,000 | \$500 | 62.50% | increased due to staffing changes | \$3,090 | \$3,183 |
| Utilities | \$8,500 | \$10,000 | \$10,000 | \$1,500 | 15.00% | | \$10,300 | \$10,609 |
| Materials and Supplies | \$16,000 | \$2,000 | \$3,000 | (\$13,000) | -650.00% | Better reflects historical costs | \$3,090 | \$3,183 |
| Property maintenance | \$2,600 | \$2,500 | \$2,700 | \$100 | 4.00% | reflective of prior year actuals | \$2,781 | \$2,864 |
| Roads equipment time | \$15,000 | \$15,000 | \$15,000 | \$0 | 0.00% | reflective of prior year actuals | \$15,450 | \$15,914 |
| Postage and Courier | \$5,000 | \$5,000 | \$5,000 | \$0 | 0.00% | | \$5,150 | \$5,305 |
| Telephone & internet | \$4,500 | \$3,500 | \$5,000 | \$500 | 14.29% | reflective of prior year actuals | \$5,150 | \$5,305 |
| Legal and Audit fees | \$2,500 | \$0 | \$2,500 | \$0 | 0.00% | reflective of prior year actuals | \$2,575 | \$2,652 |
| Insurance | \$34,500 | \$34,000 | \$40,000 | \$5,500 | 16.18% | Anticipating 20% increase in premium | \$41,200 | \$42,436 |
| System Maintenance | \$10,000 | \$5,000 | \$11,500 | \$1,500 | 30.00% | reflective of prior year average, difficult to predict | \$11,845 | \$12,200 |
| Equipment Costs | \$40,000 | \$90,000 | \$73,868 | \$33,868 | 37.63% | Total fluctuates with number of service connections, costs dependent on work required, repairs, waterline breaks, etc | \$40,800 | \$41,616 |
| Memberships & subscriptions | \$750 | \$575 | \$1,500 | \$750 | 130.43% | increased due to staffing changes | \$765 | \$780 |
| Water truck fuel and maintenance | \$4,000 | \$3,500 | \$4,500 | \$500 | 14.29% | | \$4,080 | \$4,162 |
| OCWA Contract | \$118,000 | \$118,301 | \$123,500 | \$5,500 | 4.65% | Agreement cost increased CPI 4.4% | \$120,360 | \$122,767 |
| OCWA Extra/Out of Scope Work | \$10,000 | \$15,000 | \$10,000 | \$0 | 0.00% | | | |
| Water Testing | \$0 | \$0 | \$0 | \$0 | 0.00% | OCWA covers costs | \$0 | \$0 |
| Studies, standards | \$15,000 | \$5,000 | \$15,000 | \$0 | 0.00% | Misc. minor studies, engineering | \$15,300 | \$15,606 |
| Water Costs | \$1,034,864 | \$1,095,792 | \$1,110,927 | \$76,063 | 6.94% | 2022-consumptions assumed below (metered use + 20% loss) | \$1,055,561 | \$1,076,672 |
| Miscellaneous Waterline Costs | \$5,000 | \$30,000 | \$25,000 | \$20,000 | 66.67% | Breaks, major repairs | \$5,100 | \$5,202 |
| Transfer to Reserve - Water | \$305,333 | \$335,711 | \$328,377 | \$23,044 | 6.86% | | \$394,037 | \$454,244 |
| Transfer to Reserve - Connections | \$257,976 | \$536,000 | \$631,968 | \$373,992 | 69.77% | connection fees transferred to reserve--offset above | \$393,515 | \$420,971 |
| Transfer to Reserve - Investment Income | \$50,000 | \$50,000 | \$65,000 | \$15,000 | 30.00% | investment interest transferred to reserve--offset above | \$51,000 | \$52,020 |
| Water Department Expenditures | \$2,080,817 | \$2,502,679 | \$2,673,340 | \$592,523 | 23.68% | | \$2,372,729 | \$2,495,018 |
| Water Department | (\$0) | \$0 | \$0 | \$0 | 29.76% | | (\$0) | \$0 |
| | | | | | | | | |

| | | | | | | | | |
|--|----------------|----------------|----------------|-------------|------------|-------|---------------|---------------|
| Water System Operating | | | | | | | | |
| Account | 2021 Budget | 2021 Projected | 2022 Budget | \$ Variance | % Variance | Notes | 2023 Forecast | 2024 Forecast |
| Inputs/Assumptions | | | | | | | | |
| 1620 Water Connections | | | | | | | | |
| 130 New connections Estimated - revenue based on 50% to account for occupancy through 2022 | | | | | | | | |
| 168 m3 per HH as per Water/Wastewater Study | | | | | | | | |
| Rates as per the Water/Wastewater Study | | | | | | | | |
| Dutton Dunwich consumption estimated at 200,000 m3 | | | | | | | | |
| Water loss estimated at 20% | | | | | | | | |
| Rates | 2021 | | 2022 | | | | 2023 | 2024 |
| Primary Water Purchase rate (/m3) | \$0.9052 | | \$0.9400 | \$0.0348 | 4.00% | | \$0.9800 | \$1.0200 |
| Secondary Water Purchase Rate (/m3) | \$0.5597 | | \$0.5900 | \$0.0342 | 6.51% | | \$0.6200 | \$0.6400 |
| Southwold Rate (/m3) | \$1.2100 | | \$1.2100 | \$0.0000 | 0.00% | | \$1.2100 | \$1.2100 |
| Southwold Water Fill Station (/m3) | \$1.7800 | | \$1.7800 | \$0.0000 | 0.00% | | \$1.7800 | \$1.7800 |
| Fill Station m3 | 3000 | | 3000 | | | | | |
| Southwold Rate Capital Pass Through to D | \$0.3100 | | \$0.3600 | \$0.0350 | 12.73% | | \$0.4100 | \$0.4700 |
| Dutton Dunwich m3 | 200000 | | 200000 | | | | | |
| Southwold Monthly Base Rate | \$13.51 | | \$13.51 | \$0.0000 | 0.00% | | \$13.51 | \$13.51 |
| Construction Water | \$150.00 | | \$160.00 | | | | \$160.00 | \$160.00 |
| Total Rates | | | | | | | | |
| Southwold (/m3) | \$2.67 | | \$2.75 | \$0.0690 | 2.65% | | \$2.81 | \$2.87 |
| Southwold Water Fill Station (/m3) | \$3.24 | | \$3.31 | \$0.0690 | 2.17% | | \$3.38 | \$3.44 |
| Dutton Dunwich (/m3) | \$1.77 | | \$1.89 | \$0.1040 | 6.23% | | \$2.01 | \$2.13 |
| | | | | | | | | |
| | | | | | | | | |
| water quarterly charge | \$40.53 | | \$40.53 | 3.00% | | | \$40.53 | \$40.53 |
| water consumption | \$2.680 | | \$2.680 | 4.00% | | | \$2.750 | \$2.750 |
| water consumption fill station | \$3.240 | | \$3.240 | 4.00% | | | \$3.310 | \$3.310 |
| Resulting Rate Increases continued | | | | | | | | |
| Total Rate to Charge Dutton Dunwich for water pulled through | \$203,222.4196 | | \$203,232.7900 | 54.72% | | | \$233.3000 | \$233.6600 |
| | | | | | | | | |
| Development and Growth assumptions | | | | | | | 2023 | 2024 |
| In-fill / Rural | 5 | | 15 | | | | 5 | 5 |
| DHP phase I | 0 | | 0 | | | | 0 | 0 |
| DHP phase II | 20 | | 25 | | | | 15 | 15 |
| DHP Condo | | | | | | | 20 | |
| Enclave Condo | 16 | | 0 | | | | 28 | 0 |
| Enclave Condo | | | | | | | | |
| Woodland | | | | | | | | |
| Municipal property Union and Talbot | 0 | | 0 | | | | | |
| Florence Court | 0 | | 5 | | | | | |
| Southside | 0 | | 0 | | | | 0 | 0 |
| Farhi | 10 | | 85 | | | | 70 | 70 |
| Total anticipated development | 51 | | 130 | | | | 138 | 90 |
| | | | | | | | | |
| Consumption assumptions | | | | | | | 2023 | 2024 |
| estimated household consumption | 266,700 | | 283,080 | | | | 332,576 | 351,728 |
| (note increases based on average occupancy mid-year) | | | | | | | | |
| Total Connection assumptions | | | | | | | 2022 | 2022 |
| estimated households | 1,562 | | 1,620 | | | | 1,613 | 1,751 |
| | | | | | | | | |

| | | | | | | | | |
|----------------------------------|-------------|----------------|-------------|-------------|------------|-------|---------------|---------------|
| Water System Operating | | | | | | | | |
| | | | | | | | | |
| Account | 2021 Budget | 2021 Projected | 2022 Budget | \$ Variance | % Variance | Notes | 2023 Forecast | 2024 Forecast |
| Settlement Area Connection 1" | 4 | | 4 | | | | 4 | 4 |
| Rate | \$7,686.00 | | \$8,578.00 | | | | \$7,840.00 | \$7,997.00 |
| Development Build Connections 1" | 51 | | 133 | | | | 85 | 90 |
| Rate | \$3,760.00 | | \$4,196.00 | | | | \$3,835.00 | \$3,912.00 |
| Other 1" Connections | 3 | | 3 | | | | 3 | 3 |
| Rate | \$11,824.00 | | \$13,196.00 | | | | \$12,060.00 | \$12,301.00 |
| | | | | | | | | |

2021 Water Capital - Not Raised from Tax Levy

| Capital Items and Projects | Budget | | Funding Source | | Notes |
|---|--------------------|--|--------------------|------------|---|
| | | | Reserve | Other | |
| | | | | | |
| 2021 Capital | | | | | |
| Talbot Meadows Reconstruction (carry forward from 2020) | \$50,000 | | \$50,000 | \$0 | Water Reserve - minimal water replacement anticipated, waiting on updated Engineer Estimate |
| Lynhurst Reconstruction (carry forward from 2020) | \$400,000 | | \$400,000 | | Water Reserve, waiting on updated Engineer Estimates |
| Water Supply Study - Add'l work from 2020 Study | \$15,000 | | \$15,000 | | Water Reserve (\$12,500 in 2020 (actual \$13,490) |
| OCWA Recommendations - see attached | \$39,500 | | \$39,500 | | Water Reserve |
| 2021 Total | \$504,500 | | \$504,500 | \$0 | |
| | | | | | |
| 2022 Capital | | | | | |
| Carried Forward | | | | | |
| Lynhurst Reconstruction (Water Portion) | \$1,100,000 | | \$1,100,000 | | Water Reserve - based on Eng Est. 2021-11-26 |
| Water Supply Study - Add'l work - From 2021 | \$15,000 | | \$15,000 | | Water Reserve |
| OCWA Recommendations - see attached | \$32,500 | | \$32,500 | | Water Reserve |
| Meter Reading Software Update | \$10,000 | | \$10,000 | | Water Reserve - Needed, existing software no longer supported |
| 2022 Total | \$1,157,500 | | \$1,157,500 | \$0 | |
| | | | | | |
| 2023 Capital | | | | | |
| 2016 Pickup Truck Replacement | \$50,000 | | \$50,000 | | Water Reserve |
| OCWA Recommendations - see attached | \$41,000 | | \$41,000 | | Water Reserve |
| 2023 Total | \$91,000 | | \$91,000 | | |
| | | | | | |
| 2024 Capital | | | | | |
| Rate Study (2024/2025) | \$15,000 | | \$15,000 | | Water Reserve |
| OCWA Recommendations - see attached | \$23,500 | | \$23,500 | | Water Reserve |
| 2024 Total | \$38,500 | | \$38,500 | | |
| | | | | | |

| | | | Funding Source | | |
|-------------------------------------|----------|--|----------------|----------|---------------|
| Capital Items and Projects | Budget | | Reserve | Other | Notes |
| 2025 Capital | | | | | |
| Rate Study (2024/2025) | \$15,000 | | | \$15,000 | Water Reserve |
| OCWA Recommendations - see attached | \$16,500 | | \$16,500 | | Water Reserve |
| 2025 Total | \$31,500 | | \$16,500 | | |
| | | | | | |
| 2026 Capital | | | | | |
| OCWA Recommendations - see attached | \$16,000 | | \$16,000 | | Water Reserve |
| 2026 Total | \$16,000 | | \$16,000 | \$0 | |
| | | | | | |
| 2027 Capital | | | | | |
| OCWA Recommendations - see attached | \$18,500 | | \$18,500 | | Water Reserve |
| 2027 Total | \$18,500 | | \$18,500 | \$0 | |
| | | | | | |
| | | | | | |
| | | | | | |

The Corporation of the Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2022 to 2027)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

| Ref. No. | Scope of Work | Cost Estimate | | | | | | Compliance | DWQMS RA Outcome* | Health & Safety | Repair / Maintenance | Lifecycle Replacement | Improvement | Spare Parts Inventory | Approved by Client | Rationale for Project |
|--------------------------------------|--|---------------|--------------|-------------|-------------|-------------|-------------|------------|-------------------|-----------------|----------------------|-----------------------|-------------|-----------------------|--------------------|---|
| | | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | | | | | | | | | |
| | Shedden Re-Chlorination Facility | | | | | | | | | | | | | | | |
| 1 | Purchase chlorine pump rebuild kit for spare parts inventory | \$ - | \$ - | \$ - | \$ 500.00 | \$ - | \$ - | | | | | | | | | Currently spare pump rebuild kit is in stock inventory. Placeholder in 2024. |
| 2 | Building Condition Assessment Recommendations | | | | | | | | | | | | | | | This is a placeholder for future work once the condition assessment report is available. |
| 3 | Chlorine analyzer(s) parts: inlet and outlet (membrane caps, pH standards, ci2 probe replacement, pH probe replacement, electrolyte) | \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 | | | | | | | | | Chlorine probes required every 3- 5 years for inlet and outlet analyzer, pH probes require annual replacement. |
| Total Estimate - Recommended Capital | | \$1,500 | \$1,500 | \$4,000 | \$2,000 | \$1,500 | \$4,000 | | | | | | | | | |
| | Distribution System | | | | | | | | | | | | | | | |
| 1 | Fire flow testing | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ - | \$ - | \$ - | | | | | | | | | Fire flow testing on hydrants last completed in 2017. Recommend to start again in five years or when Ford water tower is taken out of service. |
| 2 | Hydrant maintenance and repairs | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | | | | | | | | | Placeholder for possible repairs or replacement. |
| 3 | Chamber S029 PRV: Inspect/Service/Rebuild | \$ - | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | | | | | | | | | Recommend for inspection/service/rebuild of PRV's at chamber S029. |
| 4 | Sample Station #82: replacement | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | | Due to failed components in the sample station, OCWA recommends for it to be removed and replaced in 2021. |
| 5 | Sample Station#100: replacement | | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | | | | | | | | | Due to failed components in the sample station, OCWA recommends for it to be removed and replaced in 2022. |
| 6 | Sample station maintenance/repairs/rebuild kits | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | | | | | | | | | Purchase spare rebuild kits and on-going maintenance to sample stations, ball valves and plungers. |
| 7 | Valve/Service Locator/Repair Parts/Equipment | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | | | | | | | | | Supplies for locating valves during hydrant inspection/valve operations, repair parts for breaks to ensure stock available for after hour repairs |
| 8 | Ford Chamber Sump Pump Replacement | \$ 1,500.00 | | | | | | | | | | | | | | The sump pump at this chamber has failed and requires replacement. |
| 9 | Auto flusher maintenance: replace controllers, lids, etc | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | | | | | | | | | Four auto flushers require regular maintenance/replacement of parts: including controllers, valves. |
| Total Estimate - Recommended Capital | | \$31,000 | \$39,500 | \$19,500 | \$14,500 | \$14,500 | \$14,500 | | | | | | | | | |
| Total Capital Estimate | | \$32,500 | \$41,000 | \$23,500 | \$16,500 | \$16,000 | \$18,500 | | | | | | | | | |

* **NOTE** : a requirement of DWQMS v. 2.0 is to consider the outcomes of the risk assessment (RA) documented under Element 8 as part of the system's infrastructure review

Legend:



H High priority recommended to be completed in upcoming year M Medium priority recommended to be completed in 1 to 3 years L Low priority recommended to be completed in years 4 to 5

2022 Recommended Capital Presented by:
2022 Recommended Capital Approved by:

Mark Harris
Dale LeBritton



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-76

Being a By-Law to establish Sanitary Sewer Rates and to repeal By-law No. 2020-68

WHEREAS Section 391 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, provides that the Council of a local municipality may pass by-laws to impose fees and charges;

AND WHEREAS the Council for the Township of Southwold has completed a Water and Wastewater Rate Study to recommend rates for the Talbotville Sanitary Sewer System;

AND WHEREAS the Council for the Township of Southwold has received notice from the City of St. Thomas of Sanitary Sewer Rates effective January 1, 2022;

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

1. A sewer service rate is hereby imposed upon the owners or occupants of lands which are supplied with sewer service by the Township of Southwold, including the owners or occupants of lands in the Township of Southwold which are serviced by the St. Thomas Sewer System and the Talbotville Sanitary Sewer System.
2. A rate per cubic meter of \$2.27 shall be charged for wastewater collection and treatment based on the water consumed as indicated by the water meter for properties serviced by the Talbotville Sanitary Sewer System.
3. A rate per cubic meter of \$2.41 shall be charged for wastewater collection and treatment based on the water consumed as indicated by the water meter for properties serviced by the St. Thomas Sanitary Sewer System.

4. A flat rate of \$18.59 per month shall be charged for capital requirements for the sewer system.
5. A late payment penalty of five percent (5%) will be charged on all wastewater billings the day following the due date as specified on the billing.
6. The Treasurer is hereby empowered to accept partial payment from time to time on account of sanitary sewer fees due to the Township.
7. That By-law 2020-68 is hereby repealed.
8. This by-law comes into full force and effect on January 1, 2022.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 13TH DAY OF DECEMBER, 2021.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-77

**Being a By-Law to adopt the 2022 Sanitary Sewer System
Operating and Capital Budgets**

WHEREAS it is necessary for the Council of the Township of Southwold, pursuant to Section 290 (1) of the Municipal Act 2001, S.O. 2001, c.25, to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council for the Township of Southwold desires to adopt Operating and Capital Budgets for the Southwold Sanitary Sewer System.

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

1. That the 2022 Sanitary Sewer Operating Budget, attached as Schedule "A", and forming part of this by-law, is hereby adopted.
2. That the 2022 Sanitary Sewer System Capital Budget, attached as Schedule "B", and forming part of this by-law, is hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 13TH DAY OF DECEMBER, 2021.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Sanitary Operating

| Account | 2021 Budget | 2021 Projected | 2022 Draft Budget | \$ Variance | % Variance | Notes | 2023 Forecast | 2024 Forecast |
|---|-------------------|-------------------|----------------------|-------------------|---------------|---|--------------------|--------------------|
| Talbotville | | | | | | | | |
| Revenue | | | | | | | | |
| Talbotville Per HH Flat Rate | (\$17,651) | (\$13,908) | (\$35,024) | (\$17,373) | 98.43% | | (\$69,575) | (\$98,783) |
| Talbotville Per M3 Rate | (\$33,369) | (\$36,373) | (\$59,874) | (\$26,505) | 79.43% | | (\$107,544) | (\$138,052) |
| Transfer from Talbotville Sewer Reserve | \$0 | \$0 | \$0 | \$0 | 0.00% | | \$0 | \$0 |
| Total Revenue | (\$51,020) | (\$50,281) | (\$94,897) | (\$43,878) | 86.00% | | (\$177,119) | (\$236,835) |
| Expenses | | | | | | | | |
| Wages | | | \$67,000 | \$67,000 | 0.00% | New - allocation of staff time | \$69,010 | \$71,080 |
| Overhead | | | \$20,000 | \$20,000 | 0.00% | | \$20,600 | \$21,218 |
| Roads Labour Allocation(Site Maint) | \$1,000 | \$500 | \$500 | (\$500) | -50.00% | Site Maint, Driveway | \$515 | \$530 |
| Roads Machine Time Allocation(Site Maint) | \$1,000 | \$500 | \$500 | (\$500) | -50.00% | Site Maint, Driveway | \$515 | \$530 |
| Training | \$500 | | \$2,000 | \$1,500 | 300.00% | Misc. Training, anticipate increase with staffing changes | \$2,060 | \$2,122 |
| Utilities | \$32,000 | \$37,000 | \$37,500 | \$5,500 | 17.19% | Based on Prior Year Actuals | \$38,625 | \$39,784 |
| Consummables, Chemicals | \$12,500 | \$12,500 | \$16,250 | \$3,750 | 30.00% | Consumables, Chemicals (+30%), supplies | \$16,738 | \$17,240 |
| Property Tax PIL | | \$5,000 | \$5,000 | \$5,000 | 0.00% | Based on Actuals | \$5,150 | \$5,305 |
| Property Maintenance | \$1,500 | \$1,200 | \$1,500 | \$0 | 0.00% | | \$1,545 | \$1,591 |
| Insurance | \$2,575 | \$2,437 | \$2,900 | \$325 | 12.62% | | \$2,987 | \$3,077 |
| Legal | \$2,500 | \$0 | \$1,000 | (\$1,500) | -60.00% | | \$1,030 | \$1,061 |
| System Maintenance | \$35,000 | \$5,000 | \$5,000 | (\$30,000) | -85.71% | Additional breakdown starting 2022 - see below | \$5,150 | \$5,305 |
| Misc | | \$0 | \$1,000 | \$1,000 | 0.00% | | \$1,030 | \$1,061 |
| Contracted Services | \$1,000 | \$1,000 | \$1,000 | \$0 | 0.00% | Other contracted service ie. Waste Coll \$500, Generator Insp, etc. | \$1,030 | \$1,061 |
| OCWA Contract | \$36,000 | \$35,979 | \$37,562 | \$1,562 | 4.34% | OCWA agreement CPI 4.4% for 2022 | \$38,689 | \$39,850 |
| OCWA Extra/Out of Scope | \$8,000 | \$8,621 | \$5,000 | (\$3,000) | -37.50% | Extra/Out of Scope estimate for add'l services | \$5,150 | \$5,305 |
| Wastewater Testing | \$9,000 | \$6,000 | \$6,000 | (\$3,000) | -33.33% | Based on Actuals | \$6,180 | \$6,365 |
| Plans and studies | \$10,000 | \$0 | \$5,000 | (\$5,000) | -50.00% | Misc Studies, engineering | \$5,150 | \$5,305 |
| Replace Activated Carbon - Screening Room | | | \$2,500 | \$2,500 | 0.00% | \$5,000 every other year, annualized to \$2,500 | \$2,575 | \$2,652 |
| Cleaning Raw Equalization Tanks | | | \$4,000 | \$4,000 | 0.00% | | \$4,120 | \$4,244 |
| Membrane Cleaning | | | \$20,000 | \$20,000 | 0.00% | | \$20,600 | \$21,218 |
| Sludge/Biosolids Removal | | | \$5,500 | \$5,500 | 0.00% | | \$5,665 | \$5,835 |

| Account | 2021 Budget | 2021 Projected | 2022 Draft Budget | \$ Variance | % Variance | Notes | 2023 Forecast | 2024 Forecast |
|---|--------------------|--------------------|----------------------|-------------------|------------|--|--------------------|--------------------|
| Disolved Oxygen/pH Meter/Probe Repl | | | \$3,500 | \$3,500 | 0.00% | annualized to \$3,500 | \$3,605 | \$3,713 |
| Spare Filter Module Cartridges | | | \$2,000 | \$2,000 | 0.00% | | \$2,060 | \$2,122 |
| Equipment Failure/Replacement Contingency | | | \$5,000 | \$5,000 | 0.00% | items not planned for such as possible equipment, failure(blowers, motors, pumps,switches) | \$5,150 | \$5,305 |
| Total Expenses | \$152,575 | \$115,737 | \$257,212 | \$104,637 | 68.58% | | \$264,928 | \$272,876 |
| | | | | | | | | |
| Net Operating (Revenue)/Expense | \$101,556 | \$65,456 | \$162,315 | \$60,759 | 59.83% | | \$87,810 | \$36,041 |
| | | | | | | | | |
| Accumulated Operating Deficit | | | | | | | | |
| Talbotville System | | \$410,518 | \$572,833 | | | | \$660,643 | \$696,684 |
| | | | | | | | | |
| Ferndale/Lynhurst Revenue | | | | | | | | |
| Ferndale Monthly | (\$32,477) | (\$32,000) | (\$38,481) | (\$6,004) | 18.49% | Offset below | (\$43,176) | (\$47,754) |
| Ferndale Per Cubic Meter | (\$61,399) | (\$64,000) | (\$69,842) | (\$8,443) | 13.75% | Offset below - to St. Thomas | (\$73,688) | (\$76,636) |
| Lynhurst Monthly (from St. Thomas) | (\$9,481) | (\$10,000) | (\$10,485) | (\$1,004) | 10.59% | Offset below | (\$11,596) | (\$12,825) |
| Sewer Investment Income | (\$1,000) | (\$2,000) | (\$2,000) | (\$1,000) | 100.00% | Reserve Interest - offset below with Transfer to Reserve | (\$2,000) | (\$2,000) |
| Total Revenue | (\$104,357) | (\$108,000) | (\$120,808) | (\$16,451) | | | (\$130,460) | (\$139,215) |
| | | | | | | | | |
| Expenses | | | | | | | | |
| Ferndale Per Cubic Meter to St. Thomas | \$61,399 | \$64,000 | \$69,842 | \$8,443 | 13.75% | To St. Thomas | \$73,688 | \$76,636 |
| Transfer to sewer reserve | \$42,958 | \$44,000 | \$50,966 | \$8,008 | 18.64% | Ferndale, Lynhurst, Investment from above | \$56,772 | \$62,579 |
| Transfer to Capital Projects | | | \$25,000 | \$25,000 | 0.00% | Lynhurst Street Reconstruction - Sanitary Exp | | |
| Total Expenses | \$104,357 | \$108,000 | \$145,808 | \$41,451 | | | \$130,460 | \$139,215 |
| | | | | | | | | |
| Reserve for Ferndale/Lynhurst | | (\$466,282) | (\$491,282) | | | | (\$621,742) | (\$760,957) |
| | | | | | | | | |
| | | | | | | | | |
| Net Reserves - Sanitary | | (\$55,764) | \$81,551 | | | | \$38,901 | (\$64,273) |
| | | | | | | | | |

| Account | 2021 Budget | 2021 Projected | 2022 Draft Budget | \$ Variance | % Variance | Notes | 2023 Forecast | 2024 Forecast |
|---|----------------|-------------------|----------------------|-------------|------------|--|------------------|------------------|
| Inputs/Assumptions | | | | | | | | |
| 92 Talbotville Connections | | | | | | | | |
| 130 New connections Talbotville | | | | | | | | |
| 170 Connections Ferndale | | | | | | | | |
| 5 New Connection Ferndale | | | | | | | | |
| 168 m3 per HH as per Water/Wastewater Study | | | | | | | | |
| Rates as per the Water/Wastewater Study | | | | | | | | |
| | | | | | | | | |
| Connections | | | | | | | | |
| Talbotville | 62 | | 92 | | | | 222 | 302 |
| Ferndale | 161 | | 170 | | | | 175 | 175 |
| Lynhurst | 47 | | 47 | | | | 47 | 47 |
| Growth (calc. based on 6 months) | | | | | | | | |
| Talbotville | 51 | | 130 | | | TM 85, TG 5, SL/GP 10, DHP 25, Other 5 | 80 | 80 |
| Talbotville - Other | | | | | | | 40 | 40 |
| Ferndale | | | 5 | | | | | |
| Lynhurst | | | 0 | | | | | |
| | | | | | | | | |
| HH m3 Water Consumption | 168 | | 168 | | | | 168 | 168 |
| HH/Month | 16.81 | | 18.59 | | | | 20.56 | 22.74 |
| m3 Rate Talbotville | 2.27 | | 2.27 | | | | 2.27 | 2.27 |
| m3 Ferndale (to St. Thomas) | 2.27 | | 2.41 | | | | 2.5064 | 2.606656 |
| | | | | | | | | |
| Talbotville / HH Flat Qtrly | \$17,650.50 | | \$35,023.56 | | | | \$69,575.04 | \$98,782.56 |
| Talbotville m3 | \$33,369.00 | | \$59,873.52 | | | | \$107,543.52 | \$138,052.32 |
| Total Talbotville | \$51,019.50 | | \$94,897.08 | | | | \$177,118.56 | \$236,834.88 |
| | | | | | | | | |
| Ferndale HH | \$32,476.92 | | \$38,481.30 | | | | \$43,176.00 | \$47,754.00 |
| Ferndale M3 (to St. Thomas) | \$61,398.96 | | \$69,841.80 | | | | \$73,688.16 | \$76,635.69 |
| Total Ferndale | \$93,875.88 | | \$108,323.10 | | | | \$116,864.16 | \$124,389.69 |
| | | | | | | | | |
| Lynhurst HH (from St. Thomas) | \$9,480.84 | | \$10,484.76 | | | | \$11,595.84 | \$12,825.36 |
| | | | | | | | | |
| Total Revenue | \$154,376.22 | | \$213,704.94 | | | | \$305,578.56 | \$374,049.93 |

| | | | | | |
|--|--------------------|--|-----------------------|--------------------|---|
| Sanitary System Capital Forecast | | | | | |
| | | | Funding Source | | |
| Capital Items and Projects | Budget | | Reserve | Other | Notes |
| 2021 Capital | | | | | |
| Talbot Meadows Reconstruction - install Sewers | \$1,700,000 | | | \$1,700,000 | To be funded by connections - in progress |
| Lynhurst Reconstruction (from2020) | \$25,000 | | | \$25,000 | Sewer Reserve -if needed during reconstruction, could be 2022 |
| OCWA Recommendations - Addl Membrane | \$155,000 | | | \$155,000 | To be funded by Connection Fees completed |
| Forcemain to Development Land | \$2,500,000 | | | \$2,500,000 | Timing TBD - moved to 2022 |
| Talbotville Gore South Trunk to Enclave/Forcemain | \$600,000 | | | \$600,000 | To be funded by Connection Fees - in progress |
| 2021 Total | \$4,980,000 | | \$0 | \$4,980,000 | |
| | | | | | |
| 2022 Capital | | | | | |
| Carry Forwards | | | | | |
| Influent Piping Modifications from 2021 | \$3,500 | | | \$3,500 | To be funded by Connection Fees |
| Acoustic Audit - failed in 2018, needs to be redone | \$5,000 | | | \$5,000 | To be funded by Connection Fees |
| Fencing from 2021 | \$22,500 | | | \$22,500 | To be funded by future connections |
| Lynhurst Reconstruction - Sanitary Portion(from2020) | \$25,000 | | \$25,000 | | Ferndale/Lynhurst Capital Reserve |
| Forcemain to Development Lands | \$2,500,000 | | | \$2,500,000 | To be funded by Connection Fees |
| OCWA Capital Recommendations | | | | | |
| Filter Building Ventilation and Grate Cover | \$5,000 | | | \$5,000 | To be funded by Connection Fees |
| Antenna/Communication Upgrade | \$3,000 | | | \$3,000 | To be funded by Connection Fees |
| Infiltration Investigation | \$5,000 | | | \$5,000 | To be funded by Connection Fees |
| Equipment Storage Building | \$10,000 | | | \$10,000 | To be funded by Connection Fees |
| 2022 Total | \$2,579,000 | | \$25,000 | \$2,554,000 | |
| | | | | | |
| 2023 Capital | | | | | |
| OCWA Capital Recommendations | \$5,000 | | \$5,000 | | Reserve |
| 2023 Total | \$5,000 | | \$5,000 | \$0 | |
| | | | | | |

| Capital Items and Projects | Budget | | Reserve | Other | Notes |
|--|--------------------|------------|-----------------|--------------------|---------------------------------|
| 2024 Capital | | | | | |
| Rate Study (2024/2025) | \$15,000 | | \$15,000 | | Reserve |
| OCWA Capital Recommendations | \$5,000 | | \$5,000 | | Reserve |
| 2024 Total | \$20,000 | \$0 | \$20,000 | \$0 | |
| | | | | | |
| 2025 Capital | | | | | |
| Rate Study (2024/2025) | \$15,000 | | | \$15,000 | Reserve |
| WWTP Expansion needed when over 500 m3 | \$2,000,000 | | | \$2,000,000 | To be funded by Connection Fees |
| OCWA Capital Recommendations | \$5,000 | | \$5,000 | | Reserve |
| 2025 Total | \$2,020,000 | | \$5,000 | \$2,015,000 | |
| | | | | | |
| 2026 Capital | | | | | |
| OCWA Capital Recommendations | \$5,000 | | \$5,000 | | Reserve |
| 2026 Total | \$5,000 | | \$5,000 | \$0 | |
| | | | | | |
| 2027 Capital | | | | | |
| OCWA Capital Recommendations | | | | | |
| Membrane Pump Discharge Check Valves | \$5,000 | | \$5,000 | | Reserve |
| Membranes: Module Air Diffusers | \$5,000 | | \$5,000 | | Reserve |
| 2027 Total | \$0 | | \$0 | \$0 | |

The Corporation of The Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2022 to 2027)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

| Ref. No. | | | | | | | | Compliance | Health & Safety | Repair / Maintenance | Lifecycle Replacement | Improvement | Spare Parts Inventory | Approved by Client | Rationale for Project |
|------------------------|--|-----------|-----------|----------|-----------|-----------|----------|---|-----------------|----------------------|-----------------------|-------------|-----------------------|--------------------|---|
| | Scope of Work | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | | | | | | | | |
| | Talbotville Wastewater Treatment Plant | | | | | | | | | | | | | | |
| 1 | Membrane pump discharge check valves | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | | | | | | | | Maintenance/Replacement of Check Valves |
| 2 | Screenings Room: Activated carbon. Replacement of carbon in both drums | \$ 5000 | \$ - | \$ 5,000 | \$ - | \$ 5,000 | \$ - | | | | | | | | Carbon material was replaced in both carbon drums in 2020 and a device was installed to determine remaining life. Required to be replaced approximately in 2-3 years. |
| 3 | Raw equalization tanks: cleaning | \$4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | | | | | | | | OCWA recommends that at least two times per year, that the raw eq tanks 301 and 302 be cleaned out and pressure washed to the bottom. Regular cleaning prevents possible damage to the pumps and blockages of downstream piping and valves and the screenings drum. |
| 4 | Plant diesel generator: annual inspection | \$650 | \$650 | \$650 | \$650 | \$650 | \$650 | | | | | | | | The stand-by generator is required to annually inspected as per the requirements of the Environmental Compliance Approval (ECA). This function is completed by Southwold Township staff. |
| 5 | Backflow preventers: annual verification/inspection | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | | | | | | | | The two on site backflow preventers are required to be tested annually as per the Township's by law. |
| 6 | Influent and effluent flowmeters: annual verifications | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | | | | | | | | All flowmeters are required to be verified on an annual basis as per the Environmental Compliance Approval (ECA). |
| 7 | Screenings room: screenings bags | \$600 | \$650 | \$700 | \$750 | \$800 | \$850 | | | | | | | | Screenings bags are required to be regularly replaced as they collect unwanted materials from entering the treatment plant. Two to four bags get replaced on a weekly basis. |
| 8 | Membranes: cleaning of membranes | \$ 20,000 | \$ 20,000 | \$20,000 | \$ 20,000 | \$ 20,000 | \$20,000 | | | | | | | | Membranes were last cleaned by OCWA in summer 2021. Membranes are required to be cleaned at a minimum annually or membranes will perform poorly and reduce plant capacity. Cleaning also consists of using chlorine and citric acid. In September 2021, started operating two new membranes due to high flows/infiltration. |
| 9 | Plant chemicals: (Chlorine, Alum, Caustic) | \$6,500 | \$7,000 | \$7,500 | \$8,000 | \$8,500 | \$9,000 | | | | | | | | Chemicals required for phosphorus removal, and ph adjustment and cleaning of the membranes during backwashes. Ongoing operational requirement. |
| 10 | Membrane room: lifting equipment annual inspection | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | | | | | | | | Membrane room lifting equipment requires annual inspection/verification by third party. |
| 11 | Effluent UV System: bulb and sleeve replacement | \$500 | \$0 | \$500 | \$0 | \$500 | \$0 | | | | | | | | UV effluent bulbs and sleeves should be replaced every two years. |
| 12 | Plant blowers: maintenance items including air filters and annual oil changes | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | | | | | | | | The wastewater plant has multiple blowers which require replacement of filters and annual replacement of oil. |
| 13 | Screenings Room: H2S gas detector annual inspection/verification | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | | | | | | | | Screenings room H2S gas detector requires to be inspected semi-annually and verified by a third party. |
| 14 | Sludge/biosolids: removal and disposal | \$5,500 | \$6,000 | \$6,500 | \$7,000 | \$7,500 | \$8,000 | | | | | | | | Generation of sludge/biosolids requires ongoing removal. Annual costs will increase as additional homes are connected into the treatment plant and chemicals will increase once using caking system which is anticipated to commence at around 100 CM/day. |
| 15 | Membranes: module air diffusers | \$ - | \$ - | \$ - | \$ - | \$ - | \$5,000 | | | | | | | | 2020 inspection of membranes showed that diffusers in modules are partially failing and Newterra recommends to replace in the near future. Purchase one set of module diffusers in 2021 for replacement when module is cleaned again. |
| 16 | Dissolved Oxygen/pH Meter Instrumentation/Probe Replacement | \$5,000 | \$2,000 | \$2,000 | \$5,000 | \$2,000 | \$2,000 | | | | | | | | The dissolved oxygen system controls the blowers so critical to ensure maintenance/replacement as required for proper operation of aeration system. |
| 17 | Filter Building Ventilation and grate cover installation | \$5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | The ventilation in the membrane filter room requires repair/replacement along with covers for the tanks to reduce humidity in the room |
| 18 | Spare Filter Module Cartridges | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | | | | | | | | Placeholder for the replacement of filter modules that are in need of replacement as determined through annual inspection/cleaning program. |
| 19 | Antenna/Communication Upgrade | \$3,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | Due to the location of the plant in the valley, it appears that daily reports are missing date due to signal strength issues. Propose to install Ce-FI Wideband Directional Antenna based on consultation with Newterra. |
| 20 | Infiltration Investigation/Contingency Planning | \$5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | Placeholder for the investigation of infiltration issues, which could involve sewer video inspection, inspection of the sewer collection system during storm events, abnormal operations, back-up disposal plan during high EQ Tank events, |
| 21 | Building Storage for equipment | | | | | | | | | | | | | | Placeholder for discussion as there is very limited storage at facility for equipment/stock/parts etc. |
| 22 | Contingency: items not planned for such as possible equipment failure(blowers, motors, pumps,switches) | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | | | | | | | | Placeholder for unknown breakdowns of equipment. |
| Total Capital Estimate | | \$70,700 | \$50,250 | \$56,800 | \$55,350 | \$58,900 | \$61,450 | 2022 Recommended Capital Presented by: 2022 Recommended Capital Approved by: | | | | | | | Mark Harris: Senior Operations Manager Dale LeBritton: Regional Hub Manager |

Legend:
High priority recommended to be completed in upcoming year
Medium priority recommended to be completed in 1 to 3 years
Low priority recommended to be completed in years 4 to 5





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-78

Being a By-law to authorize an intermunicipal agreement for joint ownership of fire communication equipment

WHEREAS Section 9 of the *Municipal Act*, 2001, S.O. 2001 c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 2(6) of the *Fire Protection and Prevention Act*, Chapter 4, Statutes of Ontario, 1997 authorizes a municipality to enter into automatic aid agreements with other municipalities to provide and/or receive fire protection services;

AND WHEREAS it is necessary as the previous agreement for fire communication equipment has expired.

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

1. That the Corporation of the Township of Southwold enters into an Intermunicipal Agreement for the joint ownership of fire communication equipment as attached to this By-law as Schedule "A".
2. That the Mayor and the CAO/Clerk be hereby authorized on behalf of the Corporation of the Township of Southwold to enter into and execute under its corporate seal an Intermunicipal Agreement.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF DECEMBER, 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

INTERMUNICIPAL AGREEMENT FOR JOINT OWNERSHIP OF FIRE
COMMUNICATION EQUIPMENT

THIS AGREEMENT made this 13th day of December, 2021

BETWEEN:

THE CORPORATION OF THE TOWN OF AYLMER
(Hereinafter referred to as "Aylmer")

OF THE FIRST PART

- and –

THE CORPORATION OF THE MUNICIPALITY OF BAYHAM
(Hereinafter referred to as "Bayham")

OF THE SECOND PART

- and –

THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN
(Hereinafter referred to as "Central Elgin")

OF THE THIRD PART

- and –

THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH
(Hereinafter referred to as "Dutton/Dunwich")

OF THE FOURTH PART

- and –

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
(Hereinafter referred to as "Malahide")

OF THE FIFTH PART

- and –

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
(Hereinafter referred to as "Southwold")

OF THE SIXTH PART

- and –

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN
(Hereinafter referred to as "West Elgin")

OF THE SEVENTH PART

WHEREAS the Parties hereto are lower tier municipalities within the territorial limits of the County of Elgin in the Province of Ontario;

AND WHEREAS in satisfaction and/or fulfilment of their respective statutory jurisdiction and including but not limited to those powers set forth in the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and Fire Protection and Promotion Act, 1997, S.O. 1997, c. 4, as amended, the Parties hereto provide firefighting and fire promotion and protection services within their respective territorial limits;

AND WHEREAS the Parties hereto, as a previous joint initiative, purchased, erected, and installed and operated, and continue to operate, a radio communication and paging system for, among other things, dispatch of firefighting personnel and equipment to locations within their territorial limits and elsewhere within the territorial limits of Elgin County, which system is commonly referred to as the “Elgin Fire Communication System”;

AND WHEREAS the Parties hereto have reached consensus in respect of various issues relating to such radio communication and paging system, including but not limited as to joint ownership of equipment and shared responsibility for costs and expenses, including those relating to insurance and maintenance, and now wish to reduce the terms of that consensus to writing;

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes each of the Parties hereto to enter into an Agreement with each of the other Parties hereto for their joint benefit and in respect of any matter or matters which all Parties thereto have the power to provide within their respective territorial limits;

NOW THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00) now paid by each Party hereto to all other Parties hereto and other good and valuable consideration, including but not limited to the mutual covenants hereinafter contained, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties hereto acknowledge and/or agree as follows:

1.0 Term

1.1. This Agreement shall commence on January 1, 2022, and, subject to the termination provisions set out in section 1.2 below, shall continue in full force and effect until December 31, 2022, at which date it shall automatically renew for a term of one year. At the expiration of the one-year renewal term, and in each successive one-year renewal term thereafter, this Agreement shall continue to renew automatically for an additional one-year term subject to the termination rights set out in section 1.2, below.

1.2 Any Party hereto may terminate this Agreement at the end of a one-year renewal term, thereby preventing the automatic renewal provided for in section 1.1, by providing at least one hundred and twenty (120) days written notice to all other Parties. At the end of the in-force

renewal period, this Agreement shall become null and void unless the remaining Parties hereto execute an Amending Agreement confirming their consensus to continue to be bound by the terms of this Agreement or any renewal or extension thereof and otherwise implementing any revisions necessitated by the withdrawal of the said terminating Party.

2.0 Acknowledgement of Ownership

2.1 The Parties hereto acknowledge and agree that the communication and paging equipment, including the location and original cost thereof, that is the subject matter of this Agreement is set forth in Schedule "A" hereto.

2.2 The Parties hereto further acknowledge and agree that all communication and paging equipment as set forth in Schedule "A" hereto are owned jointly by the Parties hereto but that, for purposes of valuation, insurance, and risk management, all Parties hereto are deemed to own one-seventh (1/7) of the total value of such equipment.

2.3 With regard to the communication and paging equipment set forth in Schedule "A" hereto, the Parties hereby agree that in the event that there are any equipment additions, deletions, changes or replacements that require revisions to Schedule "A", that the Fire Chief of the Party where the addition, deletion, change or replacement to equipment is situated shall:

2.3.1 Revise Schedule "A" to reflect the added, deleted, changed or replaced equipment;

2.3.2 Circulate the revised Schedule "A" to all other Parties pursuant to the Notice provision of this Agreement;

Upon receipt of the revised Schedule "A", each other Party shall have fifteen (15) days to provide written notice of any dispute to the revisions to the other Parties. If no such written dispute is made then the revised Schedule "A" shall be deemed to be the in-force Schedule "A" to this Agreement. Where a notice disputing the revisions is made by any Party, the existing Schedule "A" shall remain in force and effect until the dispute is resolved. All Parties hereby agree to use their best efforts to resolve any disputes.

2.4 The Council of each party hereby delegates authority to the CAO and Fire Chief, acting jointly, to amend or replace Schedule "A" to this agreement administratively, and/or to accept an amended or replaced Schedule "A" administratively.

3.0 Statement of Joint Responsibility for Costs and Expenses

3.1 The Parties hereto acknowledge and agree that, as a general principle and commitment, each Party hereto is ultimately responsible for one-seventh (1/7) of any and all costs and expenses, whether direct, indirect, or consequential, attributable to, incurred in respect of, or associated with the communication and paging equipment set forth in Schedule "A" hereto and/or the Elgin Fire Communication System resulting therefrom, including but not limited to

those costs and expenses specifically related to maintenance and system support and insurance as set forth below.

4.0 Maintenance and Technical Support

4.1 The Parties hereto acknowledge and agree that the communication and paging equipment which is the subject of this Agreement and as set forth in Schedule "A" hereto shall be maintained and receive technical support pursuant to a written agreement between BearCom Canada Corp. and The Corporation of the Municipality of Central Elgin (as represented by the Director of Fire Rescue Services|Fire Chief) (hereinafter "Central Elgin"), which agreement is entitled "System Support Agreement for Elgin Fire Communication System" and is dated December 1, 2021.

4.2 The Parties hereto hereby endorse the said System Support Agreement for Elgin Fire Communication System attached as Schedule "A" hereto and agree to be bound by the terms and conditions thereof through The Corporation of the Municipality of Central Elgin.

4.3 The Parties hereto agree that, on behalf of all Parties hereto, Central Elgin shall pay any invoice issued by BearCom Canada Corp. pursuant to the said System Support Agreement and that Central Elgin shall thereafter invoice each of the other Parties hereto in an amount equal to one-seventh (1/7) of the amount of such invoice issued by and as paid to BearCom Canada Corp., which invoice each Party hereto shall pay to Central Elgin within thirty (30) days of issuance.

4.4 The Parties hereto further agree that, on behalf of all Parties hereto, that prior to the expiration of the term of the System Support Agreement, Central Elgin is delegated the authority to negotiate a new or renewed system support agreement with any competent service support provider. Prior to Central Elgin entering into a new or renewed system support agreement on behalf of all of the Parties, the following process shall be followed:

- 4.4.1 Central Elgin will provide a copy of the proposed new or renewed system support agreement to all other Parties no less than ninety (90) days prior to the expiration of the existing System Support Agreement;
- 4.4.2 Any Party objecting to any element of the proposed new or renewed system support agreement shall provide its objection to the other Parties within fourteen (14) days of receipt of the proposed new or renewed system support agreement.
- 4.4.3 If no objection is received then the Parties hereby agree that Central Elgin may, on behalf of all the Parties, execute the proposed new or renewed system support agreement.
- 4.4.4 If an objection is received then the Parties shall use their best efforts to resolve the dispute amicably. In the event that the dispute cannot be resolved, then any Party that does not wish to be bound by the new System Support Agreement

shall be deemed to have served notice of termination pursuant to section 1.2 of this Agreement.

4.5 The Council of each party hereby delegates authority to its respective CAO the authority accept or reject any new or renewed system support agreement, being Schedule "A" to this Agreement, administratively.

5.0 Insurance

5.1 The Parties hereto agree that, throughout the Term of this Agreement and while a Party hereto, The Corporation of the Town of Aylmer ("Aylmer") shall secure, maintain, and keep in full force and effect, including but not limited to payment of all applicable premiums, comprehensive property insurance coverage in respect of the communication and paging equipment set forth in Schedule "A" hereto, including but not limited to property coverages of no less than \$700,000.00 per incident, as issued by a reputable insurance carrier carrying on business in the Province of Ontario; provided that any and all such property insurance coverages as secured, maintained, and kept by Aylmer shall at all times name each other Party hereto as an additional insured thereunder. Further, Aylmer shall be responsible for providing insurer of the policy herein described with any revised Schedule "A" following the process set out in section 2.3.

5.2 The Parties hereto acknowledge and agree that, notwithstanding the securing, maintaining, and keeping of insurance coverages by Aylmer as set forth immediately above, it is the intention that all costs and expenses associated with such property coverages, whether direct or indirect and including but not limited to premiums and premium increases as a result of claims made, shall be shared equally by the Parties hereto and that each Party hereto shall be responsible for one-seventh (1/7) of all such property insurance costs and expenses. In keeping with that commitment, the Parties hereto agree that, in the first instance, Aylmer shall pay any and all applicable costs and expenses attributable to and associated with the said property insurance coverages and, at its discretion as to timing, it shall issue and deliver invoices to each of the other Parties hereto in an amount equal to one-seventh (1/7) of such cost and/or expense, which invoice each Party hereto shall pay to Aylmer within thirty (30) days of issuance.

5.3 In addition to the commitments and agreements set forth in sections 5.1 and 4.2 above, the Parties hereto agree that, throughout the Term of this Agreement and its own cost and expense, each Party hereto shall also secure, maintain, and keep in full force and effect, including but not limited to payment of all applicable premiums, comprehensive general liability coverages of no less than \$10,000,000.00 per incident and relating to ownership and/or use of the communication and paging equipment as well as the obligations otherwise set forth herein; provided that each such liability insurance coverages as secured, maintain, and kept by each Party hereto shall name all other Parties hereto as additional insureds in respect of such insured perils.

6.0 Indemnity

6.1 Notwithstanding and in conjunction with that set forth in section 5.0 above in relation to securing, maintaining, and keeping of insurance coverages, the Parties hereto agree that each Party hereto shall indemnify and save harmless all other Parties hereto, including any respective Mayor, Councillor, administrator, employee, consultant, servant, contractor, and/or agent and their respective heirs, executors, successors, and assigns (as the case may be), from and against all costs, actions, suits, expenses, and liabilities directly or indirectly arising from or in any way connected with the performance of any obligation hereunder or negligence in respect thereof, except in the case of and to the extent of negligence on the part of any other individual Party hereto and which other individual Party shall bear responsibility and liability for such negligence.

7.0 Notice

7.1 All notices, demands, requests, agreements, consents, approvals and payments which may be or are required to be given pursuant to this agreement shall be in writing and shall be sufficiently given if delivered personally or by facsimile transmission:

To Aylmer at: 46 Talbot Street West
Aylmer, Ontario N5H 1J7
Fax (519)765-1446

To Bayham at: 56169 Heritage Line
P.O. Box 160
Straffordville, Ontario N0J 1Y0
Fax (519)866-3884

To Central Elgin at: 450 Sunset Drive, 1st Floor
St. Thomas, Ontario, N5R 5V1
Fax (519)631-4036

To Dutton/Dunwich at: 199 Currie Road
Dutton, Ontario, N0L 1J0
Fax (519)762-2278

To Malahide at: 87 John Street South
Aylmer, Ontario, N5H 2C3
Fax (519)773-5334

To Southwold at: 35663 Fingal Line
Fingal, Ontario, N0L 1K0
Fax (519)769-2837

To West Elgin at: 22413 Hoskins Line
Rodney, Ontario N0L 2C0

Fax (519)785-0644

or at such other address in Canada as the applicable party may from time to time advise by notice to the other party. The date of receipt of any such notice, demand, request or payment shall be deemed to be the date of delivery.

8.0 Gender and Number

8.1 Words importing the singular shall include the plural and vice versa. Words importing gender shall include all genders.

9.0 Headings

9.1 The headings contained in this Agreement are for reference only and in no way affect or modify the interpretation of this Agreement.

10.0 Applicable Law

10.1 This Agreement shall be construed and enforced in accordance with the laws of the

Province of Ontario applicable therein from time to time and this Agreement shall be treated in all respects as an Ontario agreement.

11.0 Obligations and Covenants

11.1 Each obligation, acknowledgment, and/or agreement contained in this Agreement, even though not expressed as a covenant, is considered for all purposes to be a covenant.

12.0 Invalidity

12.1 The invalidity or unenforceability of any provision or covenant contained in this Agreement shall not affect the validity or enforceability of any other provision or covenant herein contained and any such invalid provision or covenant shall be deemed to be severable.

13.0 Covenants Independent

13.1 Each covenant in this Agreement is a separate and independent covenant and a breach of covenant by any Party will not relieve the other Party from its obligation to perform each of its covenants, except as otherwise expressly provided herein.

14.0 Amendments

14.1 No supplement, modification, amendment, waiver or termination of this Agreement shall be binding unless executed in writing by the Parties, save and except changes to Schedule "A" which shall occur pursuant to sections 3.2 and 3.3.

15.0 Non-Waiver

15.1 No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision (whether or not similar) nor shall any waiver constitute a continuing waiver unless otherwise provided.

16.0 Successors and Assigns

16.1 All of the provisions of this Agreement shall be binding upon and enure to the benefit of the Parties and their respective successors and permitted assigns.

17.0 Excusable Delay

17.1 If, because of a circumstance beyond its control, a Party is delayed in performing or observing a covenant or in complying with a condition under the terms of this Agreement that it is required to do by a specified date or within a specified period of time, and if the circumstance is neither caused by the default or act of commission or omission of that Party nor avoidable by the exercise of reasonable effort or foresight by that Party, the date or period of time by or within which it is to perform, observe, or comply will be extended by a period of time equal to the duration of the delay.

18.0 Further Assurances

18.1 Each of the Parties will, from time to time hereafter and upon the reasonable request of the other Party, make all such further acts, deeds, or assurances as may be required to more fully implement the true intent of this Agreement.

19.0 Continuation of Certain Obligations

19.1 Wherever specifically provided for in this Agreement or if it is necessary for the full implementation of any provision of this Agreement, the obligations of a Party shall survive the expiration of the term or the earlier termination of this Agreement, as the case may be.

20.0 Assignment

20.1 The Parties hereto shall not assign the obligations, duties, responsibilities, right and privileges contained in this Agreement.

21.0 Schedules

21.1 All Schedules attached hereto form part of and are incorporated in this Agreement.

22.1 This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same Agreement.

SIGNED, SEALED & DELIVERED

The Corporation of the Town of Aylmer

per: _____

Name: Mary French

Position: Mayor

per: _____

Name: Andy Grozelle

Position: CAO/Deputy Clerk

We have authority to bind the Corporation

The Corporation of the Municipality of Bayham

per: _____

Name: Edward Ketchabaw

Position: Mayor

per: _____

Name: Thomas Thayer

Position: CAO/Clerk

We have authority to bind the Corporation

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

per: _____

Name: Sally Martyn

) Position: Mayor

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per:_____

Name: Paul Shipway

Position: CAO/Clerk

We have authority to bind the Corporation

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

per:_____

Name: Robert Purcell

Position: Mayor

per:_____

Name: Heather Bouw

Position: CAO/Clerk

We have authority to bind the Corporation

The Corporation of the Township of Malahide

per:_____

Name: David Mennill

Position: Mayor

per:_____

Name: Adam Betteridge

Position: CAO/Clerk

We have authority to bind the Corporation

The Corporation of the Township of Southwold

per:_____

) Name: Grant Jones
) Position: Mayor
)
)
) per: _____
) Name: Lisa Higgs
) Position: CAO/Clerk
)
) We have authority to bind the Corporation
)
)
) **The Corporation of the Municipality of**
) **West Elgin**
)
)
) per: _____
) Name: Duncan McPhail
) Position: Mayor
)
)
) per: _____
) Name: Magda Badura
) Position: CAO/Treasurer
)
) We have authority to bind the Corporation

Date:
December 13, 2021

The Corporation of the Town
of Aylmer

The Corporation of the
Municipality of Bayham

The Corporation of the
Municipality of Central Elgin

The Corporation of the
Municipality of
Dutton/Dunwich

The Corporation of the
Township of Malahide

The Corporation of the
Township of Southwold

The Corporation of the
Municipality of West Elgin

Intermunicipal Agreement for
Joint Ownership of Fire
Communication Equipment

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

County Solicitor



**SYSTEM SUPPORT AGREEMENT FOR
ELGIN FIRE COMMUNICATIONS SYSTEM**

Dated: December 1, 2021

Between

BearCom Canada Corp. (BearCom)

And

Elgin Fire Communications System c/o Raymond Ormerod Fire Chief
The Municipality of Central Elgin (Customer)

Purpose

This Agreement describes the system support services that BearCom will provide for the Customer's

VHF DIGITAL SIMULCAST TWO-WAY RADIO COMMUNICATIONS SYSTEM
And
VHF ANALOG SIMULCAST PAGING SYSTEM

This Agreement also establishes the terms and conditions upon which the system support services will be provided.

Contents

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1. SYSTEM SUPPORT AGREEMENT

Part I Services

BearCom will supply all supervision, labour, service facilities, spare parts, replacement parts, test equipment and supplies necessary to maintain the System Equipment as stated in this Agreement.

1. Support Services

The monthly support fee covers the following Support Services:

For the SYSTEM EQUIPMENT (As listed in **Addendum II**)

- Proactive monitoring of alarms and system diagnostics (24/7/365).
- Proactive corrective action for alarms and system diagnostics.
- Remote support of System Equipment (24/7/365).
- Onsite servicing and repair of System Equipment (24/7/365).
- Firmware upgrades to System Equipment*
- Perform one complete PM check of system equipment per calendar year.
- Includes parts and labor as illustrated in Addendum II.

****Firmware for "bug" fixes only. Does not apply to feature-add firmware. Does not apply to portable and mobile radio equipment.***

2. Response Times

Service requests for System Equipment can be made by calling 519-663-2109. Requests will be responded to within one hour. Initial response will be to remotely access the system to aid in problem diagnosis. If an onsite response is required to resolve the issue, technical personnel will arrive onsite within two hours from the initial service request. If a defective System Equipment component cannot be repaired within one hour from the beginning of the on-site service response, it will be replaced with a spare component provided by BearCom or the customer as listed in **Addendum II**. This level of service will be maintained on a 24/7/365 basis.

Service requests for Base Station Equipment or Mobile Equipment are not covered by the monthly support fee. Such repair requests can be made by calling 519-663-2109. Technical personnel will respond onsite within 48 hours. If the defective Base Station or Mobile Equipment cannot be repaired within one hour from the beginning of the on-site service response, it can be replaced with a spare unit provided by the Customer. After the faulty equipment has been repaired it will be returned to the Customer's spare stock. This level of service will be maintained Monday – Friday from 8:30am to 5pm (excluding holidays).

Portable equipment repairs are not covered by the monthly support fee. Faulty portable units can be delivered or shipped to BearCom's London facility for repair. After the faulty equipment has been repaired it will be returned to the Customer via prepaid courier.

3. Billable Services

Billable Services include any Services other than what is listed under Support Services and as further illustrated in Addendum II & Addendum III. The rates for Billable Services will be at the Customer's contract rate which is 10% off BearCom's posted labor rates. The present billable rates are shown in Addendum IV.

If, due to the action of regulatory authorities, changes to the System Equipment becomes necessary, such changes will be performed by BearCom upon request by and at the expense of the Customer, at Billable Service rates.

System Equipment programming changes will be provided by BearCom at no cost to the Customer if the change is necessary because of an error or omission on BearCom's part during the Term. System

Equipment programming changes that are requested by the Customer for any reason other than to correct an error or omission on BearCom's part will be performed at Billable Service rates.

BearCom assumes no responsibility for radio interference or noise problems unless it is due to faulty System Equipment that is covered under this agreement. BearCom will investigate interference complaints and recommend solutions. The cost of investigating and solving interference problems will be borne by the Customer at the corresponding Billable Service rates.

4. Conditions of Service

BearCom's obligation to provide Services is contingent on proper use of the Equipment. BearCom will be under no obligation to provide Services in respect of Equipment:

- I) which has not been maintained at the manufacturers specified minimum configuration or release levels
- II) which has not been maintained in environmental conditions within the operating range specified by the manufacturer
- III) which has been modified without the manufacturer's approval, attached to equipment which has not been approved by the manufacturer, subjected to unusual physical stress, abused, or neglected, or
- IV) of which the original identification marks have been removed or altered.

Service work made necessary because of any of the foregoing causes, any cause not associated with the reasonable use of the Equipment, or any other cause not under the control of BearCom may be performed, at BearCom's discretion, at the hourly rate for Billable Service, plus the cost of parts.

BearCom will not be responsible to the Customer for loss of use of Equipment or for any other liabilities arising from alterations, additions, adjustments, or repairs which have been made to Equipment by other than authorized representatives of BearCom. If, in the opinion of BearCom, any such alterations, additions, adjustments or repairs adversely affect BearCom's ability to render Services to Equipment, BearCom will have the right to terminate this Agreement upon thirty (30) days prior written notice to the Customer.

5. Warranty

BearCom warrants that all Services will be performed in an efficient manner with quality workmanship. If the Customer or its representatives notify BearCom within 30 days following the performance of any Service that the Service was not so performed, BearCom will re-perform it.

The warranty set out under Support Services is BearCom's sole warranty under this Agreement and all express or implied representations, warranties, and conditions, statutory or otherwise, including but not limited to, any implied warranty or condition of merchantability or fitness for a purpose are disclaimed.

Part II. General Terms and Conditions

1. Contract Period. The Services will be provided for an initial five-year period from the Effective Date of December 1, 2021, to November 30, 2024.
2. Support Fee. The Support Fee for this Agreement is **\$4,500.00 per month plus taxes.**
3. Invoicing. BearCom will submit an invoice for the Support Fee monthly. Payments for the Support Fee as well as payments for Billable Services are due within forty-five (45) days of receipt of BearCom's invoice. Late payments will bear interest at the rate of 12% per annum. The Customer will pay, in addition to the other amounts payable under this Agreement, any applicable HST. BearCom will be entitled to increase the Support Fee on each anniversary date of this Agreement, by a percentage that is no greater than the percentage increase in the previous year's third quarter Statistics Canada Consumer Price Index (Listed as "All-Items") for Ontario to a maximum of 3 percent.
4. Health & Safety. BearCom is responsible to ensure that appropriate Health and Safety Policies and Procedures, as well as WSIB coverage, are in place for all employees, agents and contractors who have access to Customer facilities. BearCom is also responsible to ensure that appropriate qualification certificates are on file for their employees, agents, and contractors. At the Customer's request, this information shall be made available.
5. Default. If BearCom at any time during the Term or an Extended Term defaults in providing the Services required under this Agreement, or fails, or neglects to fully perform, observe and keep all covenants, terms and conditions herein contained, the Customer shall give BearCom written notice of such default and BearCom shall correct such default within fifteen (15) days after receipt thereof and if the default remain outstanding on the sixteenth (16th) day, the Customer may terminate this Agreement in full or in part forthwith, except in the event that such default reasonable requires more than fifteen (15) days to correct, in which case BearCom shall have a reasonable time to cure such default.
6. Termination. It is agreed and understood that BearCom may terminate this Agreement in full or in part at any time, for any reason whatsoever, by giving ninety (90) days prior written notice thereof to the Customer. In the event of such termination, the parties shall be released from any further obligations with respect to any matter under this Agreement. It is agreed and understood that the Customer may terminate this Agreement in full or in part at any time for any reason whatsoever by giving ninety (90) days prior written notice to BearCom. In the event of such termination, the parties shall be released from any further obligations with respect to any matter under this Agreement.
7. Insurance & Indemnity. BearCom shall, during the Term, keep in full force and effect a policy of insurance satisfactory to the Customer, naming the Customer as an additional insured, in which the limit of Commercial General Liability Insurance shall not be less than five million dollars (\$5,000,000) per occurrence. BearCom shall provide an initial Insurance certificate and produce annual Insurance certificates. BearCom shall indemnify and save harmless the Customer and its employees, elected officials, officers, contractors, subcontractors, servants and agents from and against all costs, actions, suits, expenses and liabilities directly or indirectly arising from or in any way connected with a breach by BearCom of its obligations under this Agreement or the use of Customer facilities, except in the case of negligence on the part of the Customer.
8. Third Party. BearCom shall not assign any of the rights under this Agreement to a third party.
9. Confidentiality. The terms of this Agreement and all information issued, disclosed, or developed about this Agreement are to be held in strict confidence between the parties hereto. BearCom, its agents and employees agree not to use, reproduced or divulge the same to third parties unless it is with the prior written consent of the Customer and to take all reasonable precautions for protection of such information from disclosure.
10. Limitation of Liability: In no event will BearCom be liable to the Customer for any special, consequential, incidental, indirect or exemplary damages, including but not limited to loss of profit or revenues, loss of use of the Equipment or any associated equipment, cost of capital, cost of

substitute goods, facilities, services or power, downtime costs or claims made against the Customer for such damages. In no event will BearCom's liability to the Customer exceed the amounts paid by the Customer under this Agreement.

BearCom will not be liable for delays in delivery or performance or for failure to deliver or perform, due to:

- I) causes beyond its reasonable control
 - II) acts of God, acts or omissions of the Customer, acts of civil or military authority, governmental priorities, strikes or other labor disturbances, floods, epidemics, war, riot, delays in transportation or component shortages, or
 - III) Inability due to causes beyond the reasonable control of BearCom or its suppliers to obtain necessary materials, components, services, or facilities. In the event of any such delay, the date for delivery or performance will be extended for a period equal to the time lost due to the delay.
11. Entire Agreement. This Agreement contains the entire agreement between the parties hereto and there are no prior representations, either oral or written, between them other than those set forth in this Agreement. This Agreement supersedes and revokes all previous negotiations, agreements, options to Agreement, representation agreement
12. Other Terms: Equipment and services are offered in accordance with BearCom's standard terms located at <https://bearcom.ca/terms-of-sale>

2. AGREEMENT ACCEPTANCE

For BearCom:

BearCom Canada Corp.

Signature: _____

(Print Name)

(Title)

(Date)

For Customer:

Elgin Fire Communications System
c/o Ray Ormerod
Fire Chief
The Municipality of Central Elgin

Signature: _____

(Print Name)

(Title)

(Date)

3. ADDENDA

ADDENDUM I: SYSTEM DESIGN

To view your system diagram please use the following link:

<https://app.d3mnetworks.com/projects/aa5b294d34b845787bd7156a70bed31389b3e2d4daffb8c62322a8c4b229f0da/topology>

ADDENDUM II: BILLABLE SERVICE RATES

10% off BearCom's Published Standard Billable Service Rate

Rates as of October 2021

Billable Service Rates

| QTY | DESCRIPTION | UNIT PRICE | LINE TOTAL |
|--------|--|-----------------|------------|
| | <u>Billable Service Rates</u> | | |
| | At Customer's location during Regular Business Hours | \$115.00/hr | |
| | Emergency Service Minimum 4 Hours | \$155.00/hr | |
| | Emergency Service Minimum 4 Hours - Sundays & Statutory Holidays | \$200.00/hr | |
| | At BearCom's facility during Regular Business Hours | \$115.00/hr | |
| | | | |
| Notes: | | SUBTOTAL | |
| | | HST TAX | - |
| | | TOTAL | |

ADDENDUM III: SYSTEM EQUIPMENT & COVERAGE DETAILS

| JOHN WISE TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
|--|----------------------|-------------------------|------------------------------|---|
| Radio Activity DMR Master Repeater | 160RA2242 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Analog Master Paging Repeater | 160RA2243 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Master TAC 1 Receiver | 160RA2244 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Master TAC 2 Receiver | 160RA2245 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Master TAC 3 Receiver | 160RA2246 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CC027A02A0 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE889 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE8F3 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio C | 24A43CFCE8F4 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio D | 24A43CFCE900 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Power Amplifier (TPL-PA3-1DE-RXRF-PS) Paging | NA | 24/7/365 | BearCom | BearCom: Troubleshoot, Repair, Replace |
| Alpha FXM-1100 | F38928 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| VHF Dipole Antenna | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Alpha Gell Cell, 195GXL-FT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: RF Feedline | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| PORT STANLEY WATER TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Radio Activity DMR Alias Repeater | 160RA2247 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Analog Alias Paging Repeater | 160RA2248 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Master TAC 1 Receiver | 160RA2249 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Master TAC 2 Receiver | 160RA2250 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Master TAC 3 Receiver | 160RA2251 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CC02531E06 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE903 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE90A | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Power Amplifier (TPL-PA3-1DE-RXRF-PS) Paging | NA | 24/7/365 | BearCom | BearCom: Troubleshoot, Repair, Replace |
| Alpha FXM-1100 | F38927 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| VHF Dipole Antenna | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Alpha Gell Cell, 195GXL-FT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: RF Feedline | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| STRAFFORDVILLW SITE | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Radio Activity DMR Slave Repeater | 160RA22272 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Analog Slave Paging Transmitter | 160RA22273 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 1 Receiver | 160RA22274 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 2 Receiver | 160RA22275 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 3 Receiver | 160RA22276 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CC022B4554 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE91A | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE943 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Power Amplifier (TPL-PA3-1DE-RXRF-PS) Paging | NA | 24/7/365 | BearCom | BearCom: Troubleshoot, Repair, Replace |
| Alpha FXM-1100 | F38875 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| VHF Dipole Antenna | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Alpha FXM-1100 | F38875 | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Alpha Gell Cell, 195GXL-FT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: RF Feedline | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| BELMONT TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Radio Activity DMR Slave Repeater | 160RA2267 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Analog Slave Paging Transmitter | 160RA2268 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 1 Receiver | 160RA2269 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 2 Receiver | 160RA2270 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 3 Receiver | 160RA2271 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CC02D45C93 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE801 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE9F8 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Alpha FXM-1100 | F38926 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| VHF Dipole Antenna | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Alpha Gell Cell, 195GXL-FT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: RF Feedline | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |

| FORD TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
|--|---------------|------------------|-----------------------|---|
| Radio Activity DMR Slave Repeater | 160RA2277 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Analog Slave Paging Transmitter | 160RA2278 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 1 Receiver | 160RA2279 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 2 Receiver | 160RA2280 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 3 Receiver | 160RA2281 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CC020421EF | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE96B | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE96E | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Alpha FXM-1100 | F39021 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| VHF Dipole Antenna | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Alpha Gell Cell, 195GXL-FT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: RF Feedline | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| WALLACETOWN TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Radio Activity DMR Slave Repeater | 160RA2262 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Analog Slave Paging Transmitter | 160RA2263 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 1 Receiver | 160RA2264 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 2 Receiver | 160RA2265 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 3 Receiver | 160RA2266 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CC021D115D | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE98B | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE9C1 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Power Amplifier (TPL-PA3-1DE-RXRF-PS) Paging | NA | 24/7/365 | BearCom | BearCom: Troubleshoot, Repair, Replace |
| RF Power Amplifier (TPL-PA3-1DE-RXRF-PS) Voice | NA | 24/7/365 | BearCom | BearCom: Troubleshoot, Repair, Replace |
| Quantity 2 x 5PX 1000RT | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| VHF Dipole Antenna | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Eaton 5PX EBM) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: RF Feedline | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| RODNEY TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Radio Activity DMR Slave Repeater | 160RA5284 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Analog Slave Paging Transmitter | 160RA5283 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 1 Receiver | 160RA2259 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 2 Receiver | 160RA2260 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 3 Receiver | 160RA2261 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CA04B1A722 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE9DE | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE9E2 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Power Amplifier (TPL-PA3-1DE-RXRF-PS) Paging | NA | 24/7/365 | BearCom | BearCom: Troubleshoot, Repair, Replace |
| Alpha FXM-1100 | 38882 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| VHF Dipole Antenna | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Alpha Gell Cell, 195GXL-FT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: RF Feedline | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| ONEIDA TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Radio Activity DMR Slave Repeater | 160RA2252 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 1 Receiver | 160RA2254 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 2 Receiver | 160RA2255 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity DMR Slave TAC 3 Receiver | 160RA2256 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Paging | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| GPS Antenna (MAX -GPS-TMG-40N) Voice | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CC02852CDA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCE9E7 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCE9FA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Alpha FXM-1100 | F38914 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (Alpha Gell Cell, 195GXL-FT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |

| DUTTON TOWER | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
|--|----------------------|-------------------------|------------------------------|---|
| LAN Switch #1 | 49CD024E13CF | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio A | 24A43CFCEA19 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCEA1E | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| 5PX 1000RT | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| 5PX 1000RT | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Quantity 8 Backup Batteries (5PX 1000RT) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| CUSTOMER SERVICE CENTRE TILLSONBURG | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Motorola XPR4550 OPS1 Base Station | 038TQG0739 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Motorola XPR4550 OPS2 Base Station | 038TQG0878 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Motorola Remote Adapter | 124CPY0018 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Motorola Remote Adapter | 124CQB0228 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| DISPATCH SITE | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Motorola XPR4550 Annunciator Base Radio | 038TOE3230 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Gateway OPS DTI Gateway | RATI0127 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Gateway TAC 1 DTI Gateway | RATI0134 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Gateway TAC 2 DTI Gateway | RATI0152 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Gateway TAC 3 DTI Gateway | RATI0155 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Radio Activity Gateway Paging DTI Gateway | RATI0156 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCEA50 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CD024E13CF | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Eaton 5PX 1000RT | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| RESERVOIR SITE | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Radio Activity Gateway Paging DTI Gateway | RATI0127 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCEA49 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCEA44 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Microwave Antenna & Radio B | 24A43CFCEA1E | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| LAN Switch #1 | 49CD024E13CF | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Eaton 5PX 1000RT | NA | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| RF Customized Multicoupling Filters (YA2-05447-01R0) | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| Other: Microwave CAT 5 Cable on the Tower | NA | 24/7/365 | Customer | BearCom: Troubleshoot. Customer: T&M Repair/Replace |
| ST. THOMAS DISPATCH SITE | SERIAL NUMBER | LEVEL OF SERVICE | SPARES RESPONSIBILITY | SERVICE LEVEL DETAILS |
| Motorola XPR4550 OPS1 Base Radio | 038TPL1708 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |
| Motorola XPR4550 OPS2 Ba+A169:F182se Radio | 038TQJ0329 | 24/7/365 | BearCom | BearCom: Monitor, Troubleshoot, Repair, Replace |

ADDENDUM IV: ITEMS NOT COVERED BY THE SUPPORT FEE

- VHF Antennas, Outdoor Antenna Cables, Outdoor CAT5 Cables, Polyphasers, Multicoupling/Filter Equipment & Batteries
- Damage due to lightning, fire, water, acts of God, or improper site environmental conditions.
- Troubleshooting and repairs due to RF interference (VHF and/or Broadband)
- Repairs to Base Station Equipment, Mobile Equipment or Portable Equipment
- Emergency service for equipment which is not defined as System Equipment.

ADDENDUM V: CUSTOMER REPRESENTATIVES

1. Raymond Ormerod, Fire Chief/CEMC – Municipality of Central Elgin
Office: 519-631-4860 ext. 249, Cell: 519-617-0496
rormerod@centralelgin.org
2. Jeff McArthur, Fire Chief – Southwold Fire Department; West Elgin Fire Department
Office: 519-769-2010, Cell: 519-494-0060
firechief@southwold.ca



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2021-79

Being a By-law to Amend By-law No. 2011-14

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

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

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

(i) Regulation

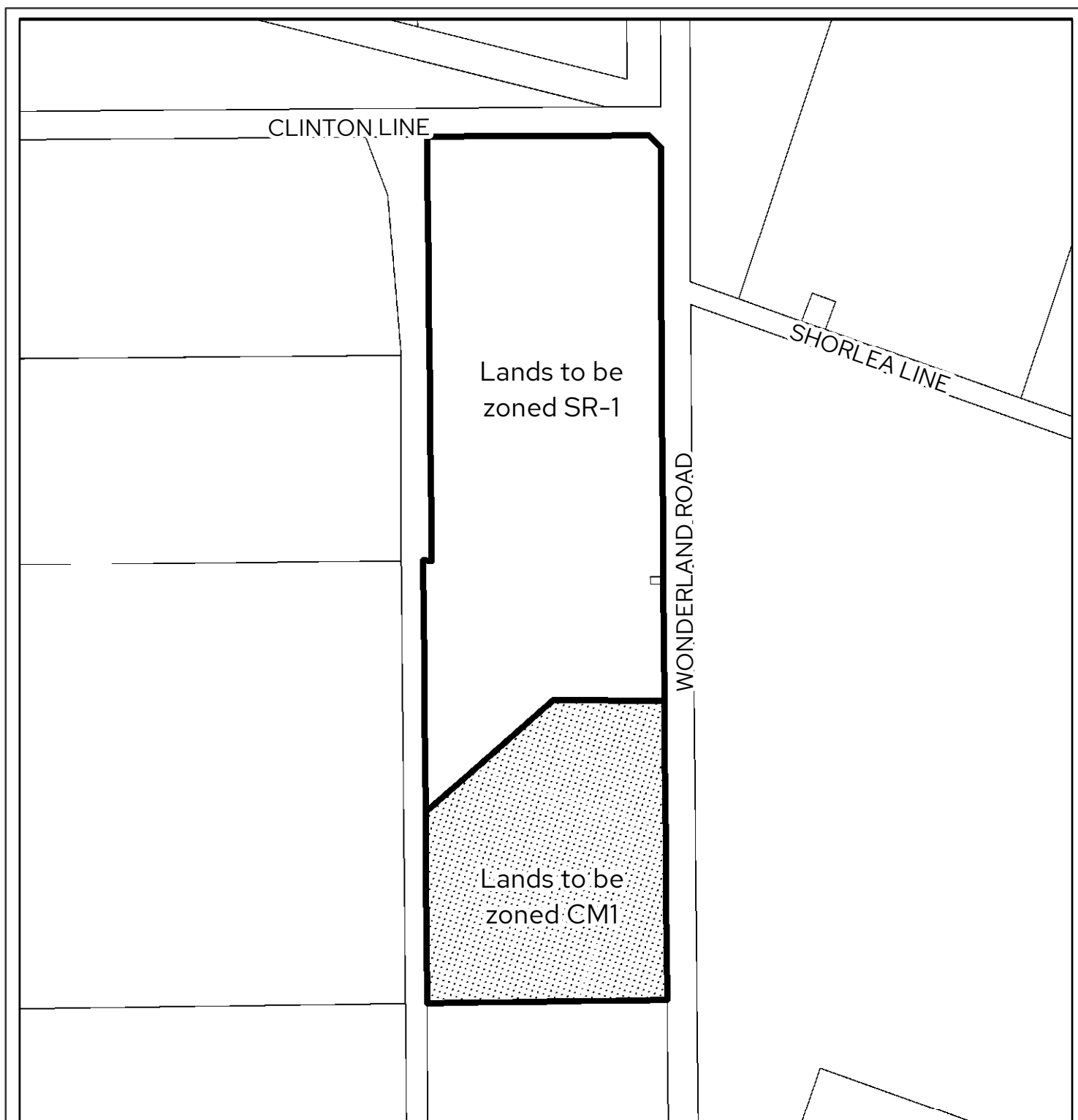
- Maximum Lot Area 11.9 Hectares (29.4 acres)."
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.
- (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land

Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF DECEMBER, 2021.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



This is Schedule "A" to By-law No. 2021-79
passed on the 13th day of December, 2021

MAYOR

CLERK

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



0 50 100
Meters





November 19, 2021

Lisa Higgs
CAO/Clerk
Township of Southwold
cao@southwold.ca

Dear Ms. Higgs:

I am writing to let you know about a new Canadian Agricultural Partnership (CAP) targeted cost-share initiative of up to \$700,000 aimed at increasing deadstock management capacity throughout the province. The application intake will be open from November 18, 2021 to December 13, 2021. You can find additional information, including how to apply, on the OMAFRA website at www.omafra.gov.on.ca/english/cap/index.htm.

In light of the recent loss of on-farm deadstock pickup services in certain areas of the province, my ministry, in partnership with the government of Canada, is launching this CAP initiative to support livestock producers, waste management facilities, municipalities and other agri-businesses such as livestock auction barns, assembly yards, deadstock transporters, collectors, renderers, and veterinary clinics in increasing capacity for deadstock management. Given these increased pressures, this initiative offers a higher cost-share rate than our usual deadstock funding, that being 50% reimbursement of eligible expenses as opposed to 35%, up to a maximum of \$25,000 per applicant.

The initiative provides cost-share funding, to support planning, establishing, and/or managing deadstock to increase capacity for deadstock management. Specifically expenses eligible for cost-share reimbursement include:

Assessments and Planning

- Qualified third-party services to provide an initial operational plan or assessment of an applicant's deadstock capacity (e.g., deadstock management plan, environmental plan/assessment).

.../2

Deadstock Facility Upgrades and Equipment

- Establishment of an on-site facility to handle and store deadstock efficiently and securely as a preventive measure to reduce the risk of introduction and spread of disease to animals and humans, including, but not limited to:
 - Purchase, modification, or construction of a deadstock management system (e.g., composter, digester, incinerator **[subject to regulatory requirements and restrictions]**, in-ground vessel, waste management bins) and associated runoff management equipment/systems,
 - Digester modifications or components that enable the taking of deadstock (e.g. pretreatment equipment)
 - New construction or modifications to structures or buildings to facilitate the handling, storage and removal of deadstock, or to securely store deadstock in a manner that prevents access or scavenging by wildlife and vermin, and;
 - New freezer or cooler systems for the temporary storage of deadstock and parts thereof, or specified risk materials.

Please note that expenses must meet the requirements of the [Ontario Regulation 105/09](#), under the *Food Safety and Quality Act, 2001* (FSQA), and [Ontario Regulation 106/09](#) under the *Nutrient Management Act, 2002* (NMA), (or any applicable requirements under the Safe Food for Canadians Act for federally registered plants) and be suitable for use. The undertaking of these activities for cost-share funding may still be subject to regulatory approvals.

Our government is committed to supporting the agri-food sector and rural communities in Ontario.

I encourage you to take advantage of this funding opportunity and submit an application for your project. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,



Marie-Claude Bibeau
Minister of Agriculture
and Agri-Food Canada



Lisa M. Thompson
Minister of Agriculture, Food
and Rural Affairs

From: [SPB / DGPS \(HC/SC\)](#)
To: [June McLarty](#)
Subject: Long-term care
Date: November 22, 2021 5:26:50 PM

Dear L. Higgs,

Thank you for your correspondence of November 1, 2021, to the Right Honourable Justin Trudeau, Prime Minister of Canada, which was forwarded to the Honourable Jean-Yves Duclos, Minister of Health.

We appreciate you taking the time to write and notify us about the Council for the Township of Southwold's support of the Council of the Municipality of Leamington's resolution regarding long-term care.

We read with interest the resolution you shared. We appreciate hearing from you concerning federal health care funding and efforts to protect and support long-term care residents in Canada. Your suggestions will be carefully considered as next steps are determined on these critical issues.

As you know, COVID-19 has tragically exposed long-standing issues affecting long-term care facilities across the country. Although long-term care falls under provincial and territorial jurisdiction, in light of COVID-19, the federal government is working collaboratively with provinces and territories to protect vulnerable Canadians in long-term care.

In the 2020 Fall Economic Statement, the federal government announced the creation of a new Safe Long-Term Care Fund. This fund will give up to \$1 billion to the provinces and territories to protect people living and working in long-term care. Provinces and territories will be able to use this money in a number of different ways, including for assessing infection prevention and control readiness, improving ventilation, and hiring more staff or raising wages. We are now working to reach agreements with all provinces and territories. You can find the agreements that have been signed to date and learn more about how the funding will be used under the Safe Long-Term Care Fund online: <https://www.canada.ca/en/health-canada/corporate/transparency/health-agreements/shared-health-priorities.html>.

In addition, Budget 2021 announced a further \$3 billion investment, starting in 2022-23, to support provinces and territories in their efforts to ensure standards for long-term care are applied and permanent changes are made. The federal government will work collaboratively with provinces and territories to flow this funding as part of our collective efforts to make sure that seniors and others in care settings live in safe and dignified conditions.

The federal government has also responded to COVID-19 in long-term care facilities in a number of other ways:

- The Safe Restart Agreement provided provincial and territorial governments with over \$19 billion to help them restart the economy, while making Canada more resilient to future surges in cases of COVID-19. This included \$740 million in funding to support our most vulnerable populations through infection prevention and control measures to protect those in long-term care and those receiving home care and palliative care. Additional information can be found here: <https://www.canada.ca/en/intergovernmental-affairs/services/safe-restart-agreement.html>.
- Provided \$3 billion in emergency federal funding to provinces and territories to

support increased wages of low-income essential workers, including personal support workers in long-term care facilities.

- Supported provinces and territories in fighting outbreaks in long-term care facilities by providing personal protective equipment, contact tracing, rapid testing and vaccines. The Government also deployed the Canadian Armed Forces and funded direct assistance through the Canadian Red Cross.
- Developed guidance documents on the care of residents in long-term care facilities, and infection prevention and control for long-term care, assisted-living facilities, and home care. For more information about these documents, you may wish to visit the following links:
 - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevent-control-covid-19-long-term-care-homes.html>
 - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/infection-prevention-control-covid-19-interim-guidance-home-care-settings.html>
- Committed \$38.5 million over two years to support training up to 4,000 personal support worker interns through an accelerated 6-week online training program combined with a 4-month work placement, to address acute labour shortages in long-term care and home care.

COVID-19 has also exposed a number of long-standing issues and challenges in the way we care for seniors in Canada, beyond long-term care facilities. With an aging population, increasing rates of chronic disease and cost pressures tied to new drugs and technologies, our health system must adapt if it is to deliver better care and better outcomes at an affordable cost.

That is why the federal government is providing \$6 billion over ten years – starting in 2017 – for provinces and territories to improve access to home and community care services, including palliative care. Although funding is not specific to facility-based long-term care, this investment is expected to help more Canadians receive the care and services they need so that they may remain at home longer. Details of the bilateral agreements, including how the funding is being spent, can be found here: <https://www.canada.ca/en/health-canada/corporate/transparency/health-agreements/shared-health-priorities.html>.

Thank you again for taking the time to write to us. If you have questions about the information provided in this reply, please contact Sharon Harper, Director General of the Health Care Programs and Policy Directorate, Strategic Policy Branch, at spb-dgps@hc-sc.gc.ca.

Yours sincerely,

Strategic Policy Branch
Health Canada

Subject: Council Resolution No. C-2021-0296 Re. Plastic Wrap Disposal

Please be advised that at its meeting of September 22, 2021, following endorsements by the Town of Georgina's Agricultural Advisory Committee, Environmental Advisory Committee, and Waterways Advisory Committee, Council for the Town of Georgina adopted the following resolution:

RESOLUTION NO. C-2021-0296

Moved By Councillor Harding

Seconded By Councillor Waddington

That Council receive and endorse correspondence from the Georgina Agricultural Advisory Committee respecting the lack of options for recycling boat shrink wrap and agricultural bale wrap and twine, the need to make recycling programs more accessible to the agricultural and marine industries across Canada and requesting steps be implemented between government, municipalities, agricultural and marine groups to further this need, and that the draft correspondence be referred to staff for discussion and direction as to which departments and ministries are the most appropriate ones to receive this correspondence.

The referenced correspondence is attached hereto for your review.

Thank you,



Aneeta Mohammed, MPPAL, PgD, Hons. B.A.

Committee Services Coordinator | Office of the Deputy CAO

T: 905.476.4305 x2248 | E: amohammed@georgina.ca

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November 29, 2021

COMMUNICATED VIA EMAIL

Hon. David Piccini, Minister; Andrew Evans, Director of Policy
Ontario Ministry of the Environment, Conservation and Parks
minister.mecp@ontario.ca; Andrew.Evans4@ontario.ca

Hon. Jonathan Wilkinson, Minister
Environment and Climate Change Canada
jonathan.wilkinson@parl.gc.ca

Hon. Lisa Thompson, Minister; Jack Sullivan, Issues Manager & Press Secretary
Ontario Ministry of Agriculture, Food and Rural Affairs
minister.omafra@ontario.ca; jack.sullivan@ontario.ca

Hon. Marie-Claude Bibeau, Minister
Minister of Agriculture and Agri-Food
Marie-Claude.Bibeau@parl.gc.ca

**RE: LACK OF RECYCLING OPTIONS
AGRICULTURAL BALE WRAP AND TWINE AND BOAT SHRINK WRAP**

To Whom this May Concern:

Residents of the Town of Georgina are concerned about the lack of options for recycling boat shrink-wrap and agricultural bale wrap and twine. We note that the [Inventory of recycling programs](#) in Canada, listed on the Government of Canada website specifies that the only location in Canada to recycle bale and silage wrap is in Manitoba as part of a pilot program by CleanFARMS. The Region of York has advised that there are additional pilot programs in Bruce County, Clinton, and Ottawa Valley however, none of these locations are accessible to the residents of Georgina, nor to many other rural communities in Ontario. Moreover, CleanFarms has advised that expansion beyond Bruce County is highly unlikely due to financial limitations.

Every year, tons of plastic waste are burned on farms around Ontario and across Canada, and more is buried or dumped in municipal landfills. [CBC reports that a 2012 survey](#) found that only 17 percent of farmers send their plastic for recycling. Accordingly, 83 percent of farmers have been forced to adopt

other means of disposal, largely, or entirely due to a lack of options for agricultural plastics within the province. As you are aware, burning plastics releases potent environmental toxins into the air and buried plastics are not biodegradable.

Just recently, Prince Edward Island announced [regulatory amendments](#) that will transition pilots for items like silage wrap and twine into permanent, industry-funded programs starting December, 2022. More recently still, Quebec took similar [regulatory action](#). Are similar initiatives currently under consideration for Ontario?

We seek to work with you, however possible, and with neighboring municipalities, in order to promote the well-being of our environment and to make recycling programs more accessible to farmers and boaters across the country. We look forward to hearing from you regarding concrete steps that can be implemented between government, agricultural and marine groups, and municipalities for the furtherance of these causes.

Kind Regards,

FOR THE TOWN OF GEORGINA

Council of the Town of Georgina
Georgina Agricultural Advisory Committee
Georgina Environmental Advisory Committee
Georgina Waterways Advisory Committee

Cc: Scot Davidson, MP, York-Simcoe, Scot.Davidson@parl.gc.ca
Caroline Mulroney, MPP, York-Simcoe, caroline.mulroneyco@pc.ola.org
Laura McDowell, Regional Municipality of York, Director, Environmental Promotion and Protection Branch, Laura.McDowell@york.ca
Cleanfarms Inc., info@cleanfarms.ca
Dr. Shrink, drshrink@dr-shrink.com
Switch Energy Corp., dnott@switchenergycorp.com
Neighbouring Municipalities

Media Release

November 29, 2021

Southwestern Public Health Issues Letter of Instruction Outlining Enhanced Public Health Measures to Combat Rising COVID-19 Case Count

Today, Southwestern Public Health announced that they will issue a Letter of Instruction requiring the reinstatement of capacity limits to promote physical distancing in certain indoor settings. These restrictions are directed specifically at municipalities with a weekly incidence rate of 80 cases per 100,000 people or greater and/or vaccination rates of fewer than 80% of 12+ fully vaccinated.

“For several weeks the cases in our region have risen steadily. Our test percent positivity, our number of cases per 100,000 people, and the pressure on our hospitals all indicate measures must be put into place to stem this rise,” says Dr. Joyce Lock, Medical Officer of Health for Southwestern Public Health. “These high case counts are taxing local health care providers and disrupting both workplaces and schools.”

The following municipalities are currently impacted:

- Aylmer
- Bayham
- Blandford-Blenheim
- Malahide
- Norwich
- South-West Oxford
- Tillsonburg
- West Elgin

The new restrictions, which impact approximately half of the region’s municipalities, come into effect on Thursday, December 2, 2021 at 12:01 am and will remain in place for at least 6 weeks until Monday, January 10, 2021 at 12:01am.

The Letter of Instruction’s requirements are reminiscent of the province’s Stage Three restrictions in the Re-Opening Ontario strategy, and reintroduce the following limits:

- **Meeting and Event Spaces:** Must restrict the use of indoor spaces to 50% of the space capacity. Patrons seated at different tables must be physically distanced or separated by a barrier. Visible signage must indicate the capacity limits under which the establishment is permitted to operate.
- **Restaurants, bars and other food or drink establishments without dance facilities:** The total number of patrons permitted to be seated indoors at the establishment must be limited to 50% capacity. Patrons seated at different tables must be physically distanced or separated by a barrier. Visible signage must indicate the capacity limits under which the establishment is permitted to operate.

- **Personal care services:** Even if the business has decided to require proof of vaccination to attend, the number of clients must be limited to 50% capacity. In addition, visible signage must indicate the capacity limits under which the establishment is permitted to operate.
- **Facilities used for sports and recreational fitness activities:** The total number of members of the public permitted to be in the indoor area of the facility at any one time must be limited to 50% capacity.
- **Indoor recreational amenities:** The number of members of the public must be limited to 50% capacity. Visible signage must indicate the capacity limits under which the establishment is permitted to operate.
- **Concert venues, theatres, and cinemas:** The number of members of the public at an indoor seated concert, event, performance or movie within the concert venue, theatre, or cinema (or in a particular room in the indoor portion of the seated concert, event, performance or movie) at any one time must be limited to 50% of the usual seating capacity. Visible signage must indicate the capacity limits under which the establishment is permitted to operate.

The Letter of Instruction also reduces gathering limits for weddings, funerals, and religious services where proof of vaccination is required. The capacity for these venues and events must be limited to 50% capacity. The Letter of Instruction does not amend the provincially set limits of 25 people for gathering indoors or 100 people for gathering outdoors, although individuals are strongly recommended to limit indoor gatherings for their own safety.

Full details: <https://www.swpublichealth.ca/en/my-health/covid-19-novel-coronavirus.aspx#LOICapacityLimits>

“As well as adhering to these safety measures, we urge anyone experiencing symptoms resembling COVID-19 to book an appointment at our Assessment Centre,” adds Perry Lang, President & CEO of Woodstock Hospital, “We continue to see the trend that the majority of COVID-19 patients requiring hospitalization are unvaccinated, and for this reason, I urge anyone who has not already done so to get vaccinated.”

“This is the future of the pandemic in Ontario. Individual health units will tailor public health measures to reflect what is happening locally. If each individual and each business does what they can – we will get there together. Until things approve, I’m using the tools available to public health units to reverse this trend to help our hospital partners and just as importantly to keep our schools and our businesses open,” adds Lock.

The public health unit is committed to reviewing the data regularly and amending the restrictions accordingly.

Media Contact:

Megan Cornwell

Communications Manager | Southwestern Public Health

mcornwell@swpublichealth.ca

1-800-922-0096 x 1259

December 1, 2021

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

**Re: National Childcare Program
Our Files:**

Dear Premier Ford,

At its meeting held on November 15, 2021, St. Catharines City Council approved the following motion:

“WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women’s full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;
- (b) improve the wages and working conditions of early childhood educators, and
- (c) publicly fund the expansion of not-profit and public childcare;

THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on

a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.”

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:mb

cc: Niagara Area MPPs
Ontario Municipal Social Services Association
Ontario Municipalities
Association of Municipalities of Ontario, amo@amo.on.ca

Ministry of Infrastructure

Broadband Strategy Division

777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

Ministère de l'Infrastructure

Division des stratégies pour l'accès à large
bande

777, rue Bay, 4 étage, Suite 425
Toronto (Ontario) M5G 2E5



MEMORANDUM TO: Municipal CAOs

FROM: Jill Vienneau
Assistant Deputy Minister
Broadband Strategy Division

DATE: December 1, 2021

RE: Building Broadband Faster Act Guideline and Regulations

As you may be aware, the Ontario government has committed to ensuring that communities across Ontario have access to high-speed internet by 2025 and has committed nearly \$4 billion funding-based opportunities for unserved and underserved communities.

On September 9, 2021, the Government also launched a new innovative and competitive process which will enable qualified ISPs to bid for opportunities to provide high-speed internet access to remaining underserved and unserved communities across the province by the end of 2025. This process is now well underway and is being led by Infrastructure Ontario.

In April 2021, the Government of Ontario enacted the *Building Broadband Faster Act, 2021* (BBFA) along with amendments to the *Ontario Energy Board Act* through the passage of the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). The BBFA will help to remove barriers and support a more streamlined approach to the timely deployment of reliable, high-speed broadband infrastructure in unserved and underserved areas throughout Ontario.

On November 30, 2021, the Ministry of Infrastructure and Infrastructure Ontario issued the **Building Broadband Faster Act Guideline (Guideline)**, and two BBFA regulations (“**Prescribed Loss or Expense**” and “**Designated Broadband Projects**”), effective as of that date.

The Guideline and regulations support a new, more coordinated process and set out the collaboration expected of all partners, including municipalities, to reduce barriers and expedite deployment of broadband infrastructure. We will also put in place a Technical Assistance Team to provide implementation support to municipalities and other partners involved in high-speed internet projects.

The government has also proposed future legislative and regulatory amendments, as explained in the **Statement of Intent** (included in the Guideline). The Ministry is actively consulting on the proposed legislative measures, including with the Association of Municipalities of Ontario (AMO), before bringing forward amendments. If passed, these additional measures would provide greater certainty, and ensure the successful implementation of broadband projects.

The Ministry will be hosting a webinar in early 2022 on the Statement of Intent and Guideline. Further information will be provided in the coming weeks, including an invitation to you and/or your representative to participate.

Thank you for your support and should you have any questions, please do not hesitate to contact the Ministry.

Yours sincerely,

Original signed by

Jill Vienneau

Attachment: Building Broadband Faster in Ontario Guideline

From: [Lisa Higgs](#)
To: [June McLarty](#)
Subject: FW: AMO Policy Update - Ontario Broadband Strategy, Excess Soil Regulations (Webinar), Planning Act Delegations
Date: December 3, 2021 12:00:47 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Please also include this on the next agenda (related to the guidelines).



Lisa Higgs

CAO/Clerk

email cao@southwold.ca

tel 519-769-2010

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Township of Southwold

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From: AMO Communications <Communicate@amo.on.ca>

Sent: December 1, 2021 4:49 PM

To: Lisa Higgs <cao@southwold.ca>

Subject: AMO Policy Update - Ontario Broadband Strategy, Excess Soil Regulations (Webinar), Planning Act Delegations

AMO Policy Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list

AMO Policy Update



December 1, 2021

AMO Policy Update – Ontario Broadband Strategy,

Excess Soil Regulations (Webinar), *Planning Act* Delegations

Ontario Broadband Strategy

Today the Ministry of Infrastructure announced the next steps in Ontario's nearly \$4 billion plan to connect all Ontario residents to high-speed internet by 2025.

Infrastructure Ontario (IO) has [posted](#) its Request for Proposal (RFP) document and the next steps for allowing pre-qualified Internet Service Providers (ISPs) to bid on broadband projects. Ontario's plan includes significant provincial funding for internet and cellular connectivity projects as well as measures to expedite deployment of broadband technologies. Better broadband connectivity has consistently been a priority for municipal governments and AMO. The government's strong commitment and substantial funding delivers on this for Ontario residents.

Prequalified ISPs will be able to submit plans through a RFP to IO. Subsequently, the ISPs will also bid on predetermined areas for their projects through a "Reverse Auction" to propose project costs and needed provincial funding to connect designated areas. It is anticipated that projects will begin implementation in Spring 2022.

In addition to this announcement, AMO understands that the Ministry has written to affected municipal councils and staff as well as published Guidelines for municipal governments, LDCs, and ISPs to help set expectations on how they will interact during project construction. AMO understands that the government will also propose future policy changes to expedite broadband projects, potentially including cost assignments where access delays or inaccurate information affect projects. In addition, it is planned that IO will offer a dedicated Technical Assistance Team to help municipalities and project proponents complete projects on time.

Finally, regulations have been [filed for comment](#) under the *Ontario Energy Board Act* (OEBA) which will allow ISPs to connect to hydro pole infrastructure as necessary to complete broadband connectivity projects and allow the Ontario Energy Board (OEB) to set a different price for hydro pole access than currently required. This is in response to hydro pole access costs which have frequently been identified as a barrier to broadband deployment.

The Ministry will be hosting a webinar in early 2022 on the Statement of Intent and the Guideline. AMO will provide details on how to register as information becomes available.

Excess Soil Regulations – Webinar Friday

Significant parts of the [On-Site and Excess Soil Management Regulation](#) (O. Reg 406/19) are scheduled to come into effect on January 1, 2022. To help explain these

changes, AMO will be joined by the Ministry of the Environment, Conservation and Parks and the Resource Productivity Resource Authority (RPPRA) for a webinar on Friday, December 3rd, 2021 from 1:00-2:30pm. [Click here for registration details.](#)

This will be an opportunity to ask the experts directly about the municipal implications of the changing excess soil regulation and to hear about the Registry that was [launched today.](#)

Planning Act Delegations

Schedule 19 of Bill 13, *Supporting People and Businesses Act, 2021* proposes to make changes to the *Planning Act, Municipal Act, 2001*, and the *City of Toronto Act, 2006*. If passed, the proposed amendments would expand the matters that the council of a local municipality may delegate to help streamline planning decisions. Delegating decisions would include temporary use by-laws, the lifting of holding symbols, and other minor zoning by-law amendments. It will be up to each municipality to determine whether to exercise this proposed new authority and the types of decisions to delegate. The proposed delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
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From: [Kimberley Howcroft](#)
To: [Kimberley Howcroft](#)
Cc: [Laura Sherwood](#); [Carrie Ford](#)
Subject: Hospice of Elgin- Fall Update
Date: November 30, 2021 10:14:18 AM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)



Project Updates- Fall 2021



Our Community Heart Continues to Grow

- On October 27, 2021, members of the Rotary Club of St. Thomas, St. Thomas Railway City Rotary Club and Hospice of Elgin were thrilled to celebrate a generous gift of \$100,000. Historically the Rotary Clubs are known in Elgin County for their tireless endeavors in raising funds for local charities. We are beyond grateful for the time and energy that was invested in generating this donation. Thank you!
- Our sincere thanks to the Knights of Columbus Father Ernie Deslippe Council 1467 and the Estate of Donna Vera Evans Bushell for their generous gifts in support of Hospice of Elgin.

Design has Begun

Throughout the fall, Hospice of Elgin has been immersed in the exciting process of engaging our community in designing Hospice. Individuals from across the County have gathered to share feedback on what would matter most to them in designing Hospice. Here is a sneak peak of some of the common design principles we have heard so far.

- Community: Design a hospice space that reflects the diversity of the community it serves
- Dynamic spaces: Provide dynamic spaces that foster a flow of life, flexibility, and encourage connections
- Feelings of home: Use comforting decor that evokes feelings of warmth and home
- Comprehensive care: psychological, social, physical, practical, and spiritual care for individuals and families
- Inclusivity: Create a non-judgmental environment that celebrates all lifestyles and cultures

A Gift for YOU and for Hospice

This holiday season, consider making a gift to Hospice of Elgin and take advantage of the income tax benefits. Depending on the amount and type of gift you give the income tax refund available increases (refunds from 20%-36% for cash gifts and higher with other types of gifts).

There are many ways to give: cash, gift in Will, publicly traded securities, life insurance, re-insured gift annuity, registered retirement funds (RRSPs & RRIIs). Speak with your lawyer, accountant, and/or financial advisor to ensure the type and timing of your gift is right for you.

Support Hospice by contacting Carrie Ford 519.631.7495 x2 or carrie.ford@elginhospice.com

Holidays can be Hard

For all families who will be missing a loved one during the holidays...



Hospice cares for families and individuals impacted by loss.

“Think of giving not as a duty but as a privilege.” – John D. Rockefeller Jr.

Stay Connected.



To unsubscribe, please click [here](#).

Kimberley Howcroft

Administrative and Communications Support

Hospice of Elgin

Ph: 519-631-7495

Ad: 613 Talbot Street (unit 114)

St. Thomas, ON N5P 1C6

E: Kimberley.howcroft@elginhospice.com





Town of /Ville de Penetanguishene

Police Services Board

December 7, 2021

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Floor
720 Bay Street
Toronto, ON M7A 2S9

Delivered by Email:
attorneygeneral@ontario.ca

Dear Hon. Doug Downey;

RE: Concerning Rates of Recidivism

At the Penetanguishene Police Services Board meeting held on June 14, 2021, members of the board received a quarterly report from the Southern Georgian Bay OPP Detachment Commander. Within the report, the board noticed that the crime rate numbers were surprisingly high. The Detachment Commander explained that a major contributing factor to the high crime rate was that a high number of offenders were often being released by the courts and therefore given the opportunity to re-offend.

Following the meeting, the Detachment was able to research the recidivism rates for the catchment area in order to get a better understanding of the circumstances. Prior to the COVID-19 pandemic (August 2018 to February 2020) to post pandemic (March 2020 to September 2021) there was increase of 11% in recidivism rates. In Penetanguishene alone, there were a total of 12427 charges that were analyzed (29% criminal and 71% Provincial) with 519 persons who had charges withdrawn in the same time period.

These recidivism rates were concerning for the Police Services Board for two reasons. The first being that it's obvious that no lesson is learnt by most offenders when they are provided with multiple chances. The second being that this recidivism cycle that's being created continues to cause more work for the police which then takes them away from other important duties.

We're aware that the analysis of rates demonstrates an increase since the pandemic, and fully recognize that the COVID-19 pandemic could have been a contributing factor to the increase in rates. However, since the pandemic restrictions seem to be lifting, we're hopeful that the recidivism rates lessen as well.

Our hope is to bring awareness to the recidivism rates, advocate for the Southern Georgian Bay OPP and finally, enact change within the provincial court system to help minimize these rates. It would be most helpful not only to the Southern Georgian Bay OPP but all detachments across the province if the provincial court system could help minimize





recidivism rates by monitoring and recording the offenders who continue to reoffend and highly consider recidivism when sentencing.

We're hopeful that by raising awareness of the high recidivism rates within our detachment, it may persuade change within the provincial court system related to offender sentencing. Please feel free to reach out to the undersigned bcummings@penetanguishene.ca should you have any questions.

THE CORPORATION OF THE TOWN OF PENETANGUISHENE

Brian Cummings, Board Chair
Penetanguishene Police Services Board

CC: Hon. Sylvia Jones, Solicitor General
Inspector Joseph Evans, OPP
Interim Executive Director, Bruce Chapman, OAPSB
Council of the Town of Penetanguishene
Chief Administrative Officer, Jeff Lees, Town of Penetanguishene
All municipalities in Ontario

/kc



December 7, 2021

For Immediate Release

Elgin County Council Elects Mary French as 2022 Warden

Central Elgin, ON – Councillor Mary French, Mayor of the Town of Aylmer, was elected Elgin County Warden for 2022 at a meeting held on December 7, 2021.

French was selected in her bid for the one-year position over Tom Marks, Deputy Mayor of the Municipality of Central Elgin and Robert (Bob) Purcell, Mayor of the Municipality of Dutton Dunwich. This will be French's first term as Elgin County Warden.

Immediate past Warden Tom Marks, Deputy Mayor of the Municipality of Central Elgin, will serve as 2022 Deputy Warden. After a productive and successful term as Warden in 2021 Marks congratulated French and handed over the Chain of Office, Gavel and Lord Elgin Watch – important symbols of the Office of the Elgin County Warden.

In her inaugural address, French spoke of the importance of Council, staff, and the community working together as a team. She expressed her excitement to continue the great work done by 2019 Warden Duncan McPhail, 2020 Warden Dave Mennill and 2021 Warden Tom Marks. She looks forward to enhancements to economic development, the continuation of the Terrace Lodge Redevelopment Project, and advancing the discussion around housing and homelessness issues in rural communities.

"I would like to thank my fellow Councillors for their support," said French. "It is humbling to be elected to this important office. Together we will do great things for our community this year."

"On behalf of all County staff, I extend my sincere congratulations to Warden French", says Chief Administrative Officer Julie Gonyou. "We look forward to working with her in the year ahead".

French lives with her husband Steve in the Town of Aylmer. She is a long-time member of the Town of Aylmer Council, first serving as a Councillor and Deputy Mayor and being elected as Mayor in 2018. It is her first term on Elgin County Council. Warden French is currently a member of the Terrace Lodge Redevelopment Steering Committee, the Budget Committee and the Community Safety and Well-Being Coordinating Committee.

As Warden, French will take on the role of Chair of the Budget Committee and will join the Environmental Advisory Committee, the Connectivity Committee and the Rural Initiatives and Planning Advisory Committee. She will sit on a number of boards, represent Elgin on the Western Ontario Wardens' Caucus (WOWC), and represent the County at community events and in meetings with the provincial and federal governments.

The first County Council meeting chaired by Warden French will be held on Thursday December 9th, 2021 at 9:00 a.m.

-30-

For additional information, please contact:

Katherine Thompson
Manager of Administrative Services/Deputy Clerk
kthompson@elgin.ca

MEDICAL OFFICERS OF HEALTH RECOMMEND CAUTION DURING THE HOLIDAYS AS COVID-19 CASE NUMBERS CONTINUE TO CLIMB

FOR IMMEDIATE RELEASE

December 9, 2021

London, ON – Increasing case numbers and the arrival of the Omicron variant have prompted area Medical Officers of Health to issue a letter outlining recommendations for how residents can protect themselves and their loved ones from COVID-19 during the holidays.

Huron Perth Public Health's Dr. Miriam Klassen, Southwestern Public Health's Dr. Joyce Lock and the Middlesex-London Health Unit's Acting Medical Officer of Health, Dr. Alex Summers issued the joint statement today. The letter does not add restrictions or gathering limits for businesses, restaurants, or other establishments to those already put in place by the Provincial Government. However, it does advise individuals of the steps they can take to limit the potential spread of COVID-19 at a critical time, when the number of cases is on the rise and holiday gathering and travel plans are being made.

The joint letter from the Medical Officers of Health recommends the following:

- Everyone should limit indoor social gatherings in private dwellings to no more than 10 people. All attendees 12 years of age and older should be vaccinated.
- All unvaccinated individuals 12 years of age and older should avoid any non-essential indoor contact with individuals who are not part of their household.
- Where possible, individuals should work remotely.

The recommendations come into effect immediately and will be reassessed in four weeks.

In addition to limiting close contact with others, the best way to prevent COVID-19 spread and severe illness from the virus, is to get fully vaccinated. The recommendation for unvaccinated individuals 12 years of age and older is included as the risk of acquiring COVID-19 infection is much higher in unvaccinated or partially vaccinated individuals compared to vaccinated individuals. While breakthrough cases may occur in vaccinated people, they tend to be milder with a much lower risk of hospitalization, ICU admission and death.

"We know people are tired, but we hope they'll understand why we're asking them to take extra steps to prevent further spread, especially as we approach the holidays," says Dr. Alex Summers, Acting Medical Officer of Health with the Middlesex-London Health Unit. "We know that this means adjusting plans, which is a big ask, but the number of new cases and the arrival of the Omicron variant have shown we can't let our guard down."

Adds Dr. Joyce Lock, Medical Officer of Health with Southwestern Public Health, "So many of those from our region have embraced vaccination and the other public health measures we've asked of them. This is a reminder that a layered approach is required. We can't rely on

vaccination alone. As our socializing is primarily happening indoors right now, we need multiple strategies in place at once.”

“We continue to see a steady stream of new cases in Huron-Perth, and many are associated with social gatherings and events,” says Dr. Miriam Klassen, Medical Officer of Health for Huron Perth. “The more contacts you have, the higher the risk of COVID-19 spreading to you or your loved ones, including the vulnerable. Following these three recommendations will help keep community members as safe as possible during the holiday season and into January.”

In recent weeks, the three health units have seen higher transmission of the virus and COVID-19 outbreaks in multiple settings, including schools, childcare centres, long-term care, and retirement homes. The recommendations are intended to lower the number of close contacts between individuals, which previous experience and Science Table modelling have shown can lead to a decrease in case counts.

For more information about COVID-19 and how to protect yourself and your family and friends from the virus, please visit:

Middlesex-London Health Unit: www.healthunit.com/novel-coronavirus

Southwestern Public Health: www.swpublichealth.ca/covid19

Huron Perth Public Health: www.hp-ph.ca/coronavirus

Media Contacts:

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

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

Rita Marshall, Communications Manager, Huron Perth Public Health, communications@hp-ph.ca

Spokespeople:

Dr. Alex Summers, Acting Medical Officer of Health, Middlesex-London Health Unit

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

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



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2021-80

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on December 13, 2021.

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

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

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

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

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on December 13, 2021; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 13th DAY OF DECEMBER, 2021.**

Mayor

Grant Jones

CAO/Clerk

Lisa Higgs