



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### - A G E N D A -

**Monday September 12, 2022**

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

**7:00 p.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 August 8, 2022
- (b) Minutes of the Young @ Heart Committee Meeting of June 7, 2022
- (c) Minutes of the Court of Revision Meeting of August 8, 2022

**5. DELEGATION**

- (a) **8:00 p.m.** – Jennifer Buchanan – Graham Scott Enns – **Audited Financial Statements 2021 and Audit Letters**

**6. DRAINAGE**

**7. PLANNING**

- (a) **7:00 p.m. Committee of Adjustment** MV 2022-06 Eckel C/O Taylor Keck, Gray and Fick Ltd., 40205 Longhurst Line and MV 2022-07 Hiebert, 11645 Sunset Road **(sent under separate agenda package)**
- (b) **Consent Application E66-22** Turville C/O Domus Developments (London) Inc. 4509 Union Road
- (c) **7:15 p.m.** Public Meeting Zoning By-law Amendment ZBA 2022-08 – Lethbridge 36434 McDiarmid Line
- (d) **7:15 p.m.** Public Meeting Zoning By-law Amendment ZBA 2022-09 Fulton/Siebenmorgen C/O David Roe, 36427 Talbot Line
- (e) **7:15 p.m.** Public Meeting Zoning By-law Amendment ZBA 2022-10 Turville C/O Domus Developments (London) Inc., 4509 Union Road

## **8. REPORTS**

- (a) FIR 2022-10 Activity Report – July and August
- (b) FIR 2022-11 Elgin County Fire Communications System Study
- (c) CBO 2022-10 Activity Report – July and August
- (d) CBO 2022-11 Pavilion Usage and Noise
- (e) ENG 2022-36 Activity Report – August
- (f) ENG 2022-37 Elgin County Growth Forecast-Township Comments
- (g) PW 2022-05 Lake Line Speed Reduction
- (h) CAO 2022-39 By-law Enforcement Services
- (i) CAO 2022-40 Council Restricted Acts (Lame Duck) Review – After Nominations
- (j) CAO 2022-41 Policy Updates
- (k) CAO 2022-42 Federal Election Districts
- (l) CAO 2022-43 Activity Report – August
- (m) County Council Highlights – August 9 2022

## **9. CORRESPONDENCE**

- (a) Waiver of Fee Request – Talbotville Meadows Residents – Neighbourhood Meet and Greet.
- (b) Elgin Amateur Radio Society RE: Thank you

## **10. BY-LAWS**

- (a) By-law No. 2022-51, being a by-law to provide for drainage works, Luton Drain 2022, third and final reading
- (b) By-law No. 2022-74, being a by-law to amend By-law No. 2011-14-Lethbridge 36434 McDiarmid Line
- (c) By-law No. 2022-75, being a by-law to amend By-law No. 2011-14-Fulton Siebenmorgen 36427 Talbot Line
- (d) By-law No. 2022-76, being a by-law to amend By-law No. 2011-14-Turville 4509 Union Road
- (e) By-law No. 2022-77, being a by-law to reduce speed on Lake Line
- (f) By-law No. 2022-78, being a by-law to appoint Township Officials
- (g) By-law No. 2022-79, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on September 12, 2022

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

- (a) Resolution from the Town of Aylmer RE: Warming and Cooling Centre
- (b) Ontario Sheep Farmers RE: Livestock Guardian Dogs (LGD)
- (c) Town of Wasaga Beach Resolution RE Strong Mayors, Building Homes Act
- (d) Resolution from the Town of Kingsville RE: Bill 3 Strong Mayors, Building Homes Act, 2022

**12. CLOSED SESSION**

- (a) Personal Matters about an identifiable individual, including municipal or local board members (section 239(2)(b))– Administration Staffing
- (b) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (section 239(2)(e)) – Talbotville Sanitary System
- (c) Labour relations or employee negotiations (Section 239 (2)(d)) – Public Works Staffing

**13. ADJOURNMENT:**

**NEXT REGULAR MEETING OF COUNCIL**  
**Monday September 26, 2022 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**

# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## MINUTES



Regular Council Meeting

Monday August 8, 2022

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

PRESENT: Mayor: G. Jones

Deputy Mayor: R. Monteith

Councillors: S. Emons  
P. North  
J. Pennings

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
(7:00 p.m.-8:16 p.m.)  
Peter Kavcic, Dir. of Infrastructure & Development Serv.  
Paul Van Vaerenbergh, Public Works Superintendent  
(7:00 p.m.- 7:46 p.m.)  
Tracey Pillon-Abbs, Planner (7:00 p.m.- 7:30 p.m.)  
June McLarty, Corporate Services Clerk (7:00 p.m.- 8:16 p.m.)

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

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

#### **10. By-law:**

- (g) 2022-73 being a by-law to amend By-law No. 2022-14, "Delegation of Authority" – Lane Duck Period.

#### **9. Correspondence**

- (c) Correspondence from Toronto Police Service.

### **DISCLOSURES:**

There were no disclosures



## **ADOPTION OF MINUTES:**

**2022-211      Deputy Mayor Monteith – Councillor North      Minutes**

**THAT** the Minutes of the Regular Council Meeting of July 11, 2022 are hereby adopted; and

**THAT** Council has reviewed the Minutes of the Communities in Bloom Meeting of April 20. 2022.

**CARRIED**

## **DRAINAGE:**

### **COURT OF REVISION – Luton Drain 2022**

**2022-212      Councillor Pennings – Councillor Emons      Members – Court of Revision Luton Drain 2022**

**THAT** Council of the Township of Southwold appoints Grant Jones as Chair, Robert Monteith, Sarah Emons, Peter North and Justin Pennings as members of the Court of Revision for the Luton Drain 2022.

**AND THAT** Council adjourn, and form Court of Revision for the Luton Drain 2022 at **7:01 p.m.**

**CARRIED**

**2022-213      Councillor Emons – Councillor North      Adjournment Court of Revision – Luton Drain 2022**

**THAT** the Court of Revision for the Luton Drain 2022 adjourns at **7:02 p.m.**; and

**THAT** the regular meeting of Council reconvenes.

**CARRIED**

**2022- 214      Deputy Mayor Monteith – Councillor Pennings      Section 4 Petition M. Palmer**

**THAT** Council of the Township of Southwold receives the Section 4 petition (1) under the Drainage Act for a new municipal drain near Lot 1 Range 1 EMR, as described in the petition submitted by the M. Palmer, and decides to proceed with the drainage works; and

**THAT** Council instructs the Clerk to send the notice required under Section 5(1)(b) of the Drainage Act to the prescribed persons identified in Ontario Regulation 500/21 section 1); and

**THAT** Council Instructs the Clerk to Send Notice under Section 6(1) of the Drainage Act to the prescribed persons in Ontario Regulation 500/21 Section 2.) (Kettle Creek Conservation Authority); and

**THAT** Council Instructs the Clerk to Send Notice under to OMAFRA under Section 7(1) of the Drainage Act; and

**THAT** Council will now appoint engineer Spriet Associates under Section 8.1 of the Drainage Act.

**CARRIED**

## **DELEGATION:**

**7:06 p.m. – 7:15 p.m.**

### **Elgin County Economic Development and Tourism Presentation and 2022- 2025 Economic Development Strategy Plan**

Carolyn Krahn, Manager of Economic Development and Strategic Initiatives and Delany Leitch, Business Enterprise Facilitator attended the meeting. Carolyn Krahn presented the Economic Development Strategic Plan and the Welcome Home Video Campaign.

## **PLANNING:**

**7:15 p.m. Official Plan Amendment - OPA 2022-02 Milcz, 37437 Lake Line**

**2022- 215      Councillor North – Councillor Emons      Public Meeting OPA 2022-02  
– Milcz - 37437 Lake Line**

**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, for the property owned by J. and G. Milcz.

**CARRIED**

The Mayor stated that this is a public meeting as required by Section 16(17) of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Official Plan Amendment to redesignate lands known as 37437 Lake Line from Agricultural to Residential and bring the parcel into the North Port Stanley Settlement Area as shown on Schedule '4D' to the Official Plan to correct a mapping error.

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

The Mayor asked the Clerk 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 property by June 14<sup>th</sup>, 2022. Notices were mailed to property owners with 120 metres and emailed to Agencies on June 14<sup>th</sup>, 2022.

Planner Tracey Pillon-Abbs represented her report to Council.

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

The Mayor asked if any written submissions were received on this application. The Clerk responded no agency or public comments were received at the time of writing the Planning Staff Report.

The Mayor advised the public that before I open the floor to questions, please be advised if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for the Official Plan Amendment, please ensure that they email their name, address and postal code and phone number to the Planner or Clerk by tomorrow. Any person that has contacted the Planner to be part of the Public Meeting today will receive this further information automatically.

The Mayor asked if anyone had any comments or questions.

No oral comments were made, and no questions were asked by Council or the public on this application.

**2022- 216      Deputy Mayor Monteith – Councillor Emons**

**OPA 2022-02**

**THAT** Council of the Township of Southwold receive Report PLA 2022-24 regarding Official Plan Amendment OPA 2022-02 – Recommendation Report; and

**THAT** Council of the Township of Southwold adopt the proposed Official Plan Amendment Application OPA 2022-02, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-24 and forward the necessary documentation and By-law to the County of Elgin for approval.

**CARRIED**

The Mayor stated that please be advised that the decision may be appealed to the Ontario Land Tribunal by the applicant or another member of the public who has provided comments. This meeting is now concluded.

**2022-217      Councillor North – Councillor Pennings      Adjournment of Public Mtg  
OPA 2022-02**

**THAT** the public meeting to consider the application to amend the Official Plan for the property owner by J. and G. Milcz ends at **7:21 p.m.**

**CARRIED**

**2022-218      Councillor Pennings – Councillor North      Consent Applications  
E53-22, E54-22,  
E55-22 and E56-22**

**THAT** Council of the Township of Southwold receive Report PLA 2022-25 regarding Consent Applications E53-22, E54-22, E55-22 and E56-22 – Comments to the County of Elgin; and

**THAT** Council of the Township of Southwold recommends approval of the Land Division Committee of the County of Elgin for the consent applications, File E53-22, E54-22, E55-22 and E56-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-25; and

**FURTHER THAT** Council of the Township of Southwold directs Administration to provide Report PLA 2022-25 as Municipal comments to the County of Elgin.

**CARRIED**

**2022-219      Deputy Mayor Monteith – Councillor Pennings      Consent Application  
E58-22**

**THAT** Council of the Township of Southwold receive Report PLA 2022-26 regarding Consent Application E58-22 – Comment to the County of Elgin; and

**THAT** Council of the Township of Southwold recommends approval of the Land Division Committee of County of Elgin for the consent application, File E58-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-26; and

**FURTHER THAT** Council of the Township of Southwold directs Administration to provide Report PLA 2022-26 as Municipal comments to the County of Elgin.

**CARRIED**

## **REPORTS:**

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

Peter Kavcic presented his report to Council.

#### **2022-220      Councillor Emons – Councillor Pennings      Resolution #2022-204 – Road Maintenance Agreement**

**THAT** Council rescind resolution #2022-204 from the July 11, 2022 related to the deferral of the Road Maintenance Agreement.

**CARRIED**

### **Garbage and Recycling Collection Route Change**

Peter Kavcic advised Council that garbage and recycling collection route for the residents of the subdivisions in Talbotville and also on Sunset Road south of Talbot Line has been changed from Wednesdays to Mondays beginning on August 15.

#### **2022- 221      Councillor Pennings – Councillor Emons      Talbotville Sanitary Sewer Design Award**

**THAT** Council award the Talbotville sanitary sewer system to Design+ Professional Engineering Services, Inc. at a cost of \$112,000, excluding HST.

**CARRIED**

#### **2022- 222      Deputy Mayor Monteith – Councillor North      Q2 Financial Report**

**THAT** Report FIN 2022-16 Financial Report – January to June 2022 be received and filed for information.

**CARRIED**

#### **2022- 223      Councillor Pennings – Councillor Emons      IT Support Agreement**

**THAT** Council approve By-law No. 2022-71, listed under By-laws, to enter into an updated agreement for Shared IT Support Services.

**CARRIED**

**2022- 224      Councillor North – Councillor Emons      Elgin Joint Compliance  
Audit Committee Appointments**

**THAT** Council endorses the appointment of Christene Scrimgeour, Andrew Wright, Daniel Ross and Dr. Zachary Spicer to sit on the Elgin Election Joint Compliance Audit Committee for the period of 2022-26; and further,

**THAT** Council pass By-Law No. 2022-70 confirming these appointments.  
**CARRIED**

**2022- 225      Councillor Pennings – Councillor Emons      Recycling Transition –  
Update**

**THAT** Council instruct staff to advise Circular Materials that the Township of Southwold will not provide recycling collection during the transition period.

**CARRIED**

**Activity Report from the CAO/Clerk**

CAO/Clerk Jeff Carswell presented his July activity report to Council.

**County Council Highlights – July 12, 2022**

Mayor Jones presented the County Council highlights to Council.

**CORRESPONDENCE:**

- Elgin Group Police Services Board RE: OPP Contract Extension
- Waiver of Fee Request – Optimist Club of Fingal, Shedden and District – Halloween Party
- Toronto Police Service RE: Investigation at Green Lane Landfill.

**2022-226      Councillor Emons – Deputy Mayor Monteith      OPP Contract  
Extension**

**THAT** Council of the Township of Southwold approves the extension of the Elgin Group Police Services Board Contract with the Elgin OPP until December 31, 2023; and

**THAT** Council pass By-law No. 2022-68, listed under By-laws to Authorize the Execution of the Extension Agreement.

**CARRIED**

**2022-227**

**Deputy Mayor Monteith – Councillor Pennings**

**Fee Waiver  
Request – Optimist Club –  
Halloween Party**

**THAT** Council of the Township of Southwold approves the \$450 fee waiver request for the 2022 Halloween Party hosted by the Optimist Club of Fingal, Shedden and District at the Keystone Complex.

**CARRIED**

Mayor Jones reported to Council that the Toronto Police Services will be conducting an investigation at the Green Lane Landfill. This investigation will last for about 6 weeks.

**BY-LAWS:**

- By-law No. 2022-67, being a by-law to adopt Southwold Official Plan Amendment 2022-02
- By-law No. 2022-68, being a by-law to execute an amending agreement for the provision of Police Services for the Elgin Group Municipalities
- By-law No. 2022-69, being a by-law to amend By-law No. 2022-52 for Local Improvements
- By-law No. 2022-70 being a by-law to appoint members to the Elgin Election Joint Compliance Audit Committee for the 2022 Municipal Election
- By-law No. 2022-71, being a By-law to authorize an IT Agreement between the Municipality of West Elgin, the Municipality of Dutton Dunwich, the Township of Southwold and the Township of Malahide
- By-law No. 2022-72, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on August 8, 2022
- By-law 2022-73 being a by-law to amend By-law No. 2022-14, "Delegation of Authority" – Lane Duck Period.

**2022- 228**

**Deputy Mayor Monteith – Councillor North**

**By-laws**

**THAT** By-laws Nos. 2022-67, 2022-68, 2022-69, 2022-70, 2022-71, 2022-72 and 2022-73 be read a first and second time, considered read a third time and finally passed this 8<sup>th</sup> day of August 2022.

**CARRIED**

## **OTHER BUSINESS:**

- Southwestern Public Health Annual Report 2021
- Notice from Ontario Energy Board – Enbridge Gas Inc. – Natural Gas Rates 2023
- Ministry for Seniors and Accessibility – Nominations for 2022 Ontario Senior Achievement Award

Councillor reviewed the items under Other Business.

## **CLOSED SESSION:**

**2022- 229**

**Councillor Emons – Councillor North**

**Closed Session**

**THAT** Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:16 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) – Southwold Scholarship
- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2))(c) – Teetzel Development Property, Shedden
- Litigation or potential litigation, including matters before administration tribunals, affecting the municipality or local board (section 239(2))(e) – 2 items – Talbotville Sanitary System

**CARRIED**

**2022-230**

**Deputy Mayor Monteith – Councillor Pennings**

**Staff Report  
CAO 2022-34**

**THAT** Council adopt the recommendation in Staff Report CAO2022-34 dated August 8, 2022 re: Student Scholarships.

**CARRIED**

**2022-231**

**Councillor North – Councillor Emons**

**Staff Report  
CS ENG 2022-08**

**THAT** Council adopt the recommendations in Staff Report CS ENG2022-08 dated August 8, 2022 re: Teetzel Development Property Award.

**CARRIED**



## **STAFF DIRECTION**

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

## **ADJOURNMENT:**

**2022-232      Deputy Mayor Monteith – Councillor Pennings      Adjournment**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:24 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## Southwold Young at Heart Committee Meeting Minutes

Tuesday June 7, 2022

Via Video Link

Time meeting started: 10:00 a.m.

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

**Regrets:** Kim Poole

### 1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

### 2. Approval of the Minutes

Resolution No. 2022-10

Moved by: Karen Olmstead

Seconded by: Deb Logghe

RESOLVED that the minutes of the March 29th, 2022, meeting of the Southwold Young at Heart Committee be approved as circulated.

DISPOSITION: Carried

### 3. Approval of Agenda

Resolution No. 2022-11

Moved by: Karen Olmstead

Seconded by: Deb Logghe

RESOLVED that the agenda of the June 7<sup>th</sup>, 2022 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

#### **4. Nature Walk**

The Nature Walk at Nature's Oasis went well. There was approximately 30-32 people in attendance.

A suggestion of a fall mushroom hike was made but we must advise those who participant to where sensible shoes. We will need to determine a location, date and time.

Resolution No. 2022-12

Moved by: Karen Olmstead

Seconded by: Karen Auckland

RESOLVED that as a thank you to Steve and Nikki Bushell, for the use of their property for the nature walk, we give them some YAH items and a \$50 gift card from Peavey Mart.

DISPOSITION: Carried

#### **5. Summer Picnic**

The summer picnic will be held on June 23<sup>rd</sup> at 12 noon at the Fingal Ball Park. Sarah will confirm the musical entertainment. No extra help is needed to prepare the wraps. Alan will get the strawberries from Great Lakes Farms and meet Karen and Pat at the complex to prepare the berries. Karen Auckland will get the ice cream. We will have 6 door prizes. Karen Auckland will prepare the tickets. The Southwold Zero Waste Committee may provide reusable water bottles for the picnic. We will put the lunches in a paper bag. Sarah will get compostable spoons for the ice cream and strawberries.

#### **6. Financial Update**

June provided a financial update to the committee.

#### **7. Other Business**

In person events will be held on September 8, October 13 and November 10 from 1:00 p.m. – 3:00 p.m. at the Keystone Complex. The Christmas dinner will be held on December 15 at 12 noon. Cost will be \$15.00.

#### **8. Adjournment and Next Meeting**

Resolution No. 2022-13

Moved by: Deb Logghe

Seconded by: Karen Auckland

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RESOLVED that the meeting be adjourned at 11:15 a.m. to meet again at 10:00 a.m. on August 16, 2022.

DISPOSITION: Carried



Meeting of the Court of Revision  
Luton Drain 2022  
Monday August 8, 2022

Held at the Council Chambers, 35663 Fingal Line Fingal, Ontario/Via Video Link

Mayor Jones stated that this is the Court of Revision as required by the Drainage Act to afford any person assessed in the Luton Drain 2022 provisionally adopted by By-law 2022-51 on June 27, 2022.

**MEMBERS PRESENT:**     **Grant Jones, Chairman**  
                                 **Robert Monteith**  
                                 **Sarah Emons**  
                                 **Peter North**  
                                 **Justin Pennings**  
                                 **Jeff Carswell, Secretary-Treasurer**

**C of R 2022-04**     MOVED BY: Justin Pennings  
                                 SECONDED BY: Sarah Emons

**RESOLVED THAT** Grant Jones as Chair, Robert Monteith, Sarah Emons, Peter North and Justin Pennings be appointed as members of the Court of Revision for the Luton Drain 2022;

**AND THAT** the Court of Revision for the Luton Drain 2022 opens at **7:01 p.m.**

DISPOSITION: Carried

Chairman Jones asked if everyone was notified in an appropriate way that is required to be notified under the Drainage Act.

The Clerk, Jeff Carswell responded yes, on July 13, 2022 all parties required to be notified under Section 46 of the Drainage Act were sent by regular mail or email a copy of the provisionally passed By-law and a Notice of the Sitting of the Court of Revision.

Chairman Jones asked if any appeals were receiving in writing 10 days prior to the sitting of the Court of Revision from any assessed landowner.

The Clerk responded, no.

**C of R 2021-05**

MOVED BY: Robert Monteith  
SECONDED BY: Justin Pennings

**RESOLVED THAT** the Court of Revision adopts the assessment schedule contained in the report dated May 31, 2022 for the Luton Drain 2022

DISPOSITION: Carried

**C of R 2021-06**

MOVED BY: Sarah Emons  
SECONDED BY: Peter North

**RESOLVED THAT** the Court of Revision for the Luton Drain 2022 adjourns at **7:02 p.m.;**

**AND THAT** the regular meeting of Council reconvenes.

DISPOSITION: Carried

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Chairperson

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Secretary-Treasurer

**CORPORATION OF THE TOWNSHIP  
OF SOUTHWOLD  
Consolidated Financial Statements  
December 31, 2021**

*Draft*

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Consolidated Financial Statements**

**For The Year Ended December 31, 2021**

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*Draft*

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## **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The accompanying consolidated financial statements are the responsibility of the management of Corporation of the Township of Southwold and have been prepared in accordance with Canadian accounting standards for public sector entities.

These consolidated financial statements include:

- Independent Auditors' Report
- Consolidated Statement of Financial Position
- Consolidated Statement of Operations and Accumulated Surplus
- Consolidated Statement of Change in Net Financial Assets
- Consolidated Statement of Cash Flows
- Notes to the Consolidated Financial Statements
- Consolidated Schedule of Segment Disclosure

The Chief Administrative Officer and the Treasurer are responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing the consolidated financial statements before they are submitted to Council for approval.

The integrity and reliability of Corporation of the Township of Southwold reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The consolidated financial statements have been audited on behalf of the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of Southwold by Graham Scott Enns LLP in accordance with Canadian generally accepted auditing standards.

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Jeff Carswell  
Chief Administrative Officer

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Michele Lant  
Treasurer

St. Thomas, Ontario  
September 12, 2022





**GRAHAM SCOTT ENNS** LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

P. 519-633-0700 • F. 519-633-7009  
450 Sunset Drive, St. Thomas, ON N5R 5V1

P. 519-773-9265 • F. 519-773-9683  
25 John Street South, Aylmer, ON N5H 2C1

[www.grahamscottenns.com](http://www.grahamscottenns.com)

## **INDEPENDENT AUDITORS' REPORT**

To the Members of Council, Inhabitants and Ratepayers of **The Corporation of the Township of Southwold:**

### **Opinion**

We have audited the consolidated financial statements of **The Corporation of the Township of Southwold**, which comprise the statement of financial position as at December 31, 2021, and the statement of operations and accumulated surplus, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the Municipality's consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



**GRAHAM SCOTT ENNS** LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

P. 519-633-0700 • F. 519-633-7009  
450 Sunset Drive, St. Thomas, ON N5R 5V1

P. 519-773-9265 • F. 519-773-9683  
25 John Street South, Aylmer, ON N5H 2C1

[www.grahamscottenns.com](http://www.grahamscottenns.com)

## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (Continued)**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Thomas, Ontario

September 12, 2022

*Graham Scott Enns LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

Licensed Public Accountants

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Financial Position December 31, 2021

	2021 \$	2020 \$
<b>FINANCIAL ASSETS</b>		
Cash	8,781,276	5,518,029
Investments (Note 3)	6,535,893	6,481,581
Taxes receivable	541,136	582,645
Accounts receivable (Note 2)	5,444,274	4,600,920
Land held for resale	<u>441,066</u>	<u>441,066</u>
<b>Total financial assets</b>	<u>21,743,645</u>	<u>17,624,241</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	1,470,907	1,178,302
Deferred revenue (Note 5)	6,079,629	951,192
Net long-term liabilities (Note 6)	<u>1,990,437</u>	<u>3,151,600</u>
<b>Total financial liabilities</b>	<u>9,540,973</u>	<u>5,281,094</u>
<b>NET FINANCIAL ASSETS</b>	<u>12,202,672</u>	<u>12,343,147</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 4)	54,199,651	51,340,459
Inventories	129,278	129,021
Prepaid expenses	<u>48,511</u>	<u>40,850</u>
<b>Total non-financial assets</b>	<u>54,377,440</u>	<u>51,510,330</u>
<b>ACCUMULATED SURPLUS (NOTE 7)</b>	<u>66,580,112</u>	<u>63,853,477</u>

\_\_\_\_\_  
Grant Jones  
Mayor

\_\_\_\_\_  
Jeff Carswell  
Chief Administrative Officer

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Operations and Accumulated Surplus For The Year Ended December 31, 2021

	Budget (Note 11) \$	Actual 2021 \$	Actual 2020 \$
<b>REVENUES</b>			
Property taxation	3,596,265	<b>3,588,706</b>	3,420,251
Taxation from other governments	1,080,500	<b>1,127,566</b>	1,134,400
Local improvement levies	8,385	<b>542,063</b>	1,195,761
User charges	3,126,384	<b>4,772,806</b>	3,661,414
Government transfers:			
Federal	140,212	<b>304,760</b>	269,157
Provincial	716,028	<b>729,335</b>	989,395
Other municipalities	562,755	<b>1,248,196</b>	1,079,523
Investment income	115,060	<b>138,094</b>	186,857
Penalties and interest on taxes	75,000	<b>72,667</b>	62,902
Other revenues	<u>2,572,946</u>	<u><b>302,211</b></u>	<u>1,229,872</u>
Total revenues	<u>11,993,535</u>	<u><b>12,826,404</b></u>	<u>13,229,532</u>
<b>EXPENSES</b>			
General government	854,760	<b>989,997</b>	837,054
Fire and police protection	1,385,821	<b>1,374,703</b>	1,274,350
Other protective services	246,641	<b>292,144</b>	218,155
Transportation services	2,584,661	<b>2,941,284</b>	2,503,192
Waterworks and sewer	3,035,400	<b>3,070,260</b>	2,623,926
Garbage collection and disposal	409,000	<b>411,044</b>	390,023
Health services	55,400	<b>55,808</b>	63,818
Recreation and cultural services	395,716	<b>296,239</b>	235,709
Planning and zoning	143,800	<b>103,906</b>	174,194
Agriculture	<u>29,582</u>	<u><b>564,384</b></u>	<u>850,020</u>
Total expenses (Note 12(a))	<u>9,140,781</u>	<u><b>10,099,769</b></u>	<u>9,170,441</u>
<b>ANNUAL SURPLUS</b>	2,852,754	<b>2,726,635</b>	4,059,091
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>63,853,477</u>	<u><b>63,853,477</b></u>	<u>59,794,386</u>
<b>ACCUMULATED SURPLUS, END OF YEAR (NOTE 7)</b>	<u>66,706,231</u>	<u><b>66,580,112</b></u>	<u>63,853,477</u>

Draft

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Change in Net Financial Assets For The Year Ended December 31, 2021

	Budget (Note 11) \$	Actual 2021 \$	Actual 2020 \$
<b>ANNUAL SURPLUS</b>	2,852,754	<b>2,726,635</b>	4,059,091
Acquisition of tangible capital assets	(4,532,760)	<b>(4,532,760)</b>	(2,390,361)
Amortization of tangible capital assets	1,664,654	<b>1,664,654</b>	1,697,919
Proceeds on disposal of tangible capital assets	-	<b>44,354</b>	20,344
Change in inventories and prepaid expenses	-	<b>(7,918)</b>	(34,793)
Gain on sale of tangible capital assets	-	<b>(35,440)</b>	(15,309)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	(15,352)	<b>(140,475)</b>	3,336,891
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>12,343,147</u>	<u><b>12,343,147</b></u>	<u>9,006,256</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u>12,327,795</u>	<u><b>12,202,672</b></u>	<u>12,343,147</u>

Draft

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Cash Flows For The Year Ended December 31, 2021

	2021 \$	2020 \$
<b>OPERATING ACTIVITIES</b>		
Annual surplus	2,726,635	4,059,091
Add (deduct) items not involving cash:		
Amortization of tangible capital assets	1,664,654	1,697,919
Gain on disposal of tangible capital assets	<u>(35,440)</u>	<u>(15,309)</u>
	4,355,849	5,741,701
Change in non-cash assets and liabilities related to operations (Note 12 [b])	<u>4,611,279</u>	<u>(568,552)</u>
Cash provided by operating activities	<u>8,967,128</u>	<u>5,173,149</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	<u>(54,312)</u>	<u>(143,193)</u>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(4,532,760)	(2,390,361)
Proceeds on disposal of tangible capital assets	<u>44,354</u>	<u>20,344</u>
	<u>(4,488,406)</u>	<u>(2,370,017)</u>
<b>FINANCING ACTIVITIES</b>		
Long-term debt repayments	<u>(1,161,163)</u>	<u>(156,999)</u>
	<u>(1,161,163)</u>	<u>(156,999)</u>
<b>NET CHANGE IN CASH</b>	3,263,247	2,502,940
<b>CASH, BEGINNING OF YEAR</b>	<u>5,518,029</u>	<u>3,015,089</u>
<b>CASH, END OF YEAR</b>	<u>8,781,276</u>	<u>5,518,029</u>

The accompanying notes are an integral part of these consolidated financial statements.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021**

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The Corporation of the Township of Southwold (the "Municipality") is a municipality in the Province of Ontario. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Municipality are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

#### **Reporting Entity**

The financial statements reflect the assets, liabilities, revenues, expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality.

#### **Consolidated Entities**

There are no organizations or local boards that are consolidated in these financial statements.

#### **Proportionate Consolidation**

The Elgin Area Primary Water Supply System has been consolidated on a proportionate basis. They are proportionately consolidated based upon the water flow used by the Municipality in proportion to the entire flows provided by the board. This amounts to 3.6% of the flows from the board.

#### **Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

#### **Investments**

Investments consisting of government and corporate bonds, money market funds and guaranteed investment certificates are carried at cost. Interest income is recognized when received or receivable.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Deferred Revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work. In addition, certain user charges and fees which have been collected but for which the related services have yet to be performed. Revenue is recognized in the period when the related expense are incurred, services performed.

#### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

##### i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	10 years
Buildings	50 years
Machinery & Equipment	5 - 10 years
Vehicles	7 - 20 years
Transportation infrastructure	20 - 75 years
Water system infrastructure	75 years
Wastewater infrastructure	75 years

Amortization begins the first month of the year following the year the asset is placed in service and to the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

##### ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.



# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Non-Financial Assets (Continued)

##### iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

##### iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

#### Land Held For Resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

#### Government Transfers

Government transfers are recognized in the financial statements as revenues in the financial period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met including performance and return requirements, and reasonable estimates of the amounts can be determined. Any amount received but restricted is recorded as deferred revenue in accordance with Section 3100 of the Public Sector Accounting Handbook and recognized as revenue in the period in which the resources are used for the purpose specified.

In addition, the Municipality periodically receives senior government capital funding in the form of infrastructure grants and receives ongoing funding from both senior levels of government as a result of an allocation of the gas tax funds.

#### Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Significant estimates include assumptions used in estimating provisions for accounts receivable, accrued liabilities, allowances for vacancies, rebates and uncollectible property taxes and in performing actuarial valuations of employee future benefits. In addition, the Municipality's implementation of the Public Sector Accounting Handbook PS3150 has required management to make estimates of historical costs and useful lives of tangible capital assets. Actual results could differ from these estimates.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021**

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### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Employee Benefit Plans**

The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by the employees based on the length of service and pay rates. Employee benefits include post employment benefits. Post employment benefits are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees. Any actuarial gains and losses related to past service of employees are amortized over the expected average remaining service period. For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains or losses that are related to these benefits are amortized over the expected service period.

#### **Accounting for County and School Board Transactions**

Although the Municipality collects taxation on behalf of the County of Elgin and the School Boards, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of the County and the School Boards are not reflected in these financial statements.

#### **Financial Instruments**

The Municipality's financial instruments consist of cash and cash equivalents, accounts receivable, taxes receivable, accounts payable and accrued liabilities and long-term liabilities. Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

#### **Recent Accounting Pronouncements**

PSAB released a standard related to Financial Instruments (PS 3450). The standard applies to all local governments for fiscal years beginning on or after April 1, 2022, which would be the year end December 31, 2023. The standard applies to all types of financial instruments. The new standard requires that equity and derivative instruments be measured at fair value, with changes in value being recorded in the statement of remeasurement gains/losses. The standard gives the option of cost/amortized cost vs. fair value of remaining instruments, which is elected upon by the government organization. The Municipality has not yet determined what, if any, financial reporting implications may arise from this standard.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Recent Accounting Pronouncement (Continued)

PSAB released a standard related to Revenue (PS 3400). This standard will apply for fiscal years beginning on or after April 1, 2023, which would be the year end December 31, 2024. This standard will impact the timing of the revenue reported by the organization. Examination and audit of the types of revenue will determine the impact of this standard. The Municipality has not yet determined what, if any, financial reporting implications may arise from this standard.

#### Tax Revenues

In 2021 the Municipality received \$4,716,272 (2020 - \$4,554,651) in property tax revenues for municipal purposes. The authority to levy and collect property taxes is established under the Municipal Act 2001, the Assessment Act, the Education Act, and other legislation.

The amount of the total annual property tax levy is determined each year through Council's approval of the annual budget. Municipal tax rates are set annually by Council for each class or type of property, in accordance with legislation and Council-approved policies, in order to raise the revenue required to meet operating budget requirements. Education tax rates are established by the Province each year in order to fund costs of education on a Province-wide basis.

Taxation revenues are recorded at the time billings are issued. Additional property tax revenue can be added throughout the year, related to new properties that become occupied, or that become subject to property tax, after the return of the annual assessment roll used for billing purposes. The Municipality may receive supplementary assessment rolls over the course of the year from MPAC that identify new or omitted assessments. Property taxes for these supplementary/omitted amounts are then billed according to the approved tax rate for the property class.

Taxation revenues in any year may also be reduced as a result of reductions in assessment value arising from reassessment and/or tax appeals. Each year, an amount is identified to cover the estimated amount of revenue loss attributable to reassessment and tax appeals or other deficiencies in tax revenue (e.g. uncollectible amounts, write-offs, etc.).

#### User Charges

User charges relate to various programs and fees imposed based on specific activities, such park and recreation services, water, wastewater and solid waste. Revenue is recognized when the activity is performed or when the services are rendered.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Other Revenues

Revenues are recognized in the year that the events giving rise to the revenues occur and the revenues are earned. Amounts received which relate to revenues that will be earned in a subsequent year are deferred and reported as liabilities.

#### Environmental Provisions and Contaminated Sites

The Municipality may be exposed to litigation or other costs of remediation due to contaminated properties in its jurisdiction. A liability for remediation is recognized in the financial statements when an environmental standard exists, contamination exceeds the standard, the government is responsible for the remediation and a reasonable estimate of the liability can be made. As at December 31, 2021 there were no properties that the Municipality was responsible to remedy and as such no liability has been accrued.

### 2. ACCOUNTS RECEIVABLE

Included in accounts receivable is \$2,611,228 (2020 - \$2,013,044) representing funds fronted by the Municipality directly which are to be recovered from future subdivision development charges and sanitary sewer connection charges relating to the developments in the Municipality. It is anticipated a significant portion of the directly fronted charges will be recovered in the next three years.

### 3. INVESTMENTS

	2021 \$	2020 \$
Cash, money market funds and investment certificates	1,991,883	1,521,342
Federal and provincial bonds	232,740	477,781
Corporate bonds	<u>4,311,270</u>	<u>4,482,458</u>
	<u>6,535,893</u>	<u>6,481,581</u>

The aggregate market value of the investments at December 31, 2021 is \$6,558,843 (2020 - \$6,668,230). The Municipality earned \$138,094 (2020 - \$186,857) in income on the above investments.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

### 4. TANGIBLE CAPITAL ASSETS

December 31, 2021

Cost	Opening	Additions	Disposals	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	15,943,209	471,008	-	16,414,217
Utility infrastructure	38,033,388	751,685	(1,619)	38,783,454
<b>Infrastructure Total</b>	<u>53,976,597</u>	<u>1,222,693</u>	<u>(1,619)</u>	<u>55,197,671</u>
<b><u>General</u></b>				
Land	648,515	77,528	-	726,043
Land Improvements	678,277	83,097	-	761,374
Building	8,608,656	58,361	(1,335)	8,665,682
Machinery and Equipment	3,434,157	411,844	(33,432)	3,812,569
Vehicles	5,549,316	241,167	(570,552)	5,219,931
<b>General Total</b>	<u>18,918,921</u>	<u>871,997</u>	<u>(605,319)</u>	<u>19,185,599</u>
Work In Progress	578,940	2,818,640	(380,570)	3,017,010
<b>Total Cost</b>	<u>73,474,458</u>	<u>4,913,330</u>	<u>(987,508)</u>	<u>77,400,280</u>
<b>Accumulated Amortization</b>	<b>Opening</b>	<b>Amortization</b>	<b>Disposal</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	8,338,449	410,968	-	8,549,417
Utility infrastructure	7,477,315	513,913	(1,364)	7,989,864
<b>Infrastructure Total</b>	<u>15,815,764</u>	<u>924,881</u>	<u>(1,364)</u>	<u>16,539,281</u>
<b><u>General</u></b>				
Land Improvements	130,725	28,950	-	159,745
Building	1,712,065	186,379	(1,335)	1,897,109
Machinery and Equipment	1,613,657	223,648	(33,432)	1,803,873
Vehicles	3,061,718	300,540	(561,637)	2,800,621
<b>General Total</b>	<u>6,518,235</u>	<u>739,517</u>	<u>(596,404)</u>	<u>6,661,348</u>
<b>Total Accumulated Amortization</b>	<u>22,133,999</u>	<u>1,664,398</u>	<u>(597,768)</u>	<u>23,200,629</u>
<b>Net Book Value</b>	<b>Opening</b>			<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	7,804,760			7,864,800
Utility infrastructure	30,556,073			30,793,590
	<u>38,360,833</u>			<u>38,658,390</u>
<b><u>General</u></b>				
Land	648,515			726,043
Land Improvements	547,482			601,629
Building	6,896,591			6,768,573
Machinery and Equipment	1,820,500			2,008,696
Vehicles	2,487,598			2,419,310
	<u>12,400,686</u>			<u>12,524,251</u>
Work In Progress	578,940			3,017,010
<b>Total Net Book Value</b>	<u>51,340,459</u>			<u>54,199,651</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

### 4. TANGIBLE CAPITAL ASSETS (CONTINUED)

December 31, 2020 Cost	Opening	Additions	Disposals	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	14,712,878	1,351,095	(120,764)	<b>15,943,209</b>
Utility infrastructure	<u>34,608,561</u>	<u>3,424,827</u>	<u>-</u>	<b><u>38,033,388</u></b>
<b>Infrastructure Total</b>	<u>49,321,439</u>	<u>4,775,922</u>	<u>(120,764)</u>	<b><u>53,976,597</u></b>
<b><u>General</u></b>				
Land	648,515	-	-	<b>648,515</b>
Land Improvements	248,212	430,065	-	<b>678,277</b>
Building	8,044,187	569,068	(4,599)	<b>8,608,656</b>
Machinery and Equipment	3,288,859	347,234	(201,936)	<b>3,434,157</b>
Vehicle	<u>5,408,825</u>	<u>376,255</u>	<u>(235,764)</u>	<b><u>5,549,316</u></b>
<b>General Total</b>	<u>17,638,598</u>	<u>1,722,622</u>	<u>(442,299)</u>	<b><u>18,918,921</u></b>
Work In Progress	<u>4,687,122</u>	<u>579,399</u>	<u>(4,687,581)</u>	<b><u>578,940</u></b>
<b>Total Cost</b>	<u>71,647,159</u>	<u>7,077,943</u>	<u>(5,250,644)</u>	<b><u>73,474,458</u></b>
<b>Accumulated Amortization</b>	<b>Opening</b>	<b>Amortization</b>	<b>Disposal</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	7,112,838	541,339	(115,728)	<b>8,138,449</b>
Utility infrastructure	<u>7,098,706</u>	<u>468,609</u>	<u>-</u>	<b><u>7,477,315</u></b>
<b>Infrastructure Total</b>	<u>14,211,544</u>	<u>1,009,948</u>	<u>(115,728)</u>	<b><u>15,615,764</u></b>
<b><u>General</u></b>				
Land Improvements	113,382	17,513	-	<b>130,795</b>
Building	1,542,846	173,818	(4,599)	<b>1,712,065</b>
Machinery and Equipment	1,606,353	209,240	(201,936)	<b>1,613,657</b>
Vehicle	<u>3,010,084</u>	<u>287,398</u>	<u>(235,764)</u>	<b><u>3,061,718</u></b>
<b>General Total</b>	<u>6,272,565</u>	<u>687,969</u>	<u>(442,299)</u>	<b><u>6,518,235</u></b>
<b>Total Accumulated Amortization</b>	<u>20,994,109</u>	<u>1,697,917</u>	<u>(558,027)</u>	<b><u>22,133,999</u></b>
<b>Net Book Value</b>	<b>Opening</b>			<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	7,000,040			<b>7,804,760</b>
Utility infrastructure	<u>27,599,855</u>			<b><u>30,556,073</u></b>
	34,599,895			<b>38,360,833</b>
<b><u>General</u></b>				
Land	648,515			<b>648,515</b>
Land improvements	134,930			<b>547,482</b>
Building	6,501,341			<b>6,896,591</b>
Machinery and Equipment	1,682,506			<b>1,820,500</b>
Vehicles	<u>2,398,741</u>			<b><u>2,487,598</u></b>
	11,366,033			<b>12,400,686</b>
Work In Progress	<u>4,687,122</u>			<b><u>578,940</u></b>
<b>Total Net Book Value</b>	<u>50,653,050</u>			<b><u>51,340,459</u></b>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

### 5. DEFERRED REVENUE

A requirement of the public sector accounting principles of the Chartered Professional Accountants of Canada, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded.

	2021	2020
	<u>\$</u>	<u>\$</u>
Obligatory Reserve Funds		
Recreation land	349,992	297,735
Federal gas tax revenue	49,964	77,105
Development charges	38,013	37,843
Building Code Act	<u>2,686,786</u>	<u>-</u>
	3,124,755	412,683
Other Deferred Revenue	<u>2,954,874</u>	<u>538,509</u>
	<u><u>6,079,629</u></u>	<u><u>951,192</u></u>

### 6. NET LONG-TERM LIABILITIES

- a) The balance of net long-term liabilities reported on the Consolidated Statement of Financial Position consists of the following:

	2021	2020
	<u>\$</u>	<u>\$</u>
Long-term liabilities incurred by the Municipality and outstanding at the end of the year	1,719,813	2,801,754
Long-term liabilities assumed through consolidation by the Municipality	275,083	356,347
Tile drainage loans assumed by the individual	<u>(4,459)</u>	<u>(6,501)</u>
Total long-term liabilities at the end of the year	<u><u>1,990,437</u></u>	<u><u>3,151,600</u></u>

- b) Principal repayments are summarized as follows:

	2022	2023	2024	2025	2026	Beyond	Total
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Recoverable from:							
General tax revenue	<u>165,575</u>	<u>126,907</u>	<u>130,534</u>	<u>131,875</u>	<u>135,656</u>	<u>1,299,890</u>	<u>1,990,437</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

### 6. NET LONG-TERM LIABILITIES (CONTINUED)

- c) All long-term liabilities issued on or before December 31, 1992 have received approval of the Ontario Municipal Board. Long-term liabilities issued after January 31, 1993 have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.
- d) Interest rates range from 3.55% to 6.00%. Interest on long-term liabilities in 2021 amounted to \$76,126 (2020 - \$76,376). Of this interest \$60,632 (2020 - \$75,736) was reported in accounts receivable to be recovered from future connection charges (Note 2).
- e) The Municipality is contingently liable for municipal debt with respect to tile drainage loans. The total amount outstanding as at December 31, 2021 is \$4,459 (2020 - 6,501) and is not recorded on the Consolidated Statement of Financial Position.

### 7. ACCUMULATED SURPLUS

The accumulated surplus consists of the following individual fund surplus/(deficit) and reserves as follows:

	2021 \$	2020 \$
<b>SURPLUS</b>		
General revenue fund	(966,416)	2,100,300
Benefiting land owners	(909,202)	(1,134,863)
Invested in tangible capital assets	54,199,651	51,340,459
Reserves	<u>16,246,516</u>	<u>15,044,243</u>
	<b>68,570,549</b>	<b>67,350,139</b>
<b>AMOUNTS TO BE RECOVERED</b>		
Net long-term debt	<u>(1,990,437)</u>	<u>(3,151,600)</u>
<b>ACCUMULATED SURPLUS</b>	<b><u>66,580,112</u></b>	<b><u>64,198,539</u></b>
<b>RESERVES</b>		
Reserves set aside for specific purposes by council:		
Working capital	1,036,147	1,056,147
Property tax assessment appeals	1,157,211	1,112,211
Protection services	1,422,472	1,331,191
Roadway purposes	2,899,288	2,496,982
Water and sewer purposes	8,021,226	7,375,853
Other municipal services	1,223,627	1,293,550
Consolidated water reserves	<u>486,545</u>	<u>378,309</u>
Total reserves	<b><u>16,246,516</u></b>	<b><u>15,044,243</u></b>



# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

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### 8. SIGNIFICANT AND SUBSEQUENT EVENT - COVID 19

During and subsequent to year end, the Municipality was exposed to economic risks associated with the coronavirus pandemic. These risks are beyond the Municipality's control. The impact of these risks cannot be identified at this time but could impact the Municipality's operations, future net surplus, cash flows and financial condition.

### 9. PENSION AGREEMENTS

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year, an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits the members have earned to date. The most recent actuarial valuation of the Plan was conducted December 31, 2021, and the results of this valuation disclosed actuarial liabilities of \$119.3 billion in respect of benefits accrued for service with actuarial assets at that date of \$116.2 billion leaving an actuarial deficit of \$3.1 billion.

Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS Pension surplus or deficit in these consolidated financial statements.

The amount contributed to OMERS for 2021 was \$146,934 (2020 - \$142,856). OMERS contribution rates for 2021 and 2020, depending on income level and retirement dates, ranged from 9.0% to 15.8%.

### 10. OPERATION OF THE COUNTY OF ELGIN AND SCHOOL BOARDS

During 2021, requisitions were made by the County of Elgin and the school boards requiring the Municipality to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are summarized below:

	School Boards \$	County \$
Taxation and user charges	1,328,723	4,362,192
Share of payments in lieu of taxes	<u>10,736</u>	<u>589,598</u>
Amounts requisitioned	<u>1,339,459</u>	<u>4,951,790</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

### 11. BUDGET FIGURES

The operating budget approved by Council on February 22, 2021 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Municipality does not budget activity within Reserve Funds, with the exception being those transactions, which affect either operations or capital investments. Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements.

	Approved Budget \$	Adjustments \$	PSAB Budget \$
<b>REVENUES</b>			
Property taxation	3,596,265	-	3,596,265
Taxation from other governments	1,080,500	-	1,080,500
Local improvement levies	8,385	-	8,385
User charges	2,623,212	503,172	3,126,384
Government transfers			
Federal	140,212	-	140,212
Provincial	716,028	-	716,028
Other municipalities	605,755	(43,000)	562,755
Investment income	112,000	3,060	115,060
Penalties and interest on taxes	75,000	-	75,000
Sales on land held for sale and other revenues	2,553,829	19,117	2,572,946
Reserve transfers	<u>5,859,591</u>	<u>(5,859,591)</u>	<u>-</u>
Total revenues	<u>17,370,777</u>	<u>(5,377,242)</u>	<u>11,993,535</u>
<b>EXPENSES</b>			
General government	1,085,700	(230,940)	854,760
Fire and police protection	2,197,193	(811,372)	1,385,821
Other protective services	241,171	5,470	246,641
Transportation services	6,837,666	(4,253,005)	2,584,661
Waterworks and sewers	2,083,270	952,130	3,035,400
Garbage collection and disposal	409,000	-	409,000
Health Services	56,400	(1,000)	55,400
Recreation and cultural services	1,335,250	(939,534)	395,716
Planning and zoning	148,800	(5,000)	143,800
Agriculture	264,582	(235,000)	29,582
Reserve transfers	<u>2,711,745</u>	<u>(2,711,745)</u>	<u>-</u>
Total expenses	<u>17,370,777</u>	<u>(8,229,996)</u>	<u>9,140,781</u>
<b>BUDGETED ANNUAL SURPLUS</b>	<u><u>-</u></u>	<u><u>2,852,754</u></u>	<u><u>2,852,754</u></u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021

### 12. SUPPLEMENTARY INFORMATION:

	2021	2020
	<u>\$</u>	<u>\$</u>
<b>[a] Current fund expenditures by object:</b>		
Salaries, wages and employee benefits	2,377,635	2,201,410
Long-term debt interest	390	640
Materials and supplies	4,274,566	3,309,135
Contracted services	1,723,952	1,626,673
Amortization	1,664,655	1,697,919
Transfer to others	<u>58,571</u>	<u>36,076</u>
	<u>10,099,769</u>	<u>8,871,853</u>
<b>[b] Change in non-cash assets and liabilities related to operations:</b>		
Taxes receivable	41,509	(83,110)
Accounts receivable	(843,354)	243,633
Inventories and prepaid expenses	(7,918)	(34,793)
Accounts payable and accrued liabilities	292,605	233,348
Deferred revenue	<u>5,128,437</u>	<u>(927,630)</u>
	<u>4,611,279</u>	<u>(568,552)</u>

### 13. COMPARATIVE FIGURES

Certain comparative figures presented in the financial statements have been reclassified to conform to the presentation adopted in the current year.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021**

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### **14. SEGMENTED INFORMATION**

The Municipality is a diversified municipal government institution that provides a wide range of services to its citizens, including contract police services, fire, roads, community services, water and sewer. For management reporting purposes the Municipality's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

The Municipality services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provided, are as follows:

#### **General government**

General government is comprised of municipal council, corporate management and program support.

#### **Protection services**

Protection services are comprised of the fire, police, conservation authority, building inspection and animal control, emergency measures and provincial offences.

#### **Transportation services**

Transportation services are comprised of roads, bridges, winter control, parking and street lighting.

#### **Environmental services**

Environmental services are comprised of the provision of safe drinking water, the collection and treatment of waste water and waste collection, disposal and recycling.

#### **Health services**

Health services are comprised of public health services and cemeteries.

#### **Recreation and cultural services**

Recreation and cultural services are comprised of parks, recreation programs, recreation facilities, and cultural services.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2021**

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### **14. SEGMENTED INFORMATION (CONTINUED)**

#### **Planning and development services**

Planning and development is comprised of planning and zoning, commercial and industrial development, economic development and tourism, and agricultural and reforestation.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on municipal services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government transfers, transfer from other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Consolidated Schedule of Segment Disclosure.

Draft

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Schedule of Segment Disclosure For The Year Ended December 31, 2021

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	853,407	1,229,762	2,026,181	293,600	36,096	148,633	670,656	<b>5,258,335</b>
Sales of services and regulatory fees	94,651	122,496	49,964	4,433,471	-	21,724	50,500	<b>4,772,806</b>
Government transfers	167,034	249,874	1,325,522	177,294	7,065	199,562	155,940	<b>2,282,291</b>
Other	<u>208,908</u>	<u>1,836</u>	<u>159,920</u>	<u>69,470</u>	<u>-</u>	<u>72,838</u>	<u>-</u>	<b><u>512,972</u></b>
	<u>1,324,000</u>	<u>1,603,968</u>	<u>3,561,587</u>	<u>4,973,835</u>	<u>43,161</u>	<u>442,757</u>	<u>877,096</u>	<b><u>12,826,404</u></b>
<b>EXPENSES</b>								
Materials and supplies	239,920	156,812	1,305,908	1,894,307	50,730	161,409	465,480	<b>4,274,566</b>
Salaries, wages and employee benefits	633,692	389,813	989,865	191,875	1,951	17,491	152,948	<b>2,377,635</b>
Amortization	30,760	153,298	645,511	704,619	3,128	117,339	-	<b>1,664,655</b>
Contracted services	85,625	89,382	-	690,503	-	-	49,472	<b>1,723,952</b>
External transfers	-	58,571	-	-	-	-	-	<b>58,571</b>
Long-term debt interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>390</u>	<b><u>390</u></b>
	<u>989,997</u>	<u>1,666,846</u>	<u>2,941,284</u>	<u>3,481,304</u>	<u>55,809</u>	<u>296,239</u>	<u>668,290</u>	<b><u>10,099,769</u></b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>334,003</u>	<u>(62,878)</u>	<u>620,303</u>	<u>1,492,531</u>	<u>(12,648)</u>	<u>146,518</u>	<u>208,806</u>	<b><u>2,726,635</u></b>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Schedule of Segment Disclosure For The Year Ended December 31, 2020

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	635,189	1,268,356	2,049,462	326,862	38,432	138,998	1,293,113	5,750,412
Sales of services and regulatory fees	44,192	259,747	1,580	3,318,104	-	24,666	13,125	3,661,414
Government transfers	118,433	183,356	1,063,313	457,315	4,245	363,095	148,318	2,338,075
Other	<u>235,902</u>	<u>2,093</u>	<u>137,500</u>	<u>69,893</u>	<u>-</u>	<u>-</u>	<u>1,034,243</u>	<u>1,479,631</u>
	<u>1,033,716</u>	<u>1,713,552</u>	<u>3,251,855</u>	<u>4,172,174</u>	<u>42,677</u>	<u>526,759</u>	<u>2,488,799</u>	<u>13,229,532</u>
<b>EXPENSES</b>								
Materials and supplies	211,383	154,904	652,833	1,584,686	58,280	155,898	765,479	3,583,463
Salaries, wages and employee benefits	598,438	332,657	944,911	170,892	2,710	14,611	137,191	2,201,410
Amortization	24,489	136,319	775,661	652,314	2,828	86,308	-	1,697,919
Contracted services	2,744	790,441	129,787	606,057	-	-	120,904	1,650,933
External transfers	-	57,184	-	-	-	(21,108)	-	36,076
Long-term debt interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>640</u>	<u>640</u>
	<u>837,054</u>	<u>1,492,505</u>	<u>2,503,192</u>	<u>3,013,949</u>	<u>63,818</u>	<u>235,709</u>	<u>1,024,214</u>	<u>9,170,441</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>196,662</u>	<u>221,047</u>	<u>748,663</u>	<u>1,158,225</u>	<u>(21,141)</u>	<u>291,050</u>	<u>1,464,585</u>	<u>4,059,091</u>



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** PLA 2022-31

**SUBJECT MATTER: Consent Applications E66-22 – Comments to the County of Elgin**

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**Recommendation(s):**

THAT Council of the Township of Southwold receive Report PLA 2022-31 regarding Consent Applications E66-22 – Comments to the County of Elgin;

AND THAT Council of the Township of Southwold recommends approval of the Land Division Committee of the County of Elgin for the consent applications, E66-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-31;

AND FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2022-31 as Municipal comments to the County of Elgin.

**Purpose:**

The proposal is to sever a parcel to create a future residential plan of subdivision and retain a residential lot.

**Background:**

Below is background information in a summary chart:

<b>Applications</b>	E66-22
<b>Owners/Applicants</b>	Frank Turville
<b>Agent</b>	Domus Developments (London) Inc.
<b>Legal Description</b>	Part of Lot 15 and 16, Range 1, South of SUR
<b>Civic Address</b>	4509 Union Road
<b>Entrance Access</b>	Union Road
<b>Water Supply</b>	Municipal Water (served) and private well (retained)
<b>Sewage Supply</b>	Publicly owned and operated sanitary sewage system (sewered) Privately owned and operated septic system (retained)



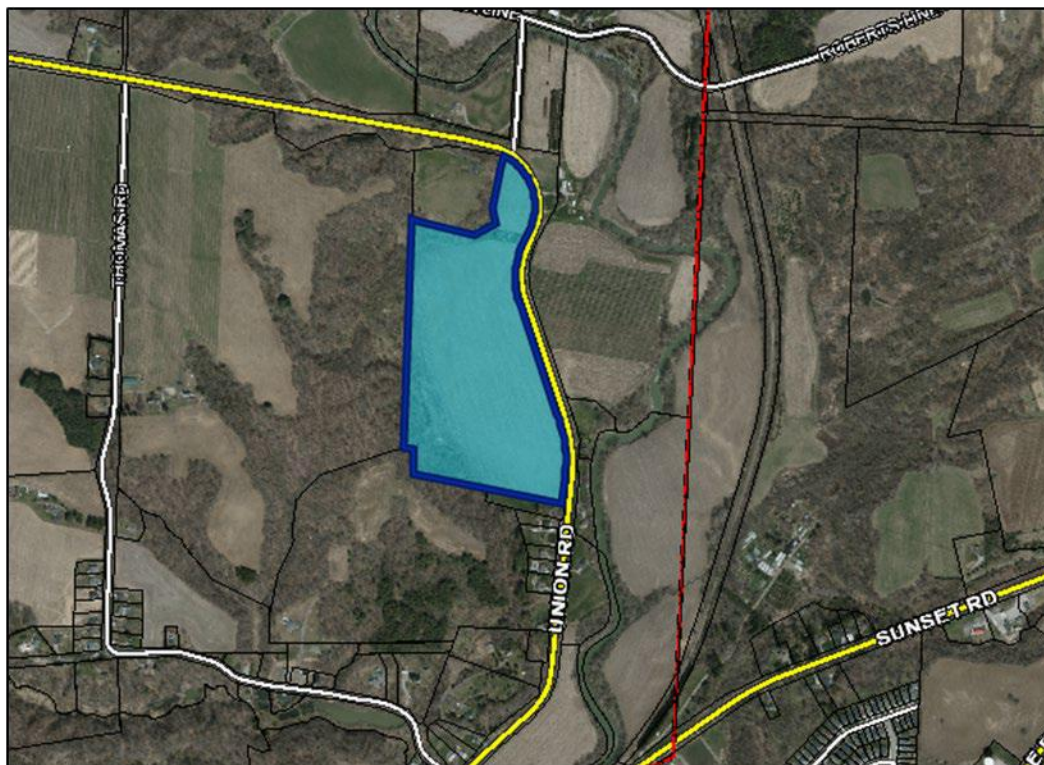
<b>Existing Land Area (severed and retained combined)</b>	17.9 ha (44.23 ac)
<b>Buildings and/or Structures</b>	Severed Parcels – vacant, future residential development
	Retained Parcel – single detached dwelling and two accessory structures

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

<b>Severed Parcel</b>			<b>Retained Parcel</b>		
<b>Frontage</b>	<b>Depth</b>	<b>Area</b>	<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
561.1 m (1,840.88 ft)	irregular	15.1 ha (37.31 acres)	267.4 m (877.30 ft)	irregular	2.8 ha (6.92 acres)

The Public Meeting is scheduled for September 28<sup>th</sup>, 2022, at the Elgin County Land Division Committee Meeting.

Figure One below depicts the existing parcel (area in blue).



The consent sketch, showing E66-22 is attached to this report as Appendix One for reference purposes.

**Comments/Analysis:**

**Planning Policy Review:**

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Policy Statement (PPS), 2020 and do not conflict with Provincial Plans.

Within the Township of Southwold, they must also make decisions that conform to the County of Elgin Official Plan and Township of Southwold Official Plan and make decisions that represent good land use planning.

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

Provincial Policy Statement

Lot creation is permitted within the North Port Stanley settlement area, in accordance with Section 1.1.3 of the PPS.

Full municipal water and private septic system are proposed for the severed portion, in accordance with Section 1.6.6.2. Partial services are proposed for the retained portion, in accordance with Section 1.6.6.5.

Therefore, this proposal appears to be consistent with the PPS.

County of Elgin Official Plan (CEOP)

The subject lands are designated Agricultural Area on Schedule 'A' Land Use, with a portion of the lands subject to the Woodlands and Area of Natural and Scientific Interest overlay on Appendix #1 Natural Heritage Features and Areas in the CEOP.

New lot creation policies of the CEOP contained under Section E1.2.3.1, has 13 criteria listed and would appear to be achieved with this proposal, as it will be serviced, will not affect drainage patterns in the area, have no negative impact on natural heritage, and entrance accesses to the lands can be obtained.

Section E4 Sanitary Sewers and Water encourages development on full municipal services. Development on the lands to be severed will be serviced with municipal water

service from the Township and municipal sanitary service from the Municipality of Central Elgin.

No development is proposed within the significant woodland, locally significant wetland and natural hazard lands (Section D1.2.6).

Therefore, this proposal appears to conform to the CEOP.

Township of Southwold Official Plan (OP)

The retained lands are designated Agricultural Area on Schedule '4' of the OP. The severed lands were part of an Official Plan Amendment (OPA #1), which changed the designation from Agricultural Area to Residential and is awaiting approval by the County of Elgin. The Natural Heritage Features on Schedule '2' overlay applies to a portion of the proposed severed parcel.

The Residential designation permits single detached dwellings.

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

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

No development is proposed on the proposed retained parcel in the Natural Heritage Features overlay (Section 4.1).

Therefore, this proposal appears to conform to the OP.

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

The retained lands are zoned Agricultural 3 Special Provision 2 (A3-2) on Map 9 of ZBL #2011-14. The severed lands were part of a Zoning By-law Amendment (ZBA #2022-06), which changed the zoning from Agricultural 3 to Settlement Reserve (SR) and has been approved with no appeals.

The 'Natural Area and Adjacent Lands (NA)' overlay applies to the entire parcel of land and is subject to Kettle Creek Conservation Authority Development Regulation.

Permitted uses in the A3-2 zone include existing residential dwellings. Permitted uses in the SR zone include existing farm dwellings and agricultural uses, excluding mushroom farms, commercial greenhouses and livestock operations.

As a condition of severance, a zoning by-law amendment is required to rezone the proposed retained parcel from Agricultural 3 Special Provision 2 (A3-2) to Agricultural 1 (A1-67) to address the resulting parcel size at 2.8 ha and to permit the existing single detached dwelling use. The severed parcel will remain SR zone.

The proposed severed parcel will comply with the SR zone and will be changed to an appropriate zone once development is proposed. A review of the A1 Zone for the retained parcel is as follows:

<b>A1 Zone Provision (reduced lot requirement)</b>	<b>Required</b>	<b>Retained Parcel</b>	<b>Complies</b>
minimum lot area	1,858.0 m <sup>2</sup> (20,000 ft <sup>2</sup> )	2.8 ha (6.92 ac)  28,004.25 m <sup>2</sup> (301,435.19 ft <sup>2</sup> )	Complies
maximum lot area	6,000.0 m <sup>2</sup> (1.48 ac)	2.8 ha (6.92 ac)  28,004.25 m <sup>2</sup> (301,435.19 ft <sup>2</sup> )	Relief Required
minimum lot frontage	30.0 m (98 ft)	267.4 m (877.30 ft)	Complies

With respect to the 'Natural Area and Adjacent Lands' overlay, an environmental assessment was conducted, which concluded that no adverse nor unalterable impacts on Natural Heritage features would occur as part of the proposed severance.

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

**Circulation Of The Application:**

Township Department Comments

Comments received from the Township Departments' are summarized below:

- Drainage Department: reapportionment of the Turville Drain and the Turville #2 Drain and Mutual agreement drain.
- Financial Services Department: no comments.
- Building Department: no concerns.
- Infrastructure Department: no concerns.

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

**Additional Comments:**

The recommended Township conditions for consent applications E66-22 are attached to this report as Appendix Two for reference purposes.

**Financial Implications:**

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

**Strategic Plan Goals:**

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

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

**Summary/Conclusion:**

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

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

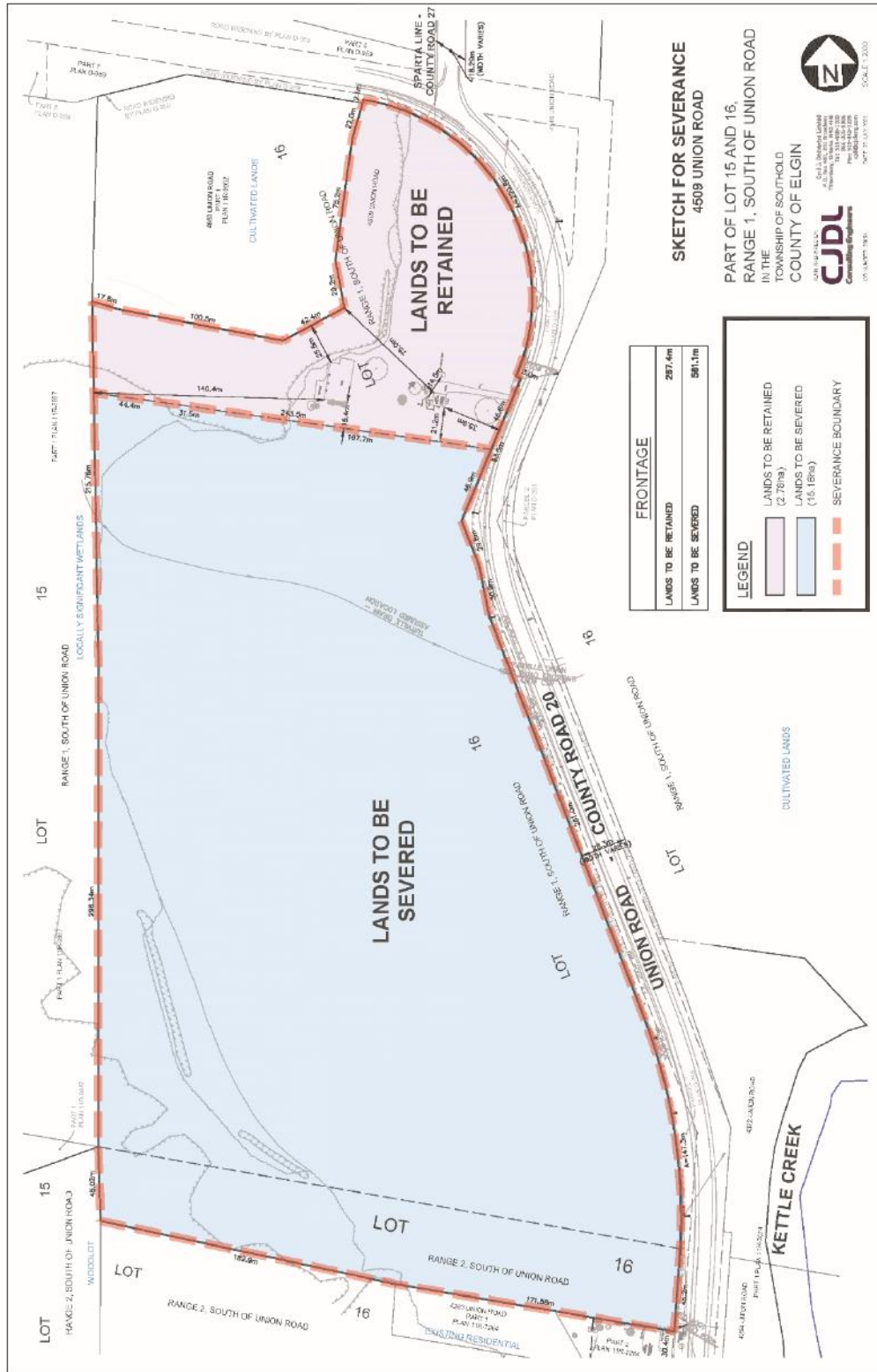
**Respectfully submitted by:**  
**Tracey Pillon-Abbs, MCIP, RPP**  
**Planner**  
**"Submitted electronically"**

**Approved for submission by:**  
**Jeff Carswell**  
**CAO/Clerk**  
**"Approved electronically"**

Appendices:

1. Appendix One: Consents Sketch E66-22
2. Appendix Two: Consent Applications E66-22 Conditions

# PLA 2022-31 Report Appendix One: Severance Sketch



## **Appendix Two: Severance Applications E66-22**

### Consent Applications E66-22 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcels once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to rezone retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
6. That the Applicant provide a Mutual Drain Agreement pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed retained parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
8. That driveway entrance permit and 911 sign be obtained, if required.
9. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
10. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
11. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** PLA 2022-28

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-08 – Recommendation Report**

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

THAT Council of the Township of Southwold receive Report PLA 2022-28 regarding Zoning By-law Amendment Application ZBA 2022-08 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-08, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-28.

#### **Purpose:**

The proposal is to address the condition of consent for E27-22, which proposes to rezone the proposed retained parcel portion of the subject lands from Agricultural 1 (A1) Zone to Agricultural 3 (A3) Zone and the severed parcel portion of the subject lands from Agricultural 1 (A1) Zone to Agricultural 1 Special Provision 66 (A1-66), in order to recognize the lot area of the lot being created.

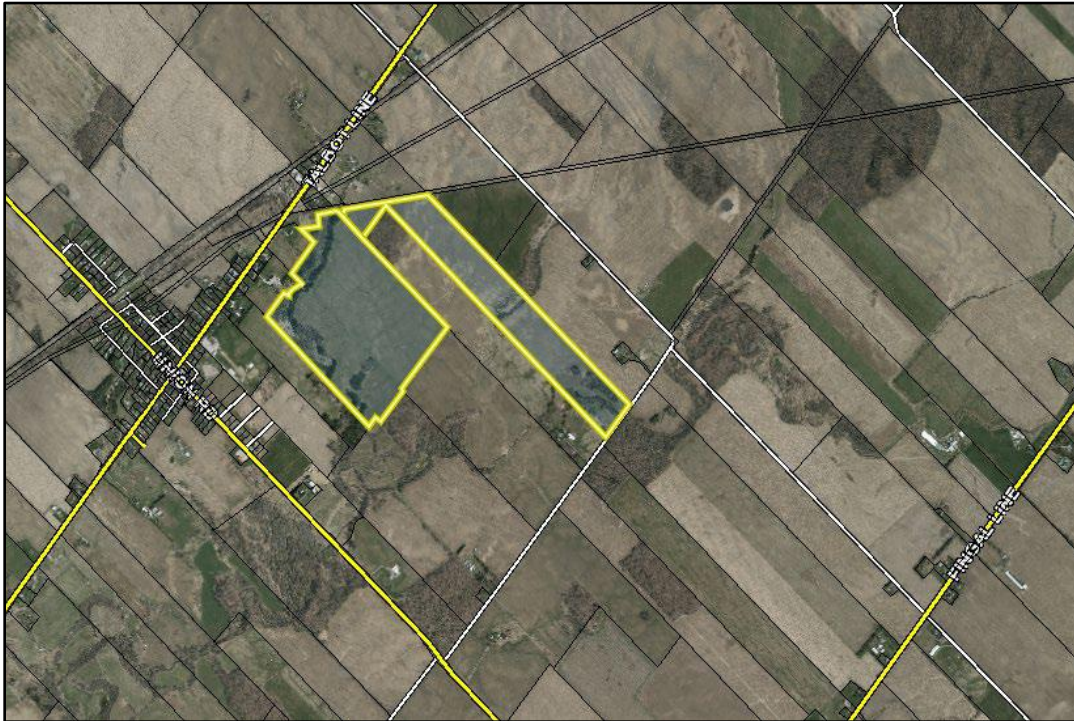
#### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	ZBA 2022-08
<b>Owner/Applicant</b>	John and Kristen Lethbridge
<b>Agent</b>	Helen R. Button, Gunn & Associates
<b>Legal Description</b>	Part of Lots 17, 18 and 19, Concession SENBTR
<b>Civic Address</b>	36434 McDiarmid Line
<b>Entrance Access</b>	McDiarmid Line
<b>Water Supply</b>	Municipal Water
<b>Sewage Supply</b>	Privately owned and operated individual septic system
<b>Existing Land Area</b>	+/- 94.43 ha (233.33 ac)

<b>Buildings and/or Structures</b>	Severed Parcel – single detached dwelling, and detached garage
	Retained Parcel – no buildings and/or structures

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) 2020 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.

Provincial Policy Statement (PPS)

The subject lands are within an agricultural area (Section 2.3).

In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses (Section 2.3.3.1).

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

County of Elgin Official Plan (CEOP)

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP.

Permitted uses in the Agricultural Area designation include agricultural uses and single detached dwellings on an existing lot (Section C2.3).

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

Town of Southwold Official Plan (OP)

The subject lands are designated Agricultural Area on Schedule '4' Land Use in the OP. The Natural Heritage Features on Schedule '2' overlay apply to a portion of the proposed retained parcel and the Natural Hazards on Schedule '3' overlay apply to a portion of the proposed severed and retained parcels.

Section 5.1 of the OP contains Agricultural land use policies in which agricultural uses and limited residential uses are permitted.

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

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

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



The A1 Zone permitted uses includes agricultural use and single detached dwelling. The regulations for a lot legally used for a single detached dwelling created by consent are subject to reduced lot requirements.

A review of the A1 Zone for the severed and retained is as follows:

A1 Zone	Required Severance (lot)	Proposed	Required Retained (farm)	Proposed	Complies
Min. lot area	1,858.0 m <sup>2</sup> (20,000.0 ft <sup>2</sup> )	1.43 ha (3.53 ac)  14,2999.99 m <sup>2</sup> (153.923.91 ft <sup>2</sup> )	40.0 ha (99 ac)	+/- 93 ha (229.8 ac)	Complies
Max. lot area	6,000 m <sup>2</sup> (1.48 ac)	1.43 ha (3.53 ac)  14,299.99 m <sup>2</sup>	N/A	N/A	Relief required.



A1 Zone	Required Severance (lot)	Proposed	Required Retained (farm)	Proposed	Complies
		(153.923.91 ft <sup>2</sup> )			
Min. lot frontage	30.0 m (98 feet)	53 m (173.9 ft)	200.0 m (656 ft)	+/- 166.6 m (546.59 ft)	Complies

The A1 Zone Subsection 5.2(g) Reduced Lot Requirements regulates lots created for single detached dwellings surplus to farm operations.

The proposed severed parcel area of approximately 1.43 ha (3.53 acre) parcel with a frontage of 53.0 metres (173.9 feet) is significantly larger than the maximum lot area permitted due to Talbot Creek, which physically separates the proposed severed parcel from the balance of the proposed retained parcel; however, it is still appropriate for the use and servicing of the lands.

The severed parcel would need to be rezoned to a site specific A1-66, with the special provision created in order to recognize the lot area of the lot being created as a condition of approval.

The proposed retained parcel would need to be rezoned to implement the proposed lot creation by zoning it to the A3 Zone, as a condition of consent. The A3 Zone prohibits dwellings, which is required as part of a surplus farm dwelling severance.

Section 3.4 Environmental Protection Zones, Natural Areas and Adjacent Lands states no new buildings or structures permitted by the applicable zone shall be erected in a Natural Area or Adjacent Land unless an Environmental Impact Statement demonstrates that there will be no negative impacts on Natural Areas. No development is proposed on the proposed retained parcel, where this is located.

Section 3.11 Hazard Lands states no permanent buildings or structures, with the exception of those designated, used or intended for flood or erosion control purposes, shall be erected or used on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. No development is proposed within this portion of the severed and retained parcels within the hazard lands.

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

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

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on August 18, 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.
- Infrastructure Department – no concerns.

### Agency Comments

The zoning by-law amendment application was circulated to the Agencies for comment. Comments received are summarized below:

- Bell Canada – kindly requests to always be circulated on any future materials related to this development project or infrastructure/policy initiative.

### 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 (OLT) for a hearing, in accordance with the *Planning Act*.

**Respectfully submitted by:**

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

**Approved for submission by:**

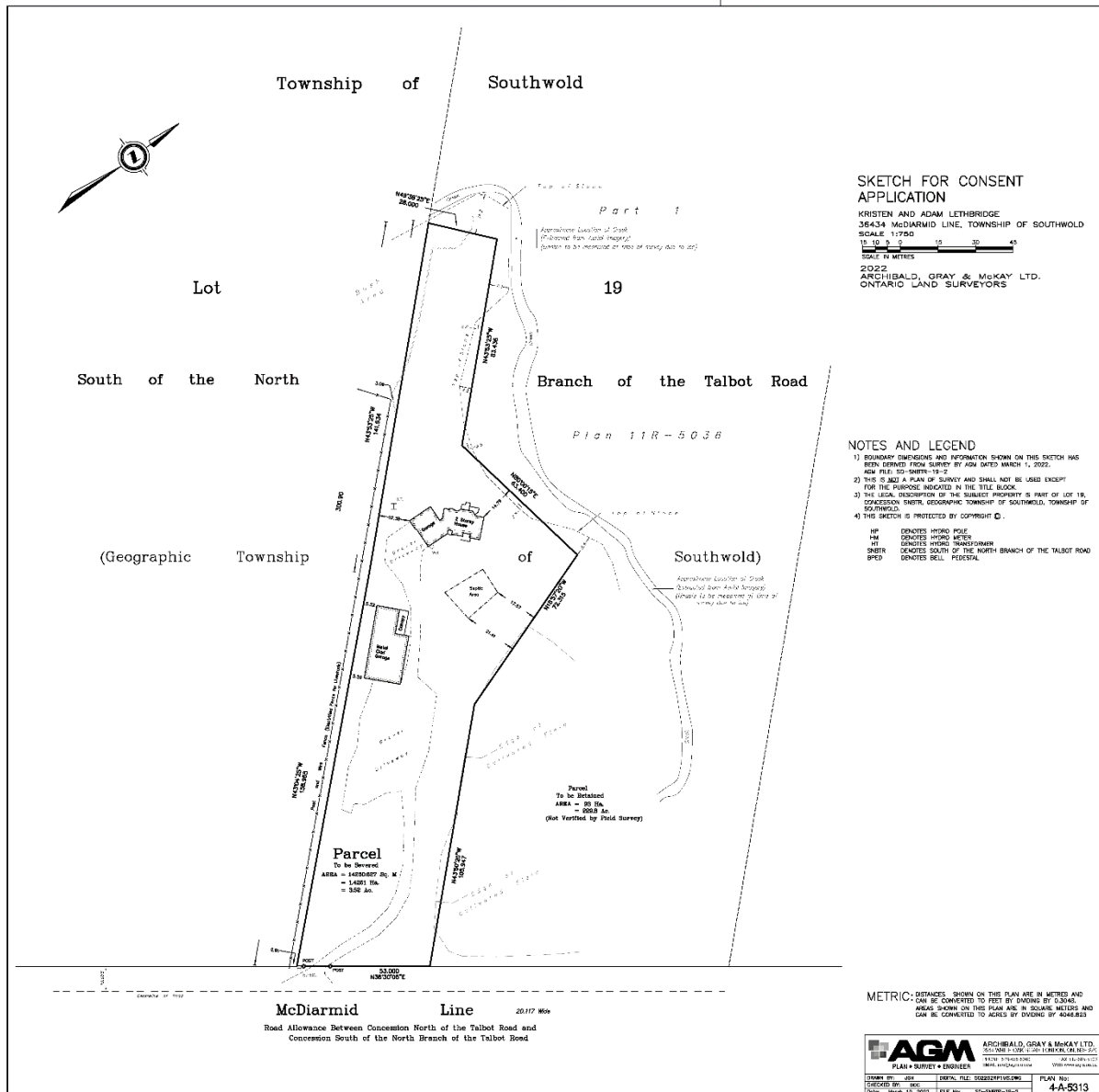
**Jeff Carswell  
CAO/Clerk**

Appendices:

1. Appendix One: ZBA 2022-08 Sketch
2. Appendix Two: ZBA 2022-08 Draft Zoning By-law Amendment



# PLA 2022-28 Report Appendix One: Sketch





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

### **BY-LAW NO. 2022-74**

#### **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 6, to change the zone symbol applying to lands legally described as Part of Lots 17, 18 and 19, Concession SENBTR, as shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 1 (A1) Zone to (A3) Zone and from the Agricultural 1 (A1) Zone to (A1-66) Zone.
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(b):

"(b) A1-66 As shown on Schedule A, Map 6

(i) Regulation

- Maximum Lot Area 1.43 ha (3.53 ac)"
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.

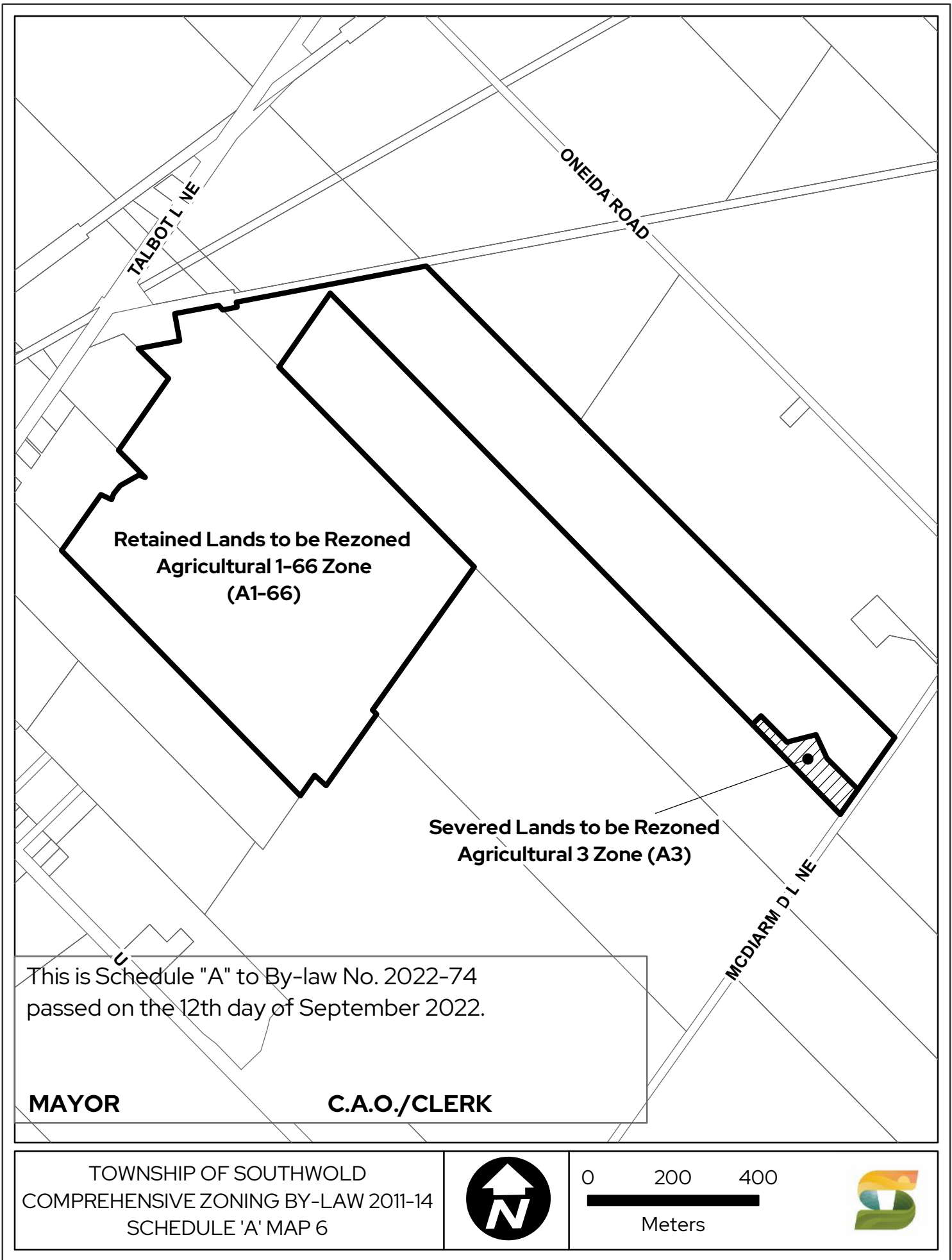
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 12<sup>th</sup> DAY OF SEPTEMBER 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** PLA 2022-29

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-09 – Recommendation Report**

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

THAT Council of the Township of Southwold receive Report PLA 2022-29 regarding Zoning By-law Amendment Application ZBA 2022-09 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-09, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-29.

#### **Purpose:**

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

The proposed Amendment would require the rezoning of the severed lands from Agricultural 1 (A1) to Residential 1 (R1). The proposed retained parcel will be rezoned to Agricultural 1 Special Provision 68 (A1-68) to address the new lot area as a Land Division Committee condition of approval for applications E40-22 to E42-22.

#### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	ZBA 2022-09
<b>Owners/Applicants</b>	Brent Fulton and Barbara Siebenmorgan
<b>Agent</b>	David Roe, Civic Planning Solutions Inc.
<b>Legal Description</b>	Part of Lots 18 and 19, Concession SNBTR
<b>Civic Address</b>	36427 Talbot Line
<b>Entrance Access</b>	Talbot Line
<b>Water Supply</b>	Municipal Water
<b>Sewage Supply</b>	Publicly owned and operated sanitary sewage

	system
<b>Existing Land Area</b>	+/- 5.57 ha (13.76 ac)

Figure One below, depicts the subject lands (see the area in red).



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), 2020 and do 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.

#### Provincial Policy Statement (PPS), 2020

The subject lands are within the Shedden settlement area of the municipality (Section 1.1.3).

Full municipal water and private septic system are proposed, in accordance with Section 1.6.6 of the PPS.

Therefore, this proposed Zoning By-law Amendment is consistent with the PPS.

County of Elgin Official Plan (CEOP)

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP.

Section C2.2 Agricultural Area - Location recognizes there are lands outside of settlement areas that have been designated for non-agricultural development by the lower tier Official Plans and, therefore, are deemed not to be within the prime agricultural area and are instead subject to the applicable policies of this Plan and the policies of the lower tier Official Plan.

The subject lands were added to the Shedden settlement area as part of the new Township of Southwold Official Plan; however, the designation of the lands has not been revised in the CEOP as it is currently undergoing an update. As part of the update, the subject lands will be brought into the settlement area and designated Tier 2.

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

Township of Southwold Official Plan (OP)

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

The Residential designation permits single detached dwellings.

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

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

The proposed severed parcel for application E40-22 appears to have at least half of the parcel located within the Natural Hazard Lands due to the municipal drain and natural watercourse. The proposed severed parcel for applications E41-22 and E42-22 appear to have a portion of the parcel located within the Natural Hazard Lands due to the municipal drain and natural watercourse. Development within the Natural Hazard Lands

can only proceed through a permit from the applicable Conservation Authority. No development is proposed on the proposed retained parcel in the Natural Hazard Lands overlay.

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



As a condition of severance applications E40-22 to E42-22, a zoning by-law amendment is required. The proposed amendment would require the rezoning of the severed lands from Agricultural 1 (A1) to Residential 1 (R1). The proposed retained parcel will be rezoned to Agricultural 1 Special Provision 68 (A1-68) to address the new lot area.

A review of the R1 and A1 Zone for the retained parcel is as follows:

	Severed Parcels (R1)			Retained Parcel (A1)		
	<b>Frontage</b> min 15.0 m (49 ft)	<b>Lot Area</b> min 0.185 ha (0.459 ac)	<b>Comply</b>	<b>Frontage</b> min 30.0 m (98 ft)	<b>Lot Area</b> min 0.185 ha (0.459 ac) / max 0.598	<b>Comply</b>



					ha (1.48 ac) max	
<b>E40-22</b>	45.73 m (150.0 ft)	0.4 ha (0.98 ac)	yes	314.94 m (1,033.27 ft)	5.17 ha (12.78 ac)	Subject to other consent application
<b>E41-22</b>	37.77 m (123.92 ft)	0.4 ha (0.98 ac)	yes	277.17 m (909.35 ft)	4.77 ha (11.79 ac)	Subject to other consent application
<b>E42-22</b>	32.92 m (108.0 ft)	0.4 ha (0.98 ac)	yes	244.25 m (801.35 ft) Subject to further severance	4.37 ha (10.8 ac)	Relief required

The proposed severed parcels will comply with the R1 zone, and the retained parcel will comply with the A1 zone, with the exception of the max lot area.

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

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

The application was circulated to the applicable commenting agencies, departments and neighboring property owners within 120 meters of the subject lands on August 18, 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 comments.

#### Agency Comments

The zoning by-law amendment application was circulated to the Agencies for comment. Comments received are summarized below:

- Bell Canada – kindly requests to always be circulated on any future materials related to this development project or infrastructure/policy initiative.

#### 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 (OLT) for a hearing in accordance with the *Planning Act*.

**Respectfully submitted by:**

**Tracey Pillon-Abbs, MCIP, RPP  
Planner  
"Submitted electronically"**

**Approved for submission by:**

**Jeff Carswell  
CAO/Clerk**

Appendices:

**"Approved electronically"**

1. Appendix One: ZBA 2022-09 Sketch
2. Appendix Two: ZBA 2022-09 Draft Zoning By-law Amendment

[illegible]



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

### **BY-LAW NO. 2022-75**

#### **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 6, to change the zone symbol applying to lands legally described as Part of Lots 18 and 19, Concession SNBTR, as shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 1 (A1) to Residential 1 (R1) and Agricultural 1 Special Provision 68 (A1-68).
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bq):  
  
    "(bq)      A1-68 As shown on Schedule A, Map 6  
  
                (i)      Regulation  
  
                        -    Maximum Lot Area    4.37 ha (10.8 ac)
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.

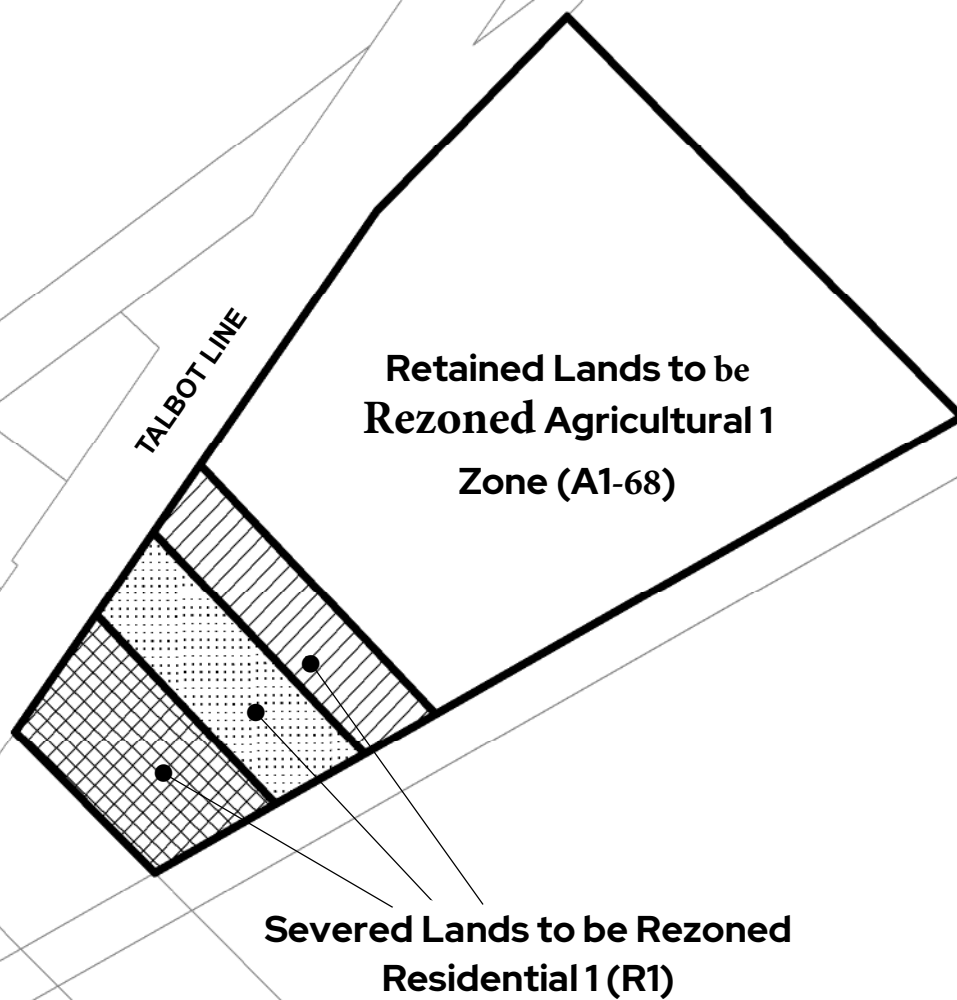
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 12<sup>th</sup> DAY OF SEPTEMBER 2022.**

---

Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



This is Schedule "A" to By-law No. 2022-75  
passed on the 12th day of September 2022.

**MAYOR**

**C.A.O./CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 6



0 50 100  
Meters





## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** PLA 2022-30

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2022-10 – Recommendation Report**

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

THAT Council of the Township of Southwold receive Report PLA 2022-30 regarding Zoning By-law Amendment Application ZBA 2022-10 – Recommendation Report;

AND THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-10, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-30.

#### **Purpose:**

The proposal is to rezone the subject lands from Agricultural 3 Special Provision 2 (A3-2) to Agricultural 1 Special Provision 67 (A1-67) to address the resulting parcel size at 2.8 ha (6.92 ac) and to permit the existing single detached dwelling use as a Land Division Committee condition of approval for application E66-22.

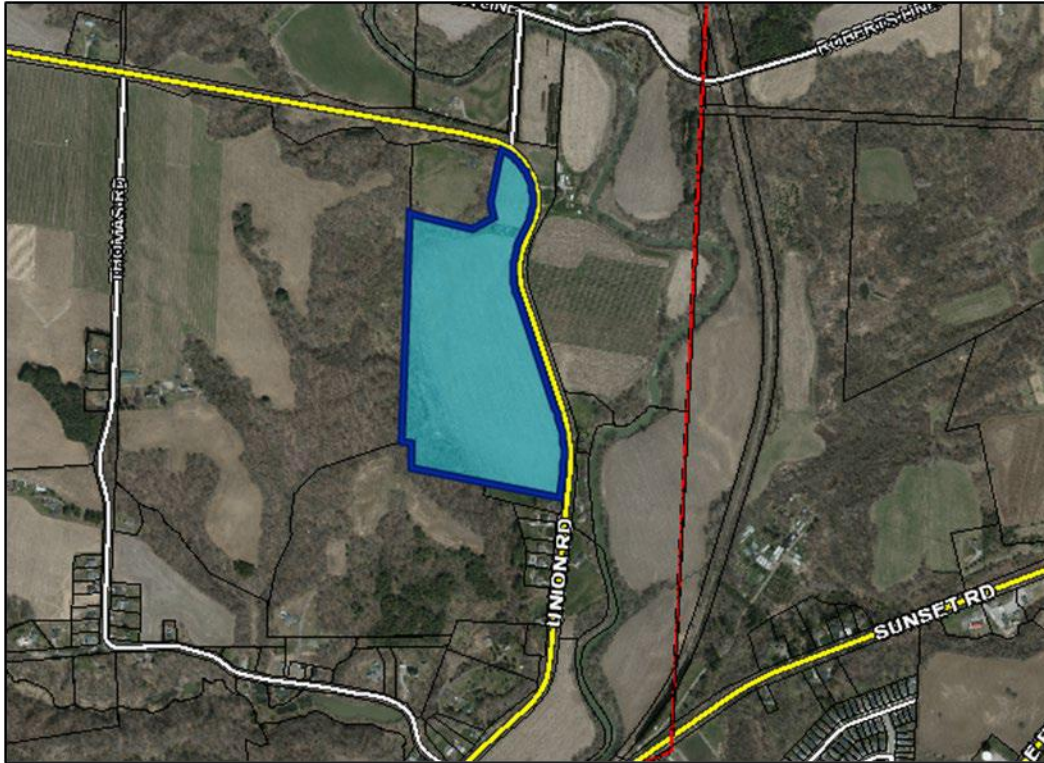
#### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	ZBA 2022-10
<b>Owners/Applicants</b>	Frank Turville
<b>Agent</b>	Domus Developments (London) Inc.
<b>Legal Description</b>	Part of Lot 15 and 16, Range 1, South of SUR
<b>Civic Address</b>	4509 Union Road
<b>Entrance Access</b>	Union Road
<b>Water Supply</b>	Municipal Water (served) and private well (retained)
<b>Sewage Supply</b>	Publicly owned and operated sanitary sewage system (sewered) Privately owned and operated septic system (retained)



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), 2020 and do 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 North Port Stanley 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.

Full municipal water and private septic system are proposed for the severed portion, in accordance with Section 1.6.6.2. Partial services are proposed for the retained portion, in accordance with Section 1.6.6.5.

Therefore, this proposed Zoning By-law Amendment is consistent with the PPS.

#### County of Elgin Official Plan (CEOP)

The subject lands are designated Agricultural Area on Schedule 'A' Land Use, with a portion of the lands subject to the Woodlands and Area of Natural and Scientific Interest overlay on Appendix #1 Natural Heritage Features and Areas in the CEOP.

Section E4 Sanitary Sewers and Water encourages development on full municipal services. Development on the lands to be severed will be serviced with municipal water service from the Township and municipal sanitary service from the Municipality of Central Elgin.

No development is proposed within the significant woodland, locally significant wetland and natural hazard lands (Section D1.2.6).

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

#### Township of Southwold Official Plan (OP)

The retained lands are designated Agricultural Area on Schedule '4' of the OP. The severed lands were part of an Official Plan Amendment (OPA #1), which changed the designation from Agricultural Area to Residential and is awaiting approval by the County of Elgin. The Natural Heritage Features on Schedule '2' overlay applies to a portion of the proposed severed parcel.

The Residential designation permits single detached dwellings.

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

No development is proposed on the proposed retained parcel in the Natural Heritage Features overlay (Section 4.1).

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

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

The retained lands are zoned Agricultural 3 Special Provision 2 (A3-2) on Map 9 of ZBL #2011-14. The severed lands were part of a Zoning By-law Amendment (ZBA #2022-06), which changed the zoning from Agricultural 3 to Settlement Reserve (SR) and has been approved with no appeals.

The 'Natural Area and Adjacent Lands (NA)' overlay applies to the entire parcel of land and is subject to Kettle Creek Conservation Authority Development Regulation.

Permitted uses in the A3-2 zone include existing residential dwellings. Permitted uses in the SR zone include existing farm dwellings and agricultural uses, excluding mushroom farms, commercial greenhouses and livestock operations.

As a condition of severance E66-22, a zoning by-law amendment is required to rezone the proposed retained parcel from Agricultural 3 Special Provision 2 (A3-2) to Agricultural 1 Special Provision 67 (A1-67) to address the resulting parcel size at 2.8 ha (6.92 ac) and to permit the existing single detached dwelling use. The severed parcel will remain SR zone.

The proposed severed parcel will comply with the SR zone and will be changed to an appropriate zone once development is proposed. A review of the A1 Zone for the retained parcel is as follows:

<b>A1 Zone Provision (reduced lot requirement)</b>	<b>Required</b>	<b>Retained Parcel</b>	<b>Complies</b>

minimum lot area	1,858.0 m2 (20,000 ft2)	2.8 ha (6.92 ac) 28,004.25 m2 (301,435.19 ft2)	Complies
maximum lot area	6,000.0 m2 (1.48 ac)	2.8 ha (6.92 ac) 28,004.25 m2 (301,435.19 ft2)	Relief Required
minimum lot frontage	30.0 m (98 ft)	267.4 m (877.30 ft)	Complies

With respect to the 'Natural Area and Adjacent Lands' overlay, an environmental assessment was conducted, which concluded that no adverse nor unalterable impacts on Natural Heritage features would occur as part of the proposed severance.

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

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

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on August 18, 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 comments.

Agency Comments

The zoning by-law amendment application was circulated to the Agencies for comment. Comments received are summarized below:

- Bell Canada - kindly requests to always be circulated on any future materials related to this development project or infrastructure/policy initiative.

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 (OLT) for a hearing in accordance with the *Planning Act*.

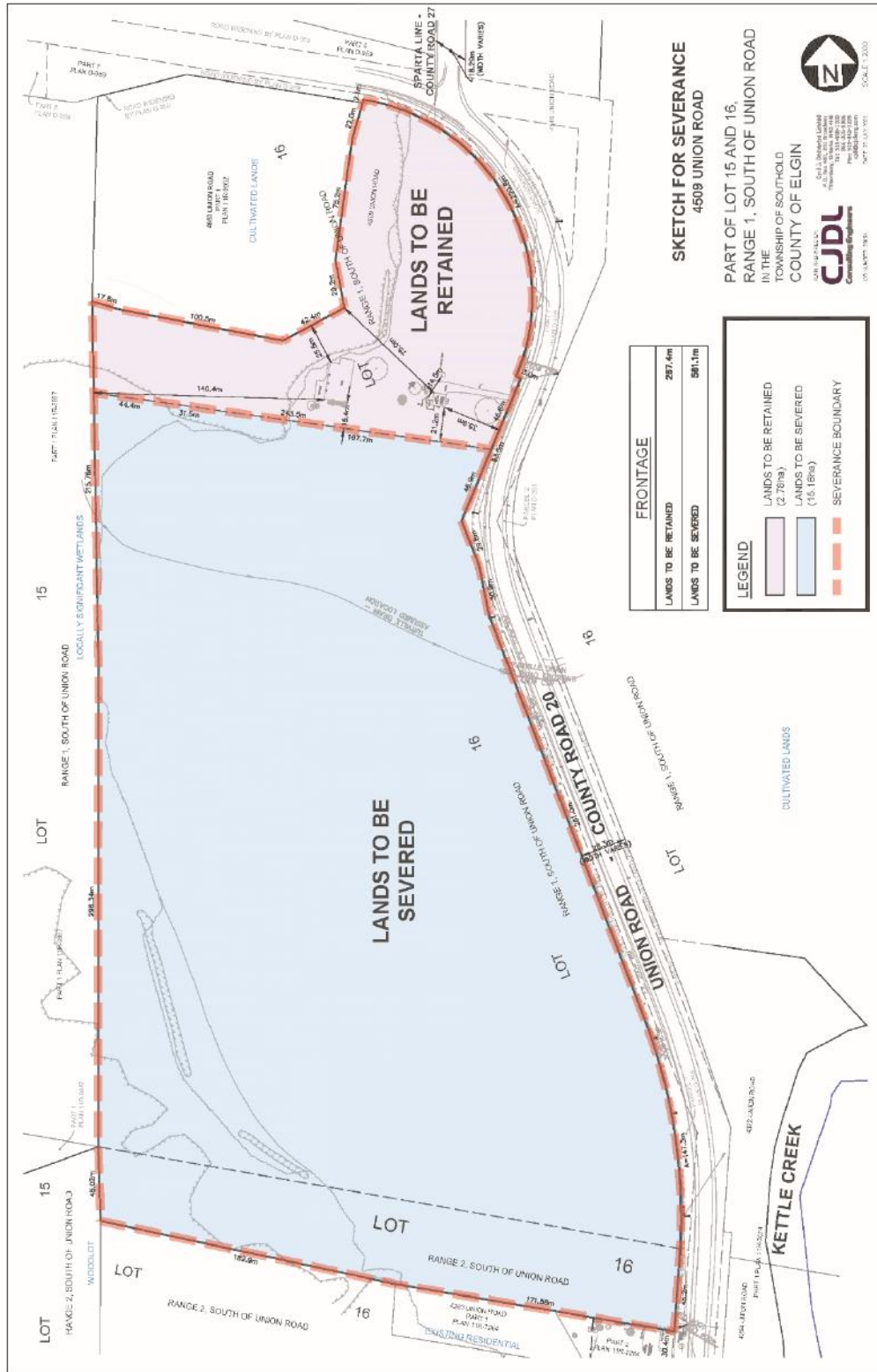
**Respectfully submitted by:**  
**Tracey Pillon-Abbs, MCIP, RPP**  
**Planner**  
**"Submitted electronically"**

**Approved for submission by:**  
**Jeff Carswell**  
**CAO/Clerk**  
**"Approved electronically"**

**Appendices:**

1. Appendix One: ZBA 2022-10 Sketch
2. Appendix Two: ZBA 2022-10 Draft Zoning By-law Amendment

# PLA 2022-30 Report Appendix One: Sketch





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

### **BY-LAW NO. 2022-76**

#### **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 9, to change the zone symbol applying to lands legally described as Part of Lot 15 and 16, Range 1, South of SUR, as shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 3 Special Provision 2 (A3-2) to Agricultural 1 Special Provision 67 (A1-67).
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bp):  
  
"(bp) A1-67 As shown on Schedule A, Map 9  
  
(i) Regulation  
  
- Maximum Lot Area 2.8 ha (6.92 ac)"
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 12<sup>th</sup> DAY OF SEPTEMBER 2022.**



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Mayor  
Grant Jones

---

CAO/Clerk  
Jeff Carswell

SPARTA LINE

**Retained Lands to be Rezoned  
Site-Specific  
Agricultural 1 (A1-67)**

UNION ROAD

This is Schedule "A" to By-law No. 2022-76  
passed on the 12th day of September 2022.

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

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

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 9



0 75 150  
Meters





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** FIR 2022-10

**SUBJECT MATTER: Activity Report for the Fire Chief July & August 2022**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

To update Council on Fire Department Activities for July & August 2022.

**Background:**

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

- a. Calls for service – a total of 33 emergencies were responded to in the months of June & July including six motor vehicle collisions (MVC) on Hwy 401, two mutual aid assists, two vehicle fires, and one structure (vacant house) fire. OFM Investigators attended to assist with the structure fire investigation. SFD crews assisted OPP with a search for a missing person at the Fingal Wildlife Area.
- b. Public Education – firefighters attended the Shedden Fair to provide fire prevention information and attended the Demolition Derby. Fire Prevention Week is October 9 – 15. This year's theme is 'Fire won't wait. Plan your escape'. An Open House at the Shedden Station is scheduled for Saturday, October 15<sup>th</sup>.
- c. Meetings – Fire Chief attended a County Chiefs Meeting. Jason Rick, Deputy Chief of Operations, Medavie Elgin EMS attended to discuss Tiered Response Agreements (TRA). No expected change to Southwold's TRA.
- d. Inspections – Two routine inspections and one requested fire inspection were conducted.

- e. Stephen Van Valkenburg has been hired as General Manager, Medavie Elgin EMS in early September.

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

- a. A review of the Elgin County Radio Communications System is complete. A separate staff report has been completed.
- b. Elgin County Training Officer/CEMC Jeff VanRybroeck has accepted the position of Academic Manager for the Office of the Fire Marshal. Elgin County has issued a Continuity of Operations letter, attached to this report.

*Training Undertaken by Staff:*

- a. Department training topics included auto extrication, hose control, search & rescue, and a pre-planning facility tour.
- b. Firefighters utilized the Office of the Fire Marshal's Mobile Live Fire Training Unit, which was hosted by the Dutton-Dunwich Fire Department.

*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	Committee Meeting on Sept 13
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	In planning
Talbotville Fire Station	\$500,000	

2020	Budget	Status/Comment
Shedden Digital Sign	\$20,000.00	In progress
Talbotville Station - Land, Planning, Engineering	\$350,000.00	
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, Treasurer**



**To:** Local Municipal Partner CAOs, Elgin-Middlesex Regional Fire School – Fire Chiefs  
**Date:** August 30, 2022  
**Re:** Continuity of Operations – Community Emergency Management, Fire Training Officer and Elgin-Middlesex Regional Fire School

**Distribution:** [Sent via email]

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Dear Chief Administrative Officers and Fire Chiefs,

I'd like to thank you for your ongoing support of Elgin County's emergency and fire training services. I am writing to make you aware of some upcoming, temporary impacts to emergency and fire training services arising out of personnel changes at Elgin County.

Elgin County's Manager of Emergency Management / Fire Training Officer (Jeff Van Rybroeck) has accepted a position as Academic Manager for the Office of the Fire Marshal and is therefore transitioning out of his position with Elgin County. We are very excited that we will be able to continue to work with Jeff in his new role at the Province. Jeff's last day with the County will be on September 16<sup>th</sup>, 2022.

This will create a transition period subsequent to September 16, 2022, while a recruitment process is undertaken, that impacts upon Elgin County service delivery in the following manner:

#### **Elgin-Middlesex Regional Fire School**

Elgin County anticipates continuity of operations and courses offered through the Elgin-Middlesex Regional Fire School. At this time, all courses and programs will proceed as advertised. If you have any questions about the Elgin-Middlesex Regional Fire School, please email Amy Baker – [abaker@elgin.ca](mailto:abaker@elgin.ca). If there is any change to the continuity of Elgin-Middlesex Regional Fire School operations, Elgin County will provide notice of such change as soon as possible.

#### **Fire Training Officer (Resource)**

Elgin County has undertaken initial canvassing of the issue regionally and is working on an interim solution for continuity of fire training services. Pursuant to the shared services agreement that we have in place with several of Elgin's local municipalities for the provision of fire training services, we will provide notice of any changes to this service as soon as possible.

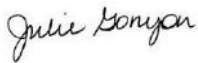
## **Community Emergency Management Services**

Recognizing that Community Emergency Management is an important shared service delivered through the Emergency Management Department, Elgin County intends on engaging external resources to support this function on an interim basis to limit any service impact on local municipal partners. Elgin County will share additional details with you soon once arrangements are formalized. Stephanie Cyros, Emergency Management Program Coordinator, recently joined our team and will help support partner municipalities in achieving year end compliance and completing year end exercises. If you have any questions about Community Emergency Management Services, please email [scyros@elgin.ca](mailto:scyros@elgin.ca).

Please join me in wishing Jeff all the best in his future endeavours.

If you have any questions, please don't hesitate to reach out to me directly – [cao@elgin.ca](mailto:cao@elgin.ca)

Yours Very Truly,



Julie Gonyou

Chief Administrative Officer



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** FIR 2022-11

**SUBJECT MATTER: Elgin County Fire Communications System Study**

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**Recommendation(s):**

None – for information.

**Purpose:**

To provide Council with a summary of the Elgin County Fire Communications System Study Final Report.

**Background:**

KVA Communications Inc. was hired by the municipal Fire Departments of Elgin County to review the existing radio paging and two-way communications systems shared among the Departments. This was for the Fire Chiefs to have an independent report on the system to determine any necessary upgrades and to plan accordingly for future capital expenses. KVA Communications Inc. has completed several previous reviews for various fire departments.

**Summary:**

The entire report has been included with this report. In summary, the system's overall capacity and functionality requires no action. Outside of a few maintenance related items, no immediate upgrades are needed.

The study acknowledges a complete system replacement would cost approximately \$1,000,000. The study recommends each department should budget at least \$30,000 per year, over and above their current expenditures, into system replacement reserves.

The Elgin County Chiefs support the study's recommendations.



**Financial Implications:**

No immediate implications. Staff recommend budgeting \$30,000 into reserves each year going forward, in order to be prepared to fund a future communications system replacement.

**Strategic Plan Goals:**

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
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- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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

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



# KVA

## THE FIRE DEPARTMENTS OF ELGIN COUNTY



# FIRE PAGING AND TWO-WAY RADIO COMMUNICATIONS SYSTEMS STUDY FINAL REPORT

**Prepared By:**

**KVA Communications Inc.**  
113 Gerald Ave.  
Orillia, Ontario L3V 3S4  
Telephone: (705) 259-1282  
E-mail: [kvacommunications@rogers.com](mailto:kvacommunications@rogers.com)

**Prepared For:**

**The Fire Departments of Aylmer, Bayham, Central Elgin,  
Dutton-Dunwich, Malahide, Southwold and West Elgin**

**KVA Project Number: 22-38937**

**Date:**

**August 31, 2022**

**Signed:**

**Al Forest, P. Eng.,  
President**

## **EXECUTIVE SUMMARY**

KVA Communications Inc. has been hired by the municipal Fire Departments of Elgin County to review the existing radio paging and two-way voice communications systems shared among the Departments.

The primary focus of this effort is to confirm that the current situation is consistent with norms established for Public Safety agencies with regard to the quality, stability and redundancy for radio communications. Furthermore, the Fire Departments are looking for guidance regarding short and long term actions to ensure that effective mission critical communications are maintained and enhanced for years to come.

Prior to KVA Communications taking on this assignment in Elgin County, we had certain pre-conceived notions of what to expect for rural Fire Department paging and voice radio communications – these, based on our experience over many years. To say the least, we were pleasantly surprised by what we found here. There are many very good elements about the system, but, it is not perfect.

### **Shoreline Coverage**

The biggest complaint regarding radio operations was the shadowing of OPS channel signals at the beach shorelines of Lake Erie, especially near the towns of Port Burwell, Port Bruce, Port Stanley and Port Glasgow. One possible solution might be strategically located and remotely controlled “fixed” VR units to relay radio calls automatically between a TAC channel and an OPS channel in those areas. Such devices would cost about \$15,000 each, assuming suitable locations; for example, utility poles could be secured at little or no extra cost.

### **Future Plans**

The Departments may wish consider other providers of dispatching and maintenance/repair services; however, they are cautioned to make “apples-to-apples” comparisons, especially with regard to the specific service levels.

In our view, over the next five-to-ten years, there will not be any new technology emerging to supplant the radio system that exists today. Also, now is not the time for system replacement – certainly not a wholesale or “forklift” replacement. The system and equipment has been reliable and should continue to be so.

However, the Departments should keep aware of any developing and troubling trends with the system and take action as needed. There would be not be any specific “upgrades” necessary.

If not already doing so, each Department should be putting aside funds in anticipation for the recommended future “replacement-in-kind” solution, which would cost in the neighbourhood of \$1,000,000. Therefore, each Department should budget at least \$30,000 per year, over and above their current expenditures, for their System Replacement Fund in order to reach that goal in five years and then plan the system replacement process. Hopefully no extraordinary outlay of funds would eat into these reserves.

## 1.0 INTRODUCTION

KVA Communications Inc. has been hired by the municipal Fire Departments of Elgin County; that is, those of the Town of Aylmer, the Municipality of Bayham, the Municipality of Central Elgin, the Municipality of Dutton-Dunwich, the Township of Malahide, the Township of Southwold and the Municipality of West Elgin, to review the existing radio paging and two-way communications systems shared among the Departments. The scope of the study was outlined in our proposal dated January 20, 2022.

The primary focus of this effort is to confirm that the current situation is consistent with the norms established for Public Safety agencies with regard to the quality, stability and redundancy for radio communications. Furthermore, the Fire Departments are looking for recommendations to guide them regarding near and long term actions to ensure that effective mission critical communications are maintained and enhanced for years to come.

### Background

KVA Communications was approached in early 2022 to consider undertaking this study. Given our background in the Land Mobile Radio Industry and a host of similar projects in the recent past including reviews for the Fire Departments of Perth County, Wellington County, York Region and Waterloo Region, not to mention Fire radio studies in the distant past for Middlesex County, Northumberland County, Victoria County and Lennox and Addington County, we gladly accepted the opportunity.

### Objectives

The specific objectives of the study are:

- to review the existing Operations and Paging radio systems utilized by the municipal Fire Departments across the County,
- to ascertain the requirements for mission critical voice radio communications based on our experience and as expressed by operational personnel,
- to provide an assessment of the effectiveness of the current equipment and systems, including their strong and weak points,
- to identify any technical or other issues which require immediate remedial action,
- to provide a set of alternatives and recommendations as a road map to guide the member departments on upgrade and/or replacement strategies,
- to prepare a report which summarizes the findings of our study.

### Sources of Information

The sources of information for this report include the following:

- a project “kick-off” meeting with the Fire Chief at their regular monthly meeting in Aylmer to discuss the scope of the study and other details,
- a meeting at the primary service provider, BearCom Canada (formerly Spectrum Communications), with their account and technical personnel, to determine the system operational and technical details,
- a meeting and site visit with each of the six Fire Chiefs,
- a site visit and discussions with the Tillsonburg Fire Chief and representatives from Five 9 Solutions, their service provider, regarding dispatch operations,
- site visits to three representative base radio sites – master and slaves – to view typical installations,
- review of relevant documentation, including the Industry, Science and Economic Development (ISED) Canada [formerly Industry Canada] Technical and Administrative (Radio) Frequency List (TAFL) website for radio licence technical information,
- radio equipment vendor specifications sheets, as obtained on-line,
- municipal and township websites for background information for each Fire Department.

## 2.0 REVIEW OF THE EXISTING SYSTEM

### 2.1 Overview

The fire protection services throughout Elgin County are handled by the seven municipal Fire Departments, one for each of the seven municipalities within the County (not St. Thomas) with a total of fourteen Fire Stations serving a total population of over 51,000. In 2021, there were a total of 1737 call for service among the departments and this represented 30% of the total calls handled by the Tillsonburg Fire Dispatch Centre, which provides primary dispatching services for all departments. Six Fire Chiefs lead the Fire Departments with one Chief covering Southwold and West Elgin.

There are various agreements in place for mutual aid support to Fire Departments and areas outside of the County, including in Norfolk County, Oxford County, Middlesex County and Chatham-Kent. Our study concentrates on the seven departments within Elgin County and on the radio infrastructure owned and operated by the Fire Departments.

### 2.2 Fire Department Operations and Equipment

Nine-One-One calls from areas serviced by the Fire Stations within Elgin County are initially answered by the Public Safety Answering Point (PSAP), Northern 9-1-1 in Sudbury and then routed, as necessary, to the Tillsonburg Fire Dispatch Centre, located at 80 Concession Street East, where the calls are answered by one of the Fire Dispatchers on duty.

ANI/ALI information pertaining to the calls is also provided to the Dispatcher and the Computer Aided Dispatch (CAD) system which provides the specific instructions, called the ***Run Sheet***, for that particular Department/Station. These Run Sheets have been developed, refined and updated by each user organization themselves, in conjunction with the Tillsonburg Fire Department. Among other elements displayed, there is an electronic map of the incident location provided for the Dispatcher. For ease of identification and accuracy, these maps are colour coded and scalable.

It should be noted that the seven Fire Departments have adopted common Standard Operating Guidelines in order to provide appropriate responses to emergency incidents and to ensure effective communications among Fire Fighters, between Departments and with Fire Dispatch.

Using the Run Sheet information provided, the Dispatcher would alert the volunteer Fire Fighters from the designated Fire Station by activating the appropriate console module. This action would cause a specific two-tone audio signal to be broadcast from the VHF simulcast paging system, whose transmitters are located at seven strategically located sites around the County (not including the Oneida Water Tower). The Dispatcher would then broadcast the details of the call by voice. This sequence is repeated approximately one minute after the initial page with tones and voice being broadcast a second time throughout the County.

All of the radio pagers worn by volunteer Fire Fighters that are within range of the broadcast would receive the signals, but only the pagers of the designated Fire Station personnel would respond and enable their unit's speaker to allow the Dispatcher's voice message to be heard.

There are typically about 20 volunteer Fire Fighters per Fire Station and each would be provided with a radio pager –the majority of units are understood to be Motorola Minitor V and VI, although other models including some Swissphone and Unication pagers are used. The primary requirement is for a rugged and reliable unit, operating at the paging frequency of 151.970 MHz.

In addition to the VHF paging channel, there is a mechanism in place to convey alerts to volunteers' "smartphones" via the Internet and cellular telephone using the "SINIRJI", "IamResponding", or "Who's Responding" applications. These also provide data to some of the Fire Halls where the information is displayed on large TV screens.

Anecdotal information indicates that sometimes these alerts are received prior to the actual VHF paging signal.

In virtually every case, the volunteers would respond to their Fire Station and typically, the first one to arrive would call back to the Fire Dispatcher in Tillsonburg to acknowledge details of the call for service. This return call would be made on the Elgin OPS 1 channel via the Fire Hall base radio unit. The local Fire Chief may also respond on his mobile or portable radio. Once the Dispatcher receives the call from the responding unit, they will repeat this message on the paging channel, so that volunteers still enroute would be aware of the unfolding events.

All radio communications for the enroute units and personnel would continue via Elgin OPS 1 until their arrival at the incident location and the Incident Command is established. Once that happens, the Dispatcher would assign one of the three Elgin TAC channels for fireground operations. All Fire Fighters arriving to the scene would be advised of the Elgin TAC channel which would be used for that incident.

The on-scene Fire crew would continue their operations on their assigned Elgin TAC channel with all voice radio traffic being recorded in Tillsonburg. A second Elgin TAC channel may be requested for the same incident to alleviate excess radio comms on the primary channel for activities such as water supply and equipment staging. In some cases, depending on the distances or terrain involved, these secondary communications may be conducted on the Elgin OPS 2 channel.

The Incident Commander may be instructed to, or they may initiate a request to, switch to the Elgin OPS 2 channel. The main purpose of this switch would be to make Elgin OPS 1 clear, should another incident arise during the original call. The Incident Commander would monitor both the Elgin OPS 1 (or 2) and the assigned Elgin TAC channel with his portable and truck radios (some of these are equipped with a Bluetooth or Wi-Fi wireless remote microphone) or with two portable radios.

Like the paging channel, Elgin OPS 1 and 2 are VHF simulcast from eight sites (now including the Oneida Water Tower); however, they utilize repeater channels, so they are two-way, with separate transmit and receive frequencies. The Elgin TAC 1, 2, 3 channels are direct or simplex; that is, they use the same VHF frequency for both transmit and receive modes of operation.

Unlike the OPS channels, which provide wide-area coverage, the TAC channels are local, primarily because of the use of portable radios; however, since there are base receivers located at all eight repeater sites, these local transmissions are by and large extended back to the Tillsonburg Comm Centre where they are recorded for future reference, as necessary.

Regarding interoperability with outside agencies, the Fire Departments have some alternatives. Within Elgin County, the first eight channels for all radios are programmed identically, so that communications may proceed easily. Outside of the County, depending on the location, the Departments may interoperate with units from Norfolk County, Oxford County, Tillsonburg, Middlesex County, St. Thomas, Chatham-Kent and the Oneida First Nation. All of these utilize VHF, so the channels may be programmed, assuming sufficient space is available in the specific radio units. The Ontario Fire Marshal (OFM) channel may also be used for direct interoperability among radios from different Fire Departments. As a last resort, a more practical solution may be to swap portable radios for the duration of the specific Mutual Aid activities.

All radios in Elgin County have a VHF Canadian Coast Guard frequency programmed for water rescue operations, as needed. For other outside agencies, for example, Police and Public Works, initial contact would be facilitated through Dispatch and on-scene communications would be done face-to-face.

Each Fire Department has a similar complement of radio equipment which include a Fire Hall base complete with a paging encoder, Fire Truck mobile radios, with the Incident Command vehicle sometimes having two radios, portable radios and pagers for the volunteer Fire Fighters. The majority of radio units are from Motorola, although it is understood that some Kenwood radios are in use. Pagers are manufactured by Motorola, Swissphone and Unication and some portable radios are equipped with a voice annunciator function, so that the user does not need to see the front panel in order to confirm which channel is being selected.

The user radio equipment repairs are done by BearCom Canada or Five 9 Solutions on an “as required” basis.

For privacy and to keep the County radio channels clear for mission critical communications, it is understood that administrative and other non-emergency calls would be conveyed by cell phones.

### 2.3 Radio Infrastructure

Refer to Appendix A, Block Diagrams, for a schematic representation of the paging and operations radio communications infrastructure. The radio infrastructure is located at ten (eleven, if you count the Tillsonburg Comm Centre) sites strategically situated around Elgin County and a bit beyond. These sites are as follows:

- the tower on John Wise Line at Imperial Road (master site)
- Straffordville: at the FS Partners Feed Mill, Jackson Line & Plank Road
- the Belmont Water Tower
- the Ford Water Tower
- the Oneida Water Tower
- the Port Stanley Water Tower (back up master site)
- the Wallacetown Water Tower
- the Rodney Water Tower
- the AGRIS Co-operative Feed Mill in Dutton
- the town reservoir site in Tillsonburg

Among other reasons, these sites have been selected due to the heights of their existing structures – ranging from 120’ to 220’ above ground level – allowing the primary VHF broadband antennas to be placed at the top for maximum coverage.

We first consider the John Wise Line site, which is designated the “Master” for the paging and OPS transmitter systems. The remaining infrastructure sites utilize similar equipment, with the Port Stanley site designated as the back up Master. Should any failure at the John Wise site cause its functioning to stop, the control system automatically switches over to Port Stanley until the failure(s) are rectified.

The **VHF ANTENNA MULTICOUPLER**, designed and built by Sinclair Technologies, is used to combine the various transmit and receive frequencies at the site onto a single wideband Sinclair **SD214** (four bay dipole) **ANTENNA**. The multicoupler consists of a number of tuned cavities (aluminum “cans”) which are specifically and precisely set up to pass certain frequencies and to block others. It allows for the simultaneous transmission and reception of VHF radio signals (full duplex) at the site.

At some sites, there are **SD212** (two bay dipole) antennas and there are other, non-Fire Department base radios connected to the same antenna. It is assumed the any actual or potential interference conditions were rectified during the original installation in 2014.

The frequencies used are:

CHANNEL	BASE TRANSMIT	BASE RECEIVE
PAGING	151.970 MHz	---
OPS 1/2 Transmitter	164.910 MHz	---
OPS 1/2 Receiver	---	168.555 MHz
TAC 1	---	171.420 MHz
TAC 2	---	165.555 MHz
TAC 3	---	163.830 MHz

The entire radio system operates as an IP (Internet Protocol) data network, with virtually all active elements having an IP address. Although the Paging channel and the three TAC channels end up being in analog mode, these are converted to digital streams, so that along with the two OPS channel signals, all voice information is being processed as data.

The OPS channels operate in digital mode per the DMR Tier 2 Standard in what is known as two slot TDMA (Time Division Multiple Access). The radio channel which is 12½ KHz wide is divided into time slots, with slots 1, 3, 5, 7, ... assigned to OPS 1 and slots 2, 4, 6, 8, ... assigned to OPS 2. The analog voice audio from the Dispatcher's microphone is converted into a stream of data packets by means of a device called a Vocoder and transmitted over the air. The receiver reconstitutes these packets back into analog mode as heard in the radio speaker. To ensure correct receipt, the data stream contains redundant bits to help overcome the inevitable fades in signal that occur at VHF. At the limits of coverage, there are too many data errors to be corrected and the audio falls apart.

All of the VHF base radio equipment is manufactured by Radio Activity SRL from Milan, Italy.

The **ROUTER**, made by MicroTik of Markham, is used to distribute the various data packets to/from the respective radios over the **4.9 GHz ANTENNAS / MICROWAVE** system, manufactured by Ubiquiti Networks of New York, for pick up from, and delivery to, the Tillsonburg consoles. Unlike in the past, microwave antennas and RF units are now supplied as integrated pairs, with power and data being the only connections to the equipment in the shelter below.

To facilitate wide area coverage, the OPS channels take the audio received at one or more sites and distributes it to all sites for re-broadcast. The mechanism for this includes the use of receiver voting – now primarily achieved the use of software rather than a physical piece of equipment. This voting process analyzes the quality of signals conveyed from each remote site and selects the best quality for re-transmission. The TAC signals received at each site are also analyzed so that the best is chosen to be recorded at Tillsonburg. The direct connection from the consoles ensures that Dispatcher priority is normally in effect; that is, the Dispatcher may pre-empt a call in progress between field radios, should the need arise.

Being simulcast systems, the paging and OPS transmissions must be carefully controlled to make sure that mutual interference between sites does not occur. (You may be aware of what happens when two radios are keyed up on the same channel at the same time – generally speaking, both transmissions are garbled, due to heterodyning.) To ensure successful simulcasting, the transmit frequencies, modulation levels and “launch” times at each site must be precisely established and controlled.

Now-a-days, the most practical way to control base transmit and receive frequencies sufficiently precisely is by means of **GPS RECEIVERS**. A “normal” base FM transmitter, such as ones used



for non-simulcast VHF systems, must maintain an accuracy and frequency stability to within about one part per million ( $\pm 1$  ppm). A simulcast transmitter requires stability to about one part per billion ( $\pm 1$  ppb). This is orders of magnitude more stringent and requires the use of an external frequency source. The GPS system of global satellites generates extremely precise time signals which provides the needed accuracy.

To make sure the connections to/from each site are controlled, stable and interference free, microwave links in the 4.9 GHz band reserved for Public Safety have been established. High gain, directional dish antennas, aimed at the remote sites, focus the radio waves to ensure reliable connections, not prone to fading due to weather or other environmental factors. Since the distance between the Rodney Water Tower and the Oneida Water Tower is too great to allow a dependable link, an intermediary “hop” site was established in Dutton.

As shown in Figure 5, the microwave system is configured as a RING (actually two rings). This arrangement increases significantly the overall reliability of signal distribution. Should a single link be lost due to equipment failure or an atmospheric fade, the flow of data would automatically reverse and the system would return to complete functionality. Within this set up, there is only one single point of failure and that is the link between the Tillsonburg reservoir site and the Comm Centre; however, it is understood that there are currently plans to expand this connection into a ring between the reservoir, Comm Centre and the backup Comm Centre facility.

All of the radio and control equipment at each site operates from a **UPS** (Uninterruptable Power Supply) unit, made by Alpha Technologies of Burnaby, BC, which is powered by eight (8) batteries, each with a capacity of 100 Amp Hours. While it is unclear exactly how long this power system could maintain operations should the primary AC power fail, it would certainly be well in excess of 8 hours, the norm for most Public Safety radio systems.

All site equipment and cabinets are connected to ground and each antenna cable has a grounded Polyphaser protection device to minimize damage from lightning strikes to the tower.

BearCom has set up its monitoring system for remote access to status and “health” data for each site and all of the radio units (but not the paging power amplifiers used at some sites). This provides alarm information to their service personnel should performance parameters fall below prescribed thresholds, allowing quick deployment for repairs. The remote monitoring system includes alarms for loss of primary AC power and in some cases, high and low temperature alarms should the controls at the site fail to regulate the ambient environment.

## **2.4 Communications Centre Equipment**

The primary access points to the paging and radio systems in Elgin County are two Avtec IP Consoles located at the Tillsonburg Comm Centre. (It is understood that there is an expansion program in place with a plan to have four active consoles. To date, this expansion may have already been completed.) The path for the radio signals is via the Tillsonburg Reservoir site and through a number of router, gateway, and server units for the OPS and Tac channels. The Paging gateway unit is located at the Reservoir. The gateways are manufactured by Avtec and Radio Activity.

During active calls, the dispatcher monitors both Elgin OPS channels which are recorded using the centre’s Komutel logging recorder. The TAC channel audio is received and recorded for future reference; however, it is not readily available to the dispatchers in real time and therefore not typically monitored. The OPS channels are the primary means for the Incident Commander to call for additional support.

When the Dispatcher activates the paging function, to ensure that the correct tone code was actually broadcast on the system, there is an annunciator panel available which by a series of lights provides a positive visual confirmation. (This panel is critical when Tillsonburg is alerting a remote Department such as Fort Erie.)

As a backup mechanism, should the primary links fail, the Dispatcher has a base radio at their disposal on the Elgin OPS channels to access the system directly.

Furthermore, if the Comm Centre itself were to be evacuated, the Dispatchers would move to the Tillsonburg Customer Service Centre (CSC) which is in a geographically separate location. At the CSC, there is an identical Avtec Console which is connected by means of a fibre optic cable and it can be configured to have the same “look and feel” of the primary consoles. Also, if there is need for additional dispatching resources during a surge in activity, this console may be utilized. The CSC location is also equipped with a base radio unit and access to the paging gateway at the Reservoir.

### **3.0 ASSESSMENT**

#### **3.1 Effective Radio Communications**

Effective two-way voice radio communications are a necessary part of the “mission critical” operational requirements for municipal Fire Fighters when dealing with the routine and emergent situations which they can face on any given day. In order to be effective, all six of the following basic requirements must be satisfied.

**The two-way voice radio communications system must:**

- i) have adequate coverage,**
- ii) have sufficient capacity,**
- iii) provide the required functionality,**
- iv) deliver reliable operation,**
- vi) be compliant with Industry (ISED) Canada regulations, and,**
- v) be cost effective.**

Coverage is the unique requirement for radio systems; without coverage, there is no radio system. To be effective, radio coverage must encompass, in a reliable manner, the areas and modes of operation which municipal personnel utilize on a daily basis.

Excellent radio coverage throughout the required areas would be useless, if the radio communications were to be disrupted and Fire Fighters could not gain access to their co-workers, supervisors or dispatchers within a reasonable length of time, especially during critical life and death situations that can occur during fire suppression activities.

The radio system must satisfy the functional and operational requirements of the end users, including the need for interoperability among user groups, as and when needed.

Operational reliability is a critical aspect to overall radio system effectiveness. Down time must be minimized and a robust system configuration is required with adequate redundancy of equipment and components throughout the radio infrastructure. Back up power is needed at all radio and control sites to ensure continued operation without the main AC power feed.

Any failures causing a *complete* system shut down would be unacceptable. Work around equipment, plans and procedures must be set up to ensure that radio communications continue at all times with perhaps reduced performance levels. Users should be fully trained and comfortable with back up procedures and to understand the limitations of all failure-mode operations.

An effective maintenance and repair program should be in place to ensure that the inevitable equipment failures are rectified quickly. The remote monitoring of equipment status, in order to

ensure timely equipment repair, is an important aspect of system reliability. There should be plans in place to periodically update and/or replace obsolete equipment and sub-systems.

The radio systems must comply with all ISED Canada technical regulations including the Redeployment Plan for Land Mobile Radio equipment operating within the frequency range of 100 - 500 MHz. Furthermore, if there were to be a need for additional radio channels, user agencies should be aware of the justification process utilized by Industry Canada.

The radio systems and ancillaries should be cost effective for the respective agencies to own and operate.

### **3.2 Analysis of the Current Systems**

How well does the radio system currently in place satisfy the operational needs of the municipal Fire Departments in Elgin County ?

#### **Coverage**

Refer to Appendix B for a set of coverage maps generated using the available technical information for the eight base paging/repeater sites. There is a plot for each site individually and three with (i) all sites together, (ii) all sites except Oneida representing paging coverage, and (iii) all sites except the Ford Water Tower, representing coverage for the TAC 1 channel.

Paging is, of course, one-way from the base transmitter to the pagers and the TAC channel is also one-way from the user equipment back to the base receivers. The OPS channels are two-way, the so-called “talkout” and “talkback” paths. In our analysis, based on the various technical parameters understood to be in place – things such as transmitter RF power output, cable and multicoupler losses, antenna heights, etc. – the coverage is approximately the same for talkout to portable radios and pagers and for talkback. Hence, only one coverage plot is shown.

These coverage predictions are based on the expected coverage for portable radios at chest level as used by Fire Fighters outdoors at an incident. The parameters include an expectation of Circuit Merit (CM) or Delivered Audio Quality (DAQ) for digital calls of at least 3.4 (on a scale of 1 to 5) and the zones in red show the extent of an Area Reliability figure of 95%. This means that in those areas, of 100 points taken at random, at least 95 would be expected to have good coverage.

Acceptable coverage for portable radios may extend beyond the red zones; however, the reliability level would fall below 95%. **Note:** There are no specific “standards” established for Public Safety agencies in Canada with regard to radio coverage. One hundred percent area reliability is not achievable in practical terms.

However, within the Land Mobile Radio Industry, there is a document, TSB-88, published by Telecommunications Industry Association (TIA), which sets out the methods to predict and test for radio coverage over wide areas. This may be considered by some to be the “de facto” standard. In our view, this document presents many useful ideas; however, it is largely a product of the major suppliers in the sector and thus masks their vested interests. It is interesting to note, that TSB-88 originally recommended an area reliability figure of 95% for Public Safety agencies. Subsequent revisions increased this to 97%, but the latest version reduced the level back to 95%.

From Figure 14, there appears to be a coverage hole in the middle of Southwold. This is likely not the case, due to a phenomenon that is termed “Voter Advantage” for base receivers (and its equivalent for simulcast transmitters) in areas of overlap from two or more sites. The rationale goes like this: In an area with 77% coverage reliability from two sites, of 100 points chosen at

random, 77 would be covered by site a and 23 would not be covered. Of those 23 points, 18 would be covered by site b and there would be only 5 points without coverage. Hence, a 95% area coverage is achieved. With three or four sites providing some amount of the coverage, the required reliability from each is far less. Fifty percent coverage from each of four sites should provide more than 97% area reliability.

After the recent failures of base receiver units due water damage which necessitated a re-jigging of the TAC receivers, it was decided to eliminate the TAC 1 unit from the Ford Water Tower. While it would have been far better to install a spare unit, the choice made is probably having the least impact on day-to-day operations, as that tower has four sites surrounding it. With voter advantage coming into play in that blank area, reliable coverage is likely quite good. Refer to Figure 16.

However, this voter/simulcast advantage does not improve reliability in areas where only one site provides coverage.

It can be seen from the coverage maps, that highly reliable coverage to and from portable radios and to pagers is not achieved throughout the County. As indicated by the Fire Chiefs, the main areas where portable coverage is deficient is along the shoreline of Lake Erie in beach areas, in the north-west area of West Elgin and northern parts of Malahide and Bayham – near Avon, Springfield and along Highway 3 going to Tillsonburg. This is consistent with the predicted coverage shown in Figure 14.

Since a paging transmitter is not installed at the Oneida Water Tower, the expected reliable coverage is shown in Figure 15. It is not certain why there were no complaints of poor paging coverage in the upper end of Southwold; however, it may be that the three surrounding sites, Wallacetown, Port Stanley and Ford, compensate for the deficiency. It is understood that there is a high power RF amplifier used at the Ford site, which may partially explain the extra coverage.

Also perhaps, in this area is where volunteers have the Internet app on their smartphones and they may be getting their alerts before their pagers go off.

## **Capacity**

With the current complement of two operational channels and three tactical channels, there seems to be more than ample capacity in the radio system to handle day-to-day operations, which on average, would be less than a few calls per week for the typical Fire Station. No Fire Chief complained of a lack of system capacity.

The primary issue is how does the system handle a surge of calls, during for example, wide-area storm situations ? Calls may be divided among the two OPS and three TAC channels and if the incident locations are sufficiently separated geographically, one TAC channel may be able to be shared without mutual interference. The Dispatchers would control channel access and inform Incident Commanders of such sharing arrangements.

## **Functionality**

The paging and radio communications infrastructure provides for the alerting/dispatching of volunteer Fire Fighters throughout the County and mission critical voice communications for tactical on-scene operations. As indicated by the Fire Chiefs, no other functionality is required, although there may be a need to program additional channels in a few cases to allow for improved interoperability outside of the County.

Furthermore the radio infrastructure, with the three TAC receivers distributed around the County, provides the means to record at the Tillsonburg Comm Centre virtually all of the incident radio comms conveyed on these simplex frequencies.

In addition to all of the console and ancillary support equipment at Tillsonburg, the Dispatchers have a paging annunciator panel which provides a positive acknowledgement that an alert has actually been broadcast correctly. This provides assurance that some catastrophic equipment failure hasn't occurred to prevent the signals from being transmitted.

### **Reliability**

The paging and voice radio communications systems are well designed with inherent reliability. The multiple site configuration ensures that, generally speaking, single point equipment failures would not cause a complete shutdown. For example, if a single radio unit fails, the ones at the other sites would still be available as normal.

If an entire site is lost, then the other seven (or six for paging) sites would still provide communications, albeit with somewhat reduced coverage for portables – depending on which site failed. Mobile coverage should still be more than adequate.

If the Master site (at the John Wise Line tower) were to fail, the Port Stanley Water Tower site would automatically be designated the new Master, and operations would continue.

Because of the microwave linking ring configuration, a single link failure should not disrupt communications.

All radio units at each site are powered from a UPS complete with eight 100 Amp-Hour battery units and primary site AC power is monitored remotely. The John Wise Line site shelter seems to have an exterior connection for a transportable generator for extended periods of no primary power. It is assumed that the other sites could be powered in a similar manner, if necessary.

Other specific equipment failures would have varying degrees of impact on the systems. Hence it is important that the remote monitoring system in place at BearCom is available to alert and dispatch their technicians immediately upon a failure, so they may expedite repairs and bring the system back to full functionality. It is understood that at some sites, the paging power amplifier units are not monitored, so it is critical for users to report on any paging anomalies they experience. On the other hand, due to the simulcast configuration, a failure of one of these power amplifiers may not be immediately obvious to the volunteers.

Another key element affecting the overall availability of a Public Safety radio network are its backup units. There must be several levels of backup. For example, if a console fails, there are at least two (and soon more) identical consoles which can take over. If **all** consoles were to fail, there are access base radios available to the Dispatcher to maintain communications. If there were to be major outages affecting several base radio sites, each Fire Hall is equipped with a base radio complete with a paging encoder to allow continued contact with deployed Fire Fighters and the Comm Centre.

While we did not visit all of the base radio infrastructure locations, we did view three representative sites – the Belmont Water Tower, the Ford Water Tower and the John Wise Line Tower. It is understood that the Ford Tower may be slated for removal and so a substitute site would need to be developed, in that eventuality. The John Wise Line site seems to be rather old (a former cable TV site ?) with a dated, but functional equipment shelter.

## **Industry (ISED) Canada Compliance**

The equipment conforms to all technical requirements mandated by Industry Canada, except that the analog channels operate in 12½ KHz mode, which makes them technically “non-standard” as of January 1, 2010, to Phase 2 of the Redeployment Plan (RDP 100-500 MHz). Unless and until the federal government formally requires a move to narrow-band (6¼ KHz) operation (with a minimum of two years’ notice) the Fire Department need not make changes. In light of the current spectrum situation in the VHF band, this is highly unlikely.

## **Cost Effectiveness**

It is understood that the system and equipment is cost-effective for the municipal Fire Departments to operate, although there were concerns raised about the relative high cost of dispatching services and the increasing costs of radio equipment repair.

## **3.2 Conclusions**

Prior to KVA Communications taking on this assignment in Elgin County, we had certain pre-conceived notions of what to expect for rural Fire Department paging and voice radio communications – these, based on our experience over many years. To say the least, we were pleasantly surprised by what we found here.

Like many things, a well-designed and functional radio system should be transparent to the end users. They can “take it for granted” and thus Fire Fighters can focus on the critical tasks at hand and not have to worry about the technical details of the radio system.

There are many very good elements about the system, but, it is not perfect – no system ever is.

The fact that all of the Fire Departments have developed and agreed upon a common set of radio operating procedures is a good thing and it certainly helps to utilize the radio system efficiently.

Having Tillsonburg Comm Centre provide professional Dispatcher support throughout the entire call and then providing an Incident Report in a timely manner, with time stamped markers for all significant elements, also helps on-scene personnel to focus on their required tasks. Various systems, such as the Paging Annunciator panel, assist Dispatchers in their efforts to expedite the call processes. Furthermore, with additional resources and backup systems readily available, the Comm Centre can handle surges in call volumes and potential equipment failures.

Many other rural Fire Departments struggle to solve the problem of how to record on-scene radio communications when operating via direct, simplex channels; that is, off the network. Some try less effective methods such as mobile recording units in a Fire truck or in their local Fire Hall. However, the idea of providing TAC receivers at every base site is an elegant solution and often not implemented due to cost factors. Yet you have it here.

It is understood that the radio system has been very reliable over the past eight or so years, with recent outages caused externally by water damage, rather than by internal equipment or component failures. Having 24/7 monitoring of equipment and site “health” means that the inevitable failures can be dealt with quickly. The on-going Preventative Maintenance program is key to keeping the system fully functional.

If anyone needed further evidence that relying on an Internet provided application for mission-critical / emergency communications is not a good thing, then the nation-wide outage of Rogers on Friday July 8, 2022 is ample proof. Having a completely independent paging and voice radio

communications system is essential. The “smartphone” applications which can enhance the alerting process have their place, but they are not, repeat not, a substitute.

There may be an interesting dilemma shaping up in the telecommunications Industry in Canada as Public Safety users look to adopt broadband network operations, as is being done in the US. There the “FirstNet” system is being implemented by AT&T on its commercial LTE network with priority and pre-emption features for First Responders who operate on the network. In Canada, it would likely be one of the large, nation-wide carriers who would be the only entity capable of implementing such a network. There would have to be “iron-clad” guarantees that wide-area outages simply never occur. Thankfully, for rural Fire Departments use of such broadband networks for anything but secondary communications, is likely only in the distant future.

## **4.0 ALTERNATIVES**

This section of the report provides some details as to what the municipal Fire Departments could do to improve areas of deficiency in the radio system. It should be noted that there were no issues found which necessitate immediate remedial action.

### **Coverage**

#### **Shorelines**

The biggest complaint regarding radio coverage was the shadowing of OPS channel signals at the beach shorelines of Lake Erie, especially near the towns of Port Burwell, Port Bruce, Port Stanley and Port Glasgow.

One possible solution would be to implement a true vehicular repeater in at least one vehicle per station in areas where these deficiencies are experienced. Unlike the current microphone extenders, these VR units would receive the TAC channel and re-broadcast it on one of the OPS channels (and vice versa). The problem is that users have indicated that this VR unit would need to be parked at the top of the bluffs in order to have coverage to the OPS channel. This would be a similar situation as to what is done currently in order to maintain communications with Dispatch: a vehicle and operator are left on top to relay messages. It seems a VR unit would not be practically different as the vehicle would still require a Fire Fighter to remain with it.

Alternatively, if a “fixed” VR unit were to be strategically located on the top of the bluff and have the capability to be remotely activated and disabled (say, by using DTMF tones generated by a portable radio), then once a team finds itself without OPS coverage, that unit would be enabled to automatically relay messages. It would not be necessary to implement a tall tower for the antenna, since vehicular mounted antennas are sufficient given the right location. It is estimated that such a device would cost between \$10,000 to \$15,000, assuming suitable locations (one for each beach area) could be secured at little or no expense – for example, on a local utility pole.

#### **Other Areas**

There are several other areas in the County where spotty coverage was reported. If these are areas where coverage for mobile radios is also poor, then there would be little recourse than to add new base repeater sites – one in the east and one in the west. At some \$100,000 per site, this approach would not seem to be cost effective.

On the other hand, if these are areas where wide area portable coverage is required, then a wireless microphone or full vehicular repeater option should suffice to allow the Incident Commander to monitor both OPS and TAC when away from their vehicle.

**Capacity**

The system capacity is fine and no action is needed.

**Functionality**

Operational functionality is fine and no action is needed.

**Reliability**

While the systems have been quite reliable over the years since implementation, there is the potential for increasing failures, especially for two elements. As put forward recently by BearCom, they have proposed to replace all of the TAC 1 base receivers with the latest, KAIROS product line from Radio Activity SRL, at some \$75,000 plus.

Also, due to past “intermittent” disruptions with operations, BearCom is proposing that the entire microwave linking system be replaced. Here, there are two alternatives presented – units from Ubiquiti Networks at about \$90,000 and units from Cambium for just over \$150,000.

**ISED Canada Compliance**

There are currently no issues with regard to ISED Canada compliance and no action is needed, unless and until there is a mandatory requirement to comply completely with the Redeployment Plan, a highly unlikely prospect.

**Cost Effectiveness**

It is understood that the current infrastructure and user equipment represents cost effective solutions for the Fire Departments. However, the Departments may wish consider other providers of dispatching and maintenance/repair services. They are cautioned to ensure that they are making “apples-to-apples” comparisons, especially with regard to service levels during surge or major failure scenarios.

**5.0 RECOMMENDATIONS**

With regard to the paging and voice radio communications systems used by the municipal Fire departments of Elgin County, the following suggestions and recommendations are made by KVA Communications Inc.

**Grounding**

During our visit to the John Wise Line tower site, it was noticed that perhaps the shelter grounding was not entirely adequate. Good equipment grounding is essential as a protection mechanism, should the tower be struck by lightning. It is recommended that the site grounding be explicitly measured at the next PM inspection to ensure compliance with Industry norms such as the Motorola R56 or Harris AE/LZT 123 4618/1 specs. The grounding at other sites may also need to be verified.

**Planned Obsolescence**

Regarding the introduction by radio vendors of new products – portable radios in particular – which have redesigned accessories, such as batteries, chargers and microphones, there is no easy answer. It can create major logistics challenges for a Fire Department and can even impact operational efficiency. When a wholesale changeout of radios is out of the question, the only solution may be to try and source compatible after-market accessories, and eventually used radios.



It is frustrating when, in the name of progress, major suppliers put profits ahead of serving their long standing customer groups.

### **Spare Parts**

While it is certainly not the ideal situation for any Public Safety agency to be short of spare parts, it may not be the dire condition suggested, not having spare components for the RA units. The radios have generally been reliable and external factors were to blame for the recent failures. Another failure at this point, should not be catastrophic, as the system could be re-jigged as had been done to TAC1 to minimize the overall impact. The multiple site configuration of the system allows for a high degree of flexibility and reliability.

Radio Activity themselves have stated that *“as far as our old RA-160 base station[s], we still guarantee repairs”* and that they would explore other possibilities to provide their best support. Also, it is understood, that by law, suppliers of infrastructure electronics equipment must provide spare parts at reasonable cost for up to seven years after a product is discontinued from manufacture (2020 for the case of the RA-xx product line).

### **Towers**

There was a question raised as to whether the Fire Departments should consider erecting their own radio towers in order to (i) reduce the site rental being paid to the existing tower owners, and (ii) generate revenue from other agencies, such as cellular providers. While it is true than in recent years, there has generally been an increase in tower access fees – primarily due to the CRTC’s mandate that cell providers allow access by competitors to their towers – it is unlikely this is an avenue for the departments to consider. [Gone are the days, when the cellular carriers would provide access to their towers and equipment shelters to local Fire Departments at no charge, in order to be seen as “good corporate citizens”.] In addition to the costs of the actual tower, foundations and installation, there are issues related to finding the right location, land acquisition, building and zoning approvals, dealing with local protesters and maintenance.

Currently five of the ten sites used for the system are water towers owned by member municipalities. If the rental for these sites are considered excessive, then the Departments themselves need to convince their councils to make reductions.

### **Dispatching Services**

The dispatching services from Tillsonburg Fire was universally praised as being “top notch” by the Fire Chiefs. From our perspective, what we saw there was untypical and very impressive when compared with what most rural Fire Departments have to put up with. Tillsonburg is well equipped to handle day-to-day operations with a professional, well trained staff. They are forward thinking and proactive in their planning and execution of expanded facilities and are well able to deal with the inevitable “storm surges”. They comply with the latest NFPA 1061 requirements and are planning for Next Gen 9-1-1 upgrades.

It is unlikely that the Fire Departments of Elgin County would be able to find a better level of service from any other facility; however, it would be up to each Department to decide whether it is too costly. It is assumed that a less expensive service would not be up to the same level as Tillsonburg. How much less would still be acceptable ?

### **Maintenance and Repair**

There are indications that over time, Spectrum/BearCom has become more expensive and less responsive to the needs of the Fire Departments. While BearCom has the knowledge and experience of servicing the radio infrastructure since its installation, there are other service providers available who could also get the job done. It would be up to each Department to determine the best fit for themselves.

## The Future

In our view, over the next five-to-ten years, there will not be any new technology emerging to supplant the radio system that exists today. There is no need for a P25 solution and broadband may have potential as an adjunct, but never as the primary means for mission-critical communications in Elgin County.

Also, now is not the time for system replacement – certainly not a wholesale or “forklift” replacement. The system and equipment has been reliable and should continue to be so. But, of course, the Departments should keep aware of any developing and troubling trends with the system and take action as needed. Also, no specific “upgrades” are necessary for the system.

If not already doing so, each Department should be putting aside funds in anticipation for the recommended future “replacement-in-kind” solution. No vendor should be given any specific advantage. If, for example, the TAC1 channel equipment were to be replaced at this time with the proposed KAIROS units, there might be less flexibility to choose freely a vendor or equipment when the time comes for replacement.

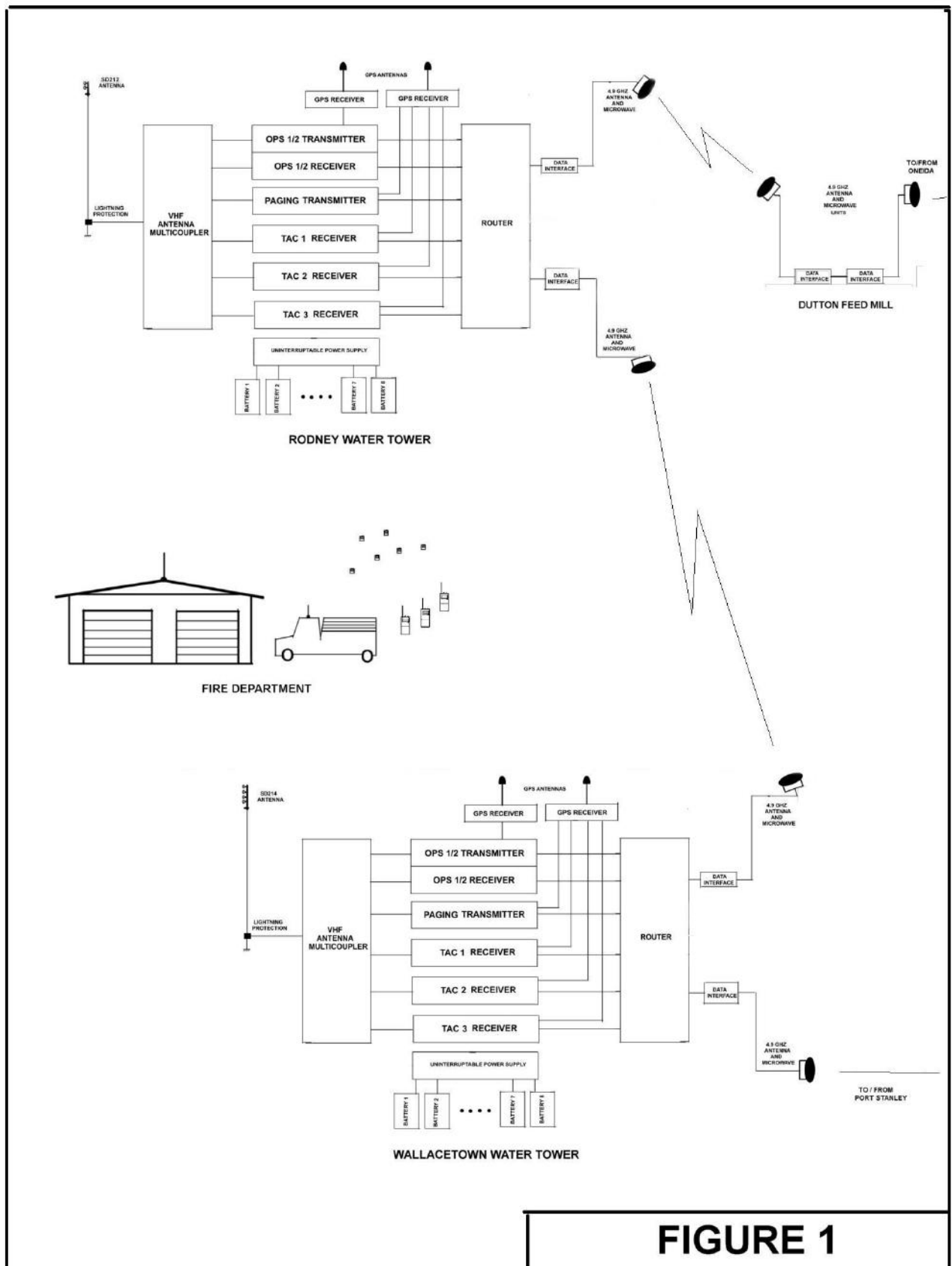
A similar argument can be made for BearCom’s proposed replacement of the microwave linking system equipment. The intermittent problems cited may be due to any number of factors including atmospheric conditions. The ring configuration is designed to mitigate those factors, so a replacement at this time is not warranted, in our view, unless there were to be major and consistent equipment failures.

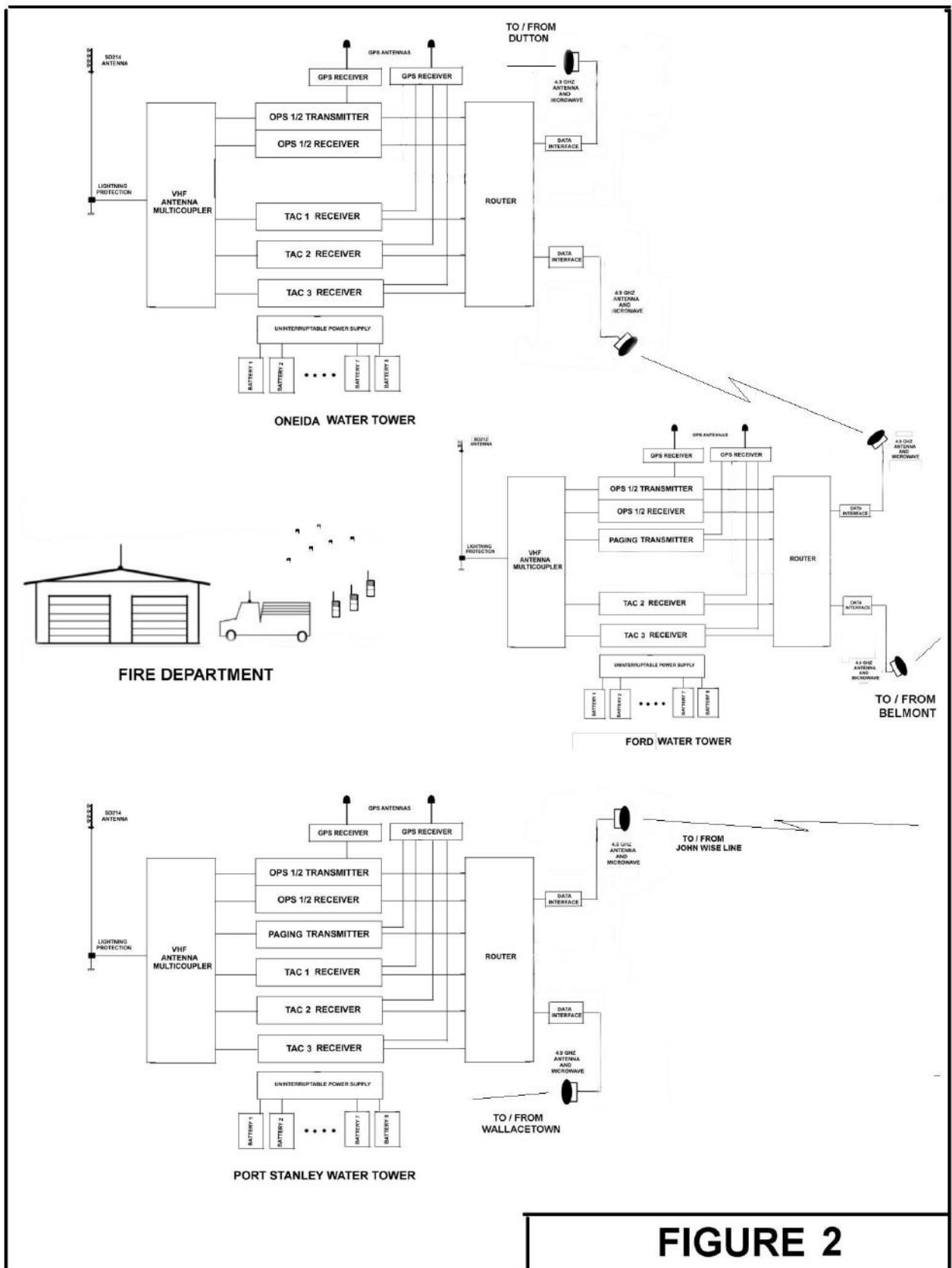
Doing a piece-meal change out might seem to be a way to stretch out the costs; however, the overall benefits to such a plan should be taken into consideration. BearCom themselves stated that the advantage to a “forklift” replacement was having all equipment with the same warranty, rather than a patchwork set.

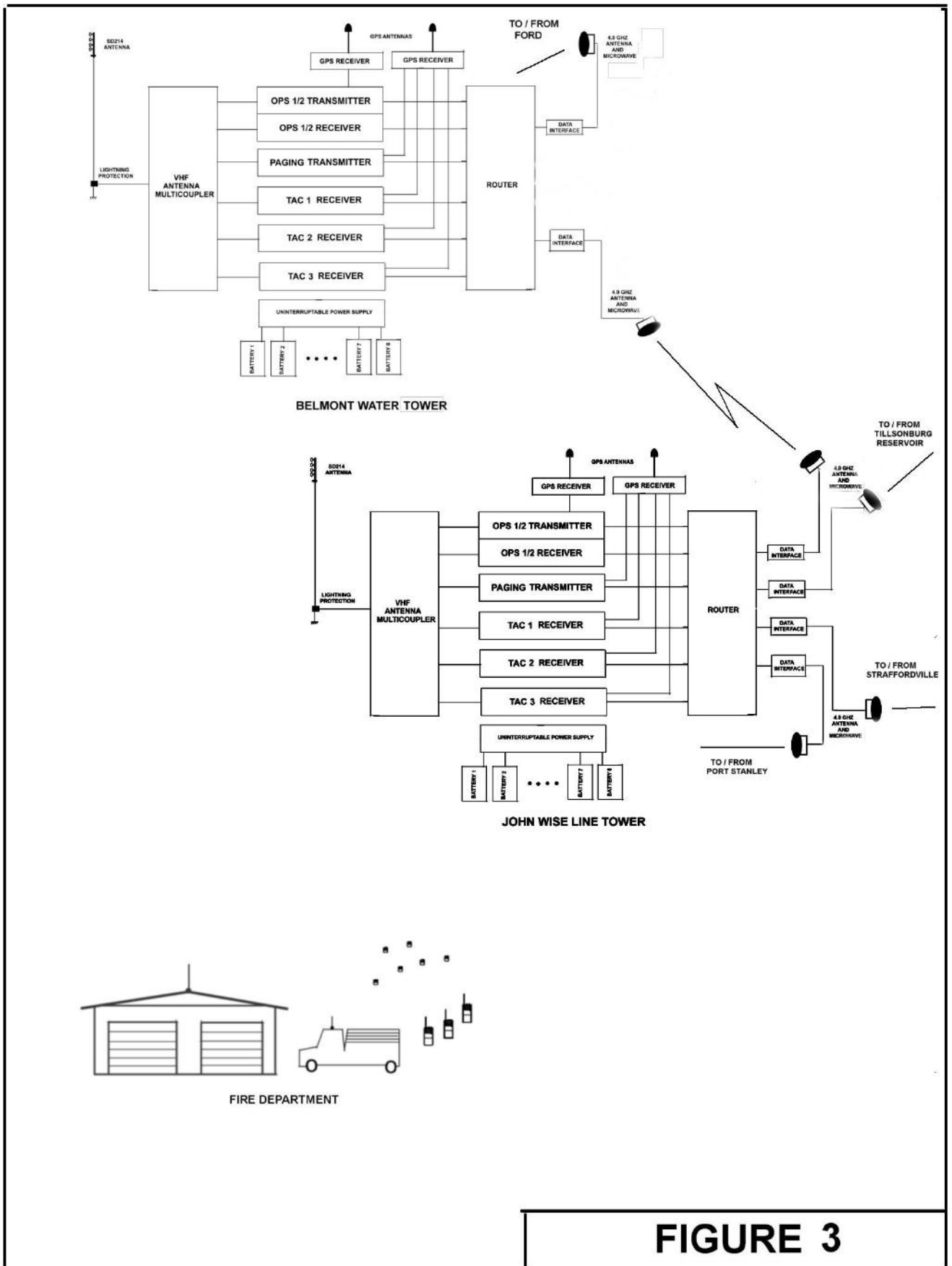
A replacement-in-kind solution would cost in the neighbourhood of \$1,000,000. Therefore, each Department should budget at least \$30,000 per year, over and above their current expenditures, for their System Replacement Fund in order to reach that goal in five years. Hopefully no extraordinary outlay of funds would eat into these reserves.

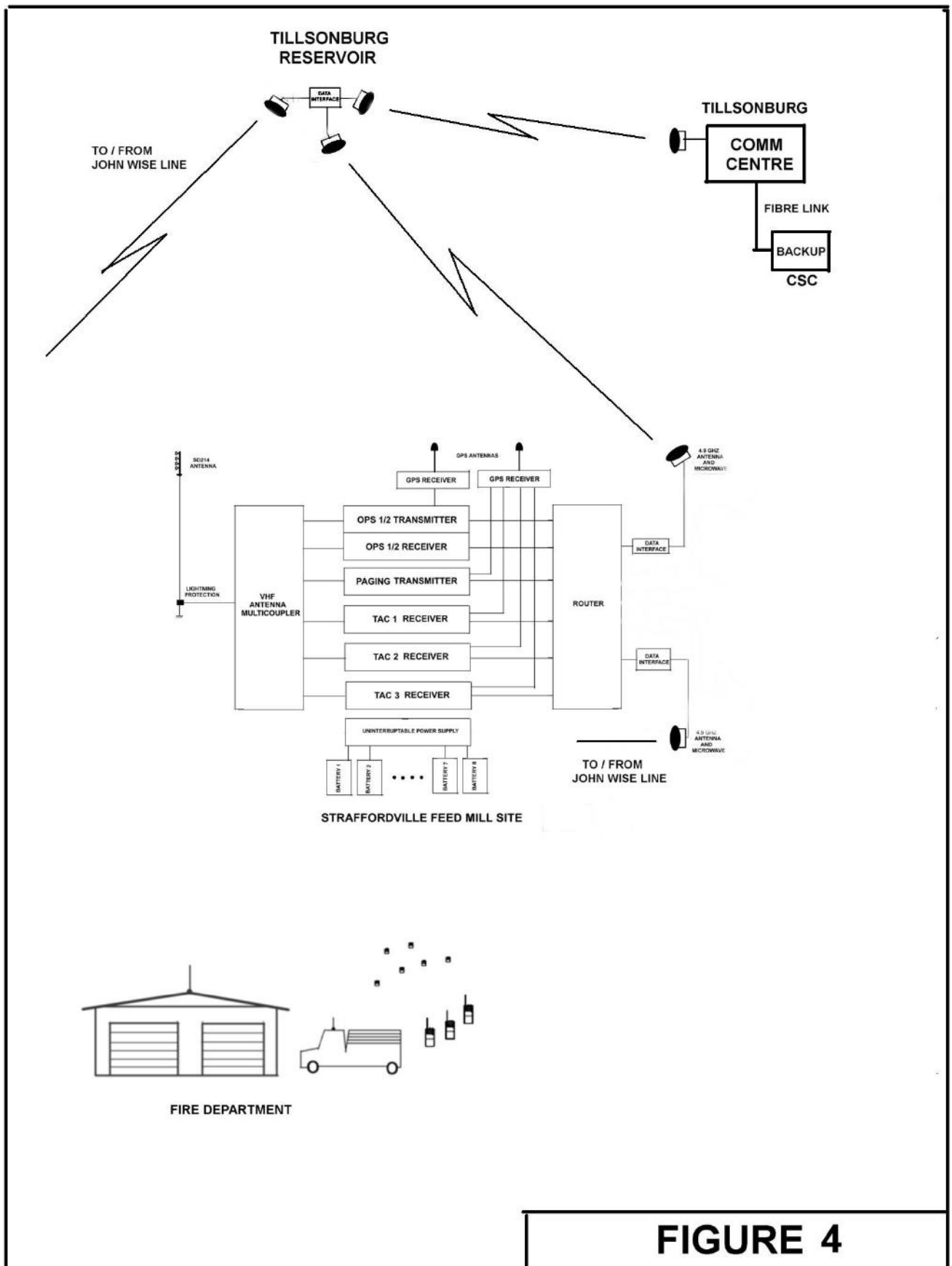
**APPENDIX A**

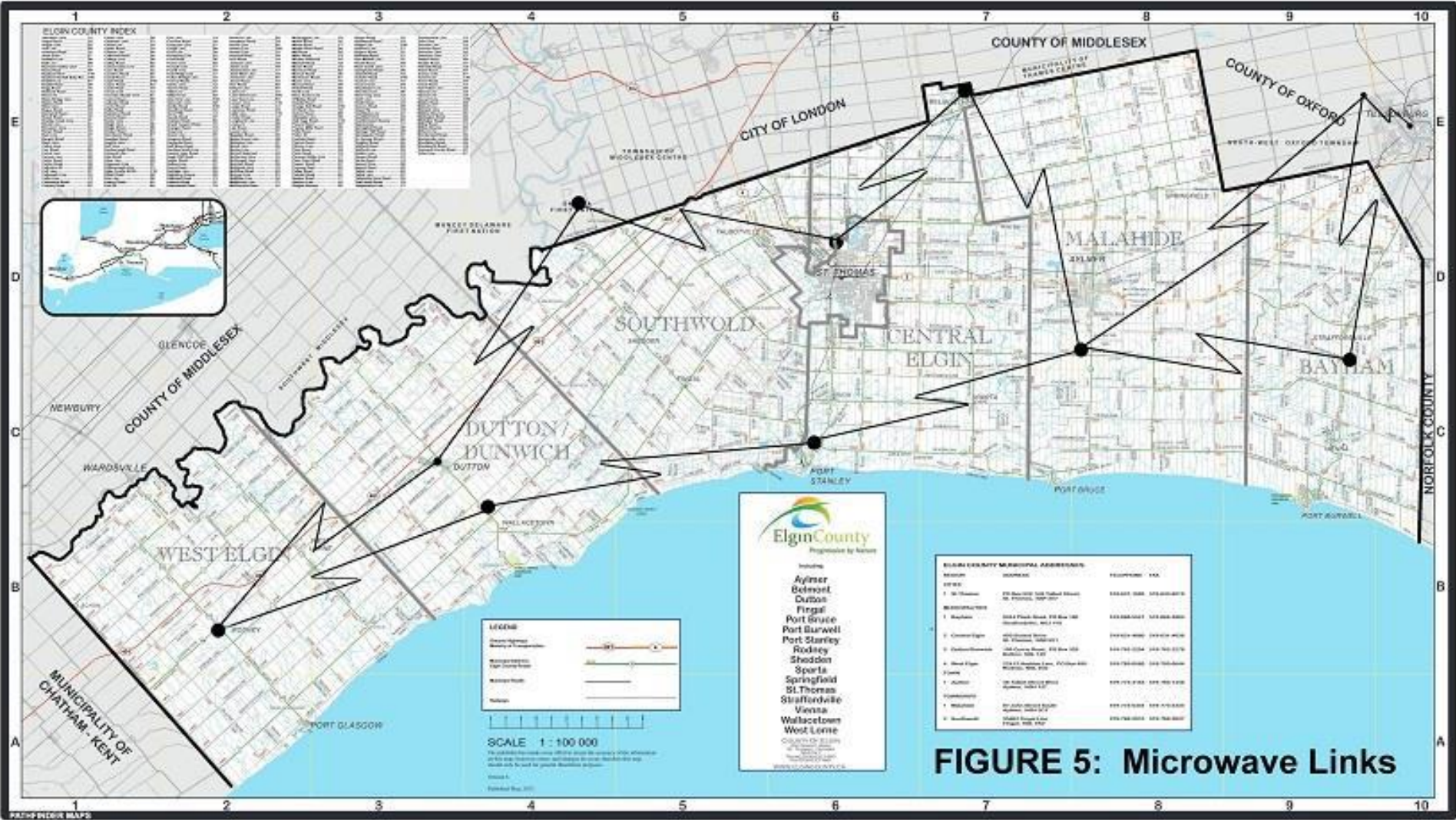
**RADIO SYSTEMS BLOCK DIAGRAMS**

**FIGURE 1**

**FIGURE 2**









**APPENDIX B**

**RADIO COVERAGE MAPS**

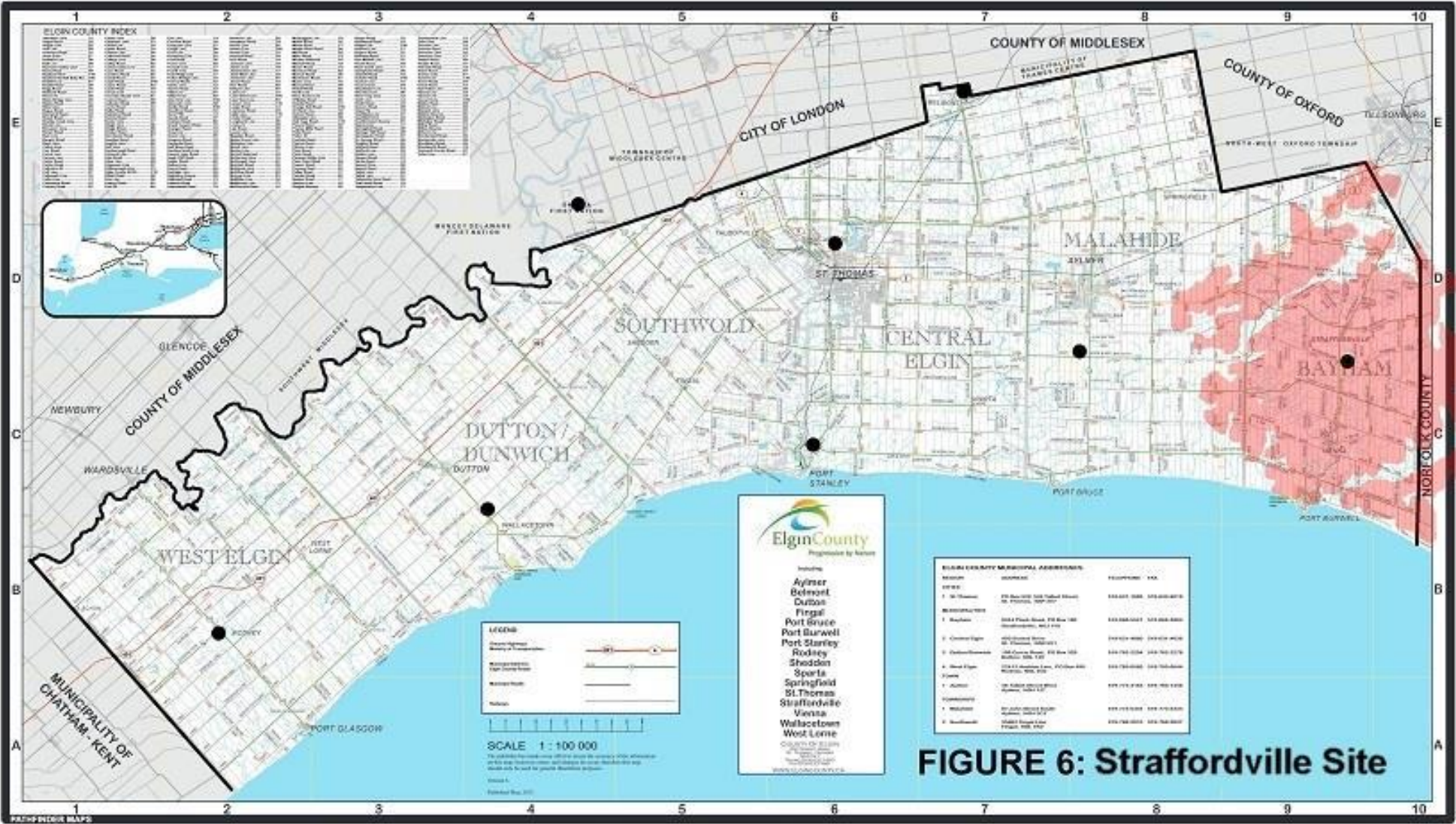
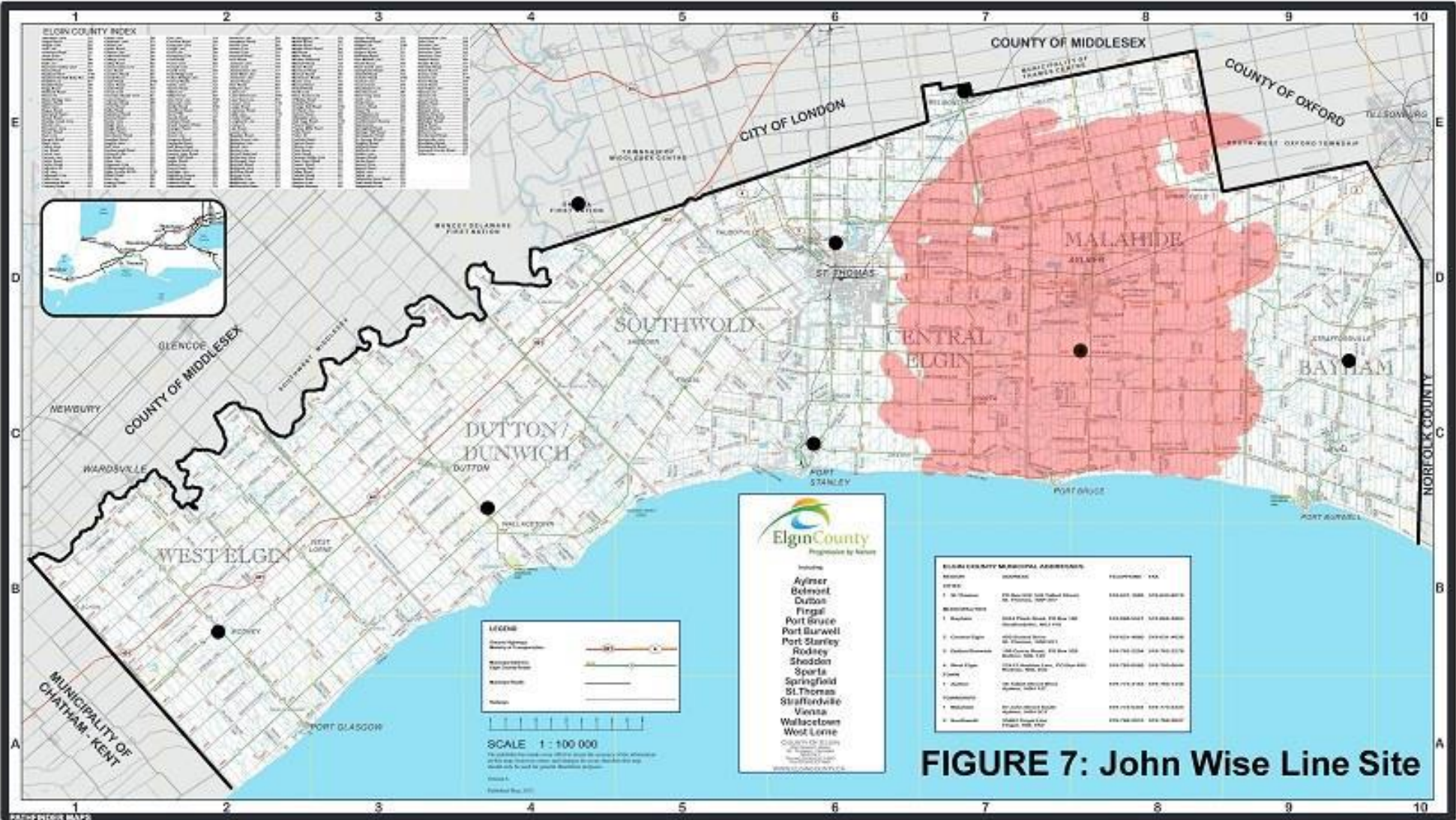


FIGURE 6: Straffordville Site







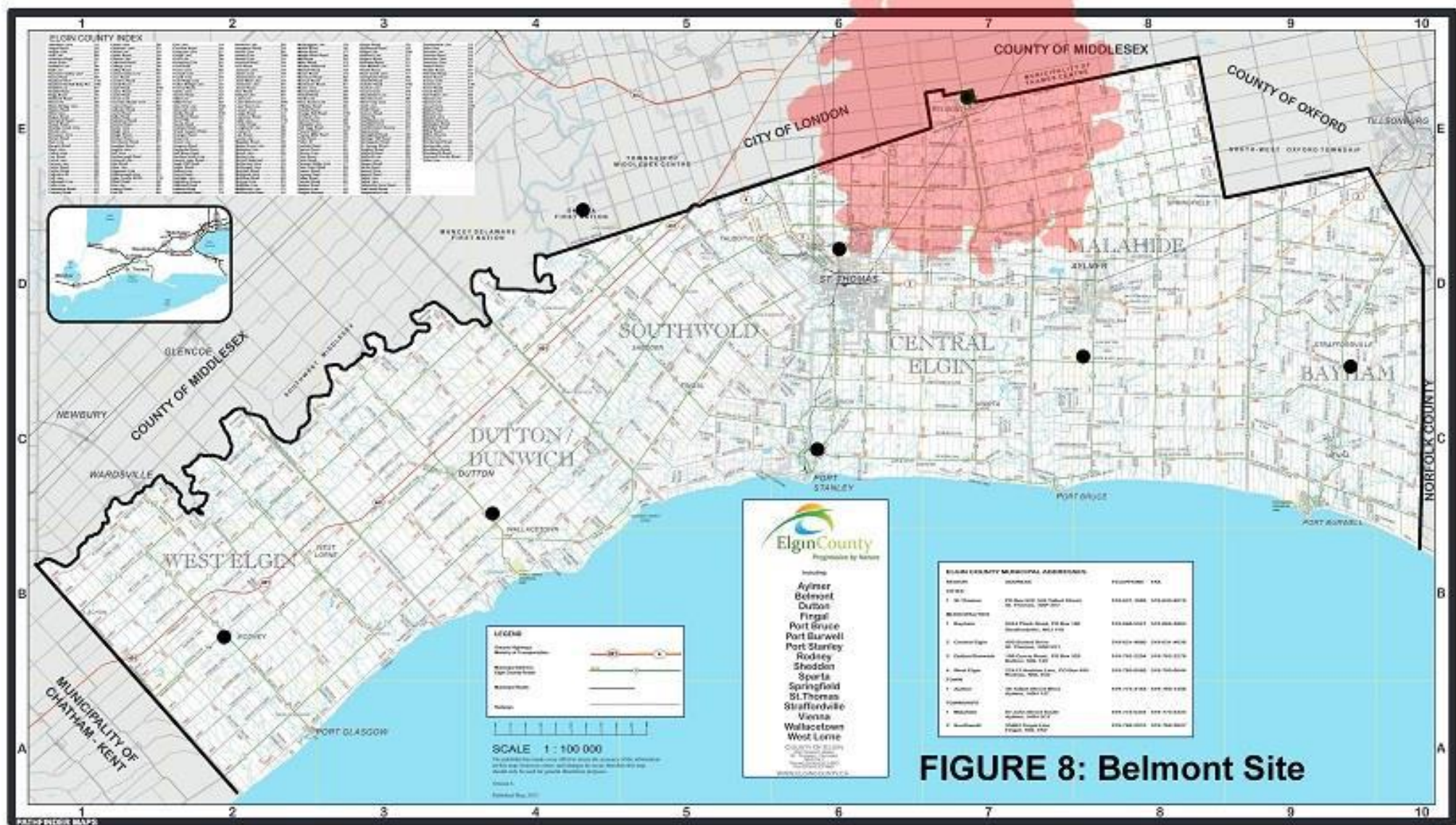
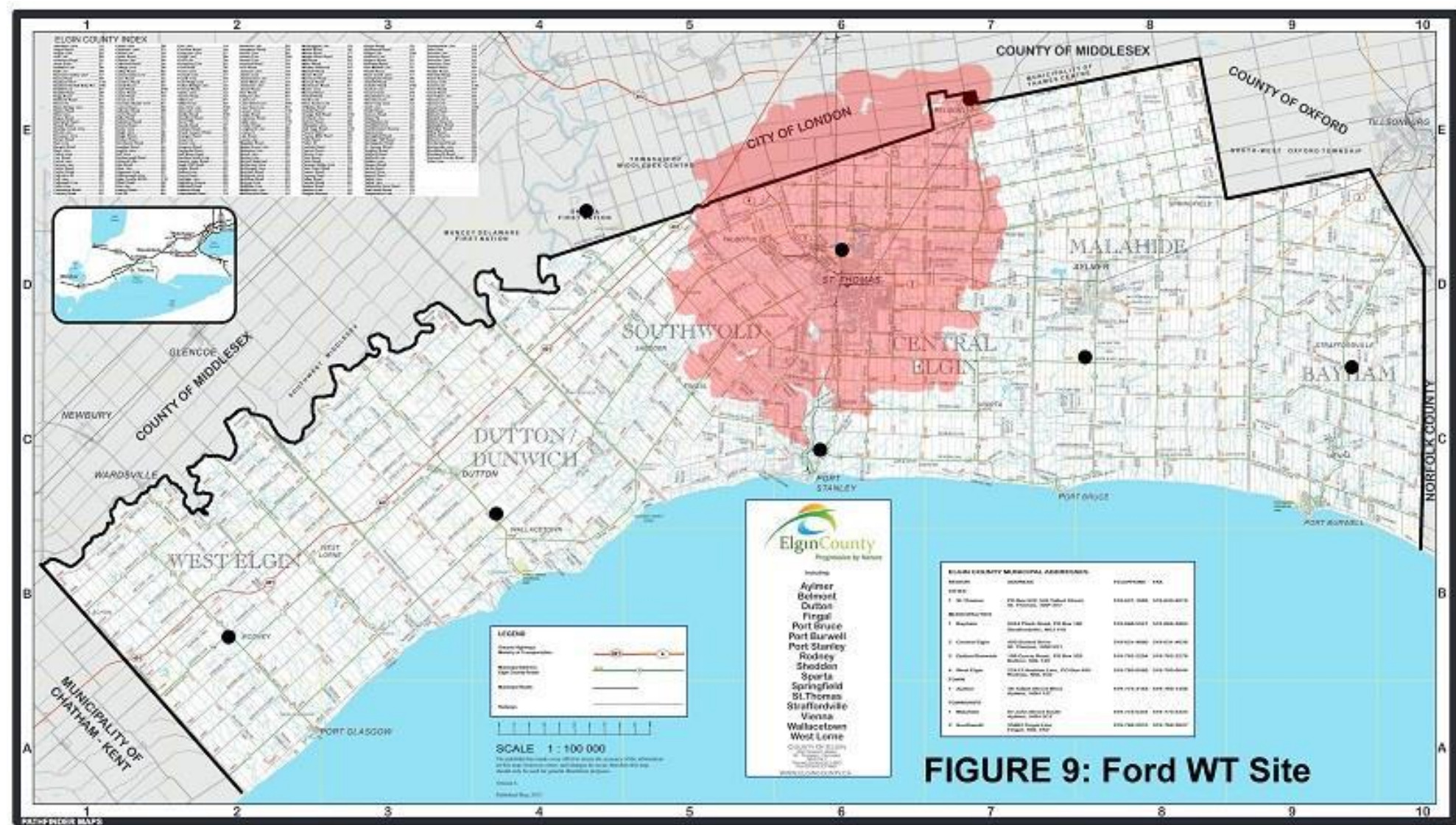


FIGURE 8: Belmont Site







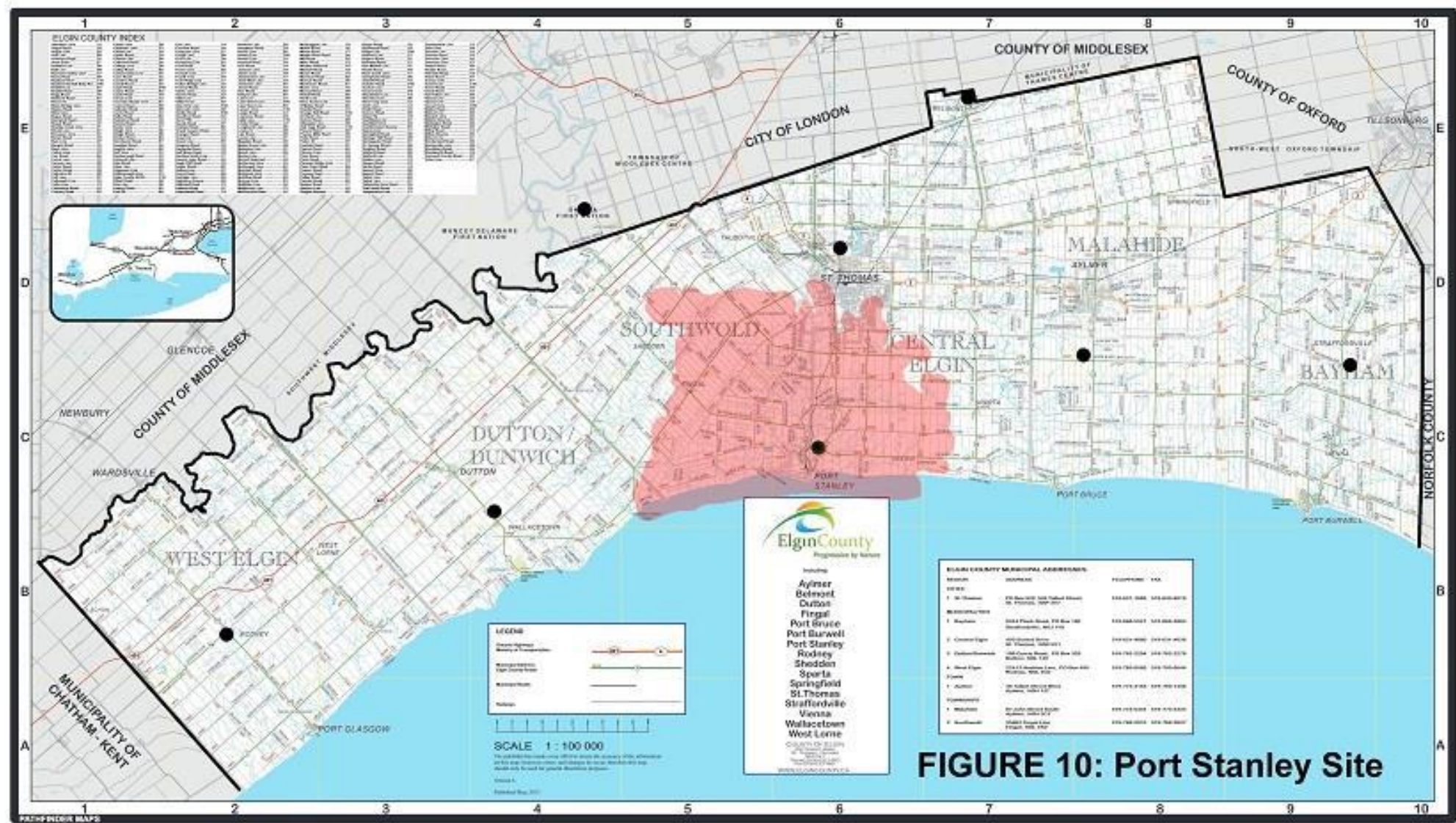


FIGURE 10: Port Stanley Site



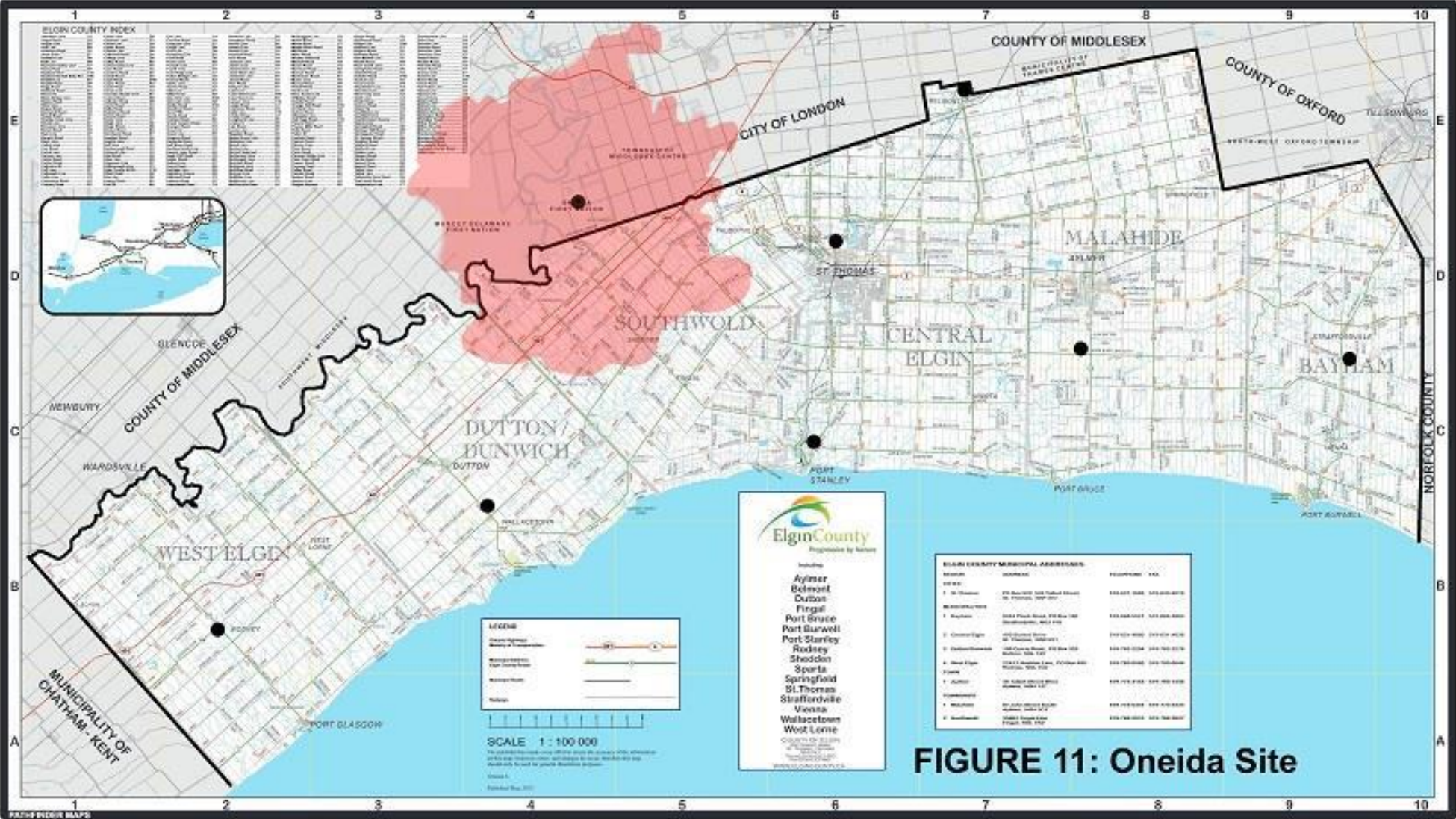


FIGURE 11: Oneida Site



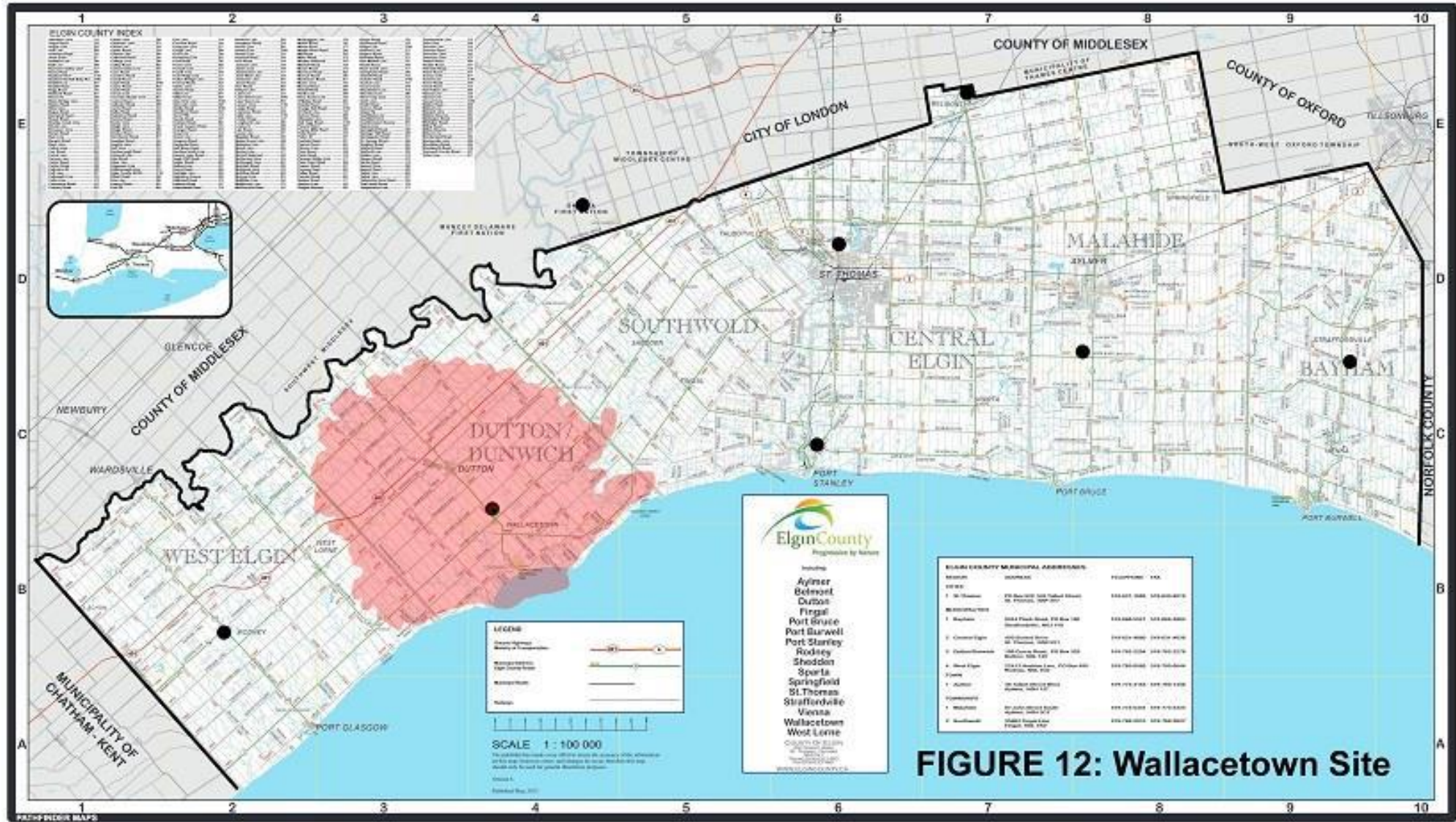
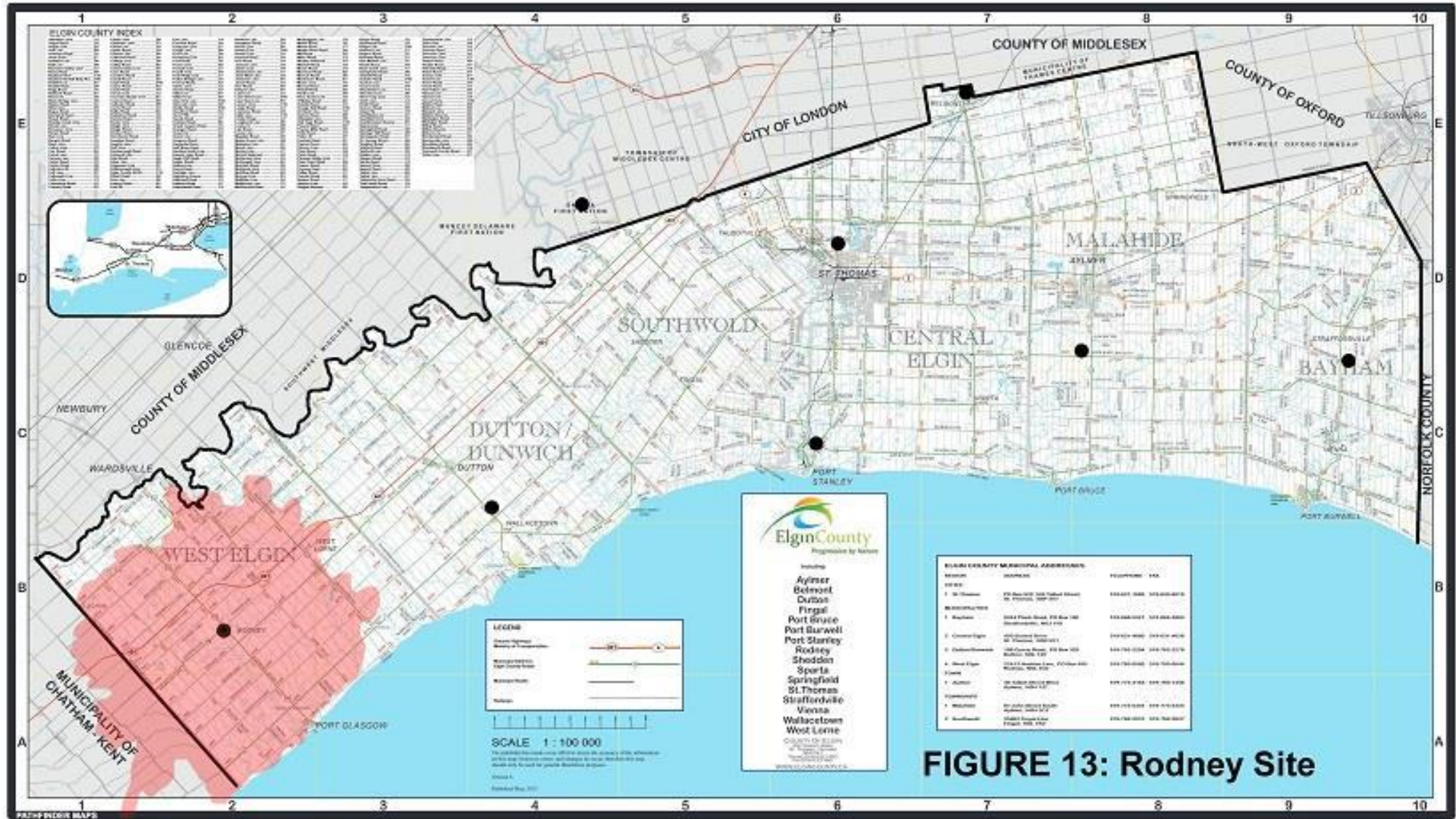
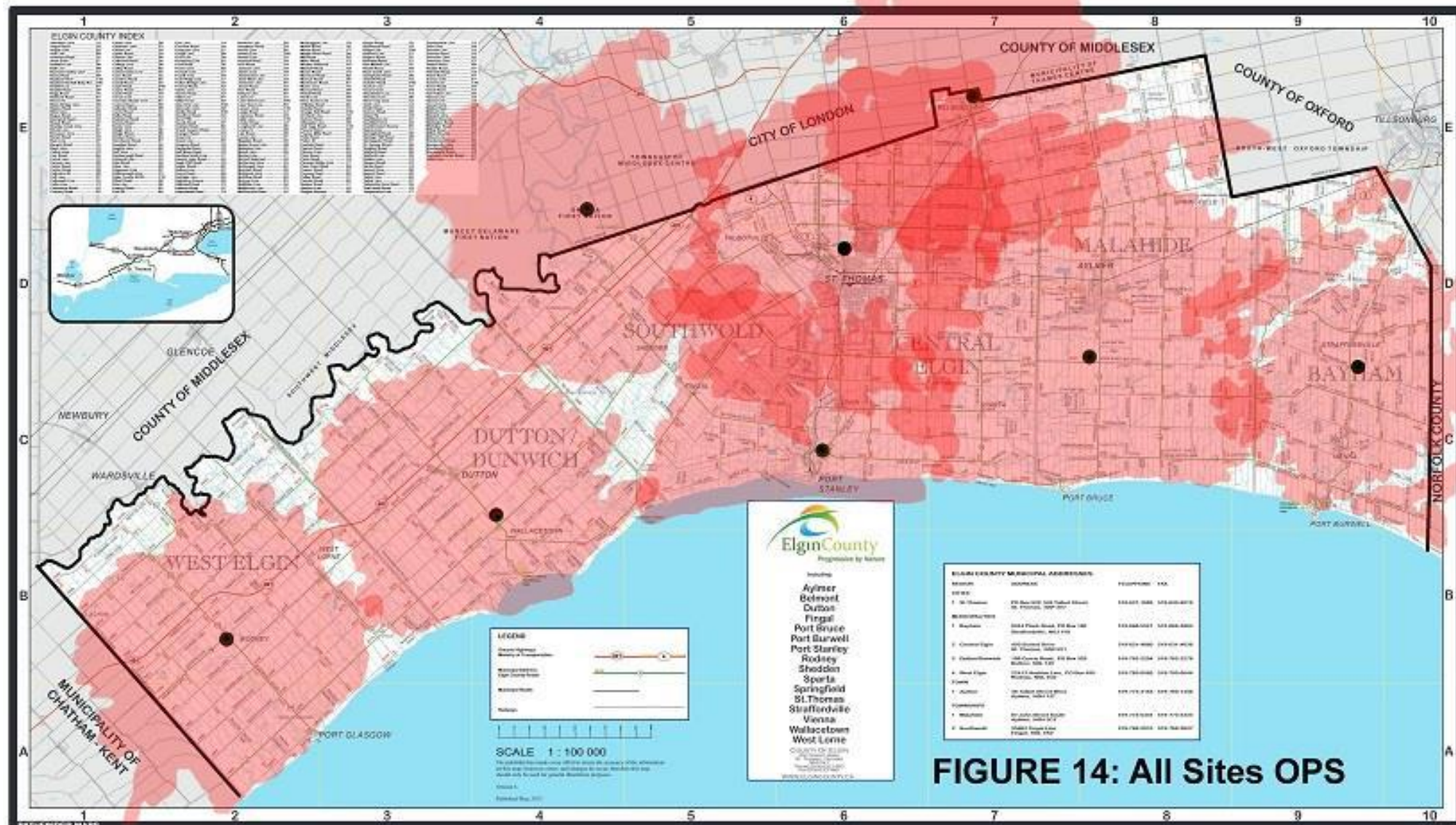


FIGURE 12: Wallace Town Site

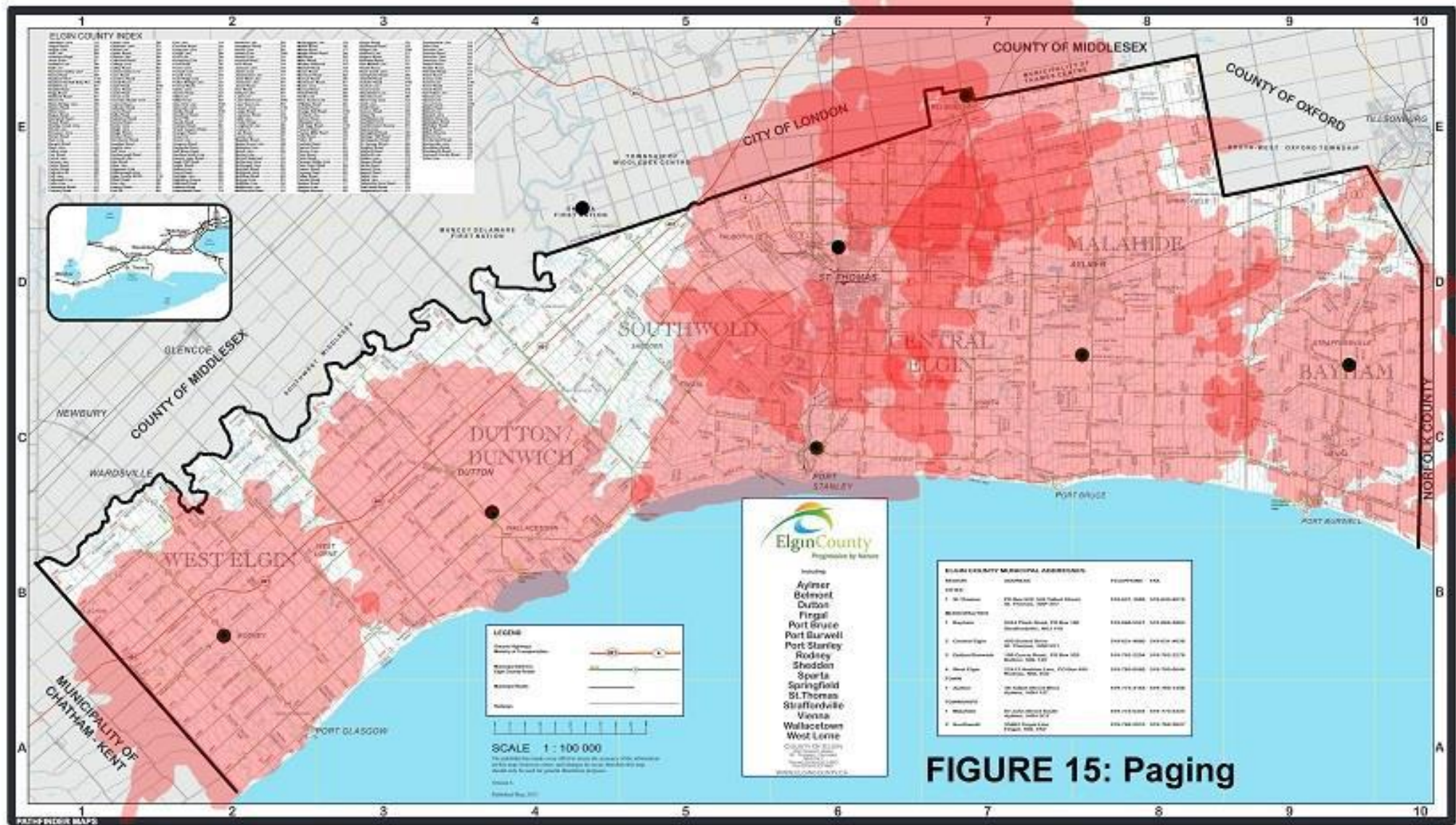














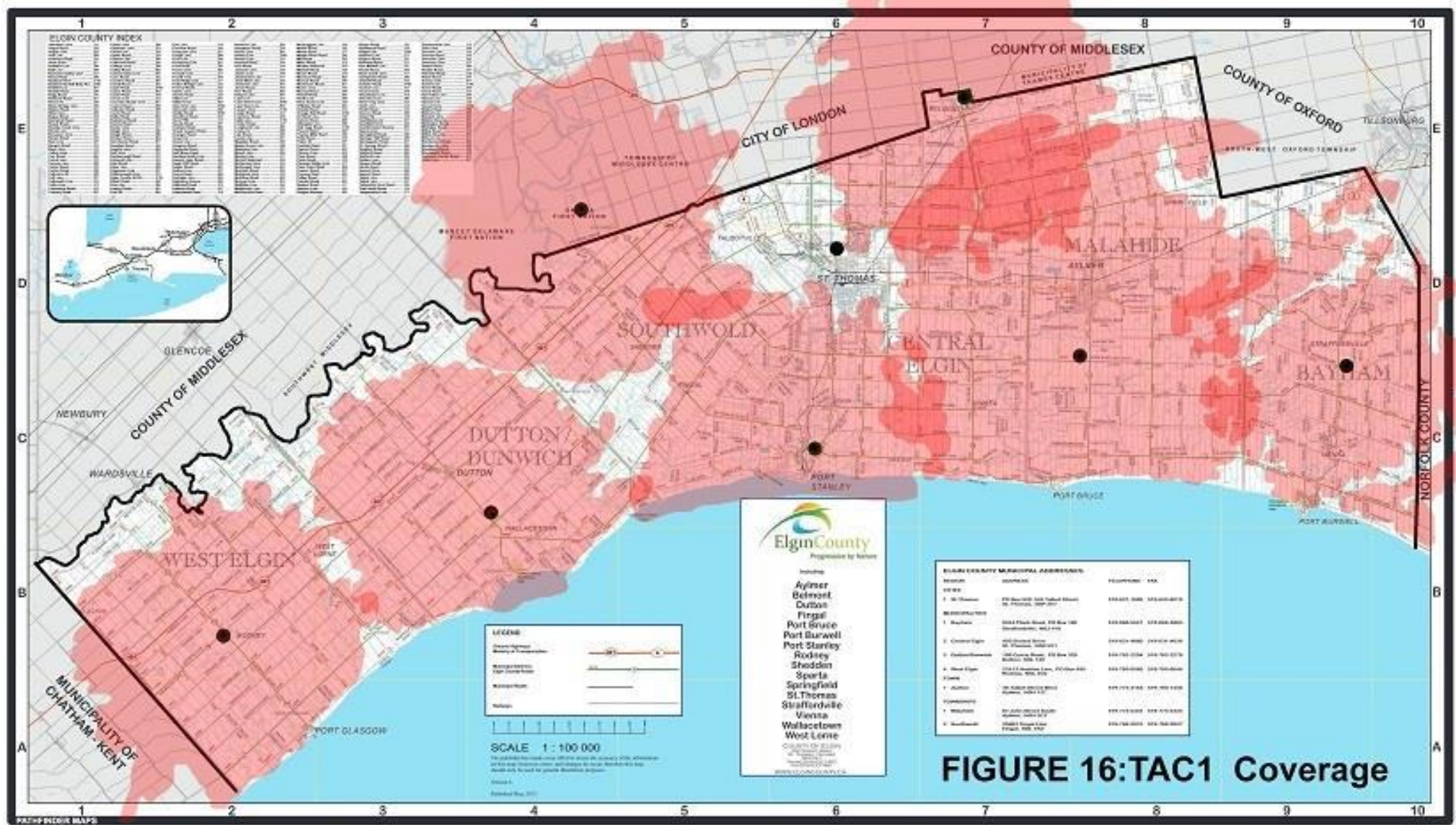


FIGURE 16:TAC1 Coverage



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12<sup>th</sup>, 2022

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

**REPORT NO:** CBO 2022-10

**SUBJECT MATTER: Activity Report July and August 2022**

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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:**

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

2020		
Township Office	Budget	Status/Comment
Municipal Property		
Keystone Complex		
Pavilion Cooking Hood	10000.00	Installation Sept 07
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 2022-10 for comparison report for July and Schedule B CBO 2022-10 for comparison report for August.

**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 Comparison Summary			
				Issued For Period January - July			
Current Year				Previous Year			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	33	5,277	1,395,175	Accessory structures	32	5,140	1,030,595
Agricultural	9	15,624	3,412,039	Agricultural	14	19,683	3,945,600
Change of Use	-	-	-	Change of Use	-	-	-
Commercial	-	-	-	Commercial	-	-	-
Demolition	5	600	50,000	Demolition	4	450	27,001
Heating	-	-	-	Heating	-	-	-
Industrial Building	2	192,198	16,016,458	Industrial Building	2	720,000	400,000,000
institutional Building	2	5,431	2,767,900	institutional Building	1	6,210	517,540
Miscellaneous	7	900	41,000	Miscellaneous	8	667	442,760
Plumbing	17	1,200	108,700	Plumbing	6	750	42,200
Pools	22	2,100	1,368,691	Pools	14	1,500	509,500
Residential Building	75	184,676	49,495,361	Residential Building	74	101,612	41,763,422
Sewage System	21	7,500	227,000	Sewage system	14	5,400	291,300
Signs	1	1,320	-	Signs	-	-	-
Combined Use	1	-	-	Combined Use	-	-	-
TOTAL	195	416,824	74,882,324	TOTAL	169	861,412	448,569,918

Current Year				Previous Year			
TOTAL PERMIT ISSUED		195			169		
TOTAL DWELLING UNITS CREATED		57					
TOTAL PERMIT VALUE		74,882,324			448,569,918		
TOTAL PERMIT FEE		416,824			861,412		
TOTAL INSPECTION COMPLETED(YTD)		2119			748		

YTD (July 2021 TO July 2022)							
Current Year				Previous Year			
2021	PERMIT COUNT	FEE	COST OF CONSTRUCTION	2022	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	5	454	662,000	Accessory structures	9	1,286	241,000
Agricultural	-	-	-	Agricultural	-	353	
Change of Use	-	-	-	Change of Use	-	-	
Commercial	-	-	-	Commercial	-	-	
Demolition	1	-	15,000	Demolition	-	150	
Heating	-	-	-	Heating	-	-	
Industrial Building	-	65,703	-	Industrial Building	1	-	
institutional Building	-	-	-	institutional Building	-	-	200,000,000
Miscellaneous	1	-	28,000	Miscellaneous	2	150	402,530
Plumbing	3	150	9,400	Plumbing	1	-	700
Pools	4	300	254,000	Pools	2	150	39,000
Residential Building	5	11,203	2,093,443	Residential Building	22	36,418	16,910,750
Sewage System	4	500	88,000	Sewage System	1	1,000	22,800
Signs	-	1,320	-	Signs	-	-	
Combine Use	1	-	-	Combined Use	-	-	
TOTAL	24	79,630	3,149,843	TOTAL	38	39,507	217,616,780



 <b>TOWNSHIP OF Southwold</b>				Township of Southwold			
				Permit Comparison Summary			
				Issued For Period January - August			
Current Year				Previous Year			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	35	7,858	1,415,175	Accessory structures	34	8,353	1,051,095
Agricultural	11	15,774	3,464,289	Agricultural	16	22,145	4,395,600
Change of Use	-	-	-	Change of Use	1	-	1
Commercial	-	-	-	Commercial	-	-	-
Demolition	5	750	50,000	Demolition	4	600	27,001
Heating	-	-	-	Heating	-	-	-
Industrial Building	2	192,198	16,016,458	Industrial Building	4	1,445,400	600,450,000
Institutional Building	2	5,431	2,767,900	Institutional Building	1	6,210	517,540
Miscellaneous	7	1,050	41,000	Miscellaneous	9	817	445,750
Plumbing	24	1,500	167,700	Plumbing	7	900	47,200
Pools	24	3,000	1,553,691	Pools	18	1,800	796,325
Residential Building	78	195,570	50,725,553	Residential Building	86	188,577	48,135,922
Sewage System	23	9,000	674,500	Sewage system	16	7,800	313,300
Signs	1	1,320	-	Signs	-	-	-
Combined Use	1	-	-	Combined Use	-	-	-
<b>TOTAL</b>	<b>213</b>	<b>433,451</b>	<b>76,876,266</b>	<b>TOTAL</b>	<b>196</b>	<b>1,682,602</b>	<b>656,179,734</b>
Current Year				Previous Year			
TOTAL PERMIT ISSUED		213			196		
TOTAL DWELLING UNITS CREATED		59					
TOTAL PERMIT VALUE		76,876,266			656,179,734		
TOTAL PERMIT FEE		433,451			1,682,602		
TOTAL INSPECTION COMPLETED(YTD)		2327			1041		
YTD (August 2021 TO August 2022)							
Current Year				Previous Year			
2022	PERMIT COUNT	FEE	COST OF CONSTRUCTION	2021	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	2,581	20,000	Accessory structures	2	1,928	20,500
Agricultural	2	150	52,250	Agricultural	2	2,110	450,000
Change of Use	-	-	-	Change of Use	1	-	1
Commercial	-	-	-	Commercial	-	-	-
Demolition	-	150	-	Demolition	-	-	-
Heating	-	-	-	Heating	-	-	-
Industrial Building	-	-	-	Industrial Building	2	725,400	200,450,000
Institutional Building	-	-	-	Institutional Building	-	-	-
Miscellaneous	-	150	-	Miscellaneous	1	-	2,990
Plumbing	7	300	59,000	Plumbing	1	150	5,000
Pools	2	900	185,000	Pools	4	150	286,825
Residential Building	3	10,894	1,230,192	Residential Building	12	50,547	6,372,500
Sewage System	2	1,500	447,500	Sewage System	2	1,400	22,000
Signs	-	-	-	Signs	-	-	-
Combine Use	-	-	-	Combined Use	-	-	-
<b>TOTAL</b>	<b>18</b>	<b>16,625</b>	<b>1,993,942</b>	<b>TOTAL</b>	<b>27</b>	<b>781,685</b>	<b>207,609,816</b>



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** September 12<sup>th</sup>, 2022

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

**REPORT NO:** CBO 2022-11

**SUBJECT MATTER:** Pavilion Usage and noise

---

#### **Recommendation**

That Council endorse the staff direction for pavilion signage and usage rules.

#### **Purpose**

To seek council direction for desired pavilion use and signage.

#### **Background**

Township staff have received complaints from residents in Talbotville stating some pavilions are being used for non-rented activities, are loud and usage going into late night/early morning. See attached as Appendix "A".

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

While pavilions are available for casual and unscheduled use by the community (not formally rented), the intent is the activity would not disrupt neighbours and be held during daytime hours. Staff do not believe it will be possible to require all usage to be subject to formal rental provisions. Pavilion rental, while covering some costs, is essentially to ensure access to the pavilion at a certain time and could also include extended hours (ie. Community events, dances, etc). Paid rentals would take precedence over casual use.

To address the concerns highlighted and noted by staff over the summer, it is recommended that signage be placed at the parks stating no loitering or trespassing between the hours of 10 pm and 6 am. Additional facility usage rules could include no loud music, boisterous activities, etc. Along with this, staff recommend each time the pavilion is rented a sign stating the pavilion is rented on this date at this time be posted at least two days in advance of the event. This should help to prevent situations where there is conflict between rentals and unscheduled use.

The attached letter also references a Noise By-law. The challenge with a Noise By-law would be enforcement. The Township does not have active enforcement. In a situation

such as an impromptu gathering in the evening, a complaint would come in the next day, but this would be after the event and likely not include the identity of the offenders. As such, staff believe a noise by-law related to pavilion usage is of limited value and would be better to focus on facility usage rules.

**Financial Implications:**

Financial implications will be minimal. The rental signs could just be laminated paper, the no loitering signs costs would be approx. \$50.00 per sign plus a post and installation which staff could complete.

**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"**

**From:** [Mary Mazak](#)  
**To:** [Jeff Carswell](#)  
**Subject:** Fwd: Public Park Usage  
**Date:** August 25, 2022 7:47:38 PM

---

Dear Council,

A problem has come to light recently in regards to the usage of our parks, specifically in Talbotville. There seems to be a growing trend of inappropriate use of the parks occurring, 2 recent examples of all day and into the night parties that have occurred recently in the Talbotville Optimist Park, which included loud music, and large numbers of people. When I called the township office to inquire about the park and pavilion rental process I was told that rental is \$80.00 and the township does not have a noise bylaw in place.

With the amount of growth we are experiencing in our communities, it seems wise to develop and enforce not only a noise bylaw, but an effective rental agreement in which clear rules are established. Rules that would not only protect the township but ensure those living close to the park or other community members looking to access the park were treated with respect. Signage in the park outlining the rules also seems prudent. Rules that are common in other public spaces, such as 'no use after dark'. or 'no overnight parking' ect. We don't need to reinvent the wheel. we can reach out to other communities as examples.

I look forward to a response indicating how we can take a preventive approach to a growing issue.

Rick Mazak



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12, 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 2022-36

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

#### **Background:**

##### **General**

- Infrastructure Ontario gearing up for broadband across rural municipalities. This will result in additional locates with quicker response times to meet Ontario's goal of fibre within rural Ontario for 2025.

##### **Development**

- Coordinated several resident questions and concerns regarding development build out and driveway widths
- Shedden and Fingal sanitary servicing project working through the sanitary sewer servicing strategy. Completed 50% design review. Reviewing additional options for sanitary rerouting and implications to Environmental Assessment.
- Coordinating the Talbotville sanitary sewer extension project for developments near Ford Road and Major Line
- Staff coordinating a large number of subdivision applications that are planned for pre-consultation. Total list of active subdivision/site plan files is shown below:

<u>Development Files</u>	<u>Stage of Development Process</u>	<u>Settlement Area</u>
Talbotville Meadows Phase 1	Residential build out, working towards request for assumption	Talbotville
Ridge Phase 2	Residential build out, working towards request for assumption	Talbotville
Enclave Phase 1	Residential build out, working towards request for assumption	Talbotville
Florence Court	Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Earth works and construction of underground infrastructure	Talbotville
40134 Talbot Line	Site plan agreement	Talbotville
McBain Line	Draft plan, working towards engineering submission	Ferndale
10167 Ford Line	Concept	Ferndale
35743 Horton Street (Stoss)	Studies, preparing for draft plan submission	Shedden
4509 Union Road (Turville)	Studies, preparing for draft plan submission	North Port Stanley
8068 Union Road	Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road	Studies, preparing for site plan	Talbotville
Talbotville Meadows Blocks 177 & 178	Pre-Consultation	Talbotville
4324 Thomas Road	Pre-Consultation	North Port Stanley
7882 Fingal Line	Pre-Consultation	Fingal
11085 Sunset Road	Pre-Consultation	Talbotville
35556 Fingal Line	Background information	Fingal
North of 9877 Union Road	Background information	Shedden
Teetzel Development	Background information	Shedden

## **Infrastructure**

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

- Utility locates consuming a large amount of time. Total yearly locates projecting to be double yearly average. 708 locate requests as of August 25. Yearly average of 448 locates from 2015-2021.
- Flow monitoring on Talbotville Gore wrapping up and have provided information to developer.
- Coordinating new water service installations on Fourth, Reiger, and two on Union
- Completed monthly dead end flushing, installing missing water valve signs and weed-eating around water infrastructure.
- Completing meter repairs.
- Building meter assembly's for office.
- Meter Reading

### **b) Roads and Bridges**

- Lynhurst Park Drive and Lyn Court construction project installation of watermain
- Granular preparation for surface treatment of Lake Line, the application of surface treatment was begun.
- Shouldering all County Roads
- Stockpiling overburden from Lynhurst project
- Ongoing roadside grass cutting and guiderail clearing
- Catch basin and storm drain cleaning as well as ditching on Middle River and Fulton line

## **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		Completed
<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:**

- **Luton Drain (July 08):** Pass By-law tonight

Construction:

- **McIntosh #2 Drain 9 Sept 15)** VanBree Drainage and Bulldozing and their subcontractor has commenced with the bore under 401 September 7<sup>th</sup>, 2022. Contract awarded to Robinson Farm Drainage for construction of the tile portion of the drain. Contractor has stated on tender that construction will not start to June of 2023, but in conversation with him he told me that they may start late this fall depending on the weather for this coming construction season

In the hands of the Engineer

- **Ryan Drain (Sept 19):** Engineer working on his report
- **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):** Surveying has been completed, engineer is preparing their draft for review with affected landowners
- **A&C Jones Drain(July 21): the** Meeting to review the proposal of the Engineer was held July 28th. The proposal was generally well received. The final report will be submitted soon



- Palmer/Bush Line Drain (Aug. 2022): Onsite meting to be arranged
- Bogart Drain Branch C (Aug 2022) Onsite meeting to be arranged

### **Drains Initiated in Neighboring Municipalities:**

- **Marr Drain (2012):** (Central Elgin). The construction work has been completed. The Engineer, Jeff Dickson of J.R. Burnside is preparing the final assessment and grant application for Central Elgin. We will be invoiced for billing to affected landowners later this fall
- **Lake Road Diversion Drain (2013)** (Central Elgin). The tenderable construction work has been completed. The Engineer, Jeff Dickson of J.R. Burnside is preparing the final assessment and grant application for Central Elgin. We will be invoiced for billing to affected landowners later this fall. There is a section of this drain that is to be completed by the owners of a new development, but none of those costs are assessable to the rest of the drain

### **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 working with A.M.O. to prepare a survey to send to municipal Clerks, Treasurers and Drainage Superintendents 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:** September 12, 2022

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

**REPORT NO:** ENG 2022-37

**SUBJECT MATTER: Elgin County Growth Forecast – Township Comments**

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

THAT Council endorse Staff's comments that will be sent to County Staff on the Elgin County's Growth Forecast report.

#### **Purpose:**

The purpose of the report is to provide Council with Staff's comments on the Elgin County's Growth Forecast report completed by Hemson.

#### **Background:**

The County of Elgin, as part of the Official Plan Update, has released [Discussion Paper #5 – Population, Housing and Employment Forecasts and Associated Land Need Analysis](#). Staff have reviewed the document and have the following comments.

#### **Comments:**

Overall, the Elgin County's growth forecast report completed by Hemson underscored the development growth that is planned in Southwold. Staff's major comments are noted below:

- Should consider changing Talbotville, Shedden and Fingal to a Tier 1 settlement area. Talbotville is fully serviced, with Shedden and Fingal to be fully serviced by 2023. The Tier 1 settlement area definition notes that it's an area with full services. Additionally, Tier 2 settlement area definition notes that partial services with limited development permitted. Based on our understanding of growth that is forecasted in these three settlement areas we know that the Tier 2 settlement area definition isn't accurate.
- In the report, it references Southwold as representing 11% of residential growth. Central Elgin is noted as 34%, Malahide as 18% and Aylmer as 16%. Based on the sanitary servicing that is planned in Shedden and Fingal, we anticipate more growth than forecasted in this report.

- 770 units of growth in Southwold until 2051 doesn't represent growth that is truly forecasted in Southwold. In the very short term, growth in Southwold could be forecasted closer to 1148 units, as shown below:
  - Shedden and Fingal – Stoss and Teetzel properties – 355 units
  - North Port Stanley – Turville property – 179 units
  - Talbotville – Ridge phase 3, Enclave phase 2, Southside subdivisions, McCaig subdivisions – 614 units
- Township's Official Plan highlights 1,050 units of growth from 2019 to 2041. Hemson report should be more align with already approved Township documents.

Following the discussion at Council, and if Council has any further comments on this report, Staff will provide a detailed response to Elgin County Staff.

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**  
**Peter Kavcic, P.Eng.**

**Director of Infrastructure and  
Development Services  
"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** Sept 12, 2022

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

**REPORT NO:** PW 2022-05

**SUBJECT MATTER: Lake Line Speed Reduction**

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

THAT Council approve reducing the speed limit on Lake Line from Union Road to Scotch Line from 80 km/h to 60 km/h and;

THAT Council approve By-law No. 2022-77, listed under By-laws.

#### **Purpose:**

The purpose of this report is for Council to approve a reduction in speed limit on Lake Line from Union Road to Scotch Line.

#### **Background:**

Lake Line between Union Road and Scotch Line is currently un-posted at 80 km/h and is rated a class 4 road as per Maintenance Standards. This section of road has sightline constraints because of the change in vertical and horizontal curves in the road. As a result of the steep curves, a speed reduction from 80km/h to 60km/h is warranted, especially as road users approach the all-way stop intersection at Lake Line/Warren Street and Union Road/Carlow Road. Residents have also raised concerns with the current speed limit of this section.

#### **Financial Implications:**

Minimal, because of material and time to install 60km/h signs and approach signs.

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

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

☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.

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

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

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

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

**Respectfully Submitted by:**  
**Paul Van Vaerenbergh**  
**Public Works Superintendent**  
**"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** CAO 2022-39

**SUBJECT MATTER: By-law Enforcement Services**

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#### **Recommendation:**

THAT Council approve the agreement with Tenet Security Group Incorporated, as attached to this report as Appendix "A" and authorize the Mayor and Clerk to sign the agreement.

#### **Purpose:**

To enter into an agreement for the provision of By-law Enforcement Services.

#### **Background:**

The Township had previously used the service of Municipal Enforcement Unit (MEU) for by-law enforcement. MEU has given notice that it is no longer operating due to the passing of Bill Menzies. As a result, staff have investigated options to provide by-law enforcement services.

#### **Comments:**

Options for By-law Enforcement include:

Option	Pros	Cons
"In-house" Staff	<ul style="list-style-type: none"><li>• Ability to engage employees directly</li><li>• More control over activity</li><li>• Higher service level</li></ul>	<ul style="list-style-type: none"><li>• Costs</li><li>• Challenges to recruit and retain</li><li>• Would not be full-time employment</li><li>• Activities during slow workload times</li></ul>



Partner or buy service from other Municipalities	<ul style="list-style-type: none"> <li>• Depending on partners and workload, may be full-time</li> </ul>	<ul style="list-style-type: none"> <li>• Need for an agreement and common understanding of service levels, expectations, funding, etc.</li> <li>• Depending on workload may be part-time</li> <li>• Challenges to recruit and retain</li> </ul>
Contract with a company	<ul style="list-style-type: none"> <li>• Ability to get service on an as needed basis</li> <li>• Costs depend on move with activity</li> <li>• Company may have several employees that could respond (redundancy, illness, vacation)</li> </ul>	<ul style="list-style-type: none"> <li>• Costs</li> <li>• Less control to direct employees of company</li> <li>• Limited number of companies provide this type of service</li> </ul>

By-law enforcement services tend to fluctuate dramatically throughout the year. While there are various projects and by-law related tasks such as updating by-laws, enforcement procedures and conducting pro-active enforcement, the Township does not have the workload for a full-time employee. While part-time employment may be an option, there are challenges with recruiting and retaining part-time employees in this field.

Staff have had discussions with other municipalities; however, there are not currently options for sharing or partnering with others. Many are also investigating options and reviewing the proposal from Tenet.

Staff have reviewed the proposal from Tenet. It appears to provide a similar service as was provided by MEU. It includes items such as:

- Investigate and enforce by-laws
- Direction comes from the municipality
- Includes education and voluntary compliance when possible
- Employees have experience and knowledge of Part 1, 2 and 3 Provincial Notices and court attendance, if needed.

- 6 month term with the option to renew
- 3 hour minimum call-out

The proposed cost of \$70/hr including vehicle. The 2022 MEU rate was \$49.42/hr including vehicle. The previous agreement also contained provisions for a 3 hour minimum and options for 2 members responding, if needed.

In general, the service proposed appears similar to what the Township was getting from MEU. The costs are slightly higher; however, the number of hours of service is not usually extensive. In 2021 there was approximately 50 hours of service. The cost differential would add approximately \$1,000 which can be accommodated within the Township's budget.

While Township staff have been investigating and responding to the complaints submitted since MEU closed, this is not sustainable based on other work to be completed and the required knowledge and skills related to the complexities and legalities of by-law enforcement.

Since the proposed agreement is for 6 months, the Township is not making a long-term commitment and there are provisions to exit the agreement. With very few viable options at this time, staff would recommend engaging Tenet Security Group Incorporated.

**Financial Implications:**

Minor. Based on 2021 activity, there would be increased costs of approximately \$1,000.

**Strategic Plan Goals:**

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

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

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

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

BETWEEN:

Tenet Security Group Incorporated,  
(Hereinafter the “**Contractor**”)

and

The Township of Southwold,  
(Hereinafter the “**Municipality**”)

WHEREAS the Council of the Township of Southwold deems it expedient to enter into a contract to provide services for the enforcement of municipal by-laws and provincial offences;

AND WHEREAS both parties hereby mutually covenant and agree that all services and supplies provided to the Municipality by the Contractor, shall be on the following terms and conditions;

NOW THEREFORE be it enacted as follows:

## ARTICLE 1 - INTERPRETATION

### 1. Definitions

In this Agreement:

- a) "CAO" means the Chief Administrative Officer of the Township of Southwold, or designate.
- b) "Agreement" means this agreement and all schedules which may be a part thereof.
- c) "Clerk" means the Clerk of the Township of Southwold, or designate.

### 2. Severability

If any one or more clauses or paragraphs, or part or parts thereof, in this Agreement are illegal or unenforceable, it or they shall be considered separate and severable from this Agreement, and the remaining provisions shall remain in full force and effect and shall be binding upon the parties hereto as though the said clause or part/parts of clauses had never been included.

### **3. Number and Gender References**

Whenever a word imparting the singular number only is used in this Agreement, such word shall include the plural, and words imparting either gender or firms or corporations shall include the person or other gender and firms or corporations where applicable. Any reference to the terms of this Agreement shall, unless the context otherwise required, be deemed to include any renewals thereof.

### **4. Headings**

The headings appearing in this Agreement have been inserted as a matter of convenience, for reference only and in no way define, limit or enlarge the scope of meaning of this Agreement or of any provisions thereof.

### **5. Entire Agreement**

This Agreement constitutes the entire understanding between the parties hereto with respect to the subject matter hereof, and cancels and supersedes all prior negotiations, representations and agreements, either written or oral. Changes, alterations, or modifications to this Agreement will be effective in stated in writing and signed by the parties hereto.

### **6. Representations**

Each party represents that it is authorized to enter into and perform this Agreement in all respects is in full compliance with all applicable federal legislation provincial statutes and/or regulations, and further represents that it is duly authorized hereunto.

## **ARTICLE II - TERMS**

### **7. Terms and Nature of Contract**

The Municipality hereby agrees to contract the services of the Contractor, who accepts such conditions, and agrees to serve the Municipality to provide services for the enforcement of by-laws, and any other legislation requested by the Municipality for a 6-month term. The contract will commence -on the execution date of this Agreement and subject to any changes to the scope of work and subject to the provisions of this Agreement and services required as outlined on Schedule 'A' and Schedule 'B' attached hereto.

The Municipality and the Contractor further agree that the Municipality has the option of two, one-year Agreement extensions after the Agreement term expires.

The Contractor will provide service on a call-out basis with a minimum of 3 hours for each call-out. At the discretion of the Contractor, attendance to a call-out requests will be made within a reasonable timeframe taking into account influencing circumstances such as inclement weather.

## **8. Compensation**

In consideration of the services to be performed by the Contractor hereunder and further described in Schedule 'A' attached hereto, the Contractor during the term of this Agreement shall be paid in accordance with rates set out in Schedule 'B' attached hereto, and subject to an increase of 2% for any extension awarded annually.

No municipal benefits will be paid to the Contractor or its employees. HST shall be paid in addition to the Contractor's remuneration set out in Schedule "B".

## **9. Termination Prior to Term**

This Agreement may be terminated prior to the end of the term specified herein with Sixty (60) days written notice by either party prior to the termination date, or in the following manner in the specified circumstance(s):

At any time by the Municipality for cause, including any material breach of the provisions of this Agreement, and without notice or pay in lieu thereof;

For the purposes hereof, "cause" shall include, but shall not in any way be limited to:

- The theft or fraud by the Contractor involving property of the Municipality;
- Action of gross moral turpitude or other criminal acts bringing the Municipality into disrepute;
- Intoxication of the Contractor, as determined by the Municipality; while providing services under the terms of this contract, or when representing the Municipality;
- Failure to maintain a valid driver's license; and,
- Failure to complete the required work to satisfaction and standard of performance acceptable to the Municipality.

## **10. Termination at End of Agreement**

On or before the thirtieth (30<sup>th</sup>) day prior to the Term of this Agreement expiring the Municipality shall advise whether it intends to extend this Agreement in accordance with section 7.

In the event that the Municipality does not advise the Contractor that it wishes to renew this Agreement, then this Agreement will terminate on the expiration date of this Agreement in accordance with section 7

The Contractor will not be entitled to any further notice, pay or remuneration whatsoever.

After the termination of this Agreement, the Contractor shall promptly return, without request from the Municipality information, materials and other property, which may be subsequently in Contractor's possession.

## **11. Reporting**

Unless otherwise designated, the Contractor will report directly to the CAO, Clerk, and/or any other designated person.

Unless extenuating circumstances dictate otherwise, the Contractor shall provide written reports within 72 hours of end of shift and/or call in.

## **12. Other Provisions**

The Municipality will provide the Contractor the following:

- administrative and operational forms/certificates, including office stationary, for the purposes of enforcement and prosecution;
- end-user access to any relevant software applications and information owned or managed by the Municipality for the purposes of aiding an investigation, incident documentation, as applicable;
- Boundary maps;
- Directory of relevant employees, agencies and other contractors relative to bylaw service work; and,
- Postage for notices, orders and other correspondence as required.

## **13. Notice**

Any notice required to be given hereunder shall be deemed to have been properly given if delivered personally or sent prepaid registered mail as follows:

To:

Tenet Security Group, Ed Pimentel,  
President and Managing Director  
34 Hardy Court, Lucan, ON  
N0M 2J0

AND

The Township of Southwold  
35663 Fingal line,  
Fingal, Ontario  
N0L 1K0

AND, if sent by registered mail, shall be deemed to have been received on the fourth business day of uninterrupted postal service following the date of mailing. Either party may change its address for notice at any time, by giving notice to the other party pursuant to the provisions of this Agreement.

#### **14. Disputes**

All disputes shall be settled in a timely manner between the Contractor and the Municipality.

**16. Independent Contractor** The parties hereby acknowledge that the Contractor shall, unless otherwise provided herein, supply all equipment, personnel and incur all expenses necessary to deliver the services set out in Schedule "A".

The Contractor shall deliver the said services as an independent contractor.

Agreement between the Township of Southwold and Tenet Security Group Incorporated

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals this 12<sup>th</sup> day of September, 2022.

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

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Mayor: Grant Jones

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CAO: Jeff Carswell

#### **TENET SECURITY GROUP**

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President and Managing Director: Ed Pimentel



## **Schedule 'A'**

- The Contractor shall, upon receiving a request or direction from the Municipality, investigate/enforce all applicable municipal by-laws and/or provincial legislation as authorized by the Municipality;
- To work jointly with the Clerk to devise a service delivery model and coverage schedule which will include pertinent contact methods for service call requests;
- Uniformed response throughout the Municipality including appropriate identification badge indicating they are representing the Municipality;
- In consultation with the Clerk, the Contractor to arrange for any law enforcement back up when required for any by-law activities;
- As directed by the Municipality, provide coverage and/or presence at municipal events;
- As directed by the Clerk, patrol municipal property, including parkways, for the purposes of by-law compliance, to prevent crime and monitor for any acts of trespass and vandalism;
- Monthly Activity reports provided to the Clerk or designate regarding open files;
- In consultation with the Clerk, work with Ontario Provincial Police and any other agencies on municipal related matters and respond to any requests from the Ontario Provincial Police and other agencies in regard to municipal by-law matters;
- In consultation with the Clerk, assist in any emergencies and co-operate with all local emergency services. This will include making the Contractor part of the municipality's emergency planning and part of it first/emergency response when needed;
- Take appropriate enforcement action including issuing tickets, Orders and Swearing of Information and other legal documents, prepare witness statements and conduct interviews and if necessary, give evidence in Court;
- Have a working knowledge of Part I, II and III of Provincial Notices and Provincial Crown briefs;
- Have a working knowledge of property court procedures, evidence procedures and Criminal Code of Canada matters. This shall include co-operating with the local courts for the Municipality;
- Work with Municipality appointed solicitor for any legal/court proceedings, as required
- The Contractor understands that enforcement may require evening and weekend shifts;
- Attend Council meetings when requested;
- The Contractor shall be responsible for properly trained and knowledgeable staff;
- The Contractor shall provide a Valid WSIB Certificate and proof of coverage for liability insurance in the amount of \$5,000,000.00 for carrying out all duties as provided for in this Agreement;

- Make recommendations to the Municipality about by-laws and municipal signage.
- To undertake a service based upon the Municipality's framework, and issue verbal and written warnings or charges as required;
- To also undertake an operational philosophy that focuses on community engagement and voluntary compliance, and offer alternative resolutions to formal charges whenever possible;
- Educate the public, whenever possible, regarding municipal by-laws and the enforcement of such by-laws;
- Carry out any related duties as required and determined by the Municipality from time to time. Work closely with and under the jurisdiction of the CAO, Clerk and/or Senior Management;
- Provision of a patrol vehicle that is readily identifiable and a mountain bike to assist with patrolling parks and trails;
- Provision of a mobile phone and laptop to facilitate communications and by-law references;
- Maintain accurate records of complaints, logs and document occurrence reports
- Comply with all appropriate legislation and Municipal by-laws related to occupational health and safety; and,
- Maintains a privacy procedure and complies with any requirement established by the Municipality that is reasonably required to ensure that the Municipality meets its obligations under the Municipal Freedom of Information and Protection of Privacy Act and will create, collect, receive, manage, access, use, retain and dispose of the Personal Information and the Records only to perform the work in accordance with the contract.

## **Schedule 'B'**

The Contractor shall be paid an hourly rate of \$70.00 per uniform member, not including HST. This rate is all-inclusive (use of patrol vehicle).

At the request of the Clerk, any work conducted on a statutory holiday shall be paid at time and a half.

When directed by the Clerk, utilizing two bylaw officers with one patrol vehicle, the contractor shall be paid an hourly rate of \$120.00.

The Contractor will issue invoices for a two-week period and terms of the invoice will be upon receipt from the date of receipt of the invoice. Any invoices past due 30 days will have a 2% penalty surcharge.

The Contractor is not responsible for the cost of any specialized equipment that may be required for enforcement shall be billed to the Municipality as required with prior approval by the Municipality.



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** CAO 2022-40

**SUBJECT MATTER: Council Restricted Acts (Lame Duck) Review – After Nomination Day**

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#### **Recommendation:**

1. None – For Information

#### **Purpose:**

To provide an update on the application of Section 275 of the Municipal Act, Restricted Acts After Nomination Day. Section 275 of the Municipal Act is attached as Appendix "A".

#### **Background:**

The relevant provisions of the Municipal Act are attached as Appendix "A".

#### **Comments:**

Based on the candidate certifications, Township Council will be impacted by the Restricted Act provisions. Based on Section 275(1)1, the new Council will include less than  $\frac{3}{4}$  of the members of the outgoing Council. Based on the certified candidates and acclamations, at most 3 members of the existing Council (60%) will be returning. This is less than 75% of the current Council and thus the Restricted Act provisions would apply.

While this is the case, the restricted acts are quite limited in scope and Council has passed the necessary delegation by-law to ensure Township operations are not impacted.

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

## **Appendix "A"**

The Ontario Municipal Act, Section 275 provides for the following:

### *Restricted acts*

275 (1) The council of a local municipality shall not take any action described in subsection (3) after the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council. 2001, c. 25, s. 275 (1).

### *Basis for determination*

- (2) If a determination under subsection (1) is made,
- (a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or
  - (b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation. 2001, c. 25, s. 275 (2).

### *Restrictions*

- (3) The actions referred to in subsection (1) are,

- (a) the appointment or removal from office of any officer of the municipality;*
- (b) the hiring or dismissal of any employee of the municipality;*
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and*
- (d) making any expenditures or incurring any other liability which exceeds \$50,000. 2001, c. 25, s. 275 (3); 2006, c. 32, Sched. A, s. 114 (1).*

*Exception*

*(4) Clauses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election. 2001, c. 25, s. 275 (4).*

*Emergencies*

*(4.1) Nothing in this section prevents a municipality taking any action in the event of an emergency. 2006, c. 32, Sched. A, s. 114 (2).*

*Upper-tier council*

*(5) This section applies with necessary modifications to the council of an upper-tier municipality. 2001, c. 25, s. 275 (5).*

*Delegated authority unaffected*

*(6) Nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council. 2006, c. 32, Sched. A, s. 114 (3).*



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** CAO 2022-41

**SUBJECT MATTER: Policy Updates - General Expense Policy, Conference Expense Policy and Travel and Mileage Rate Reimbursement Policy**

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#### **Recommendations:**

1. THAT Council approve the General Expense Policy as attached as Appendix "A" to Report CAO 2022-41.
2. That Council approve the Conference Expense Policy as attached as Appendix "B" to Report CAO 2022-41.
3. That Council approve the Travel and Mileage Rate Re-imbursement Policy as attached as Appendix "C" to Report CAO 2022-41.

#### **Purpose:**

The purpose of this report is seek direction from Council on updating several Township policies related to expenses.

#### **Background:**

The County of Elgin and other local municipalities have been updating their Travel and Mileage Rate policies to align with the Canada Revenue Agency (CRA) mileage re-imbursement rates. These rates are established annually based on vehicle operation costs and attempt to provide a reasonable re-imbursement of costs based on usage.

The Township's mileage rate was last updated in 2015.

Staff are also standardizing all policies and have updated the General Expense Policy and Conference Expense Policy as well.



**Comments:**

The updates to the Travel and Mileage policy include:

- Using the CRA mileage rate – the County and other municipalities have adopted this rate. The rate is reviewed and adjusted each year by CRA in December. The 2022 rate is \$0.61/km for the first 5,000 km and \$0.55/km above 5,000
- The policy adds in provisions related to parking and other travel expenses, clarifies application.
- Moved conference/meeting expense provisions to Conference Expense Policy
- Generally, the policy maintains the same intent and purpose of the existing policy, but formatted and updated to be more clear and easier to apply.

The updates to the Conference Expense Policy include:

- Moving the items out of the Travel Policy.
- Additional clarifications for items not covered based on application over the years.
- Clarification around application and use of the policy.
- Reformatting to the new policy format.

The General Expense Policy has been a standard practice for many years, but not clearly articulated in a Policy. The proposed policy captures current practices and is in line with other related policies for approvals.

Overall, the policies build upon and provide additional clarification to the existing policies and practices. This will help to ensure Councillors, Staff and Volunteers are treated fairly when incurring legitimate expenses related to Township business, travel, conferences, seminars and meetings. The updates will also provide more clarity and guidance to staff on applying and using the policies.

**Financial Implications:**

The impact will be minimal. Travel and mileage re-imbursement costs are a very small component of the Township's overall budget and operating costs. The conference expense policies do not add any additional costs.

**Strategic Plan Goals:**

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

☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.

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

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

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

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

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



## Township of Southwold Human Resources Policy and Procedure Manual

<b>Title: General Expense Policy</b>	
<b>Number:</b> HR-10	<b>Type:</b> Policy
<b>Effective Date:</b> 2022-09-12	<b>Last Review Date:</b> 2022-09-12
<b>Approval:</b> Council, Resolution	<b>Review Frequency:</b> Annually, in conjunction with Budget
<b>Applies to:</b> All Staff, Council and Volunteers	

### **Purpose:**

To provide a policy framework for reimbursement of employee expenses.

### **Definitions:**

*Council/Councillors* – Councillors of the Township of Southwold

*Employee* – All classes of employees of the Township of Southwold

*Volunteers* – Volunteers of the Township of Southwold

### **Application:**

This Policy applies to all classes of Township *employees, Council* and *Volunteers*.

### **Policy:**

- 1) The Township of Southwold will re-imburse *Employees, Councillors* and *Volunteers* for expenses incurred while purchasing goods and conducting business on behalf of the Township of Southwold, subject to the following provisions:
  - a) Purchased goods and services must be for Township purposes.
  - b) Receipts must be provided for all claimed expenses.
- 2) Expenses must be claimed using an Expense Claim form. Copies of receipts must be included with the form. Claims should be submitted within 30 days of incurring

the expense.

- 3) Details including date, amount, expense description and the department/committee/activity/event must be included.
- 4) *Employee* expenses must be approved by their Supervisor.
- 5) *Council* expenses must be approved by the CAO or Director of Corporate Services/Treasurer.
- 6) Volunteer expenses must be approved by a staff member having knowledge of the committee or event for which the expense is being claimed or the CAO or the Director of Corporate Services/Treasurer.
- 7) Expense advances will not be provided, unless approved by the CAO and Director of Corporate Services/Treasurer.
- 8) The following expenses will not be re-imbursed:
  - a) Expenses not supported by receipts.
  - b) Expenses not related to Township business.
  - c) Credit Card charges related to late payments.

**Revision History:**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Notes</b>
1	2022-09-12	New policy that reflects past practice.

**Related Policies:**

HR-11 Conference Expense Policy

HR-12 Travel and Mileage Re-imbbursement Policy



## Township of Southwold Human Resources Policy and Procedure Manual

<b>Title: Conference Expense Reimbursement Policy</b>	
<b>Number:</b> HR-11	<b>Type:</b> Policy
<b>Effective Date:</b> 2022-09-12	<b>Last Review Date:</b> 2022-09-12
<b>Approval:</b> Council, Resolution	<b>Review Frequency:</b> Annually, in conjunction with Budget
<b>Applies to:</b> All Staff, Council and Volunteers	

### Purpose:

To provide a policy framework for reimbursement of conference, seminar and meeting expenses.

### Definitions:

*Council/Councillors* – Councillors of the Township of Southwold

*Employee* – All classes of employees of the Township of Southwold

*Volunteers* – Volunteers of the Township of Southwold

### Application:

This Policy applies to all classes of Township *employees, Council* and *Volunteers* attending conferences, seminars and meetings on behalf of the Township of Southwold.

### Policy:

- 1) The Township of Southwold will re-imburse *Employees, Councillors* and *Volunteers* for expenses incurred while attending conferences, seminars and meetings on behalf of the Township, subject to the following provisions:
  - a) Receipts must be provided for all claimed expenses.
  - b) Re-imbursed expenses must be related to the employee's, Councillor's or Volunteer's own costs.

- c) Expenses for several Township employees, Councillors and/or Volunteers can be paid by one person and one claim made. In addition to the details set out in Section 4, the expense claim must also include which members the expense also applies to.
  - d) Employees and Councillors may include expenses related to other people, only if the expense is reasonable and doing so will provide ongoing or future benefits to the Township. Typically this discretion would be limited to Council Members, the CAO/Clerk and Directors.
- 2) Where possible, conference registration and hotel costs should be pre-paid directly by the Township of Southwold.
- 3) Expenses must be claimed using an Expense Claim form. Copies of receipts must be included with the form. Claims should be submitted within 30 days of incurring the expense.
- 4) Details including date, expense description and conference/seminar/meeting description must be included.
- 5) *Employee* expenses must be approved by their Supervisor.
- 6) *Council* and *Volunteer* expenses must be approved by the CAO or Director of Corporate Services/Treasurer.
- 7) Expense advances will not be provided, unless approved by the CAO and Director of Corporate Services/Treasurer.
- 8) The following expenses will not be re-imbursed:
- a) Expenses not supported by receipts.
  - b) Expenses for companions and family members.
  - c) Expenses for alcohol.
  - d) Expenses for entertainment, including hotel entertainment (ie. In room movies, etc.)
  - e) Expenses related to hotel services such as spas, gyms, pools, games rooms, etc.
  - f) Personal Phone Calls
  - g) Conference Companion Program expenses.
  - h) Credit Card charges related to late payments.

**Revision History:**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Notes</b>
1	2005	Original Policy
2	2022-09-12	Revised to reflect new policy formatting, minor updates

**Related Policies:**

HR-10 General Expense Policy

HR-12 Travel and Mileage Re-imbursement Policy



## Township of Southwold Human Resources Policy and Procedure Manual

<b>Title: Travel and Mileage Reimbursement Policy</b>	
<b>Number:</b> HR-12	<b>Type:</b> Policy
<b>Effective Date:</b> 2022-09-12	<b>Last Review Date:</b> 2022-09-12
<b>Approval:</b> Council, Resolution	<b>Review Frequency:</b> Annually, in conjunction with Budget
<b>Applies to:</b> All Staff, Council and Volunteers	

### **Purpose:**

To provide a policy framework for reimbursement of travel expenses while on Township business.

### **Definitions:**

*Council/Councillors* – Councillors of the Township of Southwold

*Employee* – All classes of employees of the Township of Southwold

*Volunteers* – Volunteers of the Township of Southwold

### **Application:**

This Policy applies to all classes of Township employees, Council and Volunteers while conducting business on behalf of the Township of Southwold.

### **Policy:**

- 1) Where possible and practical, *employees* shall use a Township vehicle for Township business.
  - a) The following considerations will need to be taken into consideration when determining whether to use a Township or personal vehicle:
    - i) Meetings where it is impractical to attend the workplace to get a Township vehicle due to meeting location or time.



- ii) When the duration of the meeting will impact other operations (ie. Taking a Township road vehicle for an entire day/overnight for a conference).
  - iii) When the travel may include a secondary personal component ie. Conference attendance.
  - iv) Employees should consult with their supervisor if needed.
- 2) When a personal vehicle is used in the performance of Township business, and not subject to exclusions, the following provisions apply:
  - a) *Employees* will record the date, reason for travel and distance on their timesheet for re-imbursement.
  - b) *Council* and *Volunteers* must submit a claim for payment including the date, reason for travel and distance for re-imbursement. Re-imbursement is subject to approval from the CAO or Director of Corporate Services/Treasurer.
  - c) Re-imbursement is not inclusive of the distance normally travelled between an employee's residence and workplace.
- 3) The mileage rate paid shall be the Reasonable Per-kilometer Allowance established by the Canada Revenue Agency (CRA) on an annual basis (Usually updated in December for the following year).
- 4) Other costs such as Toll Charges (distance fee only, not monthly transponder and account fees) and Parking Permit Fees will be re-imbursed upon presentation of receipts. Toll road usage should be limited to situations where there isn't a non-toll option or where there would be considerable time savings using the toll road.
- 5) Alternative modes of transportation such as rail, bus, air, etc. can be utilized. Consideration of distance, trip duration, schedule and cost must be considered when using alternate transportation. Pre-approval from the CAO/Clerk or Director of Corporate Services/Treasurer is required.
- 6) The following mileage re-imbursement, costs and expenses shall not be paid:
  - a) Travel between the workplace and the *employee's* home.
  - b) *Council* and *Volunteer* travel related to Township meetings, events and activities.
  - c) Travel distance normally travelled between an *employee's* residence and workplace.
  - d) Travel that is incorporated into a trip to/from home and does not result in any additional distance travelled.
  - e) Vehicle repair and maintenance costs.
  - f) Insurance premiums and deductibles.

- g) Tickets and Fines (Parking, Highway Traffic Act, etc).
- 7) Other provisions for the application of this policy include:
  - a) Personal use of Township vehicles is not permitted at any time.
  - b) If there are disputes regarding the travel distance, the Township will rely on the distance determined by Google Maps.
- 8) Mileage expense claims are to be submitted with timesheets and are paid through payroll. The date, purpose and distance shall be included. Claims should be submitted within 30 days of incurring the expense.
- 9) Other travel expenses are submitted to Accounts Payable using an expense form. Details including date, purpose and amount, along with receipts must be submitted for reimbursement.

**Historical Rates:**

2022-09-12 - \$0.61/km for first 5,000 km, \$0.55/km over 5,000 km (CRA Rate effective with new policy)  
2015-02-10 - \$0.495/km  
2011-06-27 - \$0.45/km  
Prior - \$0.42/km

**Revision History:**

Version	Effective Date	Revision Notes
1	2005	Original Policy
2	2022-09-12	Revised to reflect CRA mileage rate, new policy formatting

**Related Policies:**

HR-10 General Expense Policy  
HR-11 Conference Expense Policy



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** CAO 2022-42

**SUBJECT MATTER: Proposed Federal Electoral Districts**

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#### **Recommendations:**

THAT the Township of Southwold coordinate efforts with Elgin County, other Elgin County municipalities and the City of St. Thomas to represent interests and concerns pertaining to the proposed federal electoral boundary districts;

AND THAT the Township of Southwold develop a submission and make a presentation at the Federal Electoral Boundaries Commission for the Province of Ontario;

AND THAT the submission and presentation guiding principle be that the Township of Southwold be fully contained and represented within one federal electoral district with the entirety of Elgin County and the City of St. Thomas.

#### **Purpose:**

To review the proposed Redistribution of Federal Electoral Districts and put forth a course of action to raise the concerns from the Township of Southwold with the Federal Electoral Boundaries Commission.

#### **Background:**

[The Federal Electoral Boundaries Commission for the Province of Ontario](#) (the Commission) is an independent body charged with readjusting the electoral boundaries under the [Electoral Boundaries Readjustment Act](#) (the Act).

On August 19, 2022, the Commission released its proposed new electoral map for consideration at public hearings this fall. The population in Ontario has increased from 12,851,821 in 2011 to 14,223,942 in 2021. Thus, the [representation formula](#) in

the *Constitution Act, 1867* has determined that Ontario has been allocated 122 seats, raising the total number of electoral districts in the province from 121 from the last redistribution plan prepared in 2012.

The Act directs the Commission to ensure that the population in each electoral district shall, as closely as reasonably possible, correspond to the electoral quota for the province. The quota for electoral districts in Ontario is 116,590, which was established by dividing the census population by the number of electoral districts assigned to the province.

The Act permits the Commission to depart from the quota where necessary or desirable in order to:

- respect the community of interest or community of identity in, or the historical pattern of an electoral district in the province, or
- maintain a manageable geographic size for electoral districts in sparsely populated, rural or northern regions of the province.

When considering these factors, the Commission must make every effort to ensure that, except in circumstances it views as extraordinary, the population of each electoral district in the province remains within 25% (plus or minus) of the electoral quota. The upper limit of deviation from the quota is 145,738, and the lower limit of deviation from the quota is 87,443.

The Commission has proposed and will be discussing at public hearings this fall, new federal electoral district boundaries for the next regular federal election. The proposed district boundaries for the Township of Southwold are on the Southwestern Ontario map attached hereto as Appendix 'A'. The proposed district boundaries would mean that the Township of Southwold would be split between two federal electoral districts:

Proposed Federal Electoral District	Proposed Federal Electoral District Population	Township of Southwold Population Share (4,851)*		Elgin County Population Share (51,912)*		City of St. Thomas Population Share (42,840)	
Elgin – Middlesex – Thames	117,082	4,131	3.53%	44,022	36.62%	0	0.00%
South London – St. Thomas	120,208	720	0.60%	7,890	6.74%	42,840	35.64%

\*Electoral district population share for Central Elgin and Southwold calculated utilizing 1.99 persons/property

### **ELGIN – MIDDLESEX – THAMES**

Consists of:

- a. the Town of Aylmer;
- b. the municipalities of Bayham, Brooke-Alvinston, Dutton/Dunwich, Middlesex Centre, Southwest Middlesex, Strathroy-Caradoc and West Elgin;
- c. that part of the Municipality of Central Elgin lying southerly of John Wise Line;
- d. that part of the Municipality of Chatham-Kent described as follows: commencing at the intersection of the northerly limit of said municipality and the Sydenham River; thence generally southwesterly along said river to Dawn Mills Road; thence southerly along said road to Base Line; thence westerly along said line to Kent Bridge Road; thence southeasterly along said road and its production to the southerly limit of said municipality; thence northeasterly, northwesterly, northerly and westerly along the southerly, easterly and northerly limits of said municipality to the point of commencement;
- e. those parts of the Municipality of Thames Centre described as follows:
  - i. that part lying northerly of a line described as follows: commencing at the intersection of the westerly limit of said municipality and Thorndale Road; thence northeasterly along said road to Nissouri Road; thence northwesterly along said road to approximate latitude 43°06'21"N and longitude 81°09'32"W; thence northeasterly in a straight line to Fairview Road at approximate latitude 43°06'39"N and longitude 81°08'35"W; thence southeasterly along said road to Thorndale Road; thence northeasterly along said road to the easterly limit of said municipality;
  - ii. that part lying southerly and easterly of a line described as follows: commencing at the intersection of the easterly limit of said municipality and Highway 401 (Macdonald-Cartier Freeway); thence westerly along said highway to Westchester Bourne road; thence southerly along said road to the southerly limit of said municipality;
- f. the townships of Adelaide-Metcalf, Malahide and Warwick;
- g. that part of the Township of Dawn-Euphemia lying easterly of a line described as follows: commencing at the intersection of the northerly limit of said township and Forest Road; thence southerly along said road and its southerly production to the Sydenham River; thence generally southerly along said river to the southerly limit of said township;
- h. the Township of Southwold, excluding the part lying easterly of Sunset Road;**
- i. that part of the Township of Zorra lying northerly and westerly of a line described as follows: commencing at the intersection of the westerly limit of said township and Road 84; thence northeasterly along said road to 23rd Line; thence northwesterly along said line to the northerly limit of said township;
- j. the Village of Newbury; and

- k. the Indian reserves of Chippewa of the Thames First Nation No. 42, Moravian No. 47, Munsee-Delaware Nation No. 1 and Oneida No. 41.

### **LONDON SOUTH – ST. THOMAS**

Consists of:

- a. the City of St. Thomas;
- b. that part of the City of London lying southerly and easterly of a line described as follows: commencing at the intersection of the easterly limit of said city with the Thames River; thence generally westerly along said river to the Canadian National Railway; thence southeasterly along said railway to Commissioners Road East; thence westerly along said road to Wharncliffe Road South; thence southerly and southwesterly along said road to Wonderland Road South; thence southerly along said road to Highway 402; thence generally southwesterly along said highway to the westerly limit of said city;
- c. that part of the Municipality of Central Elgin lying northerly of John Wise Line;
- d. that part of the Municipality of Thames Centre lying southerly of Highway 401 (Macdonald-Cartier Freeway) and westerly of Westchester Bourne; and
- e. that part of the Township of Southwold lying easterly of Sunset Road.

Prior to the redistribution, the Township of Southwold was singularly represented by the riding of Elgin - Middlesex - London, as documented on the map attached hereto as Appendix 'B':

Current Federal Electoral District	Current Federal Electoral District Population	Township of Southwold Population Share (4,494)		Elgin County Population Share (49,556)		City of St. Thomas Population Share (37,905)	
Elgin – Middlesex - London	114,294	4,494	3.93%	49,556	43%	37,905	33%
2011 Census Population Data							

Current Federal Electoral District	Current Federal Electoral District Population	Township of Southwold Population Share (4,851)		Elgin County Population Share (51,912)		City of St. Thomas Population Share (42,840)	
Elgin – Middlesex - London	126,428	4,851	3.83%	51,912	41%	42,840	33%
2021 Census Population Data							

### **ELGIN – MIDDLESEX – LONDON**

Consists of:

- a. the County of Elgin;
- b. that part of the County of Middlesex comprised of the Municipality of Thames Centre;
- c. the City of St. Thomas; and
- d. that part of the City of London lying southerly of a line described as follows: commencing at the intersection of the westerly limit of said city with Dingman Creek; thence generally easterly along said creek to the westerly production of Southdale Road West; thence easterly along said production, Southdale Road West and Southdale Road East to White Oak Road; thence southerly along said road to Exeter Road; thence easterly and northeasterly along said road to Highway No. 401; thence northeasterly and easterly along said highway to the easterly limit of said city.

The Commission now has the proposed federal electoral district map out for consultation where the public is invited to share their perspectives on the proposed federal electoral district map by scheduled representation at any of the [public hearings](#).

The applicable public hearings for the Township of Southwold is as follows:

London	Ivey Spencer Leadership Centre, 551 Windemere Rd, London, ON	Monday October 24, 2022	6:30PM
Virtual Hearing	Hamilton and Niagara; South Central Ontario; Southwestern Ontario; and Southernmost Ontario	Tuesday, September 27, 2022	6:30PM

Pursuant to the *Electoral Boundaries Readjustment Act*, the Commission has established the following rules to regulate its proceedings and the conduct including public hearings.

1. All persons wishing to make an oral submission must complete the Public Hearing Participation Form by **September 25, 2022**.
2. In the interest of transparency, the Commission will make public all written submissions that it receives in response to the proposed redistribution plan. These will be published on the Commission's website and will include the person's name and the date of the submission.
3. Two members of the Commission shall constitute a quorum for the holding of a hearing.
4. If a quorum cannot be present at a hearing, the Commission may postpone that hearing to a later date.
5. If the Commission cannot complete hearing representations within the time allowed, the Commission may adjourn the hearing to a later date at the same place or may–

taking into account the convenience of persons whose representations have not been heard or have been only partly heard—adjourn the hearing elsewhere or to a virtual hearing.

6. At each hearing the Commission shall decide the order in which the representations are heard.
7. The Commission may restrict the time available for oral representations if necessary to meet timing constraints.
8. Only one person shall be heard in the presentation of any single representation, including a representation on behalf of an association or group, unless the Commission, in its discretion, decides otherwise.
9. The link to the virtual public hearing is not public and may only be shared with participants/observers who have registered with the Commission and with members of the media.
10. A moderator will manage the agenda, the speaking time and microphones of the participants.
11. The use of a headset by presenters at a virtual public hearing is recommended.

[The Commission](#) makes final decisions about where the federal electoral boundaries will be located following consultation, giving the public and Members of Parliament an opportunity to express their views and participate in the consultation process.

### **Comments:**

As stated in the [proposal](#):

*The Commission proposed many new electoral boundaries for Ontario. These proposed boundary changes are necessary due to the allocation of one additional district; and to correct wide variations in voter equality that have emerged across the province over the past decade due to population changes.*

*The population of Southwestern Ontario grew by 11.1%, from 782,285 in 2011 to 869,137 in 2021. The remainder of Ontario grew by 10.6% in the same period. The existing seven electoral districts in this geographic piece would have an average 2021 population of 124,162 and an average deviation of 6.5% from the Quota. The absolute range between the least and most populous districts would be 24.1 percentage points.*

*The Commission noted that the three existing and largely urban districts within the City of London are underrepresented with populations that are 9%, 18.6% and 19.5% above the Quota. Consequently, considerable redrawing was*



*required. Recognizing the urban growth in all directions, the boundaries of these three districts are reconfigured to better balance populations with adjacent and more rural districts.*

*Recognizing the development in the southern part of the City of London and the northern part of the City of St. Thomas, these areas are both included in the proposed district of LONDON SOUTH - ST. THOMAS.*

*In the more northern part of the City of London, the boundaries of LONDON WEST and the newly named LONDON CENTRE (the existing district of London North Centre) are modestly changed.*

*The boundaries of the existing district of London - Fanshawe are shifted to the east, and this district is renamed LONDON NORTHEAST.*

*In the southern portion of this geographic piece, the newly named ELGIN - MIDDLESEX - THAMES extends from Kent Bridge Road (County Road 15) in Chatham-Kent at its western edge and wraps around the City of London along the east. This district comprises portions of the existing districts of Elgin - Middlesex - London and Lambton - Kent - Middlesex.*

*In the northern portion of this geographic piece, the districts of PERTH - WELLINGTON and the newly named SOUTH HURON SHORES (the existing district of Huron - Bruce) are largely unchanged.*

*Many of the districts in this piece are renamed to better describe their locations and reflect their communities of interest.*

No one electoral district can be considered in isolation from the others immediately surrounding it. Any change to one boundary has an inherent effect on at least one adjoining electoral district. The Commission endeavored to respect existing municipal boundaries whenever possible. However, in some instances, the location and density of population growth required the Commission to establish electoral districts that crossed municipal boundaries.

The primary consideration in the Electoral Boundaries Readjustment Act is that the population of each electoral district in the province be as close to the provincial quota as is reasonably possible. If an electoral district contains a population that is significantly larger than the quota, it is underrepresented. Similarly, an electoral district with a significantly smaller population is overrepresented. However, the principle of

representation by population cannot be perfectly implemented. It is virtually impossible to establish an electoral map for 122 electoral districts of equal population that reflects existing municipal boundaries, that recognizes the distinctions between urban, rural and remote communities, and that takes into account community of interest or identity, and historical attachment.

### **ANALYSIS**

Some may suggest that the Township of Southwold may be better off with the Commission's proposals of two Members of Parliament, rather than any other alternative that would provide only one. This certainly has some merit and could increase the likelihood that the Township of Southwold would have a representative in the Federal Cabinet and more Members of Parliament to potentially advocate on its behalf. Conversely, the proposed federal electoral districts unnecessarily fragment the Township of Southwold. Furthermore, under such proposal:

- (i) Elgin County, including Township of Southwold residents, would hold only a minority share of the population of any of the proposed electoral districts that include the Township of Southwold, diluting the ability to influence the local Member of Parliament to concentrate on and address Southwold and Southwold residents' interests.
- (ii) The Township of Southwold and municipal community organizations would face greater time and complexity when seeking to engage federal government with the increased likelihood of having to organize two meetings rather than one. Also, there could be the potential for risk of contradictory positions by area Members of Parliament where they represent competing political parties.
- (iii) The community identity including rural voice of the Township of Southwold would be significantly diluted across two ridings, one of which would have larger City of London and urban concerns and another that would be geographically massive, stretching from Chatham, to Warwick to St. Marys to Bayham.
- (iv) The proposed ridings of Elgin – Middlesex – Thames and London South – St. Thomas do not respect the historical pattern of Township of Southwold electoral districts.
- (v) The inclusion of the Township of Southwold in the Elgin – Middlesex – Thames electoral district is difficult to be considered as a district of "manageable geographic size" in southwestern Ontario. The existing Elgin – Middlesex –

London electoral district is 3,557km<sup>2</sup> while the proposed Elgin – Middlesex – Thames electoral district is 6,262km<sup>2</sup>.

- (vi) Splitting the Township of Southwold along Sunset Dr. does not respect the community identity of the Municipality, as it would be practically impossible to argue Sunset Dr. divides two community identities within the Township of Southwold.
- (vii) The inclusion of a portion of the Township of Southwold in the London South – St. Thomas represents about 20% of the Township population and the area contains significant amount of lands for industrial development and there could be risks that this area would not get the attention and priority needed as part of a larger urban district.
- (viii) The justification provided by the Commission for the creation of the South London – St. Thomas electoral district does not even consider or acknowledge the Township of Southwold and the industrial nature of this area.  
*Recognizing the development in the southern part of the City of London and the northern part of the City of St. Thomas, these areas are both included in the proposed district of LONDON SOUTH - ST. THOMAS.*
- (ix) The Township of Southwold, through Elgin County, partners with the City of St. Thomas on the provision of services, including social services. The proposed electoral districts separate Elgin County from the City of St. Thomas with regard to services that may be closest to the federal sphere of jurisdiction.

The Commission requires that representatives proposing alternative federal riding boundary scenarios must be prepared to indicate to the Commission not just the representatives' concerns, but to set out alternatives and, importantly, set out in as much detail as possible, including in a map, how other communities would be affected by the proposed alternatives. Due to the constraints facing the Township, the best avenue present to pursue alterations to the proposed federal electoral boundaries is via collaboration with the City of St. Thomas and Elgin County municipalities.

By coordinating efforts and presenting a united front representing Elgin County to the Commission, the Township of Southwold has the best opportunity to prevent the division of the Township of Southwold and prevent the lessening of full representation of the Township and the Township's residents' interests. Coordination provides an

opportunity to present a case for an alternative option to the Federal Electoral Boundaries Commission for the Province of Ontario through the submissions process.

**Financial Implications:**

None.

**Strategic Plan Goals:**

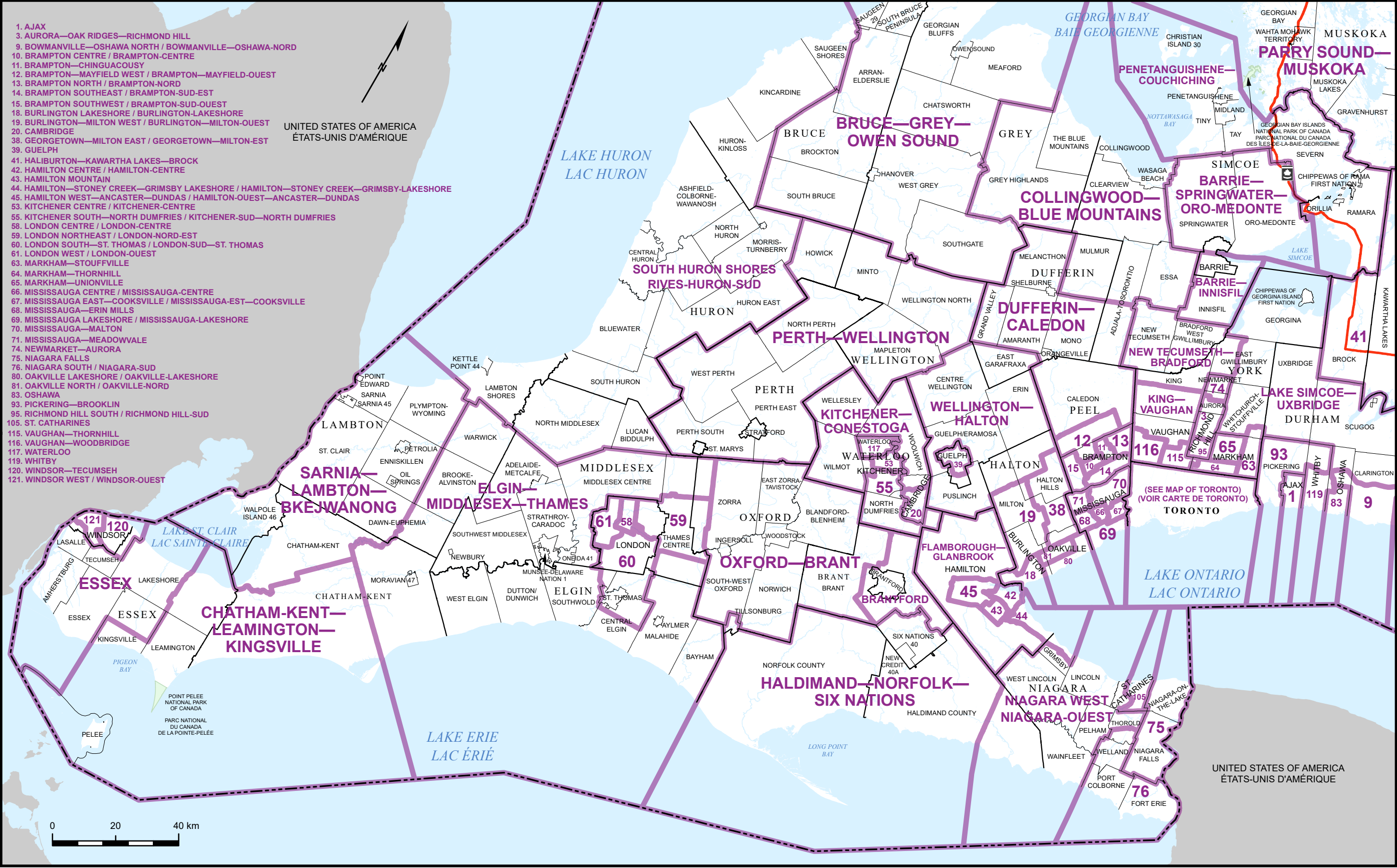
The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ 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.

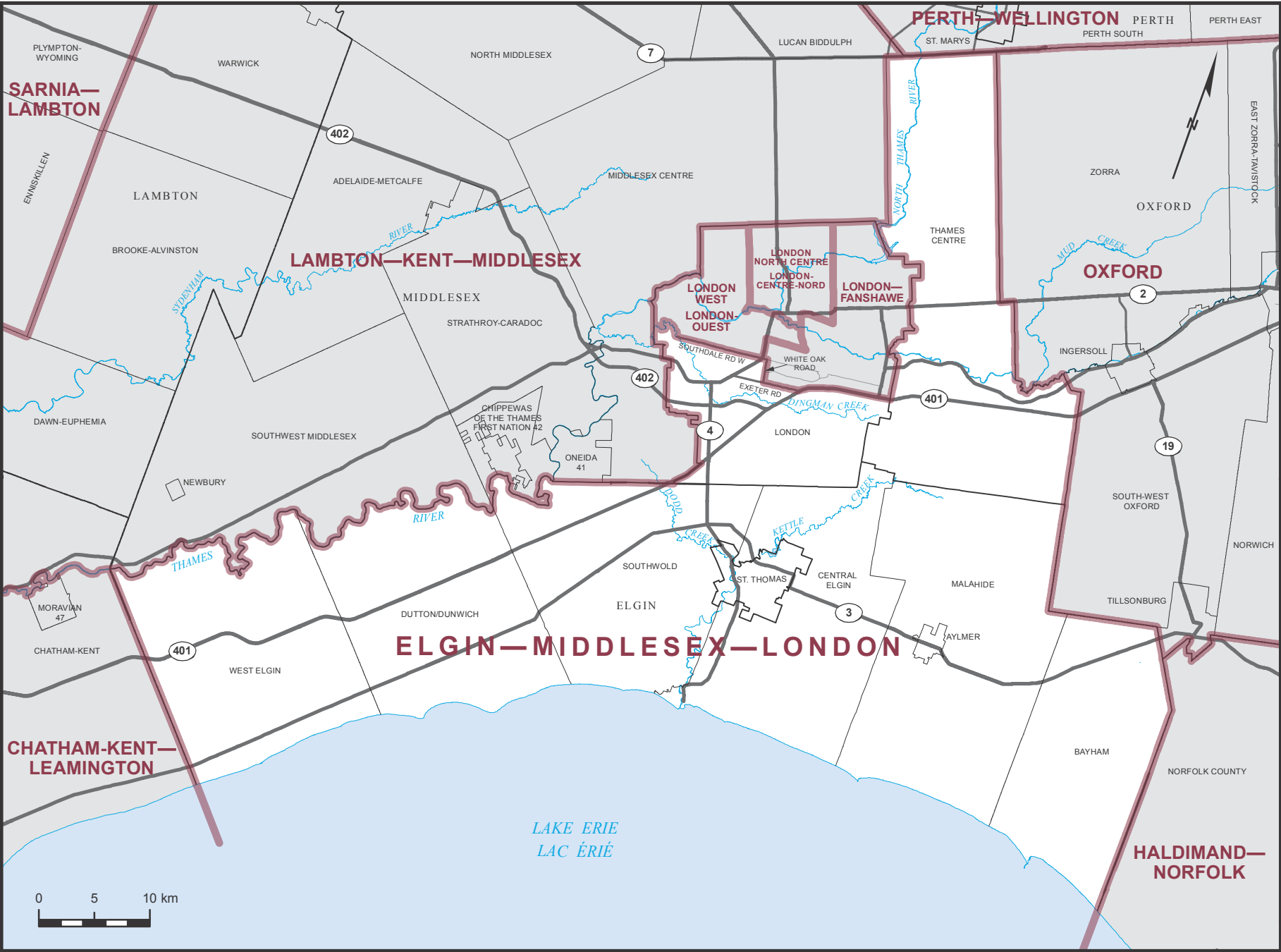
**Respectfully Submitted by:**

**Jeff Carswell, CAO/Clerk**

**"Submitted electronically"**



ELGIN—MIDDLESEX—LONDON





**From:** [Ferguson, Jillian \(Vecchio, Karen - MP\)](#)  
**To:** [Ferguson, Jillian \(Vecchio, Karen - MP\)](#)  
**Subject:** Follow- Up Proposed Redistribution Federal Electoral Districts  
**Date:** September 8, 2022 12:19:36 PM  
**Attachments:** [Vecchio PETITION TO THE FEDERAL ELECTORAL BOUNDARIES COMMISSION FOR ONTARIO.pdf](#)  
[London Open House.png](#)  
[St. Thomas Open House.png](#)

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Good Afternoon,

On behalf of MP Karen Vecchio, our office is sharing the attached petitions we have created and will be submitting to the Commission for Ontario. All municipalities and counties are welcomed to display these petitions in their offices' for the public to sign. We ask that the signed petitions are back to our office by Friday September 23, 2022.

Following our Mayors' meetings last week, many municipalities were seeking vocabulary for motions at their Council meetings. Please feel free to use these petitions as a guiding tool for your Councils.

Our office will also be hosting two public events to hear from all constituents and gather feedback on the proposed Redistribution of Federal Districts. Please feel free to share the below events with your networks: (Please notes these have been posted to MP Vecchio's social media and can be shared)

- **London Townhall on Redistribution of Federal Districts on Wednesday, September 14th at 7:00pm** at the Branch 501 Lambeth Legion located at 7097 Kilbourne Road, London, ON.
- **St. Thomas Open House of Redistribution of Districts on Saturday, September 17th from 10:00am- 1:00pm** at the CASO Station located at 750 Talbot St. St. Thomas, ON.

As a reminder, the Federal Electoral Boundaries Commission for Ontario will be holding public hearings in person and virtually. Any individual wishing to present at the hearing or be an observer must complete a Public Hearing Participation Form. All Public Hearing Participation Forms MUST be submitted to the Commission by September 25, 2022. If your municipality or county is planning on submitting an appeal or participate in the public hearing please advise our office.

For more information on public participation in Ontario please visit: [Public participation – Ontario - Federal Electoral Districts Redistribution \(redecoupage-redistribution-2022.ca\)](https://publicparticipation-ontario-federal-electoral-districts-redistribution-2022.ca)

As always, please feel free to reach out to our office if you have any questions or concerns.

Sincerely,



**Jillian Ferguson**

*Member's Assistant*

Office of Karen Vecchio

Member of Parliament for Elgin-Middlesex-London

Shadow Minister for Women and Gender Equality and Youth

519-637-2255

---

**From:** Ferguson, Jillian (Vecchio, Karen - MP)

**Sent:** August 19, 2022 10:39 AM

**To:** Ferguson, Jillian (Vecchio, Karen - MP) <jillian.ferguson.425@parl.gc.ca>

**Subject:** Proposed Redistribution Federal Electoral Districts

Good Morning Colleagues,

Please see the attached letter from MP Karen Vecchio regarding the recently published Redistribution of Federal Electoral Districts.

We look forward to hearing your feedback on this proposal.

Sincerely,



**Jillian Ferguson**

*Member's Assistant*

Office of Karen Vecchio

Member of Parliament for Elgin-Middlesex-London

Shadow Minister for Women and Gender Equality and Youth

519-637-2255



## PETITION TO THE FEDERAL ELECTORAL BOUNDARIES COMMISSION FOR ONTARIO

### WHEREAS,

- The Constitution of Canada requires that federal electoral districts be reviewed after each decennial (10-year) census to reflect changes and movements in Canada's population. The current federal redistribution process began in October 2021. It is led by independent commissions working separately in each province to establish electoral boundaries. The Chief Electoral Officer is tasked with applying the representation formula found in the Constitution to determine the new allocation of seats. Elections Canada is also responsible for providing administrative and technical support to the commissions.

### WE, THE UNDERSIGNED CITIZENS, AND RESIDENTS OF ONTARIO, CALL UPON THE FEDERAL ELECTORAL BOUNDARIES COMMISSION FOR ONTARIO

### TO,

- Keep the riding of Elgin-Middlesex-London as status quo in Federal Electoral Boundaries Redistribution 2025

<b>SIGNATURES</b> (Ontario residents) <i>Please sign your name, do not print</i>	<b>ADDRESSES</b> (Postal code or Municipality)
1.	
2.	
3.	
4.	
5.	
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9.	
10.	

## PETITION TO THE FEDERAL ELECTORAL BOUNDARIES COMMISSION FOR ONTARIO

### WHEREAS,

- The Constitution of Canada requires that federal electoral districts be reviewed after each decennial (10-year) census to reflect changes and movements in Canada's population. The current federal redistribution process began in October 2021. It is led by independent commissions working separately in each province to establish electoral boundaries. The Chief Electoral Officer is tasked with applying the representation formula found in the Constitution to determine the new allocation of seats. Elections Canada is also responsible for providing administrative and technical support to the commissions.

### WE, THE UNDERSIGNED CITIZENS, AND RESIDENTS OF ONTARIO, CALL UPON THE FEDERAL ELECTORAL BOUNDARIES COMMISSION FOR ONTARIO

### TO,

- Keep the of City of St. Thomas and the County of Elgin together as one community in the Federal Electoral Districts Redistribution 2022

<b>SIGNATURES</b> (Ontario residents) <i>Please sign your name, do not print</i>	<b>ADDRESSES</b> (Postal code or Municipality)
1.	
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# **St. Thomas Open House on the Redistribution of Federal Districts**



**Redistribution**  
Federal Electoral Districts

**Date: Saturday, September 17, 2022**

**Time: 10:00am- 1:00pm**

**Location: CASO Station**

**750 Talbot St. St. Thomas, ON**



The Federal Boundaries Commission of Ontario has released proposed redistribution for federal electoral boundaries.

I want to hear from all constituents and gather feedback on these changes. I look forward to your attendance on September 17.

# London Townhall on the Redistribution of Federal Districts



**Redistribution**  
Federal Electoral Districts

**Date:** Wednesday, September 14, 2022

**Time:** 7:00pm

**Location:** Branch 501 Lambeth Legion  
7097 Kilbourne Road, London, ON



The Federal Boundaries Commission of Ontario has released proposed redistribution for federal electoral boundaries.

I want to hear from all constituents and gather feedback on these changes. I look forward to your attendance on September 14.





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** September 12, 2022

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

**REPORT NO:** CAO 2022-43

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

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

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

**Background:**

**Meetings/Events:**

- Bi-weekly Asset Management Plan Project meetings
- Blue Box Transition Webinars – several over the month of August
- Several Shared IT Services Meetings
- Talbotville Park Trillium Recognition Event – August 12
- Talbotville Ball Diamond Opening Event – August 25
- All Staff meetings (Aug 10) & Management Group Meetings (Aug 3 and 17)
- Deputy Treasurer position interviews
- Audit Meeting – Aug 10
- Elgincentives Administration Meeting – Aug 22
- Records Management – Council Records Review – Aug 25
- Accelerated Highspeed Internet Program Webinar – Aug 25
- Candidate Information Session – Aug 30
- Staff “End of Summer” Lunch – Aug 31
- Meeting with Karen Vecchio and Mayor – Federal Electoral Boundaries – Aug 31

**2022 Election** – Planning and preparations for the election are ongoing. The nomination period opened May 2, 2022 and closed August 19, 2022. There will be contests for Mayor, Councillor and TVDSB. The Deputy Mayor and other school board positions were acclaimed. Since nomination day staff have been focused on:

- Certifying Candidates
- Ballot Layouts and Proofs
- Candidate Information Meeting
- Voters List Updates and Corrections

**Integrity Commissioner/Closed Meeting Investigator/Ombudsman Services (IC/CMI/OS)**

– Currently Mark McDonald provides IC/CMI/OS to the County and many local municipalities. Mr. McDonald has advised that he will be terminating services effective September 30, 2022. The County of Elgin RFP for IC/CMI/OS services closed August 26<sup>th</sup>. Staff will be reviewing the proposals in conjunction with the County and other municipalities.

**Public Works CUPE** – Tentative meetings set for October. An initial proposal has not been received.

**Blue Box Transition** – Staff continue to attend various webinars on the Blue Box Transition. Recent discussion has focused around Ineligible Sources and the requirement to advise whether municipalities are interested in continuing to provide recycling collection under contract with CMO. Staff have submitted the Township's decision to not enter into a contract with CMO and are providing information on the current program and promotion.

**Recruitments** – Recruitments for the Planner and Deputy Treasurer have been completed. Josh Mueller, Planner and Mark Haug, Deputy Treasurer started September 6<sup>th</sup>, 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 September. 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. Staff are reviewing the draft plan and should have a recommendation for the 2<sup>nd</sup> meeting in September.

**National Day for Truth and Reconciliation** – September 30<sup>th</sup> will be National Day for Truth and Reconciliation. In 2021, the Township raised the "Every Child Matters" Flag, encouraged staff to wear orange and promoted other local events. Unless directed otherwise, staff are planning for the same activities in 2022.

*2022 Capital Project Progress:*

Project	Budget	Status/Comments
---------	--------	-----------------

Admin		
Firewalls - Fire Stations	\$2,200	Ongoing
Offsite Backup	\$3,000	Completed
Online Meeting Equipment	\$15,000	Ongoing
Phone System Upgrade/Replacement VOIP	\$15,000	Quotes and options being obtained.
Server Replacement	\$15,000	Deferred as more applications are cloud-based
Branding and Marketing	\$15,000	Full brand roll-out continues.
IT Penetration/Security Testing	\$10,000	Being reviewed by IT contractor
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 Approves Civility and Respect Policy

Elgin County Council approved Human Resources Policy 2.80 and 2.80.1 – Civility and Respect – Policy and Procedures Against Harassment and Discrimination. These new policies are a result of many months of organizational culture work completed by the County’s management team. These policies are meant to act as tools for County leadership and staff to understand the expectations of the organization, and to help staff work through inevitable workplace conflicts as they arise. The Council report and policies can be viewed in the August 9, 2022, County Council Agenda Package.

## In this Issue

- Council Approves Civility and Respect Policy
- Warden Mary French Raises Pride Flag
- Port Stanley Traffic Study
- Council Endorses Corporate Asset Management Plan
- Council Approves Centennial Avenue and Elm Line Roundabout Landscaping Design

## **Warden Mary French Raises Pride Flag**

On August 9, 2022, Elgin County Warden Mary French proclaimed August 8–14, 2022, as Pride Week within the County of Elgin. To celebrate the occasion, Warden French raised the Pride flag with Martin Withenshaw of the Rainbow Optimist Club of Southwestern Ontario (pictured below). The County of Elgin recognizes that supporting Lesbian, Gay, Bi-sexual, Transgender, two-spirited, Queer, and all other sexual orientation and gender identities as full and equal members of our community is a vital and integral part of strengthening our Municipality.



## **Port Stanley Traffic Study**

At its meeting on July 26, 2022, County Council directed staff to complete a traffic study along County Roads at nine (9) locations within the Village of Port Stanley. Staff deployed radar traffic data collectors in strategic areas along these County roads and collected information between July 27, 2022, and August 3, 2022. Staff provided a summary of the findings at the August 9, 2022 meeting, and the results can be viewed in the staff report in the August 9, 2022, County Council Agenda Package. Council directed staff to prepare a follow-up report at its September 14, 2022, Council meeting detailing costs and maintenance considerations associated with a pilot project including traffic calming measures on East Road in Port Stanley.



## Council Endorses Corporate Asset Management Plan



County Council endorsed the Elgin County Corporate Asset Management Plan at their August 9, 2022, meeting. Asset Management is the process of collecting a variety of data and information regarding municipal assets and infrastructure, and using the data and information to make the best long-term decisions in regards to building, operating, maintaining, renewing, replacing, and disposing of those assets. The County's latest Corporate Asset Management Plan was prepared exclusively by staff and focuses on the County's stormwater, sanitary, transportation, fleet, long-term care homes, and corporate facilities. The plan can be viewed [here](#).

## Council Approves Centennial Avenue and Elm Line Roundabout Landscaping Design

The County of Elgin is preparing to construct its first roundabout at the intersection of Centennial Ave and Elm Line. Council considered many options for the landscaping of the open space in the centre of the roundabout and, with the support of the County's Environmental Committee, approved the installation of a naturalized habitat with a stone buffer for \$55,000 in estimated capital costs and \$1,000 in estimated annual maintenance costs. More information about the design can be found in the August 9, 2022, County Council Agenda.

For the complete August 9, 2022 County Council Agenda Package please visit the Elgin County [website](#).

By completing this form, you are requesting the waiver of rental fees for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, or Talbotville Optimist Park.

Deadline for events being held in 2022 is November 15th, 2021.

The booking process will remain the same. All existing rental documentation will need to be completed and submitted, which includes a rental agreement, and signed facilities agreement.

A certificate of insurance must be provided.

**Organization's Name: \***

Talbotville meadows residents

**Representative's Name: \***

Chris spencer

**Is there a secondary contact person for your organization? \***

☒ No

☐ Yes

**Contact Number: \***

**Email Address: \***

**Not for Profit # or Charitable Organization  
Registration #:**

**Date(s) of requested fee waiver: \***

Sept 3/2022

## Activity or Event Description

**How will your activity or event enhance community services and recreation in the Township of Southwold? \***

Community based event meant to get to know our fellow neighbors within talbotville meadows.

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

The residents will get a chance to meet other residents and /or neighbors within our new community and build a sense of community in hopes that we can all look over each other should someone need help, suspicious activity, etc.

It also allows the kids to get to know each other and most of them are starting a new school within the area.

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

No impact, just a nice gesture

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

No

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

Open space area with concrete slab from pavilion and everything within close proximity will allow for everything accessible.

**Please select the facility that you are requesting a fee waiver for: \***

☐ Shedden Open Space Park

☐ Fingal Heritage Park

☐ Fingal Ball Park

☒ Talbotville Optimist Park

☐ Southwold Keystone Complex

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

☒ Agree

☐ Disagree

**Date: \***

8/19/2022



-----Original Message-----

From: Worth Chisholm <worth@rogers.com>

Subject: 2022 Amateur Radio Field Day

To: Township of Southwold Council

On behalf of the Elgin Amateur Radio Society (EARS) emergency communications group, I would like to thank the members of council for recognizing the importance of emergency communications as part of the Township's emergency preparedness plan.

The Township covered the two million liability insurance cost in the amount of \$513.00 providing EARS the opportunity to participate in the annual North American emergency communications exercise.

The emergency communications group successfully completed 157 contacts during the twenty-four-hour operational period. The contacts ranged throughout North America utilizing the various operating modes of morse code, digital and voice communications. Radio wave transmission was undertaken using low power. The transmitters were powered using batteries with solar backup generation.

Without the Townships support EARS operating budget could not afford the additional insurance expense.

The Elgin Amateur Radio Society maintains two VHF/UHF repeater sites operating 24/7 located in St. Thomas and Port Stanley funded by the EARS members. In addition, a third privately funded VHF/UHF repeater operates in Shedden.

The network of the three repeaters provides 24/7 emergency communications backup throughout the County of Elgin and the City of St. Thomas.



Thank you for your support and use of the excellent Keystone Complex.

Regards,

Worth

Worth Chisholm ve3btc

ACS / ARES

Emergency Communications Coordinator

County of Elgin / City of St. Thomas

Cell: 519-795-7418

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

Drainage By-law Number 2022-51

A by-law to provide for a drainage works in the Township of Southwold  
in the County of Elgin.

Whereas the council of the Township of Southwold has procured a  
report under section 4 and 78 of the *Drainage Act* for the construction and improvement  
of the Luton drain;

And whereas the report dated 2022/05/31 has been authored by Mike DeVos, Spriet Associates  
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$31,100.00 ;

And whereas \$20,687.00 is the amount to be contributed by the Township  
of Southwold for the drainage works;

And whereas (Complete this clause only if other municipalities are being assessed a share of the cost of the project.);

<u>\$10,413.00</u>	is being assessed in the	<u>County</u>	of	<u>Elgin</u>
_____	is being assessed in the	_____	of	_____
_____	is being assessed in the	_____	of	_____
_____	is being assessed in the	_____	of	_____

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Southwold  
pursuant to the *Drainage Act* enacts as follows:

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

**2. BORROWING**

The Corporation of the Township of Southwold  
may borrow on the credit of the Corporation the amount of \_\_\_\_\_ being the amount necessary for  
the construction and improvement of the drainage works.

This project will NOT be debentured.

## 6. CITATION

This by-law comes into force on the passing thereof and may be cited as the

" Luton Drain 2022

by-law".

First reading 2022/06/27

Second reading 2022/06/27

Provisionally adopted this 27 day of June, 20 22

Name of Head of Council (Last, First Name)

Jones, Grant

Signature



Name of Clerk (Last, First Name)

Carswell, Jeff

Signature



Third reading September 12, 2022

Enacted this 12th day of September, 20 22

Name of Head of Council (Last, First Name)

Jones, Grant

Signature

Corporate Seal

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Corporate Seal

I, Jeff Carswell

clerk of the Corporation of the Township of Southwold,

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)

Jeff Carswell

Signature



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

### **BY-LAW NO. 2022-74**

#### **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 6, to change the zone symbol applying to lands legally described as Part of Lots 17, 18 and 19, Concession SENBTR, as shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 1 (A1) Zone to (A3) Zone and from the Agricultural 1 (A1) Zone to (A1-66) Zone.
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bo):  
  
    "(bo)      A1-66 As shown on Schedule A, Map 6  
  
            (i)      Regulation  
  
                    -      Maximum Lot Area                      1.43 ha (3.53 ac)"
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.

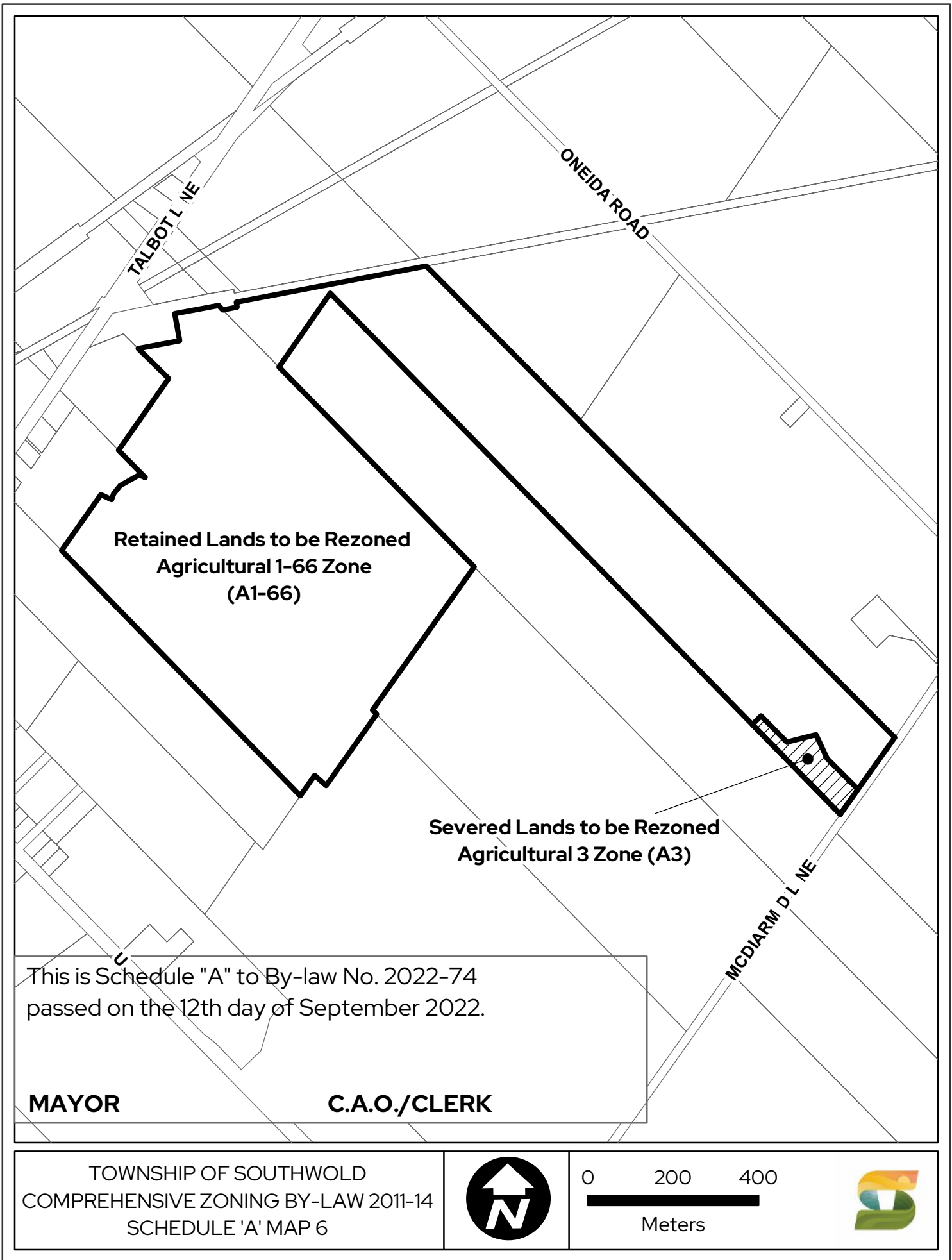
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 12<sup>th</sup> DAY OF SEPTEMBER 2022.**

---

Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



**Retained Lands to be Rezoned  
Agricultural 1-66 Zone  
(A1-66)**

**Severed Lands to be Rezoned  
Agricultural 3 Zone (A3)**

This is Schedule "A" to By-law No. 2022-74  
passed on the 12th day of September 2022.

**MAYOR**

**C.A.O./CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 6



0 200 400  
Meters





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

### **BY-LAW NO. 2022-75**

#### **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 6, to change the zone symbol applying to lands legally described as Part of Lots 18 and 19, Concession SNBTR, as shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 1 (A1) to Residential 1 (R1) and Agricultural 1 Special Provision 68 (A1-68).
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bq):  
  
"(bq) A1-68 As shown on Schedule A, Map 6  
  
(i) Regulation  
  
- Maximum Lot Area 4.37 ha (10.8 ac)
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 12<sup>th</sup> DAY OF SEPTEMBER 2022.**

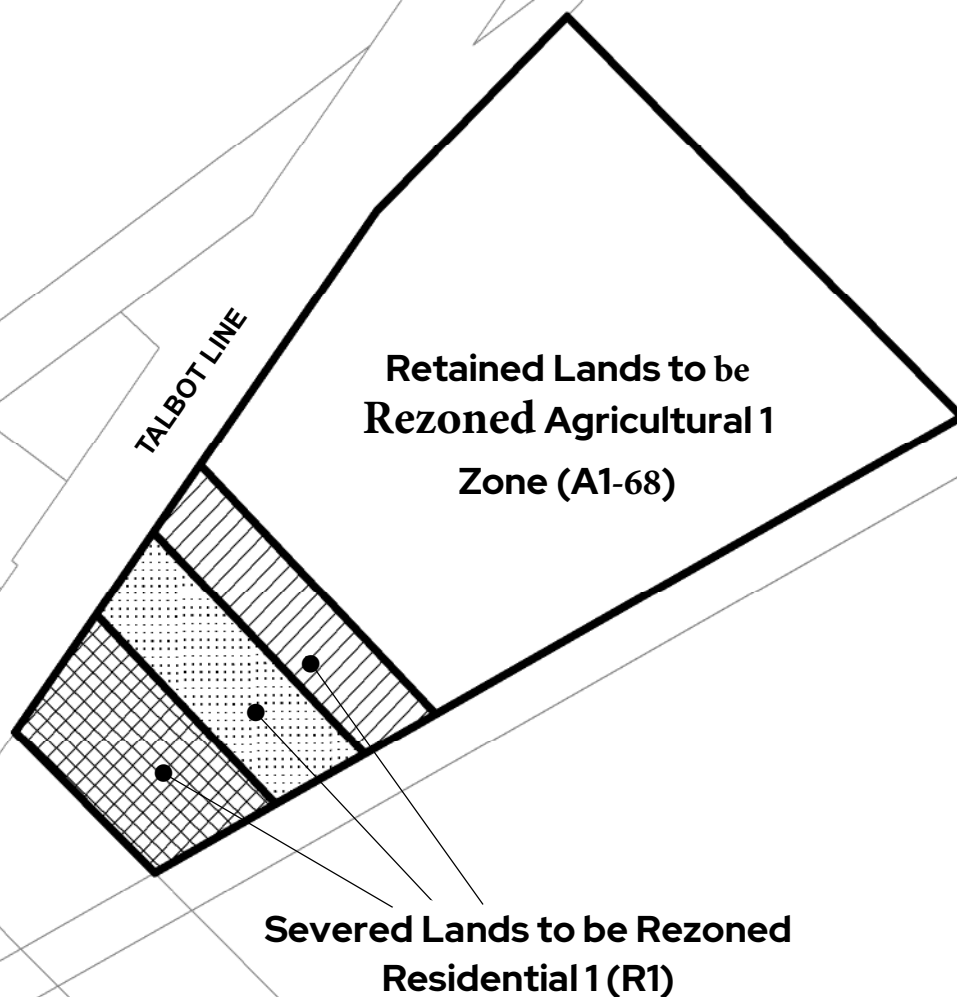
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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell





This is Schedule "A" to By-law No. 2022-75  
passed on the 12th day of September 2022.

**MAYOR**

**C.A.O./CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 6



0 50 100  
Meters





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

### **BY-LAW NO. 2022-76**

#### **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 9, to change the zone symbol applying to lands legally described as Part of Lot 15 and 16, Range 1, South of SUR, as shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 3 Special Provision 2 (A3-2) to Agricultural 1 Special Provision 67 (A1-67).
2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(bp):  
  
"(bp) A1-67 As shown on Schedule A, Map 9  
  
(i) Regulation  
  
- Maximum Lot Area 2.8 ha (6.92 ac)"
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 12<sup>th</sup> DAY OF SEPTEMBER 2022.**

---

Mayor  
Grant Jones

---

CAO/Clerk  
Jeff Carswell

SPARTA LINE

**Retained Lands to be Rezoned  
Site-Specific  
Agricultural 1 (A1-67)**

UNION ROAD

This is Schedule "A" to By-law No. 2022-76  
passed on the 12th day of September 2022.

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

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

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 9



0 75 150  
Meters





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

### **BY-LAW NO. 2022-77**

#### **Being a By-law to authorize speed limit on Lake Line from Union Road to Scotch Line**

**WHEREAS** pursuant to Section 128(2) of the Highway Traffic Act, being Chapter H.8, R.S.O. 1990, as amended, the council of a municipality may by by-law prescribe a different rate of speed for motor vehicles driven on a highway or portion of highway under its jurisdiction than is prescribed in Section 128(1a); and

**WHEREAS** it is deemed expedient that the speed limit for motor vehicles on certain highways in the Township of Southwold be different from the rate as set out in said Subsection (1.a.);

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

1. That when any highway or portion of highway set out in Schedule "A" appended hereto, is marked in compliance with the regulations under the Highway Traffic Act the maximum rate of speed thereon shall be the rate of speed prescribed in the Schedule.
2. That the penalties provided in Section 128(14) of the Highway Traffic Act shall apply to offenses against this by-law.
3. That this By-law shall become effective once signage setting out the speed limit has been duly posted.
4. That any by-law inconsistent with this by-law and the same are hereby repealed; and,

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2022.**

---

Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

## **Schedule "A" to By-law No. 2022-77**

### Maximum Rate of Speed 60 Kilometres Per Hour

1. Lake Line - from Union Road to Scotch Line.



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

### **BY-LAW NO. 2022-78**

#### **Being a By-law to appoint Township Officials**

**WHEREAS** Section 286(2) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold may appoint Deputy Treasurers;

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

1. That Mark Haug be appointed as Deputy Treasurer for the Corporation of the Township of Southwold effective September 6, 2022.
2. That this appointment and duties shall be in accordance with the Municipal Act, S.O. 2001, C.25, other relevant legislation, current job descriptions and any other duties and responsibilities as assigned by Council.
3. That Section 2 of By-law No. 2022-57 be repealed.
4. That this by-law shall remain in full force and effect until repealed or amended.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



The Corporation of the Town of Aylmer  
46 Talbot Street West, Aylmer, Ontario N5H 1J7  
Office: 519-773-3164 Fax: 519-765-1446  
[www.aylmer.ca](http://www.aylmer.ca)

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August 4, 2022

Honourable Sylvia Jones  
Minister of Health and Deputy Premier  
[Sylvia.Jones@pc.ola.org](mailto:Sylvia.Jones@pc.ola.org)

**Re: Warming and Cooling Centre Policy**

Dear Honourable Sylvia Jones,

At their meeting of July 13, 2022, Aylmer Town Council adopted the following resolution regarding a request for increased federal and provincial funding for Health Units to develop uniform and comprehensive local responses to extreme heat and cold events:

That Report CAO 49-22 entitled Warming and Cooling Centre Policy, be received for information; and

That Council approve adoption of the Warming and Cooling Centre Policy; and

That Council request increased federal and provincial funding for Health Units to develop uniform and comprehensive local responses to extreme heat and cold events; and,

That a copy of this resolution be sent to the Minister of Environment and Climate Change, Minister of Health Canada, Minister of Natural Resources and Forestry Ontario, Ontario Minister of Health, Ontario municipalities and the Southwestern Public Health Unit.

Thank you,

**Owen Jaggard**  
**Deputy Clerk / Manager of Information Services | Town of Aylmer**  
46 Talbot Street West, Aylmer, ON N5H 1J7  
519-773-3164 Ext. 4913 | Fax 519-765-1446  
[ojaggard@town.aylmer.on.ca](mailto:ojaggard@town.aylmer.on.ca) | [www.aylmer.ca](http://www.aylmer.ca)

Cc:  
Honourable Steven Guilbeault, Minister of Environment and Climate Change  
Honourable Jean-Yves Duclos, Minister of Health



Honourable Graydon Smith, Minister of Natural Resources and Forestry Ontario,  
Ontario Municipalities

Delivered by email to: [Sylvia.Jones@pc.ola.org](mailto:Sylvia.Jones@pc.ola.org); [Steven.Guilbeault@parl.gc.ca](mailto:Steven.Guilbeault@parl.gc.ca);  
[hcmminister.ministresc@hc-sc.gc.ca](mailto:hcmminister.ministresc@hc-sc.gc.ca), [Graydon.Smith@pc.ola.org](mailto:Graydon.Smith@pc.ola.org)



On behalf of Ontario's 2700 sheep farmers, I am reaching out to begin a dialogue with your municipality on the increasing challenge livestock farmers face in dealing with problem predators, and the role that Livestock Guardian Dogs (LGD) and your municipal dog control bylaws play in helping our farmers protect their sheep.

Problem predators are an increasing challenge and cost for Ontario livestock farmers requiring considerable effort and resources on the part of farmers and the Ontario Sheep Farmers (OSF). The financial cost of predation not only costs farmers, in terms of preventative measures, such as fencing and LGD; it also costs Ontario taxpayers, with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) paying farmers over \$717,000 in the 2021 FY for losses of livestock caused by wildlife. This cost does not include the cost borne by municipalities and OMAFRA in sending investigators out to farms and administering the program. Nor does this cover the costs of veterinarians to help those maimed by predators to recover, the production losses of animals who are stressed from predation and the mental health toll predation takes on the farmer. Without being able to properly protect livestock from predation, taxpayers should expect to see an increased incidence of predation and increased costs.

Livestock guardian animals are one of the most common forms of predation prevention control used by Ontario sheep producers. These include Livestock Guardian Dogs (LGDs), donkeys, and llamas, with LGD being the most popular choice. However, there are instances when municipal by-laws hinder the efficient use of LGDs on farming operations as the by-laws are intended primarily for dogs kept for companionship, breeding, or non-working purposes. We have reviewed work done by several Ontario municipalities where LGDs have been specifically addressed when creating or revising existing by-laws. Below are some of the primary areas of concern and suggested options for consideration by your municipality.

#### **Add Definition of Livestock Guardian Dogs (LGDs) and Herding Dogs to by-laws**

We propose that:

"Livestock Guardian Dog" (LGD) be defined as a dog that works and/or lives with domestic farm animals (e.g. cattle, sheep, poultry) to protect them while repelling predators and is used exclusively for that purpose.

"Herding Dog" means a dog that has been trained and is actively being used in a bona fide farming operation for the purposes of controlling livestock on the farm.

There are different breeds of LGDs of which the most popular breeds in Ontario include Great Pyrenees, Akbash, Kuvasz, Maremma and Anatolian Shepherd and crosses between these breeds. Although not an exhaustive list, dogs generally used for herding include Border Collies, Australian Shepherds, Blue & Red Heelers and Huntaways.



**OntarioSheep.org**

130 Malcolm Road, Guelph, Ontario N1K 1B1 T 519.836.0043 E [admin@ontariosheep.org](mailto:admin@ontariosheep.org)

### **Dog Registration/Licensing Requirements**

Paying annual dog registration/license fees for numerous working farm dogs can become a significant cost for sheep producers. We would encourage municipalities to exempt LGDs and herding dogs from annual license fees as is done in many jurisdictions for assistance/service dogs and working police dogs. The definition of

### **Requirement for Dogs to Wear a Collar and Tag**

LGDs' instincts are to guard and follow the flock, sleeping and working outdoors in all kinds of weather. Collars can become snagged on branches or fences and become a skin irritant in hot or wet weather. We suggest that municipal by-laws allow owners to remove the collar and license tag (if applicable) from a guardian or herding dog while the dog is being actively used in farming practices provided that the owner uses an alternative means of identification linking the animal to the name and address of the owner, e.g. either a tattoo or microchip containing the required information.

### **Requirements for Kennel Licensing and/or Limitation on Number of Dogs Kept**

In some areas bylaw requires a person with more than three dogs at the same premises to secure a kennel license. Coyotes are very smart and will lure the dogs away while the remaining coyotes kill the sheep or lambs from behind or will attack the dogs directly. It is not uncommon for farmers to have more than two LGDs, especially when they are training younger dogs. This is especially true in areas where there is heavy predation. As well, larger sheep flocks in Ontario (several over 1500 animals), require numerous dogs to provide adequate protection especially where higher numbers of predators are present.

We would propose for your consideration that a person may keep more than three dogs at a premise without obtaining a kennel license provided:

- the person is keeping sheep (or other livestock) upon the same premises.
- the premises is on land that is zoned rural and agricultural.
- the person provides proof of producer registration issued in the name recorded by the Ontario Sheep Farmers, Beef Farmers of Ontario, Ontario Goat,
- the dogs are registered/licensed annually in accordance with relevant municipal by-laws (if required)
- and that the dogs are LGDs and or herding dogs.

### **Running At Large**

A dog shall not be running at large if it is a LGD and is on their leased or owned property.

### **Barking Restrictions**

LGD are exempt from barking restrictions if actively engaged in guarding livestock against predators. Under the Farming and Food Production Protection Act farmers are protected from nuisance complaints made by neighbours provided they are following normal farming practices. The use of LGD on sheep farms is a widely used practice in Ontario and other sheep producing jurisdictions.



**Aggressive/ Dangerous Dog designation**

LGD act aggressively and show aggression towards things they view as a threat to the livestock they are protecting. As such, an exemption, like that for police dogs should be considered.

OSF wishes to work cooperatively with you to ensure that municipal bylaws take into consideration the use of LGD when developing their bylaws. We would be pleased to communicate with the appropriate municipal officials to review with you Ontario sheep producers' needs and concerns in this area.

Thank you for your attention to this matter and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Hemsted", with a stylized flourish at the end.

John Hemsted,  
Chair



## Livestock Guardian Dog use in Ontario

Predation is a significant cost and ongoing threat to sheep flocks in Ontario. Preventative measures are the first line of defense for producers. Livestock Guardian Dogs are one of the most effective preventative measures available because they are actively protecting the flock 24 hours a day, 7 days a week.

Livestock Guardian Dogs have been used in Ontario since the 1960's. Their use has increased in the past 40 years as the province's coyote population has increased and expanded throughout the entire province. Livestock Guardian Dog are now used by a great majority of sheep producers in Ontario to protect their flocks from predation by (primarily) coyotes, but also wolves, bears and other wildlife.

Livestock Guardian Dogs live with the sheep flock.

They provide protection to the flock by patrolling pastures, marking the perimeter of their territory. They also bark, run at, and try to intimidate any threats to the livestock they are protecting, which in this case is sheep.

Barking is one of the primary means by which livestock guardian dogs provide protection to the sheep flock. It is their way of communicating with other canines, and the guarding bark warns predators to avoid the area. Because dogs' sense of smell and hearing are many times more acute than that of humans, they often appear to be "barking" at nothing, when in fact, they hear, or smell something that humans are not able to.

Except perhaps for sheep flocks totally confined to barns with no access to outdoors, very few sheep flocks would survive predation attacks if it weren't for the effectiveness of livestock guardian dogs.

Ontario Sheep Farmers (OSF) considers the use of livestock guardian dogs to provide protection to livestock against predation as a normal farm practice.

The Farm and Food Production Protection Act (administered by Ontario Ministry of Agriculture, Food and Rural Affairs) defines normal farm practice as a farming practice which:

- is consistent with proper, acceptable customs and standards of similar operations; or
- uses innovative technology according to proper, advanced farm management practices.

The Farm and Food Production Protection Act was established to promote and protect agricultural uses and normal farm practices in agricultural areas, in a way that balances the needs of the agricultural community with provincial health, safety and environmental concerns.





August 19, 2022

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
777 Bay Street  
17<sup>th</sup> Floor  
Toronto ON  
M7A 2J3

Dear Minister Clark:

**Re: Strong Mayors, Building Homes Act**

Please be advised that the Council of the Town of Wasaga Beach, during their August 18, 2022 Council meeting adopted the following resolution:

"That Council receive the letter dated August 10, 2022 from the Ministry of Municipal Affairs and Housing pertaining to Strong Mayors, Building Homes Act, for information;

And further that a letter be sent to the Minister of Municipal Affairs and Housing outlining these proposed powers are not appropriate and to outline other ways for the province to institute housing and other matters, and that the motion be circulated to all Ontario municipalities."

The Town of Wasaga Beach Council does not support the Strong Mayors, Building Housing Act as the proposed changes will not demonstratively speed up the construction of housing and will erode the democratic process at the local level where members of Council have to work together to achieve priorities. What is needed to speed up construction of housing is greater authority for local municipalities to approve development without final clearances from outside agencies after they have been given reasonable time to provide such clearances.

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at [mayor@wasagabeach.com](mailto:mayor@wasagabeach.com) or (705) 429-3844 Ext. 2222.

Yours sincerely,

Nina Bifulchi  
Mayor

c. Members of Council  
All Ontario Municipalities



**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2022-3540

August 10, 2022

Dear Head of Council:

As Ontarians face the rising cost of living and a shortage of homes, our government was re-elected with a strong mandate to help more Ontarians find a home that meets their needs.

Our government also made an election promise to build 1.5 million new homes for the people of Ontario over the next 10 years to address the housing supply crisis.

I am pleased to inform you that our government introduced the proposed Strong Mayors, Building Homes Act on August 10, 2022, that, if passed, would make changes to the *Municipal Act, 2001*, *City of Toronto Act, 2006*, and the *Municipal Conflict of Interest Act*. These amendments would empower mayors in the City of Toronto and City of Ottawa to deliver on shared provincial-municipal priorities and get more homes built faster.

If passed, the proposed changes impacting the City of Toronto and City of Ottawa are intended to take effect on November 15, 2022, which is the start of the new municipal council term. Other growing municipalities could follow at a later date.

If you have any comments or feedback regarding these proposed changes, you may submit them to the Ministry of Municipal Affairs and Housing at:  
[StrongMayors@ontario.ca](mailto:StrongMayors@ontario.ca).

Sincerely,

Steve Clark  
Minister



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

COPY VIA EMAIL ([Premier@ontario.ca](mailto:Premier@ontario.ca))

September 1, 2022

The Hon. Doug Ford, Premier of Ontario  
Legislative Building  
1 Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Town of Kingsville Council Resolution #336-08292022 in opposition to  
Bill 3, Strong Mayors, Building Homes Act, 2022**

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At its Special Meeting held August 29, 2022 Council of The Corporation of the Town of Kingsville passed a Resolution against Bill 3 as follows:

**Resolution #336-08292022**

Moved by Councillor Kimberly DeYong  
Seconded by Councillor Laura Lucier

**"WHEREAS** the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

**AND WHEREAS** this Bill, if enacted, will initially apply to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to a statement made by the Premier at the 2022 AMO annual conference;

**AND WHEREAS** this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

**AND WHEREAS** this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;



**AND WHEREAS** these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

**AND WHEREAS** these are surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council.

**THEREFORE**, this Council of the Town of Kingsville, passes this resolution to petition the Government of Ontario that:

1. These changes to the *Municipal Act, 2001*, are unnecessary and will negatively affect the Town of Kingsville;
2. That if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities;
3. That the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipal Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2020; and
4. That if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the *Planning Act* and funding of more affordable housing.

Council further directs the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the "Standing Committee on Heritage, Infrastructure and Cultural Policy", Kingsville's MPP, the Association of Municipalities of Ontario, and other Municipalities in Ontario."

RECORDED VOTE – Carried Unanimously

	YEA	NAY
Deputy Mayor Gord Queen	X	
Councillor Kimberly DeYong	X	
Councillor Tony Gaffan	X	
Councillor Laura Lucier	X	
Councillor Thomas Neufeld	X	
Councillor Larry Patterson	X	
Results	6	0

If you have any questions or comments please contact Paula Parker at [pparker@kingsville.ca](mailto:pparker@kingsville.ca).

Yours very truly,



Paula Parker  
Town Clerk, on behalf of Kingsville Council

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
([Steve.Clark@pc.ola.org](mailto:Steve.Clark@pc.ola.org))  
Standing Committee on Heritage, Infrastructure and Cultural Policy; Attn.: Committee Clerk  
Isaiah Thorning ([schicp@ola.org](mailto:schicp@ola.org))  
Anthony Leardi, MPP – Essex ([Anthony.Leardi@pc.ola.org](mailto:Anthony.Leardi@pc.ola.org))  
Association of Municipalities of Ontario (AMO) ([amo@amo.on.ca](mailto:amo@amo.on.ca))  
All Ontario Municipalities



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

### **BY- LAW NO. 2022-79**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on September 12, 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 September 12, 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 12<sup>th</sup> DAY OF SEPTEMBER, 2022.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell