



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### - A G E N D A -

**Monday July 11, 2022**

#### **REGULAR MEETING OF COUNCIL**

**9:30 a.m.**, Council Chambers, Fingal/Via 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 June 27, 2022
- (b) Minutes of the Zero Waste Committee Meeting of May 17, 2022

**5. DELEGATION**

- (a) **9:30 a.m.** Caitlin Wight - **Recycle Coach Demo**
- (b) **10:00 a.m.** – Valerie Towsley, Watershed Resource Planner and Mark Peacock, CAO/Secretary- Treasurer Lower Thames Valley Conservation Authority – **Bill 229 – Municipal Planning MOU's**

**6. DRAINAGE**

- (a) DRA 2022-05 Request for Subsequent Connection of Drainage Works to the Henderson Drain 2019
- (b) Notice of Request for Drain Minor Improvement – 35822 Fourth Line - Bogart Drain Branch "C"

**7. PLANNING**

- (a) **9:45 a.m.** Public Meeting Zoning By-law Amendment ZBA 2022-07 – Buttinger 39549 Talbot Line

**8. REPORTS**

- (a) FIR 2022-09 Activity Report – June
- (b) ENG 2022-29 Activity Report – June
- (c) ENG 2022-30 Road Maintenance Agreement
- (d) ENG 2022-31 Fencing By-law Amendment

- (e) ENG 2022-32 Public Works Building Project Update
- (f) FIN 2022-15 Section 357 Adjustments
- (g) CBO 2022-09 Activity Report – June
- (h) CAO 2022-32 Activity Report – June
- (i) County Council Highlights June 28, 2022

## **9. CORRESPONDENCE**

## **10. BY-LAWS**

- (a) By-law No. 2022-63, being a By-law to amend By-law No. 2011-14, Buttinger 39549 Talbot Line
- (b) By-law No. 2022-64, being a By-law to enter into a Service Agreement/ Memorandum of Understanding with Lower Thames Valley Conservation Authority
- (c) By-law No. 2022-65, being a By-law to amend 2019-77, Fencing By-law
- (d) By-law No. 2022-66 being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 11, 2022.

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

- (a) Kettle Creek Conservation Authority Progress Report
- (b) Resolution from the Municipality of Tweed RE: Ontario Wildlife Damage Compensation Program Administrative Fees
- (c) Ontario Energy Board Notice of Application – Enbridge Gas Inc. 2021 Utility Earnings and Disposition of Deferral & Variance Account Balances

## **12. CLOSED SESSION**

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (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)) – Teetzel Development Property, Shedden
- (b) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239 (2)) (f) – Hamilton Zone Change Appeal – Legal Representation
- (c) Personal Matters about an identifiable individual, including municipal or local board members (section 239(2)) (b) – Recruitment Updates

## **13. ADJOURNMENT:**

### **NEXT REGULAR MEETING OF COUNCIL**

**Monday August 8, 2022 @ 7:00 P.M.**

**Council Chambers, Fingal/Via Video Link**

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## MINUTES



Regular Council Meeting

Monday June 27, 2022

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

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Peter Kavcic, Dir. of Infrastructure & Development Services.  
(7:00 p.m.- 9:05 p.m.)  
Corey Pemberton, Director of Building & Community Services  
(7:00 p.m.- 8:57 p.m.)  
Brent Clutterbuck, Drainage Superintendent (7:00 p.m.-7:13 p.m.)  
Heather James, Planner (7:00 p.m.- 8:57 p.m.)  
June McLarty, Corporate Services Clerk (7:00 p.m.- 9:05 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:** None

### **DISCLOSURES:**

There were no disclosures.

### **ADOPTION OF MINUTES:**

**2022- 177 Deputy Mayor Monteith – Councillor Emons Minutes**

**THAT** the Minutes of the Regular Council Meeting of June 13, 2022 are hereby adopted.

**CARRIED**

## **DRAINAGE:**

### **Luton Drain 2022**

**In attendance: Deren Lyle**

**2022- 178 Deputy Mayor Monteith – Councillor Emons**

**Mtg to Consider  
Report Luton  
Drain 2022**

**THAT** the Meeting to Consider the report for the Luton Drain forms at  
**7:00 p.m.**

**CARRIED**

The Chairman stated that this is the Meeting to Consider the Report for the Luton Drain 2022, dated May 31, 2022 prepared by the Engineer Mike DeVos of Spriet Associates. This report was submitted to the Clerk of the Township of Southwold on March 9, 2022. Council received this report and decided to proceed with this report at our meeting on June 13, 2022. The purpose of this meeting is to allow the landowners and other affected parties to be given the opportunity to voice their concerns relating to any aspect of this report. Matters dealing specifically with assessments including where any land or road has been assessed too high or too low, any land or road that should have been assessed but has not been, or the land use was not duly considered will be dealt with by the Court of Revision at a date to be determined after the passing of a Provisional By-Law.

The Chairman asked the Clerk if everyone notified of this meeting to consider the report of the Engineer in an appropriate way that were required to be notified under the Drainage Act. The Clerk responded yes, on June 16, 2022 all landowners and affected parties required to be notified under Section 41 of the Drainage Act were sent by regular mail, notice of the date and time and location of this meeting. The notice included a copy of the report of the engineer for the Luton Drain 2022, dated May 31, 2022. Also included in the notice was a letter explaining that this meeting would be held virtually.

Mike DeVos from Spriet and Associates presented the May 31, 2022 report to Council.

The Chairman asked if Council had any questions. There were no questions from Council. The Chair then asked if any landowners or affected parties had any questions or concerns. There were none from the Landowners or affected parties.

**2022-179 Deputy Mayor Monteith – Councillor Pennings Luton Drain 2022**

**THAT** the Report on the Luton Drain 2022 prepared by Spriet Associates pursuant to Sections 4 and 78 of the Drainage Act, dated May 31, 2022 be accepted by Council of the Township of Southwold; and



**THAT** Council authorizes staff to initiate the tender process, if required, for the construction and improvement of the Luton Drain 2022; and

**THAT** Court of Revision for the Luton Drain 2022 will be held virtually at 7:00 p.m. on August 8, 2022; and

**THAT** Council consider provisional By-law No. 2022-51.

**CARRIED**

The Chairman stated that the Clerk will be mailing a copy of the Provisional By-Law duly passed tonight to the Landowner and affected parties as required by Section 46 of the Drainage Act along with the notice of The Court of Revision for the Luton Drain 2022 (By-Law 2022-51) will be held virtually the same as this meeting on August 8, 2022 at 7:00pm. Any owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds: any land or road has been assessed an amount that is too high or too low, any land or road that should have been assessed has not been assessed, due consideration has not been given to the use being made of the land by a written notice setting out the grounds of the appeal at least 10-days before the first sitting of the Court of Revision to the Chief Administrative Officer/Clerk of the Township of Southwold. Further under Section 48 of the Drainage Act any owner of land or any public utility affected by a drainage works, if dissatisfied with the report of the engineer on the grounds that, the benefits to be derived from the drainage works are not commensurate with the estimated cost thereof and/or the drainage works should be modified on grounds to be stated and/or the compensation or allowances provided by the engineer are inadequate or excessive may appeal to the Tribunal, and in every case a notice of appeal shall be served within 40 days of the mailing of the Provisional By-Law.

The Chairman concluded that a fact sheet is available that explains the appeals that are available to landowners under the Drainage Act as well as the required forms are available for pick up at the Township of Southwold Office or they could be sent to you by regular mail or email.

**2022-180**

**Councillor Pennings – Councillor Emons**

**Adjournment of Mtg  
to Consider Report –  
Luton Drain 2022**

**THAT** the Meeting to Consider the Report for the Luton Drain 2022 hereby adjourns and the regular meeting of Council reconvenes at **7:08 p.m.**

**CARRIED**

## REPORTS:

**2022- 181      Deputy Mayor Monteith – Councillor Emons      Union Road –  
Request for No Parking Signs**

**THAT** Council recommend the County of Elgin amend its Traffic and Parking Regulation By-law to restrict parking on both sides of Union Road from 645m south of Talbot Line to 870m south of Talbot Line.

**CARRIED**

**2022-182      Deputy Mayor Monteith – Councillor Pennings      Memorandum of  
Understanding – KCCA**

**THAT** Council pass By-law No. 2022-60 to approve and execute a Memorandum of Understanding with the Kettle Creek Conservation Authority for the transfer of lands legally describe as Part Lot 40, Concession Southeast of North Branch of Talbot Road, Part 2, Plan 11R-10849.

**CARRIED**

## PLANNING:

**7:15 p.m. Official Plan Amendment and Zoning By-law Amendment – OPA 2022-01 and ZBA 2022-06 North/Turville 4485 Thomas Road/4509 Union Road**

**In attendance: D. Lunn, B. Rosser, J. Van De Gevel, D. Shields, W. Pol, A. Muirhead, D. Lyle, M. Mescia, K. Tugwood.**

**2022-183      Councillor Pennings – Councillor Emons      Public Meeting OPA  
2022-01 and ZBA 2022-06**

**THAT** Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider application to amend the Official Plan and zoning on the properties owned by Peter and Deneen North and Frank Turville C/O Domus Development Inc.

**CARRIED**

The Mayor stated that is a public meeting as required by Sections 16 and 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Official Plan Amendment and Zoning By-law Amendment to redesignate and rezone a portion of the lands known as 4485 Thomas Road from residential to agricultural area and from settlement reserve (SR) to Agricultural 1 Special Provision 64 (A1-64) to permit agricultural uses and permit the existing undersized lot area; and also redesignate and rezone a portion of the lands known as 4509 Union Road from Agricultural Area to

Residential and from Agricultural 3 Special Provision 2 (A3-2) to Settlement Reserve (SR) to permit Agricultural uses only as this time resulting in a settlement area boundary adjustment for North Port Stanley.

The Mayor asked if any members of Council have a disclosure of interest concerning the proposals. None were declared.

The Mayor asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that a sign was posted on the properties by June 7th, 2022. Notices were mailed to property owners within 120 metres and emailed to Agencies on June 2nd, 2022.

Planner Heather James presented her report to Council. Ms. James noted in her report that only 10.6 ha (26 acres) of the proposed residential designation are developable lands due to being adjacent to locally significant wetlands. Ms. James read a letter that was received on Monday June 27, 2022 from the Elgin Federation of Agriculture. The letter stated they have concerns regarding the land swap and the impact on the agricultural lands. Ms. James also read letters received from resident D. Shields and William Pol, Planning Consultant for Great Lakes Farms. Both letters address concerns about these applications.

The Mayor asked the Clerk if any comments have been received from Staff. The Clerk responded yes, staff comments were received as detailed in the Planning Staff Report.

The Mayor asked the Clerk if we received any written submissions on this application. The Clerk responded no agency comments were received, at the time of writing. Public comments were received, as detailed in the planning staff report, at time of writing. Since that time, additional written comments have been received and have been provided to Council, Township staff and the owners and applicants.

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 applications for the Official Plan Amendment and Zoning By-law Amendment, please ensure that they email their names, address and postal code and phone number to the Planner or Clerk by June 28, 2022. Any person that has contacted the Planner to be part of the public meeting today will receive this further information automatically.

Barbara Rosser, Land Use Planner on behalf of the authorized agent, Domus Development Inc reported that they have read and agree with the Township's Planner planning report. Several reports and studies were submitted in support of the applications. Ms. Rosser noted to Council that in preparation of her report to the developer a Stage One Traffic Impact Assessment and Spray Drift Scenario Report were included. These reports were prepared to better understand the agricultural operations and what impacts could likely be anticipated with regards to the proposed the development coming out of the land swap and identify any mitigated measures that will need to be taken. The OFA draft Agricultural

Impact Assessment Guidance report was also used. These studies concluded that no traffic will be impacted and as long as best practice for spraying have been met, there should be any problems. Ms. Rosser noted that OFA document from 2018 is a draft and did not take in account of land swaps. The Provincial Policy Statement for land swaps can into effect in 2020. This part of Southwold abuts a larger settlement area of Port Stanley and existing development. It is not a new settlement area but a boundary adjustment with no net gain. The new Southwold Official Plan extended the settlement area boundary into the southern part 4509 Union Road property.

Ms. Rosser also reported that Domus Developments Inc have conducted discussions with Great Lakes Farms and have agreed in principle the need for normal farming measures. A suggestion the wording for a warning clause as for normal farming practices could be included in the development agreement for the draft plan of approval. More information would be provided to purchasers as an understanding of what occurs on an orchard operation. The drainage would be the responsibility of the developer and shouldn't impact neighbouring properties. Fencing would be appropriate measures for 4263 Union Road. It is noted that 4509 Union Road is more serviceable than 4485 Thomas Road. The next step is the adopting of the Official Plan Amendment and passing of Zoning By-law Amendment. A severance application for the northern 2.8 ha would be submitted for 4509 Union and would be preparing plan of subdivision and plan of condominium for approximate 200 units. Domus Department Inc. is quite respectful of the concerns brought to them from by Great Lakes Farms and wants to work with the neighbours.

William Pol provided a presentation on land use planning comments on behalf of Great Lakes Farms. He provided a brief history and future plans for Great Lake Farms. Great Lakes Farms goals are to work cooperatively with the Township and the developer to maintain and continue to expand good farming practices and develop good relationships. Reduce complaints. Be good neighbours for new residents. He commented on the concerns regarding wind machines, spraying and trespassing. The wind machine is one of the possible reasons why there is a request for the warning clause to be placed on the titles for the properties. Concerns were also raised about farm equipment and workers. A request for signage for slow moving vehicles and the potential for widening of Union Road by 1.5 m for a shoulder was also suggested. Building a new relationship between the farming community and these new residents would be good as well. An idea for a farm fresh produce membership entitling you to discounts and buying from local communities was also made. Mr. Pol commented that farming is important part of the community and there is provincial legislation that supports it. The Official Plan is in place to protect agricultural lands. Appreciates the efforts that Domus Developments has done and would like to continue that relationship. Great Lakes Farms would like to continue to operate using normal farm practices, continue to expand their operation and work with the Township and Domus Developments.

Donna Lunn, Elgin Federation of Agriculture commented that the EFA are supportive of the Township's efforts for the need for housing requires for future growth but keeping in mind the agriculture impacts. She reported that under the Provincial Policy Statement

that land swap is allowed. Supports Great Lakes Farms ensuring the safety and security of their farm operation in the future. The Ontario Federation of Agriculture has a document that can be shared with new residents, and it can be edited to meet our specific requirements.

Mayor Jones commented that on behalf of Council, we take our agriculture lands and farmers very seriously. We have included clauses in development agreement that state to what was presented now and will continue to do so.

**2022-184      Deputy Mayor Monteith – Councillor Pennings      OPA 2022-01 and  
ZBA 2022-06, North/Turville  
4485 Thomas Road/4509 Union Road**

**THAT** Council of the Township of Southwold receive Report PLA 2022-17 regarding Official Plan Amendment OPA 2022-01 and Zoning By-law Amendment Application ZBA 2022-06 – Recommendation Report;

**AND THAT** Council of the Township of Southwold adopt the proposed Official Plan Amendment Application OPA 2022-01, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-17 and forward the necessary documentation and By-law to the County of Elgin for approval;

**AND THAT** Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-06, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-17.

**CARRIED**

The Mayor stated that please be advised that the decision may be appealed to the Ontario Land Tribunal (formally the Local Planning Appeal Tribunal) by the applicants or another member of the public who have provide comments.

**2022-185      Councillor Pennings – Councillor Emons      Adjournment  
of Public Mtg**

**THAT** the public meeting to consider the application to amend the Official Plan and zoning on the property owned by the Official Plan and zoning on the properties owned by Peter and Deneen North and Frank Turville C/O Domus Development Inc. ends and the regular meeting of Council reconvenes at **8:06 p.m.**

**CARRIED**

**8:08 p.m. Committee of Adjustment MV 2022-05**

**Alora Homes (Anthony Caputo) C/O Claude Farhat, 19 Rea Court**

**In attendance: C. Farhat**

**2022- 186      Councillor Emons – Deputy Mayor Monteith      MV 2022-05**

**THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance application MV 2022-05, filed by Alora Homes (Anthony Caputo) C/O Claude Farhat at **8:08 p.m.**

**CARRIED**

**2022-187      Deputy Mayor Monteith – Councillor Pennings      Adjournment of  
C of A**

**THAT** the meeting of the Committee of Adjustment to hear application MV 2022-05, filed by Alora Homes (Anthony Caputo) C/O Claude Farhat adjourns and the regular meeting of council reconvenes at **8:15 p.m.**

**CARRIED**

**BREAK 8:15 p.m. – 8:18 p.m.**

**2022- 188      Councillor Pennings – Councillor Emons      ZBA 2022-04  
Recommendation Report 2<sup>nd</sup> Update – Additional Dwelling Units**

**THAT** Council of the Township of Southwold receive Report PLA 2022-19 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 2022-19.

**CARRIED**

**2022-189**

**Deputy Mayor Monteith – Councillor Pennings      Request to Initiate  
Amendment to the  
Twp. Of Southwold OP**

**THAT** Council of the Township of Southwold receive Report PLA 2022-20 regarding Request to Initiate Amendment to the Township of Southwold Official Plan;

**AND THAT** Council of the Township of Southwold directs Administration to initiate an Official Plan Amendment for Lot R Plan 39, 37437 Lake Line to redesignate the lands from Agricultural to Residential and to bring the parcel into the North Port Stanley Settlement Area, Schedule 4D to the Official Plan to correct a mapping error.

**CARRIED**

**2022-190**

**Councillor Pennings – Councillor Emons      Planning Pre-Application  
Consultation and Completeness  
of Planning Applications**

**THAT** Council of the Township of Southwold receive Report PLA 2022-21 regarding Planning Pre-Application Consultation and Completeness of Planning Applications;

**AND THAT** Council of the Township of Southwold approve a By-law for Planning Pre-Application Consultation and Delegation of Authority for Completeness of Planning Applications, in accordance with Appendix One of this report.

**CARRIED**

**2022-191**

**Deputy Mayor Monteith – Councillor Emons      Site Plan Control  
By-law**

**THAT** Council of the Township of Southwold receive Report PLA 2022-22 regarding Site Plan Control By-law;

**THAT** Council of the Township of Southwold repeal By-law No. 87-30 Site Plan Control By-law for the Township of Southwold;

**AND THAT** Council of the Township of Southwold approve a By-law for Site Plan Control, in accordance with Appendix One of this report.

**CARRIED**

## **REPORTS:**

### **2022-192      Councillor Pennings – Deputy Mayor Monteith      Delegation By-Law Amendment**

**THAT** Council pass By-law No. 2022-56, being a by-law to amend the Delegation By-law.

**CARRIED**

### **2022-193      Councillor Pennings – Councillor Emons      User Fee Amendment Cash – in-Lieu of Parkland**

**THAT** Council pass By-law No. 2022-61, being a by-law to amend the User Fee By-law for Cash-in-Lieu of Parkland Fees.

**CARRIED**

## **County Council Highlights – June 14, 2022**

Mayor Jones presented the highlights to Council.

## **BY-LAWS:**

- By-law No. 2022-45, being a By-law to amend By-law No. 2011-14, Additional Dwelling Units
- By-law No. 2022-51, being a by-law to provide for drainage works – Luton Drain 2022
- By-law No. 2022-54, being a by-law to adopt Southwold Official Plan Amendment 2022-01
- By-law No. 2022-55, being a by-law to amend By-law No. 2011-14- North/Turville, 4485 Thomas Road/4509 Union Road
- By-law No. 2022-56, being a by-law to amend By-law No. 2021-33, being a by-law to delegate authority.
- By-law No. 2022-57, being a by-law to appoint Township Officials – M. Lant
- By-law No. 2022-58, being a by-law to require consultation prior to submission of planning applications and delegation of authority for completeness of planning applications.
- By-law No. 2022-59, being a By-law to designate the Township of Southwold as a Site Plan Control Area pursuant to Section 41 of the Planning Act R.S.O. 1990 as amended.
- By-law No. 2022-60, being a by-law to enter into a memorandum of understanding with Kettle Creek Conservation Authority
- By-law No. 2022-61, being a by-law to amend Cash-in-Lieu of Parkland Fees By-law No. 2021-73
- By-law No. 2022-62, being a By-law to confirm the resolutions and



motions of the Council of the Township of Southwold, which were adopted on June 27, 2022

**2022-194      Deputy Mayor Monteith – Councillor Pennings      By-laws**

**THAT** By-laws Nos. 2022-45, 2022-51, 2022-54, 2022-55, 2022-56, 2022-57, 2022-58, 2022-59, 2022-60, 2022-61 and 2022-62 be read a first and second time.

**CARRIED**

**2022-195      Councillor Emons – Councillor Pennings      By-laws**

**THAT** By-laws Nos. 2022-45, 2022-54, 2022-55, 2022-56, 2022-57, 2022-58, 2022-59, 2022-60, 2022-61 and 2022-62 be read a third time and finally passed.

**CARRIED**

#### **ADJOURNMENT:**

**2022-196      Councillor Pennings – Deputy Mayor Monteith      Adjournment**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:05 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## Southwold Zero Waste Committee

May 17, 2022

Virtually

10:00 AM

Attendance: Councillor Emons, Jess Andrews, Shannon Lynch, Niki Pennings, Caitlin Wight. Also joined: Andrea Kerkvliet, Emma Rogers. Regrets: Richard Andrews

### 1. Call to Order

Meeting called to order by Councillor Emons at 10:11 am

### 2. Approval of Agenda

Agenda was approved through Resolution No. 07. Moved by Jess Andrews, Seconded by Shannon Lynch.

RESOLVED that the agenda of the May 17, 2022 committee meeting of the Southwold Zero Waste Committee be approved. DISPOSITION: Motion Carried

### 3. Adoption of Minutes from April 1, 2022 Meeting

Adoption of the minutes from meeting on April 1, 2022 approved through Resolution No. 08. Moved by Niki Pennings, Seconded by Jess Andrews.

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

Added – Introduction of Committee Members as Andrea Kerkvliet joined in on this meeting.

### Business arising from previous minutes

- Communities in Bloom – Jess spoke with a member of the CIB committee. Southwold Zero Waste Committee can bring some composters to sell. They welcomed the input on the coffee/snacks and reduction of waste for event idea. Will get through their supply for this year, look to go more towards zero waste next year. Excited to have committee be a part of event.
  - Decided on 11 composters, Caitlin to coordinate having them put in Pavilion Kitchen. Sarah has stand up poster, to bring to event. All to wear bring aprons.

- Schedule sorted out – Shannon all day, Niki – morning shift, Sarah – morning shift, Jess – late morning shift, Andrea – late morning shift.
- Caitlin to coordinate float for Sarah to pick up on Friday, May 27, along with tracker for sales.
- Education Presentation – committee is working on getting this put together in electronic format. At current it is not a high priority item for the committee, will work on this more throughout the summer.

## New business

- Recycle Coach
  - Caitlin gave an over view of the Recycle Coach webinar that Township Staff had a few weeks ago. Township of Southwold is looking at launching this for Township residents, as it is available to use through the City of London.
  - It is an app that allows residents to search all about recycling/waste collection. Can push out notifications of collection changes, special events, can search what goes where for collection etc.
- Canada Day
  - Sarah to bring up with Canada Day committee members at Meeting on May 18<sup>th</sup>. Discussion on potential of walking event with recycling and garbage bags to assist with collection, while also providing a social/educational interaction with event attendants. Also discussion on if potential to move to paper plates from Styrofoam ones, compostable/recyclable utensils, etc. Potential for a display at entry to the Fingal park.
  - There will be a DJ – potential for an announcement from dignitary that is in attendance about the committee, what it is about, the presence at the event, etc.

## Delegation of Duties

### Adjournment

The next meeting to be Tuesday, June 21 at 10:00 AM Virtually. Approved through Resolution No. 09. Moved Shannon Lynch, Seconded by Niki Pennings. RESOLVED that the meeting be adjourned at 11:15 AM and that the next meeting be scheduled for June 21, 2022 at 10:00 AM virtually. DISPOSITION: Motion Carried.



# New Client Onboarding

Recycle Coach mobile app & web app



A central teal circle labeled "Recycle Coach" is connected by six grey arrows to surrounding light blue rounded rectangular boxes. The boxes contain text about the company's reach, tailored programs, sustainability content, workplace education, digital presence, and history. The background features faint, stylized leaf patterns.

## **Recycle Coach**

**Information and Education platform used by over 1,400 municipalities**

**Tailored to your Local Waste & Recycling Program**

**Clean & Sustainable Technology Company**

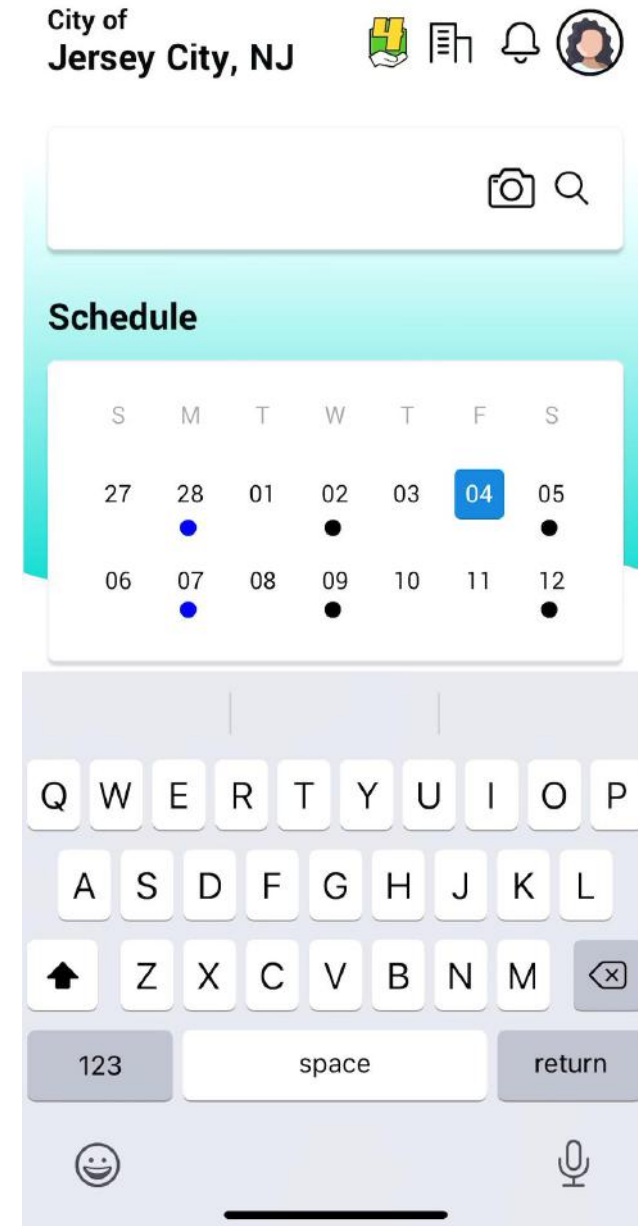
**Provides schedule information, search materials and sustainability content**

**21 yrs. in Recycle Information and Education Business, 10+ digitally**

**Now curates Recycling Education for Workplaces and On Campus**



# Check Out Our App



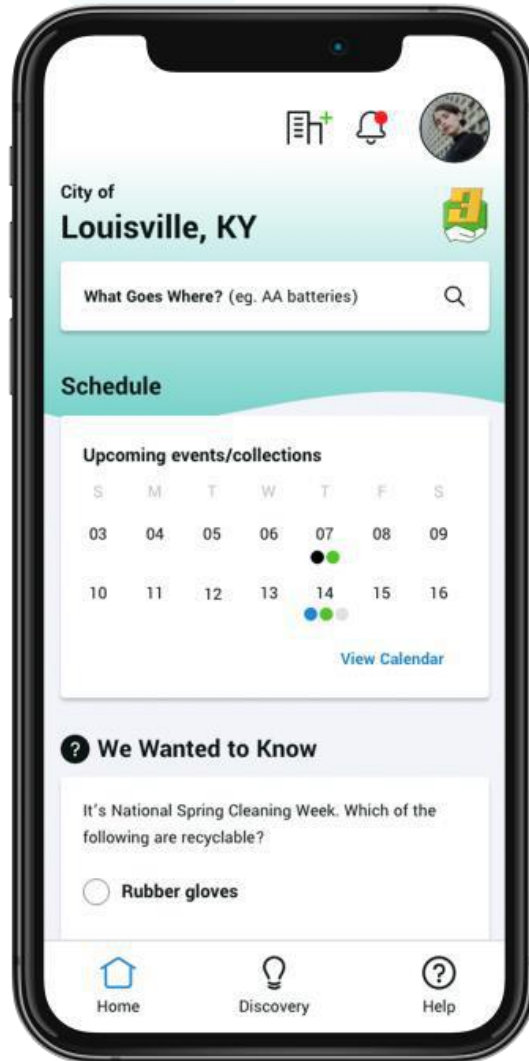
# Features

## What Goes Where

Unlock the full database containing 400 materials and over 15,000 search terms. Includes drop-off locations and event details.

## Personalized collection schedule and pick-up reminders

Give residents their full pick-up schedule, street- sweeping details and more!

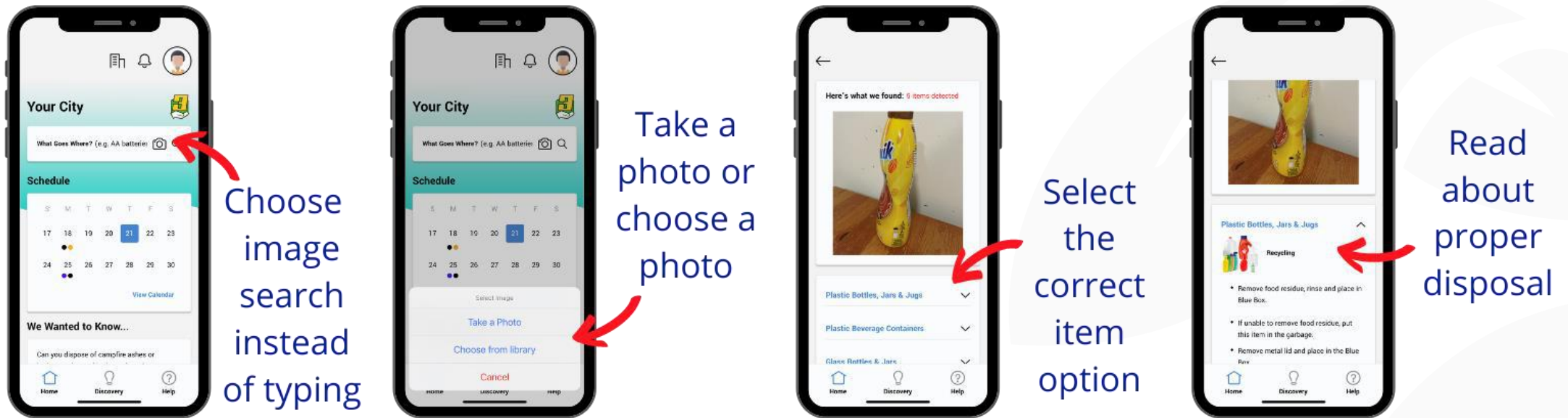


## Special add-ons available

- Send Emergency and non-emergency notifications
- Allow residents to get reminders and notifications via SMS text message
- Add Additional Languages

# Features: Image Recognition

Now offering Image Search where a user can look up disposal instructions of any item by simply taking a photo of it.





# Agenda



# Set-up Tasks

# Collection & Event Calendar Set-up

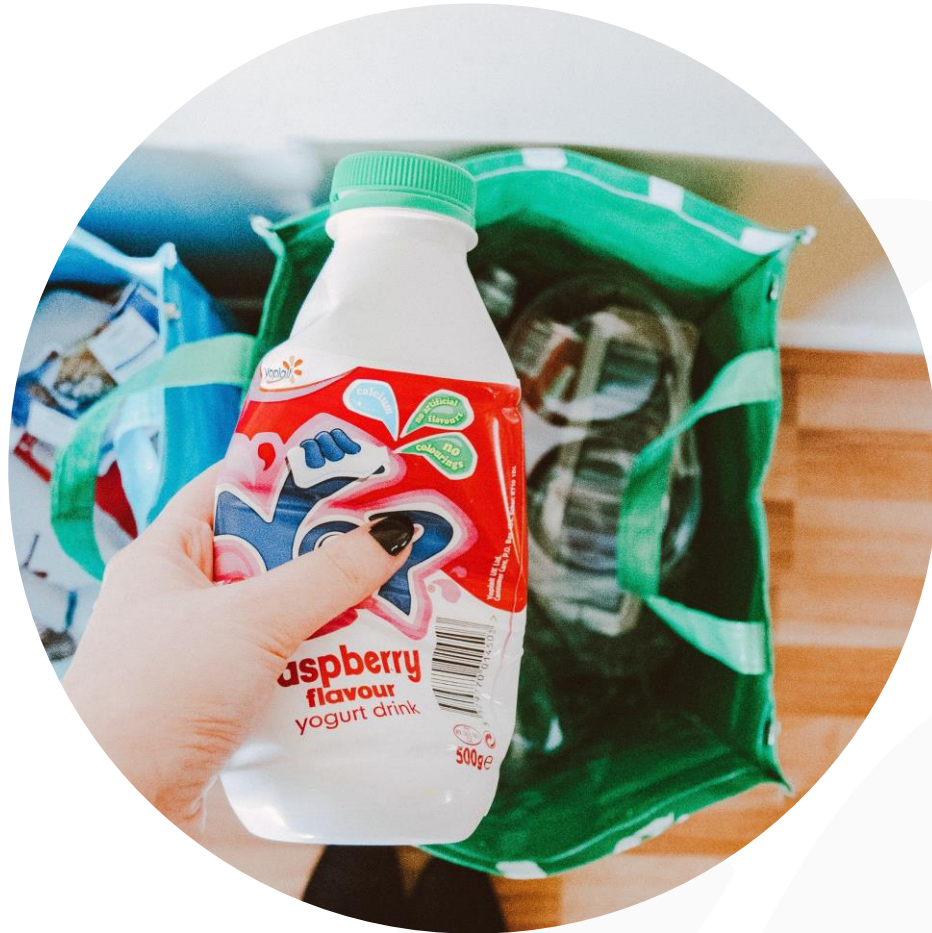
## 1. Collections:

- Garbage (Trash?)
- Recycling
- Separate organics?
- Yard waste/leaves
- Street cleaning
- Bulky items
- Holiday trees?
- Other?

## 2. Holidays that affect collections?

## 3. Events

- HHW/E-waste/Shredding/  
Community Clean-up/anything else?



# Address Implementation

**Address  
Search**

**Map-  
Based**

**List-  
Based**

# Zone Set-up

Client to supply zone set-up details – typically a CSV address database with zone assignments

**Example:** Address database CSV file format

Recycle Coach address database - submit in CSV format		
Formatted Address	Search Type 1	Is there more than one search type?
78 Broome St, Newark	Zone A	



# What Goes Where Set-up

## 1. Initial set-up is done by Recycle Coach

- Collection requirements (e.g. Set-out time, weight limits, placement guidelines, etc.)
- Preparation details (e.g. rinse clean, lids on/off for plastic bottles)
- Drop-off locations
- Event details

## 2. Additional edits and final approval to be performed by you (typically takes 1-4 hours)

# Inbound Resident Communication



Technical issues come directly to us, all others are instantly forwarded to you via email\*

## **What email address should we send them to?**

Alternatively, we can redirect users to a 311-type form on your website.

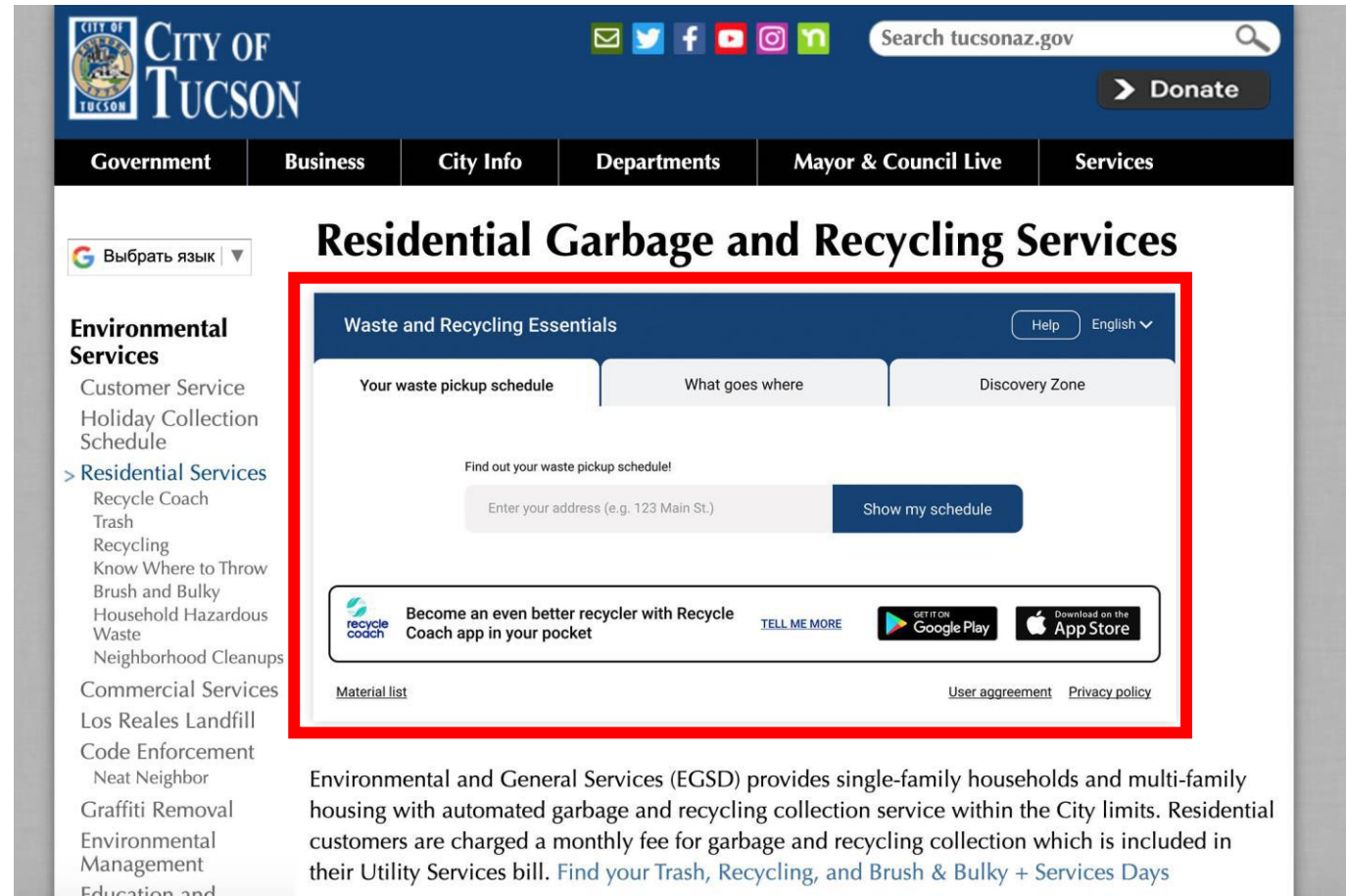
# Web App Placement



# Get up to 6X more Users with optimum web app placement

1. In Google, search “your municipality, recycling”
2. Insert the web app at the top of the #1 page in the search results

***Add additional links on related pages, where it makes sense to do so (we will make recommendations)***



**CITY OF TUCSON**

Search tucsonaz.gov

Donate

Government Business City Info Departments Mayor & Council Live Services

Выбрать язык

## Residential Garbage and Recycling Services

Waste and Recycling Essentials

Help English

Your waste pickup schedule What goes where Discovery Zone

Find out your waste pickup schedule!

Enter your address (e.g. 123 Main St.) Show my schedule

Become an even better recycler with Recycle Coach app in your pocket

TELL ME MORE

GET IT ON Google Play

Download on the App Store

Material list

User agreement Privacy policy

**Environmental Services**

- Customer Service
- Holiday Collection Schedule

**> Residential Services**

- Recycle Coach
- Trash
- Recycling
- Know Where to Throw
- Brush and Bulky
- Household Hazardous Waste
- Neighborhood Cleanups

**Commercial Services**

- Los Reales Landfill
- Code Enforcement
- Neat Neighbor
- Graffiti Removal
- Environmental Management
- Education and

Environmental and General Services (EGSD) provides single-family households and multi-family housing with automated garbage and recycling collection service within the City limits. Residential customers are charged a monthly fee for garbage and recycling collection which is included in their Utility Services bill. [Find your Trash, Recycling, and Brush & Bulky + Services Days](#)



# Launch Preparation

# Marketing Support – Get the Word Out

As apart of our initiative to help you engage with your residents, we provide:

**Social Media  
Assets**

**Posters**

**Blog Posts**

**Press  
Release**

**QR Code**

**Web  
Banners**



**A** SCAN ME

# Client Portal

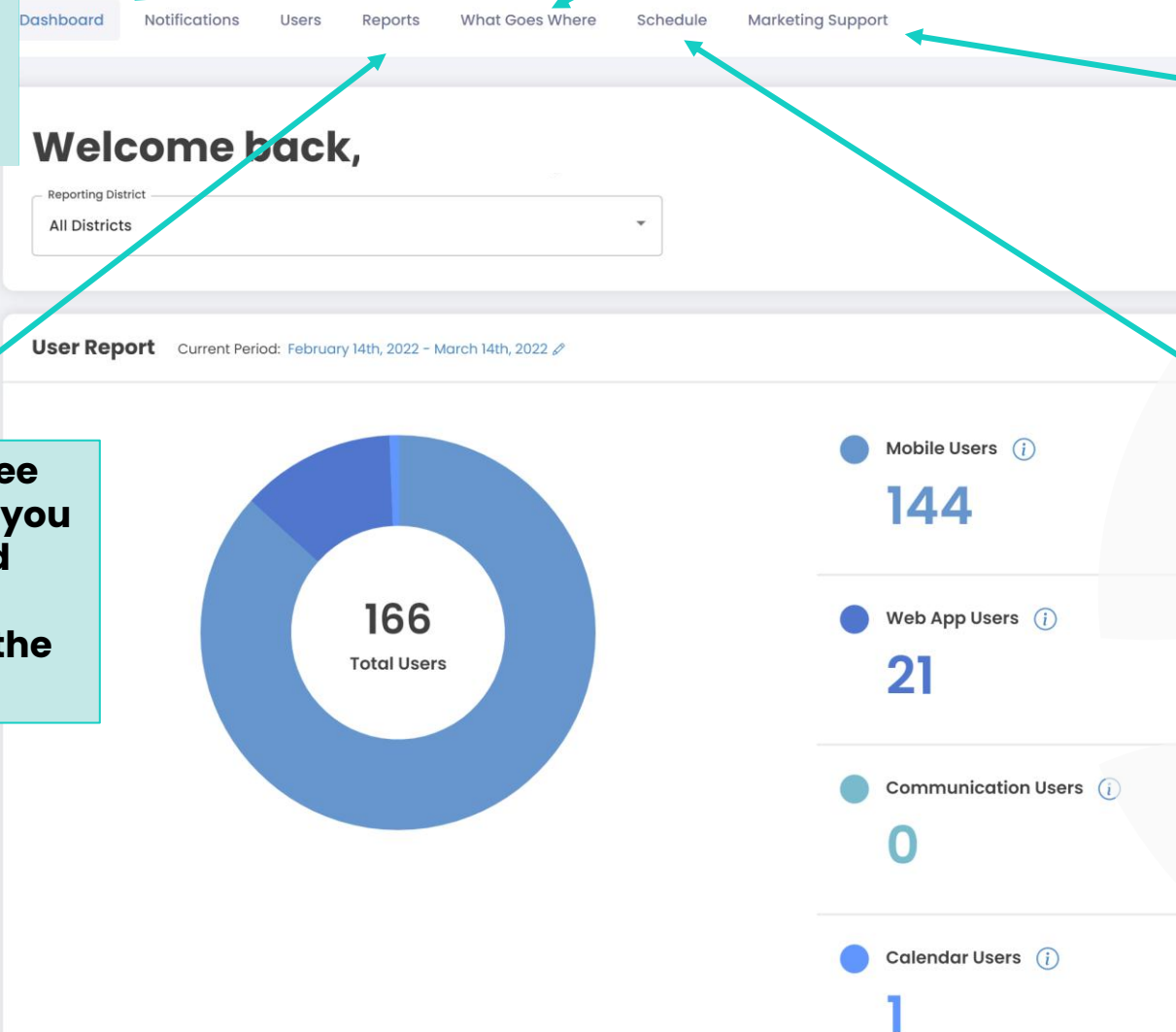
Send notifications to users to keep them up to date with what is happening in the community

Keep your disposal information up to date by updating your WGW tool

Our Newest Tab! All our customer success marketing at your fingertips to download and use

View reports to see how many users you have gained, and how they are interacting with the app

Preview your calendar schedule 6 months at a time



# Newsletter



- Released first business day of the month
- Blog content, what's new in product and upcoming events
- Seasonal promo assets

Anyone from your office can be on this distribution list each month.

# Notifications

Send out push notifications to residents through our Client Admin Portal.

- ✓ Specify if it is General Information or Emergency Alerts
- ✓ Notifications can be scheduled or immediate
- ✓ Select all residents or narrow in on a specific zone
- ✓ Customize your messaging & add links to webpages where needed

**Notifications can provide important waste & recycling information and can be used to promote better recycling habits among residents.**



## Create New Message

### Message Details

- ☒ General Message
- ☐ Emergency Alert ⓘ

- ☒ Send Immediately
- ☐ Schedule for

### Zone Select

- ☒ All Zones
- ☐ Select Zones

Message Title

**B** *I* ≡ ▾ Paragraph ▾ 🔗 “ ” A ▾ A ▾ A ▾ ↶ ↷

### SMS Messages

Please note that only the first 320 characters of your message will be sent via SMS message. Additional instructions will automatically be added, directing users to open the Recycle Coach App to receive the entire message.

Cancel

Save as Draft

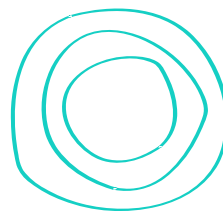
Send



# Timeline

Projected Project Plan		
Date	Task	Owner
May 4, 2022	Onboarding Kickoff Meeting	RC / Client
May 9, 2022	Address Database Due	Client
May 16, 2022	WGW initial set-up & Admin Portal Training	RC / Client
May 23, 2022	Web App Placement & JS Deployment Code	RC
May 30, 2022	WGW Client Approval & Insert Web App on Webpages	Client
June 6, 2022	Publicity Launch	Client





# Questions?





# **Bill 229 – Municipal Planning MOU's**

**Township of Southwold Council Meeting**

**July 11, 2022**

**Presented by:**

**Valerie Towsley,**


**Watershed Resource Planner**

**Mark Peacock, P. Eng.,**

**CAO / Secretary-Treasurer**



# What the MOU is and what it does

- ▶ Formalizes the current planning services provided to the municipality
  - ▶ Provides the municipality with more say on what specifically the LTVCA will be reviewing and providing comments on
  - ▶ Defines report back requirements of the LTVCA to the municipality
  - ▶ Formalizes fees for planning and that the municipality will be collecting these fees at application submission, on behalf of the LTVCA
- 
- The bottom of the slide features two decorative wavy lines. The top line is dark blue and the bottom line is green, both curving from left to right across the width of the slide.

# Time line

- ▶ Memorandums of Understanding (MOU) between conservation authorities and member municipalities in accordance with regulations governing municipal programs and services must be completed by January 1, 2024.
- ▶ For the planning section of the MOU's, staff utilized Conservation Ontario / AMO draft template that was provided, KCCA, LTVCA and two member municipalities worked on it as a potential joint MOU for our shared municipal partner (in 2019).



# MOU Review



- ▶ Staff sought review of the draft MOU from neighbouring CA's, but didn't get anything back until after the draft MOU was submitted to our member municipalities through the respective planning departments
- ▶ A number of municipalities that have received the draft MOU have got back to us with comments
- ▶ Comments generally have to do with specific County/municipality planning processes

# Comments from Initial Review



- ▶ Several comments were received back from a couple of the neighbour CA's and 5 municipalities so far, LTVCA has incorporated comments into revisions
- ▶ One suggestion was to provide the draft MOU to Counties within our jurisdiction for them to sign off on as CA's provide plan review services for items such as severances and subdivisions, etc. (e.g. Essex County, Elgin County and Middlesex County) - this will be done
- ▶ This will be a further discussion with our member municipalities within those Counties on this matter

# Agreements signed by Nov. 2022

- ▶ Our goal will be to have signed MOU's with all of our member municipalities prior to the November 2022 municipal elections as the Board of Directors and municipal councillors currently elected, have the most knowledge of the Bill 229 changes and process that the CA's are currently going through
- ▶ But, we will take the time we need and the member municipalities need to make sure we have a solid MOU that is clear for both parties to follow and are in agreement with the contents of the MOU





# Staff and Council Review



- ▶ CA staff are continuing to go through any feed back from member municipalities and arrange for meetings with each municipality
- ▶ Once the municipal planning department and CA finalized the draft MOU, it is now being presented to each member municipality for Council endorsement
- ▶ That is why we are here today

# Current Review / Response to Applications / LTVCA Performance

- ▶ The LTVCA tracks all planning applications to ensure timelines provided by the province and the municipality are met
- ▶ The performance for timely response is noted below:
  - 2020 – 100% of applications met timelines
  - 2021 – 100% of application met timelines





# Elements of Agreement vs Levy

- ▶ **Mandatory Elements:**
  - Natural Hazards
- ▶ **Non-Mandatory Elements:**
  - Natural Heritage
  - Species At Risk



# Breakdown of Planning Budget / Levy

## LTVCA Planning Budget

### Non Mandatory Levy - Planning

- ▶ Total Municipal Levy: \$ 17,300
- ▶ Southwold share: \$ 191

### Mandatory Levy - Planning

- ▶ Municipal Levy: \$110,000
- ▶ Self Generated: \$ 14,300
- ▶ Southwold share: \$ 1,775

Note: New fees will allow addition of staffing to address significant increase in circulations



# Questions



# **New Planning Fee Schedule**

**Township of Southwold Council Meeting**

**July 11, 2022**

**Presented by:**

**Valerie Towsley,**

**Watershed Resource Planner**

**Mark Peacock, P. Eng.**

**CAO Secretary-Treasurer**



# Background

- ▶ As part of the new Planning MOU's, a new fee schedule is required
- ▶ Of particular note, all other neighbouring conservation authorities surrounding our jurisdiction already charge fees for the review of municipal planning applications / submissions
- ▶ In the past, the LTVCA Board of Directors did not want to move forward with charging planning fees as it was determined that the Provinces payment could offset the cost of running the planning program



# Funding Challenges

- ▶ Unfortunately, with the Province reducing our transfer payment, the costs of providing this service to our member municipalities are not being recuperated as in the past
- ▶ At the same time workloads have increased substantially
- ▶ There are no grants that could offset the costs and we don't wish to download further expenses onto our member municipalities
- ▶ As a result, a new fee schedule has been generated by reviewing our neighbouring CA's planning fee schedules



# Fees Review



- ▶ Of the four neighbouring CA fee schedules, LTVCA staff determined that using ERCA's fee schedule would be the most appropriate
- ▶ The fees were the lowest of all the neighbouring CA's and it was thought that using the lower fee rate would give us an opportunity to adjust any fees if costs were exceeded
- ▶ The proposed fee schedule is included in the MOU Agreement in Schedule 3



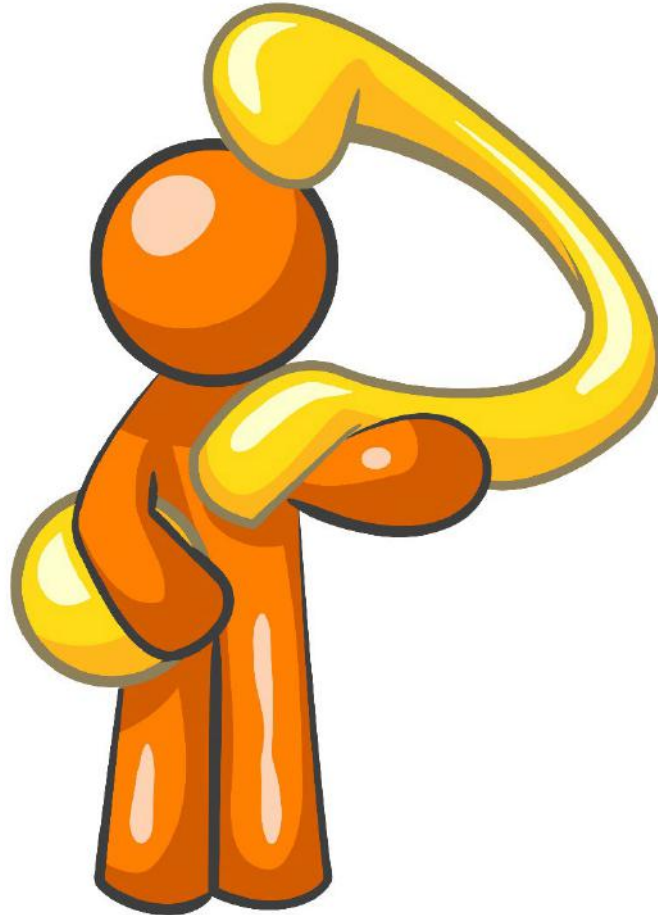
# LTVCA Planning Fee Schedule

LTVCA Board  
Approved:  
April 21, 2022

<u>Plan Review Fee Schedule</u>	<u>New LTVCA Planning Fee Schedule</u>
legal / private / realtor inquiries (fee charged for each assessment roll number, not by ownership)	\$125.00
clearance letters for subdivision/condominium approval (applies to each phase of subd. requested) (from draft plan to clearance, including SWM review) (where permit fee not required)	a. \$115/lot (max \$10,000 per phase) (outside of regulated area) b. \$350/lot (within regulated area) c. \$1,200 preliminary SWM review
a. \$115/lot (max \$10,000 per phase) detailed SWM Review and all other review (outside of regulated area) b. \$350/lot detailed SWM Review and all other review (within regulated area with each lot receiving a permit) (current fee)	
major OPA/ZBLA industrial, commercial, institutional, subdivision, etc.	\$300.00 (no SWM review required)
minor OPA/ZBLA single lot/unit residence	\$200.00
consent	\$200.00
minor variance	\$115.00
site plan control / approval	\$200.00
OPA / ZBLA combination	\$275.00
consent / minor variance with ZBLA combination	\$250.00
consent with minor variance combination	\$250.00
multiple consent applications on a single application	\$115.00/lot (unregulated) \$350.00/lot (regulated)
input and review of relevant EIS's / DAR's / EA's and other major studies, proponent driven	\$1,500.00
LTVCA staff appearing as an expert witness at a Committee of Adjustment hearing or Ontario Land Tribunal hearing:  a. Acting on behalf of the municipality	a. no fee charged



# Questions





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 11, 2022

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

**REPORT NO:** DRA-2022-05

**SUBJECT MATTER: Request under 65(3) - Consent E63-21, 11579 Wonderland Road**

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

THAT Council receives the request to add land from the consultant of the proponent for consent application E63-21 and Council forwards the request to Mike Devos of Spriet Associates to review and prepare the necessary reports.

#### **Background:**

The property being created by Consent Application E63-21 is all tributary to the Henderson Drain but sections of this new property outlet to different locations of the Henderson Drain. The Henderson Drain was designed as an agricultural drain, and development of a new industrial property at this location was not anticipated.

A portion of the new parcel being created by Consent application E63-21 currently relies on a private tile drain that will be located in the adjacent retained parcel once the consent is complete. This private drain outlets under the CN Right of Way (ROW) and across private property to where it eventually connects to the Henderson Drain at Sta. 0+238 much farther to the west as shown on the attached plan. The proponent wishes to take the storm water that would have flowed to this private tile within the new property and add it to the Henderson Drain at Sta 0+898 which is located on the east side of the CN ROW

The consultant has developed a storm water management system (SWM) that will grade the entire new parcel in such a way and take all the storm water to one SWM system that will outlet through a mutual agreement drain across the neighbouring lands to the south to eventually connect to the Henderson Drain at Sta. 0+898. The consultant has designed the system to release water from the SWM system to Sta 0+898, at the same pre-development rate (12.9 litres per second). The parcel will include a storm water pond that will control the quantity and quality of this storm water before it reaches the Henderson Drain.

**Financial Implications:**

This is a developer driven and paid for process.

**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"**

30 June 2022

22053

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

RE: 11579 WONDERLAND ROAD SEVERANCE  
ELGIN COUNTY LAND DIVISION CONSENT E 63-21  
SUBSEQUENT CONNECTION OF DRAINAGE WORKS  
TO THE HENDERSON DRAIN 2019  
TOWNSHIP OF SOUTHWOLD, COUNTY OF ELGIN

ATTENTION: MR. BRENT CLUTTERBUCK, DRAINAGE SUPERINTENDENT

Dear Sir:

As required as a condition of Elgin County Land Division Consent Application E 63-21 and in compliance with The Drainage Act, 1990, we have reviewed the potential for revision to the Henderson Drian 2019 assessment schedules. The re-zoning of the severed parcel to a commercial land usage will subsequently increase the anticipated runoff volume considered in the original Henderson Drain assessment completed by M.P. DeVos, P. Eng. of Spriet Associates Ltd. (25 Jan., 2019).

Furthermore, although the severed lands remain within the overall tributary area to the Henderson Drain 2019, the subwatershed will be altered to revise the point of connection from STN 0+298 further upstream to STN 0+885. An Agreement by Landowners: Mutual Agreement Drain has been entered into between Lecram Inc. and C-Cubed Holdings Limited to allow for a 250mmØ pipe connection to the Henderson Drain 2019, across Mun. No. 11405 Wonderland Road. The installation of the mutual agreement drain is anticipated to proceed with development of the severed parcel.

As required under Section 65 (3) of The Drainage Act, 1990, due to changes to the nature/extent of the land usage within the Henderson Drain 2019 watershed, we request that the Township of Southwold Council appoint an engineer to inspect the land and assess it for a just proportion of the drainage works.

If there are any questions, please do not hesitate to contact this office.

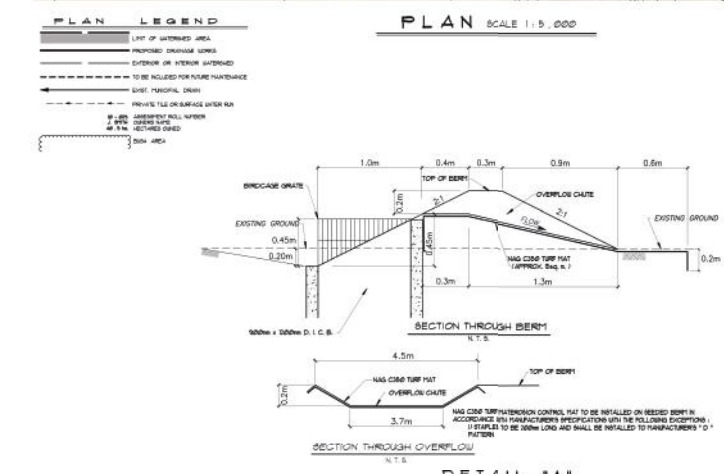
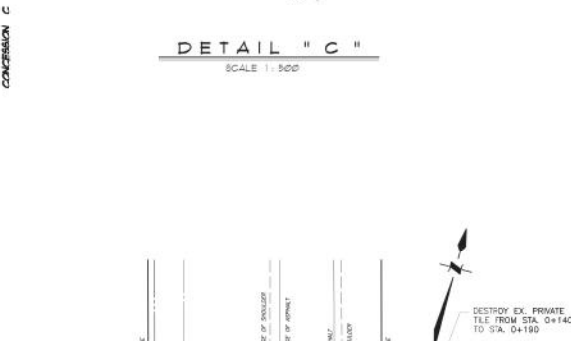
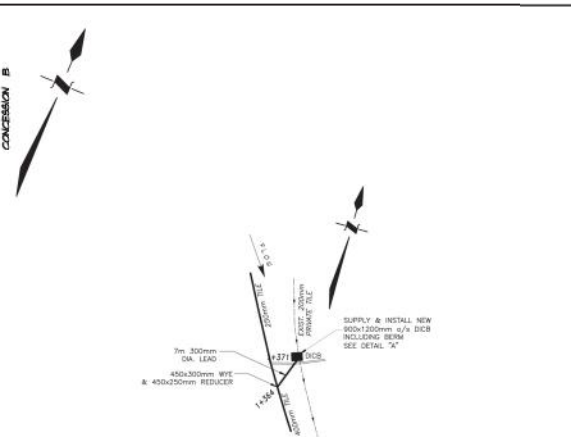
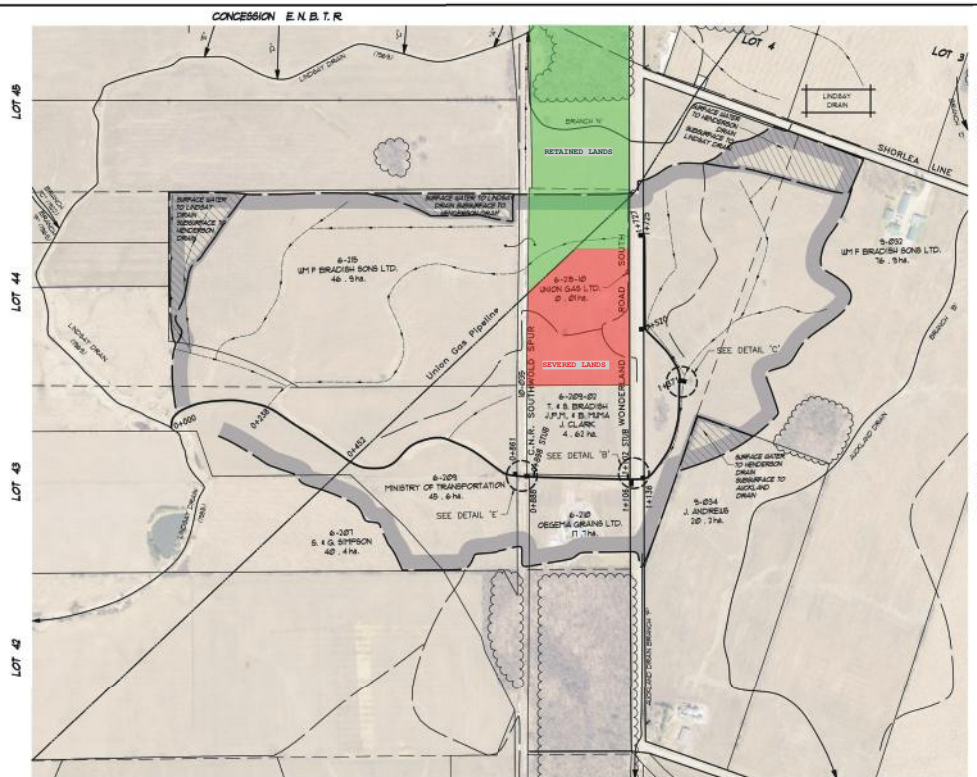
Yours very truly,



Deren Lyle, P. Eng.

DL/avm

c.c. Mr. Marcel Lehouillier, Owner, Lecram Inc.



# GENERAL NOTES

- OUR SPECIFICATIONS DATED JANUARY 2009 APPLY TO THIS PROJECT.
- THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL BE THE WORKING WIDTH IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED AN AVERAGE WIDTH OF 10 METERS.
- THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE THE SAME AS ABOVE.
- ALL DRAINS ALONG THE COURSE OF THE DRAIN SHALL TAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE DRAINS CAN BE CONSTRUCTED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.
  - CONTRACTOR TO NOTIFY ALL UTILITIES 2 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.
  - THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR EXCEPT IF ROAD RESTORATION IS REQUIRED.
- CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.

## CLOSED PORTIONS

- ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO "SECTION C.1" IN THE SPECIFICATIONS.
- SEWER PIPE UNDER TRAVEL PORTION OF ROADS TO BE INSTALLED IN ACCORDANCE WITH STANDARD DETAILED DRAWING NO. 01 IN THE SPECIFICATIONS. ALL OTHER SEWER PIPE AND P.V.C. PIPE SHALL BE INSTALLED IN ACCORDANCE WITH DETAIL "B".
- ALL CONCRETE TILE AND TILE PIPE JOINTS TO BE GRAPED WITH GEOTEXTILE IN ACCORDANCE WITH SECTION "C.2" IN THE SPECIFICATIONS.
- NO CONSTRUCTION EQUIPMENT OR MATERIALS SHALL CROSS OVER THE PROPOSED BLOCKLAYERED TILE TRENCHES UNTIL SUFFICIENT RETENTION HAS OCCURRED.
- STOP AND STOCKPILE TOPSOIL FROM CONSTRUCTION AREA (4 METERS WIDE) EXCEPT LANEWAYS & ROADS. EXPOSED SOIL TO BE LEVELLED AND TOPSOIL RELIEVED OVER UNPAVED TRENCH AND REMAINING CONSTRUCTION AREA.
- IF IT BECOMES IMPRACTICAL TO INSTALL THE NEW TILE IN THE EXISTING TILE LOCATION DUE TO EXISTING TILE ALIGNMENT AND TWO HIGH WATER FLOODING THROUGH THE TILE THEN THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER AND/OR THE DRAINAGE SUPERINTENDENT.
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- IF THE CONTRACTOR SHALL INSURE THAT ALL TRIBUTARY DRAINS ARE CONNECTED DURING THE PERIOD OF CONSTRUCTION. ANY MISSED TILE CONNECTIONS THAT ARE FOUND DURING THE WARRANTY PERIOD OF THE CONTRACT SHALL BE COMPLETED BY THE CONTRACTOR AND SHALL BE PAID THE AMOUNT SET OUT ON PAGE 5 OF THE "FORM OF TENDER". NO ADDITIONAL PAYMENT FOR REVISIONS WILL BE ALLOWED. THE CONTRACTOR IS NOT RESPONSIBLE FOR COMPLETING MISSED TILE CONNECTIONS THAT ARE FOUND AFTER THE WARRANTY PERIOD FOR THE CONTRACT HAS EXPIRED.
- ALL TILE CONNECTIONS TO BE MADE WITH CORING MACHINE AND PLASTIC ADAPTOR OR PREFABRICATED FITTINGS.
- THE CONTRACTOR SHALL SUPPLY THE ENGINEER WITH A LIST SHOWING STATIONS OF ALL TILE CONNECTIONS UPON COMPLETION OF CONSTRUCTION.
- SLT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0+000 DURING CONSTRUCTION TO PREVENT SLT FROM FLOODING DRAINAGEWAY. SLT FENCE AND SLT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.

EXISTING TILE DRAINS TO BE EXPOSED IN AS MANY LOCATIONS AS ARE NECESSARY TO CONFIRM THEIR EXACT LOCATION AND ELEVATION PRIOR TO CONSTRUCTION. EXACT LOCATION OF NEW TILE DRAIN THEN TO BE CONFIRMED BY DRAINAGE SUPERINTENDENT OR ENGINEER.

- INSTALLATION OF TILE AND TRENCH WIDTHS SHALL BE IN ACCORDANCE WITH "SECTION C.1" TILE DRAIN IN THE SPECIFICATIONS.
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## HENDERSON DRAIN 2019

TOWNSHIP OF SOUTHWOLD

Drainage Superintendent:  
**BRENT CLUTTERBUCK**  
519 - 769 - 2010

NO.	REVISIONS	DATE

Drawn By: DB  
Date: JAN 25 2019

Field Book  
R.T.B.

200 No.  
216270

Drawing No.  
1 of 2

PLAN & DETAILS

**SPRIET ASSOCIATES**  
CONSULTING ENGINEERS

LONDON  
1000 SHEPPARD AVENUE EAST, SUITE 100  
SCARBOROUGH, ONTARIO M1B 4Y7





**Notice of Request for Drain  
Minor Improvement  
*Drainage Act, R.S.O. 1990,  
c. D.17, subs. 78 (5)***

To: The Council of the Corporation of the Municipality of Southwold

Re: Bogart Drain Branch "C"

(Name of Drain)

**In accordance with section 78 (5) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.**

☒ The work being requested is a Minor Improvement Project

**I believe that the project being requested meets all the following criteria for a minor improvement project:**

- The property owner initiates the improvement on an individual property or two or more adjacent properties that are owned by the same person or the owners are related parties;
- The property owner is paying for costs of the activity, which includes, without limitation engineering construction, contingency costs, incremental future maintenance and eligible municipal administrative costs unless that person and the municipality in which the activity is taking place agree otherwise;
- Carrying out the activity does not require construction access from neighbouring properties or the person initiating the activity has obtained the consent for the construction access from all applicable owners of the neighbouring properties prior to beginning the activity and has provided such proof of consent to the municipality as part of the application to carry out the activity;
- The activity will not result in any changes as to how future repair and maintenance costs are allocated to other property owners in the watershed;
- The activity does not change drainage capacity or erosion potential;
- The activity does not result in the existing drainage works being enclosed; and
- The activity does not take place within any wetlands.

**The project can be completed with access from:**

- ☒ The requestor property
- ☐ My neighbour's property and written permission has been granted and attached to this Notice of Request for Minor Drain Improvements form.
- ☐ The municipal road right-of-way

- a. As owner of land requesting the minor improvement described below, I hereby request pursuant to subsection 78 (5) of the *Drainage Act* that the minor improvement project described immediately below be approved. I acknowledge responsibility for all costs of the minor improvement project, even if the minor improvement project does not proceed.**

Provide a more specific description of the proposed drain improvement you are requesting

For a future expansion of our barn, we need to move the municipal drain over.

A total estimated of 500 ft. We would like extend it to where the two drains connect, which is already a problem for a few years.



## Property Owners

- Requestors of minor improvement projects become financially responsible as soon as they sign a request and it is accepted by council as a minor improvement project.
- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

### Property Description

35820-35824 Fourth Line  
CON 3 PT LOT 7 PT LOT 8

Ward or Geographic Township  
Southwold

Parcel Roll Number

If the property is owned in partnership, all partners must be listed. If the property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.




I hereby request approval for the minor improvement project for the land described above and acknowledge my/our financial obligations.

## Ownership

### Partnership

If you need to provide additional information, please attach along with this form.

### Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
Leonardus Spanjers		2022/07/04
Monique Spanjers		2022/07/04
		

### Enter the mailing address and primary contact information of property owner below:

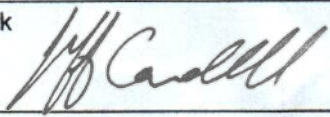
Last Name Spanjers	First Name Leonardus	Middle Initial J M
-----------------------	-------------------------	-----------------------

### Mailing Address

Unit Number	Street Number 35822	Street Name Fourth Line	PO Box
City/Town Southwold	Province Ontario	Postal Code N0L 2G0	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 7<sup>th</sup> day of July 2022

Name of Clerk (Last, First Name) <u>Carswell, Jeff.</u>	Signature of Clerk 
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## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** July 11, 2022

**PREPARED BY:** Tracey Pillon-Abbs, MCIP, RPP, Planner

**REPORT NO:** PLA 2022-23

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-07 – Recommendation Report**

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

THAT Council of the Township of Southwold receive Report PLA 2022-23 regarding Zoning By-law Amendment Application ZBA 2022-07 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-07, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-23.

#### **Purpose:**

The proposal is to rezone the subject lands from Agricultural 1 (A1) to Agricultural 1 Special Provision 65 (A1-65) to permit an additional use, that being a boarding kennel.

#### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	ZBA 2022-07
<b>Owner/Applicant</b>	Michael and Tanya Buttinger
<b>Legal Description</b>	North Part of Lot 37, Concession SNBTR
<b>Civic Address</b>	39549 Talbot Line
<b>Entrance Access</b>	Talbot Line
<b>Water Supply</b>	Municipal Water
<b>Sewage Supply</b>	Privately owned and operated individual septic system
<b>Existing Land Area</b>	14.16 ha (35 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 rural settlement area of the municipality (Section 1.1.3).

Section 1.1.4.3 states that when directing development in rural settlement areas in accordance with policy 1.1.3, planning authorities shall give consideration to rural characteristics, the scale of development and the provision of appropriate service levels.

The use of a boarding kennel does not impact the rural character of the area.

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

CEOP

The subject lands are designated Agriculture on Schedule 'A' Land Use in the CEOP with a portion to the south subject to Appendix #1 – Natural Heritage Features and Areas overlay area.

Section C2.1 f) states that it is the objective of this land use designation to preserve and promote the agricultural character of the County and its local communities.

The use of a boarding kennel does not impact the rural character of the area. The location of the boarding kennel will not impact the natural heritage feature.

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

OP

The subject lands are designated Agriculture on Schedule '4' Land Use in the OP with a portion to the south subject to Schedule 2 – Natural Heritage Features overlay area.

Section 5.1.1 sets out that lands designated as Agriculture are intended to support a broad range of economic development activities related to farming and include the following elements: agricultural uses, agricultural related uses, and on-farm diversified uses.

Section 5.1.3.2 sets out the criteria for on-farm diversified uses and includes the following:

- a) The uses must be clearly secondary to the principle agricultural use of the lot;
- b) The uses may include home occupations, bed and breakfast, and uses that produce value-added agricultural products from the farm operation on the property;
- c) The area will be limited based on total footprint of the uses, on a lot coverage ratio basis established in the Zoning By-law;
- d) Any buildings or structures associated with such uses should be of a design and style that will allow for ease of conversion to an agricultural use if the secondary use should cease;

- e) Appropriate development standards must be contained in the Zoning By-law regarding the maximum floor area for such uses, signage, access, parking and outside storage;
- f) Site plan approval and site plan agreements may be required;
- g) The severance of secondary uses from the farm lot will not be permitted;
- h) Home occupations will be operated or undertaken by residents of the site. The number of nonresidents assisting in the operation of the home occupation will be limited per the Zoning Bylaw.
- i) Home occupations will not create a nuisance or conditions inconsistent or incompatible with nearby agricultural uses or the agricultural character of the area.

The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Guidelines on Permitted Uses in Ontario's Prime Agriculture Areas (Publication 851) support that boarding kennels may meet the definitions and criteria for agriculture-related uses or on-farm diversified uses.

The use of a boarding kennel is considered an on-farm diversified use and is secondary to the use of the subject property. The lot coverage is appropriate. The location of the boarding kennel will not impact the natural heritage feature.

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

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

The subject lands are zoned Agricultural 1 (A1), as shown on Schedule 'A' Map 7 in the Township of Southwold Zoning By-law 2011-14, with a portion to the south subject to Conservation Authority Regulation Limits.

The proposed zoning by-law amendment proposes to rezone the subject lands from Agricultural 1 (A1) to Agricultural 1 Special Provision 65 (A1-65) to permit an additional use, that being a boarding kennel.

Permitted uses in the A1 Zone include agricultural uses, single detached dwelling and home occupation.

Section 3.23 sets out a minimum separation for kennels. Where permitted by this By-law, in addition to the provisions of the applicable Zone. Animal kennels shall not be erected or used closer than:

(a) 250 m (820 ft.) from a separate lot on which a residential use is permitted or from a dwelling located on a separate lot....

A boarding kennel is defined as a lot, building or structure, on or within which four or more dogs or other domesticated animals are boarded, groomed or trained for a fee, and which may include the provision of minor medical treatment for such animals. A boarding kennel may also include a kennel as defined herein.

A kennels is defined as use wherein four or more dogs or other domesticated animals are bred, housed, groomed, trained or sold, but does not include a boarding kennel.

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

The location of the boarding kennel is setback from nearby residential dwellings with the nearest dwelling being 250m to the north. The location of the boarding kennel will not impact the regulation limits.

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

### **Circulation Of The Application:**

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on June 20, 2022, 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:

- Drainage Department – No concerns.
- Building Department – No concerns.

Agency Comments

The zoning by-law amendment application was circulated to the Agencies for comment. No comments were received:

Public Comments

At the time of submission of this report, no comments were received.

**Financial Implications:**

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

**Strategic Plan Goals:**

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

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

**Summary/Conclusion:**

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and

recommends that the request for the Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

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

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

**Respectfully submitted by:**

**Tracey Pillon-Abbs, MCIP, RPP  
Planner**

**Approved for submission by:**

**Jeff Carswell  
CAO/Clerk**

Appendices:

1. Appendix One: ZBA 2022-07 Sketch
2. Appendix Two: ZBA 2022-07 Draft Zoning By-law Amendment



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 11, 2022

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

**REPORT NO:** FIR 2022-09

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

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

To update Council on Fire Department Activities for June 2022.

**Background:**

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

- a. Calls for service – a total of 13 emergencies were responded to in the month of April including three motor vehicle collisions (MVC).
- b. Public Education – firefighters attended Rosy Rhubarb Festival, Elgin-St. Thomas Home Show, St. Thomas Airfest, and the Fingal & District Optimist Canada Day Fireworks.
- c. Meetings – Senior officers attended a County Chiefs/Deputies Meeting in Malahide.
- d. Inspections – One fire inspection was conducted.

*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 auto extrication and implementation of new and updated operational guidelines.
- b. One member attended NFPA 1006 Auto Extrication training in Malahide through the Elgin-Middlesex Regional Training School.
- c. Five recruits are completing their medical training.

*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:

- ☐ 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 McArthur, Fire Chief**  
**"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 11, 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 2022-29

**SUBJECT MATTER: Activity Report for Infrastructure and Development team -  
June 2022**

---

#### **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 June 2022.

#### **Background:**

#### **Development**

- Coordinated several resident questions and concerns regarding development build out
- Shedden and Fingal sanitary servicing project working through the sanitary sewer servicing strategy and finding a pump station location in Fingal.

#### **Infrastructure**

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

- Flow monitoring on Talbotville Gore installed at new locations and continually monitoring source of infiltration
- Coordinate with residents for service connections and water meter installs
- Worked through large volumes of locate requests
- Worked through updating digital records in Laserfiche

***b) Roads and Bridges***

- Lynhurst Park Drive and Lyn Court construction project installation of storm sewer was begun
- A driveway was installed onto new public works property and earth spoil from Lynhurst project was used to create a berm behind homes fronting Union Road
- Preparations for the south end, Lake Line realignment are being made.
- Calcium for dust control was concluded on all gravel roads.

**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. The MTO Encroachment permit was applied for April 7, 2022 prior to distribution of tenders. We have been in discussions with MTO and we should have the permit by mid to late July
- 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):** meeting to review the proposal of the Engineer arranged for July 28, 2022.
- **Luton Drain (July 08)** Meeting to Consider the report was held June 27, the Court of Revision will be August 8, 2022.
- **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:** Brent met with some affected landowners to follow up from discussions from the meeting to review the proposal of the Engineer, Engineer is finalizing his report.
- **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):** Meeting to review the proposal of the Engineer to be held July 28th.

**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 Laemers 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.
- 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:

- ☐ 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:  
Infrastructure and Development  
Services Team  
"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 11, 2022

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

**REPORT NO:** ENG 2022-30

**SUBJECT MATTER: Road Maintenance Agreement Middlesex Centre**

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

None – for information.

#### **Purpose:**

The purpose of this report is to provide Council with the most recent road maintenance agreement between the Township and Middlesex Centre. Staff can administratively approve road maintenance agreements between local area municipalities as per the Delegation of Authority By-Law 2022-56, and are required to provide a summary report to Council.

#### **Background:**

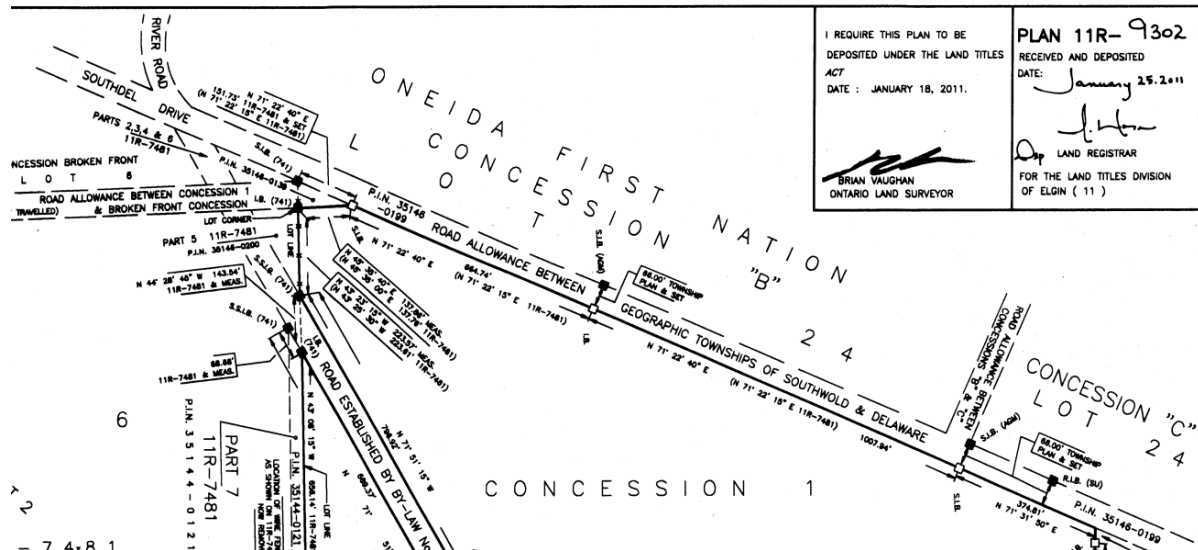
The Township currently maintains the section of Southdel Drive highlighted in green, and Middlesex Centre and Oneida Nation of the Thames maintain between themselves the section of Southdel Drive highlighted in blue.



Recently, Middlesex Centre coordinated a conversation with Oneida Nations of the Thames to review maintenance activities and the ability for Middlesex Centre to maintain the full section of Southdel Drive highlighted in blue. Having a municipality maintain the



municipal road allowance provides better assurances that the road infrastructure is being maintained to the Ontario Minimum Maintenance Standards. Following this conversation, Middlesex Centre has agreed to provide maintenance on the full blue highlighted section of Southdel Drive. Southdel Drive is a boundary road owned by both Middlesex Centre and the Township of Southwold, as highlighted in the below excerpt from a registered plan.



Staff recommend moving forward with this agreement and will execute this agreement following the Council meeting on July 11. In the road maintenance agreement, there is a unit cost of \$2,859.79 per kilometre. This unit rate is consistent with our existing road maintenance unit cost agreement with Middlesex Centre and Staff are confident it recognizes the maintenance activities required to maintain Southdel Drive. Middlesex Staff are bringing forward this agreement to their Council on July 6.

### Financial Implications:

The Township of Southwold will be billed the difference in road sections of Southdel Road that Middlesex Centre maintains. As per the agreement, the Township of Southwold will maintain 1.9km and Middlesex Centre will maintain 4.6km. The total cost being billed is \$7,721.43 each year with an annual inflation rate applied.

### 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"**

THIS AGREEMENT made as of July 11th, 2022

BETWEEN:

MUNICIPALITY OF MIDDLESEX CENTRE  
Hereinafter referred to as “**Middlesex Centre**”

and

TOWNSHIP OF SOUTHWOLD  
Hereinafter referred to as “**Southwold Township**”

WHEREAS Middlesex Centre is a lower tier municipality in the County of Middlesex;

AND WHEREAS Southwold Township is a lower tier municipality in the County of Elgin;

AND WHEREAS Southdel Drive/Towerline Road forms the boundary between Middlesex Centre in Middlesex County and Southwold Township in Elgin County;

AND WHEREAS Middlesex Centre will maintain Southdel Drive between Carriage Road and Southminister Bourne/Third Line as shown on the plan attached to this agreement as schedule “A”, herein referred to as the “Subject Boundary Road”;

AND WHEREAS Middlesex Centre will maintain Southdel Drive/Towerline Road between Bodkin Road and Magdala Road/River Road as shown on the plan attached to this agreement as schedule “B”, herein referred to as the “Subject Boundary Road”;

AND WHEREAS Southwold Township will maintain Southdel Drive/Towerline Road between Magdala Road/River Road and the westerly limit of Southdel Road/Towerline Road as shown on the plan attached to this agreement as schedule “C”, herein referred to as the “Subject Boundary Road”;

AND WHEREAS Section 20 of the Municipal Act, 2001 provides that municipalities may enter into an agreement with one or more municipalities to provide, for their joint benefit, any matter which they have power to provide within their own boundary;

NOW THEREFORE THIS AGREEMENT WITNESSETH that, in consideration of the mutual covenants and agreements, the parties hereto covenant and agree with each other as follows:

The parties agree that the above recitals are true and correct.

1. The term of this Agreement (hereinafter the “**Term**”) shall commence on July 11th, 2022 and shall continue from year to year thereafter until terminated by either of the parties on three (3) months’ notice to the other.
2. During the Term Middlesex Centre shall maintain and repair the Subject Boundary Roads in a manner that is consistent with the Ontario Regulations 239/02, Minimum Standards for Municipal Roads, as amended from time to time.
3. During the Term Southwold Township shall maintain and repair the Subject Boundary Road in a manner that is consistent with the Ontario Regulations 239/02, Minimum Standards for Municipal Roads, as amended from time to time.
4. As part of its maintenance and repair of the Subject Boundary Road, Middlesex Centre shall provide routine winter/summer maintenance, including snow removal and sanding.
5. As part of its maintenance and repair of the Subject Boundary Road, Southwold Township shall provide routine winter/summer maintenance, including snow removal and sanding.
6. Southwold Township shall pay Middlesex Centre its costs of maintaining and repairing of the Subject Boundary Road and the following provisions shall apply:

- 6.1 For 2022 Southwold Township will pay to Middlesex Centre \$3,860.72 for maintaining and repairing the Subject Boundary Road on or before January 31, 2022. This is a per km rate of \$2,859.79.
- 6.2 For maintaining and repairing the Subject Boundary Road in 2023 and each calendar year thereafter during the Term of this Agreement, Southwold Township will pay Middlesex Centre for each such calendar year on or before January 31st of each such calendar year an amount determined by adjusting the \$7,721.43 amount to the "all items" consumer price index for Ontario (2002=100) using November 2021 (November 2021 = 146.0) as the base in accordance with the following formula, shown below. The cost above is calculated using the per km rate and multiplying by the difference between Middlesex Centre (4.6km) and Southwold Township (1.9km) km's that are being maintained.

$$\$7,721.43 \times \text{November CPI for previous calendar year} \div 146.0$$

7. Middlesex Centre shall, during the Term, obtain and maintain for itself and for the benefit of Southwold Township a comprehensive general liability insurance policy in the amount of not less than Ten Million (\$10,000,000.00) Dollars per incident. Such policy shall name Southwold Township as an additional insured and shall provide insurance coverage for and including bodily injury, death and property damage sustained in connection with Middlesex Centre's maintenance and repair of the Subject Boundary Road under this Agreement. Middlesex Centre shall furnish to Southwold Township with copies of a Certificate of Insurance with respect to such policy.
8. Southwold Township shall, during the Term, obtain and maintain for itself and for the benefit of Middlesex Centre a comprehensive general liability insurance policy in the amount of not less than Ten Million (\$10,000,000.00) Dollars per incident. Such policy shall name Middlesex Centre as an additional insured and shall provide insurance coverage for and including bodily injury, death and property damage sustained in connection with Southwold Townships maintenance and repair of the Subject Boundary Road under this Agreement. Southwold Township shall furnish to Middlesex Centre with copies of a Certificate of Insurance with respect to such policy.
9. Middlesex Centre shall, during the Term, require of any of Middlesex Centre's contractors that perform maintenance and repair work on the Subject Boundary Road to obtain and maintain for the contractor, and for the benefit of Middlesex Centre and Southwold Township a comprehensive general liability insurance policy in the amount of not less than five Million (\$5,000,000.00) Dollars per incident. Such policy shall name both Middlesex Centre and Southwold Township as an additional insureds and shall provide insurance coverage for and including bodily injury, death and property damage sustained in connection with Middlesex Centre's maintenance and repair of the Subject Boundary Road under this Agreement.
10. Southwold Township shall, during the Term, require of any of Southwold Townships contractors that perform maintenance and repair work on the Subject Boundary Road to obtain and maintain for the contractor, and for the benefit of Middlesex Centre and Southwold Township a comprehensive general liability insurance policy in the amount of not less than five Million (\$5,000,000.00) Dollars per incident. Such policy shall name both Middlesex Centre and Southwold Township as an additional insureds and shall provide insurance coverage for and including bodily injury, death and property damage sustained in connection with Southwold Township's maintenance and repair of the Subject Boundary Road under this Agreement.

11. Any notice or written communications between the parties pertaining to this Agreement shall be delivered to the parties at their respective offices. All communications between the parties with respect to the administration and operation of this Agreement shall be between.

For Southwold Township:     Director of Infrastructure & Development Services  
Township of Southwold  
35663 Fingal Line  
Fingal, Ontario N0L 1K0

For Middlesex Centre:         Director, Public Works and Engineering  
Municipality of Middlesex Centre,  
10227 Ilderton Road, R.R. #2,

1. Time shall be of the essence hereof in all respects but either party may waive any default of the other on such terms and conditions such party may determine, provided that the right of either party to require strict performance by the other of any and all obligations hereunder shall not be affected in any way by any previous waiver, forbearance or course of dealing.
2. Neither party may assign this Agreement without the prior written consent of the other which consent may be arbitrarily withheld.
3. If any provision of this Agreement shall be found or declared by a Court of competent jurisdiction to be invalid, unenforceable or *ultra vires* either or both of the parties, then, such provision shall conclusively be deemed to be severable and the remainder of this Agreement, *mutatis mutandis*, shall be and remain in full force and effect.
4. This Agreement shall be binding upon and shall ensure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESSTH WHEREOF that parties have executed this Agreement by the hands of their respective duly authorized offices under their respective corporate seals.

MUNICIPALITY OF MIDDLESEX CENTRE

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Clerk

TOWNSHIP OF SOUTHWOLD

Per: \_\_\_\_\_  
Mayor

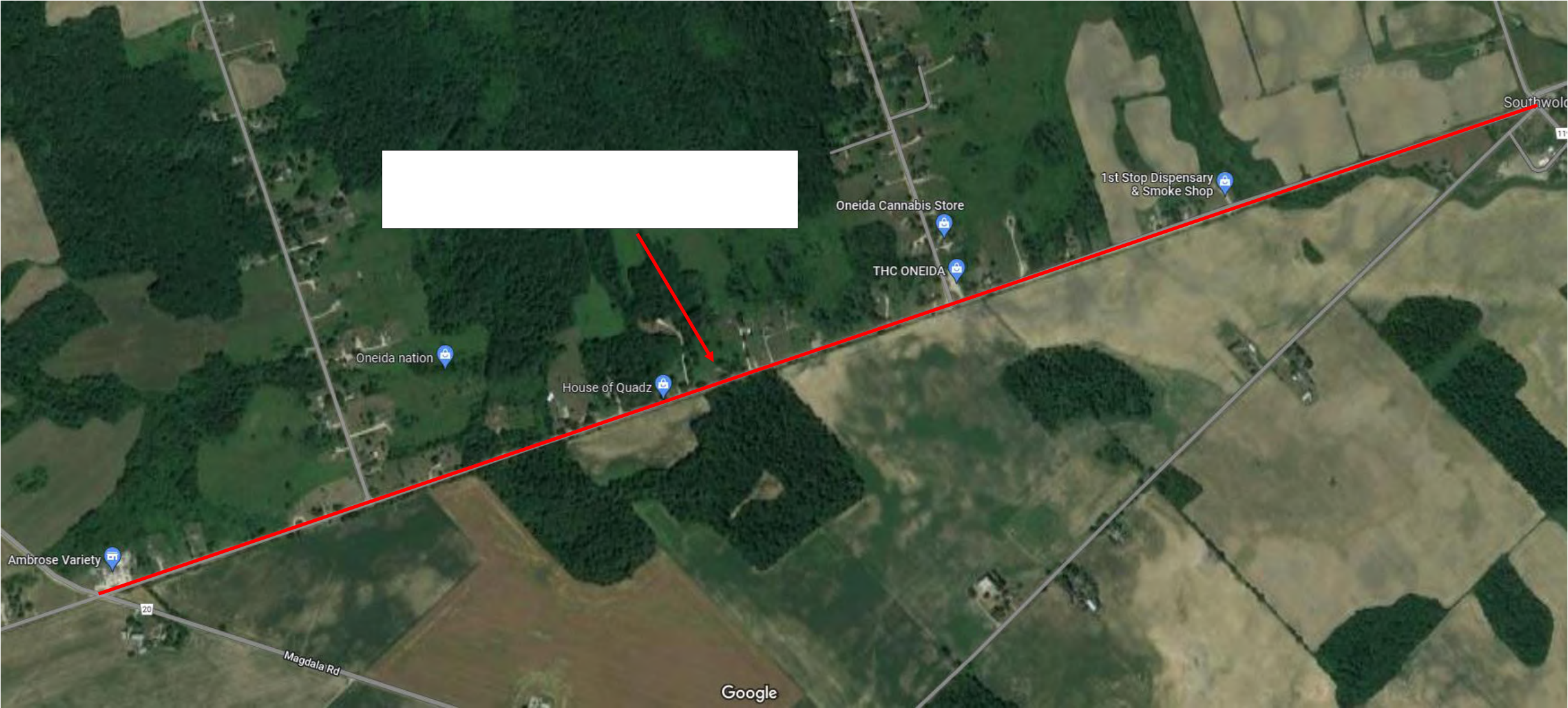
Per: \_\_\_\_\_  
Clerk

SCHEDULE A





SCHEDULE B





## SCHEDULE C







## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 11, 2022

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

**REPORT NO:** ENG 2022-31

**SUBJECT MATTER: Fence By-law Amendments - Gates**

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

THAT Council pass By-law 2022-65, being a by-law to amend the Fence By-law.

#### **Purpose:**

To seek Council approval for amendments to the Fence By-law 2019-77.

#### **Background:**

Staff have been receiving requests from new residents in the Talbotville developments if they are able to install a gate at the back of their fence for areas that back onto Township parks or pathways. Currently, the Fence By-law does not include wording on gates specific to this use. Staff reviewed the matter and are putting forward a proposed amendment to the Fence By-law to permit gates. As part of this amendment, staff completed a wholistic review of the by-law and no other changes are required at this time.

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

The following are brief comments on the proposed amendments:

**Part III – General Provisions Item 3.9** – One gate will be permitted at the rear of a residential property that backs directly onto a municipal pathway or municipal park. The gate will need to be equipped with a self-closing and latching device. The gate and function of the gate are the responsibility of the property owner. All costs associated with a gate are the responsibility of the property owner.

**Part III – General Provisions Item 3.10** – If the municipal pathway or municipal park change use and is no longer under the Township's care and control, the gate will need to be removed by the property owner at their cost.

**Part III – General Provisions Item 3.11** – If a residential property owner has installed a gate prior to gates being permitted under by-law amendment 2022-65, the gate will not be removed; however, it is the responsibility of the property owner to make sure the gate complies with this by-law.

**Part VI – Swimming Pool Fences Item 6.12** – No property that has a privately-owned outdoor swimming pool is permitted to have a gate that has direct access to a municipal pathway or municipal park. If a property applying for a pool permit has an existing gate at the rear of their residential property, the property owner will be required to remove the gate at their cost.

**Financial Implications:**

N/A

**Strategic Plan Goals:**

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 11, 2022

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

**REPORT NO:** ENG 2022-32

**SUBJECT MATTER: Public Works Building Project Update**

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

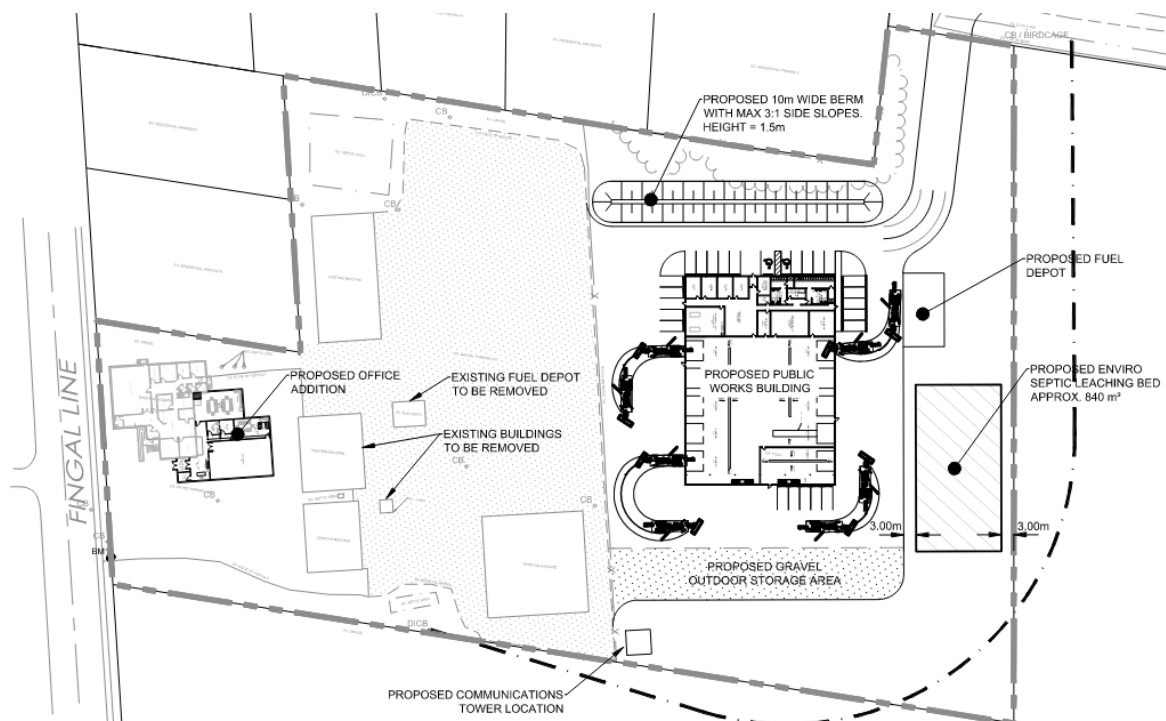
None – For Council information.

#### **Purpose:**

The purpose of this report is to provide Council with an update on the public works building and office administration addition preliminary design.

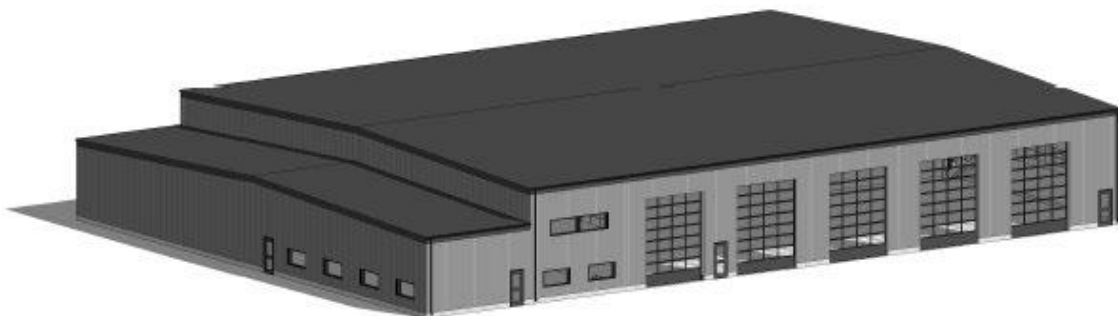
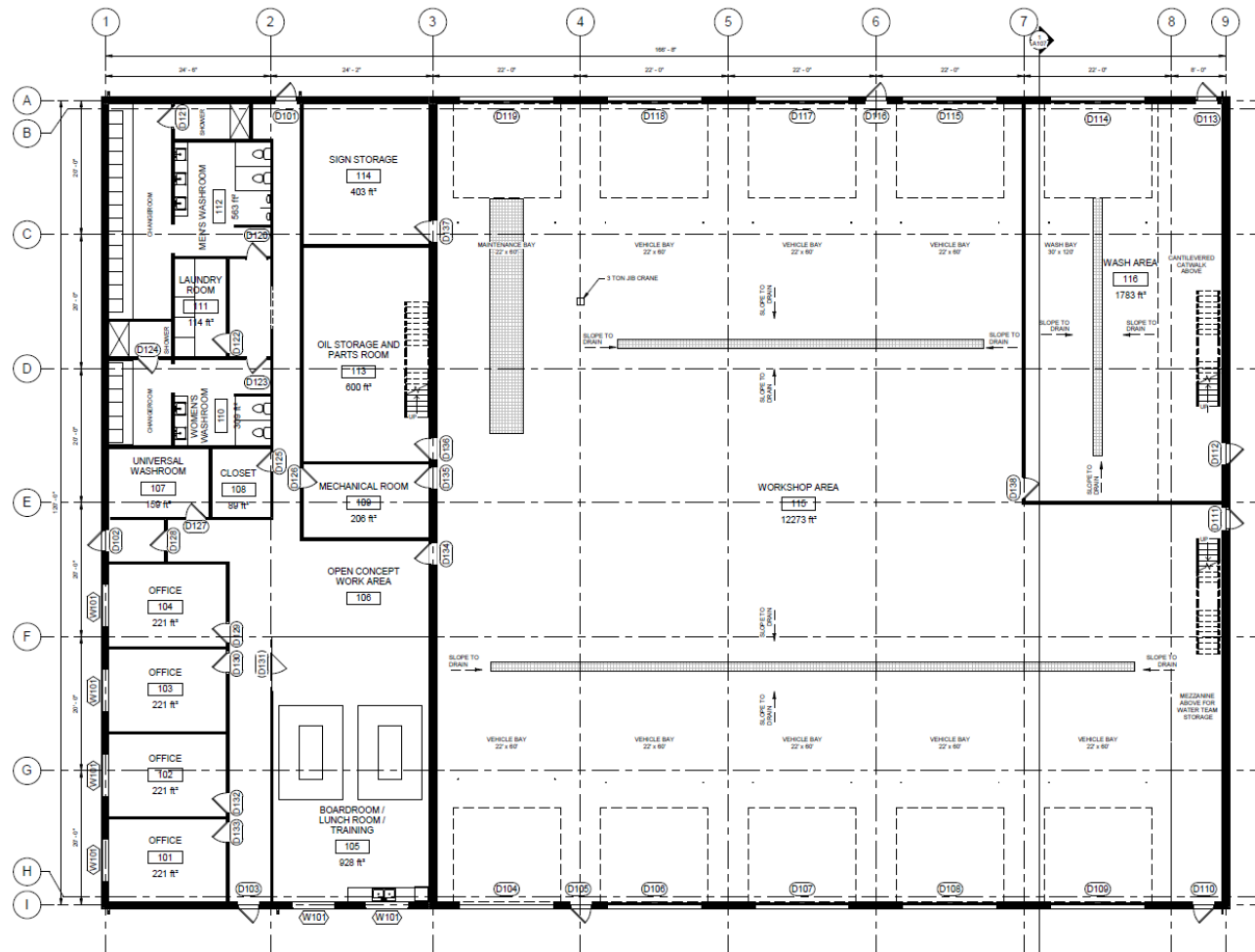
#### **Background:**

Following our last update at Council on May 24, 2022, as part of the preliminary design Staff have received visual renderings and cost estimates. Below is an image of the draft site plan for the public works building. Staff are working with the consultant to finalize the storm water pond and size of the septic system.



### Public Works Building:

Staff have worked through the preliminary design of the public works building and are currently satisfied with the layout of the office space and washrooms, additional storage rooms, truck bays and the mezzanines and are moving forward into the detailed design stage.



PERSPECTIVE VIEW 1



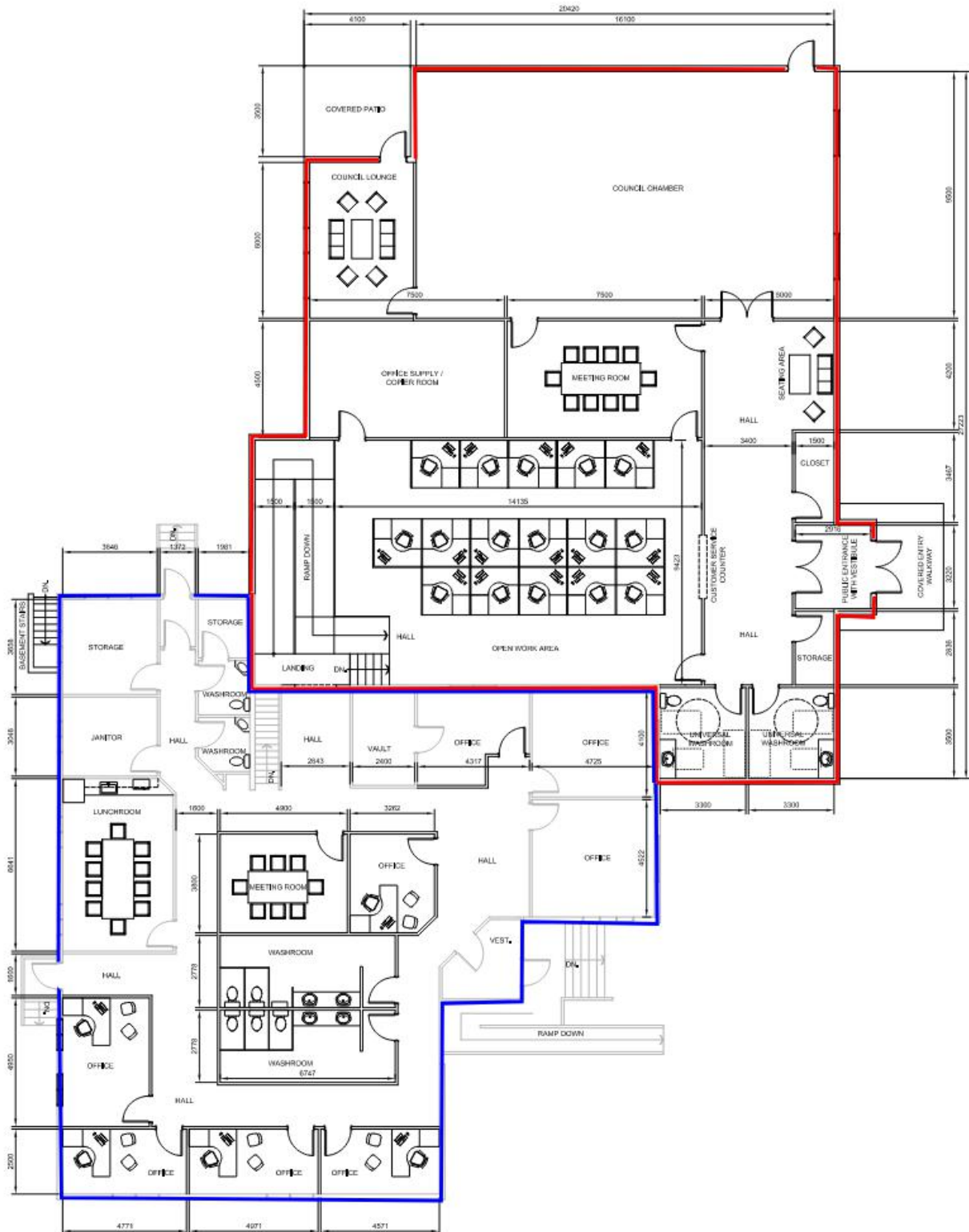
The current estimate for the public works building and site plan work is estimated at \$7 million and \$1.8 million respectively. These estimates are higher than the original \$3.0 million budget that was anticipated for this project when it was a smaller addition. This project has since evolved to include the water team as well as include more space to suit the public works teams current and future needs as the Township grows. With the increase in the construction project, Staff are confident that the increase in the project will not negatively impact the tax base and the cost of the project can be funded over a longer duration. Also, there are several land sales that can occur to assist in funding this project. Staff have noted several of these possible land sales below:

- Closing of the Teetzel property - \$1.75 million
- Lot 22 Lynhurst Park Drive (storm block that has municipal drain through the middle of lot. As part of Lynhurst infrastructure project, the municipal drain has been shifted to the side of the lot) - \$150,000. Conservative estimate by Staff.
- 9579 Union Road (water shop) - \$90,000. Appraisal provided in 2016.

Staff will continue to work with the consultant to refine the project estimate. The consultant has noted that because of the recent supply chain delays, two comparable projects that were tendered one year ago and within the last month have experienced an approximate 40% increase in construction cost.

### **Administration Building Addition and Renovation:**

Staff have worked with the consultant to complete an office addition and renovation plan as the administration team has limited office space. We are currently utilizing a four-day work week and working from home one day to accommodate the existing team in our current office space. The below image is the preliminary design for the future office space (the blue outline is the existing area and the red outline is the addition area). The addition space includes a new council chamber, a council lounge, public washroom, meeting room, and open concept office space. The renovation space includes optimizing the existing council chambers for offices and additional washrooms and incorporating a larger lunchroom.



The administration building preliminary design is anticipated at \$2.5 million. The project doesn't have a forecasted budget year, but staff will need to review when it makes sense to target the detailed design and construction of this project so our space can accommodate the administration team's growth as the Township grows with new development.

**Financial Implications:****Public Works project**

With the preliminary estimate for the public works building at a combined \$8.8 million compared to the \$3.0 million original estimate, the budget for this project will need to be revised to account for this difference. This difference can be accommodated by funding the project over a longer duration.

**Office Addition project**

This project will need to be reviewed and appropriately forecasted into the budget to account for the administration team growth. A future detailed design assignment is required before construction.

**Strategic Plan Goals:**

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

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

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





## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** July 11, 2022

**PREPARED BY:** Michele Lant, Treasurer

**REPORT NO:** FIN 2022-15

**SUBJECT MATTER: 357/Tax Incentive Adjustment Applications**

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#### **Recommendation:**

That Council approves the total adjustment of taxes for the 2021 and 2022 tax years resulting from Municipal Act, Sec.357/Tax Incentive Adjustment applications, as presented, in the amount of \$57,552.37.

#### **Purpose:**

The purpose of this report is to seek approval from Council to process, or to deny, Sec.357 adjustments of taxes for the 2021 and 2022 taxation years as presented.

#### **Background:**

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

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

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

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2021	Section 357 Write-off	\$195.18	\$237.17	\$58.19	\$490.54
2022	Section 357 Write-off	\$754.63	\$915.07	\$220.32	\$1,890.02
2022	Tax Incentive Adjustments	\$22,095.24	\$26,792.73	\$6,283.84	\$55,171.81
	<b>Total</b>	<b>\$23,045.05</b>	<b>\$27,944.97</b>	<b>\$6,562.35</b>	<b>\$57,552.37</b>

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

Section 357(3) of the Assessment Act states that an application must be filed with the Treasurer on or before February 28 of the year following the year in respect of which the application is made. All applications included in this report were made within the regulated deadline.

### Financial Implications:

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards. The Township portion the tax adjustments are \$23,045.05.

### Strategic Plan Goals:

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

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

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

2022.05.16 8.0 9759  
Run Date: 07/06/22  
Business Date: 07/06/22

12:07PM

Township Of Southwold  
2021 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 05/21/21: 000-004-01203-0	-6,800	-12.59	-4.96	-6.03	0.00	-1.60	0.00	0.00	0.00	0.00
TOTAL FARMLAND		-12.59	-4.96	-6.03	0.00	-1.60	0.00	0.00	0.00	0.00

R T 05/21/21: 000-004-01203-0	-60,000	-477.95	-190.22	-231.14	0.00	-56.59	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-477.95	-190.22	-231.14	0.00	-56.59	0.00	0.00	0.00	0.00

Category Totals:		-490.54	-195.18	-237.17	0.00	-58.19	0.00	0.00	0.00	0.00
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Supplemental Billing Total: -490.54  
Net Adjustments 0.00  
Net Billing Amount: -490.54  
Number of Bills Generated: 1

Demand Date: 07/06/22  
Due: 07/06/22  
05/31/22  
-490.54

2022.05.16 8.0 9759  
Run Date: 07/06/22  
Business Date: 07/06/22

12:11PM

Township Of Southwold  
2022 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 01/01/22: 000-001-08601-0	1,052,900	3,210.68	1,269.07	1,538.88	0.00	402.73	0.00	0.00	0.00	0.00
F T 01/01/22: 000-004-05900-0	1,005,400	3,065.84	1,211.82	1,469.45	0.00	384.57	0.00	0.00	0.00	0.00
F T 01/01/22: 000-006-12300-0	122,800	374.46	148.01	179.48	0.00	46.97	0.00	0.00	0.00	0.00
F T 01/01/22: 000-007-01400-0	90,100	274.75	108.60	131.69	0.00	34.46	0.00	0.00	0.00	0.00
F T 01/01/22: 000-007-10500-0	1,958,000	5,970.67	2,360.00	2,861.73	0.00	748.94	0.00	0.00	0.00	0.00
F T 01/01/22: 000-007-10700-0	1,159,000	3,534.22	1,396.95	1,693.95	0.00	443.32	0.00	0.00	0.00	0.00
F T 01/01/22: 000-008-20600-0	69,800	212.85	84.13	102.02	0.00	26.70	0.00	0.00	0.00	0.00
TOTAL FARMLAND		16,643.47	6,578.58	7,977.20	0.00	2,087.69	0.00	0.00	0.00	0.00
R T 01/01/22: 000-001-03100-0	-14,800	-194.25	-77.56	-94.05	0.00	-22.64	0.00	0.00	0.00	0.00
R T 01/01/22: 000-001-08601-0	-1,052,900	-13,819.42	-5,517.70	-6,690.78	0.00	-1,610.94	0.00	0.00	0.00	0.00
R T 01/01/22: 000-004-01203-0	-144,000	-1,890.02	-754.63	-915.07	0.00	-220.32	0.00	0.00	0.00	0.00
R T 01/01/22: 000-004-05900-0	-1,005,400	-13,195.97	-5,268.78	-6,388.93	0.00	-1,538.26	0.00	0.00	0.00	0.00
R T 01/01/22: 000-006-12300-0	-122,800	-1,611.76	-643.53	-780.35	0.00	-187.88	0.00	0.00	0.00	0.00
R T 01/01/22: 000-007-01400-0	-90,100	-1,182.57	-472.17	-572.55	0.00	-137.85	0.00	0.00	0.00	0.00
R T 01/01/22: 000-007-10500-0	-1,958,000	-25,698.95	-10,260.86	-12,442.35	0.00	-2,995.74	0.00	0.00	0.00	0.00
R T 01/01/22: 000-007-10700-0	-1,159,000	-15,211.99	-6,073.72	-7,365.00	0.00	-1,773.27	0.00	0.00	0.00	0.00
R T 01/01/22: 000-008-20600-0	-69,800	-916.13	-365.79	-443.55	0.00	-106.79	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-73,721.06	-29,434.74	-35,692.63	0.00	-8,593.69	0.00	0.00	0.00	0.00
T T 01/01/22: 000-001-03100-0	4,800	15.76	6.29	7.63	0.00	1.84	0.00	0.00	0.00	0.00
TOTAL MANAGED FOREST		15.76	6.29	7.63	0.00	1.84	0.00	0.00	0.00	0.00

2022.05.16 8.0 9759  
Run Date: 07/06/22  
Business Date: 07/06/22

12:11PM

Township Of Southwold  
2022 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 2

Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
Category Totals:	-57,061.83	-22,849.87	-27,707.80	0.00	-6,504.16	0.00	0.00	0.00	0.00

Supplemental Billing Total:	-57,061.83	Demand Date: 07/06/22	
		Due: 07/06/22	-57,061.83
Net Adjustments	0.00	05/31/22	
Net Billing Amount:	-57,061.83		
Number of Bills Generated:	9		



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 11<sup>th</sup> 2022

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

**REPORT NO:** CBO-2022-09

**SUBJECT MATTER: Activity Report June 1 to June 30**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

The update Council on monthly activities since last report

**Background:**

1. **2018/2022 Capital Project Process:**

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

<b>2020</b>		
<b>Township Office</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Municipal Property</b>		
<b>Keystone Complex</b>		
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 2022-09 for comparison report.

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

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



				Township of Southwold			
				Permit Comparision Summary			
				Issued For Period January - June			
PREVIOUS YEAR				CURRENT YEAR			
PERMIT CATEGOTY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	20	5,140	534,595	Accessory structures	21	4,823	615,400
Agricultural	12	19,683	3,922,500	Agricultural	11	15,624	3,687,039
Demolition	4	450	27,001	Demolition	4	600	32,000
Industrial building	1	720,000	517,540	Industrial building	1	126,495	10,541,222
Institutional building	0	6,210	39,015	Institutional building	2	5,431	2,767,900
Miscellaneous	5	667	41,500	Miscellaneous	6	900	13,000
Plumbing	5	750	464,500	Plumbing	14	1,050	99,300
Pools	11	1,500	21,488,422	Pools	12	1,800	743,310
Residential building	47	101,612	231,500	Residential building	76	173,473	52,360,384
Sewage system	12	5,400		Sewage system	16	7,000	120,000
TOTAL	117	861,412	27,266,573	TOTAL	163	337,195	70,979,555
PREVIOUS YEAR				CURRENT YEAR			
TOTAL PERMIT ISSUED		117			163		
TOTAL DWELLING UNITS CREATED		40			46		
TOTAL PERMIT VALUE		27,266,573			70,979,555		
TOTAL PERMIT FEE		861,412			337,195		
TOTAL INSPECTION COMPLETED(YTD)		821			1423		
MONTHLY COMPARISION							
Jun-21				Jun-22			
2021	PERMIT COUNT	FEE	COST OF CONSTRUCTION	2022	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	8	1,842	228,595	Accessory structures	7	1,306	168,000
Agricultural	2	916	240,000	Agricultural	4	3,068	775,070
Pools	1	150	105,000	Demolition	1	150	-
Residential building	4	4,835	1,510,000	Industrial building	1	126,495	10,541,222
Sewage system	1	500	12,000	Miscellaneous	4	600	9,500
Plumbing	4	600	37,500	Plumbing	3	300	17,800
Industrial building	1	720,000		Pools	3	750	88,310
Demolition	1	150	10,000	Residential building	14	38,996	6,736,832
				Sewage system	6	2,900	
TOTAL	22	728,992	2,143,095	TOTAL	43	174,565	18,336,734



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** June 13, 2022

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

**REPORT NO:** CAO 2022-32

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

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

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

**Background:**

**Meetings/Events:**

- Elgin County Administrators Group Meeting
- Director of Corporate Services/Treasurer interviews and meetings
- Bi-weekly Asset Management Plan Project meetings
- Blue Box Transition Webinars – several over the month of June
- 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 (June 15 & 29)
- Various staff meetings re: Additional Dwelling Units, Fencing By-law/Gates, Site Plan Control By-law and Planning Pre-consultation

**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.

**Public Works CUPE** – It is anticipated an initial proposal from CUPE will be provided at the end of July/beginning of August.

**Blue Box Transition** – Staff continue to attend various webinars on the Blue Box Transition. Recent discussion has focused around Ineligible Sources and Master Service Agreements during transition. Staff are currently reviewing the Master Services Agreement and whether it will make sense for the Township to remain involved with recycling collection after July 1, 2023. Since the Township does not have staff or directly provide the service, just being an intermediary may not be beneficial, but if there will be a significant impact on service, it may be. Staff are continuing to review the options and will be having further discussions with our neighbouring municipalities to understand what they are doing. Another item that will have a significant impact is whether the current recycling facility operated by London will continue to be operated or if there will be a different location. There are provisions that collectors could have to drive 60 minutes to a facility.

**Director of Corporate Service/Treasurer Recruitment** – Michele Lant has accepted the position effective June 27, 2022.

**Recruitments** – The Township started recruitments for the Development Planner (closes July 11, 2022) and the Deputy Treasurer (closes July 12, 2022).

**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 July/August, with adoption in 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** – Ontario Trillium Foundation for Talbotville Park Playground, Washrooms and Pavilion

**IT Services** – Staff are continuing to work with Malahide, Dutton-Dunwich and West Elgin to secure longer-term IT support services. With the departure of the Malahide IT employee, Malahide secured a short-term IT Service provided while they recruited for a replacement. This arrangement has worked out well for all municipalities. Due to limited applications from qualified applicants, this arrangement has been extended. Currently the municipalities are working to develop an RFP for IT support services for a longer-term contract and ensure compliance with our procurement policies.

*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.
- ☐ 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"**

# Elgin County Council Highlights



## **Council Receives Population Housing and Employment Forecasts and Associated Needs Analysis**

Elgin County's Official Plan update is currently underway and to support this update, Hemson Consulting has been updating long-range growth outlooks including: Growth forecasts to 2046 and 2051 and a Lands Needs Assessment. The report finds that there has been increased population growth in Elgin since 2016. This growth is concentrated in Central Elgin, Bayham, Malahide and Aylmer, but growth pressures are widespread and present in all communities.

The full report is included in the June 28, 2022 County Council Agenda Package.

## In this Issue

- Council Receives Population Housing and Employment Forecasts and Associated Needs Analysis
- Terrace Lodge Remains on Budget and On-Time with Tremendous Community Fundraising Support
- Human Resources Policy Updates
- Council Approves Updated Strategy for Economic Development and Tourism
- Traffic Signal Modernization – Contract Award
- Council Approves Draft Plan of Subdivision for Straffordville

## **Terrace Lodge Remains on Budget and On-Time with Tremendous Community Fundraising Support**

As the 2022 construction season enters its second half, Phase One of the Terrace Lodge Redevelopment Project is progressing in general conformity to the approved construction schedule, and at this time is on track to move to Phase Two in late 2022. A 4-week schedule delay experienced thus far in 2022 was predominantly the result of a Construction Labour Action by a number of trades throughout the Province, resulting in suspension of work for a number of trades. A detailed summary of construction progress achieved to this point of 2022 is as follows;

- January 2022 – Exterior sheathing installation, interior metal stud framing and door frame installation, roofing system installation progressing.
- February 2022 – Exterior window frame and glazing installation proceeding. Mechanical and electrical rough-in proceeding, receiving addition elevator shaft construction started.
- March 2021 – Exterior window frame and glazing installation continuing, mechanical and electrical rough-ins continuing, roofing system cap sheet installation progressing.
- April 2022 – Brick veneer installation (south wing), installation of air/vapour barrier (north wing), the start of drywall installation (North wing)
- May 2022 – Brick veneer installation ongoing, drywall ongoing, receiving area addition wall framing and sheathing completed.
- June 2022 – Exterior brick veneer and siding installation ongoing, drywall ongoing, receiving addition roof nearing completion.

The project can be followed on the communications website:

<https://engageelgin.ca/tlredevelopment>.

The Fundraising Committee continues to plan, coordinate, implement and evaluate its activities in support of the Comforts of Home fundraising campaign. This campaign is designed to enhance the Terrace Lodge Redevelopment Project with amenities that will provide a more home-like environment for the residents. \$288,741.00 has been donated towards the campaign to date. You can follow the progress as regular updates are made to the online catalogue at [www.donatetoterracelodge.ca](http://www.donatetoterracelodge.ca).

## **Human Resources Policy Updates**

### **Mileage Policy**

County Council approved the amended HR Policy 10.50 Mileage, adopting the Canadian Revenue Agency's recommended mileage rate of \$0.61 per kilometre. The County's previous rate of \$0.45 per kilometre had not been adjusted in over a decade.

### **Dress Code Policy**

County Council also approved an amended HR Policy 2.20 Dress Code. Amendments focused on modernizing the existing code to be consistent with comparator trends, and equity, diversity and inclusion (EDI) requirements.

The Dress Code policy must support staff in safely and comfortably fulfilling the duties of their jobs. Given the diversity of position responsibilities across the organization, the dress code policy cannot be overly prescriptive, but must instead focus on overall corporate expectations, safety, and professionalism. Any references to gender-specific requirements have been removed or amended; ensuring Human Rights Code compliance and support for EDI.

Complete updated policies are included in the June 28, 2022 County Council Agenda Package.

## **Council Approves Updated Strategy for Economic Development and Tourism**

Elgin County Council has approved a new Economic Development Strategy for 2022–2025. This strategy affirms the County's commitment to re-evaluate how it spends its time and resources so that Economic Development and Tourism can better support local entrepreneurs and foster an environment of opportunity for the County, its residents and businesses.

This Strategy will direct the efforts of the department over the next four (4) years, and staff will develop a detailed action plan to support the Strategy, which will include performance indicators, timelines, and required resources. The performance indicators will ensure that the priorities and actions outlined in the strategy meet the needs of the community. As staff engage with the community, they will review what they hear and improve the strategy to ensure that the County provides the best support possible to Local Municipal Partners and the business community.

The complete 2022–2025 Economic Development and Tourism Strategy is contained in the June 28, 2022 County Council Agenda Package.



## **Council Receives Affordable Housing Summary**

As part of its 2022 Action Plan associated with the 2020–2022 Council Strategic Plan, Elgin County Council identified housing as one of its priorities for 2022. Council requested a summary of actions being taken by the County, its partners, and senior levels of government related to affordable housing. A summary report was presented to Council that included Federal Government Budget initiatives related to affordable housing, a summary of the Province of Ontario's Bill 109, the More Homes for Everyone Act, and a list of housing initiatives currently being undertaken by Elgin County.

For the full summary please see the June 28, 2022 County Council Agenda Package.

## **Traffic Signal Modernization – Contract Award**

County Council awarded the contract for Traffic Signal Modernization to Fortran Traffic Systems Inc. for a one-year term and authorized staff to extend the contract for an additional four (4) one-year terms, in accordance with section 7.6 of the Procurement Policy, subject to satisfactory performance during the initial one-year contract term, pricing and budget approval.

## **Council Approves Draft Plan of Subdivision for Straffordville**

Elgin County Council granted draft plan approval to the Draft Plan of Subdivision proposed by CJD Engineering Ltd. File No. 34T-BY2101. The subject lands are located on lands known municipally as 8341 Sandytown Road in Straffordville approximately 100 m north of the intersection of Sandytown and Heritage Line in the community of Straffordville. The owner is requesting draft approval of a 5.9 ha plan of subdivision composed of 39 single-detached building lots to be developed in two phases (one phase of 13 lots, and the second phase of 26 lots), as well as a stormwater management block; a block containing a pumping station; and associated road widening.

Full details and conditions of approval are included in the June 28, 2022 County Council Agenda Package.

For the complete June 28, 2022 County Council Agenda Package please visit the Elgin County [website](#).



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

### **BY-LAW NO. 2022-63**

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 7, to change the zone symbol applying to lands legally described as North Part of Lot 37, Concession SNBTR, as shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 1 (A1) to Agricultural 1 Special Provision 65 (A1-65).
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bn):  
  
    “(bn)      A1-65 As shown on Schedule A, Map 7  
  
                (i)      Additional Permitted Use  
  
                        - Boarding Kennel”
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.  
  
    (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 11<sup>th</sup> day of July 2022.**

---

Mayor

Grant Jones

---

CAO/Clerk

Jeff Carswell

TALBOT LINE

**Lands to be Rezoned Agricultural  
1 Special Provision 65  
(A1-65)**

This is Schedule "A" to By-law No. 2022-63  
passed on the 11th day of July 2022.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**C.A.O./CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 7



0 100 200  
Meters





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

### **BY-LAW NO. 2022-64**

#### **Being a By-Law to authorize a service agreement/memorandum of understanding for land use planning, infrastructure and development issues.**

**WHEREAS** Section 8 (1) of the Ontario Municipal Act, S.O., 2001, c.25 states that the powers of a municipality shall be interpreted so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** Section 9 states that a municipality has the capability, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** it is the desire of the Corporation of the Township of Southwold to authorize a service agreement/ memorandum of understanding with Lower Thames Valley Conservation Authority for land use planning, infrastructure and development issues.

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

1. That the CAO/Clerk is authorized to sign on behalf of the Corporation of the Township of Southwold the service agreement/memorandum of understanding attached to this By-law as Schedule "A".
2. This By-law shall come into force and effect upon the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 11<sup>TH</sup> DAY OF JULY, 2022.**

---

Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

**SERVICE AGREEMENT/ Memorandum of Understanding (MOU)**

**BETWEEN**

**The CORPORATION OF THE TOWNSHIP of SOUTHWOLD**

**(the "Township")**

**AND**

**The LOWER THAMES VALLEY**

**CONSERVATION AUTHORITY**

**(the "Conservation Authority" or "CA")**

**Date: July 11, 2022**

**Endorsed by all Parties and in effect as of \_\_\_\_\_, 2022**

## **1. THE PURPOSE of this agreement is to:**

The Conservation Authority and the Township have a longstanding relationship of plan review activities. This MOU will be an important tool to help define roles and responsibilities within the context of a new protocol for land use planning service delivery.

The land use planning framework and the regulatory body under which Conservation Authorities operate in the Province has evolved into a significantly more complex system. The policy and regulatory systems have become more complex, with changing legislation, evolving Provincial Plans, with more specific and rigid tests for planning complete communities.

With a significantly evolved planning framework, it is important that an arrangement is in place to assist parties in managing growth and change while protecting the environment and public safety. It is crucial that the relationships between the parties and the roles and responsibilities in implementing the planning and regulatory framework are seamless, integrated and well understood.

This agreement only pertains to land use planning, infrastructure and development related issues. In this regard, the objectives of this MOU include ensuring that:

- each step of the planning review process is complementary, adds value to the decision making process, does not result in service duplication;
- the rigour of review is consistent with the scale and impacts of the project;
- the public and the natural environment is protected and natural heritage features are restored using a systems-based approach; and
- sharing information assists and expedites decision-making.

The purpose of this Memorandum includes:

- Identify the roles and responsibilities of the Parties and record their mutual understanding in planning policy and development matters (*e.g. the CA will provide effective and timely plan review and technical clearance support/expertise to assist the Township in making decisions on planning documents and site-specific planning applications*);
- Set out the expectations for plan review and technical clearance on matters relating to natural heritage and water resources;
- Streamline the development application review process, municipal plan review system/process where opportunities exist;
- Improve alignment between planning services and conservation authority permitting processes;
- Establish a data and information sharing protocol;
- The MOU describes services in addition to those activities and services which are undertaken by the CA as part of their own legislative mandate or by agreement with others.

This MOU is intended to work in tandem with the legislative and policy framework for planning in the Province of Ontario. It is not intended to conflict with responsibilities that have been assigned to any of the Parties, either by statute, regulation, policy or other instrument. For example, the MOU is not intended to conflict with:



1. Responsibilities assigned to the Township in the following:
  - 1.1 The Planning Act; and
  - 1.2 Any MOU between the County of Elgin and the Province of Ontario relating to municipal plan review.
2. Responsibilities assigned to the Conservation Authority as of the signing of this MOU and subject to change, in the following:
  - 2.1 The Conservation Authorities Act and associated Regulations.
  - 2.2 The MOU between the Conservation Authorities (Conservation Ontario) and the Province of Ontario relating to municipal plan review, input and appeals relating to Natural Hazards (2001).
  - 2.3 Responsibilities assigned to the Conservation Authority by the Township through the Planning Act and applicable Delegation By-law i.e., Natural Heritage (Section 2.1) review and input.
3. This MOU is not intended to conflict with or preclude any MOU between any township, conservation authority, county or other agencies.
4. The Parties commit to undertaking the following work as detailed in the body of this MOU and summarized in Schedule 1.

## **2. DEFINITIONS**

### **“Board”**

Means the Board of Directors of the respective CA(s).

### **“Interests”**

Means the interests of the Party as defined by its approved plans, policies, and programs.

### **“Natural Environment”**

Means the natural heritage system and the water resource system including natural hazards and stormwater management.

### **“Natural Heritage System”**

Means the same as the Provincial Policy Statement definition.

### **“Parties”**

Means the upper- and lower-tier municipalities’ planning policy and implementation departments and the Conservation Authority planning and development department.

### **“Plan Review”**

The review of applications/studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to the watershed natural hazards, natural heritage and water policies for natural environment features or functions; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments and may include studies associated with infrastructure development, such as Environmental Assessment Reports.

### **“Technical Clearance”**

Assessing technical reports submitted by the proponent to determine if the reports satisfy the conditions through a comprehensive study (e.g. master environmental servicing plans, secondary plans, etc.) or plan review process and in order to clear the conditions of a plan of subdivision, severance application or other planning instrument.

### **“Technical Review”**

Assessing technical reports submitted by the proponents' consultants in terms of applicable and most recent technical guidelines and standards and the approved terms of reference; specifying modifications or additional technical studies required and conditions of acceptance; validating the technical methods used to determine potential environmental impacts; identifying the nature and extent of mitigation measures required; recommending modifications to, or acceptance of, the technical report.

### **3. GUIDING PRINCIPLES**

This Memorandum of Understanding is based on the following principles. The parties agree to work collaboratively to:

- a. Deliver timely, accurate, effective and customer-focussed planning services;
- b. Eliminate unnecessary duplication to maximize the utilization of existing resources and technical expertise and, where possible, coordinate efforts;
- c. Ensure the planning and regulatory systems are seamless, integrated, complementary and well understood;
- d. Share mapping resources / layers when needed;
- e. Continuously improve working relationships and enhance service performance of all Parties;
- f. Monitor the performance of this MOU and service delivery; and
- g. A data sharing agreement can be undertaken when the need arises. Staff will ensure that data sharing agreements are kept up to date.

#### **4. MOU Framework**

- 4.1 For the purposes of this MOU, planning services have been defined and organized into two categories: 1) Policy Planning; and 2) Development Planning. By organizing the MOU in this manner, it is not intended to limit or define the service delivery method or the service delivery entity within each of the Parties. The MOU is organized in this manner for ease of reading and reference.
- 4.2 The Parties recognize that there may be initiatives, specific studies and technical studies in support of development applications that exhibit components of both policy planning and development planning.
- 4.3 For the purposes of this MOU, Policy Planning includes:
- a. Provincial Plans, Policies and Initiatives
  - b. County Official Plan and Amendments
  - c. Local Official Plans and Amendments
  - d. Area Specific Plans (Secondary, Outline Plans and related Studies)
  - e. Community Improvement Plans and Incentives
  - f. Special Studies (e.g. watershed/subwatershed studies)
  - g. Guidelines

Section 5 of this MOU provides specific provisions.

- 4.4 For the purposes of this MOU, Development Planning includes:
- a. Comprehensive Zoning By-laws
  - b. Zoning By-law Amendments
  - c. Plans of Subdivision and Condominium
  - d. Consents
  - e. Minor Variances
  - f. Part Lot Control
  - g. Site Plans

Section 5 of this MOU provides specific provisions.

## **5. LAND USE PLANNING ROLES AND RESPONSIBILITIES**

The CA will endeavor to provide timely comments / advice to the Township (refer to Schedule 2) on planning matters, and the Township will ensure consistency with Provincial Policies and the Official Plan Policies with respect to any planning application. The Township and the Conservation Authority agree that the CA will provide comments / advice as to whether planning applications are consistent with the PPS (S. 2.1, 2.2 and S. 3.1) for the following:

1. Zoning Bylaw comprehensive reviews and amendments
2. Secondary Plans/Outline Plans
3. Minor Variance
4. Site Plan Control
5. Watershed/subwatershed studies
6. Guidelines (e.g. Stormwater, etc.)
7. Site alteration by-laws

The Conservation Authority will also provide comments assessing the adequacy of technical environmental studies in meeting PPS (S. 2.1, 2.2 and S. 3.1) policy requirements and objectives. The CA will review documents that assess impacts on the natural environment related to:

- significant wetlands, coastal wetlands, local and unevaluated wetlands;
- significant woodlands;
- significant valley lands, valley lands and stream corridors;
- natural hazards (flooding and erosion);
- hazardous sites (unstable soils or bedrock unstable slopes);
- Source Water Protection areas (e.g. SGRA, HVA's, WHPA & IPZ's);
- ground water recharge areas;
- surface water quantity and quality;
- Hydrology and Hydraulic documents and modelling (e.g. LID, SWM Ponds, etc.);
- Impact and mitigation measures related to natural hazards.

The Conservation Authority will also provide comments:

- advising the Township of the adequacy of technical environmental studies in relation to the Township's Official Plan policy requirements and objectives;
- on the need for technical reports, the adequacy with reference to relevant guidelines/standards, or related conditions of approval, including but not limited to such studies or plans as:
  - Stormwater management
  - Lot grading and drainage
  - Geotechnical
  - Hydrogeological
  - Erosion and Sediment Control
  - Coastal Engineering Studies

- Environmental Impact Studies and related natural heritage impact and mitigation measures
  - Fluvial Geomorphology
  - Wetland water balance
- report defining features and assess the long-term ecological function and biodiversity of natural heritage systems, identifying opportunities where applicable for restoration or improvements.
- review documents that assess impacts on the natural environment related to:
  - significant wildlife habitat;
  - habitats of threatened and endangered species;
  - Species At Risk;
  - watercourses, fish and aquatic habitat;
  - areas of natural and scientific interest;
  - significant woodlands;
  - significant wetlands, local wetlands and coastal wetlands;
  - significant valleylands;
- to identify, where appropriate, the Fisheries and Oceans Canada self-assessment process pursuant to the federal Fisheries Act and other similar pieces of legislation affecting the interests of the Conservation Authority;
- to assist in the technical aspects of applying alternative development standards as a best management practice for stormwater management purposes (e.g. Low Impact Development (LID projects)) and enhancement of natural heritage features and functions.

5.1 The Parties agree that a high degree of policy alignment is important in advancing an integrated and seamless planning system.

## 5.2 Local Official Plans and Amendments

5.2.1 The Local Township leads and adopts policy based Local Official Plans and Amendments.

5.2.2 Prior to initiating policy based Official Plans or Official Plan amendments, the Local Township will share information on the initiative and seek input from the Conservation Authority.

5.2.3 The Conservation Authority will review and provide comments on policy-based Local Official Plan Amendments as it relates to their interests and mandates.

## 5.3 Area Specific Plans (Secondary Plans and Related Studies)

5.3.1 The Local Township will lead and adopt Area Specific Plans for growth areas.

5.3.2 In developing Area Specific Plans, the Local Township will engage the Conservation Authority as it relates to their interests and mandates.

5.3.3 The Local Township is responsible for undertaking studies in support of Area Specific Plans.

5.3.4 The Local Township will work collaboratively with the Conservation Authority to identify and scope the necessary studies required for the Area Specific Plans.

- 5.3.5 The Parties agree to work together to develop a Terms of Reference for each study required.
  - 5.3.6 That the Terms of Reference will ensure that any Party involved in the review of any study, and where applicable, will provide technical clearance in writing to the Local Township in the timelines defined by the Township.
  - 5.3.7 The Parties agree that Terms of Reference for studies related to Area Specific Plans (e.g. subwatershed studies) must address key policy tests while being sensitive to context. Area Specific Plans for redevelopment areas may require the Parties to scope, modify or waive study requirements to recognize the existing policy framework and built context for these areas.
  - 5.3.8 The Parties have a mutual interest in advancing work on Area Specific Plans. In recognition of this mutual interest, the Parties agree to work within the timelines and scope set out in the Terms of Reference under the proviso that all applicable materials have been received within the agreed to Area Specific Plans / Study initiation timelines.
- 5.4 Special Studies
- 5.4.1 From time to time the Parties will engage in special studies (e.g. watershed / subwatershed, geotechnical, flood line studies, Municipal Stormwater / Servicing Master Plans, etc.) related to land use and regulatory matters that affect the Township and the Conservation Authority.
  - 5.4.2 The Parties will develop a work plan to collaboratively engage in these studies when it has been determined to be of mutual interest.
- 5.5 Attending Meetings
- 5.5.1 The CA will attend any meetings (council and/or planning meetings) and public consultation meetings when requested by the Township.

**6. ROLES & RESPONSIBILITIES in the PLANNING SYSTEM relating to IMPLEMENTATION PLANNING**

- 6.1 All Parties agree that in reviewing and assessing development applications, comments must be scoped based on:
- 6.1.1 Legislative or Regulatory authority;
  - 6.1.2 Council or Board approved policies and by-laws;
  - 6.1.3 A consideration of the built context; and
  - 6.1.4 Interests that have been identified through pre-consultation, terms of reference, comprehensive complete application requirements, and/or requisite studies.
- 6.2 The Parties agree that it is important to advance an expeditious review of development applications based on Planning Act timelines. In all cases, the Parties will endeavour to provide comments to the approval authority that:
- 6.2.1 Will enable the approval authority of the particular planning application to make a decision; and
  - 6.2.2 Are in accordance with the timeframes set out in Schedule 2.
- 6.3 The CA will respond to general inquiries from the Township and applicants, will participate in informal or formal pre-consultation meetings with applicants and the Township (or provide written comments), and provide expert witness support to the Township as necessary where the subject lands involve natural hazards, natural heritage or CA regulated lands.
- 6.4 To ensure that the approval authority is in a position to make a decision on the application within the Planning Act timeframes, the Parties agree to share best practices and to examine ways to harmonize policies and approaches related to pre-consultation and complete application requirements.
- 6.5 The Parties agree to monitor and report on service delivery measures based on common goals and metrics, with an annual or semi-annual report as required by the Township.



## **7. PLANNING for the NATURAL ENVIRONMENT**

- 7.1 The Parties agree that a greater degree of coordination and timeliness between the Township and the Conservation Authority is necessary for advancing an integrated and seamless planning system as it relates to the natural environment.
- 7.2 The Parties agree that there is significant opportunity to improve and to clarify roles and responsibilities in planning for the natural environment.
- 7.3 The Parties agree to work collaboratively to advance an integrated and seamless planning model, based on the following principles:
- a. a high degree of policy alignment is important in advancing an integrated and seamless planning system;
  - b. the rigour of environmental review must match the scale and nature of impacts;
  - c. planning for the environment should not revisit the principle of land use at the site-specific stage when defined at the policy stage(s);
  - d. more effort needs to be put 'up front' in defining the components of the natural heritage system (refer to the Elgin Natural Heritage Systems Study);
  - e. good information and data lead to good policy;
  - f. eliminate unnecessary duplication;
  - g. optimize the use of staff expertise; and
  - h. seek opportunities for inter-municipal/agency educational workshops.

**8. DATA and INFORMATION SHARING**

- 8.1 The Parties will work together to define a screening map and guidelines to assist the Township in determining when an application will be circulated for review.
- 8.2 The Parties agree that data sharing, data modelling and GIS are important to service efficiencies and will establish and/or participate on a working group to advance an open data approach among the Parties, provided that the data sources are not restricted under third party licensing.

## **9. DISPUTE RESOLUTION**

- 9.1 The LTVCA will have regard for previous comments provided by LTVCA staff. Any change in comments based on updated legislation or new information or other matters will be discussed with the Township in advance of any formal correspondence being sent out to the Township.
- 9.2 Where a dispute arises between two or more Parties' staff pertaining to service matters undertaken in sections 5, 6 or 7 above, the Parties agree that the staff will implement dispute resolution practices utilizing the following principles:
- a. Agree to a fair process for mediating issues;
  - b. Utilize the services of a neutral facilitator, if required;
  - c. Discuss the impasse item and avoid blame;
  - d. Accept responsibility;
  - e. Identify common agreement / ground;
  - f. Identify all options to resolve;
  - g. Select best option.
- 9.3 The Township or the Conservation Authority may recommend that a third party consultant be engaged to undertake any particular review where special expertise is required, or the authority has a conflict of interest or where it is otherwise mutually agreed that it would be in the best interest of the planning process.

**10. DURATION AND FORMAL REVIEW**

- 10.1 This MOU shall come into effect on the date of the last party to sign this MOU and shall remain in effect until such time as it may be replaced by an updated MOU resulting from a mandatory review that will regularly take place no more than five (5) years from the effective date of this MOU.
- 10.2 This MOU may be reviewed at any time before the mandatory review if agreed to by the Parties, particularly when Provincial legislation, CA Act Regulations or plans have been amended.
- 10.3 The mandatory review shall be overseen by the Parties' CAOs with any final recommended changes being subject to full agreement by all Parties.

## 11. GENERAL

- a) The CA will respond to general inquiries from the Township and applicants, participate in informal or formal pre-consultation meetings with applicants and the Township (or provide written comments), and provide expert witness support to the Township as necessary where the subject lands involve natural hazards or CA regulated lands.
- b) Nothing in the agreement precludes the Conservation Authority from commenting to the Township, and implementing their regulatory responsibilities, as they would normally exercise their rights under the *Planning Act*, the *Conservation Authority Act* (as amended), *Environmental Assessment Act*, recommendations from the Provincial Flood Advisors Report, delegated responsibilities or other applicable legislation.
- c) Nothing in this agreement precludes the Township from exercising responsibility under the *Municipal Act*, the *Planning Act*, the County Official Plan, the Municipal Official Plan or any other statutory requirement.
- d) Nothing in this agreement precludes the parties from respectfully disagreeing with comments provided by the other party.
- e) Where the Conservation Authority is in conflict between legislated responsibilities and the responsibilities of this agreement, the Township may seek third party opinions. This agreement would not prohibit the Township seeking third party opinions at any time or for any other matters.
- f) The Conservation Authority and the Township will endeavor to have open communication on activities or programs which may impact each other's mandates or responsibilities – e.g. the Township proposing to amend general by-laws; the CA undertaking work for the province to identify natural features.

## 12. TERMS OF THE AGREEMENT

- a) The Township and the Conservation Authority agree that:
  - 1. The term of this Agreement shall be for a period of five (5) years from the date of execution by the Township and the Agreement shall be automatically extended for an additional five (5) year term, on the same terms and conditions as contained herein at the discretion of the Township and the Conservation Authority, until terminated by any of the parties.
  - 2. The Township and the Conservation Authority will review this Agreement, to consider changes in programs of the parties or changes in Provincial policies, at least six months prior to the expiry of each five (5) year term. The Conservation Authority's CAO or Planning Department will monitor the agreement and its expiry.
- b) Any party may terminate this Agreement at any time upon delivering six (6) months written notice of termination, by registered mail, to all of the parties, which notice shall be deemed to be received on the third business day from the date of mailing.
- c) Any notice to be given pursuant to this Agreement shall be delivered to the parties at the following address:

Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Attention: Mayor

Lower Thames Valley Conservation Authority

100 Thames Street

Chatham, ON N7L 2Y8

Attention: CAO / Secretary-Treasurer

### **13. IMPLEMENTATION**

The Township and the Conservation Authority agree:

- That the Township would be responsible for submitting meeting minutes/records of outcomes of pre-consultation meetings.
- The Township will establish a mechanism to determine complete application requirements as outlined in the County and Municipal Official Plans and to determine the technical checklist required for these studies. Refer to the technical checklist included in Schedule 1.
- That fees for planning services will be collected by the Township and will be remitted to the LTVCA on a quarterly basis as outlined in Section 15.
- If more than one CA is involved in a policy review, development or amendments, the CA's will be determined between their offices which CA will take the lead role in co-ordinating comments back to the Township.

**14. SERVICE DELIVERY STANDARDS**

- a) The Township shall set timeframes for responding to planning document amendments and development applications in keeping with the requirements of legislated timelines and included in Schedule 2.
- b) Where an application is complex (requiring more than 3.5 hours of staff review/administration time), a pre-consultation meeting between the Township, respective Conservation Authority and the applicant and their agents may take place.



## 15. CONSERVATION AUTHORITY FEES

All parties of this MOU concur that the screening of applications is desirable. This process will ensure that only the appropriate applications are circulated to the Conservation Authority. Although this MOU does not contain specific provisions for screening, both the Township and the CA are committed to this end to ensure the best possible service.

### Collection of Fees

The Conservation Authorities Act provides the legislative basis to allow conservation authorities in Ontario to charge fees for services approved by the Minister (*Policies and Procedures for the Charging of Conservation Authority Fees*). Section 21 (m.1) of the Act, allows for the collection of fees for planning and development related activities, such as permitting, plan review and public and legal inquiries.

The LTVCA's fees are based on the following: partial user pay principle; adequate consultation and notification; and opportunity or right to an appeal.

For the review and provisions of comments for all planning applications, a fee will be assessed by the LTVCA as outlined in Schedule 3. This fee schedule may be changed from time to time (with approval of the LTVCA Board of Directors) without the need to amend the agreement.

The Township will collect the fee on behalf of the conservation authority at the time an application is submitted. Fees collected from planning submissions will be tracked by both the Township and the CA, with the Township to remit the collected fees quarterly.

### Appeal

An applicant, proponent, or developer has the right to appeal should there be any dissatisfaction with the prescribed fees. Any appeal shall be heard by the CA's GM - CAO/Secretary-Treasurer, with subsequent appeal to the Board of Directors.

### Monitoring

The fees will be assessed on an annual basis by the Board of Directors to evaluate their effectiveness and fairness. This document may be amended by mutual agreement from time to time, to reflect changes in programs, funding and personnel for both agencies, or changes to the CA Act or provincial policy.

**16. List of Schedules to the MOU**

Schedule 1: Summary of MOU Parties' Commitments/Undertakings 2022 to 2027

Schedule 2: Development Application review timelines

Schedule 3: LTVCA Planning Fee Schedule

**THE TOWNSHIP**

**Of SOUTHWOLD**

CAO / Clerk

Jeff Carswell

\_\_\_\_\_

Chief Administrative Officer

Date: July 11, 2022

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**THE Lower Thames Valley**

**CONSERVATION AUTHORITY**

CAO / Secretary-Treasurer

Mark Peacock, P. Eng.

\_\_\_\_\_

CAO / Secretary-Treasurer

Date: \_\_\_\_\_

## **SCHEDULE 1**

### **SUMMARY OF MOU PARTIES' COMMITMENTS/UNDERTAKINGS 2022 to 2027 (60 months)**

The following provides brief descriptions of the content work and outcomes expected for each undertaking. Upon initiation of each undertaking, further details will be developed and agreed upon by all Parties, taking into account the scope of the proposal related to its size and complexity. Listed requirements will occur at different phases of development (i.e. for plan of subdivision, stormwater management facility design may not be a requirement of a draft plan application, rather as part of the development process).

### **CA-Municipal Technical Checklist Recommendations for Planning Applications**

#### **Official Plan Amendments**

- Covering letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (refer to CA Fee Schedule 3)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

#### **Potential technical requirements**

- A list of support information and materials for Planning Act applications is typically provided in Official Plans; this list should be referred to for consideration
- Conceptual Channel Crossings Assessment
- Subwatershed Study
- Scoped or Full Comprehensive Environmental Impact and Enhancement Study
- Functional Servicing Plan/Stormwater Management Study
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan/Stormwater Management Study
- Geotechnical/Slope Stability Study
- Preliminary Grading Plans
- Fluvial Geomorphology Study
- Hydrogeological Assessment
- Conceptual Channel Crossings Assessment
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

## **A-2: Zoning By-law Amendments**

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (Refer to CA Fee Schedule 3)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

### **Potential technical requirements**

- Channel Crossings Assessment
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Study
- Structural Elevations and Construction Details
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

## **A-3: Plans of Subdivisions**

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (Refer to CA Fee Schedule 3)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

### **Potential technical requirements**

- Channel Crossings Assessment
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan

- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study
- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Restoration/Compensation Plan for vegetation that has been or will be removed
- Other reports/studies identified through the checklists or staff consultation.

#### **A-4: Site Plan Controls**

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (Refer to CA Fee Schedule 3)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information.

#### **Potential technical requirements**

- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study
- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

#### **A-5: Consents (Severances) and Minor Variances**

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (Refer to CA Fee Schedule 3)

- Appropriate Plans/Drawings.

**Potential technical requirements**

- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Scoped or Full Environmental Impact and Enhancement Study
- Structural Elevations and Construction Details
- Topographic Information
- Other reports/studies identified through the checklists or staff consultation.

## SCHEDULE 2

### Non-Statutory Development Application Review Timelines

The following table is an example, which describes the non-statutory timeframes for development review applications that the parties will aim to achieve, broken down by certain major application types. The Township and the CA are to negotiate an appropriate timeframe for review of these applications as part of the MOU process. **Note:** should the local Township recognize that there is a specific issue that requires additional time, the timelines may be extended.

APPLICATION TYPE	PRE-CONSULTATION	CIRCULATION (for pre-consultation, or after an application is deemed complete, or for any subsequent circulations)	COMMENTS AFTER FIRST CIRCULATION
Site specific County Official Plan amendments	Meeting scheduled with all parties and the applicant within 21 calendar days of request <sup>1</sup>	Upper-tier / Township to circulate to all parties within 3 business days	Parties to provide comments within 21 calendar days
Site specific local Official Plan Amendments	Same as above	Local Township to circulate to all parties within 3 business days	Parties to provide comments within 21 calendar days
Site specific Zoning By-law Amendments	Same as above	Local Township to circulate to all parties within 3 business days	Parties to provide comments within 21 calendar days
Plans of Subdivision or Condominium	Same as above	Local Township to circulate to all parties within 3 business days	Parties to provide comments within 21 calendar days unless the local Township agrees there is a specific issue that requires additional time to resolve

<b>Site Plans</b>	Same as above	Local Township to circulate to all parties within 3 business days	Parties to provide comments within 14 calendar days unless the local Township agrees there is a specific issue that requires additional time to resolve
<b>Consents and Minor Variances</b>		Local Township to circulate to all parties within 3 business days	Parties to provide comments within 7 calendar days

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<sup>1</sup>To convene a pre-consultation meeting, the lead agency must have sufficient information from the applicant so that the parties can provide advice.

\*Regardless of the above noted review timeline schedule, the CA will endeavour to meet any set timelines the Township requires in order to meet their mandated Planning Act timelines.



## SCHEDULE 3

### LTVCA Planning Fee Schedule

**Board Approved: April 21, 2022**

<u>Plan Review Fee Schedule</u>	<u>New LTVCA Planning Fee Schedule</u>
legal / private / realtor inquiries	\$125.00
clearance letters for subdivision/condominium approval (applies to each phase of subd. requested) (from draft plan to clearance, including SWM review) (where permit fee not required)	a. \$115/lot (max \$10,000 per phase) (outside of regulated area)
a. \$115/lot (max \$10,000 per phase) detailed SWM Review and all other review (outside of regulated area)	b. \$350/lot (within regulated area)
b. \$350/lot detailed SWM Review and all other review (within regulated area with each lot receiving a permit) (current fee)	c. \$1,200 preliminary SWM review
major OP/ZBLA industrial, commercial, institutional, subdivision, etc.	\$300.00 (no SWM review required)
minor OP/ZBLA single family residence	\$200.00
consent	\$200.00
minor variance	\$115.00
site plan control / approval	\$200.00
OPA / ZBLA combination	\$275.00
consent / minor variance with ZBLA combination	\$250.00
consent with minor variance combination	\$250.00
multiple consent applications on a single application	\$115.00/lot (unregulated) \$350.00/lot (regulated)
input and review of relevant EIS's / EA's and other major studies, proponent driven	\$1,500.00
LTVCA staff appearing as an expert witness at a Committee of Adjustment hearing or Ontario Land Tribunal hearing:	
a. Acting on behalf of the Municipality	a. no fee charged
b. At the request of the proponent	b. hourly rate



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

### **BY-LAW NO. 2022-65**

#### **Being a By-law to amend By-law No. 2019-77, as amended, being a By-law to Regulate the Height, Location and Description of Fences on Private Property by the Corporation of the Township of Southwold**

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

**AND WHEREAS** Sections 8, 11, and 15(4) of the Municipal Act, S.O. 2001, c. 25, as amended, authorizes municipalities to pass by-laws respecting fences which includes the authority to prescribe the height and description of fences on all properties and to require owners of privately-owned outdoor swimming pools to erect and maintain fences and gates around such swimming pools;

**AND WHEREAS** paragraph 7 of subsection 11(3) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting structures, including fences and signs;

**AND WHEREAS** Section 98 of the Municipal Act, 2001 provides that a municipality may provide that the Line Fences Act does not apply to all or any part of the municipality, but despite such by-law being passed, Section 20 of the Line Fences Act continues to apply throughout the municipality;

**AND WHEREAS** it is deemed expedient to exclude the Settlement Areas as defined in the Township's Official Plan from the provisions of the Line Fences Act, R.S.O. 1990, c.L.17, as amended;

**AND WHEREAS** it is deemed necessary and appropriate to amend By-law No. 2019-77, as amended, to include provisions for gates backing onto municipal property;

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

1. That Part III General Provisions to By-law No. 2019-77 be amended by adding the following:

**3.9** – One gate will be permitted at the rear of a residential property that backs directly onto a municipal pathway or municipal park. The gate will

need to be equipped with a self-closing and latching device. The gate and function of the gate are the responsibility of the property owner.

**3.10** – If the municipal pathway or municipal park change use and is no longer under the Township’s care and control, the gate will need to be removed by the property owner at their cost.

**3.11** – If a residential property owner has installed a gate prior to gates being permitted under by-law amendment 2022-65, the gate will not be removed; however, it is the responsibility of the property owner to make sure the gate complies with this by-law.

2. That Part VI Swimming Pool Fences to By-law No. 2019-77 be amended by adding the following:

**6.12** – No property that has a privately-owned outdoor swimming pool is permitted to have a gate that has direct access to a municipal pathway or municipal park. If a property applying for a pool permit has an existing gate at the rear of their residential property, the property owner will be required to remove the gate at their cost.

3. This by-law comes into full force and effect on final passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 11<sup>TH</sup> DAY OF JULY, 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell





Kettle Creek  
Conservation Authority

# PROGRESS REPORT

JULY 1, 2022



## TRANSITION PLAN

- The Transition Plan was approved by KCCA's Board of Directors at the November 24, 2021 Full Authority meeting.
- The Transition plan was circulated to member municipalities on November 26, 2021.
- The Transition plan was circulated to the Minister on December 2, 2021.
- The Transition plan was posted to KCCA's website:  
<https://www.kettlecreekconservation.on.ca/governance/>

## INVENTORY OF PROGRAMS AND SERVICES

- The draft Inventory of Programs and Services was approved for circulation to member municipalities for comment by KCCA's Board of Directors at the January 19, 2022 Full Authority meeting.
- The Inventory of Programs and Services was approved by KCCA's Board of Directors at the February 9, 2022 Full Authority meeting.
- The Inventory was circulated to member municipalities on February 16, 2022.
- The Inventory was circulated to the Minister on February 16, 2022.
- The Inventory was posted to KCCA's website:  
<https://www.kettlecreekconservation.on.ca/governance/>
- Based on feedback from MECP, minor edits were made to the Inventory of Programs and Services (attached).

## CONSULTATION WITH MEMBER MUNICIPALITIES

- Staff provided a presentation to municipal staff from St. Thomas, Thames Centre, Malahide, Southwold and Central Elgin on January 11, 2022 to review the *Conservation Authorities Act* amendments and initial categorization of KCCA's programs and services.
- Feedback received to date on KCCA's Inventory of Programs and Services:
  - Middlesex Centre (January 26, 2022)  
No concerns. Observed a shift in funding allocation from provincial to municipal levy in category 1 programming relative to flood forecasting. Clarification was provided that this shift was a result of the provincial transfer payment being cut from \$119,652 to \$61,770 in 2019.
  - Central Elgin (January 31, 2022)  
No concerns with the categorization of KCCA programs and services.
  - Southwold (January 31, 2022)  
No concerns with the categorization of KCCA programs and services. Seeking consistency where possible amongst its CAs for MOU terms and fee structure. Interested in discussions on additional services KCCA could provide.
  - Malahide (February 3, 2022)  
No concerns with the categorization of KCCA programs and services. Suggested expanded detail to note where specific monitoring stations are located. Requested information was provided to the municipality.
  - St. Thomas (February 3, 2022)

No concerns with the categorization of KCCA programs and services. Staff indicated support for the two Category 3 programs requiring an agreement (tree planting and watershed monitoring).

- Thames Centre (February 3, 2022)

No concerns with the categorization of KCCA programs and services.

- City of London (April 29, 2022)

Clarification sought on costs for new mandatory programs/services, whether the costs provided reflect total gross costs or London's apportioned share, and if costs include depreciation.

## AGREEMENTS

- Staff reviewing existing Category 2 agreements to determine if changes need to be made to meet the requirements of Ontario Regulation 687/21.
- Delays may be encountered in developing the cost apportioning agreements/MOUs due to the upcoming municipal election. Efforts will be made to include the new councils and CA Boards in final negotiations.

## OTHER ACTIVITIES

- Attended Conservation Ontario sessions related to changes to the *Conservation Authorities Act* and Phase 1 and 2 regulations.
- Attended MECP sessions on the *Conservation Authorities Act* and the Inventory of Programs and Services.
- Meeting held with MECP staff on May 12, 2022 to solicit feedback on KCCA's Inventory of Programs and Services.
- Development of Fee Policy and Fee Schedules as per requirements of the *Conservation Authorities Act*.
- KCCA's website updated to include Governance Section as per Phase 2 Regulations.





# **INVENTORY OF PROGRAMS AND SERVICES**

APPROVED FEBRUARY 9, 2022  
UPDATED JUNE 15, 2022



# Kettle Creek Conservation Authority

## Inventory of Programs and Services

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
NATURAL HAZARD MANAGEMENT						
114	<b>Planning and Regulations</b>  Section 28/28.1 Permit Administration  Review under Other Legislation  Municipal Plan Input and Review	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants.  Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Section 28 permit requirements.  Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).  Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)	1	Classification as Category 1 based on Ontario Regulation 686/21, s.6 (1-2), s.7 (1-2)	\$98,856  79%    Municipal Levy 4%    Provincial* 17%    Self Generated**	\$107,703  82% Municipal Levy 2%    Provincial* 17% Self-Generated**



KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
	Drainage Act Review	Work with member municipality drainage superintendents to assess drain maintenance notifications, and review new drain proposals under the <i>Drainage Act</i> and <i>Conservation Authorities Act</i> (DART) protocol.				
110	Flood Forecasting and Warning	<p>Data collection and monitoring of local weather forecasts and provincial models (weather/flood potential/storm surge potential). Collecting data from stream gauge network (water level, flow and precipitation), snow surveys, and reviewing riverine ice conditions.</p> <p>Issuing standard flood messaging (Watershed Conditions Statements, Watches and Warnings) and Lake Erie Shoreline messaging related to storm surge (Lake Erie Shoreline Condition Statements, Watches and Warnings) to municipalities/media/emergency management groups.</p> <p>Communications with affected municipalities, local agencies, media, EMS, and residents prior to and during flood/storm surge/ice jamming events as needed. Conducting watershed tours and monitoring water levels, flood damage centers and precipitation/snow melt during and after high water.</p> <p>Development and maintenance of Ice Management Plan as required.</p>	1	Classification as Category 1 based on Ontario Regulation 686/21, s.2 (1-2), s.4 (1-3).	\$189,140  70% Municipal Levy 30% Provincial*	\$220,008  84% Municipal Levy 16% Provincial*

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
111	Dam Operations	KCCA owns, operates and maintains 3 dam structures on KCCA lands. Routine maintenance completed by CA staff or independent contractors as required. Repairs and capital improvement are accounted for in current asset management planning. One erosion control structure is maintained.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.5 (1).	\$86,775  75% Municipal Levy 24% Provincial*	\$103,139  87% Municipal Levy 13% Provincial*
114/118	Natural Hazards Technical Studies and Information Management	Data collection, mapping, data sets and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.1  Conducted as required; costs are associated with affected program area. Hazard mapping is included in Flood Forecasting Costs, technical guides are included in regulation/planning program costs and developed into annual budgets as required.	Costs assigned to different program areas as required.	
115	Low Water Response	Conditions monitoring and analysis (including water level, flow and precipitation) within the watershed using the Ontario Low Water Response protocol and hydrometric stream gauge network. Development and maintenance of a Water Response Team (WRT), chair and schedule meetings and updates as low water conditions require. Prepare low water reports, condition reports and media releases.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.3 (1-2).  New Mandatory Deliverable. Historically, KCCA received \$4,000 from the Province on average to undertake this program until funding was withdrawn in 2019. As per current Board direction response and communication in accordance with Ontario Low Water Response guidelines during drought or low water response is not currently	New Program: \$4,000	Not Budgeted

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
				undertaken or budgeted. Data is collected as part of other mandatory programs and services. Further discussion and direction is required.		
<b>CONSERVATION LANDS MANAGEMENT</b>						
300	Significant Areas	<p>Management and maintenance of seven KCCA owned Conservation Areas for passive recreation including 25 kilometres of hiking trails</p> <p>Includes signage, fencing, gates, pavilions, roadways, parking lots, trail structures, stewardship, forest management, invasive species management, carry costs such as taxes and insurance.</p>	1	Classification as Category 1 based on Ontario Regulation 686/21, s.9.	<p>\$181,891</p> <p>88% Municipal Levy 12% Self-Generated**</p>	<p>\$253,461</p> <p>71% Municipal Levy 29% Self- Generated**</p>
200/250	Campgrounds	Management, operation and maintenance of Dalewood and Lake Whittaker campgrounds.	3 (No agreement required)	Campgrounds are operated independent of municipal levy.	<p>\$725,950</p> <p>100% Self-Generated**</p>	<p>\$831,403</p> <p>100% Self-Generated**</p>
301	<p><b>Other Conservation Areas</b></p> <p>Kettle Creek Dog Park</p>	Existing agreement with the Municipality of Central Elgin and the City of St. Thomas to operate and maintain the Kettle Creek Dog Park.	2 (Existing agreement)	KCCA entered into an agreement with the Municipality of Central Elgin and the City of St. Thomas on February 5, 2014 to undertake an Off-Leash Dog Park at Dan Patterson Conservation Area. The agreement	<p>Kettle Creek Dog Park \$23,518 (fees split between Central Elgin and City of St. Thomas)</p>	<p>Kettle Creek Dog Park \$26,334 (fees split between Central Elgin and City of St. Thomas)</p>

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
	Belmont	Existing agreement with the Municipality of Central Elgin for use of a portion of lands for a public park and recreational amenities managed by the Municipality.	2 (Existing agreement)	includes a five-year renewal clause and remains in effect.		
	Union	Existing agreement with the Municipality of Central Elgin for use of a portion of lands for a public park and recreational amenities managed by the Municipality.	2 (Existing agreement)	KCCA entered into an agreement with the Municipality of Central Elgin in 2001 for the management of the Belmont and Union Conservation Areas. The agreement includes a five-year renewal clause and remains in effect.		
	Land Acquisition and Disposition Policy	Development of Land Acquisition and Disposition policy.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.9 (2vi).  New Deliverable. KCCA has Acquisition Policy; should be updated to include Disposition Policy.	Costs included in Administration	
	Land Acquisition	Strategic acquisition of environmentally significant properties in the Kettle Creek watershed as guided by KCCA's Land Acquisition Policy.	3 (No agreement required)		100% Self-Generated**	
	Inventory of Conservation Authority Owned Lands	The land inventory will include the following information: location, date/method/purpose of acquisition, land use and a process for the periodic review and updating of the inventory by the CA.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.11 (1-2).	New Program Required	TBD; Budget Preparation for 2023

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
				New Deliverable; Will require Board discussion to determine scope and cost.		
	Conservation Area Strategy Development	<p>A strategy to guide the management and use of CA owned properties including: objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands.</p> <p>Public consultation is required and Strategies are to be published to KCCA website.</p>	1	<p>Classification as Category 1 based on Ontario Regulation 686/21, s.10 (1-3).</p> <p>New Deliverable; Will require Board discussion to determine scope and cost.</p>	New Program Required	TBD: Budget Preparation for 2023
<b>WATERSHED MANAGEMENT</b>						
115	<p><b>Provincial Water Quality Monitoring</b></p> <p>Provincial Water Quality Monitoring Network (PWQMN)</p> <p>Provincial Groundwater Monitoring Network (PGMN)</p>	<p>A long-standing (50+ year) CA/MECP partnership for surface water quality monitoring. KCCA collects water samples at 4 sites during the ice-free months; MECP provides equipment, supplies, training, laboratory analysis, and data management.</p> <p>A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring at 7 sites. KCCA maintains equipment, data transfer to MECP, collects water samples, and downloads logger and rain gauge data. MECP provides equipment, training, sampling protocols, data management and laboratory analysis.</p>	1	<p>Classification as Category 1 based on Ontario Regulation 686/21, s.12 (1-3).</p>	<p>\$144,520</p> <p>71% Municipal Levy 6% Provincial (SWP Grant) 23% Self-Generated**</p>	<p>\$139,524</p> <p>86% Municipal Levy 2% Provincial (SWP Grant) 12% Self-Generated**</p>

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
115	<b>Watershed Monitoring</b>		3 (Proposing agreement)	Not identified as a mandatory program however data is required to support KCCA programs and provides information on current watershed conditions, allows KCCA to track progress and target efforts for best results. Data will also support the mandatory Core Watershed-based Resource Management Strategy and Conservation Area Strategies.	Annual costs of non-mandatory program activities exclusive of staff wages is on average \$11,822.	2022 costs for non-mandatory program activities exclusive of staff wages \$14,529
	Enhanced Surface Water Monitoring	A long-term surface water quality program (15+ years) targeting areas of interest in the watershed (in addition to PWQMN). KCCA conducts monthly surface water sampling at six sites during the ice-free period and manages the data. KCCA collects benthic samples from ten baseline and twenty area of interest sites every fall using the Ontario Benthic Biomonitoring Network protocol. Data is used for watershed report cards, stewardship projects, data requests and program support and will be necessary for Land inventories, conservation area strategies and Core Watershed-based Resource Management Strategy.				
	Watershed Report Card	KCCA, in partnership with Conservation Ontario, prepares a Watershed Report Card every 5 years. The Report Card provides information to the public on surface water, groundwater, forest and wetland conditions in the watershed.				
	Municipal Drains	Provide support and guidance for projects that require DFO review. Collection of fish community data as supported by DFO to determine watershed species, ranges and identify invasive species and aquatic species at risk.				

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
116	Tree Planting	Coordination and implementation of tree planting across the watershed including landowner support and technical advice, site plan development, over the counter sales, site preparation and tending, seedling and large stock tree planting and applying for and managing external funding in support of tree planting.	3 (Proposing agreement)		\$227,835  49% Municipal Levy 51% Self-Generated**	\$265,706  44% Municipal Levy 56% Self-Generated**
117	Stewardship	Work with landowners and Municipalities to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species.  Administration of the Elgin Clean Water Program and the Kettle Creek Clean Water Initiative, providing technical advice, applying for and managing external funding, promotion of stewardship and organizing outreach events.	3 (No agreement required)	Stewardship program is operated independent of municipal levy.	\$243,288  100% Self-Generated**	\$118,023  100% Self-Generated**
113	Elgin County Woodlands Conservation Bylaw	Undertake the Tree Commissioner contract for the County of Elgin, including administration of the Elgin County Woodlands Conservation By-law, review of harvest and clearing applications, undertake site visits and woodland inspections, attend council meetings or court as required.	2 (Existing agreement)	KCCA and the County of Elgin initiated a memorandum of understanding on April 5, 1994. The agreement renews annually.	\$44,899 County of Elgin	\$51,924 County of Elgin

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		Undertake the Weed Inspector duties for the County of Elgin, including responding to weed related complaints and enforcement as required, assisting partner municipalities with weed identification and control advice.				
<b>SOURCE WATER PROTECTION</b>						
115	Drinking Water Source Protection Program	Support municipalities in the Kettle Creek Source Protection Authority to implement the policies of the Kettle Creek Source Protection Plan and meet the requirements of the <i>Clean Water Act</i> .	1	Classification as Category 1 based on Ontario Regulation 686/21, s.13 (1-4).	Staffing is supported through existing roles and assigned to Watershed Monitoring Costs (above). Governance is supported through Corporate Services Expenses. Transfer from SWP CA Lead to support this program averaged \$4,000.	\$3,451 (transfer from SWP CA Lead)
<b>EDUCATION AND OUTREACH</b>						
112/360	Education and Outreach	<p>Curriculum-based education programs for elementary and secondary students and education and outreach programs for community groups/events.</p> <p>Coordinating the annual Carolinian Forest Festival.</p> <p>Provide expertise for speaking engagements at conferences, webinars etc.</p>	3 (No agreement required)	Education programs and initiatives are operated independent of municipal levy.	<p>\$43,868</p> <p>100% Self-Generated**</p>	<p>\$41,235</p> <p>100% Self-Generated**</p>
<b>CORPORATE SERVICES (GENERAL ACTIVITIES)</b>						
100	Administration	Supporting KCCA Board of Directors in exercising its governance responsibilities and meeting its legislated responsibilities.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.	<p>\$178,981</p> <p>81% Municipal Levy</p>	\$189,331



KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		Office of the GM, administrative support, human resources, accounting, purchasing and payroll, health and safety, customer service, legal, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority and its mandated roles.			9% Provincial* 10% Self-Generated**	77% Municipal Levy 6% Provincial* 17% Self-Generated**
112	Communications	Provide communications and marketing services in support of the Authority including website administration, media, crisis communications, public meetings, open houses and annual reporting.  Updating and maintaining CA website and social media outlets (Facebook, Twitter, Instagram) with current flood messaging and photographs and communicating with local media, municipal flood coordinators and emergency response teams during flood events.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12. Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.	\$75,950  91% Municipal Levy 9% Self-Generated**	\$75,521  91% Municipal Levy 9% Self-Generated**
118	Information Technology Management/GIS	Data management and records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.  Self-generated revenue expected to decrease over time. After provincial funding cuts in 2019, staffing dollars were re-directed to core program areas. Majority of GIS services are now outsourced decreasing ability to provide fee for service to	\$89,223  45% Municipal Levy 55% Self-Generated**	\$45,729  65% Municipal Levy 35% Self-Generated**

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
				neighboring CAs and other partner agencies.		
400	Volunteerism and Fundraising	Preparing and submitting reports to CRA and financial reports for funding agencies.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.	Expenses included in Administration noted above.	
310	Vehicle Operations	Maintenance and service of vehicles and equipment to support the work of KCCA including capital purchases, fuel, licenses and repairs including implementation of a vehicle replacement policy.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.  Costs are apportioned to each program area/department and are accounted for in program areas.		
<b>CORE WATERSHED-BASED RESOURCE MANAGEMENT STRATEGY</b>						
	Strategy Development	Collate/compile existing resource management plans, watershed plans, studies and data. Strategy to include guiding principles and objectives to inform the delivery of mandatory programs and services. Public consultation is required and Strategy is to be published to KCCA website.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.12 (4).  New Deliverable; Will require Board discussion to determine scope and cost.	New Program	TBD; Budget Preparation for 2023

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

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

# SUMMARY OF PROGRAMS AND SERVICES BY CATEGORY

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

\*KCCA intends to enter into an agreement with all member municipalities (Central Elgin, London, Malahide, Middlesex Centre, Southwold, St. Thomas, Thames Centre) for Watershed Monitoring and Tree Planting.

The Corporation of the  
**MUNICIPALITY OF TWEED**

255 Metcalf St., Postal Bag 729  
Tweed, ON K0K 3J0  
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[facebook.com/tweedontario](https://facebook.com/tweedontario)

July 4, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 4Y2

Dear Minister:

Re: Ontario Wildlife Damage Compensation Program

We are writing to you today on behalf of our municipality regarding the administration fees related to wildlife damage claims. This program is necessary to protect our farm producers from the devastating losses incurred when they lose livestock to predators.

At the June 28, 2022 Regular Council Meeting the attached Resolution was passed by Council.

Our Council's concern is the administration fee paid to municipalities to administer the program on the Ministry's behalf which was recently increased from \$30.00 per claim to \$50.00 per claim.

We have recently contracted for a new Livestock Investigator resulting in the following costs directly related to wildlife claims:

Hourly Rate: \$25.00/hour  
Mileage Rate: .50/km

On the most recent invoice for this service there were three wildlife claims with costs as follows:

1. April 28, 2022 – 3 hours + mileage = \$95.00
2. May 5, 2022 – 2.5 hours + mileage = \$75.00
3. May 8, 2022 – 3.5 hours + mileage = \$120.00

There is also time spent by municipal staff in preparing the wildlife claims for submission and monitoring the claims for payment to the livestock owner.

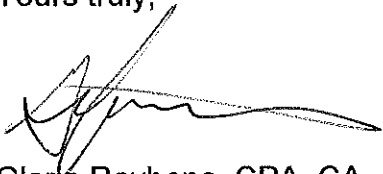
This results in a loss on each wildlife claim for our taxpayers to bear to be able to provide this necessary service to our farm producers.

Ministry of Agriculture, Food and Rural Affairs  
Page 2  
July 4, 2022

We respectfully request that the Ministry consider increasing the administration fee on wildlife claims to help offset the increasing costs associated with Livestock Investigation.

We look forward to hearing from you about this matter at your earliest convenience.

Yours truly,

A handwritten signature in black ink, appearing to read 'Gloria Raybone', with a long, sweeping horizontal stroke extending to the right.

Gloria Raybone, CPA, CA  
CAO/Treasurer

Encl.

cc. Association of Municipalities of Ontario  
Ontario Municipalities

**Municipality of Tweed Council Meeting  
Council Meeting**



**Resolution No.**

442.

**Title:**

Ministry of Agriculture, Food and Rural Affairs

**Date:**

Tuesday, June 28, 2022

---

**Moved by**

Brian Treanor

**Seconded by**

Jacob Palmateer

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Tweed request the Ministry of Agriculture, Food and Rural Affairs to review the administration fee provided to

Municipalities for the administration of the Ontario Wildlife Damage Compensation Program:

AND FURTHER, that this Resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.

**Carried**

\_\_\_\_\_  
Mayor

*J. Albert*

# ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

**Enbridge Gas Inc. has applied to dispose of  
the balances of certain deferral and variance accounts.**

**Learn more. Have your say.**

If the application is approved as filed, a typical residential customer of Enbridge Gas Inc. will see the following one-time billing adjustment, effective January 1, 2023:

EGD Rate Zone (former Enbridge Gas Distribution Inc. customers)

- **Residential Rate 1 Sales Service and Direct Purchase** customers will see a one-time billing charge of \$5.01, effective January 1, 2023.

Union Rate Zone (former Union Gas Limited customers)

- **Union South Residential Rate M1 Sales Service** customers will see a one-time billing charge of \$9.34, effective January 1, 2023.
- **Union South Residential Rate M1 Direct Purchase** customers will see a one-time billing charge of \$1.91, effective January 1, 2023.
- **Union North-West Residential Rate 01 Sales Service and Direct Purchase** customers will receive a one-time billing credit of \$17.33, effective January 1, 2023.
- **Union North-East Residential Rate 01 Sales Service and Direct Purchase** customers will see a one-time billing charge of \$7.78, effective January 1, 2023.

**Other customers, including businesses, may also be affected.**

**Under the OEB-approved Earnings Sharing Mechanism, Enbridge Gas Inc. is required to share with customers any earnings that are 150 basis points over the OEB-approved return on equity. Enbridge Gas Inc. says that its 2021 earnings were below the 150 basis point threshold and as a result it is not proposing to share any earnings with customers.**

## THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider Enbridge Gas's application. During this hearing, which could be an oral or written hearing, we will review Enbridge Gas's 2021 earnings and the deferral account balances that are requested for disposition. We will also hear questions and arguments from individuals that have registered to participate (called intervenors) in the OEB's hearing. At the end of this hearing, the OEB will decide whether to approve Enbridge Gas's request to dispose of the deferral account balances.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

## BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review Enbridge Gas's application on the OEB's website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor, you can ask questions about Enbridge Gas's application and make arguments on whether the OEB should approve Enbridge Gas's request. Apply by **July 8, 2022** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

The OEB intends to consider cost awards in this proceeding that are in accordance with the Practice Direction on Cost Awards and only in relation to the following:

1) The review of the following deferral and variance accounts:

*EGD Rate Zone (former Enbridge Gas Distribution Inc.) Accounts*

- Storage and Transportation Deferral Account
- Transactional Services Deferral Account
- Unaccounted for Gas Variance Account
- Average Use True-Up Variance Account
- Deferred Rebate Account
- Transition Impact of Accounting Changes Deferral Account
- OEB Cost Assessment Variance Account
- Dawn Access Costs Deferral Account

#### *Union Rate Zones (former Union Gas Limited) Accounts*

- Upstream Transportation Optimization Deferral Account
- Unabsorbed Demand Costs Variance Account
- Short-Term Storage and Other Balancing Services
- Normalized Average Consumption Deferral Account
- Deferral Clearing Variance Account Variance Account
- OEB Cost Assessment Variance Account
- Parkway West Project Costs Deferral Account
- Lobo D/Bright C/Dawn H Compressor Project Costs Deferral Account
- Panhandle Reinforcement Project Costs Deferral Account
- Unaccounted for Gas Volume Variance Account
- Unaccounted for Gas Price Variance Account

#### *Enbridge Gas Inc. Accounts*

- Tax Variance - Accelerated Capital Cost Allowance – Enbridge Gas Inc.
- Integrated Resource Planning Operating Costs Deferral Account

- 2) The review of Enbridge Gas Inc.'s 2021 earnings, earnings sharing calculations and the 2021 Performance Scorecard.
- 3) The review of the methodology for the allocation and disposition of the deferral and variance account balances.

#### **LEARN MORE**

These proposed charges relate to Enbridge Gas's distribution services. The above referenced billing adjustment will appear as a separate line on your bill. Our file number for this case is **EB-2022-0110**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please select the file number **EB-2022-0110** from the list on the OEB website: [www.oeb.ca/notice](http://www.oeb.ca/notice). You can also phone our Public Information Centre at 1-877-632-2727 with any questions.

#### **ORAL VS. WRITTEN HEARINGS**

There are two types of OEB hearings – oral and written. Enbridge Gas has applied for a written hearing. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **July 8, 2022**.

#### **PRIVACY**

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15, Schedule B.*



Ontario  
Energy  
Board

Commission  
de l'énergie  
de l'Ontario





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

### **BY- LAW NO. 2022-66**

#### **Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 11, 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 July 11, 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 11<sup>th</sup> DAY OF JULY, 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell