



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Tuesday May 24, 2022

REGULAR MEETING OF COUNCIL

7:00 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 May 9, 2022
 - (b) Minutes of the Zero Waste Committee Meeting of April 1, 2022
 - (c) Minutes of the Parks Committee Meeting May 5, 2022
 - 5. DELEGATION**
 - 6. DRAINAGE**
 - (a) McIntosh Drain No. 2 2022 Main Portion Tender Results
 - (b) McIntosh Drain No. 2 2022 Bore Portion Tender Results
 - 7. PLANNING**
 - (a) **7:00 p.m.** Committee of Adjustment MV 2022-04, 8735506 Canada Ltd. (Vara Home Inc.), 71 Wayside Lane **(sent under separate agenda package)**
 - (b) **7:15 p.m.** Public Meeting Zoning By-law Amendment ZBA 2022-03, 1454665 Ontario Inc., 10096 Iona Road.
 - (c) **7:30 p.m.** Public Meeting Zoning By-law Amendment ZBA 2022-04, Township of Southwold Zoning By-law - Additional Dwelling Units.
 - (d) **Applications for Consent** E40-22, E41-22, E42-22, Fulton/Siebenmorgen C/O D. Roe, 36427 Talbot Line

8. REPORTS

- (a) ENG 2022-22 Draft Township Guidelines Manual – Part 1
- (b) ENG 2022-23 Public Works Project Update
- (c) County Council Highlights – May 10, 2022

9. CORRESPONDENCE

- (a) Waiver of Fee Request – Elgin Amateur Radio Society
- (b) Appointment of Zero Waste Committee Member

10. BY-LAWS

- (a) By-law No. 2022-24, being a by-law to provide for drainage works – McIntosh Drain No. 2 2022, third and final reading
- (b) By-law No. 2022-44, being a By-law to amend By-law No. 2011-14, 1454665 Ontario Inc., 10096 Iona Road
- (c) By-law No. 2022-45, being a By-law to amend By-law No. 2011-14, Additional Dwelling Units
- (d) By-law No. 2022-46, being a by-law to to establish an Election Joint Compliance Audit Committee for the 2022 Municipal Election in accordance with the Municipal Elections Act, 1996, as amended
- (e) By-law No. 2022-47, being a by-law to appoint various Township Officials
- (f) By-law No. 2022-48, being a by-law to authorize a lease agreement with T. Glover for lands on Registered Plan 11R-10840
- (g) By-law No. 2022-49, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 24, 2022

11. OTHER BUSINESS *(For Information Only)*

- (a) Central Elgin Zoning By-law Amendment -43315 Roberts Line

12. CLOSED SESSION

No Business

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday June 13, 2022 @ 7:00 P.M.

Council Chambers, Fingal /Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting

Monday May 9, 2022

7:00 p.m. Council Chambers, Fingal/Via Video Link

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Jeff Carswell, Dir. of Corporate Services/Treasurer (7:00 p.m.– 9:28 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv. (7:00 p.m.–9:00 p.m.)
Brent Clutterbuck, Drainage Superintendent (7:00 p.m.–7:35 p.m.)
Jeff McArthur, Dir. of Fire Services/Fire Chief (7:00 p.m.– 7:58 p.m.)
Kevin Goodhue, Water/Wastewater & Compliance Superintendent (7:00 p.m.– 8:04 p.m.)
Heather James, Planner (7:00 p.m.– 7:25 p.m.)
June McLarty, Corporate Services Clerk (7:00 p.m.– 8:04 p.m.)

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

ADDENDUM TO THE AGENDA: None

DISCLOSURES:

There were no disclosures

ADOPTION OF MINUTES:

2022- 127

Councillor Emons – Deputy Mayor Monteith

Minutes

THAT the Minutes of the Regular Council Meeting of April 25, 2022 are hereby adopted;

AND THAT Council has reviewed the Minutes of the War Memorial Committee meeting of November 30, 2021 and the Minutes of the McIntosh Drain No. 2 2022 Court of Revision of April 25, 2022

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

DRAINAGE:

2022-128

Councillor North – Councillor Pennings

Legal Outlets – Talbot Meadows Drain

THAT Council of the Township of Southwold approves the request from Woodland Way Developments Inc. under Section 65(5) of the Drainage Act to connect the lands to the Talbot Meadows Drain and that an engineer be appointed to review the Talbot Meadows Drain and prepare the necessary reports to confirm whether this drain has the capacity to serve as a legal outlet for four (4) single family lots on proposed consent applications E44/21, E45/21, E46/21 and E47/21; and

THAT this review falls under Section 65 (3) of the Drainage Act.

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

CARRIED

PLANNING:

2022-129 Deputy Mayor Monteith – Councillor Pennings Consent Application E27-22, 36434 McDiarmid Line

THAT Council of the Township of Southwold receive Report PLA 2022-08 regarding Consent Application E27-22 – Comment to the County of Elgin;

AND THAT Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for the consent application, File E27-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-08;

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2022-08 as Municipal comments to the County of Elgin.

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

CARRIED

THAT Council of the Township of Southwold receive Report PLA 2022-09 regarding Consent Applications E44-21, E45-21, E46-21 and E47-21 – Comment to the County of Elgin;

AND THAT Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for an amendment in consent condition #11 for consent applications, Files E44-21, E45-21, E46-21 and E47-21, subject to the Lower-Tier Municipal condition in Appendix One of Report PLA 2022-09;

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2022-09 as Municipal comments to the County of Elgin.

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

CARRIED

REPORTS:

Activity Report from the Director of Fire Services / Fire Chief

Jeff McArthur presented his report to Council.

THAT the Township of Southwold Council authorize the signing of the Tillsonburg Fire Dispatch Services Agreement for Dispatching Elgin County;

AND THAT Council give consideration to By-Law No. 2022-38 included on the May 9, 2022 Agenda.

<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

2021 Fire Incident Summary

Director of Fire Services/Fire Chief Jeff McArthur presented his report to Council. He reported that 2021 was one of the Fire Departments busier years and the Township has an excellent burn permit compliance rate. There were only a couple of complaints.

Activity Report from the Director of Infrastructure and Development Services

Peter Kavcic presented his report to Council

2022-132 Councillor Pennings – Councillor North

Locate Policy Amendment

THAT Council approve an amendment of the Locate Policy By-Law 2014-38 to allow for relocates to take place after 60 days.

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

CARRIED

THAT Council approve the execution of the Indigenous Participation Agreements with Aamjiwnaang First Nations, The Chippewas of the Thames First Nations, and Caldwell First Nations; and,

THAT Council endorse Staff with a temporary delegation to execute Indigenous Participation Agreements until the Stage 2 Archeological work is complete, with Staff reporting back to Council on these additional agreements.

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

THAT Council approve By-law #2022-42 Addendum to the Fire Chief Shared Service Agreement with the Municipality of West Elgin.

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

Activity Report from the Director of Building and Community Services

The April Activity report from the Director of Building and Community Services was presented to Council.

Activity Report from the CAO/Clerk

Lisa Higgs presented her report to Council.

Municipal Memorial Bench Policy

STAFF DIRECTION

Staff was directed by Council to present the Municipal Memorial Bench Policy to the Keystone Complex Committee, determine the distance/location of benches per park and the number of names that can go on a dedication plaque.

CORRESPONDENCE:

- Notice for Training Session from Bert Duclos RE: Cultural Heritage Conservation – Fundamentals for Municipal Heritage Committees

Council reviewed the item under Correspondence.

BY-LAWS:

- By-law No. 2022-35, being a by-law to authorize a lease agreement with H. Collard for lands on Registered Plan 11R-10140.
- By-law No. 2022-36, being a establish a levy for the year 2022, to adopt tax rates for 2022 and to provide for penalty and interest in default of payment and the collection thereof.
- By-law No. 2022-37, being a by-law to amend a by-law to establish a locate services policy
- By-law No. 2022-38, authorize an agreement with The Corporation of the Town of Tillsonburg for Fire Dispatch Services.
- By-law No. 2022-39, Archeological Monitoring Services Agreement with the Aamjiwnaang First Nation and Tri-Tribal Monitoring Services for archeological monitoring services for a New Tertiary Membrane Wastewater Treatment Plant.
- By-law No. 2022-40, Archaeology Field Liaison Agreement with the Chippewas of the Thames First Nation for New Tertiary Membrane Wastewater Treatment Plant.

- By-law No. 2022-41, Archeological Monitoring Services Agreement with the Caldwell First Nation for archeological monitoring services for a New Tertiary Membrane Wastewater Treatment Plant.
- By-law No. 2022-42, being a By -Law to approve an addendum to the Fire Chief Shared Services Agreement with the Corporation of the Municipality of West Elgin to include the services of a Shared Fire Services Coordinator Position
- By-law No. 2022-43 being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 9, 2022.

2022-135

Councillor North – Councillor Pennings

By-laws

THAT By-laws Nos. 2022-35, 2022-36, 2022-37, 2022-38, 2022-39, 2022-40, 2022-41, 2022-42 and 2022-43 be read a first and second time.

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

CARRIED

2022-136

Councillor Pennings – Councillor Emons

By-laws

THAT By-laws Nos. 2022-35, 2022-36, 2022-37, 2022-38, 2022-39, 2022-40, 2022-41, 2022-42 and 2022-43 be read a third time and finally passed.

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

J. Pennings √ —

CARRIED

OTHER BUSINESS:

- Multi-Municipal Wind Turbine Working Group RE: Resolution Wind Turbine Setbacks
- Resolution from West Lincoln RE: Funeral, Burial and Cremations Services Act, 2022 and Ontario Regulation 30/11
- Resolution City of Waterloo RE: Ontario Must Build It Right the First Time
- Middlesex County – Official Plan Amendment

Council reviewed the items under Other Business

CLOSED SESSION:

2022-137

Deputy Mayor Monteith – Councillor Emons

Closed Session

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:04 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) – Director of Corporate Services/Treasurer Recruitment
- A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Talbotville Development

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

CARRIED

STAFF DIRECTION

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

ADJOURNMENT:

2022-138 Councillor North – Councillor Pennings

Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:28 p.m.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Southwold Zero Waste Committee

April 1, 2022

Virtually

10:00 AM

Attendance: Councillor Emons, Jess Andrews, Shannon Lynch, Niki Pennings, Richard Andrews, Caitlin Wight. Also joined: Peter Kavcic.

1. Call to Order

Meeting called to order by Councillor Emons at 10:07 am

2. Approval of Agenda

Agenda was approved through Resolution No. 04. Moved by Shannon Lynch, Seconded by Jess Andrews.

RESOLVED that the agenda of the April 1, 2022 committee meeting of the Southwold Zero Waste Committee be approved. DISPOSITION: Motion Carried

3. Adoption of Minutes from March 18, 2022 Meeting

Adoption of the minutes from meeting on March 18, 2022 approved through Resolution No. 05. Moved by Niki Pennings, Seconded by Jess Andrews.

RESOLVED that the minutes of the meeting of the Southwold Zero Waste Committee on March 18, 2022 be approved. DISPOSITION: Motion Carried.

Business arising from previous minutes

- Communities in Bloom – Plant sale is May 28 from 8-1 PM. Committee have presence, assist with dishes. Have two shifts of people working. Promote using own mugs for coffee/tee. CIB was meeting on April 4 – will get back to them on if can sell composters, assistance with zero waste part of event. Sarah has a shade shelter to bring as well.
 - Banner – Sarah connected with Van Pelts. Banner 33.5" x 78", with substantial base is \$269.00 + HST. Discussion on design – Zero waste logo, re-design to have it horizontally? Sarah inquire with her dad on designing it. Links to Facebook/Instagram accounts.

- Education Presentation – Jess brought a QR code to the meeting. Can be added on poster, printed, on website – can link it to any web address you want it to. Discussion on having the presentation on a laptop, on a poster, some written information as well. Jess is going to do a mock up to send out to the group. Infographic style, examples of what can be composted. Maybe provide samples at event of what can be composted. Shannon is working on the DIY audit presentation.

New business

- Garbage / Recycling Collection RFP – Peter Kavcic
 - Peter Kavcic, Dir. of Infrastructure and Development Services joined the meeting to discuss the Townships upcoming participation in an RFP that the City of St. Thomas is putting out for Garbage and Recycling Collection. Discussion from the committee on what they would like to see in the Township. Encourage increased recycling, increase diversion, reduce garbage picked up, not increase, organics collection. Communicate with new residents on services, try to change the mindset. Educate residents on what goes behind the garbage, where it ends up, impacts that it has.
 - Committee – at upcoming events, gather feedback from residents on how they would like to see waste managed in future, what services they would like to see.
 - Discussion on dedicated meetings for Education. Education that is beneficial to a wide range of groups: Business, residential, government
- 2022 Plans
 - Earth Day Clothing Swap – promote online, look to have a winter event as well. Social night for community building. Event on Earth Day or Thursday night before. Do an AM drop off at Complex, advertise to contact committee to arrange pick up if unable to drop off. Caitlin to confirm date in calendar. Sarah to create poster in Canva. Want clean, washed, folded items. Bring your own bag.
 - Audit events – discussion for a future meeting.
 - Email copy of Financial statement to group. Caitlin provided print out from Treasurer of committees financial position ending 2021.

Delegation of Duties

Adjournment

The next meeting to be Friday, May 6, 2022 at 10:00 AM Virtually. Meetings to be held first Friday of every month at 10:00 AM. Approved through Resolution No. 06. Moved Shannon Lynch, Seconded by Jess Andrews. RESOLVED that the meeting be adjourned at 11:28 AM and that the next meeting be scheduled for May 6, 2022 at 10:00 AM virtually. DISPOSITION: Motion Carried.



- M I N U T E S -

May 5th, 2022
@ 7:00pm
Teams Meeting

Attendees:

Councillor Justin Pennings (Co-Chair)
Steve Bushell (Shedden Soccer, Youth)
Michelle Lackey (Shedden Soccer)
Jesse Walker (Shedden Soccer)
Janice Fisher (Talbotville Minor Ball)
Ross Burgar (Fingal Heritage Park)
Lisa Higgs (CAO/Clerk)
Jeff Carswell (Director of Corporate Services/Treasurer)
John Price (Parks Facility Manager)
Lori Redman (Resource)

1. Meeting called to order at 7:07 pm
2. Adoption of Minutes – July 6th, 2021

Resolution of Committee

Moved by: Ross Berger
Seconded by: Janice Fisher

THAT the minutes of the July 6th, 2021 committee meeting are hereby approved
Carried

Lisa Higgs, CAO, introduced John Price, new Parks Facility Manager to committee members.

3. **New Business**

User Fees

As there was no rental activity over the previous two years, fees will be re-evaluated at the end of the 2022 season.



Municipal Naming Program

A draft policy for a municipal naming program will be going to Council for consideration on May 24th, 2022. This draft will outline the naming procedures of future Roads, Facilities, and Parks.

Optimist Park

Committee members inquired into the 911 address for Optimist Park. This item is to be completed for the next meeting.

Parks

Signage with the new Township logo will be provided for the parks. This signage will also include the following; new general guidelines, no smoking/vaping, pick up after your dog, and no motorized vehicles in the park.

There is a policy going to Council on May 23rd, 2022 that outlines a park naming by-law.

Rosy Rhubarb has asked that a splash pad be considered by members of Council and members of the parks committee, and they will be fundraising extensively. This item will be discussed at a later date.

4. Updates on Capital Projects – CAO Lisa Higgs

Shedden Open Space Park

The trail running from the pavilion to the keystone complex was completed on time and on budget.

Signage has been posted asking heavy vehicles to stay off the trail.

Parking lot completed in 2020.

Grading and the new storm sewer have been completed, as well as the pavilion, washroom, and new playground.

There are proposed future plans for storage at the food booth.

One main soccer field is wired for lighting in the future if needed.

Netting/fencing along Union Road has been removed from the budget as no groups were using the facilities.

Fingal Heritage Park

All work has been completed for phase 1, and phase 2 is underway.

Asphalt will be put down in the parking lot, a trail will be completed, and benches will be added.

A concrete pad will be installed, along with history signage.

Trees are to be planted and a Steel replica of a Macpherson, Glasgow thrashing machine will be erected.



Talbotville Park

Trails have been covered with chips and dust with looking to pave the trails in the future. Second ball diamond will be needed, and soccer fields will need to be addressed. Future recreation area, which will include bolsters around the playground equipment to protect those using the play area.

There is a conservation area in the Ridge that will connect the to the existing trails in the future.

Optimist Park

The parking lot was provided by the developer. The trail, which begins at Talbotville Gore Road through to the future trail surrounding the new development is underway, the contractor is waiting for better weather to begin. The baseball diamond will have fresh clay in late May, and the sod should be completed by mid-June. The township is contracting out grass seeding and tidying up the parking lot. Lights are proposed, waiting for Hydro One. A contractor will be removing the dead tree at the park.

Fingal Park

Dugouts are planned and there is the possibility of removing the washrooms to create storage.

The investment into the parks has been extensive and we are hoping that the focus now is on the completion of all planned projects.

Reports

Shedden Soccer – Steve Bushell/Michelle Lackey/Jesse Walker

Registration is still open and will remain open. Drainage appears to be an issue and has raised concerns with the members of Shedden Soccer, John Price, Parks Facility Manager addressed the concerns.

GPS was completed on the soccer fields on May 4th, 2022.

Shedden soccer is concerned with the increase to the insurance policy for this season and asks that the Township give notification sooner so they can be prepared. Shedden soccer holds its annual AGM in November.

Talbotville Minor Ball – Janice Fisher

Talbotville minor ball is finding it hard to field teams and has noticed a drop in enrollment not only in Talbotville but at other centers in the area. T-Ball, 4 Pitch and Atom age ball will be getting underway in July.

The Talbotville play equipment is being used by families.



Fingal Heritage Park – Ross Berger

More history signage is to be added to the park.
Exercise equipment to be removed from the design.
A porta-potty enclosure will need to be addressed, as well as lamppost signage.

A memorial bench program is going to Council on May 9th, 2022 for approval. The program will allow people to rent a bench for ten years, for a set fee and then have the opportunity to renew the rental agreement or to pass on the bench rental so new parties can rent. They are hoping to have twenty benches installed this fall. The fee for the bench rental will be \$2,500.00 per bench, with one plaque per bench. These benches will be wrought iron and will include a bronze plaque identifying the memorial.

5. Adjournment

Moved by: Janice Fisher
Seconded by: Steve Bushell

THAT this meeting of the Parks Committee be adjourned at 7:55pm.

carried

Councillor Peter North, Chair

Co Chair, Councillor Justin Pennings

May 19, 2022

Brent Clutterbuck
Drainage Superintendent
Township of Southwold
35663 Fingal Line, County Road 16
Fingal, Ontario
N0L 1K0

Mr. Clutterbuck:

Re: McIntosh Drain No. 2
Our Job No. 215228



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
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www.spriet.on.ca

We have completed our review of the three (3) tenders submitted for May 17, 2022 for the above noted project.

The following is a summary of the tenders as received for the main portion (excl. HST):

CONTRACTOR	CONTRACT PRICE SUBMITTED (Part A)	OPTIONAL PRICE SUBMITTED (Part B)
Robinson Farm Drainage Limited	\$ 374,828.50	\$ 33,000.00
A. G. Hayter Contracting Limited	\$ 378,881.00	Not submitted
VanBree Drainage and Bulldozing Limited	\$ 383,063.10	\$ 27,375.00

Our pre-tender cost estimate for the project was \$318,920.00 (excl. HST).

All tenders were required to submit the following:

- i) "Bid Deposit" in the amount of 10% of the Tender Price.

We have reviewed the tenders on the above project and find the low tender to be in order, we recommend that the low tender by Robinson Farm Drainage Limited be accepted. Please ensure that the winning contractor provides the required insurance with Section A. 12 of the General Conditions in the Specifications. We note that Robinson Farm Drainage will need to provide bonding prior to commencing work on the MTO right of way. All three tenders received were significantly higher than the pre-tender estimate but had minimal spread. Due to the minimal spread, it is assumed that these prices are competitive and the increase in cost is likely a result of record diesel prices and supply chain issues.

It is our pleasure to be of service.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

George A. Vereyken, P. Eng.

May 19, 2022

Brent Clutterbuck
Drainage Superintendent
Township of Southwold
35663 Fingal Line, County Road 16
Fingal, Ontario
N0L 1K0

Mr. Clutterbuck:

Re: McIntosh Drain No. 2
Our Job No. 215228



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

We have completed our review of the one (1) tender submitted for May 17, 2022 for the above noted project.

The following is a summary of the tenders as received for the bore portion (excl. HST):

CONTRACTOR	CONTRACT PRICE SUBMITTED
VanBree Drainage and Bulldozing Limited	\$ 269,925.00

Our pre-tender cost estimate for the project was \$213,240.00 (excl. HST).

All tenders were required to submit the following:

- i) "Bid Deposit" in the amount of 10% of the Tender Price.

We have reviewed the tenders on the above project and find the low tender to be in order, we recommend that the low tender by VanBree Drainage and Bulldozing Limited be accepted. Please ensure that the winning contractor provides the required insurance with Section A. 12 of the General Conditions in the Specifications. Please ensure that the low bidder has supplied an agreement to bond for both labour and material bonds. The price received is significantly higher than the pre-tender estimate which is likely a result of record diesel prices and supply chain issues.

It is our pleasure to be of service.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

George A. Vereyken, P. Eng.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 24, 2022

PREPARED BY: Heather James, MES (Pl.), MCIP, RPP, Planner

REPORT NO: PLA 2022-11

SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-03 – Recommendation Report

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2022-11 regarding Zoning By-law Amendment Application ZBA 2022-03 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-03, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-11.

Purpose:

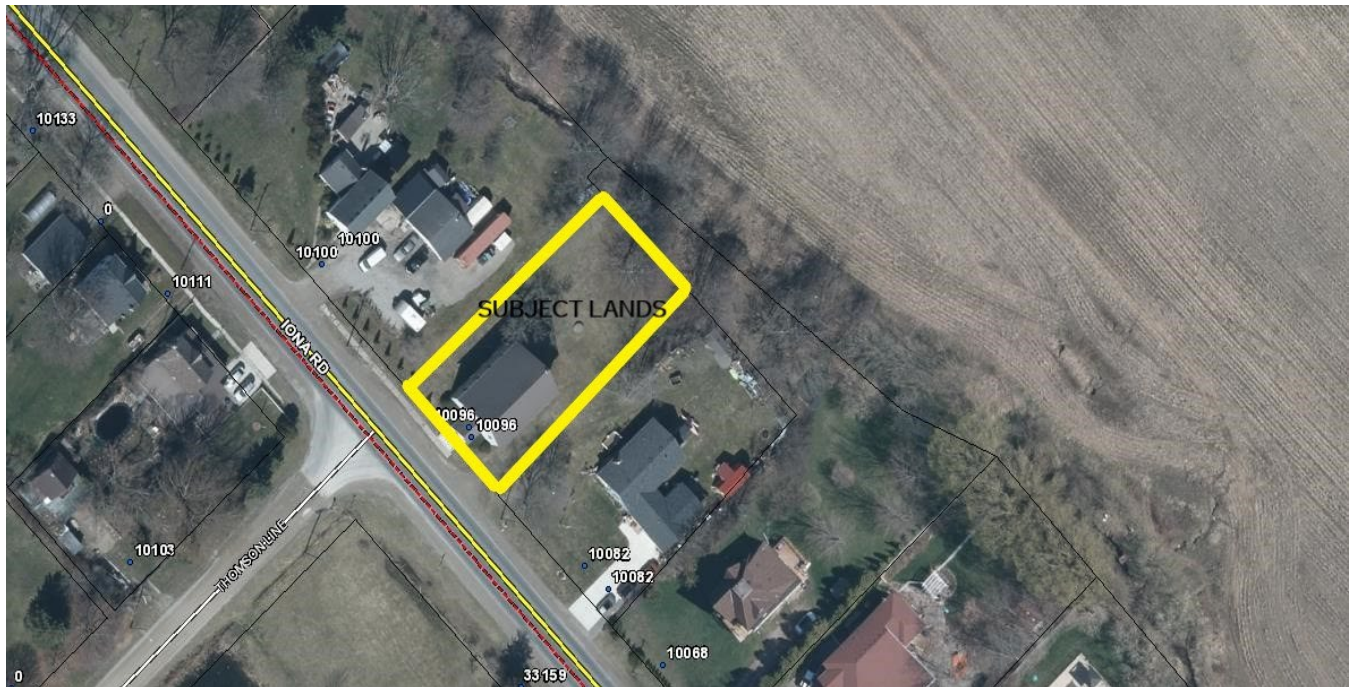
The proposal is to rezone the subject lands from the Institutional (I) Zone to the Residential 1 (R1) Zone, in order to permit the conversion of a former place of worship to a single detached dwelling.

Background:

Below is a background information, in a summary chart:

Application	ZBA 2022-03
Owner	1454665 Ontario Inc.
Applicant	Dave Phillips
Legal Description	Part of Lot 4, Concession 5
Civic Address	10096 Iona Road
Entrance Access	Iona Road
Water Supply	Municipal Water
Sewage Supply	Privately owned and operated individual septic system
Existing Land Area	1,517.75 square metres (0.38 ac)

Figure One below, depicts the existing parcel of the 1454665 Ontario Inc..



The zoning sketch, depicting the subject lands, is attached to this report as Appendix One for reference purposes.

Comments/Analysis:

Planning Policy Review:

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

PPS

The subject lands are within the hamlet of Iona Station which is a rural settlement area (Section 1.1.4). Limited development is permitted in this area. A single detached dwelling on an existing lot of record is permitted.

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

CEOP

The subject lands are Tier 2 Settlement Area (Iona Station) on Schedule 'A' Land Use in the CEOP. Limited development is permitted in this area. Development on partial services is permitted to allow for the infilling and the rounding out of existing development provided the proposed development is within the reserve sewage system capacity and reserve water system capacity; and site conditions are suitable for long-term provision of such services.

The proposal will see the conversion of a former place of worship to a single detached dwelling. The subject lands are an existing lot of record. The lands are serviced with municipal water and private septic system.

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

OP

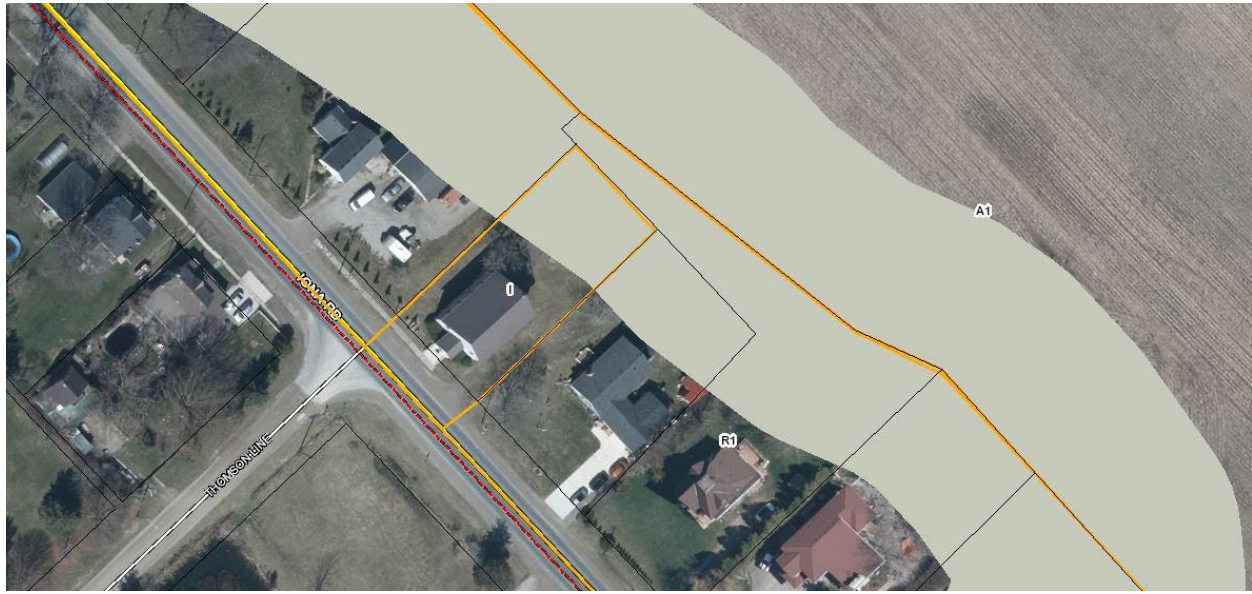
The subject lands are designated Hamlets on Schedule '4' Southwold Land Use in the OP. Section 5.3 Hamlets permits single detached dwelling use in this designation. Residential intensification is encouraged in the OP and the conversion of institutional buildings for residential uses is a part of the definition in the OP.

Section 6.2.2.3 Individual Sanitary Sewage Treatment and Disposal Systems states development on private sanitary waste disposal systems shall be permitted in accordance with the requirements of the Ontario Building Code. The subject lands are serviced with municipal water and private septic system.

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

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

The subject lands are zoned Institutional (I) with a portion of the lands subject to Lower Thames Conservation Authority Development Regulation, as shown on Schedule 'A' Map 17B in the Township of Southwold Zoning By-law 2011-14, as depicted on the next page.



The proposed zoning by-law amendment proposes to rezone the subject lands from Institutional (I) to Residential 1 (R1) to permit a single detached dwelling. The subject lands meet the R1 Zone regulations.

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

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

Circulation Of The Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on May 4, 2022, 2022, 20 days prior to the public meeting (minimum 20 days required).

Additional information related to the application is available on the website:
<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx#ZBA-2022-03-10096-lona-Road>

Township Department Comments

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

- Infrastructure Department – Supportive of the rezoning. The official plan highlights importance of residential intensification and is included in definition to allow for conversion of institutional building to residential use. This is mentioned in definitions on page 91 of official plan. Zoning in the hamlet is R1 and this rezoning would be compatible with existing uses,;
- Drainage Department – no concerns;
- Financial Services Department – Subject to Development Charges being a conversion from Institutional to Residential; and
- Building Department – If the plans are to convert the church to a Dwelling unit a change of use or renovation permit will be required along with a review of the septic system prior to the any construction commencing.

The owner has been provided the Township Departments' comments.

Agency Comments

The zoning by-law amendment application was circulated to the Agencies for comment. The following comments were received:

Lower Thames Valley Conservation Authority

Lower Thames Valley Conservation Authority, in their May 13, 2022, letter noted the following:

- After reviewing our files and mapping, staff determined that the property in question is subject to the Authority's Development and Alteration to Watercourses portion of the regulations. The issue of concern in this area is the Racx and Iona Station Drains and Culvers and erosion.
- An application from this office is required prior to any works/construction taking place within the regulated area. The lands are not subject to flooding of a general nature and therefore the flood proofing of structures on the property is not required. However, the flood proofing of structures for the purposes of prevention of flood damage from local drainage waters is always recommended. Setbacks from the drains will be required to any proposed works/structure(s)/site alteration.

Planning Staff has no issues or concern with the Lower Thames Valley Conservation Authority comments, as the comments can aid the Applicant with their proposal and does not impact the proposed zoning by-law amendment, as proposed.

Public Comments

At the time of submission of this report, one phone call from a neighbouring property owner had been received in support of the application.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

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

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

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

Respectfully submitted by:

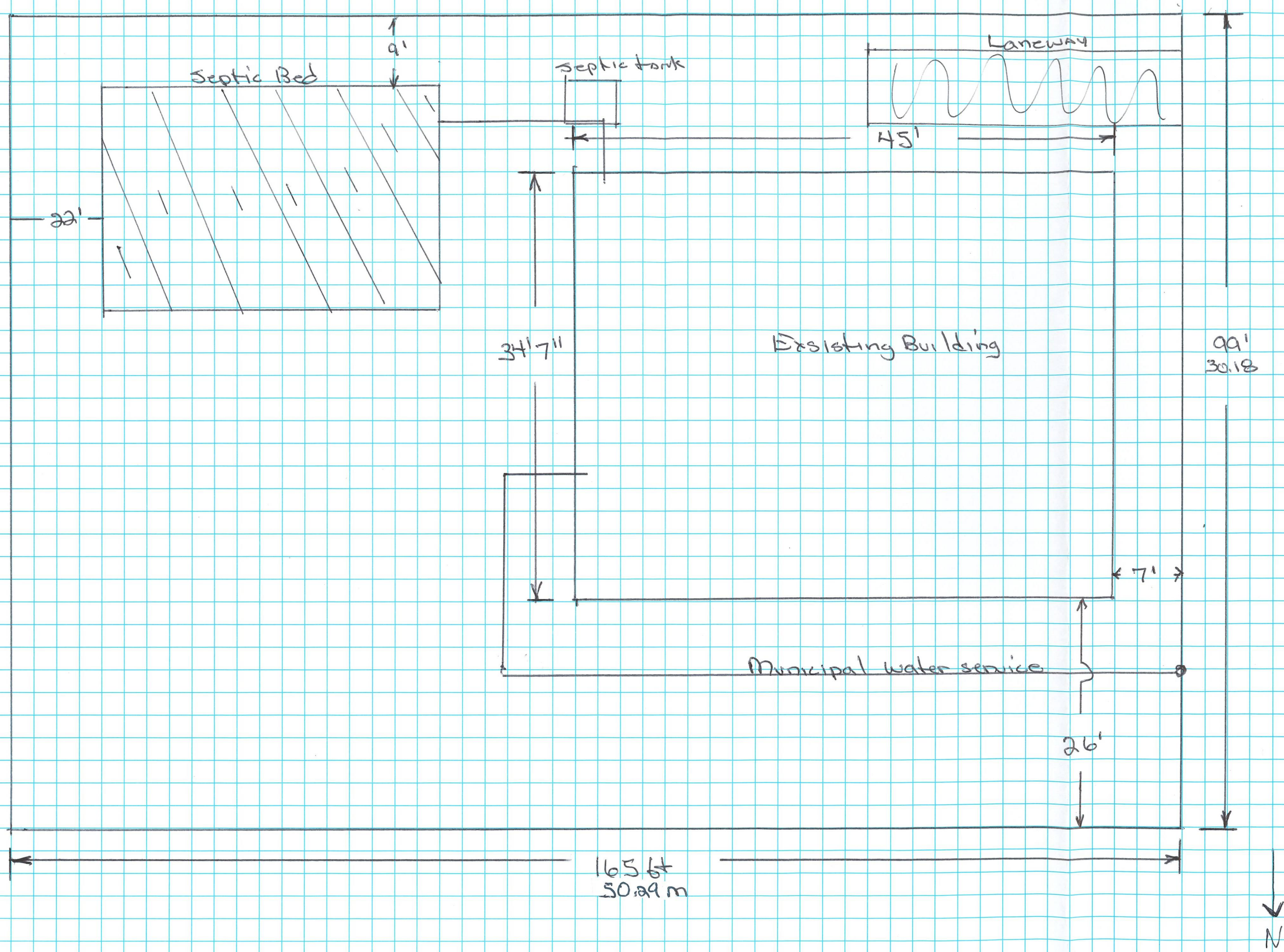
**Heather James, MES (Pl.), MCIP, RPP
Planner**

Approved for submission by:

**Jeff Carswell
Director of Corporate Services/Treasurer**

Appendices:

1. Appendix One: ZBA 2022-03 Sketch
2. Appendix Two: Draft Zoning By-law Amendment, ZBA 2022-03



PLA 2022-11 Appendix Two: Draft Zoning By-law Amendment, ZBA 2022-03



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-44

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 17B, to change the zone symbol applying to lands legally described as Part Lot 4, Concession 5, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Institutional (I) Zone to the Residential 1 (R1) Zone.
2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

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

Mayor
Grant Jones

CAO/Clerk

Lisa Higgs

THOMSON LINE

IONA ROAD

Lands to be
rezoned R1

This is Schedule "A" to By-law No. 2022-44
passed on the 24th day of May 2022

MAYOR

CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 17B



0 10 20
Meters





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 24, 2022

PREPARED BY: Heather James, MES (Pl.), MCIP, RPP, Planner

REPORT NO: PLA 2022-12

SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-04 – Recommendation Report

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2022-12 regarding Zoning By-law Amendment Application ZBA 2022-04 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-04, in accordance with the site-specific By-law contained within Appendix One of Report PLA 2022-12.

Purpose:

The proposed Amendment would add a new subsection 3.48 Additional Dwelling Units to the Township of Southwold Comprehensive Zoning By-law 2011-14 which will include zoning permissions and regulations for additional dwelling units. The proposed Amendment affects all applicable lands within the Township of Southwold.

Background:

On June 6, 2019, the Ontario government passed Bill 108, *More Homes, More Choice, 2019*. The intent of the bill is to increase affordable housing in Ontario. In terms of the *Planning Act*, R.S.O. 1990, c. P.13 one area it has impacted is the requirement for municipalities to authorize additional residential units for detached, semi-detached and row housing in primary dwellings and ancillary buildings or structures.

As a result of Bill 108, the following changes in legislation relating to additional residential units came into effect on September 3, 2019, in the *Planning Act*:

Section 16(3) of the *Planning Act*, states an official plan shall contain policies that authorize the use of additional residential units by authorizing,

- (a) the use of two residential units in a detached house, semi-detached house or rowhouse; and
- (b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or row house.

Section 35.1(1) of the *Planning Act* states the council of each local municipality shall ensure that the by-laws passed under section 34 give effect to the policies described in subsection 16 (3).

The amendments made by Bill 108 must be implemented by new official plan policies and zoning by-laws which can be undertaken voluntarily, at any time, by a municipality or during the mandatory updating of official plan policies and zoning by-law amendments required by s.26(1.1) and s.26(9), respectively, of the *Planning Act*.

Comments/Analysis:

Planning Policy Review:

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

PPS

The PPS contains policies in support of additional dwelling units. Municipal councils shall identify appropriate locations and promote opportunities for accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated with existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs (Policy 1.1.3.3).

Municipal councils shall also provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by permitting and facilitating all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3 (Policy 1.4.3. b) 2.).

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

CEOP

The CEOP has several policies in support of additional dwelling units. Policy C1.3.1 Goals of the Housing Policies states it is the goal of this Plan to meet the County's current and future housing needs by c) assisting in the achievement of residential intensification and affordable housing by encouraging opportunities for mixed-use development in appropriate locations.

Policy C1.3.2 General Policies of the Housing Policies states local municipalities are also required to establish local Official Plan policies and Zoning By-law provisions to allow second units in detached, semi-detached, row houses and ancillary structures.

The CEOP is currently under review. Updated policies pertaining to additional residential units will be included.

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

OP

Section 3.4.2 Secondary Dwelling Units permits these units as-of-right within the Agricultural Areas, Hamlets and Settlement Areas designations. Site Plan Control is required for all secondary dwelling units.

Section 5.1.3.3 e) Residential Permissions within the Agricultural Area states residential dwellings within the Agricultural Area are limited to secondary dwelling units where:

- i. the size of the secondary dwelling unit is smaller relative to the primary residence;
- ii. the secondary dwelling is located within the farm cluster; and,
- iii. the secondary dwelling has adequate servicing.

The proposed zoning by-law amendment to implement subsection 3.4.8 Additional Dwelling Units includes the regulations listed above for lands within agricultural areas.

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

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

The proposed zoning by-law amendment will meet the Township's legislative obligation to include additional dwelling unit regulations in the Zoning By-law and will implement the additional dwelling unit policies in the OP. The proposed Amendment would add a

new subsection 3.48 Additional Dwelling Units to the Township of Southwold Comprehensive Zoning By-law 2011-14 which will include zoning permissions and regulations for additional dwelling units. The zoning regulations include the following:

- Additional dwelling units are permitted in a rowhouse dwelling, semi-detached dwelling, single detached dwelling and street rowhouse dwelling
- Additional dwelling units must connect to full, partial or private services
- A maximum of two additional dwelling units per lot; one additional dwelling unit in the primary dwelling and a maximum of one additional dwelling unit in an accessory structure
- Additional dwelling unit shall not be permitted on a separate lot of record from the primary dwelling
- Additional dwelling unit shall not be permitted within regulated hazard lands unless permission and/or permit have been obtained from the Conservation Authority
- Additional dwelling unit is permitted in an accessory structure on the same lot as the primary dwelling unit
- Additional dwelling unit in an accessory structure shall be located within the farm building or residential building cluster on lots zoned A1 and A3.
- Additional dwelling unit in an accessory structure is required to meet the regulations of the zone which apply to accessory uses
- Floor area of each additional dwelling unit(s) shall not exceed 40% of the gross floor area of the primary dwelling unit
- Additional dwelling unit is required to have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the dwelling unit that faces the frontage of the primary dwelling unit in the R1 and R2 Zones; and shall have no means of internal access to the primary dwelling unit
- Minimum of one (1) parking space is required for each additional dwelling unit. Notwithstanding the provisions of subsection 3.38 (h)(iii), a parking space for an additional dwelling unit may be located in tandem with parking spaces provided for the primary dwelling unit
- Additional dwelling units are required to conform to all Ontario Building Code and Ontario Fire Code Regulations
- Additional dwelling units are subject to Site Plan Control

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

Circulation Of The Application:

The application was circulated to the applicable commenting agencies and the notice of public meeting was published in the West Elgin Chronicle on April 28, 2022, 26 days prior to the public meeting (minimum 20 days required).

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

<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx#ZBA-2022-04-Additional-Dwelling-Units>

Township Department Comments

Comments received from the Township Departments were incorporated into the draft zoning by-law amendment.

Agency Comments

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

Public Comments

At the time of submission of this report, no comments from the public have been received related to the Zoning By-law Amendment.

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.

Summary/Conclusion:

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

Once a Council decision is made, Notice will be sent to those who have requested a copy and/or attended the public meeting. Also, once a Council decision is made, the decision is in force and effect as appeals are not permitted from the enactment of amendments to zoning by-laws to give effect to the official plan policies for additional dwelling units (Section 34(19.1) of the *Planning Act*).

Respectfully submitted by:

**Heather James, MES (Pl.), MCIP, RPP
Planner**

Approved for submission by:

**Jeff Carswell
Director of Corporate Services/Treasurer**

Appendices:

1. Appendix One: Draft Zoning By-law Amendment, ZBA 2022-04

PLA 2022-12 Appendix One: Draft Zoning By-law Amendment ZBA 2022-04



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-xx

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

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

1. By-law No. 2011-14, as amended, is further amended by adding the following definition to Section 2.0:

"ADDITIONAL DWELLING UNIT" means a dwelling unit contained or attached to the primary dwelling unit and/or a secondary single detached dwelling unit on the same lot as the primary dwelling unit, accessory to the primary dwelling unit.

2. By-Law No. 2011-14, as amended, is amended by adding Section 3.48 Additional Residential Units after Section 3.47:

3.48 Additional Dwelling Units

The provisions of this section shall apply to all additional dwelling units, unless specified by type directly herein.

- (a) Additional dwelling units shall be permitted in ROWHOUSE DWELLING, SEMI-DETACHED DWELLING, SINGLE DETACHED DWELLING, and STREET ROWHOUSE DWELLING.

Rowhouse dwellings, semi-detached dwellings, single detached dwellings and street rowhouse dwellings containing an additional dwelling unit on the date of the passing of this by-law, may continue to be used for that purpose if a building permit has been issued under sections 8 or 10 of the Building Code Act, 1992, S.O. 1992, c.23 permitting the erection, alteration, occupancy or use for the

additional dwelling unit, and if the additional dwelling unit complies with the regulations of the Fire Protection and Prevention Act, 1997, S.O. 197, c.4.

- (b) No building or structure shall be erected or used for any purpose permitted by subsection 3.48 unless a municipal water supply system or private water supply system and a municipal sanitary supply system or private sanitary supply system are available to service the use.
- (c) A maximum of two (2) additional dwelling units shall be permitted per lot; including a maximum of one (1) additional dwelling unit in the primary dwelling and a maximum of one (1) additional dwelling unit in an accessory structure.
- (d) An additional dwelling unit shall not be permitted on a separate lot of record from the primary dwelling unit that it is accessory to.
- (e) An additional dwelling unit shall not be permitted within or upon regulated hazardous lands unless permission and/or a permit has been obtained by the associated Conservation Authority having jurisdiction for that area.
- (f) An additional dwelling unit may be permitted in an accessory structure on the same lot as the primary dwelling unit.
- (g) An additional dwelling unit in an accessory structure shall be located within the farm building or residential building cluster on lots zoned A1 and A3.
- (h) An additional dwelling unit in an accessory structure shall be required to meet the regulations of the zone which apply to accessory uses.
- (i) The floor area of each additional dwelling unit(s) shall not exceed 40% of the gross floor area of the primary dwelling unit.

- (j) An additional dwelling unit shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the dwelling unit that faces the frontage of the primary dwelling unit in the R1 and R2 Zones; and shall have no means of internal access to the primary dwelling unit.
 - (k) The minimum of one (1) parking space is required for each additional dwelling unit. Notwithstanding the provisions of subsection 3.38 (h)(iii), a parking space for an additional dwelling unit may be located in tandem with parking spaces provided for the primary dwelling unit.
 - (l) Additional dwelling units shall be required to conform to all Ontario Building Code and Ontario Fire Code Regulations.
 - (m) Additional dwelling units are subject to Site Plan Control.
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.
- (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal), or as otherwise provided by the Planning Act R.S.O., 1990.

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

Mayor
Grant Jones

CAO/Clerk

Lisa Higgs

DRAFT



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 24, 2022

PREPARED BY: Heather James, MES (Pl.), MCIP, RPP, Planner

REPORT NO: PLA 2022-13

SUBJECT MATTER: Consent Applications E40-22 to E42-22– Comments to the County of Elgin

Recommendation(s):

THAT Council of the Township of Southwold receive Report PLA 2022-13 regarding Consent Applications E40-22, E41-22, and E42-22 – Comments to the County of Elgin;

AND THAT Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for the consent applications, File E40-2022, E41-2022 and E42-2022, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-13;

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2022-13 as Municipal comments to the County of Elgin.

Purpose:

The proposal is to create three residential parcels while retaining an existing residential parcel at 36427 Talbot Line.

Background:

Below is a background information, in a summary chart:

Applications	E40-22 to E42-22
Owners/Applicants	Brent Fulton and Barbara Siebenmorgan
Agent	David Roe, Civic Planning Solutions Inc.
Legal Description	Part of Lots 18 and 19, Concession SNBTR

Civic Address	36427 Talbot Line
Entrance Access	Talbot Line
Water Supply	Municipal Water
Sewage Supply	Privately owned and operated individual septic system
Existing Land Area	+/- 5.57 ha (13.76 ac)
Buildings and/or Structures	Severed Parcels – vacant
	Retained Parcel – single detached dwelling, detached garage and shed

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

App.	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
E40-22	45.73 m (150.0 ft)	99.27m (325.69ft)	0.4 ha (0.98 ac)	314.94 m (1,033.27 ft)	Irregular 221.03 m (725.16 ft)	5.17 ha (12.78 ac)
E41-22	37.77 m (123.92 ft)	116.24 m (381.36 ft)	0.4 ha (0.98 ac)	277.17 m (909.35 ft)	Irregular 221.03 m (725.16 ft)	4.77 ha (11.79 ac)
E42-22	32.92 m (108.0 ft)	131.03 m (429.89 ft)	0.4 ha (0.98 ac)	244.25 m (801.35 ft)	Irregular 221.03 m (725.16 ft)	4.37 ha (10.8 ac)

The Public Meeting is scheduled for June 22, 2022, at the Elgin County Land Division Committee Meeting.

Figure One below, depicts the existing parcel of the Fulton/Siebenmorgan Lands.



The consent sketch, showing E40-22 to E42-22 is attached to this report as Appendix One for reference purposes.

Comments/Analysis:

Planning Policy Review:

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

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

Provincial Policy Statement

Lot creation is permitted within the Shedden settlement area, in accordance with Section 1.1.3 of the PPS. Full municipal water and private septic system are proposed, in accordance with Section 1.6.6 of the PPS.

As development is proposed on all of the proposed severed parcels, development will need to be outside of natural hazards (Section 3.1 of the PPS).

This proposal appears to be consistent with the PPS.

County of Elgin Official Plan (CEOP)

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. Section C2.2 Agricultural Area - Location recognizes there are lands outside of settlement areas that have been designated for non-agricultural development by the lower tier Official Plans and therefore, are deemed not be within the prime agricultural area and are instead subject to the applicable policies of this Plan and the policies of the lower tier Official Plan. The subject lands were added to the Shedden settlement area as part of the new Township of Southwold Official Plan; however, the designation on the lands has not been revised in the CEOP as it is currently undergoing an update. As part

of the update, the subject lands will be brought into the settlement area and designated Tier 2.

New lot creation policies of the CEOP contained under Section E1.2.3.1, has 13 criteria listed and would appear to be achieved with this proposal, as it will be partially serviced, will not affect drainage patterns in the area, and entrance accesses to the lands can be obtained through Talbot Line.

Therefore, this proposal appears to conform to the CEOP.

Township of Southwold Official Plan (OP)

The subject lands are designated Residential on Schedule '4B' Shedden Land Use in the OP. The Natural Hazards on Schedule '3' overlay apply to a portion of the proposed severed and retained parcels. The Residential designation permits single detached dwellings.

New lot creation policies of the OP contained in Section 7.23, has 8 criteria listed and would appear to be achieved with this proposal, as it will be partially serviced, will not affect drainage patterns in the area, and entrance accesses to the lands can be obtained through Talbot Line.

The dwelling on the proposed retained parcel is already connected to the Township's municipal drinking water system. The existing septic system has been assessment by a qualified septic installer and the septic system is in good working condition.

Section 4.2 Natural Hazard Lands states development and site alteration is not permitted in areas that would be inaccessible to people and vehicles during times of flooding hazards and erosion hazards, unless it has been demonstrated that the site has safe access and egress appropriate for the nature of the development and the natural hazard.

The proposed severed parcel for application E40-22 appears to have at least half of the parcel located within the Natural Hazard Lands due to the municipal drain and natural watercourse. The proposed severed parcel for applications E41-22 and E42-22 appear to have a portion of the parcel located within the Natural Hazard Lands due to the municipal drain and natural watercourse. Development within the Natural Hazard Lands can only proceed through a permit from the applicable Conservation Authority. No development is proposed on the proposed retained parcel in Natural Hazard Lands overlay.

Therefore, this proposal appears to conform to the OP.

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

The subject lands are zoned Agricultural 1 (A1), with the municipal drain and watercourse portion of the lands subject to Conservation Authority Regulation Limit overlay as shown in the Township of Southwold Zoning By-Law on Schedule 'A' Map 6, as depicted in Figure Two (outlined in red) below.



A zoning by-law amendment is required to rezone the proposed severed parcels from Agricultural 1 (A1) to Residential 1 (R1). The proposed severed parcels appear to comply with the R1 Zone provisions. The proposed retained parcel will remain zoned Agricultural 1 (A1).

Section 3.11 Hazard Lands states no permanent buildings or structures with the exception of those designated, used or intended for flood or erosion control purposes shall be erected or used on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. The proposed severed parcel for application E40-22 appears to have at least half of the parcel located within the Hazard Lands due to the municipal drain and natural watercourse. The proposed severed parcel for applications E41-22 and E42-22 appear to have a portion of the parcel located within the Hazard Lands due to the municipal drain and natural watercourse. Should development be proposed within the Hazard Lands, a permit from the applicable Conservation Authority will be required.

No development is proposed for the retained parcel.

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

Circulation Of The Application:

Township Department Comments

Comments received from the Township Departments' are summarized below:

- Drainage Department:
 - Reapportionment of the future GH Pennings Drain, drain has not yet been passed by Council; and
 - Legal drainage outlet to be created for Parcel 2 and 3 under the Drainage Act, either: Section 2 – Mutual Agreement Drain or Section 4 – Drainage petition by owners.
 - Parcel 1 abuts the future GH Pennings Drain on the west side of the property and then natural water course.
- Financial Services Department:
 - Subject to Development Charges – Residential Rate;
 - Need to connect to municipal water and pay the connection fee; and
 - Cash-in-lieu of parkland fee applies
- Building Department:
 - No comments received.
- Infrastructure Department:
 - As a condition of engineering review, I'd like to see a grading drawing that shows the three severed parcels and retained parcel to make sure there won't be drainage concerns in future;
 - Water connection fees apply; and
 - Cash-in-lieu of parkland fee applies.

Planning Staff note that the Township Departments' comments have been addressed as conditions of approval.

Additional Comments:

The recommended Township conditions for consent applications E40-22, E41-22 and E42-22 are attached to this report as Appendix Two for reference purposes.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

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

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

Respectfully submitted by:

Heather James, MES (Pl.), MCIP, RPP
Planner

Approved for submission by:

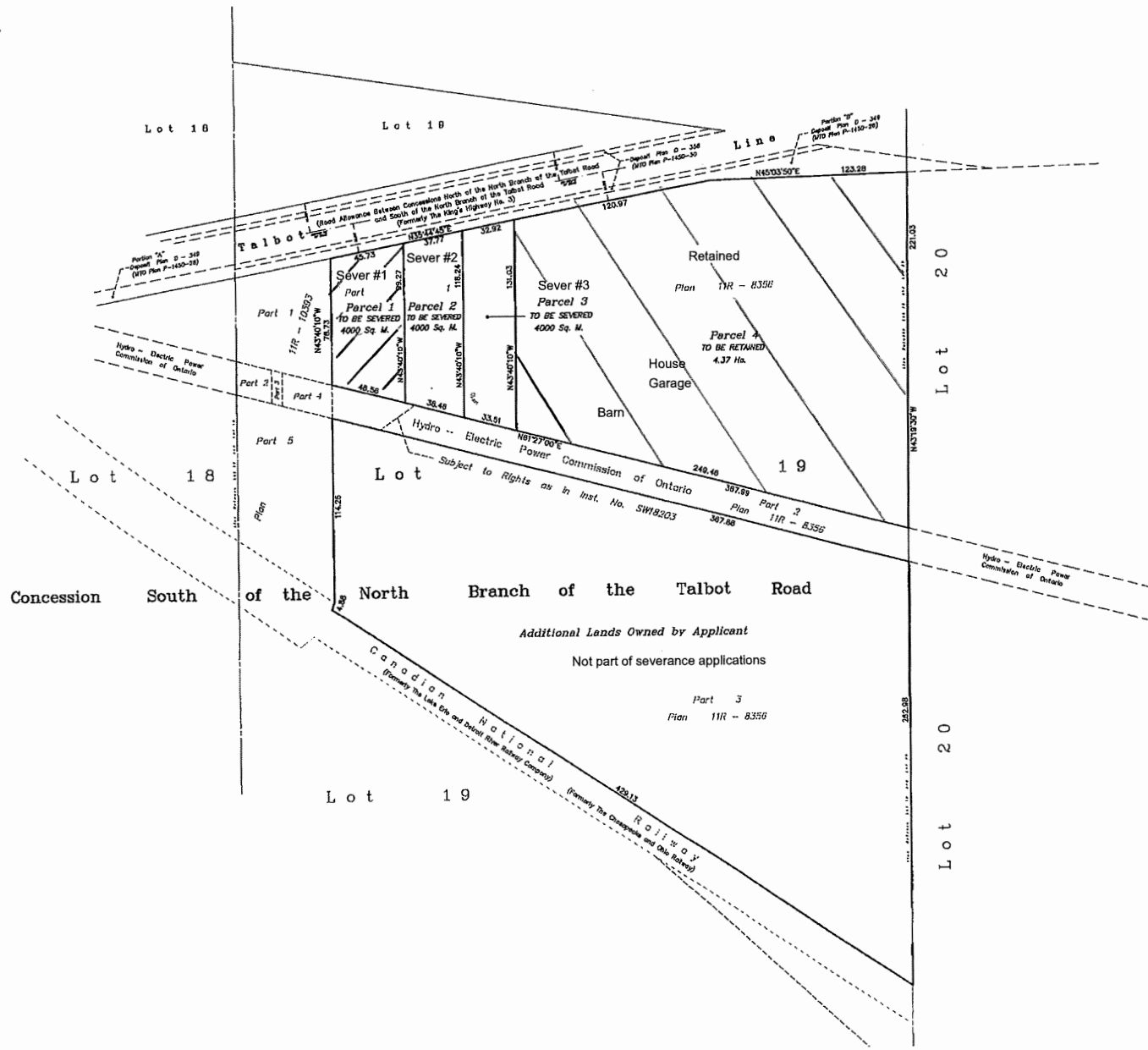
Jeff Carswell
Director of Corporate Services/Treasurer

Appendices:

1. Appendix One: Consents Sketch E40-22 to E42-22
2. Appendix Two: Consent Applications E40-22 to E42-22 Conditions



Township of Southwold



SKETCH FOR CONSENT APPLICATION

BRENT FULTON
38427 TALBOT LINE, TOWNSHIP OF SOUTHWOLD
SCALE 1:1250
2022
ARCHIBALD, GRAY & McKAY LTD.
ONTARIO LAND SURVEYORS

NOTES AND LEGEND

- 1) BOUNDARY DIMENSIONS AND INFORMATION SHOWN ON THIS SKETCH HAS BEEN COMPILED FROM PLAN 11R-8358 AND PLAN 11R-10383
- 2) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK
- 3) THE LEGAL DESCRIPTION OF THE SUBJECT PROPERTY IS PART OF 18, CONCESSION SOUTH, GEOGRAPHIC TOWNSHIP OF SOUTHWOLD, TOWNSHIP OF SOUTHWOLD
- 4) THIS SKETCH IS PROTECTED BY COPYRIGHT ©.

SNDR EDNOTES SOUTH OF THE NORTH BRANCH OF THE TALBOT ROAD

METRIC - DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048. AREAS SHOWN ON THIS PLAN ARE IN SQUARE METERS AND CAN BE CONVERTED TO ACRES BY DIVIDING BY 4046.856

AGM		ARCHIBALD, GRAY & McKAY LTD.	
PLAN - SURVEY - ENGINEER		21-10-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-1221-1222-1223-1224-1225-1226-1227-1228-1229-1230-1231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Report PLA 2022-13:

Severance Applications E40-22 to E42-22 - Comments to the County of Elgin

Appendix Two: Severance Applications E40-22 to E42-22 Conditions

Consent Applications E40-22, E41-22 and E42-22 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcels once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to rezone the severed parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
6. That the Applicant shall complete an investigation into obtaining a legal drainage outlet using the Drainage Act by a qualified individual and complete any Drainage Act process that may be required, to the satisfaction and clearance of the Municipality for the severed and retained parcels.
7. That the Applicant have an engineered lot grading plan prepared for the severed and retained parcels, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed and retained parcels to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
9. That the Applicant shall enter into a Consent Agreement with the Municipality for the proposed three severed parcels and the retained parcel, addressing all municipal interests and associated fees and charges, including and not limited to water, drainage, cash-in-lieu of parkland, development charges, road permits, amongst other matters, to the satisfaction and clearance of the Municipality.

10. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
11. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
12. That the conditions of Applications E40-22, E41-22 and E42-22 be fulfilled in conjunction with one another.
13. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 24, 2022

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

REPORT NO: ENG 2022-22

SUBJECT MATTER: Draft Township Design Guidelines Manual- Part 1

Recommendation(s):

THAT Council approve, in principle, the draft Township Design Guidelines Manual Part 1 and authorize a 20-working day consultation period with consultants and development industries.

Purpose:

The purpose of the report is for Council to endorse the draft Township Design Guidelines Manual Part 1 of 2 and move it forward to a 20-working day period for consultation. The draft Township Design Guidelines Manual will be posted on Township website and be provided to interested industries currently working in the Township.

Background:

Currently, the Township doesn't have our own design guidelines which results in consultants assuming to use St. Thomas', Dutton Dunwich's and London's design standards. This can create inconsistencies in roadway designs.

Part 1 of 2 for the Township Design Guidelines Manual includes requirements for planning applications as well as Transportation, Sanitary Sewer, Storm Sewer, Stormwater Management and Watermain design. Staff wanted to proceed with two parts because having these design sections early will be critical as development progresses throughout our Township. Part 2 will follow shortly thereafter, and will include Development Grading, Parks/Open Space/Trails, Tree Planting, Street Lighting, Sediment and Erosion Control, and Typical Design Drawings. Part 2 will require more consultation with Committee Groups who have specific interests in these areas.

The draft Township Design Guidelines Manual are attached as Schedule A and as well as key highlights below:

- Barrier curb the standard curb for new development

- Development should strive for two public accesses, and if they cannot provide two public accesses are to provide a secondary emergency access and consult with Township Engineer on maximum units for one public access.
- 1.8m minimum sidewalk width. Provides more enjoyable traveling surface for pedestrians.
- Watermain looping required for development greater than 60 units

Financial Implications:

N/A

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:
Jeff Carswell, Director of
Corporate Services/Treasurer
"Approved electronically"**



TOWNSHIP OF
Southwold

Draft

Design Guidelines Manual
2022 Edition



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1. INTRODUCTION:

1.0. About the Township of Southwold

The Township of Southwold (the Township) is a lower tier Municipality within Elgin County located on the north shore of Lake Erie. The Township is the operating authority for all municipal owned roads, storm sewers, sanitary sewers and watermain that are to be installed within all road allowances and registered easements within the Township of Southwold. The Township is also responsible for all parks and open space on municipally owned lands.

It is the Township's objective to work collaboratively with developers on site plans and subdivisions towards the end goal of creating private and public infrastructure and neighbourhoods.

1.1. Purpose of Design Criteria

The design information contained in this guideline is intended to provide guidance beyond legislative and standard design practices for use in the Township. There will be site specific situations where the design will depart from these practices as it is not possible nor is it the intention of the Township to anticipate every situation. The Township intends to review and revise the design guideline from time to time.

Additional items may be required to address specifics for any given development. Each property is reviewed and may require items above the existing policies and design requirements depending on the uniqueness of the site and development.

Where it is deemed appropriate or necessary the Drainage Act legislation and procedures therein shall be utilized to service the development.

1.2. Submissions

Submissions and circulation of planning applications and engineering drawings related to Planning Approvals are co-ordinated through the Township's Infrastructure and Development Services Department, directed to the Township's Planner (planning@southwold.ca).

Drawing approval must be obtained from the Infrastructure and Development Services Department prior to any work commencing on all sites.

2. GENERAL INFORMATION:

2.0. List of Contacts

See the Township's list of contact on the website link below:

<https://www.southwold.ca/contact/>

2.1. Definitions

"Township" shall mean The Corporation of the Township of Southwold.

"Contractor" means a person, partnership, or corporation who is contracted to undertake the execution of work commissioned by the Township to install or maintain sewers, private drain connections, maintenance holes, catch basins and other appurtenances.

"Complete Streets" means any transportation facilities that are designed for all ages, abilities, and modes of travel. On Complete Streets, safe and comfortable access for pedestrians, bicycles, transit users and the mobility-impaired is not an afterthought, but an integral planning feature.

"Developer" shall mean the Owner or party specifically named in a Development Agreement or in a Subdivision Agreement.

"Engineer" shall mean the Township Engineer or the Engineer's authorized representative.

"Inspector" means the person(s) authorized and supplied by the Township to see that the installation is executed according to the specifications and the approved plan(s) in a good workmanlike manner according to the latest Township practices and standards.

"Main or watermain" means every water pipe, except services and portions of private mains as herein defined, installed on the public road allowance or on any other land upon which the Township has obtained easements.

"Private Hydrant" means a hydrant connected to a watermain and installed on private property. (Fire Department has full rights of connection.)

"Private Watermain" means a pipe connected to a watermain and installed on private property and from which more than one service and/or hydrant lateral are connected.



"Service" means every water pipe installed from a connection on a watermain or private watermain to the meter location or, for a fire service, to the inside of the exterior wall of a structure.

"Service Extension" means the portion of a service from the property line to the meter location, or for a fire service to the inside of the exterior wall of a structure. (i.e.; an extension of a service stub)

"Service Stub" means the portion of a service from a watermain to the property line which will always include one control valve.

"Structure" means a building of any kind, including but not restricted to, apartments, condominiums, single-family homes, town housing, row housing, industrial, commercial, and institutional.

"Subdivider" means the Developer, Owner, or party specifically named in a Subdivision Agreement.

"OPSD" means Ontario Provincial Standard Drawings.

"Owner" shall include any person who or any firm or corporation that is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian.

"OBC" means Ontario Building Code.

"ROW" means Right-of-way; the width of a road from property line to property line.

"Street Line" means limit of the right-of-way; property line

"PDC" means a private drain connection.

2.2. Acknowledgements of Sources

The Township of Southwold's design guidelines were created in compilation using the City of St. Thomas' design guidelines, the City of London's design specifications & requirements manual, and Dutton Dunwich's design and construction standards.

3. ENGINEERING REVIEW FOR DEVELOPMENT

3.0. Consultation Process

An applicant for a new development shall arrange for a consultation meeting with Township staff through the Township Planner or County planner depending on the application type, to discuss the development or planning application.

Plans shall be circulated to Township staff two weeks prior to the consultation.

Meetings are held at the Township administrative office or online, and the setting is meant to be informal. Township staff will comment on the proposed development and inform the applicant of the report and studies that are required for the specific development application.

The applicant will be required to provide the required studies, reports and drawings and other submission requirements as deemed necessary by the Township to support the development application.

The submission requirements will be broken out below for the subdivision and site plan drawing review process and include typical approval agencies.

3.1. Subdivisions

Subdivision submissions should include reports and engineering drawings that are prepared by the developer's consulting engineer. Depending on the nature of the application, the Township may request the first submission only include the focused design studies and reports to allow for a more complete review prior to the engineering drawing review. Submissions are reviewed by the Township Departments.

3.1.1. Design submissions

Design submissions are to be accompanied by any supporting documentation required for the completeness of the design of the subdivision development. Such documentation may include but not limited to copies of the following reports:

- Geotechnical report
- Hydrogeological report
- Traffic Impacts Assessment Report
- Photometric Lighting Report (external works)
- Tree Preservation Report
- Environmental Assessment

- Copies of reports submitted to the Conversation Authority
- Storm Water Management Report
- Noise Report
- Functional Servicing Report
- Vibration Report
- Archeological Report
- Legal Survey, including deed
- Planning Justification Report

3.1.2. Drawing standards

The following AutoCAD Drawing Standards shall be used in new development submissions:

- The drawing scale for plan and profile drawings shall be in metric, using a scale of 1:500 horizontally and 1:50 vertically. A scale of 1:250 horizontally should be used in congested areas.
- Drawings shall be oriented such that North points up and/or to the right (or left if required).
- Dimensions and elevations shall be provided in metric units. • Existing conditions should appear faded in comparison to the proposed work, and use a text size of 1.6mm of the final hard copy.
- The various utility lines should be identified and appear slightly darker than existing topography.
- Proposed work should appear heavier than existing conditions and use a text size of 2.0mm for notes, elevations and dimensions.
- All linework and text should be drawn using a bylayer colour and line type to facilitate easy modifications.

3.1.3 Engineering Drawings

A complete set of Engineering Drawings, in addition to the reports required in section 3.1.1. shall be comprised of the following in the order shown below:

- The approved draft plan
- The proposed plan for registration showing all lot and block numbering and dimensioning
- Cover sheet (should include the name of development, the owner/developer name, drawing index and key plan showing site location)
- Phasing drawing, if applicable
- General plan of services



- Plan and profile drawings
- Area and lot grading plan
- Sediment and erosion plan, including stockpile locations
- Storm drainage plans, including existing servicing in the area
- Storm sewer design sheets
- Storm water management report
- Sanitary drainage plans, including existing servicing in the area
- Sanitary sewer design sheets
- Water distribution plan, including all existing servicing in the area
- Landscape plan
- Park grading plan, if necessary
- Composite utility plan, including hydro distribution system and street lighting
- Photometric drawings, external works
- Street signage and traffic control plan
- All detail drawings other than the O.P.S. Detail Drawings
- All drawings pertinent to the design
- All other calculations necessary to check the design, and;
- A copy of a Geotechnical Investigation report prepared by a qualified Soils Consulting Engineer

3.1.3.1 General Plan of Services

The general plan of services will indicate the general overall scope of the project and the geographic relationship to surrounding lands:

- A general plan of services or master plan drawing should be prepared for all developments at a scale not greater than 1:2000.
- When more than one general plan is required, the layout of the general plan shall reflect similar layout as the reference plan.
- The reference Geodetic Bench Mark and the site bench mark are to be used for construction and shall be identified on the general plan of services
- Road allowances, lots, blocks and easements are to be depicted in a similar fashion as the reference plan.
- All existing services and proposed services are to be shown if possible.
- All Township and utility infrastructure (road, sidewalk, curb, pedestals, sewers, manholes, valves, hydrants, etc) are to be shown and labelled properly.
- Registered plan number must be shown on the as-constructed general plan of services.
- All site information for parks, schools, churches, commercial and industrial development blocks must be shown.



3.1.3.2 Plan and Profile Drawings

Plan and profile drawings will provide the detailed information required for construction of roads and municipal services. The following are the requirements for the plan and profile drawings:

- Consulting engineer must confirm with Township the proper layer style for the engineering drawing for plotting purposes prior to submitting for engineering design review.
- Scale shall be 1:250 horizontal, 1:50 vertical.
- Plan and Profile drawings are required for all roadways, blocks and easements within the development, for all outfalls beyond the development to the permanent outlet, for all boundary roadways abutting the development and for other areas where utilities are being installed below grade.
- Plan and profile drawings are not required for rear yard catchbasin leads, but rather a cross section of the proposed work.
- Geodetic benchmark monument location and information.
- All existing or future services, utilities and abutting properties are to be shown.
- All proposed services to be constructed are to be shown.
- The profile portion of the drawing shall be a vertical projection of the plan portion whenever possible.
- All road allowances, lots, blocks, easements and reserves are to be shown and are to be identified in the same manner as the Registered Plan. Lot and block frontages are to be shown.
- All curb and gutter and sidewalks shall be shown and dimensioned on the plan portion of the drawing.
- All storm and sanitary sewers and watermains shall be shown and dimensioned on the plan and shall also be plotted on the profile of the drawings. The sewers shall have a complete description on the plan and/or profile portion of the drawing including length, grade, material, class of pipe, and bedding requirements. The size of the pipe shall be plotted to full scale on the profile.
- All sewer manholes shall be shown on the plan and on the profile portions of the drawing. The manholes shall be identified number on the plan and on the profile portion of the drawing. All invert elevations shall be shown on the profile with each having reference to the north arrow.
- All catchbasins and catchbasin connections shall be shown. Catchbasins are to be identified by number.
- All rim and invert elevations for manholes are to be shown. Catchbasins shall have rim elevations only.



- All sewer manholes which have safety platforms are to be noted.
- All drop connections are to be noted and referred to the applicable O.P.S. specification, drawing or detail sheet.
- All watermains, hydrants, valves, blow-offs, etc. shall be shown, described and dimensioned on the plan portion of the drawing. In addition, the watermain shall be plotted to true scale size on the profile portion of the drawing and labelled with the pipe size, material and depth of cover.
- The location of all storm, water and sanitary service connections shall be shown on the plan portion of the drawing using different symbols, and line types for each service type. The connections to all blocks in the development shall be fully described and dimensioned (size, length, grade, invert elevations, material, class of pipe, bedding, etc.).
- The centreline of construction with 20 metre stations noted by a point or small cross shall be shown on the plan portion of the drawing.
- The original ground at centreline and the proposed centreline road grade shall be plotted on the profile. The proposed centreline and centreline grades shall be fully labeled including length, grade, P.I. stations and elevations, vertical and horizontal curve data, etc.
- Details of the gutter grades around all 90 degree bends, crescents and cul-de-sacs shall be provided on the plan portion of the drawing.
- Special notes necessary to detail construction procedures or requirements are to be shown.
- Chainages for the centreline of construction are to be shown on the profile portion of the drawing. The P.I., B.H.C., E.H.C., B.V.C., and, E.V.C. chainages shall also be noted.
- Any test pit or borehole locations and soil profile information shall be shown.
- The basement elevation of all existing dwellings on the streets where sewers are to be constructed shall be noted.
- All of the proposed services and features are to be shown on the plan portion of the drawing. Those services below grade that are critical to the new construction shall also be shown in the profile. Test holes may be required to determine actual elevation of these services.
- The curb radii at all intersections shall be shown on the plan portion of the drawing.
- Profiles of roadways shall be produced sufficiently beyond the limits of the proposed roads, to confirm the feasibility of possible future extensions.
- The location of all streetlights and transformers shall be clearly shown on the plan portion of the drawings.



3.1.3.3 Area and Lot Grading Plans

The lot grading plan shall establish the final grade control for all lots and blocks within the development in accordance with the Township's current lot grading standards.

- The Lot Grading Plan shall be prepared at a scale of 1:500 for single family, semi-detached areas and for multi-family areas.
- All lots and blocks within the subdivision are to be shown and are to be identified in the same manner as the Registered Plan.
- Geodetic benchmark monument location and information.
- Existing contours are to be shown at maximum 0.5 m intervals within the subdivision limits and 30 metres beyond the subdivision limits.
- Proposed centreline road elevations are to be shown at 20 m stations along all roads within and abutting the subdivision. Elevations are to be shown for the 20 m stations in accordance with the chainage on the profile drawings.
- Proposed elevations are to be shown for all lot corners and intermediate points of grade change. On larger blocks, a proposed elevation is to be shown at 15 m intervals along the frontage of the block and at reasonable intervals along the sides and rear of the block to clearly illustrate the grading of the block in relation to the surrounding lands and house type.
- The specified lot grade shall be shown at a location 6.0 m minimum from the street line. For "split" type drainage patterns, the specified rear house grade shall be shown. The specified minimum top of foundation elevation for each lot shall also be shown.
- The direction of the surface water runoff from the rear of all the lots shall be indicated by means of an arrow pointing in the direction of the runoff.
- All swales, other than the normal side yard swales, are to be shown along with the invert elevation of the swale at regular intervals (i.e. centreline of each lot for rear yard swales).
- All rear yard catchbasins shall be shown along with the rim elevation of the catchbasin grate and the invert elevation of the outlet pipe.
- All curbs, sidewalks, catchbasins, valves, hydrants, streetlight poles, transformers, Canada Post community mailbox locations and easements shall be shown on the lot grading plans. Driveways must have a minimum 1.5 m clearance to these utilities.
- All 3:1 slopes (terracing) required shall be shown with the intermediate grades specified.
- Existing elevations are to be shown on adjacent lands approximately 30 metres from the subdivision limit to enable assessment of the grading between the subdivision and the adjacent areas. The interval of those elevations shall be dependent upon the degree of development of the adjoining lands with the developed areas requiring the most information.



- For all design lots, the top of foundation wall shall be shown and labeled on the approved grading plan.
- For all design lots, the underside of footing shall be shown (if required).
- The grading along the limit of the subdivision shall be carefully controlled to avoid disturbance to the adjoining areas.
- Temporary silt fencing shall be installed along the limit of subdivision and maintained for the duration of the contract until such time as seeding or sodding takes place. This fencing shall be noted on the grading plan.
- All semi-detached lots shall be indicated with SD on all drawings.
- The lot grading plans shall show proposed locations for building envelopes, enveloped for private sewage disposal systems and private water supply systems for rural estate developments.
- All culverts shall be designed and shown on the lot grading plans identifying culvert diameter, gauge, minimum length and type.
- All typical grading details and specifications shall be shown on the Lot Grading Plan.
- Masked imaging of the Storm Drainage Areas shall be shown.

3.1.3.4 Detail Plan

A detail plan will be required when there is not sufficient space on the plan and profile drawings or other drawings to fully describe the necessary works.

- A typical road cross section shall be shown on the Detail Plan, illustrating R.O.W. dimensions, pavement structure, sewer and watermain locations, curb and sidewalk locations, and proposed utility locations.
- Details of special chambers, such as metering chambers shall be shown.
- Details of special structures, such as storm sewer inlets and outlets or retaining walls shall be shown.
- Details of special drainage features, including stormwater retention/detention ponds shall be shown.
- Pumping station details shall be shown.
- Any other details or notes as required shall be shown, such as drop structures in manholes

3.1.3.5 Storm and Sanitary Drainage Plans

A separate drainage area plan for storm and sanitary drainage shall be prepared and as follows:

- Scale to suit drawings but needs to be legible.
- The street and lot layout of the subdivision, street names and property descriptions shall be shown on the Drainage Plans.



- All existing and proposed sewers, manholes, catchbasins shall be shown and labeled with identifying numbers, sizes, lengths, grades and direction of flow.
- All external areas shall be shown on the Drainage Plans. If the external areas are too large to be accommodated, a separate drawing for the external storm areas shall be included in the set.
- Storm drainage areas shall be delineated on an actual contributing drainage area and manhole to manhole basis.
- Sanitary drainage areas shall be delineated on a lotline by lotline and manhole to manhole basis.
- All drainage areas shall be numbered and shall include area in hectares, run-off coefficients for storm or population densities for sanitary.
- The design sheet shall be shown on the Drainage Plans. If the design sheet cannot be accommodated on the area plan, the design sheets can be shown on their own drawing.

3.1.3.6 Utility Plan

The development will require a utility plan for utilities other than water and sewer, from the requirements of various public and private utility agencies. The utility plans shall also include detail layout for street lighting.

- Maximum drawing scale of 1:750.
- A legend using standard symbols shall be shown on the Utility Plan.
- The location of all existing and proposed utilities (Hydro, Telephone, Cable TV, Gas, Streetlight), including those in common trenches, shall be shown on the Utility Plan.
- The location of all existing and proposed utility structures and pedestals, including Canada Post community mailboxes shall be shown and labeled.
- Typical utility trench details and duct locations shall be shown.
- Any specific duct and trenches cross section details for road crossing shall be shown.
- Any other utility details or notes shall be shown on the Utility Plan.

3.2. Site Plan Control

To start the site plan process, the applicant must contact the Township planner to arrange a pre-consultation meeting to discuss the site plan objectives and submission requirements for the Township. Site plan submissions will include detailed reports and site plan drawings prepared by the developers consulting engineer.



3.2.1 Design Submissions

Design submissions are to be accompanied by any supporting documentation required for the completeness of the design of the site plan development. Such documentation may include but not limited to copies of the following reports:

- Geotechnical (soils) report
- Hydrogeological report
- Traffic Impacts Assessment Report
- Photometric Lighting Report (external works)
- Tree Preservation Report
- Copies of reports submitted to the Conservation Authority
- Storm Water Management Report
- Noise Report
- Functional Servicing Report
- Vibration Report
- Archeological Report

3.2.2 Site Plan Drawings

A complete set of engineering and architectural drawings will be required for the site plan application. Engineer drawings that are required, but not limited to, can include the following:

- Site plan drawings
- Site grading and drainage
- Site services plan and profile
- Landscape plan
- Electrical services and utilities plan
- Lighting layout and distribution plan
- Building elevations plan
- External works plan, as required

3.3 Approval Agencies

Depending on the location of the development, the developer will be required to obtain Township approval and may be required to obtain approval from various other regulatory agencies which include but not limited to:

- The Department of Fisheries and Oceans (DFO)
- The Ministry of Environment, Conservation and Parks (MECP)



- The Ministry of Natural Resources (MNR)
- The Ministry of Transportation (MTO)
- The Ministry of Municipal Affairs and Housing (MMAH)
- The Ministry of Tourism, Culture and Sport (MTC)
- Elgin County
- Kettle Creek Conservation Authority
- Lower Thames Regional Conservation Authority
- Elgin St. Thomas Public Health
- Adjacent municipalities where appropriate

It is the responsibility of the developer to provide the Township with suitable written documentation of the approval from the regulatory agencies. The development will be subject to the requirements of all by-laws within the Township.

The developer shall be required to enter into a Development Agreement (i.e. Subdivision Agreement or Site Plan Agreement) with the Township and pay fees to the Township such as application fees for zoning and administration fees applicable to the development application.

4. ENGINEERING STANDARDS

4.0. Civil 3D design

Computer-Aided Design (CAD) shall be used to generate all engineering drawings, specifically AutoCAD Civil 3D. Vector form DWGS files shall be supplied to the Township with no X-Refs. All as-built CAD drawings must be submitted in this version.

Georeferenced plans are required for each application.

4.1. Drawing Sizes

Full sized drawings to be ANSI D 22" x 34" (559mm x 864mm). Reduced drawings are to be 11" x 17" (279mm x 432 mm)

4.2. GIS/Asset Management Requirements

The Final Submission Requirements shall consist of one USB stick of digital submission (Preferred format is AutoCAD .dwg file, which may include Civil 3D) The following information should be included in the GIS data base:

- Road Section Number
- Street Name
- Road Surface Length (m)
- Road Surface Width (m)
- Asphalt Type Base
- Asphalt Type Topcoat
- Asphalt Base Depth (mm)
- Asphalt Depth Topcoat (mm)
- Road Surface Condition
- Road Surface Useful Life
- Year Constructed
- Cost of Initial Pavement
- Year of Maintenance
- Cost of Preservation (Betterment)
- Type of Maintenance
- Traffic Counts
- Design Mixes
- Soils Reports
- Traffic Signal (Pole and Fixture)
- Street Light (Pole and Fixture)

- Sidewalks
- Traffic Signs

4.3. As-Built Drawing Requirements

Prior to assumption, the applicant is required to provide a complete project package to the Township. This package should include the following:

- Digital "As Constructed Drawing Set" in an Adobe format (.pdf file), (complete with all required signatures);
- Digital "As Constructed Drawing Set" in AutoCAD format (.dwg file, which may include LDD or Civil 3D)
 - provide all Paper Space Title Blocks and Plot Style Tables
 - all existing survey points are to be contained in the drawing
 - all proposed TIN's, grading models and/or contour lines are to be contained in the drawing
 - all line work must be in Model Space at 1:1 scale and unrotated in a World Coordinate System (WCS)
 - drawing units are to be in metric
 - purge all old or extra drawing layers
 - bind all XRef files (no external attachments upon submission)
 - georeferenced plans are preferred, but not mandatory for submission
 - All digital "Project" support files which do not reside in AutoCAD such as stormwater calculations, technical reports, etc.
 - The digital formats may be from industry standard software including Microsoft Office, Adobe, Synchro Traffic, etc.

4.4. Recording Service Connections

Once a private drain connection or water service is placed, a record of its location must be produced for as-constructed drawings and provided digitally to the Township. Water, Sanitary and Storm laterals are to be included on drawings, showing proper plan view which include bends and sweeps. Also, required is the pipe invert elevation at property line. Drawings standards page will have a sample building report required for recording service connections.



5. TRANSPORTATION

All roads shall be designed and constructed in accordance with the current edition of the Manual of Geometric Design Standards for Canadian Roads, as well as the standards within the National Association of City Transportation Officials. Road design shall incorporate a complete street approach and should promote a healthy and safe community.

5.0. Road Design

5.0.1. Referenced Design Standards and Guidelines

Road design shall be in accordance with the following standards and guidelines, as amended or expanded upon within the Township of Southwold Design Guidelines.

Transportation Association of Canada (TAC)

- Geometric Design Guide for Canadian Roads (TAC Standards)
- Manual of Uniform Traffic Control Devices for Canada (MUTCD)
- Guide for the Design of Roadway Lighting
- Pedestrian Crossing Control Manual
- Canadian Guide to Neighborhood Traffic Calming

Ministry of Transportation

- Geometric Design Standards for Ontario Highways, 1985 (latest revision)
- Ontario Traffic Manual (OTM) (latest edition)
- OTM Book 12 – Traffic Signal Design
- Ontario Provincial Standards (OPS) (latest edition)

Institute of Transportation Engineers (ITE)

- Trip Generation Manual
- Transportation and Land Development
- Traffic Access and Impact Studies for Site Development – Recommended Practice

5.1.2. Design Speed

Posted Speed (km/h)	Design Speed (km/h)
40	40
50	50
60	70
70	80
80	90
90	110



Design speeds for all local and minor collectors shall be 50km/h unless adjacent to schools or high pedestrian generators such as parks, where the design speed is 40km/h.

5.1.3. Road Classification

Road Type	General Function	Typical Right of Way	Pavement Width (m)
Local	Light volumes of resident traffic. Connect to collector roads that provide ingress and egress into a subdivision or neighbourhood	20m	7.0 (0-44 units) 7.5 (45 units or greater)
Collector	Moderate volumes of resident traffic, primarily moving residents between points of origin and arterial roads	26m	8.5 (parking, no bike lanes) 12.5 (1.5m bike lane, 0.5m buffer)
Arterial	Large to moderate volumes of traffic. Larger vehicle traffic.	30m	10 (no bike lanes) 14 (1.5m boulevard bike lane, 0.5m buffer)
Industrial	Larger vehicles with less pedestrian activity	26m	8.5

Note: All development applications shall try to accommodate two public accesses. Where this cannot be accommodated, the Township may consider a secondary emergency access, and consultation with the Township Engineer will be required.

5.1.4. Centreline Radii

Centerline Radii shall be in accordance with TAC Design Guidelines. Bends of 90 degrees are only permitted on local streets. Local streets with bends of approximately 90 degrees are to have a minimum inside street-line radius of 10.0m

For reconstruction of existing roads, the centreline horizontal alignments shall be reviewed by the Township Staff on a site specific basis.

5.1.5. Radii for Curb & Gutter

Intersection radii for curb and gutter should be measured at edge of pavement. The following chart illustrates the required radii:

To:			
From:	Arterial	Collector	Local
Arterial	13.5m	12m	10m
Collector	12m	7.5m	6.0m
Local	7.5m	6.0m	6.0m

Note: daylight triangles are required for any road type connection at intersections, and will be determined based on Township zoning by-law.

Design vehicles for the following road classification should be considered in the design of all projects and developments to provide the minimum radii appropriate for the specific road geometry. If the design vehicle results in a small curb radii, the smaller curb radii shall be used.

DL-23	Local and most collector roads
WB-20	Collector (near commercial and downtown) and arterial roads

5.1.6. Minimum Pavement Design

The minimum pavement design shall follow details provided under each of the Township's standard ROW cross sections. Deviations from these minimum standards shall be based on the recommendations from a geotechnical report by a professional engineer.

5.1.7. Concrete Curb and Gutter

Concrete curb and gutter used in the Township of Southwold shall be OPSD 600.040 for all road types. Any deviation from this standard shall be approved by the Township Engineer. Concrete curb setbacks are required for all catch basins and the frame of the catch basin should be outside of the asphalt roadway.

5.1.8. Concrete Sidewalk

Concrete sidewalk in the Township of Southwold shall be 1.8 metre minimum width with a thickness of 125mm. Concrete sidewalk adjacent to curb shall only be considered in constrained road reconstruction project, with a minimum width of 2.0 metre.

The thickness of sidewalk at residential driveways shall be 150mm and at commercial/industrial driveways shall be 200mm.



All Township sidewalks are to have the contraction and dummy joints sawcut with expansion joints.

5.1.9. Maximum and Minimum Road Grades

Road Type	Maximum Grade (%)
Industrial	6
Arterial	6
Collector	6
Local	8

Note: The minimum road grades shall be 0.5%

Flat see-saw profiles (identical high and low points) will not be allowed in either road profile design or rear yard swale designs. See-saw profiles must flow in a cascade that allows major storm flows (Overland Flows) to drain along the road and lots to the acceptable Overland Flow Outlet.

5.1.10. Vertical Alignment

Sag and crest curves shall be in accordance with TAC guidelines. Curves shall be required when the change in grade is greater than 1% as per the below equation:

$$\Delta\% = SS1 - SS2 > 1\%$$

Where: S1 = Slope 1

S2 = Slope 2

5.1.11. Utility Location

The location of all utilities within the road allowance shall be as detailed on the typical cross-section. Utility drawings shall be submitted to the Township Engineer or designate for approval. All new development utilities are to be constructed underground. Hydro transformers are to be housed in suitable enclosures and mounted on transformer pads installed at the final ground elevation. Bell telephone junction boxes may be mounted at the surface in approved standard enclosures.

5.1.12. Cul-de-sacs and Bulbs

Subdivision street pattern design shall avoid use of cul-de-sacs and bulbs. All street design shall promote connectivity within the new development.

5.1.13. Signage Posts

Regulatory sign posts shall be steel u-channel or 100mm x 100mm pressure treated posts, with the preference of steel u-channel. The location and size of the sign will also dictate the required posts as per OTM book 5.

5.1.14. Road Sub-Drains

Sub-drains will be required on all developments within the Township of Southwold.

5.1.15. Snow Clearing/Snow Storage

Snow clearing operations will be carried out by the Township of Southwold after the roads have been fully assumed and the warranty period is passed. Depending on the development agreement, the Township may coordinate snow clearing at the developers expense.

In general, all snow clearing for development is to be carried out at the developers expense. For site plan control applications, snow storage areas shall be shown on the drawings.

5.1.16. Road Occupancy Permit

Any work required by a developer, utility company, or contractor working on Township's right of way is subject to obtaining a road occupancy permit. If the work is being complete on a County Road, the developer, utility company or contractor will require an Elgin County road occupancy permit.

Permission is required from the Township for any proposed detours and road closures. Details and/or road closures need to be submitted and reviewed by the Township prior to approval.

Where the proposed route utilizes roads that are not part of the Township's road system, approval from the appropriate road authority will also be necessary.

In all cases, a road closure notification shall be circulated to emergency services and other affected agencies a minimum of 48 hours prior to the road closure. All work will be done in accordance with ordinances, by-laws of the Township of Southwold and in accordance with OTM Book 7.



All disturbed areas shall be restored to its original conditions or better, including but not limited to roadway, sidewalks, traffic loops, etc.

5.1.17. Community Mailboxes

Community mailbox locations will be the responsibility of Canada Post. The consulting engineer for the developer is to ensure that no utility conflict exists with the proposed mailbox location. Location of the community mailbox shall be reviewed and approved by the Township.

5.2 Intersection Design

5.2.1. Road/Road Approach Grades

Designers are to refer to TAC – Geometric Design Guide for Canadian Roads (Figure 2.3.2.2).

5.2.2. Road Layout

When two streets connect at an intersection they shall connect at 90 degrees with 10 metre straight section measured from the street line.

5.2.3. Curb Extensions

Curb extensions are the delineation of the parking lane, and used to reduce the pedestrian walking distance at intersections. Tangent sections should be 10 metre with a minimum taper of 30 metre. Reduced radii are used on the inbound radius into a local street.

The designer should reference NACTO and TAC for additional guidance when designing curb extensions.

5.2.4. Intersection Geometric Design Improvements – Signalized

The basic configuration on MAIN ROAD approaches for proposed signal-controlled intersections must include directly-opposing, dedicated Left turn lanes for 4-legged intersections or one dedicated Left turn lane at T intersections; regardless of actual volume demands or capacity analysis results.

The basic configuration on SIDEROAD approaches for proposed signal-controlled intersections should include directly-opposing, dedicated Left turn lanes for 4-legged intersections; unless physical limitations make their implementation injudicious.

On SIDEROADS for T intersections, separate Left & Right turn lanes would be preferred, but may be governed by actual volume demands or capacity analysis.



Consideration may be given to the provision of a dedicated Right turn lane where peak hour turning traffic demands exceed 200 vph and Synchro capacity analysis of the Thru lane produces results nearing or exceeding the threshold of acceptability.

Justification for a free-flow (uncontrolled) right turn channelization requires peak hour demands > 600 vph. The proper design to provide free-flow operation requires a parallel Right turn deceleration lane into the Channelization and, either a Right turn acceleration taper away (minimum) or a parallel lane away (preferred). If a Right turn channelization is justified, it should not be provided with a sub-standard geometric design necessitating Yield control.

5.2.5. Intersection Geometric Design Improvements – Unsignalized

MTO Left Turn Lane Warrant Chart analysis is required to justify provision of a dedicated Left turn lane on the MAIN ROAD of any unsignalized intersection. Synchro capacity analysis results are not acceptable in determining Left turn lane requirements for unsignalized intersections.

Where a dedicated Left turn lane becomes warranted in any one direction on the MAIN ROAD approaches of an unsignalized 4-legged intersection, implementation of a directly-opposing Left turn lane with minimum 15m storage will also become justified.

A dedicated Left turn lane (or multi-lane configuration) is not permitted on any SIDEROAD approach to an unsignalized 4-legged intersections.

At T intersections, a multi-lane configuration (separate Left and Right turn lanes) is permitted on the SIDEROAD (stub) approach only if the intersection is located within an urban, low speed (Posted Speed < 60 km/hr).

5.2.6. Roundabouts

A roundabout is a raised island located in the centre of an intersection, which required vehicles to travel through the intersection in a counter-clockwise direction around the island. The Township of Southwold will consider the installation of roundabout at the following locations:

- All Collector/Arterial Roads intersecting with other Collector/Arterial Roads should be considered for the installation of a roundabout.

All roundabouts are to be designed to TAC standards with signage as per OTM book standards.

For maintenance purposes, sanitary maintenance holes are not permitted to be located within the raised centre island of the roundabout. The sanitary maintenance hole is to be located within the apron of the island. Storm maintenance holes may be located within the centre island



of the roundabout, provided the proposed landscaping does not hinder access to the maintenance hole.

5.3 Driveways

The maximum driveway width for a two vehicle garage is 6.0 metre and a single vehicle garage is 4.0 metre, while taking into account the zoning by-law. The maximum driveway for commercial/industrial development is 9.0 metre.

All driveway approaches shall be hard surfaced (ie. Asphalt, concrete, paving stone) from the edge of road or back of curb to property line.

The minimum driveway grade is 2% with a maximum acceptable grade of 8%. The maximum grade is not recommended for new developments and only to be used for reconstruction projects due to constraints. The desired maximum in new developments should be 4%. All grades shall be directed towards the road and reverse fall driveways are not permitted.

Single Family Residential

- Asphalt – 75mm (two lifts) HL3 surface
- Granular base – 250mm of Granular 'A'

Commercial/Light Industrial

- Asphalt – 40mm HL3 surface and 50mm HL8 surface
- Granular base – 150mm of Granular 'A' and 300mm of Granular 'B' with type II gradation

Heavy Industrial

- Asphalt – 50mm HL3 surface and 75mm HL8 surface
- Granular base – 150mm of Granular 'A' and 300mm of Granular 'B' with type II gradation

5.4 Traffic Signals

Developments and projects where traffic signals are being considered will require a separate signal wiring plan and signalized intersection plan showing location of all poles and mounted hardware, handwells, ducts/cables, the controller and the full lane configuration.



6. STORM SEWERS

This document outlines the minimum requirements for the design of a storm sewer system within the limits of the Township of Southwold. Storm sewer design shall also be designed in accordance with the design principles as outlined in the most current edition of the Ministry of Environment, Conservation, and Parks (MECP) guidelines for the design of storm sewers and low impact developments. The design of all new developments will consider a “treatment train” for stormwater design and management.

6.0 Storm Drainage Area Plans

Storm sewer design computations shall be completed on a standard Storm Sewer Design Sheet. A copy of the design sheet, together with a Storm Sewer Drainage Plan, showing the tributary areas shall be submitted as per the [sample storm design sheet in this design guideline](#).

In lieu of precise information on development on the whole or any part of a watershed area, the latest zoning by-law and Official Plan issued by the Infrastructure and Development Services Department shall be used for all external areas in the design and to determine the specific areas to which these values apply.

The external drainage area plan shall be prepared and shall be submitted at the functional servicing report stage and prior to the commencement of the detailed storm sewer design.

In the case of large areas under single ownership of blocks requiring future site plan agreements, the design shall be prepared on the basis of the whole area being contributory to one manhole in the abutting storm sewer unless more than one private storm connection is necessary to serve the property in which case the appropriate area tributary to each connection shall be clearly shown and taken into account in the storm sewer design.

6.1 Design Flows

6.1.1 Design Storm Frequency

The design storm frequency shall be a 5-year storm for residential, industrial and commercial lands to a sufficient outlet or to a storm water management facility which will control post development peak flows to pre-development flows including the 2,5,25,50 and 100 year storm events.

6.1.2 Runoff Computations

The Rational Formula is to be used to determine the quantity of storm runoff. The use of other empirical runoff formulae must be approved by the Township Engineer. The Rational Formula is as follows:



$$Q = 2.78 \times C \times i \times A$$

Where:

Q = peak flow in L/s

A = Area in hectares

i = average rainfall intensity in mm per hour for a duration equal to the time of concentration for a particular storm frequency

C = runoff coefficient

6.1.3 Rainfall Intensity

$$i = \frac{A}{(t + B)^c}$$

Parameter	2 year ¹	5 year ²	10 year	25 year	50 year	100 year
A	754.36	1183.74	1574.382	2019.372	2270.665	2619.363
B	6.011	7.641	9.025	9.824	9.984	10.5
C	0.810	0.838	0.860	0.875	0.876	0.884

Note:

1. 2 year IDF curve to be used in pre and post development controls
2. 5 year IDF curve to be used for storm sewer design

In addition, runoff from major storm events (100 year and larger regional storms) shall be accommodated by an overland flow route that has been designed assuming that all of the source controls and storm water conveyance systems for minor flows have failed.

6.1.4 Time of Concentration

The time of concentration is the time required for flow to reach a particular point in the sewer from the most remote part of the drainage area. It includes not only the travel time in the sewers, but also the inlet time or time required to flow overland into the sewer system.

The inlet time for residential areas shall be 15 minutes. For all other areas, supporting calculations shall be submitted to the Township engineer for review.

Adjusted time of concentration shall be calculated using the formula:

$$T_{c-adj} = \frac{(T_{ct}Q_t) + (T_{cl}Q_l)}{(Q_t + Q_l)}$$

Where:

T_{c-adj} = adjusted time of concentration (min.)

T_{ct} = time of concentration in the trunk sewer (min.)

Q_t = design flow in the trunk sewer (l/s)

T_{cl} = time of concentration in the lateral sewer (min.)

Q_l = design flow in the lateral sewer (l/s)

6.1.5 Runoff Coefficients

Runoff coefficients (C) to be used in the rational formula as follows:

Land Use	C value
Open Space Areas/Parks	0.25
Single Family/Semi-detached	0.5
Townhouses/Condos	0.65
Apartments	0.65-0.7
Industrial/Institutional/Commercial	0.7-0.9
Paved Areas/Densely Built	0.9-1.0

No allowances for infiltration are required in storm sewer capacity determination.

6.2 Storm Sewer Pipe Design

6.2.1 Design Flow

The Manning Formular is used for calculating the sewer capacity and selecting pipe size. When determining the appropriate pipe size, designers shall upsize pipes when the capacity of the storm sewer approaches 90%.

$$Q = \frac{1}{N} \times A \times R^{2/3} \times S^{1/2}$$



Where:

Q = Design flow capacity of the sewer (L/s)

A = Cross Sectional Area of Pipe (m²)

R = Hydraulic Radius of pipe (D/4) (m)

S = Sewer Slopes (m/m)

n = Manning roughness coefficient (unitless)

6.2.2 Manning Coefficient

A coefficient of 0.013 is to be used for all concrete and PVC pipe.

6.2.3 Flow Velocity

Velocity shall be calculated using the following formula:

$$V = Q/A$$

Where:

V = Flow Velocity (m/sec)

Q = Design Flow (m³/s)

A = cross section area of flow (m²)

6.2.4 Minimum Velocity

The minimum velocity permitted in storm sewers is 1.0m/sec

6.2.5 Maximum Velocity

The maximum velocities permitted in storm sewers are:

- 4.5m/sec for 300mm to 825mm diameter sewers;
- 6.0m/sec for 900mm diameter and larger sewers

6.2.6 Minimum Pipe Sizes

- Storm Sewers = 300mm
- Catch Basin Leads = 250mm (street, park)
= 300mm (lot)
- Private Drain Connections = 150mm (residential – single family, semi-detached)
= 300mm (residential multi family block)
= 375mm (non-residential)
= 300mm (commercial)



Note: Actual sizes for PDC required for multi family, commercial, institutional block will depend on flow.

6.2.7 Minimum Grades for Pipes

The minimum grade for a 300mm diameter storm sewer is 0.54% and all other sewer sizes minimum grades shall achieve the minimum velocity of 1.0m/sec.

6.2.8 Minimum Depth and Bedding Material

The minimum depth for all storm sewers is 1.5m from the finished ground above the obvert of the pipe. Bedding Material is as per OPSS and the St. Thomas and Elgin Area Municipalities Supplemental Specifications.

6.3 Maintenance Hole Design

Changes to direction of flow greater than 90 degrees shall not be permitted in one maintenance hole.

Maintenance holes on sewers shall be located at every change in pipe size, grades, or direction of flow and shall not exceed the maximum spacing. Maintenance holes are to be installed for storm PDC's 300mm in diameter for larger, unless the storm sewer size is 900mm or larger, in which case the PDC may be connected directly into the sewer.

Spacing for maintenance holes will be every 100m for pipes up to and including 900mm. For pipes, larger than 900mm in diameter, 150m spacing is required. A minimum of 300mm clearance is required between services within a maintenance hole. The locations of all maintenance holes are to be designed to be outside of the vehicles wheel path.

Allowances for bends in sewer alignments – fall through maintenance holes shall be calculated in accordance with the below:

- 45 degree bends – use $\frac{3}{4}$ of the losses for 90 degree bends
- For 22 $\frac{1}{2}$ degree bends – use $\frac{1}{2}$ of the losses for 90 degree bends

Safety grates are required at the mid-point depth of maintenance holes when the depth is between 5m and 10m. Additional safety grates are required at third point depths when the maintenance hold is equal to or greater than 10.0m to 15.0m deep. All incoming pipes are to be below safety grates.



All maintenance hole chamber openings shall be located on the side of the maintenance hole parallel to the flow for straight run maintenance holes, or on the upstream side of the maintenance hole at all junctions.

The obvert of the inlet pipe(s) shall not be lower than the obvert of the outlet pipe.

The minimum drops across manholes are as follows:

- 0 degree change – 20mm drop
- 1 degree to 45 degree – 40mm drop
- 46 degree to 90 degree – 50mm drop

Where the difference in elevation between the invert of the inlet and obvert pipes exceeds 1.0m, a drop structure shall be placed on the inlet pipe, with the invert of the drop pipe located at the spring line of the outlet pipe. Design shall conform to OPSD's.

All sewers shall be benched as per IOSD 701.021.

6.4 Catch Basins

Catch Basins shall be located at a maximum interval of 90m between catch basins or 90m between a crest of a road to a catch basin.

All catch basins are to be set back off the roadway, as per OPSD's and shall be 1.5m clear of any driveway curb depression.

Curb inlet catch basins are to be used at all low points on a roadway, and curb inlet catch basins are to exclusively used on arterial roadways. Inlet grate capacity shall be designed by the consulting engineer to determine if catch basin spacing should be reduced. Catch basins shall be spaced so that no ponding occurs during minor storm events (1:5 year storm event).

6.5 Allowable Ponding

No surface ponding is allowed to develop under a 5 year storm event. Ponding on major overland flow routes allows for 300mm on street catch basins and 540mm on rear yard catch basins. Consultants are to map the ponding area on grading design drawings for all new developments.



Major overland flow routes are to be continuous along roads and easements without flooding onto lots during a 100 year storm.

6.6 Cover

A minimum of 1.5m is required to the top outside edge of the pipe for all storm sewers

6.7 Easements

A minimum sewer easement is to follow the Townships zoning by-law requirements. If not mention in the zoning by-law, the minimum easement for one service is 5.0m. These minimum easements widths will be increased depending on the depth and size of the sewer, and as dictated by the Township team.

6.8 Storm Private Drain Connections

All PDC's shall be installed to the property line for all new construction projects.

PDC's are not to be directly connected into a maintenance hole.

PDC's on private property of the town house complexes, row housing and apartments are to be connected to a maintenance hole located on the R.O.W. PDC's for industry and commercial property are also to be connected to a maintenance hole located on the R.O.W.

All locations and elevations of the storm PDC shall be recorded on a Building Services Report along with As-built Drawings for the project, whether part of a reconstruction project or new development. See Section 15 for a sample Building Services Report.



7. STORMWATER MANAGEMENT

Storm sewer systems shall include stormwater management facilities and measures to address quality and quantity, aligning with the “treatment train” approach within the Ministry of Environment, Conservation and Parks guidelines. For all new stormwater management facilities, the developer shall contact the Infrastructure and Development Services Department for further clarification and guidance on applicable requirements and standards that may affect the stormwater management (SWM) facility.

7.0 Stormwater Management Design

7.0.1. Peak Flow Control

The peak flows discharging from the site shall not increase as a result of the proposed development for the calculated 2 through 100-year storm events. All SWM measures shall provide an enhanced level of protection in accordance with MECP’s stormwater management and LID guidelines, to make sure the design accommodates climate change.

Extended detention and storage of SWM facilities should discharge over a 24-48 hour period to the 5 year storm even under pre developed conditions.

7.0.2. Green Infrastructure and Low Impact Development

The Township promotes green infrastructure and low impact development (LID) with developments for SWM measures. Both natural and man made devices to assist in providing the treatment train approach. This can include parklands, street trees with enhanced soil characteristics, natural channels and flood plains, LID facilities, and naturalized end of pipe stormwater management systems.

All LID facilities shall have a design capacity that exceeds the existing conditions recharge volume by 15% as a factor of safety to account for aging, compaction and clogging. LID locations shall be strategic to mitigate against operational constraints and clogging.

During construction buildout, LID’s shall be by-passed to avoid clogging.

Design of the LID system shall follow best municipal standards and MECP design guidelines for LID’s.



7.1. Stormwater Design Requirements for Development

The following is a summary of the Storm Water Management requirements for development submissions. There may be additional information required depending on the site locations and constraints.

- Provide all SWM calculations to show the pre-development and post development flows. These flows shall be calculated using the Township's design guides as well as MECP guidelines.
- Provide SWM calculation for SWM facility sizing, orifice sizing, and any other relevant calculations completed for the design of the facility.
- Forebays and other quality controls should be used to minimize the amount of sediment that reaches the main cell of the SWM facility.
- Landscaping and trees shall be included in the design of SWM facility to improve the quality of the storm water as well as aesthetics for the development.
- Identify the major overland flow routes and provide volume calculations for the routes at various cross sections to confirm that the major overland flow route will carry the major flow.
- Identify all levels of stormwater in the storage facility for the various rainfall events.
- Design storm sewer pipe system to 5 year storm return period for pipe flow conditions
- Keep development maximum outlet flows to pre-development values for the 2 through 100 year storm events.
- Detain the first 13mm or 24mm, as applicable of rainfall generated runoff from all development for a period of 24 to 48 hours for quality control.
- Oil grit separators are recommended for developments as a quality control measure as a quality control measure for sites less than 2 hectares. Site plans will typically require the installation of an oil grit separator as a quality control device
- Use of shallow grassy lined swales for storm water conveyance is recommended.
- Include all design detail, sizing calculations, sediment removal rate and floatable storage capacity for the unit, ensuring its design and installation will more than adequately suit the site plan development.
- SWM design will need to consider maintenance requirements for Township staff to maintain with ease.



8. SANITARY SEWERS

This document outlines the minimum requirements for the design of a sanitary sewer system within the Township of Southwold boundary.

All sanitary sewer design shall follow the Township sanitary sewer design sheet and a **copy of this sheet is provided in this design guidelines manual.**

8.0. General Requirements

Sanitary sewers are not permitted to accept foundation or weeping tile drainage or roof drainage. Storm water is not permitted to enter the sanitary sewer system.

Sanitary sewers shall be designed in accordance with the design principles recommended in the most current edition of the Ministry of Environment, Conservation and Parks (MECP) guidelines for the design of sanitary sewers.

Minimum sanitary sewer diameter is 200mm and the minimum private drain connections (PDC) is 150mm.

Minimum velocity for a sanitary sewer system is 0.6 m/s and the maximum allowable velocity is 4.5 m/s.

8.1. Peak Flow Calculation

The Manning Formula is to be used for calculating sewer capacity and selecting pipe sizes and the roughness coefficient (n) of not less than 0.013 is to be used for smooth-wall pipe materials. This formula is to be used for gravity sewers and open channels.

The Manning Formula is as follows:

$$Q = \frac{1}{n} \times A \times R^{2/3} \times S^{1/2}$$

Where:

Q = Flow capacity of sewer (m³/s)

A = cross sectional area of pipe (m²)

R = Hydraulic radius of pipe (D/4) (m)

S = Sewer Slope (m/m)

N = Mannings Roughness Coefficient (unitless)



Mannings Roughness Coefficients shall be as follows:

Pipe Material	Mannings 'n'
Concrete Pipe	0.013
P.V.C Pipe	0.013
H.D.P.E Pipe	0.013
Corrugated Metal Pipe – 12mm corrugations	0.024
Corrugated Metal Pipe – 50mm corrugations	0.035

Minimum slopes for Pipes are as follows:

Pipe Size	Slope
200mm	0.40%
250mm	0.28%
300mm	0.22%
375mm	0.15%
450mm	0.12%
525mm	0.10%
600mm	0.08%
675mm	0.07%
750mm	0.06%

8.1.1. Design Criteria

The following design values shall be used for all new development being modified where data is available.

- For new development, a value of 250 l/capita/day should be used for estimating flow rates
- Infiltration and inflow should be estimated at 8,640 l/ha/day (0.100 l/ha/second) for new development
- Continued use of available data for infiltration rates and sewage usage rates should be used for existing development
- Flow meter study studies to confirm existing capacity may be required for new development
- Population density equivalent for various types of development should be as follows:



Development Zoning	Population Density
Low density residential	44 units/ha
Medium density residential	65 units/ha
Institutional (schools, etc)	53 units/ha
Commercial	60 units/ha
Industrial	150 units/ha

Alternatively, population density can be calculated on a lot basis using the following criteria:

- Single family = 3 people/unit
- Semi-detached = 6 people/unit

8.2. Peak Sanitary Sewage Flows

Peak sewage flows shall be calculated using the following equation:

$$Q(d) = PqM + IA$$

Where:

Q(d) = peak flow (L/s)

P = Design population in thousands

Q = average daily per capita flow (L/capita.d)

M = Peaking factor derived from Harmon Formula

I = Unit peak extraneous flow (L/s/ha)

A = Gross tributary area (ha)

Hamon Formula:

$$M = 1 + \frac{14}{4 + P^{1/2}}$$

Where:

M = Ratio of peak flow to average flow

P = Tributary population in thousands

All sewer 600mm in diameter and larger shall be shown with two lines in the plan view.

All sewers shown within the road allowance should be 3m apart unless otherwise directed by Township Engineer.



Minimum elevation of new basements must be shown whenever the sanitary sewer in the street has less than 2.7m cover.

Bolt down covers are required where maintenance holes are in flood plains or overland flow routes.

No decrease of pipe size from a larger size upstream to a smaller size downstream will be allowed regardless of increase in grade.

No sewer pipe greater than 375mm may be turned at 90 degree.

8.3. Maintenance Hole Design

Changes of direction of flow greater than 90 degrees shall not be permitted in one maintenance hole. In sewers 750mm diameter and greater, changes in direction of flow greater than 45 degrees shall not be permitted in one maintenance hole. The locations of all maintenance holes are to be designed to be outside of the vehicles wheel path.

Maintenance holes on sewers shall be located at every change of size, grade, or direction of flow but shall in no case exceed the maximum spacing specified below:

- Pipes 900mm diameter and smaller – 110 metre spacing
- Pipes greater than 900mm diameter – 150 metre spacing

Safety grates are required at the mid-point depth of maintenance holes, when the depth is between 5.0m and 10.0m. Additional safety grates are required at third-point depth when the maintenance hole is greater than 10.m in deep. All in coming pipes are to be below the safety gratings.

All sanitary maintenance holes in the vicinity of a low point (within 10 metres) shall be installed with a maintenance hole insert as specified within the Township's supplemental specifications.

All maintenance hole chamber openings shall be located on the side of the maintenance hole parallel to the flow for straight runs and on the upside side of the maintenance hole at all junctions.

The obvert of the inlet pipe shall not be lower than the obvert of the outlet pipe. The minimum drop across maintenance holes shall be as follows:



Change of Direction	Minimum Drop
0 degree	20mm
1 to 45 degree	40mm
46 to 90 degree	50mm

Where the difference in elevation between the invert of the inlet and overt of the outlet pipes exceeds 600mm in height, a drop structure shall be placed on the inlet pipe, with the design conforming to OPSD's.

8.4. Pump Stations

All sanitary sewers for development should be by gravity unless they are constraints within the sewage system and only if approved by the Township. Township Staff shall be consulted on design criteria, operational preferences and other requirements during the pump station design. Stations shall have full backup power, SCADA connectivity, and flow monitoring. Any design of a pumping station shall take confined space entry into consideration. When a person needs to perform a confined space entry into the pumping station, there shall be no areas or points that a person shall have to unhook from the life line.

8.5. Sanitary Private Drain Connections (PDC's)

Each property shall be provided a sanitary PDC of a minimum diameter of 150mm having a minimum slope of 2%.

In Industrial and Commercial areas, an inspection maintenance hole shall be located at property line of the service. The minimum diameter of sanitary PDC for institutional blocks are 200mm diameter at 2%.

Sanitary PDC's shall not be connected to sanitary maintenance holes.

8.6. Easements

All sewer easements must be a minimum of 5.0m wide for one service. These minimum values must be increased when the depth and diameter of services dictates a greater working area.



8.7. Sanitary Sewer Testing

The contractor shall supply, at his own expense, all labour, equipment and materials necessary to carry out infiltration / exfiltration tests, deflection testing and video inspection of all sanitary

sewer and appurtenances as specified under this section. All tests shall be carried out under the direction and supervision of the Township of Southwold Infrastructure and Development Services Department

8.7.1. Infiltration/Exfiltration Testing

Infiltration and exfiltration testing shall be conducted on new sanitary sewers as per the requirements in OPSS 410.07.16.03 and 410.07.16.04.

8.7.2. Deflection Testing

Deflection testing is to be complete as per the Townships Supplemental Specifications.

8.7.3. Video Testing

Video (CCTV) testing is to be complete as per the Townships Supplemental Specifications.

9. WATERMAINS

The specifications within this section apply to all water services and watermains including appurtenances which are located within the Township road allowance, or on property that will be transferred to the Township ownership. These specifications also apply to all water meter replacements.

The designer shall design to the Township specifications and also make reference to the Ministry of the Environment, Conservation and Parks "Design Guidelines for Drinking-Water Systems" and to MECP's "Water Design Criteria for Future Alteration Authorized Under a Drinking Water Works Permit". If there is a discrepancy between the Township specifications and the MECP guidelines, the Infrastructure and Development Services Department shall be contacted to resolve the issue.

Any deviations from these specifications must be submitted to the Township Engineer.

These specifications shall apply to all services and private watermain and to all watermains up to 450mm diameter including appurtenances. For watermains larger than 450mm diameter and for any other water system installation, special specifications must be prepared for and approved by the Township Engineer.

The water distribution system is for the purpose of supply and distributing water, but does not include plumbing or other works to which the Ontario Building Code applies.

A water distribution system may exist for the purpose of distributing potable or non-potable water; however, water distribution systems for potable and non-potable water may not be intermixed or cross-connected. Private supplies of potable water may not be cross-connected to the municipal or public water distribution system.

9.0. Watermain Design

9.0.1. Pressure, Flow and Velocity Design Requirements

Watermains shall be sized to maintain the greater of:

- Maximum day demand plus fire flow at a pressure not less than 140kPa at any hydrant lateral or potential fire service connections.
-



- Maximum hourly demand at a pressure not less than 275kPa in residential areas and not less than 310kPa in industrial areas.
- Average day demand at a pressure not less than 275kPa.
- Maximum residential pressure not exceeding 690kPa and a minimum residual pressure (peak hour) shall not be below 275kPa.

Watermains shall be designed for velocity for normal rates will be between 0.6m/s and 1.5m/s. The minimum velocity for fire demand shall not exceed 3.0m/s. Fire flows shall be calculated on the standards of the Fire Underwriters Survey.

9.0.2. Design Water Demands

9.0.2.1. Domestic Water Demands

Average domestic unit demand is 365 L/d per capita. This demand varies with location and project future increased use.

Applicable demands and peaking factors should be obtained from Township engineer.

Water systems shall be designed to satisfy the greater of either of the following demands:

- Maximum day plus fire flow (max day = $3.5 \times \text{avg. day}$)
- Peak rate (maximum hourly demand) (Max hour = $7.8 \times \text{avg./day}$)

9.0.2.2. Commercial, Institutional and Industrial Water Demands

These demands vary greatly with the type of water using facilities or process present in the development. If the Developer (designer) does not know the required demand he should refer to Ontario Ministry of the Environment, Conservation and Parks (or the applicable environmental agency) "Guidelines for the Design of Water Distribution Systems". For industrial demands the Developer (designer) should discuss water requirements with the Township.

9.0.2.3. Fire Demand

To estimate the fire flow requirements for a particular structure or area of a Township, the designer should refer to the guide "Water Supply for Public Fire Protection - A Guide to Recommended Practice", (latest revision) prepared by Fire Underwriters Survey, Insurers Advisory Organization, 180 Dundas Street West, Toronto, Ontario M5G 1Z9, the Ontario Building Code and the Ontario Fire Code.



9.0.3. Friction Factors

The following Hazen-Williams "C" vales shall be used for design, regardless of the material:

Diameter	"C" Factor
100mm and 150mm	100
200mm and 250mm	110
300mm to 600mm	120
Over 600mm	130

9.0.4. Minimum Pipe Sizes

The minimum pipe size for any domestic water service is 25mm.

The minimum size for watermains shall be 50mm for supplying only domestic services or 150mm if fire protection is to be provided. Actual watermain pipe size requirements are to be confirmed by modeling methods.

Accepted pipe sizes are 25mm, 50mm, 100mm, 150mm, 200mm, 250mm, 300mm, 400mm, 450mm, and 600mm. For larger pipe sizes, the designer should consult with the Township Engineer.

9.0.5. Water Quality

Watermains and their networks shall be designed such that water shall not remain unused in the watermain for more than three (3) days under average day demand.

To demonstrate a three day turnover, the designer shall provide a hydraulic analysis as outlined elsewhere in this document. The hydraulic analysis shall also provide calculations to determine if and where automatic flushing devices are required and determine the appropriate size of flushing device (25mm or 50mm).

The Township of Southwold has primary responsibility to ensure that the minimum chlorine residuals are maintained in the distribution system and therefore reserves the right to require watermain looping and/or automatic flushing devices and/or blow-offs to facilitate the maintenance of the chlorine residual.



On private property, where there is concern (When a three day water turn-over cannot be achieved) that there may be degradation of the water quality in the private service, that has the potential to re-enter the municipal water system, the Township reserves the right to require premise isolation. This shall consist of appropriate backflow protection to the risk posed and shall be installed at the property line and at the owners expense.

9.1. Watermain Layout

9.1.1. Location of Watermain in Road Allowance

Watermains shall be located in accordance with the Township of Southwold's Standard ROW Cross Sections. Deviation from the standard location must be approved by the Township Engineer.

The standard location must be used on straight streets. On bends, the main may deviate from the standard up to 1.0m closer to the street line but not closer to the curb and gutter as approved by the Infrastructure and Development Services Department. Maximum use may be made of pipe joint deflections so that a minimum number of bends are used on any curved laying line. PVC pipe will require more bends because the allowable joint deflection is smaller. Refer to AWWA C600 for Ductile Iron Pipe, AWWA M23 for PVC pipe and supplier specifications for allowable joint deflection and pipe bending.

Watermains shall be terminated opposite street lines or property lines.

9.1.2. Depth of Watermain

Watermains shall have no less than 1.7m nor more than 2.0m of cover from final surface grade above the watermain alignment. Variations from this cover may be made only if approved on plans or in writing by the Township Engineer. Depth of watermain shall be measured from installation location and not centreline of the road.

For unimproved roads with open ditches, watermains shall be laid 2.1m minimum below road grade or 1.2m below the bottom elevation of the ditch, whichever is greater. Consideration shall be taken by the designer for the vertical alignment of the road and its impacts with the watermain resulting from future road improvements.

9.1.3. Pipe Insulation

Where joint deflections, offsets, or other issues arise that require the watermain to be laid with less than 1.7m of cover from final surface grade at watermain alignment location, insulation shall be placed to prevent freezing.

Insulation is also required between a watermain and storm sewer/culvert where there is less than 1.5m minimum separation. Please refer to the Township's Supplemental Specifications. Compaction of gravel material above insulation shall be inspected by contract administrator to verify that the integrity of the insulation isn't impacted during construction.

9.1.4. Blow-offs and Dead Ends

Dead end watermain shall not be permitted unless unavoidable. All dead end watermain are to have a 50mm blow off installed as per Township's Supplemental Specifications.

Where a watermain ends in a cul-de-sac, a 50mm watermain loop shall be installed from the minimum 150mm watermain to last fire hydrant around the cul-de-sac, where the loop reconnects back to the watermain. The designer can contact the Infrastructure and Development Services Department for further details of the cul-de-sac watermain loop.

A hydrant and valve shall be installed at the end of a watermain on a street that is to be extended in the future. A 50mm blow off or automatic flusher may be substituted at the discretion of the Township Engineer.

9.1.5. Separation between Watermain and Sewers/Utilities

Designers should refer to the Ontario Ministry of Environment, Conservation and Parks (MECP) Guidelines regarding the location of watermain relative to sewers and to the Public Utilities Act of Ontario regarding the location of watermain relative to other utilities.

Sewers and watermain located parallel to each other should be constructed in separate trenches maintaining the maximum practical horizontal separation. Under normal conditions, watermain shall be laid with minimum 2.5m clear horizontal separation from any sewer or sewer manhole; the distance shall be measured from the nearest edges.



9.1.6. Crossings

The designer shall refer to the Ministry of the Environment, Conservation and Parks Procedure F-6-1, Procedures to Govern the Separation of Sewers and Watermains.

Under normal conditions, watermains shall cross above sewers and Private Drain Connections (PDC) with a minimum vertical separation of 0.50m to allow for proper bedding and structural support of the watermain over the sewer or PDC.

Where it is not possible for the watermain to cross above the sewer or PDC, the watermain passing under a sewer or PDC shall be protected by providing:

- A vertical separation of at least 0.6m between the invert of the sewer or PDC and the crown of the watermain.
- That a minimum of 5.0m length of water pipe shall be centered at the point of crossing so that the joints will be equidistant and as far as possible from the sewer or PDC.
- Structural support is provided to prevent excessive joint deflection and settling.
- The crossing is not within 2.0m of a watermain joint (for watermains larger than 450mm diameter).

The same criteria shall be applied in new construction (i.e. subdivisions) and in conditions where an existing watermain is present. Also, the same criteria as noted above shall be applied if the watermain crosses above or below a sewer, PDC or other utility.

9.1.7. Watermain Looping

Water distribution systems shall be designed to exclude any dead-ended pipe. Water distribution systems shall be designed so that no more than sixty (60) units with individual water services and meters shall be serviced from a single source of supply. If the looped watermain is connected to a single watermain, a valve must be installed in the watermain to permit isolation of supplies.

A looped watermain connected to a public or private watermain(s) must be installed:

- when one water service will not supply the required flow for domestic use and fire protection or,
- for an apartment complex containing one or more structure and more than 300 dwelling units or,



- for a townhouse, condominium or similar complex having more than eighty (80) units with individual water services and meters.

The looped water servicing must be installed to service the private development from two sources. If the looped watermain is connected to one public watermain, an isolating splitter valve must be installed in the public watermain to permit isolation of supplies, at no cost to the Township.

9.2 Easements

Easements may be required to be assumed by the Township located outside a road allowance on private property.

Easement widths are determined by the depth of cover from the centreline of the road/round to the invert of the watermain or a minimum of 5.0m, assuming no other services are located within the easement. If additional services are located in the easement, adequate width of easement and separation of services for construction and future maintenance purposes shall be provided.

9.3. Location of Valves

9.3.1. Residential Developments

In residential developments, valves shall be located so that any section of watermain serving up to a maximum of 60 residential water services can be isolated by operating not more than four valves. Phasing of developments should be considered and valving should be logical (i.e., at intersections). In residential areas, valves shall be spaced no more than 250 m apart. Valves shall be located on at least 3 legs of watermain at an intersection. In high density residential, commercial, and industrial developments, valves shall be located no more than 150 m apart.

9.3.2. Looped Services/Private Watermains

Valves shall be installed on looped services or private watermains to isolate buildings or groups of buildings so that no more than eighty (80) individual water services or apartment complex containing 300 dwelling units or more are on any one valved section. The Owner shall install a valve on the street watermain between connections to a looped private watermain if there is not an existing valve, at no expense to the Township.

9.3.3. Locations of Valves at Intersections

For street intersections, water valves shall be located at the extension of street lines in grassed boulevard. For intersections with roundabouts, water valves may be placed in the raised portion of the roundabout island if possible. However, if conflicts occur with other features of the roundabout (i.e. curb and gutter of the island), the valves may alternatively be placed in the boulevard clear of curb and gutter from approaching streets to the roundabout.

9.4. Fire Hydrants and Fire Department Connections

All fire hydrants located within the road allowance shall only be maintained and operated by the Township of Southwold.

9.4.1. Location and Spacing of Hydrants on Road Allowance

Hydrants shall be spaced no greater than 150m in residential areas and 105m in commercial and industrial areas, measured along the centreline of the watermain. In rural areas where new watermain is to be installed, designers shall add hydrants at each intersection. Hydrants shall be 1.5m away from any driveway or physical obstruction that would limit the operation and maintenance. Hydrants are to also be installed at property line boundaries.

9.4.2. Hydrants on Dead-end Streets

Hydrants shall not be located on dead-end streets unless such streets exceed 90m in length. Where located on dead-end streets the hydrant shall be located at 90m from the end and a smaller sized watermain (minimum 50mm) shall be used beyond the hydrant so that the water quality is maintained.

9.5. Water Services, Fire Services, and Private Watermains

For the design and materials requirements all water service pipe and fire service mains on private property, the Ontario Building Code shall apply. It shall be noted that water quality requirements are not addressed in the Ontario Building Code. Where there is a concern that there may be a degradation of water quality in the private servicing that has the potential to

enter the municipal water supply system, the Township reserves the right to require premise isolation. Premise isolation shall consist of appropriate backflow prevention measures to the risk posed, and shall be installed at the property line at the owners expense.



The following apply to the water services on public property up to the property line.

9.5.1. Size Required

The Developer will be responsible for private main and service sizing. The Township Engineer shall be consulted for available pressures and flows at the main under design conditions. If the results of hydrant flow tests are to be used, the Township Engineer shall be consulted for

necessary adjustments since flow tests are not usually done at design conditions. Minimum size for services is 25mm diameter. Acceptable service sizes are 25mm, 40mm, 50mm, 100mm, 150mm, 200mm, 250mm, and 300mm diameter. 25mm diameter or larger services should be installed for estate lots, larger homes, deep setbacks or where automatic lawn sprinkler systems or fire sprinkler systems are to be used.

9.5.2. General Requirements

Each dwelling unit, including detached and semi-detached units, townhouses, multi unit and row houses, must be serviced with a separate water meter and water service connected to a main or private main.

Each unit in a commercial or industrial mall must be serviced with a separate water meter and water service connected to a main or private main.

Swimming pool facilities and lawn sprinkler systems must be serviced by a connection to the metered side of a water service that is in use yearlong and is located in a frost free structure.

Unless otherwise approved by the Township Engineer, all structures not noted above shall have one water meter and one water service connected to a main or private main.

When there are two watermains on a road allowance, the water service shall be laid from the structure to the watermain which, in the opinion of the Township Engineer, provides adequate flow and/or pressure.

Services to semi-detached housing must front the unit they serve.

Electrical systems of all new developments shall not be grounded to the water system. Refer to Ontario Hydro Electrical Safety Code (Section 10) for grounding requirements.

9.5.3. Looped Private Main/Service

A looped private main connected to a main or mains must be installed:

- When one main will not supply the required flow for domestic use and fire protection.
- For an apartment complex containing more than one structure and more than 300 dwelling units.
-
- For a townhouse, condominium, single family dwellings or similar complex having more than 60 units with individual services and meters.
- For a subdivision servicing more than 60 units.
- At the discretion of the City Engineer within new subdivision developments

9.5.4. Location

The service pipe must be installed at right angles to the main and in a straight line from the main to the meter. The standard single unit residential or subdivision service stub will be normally located as per the standard servicing locations.

A private main to a complex of structures shall be located to serve all structures in the complex with the least amount of bends possible.

Services off a private main are subject to the same requirements as services off a main.

The Developer should ensure that services and private mains are located so that "berm" or "mound" type landscaping will not cause excessive cover over pipes.

Any deviations to service stub locations must be approved by the Township Engineer.

All locations and elevations of the water services shall be recorded on an individual Building Services Report for each property and submitted to the Infrastructure and Development

Services Department along with As-built Drawings for the project, whether part of a reconstruction project or new development.

9.5.5. Non-Conforming Installation

If a service stub, a service or a private main is installed or extended that is not in accordance with these specifications or with the service drawing approved by the Township, such installation will be required to be removed and relocated to conform with the specifications or approved drawings.

All relocation work required shall be at the expense of the Developer or Contractor.

9.5.6. Fire Services

9.5.6.1. Fire Service Design

The determination of fire service requirements and the sizing of supply piping shall be the responsibility of the Designer. If a domestic service is combined with a fire supply service, the Designer is responsible to ensure that the supply pipe is large enough to carry the combined demand. Design and installation of sprinkler and standpipe systems and their supply services shall conform to the requirements of the Ontario Building Code, the Township Design Guidelines Manual, and the Fire Code and must be approved by the Township.

The designer shall obtain information from the Township Engineer regarding flows and pressures available for fire systems. If the flows and pressures required are in excess of the minimum design standards given in this manual and in excess of the actual capacity of the system, the Developer shall install booster pumps and/or storage to satisfy the required demand.

9.5.6.2. Fire Service Layout

Layout and installation of fire services to the structure including required valves and hydrants must be approved by the Township Engineer and the Township Fire Department. This requires a submission of plans as specified in Section 3.

A domestic sprinkler or standpipe service may each be installed as a separate service from the main. Sprinkler and standpipe services may be combined or a domestic service may be combined with either or both but the Developer is advised to obtain the approval of his Insurance Underwriter before combining them.



If combined, the domestic service can be connected to the fire service inside the building provided the complete system is designed as specified in this Section. If not combined, the domestic service must be installed separately from the main or private main.

All fire protection systems must have a backflow prevention device conforming to the Ontario Building Code, as amended. They must be ULC approved alarm check valves or ULC approved resilient seat check valves installed immediately downstream from its connection with the domestic service or immediately inside the building if the fire service is not combined with the domestic service. Fire services are not metered with the exception of a sprinkler system in individually metered dwelling units.

9.5.7. Service to Blocks in Subdivisions

Where service stub size and/or location for any block cannot be determined prior to street construction, the Township Engineer will not approve installation of the service stub. The following policy administered by the Township Engineer will apply and the cost will be paid by the Developer of the block serviced. Where any water service connection is required to be made following construction of curb, gutter, concrete sidewalk and/or wearing surface coat of asphalt on any street in the new subdivision, such water service connection shall not be made using open cut methods but shall be made using drilling or boring techniques and in such a manner as to eliminate the possibility of settlement of such curb, gutter, concrete sidewalk or wearing surface coat of asphalt; it being understood that this policy shall apply except where, in the opinion of the Township Engineer, ground conditions are such that the use of drilling and boring methods become unreasonable or uneconomical.

For all water servicing on blocks in a subdivision, quality control is required until the service is connected to the future use. Automatic flushers are the preferred use if the water service is planned to be connected and the developers engineer will need to submit water quality report detailing the time requirement for flushing this service.

9.5.8. Backflow Prevention on Commercial/ Industrial Services

New residential, commercial or industrial services must have a backflow prevention device conforming to the Ontario Building Code as amended.



9.5.9. Service and Private Main Valves

Services shall be located such that curb stops are not located in driveways. Main valves shall not be located in driveway entrances.

On services of 50mm diameter and smaller, a main or corporation stop shall be installed at the main and a curb stop shall be installed on the property line.

On services of 100mm diameter and larger where the main cannot be closed off for the service connection, a tapping sleeve and valve will be required at the main. Where the main can be closed off and a tee cut into it, or where a new main is being installed, an approved valve shall be installed on the property line.

Approved valves shall be installed on looped private mains to isolate buildings or groups of building so that no more than sixty (60) individual services are on any one valved section. The Developer shall install a valve on the street main between connections to a looped private main if there is no existing valve.

All service valves shall be installed with approved valve boxes. Curb stops shall be installed with approved valve boxes and operating rods. 38 mm or larger water services shall have a 50 mm square operating nut and 130 mm diameter screw type service box with "Bubba Base" and shall have a rod extension (as per Township supplemental specifications).

9.5.10. Meters

All domestic services must be metered. Fire services are not metered except sprinkler systems in individually metered dwelling units. The meter shall be installed immediately inside the first external wall (excluding cold storage rooms) at the point of service entry into the building. Any variation from this location must be approved in writing by the Township Engineer.

The Developer shall provide sufficient space for installation and maintenance of the meter. The Township's staff will supply and install the meter. The meter must be accessible for reading and maintenance and must be protected from freezing and other damage. The meter or piping shall not be installed above or below any electrical panel and no closer than one metre horizontal distance.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 24, 2022

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

REPORT NO: ENG 2022-23

SUBJECT MATTER: Public Works Building Project Update

Recommendation(s):

THAT Council endorse the Public Works building standalone option as the preferred option to be advanced in detailed design.

Purpose:

The purpose of the report is to provide Council with an update on the public works building project as well as have Council endorse the Public Works building standalone option to move forward in the detailed design.

Background:

Staff are working with consultants, RJ Burnside in the design of the public works building. Throughout the preliminary design review, both Staff and RJ Burnside have noticed many functional and cost benefits to the standalone building compared to the addition. These benefits are listed in detail in Schedule 'A' as well as highlights listed below:

Functional Benefits:

- Addition severely restricts access to newly acquired site and limits growth of administration building. Standalone option allows more efficient use of the entire site and allows for future growth of administration building.
- Addition results in public works vehicles only being able to access the addition from one side rather than two sides of building. Standalone building allows quicker access off Union Road, as well as being able to access both sides of the building.
- Site features limits the size of the addition and put it in close proximity to the salt barn and administration building. Doesn't allow for future growth. Standalone option allows for more growth of public works building in the future.

Cost Benefits:

- Proximity of addition to the future administration building and property lines would result in fire-rated assemblies. This will increase cost of the addition option.
- Irregular shape of addition is costly to construct and not as efficient as rectangle structure of the standalone option
- Addition results in public works staff requiring temporary office and work space during the construction. Standalone building will allow existing building to remain open during the construction.
- Existing electrical service is located in public works building that is planned for demolition. The addition would require this service to be temporarily relocated, whereas the standalone option allows service to be operational during construction.

With the early advancement of the standalone building in the preliminary design, Staff would receive a credit from RJ Burnside on the engineering proposal as they haven't completed a full site plan drawing as well as haven't completed a preliminary cost estimate for the addition option. Based on the site location and consultants recommendation, the standalone option will provide the greatest benefit to the Township team in the near term as well as in the future.

Financial Implications:

N/A

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:
Jeff Carswell
Director of Corporate
Services/Treasurer
"Approved electronically"



Technical Memorandum

Date: May 18, 2022 **Project No.:** 300054978.0000

Project Name: Southwold Public Works Development
Removal of Option 1 – Building Addition

Client Name: Township of Southwold

Submitted To: Peter Kavcic, P.Eng.

Submitted By: Mark Kabbes, P.Eng.

Reviewed By: Frank Goulding, P.Eng.

R.J. Burnside & Associates Limited (Burnside) is actively working through the preliminary design phase for the Southwold Public Works Development project. The preliminary design phase includes the review of two different options for expanding the public works garage on site, as well as preliminary investigations into a future addition to the administration building on site.

Option 1, as outlined in the RFP, involves the demolition of two existing buildings on site and the construction of a new addition to the existing facility to expand storage. Option 2 involves the design and construction of a new, stand-alone public works facility located on the newly purchased land southeast of the existing facilities.

The following figure taken from the RFP shows a preliminary schematic of the two options:



Figure: Public Works (Option 1 - green - 18,500 ft², Option 2 - blue - 21,000 ft²)

At this stage in our design, we would recommend that Option 1 be abandoned, and the remainder of the project focus exclusively on Option 2. The basis for this recommendation is built on two main factors as outlined below.

First and foremost, it is our opinion that Option 1 significantly limits the functionality of both the site and the building. Some examples of this are as follows:

- The addition would severely restrict access to the newly acquired property requiring vehicles entering the site from Fingal Line to drive through the new facility in order to access the south portion of the site or be forced to enter off Union Road. Option 2 allows for efficient access and travel across the site. With clear travel routes for Public Works vehicles and easy access to all existing facilities.
- The positioning of the addition would severely limit options for the administration building expansion putting a limit on how far south the administration could be expanded and forcing the addition further west into the parking lot, restricting travel routes further. Option 2 allows the administration building to expand further south allowing the parking lot to remain and providing more options for functional space.
- The configuration of the addition is such that the addition would only be accessible from one direction limiting the use and functionality of the space by Public Works Staff. Option 2 allows for multiple drive-through vehicle bays positioned efficiently on site for ease of access

and clearer travel routes. A copy of the current Option 2 building layout is enclosed for reference.

- Existing site features limit the size and shape of the proposed addition and eliminate any potential for future expansion. Option 2 allows for additional expansion in the future by adding additional space to the new building when needed.
- The separation from existing buildings and services provided in Option 2 better compliments the septic system design. The large footprint of a septic system needed to handle the discharge from the proposed facilities is better accommodated in Option 2. This option also removes the need to retrofit / abandon the existing septic system that services the current administration building.

The second factor influencing our recommendation to abandon Option 1 is that there are a number of additional cost implications that would be incurred with Option 1 that don't exist with Option 2. If we assume that the base cost per square foot of the buildings in both options are approximately the same, the following considerations will result in additional costs associated with Option 1 including:

- The proximity of the proposed addition to the property lines and potential future administration building addition will result in, fire-rated wall assemblies being required on the north face of the building. These fire-rated assemblies represent an increase in cost compared to a typical exterior wall assembly.
- The irregular shape required to work around the existing property lines and site features will result in a more costly structural system limiting the consistency in design that lends toward a more cost-effective structure.
- In constructing the proposed expansion as an addition to the existing garage will result in the existing facility requiring upgrades, including the addition of a sprinkler system and potential structural upgrades to the structure directly adjacent to the new facility.
- The addition requires the demolition of 2 existing buildings on site. One of the buildings has reached the end of its useful life and would be demolished in both options. However, Option 2 allows the old firehall to remain as additional storage space and reduces the overall cost of demolition.
- Following the demolition of the 2 existing buildings on site referenced above, the public works team would require some temporary storage space to facilitate their work while the new addition is constructed. Option 2 allows all existing buildings to remain open and accessible during construction eliminating the need for temporary storage spaces or off-site storage.
- The existing electrical service for the site is located within the old public works facility slated for demolition. Option 1 would require that this service be temporarily relocated in order to provide power to the site while construction is ongoing. This relocation is an additional cost to Option 1. Option 2 allows the existing service to be maintained while construction of the new facility commences allowing for a new service to the site to be located within the new facility and routed back to the existing buildings on site, minimizing downtime and costs.

There doesn't appear to be any specific advantages to Option 1. All these factors considered, it is our opinion that Option 1 represents a more costly and less functional option for the site and should be abandoned in favour of Option 2. Removing Option 1 from consideration at this stage will result in a more cost-effective preliminary design and result in an overall credit to the project through this phase of work.

We trust this Technical Memorandum provides the information needed to review and assess the recommendation further. Please do not hesitate to contact the undersigned should you have any questions or concerns.

R.J. Burnside & Associates Limited



Mark Kabbes, P.Eng.
Project Manager

MK:ba

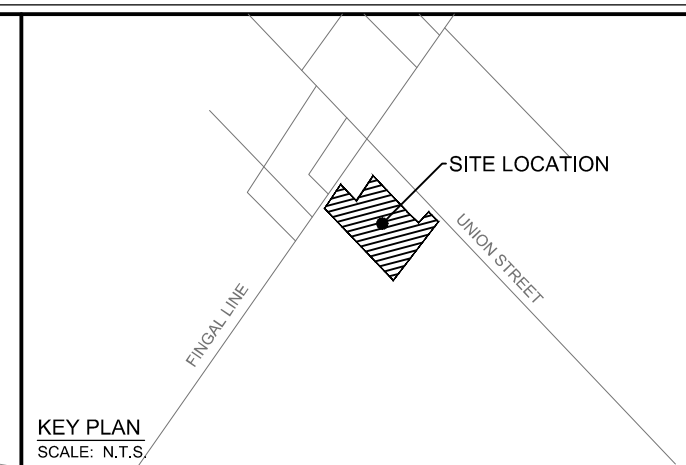
Enclosure(s) Option 2 Proposed Site Plan

cc: Paul Van Vaerenbergh, Township of Southwold (Email: roads@southwold.ca)

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

In the preparation of the various instruments of service contained herein, R.J. Burnside & Associates Limited was required to use and rely upon various sources of information (including but not limited to: reports, data, drawings, observations) produced by parties other than R.J. Burnside & Associates Limited. For its part R.J. Burnside & Associates Limited has proceeded based on the belief that the third party/parties in question produced this documentation using accepted industry standards and best practices and that all information was therefore accurate, correct and free of errors at the time of consultation. As such, the comments, recommendations and materials presented in this instrument of service reflect our best judgment in light of the information available at the time of preparation. R.J. Burnside & Associates Limited, its employees, affiliates and subcontractors accept no liability for inaccuracies or errors in the instruments of service provided to the client, arising from deficiencies in the aforementioned third party materials and documents.

R.J. Burnside & Associates Limited makes no warranties, either express or implied, of merchantability and fitness of the documents and other instruments of service for any purpose other than that specified by the contract.

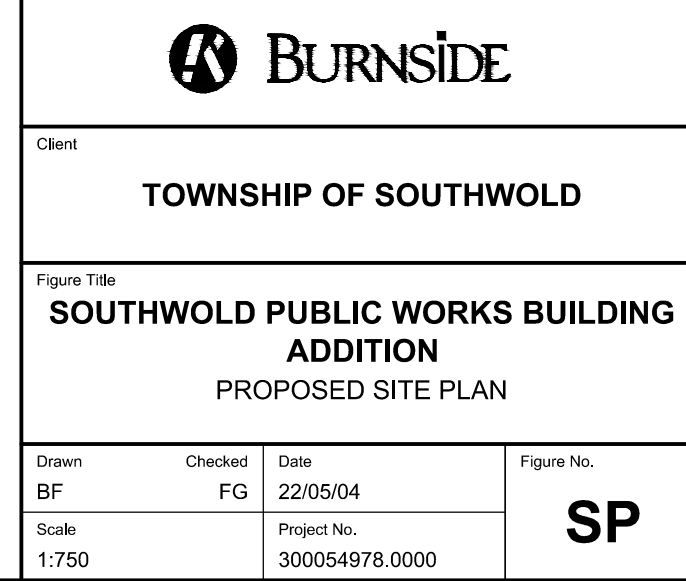
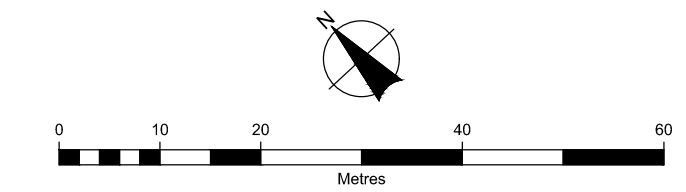


KEY PLAN
SCALE: N.T.S.

LEGEND



PROPERTY BOUNDARY



Elgin County Council Highlights



SCOR EDC Requests Support for Cayuga Rail Line Revitalization Project

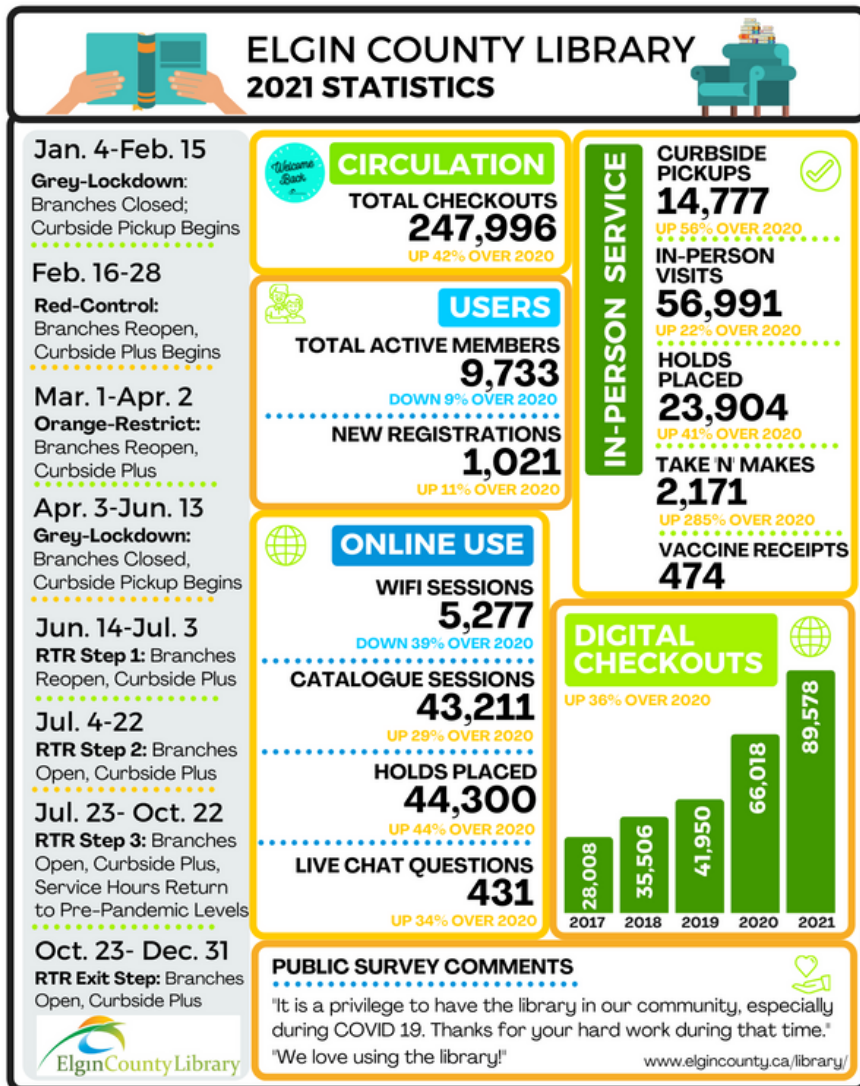
County Council received a presentation from Kim Earls, Executive Director – South Central Ontario Region Economic Development Corporation and Cephas Panschow, Chair – SCOR Resource Advisory Committee on the Future of Shortline Rail in the South Central Ontario Region. The presentation provided an overview of the Cayuga Rail Line Revitalization Project. The project seeks to rehabilitate approximately 23 miles of shortline rail within the South Central Ontario region between the Municipality of Central Elgin ending in Norfolk County. To view the presentation in its entirety, please visit the County's YouTube channel.

In this Issue

- SCOR EDC Requests Support for Cayuga Rail Line Revitalization Project
- Library Performance Measurements for 2021
- Homes Policy Updates
- Council Awards Tender for Council Chambers and Reception Area Renovations and Upgrades
- Warden's Charity Gala Raises \$27,500

Library Performance Measurements for 2021

County Council received the 2021 Annual Library Performance Measurements report. The report includes a statistical breakdown of usage at Elgin County's 10 Library branches, and across the system as a whole.



The report included circulation information, statistics related to in-person service, digital checkouts, online usage, public survey comments, and comparisons to other area library systems. The report also included next steps and service goals for 2022. The graphic below provides a brief overview, and the detailed report can be found as part of the May 10, 2022 County Council Agenda Package.

Homes Policy Updates

Elgin County Council approved multiple County of Elgin Homes and Seniors Services Administrative Policy Manual Updates including policies related to Resident Rights, Resident Abuse, Mandatory and Critical Incident Reporting, Requests and Concerns, Staff Reporting, and Whistle Blower Protection. Departmental policy and procedure manuals ensure consistency and quality in the services provided by Elgin County Homes and Seniors Services and are reviewed annually to ensure inclusion of best practice and alignment with current legislation. The staff report and corresponding policies can be found as part of the May 10, 2022 County Council Agenda Package.

Council Awards Tender for Council Chambers and Reception Area Renovations and Upgrades

County Council awarded K&L Construction (Ontario Ltd) the contract for the Council Chambers and Reception Upgrades Project at the County Administration Building at a price of \$1,113,600 (exclusive of HST). A modernization of the Council Chambers, the establishment of a new front lobby reception kiosk as well as new office spaces to accommodate Economic Development and Tourism and Community Paramedicine will provide an enhanced barrier free customer service level experience. Work on this project is expected to commence in June 2022 with completion expected in the first quarter of 2023.

Warden's Charity Gala Raises \$27,500

On April 29, 2022, Warden Mary French hosted a Charity Gala at the Old Town Hall in Aylmer in support of the Terrace Lodge Fundraising Campaign. The event featured an Art Show and Silent Auction with photography featured from the "These Hands – Touching Memoirs of Seniors Living in Our Communities" book. The book featured stories and photographs of Elgin County Seniors and was created with funding support from the Government of Canada's New Horizon for Seniors Program. Gala attendees were invited to browse 56 canvas prints of images from the book, with select prints featured in the silent auction. Through sponsorships, donations, and the silent auction, the event successfully raised \$27,500 towards the Terrace Lodge Fundraising Campaign, with donations still being received.



For the complete May 10, 2022 County Council Agenda Package please visit the Elgin County [website](#).

The Township of Southwold

Waiving of Facilities Fees Application Form



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

Name of Event: <i>RAC - AMATEUR OF CANADA FIELD DAY - ARRL AMERICAN RADIO RELAY LEAGUE FIELD DAY</i>			
Name of Group or Organization: <i>ELGIN AMATEUR RADIO SOCIETY</i>			
Primary & Secondary Contact Person: <i>WORTH CHRISTOPHER VE3BTC BRYAN GILBORN VE3ZBE</i>		Purpose of Event: <i>EMERGENCY COMMUNICATIONS WORKSHOP AMERICAN RADIO TEST 24 HOUR PERIOD</i>	
Contact Address:		Postal Code:	
Phone # Primary / Secondary:		Email / Website: <i>worth@rogers.com</i>	
Not for Profit # or Charitable Organization Registration #:		<i>N/A</i>	
Activity or Event Information			
Fees to be Waived (ie: facility rental):		<i>1 DAY</i>	
Date and Times:		<i>JUNE 25th NOON THROUGH JUNE 26th NOON</i>	
Number of People expected:		Admission Fee: (If applicable):	<i>0</i>
Will food be served?	<i>PERSONAL LUNCH/DINNER</i>	Will alcohol be served?	<i>NO</i>

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold? <i>FIELD DAY IS AN OPPORTUNITY FOR THE LICENSED AMATEUR RADIO OPERATORS OF THE ELGIN AMATEUR RADIO SOCIETY TO TEST THEIR EMERGENCY COMMUNICATIONS EQUIPMENT AS PART OF THE TOWNSHIP EMERGENCY PREPAREDNESS PLAN</i>
--

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



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

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

REALS (REAL) AMATEUR RADIO SOCIETY IS PREPARED TO PROVIDE EMERGENCY COMMUNICATIONS SHOULD IT BE REQUIRED IN THE EVENT. THE TOWNSHIP OF SOUTHWOLD ACTIVATES ITS EMERGENCY RELAYERS IN A.U.

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

WE MAY HAVE TO CANCEL, WE ARE WILLING TO PAY FOR 1 DAY

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

NO

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

THE FINEST DAY IS AN OPEN AIR EVENT - DEPENDING ON THE WEATHER, STANDS WILL BE ACCESSIBLE

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

The Township of Southwold Waiving of Facilities Fees Application Form



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

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

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

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

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

Ineligibility

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

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

Application Checklist

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

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

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

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

Authorization for Application

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

Name:	Walter Chesterton U33 BFC	Title:	ALPS/ADS EMERGENCY COORDINATOR
Signature:		Date:	MAY 12/2022 City of ST. THOMAS

**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.);*

\$35,920.00 is being assessed in the County of Elgin
_____ 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 May 24, 2022

Enacted this 24th day of May, 2022

Name of Head of Council (Last, First Name)

Jones, Grant

Signature

Deputy

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Corporate Seal

I, _____
deputy 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.

Deputy
Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Corporate Seal



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-44

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 17B, to change the zone symbol applying to lands legally described as Part Lot 4, Concession 5, as shown on Schedule "A-1", attached hereto and forming part of this By-law, from Institutional (I) Zone to the Residential 1 (R1) Zone.
2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 24th day of May 2022.**

Mayor
Grant Jones

Deputy Clerk
Jeff Carswell

THOMSON LINE

IONA ROAD

Lands to be
rezoned R1

This is Schedule "A" to By-law No. 2022-44
passed on the 24th day of May 2022

MAYOR

DEPUTY CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 17B



0 10 20
Meters





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-45

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

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

1. By-law No. 2011-14, as amended, is further amended by adding the following definition to Section 2.0:

"ADDITIONAL DWELLING UNIT" means a dwelling unit contained or attached to the primary dwelling unit and/or a secondary single detached dwelling unit on the same lot as the primary dwelling unit, accessory to the primary dwelling unit.

2. By-Law No. 2011-14, as amended, is amended by adding Section 3.48 Additional Residential Units after Section 3.47:

3.48 Additional Dwelling Units

The provisions of this section shall apply to all additional dwelling units, unless specified by type directly herein.

(a) Additional dwelling units shall be permitted in ROWHOUSE DWELLING, SEMI-DETACHED DWELLING, SINGLE DETACHED DWELLING, and STREET ROWHOUSE DWELLING.

Rowhouse dwellings, semi-detached dwellings, single detached dwellings and street rowhouse dwellings containing an additional dwelling unit on the date of the passing of this by-law, may continue to be used for that purpose if a building permit has been issued under sections 8 or 10 of the Building Code Act, 1992, S.O. 1992, c.23 permitting the erection, alteration, occupancy or use for the additional dwelling unit, and if the additional dwelling unit complies with the regulations of the Fire Protection and Prevention Act, 1997, S.O. 197, c.4.

- (b) No building or structure shall be erected or used for any purpose permitted by subsection 3.48 unless a municipal water supply system or private water supply system and a municipal sanitary supply system or private sanitary supply system are available to service the use.
- (c) A maximum of two (2) additional dwelling units shall be permitted per lot; including a maximum of one (1) additional dwelling unit in the primary dwelling and a maximum of one (1) additional dwelling unit in an accessory structure.
- (d) An additional dwelling unit shall not be permitted on a separate lot of record from the primary dwelling unit that it is accessory to.
- (e) An additional dwelling unit shall not be permitted within or upon regulated hazardous lands unless permission and/or a permit has been obtained by the associated Conservation Authority having jurisdiction for that area.
- (f) An additional dwelling unit may be permitted in an accessory structure on the same lot as the primary dwelling unit.
- (g) An additional dwelling unit in an accessory structure shall be located within the farm building or residential building cluster on lots zoned A1 and A3.
- (h) An additional dwelling unit in an accessory structure shall be required to meet the regulations of the zone which apply to accessory uses.
- (i) The floor area of each additional dwelling unit(s) shall not exceed 40% of the gross floor area of the primary dwelling unit.
- (j) An additional dwelling unit shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the dwelling unit that faces the frontage of the primary dwelling unit

in the R1 and R2 Zones; and shall have no means of internal access to the primary dwelling unit.

(k) The minimum of one (1) parking space is required for each additional dwelling unit. Notwithstanding the provisions of subsection 3.38 (h)(iii), a parking space for an additional dwelling unit may be located in tandem with parking spaces provided for the primary dwelling unit.

(l) Additional dwelling units shall be required to conform to all Ontario Building Code and Ontario Fire Code Regulations.

(m) Additional dwelling units are subject to Site Plan Control.

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

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

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

Mayor
Grant Jones

Deputy Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-46

Being a By-law to establish an Election Joint Compliance Audit Committee for the 2022 Municipal Election in accordance with the Municipal Elections Act, 1996, as amended.

WHEREAS subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 88.37 of the Municipal Elections Act, 1996, as amended requires the Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions;

AND WHEREAS the Council of the Corporation of the Township of Southwold wishes to establish a Compliance Audit Committee to deal with matters regarding election campaign finances and contributions;

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

1. THAT a committee, to be known as the Elgin Election Joint Compliance Audit Committee, is hereby established to deal with the matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996, as amended.
2. THAT the business of the Elgin Election Joint Compliance Audit Committee for the 2022 Municipal Election be conducted in accordance with the Terms of Reference set out in Appendix "A" attached hereto and forming a part of this By-law.

3. THAT this By-law shall come into force and take effect on the final passing thereof.

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

Mayor
Grant Jones

Deputy Clerk
Jeff Carswell

Schedule A to By-law No. 2022-46

**TERMS OF REFERENCE
FOR THE
ELGIN ELECTION JOINT COMPLIANCE AUDIT COMMITTEE**

1. DEFINITIONS

- a. Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.
- b. Applicant – means an elector as defined under Section 88.33(1) or 88.35(1) of the Act who applies for a compliance audit of a candidate's or third party advertiser's election campaign finances.
- c. Application – means an application for a compliance audit accepted by the Clerk pursuant to Section 88.33(2) of the Act.
- d. Auditor - means a person appointed by the Elgin Election Joint Compliance Audit Committee to conduct a compliance audit of the election campaign finances of candidates and registered third parties pursuant to Section 88.33 of the Act.
- e. Auditor's Report - means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser.
- f. Candidate - means the candidate whose election campaign finances are the subject of an application for a compliance audit.
- g. Clerk – means the Clerk of a member municipality in Elgin County, or their designate.
- h. Committee - means the Elgin Election Joint Compliance Audit Committee established pursuant to Section 88.37 of the Act.
- i. Compliance Audit - means an audit conducted by an auditor, appointed by the Elgin Election Joint Compliance Audit Committee, of a candidate's election campaign finances; contributions to candidates; registered third parties campaign finances, and contributions to registered third parties.

- j. Council – means the Council of a member municipality in Elgin County, including the Council of the Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold, and Municipality of West Elgin.
- k. Municipality – means a member municipality in the County of Elgin, including The Corporation of the Town of Aylmer, The Corporation of the Municipality of Bayham, The Corporation of the Municipality of Central Elgin, The Corporation of the Municipality of Dutton Dunwich, The Corporation of the Township of Malahide, The Corporation of the Township of Southwold, and The Corporation of the Municipality of West Elgin.
- l. Registered Third Party – means the individual, corporation or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an application for a compliance audit.

2. ENABLING LEGISLATION

Section 88.37 of the Act requires that before October 1st in an election year, Council establish a Compliance Audit Committee for the purposes of Sections 88.33, 88.34, 88.35 and 88.36 of the said Act relative to a possible contravention of the Act's election campaign finance provisions.

3. TERM

The term of office of the Committee is the same as the term of office of Council, being November 15, 2022 to November 14, 2026, and shall serve in the instance of any by-election that may take place during that time.

4. MEETINGS

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the municipality where a compliance audit application is received, in accordance with the MEA requirements. The Clerk of the host municipality shall ensure and verify the validity of the meeting. The Clerk will contact all members to ensure that a quorum of members is able to attend the said meeting.

Meetings will be held at the location determined by the Clerk of the host municipality.

The Committee members will select a Chair from amongst its members at its first meeting.

In accordance with the Act, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

5. MANDATE

The Committee is required to act in accordance with the powers and obligations set out in the Municipal Elections Act, 1996, as amended (MEA). The Committee will be required to:

- a. consider a compliance audit application received from an elector that a candidate or a registered third party has contravened provisions of the MEA relating to election campaign finances and determine whether it should be granted or rejected;
- b. if the application is granted, the Committee shall appoint an auditor to conduct a compliance audit;
- c. receive the auditor's report;
- d. consider the auditor's report and if the report concludes that the candidate or registered third party appear to have contravened a provision of the MEA relating to election campaign finances, the Committee may commence legal proceedings against the candidate or registered third party for the apparent contravention; and
- e. consider the report(s) of the Clerk identifying each contributor to a candidate for office on a Council or a registered third party who appears to have contravened any of the contribution limits under section 88.9 or 88.13 of the MEA and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

6. COMPOSITION

The Committee will be composed of at least three (3) and no more than seven (7) members of the public.

Members must possess an in-depth knowledge of the campaign financing rules of the MEA and therefore membership drawn from the following stakeholder groups:

- a. accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. academic – college or university professors with expertise in political science or local government administration;
- c. legal profession with experience in municipal law, municipal election law or administrative law;
- d. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- e. other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996, as amended.

Pursuant to subsection 88.37(2) of the Act, the Committee shall not include:

- a. Members of Council or local board;
- b. Employees or officers of the Municipality or local board;
- c. Any persons who are candidates in the election for which the Committee is established; or
- d. Any persons who are registered third parties in the Municipality in the election for which the committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- a. any candidate running for office on Municipal Council or local board during the term for which the Committee has been established; or
- b. any registered third party.

In addition, a Committee Member may not be a contributor or provider of any election-related services to a registered candidate or third party advertiser in the 2022 Municipal Election or any subsequent by-election including but not limited to accounting, legal, auditing, marketing or campaign services.

7. APPOINTMENT PROCESS

All applicants will be required to submit a summary outlining their qualifications and experience.

A Nominating Committee consisting of the Clerks from each of the member municipalities in Elgin County will review and consider all applicants/ applications, and will prepare a proposed Joint Committee membership list for consideration by each of the respective Municipal Councils.

Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the MEA and related regulations;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, administrative tribunal, task force or similar setting;
- d. demonstrated knowledge of quasi-judicial proceedings;
- e. availability and willingness to attend meetings; and
- f. excellent oral and written communication skills.

The Members will be appointed by each of the respective Municipal Councils.

8. COMPENSATION

Members of the Committee shall be paid an honorarium of \$125.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

9. **STAFF SUPPORT**

The Clerk or designate of the host municipality shall act as the Secretary to the Committee and provide support where required.

The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decisions.

10. **APPLICATION BY ELECTOR**

a. Financial Statements of Candidates

All candidates are required to file provincially prescribed financial statements with the Clerk detailing their election campaign financing activities.

An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Act, as amended, relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the candidate has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;
- iii. The candidate's supplementary filing date, if any; or
- iv. The date on which the candidate's extension, if any, expires.

b. Registered Third Parties Financial Statements

All registered third parties are required to file provincially prescribed

financial statements with the Clerk reflecting the registered third party's campaign finances in relation to third party advertisements.

An eligible elector who believes on reasonable grounds that a registered third party who is registered in relation to the election in the Municipality has contravened a provision of the Act, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the registered third party has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the registered third party filed a financial statement, if the statement was filed within thirty (30) days after the applicable filing date;
- iii. The supplementary filing date, if any, for the registered third party;
or
- iv. The date on which the registered third party's extension, if any, expires.

11. ROLES AND RESPONSIBILITIES

Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act outlines the process for Compliance Audits.

a. Compliance Audit of Candidates' Election Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;

- ii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the candidate's election campaign finances;
- iv. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- v. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

b. Compliance Audit of Contributions to Candidates

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after receiving the Clerk's Report that identifies each contributor to a candidate for office on Council who appears to have contravened contribution limits, consider the report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- ii. give notice of the committee's decision, and give brief written reasons for the decision, to the contributor and to the Clerk of the Municipality or secretary of the local board as the case may be.

c. Compliance Audit of Registered Third Parties' Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by

- an elector and received by the Clerk and decide whether it should be granted or rejected;
- iii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the registered third party, the clerk with whom the registered third party is registered, the secretary of the local board, if applicable, and the applicant;
 - iv. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the Municipality;
 - v. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the registered third party appears to have contravened a provision of the Act relating to campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
 - vi. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.
- d. Compliance Audit of Contributions to Registered Third Parties
The Compliance Audit Committee will be required to:
- i. within 30 days after receiving the Clerk's Report that identifies each contributor to the registered third party who appears to have contravened contributions limits, consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention; and
 - ii. give notice of the committee's decision, and brief written reasons for the decision, to the contributor and to the Clerk of the Municipality.

12. **APPEAL**

The decision of the Compliance Audit Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the Committee could have made.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-47

Being a By-law to appoint various Township Officials

WHEREAS pursuant to Section 228(1) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold shall appoint a Clerk;

AND WHEREAS pursuant to Section 228(2) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold may appoint Deputy Clerks;

AND WHEREAS pursuant to Section 229 of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold may appoint a Chief Administrative Officer;

AND WHEREAS Section 286(1) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold shall appoint a Treasurer;

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

1. That David Aristone be and is hereby appointed as Treasurer and Deputy Clerk for the Corporation of the Township of Southwold effective June 1, 2022.
2. That Jeff Carswell be and is hereby appointed as Chief Administrative Officer and Clerk for the Corporation of the Township of Southwold effective June 6, 2022.
3. That Lisa Higgs be and is hereby appointed as a Deputy Clerk and Marriage Officiant for the Corporation of the Township of Southwold effective June 6, 2022.

4. That these appointments and duties shall be in accordance with the Municipal Act, S.O. 2001, C.25, other relevant legislation, current job descriptions and any other duties and responsibilities as assigned by Council.
5. That this by-law shall remain in full force and effect until repealed or amended.
6. That By-law 2019-42 be repealed effective June 1, 2022.
7. That By-law 2021-16 be repealed effective June 6, 2022.

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

Mayor
Grant Jones

Deputy Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-48

**Being a By-Law to authorize a Lease Agreement for rental of
lands on Part1 of Part 18 Concession South of Talbot Road , on Registered Plan
11R-10840**

WHEREAS Section 11(2) of Municipal Act 2001, as amended authorizes a municipality to pass by-laws respecting public assets of the municipality acquired for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Council of the Corporation of the Township of Southwold is desirous of leasing land;

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

1. That the Mayor and Deputy Clerk are hereby authorized and directed to execute the Lease Agreement (Indenture) between the Township of Southwold, of the First Part, and Thomas W. Glover of the Second Part, for lease of the said lands approximately 1.5 acres in size located on Part 1 of Part 18 Concession South of Talbot Road on Registered Plan 11R 10840 for the term commencing on 25th of May, 2022 and ending on 31st of January, 2023.
2. A copy of the said Lease Agreement is attached hereto as Schedule "A".

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

Mayor
Grant Jones

Deputy Clerk
Jeff Carswell

THIS AGREEMENT made in triplicate on this 24th day of May 2022 between:

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

Hereinafter referred to as the "LESSOR"

OF THE FIRST PART:

AND

Name: Thomas W. Glover
Address: 35321 Bush Line
City/Province: Port Stanley
Postal Code: N5L 1J2

Hereinafter referred to as the "LESSEE"

OF THE SECOND PART.

Witnesseth that in consideration of the covenants and conditions herein contained, it is agreed by the parties hereto as follows:

1. The LESSEE agrees to perform the work and services set out in the following clauses and Schedule "A" on Part 1 of Part 18 Concession South of Talbot Road, on Registered Plan 11R-10840, Township of Southwold, County of Elgin.

The land leased to the LESSEE as indicated within and Schedule "A" contains approximately 1.5 acres and is designed as Parcel 1 in Schedule "A".

The total sum of \$300 due on or before May 25, 2022

3. The LESSEE agrees to operate the fields identified in Parcel 1 for the 2022 farming season.

4. This agreement shall commence on the 25th day of May 2022 and terminate on the 31st day of January 2023. Any crops remaining after this date shall become the sole possession of the Township of Southwold.

5. Any notice or other documentation required to be sent to or service on either of the parties may be delivered personally or by registered mail addressed to the LESSEE at:

35321 Bush Line Port Stanley and

To the Township of Southwold at 35664 Fingal Line, Fingal, ON, N0L 1K0 attention: Lisa Higgs, CAO/Clerk. For day to day direction after the lease agreement is in place, the LESSOR's contact is Peter Kavcic, Director of Infrastructure and Development Services, 519-769-2010.

Any document so delivered or sent by registered mail be deemed properly served and shall be effective from the date of personal delivery or two days after mailing respectively.

6. This agreement shall be binding upon and enure to the benefit of the LESSEE, his successors, heirs and assigns.

IN WITNESS WHEREOF the parties have hereunto affixed their respective corporate seals.

Attested by the hands of their respective officers duly authorized in that behalf on the day of May 24th, 2022.

SIGNED, SEALED AND DELIVERED in the presence of:

THE CORPORATION OF THE
TOWNSHIP OF SOUTHWOLD

Witnessed: _____

)per _____
Mayor Grant Jones

Witnessed: _____

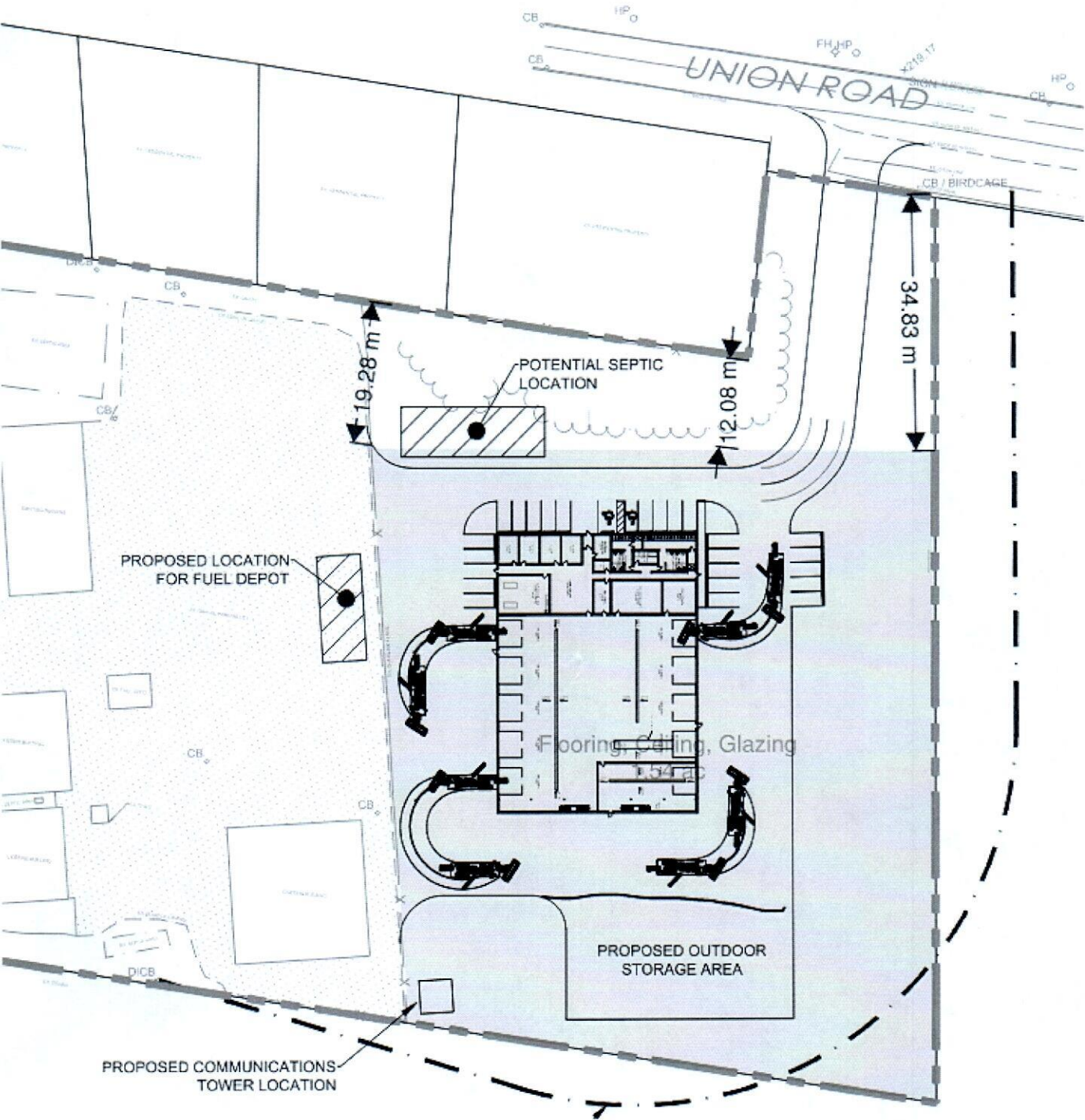
)per _____
Jeff Carswell, Deputy Clerk

The "LESSEE"

Witnessed: _____)per _____

Schedule "A" – Parcel to farm in 2022 season

Parcel 1:



**MUNICIPALITY OF CENTRAL ELGIN
NOTICE OF AN APPLICATION AND PUBLIC MEETING
CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT**

43315 Roberts Line

TAKE NOTICE that:

- a) pursuant to Subsection 34(10.7)(a) of the Planning Act, R.S.O. 1990, as amended, an application has been made by Mapleview Farms for approval of a proposed Zoning By-law Amendment. Access to the information and material provided under subsections (10.1) and (10.2) in support of the application is available for public access, and
- b) a Public Meeting, pursuant to Subsection 34(12) of the Planning Act, R.S.O. 1990, as amended, will be held by the Council of the Municipality of Central Elgin on the **24th day of May, 2022 at 6:35 P.M.** to consider a proposed amendment to the Township of Yarmouth Zoning By-law 1998. The purpose of the Public Meeting is to afford any person that attends, an opportunity to make representation with respect to the zoning proposal. The meeting will be conducted by **Zoom Webinar** and detailed information for this meeting can be found at <https://www.centralelgin.org/en/business-development/current-planningapplications.aspx>, under 'Current Planning Applications'.

The subject lands are located on the south side of Roberts Line, west of Fairview Road, and have approximately 459 metres (1,506 feet) of frontage and are approximately 52.5 hectares (132 acres) in lot area (see Location Plan). Municipally known as 43315 Roberts Line, they may be legally described as Concession 2, North Part Lot 7, Municipality of Central Elgin.

The lands are subject to two concurrent Elgin County Land Division Committee applications (LDC Applications No. E25/22 and E26/22) as there are currently two residential dwellings on the property. Application No. E25/22 is requesting to sever a 0.38 hectare parcel of land, whereas the Application No. E26/22 is requesting a 0.42 hectare severance as there are two residences that are surplus to their farming operation as a result of separate farm consolidations. To satisfy the conditions required by the Municipality and the County of Elgin Land Division Committee that would prohibit the retained lands (51.6 hectares) from constructing a new residential dwelling a zoning by-law amendment is required.

ANY PERSON OR PUBLIC BODY may attend the Public Meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Zoning By-law Amendment.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Central Elgin to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Council of the Municipality of Central Elgin on the proposed zoning by-law amendment, you must make a written request to the undersigned.

PUBLIC ACCESS TO INFORMATION relating to the proposed Zoning By-law Amendment may be accessed on the Municipality's website <https://www.centralelgin.org/en/businessdevelopment/current-planning-applications.aspx> under 'Current Planning Applications'

Key Map:



DATED at the Municipality of Central Elgin, this 30th day of April, 2022.

Dianne Wilson, Deputy Clerk
Municipality of Central Elgin
450 Sunset Drive, 1st Floor
St. Thomas, Ontario
N5R 5V1
(519) 631-4860, Ext. 286



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-49

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 24, 2022.

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

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

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

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

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on May 24, 2022; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

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

Mayor
Grant Jones

Deputy Clerk
Jeff Carswell

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

ADDENDUM TO AGENDA

Tuesday, May 24, 2022



REGULAR MEETING OF COUNCIL

7:00 p.m., Council Chambers Fingal/Via Video Link

2. ADDENDUM TO AGENDA

Items Added:

10. By-Law:

- (h) By-law No. 2022-50, being a by-law to authorize a purchase and sale agreement with 1873828 Ontario Limited for lands on Registered Plan 11R-10216.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-50

Being a By-Law to authorize a Purchase and Sale Agreement for Part of Lot 15 Concessions South of Talbot Road designated as Part 1 on 11R-10216, save and except Parts 1-10 on 11R-10769

WHEREAS Section 20 of the Municipal Act, 2001, R.S.O. 2001, as amended, authorizes a municipality to enter into agreements;

AND WHEREAS the Corporation of the Township of Southwold has declared the lands within this purchase and sale agreement as surplus and the lands were offered to the public through the public tender process;

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

1. That the Mayor and Deputy Clerk are hereby authorized and directed to execute the Purchase and Sale Agreement (Indenture) between the Township of Southwold and 1873828 Ontario Limited for Part of Lot 15 Concessions South of Talbot Road designated as Part 1 on 11R-10216, save and except Parts 1-10 on 11R-10769.
2. A copy of the said Purchase and Sale Agreement is attached hereto as Schedule "A".

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 24TH DAY OF MAY, 2022.

Mayor
Grant Jones

Deputy Clerk
Jeff Carswell

**AGREEMENT OF
PURCHASE AND SALE**

1873828 ONTARIO LIMITED (hereinafter called the "Purchaser"), offers to buy from **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD** (hereinafter called the "Vendor") all and singular the following described property:

Part of Lot 15 Concession SENBTR Southwold designated as Part 1, 11R-10216, save and except PARTS 1-10 on RP 11R-10769, Township of Southwold, County of Elgin, being a part of PIN 35140-0240 and municipally known as 35743 Horton Street, Shedden, Ontario N0L 2E0

AT THE PRICE OR SUM OF FOUR MILLION, FIVE HUNDRED THOUSAND Canadian Dollars (\$4,500,000.00 Canadian) on the following terms:

1. Purchaser submits with this offer TWO HUNDRED AND TWENTY-FIVE THOUSAND Canadian Dollars (\$225,000.00 Canadian) which sum has already been paid to the Vendor by the Purchaser, as a deposit to be held by such solicitor in trust pending completion or other termination of this Agreement and to be credited towards the Purchase Price on completion.
2. (a) Purchaser agrees to pay the balance of the purchase price in cash or by certified cheque to the Vendor on closing subject to adjustments.

(b) The Purchaser acknowledges and agrees that, in connection with any development of the subject lands, it will be required to share with the Vendor in the costs associated with and the actual design and construction of a stormwater management facility to be owned by the Vendor and located on the lands described as Parts 1-8 on 11R-10769. The responsibilities of the Purchaser and the Vendor in regards to same will be contained in a separated agreement and the specific terms of such agreement will be prescribed by the Vendor.
3. Purchaser and Vendor agree that all existing fixtures are included in the purchase price except those listed hereunder: **NIL**

and that the following chattels are included in the purchase price: **NIL**

4. This agreement shall constitute an irrevocable offer to sell by the Vendor or to purchase by the Purchaser, as the case may be, until 5:00 p.m. on the **25th** day of **May, 2022** after which time if not accepted and communicated to the Vendor or the Purchaser, as the case may be, this offer shall become null and void and all deposit monies returned without interest.
5. This agreement shall be completed by 5:00 p.m. on the **21st** day of **June, 2022**. The parties agree that the closing date can be extended in the event the Purchaser is not able to put his mortgage financing in place in time for the original closing date. Upon completion, vacant possession of the property shall be given to the Purchaser unless otherwise provided as follows:
N/A
6. Purchaser shall be allowed until 5:00 p.m. on the **7th** day of **June, 2022** (the requisition date), to, at his own expense, examine the title to the property to satisfy himself that there are no outstanding work orders affecting the property, that its present use may be lawfully continued, and that the principal building may be insured against risk of fire.
7. Provided that the title to the property is good and free from all restrictions, charges, liens, claims and encumbrances, except as otherwise specifically provided in this Agreement and save and except for:

(a) any registered restrictions or covenants that run with the land, provided that such are complied with:

- (b) any registered agreements with a municipality or a supplier of utility service including, without limitation, electricity, water, sewage, gas, telephone or cable television or other telecommunication service, providing such have been complied with or security has been posted to ensure compliance and completion as evidenced by letter from the relevant municipality or utility supplier;
- (c) any registered re-entry rights to a builder or developer and any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the present use of the property: and
- (d) any minor easements for the supply of utility service to the property or to adjacent properties.

If within the time for examining the title any valid objection to title, or any outstanding work order or deficiency notice, or to the fact that the said present use may not lawfully be continued, or that the principal building is not insured against risk of fire, is made in writing to Vendor or Vendor's solicitor, which Vendor is unable or unwilling to remove, remedy or satisfy, and which Purchaser will not waive, this Agreement, notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all money theretofore paid shall be returned without interest or deduction and Vendor and his Agents shall not be liable for any costs or damages. Save as to any valid objection so made within such time, and except for any objection going to the root of the title, Purchaser shall be conclusively deemed to have accepted Vendor's title to the property. Vendor hereby consents to any government, licensing or regulatory authority releasing to Purchaser details of all outstanding orders or deficiency notices affecting the Property, and Vendor agrees to execute and deliver to Purchaser or his solicitor, prior to the requisition date, such further authorizations in this regard as Purchaser may prepare and reasonably require.

- 8. Vendor and Purchaser agree that there is no condition, express or implied, representation or warranty of any kind that the future intended use of the property by Purchaser is or will be lawful except as may be specifically stipulated elsewhere in this Agreement.
- 9. Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Vendor. Vendor agrees that, if requested by the Purchaser, he will deliver any sketch or survey of the property in his possession or within his control to Purchaser as soon as possible and prior to the requisition date. In the event that a discharge of any mortgage or charge held by a corporation incorporated pursuant to the Loan Companies Act (Canada), Chartered Bank, Trust Company, Credit Union or Insurance Company and which is not be assumed by the Purchaser on completion is not available in registrable form on completion, the Purchaser agrees to accept the Vendor's solicitor's personal undertaking to obtain, out of the closing funds, a discharge or cessation of charge in registrable form and to register same on title within a reasonable period of time after completion, provided that on or before completion the Vendor shall provide to the Purchaser a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, together with a direction executed by the Vendor directing payment to the mortgagee, of the amount required to obtain the discharge out of the balance due on completion.
- 10. All buildings on the property and all other things being purchased shall be and remain until completion at the risk of the Vendor. Pending completion, Vendor shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, Purchaser may either terminate this Agreement and have all monies theretofore paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If Vendor is taking back a mortgage or a charge, or Purchaser is assuming a mortgage or a charge, Purchaser shall supply Vendor with reasonable evidence of adequate insurance to protect the Vendor's or other mortgagee's interest on completion.

11. Provided that this Agreement shall be effective to create an interest in the property only if the subdivision control provisions of The Planning Act are complied with by Vendor or on before completion and Vendor hereby covenants to proceed diligently at his expense to obtain any necessary consent on or before completion.
12. Purchaser shall be credited towards the Purchase Price with the amount, if any, which it shall be necessary for Purchaser to pay to the Minister of National Revenue in order to satisfy Purchaser's liability in respect of tax payable by Vendor under the non-residency provisions of the Income Tax Act by reason of this sale. Purchaser shall not claim such credit if Vendor delivers on completion the prescribed certificate or his statutory declaration that he is not then a non-resident of Canada.
13. The Purchaser agrees to work diligently to advance the development on this property. This property is included in the Official Plan as residential land use and will require the Purchaser to submit a rezoning application. The Vendor will work diligently with the Purchaser through the planning process.
14. The Vendor agrees to advance the sanitary sewer project in Shedden and Fingal to the best of its ability and to extent the project is within its control.
15. Rent, mortgage interest, taxes, local improvements, water and assessment rates and the cost of fuel shall be apportioned and allowed to the date of completion (the day itself to be apportioned to Purchaser).
16. The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registerable form at the expense of Vendor, and any mortgage or a charge to be given back by the Purchaser to the Vendor at the expense of the Purchaser. If requested by Purchaser, Vendor covenants that the Transfer/Deed to be delivered on completion shall contain the statements contemplated by Clauses 50(22)(a), (b) and (c) of the Planning Act.
17. Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Vendor and Purchaser or by their respective solicitors who may be specifically authorized in that regard.
18. Any tender of documents or money hereunder may be made upon Vendor or Purchaser or their respective solicitors on the day set for completion of this Agreement. Money may be tendered by bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union or Caisse Populaire.
19. THE VENDOR WARRANTS THAT SPOUSAL CONSENT IS NOT NECESSARY TO THIS TRANSACTION UNDER THE FAMILY LAW ACT UNLESS THE VENDOR'S SPOUSE HAS EXECUTED THE CONSENT HEREINAFTER PROVIDED.
20. The parties acknowledge and agree that any offer or counter offer may be made or accepted by the parties by telegram, telex, email or facsimile. Any such acceptance shall be deemed communicated at the time and date of sending.
21. Any notice required or permitted to be given in this Agreement shall be in writing and may be sufficiently given by personal service, or by sending same by telex, telegram or facsimile, to the other party at the addresses set out herein or by leaving it at the addresses set out herein. All notices shall be deemed to have been validly and effectively given at the time and date of service where personally served or at the time and date of delivery where left at the party's address or at the time and date of sending when sent by telex, telegram or facsimile.

Vendor's address
for service:
35663 Fingal Line
Fingal, ON N0L 1K0

Fax no. for service:

Telephone: 519-769-2010 or 519-671-0385
Email: development@southwold.ca

Purchaser's Address
for service:
9 Princess Avenue, Unit 5
St. Thomas, ON N5R 3V3

Fax no. for service:

Telephone: 519-494-8240
Email: dsparenberg@dhphomes.com

22. If there is a conflict between any provision in this Agreement and any Schedule attached hereto, the Schedule shall prevail to the extent of such conflict. This Agreement including any Schedules attached hereto, shall constitute the entire Agreement between the Purchaser and Vendor. There is no representation, warranty, collateral agreement or condition, whether direct or collateral or expressed or implied, which induced any party hereto to enter into this Agreement or on which reliance is placed by any such party, or which affects this Agreement or the property or supported hereby, other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.
23. Purchaser acknowledges having inspected the property prior to submitting this Offer and understands that upon Vendor accepting this Offer there shall be a binding agreement of purchase and sale between Purchaser and Vendor.
24. HST: If the sale of the property (Real Property as described above) is subject to Harmonized Sales Tax (HST), then such tax shall be in addition to the Purchase Price. The Vendor will not collect HST if the Purchaser provides to the Vendor a warranty that the Purchaser is registered under the *Excise Tax Act* ("ETA"), together with a copy of the Purchaser's ETA registration, a warranty that the Purchaser shall self-assess and remit the HST payable and file the prescribed form and shall indemnify the Vendor in respect of any HST payable. The foregoing warranties shall not merge but shall survive the completion of the transaction. If the sale of the property is not subject to HST, Vendor agrees to certify on or before closing, that the transaction is not subject to HST. Any HST on chattels, if applicable, is not included in the Purchase Price.
25. The parties agree that if there are any Schedules attached to this Agreement of Purchase and Sale, such Schedules form part of this Agreement of Purchase and Sale.
26. Where each of the Vendor and Purchaser retain a lawyer to complete the Agreement of Purchase and Sale of the Property, and where the transaction will be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, Chapter L4 and the Electronic Registration Act, S.O. 1991, Chapter 44, and any amendments thereto, the Vendor and Purchaser acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Vendor and Purchaser will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release except in accordance with the terms of a document registration agreement between the said lawyers, the form of which is as recommended from time to time by the Law Society of Upper Canada. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.
27. This Agreement may be executed in several counterparts, each of which, when so executed, shall constitute but one and the same document. This document may also be signed in paper form, by facsimile signature or by electronic signature in accordance with section 11 of the Electronic Commerce Act, 2000 (Ontario). It may also be signed, whether or not in counterpart, scanned to Adobe® Portable Document Format (PDF) and delivered by way of electronic mail.

DATED at St. Thomas, Ontario, this 24 day of March, 2022.

IN WITNESS whereof I have hereunto set
my hand and seal:

1873828 ONTARIO LIMITED
- Purchaser

Per:

Dave Sparenberg, President
I have authority to bind the Corporation.

Dave Sparenberg

The undersigned accepts the above offer.

DATED at Fingal, Ontario, this day of March, 2022.

IN WITNESS whereof I have hereunto set
my hand and seal:

**THE CORPORATION OF THE TOWNSHIP OF
SOUTHWOLD**
- Vendor

Per:

Grant Jones, Mayor

Per:

Jeff Carswell, Deputy Clerk
We have authority to bind the Corporation.

ACKNOWLEDGEMENT

I acknowledge receipt of my signed copy of this
accepted Agreement of Purchase and Sale, and
direct a copy to my solicitor.

Vendor's Solicitor:
Amy C. Dale
GUNN & ASSOCIATES

Solicitor's Address:
108 Centre Street
St. Thomas, Ontario N5R 2Z7

Solicitor's Telephone No.:
519-631-0700

Solicitor's Facsimile No.:
519-631-1468

I acknowledge receipt of my signed copy of this
accepted Agreement of Purchase and Sale, and
direct a copy to my solicitor.

Purchaser's Solicitor:

Solicitor's Address:

Solicitor's Telephone No.:

Solicitor's Facsimile No.: