



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday February 28, 2022

REGULAR MEETING OF COUNCIL

5:30 p.m., Council Chambers, Fingal/Via Video Link

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

- (a) Minutes of Regular Council Meeting of February 14, 2022
- (b) Minutes of the Southwold Young at Heart Committee Meeting of January 11, 2022
- (c) Minutes of the Emergency Control Group Meeting of February 17, 2022

5. DELEGATION

6. DRAINAGE

7. PLANNING

- (a) **6:00 p.m.** Public Meeting Zoning By-law Amendment ZBA 2022-01
Dale (Gifford) C/O Laverne Kirkness, Strik, Baldinelli, Moniz, 37360
Lake Line

8. REPORTS

- (a) All-way Stop at Talbot Grove Lane and Talbotville Gore Road
- (b) County Roads 2021 Financial Summary
- (c) Quotes for Refinishing Floor at Keystone Complex
- (d) Employee Vaccine Policy Update
- (e) Summary of Compressed Work Week Pilot Project
- (f) County Council Highlights – February 8, 2022
- (g) County Council Highlights – February 22, 2022

9. CORRESPONDENCE

- (a) Fee Waiver Request from VON

10. BY-LAWS

- (a) By-law No. 2022-13, being a By-law to amend By-law No. 2011-14, Dale (Gifford), C/O Laverne Kirkness, Strik, Baldinelli, Moniz, 37360 Lake Line
- (b) By-law No. 2022-14, being a by-law to delegate executive authority to the Chief Administrative Officer (Lame Duck Period).
- (c) By-law No. 2022-15, being a by-law to regulate election signs within the Township of Southwold
- (d) By-law No. 2022-16, being a by-law to adopt a Municipal Elections Recount Policy
- (e) By-law No. 2022-17, being a by-law to authorize stop signs – Talbotville Gore Road.
- (f) By-law No. 2022-18, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 28, 2022.

11. OTHER BUSINESS *(For Information Only)*

- (a) Ministry of Environment, Conservation and Parks RE: Agricultural Bale Wrap, Twine and Boat Wrap
- (b) Kettle Creek Conservation Authority – Southwold Inventory Program
- (c) Media Release - Elgin Clean Water Program Celebrating 10 years
- (d) Elgin Clean Water Program 2021 Annual Report

12. CLOSED SESSION

- (a) Personal Matters about an identifiable, including municipal or local board employees (section 239(2)) (b) – Maternity Leave Coverage
- (b) Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239 (2) (f)) – Labour Relations

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL
Monday March 14, 2022 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting
Monday February 14, 2022
7:00 p.m. Via Video Link

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Jeff Carswell, Treasurer (7:00 p.m. – 8:39 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(7:00 p.m. – 9:45 p.m.)
Jeff McArthur, Fire Chief (7:00 p.m.– 8:39 p.m.)
June McLarty, Corporate Services Clerk (7:00 p.m.– 8:39 p.m.)

ABSENT: Councillor: P. North

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

ADDENDUM TO THE AGENDA:

None

DISCLOSURES:

There were no disclosures

ADOPTION OF MINUTES:

2022-28

Councillor Emons – Councillor Pennings

Minutes

THAT the Minutes of the Special Council Meeting of January 20, 2022 and the Regular Council Meeting of January 24, 2022 are hereby adopted, and

THAT Council has reviewed the minutes of the Emergency Control Group meeting of January 27, 2022.

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

CARRIED

DRAINAGE:

2022-29 Councillor Emons – Councillor Pennings Court of Revision

THAT Council adjourn and form the Court of Revision at **7:02 p.m.**

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

CARRIED

2022-30 Deputy Mayor Monteith – Councillor Pennings Minutes of Court of Revision

THAT the minutes of the Court of Revision meeting that was held on February 22, 2021 for the Larson Drain West Branch 'A' 2020 and the Wallis Drain 2021 are hereby adopted.

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

CARRIED

2022-31 Councillor Pennings – Councillor Emons Adjournment of Court of Revision

THAT the Court of Revision adjourns at **7:03 p.m.** ; and

THAT the regular meeting of Council reconvene.

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

CARRIED

REPORTS:

Aggregate Resources Act Update

P. Kavcic reported to Council the proposed changes to the Aggregate Resources Act. These changes will align with the Environmental Protection Act for soil management and excess quality standards. Staff is questioning the possibility of updating the Maps to include the type of fill these sites will be able to take.

2022-32

Deputy Mayor Monteith – Councillor Pennings

**Shedden and
Fingal Sanitary Detailed
Design Award**

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.

<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	—	—
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J. Pennings	<u>√</u>	—
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CARRIED

2022-33

Councillor Pennings – Councillor Emons

**Lynhurst Reconstruction
Project Award**

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; and

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

<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	—	—
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J. Pennings √ —

CARRIED

2022-34

Councillor Pennings – Councillor Emons

**Talbotville Gore Road
Stop Signs**

THAT staff be directed to provide a follow-up report and By-Law to authorize an all-way stop at Talbotville Gore Road and Talbot Grove; and

THAT staff provide a subsequent report on a traffic calming policy in Southwold.

<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	—	—
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J. Pennings	<u>√</u>	—
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CARRIED

2022-35

Councillor Emons – Councillor Pennings

**Section 357/Tax
Incentive Adjustment
Applications**

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.

<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	—	—
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J. Pennings	<u>√</u>	—
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CARRIED

THAT Report CAO 2022-07 entitled Elgin Area Primary Water Supply Systems Governance Steering Committee Decision Point be received for information; and

THAT Council of the Township of Southwold supports the existing structure and representation model of the Elgin Area Water System Board.

<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	—	—
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J. Pennings	<u>√</u>	—
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CARRIED

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 15, 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.

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

CARRIED

2022-38

Councillor Pennings – Deputy Mayor Monteith

**Country Grocer
Request for
Statutory Holidays**

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.

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

CARRIED

DELEGATION:

7:45 p.m. – 8:15 p.m.

Treasurer Jeff Carswell - 2022 Budget

Treasurer Jeff Carswell presented the 2022 budget to Council, staff and the public.

REPORTS:

2022-39

Councillor Pennings – Councillor Emons

Various Election Policies

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

AND THAT a by-law to adopt a 2022 Election Recount Policy be brought forward for enactment at the next Council meeting;

AND FURTHER THAT a by-law for a 2022 Election Sign By-law be brought forward for enactment at the next Council meeting.

<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	—	—
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J. Pennings	<u>√</u>	—
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CARRIED

2022- 40

Deputy Mayor Monteith – Councillor Pennings

Frequency of Staff Monthly Reports

THAT staff will continue to provide an activity report on a monthly basis.

<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	—	—
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J. Pennings	<u>√</u>	—
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CARRIED

CORRESPONDENCE:

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

2022-41 Councillor Emons – Deputy Mayor Monteith Fee Waiver Request – Rosy Rhubarb

THAT Council of the Township of Southwold approves the Rosy Rhubarb Festival Committee 2022 fee waiver request for the use of the Keystone Complex; and

THAT this request totals to the amount of \$470.00 for 7 monthly meetings and the use of the meeting room and kitchen for their rhubarb sauce prep day.

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

CARRIED

BY-LAWS:

- By-law No. 2022-08, being a by-law to adopt the Budget Estimates and Capital Projects for the year 2022.
- 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 the construction and improvement of the Barber Drain 2020.

- 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
- 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 the construction of the Turville Drain No. 2.
- 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

2022-42

Councillor Pennings – Deputy Mayor Monteith

By-laws

THAT By-laws Nos. 2022-08, 2022-09, 2022-10, 2022-11 and 2022-12 be read a first and second time.

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

CARRIED

2022-43

Councillor Emons – Councillor Pennings

By-laws

THAT By-laws Nos. 2022-08, 2022-09, 2022-10, 2022-11 and 2022-12 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	—	—
J. Pennings	<u>√</u>	—

CARRIED

CORRESPONDENCE:

2022-44 Deputy Mayor Monteith – Councillor Pennings

LTVCA Board of Directors

THAT Council of the Township of Southwold hereby confirm that Councillor Sarah Emons be appointed to the Lower Thames Valley Conservation Authority Board of Directors for the remainder of this Council term; and

THAT a new board member will be appointed at the beginning of the 2022-2026 term of Council.

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

CARRIED

OTHER BUSINESS:

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

Council reviewed the items under other business.

CLOSED SESSION:

2022-45 Councillor Emons – 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 **8:39 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) – Maternity Leave Options

- 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
- Litigation or potential litigation including matters before administration tribunals, affecting the municipality or local board (section 239 (2) (e)) – Mels Minor Variance Appeal
- Advice that is subject to solicitor-client privilege, including communication necessary for the purpose (section 239(2)) (f) – Shedden Commercial Property.
- A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Talbotville Development

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

CARRIED

STAFF DIRECTION

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

ADJOURNMENT:

2022-46 Councillor Pennings – Councillor Emons

Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:18 p.m.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Southwold Young at Heart Committee Meeting Minutes

Tuesday January 11, 2022

Via Video Link

Time meeting started: 1:01 p.m.

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

Regrets: Kim Poole, Randy Graham

1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

2. Approval of Agenda

Resolution No. 2022-01

Moved by: Karen Auckland

Seconded by: Deb Logghe

RESOLVED that the agenda of the January 11th, 2022 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Motion Carried

3. Approval of the Minutes

Resolution No. 2022-02

Moved by: Deb Logghe

Seconded by: Trudy Kanellis

RESOLVED that the minutes of the December 14th, 2021 meeting of the Southwold Young at Heart Committee be approved as circulated.

DISPOSITION: Motion Carried

4. Grant Money Spending

The Committee discussed what items they would like purchased for the St. Patrick's Day bundles as well as the summer and fall bundles. Also discussed were items that we would like to purchase for our special events and the bi-weekly events held at the complex.

5. St. Patrick's Day Meal

The St. Patrick's Day meal will include Irish(beef) stew, bread, coleslaw and pie for dessert. Pick-up will be between 12 noon and 1:00 p.m. on March 17th at the complex. Committee members will meet at 11:30 am on March 17th to assemble the meals and on March 16th at 1:00 p.m. to assemble the bundles.

6. Other Business

No other business was discussed.

7. Adjournment and Next Meeting

Resolution No. 2022-03

Moved by: Deb Logghe

Seconded by: Karen Auckland

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RESOLVED that the meeting be adjourned at 2:35 p.m. to meet again at 1:00 p.m. on Tuesday February 15, 2022.

DISPOSITION: Motion Carried.

St. Patrick's Day Bundle

- Umbrella
- Poncho
- Sunscreen
- Bug spray
- Bird book
- First-Aid kit
- Colour/puzzle book
- Shamrock Plant

Walking Tour

May 25 or 26

Nature's Oasis

Summer Meal and Surprise Bundle

In Fingal on June 23

Chicken ceasar wrap

Chips

Drink

Strawberries and ice cream

Music

Thermos container for strawberries and ice cream

Cutlery set

Draws or penny table.

Fall Meal and Surprise Bundle

September 22 or 29

Ham and Scalloped Potatoes

Puzzle or colouring book

Dish cloths

Maple syrup

Calendar

Other items to Order

Nintendo Switch or Wii System

Games (bowling, golf, tennis, exercise program)

Walking sticks

Hat (Tilley style)

Whistle and lanyard
Honey
Hot water bottle
Foot care product
Hand cream
Shoehorn
Car assist handle
Jar assist opener.



TOWNSHIP OF SOUTHWOLD EMERGENCY CONTROL GROUP

MEETING MINUTES

Thursday February 17, 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, Jeff McArthur Robert Monteith

Regrets: Barry Smith

1. Update on COVID-19

J. VanRybroeck gave an update on the next phases of reopening for February 17th and March 1st. L. Higgs also reported that the numbers of cases reported by the Health Unit are skewed as they have changed the way they do the testing.

2. Work from Home

The Group discussed the continuation of working for home. On March 1st admin staff will return to work in the office using the schedule that was in place prior to the latest shutdown. P. Van Vaerenbergh reported that he hopes to soon have the Public Works Department crews back together as one. L Higgs reported that at this time there are no changes to the vaccination policy. Staff will still have to continue to wear masks and social distance when possible. A staff report will be brought to Council at their next meeting regarding updates on the vaccination policy. PW staff will also continue to distance themselves at lunch and break times. J. McArthur reported that the Fire Department will continue with their pod training with hopes of full station training starting on March 1st. The Fire Department would like some direction going forward on the unvaccinated.

3. Facility Rentals

As of March 1st, the municipality would not require proof of vaccination, but we will continue to monitor provincial regulations. Renters of the Township Facilities can

ask for proof of vaccinations. Those who rent the sports facilities will have to follow the COVID safety plan set out by their organizations.

4. Council/Committee Meetings

The ECG Group discussed Council/Committee meetings. Council can return to in person meetings. Staff can attend when needed in person or virtually. Members of the public can attend virtually or in person as well. Committee members attending meetings will need to follow the same policies as staff. Committee meetings can be held in Council chambers or at the complex if more space is wanted. Those who attend in person must be vaccinated.

5. Department Concerns

The department concerns were addressed in the working from home part of the agenda

6. Other business

No other business was discussed.

7. Adjournment -9:39 a.m.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 28, 2022

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

REPORT NO: PLA 2022-03

SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-01 –
Recommendation Report

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2022-03 regarding Zoning By-law Amendment Application ZBA 2022-01 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-01, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-03.

Purpose:

The proposal is to address condition of consent for E87-21, that proposes to rezone the proposed retained parcel portion of the subject lands from the Residential 1 (R1) Zone and Agricultural 1 (A1) Zone to the Residential 1 Special Provision (R1-31) Zone, in order to recognize the proposed retained parcel's residential access portion and minimum lot frontage of 9.15 metres; and Agricultural 1 Special Provision 63 (A1-63) Zone, in order to recognize the proposed retained parcel's agricultural portion and reduce the minimum land area and lot frontage requirements to 11.7 hectares and 9.15 metres respectively.

Background:

Below is a background information, in a summary chart:

Application	ZBA 2022-01
New Owner	Dan and Joanna Dale
Previous Owner	Ken Gifford, Doug MacMillan, Greg MacMillan, Jane Luftenegger, and Jennifer Gifford
Applicant	Laverne Kirkness, MCIP, RPP Principal Planner, SBM
Legal Description	Block F and I and Part Block K, Plan 39
Civic Address	37360 Lake Line
Entrance Access	Lake Line

Water Supply	Municipal Water
Sewage Supply	Privately owned and operated individual septic system
Existing Land Area	11.7 ha (28.9 ac)

Figure One below, depicts the existing parcel of the Gifford Lands.



The zoning sketch, depicting the lot addition (E87-21 application), is attached to this report as Appendix One for reference purposes.

Council may recall that Planning Report PLA 2021-36, went before Council on November 8, 2021 to authorize comments to the County of Elgin on the consent application, E87-21 and provided planning analysis for the proposed lot addition against the planning documents.

Comments/Analysis:**Planning Policy Review:**

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

PPS

The subject lands are within the Agricultural area (Section 2.3) and the North Port Stanley settlement area (Section 1.1.3). The proposed lot addition does not propose any development and would predominately separate the settlement area lands from the agricultural lands, following the settlement area boundary, save and except for access.

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

CEOP

The subject lands are split designated Agricultural Area and Tier 2 Settlement Area (North Port Stanley) on Schedule 'A' Land Use in the CEOP. Section E1.2.3.2 of the CEOP permits boundary adjustments, provided that it will not affect the viability of the use of the properties affected as intended by the CEOP. The proposed lot addition would predominately follow the designation boundary, save and except existing access; and no development is being proposed.

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

OP

The subject lands are split designated Agricultural on Schedule 'A' Land Use and Residential on Schedule 'A-4' North Port Stanley in the OP. Section 4.1 of the OP contains Agricultural land use policies in which agricultural uses and limited residential uses are permitted. Section 4.3.1 of the OP contains Residential land use policies in which a wide range of residential use is permitted.

Section 6.8.2(d) Consent Guidelines policies allow for lot additions, as no development is being proposed and would follow the designation boundary. The retained parcel would

be split zoned in order to have the residential designated land to stay in the R1 Zone, subject to special provision to adjust minimum lot frontage requirements; and the agricultural designated land in the A1 Zone, subject to special provisions to adjust lot frontage and area requirements accordingly.

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

OP 2021

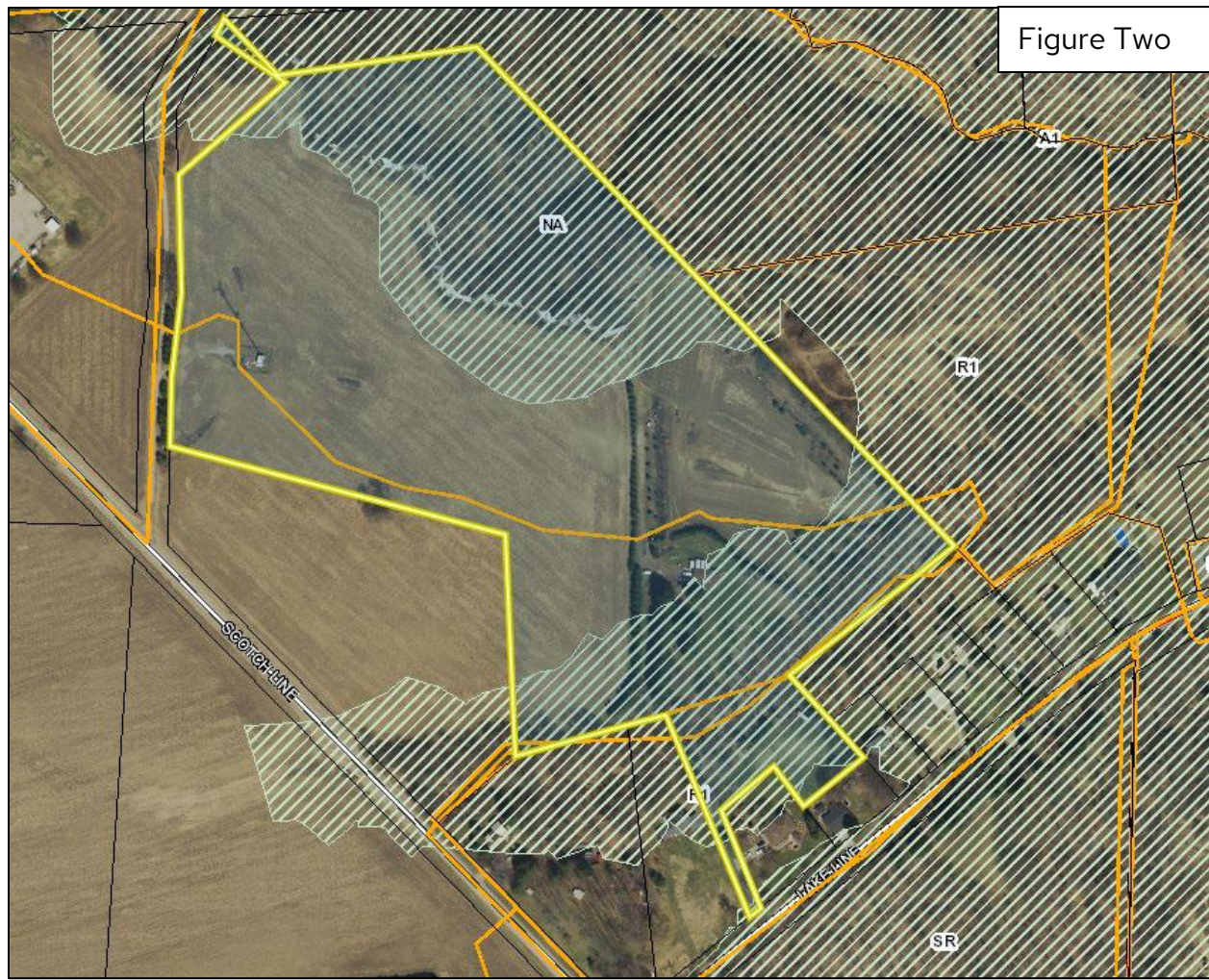
The OP 2021 has been adopted by Council on November 15, 2021; and will be reviewed against proposals, as the Township works through the approvals process. The County of Elgin has approved the Official Plan, as modified, on February 22, 2022, subject to notice and appeal period requirements.

The subject lands are designated as Residential and Agricultural on Schedule 4 in the OP 2021. The intent remains the same as analyzed under the OP above.

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

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

The subject lands are zoned Residential 1 (R1) and Agricultural 1 (A1) with a portion of the lands subject to Natural Lands and Adjacent Lands constraint and watercourses portion of the lands subject to Conservation Authority Regulation Limits as shown in the Township of Southwold Zoning By-Law on Schedule 'A' Maps 9 and 10, as depicted in Figure Two on the next page.



The A1 Zone permitted uses includes agricultural use and single detached dwelling and the R1 Zone permitted uses include single detached dwelling.

The proposed severed parcel to be added to Ken Gifford Lands, would be compliant with the R1 Zone provisions.

As a condition of consent, the proposed retained parcel would need to be rezoned from the A1 and R1 Zone to A1-63 and R1-31, with the special provisions in order recognize the following:

- Minimum land area from the 40 hectares to 11.7 hectares for the A1 Zone; and
- Minimum lot frontage requirements from 200 metres to 9.15 metres for the A1 Zone and from 15 metres to 9.15 metres for the R1 Zone.

rezone the proposed retained parcel portion of the subject lands from the Residential 1 (R1) Zone and Agricultural 1 (A1) Zone to the Residential 1 Special Provision (R1-31) Zone, in order to recognize the proposed retained parcel's residential access portion and minimum lot frontage of 9.15 metres; and Agricultural 1 Special Provision 63 (A1-63) Zone, in order to recognize the proposed retained parcel's agricultural portion and reduce the minimum land area and lot frontage requirements to 11.7 hectares and 9.15 metres respectively.

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

Therefore, the proposal for the lot addition would be in compliance with the Zoning By-law, subject to the Zoning By-law Amendment being implemented.

Circulation Of The Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on February 3, 2022, 2022, 25 days prior to the public meeting (minimum 20 days required).

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

<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx#ZBA-2022-01-37360-Lake-Line>

Township Department Comments

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

- Roads Department – no concerns;
- Drainage Department – no concerns;
- Financial Services Department – no comments; and
- Building Department – no concerns.

Agency Comments

No comments have been received from the applicable commenting agencies at time of writing of this Planning Report.

Public Comments

At the time of submission of this report, no comments from the public have been received related to the Zoning By-law Amendment. Multiple phone calls were taken; and some plan to attend the public meeting.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

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

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

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

Respectfully submitted by:

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

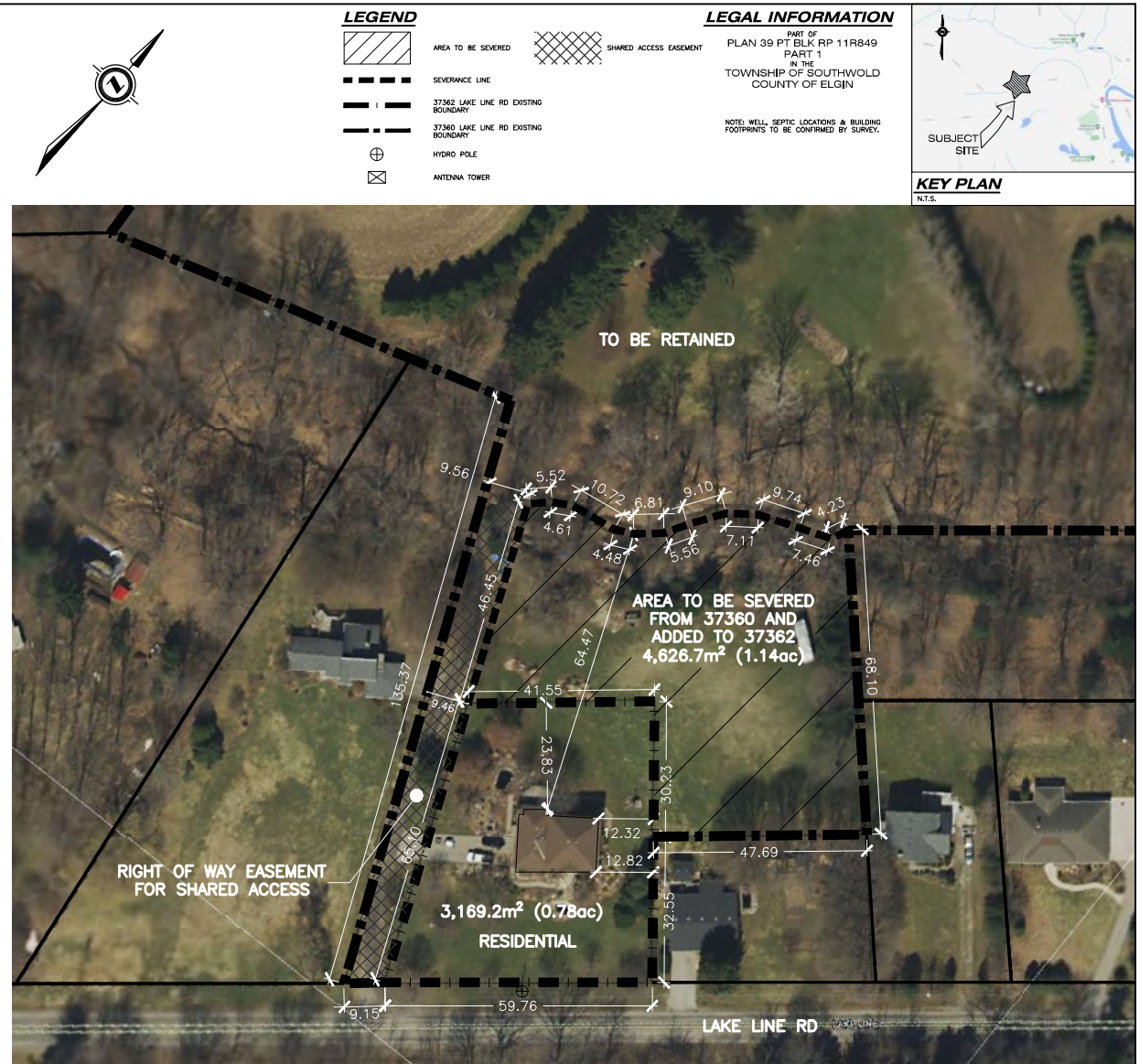
Approved for submission by:

**Lisa Higgs
CAO/Clerk**

Appendices:

1. Appendix One: ZBA 2022-01 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2022-01

REPORT PLA 2022-03
APPENDIX ONE: ZBA 2022-01 SKETCH



AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/W/Y	BY	CONSULTANT
	DESIGN	JR	1	INITIAL CONCEPTUAL DESIGN	30/06/21	JR
	DRAWN	JR	2	UPDATED SEWERAGE LINE AS PER CA EMAIL	29/07/21	JR
	CHECKED	UK	3	ADDED FARM HOUSE, LABELS	01/09/21	JR
	APPROVED	UK				
	DATE	01/09/2021				
	ORD	21-2279				



ENGINEER'S STAMP

**PRELIMINARY
NOT FOR
CONSTRUCTION**

	CLIENT
--	--------

KEN GIFFORD
37362 LAKE LINE RD
SOUTHWOLD, ON
POSTAL CODE

P: XXX.XXX.XXXX
E: XXX●XXX.XXX

	SCALE
--	-------

1:1400 Left
1:400 Right

	TITLE
--	-------

CONCEPTUAL SEVERANCE PLAN

SEVERANCE PLAN

37362 LAKE LINE ROAD
SOUTHWOLD, ON.

PROJECT No. _____

PROJECT No.
SBM-21-2279

SHEET No. 5

PLAN FILE No.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-xx

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Maps 9 and 10, to change the zone symbol applying to lands legally described as Block F and I and Part Block K, Plan 39, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone and Agricultural 1 (A1) Zone to the Residential 1 Special Provision (R1-31) Zone and Agricultural 1 Special Provision 63 (A1-63) Zone.

2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bl):

"(bl) A1-63 As Shown on Schedule A, Map 9

(i) Regulation

- Minimum Lot Area 11.7 hectares (28.9 ac.)
- Minimum Lot Frontage 9.1 metres (30 ft.)"

3. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new Clause as 8.4(ae):

"(ae) R1-31 As Shown on Schedule A, Map 10

(i) Regulation

- Minimum Lot Frontage 9.1 metres (30.0 ft.)"

4.

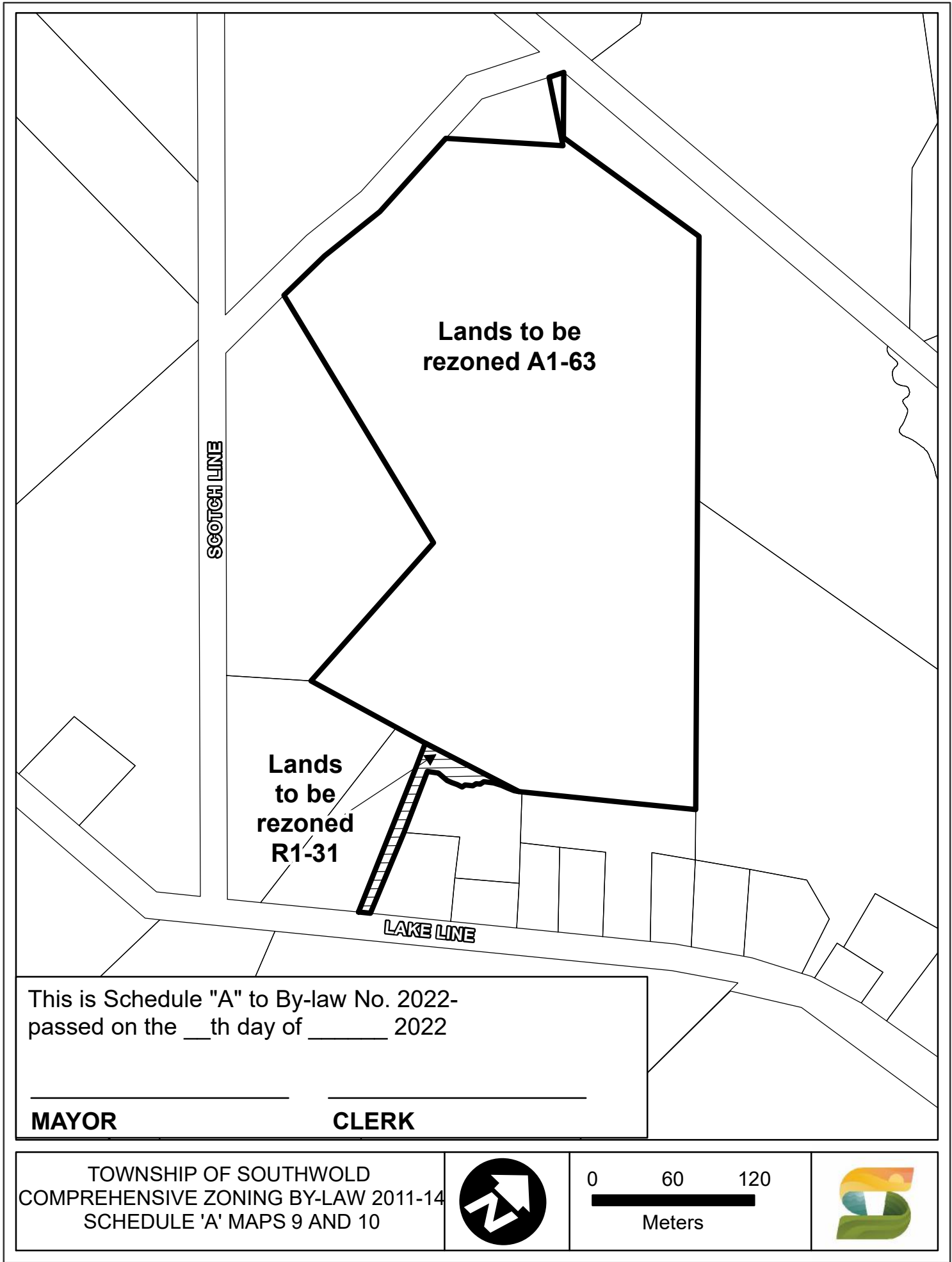
5. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY
PASSED THIS ____th day of _____ 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



This is Schedule "A" to By-law No. 2022-
passed on the __th day of _____ 2022

MAYOR **CLERK**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 28, 2022

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

REPORT NO: ENG 2022-06

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

Recommendation(s):

THAT Council give consideration to By-Law 2022-17, to authorize stop signs on Talbotville Gore Road at both Shady Lane entrances and Talbot Grove Road.

Purpose:

The purpose of the report is to provide update on the all-way stops on Talbotville Gore Road.

Background:

There have been various community requests for stop signs to be installed on Talbotville. Previously staff had installed signs on Talbotville Gore Road at Shady Lane, however research into our By-Laws indicated that these still need an enacting By-law. Staff brought the report attached as Schedule 'A' to the council meeting on February 14th. Council at that time instructed staff to proceed with a By-Law and installation of signs.

Staff will be able to install the stop signs and temporary stop bars. The installation of the stop bars could be delayed because of weather conditions.

Financial Implications:

None.

Strategic Plan Goals:

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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☐ Exercising good financial stewardship in the management of Township expenditures and revenues.

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

Respectfully Submitted by:
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:

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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 28, 2022

PREPARED BY: Jeff Carswell, Director of Corporate Services/Treasurer

REPORT NO: FIN 2022-06

SUBJECT MATTER: County Roads 2021 Financial Summary

Recommendation:

None – For Information.

Purpose:

To provide Council with financial information on 2021 County Road operation.

Background:

As part of the County of Elgin Road Services Agreement, staff are required to submit a County Roads Financial Report to the County on an annual basis.

Comments/Analysis:

The 2021 County Road report data is attached as Appendix "A". The report includes information for the last 5 years (2017 – 2021). The 2021 operation resulted in expenses of \$627,123 versus revenue from the County of \$507,755. The main reason for expenses exceeding revenue is due to Winter Control and Roadside activities. Winter control costs have remained relatively high since 2018.

Actual costs incurred can vary significantly year to year based on seasonal fluctuations and required activities. The last three years have seen more significant increases in the costs associated with maintaining the County roads, especially with respect to winter operations. Staff will continue to monitor time and costs associated with County road maintenance to determine whether the upward trend is short-term or an ongoing trend. The Road Service Agreement was reviewed by a consultant in 2021 and it is anticipated there will be some updates that may help to address the increased costs. The Agreement requires review and an extension by December 31, 2022.

In past years, the surplus/deficit was transferred to/from a reserve regardless of the reserve balance. This has led to a negative balance reserve, which upon further review should not continue. Based on the nature of the Road Service Agreement, there are no provisions to recover additional funding from future years. Setting up an ongoing deficit essentially creates a future receivable that has little likelihood of recovery.

Going forward it is recommended that only a surplus be transferred to a reserve and any deficit be funded only up to the balance in the reserve. Staff are planning to review and bring forward several recommendations for policies around reserves. Including provisions for the County Road Reserve would also be beneficial so there is clarity around its intended use.

Financial Implications:

The deficit for the County Road Agreement will form part of the overall surplus deficit. Since the County Road maintenance is integrated into the Township's Public Works Department operations, there are other areas that are under budget which will help to minimize the overall impact.

Strategic Plan Goals:

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

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Respectfully Submitted by:
Jeff Carswell, Director of
Corporate Services/Treasurer
"Submitted electronically"

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

Appendix "A"
Township of Southwold
County Road Expenditures
Unaudited as at December 31, 2021

	2017	2018	2019	2020	2021	5 Year Accumulated
County Contract Revenue	\$477,496.60	\$483,703.96	\$495,796.56	\$504,225.04	\$507,754.64	\$2,468,976.80
Expenditures						
County Bridge & Culvert	\$5,487.57	\$3,735.82	\$2,340.61	\$0.00	\$4,754.84	\$16,318.84
County Roadside Maintenance	\$44,524.41	\$43,775.35	\$66,674.18	\$62,039.78	\$90,541.18	\$307,554.90
County Hardtop Maintencance	\$135,280.74	\$136,355.29	\$108,630.85	\$116,618.58	\$135,188.61	\$632,074.07
County Winter Control	\$226,973.16	\$310,508.31	\$351,435.81	\$320,641.49	\$340,467.59	\$1,550,026.36
County Safety Devices	\$20,607.10	\$25,498.70	\$24,999.09	\$22,661.73	\$15,144.13	\$108,910.75
County - Allocated Overhead	\$30,301.11	\$36,391.14	\$38,785.64	\$36,537.31	\$41,026.74	\$183,041.94
Total Expenditures	\$463,174.09	\$556,264.61	\$592,866.18	\$558,498.89	\$627,123.09	\$2,797,926.86
Surplus / Deficit	\$14,322.51	(\$72,560.65)	(\$97,069.62)	(\$54,273.85)	(\$119,368.45)	(\$328,950.06)
Revenue Change - \$	(\$11,802.24)	\$6,207.36	\$12,092.60	\$8,428.48	\$3,529.60	
Revenue Change - %	-2.59%	1.34%	2.17%	1.42%	0.63%	
Expenditure Change - \$	\$7,587.86	\$93,090.52	\$36,601.57	(\$34,367.29)	\$68,624.20	
Expenditure Change - %	1.55%	19.50%	7.57%	-6.93%	13.61%	



TOWNSHIP OF SOUTHWOLD
Report to Council

MEETING DATE: February 28, 2022

PREPARED BY: Corey Pemberton, Director, Building & Community Services

REPORT NO: CBO 2022-003

SUBJECT MATTER: Quotes for refinishing floor at Keystone Complex

Recommendation:

THAT Council receives report CBO 2022-003 Quotes for refinishing floor at Keystone Complex and accepts the bid from HD Decorating in the amount of \$26,700.00 plus HST.

Purpose:

The purpose of this report is to seek Council's approval for the quote to refinish the Keystone Complex floor.

Background:

The Keystone Complex experienced some flooding after the water heater tank in the utilities room leaked in the spring of 2020. Total area measures 4369sq ft. The recommended course of action was to epoxy coat the floor. After 2022 budget was passed, we received three (3) quotes as seen below.

Discussion:

Staff have researched and requested quotes from three different companies that provide floor refinishing services and are asking Council to accept the quote from HD decorating. HD decorating is a local contractor and has completed jobs in the area, which include the Dutton Community Centre and the United Church in Dutton.

Option Number	Company and service provided	Cost
Option 1	Bernardo Group	\$8.80/sf + HST

	Epoxy Flooring – Silka "SilkaFloor – 261CA"	\$38,447.20 + HST – does not include cost of baseboards or prep work.
Option 2	HD decorating Two component epoxy system with vinyl flake broadcast. – includes prep, materials, installation	\$6.11/sf + HST \$26,700 +HST
Option 3	RS Concrete Solutions Epoxy Flake Flooring Two component epoxy system with full flake broadcast – includes prep, materials, and installation	\$6.90/sf + HST \$30,146.10 + HST *Request of Township to provide electrician to wire equipment into panel and disconnect when required.

Staff are recommending option 2.

Financial Implications:

The 2022 budget approved an amount of \$30,000.00 for floor refinishing at the Complex. The quote received was less than the original budgeted amount by \$3,300.00.

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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**Respectively Submitted by: Corey Pemberton,
Director, Building & Community Services**

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 28, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-12

SUBJECT MATTER: COVID-19 Update – February 2022

Recommendation:

THAT Council receives this report as information.

Purpose:

To provide Council with information on the changing COVID-19 regulations and provide an initial discussion on the employee proof of vaccination policy.

Background:

Provincial Regulations relating to COVID-19 have been changing rapidly in the last month. Specifically, March 1st signifies a change in many of the regulations previously impacted by the Province. There is some confusion among staff, committee members, and Council members as to how these changes impact municipal policies so this report aims to provide some clarity.

Comments/Analysis:

As of March 1, 2022 the following public health and workplace safety measures will come into effect:

- capacity limits lifted in all indoor public settings
- proof of vaccination requirements lifted, with businesses being allowed to implement them voluntarily
- other protective measures, such as mask/face covering requirements and active/passive screening of patrons, will be in place
- public health units can deploy local and regional responses based on local health indicators

Given the new measures from the province, the Emergency Control Group meeting on February 17th discussed the new regulations and possible impacts on municipal operations.

The ECG recommended that, given the provincial changes, the Keystone will be available to rent at 100% capacity, starting on March 1st 2022. Renters will no longer be required to provide proof that they checked all of the vaccine certificates, since this is no longer a provincial mandate. Renters can, on their own, decide that they want to verify proof of vaccination, but this would be a discretionary choice done on their own volition. This would apply as well to minor sports organizations; they can adopt their own safety policies with vaccine requirements and other health and safety measures, however this would be on them to enforce and would be discretionary.

At this time, the province is recommending that other protective measures such as mask/face covering and screening of patrons remains in place. It appears that the contact tracing is no longer required; staff have previously been recording contact information for all attendees at the municipal office. Staff is recommending that this contract tracing and screening combination be amended so that it only recommends that all visitors complete a self-screening prior to entering.

Given that the province is eliminating the proof of vaccination requirement from businesses, there have been questions among staff and among committee members as to the Township's proof of vaccination policy for employees, council members, and committee members. At this time, staff is waiting for direction from SWPH that they recommend that these policies can be lifted. Council will recall that the proof of vaccination policy for staff was discretionary and not required by the province but was enacted under the recommendation of the Chief Public Health Officer for Southwestern Public Health. In the absence of an updated recommendation, staff is suggesting that the municipality maintain the policy as is until more clarification can be received from the Health Unit. Through contacts with the Elgin Administrator's group, we are collectively seeking an opinion from SWPH and will share any advice that becomes available to us.

Another matter is the Township's current active state of emergency. At the Elgin Administrator's meeting recently, there was general consensus from all municipalities in the County that the rescinding of the declaration of emergency would be coordinated collectively and timed to align with the Provincial rescinding of the order.

Financial Implications:

None.

Strategic Plan Goals:

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

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Respectfully Submitted by:
Lisa Higgs, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 28, 2022

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2022-13

SUBJECT MATTER: Summary of Compressed Work Week Pilot Project

Recommendation:

THAT Council receives this report as information;

AND THAT Council authorizes the compressed work week pilot project to continue on a permanent basis.

Purpose:

To provide Council with a summary of the Compressed Work Week Pilot project including staff feedback, contractor feedback, and after hours service tracking completed by staff during the pilot. The report provides a recommendation that the compressed work week for administrative staff becomes a permanent working arrangement.

Background:

At their meeting on August 9th, 2021, Council received CAO's report 2021-48 which spoke to an alternative work strategy and extended office hours alongside the reopening of the municipal office following COVID-19 lockdowns. The report recommend a full-office reopening on September 7th, 2021 with extended hours for the public and the compressed work week to be piloted for administrative staff for a period of six months. Among these policies also included a recommendation to incorporate a work from home element and the concept of allowing for 'hotelling' or shared workspaces to provide more office room for our growing municipal staff. The benefits of the alternative work strategies were cited as:

- less capital cost in administrative building upgrades
- increased service levels by extending office hours; especially valuable for residents who have been unable to acquire municipal services while working during the day
- ability to attract & retain staff (especially attracting staff with a further commute)
- reduced carbon impact of daily commute; compressed work week means less trips to the office alongside 1 day working from home, saves approximately 4 metric tonnes of

carbon emissions annually

There were discussions at the onset of the program whether to include Public Works in the pilot and Public Works employees and their superintendent were contacted about their interest in the program. Given the timing of the program, heading into winter control and winter maintenance operations, it was decided that Public Works was not interested in the program for winter-time, but may consider adopting the alternative work arrangement in the spring or summer months, if the program is still available.

Since the pilot project was initiated on September 7th, 2021 the six-month pilot will be wrapping up March 7th, 2022. Administrative staff are seeking direction on proceeding, as we move beyond the pilot project timeframe.

Comments/Analysis:

To evaluate the pilot project, staff have engaged in various methods. This includes a tracking of customer service provided during the extended hours, a soliciting of feedback from contractors served during the extended hours by our building department, and a feedback survey provided to all staff who participated in the pilot.

Customer Service Tracking – Extended Hours

Attached as Schedule 'A' to this report is a spreadsheet showing the customer service tracking that was completed by staff, which indicates the types of calls and service that was provided during times when the office was previously closed (before 8:30 am and after 4:30 pm).

This spreadsheet is limited in that there may be instances where staff forgot to log a call or walk-in customer served and it only tracked calls and walk-in foot traffic. This log does not include e-mail correspondence with resident after hours or communication between staff.

Also for Council information, there has been significant drop off in both foot traffic and phone calls during the pandemic. Anecdotally, staff have noticed that many residents now access municipal services online and by e-mail compared to their previous interactions which were primarily over the phone or by service at the municipal office.

Despite the limitations of the data collected, it does demonstrate that there are a significant number of residents who have been able to access services during the extended hour period and who were able to receive a quicker response to their issue, in that the concern did not sit overnight on a voicemail. They were able to speak to a staff

member and receive some resolution immediately. Many residents expressed their appreciation that staff was able to pick up their call until 5 pm or before 8 am.

Feedback from Contractors:

While originally not part of the pilot project, once the building department was able to expand to two staff members, they were able to extend their hours and work to provide additional service to our building contractors. Many contractors expressed their appreciation for the extended working day, in particular, in being able to access inspection services early morning. Here is an excerpt of various feedback provided by contractors when asked about their experience with the pilot project:

"We saw no interruption in service from the compressed work week. You (Sandy) and Corey were able to attend every inspection we booked. I have no problem with the new hours."

"From our perspective the compressed work week pilot program seems to work. We haven't noticed any type of negative change in inspector availability or permit turnaround time. Everyone in the building department has been incredibly professional and helpful with our new homes in Talbotville Meadows."

"The pilot has been a success in our view. We have benefitted from longer service hours. Both you (Sandy) & Corey have been excellent at responding quickly and efficiently to inspection requests and any other questions we've brought forward."

"I feel the 7:00am to 5:00pm has worked great. Everyone at Southwold has been very helpful and accommodating. With the current system with direct and personal contact with the inspectors makes it an efficient process for everyone involved. One minor request is the online inspection booking... the 4:00pm deadline is a bit tight when we are onsite all day and really don't start planning the following day until getting back to the office at the end of day. London has a 11:00pm cut off for inspections and Ilderton I believe is 8:00pm. This is just my opinion. Other than that, your system and processes seem to be flawless."

Feedback Survey From Staff

Staff participating in the pilot project have completed a summary survey to ascertain their overall opinion of the compressed work week pilot and to inquire as to whether they are interested in continuing with the program.

Attached as Schedule 'B' to this report are the survey results.

The survey asked staff to consider their impressions or predictions on the pilot project before it started, as well as to receive feedback on their experience during the project. It also asked questions about working from home (now that we have incorporated working from home into our operations) and staff's opinion about sharing their workspace.

Interestingly, staff feedback about working from home returned similar results to the start of the compressed work week project. Previously most staff agreed that they enjoyed working between 50%-75% at the workplace and the remainder of home; this remains unchanged, even after nearly 2 years of working from home.

In asking staff about sharing their workspace, the feedback endorsed the hoteling model that we have been piloting, with staff indicating that it had either no impact on their ability to perform their duties, or only a minor impact which they were willing to adapt to.

When asked about the aspects of the compressed work week that staff liked the least, the majority indicated "No Concerns". Other concerns included working longer hours each day and fewer interactions with supervisors and colleagues, which were also likely impacted by COVID-19 limitations to office attendance.

Some staff did acknowledge some challenges with truly "disconnecting" on their days off, but many noted that even despite this, they wanted the program to continue. Here are some excerpts taken from the question about disconnecting on days off:

"Yes, I was able to disconnect for the most part. Was a bit more difficult on weekends where there is already a stat day incorporated. I did try to check in once during this time to make sure that there was nothing that needed my immediate attention. I do not have any concerns with the permanent implementation of the compressed work week model."

"Disconnecting during your day off can be challenging. Often we'll receive calls during our day off that require attention."

"Yes, could disconnect. No concerns with working arrangement."

"Yes, I feel that I was able to disconnect from the workplace on the days when I was off. Concerns that I had with the working arrangements have been addressed and changed mutually with coworkers."

Ultimately, staff were asked whether they would like the program to continue and there were no staff members who indicated that they would like to see the program cease. Most indicated that they would like the program to continue as is or with small changes to some elements of the program. It is also a very positive sign that employees indicated that they were either "Very Satisfied" or "Somewhat Satisfied" in their employment with Southwold.

Included below are also a series of comments that were submitted by staff as part of the survey:

"This has been a great experience to try a different model of working. As through COVID we have learned to adapt and pivot. Having this added flexibility in my work, with the extra day, and the day at home are helpful to me in many ways. I really hope that we can continue this model on a permanent basis. The only downside that I see, is the reduced interaction with the team as a whole, on a regular basis. However, I understand that through this new model, we just will have to find different ways to interact as a whole team. Hopefully overtime, and with relaxed COVID measures, we can gather as a team more frequently."

"I would strongly support making the compressed work week and work from home component permanent. I believe it will be an important component to attract and retain staff going forward, especially when it is becoming much more widespread in all industries. I get the impression most staff have continued to monitor email and messages for important items while off. I think that would be important to continue, especially for the management positions. The compressed work week and work from home is helping to address our office space constraints. If we went back to 5 days in the office, no WFH I'm not sure how we could realistically accommodate everyone. There would be significant costs for some short-term changes. As we are planning to bring in a couple of Contract positions, this will be further impacted."

"With the longer days- I feel like I actually can get a lot more work done"

"By having the pilot project, I feel that as a team we were able to make scheduling adjustments to enable us to have a positive experience. We are fortunate to have had the opportunity for the pilot project."

Given the foregoing, staff recommends that the compressed work week and alternative work strategy (including work from home and 'hotelling'/sharing of work spaces) continue on a permanent basis. Staff is concerned that reducing office hours now would result in a service level impact to the public and that alternatives to shifting staff

hours to meet those some extended hours may not be well received by staff. Most importantly, with our expanded staff and increased population, we will continue to grow our administrative team and without our flexible work arrangements, accommodating the staff in the office will be a costly venture.

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'

Date	Type of Contact	Time of Day	Comments
2021-09-14	In-person	After 4:30 PM	Called before 4:30 to let us know he would arrive shortly before. Informed we are now open until 5. Said that was much better.
2021-09-14	In-person	After 4:30 PM	Resident called shortly before 5 to let us know he was coming to pay taxes. Noted that he saw on Twitter that we now have extended hours.
2021-09-16	Phone	After 4:30 PM	Discussion with provider of contracted services to provide direction on next year's purchase
2021-09-16	In-person	After 4:30 PM	Builder met with Bryan to pick up minor variance signs
2021-09-16	Phone	After 4:30 PM	Resident inquiring about hours of operation for household hazardous waste. Advised that this service is located at the St Thomas Recycling Centre on Wednesday and Saturday each week and advised the time frame each of those days.
2021-09-21	Phone	After 4:30 PM	Query on availability at Southwold Keystone Complex
2021-09-24	Phone	After 4:30 PM	Caller called at 4:53 p.m. He wanted to know what time we were open until. He said that he would come on Monday.
2021-09-28	Phone	After 4:30 PM	Called after 4:30pm looking for tax cert. fee.
2021-09-30	Phone	Before 8:30 AM	Phone called received and transferred to roads department
2021-09-30	Phone	After 4:30 PM	Received a call from Dr Robinson's office regarding a needed repair to a sink.
2021-10-01	In-person	After 4:30 PM	Resident came in to pay for building permit now that we are open for in person service. Did not want to have to pay the 2% CC fee.
2021-10-04	Phone	Before 8:30 AM	Caller was looking to speak with Lisa. Informed that she will be back in the office tomorrow (Tuesday).
2021-10-04	In-person	After 4:30 PM	Resident came in to file appeal on minor variance decision - was here until after 4:30 pm , once received all documents required from his lawyers office. Appeal received and date stamped.
2021-10-05	Phone	Before 8:30 AM	Call for Lisa
2021-10-05	Phone	Before 8:30 AM	Call for Corey
2021-10-05	In-person	After 4:30 PM	Assisted with Commissioning of Oaths for Vehicle Transfer
2021-10-05	In-person	After 4:30 PM	Lisa commissioned a document at 4:39 PM.
2021-10-07	Phone	Before 8:30 AM	Resident called to inquire the balance on tax account so a payment can be made
2021-10-07	Phone	Before 8:30 AM	Employee from Hydro One called regarding a locate they received that had a wrong ticket number. An email has been sent to Lori to assist in determining correct ticket #.
2021-10-13	Phone	After 4:30 PM	Caller requested email address for Sandy Lale - to send over final documents. Provided address.
2021-10-13	Phone	After 4:30 PM	Ferndale resident tax info
2021-10-13	Phone	After 4:30 PM	Caller wanted to pay water bill by credit card. Informed that the 2% surcharge is now back in effect. Offered about online banking, or that they could come in and pay debit, ck. cash.
2021-10-15	In-person	After 4:30 PM	Jeff M Called to ask our process on screening at the office. They are doing interviews next week. I sent him a copy of the declaration that we have in the office.
2021-10-18	Phone	Before 8:30 AM	called for the building department - looking to book an inspection
2021-10-18	In-person	After 4:30 PM	Person stopped in to show proof of vaccination for committee meeting at complex
2021-10-19	Phone	After 4:30 PM	Person attending rosy rhubarb meeting at Keystone called to email proof of full vaccination
2021-10-21	Phone	Before 8:30 AM	Employee from Southwold post office called to talk to public works regarding an issue with the approach to 2 mail boxes in our municipality.
2021-10-21	Phone	Before 8:30 AM	Phone call for Lisa
2021-10-21	Phone	Before 8:30 AM	New resident called - needed to give information to set up water account. Advised that water bills are quarterly and that there is a tax installment due October 29th. Advised her to call back next week and we will hopefully have the ownership change that we can give them the tax installment information.
2021-10-20	Phone	Before 8:30 AM	Resident called in looking for Brent Clutterbuck
2021-10-20	Phone	Before 8:30 AM	Had a question about his drain.
2021-10-20	Phone	Before 8:30 AM	Resident called in to update mailing address on water account.
2021-10-20	Phone	Before 8:30 AM	Resident called in to let us know he has sold his home and will be moving His final bill is to be emailed.
2021-10-22	Phone	After 4:30 PM	Caller asking about Shedden open space park rental for summer 2022 directed to website.
2021-10-22	Phone	After 4:30 PM	Call was lost
2021-10-26	Phone	After 4:30 PM	Resident called to make tax payment by CC over the phone. Informed that since the office is open for inperson services, that the 2% CC fee is back in effect. Resident informed they would pay online.
2021-10-26	Phone	After 4:30 PM	Resident called to make credit card payment for taxes and water
2021-10-27	In-person	Before 8:30 AM	TSSA inspector in to office to check on new light fixtures installed last week by Capsor

2021-10-27 Phone	After 4:30 PM	Resident called to request a property tax statement for mortgage renewal. Took information to forward to Michele for processing. Also, resident is located on Second Line, received no notice re: bridge replacement project. Transferred to Paul's VM.
2021-10-28 Phone	Before 8:30 AM	Resident called to inquire about taxes being due and coming in to make payment. Advised him that the office now has extended hours to 5:00pm.
2021-11-04 Phone	Before 8:30 AM	Resident called was the inquiring about the process for inspections for their building permit.
2021-11-03 Email	After 4:30 PM	Resident called to inquire about status of garbage truck. It had not been through their neighbourhood as of yet. Informed that there was an area of Shady Lane that was not collected, and they would be back out Thursday AM to collect.
2021-11-03 Phone	After 4:30 PM	Resident called re: garbage not picked up on Shady Lane. Informed that they were unable to collect today, and would circle back in the AM to collect.
2021-11-03 Phone	After 4:30 PM	Business owner called in wanting to know if water was going to be off November 4th, 2021 as scheduled.
2021-11-04 Phone	Before 8:30 AM	Lawyers office inquiring about the cost of a tax certificate and asking the best way to get one quickly as the closing date is tomorrow.
2021-11-04 Phone	Before 8:30 AM	Resident from Sunset Road wondering if the water would be shut off today as per the letter since it was off yesterday. After inquiring, called her back to advise that they were able to do the necessary work yesterday, so water will not be shut off today.
2021-11-05 In-person	After 4:30 PM	Resident came in to purchase a composter
2021-11-09 Phone	Before 8:30 AM	Caller looking to speak with Fire chief re: burn permil
2021-11-12 Phone	After 4:30 PM	Caller from Central Elgin (Freeman Lane off Wellington Rd, East) received water shut off notice. Wondered if they would be affected. Informed that he would have to contact CE to see if they are going to be affected.
2021-11-12 Phone	After 4:30 PM	Called wanted to know about joining special council meeting on Monday evening. Let her know that we sent the links out to join virutally from people who request. I offered to take her information and have June call, or that she could call on Monday Morning to talk to her. She will call back on Monday.
2021-11-16 Phone	After 4:30 PM	Resident had questions about sewer debentures in the Shady Lane Cres area. Would like a return call. I let Jeff know to return call following day.
2021-11-17 Phone	Before 8:30 AM	Caller wanted to know if the water was going to be shut off at any point today, as they received the notice in the mail, and just wanted to be sure. Took callers information incase we recieved any updated notification of further interruptions.
2021-11-17 Phone	After 4:30 PM	Caller following up on Tax certificate request sent through back in October. I gave her Michele's email address to send her a note.
2021-11-18 Phone	Before 8:30 AM	Resident called to inform us that she had to put one of her dogs down.
2021-11-19 Phone	Before 8:30 AM	Committee member calling about picking up the christmas decorations for the Fingal Heritage Park
2021-11-19 Phone	Before 8:30 AM	Resident calling to ask questions about his water bill. Took message to have Lori return call
2021-11-19 Phone	Before 8:30 AM	Resident called about getting curbstop lowered. It is sticking out from the ground and has been hit a few times.
2021-11-24 In-person	After 4:30 PM	Resident came in to pay tax statement arrears
2021-11-24 In-person	After 4:30 PM	Resident came in to get tax statement for property
2021-11-26 In-person	After 4:30 PM	Resident came into office to pay for a building permit
2021-11-26 Phone	After 4:30 PM	Resident called to make sure we received payment of her water bill
2021-11-25 Phone	Before 8:30 AM	Ontario One called for an emergency locate
2021-11-29 Phone	Before 8:30 AM	Received phone call from a resident re: mailbox hit by snowplow - transfered to Paul's voicemail
2021-11-29 In-person	After 4:30 PM	Resident dropping off payment
2021-11-29 Phone	After 4:30 PM	Builder looking to speak to building department - advised to call cell phone
2021-11-30 Phone	Before 8:30 AM	Resident called to voice concern over cul-de-sac in neighbourhood not being plowed properly. Transferred call to Roads Superintendent
2021-12-01 Phone	After 4:30 PM	Caller requesting the availability of a map for purchase that shows lot lines in the Township. Advised we do have County maps for sale at the office, gave our office hours.
2021-12-10 Phone	After 4:30 PM	Caller called advising staff he will be here by 5:00 p.m. to pick up fob for comple
2021-12-10 In-person	After 4:30 PM	Picked up key fob
2021-12-13 Phone	After 4:30 PM	Resident called to request a property tax statment for 2020.
2021-12-14 In-person	After 4:30 PM	Resident came in to inquire about a property tax statment that they received. Moved in early October, wasn't sure if they had to pay it, as they thought their bank was paying the taxes on their behalf.
2021-12-21 Phone	Before 8:30 AM	Resident received letter from water department, that meter was not readable. Called in to give read / advise that wire from reader on house was broken, and will repair.

2022-01-11 Phone	After 4:30 PM	Resident called about final water bill at previous address, and water bill at new address. Will try to come in before 5 tomorrow to pay both.
2022-01-18 Phone	Before 8:30 AM	Resident called regarding water bill
2022-01-18 Phone	After 4:30 PM	Resident called for assistance to set up water and taxes through online banking
2022-01-18 Phone	After 4:30 PM	Resident called asking if there is municipal water available at the property they purchased. Also asked about land severance and advised they need to speak to the planner.
2022-01-27 In-person	After 4:30 PM	Resident came in to pay water bill
2022-01-28 Phone	After 4:30 PM	Resident calling to find out amount due on his water bill. Doesn't remember getting the bill so advised that we do send out bills by email.
2022-01-31 In-person	After 4:30 PM	Water payment
2022-02-02 Phone	Before 8:30 AM	Resident called to inform that Longhurst line off of 45 was a sheet of ice and wanted to let us know.
2022-02-03 Phone	After 4:30 PM	Resident on Wellington Road called after 4:30 p.m. to say that her garbage was missed being picked up.
2022-02-09 Phone	Before 8:30 AM	Resident called to find out how to put in a by-law complaint against neighbour. Informed that needs to submit a complaint form for us to act upon the concern. Will go to website and fill out.
2022-02-14 Phone	After 4:30 PM	Resident called seeking information on Community Recycling Centre in St. Thomas and how to access it
2022-02-17 Phone	Before 8:30 AM	Resident inquiring when tax bills will be sent out.
2022-02-17 Phone	Before 8:30 AM	Resident asking to talk to Brent re: drainage issues at his property
2022-02-17 Phone	Before 8:30 AM	Resident inquiring about dog tags. Advised that the Township is not issuing dog tags any longer but a tag with contact information for the owner should be worn by the dog.
2022-02-23 Phone	After 4:30 PM	Resident called to inquire about tax account balance
2022-02-23 In-person	Before 8:30 AM	Resident came in to purchase recycling bin - was pleasantly surprised that we were open, and open for in person services.

Compressed Work Week Pilot Project - Staff Feedback

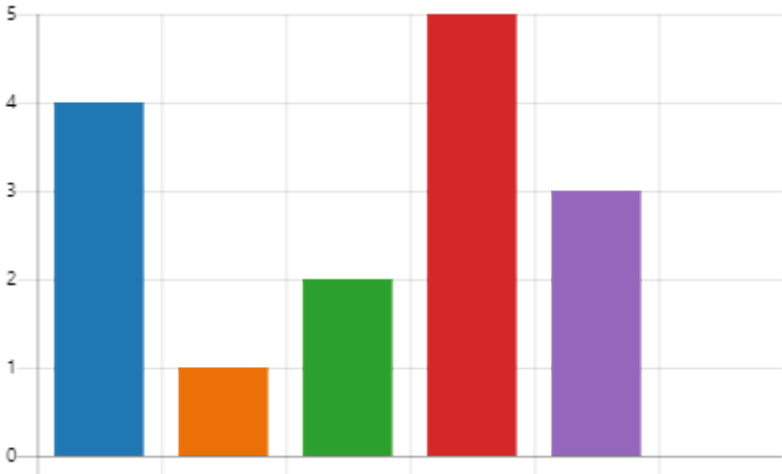
8
Responses

13:32
Average time to complete

Active
Status

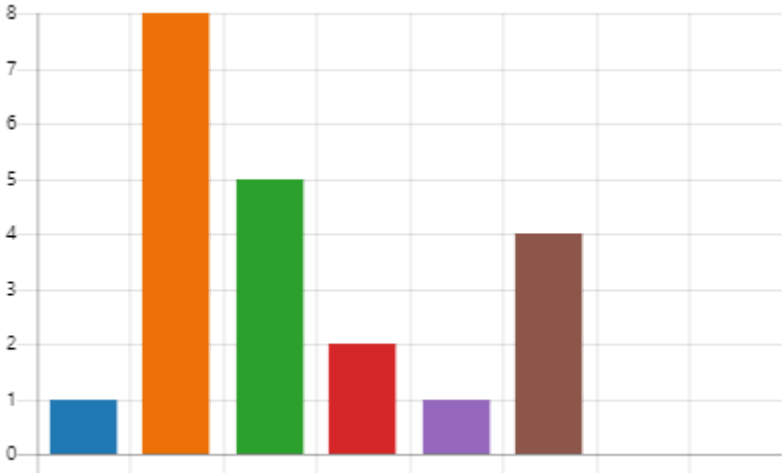
1. Which aspects of the compressed work week project were you most concerned about prior to the start of the pilot?

- Working Longer Hours Each Day 4
- Interruptions to Work Flow 1
- Being Unable to Finish All Work 2
- Fewer Interactions with Superiors 5
- No Concerns 3
- Other 0



2. Prior to the start of the pilot project, which aspects of the compressed work week did you find most attractive?

- Less Stress in the Workplace 1
- More Flexibility in my Life 8
- More Time to Concentrate While Working 5
- More Time to Pursue Educational Goals 2
- More Time to Pursue Other Projects 1
- More Time With Family and Friends 4
- None 0
- Other 0



3. Prior to the compressed work week pilot, you were surveyed about work from home. We are now asking again, "In an ideal world, your week week would be structured as follows:"

- 100% at the workplace 0
- 75% at the workplace, 25% fro... 3
- 50% at the workplace, 50% fro... 4
- 25% at the workplace, 75% fro... 1
- 0% at the workplace, 100% fro... 0



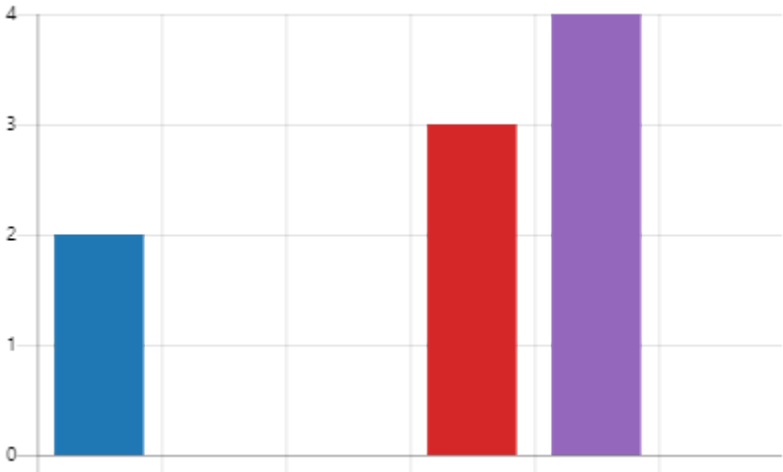
4. Complete the statement which best applies to you: "Sharing my Workspace through 'Hoteling' or 'transitional/flexible work spaces' would":

- Have no impact on my ability ... 3
- Have a minor impact on my a... 5
- Have a significant impact on ... 0
- Have a major impact on my a... 0
- Other 0



5. Which aspects of the compressed work week project did you like the least?

- Working Longer Hours Each D... 2
- Interruptions to Work Flow 0
- Being Unable to Finish All Wor... 0
- Fewer Interactions with Super... 3
- No Concerns 4
- Other 0



6. Did you feel that you were able to disconnect from the workplace on the days when you were off? Do you have any concerns with the working arrangement?

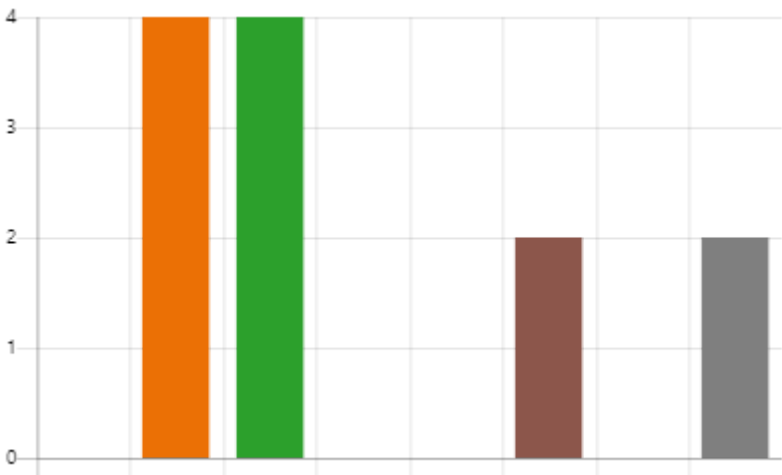
7
Responses

Latest Responses
"Yes. No concerns"

"Yes, I feel that I was able to disconnect from the workplace on the day..."

7. Which aspects of the compressed work week pilot project did you enjoy the most?

Less Stress in the Workplace	0
More Flexibility in the Workpl...	4
More Time to Concentrate Wh...	4
More Time to Pursue Educatio...	0
More Time to Pursue Professi...	0
More Time with Family & Frie...	2
None	0
Other	2



8. Would you like for the compressed work week program to continue?

Yes, with no changes	4
Yes, with changes to some ele...	2
Yes, but not mandatory for all ...	1
No	0
Other	2



9. How satisfied are you as an employee of the Township of Southwold

Very satisfied	6
Somewhat satisfied	2
Neither satisfied nor dissatisfied	0
Somewhat dissatisfied	0
Very dissatisfied	0



10. Any other comments you would like to add on the compressed work week program?

4
Responses

Latest Responses

"By having the pilot project, I feel that as a team we were able to mak...
"with the longer days- i feel like i actually can get a lot more work done"



Elgin County Council Highlights



Experiences of Discrimination in St. Thomas and Elgin Survey

ST. THOMAS • ELGIN
Local Immigration Partnership



The St. Thomas-Elgin Local Immigration Partnership presented the results of a survey conducted to record the experiences of discrimination in the St. Thomas-Elgin area. Participants were broken into three (3) categories – Immigrants and Visible Minorities, Indigenous Peoples, and White, Non-Immigrants. Respondents were asked to comment on their experiences with discrimination in the community including the contexts in which this discrimination was experienced. A copy of the survey results are available [here](#).

In this Issue

- Experiences of Discrimination Survey
- Council Approves Funding for Wildflower Garden at Elgin Manor
- Terrace Lodge Redevelopment Construction Update
- Council Approves New Member on Elgin County Museum Advisory Committee
- Human Resources Policy Updates
- Elgin Receives Local Business Accelerator Funding
- Planning Updates
- Dutton Lands Holding Inc. Development
- Elgin County Supports Designation of Middlesex County as Low Population Municipality

Council Approves Funding for Wildflower Plot at Elgin Manor

Council approved a request for \$5,000 from the Environmental Advisory Committee for the repurposing of one (1) 225 sq ft. garden at Elgin Manor into a wildflower plot. A wildflower plot includes flowering plants that are native to the Elgin County area and provide habitat for pollinator species.

Council also gave approval for the Environmental Advisory Committee to seek out funding opportunities for projects in 2023, and develop a policy to govern the planting of native species in future Elgin County landscape projects. The policy will be developed by the Committee and considered by Council at a future meeting.



Terrace Lodge Redevelopment Construction Update



Councillor Purcell, Chairman of the Terrace Lodge Redevelopment Steering Committee presented an update to Council on the progress of the redevelopment.

Phase One of the project is progressing in accordance with the approved construction schedule and at this time is on track to move to Phase two in late 2022. Minor delays experienced to date have been a result of weather, a discrepancy in building dimensions and the time required to ensure the accuracy of the dimensions to proceed with construction. A summary of construction progress date is as follows:



- March 2021 – Start of project, clearing of site and setting up of construction trailers and staging/storage areas. Construction of temporary access lane for the project.
- April – May 2021 – Begin excavation of addition, prepare for the relocation of the existing ground mounted air handling units for north and south wings.
- June – Aug 2021 – Continue to form and pour concrete foots, pads, and walls. Delays experienced do to multiple heavy rain events throughout the summer.

- Sept – Nov 2021– Completion of foundation, installation of all underground electrical conduit and plumbing. The installation of all structural steel framing and metal studding. Ongoing installation of above ground electrical conduit, Mechanical rough in. Installation of concrete floor on ground level.
- Dec – Jan 2022 – Completion of interior steel partitions, continued installation of mechanical, plumbing and electrical infrastructure throughout the addition. Installation of roofing material and placement of roof top HVAC equipment.

Council Approves New Member on Museum Advisory Committee

Elgin County Council approved the appointment of Jennifer Beauchamp, Curator of the Port Burwell Marine Museum to the Elgin County Museum Advisory Committee. Committee membership is now comprised of:

- Councillor Sally Martyn – County Council representative
- Amanda VandenWyngaert, (1st year of second 4-year term) – Museum liaison member
- Jennifer Beauchamp (1st year of first 4-year term) – Museum liaison member
- Joan Mansell (1st year of fifth 4-year term) – WI member (east)
- Donna Lord (2nd year of first 4-year term) – WI member (west)
- Kim Teuscher (1st year of second 4-year term) – Member-at-large
- Charlie Jenkins (3rd year of second 4-Year term) – Agricultural representative

Confirmation of the 2022 Chair, Vice-Chair and Secretary will occur at the committee's first meeting expected to take place in March 2022.

Human Resources Policy Updates



Elgin County Council approved amendments to HR Policies 9.60 'Paid Sick Leave/Short-Term Disability' and 5.20 'Benefit Premium Payments'.

Among other housekeeping updates, Policy 9.60 'Paid Sick Leave/Short-Term Disability' now includes provision of a small allocation of sick time accrual for temporary, full-time contract staff to cover for occasional absenteeism for these employees.

Updates to Policy 5.20 'Benefit Premium Payment' were largely housekeeping in nature, including a name change for the policy to 'Benefit Plan Provisions'.

Copies of the revised policies are included in the February 8, 2022 Council Agenda Package.

Elgin Receives Local Business Accelerator Funding



In partnership with the St. Thomas Economic Development Corporation and the Elgin-St. Thomas Small Business Enterprise Centre, Elgin County Economic Development applied for funding under the My Main Street Local Business Accelerator Program for Ambassadors in St. Thomas and West Elgin.

The application to support two Ambassadors was approved at the end of 2021. The project and funding will be managed by the Small Business Enterprise Centre

with support from St. Thomas EDC and Elgin County Economic Development.

More information regarding what resources the funding will provide for St. Thomas and West Elgin is available in the February 8, 2022 Council Agenda Package.

Planning Updates



Draft Plan of Condominium – The Ridge Talbotville, Southwold

Elgin County Council granted approval of draft vacant land plan of condominium to the Ridge at Talbotville for a proposed 32 units to accommodate Townhouse-Style dwellings. The lands are located in the south area of the

Talbotville Settlement Area, west of Talbotville Gore Road and will be accessed through Glengariff Drive.

Draft Plan of Condominium – 335 John Street South, Aylmer

Elgin County Council granted approval of a draft vacant land plan of condominium to the lands municipally known as 335 John Street south in Aylmer. The plan includes a proposed 34 semi-detached dwellings and common elements include a private roadway, landscaped areas and visitor parking. The lands are located on the east side of John Street south , south of the intersection of Alexander Drive.

Dutton Lands Holdings Inc. Development

A proposed development by Dutton Land Holdings Inc. will consist of a residential component of 84 single-family units and 17 townhouse units, as well as a commercial component comprising of five buildings including a food supermarket, seven commercial-retail units, a fast food restaurant, bank and gas bar. This subject development is proposed to be undertaken in five phases and is anticipated to be completed by 2024.

The County of Elgin conducted a Traffic Impact Study (TIS) to consider the effects of this development and three additional nearby developments on the County road system.

The TIS has confirmed that the existing County road system can accommodate the future traffic demands generated from all the proposed developments, however a number of remedial measures will be required to ensure traffic movements operate at an expected level of service.

Council approved the addition of \$1,525,000 to the Capital Plan to fund road network enhancements to accommodate proposed future developments in this area.

For more details please see the report included in the February 8, 2022 County Council Agenda Package.

Elgin County Supports Designation of Middlesex as a Low Population Municipality

2022 is an election year which means that the Thames Valley District School Board can make changes to the composition of its Board of Trustees. According to the calculations, Middlesex County is considered a low population municipality, and does not meet the requirements for two (2) Trustees. Elgin County Council passed a resolution supporting the designation of Middlesex County as a low population municipality and indicating support for Middlesex to retain two (2) Trustees on the Thames Valley District School Board. This will ensure that rural communities continue to have equitable representation. The Thames Valley District School Board region includes many rural communities with unique needs. Locally-elected representatives are ideally placed to consider these needs through their work on the Board and its Committees.

For the complete February 8, 2022 County Council Agenda Package visit the Elgin County [website](#).



Elgin County Council Highlights



Council Receives Final Connectivity Report and Endorses Advocacy-Based Solution

In 2021, Council retained IBI Group Inc. to undertake an assessment of broadband speeds and availability across the County and propose solutions to increased connectivity in Elgin. IBI Group Inc. presented their study to the Connectivity Committee in December of 2021. The study contains a series of action that are intended to advance connectivity in the County, while acknowledging the importance of partnerships and advocacy efforts. The Committee considered several options proposed by IBI Group and recommended an advocacy-based solution be considered by Council. Options presented ranged from advocacy, strategic purchasing and ISP coordination to full fibre-to-the-home connections.

In this Issue

- Council Receives Final Connectivity Report and Endorses Advocacy-Based Solution
- Terrace Lodge Fundraising Committee 2021 Fundraising Report
- Council Approves a Phased-in Elimination of Library Fines
- Elgin County Council Approves New Official Plan for Township of Southwold
- Council Approves SCOR EDC Appointments for 2022
- Engineering Updates
- Council Receives Funding for Community Paramedicine Program

IBI Group Inc. came to present their findings to Council on February 22, 2022 and the full report including detailed options presented is contained within the February 22, 2022 County Council Agenda Package. Council, in accordance with the recommendation from the Elgin County Connectivity Committee, endorsed an advocacy-based solution that involves the County advocating and facilitating for investment in broadband infrastructure. It does not include a direct financial contribution to support infrastructure, but rather recommends that the County find ways to support cooperation and partnerships with local ISPs and find ways to improve processes and eliminate challenges ISPs are facing when planning or undertaking work in Elgin County. For the balance of 2022, existing staff resources will be leveraged in order to undertake this advocacy work and staff will report back to Council on progress made in August 2022 which will include initiatives supported, metrics collected, and recommended next steps.

Terrace Lodge Redevelopment Fundraising Committee 2021 Fundraising Report



Councillor Giguère, Chair of the Terrace Lodge Redevelopment Fundraising Committee presented the Committee's 2021 Fundraising Report to Council. The report contains a message from the Chair, a timeline of fundraising milestones, an overview of campaign numbers and financials, a thank you and acknowledgement of donors and more. In 2021 the

Campaign raised \$144,788 and secured \$125,000 in pledges. The \$269,788 total to-date represents 40% of the campaign's overall \$675,000 target (this target includes a 4% budget for campaign expenses, as approved by the Terrace Lodge Redevelopment Steering Committee). At the request of the Committee Chair, Council also approved a change to the Committee Terms of Reference that would allow for participation from all of Elgin County's Local Municipal Partners, currently only The Town of Aylmer, Township of Malahide, Municipality of Bayham, and Municipality of Central Elgin have representation provided for in the Terms of Reference. A copy of the 2021 Fundraising Report and the changes to the Terms of Reference are included in the February 22, 2022 County Council Agenda.

Council Approves a Phased-in Elimination of Library Fines

In September 2021 County Council consented to survey the public regarding the possibility of Elgin County Libraries going "Fine Free". The Engage Elgin website was used to survey residents and seek additional comments regarding the proposed initiative. At the February 22, 2022 Council meeting, Library staff presented the results of the survey to Council and recommended a phased approach to removing fines in the Elgin County Library system. Of the 151 survey participants, 88% were in support



of a fine-free initiative at the Elgin County Library. Approximately 66.9% of survey participants did not currently owe any fines to the Elgin County Library. Council authorized staff to proceed with a path forward for the elimination of Elgin County Library fines with a date of December 31, 2024 for the elimination of all

overdue fines. This process will be subject to progress reports and impact analysis provided by staff throughout the process for Council's consideration. Complete results of the survey and a list of strategic tools that will encourage responsible library use in lieu of fines, please review the full report in the February 22, 2022 County Council Agenda Package.

Elgin County Council Approves New Official Plan for Township of Southwold



Southwold

On November 15, 2021 The Township of Southwold Council adopted a new Official Plan for the municipality to replace the existing plan that had been in effect for approximately 11 years. The proposed new official plan was developed in accordance with the Planning Act, the Provincial Policy Statement, and the County of Elgin Official Plan. It contains goals, objectives and policies established primarily to manage and direct physical

change and the effects on the social, economic, built and natural environment of the Township, including policies and measures to ensure the adequate provision of affordable housing, the protection of agricultural resources, and a description of the measures and procedures for informing and obtaining the view of the public in respect to various Planning Act processes.

Elgin County staff reviewed the official plan submission package submitted by the Township and are of the opinion that all statutory requirements have been met including the requirement for public consultation. The plan was reviewed for conformity with the Provincial Policy Statement and the County Official Plan. In total 57 recommended modifications to the plan were agreed to by the Township staff and their consultant team and all parties. As the approval authority, Elgin County Council approved the Official Plan of the Township of Southwold. Full details of the decision are included in the February 22, 2022 County Council Agenda Package.

Council Approves SCOR EDC Appointments for 2022

Elgin County Council agreed to rejoin the South Central Ontario Region Economic Development Corporation (SCOR EDC) for 2022 and as part of its membership in the organization is required to appoint two (2) Council members to sit on the SCOR EDC Board of Directors and one senior staff member with economic development experience to sit on the SCOR Resource Advisory Group.

At its meeting on February 22, 2022, Council appointed Warden Mary French and Deputy Warden Marks to represent Elgin County on the SCOR EDC Board of Directors for 2022 and appointed the General Manager of Engineering, Planning & Enterprise / Deputy CAO and the Manager of Economic Development & Tourism to the SCOR EDC Resource Advisory Group.

Engineering Update

Currie Road Pedestrian Crossing Construction

Council selected Armstrong Paving and Materials Group Ltd. For the Currie Road Pedestrian Crossing Construction project, Contract No. 2022-T04 at a total price of \$130,135.70 exclusive of HST. The site of the pedestrian crossing is located along Currie Road (County Road 8) at Mary Street in the Municipality of Dutton-Dunwich. Work on this project is expected to commence in mid-March with completion anticipated by April 30, 2022.

Hamlet of Richmond Reconstruction Tender Award

Council selected Cassidy Construction London Ltd. For the Hamlet of Richmond Reconstruction Project, Contract No. 2022-T03 at a total price of \$2,802,639.00 exclusive of HST. The site of this reconstruction is located along Heritage Line (CR 38) and Richmond Road (CR 43) in the Municipality of Bayham. Work on this project is expected to commence in mid-March with substantial completion anticipated to be achieved by July 1, 2022.

Full details regarding both aforementioned tenders are included in the February 22, 2022 County Council Agenda Package.

Council Receives Funding for Community Paramedicine Program



Council authorized the Warden and Chief Administrative Officer to enter into a Transfer Payment Agreement to receive \$4,480,300 from the Ministry of Long-Term Care for the implementation of the Community Paramedicine for Long-Term Care Program. Community paramedicine is a model of community-based health care where paramedics use

their education and expertise in community-based, non-emergency care roles, outside their emergency response and ambulance transport roles.

The Community Paramedicine for Long-Term Care Program is designed to provide additional care for seniors in their own homes before admission into long-term care. This initiative is part of the province's modernization plan to address systemic barriers in long-term care bed development and the growing demand for long-term care in

the province. The program was piloted across five (5) communities in October 2020 and is already operational across 33 Ontario communities. In October of 2021, the Ontario Government announced an investment of \$82.5 million to expand the existing Community Paramedicine for Long-Term Care program to an additional 22 communities, including Elgin County.

A business case and budget submission prepared by Elgin County and MEMSEO and was sent to the Ministry of Long-Term Care for approval in December.

The letter received from the Ministry on February 14, 2022 indicated that funding will include up to \$821,100 in 2021-22; up to \$1,711,400 in 2022-23; and up to \$1,947,800 in 2023-24.

For the complete February 22, 2022 County Council Agenda Package visit the Elgin County [website](#).

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:			
VON congregate dining			
Name of Group or Organization			
VON			
Primary & Secondary Contact Person		Purpose of Event	
Jill Ouimette and Ellen Cannon		Provide catered meals to residents of the community (and eventually be able to provide socializing in accordance and alignment with covid policies)	
Contact Address			Postal Code
175 South Edgeware Road, St. Thomas, Ontario			N5P 4C4
Phone # Primary / Secondary		Email / Website:	
Jill Ouimette 226-235-2060 Ellen Cannon 519-6376408X239		Jill.Ouimette@von.ca ellen.cannon@von.ca	
Not for Profit # or Charitable Organization Registration #:		129 482 493 RR001	
Activity or Event Information			
Fees to be Waived (ie: facility rental)			
Date and Times:		March 2, 2022, April 6, 2022; May 4, 2022; June 1, 2022; September 7, 2022 October 5, 2022; November 2, 2022; December 1, 2022	
Number of People expected:		45	Admission Fee: (If applicable) \$0.00
Will food be served?	yes	Will alcohol be served?	No

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
<p>This event will give residence of the community an affordable restaurant style meal without driving out of their community. This event will also provide that much need ability to see neighbors (even if it is just a wave while in their cars). There is always the additional opportunity to ask questions regarding programs and services of VON as well as inquiries in general. The hope is as covid restrictions are reduced the socializing will increase - of course in alignment of covid restrictions and regulations.</p>

The Township of Southwold Waiving of Facilities Fees Application Form



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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.

It will give opportunity for "seeing" neighbors and community members from a distance while attendees are safely in either of their own cars as well as providing a catered meal at a cost effective price

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

The Scheduled events will not take place

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

No

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

VON will contact all clients that have attended in the past and if possible at the time of event post posters in the community

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:	Jill Ouimette	Title:	Manager
Signature:		Date:	Feb 11 / 2022



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-13

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Maps 9 and 10, to change the zone symbol applying to lands legally described as Block F and I and Part Block K, Plan 39, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone and Agricultural 1 (A1) Zone to the Residential 1 Special Provision (R1-31) Zone and Agricultural 1 Special Provision 63 (A1-63) Zone.

2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bl):

"(bl) A1-63 As Shown on Schedule A, Map 9

(i) Regulation

- Minimum Lot Area 11.7 hectares (28.9 ac.)
- Minimum Lot Frontage 9.1 metres (30 ft.)"

3. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new Clause as 8.4(ae):

"(ae) R1-31 As Shown on Schedule A, Map 10

(i) Regulation

- Minimum Lot Frontage 9.1 metres (30.0 ft.)"

- 4.

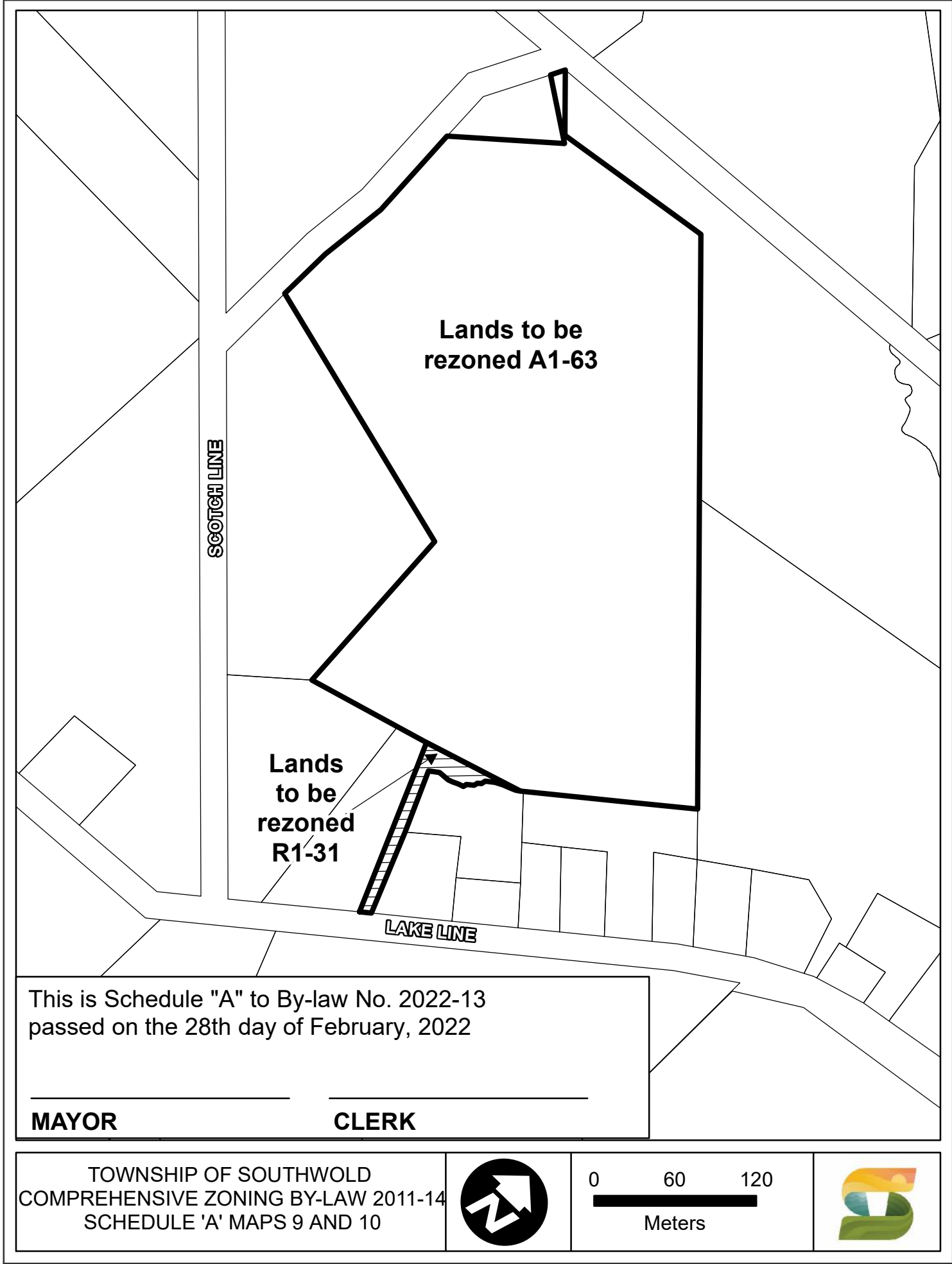
5. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 28TH DAY OF FEBRUARY, 2022.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



This is Schedule "A" to By-law No. 2022-13
passed on the 28th day of February, 2022

MAYOR

CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAPS 9 AND 10



0 60 120
Meters





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-14

Being a By-law to delegate executive authority to the Chief Administrative Officer for decisions in the event Council finds itself subject to Section 275 of the *Municipal Act* regarding "restricted acts after nomination."

WHEREAS Section 23.1 of the *Municipal Act*, 2001 authorizes a municipality to delegate its powers and authorities under this Act to a person or body;

WHEREAS Section 275 of the *Municipal Act* limits the executive authority of Council during an election year should three-quarters of the outgoing council members not file nomination papers and/or if three-quarters of the outgoing council are not declared elected after voting day;

AND WHEREAS Section 275(6) of the *Municipal Act* allows a Council to delegate such authority to a person prior to the nomination day for a new Council;

BE IT RESOLVED that the Council of the Corporation of the Township of Southwold delegates temporary executive authority for decisions to the Chief Administrative Officer during the period between Nomination Day and the commencement of the Council Term, in the event Council finds itself subject to Section 275 of the *Municipal Act* regarding "Restricted Acts After Nomination";

AND BE IT FURTHER RESOLVED:

1. Prior to making a decision, the matter will be discussed with the sitting Council.
2. The decision must have the concurrence of the sitting Council by two-thirds consensus.
3. That regard shall be given to the consistent and equitable application of Council policies and guidelines.

4. If due to the urgency of the situation, a decision must be made prior to receiving the concurrence of the sitting Council, the Chief Administrative Officer will proceed with the decision and inform the sitting Council at the earliest convenience.
5. This by-law shall come into force and take effect on the date of its passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 28TH DAY OF FEBRUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-15

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. 1990, 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 28TH DAY OF FEBRUARY , 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-16

Being a by-law to adopt a Municipal Elections Recount Policy

AND WHEREAS the Municipal Elections Act, 1996, S.O. 1996, c. 32, section 56, 57, and 58 requires mandatory recounting of votes cast in a municipal election 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); or by order of the Superior Court of Justice.

AND WHEREAS the Municipal Elections Modernization Act amended the Municipal Elections Act to provide municipalities the authority to define the circumstances under which a recount would be conducted, other than those reasons mandated above;

AND WHEREAS the Municipal Elections Act, 1996, S.O. 1996, c. 32, section 56 (3) states that a municipality may, by by-law, adopt a policy with respect to the circumstances in which the municipality requires the clerk to hold a recount of the votes cast in an election.

AND WHEREAS the Council of the Township of Southwold deems it necessary to enact a by-law and recount policy

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

1. POLICY FOR ELECTION RECOUNT

The Policy for Election Recount, attached hereto and forming part of this By-Law as Schedule 'A', is hereby adopted.

2. FORCE AND EFFECT

This by-law shall come into force and effect on the day it is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 28TH
DAY OF FEBRUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-17

Being a By-Law to authorize stop signs.

WHEREAS pursuant to Section 136 (1a) of the Highway Traffic Act, being Chapter H.8, R.S.O. 1990, as amended, the council of a municipality may by by-law prescribe stop signs for motor vehicles driven on a highway or portion of highway under its jurisdiction than is prescribed in Section 136(1a); and

WHEREAS it is deemed expedient that stop signs for motor vehicles on certain highways in the Township of Southwold;

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

1. That when any highway or portion of highway set out in Schedule "A" appended hereto, is marked in compliance with the regulations under the Highway Traffic Act the stop sign is prescribed in the Schedule.
2. That the penalties provided in Section 136(1) of the Highway Traffic Act shall apply to offenses against this by-law.
3. That this By-law shall become effective once signage has been duly posted.
4. That any by-law inconsistent with this by-law and the same are hereby repealed.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 28TH DAY OF FEBRUARY, 2022.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

Schedule "A"

**By-law NO. 2022-16 being a By-law to
Authorize a Stop Sign**

1. Stop Signs located on both sides of Talbotville Gore Road at Talbot Grove Lane.
2. Stop Signs located on both sides of Talbotville Gore Road at Shady Lane Crescent South.
3. Stop Signs located on both sides of Talbotville Gore Road at Shady Lane Crescent North.



357-2021-3697

January 24, 2022

Council of the Town of Georgina
Georgina Agricultural Advisory Committee
Georgina Environmental Advisory Committee
Georgina Waterways Advisory Committee
c/o Email: amohammed@georgina.ca

Dear Council and Committees:

Thank you for your letter about recycling options for agricultural bale wrap and twine and boat shrink wrap.

Ontario is taking action to improve recycling across the province and address the serious problem of plastic pollution and litter. We recognize the importance of moving towards a circular economy for plastic where plastics products, like wraps, are recovered and recycled so that this valuable resource does not get sent to landfills or become litter.

At the provincial level, a key action my ministry has taken that is currently underway involves transitioning the residential Blue Box Program to full producer responsibility. This action transfers the operation and costs of the Blue Box Program from municipalities to the producers of products and packaging that go into the blue box. Making producers responsible for the end-of-life management of their products provides them with an incentive to reduce packaging and improve packaging design. It also gives producers the flexibility to find innovative and efficient ways to improve recycling.

At the national level, Ontario is working with its federal, provincial and territorial partners through the Canadian Council of Ministers of the Environment to implement the Zero Plastic Waste Action Plan, a comprehensive action plan to implement the Canada-wide Strategy on Zero Plastic. Key activities of the action plan include efforts to promote incentives for a circular economy, assess waste management infrastructure needs and strengthen the management of single use, disposal plastic products.

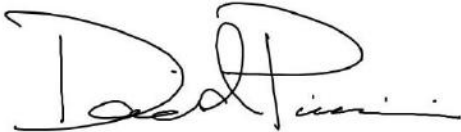
We know more can be done to decrease the waste generated by the Industrial, Commercial Institutional sector and the amount of waste going to landfills. We will continue to engage with businesses, stakeholders, and Indigenous communities to determine how we can build on our waste reduction and diversion efforts in the most cost-effective way.

Council of the Town of Georgina
Georgina Agricultural Advisory Committee
Georgina Environmental Advisory Committee
Georgina Waterways Advisory Committee
Page 2.

This work will take time and we encourage you to engage with neighbouring communities, your regional government and industry associations such as the Ontario Federation of Agriculture and Cleanfarms to explore future opportunities for local initiatives and pilots that can serve to address the needs of the farmers and boaters looking for recycling options in your area.

The ministry will continue to monitor this issue. Thank you for sharing your concerns with us.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Piccini', with a stylized flourish at the end.

David Piccini
Minister of the Environment, Conservation and Parks

c: The Honourable Steven Guilbeault, Minister of Environment and Climate Change

The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food

The Honourable Lisa Thompson
Ontario Minister of Food, Agriculture and Rural Affairs



Email

February 16, 2022

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

Dear Ms. Higgs,

Re: Inventory of Programs and Services

Please see the attached Inventory of Programs and Services that was approved by the Kettle Creek Conservation Authority (KCCA) Board of Director at its February 9, 2022 meeting. This Inventory was developed in accordance with *Ontario Regulation 687/21* and categorizes KCCA's programs and services into three categories: mandated, non-mandated and delivered at the request of a municipality and non-mandated but advisable for the benefit of the watershed.

KCCA is required to circulate this document to the Ministry of the Environment, Conservation and Parks and member municipalities by February 28, 2022. However, the Inventory is a living document that can be changed over time as discussions and consultation continues with member municipalities and more information is released.

For example, MECP has posted the *Phase 2 Regulatory and Policy Proposal Consultation Guide: Regulations regarding Municipal Levies, Conservation Authority Budget Process, Transparency and Provincial Policy for the Charging of Fees by Conservation Authorities* (ERO#019-4610) to the Environmental Registry. Comments on the regulatory and policy proposals are being accepted through the Environmental Registry until February 25th, 2022. The consultation guide is also attached for your review.

Based on the proposal, Phase 2 Regulations will outline budget and levy processes, methods for apportionment of levy, and include a list of classes and programs for which CAs can charge fees. KCCA is currently reviewing the proposal and will forward any concerns.

Moving forward, KCCA staff will be reviewing existing agreements and MOUs with member municipalities for compliance with the regulations. Additional agreements will need to be developed in order to continue any Category 3 programs and services that require municipal levy. In KCCA's case, these programs include a portion of the environmental monitoring and tree planting programs.

However, the finalization of the Phase 2 Regulations will be imperative to building resilient agreements and informing next steps. In addition, more work will be required to achieve some level of consistency in approach between neighbouring CAs.

KCCA will continue to communicate and share materials and resources as they become available with the aim to finalize all necessary agreements by June 20, 2023. KCCA staff are happy to make presentations to senior staff or Council on this ongoing process at your request.

Yours truly,

A handwritten signature in blue ink, reading "Elizabeth VanHooren". The signature is written in a cursive, flowing style.

Elizabeth VanHooren
General Manager/Secretary Treasurer



INVENTORY OF PROGRAMS AND SERVICES

FEBRUARY 9, 2022

Kettle Creek Conservation Authority

Inventory of Programs and Services

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
NATURAL HAZARD MANAGEMENT						
114	Planning and Regulations Section 28/28.1 Permit Administration Review under Other Legislation Municipal Plan Input and Review	<p>Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants.</p> <p>Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Section 28 permit requirements.</p> <p>Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).</p> <p>Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)</p>	1	Classification as Category 1 based on Ontario Regulation 686/21.	\$98,856 79% Municipal Levy 4% Provincial* 17% Self Generated**	\$107,703 82% Municipal Levy 2% Provincial* 17% Self-Generated**

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
110	Flood Forecasting and Warning	<p>Data collection and monitoring of local weather forecasts and provincial models (weather/flood potential/storm surge potential). Collecting data from stream gauge network (water level, flow and precipitation), snow surveys, and reviewing riverine ice conditions.</p> <p>Issuing standard flood messaging (Watershed Conditions Statements, Watches and Warnings) and Lake Erie Shoreline messaging related to storm surge (Lake Erie Shoreline Condition Statements, Watches and Warnings) to municipalities/media/emergency management groups.</p> <p>Communications with affected municipalities, local agencies, media, EMS, and residents prior to and during flood/storm surge/ice jamming events as needed. Conducting watershed tours and monitoring water levels, flood damage centers and precipitation/snow melt during and after high water.</p> <p>Development and maintenance of Ice Management Plan as required.</p>	1	Classification as Category 1 based on Ontario Regulation 686/21.	<p>\$189,140</p> <p>70% Municipal Levy 30% Provincial*</p>	<p>\$220,008</p> <p>84% Municipal Levy 16% Provincial*</p>
111	Dam Operations	KCCA owns, operates and maintains 3 dam structures on KCCA lands. Routine maintenance completed by CA staff or independent contractors as required. Repairs and capital improvement are accounted for in current asset management planning. One erosion control	1	Classification as Category 1 based on Ontario Regulation 686/21.	<p>\$86,775</p> <p>75% Municipal Levy 24% Provincial*</p>	<p>\$103,139</p> <p>87% Municipal Levy 13% Provincial*</p>

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		structure is maintained under agreement with Township of Southwold.				
114/118	Natural Hazards Technical Studies and Information Management	Data collection, mapping, data sets and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	<p>Classification as Category 1 based on Ontario Regulation 686/21.</p> <p>Conducted as required; costs are associated with affected program area. Hazard mapping is included in Flood Forecasting Costs, technical guides are included in regulation/planning program costs and developed into annual budgets as required.</p>	Costs assigned to different program areas as required.	
115	Low Water Response	Conditions monitoring and analysis (including water level, flow and precipitation) within the watershed using the Ontario Low Water Response protocol and hydrometric stream gauge network. Development and maintenance of a Water Response Team (WRT), chair and schedule meetings and updates as low water conditions require. Prepare low water reports, condition reports and media releases.	1	<p>Classification as Category 1 based on Ontario Regulation 686/21.</p> <p>New Mandatory Deliverable. Historically, KCCA received \$4,000 from the Province on average to undertake this program until funding was withdrawn in 2019. As per current Board direction response and communication in accordance with Ontario Low Water Response guidelines during drought or low water response is not currently undertaken or budgeted. Data is collected as part of other mandatory programs and services. Further discussion and direction is required.</p>	New Program: \$4,000	Not Budgeted

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
CONSERVATION LANDS MANAGEMENT						
300	Significant Areas	<p>Management and maintenance of seven KCCA owned Conservation Areas for passive recreation including 25 kilometres of hiking trails</p> <p>Includes signage, fencing, gates, pavilions, roadways, parking lots, trail structures, stewardship, forest management, invasive species management, carry costs such as taxes and insurance.</p>	1	Classification as Category 1 based on Ontario Regulation 686/21.	<p>\$181,891</p> <p>88% Municipal Levy 12% Self-Generated**</p>	<p>\$253,461</p> <p>71% Municipal Levy 29% Self- Generated**</p>
200/250	Campgrounds	Management, operation and maintenance of Dalewood and Lake Whittaker campgrounds.	3 (No agreement required)	Campgrounds are operated independent of municipal levy.	<p>\$725,950</p> <p>100% Self-Generated**</p>	<p>\$831,403</p> <p>100% Self-Generated**</p>
301	<p>Other Conservation Areas</p> <p>Kettle Creek Dog Park</p> <p>Belmont</p>	<p>Existing agreement with the Municipality of Central Elgin and the City of St. Thomas to operate and maintain the Kettle Creek Dog Park.</p> <p>Existing agreement with the Municipality of Central Elgin for use of a portion of lands for a</p>	<p>2 (Existing agreement)</p> <p>2 (Existing agreement)</p>	<p>KCCA entered into an agreement with the Municipality of Central Elgin and the City of St. Thomas on February 5, 2014 to undertake an Off-Leash Dog Park at Dan Patterson Conservation Area. The agreement includes a five-year renewal clause and remains in effect.</p> <p>KCCA entered into an agreement with the Municipality of Central Elgin in 2001 for the management of the</p>	<p>Kettle Creek Dog Park \$23,518 (fees split between Central Elgin and City of St. Thomas)</p>	<p>Kettle Creek Dog Park \$26,334 (fees split between Central Elgin and City of St. Thomas)</p>

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
	Union	public park and recreational amenities managed by the Municipality. Existing agreement with the Municipality of Central Elgin for use of a portion of lands for a public park and recreational amenities managed by the Municipality.	2 (Existing agreement)	Belmont and Union Conservation Areas. The agreement includes a five-year renewal clause and remains in effect.		
	Land Acquisition and Disposition Policy	Development of Land Acquisition and Disposition policy.	1	Classification as Category 1 based on Ontario Regulation 686/21. New Deliverable. KCCA has Acquisition Policy; should be updated to include Disposition Policy.	Costs included in Administration	
	Land Acquisition	Strategic acquisition of environmentally significant properties in the Kettle Creek watershed as guided by KCCA's Land Acquisition Policy.	3 (No agreement required)		100% Self-Generated**	
	Inventory of Conservation Authority Owned Lands	The land inventory will include the following information: location, date/method/purpose of acquisition, land use and a process for the periodic review and updating of the inventory by the CA.	1	Classification as Category 1 based on Ontario Regulation 686/21. New Deliverable; Will require Board discussion to determine scope and cost.	New Program Required	TBD; Budget Preparation for 2023
	Conservation Area Strategy Development	A strategy to guide the management and use of CA owned properties including: objectives, land use, natural heritage, classifications of lands,	1	Classification as Category 1 based on Ontario Regulation 686/21.	New Program Required	TBD: Budget Preparation for 2023

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		mapping, identification of programs and services on the lands. Public consultation is required and Strategies are to be published to KCCA website.		New Deliverable; Will require Board discussion to determine scope and cost.		
WATERSHED MANAGEMENT						
115	Provincial Water Quality Monitoring Provincial Water Quality Monitoring Network (PWQMN) Provincial Groundwater Monitoring Network (PGMN)	A long-standing (50+ year) CA/MECP partnership for surface water quality monitoring. KCCA collects water samples at 4 sites during the ice-free months; MECP provides equipment, supplies, training, laboratory analysis, and data management. A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring at 7 sites. KCCA maintains equipment, data transfer to MECP, collects water samples, and downloads logger and rain gauge data. MECP provides equipment, training, sampling protocols, data management and laboratory analysis.	1	Classification as Category 1 based on Ontario Regulation 686/21.	\$144,520 71% Municipal Levy 6% Provincial (SWP Grant) 23% Self-Generated**	\$139,524 86% Municipal Levy 2% Provincial (SWP Grant) 12% Self-Generated**
115	Watershed Monitoring Enhanced Surface Water Monitoring	A long-term surface water quality program (15+ years) targeting areas of interest in the watershed (in addition to PWQMN). KCCA conducts monthly surface water sampling at six sites during the ice-free period and manages	3 (Proposing agreement)	Not identified as a mandatory program however data is required for the mandatory Core Watershed-based Resource Management Strategy, Land Inventories and Conservation Area Strategies.	Annual costs of non-mandatory program activities exclusive of staff wages is on average \$11,822.	2022 costs for non-mandatory program activities exclusive of staff wages \$14,529

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
	Watershed Report Card	the data. KCCA collects benthic samples from ten baseline and twenty area of interest sites every fall using the Ontario Benthic Biomonitoring Network protocol. Data is used for watershed report cards, stewardship projects, data requests and program support and will be necessary for Land inventories, conservation area strategies and Core Watershed-based Resource Management Strategy. KCCA, in partnership with Conservation Ontario, prepares a Watershed Report Card every 5 years. The Report Card provides information to the public on surface water, groundwater, forest and wetland conditions in the watershed.				
	Municipal Drains	Work with member municipality drainage supervisors to assess drain maintenance notifications, and review new drain proposals under the <i>Drainage Act</i> and <i>Conservation Authorities Act</i> (DART) protocol. Provide support and guidance for projects that require DFO review. Collection of fish community data as supported by DFO to determine watershed species, ranges and identify invasive species and aquatic species at risk.				
116	Tree Planting	Coordination and implementation of tree planting across the watershed including landowner support and technical advice, site plan development, over the counter sales, site preparation and tending, seedling and large	3 (Proposing agreement)		\$227,835 49% Municipal Levy 51% Self-Generated**	\$265,706 44% Municipal Levy 56% Self-Generated**

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		stock tree planting and applying for and managing external funding in support of tree planting.				
117	Stewardship	<p>Work with landowners and Municipalities to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species.</p> <p>Administration of the Elgin Clean Water Program and the Kettle Creek Clean Water Initiative, providing technical advice, applying for and managing external funding, promotion of stewardship and organizing outreach events.</p>	3 (No agreement required)	Stewardship program is operated independent of municipal levy.	<p>\$243,288</p> <p>100% Self-Generated**</p>	<p>\$118,023</p> <p>100% Self-Generated**</p>
113	Elgin County Woodlands Conservation Bylaw	<p>Undertake the Tree Commissioner contract for the County of Elgin, including administration of the Elgin County Woodlands Conservation By-law, review of harvest and clearing applications, undertake site visits and woodland inspections, attend council meetings or court as required.</p> <p>Undertake the Weed Inspector duties for the County of Elgin, including responding to weed related complaints and enforcement as required, assisting partner municipalities with weed identification and control advice.</p>	2 (Existing agreement)	KCCA and the County of Elgin initiated a memorandum of understanding on April 5, 1994. The agreement renews annually.	\$44,899 County of Elgin	\$51,924 County of Elgin

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
SOURCE WATER PROTECTION						
115	Drinking Water Source Protection Program	Support municipalities in the Kettle Creek Source Protection Authority to implement the policies of the Kettle Creek Source Protection Plan and meet the requirements of the <i>Clean Water Act</i> .	1	Classification as Category 1 based on Ontario Regulation 686/21.	Staffing is supported through existing roles and assigned to Watershed Monitoring Costs (above). Governance is supported through Corporate Services Expenses. Transfer from SWP CA Lead to support this program averaged \$4,000.	\$3,451 (transfer from SWP CA Lead)
CORPORATE SERVICES						
100	Administration	Supporting KCCA Board of Directors in exercising its governance responsibilities and meeting its legislated responsibilities. Office of the GM, administrative support, human resources, accounting, purchasing and payroll, health and safety, customer service, legal, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority and its mandated roles.	1	Methodology and further categorization of these types of services will be finalized once Phase 2 Regulations are released.	\$178,981 81% Municipal Levy 9% Provincial* 10% Self-Generated**	\$189,331 77% Municipal Levy 6% Provincial* 17% Self-Generated**
112	Communications	Provide communications and marketing services in support of the Authority including website administration, media, crisis communications, public meetings, open houses and annual reporting. Updating and maintaining CA website and social media outlets (Facebook, Twitter, Instagram)	1	Methodology and further categorization of these types of services will be finalized once Phase 2 Regulations are released. Wages and costs associated with non-mandated programs are apportioned to relevant areas.	\$75,950 91% Municipal Levy 9% Self-Generated**	\$75,521 91% Municipal Levy 9% Self-Generated**

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		with current flood messaging and photographs and communicating with local media, municipal flood coordinators and emergency response teams during flood events.				
118	Information Technology Management/GIS	Data management and records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Methodology and further categorization of these types of services will be finalized once Phase 2 Regulations are released. Self-generated revenue expected to decrease over time. After provincial funding cuts in 2019, staffing dollars were re-directed to core program areas. Majority of GIS services are now outsourced decreasing ability to provide fee for service to neighboring CAs and other partner agencies.	\$89,223 45% Municipal Levy 55% Self-Generated**	\$45,729 65% Municipal Levy 35% Self-Generated**
400	Volunteerism and Fundraising	Preparing and submitting reports to CRA and financial reports for funding agencies.	1	Methodology and further categorization of these types of services will be finalized once Phase 2 Regulations are released.	Expenses included in Administration Costs noted above.	
310	Vehicle Operations	Maintenance and service of vehicles and equipment to support the work of KCCA including capital purchases, fuel, licenses and repairs including implementation of a vehicle replacement policy.	1	Methodology and further categorization of these types of services will be finalized once Phase 2 Regulations are released.		

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
				Costs are apportioned to each program area/department and are accounted for in program areas.		
112/360	Education	Curriculum-based education programs for elementary and secondary students and education and outreach programs for community groups/events. Coordinating the annual Carolinian Forest Festival. Provide expertise for speaking engagements at conferences, webinars etc.	3 (No agreement required)	Education programs and initiatives are operated independent of municipal levy.	\$43,868 100% Self-Generated**	\$41,235 100% Self-Generated**
CORE WATERSHED-BASED RESOURCE MANAGEMENT STRATEGY						
	Strategy Development	Collate/compile existing resource management plans, watershed plans, studies and data. Strategy to include guiding principles and objectives to inform the delivery of mandatory programs and services. Public consultation is required and Strategy is to be published to KCCA website.	1	Classification as Category 1 based on Ontario Regulation 686/21. New Deliverable; Will require Board discussion to determine scope and cost.	New Program	TBD; Budget Preparation for 2023

*For the purposes of this document “provincial” refers to only the transfer payment KCCA receives from the provincial government for the delivery of mandatory programs and services.

** For the purposes of this document “self-generated” revenues includes permit fees, fees for service, user fees, grants including provincial and federal funding that KCCA has to apply and compete for and municipal fee for services agreements beyond municipal levy.

SUMMARY OF PROGRAMS AND SERVICES BY CATEGORY

Category 1	Category 2			Category 3	
Mandated Programs and Services which all CAs must provide in their jurisdiction. Eligible to be funded by municipal levy. Programs or Services as described in Ontario Regulation 686/21.	Programs and Services at the request of and on behalf of a Municipality through a MOU or other agreement. Programs or Services as described in Section 21.1.1 of the <i>Conservation Authorities Act</i> .			Programs and Services the CA determines are advisable to implement in the CA’s jurisdiction. MOU/Agreement required for municipal levy continuance. Programs or Services as described in Section 21.1.2 of the <i>Conservation Authorities Act</i> .	
	Agreement	Municipality	Date/Status	Agreement Proposed	No Agreement Required
Planning and Regulations	Erosion Control Structure Maintenance	Southwold	July 2011/Current	Watershed Monitoring	Campgrounds
Flood Forecasting and Warning	Kettle Creek Dog Park	Central Elgin/St. Thomas	February 2014/Current	Tree Planting	Land Acquisition
Dam Operations	Belmont and Union Conservation Areas	Central Elgin	2001/Current		Stewardship
Natural Hazards Technical Studies/Info Management	Elgin County Woodlands Conservation Bylaw	County of Elgin	April 1994/Current		Education
Low Water Response					
Significant Areas					
Land Acquisition and Disposition Policy					
Inventory of Conservation Authority Owned Lands					
Conservation Area Strategy Development					
Provincial Water Quality Monitoring					
Drinking Water Source Protection Program					
Administration*					
Communications*					
Information Technology Management/GIS*					
Volunteerism and Fundraising*					
Vehicle Operations*					
Core Watershed-Based Resource Management Strategy					

*Methodology and further categorization of these types of services will be finalized once Phase 2 Regulations are released.



Elgin Clean Water Program Celebrates 10 Years

February 15, 2022

For immediate release

Ten years after launching, the Elgin Clean Water Program is celebrating the completion of over 264 projects that improve water quality and wildlife habitat across Elgin County. The program, which began in 2012 is supported annually by the County of Elgin as well as long time funder, the Green Lane Community Trust Fund. "The Elgin Clean Water Program was designed to provide funding to assist landowners interested in undertaking stewardship projects on their own lands," says program coordinator Betsy McClure. "It's a partnership formula that works."

Over \$725,000 in program funding has been provided to projects such as wetland creation, erosion control, tallgrass prairie planting and livestock fencing with total project costs exceeding \$3 million. For every dollar spent by the Elgin Clean Water Program, landowners are more than matching with contributions of their own cash or in-kind time or equipment. "That represents a massive investment in green infrastructure," said Mary French, Warden of Elgin County and a member of the Review Committee for the program. "It also supports the local economy."

The program is administered by the Kettle Creek Conservation Authority but is delivered locally by all four conservation authorities that have part of their watersheds in Elgin County – Lower Thames Valley, Kettle Creek, Catfish Creek and Long Point Region. "CA staff support landowners in developing and implementing their projects as well as helping to secure additional funding for landowners through organizations such as Ducks Unlimited, Elgin Stewardship Council or ALUS Elgin," said program coordinator Betsy McClure.

Everyone benefits when water quality is improved. ECWP projects will help ensure a safe, secure water supply, a healthy aquatic ecosystem, increased recreational opportunities and sustainable agricultural operations. "We look forward to continuing to work with Elgin County landowners to help achieve that goal," said McClure.

Applications are now being accepted for 2022 projects. For more information on the Elgin Clean Water Program, please contact your local conservation authority or visit www.elgincleanwater.ca.

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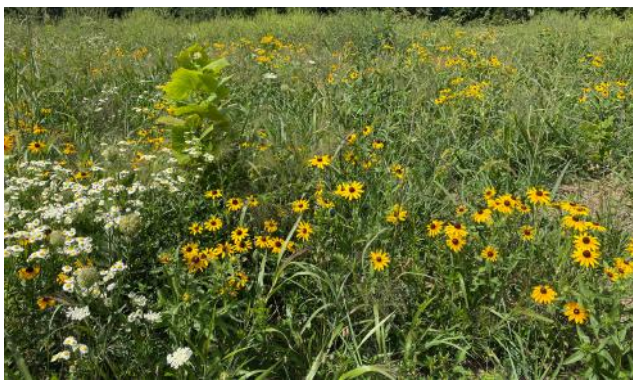
For more information:

Betsy McClure

519-631-1270 x229

betsy@kettlecreekconservation.on.ca

2021 Annual Report



Celebrating 10 Years

PROGRAM BACKGROUND

The Elgin Clean Water Program (ECWP) was initiated in 2012 as a collaboration between the four conservation authorities (CAs) within Elgin County: Catfish Creek CA, Kettle Creek CA, Long Point Region CA and Lower Thames Valley CA. The ECWP provides the necessary technical expertise and financial incentives for landowners that are interested in implementing environmental projects.

A Review Committee oversees the program and reviews and approves projects. The Review Committee is comprised of representatives from the County of Elgin, the Elgin Soil and Crop Improvement Association, the Elgin Federation of Agriculture and a landowner from Elgin County.

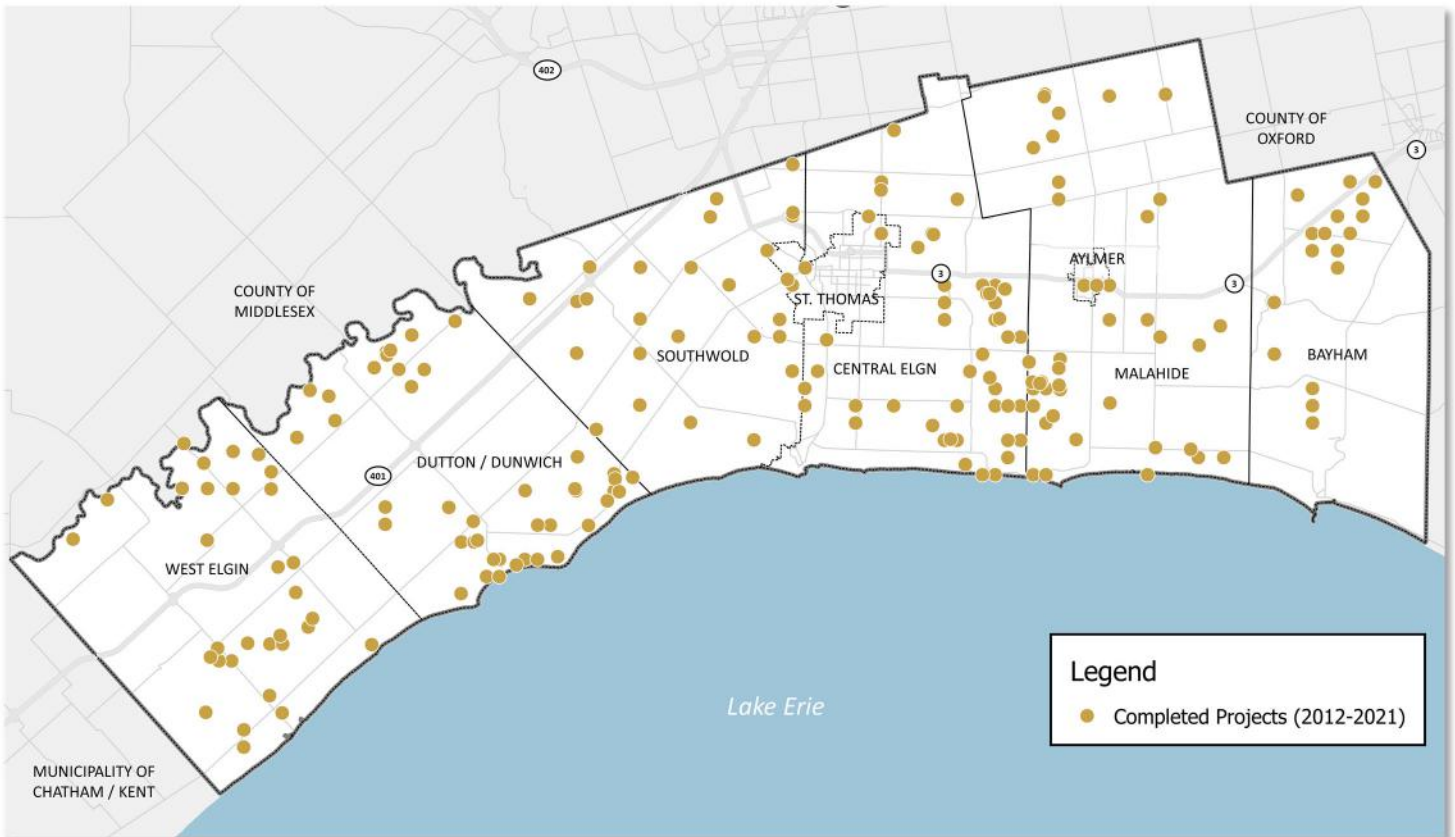
The following project categories are funded by the Elgin Clean Water Program:

- Well Management
- Erosion Control Structures
- Clean Water Diversion
- Wetland/Riparian Protection/Restoration
- Livestock Management
- Other Projects

In addition, a Cover Crop Incentive Program was established in 2017 which provides an incentive for farmers to plant cover crops on their farm in an effort to provide erosion control on agricultural fields over the winter months.

CELEBRATING 10 YEARS OF SUCCESS

To date, 264 projects have been completed across Elgin County since the program began in 2012. Total project costs have exceeded \$3,105,000. The ECWP has contributed \$725,296 in grants to landowners to undertake projects. CA staff have assisted landowners in leveraging the ECWP funding to obtain \$1,377,495 in matching funds and landowners have contributed \$1,002,967 of their own funds, labour and equipment.

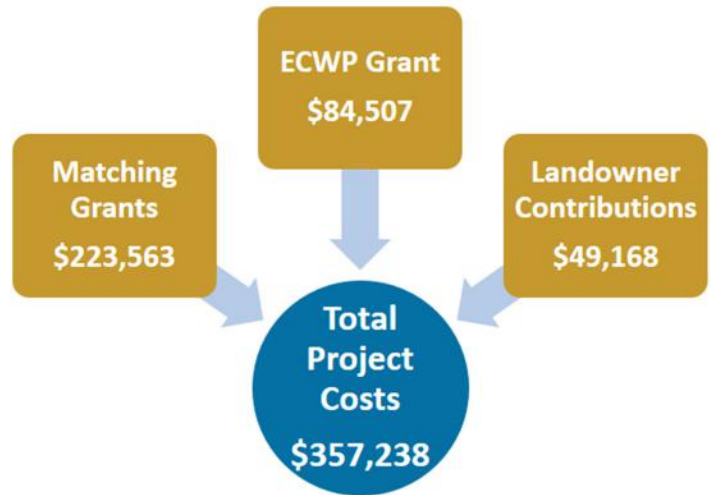


2021 PROGRAM SUMMARY

In 2021, 29 projects were completed, totalling \$84,507.49 in ECWP grants.

The breakdown of completed projects was as follows:

- 6 Erosion Control
- 14 Wetland Creation
- 5 Tallgrass Prairie Planting
- 4 Cover Crop



SAMPLE PROJECTS

Wetland Creation

Again in 2021, wetland creation was the most funded project by the Elgin Clean Water Program with 14 wetland projects completed.



One acre of cattle pasture was retired and a 0.75 acre wetland created to help reduce erosion in the Talbot Creek subwatershed.



A 2 acre wetland was created to create habitat and help reduce erosion across the hilly terrain of this property.



Two wetland cells were created in this unused scrubland area of a farm to increase wildlife habitat and to collect overland flow from neighbouring fields.



A 0.5 acre wetland was created in a wet area of an agricultural field adjacent to a woodlot containing a provincially significant wetland feature.

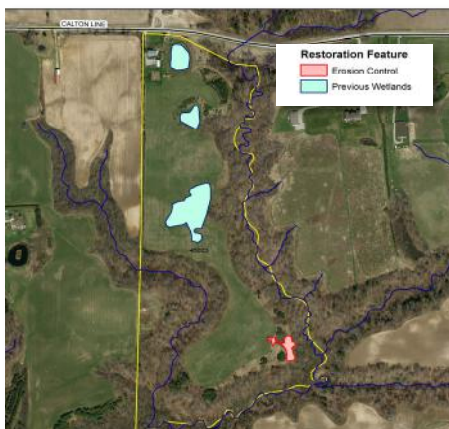
Tallgrass Prairie Planting

Three acres of tallgrass prairie was planted in a fallow field along the Lake Erie shoreline. The landowner was interested in diversifying habitat on the property and wanted to attract pollinators and Monarchs along a major migration route.



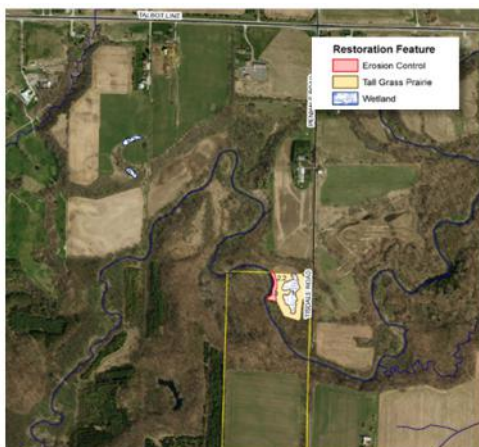
Erosion Control

This landowner was experiencing erosion that was progressively moving towards the field edge. The project consisted of the construction of a series of rock chute spillways designed to slow down and control the direction of surface water runoff. Sediment control basins/vernal pools were created in between the rock chute spillways to remove sediment from surface waters, while providing wildlife habitat.



Streambank Erosion Control

A 150 metre section of streambank was regraded and stabilized with rip-rap rock. The bank was then vegetated with native tree and shrub species with support from Environmental Leadership Program students at East Elgin Secondary School.



2021 PROGRAM SPONSORS



2021 LANDOWNER TESTIMONIALS

- “The ECWP fills a strong need by assisting in the development and creation of environmental stewardship projects that are of interest to the agricultural community as we focus on land preservation.”
- “I have recommended this program to other landowners, including a friend who applied and has had a very successful BMP project installed and has been very satisfied with both the support she received and the beneficial results of the projects.”
- “I look forward to growing more cover crops in 2022 and exploring new ways to integrate green cover to my cropping rotation and I hope that the Elgin Clean Water Program will continue to provide guidance and assistance to farmers interested in undertaking similar practices.”
- “I have experienced many benefits - significantly improved habitat, from insects/pollinators, to song birds, raptors and mammals of all types, from voles and deer to coyotes. The property is in much better balance.”
- “Without funding support from ECWP, I likely would not have been able to address this BMP project.”



The Elgin Clean Water Program is a partnership of:



www.elgincleanwater.ca



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-18

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 28, 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 28, 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.

By-law 2022-18

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 28th DAY OF FEBRUARY, 2022.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs