



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday January 24, 2022

REGULAR MEETING OF COUNCIL

5:30 p.m., Via Video Link

-
- 1. CALL TO ORDER**
 - 2. ADDENDUM TO AGENDA**
 - 3. DISCLOSURE OF PECUNIARY INTEREST**
 - 4. ADOPTION OF MINUTES**
 - (a) Minutes of Special Council Meeting of January 6, 2022, Regular Council Meeting of January 10, 2022 and Special Council Meeting of January 12, 2022
 - (b) Minutes of the Southwold Young at Heart Committee Meeting of December 14, 2021
 - 5. DELEGATION**
 - 6. DRAINAGE**
 - 7. PLANNING**
 - (a) **6:00 p.m.** Public Hearing – Committee of Adjustment – Minor Variance MV 2022-01, Don West Construction Limited C/O Lyndsay Sibley, 49 Royal Crescent **(under separate agenda package)**
 - 8. REPORTS**
 - (a) Report from the Drainage Superintendent RE: Drainage Reapportionment Confirmation of 2021 Reapportionments
 - (b) Report from the CAO/Clerk RE: Amendment to Proof of COVID-19 Vaccination Policy
 - (c) Report from the CAO/Clerk RE: TVDSB Trustee Distribution for 2022-2026
 - (d) Report from the CAO/Clerk RE: 2022 Accessible Elections Plan
 - (e) Report from the CAO/Clerk RE: 2022 Election – Question on the Ballot

9. CORRESPONDENCE

- (a) Correspondence from Elgin Group Police Services Board RE: Board Appointment Extension 2022
- (b) Ministry of Municipal Affairs and Housing RE Bill 13, *Supporting People and Businesses Act, 2021*

10. BY-LAWS

- (a) By-law No. 2022-04, being a by-law to amend Building Department fees in By-law No. 2021-73
- (b) By-law No. 2022-06, being a by-law to appoint councillors and ratepayers to various committees and boards requiring Council representation and to repeal By-law No. 2021-12.
- (c) By-law No. 2022-07, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 12, 2022, January 20, 2022, and January 24, 2022

11. OTHER BUSINESS (For Information Only)

- (a) Kettle Creek Conservation Authority RE: Annual General Meeting Notice
- (b) Lower Thames Valley Conservation Authority RE: Transition Plan
- (c) Notice of Application RE: Draft Plan of Subdivision, Clergy Reserve Lot "D" North of the Lake Road
- (d) Invitation from United Counties of Stormont, Dundas and Glengarry RE: Rural Education Symposium

12. CLOSED SESSION

13. ADJOURNMENT: NEXT BUDGET MEETING OF COUNCIL
THURSDAY JANUARY 27, 2022 @ 4:00 P.M.
Via Video Link

NEXT REGULAR MEETING OF COUNCIL
MONDAY FEBRUARY 14, 2022 @ 7:00 P.M.
Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Special Meeting of Council – Budget Deliberations (Operations and Capital)
Thursday January 6, 2022
4:00 p.m. Via Video Link

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

ABSENT: Deputy Mayor: R. Monteith

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Jeff Carswell, Treasurer (4:00 p.m. – 6:42 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(4:00 p.m. – 6:42 p.m.)
Jeff McArthur, Fire Chief (4:00 p.m.– 6:42 p.m.)
Corey Pemberton (4:00 p.m. – 6:42 p.m.)

Mayor Jones called the meeting to order at 4:04 p.m.

ADDENDUM TO THE AGENDA: None

DISCLOSURES: None.

REPORT

2022 Budget Deliberations – Operating and Capital Budgets

Treasurer Jeff Carswell presented the draft budget to Council, beginning with a brief background of the budget, outlining the service level maintenance and enhancements, inflationary increases, updated organization structure and human resources, cash requirements/reserve contributions, reserve funds, tax levy & tax rates, and tax burden comparison.

Treasurer Carswell indicated that the plan for the budget meeting is to proceed with the Council and Administration summary and endeavor to complete the Fire budget today as well.

Councillor North questioned the use of \$238,000.00 as the Township median for budget impact and Treasurer Carswell explained that while this may not seem accurate from a market value perspective compared to an assessed value, however this is the median assessment in the municipality based on MPAC data submitted to OMTRA.

Treasurer Carswell presented the Council and Administrative budgets to Council, reviewing the operating and capital budget recommendations with Council.

Councillor North questioned the election costs and whether they would still be the same if all Southwold positions were acclaimed and the CAO/Clerk indicated that there is an obligation to facilitate an election, with its associated costs based on the requirement to run an election for school boards as well as local municipal bodies.

Councillor Pennings noted that his experience suggests that the estimate for Council Chamber/Audio visual equipment is higher than what he would anticipate. Treasurer Carswell indicated he would complete more research by contacting Elgin County to discuss their local experience and Councillor Pennings offered to share some contacts which may be able to provide alternative quotations.

Councillor North asked about the various Cemetery Boards and whether they are actively involved in the operations of the cemetery and whether there may be advantages to combining the boards in terms of reducing insurance costs and to assist the various volunteers with their workload. Staff indicated that they would research the feasibility and whether there are possible savings.

Fire Chief Jeff McArthur presented the Fire Department Operating and Capital budget highlights to Council.

Councillor Emons asked about the value that was attained from the sale of the former Chief's car (Ford Taurus). Jeff McArthur indicated that the department had been retaining the car which was intended to be a short-term arrangement to be used for department transit for training. Councillor Pennings and Mayor Jones indicated that since the vehicle was previously declared surplus, they suggested that the vehicle be disposed as soon as possible, since the likely costs right now (storage, insurance, and maintenance) outweigh the benefits in retaining the car and it is likely more value in a sale.

Director of Building and Community Services Corey Pemberton presented the Building Department Operating and Capital Budget to Council. There was a brief discussion with Council on the purchase of Building Department vehicles and reallocating these to other department and staff agreed to consider the entire fleet and whether there is utility and savings in transferring vehicles between departments.

Corey Pemberton provided a summary of the municipal property draft budget. There was a brief discussion on various items at the plaza, medical building, water department building, and pavilion at the Keystone. Corey also reviewed the draft Keystone budget with Council. There was significant discussion on the repair of the concrete floor at the Keystone and the possible options for repair. Councillor Pennings recommended that staff investigate vinyl composite tile as an option and report back to Council, although he indicated that it needs annual wax but is attractive and very durable with a long lifespan.

Corey Pemberton presented the parks budget to Council for consideration. There was discussion on possible netting at the Shedden Open Space park and Fingal Park. Staff was directed to provide more review and discussion on netting at both parks for future council deliberation.

ADJOURNMENT:

2022-01

Councillor North – Councillor Pennings

Adjournment

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **6:42 p.m.**

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones – Mayor	<u>√</u>	—
R. Monteith	—	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting
Monday January 10, 2022
7:00 p.m. 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. – 8:30 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(7:00 p.m. – 9:00 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (7:00 p.m.– 7:35 p.m.)
Corey Pemberton, Director of Building and Community Services (7:50 p.m.
– 8:14 p.m.)
Jeff McArthur, Fire Chief (7:00 p.m.– 8:00 p.m.)
Bryan Pearce, Planner (7:00 p.m.– 8:00 p.m.)
June McLarty, Corporate Services Clerk (7:00 p.m.– 8:14 p.m.)

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

ADDENDUM TO THE AGENDA: None

DISCLOSURES: None

ADOPTION OF MINUTES:

2022-02	Deputy Mayor Monteith – Councillor Pennings	Minutes
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THAT the Minutes of the Regular Council Meeting of December 13, 2021 are hereby adopted, and

THAT Council has reviewed the minutes of the Southwold Young at Heart Committee meeting of November 10, 2021 and the minutes of the Emergency Control Group meeting of December 17, 2021

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones – Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

PLANNING:

Planner Bryan Pearce presented his report to Council. Council discussed the severed lot size and the barn on the property.

**2022-03 Deputy Mayor Monteith – Councillor Emons Consent Application
E3-22 Pioneer Hay Sales Ltd
C/O J. Fohkens**

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 recommends refusal to the Land Division Committee of the County of Elgin for the application E3-22 as presented;

AND FURTHER THAT Council recommends approval of a revised application with a maximum lot size of 3 acres for the severed parcel, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-01.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones – Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—

P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

REPORTS:

Activity Report from the Fire Chief

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

2022- 04

Councillor North – Councillor Emons

AMO Letter to CN Railway

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.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

Activity Report from the Infrastructure and Development Team

The December monthly activity report from the Director of Infrastructure and Development Services was presented to Council.

Financial Indicator Review

Treasurer Jeff Carswell presented this report to Council. This report provided Council with the reviews from the Ministry of Municipal Affairs and Housing on the Township's financial indicators and profile.

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.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones – Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

DELEGATION:

7:37 p.m. – 7:52 p.m.

Tracey Arts, OFA Zone Director, Oxford – Elgin

Greg Fentie. Vice president Elgin Federation of Agriculture

Home Grown Campaign Farmland Preservation

Ms. Arts presented to Council a campaign that the Ontario Federation of Agriculture has launched to preserve farmland and domestic farm production.

REPORTS:

2021 Annual Building Report

The annual building report from the Director of Building and Community Services was presented to Council.

Activity Report from Director of Building and Community Services

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

Activity Report from CAO/Clerk

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

COVID-19 Update

CAO/Clerk Lisa Higgs presented this report to Council.

STAFF DIRECTION

Staff was directed by Council to cancel the 2022 Southwold Winterfest.

DELEGATION:

8:04 p.m.- 8:08 p.m.

Building Fees

CAO/Clerk Lisa Higgs presented the amendments to the fees by-law that pertain to the building department.

These amendments include the simplifying and streamline billing of the deposits for the lot grading plan and the damage and security. The reinspection fee if inspection is requested and not ready has increased to \$150.00 and the alternative solution review fee of \$300.00 was also added.

CORRESPONDENCE:

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

2022-06

Councillor Emons – Councillor Pennings

**Letter of Support
KCCA – Municipal Climate
Resiliency Grant**

THAT Council of the Township of Southwold supports the application submitted by the KCCA for the Municipal Climate Resiliency Grant.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones – Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

2022-07

Councillor North – Councillor Emons

Support for AMO – Insurance Costs

THAT Council of the Township of Southwold supports the seven (7) recommendations contained in the AMO submission for provincial action on the issue of joint and several liability; and

THAT a copy of this resolution be sent to the Attorney General, the Minister of Municipal Affairs and Housing and the AMO President.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

BY-LAWS:

- 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.
- 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.
- By-law No. 2022-03, being a by-law to appoint a Committee of Adjustment and repeal By-law No. 2021-03
- 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

2022-08

Councillor North – Councillor Pennings

By-laws

THAT By-laws Nos. 2022-01, 2022-02, 2022-03 and 2022-05 be read a first and second time.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
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S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

2022-09

Councillor Pennings – Councillor Emons

By-laws

THAT By-laws Nos. 2022-01, 2022-02, 2022-03 and 2022-05 be read a third time and finally passed.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
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S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

OTHER BUSINESS:

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

Council reviewed the items under other business.

CLOSED SESSION:

2022-10

Councillor North – Deputy Mayor Monteith

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 8:14 **p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2))(c) – Teetzel Property
- Litigation or potential litigation including matters before administration 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

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

STAFF DIRECTION

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

ADJOURNMENT:

2022-11

Councillor North – Councillor Pennings

Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:21 p.m.**

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>√</u>	—
G. Jones - Mayor	<u>√</u>	—
R. Monteith	<u>√</u>	—
P. North	<u>√</u>	—
J. Pennings	<u>√</u>	—

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Special Meeting of Council – Budget Deliberations and a Closed Session
Wednesday January 12, 2022
4:00 p.m. 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 (4:00 p.m. – 6:30 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(4:00 p.m. – 5:40 p.m.)
Jeff McArthur, Fire Chief (4:00 p.m.– 6:30 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (4:00 p.m. –5:15 p.m.)
Brent Clutterbuck, Drainage Superintendent (4:00 p.m. – 5:40 p.m.)
Corey Pemberton (4:00 p.m. – 6:30 p.m.)

Mayor Jones called the meeting to order at 4:02 p.m.

ADDENDUM TO THE AGENDA:

None.

DISCLOSURES:

There were no disclosures.

REPORT

2022 Budget Deliberations –

Treasurer Jeff Carswell provided a brief summary of the budget deliberations to date indicating that we are starting on page 81 with Roads, Planning, Development, and Drainage.

Peter Kavcic provided a summary of the Roads Department budget including the department highlights, operating and capital budget highlights, and the cash requirements summary. Council asked questions about the replacement of the loader, including possible revenue for the sale of existing equipment and possible options for replacing the current transmission. Council discussed the Lynhurst Park Drive construction project; it was clarified at this time that no sidewalks are planned for 2022.

Mr. Kavcic reviewed the Fingal Public Works Yard budget with Council, highlighting the main elements of the project, with a goal for construction for 2023 with engineering and a design concept planned for 2022.

Council discussed the Talbotville Public Works building and directed staff to begin investigating the opportunities for a satellite public works building. There were questions about the increase in the contributions to reserves (increased in 2022 by OCIF additional contributions) and guiderail installation and maintenance. There were questions about the practice of brushing and Paul VanVaerenbergh explained that the department is transitioning to a more frequent brushing and is working on ongoing cleanup and improved communications.

Peter Kavcic provided a summary of the planning and development summary, highlighting the increase in planning applications in 2021 compared to previous years. Discussion included highlights on the sanitary sewer project in Shedden and Fingal, the Teetzel property re-development, and development activities.

Mr. Kavcic provided a summary of the Drainage department budget for 2022, speaking to the capital and operating highlights, including 2022 projects including the McIntosh Drain, Marr Drain, Lake Road Diversion Drain, and Ryan Drain. Mr. Kavcic indicated a note for a future project including a stormwater funding option, indicating that future reports will be forthcoming to Council to discuss information on a potential stormwater user fee.

Treasurer Carswell reviewed with Council the Road Facility Reserve and the unusual nature of the reserve, in that the reserve will approach a negative value, however the municipality has the ability to self-fund the project, based on the building department reserve, general healthy reserves, and cash flow opportunities in the near future.

Treasurer Carswell indicated that with the presentation of the budget now complete, he is seeking overall comments and recommendations on direction from Council. Treasurer Carswell updated Council with the current tax rate and he indicated that currently we are sitting at a 2.7% increase and Councillor North indicated that he would like to see the tax rate get to 2%; Treasurer Carswell suggested that this would be approximately \$27,000 in savings. Treasurer Carswell explained that these savings will have to be found in items that are funded from the tax levy and not from Green Lane.

Mayor Jones suggested that the budget be referred back to staff for some further updates and review the comments made at the first and second meeting and bring something back to

the next meeting that meets a goal of 2% increase in the tax levy. There was a consensus to meet the 2% goal with staff.

CLOSED SESSION:

2022-12

Councillor North – Councillor Emons

Closed Session

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **5:47 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)) – Staff Recommendations for Budget.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>✓</u>	—
G. Jones - Mayor	<u>✓</u>	—
R. Monteith	<u>✓</u>	—
P. North	<u>✓</u>	—
J. Pennings	<u>✓</u>	—

CARRIED

ADJOURNMENT:

2022-13

Deputy Mayor Monteith – Councillor Emons

Adjournment

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **6:30 p.m.**

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
S. Emons	<u>✓</u>	—
G. Jones - Mayor	<u>✓</u>	—
R. Monteith	<u>✓</u>	—

P. North √ —

J. Pennings √ —

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Southwold Young at Heart Committee Meeting Minutes

Tuesday December 14, 2021

Via Video Link

Time meeting started: 1:07 p.m.

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

Regrets: Kim Poole, Randy Graham, Karen Auckland

1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

2. Approval of Agenda

Resolution No. 2021-31

Moved by: Deb Logghe

Seconded by: Trudy Kanellis

RESOLVED that the agenda of the December 14th, 2021 committee meeting of the Southwold Young at Heart be approved.

DISPOSITION: Motion Carried

3. Approval of the Minutes

Resolution No. 2021-32

Moved by: Karen Olmstead

Seconded by: Deb Logghe

RESOLVED that the minutes of the November 10th, 2021 committee meeting of the Southwold Young at Heart be approved as circulated.

DISPOSITION: Motion Carried

4. Christmas Dinner

We have 83 dinners confirmed so far. Members of the Committee will bring plastic bags for the dinners. Members of the Committee will arrive at the complex at 3:15 p.m. to get everything organized.

5. Other Business

The St. Patrick's Day meal will be held on Thursday March 17th, 2022. More details will follow soon. A meeting will be held on January 11th, to plan our future meals, bundles and/or events. We will also discuss what items we may need to purchase. One item that was suggested we purchase is paper bags with handles for the dinners.

6. Adjournment and Next Meeting

Resolution No. 2021-33

Moved by: Pat Stannard

Seconded by: Deb Logghe

-

RESOLVED that the meeting be adjourned at 1:35 p.m. to meet again at 10:00 a.m. on Tuesday January 11, 2022.

DISPOSITION: Motion Carried.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 24, 2022

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO: DRA 2022-02

SUBJECT MATTER: Drainage Reapportionment Confirmation of 2021 Apportionments

Recommendation(s):

THAT Council for the Township of Southwold hereby accepts the drainage reapportionment undertaken for the Consent Applications E8/21, E9/21 and E30/21;

AND FURTHER THAT these reapportionments become effective upon the date of stamping of the applicable deeds;

AND FURTHER THAT a copy of this resolution and drainage reapportionment be filed in each applicable drain file.

Purpose:

To affix the Drainage reapportionments under section 65(2) of the Drainage Act, R.S.O, c. D.17 that were completed in 2021 as a condition of consent application

Background:

Reapportionments undertaken are attached. Included in By-Law No. 2021-33 (the Township Delegation By-Law), the approval of drainage reapportionments was delegated to the Drainage Superintendent to provide for more efficient processing of reapportionment requests associated with fulfilling a condition of consent.

Comments/Analysis:

The Drainage Act requires Council approval and to ensure the terms of the Act are met, By-Law 2021-33 requires an annual report to be brought to Council containing all of the drains reapportioned for the year.

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:
Brent Clutterbuck, Drainage
Superintendent
"Submitted electronically"

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



Brent Clutterbuck

Drainage Superintendent

email drainage@southwold.ca

tel 519-769-2010

Township of Southwold

35663 Fingal Line, Fingal, Ontario, N0L 1K0

southwold.ca



August 18, 2021

2245885 Ontario Inc.
10401 Westminster Drive
London ON
N6P 1P3

Re: Drainage Re-apportionment Request

The re-apportionment of the assessment for municipal drains is a condition of approval for Consent application number **E30/21, lots 8,9,10 Part 11 Concession Broken Front, East Side Routh Road, Plan 41, Township of Southwold**. Roll number **34-24-000-003-01700** known locally as **13662 Routh Road**. You are severing a residential lot surplus to the needs of the owner with a frontage of 45.8 meters (150.26 feet) along **Routh Road**, by a depth of 53.85 metres (176.67 feet) that is 0.25 hectares (0.62 acres). The owners are retaining 99.8 hectares (246.61 acres) proposed to remain on agricultural use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

1) Howe Drain, Dated Aug. 5, 1960, By G. Duncan Black, By-Law 1460

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with

the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck

Recommendations:

- 1) That all assessments of **Howe Drain, Dated Aug. 5, 1960, By G. Duncan Black, By-Law 1460** be apportioned to the retained farm lands

I(we) JD McFarlane having authority to bind the Corporation 2245885 Ontario Inc. being the owner(s) of **lots 8,9,10 Part 11 Concession Broken Front, East Side Routh Road, Plan 41, Township of Southwold**. Roll number **34-24-000-003-01700** known locally as **13662 Routh Road** hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

<u>JD McFarlane</u>	_____	<u>August, 25 2021</u>
Name (please print)	Signature	Date
<u>Mike McFarlane</u>	_____	<u>August 25, 2021</u>
Name (please print)	Signature	Date



TOWNSHIP OF SOUTHWOLD

35663 Fingal Line
Fingal, ON N0L 1K0
Phone: (519) 769-2010
Fax: (519) 769-2837
Email: drainage@southwold.ca

October 4, 2021

Andy and Amber Wadsworth
39306 Talbot Line
St. Thomas ON
N5P 3T2

Re: Drainage Re-apportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for two (2) Consent applications numbered **E8/21 and E9/21, Part lot 28, Concession NTR, Township of Southwold**. Roll number **34-24-000-007-06200**.

E8/21 is severing a residential lot known as **37352 Fingal Line** containing an existing house surplus to the needs of the owner with a frontage of 58.58 meters (192.2 feet) along Fingal Line, by a depth of 71.95/79.36 metres (236.06/260.35 feet) that is 0.44 hectares (1.1 acres).

E9/21 is severing a residential lot known as **37298 Fingal Line** containing an existing house and detached garage surplus to the needs of the owner with a frontage of 128.64 meters (422.04 feet) along Fingal Line, by a depth of 86.55 metres (283.96 feet) that is 0.96 hectares (2.38 acres).

The applicants are retaining 18.6 hectares (46 acres), proposed to remain on agricultural use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) Casey Drain 1999, September 30, 1999, By Spriet Associates Ltd, By-Law 99-30**
- 2) Bowlby-Futcher Drain Branch A 2012, October 15, 2012, By Spriet Associates, By-Law 2012-69**
- 3) Branch A - Bowlby-Futcher Drain, December 27, 1990, By Spriet Associates, By-Law 91-8**
- 4) Bowlby Futcher Drain, July 14, 1928, By James A. Bell & Son, Bylaw 948**

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck

Recommendations:

That the assessment for the Casey Drain 1999 be apportioned as shown in the chart below:

The lines in the Assessment Schedule of the Casey Drain 1999 Schedule B - Culvert Reconstruction							
Which Currently reads				By-Law 99-30			
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
007-062	NTRE	S1/4 28	8.1	D&N Butler		45.00	45.00
Is recommended to now read							
Severed E8/21	NTRE	Pt SW1/4 28	0.4 4	A&A Wadsworth		3.00	3.00
Severed E9/21	NTRE	Pt SW1/4 28	0.9 6	A&A Wadsworth		6.00	6.00
Retained E9/21	NTRE	SW1/4 28	6.7	A&A Wadsworth		36.00	36.00
Culvert Reconstruction Schedule C - Main Drain							
Which Currently reads				By-Law 99-30			
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
007-062	NTRE	S1/4 28	19	D&N Butler	5.00	5.40	10.40
Is recommended to now read							
Severed E8/21	NTRE	Pt SW1/4 28	0.4 4	A&A Wadsworth		0.50	0.50
Severed E9/21	NTRE	Pt SW1/4 28	0.9 6	A&A Wadsworth	2.25	0.50	2.75
Retained E9/21	NTRE	SW1/4 28	17.6	A&A Wadsworth	2.75	4.40	7.15

And that all assessments to the following drains:

- 1) Bowlby-Futcher Drain Branch A 2012, October 15, 2012, By Spriet Associates, By-Law 2012-69
- 2) Branch A - Bowlby-Futcher Drain, December 27, 1990, By Spriet Associates, By-Law 91-8
- 3) Bowlby Futcher Drain, July 14, 1928, By James A. Bell & Son, Bylaw 948

Will remain with the retained farmlands

We, **Andrew Grant Wadsworth** and **Amber Dawn Wadsworth**, being the owners of **Part lot 28, Concession NTR, Township of Southwold**. Roll number **34-24-000-007-06200** known locally as **37352 Fingal Line** and **37298 Fingal Line** hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Andrew Grant Wadsworth

Name (please print)

Signature

Oct 8 2021
Date

Amber Dawn Wadsworth

Name (please print)

Signature

Oct 8 2021
Date



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 24, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-03

SUBJECT MATTER: Amendment to Proof of COVID-19 Vaccination Policy

Recommendation(s):

THAT the report titled Amendment to the Proof of COVID-19 Vaccination Policy from the Chief Administrative Officer, dated January 24, 2022, be received and filed; and

THAT Southwold Council approve the amendments to the Proof of COVID-19 Vaccination Policy.

Purpose:

The purpose of this report is to provide Council with updated information on proposed amendments to the Proof of COVID-19 Vaccination Policy, adopted by Council on September 27th, 2021.

Background:

The Township of Southwold remains committed to promoting vaccination against COVID-19 to ensure the health and safety of all members of our workforce and the community. On September 27th, 2021, Council approved a Proof of COVID-19 Vaccination Policy. The policy does not mandate vaccination, rather it mandates the disclosure of vaccination status and testing for those who are not fully vaccinated.

Pursuant to the Vaccine Verification Policy:

- mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions are required to occur outside of working hours, at the expense of the employee.
- Employees who fail to comply with this policy will be subject to progressive disciplinary action up to and including termination.

Up until January 2022, the Township has been able to provide rapid antigen tests for employees who required testing under the policy. With the mass distribution of rapid

antigen tests across the province, the Township's ability to procure rapid antigen tests in bulk is limited. In the event the Township is unable to provide rapid antigen tests, it is the responsibility of the employee (excluding employees receiving accommodation) to obtain rapid antigen tests at their expense.

Currently there are three Township employees, all within the Fire Department who are impacted by the Proof of COVID-19 Vaccination Policy and a shortage of rapid tests. One employee has been able to procure rapid tests independently, while the other two have not been able to and as such have not been attending work. In the absence of offering an unpaid leave, they will face discipline, up to and including termination.

Comment:

It is recommended that Council consider an amendment to the policy to include the following provision (indicated in the attached policy in red text):

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in the paragraph preceding immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

The provincial government announced on December 30th, 2021 that it is tightening access to PCR and rapid testing amid expected widespread community transmission of the Omicron variant. As of December 31st, 2021, the province is limiting eligibility for publicly funded PCR tests to high-risk individuals who are symptomatic or who are at risk of severe illness from COVID-19. With this in mind, it is recommended that the following section be removed from the Proof of COVID-19 Vaccination Policy (strike-out) and replaced with the following text in red. Additionally minor amendments are recommended to the subsequent bullets (below):

- Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case, which may include completion of a laboratory-

based polymerase chain reaction (PCR) test, with such direction having regard to recommendations by public health authorities;

- Adhere to any additional **guidelines**, mandates or directives or reporting requirements **from the Township of Southwold**, provincial or federal authorities;
- Follow direction provided by the Township of Southwold in cases where Rapid Antigen Testing identifies a positive case, **which may include** completion of a laboratory-based polymerase chain reaction (PCR) test, **with such direction having regard to recommendations by public health authorities**;
- Adhere to any additional **guidelines**, mandates or directives or reporting requirements from **the Township of Southwold**, provincial or federal authorities; and

The draft updated policy is attached for Council consideration. Any changes to the Proof of COVID-19 Vaccination Policy will be communicated to all relevant parties.

Since the Proof of COVID-19 Vaccination Policy was implemented, rapid antigen tests have been provided to employees who required them (free of charge). While the Township will continue to attempt to procure additional rapid antigen tests for, it is recommended that the Proof of COVID-19 Vaccination Policy be amended to consider the current reality that rapid tests may not be readily available.

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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

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

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

Township of Southwold

Proof of COVID-19 Vaccination Policy

1.0 Background

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

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

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

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

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

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

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

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

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

- **Not vaccinated**

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

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in the paragraph preceding immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

- **Decline to Disclose Vaccination Status**

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

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in the paragraph preceding immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at

Proof of COVID-19 Vaccination Policy – Updated January 24, 2022

the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

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

2.0 Purpose

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

3.0 Legislative Framework

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

4.0 Applicability

This policy applies to:

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

All new or rehired Township of Southwold Employees, including returning Seasonal and Student Employees, are required to be fully vaccinated, including any required vaccine

boosters, against COVID-19 as a condition of hire by the Township of Southwold.

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

5.0 Definitions

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

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

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

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

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

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

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

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

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

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

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

Vaccines approved by Health Canada are as follows:

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

6.0 Continued Compliance with All Health and Safety Precautions

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

7.0 Responsibilities

All levels of management are responsible for the administration of this

Policy. Management/Supervisors are expected to:

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

virus.

Employees are expected to:

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

Individuals are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- **Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case, which may include completion of a laboratory-based polymerase chain reaction (PCR) test, with such direction having regard to recommendations by public health authorities;**
- Adhere to any additional **guidelines**, mandates or directives or reporting requirements from the **Township of Southwold**, provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received

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

8.0 Procedure

Township of Southwold Employees, including full-time, part-time, permanent, temporary, and casual staff; and Members of Southwold Council and Members of Council appointed Committees required to enter a Township facility and/or building;

Proof of COVID-19 Vaccination Policy – Updated January 24, 2022

Staff of contractors and consultants acting on behalf of the Corporation and performing in Township facilities, and buildings; Volunteers; and Interns and students on placements will be required to select one of the following options and the following procedure(s) will apply:

8.1 Vaccination with proof of vaccination

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

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

8.2 Not vaccinated, but in progress to complete vaccination

- Employees and Individuals who, by Friday, November 19, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), but have disclosed they are in progress to complete vaccination must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result in a manner that enables the Township of Southwold to confirm the results at its discretion; and,
- Rapid Antigen Testing will be available onsite at no charge for those Employees and Individuals who have scheduled their second dose of the COVID-19 vaccination in accordance with vaccine administration guidelines.

8.3 Not vaccinated due to a medical accommodation

- Provide Proof of Medical Exemption;
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result

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in a manner that enables the Township of Southwold to confirm the results at its discretion; and,

- Rapid Antigen Tests will be supplied by the Township for Employees and Individuals who have submitted the required documentation for medical exemption from receiving the vaccination.
- In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by the Township, due to circumstances of limited availability of rapid antigen tests beyond the control of the Township, that prevents the employer from providing free on-site testing to an employee that thereby prevents the employee from satisfying the condition set forth in this section 8.4 immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township will work the employee to determine what other accommodations may be available in the circumstances. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the conditions of accommodation will revert to the process described above in section 8.4 and all affected employees will be required to fully comply with the within policy.

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

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

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

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

The Township will work with the Employee or Individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario).

Without limitation, such measures for Employees may include changes to work assignments, work location, as well as regular paid Rapid Antigen Testing.

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

8.4 Not vaccinated

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

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

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

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

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

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in this section 8.5 immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

8.5 Decline to Disclose Vaccination Status

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

- After Friday, November 19, 2021, Employees and Individuals must participate in rapid antigen testing conducted at interval frequency/location(s) and/or by means, as determined appropriate by the Township of Southwold, in consultation with Public Health, until such time as they are considered fully immunized;
- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Township of Southwold to confirm the results at its discretion;
- An Employee or Individual that declines to disclose vaccination status, without Proof of Medical Exemption (noted above), shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test; and,
- Employees must undertake mandatory training/Educational Program (*).

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

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

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

8.6 Additional Testing

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

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in this section 8.6 immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

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

9.0 Accommodations

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

10.0 Inactive Employees

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

11.0 COVID-19 Screening

Regardless of vaccination status, all active Employees, Members of Council or Council appointed Committees, staff of contractors and consultants acting on behalf of the

Proof of COVID-19 Vaccination Policy – Updated January 24, 2022

Corporation and performing work in Township facilities and/or buildings, volunteers, interns, and students on placements shall:

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

12.0 Collection of Information and Privacy Considerations

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

Employees or Individuals may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where Employees or Individuals are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to the office (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption) or enter a Township building and/or facility.

13.0 New or Rehired Employees

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

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

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

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

15.0 Consequences of Non-Compliance with Policy

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

16.0 Provincial Legislation

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

17.0 Training

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

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

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

18.0 Policy Implementation

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 24, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-04

SUBJECT MATTER: TVDSB Trustee Distribution for 2022-2026

Recommendation(s):

THAT the Township of Southwold support the designation of Middlesex County by Board resolution as a low population municipality;

THAT the Township of Southwold support the following Thames Valley District School Board Trustee Distribution for the 2022- 2026 term:

- Two (2) Trustees representing Middlesex County
- Two (2) Trustees representing Oxford County
- Two (2) Trustees representing Elgin County
- Six (6) Trustees representing the City of London
- One (1) Indigenous Trustee appointed per Ontario Regulation 462/97;

THAT the Mayor of the Township of Southwold send advocacy letters to ensure equitable representation that balances the rural interests within the geography of Thames Valley District School Board to the Minister of Education, the Honourable Stephen Lecce; the Minister of Municipal Affairs and Housing, the Honourable Steve Clark; and Elgin-Middlesex-London MPP Jeff Yurek; and

THAT the same letter be sent to Thames Valley District School Board Trustee Chair Lori-Ann Pizzalato and the Director of Education Mark Fisher, requesting that a copy of this motion and letter be considered as correspondence at the next Board of Trustee's meeting, prior to the Board's decision with respect to the composition of the 2022-2026 Board of Trustees.

Purpose:

The purpose of this report is to provide Council with updated information on proposed amendments to the distribution of Trustees on the TVDSB and to seek support to ensure that rural representation is maintained.

Background:

In 1998 the Thames Valley District School Board (TVDSB) was formed, through the amalgamation of the former Middlesex County Board of Education, Oxford County Board of Education, Elgin County Board of Education and the City of London Board of Education. Upon amalgamation the TVDSB Trustee distribution consisted of two (2) Trustees elected in each County (Middlesex, Elgin, and Oxford) for a total of six (6) Trustees, and six (6) Trustees elected in the City of London.

The TVDSB electoral group population has remained consistent since amalgamation, between 400,000 and 999,999. As such, the TVDSB qualifies for a total of twelve (12) Trustees for the TVDSB geography, and one (1) Indigenous Trustee appointed per Ontario Regulation 462/97. The number of elected Trustees and the distribution within a Board's jurisdiction is governed by Ontario Regulation 412/00, in which the Regulation (the Act) requires school boards to pass a resolution by March 31st of an election year, either designating one (1) or more municipalities as low population, or declaring that no such designation will be made.

The electoral quotient (2018) for Middlesex County meets the requirements for Middlesex County to be designated as a low population municipality. By Board resolution, Middlesex County has historically been designated low population, and has been allotted two (2) Trustee representatives. As contained within the Act, the Board must consider the following principles when making this designation:

1. Municipalities with low populations should receive reasonable representation.
2. Evidence of historic, traditional or geographic communities should be taken into account.
3. To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.
4. Representation should not deviate unduly from the principle of representation by population. O. Reg. 412/00, s. 4 (4).

Comment:

Since it is an election year, the Thames Valley District School Board can make changes to the composition of their Board of Trustees. According to the calculations, Middlesex County is considered a low population municipality, and they do not meet the requirements for two (2) Trustees. In the past, Middlesex County has been officially designated a low population municipality by the Board, and this designation has allowed them two (2) representatives on the Board.

Without this designation, Middlesex County would be allowed only one (1) Trustee on the Board. This would reduce the number of rural representatives from six (6) to five (5) and increase the number of representatives from the City of London to seven (7). This change would result in five (5) rural representatives and seven (7) urban representatives on the Board.

At its meeting held on May 1, 2021, Elgin County Council adopted a School Retention Plan. The Plan expressed Council's commitment to advocating for the retention of local schools. Advocating for the equitable representation of rural communities on the Thames Valley District School Board aligns with this commitment and is one way of ensuring that local voices are heard.

Attached to this report as Schedule 'A' is a template of a letter circulated by Elgin Trustee Meagan Ruddock for Council information and consideration.

Advocacy letters will be sent to the Minister of Education, the Honourable Stephen Lecce; the Minister of Municipal Affairs and Housing, the Honourable Steve Clark; Elgin-Middlesex-London MPP Jeff Yurek; Thames Valley District School Board Trustee Chair Lori-Ann Pizzalato; and the Director of Education Mark Fisher. The designation of Middlesex County as a low population municipality will ensure that rural communities continue to have equitable representation on the Thames Valley District School Board. The TVDSB region includes many rural communities with unique needs. Locally-elected representatives are ideally placed to consider these needs through their work on the Board and its Committees.

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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

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

SCHEDULE 'A'

DATE JANUARY 2022

Ms. Lori-Ann Pizzolato
Chair of the Thames Valley District School Board
Thames Valley District School Board
1250 Dundas Street
London ON
N5W 5P2

Mark Fisher
Director of Education and Secretary
Thames Valley District School Board
1250 Dundas Street
London ON
N5W 5P2

Ontario Ministry of Education
Leadership, Collaboration and Governance Branch
315 Front Street West, 13th Floor
Toronto ON
M7A 0B8

Key suggestions for letter

- Equitable representation balances the interests within the geography of Thames Valley
- Local elected representatives consider the unique needs of their communities in their work at the Board table and through committee work
- Support for the historic designation for Trustee distribution that confirms equity of balanced representation of the three counties and the City of London, ensuring that representation on the Thames Valley DSB boards is democratic and fair
- Direction is provided in Ontario Regulation 412/00 S 4. 4(1), (2), (3) as follows:
 - ...the board **shall have regard** to the following principles:
 - 1. Municipalities with low populations should receive reasonable representation.
 - 2. Evidence of historic, traditional or geographic communities should be taken into account.

3. To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.
- Recognize and promote the continuing practice(see above) for Middlesex County to be deemed a low population municipality, providing for the following complement of TVDSB Trustees;
 - 2 Trustees representing Middlesex County
 - 2 Trustees representing Oxford County
 - 2 Trustees representing Elgin County
 - 6 Trustees representing the City of London
 - Indigenous Trustee appointed per Ontario Regulation 462/97
 - This designation allows Thames Valley School Board to provide equitable representation of the rural constituency realizing two Trustee representatives for each of the three Counties and six Trustee representatives for the City of London

DRAFT Municipal Motions

WHEREAS in 1998 the Thames Valley District School Board(TVDSB) was formed, through the amalgamation of the former Middlesex County Board of Education, Oxford County Board of Education, Elgin County Board of Education and the City of London Board of Education;

AND WHEREAS upon amalgamation the TVDSB Trustee distribution consisted of two Trustees elected in each County of Middlesex, Elgin, Oxford for a total of six trustees and six Trustees elected in the City of London;

AND WHEREAS TVDSB electoral group population has remained consistent since amalgamation between 400,000 and 999,999 as such TVDSB qualifies for a total 12 Trustees for the TVDSB geography, and one Indigenous Trustee appointed per Ontario Regulation 462/97;

AND WHEREAS the number of elected Trustees and the distribution within a Board's jurisdiction is governed by Ontario Regulation 412/00, the Regulation (the Act) requires school Board to pass a resolution by March 31st of an election year, either designating one or more municipalities as a low population or declaring that no such designation will be made;

AND WHEREAS the electoral quotient (2018) for Middlesex County meets the requirements for Middlesex County to be designated a low population municipality;

AND WHEREAS by Board resolution Middlesex County has historically been designated low population, thus allotted two Trustee representatives

AND WHEREAS as contained with the Act the Board shall have regard based on the principals of: municipalities with low population shall receive reasonable representation; evidence of historical, traditional or geographic communities should be taken into account;

THEREFORE BE IT RESOLVED that Middlesex County is deemed by Board resolution the designation as a low population municipality for the purpose of Trustee Distribution;

THEREFORE BE IT RESOLVED that the municipality of XXXXXX support the TVDSB Trustee Distribution 2022- 2026

- 2 Trustees representing Middlesex County
- 2 Trustees representing Oxford County
- 2 Trustees representing Elgin County
- 6 Trustees representing the City of London
- Indigenous Trustee appointed per Ontario Regulation 462/97 and,

THEREFORE BE IT RESOLVED that the municipality of XXXXXX supports equitable representation that balances the rural interests within the geography of Thames Valley, advocacy letters to be sent to the Minister of Education, TVDSB Chairperson, TVDSB Director of Education, Minister of Municipal Affairs, others?

BACKGROUND

Trustee Determination and Distribution

- TVDSB – qualifies for a total of 12 Trustees, and one Indigenous Trustee appointed per Ontario Regulation 462/97
- TVDSB electoral group population is between 400,000 and 999,999 therefore TVDSB is entitled to 12 Trustees for the geography

Before each general election, every board of trustees, by board resolution, determines the number of trustee positions on their board and distributes these positions across the board's area of jurisdiction.

This process is known as trustee determination and distribution, utilizing the electoral quotient for each municipality or municipal ward using the PEG data provided by MPAC (mid- February) and is required to be completed by March 31st of an election year. The process is guided through Regulation 412/00.

Board of Trustees are responsible, by board resolution, for allocating their elected trustee positions over their area of jurisdiction.

They do this by:

- combining local municipalities and local municipal wards in their area of jurisdiction into a number of geographic areas;
- Since amalgamation the board was formed of the four geographic areas;
 - The municipalities that make up Elgin County(City of St. Thomas), Middlesex County (Town of Newberry) and Oxford County(City of Woodstock)
 - The City of London

Board Resolution Regarding Low Population Municipalities (Middlesex County)

Through regulation 412/00 a school board may make a resolution deeming a jurisdiction "low population"

- Typically, a board will designate one or more municipalities as a low population area to allow for greater representation to an area than would be accorded by a strict representation-by-population approach.
- Designating municipalities as low population areas affects the calculation of trustee distribution by **allowing the board to increase the sum of electoral quotients for those municipalities by either one or two**. It does not affect the total number of trustees for the board.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 24, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-05

SUBJECT MATTER: 2022 Accessible Elections Plan

Recommendation(s):

THAT Council approve the 2022 Municipal Elections Accessibility Plan.

Purpose:

The purpose of this report is to provide information to Council so that the 2022 Municipal Elections Accessibility Plan can be approved.

Background:

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors have the opportunity to fully participate in the 2022 Township of Southwold Municipal Election.

The Municipal Elections Act, 1996, as amended states the following:

12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12 (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s. 11.

12 (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. 2016, c. 15, s. 11.

41 (3) The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote

without the assistance referred to in paragraph 4 of subsection 52 (1). 1996, c. 32, Sched., s. 41 (3); 2001, c. 32, s. 30(1).

45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

Comment:

Included as Schedule 'A' to this report is the 2022 Municipal Elections Accessibility Plan for the Township of Southwold.

Financial Implications:

Any costs related to the 2022 municipal election are funded from the elections reserve.

Strategic Plan Goals:

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

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

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



2021 Municipal Elections [Accessibility Plan](#)

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5. Assistance to Candidates
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7. Voting Provisions for Electors with Disabilities
8. Accessibility Training for Election Officials
9. Post-Election Report

1.Introduction

The Election's Accessibility Plan supports and strengthens the Township's commitment and efforts to respond to the needs of persons with disabilities. The focus of this Plan is to ensure that electoral services are accessible to all electors and candidates, to identify and eliminate barriers for persons with disabilities, and to create a positive voting experience.

The Clerk's Office will continue to learn, develop, and adjust our approaches in order to meet the needs of persons with disabilities. The review of accessibility issues and initiatives and addressing barrier prevention or removal is an ongoing practice. This plan will be improved and updated as new opportunities are identified or become available.

1.1 Municipal Elections Act, 1996, as amended – Legislative Requirements

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors have the opportunity to fully participate in the 2022 Township of Southwold Municipal Election.

The Municipal Elections Act, 1996, as amended states the following:

12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12 (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s.11.

12 (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. 2016, c. 15, s. 11.

41 (3) The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1). 1996, c. 32, Sched., s. 41 (3); 2001, c. 32, s. 30(1).

45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

1.2 Accessible Customer Service

The Clerk's Office is committed to making our services accessible to everyone, including people with disabilities. We comply with the customer service standards of the Accessibility for Ontarians with Disabilities Act, 2005.

In fulfilling our mission, the Clerk's Office will at all times provide its services in a way that respects the dignity and independence of people with disabilities. We give people with disabilities the same opportunity to access our services in the same place, and in a similar way as others.

1.3 Definition of Disability

The Accessibility for Ontarians with Disabilities Act, 2005 defines "disability" as follows:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Disabilities can take many forms, both visible and invisible. The following criteria were considered in the development of this Plan:

- Policies and procedures must be consistent with the principles of the Municipal Elections Act, 1996 and must respect the dignity and independence of persons with disabilities
- Access to electoral services must be integrated and equitable; Initiatives should address and accommodate a wide range of abilities; and

- The Township's AODA-compliant customer service policy for providing services to people with disabilities must be followed throughout the election process.

2. Feedback

The Clerk welcomes feedback to identify areas where changes need to be considered and ways in which the Township can improve the delivery of an accessible Election. This Plan is a living document and will continue to undergo changes.

Please provide us with your feedback so that we know how to best provide an accessible election. Feedback on this Plan can be submitted through the following channels:

Email : cao@southwold.ca

Phone : 519-769-2010

Fax : 519-769-2837

By Mail: Township of Southwold

Clerk's Office - Elections

35663 Fingal Line, Fingal ON N0L1K0

If you require this information in a different format, please let us know.

3.Consultations

Consultations with individuals and community groups provide greater knowledge and understanding in conducting elections that are accessible to all.

Actions	
Consult with individuals and groups knowledgeable in providing services to persons with disabilities in order to gain better understanding of their needs and to obtain feedback on this Plan by:	Presenting election accessibility initiatives to the County of Elgin Accessibility Coordinator
	Enlisting the assistance of disability groups (as applicable) to disseminate election information and raise awareness about Township's accessibility initiatives to its members.
	Partnering with disability groups (as applicable) to channel election information through their networks and communities using newsletters, links to the Township's website, social media, etc.
	Conducting a post-election review to evaluate the success of the various accessibility initiatives.

4.Communications and Information

Communication and information initiatives ensure election information is accessible and available in alternative formats.

Initiative	Actions
Provide election information in alternative formats (upon request) and through multiple channels by:	Producing a How to Vote Booklet in English and in additional languages (upon request) and make the booklet available at all voting places.
	Producing a Township-wide mail-out election flyer that outlines key election information.
Providing an informative and accessible election web page by: https://www.southwold.ca/en/municipal-office/elections.aspx	Ensuring election information is available in clear, simple language.
	Regularly updating election information posted on the Township's website to reflect the most recent developments and information.
	Ensuring election web pages are WCAG 2.0 Level AA Compliant.

5.Assistance to Candidates

Providing candidates with information on how to make their campaigns accessible to the public and providing candidates with election information in accessible and alternative formats.

Initiative	Actions
Provide candidates with information on how to make their campaigns more accessible	Providing candidates with links to the following provincial publications from our Elections website: <ul style="list-style-type: none"> • Accessible Campaign Information and Communication • Accessible All-Candidate Meetings
	Providing candidates with the AMCTO Candidates' Guide to Accessible Elections
Provide candidates with access to information in alternative formats (upon request) by:	Ensuring the candidate's guide and/or other relevant publications are available in an accessible format (upon request).
Ensure candidate information session are accessible by:	Holding candidate information sessions in accessible locations.
	Making accommodations and special services (for example, ASL interpreters) available upon request.

6.Voting Places

These initiatives cover all aspects of obtaining voting places that are accessible to all.

Initiative	Actions
Ensuring all voting places are accessible to electors with disabilities by:	Inspecting all voting places to ensure each facility has: <ul style="list-style-type: none"> • Barrier free path of travel from the parking lot/sidewalk • Barrier free parking, where parking is provided • Door operators or accessible doors • Adequate lighting
	Inspecting all voting places to ensure all locations are accessible: <ul style="list-style-type: none"> • Where possible, make modifications to existing voting places to make

	<p>them accessible, for example, temporary ramps</p> <ul style="list-style-type: none"> Places that cannot be made accessible will be relocated or merged with other voting places in the vicinity
	Conduct an additional accessibility check in September/October to ensure that there have been no changes to locations.
	Have elections staff perform final accessibility checks during the advance vote and on election day to verify the accessibility of the voting place.
Ensure all voting place access routes and entrances are clearly identified by:	Ensuring there is designated or reserved parking for persons with disabilities at each voting location where parking is available.
	Marking parking spaces clearly with accessibility symbol or sign.
	Providing appropriate signage at voting places.
	Ensuring electors with accessibility needs are directed to the accessible voting entrances by prominent signage.
	Where possible the accessible entrance is the same as the main entrance.
Provide mechanism for feedback on the list of proposed voting places by:	Inviting disability groups and individuals (as applicable) with disabilities to provide feedback on the list of proposed voting places.
	Using the received feedback to ensure that all voting places are accessible to electors, as required by the Municipal Elections Act, 1996.
Set up process to facilitate notification of disruptions to service or last-minute changes to voting places so that:	<p>In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the advance vote or on election day, notices of disruption will be posted in real time:</p> <ul style="list-style-type: none"> On the Township's website

	<ul style="list-style-type: none"> On social media: Township of Southwold's Facebook page, Twitter, and Instagram accounts At the site of disruption <p>When applicable, a media advisory will be issued.</p>
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7.Voting Provisions for Electors with Disabilities

Various initiatives regarding voting places are used to achieve our goals of barrier free election,

Initiative	Action
Welcome the use of support persons and service animals in voting places:	Any person with a disability accompanied by a support person or service animal may enter the Clerk's Offices or any voting place with his or her support person or service animal.
Provide assistance to electors with disabilities as required by:	Having election official in the voting place to assist a voter in casting his/her ballot when requested.
	Making accommodations for electors with disabilities as required.
Provide for curbside voting:	While all voting places are accessible to all electors, electors with a physical disability can request that the ballot be brought out to their vehicle or to another location within the voting place.
Provide supplies to assist electors with disabilities.	Having magnifying sheets (4x) available at all voting places to assist electors with low vision.
	Having note pads and pens available at all voting places to assist communication with electors who are deaf, deafened, or hard of hearing.
	Having a How to Vote booklet available at all voting places.

8. Accessibility Training for Election Officials

Develop accessibility training and development of reference materials for all election staff.

Initiative	Actions
Ensure all election officials receive accessible customer service training by:	Holding training sessions for election staff on accessibility requirements, serving people with disabilities and on the accommodations and special services available to assist electors.
	Requiring all staff to sign that they received elections and accessibility training.
Develop reference materials for all election officials highlighting how to serve voters with disabilities by:	Including AODA, customer service standard, and serving people with disabilities messaging in all training materials and classroom training being provided to all elections staff.

9. Post-Election Report

Section 12.1 (2) of the Municipal Elections Act, 1996 as amended states the following:

“Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.”

The Clerk’s post-election report will be posted on the Township’s web site in a format accessible to persons with disabilities and distributed to disability groups and other stakeholders as requested.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 24, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-06

SUBJECT MATTER: 2022 Election – Question on the Ballot

Recommendation(s):

THAT Council Receive this Report as Information;

AND THAT Council decides against including A Question on the Ballot.

Purpose:

The purpose of this report is to provide an overview on placing a question to the electorate on the municipal election ballot.

Background:

The purpose of this report is to provide an overview of the process and what the question will be should Council want to pursue this option.

A municipal council may pass a by-law to put a question on the ballot, however, in accordance with paragraph (b) of subsection 8(1) of the Municipal Elections Act, 1996 ("MEA"); there are rules governing the question that may be asked:

1. It shall concern a matter within the jurisdiction of the municipality
2. Despite rule 1, it shall not concern a matter which has been prescribed by the Minister as a matter of provincial interest
3. It shall be clear, concise and neutral
4. It shall be capable of being answered in the affirmative or the negative and the only permitted answers to the question are "yes" or "no"

The MEA further notes under subsection 8.1(1) that a by-law:

1. Shall be passed on or before March 1 in the year of a regular election at which it is intended to submit the question to the electors;
2. Cannot be amended after the last date referred to in clause (a);
3. Despite clause (b), can be revoked on or before nomination day and, if the

election does not include an election for an office, on or before the 31st day before voting day.

The MEA also provides for the following notices:

1. before passing a by-law (10 days) and
2. after passage/adoption (15 days)
3. one public meeting must be held in order to consider the matter.

Within 20 days following the notice adoption of the by-law, the Minister of Municipal Affairs and Housing or any other person or entity may file an appeal to the Chief Electoral Officer on the grounds that it does not comply with the MEA, the question is not clear, concise and neutral and/or on the grounds that the question is not capable of being answered by a "yes" or "no".

This means that February 19th, 2022 is the last day to provide notice to the public and the Minister of the intention to pass a by-law to submit a question to the electors. s.8.1(3)

Note: At least one public meeting must be held, to consider the matter, prior to passing a by-law to submit a question to the electors. s. 8.1(3)

Comment:

The result of a vote on a question binding on the municipality is if at least 50 per cent of eligible electors in the municipality vote on the question and more than 50 per cent of the votes on the question are in favour of the question. In the 2018 election, the Township only received approximately 46.78 per cent voter turnout.

If the result of the vote on a question is in the affirmative, the municipality shall do everything in its power to implement the results of the question and do so in a timely manner.

If the result of the vote on a question is in the negative, the municipality shall not do anything to implement the matter which was the subject of the question for a period of four years following voting day.

If a question is proposed for the ballot, then a communication strategy will be required that should include a multi-faceted approach to inform electors of the upcoming municipal election and to provide information about the question that will be on the ballot.

Costs will be incurred if staff uses paid advertising channels, such as newspaper, radio and digital ads. Communications conducted through the Township's website, social media and alternative channels, including media releases will result in indirect costs associated with staff time required to generate and distribute appropriate content. In addition, if the decision is in the affirmative and becomes binding, there will be costs associated with implementation.

Placing a question on the ballot is only one mechanism for soliciting community feedback. Recently, municipalities have placed questions on the ballot for items such as Ranked Ballot Elections (since dissolved) and a neighbouring municipality included a question on the ballot related to Wind Farms.

Since there are not any Township-wide questions that staff consider requiring community feedback through the ballot, it is not recommended that council consider this option at this time given the additional costs, administrative burden, and potential for confusion that this could cause for voters.

Financial Implications:

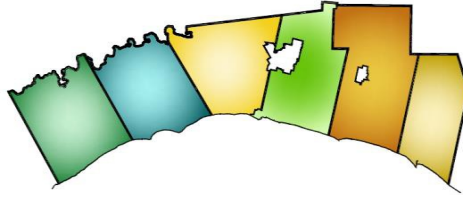
Any costs related to the 2022 municipal election are funded from the elections reserve.

Strategic Plan Goals:

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

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

Respectfully Submitted by:
Lisa Higgs, CAO/Clerk



ELGIN GROUP POLICE SERVICESBOARD

Chair Sally Martyn

Tel. 519-631-1460

450 Sunset Drive

St. Thomas, ON N5R 5V1

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

January 6, 2022

Dear Mayor Jones and Township of Southwold Council,

On behalf of the Elgin Group Police Services Board ("PSB"), I am writing to request that Southwold Council reappoint by resolution Ida McCallum as the community representative from Western Elgin.

In accordance with the Elgin Group Police Services Board Governance and Procedural By-Law, the Board shall consist of five (5) members:

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

Under the Community Safety and Policing Act (CSPA), 2022, Section 10 municipalities were required to submit a proposal indicating the preferred composition for a new OPP detachment board. On behalf of the Elgin Group municipalities, the Secretary/Administrator submitted an application for status quo board composition in June 2021. Once the Act comes into effect and the Ministry approves the board composition, the Elgin Group Polices Services Board will be dissolved, and a new board will be established.

Although we anticipate hearing from the Ministry soon, the current Board will remain in place until that time. The appointment of Ida McCallum ended in 2021. Instead of appointing a new community representative from Western Elgin for a few months, I would like to request that Ida McCallum be reappointed to the Board until such time that the Ministry approves the new

Board composition. At that time, the Board will dissolve; a new Board will be formed; and new representatives will be appointed.

Please note that letters have been sent to the Municipality of Dutton/Dunwich and the Municipality of West Elgin requesting that Ida McCallum be reappointed as the community representative for Western Elgin. Letters have also been sent to the Municipality of Bayham, the Township of Malahide, and the Municipality of Central Elgin requesting that the elected representatives from Eastern Elgin and Central Elgin be reappointed.

I respectfully ask that you provide me with written confirmation of the appointment once it is made. If you have any questions, do not hesitate to contact me directly.

Yours very truly,

A handwritten signature in cursive script, appearing to read 'Sally Martyn', with a long horizontal flourish extending to the right.

Sally Martyn
Chair, Elgin Group Police Services Board

cc: Elgin Group Police Services Board

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-61

Dear Head of Council:

The supply of housing in Ontario has not kept up with demand over the past decade and everyone has a role to play in fixing Ontario's housing crisis. More than ever, we need municipalities, non-profits and private industry to work with us to encourage the building of different kinds of housing – so that Ontario families have more affordable options.

To help support this important priority, I am pleased to provide you with an update on recent changes our government has made to help streamline and simplify Ontario's planning system.

Bill 13, the *Supporting People and Businesses Act, 2021*

Schedule 19 of Bill 13, the *Supporting People and Businesses Act, 2021* came into force December 2, 2021 upon royal assent.

Changes have been made to help streamline the planning system and, in some cases, help shorten approval timelines by providing municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now, subject to having appropriate official plan policies, delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws and the lifting of holding symbols, should they choose to.

You can find more information about these changes on the Environmental Registry of Ontario ([019-4419](https://www.ontario.ca/environmental-registry)) and the Regulatory Registry ([21-MMAH025](https://www.ontario.ca/regulatory-registry)) and some frequently asked questions are provided below.

At this time, I encourage you to review and update your existing delegation policies and consider exercising this new authority to help streamline your decision-making processes, and free up council's valuable time to focus on other more strategic matters.

Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*

As you know, we also recently made *Planning Act* changes related to control of the division of land, including subdivision control, plans of subdivision, consents and validations through Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*, which received Royal Assent on June 3, 2021. I am writing to confirm that Schedule 24 of Bill 276 and associated regulations came into force on January 1, 2022.

We are proud to make these changes, which will help save time and money for those involved in the land division approval process, including municipalities, landowners, purchasers and some lease holders. Our changes will continue to protect Ontarians when they buy and sell property, while making the rules of subdivision control clearer and simpler.

Your municipality may wish to consider whether adjustments to your land division application and review processes to align with the changes would be beneficial.

More information about these changes and the feedback we received during our consultation can be found on the Environmental Registry of Ontario ([019-3495 and 019-3958](#)) and Regulatory Registry ([Proposal 21-MMAH008 and Proposal 21-MMAH015](#)). Some frequently asked questions are provided below. Any further questions about the changes to the *Planning Act* and related regulations can be directed to ProvincialPlanning@ontario.ca.

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

FAQs

Schedule 19 (Planning Act) to Bill 13, the Supporting People and Businesses Act, 2021

What changes have been made to the Planning Act?

- Changes to the Planning Act, Municipal Act, 2001 and City of Toronto Act, 2006 provide municipalities with discretionary authority to delegate additional decisions to committees of council or municipal staff for minor amendments to zoning by-laws like:
 - Temporary use by-laws
 - Lifting of holding provisions
- Before matters may be delegated, official plan policies will need to be developed to establish the type of minor zoning by-law amendments that may be delegated, such as authorization of temporary uses, the lifting of a holding symbol, and other minor zoning by-law amendments.

What types of “minor” amendments to a zoning by-law may be delegated?

- If a municipality would like to use this authority, official plan policies will need to be established to scope and define the types of “minor” zoning amendments that may be delegated. This could include matters like temporary use by-laws and by-laws lifting holding provisions.
- This approach is intended to allow for a locally tailored approach that reflects input from the public.

What types of conditions could council apply when delegating its authority?

- Council will have the ability to apply conditions on the delegation of its decision(s). These conditions would be determined locally when the official plan policies and implementing by-law for the delegation are being developed.

Will this new delegation authority alter the public meeting or appeal rights of the matters delegated?

- The delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights.

What other planning decisions can be delegated?

- Under the Planning Act, municipal council can delegate the following decisions to a committee of council, staff, or, in some cases, a committee of adjustment:
 - Community planning permit system permits
 - Approval of adopted lower-tier official plan amendments
 - Plans of subdivision and condominiums
 - Consents
 - Site plan
 - Validations
- Other planning matters, such as administrative functions related to by-laws, may be delegated by council based on the delegation provisions in the Municipal Act, 2001 (or City of Toronto Act, 2006).

Schedule 24 (Planning Act) to Bill 276, the Supporting Recovery and Competitiveness Act, 2021

What changes will be made to the Planning Act?

- The changes include technical, administrative and policy changes to provisions in sections 50, 51, 53, 54, 55 and 57 of the Planning Act related to control of the division of land, as well as other housekeeping or consequential changes.
- Upon proclamation, the changes will:
 - provide new exceptions to subdivision control and part lot control (i.e., exceptions from the need for land division approval) – for example, by preventing parcels from merging with other lands in certain circumstances
 - change the plan of subdivision process – for example, by aligning the requirements for public notice, information, and public meetings with other instruments under the Act
 - change the consent application process – for example, by requiring a municipality or the Minister, where requested, to issue a certificate for the retained land in addition to providing a certificate for the lands that are subject to the consent application, and
 - make other changes regarding subdivision control and its related processes – for example, by requiring that a decision on a validation conform with the same criteria which are applicable to consents.

What changes will be made with respect to “lot mergers”?

- Changes will be made to the subdivision control provisions to prevent lots from merging where lands were previously owned by, or abutted land previously owned by, joint tenants and where the ownership would have otherwise merged as a result of the death of one of the joint tenants.
- Outside of a “death of a joint tenant” scenario, lot mergers will continue to occur.

What changes will be made to the consent application process?

- Changes will be made to the consent application process to, for example:
 - permit a purchaser of land or the purchaser’s agent to apply for a consent
 - establish a new certificate of cancellation
 - provide for certificates to be issued in respect of retained land in addition to the lands that are subject to the consent application
 - provide for a standard two-year period during which the conditions of a consent must be satisfied, and
 - permit a consent application to be amended by an applicant prior to a decision about the consent being made by the consent-granting authority.
- Municipalities may need to modify or update certain administrative processes as a result of some of these changes.

What is a certificate for retained land?

- Changes to the Planning Act will provide for a consent-granting authority to issue a certificate for the retained land (the other part of the parcel approved through the land division process) resulting from certain consents.
- This certificate will show that the retained land has “consent” status.
- An applicant will need to specify in their application whether they are requesting a retained land certificate, and if so, require that a statement from a solicitor

confirming the extend of the owner's retained land be included as part of that application.

What is a certificate of cancellation?

- In some situations, the original consent granted for a parcel of land may no longer be wanted or needed. This could occur, for example, where a parcel created by consent may need to be widened to accommodate a driveway. In these cases, the original consent may need to be cancelled to ensure the revised parcel will function as a single unit.
- Changes to the Planning Act will allow owners to apply to the consent-granting authority for a certificate of cancellation for a parcel that was previously severed with a consent. The consent-granting authority may also require the owner to apply as a condition of approval.
- Once a certificate of cancellation is issued, the parcel would be treated as though the previous consent had not been given. This could mean that the parcel would merge with neighbouring lands that are owned by the same person.

What considerations need to be applied to validation requests?

- A validation can be used in place of obtaining a consent to the contravening transaction (transfer or other transaction that was made in breach of the Planning Act requirements) in certain situations; for example, where the landowners at the time of the contravention are not available to sign the new transfer documents.
- The validation allows the validation authority to consider each situation on its merits and decide whether a request to validate title should be supported. The validation authority may, as a condition to issuing the validation, impose conditions as it considers appropriate.
- Bill 276 will make changes to require that a decision regarding a validation must conform with the same criteria which are applicable to consents, for example:
 - having regard to provincial interests and the land division criteria set out in the Planning Act
 - ensuring the validation is consistent with the Provincial Policy Statement and conforms, or does not conflict, with provincial plans, and
 - ensuring the validation conforms with all applicable official plans.



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. That the following be added as Item 3.415 to Schedule "A" to By-law No. 2021-75:

Item	Category	Sub-Category	Item	Fee	Notes
3.415	Building	Other	Alternative Solution Review Fee	\$300.00	

4. 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 24TH DAY OF JANUARY, 2022.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NUMBER 2022-06

Being a By-law to appoint Councillors and Ratepayers to various committees and boards requiring Council representation and to repeal By-law No. 2021-12.

WHEREAS the Line Fences Act, .S.O 1990, c. 17, s. 2, as amended requires that the council of every local municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of this Act and the by-law shall fix the remuneration to be paid to the fence-viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or re-attendance by the fence-viewers;

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

THAT the following persons are hereby appointed as Fence Viewers for the Township of Southwold; **AND FURTHER THAT** the remuneration be set at a rate of \$60 for each attendance up to a maximum of two hours, and then \$60 for each hour thereafter, plus mileage:

Dwight Koyle, Nick Doelman

AND THAT the fee to the applicant is set at \$180 (which represents \$60/fence viewer x 3) for each authorized attendance up to a maximum of 2 hrs + mileage, and then \$180 for every hour thereafter plus all administrative costs associated with the request.

AND WHEREAS the Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, c. L.24, s. 4 (1); as amended requires that the council of every local municipality shall appoint one or more persons as valuers of livestock and poultry for the purposes of this Act;

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

THAT the following persons are hereby appointed as Livestock Evaluators for the Township of Southwold; **AND FURTHER THAT** the remuneration be set at a rate of \$50 per attendance plus mileage:

Julian Brown

AND WHEREAS the Municipal Act, S.O. 2001, Chapter 25, S.11(1) as amended confers broad authority to municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

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

That the Members of Council for the Township of Southwold are hereby appointed to the following Boards and Committees:

COUNCIL APPOINTMENTS

Elgin Area Primary Board

Deputy Mayor Robert Monteith

Alternate: Councillor Peter North

Secondary Water Supply System Provisional Joint Board of Management

Councillor Justin Pennings

Alternate: Grant Jones

Kettle Creek Conservation Authority

Mayor Grant Jones

Landfill Public Liaison Committee

Councillor Sarah Emons

Lower Thames Valley Conservation Authority

Councillor Sarah Emons

Elgin Cycle Master Plan

Councillor Sarah Emons

Southwold Community Policing Association

Deputy Mayor Robert Monteith

Elgin-St. Thomas Health - Healthy Communities Partnership

Deputy Mayor Robert Monteith

Phragmites Working Group

Councillor Justin Pennings

AND FURTHER THAT the Council for the Township of Southwold deems it desirable to establish **Committees of Council** and further that the following members of Council, staff and ratepayers are hereby appointed as follows:

Canada Day Committee

Councillor Sarah Emons
Jim Carder

Lizeanne Kerkvliet

Entertainment/Social Committee

Councillor Sarah Emons
Brent Clutterbuck
June McLarty

Lisa Higgs CAO/Clerk
Mark Filewood

Parks Committee

Councillor Peter North

Councillor Justin Pennings

Talbotville – Men's Baseball – Brad Streib

Youth Baseball – Janice Fisher

Men's Soccer – Matt Carder

Ladies' Soccer – Krista Ferguson

Youth Soccer – Lynda Wray

Shedden – Men's Baseball – Trevor Martin

Ladies' Baseball – Andrea Foster

Adult Soccer – Michelle Lackey

Youth Soccer – Steve Bushell

Fingal – Men's Baseball – Carl Jones

Ladies' Baseball – Janice Lockhart

Ross Bugar

*Staff Resource – Lori Redman

*Staff Resource – Jeff Wilcox

Shedden Recreation & Keystone Complex Committee

Deputy Mayor Robert Monteith

Councillor Sarah Emons

Shirley Longhurst - Fair Board

Don Miller - Fair Board

John Coleman – Ice Pad

Jim Carder – Fingal/Shedden & District Optimists (Alt. Bill Carder)

Keith Orchard – Rosy Rhubarb

Brian Rieger – Shedden Tractor Pull (Alt. Bob Cummings)

Lindsay Lackey – Shedden Soccer

*Caitlin Wight – Staff Resource

Southwold War Memorial Committee

Councillor Sarah Emons

Perry Clutterbuck

Mary Clutterbuck

Rev. Diane Macpherson

Sandy Annett

*Michele Lant - Staff Resource

Rev. John Brown

Bill Aarts

Len Lynch

Gayle Bogart

Southwold Economic Development Committee

Councillor Peter North

Jim Carder

Steve Bushell

Barry Harrison

* Elgin Business Resource Centre – Staff Resource

* County of Elgin Economic Development – Staff Resource

*Lisa Higgs, CAO/Clerk - Staff-Resource

*Jeff Carswell, Treasurer – Staff Resource

Councillor Justin Pennings

Graydon Laing

Hiba Arabi

Communities in Bloom – Sub Committee of Southwold Economic Development Committee

Mayor Grant Jones

Jim Hamilton

Cathy Koyle

Shelley Smith

Brenda Longhurst

Harvey Graff

*June McLarty – Staff Resource

Valerie Cron

Karen Graff

Jo-Anne Cummings-Stinson

Gord Longhurst

Christine McArthur

Bill Cron

History Committee – Sub Committee of Southwold Economic Development

Ross Bugar

Mary Clutterbuck

Karen Collard

Kim Poole

Luella Monteith

Pat Temple

Perry Clutterbuck

Janice Fisher

Ken Monteith

Family Day Committee

Councillor Peter North

Jim Carder

Abi North

Jane Cox

Scott Young

Councillor Justin Pennings

Jade Rogers

Deb Logghe

Darlene Wadsworth

Joe McKinnon

Morgan Gillespie

*Lisa Higgs, CAO/Clerk – Staff Resource

Southwold Young at Heart Committee

Councillor Sarah Emons

Deb Logghe

Karen Olmstead

Pat Stannard

Karen Auckland

*June McLarty, Staff Resource

Kim Poole

Trudy Kanellis

Randy Graham

Alan Bogart

Zero Waste Committee

Councillor Sarah Emons

Shannon Lynch

Niki Pennings

*Caitlin Wight, Staff Resource

Richard Andrews

Jess Andrews

Talbotville Station Technical Advisory Committee

Mayor Grant Jones

Jeff McArthur

Rene Coenen

*Caitlin Wight, Staff Resource

Councillor Justin Pennings

Barry Smith

Steve Van Maanen

OTHER COUNCIL APPOINTMENTS**Green Lane Trust Fund Board**

Mayor Grant Jones

Councillor Peter North

Deputy Mayor Robert Monteith

Note: * = Non-Voting Members

QUALIFICATIONS

In order to qualify as an appointed member of a Committee of Council, applicants shall;

Be a Canadian citizen

Be at least 18 years old

Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

VACANCIES

In the event of a vacancy, the Committee of Council will recruit replacement members and recommend appointments to be made by Council.

Upon acceptance of an application the Municipal Clerk shall notify the applicant(s) and Committee or Board that the position has been filled. The Committee Appointment by-law shall be updated accordingly.

TERM OF OFFICE

Term of office for all volunteer appointments shall be for the term of Council unless terminated sooner by a resolution of Council and unless otherwise prohibited. Volunteer members may be reappointed by resolution of Council to the following term. All members including volunteer and Council members will remain in office until their respective successors are appointed by Council. Council member appointments shall be reviewed at the end of two (2) years.

MINUTES

The Council Appointee or Chair of each Committee shall ensure that minutes of each meeting are provided to the Clerk to be circulated to Council.

OTHER

That the "Township of Southwold Committee Structure - Terms of Reference" shall form Schedule "A" to this by-law.

That Schedule "B", Terms of Reference, Southwold Economic Development Committee, shall form part of this by-law.

That Schedule "C", Terms of Reference, Southwold Young at Heart Committee, shall form part of this by-law.

That Schedule "D", Terms of Reference, Southwold Zero Waste Committee, shall form part of this by-law.

That Schedule "E", Terms of Reference, Talbotville Station Technical Advisory Committee, shall form part of this by-law.

That by-law 2021-12 is hereby repealed in its entirety and any Bylaws that are inconsistent with the provisions found in this By-Law be and are hereby repealed.

Council may make additional appointments to the committees by resolution.

This by-law shall come into force and take effect upon the final reading thereof.

If mileage for attending a meeting outside of Elgin County or City of London is not paid for by the associated organization, then mileage would be reimbursed in accordance with the Township of Southwold current policy.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 24th DAY OF JANUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Schedule "A" to By-Law No. 2022-06

TOWNSHIP OF SOUTHWOLD COMMITTEE STRUCTURE

TERMS OF REFERENCE

1. NAME

The Committees of Council shall be established and named as follows:

- (a) Canada Day Committee
- (b) Entertainment/Social Committee
- (c) Parks Committee
- (d) Shedden Recreation & Keystone Complex Committee
- (e) Southwold Economic Development Committee
- (f) Southwold War Memorial Committee
- (g) Southwold Young at Heart Committee
- (h) Southwold Zero Waste Committee
- (i) Talbotville Station Technical Advisory Committee
- (j) Other Committees and Sub-committees appointed from time to time by recommendation of Council.

The Terms of Reference shall apply to all Committees of Council where applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council for the operation of the Township.

To make recommendations to Council for the operation of the appropriate department.

3. OBJECTIVES

The Committee should be established to recommend to Council regarding the operation of the area of responsibility for which the Committee has responsibility. This will help to ensure an efficient operation of the department.

4. ROLE OF THE COMMITTEE

To make recommendations to Administrative Staff and Council for the operation of the various departments of the Township.

- i) Parks Committee and Shedden Recreation and Keystone Complex Committee shall be responsible for the following:
 - (a) To assist Council with identifying recreational needs with the community and recommending programs to fulfill these needs;
 - (b) Monitor recreational activities and report on all activities through the minutes of their meeting;
 - (c) The Committee with the assistance of members and volunteer will undertake and promote fundraising and donation programs to the best of their ability. Such programs may be for general operating assistance or special programs /capital projects approved by Council;
 - (d) Prepare and submit an recommended proposed annual operating and capital budget;
 - (e) Recommend to Council the appointments of Committee Members and the formation and make up of any Sub Committee;
 - (f) Provide minutes of the Committee meetings to be circulated to Council for their approval in a timely manner.
- ii) Canada Day Committee
 - (a) To organize on behalf of Council the annual Canada Day celebrations;
 - (b) To work with other groups and volunteers to organize the Canada Day activities;
 - (c) To provide Council with the minutes of the Committee meetings to be circulated and approved by Council in a timely manner.
- iii) Southwold War Memorial Committee
 - (a) To organize on behalf of Council the annual Remembrance Day Ceremony;
 - (b) To provide Council with the minutes of the Committee meetings to be approved by Council in a timely manner.
- iv) Entertainment /Social Committee

- (a) To organize on behalf of Council social and entertaining functions for staff and Council members.
- v) Economic Development Committee and Sub-committees – Communities in Bloom and History Committee
 - (a) Make recommendations for the development and implementation of an appropriate action plan;
 - (b) Make recommendations for development of a cost effective marketing program to promote Southwold Township;
 - (c) Monitor all economic development activities within Southwold Township;
 - (d) Prepare and submit a proposal for annual operating budget requirements including long term capital projects for Councils' consideration and approval annually as required. The Committee will monitor the budget throughout the year;
 - (e) Make recommendation to Council for potential funding sources;
 - (f) Make recommendations on the development and implementation of the Township's Sustainability Plan;
 - (g) Make recommendations on projects that will diversify our economic base as well as new projects that will support and lead to new economic growth;
 - (h) Work in conjunction on joint initiatives when possible with representatives from the County of Elgin Economic Development and the Elgin Business Resource Centre;
 - (i) To recommend the formation of Sub-committees and members to Council.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings will be held on a monthly basis and/or as needed basis, or as called by the Chair of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairman or at the request of two Committee members.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairman. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(a) **Voting Members appointed for the term of Council:**

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of ten (10) volunteer members from the Township of Southwold at large, representing interest in recreational activities and facility management.

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council.

(b) **Non-Voting members:**

- The Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed member of Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

○ HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

○ QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within thirty (30) minutes of the scheduled time for the meeting, the Chairman will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

○ OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairman (2) Vice-Chairman and (3) Secretary, if required.

○ DUTIES OF OFFICERS

Chairman

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairman

- ✓ Act in the capacity of the Chairman in his/her absence

Secretary, if required

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairman
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairman prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Members

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairman or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

○ **AUTHORITY**

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

**Schedule "B" to By-Law No. 2022-06****TOWNSHIP OF SOUTHWOLD****TERMS OF REFERENCE**

Southwold Economic Development Committee

9. NAME

The following Committee of Council shall be established and named as follows:

- (a) Southwold Economic Development Committee

10. STATEMENT OF PURPOSE

To identify, develop and evaluate potential economic development opportunities that will ultimately improve the stability of the Township's tax base and bring jobs to this Township.

11. OBJECTIVES

To identify new industrial and residential housing development possibilities, promote tourism, large and small business opportunities, agricultural businesses, and other appropriate economic development opportunities. To evaluate these opportunities and bring them to Council for consideration.

12. ROLE OF THE COMMITTEE

- (a) Development and implementation of an appropriate action plan;
- (b) Development of a cost effective marketing program to promote Southwold Township;
- (c) Monitor all economic development activities within Southwold Township;
- (d) Prepare and submit a proposal for annual operating budget requirements including long term capital projects for Councils' consideration and approval annually as required. The Committee will monitor the budget throughout the year;
- (e) Identify all potential funding sources;
- (f) Identify any potential for shared responsibilities/cost/revenue with our municipal neighbours;

- (h) Develop effectiveness measurement plan;
 - (i) Oversee development and implementation of the Township's Sustainability Plan;
 - (j) Identify projects that will help diversify our economic base and explore new projects that will support and lead to new economic growth;

 - (k) Work in conjunction on joint initiatives when possible with representatives from the Elgin County Economic Development Department;
 - (i) To recommend the formation of Subcommittee to Council.
5. The Terms of Reference in Schedule "A" to By-Law No. 2022-06 shall apply for all other points of procedure not provided for in Schedule "B".



Schedule "C" to By-Law No. 2022-06

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Young at Heart Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a) Southwold Young at Heart Committee

The Terms of Reference shall apply to the Southwold Young at Heart Committee, as applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council for the engagement of all Township seniors as it relates to all matter of interest to this age group.

To make recommendations to Council in meeting the Strategic Plan Goal of promotion and supporting participation in cultural, recreational, social and good health activities for seniors in the Township.

3. OBJECTIVES

The Committee should be established to recommend senior's engagement in recreation, social and cultural activities and promoting senior's activities in the community.

4. ROLE OF THE COMMITTEE

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Young at Heart Committee shall be responsible for the following:

- (a) Creation of strategies to support senior's Active Living engagement throughout the entire municipality.
- (b) Recommend the types of activities, the frequency, and the location of these activities.
- (c) Recommend operational and financing responsibilities for senior's activity programs.
- (d) Recommend participation requirements/membership structures for activities designed for seniors.
- (e) Provide input and suggestions on special guest speakers and topics for education.
- (f) Act as a hub/centralized source for dissemination of information on issues (i.e. use of social media, home security, affordable housing, etc.) pertinent to seniors in the municipality.
- (g) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings will be held on a monthly basis and/or as needed basis at the Township of Southwold Fingal Office's Council Chambers, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson. Generally, meetings take place the first Tuesday of the month at 1:00 pm.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(a) Voting Members appointed for the term of Council:

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of 8 (8) volunteer members from the community consisting of the following regional community representation, if available:
 - Member from Shedden Area
 - Member from Fingal Area
 - Member from Talbotville Area
 - Member from Boxall Area
 - Member from Frome Area
 - Member from Ferndale Area
 - Member from Lawrence Station Area
 - Member from Paynes Mills Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee.

(b) **Non-Voting members:**

- The CAO/Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 55 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside or own property within the Township of Southwold.

• **VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairperson

- ✓ Act in the capacity of the Chairperson in his/her absence

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital
- ✓ budget preparation and follow-up

- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Directors

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of

participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



Schedule "D" to By-Law No. 2022-06

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Zero Waste Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a)Southwold Zero Waste Committee

The Terms of Reference shall apply to the Southwold Zero Waste Committee, as applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council to maximize diversion from landfill facilities and actively promote waste prevention and reduction in the Township of Southwold.

To make recommendations to Council on resolutions, policies, and action items to reduce waste and increase diversion.

To make recommendations to Council on policies aimed at meeting the Strategic Plan Goal of investigating progressive waste management solutions and cost evaluations of diverse programs and service levels.

To support education and public awareness campaigns within the municipality that support the overall broader goal achieving zero waste in the community.

3. **OBJECTIVES**

The Committee should be established to recommend strategies of improved waste reduction in the municipality.

4. **ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Zero Waste Committee shall be responsible for the following:

- (a) Drafting different strategies to support sustainable community events.
- (b) Supporting community outreach efforts including public education and social media campaigns to promote waste reduction and waste diversion.
- (c) Encouraging collaboration between community groups and consultation on waste/recycling/organics and different service level options for waste collection and disposal. Supporting providing comment on Township waste collections and disposal contracts.
- (d) Making suggestions on ways to support municipal transition to less waste.
- (e) Researching and identifying infrastructure needs in the municipality to support waste reduction goals.
- (f) Providing support to community groups and committees to encourage waste reduction.
- (g) Developing policies for administration and council consideration for:
 - a. Green Meetings
 - b. Single Use Plastic Use at Municipal Facilities
 - c. Recycling at Municipal Facilities and in Municipal Parks
 - d. Waste Reduction at Municipal Facilities and Municipal Parks
 - e. Greening Community Events
- (h) Working to fundraise and provide budget advice for waste reduction initiatives.
- (i) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. **MEETING FREQUENCY AND LOCATION OF MEETINGS**

Meetings may be held on a monthly basis and/or as needed basis at the Township Municipal Office (35663 Fingal Line), or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. **VOTING**

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision.

7. **MEMBERSHIP**

The Committees of Council shall be comprised of the following members appointed by Council:

(a) **Voting Members appointed for the term of Council:**

Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);

Minimum of four (4) to a maximum of six (6) volunteer members from the general Southwold community, consisting of the following community representation, if available:

- Up to two (2) members of the general Southwold Community (preference for geographic balance on the Committee (i.e. one member each from Shedden, Talbotville, Fingal, North Port Stanley, Lawrence Station, etc.)
- Southwold Business Owner
- A member representing Southwold Youth (Southwold resident aged 13-25)
- A member representing Southwold Seniors (Southwold resident aged 65+)
- A standing member of a Township service club or community organization (i.e. Shedden Agricultural Society, Optimist Club, Minor Sports Organization, Rosy Rhubarb, etc.)

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

(b) **Non-Voting members:**

- The Community Services and Communication Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old (except for the youth appointee)
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside in, rent, or own property within the Township of Southwold.

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval

- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairperson

- ✓ Act in the capacity of the Chairperson in his/her absence

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Directors

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the

Committee may request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by the committee for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



Schedule "E" to By-Law No. 2022-06

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Talbotville Station Technical Advisory Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a) Talbotville Station Technical Advisory Committee

The Terms of Reference shall apply to the Talbotville Station Technical Advisory Committee, as applicable.

2. STATEMENT OF PURPOSE

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

3. OBJECTIVES

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

4. ROLE OF THE COMMITTEE

To make recommendations to Council on the properly located, appropriately designed and financially suitable building, that will serve the Fire Department.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings may be held on a monthly basis and/or as needed basis at the Shedden Fire Hall, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision. In the event of a tied vote, the motion fails to pass.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

a. Voting Members appointed for the term of Council:

- Fire Chief (Chair)
- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of (2) Talbotville Station Representatives
- Member of the public from the Talbotville Settlement Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members

may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

b. Non-Voting members:

- The Communications Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed member of the public, Committee applicants shall;

- Have Committee experience
- Reside or own property within the Talbotville Settlement Area, as defined in the Township of Southwold Official Plan, as amended.
- Has education in the following fields: engineering, architecture, construction technology, building design and/or equivalent.
- Has experience in large building construction, building design, municipal design and contracting, engineering etc.

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

No anticipation of the establishment of sub-committees.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within ten (10) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

13. OFFICERS

Council has established the committee with the following positions of (1) Chairperson and (5) Committee Members.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information

- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Committee Members

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists

- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



Email

January 7, 2022

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

Dear Ms. Higgs,

Re: Notice of Meeting for Conservation Authority Levy Approval

In accordance with provisions of the *Conservation Authorities Act* and regulations made governing the approval of Conservation Authority levies, notice is hereby given to all member municipalities of a meeting to approve the 2022 budget of the Kettle Creek Conservation Authority.

The meeting will be held virtually on Wednesday, February 23, 2022 beginning at 10:00 a.m and streamed live at the following address: <https://www.facebook.com/KettleCreekCA/>. At the meeting, the proposed KCCA budget and enclosed levy apportionment will be subject to resolution according to the provincial regulations governing approval of 'non-matching' municipal levies and of Conservation Authority budgets.

Over the coming year, KCCA will be working with each of its member municipalities through a Transition Plan in order to enact changes to the budgeting and levy processes outlined in recent amendments to the *Conservation Authorities Act*.

Until the Transition Period ends on January 1, 2024 KCCA will continue with status quo program delivery and levy practices.

KCCA has always worked closely with its member municipalities to be fiscally responsible but still ensure the conservation, restoration, development and management of natural resources within the Kettle Creek watershed.

In 2022 KCCA plans to make improvements to its flood forecasting model, return campground operations to 100% capacity following restrictions due to COVID-19 and continue a comprehensive tree planting and stewardship program. While, KCCA will continue to rely on reserves and self-generated revenue to provide continuance of service during uncertain times, a 3% levy increase represents necessary costs related to rising insurance costs and cost of living increases. KCCA's full draft budget is available on its website in the December 15, 2021 Full Authority Package



Kettle Creek
Conservation Authority

44015 Ferguson Line
St. Thomas, ON N5P 3T3
P 519-631-1270 | F 519-631-5026
www.kettlecreekconservation.on.ca
Member of Conservation Ontario

(https://www.kettlecreekconservation.on.ca/wp-content/uploads/2021/12/FA_Pkg_December-15-2021.pdf).

Council is encouraged to communicate their questions and position regarding all levies to their KCCA Board representatives. Questions on any matter are also welcomed by the undersigned.

Yours truly,

Elizabeth VanHooren
General Manager/Secretary Treasurer

Draft 3% Levy Scenario

Kettle Creek Conservation Authority • 2022 Levies•

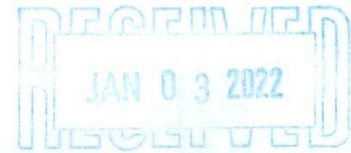
Municipality	Modified Current Value Assessment	% Municipality in Watershed	MCVA in Watershed	% Levy	2022Matched Levy	2022 Non-Matched Levy	2022 Special Levy **	Proposed 2022 Total Levy	2021Total Levy	Difference 2020/2021
Central Elgin	\$1,948,927,105.95	60	1,169,356,264	7.7774	\$34,489.41	\$40,162.01	\$9,333.32	\$83,984.74	\$80,459.52	\$3,525.22
Middlesex Centre	\$3,535,992,173.50	7	247,519,452	1.6462	\$7,300.43	\$8,501.15	\$912.91	\$16,714.49	\$16,375.13	\$339.36
London	\$57,061,148,604.65	15	8,559,172,291	56.9270	\$252,447.29	\$293,968.21	\$28,142.42	\$574,557.92	\$562,671.07	\$11,886.85
Thames Centre	\$2,522,034,748.60	8	201,762,780	1.3419	\$5,950.86	\$6,929.62	\$906.91	\$13,787.39	\$13,652.33	\$135.06
Malahide	\$1,287,725,227.80	8	103,018,018	0.6852	\$3,038.45	\$3,538.20	\$906.91	\$7,483.55	\$7,407.72	\$75.83
Southwold	\$743,318,047.00	78	579,788,077	3.8562	\$17,100.48	\$19,913.05	\$6,786.78	\$43,800.31	\$42,472.31	\$1,328.00
St. Thomas	\$4,348,691,379.60	96	4,174,743,724	27.7662	\$123,131.38	\$143,383.25	\$40,300.23	\$306,814.87	\$293,605.88	\$13,208.99
Total	\$71,447,837,287		15,035,360,606	100.00	\$443,458.30	\$516,395.50	\$87,289.47	\$1,047,143.00	\$1,016,644.00	\$30,499.00



**Footnote: Levy partially supports the costs of operating the provincially mandated responsibilities of municipal plan input and review. Province moved to greatly reduce grants in 1995. The levy is calculated based on past, existing and anticipated program activity. The municipality has the option of recovering the levy through application fees.

Lisa Higgs, CAO/Clerk/Deputy Treasurer
Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

December 20, 2021



Dear Ms. Higgs,

At the Lower Thames Valley Conservation Authority Board of Director's meeting of December 16, 2021, the board passed the following motion:

BD-2021-64

Moved that the Board of Directors approves the Transition Plan

AND, that the Transition Plan be forwarded to member municipalities, Conservation Ontario and the Province of Ontario.

Please find attached the Lower Thames Valley Conservation Authority Transition Plan. The purpose of the Transition Plan is to provide conservation authorities and municipalities with the path, tasks and timelines to address changes to the budgeting and levy process during the Transition Period, based on new regulations under Bill 229. The Transition Period is the time between the current levy process and the new process which must be completed by January 1, 2024.

Consultation with municipalities on changes has begun and will continue as described in the Transition Plan until the end of the Transition Period.

For further information, please consult the undersigned.

Sincerely,



Mark Peacock, P. Eng.
C.A.O. Secretary-Treasurer

Attachment included

LOWER THAMES VALLEY CONSERVATION AUTHORITY

BILL 229: TRANSITION PLAN



LTVCA BOARD OF
DIRECTORS
APPROVED:

DECEMBER 16, 2021

DEVELOPING A WORK PLAN

The work plan was the first step in developing a Transition Plan that details how the Lower Thames Valley Conservation Authority (LTVCA) will move from the present municipal levy process to one defined in Bill 229 and its associated regulations. The initial version of the work plan was defined prior to the issuance of regulations namely: 1. Mandatory Programs and Services Regulation (O. Reg. 686/21) and 2. Transition Plan and Agreements Regulation (O. Reg. 687/21). The work plan was presented and approved at the August 19th LTVCA Board of Director's Meeting. Revisions to the work plan have occurred due to the release of the regulations and have been reflected in the Transition Plan provided below.

THE TRANSITION PERIOD

The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and the need, in some cases, to reach agreements to allow levies to be collected.

REGULATORY PROCESS REQUIREMENTS FOR THE TRANSITION PLAN

Phase 1 of the transition period is August, 2021 – February 28, 2022 and has two deliverables. The first is developing a Transition Plan which includes a timeline and work plan. The Transition Plan is required to be submitted to the member municipalities and Ministry of Environment, Conservation and Parks (MECP) by December 31, 2021. The second is the Inventory of Programs and Services, which is to be completed and provided to member municipalities and MECP by February 28, 2022. To be completed by the deadline of December 31, 2021, the Transition Plan must include a work plan and timeline for the authority to meet the requirements for the first and second phases of the transition period. A copy of this transition plan must be sent to each participating municipality in the authority's area of jurisdiction and to the Ministry of Environment, Conservation and Parks. The Transition Plan must be published onto the authority's website or made available to the public by other means (as per Section 3 of the regulation: [*Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act*](#)).

Phase 2 of the transition period includes developing and finalizing Memorandums of Understanding (MOU) or agreements between conservation authorities and member municipalities in accordance with any regulations governing municipal programs and services. These agreements must be completed by January 1, 2024.

This document focuses on the Transition Plan.

The Transition Plan is to include the consultation process on the inventory of all the Authority's programs and services and the steps to be taken to enter into MOUs/agreements where municipal levy is required to fund non-mandatory programs and services.

The process will support 2024 budget discussions including the new categorization of Conservation Authority (CA) programs and services:

Category 1: Mandatory programs and services where municipal levy could be used without any agreement.

Category 2: Non-mandatory programs and services at the request of a municipality with municipal funding through a MOU or agreement.

Category 3: This category includes other non-mandatory programs and services a CA determines are advisable. These may use municipal levy through a MOU/agreement. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

The majority of the efforts will focus on developing financial scenarios and MOUs/agreements. Conservation authority staff will be engaged in this work with communication and consultation with municipalities (staff and council). It is proposed that the CA Board of Directors will review draft documents prior to circulation to municipalities for approval.

TIMELINE CONSIDERATIONS

The October 2022 municipal election has a significant effect on the Transition Plan schedule. The Lower Thames Valley Conservation Authority work plan is based on the premise that municipalities will prefer the newly-elected councils to enter into the MOU/agreements. The same premise is used with the LTVCA board of directors which may have a turn-over in membership following the election. However, Conservation Authority staff will do background work, consult, draft financial scenarios and prepare the framework of agreements in 2022.

Although each conservation authority has its own budget processes and timelines, we will make efforts to coordinate with neighbouring conservation authorities that share a municipality.

MUNICIPAL CONSULTATION ON TRANSITION PLAN

In compliance of Bill 229, the Lower Thames Valley Conservation met with its member Municipality's to review Bill 229 and the transition plan for that Bill. At the same meeting the 2022 preliminary budget was reviewed with each Municipality. Authority staff contacted each member municipality with an offer to meet and review the Bill 229 Transition Plan and 2022 budget.

Below is the consultation to date with area municipalities:

Chatham-Kent	Presentations to municipal staff Oct 14 th , provided documentation, satisfied with presentations
Dutton-Dunwich	Presentations to municipal staff Nov 8 th , Council Presentation Nov 24 th , provided documentation, satisfied with presentations
Lakeshore	Provided presentations to municipal staff on December 3 rd
Leamington	Presentations to municipal staff Oct 25 th , provided documentation, satisfied with presentations
London	Presentations to municipal staff Nov 26 th , provided documentation, satisfied with presentations
Middlesex Centre	Provided presentations to municipal staff to be included in Dec 8 th Council package
Southwest Middlesex	To present to Council Dec 8 th , provided documentation
Southwold	Spoke to municipal staff Dec 3 rd , Kettle Creek CA and LTVCA to present to management together, date to be determined
Strathroy-Caradoc	Spoke to municipal staff Nov 29 th , was looking into interest in presentation
West Elgin	Council Presentation Dec 2 nd , provided documentation, satisfied with presentations

PHASE 1: TRANSITION PLAN AND INVENTORY OF PROGRAMS AND SERVICES

Task	Date
Phase 1: October 2021 – February 28 2022	
Work Plan	
Develop Work Plan Timeline	Aug 2021
Present and get approval of work plan (first version) from Board of Directors	Aug 19 2021
Initial discussions with neighbouring CAs	Sept to Nov 2021
Meet with municipal staff and councils (if requested) regarding work plan and 2022 budget	Oct, Nov 2021
Transition Plan	
Develop Transition Plan Draft	Nov 2021
Circulate Draft Transition Plan to Board of Directors and municipalities	Nov. 2021
Present and get approval of Transition Plan from Board of Directors	Dec 16, 2021
Provide Transition Plan to Municipalities	Dec 2021
Provide Transition Plan to MECP	Dec. 31 2021
Transition Plan on Website	Dec. 31 2021
Phase 1 General	
Establish communication with municipal staff	Oct, Nov 2021
Request Municipality determine lead staff person(s)	Oct, Nov 2021

<u>Inventory of Programs and Services</u>	
Discuss with neighbouring CAs	Nov, Dec 2021
Develop inventory of current programs & services template	Nov 2021
Review last 3/5 years of budget and prepare inventory	Dec 2021 – Jan 2022
Provide draft inventory to Board of Directors	Jan 2022
Present draft inventory to Board of Directors	Feb 17, 2022
Provide Inventory to Municipalities	Feb 18 2022
Provide Inventory to MECP	Feb. 28 2022
Inventory on Website	Feb. 28 2022

PHASE 2: MOUS/AGREEMENTS

Task	Date
<i>Phase 2: January 2022 -December 2023</i>	
Draft inventory with categories 1, 2 and 3	Jan, Feb 2022
Develop draft Watershed Based Resource Management Strategy to provide strategic guidance for programs 2024 to 2027 – to be finalized in 2024	Jan 2022 to Jan 2023
Negotiate Draft Municipal Planning Agreements (continue work from 2019 drafts)	Nov 2021 to July 2022
Consult with municipalities on inventory	Mar - Aug 2022
Draft four-year financial forecast 2024-2027 based on cat 1,2, and 3	Mar - Aug 2022
Create draft MOU/agreements for "other programs and services" requiring levy	Aug 2022 - June 2023
Bring Draft four-year financial forecast 2024-2027 to BOD meeting for review	Aug 2022
Develop 2024 financial scenario to complete 6 deliverable defined by regulation in 2024	Sept 2022 - Jan 2023
Finalize levy distribution into mandatory and non-mandatory service areas 2024-2027	Jan 2023 - June 2023
Bring draft MOU/agreements with cost apportionment scenarios to BOD	Feb 2023
Consult with municipal staff / councils (as requested) on draft MOU/agreements	March, April 2023
Revise MOU/agreements as necessary	April - June 2023
Finalize draft MOU/agreements at staff level with revisions	June 2023
Return to BOD with revised financial plan/MOU/agreements (if necessary)	June 2023
Resolution from BOD to circulate MOU/agreements to municipalities	June 2023
Consult with municipal staff on revised MOU/agreements (if necessary)	June - Aug 2023
Circulate MOU/agreements to municipalities	June - Aug 2023

Attend municipal council meetings as requested	Jan 2022 - Nov 2023
Revise and finalize inventory	Sept 2023
Develop draft 2024 budget	Sept 2023
BOD approves draft 2024 budget to circulate to municipalities	Oct 2023
Submit copies of signed MOU/agreements to MECP	Dec 31 2023
Transition period ends	Jan 1 2024
Submit final version of inventory to municipalities	Jan 31 2024
Submit final version of inventory to MECP	Jan 31 2024
Post final MOUs/agreements on CA website	Jan 31 2024
BOD approves 2024 budget – AGM	Feb 2024

PROGRESS REPORTS TO MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS

Progress Reports	Date
Progress report to MECP and municipalities	July 1 2022
Progress report to MECP and municipalities	Oct 1 2022
Progress report to MECP and municipalities	Jan 1 2023
Progress report to MECP and municipalities	April 1 2023
Progress report to MECP and municipalities	July 1 2023
Progress report to MECP and municipalities	Oct 1 2023

COMMUNICATIONS PLAN

A successful transition will require effective and timely communications. Audiences and communication methods will vary but the messages need to be consistent.

Audience	Method of Communications
LTVCA Staff	In person/online meetings, email
LTVCA Board of Directors	Board meeting reports, email
Municipal staff	Phone, email, meetings, respond to inquiries

Municipal councils	Delegations to council, webinars
General public	Media releases, social media, fact sheets, respond to inquiries, webinars
Neighbouring CAs	In person/online meetings, email



NOTICE OF AN APPLICATION FOR APPROVAL OF A PROPOSED DRAFT PLAN OF SUBDIVISION



TAKE NOTICE that:

- pursuant to Section 51(20)(a) of the Planning Act, R.S.O. 1990, as amended, an application has been made by Strik Baldinelli Moniz Ltd. for approval of a draft Plan of Subdivision (File No. 34T-CE2101); and
- pursuant to Section 51 (19.4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, the application was deemed complete by the County of Elgin on November 29th, 2021 and the information and material provided under Subsections (17) and (18) is available to the public.

Legal Description: Clergy Reserve Lot "D" North of the Lake Road, Part of James Begg Lots 14 & 15, Registered Plan No. 20 (MIDD), Part of Road Allowance Between Lots 14 & 15 North of the Lake Road, and all of Lot "T", Registered Plan No. 39 in the Township of Southwold now Municipality of Central Elgin.

Owner: James Glover
File No: 34T-CE2101

The subject lands for the proposed Draft Plan of Subdivision are located west and south of Lake Line. The proposed development encompasses approximately 12.8 hectares (31.63 acres) of land and proposes 79 single-detached lots, 9 semi-detached blocks (18 units), 6 blocks for open space/utilities, and two new streets that would provide access to Lake Line. The location and the limits of the Draft Plan and its relationship to the surrounding area are shown on the Key Map below.

The subject lands are designated for Residential use in the Municipality of Central Elgin Official Plan and are currently zoned site-specific Open Space 2 Zones (OS2-29 and OS2-30) as set out in the Township of Southwold Zoning By-Law 1677.

The Municipality of Central Elgin has received an application for a concurrent Zoning By-law Amendment (File No.: PS2-08-21) for the same subject lands, in support of the proposed development.

Supporting documentation for this application is available at the Municipality's website at:

<https://www.centralelgin.org/en/business-development/current-planning-applications.aspx>

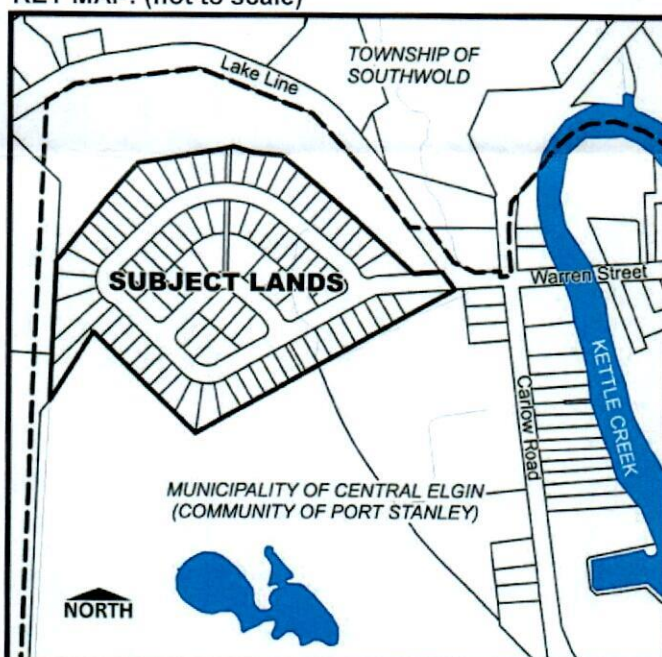
ANY PERSON OR PUBLIC BODY may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Draft Plan of Subdivision.

If a person or public body does not make oral submission at the public meeting, if one is held, or make written submissions to the Manager of Planning for the County of Elgin in respect of the proposed Draft Plan before the approval authority gives or refuses to give approval to the proposed Draft Plan, the person or public body is not entitled to appeal the decision of the County of Elgin to the Ontario Land Tribunal.

If a person or public body does not make oral submission at the public meeting, if one is held, or make written submissions to the Manager of Planning for the County of Elgin in respect of the proposed Draft Plan before the approval authority gives or refuses to give approval to the proposed Draft Plan, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the County of Elgin in respect of this proposed Draft Plan, you must make a written request to the address listed below.

KEY MAP: (not to scale)



PUBLIC ACCESS TO INFORMATION relating to the proposed Draft Plan of Subdivision is available for inspection daily, from Monday to Friday, between 8:30 A.M. and 4:30 P.M. at the County of Elgin administrative office, 450 Sunset Drive, St. Thomas.

DATED at the Municipality of Central Elgin, this 13th day of December, 2021.

Nancy Pasato
Manager of Planning, County of Elgin
450 Sunset Drive
St. Thomas, ON
N5R 5V1
Tel: 519-631-1460, Ext. 126
Fax: 519-631-4297
Email: npasato@elgin.ca

From: Todd Lihou <tlihou@sdgcounties.ca>

Sent: Thursday, January 13, 2022 12:09 PM

Subject: INVITATION - Rural Education Symposium

Good day!

The United Counties of Stormont, Dundas and Glengarry will host a rural education symposium "Education Equity for Rural Students" on Feb. 3, 2022, highlighting important issues facing rural education throughout Ontario.

There are two links you can use to register:

bit.ly/3raYzBm

https://us06web.zoom.us/webinar/register/WN_4qEnsNh8SFCrnZaZoLM9ZQ

After registering, you will receive a confirmation email containing information about joining the Symposium. **Please share this invitation with your contacts so that we may add to our attendance and create a strong mandate to effect positive changes in Ontario.**

MORE INFO: sdgcounties.ca/rural-education-symposium



YOU'RE INVITED!

RURAL EDUCATION SYMPOSIUM

Presenters:

*Councillors Kirsten Gardner,
and Stephanie Jaworski*
United Counties of SDG

Marcus Ryan and Doug Reycraft
Community Schools Alliance

Arlene Morell
Thames Valley School Board

Keynote: Paul Bennett
**The Schoolhouse Institute
and Adjunct Professor
Saint Mary's University**



9 AM TO 12:30 PM • FEB. 3, 2022

REGISTRATION: [BIT.LY/3RAYZBM](https://bit.ly/3rayzbm)

**FOR COMPLETE EVENT INFO VISIT:
[SDGCOUNTIES.CA/RURAL-EDUCATION-SYMPOSIUM](https://sdgcounties.ca/rural-education-symposium)**



Todd Lihou
Corporate Communications Coordinator

United Counties of Stormont, Dundas and Glengarry
26 Pitt Street Cornwall, ON K6J 3P2
P: (613) 932-1515 x 1205
C: (613) 362-8424



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-07

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 12, 2022, January 20, 2022 and January 24, 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 Meetings held on January 12, 2022 and January 20, 2022 and the Regular Meeting of Council held on January 24, 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 24th DAY OF JANUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

ADDENDUM TO AGENDA

Monday January 24, 2022



REGULAR MEETING OF COUNCIL

5:30 p.m., Via Video Link

2. ADDENDUM TO AGENDA

Items Added:

8. REPORT:

- (f) Report from the Public Works Superintendent RE: Purchase of a Used Pay Loader.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 24, 2022

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO: PW 2022-01

SUBJECT MATTER: Purchase of a Used Pay Loader

Recommendation:

THAT Council of the Township of Southwold receive Report PW 2022-01 regarding the purchase of a used pay loader;

AND THAT the Public Works Superintendent be permitted to negotiate for the purchase of a used pay loader to a maximum purchase price of \$200,000 +HST, when a used pay loader meeting municipal specifications is available;

AND THAT above the budgeted amount be funded from the Green Lane Community Trust and the Roads Equipment Reserve;

AND THAT in the event that the Public Works Superintendent is unable to find a used pay loader that meets municipal standards, a report will be brought back to Council to reconsider the budget allocation and authorize the procurement of a new apparatus.

Purpose:

The purpose of this report is to seek Council approval to order a used payloader apparatus and to inform Council of the advantages of authorizing negotiating capabilities to the Public Works Superintendent in light of a very limited market and requirement to purchase used heavy equipment as soon as it becomes available, outside of traditional procurement practice.

Good used, late model loaders are not readily available and when they are marketed, they usually sell very quickly. Having to bring prices of available loaders to council for approval each time a preferred apparatus becomes available, could take up to two weeks and in many cases the machine could very well be sold in that time. Staff deems it necessary to purchase a loader without using the typical procurement process in order to have the ability to purchase the right machine in a timely matter.

Background:

In 2022 budget meetings, Council requested that the budgeted amount of \$270,000.00 for a new loader be reduced to under \$200,000.00 by purchasing a used apparatus instead of a new machine.

Comment:

To capitalize on currently available used stock that is already on the market, and furthermore, to secure current pricing and estimated trade in value for the existing pay loader, Staff deems it is in the best interest of the Township to procure a used loader by authorizing the Public Works Superintendent to proceed with negotiating with vendors without using the typical procurement process, as permitted in the Township's Procurement Policy, By-Law 2018-82, as to be more cost-efficient and provide greater overall beneficial to the Township.

Financial Implications:

The proposed 2022 budget includes \$100,000.00 from equipment reserve and \$100,000.00 from Greenlane Trust to fund the purchase. Staff recommends that the 50/50 split still pertain.

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.

**Respectively Submitted by: Paul Van Vaerenbergh,
Public Works Superintendent**

**"Submitted electronically"
Approved by: Lisa Higgs**