



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday February 14, 2022

REGULAR MEETING OF COUNCIL

7:00 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 20, 2022 and the Regular Council Meeting of January 24, 2022
- (b) Minutes of the Emergency Control Group Meeting of January 27, 2022

5. DELEGATION

- (a) **7:30 p.m. - Jeff Carswell, Treasurer** – Presentation of the 2022 Budget

6. DRAINAGE

- (a) Approval of the Court of Revision Meeting Minutes of February 22, 2021

7. PLANNING

No business

8. REPORTS

- (a) Report from the Director of Infrastructure and Development Services
RE: Aggregate Resources Act Update
- (b) Report from the Director of Infrastructure and Development Services
RE: Shedden and Fingal Sanitary Detailed Design Award
- (c) Report from the Director of Infrastructure and Development Services
RE: Lynhurst Reconstruction Tender Award
- (d) Report from the Director of Infrastructure and Development RE: All-way
Stop at Talbot Grove Lane/Talbotville Gore Road

- (e) Report from the Treasurer RE: Section 357/Tax Incentive Adjustment Applications
- (f) Report from the CAO/Clerk RE: Elgin Area Primary Water Supply Systems Governance Steering Committee Decision Point
- (g) Report from the CAO/Clerk RE: Restricted Acts of Council – “Lame Duck” Period 2022
- (h) Report from the CAO/Clerk RE: Country Grocer Request to Open on Statutory Holidays
- (i) Report from the CAO/Clerk RE: Various Election Policies – Use of Corporate Resources, Recount Policy and Election Sign By-law.
- (j) Report from the CAO/Clerk RE: Frequency of Staff Monthly Reports

9. CORRESPONDENCE

- (a) Correspondence from the Solicitor General RE: Court Security and Prisoner Transportation Program (CSTP) and the Transfer Payment Program (TP)
- (b) Correspondence from the County of Middlesex RE: Official Plan Review
- (c) Correspondence from the Lower Thames Valley Conservation Authority RE: Member Appointment to Authority’s Board of Directors.
- (d) Correspondence from Tom Mrakas, Mayor of Aurora RE: Dissolve Ontario Land Tribunal Motion
- (e) Fee Waiver Request from Rosy Rhubarb Festival Committee

10. BY-LAWS

- (a) By-law No. 2022-08, being a by-law to adopt the Budget Estimates and Capital Projects for the year 2022.
- (b) By-law No. 2022-09, being a by-law to amend the assessment schedule of By-law No. 2020-62 based on the actual costs incurred for construction and improvement of the Barber Drain 2020.
- (c) By-law No. 2022-10, being a by-law to amend By-law No. 2004-20, to regulate the construction or alteration of any entranceways, private roads or access to a County Road
- (d) By-law No. 2022-11, being a by-law to amend the assessment schedule of By-law No. 2019-09 based on the actual costs incurred for construction of the Turville Drain No. 2.
- (e) By-law No. 2022-12, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 14, 2022

11. OTHER BUSINESS *(For Information Only)*

- (a) Ministry of Infrastructure RE: Ontario Connects: Bringing High-Speed Internet to Every Community
- (b) Resolution from the City of Brantford RE: Addressing the Revolving Door of Justice- Accountability for Sureties and Swift Justice

- (c) Zelinka Priamo Ltd RE: Draft Plan Approval Extension – McBain Farm Subdivision -34T-SO1801

12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) – Maternity Leave Options
- (b) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2))(c) – 2 items – Shedden Development Property and Conservation Authority Lands
- (c) Litigation or potential litigation including matters before administration tribunals, affecting the municipality or local board (section 239 (2) (e)) – Mels Minor Variance Appeal
- (d) Advice that is subject to solicitor-client privilege, including communication necessary for the purpose (section 239(2)) (f) – Shedden Commercial Property.
- (e) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Talbotville Development

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday February 28, 2022 @ 5:30 P.M.

Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Special Meeting of Council – Budget Deliberations and a Closed Session
Thursday January 20, 2022
4:00 p.m. Via Video Link

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

ABSENT: Councillor: S.Emons

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Jeff Carswell, Treasurer (4:00 p.m. – 5:21 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(4:00 p.m. – 5:21 p.m.)
Jeff McArthur, Fire Chief (4:00 p.m.– 5:21 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (4:00 p.m. – 5:21 p.m.)
Brent Clutterbuck, Drainage Superintendent (4:00 p.m. – 4:40 p.m.)
Corey Pemberton (4:00 p.m. – 5:21 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 summary of the budget report #2 which recommends that the budget changes contained in the report be approved, that the 2022 Budget Levy of

\$3,879,098 be approved and that staff be instructed to proceed with preparing the Budget Summary presentation and necessary by-laws and reports to implement the budget. Mr. Carswell provided information that the contribution to the Roads Infrastructure Reserve was lowered by \$25,000 and indicated that staff are recommending that the loader remain in the budget for 2022. Roads Superintendent Paul VanVaerenbergh provided a summary of the reasoning why the department needs a new loader and spoke to the challenges of using the existing loader since it needs many repair.

Deputy Mayor Monteith spoke to his opposition of replacing the payloader and his experience that the machine should last many more hours as well as a comment that the circulation of operators may contribute to the abuse of the equipment. Councillor Pennings asked Roads Superintendent VanVaerenbergh about the mechanisms (parking outside of the salt shed, parking in other areas, operator use) to expand the life cycle of the piece of equipment. There was a discussion on utilizing different pieces of equipment for the operation and Mr. VanVaerenbergh spoke to the regulatory and inspection challenges of these alternative solutions.

Council suggested that the Township consider leasing options instead of purchasing new in an effort to save funds. Councillor North suggested that for the purpose of budget, Council allocate \$200,000 for the loader and task the Public Works Superintendent with finding alternative solutions within that budget allocation.

Treasurer Carswell spoke to the Side-by-Side Utility vehicle and staff's opinion that more staff research is required prior to proceeding with the purchase in the 2022 budget. It is recommended that this be included in the 2023 budget.

Treasurer Carswell provided an update to Council with respect to the use of pickup trucks, recommending that the existing $\frac{3}{4}$ ton pickup truck be shifted to parks & facilities and a new $\frac{1}{2}$ ton pickup truck be purchased for the roads department.

Treasurer Carswell noted that the totals for the audio/visual update & consultant costs for the Council chambers have been lowered and park netting/backstops have been removed from the budget. Council discussed the remaining budget items including Keystone Complex flooring (deciding to proceed with the epoxy finish), recycling grant, the fire department extraction (proposed for 2023 budget), fire department vehicle (disposal of Taurus & related expenses), Family Day funding re-allocation, insurance costs, and minor expense adjustments.

Treasurer Carswell provided a brief summary of the changes to Council and the impact on the overall tax levy, ultimately placing the anticipated increase at 1.9%, estimating that when combined with the County and school board rates will lead to an estimated tax levy impact of 2% overall.

Treasurer Carswell recommended that the budget be approved in principle and staff be directed to bring forward the authorizing documents.

2022-12

Councillor Pennings – Councillor North

2022 Budget

THAT the budget changes contained in the report be approved;

AND THAT the 2022 Budget Levy of \$3,879,098 be approved;

AND THAT staff be instructed to proceed with preparing the Budget Summary presentation and necessary by-laws and reports to implement the 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

CLOSED SESSION:

2022- 13

Councillor North – Councillor Pennings

Closed Session

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **5:21 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239 (2) (f)) – Mels Appeal

<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 item that was discussed in the Closed Session.

ADJOURNMENT:

2022-14 Councillor Pennings – Councillor North

Adjournment

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **5:44 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



Regular Council Meeting
Monday January 24, 2022
5:30 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
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(5:30 p.m. – 6:15 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (5:30 p.m.– 6:00 p.m.)
Brent Clutterbuck, Drainage Superintendent (5:30 p.m. – 6:00 p.m.)
Bryan Pearce, Planner (5:30 p.m. – 6:15 p.m.)
June McLarty, Corporate Services Clerk (5:30 p.m.– 6:15 p.m.)

Mayor Jones called the meeting to order at 5:34 p.m.

ADDENDUM TO THE AGENDA:

8. REPORT:

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

DISCLOSURES:

There were no disclosures

ADOPTION OF MINUTES:

2022-15

Councillor North – Councillor Pennings

Minutes

THAT the Minutes of Special Council Meeting of January 6, 2022, Regular Council Meeting of January 10, 2022 and Special Council Meeting of January 12, 2022 are hereby adopted; and

THAT Council has reviewed the minutes of the Southwold Young at Heart Committee Meeting of December 14, 2021.

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

REPORTS:

2022-16

Councillor Emons – Councillor Pennings

**2021 Drainage
Reapportionments**

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.

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

CARRIED

**2022-17 Deputy Mayor Monteith – Councillor North Amendment to
COVID-19 Vaccine Policy**

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.

<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

**2022-18 Councillor Pennings – Councillor Emons TVDSB Trustees
2022-2026**

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

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.

<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- 19 Councillor North – Deputy Mayor Monteith 2022 Municipal Elections
Accessibility Plan**

THAT Council approve the 2022 Municipal Elections Accessibility Plan.

<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

THAT Council Receive this Report as Information;

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

<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

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.

<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:

COMMITTEE OF ADJUSTMENT

Minor Variance: MV 2022-01

In attendance: L. Sibley, Don West Construction Ltd.

2022-22 Councillor North – Councillor Pennings MV 2022-01

THAT the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance application MV 2022-01, filed by Donwest Construction C/O Lyndsay Sibley at **6:00 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

2022-23 Councillor North – Councillor Pennings Adjournment of C of A

THAT the meeting of the Committee of Adjustment to hear application MV 2022-01, filed by Donwest Construction C/O Lyndsay Sibley ends at **6:08 p.m.** and the regular meeting of council reconvene.

<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

CORRESPONDENCE:

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

2022-24

Deputy Mayor Monteith – Councillor Pennings

**PSB Board
Appointment Extension**

THAT Council of the Township of Southwold reappoint Ida McCallum as the community representative for Western Elgin on the Elgin Group Police services board until such time as the Ministry approves the new board.

<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

2022-25

Councillor Pennings – Councillor North

Correspondence Items

THAT Council receives and files the items under Correspondence.

<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. 2022-04, being a by-law to amend Building Department fees in By-law No. 2021-73
- 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.
- 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

2022-26

Councillor Emons – Councillor Pennings

By-laws

THAT By-laws Nos. 2022-04, 2022-06 and 2022-07, be read a first and second time;

AND THAT By-laws Nos. 2022-04, 2022-06 and 2022-07, be read a third time and finally passed.

<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

OTHER BUSINESS:

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

Council reviewed the items under other business.

ADJOURNMENT:

2022-27

Deputy Mayor Monteith – Councillor North

Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **6:15 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



TOWNSHIP OF SOUTHWOLD EMERGENCY CONTROL GROUP

MEETING MINUTES

Thursday January 27, 2022

9:00 a.m.

Via Video Link

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

Regrets: Robert Monteith, Barry Smith. Jeff McArthur

1. Update on COVID-19

J. VanRybroeck reported that on January 31st, 2022 some of the COVID-19 restrictions will be eased. On February 21st, 2022 more restrictions will be eased.

2. Work from Home

L. Higgs reported that since the beginning of the new year admin staff have continued to work from home with only 2 in the office at a time. Staff have remained in their teams. The office is still opened to the public. Council and Committee meetings are being held on-line.

The ECG discussed plans going forward. Staff will continue with the model until the February 21st date. The ECG will meet again 1 week prior to February 21st.

The Public Works department will continue to work in small groups and be separated as much as possible. We will discuss this department at the February meeting.

3. Facility Rentals

The ECG discussed the facility rentals with the eased restrictions as we have had a lot of inquiries. As of February 21st, small groups can have their meetings but still must follow government and public health guidelines. In March larger functions may be able to be held, subject to the guidelines. Renters will have to hire security for the larger functions. Further discussions on the larger events will be conducted at the next ECG meeting in February.

4. Health & Safety Protocols & PPE –

Inquiries have been made about using N95 masks. Staff will continue to use the surgical style masks and goggles.

5. Other business -no other business

6. Adjournment -9:25 a.m.



TOWNSHIP OF SOUTHWOLD

2022 BUDGET



Tax Levy



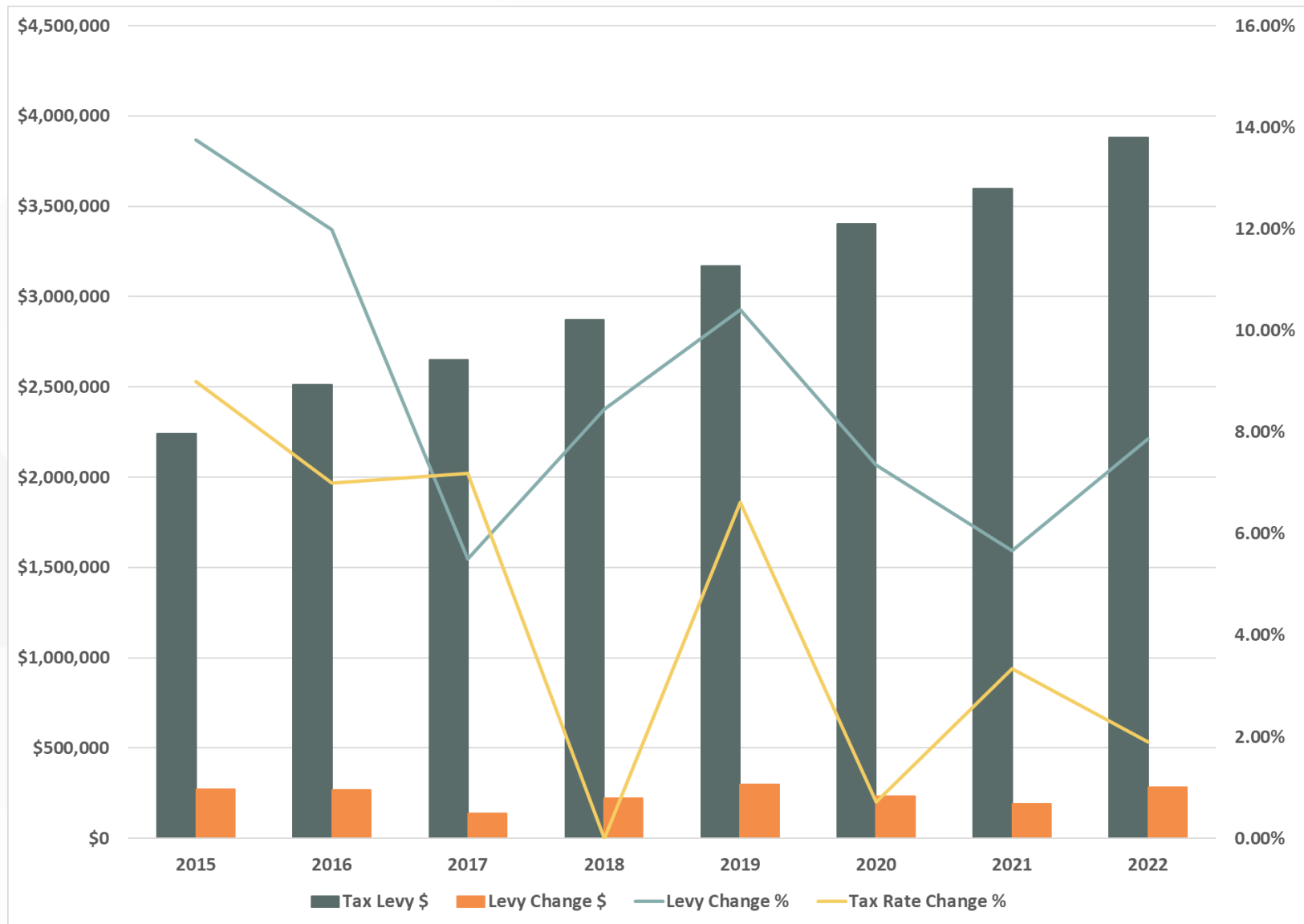
TOWNSHIP OF
Southwold

2022 Levy	\$3,879,098
2021 Levy	\$3,596,265
Levy \$ Increase	\$282,833
Levy % Increase	7.86%
Growth Adjusted Levy \$ Increase	\$72,207
Growth Adjusted Levy % Increase	2.01%
Tax Rate Change	1.90%

Historical Tax Levies



TOWNSHIP OF
Southwold



Township Median Residential Property



TOWNSHIP OF
Southwold

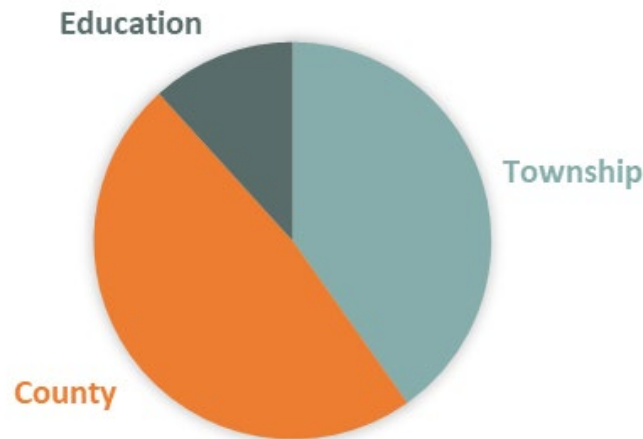
Year	Assessment	Taxes
2022	\$238,000.00	\$1,247.23
2021	\$238,000.00	\$1,224.02
\$ Change Annual	\$0.00	\$23.22
\$ Change / Month	\$0.00	\$1.93
% Change	0.00%	1.90%

Property Tax Allocation

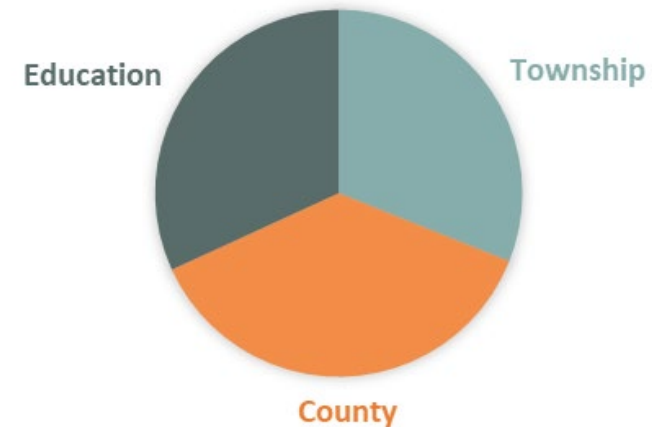


TOWNSHIP OF
Southwold

PROPERTY TAX ALLOCATION - RESIDENTIAL/FARM



PROPERTY TAX ALLOCATION - COMMERCIAL/INDUSTRIAL

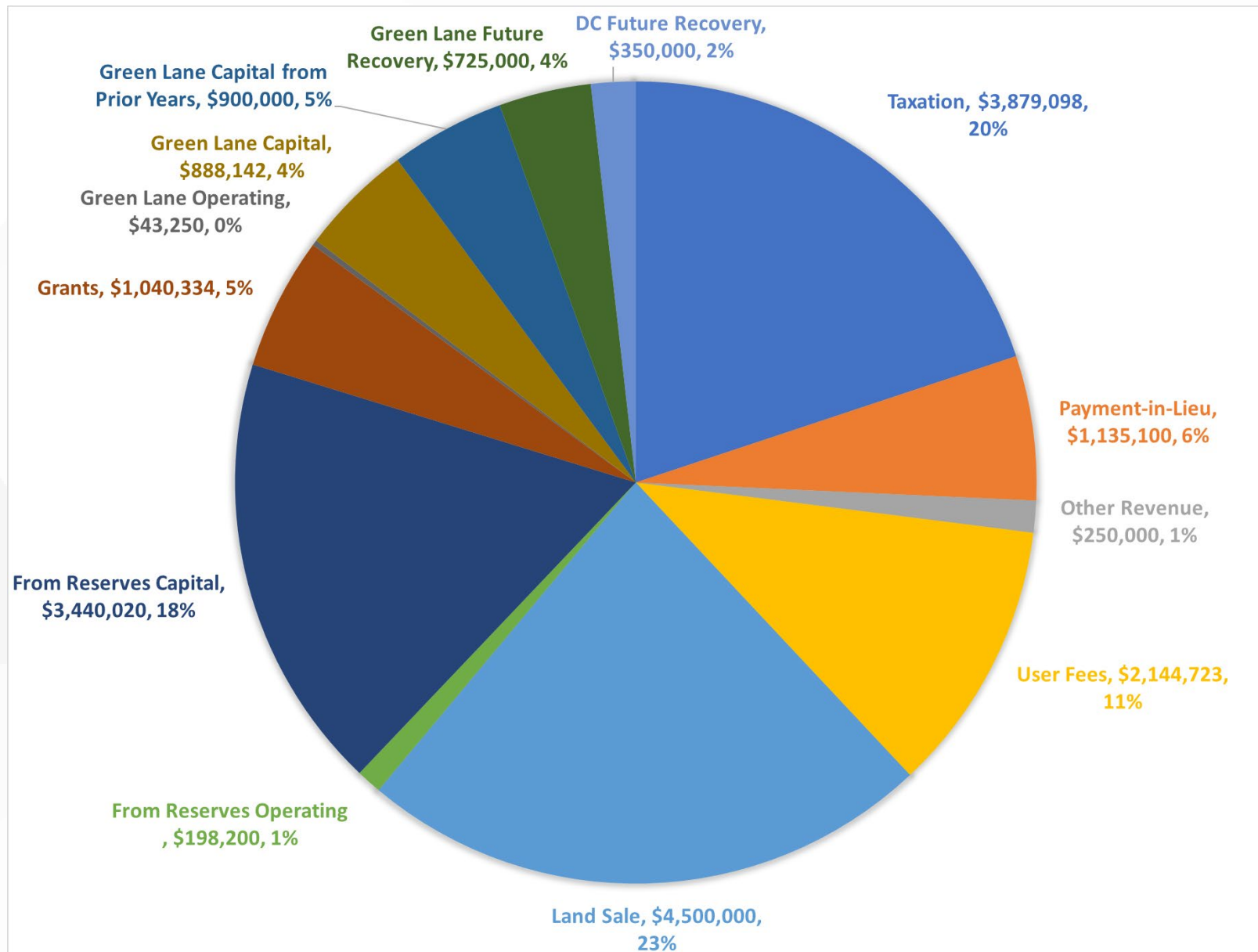


Education Tax Rates are set by the Province
Over time, the rates have been lowered to reflect increasing assessment; however, the decreases for Commercial/Industrial properties have not been as large or as often as the Residential/Farm rate decreases. This results in approximately 30% of the Commercial/Industrial tax bills being directed to education versus 12% for Residential/Farm.

Revenue Breakdown \$19,493,867



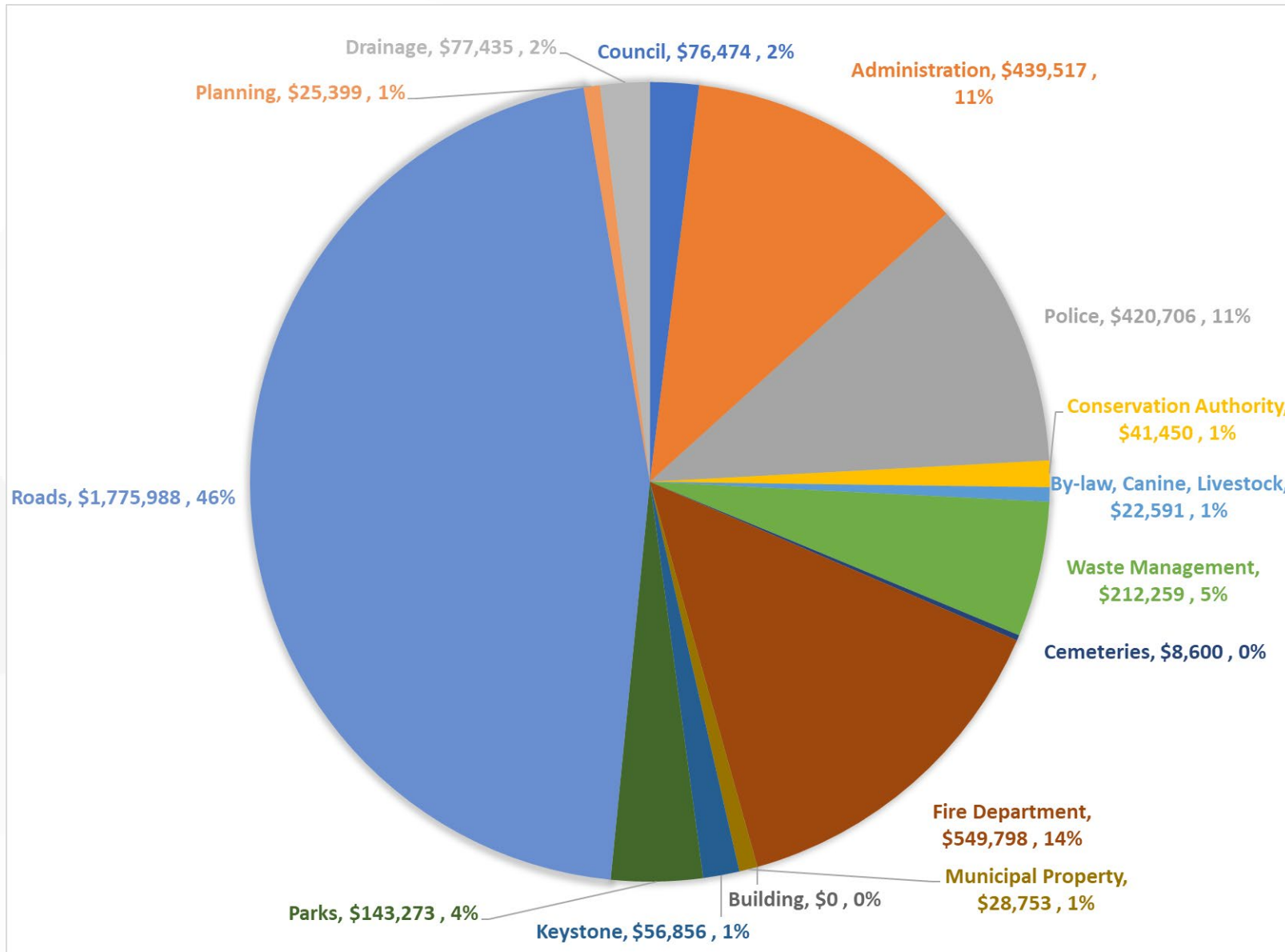
TOWNSHIP OF
Southwold



Allocation of \$3,897,089 Tax Levy



TOWNSHIP OF
Southwold



Green Lane Requests



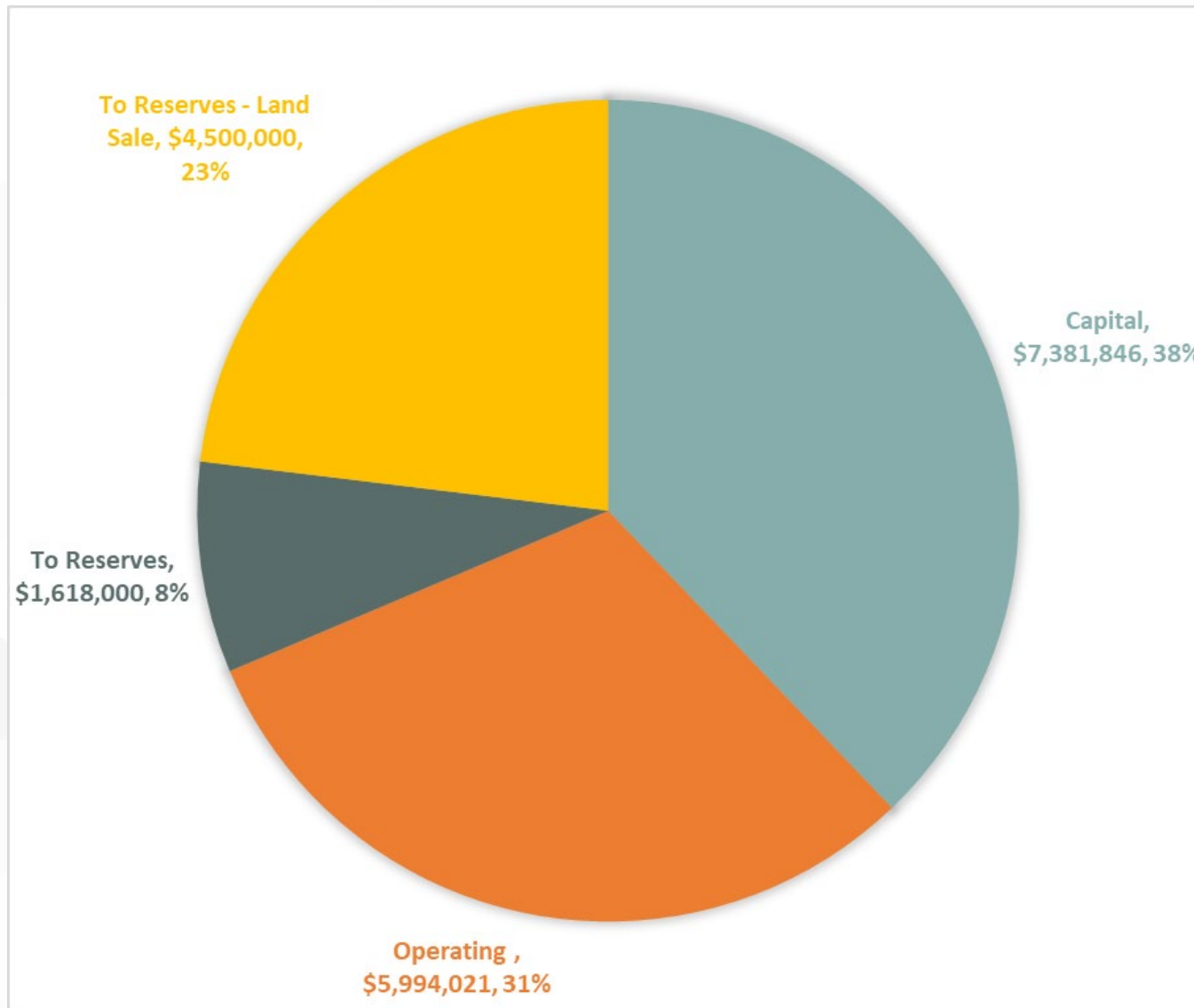
TOWNSHIP OF
Southwold

Description	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast
Operating Budget				
St. Thomas Recycling Centre- Township Cost	\$16,500	\$17,000	\$17,500	\$18,000
Zero Waste Committee Initiatives	\$2,500	\$2,500	\$3,000	\$3,000
Composter Program Sidsidy	\$5,000			
Seniors' Committee	\$5,000	\$5,000	\$5,000	\$5,000
Family Day	\$0	\$0	\$5,000	\$5,000
Basketball Nets - Multi-use Pad at Keystone	\$5,000			
Keystone Playground Perimeter Bollards		\$5,000		
Communities in Bloom	\$3,000	\$3,000	\$3,000	\$3,000
History Committee	\$2,000	\$2,000	\$2,000	\$2,000
Greening Communities	\$750	\$750	\$750	\$750
Parks - Turf Improvement/Overseeding	\$8,000	\$8,000	\$8,000	\$8,000
Total Operating	\$47,750	\$43,250	\$44,250	\$44,750
Capital Budget				
Talbotville Firehall	\$300,000		\$200,000	\$200,000
Talbotville Park	\$300,000	\$100,000	\$100,000	
Talbotville Pumper (2022)		\$225,000	\$225,000	
Tractor Roadside Mowing, Snow Plowing	\$65,000			
Roads 2011 International 50%	\$150,000			
1975 Talbotville Park Tractor	\$20,000			
Fingal Heritage Park Projects	\$30,000			
Fingal Heritage Park Projects		\$58,142		
Replace Roads 2012 Peterbilt 50%		\$132,500		
Replace Roads 2000 Mack T7 50%		\$150,000		
Replace Roads Backhoe 50%		\$87,500		
Replace Roads Loader 50%		\$135,000		
Replace Roads 2006 International 50%			\$140,000	
Replace Roads 2002 Caterpillar Grader 50%			\$250,000	
Roads - New Addition Trackless				\$135,000
Replace Roads 2011 Peterbilt 50%				\$145,000
Replace Roads 2009 Freightliner 50%				\$100,000
Total Capital	\$865,000	\$888,142	\$915,000	\$580,000
Total Green Lane Request	\$912,750	\$931,392	\$959,250	\$624,750

Expense Breakdown \$19,493,867



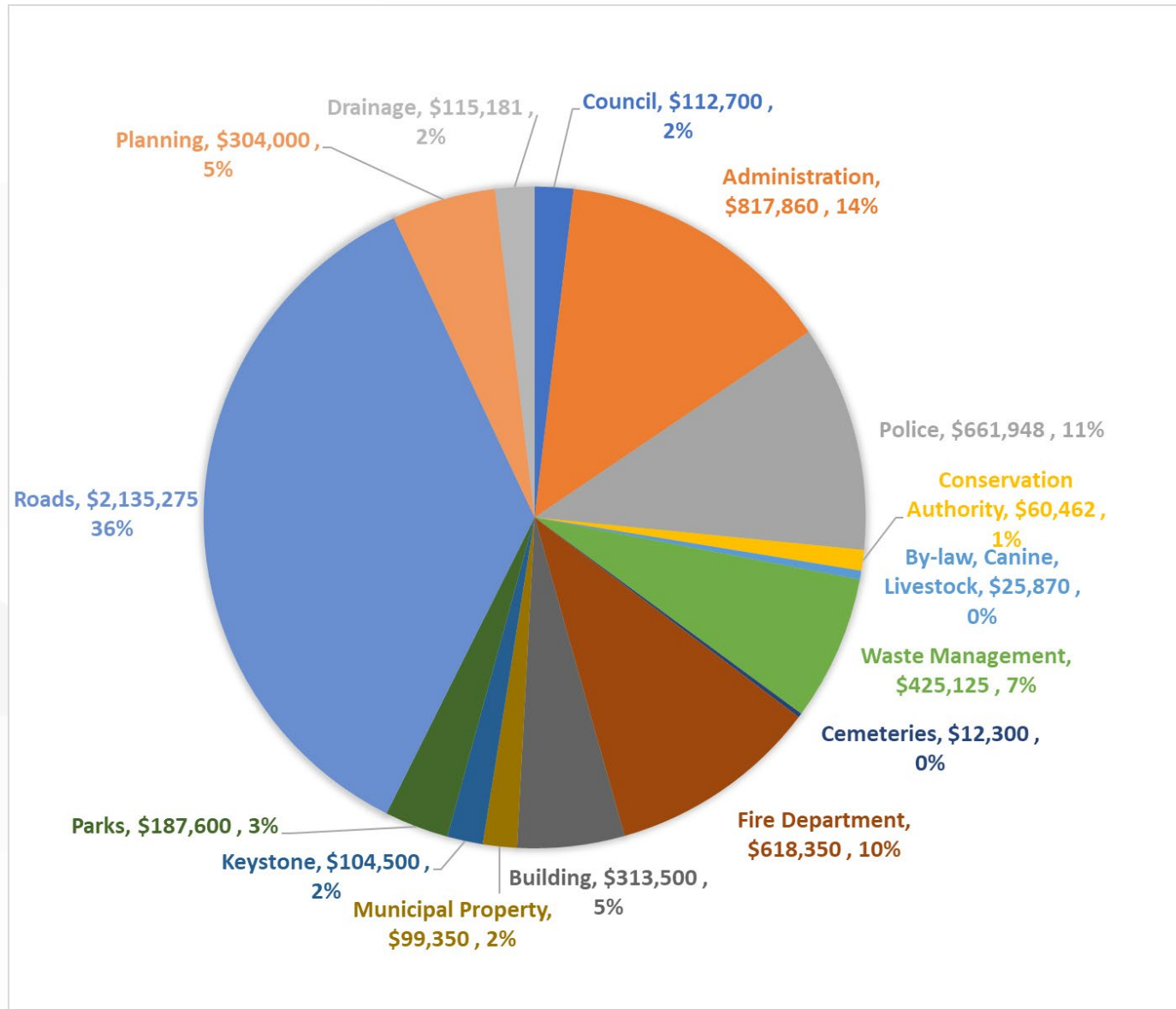
TOWNSHIP OF
Southwold



Operating Expense Breakdown



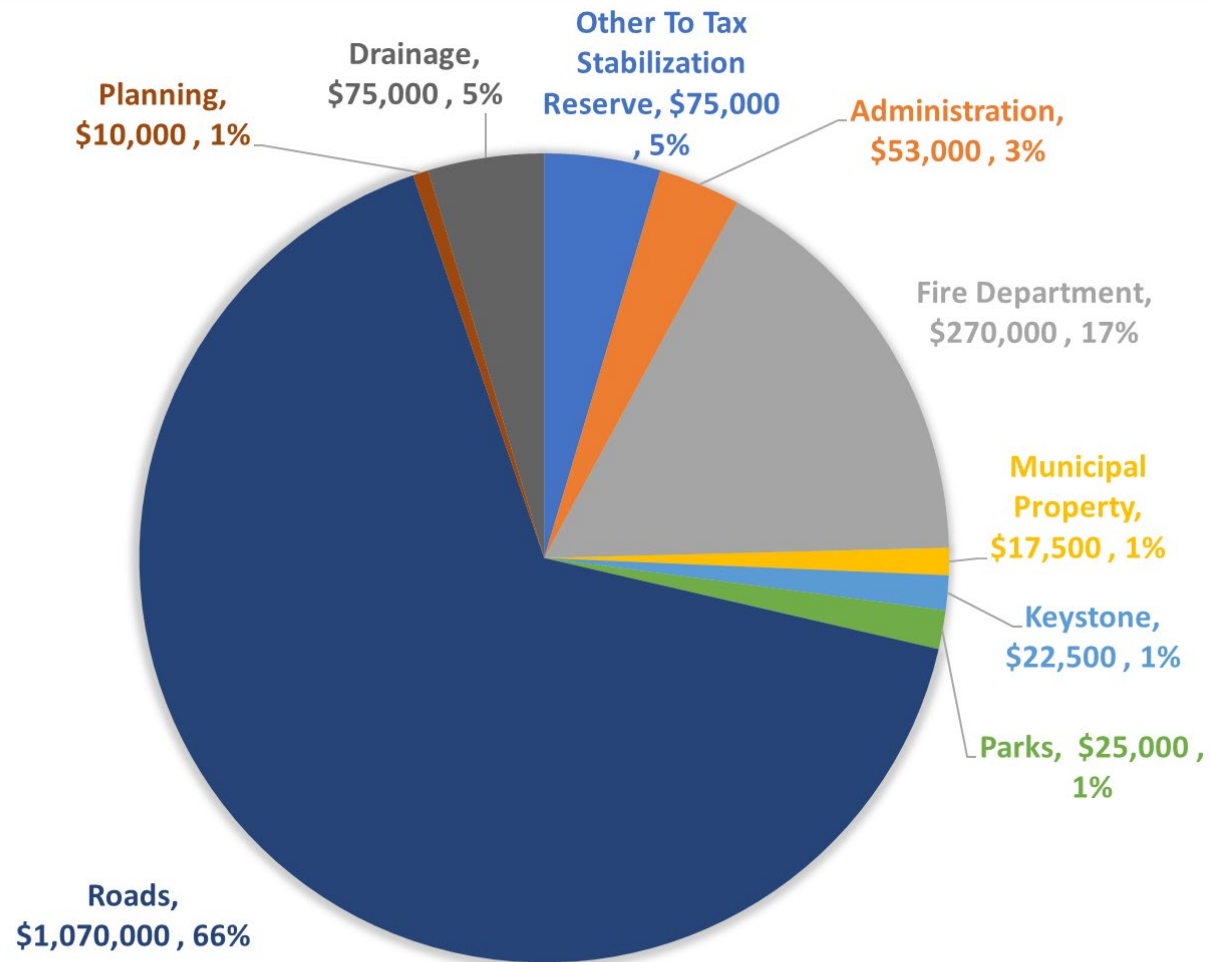
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Reserve Transfer Breakdown



TOWNSHIP OF
Southwold



2022 Capital Program \$7,371,846

- Details included in Schedule "B" to By-law 2022-08

Administration	\$383,950
Fire	\$2,541,950
Building	\$111,000
Admin Facility	\$100,000
Keystone and Library	\$85,150
Parks	\$209,642
Roads	\$1,992,435
Drainage	\$21,000
Bridges and Culverts	\$202,500
Road Facility	\$450,000
Road Equipment	\$1,274,219



Administration Projects

- IT equipment and server replacement – lifecycle replacements
- Fingal Office – Fibre Internet – investigate options
- Council IT requirements following election – \$7,500
- Asset Management Plan – PSD Citywide and contracted staff \$83,500
- Records Management Improvements – contracted staff \$43,500
- Phone system / VOIP – \$20,000
- Council Chambers Audio-visual / online meetings – \$20,000
- Industrial Lands Secondary Planning – \$31,250
- Funded from Equipment and Efficiency Reserve

Fire Department

- Talbotville Fire Station Construction Project - \$1,750,000
 - Ongoing from prior years
- Talbotville Pumper Replacement – Ordered \$615,000
- Ongoing equipment replacements – \$19,000
- PPE, Bunker Gear, SCBA replacements – \$38,700
- Shedden Station Training Pad – \$10,000
- Radio System Review \$5,000



Building & Community Services

- Additional vehicle for Deputy CBO - \$40,000
- Keystone Flooring - \$30,000
- Possible Eavestrough Repairs
- From prior years
 - Pavilion Exhaust
 - Stove Replacement
- Parks
 - Completion Talbotville Park Projects from 2021 – approx. \$2,000,000 overall
 - 20 Picnic Tables - \$6,500
 - Completion of park trails from 2021 – ICIP COVID Grant \$100,000
 - Fingal Heritage Park – Phase 2 and Healthy Initiatives Grant (\$30,000) Projects – funded from Green Lane



Roads and Infrastructure

- Gravel Road Improvements \$325,000
- Hard-top Improvements, Lake Line/Scotch Line - \$325,000
- Lynhurst Reconstruction – Road and Storm components \$1,850,000
- Guardrails and Edge Repairs - \$100,000
- Bridges
 - Complete 2nd Line Bridge (from 2021) \$653,000
 - Bridge Study required in 2022
 - Begin Engineering for Burwell Road Bridge

Roads and Infrastructure

- Fingal Road Facility
 - Consulting, engineering, design for improvements/renovations/construction - \$200,000
 - Possible construction in 2023
 - Include future office requirements in review for site plan impacts and overall space requirements
- Public Works Facility Requirements – Talbotville Area – investigate requirements and options
- Drainage – McIntosh Drain Road Assessment - \$21,000

Roads and Infrastructure

- Road Equipment
 - Replace 2000 Mack - \$300,000 (50% from Green Lane)
 - Replace Backhoe - \$175,000 (50% from Green Lane)
 - Replace Loader - \$200,000 used option (50% from Green Lane)
 - Replace 2012 Peterbilt - \$269,219 tendered in 2021 (50% from Green Lane)
 - ½ Pick-up - Replaces ¾ Ton transferred to Parks/Facilities Net cost to Roads - \$10,000 based on current NBV

Tax Comparisons



TOWNSHIP OF
Southwold



Assuming other municipalities have similar tax rate increases for 2022, Southwold taxes will continue to be about \$500 lower than the Elgin County Average and \$600 - \$700 lower than our immediate neighbours.





Meeting of the Court of Revision
Larson Drain West Branch "A" 2020 and Wallis Drain 2021
Monday February 22, 2021

Held at the Council Chambers, 35663 Fingal Line Fingal, Ontario/Via Video Link

Mayor Jones stated that this is the Court of Revision as required by the Drainage Act to afford any person assessed in the Larson Drain West Branch "A" 2020 provisionally adopted by by-law 2021-10 on January 25, 2021.

MEMBERS PRESENT: **Grant Jones, Chairman**
 Robert Monteith
 Sarah Emons
 Peter North
 Justin Pennings
 Ken Loveland, Secretary-Treasurer

C of R 2021-01 MOVED BY: Sarah Emons
 SECONDED BY: Justin Pennings

RESOLVED THAT Grant Jones as Chair, Robert Monteith, Sarah Emons, Peter North and Justin Pennings be appointed as members of the Court of Revision for the Larson Drain West Branch "A" 2020 and the Wallis Drain 2021.

AND THAT the Court of Revision for the Larson Drain West Branch "A" 2020 opens at **7:15 p.m.**
DISPOSITION: Carried

C of R 2021- 02 MOVED BY: Robert Monteith
 SECONDED BY: Peter North

RESOLVED THAT the minutes of the Court of Revision that was held on December 14, 2020 for the Barber Drain 2020 are hereby adopted.
DISPOSITION: Carried

C of R 2021-03 MOVED BY: Peter North
 SECONDED BY: Justin Pennings

RESOLVED THAT the Court of Revision accepts the updated assessment schedule for the Larson Drain West Branch "A" 2020.
DISPOSITION: Carried

C of R 2021-04

MOVED BY: Justin Pennings
SECONDED BY: Robert Monteith

RESOLVED THAT the Court of Revision for the Larson Drain West Branch "A" 2020 adjourns at **7:19 p.m.**;

AND the regular meeting of Council reconvene.
DISPOSITION: Carried

Mayor Jones stated that this is the Court of Revision as required by the Drainage Act to afford any person assessed in the Wallis Drain 2021 provisionally adopted by by-law 2021-11 on January 25, 2021.

C of R 2021-05

MOVED BY: Sarah Emons
SECONDED BY: Robert Monteith

RESOLVED THAT the Court of Revision for the Wallis Drain 2021 opens at 7:31 p.m.
DISPOSITION: Carried

C of R 2021-06

MOVED BY: Robert Monteith
SECONDED BY: Peter North

RESOLVED THAT the Court of Revision accepts the updated assessment schedule for the Wallis Drain 2021.
DISPOSITION: Carried

C of R 2021-07

MOVED BY: Justin Pennings
SECONDED BY: Sarah Emons

RESOLVED THAT the Court of Revision for the Wallis Drain 2021 adjourns at **7:34 p.m.**;

AND THAT the regular meeting of Council reconvenes.
DISPOSITION: Carried

Chairperson

Secretary-Treasurer



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

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

REPORT NO: ENG 2022-02

SUBJECT MATTER: Aggregate Resources Act Update

Recommendation(s):

None – for Council information.

Purpose:

The purpose of this report is to highlight to Council the proposed changes under the Aggregate Resources Act as well as provide our comments that Staff will be sending to the Ministry.

Background:

On January 10, 2022 Staff received correspondence from the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR). From Staff's review, we are comfortable with the changes and are sending one question to the Ministry, as it relates to updating Maps to include the type of fill these sites will be able to take. This will allow Staff and hired contractors to see if there are nearby sites available for fill.

The below is a summary of the proposed changes to the Aggregate Resources Act (ARA) to align with the Environmental Protection Act (EPA) changes under O.Reg. 406/19 for Soil Management and Excess Quality Standards.

Proposed Ontario Regulation (O.Reg. 244/97) changes:

To remain consistent with Provincial requirements under the EPA, the following applicable regulatory amendments are being proposed that are applicable to the Township:

1. All approval holders (existing and future) that are authorized to import material must meet the definition of excess soil for rehabilitation purposed at a minimum, and follow the standards and rules for Soil Management and Excess Quality Standards under O.Reg. 406/19.
 - a. Excess soil placed below the water table must follow the soil management rules for environmentally sensitive areas. Meaning they need to meet Table 1 requirements.

- b. Except in circumstances described in a, and when no other alternative is available, a site specific standard developed through using the Beneficial Reuse Assessment tool (BRAT).
2. In addition, to support oversight of the importation of excess soil under the ARA the NDMNRF proposes that all aggregate sites:
 - a. Keep written records that identify source site, quality, quantity and placement location
 - b. Retain a Qualified Person (QP) if placing quantities larger than 10,000m³ of excess soil and/or placing excess soil below the water table that:
 - i. Suitable soil quality is received for reused based on conditions at the site and approved for the future land use
 - ii. Final placement of excess soil on site is overseen by a QP
3. For existing license holders authorized to import fill to facilitate rehabilitation, add rules in regulation, then when followed would allow enabled approval holders to make specific changes to their site without ministry review (self-filed amendment)

NDMNRF proposes to rescind policy, A.R. 6.00.02 Importation of Inert Fill for the Purpose of Rehabilitation, and replace with the following:

Applicants proposing a future aggregate site:

- Will demonstrate that the quantity of excess soil estimated to be received is consistent with the quantity necessary to achieve site specific conditions specified in the rehabilitation plan to support to proposed future use.
- Will provide detail on the site plan that makes the applicable excess soil quality obvious in accordance with the aggregate resources of Ontario site plan standards.

Applicants on existing approved sites will:

- Follow soil quality standards for agricultural and other property use under the EPA when the future use is not identified in the approval rehabilitation plan, so future use isn't limited.
- Complete consultation as directed by the Ministry if requesting to make a significant change such as to the rehabilitation plan

Future and existing sites will:

- Follow the Best Management Practices for Aggregate Pit and Quarry Rehabilitation, available on the Ontario Society of Professional Engineers website when importing and placing excess soil.
- For applications proposing to fill-to-grade, potential impacts to the community from the fill operation and prolonged life of the site will be considered.
- Liquid soil will not be authorized for importing under the Aggregate Resources Act.

Anticipated outcomes:

- Consistency with provincial requirements for the reuse of excess soil at a reuse site throughout the province.
- Increased flexibility for aggregate site approval holders to plan and undertake rehabilitation in a cost-effective manner
- Record keeping and oversight by a QP.

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

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

REPORT NO: ENG 2022-03

SUBJECT MATTER: Shedden and Fingal Sanitary Detailed Design Award

Recommendation(s):

That Council award the Shedden and Fingal design assignments for the sanitary sewer system to Dillon Consulting Limited for Project A at a cost of \$180,045.42 and MTE Consulting for Project B at a cost of \$243,986.43.

Purpose:

The purpose of this report is for Council to award the detailed design assignment to the successful consultants for Project A and Project B on the sanitary sewer conveyance system and wastewater treatment plant designs in Shedden and Fingal.

Background:

Following the Environmental Assessment for the Shedden and Fingal Sanitary Sewer system, Township Staff created an Expression of Interest and then Request for Proposal for consultants to assist with the detailed design of this sanitary system.

During the Expression of Interest procurement stage, the Township received four consultant proposals for Project A and five consultant proposals for Project B. Staff shortlisted to three consultants on each Project, as several of the consultants' proposals did not meet the Township requirements. The three short listed consultants were Dillon Consulting Limited, RJ Burnside & Associates Limited and MTE Consultants.

On January 18th 2022, the Request for Proposal procurement stage closed, and staff received proposals for both projects from the three short listed consultants. Alongside peer engineering support to form the evaluation team, staff reviewed the technical proposals, prior to opening the cost proposals; all three consultants met the technical requirements. Based on the Request for Proposal point matrix system, Dillon Consulting Limited was the successful consultant for Project A, and MTE Consultants was the successful consultant for Project B.

From the proposals reviewed and based on the procurement policy, Staff recommend moving forward with Dillon Consulting Limited for Project A and MTE Consulting for

Project B. Staff are confident that both consultants will be able to complete the work based on their past experiences.

Following approval of the proposals, staff will coordinate a project start up meeting to work through the schedule and deliverables with each consultant.

Financial Implications:

The Township can fund this project from our reserves without taking on any debt to assist in bringing development growth to these areas.

Funds for this project will be recovered through the sanitary sewer connection charges for development within the Shedden and Fingal settlement areas. The sanitary sewer connection charges will be determined during the detailed design assignment.

Strategic Plan Goals:

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

- ☒ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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Respectfully Submitted by:
Peter Kavcic, P.Eng.
Director of Infrastructure and
Development Services
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

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

REPORT NO: ENG 2022-04

SUBJECT MATTER: Lynhurst Reconstruction Project Award

Recommendation(s):

THAT Report ENG2022-04 relating to Lynhurst Reconstruction Project Award, be received for information; and

THAT the tender submitted by Cassidy Construction London in the amount \$2,373,224.60, excluding HST, be accepted.

THAT the consultant administration proposal submitted by Spriet Associates Engineering and Architects in the amount of \$166,190.00, excluding HST, be accepted.

Purpose:

The purpose of this report is for Council to award the construction tender and consultant administration proposal for the Lynhurst Reconstruction project that is planned for construction in Spring 2022.

Background:

Lynhurst Park Drive and Lyn Court are two streets that have aging watermain and storm infrastructure that require replacement. The proposed works include replacement of watermain, storm sewers, installation of curb and gutter and the asphalt roadway.

The tender for the Lynhurst Reconstruction project was pre-qualified similar to the Shady Lane and Greenpark Drive project. Following the pre-qualification, Staff and Spriet Associates Engineering and Architects (Spriet) posted the tender early in January to receive competitive pricing. The tender closed on February 8, 2022 at 2:00pm. Bids were received from the following companies:

	Bidder	Total Contract Price (excluding HST)
1	Cassidy Construction London	\$2,373,224.60
2	L-82 Construction Limited	\$ 2,550,499.39
3	PV-EX Construction Ltd.	\$2,728,921.72

All bids were found to be compliant. Project start date is flexible and will be determined when the contractor finalizes their schedule. Construction duration has been specified at four months with a maximum completion date of November 15, 2022. This strategy maximizes economic value by offering contractors project start date control and balances social impact through construction duration specification (4 months).

A letter will be provided to property owners prior to construction indicating project schedule and impacts.

Spriet's construction administrative proposal provides good value as it takes into account both full time and part time inspection throughout the project. With Spriet having experience throughout the design stage, they will provide the best value to the Township for the construction administration stage given their involvement to date.

Financial Implications:

Given that the project was tendered early with three bids received and that contract unit prices are in alignment with historical values, it is Staff's opinion that competitive pricing was received. The below table shows the total tender and construction administration proposal cost as well as the project budget.

	Expenditures	Funding
Tender	\$2,273,224.60	
Contingency	\$100,000.00	
Net HST	\$41,768.75	
Spriet Proposal	\$166,190.00	
Net HST	\$2,924.94	
Total Tender and Proposal Price	\$2,584,108.29	
Allocated Funding:		\$2,975,000

Based on the above, it is recommended to proceed with this project.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

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

REPORT NO: ENG 2022-05

SUBJECT MATTER: All-way Stop at Talbot Grove/Talbotville Gore

Recommendation(s):

THAT Council direct staff to investigate an all-way stop warrant at the intersection of Talbot Grove Lane and Talbotville Gore Road following phase II of the Ridge being fully occupied.

THAT Council direct staff to implement design standards and consider traffic calming standards based on applicability within the Township.

Purpose:

The purpose of this report is for Council to direct Staff to investigate an all-way stop warrant at Talbot Gore Lane and Talbotville Gore Road following phase II of the Ridge being fully occupied.

Also, Staff have heard from several residents regarding speed and potential traffic calming within the Talbotville Settlement area. Staff will review the applicability of traffic calming in the Township as part of the 2022 design standards implementation.

Background:

Staff have received several resident questions in January about the installation of an all-way stop at the Talbot Grove Lane and Talbotville Gore Road intersection, see intersection below.



Staff will follow the requirements for all way stop installation as set out in Provincial guidance, which is provided in the Ontario Traffic Manual (OTM) Book 5: Regulatory Signs. The warrant requirements from OTM Book 5 have been provided below for minor roads:

All-way Stop Minimum Volume Warrant (Minor Roads)

All-way stop control may be considered on minor roads where the following conditions are met:

- Total vehicle volume exceeds 350 for the highest hour recorded; and
- Volume split does not exceed 75/25 for three-way control

All-way Stop Collision Warrant:

For the purposes of this warrant, a high accident frequency is an average of four collisions per year over a three-year period. Only those accidents susceptible to relief through multi-way stop control must be considered (ie. Right angle and turning type collisions).

The OTM Book 5 highlights that inappropriate use of an all-way stop should not be considered as a speed control (traffic calming device) or as a means to deter the movement of through traffic in residential areas. Under this guidance, Staff will review the requirement for an all-way stop control following occupancy of Phase II of the Ridge.

Based on the number of homes for the Ridge community, Staff can estimate the peak hourly trips using the Institution of Transportation Engineers trip generation rates as guidance. The two highest trip frequencies are AM Peak out (0.56) and PM Peak in (0.62). From these trip generation rates and the 124 homes within phase II of the Ridge, the estimated AM peak vehicles per hour is 69 and the estimated PM peak vehicles per hour is 77. Based on the estimated trips from the Ridge community, it is unlikely the volumes will warrant an installation of an all-way stop; however, staff will verify this in the field.

In addition to the-all way stop concerns, residents have highlighted speeding concerns and the need for traffic calming on Talbotville Gore Road. At this time, staff do not feel traffic calming is required in this settlement area and that a wholistic review of the Township's design standards are required. Reviewing applicability of traffic calming in the Township should be our first step, as adding inappropriate traffic calming measures in an area could lead to an undesirable outcome or additional requests for traffic calming. A traffic calming program can have a large impact on staff time, and a thorough review will need to be completed in conjunction with our design standards. As

a reference, the City of St. Thomas and Township of Dutton/Dunwich do not have traffic calming standards. The Municipality of Central Elgin has adopted a traffic calming policy that is based on the City of London's traffic calming program.

Financial Implications:

None.

Strategic Plan Goals:

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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Respectfully Submitted by:
Peter Kavcic, P.Eng.
Director of Infrastructure and
Development Services
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO: FIN 2022-05

SUBJECT MATTER: Section 357/Tax Incentive Adjustment Applications

Recommendation:

1. That Council approves the total adjustment of taxes for the 2021 tax year resulting from Municipal Act, Section 357 / Tax Incentive Adjustment applications, as presented, in the amount of \$30,919.30.

Purpose:

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

Background:

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

Comments/Analysis:

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

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2021	Tax Incentive Adjustments	\$12,343.51	\$14,999.04	\$3,576.75	\$30,919.30
	Total	\$12,343.51	\$14,999.04	\$3,576.75	\$30,919.30

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

Section 357(3) of the Assessment Act states that an application must be filed with the Treasurer on or before February 28 of the year following the year in respect of which the application is made.

Financial Implications:

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards. The Township portion the tax adjustments are \$12,343.51.

Strategic Plan Goals:

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

- ☒ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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Respectfully Submitted by:
Jeff Carswell, Treasurer
"Submitted electronically"

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

2021.11.18 8.0 9759
Run Date: 02/10/22
Business Date: 02/10/22

08:39AM

Township Of Southwold
2021 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-000-00000-0000 TO 34-24-999-999-99999-9999

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 01/01/21: 000-007-10500-0	1,958,000	5,879.35	2,316.06	2,814.35	0.00	748.94	0.00	0.00	0.00	0.00
F T 01/01/21: 000-007-10700-0	1,159,000	3,480.17	1,370.95	1,665.90	0.00	443.32	0.00	0.00	0.00	0.00
TOTAL FARMLAND		9,359.52	3,687.01	4,480.25	0.00	1,192.26	0.00	0.00	0.00	0.00
R T 01/01/21: 000-007-10500-0	-1,958,000	-25,301.87	-10,069.86	-12,236.27	0.00	-2,995.74	0.00	0.00	0.00	0.00
R T 01/01/21: 000-007-10700-0	-1,159,000	-14,976.95	-5,960.66	-7,243.02	0.00	-1,773.27	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-40,278.82	-16,030.52	-19,479.29	0.00	-4,769.01	0.00	0.00	0.00	0.00
Category Totals:		-30,919.30	-12,343.51	-14,999.04	0.00	-3,576.75	0.00	0.00	0.00	0.00

Supplemental Billing Total: -30,919.30

Demand Date: 02/10/22

Due: 02/10/22 -30,919.30

Net Adjustments 0.00

Net Billing Amount: -30,919.30

Number of Bills Generated: 2



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-07

SUBJECT MATTER: EAPWSS Governance Steering Committee Decision Point

Recommendation(s):

That Report CAO 2022-07 entitled Elgin Area Primary Water Supply Systems Governance Steering Committee Decision Point be received for information; and that the Southwold Steering Committee members be provided feedback from Council on either:

Option A

Agreeing in principle to pursuing the establishment of the Elgin Area Water System as a Joint Municipal Board or Municipal Service Corporation; and,

Agreeing in principle to further discussion around changes in governance and stakeholder representation under a new structure.

Option B

Supporting the continuation of the Elgin Area Water System Board's existing structure and representation model.

Purpose:

The purpose of this report is to provide information to Council on the decision point faced by EAPWSS governance steering committee members and to solicit feedback on the various options being presented to the committee.

Background:

In 2020, the Lake Huron & Elgin Area Water Systems Steering Committee was established to review the legal and governance structure of the Lake Huron and Elgin water systems. Regular virtual meetings of the Steering Committee have occurred since that time. Dialogue has progressed to a decision point for Councils upon whether this work should proceed any further.

The Lake Huron Water Supply System and Elgin Area Water Supply System was transferred from the province to the benefiting municipalities in 2000 as an undivided share and tenant-in-common. The transfer agreement, attached to this report as Schedule 'A', outlines the initial board of management and governance structure.

The enabling transfer does not specifically establish the new entity as a corporate body or joint municipal board. Recently the Lake Huron & Elgin Area Water Supply System has undertaken a legal review that supports incorporation, (either as one entity or two separate entities). They have recommended that each municipality seek their own legal opinion upon this. Attached to this report as Schedule 'B' is a presentation compiled by Andrew Henry, outlining the current governance structure and its creation alongside various concerns that he has noted with the existing model. Among these concerns noted by Mr. Henry are:

- transfer orders imply 'corporate' legal status, but not explicitly stated. Mr. Henry questions, "linkage to Municipal Act unclear (status as a local board?) can they have employees? (employment standards act, labour relations act, occupational health and safety act, workplace safety & insurance board, etc.)
- if a 'corporate' legal status and have a bank account: regional system could hold debt, noting that currently municipalities collectively hold the debt annually in proportion to their water supply volume
- if a 'corporate' legal status: implication of Safe Drinking Water Act s.19 (standard of care) and liability to municipalities

In his presentation, Mr. Henry outlines various alternative options to the status quo, including the formation of either a Municipal Services Board or a Municipal Services Corporation.

In order to pursue the incorporation, a business case(s) must be developed, and public participation meetings must be held in accordance with Ontario Regulation 599/06 (Municipal Services Corporations) of the Municipal Act. In addition, a Shareholders Declaration will need to be negotiated and approved by all implicated municipalities.

As noted, in 2020 the Lake Huron & Elgin Area Water Systems Steering Committee was established to consider the establishment of joint municipal service boards and/or municipal service corporations. Considerations included but were not limited to; reductions in legal liabilities, debt issuance, meeting employer obligations, governance structure, financing, and permitted business activities. The Township nominated Mayor Grant Jones and Deputy Mayor Robert Monteith the participate in the steering committee discussions.

This report does not provide a detailed analysis of Steering Committee discussions; however, Andrew Henry, Director of the Regional Water Supply, is available to attend a future Council meeting and present upon request and the Township's Steering Committee members are available to answer questions about the work of the Committee.

The mandate of the Steering Committee requires the presentation of a consensus position to municipal councils. This option has not been advanced due to expectations that some municipalities may vote to support the status quo. Unanimous support is required in each respective regional system.

Recommendation A before Council does not commit Council to a specific model. This option does however direct staff to work towards a consensus recommendation with the Steering Committee for the consideration of Council.

Comment:

At this time, Southwold and other Elgin area municipalities have not proceeded to undertake a legal review of the Lake Huron & Elgin Area Water Supply System's legal status due to the costs associated. Staff believe any legal challenge based solely upon the insufficiency of the transfer order to define the Regional System's ability to execute their operations would fail. This again, is not a legal opinion, but one derived from local experience with bodies established through enabling legislation.

The ambiguity around the Lake Huron & Elgin Water System's legal status is in Staff's opinion commonplace in municipal government. For example, many small municipalities were established as a police village in the mid-1800's and they continue to rely upon this as their enabling act of incorporation. As a result, staff does not have specific concerns around the Lake Huron & Elgin Water System continuing to operate based upon the transfer order.

Staff's position is not to indicate that there are not potential benefits to the changes being considered. Clear benefits exist such as an improved reporting structure and clearer definition of employer obligations for the regional systems. There are also downsides such as the potential marginalization of local councils in decision-making. Other aspects of a potential transition could be viewed as either positive or negative based upon future hypothetical events. These would include; increased pooled liability, potential changes to grant eligibility, and financing options.

In respect to options being evaluated it is important to highlight that debt issuance is currently done by the City of London, which has a AAA credit rating. The incorporation of the water system would lead to a lower credit rating and increase debt carrying costs. The cost impact of this would depend upon increases in interest rates and could be understated in current assessment due to current interest rates. Staff have reviewed the note in Mr. Henry's presentation that municipalities collectively hold the debt annually in proportion to their water supply volume. At this time, Southwold has not historically accounted for proportionate debt held for the primary or secondary water boards in our annual audited Financial Statements. In conversation with the Township auditor, including this note is a minor change to the annual Financial Statements and can be included on a go forward basis.

The Joint Municipal Service Board scenario is more complex. These boards cannot carry any debt. As a result, municipalities would be required to collectively hold the debt for the regional water system and account for it within their own debt thresholds. This holds the potential to be administratively burdensome for local municipalities to administer.

Staff are not taking a position upon the status quo or proposed changes. If Council does decide to proceed with consideration of a new model, staff will advocate for the best interest and representation of Southwold within that model. We do feel confident that we will be able to work with the Steering Committee to establish a new system. Staff do however have relevant concerns that any such proposal will receive approval from all municipalities in the Elgin System. In conversation with staff at various Elgin municipalities, Southwold staff can confirm that most staff are under the impression that their steering committee members are electing to maintain the status quo, with some considering the municipal services board as an option.

The formation of a Joint Municipal Services Board(s) or Municipal Services Corporation is entirely the purview of the benefiting municipalities of the respective water system and can only be achieved through unanimous agreement. Should a municipality in the Elgin system adopt a resolution in support of the status quo, there may be no need for another municipality to take any position upon this matter.

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

SCHEDULE 'A'

Municipal Water and Sewage Transfer Act, 1997
Section 2

Transfer Order for the
ELGIN AREA PRIMARY WATER SUPPLY SYSTEM
Transfer Order Elgin Area W1/1998

To: The Corporation of the City of London
City Clerk, Attention: Jeffrey A. Malpass

And to: The Corporation of the Town of Aylmer
Clerk, Attention: Phyllis Ketchabaw

The Corporation of the Municipality of Bayham
Administrator - Treasurer, Attention: Suzanna Mantel

The Corporation of the Municipality of Central Elgin
Administrator/Clerk, Attention: Ken G. Sloan

The Corporation of the Township of Malahide
Administrator/Clerk, Attention: Randall R. Millard

The Corporation of the Township of Southwold
CAO/Clerk-Treasurer, Attention: David Aristone

The Corporation of the City of St. Thomas
City Clerk, Attention: Peter J. Leack

(the "Municipalities")

Whereas the Ontario Clean Water Agency (the "Agency") is the owner of the Elgin Area Primary Water Supply System (the "System") described in Schedule B;

Whereas the Agency is responsible for the operation of the System;

Whereas The Ontario Water Resources Commission (the "Commission"), (predecessor to the Ministry of the Environment), and the Ford Motor Company of Canada Limited ("Ford") entered into an agreement dated September 20, 1967, as amended by an agreement dated October 26, 1971, to provide water works to serve, among others, Ford at its assembly plant near St. Thomas, Ontario;

Whereas the Ministry of the Environment (the "Ministry") (the successor to the Ministry of Environment and Energy) gave notice of the proposal to issue this Transfer Order to the Municipalities on the **13th day of November, 1998;**

Whereas submissions were received and considered in the finalization of the Orders;

Pursuant to subsection 2(1) of the *Municipal Water and Sewage Transfer Act, 1997* (MWASTA), the works, properties and assets acquired by the Province for the purpose of the System, including any other assets, liabilities, rights and obligations of the Agency, (except as provided below or in orders under section 10 or subsection 2(6) of MWASTA), are hereby transferred jointly to the Municipalities, effective the 21st day of November, 2000.

This Transfer Order does not transfer any chattels used by the Agency in connection with the operation of the System. The title to such chattels remains governed by the agreement under which the System is operated from time to time.

For greater certainty, but not so as to restrict the generality of the foregoing, the rights and obligations of the Agency under the agreements described in Schedule B are transferred jointly to the Municipalities.

Pursuant to subsection 2(5) of MWASTA, certain liabilities are not transferred, but all other liabilities and obligations of the Agency or its predecessors with respect to the System (other than the Agency's continued obligation to operate them under section 7 of MWASTA) are transferred jointly to the Municipalities.

Supplementary transfer orders for registration purposes confirming the transfer of the interests in land transferred by this order will be issued under subsection 2(6) of MWASTA.

For greater certainty, the rights and obligations of the Agency under any agreement (including those between a railway, a company that operates a pipeline, or the Government of Canada with respect to a canal or other federally-owned waterway or airport and the Agency or one of its predecessors) providing for a railway, pipeline, waterway or airport and the System crossing each other or occupying the same property, are transferred jointly to the Municipalities.

Pursuant to section 8 of MWASTA, this transfer order does not affect the Municipalities' obligations to make payments to the Agency.

Subject to subsection 8(3) and section 10 of MWASTA, the Municipalities will continue to make payments on account of capital (principal and interest) to the Agency until the balance of the capital has been repaid to the Crown.

Pursuant to section 9 of MWASTA, the Joint Board established in Schedule A will continue to provide water services to the St. Thomas Area Secondary Water Supply System in a manner that will enable The Corporation of the Township of Southwold to provide water services to Ford in accordance with the provisions of Transfer Order "St. Thomas Area W1 1998", a copy of which has been provided to the Municipalities.

Subject to section 10 of *MWASTA*, subsequent to this transfer occurring, the Agency will issue one (or, if necessary, more) adjusting account(s) and the Municipalities shall make the payment(s) required by the account(s) to the Agency or, in the event an adjusting account shows an overpayment, the Agency shall make the required payment(s) to the Municipalities.

The management of the System will be governed by Schedule A.

Dated the 29th day of November, 2000.


Minister of the Environment

Municipal Water and Sewage Transfer Act, 1997

Schedule A

To a Transfer Order to:

**The Corporation of the Town of Aylmer
The Corporation of the Municipality of Bayham
The Corporation of the Municipality of Central Elgin
The Corporation of the City of London
The Corporation of the Township of Malahide
The Corporation of the Township of Southwold
The Corporation of the City of St. Thomas**

**ELGIN AREA PRIMARY WATER SUPPLY SYSTEM
JOINT MANAGEMENT**

This transfer order is subject to the following terms and conditions.

Joint Board of Management

1. A Joint Board of Management (the "Joint Board") is hereby established to govern the management of the Elgin Area Primary Water Supply System (the "System") described in Schedule B.
 - (a) The Joint Board shall comprise seven (7) Representatives ("Representatives"); the council of The Corporation of the City of London may appoint three (3) Representatives; the council of The Corporation of the City of St. Thomas may appoint two (2) Representatives; the councils of The Corporation of the Municipality of Bayham, The Corporation of the Township of Malahide and The Corporation of the Town of Aylmer together may appoint one (1) Representative annually with the appointment to rotate annually amongst the three municipalities; and the councils of The Corporation of the Municipality of Central Elgin and The Corporation of the Township of Southwold together may appoint one (1) Representative annually with the appointment to rotate annually between the two municipalities.
 - (b) Alternative Representatives may be appointed for each Representative by the same means as in paragraph (a). An Alternative Representative, in the absence of the Representative, is entitled to attend meetings of the Joint Board and vote.
 - (c) Representatives on the Joint Board will serve at the pleasure of their respective municipal council.

- (d) Representatives will not receive any remuneration, other than for expenses. This does not prevent a member who is also a member of a municipal council or board from receiving remuneration as a municipal councillor or board member.
- (e) Each Representative will have one (1) vote. Except where otherwise specified in this Schedule, the Joint Board will make decisions by a simple majority vote. In calculating whether a vote has carried, only the votes of those present and voting shall be considered.
- (f) Staff of a Municipality may attend meetings of the Joint Board, as directed by the Joint Board, a Municipal Council, or a Representative. Such attendees do not have voting privileges on the Joint Board.
- (g) The Chair and Vice-Chair of the Joint Board will be elected from among the Representatives to serve one (1) year terms. For the first term the Chair will be elected from amongst the Representatives of the Elgin County Municipalities, and the Vice-Chair will be elected from amongst the Representatives of The Corporation of the City of London. For the second term the Chair will be elected from amongst the Representatives of The Corporation of the City of London, and the Vice-Chair will be elected from amongst the Representatives of the Elgin County Municipalities. This arrangement will alternate in subsequent years.
- (h) In the absence of the Chair, the Vice-Chair will act as Chair of the Joint Board.
- (i) The Joint Board will meet semiannually, or more often as requested by a majority of the Representatives, or at the call of the Chair or Vice-Chair. A minimum of five (5) working days notice of meetings will be provided, unless the meeting has been called on an emergency basis.
- (j) A quorum of the Joint Board is four (4) Representatives. The quorum will be redefined by the Joint Board should the number of Representatives on the Joint Board change.
- (k) If additional municipalities are added to the System, or a municipality wishes to withdraw from the System, or in the event of municipal restructuring, membership on the Joint Board may be altered along with such terms and conditions as are determined by a three-quarters majority vote of the Joint Board at a meeting called for that purpose.
- (l) Representatives to the Joint Board will act in the best interest of the System as a whole and of the System users.

- (m) The Joint Board will establish rules as to when meetings will be in-camera as per the appropriate legislation.

Authority

- 2. The Joint Board will have full authority and necessary powers, to manage on behalf of the Municipalities, the System including for the purpose of constructing, operating, repairing, and improving the System:
 - (a) obtaining approvals;
 - (b) contracting for services;
 - (c) entering into agreements with individuals, corporations and other governments;
 - (d) operating bank accounts and other transactions;
 - (e) approving the annual Operating Budget, and the annual Capital Replacement and Rehabilitation Budget;
 - (f) setting the System Rate; and
 - (g) executing conveyances of any surplus property.
- 3. The Joint Board may enter into agreements with Joint Boards responsible for the management of water systems that receive water from the System, subject to such terms and conditions as agreed from time to time, for the management and administration of those water systems.
- 4. Agreements and conveyances entered into by the Joint Board on behalf of the Municipalities may be executed by the Chair and one (1) other Representative, or as otherwise directed by the Joint Board, on behalf of the Joint Board on behalf of the Municipalities. The proceeds of the disposition of any surplus property will be used for the System, unless otherwise determined by the Joint Board.
- 5. The Joint Board may delegate specific administrative functions to another party, subject to such terms and conditions as the Joint Board decides from time to time.
- 6. The management arrangements specified in this Order may be changed upon a three-quarter majority vote of the Joint Board at a meeting called for this purpose.

Effective Date

- 7. The Municipalities may appoint Representatives to the Joint Board prior to the effective date of the order, and the Joint Board may make administrative arrangements so that it is able to commence functioning on the effective date of

the order.

Compliance with Approvals or Certificates of Approval

8. All Municipalities are jointly and severally responsible for compliance with Approvals or Certificates of Approval for the System.

Administering Municipality

9. Subject to any operating agreement between the Joint Board and an Operating Agent, The Corporation of the City of London will be the Administering Municipality, responsible for the administration of the System on behalf of the Municipalities and the Joint Board. The Administering Municipality may execute agreements on behalf of the Joint Board on behalf of the Municipalities that are within its authority under this section. In this section, Operating Agent means the Ontario Clean Water Agency, or anyone else with whom the Joint Board enters into an operating agreement, from time to time. Unless changed under the provisions of section 5, the administrative functions are:

- (a) keeping books, records and accounts,
- (b) liaison with Ministry of the Environment staff on matters of compliance;
- (c) liaison with the Operating Agent;
- (d) negotiating agreements with the Operating Agent, subject to the approval of the Joint Board;
- (e) preparing capital and operating budgets;
- (f) preparing rates;
- (g) billing and receiving payments from the Municipalities, secondary system Joint Boards, or their designate, in accordance with the System Rate and the volume of water taken;
- (h) making payments to the Operating Agent;
- (i) making payments on any provincial capital debt and other financing payments;
- (j) raising capital financing;
- (k) preparing and keeping minutes of Joint Board meetings, circulating the minutes in a timely manner to the Representatives, and making the minutes available to the public on demand;
- (l) holding reserve funds;
- (m) operating bank accounts;
- (n) making day-to-day operation and maintenance decisions and implementing or providing for the implementation of those decisions, where they are not being implemented by the Operating Agent, up to a maximum value of \$100,000.00, or any other value as determined by the Joint Board from time to time; and
- (o) such other functions as are recommended by the Administering Municipality and approved by the Joint Board.

10. The Administering Municipality may charge interest at prime (as charged by the bank used by the Administering Municipality) plus 2.5%, if amounts due to it from another municipality, Joint Board or its designate, are not paid when due.
11. The records of the Joint Board and the Administering Municipality with respect to the System shall be audited on a regular basis. Municipalities and their auditors will have access to administrative and financial records related to the System upon request.

Approval of Budgets and System Rate

12. The Administering Municipality will, on an annual basis and in accordance with guidelines prepared by the Joint Board, prepare and submit to the Joint Board:
 - (a) a draft Operating Budget;
 - (b) a draft Capital Replacement and Rehabilitation Budget; and
 - (c) a draft System Rate.
13. The draft Budgets and System Rate must be submitted by the Administering Municipality to the Joint Board no later than September 30th of the year preceding the year for which the Budget or System Rate is prepared, or another date specified by the Joint Board.
14. The Joint Board will review and approve each draft annual Budget and the System Rate.

Operating Budget

15. Operating Budgets will include both direct and indirect costs normally associated with operating and maintaining the System, including routine and minor replacement parts, and the costs incurred by the Administering Municipality in administering the System. Operating costs will exclude those items agreed by the Joint Board to be capital.
16. In the event that the Joint Board does not approve a draft Operating Budget for a year prior to December 1st of the year preceding the year for which the draft Operating Budget is prepared, then the default new Operating Budget will be the Operating Budget preceding the year for which the draft Operating Budget adjusted by the increase over a twelve-month period in the All-items Index (1981=100) for Ontario in Table 8, Consumer Price Index Major Components (Not Seasonally Adjusted), of Consumer Price Indexes published by Statistics Canada (Catalogue No. 62-010-XPB) for the most recent twelve-month period for which the Index is available ending prior to November 1st of the year preceding the year for which the draft Budget is prepared. The Joint Board may

from time to time choose a new Index for the purposes of this provision. If the Joint Board subsequently approves the draft Budget, such approved Budget shall supersede the default new Budget.

17. In the event that there are payments required to be made under an agreement with an Operating Agent, and the agreement provides for higher payments than would be covered by applying the twelve-month increase in the Index referred to in Section 16 to the previous year's payments under the agreement with the Operating Agent or its predecessor, the default new Operating Budget will be further increased by an amount sufficient to cover the payments to the Operating Agent.

Capital Replacement and Rehabilitation Budget

18. The Capital Replacement and Rehabilitation Budget will project capital replacement and rehabilitation expenditures for the following five (5) year period.
19. In the event that the Joint Board does not approve a draft Capital Replacement and Rehabilitation Budget for a year prior to December 1st of the year preceding the year for which the draft Capital Replacement and Rehabilitation Budget is prepared, then the default new Capital Replacement and Rehabilitation Budget will be the Capital Replacement and Rehabilitation Budget preceding the year for which the draft Capital Replacement and Rehabilitation Budget adjusted by the increase over a twelve-month period in the All-items Index (1981=100) for Ontario in Table 8, Consumer Price Index Major Components (Not Seasonally Adjusted), of Consumer Price Indexes published by Statistics Canada (Catalogue No. 62-010-XPB) for the most recent twelve-month period for which the Index is available ending prior to November 1st of the year preceding the year for which the draft Budget is prepared. The Joint Board may from time to time choose a new Index for the purposes of this provision. If the Joint Board subsequently approves the draft Budget, such approved Budget shall supersede the default new Budget.
20. In the event the Joint Board proposes a capital or other expenditure not otherwise provided for, it may arrange for one or more municipalities to finance the expenditure and shall provide in the Joint Board's future budgets for the repayment of such financing.
21. In the event that an urgent replacement or rehabilitation expenditure has to be made during the course of the year, that is not provided for in the Capital Replacement and Rehabilitation Budget, or an expenditure is required under a statute that is not provided for in the Operating Budget or Capital Rehabilitation and Replacement Budget, then the Joint Board or Administering Municipality may incur such expenditure and the Joint Board will recover it as an addition to the Rehabilitation and Replacement Budget in one or more subsequent years, to

the extent that it is not provided for in the Capital Replacement and Rehabilitation Reserve Fund.

Capital Replacement and Rehabilitation Reserve Fund

22. A Capital Replacement and Rehabilitation Reserve Fund shall be held by the Administering Municipality for the purpose of ensuring that sufficient funds are held to properly maintain the System. The Administering Municipality will hold this fund in a dedicated interest bearing account.
23. The Joint Board may collect funds for the Capital Replacement and Rehabilitation Reserve Fund through the System Rate, or in some other manner that the Joint Board may decide from time to time.

New Capacity Capital Budget

24. The Joint Board shall prepare, or have prepared, a Master Plan for the System, forecasting future capital expansion requirements for the System over a twenty (20) year period. The Master Plan will be developed based on demand forecasts provided by the Municipalities. The Master Plan will be updated every five (5) years.
25. Each Municipality is responsible for providing demand forecasts to the Joint Board.
26. Based on the Master Plan, the Joint Board will prepare, or have prepared, a New Capacity Capital Plan to address future new capacity capital requirements for the System over a ten (10) year period.
27. The Joint Board shall prepare, or have prepared, the first Master Plan and first New Capacity Capital Plan within one (1) year of the effective date of this order.
28. The Joint Board will provide new capacity on an as-required basis sufficiently in advance of growth as to not impede development in any municipality within the Elgin Area Primary Water Supply System Service Area, as described in Appendix D, subject to the provisions of section 1(k). In any event, the Joint Board will initiate the design and construction of works required for System optimization, or capital expansion of the System, when recorded water flow demand on the System reaches eighty-five (85) percent of the System capacity, or as otherwise determined by the Joint Board.
29. The Joint Board may decide how to finance and recover the costs of providing new capacity.
30. Prior to any capital expansion of the System, an optimization study will be

undertaken for the possible re-rating and extending the capacity of the existing facilities.

31. No Municipality will make changes or permit changes to works connected to the System that will have an adverse effect on the System or result in a larger demand being placed on the System than the System is designed to meet, and for the purposes of this section, the Joint Board may, from time to time, allocate and reallocate any unused capacity in the System among the Municipalities (or Secondary Systems). Attachment "C" lists the initial capacity utilization of the System (1997) by the Municipalities.

System Rate

32. A System Rate will be set by the Joint Board for the System that will be charged to all Municipalities to pay the costs of the System, subject to section 34. The System Rate (in dollars per thousand imperial gallons) will be determined on the basis of dividing the total forecast System costs by the total forecast System water usage where the System costs include:
 - (a) the Operating Budget costs;
 - (b) the Capital Replacement and Rehabilitation Budget costs;
 - (c) the Capital Replacement and Rehabilitation Reserve Fund costs;
 - (d) the cost of repaying capital debt on the System; and
 - (e) any other costs that the Joint Board agrees to include in the System Rate.
33. In the event that the Joint Board does not approve the draft System Rate for a year prior to December 1st of the year preceding the year for which the draft System Rate is prepared, then the default System Rate will apply, calculated by dividing the costs of the Budgets by the forecast water usage on the same basis as used for the most recent System Rate. If the Joint Board subsequently approves the draft System Rate, such approved System Rate will supersede the default System Rate.

Raising Funds for Capital Budgets

34. Where the Joint Board determines what money will be required for capital expenditures, the Administering Municipality shall raise the money so required by the issue of debentures or otherwise and the money so required shall be apportioned amongst the Municipalities and collected through the System Rate, and so much of each Municipality's portion that remains unpaid is a debt due by the Municipality to the Administering Municipality. Any Municipality may prepay its share, in whole or in part, of any money raised under this provision, this prepayment provision shall not apply where the terms of borrowing by the Administering Municipality prevent early repayment by the Administering Municipality, unless the Administering Municipality agrees to accept such early

prepayment. If a Municipality prepays its share, in whole or in part, of any money raised under this provision, the System Rate would be reduced accordingly for that Municipality.

Budget Continuity

35. In the event that either the first Operating Budget or Capital Rehabilitation and Replacement Budget is not approved by the Joint Board within one month of the effective date of this Order, the Ontario Clean Water Agency will provide the budgets to the Municipalities. If the original operating period is less than a calendar year, the Ontario Clean Water Agency may provide budgets for the fractional year, if the fractional year budget is not agreed to by the Joint Board within one month of the Joint Board being established. In the event the first budgets are for a fractional year, the default budgets for the succeeding year, if necessary, will be based on the fractional year budgets being recalculated to an annualized basis.

Dispute Resolution

36. The Joint Board will develop and agree to a dispute resolution process.
37. A Municipality will attempt and fail to resolve a dispute via the agreed upon dispute resolution process, prior to applying to the Ontario Municipal Board to resolve a dispute as provided for by subsection 6(4) of the *Municipal Water and Sewage Transfer Act, 1997*.



Minister of the Environment

Municipal Water and Sewage Transfer Act, 1997

Schedule B

To a Transfer Order to:

**The Corporation of the Town of Aylmer
The Corporation of the Municipality of Bayham
The Corporation of the Municipality of Central Elgin
The Corporation of the City of London
The Corporation of the Township of Malahide
The Corporation of the Township of Southwold
The Corporation of the City of St. Thomas**

ELGIN AREA PRIMARY WATER SUPPLY SYSTEM

1. Description of the works comprising the Elgin Area Primary Water Supply System:
 - ***a raw water intake system*** including a 1,500 millimetre diameter, reinforced concrete intake pipe extending approximately 1,200 metres into the lake, and a 75 millimetre diameter polyethylene pipeline to feed chlorine solution for zebra mussel control;
 - ***a low lift pumping station*** including a below grade surge well, two (2) traveling screens, four (4) vertical turbine pumps, two (2) below grade pump wells, a sodium hypochlorite feed system for zebra mussel control, and a 750 millimetre diameter pipeline connecting the low lift pumping station to the water treatment plant;
 - ***a water treatment plant***, located east of Port Stanley on County Road 24, 1.4 kilometres north of the low lift pumping station, including: four (4) flash mixers, two (2) 350 millimetre magnetic flow meters, one (1) 1,800 litre alum day tank, six (6) alum metering pumps, one (1) 3,000 litre activated carbon day tank, four (4) activated carbon metering pumps, eight (8) flocculation tanks, two (2) sedimentation tanks, four (4) filtration tanks, one (1) clear well, and a water storage reservoir;
 - ***a high lift pumping station*** located at the northwest end of the water treatment plant, including: four (4) high lift pumps, two (2) washwater pumps, and two (2) 450 millimetre magnetic flow meters;
 - ***chemical storage and dispensing systems*** for chlorine, alum, sodium silicofluoride, and powdered activated carbon, including metering pumps;
 - ***a SCADA System*** to operate and control water system functions between the

treatment plant, the St. Thomas Booster Pumping Station, the City of London, Port Burwell, Port Stanley and Aylmer;

- **a transmission pipeline** including a 750 millimetre diameter pipe that extends 14 kilometres from the water treatment plant to the St. Thomas Reservoir and Booster Pumping Station site;
- **a surge protection system** including a steel standpipe and associated controls located along the transmission pipeline north of the 4th Concession Road in the Municipality of Central Elgin;
- **St. Thomas Reservoir and Booster Pumping Station** having a storage capacity of approximately 27,300 cubic metres; and,
- associated site works, piping, electrical, mechanical and instrumentation controls.

2. Description of any assets, liabilities, rights and obligations not transferred:

Three (3) pumps, associated piping and controls, located at the St. Thomas Reservoir and Booster Pumping Station site, servicing the St. Thomas Area Secondary Water Supply System;

Municipal Water and Sewage Transfer Act, 1997

Schedule C

To a Transfer Order to:

**The Corporation of the Town of Aylmer
The Corporation of the Municipality of Bayham
The Corporation of the Municipality of Central Elgin
The Corporation of the City of London
The Corporation of the Township of Malahide
The Corporation of the Township of Southwold
The Corporation of the City of St. Thomas**

**ELGIN AREA PRIMARY WATER SUPPLY SYSTEM
INITIAL CAPACITY UTILIZATION (1997)**

The Corporation of the Town of Aylmer	4.80
The Corporation of the Municipality of Bayham	0.72
The Corporation of the City of London	52.03
The Corporation of the Township of Malahide	0.48
The Corporation of the City of St. Thomas	30.43
The Corporation of the Township of Southwold	9.44
The Corporation of the Municipality of Central Elgin	2.10

Municipal Water and Sewage Transfer Act, 1997
Schedule D

To a Transfer Order to:

**The Corporation of the Town of Aylmer
The Corporation of the Municipality of Bayham
The Corporation of the Municipality of Central Elgin
The Corporation of the City of London
The Corporation of the Township of Malahide
The Corporation of the Township of Southwold
The Corporation of the City of St. Thomas**

**ELGIN AREA PRIMARY WATER SUPPLY SYSTEM
SERVICE AREA**

(MAP ATTACHED)

MUNICIPAL SERVICES BOARDS, MUNICIPAL CORPORATIONS, AND THE LAKE HURON/ELGIN AREA WATER SUPPLY SYSTEMS

1

ANDREW J. HENRY, P.ENG.

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LAKE HURON & ELGIN AREA WATER SYSTEMS

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[HTTPS://HURONELGINWATER.CA](https://HURONELGINWATER.CA)
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DISCLAIMER

THIS PRESENTATION SHOULD NOT BE CONSTRUED AS A LEGAL OPINION. THE INFORMATION PROVIDED TODAY IS PRESENTED AS A FRAMEWORK FOR DISCUSSIONS WITH THE MUNICIPALITIES WHICH BENEFIT FROM THE LAKE HURON AND ELGIN AREA WATER SUPPLY SYSTEM.

MUNICIPALITIES ARE ENCOURAGED TO SEEK LEGAL ADVICE WHERE WARRANTED

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OVERVIEW

- BACKGROUND – THE TRANSFER ORDER(S) OF 2000
- ISSUE IDENTIFICATION
- OVERVIEW OF OPTIONS
 - OWNERSHIP
 - LIABILITY
 - FINANCE
- BOARD GOVERNANCE
- MUNICIPAL CONSIDERATIONS
- NEXT STEPS

4

TRANSFER ORDER - GOVERNANCE

- ISSUED UNDER THE **MUNICIPAL WATER & SEWAGE SYSTEMS TRANSFER ACT, 1997**
- ESTABLISHED THE BOARD(S) OF MANAGEMENT
 - ROLE, RESPONSIBILITIES AND OBLIGATIONS
 - APPOINTMENT OF MEMBERS (NO FIXED TERM, SERVE AT THE PLEASURE OF MUNICIPALITY)
 - VOTING STRUCTURE, QUORUM
 - ADMINISTRATION (ESTABLISHMENT OF BYLAWS AND POLICIES, DELEGATION OF AUTHORITY)
 - AUTHORITY TO CHANGE ADMINISTRATION/MANAGEMENT ARRANGEMENTS
 - APPROVE OPERATING & CAPITAL BUDGET, RESERVE FUNDS, CONTRACTS, RATE
 - DISPUTE RESOLUTION PROCESS
 - “MAY HAVE A BANK ACCOUNT”, “MAY ENTER INTO CONTRACTS”
(IMPLIED ‘CORPORATE’ LEGAL STATUS)

5

BODY-CORPORATE

“AN ORGANIZATION SUCH AS A COMPANY OR GOVERNMENT ENTITY THAT IS CONSIDERED TO HAVE ITS OWN LEGAL RIGHTS AND RESPONSIBILITIES SIMILAR TO THAT OF A NATURAL PERSON”

EXAMPLES: PRIVATE CORPORATION, PUBLIC CORPORATION, (M.A.) LOCAL BOARD, ETC.

6

TRANSFER ORDER - ADMINISTRATION

CITY OF LONDON IDENTIFIED AS “ADMINISTERING MUNICIPALITY” TO PROVIDE SERVICES AS REQUIRED AND DIRECTED BY THE BOARD(S)

- REGIONAL WATER SUPPLY DIVISION, SECONDED AND REPORTS TO THE BOARD(S)
- PROVISION OF FINANCIAL/OTHER SUPPORT SERVICES (FEE FOR SERVICE)
- MUST ISSUE DEBT WHEN DIRECTED BY THE BOARD(S)

7

TRANSFER ORDER - ADMINISTRATION

REGIONAL WATER SUPPLY DIVISION (SECONDED), AS THE BOARDS’ ADMINISTRATION, RESPONSIBLE FOR:

- ALL MANAGEMENT AND ADMINISTRATION OF REGIONAL WATER SYSTEM
- LONG-TERM PLANNING, ENGINEERING/CONSTRUCTION, ASSET MANAGEMENT
- OPERATION, MAINTENANCE & REPAIR (CONTRACTED SERVICE)
- COMPLIANCE, RISK MANAGEMENT, SECURITY
- FINANCE PLANNING AND MANAGEMENT
- INFORMATION TECHNOLOGY, DATA MANAGEMENT
- EXTERNAL SERVICES (LEGAL, ETC.)

8

TRANSFER ORDER – MUNICIPAL RELATIONSHIP

- CITY OF LONDON DESIGNATED “BARE TRUSTEE” ON BEHALF OF THE REGIONAL WATER SYSTEMS
- EACH BENEFITING MUNICIPALITY HAS AN UNDIVIDED BENEFICIAL INTEREST IN THE RESPECTIVE REGIONAL WATER SYSTEM
 - “TENANT IN COMMON” WITH ALL OTHER MUNICIPALITIES
 - NO SHAREHOLDINGS
 - NO APPORTIONMENT OF TREATMENT CAPACITY/SUPPLY

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REGIONAL WATER SYSTEM

- HAVE THEIR OWN BUDGET, RESERVE FUNDS, RATE
- HAVE THEIR OWN BYLAWS, POLICIES
- FINANCIAL PLANS
- ASSET MANAGEMENT PLANS
- MASTER WATER PLANS
- MANAGEMENT SYSTEMS (EMS, DWQMS, IMS)
- IDENTITY MANAGEMENT (LOGO, WEBSITE, STANDARDS)

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PROBLEM STATEMENT

- TRANSFER ORDERS IMPLY 'CORPORATE' LEGAL STATUS, BUT NOT EXPLICIT
 - LINKAGE TO MUNICIPAL ACT UNCLEAR (STATUS AS A LOCAL BOARD?)
 - CAN THEY HAVE EMPLOYEES? (EMPLOYMENT STANDARDS ACT, LABOUR RELATIONS ACT, OCCUPATIONAL HEALTH AND SAFETY ACT, WORKPLACE SAFETY & INSURANCE BOARD, ETC.)
- IF A 'CORPORATE' LEGAL STATUS AND HAVE A BANK ACCOUNT: REGIONAL SYSTEM COULD HOLD DEBT?
 - MUNICIPALITIES COLLECTIVELY HOLD THE DEBT ANNUALLY IN PROPORTION TO THEIR WATER SUPPLY VOLUME
- IF A 'CORPORATE' LEGAL STATUS: IMPLICATION OF SDWA S.19 (STANDARD OF CARE) AND LIABILITY TO MUNICIPALITIES?

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MUNICIPAL ACT, 2001

OVERVIEW OF OPTIONS UNDER THE MUNICIPAL ACT

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MUNICIPAL ACT – OPTIONS FOR THE LAKE HURON & ELGIN AREA WATER SYSTEMS

The Ontario Municipal Act
S.O. 2001, C.25

and

The Boards of Management for the Lake Huron
and Elgin Area Water Supply Systems

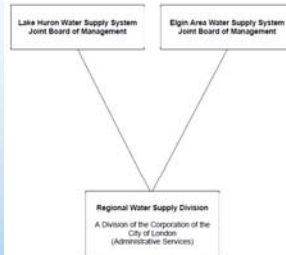
*A discussion paper related to the legal status of the Boards of Management
for the Lake Huron Water Supply System and the Elgin Area Water Supply
System and the potential to consolidate the regional water systems under the
Municipal Act, 2001.*

June 2020

Andrew J. Henry, P.Eng.
Director, Regional Water
Lake Huron & Elgin Area Water Supply Systems

Existing Structure

(Transfer Order: Municipal Water & Sewerage Systems Transfer Act, 2008)



Water Supply System:

- Each benefiting municipality has an undivided beneficial ownership (as tenant in common)
- Assets held IN TRUST by the City of London, in its capacity as Administering Municipality per Transfer Order

Board of Management:

- Members (and Alternate Members) appointed by benefiting municipalities
- Governing authority over water system
- Authority to:
 - Obtain approvals
 - Contracting for services
 - Entering into agreements with individuals, corporations and other governments
 - Operating bank accounts and other transactions
 - Approving the annual operating budget and capital budget
 - Setting the rate for water charged to benefiting municipalities

- May delegate specific administrative functions to another party

Legal Status:

- London: Transfer Order implies "body corporate" status but is not legally clear
- Appears that it may be considered a local board, by definition, under the Municipal Act (note: a local board is a body corporate) but is not explicitly clear

Administration:

- Corporation of the City of London designated as the "Administering Municipality" on behalf of the municipalities and the Joint Board
- Maintain accounts, budgets, etc. for the benefit of the water system which are separate from the Corporation
 - Keeping books, records and accounts
 - Liability with MOECC on matters of compliance
 - Liability with Operating Authority (currently the Ontario Clean Water Agency)
 - Negotiating agreements, subject to the approval of the Board
 - Preparing capital and operating budgets
 - Preparing rates
 - Billing and receiving payments
 - Making payments
 - Raising capital financing
 - Preparing and keeping minutes of Board meetings
 - Holding reserve funds
 - Operating bank accounts
 - Making day-to-day operation and maintenance decisions
 - Other such functions as determined and approved by the Board
- Regional Water Supply Division created to administer the system. Secondment of staff by arrangement, not explicit signed agreement
 - Services purchased from the Corporation of the City of London and other third-party vendors
 - Acts as the administrative authority and oversees all aspects of the water system, reporting to and under the direction of the Board(s)
- Debt facilities currently held by each municipality in proportion to their annual supplied water volumes

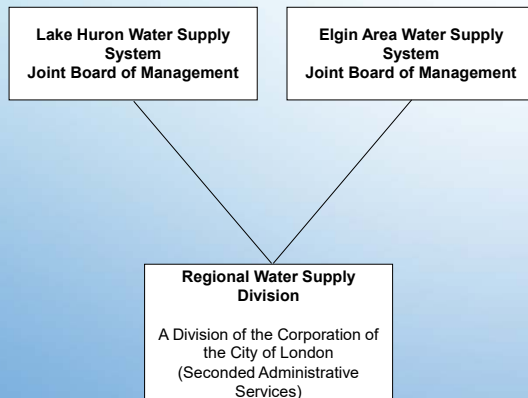
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OPTION 1: "DO NOTHING"

- LEGAL STATUS CONTINUES TO BE A SIGNIFICANT QUESTION
- BOARD OF MANAGEMENT CONTINUES TO GOVERN, BOARD MEMBERS APPOINTED BY MUNICIPALITIES
- UNDIVIDED BENEFICIAL OWNERSHIP (TENANT IN COMMON)
- CITY OF LONDON BARE TRUSTEE (ASSETS HELD IN TRUST)
- MUNICIPALITIES MUST HOLD PROPORTION OF WATER SYSTEM'S DEBT
- LEGAL LIABILITY EXTENDS TO MUNICIPALITIES AND COUNCILS

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“DO NOTHING” (EXISTING STRUCTURE)



- BOARD GOVERNING AUTHORITY
- MIGHT BE A “LOCAL BOARD” (MUN. ACT)
- ADMINISTRATIVE SERVICES VIA CITY OF LONDON
 - SECONDED STAFF (RWS DIVISION)
 - SUPPORT SERVICES (FEE FOR SERVICE)
- CONTRACTED OPERATION

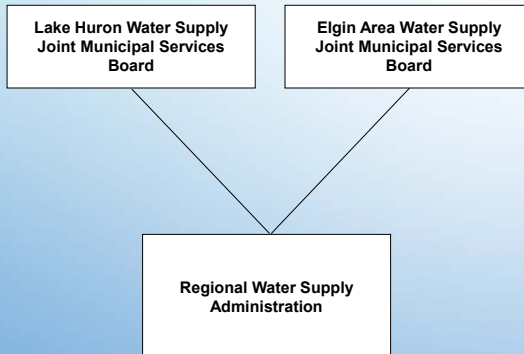
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OPTION 2: MUNICIPAL SERVICES BOARD

- LEGAL STATUS CONFIRMED “BODY CORPORATE” (S.194 - S.202, MA)
- BOARD MEMBERS APPOINTED BY MUNICIPALITIES, AND MAY BE A SKILLS-BASED BOARD
- MUNICIPALITIES MUST HOLD PROPORTION OF WATER SYSTEM’S DEBT
- LEGAL LIABILITY LIKELY EXTEND TO MUNICIPALITIES AND COUNCILS (SOME “LIABILITY SHIELD”)
- ABIDE BY PLANNING ACT, PROVINCIAL POLICY STATEMENTS, ETC.
- OPERATE AND PROVIDE SERVICE WITHIN MANDATE ESTABLISHED BY MUNICIPALITIES, INCLUDING REPORTING REQUIREMENTS
- MANDATORY CODE OF CONDUCT, RESTRICTIONS ON CLOSED MEETINGS, ETC. PER MUNICIPAL ACT

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JOINT MUNICIPAL SERVICES BOARD



- BOARD GOVERNING AUTHORITY
- REGULAR REPORTING TO MUNICIPALITIES
- CONFIRMED A "LOCAL BOARD" AND "BODY-CORPORATE" (MUN. ACT)
- ADMINISTRATIVE SERVICES BY EMPLOYEES AND/OR CONTRACTED SERVICES (FEE FOR SERVICE)
 - ONE BOARD HAS EMPLOYEES, CONTRACTED BY THE OTHER BOARD

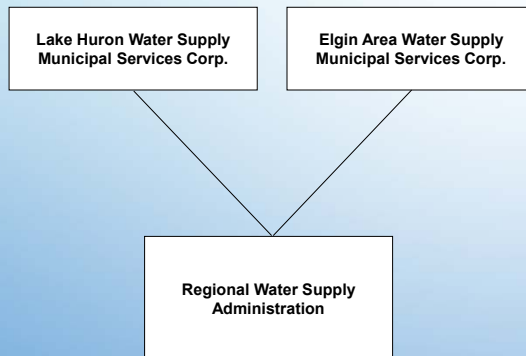
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OPTION 3: MUNICIPAL SERVICES CORPORATION

- LEGAL STATUS CONFIRMED, INCLUDING "BODY CORPORATE". MUST BE PUBLICLY OWNED (S.203, MA)
- BOARD MEMBERS APPOINTED BY MUNICIPALITIES, AND MAY BE A SKILLS-BASED BOARD
- CORPORATION MAY HOLD DEBT
- LIMITATION OF LEGAL LIABILITY TO MUNICIPALITIES AND COUNCILS
- ABIDE BY PLANNING ACT, PROVINCIAL POLICY STATEMENTS, ETC. PER MUNICIPAL ACT
- OPERATE AND PROVIDE SERVICE WITHIN MANDATE ESTABLISHED BY MUNICIPALITIES (SHAREHOLDERS DECLARATION), INCLUDING REPORTING REQUIREMENTS
- HOLD REAL PROPERTY AND OWN ASSETS
- NOT REQUIRED TO HOLD MEETINGS IN PUBLIC (UNLESS REQUIRED BY SHAREHOLDERS DECLARATION). MUST ABIDE BY MFIPPA

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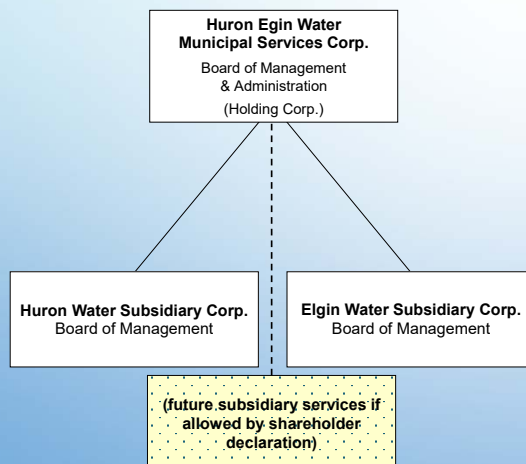
MUNICIPAL SERVICES CORPORATION



- BOARD GOVERNING AUTHORITY
- REGULAR REPORTING TO SHAREHOLDERS
- CONFIRMED "BODY-CORPORATE" (MUN. ACT)
- ADMINISTRATIVE SERVICES BY EMPLOYEES AND/OR CONTRACTED SERVICES (FEE FOR SERVICE)
 - ONE BOARD HAS EMPLOYEES, CONTRACTED BY SECOND BOARD

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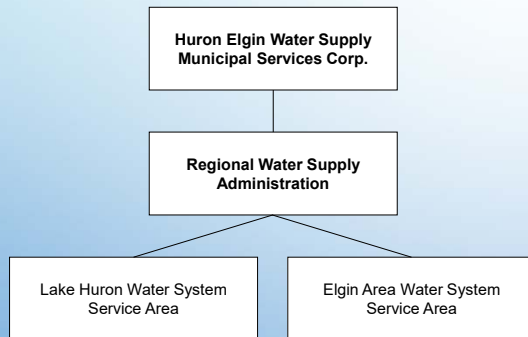
MUNICIPAL SERVICES CORPORATION



- BOARD(S) GOVERNING AUTHORITY
- REGULAR REPORTING TO SHAREHOLDERS
- CONFIRMED "BODY-CORPORATE" (MUN. ACT)
- ADMINISTRATIVE SERVICES BY HOLDING CORP. EMPLOYEES
 - SUBSIDIARY CORP. - RATE/BUDGET & AREA OPERATION
 - HOLDING CORP. – POLICY, COMPLIANCE, RISK MANAGEMENT, ASSETS

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MUNICIPAL SERVICES CORPORATION



- BOARD GOVERNING AUTHORITY
- REGULAR REPORTING TO SHAREHOLDERS
- CONFIRMED "BODY-CORPORATE" (MUN. ACT)
- ADMINISTRATIVE SERVICES BY EMPLOYEES
 - ONE BOARD, ONE ADMINISTRATION, TWO SERVICE AREAS

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BOARD OF DIRECTORS

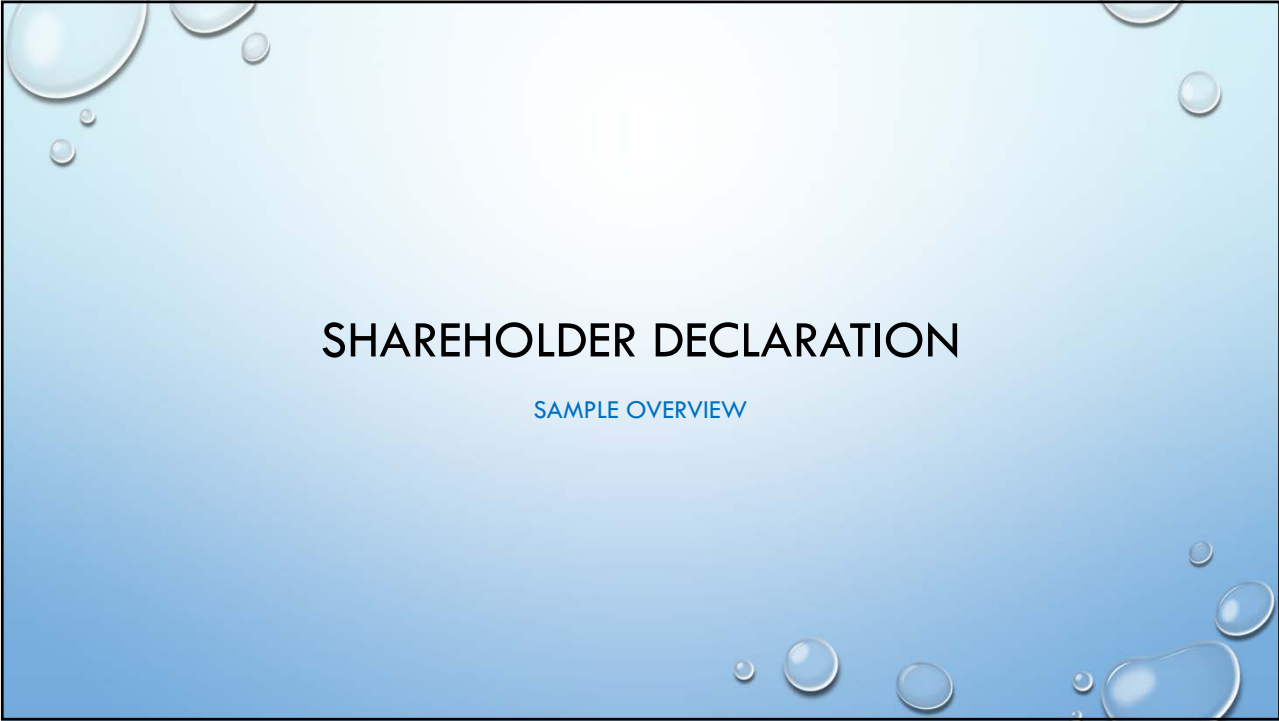
MUNICIPAL APPOINTEES:

- EACH MUNICIPAL COUNCIL APPOINTS PERSON(S) – NO SPECIFIED TERM
- **MAY BE ANYONE**, INCLUDING ELECTED OFFICIALS
- BOARD MEMBER (DIRECTOR) ACTS IN THE INTEREST OF THE SYSTEM, **NOT THE APPOINTING MUNICIPALITY**

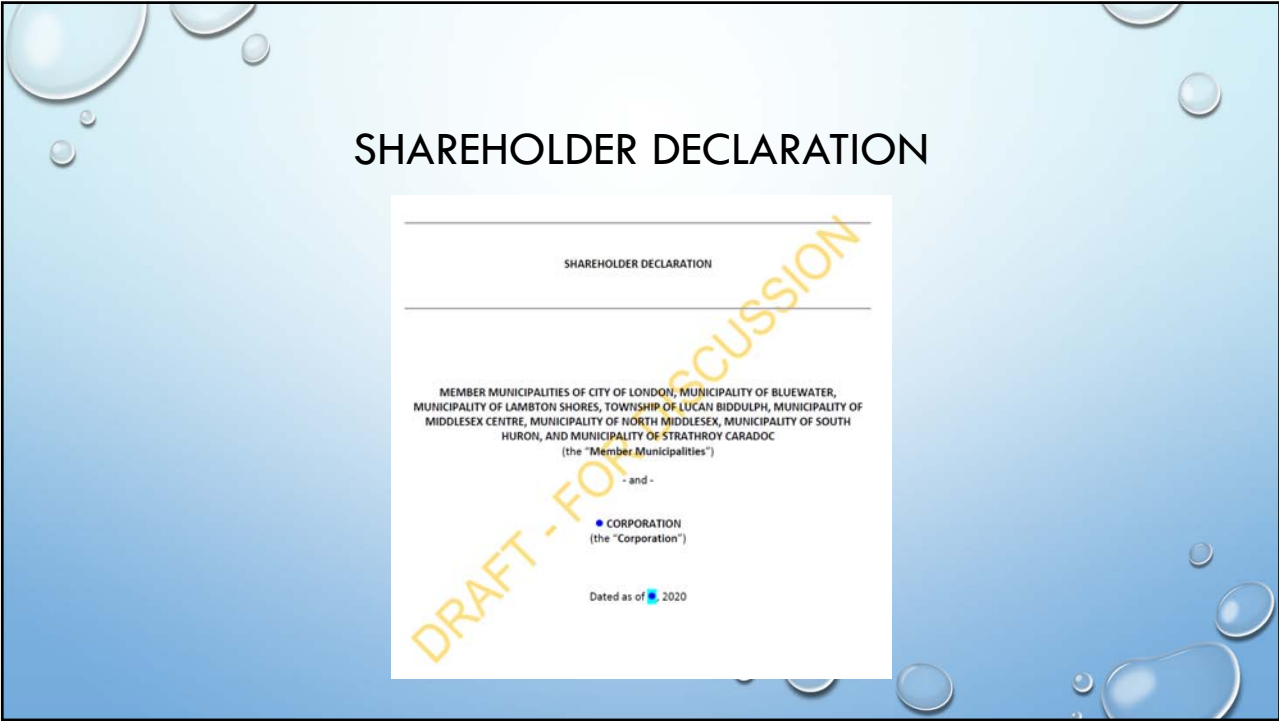
SKILLS-BASED BOARD:

- MUNICIPALITIES ESTABLISH PROCESS TO APPOINT PERSON(S) – SPECIFIED TERM (AND TERM LIMITS, IF ANY)
- MAY BE COMBINATION OF ELECTED OFFICIALS AND INDIVIDUALS (SPECIFIED)
- BOARD DIRECTOR ACTS IN THE INTEREST OF THE SYSTEM, **NOT THE MUNICIPALITIES**

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SHAREHOLDER DECLARATION

- PURPOSE AND GOVERNING PRINCIPLES
- PERMITTED BUSINESS ACTIVITIES
- CORPORATE GOVERNANCE
- BOARD OF DIRECTORS AND OFFICERS OF THE CORPORATION
- SUBSIDIARIES
- CORPORATION APPROVALS
- REPORTS TO MEMBER MUNICIPALITIES

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CLOSING REMARKS

AND NEXT STEPS

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OPTIONS TO CONSIDER

- DEGREE OF DEPENDENCE/INDEPENDENCE OF WATER SYSTEMS (MSB OR MSC)
- HOW ARE BOARD MEMBERS APPOINTED? (VIA MUNICIPALITIES VS. OPEN CALL, SKILLS-BASED, ETC.)
- WHO HOLDS ASSETS AND LIABILITIES (DEBT)?
- HOW IS ADMINISTRATION PROVIDED? WHO IS THE EMPLOYER? (ESA, LRA, OHSA, WSIB, ETC.)
- DEFINED SCOPE OF SERVICE AND LIMITATIONS FOR MSB/MSC?
- ARE THERE ADDITIONAL SERVICES ADDED BY AN INDIVIDUAL MUNICIPALITY?

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NEXT STEPS

- ESTABLISH STEERING COMMITTEE TO REFINE RECOMMENDATION
 - EACH MUNICIPALITY APPOINT AT LEAST ONE PERSON TO REPRESENT THE MUNICIPALITY
 - NO DECISIONS BY THE COMMITTEE
- PRESENT FINAL RECOMMENDATION TO COUNCILS FOR CONSIDERATION
- FOR MSC:
 - DEVELOP BUSINESS CASE(S)
 - PUBLIC PARTICIPATION MEETINGS
 - SHAREHOLDER DECLARATION(S)
- FOR MSB:
 - MUNICIPAL SERVICES BOARD AGREEMENTS
- TRANSFER ASSETS AND FINANCES

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THANK YOU!

FURTHER QUESTIONS AND COMMENTS MAY BE DIRECTED TO:

ANDREW HENRY, DIRECTOR OF REGIONAL WATER
LAKE HURON & ELGIN AREA WATER SYSTEMS

AHENRY@HURONELGINWATER.CA

519-930-3505 EXT. 1355



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-08

SUBJECT MATTER: Restricted Acts of Council – “Lame Duck” Period - 2022

Recommendation(s):

THAT Council receive the Council Restricted Acts, Municipal Act, 2001 provision (most commonly known as the 'Lame Duck Periods') staff report for information purposes;

AND FURTHER THAT the Municipal Clerk be directed to prepare the necessary by-law prior to Nomination Day (August 19, 2022), delegating authority to the Chief Administrative Officer/Clerk from August 19, 2022 to November 14, 2022 to:

- a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- b) Be the authority to hire or remove any officer from/to employment with the Township of Southwold; and

FURTHER THAT the by-law shall come into force and effect only in the event that less than 75% percent of the current Members of Council will be returning to sit on the new Council after Nomination Day of the 2022 Municipal Election as determined by the Municipal Clerk.

Purpose:

The purpose of this report is to provide information to Council on the Restricted Acts of Council (Lame Duck Periods) 1) From August 19th, 2022 to October 24th, 2022 and from October 25th, 2022 to November 14th, 2022.

Background:

A specific change to the Municipal Elections Act through Bill 181 impacted the change in the Nomination Period for candidates for the 2018 election and all subsequent elections after that. While the period for potential restricted acts (commencing on

August 19th, 2022) is slightly shorter than the 2018 period (which began in July), Council could be in a 'Lane Duck' position longer than in previous elections prior to 2018.

Another amending piece of provincial legislation, Bill 68 Modernizing Ontario's Municipal Legislation Act, implemented a change to the term of office of Council. This amendment provides a new start date for a new term of Council from December 1 following the regular election, to a new date of November 15. This amendment was implemented to shorten the potential 'Lane Duck' period between when the existing Council is still sitting and the new Council takes Office.

In summary of the above information, the 2022 Municipal Election may contain a significant 'Lane Duck Period', potentially lasting from August 19th, 2022 to November 15th, 2022, which provides the importance of preparing a by-law delegating certain powers to the Chief Administrative Officer/Clerk pursuant to Section 275 of the Municipal Act, 2001.

Comment:

The determination of whether a Municipal Council is in a restricted position pursuant to section 275 of the Municipal Act, 2001, also known as a 'Lane Duck' Council occurs twice during the Municipal Election process.

a) Between August 19th, 2022 to October 24th, 2022 - The determination shall be based on the 2022 Candidates election nominations that have been certified by the Municipal Clerk on August 19th, 2022. If less than three quarters of the existing Council Members are not running for Municipal Council, the restrictions set out in the Municipal Act, 2001, will apply; and

b) Between October 24th 2022 to November 14th, 2022 - The election results are declared by the Municipal Clerk shortly after the municipal election. If the elections result in less than 75% of the incumbent Council Members returning to Council, the restrictions set out in the Municipal Act, 2001, will apply.

The following is a brief summary of the provisions as provided pursuant to Section 275 of the Municipal Act, 2001, Restricted Acts Provision:

Restrictions:

If a Council is in a 'lane duck' position, the Council shall not take on the following actions:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.

Exceptions to clauses 'C' and 'D' above do not apply if the disposition or liability was included in the most recent budget adopted by the Council before Nomination Day of the 2022 Municipal Election.

Land Matters:

Pursuant to Section 275(3)(c), a municipality can close a real estate transaction during the 'Lane Duck' period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the 'lane duck' period.

Expenditures:

A contract could be awarded by a 'Lane Duck' Council in excess of \$50,000 so long as the amount was included in the approved 2022 annual budget. However the 'Lane Duck' Council would not be able to award a contract, if the amount of the tender or bid exceeds the amount included in the budget. Emergencies. Pursuant to Section 275(4)(4.1) which states that nothing in this section 275 of a 'lane duck' Council under the restrictions, there is nothing that prevents a municipality from taking any action in the event of an emergency within the Municipality.

Delegation of Authority

Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

Determination of Restricted Act of Council – Lane Duck Position

In order to determine if Council is in a 'Lane Duck' position, the Municipal Clerk will follow Section 275 of the Municipal Act, 2001 and advise Municipal Council at the first Committee of the Whole Meeting after Nomination Day, to determine if Council is now in a 'Lane Duck' position.

After Election Day, on October 24, 2022, if necessary, the Municipal Clerk will report on the Township of Southwold Election results to determine if Council is in a 'Lame Duck' position.

At the Inaugural Council Meeting of Council on November 21st, 2022 the By-law Delegating authority to the Chief Administrative Officer pursuant to Section 275 of the Municipal Act, 2001 in regards to Restricted Acts will expire, as a newly elected Council will be sworn in for the Township of Southwold.

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-09

SUBJECT MATTER: Country Grocer Request to Sell Alcohol on Statutory Holidays

Recommendation(s):

THAT Council approves the request for municipal approval for the sale of liquor and beer on Family Day, Victoria Day, Canada Day, Labour Day, and Thanksgiving Day in 2022 at the Country Grocery LCBO outlet in Shedden.

Purpose:

The purpose of this report is to provide further information on a request to sell liquor and beer on statutory holidays.

Background:

In February and March of 2021, reports were brought before council which included a request from Mike at the Country Grocery for municipal approval to allow for the sale of beer and liquor on five statutory holidays. In 2021, Council directed staff to complete more research on the legislative requirements and policies and provide a follow-up report at a subsequent meeting. Council ultimately granted County Grocer permission to open on statutory holidays in 2021. On February 8th, 2022, staff received the correspondence attached as Schedule 'A' from Country Grocer requesting permission to remain open on statutory holidays in 2022.

Comment:

The Retail Business Holidays Act was passed to prohibit businesses from opening on statutory holidays. The legislation states:

- 2(1) No person carrying on a retail business in a retail business establishment shall,
- (a) Sell or offer for sale any goods or services therein by retail; or
 - (b) Admit members of the public thereto. on a statutory holiday.

Section 3 of the legislation grants exemptions for businesses offering the following goods:

- a) Shops under 2,400 square feet with three or fewer employees where the only goods available for sale on the holiday are in one or more of the following categories:
 - i) Foodstuffs,
 - ii) Tobacco or articles required for the use of tobacco,
 - iii) Antiques, or
 - iv) Handicrafts
 - v) books
- b) Nurseries
- c) Flower shops
- d) Gardening centres
- e) Gas stations
- f) Tourist areas, as specified in municipal by-laws

Convenience stores fall into the exemption category as selling foodstuffs and tobacco.

Section 5 of the Act was recently updated to explain that "Section 2 does not apply in respect of the sale or offering for sale of liquor, other than liquor sold at a retail store". Municipalities are granted further powers in regard to allowing retail businesses to remain open, under section 148 of the Municipal Act, however liquor sales sold at a retail store are explicitly removed from this section of the Act.

While the Retail Business Holidays Act provides clear direction for municipalities on allowing businesses to remain open for tourism purposes, including requiring a public meeting and the enactment of a By-Law, the Act is silent on a process for providing Municipal Approval to LCBO licenced Convenience Outlets.

The above summary is included so that Council is aware of the guiding legislation and the challenges of staff in providing a recommendation to Council, in the absence of clear legislative direction.

While the Alcohol and Gaming Commission is the governing body that issues liquor licenses, the Agency Convenience Stores themselves are under the jurisdiction of the Liquor Control Board of Ontario. Last year, when Council faced this decision, staff had been unable to find the mechanism for granting the exemption. Following Council approval of the 2021 permission to sell alcohol, staff did receive communication from

CAO 2022-09 Country Grocer Request to Sell Alcohol on Statutory Holidays

Page 3

the LCBO Convenience Outlets Team, confirming that a municipal resolution or By-Law is sufficient to provide authorization.

Unlike granting an exemption under the Retail Business Holidays Act for tourism purpose, where notice of public meeting is required, and the passing of a by-law, no public meeting or notice is required to be given to permit these agency convenience stores to sell alcohol on the days listed herein.

From an economic development perspective, staff would support the request of the Agency Convenience Stores to be able to sell alcohol on the statutory holidays listed in this report. These sales are important to the sustainability of small, rural convenience stores. If Council approves the request, a copy of the resolution would be provided to the Agency Outlet, who must in turn provide a copy to the LCBO.

In 2021, staff suggested that the resolution was limited for just one year so that Council may review the request again, once more direction from the LCBO was provided. In light of learning that the exemption is granted by Council resolution and based on the success of 2021, Council may consider extending the permission beyond 2022.

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

SCHEDULE 'A'

Regarding to : Obtains approval from the local Municipal Authority

Selling on Holidays Permitted Holidays The LCO may sell beverage alcohol products on the following holidays, provided the Operator

- **Victoria Day Monday, May 23, 2022.**
- **Canada Day: Friday, July 1, 2022.**
- **Labour Day Monday, September 5, 2022.**
- **Thanksgiving Monday, Oct 10, 2022**
- **Family Day Monday, February 21, 2022.**

Thank you.

Country Grocery Inc

Email: countrygrocery35847@gmail.com

519 764 2112



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-10

SUBJECT MATTER: Various Election Policies – Use of Corporate Resources, Recount Policy, and Election Sign By-Law

Recommendation:

THAT Council approve the 2022 Election Use of Municipal Corporate Resources Policy;

THAT Council provide direction on the 2022 Election Recount Policy;

AND THAT Council provide direction on a draft 2022 Election Sign By-Law.

Purpose:

To seek Council approval and direction on various Municipal Elections policies.

Background:

The 2022 Municipal Election is to take place on October 24th, 2022. As mandated by the Municipal Elections Act, there are various policies that must be adopted by May 1st of the election year. Additionally, Council may wish to enact optional policies in advance of the 2022 Election.

Comments/Analysis:

Use of Corporate Resources Policy

Section 88.18 of the Municipal Elections Act states: "Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period."

Attached to this report is a Policy for the Use of Municipal Resources

The Use of Corporate Resources policy address the following issues:

1. Communications, newsletters, advertising
2. Media relations, press releases
3. Use of facilities and meeting rooms
4. Use of municipal logos and trademarks
5. Use of resources including phones, printing, stationary, postage
6. General purchasing powers
7. Computer use, websites, website links and social media
8. Access to information and staff
9. Staff involvement in election campaigns

This policy is to be approved by Council prior to May 1st of the Year of the Election. This policy can be approved by resolution.

Municipal Recount Policy

A recount under sections 56, 57, or 58 of the Municipal Elections Act shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

A recount is required when:

1. there is a tie vote where both or all candidates cannot be declared elected (Automatic);
2. by resolution of Council (for Council offices);
3. by resolution of local board (for offices on a local board);
4. by order of the Minister (for questions submitted by the Minister); or
5. by order of the Superior Court of Justice.

The Municipal Elections Modernization Act now provides the Clerk with the authority to adopt a policy by May 1 of the election year to define circumstances under which a recount would be conducted **other than those listed above**. The Clerk now has the authority to hold a recount in accordance with a local recount policy.

Attached to this report is a draft municipal recount policy and included on the February 14th agenda is a draft By-Law for Council consideration. It should be noted that this recount policy is optional and at the discretion of Council whether to adopt. For Council's recollection, in 2018, neighbouring municipalities in Dutton Dunwich and Central Elgin both had close races (in the Mayor and Deputy Mayor offices respectively) where single votes separated the winner and the runner-up. In the absence of a discretionary recount policy, the decision to recount the votes after the

election is up to the Municipal Council and can lead to a very difficult scenario for elected officials. It is much easier if there is a discretionary recount policy adopted well in advance of the election.

Election Sign By-Law

Council may wish to adopt a municipal election sign by-law to regulate the location of elections signs. With changes to the rules for third party advertisers, there is the possibility that more signs are erected in the Township which may result in a desire for a stronger regulatory regime. Attached to this report is a draft election sign by-law and included on the agenda is a draft By-law for Council Consideration. An election sign By-Law is discretionary.

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



TOWNSHIP OF SOUTHWOLD

**MUNICIPAL ELECTION
OCTOBER 24, 2022**

POLICY FOR THE USE OF MUNICIPAL RESOURCES

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PART I - EXECUTIVE SUMMARY

This report recommends the now mandatory adoption of a Use of Corporate Resources for Elections Policy, which will serve as a guide for members of Council, candidates, staff, local boards of the Township of Southwold and the public on the appropriate use of corporate resources.

While it is recognized that members of Council must be able to perform the duties of their office during an election year, it is also important to establish clear guidelines to ensure that the election campaigns of sitting members do not receive any benefits by virtue of their office and at the same time clarify the use of corporate resources for other candidates, municipal staff, and the public.

The Municipal Elections Act, 1996 prohibits the municipality and its local boards from making a contribution to a candidate. As contributions may take the form of money, goods or services, publicly clarifying the goods and services, which would not be available to sitting members of Council and/or candidates, would establish reference criteria for all, including campaign workers and municipal staff.

PART II - DISCUSSION

Currently the Township of Southwold provides very few enhanced services to sitting members of Council, unlike some larger municipalities which provide office space, dedicated staff and budget allowances. Regardless, this review of corporate resources has included such provisions resulting in an all-inclusive, forward-looking policy.

The Use of Corporate Resources policies which have been reviewed address the following issues:

1. Communications, newsletters, advertising
2. Media relations, press releases
3. Use of facilities and meeting rooms
4. Use of municipal logos and trademarks
5. Use of resources including phones, printing, stationary, postage
6. General purchasing powers
7. Computer use, websites, website links and social media
8. Access to information and staff
9. Staff involvement in election campaigns

The premise of a Use of Corporate Resources policy is to ensure that all candidates, including sitting members of Council, enjoy the same privileges.

PART III – USE OF CORPORATE RESOURCES POLICY

1. POLICY STATEMENT

The Corporation of the Township of Southwold and its local boards are committed to ensuring accountable and transparent election practices, relating to the use of corporate resources.

2. SCOPE OF POLICY

This policy applies to members of Council and its local boards, Township and local board employees, registered election candidates (including acclaimed candidates), registered third parties, and members of the public.

3. POLICY PURPOSE

To supplement the provisions of the Code of Conduct and the Municipal Elections Act, 1996, to provide consistent information and direction to ensure that the Township of Southwold's corporate resources and those of its local boards as defined in the Municipal Act are not provided or used for any election-related purpose, unless required or directed by staff in the conduct of said election. Where Township, municipal or related terms are used, it shall also be read to include its local boards as applicable.

4. POLICY

4.1. General Provisions:

4.1.1. In accordance with the provisions of the Municipal Elections Act, 1996:

- a) Corporate resources and funding may not be used for any election-related purposes
- b) Staff may not canvass or actively work in support of a municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave;
- c) Municipal facilities/property may not be used for any election related purposes, which includes displaying of any campaign related signs or materials on such premises unless all candidates are afforded the same opportunity.

4.2 Specific Regulations:

4.2.1 The following, if supplied by the Township, shall be discontinued for all members of Council throughout the nomination period from May 1st of the municipal election year until Voting Day, for any members running as candidates in the by-election:

- a) All forms of advertising, including advertising in municipal publications;
- b) All printing, high speed photocopying and distribution, including printing and general distribution and display of newsletters unless so directed and approved by Council;
- c) The ordering of any stationery or office supplies or furnishings unless approved by the Township CAO/Clerk;
- d) Links to Council member-related web sites or social media links;
- e) The posting of information relating the activities of Council or any member of Council on the Township's website, excluding the minutes of Council and committee meetings. Only the contact phone and/or email posted for each member of Council at the commencement of each term shall remain on the corporate website.

4.2.2 To avoid any confusion with any website or social media accounts used for Council work, members of Council who choose to create or use their own websites or social media accounts shall from the date of until Voting Day, for any members running as candidates in the byelection:

- a) Include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is the personal account of the candidate and that no municipal corporate resources are expended as a result. Sitting Councillors are encouraged to include in the statement whether the site/social media page is being used either solely for Council work, for both Council work and election campaign purposes, or solely for election campaign purposes;
- b) Include the statement in clause a) for as long as the website or account is accessible by the public.

4.2.3 Members of Council shall not:

- a) Print or distribute any material paid for by municipal funds that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office;
- b) Profile (name or photograph), or make reference to, in any material paid for by municipal funds, any individual who is registered as a candidate in any election;
- c) Print or distribute any material using municipal funds that makes reference to, or contains the names, photographs, or identifies registered candidates for municipal elections;
- d) Use the corporate website, domain names, other corporate systems, the Township logo for campaigning/advertising or as a substitute to distributing newsletters or flyers throughout the period from May 1st of the municipal election year until Voting Day, inclusive or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day;
- e) Use the municipality's voicemail system to record election-related messages;
- f) Use the Township's computer network (including the Township's email system) for election-related correspondence;
- g) Use any photographs produced for and owned by the Township of Southwold or any photos taken utilizing Township equipment or sent through Township email accounts for any election-related purposes;
- h) Use municipal property or staff in any campaign photos or images unless all candidates are afforded the same opportunity. Photos/images of external Township facilities are permitted. Photos/images of internal Township facilities are not permitted
- i) Use any corporate facility/property for any election-related purpose unless a market value rental fee has been established corporately and the rental of such is available to all candidates and third parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any municipal election-related purpose by members of Council, candidates, third parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities;
- j) Benefit from the use of any corporate pricing established under the Township's purchasing policy;

k) Use any Council or Councillor budgets for election-related purposes or to advertise, promote or support any candidate, third party or any position related to any questions which may be authorized to be placed on the ballot.

4.2.4 Clauses d) g) h) i) above shall also apply to registered candidates, third parties and the public.

4.3 Staff Involvement:

4.3.1 Staff, are discouraged from assisting with or any involvement in municipal election campaigns, including posting election signs on their property, phone and e-mail solicitations, signing nomination papers, distribution of brochures and wearing candidate buttons; due to a perceived conflict of interest.

4.3.2 Staff, including full time, part time and contract employees shall:

- a) Behave in a manner that is impartial, fair and unbiased toward all registered candidates and third parties;
- b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a member of Council, registered candidate, or third party that exceeds their normal duties or could be construed as contributing to an election campaign;
- c) Not rent any corporate facility/property for any municipal election-related purpose to members of Council, candidates, third parties, or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities;
- d) Take care to separate personal activities from their official positions and shall not canvass or actively work in support of a municipal candidate or third party during normal working hours unless on a leave of absence without pay, lieu time, float day or vacation leave;
- e) Request and obtain a leave of absence without pay should they wish to run for federal, provincial or municipal office and abide by the respective legislation governing such elections.

4.3.3 Staff may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties as a representative of the Township.

5. POLICY MANAGEMENT

5.1 Staff are authorized and directed to take the necessary action to give effect to this policy.

5.2 The Integrity Commissioner may at any time be consulted by members of Council with regard to complying with any part of this policy and will be responsible for enforcement of this policy through Council's Code of Conduct.

5.3 Nothing in this policy shall preclude a member of Council from performing their duties as a Councillor, nor inhibit them from representing their constituents.

5.4 The Township Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Township Clerk, the amendments do not change the intent of the policy.



TOWNSHIP OF SOUTHWOLD

**MUNICIPAL ELECTION
OCTOBER 24, 2022**

POLICY FOR MUNICIPAL ELECTION RECOUNT

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PURPOSE

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LEGISLATIVE REQUIREMENTS FOR RECOUNTS

PART I - PURPOSE

To outline a policy for the holding of recounts for elected positions.

PART II - AUTHORITY:

A recount under sections 56, 57, or 58 of the Municipal Elections Act shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

A recount is required when:

1. there is a tie vote where both or all candidates cannot be declared elected (Automatic);
2. by resolution of Council (for Council offices);
3. by resolution of local board (for offices on a local board);
4. by order of the Minister (for questions submitted by the Minister); or
5. by order of the Superior Court of Justice.

The Municipal Elections Modernization Act now provides the Clerk with the authority to adopt a policy by May 1 of the election year to define circumstances under which a recount would be conducted other than those listed above. The Clerk now has the authority to hold a recount in accordance with the new recount policy.

PART III - POLICY:

The Clerk shall hold a recount of the votes for the candidate(s) / position(s) in question, if the number of votes separating candidates from winning an office is a variance of one of the following:

1. ten (10) votes or less; or
2. 1% of voters who have casted their votes for the office, whichever is the lesser amount.

Examples of Recount Scenarios are on Page 3.

Example 1:

Candidate A	500 votes casted
Candidate B	511 votes casted
Candidate C	550 votes casted
Votes Casted	1561
1% of 1561 votes casted	15.61

Difference between Candidate A & B votes is 11.
1% of total is 16, so **no recount**.

Example 2:

Candidate A	500 votes casted
Candidate B	509 votes casted
Candidate C	550 votes casted
Votes Casted	1559
1% of 1559 votes casted	15.59

Difference between Candidate A & B is 9.
Recount for Candidates A & B.

Example 3:

Candidate A	444 votes casted
Candidate B	436 votes casted
Votes Casted	880
1% of 880 votes casted	8.8

Difference between Candidate A & B is 8.
Recount for Candidates A & B as the percentage vote (9%) is less than 10 votes and less than 1% of the total votes casted.

Example 4:

Candidate A	495 votes casted
Candidate B	504 votes casted
Votes Casted	999
1% of 999 votes casted	9.9

Difference between Candidate A & B is 9.
Recount for Candidates A & B as the percentage vote (10%) is less than 10 votes and less than 1% of the total votes casted.

PART IV – LEGISLATIVE REQUIREMENTS FOR RECOUNTS

A recount under sections 56, 57, or 58 shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

A recount would be required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- by resolution of Council (for Council offices);
- by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister);
- by order of the Superior Court of Justice.

Costs of Recount (s.7(3), 7(4))

The costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate i.e.: legal counsel in attendance on behalf of the candidate.

Who Conducts Recount (s.56)

The Clerk conducts all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount (s.56)

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount within 15 days after the declaration required by s.55(4)a)b) of the results of the election.

Council, Local/School Board or Minister Request for Recount (s.57)

Within 30 days after the Clerk's declaration of the results under s.55(4), a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The recount is to be held within 15 days after the resolution is passed or the order is made. The resolution for a recount must be passed no later than Wednesday November 23, 2022. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

Application to Superior Court of Justice (s.58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's official declaration of the results under s.55(4). The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

Votes for Candidates to be included in a Recount (s.56, 59)

The votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates).

The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

Persons entitled to be Present at a Recount (s.61)

- the Clerk and any other election official appointed for the recount;
- every certified candidate for the office involved;

- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above;
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount.

Notification of Recount (s.56, 57, 58 and O. Reg. 101/97)

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- notice of recount will be given by registered mail or personal service.

Process at Recount (s.61, 62)

Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount. Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote.

Continuing Tie Vote – After Recount Procedures

Pursuant to s.62(3) in a case of a tied vote following the recount, the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk. The Clerk shall announce prior to the draw that "the candidate to be elected shall be the candidate whose name is written on the first piece of paper the DRO draws out of the container." The paper is pulled from the container and the candidate elected is announced by the Clerk.

Declaration by Clerk and Notice of Final Certified Results – s.62(4)

Unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the "Declaration of Recount Results" form at the Municipal Office and on the website. Such Declaration shall be sent to everyone previously given notice of the recount.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-xx

Being a by-law to regulate election signs within the Township of Southwold

WHEREAS Section 11(3) of the Municipal Act, S.O. 2001, as amended, provides that a lower tier municipality may pass by-laws respecting structures, including signs;

AND WHEREAS Section 88.2 of the Municipal Elections Act, 1996, as amended, outlines provisions for the permitting of posting election signage;

AND WHEREAS the Council of the Corporation of the Township of Southwold deems it necessary to have an Election Sign By-law for the Township of Southwold;

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

SHORT TITLE

This By-law may be cited as the 'Election Sign By-law'

Section 1 - Definitions

- 1.1 'Candidate' shall mean:
- i. the same meaning as in the Municipal Elections Act, 1996, as amended, as applicable, and shall be deemed to include a person seeking to influence another person to vote for or against any question or by-law submitted to the electors under Section 8 of the Municipal Elections Act, 1996; or
 - ii. a person running to be a Member of Provincial Parliament, who has been issued a Certificate of Nomination from a returning officer or the Chief Electoral Officer during the election period; or

- iii. a person who seeks election to public office in a federal election trying to be elected a member of Parliament.
- 1.2 'Corner Visibility Triangle' including 'Daylighting Triangles' and 'Sight Triangles' shall mean a triangular area free of buildings or structures or other visual obstructions and formed within a corner lot by the intersection street lines or the projections thereof and a straight line connecting them 7.5 metres from their point of intersection. A corner lot is a lot situated at the intersection of and abutting two streets, or parts of the same street, the adjacent sides of which street or streets (or in the case of a curved corner, the tangents of which) contain an angle of not more than 135 degrees.
- 1.3 'Election Sign' shall mean any sign:
 - i. advertising or promoting a candidate in a municipal, provincial or federal election or by-election;
 - ii. other advertising device, including without limitation, posters, placards, bulletins, banners, notices, pictures or any combination thereof, which promote or relate to any municipal, provincial or federal election, including an election of a local board or commission; and
 - iii. that uses words, pictures or graphics or any combination thereof intended to influence persons to vote for or against any question or by-law submitted to electors under Section 8 of the Municipal Elections Act, 1996, as amended.
- 1.4 'Highway' shall have the same meaning as the Highway Traffic Act, RSO 1990 c.H.8, as amended, and includes common and public highway, street, roadway, avenue, gate, alley, court, crescent, boulevard, lane, trail, way, chase, road, drive, circle, mews, line, side road, parkway, driveway, square, place, bridge, viaduct, or trestle, any part or which is intended for, or used by the general public for the passage of vehicles and includes the area between the lateral lines thereof.
- 1.5 'Municipal Law Enforcement Officer' shall mean a person appointed by the Council of the Corporation of the Township of Southwold for the purpose of enforcing Municipal By-laws and for the purpose of this by-law shall include Ontario Provincial Police and the Director of Infrastructure & Community Services or designate.

- 1.6 'Public Property' shall mean property owned by or under the control of the Township of Southwold or any of its agencies, boards or commissions, including highways, boulevards and road allowances, and shall be further deemed to include public utilities facilities, regardless of whether the public utilities facilities are owned by or under the control of the Municipality and shall also be deemed to include, benches, municipal recycling containers or other structures, located on a highway regardless of whether the containers or structures are owned by the Municipality. Property owned by the Municipality and leased to another person or entity shall not be and shall not be deemed to be public property.
- 1.7 'Official Sign' shall mean a sign placed by the Municipality to control and regulate the movement of vehicles and pedestrians, signs posted by the Municipality under the provisions of the Sign By-law, includes a sign approved by the Ministry of Transportation Ontario, and includes signs described in the Highway Traffic Act, RSO 1990 c.H.8, as amended.
- 1.8 'Person' shall mean an individual, corporation, partnership or sole proprietorship.
- 1.9 'Premises' shall include the parking lot, adjoining fences and road allowances.
- 1.10 'Vehicle' includes any means of transportation powered by any type of motor or humanpower.
- 1.11 'Voting Place' means the entire property and all the boundaries associated with it, when such voting place is located within a public premises and shall mean all of the common elements when the voting place is located on private premises.

Section 2 – General Provisions

- 2.1 No Person shall erect, attach, place or display any Election Sign except as permitted by this by-law.
- 2.2 No Person or Candidate shall erect, attach, place or display any Election Sign or permit to be erected, attached, placed or displayed any Election Sign:
- i. on or overhanging Public Property, including a Municipal Park or a facility that is owned or operated by the Municipality;

- ii. on a utility pole or light standard;
 - iii. which include electronic display that incorporates in any manner any flashing or moving illumination which varies in intensity or which varies in colour and signs which have any visible moving parts or visible mechanical movement of any description;
 - iv. on any Official Sign or Official Sign structure;
 - v. in a location that would, by reason of size, location, or illumination, obstruct the vision of drivers or pedestrians, or obstruct or detract from the visibility or effectiveness of any traffic sign or control device on public streets and roads or which are located in a sight triangle;
 - vi. which make use of words such as "STOP", "LOOK", "ONE WAY", "DANGER", "YIELD", or any similar words, phrases, symbols, lights or characters in such manner as to tend to interfere with, mislead, or confuse traffic;
 - vii. on a tree, stone or other natural object;
 - viii. at a voting place;
 - ix. on or within a vehicle parked at a voting place;
 - x. without Ontario One Call approval, where applicable;
 - xi. in a location where the Election Sign:
 - a. obstructs or impedes any required fire escape, fire exit, door, window etc., or so as to prevent or impede access of firefighters to any part of a building;
 - b. constitutes a danger or hazard to the general public.
- 2.3 No Person or Candidate, to whom the Election Sign relates, shall erect, attach, place or display or permit to be erected, attached, placed or displayed any Election Sign not in compliance with the requirements of this By-law.
- 2.4 No Person shall pull down, deface or remove a lawfully erected Election Sign on private property without the consent of the Candidate to whom the sign relates or the Owner of the property on which the Election Sign is erected.
- 2.5 No Person shall erect, attach, place or display or permit to be erected, attached, placed or displayed an Election Sign in such a position that such Election Sign would contravene any other applicable legislation.
- 2.6 No Person shall display the Township of Southwold logo, crest, trademark or seal, in whole or in part, on any Election Sign.

- 2.7 No Person or Candidate, to whom the Election Sign relates, shall erect, attach, place or display or permit to be erected, attached, placed or displayed any Election Sign on private property without the consent of the owner or occupant of such property.
- 2.8 No Person shall erect, attach, place or display or permit to be erected, attached, placed or displayed any Election Sign except as in accordance with the Ontario Building Code Act, 1992, S.O. 1992, c. 23, as amended.
- 2.9 No person shall hinder or obstruct, or attempt to hinder or obstruct, any Municipal Law Enforcement Officer or Infrastructure & Community Services Employee while exercising any power or performing any duty under this By-law.
- 2.10 No Person shall erect, attach, place or display or permit to be erected, attached or displayed an Election Sign on any Public Property, with the exception of a Highway, pursuant to the provisions of Section 2.2 of this By-law

Section 3 - Election Sign Placement Timing

- 3.1 No Person shall erect, attach, place or display or permit to be erected, attached, placed or displayed an Election Sign prior to Nomination Day.
- 3.2 Despite Sections 3.1, an Election Sign may be erected, attached, placed or displayed once the Candidate has filed his or her nomination papers and paid the required filing fee.
- 3.3 Every Person or Candidate, to whom the Election Sign relates, shall remove the Election Sign no later than 72 hours following the Voting Day of the election for which the Election Signs were erected, attached, placed or displayed. For the purpose of this subsection, the Candidate shall be responsible for the removal of his or her Election Signs within the prescribed time frame.

Section 4 - Removal of Unlawful Election Signs

- 4.1 Where an Election Sign has been erected, attached, placed or displayed in contravention of any provision of this By-law, a Municipal Law Enforcement Officer may cause the Election Sign to be removed immediately without notice and/or take any further action as provided within this By-law.
- 4.2 If an Election Sign is removed in accordance with Section 4.1 of this By-law, any person responsible for erecting, attaching, placing or displaying the Election Sign in contravention of this by-law shall, in addition to any fine or other penalty which may be imposed for an offence under this by-law, be required to pay to the Municipality the cost of removing the Election Sign.
- 4.3 If an Election Sign is removed pursuant to Section 4.1 of this By-law, the Candidate to whom the Election Sign relates shall be responsible for payment of all fees pursuant to Section 4.4 of this By-law to cover the cost of removing the Election Sign.
- 4.4 The Election Sign removal costs owed to the Municipality under this By-law shall be ten dollars (\$10.00) for each Election Sign removed.
- 4.5 Election Signs removed, pursuant to Section 4.1 of this By-law, shall be stored by the Municipality for a period of not more than thirty (30) days, during which time the Candidate, upon payment of monies owed, may be entitled to redeem such Election Sign pursuant to Section 4.4 of this By-law.
- 4.6 Election Signs removed, pursuant to Section 4.1 of this By-law, and stored for a period of thirty (30) days, not redeemed with payment, pursuant to Section 4.5 of this By-law, shall be disposed of by the Municipality.
- 4.7 Any applicable fees as set out in this By-law may be recovered by legal action or in like manner as municipal taxes. Outstanding amounts will be applied to a Candidate's tax roll, if applicable, based on the qualifying address provided on the Candidate's nomination paper.

Section 5 - Penalty

- 5.1 Any person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to the penalties specified by the

Provincial Offences Act, R.S.O. 19 90, c. P.33, as amended.

Section 6 - Liability for Damages

- 6.1 The provisions of this By-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting, attaching, placing or displaying any Election Sign for personal injury or property damage resulting from the erecting, attaching, placing or displaying of such Election Signs or resulting from the negligence or willful acts of such person, or his or her agents or employees, in the construction, erection, maintenance, repair or removal of any such Election Signs. Likewise, the provisions of this section shall not be construed as imposing on the Corporation of the Township of Southwold, its officers, employees, servants, agents and contractors any responsibility or liability (whatsoever) by reason of the removal of any Election Sign.

Section 7 - Administration

- 7.1 In this By-law, unless the contrary intention is indicated, words used in the singular shall include the plural and words used in the male gender shall include the female gender or vice versa, where applicable.
- 7.2 If there is a conflict between a provision in this By-law and a provision of any other Municipal By-law, the provision that establishes the highest standard to protect the health, safety and welfare of the general public shall apply.
- 7.3 Nothing in this by-law relieves any person of the responsibility for adhering to other applicable laws which regulate signs or for obtaining the approval of the Federal and Provincial governments or agencies thereof as required, or for obtaining the approval of the property owner.
- 7.4 This by-law shall take effect on the date of passage by Council.
- 7.5 In the event any section or provision of this By-law is held invalid, the remainder of the By-law shall continue in force.
- 7.6 This By-law shall apply to all Signs or Election Signs which were erected, attached, placed or displayed before this By-law was enacted and passed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS xx DAY OF FEBRUARY , 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 14, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-11

SUBJECT MATTER: Frequency of Staff Monthly Reports

Recommendation:

THAT Council accept the recommendation to transition to quarterly department activity reports instead of monthly.

Purpose:

To seek Council direction on the practice of providing monthly activity reports on department day-to-day operations.

Background:

Municipal staff from various departments (CAO/Clerk, Public Works, Drainage, Fire, Building, and Infrastructure) provide monthly activity reports to Council that include a summary of the previous month's meetings, training, and general day-to-day activities of each respective department.

The monthly activity report from the CAO/Clerk included in the January 10, 2022 agenda included the following:

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

There was no discussion from members of Council at the time on the proposed recommendation. In response to this, monthly reports are not included on the February 14th, agenda.

Comments/Analysis:

As noted on the January 10, 2022 agenda, staff's position is that these reports are an additional administrative burden reporting on their day-to-day activities. Staff are of the opinion that the frequency of the reporting means that there are very limited changes month over month.

In conversation with other municipalities in Elgin, it is only Southwold, Dutton Dunwich, and West Elgin who are continuing to provide these monthly activity updates. There is significant time invested each month in producing the reports which staff feels can be allocated to providing services. There are also concerns from staff in reporting on their day-to-day operations to Council, since operations are an administrative function and the effective municipal relationships are built on the premise of Council being a policy focused body.

Staff are suggesting that those who provided monthly reports previously will attend the Council meeting and if members of Council have questions or concerns, they ask that an amendment be added to the agenda and staff will be available to answer questions during the meeting.

Financial Implications:

None. There are savings in administrative staff time producing reports if reduced from monthly to quarterly.

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

Solicitor General

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132-2022-265

By email

January 21, 2022

Dear Chief Administrative Officer/Municipal Clerk:

The Ministry of the Solicitor General is committed to keeping communities across Ontario safe, supported and protected.

In fall 2020, the ministry hired an independent consultant, Goss Gilroy Inc., to conduct a review of court security and prisoner transportation in Ontario, including the design of the Court Security and Prisoner Transportation (CSPT) Transfer Payment (TP) Program. Under the CSPT TP Program, the ministry provides funding to municipalities to assist them in offsetting costs associated with both court security and prisoner transportation.

The review is part of the ministry's ongoing work to leverage technology and improve public safety to build a more responsive and efficient justice system across the province. This includes initiatives such as the Criminal Justice Digital Design (CJDD) and the Criminal Justice Video Strategy (CJVS). CJDD is modernizing the criminal justice sector by digitizing criminal case records and connecting IT systems to ensure data flows seamlessly from police, prosecution, courts and corrections and is readily available to the right people at the right time for decision-making. In addition, CJVS is designed to increase the use of video technology for most types of in-custody court appearances. This reduces the need to transport accused between correctional institutions and courthouses and in turn, improves safety and overall system efficiencies.

Municipalities, police services and other justice sector partners were engaged during the review of court security and prisoner transportation. This review is now complete and in turn, the ministry would like to share the enclosed high-level summary and full report (enclosed). We appreciate the time and effort provided by individuals and organizations during the review process. As a result, valuable feedback on how we can strengthen best practices, as well as explore ways to improve the delivery of court security and prisoner transportation was obtained.

The ministry is taking a phased approach in response to the program review to ensure a pathway for future planning and continuous improvement predicated on good evidence that addresses gaps in the program review. It is important to note that there will be no changes to the overall funding envelope of the CSPT TP Program, subject to the regular fiscal process.

Public safety is a top priority for our government and providing our frontline police and their municipal partners with the tools, resources and financial supports they need to protect our communities is critical to this endeavor.

We look forward to continuing to work closely with you and other municipal and justice sector partners on court security and prisoner transportation and on other shared public safety priorities.

If you have any questions or concerns regarding the CSPT program review or if you would like a French version of the full report, please contact Michelina Longo, Director, External Relations Branch at Michelina.Longo@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Jones', with a stylized, cursive script.

Sylvia Jones
Solicitor General

Enclosures (2)

A High-Level Summary of the Court Security and Prisoner Transportation Program Review

Engagement Approach

A range of consultation activities led by Goss Gilroy Inc., detailed below, took place between fall 2020 and spring 2021. Over 200 individuals participated.

	Interviews with a range of court security and prisoner transportation stakeholders were conducted. The interviews had a dual purpose: 1) scope the exercise and understand what stakeholders wanted to see addressed as part of the review, and 2) collect information to respond to the review's questions about how to improve service delivery.	 31 Interviews
	A survey was administered to all municipal police services (71 per cent response rate) and a survey of Ontario Provincial Police (OPP) detachments (86 per cent response rate) to collect information on the way court security and prisoner transportation is delivered and to obtain input. An online feedback form was also made available to all municipal chief administrative officers and chairs of Ontario police service Boards.	 144 Responses
	Input received from stakeholders through the survey and through online forms was applied to guide a series of focus groups with representatives from a representative cross-section of municipal police services, OPP detachments, First Nation police services, and Police Associations.	 43 Participants

What We Heard: A Snapshot

Funding Model

- Generally, participants are concerned about the fairness and effectiveness of the current funding model for court security and prisoner transportation. Those with courts located in their jurisdictions bear the full net cost of court security, including overtime outlays, as well, the retrospective nature of the grant does not reflect real-time expenditures.
- First Nations police services in Ontario expressed concern that they are not eligible for funding under the CSPT TP and therefore are assuming these expenses.



Prisoner Transportation

- The expanded use of virtual court appearances, accelerated by the pandemic, should be maintained where feasible, but infrastructure limitations and impacts on human resources must be addressed.
- Special Constables are appropriate resources for conducting prisoner transportation and court security, but not all police services leverage these positions.
- The OPP Offender Transportation Unit is generally seen as an effective model; however, there are exclusions that cause some jurisdictions to have to expend additional resources to meet all prisoner transportation needs.
- The interface with correctional institutions is key in terms of achieving efficient prisoner transportation. Scheduling and the coordination of prisoner pick-up and drop-off at some correctional institutions and courts could be improved—technology solutions should be explored.



Court Security

- While courthouse facility improvements have enhanced security in some locations, outstanding facility issues have not all been addressed in other locations.
- Some concerns about contracting for court security functions exist; however, some jurisdictions demonstrated success in contracting courthouse screening activities.
- Unique challenges for Northern Ontario and remote locations cause disruption to front-line policing services when officers are redeployed to court security or prisoner transportation activities due to geography and resource gaps.
- Conflicts were identified between courthouse stakeholders' requests for additional security and constrained police budgets that cannot accommodate increased expenditures.



The County of Middlesex is reviewing its Official Plan to ensure that the land use planning policies are current, reflect updated Provincial policy, and reflect changing community needs for the next 25-years

The Official Plan is a land use planning document that includes a vision, goals, and land use policy directions for the County. The Plan provides a policy framework for topics such as Resource Management, Growth Management and the provision of Physical Services by dealing with issues of Provincial and County interest. The Official Plan recognizes the planning powers and authorities vested in local municipalities and does not set out detailed local policies. Within Middlesex County, each local municipality has a more detailed local official plan.

What we have done so far:

The Official Plan update has included significant work to-date to address Provincial Change, Population and Housing Forecasts, Natural Environment, Transportation, Agriculture, Economy, Development, Housing, Drinking Source Water, and other topics. Although work on some of these topics continues, notably Agriculture, Economy, and Housing; sufficient work has been completed to prepare an Official Plan Amendment Draft Working Copy showing potential amendments to the County Official Plan for the purpose of consultation.

We need your input:

The Official Plan Amendment Draft Working Copy is available on the County's website and includes proposed changes in the format of a 'track change' document. We wanted to make you aware of this for your review and consideration and any feedback, comments, or questions are welcomed.

<https://www.middlesex.ca/departments/planning/official-plan-update>

Going Forward:

It is noted that a subsequent circulation and consultation will occur as the Official Plan review progresses and in response to comments received additional proposed changes to the Official Plan Amendment may

occur. As the project continues, you are invited to learn more about the proposed Official Plan update by reviewing the website or I would be happy to discuss.

Thank you, Durk.

DURK VANDERWERFF, MPA, MCIP, RPP **I COUNTY OF MIDDLESEX I** DIRECTOR OF PLANNING
I 519-434-7321 x2262

LOWER THAMES VALLEY CONSERVATION AUTHORITY**APPOINTMENT OF AUTHORITY MEMBERS**

Our records indicate that your representative's term to the Lower Thames Valley Conservation Authority Board of Directors will soon expire.

Pursuant to Section 14 of the Conservation Authorities Act R.S.O. 1990 the appointment may be made for 1 to 3 years, until the Annual Meeting of the Authority following expiration of the date of the term as specified:

Annual Meeting 2023***Annual Meeting 2024******Annual Meeting 2025***

(please circle one of the above years)

MUNICIPALITY: _____

NAME OF APPOINTED MEMBERS: _____

ADDRESS: _____

TELEPHONE (RES): _____ (WORK): _____

FAX: _____

Is the appointed member an: ELECTED OFFICIAL: _____

NON-ELECTED OFFICIAL: _____

SIGNATURE OF CLERK: _____ DATE: _____

NAME OF CLERK: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____

It would be appreciated if you can return this form by February 11, 2022. Should you have any questions, please call the office.



**LOWER THAMES VALLEY
CONSERVATION AUTHORITY**

Background

Administrative By-Law - 2018-01

and

Code of Conduct

Conflict of Interest Guidelines

Procedure for Election of Officers

October 18th, 2018

LOWER THAMES VALLEY CONSERVATION AUTHORITY

Administrative By-Law, Code of Conduct, Conflict of Interest Guidelines and Procedure for Election of Officers

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I. Background

1. Amendments to the *Conservation Authorities Act*

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such by-laws as are required for its proper administration. The new bylaws will replace administrative regulations created under the repealed Section 30 of the Act. Current administrative bylaws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the authority.

Section 19.1 of the Act, sets out the requirements for by-laws as follows:

By-laws

19.1 (1) An authority may make by-laws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the secretary-treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the executive committee except,
 - (i) the termination of the services of the secretary-treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the by-laws and for making the records available to the public,
 - (ii) establishing a code of conduct for the members of the authority, and
 - (iii) adopting conflict of interest guidelines for the members of the authority;
- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and

- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a by-law made by an authority conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of that act or regulation prevails.

Periodic review of by-laws

(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

By-laws available to public

(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such by-laws under this section as are required for its proper administration,

- (a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and
- (b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

Same

(6) Despite the repeal of section 30 by section 28 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017*, a regulation that was made by an authority under that section continues in force after the repeal until the earlier of,

- (a) the day that is one year after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force; and
- (b) the day the regulation is revoked by the authority.

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a by-law on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a by-law in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting by-law that the authority may have adopted.

2. Basis of this Draft Administrative By-law, Code of Conduct, Conflict of Interest Policy and Election of Officers Procedure

Conservation Ontario has provided a model for an Administrative By-law and the Best Management Practices (Code of Conduct, Conflict of Interest Policy and Election of Officers Procedure) associated with the By-laws required under Section 19.1 of the *Conservation Authorities Act*. It is the guideline which was used as the basis for these governing documents.

The Administrative By-law Model and Best Management Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Some wording in the Administrative By-law Model is suggested, but not required. Other sections are recommended, but the draft wording has been specific to the Lower Thames Valley Conservation Authority. Those sections are highlighted, with explanations included.

It is a goal of this Administrative By-law Model and Best Management Practices to ensure a high level of consistency among conservation authorities, with respect to governance. One way to increase this consistency, is for all conservation authorities to adopt Administrative By-laws and Best Management Practices that are based on a single model. The Lower Thames Valley Conservation Authority draft documents follow the model provided by Conservation Ontario.

3. Conservation Ontario's Development of Best Management Practices (BMP) and Administrative By-law Model

By-laws are considered a legal governing document. In the spirit of best management practices of transparency and accountability, the approach to the language and layout of the Administrative By-law Model is to ensure it is understandable to the general public.

All existing conservation authority by-laws received by Conservation Ontario in July and August 2017 were reviewed during the preparation of the Administrative By-law template. The Conservation Ontario Working Group provided additional input in order to prepare that draft for review by all conservation authorities.

Where municipal legislation conflicts with any part of this by-law (e.g. *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts), the provision of that Act or regulation prevails.

Along with the issues identified by the Working Group the following resources were used as reference to research and analyze best management practices:

- Existing conservation authorities By-laws/Members Guidebooks/Policy and Procedures received by Conservation Ontario:

- Sault Ste. Marie Conservation Authority
- Toronto Region Conservation Authority
- Upper Thames River Conservation Authority
- Central Lake Ontario Conservation Authority
- Essex Region Conservation Authority
- Kawartha Region Conservation Authority
- Hamilton Conservation Authority
- Lower Thames Valley Conservation Authority
- Nottawasaga Conservation Authority
- Saugeen Valley Conservation Authority
- Catfish Creek Conservation Authority
- Grand River Conservation Authority

- Provincial and other best management practices for board governance: *Ontario Not-for-Profit Corporations Act*, Ministry of Municipal Affairs, Association of Municipalities Ontario, Board of Health Governance Toolkit, other local boards under the Municipal Act, Ontario Ombudsman Municipal Meetings FAQ, Ontario Ombudsman investigations, British Columbia Integrity Office

- Not for Profit best management practices for board governance: First Reference Policy Pro, Board Governance Classics, *Canada Not-for-Profit Corporations Act*

- Ontario legislation:

- *Conservation Authorities Act*;
- *Municipal Act, Municipal Conflict of Interest Act*;
- *Municipal Freedom of Information and Protection of Privacy Act*; and
- *Accessibility for Ontarians with Disabilities Act*.

4. Legal Review and Finalization of this Document

Bill 139, *Building Better Communities and Conserving Watersheds Act*, 2017 came into force on December 12, 2017. Each conservation authority will have until December of 2018 to have Section 19.1 compliant by-laws in place. Due to timing of the 2018 municipal elections (October 22, 2018), conservation authorities should plan on adopting their new By-laws in the late summer or fall of 2018, prior to a significant turnover in their membership.

The draft BMP and Administrative By-law Model was circulated to all 36 conservation authorities in November 2017 and amendments were made further to the comments received. It was presented to Conservation Ontario Council on December 11, 2017, and received endorsement in principle.

South Nation Conservation coordinated a legal review of the document in February 2018.

Ministry of Natural Resources and Forestry staff reviewed the document and sought feedback from the Ministry of Municipal Affairs and the Association of Municipalities of

Ontario. The requested changes resulting from those discussions have been incorporated. A 'final' version of the BMP and Administrative By-law Model was forwarded to MNRF staff on March 7, 2018 and minor edits (e.g. wording changes, elimination of duplication) were undertaken at their request on April 5, 2018. Finally, the model documents were reviewed by the Conservation Authorities' insurance provider. This final version was brought to the April 16, 2018 Conservation Ontario Council meeting for endorsement. Beginning in April 2018, training and assistance will be available to individual conservation authorities so they can adopt their own version of the BMPs and Administrative By-law in 2018.

II. Administrative By-Law

Introduction

The Lower Thames Valley Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the following Participating Municipalities:

*Municipality of Chatham-Kent, Municipality of Dutton Dunwich, Town of Lakeshore,
Municipality of Leamington, City of London, Municipality of Middlesex Centre,
Municipality of Southwest Middlesex, Township of Southwold, Municipality of Strathroy-
Caradoc, Municipality of West Elgin*

The Lower Thames Valley Conservation Authority Board of Directors approved the following statements to govern the activities of the Conservation Authority:

Vision – The LTVCA....for a balanced and healthy watershed

Mission – Leading by example in environmental protection in partnership with the community

Core Values: Respect, Integrity, Commitment, Objectivity, Collaborative

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) to cause research to be done;

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“Authority” means the Lower Thames Valley Conservation Authority

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“Chair” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“Chief Administrative Officer” means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

“Fiscal Year” means the period from January 1 through December 31.

“General Membership” means all of the Members, collectively.

“Levy” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“Majority” means half of the votes plus one.

“Members” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

“Minister” means the Minister responsible for administration of the Act.

“Non-matching Levy” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“Officer” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the Chief Administrative Officer and the Secretary-Treasurer (or the CAO/Secretary-Treasurer, if applicable).

“Participating Municipality” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“Pecuniary Interest” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“Secretary-Treasurer” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“Staff” means employees of the Authority as provided for under Section 18(1) of the Act.

“Vice-Chair” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“Weighted Majority” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a) *Appointments*

Participating Municipalities within the jurisdiction of the Lower Thames Valley Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority's area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

b) *Term of Member Appointments*

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.

c) *Powers of the General Membership*

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer;
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,
 - ii. The power to raise money, and
 - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority;
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;

- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or granting permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to the Chief Administrative Officer and other Authority staff consistent with Regulation 152/06;
- xv. *Refuse permission or impose conditions as may be required under any regulations made under Section 28 of the Act;*
- xvi. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal.

d) Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Staff

The General Membership relies on the Chief Administrative Officer and/or Secretary-Treasurer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer and/or Secretary-Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer and/or Secretary-Treasurer.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority.

Chief Administrative Officer (CAO)

Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority.

Secretary-Treasurer

- Is an employee of the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Attends all meetings of the General Membership (and Executive Committee, if applicable);
- Is the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority.

CAO/Secretary-Treasurer

The duties of the Chief Administrative Officer and the Secretary-Treasurer have been combined and assigned to a single position, in which case the person is an Officer called the Chief Administrative Officer/Secretary-Treasurer.

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair(s)

No maximum term is defined for the chair or vice chair.

5. Representatives to Conservation Ontario Council

The Authority shall appoint two representatives by Resolution of the General Membership, these representatives being the Chair (Voting Delegate) and the Chief Administrative Officer / Secretary-Treasurer (alternate) at the Annual Meeting of each year. The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

6. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be at the Annual Meeting of each year in accordance with the Authority's Procedures for Election of Officers (Appendix 3).

7. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual Meeting of each year in accordance with Section 38 of the Act.

8. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution at the Annual Meeting of each year.

9. Appointment of Solicitor

The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel by Resolution at the Annual Meeting of each year.

10. Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the Annual Meeting of each year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public. The Audited Financial Statements will be available to the public on the Authority's website, and at the Administrative Offices.

11. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

12. Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

13. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as follows:

- a) The signing officers of the Authority, except as otherwise prescribed for financial transactions, shall be the Chair or Vice Chair, and the Chief Administrative Officer/Secretary-Treasurer.
- b) All deeds, transfers, assignments, contracts, and obligations entered into by the Authority with a total value of greater than \$50,000 must be signed by the Chair or the Vice Chair and the Chief Administrative Officer/Secretary-Treasurer. These officers are empowered to sign such documents as are necessary for works approved by the Authority and authorized by the Executive Committee or the Board of Directors.
- c) All deeds, transfers, assignments, contracts, and obligations entered into by the Authority with a total value of less than or equal to \$50,000 must be signed by the Chief Administrative Officer/Secretary-Treasurer.
- d) For the above purposes, the signing officers are empowered to arrange for the borrowing of the funds necessary for approved projects and programs of the Authority.

14. Executive Committee

The Authority may appoint an Executive Committee at the Annual Meeting of the General Membership each year in accordance with Section 19 of the Act and Section 1(c)(vi) of this by-law.

15. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

16. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-

diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

17. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

18. Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The Authority shall designate a person or a committee to act as head of the Authority for the purposes of MFIPPA.

19. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. The minimum number of years for such review will be five years.

20. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

21. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the development of enforcement mechanisms/procedures. The procedure should include:

- How an investigation will be conducted regarding the alleged breach;
- How an opportunity will be provided to the affected member to respond to the allegation;
- How the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- How the appointing municipality shall be notified of the outcome of the investigation.

The Executive Committee is responsible for undertaking enforcement or determining if it should be undertaken by an independent third party (e.g. Municipal Integrity Commissioner).

22. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure shall be binding.

The Authority may choose to conduct its business as a committee of the whole.

2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to the General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer in advance of the meeting where it is to be dealt with. This shall be at least 14 days prior to the meeting, if it is to be included in the published agenda.

The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on five calendar days' notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting of the Authority, an Advisory Board or other committee until the next scheduled date for the specific Authority, Advisory Board or committee affected.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings of the General Membership and Executive Committee, if applicable, shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

1. Call to Order
2. Adoption of Agenda
3. Disclosure of Conflicts of Interest
4. Approval of Previous Meeting Minutes
5. Business Arising from the Minutes
6. Presentations
7. Business for Approval
8. Business for Information
9. Correspondence
10. Events Calendar
11. Other Business

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least five calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum. At any Executive Committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee (if applicable), advisory board or committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than 10 minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

8. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;
- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

9. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior

to the start of the meeting. The correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

The Members shall prepare a procedure for reporting excessive absences by a member to the appointing Municipality.

10. Electronic Participation

Members may participate in a meeting that is open to the public by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting. It is expected however, that Members will personally attend meetings on a regular basis.

A Member shall not participate electronically in a meeting that is closed to the public.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 14 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by, two thirds of Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting. The Annual Meeting shall occur prior to March 1 of the year and shall include the following items on the agenda, in addition to the normal course of business:

- i. introduction of new members,
- ii. the election of the chair,
- iii. the election of the vice-chair
- iv. the election of the Executive Committee of the Authority
- v. the election and appointment of members to committees of the Authority
- vi. the appointment of Authority representative to Conservation Ontario Council
- vii. the presentation of the auditors report for the preceding year
- viii. the appointment of the auditor for the upcoming year
- ix. the appointment of solicitor(s)
- x. the appointment of financial institution(s)
- xi. approval of members per diem and mileage rates
- xii. approval of the current year meeting times and dates
- xiii. the adoption of the current year's budget

13. Meetings with Closed “In Camera” Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the Authority is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, executive committee, advisory board or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and

- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board or other committee(s).

14. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote,
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting, and
- c) the Chair is entitled to one vote.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken by alphabetical surname with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve the Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 6 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15. Notice of Motion

Written notice of motion to be made at an Authority, executive committee, advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such a motion or other business would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

A motion may be reconsidered after a period of one year from the date of the original motion. This motion to reconsider shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

19. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and the Chair, and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

D. Approval of By-law and Revocation of Previous By-law(s)

All previous policies and by-laws referring to items found within this by-law are hereby repealed.

By-law number 2018-01 shall come into force on the 18th day of October, 2018.

READ A FIRST TIME

June 21st, 2018

Date

READ A SECOND TIME

August 23rd, 2018

Date

READ A THIRD TIME AND FINALLY PASSED

October 18th, 2018

Date

Signed:



Chair

Linda McKinlay



CAO / Secretary-Treasurer

Mark Peacock

E. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

October 18th, 2018

1. Background

The Lower Thames Valley Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision, mission and values of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal/Indigenous community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal/Indigenous community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure referred to in the Authority's Administrative By-law.

1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

7. *Breach of Conflict of Interest Policy*

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has

breached the Conflict of Interest Policy, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

2. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority,
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority;
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination;

If one Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation;

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames;
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot;
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

Good day fellow Elected Official,

I am following up on last week's email regarding the motion to request the Province to dissolve the OLT. I have received incredible response to date. Nearly 50 municipalities are putting forward the motion to be heard by their respective Councils.

I would respectfully ask that you consider doing the same. The time is now to join fellow municipalities to send the Province the message that the land use planning appeal process is flawed. We are stronger together! Let your voice be heard.

If you do put forward the motion, please let me know so that we can document which municipalities are joining this fight.

I have once again attached the motion for your consideration. Thanks everyone.

Regards,

Tom Mrakas
Mayor Town of Aurora
[416-543-1624](tel:416-543-1624)

Confidentiality Note: The information contained in this communication is confidential and is intended only for the use of the individual or entity to whom it is addressed. The contents of this communication may be subject to legal privilege, and all rights of that privilege are expressly claimed and not waived. This communication may also contain information exempt from disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*. Any distribution, use or copying of this communication, or the information it contains, by anyone including the intended recipient, is unauthorized unless consent is received. If you have received this communication in error, please notify me immediately and destroy the communication without making a copy. Thank you.

Whereas Municipalities across this province collectively spend millions of dollars of taxpayer money and municipal resources developing Official Plans that meet current Provincial Planning Policy; and

Whereas an Official Plan is developed through months of public consultation to ensure, “that future planning and development will meet the specific needs of (our) community”; and

Whereas our Official Plan includes provisions that encourage development of the “missing middle” or “gentle density” to meet the need for attainable housing in our community; and

Whereas our Official Plan is ultimately approved by the province; and

Whereas it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of (Your Municipality) Official Plan; and

Whereas it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the (Your Municipality) Official Plan; and

Whereas municipal planning decisions may be appealed to the Ontario Land Tribunal (OLT; formerly the Ontario Municipal Board or “OMB”), an unelected, appointed body that is not accountable to the residents of (Your Municipality); and

Whereas the OLT has the authority to make a final decision on planning matters based on a “best planning outcome” and not whether the proposed development is in compliance with municipal Official Plans; and

Whereas all decisions—save planning decisions—made by Municipal Council are only subject to appeal by judicial review and such appeals are limited to questions of law and or process; and

Whereas Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans; and

Whereas towns and cities across this Province are repeatedly forced to spend millions of dollars defending Official Plans that have already been approved by the province in expensive, time consuming and ultimately futile OLT hearings; and

Whereas lengthy, costly OLT hearings add years to the development approval process and act as a barrier to the development of attainable housing;

1. Now Therefore Be It Hereby Resolved That (Your Municipality) requests the Government of Ontario to dissolve the OLT immediately thereby eliminating one of the most significant sources of red tape delaying the development of more attainable housing in Ontario; and
2. Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Opposition, the Leaders of the Liberal and Green Party, all MPPs in the Province of Ontario; the Large Urban Mayors’ Caucus of Ontario, the Small Urban GTHA Mayors and Regional Chairs of Ontario; and
3. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

The Township of Southwold Waiving of Facilities Fees Application Form



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

Name of Event:			
MONTHLY MEETINGS FOR ROSY RHUBARB FESTIVAL			
Name of Group or Organization			
ROSY RHUBARB FESTIVAL COMMITTEE			
Primary & Secondary Contact Person		Purpose of Event	
① BRIAN STARK ② SANDY ANNETT		MONTHLY MEETINGS & RHUBARB SAUCE PREP (JUN 6)	
Contact Address		Postal Code	
Phone # Primary / Secondary		Email / Website:	
Not for Profit # or Charitable Organization Registration #:			
Activity or Event Information			
Fees to be Waived (ie: facility rental)		COMMITTEE MONTHLY MEETINGS & SAUCE PREP	
Date and Times: For 2022		FEB 22, MAR 15, APR 19, MAY 17, JUL 19, OCT 18, NOV 15 @ 7:00 to 9:00 pm; Jun 6 @ 8:00 am to 2 pm.	
Number of People expected:		10-12	Admission Fee: (If applicable): _____
Will food be served?	No	Will alcohol be served?	No

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?	
PLANNING FOR ANNUAL RHUBARB FESTIVAL HELD IN SHEDDEN.	

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



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

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

NONE MONTHLY PLANNING MEETINGS ONLY*

*SEPARATE WAIVER SUBMITTED FOR FESTIVAL ITSELF

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

SINCE MARCH 2020 THE COMMITTEE HAS HAD MINIMAL ABILITY TO RAISE AND/OR SECURE MONIES. HOWEVER, PLANNING MEETINGS AND BUSINESS FOR THE FESTIVAL MUST CONTINUE ON A REGULAR BASIS. THE COMMITTEE IS HOPEFUL TO HOLD A FESTIVAL FOR 2022.

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

- ① THE FESTIVAL DOES PARTICIPATE IN BRINGOS AT JACKPOT CITY, ST. THOMAS, HOWEVER, SINCE PUBLIC HEALTH RESTRICTIONS HAVE BEEN ONGOING SINCE MARCH 2020, MINIMAL \$ HAVE BEEN RAISED.
- ② AN APPLICATION TO THE ELGIN COUNTY FESTIVAL AND EVENT PARTNERSHIP PROGRAM WILL BE SUBMITTED IN APRIL 2022.

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

COMPLEX MEETING ROOM IS FULLY ACCESSIBLE FOR MEETINGS.

- ③ ANNUAL GRANT FROM GREENLAND COMMUNITY TRUST FUND @ \$3000

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

The Township of Southwold Waiving of Facilities Fees Application Form



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

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

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

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

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

Ineligibility

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

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

Application Checklist

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

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

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

Township of Southwold,
Attention: Community Services & Communications Clerk
35663 Fingal Line
Fingal, ON N0L 1K0
Fax: 519-769-2837
or by email: communications@southwold.ca

Authorization for Application

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

Name:	BRIAN STARK	Title:	CHAIR COMMITTEE
Signature:		Date:	FEB 1, 2022



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-08

**Being a By-Law to adopt the Budget Estimates
and Capital Projects for the year 2022.**

WHEREAS Section 290 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a local municipality shall prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

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

1. THAT the 2022 Budget Estimates as set out in Schedule "A" attached hereto and forming part of this by-law are hereby adopted.
2. THAT the 2022 Capital Projects as set out in Schedule "B" attached hereto and forming part of this by-law are hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 14TH DAY OF FEBRUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

2022 Budget By-law
Schedule "A" to By-law 2022-08

Taxation

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast
R - Residential	(\$2,537,018)	(\$2,885,950)	\$0	\$0
C - Commercial	(\$102,005)	(\$100,965)	\$0	\$0
C - Commercial - Excess Land	(\$9,422)	(\$9,600)	\$0	\$0
C - Commercial - Vacant Land	(\$51,945)	(\$2,898)	\$0	\$0
C - Commercial	(\$211)	(\$215)	\$0	\$0
X - New Commercial	(\$22,499)	(\$25,993)	\$0	\$0
I - Industrial	(\$8,236)	(\$11,319)	\$0	\$0
I - Industrial	(\$88)	(\$90)	\$0	\$0
I - Industrial - Excess Land	(\$272)	(\$278)	\$0	\$0
I - Industrial - Vacant Land	(\$81,456)	(\$56,704)	\$0	\$0
L - Large Industrial	(\$95,162)	(\$96,967)	\$0	\$0
P - Pipeline	(\$33,901)	(\$35,078)	\$0	\$0
F - Farmland	(\$652,018)	(\$651,024)	\$0	\$0
T - Managed Forest	(\$2,033)	(\$2,018)	\$0	\$0
Total	(\$3,596,265)	(\$3,879,098)	(\$4,057,019)	(\$4,548,902)

2022 Budget By-law
Schedule "A" to By-law 2022-08

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Budget Summary

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast
Property Taxation	(\$3,596,265)	(\$3,879,098)	(\$4,057,019)	(\$4,548,902)
Other Revenue/General Grant	(\$1,623,000)	(\$1,694,200)	(\$1,629,200)	(\$1,279,200)
Council	\$111,600	\$112,700	\$113,832	\$116,109
Administration	\$672,150	\$657,700	\$742,394	\$806,242
Police	\$589,153	\$611,948	\$602,036	\$610,177
Conservation Authority	\$58,571	\$60,462	\$60,328	\$62,138
By-law, Canine, Livestock	\$10,100	\$25,870	\$1,590	\$1,682
Waste Management	\$340,000	\$322,625	\$366,500	\$221,500
Cemeteries	\$11,400	\$12,300	\$13,170	\$14,052
Fire Department	\$751,288	\$793,670	\$809,617	\$825,739
Building	\$0	\$0	\$36,770	\$43,165
Municipal Property	\$11,957	\$32,634	\$33,287	\$33,952
Keystone	\$31,250	\$67,000	\$65,025	\$66,326
Parks	\$143,950	\$190,000	\$146,829	\$149,766
Roads	\$2,346,396	\$2,537,640	\$2,556,662	\$2,739,282
Planning	\$38,050	\$37,750	\$29,211	\$30,395
Drainage	\$103,400	\$110,999	\$108,968	\$107,577
Net Surplus/Deficit	\$0	\$0	\$0	(\$0)

2022 Budget By-law
Schedule "A" to By-law 2022-08

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Budget Revenue and Expense Summary

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast
Tax Levy				
Property Taxation	(\$3,596,265)	(\$3,879,098)	(\$4,057,019)	(\$4,548,902)
General Revenue				
Other Revenue/General Grants	(\$1,937,528)	(\$6,285,200)	(\$1,839,200)	(\$1,839,200)
Other Expenses	\$239,528	\$4,516,000	\$60,000	\$60,000
Net Other Revenue/General Grants	(\$1,698,000)	(\$1,769,200)	(\$1,779,200)	(\$1,779,200)
Departmental Operating Revenue				
Council	\$0	\$0	\$0	\$0
Administration	(\$114,000)	(\$213,160)	(\$125,810)	(\$128,326)
Police	(\$55,000)	(\$50,000)	(\$55,000)	(\$60,000)
Conservation Authority	\$0	\$0	\$0	\$0
By-law, Canine, Livestock	(\$19,000)	\$0	(\$19,000)	(\$19,500)
Waste Management	(\$69,000)	(\$102,500)	(\$64,500)	(\$20,000)
Cemeteries	\$0	\$0	\$0	\$0
Fire Department	(\$94,052)	(\$94,680)	(\$96,500)	(\$98,500)
Building	(\$153,500)	(\$313,500)	(\$283,000)	(\$283,000)
Municipal Property	(\$90,593)	(\$84,216)	(\$85,900)	(\$87,618)
Keystone	(\$60,000)	(\$60,000)	(\$30,600)	(\$31,212)
Parks	(\$21,500)	(\$22,600)	(\$21,930)	(\$22,369)
Roads	(\$637,755)	(\$667,635)	(\$650,510)	(\$663,520)
Planning	(\$20,000)	(\$276,250)	(\$30,000)	(\$30,000)
Drainage	(\$76,182)	(\$79,182)	(\$77,657)	(\$79,162)
Total Revenue	(\$1,410,582)	(\$1,963,723)	(\$1,540,407)	(\$1,523,207)
Departmental Operating Expenses				
Council	\$111,600	\$112,700	\$113,832	\$116,109
Administration	\$728,150	\$817,860	\$789,644	\$805,437
Police	\$644,153	\$661,948	\$657,036	\$670,177
Conservation Authority	\$58,571	\$60,462	\$60,328	\$62,138
By-law, Canine, Livestock	\$29,100	\$25,870	\$20,590	\$21,182
Waste Management	\$409,000	\$425,125	\$431,000	\$241,500
Cemeteries	\$11,400	\$12,300	\$13,170	\$14,052
Fire Department	\$583,840	\$618,350	\$630,717	\$643,331
Building	\$153,500	\$313,500	\$319,770	\$326,165
Municipal Property	\$82,550	\$99,350	\$101,337	\$103,364
Keystone	\$71,250	\$104,500	\$72,675	\$74,129
Parks	\$140,450	\$187,600	\$143,259	\$146,124
Roads	\$1,939,151	\$2,135,275	\$2,177,981	\$2,223,101
Planning	\$53,050	\$304,000	\$54,111	\$55,193

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Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast
Drainage	\$104,582	\$115,181	\$106,625	\$108,709
Total Expenses	\$5,120,347	\$5,994,021	\$5,692,075	\$5,610,710
Net Operating (Revenue)/Expense	\$3,709,765	\$4,030,298	\$4,151,668	\$4,087,503
Net Cash and Capital				
Other To Tax Stabilization Reserve	\$75,000	\$75,000	\$150,000	\$500,000
Council	\$0	\$0	\$0	\$0
Administration	\$58,000	\$53,000	\$78,560	\$129,131
Police	\$0	\$0	\$0	\$0
Conservation Authority	\$0	\$0	\$0	\$0
By-law, Canine, Livestock	\$0	\$0	\$0	\$0
Waste Management	\$0	\$0	\$0	\$0
Cemeteries	\$0	\$0	\$0	\$0
Fire Department	\$261,500	\$270,000	\$275,400	\$280,908
Building	\$0	\$0	\$0	\$0
Municipal Property	\$20,000	\$17,500	\$17,850	\$18,207
Keystone	\$20,000	\$22,500	\$22,950	\$23,409
Parks	\$25,000	\$25,000	\$25,500	\$26,010
Roads	\$1,045,000	\$1,070,000	\$1,029,191	\$1,179,701
Planning	\$5,000	\$10,000	\$5,100	\$5,202
Drainage	\$75,000	\$75,000	\$80,000	\$78,030
Total Net Cash and Capital	\$1,584,500	\$1,618,000	\$1,684,551	\$2,240,598
Net Surplus/Deficit	\$0	\$0	\$0	\$0

Other Revenue

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Penalty and Interest	(\$75,000)	(\$75,000)	(\$75,000)	(\$75,000)	Taxes penalty & interest
Federal Payment In Lieu	(\$500)	(\$200)	(\$900)	(\$900)	
Provincial Paym't In Lieu	(\$50,000)	(\$16,000)	(\$30,000)	(\$30,000)	PIL Accounts Reorganized
Toronto Payment In Lieu	(\$1,030,000)	(\$1,036,000)	(\$1,040,000)	(\$1,040,000)	assumes assessment/tax ratio remains in line with 2019
Other Mun PIL (CE)		(\$38,000)	(\$37,000)	(\$37,000)	
Southwold PIL (WWTP)		(\$3,300)	(\$3,300)	(\$3,300)	
County of Elgin (WWTP)		(\$5,000)	(\$5,000)	(\$5,000)	
Ontario Hydro Corridor	(\$32,000)	(\$32,000)	(\$33,000)	(\$33,000)	Based on 2020. Rates set by MOF.
Railway Corridors	(\$8,000)	(\$4,600)	(\$5,000)	(\$5,000)	Based on 2020. Rates set by MOF.
PIL Supps and Writeoffs	\$0	\$0	\$0	\$0	
Interest Income	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)	Bank Account interest
Donations	\$0	\$0	\$0	\$0	
Provincial Grant OMPF	(\$393,500)	(\$410,100)	(\$410,000)	(\$410,000)	
Provincial Grant One-Time Efficiencies	\$0	\$0	\$0	\$0	
OCIF Grant	(\$223,528)		\$0	\$0	See Cash and Capital
Land Sale		(\$4,500,000)			Stoss Land Sale
Insurance Mitigation from Reserve	(\$25,000)	(\$15,000)			
Total General Revenue	(\$1,887,528)	(\$6,185,200)	(\$1,689,200)	(\$1,689,200)	
Net Supp/WO Tax Township	(\$50,000)	(\$100,000)	(\$150,000)	(\$150,000)	Est. net assessment growth - based on prior year bldg permit activity, historical est. - new homes at 50% due variable occupancy time
Total Supps/WO	(\$50,000)	(\$100,000)	(\$150,000)	(\$150,000)	
Total Other Revenue	(\$1,937,528)	(\$6,285,200)	(\$1,839,200)	(\$1,839,200)	

Other Expenses

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Fee Waivers/Grants	\$16,000	\$16,000	\$60,000	\$60,000	\$10,000 Fee Waivers, \$3,000 Grants, \$3,000 Volunteer Apprec., decrease offset by Keystone Revenue decrease
Transfer to Reserve	\$223,528	\$4,500,000	\$0	\$0	Land Sale Rev to Reserve and Land Held for Resale Account
Total Expenses	\$239,528	\$4,516,000	\$60,000	\$60,000	
Net Operating (Revenue)/Expense	\$239,528	\$4,516,000	\$60,000	\$60,000	
Tax Stabilization Reserve	\$75,000	\$75,000	\$150,000	\$500,000	
Working Capital Reserve	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirement	\$75,000	\$75,000	\$150,000	\$500,000	
Total Requirement from TGGR	\$314,528	\$4,591,000	\$210,000	\$560,000	

Council

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Council Misc Receipts	\$0	\$0	\$0	\$0	
Council Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Council Salaries & Wages	\$80,000	\$82,000	\$81,600	\$83,232	includes COLA increase as per CPI
Canada Pension	\$3,500	\$3,000	\$3,570	\$3,641	
Council (EHT)	\$1,600	\$1,600	\$1,632	\$1,665	
Council -Group Insurance	\$12,800	\$15,000	\$13,056	\$13,317	
Travel/ Mileage/ Expenses	\$500	\$500	\$510	\$520	
Conferences and Training	\$5,000	\$2,500	\$5,100	\$5,202	Remains down due to COVID
Telephone	\$700	\$700	\$714	\$728	
Council- Insurance	\$2,500	\$2,400	\$2,550	\$2,601	
Council-Integrity Commissioner costs	\$1,000	\$1,000	\$1,020	\$1,040	
Council-Grant & Donations	\$0	\$0	\$0	\$0	
Council - Miscellaneous	\$4,000	\$4,000	\$4,080	\$4,162	
Total Expenses	\$111,600	\$112,700	\$113,832	\$116,109	
Net Operating (Revenue)/Expense	\$111,600	\$112,700	\$113,832	\$116,109	

Capital and Cash Requirements

No Capital or Cash Requirements

Administration

Administration					
Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Tax Certificates/Work Orders	(\$8,500)	(\$10,000)	(\$10,200)	(\$10,404)	
License Fees	(\$2,000)	(\$2,000)	(\$2,040)	(\$2,081)	
Marriage Ceremony Fees	(\$250)	(\$250)	(\$255)	(\$260)	
Miscellaneous Receipts	(\$5,000)	(\$5,000)	(\$5,100)	(\$5,202)	
Provincial Grants	\$0		\$0	\$0	FCM Asset Management Grant
Federal Grants	(\$2,500)	(\$2,500)	(\$2,550)	(\$2,601)	Summer Student Grant, anticipating summer student in 2022
Other Grants		(\$38,800)	\$0	\$0	FCM Asset Management Grant
Donations	\$0	\$0	\$0	\$0	
Gain/Loss on Disposal	\$0	\$0	\$0	\$0	
Transfer from Reserve - Records/AM	(\$85,000)	(\$98,200)	(\$86,700)	(\$88,434)	Efficiency Reserve - applied to Plans/Projects - contract staff
		\$0			
Transfer From Election Reserve	\$0	(\$20,000)	\$0	\$0	Election Reserve - Annual Amount
Total Revenue	(\$103,250)	(\$176,750)	(\$106,845)	(\$108,982)	
Salaries and Wages	\$345,000	\$401,000	\$409,020	\$417,200	Adjusted Salary Dist, incl. contract positions for Records and AM
Overhead	\$130,450	\$108,000	\$110,160	\$112,363	
Health Safety	\$500	\$1,000	\$1,020	\$1,040	
Travel Mileage	\$500	\$500	\$510	\$520	reduced - limited travel
Employee Training	\$6,500	\$6,500	\$6,630	\$6,763	Incl. \$2,000 for H&S Cert Training (Min 2)
Building Repairs	\$5,000	\$5,000	\$5,100	\$5,202	
Janitorial Supplies	\$750	\$750	\$765	\$780	
Emergency management	\$2,000	\$2,500	\$2,550	\$2,601	
Utilities	\$5,000	\$5,000	\$5,100	\$5,202	
Office Supplies	\$15,000	\$15,000	\$15,300	\$15,606	
Postage	\$10,000	\$12,000	\$12,240	\$12,485	
Advertising	\$2,500	\$2,500	\$2,550	\$2,601	
Telephone	\$3,250	\$3,250	\$3,315	\$3,381	
Insurance	\$17,000	\$20,000	\$20,400	\$20,808	reflects renewal cost
Legal Fees	\$20,000	\$20,000	\$20,400	\$20,808	
Equipment Maintenance	\$2,000	\$2,500	\$2,550	\$2,601	incl. add'l \$500 generator load bank testing(CSA)
Memberships Subscription	\$24,000	\$47,000	\$47,940	\$48,899	Various memberships and subscriptions, incl. IT, more software moving to subscription, 2FA, add'l security software
Property Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	Grass Cutting, Security Alarm
Miscellaneous	\$500	\$500	\$510	\$520	
Remembrance Day Service	\$0	\$0	\$0	\$0	
Election Expenses	\$0	\$20,000	\$20,400	\$20,808	2022 Election Costs - funded from Reserve
Contracted Services	\$1,500	\$1,500	\$1,530	\$1,561	Doc mgmt, shredding service
Computer Support	\$18,000	\$19,000	\$19,380	\$19,768	IT and GIS Support Service - based on prior years
Bank Charges	\$7,500	\$7,500	\$7,650	\$7,803	2021 higher due to waived CC surcharge
Tax reductions and appeals	\$2,500	\$2,500	\$2,550	\$2,601	
Plans and Projects	\$85,000	\$50,000	\$30,000	\$30,600	IT Penetration/Security Testing Projects, AMP Project - funded from Reserve but not capital
Studies	\$0	\$0	\$0	\$0	
Ontario One Call Locates	\$450	\$450	\$459	\$468	
Small Equipment Purchases	\$1,000	\$1,000	\$1,020	\$1,040	
Transfer to Reserve	\$5,000	\$5,000	\$5,100	\$5,202	Election Reserve - Annual Amount
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$712,400	\$761,450	\$755,679	\$770,793	
Net Operating (Revenue)/Expense	\$609,150	\$584,700	\$648,834	\$661,811	

**2022 Budget By-law
Schedule "A" to By-law 2022-08**

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Economic Development					
Economic Development Revenue	\$0	\$0	\$0	\$0	Ec Dev and/or Efficiency Reserve could be used to fund if necessary
Total Revenue	\$0	\$0	\$0	\$0	
Economic Development-Public Relations Campaign	\$0	\$0	\$0	\$0	
Economic Development	\$5,000	\$20,000	\$15,000	\$15,300	Various signage to implement new Brand - Roadside Community Signs, Facilities, Bldgs - supp info for locations to target will be developed
Total Expenses	\$5,000	\$20,000	\$15,000	\$15,300	
Net Operating (Revenue)/Expense	\$5,000	\$20,000	\$15,000	\$15,300	
Seniors' Committee					
Seniors' Committee Donations	(\$5,000)	(\$5,000)	(\$5,100)	(\$5,202)	Green Lane Trust Request \$5,000
Grants		(\$20,000)			Provincial Seniors Grant
Total Revenue	(\$5,000)	(\$25,000)	(\$5,100)	(\$5,202)	
Senior's Committee- Southwold Young at Heart	\$5,000	\$25,000	\$5,100	\$5,202	
Total Expenses	\$5,000	\$25,000	\$5,100	\$5,202	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Family Day					
Family Day donations	\$0	(\$5,660)	(\$8,000)	(\$8,160)	Green Lane Trust Request \$5,000
Total Revenue	\$0	(\$5,660)	(\$8,000)	(\$8,160)	
Family Day Winterfest	\$0	\$5,660	\$8,000	\$8,160	Similar program and event as in 2020
Total Expenses	\$0	\$5,660	\$8,000	\$8,160	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Communities in Bloom					
C.I.B. Donations - Flag Fund	(\$3,000)	(\$3,000)	(\$3,060)	(\$3,121)	Green Lane Trust Request
Communities in Bloom revenue	\$0	\$0	\$0	\$0	Accumulated surplus from Prior Years ~\$5,000
Total Revenue	(\$3,000)	(\$3,000)	(\$3,060)	(\$3,121)	
Communities in Bloom	\$3,000	\$3,000	\$3,060	\$3,121	
Total Expenses	\$3,000	\$3,000	\$3,060	\$3,121	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
History Committee					
History Committee Revenue	(\$2,000)	(\$2,000)	(\$2,040)	(\$2,081)	Green Lane Trust Request
Total Revenue	(\$2,000)	(\$2,000)	(\$2,040)	(\$2,081)	

2022 Budget By-law
Schedule "A" to By-law 2022-08

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Economic Development-History Committee	\$2,000	\$2,000	\$2,040	\$2,081	
Total Expenses	\$2,000	\$2,000	\$2,040	\$2,081	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Greening Communities					
Greening Communities	(\$750)	(\$750)	(\$765)	(\$780)	Green Lane Trust Request
Total Revenue	(\$750)	(\$750)	(\$765)	(\$780)	
Greening Communities	\$750	\$750	\$765	\$780	
Total Expenses	\$750	\$750	\$765	\$780	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Total Revenue	(\$114,000)	(\$213,160)	(\$125,810)	(\$128,326)	
Total Expenses	\$728,150	\$817,860	\$789,644	\$805,437	
Net Operating (Revenue)/Expense	\$614,150	\$604,700	\$663,834	\$677,111	
Net Cash and Capital Requirements					
Administration Reserve	\$10,000	\$10,000	\$10,200	\$10,404	for studies and projects
Computer Reserve	\$23,000	\$18,000	\$18,360	\$18,727	computer equipment replacements, decr. due to incr. in subscriptions, longer HW life
Building Renewal	\$25,000	\$25,000	\$50,000	\$100,000	Municipal Office - Major Maintenance
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$58,000	\$53,000	\$78,560	\$129,131	
Total Requirement from Levy	\$672,150	\$657,700	\$727,394	\$790,942	

Police

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Miscellaneous Receipts	(\$55,000)	(\$20,000)	(\$55,000)	(\$60,000)	POA revenues down dramatically
Prov Grant Cannabis	\$0	\$0	\$0	\$0	
Transfer from Reserve	\$0	(\$30,000)	\$0	\$0	could consider Reserve usage due decreased revenue
Total Revenue	(\$55,000)	(\$50,000)	(\$55,000)	(\$60,000)	
Contracted Services	\$644,153	\$661,948	\$657,036	\$670,177	As per 2022 Cost Estimate
Transfer to reserves	\$0	\$0	\$0	\$0	
Total Expenses	\$644,153	\$661,948	\$657,036	\$670,177	
Net Operating (Revenue)/Expense	\$589,153	\$611,948	\$602,036	\$610,177	Any increase/decrease will be netted with Reserve

Conservation Authority

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Other Transfer	\$58,571	\$60,462	\$60,328	\$62,138	LTVCA \$16,662, KCCA \$43,800
Total Expenses	\$58,571	\$60,462	\$60,328	\$62,138	
Net Operating (Revenue)/Expense	\$58,571	\$60,462	\$60,328	\$62,138	

By-law, Canine, Livestock

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
By-law Enforcement					
	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
By-law Enforcement Contracted Services	\$4,000	\$4,500	\$4,590	\$4,682	
Total Expenses	\$4,000	\$4,500	\$4,590	\$4,682	
By-law Net Operating (Revenue)/Expense	\$4,000	\$4,500	\$4,590	\$4,682	
Canine Control					
Dog Licence Fees	(\$19,000)	\$0	(\$19,000)	(\$19,500)	Removal of Dog Tag Program
Total Revenue	(\$19,000)	\$0	(\$19,000)	(\$19,500)	
Salaries & Wages	\$4,000	\$1,000	\$1,000	\$1,000	Reduced Staff time allocated to Canine Control
Overhead		\$370	\$400	\$400	
Materials and Supplies	\$500	\$0	\$500	\$500	Removed supplies for tag program
Office Supplies	\$100	\$0	\$100	\$100	
Postage	\$500	\$0	\$500	\$500	
Misc	\$0	\$0	\$0	\$0	
Animal Control Contracted Services	\$18,000	\$18,500	\$12,000	\$12,500	Collection and Pound Services
Animal Control Contracted By-law Enforcement	\$1,500	\$1,000	\$1,000	\$1,000	
Total Expenses	\$24,600	\$20,870	\$15,500	\$16,000	
Canine Net Operating (Revenue)/Expense	\$5,600	\$20,870	(\$3,500)	(\$3,500)	
Livestock Program					
Prov-Livestock Claims	\$0	\$0	\$0	\$0	
Lievstock Grants	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Livestock Claims	\$500	\$500	\$500	\$500	
Total Expenses	\$500	\$500	\$500	\$500	
Livestock Net Operating (Revenue)/Expense	\$500	\$500	\$500	\$500	
Total By-law, Canine, Livestock					
Total Revenue	(\$19,000)	\$0	(\$19,000)	(\$19,500)	
Total Expense	\$29,100	\$25,870	\$20,590	\$21,182	
Net Operating (Revenue)/Expense	\$10,100	\$25,870	\$1,590	\$1,682	

Waste Management

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Recycling Grant	\$0	\$0	\$0	\$0	
Blue Box Grant	(\$30,000)	(\$60,000)	(\$30,000)	\$0	Stewardship Ontario. 2023 down Producer Resp
Donation and miscellaneous revenue	(\$19,000)	(\$19,500)	(\$19,000)	(\$20,000)	Green Lane Trust for Recycling Centre Costs \$17,000 + \$2,500 Zero Waste
Recycling Strategy	(\$20,000)	(\$23,000)	(\$15,500)	\$0	Recyclable Sales
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$69,000)	(\$102,500)	(\$64,500)	(\$20,000)	
Contracted Services	\$291,000	\$304,000	\$300,000	\$152,500	HH and CPI increase applied
Disposal fees	\$60,000	\$62,500	\$62,000	\$65,000	est. based on prior plus inflation and housing increase
Blue boxes and program costs	\$1,000	\$1,000	\$1,000	\$0	
Bin contract	\$0	\$0	\$1,000	\$1,000	no costs for last 3 years
Landfill royalty costs	\$3,000	\$3,125	\$3,000	\$3,000	5% of Disposal Fees
Recycling Strategy	\$35,000	\$35,000	\$45,000	\$0	
Recycling Centre St Thomas	\$16,500	\$17,000	\$16,500	\$17,000	Green Lane Trust for Recycling Centre Costs \$17,000
Zero Waste	\$2,500	\$2,500	\$2,500	\$3,000	Zero Waste Committee
Total Expenses	\$409,000	\$425,125	\$431,000	\$241,500	
Net Operating (Revenue)/Expense	\$340,000	\$322,625	\$366,500	\$221,500	

Cemeteries

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Revenue	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Cemetery Road Wages	\$500	\$500	\$300	\$350	
Cemetery Maintenance	\$5,000	\$5,000	\$5,050	\$5,100	
Cemetery-Insurance	\$5,900	\$6,800	\$7,820	\$8,602	reflects renewal cost
Total Expenses	\$11,400	\$12,300	\$13,170	\$14,052	
Net Operating (Revenue)/Expense	\$11,400	\$12,300	\$13,170	\$14,052	

Fire Department

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Revenue					
Emergency Mgmt Miscellaneous Revenues	\$0	\$0	\$0	\$0	
Fire Inspections	\$0	\$0	\$0	\$0	
Miscellaneous	(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)	
Fire Chief Services - West Elgin	(\$65,552)	(\$81,180)	(\$83,000)	(\$85,000)	New Revenue - offsets increases below in Wages and Benefits
Fire Prevention Donations	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	
Donations	\$0	\$0	\$0	\$0	
Fire Calls/Prov Grant	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	
Transfer from Reserve	(\$15,000)	\$0	\$0	\$0	
Total Revenue	(\$94,052)	(\$94,680)	(\$96,500)	(\$98,500)	
Expenses					
					Reflects revised remuneration structure and recent call activity Fire Chief, Officers, Training, Incident Response, + 0.2 FTE Admin Assistance
Salaries and Wages	\$320,000	\$345,000	\$351,900	\$358,938	
Overhead	\$48,090	\$48,000	\$48,960	\$49,939	
Road - Wages	\$1,000	\$500	\$510	\$520	
Wages-Custodial Shedden Fire Hall	\$1,000	\$1,000	\$1,020	\$1,040	
Wages - Custodial Talbotville Fire Hall	\$1,000	\$1,000	\$1,020	\$1,040	
Emergency Management	\$0	\$0	\$0	\$0	
Health & Safety	\$5,000	\$5,000	\$5,100	\$5,202	
Health & Safety Materials	\$250	\$250	\$255	\$260	
Travel Mileage	\$4,000	\$4,000	\$4,080	\$4,162	
Employee Training	\$29,700	\$32,000	\$32,640	\$33,293	
Specialty Team Training	\$0	\$0	\$0	\$0	
Building Repairs	\$8,260	\$8,500	\$8,670	\$8,843	3 yr avg, Add'l \$500 generator load bank testing (CSA)
Custodial Supplies	\$750	\$1,000	\$1,020	\$1,040	
Utilities	\$11,000	\$11,000	\$11,220	\$11,444	
Materials Supplies	\$6,000	\$6,000	\$6,120	\$6,242	
Medical Supplies	\$3,000	\$3,000	\$3,060	\$3,121	
Operational Supplies	\$5,000	\$5,000	\$5,100	\$5,202	
Chief Clothing Allowance	\$3,000	\$3,000	\$3,060	\$3,121	
Property Maintenance	\$7,000	\$7,000	\$7,140	\$7,283	
Rds Machine Time to Fire	\$500	\$500	\$510	\$520	
Telephone	\$4,000	\$3,500	\$3,570	\$3,641	
Insurance	\$13,000	\$16,000	\$16,320	\$16,646	reflects renewal cost, vehicles in vehicle accts
Legal Fees	\$0	\$0	\$0	\$0	
Equipment Maintenance	\$5,000	\$6,500	\$6,630	\$6,763	Bunker Gear cleaning, SCBA repair, pager repairs
Bunker Gear Maintenance	\$5,000	\$5,000	\$5,100	\$5,202	new account
SCBA Maintenance	\$5,000	\$5,000	\$5,100	\$5,202	new account
Memberships/Subscriptions	\$5,000	\$5,000	\$5,100	\$5,202	
Contracted Services	\$20,000	\$20,000	\$20,400	\$20,808	Dispatch
Contracted Services - Inspections	\$0	\$0	\$0	\$0	
Communications Tower Rental	\$12,500	\$13,000	\$13,260	\$13,525	
IT Services	\$750	\$750	\$765	\$780	
Master Fire Plan			\$0	\$0	
Pre Plan for High Risk			\$0	\$0	
Fire Prevention	\$5,000	\$4,000	\$4,080	\$4,162	
Equipment Purchases	\$16,040	\$17,000	\$17,340	\$17,687	Variety of equipment such as helmets, boots, gloves
PPE Purchases	\$10,000	\$10,000	\$10,200	\$10,404	new account
Transfer to Reserve	\$0	\$0	\$0	\$0	
Funeral Expenses	\$0	\$0	\$0	\$0	
Amortization	\$0	\$0	\$0	\$0	

2022 Budget By-law
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Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Total Department Expenses	\$555,840	\$587,500	\$599,250	\$611,235	
FC Insurance and Licences	\$1,500	\$1,500	\$1,530	\$1,561	
FC Maintenance	\$1,250	\$1,500	\$1,530	\$1,561	
FC Fuel	\$750	\$2,750	\$2,805	\$2,861	
Total Fire Chief Vehicle (Truck)	\$3,500	\$5,750	\$5,865	\$5,982	Incl. some car exp(insc) until disposal
R51 Insurance and Licences	\$2,000	\$2,100	\$2,142	\$2,185	
R51 Maintenance	\$1,250	\$1,250	\$1,275	\$1,301	
R51 Fuel	\$750	\$750	\$765	\$780	
Total R51 Shedden Rescue	\$4,000	\$4,100	\$4,182	\$4,266	
T52 Insurance and Licences	\$2,000	\$2,100	\$2,142	\$2,185	
T52 Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	
T52 Fuel	\$750	\$750	\$765	\$780	
Total T52 Shedden Tanker	\$4,250	\$4,350	\$4,437	\$4,526	
P53 Insurance and Licences	\$2,000	\$2,100	\$2,142	\$2,185	
P53 Maintenance	\$750	\$750	\$765	\$780	
P53 Fuel	\$750	\$750	\$765	\$780	
Total P53 Shedden Pumper	\$3,500	\$3,600	\$3,672	\$3,745	
R61 Insurance and Licences	\$1,500	\$1,600	\$1,632	\$1,665	
R61 Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	
R61 Fuel	\$1,000	\$1,000	\$1,020	\$1,040	
Total R61 Talbotville Rescue	\$4,000	\$4,100	\$4,182	\$4,266	
T62 Insurance and Licences	\$2,000	\$2,100	\$2,142	\$2,185	
T62 Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	
T62 Fuel	\$750	\$750	\$765	\$780	
Total T62 Talbotville Tanker	\$4,250	\$4,350	\$4,437	\$4,526	
P63 Insurance and Licences	\$2,000	\$2,100	\$2,142	\$2,185	
P63 Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	
P63 Fuel	\$1,000	\$1,000	\$1,020	\$1,040	
Total P63 Talbotville Pumper	\$4,500	\$4,600	\$4,692	\$4,786	
Total Expenses	\$583,840	\$618,350	\$630,717	\$643,331	
Net Operating (Revenue)/Expense	\$489,788	\$523,670	\$534,217	\$544,831	
Net Cash and Capital Requirements					
Fire - Apparatus	\$75,000	\$75,000	\$76,500	\$78,030	Fire Truck Replacement
Fire - Building Renewal	\$95,000	\$95,000	\$96,900	\$98,838	Fire Building Replacement/Major Maint
Fire - Major Equipment	\$90,000	\$90,000	\$91,800	\$93,636	Fire Equipment Replacement
Fire - Communications	\$0	\$10,000	\$10,200	\$10,404	
Fire - Funeral	\$1,500	\$0	\$0	\$0	
Capital Items	\$0	\$0			
Total Net Cash and Capital Requirements	\$261,500	\$270,000	\$275,400	\$280,908	
Total Requirement from Levy	\$751,288	\$793,670	\$809,617	\$825,739	

Building

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Building Permit Fees Paid	(\$145,000)	(\$300,000)	(\$275,000)	(\$275,000)	
Septic Permit Fees Paid	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	
Building Contract Services Revenue	\$0	(\$5,000)	\$0	\$0	Other municipalities, chargeable time
Miscellaneous Receipts	(\$500)	(\$500)	\$0	\$0	
Transfer From Reserve			\$0	\$0	
Total Revenue	(\$153,500)	(\$313,500)	(\$283,000)	(\$283,000)	
Salaries & Wages	\$88,000	\$194,000	\$197,880	\$201,838	Increased staffing and revised distribution due to reorg
Overhead	\$25,550	\$58,200	\$59,364	\$60,551	
Wages - Other Dept Chargeout	(\$8,500)	\$0	\$0	\$0	Accounted for in Salaries/Wages
Building Travel/Mileage	\$2,000	\$500	\$510	\$520	Assumes add'l vehicle
Employee Training	\$2,500	\$4,000	\$4,080	\$4,162	add'l training, new staff
Materials Supplies	\$1,000	\$1,500	\$1,530	\$1,561	
Office Supplies	\$500	\$1,000	\$1,020	\$1,040	
Postage	\$0	\$0	\$0	\$0	
Advertising	\$0	\$0	\$0	\$0	
Telephone	\$1,000	\$2,000	\$2,040	\$2,081	incl. data, two employees
Miscellaneous	\$500	\$500	\$510	\$520	
Membership/Subscriptions	\$14,000	\$15,000	\$15,300	\$15,606	incl. eVolta Permit software & Memberships
Insurance		\$6,500	\$6,630	\$6,763	Incl. for better dist of cost
Vehicle fuel/repairs	\$2,500	\$5,000	\$5,100	\$5,202	Reflects Add'l vehicle
Contracted Services Building Department	\$2,000	\$2,000	\$2,040	\$2,081	
Transfer to Reserve	\$22,450	\$23,300	\$23,766.00	\$24,241.32	Net Operating Surplus to Reserve for Vehicle, Eqp, future deficits
Total Expenses	\$153,500	\$313,500	\$319,770	\$326,165	
Net Operating (Revenue)/Expense	\$0	\$0	\$36,770	\$43,165	
Net Cash and Capital Requirements					
Building Equipment	\$0	\$0	\$0	\$0	No Cash Requirements for Reserves
Building Fleet	\$0	\$0	\$0	\$0	Reserves Funded from Net Operating Revenue
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$0	\$0	\$0	\$0	
Total Requirement from Levy	\$0	\$0	\$36,770	\$43,165	

Municipal Property

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Medical Centre					
Donation	\$0	\$0	\$0	\$0	
Lease Income	(\$14,600)	(\$14,746)	(\$15,041)	(\$15,342)	Reflects 1% increase
Federal Grant	\$0	\$0	\$0	\$0	
Transfer from reserves	\$0	\$0	\$0	\$0	
Total Revenue	(\$14,600)	(\$14,746)	(\$15,041)	(\$15,342)	
Salaries and Wages	\$3,000	\$5,500	\$5,610	\$5,722	Revised staffing distribution
Benefits	\$0	\$1,800	\$1,836	\$1,873	
Building Repairs	\$5,000	\$5,000	\$5,100	\$5,202	
Janitorial Supplies	\$0	\$0	\$0	\$0	
Utilities	\$6,500	\$6,500	\$6,630	\$6,763	
Property Maintenance	\$7,500	\$7,500	\$7,650	\$7,803	
Insurance	\$5,000	\$6,000	\$6,120	\$6,242	reflects renewal cost
Equipment Maintenance	\$500	\$500	\$510	\$520	
Miscellaneous	\$7,500	\$7,500	\$7,650	\$7,803	
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$35,000	\$40,300	\$41,106	\$41,928	
Net Operating (Revenue)/Expense	\$20,400	\$25,554	\$26,065	\$26,586	
Library					
Libraries -Lease PAID	(\$45,176)	(\$47,390)	(\$48,337)	(\$49,304)	October CPI for Ontario All Goods 4.9%
Library-Miscellaneous revenue	\$0	\$0	\$0	\$0	
Trsf from Reserve	\$0	\$0	\$0	\$0	
Land Lease expenses	\$0	\$0	\$0	\$0	
Total Revenue	(\$45,176)	(\$47,390)	(\$48,337)	(\$49,304)	
New Library - wages	\$6,000	\$10,000	\$10,200	\$10,404	Revised staffing distribution
Overhead		\$2,500	\$2,550	\$2,601	
New Library-Building Repairs	\$300	\$300	\$306	\$312	
New Library-Janitorial Serv	\$2,000	\$1,500	\$1,530	\$1,561	
New Library-Utilities	\$2,500	\$1,500	\$1,530	\$1,561	
New Library-Insurance	\$750	\$1,250	\$1,275	\$1,301	reflects renewal cost
New Library-Property Maintenance	\$2,000	\$1,000	\$1,020	\$1,040	
New Library-Miscellaneous	\$500	\$500	\$510	\$520	
New Library-Loan Payment	\$10,000	\$10,000	\$10,200	\$10,404	Loan Payment to County
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$24,050	\$28,550	\$29,121	\$29,703	
Net Operating (Revenue)/Expense	(\$21,126)	(\$18,840)	(\$19,216)	(\$19,601)	
Old Library / Plaza					
Comm Unit 2 - Rent Paid Evelyn	(\$9,819)	(\$9,917)	(\$10,116)	(\$10,318)	Reflects 1% increase
Comm Unit 3 - Rent Paid Jacque	(\$7,697)	(\$7,774)	(\$7,929)	(\$8,088)	Reflects 1% increase
Total Revenue	(\$17,516)	(\$17,691)	(\$18,045)	(\$18,406)	
Plaza and Old Library -wages	\$1,500	\$6,000	\$6,120	\$6,242	Revised staffing distribution
Overhead	\$0	\$2,000	\$2,040	\$2,081	
Employment Insurance	\$0	\$0	\$0	\$0	
Employer Health Tax	\$0	\$0	\$0	\$0	
Workplace Safety Insuran	\$0	\$0	\$0	\$0	
Old Library-Building Repair	\$1,000	\$1,500	\$1,530	\$1,561	

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Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Old Library-Janitorial Serv	\$0	\$0	\$0	\$0	
Old Library-Utilities	\$1,000	\$1,000	\$1,020	\$1,040	
Old Library-Property Maintenance	\$500	\$500	\$510	\$520	
Old Library - Insurance	\$0	\$0	\$0	\$0	reflects renewal cost
Old Library - Taxes	\$2,000	\$2,000	\$2,040	\$2,081	
Old Library -Miscellaneous Expenses	\$500	\$500	\$510	\$520	
Commercial Unit Expenses	\$17,000	\$17,000	\$17,340	\$17,687	Hydro, Gas, Maintenance, Snow removal, Waste,
Total Expenses	\$23,500	\$30,500	\$31,110	\$31,732	
Net Operating (Revenue)/Expense	\$5,984	\$12,809	\$13,065	\$13,326	
Farmland					
Municipal Land Lease	(\$13,301)	(\$4,389)	(\$4,477)	(\$4,567)	Reflects reduced acreage due to potential sale
Total Revenue	(\$13,301)	(\$4,389)	(\$4,477)	(\$4,567)	
Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$0	\$0	\$0	
Net Operating (Revenue)/Expense	(\$13,301)	(\$4,389)	(\$4,477)	(\$4,567)	
Total Property					
Total Revenue	(\$90,593)	(\$84,216)	(\$85,900)	(\$87,618)	
Total Expenses	\$82,550	\$99,350	\$101,337	\$103,364	
Net Operating (Revenue)/Expense	(\$8,043)	\$15,134	\$15,437	\$15,745	
Net Cash and Capital Requirements					
Medical Building Reserve	\$10,000	\$5,000	\$5,100	\$5,202	AMP/Reserve Requirements to maintain Med Bldg
New Library Reserve	\$10,000	\$12,500	\$12,750	\$13,005	AMP/Reserve Requirements to maintain Library
Capital Items					
Total Net Cash and Capital Requirements	\$20,000	\$17,500	\$17,850	\$18,207	
Total Requirement from Levy	\$11,957	\$32,634	\$33,287	\$33,952	

Keystone

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Complex -Rental Income	(\$30,000)	(\$25,000)	(\$30,600)	(\$31,212)	est. \$10,000 in fee waivers in other expense
Insurance Coverage	\$0	\$0	\$0	\$0	
Donations	\$0	\$0	\$0	\$0	
Transfer in from Reserve	(\$30,000)	(\$35,000)	\$0	\$0	Tax Stabilization Reserve to assist with low rentals
Total Revenue	(\$60,000)	(\$60,000)	(\$30,600)	(\$31,212)	
Salaries and Wages	\$9,000	\$36,000	\$9,180	\$9,364	Revised staffing distribution
Overhead		\$10,000			
Complex - Rds Time	\$4,000	\$1,000	\$4,080	\$4,162	limited Roads time with revised staffing
Wages - CBO building management	\$2,000	\$0	\$2,040	\$2,081	
Complex -Building Repairs	\$12,000	\$12,000	\$12,240	\$12,485	better reflects historical average
Complex-Cleaning Supplies	\$750	\$1,250	\$765	\$780	
Complex - Utilities	\$10,000	\$10,000	\$10,200	\$10,404	better reflects historical average
Complex-Material Supplies	\$2,500	\$2,500	\$2,550	\$2,601	
Complex-Property Maintenance	\$6,000	\$5,000	\$6,120	\$6,242	
Complex -Rds Mach Tm	\$2,000	\$500	\$2,040	\$2,081	
Complex-Telephone Expense	\$2,000	\$1,750	\$2,040	\$2,081	
Insurance	\$15,000	\$18,000	\$15,300	\$15,606	reflects renewal cost
Complex-Equip Maintenance	\$4,000	\$4,000	\$4,080	\$4,162	incl. new \$500 generator load bank testing CSA
Complex-Equipment Costs	\$2,000	\$2,500	\$2,040	\$2,081	
Miscellaneous	\$0	\$0	\$0	\$0	not used last 3 years
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$71,250	\$104,500	\$72,675	\$74,129	
Net Operating (Revenue)/Expense	\$11,250	\$44,500	\$42,075	\$42,917	
Net Cash and Capital Requirements					
Keystone - Building Renew	\$20,000	\$22,500	\$22,950	\$23,409	AMP Requirements for major maintenance
Keystone - Equipment	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$20,000	\$22,500	\$22,950	\$23,409	
Total Requirement from Levy	\$31,250	\$67,000	\$65,025	\$66,326	

Parks

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Donation	(\$8,000)	(\$8,000)	(\$8,160)	(\$8,323)	Green Lane - Turf Improvement / Overseeding - incl. in grounds maint. Below
Shedden Park - Grounds fees	(\$1,000)	(\$1,000)	(\$1,020)	(\$1,040)	
SOSP - Soccer fees	(\$6,000)	(\$6,000)	(\$6,120)	(\$6,242)	
SOSP - Pavilion fees	(\$1,000)	(\$1,000)	(\$1,020)	(\$1,040)	
Fingal Park - Baseball fees	(\$3,000)	(\$3,000)	(\$3,060)	(\$3,121)	
Talbotville Park - Soccer fees	(\$2,000)	(\$2,000)	(\$2,040)	(\$2,081)	
Talbotville Park - Baseball fees	(\$500)	(\$500)	(\$510)	(\$520)	
Talbotville Park - Pavilion fees	\$0	(\$1,000)	\$0	\$0	
Fingal Heritage Park Gazebo fees		(\$100)	\$0	\$0	
Transfer from reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$21,500)	(\$22,600)	(\$21,930)	(\$22,369)	
Salaries and Wages	\$0	\$68,000	\$0	\$0	Updated distribution based on reorg, staffing changes
Overhead	\$0	\$18,000	\$0	\$0	
Shedden Park - Rds Wages	\$11,000	\$0	\$11,220	\$11,444	Reflects revised Org Structure
Shedden Park - Building Repairs	\$0	\$0	\$0	\$0	
Shedden Park - Utilities	\$2,500	\$2,500	\$2,550	\$2,601	
Shedden Park - Materials/Supplies	\$1,000	\$1,000	\$1,020	\$1,040	
Shedden Park - Property Maintenance	\$3,600	\$3,600	\$3,672	\$3,745	
Shedden Soccer Fields - Property Maintenance	\$12,000	\$12,000	\$12,240	\$12,485	increased grass cutting costs, SOSP
	\$0	\$0	\$0	\$0	
Shedden Park - Machine Time	\$9,500	\$9,500	\$9,690	\$9,884	
Telephone	\$350	\$0	\$357	\$364	
Insurance Coverage	\$15,000	\$19,000	\$15,300	\$15,606	reflects increased insurance costs
Canada Day-Fingal Park	\$2,000	\$2,000	\$2,040	\$2,081	Donation to Canada activities
Shedden Soccer & Ball Park Expenses	\$1,500	\$1,500	\$1,530	\$1,561	
Fingal Ballpark Expenses	\$10,000	\$10,000	\$10,200	\$10,404	
Fingal Ball Park - Custodial wages	\$0	\$0	\$0	\$0	
Fingal Playground Park	\$1,500	\$1,500	\$1,530	\$1,561	
Fingal Park-Roads Wages	\$20,000	\$0	\$20,400	\$20,808	
Fingal Park- Machine Time	\$17,000	\$15,000	\$17,340	\$17,687	
Talbotville Park Expenses	\$9,000	\$9,000	\$9,180	\$9,364	
Talbotville Park-Road Wages	\$9,000	\$0	\$9,180	\$9,364	
Talbotville Park- Machine Time	\$8,000	\$10,000	\$8,160	\$8,323	Variable, depends on Park progress, readiness for grass cutting
Ferndale Park Expenses	\$3,000	\$3,000	\$3,060	\$3,121	
Ferndale Park-Roads Wages	\$2,500	\$0	\$2,550	\$2,601	Total Road Wages \$42,500
Ferndale park-Roads Machine Time	\$2,000	\$2,000	\$2,040	\$2,081	
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$140,450	\$187,600	\$143,259	\$146,124	
Net Operating (Revenue)/Expense	\$118,950	\$165,000	\$121,329	\$123,756	
Net Cash and Capital Requirements					
Parks - Equipment	\$25,000	\$25,000	\$25,500	\$26,010	
Parks-Renewal	\$0	\$0	\$0	\$0	
Parks - Building Renewal	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$25,000	\$25,000	\$25,500	\$26,010	
Total Requirement from Levy	\$143,950	\$190,000	\$146,829	\$149,766	

Roads

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Line Painting Revenues	(\$90,000)	(\$95,000)	(\$91,800)	(\$93,636)	
RDS. - Other Municipalities	(\$25,000)	(\$25,000)	(\$25,500)	(\$26,010)	
RDS. - Misc Revenues	(\$10,000)	(\$10,000)	(\$10,200)	(\$10,404)	
Roads - Provincial Grants	\$0	\$0	\$0	\$0	
Roads - Federal Grants	(\$5,000)	(\$5,000)	(\$5,100)	(\$5,202)	Student Grants
Elgin Cty Road Payment	(\$507,755)	(\$532,635)	(\$517,910)	(\$528,268)	October CPI Ontario All Goods 4.9%
Trans FROM Reserve Fund	\$0	\$0	\$0	\$0	
Loss on disposal of assets	\$0	\$0	\$0	\$0	
Total Revenue	(\$637,755)	(\$667,635)	(\$650,510)	(\$663,520)	
Other Municipality Line Painting	\$59,750	\$60,875	\$62,093	\$63,334	
Amortization	\$0	\$0	\$0	\$0	
Township Bridges & Culverts	\$8,750	\$8,750	\$8,925	\$9,104	
Township Roadside Maintenance	\$139,500	\$145,500	\$148,410	\$151,378	
Township Hardtop Maintenance	\$147,975	\$154,600	\$157,692	\$160,846	
Township Loosetop Maintenance	\$302,750	\$366,000	\$373,320	\$380,786	
Township Winter Control	\$212,500	\$230,250	\$234,855	\$239,552	
Township Signs and Safety Devices	\$56,250	\$58,750	\$59,925	\$61,124	
Township Road Department Admin and Over	\$461,898	\$539,402	\$550,190	\$561,194	
Sidewalks	\$4,500	\$4,500	\$4,590	\$4,682	
Streetlights	\$37,000	\$35,500	\$36,210	\$38,495	
Total Township Expenses	\$1,371,123	\$1,543,252	\$1,574,117	\$1,607,160	
County Bridges & Culverts	\$4,250	\$4,250	\$4,335	\$4,422	
County Roadside Maintenance	\$58,000	\$62,375	\$63,623	\$64,895	
County Hardtop Maintenance	\$135,225	\$143,225	\$146,090	\$149,011	
County Winter Control	\$255,550	\$262,050	\$267,291	\$272,637	
County Signs and Safety Devices	\$22,000	\$24,500	\$24,990	\$25,490	
County - Allocated Overhead	\$33,252	\$34,748	\$35,443	\$36,152	7% Allowable
County Total Expenses	\$508,277	\$531,148	\$541,771	\$552,606	Budget to offset revenue
Total Expenses	\$1,939,150	\$2,135,275	\$2,177,981	\$2,223,101	
Net Operating (Revenue)/Expense	\$1,301,395	\$1,467,640	\$1,527,471	\$1,559,581	
Net Cash and Capital Requirements					
Roads - Building Renewal	\$75,000	\$100,000	\$100,000	\$200,000	
Roads - Gas Tax	\$0	\$0	(\$146,309)	(\$146,309)	
Roads - Fleet	\$0	\$0	\$0	\$0	
Roads - Equipment	\$0	\$0	\$0	\$0	
Roads - Road Construction	\$825,000	\$825,000	\$900,000	\$950,000	
Roads - Bridges & Culvert	\$100,000	\$100,000	\$150,000	\$150,000	
Roads - Sidewalks	\$25,000	\$25,000	\$25,500	\$26,010	
Roads - Streetlights	\$20,000	\$20,000	\$20,400	\$20,808	
Capital	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$1,045,000	\$1,070,000	\$1,029,191	\$1,179,701	
Total Requirement from Levy	\$2,346,395	\$2,537,640	\$2,556,662	\$2,739,282	
Road Operations - Detailed Expense Accounts					
Other Municipality Line Painting					
Line Mark- other - Wages	\$5,000	\$5,500	\$5,610	\$5,722	
Line Mark Other - Benefits	\$1,250	\$1,375	\$1,403	\$1,431	
Line Mark-other -material	\$45,000	\$45,000	\$45,900	\$46,818	
Line Mark- other-machine	\$8,500	\$9,000	\$9,180	\$9,364	

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Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Total	\$59,750	\$60,875	\$62,093	\$63,334	
Township Bridges & Culverts	\$1,000	\$1,000	\$1,020	\$1,040	
Benefits - Bridges and Culverts	\$250	\$250	\$255	\$260	
Materials-Bridge&Culvert	\$5,000	\$5,000	\$5,100	\$5,202	
Mach Time-Bridge&Culvert	\$2,500	\$2,500	\$2,550	\$2,601	
Total	\$8,750	\$8,750	\$8,925	\$9,104	
Township Roadside Maintenance					
Rds-Grass& Weed-Wages	\$10,000	\$12,000	\$12,240	\$12,485	
Rds-Grass&Weed-Benefits	\$2,500	\$2,500	\$2,550	\$2,601	
Rds-Grass&Weed-Materials	\$11,000	\$11,000	\$11,220	\$11,444	Incl. \$8,000 for Phragmites Control
Rds-Grass&Weed-Mach Time	\$14,000	\$14,000	\$14,280	\$14,566	
Rds-Chain-Materials	\$2,500	\$2,500	\$2,550	\$2,601	
Rds-Brushing-Wages	\$25,000	\$26,000	\$26,520	\$27,050	
Rds-Brushing-Benefits	\$6,250	\$6,250	\$6,375	\$6,503	
Rds-Brushing-Machine Time	\$20,000	\$20,000	\$20,400	\$20,808	
Rds-Brushing-Hired Equip	\$3,000	\$3,000	\$3,060	\$3,121	
Rds-Ditching-Wages	\$5,000	\$6,000	\$6,120	\$6,242	
Rds-Ditching-Benefits	\$1,250	\$1,250	\$1,275	\$1,301	
Rds-Ditching-Materials	\$2,500	\$2,500	\$2,550	\$2,601	
Rds-Ditching-Machine Time	\$7,500	\$7,500	\$7,650	\$7,803	
Ditching-hired equipment	\$0	\$0	\$0	\$0	
Rds-Debris/Garb-Wages	\$5,000	\$6,000	\$6,120	\$6,242	
Rds-Debris/Garb-Benefits	\$1,250	\$1,250	\$1,275	\$1,301	
Rds-Debris/Garb-Materials	\$3,500	\$3,500	\$3,570	\$3,641	
Rds-Debris/Garb-Mach Time	\$3,000	\$3,000	\$3,060	\$3,121	
Rds-Catchbasin Wages	\$5,000	\$6,000	\$6,120	\$6,242	
Rds-Catchbasin-Benefits	\$1,250	\$1,250	\$1,275	\$1,301	
Rds-Catchbasin-Materials	\$4,000	\$4,000	\$4,080	\$4,162	
Rds-Catchbasin-Mach Time	\$6,000	\$6,000	\$6,120	\$6,242	
Total	\$139,500	\$145,500	\$148,410	\$151,378	
Township Hardtop Maintenance					
Rds - Inspection Hardtop-Wages	\$65,000	\$65,000	\$66,300	\$67,626	
Rds - Inspection Hardtop-Benefits	\$16,250	\$16,250	\$16,575	\$16,907	
Rds-Inspection Hardtop-Machine	\$0	\$0	\$0	\$0	
Patching&Spray-Wgs	\$15,000	\$17,500	\$17,850	\$18,207	
Patching&Spray-Benefits	\$4,000	\$4,500	\$4,590	\$4,682	
Patching/Spray-Materials	\$7,500	\$7,500	\$7,650	\$7,803	
Patching/Sp-Machine Tlme	\$2,000	\$2,000	\$2,040	\$2,081	
Sweeping Wages	\$1,500	\$2,000	\$2,040	\$2,081	
Sweeping-Benefits	\$375	\$500	\$510	\$520	
Sweeping Materials	\$0	\$0	\$0	\$0	
Sweeping-Machine Time	\$1,600	\$1,600	\$1,632	\$1,665	
Shouldering-Wages	\$2,500	\$5,000	\$5,100	\$5,202	
Shouldering-Benefits	\$750	\$1,250	\$1,275	\$1,301	
Shouldering - Materials	\$0	\$0	\$0	\$0	
Shouldering Machine Tlme	\$5,000	\$5,000	\$5,100	\$5,202	
Line Marking-TWP - Wages	\$10,000	\$10,000	\$10,200	\$10,404	
Line Marking TWP- Benefits	\$2,500	\$2,500	\$2,550	\$2,601	
Line Marking-TWPMaterials	\$4,000	\$4,000	\$4,080	\$4,162	
Line Marking-TWP -Machine	\$10,000	\$10,000	\$10,200	\$10,404	
Total	\$147,975	\$154,600	\$157,692	\$160,846	
Township Loosetop Maintenance					
Rds - Inspection Loosetop	\$0	\$0	\$0	\$0	
Rds-Inspection Loosetop-Benefits	\$0	\$0	\$0	\$0	
Rds-PatchLoosetop-Material	\$0	\$0	\$0	\$0	
Rds-Patch-Loosetop-Mach TM	\$0	\$0	\$0	\$0	
Rds-Grading Wages	\$32,500	\$50,000	\$51,000	\$52,020	
Rd Grading-Wages-other	\$0	\$0	\$0	\$0	
Rds-Grading-Benefits	\$8,125	\$12,500	\$12,750	\$13,005	
Rds-Grading-Materials	\$0	\$0	\$0	\$0	

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Rds-Grading-Mach Time	\$69,000	\$90,000	\$91,800	\$93,636	
Rds-Grading-Mach Time-Other	\$0	\$0	\$0	\$0	
Rds. Dust Control-Wages	\$7,500	\$10,000	\$10,200	\$10,404	
Rds-Dust Control-Benefits	\$1,875	\$2,000	\$2,040	\$2,081	
Rds-Dust Control-Material	\$115,000	\$125,000	\$127,500	\$130,050	
Rds-DustControl -Mach Tm	\$15,000	\$15,000	\$15,300	\$15,606	
Rds-Gravel-Wages	\$15,000	\$17,500	\$17,850	\$18,207	
Rds-Gravel-Benefits	\$3,750	\$4,000	\$4,080	\$4,162	
Rds-Gravel-Materials	\$15,000	\$20,000	\$20,400	\$20,808	
Rds-Gravel-Mach Time	\$20,000	\$20,000	\$20,400	\$20,808	
Total	\$302,750	\$366,000	\$373,320	\$380,786	
Township Winter Control					
Rds-Snow-Plow Wages	\$55,000	\$60,000	\$61,200	\$62,424	
Rds-Snow Plow-Benefits	\$13,500	\$15,000	\$15,300	\$15,606	
Rds-Patrol-Wages	\$8,000	\$12,000	\$12,240	\$12,485	
Rds-Patrol-Benefits	\$2,000	\$3,000	\$3,060	\$3,121	
Rds-Patrol-Machine	\$0	\$0	\$0	\$0	
Rds-Snow Plow-Materials	\$60,000	\$60,000	\$61,200	\$62,424	
Rds-Snow Plow-Mach Time	\$70,000	\$70,000	\$71,400	\$72,828	
Rds-Snow Plow-Blades	\$4,000	\$4,000	\$4,080	\$4,162	
Rds-Sanding/Salting-Wages	\$0	\$5,000	\$5,100	\$5,202	
Rds-Sanding/Salting-Benefits	\$0	\$1,250	\$1,275	\$1,301	
Rds San/Salting-Material	\$0	\$0	\$0	\$0	
Rds-Sand/Salt-Mach Time	\$0	\$0	\$0	\$0	
Total	\$212,500	\$230,250	\$234,855	\$239,552	
Township Signs and Safety Devices					
Rds-Safety/Signs-Wages	\$25,000	\$27,500	\$28,050	\$28,611	
Rds-Safety/Signs-Benefits	\$6,250	\$6,250	\$6,375	\$6,503	
Rds-Safety/Signs-Material	\$15,000	\$15,000	\$15,300	\$15,606	increased sign replacement due to
Rds-Safety/Sign-Mach Time	\$10,000	\$10,000	\$10,200	\$10,404	
Rd-Rail Rd Cross-Material	\$0	\$0	\$0	\$0	
Total	\$56,250	\$58,750	\$59,925	\$61,124	
Township Road Department Admin and Overhead					
Misc-O/H	\$0	\$0	\$0	\$0	
Rds-Accrued Vacation Time	\$0	\$0	\$0	\$0	
Overhead - Wages	\$132,500	\$170,000	\$173,400	\$176,868	
Overhead-Banked Time	\$0	\$0	\$0	\$0	
Rds - Accrued Sick Time	\$0	\$0	\$0	\$0	
Rds. Convention&Seminars	\$1,000	\$1,000	\$1,020	\$1,040	
Rds- Association Fees	\$500	\$500	\$510	\$520	
Rds- Occ Health & Safety	\$2,500	\$2,500	\$2,550	\$2,601	
Rds- Ed & Training	\$25,000	\$20,000	\$20,400	\$20,808	Road School x4, Winter Training, Other
Rds-Insurance deductibles	\$0	\$0	\$0	\$0	
Rds-Print &Advertising	\$150	\$150	\$153	\$156	
Rds- Office Supplies	\$750	\$750	\$765	\$780	
Drain Mtc. - Roads	\$0	\$0	\$0	\$0	
Rds-Telephone	\$5,500	\$5,500	\$5,610	\$5,722	
Rds- OH - Hydro	\$5,000	\$5,000	\$5,100	\$5,202	
Rds-Heat	\$6,000	\$6,000	\$6,120	\$6,242	
Rds- Water	\$3,000	\$3,000	\$3,060	\$3,121	
Rds- Janitorial /Building	\$750	\$750	\$765	\$780	
Rds-Building Lawn Mtc	\$500	\$500	\$510	\$520	
Rds-OH-Boots, Gloves, AGO	\$7,000	\$7,000	\$7,140	\$7,283	
Rds-OH-Shop Coveralls/Rag	\$7,500	\$7,500	\$7,650	\$7,803	
Rds- OH- Misc Supplies	\$8,000	\$8,000	\$8,160	\$8,323	
Rds- Shedden Shop miscellaneous	\$500	\$500	\$510	\$520	
Rds-Garage Misc. Repairs	\$35,000	\$35,000	\$35,700	\$36,414	
Rds - OH Salt Bldg Repair	\$0	\$0	\$0	\$0	
Rds- OH Tools	\$6,000	\$6,000	\$6,120	\$6,242	
Rds- OH Licence Fees	\$1,250	\$1,250	\$1,275	\$1,301	
Rds-Radio & GPS Maintenance	\$2,500	\$2,500	\$2,550	\$2,601	

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Rds-OH Pager Expense	\$0	\$0	\$0	\$0	
Rds OH - Fuel	\$0	\$0	\$0	\$0	
Rds OH - Oil	\$0	\$0	\$0	\$0	
Banked Time - Used	\$0	\$0	\$0	\$0	
Canada Pension	\$38,500	\$45,000	\$45,900	\$46,818	
Employment Insurance	\$22,500	\$26,000	\$26,520	\$27,050	
OMERS Pension Plan	\$65,000	\$72,000	\$73,440	\$74,909	
Employer Health Tax	\$16,000	\$18,000	\$18,360	\$18,727	
Workplace Safety Insuran	\$24,500	\$28,000	\$28,560	\$29,131	
Group Insurance	\$68,500	\$75,000	\$76,500	\$78,030	
Travel Mileage	\$250	\$250	\$255	\$260	
Allocate Benefits	(\$109,000)	(\$115,000)	(\$117,300)	(\$119,646)	
Postage	\$0	\$0	\$0	\$0	
Insurance	\$110,000	\$133,000	\$135,660	\$138,373	reflects renewal cost
Legal and Consultation	\$2,500	\$2,500	\$2,550	\$2,601	
Memberships/Subscriptions	\$5,500	\$6,000	\$6,120	\$6,242	incl. Software Costs
Computer Support	\$0	\$0	\$0	\$0	
Studies and Reports	\$0	\$0	\$0	\$0	
Overhead Allocation to County	\$33,252	\$34,748	(\$35,443)	(\$36,152)	
Total	\$461,898	\$539,402	\$550,190	\$561,194	
Sidewalks					
Sidewalk Maintenance - Wages	\$1,000	\$1,000	\$1,020	\$1,040	
Sidewalk Maintenance - Materials	\$1,500	\$1,500	\$1,530	\$1,561	
Sidewalk Maintenance -Machine time	\$2,000	\$2,000	\$2,040	\$2,081	
Total	\$4,500	\$4,500	\$4,590	\$4,682	
Streetlights					
Utilities	\$17,000	\$17,000	\$17,340	\$17,687	
Equipment Maintenance	\$7,500	\$7,000	\$7,140	\$7,803	reflects 3 year average
Locates- road wages	\$7,500	\$7,000	\$7,140	\$7,803	Road time for locates
Locates - equipment time	\$5,000	\$4,500	\$4,590	\$5,202	
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$37,000	\$35,500	\$36,210	\$38,495	
County Bridges & Culverts					
Elgin- Bdgs&Culvt-Wages	\$1,000	\$1,000	\$1,020	\$1,040	
Elgin-Br&Culvert-Benefits	\$250	\$250	\$255	\$260	
Elgin-Br&Culvert-Material	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Br& Culv. Mach Time	\$1,500	\$1,500	\$1,530	\$1,561	
Total	\$4,250	\$4,250	\$4,335	\$4,422	
County Roadside Maintenance					
Elg- Grass& Weed-Wages	\$8,000	\$9,000	\$9,180	\$9,364	
Elg-Grass&Weed-Benefits	\$2,000	\$2,250	\$2,295	\$2,341	
Elg-Grass&Weed-Materials	\$6,500	\$6,500	\$6,630	\$6,763	
Elg-Grass&Weed-Mach Time	\$16,000	\$16,000	\$16,320	\$16,646	
Elgin-Brushing Wages	\$5,000	\$6,000	\$6,120	\$6,242	
Elgin-Brushing-Benefits	\$1,250	\$1,500	\$1,530	\$1,561	
Elgin-Brushing Materials	\$2,000	\$2,000	\$2,040	\$2,081	
Elgin-Brushing-Mach Time	\$2,500	\$2,500	\$2,550	\$2,601	
Elgin-Ditching-Wages	\$1,000	\$1,500	\$1,530	\$1,561	
Elgin-Ditching-Benefits	\$250	\$375	\$383	\$390	
Elgin-Ditching Materials	\$250	\$250	\$255	\$260	
Elgin-Ditching Mach Time	\$1,000	\$1,000	\$1,020	\$1,040	
Elgin-Debris/Garb-Wages	\$5,000	\$6,000	\$6,120	\$6,242	
Elgin-Debris/Garb-Benefits	\$1,250	\$1,500	\$1,530	\$1,561	
Elgin-Debris/Garb-Material	\$500	\$500	\$510	\$520	
Elgin-Debris/Garb Mach Time	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Catchbasin Wages	\$2,000	\$2,000	\$2,040	\$2,081	
Elgin-Catchbasin-Benefits	\$500	\$500	\$510	\$520	
Elgin-Catchbasin-Material	\$500	\$500	\$510	\$520	
Elgi-Catchbasin-Mach Time	\$1,000	\$1,000	\$1,020	\$1,040	
Total	\$58,000	\$62,375	\$63,623	\$64,895	
County Hardtop Maintenance					

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Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Elgin-Road Inspections-Wages	\$50,000	\$55,000	\$56,100	\$57,222	
Elgin-Road Inspections-Benefits	\$12,500	\$14,000	\$14,280	\$14,566	
Elgin-Road Inspections-Machine	\$0	\$0	\$0	\$0	
Elgin Patch -Wages	\$7,500	\$7,500	\$7,650	\$7,803	
Elgin-Patch-Benefits	\$1,500	\$1,500	\$1,530	\$1,561	
Elgn-Patch-Material	\$10,000	\$11,000	\$11,220	\$11,444	
Elgin-Patch- Mach TM	\$4,000	\$4,000	\$4,080	\$4,162	
Elgin-Sweeping Wages	\$2,000	\$2,000	\$2,040	\$2,081	
Elgin-Sweeping-Benefits	\$500	\$500	\$510	\$520	
Elgin-Sweeping Materials	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Sweeping Mach Time	\$3,600	\$3,600	\$3,672	\$3,745	
Elgin-Shouldering -Wages	\$6,000	\$6,000	\$6,120	\$6,242	
Elgin-Shouldering-Benefits	\$1,500	\$2,000	\$2,040	\$2,081	
Elgn-Shouldering Material	\$2,000	\$2,000	\$2,040	\$2,081	
Elgn-Shouldering Mach Tm	\$12,000	\$12,000	\$12,240	\$12,485	
Elgin-Line Painting Wages	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Line Painting Benefits	\$375	\$375	\$383	\$390	
Elgin-Line Painting Materials	\$16,000	\$16,000	\$16,320	\$16,646	
Elgin-Line Painting Machine	\$2,750	\$2,750	\$2,805	\$2,861	
Total	\$135,225	\$143,225	\$146,090	\$149,011	
County Winter Control					
Elgin-SnowPlowing-Wages	\$40,000	\$40,000	\$40,800	\$41,616	
Elgin-Snow Plowing-Benefits	\$10,000	\$10,000	\$10,200	\$10,404	
Elgin-Patrol-Wages	\$30,000	\$32,000	\$32,640	\$33,293	
Elgin-Patrol-Benefits	\$7,500	\$8,000	\$8,160	\$8,323	
Elgin-Patrol-Machine	\$0	\$0	\$0	\$0	
Elgin-Snow Plow-Materials	\$81,550	\$85,550	\$87,261	\$89,006	
Elgin-Snow Plow-Mach Time	\$35,000	\$35,000	\$35,700	\$36,414	
Elgin-Sand/Salting-Wages	\$0	\$0	\$0	\$0	
Elgin-Sand/Salting-Benefits	\$0	\$0	\$0	\$0	
Elg-Sand/Salting-Material	\$1,500	\$1,500	\$1,530	\$1,561	
Elg-Sand/Salting Mach Tim	\$50,000	\$50,000	\$51,000	\$52,020	
Total	\$255,550	\$262,050	\$267,291	\$272,637	
County Signs and Safety Devices					
Elg-Safety/Signs Wages	\$10,000	\$12,000	\$12,240	\$12,485	
Elgin-Safety/Signs-Benefits	\$2,500	\$3,000	\$3,060	\$3,121	
Elgin-SafetySign-Material	\$4,500	\$4,500	\$4,590	\$4,682	
Elg-SafetySign-Mach Time	\$5,000	\$5,000	\$5,100	\$5,202	
Elgin-SpProj-Wages	\$0	\$0	\$0	\$0	
Elgin-SpProj-Benefits	\$0	\$0	\$0	\$0	
Elgin-SpProj-Materials	\$0	\$0	\$0	\$0	
Elgin-SpProj-Mach Time	\$0	\$0	\$0	\$0	
Total	\$22,000	\$24,500	\$24,990	\$25,490	
County Overhead		\$34,748	\$35,443		
Total Expenses	\$1,868,898	\$2,135,275	\$2,106,328	\$2,148,454	
Net Operating (Revenue)/Expense	\$1,231,144	\$1,467,640	\$1,455,818	\$1,484,934	

Planning & Development

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Planning					
Miscellaneous	\$0	\$0	\$0	\$0	
Grant	\$0	\$0	\$0	\$0	
Application Fees	(\$20,000)	(\$35,000)	(\$30,000)	(\$30,000)	anticipates ongoing strong development activity
Planning Recoveries Other Municipalities	\$0	\$0	\$0	\$0	
Planning Recoveries Property Owners	\$0	\$0	\$0	\$0	
Future Recoveries from Development Charges	\$0	\$0	\$0	\$0	
Future Recoveries re: Official Plan	\$0	\$0	\$0	\$0	
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$20,000)	(\$35,000)	(\$30,000)	(\$30,000)	
Salaries and Wages - Contracted Planner	\$46,000	\$52,500	\$46,920	\$47,858	Contracted Planning Staff, Internal OH
Mileage	\$250	\$250	\$255	\$260	
Employee Training	\$500	\$750	\$510	\$520	shared costs
Materials Supplies	\$250	\$250	\$255	\$260	
Postage	\$500	\$750	\$510	\$520	
Advertising	\$750	\$750	\$765	\$780	
Legal Fees	\$3,300	\$5,000	\$3,366	\$3,433	Based on prior activity
Memberships/Subscriptions	\$0	\$500	\$0	\$0	shared costs
Official Plan Updates	\$0	\$0	\$0	\$0	
Zoning By-Law Updates	\$0	\$0	\$0	\$0	
Development Charges Study	\$0	\$0	\$0	\$0	
Contracted Services	\$1,000	\$1,500	\$1,020	\$1,040	incl. annual mapping update
Transfer to Reserve	\$0	\$0	\$0	\$0	
Miscellaneous	\$500	\$500	\$510	\$520	
Total Expenses	\$53,050	\$62,750	\$54,111	\$55,193	
Net Operating (Revenue)/Expense	\$33,050	\$27,750	\$33,711	\$34,385	
Development Activities - Cost Recovery					
Development Staff Time - Cost Recovery		(\$37,500)	(\$38,250)	(\$39,015)	
Cost Recovery - Other		(\$10,000)	(\$10,200)	(\$10,404)	
Transfer from Reserve		\$0	\$0	\$0	
Total Revenue		(\$47,500)	(\$48,450)	(\$49,419)	
Salaries/Wages		\$30,000	\$30,600	\$31,212	Updated wage distribution
Overhead		\$7,500	\$7,650	\$7,803	
Professional Services		\$10,000	\$10,200	\$10,404	
Total Expenses		\$47,500	\$48,450	\$49,419	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Industrial Lands Secondary Planning Project					
Transfer from Reserve		(\$31,250)	(\$31,875)	(\$32,513)	Planning and/or Efficiency Reserve
Other Revenue		\$0	\$0	\$0	
Total Revenue		(\$31,250)	(\$31,875)	(\$32,513)	
Salaries/Wages		\$5,000	\$5,100	\$5,202	Updated wage distribution
Overhead		\$1,250	\$1,275	\$1,301	
Other Expenses		\$25,000	\$25,500	\$26,010	
Total Expenses		\$31,250	\$31,875	\$32,513	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Shedden/Fingal Sanitary System					

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Future Cost Recovery from Developers/Connection Fees		(\$162,500)	(\$165,750)	(\$169,065)	Will be carried as AR until developer payments/connections fees rec'd
Other Revenue		\$0	\$0	\$0	
Total Revenue		(\$162,500)	(\$165,750)	(\$169,065)	
Salaries/Wages		\$10,000	\$10,200	\$10,404	Staff time from updated wage distribution
Overhead		\$2,500	\$2,550	\$2,601	
Professional Services		\$150,000	\$153,000	\$156,060	Engineering, Design
Total Expenses		\$162,500	\$165,750	\$169,065	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Net Operating (Revenue)/Expense All Activities	\$0	\$27,750	\$28,305	\$28,871	
Net Cash and Capital Requirements					
Planning - Cycling Master Plan	\$0	\$0	\$0	\$0	
Planning - Official Plan and Zoning Review	\$5,000	\$10,000	\$5,100	\$5,202	For Planning and Development Studies and Consulting
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$5,000	\$10,000	\$5,100	\$5,202	
Total Requirement from Levy	\$38,050	\$37,750	\$38,811	\$39,587	

Drainage

Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Tile Loan Debentures	(\$2,432)	(\$2,432)	(\$2,432)	(\$2,432)	offset below
Miscellaneous Revenues	(\$750)	(\$750)	(\$765)	(\$780)	Mainly Drainage Reapportionments
Provincial Grant	(\$30,000)	(\$32,000)	(\$30,600)	(\$31,212)	
Drain Supt Dutton	(\$43,000)	(\$44,000)	(\$43,860)	(\$44,737)	Revenue from Dutton-Dunwich
Contribution from Reserve		\$0			
Total Revenue	(\$76,182)	(\$79,182)	(\$77,657)	(\$79,162)	
Salaries and Wages	\$78,000	\$81,000	\$79,560	\$81,151	
Canada Pension	\$3,200	\$3,587	\$3,264	\$3,329	
Employment Insurance	\$1,750	\$1,914	\$1,785	\$1,821	
OMERS Pension Plan	\$7,100	\$7,976	\$7,242	\$7,387	
Employer Health Tax	\$1,500	\$1,562	\$1,530	\$1,561	
Workplace Safety Insuran	\$2,350	\$2,810	\$2,397	\$2,445	
Group Insurance	\$4,850	\$7,000	\$4,947	\$5,046	
Health Safety	\$0	\$0	\$0	\$0	
Travel Mileage	\$500	\$500	\$510	\$520	
Employee Training	\$750	\$750	\$765	\$780	
Drain Stock Charges	\$800	\$800	\$816	\$832	
Rds Mach Tm To Drains	\$0	\$0	\$0	\$0	
Postage	\$0	\$0	\$0	\$0	
Insurance	\$0	\$1,000	\$0	\$0	Updated insurance distribution
Legal	\$0	\$0	\$0	\$0	
Equipment Costs	\$0	\$0	\$0	\$0	
Memberships Subscription	\$350	\$350	\$357	\$364	LICO, DSAO
Outside Contractors-Drain	\$0	\$0	\$0	\$0	
Plans, Studies, Professional Services	\$0	\$0	\$0	\$0	
Transfer to Reserve	\$0	\$2,500	\$0	\$0	Contribution for Vehicle to PW
Debenture Payment Principal	\$2,042	\$2,042	\$2,165	\$2,294	Offset with revenue above
Debenture Payment Interest	\$390	\$390	\$267	\$138	
Total Expenses	\$104,582	\$115,181	\$106,625	\$108,709	
Net Operating (Revenue)/Expense	\$28,400	\$35,999	\$28,968	\$29,547	
Net Cash and Capital Requirements					
Drainage	\$75,000	\$75,000	\$80,000	\$78,030	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$75,000	\$75,000	\$80,000	\$78,030	
Total Requirement from Levy	\$103,400	\$110,999	\$108,968	\$107,577	

Cash and Capital Requirements - Summary

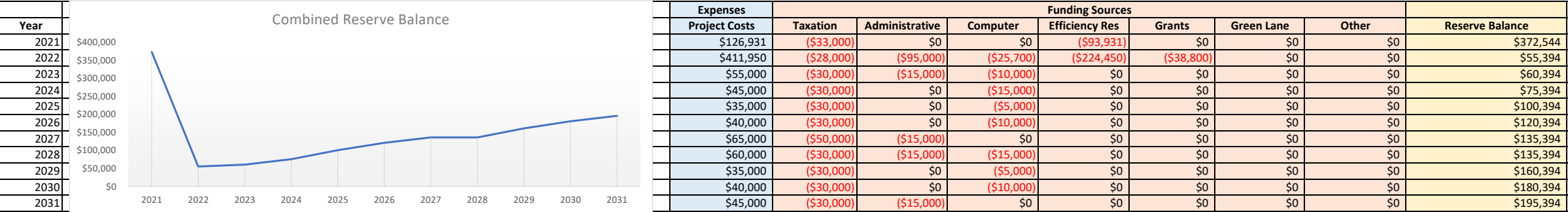
Account	2021 Budget	2022 Budget	2023 Forecast	2024 Forecast	Notes
Gas Tax Funding	(\$140,212)	(\$140,212)	(\$146,309)	(\$146,309)	Apply to Roads Construction
Machine Usage	(\$220,000)	(\$220,000)	(\$224,400)	(\$228,888)	Apply to Equipment Reserve
OCIF	(\$223,528)	(\$451,222)	(\$451,222)	(\$451,222)	Apply OCIF to Roads Construction
Tax Stabilization Reserve	\$75,000	\$75,000	\$200,000	\$300,000	
Transfer to Reserve	\$0	\$0	\$0	\$0	
GG - Working Capital	\$0	\$0	\$0	\$0	
GG - Administration	\$10,000	\$10,000	\$10,200	\$10,404	
GG - Computers	\$23,000	\$18,000	\$18,360	\$18,727	
GG - Building Renewal	\$25,000	\$25,000	\$50,000	\$100,000	
GG - Election Reserve	\$0	\$0	\$0	\$0	
Fire - Apparatus	\$75,000	\$75,000	\$76,500	\$78,030	better reflects anticipated need
Fire - Building Renewal	\$95,000	\$95,000	\$96,900	\$98,838	
Fire - Major Equipment	\$90,000	\$90,000	\$91,800	\$93,636	
Fire - Communications	\$0	\$10,000	\$10,200	\$10,404	
Fire - Funeral	\$1,500	\$0	\$0	\$0	Current Balance \$10,500
Building - Equipment	\$0	\$0	\$0	\$0	
Building - Fleet	\$0	\$0	\$0	\$0	
Roads - Building Renewal	\$75,000	\$100,000	\$100,000	\$200,000	
Roads - Gas Tax	\$0	\$0	\$0	\$0	
Roads - Fleet	\$0	\$0	\$0	\$0	
Roads - Equipment	\$220,000	\$220,000	\$224,400	\$228,888	offset above
Roads - Road Construction	\$1,188,740	\$1,416,434	\$1,497,531	\$1,547,531	\$825,000 plus Gas Tax, OCIF
Roads - Bridges & Culvert	\$100,000	\$100,000	\$150,000	\$150,000	
Roads - Sidewalks	\$25,000	\$25,000	\$25,500	\$26,010	
Roads - Street Lights	\$20,000	\$20,000	\$20,400	\$20,808	
Health - Building Renewal	\$10,000	\$5,000	\$5,100	\$5,202	
Parks - Equipment	\$25,000	\$25,000	\$25,500	\$26,010	
Parks-Renewal	\$0	\$0	\$0	\$0	Need to start contributing soon
Parks - Building Renewal	\$0	\$0	\$0	\$0	Need to start contributing soon
Keystone - Building Renew	\$20,000	\$22,500	\$22,950	\$23,409	
Keystone - Equipment	\$0	\$0	\$0	\$0	
Library - Building Renewal	\$10,000	\$12,500	\$12,750	\$13,005	
Planning - Cycling Master Plan	\$0	\$0	\$0	\$0	
Planning - Official Plan and Zoning Review	\$5,000	\$10,000	\$10,200	\$10,404	
Drains	\$75,000	\$75,000	\$76,500	\$78,030	
Total to Reserves from Tax Levy	\$1,584,500	\$1,618,000	\$1,902,860	\$2,212,917	

Green Lane Requests

Description	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast
Operating Budget				
St. Thomas Recycling Centre- Township Cost	\$16,500	\$17,000	\$17,500	\$18,000
Zero Waste Committee Initiatives	\$2,500	\$2,500	\$3,000	\$3,000
Composter Program Sudsidy	\$5,000			
Seniors' Committee	\$5,000	\$5,000	\$5,000	\$5,000
Family Day	\$0	\$0	\$5,000	\$5,000
Basketball Nets - Multi-use Pad at Keystone	\$5,000			
Keystone Playground Perimeter Bollards		\$5,000		
Communities in Bloom	\$3,000	\$3,000	\$3,000	\$3,000
History Committee	\$2,000	\$2,000	\$2,000	\$2,000
Greening Communities	\$750	\$750	\$750	\$750
Parks - Turf Improvement/Overseeding	\$8,000	\$8,000	\$8,000	\$8,000
Total Operating	\$47,750	\$43,250	\$44,250	\$44,750
Capital Budget				
Talbotville Firehall	\$300,000		\$200,000	\$200,000
Talbotville Park	\$300,000	\$100,000	\$100,000	
Talbotville Pumper (2022)		\$225,000	\$225,000	
Tractor Roadside Mowing, Snow Plowing	\$65,000			
Roads 2011 International 50%	\$150,000			
1975 Talbotville Park Tractor	\$20,000			
Fingal Heritage Park Projects	\$30,000			
Fingal Heritage Park Projects		\$58,142		
Replace Roads 2012 Peterbilt 50%		\$132,500		
Replace Roads 2000 Mack T7 50%		\$150,000		
Replace Roads Backhoe 50%		\$87,500		
Replace Roads Loader 50%		\$135,000		
Replace Roads 2006 International 50%			\$140,000	
Replace Roads 2002 Caterpillar Grader 50%			\$250,000	
Roads - New Addition Trackless				\$135,000
Replace Roads 2011 Peterbilt 50%				\$145,000
Replace Roads 2009 Freightliner 50%				\$100,000
Total Capital	\$865,000	\$888,142	\$915,000	\$580,000
Total Green Lane Request	\$912,750	\$931,392	\$959,250	\$624,750

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Admin

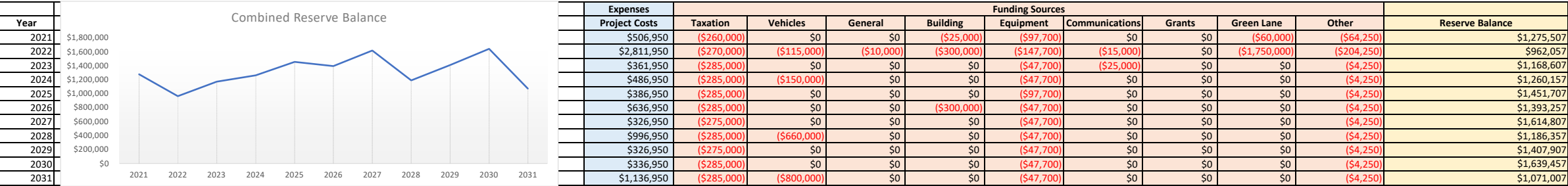
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					Expenses	Funding Sources							
Year	Project	Addl Info	Act/Comm/Est	To Reserve	Project Costs	Taxation	Administrative	Computer	Efficiency Res	Grants	Green Lane	Other	Notes
2023	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2023	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2023	Laptop Replacements		Estimate		\$10,000			(\$10,000)					
2023	Pay Study		Estimate		\$15,000		(\$15,000)						
2024	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2024	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2024	Laptop Replacements		Estimate		\$15,000			(\$15,000)					
2025	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2025	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2025	Laptop Replacements 2021 Models (2)		Estimate		\$5,000			(\$5,000)					
2026	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2026	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2026	Council Computers/iPads/Tech after election	\$2,000/Councillor	Estimate		\$10,000			(\$10,000)					
2026			Estimate										
2027	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2027	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2027	Server Replacement		Estimate		\$20,000	(\$20,000)							
2027	Pay Study		Estimate		\$15,000		(\$15,000)						
2028	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2028	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2028	Pay Study		Estimate		\$15,000		(\$15,000)						
2028	Laptop Replacements		Estimate		\$15,000			(\$15,000)					
2029	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2029	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2029	Laptop Replacements 2021 Models (2)		Estimate		\$5,000			(\$5,000)					
2030	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2030	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2030	Council Computers/iPads/Tech	\$2,000/Councillor	Estimate		\$10,000			(\$10,000)					
2031	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2031	To Computer Reserve		Estimate	Computer	\$20,000	(\$20,000)							
2031	Pay Study		Estimate		\$15,000		(\$15,000)						

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Fire Department



					Expenses	Funding Sources										
Year	Project	Addl Info	Act/Comm/Est	To Reserve	Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane	Other	Notes	
2021	To Vehicle Reserve		Actual	Vehicles	\$75,000	(\$75,000)										
2021	To Building Reserve		Actual	Building	\$95,000	(\$95,000)										
2021	To Equipment Reserve		Actual	Equipment	\$90,000	(\$90,000)										
2021	To Vehicle Reserve WE Contribution		Actual	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement	
2021	Fire Chief Vehicle Replacement		Actual		\$60,000								(\$60,000)			
2021	Bunker gear		Actual		\$12,500					(\$12,500)						
2021	Cylinders		Actual		\$6,200					(\$6,200)						
2021	Extrication Equipment		Actual		\$50,000					(\$50,000)						
2021	Hoses and Applicances		Actual		\$5,000					(\$5,000)						
2021	Portable Radios & pagers		Actual		\$4,000					(\$4,000)						
2021	SCBA		Actual		\$20,000					(\$20,000)						
															Other \$20,000 Future DC \$40,000 Land Sales	
2021	Top Soil Movement		Actual		\$85,000				(\$25,000)					(\$60,000)		
2021																
2021																
2022	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)										
2022	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)										
2022	To Equipment Reserve		Estimate	Equipment	\$90,000	(\$90,000)										
2022	To Vehicle Reserve WE Contribution		Actual	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement	
2022	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)										
															Green Lane - \$1,200,000 2019 \$100,000 2020 \$500,000 2021 \$300,000 2023 \$300,000	
2022	Talbotville Firehall	From 2021	Estimate		\$500,000								(\$500,000)			
2022	Talbotville Firehall	Planned for 2022	Estimate		\$1,250,000				(\$300,000)				(\$800,000)	(\$150,000)	Other - DC Future Recovery ~200 SFD	
2022	Talbotville Pumper Replacement	20 years old, use DC for upsizing for growth	Estimate		\$615,000		(\$115,000)						(\$450,000)	(\$50,000)	Green Lane Over 2022, 2023 Other - DC Future Recovery ~200 SFD	
2022	Refill Station - part of Talbotville Station		Estimate		\$80,000					(\$80,000)						
2022	Extractor and Dryer-Bunker Gear Cleaning		Estimate		\$20,000					(\$20,000)						
2022	Training Pad - Shedden Station	Crushed Stone, Road Millings	Estimate		\$10,000			(\$10,000)								
2022	Bunker gear		Estimate		\$12,500					(\$12,500)						
2022	Cylinders		Estimate		\$6,200					(\$6,200)						
2022	Talbotville Station Equipment, Furniture, etcs															
2022	Hoses and Applicances		Estimate		\$5,000					(\$5,000)						
2022	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)						
2022	SCBA		Estimate		\$20,000					(\$20,000)						
2022	Radio System - Batteries		Estimate		\$10,000						(\$10,000)					
2022	Radio System 3rd Party Review - Upgrade Recommendations		Estimate		\$5,000						(\$5,000)					

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					Expenses	Funding Sources									
Year	Project	Addl Info	Act/Comm/Est	To Reserve	Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane	Other	Notes
2023	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2023	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2023	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2023	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2023	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2023			Estimate												
2023	Radio System - microwave /audit recommendations		Estimate		\$25,000						(\$25,000)				
2023	Bunker gear		Estimate		\$12,500					(\$12,500)					
2023	Cylinders		Estimate		\$6,200					(\$6,200)					
2023															
2023	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2023	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2023	SCBA		Estimate		\$20,000					(\$20,000)					
2023			Estimate												
2024	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2024	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2024	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2024	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2024	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2024	Talbotville Rescue Replacement		Estimate		\$150,000		(\$150,000)								
2024	Bunker gear		Estimate		\$12,500					(\$12,500)					
2024	Cylinders		Estimate		\$6,200					(\$6,200)					
2024	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2024	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2024	SCBA		Estimate		\$20,000					(\$20,000)					
2024			Estimate												
2024			Estimate												
2025	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2025	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2025	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2025	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2025	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2025			Estimate												
2025	Bunker gear		Estimate		\$12,500					(\$12,500)					
2025	Cylinders		Estimate		\$6,200					(\$6,200)					
2025															
2025	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2025	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2025	SCBA		Estimate		\$20,000					(\$20,000)					
2025	Auto extrication equipment		Estimate		\$50,000					(\$50,000)					
2025			Estimate												
2025			Estimate												
2025			Estimate												
2026	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2026	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2026	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2026	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2026	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2026			Estimate												
2026			Estimate												
2026	Bunker gear		Estimate		\$12,500					(\$12,500)					
2026	Cylinders		Estimate		\$6,200					(\$6,200)					
2026															
2026	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2026	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					

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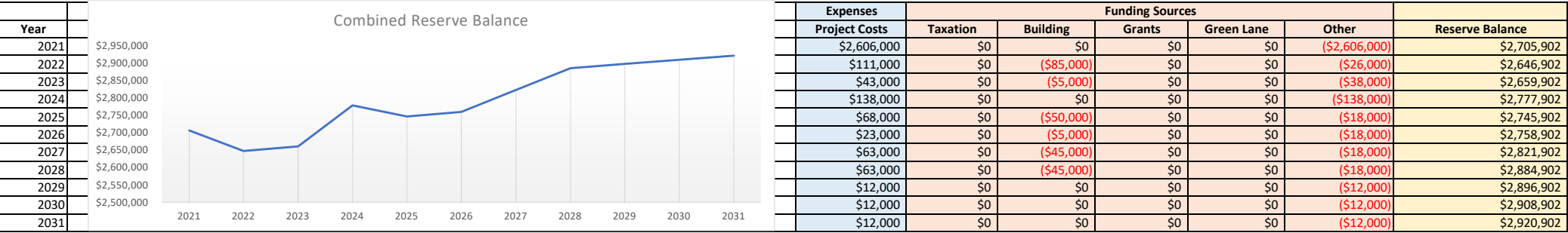
					Expenses	Funding Sources									
Year	Project	Addl Info	Act/Comm/Est	To Reserve	Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane	Other	Notes
2026	SCBA		Estimate		\$20,000					(\$20,000)					
2026	Shedden Expansion/Major Reno		Estimate		\$300,000				(\$300,000)						
2026			Estimate												
2026			Estimate												
2026			Estimate												
2027	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2027	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2027	To Equipment Reserve		Estimate	Equipment	\$90,000	(\$90,000)									
2027	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2027	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2027			Estimate												
2027			Estimate												
2027	Bunker gear		Estimate		\$12,500					(\$12,500)					
2027	Cylinders		Estimate		\$6,200					(\$6,200)					
2027															
2027	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2027	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2027	SCBA		Estimate		\$20,000					(\$20,000)					
2027			Estimate												
2027			Estimate												
2028	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2028	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2028	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2028	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2028	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2028	Fire Chief Vehicle Replacement		Estimate		\$60,000		(\$60,000)								
2028	Shedden Tanker (replace 2003)		Estimate		\$600,000		(\$600,000)								
2028			Estimate												
2028	Bunker gear		Estimate		\$12,500					(\$12,500)					
2028	Cylinders		Estimate		\$6,200					(\$6,200)					
2028															
2028	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2028	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2028	SCBA		Estimate		\$20,000					(\$20,000)					
2028			Estimate												
2028			Estimate												
2029	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2029	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2029	To Equipment Reserve		Estimate	Equipment	\$90,000	(\$90,000)									
2029	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2029	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2029			Estimate												
2029			Estimate												
2029	Bunker gear		Estimate		\$12,500					(\$12,500)					
2029	Cylinders		Estimate		\$6,200					(\$6,200)					
2029															
2029	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2029	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2029	SCBA		Estimate		\$20,000					(\$20,000)					
2029			Estimate												
2029			Estimate												
2029			Estimate												
2030	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2030	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2030	To Equipment Reserve	\$2,000/Councillor	Estimate	Equipment	\$100,000	(\$100,000)									
2030	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement

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					Expenses	Funding Sources									
Year	Project	Addl Info	Act/Comm/Est	To Reserve	Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane	Other	Notes
2030	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2030			Estimate												
2030			Estimate												
2030	Bunker gear		Estimate		\$12,500					(\$12,500)					
2030	Cylinders		Estimate		\$6,200					(\$6,200)					
2030															
2030	Hoses and Appliances		Estimate		\$5,000					(\$5,000)					
2030	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2030	SCBA		Estimate		\$20,000					(\$20,000)					
2030			Estimate												
2030			Estimate												
2030			Estimate												
2031	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)									
2031	To Building Reserve		Estimate	Building	\$100,000	(\$100,000)									
2031	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2031	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2031	To Comm Reserve		Estimate	Communications	\$10,000	(\$10,000)									
2031	Talbotville Tanker		Estimate		\$800,000		(\$800,000)								
2031	Bunker gear		Estimate		\$12,500					(\$12,500)					
2031	Cylinders		Estimate		\$6,200					(\$6,200)					
2031															
2031	Hoses and Appliances		Estimate		\$5,000					(\$5,000)					
2031	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2031	SCBA		Estimate		\$20,000					(\$20,000)					

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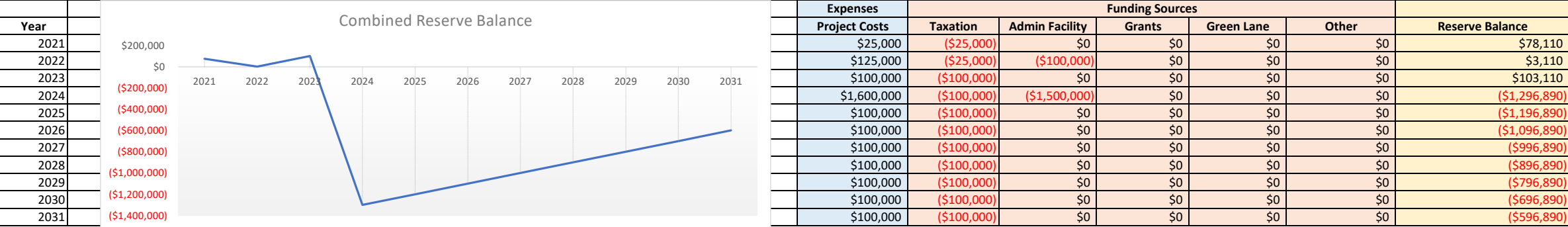
Building



					Expenses	Funding Sources					
Year	Project	Addl Info	Act/Est/Adj	To Reserve	Project Costs	Taxation	Building	Grants	Green Lane	Other	Notes
2021	To Building Reserve - Vehicle		Actual	Building	\$6,000					(\$6,000)	
2021	To Building Reserve - Operating Surplus		Estimate	Building	\$2,600,000					(\$2,600,000)	
2022	To Building Reserve - Vehicle		Estimate	Building	\$6,000					(\$6,000)	
2022	To Building Reserve - Operating Surplus		Estimate	Building	\$20,000					(\$20,000)	
2022	Vehicle - New	Addl Building Dept Vehicle DCBO	Estimate		\$40,000		(\$40,000)				
2022	From Reserve for Operating		Estimate		\$0		\$0				
2022	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)				
2022					\$40,000		(\$40,000)				
2022											
2023	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	Building Operating
2023	To Building Reserve - Facility Vehicle		Estimate	Building	\$6,000					(\$6,000)	Facility Operating
2023	To Building Reserve - Operating Surplus		Estimate	Building	\$20,000					(\$20,000)	
2023	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)				
2023											
2024	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	Building Operating
2024	To Building Reserve - Facility Vehicle		Estimate	Building	\$6,000					(\$6,000)	Facility Operating
2024	To Building Reserve - Operating Surplus		Estimate	Building	\$20,000					(\$20,000)	
2024	From Reserve for Operating		Estimate	Building	\$100,000					(\$100,000)	
2024											
2025	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	Building Operating
2025	To Building Reserve - Facility Vehicle		Estimate	Building	\$6,000					(\$6,000)	Facility Operating
2025	From Reserve for Operating		Estimate		\$50,000		(\$50,000)				
2025											
2026	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	Building Operating
2026	To Building Reserve - Facility Vehicle		Estimate	Building	\$6,000					(\$6,000)	Facility Operating
2026	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)				
2026											
2027	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	
2027	To Building Reserve - Facility Vehicle		Estimate	Building	\$6,000					(\$6,000)	Facility Operating
2027	Vehicle Replacement		Estimate	Building	\$45,000		(\$45,000)				
2028	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	
2028	To Building Reserve - Facility Vehicle		Estimate	Building	\$6,000					(\$6,000)	Facility Operating
2028	Vehicle Replacement		Estimate	Building	\$45,000		(\$45,000)				
2029	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	Building Operating
2030	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	Building Operating
2031	To Building Reserve - Vehicle		Estimate	Building	\$12,000					(\$12,000)	Building Operating

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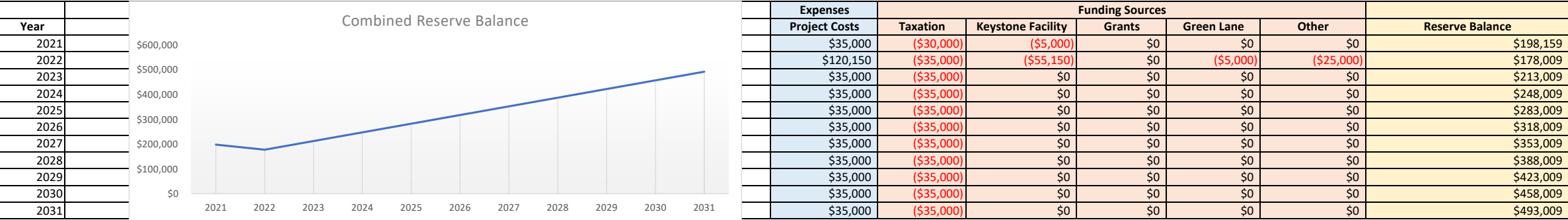
Admin Facility



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses	Funding Sources					
					Project Costs	Taxation	Admin Facility	Grants	Green Lane	Other	Notes
2021	To Admin Facility Reserve		Actual	Admin Facility	\$25,000	(\$25,000)					
2021			Estimate								
2022	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2022	Admin - Minor Renos	To facilitate flex/shared work spaces fro Short-term	Estimate		\$50,000		(\$50,000)				
2022	Admin Facility Requirements	Add'l Eng/Design review in conjunction with PW Facility Engineering Design	Estimate		\$50,000		(\$50,000)				
2022			Estimate								
2023	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2023			Estimate								
2023			Estimate								
2024	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2024	Major Reno - Addition	Details to be determined - subject to review	Estimate		\$1,500,000		(\$1,500,000)				
2025	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2026	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2027	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2028	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2029	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2030	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					
2031	To Admin Facility Reserve		Estimate	Admin Facility	\$100,000	(\$100,000)					

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Keystone and Library Facility



					Expenses	Funding Sources					
Year	Project	Addl Info	Act/Est/Adj	To Reserve	Project Costs	Taxation	Keystone Facility	Grants	Green Lane	Other	Notes
2021	To Keystone and Library Facility Reserve		Actual	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2021	Basketball Nets	Acquired, install in 2022	Actual/Estimate		\$5,000		(\$5,000)				
2022	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2022	Keystone Floor Repairs		Estimate		\$30,000		(\$30,000)				
2022	Eavestrough Repairs??	Possible need for some repairs TBD	Estimate		\$10,000		(\$10,000)				
2022	Carryforward items										
2022	Pavilion Exhaust		Estimate		\$10,000		(\$10,000)				
2022	Stove Replacement		Estimate		\$5,150		(\$5,150)				
2022	Barriers for Playground Area	Reviewing Options for Barrier or Pollards	Estimate		\$30,000		\$0		(\$5,000)	(\$25,000)	Green Lane and/or Ontario Hydro Grant Appl. Option
2023	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2023			Estimate								
2024	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2025	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2026	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2027	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2028	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2029	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2030	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000
2031	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$35,000	(\$35,000)					Keystone \$20,000, Library \$10,000

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Roads

Year	Combined Reserve Balance											Expenses	Funding Sources								
												Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	Reserve Balance	
2021	\$1,800,000											\$2,758,741	(\$870,000)	(\$1,515,000)	(\$10,000)	\$0	\$0	\$0	(\$363,741)	\$1,003,771	
2022	\$1,600,000											\$2,887,435	(\$895,000)	(\$1,375,000)	\$0	(\$26,000)	\$0	\$0	(\$591,435)	(\$109,794)	
2023	\$1,400,000											\$3,711,435	(\$945,000)	(\$2,075,000)	(\$100,000)	\$0	\$0	\$0	(\$591,435)	\$426,641	
2024	\$1,200,000											\$3,251,435	(\$995,000)	(\$1,665,000)	\$0	\$0	\$0	\$0	(\$591,435)	\$398,076	
2025	\$1,000,000											\$3,186,435	(\$1,045,000)	(\$1,550,000)	\$0	\$0	\$0	\$0	(\$591,435)	\$434,511	
2026	\$800,000											\$3,336,435	(\$1,145,000)	(\$1,600,000)	\$0	\$0	\$0	\$0	(\$591,435)	\$570,946	
2027	\$600,000											\$3,436,435	(\$1,245,000)	(\$1,600,000)	\$0	\$0	\$0	\$0	(\$591,435)	\$807,381	
2028	\$400,000											\$3,686,435	(\$1,245,000)	(\$1,850,000)	\$0	\$0	\$0	\$0	(\$591,435)	\$793,816	
2029	\$200,000											\$2,978,741	(\$1,245,000)	(\$1,370,000)	\$0	\$0	\$0	\$0	(\$363,741)	\$1,032,557	
2030	\$0											\$3,186,435	(\$1,245,000)	(\$600,000)	(\$750,000)	\$0	\$0	\$0	(\$591,435)	\$1,518,992	
2031	(\$200,000)											\$3,686,435	(\$1,245,000)	(\$1,600,000)	\$0	(\$250,000)	\$0	\$0	(\$591,435)	\$1,505,427	

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources						Notes
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2021	To Road Capital Reserve		Actual	Roads	\$1,188,741	(\$825,000)						(\$363,741)	Other Gas Tax, OCIF
2021	To Sidewalk Reserve		Actual	Sidewalk	\$25,000	(\$25,000)							
2021	To Streetlight Reserve		Actual	Streetlight	\$20,000	(\$20,000)							
2021	Shady Lane & Greenpark - Roads	Based on Tender with OH	Estimate		\$425,000		(\$425,000)						
2021	Shady Lane & Greenpark - Storm	Based on Tender with OH	Estimate		\$35,000		(\$35,000)						
2021	Guardrails		Estimate		\$50,000		(\$50,000)						
2021	Talbotville Gore - Surface Asphalt	Based on Tenders	Actual		\$255,000		(\$255,000)						
2021	Talbotville Gore South Extension - Roads	Based on Tender with OH	Estimate		\$100,000		(\$100,000)						
2021	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2021	Hardtop Resurfacing Program - Bush Line		Estimate		\$300,000		(\$300,000)						
2021	Gravel Resurfacing Program - Various Locations		Estimate		\$300,000		(\$300,000)						
2021	Sidewalk Strategy	Carry Forward	Estimate		\$10,000			(\$10,000)					
2021	Streetlights (from 2020)		Actual		\$26,000				(\$26,000)				
2022	To Road Capital Reserve		Estimate	Roads	\$1,441,435	(\$850,000)						(\$591,435)	Other Gas Tax, OCIF
2022	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2022	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2022	Hardtop Resurfacing Program	Lake Line & Scotch Line Surface Treatment	Estimate		\$325,000		(\$325,000)						
2022	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$325,000		(\$325,000)						
2022	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2022	Guardrails		Estimate		\$50,000		(\$50,000)						
2022	Lynhurst Reconstruction - Roads	Last Eng Est with OH	Estimate		\$625,000		(\$625,000)						
2022	Lynhurst Reconstruction - Storm	Last Eng Est with OH	Estimate		\$1,225,000		(\$1,225,000)						
2023	To Road Capital Reserve		Estimate	Roads	\$1,491,435	(\$900,000)						(\$591,435)	
2023	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2023	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2023	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2023	Sidewalks - Based on Strategy Outcome		Estimate		\$100,000			(\$100,000)					
2023	Hardtop Resurfacing Program	Lake Line & Scotch Line Surface Treatment	Estimate		\$400,000		(\$400,000)						
2023	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$400,000		(\$400,000)						
2023	Guardrails		Estimate		\$50,000		(\$50,000)						
2024	To Road Capital Reserve		Estimate	Roads	\$1,541,435	(\$950,000)						(\$591,435)	

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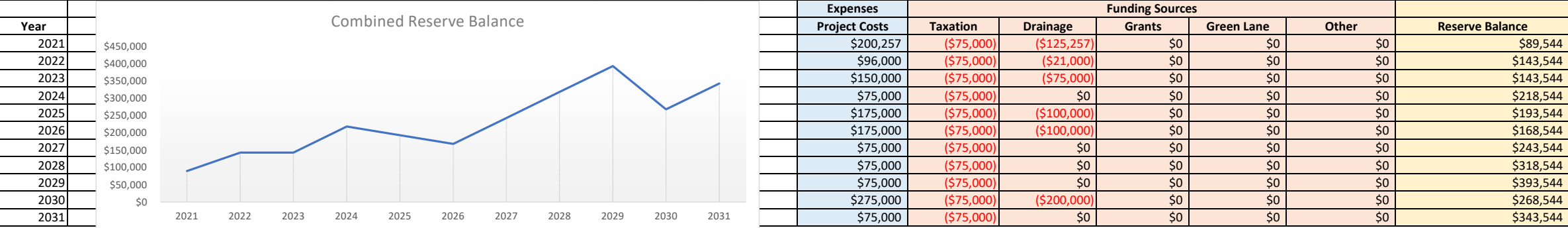
					Expenses	Funding Sources							
Year	Project	Addl Info	Act/Est/Adj	To Reserve	Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	Notes
2024	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2024	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2024	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2024	Road Needs Study (every 5 years)		Estimate		\$15,000		(\$15,000)						
2024	Hardtop Resurfacing Program	2nd Line, Longhurst???	Estimate		\$500,000		(\$500,000)						
2024	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2024	Guardrails		Estimate		\$50,000		(\$50,000)						
2024	Shedden / Fingal Streets????	2024-2028 5 yrs?	Estimate		\$500,000		(\$500,000)						
2024													
2024													
2025	To Road Capital Reserve		Estimate	Roads	\$1,591,435	(\$1,000,000)						(\$591,435)	
2025	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2025	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2025	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2025	Shedden / Fingal Streets????	2024-2028 5 yrs?	Estimate		\$500,000		(\$500,000)						
2025	Hardtop Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2025	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2025	Guardrails		Estimate		\$50,000		(\$50,000)						
2026	To Road Capital Reserve		Estimate	Roads	\$1,691,435	(\$1,100,000)						(\$591,435)	
2026	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2026	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2026	Shedden / Fingal Streets????	2024-2028 5 yrs?	Estimate		\$500,000		(\$500,000)						
2026	Hardtop Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2026	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2026	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2026	Guardrails		Estimate		\$50,000		(\$50,000)						
2027	To Road Capital Reserve		Estimate	Roads	\$1,791,435	(\$1,200,000)						(\$591,435)	Assume Gas Tax and OCIF cont
2027	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2027	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2027	Shedden / Fingal Streets????	2024-2028 5 yrs?	Estimate		\$500,000		(\$500,000)						
2027	Hardtop Resurfacing Program		Estimate		\$500,000		(\$500,000)						
2027	Gravel Resurfacing Program - Various Locations		Estimate		\$500,000		(\$500,000)						
2027	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2027	Guardrails		Estimate		\$50,000		(\$50,000)						
2028	To Road Capital Reserve		Estimate	Roads	\$1,791,435	(\$1,200,000)						(\$591,435)	
2028	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2028	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2028	Shedden / Fingal Streets????	2024-2028 5 yrs?	Estimate		\$500,000		(\$500,000)						
2028	Hardtop Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$750,000		(\$750,000)						
2028	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2028	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2028	Guardrails		Estimate		\$50,000		(\$50,000)						
2029	To Road Capital Reserve		Estimate	Roads	\$1,563,741	(\$1,200,000)						(\$363,741)	
2029	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2029	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2029	Road Needs Study (every 5 years)		Estimate		\$20,000		(\$20,000)						

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					Expenses	Funding Sources							
Year	Project	Addl Info	Act/Est/Adj	To Reserve	Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	Notes
2029	Hardtop Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$750,000		(\$750,000)						
2029	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2029	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2029	Guardrails		Estimate		\$50,000		(\$50,000)						
2030	To Road Capital Reserve		Estimate	Roads	\$1,791,435	(\$1,200,000)						(\$591,435)	
2030	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2030	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2030			Estimate										
2030	Hardtop Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$750,000			(\$750,000)					
2030	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2030	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2030	Guardrails		Estimate		\$50,000		(\$50,000)						
2031	To Road Capital Reserve		Estimate	Roads	\$1,791,435	(\$1,200,000)						(\$591,435)	
2031	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2031	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2031	Street Lights		Estimate		\$250,000				(\$250,000)				
2031	Hardtop Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$1,000,000		(\$1,000,000)						
2031	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2031	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2031	Guardrails		Estimate		\$50,000		(\$50,000)						

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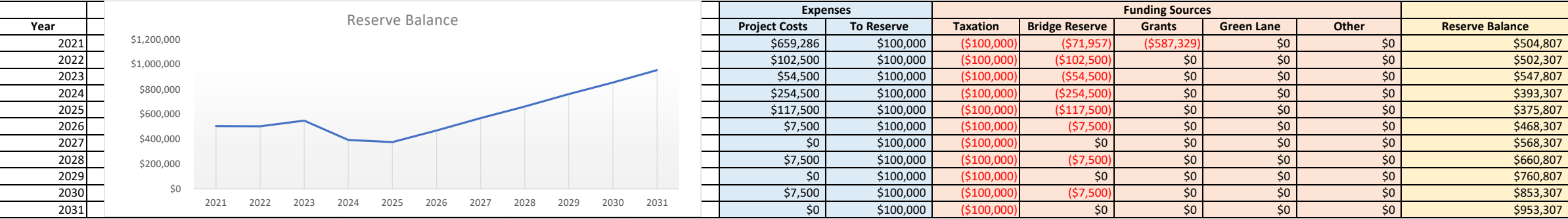
Drainage



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses	Funding Sources					
					Project Costs	Taxation	Drainage	Grants	Green Lane	Other	Notes
2021	To Drainage Reserve		Actual	Drainage	\$75,000	(\$75,000)					
2021	Drainage Assessments	Barber Drain Roads Assessment	Actual		\$106,000		(\$106,000)				
2021	Drain Camera		Actual		\$9,257		(\$9,257)				
2021	Drainage Map Update		Estimate		\$10,000		(\$10,000)				
2022	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2022	Drainage Assessments	McIntosh Drain Roads Assessment	Estimate		\$21,000		(\$21,000)				
2023	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2023	Drainage Assessments	TBD	Estimate		\$75,000		(\$75,000)				
2024	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2024											
2025	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2025	Drainage Assessments	TBD	Estimate		\$100,000		(\$100,000)				
2026	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2026	Drainage Assessments	TBD	Estimate		\$100,000		(\$100,000)				
2027	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2028	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2029	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2030	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2030	Drainage Assessments	TBD	Estimate		\$200,000		(\$200,000)				
2031	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					

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Bridges and Culverts



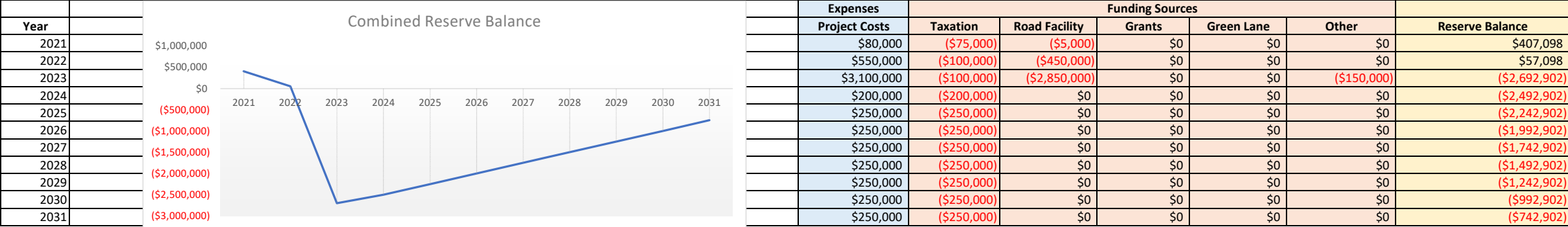
Year	Project	Addl Info	Act/Est/Adj	Bridge/Culvert	Expenses		Funding Sources					Notes
					Project Costs	To Reserve	Taxation	Bridge Reserve	Grants	Green Lane	Other	
2021	To Bridge Reserve		Actual			\$100,000	(\$100,000)					
2021	2nd Line Bridge Engineering	Bridge	Actual	Bridge	\$75,000			(\$65,957)	(\$587,329)			Grant Fed 60%, Prov 33.33%
2021	2nd Line Bridge Construction	Bridge	Actual	Bridge	\$456,286							
2021	2nd Line Bridge Other	Bridge	Estimate	Bridge	\$22,000							
2021	2nd Line Bridge Contingency	Bridge	Estimate	Bridge	\$100,000							
2021	Bridge Study		Estimate		\$6,000			(\$6,000)				2021/2022
2022	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2022	2nd Line Culvert Reline	Bridge	Estimate	Bridge								
2022	Burwell Road Bridge Engineering	Bridge	Estimate	Bridge	\$50,000			(\$50,000)				
2022	First Line Culvert Erosion Control	Culvert	Estimate	Culvert	\$20,000			(\$20,000)				
2022	First Line Culvert Remove tree and debris	Culvert	Estimate	Culvert	\$25,000			(\$25,000)				
2022	Clinton Line Culvert Clean out east barrerl	Culvert	Estimate	Culvert	\$7,500			(\$7,500)				
2023	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2023	Longhurst Line West Culvert Repair Outlet Wall	Culvert	Estimate	Culvert	\$10,000			(\$10,000)				
2023	Longhurst Line West Culvert Install End Marker S	Culvert	Estimate	Culvert	\$1,000			(\$1,000)				
2023	Longhurst Line East Culvert Install Guiderails and	Culvert	Estimate	Culvert	\$35,000			(\$35,000)				
2023	Longhurst Line East Culvert Install signs	Culvert	Estimate	Culvert	\$1,000			(\$1,000)				
2023	Longhurst Line East Cilvert Repair Concrete Dete	Culvert	Estimate	Culvert	\$7,500			(\$7,500)				
2024	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2024	Bridge Study		Estimate		\$7,000			(\$7,000)				
2024	Burwell Road Bridge Replacement	Bridge	Estimate	Bridge	\$225,000			(\$225,000)				
2024	McDiarmid Line Culvert Repair Erosion Control N	Culvert	Estimate	Culvert	\$7,500			(\$7,500)				
2024	Roberts Line Culvert Install Cable Guiderails	Culvert	Estimate	Culvert	\$15,000			(\$15,000)				
2025	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2025	Lyle Road Bridge Repair Abutments	Bridge	Estimate	Bridge	\$12,500			(\$12,500)				
2025	Lyle Road Bridge Repair Posts	Bridge	Estimate	Bridge	\$50,000			(\$50,000)				
2025	Lyle Road Bridge Repair Deck	Bridge	Estimate	Bridge	\$20,000			(\$20,000)				
2025	Lyle Road Bridge Install End Treatments	Bridge	Estimate	Bridge	\$35,000			(\$35,000)				
2026	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2026	Bridge Study		Estimate		\$7,500			(\$7,500)				
2027	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2028	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2028	Bridge Study		Estimate		\$7,500			(\$7,500)				

2022 Budget By-law
Schedule "B" to By-law 2022-08

					Expenses		Funding Sources					
Year	Project	Addl Info	Act/Est/Adj	Bridge/Culvert	Project Costs	To Reserve	Taxation	Bridge Reserve	Grants	Green Lane	Other	Notes
2029	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2030	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2030	Bridge Study		Estimate		\$7,500			(\$7,500)				
2031	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					

2022 Budget By-law
Schedule "B" to By-law 2022-08

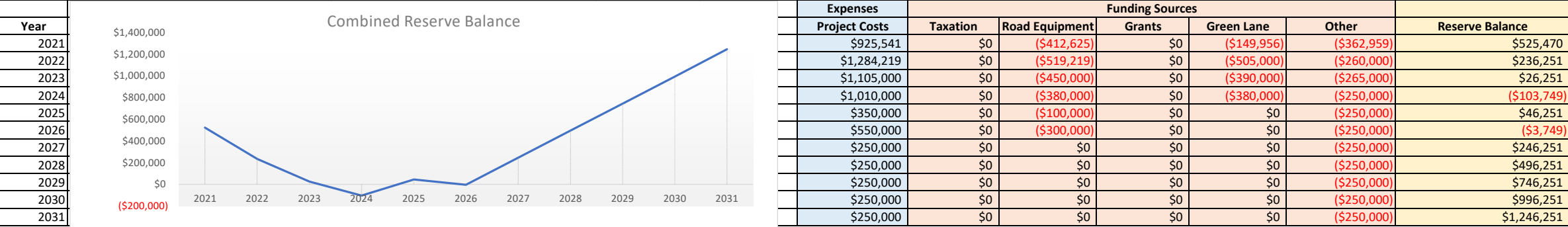
Road Facility



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses Project Costs	Taxation	Road Facility	Grants	Green Lane	Other	Notes
2021	To Road Facility Reserve		Actual	Road Facility	\$75,000	(\$75,000)					
2021	Engineer - Building Review/Feasibility		Actual		\$5,000		(\$5,000)				
2022	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)					
2022	Road Facility - Design and Engineering		Estimate		\$200,000		(\$200,000)				
2022	Road Facility - Land		Estimate		\$200,000		(\$200,000)				
2022	Talbotville Road Facility	Determine course of action/consulting/engineer	Estimate		\$50,000		(\$50,000)				
2023	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)					
2023	Road Facility Construction	Facility, site works, generator, comm tower	Estimate		\$2,500,000		(\$2,350,000)			(\$150,000)	DC Future Recovery ~150
2023	Talbotville Road Facility	Proceed based on direction from 2022 review	Estimate		\$500,000		(\$500,000)				
2024	To Road Facility Reserve		Estimate	Road Facility	\$200,000	(\$200,000)					
2025	To Road Facility Reserve		Estimate	Road Facility	\$250,000	(\$250,000)					
2026	To Road Facility Reserve		Estimate	Road Facility	\$250,000	(\$250,000)					
2027	To Road Facility Reserve		Estimate	Road Facility	\$250,000	(\$250,000)					
2028	To Road Facility Reserve		Estimate	Road Facility	\$250,000	(\$250,000)					
2029	To Road Facility Reserve		Estimate	Road Facility	\$250,000	(\$250,000)					
2030	To Road Facility Reserve		Estimate	Road Facility	\$250,000	(\$250,000)					
2031	To Road Facility Reserve		Estimate	Road Facility	\$250,000	(\$250,000)					

2022 Budget By-law
Schedule "B" to By-law 2022-08

Road Equipment



Year	Project	Additional Info	Act/Est/Adj	To Reserve	Expenses	Funding Sources					Notes
					Project Costs	Taxation	Road Equipment	Grants	Green Lane	Other	
2021	To Road Equipment Reserve		Actual	Road Equipment	\$220,000					(\$220,000)	From Road Operating Net of Eq
2021	To Road Equipment Reserve - Disposals		Actual	Road Equipment	\$48,952					(\$48,952)	Net revenue from sale
2021	Replace 2006 International Dump Truck/Snow Plow	\$120,000 est - postponed for Tractor	Estimate								
2021	Replace 2011 International #9	Awarded to Team Truck Western Star	Actual		\$299,912		(\$149,956)		(\$149,956)		
2021	2021 Chev Silverado		Actual		\$34,486		(\$34,486)				
2021	2021 Chev Silverado		Actual		\$34,486		(\$34,486)				
2021	2021 Ford F-150		Actual		\$37,388		(\$37,388)				
2021	F450 with Aluminum Dump Box		Actual		\$69,840		(\$69,840)				
2021	Sewer Camera	Wolseley 2021	Actual		\$18,517		(\$9,258.00)			(\$9,257)	Drainage Reserve for part
2021	Park Tractor 2021 Case IH Farmall 40C Series 2		Actual		\$32,461		(\$12,461)			(\$20,000)	
2021	2021 CASE IH Tractor		Actual		\$129,500		(\$64,750)			(\$64,750)	
2022	To Road Equipment Reserve		Estimate	Road Equipment	\$230,000					(\$230,000)	
2022	Replace 2000 Mack Truck 7		Estimate		\$300,000		(\$150,000)		(\$150,000)		
2022	Replace Backhoe		Estimate		\$175,000		(\$87,500)		(\$87,500)		
2022	Replace Loader - Estimate shows new	Reviewing options for used up to \$200,000	Estimate		\$270,000		(\$135,000)		(\$135,000)		
2022	Replace 2012 Peterbilt Dump Truck/Snow Plow#	Awarded to Team Truck Freightliner in 2021 for	Actual		\$269,219		(\$136,719)		(\$132,500)		
2022	1/2 Ton Pickup Truck - Replace 3/4 Ton Chev transferred to Parks/Facilities		Estimate		\$40,000		(\$10,000)			(\$30,000)	Building/Facilities/Parks-NBV
2022											
2023	To Road Equipment Reserve		Estimate	Road Equipment	\$240,000					(\$240,000)	
2023	Replace 2006 International Dump Truck/Snow Plow		Estimate		\$280,000		(\$140,000)		(\$140,000)		
2023	Misc New Equipment for Shop		Estimate		\$50,000		(\$25,000)			(\$25,000)	DC - expansion items
2023	Replace 2002 Caterpillar Grader		Estimate		\$500,000		(\$250,000)		(\$250,000)		
2023	Replace 2013 Dodge Ram 1500		Estimate		\$35,000		(\$35,000)				
2023											
2023											
2024	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	
2024	Trackless - New Addition		Estimate		\$270,000		(\$135,000)		(\$135,000)		
2024	2011 Peterbilt Replace		Estimate		\$290,000		(\$145,000)		(\$145,000)		
2024	2009 Freightliner		Estimate		\$200,000		(\$100,000)		(\$100,000)		
2024			Estimate								
2025	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	

2022 Budget By-law
Schedule "B" to By-law 2022-08

					Expenses	Funding Sources					
Year	Project	Additional Info	Act/Est/Adj	To Reserve	Project Costs	Taxation	Road Equipment	Grants	Green Lane	Other	Notes
2025	Pickup Replacements	Various	Estimate		\$100,000		(\$100,000)				
2025			Estimate								
2025			Estimate								
2025			Estimate								
2026	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	
2026	Dump Truck Replacement		Estimate		\$300,000		(\$300,000)				
2027	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	
2028	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	
2029	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	
2030	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	
2031	To Road Equipment Reserve		Estimate	Road Equipment	\$250,000					(\$250,000)	



THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-09

Being a By-law to amend the assessment schedule for the actual costs incurred for the construction and improvement of the Barber Drain 2020.

WHEREAS By-law Number 2020-62, enacted the 11th day of January, 2021 provided construction and improvements to portions of the Barber Drain 2020 based on the estimates contained in a drainage report dated 16th, day of September 2020 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer's report and the total actual costs incurred were \$ 450 139.72 (net HST) compared to an original estimated cost of \$ 470 300.00 (net HST). The actual costs for this drainage project was 95.7% of the Engineer's estimate.

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the *Drainage Act, 1990* and amendments thereto, enacts the following:

1. That Schedule "A" to By-Law No. 2022-09 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule "A" shall be levied and assessed against the appropriate lands.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 14th DAY OF FEBRUARY 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

SCHEDULE OF FINAL NET ASSESSMENT

BARBER DRAIN 2020

Township of Southwold

Job No. 217114

January 31, 2022

Total Estimated Cost	\$	470,300.00
Special Non Pro-rateable Assessments	\$	<u>136,850.00</u>
Total Estimated Pro-rateable Assessment	\$	333,450.00

Total Actual Cost	\$	450,139.72
Special Non Pro-rateable Assessments	\$	<u>135,973.07</u>
Total Actual Pro-rateable Assessment	\$	314,166.65

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ESTIMATED ASSESSMENT	TOTAL ACTUAL ASSESSMENT	GRANT	ALLOW.	TOTAL AMOUNT PAYABLE
001-015 (Middlemarch Farms Ltd.)	\$ 2,408.00	\$ 2,268.75	\$ 756.25	\$	\$ 1,512.50
001-016 (B. Caughell)	89.00	83.85	27.95		55.90
001-017 (484804 Ontario Inc.)	1,986.00	1,871.15	623.72		1,247.43
001-019 (Middlemarch Farms Ltd.)	3,689.00	3,475.67	1,158.56		2,317.11
001-018 (N. Hoffsuemmer)	1,249.00	1,176.77	392.26		784.51
001-020 (S. & T. Brown)	19,684.00	18,545.68	6,181.89	5,140.00	7,223.79
001-094-02 (T. Glover)	42,462.00	40,006.43	13,335.48	11,810.00	14,860.95
* 001-023 (T. & P. Glover)	160.00	150.75			150.75
* 001-023-01 (Fingal Farm Supply Ltd.)	148.00	139.44			139.44
* 001-024-01 (R. & R. Good)	5,026.00	4,735.35			4,735.35
001-024-02 (Chestnut Grove Farms Ltd.)	17,151.00	16,159.16	5,386.39	2,840.00	7,932.77
001-025 (K. Graff)	19,512.00	18,383.62	6,127.87	1,430.00	10,825.75
001-026 (Chestnut Grove Farms Ltd.)	25,227.00	23,768.13	7,922.71		15,845.42
001-028 (G. & C. Goodhue)	529.00	498.41	166.14		332.27
001-091 (D. & M. Jackson)	31,529.00	29,705.68	9,901.89	2,260.00	17,543.79
* 001-091-02 (S. & J. Cadieux)	3,154.00	2,971.60		130.00	2,841.60
* 001-090 (B. Douglas & M. Boyd)	1,560.00	1,469.79			1,469.79
008-173 (927470 Ontario Inc.)	26,848.00	25,295.39	8,431.80	4,510.00	12,353.59
008-160 (W. & M. Clutterbuck)	33,169.00	31,250.84	10,416.95	5,450.00	15,383.89
008-158 (T. & P. Glover)	263.00	247.79	82.60		165.19
008-159 (1748867 Ontario Ltd.)	9,666.00	9,107.02	3,035.67	4,050.00	2,021.35
* 008-159-01 (D. & L. Streib)	2,159.00	2,034.15		310.00	1,724.15
008-155 (D&H Farms Ltd.)	8,547.00	8,052.73	2,684.24	2,910.00	2,458.49
008-156 (L. & L. Jenner)	5,003.00	4,713.68	1,571.23	300.00	2,842.45
* Bush Line	\$ 24,146.00	22,749.62	\$	\$	\$ 22,749.62
* Special Assessment - Br. 'B', 'D', 'E'	19,620.00	24,334.02			24,334.02
* Southwold Watermain					
* Special Assessment	2,430.00	6,142.36			6,142.36
* Union Road	22,577.00	21,271.38			21,271.38
* Special Assessment	46,170.00	33,571.38			33,571.38
* Boxall Road	647.00	609.58			609.58
* Hunter Line	24,862.00	23,424.24			23,424.24
* Special Assessment - Main Drain, Br. 'G'	68,630.00	71,925.31			71,925.31
TOTALS	\$ 470,300.00	\$ 450,139.72	\$ 78,203.60	\$ 41,140.00	\$ 330,796.12



THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-10

A By-Law to amend By-law No. 2004-20, a by-law to regulate the construction or alteration of any entranceways, private roads or access to a County Road

WHEREAS it is deemed necessary and desirable to regulate the construction and alteration of entranceways, private roads or other facilities that permit access to Township roads; and

AND WHEREAS Section 63, Subsection 1 (c) and (d) of the Public Transportation and Highway Improvement Act, being Chapter P.50, R.S.O. 1990, as amended, provides that a Township may, with respect to the roads under its jurisdiction and control, by By-Law prohibit or regulate the construction or alteration of any private road, entranceway, gate or other structure or facility that permits access to a road; and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road; and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road; and

AND WHEREAS Section 63, Subsection 2 of the Public Transportation and Highway Improvement Act, being Chapter P.50, R.S.O. 1990, as amended, provides that a By-Law passed for this purpose may provide for the issuing of a permit for any of the acts that may be regulated under this section and may prescribe the form, terms and conditions of the permit and the fees to be paid for it, and may prescribe the form, terms and conditions of the permit and the fees to be paid for it, and may prescribe penalties for contravention of the By-Law;

AND WHEREAS the Council of the Corporation of the Township of Southwold deems it expedient to control entranceways onto Township roads and provide for the issuing of permits related thereto; and,

AND WHEREAS the Schedule 'A' is hereby removed and replaced with Schedule 'A' attached.

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

1. THAT in this By-Law;
 - (a) "Council" shall mean the Council of the Township of Southwold;
 - (b) "Township road" shall mean all roads included in the Township of Southwold road system as defined in the Corporation of the Township of Southwold By-Law "Adopting a Plan of Township Road Improvement and Establishing a Township Road System" and any amendments thereto.
2. THAT no person shall construct or alter or cause to be constructed or altered any private road, or other structure or facility that permits access to any

Township road, unless such access has been approved by an authorized officer as evidenced by the issuance of an access permit.

3. THAT an access permit may be issued by the Township of Southwold Superintendent or designate in accordance with the standards, policies and fees set out in Schedule "A" of this By-law.
4. THAT any such access constructed, altered, or the use of which has been changed, under the provisions of this By-Law shall conform to the standards and principles set out in Schedule "A" of this By-Law and shall further comply with all terms and conditions attached to any access permit issued thereunder.
5. THAT all costs associated with an access permit and construction of the entrance access in accordance with the terms of the permit shall be the responsibility of the applicant.
6. THAT the access permit shall be in the form set out in Schedule "A" attached hereto and forming part of this By-Law and that the permit, where necessary, shall include the terms and conditions for the construction of the said entrance or access as required by the authorized officer issuing the said permit.
7. THAT every person who contravenes any provision of this By-Law shall upon conviction be liable to payment of a fine, as set out in Schedule "A", exclusive of costs and every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended from time to time.
8. THAT the Township Public Works Superintendent be authorized to remove any unauthorized access from the Road Allowance.
9. THAT this By-Law shall come into force and take effect upon the passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 14TH DAY OF FEBRUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Township of Southwold

35663 Fingal Line, Fingal, Ontario N0L 1K0 (519) 769-2010 fax: (519) 769-2837

ROAD OCCUPANCY PERMIT

SECTION 1 - GENERAL INFORMATION

DATE OF APPLICATION _____

APPLICANT _____ CONTACT PERSON _____

APPLICANT'S MAILING ADDRESS _____

_____ POSTAL CODE _____

APPLICANT'S TELEPHONE _____ FAX _____

CONTRACTOR _____ CONTACT PERSON _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE _____ FAX _____

SECTION 2 - LOCATION AND DESCRIPTION OF WORK

CIVIC ADDRESS AND ROAD NAME _____

ROAD NO. _____ LOT _____ CONCESSION _____ TOWNSHIP _____

DOES THIS PERTAIN TO A SEVERANCE _____ **SEVERANCE APPLICATION NO.** _____

DESCRIPTION OF WORK _____

SIDE OF ROAD (CIRCLE ONE) NORTH / SOUTH / EAST / WEST DISTANCE FROM ROAD CENTRELINE _____

PROPOSED START DATE _____ ESTIMATED COMPLETION DATE _____

***NOTE:** A PLAN/SKETCH SHOWING THE LOCATION OF THE ABOVE-DESCRIBED WORK AND/OR SERVICE MUST ACCOMPANY THIS APPLICATION. ALL RELEVANT MEASUREMENTS AND DEPTH OF WORK WILL BE SHOWN.

IF THIS PERMIT IS FOR THE PURPOSE OF CONSTRUCTING OR ALTERING AN ENTRANCE, PLEASE DEFINE THE AREA SO THAT THE EXACT LOCATION MAY BE INSPECTED. (i.e. stakes at property line, paint on fence, etc.)

PERMIT FEE: \$250.00
ENTRANCE BOND: \$1,000.00 (REFUNDABLE)
WORK UNDER ROADWAY BOND: \$1,000.00 (REFUNDABLE)

Please Note: PERMIT FEE IS WAIVED FOR: Municipal Drains.

I have read, understand, and agree to the conditions set forth on this application and assume all cost incurred by the Township of Southwold, liability for all damages which may be incurred and to indemnify and hold harmless the Township of Southwold from any actions, claims, suits or demands made against the Township by any person arising out of the issuance of this permit.
(REFER TO CONDITIONS ON REVERSE)

Signature of Applicant

Date Signed

SECTION 3 - SPECIAL CONDITIONS AND APPROVAL [OFFICE USE ONLY]

FEE PAID \$ **250.00** ENTRANCE BOND \$ **1,000.00** WORK UNDER ROADWAY BOND \$ **1,000.00**

PROOF OF LIABILITY INSURANCE: YES___ NO___ AMOUNT OF COVERAGE: \$_____

REQUIREMENTS FOR THE ENTRANCE (refer to CONDITIONS FOR ENTRANCEWAYS on reverse for other requirements):

LENGTH OF PIPE_____m DIAMETER OF PIPE_____m

TOP WIDTH _____m SURFACE TYPE_____

SPECIAL CONDITIONS_____

Signature of Approval

Date Approved

FINAL INSPECTION NOTES: _____

GENERAL CONDITIONS

1. Permits will be honored for a period of one year from date of approval. When conditions or unforeseen difficulties require a longer period of completion than is indicated on the permit, the Applicant shall notify the Township of the additional time required and the reason thereof. **It is the responsibility of the Applicant to notify the Township when the work is complete and ready for final inspection.** If a final inspection has not been requested by the Applicant, and one year’s time has passed from the date of approval, the Permit Fee and Bond will be forfeited to the Township. If a final inspection has been requested and the work has been completed but not to the satisfaction of the Township under the conditions of this application, the Township may elect to finish or restore the works with the Applicant’s bond without any prior notice.
2. Under any permit application the Township may elect to exceed the minimum requirements and conditions as specified in this document. The Township may request additional: insurance coverage, restoration, amount of cash bond, or any other work deemed necessary to accommodate the application.
3. Township roads will not be closed. A minimum of one driving lane will always be open to traffic. All excavations within 4 metres of any driving lane will be backfilled at each day’s end. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.
4. Roads will not be open cut without express written permission, therefore all road crossings shall be bored or directionally drilled. All plant being located under the road surface shall be placed at a minimum of 1.2 metres under the road surface (that is 1.2 metres under the elevation of the shoulder rounding). If written permission has been granted to open excavate a road, specific restoration methods will be specified and a cash bond in the amount of the cost of restoration shall be submitted and retained to up to 12 months after the completion of the specified works.
5. If, to carry out the work, it is necessary to alter, break or disturb any existing pavement, sidewalk, or curb and gutter, the Applicant will be responsible for temporarily and permanently restoring the site to its original condition. The Township of Southwold Road Department staff shall determine material specifications. If weather dictates the permanent restoration can not be accomplished, the Applicant shall temporarily repair any disturbed asphalt or concrete surfaces with a fifty- (50) millimeter thickness of asphalt. Temporary and/or final repairs shall be to the satisfaction of the Township of Southwold, at the expense of the Applicant.
6. When required, a security deposit shall be given to the Township representing 100% of the cost to perform the necessary restoration. The Township shall set this deposit amount. The Applicant will be responsible for any temporary and/or final restoration costs. The restoration shall be completed as per the direction of the Township. Upon completion of the final restoration the site will be inspected by the Township of Southwold staff and if satisfied (interim acceptance) the security deposit will be returned within a 12-month period from the date of final inspection.
7. All barricades, signs and signals required to direct or guide the motorist and/or pedestrian shall be erected and maintained by the Applicant in accordance with the “Ontario Traffic Manual, Book 7 – Temporary Conditions”, most current edition. All detour signing and materials, when required shall be supplied, erected, and maintained by the contractor at the expense of the Applicant.
8. Prior to the approval of the Roadway Occupancy Permit the contractor shall supply proof of liability insurance in the minimum amount of \$3,000,000.00.
9. It is the responsibility of the Applicant not to damage any existing plant, survey markers of infrastructure including drainage works and utilities (both aerial and underground facilities). The Applicant will assume all costs and liabilities from such damage. Utility locates are the responsibility of the Applicant and this document will release the Township of Southwold from all claims arising from the damage or alteration of any plant or facility. The Applicant may be subject to additional conditions imposed by the utility provider if the proposed work interferes in any way with that utility. It is the applicant’s responsibility to ensure that any work does not conflict with their requirements (such as maintaining vertical clearance from aerial facilities and cover over underground services).

10. Excavated material shall not be piled in such a manner as to obstruct vehicular and/or pedestrian traffic at a minimum of four (4) meters from edge of pavement. All construction equipment and vehicles shall also maintain this “clear zone” when not in use.
11. Every person who contravenes any provision of this permit under its By-Law shall upon conviction be liable to payment of a fine of not less than \$500.00 for a first offence and \$1000.00 for a second or succeeding offence plus costs incurred by the Township of Southwold to complete the works, repair damages caused by the work and/or restore the area to the conditions set forth within this application. Every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended time to time.

CONDITIONS FOR ENTRANCEWAYS

1. All costs associated with this permit and construction of the entrance in accordance with the terms of the permit will be the responsibility of the Applicant. A refundable deposit is submitted along with this application’s fee. The deposit shall be refunded to the Applicant upon acceptance of the entranceway by the Township of Southwold less any amounts expended to satisfy the conditions of this permit that were not met. **A typical rural private entrance will require a deposit of \$1,000.00.** The Township will set an appropriate deposit amount to cover the costs of materials and labour to complete the work to the requirements of this permit.
2. The Township may restrict the placement of an access onto a Township Road in the interest of public safety. It is the Township’s final decision in this determination. Influencing factors include: sight lines, stopping distance, traffic patterns, roadway design, drainage, proximity to intersections/railroads/structures, etc.
3. The Township may limit the width or number of accesses to a property. Entrance numbers will be limited to the following:
- | | |
|-------------------------|---|
| Residences | - 1 per property |
| Farm Buildings | - 1 per farm |
| Farm Entrance | - 1 per farm (more if natural obstructions within the field prevent reasonable access across the field) |
| Commercial / Industrial | - 2 per property (spaced at a minimum of 30 metres) |
4. General Design Standards to be met under this application are as follows:
- a) Finished grade of the entrance must fall away from the edge of driving lane with a slope of no less than 2%.
 - b) Field, Farm or Residential Entrances shall be surfaced with at least 150mm of Granular ‘A’ and have a top width of 6 metres.
 - c) Commercial / Industrial Entrances shall be surfaced with hot-mix asphalt and shall accommodate specific vehicle types.
 - d) Culvert pipe lengths shall be long enough to produce a minimum 2: 1 slope from the ditch invert to the surface of the entrance. Culvert pipe lengths will be a minimum of 12 metres. Open-end culvert pipes shall be a minimum 375mm diameter. If a catch basin inlet is required under the special conditions, a diameter of pipe will be specified.
 - e) Material for pipe culverts shall be high-density polyethylene plastic storm sewer pipe manufactured by a CSA approved agent.
5. Property owners having access to a Township Road are fully responsible for the maintenance of the entranceway including removal of snow and ice and keeping the portion of the entrance within the Road in a safe condition for vehicular traffic. A culvert installed under the terms of this permit shall become the property of the Township and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the Township, except where the culvert crosses a Municipal Drain and provisions of the Drainage Act take precedence and maintenance becomes the Municipality’s responsibility.
6. Curb and gutter, asphalt, sidewalks, drainage systems, erosion protection and/or other work may be specified by the Township to be installed by the Applicant at the Applicant’s expense in circumstances where existing conditions warrant continuity to existing features or require special attention.



THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-11

Being a By-law to amend the assessment schedule for the actual costs incurred for the construction of the Turville Drain No. 2.

WHEREAS By-law Number 2019-09, enacted the 8th day of April, 2019 provided construction to the Turville Drain No. 2 based on the estimates contained in a drainage report dated 10th, day of January 2019 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer's report and the total actual costs incurred were \$ 39 423.24 (net HST) compared to an original estimated cost of \$ 42 600.00 (net HST).

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the *Drainage Act, 1990* and amendments thereto, enacts the following:

1. That Schedule "A" to By-Law No. 2022-11 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule "A" shall be levied and assessed against the appropriate lands.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 14th DAY OF FEBRUARY 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

SCHEDULE OF FINAL NET ASSESSMENT

TURVILLE DRAIN No.2 2018

Township of Southwold

Job No. 215239

January 19, 2022

Total Estimated Cost	\$ 42,600.00	Total Actual Cost	\$ 39,423.24
Special Non Pro-rateable Assessments	\$ <u>8,540.00</u>	Special Non Pro-rateable Assessments	\$ <u>2,477.17</u>
Total Estimated Pro-rateable Assessment	\$ 34,060.00	Total Actual Pro-rateable Assessment	\$ 36,946.07

= Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ESTIMATED ASSESSMENT	TOTAL ACTUAL ASSESSMENT	GRANT	940.00 ALLOW.	TOTAL AMOUNT PAYABLE
008-183 (Van De Gevel Farms Inc.)	\$ 507.00	\$ 549.96	\$ 183.32	\$	\$ 366.64
008-184 (F. Turville)	2,524.00	2,737.87	912.62		1,825.25
* 008-169 (D. Shields)	1,045.00	1,133.55			1,133.55
* 008-170-19 (A. & S. Poels)	26,854.00	29,129.47		3,530.49	25,598.98
* 008-170-25 (K. Locke & D. Wood)	709.00	769.08		40.00	729.08
* 008-170-30 (P. Baker)	471.00	510.91			510.91
* 008-170-35 (R. Swinton)	471.00	510.91			510.91
* 008-170 (2138140 Ontario Ltd.)	456.00	494.64			494.64
* 008-187(R. Tugwood & T. Sharkey)	440.00	477.28		440.00	37.28
* Union Road (Cty 20)	\$ 583.00	632.40	\$	\$	\$ 632.40
* <u>Non-Prorated Special Assessment</u>					
* <u>Contingency- Union Road -Video & flush</u>	8,540.00	2,477.17			2,477.17
TOTALS	\$ 42,600.00	\$ 39,423.24	\$ 1,095.94	\$ 4,010.49	\$ 34,316.81

Ontario Connects: Bringing High-Speed Internet to Every Community

January 2022

CONFIDENTIAL

Ontario's high-speed internet challenge

High-speed internet has become an essential form of infrastructure and the people of Ontario expect access to fast and reliable broadband and cellular services.

- It is estimated that up to 700,000 households and businesses in Ontario do not have access to minimum service levels of high-speed internet (50/10 Megabits per second or Mbps), to learn or work from home, access virtual care, or connect with families and friends.
- The COVID-19 pandemic has highlighted the importance of broadband infrastructure as accessing online service is integral to enabling all people in Ontario to participate in an increasingly digital world.
- The pandemic has put businesses, students and vulnerable populations in underserved communities at a greater disadvantage.

The opportunity

Impact of broadband access

Economic Sectors

Global competitiveness in a digital world. Increased sector contribution to economic growth, including to green economy.

Communities / Municipalities

Increased attraction for people and businesses, and support for economic activity.

Firms / Businesses

Improved productivity, efficiency and competitiveness. e.g., advanced manufacturing and finance.

Consumers / Households

Enhanced knowledge, skills and networks. Improved access to services and standard of living.

- Investment in broadband infrastructure is a key element of the government's plan to create growth and build the foundation for a strong economic recovery.
- Access to reliable broadband aids in establishing Ontario as a leader in the adoption of critical technologies to support a more digital society and supports communities by:
 - Providing continuity by enabling work, learning, business and connecting from home.
 - Supporting local businesses in expanding their markets and responding to increasingly digital demands.
 - Protecting jobs and creating positive impacts to the health and well-being of the community.
 - Supporting access to health, education and financial services.

Our Commitment

Ontario has committed to ensuring that every household and business in the province has access to high-speed internet (50/10Mbps) by the end of 2025.

- A historic investment of nearly \$4 billion in funding-based programs and projects for unserved and underserved communities across the province.
- The accelerated approach to supporting broadband infrastructure deployment includes policy and regulatory changes that are aligned with transformative initiatives to create a more effective and responsive provincial government.
- Our approach will support appropriate technological solutions to provide sustainable broadband infrastructure to maintain service level standards that meet today's needs as well as the expected technological demands of tomorrow.

Up to Speed: Ontario's Broadband and Cellular Action Plan



Ontario has committed nearly **\$4 billion** to bring access to reliable high-speed internet to every community across the province



Four Pillars of Action

 1. DELIVER	 2. INVEST	 3. MAXIMIZE	 4. MODERNIZE
<i>Work with regional partners on shovel-ready projects to expand access.</i>	<i>Launch provincial investment program.</i>	<i>Expand existing programs and make better use of government assets.</i>	<i>Make it easier for government and the private sector to deliver broadband projects.</i>

Commitment: Ontario will work with partners to deliver regional and shovel-ready projects that will expand broadband and cellular access in Southwestern, Eastern and Northern Ontario

Project	Description/Status
	<ul style="list-style-type: none">• In 2019 Ontario invested \$63.7 million to partner with the federal government and Southwestern Ontario Integrated Fibre Technology (SWIFT) to bring greater connectivity to Southwestern Ontario.• SWIFT has awarded 96 contracts totalling \$268 million in broadband infrastructure investments to connect more than 63,000 households and businesses across the region to high-speed internet.
	<ul style="list-style-type: none">• In 2020 Ontario invested \$71 million to partner with the Eastern Ontario Regional Network (EORN) and the federal government on a \$300 million public-private partnership to improve cell services across the region.• Rogers Communications was selected through a competitive bidding process to improve coverage and capacity of cell networks in Eastern Ontario.• The project is currently underway. To date, upgrades to 89 existing telecommunication tower sites have already been completed, with new tower construction on schedule to begin early this year.
NORTHERN ONTARIO	<ul style="list-style-type: none">• The Ministry moved ahead with 7 shovel-ready projects totaling \$40.9 million in Ontario that will directly enable high-speed internet for over 7,000 homes and businesses in several municipalities and First Nations communities.

Invest

Commitment: Invest in broadband and cellular infrastructure: Ontario will launch a provincial broadband infrastructure program.

- Ontario launched the Improving Connectivity (ICON) Program in July 2020 to help connect more homes and businesses with high-speed internet in areas of need.
- ICON has committed support to 35 different broadband projects totalling close to \$125 million in provincial investment.
- In July 2021, Ontario announced a partnership with the federal government to support an additional 41 projects in Ontario for a total investment of over \$500 million to expand access to high-speed internet across the province.
- On August 6, 2021, Ontario also announced an investment of more than \$109 million in Telesat's next-generation Low Earth Orbit satellite network, to meet future demand for high-speed connectivity.
- Through shovel ready projects and new investments, Ontario has committed over \$900 million to date, improving broadband and cellular connectivity in underserved areas and enabling access to high-speed internet for nearly 375,000 premises.

Invest: Accelerated High Speed Internet Program (AHSIP)

- To connect the remaining underserved and unserved communities across the province, Infrastructure Ontario (IO) is leading a new, innovative procurement process launched in Summer 2021.
- This transparent and competitive process will enable Internet Service Providers (ISPs) to bid for provincial subsidies through a series of reverse auction events for defined geographic areas, and based upon requirements for high-speed internet infrastructure deployment.
- IO has qualified [51 Internet Service Providers](#) (ISPs) to respond to a Request for Proposals (RFP) to support accelerated high-speed internet expansion in the province.
- Subject to the outcomes of the post-auction due diligence and validation phase, successful proponents for the geographic lots/service areas are expected to be announced in Spring 2022.

<https://www.infrastructureontario.ca/Ontario-Connects/>

Maximize/Modernize: Reducing barriers to deployment **Building Broadband Faster Act Guideline**

- [The Supporting Broadband and Infrastructure Expansion Act, 2021 \(SBIEA\)](#) was introduced in April 2021 to accelerate timely deployment of provincial designated projects in unserved and underserved communities in Ontario.
- [The Building Broadband Faster Act, 2021 \(BBFA\)](#) provides authority to the Minister of Infrastructure to reduce barriers to deployment of broadband-related infrastructure.
- Regulation-making authorities under the Ontario Energy Board Act, 1998 (OEBA) can reduce barriers for telecom providers to use existing electricity assets, such as hydro poles, to expand access to broadband, while reducing the costs to do so.
- The Statement of Intent outlines proposed legislative amendments, regulations, and additional mechanisms to enhance enabling authorities and compliance mechanisms to accelerate deployment of high-speed internet infrastructure.

On November 30 2021, Ontario released the Building Broadband Faster Act Guideline to support implementation of the Building Broadband Faster Act, 2021 (BBFA).

The Guideline is designed to reduce barriers that are currently preventing the timely deployment of reliable, high-speed internet infrastructure.

To enhance compliance with the Guideline, proposed regulations are being drafted under the BBFA and OEBA. A regulation under the OEBA including a new wireline pole attachment charge became effective January 1, 2022.

Modernize: Statement of Intent

- To provide confidence and certainty to broadband partners, in November 2021, the government issued a Statement of Intent as part of the Guideline.
- The Statement outlines proposed legislative amendments, regulations, and additional mechanisms that will, if passed, enhance enabling authorities and compliance mechanisms to accelerate deployment of high-speed internet infrastructure.
- The Ministry of Infrastructure will be engaging further to inform the legislative amendments.

Overview of the Statement of Intent

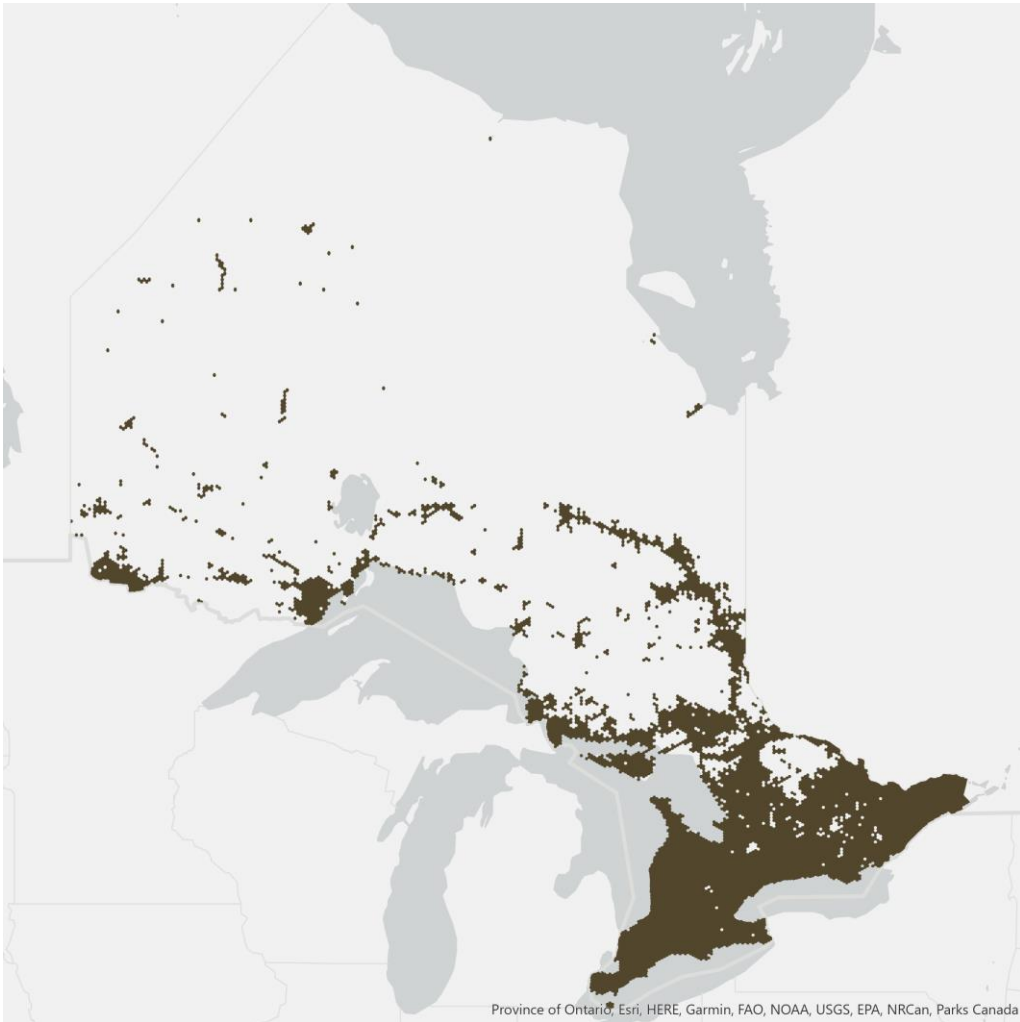
- **Legislative measures** to be introduced in Winter 2022, consistent with the Guideline, to:
 - Hold municipalities to new service timelines to grant or deny right-of-way permits.
 - Require infrastructure data sharing by municipalities and other parties, through the Broadband One Window (BOW).
 - Require the use of the Broadband One Window by municipalities.
 - Require electronic asset data sharing by Ontario One Call members.
 - Streamline locate processes for underground infrastructure.
- Additional mechanisms, including technical assistance, informal dispute resolution, and inter-ministerial oversight.

Coordinated and accelerated action to achieve 100% coverage

BEFORE PROVINCIAL INVESTMENTS



AFTER PROVINCIAL INVESTMENTS



*These maps show what proportion of populated areas have access to high-speed internet (50/10 mbps). Lighter brown are population areas with less access to high-speed internet. The government is on track to bring better internet to everyone in the province by the end of 2025.

Next steps



These policy tools are being proposed now as the timing aligns with the onset of significant number of high-speed internet projects. Broadband stakeholders participating in these and future projects would benefit from the certainty that the government is doing all it can to remove traditional barriers to internet deployment so that every community in this province have access to high-speed internet by the end of 2025.

MOI and its partners are actively consulting on the proposed legislative measures before bringing forward amendments.

MOI will continue to engage with partners, including municipalities to support legislative and regulatory development, and implementation of the accelerated broadband deployment.

We want to hear from you

Municipalities will play an expanded role in ensuring the timely deployment of broadband infrastructure projects.

1. What are the greatest challenges to broadband expansion in your community? How is your community currently working to address them?
2. What type of additional information or resources does your municipality need to support broadband expansion?
3. What challenges, if any, do you anticipate in providing electronic data?
4. What is the typical timeframe for municipal permits, concurrences, or approvals for a broadband project?
5. What types of resources or assistance could help your municipality comply with the proposed service standard, and the requirement to provide asset data proactively and electronically?

Let us know:

broadband@ontario.ca



January 28, 2022

Association of Municipalities of Ontario (AMO)

Sent via email: policy@amo.on.ca

To whom it may concern:

Please be advised that the Council of the Corporation of the City of Brantford adopted the following resolution at its City Council meeting held on January 25, 2022:

12.5.2 Addressing the Revolving Door of Justice – Accountability for Sureties and Swift Justice – Resolution

WHEREAS the City of Brantford has experienced a substantial increase in criminal activity leaving residents fearful for their personal safety and losing confidence in the criminal justice system; and

WHEREAS the City of Brantford strives to create vibrant, safe, livable neighbourhoods in its community; and

WHEREAS concerns continue to be raised by businesses, the post-secondary institutions in the downtown area and their student bodies, neighbourhood associations, citizens and others; and

WHEREAS bringing matters related to criminal charges more expeditiously through the court system will create a greater deterrence to such behaviour, and therefore improve the safety and security of citizens in this community; and

WHEREAS each year a significant sum of surety money is forfeited further to breaches of the conditions of judicial interim release orders ("bail"); however, the necessary steps are not taken to collect this forfeited money, thus leaving a substantial financial resource unavailable;

NOW THEREFORE BE IT RESOLVED:

- A. THAT Kevin Davis, Mayor of the City of Brantford, on behalf of the Council of The Corporation of the City of Brantford, correspond with the Honourable Prabmeet Sarkaria, President of the Treasury Board and the Honourable Doug Downie, Attorney General of Ontario, insisting that steps be taken immediately by the government to:

- i. provide additional judicial resources dedicated to Brantford to allow for matters to move as expeditiously through the court system as possible; and
 - ii. provide such additional space and/or technological resources for the local court to ensure there is adequate space and technological resources to most efficiently address the significant local caseload and consequently decrease the time a matter takes to be fully resolved; and
 - iii. dedicate the required resources to collect the forfeited surety monies and reinvest that money back into the provincial judicial system; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), Ontario Big City Mayors (OBCM) and the list of other Ontario Municipalities with a request that those municipalities pass similar resolutions; and
- C. THAT the City Solicitor BE DIRECTED to send the letter referenced in Clause A to Brant County, the Six Nations of the Grand River and the Mississaugas of the Credit First Nation to determine if they are willing to be signatories to the letter.

I trust this information is of assistance.

Yours truly,



Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc All Ontario municipalities
Ontario Big City Mayors (OBCM)
Federation of Canadian Municipalities (FCM)



Zelinka Priamo Ltd.

LAND USE PLANNERS

February 10, 2022

submitted via email

Mr. Brian Lima, P. Eng.
General Manager of Engineering, Planning & Enterprise / Deputy CAO
Elgin County
450 Sunset Drive
St. Thomas, ON
N5R 5V1
blima@elgin.ca

Dear Mr. Lima,

**Re: Request for Draft Plan Approval Extension
Southside Construction Management Ltd.
McBain Farm Subdivision – 34T-SO1801
Township of Southwold**
Our File: SSD/SWL/16-01

On behalf of Southside Construction Management Ltd., Zelinka Priamo Ltd. hereby requests an extension to Draft Plan Approval for subdivision 34T-SO1801, otherwise known as the McBain Farm subdivision.

Due to negotiations with other land owners and determining engineering designs for sanitary services, fulfillment of the conditions of draft approval have taken longer than originally anticipated. Due to these unfortunate delays, satisfaction of all conditions by the lapse date of March 12, 2022 will not be achievable.

Given the above, we request that the County extend the draft approval for an additional three (3) years, although it is anticipated that satisfaction of all conditions will be completed well in advance of this timeline.

We trust that the enclosed information is complete and satisfactory and we look forward to a timely approval process. Should you have any questions or require additional information, please feel free to contact our office.

Yours very truly,

ZELINKA PRIAMO LTD.

Matt Campbell, BA, CPT
Senior Planner

cc. Vito Frijia, Southside Group
Deren Lyle, CJDL Engineering



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-12

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 14, 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 Regular Meeting of Council held on February 14, 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 14th DAY OF FEBRUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs