



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### - A G E N D A -

**Monday June 13, 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 24, 2022
- (b) Minutes of the Young @ Heart Committee Meeting of March 29, 2022
- (c) Minutes of the Southwold History Committee Meeting of May 20, 2022

**5. DELEGATION**

- (a) **8:00 p.m.** – Mark Harris and Maegan Garber – **QCWA 1st Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant.**

**6. DRAINAGE**

- (a) Filing of the Report – Luton Drain 2022
- (b) DRA 2022-04 Request for a Municipal Drain

**7. PLANNING**

- (a) **7:15 p.m.** Public Meeting Zoning By-law Amendment ZBA 2022-05, Hamilton, 10195 Sunset Road
- (b) **Zoning By-law Amendment** – Zoning By-law Amendment Application ZBA 2022-04 (Additional Dwellings Unit) – Recommendation Report Update
- (c) PLA 2022-16 Bill 109, More Homes for Everyone Act, 2022

**8. REPORTS**

- (a) FIR 2022-07 Activity Report – May
- (b) ENG 2022-24 Activity Report – May

- (c) ENG 2022-25 Shedden and Fingal Local Road Improvements
- (d) ENG 2022-26 2022 Settlement Sidewalk Removals
- (e) CBO 2022-08 Activity Report – May
- (f) CAO 2022-25 Christmas Holiday Hours
- (g) CAO 2022-26 Summer Council Meeting Schedule
- (h) CAO 2022-27 Memorial Bench Program
- (i) CAO 2022-28 Disconnecting from Work Policy
- (j) CAO 2022-29 Activity Report – May
- (k) County Council Highlights – May 24, 2022

## **9. CORRESPONDENCE**

- (a) Waiver of Fees Request – Girl Guides

## **10. BY-LAWS**

- (a) By-law No. 2022-45, being a By-law to amend By-law No. 2011-14, Additional Dwelling Units
- (b) By-law No. 2022-52, being a by-law to amend By-law No. 2022-36, being a by-law to establish a tax levy for the year 2022
- (c) By-law No. 2022-53, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 13, 2022

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

- (a) Municipality of Thames Centre RE: Information Report on School Enrollment.
- (b) Resolution from the Town of Aurora RE: Private Member's Bill C-233, Keira's Law
- (c) Resolution from the Municipality of Chatham- Kent RE: Retirement Home Funding

## **12. CLOSED SESSION**

- (a) Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) – Planner Update
- (b) A proposed or pending acquisition or disposition of land by the municipality or local board (section (2)) (c) and 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 Sanitary Easement and Talbotville Firehall Land
- (c) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239 (2)) (f) – Talbotville Park
- (d) Personal Matters about an identifiable individual, including municipal or local board members (section 239(2)) (b) – Director of Corporate Services/Treasurer Update

**13. ADJOURNMENT:**

**NEXT REGULAR MEETING OF COUNCIL**

**Monday June 27, 2022 @ 7:00 P.M.**

**Council Chambers, Fingal /Video Link**

**NEXT REGULAR MEETING OF COUNCIL**

**Monday July 11, 2022 @ 9:30 A.M.**

**Council Chambers, Fingal /Video Link**

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## MINUTES



Regular Council Meeting

Tuesday May 24, 2022

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

PRESENT: Mayor: G. Jones

Deputy Mayor: R. Monteith

Councillors: S. Emons (7:28 p.m.)  
J. Pennings

ALSO PRESENT: Jeff Carswell, Dir. of Corporate Services/Treasurer (7:00 p.m.– 8:21 p.m.)  
Peter Kavcic, Dir. of Infrastructure & Development Serv. (7:00 p.m.– 8:21 p.m.)  
Paul Van Vaerenbergh, Public Works Superintendent (7:00 p.m.–8:21 p.m.)  
Brent Clutterbuck, Drainage Superintendent (7:00 p.m.–7:12 p.m.)  
Heather James, Planner (7:00 p.m.–8:06 p.m.)  
June McLarty, Corporate Services Clerk (7:00 p.m.– 8:21 p.m.)

ABSENT: Councillor P. North

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

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

#### **BY-LAW:**

10 (h) By-law 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

#### **DISCLOSURES:**

There were no disclosures



## **ADOPTION OF MINUTES:**

**2022-139      Councillor Pennings – Deputy Mayor Monteith      Minutes**

**THAT** the Minutes of the Regular Council Meeting of May 9, 2022 are hereby adopted;

**AND THAT** Council has reviewed the minutes of the Zero Waste Committee Meeting of April 1, 2022, and minutes of the Parks Committee Meeting May 5, 2022.

**CARRIED**

## **PLANNING:**

**2022-140      Deputy Mayor Monteith – Councillor Pennings      MV 2022-04**

**THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance application MV 2022-04, filed by 8735506 Canada Ltd (Vara Homes Inc.) at **7:02 p.m.**

**CARRIED**

**2022-141      Deputy Mayor Monteith – Councillor Pennings      Adjournment of  
C of A**

**THAT** the meeting of the Committee of Adjustment to hear application MV 2022-04, filed by 8735506 Canada Ltd (Vara Homes Inc.) adjourns at **7:08 p.m.** and the regular meeting of council reconvene.

**CARRIED**

## **DRAINAGE:**

**2022-142      Councillor Pennings – Deputy Mayor Monteith      McIntosh Drain  
No. 2 2022 – Main Portion**

**THAT** Council of the Township of Southwold accepts the tender from Robinson Farm Drainage in the amount of \$407 828.50 (plus HST) for the main portion of the McIntosh Drain No. 2 2022 tender.

**CARRIED**

**THAT** Council of the Township of Southwold accepts the tender from VanBree Drainage and Bulldozing Limited in the amount of \$269 925.00 (plus HST) for the McIntosh Drain No. 2 2022 Bore Portion Tender.

**CARRIED**

**PLANNING:**

**7:15 p.m. Zoning By-law Amendment - ZBA 2022-03 1454664 Ontario Inc.** (Dave Philips),  
10096 Iona Road

**In attendance: Dave Philips**

**2022- 144 Councillor Pennings – Deputy Mayor Monteith Public Meeting  
ZBA 2022-03**

**THAT** Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider application to amend the zoning on the property owned by 1454664 Ontario Inc. (Dave Philips).

**CARRIED**

The Mayor stated that this a public meeting required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed to re-zoning by-law amendment to rezone the subject lands from Institutional (I) to Residential 1 (R1) to permit the conversion of a former place of worship to a single detached dwell with a civic address of 10096 Iona Road.

The Mayor asked if any member of Council have a disclosure of interest concerning this proposals. None were reported.

The Mayor asked the Clerk what method of notice and when was the notice given for this meeting. The Clerk responded that a sign was posted on the property by May 4<sup>th</sup>, 2022. Notices were mailed to property owners within 120 metres and emailed to Agencies on May 4<sup>th</sup>, 2022.

Planner Heather James presented her report to Council. Comments were received from staff and were detailed in the Planning Staff Report. Agency and public comments were also received and detailed in the Planning Staff Report. Since that time no additional comments have been received.

The Mayor stated that before the floor is open to questions from the public, please be advised if any person from the public wishes to receive further information on the action of

Council regarding the decision on the application for zoning by-law amendment, please ensure that they email their name, address, postal code and phone number to the planner or clerk by May 25<sup>th</sup>, 2022. Any person that has contacted the planner to be part of the public meeting will receive this further information automatically.

The Mayor asked if the owner and/or application is in attendance. If so, please identify yourself so that the Township has a record of your attendance at this public meeting, with your name and civic address.

No additional comments or questions were received from the owner.

No additional comments or questions were received from Council.

**2022-145      Deputy Mayor Monteith – Councillor Pennings      ZBA 2022-03**

**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.

**CARRIED**

**2022-146      Councillor Pennings – Deputy Mayor Monteith      Adjournment of Public Mtg**

**THAT** the public meeting to consider the application to amend the zoning on the property owned by the 1454664 Ontario Inc. (Dave Philips) ends at **7:21 p.m.**

**CARRIED**

**REPORT:**

**2022-147      Councillor Pennings – Deputy Mayor Monteith      Draft Township Design Guidelines Manual – Part 1**

**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.

**CARRIED**

## **PLANNING:**

### **7:30 p.m. Zoning By-law Amendment - ZBA 2022-04**

**2022-148      Councillor Emons – Councillor Pennings**

**Public Meeting  
ZBA 2022-04**

**THAT** Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider an application to add a new subsection 3.48 Additional Dwellings Units to the Township of Southwold Comprehensive Zoning By-law 2011-14.

**CARRIED**

The Mayor stated that this a public meeting required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed to re-zoning by-law amendment to add a new subsection 3.48 additional dwelling units to the Township of Southwold Comprehensive Zoning By-law which will include zoning permissions and regulations for additional dwelling units in the Township of Southwold.

The Mayor asked if any member of Council have a disclosure of interest concerning this proposals. None were reported.

The Mayor asked the Clerk what method of notice and when was the notice given for this meeting. The Clerk responded that a notice was published in the West Elgin Chronicle and emailed to Agencies on April 28<sup>th</sup>, 2022.

Planner Heather James presented her report to Council. She reported that the next project for the planning department is new site plan by-law that will speak to these additional dwelling units. Comments were received from staff and detailed in the Planning Staff Report and By-law. No agency or public comments were received, at the time of writing the Planning Staff Report. Since that time, written comments have been received from Lower Thames Valley Conservation stating that Section 3.48 (i) Additional Dwelling Units shall not exceed 40% of gross floor area of the primary dwelling unit. A suggestion that this be expanded upon that this is still subject to zoning regulations of Total Maximum Gross Floor Area. Proponents may attempt to use this wording to their advantage when it should state that ADUs shall not exceed 40% of gross floor area of the primary dwelling unit; and contribute to the property's Maximum Lot Coverage.

The Mayor stated that before the floor is open to questions from the public, please be advised if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for zoning by-law amendment, please ensure that they email their name, address, postal code and phone number to the planner or clerk by May 25<sup>th</sup>, 2022. Any person that has contacted the planner to be part of the public meeting will receive this further information automatically

No questions were asked from the public

Deputy Mayor Monteith questioned if we were going with what the Conservation Authority is requesting regarding the 40%. Can we put stipulations in the By-law? Ms. James responded that we need to review the suggestion that was made by the Conservation Authority and decide on it.

Councillor Emons questioned is the intent that it is entire other house on the property or is it a granny suite or a small dwelling. We are not putting two homes on the property, it is a secondary dwelling that is reduced in size. Ms. James responded that correct and is the intent on the average size home. If someone had a 3000 -4000 square foot home, they could have a large additional dwelling unit.

Councillor Emons questioned if it is better to have a square footage than a percentage. Ms. James responded that as a team they look at this and they seemed comfortable having it as a percentage.

Councillor Pennings questioned if there is a residence built into a shop, drive shed or horse barn, is the percentage based on the residential part of the dwelling. Ms. James responded no it would be not on whole building, just a percentage of that building.

Deputy Mayor questioned the percentage and setting up the dwelling to be wheelchair accessible. It will take a greater area. Ms. James responded if the proposal exceeded the percentage, they would need to apply for a minor variance. Deputy Mayor commented that we need to look at the square footage.

Councillor Pennings commented that he was okay with a percentage if it lower than the square footage.

**2022-149      Councillor Pennings – Councillor Emons**

**ZBA 2022-04**

**THAT** Council defer the passing of ZBA 2022-04 until such time as staff can prepare a report on the comments received from Lower Thames Conservation Authority regarding additional dwelling units that should not exceed 40% of the gross floor area of the primary dwelling unit.

**CARRIED**

**2022-150      Deputy Mayor Monteith – Councillor Pennings**

**Adjournment Public  
Meeting ZBA 2022-04**

**THAT** the public meeting to hear application ZBA 2022-04 to add a new subsection 3.48 Additional Dwellings Units to the Township of Southwold Comprehensive Zoning By-law 2011-14 ends at **7:48 p.m.**

**CARRIED**

**2022-151**

**Deputy Mayor Monteith – Councillor Pennings**

**Applications of  
Consent – E40-22,  
E41-22, E42-22**

**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.

**CARRIED**

**REPORTS:**

**2022-152**

**Councillor Pennings – Councillor Emons**

**Public Works Building  
Project Update**

**THAT** Council endorse the Public Works building standalone option 2 as the preferred option to be advanced in detailed design.

**CARRIED**

**County Council Highlights**

Mayor Jones presented this report to Council.

**CORRESPONDENCE:**

- Waiver of Fee Request – Elgin Amateur Radio Society
- Appointment of Zero Waste Committee Member- Andrea Di Lullo

**2022-153**

**Councillor Emons – Deputy Mayor Monteith**

**Fee Waiver Request  
– Elgin Amateur Radio Society**

**THAT** Council of the Township of Southwold approves the one day \$90.00 waiver of fee for the use of the pavilion in Shedden for the Elgin Amateur Radio Society Field Day event that is to be held on June 25 and June 26, 2022.

**CARRIED**

**THAT** Council approves the appointment of Andrea Di Lullo to the Southwold Zero Waste Committee.

**CARRIED**

**BY-LAWS:**

- By-law No. 2022-24, being a by-law to provide for drainage works – McIntosh Drain No. 2 2022, third and final reading
- By-law No. 2022-44, being a By-law to amend By-law No. 2011-14, 1454665 Ontario Inc., 10096 Iona Road
- 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
- By-law No. 2022-47, being a by-law to appoint various Township Officials
- By-law No. 2022-48, being a by-law to authorize a lease agreement with T. Glover for lands on Registered Plan 11R-10840
- 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
- By-law 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

**2022-155 Deputy Mayor Monteith – Councillor Pennings**

**By-laws**

**THAT** By-laws Nos. 2022-44, 2022-46, 2022-47, 2022-48, 2022-49 and 2022-50 be read a first and second time.

**CARRIED**

**2022-156 Councillor Emons – Councillor Pennings**

**By-laws**

**THAT** By-laws Nos. 2022-24, 2022-44, 2022-46, 2022-47, 2022-48, 2022-49 and 2022-50 be read a third time and finally passed.

**CARRIED**

**OTHER BUSINESS:**

- Central Elgin Zoning By-law Amendment -43315 Roberts Line

Council reviewed the item under Other Business.

**ADJOURNMENT:**

**2022-157**

**Deputy Mayor Monteith – Councillor Pennings**

**Adjournment**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **8:21 p.m.**

**CARRIED**

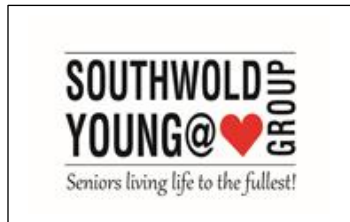
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Mayor  
Grant Jones

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Deputy Clerk  
Jeff Carswell





## Southwold Young at Heart Committee Meeting Minutes

Tuesday March 29, 2022

Via Video Link

Time meeting started: 1:14 p.m.

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

**Regrets:** Kim Poole, Karen Auckland, Alan Bogart

### 1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

### 2. Approval of Agenda

Resolution No. 2022-07

Moved by: Pat Stannard

Seconded by: Deb Logghe

RESOLVED that the agenda of the March 29<sup>th</sup>, 2022 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

### 3. Approval of the Minutes

Resolution No. 2022-08

Moved by: Deb Logghe

Seconded by: Trudy Kanellis

RESOLVED that the minutes of the February 15<sup>th</sup>, 2022, meeting of the Southwold Young at Heart Committee be approved as circulated.

DISPOSITION: Carried

### 4. St. Patrick's Day Meal Wrap Up.

Everything was excellent. The Shamrock's were successful. We need to station the people doing traffic to be outside. Everything went well. The bundle packing went

well. Our extra volunteers worked well. Ida and Sharon. The tribute for Randy was great.

**5. Bundle Items**

Sarah and June have ordered the bundle items.

**6. Other Business**

The Committee discussed the possibility of in-person events.

**7. Adjournment and Next Meeting**

Resolution No. 2022-09

Moved by: Deb Logghe

Seconded by: Trudy Kanellis

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RESOLVED that the meeting be adjourned at 1:50 p.m. to meet again at 1:00 p.m. on June 7, 2022.

DISPOSITION: Carried

# MEETING MINUTES

## Southwold Township History Committee

Shedden Picnic Pavilion

Friday, May 20, 2022

Present: Chair Ross Bugar, Mary Clutterbuck, Karen Collard, Janice Fisher, Ken and Luella Monteith, Pat Temple. Special guest - Elgin County Museum curator Mike Baker.

Chair Ross welcomed everyone to the Shedden Picnic Pavilion for the meeting and served refreshments provided by his wife Cathy. Janice Fisher was selected to take minutes.

Ross detailed a number of Southwold history related activities that have taken place in spite of the pandemic.

- the history and rhubarb themed mural has been completed on the outside of the Shedden Picnic Pavilion we are meeting in.

- October 30, 2021 was the 80th anniversary of the Flagship Erie American Airlines crash at Lawrence Station. Ross outlined how a pandemic restricted observation of the anniversary was held and the thanks received from the relatives of those who perished, especially those in the USA. The service can be viewed on YouTube “Remembering the Flagship Erie after 80 years.”

- Ross has met with playwright and aviator Len Cuthbert of Mt. Brydges who is writing a short play about the disaster. Consideration should be given once it is ready if it can be presented in Southwold.

- Ross provided an update on Fingal Heritage Park:
  - \*trails will be asphalted soon,
  - \*planters will be installed and tended by Communities In Bloom volunteers in memory of history committee member Melba Marr,
  - \*a scale replica of the “Challenge” threshing machine, which was built on the park site in the 1800s by MacPherson & Glasgow is being installed shortly.
- Councillor Justin Pennings recently discovered 2 wheel hubs from an 1800s built MacPherson Glasgow threshing machine for sale on kijiji. The committee has purchased them.

- Mike Baker outlined the On This Spot project funded at the museum through the Donna Vera Evans Bushell estate. The app is being used across Canada and superimposes a present day photo on one from decades ago. There are 30 spots in Southwold that can be featured and Mike presented some photos to be considered. Much discussion ensued and committee members were encouraged to connect with Mike and Ross if they have other ideas or links of suggested locales. This app will greatly enhance our walking tours when used along with our printed brochures.

The meeting concluded with the suggestion that we meet again in the fall.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Southwold Water Distribution System Operations Report First Quarter 2022

Ontario Clean Water Agency, Southwest Region  
Mark Harris, Sr. Operations Manager, Aylmer Cluster  
Date: April 29, 2022

### **Facility Description**

Facility Name:	Southwold Water Distribution System
Regional Manager:	Dale LeBritton - (519) 476-5898
Senior Operations Manager:	Mark Harris - (226) 545-0414
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality

### **Service Information**

The Southwold Distribution System services approximately 1310 service connections throughout the Township of Southwold in rural areas, Shedden and Fingal. The system supplies water to the Dutton Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre. At the Iona Interconnect, the Dutton-Dunwich Distribution System can also back feed into the Southwold system in case of emergency. The Lynhurst area (in Southwold) is supplied by the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System, this area is operated by the City of St. Thomas.

### **Operational Description**

A re-chlorination facility is located on Talbot Line. The Shedden Re-Chlorination Facility boosts the free chlorine residual from the supply from the St. Thomas Area Secondary Water Supply System. Water quality is monitored at this location through online chlorine analyzers as well as sampling locations located throughout the distribution system. Auto flushers are installed in problem/low usage areas in the distribution system in order to maintain adequate residuals. There are three pressure reducing valves located in the distribution system to control high pressure areas. Chambers for draining, isolating and air relief are located throughout the distribution system as well.

## **CLIENT CONNECTION MONTHLY CLIENT REPORT**

Facility Name: Southwold Distribution System

ORG#: 5071

### **SECTION 1: COMPLIANCE SUMMARY**

#### **FIRST QUARTER**

On February 9<sup>th</sup>, 2022 a non-compliance was reported to the MECP for the missed free chlorine residuals required under O.Reg. 170/03 Schedule 7-2(4)2. The regulation requires seven free chlorine residuals to be taken each week with at least three of the samples taken on a second day of the week, at least 48 hours after the first set. The first set of distribution residuals were collected on February 1st, 2022 at 14:00. The second set of distribution residuals were to be taken on Friday, February 5th, 2022 in accordance with the Sample Schedule. The operators of the system miscommunicated and did not follow proper procedure, missing the collection of the second set. The process analyzer at the Shedden Re-chlorination Station continuously monitors the free chlorine entering the distribution system. Monitoring data from the chlorine analyzer was reviewed for the period of the missed residuals to confirm the chlorine levels in the system were adequate. Additionally, procedures were reviewed with the operators and modified to ensure compliance with the regulations going forward. An Operator Rotation Schedule has also been finalized to outline specific roles and responsibilities of each operator in the Southwold Distribution System. A letter was prepared detailing the February Sample Schedule as well as the Operator Rotation Schedule to ensure required duties are completed.

### **SECTION 2: INSPECTIONS**

#### **FIRST QUARTER**

There were no MOL or MECP inspections conducted during this quarter.

### **SECTION 3: QEMS UPDATE**

#### **FIRST QUARTER**

The Essential/Emergency Service and Supply Contact List was updated by the QEMS Representative on February 28<sup>th</sup>, 2022 as several changes were required prior to the annual review.

In December 2020, the Ministry proposed administrative updates to the Director's Directions to reflect current practice in municipal residential drinking water systems and improvements in technology that have occurred since the directions were first published in 2007. Based on the Ministry's proposal and feedback received from the public, the Director's Directions were updated in May 2021. On March 3<sup>rd</sup>, 2022 the Southwold Distribution System Schedule C (Subject System Description Form) was updated. Additionally, on March 3<sup>rd</sup>, 2022 OP-05 Documents and Records Control and OP-05A Documents and Records Control Locations were updated to reflect the revisions made to the Director's Direction-Minimum Requirements for Operational plans.

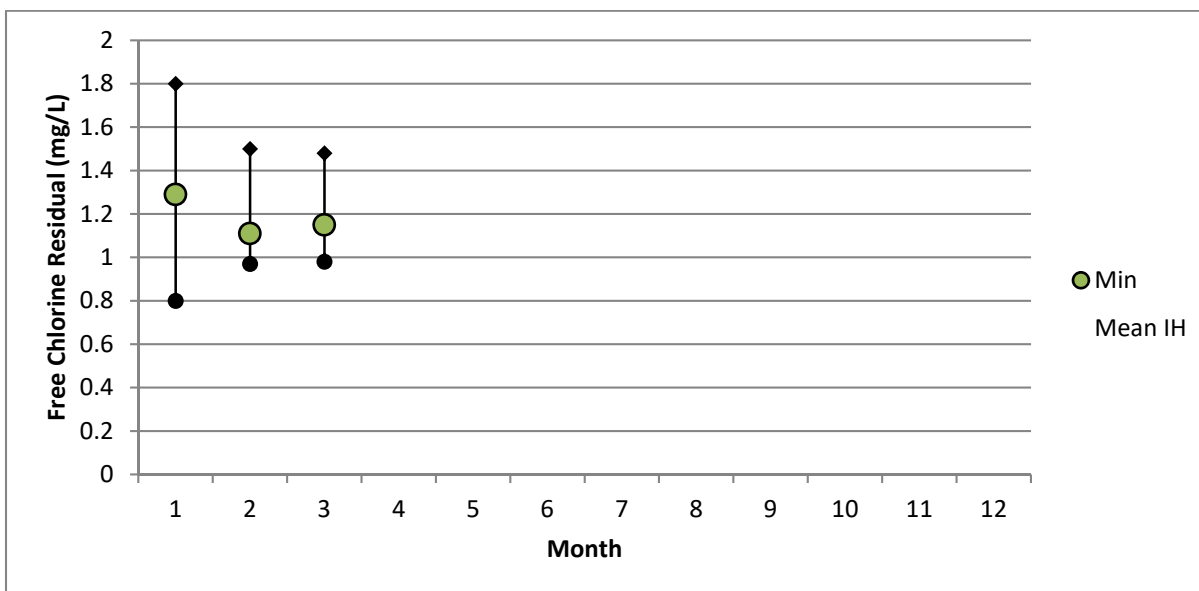
#### SECTION 4: PERFORMANCE ASSESSMENT REPORT

Auto Flushers are tested twice per week; the current settings are:

#	Location	Frequency	Duration
1	Iona Road	7 days	15min
2	Lake Line	5 days	15min
3	Thomas Road	7 days	15min
4	Bush Road	7 days	7min

All residuals were adequate at the current flushing durations. Changes were made to the Bush Line auto flusher after flooding concerns in a farmer's field. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2022 obtained so far throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during the first quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2022.



Table 1: Distribution system sampling results for 2022.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	22	0 – 0	0 – 0	10	<10 - <10
February	20	0 – 0	0 – 0	8	<10 - <10
March	20	0 – 0	0 – 0	8	<10 - <10

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average along with the 2021-2022 results. The current running average is below the regulated limit of 100µg/L.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
April 2021		23
July 2021		40
October 2021		60
January 2022		33
Running Average	100	39.0

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average along with the 2021-2022 results. The current running average is below the regulated limit of 80µg/L.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
April 2021		15.5
July 2021		19.6
October 2021		25
January 2022		27.3
Running Average	80	21.8

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 4 shows the results for 2022. Lead is required in 2023.

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (µg/L)
February 2022	3	7.26 – 7.39	95 - 106	-

## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER**

There were no additional Health & Safety issues identified during the first quarter.

## **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER**

#### **JANUARY:**

07: Hydrant checks completed.

28: Adjusted bolt on pressure regulator on bottom of chlorine board.

#### **FEBRUARY:**

01: Onsite at Sunset Drive Industrial site for commissioning of private service. Flushing, swabbing and pressure testing complete.

02: Onsite at Sunset Drive Industrial site for superchlorination of 4" and 10" main of private service.

02: Aquafix onsite to look at sample stations requiring repairs.

03: Onsite at Sunset Drive Industrial site to test superchlorination of private mains. Procedure passed, now performing dechlorination and bacti sampling. First set of bacti samples taken to SGS for analysis.

04: Second set of bacti samples taken at Sunset Drive Industrial site and dropped off at SGS for analysis.

08: Township of Southwold onsite at re-chlor building to observe leak in roof.

22: Onsite at 39036 Fingal Line with Township of Southwold for potential curbstop leak, appears the leak is a drainage issue and not related to the water.

#### **MARCH:**

03: Air Relief Chamber inspections completed.

11: Onsite at Sunset Drive Industrial site to open valve, fill and flush main, collect bacti sample and close valve. Dropped off bacti sample to SGS for analysis.

17: Onsite at Southminster and Third for replacement of sample station by Aquafix. All parts wiped with 12% hypo and flushed. Sample station pumped out.

21: Onsite at 9 Florence Court for curbstop turn on, could not get on operating nut and appears to be bent. Notified Kevin from Southwold.

22: Completed annual chamber inspections.

23: Onsite at 37303 Talbot Line for water turnoff. Could not get key on operating nut and appears to be bent. Will require repair.

24: Opened valve at property line of Sunset Drive Industrial site.

## **SECTION 7: ALARM SUMMARY**

### **FIRST QUARTER**

#### **JANUARY:**

- 09: Operator onsite at corner of Westminster Borne and Sunset, flushed hydrant and obtained clear appearance and residual of 1.27ppm. Took grab sample from residents outside tap and obtained a residual of 0.98ppm. Notified ORO.
- 23: Operator received call from Southwold about water leak at 5293 Grand Canyon Rd. Turned off curbside at resident, and leak stopped. Notified homeowner leak was on their side responsibility to fix would be theirs.
- 27: Operator received alarm for low inlet chlorine. Operator flushed system around probe, after residual shot up it then stabilized to around 1.30ppm. Operator verified correct reading with pocket chlorimeter and notified ORO.
- 28: Operator received alarm for low inlet chlorine. Operator flushed analyzer and once reading stabilized, verified with pocket chlorimeter.

#### **FEBRUARY:**

- 07: Second set of residuals were missed on 4<sup>th</sup>, PCT notified MECP of non-compliance.
- 09: Written notification sent to Angela Stroyberg for non-compliance.

#### **MARCH:**

No alarms for the month.

## **SECTION 8: COMMUNITY COMPLAINTS & CONCERNS**

### **FIRST QUARTER**

#### **JANUARY:**

On January 4<sup>th</sup>, 2022 a complaint was received from a resident on Southminster Bourne regarding cloudy water and a strong smell of chlorine. This complaint was originally received by the Township on December 20<sup>th</sup>, 2021. An Operator attended the site on a number of occasions and conducted flushing and obtained chlorine residuals.

- 04: Onsite at corner of Westminster Borne and Sunset drive for water complaint. Opened hydrant, water had slightly milky appearance but disappeared quickly, ran for approx. 10 mins, obtained clear water and residual of 1.31ppm.
- 26: Closed valve at live dead end at Sunset Drive Industrial site. Ball valve had froze and broken off causing water to shoot up in the air and flooding in the area.

#### **FEBRUARY:**

On February 21<sup>st</sup>, 2022 a complaint was received from a farmer on Bush Line regarding flooding in his field caused by the auto flusher. It was determined that the drain tile which passes underground to relocate the water became clogged. The run time of the auto flusher was reduced and then turned off completely until repairs could be made to the drainage.

#### **MARCH:**

No complaints or concerns for the month.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Talbotville Wastewater Treatment Plant

## Operations Report

### First Quarter 2022

Ontario Clean Water Agency, Southwest Region  
Mark Harris, Sr. Operations Manager, Aylmer Cluster  
Date: April 29, 2022

### Facility Description

Facility Name: Talbotville Wastewater Treatment Plant  
Regional Manager: Dale LeBritton - (519) 476-5898  
Senior Operations Manager: Mark Harris - (226) 545-0414  
Business Development Manager: Robin Trepanier - (519) 791-2922  
Facility Type: Municipal  
Classification: Class 3

### Service Information

Population Served: 125

### Capacity Information

Total Design Capacity: 500 m<sup>3</sup>/day

	Design Values	2020 Flow Data	2021 Flow Data	2022 Flow Data
<b>Average Daily Flow (m<sup>3</sup>/d)</b>	500	46.5	84.6	122.9
<b>% of Average Daily Design Flow</b>	-	7.0	16.9	24.6
<b>Peak Flow (m<sup>3</sup>/d)</b>	1000	283.2	319.0	367.2
<b>% of Peak Design Flow</b>	-	28.3	31.9	36.7

	Design Flow (m <sup>3</sup> /d)	2021 Average Daily Flow (m <sup>3</sup> /d)	2021 % Capacity	Design Peak Flow (m <sup>3</sup> /d)	2021 Maximum Daily Flow (m <sup>3</sup> /d)	2021 % Peak Flow
<b>January</b>	500	97.4	19.5	1000	149.0	14.9
<b>February</b>	500	131.5	26.3	1000	367.2	36.7
<b>March</b>	500	140.6	28.1	1000	242.1	24.2
<b>Annual Average</b>	-	122.9	24.6	-	367.2	36.7

### Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system to Dodds Creek.

## CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant

ORG#: 1536

### SECTION 1: COMPLIANCE SUMMARY

#### FIRST QUARTER

There were no compliance issues to report during the first quarter.

### SECTION 2: INSPECTIONS

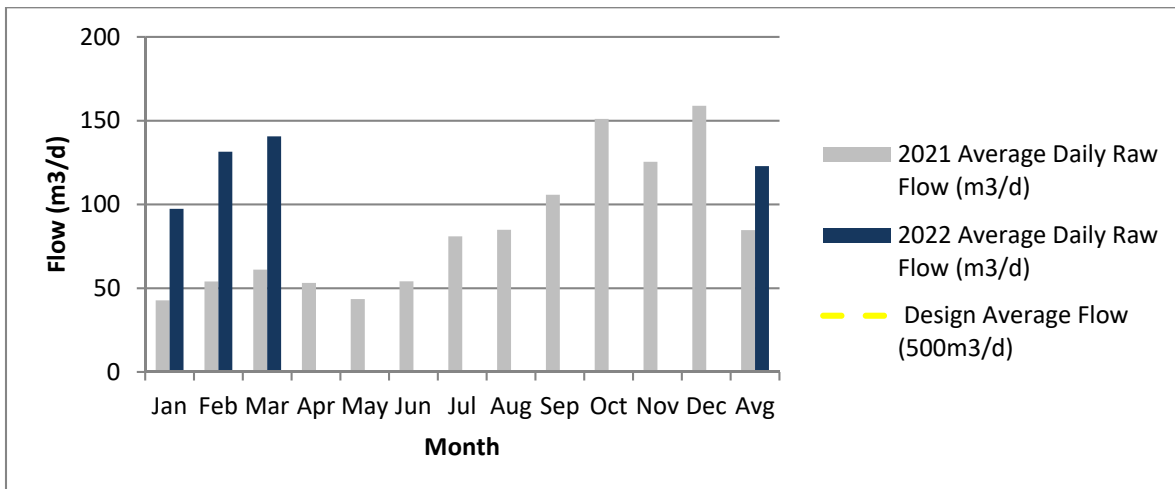
#### FIRST QUARTER

There were no MOL or MECP inspections conducted during this quarter.

### SECTION 3: PERFORMANCE ASSESSMENT REPORT

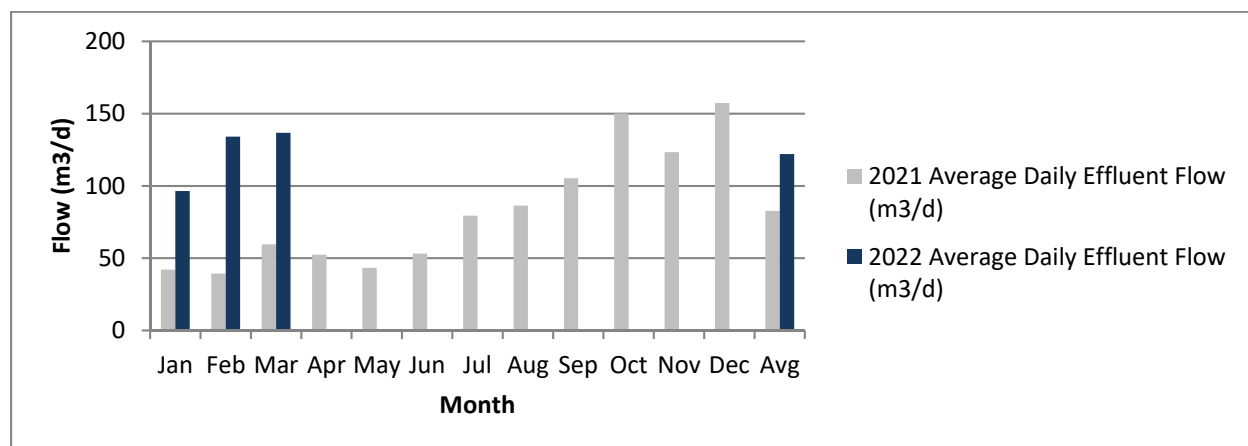
The average daily raw flow during the first quarter of 2022 was 122.9 m<sup>3</sup>/d. This is a 45.2% increase when compared to the average daily flow in 2021. The chart below shows the monthly average flows so far for 2022, compared to the 2021 average daily flows (Chart 1).

Chart 1. Raw flows for 2022 compared to 2021



The average daily effluent flow during the first quarter of 2022 was 122.1m<sup>3</sup>/d. This is a 47.6% increase when compared to the average daily flow in 2021. The chart below shows the monthly average flows for 2021 compared to average daily flows in 2020 (Chart 2).

Chart 2. Effluent flows for 2022 compared to 2021



Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. There was one TSS design objective exceedance during the first quarter which did not impact the quality of the effluent produced by the wastewater treatment plant but will continue to be monitored.

Table 1. Raw water sample results for 2022

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)
<b>January Results</b>	78	23.0	1.99	116
<b>February Results</b>	244	43.3	4.34	329
<b>March Results</b>	135	25.8	2.58	240
<b>Design Objective</b>	250	40	7	250
<b># Months Above Design</b>	<b>0/12</b>	<b>0/12</b>	<b>0/12</b>	<b>1/12</b>

The effluent is sampled on a weekly basis following the requirements of the ECA. The table (Table 2) below summarizes the monthly average results compared against the objectives and limits identified in the ECA.

Table 2. Effluent average sample results.

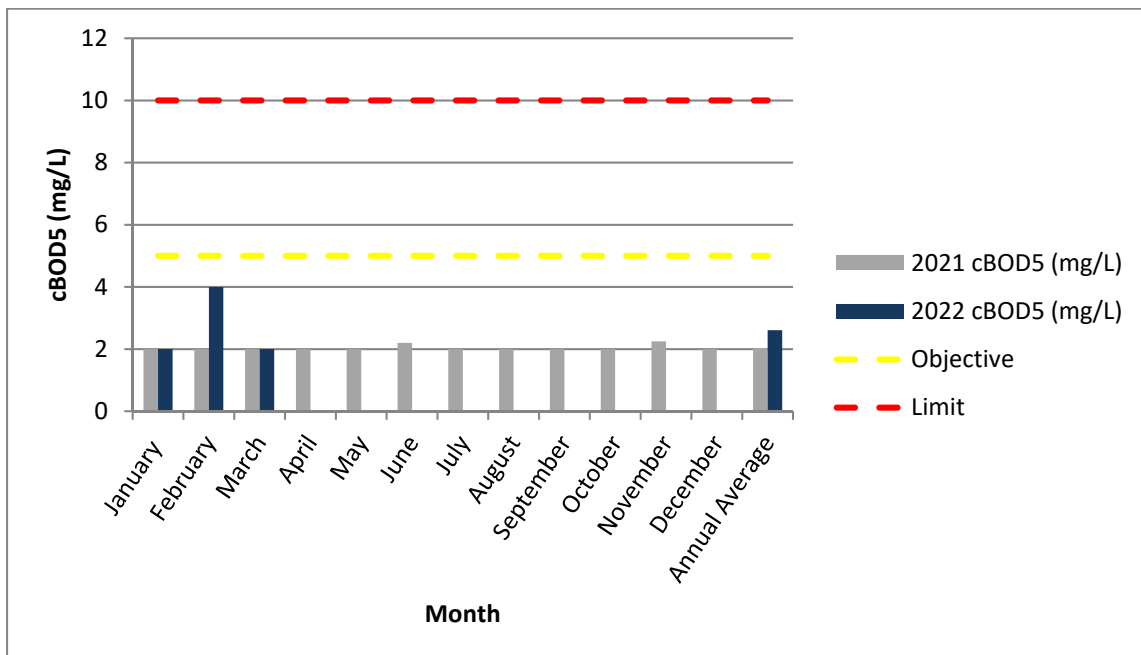
	cBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	E. coli (cfu/100mL)*	pH
<b>January</b>	2.0	4.0	0.13	0.10	1.0	7.43 – 8.12
<b>February</b>	4.0	2.0	0.10	0.10	1.7	7.10 – 8.38
<b>March</b>	2.0	2.0	0.14	0.10	1.1	7.35 – 8.16
<b>Annual Average</b>	<b>2.61</b>	<b>2.77</b>	<b>0.12</b>	<b>0.10</b>	<b>2.28</b>	<b>7.10 – 8.38</b>
<b>ECA Objective</b>	<b>5</b>	<b>5</b>	<b>0.2</b>	<b>1.0** 3.0</b>	<b>100</b>	<b>6.5-8.5</b>
<b>ECA Limit</b>	<b>10</b>	<b>10</b>	<b>0.3</b>	<b>1.5** 4.0</b>	<b>150</b>	<b>6.0-9.5</b>

\*expressed as geometric mean

\*\*based on May 1 to November 30 and December 1 to April 30

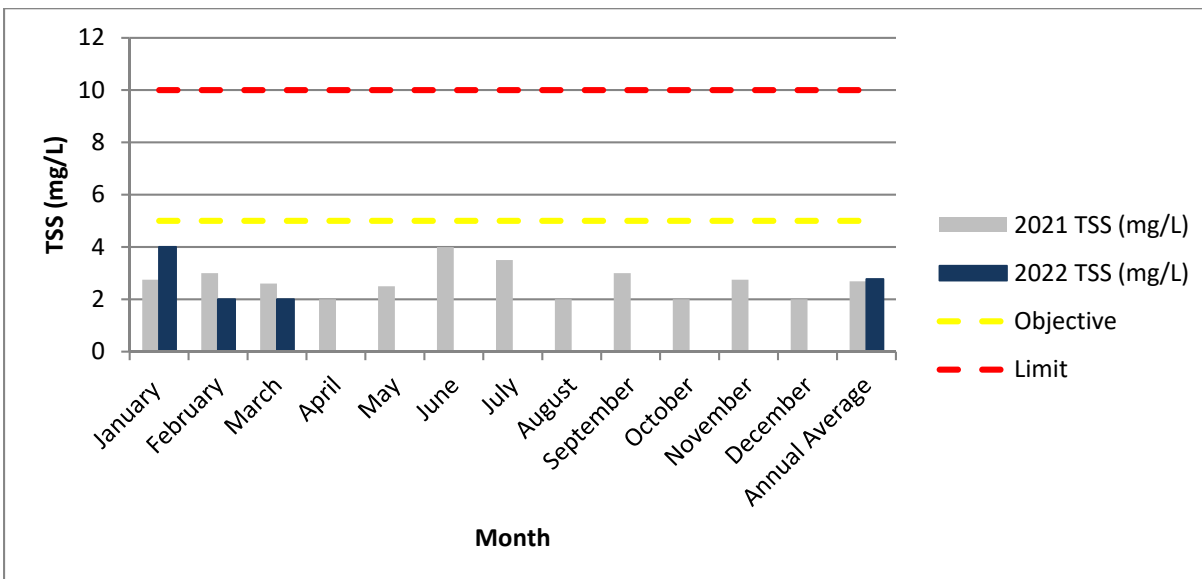
Effluent average cBOD5 so far in 2022 is 2.61mg/L. This is an increase of 28.1% when compared to the 2021 annual average. All results during the first quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 2 for the average monthly effluent cBOD5 results.

Chart 2. Average Monthly Effluent cBOD5 results for 2022 compared to 2021.



Effluent average TSS so far in 2022 is 2.7mg/L. This is an increase of 2.9% when compared to the 2021 annual average. All results during the first quarter met the effluent objectives and limits identified in the ECA. T Refer to Chart 3 for the average monthly effluent TSS results.

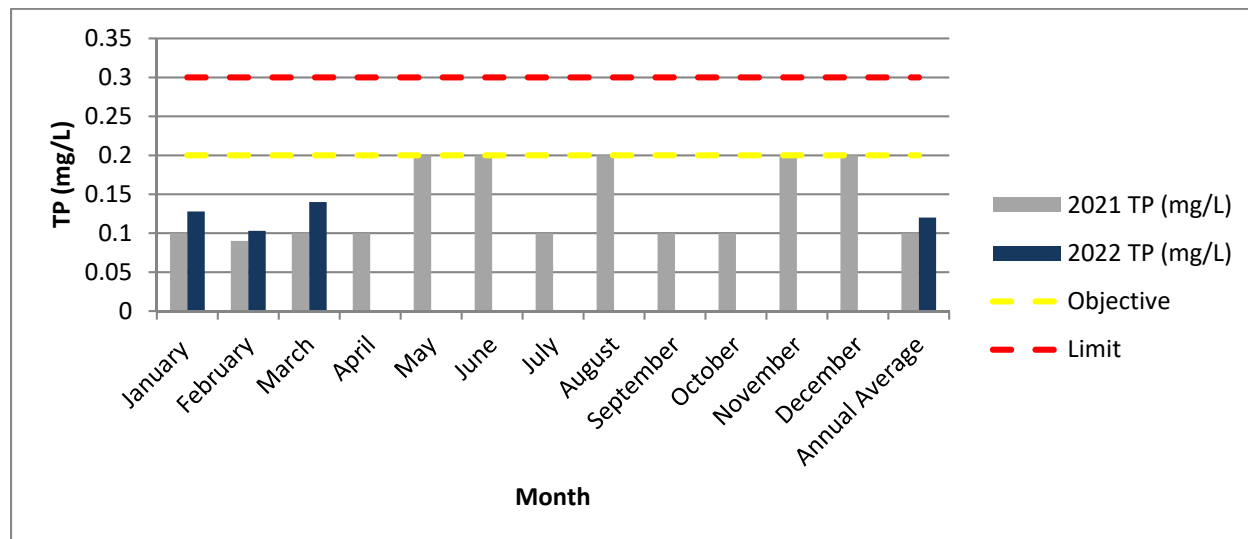
Chart 3. Average monthly effluent total suspended solids for 2022 compared to 2021.





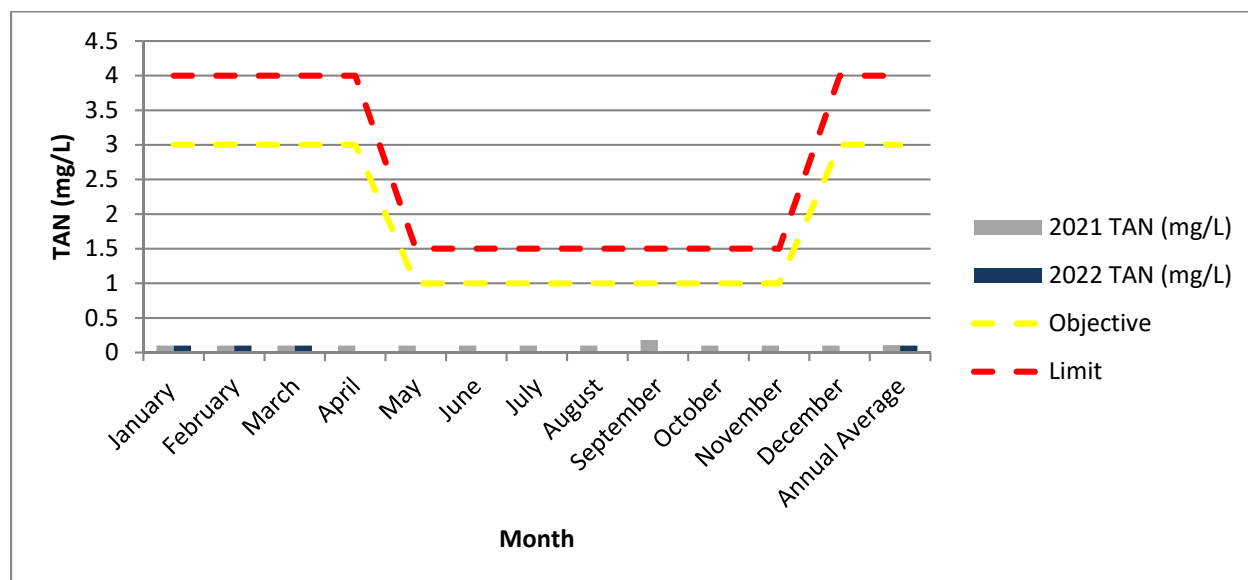
Effluent average TP so far in 2022 is 0.12mg/L. This is a 20% increase when compared to the 2021 annual average. All results in the first quarter met the effluent limits identified in the ECA.

Chart 4. Average monthly effluent total phosphorus results for 2022 compared to 2021.



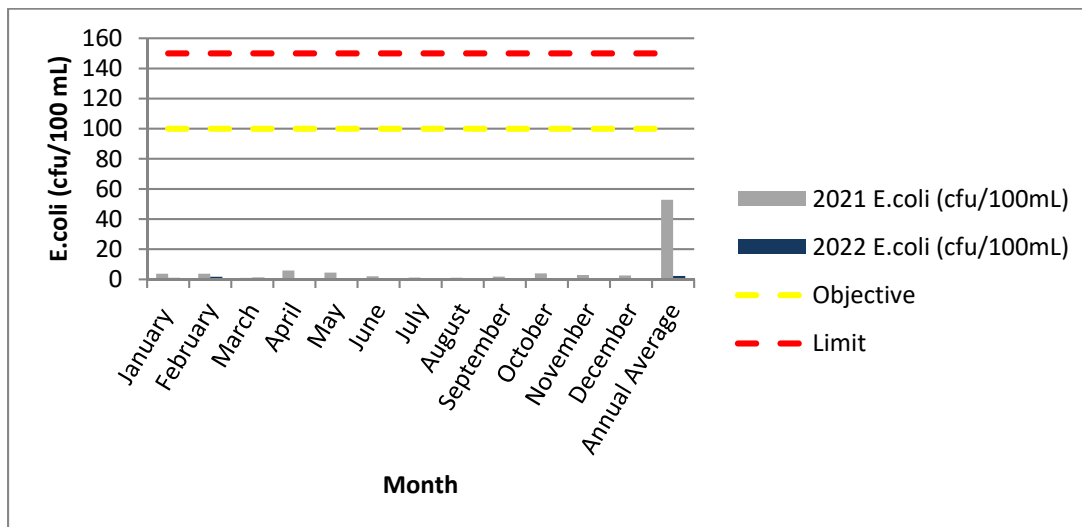
Effluent average TAN so far in 2022 is 0.10mg/L. This result is the same as the 2021 annual average. All results during the first quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 5 for the average monthly TAN results.

Chart 5. Average monthly effluent total ammonia nitrogen results for 2022 compared to 2021.



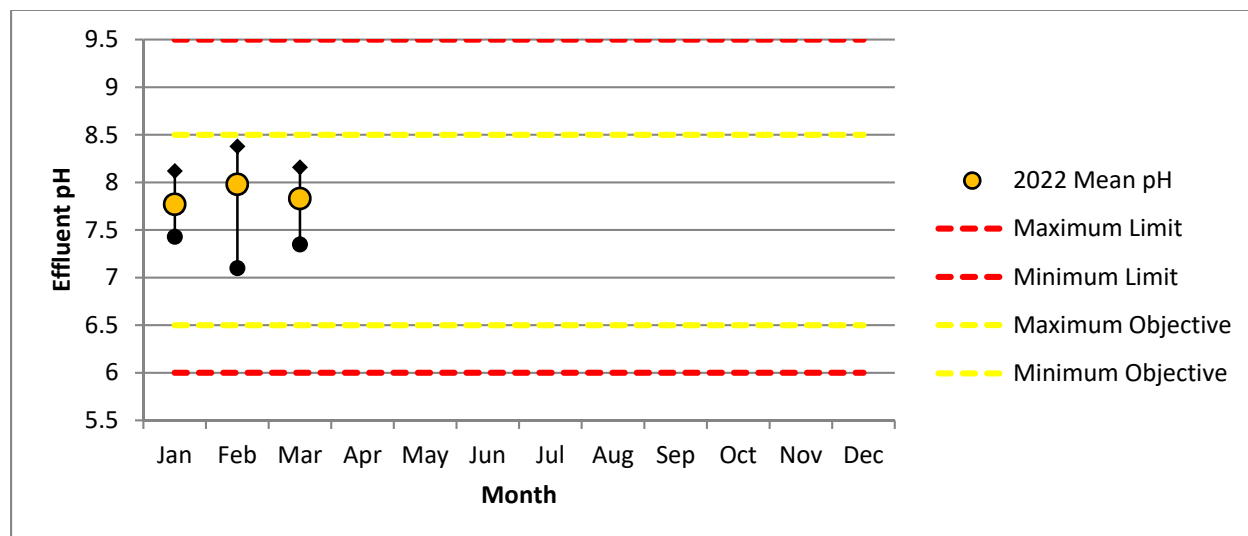
Effluent geometric mean for E. coli so far in 2022 is 2.28cfu/100mL. This is a 10.6% decrease when compared to the 2021 annual average. All results during the first quarter met the effluent objectives and limits identified in the ECA. Refer to Chart 6 for the monthly geometric mean results for E.coli.

Chart 6. Geometric mean effluent E. coli results for 2022 compared to 2021



The effluent pH is monitored twice weekly at a minimum at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 7 for the monthly minimum, maximum, average pH readings in 2022. The plant has effectively maintained the pH within the compliance range.

Chart 7. Effluent pH readings for 2022.



## **SECTION 4: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER**

There were no Health & Safety issues identified during this quarter.

## **SECTION 5: GENERAL MAINTENANCE**

### **FIRST QUARTER**

Routine checks, readings and sampling were all conducted as required during the first quarter of 2022.

#### **JANUARY:**

- 06: Sanitary Sewer onsite for sludge removal.
- 13: Hawkins onsite to troubleshoot level transmitter in aeration tank, it was determined the transmitter has shorted out and will need to be replaced
- 14: Hawkins onsite to remove level transmitter from tank 302 to tank 501.
- 18: Farmington and Hawkins onsite to troubleshoot AV701 and AV702. It was also observed that the float in backwash tank was not working, both Farmington and Hawkins changed out float in backwash tank.
- 18: Hawkins determined that electrical to EQ pump 301 was working, Farmington pulled pump and cleaned off all the rags stuck in pump, causing the alarm earlier in the month.
- 19: Farmington onsite to clean EQ pumps 302 and 303.
- 20: Apex Motor Express onsite for chemical delivery.

#### **FEBRUARY:**

- 09: Alpine onsite for chemical delivery.
- 17: Hurricane onsite for sludge removal.
- 22: Sanitary Sewer onsite for sludge removal.
- 24: Hawkins onsite to install new level transmitter in aeration tank, and replace level transmitter in EQ tank.

#### **MARCH:**

- 02: Sanitary Sewer onsite for sludge removal.
- 02: MTE and Southwold onsite for facility tour.
- 30: Sanitary Sewer onsite for sludge removal

## **SECTION 6: ALARMS**

### **FIRST QUARTER**

#### **JANUARY:**

- 01: Operator received alarm for low flow at FIT201. Once onsite, raw flow valves inside barscreen room and outside were flushed but did not affect flow, operator switched EQ tank pump and flow issue was resolved.
- 10: Operator received alarm for low building temperature. Operator arrived onsite, all heaters were working and rooms were warm.
- 11: Operator received alarm for low low tank 502. It was observed that level transmitter in tank 501 was at 80.0% and continually rising. Cleaned probes but did not solve the issue, discussed with ORO that plant will not run due to "high/low" level readings. Will contact Newterra in the morning to discuss issues, EQ tank at 28%, will have enough room for the plant to not operate overnight.

- 13: Operator onsite for high level in EQ tank. Operator manually operating plant due to level transmitter not operating properly in aeration tank.
- 14: Operator received alarm for AV701 fail to open/close. Operator arrived onsite, exercised AV701 and observed a couple pump cycles. Plant now running well. Discussed valve issue with ORO.
- 15: Operator received alarms for low low temperatures and AV701/AV702 fail. Operator arrived onsite, all heaters were working and buildings were warm. Exercised AV701 and AV702, observed a couple pump cycles and valves appear to be working.
- 28: Operator received alarm for low flow FIT201. Operator arrived onsite, flushed flow control valve inside barscreen room, flow returned to normal.

#### FEBRUARY:

- 17: Operator reset PLC due to internet connection. Hurricane onsite to haul sludge from high level in EQ tank. EQ tank now around 70% and steadily decreasing, plant running well. High EQ tank due to rainfall and snow melt.
- 23: Operator received alarm for high EQ tank. Operator arrived onsite, EQ was at 85.2%, Observed steady decrease in level of EQ tank

#### MARCH:

No alarms for the month

### SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

#### FIRST QUARTER

There were no Health & Safety issues identified during this quarter.

#### JANUARY:

No complaints for the month

#### FEBRUARY:

No complaints for the month

#### MARCH:

No complaints for the month

**LUTON DRAIN 2022**  
**Township of Southwold**



**SPRIET  
ASSOCIATES**  
ENGINEERS & ARCHITECTS

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London, Ontario  
May 31, 2022

## **LUTON DRAIN 2022**

### **Township of Southwold**

To the Mayor and Council of  
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the incorporation, improvement and reassessment of parts of the Luton Municipal Drain serving parts of Lots 39 to 42, Concession N.T.R.E. in the Township of Southwold.

### **AUTHORIZATION**

This report was prepared pursuant to Sections 4 and 78 of the Drainage Act in accordance with instructions received from your Municipality with respect to a motion of Council. The incorporation and improvement were requested by affected landowners and by a petition signed by a majority of the owners in the area requiring drainage.

### **DRAINAGE AREA**

The total watershed area as described above contains approximately 103.7 hectares. The area requiring drainage is described as the south parts of Lots 39 and 40, Concession N.T.R.E.

### **HISTORY**

The Luton Drain was originally constructed pursuant to a report submitted by F.A. Bell, O.L.S., C. E., dated September 26, 1929 and consisted of 30 meters of open ditch and 1,402 meters of 350mm to 125mm tile, located from its outlet in the natural watercourse at the south edge of the bush north of the On Track right-of-way in Lot 41, southerly and westerly through Lot 40 and into Lot 39, around the north and west sides of the former sewage lagoons. The drain also included Branches A, B, C and D, consisting of 125mm to 175mm tile.

This report and drawing also refers to an existing Agreement Drain dated November 13, 1891. This drain outleted into the south edge of the bush area south of the On-Track right-of-way and from there ran south-westerly, crossing the line between the Lyle (Roll No. 7-085-50) and Hoffsuemmer Farms Ltd. (Roll No. 7-084) properties approximately 90 meters to the south of the Luton Drain and thence south-westerly into Lot 39, south of the old lagoons and into what is now the Elgin County Wastewater Treatment facility property (Roll No. 7-085).



## HISTORY (cont'd)

In order to provide outlet for the Elgin Manor property and an emergency overflow for the former lagoons, Elgin County constructed a private 300mm tile in the location of the 1891 Agreement Drain and extended it downstream along the west side of the 1929 Luton Drain from the south side of the Lyle bush to the outlet in the watercourse. The plan and profile were shown on the Site Plan Mechanical Drawing M 9 of 9, stamped by J.G. Haywood, P.Eng., dated March 30, 1963.

The 1963 drawing also shows the replacement of the Luton Drain between the catchbasins at Sta. 0+183 and Sta. 0+371 (see attached plan and profile) with a new 300mm tile. It also appears that the portion of the drains under the On Track St. Thomas concrete railway culvert was constructed through this culvert with a single 500mm diameter CSP (or 450mm tile) rather than the twin 300mm vitrified concrete sewer pipe shown on the 1963 drawing.

## EXISTING DRAINAGE CONDITIONS

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

- that the Elgin Manor property (Roll No. 7-085-05), owned by Elgin County, has been redeveloped and rebuilt with a larger building and parking area
- that the Keystone Village Apartments have been constructed on the property (Roll No. 7-085-030) immediately west of the Elgin Manor property
- that storm drainage for each development is directed into a stormwater management facility (SWMF) on each property and the owners requested that the existing drains now providing outlet for the SWMF be incorporated as a municipal drain to provide legal drainage outlets

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

- that the old sanitary lagoons have been replaced with a new treatment facility on the adjacent Elgin County property (7-085). This facility serves the Elgin Manor, Keystone Village Apartments, and the school on the south side of Final Line
- that the SWMF for the Keystone Village Apartments outlets into a maintenance hole (MH) with orifices and restricted flow. The MH is connected into the 300mm tile constructed in 1963 by Elgin County
- that a new 150mm to 100mm perforated plastic tile branch was constructed from the 1963 tile drain south to the SWMF on the northeast side of the Elgin Manor property. The pond is connected to the 100mm tile with a MH. This 100mm plastic tile is intended to function as flow restriction from the pond
- that overflow from both of the above ponds is intended to flow along the surface runs in the existing drain locations





## EXISTING DRAINAGE CONDITIONS (cont'd)

- that the treated water discharge from the wastewater treatment plant is connected into the Main Drain tile
- that the existing Luton Drain on the Hoffsuemmer Farms Ltd. property (7-084) mainly serves the systematic tiling on that property, with minor surface flow (approximately 0.25 ha.) from Lyle Road and a residential property (7-084-01)
- that the existing Luton Drain on the Lyle (7-085-50), On Track St. Thomas (Roll No. 7-080-01), and Herman (Roll No. 7-089) properties is in good condition and works in conjunction with the 1963 private drain
- that the 1963 private drain is in good working condition
- that Branch B, which acts as a cross connection with the 1963 private tile, Branch C, and Branch D are in good working condition. There are no tiles from the upstream Hoffsuemmer Farms Ltd. property connected into Branch C, as this tiling is to the north, however surface water still flows to Branch C

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

## DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient of the existing Main Drain, with respect to capacity, was 19mm per 24 hours and 5mm per 24 hours for Branch A.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the existing 300mm private tile drain (1963) from the MH at the Keystone Village Apartment complex SWMF to the outlet, including related appurtenances, which has been cross-connected to the Luton Main Drain with Branch B, be incorporated as an improvement to the Luton Main Drain,
- that the existing Luton Drain 1929 from the outlet at Sta. -0+030 to the Hoffsuemmer/Lyle property line including the 30-meter open portion, Branch B, which is working in conjunction with the 1963 tile, and related appurtenances, be included as part of the Main Drain for future maintenance purposes





**RECOMMENDATIONS (cont'd)**

- that Branches C and D (1929), be included as part of this report for future maintenance purposes
- that the existing private 100mm and 150mm plastic tile now serving the Elgin Manor SWMF be incorporated as Branch A for future maintenance purposes
- that the remaining portion of the 1929 Luton Drain, including the old Branch A on the Hoffsuemmer Farms Ltd. property (7-084) be officially abandoned from municipal status pursuant to Section 19 of the Drainage Act. However, the affected owners may maintain it as a private drain if they so wish
- in accordance with Section 14(2) of the Drainage Act the existing surface waterway along the route of the tile drain shall be part of the drainage works for future maintenance. The width available for the waterway shall be equal to the maintenance working width shown on the drawings

**SUMMARY OF PROPOSED DRAIN**

The Luton Drain 2022 will consist of approximately 30 lineal meters of open ditch and approximately 910 lineal meters of 150mm to 350mm existing tile, including related appurtenances, and the incorporation of 1,818 lineal meters of 100mm to 300mm existing tile, including related appurtenances.

**SCHEDULES**

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

Schedule 'A' - Allowances. In accordance with Section 29 of the Drainage Act, allowances are provided for right-of-way along the route of the existing drains as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the work which is in the amount of \$ 31,100.00. This estimate includes engineering and administrative costs associated with this project.

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

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

Drawing No. 1, Job No. 208211 forms part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.



## ALLOWANCES

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

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,750.00/ha. through cropped lands and \$2,625.00/ha. through bush. These values are multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths. No right-of-way was previously provided for any of the existing drains being included/incorporated.

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$45,000.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands is deemed to have already been granted.

## ASSESSMENT DEFINITIONS

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

### SECTION 22

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

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

### SECTION 23

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





## **ASSESSMENT DEFINITIONS (cont'd)**

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

## **ASSESSMENT**

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

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

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

## **GRANTS**

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

## **MAINTENANCE**

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



**MAINTENANCE** (cont'd)

After completion, the Main Drains, Branch A, and Branch B shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions, with the exception that all special benefit assessments are to be removed, until such time as the assessment is changed under the Drainage Act.

After completion, Branch C and Branch D (1929) shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Special Benefit Assessments shall not be pro-rated for future maintenance purposes.

The existing portions of the 1929 Luton Drain included in this report shall be maintained in accordance with the grades and dimensions set out in the plans and specifications contained in the report dated September 26, 1929.

Repairs or improvements to any culvert or sub-surface crossing shall be the responsibility of the owners, entirely at their cost.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P. DeVos, P. Eng.



MPD:bv



## SCHEDULE 'A' - ALLOWANCES

## LUTON DRAIN 2022

## Township of Southwold

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

CON.	LOT	ROLL NUMBER (Owner)	SECTION 29 RIGHT-OF-WAY	TOTAL
<b>MAIN DRAIN-LOWER PORTION &amp; Br. B</b>				
N TRE	Pt.40&41	7-085-50 (J. Lyle)	\$ 4,450.00	\$ 4,450.00
N TRE	Pt.39-41	7-089 (M. & S. Herman)	1,730.00	1,730.00
Total Allowances			\$ 6,180.00	\$ 6,180.00
<b>TOTAL ALLOWANCES ON THE MAIN DRAIN-LOWER PORTION &amp; Br. B</b>				<b>\$ 6,180.00</b>
<b>MAIN DRAIN-UPPER PORTION</b>				
N TRE	Pt.39&40	7-084 (Hoffsuemmer Farms Ltd.)	\$ 3,310.00	\$ 3,310.00
N TRE	Pt.39	7-085 (Elgin County)	450.00	450.00
Total Allowances			\$ 3,760.00	\$ 3,760.00
<b>TOTAL ALLOWANCES ON THE MAIN DRAIN-UPPER PORTION</b>				<b>\$ 3,760.00</b>
<b>BRANCH " A "</b>				
N TRE	Pt.39&40	7-084 (Hoffsuemmer Farms Ltd.)	\$ 2,830.00	\$ 2,830.00
N TRE	Pt.39&40	7-085-05 (County of Elgin)	80.00	80.00
Total Allowances			\$ 2,910.00	\$ 2,910.00
<b>TOTAL ALLOWANCES ON THE BRANCH " A "</b>				<b>\$ 2,910.00</b>
<b>TOTAL ALLOWANCES ON THE LUTON DRAIN 2022</b>				<b>\$ 12,850.00</b>

## SCHEDULE 'B' - COST ESTIMATE

## LUTON DRAIN 2022

## Township of Southwold

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

**MAIN DRAIN-LOWER PORTION & Br. B**

Allowances under Section 29 of the Drainage Act	\$ 6,180.00
---	-------------

**MAIN DRAIN-UPPER PORTION**

Allowances under Section 29 of the Drainage Act	\$ 3,760.00
---	-------------

**BRANCH " A "**

Allowances under Section 29 of the Drainage Act	\$ 2,910.00
---	-------------

**ADMINISTRATION**

Conservation Authority Review Fee	\$ 300.00
-----------------------------------	-----------

Interest and Net Harmonized Sales Tax	\$ 602.00
---------------------------------------	-----------

Survey, Plan and Final Report	\$ 15,776.00
-------------------------------	--------------

Expenses	\$ 1,072.00
----------	-------------

Finalize	\$ <u>500.00</u>
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<b>TOTAL ESTIMATED COST</b>	<b>\$ <u>31,100.00</u></b>
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## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

## LUTON DRAIN 2022

## Township of Southwold

Job No. 208211

May 31, 2022

\* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>LUTON DRAIN 1929 - BRANCH C</b>						
NTRE	Pt.39&40	1.5	7-084 (Hoffsuemmer Farms Ltd.)	12.5 %	12.5 %	25.0 %
NTRE	Pt.40&41	1.5	7-085-50 (J. Lyle)	62.5	12.5	75.0
				=====	=====	=====
				75.0 %	25.0 %	100.0 %
				=====	=====	=====

**TOTAL ASSESSMENT ON THE LUTON DRAIN 1929 - BRANCH C** \$ 100.0 %

## LUTON DRAIN 1929 - BRANCH D

NTRE	Pt.40&41	-	7-085-50 (J. Lyle)	40.0 %	%	40.0 %
NTRE	Pt.41&42	0.6	7-087 (D. Lyle & H. Heard)		0.9	0.9
NTRE	Pt.41&42	13.4	7-090-10 (J. Lyle)	10.0	49.1	59.1
				=====	=====	=====
TOTAL ASSESSMENT ON LANDS				50.0 %	50.0 %	100.0 %
				=====	=====	=====

**TOTAL ASSESSMENT ON THE LUTON DRAIN 1929 - BRANCH D** \$ 100.0 %

# SCHEDULE OF NET ASSESSMENT

## LUTON DRAIN 2022

### Township of Southwold

(FOR INFORMATION PURPOSES ONLY)

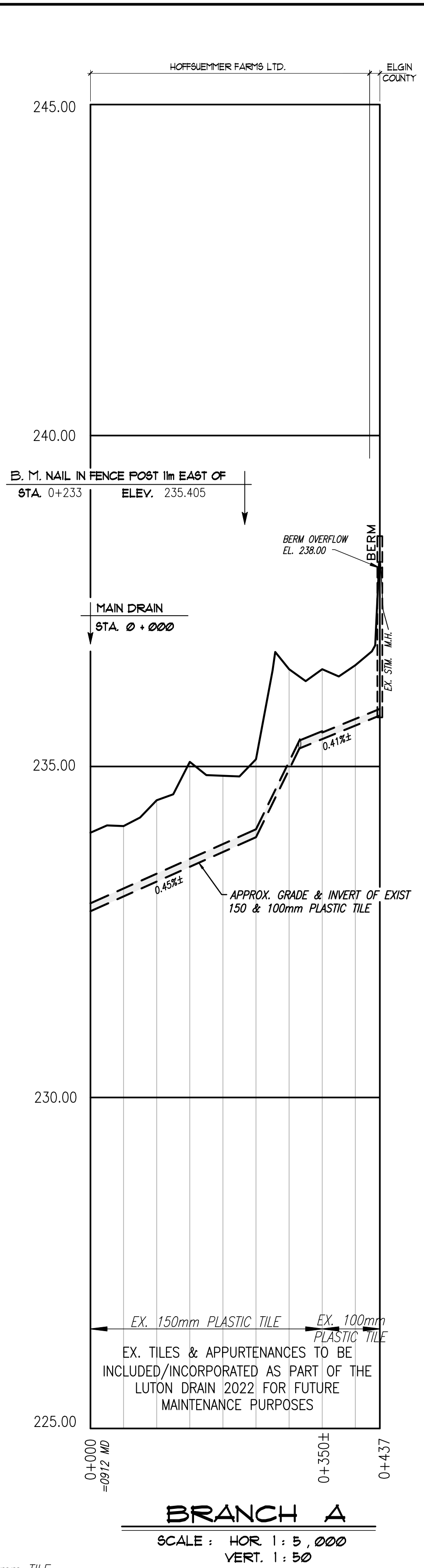
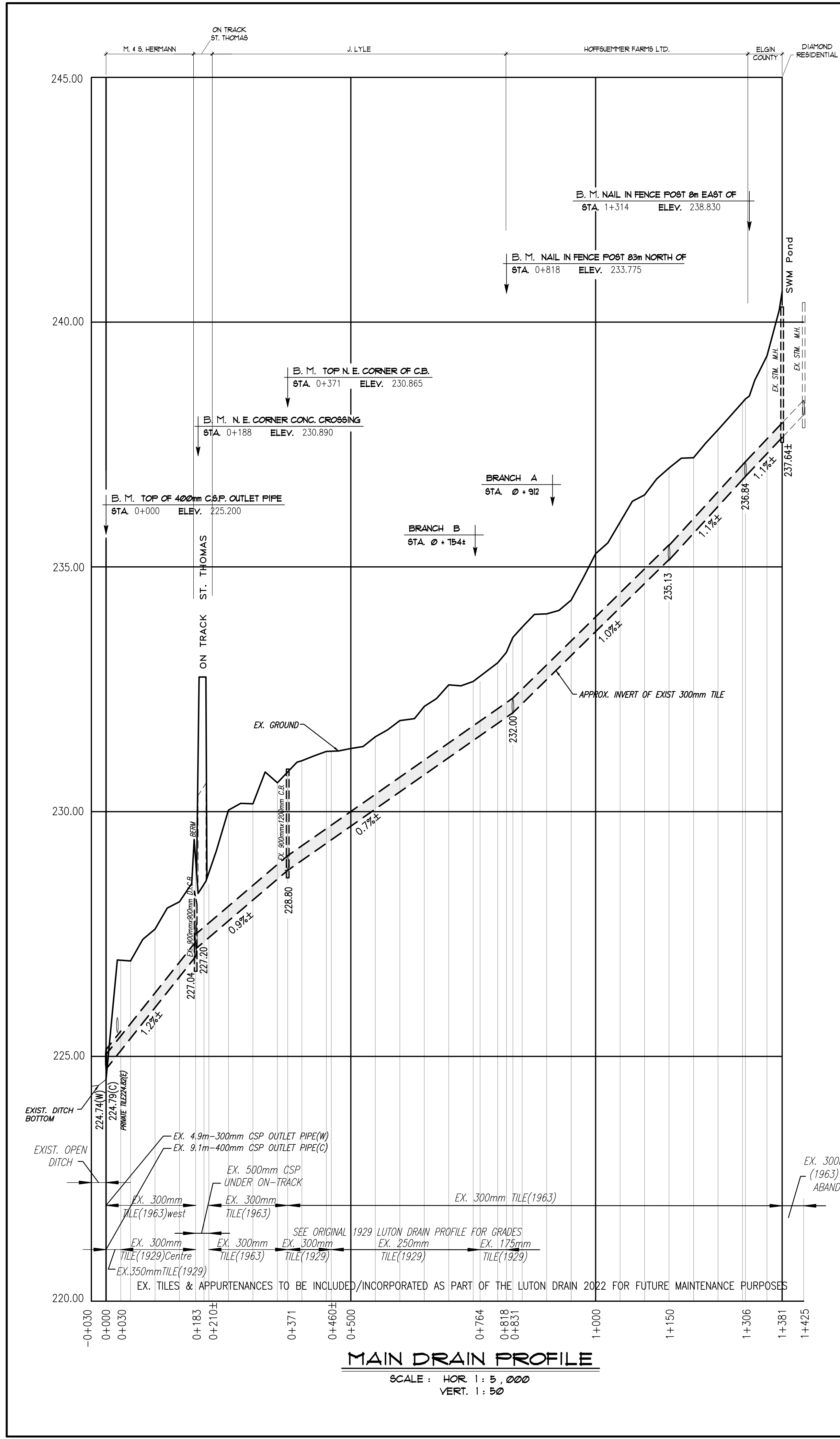
Job No. 208211

May 31, 2022

\* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
7-084 (Hoffsuemmer Farms Ltd.)	\$ 7,269.00	\$ 2,423.00	\$ 6,140.00	\$ -1,294.00
* 7-084-01 (Parkona Properties Ltd.)	7.00			7.00
* 7-085 (Elgin County)	1,529.00		450.00	1,079.00
* 7-085-05 (County of Elgin)	8,586.00		80.00	8,506.00
* 7-085-30 (Diamond Residential)	5,984.00			5,984.00
* 7-085-35 (County of Elgin)	77.00			77.00
7-085-50 (J. Lyle)	5,034.00	1,678.00	4,450.00	-1,094.00
* 7-086 (C. & P. Vanderwyst)	103.00			103.00
7-087 (D. Lyle & H. Heard)	23.00	8.00		15.00
7-090-10 (J. Lyle)	805.00	268.00		537.00
7-089 (M. & S. Herman)	1,184.00	395.00	1,730.00	-941.00
* 7-080-01 (On Track St. Thomas)	193.00			193.00
* Fingal Line (Cty 16)	\$ 221.00	\$	\$	\$ 221.00
* Lyle Road	85.00			85.00
<b>TOTALS</b>	<b>\$ 31,100.00</b>	<b>\$ 4,772.00</b>	<b>\$ 12,850.00</b>	<b>\$ 13,478.00</b>

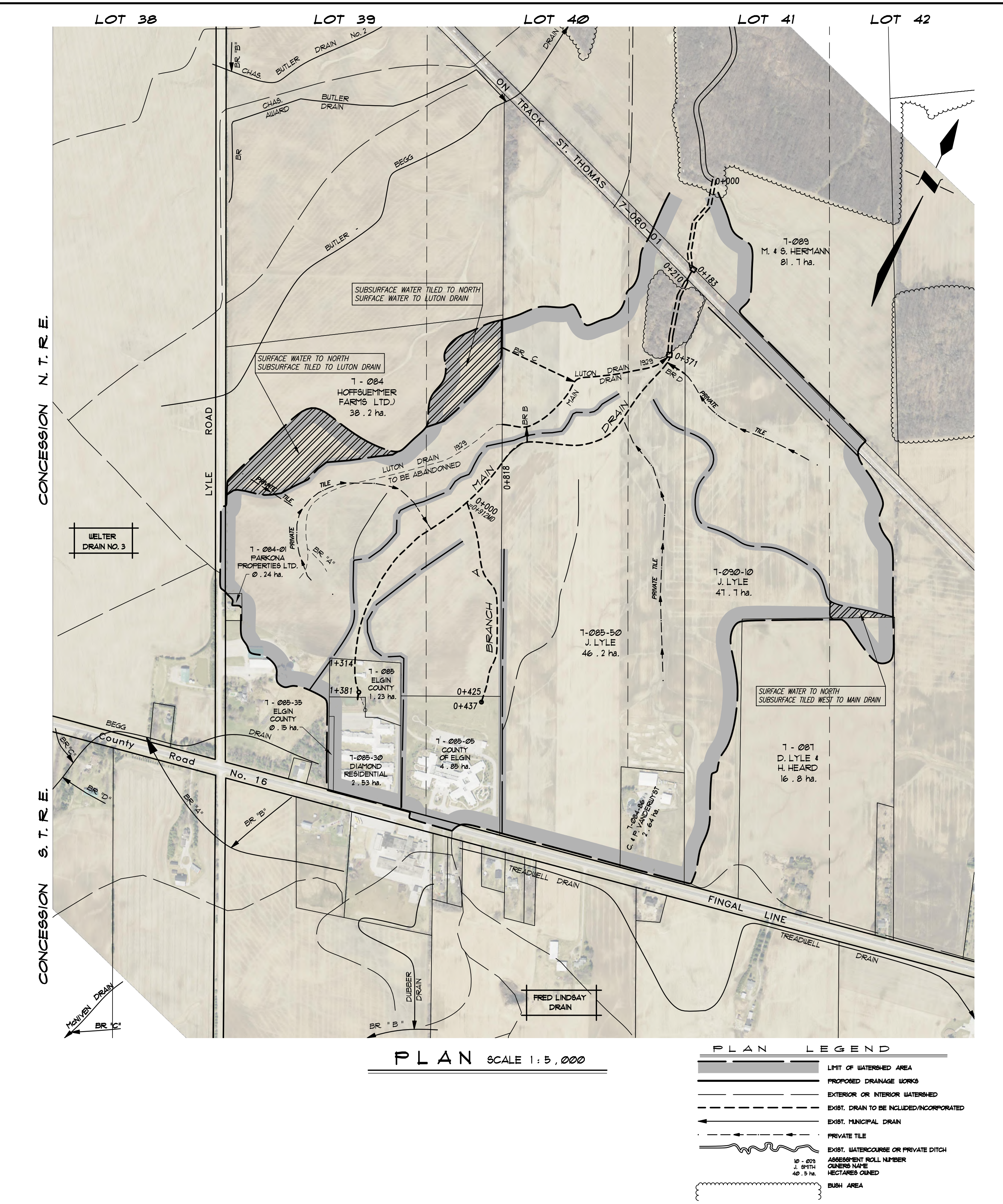




**GENERAL NOTES**

THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE NOT EXCEED THE FOLLOWING

AVERAGE WIDTHS	
OPEN PORTIONS-BUSH AREAS	- 15 meters INCLUDING 3m BUFFER STRIP
CLOSED PORTIONS	- 10 meters
CLOSED PORTIONS (THROUGH BUSH)	- 34 meters (15m FROM EACH TILE)



# LUTON DRAIN 2022

## TOWNSHIP OF SOUTHWOLD

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

Drawn By: **EW**  
Date: **MAY 31, 2022**

Field Book: **D-225**  
JOB No.: **208211**

Drawing No.: **1 of 1**

**SPRIET ASSOCIATES LIMITED**  
CONSULTING ENGINEERS  
155 YORK STREET - LONDON  
(519) 672-4100 - TOLL FREE 1-877-410-1168





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Brent Clutterbuck, Drainage Superintendent

**REPORT NO:** DRA-2022-04

**SUBJECT MATTER: Request for a Municipal Drain**

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#### **Recommendation:**

That Council send notice to the property owner that Council will not object to the owner of the property submitting a drainage petition under Section 4 of the Drainage Act and that the Township of Southwold will pay their fair assessments for the improved drainage that Bush Line will receive if a drain is petitioned for and constructed.

#### **Background:**

I have attached to my report an email with pictures received from Mr. Palmer, the owner's son, as well as an air photo showing the approximate location of the area of concern on Bush Line north of the Mill Road intersection.

If you will recall this section of road adjacent to the area of concern was repaired by the Public Works Department by milling the existing tar and chip, placing some new gravel and then installing some asphalt. No additional drainage work was done at this time.

This spring I discussed drainage concerns with the son of the landowner. He was concerned about the amount of water laying in their field and the adjacent road ditch. I informed him that the possible drain in question was a private drain, based on Township records. I advised him to look in the low spot of the field where the willow and poplar trees extends back into their field. Mr. Palmer got back to me and said that he had a look around and could not find any tile outlets. One day when I had a little time I went and had a look for myself and I did find a tile and I flagged it for the landowner. As I was finishing up, VanGorp Drainage showed up with an excavator and went to work cleaning trees, uncovering the plugged tile drain and making a small swale to take the water farther downstream. From the report that I received the old private tile may go farther downstream into the neighbours

**Comments/Analysis:**

A municipal drain would improve drainage for Bush Line.

**Financial Implications:**

It is unknown at this time what the financial implications will be as there has been no engineering done to determine what would be required.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**  
**Brent Clutterbuck , Drainage**  
**Superintendent**  
**"Submitted electronically"**

**Approved by:**  
**Jeff Carswell, CAO/Clerk**  
**"Approved electronically"**













1: 4,407



### Legend

- Elgin County Parcels
- E911
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

### Notes

0.2 0 0.11 0.2 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION





## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** June 13, 2022

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

**REPORT NO:** PLA 2022-14

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-05 – Recommendation Report**

---

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

THAT Council of the Township of Southwold receive Report PLA 2022-14 regarding Zoning By-law Amendment Application ZBA 2022-05 – Recommendation Report;

AND THAT Council of the Township of Southwold refuse the proposed Zoning By-law Amendment Application ZBA 2022-03 as the application is not consistent with the Provincial Policy Statement, does not conform to the County of Elgin Official Plan and does not conform to the Township of Southwold Official Plan.

#### **Background:**

In March 2022, the Township of Southwold received a complaint from a neighbouring property owner regarding noise and parking of commercial motor vehicles from 10195 Sunset Road. On April 8, 2022, the Township Planner provided the property owners a letter advising them of the zoning violations. On May 13, 2022, the property owners applied for a zoning by-law amendment to receive permission to park commercial motor vehicles on their lands and to receive relief from the parking provisions of the Zoning By-law.

#### **Purpose:**

The proposal is to rezone the subject lands from Residential 1 (R1) to Residential 1 Special Provision 32 (R1-32) to permit relief from the following:

- 1) Section 3.13(d), (f), (g) and (h) Home Occupation to permit the use of an existing attached garage (shop) to be used for maintenance and repairs of a commercial motor vehicle that will be parked on the subject lands and will generate occasional noise and odour;
- 2) Section 3.38(g) Parking and Loading Space Regulations to permit a reduction in planting strip width between parking area and lot line from 1.0 m to 0.0 m and permit an increase in the parking area from 15% to 25.3% of the total lot area;
- 3) Section 3.38(h)(i) Parking and Loading Space Regulations to permit an increase

in driveway width from 8.0 m to 18.14 m; and

- 4) Section 3.38(l) Parking and Loading Space Regulations to permit the parking of a recreational motor vehicle in an interior side yard and the parking of two commercial motor vehicles on the subject lands.

**Background:**

Below is a background information, in a summary chart:

<b>Application</b>	ZBA 2022-05
<b>Owner/Applicant</b>	John and Katharina Hamilton
<b>Legal Description</b>	Part of Lot C, Concession ENBTR
<b>Civic Address</b>	10195 Sunset Road
<b>Entrance Access</b>	Sunset Road
<b>Water Supply</b>	Municipal Water
<b>Sewage Supply</b>	Privately owned and operated individual septic system
<b>Existing Land Area</b>	2,322.58 square metres (0.55 ac)

Figure One below, depicts the subject lands.



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 settlement area of Talbotville which is an urban settlement area (Section 1.1.3.1). Section 1.1.1 c) states healthy, liveable and safe communities are sustained by avoiding development and land use patterns which may cause environmental or public health and safety concerns.

The use of an existing attached garage (shop) to be used for maintenance and repairs of commercial motor vehicles driven by the owners is acceptable in the settlement area. The increase in driveway width, increase in parking area, the lack of a planting strip between the parking area and lot line and the parking of two commercial motor vehicles on the subject lands is of great concern as it has the potential to negatively impact stormwater management on the property and has the potential to cause disruption with adjacent properties due to the noise, odour and emissions from the vehicles.

This proposed Zoning By-law Amendment is not consistent with the PPS.

**CEOP**

The subject lands are Tier 2 Settlement Area (Talbotville) on Schedule 'A' Land Use in the CEOP. Some of the objectives in the Plan for Residential Areas (C1.1.1.) is to maintain and enhance the character and identity of existing residential areas and ensure that residential areas permit a variety of complementary and compatible land uses.

The use of the attached garage for commercial motor vehicle maintenance can be considered as a Home Occupation. The vehicle maintenance in the attached garage will generate occasional noise and odour. What is concerning is the parking of commercial motor vehicles has the potential to be incompatible with neighbouring land uses as it can create negative impacts due to excessive noise, odour and emissions. As well, the increase in driveway width, increase in parking area (resulting in reduction of permeable area), the lack of a planting strip between the parking area and lot line is also of great

concern as it has the potential to negatively impact stormwater management on the property and on adjacent properties.

Therefore, this proposed Zoning By-law Amendment does not conform to the CEOP.

### OP

The subject lands are designated Residential on Schedule '4A' Talbotville Land Use in the OP. Section 5.2.2.3.3 Home Occupations states within a Residential Area, a home occupation will be clearly secondary to the residential use and must be contained entirely within the residential unit. Home Occupations are occupations or businesses conducted for gain or profit generally within a dwelling unit. The following additional policies shall apply:

- a) Home occupations will be clearly subordinate to the residential use and will not require alterations which interfere with the residential character of the lot and structure.
- b) Home occupations will not be permitted if they generate uncharacteristic traffic for a residential neighbourhood, or require outdoor storage of goods or materials, or will otherwise disrupt the peaceful and quiet enjoyment of other residential properties in the neighbourhood;
- c) Home occupations will be regulated through the Township Zoning By-law.

The subject lands are intended to predominately be used for residential use. Home occupations are permitted provided they meet the criteria listed in Section 5.2.2.3.3. The use of an existing attached garage (shop) to be used for maintenance and repairs of commercial motor vehicles driven by the owners is acceptable in the settlement area and can be considered as a home occupation. The commercial motor vehicle must be in the shop and not within the driveway in order for it to be acceptable. The vehicle maintenance in the attached garage will generate occasional noise and odour; however, the parking of two commercial motor vehicles on the subject lands will disrupt the peaceful and quiet enjoyment of other residential properties in the neighbourhood as the noise, odour and emissions generated are not occasional but occurring on a daily basis.

Therefore, this proposed zoning by-law amendment does not conform to the OP.

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

The subject lands are zoned Residential 1 (R1), as shown on Schedule 'A' Map 12 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 Residential 1 (R1) to Residential 1 Special Provision 32 (R1-32) to permit relief from the following:

- 1) Section 3.13(d), (f), (g) and (h) Home Occupation to permit the use of an existing attached garage (shop) to be used for maintenance and repairs of a commercial motor vehicle that will be parked on the subject lands and will generate occasional noise and odour;
- 2) Section 3.38(g) Parking and Loading Space Regulations to permit a reduction in planting strip width between parking area and lot line from 1.0 m to 0.0 m and permit an increase in the parking area from 15% to 25.3% of the total lot area;
- 3) Section 3.38(h)(i) Parking and Loading Space Regulations to permit an increase in driveway width from 8.0 m to 18.14 m; and
- 4) Section 3.38(l) Parking and Loading Space Regulations to permit the parking of a recreational motor vehicle in an interior side yard and the parking of two commercial motor vehicles on the subject lands.

The intent of Home Occupations is that they are secondary to the primary use of the property, that being residential. They are intended to not conflict with neighbouring properties. The use of an existing attached garage (shop) to be used for maintenance

and repairs of two commercial motor vehicles is acceptable. Section 3.38 (I)(i) states the parking of a recreational motor vehicle within any Residential Zone shall not be permitted in a front yard, exterior side yard or required interior side yard other than in a driveway. A driveway in an interior side yard is permitted provided the parking area is separated by a planting strip no less than 1.0 m in width and does not exceed 15 % of the total lot area. Further, Section 3.38(I)(ii) states the parking of commercial motor vehicles including buses and tractor trailers shall not be permitted within any Residential Zone where such motor vehicles exceed a gross weight of two (2) tonnes. Residential Zones are intended to have strictly residential uses and have minimum noise and disruptions to property owners. The subject lands are located on Sunset Road, which does have commercial motor vehicle traffic; however, the noise, odour and emissions from the traffic is intermittent.

The increase in driveway width, increase in parking area (resulting in reduction of permeable area), the lack of a planting strip between the parking area and lot line to accommodate such vehicles is of great concern as it has the potential to negatively impact stormwater management on the property and on adjacent properties.

Therefore, the proposal would not be in compliance with the Zoning By-law.

### **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 20, 2022, 24 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>

### **Township Department Comments**

Comments received from the Township Departments' are summarized below:

- Infrastructure Department – Concerned with allowing the significant increase in driveway frontage width and overall parking area. I think the resident should try to get the parking width and overall parking area closer to our allowable limits in the zoning by-law.



- Drainage Department – No concerns as long as the lot grading alterations do not alter the flow of water and direct more water to neighbouring properties or the road;
- Financial Services Department –A complaint was filed from a neighbour, which led to by-law enforcement investigating and now the applicant looking to legalize what is there.  
Was there a previous planning approval for the large shed? It seems pretty big for the area? ; and
- Building Department –No concerns.

No planning approval was required for the shed as it was attached to the dwelling and met the R1 Zone provisions for a single detached dwelling.

#### Agency Comments

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

#### Kettle Creek Conservation Authority

Staff of KCCA has reviewed the Zoning By-Law Amendment ZBA 2022-05 affecting 10195 Sunset Road and that based our mandate and policies, we have no objection to its approval. In addition, we can confirm that the subject property is not affected by natural hazard regulations under the Conservation Authorities Act.

#### 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 not consistent with the PPS, does not conform to the CEOP and does not conform to the OP; and recommends that the request for the Zoning By-law Amendment be refused, subject to 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  
CAO/Clerk**



Appendices:

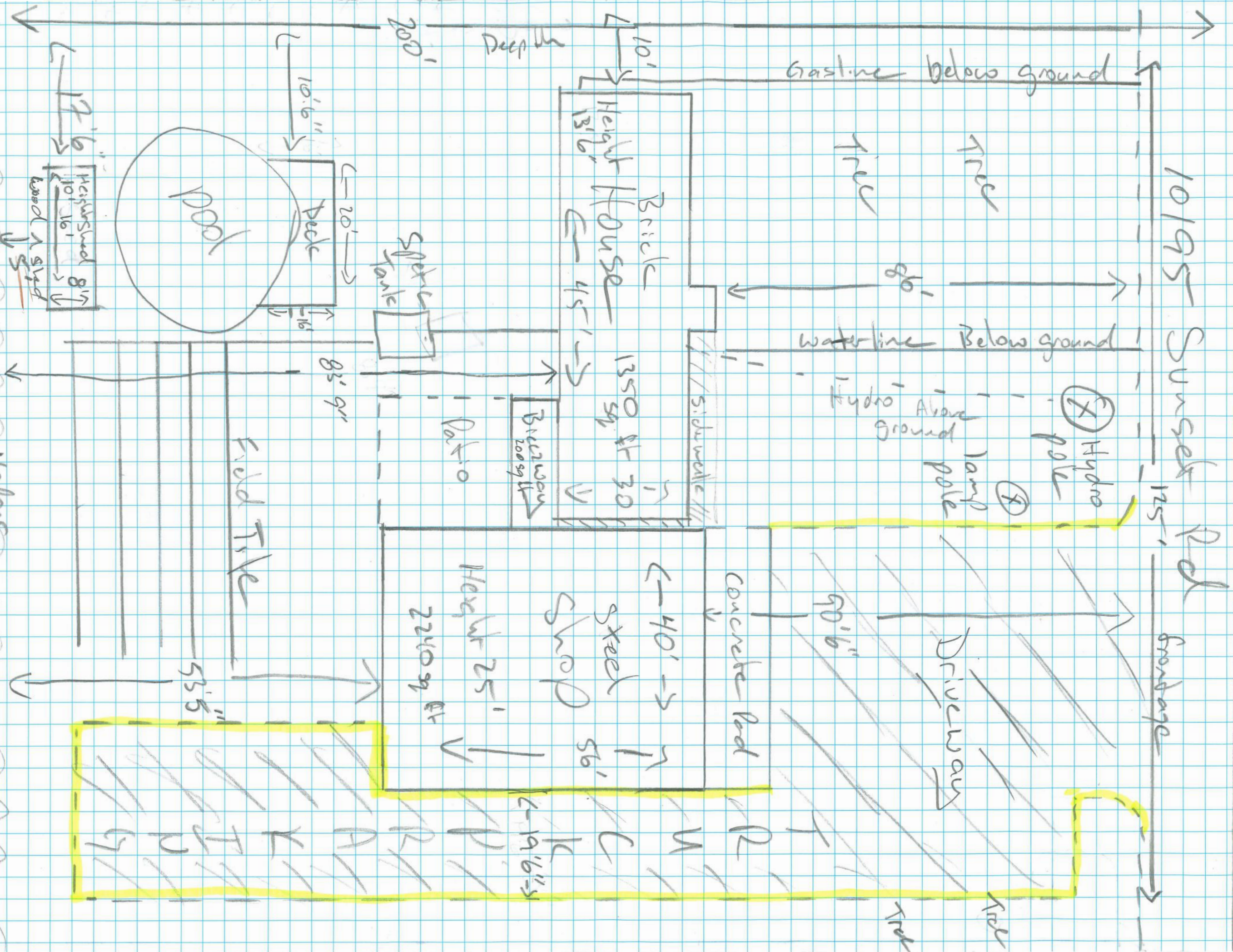
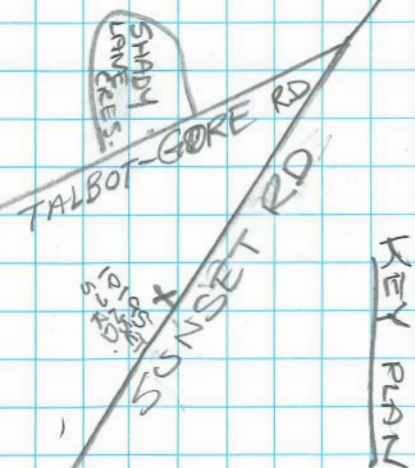
1. Appendix One: ZBA 2022-05 Sketch



SKETCH 1

ST. THOMAS, OH  
NSD BTR

FRONTAGE 125'  
DEPTH 200'  
0.55  
ACRES







## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** June 13, 2022

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

**REPORT NO:** PLA 2022-15

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

---

#### **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:**

To provide Council with an update on the recommended maximum size of additional dwelling units.

#### **Background:**

On May 24, 2022, a public meeting was held for Zoning By-law Amendment application File ZBA 2022-04 Additional Dwelling Units. After the planning report was submitted to be included in the Council agenda, Lower Thames Conservation Authority provided comments on the proposed amendment. The Conservation Authority's comments are below:

1. Section 3.48 (i) "ADUs shall not exceed 40% of gross floor area of the primary dwelling unit."

- a. Suggest that this to be expanded upon that this is still subject to zoning regulations of Total Maximum Gross Floor Area. Proponents may attempt to use this wording to their advantage when it should state that ADUs shall not exceed 40% of gross floor area of the primary dwelling unit; and contribute to the property's Maximum Lot Coverage.

Caution is needed if the conversion is for individuals with special needs, e.g. seniors, individuals with disabilities, etc. If access under flood conditions is not possible, then even if the parcel is not flood prone but the surrounding area is, particularly the roadway, then restrictions on the ADU may be required.

As well during the public meeting, Council had a discussion on whether it would be best for the proposed zoning regulations to include a maximum total size for an additional dwelling unit or to just base the size of the unit on a percentage of the single detached dwelling. The Planning Department proposed that an additional dwelling unit not exceed 40% of the gross floor area of the primary dwelling unit. Gross floor area calculation would include the gross floor area of all floors of the primary dwelling unit.

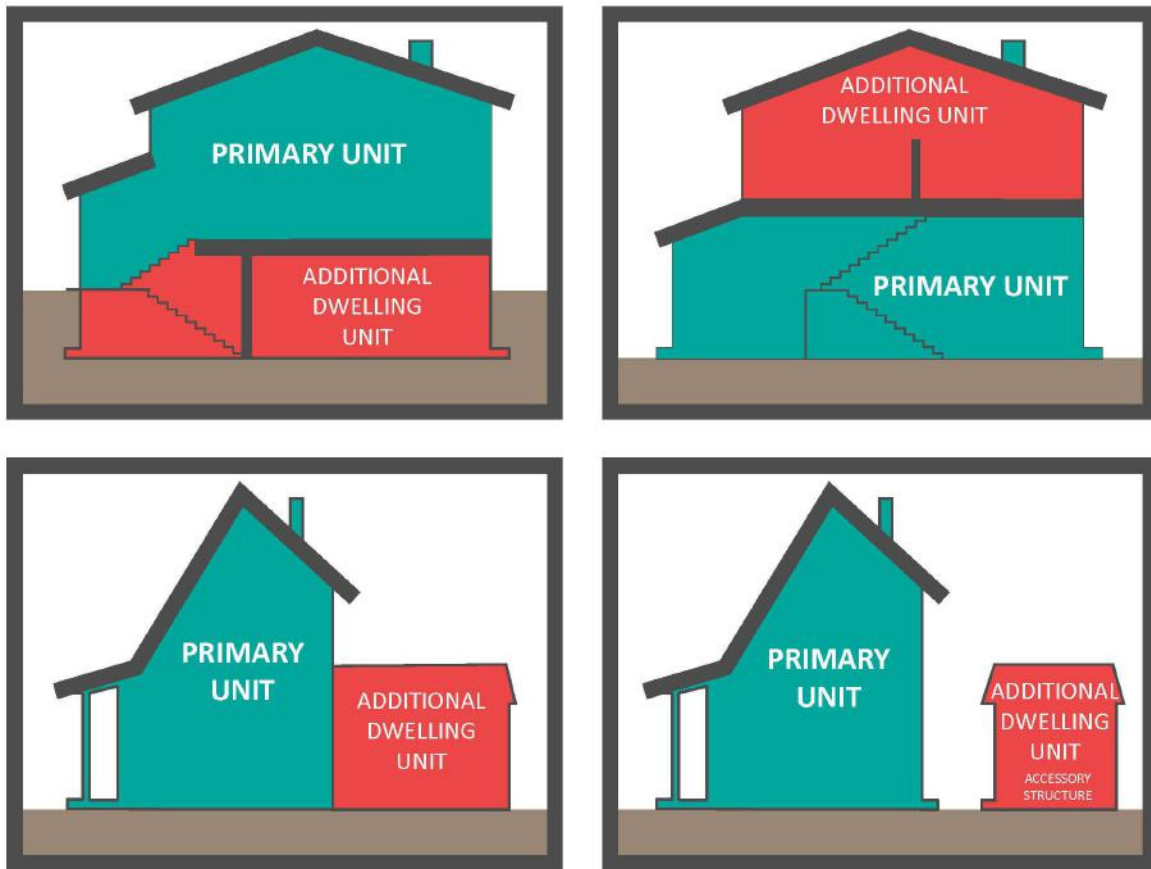
### **Comments/Analysis:**

Township staff have reviewed the comments submitted by Lower Thames Conservation Authority and have determined they are not relevant to the proposed amendment.

Statistics Canada states the median above-grade living area of a single detached dwelling in Ontario is 141.21 square metres (1,520 square feet). In the Township of Southwold Zoning By-law, the minimum floor area for a bachelor dwelling unit is 40 square metres (430 square feet).

Township staff have also reviewed the comments received from Council. Staff are now proposing that the floor area of each additional dwelling unit(s) shall not exceed 40% of the gross floor area of the primary dwelling unit or a maximum floor area of 141.21 square metres (1,520 square feet), whichever is the lesser. Any proposals that would not meet this regulation could still proceed through a minor variance process.

Below is an illustration of how additional dwelling units can be accommodated on a property:

**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.

Once a Council decision is made, Notice will be published in the West Elgin Chronicle and 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:**

**Lisa Higgs  
CAO/Clerk**

Appendices:

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



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** June 13, 2022

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

**REPORT NO:** PLA 2022-16

**SUBJECT MATTER: Bill 109 Review of Provincial Changes**

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

THAT Council of the Township of Southwold receive Report PLA 2022-16 regarding Bill 109 Review of Provincial Changes;

AND THAT Council of the Township of Southwold directs Administration to prepare an amendment to By-law 2021-33, the Township's Delegation of Authority By-law to delegate all site plan approvals to the Chief Administration Officer/Clerk prior to July 1, 2022; and

AND THAT Council of the Township of Southwold directs Administration to prepare a Pre-Application Consultation By-law for Council's consideration in the near future.

### **Purpose:**

To provide Council with information on Bill 109, *More Homes for Everyone Act, 2022* in relation to possible Official Plan and/or Zoning By-law Amendments in response to the new legislation.

### **Background:**

The province of Ontario introduced Bill 109 on March 30, 2022 and it was passed in the legislature and received royal assent on April 14, 2022. Bill 109 Schedules 1, 2 and 5 made changes to the Planning Act, the City of Toronto Act, 2006 and the Development Charges Act, 1997, including the following:

- Changes to zoning, plan of subdivision and site plan application processes to expedite approvals and incent timely decisions
- Ensure provincial housing policies are implemented and priority projects are expedited by making changes to provide the Minister of Municipal Affairs and Housing with new tools to address dispute resolution; and
- Enhance transparency and increase certainty of development costs through changes to development-related charges.

### **Comments/Analysis:**

### **Planning Policy Review:**

### **Refund of Application Fees**

Section 34 of the *Planning Act* is amended to include new rules that require municipalities to refund application fees if a decision on a site plan application, zoning by-law amendment (ZBA) or combined zoning by-law amendment and official plan amendment (OPA) is not made within the legislative timeline, as described below:

- 50% of the fee if the decision is not reached within 90 days (or 120 days if associated with an official plan amendment application) from the date the municipality received the complete application and fee,
- 75% of the fee if the decision is not reached within 150 days (or 180 days if associated with an official plan amendment application) from the date the municipality received the complete application and fee,
- 100% of the fee if the decision is not reached within 210 days (or 240 days if associated with an official plan amendment application) from the date the municipality received the complete application and fee

The change to require a gradual refund of zoning by-law amendment application fees will apply to all applications received on or after January 1, 2023.

The refunds and timeframes for planning approvals does not take into account delays from the applicant, the public, public agencies or provincial ministries. Southwold staff will need to account for legislative timelines when determining whether applications are deemed complete to ensure that the applicant has provided sufficient information and to encourage applicants to pre-consult with agencies and ministries on their proposal to avoid delays once the application is deemed complete.

### **Site Plan Applications**

Bill 109 includes five important changes to Section 41 of the Planning Act, which regulates site plan control:

1. As of July 1, 2022, municipalities will be required to delegate site plan approval to staff.
2. As of July 1, 2022, the timeline to provide site plan approval will be extended from 30 to 60 days.
3. Municipalities are now required to use the complete application requirements applicable for other planning act applications such as OPA and ZBA for site plan applications.
4. Municipalities may pass a by-law requiring pre-consultation prior to submission of a site plan application.
5. The changes require municipalities to gradually refund site plan control application fees if an approval is not made within the following legislated timelines:



- 50% of the fee if the decision is not made within 60 days from the date the municipality received the complete application and fee
- 75% of the fee if the decision is not made within 90 days from the date the municipality received the completed application and fee, and
- 100% of the fee if the decision is not made within 120 days from the date the municipality received the complete application and fee.

The change to require a gradual refund of site plan application fees will apply to all applications received on or after January 1, 2023.

By-law 2021-33, the Township's Delegation of Authority By-law, agreements for site plan approval have been delegated to the Chief Administration Officer/Clerk. Approval pertains only to Agreements where application is in full compliance with Zoning By-law. Council still has authority over site plan where zoning amendment is required. An amendment to the Delegation of Authority By-law is required to remove Council's authority due to the proposed changes to the Planning Act.

The Township does not have a Pre-Application Consultation By-law which requires Applicants to consult with the Township prior to submitting plans and drawings for approval. It is recommended that the Administration consider preparing such by-law for Council's consideration.

### **Plan of Subdivision Applications**

The revisions establish a one-time discretionary authority to permit municipalities to reinstate draft plan of subdivision that have lapsed within the past five years without the need for a new application. This authority only applies where no agreements of purchase and sale had been entered into prior to the lapsing of the draft plan of subdivision. The revisions also establish regulation-making authority for the province to prescribe what can and/or cannot be required as a condition of draft plan of subdivision approval.

Southwold has no outstanding draft plan of subdivisions that meet these criteria.

### **Minister Authority Regarding Official Plans**

The changes provide the Minister of Municipal Affairs and Housing with discretionary authority to suspend the time period for the Minister to make a decision on official plans and amendments. For official plans and amendments before the Minister on March 30, 2022 the following are suspended:

- the ability to appeal in respect of the Minister's failure to make a decision where the 120-day time period has expired prior to March 30, 2022 and no appeals have been filed prior to that date, and
- the 120-day time period for those matters that are still within the 120-day time period on March 30, 2022.

The changes also give the Minister discretionary authority to refer all or part(s) of an official plan matter to the Ontario Land Tribunal (OLT) for a recommendation and forward an official plan matter to the OLT to make a decision.

There will be no changes to Southwold planning processes as a result of this change.

### **Minister Order at Request of Municipality – Community Infrastructure and Housing Accelerator**

The changes establish a new Minister's authority to respond to municipal council resolutions requesting expedited zoning assistance from the Province. The Province will issue guidelines governing the scope of how this authority may be used. Provincial plans, the Provincial Policy Statement and municipal official plans do not apply to the Minister's order. The requesting municipality is responsible for providing public notice, undertaking public consultation and ensuring the order is made available to the public.

In issuing an order, the Minister can provide exemption for other necessary planning related approvals if requested by the municipality and impose conditions on the municipality and/or the proponent. The Minister could amend an order at the request of the municipality or could revoke or amend an order at any time at their own discretion, without having to undertake consultation or provide notice. The Minister's order would not be subject to appeal.

To date, Southwold has not requested a Minister's zoning order; however, should the need arise, this tool can be quite beneficial and it is hoped such need will not arise until the province issues the guidelines governing the scope.

### **Development Charges/Parkland Dedication/Community Benefits Charges**

The revisions to development-related charges are intended to create more transparency on behalf of municipalities, including posting development-related charges on websites, a five-year review of Community Benefits Charges (CBCs) after a municipality has created CBCs and tiered alternative development charge rates for Transit Oriented Development.

By-law 2020-70, Development Charges By-law for the Township of Southwold has a five year expiry, which requires the Township to pass a new by-law. The Township posts

development-related charges on its website and an annual report is prepared and provided publicly on development charges.

### **Township of Southwold Official Plan**

The Township of Southwold Official Plan contains policies in accordance to Planning Act legislation for pre-consultation requirements and complete planning applications, specifically Official Plan Amendments, Zoning By-law Amendments, Site Plan Control and Plans of Subdivision. Elgin County is the approval authority for Official Plan Amendments and Plan of Subdivision applications.

### **Financial Implications:**

There is the potential for financial implications for planning applications revenue, as explained in the report.

### **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
- x 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:**  
**Heather James, Planner**  
**"Submitted electronically"**

**Approved by:**

**Jeff Carswell, CAO/Clerk**  
**"Approved electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Jeff McArthur, Fire Chief

**REPORT NO:** FIR 2022-08

**SUBJECT MATTER: Activity Report for the Fire Chief May 2022**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

To update Council on Fire Department Activities for May 2022.

**Background:**

*Department updates on its activities and meeting(s) since last report:*

- a. Calls for service – a total of 18 emergencies were responded to in the month of April including 1 vehicle fire, 8 medicals, and 1 mutual aid assist in Central Elgin.
- b. The application for Canada Day Fireworks was approved for the Fingal Baseball Park. The fire department will be attending, as per normal.
- c. The Fire Chief, Inspector, Fire Prevention Officer, and a Captain attended the Eleanor Site for construction project updates and to discuss pre planning and department operations on site.
- d. Two fire inspections were conducted.
- e. A Shedden officer meeting was held.

*Report on any outstanding /unresolved concerns, issues:*

- a. A review of the Elgin County Radio Communications System is being conducted to determine the overall condition of the system and identify any concerns or necessary upgrades.

*Training Undertaken by Staff:*

- a. Department training topics included a site tour of the Eleanor project, portable pumps, fire suppression, and a review of updated operational guidelines.
- b. One member attended Flashover training in Central Elgin through the Elgin-Middlesex Regional Training School.
- c. Five recruits are completing their NFPA 1001 Firefighter Recruit training through the Elgin-Middlesex County Regional Training School.
- d. Two members attending First Responder training in Middlesex County.

*Capital Project Progress :*

<b>2022</b>	<b>Budget</b>	<b>Status/Comments</b>
Talbotville Pumper	\$615,000	Ordered, fall delivery.
Talbotville Fire Station	\$1,250,000	Pending land acquisition
Bunker Gear	\$12,500	Completed
Cylinders	\$6,200	Completed
SCBA	\$20,000	Completed

<b>2021</b>	<b>Budget</b>	<b>Status/Comments</b>
Shedden Station - Training area development	\$25,000	
Talbotville Fire Station	\$500,000	Pending land acquisition

<b>2020</b>	<b>Budget</b>	<b>Status/Comment</b>
Shedden Digital Sign	\$20,000.00	In Progress
Talbotville Station - Land, Planning, Engineering	\$350,000.00	Awaiting land acquisition

2019	Budget	Status/Comment
Automatic Door Closure	\$500.00	
Shedden Digital Sign Base	\$5,000.00	In progress

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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- ☐ Exercising good financial stewardship in the management of Township expenditures and revenues.
- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Jeff McArthur, Fire Chief**  
**"Submitted electronically"**

**Approved by:**  
**Jeff Carswell, Treasurer**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

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

Paul Van Vaerenbergh, Public Works Superintendent

Brent Clutterbuck, Drainage Superintendent

Kevin Goodhue, Water/Wastewater & Compliance Superintendent

**REPORT NO:** ENG 2022-24

**SUBJECT MATTER: Activity Report for Infrastructure and Development Team - May 2022**

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

None – For Council Information.

#### **Purpose:**

The purpose of the report is to update Council on the Infrastructure and Development Services team activities for May 2022.

#### **Background:**

##### **Development**

- Coordinated several resident questions and concerns regarding development build out
- Coordinated with developers to increase street cleaning on Talbotville Gore
- Shedden and Fingal sanitary servicing project completed topographic survey's and coordinating archaeological review. Working on WWTP supplier RFP and servicing strategy for sewer lines

##### **Infrastructure**

###### **a) Water and Sanitary**

- Flow monitoring on Talbotville Gore installed and continually monitoring source of infiltration
- Coordinate with residents for service connections and water meter installs
- Completed a water service installation on Rieger Road
- Worked through several locate requests
- Reviewed water inventory to understand future needs
- Worked through updating digital records in Laserfiche



***b) Roads and Bridges***

- Lynhurst Park Drive and Lyn Court construction project will begin June 8th
- Public works building in the preliminary design stage and will have preliminary design estimate in late June.
- 2022 gravel resurfacing program was completed.
- Preparations for the south end, Lake Line realignment are being made.
- Lake Line was pulverized and additional gravel added in preparation of surface treatment in the fall.
- Calcium for dust control was begun and continues on all gravel roads
- Guide cable post repairs were begun and continues.

**2022 Capital Project Process:**

<b>2021</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Roads</b>		
Talbot Meadows		Surface asphalt and deficiencies in Spring
Second Line Culvert		Minor restoration work
<b>2022</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Water and Sewer</b>		
Flow Meter Study	\$15,000	Flow meters installed
Shedden and Fingal Sewer/WWTP		Completing topographic survey and working through archeological
<b>Roads</b>		
Hard Surface Projects	325,000.00	Lake Line and Scotch Line planned for this year
Public Works Building	\$200,000	Site visit and preliminary design
Sidewalk Strategy	\$10,000	Staff to review settlement area sidewalk map. Target Summer 2022
Lynhurst Subdivision	\$2,975,000	Coordinating with contractor for project schedule. Looking like a June 2022 start date.

**c) Drainage:**

**Drains Before Council:**

Construction:

- **McIntosh #2 Drain 9 Sept 15)**
- Contract awarded to VanBree Drainage and Bulldozing for the bore under 401 to commence on or after August first and to be completed by October 1, 2022
- Contract awarded to Robinson Farm Drainage for construction of the tile portion of the drain. Contractor has stated on tender that construction will not start to June of 2023, but in conversation with him he told me that they may start this fall depending on the weather for this coming construction season

In the hands of the Engineer

- **Ryan Drain (Sept 19):** Onsite meeting has been held
- **Luton Drain (July 08)** the Engineer will be submitting his report to the Clerk shortly
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **GH Pennings Drain:** Meeting to Review proposal of the Engineer with affected landowners May 6, 2022
- **Taylor Drain: (Mar. 21):** An Onsite meeting was held July 14<sup>th</sup>, 2021 with affected landowners. The engineer has been in contact with MTO.
- **A&C Jones Drain(July 21):** Engineer is planning for a meeting with affected landowners to review his proposal in July

**Drains Initiated in Neighboring Municipalities:**

- **Marr Drain (2012):** (Central Elgin). Central Elgin has awarded the contract to J-AAR excavating for \$42,000, \$5,500 over the estimate. Pre-construction

meeting was held with KCCA and the owner. Expected start date is Nov 1, 2021, weather permitting

- **Lake Road Diversion Drain (2013)** (Central Elgin). Central Elgin has contracted Lamers Excavating to work with Central Elgin Staff to complete the project for \$30,023.00 or about 119% of the Engineers

**Maintenance:**

- Work being assigned to contractors as requests coming in. Approximately 35-40 tile drain repairs have been completed this spring with a few more outstanding to do
- Drainage Superintendent has been out in the field looking at maintenance requests and fielding landowner questions.

**Railways**

- The Drainage Superintendents Association is in the process of preparing a survey to send to municipalities in an effort to obtain information on others experiences dealing with the railways
- Outstanding issues and assessment values have been submitted to Tim Brook and the Ontario Ministry of Agriculture, Food and Rural Affairs as directed in the letter received from the Ontario Minister of Agriculture Lisa Thompson

**2022 Capital Project Process:**

<b>2022</b>	<b>Budget</b>
McIntosh #2	21,099.00

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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**Respectfully Submitted by:**  
**Infrastructure and Development**  
**Services Team**  
**"Submitted electronically"**

**Approved by:**  
**Jeff Carswell, CAO/Clerk**  
**"Approved electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

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

**REPORT NO:** ENG 2022-25

**SUBJECT MATTER: Shedden and Fingal Local Road Improvements**

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

THAT Council approve Option 2 for Shedden and Fingal local road improvements, which includes asphalt surface replacement and installation of curbs at intersections;

AND FURTHER THAT Council approve the strategic sidewalk connections to parks within Shedden and Fingal as contained in this report.

#### **Purpose:**

The purpose of the report is to provide Council with a staff preferred option for the resurfacing of our local roads in Shedden and Fingal, as well as provide a list of strategic sidewalk connections to destinations in Shedden and Fingal.

#### **Background:**

The local roads in Shedden and Fingal are close to reaching the end of their service life. In the 2024 anticipated budget we have shown \$500,000 for surface asphalt improvements to roads in Shedden and Fingal with an anticipated timeline between 2024 to 2028. As well, each year we are adding \$25,000 to the sidewalk reserve with \$100,000 for a sidewalk strategy in the Township. With the improvements to the local roads, Staff believe this will also be a good time to improve the storm drainage along these roads which would include adding a storm sewer system with catch basins. Staff have received several water ponding concerns from residents in Shedden with the lack of underground storm infrastructure.

#### **Road Resurfacing Options – Shedden and Fingal**

Options	Costs	Reasoning
Option 1 – Asphalt Resurfacing	\$1.23 million	<ul style="list-style-type: none"><li>• Provides smooth driving surface with comfortable space for all road users</li><li>• Most economical</li></ul>

<b>Option 2 – Preferred Asphalt Resurfacing, with curbs at intersections</b>	\$1.27 million	<ul style="list-style-type: none"> <li>Provides smooth driving surface with comfortable space for all road users</li> <li>Curbs will create slower vehicle turning radius, and guidelines for snow maintenance</li> <li>Economical option</li> </ul>
Option 3- Asphalt Resurfacing, with curbs and sidewalk	\$3.38 million	<ul style="list-style-type: none"> <li>Provides smooth driving surface and separate walkway for pedestrians</li> <li>Curbs will create slower vehicle turning radius, guidelines for snow maintenance, and path for drainage</li> <li>Least economical</li> <li>Requires more engineering design costs, anticipated around \$150,000 to \$200,000.</li> </ul>

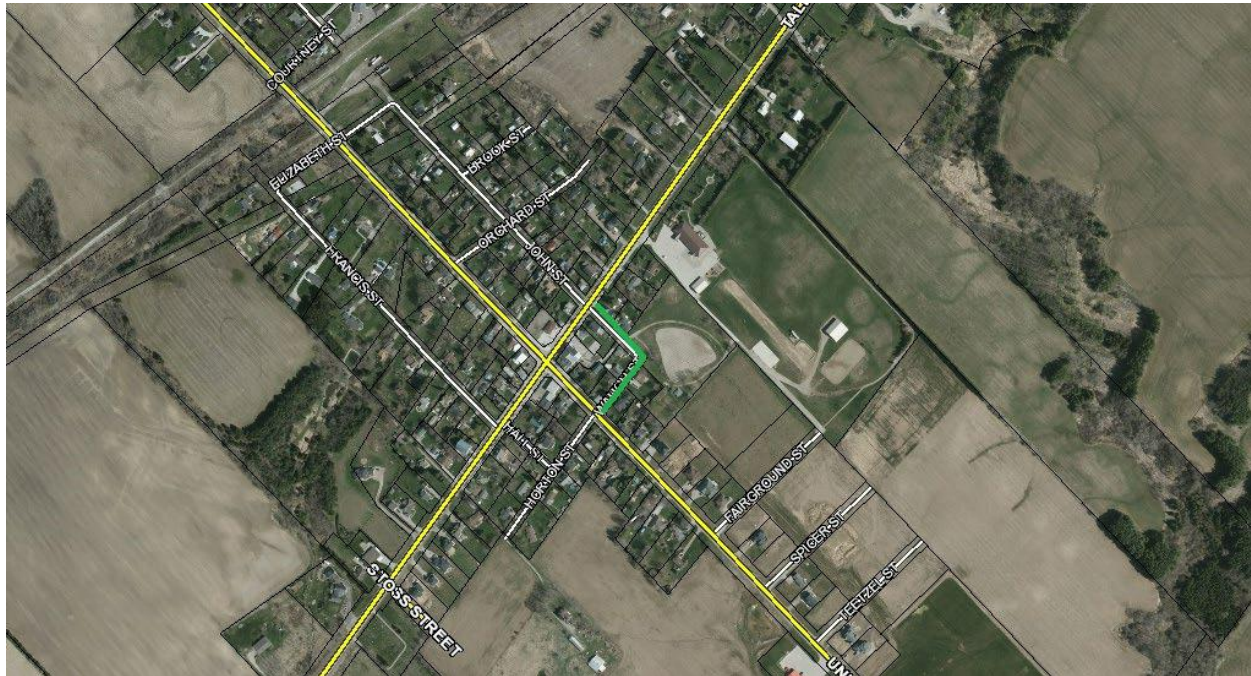
For all options the existing asphalt road surface width will remain, as the asphalt surface will be pulverized. This will provide a comfortable space for all road users as these streets have low vehicle volumes and pedestrian activity.

With the preferred option for asphalt resurfacing and curbs at intersections, Staff believe adding sidewalks along strategic links in these settlement areas to destinations will provide additional safety and comfort to pedestrians. The cost and locations for proposed sidewalk connections can be seen below. These improvements will be made in conjunction with the street improvements.

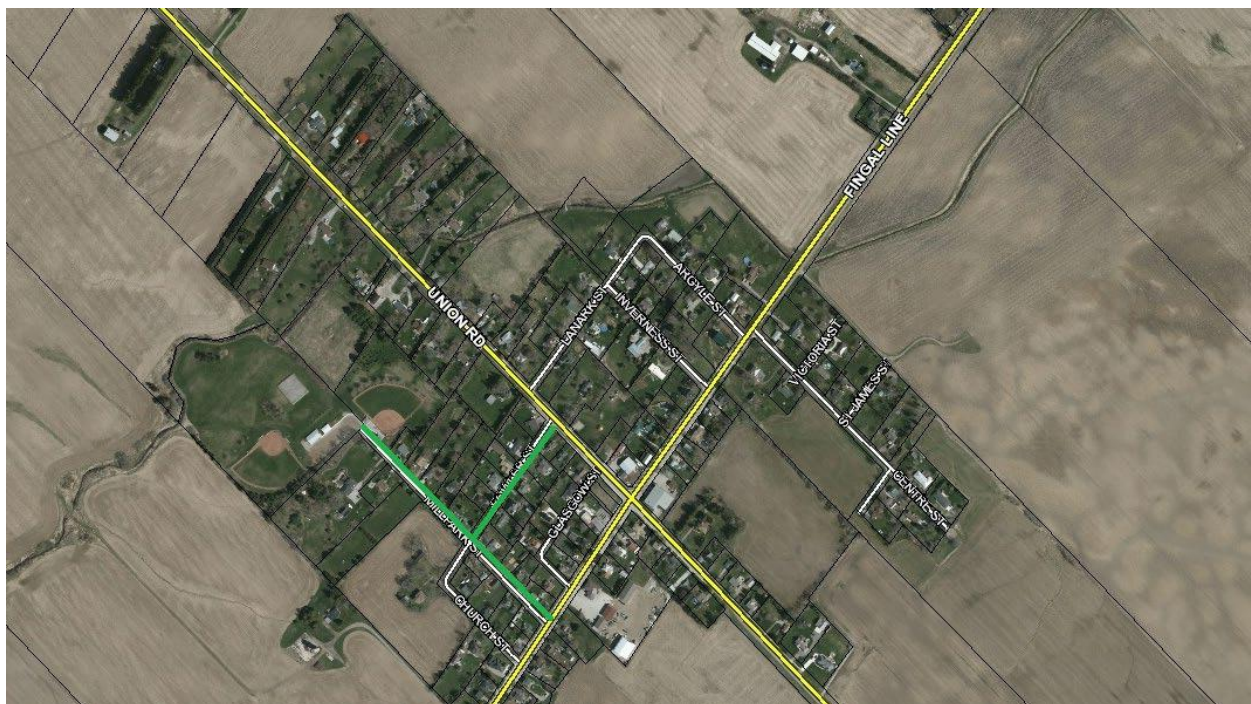
### Strategic Sidewalk Installations – Shedden and Fingal

Locations	Cost	Reasoning
Near Parks in Shedden and Fingal. 575m in Fingal, 185m in Shedden	\$80 per square meter \$91,200	<ul style="list-style-type: none"> <li>Provides good connections to parks in the settlement areas</li> </ul>





**Shedden Settlement Area – Future Sidewalk Installations (green)**



**Fingal Settlement Area – Future Sidewalk Installations (green)**

## **Underground Infrastructure**

### Storm Sewers

In addition to surface improvements, underground infrastructure improvements should be considered and coordinated at the same time. Staff don't have a cost estimate for adding storm infrastructure, but Staff can be strategic with new storm infrastructure to determine where catch basins and additional storm sewers are needed to alleviate ponding concerns. If Staff were to move forward with storm sewer improvements, the Township should add a storm sewer rate that would assist in the maintenance of this infrastructure over its lifecycle. This type of user pay structure would provide for better maintenance of storm infrastructure in settlement areas.

### Sanitary Sewers

Sanitary sewers are only planned for large developments (ie. Subdivisions and Site Plans) within Shedden and Fingal and will not be included as part of the proposed street improvements. If an existing resident has a failing septic system, they will be required to replace the septic system, as the sanitary sewer system is only being designed for new development. This is consistent with the approved Environmental Assessment and it will be very important there is clarity around this point.

The planned resurfacing improvements for streets in Shedden and Fingal will be coordinated with anticipated development, so the streets are not improved before a development in that area. For instance, the Stoss property development could impact Horton Street during construction build. Staff would coordinate the resurfacing of Horton Street with this development.

## **Financial Implications:**

The current capital forecast includes funding starting in 2024. The preferred option can be incorporated over several years based on the current funding level. Some engineering work may need to start in 2023 to facilitate construction starting in 2024.

## **Strategic Plan Goals:**

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

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☐ 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, CAO/Clerk**  
**"Approved electronically"**

**Schedule A – Cost Estimate for Resurfacing Options**

<b>Shedden</b>				

**Option 1: Replace asphalt, no sidewalks, no curbs**

	Unit	Unit Cost	Quantity	Subtotal
Asphalt removal	m2	\$ 5.00	15200	\$ 76,000.00
Base Asphalt	t	\$ 125.00	1900	\$ 237,500.00
Surface Asphalt	t	\$ 115.00	1550	\$ 178,250.00
Line Markings	m	\$ 10.00	100	\$ 1,000.00
Topsoil and Sod (0.1m each side)	m2	\$ 20.00	500	\$ 10,000.00
Insurance, bonding, traffic control	l/s		1	\$ 25,137.50
Contingency	ea		1	\$ 79,183.13
Subtotal				\$ 607,070.63
Total with Net HST				\$ 617,755.07

**Option 2: Replace asphalt, curbs at intersections, no sidewalk**

		Unit Cost	Quantity	Subtotal
Asphalt removal	m2	\$ 5.00	15200	\$ 76,000.00
Base Asphalt	t	\$ 125.00	1900	\$ 237,500.00
Surface Asphalt	t	\$ 115.00	1550	\$ 178,250.00
Granular A	t	\$ 20.00	250	\$ 5,000.00
Curbs (5m each side)	m	\$ 65.00	205	\$ 13,325.00
Line Markings	m	\$ 10.00	100	\$ 1,000.00
Topsoil and Sod	m2	\$ 20.00	600	\$ 12,000.00
Insurance, bonding, traffic control	l/s		1	\$ 26,153.75
Contingency	ea		1	\$ 82,384.31
Subtotal				\$ 631,613.06
Total with Net HST				\$ 642,729.45

**Option 3: Replace asphalt, curbs and sidewalk on one side**

		Unit Cost	Quantity	Subtotal
Asphalt removal	m2	\$ 5.00	15200	\$ 76,000.00
Base Asphalt	t	\$ 125.00	1900	\$ 237,500.00
Surface Asphalt	t	\$ 115.00	1550	\$ 178,250.00
Granular A	t	\$ 20.00	6000	\$ 120,000.00
Curbs	m	\$ 65.00	5000	\$ 325,000.00
Sidewalk	m2	\$ 80.00	4500	\$ 360,000.00
Driveway removal	m2	\$ 7.50	2000	\$ 15,000.00
Driveway restoration	m2	\$ 50.00	2000	\$ 100,000.00
Line Markings	m	\$ 10.00	100	\$ 1,000.00
Topsoil and Sod	m2	\$ 20.00	1250	\$ 25,000.00
Insurance, bonding, traffic control	l/s		1	\$ 71,887.50
Contingency	ea		1	\$ 226,445.63
Subtotal				\$1,736,083.13
Total with Net HST				\$1,766,638.19

<u>Fingal</u>				
<b>Option 1: Replace asphalt, no sidewalks, no curbs</b>				
	Unit	Unit Cost	Quantity	Subtotal
Asphalt removal	m2	\$ 5.00	15100	\$ 75,500.00
Base Asphalt	t	\$ 125.00	1890	\$ 236,250.00
Surface Asphalt	t	\$ 115.00	1510	\$ 173,650.00
Line Markings	m	\$ 10.00	100	\$ 1,000.00
Topsoil and Sod (0.1m each side)	m2	\$ 20.00	500	\$ 10,000.00
Insurance, bonding, traffic control	l/s		1	\$ 24,820.00
Contingency	l/s		1	\$ 78,183.00
Subtotal				\$ 599,403.00
Total with Net HST				\$ 609,952.49
<b>Option 2: Replace asphalt, curbs at intersections, no sidewalk</b>				
		Unit Cost	Quantity	Subtotal
Asphalt removal	m2	\$ 5.00	15100	\$ 75,500.00
Base Asphalt	t	\$ 125.00	1890	\$ 236,250.00
Surface Asphalt	t	\$ 115.00	1510	\$ 173,650.00
Granular A	t	\$ 20.00	200	\$ 4,000.00
Curbs (5m each side)	m	\$ 65.00	170	\$ 11,050.00
Line Markings	m	\$ 10.00	100	\$ 1,000.00
Topsoil and Sod	m2	\$ 20.00	600	\$ 12,000.00
Insurance, bonding, traffic control	l/s		1	\$ 25,672.50
Contingency	l/s		1	\$ 80,868.38
Subtotal				\$ 619,990.88
Total with Net HST				\$ 630,902.71
<b>Option 3: Replace asphalt, curbs and sidewalk on one side</b>				
		Unit Cost	Quantity	Subtotal
Asphalt removal	m2	\$ 5.00	15100	\$ 75,500.00
Base Asphalt	t	\$ 125.00	1890	\$ 236,250.00
Surface Asphalt	t	\$ 115.00	1510	\$ 173,650.00
Granular A	t	\$ 20.00	5600	\$ 112,000.00
Curbs	m	\$ 65.00	4725	\$ 307,125.00
Sidewalk	m2	\$ 80.00	3600	\$ 288,000.00
Driveway removal	m2	\$ 7.50	1600	\$ 12,000.00
Driveway restoration	m2	\$ 50.00	1600	\$ 80,000.00
Line Markings	m	\$ 10.00	100	\$ 1,000.00
Topsoil and Sod	m2	\$ 20.00	1250	\$ 25,000.00
Insurance, bonding, traffic control	l/s		1	\$ 65,526.25
Contingency	l/s		1	\$ 206,407.69
Subtotal				\$1,582,458.94
Total with Net HST				\$1,610,310.21



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

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

**REPORT NO:** ENG 2022-26

**SUBJECT MATTER: 2022 Settlement Sidewalk Removals**

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

THAT Council approve the list of sidewalks to be removed in the settlement areas of Shedden and Fingal, and Hamlet of Lawrence Station.

#### **Purpose:**

The purpose of the report is to provide Council with a list of sidewalks in Shedden, Fingal and Lawrence Station that the Township Public Works team are planning to remove in the Fall of 2022.

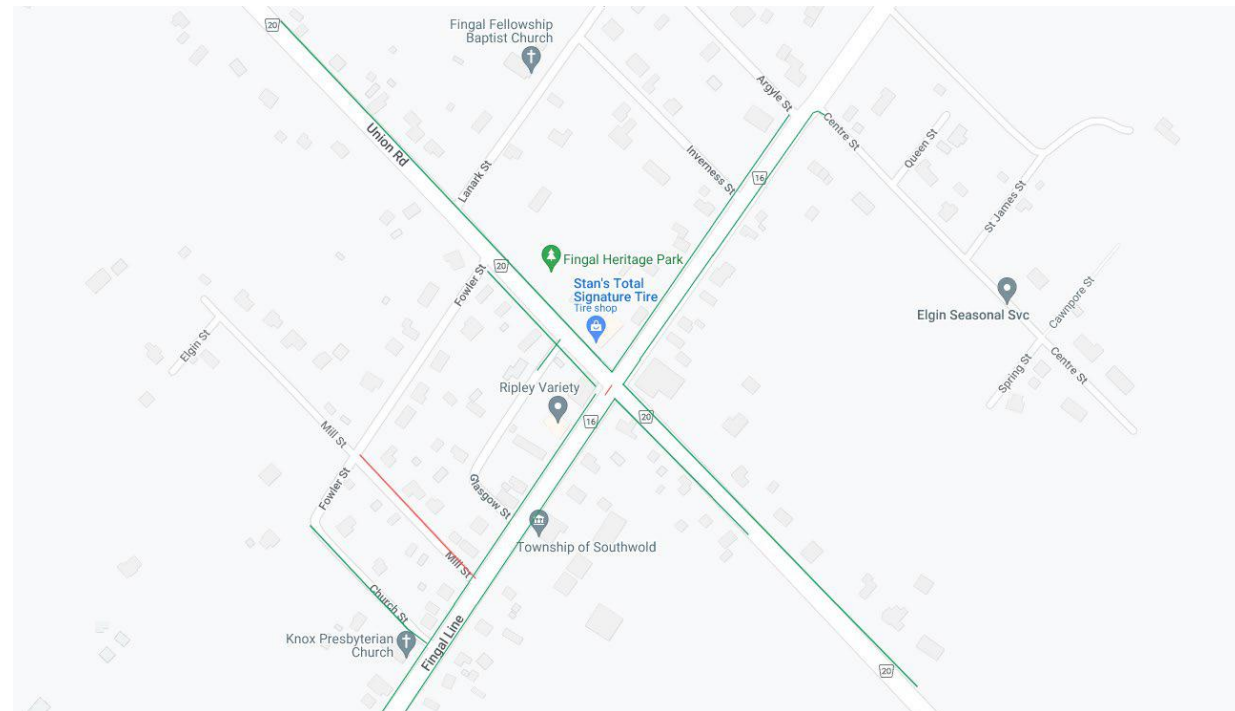
#### **Background:**

The majority of sidewalks in the smaller settlement areas of Shedden and Fingal, as well as the Hamlet of Lawrence Station are undersized, resulting in the sidewalks not being used by residents. Our smaller Settlement and Hamlet streets are narrow which is conducive to slower speeds creating a more comfortable space for pedestrians, cyclists and vehicles to share the road.

With the sidewalks being undersized and ending in unconventional locations, Staff are recommending removing the following sidewalks as listed in the below map and table. These sidewalks are all 1.2 metres or less in width, which is below the Accessibility for Ontarians with Disabilities Act (AODA) standards for sidewalk. The AODA standards for sidewalk width is 1.5 metres for all new sidewalk installation. These sidewalks aren't being maintained in the winter as the sidewalk plow equipment wouldn't fit within the narrow sidewalk.

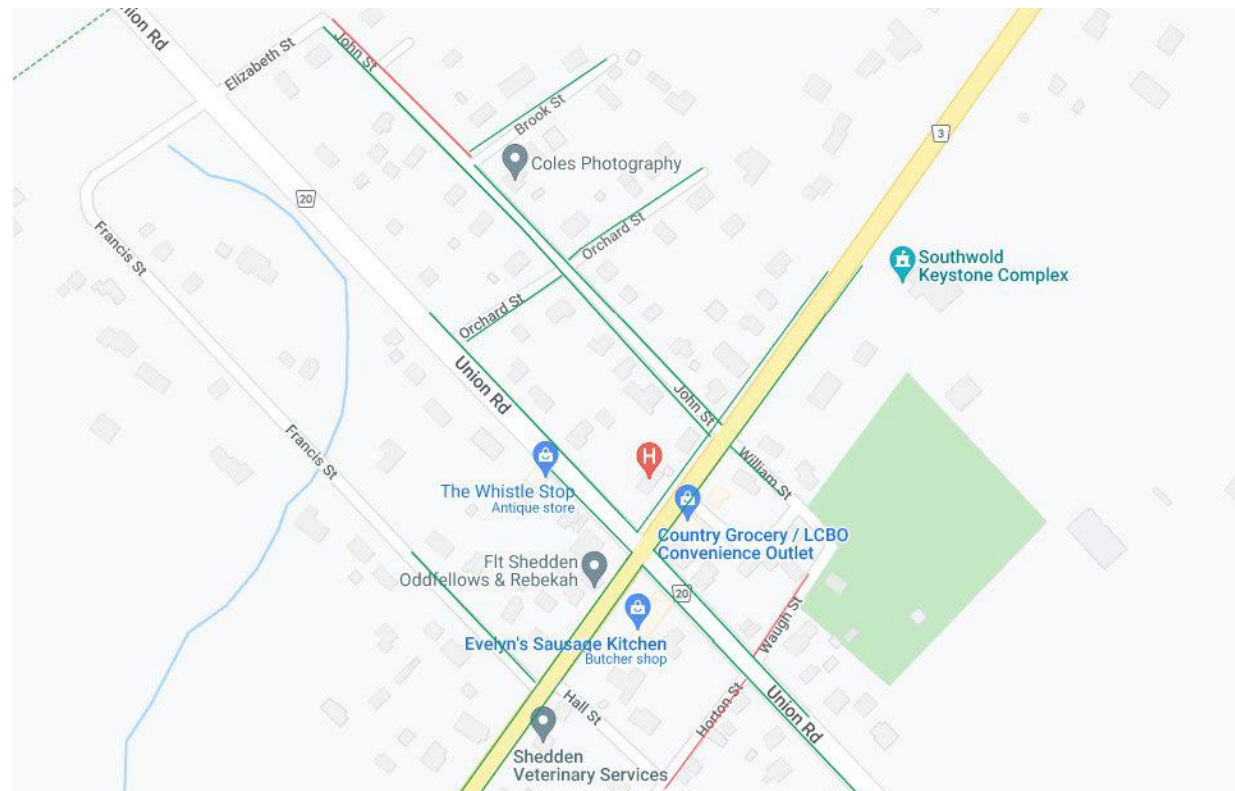
**Fingal Settlement Area**

- Mill Park Street – From Fingal Line for approx. 150 meters. to Fowler St., sidewalk is in very poor condition and is sunken grown over and very narrow.
- Fingal Line – between Fingal Line and Union Road at corner of vacant lot. 10m of sidewalk removal with stairs, as there is an accessible ramp as an alternative.

**Green existing, Red removing**

**Shedden Settlement Area**

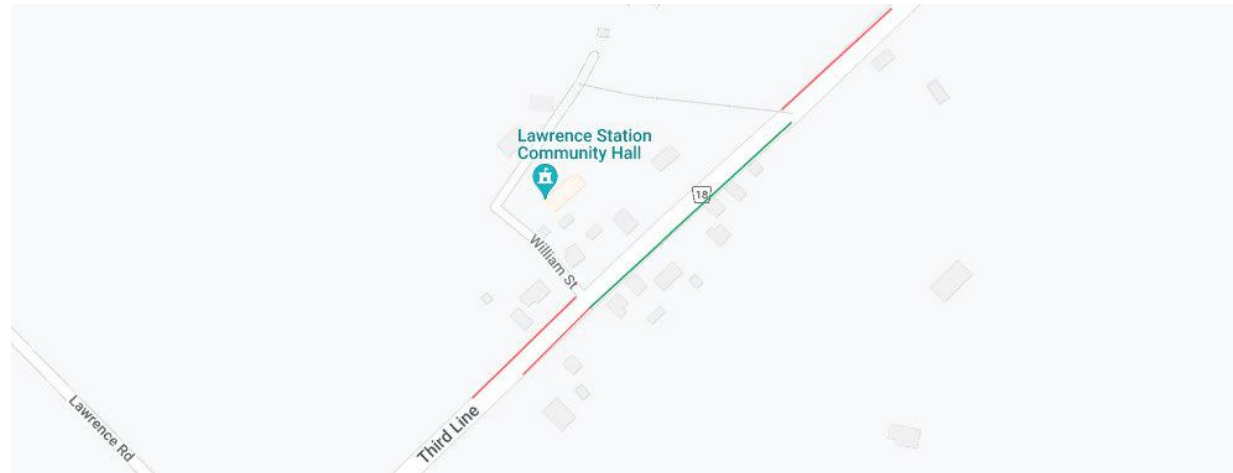
- Waugh Street – From Union Rd. east for approx. 60 meters. sidewalk is in very poor condition very narrow and only services 1 house.
- Horton Street – From Union Rd west for approx. 70 meters sidewalk is sunken broken through driveways and extremely poor condition.
- John Street – From Brook St. to Elizabeth on the east side for approx. 130 meters sidewalk is in extremely poor condition, a large percentage is grassed over and there are no homes serviced



**Green existing, Red removing**

**Lawrence Station Hamlet**

- Third Line – From William St west for approx. 65 meters on south side of road sidewalk is in very poor condition sunken and grassed over, on the north side the sidewalk is in poor condition goes nowhere towards Lawrence Road and does not service any homes. East of the railway property on north side for approx. 100 meters sidewalk is sunken grassed over and extremely poor condition.



**Green existing, Red removing**

The above list is Staff's initial list for sidewalks to be removed in settlement area based on sidewalks in poor condition and sidewalks that dead end in unconventional locations. These sidewalks currently aren't being maintained and due to the narrow size they are underutilized. The condition of these sidewalks can be seen below:



**Mill Street Sidewalk Condition**





**John Street Sidewalk Condition**



**Third Line Sidewalk Condition**

If the sidewalks are not removed by the Public Work team, we will need to consider how they can actually be maintained to the minimum maintenance standards for the summer and winter months. If the sidewalks cannot be properly maintained, the Township is exposed to significant liability if there is an accident. The Township's insurer would insist that the sidewalks be properly maintained or removed.

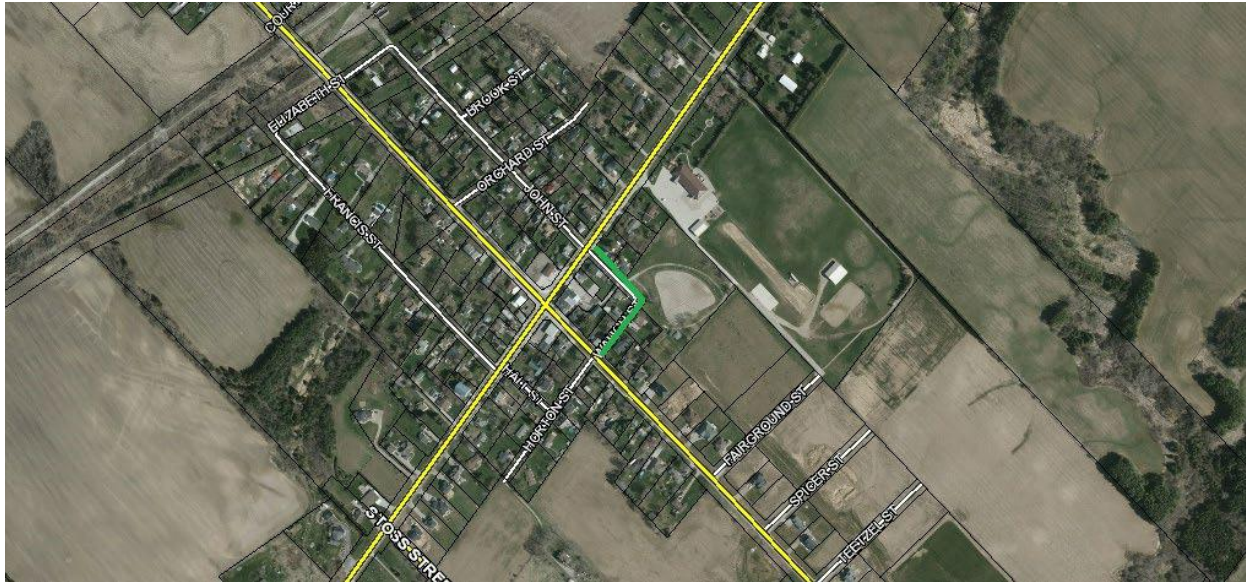
If Council wishes to maintain some of these sidewalks, there will need to be immediate improvements and/or replacement so the Minimum Maintenance Standards can be complied with. This would need to be included in the operating budgets, as the sidewalks are not currently being maintained.

Following Council's endorsement, Staff will provide notification to residents that have frontage along the sidewalks being removed. Staff will also post information on our website about the sidewalks being removed.

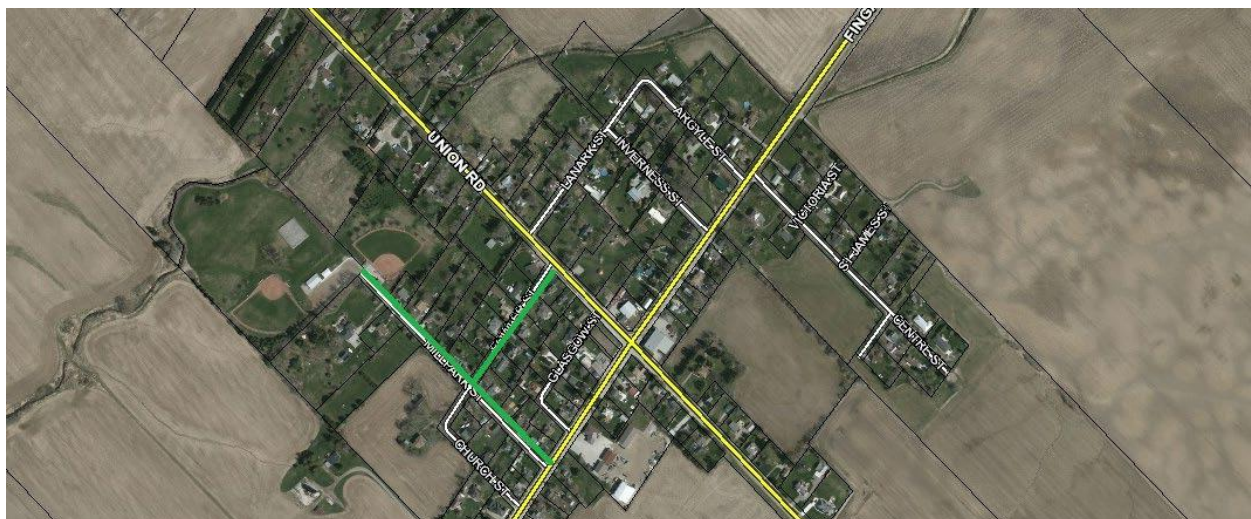
These sidewalk removals are part of the plan to start improving the sidewalks and road infrastructure in the settlement areas. Staff will continue to look for other sidewalk



locations to remove in the following years. Staff are planning future sidewalks installations in the settlement areas, but only based on locations that connect to parks and other destinations. These locations can be seen below:



**Shedden Settlement Area – Future Sidewalk Installations (green)**



**Fingal Settlement Area – Future Sidewalk Installations (green)**

### **Financial Implications:**

The sidewalk removal work will be captured in the sidewalk operating budget for the roads department.

**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, CAO/Clerk**  
**"Approved electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Corey Pemberton, Director of Building and Community Services

**REPORT NO:** CBO 2022-08

**SUBJECT MATTER: Activity Report May 1<sup>st</sup> to May 31<sup>st</sup>**

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

None – For Council Information.

#### **Purpose:**

The update Council on monthly activities since last report

#### **Background:**

1. Shedden Soccer was given permission to install a temporary fence along Union Rd. and they will bring a proposal forward for budget to install a permanent fence. They will also include in the proposal the amount they will be willing to contribute toward the fence if approved.

#### **2. 2018/2022 Capital Project Process:**

2018		
Keystone Complex	Budget	Status/Comment
Cabinet door replacement, bar top replacement		Pending installation

2020		
Township Office	Budget	Status/Comment
Municipal Property		
Keystone Complex		
Pavilion Cooking Hood	10000.00	Waiting for quote
Barrier/Bollards to protect playground and septic system	15000.00	Waiting for quote

<b>2022</b>		
<b>Keystone Complex</b>		
Epoxy Flooring	27000.00	Completed

**Comments/Analysis:** See attached permit comparison report Schedule A - CBO 2022-08 for comparison report.

**Financial Implications:**

None


**Strategic Plan Goals:**

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

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- ☐ Exercising good financial stewardship in the management of Township expenditures and revenues.
- ☐ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

**Respectfully Submitted by:**  
**Corey Pemberton,**  
**Director of Building and Community**  
**Services**  
**"Submitted electronically"**

**Approved by:  
Jeff Carswell, CAO/Clerk  
"Approved electronically"**

 <b>TOWNSHIP OF Southwold</b>				Township of Southwold			
				Permit Comparison Summary			
				Issued For Period January - May			
PREVIOUS YEAR				CURRENT YEAR			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	16	4,072	460,595	Agricultural	7	12,556	2,911,969
Agricultural	11	19,510	3,847,500	Demolition	3	450	32,000
Demolition	4	450	27,001	Plumbing	11	750	81,500
Plumbing	5	750	41,500	Residential building	61	134,477	45,092,956
Residential building	39	81,657	17,283,040	Sewage system	10	4,100	120,000
Sewage system	9	4,400	180,500	Accessory structures	12	3,516	417,400
Miscellaneous	-	-	-	Institutional building	2	5,431	2,767,900
Pools	5	1,417	39,015	Pools	7	1,050	527,000
Industrial building	7	720000	346000	Miscellaneous	2	300	3,500
TOTAL	96	832,256	22,225,151	TOTAL	115	162,630	51,954,225
PREVIOUS YEAR				CURRENT YEAR			
TOTAL PERMIT ISSUED		89			115		
TOTAL DWELLING UNITS CREATED		29			39		
TOTAL PERMIT VALUE		22,225,151			51,954,225		
TOTAL PERMIT FEE		832,256			162,630		
TOTAL INSPECTION COMPLETED(YTD)		352			556		
YTD (May 2021 TO May 2022)							
PREVIOUS YEAR				CURRENT YEAR			
2021	PERMIT COUNT	FEE	COST OF CONSTRUCTION	2022	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	8	1,842	228,595	Residential building	11	25,732	14,589,122
Agricultural	2	916	240,000	Sewage system	2	500	-
Pools	1	150	105,000	(blank)			
Residential building	4	4,835	1,510,000	Pools	3	600	257,000
Sewage system	1	500	12,000	Miscellaneous	2	150	2,500
Plumbing	4	600	37,500	Accessory structures	8	1,618	194,000
Industrial building	1	720,000		Plumbing	7	150	49,500
Demolition	1	150	10,000				
TOTAL	22	728,992	2,143,095	TOTAL	33	28,750	15,092,122



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2022-25

**SUBJECT MATTER: 2022 Christmas Holiday Office Hours**

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#### **Recommendation:**

That Council approve closure of the Municipal Office from 4:30 p.m. Friday, December 23, 2022 and re-opening at 8:30 a.m. on Monday, January 2, 2023, with staff utilizing Vacation or Banked-Time for the days that are not statutory holidays during closure.

#### **Purpose:**

To seek Council approval for hours of operation over the 2022 Christmas Holiday.

#### **Background:**

Closing the municipal office over the Christmas Holiday has taken place for several years, subject to Council approval.

#### **Comments/Analysis:**

In past years, the Township has closed the Municipal Office during the Christmas Break to accommodate the Statutory Holidays and provide staff with the opportunity to spend time with family. Many businesses and organizations the Township interacts with also have reduced hours during this time as many people are busy with family functions. The impact of closing has been minimal based on experience from previous years. Essential services such as winter control will continue, and staff will be available to respond if needed.

Based on the way the holidays fall, the following calendar illustrates the proposed closure for 2022. Staff will be required to use 2 days of vacation and/or banked time for the closure. The total duration of the closure is also shorter than in previous years with the ability to move the January 1<sup>st</sup> statutory holiday back to December 30<sup>th</sup>. Staff have been consulted on this proposal and are supportive.

**Proposed Closure in Yellow**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
11	12 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25 Christmas Day	26 Boxing Day	27 Christmas Day Stat	28	29	30 New Years Day Stat	31
1 New Years Day	2 Office Reopens	3	4	5	6	7
8	9 First Council Meeting for 2023	10	11	12	13	14

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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



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

**Respectfully Submitted by:**  
**Jeff Carswell, CAO/Clerk**  
**"Submitted electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2022-26

**SUBJECT MATTER: Summer Council Meeting Schedule**

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#### **Recommendation:**

That Council cancel the second regular Council meetings in July and August, 2022 (July 25, 2022 and August 22, 2022).

#### **Purpose:**

To seek Council approval for the summer Council meeting Schedule.

#### **Background:**

When the 2022 Council meeting schedule was established, the second meetings in July and August were included as optional, with confirmation to be determined closer to the summer based on actual requirements

#### **Comments/Analysis:**

Many municipalities and various related organizations reduce their meeting frequency in the summer. In previous years, the Township has reduced the number of meetings in the summer to one per month to provide relief for members of Council and to allow staff more flexibility in scheduling summer vacations.

Reducing the number of meetings can provide challenges when scheduling statutory public meetings, mainly as required under the Planning and Drainage Acts. Staff have reviewed upcoming applications and associated notice and meeting requirements and believe there will be minimal impact on development and drainage matters. If needed, a Special Council meeting could be called to deal with a time sensitive matter.

#### **Financial Implications:**

There will be minor cost savings as staff will not be required to attend two meetings and the ability to dedicate time to other projects.

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

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

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☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.

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

**Respectfully Submitted by:**  
**Jeff Carswell, CAO/Clerk**  
**"Submitted electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2022-27

**SUBJECT MATTER: Memorial Bench Program - Revisions**

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#### **Recommendation:**

That Council approve the Memorial Bench Program attached as Schedule "A" to this report.

#### **Purpose:**

To seek Council approval for Municipal Memorial Bench Program.

#### **Background:**

At the May 5, 2022 Council meeting, an initial draft of a Municipal Memorial Bench Program was brought forward for Council consideration. A copy of the staff report is attached for reference. Council provided comments and direction for possible revisions to the program. These comments have been reviewed and incorporated where possible into the revised policy. The revisions are shown in *red italics*.

#### **Comments/Analysis:**

Staff reviewed the comments from the previous meeting and attempted to incorporate the revisions into the policy. Specifically, wording was added to:

- Recognize that in some smaller parks the 75 meter separation may not be feasible or logical, and encourages keeping benches distributed appropriately in the park and in logical areas where they will be used
- Added provisions that the Keystone Complex Committee and Parks Committee will be consulted on determining priority areas for bench locations, while still recognizing donors may have a preferred location.
- Added provisions that permit the escalation of requests if needed based on the particular circumstances
- Added clarity that the policy envisions one plaque per bench, but there may be the ability to add more than one name subject to space limitations on the plaque. The added provisions for escalation could permit deviation from this provision under exceptional circumstances

- Minor revision to the timing and number of benches possible for 2022 fall installation – applications need to be submitted by the end of July so there is time to review and complete the base installation when parks staff are available (ie. Before September). For 2022 it would be preferable to limit the program to 5 based on the time of year and staff capacity.

**Financial Implications:**

Minimal implications. The program should provide a new funding source to assist with adding amenities to parks and public spaces.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**  
**Jeff Carswell, CAO/Clerk**  
**"Submitted electronically"**

## Policy Objective

The primary objective of the policy is to provide the parameters and guidelines for citizens to participate in a Memorial Bench Program within the Township's green spaces including parks, facilities, and trails. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities to preserve the Township's parks.

## Purpose

The purpose of the policy is to outline the terms and conditions that allow for the provision of commemorative/memorial park benches for the citizens of Southwold. Such installations are provided at the cost of the individual. Responsibility for maintenance of the items, within specific parameters, is provided by the Township as identified in this policy.

## Scope

The policy applies to benches within parks, open spaces, and trails owned and managed by the Township of Southwold. The existing benches constructed and maintained by community groups (i.e. Rosy Rhubarb) do not fall under the parameters of the policies and procedures as identified in this document

## General Provisions

To protect park resources, values and the park visitor experience, bench donations shall respect the priorities, purpose and integrity of the Township parks and trails. Park bench donations shall contribute to the visitor experience, increase public enjoyment and preserve the visual character of the park, waterfront and or trail setting.

*The Keystone Complex Committee and Parks Committee will be consulted on priority locations for benches. Donors may include a preferred location for a bench; however, those that are not within established priority locations will require further review and justification prior to approval.*

Items purchased, installed or planted under this policy will become property of the Township.

## Term/Agreement:

Benches in an outdoor setting have a reasonable life span of 10 years. The dedicated bench term will be for a period of 10 years. The fee covers the acquisition and installation of the bench, plaque with inscription, and general maintenance and repair during its useful life.

Within this time, the Township will replace the park bench if deemed necessary by the department. The Township will not be responsible for damaged or vandalized plaques. In the event of severe bench vandalism, the plaque will be installed on another bench. The Township reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

Renewal: After initial 10-year term is completed, applicant will have the option to renew for an additional 10 years at the current cost of a new bench

### Procedures

The following guidelines and procedures apply when purchasing a Commemorative/Memorial Park Bench:

#### 1) Application Process:

- Citizens wishing to participate in the Commemorative Memorial Park Bench may do so by completing an application form available on-line at the Township of Southwold website.
- Benches: Applications will be received annually between September and April and will be installed beginning in June throughout the summer and fall as weather permits. Township staff will determine the total number of benches to be available each year based on staffing resources and budgetary restraints. For the 2022 season, applications for up to 5 benches will be available until *the end of July 2022*. Installation for the 2022 season will be in the fall, weather depending. *For following years, it is anticipated up to 20 benches could be available.*

#### 2) Review Process:

- *Applications will be reviewed by Township Parks and Recreation Staff. Applications that deviate from the established program parameters or warrant special consideration will be escalated as required to the CAO/Clerk, Keystone Complex Committee, Parks Committee and/or Council.*
- Applications that request a Keystone Complex area bench will be reviewed by the Keystone Committee
- The requested inscription will not be permitted if it:
  - Detracts from the image of the Township;
  - May be considered discriminatory, derogatory or offensive;

- *exceeds the space available on one plaque per bench*

- Design specifications and message request will be approved at the discretion of the Township

### 3) Fees

The donor shall pay in advance the full cost to purchase, supply, deliver and install the bench and plaque including the necessary concrete surface and/or installation work required for the bench as agreed upon through the application process.

- Park Memorial/Commemorative Bench with a plaque installed at a cost outlined in Schedule 'A'

- Payment is due at the time application is submitted;

Fees as identified in Schedule 'A' will be included in the Fees for Service By-Law approved by Southwold Township Council. Fees may be updated from time to time.

### 4) Maintenance

Nothing herein shall prevent the immediate removal of any item deemed by staff to constitute an immediate safety concern. Should the parkland containing benches be altered, the Township shall make its best efforts to relocate within the property. Due to concerns for risk management, maintaining quality and safety of product and installation, substitution of other providers, bench options or do-it-yourself work shall not be permitted.

### 5) Location Consideration:

While the donor may suggest the proposed location, certain requirements shall apply as noted below. The appropriate member or committee of the Township shall make the final and precise determination of location, with consideration for the criteria below:

- The location does not interfere with any active park facility;
- The location would be considered appropriate in accordance with design criteria related to Crime Prevention Through Environmental Design (CPTED);
- The location does not interfere with approved park design including horticultural or arboricultural components or displays;
- The location does not interfere with park maintenance including access for maintenance requirements;



- The location maintains at least a 75 meter separation distance between benches. *In smaller parks or areas with more amenities, benches may be installed closer than 75 meters, subject to there being a good distribution throughout the park and in a variety of areas.*
- Impacts on surrounding properties be considered including the impact on views from surrounding properties.

### 6) Installation:

The Township shall be responsible for the installation of the commemorative item.

- Benches: Installations are seasonal and are completed as weather and ground conditions permit under the timelines as identified in this policy;
- Installations will be processed in the order received;
- If required, a site visit to determine precise location will be arranged by Township staff with the donor prior to installation;
- The Township understands that the bench may have sentimental value, however, it is not to be considered a memorial or shrine. For that reason, the Township respectfully advises that the placement of flowers, commemorative stones, wreaths, pictures, etc. at the site is not permitted.

### Accessibility Requirements

Benches will meet the standards outlined by the Accessibility for Ontarians Disability Act (AODA) and within reason follow County of Elgin Accessible Playground Consultation Document.

### Monetary Donation

Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the Township for the purpose of the provision of benches to be utilized at the discretion of the Township or to be held in a reserve for future replacement of benches and trees.



## Municipal Memorial Bench Policy

Last updated: June 2022

### Administration of Policy and Program

The Township CAO/Clerk and or designate shall implement and ensure compliance with this policy;

This Program Policies and Procedures shall be reviewed from time to time;

Fees will be reviewed annually during the budget process.

Schedule 'A' –

### **Fee (including installation)**

Parks Signature Memorial/Commemorative Bench	\$2,500
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## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 9<sup>th</sup>, 2022

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO:** CAO 2022-24

**SUBJECT MATTER: Municipal Memorial Bench Policy**

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**Recommendation:**

THAT Council approves the attached Municipal Memorial Bench Policy:

**Purpose:**

The purpose of this report is to provide Council with a framework and policy for the implementation of a municipal memorial bench policy and to provide Council with details on the implementation of this program.

**Background:**

With the development of new parkland in Talbotville, Shedden, and Fingal and the accumulation of many new park assets, coupled with ongoing need to fundraise for these assets, Council reviewed three draft policies in April of 2021 to consider policies as it relates to municipal naming and naming rights, advertising & sponsorship, and memorial benches/trees.

It was determined in 2021 that based on limitations to staff resources, the adoption of these policies should be delayed until there are more staff available to assist with their implementation. A municipal naming policy is forthcoming at the May 23<sup>rd</sup> meeting and staff are recommending that the advertising and sponsorship policy be tabled in the short term. Staff have reviewed the municipal memorial bench policy and are recommending that this be approved so that staff can move forward with installation of various municipal benches in 2022, which will help to satisfy requests that municipality has been receiving for benches along the Township trails and in Township parks.

**Comments:**

Across Ontario, many municipalities are facing aging infrastructure, rising operating costs and growth-related costs while at the same time wanting to remain affordable places to live; Southwold is no different. In order to address these challenges, staff are

seeking approval to improve parks revenue through the introduction of a memorial bench or tree program.

The program recommends that individuals in the community can apply for a memorial park bench through an online application form and submit the required fee. The application form will allow for individuals to select their preferred bench location throughout the municipality's parks in Ferndale, Talbotville, Shedden, and Fingal. The price of the park bench includes the municipal cost of the bench, the plaque, the concrete pad, the installation costs and the ongoing maintenance of the asset over its 10 year life cycle. The term of a purchase is 10 years, at which time the purchaser will be contacted to either re-invest for an additional 10 years, or forgo the extension and then the bench will be sold to another party.

Staff has selected a bench and plaque option and has investigated concrete costs. The application form online is under development. For 2022, staff are recommending that we limit the total number of benches to 20 for sale, for the sake of monitoring staff time required for installation and coordination of the program. Staff are recommending that applications will be available online in the coming days with a fall installation recommended.

### **Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**

**Lisa Higgs, CAO/Clerk**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2022-28

**SUBJECT MATTER: Disconnecting from Work Policy**

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#### **Recommendation:**

That Council approve the Disconnecting from Work Policy attached as Schedule "A" to this report.

#### **Purpose:**

To seek Council approval for Disconnecting from Work Policy.

#### **Background:**

Part VII.0.1 of Bill 27, Working for Workers Act, 2021 which was passed on December 2, 2021 indicates that employers who employ more than 25 people on January 1st of any year, must have a written Policy in place for all employees with respect to "disconnecting from work".

"Disconnecting from work" is defined as "not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work".

To comply with this new legislation, an employer's written policy must:

- Apply to all employees of the municipality who are covered by the Employment Standards Act
- Be "with respect to" disconnecting from work as defined
- Include the date the policy was prepared and the dates that any changes were made to the policy.

Of note as well from the Ministry Guidance

- The amendments do not create a new right to disconnect from work
- The Employment Standards Act does not specify that the policy provide a right for the employee to disconnect from work and be free from the obligation to engage in work-related communications beyond what is already set out under the ESA or other terms and conditions of employment.

The Ministry has provided two examples of what a “disconnecting from work” policy MAY address (but is not required to):

- Expectations of employees to read or reply to work-related emails or answer work-related calls after their shift is over
- Expectations on using out-of-office notifications and/or changing voicemail messages when employees are not scheduled to work

**Comments/Analysis:**

Staff have reviewed the various positions of employees, as well as their employment contracts. The County of Elgin took the lead on developing a policy and the attached draft for Southwold employees is based on the County policy.

While the policy is somewhat wordy, it can be summarized as follows:

- Respect each others time.
- Do not expect or demand responses outside of normal working hours for employees, unless it is an emergency or urgent matter.
- If something is urgent, call. The policy permits dealing with emergency situations and call-ins.
- Staff that are subject to call-in (ie. Public Works) can still be called in. There are clear provisions for call-in and appropriate provisions for remuneration.
- There is a higher expectation for more senior positions to be available outside of normal work hours for urgent matters

Staff do not see this policy having a significant impact on the Township’s workforce. Current staff activity related to items such as after hours messages, calls and emails generally reflects the proposed policy.

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

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

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

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

**Respectfully Submitted by:  
Jeff Carswell, CAO/Clerk  
"Submitted electronically"**





## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** June 13, 2022

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2022-29

**SUBJECT MATTER: Activity Report for CAO/Clerk May 2022**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

To update Council on the CAO/Clerk Activities for May 2022.

**Background:**

**Meetings/Events:**

- Bi-weekly Asset Management Plan Project meetings
- Summer Student and Records Management Contract Training and Project Meetings
- CAO/Clerk Transition Meetings
- Parks Committee May 5
- Blue Box Transition Webinars – several over the month of May
- Treasury Assistance Meeting with David Aristone – May 13
- Wedding Ceremony in Council Chambers – May 13 – Conducted by Lisa Higgs. Please note that I cannot perform wedding ceremonies since I have not taken the necessary training. The most recent appointment by-law included provisions for Lisa to continue to provide Wedding Ceremonies, as she is able.
- Several meetings with the County and representatives from Amazon about potential plans for further announcements related to the Talbotville Fulfillment Centre
- Staff meetings related to office space requirements (part of the Public Works Building Project)
- All Staff meetings (May 11 & 26)

**2022 Election** – Planning and preparations for the election are ongoing. The nomination period opened May 2, 2022 and remains open until August 19, 2022.

Advertising for the Joint Compliance Audit Committee (JCAC) will commence with applications due July 1, 2022. The Clerk from the Town of Aylmer is taking the lead on the JCAC.

**Diversity, Equity and Inclusion Plan** – The County of Elgin will be moving forward with development of a Diversity, Equity and Inclusion Plan and has offered to partner with local municipalities. This is a similar process for development of the Accessibility Plan which worked well for the Township. Staff have indicated our interest in participating in this project. The Province and many other municipalities are moving forward with developing a DEI Plan and it will no doubt become a requirement in the future.

**Integrity Commissioner/Closed Meeting Investigator/Ombudsman Services (IC/CMI/OS)** – Currently Mark McDonald provides IC/CMI/OS to the County and many local municipalities. Mr. McDonald has advised that he will be terminating services effective September 30, 2022. The County of Elgin is taking the lead on issuing an RFP for IC/CMI/OS services based on the current arrangement with Mr. McDonald. Staff have advised the County Southwold would be interested in continuing with a similar arrangement that is currently in place.

**Public Works CUPE** – Nothing to report at this point.

**Blue Box Transition** – Staff continue to attend various webinars on the Blue Box Transition. Recent discussion has focused around Ineligible Sources. These are location such as businesses that will not be included in the new Producer Responsibility model. Depending on the number and nature of these locations, some municipalities are considering developing collection services for these areas. As Producers move towards taking responsibility for the Blue Box program, municipalities that provide collection service are being offered a standard contract, that is still being finalized, to carry on with collection service during the transition.

**Director of Corporate Service/Treasurer Recruitment** – Recruitment efforts are continuing. Several additional interviews were completed in May. David Aristone has been engaged to provide some interim, part-time Treasury assistance. This has been beneficial to ensure projects such as the Year End/Audit continue to move forward.

**Revised Tax Rate By-law** – The agenda includes a revised Tax Rate By-law. This was needed since the County Tax Rates were recently changed and the 2<sup>nd</sup> Tier of the Small-Scale On-Farm Business Tax Subclass was adopted. There is no impact on the Township's rates or budget levy.

**Asset Management Plan Project** – The Asset Management Plan project is continuing with assistance from PSD Citywide. It is anticipated a draft plan will be available in late June/early July, with adoption in July/August. This is slightly behind the July 1<sup>st</sup> requirement, but with the inability to engage a candidate for the Asset Management

contract position, the projected completion date is still reasonable. The Office Summer Student has been providing assistance on this project and cleaning up the road asset data.

**Grant Reporting** – Reports on several grant programs were submitted recently (ICIP Rural and Northern – 2<sup>nd</sup> Line Bridge), Seniors Community Grant, Canada Community-Building Fund (CCBF) (Federal Gas Tax).

**COVID-19** – Effective June 11, 2022 the Province is lifting most masking requirements. The current Township policy continues to encourage masking when interacting with people and distancing is not possible and when away from your workstation. As with any group, there are a range of comfort levels with masking at the workplace. The general consensus appears to be that there is no harm in encouraging masking when interacting and distancing is not possible. Based on the current policy, masking is required when outside of your office/workstation. This provision has seen some natural relaxation between staff that are comfortable interacting without masking. Recognition of this fact should be recognized so staff are not in technical violation of the policy. Maintaining respect of each others comfort levels and desire to mask (ie. Masking when one or more people have a desire for a higher level of safety, maintaining distancing, limiting duration of interactions when possible) should continue to be part of the guidelines going forward. Continuing to encourage distance and staying home when sick will also remain in place. These items ensure the Township is providing a safe workplace for all employees, while continuing the gradual relaxation of safety protocols related to COVID-19.

*2022 Capital Project Progress:*

<b>Project</b>	<b>Budget</b>	<b>Status/Comments</b>
Admin		
Firewalls - Fire Stations	\$2,200	Ongoing
Offsite Backup	\$3,000	Ongoing
Online Meeting Equipment	\$15,000	Ongoing
Phone System Upgrade/Replacement VOIP	\$15,000	Ongoing
Server - UPS	\$1,000	Ongoing
Server Replacement	\$15,000	Ongoing
Branding and Marketing	\$15,000	Full brand roll-out continues.

IT Penetration/Security Testing	\$10,000	Ongoing
Scanning Oversized Documents (carry forward from 2020)	\$5,000	Ongoing
Parks		
Talbotville Park (2021-2022)	\$800,000	Baseball Diamond contract awarded. Construction underway. Pavilion & Washroom contract awarded. Construction underway. Playground contract awarded. Construction complete.
Trails Various – ICIP COVID Grant Application	\$125,000	Trail completed at new park in Talbotville. Trail completed at Shedden Open Space Park. Trail work being coordinated for Fingal Heritage Park. Additional Trail work being completed in Talbotville Park.

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

**Respectfully Submitted by:**  
**Jeff Carswell, CAO/Clerk**  
**"Submitted electronically"**

# Elgin County Council Highlights



## COVID-19 Update Long-Term Care Homes and Elgin County Administration

After careful review of pandemic trends, scientific/medical evidence, updated ministry and public health guidance, resident and family council feedback, labour relations outcomes, and policy and procedure recommendations Council made the decision to continue the following COVID-19 health and safety measures for a period of ninety (90) days. The following details health and safety measures, as related to COVID-19 in place at Elgin County Long-Term Care Homes and Elgin County Administration.

## In this Issue

- COVID-19 Update Long-Term Care Homes and Elgin County Administration
- County of Elgin Approves Disconnecting from Work Policy
- Council Approves Request for Proposal for Agenda Management Software
- Pay Equity Review
- Council Approves Official Plan Amendment for Township of Malahide
- Council Approves Parking By-Law Amendment for Port Stanley

## Elgin County Long-Term Care Homes

- Continue two (2) dose COVID-19 vaccination requirements for all staff, students, support workers, volunteers and visitors (essential caregivers and general visitors) to enter the Home;
- Continue encouraging COVID-19 vaccination booster doses for all residents, staff, students, support workers, volunteers and visitors;
- No vaccination requirement for visitors for outdoor visits or absences from the Home Screening, Testing and Personal Protective Equipment (PPE);
- Continue daily rapid antigen testing (RAT) prior to all entry to the Home for all staff, students, support workers, volunteers and visitors; and, for visitors prior to outdoor visits and absences from the Home;
- Continue active screening to be completed prior to entry to the Home and prior to outdoor visits/absences from the Home;
- Masks and other PPE requirements as per public health/ministry recommendations visiting;
- Absences and Outings – policy updated to align with the Fixing Long-Term Care Act, 2021 legislation (Minor wording and reference updates);
- Updates to outdoor masking requirements when physical distancing can be achieved.

## Elgin County Administration

- Continue two (2) dose COVID-19 vaccination requirements for all Councillors, staff, volunteers, Committee Members, and contractors as per the Vaccination Verification Policy;
- Continue active (online) screening tool for staff in alignment with Southwestern Public Health recommendations. This will continue to provide self-direction regarding self-isolation requirements and will ensure employees stay home when they are ill or experiencing symptoms of COVID-19.

More details are provided in the reports titled “Updated COVID-19 Measures” and “Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 and “Administration Policy 1.35 Visitors and Resident Absences During a Pandemic” as contained within the May 24, 2022 County Council Agenda Package.



## County of Elgin Approves Disconnecting from Work Policy

On December 2, 2021, the provincial government passed Bill 27 the “Working for Workers Act, 2021”. This Bill requires all employers with over 25 employees to implement a Disconnecting from Work policy.



At its meeting on May 24, 2022, County Council approved Policy 2.170 – Disconnecting from Work. The purpose of this policy is to encourage and support its employees in balancing their professional and personal lives, whether working traditional hours in the workplace or remotely/flexibly. Additionally, the policy encourages employees to disconnect from work outside of their normal working hours in accordance with applicable legislation.

The full policy is included in the May 24, 2022 County Council Agenda Package.

## Council Approves Request for Proposal for Agenda Management Software

Council awarded the contract for the provision of agenda management services to eSCRIBE Software Ltd. in the amount of \$25,900 (annual cost) for a term of three (3) years. Agenda Management Software will streamline the agenda and minutes creation process for Elgin County Council and Committees of Council and will provide public access to these documents and time-stamped meeting videos through a public access portal.





## Pay Equity Review

By resolution August 10, 2021, Council directed Human Resources staff to retain an external consultant to undertake a compensation and pay equity review of non-union staff, Council, and Boards. This process met the 2007 County Council direction to Human Resources staff to conduct a compensation review once in every term of Council to remain competitive and avoid potential spikes/gaps in compensation practices. The last non-union staff, Council, and Boards compensation review was completed in 2015–2016.

Gallagher Benefit Services (Canada) Group Inc. was awarded the Request for Proposal (RFP 2021-P36) on November 23, 2021. Analysis of the County's pay equity plan was done through this process to ensure compliance with the legislation.

Compensation and pay equity reviews are beneficial for recruiting and retaining top-talent, and support the County in becoming an Employer of Choice. Ensuring employee compensation and council/board remuneration reflects market competitiveness and flexibility will assist for future growth and organizational changes.

Council approved the proposed 2022 adjusted Non-Union Staff salary grid for implementation retroactive to January 1, 2022. Additionally, in regards to County of Elgin elected official's remuneration, Council voted to maintain the existing levels of base, subject to annual cost of living adjustments, as per current practice.



The “Non-Union Market Review Final Report” and the “County of Elgin Elected Officials Market Review Final Report” are contained within the May 24, 2022 County Council Agenda Package.

## **Council Approves Official Plan Amendment for Township of Malahide**

In its role as Approval Authority, County Council granted approval to the Township of Malahide Official Plan Amendment No. 20.

On December 16, 2021, the Council of the Township of Malahide adopted Official Plan Amendment No. 20 constituting the Township's statutory five-year review and update to their Official Plan. The amendment was developed in accordance with the Planning Act, the Provincial Policy Statement, and the County of Elgin Official Plan and contains goals, objectives and policies established primarily to manage and direct physical change and the effects on the social, economic, built and natural environment of the Township including policies and measures to ensure the adequate provision of affordable housing, the protection of agricultural resources, and a description of the measures and procedures for informing and obtaining the views of the public in respect of various Planning Act processes.

## **Council Approves Parking By-Law Amendment for Port Stanley**

In response to a resolution from the Municipality of Central Elgin, County Council approved new restricted parking zones in select downtown Port Stanley locations.

By-Law 20-05, "being a consolidated By-Law for the regulation of traffic including parking on County roads" was amended to establish two (2) hour limited parking where parking is permitted within the following road sections:

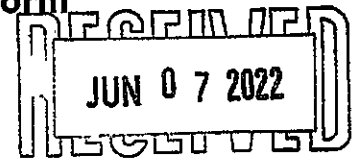
- Bridge Street (CR 4), from the west property limits of Carlow Road to the east limits of Colborne Street, being a distance of 290 metres;
- Colborne Street (CR 4), from the south limit of Bridge Street to the north limit of Warren Street, being a distance of 1,140 metres;
- Joseph Street (CR 23), from the east limits of Colborne Street to the east limits of East Road, being a distance of 280 metres.

For the complete May 24, 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](mailto:communications@southwold.ca)



Name of Event:			
Weekly meetings			
Name of Group or Organization			
Girl Guides of Canada			
Primary & Secondary Contact Person		Purpose of Event	
Cathleen Axford Cruen Cowan		Teach young women life skills	
Contact Address		Postal Code	
Phone # Primary / Secondary		Email / Website:	
Not for Profit # or Charitable Organization Registration #		✓ 11893-8554RR-0015	
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		rental.	
Date and Times:		Thursday evenings 7 - 8 <sup>30</sup> pm.	
Number of People expected:		8 - 12	Admission Fee: (If applicable) none
Will food be served?	occasionally	Will alcohol be served?	No

## Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
We provide young women with life skills. We provide community clean up or beautification

## 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](mailto: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.

Teach the girls life skills, outdoor activities,  
Community respect, to help in the community.

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

There won't be any, there isn't any churches  
left to house our meetings.

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)?

Wheel chair ramps & doors.

**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](mailto: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](mailto: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:	<i>Cathleen Arford</i>	Title:	<i>Contact Grider</i>
Signature:	<i>Cathleen Arford</i>	Date:	<i>June 6 / 22</i>



## **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 or a floor area of 141.21 square metres, whichever is the lesser floor area.
- (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. This By-law shall thereupon come into force and shall take effect from the date of its final passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 13<sup>th</sup> DAY OF JUNE, 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell





## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2022-52**

#### **Being a By-law to 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 and to repeal By-law No. 2022-36.**

**WHEREAS** it is necessary for the Council of the Township of Southwold, pursuant to Section 312 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to levy a separate tax rate on the assessment in each property class in the local municipality ratable for local municipal purposes;

**AND WHEREAS** the Council of the Township of Southwold has adopted the budget estimates for the year 2022 requiring a local levy of \$3,879,098 for municipal purposes;

**AND WHEREAS** the Council of the Corporation of the County of Elgin, pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, as amended, has established the tax ratios for the year for the upper-tier municipality and its lower-tier municipalities through By-law No. 22-22;

**AND WHEREAS** the Council of the Corporation of the County of Elgin, pursuant to Section 22 of Regulation 282/98 made under the Assessment Act, has implemented the newly adopted second subclass for the commercial and industrial property classes relating to the Small-Scale On-Farm Business Sub-Class;

**AND WHEREAS** it is necessary for the Council of the Township of Southwold, pursuant to Section 311 (10) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to levy the tax rates specified in the upper-tier rating by-law passed for that year and further these tax rates are set out in Schedule "A" to this By-Law;

**AND WHEREAS** the Province of Ontario has, by regulation, specified certain tax rates for school purposes be levied and further these rates are set out in Schedule "A" to this By-Law;

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

1. THAT the assessment contained in the assessment roll of the Township of Southwold as made pursuant to Province of Ontario Regulations and dated December 14, 2021 be hereby adopted and confirmed as the assessment on which the rate of taxation for the year 2022 shall be levied.
2. THAT the said assessment roll be hereby adopted and confirmed as the last revised assessment roll for the said Municipality.
3. For the purposes of providing for the Corporation's general municipal levy, the tax rates set out in Schedule "A" be hereby adopted and levied for the year 2022 upon the whole of the said assessment of the Corporation according to the last revised assessment roll.
4. For the purposes of providing for the County of Elgin general levy, the tax rates set out in the County of Elgin by-law 22-22, as amended, be hereby levied for the year 2022 upon the whole of the said assessment of the Corporation according to the last revised assessment roll.
5. For the purposes of providing for the public and separate school education purposes, the tax rates set out by the Minister of Finance under O. Reg. 400/98, as amended, of the Education Act be hereby levied for the year 2022 upon the respective portions of the said assessment of the school supporters of the Corporation according to the last revised assessment roll.
6. All taxes and other special rates shall be paid into the office of the Tax Collector or Treasurer of the Township of Southwold.
7. The said final tax levy shall become due and payable one-half on or before August 31, 2022, and one-half on or before October 31, 2022, and non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
8. For payments-in-lieu of taxes due to the Township of Southwold, the actual amount due and payable shall be based on the last revised assessment roll and the tax rates for the year 2022.

9. For railway rights-of-way and electrical corridors, taxes due to the Township of Southwold shall be calculated in accordance with the regulations established by the Minister of Finance and shall be based on the last revised assessment roll.
10. On all taxes which are in default on the 1st day following the above-noted due dates, a penalty of 1.25% shall be added and thereafter a penalty of 1.25% per month shall be added on the 1st day of each and every month the default continues.
11. On all taxes in default on January 1, 2023, interest shall be added at the rate of 1.25% per month for each month in which the default continues.
12. Penalties and interest added on all taxes of the final tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid tax levy.
13. THAT the Tax Collector shall mail or cause to be mailed to the address of the residence or place of business of the property owner, a notice specifying the amount of taxes payable by each property owner for each property as outlined in Section 343 (6) of the Municipal Act S.O.2001, c.25.
14. THAT the Tax Collector may send a tax bill to the taxpayer electronically in the manner specified by the Treasurer and Tax Collector, if the taxpayer has chosen to receive the tax bill in that manner as outlined in Section 343 (6.1) of the Municipal Act S.O.2001, c.25.
15. THAT the Treasurer and Tax Collector, or designates, are hereby authorized to accept part payment from time to time on account of taxes due and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 6 in respect of non-payment of any taxes or any class or any instalment thereof.
16. That By-law No. 2022-36 and all other by-laws inconsistent with the provisions of this by-law are hereby repealed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 13<sup>TH</sup> DAY OF JUNE, 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

## Schedule "A" to By-law 2022-52

Property Class		2022 Tax Rates			
		Township	County	Education	Total
Residential	Occupied	0.00524048	0.00635462	0.00153000	0.01312510
Residential	FAD Phase 1	0.00262024	0.00317731	0.00076500	0.00656255
New Multi-residential	Occupied	0.00524048	0.00635462	0.00153000	0.01312510
Multi-residential	Occupied	0.01048044	0.01270860	0.00153000	0.02471904
Multi-residential	FAD Phase 1	0.00262024	0.00317731	0.00076500	0.00656255
Commercial	Occupied	0.00858181	0.01040632	0.00880000	0.02778813
Commercial	Excess Land	0.00858181	0.01040632	0.00880000	0.02778813
Commercial	Vacant Land	0.00858181	0.01040632	0.00880000	0.02778813
Commercial – 1 <sup>st</sup> & 2 <sup>nd</sup> Subclass	On-Farm Bus.	0.00214545	0.00260158	0.00220000	0.00694703
Commercial	New Construction	0.00858181	0.01040632	0.00880000	0.02778813
Industrial	Occupied	0.01166059	0.01413966	0.00880000	0.03460025
Industrial	No Support	0.01166059	0.01413966	0.00880000	0.03460025
Industrial	Excess Land	0.01166059	0.01413966	0.00880000	0.03460025
Industrial	Vacant Land	0.01166059	0.01413966	0.00880000	0.03460025
Industrial – 1 <sup>st</sup> & 2 <sup>nd</sup> Subclass	On-Farm Bus.	0.00291515	0.00353507	0.00220000	0.00865022
Large Industrial	Occupied	0.01483999	0.01799501	0.00880000	0.04163500
Large Industrial	Excess Land	0.01483999	0.01799501	0.00880000	0.04163500
Landfills	Occupied	0.17504590	0.21226103	0.00880000	0.39610693
Pipelines	Occupied	0.00599825	0.00727350	0.00880000	0.02207175
Farm	Occupied	0.00120531	0.00146156	0.00038250	0.00304937
Managed Forests	Occupied	0.00131012	0.00158865	0.00038250	0.00328127

Property Class		2022 Education Rates for Retained PILs
Residential	Occupied	0.00153000
Residential	FAD Phase I	0.00076500
New Multi-residential	Occupied	0.00153000
Multi-residential	Occupied	0.00153000
Multi-residential	FAD Phase 1	0.00076500
Commercial	Occupied	0.00980000
Commercial	Excess Land	0.00980000
Commercial	Vacant Land	0.00980000
Commercial	On-Farm Bus.	0.00980000
Commercial	New Construction	0.00245000
Industrial	Occupied	0.01250000
Industrial	No Support	0.01250000
Industrial	Excess Land	0.01250000
Industrial	Vacant Land	0.01250000
Industrial	On-Farm Bus.	0.00312500
Large Industrial	Occupied	0.00980000
Large Industrial	Excess Land	0.00980000
Landfills	Occupied	0.23687812
Pipelines	Occupied	0.00980000
Farm	Occupied	0.00038250
Managed Forests	Occupied	0.00038250

**MUNICIPALITY OF THAMES CENTRE**  
**PLANNING AND DEVELOPMENT SERVICES**

**REPORT NO.** LSBAC-001-22

**TO:** Chair and Members of Committee  
**FROM:** Marc Bancroft, Director of Planning and Development Services  
**MEETING DATE:** May 3, 2022  
**SUBJECT:** Information Report on School Enrollment and Planning Implications

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**RECOMMENDATION:**

THAT Report No. LSBAC-001-22 be received for information.

**PURPOSE:**

To provide the Committee with information concerning current schools within the Municipality including enrollment and possible planning implications.

**BACKGROUND:**

At the October 21, 2021 Local School Board Advisory Committee being a Committee of Thames Centre Council, the following resolution was passed:

THAT Director Bancroft be directed to make a report detailing the current education facilities within the Municipality including an enrollment report, and any possible planning implications.

AND THAT Director Bancroft solicit comments from School Board Administration having jurisdiction, along with schools in the municipality.

**COMMENTS:**

School Boards having jurisdiction were consulted to confirm current and future enrollment projections for the schools located in Thames Centre including St. David's Elementary School, Northdale Central PS, River Heights PS, West Nissouri PS and Lord Dorchester SS. Those projections are attached to this report.

Also attached to this report is an Annual Housing Forecast which includes historical and the projected housing units as part of Thames Centre's Development Charges Background Study.

This report also includes a copy of the Housing Policies Discussion Paper as part of the Official Plan Review currently underway for the Municipality. The Paper provides an overview of existing housing policies, projected housing needs and related topics of interest.

Considering the unprecedented growth witnessed by the Municipality being consistent with the region, planning staff have developed a relationship with the Thames Valley District School Board to share building data on a quarterly basis so that the Board can be better equipped with their enrollment projection modeling.

### **CONSULTATION:**

London District Catholic School Board  
Thames Valley District School Board

### **REFERENCES/ATTACHMENTS:**

Part of the LDCSB Capital Plan – 2021 – Appendix A - Historic, Current and Projected Enrollment & Appendix B – Elementary Facilities – Enrollment and Facility Utilization  
(Not posted online)

Part of the TVDSB Accommodation Plan – June 2021 – Planning Area 17 – East Middlesex  
<https://www.tvdsb.ca/en/our-board/resources/Documents/Future-Development-and-Planning/Documents/Accommodation-Studies/Accommodation-Plan.pdf>

Part of the Thames Centre Development Charges Background Study, December 27, 2021 – Figure A-1 – Annual Housing Forecast <https://www.thamescentre.on.ca/do-business/2021-development-charges-background-study>

Municipality of Thames Centre Official Plan Review – Discussion Paper – Housing Policies – April 2022

Prepared by:

Marc Bancroft,  
Director of Planning and Development  
Services



Historical (2015 - 2019), Current (2020), and Projected (2021 to 2035) Elementary Enrolments By School

School	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Assumption School	155	154	182	191	197	189	198	209	210	216	219	221	226	232	238	237	238	239	239	239	239
Blessed Sacrament	190	206	233	273	291	316	340	358	378	394	405	405	405	404	400	398	400	400	396	396	396
Holy Cross (London)	149	135	109																		
Holy Family (London)	142	140	148	216	203	207	202	200	193	201	206	206	208	211	216	215	218	220	221	221	220
Holy Family FI (Woodstock)	194	209	231	247	264	229	238	247	262	278	287	290	293	301	301	301	302	302	300	299	298
Holy Rosary	155	148	151	169	178	196	210	218	228	234	234	239	240	242	245	243	245	245	244	245	244
Jean Vanier	409	424	464	515	546	569	595	612	640	645	672	665	655	636	635	626	618	616	616	617	617
Mrsgr. Morrison	297	295	302	316	292	295	292	293	291	286	285	281	274	275	281	274	273	272	272	271	270
Mrsgr. JH O'Neil	147	158	176	182	193	170	173	171	176	204	196	199	201	189	203	207	212	212	209	208	208
Notre Dame	246	251	261	292	304	297	300	319	317	319	322	315	316	310	315	319	320	314	314	315	316
Our Lady Immaculate	365	338	333	322	325	307	310	309	311	309	312	315	311	305	318	316	315	313	312	311	309
Our Lady of Lourdes	392	377	397	416	420	437	438	458	459	470	476	488	495	486	496	497	503	502	502	502	502
Sacred Heart	103	100	107	109	117	100	112	110	108	114	120	119	118	120	122	124	125	124	125	126	127
Sir Arthur Carl	423	416	427	475	496	478	512	514	516	521	520	526	522	515	501	495	487	483	479	475	472
St. Anne (London)	166	193	226	242	269	268	276	282	286	289	295	293	279	283	277	280	278	279	281	280	282
St. Anne (St. Thomas)	505	542	591	625	707	720	769	812	837	849	825	818	804	803	804	818	826	836	838	841	839
St. Anthony FI	565	605	628	546	505	468	459	454	444	435	415	397	388	390	408	405	402	401	400	399	398
St. Bernadette	168	175	183	279	287	289	281	278	287	300	300	300	307	306	301	305	304	309	307	307	306
St. Catherine of Siena	634	728	745	747	749	731	775	790	796	798	794	790	799	787	786	781	778	776	776	776	777
St. Charles	101	113	105	109	129	115	121	121	128	123	131	131	131	137	133	132	133	130	127	125	124
St. David	224	215	215	236	243	252	256	258	271	270	262	273	264	265	268	264	262	262	257	257	256
St. Francis (London)	371	378	397	458	462	469	480	501	500	501	502	497	503	487	480	470	464	460	463	463	463
St. George	224	236	239	251	255	250	262	262	269	255	265	270	255	249	246	245	244	242	240	239	238
St. John FI	393	400	502	497	492	511	521	529	553	562	563	571	568	568	578	581	583	584	582	581	580
St. Joseph's (Tillsonburg)	243	233	226	236	243	250	247	254	261	252	261	266	269	268	268	266	265	265	265	265	265
St. Jude (London)	222	231	240	254	258	256	258	256	254	254	257	261	254	256	257	262	264	265	268	269	269
St. Jude's (Ingersoll)	256	268	282	295	288	297	310	337	360	373	389	402	407	414	407	415	415	412	409	408	406
St. Kateri	318	351	359	389	392	386	379	369	362	357	362	372	376	378	379	379	378	377	379	379	379
St. Marguerite d'Youville	420	433	467	508	572	588	613	639	644	652	671	672	682	662	652	647	635	629	622	617	616
St. Mark	370	378	401	411	415	414	406	394	407	406	408	407	414	409	409	408	407	409	407	406	406
St. Martin	260	267	283	301	313	309	328	337	343	350	363	366	365	368	365	361	357	361	359	356	356
St. Mary Choir	235	233	235	240	238	231	231	231	236	236	236	236	236	236	236	236	236	236	236	236	236
St. Mary (West Lorne)	163	175	177	182	178	171	170	170	178	183	192	192	202	198	205	210	215	215	215	216	216
St. Michael (London)	185	215	235	301	319	308	321	325	338	358	358	361	372	379	376	388	390	394	396	398	400
St. Michael (Woodstock)	310	357	393	400	445	439	460	473	480	502	518	512	512	516	517	519	519	517	513	509	507
St. Nicholas	249	292	330	359	396	394	418	442	453	476	485	460	465	457	460	458	455	453	449	446	445
St. Patrick (Lucan)	217	218	211	221	236	242	261	274	276	289	299	295	291	293	292	293	292	287	287	286	286
St. Patrick (Woodstock)	327	349	353	360	351	369	377	390	408	414	427	443	449	459	455	448	444	441	434	430	428
St. Paul	256	244	238	248	269	269	281	299	309	311	306	312	308	308	300	306	303	301	299	297	296
St. Pius X	192	189	209	364	368	347	356	351	342	349	350	350	350	351	357	361	360	363	366	367	368
St. Robert	249	257	234																		
St. Sebastian	235	221	226	239	226	210	215	208	225	224	233	235	243	241	239	237	236	233	231	230	231
St. Theresa	264	272	294	322	310	322	335	354	361	372	372	378	373	368	381	384	378	370	367	366	366
St. Thomas More	191	210	221	265	253	247	254	261	260	255	258	255	255	252	257	260	263	263	264	265	266
St. Vincent de Paul	207	208	215	219	226	203	216	217	214	216	221	221	222	221	220	222	223	223	223	224	223
<b>TOTAL</b>	<b>12,087</b>	<b>12,537</b>	<b>13,181</b>	<b>13,827</b>	<b>14,220</b>	<b>14,115</b>	<b>14,556</b>	<b>14,886</b>	<b>15,171</b>	<b>15,402</b>	<b>15,572</b>	<b>15,605</b>	<b>15,607</b>	<b>15,535</b>	<b>15,584</b>	<b>15,591</b>	<b>15,565</b>	<b>15,535</b>	<b>15,489</b>	<b>15,463</b>	<b>15,446</b>

Historical (2015 to 2019), Current (2020), and Projected (2021 to 2035) Secondary Enrolments By School - Head Counts

School	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Catholic Central HS	1,091	1,088	1,115	1,152	1,143	1,085	1,079	1,100	1,121	1,134	1,149	1,142	1,144	1,192	1,208	1,222	1,229	1,226	1,213	1,212	1,208
Holy Cross Catholic SS	850	752	787	776	852	861	873	886	914	903	900	920	916	952	966	962	964	957	956	963	962
John Paul II Catholic SS	729	868	919	945	1,043	1,085	1,177	1,234	1,301	1,392	1,419	1,427	1,470	1,474	1,423	1,418	1,411	1,396	1,441	1,437	1,436
Mother Teresa Catholic SS	735	732	779	839	899	1,042	1,181	1,314	1,380	1,392	1,419	1,427	1,470	1,474	1,423	1,418	1,411	1,396	1,441	1,437	1,436
Regina Mundi College	721	735	714	711	663	624	655	667	675	682	701	693	699	727	737	737	737	737	737	737	725
St. Andrew's Catholic HS	729	868	919	945	1,043	1,085	1,177	1,234	1,301	1,392	1,419	1,427	1,470	1,474	1,423	1,418	1,411	1,396	1,441	1,437	1,436
St. Joseph's Catholic HS	697	625	589	601	588	591	607	620	618	618	624	642	667	697	726	744	751	771	784	787	793
St. Mary's Catholic HS	697	625	589	601	588	591	607	620	618	618	624	642	667	697	726	744	751	771	784	787	793
St. Thomas Aquinas Catholic SS	792	739	764	817	921	983	1,014	1,057	1,038	1,070	1,094	1,162	1,228	1,292	1,323	1,305	1,300	1,278	1,294	1,296	1,285
<b>TOTAL</b>	<b>6,698</b>	<b>6,658</b>	<b>6,761</b>	<b>6,994</b>	<b>7,276</b>	<b>7,562</b>	<b>7,907</b>	<b>8,239</b>	<b>8,443</b>	<b>8,510</b>	<b>8,657</b>	<b>8,832</b>	<b>9,035</b>	<b>9,322</b>	<b>9,413</b>	<b>9,464</b>	<b>9,503</b>	<b>9,423</b>	<b>9,498</b>	<b>9,504</b>	<b>9,474</b>

Appendix B

Table 1  
Elementary Facilities - Enrolment and Facility Utilization - Historical 2015/16, Current 2020/2021, Projected 2025/26

School Name	OTG Capacity 2015	2015/16 ADE Enrol	diff Enrol vs Cap 2015/16	2015/16 Enrol vs OTG Cap	OTG Capacity 2020	2020/21 ADE Enrol	diff Enrol vs Cap 2020/21	2020/21 Enrol vs OTG Cap	OTG Capacity 2020	Proj 2025/26 ADE Enrol	diff Enrol vs Cap Proj 2025/26	Proj 2025/26 Enrol vs OTG Cap
Assumption	320	155	165	48.4%	320	189	131	59.1%	320	219	101	68.4%
Blessed Sacrament	280	190	90	67.9%	280	316	36	112.9%	280	405	125	144.6%
Holy Cross	257	149	108	58.0%	0	0	0	0.0%	0	0	0	0.0%
Holy Family	294	142	152	48.3%	294	207	87	70.4%	294	206	88	70.1%
Holy Family FI	268	194	74	72.4%	268	229	39	85.4%	268	287	19	107.1%
Holy Rosary	234	155	79	66.2%	234	196	38	83.8%	234	234	0	100.0%
Jean Vanier	447	409	38	91.5%	447	589	122	127.3%	447	672	225	150.3%
Monsignor Morrison	406	297	109	73.2%	423	295	128	69.7%	423	285	138	67.4%
Monsignor O'Neill	161	147	14	91.3%	161	170	9	105.6%	161	196	35	121.7%
Notre Dame	248	246	2	99.2%	248	297	49	119.8%	248	323	74	129.8%
Our Lady Immaculate	363	385	(2)	100.6%	340	307	33	90.3%	340	312	28	91.8%
Our Lady of Lourdes	366	392	(26)	107.1%	366	437	71	119.4%	366	476	110	130.1%
Sacred Heart	118	103	15	87.3%	118	100	18	84.7%	118	120	(2)	101.7%
Sir Arthur Carty	405	423	(20)	105.0%	426	478	(52)	112.2%	426	520	(94)	122.1%
St. Anne	268	166	102	61.9%	268	268	0	100.0%	268	295	(27)	110.1%
St. Anne's (St. Thomas)	573	505	68	88.1%	553	720	(167)	130.2%	553	825	(272)	149.2%
St. Anthony FI	248	565	(317)	227.8%	527	468	59	88.8%	527	415	112	78.7%
St. Bernadette	259	168	91	64.9%	259	289	(30)	111.6%	259	300	(41)	115.8%
St. Catherine of Siena	596	634	(38)	106.4%	576	731	(155)	126.9%	576	794	(218)	137.8%
St. Charles	141	101	40	71.6%	141	115	26	81.6%	141	131	10	92.9%
St. David	294	224	70	76.2%	294	252	42	85.7%	294	262	32	89.1%
St. Francis	455	371	84	81.5%	409	489	(80)	114.7%	409	502	(93)	122.7%
St. George	242	224	18	92.6%	245	250	(5)	102.0%	245	265	(20)	108.2%
St. John FI	334	393	(59)	117.7%	507	511	(4)	100.8%	507	563	(56)	111.0%
St. Joseph's (Mill)	271	243	28	89.7%	271	250	21	92.3%	271	261	10	96.3%
St. Jude	291	222	69	76.3%	291	256	35	88.0%	291	257	34	88.3%
St. Jude's (Ingersoll)	314	256	58	81.5%	314	297	17	94.6%	314	389	(75)	123.9%
St. Kateri	222	318	(96)	143.2%	222	386	(164)	173.9%	222	362	(140)	163.1%
St. Marguerite d'Youville	389	420	(31)	108.0%	389	588	(199)	151.2%	389	671	(282)	172.5%
St. Mark	317	370	(53)	116.7%	317	414	(97)	130.6%	317	408	(91)	128.7%
St. Martin	386	260	126	67.4%	386	309	77	80.1%	386	363	23	94.0%
St. Mary (West Lorne)	268	163	105	60.8%	268	171	97	63.8%	268	192	76	71.6%
St. Mary Choir	311	235	76	75.6%	311	231	80	74.3%	311	236	75	75.9%
St. Michael	268	185	83	69.0%	268	308	(40)	114.9%	268	358	(90)	133.6%
St. Michael's (Woodstock)	378	310	68	82.0%	378	439	(61)	116.1%	378	518	(140)	137.0%
St. Nicholas	412	249	163	60.4%	415	394	21	94.9%	415	485	(70)	116.9%
St. Patrick	236	217	19	91.9%	236	242	(6)	102.5%	236	299	(63)	126.7%
St. Patrick's (Woodstock)	368	327	39	89.3%	368	369	(9)	100.8%	368	427	(61)	116.7%
St. Paul	386	256	130	66.3%	386	269	117	69.7%	386	306	80	79.3%
St. Pius X	369	192	177	52.0%	369	347	22	94.0%	369	350	19	94.9%
St. Robert	317	249	68	78.5%	0	0	0	0.0%	0	0	0	0.0%
St. Sebastian	291	235	56	80.8%	291	210	81	72.2%	291	239	58	80.1%
St. Theresa	291	264	27	90.7%	340	322	18	94.7%	340	372	(32)	109.4%
St. Thomas More	236	191	45	80.9%	236	247	(11)	104.7%	236	258	(22)	109.3%
St. Vincent de Paul	294	207	87	70.4%	294	203	91	69.0%	294	221	73	75.2%
ELEMENTARY TOTAL	14,188	12,087	2,101	85.19%	14,052	14,115	(63)	100.45%	14,052	15,572	(1,520)	110.82%

Table 2  
Secondary Facilities - Enrolment and Facility Utilization - Historical 2015/16, Current 2020/2021, Projected 2025/26

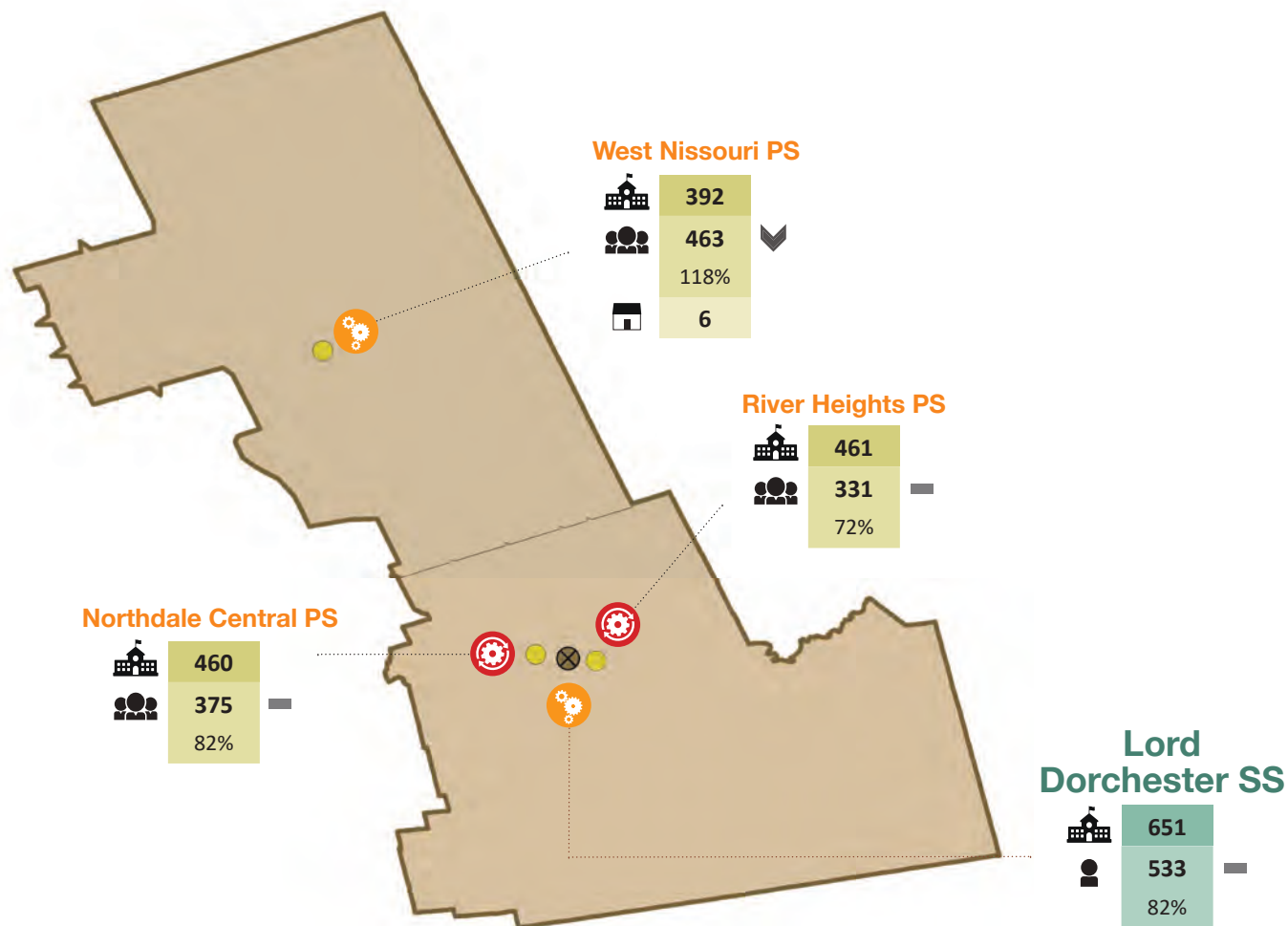
School Name	OTG Capacity 2015	2015/16 ADE Enrol	diff Enrol vs Cap 2015/16	2015/16 Enrol vs OTG Cap	OTG Capacity 2020	2020/21 ADE Enrol	diff Enrol vs Cap 2020/21	2020/21 Enrol vs OTG Cap	OTG Capacity 2020	Proj 2025/26 ADE Enrol	diff Enrol vs Cap Proj 2025/26	Proj 2025/26 Enrol vs OTG Cap
Catholic Central High School	1,110	1,069	41	96.3%	1,110	1,056	54	95.1%	1,110	1,126	(16)	101.4%
Holy Cross CSS	669	430	239	64.3%	610	384	226	63.0%	610	420	190	68.8%
John Paul II CSS	882	796	86	90.3%	882	824	59	93.4%	882	843	39	95.6%
Mother Teresa CSS	1,047	704	344	67.2%	1,047	1,024	23	97.8%	1,047	1,358	(311)	129.7%
Regina Mundi College	921	699	222	75.9%	942	608	334	64.5%	942	680	262	72.1%
Saint Andre Besette CSS	1,008	724	284	71.9%	1,008	1,164	(156)	115.5%	1,008	1,379	(371)	136.8%
St. Joseph's CSS	726	626	100	86.3%	726	769	(43)	105.9%	726	928	(202)	127.8%
St. Mary's CSS	849	669	180	78.8%	849	578	271	68.1%	849	599	250	70.6%
St. Thomas Aquinas CSS	945	772	173	81.7%	945	969	(24)	102.5%	945	1,066	(121)	112.8%
SECONDARY TOTAL	8,157	6,490	1,667	79.56%	8,119	7,376	743	90.85%	8,119	8,398	(279)	103.4%

Table 3

School Panel	OTG Capacity 2015	2015/16 ADE Enrol	diff Enrol vs Cap 2015/16	2015/16 Enrol vs OTG Cap	OTG Capacity 2020	2020/21 ADE Enrol	diff Enrol vs Cap 2020/21	2020/21 Enrol vs OTG Cap	OTG Capacity 2020	Proj 2025/26 ADE Enrol	diff Enrol vs Cap Proj 2025/26	Proj 2025/26 Enrol vs OTG Cap
Elementary	14,188	12,087	2,101	85.2%	14,052	14,115	(63)	100.4%	14,052	15,572	(1,520)	110.8%
Secondary	8,157	6,490	1,667	79.6%	8,119	7,376	743	90.8%	8,119	8,398	(279)	103.4%
Board Total	22,345	18,577	3,768	83.1%	22,171	21,491	680	96.9%	22,171	23,970	(1,799)	108.1%

# Planning Area 17

East Middlesex



## Elementary Panel

### Strategies for Action

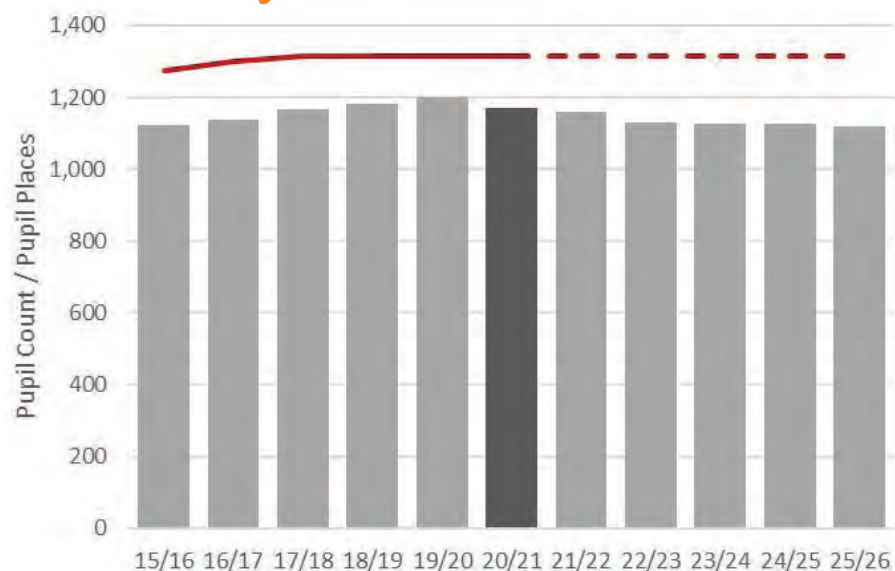
- Proceed with renovations to create child care facility at River Heights PS, subject to approval from the Ministry
- Consider opportunities to enhance access to special education programming
- Consider an elementary attendance area review to balance utilization

## Secondary Panel

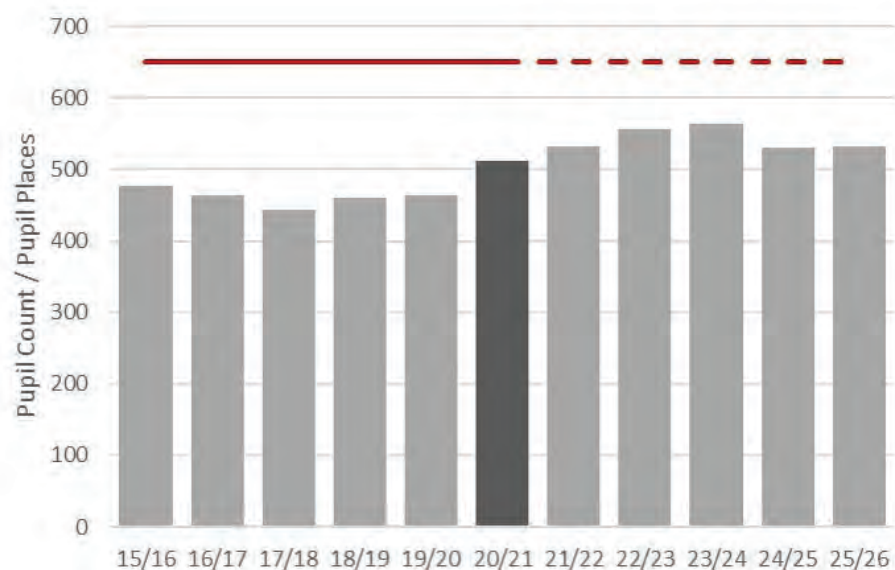
### Strategies for Action

- Undertake a secondary school attendance area review to balance utilization across London and adjacent areas in Middlesex and to align secondary attendance area with elementary school attendance areas

## Elementary Panel



## Secondary Panel



3

Schools

6

Portables



IMPLEMENT



REVIEW

### Activity in the Area

- 17/18: Northdale Central PS and River Heights PS included in EPAR01 revisions to attendance areas as part of the approval of a new elementary school in Belmont
- June 2020: Capital Priorities funding approved for construction of new Belmont elementary school

### Observations

- Moderate development anticipated, primarily in the Thorndale and Dorchester communities
- Average annual projected enrolment change: decrease of 1.2%
- Slight decline in existing community
- Persistent underutilization projected with surplus of approximately 195 pupil places in 25/26 if status quo
- Localized and declining overutilization at West Nissouri PS projected to persist with deficit of 33 pupil places in 25/26 if status quo maintained

### Programming Profile

#### Northdale Central PS

JK – Grade 3 English Track

#### River Heights PS

Grade 4 – 8 English Track

#### West Nissouri PS

K-8 English Track

1

School



REVIEW

### Observations

- Average annual projected enrolment change: increase of 2.45%
- Stable existing community projected with some growth due to residential development
- Persistent underutilization projected with surplus of approximately 118 pupil places in 25/26 if status quo maintained

### Programming Profile

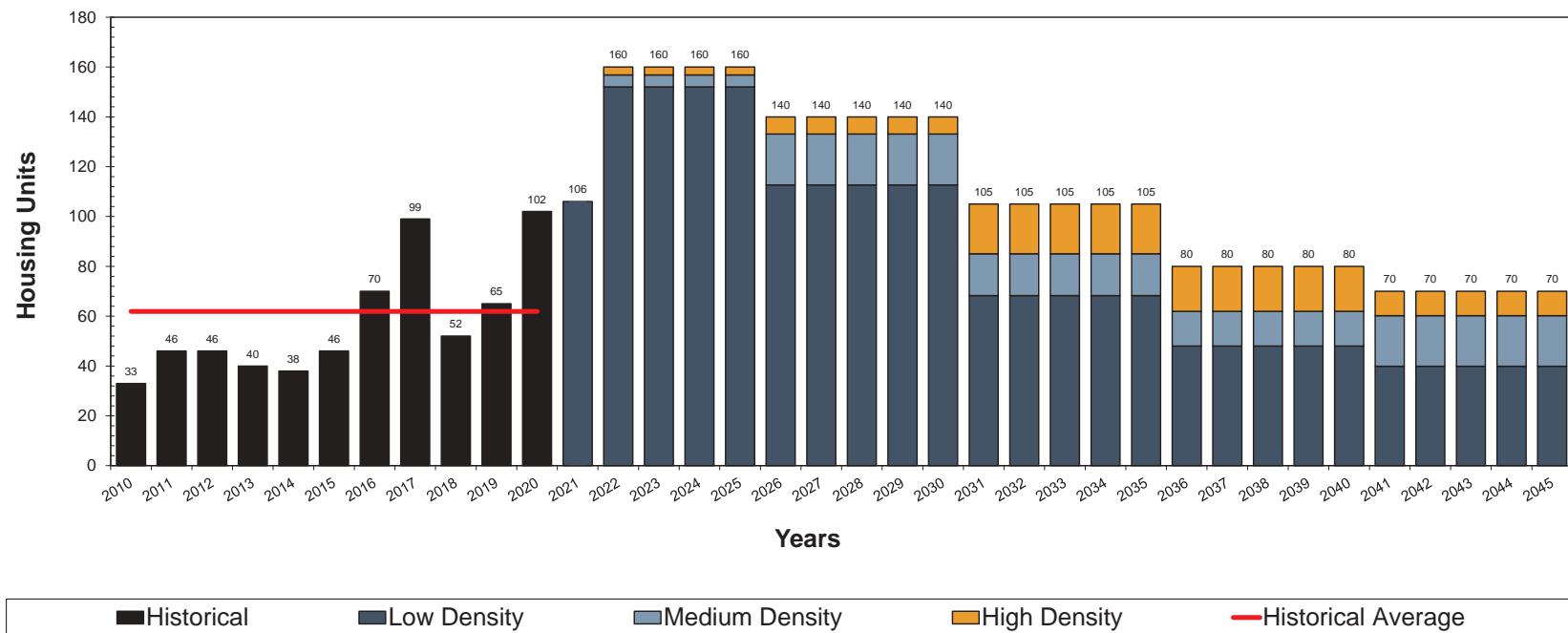
#### Grade 9 – 12 English Track

Specialist High Skills Majors:

Health and Wellness, Arts and Culture



**Figure A-1**  
**Municipality of Thames Centre**  
**Annal Housing Forecast <sup>[1]</sup>**



<sup>[1]</sup> Growth forecast represents calendar year.

Source: Historical housing activity derived from building permits from the Municipality of Thames Centre.



TOGETHER, WE GROW – AGAIN!

# Municipality of Thames Centre Official Plan Review

## Discussion Paper: Housing Policies

April 2022

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## Introduction

The designated Urban Settlement Areas of Dorchester and Thorndale are intended to be the primary focus of future growth and development opportunities the Municipality. Both areas contain the highest concentration and mix of land uses including housing and both have municipal water and wastewater services capable of accommodating new development, being the highest level and preferred method of servicing following direction from the Province.

The Municipality also contains nine (9) designated Hamlet Settlement Areas including Avon, Crampton, Gladstone, Harrietsville, Mossley, Nilestown, Putnam, Waubuno and Wellburn. They are characterized by smaller populations consisting of residential areas with limited commercial, industrial or institutional function. Under the Official Plan, development opportunities in these hamlet areas are limited considering there are no municipal services available. The cost required to provide such services would be financially unfeasible.

This Discussion Paper has been prepared to provide a background of the current housing policies to be considered during Thames Centre's Official Plan Review. This paper also highlights several topics of interest related to housing in the Municipality including an analysis of the current housing supply and demand and concludes with recommended next steps for the Official Plan Review.

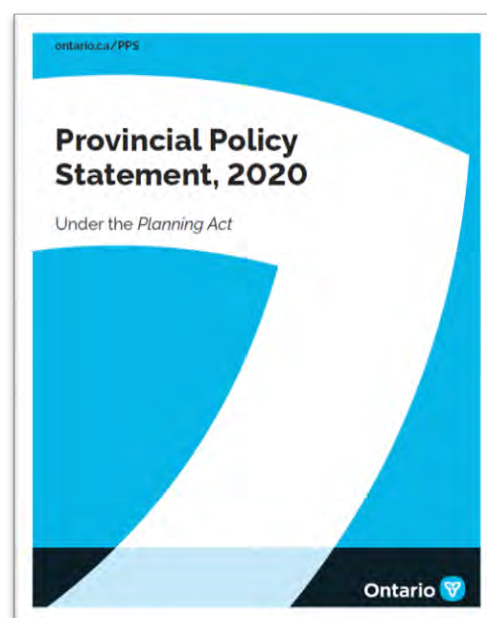
## Policy Background

Housing policies that inform the Thames Centre Official Plan come from the direction of the Province of Ontario through the Provincial Policy Statement and the County of Middlesex through their Official Plan. This section will provide an overview of that policy context in relation to housing policies.

### Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS), issued under the Planning Act, lays out the foundation for land use planning in Ontario with respect to matters of provincial interest, including housing. The policies that are set out in the PPS pertain to building strong healthy communities, the wise use and management of resources, and protecting public health and safety. As an important tool to describe the policies within the PPS at a local level and with local context, the Thames Centre Official Plan is required to be consistent with the PPS. This includes ensuring that the updated Official Plan provides planning strategies for the next 25 years. (Ministry of Municipal Affairs and Housing, 2020)

The provision of housing is a key component of the PPS which seeks to encourage strong, sustainable and resilient communities for people of all ages while protecting the environment, public health and safety, and facilitating





economic growth. The PPS seeks to achieve this objective by ensuring that not only a wide range of housing options are available to meet current and projected needs but that the necessary infrastructure is in place and efficiently used to meet changing needs.

The PPS stipulates that healthy, liveable and safe communities are sustained by accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons). To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents, planning authorities shall maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification, redevelopment and in designated growth areas. The findings in this regard are in the housing assessment section found later in this Discussion Paper.

The PPS also requires a minimum 3-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, as well as draft approved and registered plans. The findings in this regard are in the housing assessment section found later in this Discussion Paper.

Settlement area expansions under the PPS can only occur at the time of a comprehensive review and only where it has been demonstrated that sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment and designated growth areas to accommodate projected needs over the identified planning horizon (being the next 25 years), provided the evaluation criteria is satisfied including infrastructure and public service facilities being available or planned for the development over the long term and the assessment for prime agricultural areas is met. The findings in this regard are in the housing assessment section found later in this Discussion Paper.

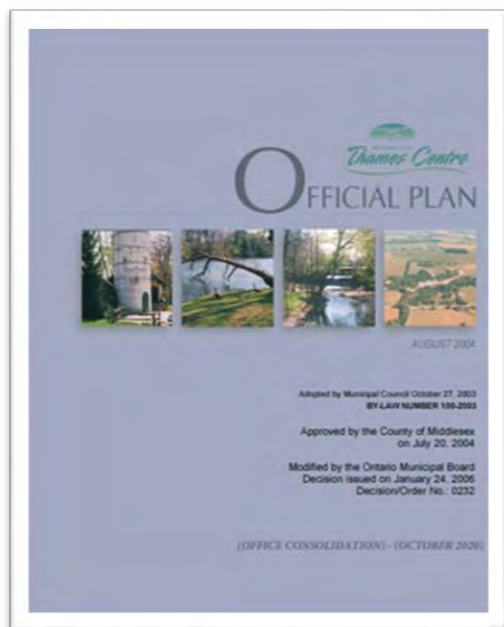
### County of Middlesex Official Plan

The County of Middlesex is an upper-tier government comprised of eight local municipalities, including Thames Centre. The County has an Official Plan that directs land use planning policy on a broad basis and is intended to set forth an upper tier policy foundation to provide policy direction to local municipalities in the development of local Official Plans and Zoning By-laws (County of Middlesex, 2021). Currently, the County is undergoing an Official Plan update to ensure that the policies within the Official Plan are consistent with the PPS.

Both Dorchester and Thorndale are designated as Urban Settlement Areas under the County of Middlesex Official Plan being the highest concentration and intensity of land uses in the County. They are the focus for future growth in the Municipality and are expected to accommodate a significant portion of projected growth over the planning period due to their ability to provide full municipal services.



The County Plan encourages a wide range of housing types, size and tenure to meet projected needs of current and future residents of Middlesex County. To achieve this objective, local municipalities are required to support intensification and redevelopment opportunities and housing accessible to low to moderate income households. In this regard, the County requires that 15 percent of all development occur by means of intensification and redevelopment and that 20 percent of all housing be affordable (equivalent to in the case of home ownership), being at least 10 percent below the average purchase price of a resale unit in the regional market area.



### Thames Centre Official Plan

Existing policies primarily direct residential growth and development opportunities to the Urban Settlement Areas of Dorchester and Thorndale where municipal water and municipal sewage services are available. These communities contain the highest concentration and mix of land uses within the Municipality. To a lesser extent, limited development and growth opportunities are available within Hamlet Settlement Areas considering individual wells and septic systems are required.

Following the direction of the PPS and the County Plan, the Thames Centre Official Plan encourages the development of a greater variety of housing types, sizes and tenures. In particular, the Plan supports housing types that promote continuum of lifestyle to allow residents to remain within the community throughout the course of their lives. This would include opportunities for low density residential

development in the form of single-detached, semi-detached, duplex and tri-plex housing. The Plan also encourages opportunities for medium density residential uses including townhouses, horizontal multiples and low-rise apartments (3 storeys or less). The Plan also encourages the addition of a second dwelling either within a single-detached, a semi-detached, or townhouse dwelling unit; or within an accessory building (i.e. detached garage) located on the same lot.

Consistent with the County Plan, the 15 percent target for all housing opportunities must be in the form of intensification and redevelopment. Furthermore, the Municipality is also required to meet the 20 percent affordable housing target imposed by the County.

### Housing Assessment

The following assessment provides a review of the residential supply inventory, a housing forecast and the anticipated residential land needs to the year 2046 to determine the Municipality's capacity to accommodate future housing growth.

## Housing Supply

The supply of housing is provided in **Table 1** below and broken down according to development status for the entire Municipality. As of April 2022, a total of 2,716 housing units were identified within the development approvals process including preliminary submissions. This includes final approved, draft plan approved, proposed applications as well as concepts. The following observations are worth noting:

- Dorchester accounts for just over 74% of the total residential housing supply in Thames Centre over the short and long term, with Thorndale taking up the balance.
- Both Dorchester and Thorndale are however more evenly split with short-term housing supplies of approximately 500 and 450 units, respectively, which are classified as being final approved or draft plan approved.
- Hamlet areas only account for less than 1 percent of the housing potential being 5 housing units in regards to a draft plan of subdivision situated in Nilestown. This is not surprising considering there are no municipal services in hamlet areas which have growth opportunities limited to infilling and intensification.
- Thames Centre's future potential housing supply includes 62% comprised of singles and semi-detached units, 28% comprised of townhouse units and 10% comprised of apartment units. This represents a significant shift in the housing market considering the 2016 Statistics Canada Profile for Thames Centre indicates 92% for singles and semi-detached units, 1% for townhouse units and 3.5% for apartment units.

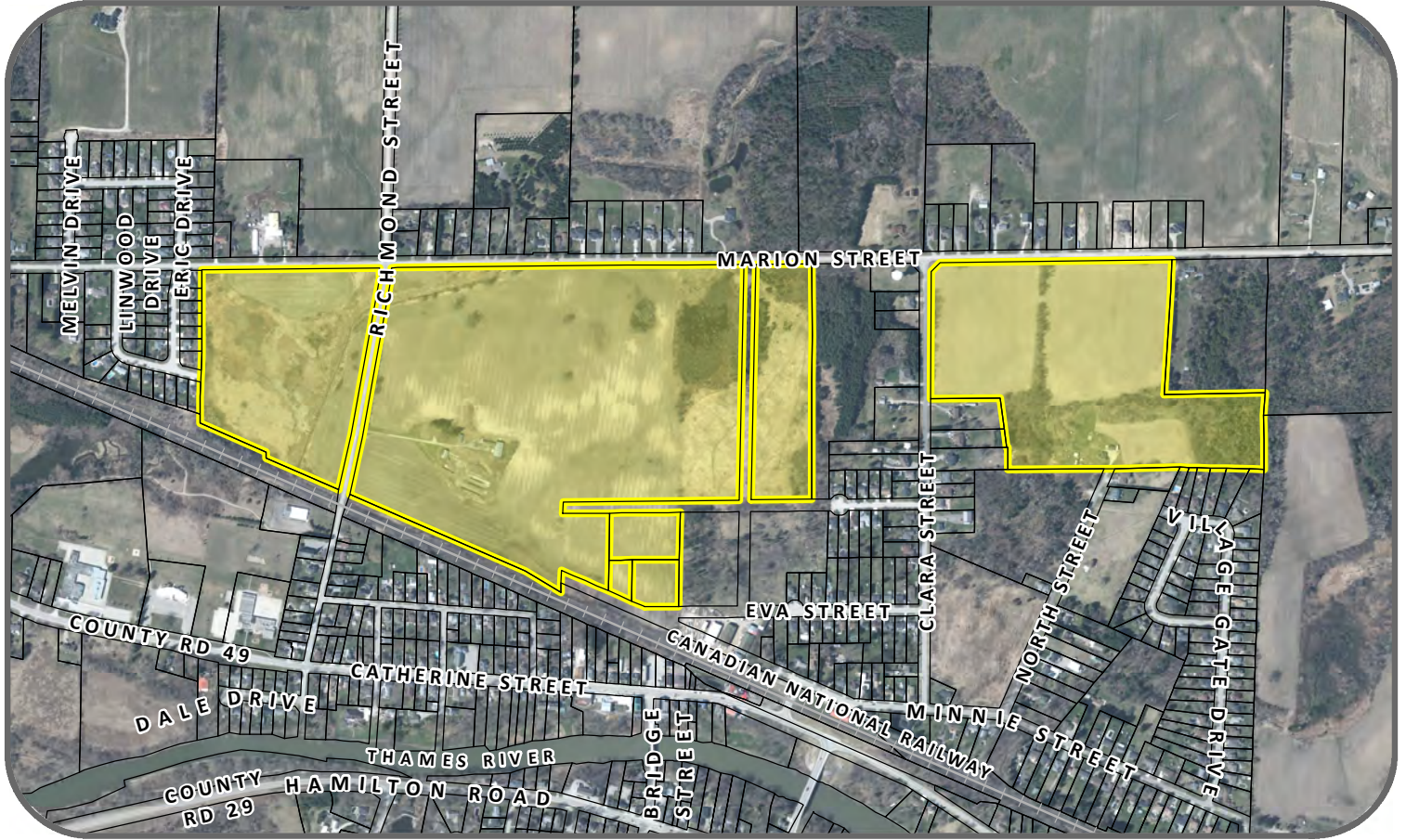
**Table 1- Total Housing Potential, Municipality of Thames Centre**

Subdivision Status	Total Housing Potential			Total
	Singles & Semi	Townhouse Units	Low Rise Apartments	
Final Approved	126	0	0	126
Draft Plan Approved	658	0	0	658
Proposed	343	397	232	972
Preliminary	555	350	55	960
<b>Total</b>	<b>1,682</b>	<b>747</b>	<b>287</b>	<b>2,716</b>
<b>Percentage Share</b>	<b>62%</b>	<b>28%</b>	<b>10%</b>	<b>100%</b>

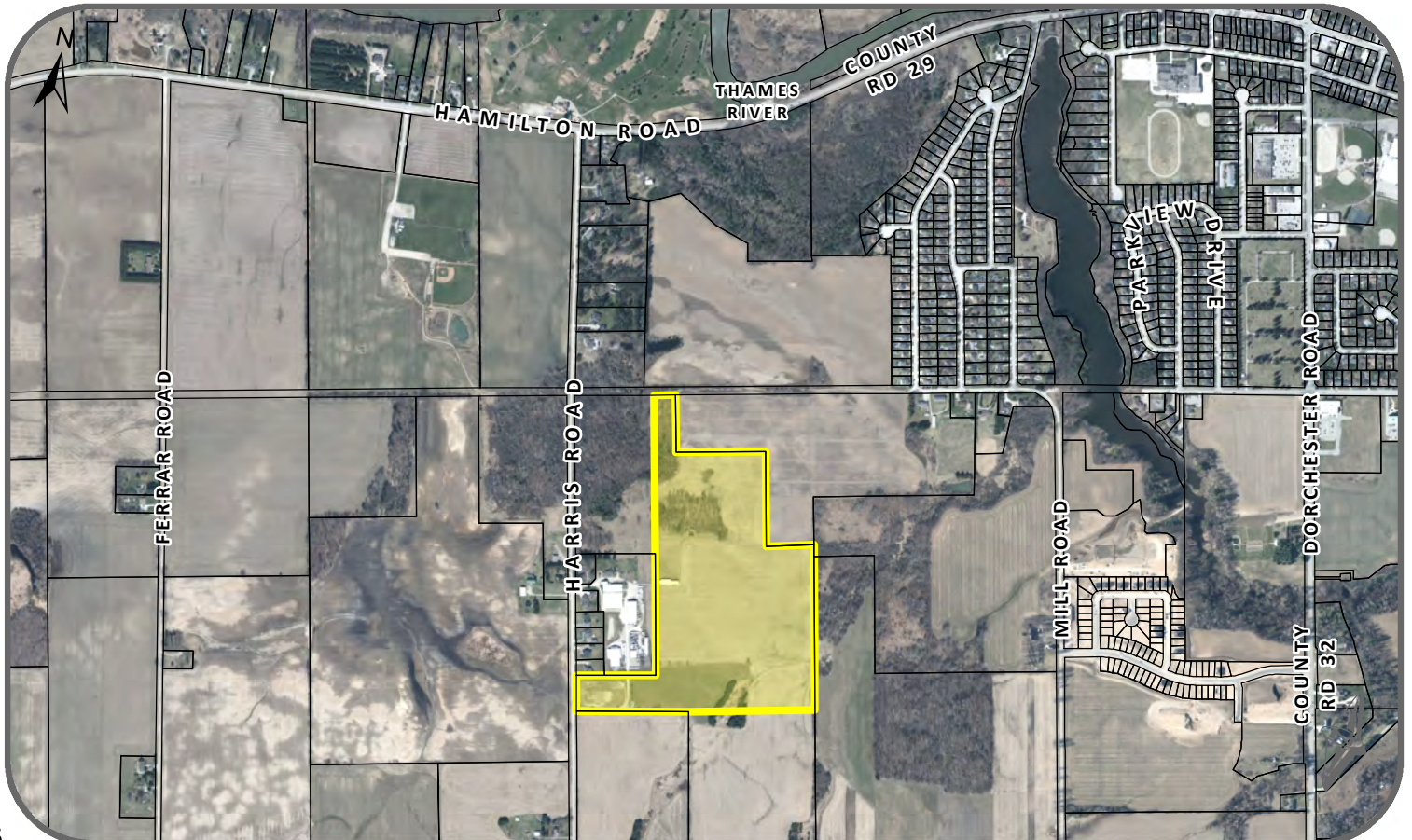
In addition to the foregoing inventory, there are also vacant lands designated Residential that are not within the development approvals process including preliminary submissions. These lands are limited to Dorchester on both sides of the Thames River and account for a total of 83 hectares of land as shown on **Figure 1** below. This total however needs to be discounted by 25% to exclude environmental features (woodlots, floodplains) which cannot be developed. As a result, the 83 hectares of gross land represents 62 hectares of net land. Applying a density of 13 units per hectare, this would translate into an additional 806 housing units over the long-term.



**Figure 1- VACANT RESIDENTIAL LAND SUPPLY**  
**NORTH SIDE OF THE THAMES RIVER, DORCHESTER**



**SOUTH SIDE OF THE THAMES RIVER, DORCHESTER**





**Table 2- Total Residential Supply, Municipality of Thames Centre**

	Development Stage	Housing Units
A	Total Housing Potential within development approvals process	2,716
B	Residential Intensification Factor (15%)	407
C	Vacant Residential Designated Lands Unit Yield (13 u/ha)	806
D	Total Residential Supply (A+B+C)	3,929
E	<b>Total Residential Supply Less Land Vacancy Factor<sup>1</sup> (E=D-15%)</b>	<b>3,339</b>

**Note**

<sup>1</sup>Vacancy Factor is to apply to recognize that long-term vacancy of lands may occur with sites that remain undeveloped due to physical constraints, site inactivity or unwillingness to develop lands.

The Municipality's total residential supply indicates that there are 3,339 potential housing units which includes the total number of housing units within the development approvals process, opportunities for intensification and the unit yield anticipated from vacant lands designated Residential. These findings will be compared to the Housing Forecast to generate a Housing Need to confirm whether the Municipality has a potential housing deficit or surplus.

**Housing Forecast**

The County of Middlesex retained Watson & Associates to undertake population and housing projections for local municipalities under the report entitled Middlesex County Housing Growth Forecast and Allocations by Local Municipality (2020). This report included a low scenario, reference scenario and high growth projection scenarios including a review of anticipated trends including not limited to age groups and average household size.

More recently, the Municipality of Thames Centre retained Watson & Associates to update their development charges and prepared the Development Charges Background Study (2021). As part of that exercise, **Table 3** below provides an estimate of the anticipated amount, type and location of housing units between period of 2021 and 2046.

**Table 3- Housing Unit Forecast By Location and Unit Type (2021-2046) Municipality of Thames Centre**

Development Location	Singles & Semi-Detached	Multiples <sup>1</sup>	Apartments <sup>2</sup>	Total Housing Units
Dorchester	1,282	358	256	1,897
Thorndale	602	19	30	651
Hamlets and Rural Areas	174	0	0	174
<b>Total</b>	<b>2,058</b>	<b>377</b>	<b>286</b>	<b>2,721</b>

**Notes**

<sup>1</sup>Includes townhouse and duplex units

<sup>2</sup>Includes accessory apartments, bachelor, 1-bedroom and 2-bedroom units

Source: Watson & Associates – DC Background Study 2021

Key observations from the foregoing analysis indicate:

- Dorchester is anticipated to account for over 69% of housing development for the long term which is generally consistent with the total residential housing supply, compared to 24% for Thorndale.
- Low-density residential development in the form of single and semi-detached units are anticipated to account for 75% of the total housing demand with the remaining 25% comprised of medium density residential development in the form of townhouse and apartment unit.

### Housing Needs

To recap, the Municipality is anticipating a housing demand of 2,721 units up to year 2046. The housing supply analysis concluded that the Municipality has 3,339 potential housing units to satisfy its future growth needs over the same period which includes potential units in the development approvals process including conceptual designs along with the development yield through vacant lands designated Residential which are not subject to the development approvals process. As such, the Municipality of Thames Centre has sufficient lands designated Residential to satisfy its future growth need for the next 25 years.

As previously indicated, the PPS requires a minimum 3-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, as well as draft approved and registered plans. Based on the average number of housing starts per year projected for the next 25 years by Watson Associates, being 109, and 784 draft approved or registered lots, the Municipality exceeds the PPS's minimum requirement yielding a 7-year supply. To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents, the PPS also required that planning authorities maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification, redevelopment and in designated growth areas. Based on the average number of housing starts per year projected for the next 25 years by Watson Associates, being 109, and the total potential number of housing units in the order of 3,339, the Municipality exceeds the PPS's minimum requirement yielding a 30 year supply.

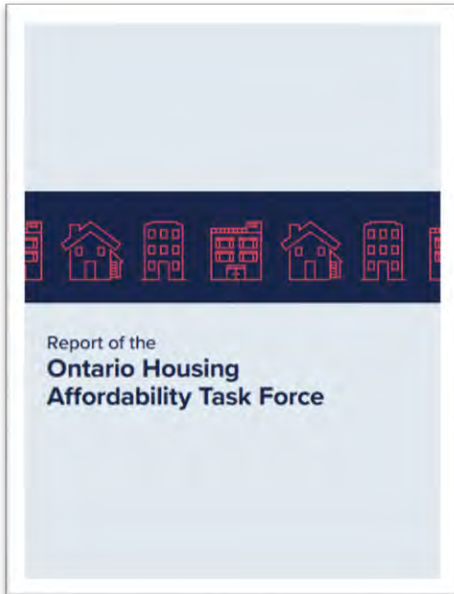
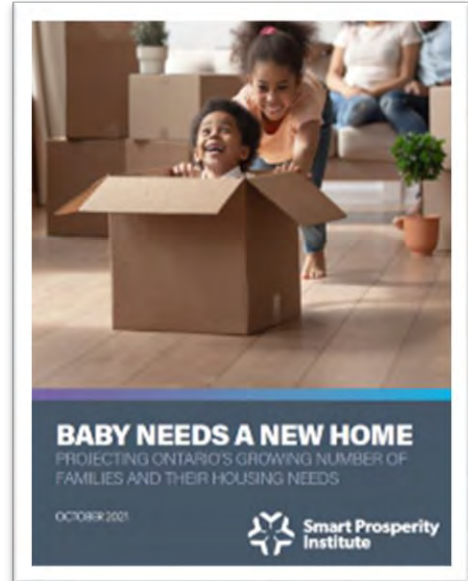
## Topics of Interest

This section will explore topics of interest related to housing policies, including new policies to be considered and the review of current policies to help inform the Official Plan Review.

### Housing Crisis

In response to the housing crisis, the Smart Prosperity Institute including Mike Moffat, Professor at Western University's Ivey Business School, authored a recent report in entitled Baby Needs A New Home – Projecting Ontario's Growing Number of Families and Their Housing Needs. It is a comprehensive report based on a projection for housing demand in Ontario. Over the next ten (10) years, this report projects that one (1) million new homes will be required considering the demand for housing has outpaced supply resulting in escalating housing prices. This trend is not limited to the GTA since it is affecting all of southern Ontario.

Following that, the Province of Ontario released a document entitled a Report of the Ontario Housing Affordability Task Force, which recommends five (5) keys areas to quickly increase the supply of market housing being 1.5 million homes over the next ten (10) years. Those key areas include:



- Make changes to planning policies and regulations to allow for greater density and increase the variety of housing
- Reduce and streamline urban design rules to lower costs of development
- Depoliticize the approvals process to address NIMBYism and cut red tape to speed up housing.
- Prevent abuse of the appeal process and address the backlog at the Ontario Land Tribunal by prioritizing cases that increase housing.
- Align efforts between all levels of government to incentivize more housing.

It remains to be seen what changes are to come about to the land use planning framework following this report.

### Promoting Housing Mix

The Municipality is currently experiencing a change with development community proposing more housing options than ever before. Historically comprised of a predominantly single-detached housing stock, the housing market has evolved in response to the housing supply shortage, escalating land prices and the need to provide a more affordable housing alternative. Despite this market response, municipalities have a role to encourage a mix and wide range of housing types. To promote that objective, it is recommended that the Municipality implement targets for low and medium residential development being 65% and 35% respectively. These targets will assist in addressing housing affordability and create a more sustainable community by having housing choices to satisfy a broad demographic and give local residents the choice to stay in the community.

Under the Thames Centre Official Plan, proposals for medium density residential uses in the form of low-rise apartments and townhouse dwellings are required to satisfy at least two of the following locational criteria: frontage on an arterial road; abut a major park; abut a commercial area; and, overall development application has a land area of at least 2 hectares (5 ac). Should two of the criteria not be satisfied, an Amendment to the Official Plan is required. Compared to other local municipalities in the County, this policy direction is the most restrictive. To further encourage a mix of housing types, existing policies should be revised to alternatively encourage these types of uses to locate in proximity to those areas and to remove the minimum area requirement. Standards governing height and density are more appropriately addressed through zoning. The remaining evaluation criteria under the Plan would continue to apply which would warrant an Amendment to the Official Plan if not met.

To further encourage a mix of housing types, it is recommended that street townhouse dwellings be allowed in a low-density residential settings similar to single-detached and semi-detached dwellings. This would be appropriate considering street townhouse dwellings offer a similar layout to single-detached or semi-detached dwellings with units facing the street including a driveway for garage access and a rear yard. Cluster townhouse dwellings which form part of a residential complex however would continue to be treated as medium density residential.

### Additional Dwelling Units

To address housing affordability, municipalities are mandated to permit additional dwelling units (ADUs) in both the primary building and an accessory building to a total of three (3) dwelling units on the same lot, following the Province's direction through an amendment to the Planning Act. For example, an existing dwelling can be converted to include a basement apartment unit as well as a dwelling unit within a detached garage. For clarity, the primary building can include a single-detached, semi-detached or townhouse dwelling. As such, the Thames Centre Official Plan needs to be amended accordingly. Currently, the Official Plan only permits second units in either the primary building or an accessory building.

### Garden Suites

Another means of addressing housing affordability is through the provision of a garden suite or granny flat, being a self-contained portable dwelling unit typically in the form of a mobile home to provide temporary accommodation for an elderly person. Currently, a garden suite is permitted through an approved temporary rezoning limited to a maximum of ten (10) years as noted in the Official Plan. The Planning Act has been amended to allow garden suites to a maximum of twenty (20) years. As such, the Official Plan should be amended accordingly.



## Recommendations and Next Steps

This discussion paper has provided a background of the current housing policy framework and a housing needs assessment to help inform the draft official plan policies for the Thames Centre OP. The following recommendations are provided to ensure conformity with the County Plan and consistency with the PPS:

- It is recommended that a housing mix targets apply in the form of 65% for low density residential development and 35% apply for medium density residential development.
- It is recommended to encourage a further mix of housing types that street townhouse dwellings be recognized as low density residential uses.
- It is recommended that to further encourage a mix of housing types, the locational criteria for medium density residential proposals for low-rise apartments and cluster townhouse dwellings be revised to alternatively encourage these types of uses to locate in adjacent to arterial roads, major parks and commercial areas as well as remove the minimum 2 hectare land requirement.
- It is recommended that policy direction be provided to allow Additional Dwelling Units (ADU) and Garden Suites/Granny Flats consistent with the direction from the Province.
- It is recommended that the definitions within the Thames Centre OP are revised if necessary and include new definitions that are laid out in the PPS and within the County Official Plan.

Questions and comments for consideration can be submitted to [mbancroft@thamescentre.on.ca](mailto:mbancroft@thamescentre.on.ca)

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May 31, 2022

**Delivered by email**  
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**karina.gould@parl.gc.ca**

The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
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Ottawa, ON K1A 0A2

The Honourable Karina Gould, P.C., M.P.  
Minister of Families, Children and Social Development  
House of Commons  
Ottawa, ON K1A 0A6

Dear Prime Minister Trudeau and Minister Gould:

**Re: Town of Aurora Council Resolution of May 24, 2022**  
**Motion 10.1 - Councillor Humfryes; Re: Private Member's Bill C-233 "Keira's Law"**

Please be advised that this matter was considered by Council at its meeting held on May 24, 2022, and in this regard, Council adopted the following resolution:

**Whereas violence against women is a Canadian public health crisis that demands urgent action; and**

**Whereas one in four women experience domestic violence in their lifetime. One woman or girl is killed every other day, on average, somewhere in our country; and**

**Whereas the most dangerous time for a victim of abuse is when she separates from her partner. According to research from the U.S. Centre for Disease Control and Prevention, when there is a history of coercive control, violence and a recent separation, a woman's risk of domestic homicide goes up 900 times; and**

**Whereas the current Canadian court system is not equipped to protect women. According to the National Judicial Institute, there is no mandatory education for Judges on domestic violence. Judges need education on what constitutes domestic violence or coercive control. A formal education program would ensure**

**another line of defense for victims, as well as preventing violence and abuse before it happens; and**

**Whereas the COVID-19 pandemic has only exacerbated the domestic violence crisis. Women's shelters and crisis centres have reported a marked increase in requests for services this year. The concerns for children are significant.**

**According to recent research from The Children's Hospital of Eastern Ontario, doctors have seen more than double the number of babies with serious injuries as this time last year. These include head injuries, broken bones or in some cases death. Institutions across the country are reporting a similar trend; and**

**Whereas, according to Article 19 of the UN Convention on the Rights of the Child, children must be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has care of the child." Our current family justice system often fails our children in this regard; and**

**Whereas, in worst case scenarios, children are killed by a violent parent. As reported by the Canadian Domestic Homicide Prevention Initiative, recent separation and domestic violence are the two biggest risk factors for domestic violence related child homicides; and**

**Whereas custody disputes are an additional risk factor. Each year in Canada, about 30 children are killed by a parent. Mothers are responsible about 40 per cent of the time, often due to postpartum depression or mental illness. In the 60 per cent of cases where fathers are the murderers, anger, jealousy or post-separation retaliatory revenge are the usual motivations; and**

**Whereas Keira's Law is named after four-year-old Keira Kagan, who was killed while in the custody of her father, in 2020; and**

**Whereas many cases of domestic violence are inappropriately labelled as "high conflict" in the family court system. According to research by Rachel Birnbaum, a Social Work Professor at the University of Western Ontario who specializes in child custody, approximately one third of cases called "high conflict" by the court had substantiated evidence of valid concerns about domestic violence. These cases must be recognized and treated differently by judges; and**

**Whereas voting in favour of "Keira's Law", contained in Private Member's Bill C-233, will not only protect victims of violence and children, it will save lives by**

**amending the *Judges Act* to establish seminars for judges on intimate partner violence and coercive control;**

- 1. Now Therefore Be It Hereby Resolved That Aurora Town Council calls upon the House of Commons to support Member of Parliament Anju Dhillon's Private Member's Bill C-233, that will raise the level of education on domestic violence and coercive control for federally appointed Judges; and**
- 2. Be It Further Resolved That a copy of this resolution be sent to: The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Karina Gould, MP, Minister of Families, Children and Social Development; The Honourable Candice Bergen, Interim Leader of the Conservative Party of Canada; Yves-Francois Blanchet, MP, Leader of the Bloc Quebecois; Jagmeet Singh, MP, Leader of the New Democratic Party; MP Tony Van Bynen; and MP Leah Taylor Roy; and**
- 3. Be It Further Resolved That a copy of this resolution be circulated to all Ontario municipalities and the Federation of Canadian Municipalities (FCM).**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond  
Town Clerk  
The Corporation of the Town of Aurora

MdR/lb

Copy: Hon. Candice Bergen, M.P., Interim Leader of the Conservative Party of Canada  
Yves-François Blanchet, M.P., Leader of the Bloc Québécois  
Jagmeet Singh, M.P., Leader of the New Democratic Party of Canada  
Tony Van Bynen, M.P. Newmarket—Aurora  
Leah Taylor Roy, M.P. Aurora—Oak Ridges—Richmond Hill  
Federation of Canadian Municipalities (FCM)  
All Ontario municipalities



The Honourable Doug Ford,  
[premier@ontario.ca](mailto:premier@ontario.ca)

### **Re: Retirement Home Funding**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting passed the following resolution:

“Whereas there are 700 retirement homes in Ontario regulated by the Retirement Homes Regulatory Authority in accordance with the Retirement Homes Act; this includes the Residential Tenancies Act, the Occupational Health and Safety Act, the Ontario Fire Protection Act, the Personal Health Information Protection Act and College of Nurses standards;

And Whereas Retirement Homes are privately owned, renting private accommodation to seniors without access to public funding by the government the same way home care services and long term care homes do;

And Whereas currently 60% of these Ontario Retirement Homes, that are small facilities under 70 beds, are failing financially and/or are facing imminent closure risking loss of supportive, safe and secure environments for 60,000 retirement home residents in Ontario, as per Ontario Retirement Communities Association (ORCA);

And Whereas the cost of living in a retirement home is \$1500 - \$6000 a month which is significantly more expensive versus the cost of homecare services and/or long term care homes, as most assisted living/retirement homes do not provide personal care as a part of the basic fee; instead requiring residents to pay full cost of accommodation and any care services they require;

And Whereas home care services may be provided at no cost to resident “only if” appropriate level(s) of community service provider staffing is available;

And Whereas many Retirement Home residents or individuals in the community, who do not require long term care levels of service, are forced into long term beds due to extinguishing funds and/or lack of adequate financial means to pay for Retirement Home and/or required extra personal care services, inappropriately burdening limited long term care bed or acute hospital bed capacity;

And Whereas many seniors living in Retirement Homes and who experience worsening medical conditions, increased number of falls and overall increased frailty, often do “not” move onto long term care due to lack of long term bed availability and/or family preference, placing significant stress on Retirement Home staffing complements and financial resources;

And Whereas Retirement Homes have not been afforded recent government Nursing and/or PSW staff subsidies as provided to home care service providers and long term care homes;

And Whereas Retirement Homes have not been included in recent reduction of resident activity restrictions.

Therefore Be It Resolved that the Municipality of Chatham-Kent request that the Ontario Government:

1. Enable individuals in the community opportunity to apply for financial assistance from the Ministry of Seniors and Accessibility to help cover accommodation costs and/or required personal care service costs at Retirement Home level, similar to available funding assistance for home care services and long term care homes.
2. Recognize Retirement Homes as an essential community health care partner and implement an equitable service funding program that facilitates/enables Retirement Homes to safely care for residents who require significant personal care assistance while awaiting a long term care bed.
3. Afford equitable Nursing and PSW staffing subsidies retroactively across all divisions of the community health care provision sector, including Retirement Homes.
4. Allow for equitable resident activity levels across all divisions of the community health care provision sector, including Retirement Homes.

And further that this resolution be forwarded to the Premier of Ontario, the Ministry of Seniors and Accessibility and all Ontario municipalities.

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

C

Ministry of Seniors and Accessibility  
Ontario Municipalities



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **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 June 13, 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 June 13, 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 13<sup>th</sup> DAY OF JUNE, 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell