



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday January 10, 2022

REGULAR MEETING OF COUNCIL

7:00 p.m., 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 December 13, 2021
 - (b) Minutes of the Young at Heart Committee Meeting of November 10, 2021
 - (c) Minutes of the Emergency Control Group meeting of December 17, 2021
 - 5. DELEGATION**
 - (a) **7:30 p.m.** – Tracey Arts, OFA Zone Director, Oxford – Elgin **RE: Home Grown Campaign Farmland Preservation**
 - (b) **8:00 p.m.** – **Public Meeting** – Building Department Fees.
 - 6. DRAINAGE**
 - 7. PLANNING**
 - (a) **Application for Consent** Pioneer Hay Sales Ltd. C/O J. Fohkens, 35229 Third Line
 - 8. REPORTS**
 - (a) Activity Report from Fire Chief – December
 - (b) Report from the Drainage Superintendent RE: AMO Letter to CN
 - (c) Activity Report from the Director of Infrastructure and Development Services – December
 - (d) Report from the Treasurer RE: Financial Indicator Review
 - (e) Report from the Treasurer RE: Section 357/Tax Incentive Adjustment Applications

- (f) Activity Report from the Director of Building and Community Services – December
- (g) Report from the Director of Building and Community Services RE: Year End Report
- (h) Activity Report from the CAO/Clerk – December
- (i) Report from the CAO/Clerk RE: COVID-19 Update

9. CORRESPONDENCE

- (a) Correspondence from Kettle Creek Conservation Authority RE: Application to the Municipal Climate Resiliency Grant
- (b) Correspondence from AMO Policy Update RE: New Year Call to Action and other issues of municipal concern.

10. BY-LAWS

- (a) By-law No. 2022-01, being a by-law authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31st, 2022.
- (b) By-Law No. 2022-02, being a by-law to provide for an interim tax levy, to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.
- (c) By-law No. 2022-03, being a by-law to appoint a Committee of Adjustment and repeal By-law No. 2021-03
- (d) By-law No. 2022-04, being a by-law to amend Building Department fees in By-law No. 2021-73
- (e) By-law No. 2022-05, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 6, 2022 and January 10, 2022

11. OTHER BUSINESS *(For Information Only)*

- (a) Memorandum from Ministry of Municipal Affairs and Housing RE: Extension of Emergency Orders and Provincial Response to the Omicron Variant
- (b) Memorandum from SWPH RE: Southwestern Public Health Rescinds Class Order Section 22 (Self-Isolation)

12. CLOSED SESSION

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2))(c) – Teetzel Property
- (b) Litigation or potential litigation including matters before administration 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
Wednesday January 12, 2022 @ 4:00 P.M.
Via Video Link

NEXT BUDGET MEETING OF COUNCIL
Thursday January 20, 2022 @ 4:00 P.M.
Via Video Link

NEXT REGULAR MEETING OF COUNCIL
Monday January 24, 2022 @ 5:30 P.M.
Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting
Monday December 13, 2021
7:00 p.m. Council Chambers Fingal/Via Video Link

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Jeff Carswell, Treasurer (7:00 p.m. – 9:59 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(7:00 p.m. – 10:15 p.m.)
Jeff McArthur, Fire Chief (7:00 p.m.– 9:52 p.m.)
Bryan Pearce, Planner (7:00 p.m. – 9:59 p.m.)
June McLarty, Corporate Services Clerk (7:00 p.m.– 9:59 p.m.)

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

ADDENDUM TO THE AGENDA: None

DISCLOSURES: Councillor North declared a conflict on item 7b and 10a

ADOPTION OF MINUTES:

2021-334	Councillor Emons – Deputy Mayor Monteith	Minutes
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THAT the Minutes of the Regular Council Meeting of November 22, 2021 are hereby adopted, and

THAT Council has reviewed the minutes of the War Memorial Committee Meeting of July 13, 2021 and the minutes of the Winterfest/Family Day Committee meeting of November 10, 2021.

CARRIED

PLANNING:

**2021-335 Deputy Mayor Monteith Councillor Pennings ZBA Wm F. Bradish
& Sons Ltd Update**

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.

CARRIED

REPORTS:

Activity Report from the Fire Chief

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

**2021- 336 Councillor North – Councillor Emons Fire Communication
System Agmt**

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.

CARRIED

**2021- 337 Councillor North – Councillor Emons Talbotville Pumper
Replacement**

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. **CARRIED**

2021-338 Councillor Emons – Deputy Mayor Monteith Strathroy Turf Farm

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).

CARRIED

PLANNING:

7:15 p.m. Zoning By-law Amendment - ZBA 2021-11 Van de Gevel C/O William Pol, 5111 Union Road

In attendance: J. Van de Gevel, W. Pol

Councillor North vacated his seat.

**2021- 339 Councillor Pennings – Deputy Mayor Monteith Public Meeting
ZBA 2021-11**

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider applications to amend the zoning on the property owned by MaryAnne and Joseph Van de Gevel C/O William Pol.

CARRIED

The Mayor stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to the a proposed zoning by-law amendment to rezone the subject lands from the Agricultural 1 (A1) 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 for seasonal farm workers, as further defined in the zoning by-law; legally described as Part Lot 14, Range 1 SUR; Part Lots 13 and 14, Range 2 SUR; located on the southwest corner of Thomas Road and Union Road

The Mayor asked if any member of Council has a disclosure of interest concerning this proposal. Councillor North declared a conflict with this proposal.

The Mayor asked the Clerk what method of notice and when was the notice given to the public meeting. The Clerk replied, a sign was posted on the property by November 23rd, 2021. Notices were mailed to property owners within 120 metres and emailed to Agencies on November 23rd, 2021.

The Planner presented his report.

The Mayor asked the Clerk if any comments were received from staff. The Clerk responded yes and they were detailed in the planning staff report. The Mayor asked the Clerk if any written submissions were received on this application. The Clerk responded yes, that comments were received from Southwestern Public Health, in a letter dated November 24, 2021. This was detailed in the planning staff report, at the time of writing. No additional comments were received.

The Mayor stated that before he opens the floor to questions from the public, please be advised if any person from the public wishes to receive further information of the action of Council regarding the decision on the application for zoning by-law amendment, please ensure that they email their name, address, postal code and phone number to the Planner or clerk by December 14, 2021.

The Mayor asked if the owner and/or applicant are in attendance. William Pol identified himself as the agent for the Van de Gevel' application. Mr. Pol commented that he has read the report and he has no concerns.

No questions were asked from the public or Council.

2021-340 Councillor Pennings – Councillor Emons ZBA 2021-11

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.

CARRIED

2021-341 Deputy Mayor Monteith – Councillor Pennings Adjournment of Public Mtg

THAT the public meeting to consider the applications to amend the zoning on the property owned by the MaryAnne and Joseph Van de Gevel C/O William Pol ends at **7:25 p.m.**

CARRIED

Councilor North returned to his seat.

REPORT:

Activity Report from the Infrastructure and Development Team

The November activity report from the Infrastructure and Development Team was presented to Council.

COMMITTEE OF ADJUSTMENT

Minor Variances MV 2021-12, MV 2021-13 and MV 2021-14

In attendance: J. Van Dyk, B. and M. Ostrander, M. and G. Caughell, K. and T. Moore, L. and R. Rycroft, C. Noble, V. Varallo.

2021-341 Deputy Mayor Monteith – Councillor North MV 2021-12, MV 2021-13 and MV 2021-14

THAT the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance applications MV 2021-12, filed by P. Murphy C/O J. Van Dyk, MV 2021-13, filed by K. and T. Moore, MV 2021-14, filed by 8735506 Canada Ltd o/a Vara Homes C/O Vince Varallo at **7:32 p.m.**

CARRIED

2021-342 Deputy Mayor Monteith – Councillor Pennings Adjournment of C of A

THAT the meeting of the Committee of Adjustment to hear applications MV 2021-12, filed by P. Murphy C/O J. Van Dyk, MV 2021-13, filed by K. and T. Moore, MV 2021-14, filed by 8735506 Canada Ltd o/a Vara Homes C/O Vince Varallo at **8:41 p.m.** and the regular meeting of council reconvene.

CARRIED

DELEGATION:

8:42 p.m. – 9:00 p.m.

Mark Harris presented the 3rd quarter reports and the 2022 capital proposals to Council.

2021- 343 Deputy Mayor Monteith – Councillor Emons s Q3 OCWA Reports

THAT Council of the Township of Southwold hereby receives the reports from Mark Harris, OCWA re: The Southwold Water Distribution System 3rd Quarter Operations Report and the Talbotville Wastewater Treatment Plant 3rd Quarter Operations Report for information purposes.

CARRIED

REPORTS:

2021-344 Councillor Emons – Councillor Pennings Francis Street Water Bill

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

CARRIED

2021- 345 Deputy Mayor Monteith – Councillor Emons 2022 Insurance Renewal

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).

CARRIED

2021-346 Deputy Mayor Monteith – Councillor Pennings Water and Sanitary Sewer Budgets and User Fees By-law

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

CARRIED

2021-347 Councillor Pennings – Councillor Emons Asset Mgmt. Planning O. Reg. 588/17 Compliance

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.

CARRIED

2022 OCIF FUNDING

Treasurer Jeff Carswell presented his report to Council. Mr. Carswell also reported that this is a good news report. With the increase in our allocation, it will be quite helpful with our road infrastructure projects.

Activity Report from Director of Building and Community Services

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

Activity Report from CAO/Clerk

The November activity report from the CAO/Clerk was presented to Council.

2021- 348 Deputy Mayor Monteith – Councillor North Multi-Year Accessibility Plan

THAT Council adopts the Joint Multi-Year Accessibility Plan (MYAP).

CARRIED

2021-350 Councillor Pennings – Councillor Emons Executive Summary of RMA

THAT Council receives the Complete List of Supporting Recommendations for the Elgin County Road Maintenance Agreement review as information.

CARRIED

CORRESPONDENCE:

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

2021-351 Councillor Pennings – Councillor Emons Correspondence Items

THAT Council receives and files the items under Correspondence.

CARRIED

BY-LAWS:

Councillor North vacated his seat.

2021- 352 Deputy Mayor Monteith – Councillor Pennings By-law 2021-72

THAT By-law No. 2021-72, being a by-law to amend By-law No. 2011-14, Van de Gevel, 5111 Union Road be read a first and second time.

CARRIED

2021-353 Deputy Mayor Monteith – Councillor Pennings By-law 2021-72

THAT By-law No. 2021-72, being a by-law amend By-law No. 2011-14, Van de Gevel, 5111 Union Road be read a third time and finally passed.

CARRIED

Councillor North returned to his seat.

2021-354 Councillor North – Councillor Emons By-laws

THAT By-laws Nos. 2021-73, 2021-74, 2021-75, 2021-76, 2021-77, 2021-78, 2021-79 and 2021-80 be read a first and second time.

CARRIED

2021-355 Councillor Pennings – Deputy Mayor Monteith By-laws

THAT By-laws Nos. 2021-73, 2021-74, 2021-75, 2021-76, 2021-77, 2021-78, 2021-79 and 2021-80 be read a third time and finally passed.

CARRIED

OTHER BUSINESS:

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

Council reviewed the items under other business.

2021-356

Councillor Emons – Councillor North

Plastic Wrap Disposal

BE THAT IT BE RESOLVED The Council of the Corporation of the Township of Southwold hereby supports the attached resolution C-2021-0296 from The Town of Georgina requesting support for the lack of options for recycling of boat shrink wrap and agricultural bale wrap and twine; and

FURTHER a copy of this resolution be sent to the Federal Minister of Environment and Climate Change, Ontario Minister of Environment, Conservation and Parks, Federal Minister of Agriculture and Agri-Food, Ontario Minister of Agriculture, Food and Rural Affairs, the local MP and MPP and Town of Georgina.

CARRIED

CLOSED SESSION:

2021- 357

Councillor North – 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 **9:59 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

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

CARRIED

STAFF DIRECTION

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

ADJOURNMENT:

2021-358

Councillor North – Councillor Emons

Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **11:00 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Southwold Young at Heart Committee Meeting Minutes November 10th, 2021

Wednesday November 10, 2021

Via Video Link

Time meeting started: 1:00 p.m.

Attendance: Sarah Emons, Deb Logghe, Karen Auckland, Karen Olmstead, Pat Stannard, Alan Bogart, and June McLarty

Regrets: Kim Poole, Randy Graham, Trudy Kanellis

1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

2. Approval of Agenda

Resolution No. 2021-28

Moved by: Deb Logghe

Seconded by: Karen Auckland

RESOLVED that the agenda of the November 10th 2021 committee meeting of the Southwold Young at Heart be approved.

DISPOSITION: Motion Carried

3. Approval of the Minutes

Resolution No. 2021-29

Moved by: Karen Olmstead

Seconded by: Deb Logghe

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

DISPOSITION: Motion Carried

4. Fall Dinner

The fall dinner went well. A few dinners were not picked up and a contact phone number was not provided. June will let staff know to make sure that an address and phone number is provided when taking a request for the dinner. An extra person would be helpful to help with the distribution of the next meal.

5. Financial Statement

An up-to-date financial statement was provided to the committee. The committee was successful in receiving the Senior Community Grant.

6. Review of Reimbursement Procedures

June reviewed with the committee members the procedures for reimbursements.

7. Christmas Dinner/Bundle Planning

The Christmas dinner will be held on Monday December 20, 2021. Pick-up at the complex will be from 4:00 p.m. – 5:00 p.m. Sarah will contact Family Flowers about getting a price for poinsettias. The Christmas dinner will not include a bundle.

8. Other Business

The Committee will meet in January to further discuss how to use the funds from the Senior Community Grant. More planning will be done in the near future for the Irish Stew dinner in March.

9. Adjournment and Next Meeting

Resolution No. 2021-30

Moved by: Karen Auckland

Seconded by: Deb Logghe

-

RESOLVED that the meeting be adjourned at 2:04p.m. to meet again at 1:00 p.m. on Tuesday December 14, 2021.

DISPOSITION: Motion Carried.



TOWNSHIP OF SOUTHWOLD EMERGENCY CONTROL GROUP

MEETING MINUTES

Friday December 17, 2021

1:00 p.m.

Via Video Link

PRESENT: Grant Jones, Jeff VanRybroeck, Lisa Higgs, Caitlin Wight, June McLarty, Brent Clutterbuck, Jeff Carswell, Jeff McArthur, Lori Redman and Paul Van Vaerenburgh

Regrets: Robert Monteith, and Barry Smith

1. Update on COVID-19

J. VanRybroeck gave a COVID-19 update to the group.

2. New Recommendation from Public Health

Recently, a joint letter from the local health units was sent out. They are recommending that 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.

3. Work from Home

The Group discussed working from home. The admin staff will continue to work in their teams but reduce the number that are in the office. The Group also discussed changes to the building department and public works department. The building department will be split up with only one in the office at a time. The public works department will be split into two teams to try and maintain as much separation as possible. Another suggestion for separation of the PW staff would be to have rotating lunches. Those who live in town go home for lunch. The PW department will be closed over the holiday unless we have a snow event.

4. Health & Safety Protocols & PPE –

Staff will continue to abide by the health and safety protocols. More rapid test kits have been ordered. Eye coverings are mandatory.

5. Facilities Rentals

There will be no facility rentals at this time. The complex will be closed until further notice.

6. Other business – no other business.

7. Adjournment - 1:44 p.m.

Home Grown Campaign Farmland Preservation

Tracey Arts
OFA Zone Director
Oxford-Elgin County

Our Mission: Farms and Food Forever

- Over 38,000 farm business members
- 51 local federations for strong, grassroots leadership
- 45 knowledgeable and experienced staff strategically located across Ontario
- 31 commodity and industry organizational members
- 18 member-elected Board of Directors



Home Grown Campaign



Campaign – homegrown.ofa.on.ca
– an advocacy campaign focused on protection and preserving Ontario’s farmland and domestic food production.



Purpose – increase awareness, educate the public, and enhance consumer knowledge on the threat and negative impacts urban development poses to Ontario’s agri-food system.



Call-to-Action – engage in the campaign on social media, sign the online petition and share our message in support of the protection and preservation of Ontario’s farmland.



Online Petition – Change.org – has received signatures from more than 5,900 supporters.

Based on data from the Census of Agriculture, Ontario is losing 175 acres of farmland every day to urban development.

It's a concerning number. Roughly the size of 135 football fields. Every day.

Whether you are talking about your morning toast, an apple in your lunch or grilled chicken for dinner, it all comes from Ontario farmland.

We get it – urban development matters. But where our food comes from matters too.

175 acres

=

5 family farms every week



Agriculture in 2021

- Produce more than 200 commodities
- The agri-food sector (field-to-fork) employs more than 860,494 Ontarians and grosses 47.3 billion in GDP
- 1 in 8 people are employed in agriculture and agri-food

**Once farmland is paved over,
it's gone forever.**



What kind of food and farms are we talking about?

Although Ontario farmers do a lot with a little, only about 5% of land in the province can actually produce food.

More than 200 different fruits, vegetables, grains and livestock are grown or raised right here at home.

The land that supports this food production is a finite resource¹. It needs to be protected now.



VIEWPOINT



Long-term land use planning needs to focus on protecting agricultural land to ensure we have the resources available to continue producing food for the future

Peggy Brekveld,
President

Local Planning Process

Land Use Planning

- Protecting farmland because of urban pressures for growth
- Approach agriculture as a system, including the need for infrastructure and economic viability of farming



Minister's Zoning Orders (MZOs)

- Frequent use undermines the local planning process
- Bypasses long-standing processes intended to protect farmland
- Eliminates local input or any type of appeal mechanism
- OFA recognizes need for MZOs to be executed in certain circumstances – but not when they impact productive farmland



Recent Planning Act Amendments

- Ontario cannot sustain continuing losses of agricultural land – it is a limited and declining land base.
- OFA recommends higher density development should be mandated province-wide to take advantage of existing infrastructure and reduce demand on agricultural land for future development.





Local Input

- Imperative for MZOs and amendments to them to solicit local input
- Advanced public notice should be provided before MZOs are issued
- MZOs need to be posted on the environmental registry for consultation, not just as decisions

An aerial photograph of a rural landscape. A winding river flows through the center, bordered by lush green fields and dense trees. A dirt road runs along the right side of the river. In the background, more fields and distant hills are visible under a cloudy sky. A large, semi-transparent white circle is overlaid on the left side of the image, containing text.

Benefits of Agricultural Lands

- OFA understands the importance of urban growth and expansion – but where our food comes from matters too.
- Focus needs to be on protecting agricultural land to ensure we have the resources available to continue producing food for future generations.



Environmental Benefits

- Carbon sequestration, reduced soil erosion and watershed and wildlife habitat protection
- Aesthetic and recreational space, air quality & climate change mitigation
- Nutrient cycling, pollination services, soil erosion control
- Water cycling, groundwater recharge



Access to Local Food

- Food security
- Food access
- Enhancing agricultural productivity
- Urban-rural connections

Economic Opportunity in Agriculture

- **Attract & Retain Youth** to grow a skilled future workforce and fill current critical job vacancies
- **Enable Diversification** through value-added, direct farm marketing and agri-tourism



The image is a collage of three photographs. The top-left photo shows a dense green forest on a hillside. The bottom-left photo shows a blue tractor with a red trailer driving away on a gravel road. The top-right photo is a close-up of green foliage.

Thank You

Tracey Arts
OFA Director,
Oxford & Elgin County
Tracey.arts@ofa.on.ca

**Proposed Building Fee Changes
Public Meeting**

Initial Review by Council November 22, 2021, other User Fees approved December 13, 2021, but Building Fees require a Public Meeting.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-04

**Being a By-Law to amend several Building
Department Fees in By-law No. 2021-73**

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;

AND WHEREAS Council held a Public Meeting in accordance with Section 7(6)(a) of the Building Code Act, 1992, S.O. 1992, c. 23 on January 10, 2022:

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

1. That Schedule "A" to By-law No. 2021-75 be amended by deleting Items 3.11 and 3.12 and substituting therefore the following:

Item	Category	Sub-Category	Item	Fee	Notes
3.11	Building	Residential	Damage and Lot Grading Security Deposit at discretion of CBO (forfeited if occupied	Minimum \$2,000, Maximum \$3,500	

			prior to occupancy being granted)		
3.12	Building	Residential	<<Blank>>	<<Blank>>	

Previous versions of 3.11 and 3.12 being changed. The two fees are being combined to simplify and streamline billing. No change in the overall fee amount.

3.11	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	
3.12	Building	Residential	Damage and security deposit at discretion of CBO (forfeited if occupied prior to occupancy being granted)	Minimum \$500.00, Maximum \$1,000	

- That Item 3.35 in Schedule "A" to By-law No. 2021-75, "Reinspection fee if inspections are requested and not ready" be amended by deleting the fee of "\$75.00" and substituting therefor "\$150.00".

Increase better reflects the cost and lost time to go out for a reinspection.

- This by-law comes into full force and effect on January 10, 2022.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 10TH DAY OF JANUARY, 2022.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

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

REPORT NO: PLA 2022-01

SUBJECT MATTER: Consent Application E3-22 – Comments to the County of Elgin

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2022-01 regarding Consent Application E3-22 – Comment to the County of Elgin;

AND THAT Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for the consent application, File E3-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-01;

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2022-01 as Municipal comments to the County of Elgin.

Purpose:

The proposal is a surplus farm dwelling lot creation from the farmlands at 35229 Third Line, that is surplus to the farm operations.

Background:

Below is a background information, in a summary chart:

Application	E3-22
Owner	Pioneer Hay Sales Ltd
Applicant	Jordan Fohkens, B. M. Ross and Associates
Legal Description	North Part Lot 9, Concession 3
Civic Address	35229 Third Line
Entrance Access	Third Line
Water Supply	Municipal Water
Sewage Supply	Privately owned and operated individual septic system
Existing Land Area	37.2 ha (91.9 ac)

Below is the detailed dimensions and land areas of the application, in a chart:

Application	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
E3-22	57 m (187 ft)	398 m (1,306 ft)	2.6 ha (6.42 ac)	536 m (1,759 ft)	619 m (2,031 ft)	34.6 ha (85.5 ac)

The Public Hearing is scheduled for January 26, 2022 at the Elgin County Land Division Committee Meeting.

Figure One below, depicts the existing parcel of the Pioneer Hay Sales Ltd Lands.



The consent sketch, showing E3-22 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.

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

PPS

The subject lands are within the Agricultural area (Section 2.3). Lot creation in agricultural areas is permitted for a residence surplus to a farming operation because of farm consolidation, provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance, in accordance with Section 2.3.4.1(c) of the PPS. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3.3 of the PPS. The severed parcel is limited in area to accommodate the existing infrastructure associated with the existing dwelling; and the Applicant notes that there are livestock barns within 750 metres of the subject lands, as concurred by Planning Staff, but MDS-1 is exempt on the surrounding lands as per Guideline 9 of the MDS Guidelines, as there is no specific policies contained in the OP requiring this aspect.

No development is proposed with this consent, so there are no impacts to natural heritage (Section 2.1 of the PPS) or natural hazards (Section 3.1 of the PPS).

This proposal appears to be consistent with the PPS.

CEOP

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. Section E1.2.3.4(b) of the CEOP permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation, provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever. The residence to be severed is habitable and is surplus to the owner's farming operations. The proposed severed parcel meets the MDS I setbacks. The residence is connected to the private on-

site water well and the septic report that was submitted with the application states the septic system needs to be replaced. A condition to replace the septic system is recommended.

No development is proposed with this consent, so there are no impacts to natural heritage (Section D1.2) or natural hazards (Section D3.1).

Therefore, this proposal appears to conform to the CEOP.

OP

The subject lands are designated Agricultural on Schedule 'A' Land Use in the OP. The Woodlands on Schedule 'B' overlay apply to a portion of the proposed retained parcel and the Hazard Lands on Schedule 'B-1' overlay apply to a portion of the proposed retained parcel.

Section 4.1 of the OP contains Agricultural land use policies in which agricultural uses and limited residential uses are permitted.

Section 6.8.6(e) Agricultural Consent policies for residences surplus to the needs of a farm operation state land severances in the Agricultural Area may be permitted for a habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

- i) the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
- ii) the non-farm parcel will be zoned to recognize the non-farm residential use;
- iii) Minimum Distance Separation I provisions can be met.

The proposed severance application demonstrates that the residence is surplus to the farm owner's farming operation. There are livestock operations within the 750 metres, as documented in the application, but MDS-I is exempt for surplus farm dwellings on the adjacent lands since there is no specific policies within the OP, as per Guideline 9 of the MDS Guideline.

Section 5.7.1 of the OP, Sanitary Sewage and Water Services policies require that existing sewage and water services be adequate. The existing septic system is in very poor condition and needs to be replaced. As contained in their application submission.

Section 2.1 of the OP, Natural Heritage Features and Areas and Hazard Lands prohibits buildings, structures, and alteration to lands designated Hazard Lands. Section 2.2 Natural Heritage Features and Areas states development and site alteration within a significant woodland and within 120 metres of the adjacent lands is subject to the EIS demonstrating no negative impacts to the feature and its ecological function. No buildings and/or structures are within the Significant Natural Features overlay and Hazard Lands overlay and no development is proposed on the proposed severed and retained parcels.

Therefore, this proposal appears to conform to the OP.

OP 2021

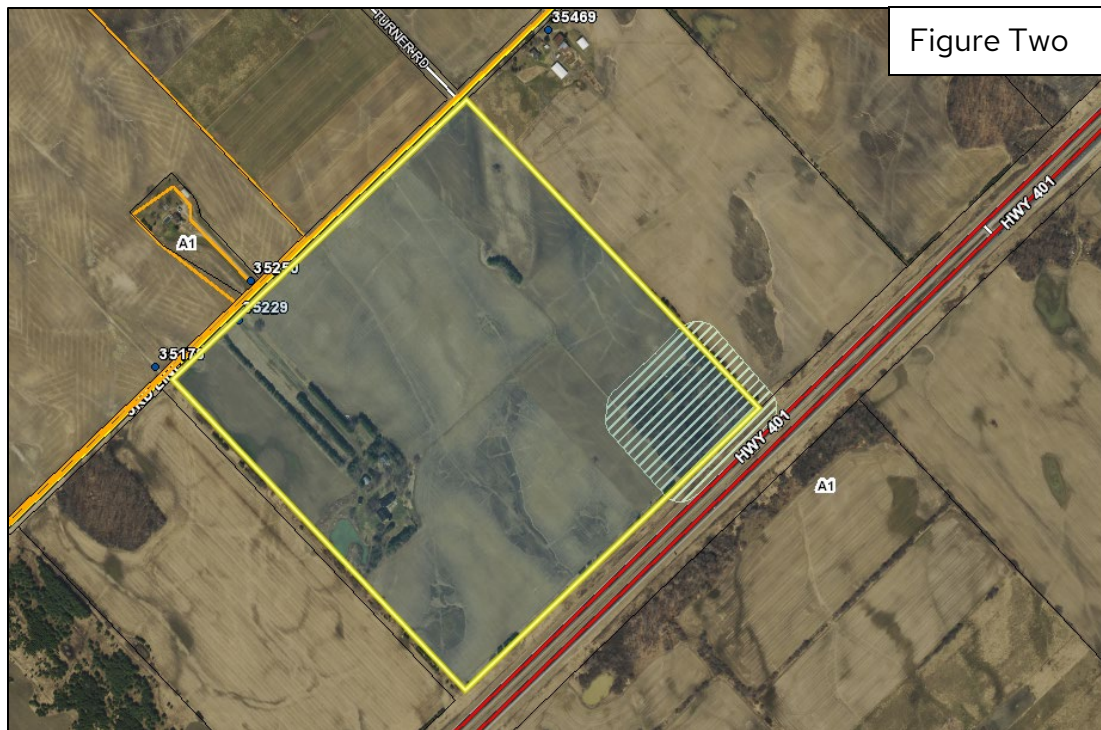
The OP 2021 has been adopted by Council on November 15, 2021; and will be reviewed against proposals, as the Township works through the approvals process.

The subject lands are designated Agricultural on Schedule '4' in the OP 2021. The Woodlands on Schedule '2' overlay apply to a portion of the proposed retained parcel and the Hazard Lands on Schedule '3' overlay apply to a portion of the proposed retained parcel. Section 5.1 permits agricultural uses. Section 7.23.4(e) permits surplus farm dwelling consents. No development is proposed with this consent, so there are no impacts to natural heritage (Section 4.1) or natural hazards (Section 4.2).

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 watercourses portion of the lands in the southeast corner subject to Conservation Authority Regulation Limits as shown in the Township of Southwold Zoning By-Law on Schedule 'A' Map 2, as depicted in Figure Two below.



The A1 Zone permitted uses includes agricultural use and single detached dwelling. The regulations for a lot legally used for a single detached dwelling created by consent are subject to reduced lot requirements. The A1 Zone Subsection 5.2(g) Reduced Lot Requirements regulates lots created for single detached dwellings surplus to farm operations. The minimum lot area permitted is 1,858.0 square metres (20,000.0 square metres). The maximum lot area permitted is 6,000 square metres (1.48 acres). The minimum lot frontage is 30.0 metres (98.0 feet).

The proposed severed parcel area of approximately 26,407.6 square metre (6.52 acre) parcel with a frontage of 57.0 metres (187 feet), is not complying with the Subsection 5.2 (g) requirements of the ZBL for maximum land area requirements. The severed parcel would need to be rezoned to A1-XX, with the special provision created in order to recognize the lot area of the lot being created, as a condition of approval.

The proposed retained parcel would need to be rezoned to implement the proposed lot creation by zoning it to the A3 Zone, as a condition of consent. The A3 Zone prohibits dwellings, which is required as part of a surplus farm dwelling severance.

Section 3.11 Hazard Lands states no permanent buildings or structures with the exception of those designated, used or intended for flood or erosion control purposes shall be

erected or used on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. No development is proposed within this portion of the retained parcel, within the hazard lands.

Therefore, it would appear that the proposal would comply with the ZBL, subject to a zoning by-law amendment being required as a condition of consent.

Circulation Of The Application:

Township Department Comments

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

- Drainage Department:
 - Municipal drain reapportionment required on the McIntosh Drain No. 2, Ferrara Third Line, McArthur and Bogart Drains; and
 - Mutual Drain Agreement required.
- Financial Services Department:
 - No comments.
- Building Department:
 - Demolition permit will be required for the silo;
 - Septic permit will be required for new septic system; and
 - If the existing barn was previously used for livestock, a change of use permit will be required to change to an accessory structure only.
- Infrastructure Department:
 - No concerns.
- Roads Department:
 - No concerns.

Planning Staff notes that this can be addressed as a condition of approval for a reapportionment, silo removal and septic replacement. The existing barn doesn't appear that it was used for livestock, as further evaluated in the application, the only nearby livestock barn is the farmstead to the east, used for horses.

Additional Comments:

The recommended Township conditions for consent application E3-22 is attached to this report as Appendix Two for reference purposes.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed surplus farm dwelling lot creation consent, would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to relief); and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report.

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

Respectfully submitted by:

**Bryan Pearce, HBA, CPT, MCIP, RPP
Planner**

Approved for submission by:

**Lisa Higgs
CAO/Clerk**

Appendices:

1. Appendix One: Consent Sketch E3-22
2. Appendix Two: Consent Application E3-22 Conditions

REPORT PLA 2022-01
APPENDIX ONE: CONSENT
SKETCH E3-22

SKETCH FOR PROPOSED SEVERENCE
 PART OF LOT 9 CONCESSION 3
 GEOGRAPHIC TOWNSHIP OF SOUTHWOLD
 TOWNSHIP OF SOUTHWOLD
 COUNTY OF ELGIN
 NOT TO SCALE

AREA OF
 PARCEL "A" TO BE SEVERED
 = 26407.6 SQUARE METRES
 (6.52 ACRES)

PARCEL "B"
 TO BE RETAINED

AGRICULTURAL

PARCEL "B"
 TO BE RETAINED

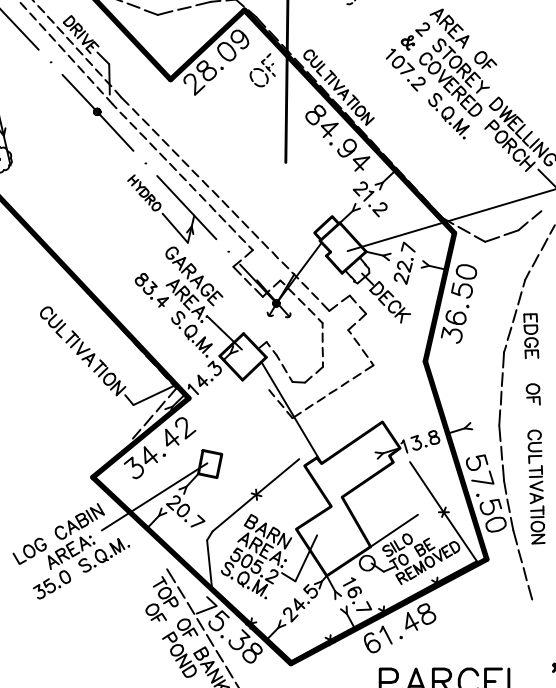
LOT
 LOT
 LOT
 CONCESSION

CONCESSION
 10
 AGRICULTURAL

AGRICULTURAL

GEOGRAPHIC
 10

TOWNSHIP



PARCEL "B"
 TO BE RETAINED

AGRICULTURAL

- LEGEND**
- DENOTES GUY WIRE
 - DENOTES HYDRO POLE
 - DENOTES BELL PEDESTAL

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

PROJECT: 21-17021 REFERENCE: FILE

Report PLA 2022-01:
Consent Application E3-22 - Comments to the County of Elgin

Appendix Two: Consent Application E3-22 Conditions

Consent Application E3 -22 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to rezone the severed and retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
6. That the Applicant provide a Mutual Drain Agreement pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
8. That the Applicant obtain a septic permit for the removal of the existing septic system and install a new septic system by a qualified contractor on the severed parcel, to the satisfaction and clearance of the Municipality.
9. That the Applicant have the existing silo demolished on the severed parcel, with all materials removed, to the satisfaction and clearance of the Municipality.
10. That the Applicant obtain a change of use permit for the existing barns that had capability of housing livestock, to ensure all capability of housing livestock has been removed, to the satisfaction and clearance of the Municipality.

11. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
12. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
13. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

PREPARED BY: Jeff McArthur, Fire Chief

REPORT NO: FIR 2022-01

SUBJECT MATTER: Activity Report for the Fire Chief December 2021

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for December 2021.

Background:

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

- a. Calls for service – a total of 7 emergencies were responded to in the month of December including a vehicle fire and Hwy 401 MVCs.
- b. Talbotville Pumper has been ordered.
- c. Two fire inspections were completed along with two fire safety home visits.
- d. Donated canned goods were collected at the Optimist Parade in Fingal and delivered to the St Thomas Elgin Food Bank Caring Cupboard.

Report on any outstanding /unresolved concerns, issues:

- a. None.

Training Undertaken by Staff:

- a. Department training included: Operating Guideline review and radio communications.
- b. Two members completed the NFPA 1041 Instructor 1 course in Dutton-Dunwich through the Elgin County Regional Training School.

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	Complete
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
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

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

Approved by:
Lisa Higgs, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 12, 2022

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO: DRA 2022-01

SUBJECT MATTER: AMO Letter in support of Minister of Agriculture Food and Rural Affairs

Recommendation(s):

THAT Council instructs the Mayor to send a letter addressed to Jean-Jacques Ruest of Canadian National Railway and cc'd to all, in support of the letter sent to the CN by Lisa Thompson, the Minister of Agriculture, Food and Rural Affairs.

Background:

As Council has been aware in previous communication to Council and in the March 22, 2021 report DRA 2021-07 (attached as Schedule 'A' to this report), the Township of Southwold has not been paid the assessments owed by the Canadian National Railway(CN) for the construction of the 2019 Henderson and Lindsay Drains as well as a number of maintenance invoices. For most of the pre report and design period of these two drains, CN ignored all correspondence and were not supportive when contacted by telephone. This is an issue that is not unique to the Township of Southwold.

The total outstanding to be paid by CN currently sits at:

Henderson Drain 2019	\$39,537.58
Lindsay Drain 2019	\$142,805.41
Lindsay Drain Branch M Ext	\$2,735.14
Total	\$185,078.13

There are numerous drainage projects that are ongoing throughout the province where the municipality and the drainage engineer are receiving a similar response from CN.

CN has taken the stand that they are a federally regulated business and as such are not bound by local provincial legislation or municipal by-laws. For this reason, they feel that they are not bound by or obligated to participate in Drainage Act activities.

Municipal staff have reached out to various municipalities in southwestern Ontario who are experiencing similar issues and are seeking advice on different approaches to

recover CN drainage assessments. Any further advice that staff receives from neighbouring municipalities and legal counsel will continue to be provided to Council.

At this year's AMO conference, a delegation was taken to the Minister of Agriculture, Food and Rural Affairs (OMAFRA) by some of the affected municipalities and their drainage superintendents. It is my understanding that the Township of Southwold's outstanding drainage assessments were part of that presentation. Perth South has also submitted a delegation request to ROMA at this year's virtual conference to further advance these concerns. A copy of their correspondence and request is attached as Schedule 'B' to this report.

As a result of the AMO delegation, Lisa Thompson, the Ontario Minister of Agriculture, Food and Rural Affairs sent a letter to Jean-Jacques Ruest, President and CEO of CN Rail requesting that they participate in Drainage Act activities as they are legislatively obligated to and has offered to meet with him to discuss these issues.

Comments/Analysis:

Attached to this report as Schedule 'C' is recent communication from AMO sent to all members, encouraging that Municipal Councils send a letter to each of the recipients copied in the letter and forward a copy to policy@amo.on.ca. The draft letter they propose is attached as Schedule 'D' to this report. In their communication, AMO also shared Minister Thompson's letter, which is attached as Schedule 'E' to this report.

Financial Implications:

This may start the process of encouraging CN to pay their outstanding drainage assessments to the Township of Southwold. Currently, these outstanding amounts have been paid to contractors who completed the work and the Township is carrying the costs until the funds can be recovered.

Strategic Plan Goals:

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- ☒ Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety

- ☒ Exercising good financial stewardship in the management of Township expenditures and revenues.
- ☐ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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

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



TOWNSHIP OF SOUTHWOLD

DATE: March 22, 2021

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO.: DRA 2021-07

Subject Matter: Southwest Middlesex resolution: Drainage Matters and Canadian National Railway

Recommendation: THAT Council of the Township of Southwold supports Southwest Middlesex resolution 2020-274 regarding national railways and sends notice of such to the Clerk of Southwest Middlesex, and that a copy of support be forwarded to:

The Honourable Omar Alghabra, Minister of Transport
 The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs,
 The Honourable Jeff Yurek, MPP Elgin-Middlesex-London
 The Honourable Karen Vecchio, MP Elgin-Middlesex-London

Background:

Council received and reviewed the attached correspondence from Southwest Middlesex originally at the December 14th, 2020 Council meeting as part of general correspondence. Staff is requesting that Council reconsider the correspondence alongside Southwold's commentary.

Comment:

Attached is an email from Travis Pitt, the Drainage Superintendent for the municipality of Thames Centre where he explains some of the concerns from their dealings with the CN Railway. The main concern that I have is that CN communicated to Mr. Pitt that, "The Drainage Act is a Provincial Legislation and we are still trying to determine which aspects would apply to CN since we are governed under federal legislation. CN is willing to accommodate works to proceed at the Municipality's cost."

Township staff are deeply concerned to see questioning as to whether the railway can be governed by the provincial Drainage Act, since they are regulated by federal legislation.

The Township of Southwold currently has a number of outstanding invoices with CN that are over 1 year old. Two of which are for the construction of the Henderson Drain and the Lindsay Drain that were built to improve drainage to Wonderland Road. The invoices are dated March 13, 2020 and the two invoices total \$182,372.99.
 Invoice # 066346 Henderson Drain \$39,537.58
 Invoice # 006346 Lindsay Drain \$142,805.41

These amounts include regular drainage assessments plus section 26 special assessments for the increased cost of crossing CN right of ways.

The other outstanding invoices are for maintenance and are substantially less. We will also be invoicing CN in the near future for the construction of the Lindsay Drain Branch M extension and that invoice will be for \$2,735.14.

Given the foregoing, staff is recommending that Southwold pass a resolution supporting the communication previously forwarded from South West Middlesex.

Respectively Submitted by:

Brent Clutterbuck/Drainage Superintendent
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk



Municipality of Southwest Middlesex

December 7, 2020

Please be advised that the Council of Southwest Middlesex passed the following resolution at it's November 25, 2020 Council meeting:

Drainage Matters: CN Rail

Moved by Councillor McGill

Seconded by Councillor Vink

"WHEREAS municipalities are facilitators of the provincial process under the *Drainage Act* providing land owners to enter into agreements to construct or improve drains, and for the democratic procedure for the construction, improvement and maintenance of drainage works; and

WHEREAS municipal drain infrastructure and railway track infrastructure intersect in many areas in Ontario; and

WHEREAS coordination with national railways is required for the construction or improvement of drains that benefit or intersect with national railways; and

WHEREAS the national railways have historically participated in the process for construction, improvement and maintenance of drainage works; and

WHEREAS currently municipalities are experiencing a lack of coordination with national railways on drainage projects; and

WHEREAS the lack of coordination is resulting in projects being significantly delayed or cancelled within a year; and

WHEREAS municipal drains remove excess water to support public and private infrastructure and agricultural operations;

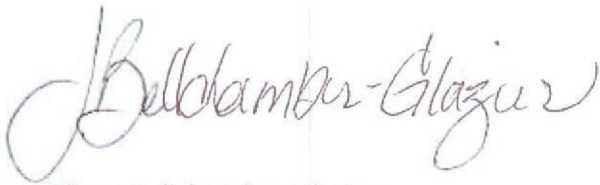
THEREFORE be it resolved that the Province of Ontario work with the Federal Minister of Transportation to address concerns regarding municipal drainage matters and need for coordination with the national railways; and

THAT Council circulate the resolution to the Provincial Ministers of Agriculture, Food, and Rural Affairs, and Municipal Affairs and Housing, and the Federal Minister of Transportation, the local MP and MPP, the Association of Municipalities of Ontario, and all municipalities."

Municipality of Southwest Middlesex Resolution #2020-274

Carried

Sincerely,

A handwritten signature in dark ink, reading "Jillene Bellchamber-Glazier". The signature is fluid and cursive, with the first name "Jillene" being more prominent and the last name "Bellchamber-Glazier" following in a similar style.

Jillene Bellchamber-Glazier
CAO-Clerk

Cc: The Honorable Marc Gardeau, Minister of Transport
The Honorable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Monte McNaughton, MPP Lambton-Middlesex-London
Lianne Rood, MP Lambton-Kent-Middlesex
The Association of Municipalities of Ontario
All Ontario Municipalities

From: Travis Pitt

Sent: Thursday, March 18, 2021 2:28 PM

To: Kelly Elliott <KElliott@thamescentre.on.ca>

Cc: Jarrod Craven <JCraven@thamescentre.on.ca>; Mike Henry <MHenry@thamescentre.on.ca>

Subject: CN & Drainage Act Issues

Good afternoon Kelly,

As you are well aware, Thames Centre, (and many other Municipalities) have been having some difficulty with CN Rail when it pertains to matters regarding the drainage act. Myself along with many others are considering presenting an appeal to the Canadian Transportation Agency. We would like to present 1 appeal and have as many Municipalities and Associations as possible before we engage. We have also been advised to seek legal counsel to help us present this appeal.

I will give a brief outline of the issue Thames Centre is having with CN Rail at this time.

Currently Thames Centre has an active Section 78 – Request to improve drainage works under the Drainage Act. After the engineers team surveyed the Municipal Drain and performed their design calculations it was determined that *some* of the issues the current drain was experiencing were caused by a culvert under CN Rail being undersized. The engineers team then reached out to CN Rail with 2 options on how they deemed best to proceed,

- 1- Remove the existing culvert and replace it with a larger culvert, (The existing culvert is in poor condition)
- 2- Allow us to bore a new culvert next to the existing culvert to allow a low flow channel and increase the rate of flows

After 8 months of very little communication, we finally received a response. CN Rail choose option 2, however with the stipulation that the Municipality would bear the cost, the exact response “**The Drainage Act is a Provincial Legislation and we are still trying to determine which aspects would apply to CN since we are governed under federal legislation. CN is willing to accommodate works to proceed at the Municipality’s cost.**”

As the cost to cross the railway becomes quite expensive due to items such as, geotechnical engineering, flagging, design engineering, construction, etc... The costs become quite large and this is something we, The Municipality cannot agree to. Now, our current project is essentially on hold until we can find a resolution. I have had to inform the landowner who experiences some flooding on larger rain events due to the undersized culvert that he will likely suffer another year of this problem.

As I mentioned many other Municipalities are finding themselves in similar situations, some have gotten as far as actually performing the work on CN lands only to find out the Railway will not pay the bill.

Below is the list of organizations that passed resolutions of support for SWM regarding Municipal Drainage & CN Railway which we hope will continue to grow.

- Township of Perth South
- Municipality of Dutton-Dunwich
- Township of Enniskillen
- Town of Marathon

- Municipality of Huron East
- Township of Essa
- Township of Adelaide-Metcalf
- Loyalist Township
- Municipality of Northern Bruce Peninsula
- City of Hamilton
- Township of Nairn and Hyman
- Municipality of South Bruce
- Township of Ramara
- Township of Leeds and the Thousand Islands
- Township of Emo
- City of Port Colborne
- Municipality of West Nipissing
- Township of Malahide
- Township of Perth East
- Municipality of Tweed
- Township of Warwick
- Township of Champlain
- Municipality of Brooke Alvington
- Drainage Superintendent Association of Ontario

Please reach out to me if you need any additional information. It would help us greatly to gain the support from OGRA.

Regards,

Travis Pitt

Drainage Superintendent

(519) 268-7334 ext 234

Municipality of Thames Centre

"Confidentiality Notice: The content of this communication, including the content of any accompanying attachments, is private and intended for the exclusive use of the intended recipient only. The content, including the content of any accompanying attachments may also contain information that is confidential, privileged and/or is exempt from disclosure pursuant to applicable law. If you are not the intended recipient, you are strictly prohibited from reading, using, disclosing, copying, or distributing this e-mail or any of its content. If you have received this e-mail in error, please notify the sender by reply e-mail immediately tpitt@thamescentre.on.ca and permanently delete this e-mail and its attachments along with any copies thereof. Thank you for your cooperation."

ROMA Delegation Request

Ministry of Agriculture, Food and Rural Affairs

January 2022

Rebecca Clothier, Chief Administrative Officer/Treasurer
November 13, 2021

There are a significant number of municipal drains in Southwestern Ontario that provide improved drainage to agricultural lands, roads, and railways, many of which have been a part of the rural infrastructure since the 1800s. These drainage systems are created under the *Drainage Act* which is administered by the Ministry of Agriculture, Food and Rural Affairs.

Municipalities and other landowners, including railways, have long shared in both the benefit and costs of these drainage systems. However, recently there has been a refusal by both the Canadian National (CN) and Canadian Pacific (CP) railways to share in the drainage improvement costs that they have previously contributed to on a “benefit received” basis.

Perth South along with a number of other municipalities in southwestern Ontario are being impacted by the railway’s position that they are not a “landowner” under the *Drainage Act*, and they are unwilling to continue their contribution to the cost of drainage improvements on the railway right-of-ways. The railways acknowledge that there is a benefit to the railways from the drainage systems; however, they believe that the Federal legislation, the Railway Safety Act, which governs their railways, would supersede the provincial *Drainage Act* legislation and therefore eliminate their responsibility to share in drainage construction or improvement costs.

In the summer of 2021, the Drainage Superintendents Association of Ontario (DSAO) conducted a survey of municipalities across Ontario to determine the difficulty that was being experienced in regards to municipal drainage and railway infrastructure. A total of 42 respondents indicated that they had railway crossings in their municipality. The survey indicated that 43% of respondents felt that railway demands were creating additional municipal drainage costs on projects. And further, after additional costs have been incurred, 31% indicated that municipal drainage maintenance costs were not being paid by railways and 22% indicated that municipal drainage construction costs were not being paid by the railways. At the time of the survey, a total of \$330,000 in maintenance costs

and \$540,000 in construction costs remained outstanding. This small survey with limited responses likely represents just the tip of the iceberg in terms of money owed to municipalities. Due to the fact that municipal drainage maintenance work continues on a regular basis, and railways are assessed maintenance costs under the *Drainage Act*, it is imperative that action be taken now to settle this dispute in order to prevent further potential losses to municipalities.

Specifically, in Perth South, the Dill Municipal Drain construction work is currently on hold due to this action by the CN Railway. Perth South followed all of the requirements under the *Drainage Act* legislation for the drainage construction. The CN Railway did not pursue opportunities under the *Drainage Act* to appeal the cost assessment amount; rather it was only at the time of construction that CN Railway objected to paying for their share of the costs.

The CN Railway is not opposed to collaborating with Perth South to allow the drainage construction and improvement projects to proceed; however, they are insisting that these drainage costs and any of CN's costs (CN permits, flagging services, cable locates, engineer review and design as well as testing and monitoring) are not the responsibility of CN and are to be paid by the municipality and other landowners. In addition, CN is also requiring that a Pipe Crossing Agreement be entered into by the municipality, which is not consistent with the legislative requirements of the *Drainage Act*.

This drainage project remains incomplete due to the railway crossing portion of the drain which has not been constructed. Landowners, including Perth South, have paid for the construction work that has been completed, but the drain is not in a functioning state due to the incomplete work under the railway crossing. It is a most frustrating situation for the agricultural landowners who rely on municipal drainage systems for increased crop output and have made a significant financial investment into a drainage system, but in the end, receive no additional drainage.

This shift in responsibility for costs will have a significant impact on the municipalities and landowners who own lands in a watershed with railway crossings. Due to the number of municipalities with agricultural lands, municipal drains, and railway crossings, this is a multijurisdictional issue that requires the attention of both the Federal and Provincial governments to resolve. It is for this reason that we are asking for your assistance to resolve this municipal drainage issue in a timely manner and ensure that the agricultural economy and municipal financial position are not negatively impacted further.

From: [AMO Communications](#)
To: [Lisa Higgs](#)
Subject: AMO Policy Update - New Year Calls to Action and other issues of municipal concern
Date: Wednesday, January 5, 2022 2:02:13 PM

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AMO Policy Update



January 5, 2022

AMO Policy Update – New Year Calls to Action and other issues of municipal concern

Call to Action – Joint and Several Liability

In 2018, Premier Ford committed to reviewing the matter of municipal joint and several liability. This review was conducted in 2019 with AMO and municipalities fully participating. Unfortunately, the results of this provincial review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter.

As municipal leaders are aware, liability and risks are one major driver of exponentially increasing insurance costs. However, managing risk and liability also has environmental impacts such as road salt application affecting wetlands and water quality in our lakes and streams.

To help drive the policy discussion, AMO submitted “[*Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs*](#)” in October 2019 that provides a refresh on the municipal argument to find a balance to the issues and challenges presented by joint and several liability, including implementing full proportionate liability and a cap on economic loss awards. It provided seven straightforward recommendations for actions to deal with this problem.

AMO is now asking for municipal councils to lend their support to the 7 recommendations contained in the AMO submission to re-establish the priority for provincial action on this issue. Councils are encouraged to pass a resolution when you next meet to ask the government to work with us to on a plan for resolution before the end of its current mandate.

Please send your supportive resolutions to the Attorney General, the Honourable Doug Downey at attorneygeneral@ontario.ca and copy the Minister of Municipal Affairs and Housing, the Honourable Steve Clark at minister.mah@ontario.ca as well

as the AMO President, Jamie McGarvey, at amopresident@amo.on.ca.

Call to Action – CN Rail and Drainage

AMO has prepared a [template letter](#) (also available for download in [.docx](#) format) for municipal Councils that are experiencing issues with drainage maintenance work, construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. The template letter, which can be modified by each municipal Council, is intended to amplify support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)'s [letter](#) dated December 23, 2021. As the Minister states in her letter, "Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future."

Municipal Councils are encouraged to send the letter to each of the recipients copied in the letter and forward a copy to policy@amo.on.ca.

***Providing More Care, Protecting Seniors and Building More Beds Act* Receives Royal Assent**

On December 9th, the *Providing More Care, Protecting Seniors, and Building More Beds Act, 2021*, received [Royal Assent](#). The legislation will repeal the *Long-Term Care Homes Act, 2007* and replace it with the *Fixing Long-Term Care Act, 2021*. This new Act establishes in law the commitment to provide an average of four hours of direct care per resident per day by March 31, 2025, with increasing interim goals to increase care; establish new compliance and enforcement tools, including doubling the fines on the conviction of an offence; and align the Residents' Bill of Rights with the Ontario *Human Rights Code* and recognize the role caregivers play in resident health and well-being. The legislation also makes changes to the *Retirement Homes Act, 2021*.

AMO provided both a [written submission](#) to the Standing Committee on the Legislative Assembly and presented to the Committee our feedback on the Bill. The legislature made a revision to include emotional needs in the preamble of the Act, but not as a fundamental principle as was advocated for by AMO and other organizations. The government is set to propose and publicly consult on regulations for the two Acts in the coming months. AMO will continue to provide input and advocate for increased funding for municipal homes to implement emotion-focused models of care.

Call for Ideas: Housing Accelerator Fund and Rent-to-Own Program

The federal Minister of Housing and Diversity has launched a Call for Ideas for two of the federal government's priorities outlined in the Speech for the Throne. The Housing

Accelerator Fund would aim to remove barriers and help municipalities build housing more quickly in an ambitious and innovative manner, while the Rent-to-Own program would aim to help make it easier for renters to work towards home ownership. Municipalities, provinces and territories, Indigenous governments, organizations and communities, private and non-profit housing sectors, and Canadians are invited to share their ideas on how these programs could be most effective.

Ideas can be submitted until January 31, 2022 at <https://www.placetocallhome.ca/callforideas>.

AMO Submission to the Ministry of Health on Municipal-OHT Engagement

AMO has submitted [recommendations](#) to the Minister of Health that will improve and standardize the relationship between Ontario Health Teams (OHTs), municipal governments, and District Social Service Administration Boards (DSSABs). Currently 50 OHTs have been established in the province; however, of the 42 OHTs that were approved prior to September 17th, 2021, only 40% have listed a municipality as a partner or member.

The integration of municipal governments and District Social Service Administration Boards into Ontario Health Teams' (OHTs) decision-making across the province has been inconsistent and inappropriate for an order of government. AMO has long called upon the province to mandate a municipal voice into health care service planning and decision making. AMO's submission calls on the Ministry to implement these recommendations and ensure that municipal knowledge is integrated into local system planning and management of the health care system.

Municipal Cannabis Resources Available

AMO has assembled resources and key messages for municipalities to consider when addressing personal and designated medical cannabis grows in their communities and in their provincial and federal cannabis advocacy. [The Municipal Resources](#) have been assembled to provide examples of how Ontario communities have addressed issues related to medical cannabis grows. They do not reflect any requirements but offer examples of possible tools for municipal governments to consider.

The [Key Messages for Municipalities](#) offer messaging that municipal governments may choose to consider in their provincial and federal cannabis advocacy. Both resources have been compiled based on the input and contributions of AMO's Personal and Designated Medical Cannabis Grows Staff Working Group.

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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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
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Template Letter for Municipal Councils

Sent via email to: jeanjacques.ruest@cn.ca

[Date]

Jean-Jacques Ruest
President and Chief Executive Officer
CN Rail
935 de la Gauchetière Street West
Montreal, Quebec, Canada
H3B 2M9

Dear Mr. Ruest,

The framework through Ontario's *Drainage Act* supports agricultural productivity by reducing nutrient loss and soil on farmlands. It also provides environmental and economic benefits such as reducing flooding and increasing crop productivity and enhances natural habitats.

More than 45,000 km of municipal drains service nearly 2 million hectares of cropland in Ontario. As a result, drainage of agricultural land is critical as it removes excess water collected by roadside ditches, residential lots, schools, industrial and commercial lands, and any other properties in the surrounding areas.

The Ontario's *Drainage Act* establishes the process of how public utilities, including railways, participate in drainage. Railways along with other landowners benefit from and have participated in the *Drainage Act* process for decades.

That is why we are writing to amplify our support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)'s [letter](#) dated December 23, 2021. As Minister Thompson states in her letter, "Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future."

Municipal governments across Ontario are experiencing significant issues with drainage maintenance work, construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. It is our hope that CN Rail will comply with the *Drainage Act* so that municipalities and our taxpayers are not left carrying the costs of these works that should be borne by railways.

Sincerely,

[Head of Council]

- cc. [Mayor Jamie McGarvey](#), President of the Association of Municipalities of Ontario (AMO), Mayor of the Town of Parry Sound
[Mayor Robin Jones](#), Rural Ontario Municipal Association (ROMA) Chair, Village of Westport
[Hon. Omar Alghabra](#), Minister of Transport
[Hon. Marie-Claude Bibeau](#), Minister of Agriculture and Agri-Food Canada
[Hon. Lisa Thompson](#), Minister of Agriculture, Food and Rural Affairs
[Hon. Caroline Mulroney](#), Minister of Transportation
[Hon. Steve Clark](#), Minister of Municipal Affairs and Housing
[Local MPP]
[Local MP]

**Ministry of Agriculture,
Food and Rural Affairs**

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



Ontario

December 23, 2021

Jean-Jacques Ruest
President and CEO
CN Rail
jeanjacques.ruest@cn.ca

Dear Mr. Ruest:

I am writing to you with regards to drainage in Ontario.

Drainage infrastructure is critical to support agriculture and food production in rural Ontario. Ontario's Drainage Act is a very important piece of legislation to meet the drainage needs of a variety of stakeholders including individual farmers, landowners, municipalities and, of course, railways. As resolving drainage issues can be complex and represent a significant financial impact for ratepayers, the Drainage Act was enacted to promote a fair and efficient process.

Historically, there has been infrequent and minimal conflict between municipalities and the railways around drainage. Railways have generally complied with their obligations under the Drainage Act. However, recently I have received a significant amount of correspondence from stakeholders and municipalities in Ontario – including by delegations at both the Rural Ontario Municipal Association and the Association of Municipalities of Ontario conferences – expressing concerns about difficulties they are having in their dealings with CN Rail on drainage issues and projects under the Drainage Act. It appears that CN Rail is now of the view that, as it is federally regulated, it is not required to comply with this provincial legislation.

Consequently, a variety of issues have emerged, including:

- non-payment by CN Rail of statutory cost assessments and/or advising municipalities that all costs are the responsibility of the municipality;
- project delays related to administrative barriers created by CN;
- insistence that the municipalities enter into crossing agreements that shift costs to the municipalities, contrary to the provisions of Ontario's Drainage Act.

.../2

To give you an indication of the severity of the issue at hand, there are at least 55 municipal drain projects currently being impacted by CN Rail's actions with more anticipated. If these works do not proceed and CN Rail uses the municipalities to carry its costs, it will take an unnecessary and unfair toll on those communities. This is a concern to our government as landowners within these drain watersheds count on a reliable, functional drainage system to support their businesses and agricultural operations thereby supporting their families, neighbours, and thriving communities.

Given that federally regulated railways are indeed subject to the Drainage Act, we expect CN Rail to pay its costs as assessed under the Drainage Act and not to hinder the progress of these projects or others in the future. To that end, I have recently written to my federal colleagues, the Honourable Omar Alghabra, Minister of Transport and the Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-food about the issue and I have asked for their support to resolve this issue.

I am sure that you would agree with me that having a multitude of projects brought forward for adjudication does not represent an effective use of CN time or money. I welcome an opportunity to meet with you to discuss this matter further as finding a resolution is critical.

I look forward to your response.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M. Thompson". The signature is fluid and cursive, with the first name "Lisa" and last name "Thompson" clearly distinguishable.

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

c: Mayor Jamie McGarvey, AMO President, Mayor of the Town of Bracebridge
Mayor Robin Jones, ROMA Chair, Village of Westport
Fiona Murray, CN, Vice-President, Public and Government Affairs
Daniel Salvatore, CN, Manager Public Affairs Ontario
Hon. Omar Alghabra, Minister of Transport
Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food Canada
Hon. Caroline Mulroney, Minister of Transportation
Hon. Steve Clark, Minister of Municipal Affairs and Housing

COVID-19 Reminders

- For vaccination booking details visit: <https://covid-19.ontario.ca/book-vaccine/>
- Follow your local public health/safety measures: <https://covid-19.ontario.ca/zones-and-restrictions>
- Practice physical distancing – stay 2 metres away from others in public
Get the facts - www.ontario.ca/page/covid-19-stop-spread



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

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

REPORT NO: ENG 2022-01

SUBJECT MATTER: Activity Report for Infrastructure and Development team -
December 2021

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on the Infrastructure and Development Services team activities for December 2021.

Background:

Health, Safety and Training

- Social distancing and sanitation procedures continues
- Enhanced physical distancing requirements based on new COVID-19 procedures
- Team is close to completing webinar training opportunity from the First Nations University of Canada for the 4 seasons of reconciliation

Development

- Team responded to questions for the wastewater treatment plant and the sanitary conveyance system RFP in Shedden and Fingal. The RFP is currently on the website for prequalified consultants
- Provided comments to the Municipality of Central Elgin for the Strathroy Turf Farms Development
- Engaged with the developer for the Ridge Phase 3 development for the site plan and condo application
- Coordinated several resident concerns for developments in Talbotville as it relates to drainage and design

Infrastructure

a) Water and Sanitary

- Team has coordinated one water interruption requests for the Industrial Development at the Ford Plant property
- Township team continues to coordinate water service installation and repairs with Ontario Clean Water Agency (OCWA)
- Township team continues to investigate the source of the infiltration into the sanitary sewers in Talbotville

b) Roads and Bridges

- Crew was split into teams of two and separated as per COVID-19 restrictions
- Mild weather allowed for sign replacements throughout the Township
- A couple of wind storm events resulted in some trees needing to be cleared off of roads.
- Second Line Bridge replacement is nearing completion
- Gravel roads are being graded for winter
- Pot hole patching was continued
- Roadside brushing was completed with rented equipment

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		Completed for the season
Lynhurst Subdivision		Tender pending
Second Line Culvert		Nearing completion

*c) Drainage:***Drains Before Council:**Construction:

- **Barber Drain (May17):** will be billing and applying for grant before February grant deadline
- **Turville Drain #2 (Sept 15) (January 17):** will be billing and applying for grant before February grant deadline

In the hands of the Engineer

- **McIntosh #2 Drain (Sept 15):** MTO has arranged for another meeting on January 11th. Hopefully this meeting will complete the discussions.
- **Ryan Drain (Sept 19):** Discussions with the Engineer, drainage superintendent has located R-plans and initial lot grading plans for the area. We have asked the developer to obtain the completion certificates confirming compliance with the plans from the designing engineer for the SWM facility and lot grading.
- **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 contracted Laemers Excavating to work with Central Elgin Staff to complete the project for \$30,023.00 or about 119% of the Engineer's estimate.

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:

- ☐ 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:
Infrastructure and Development
Services Team
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2022-02

SUBJECT MATTER: Financial Indicator Review

Recommendation:

None – For Information.

Purpose:

To provide Council with the Financial Indicator Review and Municipal Financial Profile provided by the Ministry of Municipal Affairs and Housing.

Background:

The Ministry of Municipal Affairs and Housing reviews each municipality's financial performance through the use of key financial indicators in relation to established provincial thresholds based upon a municipality's Financial Statements and Financial Information Return (FIR).

Comments/Analysis:

Attached is the Township of Southwold's Financial Indicator Review (Appendix A) and Municipal Financial Profile (Appendix B) based on the 2020 Financial Information Return.

The Township of Southwold's provincial financial indicators show that all Levels of Risk are rated as low. Definitions for all indicators are included in the notes section of the report.

As noted, these indicators are important, but do not represent all aspects of a municipality's financial health. Some risks cannot be determined based on the FIR or Financial Statements. The FIR and Financial Statements represent a point in time in the past and do not forecast future possibilities.

For example, the Township has significant risk associated with the loss of revenue from the Green Lane Landfill (both Payments in Lieu of Taxes and grants available from the Green Lane Trust). The FIR also consolidates the general municipal operations with the user pay services such as water and wastewater. This results in the significant water system reserve of approx. \$7 million being reflected in the reserve balances, but it is not available for general operations or wastewater purposes.

Likewise, when considering the Wastewater Treatment Plant and Sanitary Sewer System, there is likely some elevated risk due to the significant operating costs, limited number of users, uncertainty of timing for new users being added, capital costs and borrowing. This risk is not highlighted in the financial indicators, as it is combined with general government and water operations.

In addition to the Financial Indicator Review, a detailed Municipal Financial Profile has also been included based on the 2020 FIR. This report provides various financial information, along with comparisons to similar Southwestern Ontario municipalities and the average for all municipalities in the Province. These items also show the Township's Financial Profile is in a good position.

Financial Implications:

None at this time.

Strategic Plan Goals:

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

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

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

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

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

FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

Southwold Tp

Date Prepared:		2020 Households:	1,655	Median Household Income:	83,942
MSO Office:	Western	2020 Population:	4,421	Taxable Residential Assessment as a	
Prepared By:		2021 MFCI Index:	2.1	% of Total Taxable Assessment:	70.3%
Tier:	LT			Own Purpose Taxation:	4,594,701

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk
			Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2016	7.1%	9.2%	LOW
		2017	7.8%	8.6%	LOW
		2018	6.4%	7.6%	LOW
		2019	6.0%	7.4%	LOW
		2020	5.7%	7.0%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2016	173.7%	38.6%	LOW
		2017	146.7%	47.2%	LOW
		2018	140.6%	42.7%	LOW
		2019	136.7%	45.1%	LOW
		2020	158.1%	56.5%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2016	182.7%	58.9%	LOW
		2017	189.8%	61.9%	LOW
		2018	204.6%	64.0%	LOW
		2019	166.5%	73.0%	LOW
		2020	187.2%	82.7%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2016	2.23:1	3.25:1	LOW
		2017	2:1	3.24:1	LOW
		2018	5.22:1	3.44:1	LOW
		2019	3.33:1	4.2:1	LOW
		2020	4.82:1	4.71:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2016	1.2%	2.6%	3.3%	LOW
		2017	1.1%	2.7%	3.3%	LOW
		2018	0.8%	2.5%	3.1%	LOW
		2019	1.2%	2.6%	3.1%	LOW
		2020	0.6%	2.2%	3.1%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2016	30.4%	42.3%	44.7%	LOW
		2017	30.3%	43.8%	45.5%	LOW
		2018	30.6%	43.7%	46.0%	LOW
		2019	31.5%	43.8%	46.2%	LOW
		2020	30.5%	45.2%	46.6%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2016	20.9%	8.4%	9.4%	LOW
		2017	40.4%	11.4%	12.8%	LOW
		2018	38.4%	12.5%	13.9%	LOW
		2019	45.2%	18.5%	23.1%	LOW
		2020	51.1%	18.2%	18.4%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

Southwold Tp

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFICI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFICI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFICI corresponds to relatively positive fiscal circumstances, whereas a higher MFICI corresponds to more challenging fiscal circumstances. (Note: the MFICI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

Southwold Tp

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied

SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)

Net Financial Assets or Net Debt as % of Own Source Revenues

SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 -
SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 -
SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

Total Reserves and Reserve Funds as a % of Municipal Expenses

(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)

SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)

(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

SLC 51 9910 10 / SLC 51 9910 06

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues

(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 -
SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 -
SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

Southwold Tp

Date Prepared:		2020 Households:	1,655	Median Household Income:	83,942
MSO Office:	Western	2020 Population:	4,421	Taxable Residential Assessment as a	
Prepared By:		2021 MFCI Index:	2.1	% of Total Taxable Assessment:	70.3%
Tier:	LT			Own Purpose Taxation:	4,594,701

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk
			Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2016	7.1%	9.2%	LOW
		2017	7.8%	8.6%	LOW
		2018	6.4%	7.6%	LOW
		2019	6.0%	7.4%	LOW
		2020	5.7%	7.0%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2016	173.7%	38.6%	LOW
		2017	146.7%	47.2%	LOW
		2018	140.6%	42.7%	LOW
		2019	136.7%	45.1%	LOW
		2020	158.1%	56.5%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2016	182.7%	58.9%	LOW
		2017	189.8%	61.9%	LOW
		2018	204.6%	64.0%	LOW
		2019	166.5%	73.0%	LOW
		2020	187.2%	82.7%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2016	2.23:1	3.25:1	LOW
		2017	2:1	3.24:1	LOW
		2018	5.22:1	3.44:1	LOW
		2019	3.33:1	4.2:1	LOW
		2020	4.82:1	4.71:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2016	1.2%	2.6%	3.3%	LOW
		2017	1.1%	2.7%	3.3%	LOW
		2018	0.8%	2.5%	3.1%	LOW
		2019	1.2%	2.6%	3.1%	LOW
		2020	0.6%	2.2%	3.1%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2016	30.4%	42.3%	44.7%	LOW
		2017	30.3%	43.8%	45.5%	LOW
		2018	30.6%	43.7%	46.0%	LOW
		2019	31.5%	43.8%	46.2%	LOW
		2020	30.5%	45.2%	46.6%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2016	20.9%	8.4%	9.4%	LOW
		2017	40.4%	11.4%	12.8%	LOW
		2018	38.4%	12.5%	13.9%	LOW
		2019	45.2%	18.5%	23.1%	LOW
		2020	51.1%	18.2%	18.4%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Updated Under Review
Last Updated:	September 27, 2021

2020 Households:	1,655
2020 Population:	4,421
2021 MFCI Index: *8	2.1

Median Household Income (2016) : *4	83,942
2021 Annual Repayment Limit:	1,593,112
Borrowing Capacity 7% over 10 yrs:	11,189,352

STATISTICAL INFORMATION

						2020 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE				
	2016	2017	2018	2019	2020			20/19 %	19/18 %	18/17 %	17/16 %
Population *3	4,421	4,421	4,421	4,421	4,421	6,578	36,878	0.0%	0.0%	0.0%	0.0%
Households *3	1,655	1,655	1,655	1,655	1,655	3,484	14,827	0.0%	0.0%	0.0%	0.0%
Municipal Expenses *7	\$ 5,534,710	\$ 6,084,332	\$ 6,423,734	\$ 8,337,141	\$ 7,651,552	\$ 10,970,224	\$ 128,524,688	-8.2%	29.8%	5.6%	9.9%
Own Source Revenues	\$ 5,148,170	\$ 6,092,792	\$ 7,417,620	\$ 6,621,274	\$ 7,795,058	\$ 10,416,475	\$ 96,701,747	17.7%	-10.7%	21.7%	18.3%
Own Source Revenue per Household	\$ 3,111	\$ 3,681	\$ 4,482	\$ 4,001	\$ 4,710	\$ 3,094	\$ 3,621	17.7%	-10.7%	21.7%	18.3%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	68.2%	63.9%	72.1%	53.8%	61.3%	76.8%	73.5%	14.1%	-25.5%	12.9%	-6.2%
Total Revenues	\$ 7,553,398	\$ 10,156,232	\$ 10,281,263	\$ 12,318,465	\$ 12,707,857	\$ 13,345,635	\$ 140,112,346	3.2%	19.8%	1.2%	34.5%
Annual Repayment Limit	\$ 1,103,755	\$ 1,199,527	\$ 1,393,545	\$ 1,557,805	\$ 1,882,152	\$ 2,531,499	\$ 20,999,346	20.8%	11.8%	16.2%	8.7%
Own Purpose Taxation	\$ 2,527,331	\$ 2,549,433	\$ 3,063,385	\$ 3,127,062	\$ 4,594,701	\$ 6,789,909	\$ 56,692,163	46.9%	2.1%	20.2%	0.9%
Direct Water Billings as % of Gross Water Expenditures	64.9%	73.0%	66.9%	61.1%	71.0%	75.0%	65.0%				
Taxable Res. Assessment as a % of Total Taxable Assessment	69.6%	71.2%	69.8%	70.0%	70.3%	81.1%	79.2%				

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

						2020 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE				
	2016	2017	2018	2019	2020						
Taxable	580,442,278	571,338,791	619,625,768	641,589,853	684,044,624	1,154,026,898	8,517,408,557				
PIL	80,281,513	112,739,614	87,680,129	89,215,696	90,283,401	14,482,729	87,137,717				
Total	660,723,791	684,078,405	707,305,897	730,805,549	774,328,025	1,168,509,627	8,604,546,274				

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Updated Under Review
Last Updated:	September 27, 2021

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2020 Population:	4,421
2021 MFCI Index: *8	2.1

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RESIDENTIAL TAXES

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Counties -Rural	PROVINCE				
# of Residential Households	1,712	1,716	1,734	1,751	1,770	3,465	11,595	1.1%	1.0%	1.0%	0.2%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,344	\$ 2,481	\$ 2,539	\$ 2,706	\$ 2,864	\$ 2,448	\$ 2,477	5.9%	6.6%	2.4%	5.8%
Avg Total Property Taxes per Avg Residential Household	\$ 2,771	\$ 2,893	\$ 2,944	\$ 3,102	\$ 3,260	\$ 2,836	\$ 2,861	5.1%	5.3%	1.8%	4.4%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.3%	3.4%	3.5%	3.7%	3.9%	4.0%	4.3%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	1,709	1,713	1,731	1,748	1,768	2,822	11,127	1.1%	1.0%	1.1%	0.2%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,346	\$ 2,483	\$ 2,541	\$ 2,708	\$ 2,865	\$ 2,430	\$ 2,456	5.8%	6.6%	2.4%	5.8%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,773	\$ 2,896	\$ 2,947	\$ 3,105	\$ 3,262	\$ 2,813	\$ 2,833	5.1%	5.3%	1.8%	4.4%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.3%	3.5%	3.5%	3.7%	3.9%	4.0%	4.3%				

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

	2016	2017	2018	2019	2020	20/19 %	19/18 %	18/17 %	17/16 %
Lower / Single-Tier General Rate	0.0043244	0.0046350	0.0046350	0.0049419	0.0049768	0.7%	6.6%	0.0%	7.2%
Upper-Tier General Rate	0.0059972	0.0061185	0.0060119	0.0060573	0.0060740	0.3%	0.8%	-1.7%	2.0%
Education Rate	0.0018800	0.0017900	0.0017000	0.0016100	0.0015300	-5.0%	-5.3%	-5.0%	-4.8%

TAXES RECEIVABLE

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Counties -Rural	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 504,298	\$ 560,482	\$ 520,454	\$ 499,535	\$ 582,645	\$ 1,039,509	\$ 4,858,619	16.6%	-4.0%	-7.1%	11.1%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	7.1%	7.8%	6.4%	6.0%	5.7%	8.3%	9.1%				
Current Year Taxes Receivable as % of Total Taxes Receivable	55.2%	66.9%	53.6%	47.4%	52.5%	53.0%	56.4%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	19.4%	203.5%	382.2%	446.1%	345.1%	263.4%	313.3%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	33.2%	22.3%	34.1%	39.7%	36.1%	36.3%	33.7%				

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Updated Under Review
Last Updated:	September 27, 2021

2020 Households:	1,655
2020 Population:	4,421
2021 MFCI Index: *8	2.1

Median Household Income (2016) : *4	83,942
2021 Annual Repayment Limit:	1,593,112
Borrowing Capacity 7% over 10 yrs:	11,189,352

GRANTS

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Counties -Rural	PROVINCE				
Total Unconditional Grants	\$ 369,500	\$ 316,000	\$ 378,100	\$ 811,226	\$ 503,100	\$ 1,251,747	\$ 6,408,871	-38.0%	114.6%	19.7%	-14.5%
Ontario Municipal Partnership Fund	\$ 369,500	\$ 316,000	\$ 378,100	\$ 386,600	\$ 396,100	\$ 1,042,090	\$ 1,239,977	2.5%	2.2%	19.7%	-14.5%
As a % of Municipal Expenses	6.7%	5.2%	5.9%	4.6%	5.2%	10.6%	9.9%				
Other	\$ -	\$ -	\$ -	\$ 424,626	\$ 107,000	\$ 209,657	\$ 5,168,894	-74.8%	0.0%	0.0%	0.0%
Total Ontario Conditional Grants	\$ 250,023	\$ 393,714	\$ 611,476	\$ 347,325	\$ 587,514	\$ 620,713	\$ 21,714,922	69.2%	-43.2%	55.3%	57.5%
As a % of Municipal Expenses	4.5%	6.5%	9.5%	4.2%	7.7%	6.7%	9.9%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	11.2%	11.7%	15.4%	13.9%	14.3%	17.1%	21.9%				

TOTAL DEBT BURDEN

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Counties -Rural	PROVINCE				
Total Debt Burden	\$ 250,036	\$ 1,157,230	\$ 2,030,223	\$ 2,872,735	\$ 2,795,253	\$ 3,485,443	\$ 58,101,875	-2.7%	41.5%	75.4%	362.8%
Per Household	\$ 151	\$ 699	\$ 1,227	\$ 1,736	\$ 1,689	\$ 1,007	\$ 1,334	-2.7%	41.5%	75.4%	362.8%
Debt Servicing Cost	\$ 90,907	\$ 109,036	\$ 82,322	\$ 146,862	\$ 78,122	\$ 457,775	\$ 5,836,202	-46.8%	78.4%	-24.5%	19.9%
Per Household	\$ 55	\$ 66	\$ 50	\$ 89	\$ 47	\$ 132	\$ 178	-46.8%	78.4%	-24.5%	19.9%
As a % of Municipal Expenses	1.6%	1.8%	1.3%	1.8%	1.0%	3.7%	3.9%				
As a % of Own Purpose Taxation	3.6%	4.3%	2.7%	4.7%	1.7%	6.6%	7.3%				
As a % of Own Source Revenue	1.8%	1.8%	1.1%	2.2%	1.0%	4.1%	4.6%				
As a % of Total Revenues (Less Donated TCAs)	1.2%	1.1%	0.8%	1.2%	0.6%	3.1%	3.4%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	27	41	51	30	71	61	51				

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
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Last Updated:	September 27, 2021

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LIABILITIES (Including Post-Employment Benefits)

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Counties -Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%				
Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159,641	\$ 24,220,682	0.0%	0.0%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ -	\$ -	\$ -	\$ 132,451	\$ 107,451	\$ 48,614	\$ 4,617,682	-18.9%	0.0%	0.0%	0.0%

RESERVES AND RESERVE FUNDS

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Counties -Rural	PROVINCE				
Total Reserves	\$ 10,112,990	\$ 11,548,677	\$ 13,144,895	\$ 13,882,806	\$ 14,320,872	\$ 6,419,634	\$ 32,627,459	3.2%	5.6%	13.8%	14.2%
Total Discretionary Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,633,589	\$ 40,974,755	0.0%	0.0%	0.0%	0.0%
Total Reserves and Discretionary Reserve Funds	\$ 10,112,990	\$ 11,548,677	\$ 13,144,895	\$ 13,882,806	\$ 14,320,872	\$ 10,053,223	\$ 73,602,214	3.2%	5.6%	13.8%	14.2%
Per Household	\$ 6,111	\$ 6,978	\$ 7,943	\$ 8,388	\$ 8,653	\$ 2,905	\$ 2,965	3.2%	5.6%	13.8%	14.2%
As a % of Total Taxes Receivable	2005.4%	2060.5%	2525.7%	2779.1%	2457.9%	1447.8%	1084.1%				
As a % of Municipal Expenses	182.7%	189.8%	204.6%	166.5%	187.2%	87.6%	72.9%				
As a % of Own Purpose Taxation	400.1%	453.0%	429.1%	444.0%	311.7%	143.6%	125.8%				

FINANCIAL ASSETS

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:	
						South - LT - Counties -Rural	PROVINCE
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	118.4%	93.8%	101.4%	73.5%	97.0%	44.3%	41.2%
Net Financial Assets or Net Debt as % of Own Source Revenues	173.7%	146.7%	140.6%	136.7%	158.1%	57.3%	56.3%
Net Working Capital as a % of Municipal Expenses	55.8%	96.8%	104.8%	85.8%	121.7%	90.2%	73.9%
Net Book Value of Capital Assets as a % of Cost of Capital Assets	70.6%	71.1%	71.8%	75.6%	70.0%	53.4%	53.2%
Asset Sustainability Ratio (Target: > 90%)	93.5%	211.4%	276.4%	197.8%	404.0%	160.8%	157.1%
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	30.4%	30.3%	30.6%	31.5%	30.5%	46.6%	47.2%

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

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SURPLUS / DEFICIT

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Counties -Rural	PROVINCE				
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 1,073,396	\$ 2,463,217	\$ 2,849,568	\$ 2,994,240	\$ 3,987,040	\$ 1,989,104	\$ 18,389,863	33.2%	5.1%	15.7%	129.5%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 2,325,213	\$ 3,683,763	\$ 4,132,565	\$ 4,309,888	\$ 5,481,924	\$ 3,835,928	\$ 32,002,152	27.2%	4.3%	12.2%	58.4%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	20.9%	40.4%	38.4%	45.2%	51.1%	18.4%	18.3%				
Current Ratio (Target: >= 100%)	401.5%	454.0%	818.2%	877.2%	898.6%	759.5%	685.7%				

OTHER INDICATORS

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:	
						South - LT - Counties -Rural	PROVINCE
Rates Coverage Ratio (Target: >=40%)	58.8%	57.7%	78.6%	56.0%	73.9%	81.3%	76.1%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	2.23:1	2:1	5.22:1	3.33:1	4.82:1	5.64:1	5.08:1
Operating Balance as a % of Total Revenues (Less Donated TCAs) ^{*5}	14.2%	32.4%	27.7%	24.3%	31.4%	14.4%	13.9%
Cumulative Annual Growth Rate ^{*6}	4.3%	8.9%	8.7%	4.8%	0.5%	1.8%	1.6%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.2%	0.2%	0.1%	0.0%	0.0%	0.8%	0.8%

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Updated Under Review
Last Updated:	September 27, 2021

2020 Households:	1,655
2020 Population:	4,421
2021 MFCI Index: *8	2.1

Median Household Income (2016) : *4	83,942
2021 Annual Repayment Limit:	1,593,112
Borrowing Capacity 7% over 10 yrs:	11,189,352

VULNERABILITY MEASURES

						2020 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE				
	2016	2017	2018	2019	2020						
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	68.2%	63.9%	72.1%	53.8%	61.3%	76.8%	73.5%	14.1%	-25.5%	12.9%	-6.2%
Own Source Revenue per Household	\$ 3,111	\$ 3,681	\$ 4,482	\$ 4,001	\$ 4,710	\$ 3,094	\$ 3,621	17.7%	-10.7%	21.7%	18.3%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,344	\$ 2,481	\$ 2,539	\$ 2,706	\$ 2,864	\$ 2,448	\$ 2,477	5.9%	6.6%	2.4%	5.8%
as a % of Median Household Income (Tax Effort)	3.3%	3.4%	3.5%	3.7%	3.9%	4.0%	4.3%				

SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

Own Source Revenue as a % of Total Revenues (Less TCAs)

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:		2020 FIR Load Status:	Updated Under Review	2020 Households:	1,655	Median Household Income (2016) : *4	83,942
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Prepared By:				2021 MFCI Index: *8	2.1	Borrowing Capacity 7% over 10 yrs:	11,189,352

*The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.
This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.*

NOTES

- 1* 2016 assessment use phase-in assessment based on 2012 property values. 2017 , 2018 , 2019 and 2020 assessment uses phase-in assessment based on 2016 property values.
- 2* Average tax rates are calculated where necessary when amalgamations occur.
- 3* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4* Median Household Income - Source: Statistics Canada - 2016 Census - File: 98-402-X2016006-t1-CSD-ENG.
- 5* Total Revenues include revenues from other municipalities.
- 6* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7* Total Municipal Expenses exclude amounts for other municipalities
- 8* MFCI index - Source: Ministry of Finance. This index is available for northern and rural municipalities only.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Counties -Rural	Province
2016	148	444
2017	148	444
2018	148	444
2019	147	437
2020	118	345

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

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Last Updated:	September 27, 2021

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CALCULATIONS

STATISTICAL INFORMATION

Population *3	SLC 02 0041 01
Households *3	SLC 02 0040 01
Municipal Expenses *7	SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
Own Source Revenues	SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenue per Household	Own Source Revenues / SLC 02 0040 01
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)
Total Revenues	SLC 10 9910 01
Annual Repayment Limit	The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm
Own Purpose Taxation	ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.
Direct Water Billings as % of Gross Water Expenditures	SLC 10 0299 01
Taxable Res. Assessment as a % of Total Taxable Assessment	(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11) SLC 26 0010 17 / SLC 26 9199 17

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

RESIDENTIAL TAXES

# of Residential Households	Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:
Avg Municipal Property Taxes Per Avg Residential Household	Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.
Avg Total Property Taxes per Avg Residential Household	
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	If labeled (Excl. RDUs) Recreational units are excluded.
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier.
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	(the estimated tax rates are provided by OPTA).

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Updated Under Review
Last Updated:	September 27, 2021

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Borrowing Capacity 7% over 10 yrs:	11,189,352

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

Lower / Single-Tier General Rate	SLC 22 0010 12 / SLC 22 0010 16
Upper-Tier General Rate	SLC 22 0010 13 / SLC 22 0010 16
Education Rate	SLC 22 0010 14 / SLC 22 0010 16

TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles	SLC 70 0699 01
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Current Year Taxes Receivable as % of Total Taxes Receivable	SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	(SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	(SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

GRANTS

Total Unconditional Grants	SLC 10 0699 01
Ontario Municipal Partnership Fund	SLC 10 0620 02
As % of Municipal Expenses	SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Other	SLC 10 0699 01 - SLC 10 0620 01
Total Ontario Conditional Grants	SLC 10 0810 01 + SLC 10 0815 01
As a % of Municipal Expenses	(SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Total Ontario Conditional and Unconditional Grants	
As a % of Municipal Expenses	(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

TOTAL DEBT BURDEN

Total Debt Burden	SLC 74 9910 01
Per Household	SLC 74 9910 01 / SLC 02 0040 01
Debt Servicing Cost	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01
As a % of Municipal Expenses	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
As a % of Own Source Revenue	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
As a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Debt Service Coverage Ratio (Target: Ratio >= 2)	(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

MUNICIPAL FINANCIAL PROFILES

(Based on 2020 Financial Information Return)

Southwold Tp

Elgin Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

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2021 Annual Repayment Limit:	1,593,112
Borrowing Capacity 7% over 10 yrs:	11,189,352

LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses	SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Post-Employment Benefits	SLC 70 2899 01
Total Reserves and Reserve Funds for Post-Employment Benefits	SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

RESERVES AND RESERVE FUNDS

Total Reserves	SLC 60 2099 03
Total Discretionary Reserve Funds	SLC 60 2099 02
Total Reserves and Discretionary Reserve Funds	SLC 60 2099 02 + SLC 60 2099 03
Per Household	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
As a % of Total Taxes Receivable	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
As a % of Municipal Expenses	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Net Working Capital as a % of Municipal Expenses	(SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Net Book Value of Capital Assets as a % of Cost of Capital Assets	(SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
Asset Sustainability Ratio (Target: > 90%)	SLC 51 9910 03 / SLC 51 9910 08
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06

SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs)	SLC 10 2099 01 - SLC 10 1831 01
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY - PREVIOUS YEAR)
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Current Ratio (Target: >= 100%)	(SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%)	(SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Operating Balance as a % of Total Revenues (Less Donated TCAs)*5	(SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
Cumulative Annual Growth Rate *6	((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY -3) ^ (1/3) - 1)
Interest Payments as a % of Total Revenues (Less Donated TCAs)	SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2022-03

SUBJECT MATTER: Section 357/Tax Incentive Adjustment Applications

Recommendation:

1. That Council approves the total adjustment of taxes for the 2019, 2020 and 2021 tax years resulting from Municipal Act, Section 357 applications, as presented, in the amount of \$8,831.59.

Purpose:

The purpose of this report is to seek approval from Council to process, or to deny, Sec.357 adjustments of taxes for the 2019, 2020 and 2021 taxation year as presented.

Background:

Reductions to assessment can be pursued by any taxpayer under the various provisions of Sec.357 of the Municipal Act and various Tax Incentive Programs. MPAC's role is to provide the municipality with the information it needs to enable municipal Council to determine whether a tax refund, cancellation, reduction or increase is warranted.

Approved applications result in tax adjustments according to the amount of the assessment reduction. A municipal Council can decline to approve applications made under this section. A taxpayer then has the option of taking the application further to the Assessment Review Board where all parties can argue their position.

Comments/Analysis:

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

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2019	Section 357 Write-off	\$ 742.60	\$ 910.20	\$ 241.93	\$ 1,894.73
2020	Section 357 Write-off	\$ 1,353.69	\$1,652.14	\$ 416.16	\$ 3,421.99
2021	Section 357 Write-off	\$ 1,398.88	\$ 1,699.83	\$ 416.16	\$ 3,514.87
	Total	\$3,495.17	\$4,262.17	\$1,074.25	\$8,831.59

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

Section 357(3) of the Assessment Act states that an application must be filed with the Treasurer on or before February 28 of the year following the year in respect of which the application is made. While this Section 357 Write-off goes back to 2019, it is due to a timing issue with removal of the building. A new structure was in place and assessed to offset these write-offs.

Financial Implications:

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards. The Township portion the tax adjustments are \$3,495.17.

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

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

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

2021.11.18 8.0 9759
Run Date: 01/06/22 01:14PM
Business Date: 12/31/21

Township Of Southwold
2019 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-006-22601-0000 TO 34-24-000-006-22601-0000

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
R T 06/12/19: 000-006-22601-0	-270,180	-1,894.73	-742.60	-910.20	0.00	-241.93	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-1,894.73	-742.60	-910.20	0.00	-241.93	0.00	0.00	0.00	0.00

Category Totals:		-1,894.73	-742.60	-910.20	0.00	-241.93	0.00	0.00	0.00	0.00
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Supplemental Billing Total:	-1,894.73	Demand Date: 12/02/21	
		Due: 12/02/21	-1,894.73
Net Adjustments	0.00		
Net Billing Amount:	-1,894.73		
Number of Bills Generated:	1		

2021.11.18 8.0 9759
Run Date: 01/06/22
Business Date: 12/31/21

01:16PM

Township Of Southwold
2020 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-006-22601-0000 TO 34-24-000-006-22601-0000

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
R T 01/01/20: 000-006-22601-0	-272,000	-3,421.99	-1,353.69	-1,652.14	0.00	-416.16	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-3,421.99	-1,353.69	-1,652.14	0.00	-416.16	0.00	0.00	0.00	0.00

Category Totals:		-3,421.99	-1,353.69	-1,652.14	0.00	-416.16	0.00	0.00	0.00	0.00
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Supplemental Billing Total:	-3,421.99	Demand Date: 12/02/21	
		Due: 12/02/21	-3,421.99
Net Adjustments	0.00		
Net Billing Amount:	-3,421.99		
Number of Bills Generated:	1		

2021.11.18 8.0 9759
Run Date: 01/06/22
Business Date: 12/31/21

01:17PM

Township Of Southwold
2021 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-006-22601-0000 TO 34-24-000-006-22601-0000

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
R T 01/01/21: 000-006-22601-0	-272,000	-3,514.87	-1,398.88	-1,699.83	0.00	-416.16	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-3,514.87	-1,398.88	-1,699.83	0.00	-416.16	0.00	0.00	0.00	0.00

Category Totals:		-3,514.87	-1,398.88	-1,699.83	0.00	-416.16	0.00	0.00	0.00	0.00
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Supplemental Billing Total:	-3,514.87	Demand Date: 12/02/21	
		Due: 12/02/21	-3,514.87
Net Adjustments	0.00		
Net Billing Amount:	-3,514.87		
Number of Bills Generated:	1		



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10th 2022

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

REPORT NO: CBO-2022-01

SUBJECT MATTER: Activity Report December 1st to December 31st, 2021

Recommendation(s):

None – For Council Information.

Purpose:

To 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 as Schedule A.

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.
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- ☐ 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 December 31 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	45	12,992	1,298,595
Agricultural	15	560	7,441,650	Agricultural	18	22,793	4,595,600
Commercial building	2		665,000	Change of use	1	150	1
Demolition	5	150	42,000	Demolition	5	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	9	5,917	445,750
Plumbing	11	450	38,200	Plumbing	18	2,304	102,200
Pools	15		1,419,500	Pools	24	3,000	1,305,325
Residential building	53	30,489	18,181,300	Residential building	192	311,098	99,440,535
Sewage system	21	2,000	734,499	Sewage system	33	13,100	548,475
TOTAL	170	35,873	35,360,930	TOTAL	350	2,783,565	708,748,022

PREVIOUS YEAR				CURRENT YEAR			
TOTAL PERMIT ISSUED		170			350		
TOTAL DWELLING UNITS CREATED					146		
TOTAL PERMIT VALUE		35,360,930			708,748,022		
TOAL PERMIT FEE		35,873					
TOTAL COMPLIANCE LETTER ISSUED							
TOAL COMPLIANCE LETTER FEES							

YTD (December 2020 TO December 2021)							
PREVIOUS YEAR				CURRENT YEAR			
2020	PERMIT COUNT	FEE	COST OF CONSTRUCTION	2021	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Agricultural	1		131,900	Accessory structures	1	150	1,500
Residential building	7		1,955,250	Plumbing	4	600	25,500
Sewage system	4		56,500	Pools	1	150	124,000
				Residential building	54	16,501	21,922,075
				Sewage system	3	2,400	50,000
TOTAL	17	-	2,143,650	TOTAL	63	19,801	22,123,075



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

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

REPORT NO: 2022-02

SUBJECT MATTER: 2021 Annual Building Report

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on building permits issued for the period of 2015-2021

Background:

Below is the total number of permits issued, number of house permits, septic permits, and value of permits to date for the period of 2015-2021. **Note:** Permits issued for 2021 include a large industrial warehouse

	2021	2020	2019	2018	2017	2016	2015
Permits Issued	296	160	139	129	135	101	98
House Permits	137	34	19	40	41	16	6
Septic Permits	30	18	15	28	16	25	28
Fees Collected	\$2,783,565	\$241,956	\$101,245	\$81,438	\$97,708	\$62,405	\$65,601
Value	\$708,748,022	\$35,421,669	\$18,852,235	\$19,692,676	\$24,187,600	\$10,274,773	\$15,836,716

As the chart above indicates, 2021 saw a dramatic increase in new home permits. In total, Southwold had 350 permits submitted and 2829 inspections completed. It is

anticipated that these numbers will remain constant with the proposed future development. Also, as indicated by the chart, our permit fees had substantial growth last year. A large portion of the fees are due to the large industrial warehouse. In 2021 we successfully hired a new Deputy Chief Building Official, Sandy Lale. She has been a great addition to the Southwold team.

Comments/Analysis: none

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.
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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:
Corey Pemberton,
Director of Building and Community
Services
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-01

SUBJECT MATTER: Activity Report for CAO/Clerk December 2021

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

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

Wednesday, December 1, 2021	Elgin Administrators Group Meeting
Wednesday, December 1, 2021	Engineering Capacity Meeting with Dutton Dunwich
Wednesday, December 1, 2021	Virtual Holiday Social Event - CCHC Board
Thursday, December 2, 2021	SWPH Municipal Partners Teleconference
Thursday, December 2, 2021	Cloud Business Process Training - Laserfiche
Friday, December 3, 2021	Elgin County Emergency Operations Centre - Control Group Meeting
Friday, December 3, 2021	Block 59 Agreement Review
Sunday, December 5, 2021	Fingal Santa Claus Parade
Tuesday, December 7, 2021	Marriage Ceremony
Tuesday, December 7, 2021	Southwold - 2022 Insurance Review Meeting
Wednesday, December 8, 2021	Southwold Christmas Luncheon
Wednesday, December 8, 2021	Winterfest/Family Day Committee
Thursday, December 9, 2021	Newterra Tour of WWTP
Thursday, December 9, 2021	Sr. Management Budget Review
Monday, December 13, 2021	Elgin Administrators Group Christmas Lunch
Tuesday, December 14, 2021	Coffee/Donuts with Staff for Christmas
Friday, December 17, 2021	Southwold Township Emergency Control Group Meeting

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	Completed.
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

Comment :

In response to the recent Township reorganization, monthly reports have been consolidated into service departments and are submitted by the Senior Management team. Staff is recommending that these monthly reports be reduced to quarterly reports in frequency. Drafting the reports creates an additional administrative burden on staff and since the reports provide only a summary of activities, their utility on a monthly basis is limited. Any major issues requiring immediate Council attention will continue to be brought in front of Council in a timely manner, under individual cover reports.

Financial Implications:

None.

Strategic Plan Goals:

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 10, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-02

SUBJECT MATTER: COVID-19 Update – January 2022 – Impact on Municipal Operations

Recommendation(s):

THAT Council receive this report as information and that Council provide direction on Southwold Winterfest.

Purpose:

The purpose of this report is to provide Council with updated information on the current provincial regulations related to the COVID-19 pandemic; to provide a copy of the Township's updated COVID-19 Safety Plan; to provide an update on the impact to municipal operations of the latest regulations; and to seek council direction on the Winterfest Event, scheduled for February 2022.

Background:

On January 3rd, 2022, Premier Ford announced that the province will return to the modified version of Step Two of the Roadmap to Reopen effective Wednesday, January 5, 2022 at 12:01 a.m. for at least 21 days (until January 26, 2022), subject to trends in public health and health system indicators.

These measures include:

- Reducing social gathering limits to five people indoors and 10 people outdoors.
- Limiting capacity at organized public events to five people indoors.
- Requiring businesses and organizations to ensure employees work remotely unless the nature of their work requires them to be on-site.
- Limiting capacity at indoor weddings, funerals, and religious services, rites and ceremonies to 50 per cent capacity of the particular room. Outdoor services are limited

to the number of people that can maintain 2 metres of physical distance. Social gatherings associated with these services must adhere to the social gathering limits.

- Retail settings, including shopping malls, permitted at 50 per cent capacity. For shopping malls physical distancing will be required in line-ups, loitering will not be permitted and food courts will be required to close.
- Personal care services permitted at 50 per cent capacity and other restrictions.
- Saunas, steam rooms, and oxygen bars closed.
- Closing indoor meeting and event spaces with limited exceptions but permitting outdoor spaces to remain open with restrictions.
- Public libraries limited to 50 per cent capacity.
- Closing indoor dining at restaurants, bars and other food or drink establishments. Outdoor dining with restrictions, takeout, drive through and delivery is permitted.
- Restricting the sale of alcohol after 10 p.m. and the consumption of alcohol on-premise in businesses or settings after 11 p.m. with delivery and takeout, grocery/convenience stores and other liquor stores exempted.
- Closing indoor concert venues, theatres, cinemas, rehearsals and recorded performances permitted with restrictions.
- Closing museums, galleries, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions, amusement parks and waterparks, tour and guide services and fairs, rural exhibitions, and festivals. Outdoor establishments permitted to open with restrictions and with spectator occupancy, where applicable, limited to 50 per cent capacity.
- Closing indoor horse racing tracks, car racing tracks and other similar venues. Outdoor establishments permitted to open with restrictions and with spectator occupancy limited to 50 per cent capacity. Boat tours permitted at 50 per cent capacity.
- Closing indoor sport and recreational fitness facilities including gyms, except for athletes training for the Olympics and Paralympics and select professional and elite amateur sport leagues. Outdoor facilities are permitted to operate but with the number of spectators not to exceed 50 per cent occupancy and other requirements.

- All publicly funded and private schools will move to remote learning starting January 5 until at least January 17, subject to public health trends and operational considerations. School buildings would be permitted to open for child care operations, including emergency child care, to provide in-person instruction for students with special education needs who cannot be accommodated remotely and for staff who are unable to deliver quality instruction from home.

Prior to this announcement, the Province had previously altered the isolation and testing guidelines. Effective December 31, 2021 publicly-funded PCR testing is available only for high-risk individuals who are symptomatic and/or are at risk of severe illness from COVID-19, including for the purposes of confirming a COVID-19 diagnosis to begin treatment, and workers and residents in the highest risk settings, as well as vulnerable populations. Members of the general public with mild symptoms are asked not to seek testing.

In addition, most individuals with a positive result from a rapid antigen test are no longer required or encouraged to get a confirmatory PCR or rapid molecular test.

Ontario also changed the required isolation period based on growing evidence that generally healthy people with COVID-19 are most infectious in the two days before and three days after symptoms develop. Individuals with COVID-19 who are vaccinated, as well as children under 12, are now required to isolate for five days following the onset of symptoms, or a positive test. Their household contacts are also required to isolate with them. These individuals can end isolation after five days, if their symptoms are improved for at least 24 hours and all public health and safety measures, such as masking and physical distancing, are followed.

Comment:

On December 17th 2021, the Township Emergency Control Group met and had discussed the recent developments in the pandemic. At that time, in response to increased case counts and the introduction of the highly contagious omicron variant, the ECG determined that the Keystone Complex should be closed indefinitely, and that Township staff should transition back to working from home, in the two team model. The ECG did not recommend closing the municipal office to the public since it was determined that the foot traffic in the office is very limited, typically only 1 member of the public is present at one time, there are screening and masking requirements for the public and plexiglass dividers for staff and the public. Administration staff have been working from home as much as possible since December 20th, 2021 and have

established two teams who will never meet to ensure continuity of operations in the event that one team is infected. The administrative office is staffed by two personnel each day. The Township Public Works Department is endeavoring to maintain social distancing and masking and to ensure individual work operations as much as possible (i.e. only 1 person in a vehicle/apparatus at a time). With the winter operations, the municipality is currently running two shifts with our afternoon casual staff and morning staff never interacting, in an effort to maintain continuity of operations if needed. Public Works Superintendents and the County Administrators have also discussed our reciprocal aid agreements and possible implementation in the future if isolation and exposures lead to significant staffing shortages and roads maintenance is needed during a winter storm event.

Council meetings and all Committee meetings, along with any public information meetings with the public have been moved to an online format.

In response to the changes to the provincial testing and isolation recommendations, the Township's COVID-19 Safety Plan has been updated and circulated to all staff and Council. A copy of the Plan is attached as Schedule A to this report.

The Township's Family Day/Winterfest Committee had previously planned on hosting a Winterfest event for 2022, to take place on February 19th. In response to the most recent announcement, the Committee members are recommending that the event be either postponed or cancelled, with most indicating that their preference is to cancel the event. Some members have voiced an option to transition the event into something different than the larger event originally envisioned by the Committee, however there is a reluctance on the part of most Committee members to work towards planning an event without assurances that the event can take place.

In speaking with the Chair of Winterfest and the Committee members, they are disappointed but are recommending that given the new regulations and that state of our province, coupled with our limited volunteer force for such a large event (which may require additional public health measures to enforce), it may be prudent to cancel Winterfest for this year.

Staff have reviewed the provincial communications and the regulations under Stage 2 in the Roadmap to Reopening (where we are at right now), and it does seem that Winterfest, as an outdoor event, is technically allowed to proceed. The regulations would require masking and social distancing. While technically permitted, my recommendation to Council will be to cancel or postpone the event as we had envisioned it, since the event contradicts many of the intentions of the new measures,

that is to reduce contacts. Staff are also cautious that this could be the only social event in the County and would be likely to attract large crowds, especially if recreational facilities remain closed and crowd control would be challenging.

Financial Implications:

None.

Strategic Plan Goals:

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

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



COVID-19 Safety Plan

Company details

Business name: The Corporation of the Township of Southwold

Date Updated: December 7th, 2020

Approved by: Township of Southwold Emergency Control Group

Revision Date: January 3, 2022

This Safety Plan was created in compliance with Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17. The Province of Ontario requires that all organizations adhere to the Reopening Ontario Act and any related regulations and any other public health measures as they are mandated throughout the provincial state of emergency. This Safety Plan outlines how the Township of Southwold complies with these public health measures.

1. Communication of information regarding COVID-19

The Township of Southwold Emergency Control Group will meet at the call of the Head of Council (Mayor) via Webex. Frequency will be adjusted according to the current situation. A member of the ECG will also attend the Southwestern Public Health twice-weekly teleconference calls.

Emergency Control Group members: Mayor Grant Jones, Deputy Mayor Robert Monteith, CAO / Clerk Lisa Higgs, Jeff McArthur, Barry Smith, Lori Redman, June McLarty, Caitlin Wight, Jeff Carswell, Brent Clutterbuck, Paul Van Vaerenbergh, and Jeff VanRybroeck.

Actions:

- Through the Township ECG, all information for employees providing updated information will be via email and posted on message boards at the municipal office for all employees to access at any time. Updates are made regularly as per Southwestern Public Health and other Health Authorities.

2. Employee Screening

All employees are required to complete the employee-screening tool, using the list of current COVID-19 questions, when entering the workplace before starting their shift. All copies of the screening questions are filed electronically.

Actions:

The answers to the COVID-19 questions from their operators and forward to HR / H&S Designate who will file in Laserfiche.

Admin employees are required to complete the electronic COVID-19 screening form upon entering the office area. Employees working from home are to complete at the beginning of each work day.

Contractors entering the building and members of the public entering the municipal office for various municipal business needs will complete the COVID-19 questionnaire and sign-in information sheet available at the front entrance.

User groups at the Keystone Complex are required to complete the necessary screening prior to entering the building. At all times the number of persons involved in any functions must not exceed the maximum number established and proof of vaccination will be required, as per Ontario regulations.

3. Control Risk of Transmission

Various controls have been implemented at the works garage and municipal office administration building. Controls are discussed at Joint Health and Safety Committee meetings and the ECG meetings and communicated to all employees.

Actions:

At municipal office:

- Employees are to wear masks when away from their normal workstation.
- Face coverings may only be removed when seated at least 2 meters (6 feet) away from others or in own office, cubicle or workspace.
- Hand sanitize upon entry of the municipal building. This includes contractors and visitors.
- Only one employee at any time in the kitchen.
- Only one employee at a time in any bathroom.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- Sanitize photocopier, counter space, postage machine and other office equipment on a regular basis.
- Physical barriers have been installed at the customer service counter.
- Contractors are required to wear masks at all times.
- Visitors are required to wear masks at all times.

At public works garage:

- Hand sanitize upon entry. This includes contractors and visitors.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- All operators to wear masks at all times, unless eating or drinking.
- Keep 2 meters distance (6 feet) when working together.
- Enhanced cleaning provided by employees on a daily basis.
- Contractors are required to wear masks at all times.

At the Southwold Fire Department Stations:

- All Firefighters will be required to wear masks while responding to any calls.
- Within the Firehalls, masks must be worn unless members maintain the minimum separation of 2 meters.
- Hand sanitize upon entry.

- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- All visitors to the halls must complete the required information forms. These forms will be maintained on site.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- Enhanced cleaning provided by firefighters on a regular basis.

Other:

- Employees are required to stay home if they are displaying symptoms as per the screening checklist.
- Meetings are encouraged to be held through Webex.
- Council may meet in council chambers where physical distance separate of 2 meters can be maintained. Committee meetings are conducted through Webex whenever possible. If provincial public health measures recommend working from home, Council and Committee meetings will be conducted via Webex.

4. Potential or suspected exposure

Actions: Taken from: <https://covid-19.ontario.ca/exposed>

1) IF SYMPTOMS OF COVID-19 PRESENT

If an employee has symptoms of COVID-19, they are to assume that they have the virus and may be contagious.

Symptoms include:

- fever or chills
- cough
- shortness of breath
- decreased or loss of taste or smell
- two or more of:
 - runny nose or nasal congestion
 - headache
 - extreme fatigue

- sore throat
- muscle aches or joint pain
- gastrointestinal symptoms (such as vomiting or diarrhea)

If an employee has symptoms, they and anyone they live with must isolate for five days (if they are fully vaccinated and otherwise healthy, or are under 12 years of age).

An employee can end isolation after five days **only** if their symptoms have improved for at least 24 hours, and all public health and safety measures, such as masking and physical distancing, are followed. If their symptoms are not in the list above, they are to stay home until they feel better for at least 24 hours (or 48 hours if the symptoms affect the digestive system).

If an employee is not fully vaccinated or is immunocompromised, they and anyone they live with must isolate for 10 days.

2) IF EXPOSED TO SOMEONE WITH SYMPTOMS or POSITIVE TEST

If an employee has been exposed to someone with symptoms of COVID-19, or who has received a positive test result.

If the employee is fully vaccinated, has no symptoms, does not live with the positive case and are otherwise healthy, they are to:

- self-monitor for symptoms for 10 days after your last exposure
- wear a mask, practice physical distancing, and follow all other public health measures if leaving home
- do not visit any high-risk settings or people who may be at higher risk of illness (such as seniors) for 10 days after your last exposure
- work from home if possible
- if not possible to work from home, endeavor to work independently.

If the employee is not fully vaccinated or is immunocompromised

- isolate for 10 days after the last exposure, regardless of whether you have any symptoms

If the employee lives with someone who has symptoms of COVID-19 or has tested positive for the virus, they must isolate for the same amount of time as the positive case, regardless of vaccination status.

3) IF EMPLOYEE HAS A POSITIVE TEST RESULT

If an employee tests positive from a PCR test, rapid molecular test, or a rapid antigen test, they must isolate. If they tested positive on a rapid antigen test, they no longer need to book a PCR test to confirm the results.

If the employee is fully vaccinated and otherwise healthy, they must isolate for five days from when symptoms began or from the date of the test, whichever came first. Employees can end isolation after five days if symptoms are improved for at least 24 hours, and all public health and safety measures, such as masking and physical distancing, are followed.

If an employee is not fully vaccinated or are immunocompromised, they must isolate for 10 days after their symptoms began or the positive test result, whichever came first.

The people who live with the employee with must also isolate at the same time, whether they are fully vaccinated or not.

5. New risks caused by changes

The Township of Southwold will conduct regular check-ins to ensure that any changes that are instructed by SWPH or Ontario Public Health are not causing risk to our employees and controls are adjusted and changed with required.

Actions:

- Regular meetings will allow for continuous open communication in regard to any changes that may occur as brought forth by the various Public Health organizations.
- Any employee is encouraged to speak to their supervisor if they feel their job is not safe due to insufficient hazard control practices.

- Mental health information communicated and provided to employees on a regular basis.

6. Review of Plan

The Township of Southwold ECG will continuously respond to any changes imposed by Southwestern Public Health, Ontario Public Health and Provincial Legislation.

Actions:

- Open to get feedback from employees. Forward to HR / H&S designate for discussion.
- Communicate any changes via email and message boards as soon as possible.
- Check-in on a random basis, asking employees if they still feel safe, anything that the Township of Southwold could do different or better.

COVID-19 safety plan – snapshot

Business name: Township of Southwold

Date Completed: December 7, 2020

Revision Date: January 3, 2022

Measures we're taking:

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Through the Township of Southwold ECG all information for employees is communicated via email and posted on message boards. Updates are made regularly as per Southwestern Public Health and other Health Authorities.

How we're screening for COVID-19

- All employees are screened using the list of current COVID-19 questions when entering the workplace before starting their shift. All copies of the screening forms are kept in Laserfiche for contact tracing if required by Southwestern Public Health.

How we're controlling the risk of transmission in our workplace

At the municipal office:

- Employees are to wear masks when away from their normal workstation.
- Face coverings may only be removed when seated at least 2 meters (6 feet) away from others or in own office, cubicle or workspace.
- Hand sanitize upon entry of the municipal office.
- One employee at a time in the kitchen.
- Only one employee at a time in a bathroom.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- Sanitize photocopier, counter space, postage machine, and other equipment on a regular basis.

At the public works garage:

- Hand sanitize upon entry.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- All operators to wear masks at all times, unless eating or drinking.
- Keep two meters distance when working together.
- Enhanced cleaning provided by employees on a daily basis.

At the Southwold Fire Department Stations:

- All Firefighters will be required to wear masks while responding to any calls.
- Within the Firehalls, masks must be worn unless members maintain the minimum separation of 2 meters.
- Hand sanitize upon entry.

- All visitors to the halls must complete the required information forms. These forms will be maintained on site.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- Enhanced cleaning provided by firefighters on a regular basis.

How we're making sure our plan is working

The ECG will continuously respond to changes imposed by Southwestern Public Health or Ontario Public Health.

We are open to feedback from employees. They can forward to manager or HR / H&S Designate for discussion with JHSC's and ECG.

- Communicate any changes via email and message boards as soon as possible.
- Check-in on random basis, asking employees if they still feel safe, anything that the Township of Southwold could do different or better.

Contact Information / Resources

1. Southwestern Public Health
1-800-922-0096
Monday – Friday 8:00am – 5:00pm
Saturday – Sunday 8:30am – 4:30pm
2. St. Thomas Elgin General Hospital COVID-19 Assessment Centre
Patients must call to book an appointment
Phone: 519-631-2030 x 6210
Hours of operation: open 7 days a week 8:00am – 6:00pm
Visit their website: <https://www.stegh.on.ca/in-the-community/covid-19-assessment-centre>
3. Homewood Health Employee and Family Assistance Program
1-800-663-1142

From: Elizabeth VanHooren <elizabeth@kettlecreekconservation.on.ca>

Sent: Tuesday, January 4, 2022 12:12 PM

To: Lisa Higgs <cao@southwold.ca>

Subject: KCCA Application to the Municipal Climate Resiliency Grant

Lisa,

Hope you had a relaxing holiday season.

KCCA is preparing an application to the Municipal Climate Resiliency Grant (MCRG). The Intact Foundation recognizes that municipalities play a critical role in protecting communities from the impacts of climate change. Intact Public Entities and the Intact Foundation are investing \$1 million

in cities and towns across Canada that are developing practical and effective solutions to protect communities from floods and wildfires.

The MCRG requires that non-municipal organization applicants obtain support from the benefitting municipalities to be included with their application submission. This project will not require any additional funds or staff time from the Municipality.

KCCA's application to the MCRG is to undertake improvements to the KCCA Flood Forecasting and Warning System. This project will improve the reliability and effectiveness of current KCCA flood forecasting practices through the application and implementation of a watershed calibrated and validated HEC-HMS hydrological model. This project will contribute to public safety and natural hazard prevention at the local watershed level and improve communications before, during and after a flood event.

Please see attached a letter of support that you might consider using as a template that could be included with KCCA's application. Staff will be presenting the proposal to the Board of Directors at our next meeting on January 19, 2022. The application deadline is January 31, 2022.

If you have any questions or concerns with supporting our application, please let me know.

Thank you,
Elizabeth VanHooren

General Manager/Secretary Treasurer

Kettle Creek Conservation Authority

Tel: (519) 631-1270 ext.222

Fax: (519) 631-5026

www.kettlecreekconservation.on.ca

Letter of Support Template

January 4, 2022

Via: EMAIL

Municipal Climate Resiliency Grant

Re: Kettle Creek Conservation Authority Application

The Kettle Creek Conservation Authority (KCCA) is working closely with member municipalities to protect the communities and flood damage centres of the Kettle Creek watershed from flooding and erosion caused by climate change. Flash flooding due to localized rain events and the increased frequency and intensity of storm systems make watershed communities particularly vulnerable to the effects of climate change.

The Authority's proposal to improve the flood forecasting and warning system are in keeping with best management practices and public safety to provide timely and accurate information during all stages of a flood event. The proposed improvements will increase the reliability and effectiveness of current KCCA flood forecasting and warning practices through the application and implementation of a watershed calibrated and validated hydrological model. It will also extend the data gathering abilities of the watershed through the deployment of new technology.

This proposal will mitigate the effects of climate change and will improve resiliency for future storm events by increasing public safety and communication. This will allow our communities and Municipality the ability to better prepare in advance of future flood events.

The [insert member municipality] supports and applauds the Kettle Creek Conservation Authority in their initiatives to mitigate and adapt to climate change.

Yours truly,

AMO Policy Update



January 5, 2022

AMO Policy Update – New Year Calls to Action and other issues of municipal concern

Call to Action – Joint and Several Liability

In 2018, Premier Ford committed to reviewing the matter of municipal joint and several liability. This review was conducted in 2019 with AMO and municipalities fully participating. Unfortunately, the results of this provincial review have not been released and municipalities are still awaiting news of how the Attorney General will

address this important matter.

As municipal leaders are aware, liability and risks are one major driver of exponentially increasing insurance costs. However, managing risk and liability also has environmental impacts such as road salt application affecting wetlands and water quality in our lakes and streams.

To help drive the policy discussion, AMO submitted “[*Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs*](#)” in October 2019 that provides a refresh on the municipal argument to find a balance to the issues and challenges presented by joint and several liability, including implementing full proportionate liability and a cap on economic loss awards. It provided seven straightforward recommendations for actions to deal with this problem.

AMO is now asking for municipal councils to lend their support to the 7 recommendations contained in the AMO submission to re-establish the priority for provincial action on this issue. Councils are encouraged to pass a resolution when you next meet to ask the government to work with us to on a plan for resolution before the end of its current mandate.

Please send your supportive resolutions to the Attorney General, the Honourable Doug Downey at attorneygeneral@ontario.ca and copy the Minister of Municipal Affairs and Housing, the Honourable Steve Clark at minister.mah@ontario.ca as well as the AMO President, Jamie McGarvey, at amopresident@amo.on.ca.

Call to Action – CN Rail and Drainage

AMO has prepared a [template letter](#) (also available for download in [.docx](#) format) for municipal Councils that are experiencing issues with drainage maintenance work, construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. The template letter, which can be modified by each municipal Council, is intended to amplify support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)’s [letter](#) dated December 23, 2021. As the Minister states in her letter, “Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future.”

Municipal Councils are encouraged to send the letter to each of the recipients copied in the letter and forward a copy to policy@amo.on.ca.

Providing More Care, Protecting Seniors and Building More Beds Act Receives Royal Assent

On December 9th, the *Providing More Care, Protecting Seniors, and Building More Beds Act*, 2021, received [Royal Assent](#). The legislation will repeal the *Long-Term*

Care Homes Act, 2007 and replace it with the *Fixing Long-Term Care Act, 2021*. This new Act establishes in law the commitment to provide an average of four hours of direct care per resident per day by March 31, 2025, with increasing interim goals to increase care; establish new compliance and enforcement tools, including doubling the fines on the conviction of an offence; and align the Residents' Bill of Rights with the Ontario *Human Rights Code* and recognize the role caregivers play in resident health and well-being. The legislation also makes changes to the *Retirement Homes Act, 2021*.

AMO provided both a [written submission](#) to the Standing Committee on the Legislative Assembly and presented to the Committee our feedback on the Bill. The legislature made a revision to include emotional needs in the preamble of the Act, but not as a fundamental principle as was advocated for by AMO and other organizations. The government is set to propose and publicly consult on regulations for the two Acts in the coming months. AMO will continue to provide input and advocate for increased funding for municipal homes to implement emotion-focused models of care.

Call for Ideas: Housing Accelerator Fund and Rent-to-Own Program

The federal Minister of Housing and Diversity has launched a Call for Ideas for two of the federal government's priorities outlined in the Speech for the Throne. The Housing Accelerator Fund would aim to remove barriers and help municipalities build housing more quickly in an ambitious and innovative manner, while the Rent-to-Own program would aim to help make it easier for renters to work towards home ownership. Municipalities, provinces and territories, Indigenous governments, organizations and communities, private and non-profit housing sectors, and Canadians are invited to share their ideas on how these programs could be most effective.

Ideas can be submitted until January 31, 2022 at <https://www.placetocallhome.ca/callforideas>.

AMO Submission to the Ministry of Health on Municipal-OHT Engagement

AMO has submitted [recommendations](#) to the Minister of Health that will improve and standardize the relationship between Ontario Health Teams (OHTs), municipal governments, and District Social Service Administration Boards (DSSABs). Currently 50 OHTs have been established in the province; however, of the 42 OHTs that were approved prior to September 17th, 2021, only 40% have listed a municipality as a partner or member.

The integration of municipal governments and District Social Service Administration Boards into Ontario Health Teams' (OHTs) decision-making across the province has been inconsistent and inappropriate for an order of government. AMO has long called upon the province to mandate a municipal voice into health care service planning and

decision making. AMO's submission calls on the Ministry to implement these recommendations and ensure that municipal knowledge is integrated into local system planning and management of the health care system.

Municipal Cannabis Resources Available

AMO has assembled resources and key messages for municipalities to consider when addressing personal and designated medical cannabis grows in their communities and in their provincial and federal cannabis advocacy. [The Municipal Resources](#) have been assembled to provide examples of how Ontario communities have addressed issues related to medical cannabis grows. They do not reflect any requirements but offer examples of possible tools for municipal governments to consider.

The [Key Messages for Municipalities](#) offer messaging that municipal governments may choose to consider in their provincial and federal cannabis advocacy. Both resources have been compiled based on the input and contributions of AMO's Personal and Designated Medical Cannabis Grows Staff Working Group.

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.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
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THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-01

Being a By-Law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2022

WHEREAS the Municipal Act, 2001 S.O. 2001, Chapter 25, s.407, provides authority for a council by-law to authorize temporary borrowing, until taxes are collected, and until other revenues are received, to meet the current expenditures of the municipality for the year,

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407 of the Municipal Act, 2001.

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

Borrowing Authority

1. The head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or bankers' acceptance during the year 2022 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, and until other revenues are received, the current expenditures of the municipality and the other amounts that are set out in section 407 of the Municipal Act, 2001.

Instruments

2. A promissory note or bankers' acceptance made under Section 1 shall be signed by the head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.

Lenders

3. The lenders from whom amounts may be borrowed under authority of this by-law shall be the Canadian Imperial Bank of Canada and such other lender(s) and reserve funds of the municipality as may be determined from time to time by resolution of the Council.

Limit on Borrowing

4. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the municipality as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st until December 31st of the current year, 25 percent of the said estimated revenues of the municipality as set forth in the estimates adopted for that year. For purposes of this by-law, the estimated revenues of the municipality shall not include revenues derivable or derived from
 - a. borrowings or issues of debentures, or
 - b. a surplus, including arrears of levies, or
 - c. a transfer from the capital fund, reserve funds or reserves.

Borrowing Documents Required

5. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, a certified copy of the resolution mentioned in Section 3 determining the lender if applicable and a copy of the estimates of the corporation adopted for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act, 2001 that have not been repaid.

When Estimates Not Adopted

6. If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law.

- a. the limitation on total borrowing shall be calculated for the time being upon the estimated revenues of the municipality as set forth in the estimated adopted for the previous year, and
- b. the copy furnished under Section 5 shall show the nature and amount of the estimated revenues of the municipality as set forth in the estimates adopted for the previous year.

Charge on Revenues

7. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the municipality for the current year and for any preceding years as and when such revenues are received but such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.

Directive to Treasurer

8. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the money hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.

Effective Date

9. This by-law shall come into full force and effect upon date of passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 10TH DAY OF JANUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-02

Being a By-law to provide for an interim tax levy, to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.

WHEREAS section 317 (1) of the Municipal Act 2001, S.O. 2001, c.25, provides that the council of a municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipal purposes;

AND WHEREAS Section 317(3) of the Municipal Act 2001, S.O. 2001, c.25, requires that the amounts to be levied under section 317(1) of the Municipal Act are subject to certain restrictions.

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

1. An interim tax amount of 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year is hereby imposed and levied on the whole of the real property in the residential class, farm class, managed forest class, pipeline class, commercial occupied class, commercial vacant class, industrial occupied class, industrial vacant class, large industrial occupied class, large industrial vacant class and landfill class according to the last revised assessment roll.
2. The said interim tax levy shall become due and payable in two installments; 50 percent of the interim levy shall become due and payable on the 31st day of March 2022, the balance of the interim levy shall become due and payable on the 31st day of May 2022.
3. On all taxes of the interim levy, which are in default on the first day following the due date a penalty of one and one-quarter percent shall be added and

thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31, 2022.

4. On all taxes in default on December 31, 2022, interest will be added at the rate of one and one-quarter percent per month thereafter for each month or fraction thereof of default.
5. Penalties and interest added on all taxes in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid taxes.
6. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
7. That taxes are payable at the Township of Southwold Municipal Office, Fingal, Ontario or at most financial institutions through ABM or by telephone or internet banking or by pre-authorized payment plan.
8. That this by-law shall come into full force and effect upon the final passage thereof and shall be considered retro-active to January 1, 2022.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 10TH DAY OF JANUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-03

BEING A BY-LAW TO APPOINT A COMMITTEE OF ADJUSTMENT FOR THE TOWNSHIP OF SOUTHWOLD AND TO REPEAL BY-LAW NO. 2021-03

WHEREAS it is deemed expedient to appoint a Committee of Adjustment, as provided for in Section 44 (1) of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Section 44 (3) of the Planning Act, R.S.O. 1990, c. P.12, as amended states that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS pursuant to Section 45(1) of the Planning Act, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;

AND WHEREAS pursuant to Section 45(3) of the Planning Act the Council may by by-law empower the committee of adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan, and when a committee of adjustment is so empowered subsection (1) applies with necessary modifications;

AND WHEREAS the Council of the Corporation of the Township of Southwold deems it advisable and expedient to establish a Committee of Adjustment;

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

1. Authority

- a) The Committee of Adjustment for the Corporation of the Township of Southwold shall have all statutory duties listed under Sections 44 and 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

2. Composition of the Committee

- a) That the following members of Council shall be appointed to the Township of Southwold Committee of Adjustment for a term to expire November 15, 2022 Grant Jones, Robert Monteith, Sarah Emons, Peter North and Justin Pennings.

3. Term of Office

- a) The members of the committee shall be appointed annually.
- b) Should a Council member's seat become vacant, his/her seat on the committee shall also become vacant and the individual filling the said Council vacancy shall fill the vacancy on the committee.
- c) The Committee members shall elect one of themselves as Chair, and when the chair is absent, the Committee may appoint another member to act as acting chair.

4. Secretary-Treasurer

- a) The Clerk shall be appointed as Secretary Treasurer.

5. Meetings and Minutes

- a) The Committee shall hold meetings as is necessary, according to the submission of applications for minor variances and shall forward to Council all decisions and minutes of their meeting.
- b) A quorum, consisting of three (3) members appointed to this Committee, is required before a meeting of the Committee can begin.
- c) In the conduct of Committee business all members of the Committee shall have equal voting rights, including the Chairperson and abide by the Council Procedural By-law established for the conduct of meetings.

6. Tariff of Fees

- a) Minor variance applications made pursuant to the Planning Act, R.S.O. 1990, c. p.13, as amended, shall be subject to the tariff of fees as set out by the tariff of fees by-law adopted by Council.

7. That any by-law inconsistent with this by-law shall be hereby repealed.
8. That this by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 10th DAY OF JANUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-04

Being a By-Law to amend several Building Department Fees in By-law No. 2021-73

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;

AND WHEREAS Council held a Public Meeting in accordance with Section 7(6)(a) of the Building Code Act, 1992, S.O. 1992, c. 23 on January 10, 2022:

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

1. That Schedule "A" to By-law No. 2021-75 be amended by deleting Items 3.11 and 3.12 and substituting therefore the following:

Item	Category	Sub-Category	Item	Fee	Notes
3.11	Building	Residential	Damage and Lot Grading Security Deposit at discretion of CBO (forfeited if occupied prior to occupancy being granted)	Minimum \$2,000, Maximum \$3,500	
3.12	Building	Residential	<<Blank>>	<<Blank>>	

2. That Item 3.35 in Schedule "A" to By-law No. 2021-75, "Reinspection fee if inspections are requested and not ready" be amended by deleting the fee of "\$75.00" and substituting therefor "\$150.00".
3. This by-law comes into full force and effect on January 10, 2022.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 10TH DAY OF JANUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7100



December 22, 2021

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

SUBJECT: Extension of Emergency Orders and Provincial Response to the Omicron Variant

I am writing to you today about the Ontario government's ongoing work to protect Ontarians in the fight against COVID-19, including the rapidly spreading Omicron variant, and to ask you to consider any additional support that can be provided to help your local public health unit maximize vaccinations to protect the most vulnerable and all Ontarians. While cases were always expected to rise, the increased transmissibility of the Omicron variant is requiring rapid adjustments to a changing situation and could put additional strain on Ontario's hospital capacity.

Vaccinations

To protect Ontario's progress in the fight against COVID-19, the Ontario government is rapidly accelerating its booster dose rollout by expanding eligibility to all individuals aged 18 and over, as well as shortening the interval to three months following an individual's second dose beginning Monday, December 20, 2021.

Public health units are at the forefront of this critical effort and municipalities can play a key role in supporting stretched public health resources. Public health units will need facilities to deliver vaccination clinics, including municipally-run facilities, and human resources in areas such as clinic management, operations and logistics, project management, data entry, and customer service.

I know that our public health units have valued your collaboration in this fight so far and I know many of you will have reached out already to your local Medical Officer of Health to offer your continued partnership in maximizing the delivery of critical vaccinations that will keep Ontarians safe and the economy open.

To enhance requirements related to proof of vaccination, the Ontario government also announced on December 10, 2021 a suite of new measures related to:

- Delaying the [lifting of proof of vaccination requirements](#) beyond January 17, 2022, aligned with the reopening plan that stipulated that doing so was contingent on the absence of concerning trends.
- Effective January 4, 2022, requiring the use of the enhanced vaccine certificate with QR code and the Verify Ontario app in settings where proof of vaccination is required. The QR code can be used digitally or by printing a paper copy. Individuals can download their enhanced certificate with QR code by visiting <https://covid-19.ontario.ca/book-vaccine/>.
- Strengthening the verification process for medical exemptions and clinical trial exemptions by requiring a certificate with a QR code. Organizations and businesses that are under the provincial proof-of-vaccination system will be advised to no longer accept physician notes as of January 10, 2022.
- Effective December 20, 2021, requiring proof of vaccination for youth aged 12 to 17 years participating in organized sports at recreational facilities.

Public Health Measures

As you may know, the Government has extended all emergency orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) until March 28, 2022. As the province continues to respond to the COVID-19 pandemic, these extensions provide the government with the necessary flexibility to address the ongoing risks and effects of the COVID-19 pandemic and ensure important public health and workplace safety measures remain in place.

The Omicron variant has led to new challenges in Ontario's response to managing the COVID-19 pandemic. In consultation with the Chief Medical Officer of Health, the government has approved amendments to [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#), **which came into effect on Sunday, December 19th**.

In addition, effective December 19, 2021, to mitigate COVID-19 transmission that can occur at social gatherings, **the province is also reducing social gathering limits from 25 people to 10 people indoors, and outdoor gatherings are being reduced from 100 people to 25**. Social gatherings associated with weddings, funerals and religious services, rites or ceremonies are subject to these limits.

For further details, please see O.R. 364/20 as amended (<https://www.ontario.ca/laws/regulation/200364>).

Local Medical Officers of Health continue to have the ability to issue advice, recommendations or letters of instruction as well as Section 22 orders under the Health Protection and Promotion Act, and municipalities may enact by-laws, to target specific transmission risks in the community.

Compliance and Enforcement

As a reminder, for offences under the Reopening Ontario Act (ROA), police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the Provincial Offences Act (POA) or to proceed under Part III of the POA by laying an information.

The ministry recognizes that municipalities have been a key partner in the defence against this virus through the coordinated compliance and enforcement activities in an effort to reduce the presence of COVID-19 in our communities. The Ontario government is continuing to help workplaces stay safe and stay open by carrying out COVID-19 safety campaigns. These campaigns are developed in consultation with local public health units, and bylaw enforcement departments, and support Ontario's *Plan to Safely Reopen Ontario*.

The campaigns include visits to workplaces that present heightened risk factors for potential transmission of COVID-19, including restaurants and banquet halls, gyms and fitness centres, personal care services, meeting and event spaces, mall-based retail, cinemas and performing arts centres. We so appreciate the collaboration of our municipal partners closely with provincial enforcement officers and public health officers to coordinate enforcement activities in your communities. If you are interested in having a provincial team support local compliance and enforcement activities in your community, please contact William (BJ) Alvey, Manager and Executive Advisor of Regulatory Compliance Ontario by email at: William.BJ.Alvey@ontario.ca or by phone at 905-572-7648.

Thank you for your support and for joining our shared commitment to work together to protect the health and well-being of Ontarians.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Manson-Smith".

Kate Manson-Smith
Deputy Minister



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

Woodstock Site
410 Buller Street
Woodstock, ON
N4S 4N2

January 4, 2022

TO: Municipalities, Enforcement Agencies
MEMO: Southwestern Public Health Rescinds Class Order Section 22 (Self-Isolation)

Dear Colleagues,

In August, 2021, under the authority of the Health Protection and Promotion Act, I issued a Class Order Section 22 (Self-Isolation) requiring that individuals within Oxford County, Elgin County and the City of St. Thomas self-isolate for a period of 10 days if they were a confirmed or probable case of COVID-19.

Today I am rescinding the Class Order in response to Ontario's new COVID-19 [Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge dated December 30, 2021](#). As self-isolation requirements have changed, and most individuals no longer have access to confirmatory PCR testing and will not be followed by public health's case and contact management team, the Class Order is no longer applicable.

This information will be updated on the Southwestern Public Health website as well. A public friendly version of the new testing, case and contact management guidelines can be found at www.ontario.ca/exposed

Thank you for your ongoing commitment to preventing the spread of COVID-19 in the community, and for your efforts in keeping each other safe and healthy.

Sincerely,

Dr. Joyce Lock
Medical Officer of Health
Southwestern Public Health

Copy: Cynthia St. John, Chief Executive Officer, Southwestern Public Health



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-05

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 6, 2022 and January 10, 2022.

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

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

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

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

1. That the actions of the Council of the Township of Southwold at the Special Council held on January 6, 2022 and the Regular Meeting of Council held on January 10, 2022; 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 10th DAY OF JANUARY, 2022.**

Mayor

Grant Jones

CAO/Clerk

Lisa Higgs