



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday March 28, 2022**

### **REGULAR MEETING OF COUNCIL**

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

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION OF MINUTES**

- (a) Minutes of Regular Council Meeting of March 14, 2022
- (b) Minutes of the Southwold Zero Waste Committee Meeting of July 7, 2021
- (c) Minutes of the Emergency Control Group Meeting of March 21, 2022

**5. DELEGATION**

- (a) **5:45 p.m. – Mark Loucas, Elgin OPP Detachment Commander**, RE: Elgin County OPP 2021 Annual Report.

**6. DRAINAGE**

- (a) **6:15 p.m. – Meeting to Consider the Report – McIntosh Drain No. 2 2022**

**7. PLANNING**

No Business

**8. REPORTS**

- (a) ENG 2022-09 Water Modelling Review Consultant Award
- (b) ENG 2022-10 Lynhurst Construction Update
- (c) ENG 2022-11 Southwold Water Distribution System – Disruption
- (d) ENG 2022-12 Amend Water Rate By-law – Include Fire Protection Rate
- (e) ENG 2022-13 Teetzel Property – Declare Land Surplus
- (f) ENG 2022-14 Public Works Building Proposal Award
- (g) PW 2022-03 Supply and Delivery of Tractor Backhoe Proposal Award
- (h) County Council Highlights March 8, 2022

**9. CORRESPONDENCE**

- (a) Correspondence from Elgin County RE: Terrace Lodge Fundraising Committee and 2021 Annual Fundraising Report
- (b) Correspondence from Elgin County RE: Notice of lease renewal for Elgin County Library Branch facilities and Setting the Framework for Renewals Presentation.

**10. BY-LAWS**

- (a) By-law No. 2022-24, being a By-law to provide for drainage works – McIntosh Drain No. 2 2022
- (b) By-law No. 2022-25, being a By-law amend By-law No. 2014-65, being a By-law to establish a fire protection rate for unmetered fire supply lines.
- (c) By-law No. 2022-26, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 28, 2022

**11. OTHER BUSINESS** *(For Information Only)*

- (a) Wind Concerns Ontario – Letter to Municipalities and Setback Recommendations
- (b) TVDSB – Rural Education Task Force
- (c) Elgin County 2022 Budget Letter and Fact Sheet

**12. CLOSED SESSION**

No Business

**13. ADJOURNMENT:                      NEXT REGULAR MEETING OF COUNCIL**  
**Wednesday April 13, 2022 @ 7:00 P.M.**  
**Council Chambers, Fingal /Video Link**

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## MINUTES



Regular Council Meeting

Monday March 14, 2022

7:03 p.m. Council Chambers, Fingal/Via Video Link

PRESENT: Mayor: G. Jones

Deputy Mayor: R. Monteith

Councillors: S. Emons  
P. North  
J. Pennings (8:41 p.m.)

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Jeff Carswell, Dir. of Corporate Services/Treasurer (7:00 p.m. – 8:49 p.m.)  
Peter Kavcic, Dir. of Infrastructure & Development Serv.  
(7:00 p.m. – 10:10 p.m.)  
Paul Van Vaerenbergh, Public Works Superintendent (7:00 p.m. – 7:30 p.m.)  
Brent Clutterbuck, Drainage Superintendent (7:00 p.m. – 7:17 p.m.)  
Jeff McArthur, Dir. of Fire Services/Fire Chief (7:00 p.m. – 8:45 p.m.)  
Corey Pemberton, Director of Building and Community Services  
(7:00 p.m. – 8:48 p.m.)  
Bryan, Pearce, Planner (7:00 p.m. – 8:48 p.m.)  
June McLarty, Corporate Services Clerk (7:00 p.m. – 8:49 p.m.)

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Mayor Jones called the meeting to order at 7:03 p.m.

### **ADDENDUM TO THE AGENDA:**

#### **9. Correspondence:**

(b) Rural Education Task Force Report.

#### **DISCLOSURES:**

There were no disclosures

## ADOPTION OF MINUTES:

2022-61

**Deputy Mayor Monteith – Councillor North**

**Minutes**

**THAT** the Minutes of the Regular Council Meeting of February 28, 2022 are hereby adopted.

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

**CARRIED**

## DRAINAGE:

2022-62

**Councillor Emons – Deputy Mayor Monteith**

**Filing of the Report –  
McIntosh Drain No. 2 2022**

**THAT** Council proceeds with the McIntosh Drain No. 2 2022 drainage works and it instructs the Clerk to send notice as required under Section 41(1) of the Drainage Act of its intention to proceed;

**AND THAT** the Meeting to Consider the Report of McIntosh Drain No. 2 2022 will be held at the regular Council meeting on March 28, 2022 at 6:15 pm;

**AND THAT** affected property owners will be able to attend this meeting either by a WebEx virtual meeting or telephone conference.

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



J. Pennings                      –                      —

**CARRIED**

**PLANNING:**

**2022-63                      Councillor North – Deputy Mayor Monteith                      Consent Application  
E3-22 (Revised) –  
Follow-up Report**

**THAT** Council of the Township of Southwold receive Report PLA 2022-04 regarding Consent Application E3-22 (Revised) – Comments to the County of Elgin – Follow-up Report;

**AND THAT** Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for the consent application, File E3-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-04;

**AND FURTHER THAT** Council of the Township of Southwold directs Administration to provide Report PLA 2022-04 as Municipal comments to the County of Elgin.

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

**CARRIED**

**REPORTS:**

**Activity Report from the Fire Chief**

Jeff McArthur presented the February activity report to Council.

### **Proposed Firefighter Certification**

Fire Chief, Jeff McArthur reported that the firefighter certification regulation was proposed back in 2018 and will be implemented this summer with some changes. Once this regulation has been certified we will know better on how it affected those who have completed the training requirements.

### **Activity Report from the Director of Infrastructure and Development Services**

Peter Kavcic presented the February activity report to Council.

**2022-64**

**Councillor Emons – Councillor North**

**Eh!el Agreement**

**THAT** Council approve and authorize the execution of the proposed Township of Southwold and Eh!tel Networks Inc. Telecommunication Equipment Consent and Road User Agreement.

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

**2022-65**

**Councillor North – Councillor Emons**

**Supply and Delivery of  
Granular Material Tender**

**THAT** Council accept the supply and delivery of granular materials from Jeff Campbell Trucking in the amount of \$432,216.00, excluding HST.

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

**CARRIED**

**2022-66**

**Deputy Mayor Monteith – Councillor Emons**

**Medical Centre  
Lease Agreement**

**THAT** Council pass By-law 2022-20 to enter into a facility lease agreement for the Medical Centre Building located at 35846 Talbot Line, Shedden with Dr. Rebecca Robinson.

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

**2022- 67**

**Deputy Mayor Monteith – Councillor North**

**Investment Summary  
Report**

**THAT** Council receive Report FIN 2022-08 Investment Report as at December 31, 2021 for information.

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

## DELEGATIONS:

7:30 p.m. – 8:00 p.m.

**OCWA - Mark Harris, Maegan Garber, Susan Budden, Robin Trepanier**

**2021-68      Councillor Emons – Councillor North      OCWA 4<sup>th</sup> Quarter Reports**

**THAT** Council of the Township of Southwold hereby receives the reports from Mark Harris, OCWA re: The Southwold Water Distribution System 4<sup>th</sup> Quarter Operations Report and the Talbotville Wastewater Treatment Plant 4<sup>th</sup> Quarter Operations Report for information purposes.

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

**CARRIED**

**2022-69      Deputy Mayor Monteith – Councillor Emons      OCWA Annual Reports**

**THAT** Council of the Township of Southwold hereby receives the reports from Maegan Garber, OCWA re: Southwold Distribution Section 11 Annual Report, Southwold Distribution, Schedule 22 Annual Summary Report and Talbotville Wastewater Treatment Plant Annual Report for information purposes.

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

**Rosy Rhubarb Proposal****8:00 p.m. -8:15 p.m.**

Keith Orchard on behalf of Rosy Rhubarb presented to Council a proposal for a new splash pad in Shedden.

**2022-70 Deputy Mayor Monteith – Councillor Emons Splash Pad Proposal**

**THAT** Council received this proposal as information; and

**THAT** this proposal be presented to the Shedden Recreation and Keystone Complex Committee as well as the Southwold Parks Committee for their input; and,

**THAT** Council directs staff do more research for this proposal; and

**THAT** this proposal will be brought to Council for future consideration.

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

**CARRIED****REPORTS:****2022-71 Deputy Mayor Monteith – Councillor Emons 2021 Development Charges Summary**

**THAT** Council receive Report No. FIN 2022-09 prepared in accordance with Section 12 of O.Reg.82/98 of the Development Charges Act, 1997.

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

**CARRIED**

**2022-72**

**Councillor North – Deputy Mayor Monteith**

**2021 Cash-in-Lieu  
Parkland Summary**

**THAT** Council receive Report No. FIN 2022-10 prepared in accordance with Section 7 of O.Reg.509/20 of the Planning Act, R.S.O. 1990, c. P.1

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

**CARRIED**

**Activity Report from the Director of Building and Community Services**

Corey Pemberton presented the February report to Council. An inspection of the Township pavilions will be done soon, so they are ready for summer rentals.

**2022-73**

**Councillor North – Councillor Emons**

**Quote Results for Building  
Department Pickup Trucks**

**THAT** Council receives report CBO 2022-005 Quote for (2) Pick up trucks and accepts the quote from Disbrowe Motors for \$79,092.16 plus HST.

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

**CARRIED**

### **Activity Report from the CAO/Clerk**

Lisa Higgs presented the February report to Council.

### **2022- 74      Councillor North – Councillor Emons**

### **2021 Strategic Plan Annual Update**

**THAT** Council receives this report as information.

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

**CARRIED**

### **2022-75      Councillor Emons – Deputy Mayor Monteith**

### **Great Lakes Farms – Sale of Hard Cider**

**THAT** Council receives this report as information;

**AND THAT** Council supports the request from Great Lakes Farms for the issuance of a "By-The Glass" Endorsement through the AGCO so that Great Lakes Farms can sell hard cider.

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

**CARRIED**

**2022- 76      Deputy Mayor Monteith – Councillor Emons      Hunter Cemetery By-laws**

**THAT** Council receives this report as information;

**AND THAT** Council adopts the Hunter Cemetery By-Law to provide for the maintenance, administration, and management of the Hunter/Lake Road Cemetery;

**AND THAT** Council adopts the By-Law amending the Township User Fees to allow for the sale of cemetery plots at the Hunter Cemetery.

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

**CARRIED**

**CORRESPONDENCE:**

- Resolution from the Township of Woolwich RE: Mental Health Supports
- Rural Education Task Force Report



**THAT** Council of the Township of Southwold supports the Rural Education Task Force Report in principle ; and

**THAT** a letter of support for this report will be sent to the Chair, Director of Education, all Trustees of the Thames Valley District School Board, Ontario Minister of Education and its governing bodies, Ontario Minister of Municipal Affairs and Housing.

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

**CARRIED**

**BY-LAWS:**

- By-law No. 2022-19, being a by-law to amend By-law No. 2021-73, Tariff of Fees – Cemetery Plots
- By-law No. 2022-20, being a by-law to authorize a lease agreement with Dr. Rebecca Robinson
- By-law No. 2022-21, being a by-law to authorize an agreement with the use of Township road allowances for telecommunications equipment.
- By-law No. 2022-22, being a By-Law regarding the maintenance, administration and management of Hunter/Lake Road Cemetery
- By-law No. 2022-23, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 14, 2022

**THAT** By-laws Nos. 2022-19, 2022-20, 2022-21, 2022-22 and 2022-23 be read a first and second time.

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

**CARRIED**

**2022-79**

**Councillor North – Councillor Pennings**

**By-laws**

**THAT** By-laws Nos. 2022-19, 2022-20, 2022-21, 2022-22 and 2022-23 be read a third time and finally passed.

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

**CARRIED**

**OTHER BUSINESS:**

- Elgin Area Primary Water Supply System Annual Report 2021
- Elgin Group Police Service Board Secretary Administrator Appointment
- Notice of Proposed Woodlands Clearing – Part Lot 7, Concession STRE

Council reviewed the items under other business.

## CLOSED SESSION:

2022-80

**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 **8:49 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2))(c) – 2 items – Teetzel Property Redevelopment and Shedden Commercial Plaza
- Advice that is subject to solicitor-client privilege, including communication necessary for the purpose (section 239(2)) (f) – CUPE Certification.
- 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)) – North Port Stanley Development.

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

**CARRIED**

## STAFF DIRECTION

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

## ADJOURNMENT:

2022-81

**Deputy Mayor Monteith – Councillor Emons**

**Adjournment**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **10:30 p.m.**

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

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



## Southwold Zero Waste Committee Meeting Minutes

July 7, 2021  
Via Webex  
7:00 PM

Attendance: Councillor Emons, Niki Pennings, Shannon Lynch, Jess Andrews, Caitlin Wight. Regrets: Emily Ogorek, Richard Andrews.

### 1. Call to Order

Meeting called to order by Councillor Emons at 7:06 PM

### 2. Approval of Agenda

Agenda was approved through Resolution No. 12. Moved by Shannon Lynch, Seconded by Niki Pennings

RESOLVED that the agenda of the July 7, 2021 committee meeting of the Southwold Zero Waste Committee be approved. DISPOSITION: Motion Carried

### 3. Adoption of Minutes from June 2, 2021 Meeting

Adoption of the minutes from meeting on June 2, 2021, approved through Resolution No. 13. Moved by Niki Pennings, Seconded by Shannon Lynch.

RESOLVED that the minutes of the meeting of the Southwold Zero Waste Committee on June 2, 2021 be approved. DISPOSITION: Motion Carried.

### 4. Business Arising from Previous Minutes

- Second Compost Bin Pick up date – Thursday, July 15, 2021 from 6-8 PM
  - Committee members to recruit volunteers to help out again
  - Caitlin to arrange getting barn open, float, pylons and updated pick up list
  - Road signs are in the barn
  - Committee decided that people who purchased a bin that would like a second are welcome to
  - Update social media posts to let people know that this is the last date this summer to pick one up
- Mail Out
  - Shannon has all of the envelopes, will be putting both stamps on.
  - Jess will then stuff along with Sarah

- Holding off on Gold Box program for now

5. New business

- None at this time

6. Next meeting and Adjournment

The next meeting to be August 11, 2021 in Shannon's backyard. Approved through Resolution No. 14.

Moved by Shannon Lynch, Seconded by Jess Andrews. RESOLVED that the meeting be adjourned at 7:30 PM and that the next meeting be scheduled for August 11, 2021 at 7:00 PM in Shannon's backyard.

DISPOSITION: Motion Carried



## **TOWNSHIP OF SOUTHWOLD EMERGENCY CONTROL GROUP**

### **MEETING MINUTES**

Monday, March 21, 2022

11:00 AM

VIA Video Link

PRESENT: Grant Jones, Jeff VanRybroeck, Caitlin Wight, June McLarty, Brent Clutterbuck, Jeff Carswell, Paul Van Vaerenbergh, Jeff McArthur

Regrets: Lisa Higgs, Lori Redman, Robert Monteith, Barry Smith

#### **1. Update on COVID-19**

J. VanRybroeck gave an update on COVID in SWPH, COVID is still prevalent in area. SWPH has numbers, continue to say numbers based on hospitalization, not true number due to lower levels of mass testing – 101 in Elgin-St. Thomas, 57 St. Thomas, 1 Southwold

#### **2. Employee Vaccination Policy**

The group discussed current policy – Board of health stating that vaccination is still a priority to SWPH. Province still encouraging people to do it. We have good compliance here; do we want to change this for new people coming in? Incline to carry on with this for now.

Thoughts, ideas on what other municipalities are doing?

J. VanRybroeck noted that SWPH in a recent release, is still strongly recommending vaccination, promoting those places do not have to get rid of mandatory vaccination requirement. County will be discussing tomorrow. Everyone in same boat, all in a waiting/watching period. Large majority have vaccination policies in place and tend to keep in place for some time. Topic to be brought up at next CAO meeting. Most municipalities are looking to keep this requirement in place for the time being  
At this stage, large majority are keeping status quo.

G. Jones – agrees, best course of action currently is to maintain status quo. New wave potential?

Expect new hires to follow on with this policy.

All on board with keeping status quo for time being

### **3. Masking in the Workplace**

The group discussed comfort level. Overall discussion on respecting people's decision to wear/ not wear. J. Carswell noted on being inclined to carry on with what we have been doing a little bit longer. Curious on what is going to happen in the next two weeks. Office environment, look back over the last week – 2 cases of people working in the office. Continue to maintain distancing, masking

Next two weeks are going to paint the picture, usually a spike in the weeks following. J. VanRybroeck noted that at the County they have seen more people off with positive cases in the last two weeks than the last year. As relaxed, it will increase. Many don't have symptoms, so they don't know that they are sick.

J. McArthur noted that the Fire Department – keep the masks on scene, and in trucks for a while. Some might not go away. Several members of the department have been off in the last couple of weeks with positive cases.

G. Jones agrees and leaning toward keeping policies in place.

County by-law – it is still in place for staff in building. Public – they have masks at front desk, will come in without them. Recommend that they wear masks, not make it mandatory.

Masks are not required at the recreational facilities, as they fall under the removal of masking at the province, as we also do not have the ability to police events.

Public entrants – businesses can still require.

SWPH are still doing virtual meetings, for the next month or so. They are being cautious, trying to set the example.

Will continue to require masking in the office, clients, and staff. Want to try not to get into confrontation.

Group decision to maintain status quo with regards to masking.

### **4. Daily Screening**

Group discussion that the administrative staff is that it is a simple form, suggest keeping in place. Not a big deal. Helps with income tax – knowing how many days work from home. 2022 still a tax credit available for working from home.

J. McArthur noted that they are relying on FD themselves to do self-screening, set up in Laserfiche to screen electronically.

Province still recommending that if symptomatic, that you isolate, don't go to work. That form is a reminder to people.

Status quo for daily screening.

### **5. Council/Committee Meetings**



G. Jones noted that the way operating currently, with both options, working well. Staff have option to be there or virtual. Not a big issue to carry on with what have been doing.

Status quo on virtual meetings / with some members in person. If committees are meeting at the complex, masking in place as well as distancing.

## **6. Physical Distancing**

Group discussion on people getting used to keeping distance anyway. This is likely to carry on. Seems like a way of life, all used to doing it.

People can talk in doorways, or move to council chambers, really no reason to actively pack everyone into a room.

P. Van Vaerenbergh / J. McArthur – more than one to a vehicle? Yes, masking if they are together. Fire Department have full apparatus on when riding in vehicles to and from calls.

## **7. Facilities Rentals**

C. Wight noted that it is no longer required by the Province to mask indoors at the rental facilities. Group discussion that we highly recommend groups wear them. We cannot police this and are not interested in doing so.

J. VanRybroeck noted that this seems to be the stance that most municipalities are taking, following the provincial guideline i.e., screening, masking, vaccination.

Board of health guidelines – we are just providing space, not the organizer, strongly suggest that they follow all guidelines.

For Rentals – send the renters the link to provincial website, requirements for events. Have groups complete their due diligence.

C. Wight will continue to have renters complete the COVID waiver.

## **8. Department Concerns**

No concerns brought up from the group. Discussion about numbers going up, couple people in office over the last few weeks with positives. Staggering schedules, 4-day work week helps. Doing what we can, maintaining masking, distancing. Overall, has been pretty good.

Group to continue to be vigilant – small group of staff in the office, if start to get a bunch of cases, limited abilities, keeping this in place. Most status quo, shows benefit to why continue to keep in place.

## **9. Other business**

No other business discussed.

**10. Adjournment**

Adjourn 11:43 AM.

# Elgin County OPP 2021 Annual Report



*“Committed to public safety, delivering proactive and innovative policing in partnership with our communities”*



### Elgin Group Police Services Board

**Chair: Sally Martyn**  
**Ida McCallum**  
**Trudy Kanellis**  
**Dan Froese**  
**Dave Jenkins**  
**CAO: Julie Gonyou**

Our Elgin Group Police Services Board is extremely appreciative of how responsive our members have been responding to traffic complaints and all of the diverse calls for service within Elgin County. According to Chair Sally Martyn “As chair of the Police Services Board, I would like to offer praise for all the hard work every member of our detachment has done including the listening and responding to local concerns and complaints. Also, I would offer a special thank you to Mike Butler for his great work and support as the acting Detachment Commander. He is a wonderful, caring person to work with. Finally, I want to welcome our new Detachment Commander, Mark Loucas, and praise him for how quickly and effectively he took command demonstrating a strong commitment to keeping Elgin’s OPP a compassionate, supportive and effective force.”

Sincerely,  
Sally Martyn  
Board Chair

### Detachment Commander



**Inspector Mark Loucas**

I am very pleased to be your Detachment Commander and on behalf of each of you, the dedicated officers and staff of the Elgin OPP Detachment, it gives me great pleasure to present the 2021 Annual Report. This report will showcase the high level of commitment that the Elgin County OPP has brought to all municipalities within Elgin County.

Elgin officers and administrative staff have worked in partnership with several stakeholders, partners, community groups, and services throughout the year. The continuance of the COVID-19 pandemic created several challenges which caused us to reflect and adjust how we conducted daily operations. We will continue to proactively work through the changes associated with the pandemic and I look forward to the completion of the amalgamation between Chatham-Kent and Elgin Detachments. The amalgamation will further strengthen our detachments and the availability of resources and equipment.

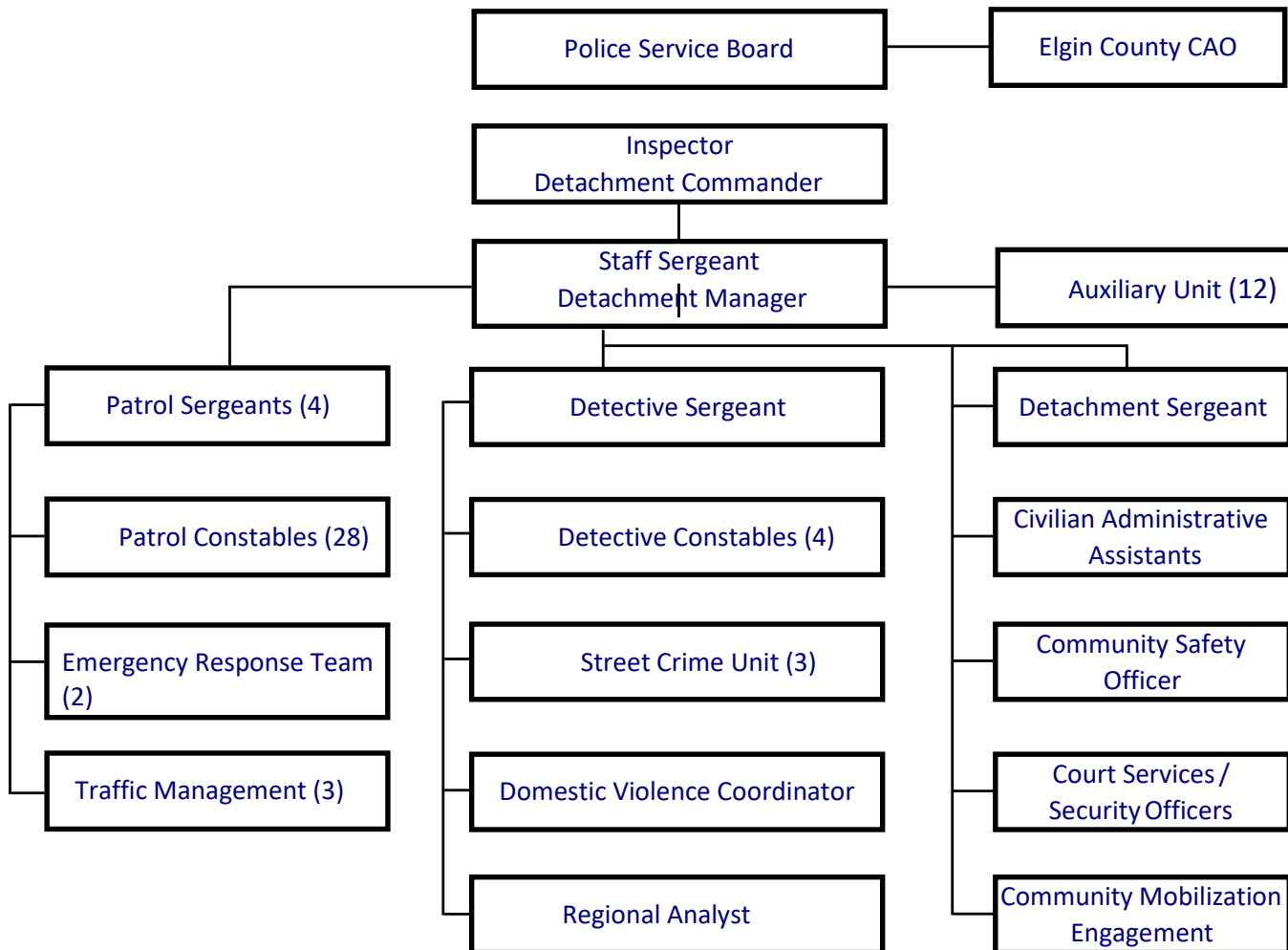
In 2021, our policing priorities outlined in our 2020-2022 Detachment Action Plan created a focus towards crime prevention, increased traffic and public safety on our roadways, waterways, and trails, and enhanced relationships with our municipalities, policing partners, and local community supports/resources.



# Organization



## ELGIN COUNTY OPP



Elgin County OPP Detachment staffing numbers remain unchanged in 2021. Results from the Provincial Service Delivery Model are extremely positive and will result in increased staffing for our detachment. The final results will be shared once they are officially released.



## Elgin County Auxiliary Unit 2021 Year in Review

The Elgin Auxiliary Unit currently has a complement of 14 members. Since March 16, 2020, the majority of members within the OPP Auxiliary Program have been stood down from active duty, while the organization addressed COVID-19 restrictions. On June 8, 2020, the Auxiliary program began implementing a three-phased approach for its members to begin returning to active duty. Due to the resurgence of COVID 19 member's attendance and assistance was limited.

| 2021  | Patrol Hours | Major Event Hours | Community Event Hours | Training Hours | Admin Hours | Totals |
|-------|--------------|-------------------|-----------------------|----------------|-------------|--------|
| Total | 191.5        |                   | 15.75                 | 185.3          | 107         | 621    |

(File Photo)







# Business Planning



## **2020 - 2022 Action Plan**

Our Annual Business Plan has been changed to a three-year Action Plan to coincide with the new OPP three-year Strategic Plan. Our 2020 - 2022 Action Plan priorities as identified with community and Police Service Board consultation are:

### **1. Crime**

- To prevent and investigate property crime.
- Continued support and engagement in the intelligence-led policing-crime abatement strategy. (ILP-CAS).
- Work in collaboration with local community resources/groups to facilitate a trusted and victim-centered approach in our processes, policies, and programs.

### **2. Traffic**

- Concentrating on “The Big Four” causal factors of fatal, personal injury, and property damage collisions which include: impaired driving, speeding/aggressive driving, inattentive/distracted driving, and seat belt use.
- To sustain a continuous and year-round focus on the causal factors of motorized vehicle collisions on our roadways, waterways, and trails.

### **3. Other**

- Streamline collision reporting through the implementation of a Detachment Collision Reporting Centre (CRC).
- Identify and implement co-response options such as our Mental Crisis Response Team (MCRT) for non-police-related demands for service.
- Develop and finalize a transfer of care protocol with the St. Thomas Elgin General Hospital (STEGH).

## **Crime Management Plan**

Elgin County Detachment has a comprehensive Crime Management Plan that is administered through the leadership of Regional Detective Sergeant Victoria Loucks. The Crime Unit includes four detectives assigned to major case investigations and three detectives assigned to the Community Street Crimes Unit (CSCU). The CSCU is responsible for investigating property crimes and drug investigations. The Domestic Violence Investigator position has been bundled with the Community Mobilization and Engagement Officer and is supervised by the Detachment Sergeant.

The Crime Unit is responsible for oversight and investigation of all serious crimes that occur in our detachment area. The foundation of the plan supports the OPP Results Driven Policing methodology and focuses on public safety through crime prevention and investigative excellence.

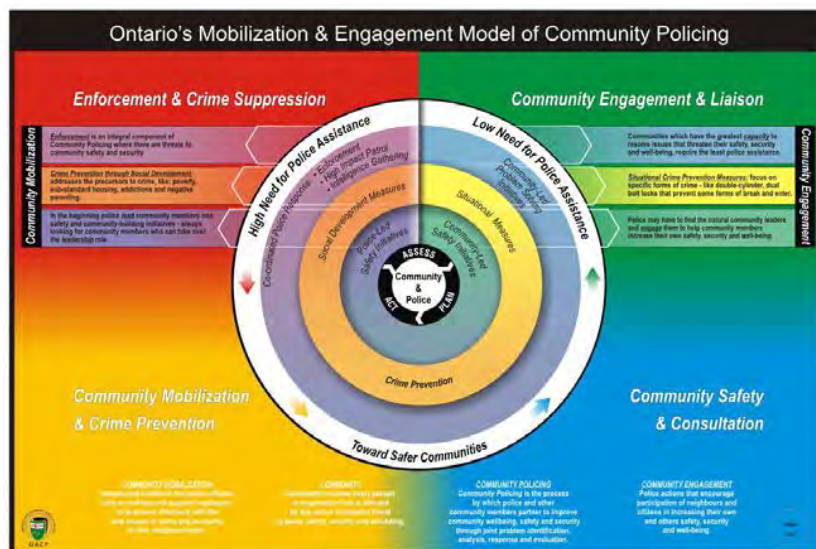
## Traffic Management Strategy

Elgin County Detachment has developed a Traffic Management Strategy with a goal of reducing motor vehicle collisions, specifically those that result in injury and death. Our focus in 2021 continued to be enforcement and education around aggressive driving, impaired driving, seat belt use, and distracted driving. These four driving habits are within complete control of the driver and together can have the largest impact on road safety. Elgin County Detachment continues to employ a Traffic Management Unit (TMU) responsible for enhanced traffic enforcement within Elgin County. Our TMU is dedicated to responding to community-identified traffic issues as well as issues identified through analysis by our Regional Analyst and the Focused Patrol Program.

## Community Policing Committees

Elgin County OPP is very fortunate to have a strong, well-established network of Community Policing Committees to represent the municipalities we serve. We work in partnership with our committees to identify and resolve issues of crime and traffic concerns that are identified by the community. Additionally, our committee members volunteer countless hours of their time to support many community initiatives; particularly those that assist children, the elderly, and vulnerable groups.

Elgin County has seven Community Policing Committees located in West Elgin, Southwold, Dutton-Dunwich, Port Stanley, Belmont, Malahide, and Bayham. Elgin County OPP is very appreciative of the hard work all of our committees do to support their community and the OPP. Although hampered by the COVID-19 pandemic, we continue to work with our committees using the Ontario Mobilization & Engagement Model of Community Policing. Additionally, all of our committees are now using the model as a guide to assist them in setting priorities and objectives.





## **Community Mobilization and Engagement**

### **What is Community Mobilization and Engagement?**

Elgin County OPP follows Ontario's Community Mobilization and Engagement Model of Community Policing. Prevention and early intervention by collaboratively working with community partners have proven effective in providing the greatest impact and lasting solutions for crime reduction and preventing victimization. Building strong relationships with community residents and stakeholders remains an effective and efficient method of preventing crime and increasing the quality of life for the residents of Elgin County.

This fairly new approach allows for more flexibility in addressing policing needs and priorities at the local level, by involving community residents in efforts to improve the overall quality of life in their communities. Community mobilization and engagement also allow for a fundamental shift in police work from the traditional response to calls for service towards a more holistic approach that builds upon localized community capacity to address the risk factors associated with crime and victimization. The goal of engaging the community is to move from police-led initiatives to community-led initiatives that contribute to the safety of all.

As the Community Mobilization and Engagement, Mental Health and Abuse Issues Coordinator, Constable Carlson has worked closely with community members, community stakeholders, businesses, and community groups to develop innovative responses and solutions to crime and social disorder. Taking part in numerous committees and collaborations such as the Elgin County Situation Table (co-chair), SAFE Communities (Co-chair), Elgin Alliance to End Violence Against Women, Elgin Elder Abuse Committee, and the Elgin County Drug Strategy Committee, Constable Carlson has relied upon his 31 years of diverse policing experiences from across Ontario to provide the policing perspective to the multitude of committees and groups that he is part of.

Working closely with the 2SLGBTQQIA community, Constable Carlson has worked to foster trust while breaking down barriers by recognizing diversity, and the responsibility of the OPP to work towards creating a safe and accepting environment for persons of all gender identities, expressions, and sexual orientations.

The following Community Mobilization Projects remain a priority for Elgin County OPP:

- Elgin Community Drug and Alcohol Strategy Development
- Elder Abuse Prevention
- Mental Health and Crisis Response Team
- Police and Hospital Transition Framework
- Senior Frauds/Scams
- Rapid Response Working Group – Alzheimer's Society

## Elgin County Drug and Alcohol Strategy

Based on community concerns, in 2018 the Elgin Situation Table identified a need for a comprehensive drug and alcohol strategy within our community. A dedicated workgroup/task force was formed with the primary focus of developing a collaborative plan based on a “Four Pillars” approach of prevention, treatment, harm reduction, and justice. **The mission:** Create, implement, and evaluate a comprehensive drug and alcohol strategy that meets the needs of our community based on the pillars of prevention, treatment, harm reduction, and justice. **The vision:** A safe and healthy Community in Elgin County without the negative impacts of drugs and alcohol.

The workgroup has worked hard to continue to develop a community-based Drug and Alcohol Strategy, while navigating the challenges of the pandemic.



## Community Safety Officer / Media Officer

Constable Norm Kelso was identified as our Community Safety Officer (CSO) and media officer in 2021 and has continued to achieve successes with strengthening connections with community stakeholders, schools, and media partners.



P/C Kelso delivering hand-made hats for the Elgin County Youth Shelter.

## **MEDIA**

P/C Kelso has continued to work with our media partners within the County and surrounding area which has facilitated greater messaging for our communities regarding public safety, crime trends, and traffic issues.

P/C Kelso often provides reporting on regional issues for mainstream media at the request of West Region Headquarters.

Social media continues to be a priority for P/C Kelso which enables our communities to be instantly connected to investigations and police activities within their specific communities.

## **COMMUNITY**

### **SPECIAL PROJECTS**

#### **ATV Patrols**



#### **Marine Patrols**



Enhanced visibility on our roadways, waterways, and trails remains a priority for Elgin County OPP members.

## ATV Patrols

In recent years, Elgin County has experienced growth in rural trail usage with the establishment of the Talbot Trail ATV Club (TTAC). The TTAC have worked with several private property owners to establish over 100 kms of well-maintained ATV trails within Elgin County. As a result, ATV patrols along our county trails in response to community concerns has resulted in positive, community feedback regarding the enhanced OPP visibility and enforcement along our county trails.

## Marine Unit

Elgin County OPP marine members recorded over 186 hours of patrol during the 2021 season while responding to 48 calls for service. The marine unit is responsible for approximately 450 square kilometers of Lake Erie and covers approximately 100 kms of shoreline along the north shore of the Lake. Enhanced visibility along Lake Erie remains a priority for our marine operators to ensure the safety of community residents, swimmers, and boaters who enjoy our popular beaches including Port Glasgow, Port Stanley, Port Bruce, and Port Burwell.





## **Community Street Crimes Unit**

Our Elgin/Middlesex Community Street Crimes Unit (CSCU) has been extremely successful in 2021. The CSCU investigated 181 occurrences, executed 131 judicial warrants, charged 197 persons, and laid 1024 charges. CSCU investigations required countless hours of investigative expertise from our members to maintain the safety and security of our community residents and business owners.

**Dump/Utility Trailer Investigation** – In January of 2021, Elgin/Middlesex CSCU commenced an investigation into the theft, re-vin and sale of dump/utility trailers. The accused stole trailers, altered VINs, re-registered trailers at MTO, then sold them as licensed trailers. Trailers were often registered to stolen IDs. The accused party was arrested in January 2021, and a Criminal Code Section 487 Search Warrant executed on his residence. Multiple IDs were recovered as well a laptop which linked to the accused to the creation of fraudulent 'sales receipts' for registering 'new' trailers.

Sixteen trailers were recovered, valuing approximately \$150,000. Five people were arrested and charged in relation to this investigation.

**Drugs/Weapons/Counterfeit Currency** – In April of 2021, Elgin/Middlesex CSCU commenced an investigation following a traffic stop of a suspended driver.

A CDSA Section 11 Search Warrant was authored and granted for the residence of the accused. The search of the residence resulted in further charges for weapons and counterfeit money. A meth lab was discovered in the basement and dismantled by Elgin/Middlesex CSCU.

On April 18, 2021, a traffic stop was conducted by Middlesex frontline for an unattached plate. After conducting a Liquor Licence Act search, officers located a small amount of methamphetamine. Both occupants were arrested for CDSA 4(1). Officers continued searching the vehicle and came across suspicious items in the trunk that were believed to be utilized for the production of methamphetamine. Elgin/Middlesex CSCU were contacted and immediately attended the scene and continued the search, locating more items indicative of methamphetamine production as well as counterfeit currency. CSCU members formulated grounds to further the investigation and authored a CDSA Sec.11 Search Warrant for the residence. Police located a small methamphetamine lab as well as an office set up for producing counterfeit money and credit cards. Numerous items were seized including methamphetamine precursors, lab equipment, fraudulent identity documents, over \$6000 of counterfeit USD money, stolen credit cards, several unregistered and prohibited firearms including a sawed-off shotgun and sawed-off rifle readily accessible with ammunition, brass knuckles, two altered batons, instruments used for encoding fraudulent credit cards, and 24 grams of finished methamphetamine. Three people were charged with a total of 42 offences.



**Cocaine Trafficking** – Elgin/Middlesex CSCU commenced an investigation in August of 2021, following information that a suspect was trafficking large quantities of cocaine.

Elgin/Middlesex CSCU conducted consistent surveillance and a TDR/Tracking warrant was granted to aid in the investigation.

A CDSA Section 11 Search Warrant was obtained in November 2021, for two separate residences associated to the suspect. The search of the residences was conducted by members of the Emergency Response Team (ERT) and Elgin/Middlesex CSCU, resulting in the seizure of 2012 grams of Cocaine, 574 grams of Psilocybin, 251 pills of Oxycodone, 9 firearms, and over \$100,000 in Canadian currency.

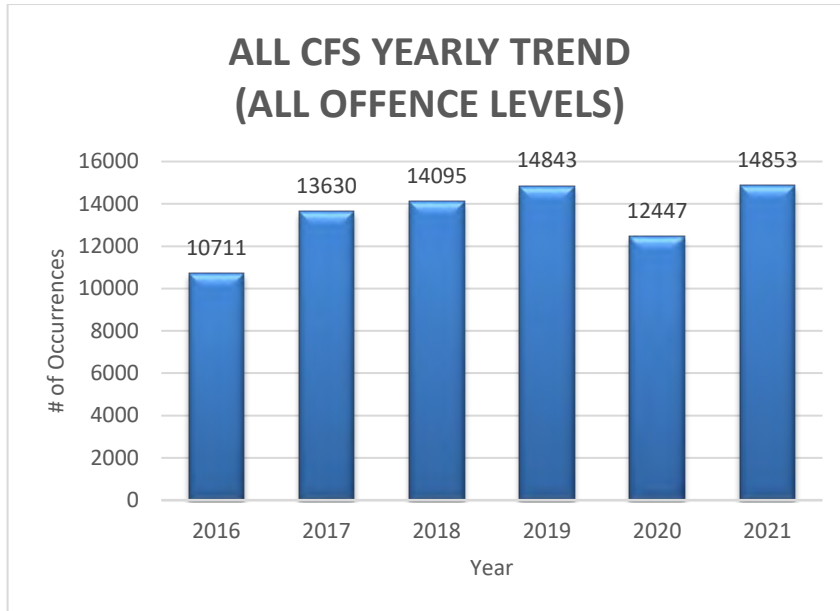




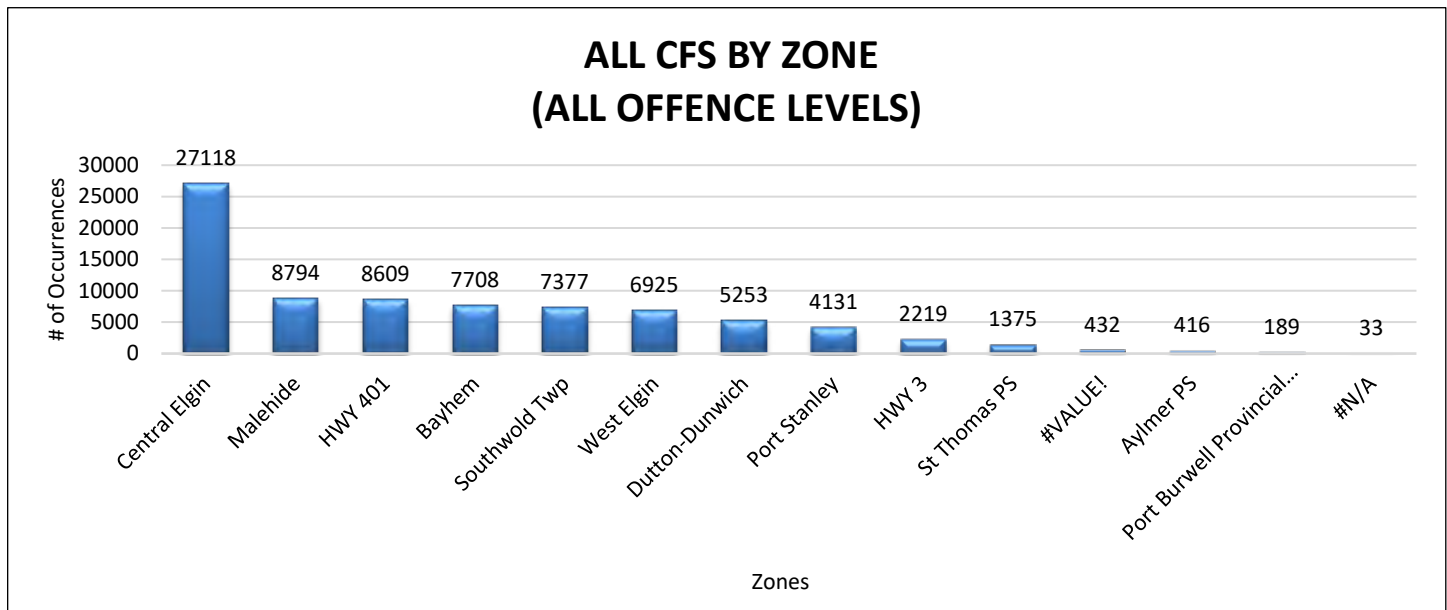
# Detachment Statistics



## All Calls for Service 2016-2021



## All Calls for Service by Zone



## Traffic Safety



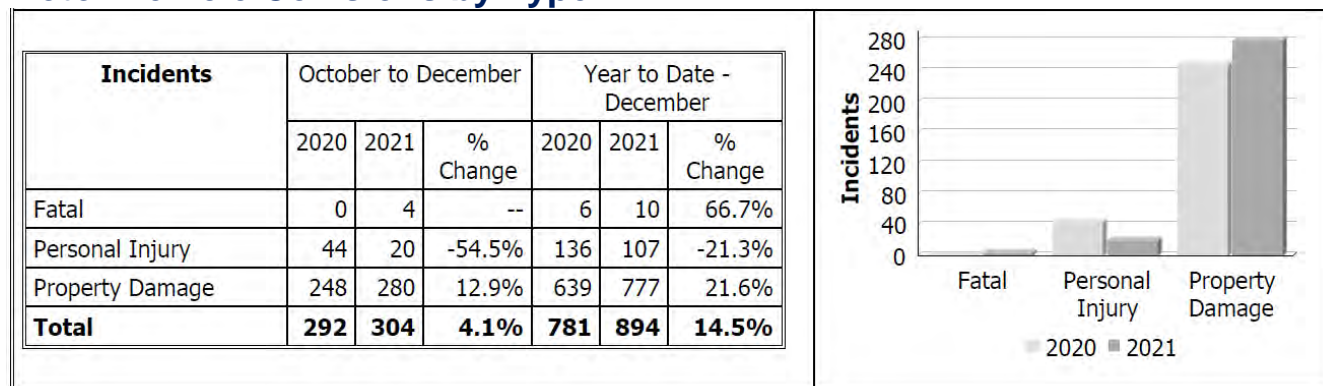
The safety of motorists on Elgin County roads has always remained a priority for Elgin Detachment. Our Traffic Management Team (TMU) is dedicated to enforcement and response to traffic complaints within the County.

Elgin County OPP Officers conducted 219 static RIDE checks in 2021, including RIDE initiatives performed and funded through our RIDE Grant Funding Stream. For 2021, Elgin County was awarded \$13,243 for RIDE checks, with all of the funds used to support RIDE checks throughout Elgin County.

We have seen a significant increase in motor vehicle collisions in Elgin County. In 2020, our total collisions amounted to 782 for the year. In 2021, with easing COVID restrictions, our total collisions have increased to 895. Although our total collisions have increased, we are still below the 914 pre-pandemic collisions reported in 2019. We will continue to use statistical analysis and focus on targeted enforcement of Impaired Driving, Aggressive Driving, Seat Belt Use, and Distracted Driving to attempt to bring the total crashes down.

These four factors can often be the difference between a minor crash with no injuries and a major crash resulting in injuries or death. Below are the comparison tables outlining collision statistics in Elgin County between 2020 – 2021.

### Motor Vehicle Collisions by Type:

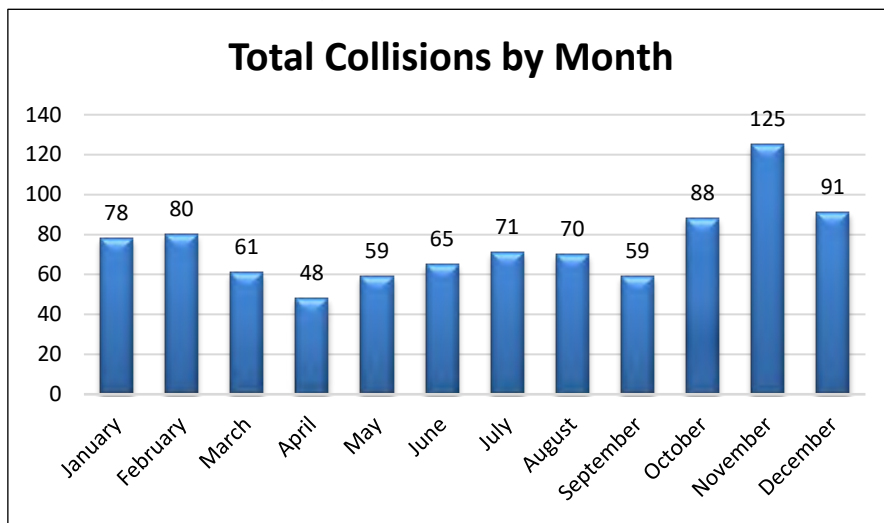




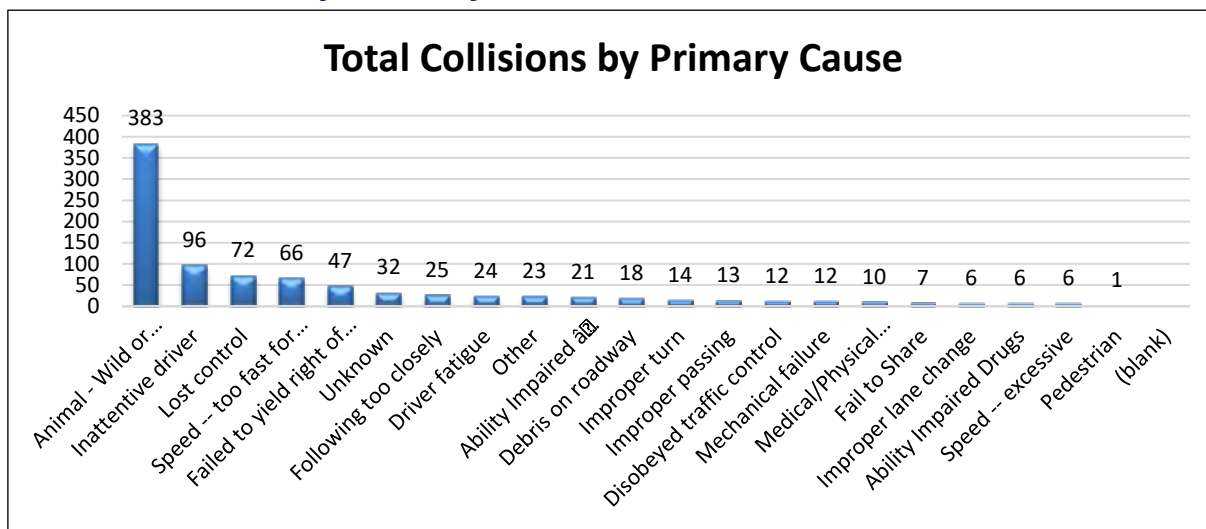
## Fatalities in Detachment Area:

| Fatalities in Detachment Area |                 |                     |      |          |                         |      |          |
|-------------------------------|-----------------|---------------------|------|----------|-------------------------|------|----------|
| Incidents                     |                 | October to December |      |          | Year to Date - December |      |          |
|                               |                 | 2020                | 2021 | % Change | 2020                    | 2021 | % Change |
| Motor Vehicle Collision       | Fatal Incidents | 0                   | 4    | --       | 4                       | 10   | 150.0%   |
|                               | Alcohol Related | 0                   | 1    | --       | 1                       | 1    | 0.0%     |
| Off-Road Vehicle              | Fatal Incidents | 0                   | 0    | --       | 1                       | 0    | -100.0%  |
|                               | Alcohol Related | 0                   | 0    | --       | 0                       | 0    | --       |
| Motorized Snow Vehicle        | Fatal Incidents | 0                   | 0    | --       | 1                       | 0    | -100.0%  |
|                               | Alcohol Related | 0                   | 0    | --       | 1                       | 0    | -100.0%  |
| Persons Killed                |                 | October to December |      |          | Year to Date - December |      |          |
|                               |                 | 2020                | 2021 | % Change | 2020                    | 2021 | % Change |
| Motor Vehicle Collision       |                 | 0                   | 5    | --       | 4                       | 11   | 175.0%   |
| Off-Road Vehicle              |                 | 0                   | 0    | --       | 1                       | 0    | -100.0%  |
| Motorized Snow Vehicle        |                 | 0                   | 0    | --       | 1                       | 0    | -100.0%  |

## Total Collisions by Month



## Total Collisions by Primary Cause

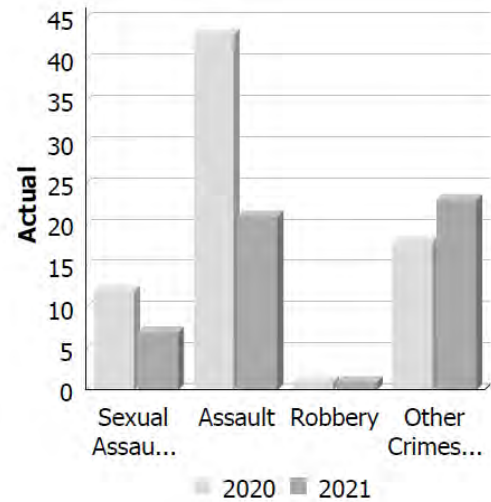


## Crime Prevention

Throughout 2021, Elgin County Detachment continued our commitment to crime prevention. A large component of this goal is the pro-active education provided through media outlets, increased officer visibility, and adherence to the principles of Intelligence Led Policing. Using analytics from the Regional Analyst we identify areas of concern and assign officers to specific focused patrols related to crime and traffic trends. The creation of our Community Street Crimes Unit in conjunction with the expertise provided by our Crime Unit has increased the effectiveness of our investigations and provided targeted enforcement.

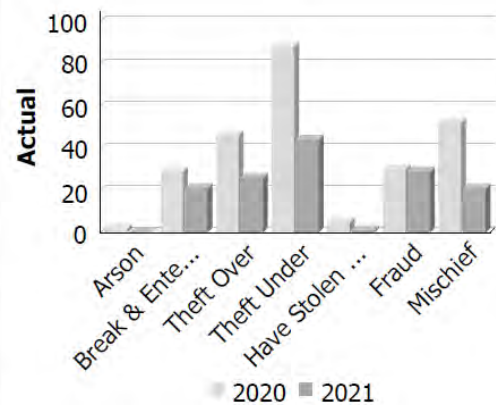
### Violent Crime

| Actual                        | October to December |           |               | Year to Date - December |            |              |
|-------------------------------|---------------------|-----------|---------------|-------------------------|------------|--------------|
|                               | 2020                | 2021      | % Change      | 2020                    | 2021       | % Change     |
| Murder                        | 0                   | 0         | --            | 0                       | 1          | --           |
| Other Offences Causing Death  | 0                   | 0         | --            | 0                       | 1          | --           |
| Attempted Murder              | 0                   | 0         | --            | 1                       | 0          | -100.0%      |
| Sexual Assault                | 12                  | 7         | -41.7%        | 41                      | 38         | -7.3%        |
| Assault                       | 43                  | 21        | -51.2%        | 156                     | 126        | -19.2%       |
| Abduction                     | 0                   | 0         | --            | 5                       | 1          | -80.0%       |
| Robbery                       | 1                   | 1         | 0.0%          | 2                       | 5          | 150.0%       |
| Other Crimes Against a Person | 18                  | 23        | 27.8%         | 54                      | 71         | 31.5%        |
| <b>Total</b>                  | <b>74</b>           | <b>52</b> | <b>-29.7%</b> | <b>259</b>              | <b>243</b> | <b>-6.2%</b> |



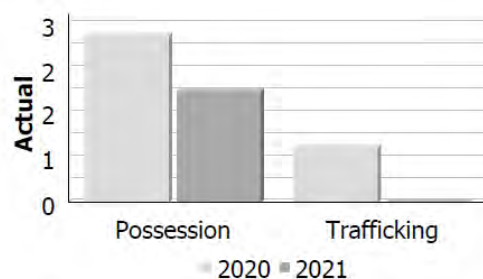
### Property Crime

| Actual            | October to December |            |               | Year to Date - December |            |               |
|-------------------|---------------------|------------|---------------|-------------------------|------------|---------------|
|                   | 2020                | 2021       | % Change      | 2020                    | 2021       | % Change      |
| Arson             | 2                   | 0          | -100.0%       | 5                       | 0          | -100.0%       |
| Break & Enter     | 29                  | 21         | -27.6%        | 96                      | 102        | 6.2%          |
| Theft Over        | 46                  | 26         | -43.5%        | 108                     | 102        | -5.6%         |
| Theft Under       | 88                  | 44         | -50.0%        | 232                     | 206        | -11.2%        |
| Have Stolen Goods | 5                   | 1          | -80.0%        | 14                      | 16         | 14.3%         |
| Fraud             | 30                  | 29         | -3.3%         | 148                     | 137        | -7.4%         |
| Mischief          | 52                  | 21         | -59.6%        | 150                     | 114        | -24.0%        |
| <b>Total</b>      | <b>252</b>          | <b>142</b> | <b>-43.7%</b> | <b>753</b>              | <b>677</b> | <b>-10.1%</b> |



## Drug Crime

| Actual                     | October to December |          |               | Year to Date - December |           |               |
|----------------------------|---------------------|----------|---------------|-------------------------|-----------|---------------|
|                            | 2020                | 2021     | % Change      | 2020                    | 2021      | % Change      |
| Possession                 | 3                   | 2        | -33.3%        | 13                      | 6         | -53.8%        |
| Trafficking                | 1                   | 0        | -100.0%       | 4                       | 7         | 75.0%         |
| Importation and Production | 0                   | 0        | --            | 0                       | 0         | --            |
| <b>Total</b>               | <b>4</b>            | <b>2</b> | <b>-50.0%</b> | <b>17</b>               | <b>13</b> | <b>-23.5%</b> |



## London-Elgin-Middlesex Crime Stoppers



Elgin County OPP continues to support the London-Elgin-Middlesex Crime Stoppers Program. This program has been very successful in 2021, resulting in over \$177,668 in recovered assets and currency.

| Statistic                 | Jan     | Feb     | Mar       | Apr      | May   | Jun | Jul  | Aug  | Sep   | Oct     | Nov   | Dec   |
|---------------------------|---------|---------|-----------|----------|-------|-----|------|------|-------|---------|-------|-------|
| Tips Received             | 98      | 97      | 178       | 145      | 165   | 141 | 106  | 150  | 184   | 128     | 128   | 99    |
| Tip Follow-ups            | 70      | 74      | 146       | 78       | 155   | 131 | 98   | 101  | 85    | 93      | 102   | 81    |
| Arrests                   | 4       | 4       | 8         | 1        | 0     | 1   | 1    | 3    | 1     | 2       | 2     | 0     |
| Cases Cleared             | 3       | 4       | 12        | 1        | 0     | 1   | 1    | 2    | 1     | 1       | 3     | 0     |
| Charges Laid              | 15      | 6       | 13        | 3        | 0     | 0   | 0    | 4    | 13    | 5       | 3     | 0     |
| Fugitives                 | 0       | 0       | 0         | 0        | 0     | 0   | 0    | 0    | 0     | 0       | 0     | 0     |
| Administrative Discipline | 0       | 0       | 0         | 0        | 0     | 0   | 0    | 0    | 0     | 0       | 0     | 0     |
| # of Rewards Approved     | 0       | 6       | 2         | 10       | 1     | 0   | 1    | 1    | 5     | 1       | 2     | 3     |
| Rewards Approved          | \$0     | \$1,311 | \$350     | \$1,625  | \$128 | \$0 | \$53 | \$90 | \$348 | \$158   | \$244 | \$173 |
| # of Rewards Paid         | 0       | 0       | 0         | 1        | 1     | 0   | 0    | 0    | 0     | 0       | 0     | 0     |
| Rewards Paid              | \$0     | \$0     | \$0       | \$50     | \$75  | \$0 | \$0  | \$0  | \$0   | \$0     | \$0   | \$0   |
| # of Weapons Recovered    | 4       | 0       | 6         | 2        | 0     | 0   | 0    | 0    | 1     | 0       | 0     | 0     |
| # of Vehicles Recovered   | 1       | 0       | 0         | 1        | 0     | 0   | 0    | 0    | 0     | 0       | 0     | 0     |
| Property Recovered        | \$2,000 | \$0     | \$0       | \$35,000 | \$0   | \$0 | \$0  | \$0  | \$0   | \$0     | \$500 | \$0   |
| Cash Recovered            | \$0     | \$0     | \$12,553  | \$0      | \$0   | \$0 | \$0  | \$0  | \$0   | \$3,000 | \$0   | \$0   |
| Drugs Seized              | \$4,500 | \$1,200 | \$115,400 | \$0      | \$0   | \$0 | \$0  | \$0  | \$500 | \$3,015 | \$0   | \$0   |
| Total Recovered           | \$6,500 | \$1,200 | \$127,953 | \$35,000 | \$0   | \$0 | \$0  | \$0  | \$500 | \$6,015 | \$500 | \$0   |

| Statistic                 | Q1        | Q2       | Q3    | Q4      | YTD       |
|---------------------------|-----------|----------|-------|---------|-----------|
| Tips Received             | 373       | 451      | 440   | 355     | 1,619     |
| Tip Follow-ups            | 290       | 364      | 284   | 276     | 1,214     |
| Arrests                   | 16        | 2        | 5     | 4       | 27        |
| Cases Cleared             | 19        | 2        | 4     | 4       | 29        |
| Charges Laid              | 34        | 3        | 17    | 8       | 62        |
| Fugitives                 | 0         | 0        | 0     | 0       | 0         |
| Administrative Discipline | 0         | 0        | 0     | 0       | 0         |
| # of Rewards Approved     | 8         | 11       | 7     | 6       | 32        |
| Rewards Approved          | \$1,661   | \$1,753  | \$491 | \$574   | \$4,478   |
| # of Rewards Paid         | 0         | 2        | 0     | 0       | 2         |
| Rewards Paid              | \$0       | \$125    | \$0   | \$0     | \$125     |
| # of Weapons Recovered    | 10        | 2        | 1     | 0       | 13        |
| # of Vehicles Recovered   | 1         | 1        | 0     | 0       | 2         |
| Property Recovered        | \$2,000   | \$35,000 | \$0   | \$500   | \$37,500  |
| Cash Recovered            | \$12,553  | \$0      | \$0   | \$3,000 | \$15,553  |
| Drugs Seized              | \$121,100 | \$0      | \$500 | \$3,015 | \$124,615 |
| Total Recovered           | \$135,653 | \$35,000 | \$500 | \$6,515 | \$177,668 |



## Financial Reports



### Elgin Group Annual Billing Report

The average 2022 municipal policing cost per property (for municipalities billed applying the OPP Billing Model) across the province (including the cost of all contract enhancements) is \$354.80, a decrease of \$0.26. The total estimated cost recovery is up by \$5.9M or 1.4%.

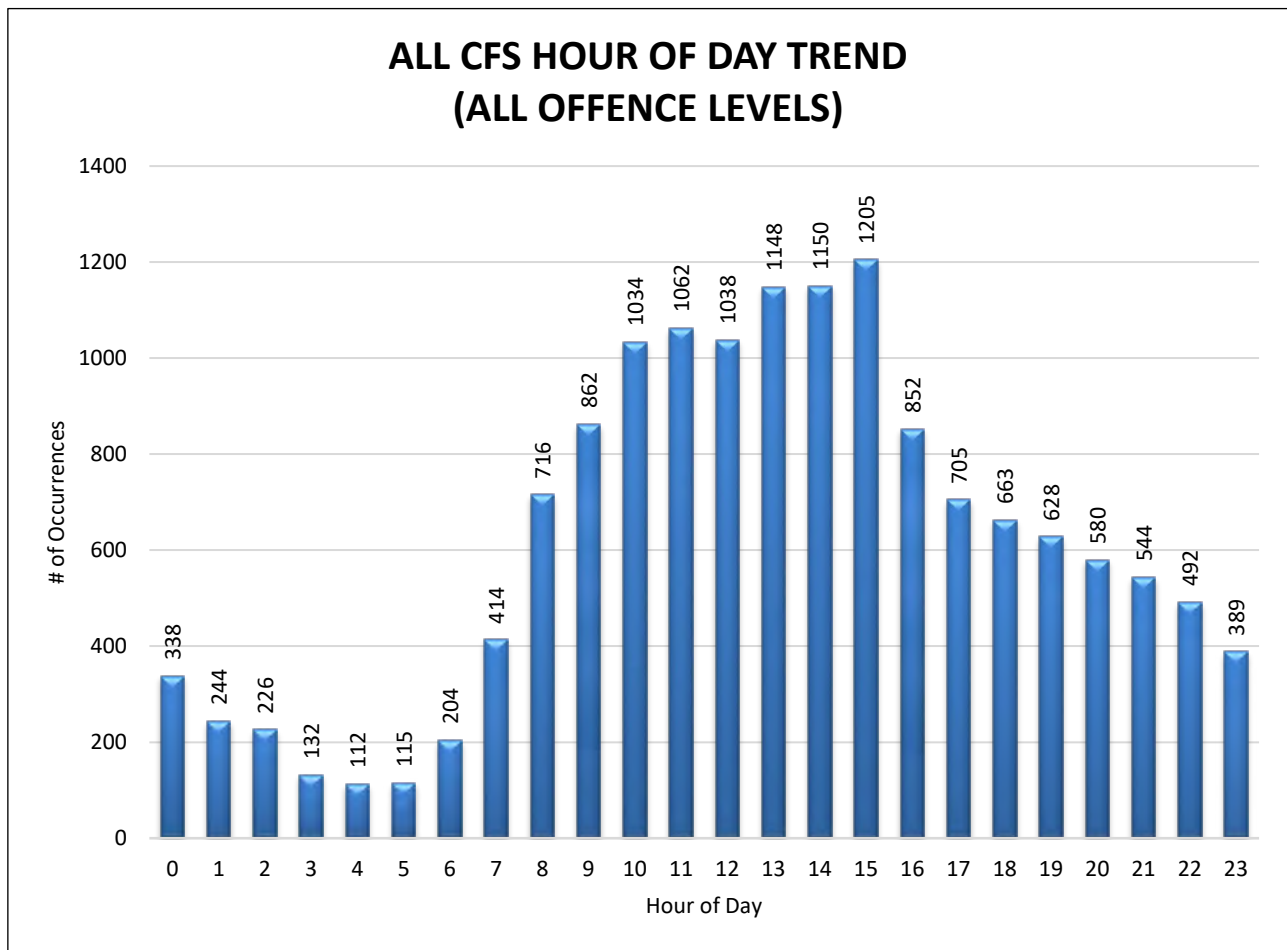
The 2022 Estimate of Base Services cost per property is a record low at \$172.07. The trend of year over year increased Calls for Service workload allocation continues. The 2022 Base Services vs. Calls for Service workload allocation split is 51.3% : 48.7% (2021 - 53.1% : 46.9%).

The total 2020 reconciled costs recovered under the billing model were slightly lower than estimated, a 0.2% reduction, while the total 2020 reconciled Base and Calls for Service costs were slightly higher than estimated, up 0.8% due to cost increases in benefits (WSIB, pensions, and termination pay). Overall, overtime cost increased slightly compared to estimated, up 0.6%. Court security and prisoner transportation costs were less than estimated by 20% and 37% respectively. Contract enhancements were 13% less than estimated.

Elgin County OPP remain committed to the efficient implementation of cost effective policing and have implemented a number of strategies to reduce the use of overtime, including the creation of overlap shifts from 2:00 pm to 2:00 am, and noon to midnight shifts to match peak time frames for calls for service. In addition, there are target staffing policies that govern when officers are called in to work on overtime.



## All Calls for Service by Hour of Day Trend



## Elgin Group Revenue Report

The chart below outlines the revenue collected on behalf of the municipality for services provided through criminal records checks completed by Elgin Detachment in 2021.

| Criminal Record Checks 2021 |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                    |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
|                             | Jan               | Feb               | Mar               | Apr               | May               | Jun               | Jul               | Aug               | Sept              | Oct               | Nov               | Dec               | Total              |
| Vulnerable Screening        | 56                | 63                | 119               | 78                | 71                | 109               | 122               | 136               | 146               | 142               | 137               | 97                | 1,276              |
| Regular                     | 19                | 18                | 29                | 35                | 22                | 43                | 16                | 19                | 19                | 35                | 16                | 14                | 285                |
| Pardon                      | 1                 | 1                 | 0                 | 1                 | 1                 | 0                 | 2                 | 2                 | 1                 | 1                 | 1                 | 1                 | 12                 |
| Local PS                    | 3                 | 3                 | 5                 | 0                 | 1                 | 0                 | 1                 | 6                 | 3                 | 2                 | 3                 | 2                 | 29                 |
| <b>TOTAL</b>                | <b>79</b>         | <b>85</b>         | <b>153</b>        | <b>114</b>        | <b>95</b>         | <b>152</b>        | <b>141</b>        | <b>163</b>        | <b>169</b>        | <b>180</b>        | <b>157</b>        | <b>114</b>        | <b>1,602</b>       |
| CRC Paid                    | 74                | 74                | 127               | 112               | 86                | 131               | 108               | 125               | 109               | 103               | 93                | 84                | 1,226              |
| Prints                      | 5                 | 4                 | 5                 | 3                 | 3                 | 4                 | 7                 | 4                 | 7                 | 7                 | 4                 | 5                 | 58                 |
| CR Revenue                  | 2833.00           | 2747.00           | 5002.00           | 4338.00           | 3635.00           | 5341.00           | 4387.00           | 5007.00           | 4518.00           | 4100.00           | 3772.00           | 3116.00           | 48796.00           |
| Print Revenue               | 132.50            | 106.00            | 132.50            | 79.50             | 79.50             | 106.00            | 185.50            | 106.00            | 185.50            | 185.50            | 106.00            | 132.50            | \$1,537.00         |
| <b>Total Revenue</b>        | <b>\$2,965.50</b> | <b>\$2,853.00</b> | <b>\$5,134.50</b> | <b>\$4,417.50</b> | <b>\$3,714.50</b> | <b>\$5,447.00</b> | <b>\$4,572.50</b> | <b>\$5,113.00</b> | <b>\$4,703.50</b> | <b>\$4,285.50</b> | <b>\$3,878.00</b> | <b>\$3,248.50</b> | <b>\$50,333.00</b> |
| Volunteer CRC/VS            | 1                 | 8                 | 20                | 2                 | 8                 | 17                | 32                | 33                | 57                | 74                | 61                | 84                | 397                |
| Volunteer Prints            | 0                 | 1                 | 3                 | 0                 | 2                 | 2                 | 2                 | 2                 | 7                 | 11                | 5                 | 5                 | 40                 |
| <b>TOTAL</b>                | <b>1</b>          | <b>9</b>          | <b>23</b>         | <b>2</b>          | <b>10</b>         | <b>19</b>         | <b>34</b>         | <b>35</b>         | <b>64</b>         | <b>85</b>         | <b>66</b>         | <b>89</b>         | <b>437</b>         |
| <b>CRC per Municipality</b> | <b>Jan</b>        | <b>Feb</b>        | <b>Mar</b>        | <b>Apr</b>        | <b>May</b>        | <b>Jun</b>        | <b>Jul</b>        | <b>Aug</b>        | <b>Sept</b>       | <b>Oct</b>        | <b>Nov</b>        | <b>Dec</b>        | <b>Total</b>       |
| Bayham                      | 0                 | 4                 | 8                 | 14                | 7                 | 15                | 7                 | 23                | 23                | 12                | 19                | 5                 | 137                |
| Central Elgin               | 20                | 41                | 62                | 37                | 39                | 63                | 51                | 44                | 54                | 77                | 60                | 51                | 599                |
| Dutton/Dunwich              | 10                | 9                 | 16                | 16                | 13                | 15                | 17                | 18                | 13                | 17                | 16                | 12                | 172                |
| Malahide                    | 17                | 15                | 25                | 21                | 13                | 14                | 30                | 25                | 36                | 26                | 17                | 22                | 261                |
| Southwold                   | 10                | 8                 | 18                | 13                | 10                | 27                | 16                | 29                | 25                | 27                | 17                | 12                | 212                |
| West Elgin                  | 12                | 5                 | 17                | 13                | 10                | 17                | 19                | 20                | 14                | 20                | 16                | 9                 | 172                |

## **R.I.D.E. Grant**

Each year, Elgin County OPP completes an application for a RIDE Grant through Mothers Against Drinking and Driving. In 2021, Elgin OPP received \$13,243 to fund police officers at RIDE checks throughout the County, with the bulk of those checks occurring during the Festive RIDE Season. We are very proud and appreciative to be partners with Mothers Against Drinking and Driving in the fight to keep impaired drivers off our roadways.



*Elgin County OPP Supports our Members and the Communities We Police*



**Port Burwell Public  
School "Build a Boat"  
Project**



**Elgin County OPP  
Supports Community  
Initiatives**





**Elgin OPP/Aylmer Police  
MCRT Partnership**

**Elgin County Detachment  
Awards/Recognition Presentations**







Elgin County OPP, 42696 John Wise Line, RR#5 St Thomas, ON. N5P 3S9 EMERGENCY CALL 911

**McINTOSH DRAIN No. 2 2022**

**Township of Southwold**



**SPRIET  
ASSOCIATES**  
ENGINEERS & ARCHITECTS

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London, Ontario  
February 25, 2022

## **McINTOSH DRAIN No. 2 2022**

### **Township of Southwold**

To the Mayor and Council of  
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the reconstruction of the McIntosh No. 2 Municipal Drain serving parts of Lots 9 and 10, Concessions 2 to 4 in the Township of Southwold. The total watershed area contains approximately 109.8 hectares.

### **AUTHORIZATION**

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by the affected landowners.

### **HISTORY**

The McIntosh Drain was originally constructed pursuant to a report submitted by J.A. Bell, C. E. dated October 27, 1917, and consisted of approximately 2,045 meters of 250mm to 350mm diameter tile and approximately 50 meters of open ditch cleanout. The drain extended mostly southerly from an outlet in a watercourse in the north half of Lot 9, Concession 2 to its head in the south limit of Lot 8, Concession 3.

A subsequent report for the drain was submitted by S.W. Archibald, P. Eng. dated November 15, 1962, to be known as McIntosh No. 2 Municipal Drains Improvement. The existing 1917 municipal drain was not improved except for 76 meters of open ditch cleanout at the outlet and thereafter was to be known as Drain 'A'.

A new Drain 'B' was constructed which twinned the existing Drain 'A' for approximately 1,143 meters of 300mm to 375mm tile and then continued to the east of the existing Drain 'A' for approximately 1,058 meters of 200mm to 375mm tile to the south limit of Lot 8, Concession 3. It then continued westerly along Fourth Line where it connects to the head of the existing Drain 'A', then continues westerly for approximately 58 meters before crossing the road and continuing for approximately 99 meters of 150mm tile to its head in Lot 10, Concession 4.

Drain 'C' was also constructed which tied into Drain 'B' on the south limit of Lot 3, Concession 10 and consisted of approximately 670 meters of 150mm to 200mm tile running southerly to its head in the north half of Lot 10, Concession 4.



**SPRIET ASSOCIATES**  
engineers & architects

## EXISTING DRAINAGE CONDITIONS

At a site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the 1962 clay tile is in poor condition
- that the 1917 concrete tile is shallow but in better condition

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the existing 1962 tile portions of the McIntosh No. 2 Drain are considerably undersized by today's standards and in poor working condition
- that the existing 1917 portion of the McIntosh No. 2 Drain are undersized and shallow by today's standards but in working condition
- that the existing tiles are too shallow to provide a proper outlet for modern practices

Preliminary design, cost estimates and assessments were prepared, and an informal public meeting was held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates.

## DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38.1mm per 24 hrs.

We would like to point out that there have been no indications of any unstable soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by the owners.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

### OPEN PORTION:

- that the existing ditch bottom at the outlet be cleaned out to provide a proper sub-surface drainage outlet





**RECOMMENDATIONS (cont'd)**

- that excavated material be levelled adjacent to the drain

**CLOSED PORTION:**

- that the existing Drain 'A' be replaced with a new 300mm to 675mm concrete tile, including related appurtenances, and that the existing tile be destroyed where noted on drawings
- that the downstream portion of the existing 1917 concrete tile on Drain 'A' work in conjunction with the 675mm concrete tile
- that the remaining existing portions of the Drain 'A' be officially abandoned as municipal drains under Section 19 of the Drainage Act. The owners may maintain the intact portions as private header tiles if they so wish
- that a new 914mm subsurface crossing be bored under Highway 401 to provide an outlet for both Drains 'A' and 'B' upstream of the highway
- that the lower portion of Drain 'B' be replaced with a new 300mm to 350mm concrete tile to be known as Drain 'B1' including related appurtenances, and that the existing tile be destroyed where noted on drawings
- that the existing Drain 'B' be redirected from its existing crossing of the highway and conveyed to the new subsurface crossing on Drain 'A'. The existing crossing shall be officially abandoned and grouted
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion
- that the upper portions of Drains 'B' (upstream of 24+08) and 'C' (upstream of 3+40) be officially abandoned from municipal status pursuant to Section 19 of the Drainage Act as noted on the plan
- that the existing Drain "B" be cross connected to Drain "A" upstream of the Highway to remove the need of a secondary crossing under the highway

Our design includes the wrapping of tile joints with geotextile to prevent the incursion of fine soil particles into the drain. If areas of poor soil are encountered at the time of construction, it may become necessary to install the tile on crushed stone bedding wrapped with geotextile or substitute plastic filter tile through such areas. The additional costs of such work would be an extra to the project. These areas are typically identified at the time of construction but may only become apparent after construction is completed. In this case, the extra costs for removal and reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.



## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas or endangered species within the affected watershed area or along the route of the drains. The proposed construction of the McIntosh No. 2 Drain includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- timing of construction is to be only at times of low or no flow
- a temporary flow check of silt fencing is to be installed for the duration of the construction at the bottom end of the ditch cleanout
- a cleanout of the ditch bottom only has been specified so that the existing bank vegetation is not disturbed. However, where the existing banks are unstable, or may become unstable, they are to be resloped and seeded as noted on the plans

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 50 lineal meters of open ditch cleanout and approximately 3,136 lineal meters of 300mm to 914mm concrete field tile, HDPE sewer pipe and steel bore pipe, including related appurtenances.

## SCHEDULES

Four schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, and Schedule 'C' - Assessment for Construction, and Schedule 'D' - Assessment for Maintenance.

**Schedule 'A' - Allowances.** In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

**Schedule 'B' - Cost Estimate.** This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$836,000.00. This estimate includes engineering and administrative costs associated with this project.

**Schedule 'C' - Assessment for Construction.** This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

**Schedule 'D' - Assessment for Maintenance.** In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of the drainage works.

Drawing No. 1 through 3, Job No. 215228 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.





## ALLOWANCES

**RIGHT-OF-WAY:** Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,750.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths. No right-of-way was previously provided for any of the existing drains being replaced or twinned.

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amounts granted are based on \$3,510.00/ha for closed drains installed with a wheel machine and \$4,787.00/ha. for open ditch work with excavated material levelled adjacent to drain. These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

## ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22 and 23 of the Act.

### SECTION 22

**Benefit** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

**Special Benefit** is assessed to lands for which some additional work or feature has been included in the construction repair or improvement of a drainage works. The costs of such work are separated and assessed independently from the regular work.

**Benefit By Cut-Off** is assessed to lands or roads which obtain relief from surface and/or sub-surface drainage onto or through their lands by the diversion of said surface and/or sub-surface drainage into another watershed.



## ASSESSMENT DEFINITIONS (cont'd)

### SECTION 23

**Outlet** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

## ASSESSMENT

A modified "Todgham Method" is typically used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entails breaking down the costs of the drain into sections along its route. Special Assessments and Special Benefit Assessments are then extracted from each section.

The remainder is then separated into Benefit and Outlet Assessments. The Benefit is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet is distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands are assessed for outlet at lower rates than cleared lands. Also, roads and residential properties are assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for special benefit, benefit and outlet as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

The cost to restore water supply for any well determined to be impacted by any construction covered under this report shall become part of this report and be pro-rated with the costs provided for in this report.

## SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Southwold being the increased cost to the drainage work for installing sewer pipe by open cut across their road allowance on Drain 'A'. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

| Size of Crossing | Cost of Work | Less Equivalent Drain Cost (Fixed) | Plus Administration Cost | Plus Interest & Net H.S.T. | Special Assessment |
|------------------|--------------|------------------------------------|--------------------------|----------------------------|--------------------|
| 375mm            | \$6,900.00   | \$600.00                           | \$1,285.00               | \$280.00                   | \$7,865.00         |





**SPECIAL ASSESSMENT (cont'd)**

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Ministry of Transportation Ontario being the increased cost to the drainage work for boring a 914mm diameter steel pipe across their road allowance on Drain 'A'. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

| Size of Crossing | Cost of Work | Plus Allowances for access (Fixed) | Less Equivalent Drain Cost (Fixed) | Plus Administration Cost | Plus Geotech. Cost | Plus Interest & Net H.S.T. | Special Assessment |
|------------------|--------------|------------------------------------|------------------------------------|--------------------------|--------------------|----------------------------|--------------------|
| 914mm pipe       | \$212,090.00 | \$1,230.00                         | \$6,150.00                         | \$43,530.00              | \$88,470.00        | \$12,900.00                | \$352,070.00       |

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the County of Elgin being the increased cost to the drainage work for boring a 762mm diameter smooth wall steel pipe across their road allowance on Drain 'A'. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

| Size of Crossing | Cost of Work | Less Equivalent Drain Cost (Fixed) | Plus Administration Cost | Plus Interest & Net H.S.T. | Special Assessment |
|------------------|--------------|------------------------------------|--------------------------|----------------------------|--------------------|
| 762mm            | \$28,800.00  | \$1,530.00                         | \$2,185.00               | \$1,090.00                 | \$30,545.00        |

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Southwold for the cost of locating and determining the elevation of their watermain on Drain 'A', being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Enbridge Inc. for the cost of locating and determining the elevation of their gasmain on Drain 'A', being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Ministry of Transportation Ontario for the cost of connecting the existing Drain 'B' to Drain 'A' upstream of Highway 401 to use a singular crossing and remove the secondary crossing under the highway being the increased cost to the drainage works due to the construction and operation of their highway. The cost of this special assessment is the increased cost to construct the drain to connect Drain 'B' to Drain 'A' upstream of the highway, the cost to upsize Drain 'A' between the new connection point and the old connection point on Drain 'A', the cost to disconnect and decommission the existing crossing. This special assessment includes any supervision and administration associated with these works. The Special Assessment has been estimated on Schedule 'C' and shall be pro-rated for construction purposes. The special assessment shall **not** apply when pro-rating future maintenance costs.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas/water/oil pipelines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.





## GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

## MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain. This includes tree roots penetrating tiles from trees planted by owners or naturally occurring. For tiles through bush areas we recommend the owner maintain the cleared space by either mowing (hay) or growing a crop over it. If no maintenance is completed over several years, we recommend the Municipality complete the mowing/clearing as part of maintenance at the discretion of the Drainage Superintendent.

After completion, Drains 'A' and 'B1' shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

After completion, Drain 'B' from Sta. 0+220 to 79+00 and Drain 'C' shall be maintained the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

After completion, Drain 'B' from Sta. 0+000 to Sta. 0+220 shall be maintained by the Township of Southwold at the expense of all upstream lands and roads with 75% to be charged to the Ministry of Transportation (401) as benefit and the remaining 25% assessed against the outlet assessments on Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

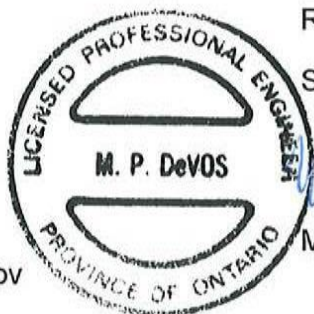
The existing portions of the drain which are not abandoned shall be maintained in accordance with the grades and dimensions set out in the plans and specifications contained in the reports by S.W. Archibald, P.Eng.

Special Assessments shall **not** be pro-rated for future maintenance purposes but shall be applied as an actual cost special if part of the maintenance.

Repairs or improvements to any road and railway sub-surface road crossing shall be the responsibility of the applicable Road and Railway Authority, entirely at their cost.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



MPD:bv

A handwritten signature in blue ink, appearing to read "M.P. DeVos".

M.P. DeVos, P. Eng. & G.A. Vereyken, P. Eng.

A handwritten signature in blue ink, appearing to read "George Vereyken".



**SPRIET ASSOCIATES**  
engineers & architects

## SCHEDULE 'A' - ALLOWANCES

## McINTOSH DRAIN No. 2 2022

## Township of Southwold

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

| CONCESSION  | LOT         | ROLL NUMBER (Owner)                   | Section 29<br>Right-of-Way | Section 30<br>Damages | TOTALS       |
|---|-------------|---------------------------------------|----------------------------|-----------------------|--------------|
| <b>DRAIN 'A' &amp; DRAIN 'B'</b>                  |             |                                       |                            |                       |              |
| <i>Geographic Southwold</i>                       |             |                                       |                            |                       |              |
| 2   | N½ 9        | 03-047 (P. & E. Stephenson)           | \$ 110.00                  | \$ 470.00             | \$ 580.00    |
| 2   | E½S½ 9      | 03-048 (J. & M. Boughner)             | 5,000.00                   | 5,190.00              | 10,190.00    |
| 3   | N½ 9        | 03-095 (Pioneer Hay Sales)            | 4,520.00                   | 5,960.00              | 10,480.00    |
| 3   | E½N½ 10     | 03-096-01 (C. Ferrara)                | 250.00                     | 310.00                | 560.00       |
| 3   | Pt.S½ 8 & 9 | 03-094 (R. & D. Fife)                 | 1,620.00                   | 1,980.00              | 3,600.00     |
| 3   | S½ 10       | 03-096 (W. & S. Kellar)               | 4,700.00                   | 5,270.00              | 9,970.00     |
| 4   | N½ 10       | 03-122 (Luyks Farms Inc.)             | 1,320.00                   | 1,380.00              | 2,700.00     |
| 4   | Pt. N½ 10   | 03-122-01 (N. Mitchell)               |                            | 100.00                | 100.00       |
| Right-of-Way                                      |             | 10-013-12 (D. Fife & Fife Farms Ltd.) | 160.00                     | 100.00                | 260.00       |
| Total Allowances                                  |             |                                       | \$ 17,520.00               | \$ 20,660.00          | \$ 38,180.00 |
| TOTAL ALLOWANCES ON THE DRAIN 'A' & DRAIN 'B'     |             |                                       |                            |                       | \$ 38,180.00 |
| <b>DRAIN 'B1'</b>                                 |             |                                       |                            |                       |              |
| <i>Geographic Southwold</i>                       |             |                                       |                            |                       |              |
| 3   | N½ 9        | 03-095 (Pioneer Hay Sales)            | \$ 2,110.00                | \$ 2,200.00           | \$ 4,310.00  |
| Total Allowances                                  |             |                                       | \$ 2,110.00                | \$ 2,200.00           | \$ 4,310.00  |
| TOTAL ALLOWANCES ON DRAIN 'B1'                    |             |                                       |                            |                       | \$ 4,310.00  |
| TOTAL ALLOWANCES ON THE McINTOSH DRAIN No. 2 2022 |             |                                       |                            |                       | \$ 42,490.00 |

## SCHEDULE 'B' - COST ESTIMATE

## McINTOSH DRAIN No. 2 2022

## Township of Southwold

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

**DRAIN 'A'**

|  |    |            |
|--|----|------------|
| 50.0 meters of open ditch bottom cleanout including leveling   | \$ | 500.00     |
| 6.0 meters of 600mm dia., H.D.P.E. plastic sewer pipe  |    |            |
| 6.0 meters of 375mm dia., H.D.P.E. plastic sewer pipe  |    |            |
| Supply (with rodent gates)   | \$ | 1,140.00   |
| Installation at tile outlet with quarry stone rip-rap around pipe<br>and around end of ditch (Approximately 4m <sup>3</sup> quarry stone req'd)  | \$ | 1,800.00   |
| Installation of the following concrete field tile and sewer pipe (with rubber gaskets)<br>including supply & installation of geotextile around tile joints (approx. 3800m req'd),<br>supply, installation and compaction of bedding materials for sewer pipe |    |            |
| 188 meters of 300mm dia. concrete tile   | \$ | 3,520.00   |
| 610 meters of 350mm dia. concrete tile   | \$ | 12,240.00  |
| 12 meters of 375mm dia. sewer pipe including granular backfill   | \$ | 600.00     |
| 78 meters of 450mm dia. concrete tile  | \$ | 1,760.00   |
| 17 meters of 450mm dia. concrete sewer pipe  | \$ | 1,500.00   |
| 729 meters of 600mm dia. concrete tile   | \$ | 17,920.00  |
| 12 meters of 600mm dia. sewer pipe including granular backfill   | \$ | 900.00     |
| 735 meters of 675mm dia. concrete tile (2000-D)  | \$ | 18,480.00  |
| 19 meters of 750mm dia. concrete sewer pipe  | \$ | 2,850.00   |
| 21 meters of 900mm dia. concrete sewer pipe  | \$ | 5,250.00   |
| Supply of the above listed tile/ sewer pipe  | \$ | 125,340.00 |
| Strip, stockpile and relevel topsoil from tile trench and adjacent working area<br>(4m wide) specified on drawings (approx. 2380m)   | \$ | 14,280.00  |
| Hauling away and disposing of excess material for 750mm tile (approx. 210 m <sup>3</sup> )   | \$ | 2,500.00   |
| 15.0 meters of 375mm sewer pipe  |    |            |
| Supply   | \$ | 900.00     |
| Installation under Fourth Line by open cut including removal and disposal<br>of existing CSP   | \$ | 6,000.00   |
| 65.0 meters of 914mm dia., 12.1mm thickness smoothwall steel pipe  |    |            |
| Supply   | \$ | 64,500.00  |
| Installation under Highway 401 by boring   | \$ | 91,000.00  |
| Grout existing 300mm pipe with cement (approx. 5.6 m <sup>3</sup> )  | \$ | 6,720.00   |
| Geotechnical Engineer - Settlement Monitoring  | \$ | 63,370.00  |
| Flush and video existing pipe (report)   | \$ | 2,920.00   |
| Supply and install one 1500mm x 1500mm and one 1500mm x 1200mm<br>standard catchbasins with benching, including birdcage grates,<br>filter cloth, crushed stone, removal and disposal of existing manholes   | \$ | 10,000.00  |
| Contingency Allowance to offset fibre optic and additional 675mm tile  | \$ | 25,000.00  |

SCHEDULE 'B' - COST ESTIMATE (Cont'd)

**McINTOSH DRAIN No. 2 2022**  
**Township of Southwold**

**DRAIN 'A'**

|  |              |
|--|--------------|
| 18.0 meters of 762mm dia., 7.9 mm thickness smoothwall steel pipe  |              |
| Supply   | \$ 9,000.00  |
| Installation under Third Line by boring  | \$ 17,000.00 |
| Video, disconnect exist. 300mm & 375mm subsurface pipe and fill with cement grout (2.8m³)  | \$ 2,800.00  |
| Supply and install one 900 x 1200mm, two 600 x 600mm standard catchbasins, one 900 x 1200mm and two 600 x 600 mm ditch inlet catchbasins and three blind inlet catchbasins including grates, leads, berms, ditching, filter cloth, crushed stone, removal and disposal of existing catchbasins | \$ 19,700.00 |
| Sta. 0+400 Cross connect new drain to existing 350mm concrete tile with 200mm tile   | \$ 1,000.00  |
| Exposing and locating existing tile drains (construction)  | \$ 3,700.00  |
| (report)   | \$ 800.00    |
| Contingency allowance to destroy existing tile or divert water from existing tile prior to construction (Approx. 2257 meters)  | \$ 7,900.00  |
| Compact trench and restore lawn (2+317 to 2+332)   | \$ 100.00    |
| Tile connections and contingencies   | \$ 7,000.00  |
| Allowances under Sections 29 & 30 of the Drainage Act  | \$ 34,470.00 |

**DRAIN 'B'**

|  |              |
|--|--------------|
| Installation of the following concrete field tile and sewer pipe (with rubber gaskets) including supply & installation of geotextile around tile joints (approx. 400m req'd), supply, installation and compaction of bedding material for sewer pipe |              |
| 247 meters of 600mm dia. concrete tile   | \$ 5,690.00  |
| 23 meters of 600mm dia. concrete sewer pipe  | \$ 1,730.00  |
| 30 meters of 450mm dia. concrete tile  | \$ 650.00    |
| 24 meters of 300mm dia. concrete sewer pipe with rodent grate  | \$ 1,800.00  |
| Supply of the above listed tile/pipe   | \$ 20,900.00 |
| Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 218m)  | \$ 1,320.00  |
| Grout existing 65m length of 375mm on Drain 'B' pipe with cement (approx. 7.8 m³)  | \$ 9,360.00  |
| Connect existing 200mm pipe to new sewer pipe including prefabricated fittings and removal and disposal of existing pipe.  | \$ 2,000.00  |
| Remove and dispose of existing M.H. and destroy tile   | \$ 850.00    |
| Destroy existing tile (Approximately 100m)   | \$ 350.00    |

SCHEDULE 'B' - COST ESTIMATE (Cont'd)

**McINTOSH DRAIN No. 2 2022**  
**Township of Southwold**

**DRAIN 'B' (cont'd)**

|   |    |          |
|---|----|----------|
| Supply and install one 600mm x 600mm standard catchbasins including 200mm lead, grate and grading | \$ | 1,900.00 |
| Sta. 0+204 Scalp and haul fill from knolls and place over tile                                    | \$ | 1,000.00 |
| Clearing & Grubbing   | \$ | 4,000.00 |
| Tile connections and contingencies  | \$ | 1,000.00 |
| Allowances under Sections 29 & 30 of the Drainage Act   | \$ | 3,710.00 |

**DRAIN ' B1 '**

|   |    |          |
|---|----|----------|
| Installation of the following concrete field tile including supply & installation of geotextile around tile joints (approx. 380m req'd) |    |          |
| 125 meters of 300mm dia. concrete tile  | \$ | 2,340.00 |
| 23 meters of 300mm dia. concrete sewer pipe   | \$ | 1,150.00 |
| 175 meters of 350mm dia. concrete tile (2000-D)   | \$ | 3,510.00 |
| Supply of the above listed tile   | \$ | 7,770.00 |
| Connect to existing manhole   | \$ | 1,000.00 |
| Supply and install one blind inlet catchbasin including lead  | \$ | 1,000.00 |
| Connect to Drain 'A' using prefabricated eccentric wye  | \$ | 930.00   |
| Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 323m)          | \$ | 1,940.00 |
| Exposing and locating existing tile drains  | \$ | 500.00   |
| Contingency allowance to destroy existing tile or divert water from existing tile prior to construction (Approx. 135 meters)            | \$ | 470.00   |
| Tile connections and contingencies  | \$ | 1,000.00 |
| Allowances under Sections 29 & 30 of the Drainage Act   | \$ | 4,310.00 |

## SCHEDULE 'B' - COST ESTIMATE (Cont'd)

**McINTOSH DRAIN No. 2 2022**  
**Township of Southwold****ADMINISTRATION**

|  |                             |
|--|-----------------------------|
| Conservation Authority Review Fee              | \$ 300.00                   |
| Interest and Net Harmonized Sales Tax          | \$ 27,280.00                |
| Survey, Plan and Final Report                  | \$ 84,966.00                |
| Geotechnical Report (Highway 401 Crossing)     | \$ 12,100.00                |
| Geotechnical Supervision during installation   | \$ 13,000.00                |
| Expenses                                       | \$ 3,214.00                 |
| Supervision, Final Inspection and MTO as-built | \$ <u>28,500.00</u>         |
| <b>TOTAL ESTIMATED COST</b>                    | <b>\$ <u>836,000.00</u></b> |

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## McINTOSH DRAIN No. 2 2022

## Township of Southwold

Job No. 215228

February 25, 2022

\* = Non-agricultural

| CON.  | LOT         | HECTARES<br>AFFECTED | ROLL No. (OWNER)                      | BENEFIT       | OUTLET        | TOTAL         |
|---|-------------|----------------------|---------------------------------------|---------------|---------------|---------------|
| <b>DRAIN 'A' &amp; DRAIN 'B'</b>  |             |                      |                                       |               |               |               |
| <i>Geographic Southwold</i>   |             |                      |                                       |               |               |               |
| 2   | N½ 9        | 0.4                  | 03-047 (P. & E. Stephenson)           | \$ 2,185.00   | \$ 7.00       | \$ 2,192.00   |
| 2   | E½S½ 9      | 10.1                 | 03-048 (J. & M. Boughner)             | 43,200.00     | 3,245.00      | 46,445.00     |
| * 2   | Pt. 9       | 0.2                  | 03-049 (A. Davies & K. Haggith)       |               | 78.00         | 78.00         |
| 2   | Pt. 9 & 10  | 2.2                  | 03-050 (P., P., M. & W. Luyks)        |               | 424.00        | 424.00        |
| 3   | N½ 9        | 23.7                 | 03-095 (Pioneer Hay Sales)            | 38,480.00     | 15,921.00     | 54,401.00     |
| 3   | E½N½ 10     | 0.5                  | 03-096-01 (C. Ferrara)                | 2,030.00      | 512.00        | 2,542.00      |
| 3   | Pt.S½ 8 & 9 | 15.2                 | 03-094 (R. & D. Fife)                 | 3,340.00      | 20,732.00     | 24,072.00     |
| * 3   | Pt. 9       | 3.2                  | 03-094-02 (J. Campbell & M. Mels)     |               | 3,461.00      | 3,461.00      |
| 3   | S½ 10       | 21.4                 | 03-096 (W. & S. Kellar)               | 33,990.00     | 38,475.00     | 72,465.00     |
| 4   | W¼ 9        | 4.0                  | 03-121-01 (C. & C. Silcox)            |               | 2,270.00      | 2,270.00      |
| 4   | N½ 10       | 23.9                 | 03-122 (Luyks Farms Inc.)             | 11,120.00     | 49,587.00     | 60,707.00     |
| * 4   | Pt. N½ 10   | 0.9                  | 03-122-01 (N. Mitchell)               | 400.00        | 1,935.00      | 2,335.00      |
| Right-of-Way  |             | 1.9                  | 10-013-12 (D. Fife & Fife Farms Ltd.) | 2,535.00      | 5,565.00      | 8,100.00      |
| TOTAL ASSESSMENT ON LANDS   |             |                      |                                       | \$ 137,280.00 | \$ 142,212.00 | \$ 279,492.00 |
| Third Line  |             |                      |                                       | \$ 4,625.00   | \$ 750.00     | \$ 5,375.00   |
| Fourth Line   |             |                      |                                       | 3,540.00      | 5,765.00      | 9,305.00      |
| Highway 401   |             |                      |                                       | 11,488.00     | 20,096.00     | 31,584.00     |
| Lot 9&10 Allowance  |             |                      |                                       | 1,500.00      | 1,534.00      | 3,034.00      |
| TOTAL ASSESSMENT ON ROADS   |             |                      |                                       | \$ 21,153.00  | \$ 28,145.00  | \$ 49,298.00  |
| <b>SPECIAL ASSESSMENT</b> against Elgin County  |             |                      |                                       |               |               |               |
| for the increased cost of boring a 762mm (30") smooth wall pipe under Third Line  |             |                      |                                       |               |               | \$ 30,545.00  |
| <b>SPECIAL ASSESSMENT</b> against Ministry of Transportation Ontario  |             |                      |                                       |               |               |               |
| for the increased cost of boring a 914mm (36") smooth wall pipe under Highway 401   |             |                      |                                       |               |               | \$ 352,070.00 |
| <b>SPECIAL ASSESSMENT</b> against Ministry of Transportation Ontario  |             |                      |                                       |               |               |               |
| for the increased cost of installing a pipe parallel to Highway 401 as Drain 'B' connection and upsizing Drain 'A' to accomodate the increased flow including appurtenances |             |                      |                                       |               |               | \$ 82,900.00  |
| <b>SPECIAL ASSESSMENT</b> against the Township of Southwold   |             |                      |                                       |               |               |               |
| for the increased cost of 375mm sewer pipe installed by open cut under Fourth Line  |             |                      |                                       |               |               | \$ 7,865.00   |
| <b>SPECIAL ASSESSMENT</b> against the Township of Southwold   |             |                      |                                       |               |               |               |
| for the increased cost to locate and expose the watermain at Third and Fourth Line  |             |                      |                                       |               |               | \$ 895.00     |
| <b>SPECIAL ASSESSMENT</b> against Union Gas for the increased   |             |                      |                                       |               |               |               |
| cost to locate and expose their gasmain at Third Line   |             |                      |                                       |               |               | \$ 445.00     |
| TOTAL ASSESSMENT ON DRAIN 'A' & DRAIN 'B'   |             |                      |                                       |               |               | \$ 803,510.00 |







# SCHEDULE OF NET ASSESSMENT

## McINTOSH DRAIN No. 2 2022

### Township of Southwold

(FOR INFORMATION PURPOSES ONLY)

Job No. 215228

February 25, 2022

\* = Non-agricultural

| ROLL NUMBER<br>(OWNER)                | TOTAL<br>ASSESSMENT  | GRANT               | ALLOWANCES          | APPROX.<br>NET       |
|---------------------------------------|----------------------|---------------------|---------------------|----------------------|
| <i>Geographic Southwold</i>           |                      |                     |                     |                      |
| 03-047 (P. & E. Stephenson)           | \$ 2,192.00          | \$ 731.00           | \$ 580.00           | \$ 881.00            |
| 03-048 (J. & M. Boughner)             | 46,445.00            | 15,482.00           | 10,190.00           | 20,773.00            |
| * 03-049 (A. Davies & K. Haggith)     | 78.00                |                     |                     | 78.00                |
| 03-050 (P., P., M. & W. Luyks)        | 424.00               | 141.00              |                     | 283.00               |
| 03-095 (Pioneer Hay Sales)            | 74,317.00            | 24,772.00           | 14,790.00           | 34,755.00            |
| 03-096-01 (C. Ferrara)                | 2,542.00             | 847.00              | 560.00              | 1,135.00             |
| 03-094 (R. & D. Fife)                 | 24,072.00            | 8,024.00            | 3,600.00            | 12,448.00            |
| * 03-094-02 (J. Campbell & M. Mels)   | 3,461.00             |                     |                     | 3,461.00             |
| 03-096 (W. & S. Kellar)               | 72,465.00            | 24,155.00           | 9,970.00            | 38,340.00            |
| 03-121-01 (C. & C. Silcox)            | 2,270.00             | 757.00              |                     | 1,513.00             |
| 03-122 (Luyks Farms Inc.)             | 60,707.00            | 20,236.00           | 2,700.00            | 37,771.00            |
| * 03-122-01 (N. Mitchell)             | 2,335.00             |                     | 100.00              | 2,235.00             |
| 10-013-12 (D. Fife & Fife Farms Ltd.) | 8,100.00             | 2,700.00            |                     | 5,400.00             |
| * Third Line                          | \$ 5,375.00          | \$                  | \$                  | \$ 5,375.00          |
| Special Assessment                    | 30,545.00            |                     |                     | 30,545.00            |
| * Fourth Line                         | 9,305.00             |                     |                     | 9,305.00             |
| Special Assessment                    | 7,865.00             |                     |                     | 7,865.00             |
| * Highway 401                         | 44,158.00            |                     |                     | 44,158.00            |
| Special Assessment                    | 352,070.00           |                     |                     | 352,070.00           |
| Special Assessment                    | 82,900.00            |                     |                     | 82,900.00            |
| * Lot 9&10 Allowance                  | 3,034.00             |                     |                     | 3,034.00             |
| * Township of Southwold - Watermain   |                      |                     |                     |                      |
| Special Assessment                    | 895.00               |                     |                     | 895.00               |
| * Union Gas                           |                      |                     |                     |                      |
| Special Assessment                    | 445.00               |                     |                     | 445.00               |
| <b>TOTALS</b>                         | <b>\$ 836,000.00</b> | <b>\$ 97,845.00</b> | <b>\$ 42,490.00</b> | <b>\$ 695,665.00</b> |

# **SPECIFICATIONS FOR CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS**

## **G E N E R A L   I N D E X**

|                            |              |                  |
|----------------------------|--------------|------------------|
| SECTION A                  | General Work | Pages 1 to 6     |
| SECTION B                  | Open Drain   | Pages 7 to 9     |
| SECTION C                  | Tile Drain   | Pages 10 to 15   |
| STANDARD DETAILED DRAWINGS |              | SDD-01 to SDD-05 |





## SECTION A - GENERAL WORK

### I N D E X

| <u>SECTION NUMBER</u>                          | <u>PAGE NO.</u> |
|--|-----------------|
| A.1 COMMENCEMENT AND COMPLETION OF WORK.....   | 1               |
| A.2 WORKING AREA AND ACCESS.....               | 1               |
| A.3 ROAD CROSSINGS.....                        | 1               |
| A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL..... | 3               |
| A.5 FENCES.....                                | 3               |
| A.6 LIVESTOCK.....                             | 4               |
| A.7 STANDING CROPS.....                        | 4               |
| A.8 RAILWAYS, HIGHWAYS, UTILITIES.....         | 4               |
| A.9 LOCATION OF UTILITIES.....                 | 4               |
| A.10 IRON BARS.....                            | 4               |
| A.11 STAKES.....                               | 4               |
| A.12 RIP-RAP.....                              | 5               |
| A.13 GABION BASKETS.....                       | 5               |
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## **SECTION A**

### **GENERAL WORK**

#### **A.1 COMMENCEMENT AND COMPLETION OF WORK**

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

As noted on the drawn, the contractor must first arrange for a preconstruction meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling, access and other pertinent details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours' notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

#### **A.2 WORKING AREA AND ACCESS**

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization, he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

#### **A.3 ROAD CROSSINGS**

##### **.1 General**

- .1 Scope: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 Road Occupancy Permit: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 Road Closure Request and Construction Notification: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 Traffic Control: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.



A.3 **ROAD CROSSINGS** (cont'd)

- .5 **Site Meeting/Inspection:** A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 **Weather:** No construction shall take place during inclement weather or periods of poor visibility.
- .7 **Equipment:** No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 **Jacking and Boring**

- .1 **Material:** The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 **Site Preparation and Excavation:** Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 **Installation:** The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 **Backfill:** Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 **Restoration:** The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 **Acceptance:** All work undertaken by the Contractor shall be to the satisfaction of the Engineer.





### A.3 **ROAD CROSSINGS** (cont'd)

#### .3 **Open Cut**

- .1 **Material**: The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 **Site Preparation and Excavation**: Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 **Installation**: The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 **Unstable Soil or Rock**: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 **Tile Connections**: Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 **Backfill**: Backfill from the top of the cover material up to the underside of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

The excavated material from the trench beyond a point 2.5 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

### A.4 **SURPLUS EXCAVATED MATERIAL AND GRAVEL**

Excess excavated material from open cut installation through roads, railways, laneways and lawn/grass areas, shall be removed and disposed of off-site by the Contractor as part of their lump sum installation price. If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

### A.5 **FENCES**

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

**A.6 LIVESTOCK**

The Contractor shall provide each property owner with 48 hours' notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

**A.7 STANDING CROPS**

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

**A.8 RAILWAYS, HIGHWAYS, UTILITIES**

A minimum of forty-eight (48) hours' notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours' notice is required.

**A.9 UTILITIES**

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The Contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

**A.10 IRON BARS**

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

**A.11 STAKES**

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.



#### A.12 **RIP-RAP**

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone**: shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 to 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete**: may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock**: shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

#### A.13 **GABION BASKETS**

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

#### A.14 **RESTORATION OF LAWNS**

- .1 **General**: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil**: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
  - Seeding and sodding - minimum depth of 100mm
  - Gardens - minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to Contractor's operations, imported topsoil from acceptable sources shall be imported at the Contractor's expense to provide the specified depths. Topsoil shall be uniformly spread, graded, and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized, and any roots or foreign matter shall be raked up and removed as directed.

#### .3 **Sodding**

- .1 **Materials**: Nursery sod to be supplied by the Contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer**: Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m<sup>2</sup> of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod**: Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

On slopes steeper than 3 to 1, and in unstable areas, the Engineer may direct the Contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the Contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

**A.14 RESTORATION OF LAWNS (cont'd)**

- .4 **Seeding:** Seed to be supplied by the Contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the supplier's original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .5 **Settlement:** The Contractor shall be responsible during the one-year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the Contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

**A.15 RESTORATION OF ROADS AND LANEWAYS**

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
  - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.





## SECTION B - OPEN DRAIN

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**SECTION B**  
**OPEN DRAIN**

**B.1 PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

**B.2 ALIGNMENT**

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

**B.3 CLEARING AND GRUBBING**

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the side slope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

**B.4 EXCAVATION**

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

**B.5 EXCAVATED MATERIAL**

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.





**B.5 EXCAVATED MATERIAL (cont'd)**

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoil bank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50 to 1 unless instructed otherwise. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground; the edge of the spoil bank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

**B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS**

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

**B.7 PIPE CULVERTS**

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

**B.8 MOVING DRAINS OFF ROADS**

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

**B.9 TRIBUTARY OUTLETS**

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.



## B.10 **SEDIMENT BASINS AND TRAPS**

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

## B.11 **SEEDING**

- .1 **Delivery:** The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding:** Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

|                               |  |
|-------------------------------|--|
| Primary Seed (85 kg/ha.):     | 50% Creeping Red Fescue<br>40% Perennial Ryegrass<br>5% White Clover |
| Nurse Crop                    | Italian (Annual) Ryegrass at 25% of Total Weight                     |
| Fertilizer (300 kg/ha.)       | 8-32-16  |
| Hydraulic Mulch (2000 kg/ha.) | Type "B"   |
| Water (52,700 litres/ha.)     |  |

Seeding shall not be completed after September 30.

- .3 **Hand Seeding:** Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.







## SECTION C - TILE DRAIN

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## **SECTION C**

### **TILE DRAIN**

#### **C.1 PIPE MATERIALS**

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified, all metal pipe shall be corrugated, riveted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
  - i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
  - ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.

Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No.1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets, but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection.
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

#### **C.2 TESTING**

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tiles tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

#### **C.3 LINE**

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed, and all broken tile shall be disposed of offsite.





### C.3 **LINE** (cont'd)

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15-meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

### C.4 **CLEARING AND GRUBBING**

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

### C.5 **PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

### C.6 **GRADE**

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

### C.7 **EXCAVATION**

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.





## C.7 **EXCAVATION** (cont'd)

- .2 **Scalping**: Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator**: Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation.
- Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
- a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
  - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
  - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch**: Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

## C.8 **INSTALLATION**

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Mirafi 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

## C.9 **ROAD AND LANEWAY SUB-SURFACE CROSSINGS**

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or Superintendent.





#### **C.10 BACKFILLING**

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

#### **C.11 UNSTABLE SOIL**

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

#### **C.12 ROCKS**

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fence line, or such other convenient location as approved by the Landowners(s).

#### **C.13 BROKEN, DAMAGED TILE OR EXCESS TILE**

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

#### **C.14 TRIBUTARY DRAINS**

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a prefabricated adaptor. All other connections shall be made with prefabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.





#### C.14 **TRIBUTARY DRAINS** (cont'd)

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

#### C.15 **OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

#### C.16 **CATCHBASINS AND JUNCTION BOXES**

- .1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

- .2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
- .3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.
- .4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.



**C.17 BLIND INLETS**

Where specified, blind inlets shall be installed along the course of the drain in accordance with details on the drawings.

**C.18 GRASSED WATERWAY**

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
- 25% Koket Chewings Fescue
- 30% Rebel Tall Fescue
- 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

**C.19 BACKFILLING EXISTING DITCHES**

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

**C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM**

Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

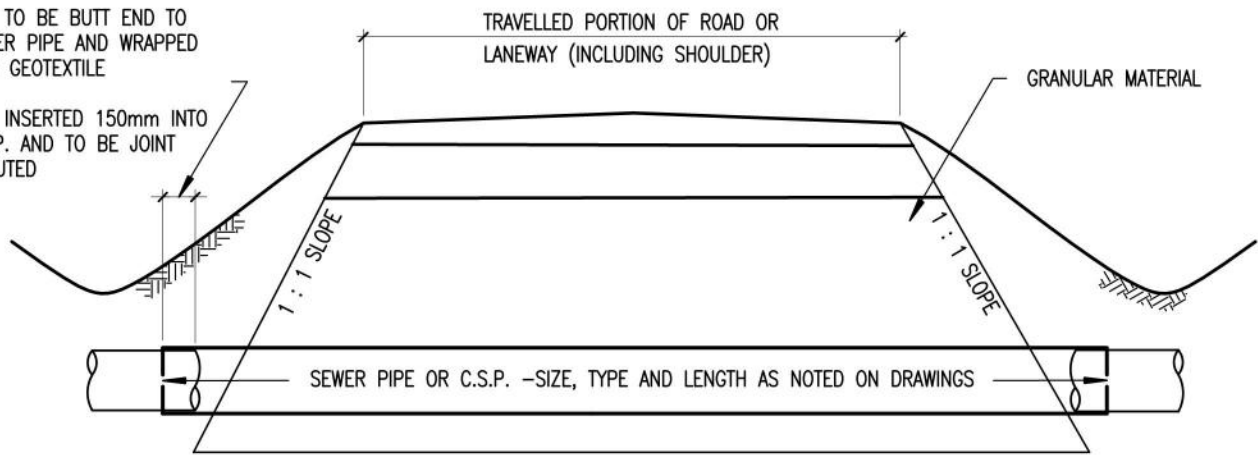
The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.







2. TILE INSERTED 150mm INTO C.S.P. AND TO BE JOINT GROUTED



GRANULAR "A" COMPACTED TO 100% STANDARD PROCTOR DRY DENSITY (ROADS AND DRIVEWAYS ONLY)

GRANULAR "B" COMPACTED TO 100% STANDARD PROCTOR DRY DENSITY (ROADS AND DRIVEWAYS ONLY)

BACKFILL MATERIAL UNDER ROADWAYS AND DRIVEWAYS SHALL BE GRANULAR "B" COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY. OTHERWISE BACKFILL MATERIAL SHALL BE ON-SITE NATIVE MATERIAL COMPACTED TO 95% STANDARD PROCTOR DRY DENSITY

FOR RESTORATION OF ASPHALT, PAVING STONE, CONCRETE AND GRASS (SEE SPECIFICATIONS AND DRAWINGS)

TYPE 1 & 2 SOIL

TYPE 3 & 4 SOIL

BEDDING AND COVER MATERIAL TO BE GRANULAR "A" COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY EXCEPT POOR SOILS CONDITIONS

ALL BEDDING AND BACKFILL MATERIAL TO BE PLACED IN 150mm LIFTS SIMULTANEOUSLY ON BOTH SIDES AND MECHANICALLY COMPACTED TO SPECIFIED STANDARD PROCTOR DRY DENSITY

150mm

300mm

450mm MIN. OVERLAP

O.D.

1

1

VARIES

300mm

1200mm MAX

300mm

300mm MIN.

W

W = O.D. + 600mm FOR O.D. ≤ 900mm

W = O.D. + 750mm FOR O.D. > 900mm

**CROSS SECTION**

### CROSS SECTION

TYPICAL INSTALLATION DETAIL FOR SEWER PIPE  
UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS

Revised: JULY 2018

ELEVATION &amp; SECTION

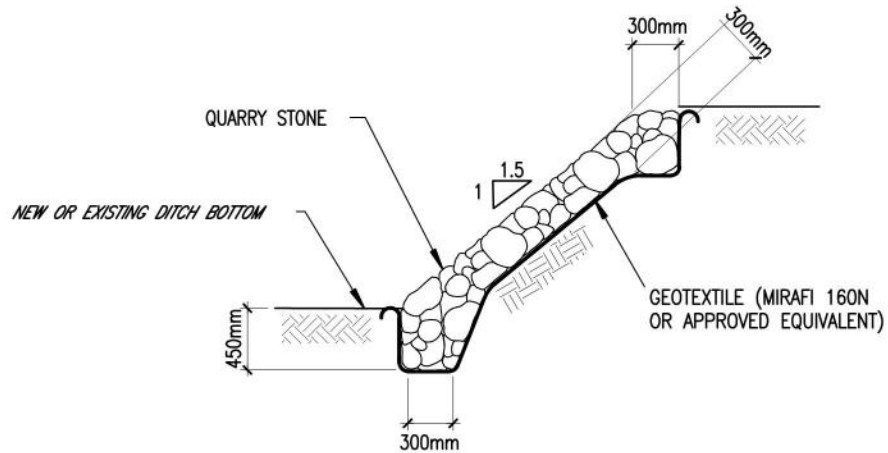
**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

STANDARD  
DETAILED  
DRAWING  
No. **02**

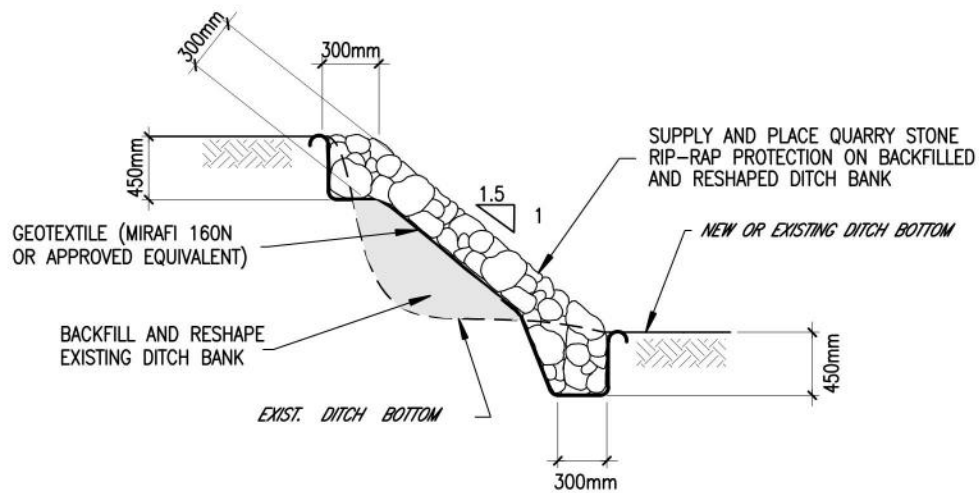
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**TYPICAL DITCH BANK RIP-RAP**



**TYPICAL DITCH BANK RIP-RAP  
WITH BACKFILLING OF WASHOUT**

**TYPICAL DITCH BANK RIP-RAP DETAILS**

Scale: N.T.S.

Approved by:

Date: July 2000

Drawn by: jk

M.P.D.

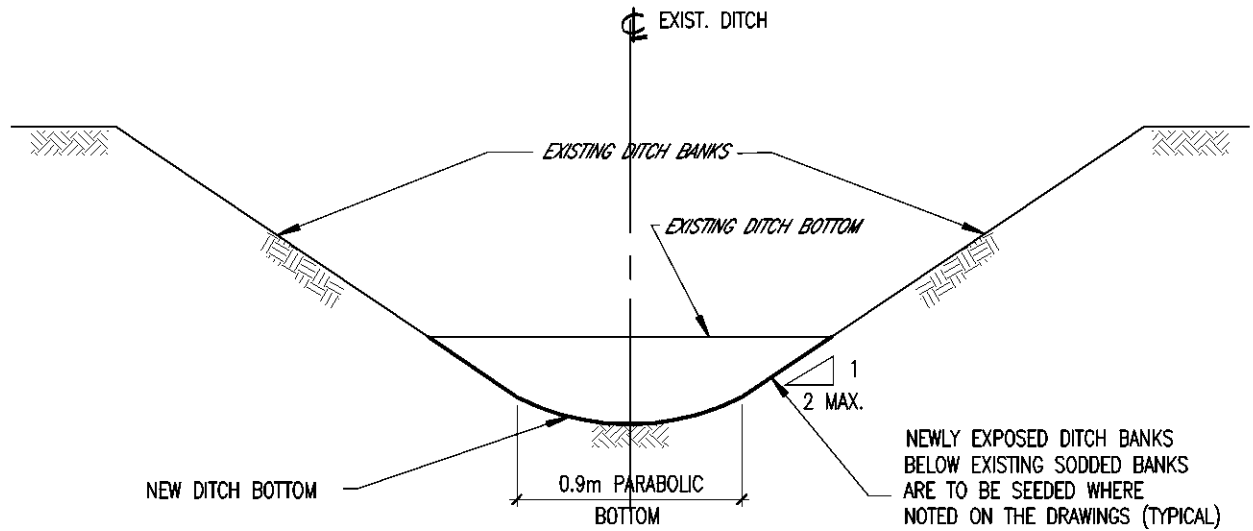
Revised: November 2000

**SECTIONS**

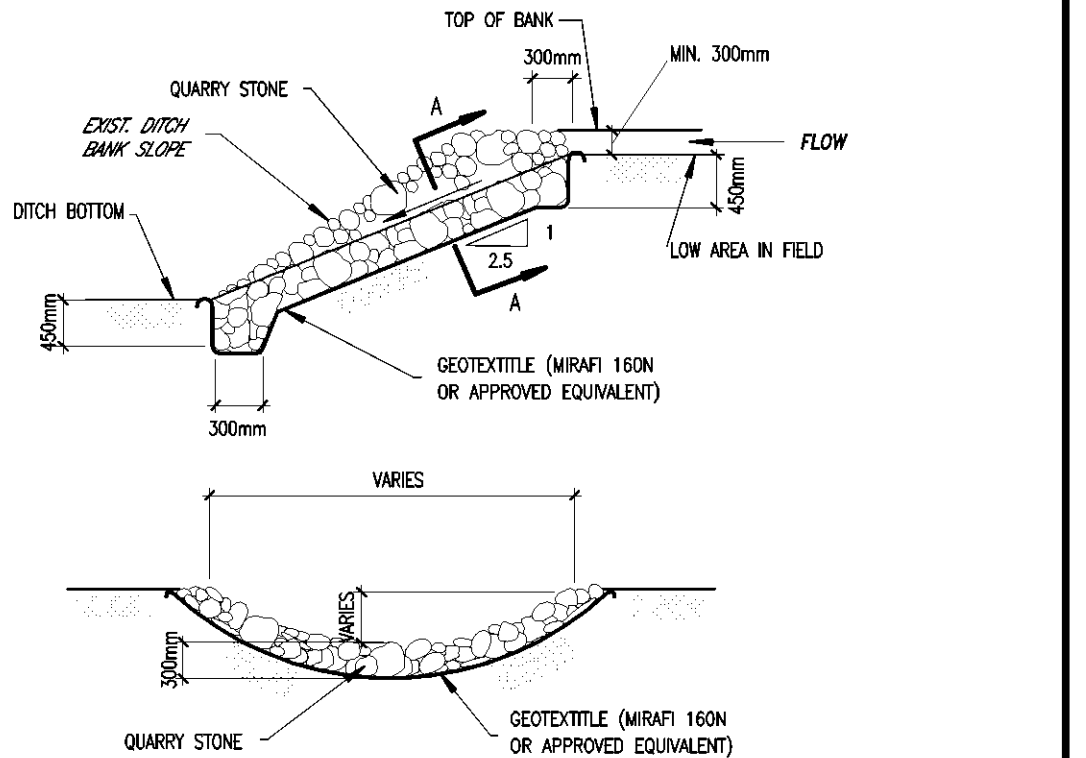


**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

STANDARD  
DETAILED  
DRAWING  
No. **04**



### TYPICAL DITCH BOTTOM CLEANOUT



### SECTION A-A

### TYPICAL ROCK CHUTE

#### TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION

Scale: N.T.S.

Approved by:

Date: November 2000

Drawn by: jk

M.P.D.

Revised:

#### SECTIONS



**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

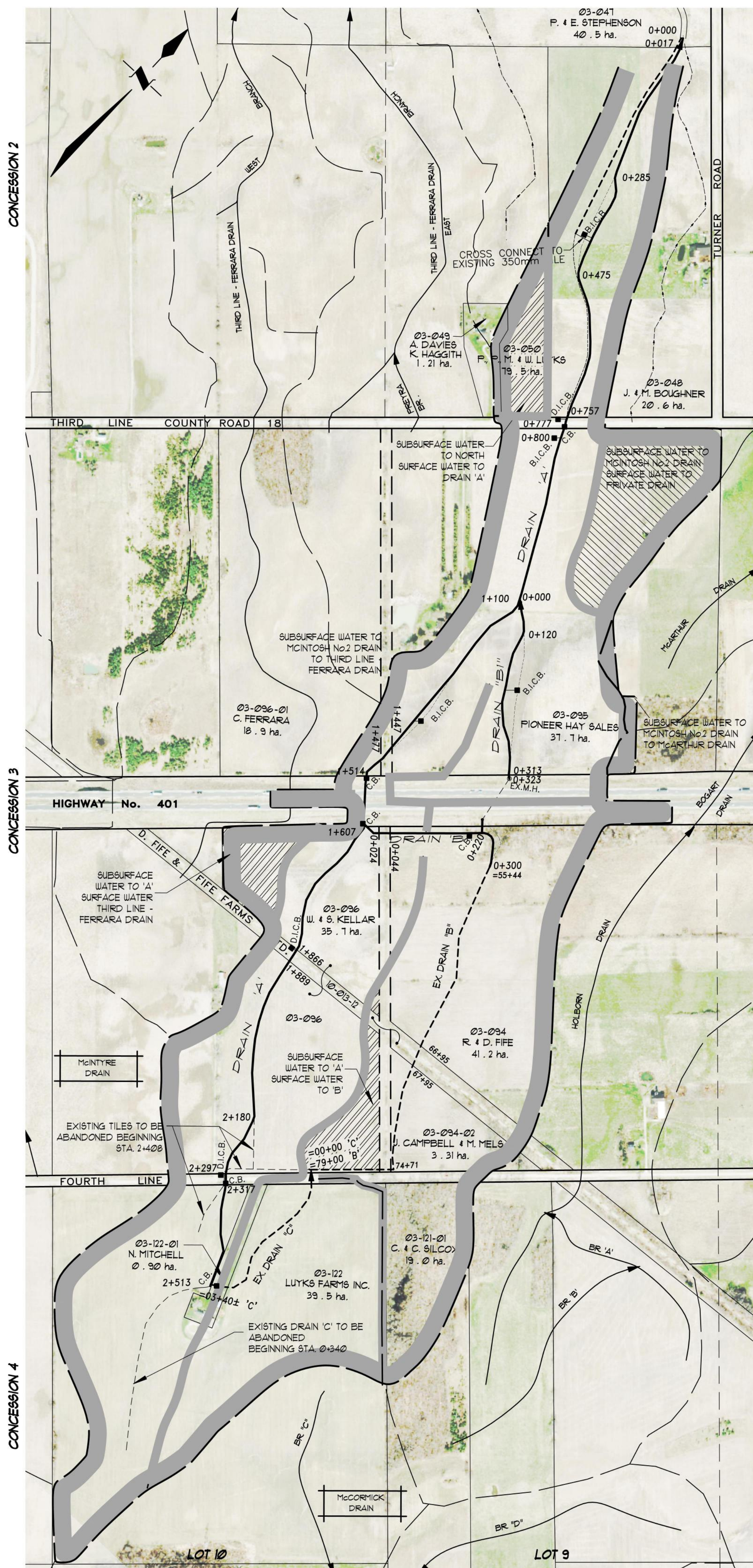
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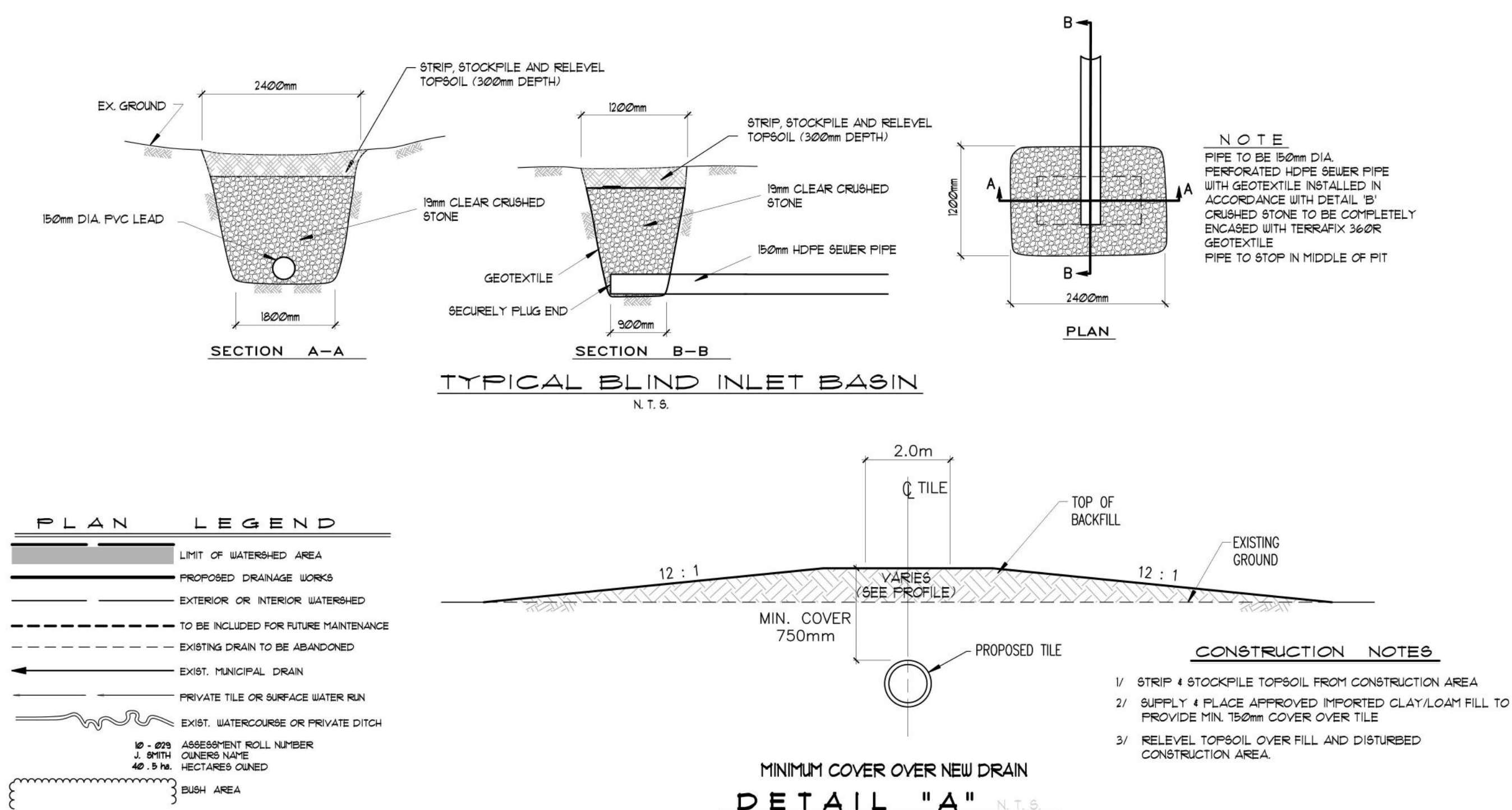
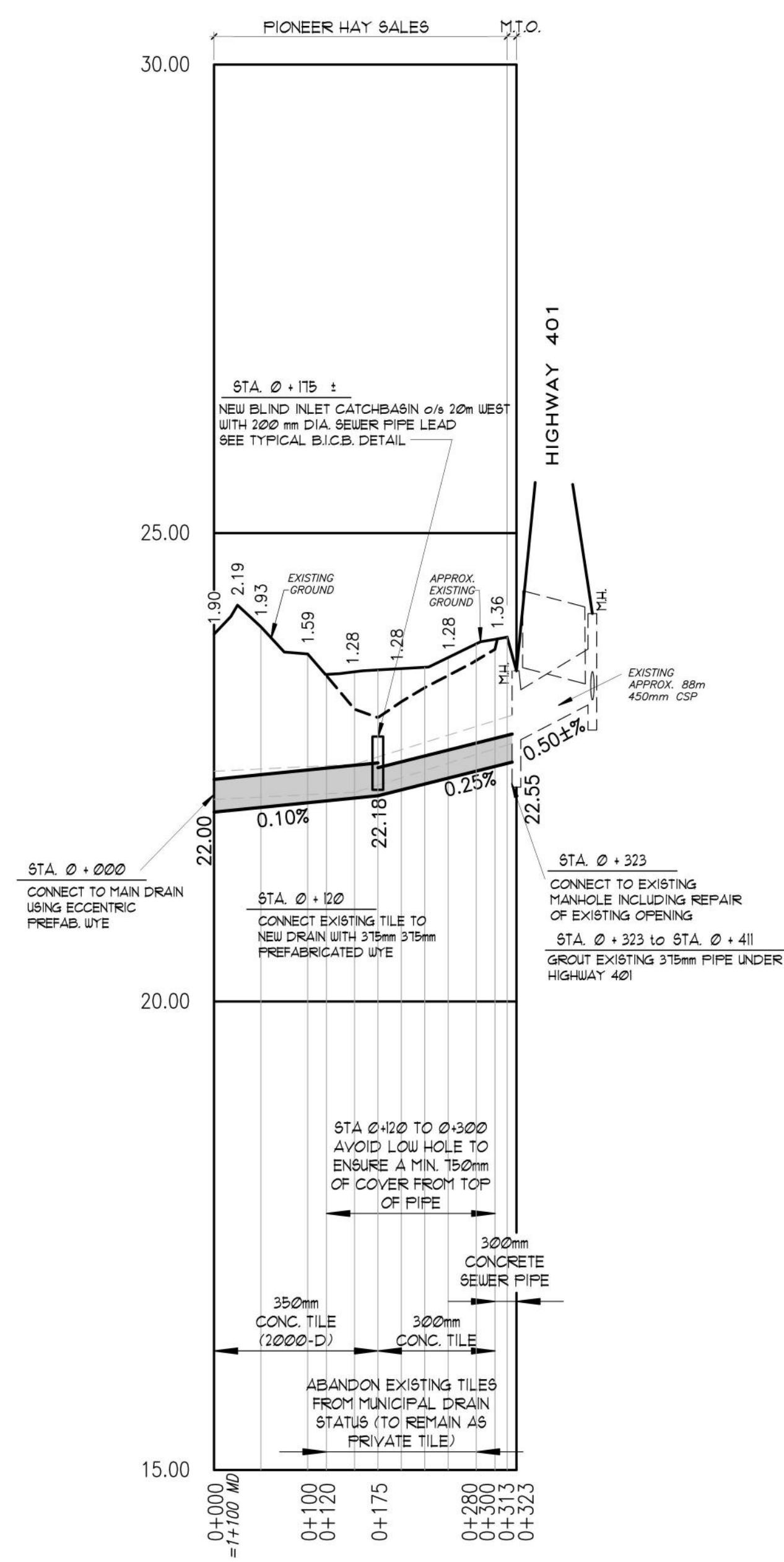
CONCESSION 2

CONCESSION 3

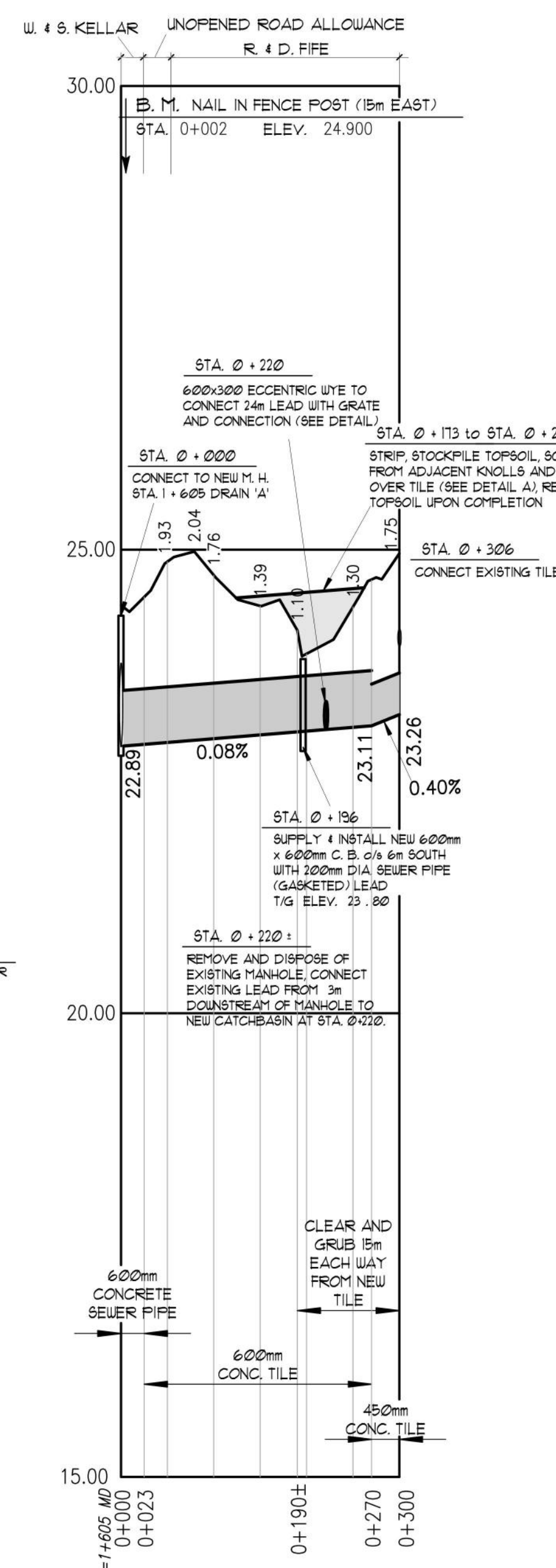
CONCESSION 4



PLAN SCALE 1:5,000

MINIMUM COVER OVER NEW DRAIN  
DETAIL "A"

DRAIN 'B' PROFILE

SCALE: HOR 1:5,000  
VERT. 1:50

DRAIN 'B' PROFILE

SCALE: HOR 1:5,000  
VERT. 1:50

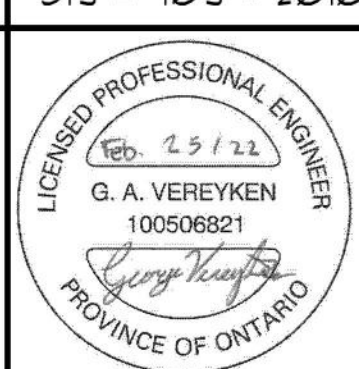
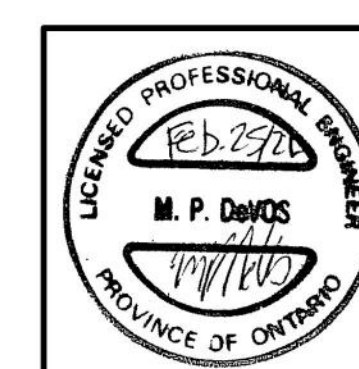
## GENERAL NOTES

- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- 2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:  
CLOSED PORTIONS - 20 meters  
CLOSED PORTIONS THROUGH LAWN - 8 meters  
THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE 10 meters EXCEPTED THROUGH LAWN AREAS WHICH SHALL BE 8 meters.
- 3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- 4/ a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.  
b) CONTRACTOR TO NOTIFY ALL UTILITIES 12 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.  
c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR EXCEPT IF ROAD RESTORATION IS REQUIRED.
- 5/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH 'SECTION A.12' IN THE SPECIFICATIONS.
- 6/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- 7/ ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO 'SECTION C.1' IN THE SPECIFICATIONS. CONCRETE TILE SHALL BE HEAVY DUTY, 1000 D OR 2400 D AS SPECIFIED ON PROFILE.
- 8/ ALL CATCHBASINS SHALL BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH 'SECTION C.16' IN THE SPECIFICATIONS EXCEPT AS FOLLOWS:  
a) ALL CATCH-BASIN LEADS TO BE CONNECTED TO NEW TILE DRAIN WITH PRE-FABRICATED 'U' YPE
- 9/ NEW TILE DRAINS TO BE LOCATED AS FOLLOWS:  
a) STA. 0+000 to STA. 0+285 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING CLAY TILE DRAIN WHERE POSSIBLE. EXIST. CLAY TILE TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
b) STA. 0+285 to STA. 0+415 - NEW TILE TO BE INSTALLED IN HIGHER GROUND TO EAST OF EXISTING TILE. EXISTING CLAY TO BE ABANDONED FROM THE MUNICIPAL DRAIN STATUS AND DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
c) STA. 0+415 to STA. 0+751 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING CLAY TILE DRAIN WHERE POSSIBLE. BOTH TILES TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
d) STA. 0+751 to STA. 1+100 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING EAST TILE DRAIN WHERE POSSIBLE. EXIST. TILES TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
e) STA. 1+100 to STA. 1+513 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING TILE DRAIN WHERE POSSIBLE. EXIST. TILE TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
f) STA. 1+513 to STA. 2+180 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING TILE DRAIN WHERE POSSIBLE. EXIST. TILE TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
g) STA. 2+180 to STA. 2+291 - EXACT LOCATION OF NEW TILE DRAIN TO BE DETERMINED AT THE TIME OF CONSTRUCTION. EXISTING CLAY TO BE ABANDONED FROM THE MUNICIPAL DRAIN STATUS AND DESTROYED.  
h) STA. 2+291 to STA. 2+393 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING TILE DRAIN WHERE POSSIBLE. EXIST. TILE TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
i) STA. 2+393 to STA. 2+513 - EXACT LOCATION OF NEW TILE DRAIN TO BE DETERMINED AT THE TIME OF CONSTRUCTION.  
j) STA. 0+000 to STA. 0+120 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING TILE DRAIN WHERE POSSIBLE. EXIST. CLAY TILE TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
k) STA. 0+120 to STA. 0+313 - NEW TILE TO BE INSTALLED IN HIGHER GROUND TO WEST OF EXISTING TILE. EXISTING TILE TO BE ABANDONED FROM MUNICIPAL DRAIN STATUS AND DESTROYED.  
l) STA. 0+313 to STA. 0+323 - NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING TILE DRAIN WHERE POSSIBLE. EXIST. TILE TO BE DESTROYED AND EXPOSED TILE SHALL BE DISPOSED OF OFF-SITE.  
m) STA. 0+000 to STA. 0+306 - EXACT LOCATION OF NEW TILE DRAIN TO BE DETERMINED AT THE TIME OF CONSTRUCTION.
- 10/ a) INSTALLATION OF TILE AND TRENCH WIDTHS SHALL BE IN ACCORDANCE WITH 'SECTION C - TILE DRAIN' IN THE SPECIFICATIONS.  
b) ALL CONCRETE TILE AND TILE-PIPE JOINTS TO BE WRAPPED WITH GEOTEXTILE IN ACCORDANCE WITH 'SECTION C.8' IN THE SPECIFICATIONS.  
c) NO CONSTRUCTION EQUIPMENT OR FARM MACHINERY SHALL CROSS OVER THE MOUNDED BACKFILLED TILE TRENCHES UNTIL SUFFICIENT SETTLEMENT HAS OCCURRED.  
d) STRIP AND STOCKPILE TOPSOIL FROM CONSTRUCTION AREA (4 metre width EXCEPT LANEWAYS & ROADS). EXCESS SPOIL TO BE LEVELLED AND TOPSOIL RELEVELLED OVER SPOIL, MOUNDED TRENCH AND REMAINING CONSTRUCTION AREA.
- 11/ LAWN AREAS TO BE RESTORED WITH GRASS SEED IN ACCORDANCE WITH 'SECTIONS A.31 SUBSECTIONS 1,2 & 4' IN THE SPECIFICATION WITH THE FOLLOWING APPLICATION RATES:  
PRIMARY SEED (100 kg/ha)  
NURSE CROP (40 kg/ha)  
FERTILIZER (200 kg/ha)  
(APPROX. 120 sq. m. TO BE SEEDDED)  
55% CREEPING RED FESCUE  
21% KENTUCKY BLUE GRASS  
5% PERENNIAL RYEGRASS  
3% WHITE CLOVER  
ITALIAN (ANNUAL) RYEGRASS  
8 - 32 - 16
- 12/ a) IF IT BECOMES IMPRACTICAL TO INSTALL THE NEW TILE IN THE EXISTING TILE LOCATION DUE TO EXISTING TILE ALIGNMENT AND/OR TOO MUCH WATER FLOWING THROUGH THE TILE, THEN THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER AND/OR THE DRAINAGE SUPERINTENDENT.  
b) IF SO ORDERED BY THE ENGINEER AND/OR DRAINAGE SUPERINTENDENT THEN THE CONTRACTOR SHALL INSTALL THE NEW TILE IMMEDIATELY ADJACENT TO THE EXISTING TILE. AFTER CONSTRUCTION IS COMPLETED THE EXISTING TILE SHALL BE DESTROYED WITH A RUBBER TIRE BACKDOE. TILE CONNECTIONS INTO THE EXISTING TILE SHALL BE CONNECTED TO THE NEW TILE.
- 13/ a) THE CONTRACTOR SHALL ENSURE THAT ALL TRIBUTARY DRAINS ARE CONNECTED DURING TIME OF CONSTRUCTION. ANY MISSED TILE CONNECTIONS THAT ARE FOUND DURING THE WARRANTY PERIOD OF THE CONTRACT SHALL BE COMPLETED BY THE CONTRACTOR AND SHALL BE PAID THE AMOUNT SET OUT ON PAGE 2 OF THE 'FORM OF TENDER'. NO ADDITIONAL PAYMENT FOR MOBILIZATION WILL BE ALLOWED. THE CONTRACTOR IS NOT RESPONSIBLE FOR COMPLETING MISSED TILE CONNECTIONS THAT ARE FOUND AFTER THE WARRANTY PERIOD FOR THE CONTRACT HAS EXPIRED.  
b) THE CONTRACTOR SHALL SUPPLY THE ENGINEER WITH A LIST SHOWING STATIONS OF ALL TILE CONNECTIONS UPON COMPLETION OF CONSTRUCTION.
- 14/ SILT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0+000 DURING CONSTRUCTION TO PREVENT SILT FROM FLUSHING DOWNSTREAM. SILT FENCE AND SILT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.

## McINTOSH DRAIN No. 2 2022

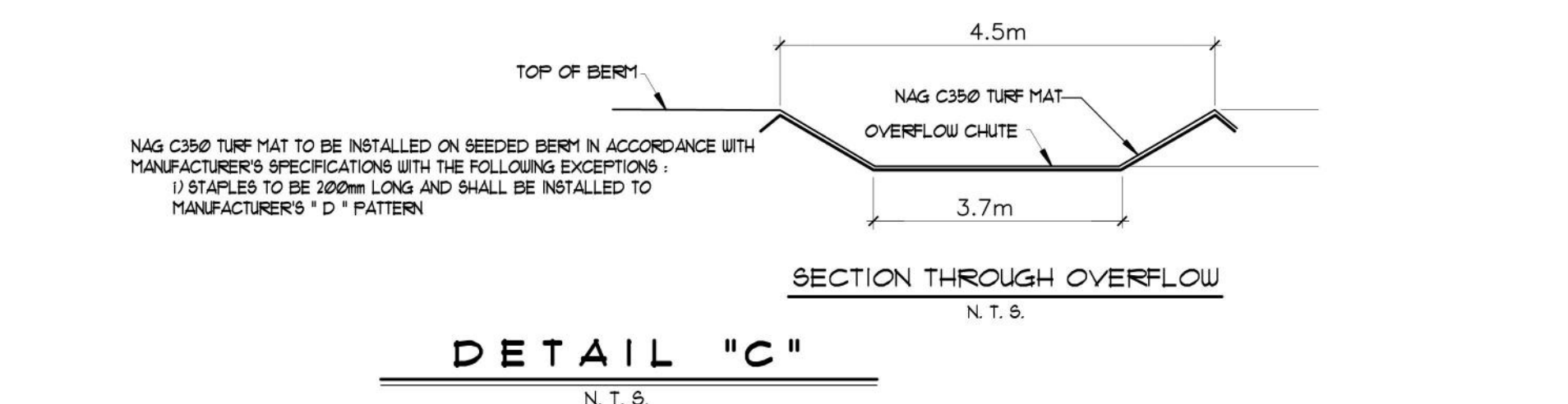
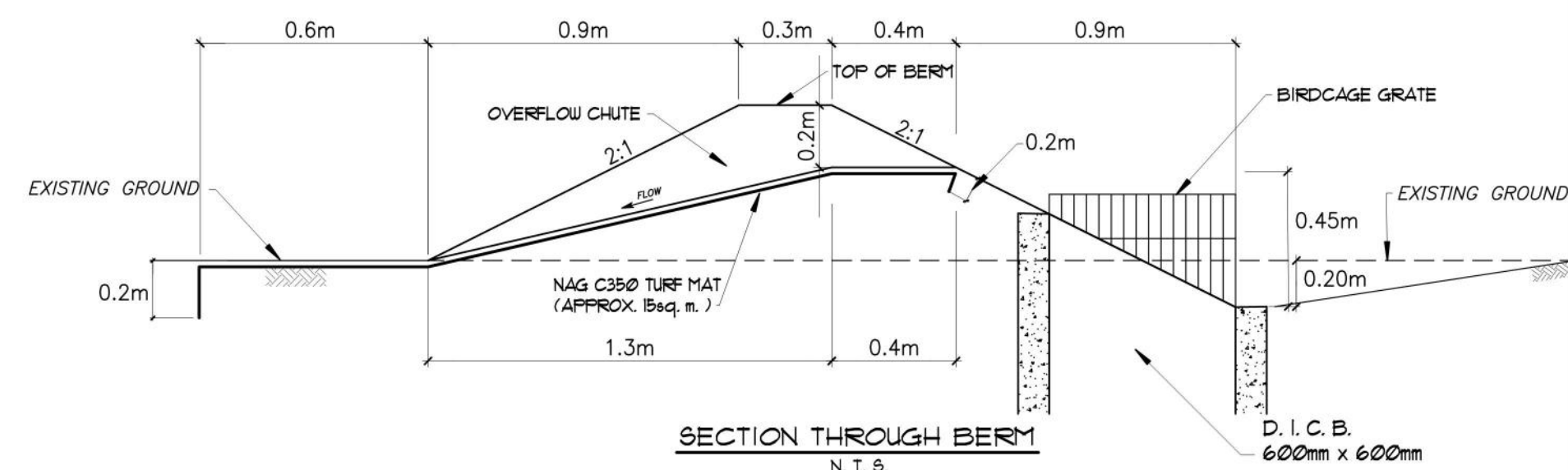
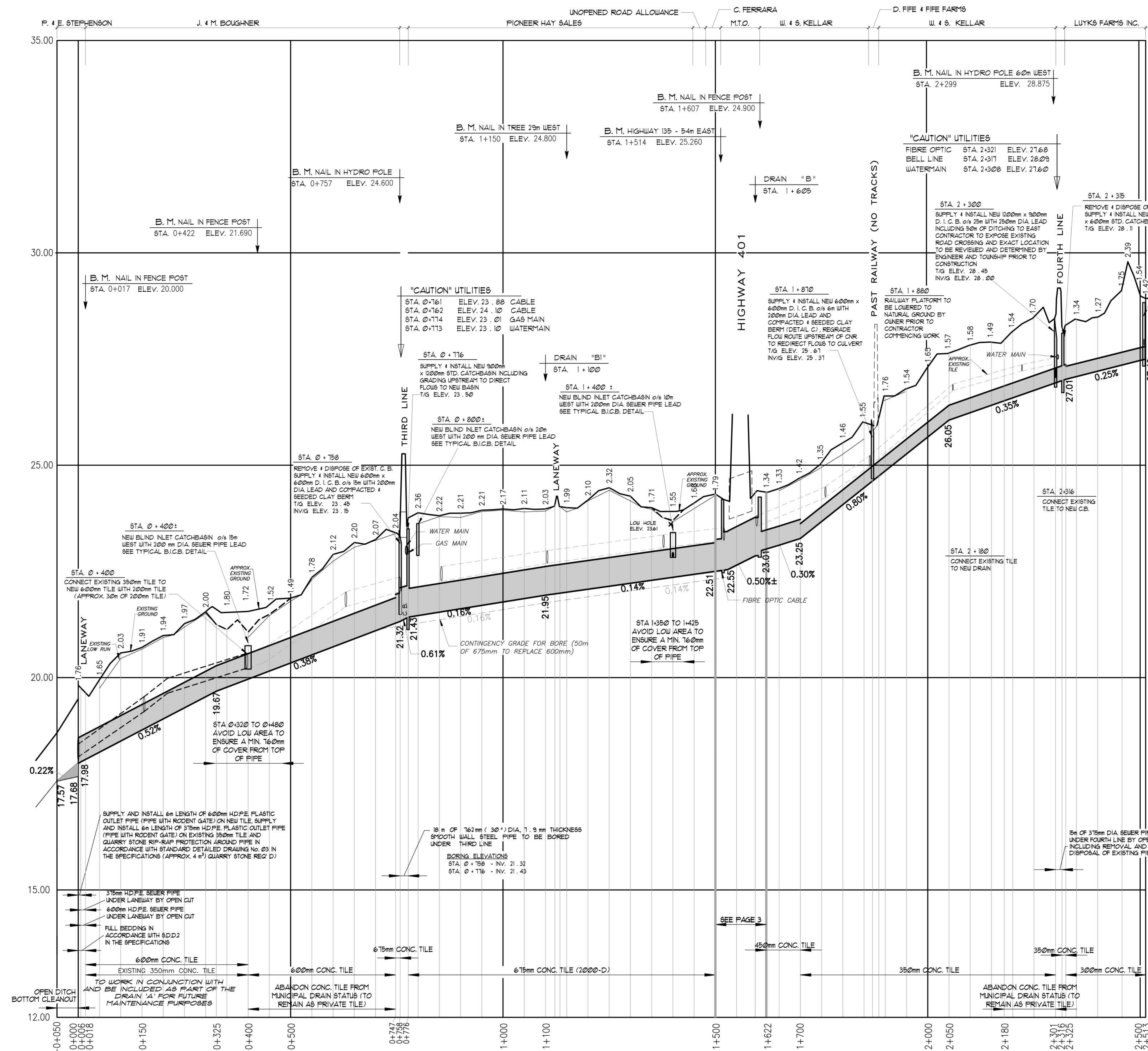


|                          |     |           |      |
|--------------------------|-----|-----------|------|
| Drainage Superintendent: | No. | REVISIONS | DATE |
| BRENT CLUTTERBUCK        |     |           |      |
| 519 - 769 - 2010         |     |           |      |



|   |            |         |             |
|---|------------|---------|-------------|
| Drawn By: A.V. GAY                                | Field Book | JOB No. | Drawing No. |
| Date: FEB. 25, 2022                               | D - 249    | 215228  | 1 of 3      |
| PLAN & PROFILE                                    |            |         |             |
| SPRIET ASSOCIATES LIMITED                         |            |         |             |
| CONSULTING ENGINEERS                              |            |         |             |
| 155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8 |            |         |             |



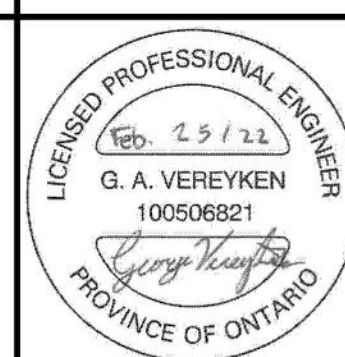
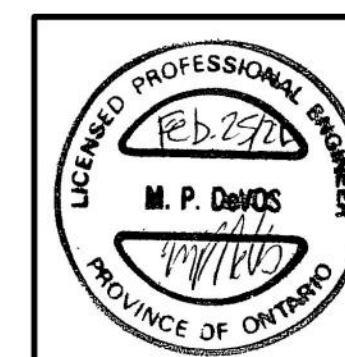


**DETAIL "C"**  
N.T.S.

# **McINTOSH DRAIN No. 2 2022**



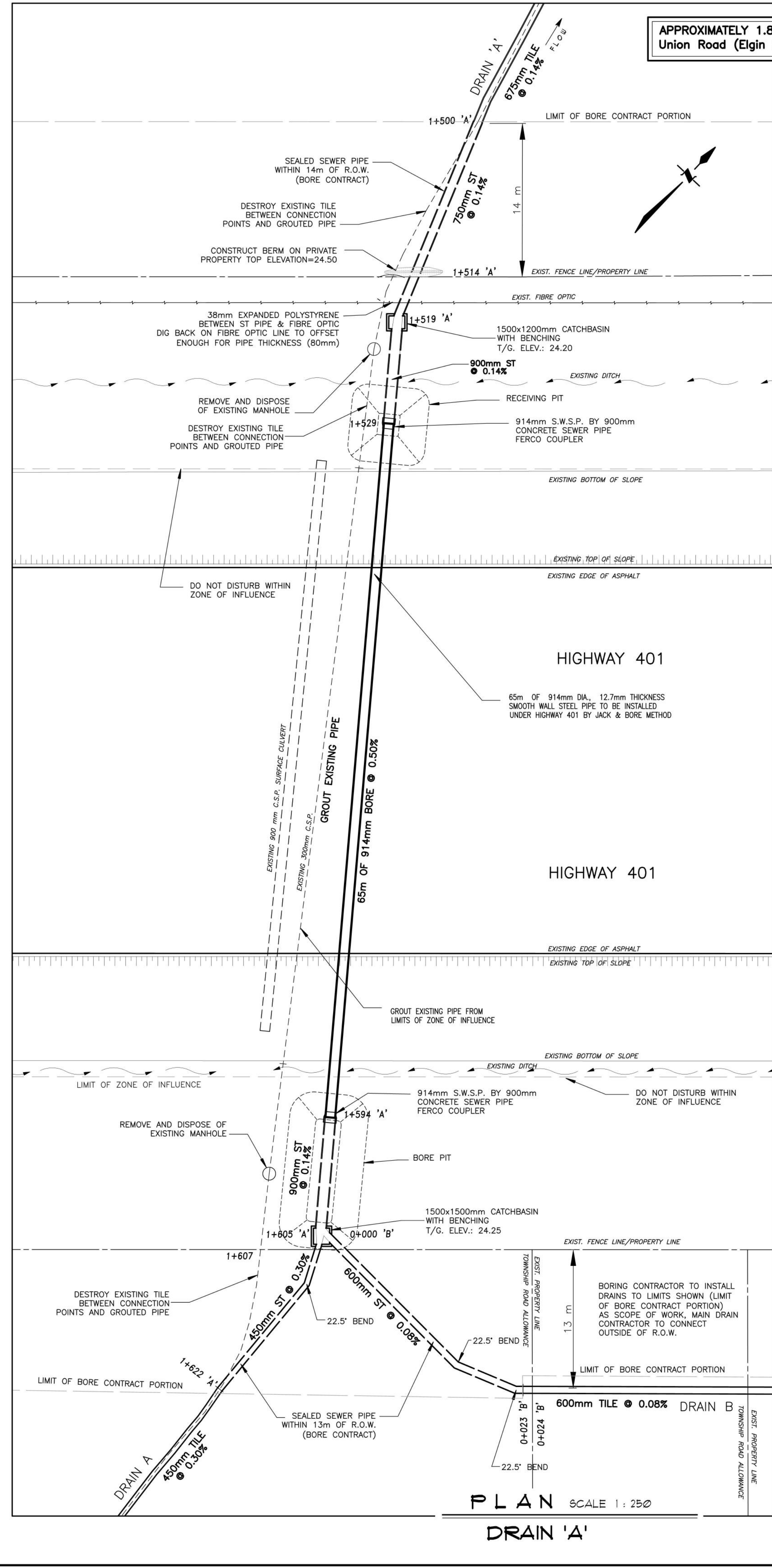
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| Drainage Superintendent:<br><b>BRENT CLUTTERBUCK</b><br>519 - 769 - 2010 | No. | REVISIONS | DATE |
|  |     |           |      |



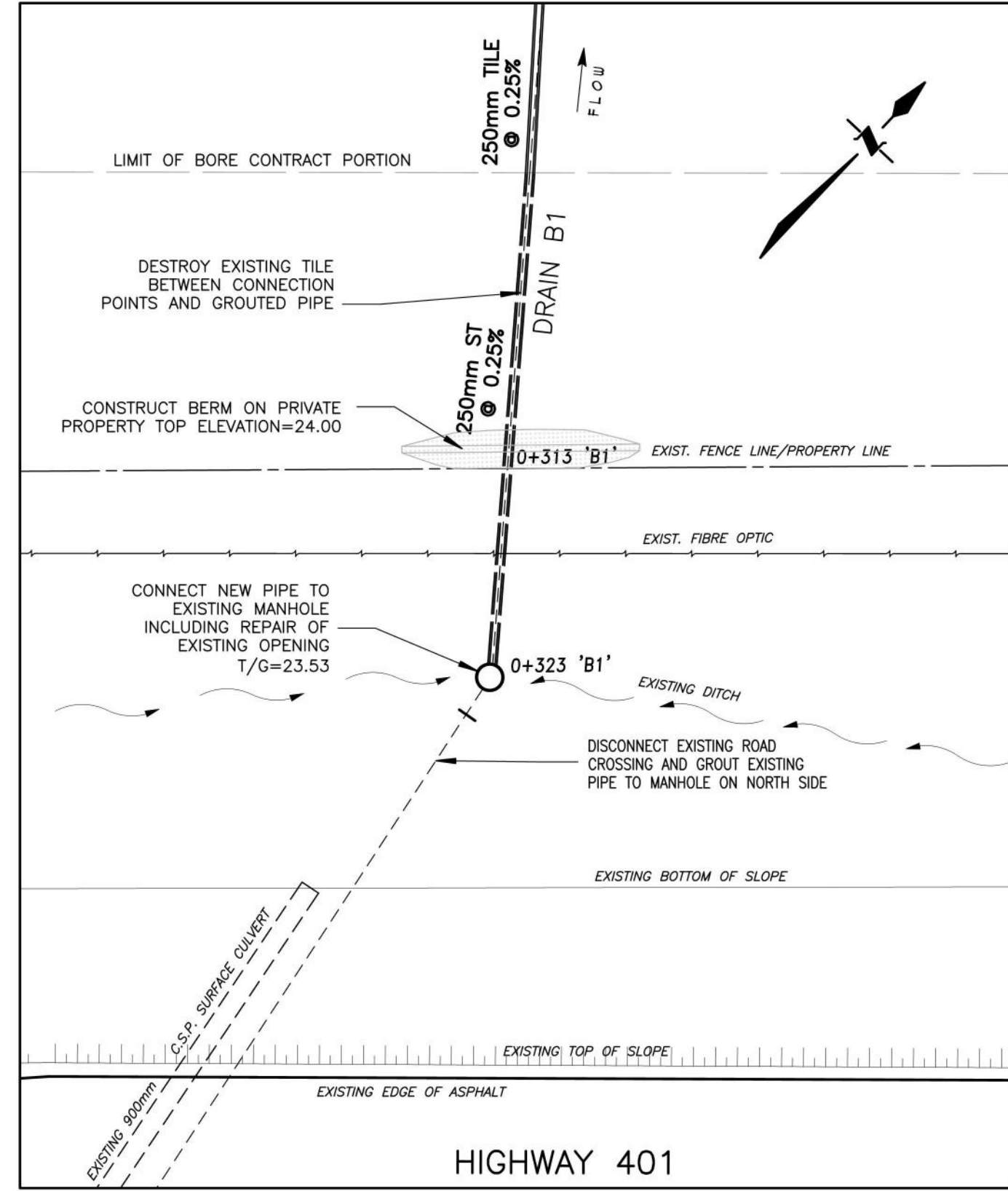
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| Drawn By: <b>AV, GAV</b><br>Date: <b>FEB. 25, 2022</b>   | Field Book<br><b>D - 249</b> | JOB No.<br><b>215228</b> | Drawing No.<br><b>2 of 3</b> |
| <b>PLAN &amp; PROFILE</b>  |                              |                          |                              |
| <b>SPRIET ASSOCIATES</b><br>LONDON CONSULTING ENGINEERS<br>155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8 |                              |                          |                              |



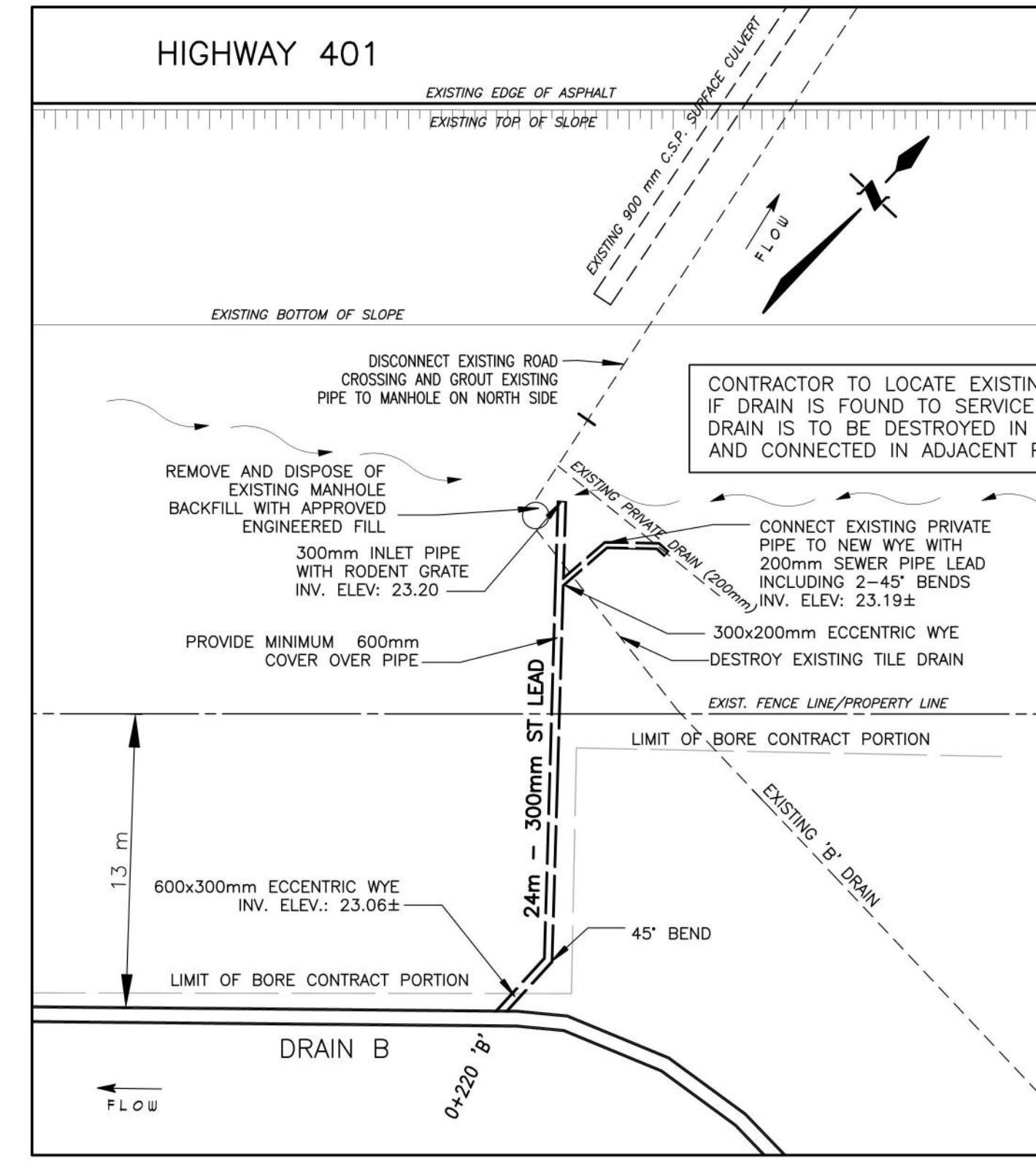
APPROXIMATELY 1.8km west of  
Union Road (Elgin County Road 20)



PLAN SCALE 1 : 250  
DRAIN 'A'



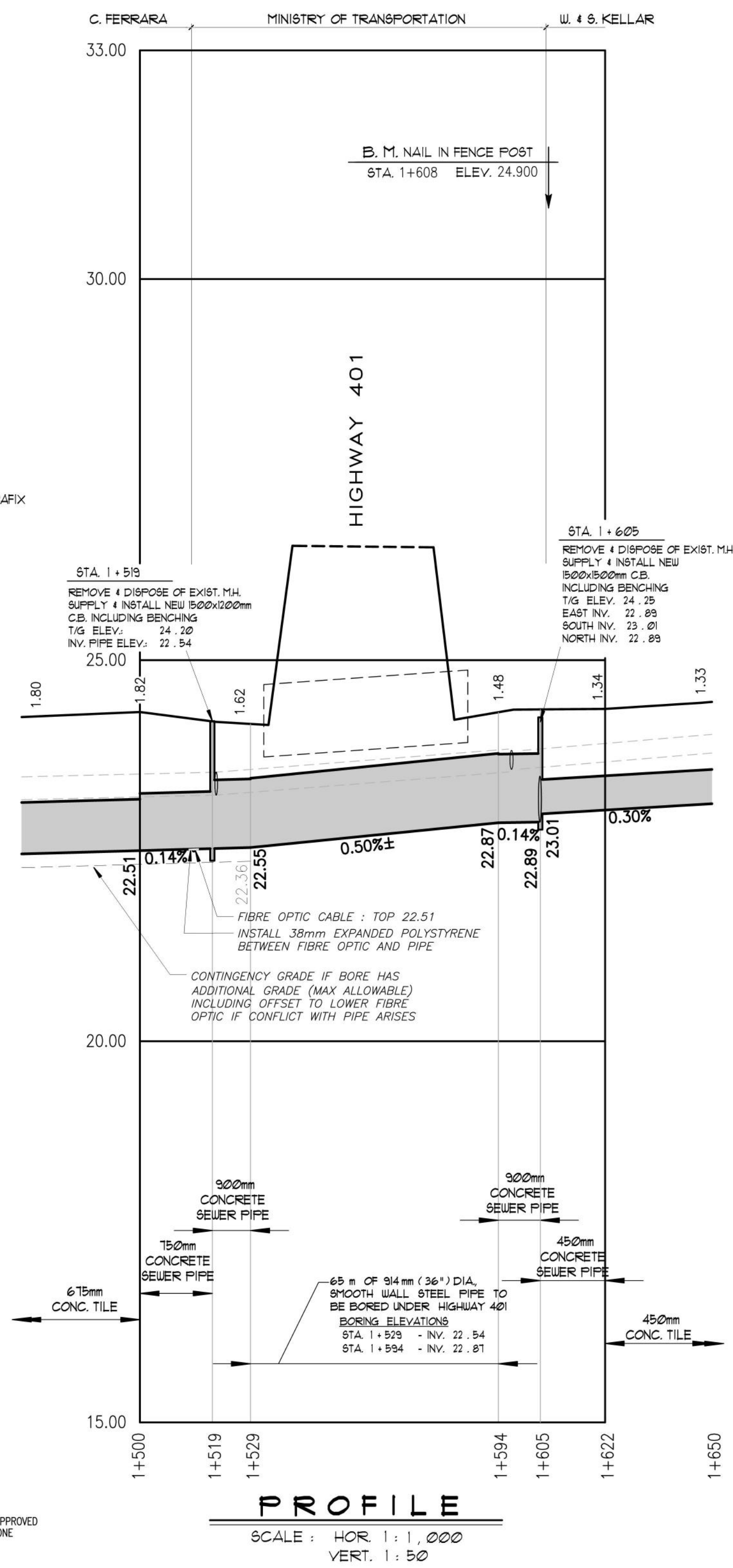
PLAN SCALE 1 : 250  
DRAIN 'B' NORTH



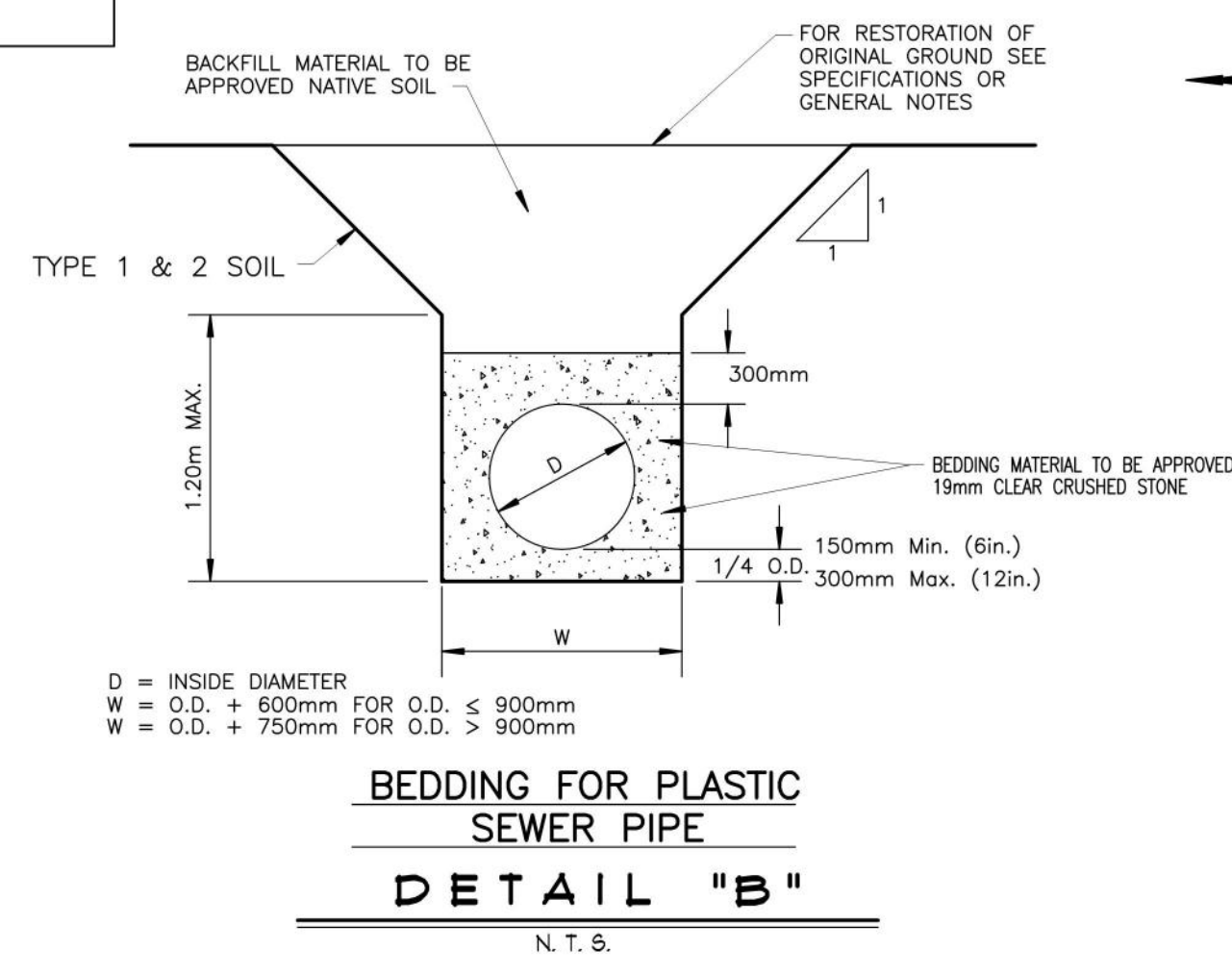
PLAN SCALE 1 : 250  
DRAIN 'B' SOUTH

### GENERAL NOTES

- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- 2/ a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.  
b) CONTRACTOR TO NOTIFY ALL UTILITIES 12 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.  
c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE TENDERED PRICE AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.
- 3/ GRASSED AREAS TO BE RESTORED WITH GRASS SEED IN ACCORDANCE WITH "SECTIONS A 14 SUBSECTIONS 1, 2 & 4" IN THE SPECIFICATION WITH THE FOLLOWING APPLICATION RATES:  
PRIMARY SEED (100 kg/ha)  
55% CREEPING RED FESCUE  
27% KENTUCKY BLUE GRASS  
15% PERENNIAL RYEGRASS  
3% WHITE CLOVER  
ITALIAN (ANNUAL) RYEGRASS  
8 - 32 - 16  
NURSE CROP (40 kg/ha)  
FERTILIZER (300 kg/ha)
- 4/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 12 HOURS NOTICE TO THE MEETING.
- 5/ ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO "SECTION C.1" IN THE SPECIFICATIONS.  
a) SEWER PIPE TO BE CONCRETE, H. D. P. E. PLASTIC 320 MPA (BELL 4 SPIGOT WITH RUBBER GASKETS, CONFORMING TO C.S.A. 1026-08), PVC ULTRA RIB OR PVC SDR 35  
b) CONCRETE TILE SHALL BE HEAVY DUTY, UNLESS SPECIFIED AS 2000 D OR 2400 D ON PROFILE.  
c) PLASTIC TILE SHALL BE PERFORATED AGRICULTURAL TUBING WITH FILTER SOCK CONFORMING TO TERRAFIX 200R, TEXEL F-100 D OR APPROVED EQUAL.
- 6/ ALL CATCHBASINS SHALL BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION C. 16" IN THE SPECIFICATIONS.
- 7/ EXACT LOCATION OF NEW DRAIN TO BE DETERMINED AT TIME OF CONSTRUCTION BY DRAINAGE SUPERINTENDENT OR ENGINEER.
- 8/ a) INSTALLATION OF TILE AND TRENCH WIDTHS SHALL BE IN ACCORDANCE WITH "SECTION C - TILE DRAIN" IN THE SPECIFICATIONS.  
b) SEWER PIPE TO BE INSTALLED IN ACCORDANCE WITH DETAIL "B"  
c) WHERE THE PIPE SIZE IS LARGER THAN 675mm, THE EXCESS TRENCH MATERIAL (APPROXIMATELY EQUAL TO THE VOLUME OF THE TILE BEING INSTALLED) SHALL BE HAULED AWAY AND DISPOSED OF BY THE CONTRACTOR. ENOUGH MATERIAL SHALL BE RETAINED TO PROVIDE SUFFICIENT MOUNDING OVER TILE TO ALLOW FOR SETTLEMENT.
- 9/ SITE ACCESS SHALL BE ALONG THE ROUTE OF DRAIN 'A'. NO EQUIPMENT SHALL ENTER THE TRAVEL PORTION OF THE HIGHWAY WITHOUT EXPRESS WRITTEN PERMISSION FROM THE M.T.O.
- 10/ THE CONTRACTOR SHALL NOT EXCAVATE WITHIN THE ZONE OF INFLUENCE WITHOUT WRITTEN PERMISSION FROM THE M.T.O. OR ENGINEER.
- 11/ CONTRACTOR SHALL BORE FROM UPSTREAM TO DOWNSTREAM. THE ENGINEER WILL ONLY ACCEPT THE BORE IF THE DOWNSTREAM ELEVATION IS BETWEEN 22.36 AND 22.82.
- 12/ CONTRACTOR SHALL PROVIDE 1 DAY'S NOTICE PRIOR TO COMMENCEMENT OF WORK TO THE TOWNSHIP AND ENGINEER.



PROFILE SCALE : HOR 1 : 1,000  
VERT. 1 : 50

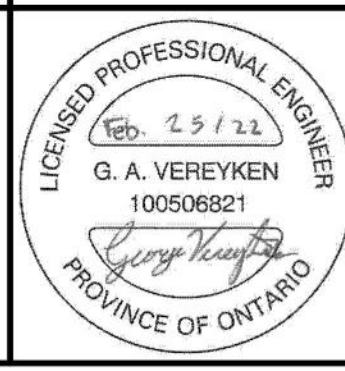
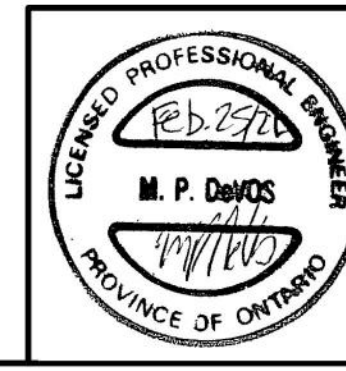


DETAIL "B"  
N. T. S.

### McINTOSH DRAIN No. 2 2022



|  |     |           |      |
|--|-----|-----------|------|
| Drainage Superintendent:<br><b>BRENT CLUTTERBUCK</b><br>519 - 769 - 2010 | No. | REVISIONS | DATE |
|  |     |           |      |



|  |                              |                          |                              |
|--|------------------------------|--------------------------|------------------------------|
| Drawn By: <b>AV, GAV</b><br>Date: <b>FEB. 25, 2022</b>   | Field Book<br><b>D - 249</b> | JOB No.<br><b>215228</b> | Drawing No.<br><b>3 of 3</b> |
| <b>DETAILED PLAN &amp; PROFILE</b>   |                              |                          |                              |
| <b>SPRIET ASSOCIATES</b><br>LONDON CONSULTING ENGINEERS<br>155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8 |                              |                          |                              |





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 28, 2022

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

**REPORT NO:** ENG 2022-09

**SUBJECT MATTER: Water Modelling Review Consultant Award**

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#### **Recommendation(s):**

THAT consultant proposal submitted by WT Infrastructure Solutions Inc. in the amount of \$13,000.00, excluding HST, be accepted.

#### **Purpose:**

The purpose of this report is for Council to award the consultant proposal submitted by WT Infrastructure Solutions Inc. for reviewing the Township water model.

#### **Background:**

The Township water distribution system has seen an increase in users as a result of residential and industrial development. To stay ahead of the anticipated development demand as well as review opportunities for redundancies in the distribution system, the Township has reached out to consultants that have the capability to complete water modelling.

The Township priorities for this project are shown below:

1. Assess future demand within the system and including proposed new development and identify projected deficiencies under the same operating scenarios. Recommendations for necessary upgrades to accommodate the proposed future development can be provided. Especially as it relates to residential development & industrial development in Talbotville
2. Assess options for additional connection points to neighbouring distribution systems (including the Dutton Dunwich system) or water storage to eliminate "single point of failure".
3. Impact on water supply through potential Ford Water Tower removal and alternatives if this is proceeds.
4. Assess anticipated available fire flow throughout the system based on maintaining 137 kPa (20 psi) residual pressure

5. Identify hydraulic deficiencies, including available pressures under various operating scenarios (average day, maximum day, peak hour, and maximum day with fire flow) versus the MECF's design guidelines
6. Analyze water age as a surrogate indicator with respect to water quality and residual chlorine

The Township requested pricing from Dillon Consulting Limited and WT Infrastructure Solutions Inc. WT Infrastructure Solutions Inc. had the lowest proposal and has successfully completed water modelling review for the City of St. Thomas.

Staff recommends moving forward with WT Infrastructure Solutions Inc. to complete the water modelling for the Township water distribution system.

### **Financial Implications:**

The water modelling was an expected project that the Township team had within our water budget. The budget for this project was \$14,000.

### **Strategic Plan Goals:**

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

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

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

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





## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** March 28, 2022

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

**REPORT NO:** ENG 2022-10

**SUBJECT MATTER: Lynhurst Reconstruction Update**

---

**Recommendation(s):**

None – for information.

**Purpose:**

The purpose of this report is to update Council on discussions with St. Thomas about including water scope for St. Thomas' north/west area servicing project in the Lynhurst reconstruction project.

**Background:**

On February 14, 2022, Council approved the Lynhurst Park Drive and Lyn Court construction tender. In February of 2020, the report attached as Schedule 'A' to this report was drafted by the City of St. Thomas and included on the agenda for discussion at the Secondary Water Supply System Meeting. In summary, the report recommended that a regional water servicing concept that was developed by Dillon and City staff to provide servicing to a future growth area of the City should be implemented since it also provides a mutually beneficial water network for all of the municipalities that are part of the STASWSS. This more regional approach to water interconnection includes a connection to an existing 300 mm diameter watermain along Major Line and a connection to an existing 200 mm diameter watermain on Wellington Road for redundancy. This proposal was supported by all members of the STASWSS. In November of 2020, the MOU attached as Schedule 'B' to this report outlines the terms under which the connection along Major Line and Ford Road were mutually agreed by Southwold and St. Thomas. This represented the first step in achieving the regional water system improvements presented in the recommendation report.

St. Thomas has been in communication with staff about including water main work along Wellington Road (County Road 25), which forms the second part of the recommendations in the original report submitted to the STASWSS. This work would include constructing a new watermain 120 metres south of Lynhurst Park Drive and

replacing existing watermain 40 metres north of Lynhurst Park Drive. St. Thomas would be covering all costs which include construction, contract administration and road occupancy permit.

In addition, Staff have recently been informed from Cassidy Construction London that the anticipated construction start date is in June. Staff will be having a preconstruction meeting later in May and sending preconstruction notices to residents once we have a more formal date.

**Financial Implications:**

None.


**Strategic Plan Goals:**

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

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

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

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

|   |  |   |
|---|--|---|
|  <div>SCHEDULE 'A'</div>                    |  | <div>Report No.</div> <div>SWB02-20</div> |
|   |  | <div>File No.</div>                       |
| <div>Directed to:</div> <div>Members of the Board of Management for the St. Thomas Area Secondary Water Supply System</div> | <div>Date Authored:</div> <div>February 18, 2020</div> <div>Meeting Date:</div> <div>February 27, 2020</div> |   |
| <div>Department:</div> <div>Environmental Services</div>  | <div>Attachment</div>  |   |
| <div>Prepared By:</div> <div>Nathan Bokma, P. Eng.<br/>Manager of Development and Compliance</div>                          |  |   |
| <div>Subject:</div> <div>Proposed Water Network Improvements for Southwold, Central Elgin, and St. Thomas</div>             |  |   |

Recommendation:

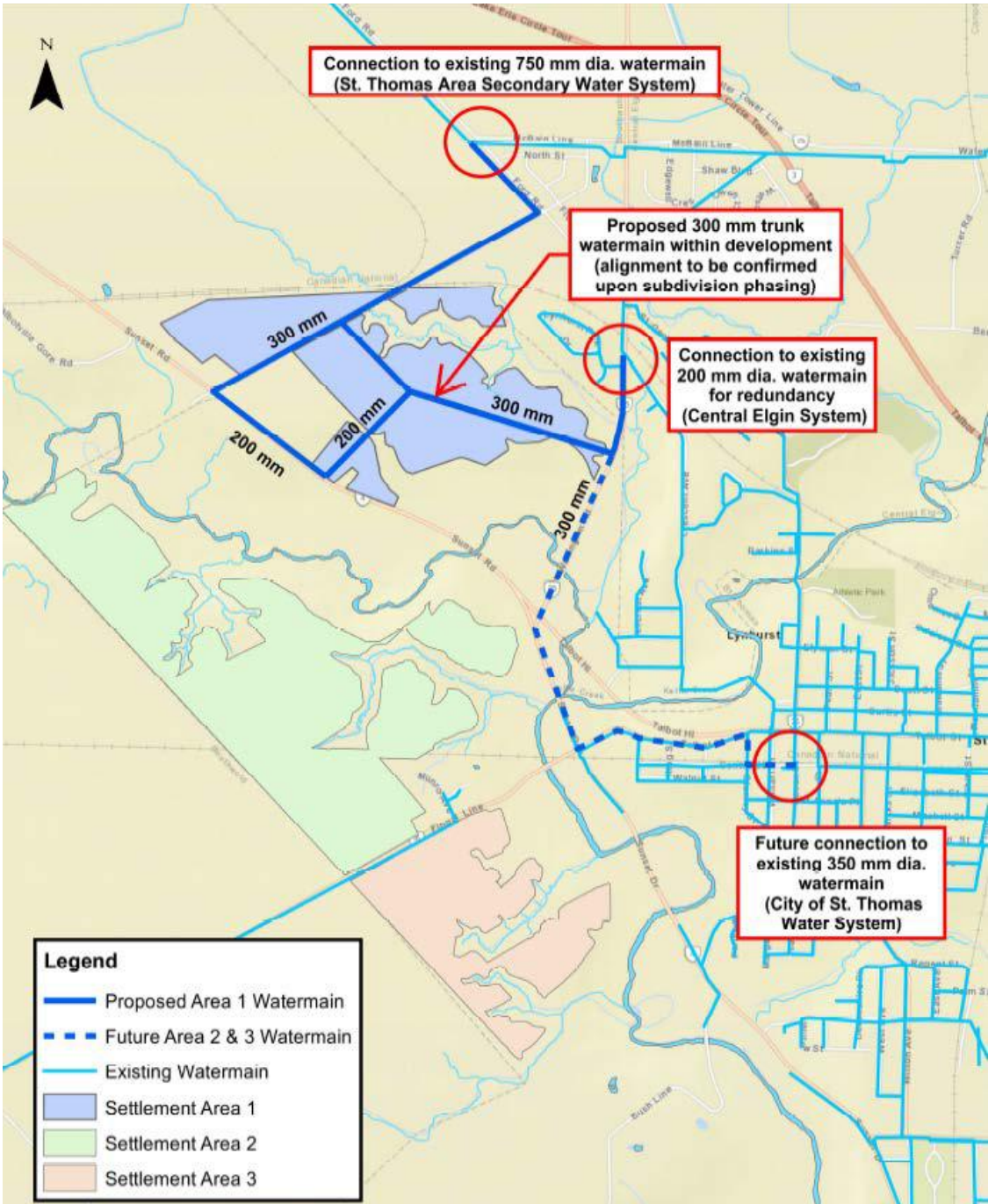
THAT: Report SWB02-20, Proposed Water Network Improvements for Southwold, Central Elgin, and St. Thomas, be received for information.

Background:

Over the last 2 years, discussion has occurred about new developments in the areas of Lynhurst, Ferndale, Talbotville and generally the northwest of St. Thomas. To help understand the ultimate servicing plan, the City hired Dillon Consulting to undertake various studies to look further into this matter.

Four (4) areas were identified through the study, and Area 1 (blue area in Figure 1 below) was selected by the City for residential growth. A regional water servicing concept was developed by Dillon and City staff that will provide servicing to Area 1, but also provide a mutually beneficial water network for all of the municipalities that are part of the STASWSS.

Figure 1: Proposed Water Network Improvements – Area 1





The ideal water network has multiple sources for redundancy in the event of planned or unplanned maintenance. By having these multiple sources, it drastically reduces the number of homes without water in the event of a main break.

The proposed water network has its main connection from the Secondary water system through a 300mm watermain on Major Line. It has a second connection to the Southwold/Central Elgin water system at Crescent Avenue.

The water servicing concept would need to obtain approvals from Southwold, St. Thomas, Central Elgin, and Elgin County prior to commencement due to working on those respective right of ways.

Southwold and St.Thomas have had a series of proactive discussions about the ultimate servicing plans for growth in this area with the intention of finding mutually beneficial solutions.

### Financial Considerations:

Capital costs associated with building this water network as shown would be covered by new growth in St. Thomas in the form of development charges and direct developer costs.

The ownership of the water network shown above would be St.Thomas so all maintenance and future capital costs would be borne by them.

By adding more users this increases the amount of water sold and has a positive influence on future Secondary water rates. This occurs since there are more water users paying per km of watermain.

Respectfully,

Nathan Fols

Nathan Bokma, P. Eng.

Manager of Development and Compliance

Reviewed By:

Treasury

Env. Services

City Manager

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CORPORATION OF THE CITY OF ST. THOMAS  
hereinafter called the "CITY"  
and  
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD  
hereinafter called "SOUTHWOLD"

This Memorandum of Understanding (MOU) is to provide a mutual understanding with regard to municipal water servicing between the CITY and SOUTHWOLD.

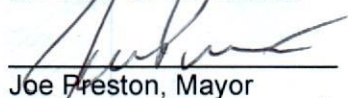
The following principles are provided to ensure clarity between the parties:

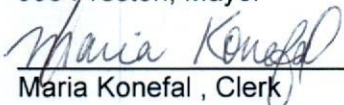
1. The CITY agrees to provide SOUTHWOLD a water connection from Fingal Line into the St. Thomas Water Supply System when Area 2 and Area 3, being the future urban lands on the north and south of Fingal line, develops.
2. The capital cost of the Fingal Line watermain would be divided at the municipal property line. i.e. the CITY pays for main up to the border and SOUTHWOLD pays for main after the border.
3. The ownership and maintenance of the Fingal Line watermain will be divided at the border as well noting, the Southwold watermain is already built and services the Munro Subdivision.
4. SOUTHWOLD agrees to allow the CITY to install a watermain along their portion of Major Line and a small section of Ford Line to make a connection into the St. Thomas Area Secondary Water Supply System.
5. The capital cost, ownership, and maintenance of the Major/Ford watermain would be the responsibility of the CITY within St. Thomas and within Southwold up to the connection point.

Underscoring this MOU is the desire of both the CITY and SOUTHWOLD to maintain a positive relationship, to foster open communications, and to respect the rights of each of the parties in the management of their individual properties.

DATED THIS 23<sup>rd</sup> DAY OF Nov 2020.

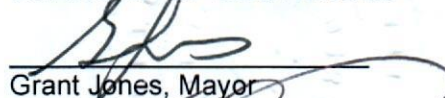
THE CORPORATION OF THE  
CITY OF ST. THOMAS

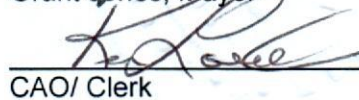
  
Joe Preston, Mayor

  
Maria Konefal, Clerk

I/we have authority to  
bind the Corporation.

THE CORPORATION OF THE  
TOWNSHIP OF SOUTHWOLD

  
Grant Jones, Mayor

  
CAO/ Clerk

I/we have authority to  
bind the Corporation



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** March 28, 2022

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

**REPORT NO:** ENG 2022-11

**SUBJECT MATTER: Southwold Water Distribution System – Disruption**

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#### **Recommendation(s):**

None – for information.

#### **Purpose:**

The purpose of this report is to update Council on the recent email staff received from the Senior Operations Manager for the Elgin Area Primary Water Supply System.

#### **Background:**

On March 16, staff received an email from the Elgin Area Primary Water Supply System that mentioned a valve replacement is taking place at the Elgin Middlesex Pumping Station on April 24, 2022 to April 25, 2022. The contingency date is May 1, 2022

The work will take place during a 16 hour window where Ontario Clean Water Agency and contractors will be replacing a 42 inch valve in the chamber. The work is expected to start on April 24, 2022 at 7:00pm with the system being back on line by 11:00am on Monday April 25, 2022. During this replacement, Staff will be working with Ontario Clean Water Agency (OCWA) to make sure pressures are maintained at 20 PSI (137kPa) within the Southwold distribution system.

Below are some communication staff will be providing residents in the coming weeks:

- Coordinate with Dutton Dunwich to provide back feeding of water system to Southwold.
- Notify all residents of water system disruption and that there will be low pressure.
- Notify our largest water users to see if there are opportunities for them to minimize use during this time so our system is not compromised.
- Post notice on website and social media

#### **Financial Implications:**

None.

#### **Strategic Plan Goals:**



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

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

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 28, 2022

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

**REPORT NO:** ENG 2022-12

**SUBJECT MATTER: Amend Water Rate By-Law – Include Fire Protection Rate**

---

#### **Recommendation(s):**

THAT Council approve the amendment of the water rate By-Law 2014-65 to include a fire protection rate for unmetered fire supply lines; and

THAT By-Law 2022-25 is included in the Council agenda.

#### **Purpose:**

The purpose of this report is to seek Council approval to amend the water rate By-Law 2014-65 to include a fire protection rate.

#### **Background:**

Recently, Staff noticed the Township doesn't have a fire protection rate in our water rates by-law for an unmetered fire supply line to private property. This is being brought to Council's attention as staff noticed the Industrial Development property in Talbotville doesn't have a meter on the 250mm fire supply line. Through conversations with Ontario Clean Water Agency (OCWA), this situation is common for larger fire supply lines as the meter could restrict flow during these events.

The fire protection rate will allow the Township to collect a fee on water consumption that would be used during fire events, practice scenarios and general maintenance on the private water system line. Staff have reviewed rates from several municipalities as well as consulted with OCWA. From the review, the fire protection rate from Strathroy Caradoc seems the most reasonable. The below table summarizes Strathroy Caradoc's fire protection rates as well as the proposed rate for the Township.

| <b>Size of Metre</b> | <b>Strathroy Fire Protection Rate (monthly)</b> | <b>Township Fire Protection Rate (monthly)</b> | <b>Township Fire Protection Rate (annual)</b> |
|----------------------|---|--|---|
| 2 inch               | \$40.18   | \$58.26  | \$699.13                                      |
| 3 inch               | \$47.56   | \$68.96  | \$827.54                                      |

| <b>Size of Metre</b> | <b>Strathroy Fire Protection Rate (monthly)</b> | <b>Township Fire Protection Rate (monthly)</b> | <b>Township Fire Protection Rate (annual)</b> |
|----------------------|---|--|---|
| 4 inch               | \$124.75  | \$180.89                                       | \$2,170.65                                    |
| 5 inch               | \$158.14  | \$229.30                                       | \$2,751.64                                    |
| 6 inch               | \$192.40  | \$278.98                                       | \$3,347.76                                    |
| 8 inch               | \$276.44  | \$400.84                                       | \$4,810.06                                    |
| 10 inch              | \$621.90  | \$901.76                                       | \$10,821.06                                   |

The rates from the Township's fire protection rate were interpolated using the water consumption rates. Strathroy Caradoc's water consumption rate is \$1.90 m<sup>3</sup> and the Township's water consumption rate is \$2.75 m<sup>3</sup>. This provides a ratio to 1.45 that was applied to the Strathroy Caradoc fire protection rates to achieve a fire protection rate that is more suitable for the Township's water distribution system.

Going forward, these fire protection rates will allow Staff to provide these rates to private properties who don't have metered fire supply line. Staff only see scenarios where these rates will be required are for larger industrial development sites, where a meter could restrict the fire flow capacity.

Billing for the fire protection rate will take place annually at the start of each year.

### **Financial Implications:**

There are no financial implications and this by-law allows the Township to collect unmetered water for fire flow protection.

### **Strategic Plan Goals:**

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

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



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

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

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

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 28, 2022

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

**REPORT NO:** ENG 2022-13

**SUBJECT MATTER: Teetzel Property – Declare Land Surplus**

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#### **Recommendation(s):**

THAT Council declares the remaining Teetzel property identified by Part 8, Part 9, Part 13, Part 14, Part 18, Part 19 and Part 23 surplus; and,

THAT Council provide comments on the attached Request for Proposal in Schedule 'B' that will be used to sell the lands.

#### **Purpose:**

The purpose of this report is to seek Council approval to declare the Teetzel property identified in Schedule 'A' as surplus and for Council to provide comments on the Request for Proposal that will be used to sell the surplus lands.

#### **Background:**

In 2017, the Township of Southwold purchased the Teetzel and Stoss properties, as shown in Figure 1, with the goal of creating development growth opportunities in both Shedden and Fingal. Over the last few years, home prices have dramatically increased with residents in Ontario and beyond searching for affordable housing. With Southwold being a smaller community and close to Highway 401, this has transformed these properties into developable realities.

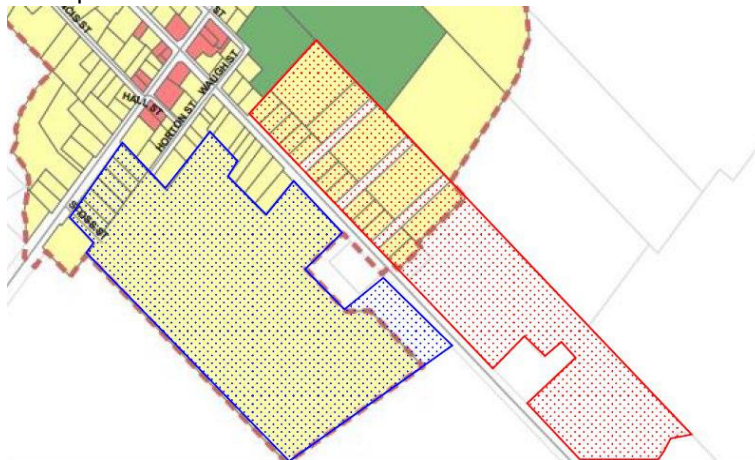


Figure 1: Original Teetzel and Stoss Properties (Teetzel – Red, Stoss – Blue)

On September 27, 2021, the Township of Southwold sold the Stoss property to a developer and has since retained the Teetzel property aside from several single-family properties and road allowances that were previously severed. With full servicing planned for both the Stoss and Teetzel properties in the near future, Staff have brought forward the disposition of the Teetzel lands as show in Figure 2 and Schedule 'A'.



Figure 2: Remaining Developable Teetzel Property

As set out in the Policy and Procedure with respect to the Management, Sale and Other Disposition of Land By-Law 2013-29, the Deputy Clerk completed an internal circulation to staff to see if there are any concerns with disposing the Teetzel Lands. The following comments were received:

- Concern of drainage infrastructure that is on the property. Branch B of the Horton Drain crosses the property and there is a swale to carry surplus water behind the lots that were created fronting onto Union Road. Township does not need to retain the property where these drains are located but the future owner will need to address these areas in any development plans.
- Another concern is if the purchaser is different than the owner of the Stoss property and they are not cooperative when it comes to the construction of the SWM facility that has been proposed for the area. Township could potentially end up with a second storm pond.
- The walking trail along the east side of the property will need to remain as municipal property

The concerns brought forward by staff will be accommodated as clauses within the purchase and sale agreement. This will allow the future property owner to understand some of the limitations and existing utilities within the property.

Pursuant to the Policy and Procedure with respect to the Management, Sale and Other Disposition of Land By-Law 2013-29, once council has declared the land surplus, it can be sold by various means; section 6.2 of the By-Law states, "Council may consider the sale of certain strategic parcels of municipal land and/or unique higher profile properties by way of a request for proposal. RFP's will only be considered in cases where there is an obvious direct benefit or value to the Township from an economic development perspective that would be in the best interest of the public, an opportunity to implement different and new solutions to a problem, project, or business process. The RFP document will provide the proponents with an overview of the perceived or expected requirements. The proposal will be evaluated on several criteria, including but limited to price, quality of the proposal, economic impact, suitability of development, infrastructure benefits, community benefits, direct impact to township, and the qualifications of the proponent."

Staff are recommending that the RFP process be utilized in this case to achieve a community benefit of establishing a project which seeks to promote the repurposing of the property for medium density development to create more opportunities for residents to purchase a home. A draft RFP is included for Council information, which aims to achieve the overall goals of achieving compliance with the R2 & R3 zoning By-Law development standards, presenting a unique development vision and design concept, and incorporating affordability into the development, alongside a detailed cost proposal.

**Financial Implications:**

There are no financial implications and if the Township disposes of these lands, we will receive a cash offering back for the original purchase.

**Strategic Plan Goals:**

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

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



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

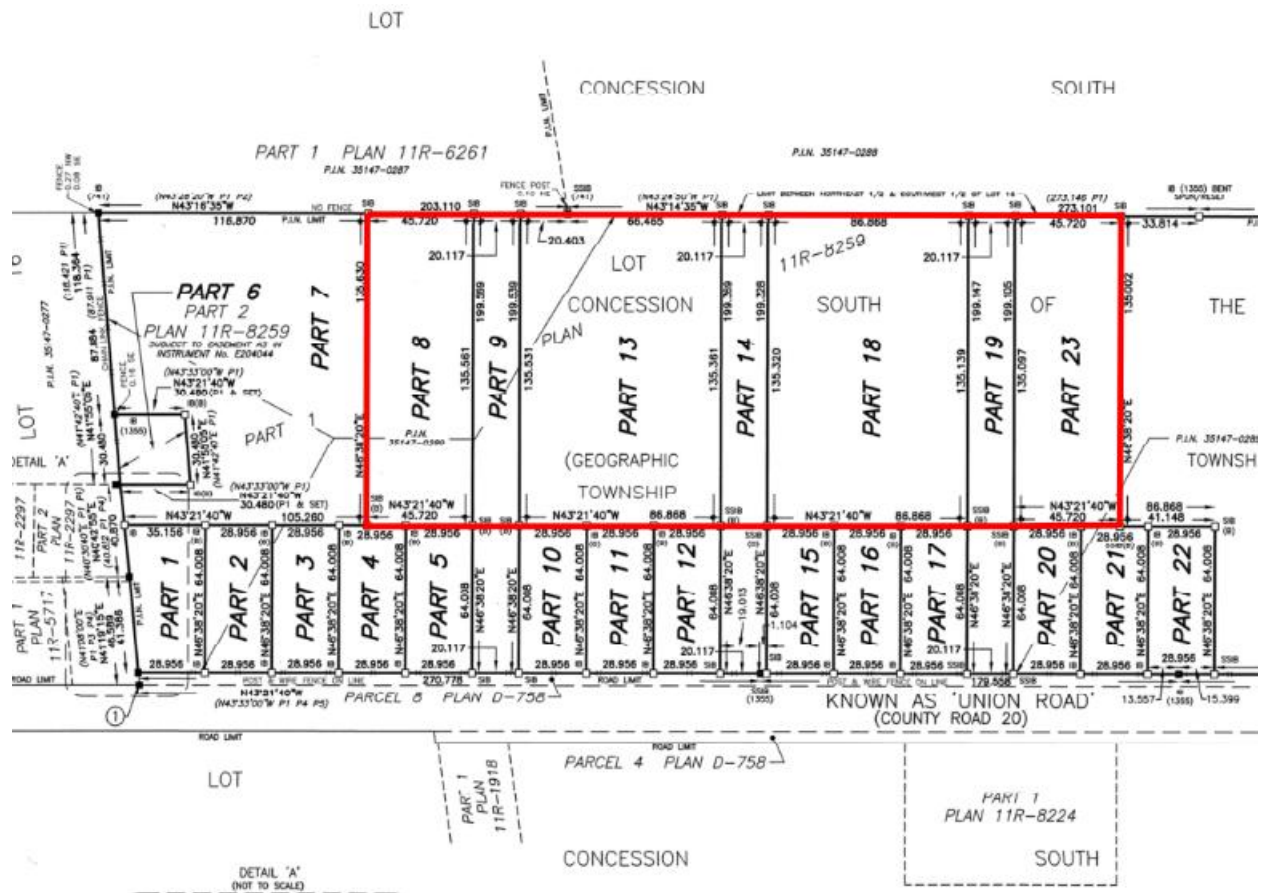
☐ Exercising good financial stewardship in the management of Township expenditures and revenues.

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

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

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

## Schedule 'A' - Excerpt from Reference Plan (L4979-Z)



A stylized landscape graphic on a dark teal background. It features a large, thick, yellow-orange curved shape at the top, resembling a rising sun or a wave. Below it is a blue-grey shape with wavy lines, representing water. At the bottom is a green, layered, curved shape representing a hill or grass. The text 'Township of Southwold' is positioned to the left of these elements.

# Township of Southwold

## Request for Proposal 22-004 Teetzel Development Property

This document is available in alternative formats upon request. For information about obtaining an alternative format, please contact the Township of Southwold at 519-769-2010.

## The Corporation of The Township of Southwold

Infrastructure and Development Services  
35663 Fingal Line  
Fingal, Ontario, N0L 1K0  
[Township of Southwold](https://www.southwold.ca)

**TBD, 2022**

**ELECTRONIC SUBMISSIONS ONLY** shall be received by bids&tenders, no later than the closing time and date.

|                                       |   |
|---------------------------------------|---|
| Request for Proposal Number           | RFP22-004                                 |
| Project Name                          | Teetzel Development Property              |
| Closing Time and Date                 | <b>TBD, 2022</b> , 2:00:00 pm, local time |
| Question Period Closing Time and Date | <b>TBD, 2022</b> , 2:00:00 pm, local time |
| Mandatory Pre-Bid Meeting Date        | Not applicable                            |
| Mandatory Pre-Bid Meeting Location    | Not applicable                            |
| Award                                 | <b>TBD, 2022</b>                          |

### **1.0 Request for Proposal Details**

#### **1.1 Purpose**

The Corporation of the Township of Southwold (the Township) is seeking proposal submissions (Proposals) for the redevelopment of a 4.45 hectares (11 acres) of the former Teetzel farm. A reference plan is attached that shows the property that is being offered.





This project seeks to promote the repurposing of the property for medium density development to create more opportunities for residents to purchase a home. This vision was created in collaboration with the community and Council. The development site is located in Shedden and is currently zoned settlement reserve.

Throughout this document, reference is made to the "Proponent" as the entity preparing the response to the RFP. The term "Consultant" is used to represent the Successful Proponent of the RFP.

## 1.2 Background

In 2017, the Township of Southwold purchased the Teeztel property, as shown in Figure 1, with the goal of creating development growth opportunities in both Shedden and Fingal. Over the last few years, home prices have dramatically increased with residents in Ontario and beyond searching for homes. With Southwold being a smaller community and close to Highway 401, this has transformed this property into developable realities.



**Figure 1: Teeztel Property**



In 2021, The Township of Southwold sold several single family properties and road allowances that were previously severed. The retained Teetzel property that is being offered within this request for proposal can be seen in Figure 2.



**Figure 2: Remaining Developable Teetzel Property**

On March 28, 2022 Municipal Council resolved that the Teetzel lands be declared surplus and disposed of via an RFP process to implement the Township vision as highlighted in this document and Appendix.

### 1.3 Scope of Work

The Township is seeking proposals from firms who are interested and capable of undertaking this project and the scope of work can be seen within the terms of reference under Appendix A.

Appendix A – Terms of Reference

Appendix B – Agreement of Purchase and Sale

### 1.4 Pricing

#### **Harvest opportunity**

**tel** 519-769-2010 **email** [development@southwold.ca](mailto:development@southwold.ca)

35663 Fingal Line, Fingal, Ontario, N0L 1K0

Page **4** of **16**

All prices must be stated in **Canadian** funds. Prices must also be inclusive of customs, duty and freight. HST shall not be included and shown as an extra. The Proponent is expected to include a 10% contingency within their proposal.

## **2.0 Submission Information**

- a) The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in the RFP.
- b) All information provided in response to this RFP should contain sufficient detail to support the proposed project.
- c) Proposals will be assessed according to how well they assure the Township's success in relation to the RFP requirements. The detail and clarity of the Proposal will be considered indicative of the Proponent's expertise and competence.
- d) Proposals must be received online through bids&tenders no later than the specified closing time and date.
- e) Proponents may update or withdraw a submitted Proposal at any time, up to the official closing time. Proponents are solely responsible to:
  - make any required adjustments to their Proposal;
  - acknowledge all Addendum/Addenda; and
  - ensure the re-submitted Proposal is **RECEIVED** by bids&tenders no later than the closing time and date.
- f) The Township reserves the right to accept or reject any and all Proposals. The Township further reserves the right to award the contract as split-order, lump sum or individual-item basis, or such combination as shall best serve the interests of the Township.
- g) Proposals are to remain firm for acceptance for a period of **90** days from the closing time and date.
- h) Proposals containing prices which appear to be unbalanced as to likely affect the

**tel** 519-769-2010 **email** [development@southwold.ca](mailto:development@southwold.ca)



interests of the Township adversely may be rejected.

- i) The acceptance and award of the Proposal and execution of an agreement, contract or purchase order are subject to approval by Township Council.
- j) By submitting a Proposal, the Proponent acknowledges and accepts all terms and conditions in this Proposal solicitation document and all policies and procedures in the [Procurement Policy By-Law](#)
- k) Proponents are to provide one Proposal that includes the Technical and Cost details.

### **3.0 Evaluation Details**

#### **3.1 Evaluation Categories**

| Criteria   | Weighting  |
|--|------------|
| <b>Technical and Cost Proposal</b>                           |            |
| Concept Compliance with proposed Zoning                      | Pass/Fail  |
| Development Vision and Design Concept                        | 50         |
| Incorporating Elements of Affordability into the Development | 30         |
| Agreement of Purchase and Sale (provided)                    | Pass/Fail  |
| Agreement of Purchase and Sale (Price)                       | 20         |
| <b>Total</b>   | <b>100</b> |

The order of the items listed in this section should not be taken as an indication of the relative importance of any particular criteria in the evaluation process.

#### **3.2 Specific Evaluation Requirements**

##### **Harvest opportunity**

**tel** 519-769-2010 **email** [development@southwold.ca](mailto:development@southwold.ca)

35663 Fingal Line, Fingal, Ontario, N0L 1K0





## **Technical Details (80 points)**

### **1. Compliance with Proposed Zoning (Pass/Fail)**

#### Zoning Data Table (Pass/Fail)

Zoning Data Table demonstrating how the development complies with the Zoning By-law. The Zoning Data Table can be provided on development concept or can be provided on a separate sheet. Submissions are expected to comply with the proposed zoning and will be evaluated for compliance with proposed zoning on a pass/fail basis.

The subject site is proposed to be zoned Residential R2 and R3.

#### **A link to the Township of Southwold's Zoning By-law 2011-14:**

<https://www.southwold.ca/en/business-and-development/resources/Documents/Southwold-zoning-by-law-2020-consolidation.pdf>

### **2. Development Vision and Design Concept (30 points)**

#### Subdivision Development Concept Plan (50 points)

Subdivision Development Concept Plan of the proposed development including road allowances and specific location of zones (R2 and R3), and locations for type of dwellings within the zones (ie. Single family, semi-detached, townhouses, etc). The Subdivision Development Plan is to be to scale with all measurements provided in metric units. This concept plan will need to comply with Township design standards and design guidance provided in Appendix A – Terms of Reference.

### **3. Incorporating Affordability into the Development (30 points)**

#### Written Summary of Affordability Components of Development (30 points)



Written description of how the proposed development incorporates components of affordability and maintains affordability over the long term,. The use of innovations, partnerships, and other efforts to advance the goals of *The Township's Official Plan*.

<https://www.southwold.ca/en/business-and-development/resources/Documents/Planning-and-Development-Documents/New-Official-Plan-Documents/Draft-OP-Text.pdf>

### **Cost Details (20 points)**

#### **1. Financial Offer to Purchase the Property – Agreement of Purchase and Sale**

All bids submitted must exceed or meet the minimum reserve established by the Township. Bids that do not meet or exceed the minimum reserve will not be considered. The minimum reserve established by the Township for this property is \$1,550,000.00.

##### **Financial Offer**

An Agreement of Purchase and Sale is included with this document. This Agreement of Purchase and Sale must be completed and submitted with the bid.

Proponents must provide a financial offer to purchase the property. This is to be included in the Agreement of Purchase and Sale that must be submitted with the bid.

The Township, in its sole discretion may adjust the evaluation score or ranking of Proposals as an outcome of the clarifications. The Township reserves the right to limit clarification to any number of Proponents as determined by the Township regardless of the number of the Proponents that submitted Proposals.

Pricing will be scored out of 20 points. Each respondent will receive a percentage of the total points allocated to Lump Sum price, which will be calculated in accordance with the following formula:



For example, if a respondent bids \$20,000.00 for the Lump Sum Price and that is the highest bid priced, that respondent receives 100% of the points.

$20,000/20,000 = 100\% \times 20 = 20$  points

A respondent who bids \$10,000.00 receives 50% or 10 points

$10,000/20,000 = 50\% \times 20 = 10$  points

And so on, for each quotation.

In the event of a tie score, the selected Respondent will be determined in accordance with the Township's Purchasing Procedures

The order of the items listed in this section should not be taken as an indication of the relative importance of any particular criteria in the evaluation process.

### 3.4 Evaluation Team

Submissions will be evaluated by an evaluation team as seen below:

- CAO/Clerk
- Director of Infrastructure and Development Services
- Township Planner

By responding to this RFP, Proponents acknowledge that the evaluation team is solely responsible for recommending the Successful Proponent for Council approval.

### 3.5 Evaluation Process

Proponents are to submit one proposal with the technical and cost details. Each submission will be evaluated by the Township on the basis of the information provided by the Proponent. Submissions will be reviewed to assess compliance with the requirements set out in this RFP. Evaluation results will be the property of the Township.

After receipt of the submissions, the Township may request clarification to further understand information provided in the submission.



The Township, in its sole discretion, may adjust an evaluation score as an outcome of the clarifications. The Township reserves the right to limit clarifications to any number of Proponents as determined by the Township.

## **4.0 Terms and Conditions**

### **4.1 Mandatory Pre-Bid Meeting**

Not required for this project.

### **4.2 Questions/Addenda**

- a) All questions, inquiries and clarifications regarding this Proposal are to be submitted using the "Submit a Question" button available on bids&tenders. Inquiries must not be directed to Township employees or Elected Officials. Submitting inquiries outside of bids&tenders may result in the proposal being rejected.
- b) The Township assumes no responsibility for any verbal (spoken) information from any Township staff or from any Consultant firms retained by the Township, or from any other person or persons who may have an interest in this Proposal.
- c) Amendments or changes to this RFP prior to the closing date and time stated herein will only be in the form of written addenda issued by the Township and distributed through bids&tenders. It is the Proponent's sole responsibility to inform itself of any posted addenda. Proponents will be unable to submit their Proposal until all addenda are acknowledged.
- d) The Township makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a Proposal, the Proponent acknowledges and agrees that addenda shall only be posted on bids&tenders and it is the sole responsibility of the Proponent to check for said addenda.
- e) Where a request results in a change or a clarification to the RFP, the Township will prepare and issue an addendum. Addendum will not be issued within the 48 hours prior to closing - not including Saturdays, Sundays and Statutory Holidays observed by the Township for regular business hours **with the exception of an**





**addendum postponing the closing or cancelling of this RFP.** Proponents that have submitted Proposals prior to the date and time cut-off for addenda issuance are solely responsible to monitor bids&tenders for further addendum and are therefore also solely responsible for submitting a complete new Proposal acknowledging any said addenda prior to the closing date and time of the RFP solicitation.

#### 4.3 Cancellation

- a) The Township reserves the right, at its absolute sole discretion, to cancel this contract with 30 days written notice, without cause and without penalty.
- b) The Township reserves the right, at its absolute sole discretion, to cancel this contract with 7 days written notice, with cause and without penalty.

#### 4.4 Rights Reserved by the Township

- a) The lowest cost Proposal will not necessarily be accepted. The Township reserves the right to accept/reject any or all Proposals and/or reissue the RFP in its original or revised form.
- b) The Township reserves the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of a contract.
- c) The Township reserves the right to cancel this RFP at any time, without penalty or cost to the Township. This RFP should not be considered a commitment by the Township to enter into any contract.
- d) In the event of any disagreement between the Township and the Proponent regarding the interpretation of the provisions of the RFP, CAO/Clerk, or an individual acting in that capacity, shall make the final determination as to interpretation.

#### 4.5 Non-Disclosure

Except as the Township may otherwise consent in writing, the Successful Proponent shall not use, other than for the Township, and not directly or indirectly publish or otherwise disclose at any time (except as the Proponent's



duties for the Township require) either during or subsequent to the Proponent's work, any of the Township's appendices, attachments or other written material (whether or not conceived, originated, discovered, or developed in whole or in part by the Proponent).

#### 4.6 Confidentiality

- a) Except as may be necessary in the performance of an order under a contract, the Consultant shall not at any time or in any manner make or cause to be made any copies, pictures, duplicates, facsimiles or other reproduction or recordings of any type, or any abstracts or summaries of any reports, studies, memoranda, correspondence, manuals, records, plans or other written, printed or otherwise recorded material of the Township, or which relate in any manner to the present or prospective business of the Township. The Consultant shall have no interest in any of this material and agrees to surrender any of this material which may be in its possession to the Township immediately upon the termination of the contract or at any time prior to the termination upon the request of the Township.
- b) The Consultant shall not at any time (except under legal process) divulge any matters relating to the business of the Township or any customers or agents of the Township, which may become known to it by reason of its services under an order, orders or otherwise and shall be true to the Township in all dealings and transactions relating to the services contemplated by the contract and any order. Furthermore, the Consultant shall not use at any time (whether during the continuance of the contract or after its termination) for its own benefit or purposes of for the benefit or purposes of any other person, firm, corporation, association or other business entity, any trade secrets, business development programs, or plans belonging to or relating to the affairs of the Township, including knowledge relating to customers, clients, or employees of the Township.

#### 4.7 Safety Requirements

The successful Proponent is required to conform with the Occupational Health and Safety Act relating to the performance of the contract. The successful Proponent will be required to supply to the Township a valid Clearance Certificate issued by the WSIB. A new clearance certificate is required every sixty (60) days.



## **Mandatory Proof of COVID-19 Vaccination Policy for Contractors and Consultants**

Contractors or Consultants performing work for the Township of Southwold will be required to ensure all employees and representatives, including subcontractors or subconsultants who are on a Township of Southwold site, comply with the policy ([COVID-19](#)) at all times.

### 4.8 Nomination of Sub-Consultants

- a) Unless otherwise stipulated in this RFP or any Addendum thereto, the Proponent shall indicate the names and addresses of all nominated sub-consultants that it proposes to use in the provision of services and/or work contemplated by this RFP.
- b) The Township reserves the right to reject any sub-consultant so nominated, without penalty or liability to the Township of any kind whatsoever.
- c) No change shall be made to the list of nominated sub-consultants after the closing time of the RFP, without the prior written approval of the Township and only on such terms and conditions as the Township in the exercise of an absolute discretion may require.

### 4.9 Verification of Information

The Proponent shall cooperate in the verification of information and is deemed to consent to the Township verifying such information.

The Township shall have the right to:

- a) Verify any Proponent statement or claim by whatever means the Township deems appropriate, including contacting persons in addition to those offered as references.
- b) Access the Proponent's premises where any part of the work is to be carried out



to confirm Proposal information quality of processes and to obtain assurance of viability.

#### 4.10 Debriefing

Not later than 30 days following the date of posting of a contract award notification in respect of the RFP, a Proponent may contact the Director of Infrastructure and Development Services requesting a debriefing from the Township.

The intent of the debriefing information session is to aid the Proponent in presenting a better Proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

Any request that is not timely received will not be considered and the Proponent will be notified in writing. The Township will not disclose submission information from other Proponents.

### **5.0 Execution Requirements**

Subject to an award of the contract, the Successful Proponent is required to submit the following documentation in a form satisfactory to the Township for execution within 10 working days after being notified to do so in writing:

1. Insurance Documents;
2. Clearance Certificate from the Workplace Safety and Insurance Board;
3. Safety Policies and Procedures and Related Documentation;
4. Declaration of Accessibility Compliance for Contracted Services.

If the Successful Proponent for any reason, defaults or fails in any matter or item, the Township reserves the right to accept any other Proposal, advertise for new quotations or carry out the work in any way as the Township may, at its sole discretion, deem best.

#### 5.1 Insurance





The Successful Proponent shall at its own expense obtain and maintain insurance until the termination of the contract or to the completion of this assignment to the satisfaction of the Township, whichever is longer in duration. The Township requires evidence of the indicated insurance coverages.

The indicated policies will not be cancelled or permitted to lapse unless the insurer notifies the Township, in writing, at least 30 days prior to the effective date of cancellation or expiry. The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Township may reasonably require.

- a) Comprehensive general liability insurance on an occurrence basis for an amount not less than \$5,000,000 and shall include the Township as an additional insured with respect to the Successful Proponent operations, acts and omissions relating to its obligations under the contract, such policy to include non-owned automobile liability with at least \$2,000,000 including contractual non-owned coverage, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.
- b) Automobile liability insurance for an amount not less than \$2,000,000 on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of the contract.
- c) The Successful Proponent shall not commence work until such time satisfactory evidence of insurance has been filed with and approved by the Township. The Successful Proponent shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date of the duration of the contract.
- d) The Successful Proponent shall indemnify and hold the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the Successful Proponent, its agents, officers, employees or other persons for whom the Successful Proponent is legally responsible.

Additional Insurance:



- e) Professional Liability: Professional liability insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this contract by the Successful Proponent and their agents, officers, or employees in an amount not less than \$5,000,000. If coverage is on a claims made basis, then either an extended reporting period of not less than 24 months shall be included in the professional liability insurance coverage.

5.4 Compliance with the Accessibility for Ontarians with Disabilities Act, 2005

The Proponent shall ensure that all its employees and agents receive training regarding the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of the Ontario Regulation 429/07 and Section 7 of Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended. The Bidder shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the regulation, as well as instruction regarding all matters set out in section 6 and section 7 of the applicable Regulation.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 28, 2022

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

**REPORT NO:** ENG 2022-14

**SUBJECT MATTER: Public Works Building Proposal Award**

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#### **Recommendation(s):**

THAT Council award the Public Works Building design assignment to RJ Burnside and Associates Limited at a cost of \$194,921.93, excluding HST.

#### **Purpose:**

The purpose of this report is for Council to award the detailed design assignment to RJ Burnside and Associates Limited for the detailed design of the public works building.

#### **Background:**

The existing public works building is undersized for our current and growing team and doesn't provide the facilities and storage that are required for a public works team to be efficient. Some of these essential services include appropriate locker spaces, washroom and shower facilities, and storage for all roads equipment. As well, the existing water shop is currently isolated from both the public works and administration building which impacts efficiency. Further to this, the water shop is a poor environment for staff to work as the washroom facilities are not appropriate and there is an unpleasant odour in this building. The water building operating as a satellite office is not the preferred option compared to housing the water operator closer to the municipal administration building.

For this proposal, staff have highlighted below several of the tasks the consultant will review:

- Preliminary design review for administration building expansion and public works building expansion. We are showing two options for the public works building which is seen in Figure 1.
- Incorporate the water team into the new public works building to allow for the Township team to operate more efficiently.
- Detailed design of the public works building addition; either option 1 or option 2.
- Site plan application for entire Township site.

- Tender documents and engineering drawings to provide to contractors



Figure 1: Public Works (Option 1 - green - 18,500 ft<sup>2</sup>, Option 2 - blue - 21,000 ft<sup>2</sup>)

Throughout the design, staff will update Council especially at the preliminary design stage prior to moving forward with the detail design. The preliminary design will provide staff with updated estimates on the construction cost for the public works building options.

### **Proposal Evaluation:**

The Request for Proposal was placed on bids&tenders and following the close on March 17, 2022 staff received four proposals. Proposals were received from RJ Burnside and Associates Limited, Spriet Associates Engineering and Architects, NA Engineering Associates Inc, and AECOM Canada Ltd. Staff evaluated the proposals using an evaluation criteria that included project understanding, project team and past projects, project schedule and costs. Several of the proposals were competitive in pricing and following the complete review, RJ Burnside and Associates Limited received the highest score on this proposal. During the bidding process, the team did offer an optional site visit and both RJ Burnside and Associates Limited and AECOM Canada Ltd. attended.

Staff recommends awarding the proposal to RJ Burnside and Associates Limited, as we believe their proposal provides the best value in terms of costs and past projects experience.

### **Financial Implications:**



The Township can fund this project through the \$200,000.00 that was allocated for the detailed design and engineering for a new public works facility. Below is a breakdown of these costs:

|                          | <b>Expenditures</b> | <b>Funding</b>   |
|--------------------------|---------------------|------------------|
| Proposal and Contingency | \$194,921.93        |                  |
| Net HST                  | \$3,430.63          |                  |
| Total Price              | <b>\$198,352.56</b> |                  |
| Allocated Funding:       |                     | <b>\$200,000</b> |

**Strategic Plan Goals:**

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

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

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 28, 2022

**PREPARED BY:** Paul Van Vaerenbergh, Public Works Superintendent

**REPORT NO:** PW 2022-03

**SUBJECT MATTER: Supply and Delivery of Tractor Backhoe Proposal Award**

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#### **Recommendation(s):**

THAT Council accept the proposal for the supply and delivery of a Case Tractor Backhoe from Kucera Group Inc. in the amount of \$175,811.00, excluding HST.

#### **Purpose:**

The purpose of this report is to seek Council authorization to accept the proposal from Kucera Group Inc. for the supply and delivery of a Case Tractor Backhoe.

#### **Background:**

As part of the Township's fleet replacement program, the Township has requested proposals (RFP) for the supply and delivery of a tractor backhoe. The RFP was advertised on the Township's website [www.southwold.ca](http://www.southwold.ca), as well as emails made to suppliers and contractors requesting, they bid on RFP22-003.

Three suppliers answered the proposal as well as provided the below pricing. Based on the proposal evaluation criteria, Staff believe Kucera Group Inc. will provide the best value in terms of past experiences with Township staff and other municipalities, as well as cost for the Case tractor backhoe.

|   | <b>Bidder</b>                    | <b>Total Contract Price (excluding HST)</b> |
|---|----------------------------------|---|
| 1 | Brandt Tractor Ltd. (John Deere) | \$183,500.00                                |
| 2 | Toromont Cat (Caterpillar)       | \$ 183,599.00                               |
| 3 | Kucera Group (Case)              | \$ 175,811.00                               |
|   |                                  |   |

**Financial Implications:**

The quoted price was close with the \$175,000.00 budget with \$87,500.00 funded by Green Lane. The remaining balance will be funded through the road equipment reserve. The bidder meets the requirements as set out in the RFP.

**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:  
Paul Van Vaerenbergh CRSI.  
Public Works Superintendent  
"Submitted electronically"**

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



# Elgin County Council Highlights



## Oxford, Elgin & Perth Joint Municipal Paramedic Services

Elgin County Council received a presentation detailing the results and recommendations contained in the Oxford, Elgin & Perth Joint Municipal Paramedic Services Deployment Review. The Review identified opportunities and recommendations to improve efficiencies and coordination across the three services including:

- Need to address border zone overlapping coverage issues;
- Need to plan for Growth Pressures of 4-6% a year increase in call volume and in-service time over the next 10 years;
- Opportunity to improve Mutual Emergency Coverage during periods of Critical Unit Availability;

## In this Issue

- Oxford, Elgin & Perth Joint Municipal Paramedic Services Deployment Review
- Tree Commissioner/Weed Inspector Reports
- Heart Health Month Contest Winners
- A New Framework for Library Leases
- Restricted Parking Zone Established on John Street (CR 73) in Aylmer
- Transportation Master Plan
- Council Approves 2022 Action Plan
- Elgin County Delivers Responsible and Forward-Thinking Budget





- Opportunities and Interest in Service Sharing including Joint Purchasing, Shared Staffing/Human Resources, Specialty Assets and Facilities.

Moving forward, the Oxford, Elgin, and Perth Municipal Paramedic Services have committed to:

- A new collaborative business model for delivering paramedic services in post-pandemic Ontario;
- Improved value for money, cost avoidance, operational efficiencies and effective demand/growth management are potential outcomes as they continue to co-operate;
- Oxford, Elgin, and Perth are well positioned to secure improved value for money and timely delivery of paramedic services in the face of growth and an aging tsunami demographics profile;
- Potential exists to include other municipal partners moving forward.

## **Tree Commissioner/Weed Inspector Reports**

The County Tree Commissioner/Weed Inspector presented both his Quarterly Report ending December 2021 and his 2021 Annual Report to Council on March 8, 2022. These reports contain information regarding total applications to harvest, total hectares cleared, and total weed complaints received. This information is available in the March 8, 2022 County Council Agenda Package.

The Tree Commissioner/Weed Inspector also provided education on Canada Fleabane, a weed native to Ontario and eastern North America that has naturalized in Europe, Asia, and Australia. It has several common names including horseweed and Canadian horseweed. Canada Fleabane blooms from July into September with small white flowers and it often grows to approximately 1.5 metres tall.

In recent years, populations of Canada Fleabane have become resistant to certain herbicides, including glyphosate, in areas of Ontario and Elgin County and it can become well established in dedicated no-till fields. Control of Canada Fleabane can still be achieved using alternative management techniques and/or products

Additional information on Canada Fleabane can be obtained online at the following site:

[http://www.omafra.gov.on.ca/english/crops/facts/ontweeds/canada\\_fleabane.htm](http://www.omafra.gov.on.ca/english/crops/facts/ontweeds/canada_fleabane.htm)

## Heart Health Month Contest Winners

In an effort to promote Health and Safety at the County, monthly themes have been identified and are being promoted to County staff and Council.

February was "Heart Health Month" and in addition to the reminders communicated to staff on the importance of "Heart Health", a "Heartsmart Kids - Heart Month Valentine" contest was shared with the youth in the County staff/Council family and friends. Warden French and Julie Gonyou, CAO judged submissions and Warden French announced the winners at the March 8, 2022 Council meeting. The winners are as follows:

- Bria Godby - Grade 4
- Eden Thomson - Grade 3
- Jack Duncan - Junior Kindergarten
- Rome Duncan - Age 3
- Juliet Lyttle - Grade 3
- Lily Saxby - Junior Kindergarten



Colourful contest entries can be viewed as part of the March 8, 2022 County Council Agenda Package.

## A New Framework for Library Leases

Elgin County Library leases its ten branches from Local Municipal Partners and the Port Stanley Festival Theatre. These leases all expire at the end of 2022. After 16 years, County Council now has the opportunity to review these leases, establish a sustainable framework for the future, and engage Local Municipal Partners and the Port Stanley Festival Theatre in the process. At its meeting on March 8, 2022, County Council provided direction on a path forward for lease renewals for 2023 and beyond. Council decided to standardize leases for all locations with a common base rate per square foot of \$17. A full analysis of the options presented to Council is available in the March 8, 2022 County Council Agenda Package.

## Restricted Parking Zone Established on John Street (CR 73) in Aylmer

The County of Elgin received a concern from a resident in the Town of Aylmer that sight lines were obscured entering onto John Street from Walnut Street due to parked vehicles. County staff reviewed the area of concern and recommended the establishment of a restricted parking zone on John Street north of Walnut Street to improve sight lines for turning movements. In response to this recommendation, Elgin County Council adopted By-Law 22-16, an amendment to By-Law 20-05 "BEING a Consolidated By-Law for the Regulation of Traffic including Parking on County Roads". This By-Law now designates a "no parking" zone along County Road #73 (John Street), west side, from the north property limits of Walnut Street for a distance of 20 metres northerly.

## Transportation Master Plan

The County of Elgin continues to develop its first comprehensive Transportation Master Plan. The County of Elgin's Transportation Master Plan (TMP) is a long-term strategy that will outline policy directions and identify transportation infrastructure plans to meet the transportation needs of the County's residents, businesses and visitors through 2065, considering all modes of travel. The TMP will be designed to look at "the big picture", identifying challenges, alternatives, steps and actions to take the County of Elgin from where we are today, to the multi-modal transportation network and landscape we envision for our future.

The TMP is a four-phase study process whereas the first phase has focused on identifying transportation needs and opportunities across Elgin so that later phases can explore and develop appropriate solutions, supporting strategies and policies to address them. This phase involved considerable public and stakeholder consultations.



The TMP's Phase 1: Needs and Opportunities report has now been completed and was presented to Council for their information. This comprehensive report provides a detailed overview of the existing multi-modal transportation system and incorporates all available County and stakeholder policies with respect to transportation planning. The report showcases the existing County road network and explores how it is currently used by different travel modes. The report also incorporates population growth trends to uncover potential capacity constraints with future commuting patterns throughout the network.

A complete copy of the report is available in the March 8, 2022 County Council Agenda Package.

## **Council Approves 2022 Action Plan**

In 2020, County Council finalized its Elgin County Strategic Plan 2020–2022. This Strategic Plan is designed to act as a roadmap for serving, growing and investing in the community. The Plan seeks to align the County's efforts and resources in support of Council's strategic goals. As part of this strategy, Council also developed an operational plan for staff, an action plan for Council, and a performance measurement framework to monitor progress in achieving strategic goals.

Council recently met to review the outcomes of its 2021 Action Plan and discuss action items to be included in the 2022 Action Plan. These discussions lead to an updated Action Plan for 2022 which Council approved at its meeting on March 8, 2022. The 2022 Action Plan continues valuable work begun in 2021 such as aligning programs and services with community need and engaging with community stakeholders. New to the Plan in 2022 is the exploration of opportunities to facilitate and promote development of affordable housing. The complete 2022 Council Action Plan can be viewed as part of the March 8, 2022 County Council Agenda Package.

## **Elgin County Delivers Responsible and Forward-Thinking Budget**

At their meeting on March 8, 2022, Elgin County Councillors passed a by-law approving a \$64.3M operating cost budget and a \$40.6M levy – a \$1.5M increase over 2022. The levy represents a tax increase of 1.7% on an average property and, as an example, equating to approximately \$37 on a home valued at \$350,000.

In the last year of its term, Elgin County Council remains committed to being cost efficient with every dollar available to ensure the County maintains a strong financial position into the future. The budget is a roadmap that will guide resourcing in a way that is responsible and forward-looking. The budget is linked to strategic objectives contained in the 2020–2022 Strategic Plan which prioritizes investing in Elgin in a way that is financially responsible by ensuring Elgin has the necessary tools, resources, and infrastructure to efficiently deliver programs and services now and in the future.

In 2022, the County of Elgin will continue to make significant investments in critical infrastructure through several planned transportation network (Roads and Bridges) projects. The County will also continue construction on the Terrace Lodge Redevelopment project. This project is currently on schedule and within the approved budget.



Elgin will complete the review of its Official Plan in 2022 and modernize and streamline planning documents and processes. This will cost \$121,000. Driven by recommendations in the Service Delivery Review, the County will also invest \$512,000 in significant technological enhancements across all departments to improve efficiency. These enhancements will relate to GIS, Agenda Management, Human Capital Management, Cyber Security, and Long-Term Care Homes Documentation.

The County will continue to face cost pressures associated with the COVID-19 pandemic and the associated recovery for years to come. Additionally, unusually high inflation will affect all organizations in 2022 including Elgin County, adding approximately \$90,000 in additional costs.

The County continues the important work of making necessary repairs to County-owned facilities to ensure that they are safe and accessible to members of the public for years to come. This will add \$213,000 in costs to the budget in 2022.

To offset these pressures, the County of Elgin is appreciative of \$2.5M in anticipated additional funding from the Ministry of Long-Term Care to support the retention and recruitment of staff to increase direct hours of care for residents. The County is also expected to received \$1.2M in funding for capital projects through the Ontario Community Infrastructure Fund.

"Over the past several month, County Council, the Budget Committee and staff have worked tirelessly to deliver a budget that is practical and sustainable," said Warden Mary French. "Preparing a budget requires a delicate balance between funding the highest quality of services possible while ensuring the impact on taxpayers is reasonable. I am confident that we have achieved this balance, keeping increases low without sacrificing investments that must be made to maintain public assets for future use." Warden French continued, "The continuing COVID-19 pandemic and rising inflation create challenges for the County moving forward, but Council recognizes that these challenges exist for our residents as well."

Major capital projects planned for 2022 include but are not limited to:

- The County of Elgin will continue construction on the Terrace Lodge Redevelopment Project, which will take place over the course of the next two (2) years and cost \$35.6M;
- Elevators will be replaced at the Elgin County Administration Building to ensure accessibility compliance for a cost of \$3.1M;

- The Village of Richmond Reconstruction (CR #38 and CR #43) will cost \$3M;
- The County of Elgin will be replacing the deck on Philmore Bridge costing \$1.5M
- Centennial/Elm Intersection Improvements (Roundabout) will be undertaken this year and will cost \$1.4M;
- Fingal Line (CR #16) will undergo road recycling and resurfacing between the Village of Fingal and the City of St. Thomas costing \$2.5M;
- Imperial Road (CR #73) will be rehabilitated between the north limits of the Town of Aylmer and Avon Drive for a cost of \$3.6M.

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



March 17, 2022

Mayor Grant Jones and Southwold Council  
Township of Southwold  
35663 Fingal Line,  
Fingal, Ontario, N0L 1K0

Dear Mayor Jones and Southwold Council,

I am writing you in my capacity as Chair of the Terrace Lodge Fundraising Committee to formally invite your community to join the Comforts of Home journey.

As you are aware, Terrace Lodge Long-Term Care Home in Malahide Township is currently under redevelopment. The project broke ground in the spring of 2021 and is expected to be completed in 2023, on time and on budget.

As part of the redevelopment process, the Terrace Lodge Redevelopment Fundraising Committee is raising funds to provide the comforts of home to the residents. These comforts include value-added items that are not included in the redevelopment: accessible courtyard amenities, furnishings for comfortable and welcoming common areas, state of the art recreational, memory-care equipment, and many more.

The Comforts of Home Campaign has gained terrific momentum so far. We raised \$144,788 and secured \$125,000 in pledges in our first year, which represents 40% of the overall goal. More details are included in the 2021 report attached.

Residents in Terrace Lodge come from across the County of Elgin. To reflect this reality and to further ensure the success of the campaign, County Council revised the Committee's terms of reference to include representation from all of Elgin County's Local Municipal Partners.

I am respectfully requesting that the Township of Southwold appoint one (1) member to the Committee. This individual can be a member of Municipal Council or a member of the general public. This appointment is for the remainder of 2022.

Also note that the Committee is welcoming volunteers to assist the campaign in a casual, non-voting capacity. Those interested in a volunteer role should email [donatetoTL@elgin.ca](mailto:donatetoTL@elgin.ca) to express their wish.

If you require, we can assist you in preparing communication materials to support your outreach efforts. I am also prepared to attend one of your Council meetings to answer any questions you may have.



I am extremely proud of the work that the Committee has been able to accomplish over the past year, despite the challenges of COVID-19. The generosity of our communities has been humbling. I look forward to having a member of the Southwold community join this important journey and help us reach our 2022 goal.

Sincerely,

Councillor Dominique Giguere, Chair of the Terrace Lodge Redevelopment Fundraising Committee





Terrace Lodge  
COMFORTS OF HOME

# 2021 FUNDRAISING REPORT





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# A Message from the Campaign Chair

Construction on the Terrace Lodge Redevelopment is well underway and scheduled to be completed on-time and on budget in 2023. It is exciting to see progress being made on this long-anticipated project.

Terrace Lodge (located in the Township of Malahide), has been operated by the County of Elgin since 1977. The redevelopment will produce a modernized and reimagined facility that will meet the complex care needs of our 100 residents, while providing them with a living experience that is as home-like as possible.

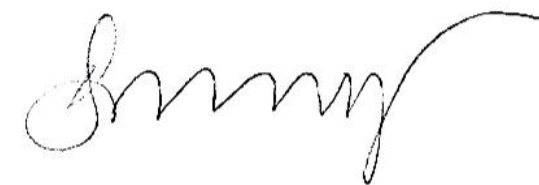
In order to create this home-like atmosphere the Terrace Lodge Fundraising Committee has been hard at work raising funds that will help us to purchase specific items that will enhance the home-like quality of the redeveloped facility.

We launched our campaign on a very snowy morning in December of 2020 with a provincial lockdown on the horizon. There are many challenges associated with launching a fundraising campaign in the midst of a global pandemic. Being unable to gather in-person as a Committee, meet face-to-face with potential donors, or hold in-person fundraising events meant that the Committee needed to get creative.

We developed themed mini- campaigns and with the support of the Aylmer Express we promoted these themes in the local newspaper, we leveraged our online presence making the most of our social media accounts and website, and finally we turned to the tried-and-true fundraising technique: picking up the phone.

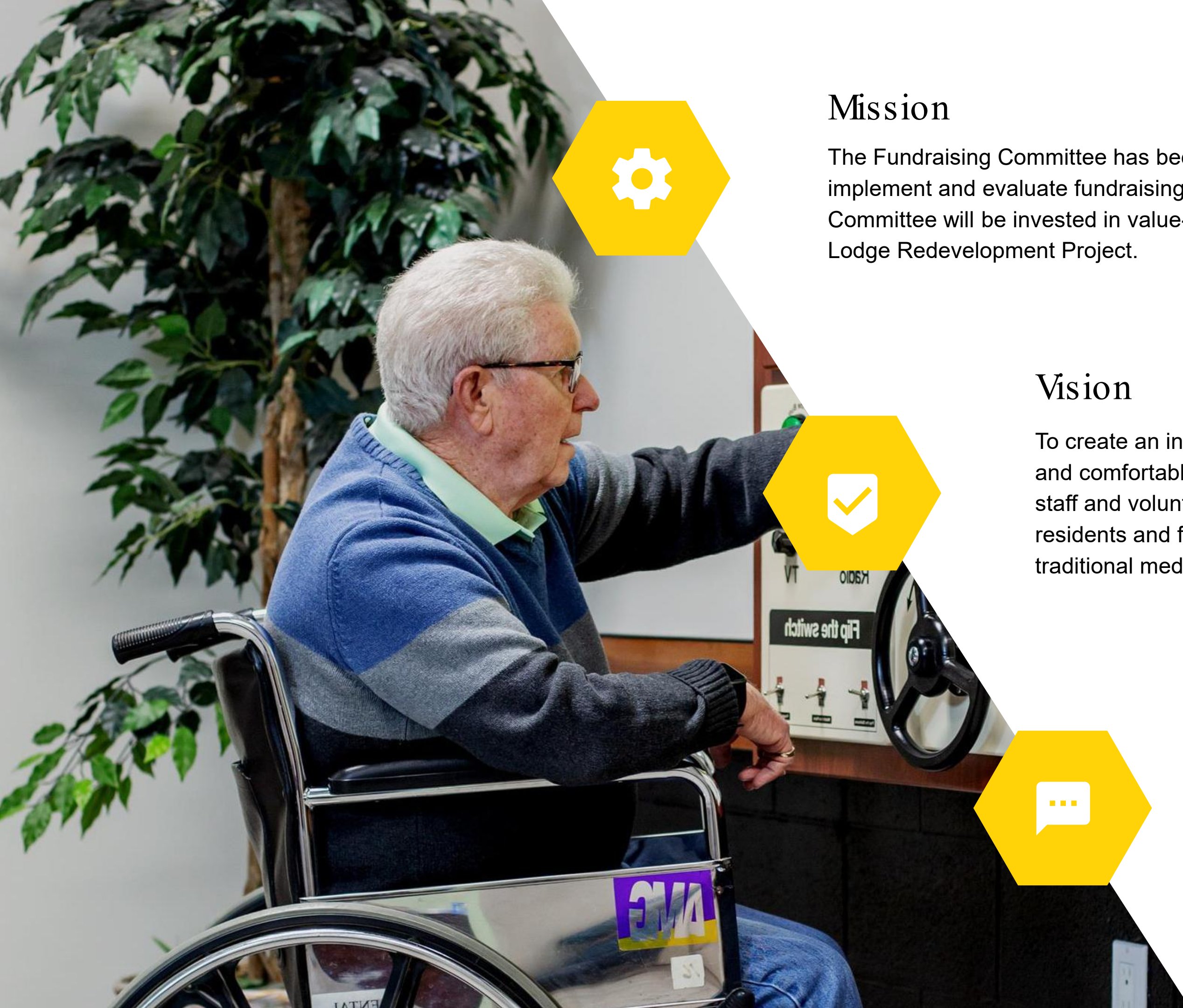
Despite the constantly changing rules around gathering, the Committee found ways to maintain its meeting schedule using virtual and hybrid methods. I am extremely proud of what we have been able to accomplish over the course of 2021. I am extremely honoured to lead such a dedicated, driven group of community minded individuals. I am likewise honoured to be a resident of such a generous community. Even during the difficult year we experienced, the service clubs, businesses, and individuals of Elgin County gave from their heart to make the first year of the campaign a success. On behalf of my colleagues on County Council, I thank you for your commitment to providing the comforts of home for our residents at Terrace Lodge.

I look forward to 2022 with optimism and continued dedication to this cause.



Councillor Dominique Giguère, Campaign Chair





## Mission

The Fundraising Committee has been mandated to plan, coordinate, implement and evaluate fundraising activities. The funds raised by the Committee will be invested in value-added enhancements to the Terrace Lodge Redevelopment Project.

## Vision

To create an inviting state-of-the-art Home, where residents feel safe and comfortable, while enabling the excellent care provided proudly by staff and volunteers. As redevelopments are completed, the staff, residents and families of Terrace Lodge will notice a shift from the traditional medical model toward a homelike model of care.

## Goals

To raise sufficient funds to purchase the items deemed necessary to enhance Terrace Lodge and provide residents with the Comforts of Home. As of January 2022, the total cost of all items is estimated at \$650,000. This goal may be adjusted throughout the campaign as more information becomes available (e.g. building design features, price of items).



# 2021 Achievements: Some Highlights



Sign goes up at TL.

Committee work and plans adjusted to new pandemic realities

\$75,000 donation from Green Lane – a boost to the campaign

Legacy Giving: Information kit developed

\$50,000 donation from ETBO – a nice end to year one.

December 2020

Campaign Kick Off.

Partnership with Aylmer Express secured.  
Branding, brochure, campaign website, catalogue and online donation system set up.



Launch of seasonally themed campaigns, targeting specific seasonal items from the catalogue.



English and Low German poster designed and placed throughout the community.  
Radio spot on DeBrigj



December 2021

Donation as gift: cards and system implemented

Fireplaces and benches all sold out!

# 2021 By the Numbers

---



## 109 Individual Donors

109 individual donations were received from service clubs, businesses and individuals.

---



## 800+ hours of volunteer work

Despite COVID-19 restrictions the Committee never lost momentum. While focused on everyone's health and safety, members adapted and used various technologies to communicate, plan, make decisions and coordinate all outreach efforts.

---



## \$269,788 Raised

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).





# Seasonal themes with targeted items

**Spring is in the air**



**Terrace Lodge**  
COMFORTS OF HOME



With your help, the new courtyard at Terrace Lodge will be a place to enjoy the best of spring, full of life.

[donatetoterracelodge.ca](https://donatetoterracelodge.ca)

Visit our website to learn more and donate.

You can make a difference in the lives of our residents.

**It's Summer Time!**



**Terrace Lodge**  
COMFORTS OF HOME



You can make a difference in the lives of our residents.

With your donations to our Summer BBQ campaign, Terrace Lodge residents can **welcome you** to outdoor celebrations, activities & sunshine!

[donatetoterracelodge.ca](https://donatetoterracelodge.ca)

Visit our website or call 548.888.6252 to learn more and to donate.

The campaign used seasonal themes for bi-weekly ads. This strategy was selected to raise awareness about the specific items needed at Terrace Lodge. The ads, designed by the Aylmer Express team, received great feedback and generated interest for designated donations.



**Terrace Lodge**  
COMFORTS OF HOME

*Lifelong learning*



The Comforts of Home include taking care of body **and** mind. We need your donations to acquire specialized computer systems that support memory care and continuous learning.

[donatetoterracelodge.ca](https://donatetoterracelodge.ca)

You can make a difference in the lives of our residents.

Visit our website to learn more and to donate.



**Terrace Lodge**  
COMFORTS OF HOME



*Dear Santa...*

This Christmas, we wish for a **fully furnished guest suite** for family members who visit us and need to stay overnight. We want to provide our loved ones with the Comforts of Home.

**The Residents of Terrace Lodge**

This Holiday season, turn your gift-giving into donations! Visit [donatetoterracelodge.ca](https://donatetoterracelodge.ca) for more details or contact us 548.888.6252 [donatetoTL@elgin.ca](mailto:donatetoTL@elgin.ca).

Save time, decrease holiday stress, make a difference!

**Visit our website to learn more and to donate.**



# Items fully funded to-date\*

2 of 2 Large Gazebos  
1 of 3 Chapel Stained Glass Panels  
1 of 1 Chapel podium  
1 of 1 Water Feature  
4 of 4 Above Ground Planters  
4 of 12 Landscape Areas (adopt)  
8 of 8 Outdoor Solar Lighting  
23 of 23 Garden Ornaments (various sizes)  
6 of 6 Bench Roof/cover  
2 of 2 Bird Centres  
2 Bird Seeds for a year  
20 of 20 Benches  
7 of 7 Outdoor Tables (accessible)  
2 of 2 Stainless Steel Barbeque  
60 of 60 Outdoor Stackable Chairs  
1 of 6 Abby Computer System  
2 of 6 Abby System Support (annual)  
10 of 30 Abby Individual Subscriptions

1 of 4 Recreation Room TV  
20 of 20 Montessori Kits (various sizes)  
1 of 1 Gift Shop Table & Chairs Set  
8 of 8 Electric Fireplaces  
4 of 4 Lounge areas: all furnishings  
1 of 1 Dining Room Set  
1 of 1 Guest Suite, fully furnished + AV  
100 of 100 Personalised Door Coverings  
87 of 100 Keepsake Boxes  
4 of 4 Bookcases  
4 of 4 iPads  
1 of 4 Whiteboards with Stand  
1 of 2 CD Players/speakers  
1 of 1 Beauty Nook Desk  
100 of 100 Word Cloud Frames



\*as of December 31, 2021



# Financials

| Donations Received for Terrace Lodge Fundraising as at | December 31, 2021 |                |
|--|-------------------|----------------|
| REVENUE (Donations to date)                            | Received          | To be received |
| Cash/Cheque  | 51,228            | 13,000         |
| Credit Card  | 27,280            |                |
| Donations Prior to Campaign Start                      | 8,105             |                |
| Pledges (Expected Value)                               | 45,150            | 125,000        |
| In Kind Donations                                      | 25                |                |
|  |                   |                |
| <b>Total Donations</b>                                 | <b>131,788</b>    | <b>138,000</b> |
| EXPENSES   | Paid              | Outstanding    |
| Fees (credit card)                                     | 624               |                |
| Fundraising Consultants                                | 4,500             |                |
| Signage  | 2,719             |                |
| Meeting Room Rental                                    | 150               |                |
| In Kind Purchases                                      | 25                |                |
| Advertising and Promotion                              | 9,656             |                |
| <b>Total Expenses</b>                                  | <b>17,674</b>     |                |
|  |                   |                |
| <b>Total funds towards the campaign</b>                | <b>252,114</b>    |                |

# What the Comforts of Home Campaign Means To Me

Why I gave to Terrace Lodge Fundraising:

***“We want to thank Terrace Lodge for good care, for our family over the years.”***

- Keith and Anne Howe,  
Donors



Why I volunteer on the Fundraising Committee

***“To help provide a state of art home with all the comforts for our residents, in our community.”***

- Ruth Anne Perrin,  
Committee Member





Westminster Mutual Insurance - \$10,000



West Elgin Insurance - \$3,900



Action Financial Group iA Private Wealth - \$1,000



Knights of Columbus - Our Lady of Sorrows- \$500



Elgin Roofing Inc.- \$5,000



Aylmer Express - \$10,000





Aylmer Lioness- \$2,000



Springfield Lioness/Swans - \$1,600



Green Lane Community Trust - \$75,000



Belmont Lioness- \$1,000



Aylmer Community Foundation - \$5,000





# Thank you to our generous donors

Action Financial Group Ltd.

Advanced Stainless

Al and Randee Hooghiem

Alison Warwick

Andy and Ann Honchell

Antonissen Trucking

Arkess Rebekah Lodge

Aylmer Community Foundation

Aylmer Express

B&M Finishes

Barry and June Kinsey

Belmont Lioness Club

Bob and Suzanne Carrel

Bob Purcell

Candyville Mart

Catherine Bearss

Christine VanDaele

Connie Foster

Dave and Judy Mennill

Dave H. Jenkins

David Perrin

Deb Shackelton

Debra Shackleton

Dianne Wilson

Dominos Pizza Aylmer

Dr. Michael and Mrs. Michele Toth

Elgin Roofing Inc.

Elizabeth and Gerry Vanderwyst

ETBO Tool and Die

Greenlane Community Trust

Ida and David McCallum

IGPC Ethanol Inc.

iModular Homes Inc.

Jack and Ruby Dykxhoorn

Janis Hamilton

Jess Terpstra

Jim and Jeanette Jenkins

Joe Snyders

John and Ruth Anne Perrin

# Thank you to our generous donors

John Bajc

Karen and Gilles LeBlanc

Keith and Anne Howe

Keith Hunt Construction

Knights of Columbus - Our Lady of  
Sorrows

Larry McNeil

Lloyd Perrin

Lucille White

Marilyn Greenwood and Bonnie Toth

Marjorie and Larry Cowan

Maureen D. Jenkins

Mike Abell Electric

Mike and Lynn Summers and Aylmer Tirecraft

Monica and Glen Howe

Nancy Caverly

Pam Ruckle Buys

Pat and Sue Zimmer

Pat Vandevenne

Peters Paving

Philip and Leslie Psutka

RD Kisuule Professional Corporation

Robert Foster

Robert Michele Deryk Family

Rosemary Kennedy

Ross Alford

Royal Canadian Legion Branch 81

Scott and Sharon Shakir

Springfield C.P. & T. - Springfield

Oddfellows & Rebekahs

Springfield Lioness/Swans

Springwater Packers

Stan Putnam

Studer's Variety (Alpha Business  
Enterprises Ltd.)

The Wood Connection

# Thank you to our generous donors

Tim Maloney and Family

Tom and Muriel Carrel

Township of Malahide Staff

Vera Lampman

Vienna Lioness Club

Vuteq

West Elgin Mutual Insurance

Westminster Mutual Insurance Company

\* The Committee would also like to thank  
the many generous donors who wished  
to remain anonymous.

## **The Committee would like to thank the following organizations for their promotional support:**

The Aylmer Express

The Northshore Beacon

The Dorchester Sign Post

DeBrigj Radio

94.1 MyFM

Rogers TV

Dominos Pizza

# Redevelopment Construction Progress

**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.



# The 2021 Fundraising Committee



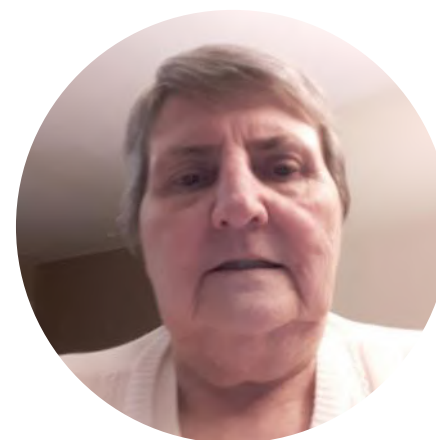
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# Staff Supports



Michele Harris

Director of Homes and Seniors  
Services



Jennifer Ford

Manager of Financial Services/Deputy  
Treasurer



Jenna Fentie

Legislative Services Coordinator



Katherine Thompson

Manager of Administrative Services/Deputy  
Clerk



Tanya Noble

Manager of Program and Therapy  
Services

The Committee would also like to thank the  
Elgin County IT Department for technical  
support provided.

***The Committee is very  
grateful for the professional  
support provided by staff.***

# Looking Forward to 2022



## **FOCUS: RECREATION**

Recreation programs in our long-term care homes play a vital part in the health of residents. In 2022 we will focus our efforts on securing funds for a wide range of recreational items such as a wheelchair bike, outdoor music therapy equipment, art supplies, TV screens and stackable chairs.



## **TARGET YEAR 2: \$225,000**

2022 is the second of the three-year Comforts of Home campaign. After raising 40% of the total target in year 1, year 2 will once again aim to raise \$225,000. This will bring us 2 /3 of the way to the initial target set at \$675,000.

By the midpoint of the campaign, in June 2022, we will endeavour to fine tune the goals and the list of items required. The campaign target will be adjusted at that point to reflect changes in pricing and in best practices for resident care.



## **OUTREACH: COUNTY-WIDE**

With Terrace lodge in the heart of the Aylmer-Malahide area, we saw a high level of engagement in those two communities in 2021. We know that residents at the home come from all over Elgin County. The outreach in 2022 will ensure loved ones, service clubs and businesses from across the county have the opportunity to become part of the Comforts of Home journey.



## **PRIORITY: RECRUITMENT**

The first year of the campaign relied on a small but mighty group of dedicated committee members and volunteers. Our goal for 2022 is to increase the number of members and volunteers and to ensure each community in Elgin County will be represented on the committee.





# Become Part of the Journey...



Visit our online catalogue and purchase a much-needed item.

[www.donatetoterracelodge.ca](http://www.donatetoterracelodge.ca)



Reach out by phone or email to make a donation by cash, cheque or credit card.

[donatetoTL@elgin.ca](mailto:donatetoTL@elgin.ca)



Join our Committee or become a campaign volunteer.

Dominique Giguère, Campaign Chair  
548-888-6252



March 16, 2022

Council of the Township of Southwold  
35663 Fingal Line  
Fingal, Ontario, N0L 1K0

**Re: Notice of lease renewals for Elgin County Library branch facilities**

Dear Members of Council:

Please be advised that Elgin County Council approved the following recommendations at the March 8, 2022 meeting:

RESOLVED THAT the presentation titled "Setting the Framework for Library Lease Renewals" dated March 8, 2022 from the Director of Community and Cultural Services be received and filed; and

THAT a standardized lease rate of \$17 per square foot be established for all ten library facilities; and

THAT notice be provided to local municipal partners and the Port Stanley Festival Theatre regarding the need to execute new lease agreements for Elgin County Library branches by the end of 2022. - Motion Carried.

Enclosed please find the presentation that was received by County Council. A draft lease agreement will be presented to your Council for consideration and execution well before the end of 2022.

Please do not hesitate to contact me should you have any further questions.

Yours in partnership,

A handwritten signature in black ink, appearing to read 'B. Masschaele'.

Brian Masschaele  
Director of Community and Cultural Services

Cc: Julie Gonyou, CAO

# Setting the Framework for Library Lease Renewals

Presentation to Elgin County Council

March 8, 2022



ElginCounty  
*Progressive by Nature*



# Overview

1. Library Lease Renewals – The opportunity for a ten-year+ framework beginning in 2023
2. Branch overviews and recent improvements
3. Current leases – The background story and current payments
4. Peer comparisons with other county library systems
5. Local market considerations
6. The case for standardized leases with a common base rate
7. Council options
8. Timelines
9. Recommendations
10. Questions
11. Appendix – Current lease agreement example (for Straffordville Library)

# Library Lease Renewals – The Opportunity

Elgin County Library leases its ten branches from local municipal partners and the Port Stanley Festival Theatre. These leases all expire at the end of 2022. After 16 years, County Council now has an opportunity to review these leases, establish a sustainable framework for the future and engage local municipal partners and the Port Stanley Festival Theatre in the process. Direction is now being sought from County Council on a path forward for lease renewals for 2023 and beyond, considering matters such as:

- ▶ Having the same standard agreement apply to all ten locations;
- ▶ Determining whether to use a new base rate for square footage payments for all ten locations or whether to consider local market factors which will likely result in variable payments;
- ▶ Partnership opportunities;
- ▶ The appropriate term for the initial lease and any subsequent renewals.

# Straffordville Library



- 4,000 square feet leased from Municipality of Bayham
- Recent improvements: Accessible washrooms and extensive interior renovations in 2012; elevator installed in 2021



# Fred Bodsworth Public Library of Port Burwell



- 800 square feet leased from Municipality of Bayham
- Recent improvements: Accessible ramp in 2018; Interior renovations, accessibility improvements and exterior signage in 2019



# Springfield Library



- 1,850 square feet leased from Township of Malahide as part of Malahide Community Place
- Opened as part of Malahide Community Place in 2010

# Belmont Library



- 3,199 square feet leased from the Municipality of Central Elgin
- Expansion and interior renovations in 2015-16 to include an accessible entrance, elevator, expanded children's area and exterior signage



# Aylmer Library



- 3,081 square feet leased from the Town of Aylmer
- Front entrance door assist hardware installed in 2018; new circulation desk and furnishings installed in 2018; flooring replacement throughout in stages between 2018 and 2020



# Port Stanley Library



- 4,640 square feet leased from the Port Stanley Festival Theatre
- Extensive renovations in 2014, including flooring, windows, staff areas and a loading dock. Interior painting in 2019

# Southwold Township Library, Shedden



- 3,657 square feet leased from the Township of Shedden as part of the Keystone Complex
- Opened in 2017



# John Kenneth Galbraith Library, Dutton



- 5,000 square feet leased from the Municipality of Dutton Dunwich
- Barrier-free washroom installed in 2018; exterior digital signage installed in 2021



# West Lorne Library



- 1,793 square feet leased from the Municipality of West Elgin as part of the West Lorne Community Complex
- Entire space refurbished in 2007. Ceiling and roof repairs in 2021



# Rodney Library



- 1,428 square feet leased from the Municipality of West Elgin
- Extensive interior renovations in 2011

# Current Leases - Background

- Current leases established in 2007 and apply to all branches except Aylmer which was under a separate 40-year lease
- All leases, including Aylmer, will expire at the end of 2022, having been renewed twice over the term
- All leases are with local municipal partners with the exception of Port Stanley which is owned by the Port Stanley Festival Theatre but has the same lease
- Leases establish a “tenant / landlord relationship” between the County of Elgin (the tenant) and local municipal partners (the landlord)
  - In exchange for regular lease payments from the County, local municipal partners and the Port Stanley Festival Theatre (the building owners) are responsible for construction, repairs and capital maintenance of facilities (such as cleaning and snow removal)
- All branches have benefitted from improvements and timely maintenance under the current leasing framework. In particular, major improvements have been made to make branches **more accessible** using lease revenue and the federal government’s Enabling Accessibility Fund through the support of the County’s Accessibility Coordinator



# Current Leases - Background

- Current lease established a base rate of \$12 per square foot based on an assessment of contemporary market rates, particularly as they applied to Port Stanley at the time (which was the highest rate), with provision for annual inflationary increases based on the October consumer price index (CPI) for the previous year
- Not all local municipal partners adopted the standard lease at the same time. This has resulted in inconsistent payments to local municipal partners over the course of the lease's term.

# 2022 Lease Payments

| Branch         | Lease Payment Per Square Foot (2022 rate) |
|----------------|---|
| Straffordville | \$16.03 to Bayham                         |
| Port Burwell   | \$16.03 to Bayham                         |
| Springfield    | \$15.28 to Malahide                       |
| Aylmer         | \$7 to Aylmer (40-yr lease expires 2022)  |
| Belmont        | \$15.80 to Central Elgin                  |
| Port Stanley   | \$17.04 to Port Stanley Festival Theatre  |
| Shedden        | \$13.94 to Southwold                      |
| Dutton         | \$16.03 to Dutton Dunwich                 |
| West Lorne     | \$16.03 to West Elgin                     |
| Rodney         | \$16.03 to West Elgin                     |

# Peer Comparisons – What do other county libraries pay?

Payments by a county to local municipal partners is common practice in two-tier counties as the local municipality is in the strongest position to determine where the library is best located based on local planning considerations, opportunities for co-location with other services and size of facility that can be sustained to meet the community's needs.

An informal survey of other county library systems indicates that the rates paid by Elgin County to local municipal partners are the highest among county systems in Ontario. Here is a sampling of rates paid by other county systems:

- ▶ Middlesex County Library - \$7.18 to \$11.35 per square foot with tiered rates depending on level of service provided;
- ▶ Oxford County Library – Variable rates based on local market factors, ranging from \$2.92 per square foot to \$13.50 per square foot;
- ▶ Stormont, Dundas and Glengarry Library - \$8.34 per square foot + cleaning costs;
- ▶ Huron County Library - \$10,000 to \$15,000 annually per location through a maintenance grant to local municipal partners depending on size and level of service provided;
- ▶ Bruce County Public Library - \$8.09 per square foot with 2% annual inflationary increase;
- ▶ Kingston-Frontenac Public Library – no payments to local municipal partners who also provide cleaning and maintenance services.



# Local Market Conditions

- Square footage rates for commercial properties across Elgin County do vary depending on location.
- A market analysis was completed for leased space in the Elgin County Administration Building (ECAB) in 2018. This study revealed that market rates at that time for the ECAB were \$13 to \$15 per square foot, inclusive of utilities, parking, cleaning and capital maintenance.
- Current tenant lease rates in ECAB do vary but are in the vicinity of \$18.20 per square foot, inclusive of utilities, parking, cleaning and capital maintenance. Effectively, this is the current market rate in ECAB.
- The 2018 ECAB market analysis cost \$3,000 to complete. A market analysis for library branches will cost considerably more given that ten locations will be involved, each with unique market rate considerations.

# The case for standardized leases

- While facilities do vary in terms of size, age and general building conditions, the current leasing framework has worked well over recent years, helping to inspire new facilities, expansions and improvements **throughout the system** while at the same time making roles and responsibilities clear between both parties.
  - Some county systems expressed challenges with issues like the frequency of cleaning, snow removal and responsibility for repairs and are contemplating terms similar to what Elgin County already has in place. While Elgin County does pay the highest rates, these issues largely do not exist here given that there is a clear understanding that lease payments are intended to cover **all** costs associated with maintenance and capital upgrades through clear terms which are articulated in lease agreements.
- A standard lease with a new base rate that applies to all locations is also in keeping with recommendations of the Service Delivery Review to eliminate inefficient processes. Variable rates will require a costly market review, will result in regular reconciliations by finance staff and could create expectations of tiered service based on the amount that is being paid or how well the facility is being maintained.

# The case for standardized leases

- ▶ Port Stanley Festival Theatre previously adopted the standard lease that applies to other municipally owned buildings and there is no indication that they will not participate in a renewal with standardized terms similar to LMPs going forward. However, Council can consider Port Stanley as a separate entity and negotiate outside of this framework.
- ▶ In the case of Aylmer, this lease is unique in the system in that it does establish a tenant / landlord relationship in exchange for square footage payments to the town (\$7 per square foot), but it also contains provisions for shared capital costs on the building. It is recommended that all municipal partners, including Aylmer, be offered similar terms for lease renewals in 2023 which means that the County will no longer be responsible for major capital costs in exchange for enhanced payments to the Town of Aylmer.
  - ▶ The County has precedence in revising active leases to encompass new or larger facilities. For instance, revisions were made to leases for both Springfield and Belmont branches when a new facility and expansion were achieved at these locations. Agreeing to a five-year lease for the current location of Aylmer Library will not prevent Aylmer Town Council from proceeding with re-location or expansion to the library whenever the opportunity arises.



# A new base rate of \$17 per square foot?

- In lieu of a comprehensive market analysis, Council may wish to consider making the current rate paid to Port Stanley as the new base rate for all locations. This was the approach taken in 2007 and has worked well. This would mean that a base rate of \$17 would serve as the new base for all locations beginning in 2023, with annual CPI adjustments applied thereafter.
- 29,448 square feet is currently leased by the library across the system from municipal partners and Port Stanley Festival Theatre. Using the 2022 rates above, the impact in 2023 of moving to a base rate of \$17.00 per square feet will result in an annual budget increase of approximately \$27,000 after projected CPI increases are applied to 2023. Approximately \$18,000 of this increase can be attributed to a rise in payments to the Town of Aylmer in exchange for adopting the standard lease. Should Council opt to go in the direction of establishing \$17 per square foot as the new base rate, a placeholder will be put into the draft 2023 budget with recommendations on how to fund this increase for consideration as part of the 2023 budget process.
- Such an increase is sustainable and will make payments truly equitable across the system for the first time. These payments have proven successful in maintaining branches to a high standard.

# Other issues to consider as part of renewals

- ▶ Terms to allow for usage of library facilities by community partners and organizations beyond library operating hours. There is capacity to consider usage by community groups and partner agencies beyond formal operating hours. This may also be a revenue opportunity for both the library and local municipal partners.
- ▶ More explicit terms for facility improvements such as painting and flooring improvements based on a multi-year schedule.
- ▶ Terms that allow leases to be adapted should a new or larger facility emerge.
- ▶ Provision for staff parking wherever necessary, particularly at Port Stanley and Aylmer.

# Council options for lease renewals

- Option 1: Standardized for all locations with a common base rate per square foot. \$17 per square foot is recommended;
- Option 2: Standardized terms that maintain the tenant / landlord relationship between the County and local municipal partners / Port Stanley Festival Theatre but with variable rates paid based on an assessment of local market factors;
- Option 3: Standardized terms and a common base rate based on a market evaluation for the nine branches owned by local municipal partners **and** a non-standard lease with Port Stanley Festival Theatre with rates that would apply to Port Stanley Library only.

For each option, it is recommended that leases apply for an initial five-year term and at least one renewal of five years and possibly a second renewal. Leases do need to be long-term to give the library and municipal partners stability to provide the service and to plan capital improvements.



# Timeline for achieving lease renewals

- Immediately – Consider Council feedback. What further information does Council need?
- Provide initial notice to local municipal partners and the Port Stanley Festival Theatre regarding the need to renew leases for 2023 and beyond with anticipated timelines for execution. A presentation to local CAOs seeking their initial feedback has already been made.
- End of May 2022 - Based on Council's direction, engage in the necessary background research for the purposes of presenting a draft framework for County Council approval.
- End of July 2022 – In partnership with the County Solicitor, present draft lease agreements to local municipal partners and Port Stanley Festival Theatre with a deadline of October 1<sup>st</sup>, 2022 to authorize. This will give local municipal partners two months to consider and approve agreements. These renewals will not be impacted should lame duck status apply;
- November 1, 2002 – Provide a summary update to County Council regarding renewals to take effect in 2023.

# Recommendations

THAT the March 8, 2022 presentation titled “Setting the Framework for Library Lease Renewals”, submitted by the Director of Community and Cultural Services, be received and filed for information, and;

THAT Elgin County Council provide direction on the matter of establishing common terms and a common base rate for all ten library facilities; and,

THAT notice be provided to local municipal partners and the Port Stanley Festival Theatre regarding the need to execute new lease agreements for Elgin County Library branches by the end of 2022.

# Thank you!

Brian Masschaele, Director of Community and Cultural Services



ElginCounty  
*Progressive by Nature*



**By-law for Municipalities Not Within a Regional  
Municipality, the County of Oxford or The  
District Municipality of Muskoka – Form 5**  
*Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)*

Drainage By-law Number 2022-24

A by-law to provide for a drainage works in the Township of Southwold  
in the County of Elgin.

Whereas the council of the Township of Southwold has procured a  
report under section 78 of the *Drainage Act* for the improvement  
of the McIntosh Drain No. 2 2022 drain;

And whereas the report dated 2022/02/25 has been authored by Mike DeVos and George Vereyken  
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$836,000.00 ;

And whereas \$800,860.00 is the amount to be contributed by the Township  
of Southwold for the drainage works;

And whereas *(Complete this clause only if other municipalities are being assessed a share of the cost of the project.)*;

|                    |  |
|--------------------|--|
| <u>\$35,920.00</u> | is being assessed in the <u>County</u> of <u>Elgin</u> |
| _____              | is being assessed in the _____ of _____                |
| _____              | is being assessed in the _____ of _____                |
| _____              | is being assessed in the _____ of _____                |

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Southwold  
pursuant to the *Drainage Act* enacts as follows:

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

**2. BORROWING**

The Corporation of the Township of Southwold  
may borrow on the credit of the Corporation the amount of \_\_\_\_\_ being the amount necessary for  
the improvement of the drainage works.

This project may debentured \_\_\_\_\_.

## 6. CITATION

This by-law comes into force on the passing thereof and may be cited as the  
" McIntosh Drain No. 2 2022 \_\_\_\_\_ by-law".

First reading 2022/03/28

Second reading 2022/03/28

Provisionally adopted this 28 day of March, 2022

Name of Head of Council (Last, First Name)  
Monteith, Robert

Signature

Name of Clerk (Last, First Name)  
Higgs, Lisa

Signature

Third reading \_\_\_\_\_

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Name of Head of Council (Last, First Name)

Signature

Name of Clerk (Last, First Name)

Signature

Corporate Seal

I, \_\_\_\_\_  
clerk of the Corporation of the Township of Southwold,  
certify that the above by-law was duly passed by the council of the Corporation and is a true copy  
thereof.

Name of Clerk (Last, First Name)

Signature

Corporate Seal



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2022-25**

#### **Being a By-Law to amend By-law No. 2014-65, being a By-law to establish a fire protection rate for unmetered fire supply lines.**

**WHEREAS** Section 391 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, provides that the Council of a local municipality may pass by-laws to impose fees and charges;

**AND WHEREAS** the Council for the Township of Southwold has established fees to be collected on water consumption used during fire events, practice scenarios and general maintenance on private water system line;

**AND WHEREAS** it is deemed necessary and appropriate to amend By-law 2014-65.

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

1. That By-law 2014-65 Schedule "C" is hereby amended by adding the following;

| <b>Size of<br/>Metre</b> | <b>Township<br/>Fire<br/>Protection<br/>Rate<br/>(annual)</b> |
|--------------------------|---|
| 2 inch                   | \$699.13  |
| 3 inch                   | \$827.54  |
| 4 inch                   | \$2,170.65  |
| 5 inch                   | \$2,751.64  |
| 6 inch                   | \$3,347.76  |
| 8 inch                   | \$4,810.06  |
| 10 inch                  | \$10,821.06   |

2. That the rates are effective March 28, 2022 and apply to all consumers of the Southwold water distribution system.



**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 28<sup>TH</sup> DAY OF MARCH, 2022.**

---

Deputy Mayor  
Robert Monteith

---

CAO/Clerk  
Lisa Higgs

# WCO | WIND CONCERNS ONTARIO

March 10, 2022

Municipalities of Ontario

**Re: Setbacks for industrial-scale wind turbines**

Wind Concerns Ontario has released its recommendations for setbacks between industrial-scale or grid-scale wind turbines and homes, and other buildings such as schools, long-term-care facilities, worker housing, etc.

The recommendations were developed after a review of current municipal bylaws and Official Plans, a review of setbacks employed in other countries around the world, and information on complaints of noise and adverse health effects collected in Ontario.

The setback recommended is 2 km between turbines and property lines. We believe this is a “reasonable compromise” and is more likely to be protective of health and safety than the current Ontario government setback of 550 metres, which is unchanged from 2009.

Please see the accompanying recommendation document.

Wind Concerns Ontario is a coalition of community groups, families and individuals concerned about the negative impacts of industrial-scale wind turbines on the economy, the environment, and people’s health.

Jane Wilson RN, B.A.

President

WIND CONCERNS ONTARIO

[president@windconcernsontario.ca](mailto:president@windconcernsontario.ca)

## **Community group coalition recommends 2-kilometer setback for Ontario wind turbines to protect health, safety**

March 8, 2022

OTTAWA--- Wind turbines built in Ontario to generate electricity from wind energy should have a setback of a minimum of two kilometers says Wind Concerns Ontario.

Ontario's present regulations for siting of wind turbines cite a minimum of 550 metres; that is not adequate to protect health or safety, Wind Concerns Ontario says.

The Ontario government currently has almost 7,000 formal Incident Reports documenting environmental noise pollution, dating from 2006 to the end of 2018, many of which also contain citizen complaints of adverse health effects.<sup>1</sup>

"Since wind turbines first started operating in Ontario, people have been complaining about the noise," says Jane Wilson, RN, Wind Concerns Ontario president. "The comments made to Provincial Environmental Officers are just heartbreaking—people cannot sleep for days on end. They often leave their homes to get rest. Some of them leave, and never go back."

Environmental noise pollution is a known factor in adverse health effects including sleep disturbance, which over the long term, can lead to other health effects such as high blood pressure and other cardiac problems.

The Ontario government pledged to monitor research around the world and revise regulations as required, but this has not occurred, Wind Concerns Ontario says. The Ontario government returned siting powers to municipalities when it amended the Planning Act in 2019, but it did not provide any guidance as to what new zoning by-laws could be.

At present, many jurisdictions—particularly those with a long history of using wind turbines—are adopting greater setbacks for health and safety. In Bavaria, Germany, for example, setbacks from residences are 10 times the height of the turbine which is equivalent to more than 2,000 metres or 2 kilometres. In Spain, Sweden, Scotland and Poland, setbacks are between 1 and 2 kilometres. In its new zoning bylaw, the Ontario municipality of Dutton-Dunwich implemented a setback of 2,000 metres.

---

<sup>1</sup> Wind Concerns Ontario. 2021. Response to Wind Turbine Noise Complaints by Ontario's Environment Ministry 2018.



Wind turbine noise is uniquely intrusive on the environment. U.S. acoustics professional Robert Rand says, “Unlike other power plant technologies which have numerous noise control options, the only reliable noise control for wind turbines is distance.”<sup>2</sup>

Other jurisdictions may have greater setbacks, and some have shorter, says Wilson. “We believe 2 kilometres is a reasonable compromise to protect health. Given the evidence, wind power operators should be supportive of every effort to be good acoustic neighbours.”

Wind turbine setbacks need to apply to all types of receptors including residential locations, both participant and non-participant, work locations, including farm locations, other employment locations, care facilities and schools.

A recent review of turbine equipment failures conducted by a group of Ontario municipalities also highlighted the inadequacy of the current setback of blade length plus 50 metres from property lines. The failure incidents profiled show that a minimum setback from the property line of tower height plus blade length (at least 200 metres for equipment used currently) is needed to protect against complete tower collapse. Additional distances are needed to protect against ice throw and the scattering of debris that can extend as far as twice the height of a wind turbine tower.

New setbacks also need to be applied to any repowering of existing turbines. The current practice of “grandfathering” existing wind turbines is not appropriate in light of evidence.

Wind Concerns Ontario is a coalition of community groups and individuals concerned about the negative impacts of industrial-scale or grid scale wind turbines (IWTs) on the environment, human health and the economy.

[contact@windconcernsontario.ca](mailto:contact@windconcernsontario.ca)

Jane Wilson

[www.windconcernsontario.ca](http://www.windconcernsontario.ca)

---

<sup>2</sup> Rand, Robert. 2019. Health Impacts of Industrial Wind Turbines. Presentation at Erie County Community College, September 10, 2019.

## APPENDIX 1: CURRENT SETBACKS IN VARIOUS JURISDICTIONS

### EXAMPLES OF U.S. SETBACKS

| State       | County       | Setback (m) | Comment                        |
|-------------|--------------|-------------|--------------------------------|
| Indiana     | Miami        | 600         | Property lines                 |
| Kansas      | Pratt        | 628         |                                |
| Kentucky    | Mason        | 1,600       | Property Lines                 |
| Maine       | Caratunk     | 2,414       | Property Lines                 |
|             | Clifton      | 1,219       | Residences                     |
| Nebraska    | Lancaster    | 1,600       | Residences                     |
| N. Carolina | Newport      | 1,524       | Property Lines                 |
| Oregon      | Umatilla     | 3,219       | Residences                     |
| Wyoming     | All Counties | 1,100       | 5.5 X Height to Property Lines |

\*Note the setbacks to property lines, not the centre of houses as in Ontario

#### EXAMPLES OF EUROPEAN SETBACK DISTANCES

| Country              | Set-back                      |
|----------------------|-------------------------------|
| Austria              | 800 to 1,200 m                |
| Denmark              | 4 X total height – 829 m      |
| Estonia              | 1,000 to 2,000 m              |
| Bavaria, Germany     | 10 x total height – 2,073 m   |
| Baden, Germany       | 700 m                         |
| Brandenburg, Germany | 1000 m                        |
| Sachsen, Germany     | 10 X hub height – 1,380 m     |
| Hungary              | 1,000 to 2,000 m              |
| Poland               | 10 x total height – 2,073     |
| England              | Local – 700 m to 10 x height  |
| N Ireland            | 10 x rotor diameter – 1,386 m |
| Scotland             | Local up to 2,000 m           |

**Source:** European Commission. 2018. Wind potentials for EU and neighbouring countries, p.52.

**From:** [Lori-Ann PIZZOLATO](#)  
**To:** [June McLarty](#)  
**Cc:** [Lisa Higgs](#); [Mayor G. Jones](#); [Mark FISHER](#); [DL - Trustees](#); [DL - Student Trustees](#)  
**Subject:** Re: Rural Education Task Force  
**Date:** March 16, 2022 3:38:47 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Hello Mr. Monteith,

As stated in our bylaws, when an email is sent to the entire board the Chair responds. I am pleased to respond on behalf of the Board of Trustees.

Thank you for sharing your concerns. The events of the past few weeks have been unfortunate. I apologize if any of the actions taken were perceived to undermine our shared goal of meeting the needs of TVDSB students, families, and staff in our rural schools and communities.

As you know, the role of governance and oversight of public education rests with the Board of Trustees under the province's Education Act. It was the Board of Trustees who created the Rural Education Task Force in 2019 and commissioned the report. As elected trustees, it will be up to us to review the report and decide on next steps.

There is no doubt in my mind that everyone involved in these conversations cares deeply about rural education and have shown their tremendous commitment to advancing the best possible learning environments for all students, no matter where they live.

I want to reassure you that the TVDSB Board of Trustees remains committed to the shared goal of the ongoing improvement of our rural schools and education programs and to creating safe and positive learning environments for all students across Thames Valley.

I look forward to working together to ensure continued investments and improvements to rural education and to the broader TVDSB education system as a whole.

Sincerely,

Lori-Ann Pizzolato

Lori-Ann Pizzolato  
Chair of the Board  
Trustee for Wards 1, 11, 12, 14  
Email: [l.pizzolato@tvdsb.ca](mailto:l.pizzolato@tvdsb.ca)  
Telephone: 519-452-2000

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March 9, 2022

Grant Jones, Mayor  
Township of Southwold  
35663 Fingal Line  
Fingal, Ontario, N0L 1K0

Dear Mayor Jones and Township of Southwold Council,

**Re: Elgin County 2022 Budget**

Please be advised that Elgin County Council at its March 8, 2022 meeting approved By-Law 22-15, Being a By-Law to Provide for the Adoption of the 2022 Budget of the Corporation of the County of Elgin and to Establish the 2022 Tax Ratios, and to Establish the 2022 Tax Rates for the County Constituent Municipalities.

Enclosed please find a copy of the Budget By-Law, and a Budget Fact Sheet for the Elgin County 2022 Budget. A certified copy of the By-Law will follow by mail.

If you have any questions or comments, please do not hesitate to contact me.

Yours truly,

A handwritten signature in blue ink, which appears to read 'Jennifer Ford', is written over a light blue rectangular background.

Jennifer Ford,  
Manager Financial Services/Deputy Treasurer

Enclosure

# ELGIN COUNTY 2022 BUDGET



Elgin County Council approved the 2022 Municipal Budget with a **1.7%** tax rate increase\* over 2021. The budget is in alignment with Council's 2020-2022 Strategic Plan Priority of Investing in Elgin by making responsible financial decisions. Council remains committed to being cost efficient with every dollar available to ensure the County maintains a strong financial position into the future.

## Additional Funding

### **\$1.2M**

Anticipated additional provincial funding from the Ontario Community Infrastructure Fund for Capital Projects.

### **\$2.5M**

Additional Ministry of Long-Term Care funding to support retaining and recruiting staff to increase direct hours of care for residents.

## Cost Increases

### **\$90,000**

Across all departments, unusually high inflation added additional costs over budgeted 2%.

### **\$213,000**

To complete necessary repairs to County-owned facilities.

## Service Enhancements

### **\$512,000**

Technological enhancements across all departments to improve efficiency and service delivery including GIS, Agenda Management, Human Capital Management, Cyber Security, and Long-Term Care Homes documentation.

### **\$121,000**

Costs to complete the Official Plan and modernize planning documents.

### **\$84,000**

To support an enhanced Emergency Management Program and coordinated efforts across the County.

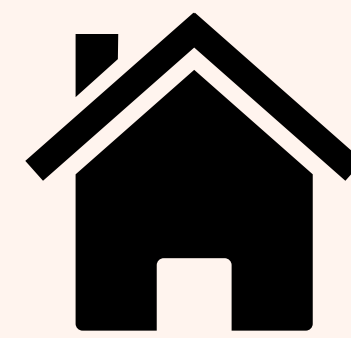
\*Elgin's Local Municipal Partners combine their tax rate with the County rate and the education rate to determine a total tax rate.

## FAST FACTS

# 1.7 %

Tax Rate Increase

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# \$ 37

Tax Increase on  
Residential Property  
valued at \$350,000

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# \$ 40.6M

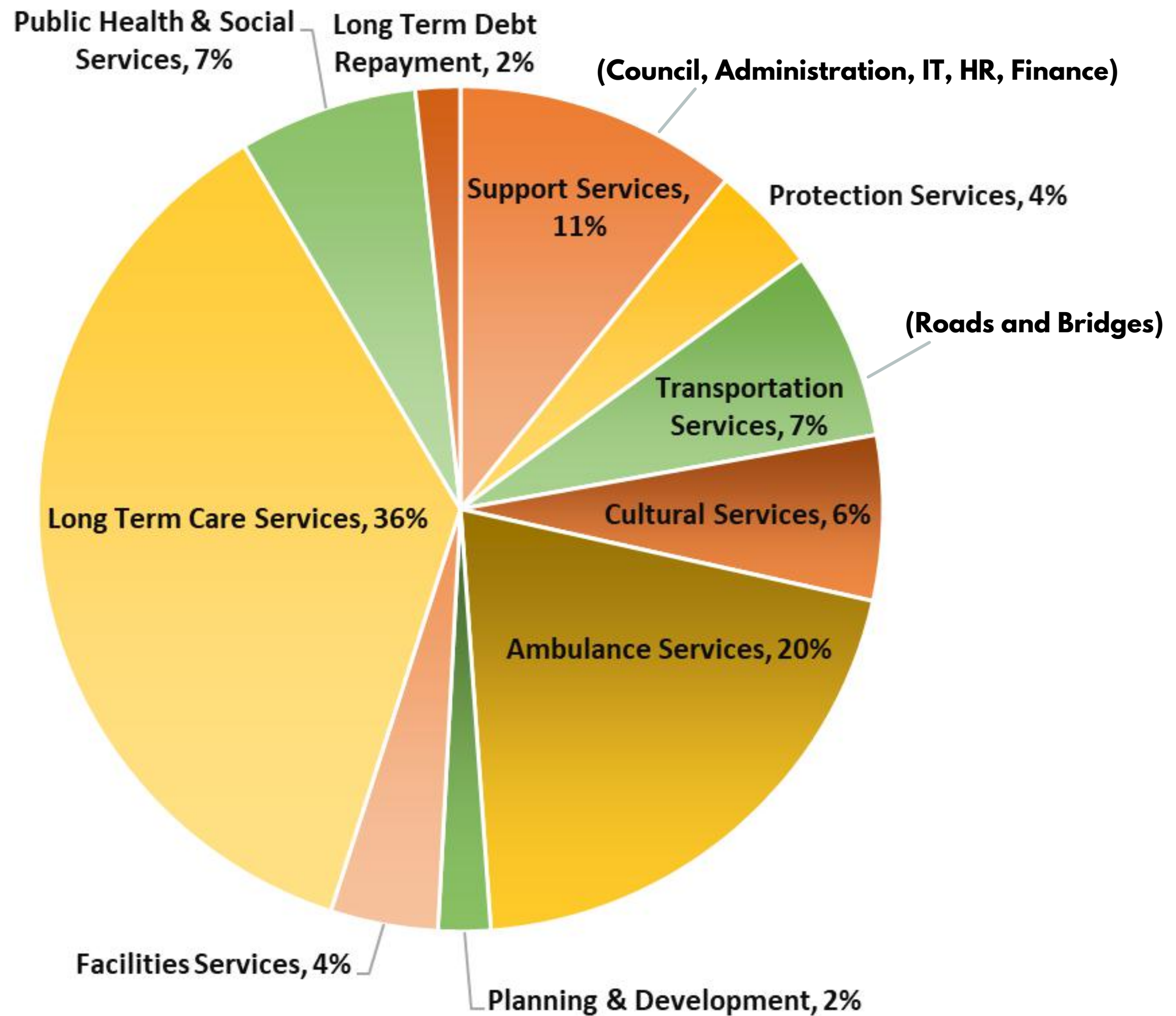
2022 Total Levy

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# \$ 1.5M

Levy increase over 2021

# 2022 OPERATING BUDGET- \$64.3M



## MAJOR CAPITAL PROJECTS 2022



**\$35.6M**

Terrace Lodge Redevelopment (Ongoing)



**\$700,000**

Third Line (CR18) Road Recycling and Resurfacing between Mill Road and Southdel Drive.



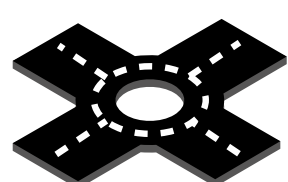
**\$3.1M**

Administration Building Elevator Replacement



**\$1.5M**

Philmore Bridge Deck Replacement



**\$1.4M**

Elm Street at Centennial Road Intersection Improvement (Roundabout)



**\$900,000**

Culvert Rehabilitations - various locations



**\$3M**

Village of Richmond Reconstruction (CR38 and CR43)



**\$3.6M**

Imperial Road (CR73) Rehabilitation between north limits of Town of Aylmer and Avon Drive.



**\$2.5M**

Fingal Line (CR16) Road Recycling and Resurfacing between Village of Fingal and City of St. Thomas.



**\$855,000**

Talbot Line (CR3) Asphalt Resurfacing between Iona Road (CR14) and west limits of Village of Shedden



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY- LAW NO. 2022-26**

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



**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND  
FINALLY PASSED THIS 28<sup>th</sup> DAY OF MARCH, 2022.**

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Deputy Mayor  
Robert Monteith

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CAO/Clerk  
Lisa Higgs

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## ADDENDUM TO AGENDA

Monday March 28, 2022



### REGULAR MEETING OF COUNCIL

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

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## 2. ADDENDUM TO AGENDA

Items Added:

### 12. Closed Session:

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