



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday November 14, 2022

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

- (a) Minutes of Regular Council Meeting of October 11, 2022
- (b) Minutes of the Young @ Heart Committee Meeting of August 16, 2022
- (c) Minutes of Talbotville Station Technical Advisory Committee Meeting of September 13, 2022
- (d) Minutes of the War Memorial Committee Meeting of September 13, 2022
- (e) Minutes of Zero Waste Committee Meeting of September 15, 2022

5. DELEGATION

6. DRAINAGE

- (a) **7:00 p.m. – Court of Revision** – G. H. Pennings Drain 2022
- (b) G. H. Pennings Drain 2022 Tender Results
- (c) Tile Loan Application – 33858 Talbot Line

7. PLANNING

No business

8. REPORTS

- (a) FIR 2022-12 Activity Report – September and October
- (b) ENG 2022-43 Activity Report – October
- (c) FIN 2022-19 Appointment of Auditor
- (d) CBO 2022-14 Activity Report – October
- (e) CAO 2022- 52 Activity Report – October
- (f) County Council Highlights – October 11, 2022

9. CORRESPONDENCE

- (a) The Royal Canadian Legion Ontario Command – 10th Annual Military Service Recognition Book Ad.
- (b) Fee Waiver Request – Southwold History Committee
- (c) Fee Waiver Request – Shedden Soccer
- (d) Fee Waiver Request – Elgin 4-H

10. BY-LAWS

- (a) By-law No. 2022-86, being a by-law to enter into an agreement with J. and L. Van Dyk, 34795 McDiarmid Line
- (b) By-law No. 2022-87, being a By-law to appoint Aird & Berlis LLP as the Integrity Commissioner, Ombudsman and Closed Meeting Investigator for the Township of Southwold.
- (c) By-law No. 2022-88, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 14, 2022

11. OTHER BUSINESS *(For Information Only)*

12. CLOSED SESSION

No business

13. ADJOURNMENT:

INAUGURAL MEETING OF COUNCIL

Monday November 21, 2022 @ 11:00 A.M.

Council Chambers, Fingal/Via Video Link

NEXT REGULAR MEETING OF COUNCIL

Monday November 28, 2022 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES



Regular Council Meeting

Tuesday October 11, 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.– 8:24 p.m.)
Peter Kavcic, Dir. of Infrastructure & Development Serv.
(7:00 p.m.– 10:08 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (7:00 p.m.–
8:13 p.m.)
Brent Clutterbuck, Drainage Superintendent (7:00 p.m. –7:32 p.m.)
Josh Mueller, Planner (7:00 p.m.– 7:26 p.m.)
June McLarty, Corporate Services Clerk (7:00 p.m.–8:24 p.m.)

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

ADDENDUM TO THE AGENDA: None

DISCLOSURES:

There were no disclosures

ADOPTION OF MINUTES:

2022-274 Deputy Mayor Monteith – Councillor Pennings Minutes

THAT the Minutes of the Regular Council Meeting of September 26, 2022 are hereby adopted.

CARRIED

DRAINAGE:

G.H. Pennings Drain 2022

In attendance: Ja. Pennings for E. Walser, Ji. Pennings, B. Pennings, G. Pennings, G. Aitken (Entegrus)

**2022- 275 Councillor North – Councillor Emons Mtg to Consider Report –
G. H. Pennings Drain 2022**

THAT the Meeting to Consider the Report for the G. H. Pennings Drain 2022 forms at **7:01 p.m.**

CARRIED

Chairman Jones called the meeting to order and stated that this is the Meeting to Consider the Report for the G.H. Pennings Drain 2022, dated July 22, 2022 prepared by the Engineer Mike DeVos of Spriet Associates.

This report was submitted to the Clerk of the Township of Southwold on September 13, 2022. Council received this report and decided to proceed with this report at our meeting on September 26, 2022

The purpose of this meeting is to allow the landowners and other affected parties to be given the opportunity to voice their concerns relating to any aspect of this report.

During this meeting anyone who signed a petition under Section 4 of the Drainage Act for this drain will be given the opportunity to remove their name, also any affected party who did not sign a petition will be given the opportunity to add their name to the petition.

Matters dealing specifically with assessments including where any land or road has been assessed too high or too low, any land or road that should have been assessed but has not been, or the land use was not duly considered will be dealt with by the Court of Revision at a date to be determined after the passing of a Provisional By-Law.

Was everyone notified of this Meeting to Consider the Report of the Engineer in an appropriate way that were required to be notified under the Drainage Act?

The Clerk responded yes, on September 28, 2022 the required notice of this meeting was sent by regular mail, or by email to all landowners and affected parties required to be notified under Section 41 of the Drainage Act. Included with the notice was a copy of the Report of the Engineer for the G.H. Pennings Drain 2022 dated July 22, 2022.

Mike DeVos, Engineer from Spriet Associates presented his report to Council.

Chairman Jones asked if any landowners or affected parties have any questions or concerns on the report. No questions were asked.

Chairman Jones asked if there were any landowners who would like to add or remove their names from the petition. No names were added or removed.

B. Pennings asked if the west drain where it enters the Entegrus property was it going to go under the existing railway bed or excavated out and left open. Mr. DeVos responded that it will be excavated out and left open.

Entegrus representative G. Aiken commented that he went through the different options and the costs for the Entegrus property. Mr. Aiken reported that Entegrus has been doing maintenance on the drains. He asked for clarification on these costs. Mr. DeVos responded that there is a special assessment for Entegrus at the main drain and on the west drain. These are two different locations where we have to cross to construct the drain due to the location of the railway bed. Physically is it a barrier to constructing a drain. Under the Drainage Act any additional costs to build a drain is considered out of the norm is assessed out to the landowner. Entegrus is not eligible for any grants from the government. Those costs are there because of the physical structure being the railway bed that is located where the drain is to be built. Mr. Aiken asked if the zoning and assessments on the Entegrus property can be changed so they can be eligible for the grants. Mayor Jones responded that they would need to consult with the Township's planner on the zoning. Drainage Superintendent Brent Clutterbuck responded that assessments are dealt with at the Court of Revision.

Deputy Mayor Monteith asked Mr. Aiken if Entegrus is okay with the cut open drain and not having a culvert put in. Mr. Aiken responded yes because of the cost.

2022- 276 Deputy Mayor Monteith – Councillor Emons Report - G. H. Pennings Drain 2022

THAT the Report on the G.H. Pennings Drain 2022 prepared by Spriet Associates pursuant to Section 4 of the Drainage Act, dated July 22, 2022 be accepted by Council of the Township of Southwold; and

THAT Council authorizes staff to initiate the tender process, if required, for the construction of the G.H. Pennings Drain 2022; and

THAT Court of Revision for the G.H. Pennings Drain 2022 will be held virtually/in-person at 7:00 p.m. on November 14, 2022; and

THAT Council consider provisional By-law No. 2022-82.

CARRIED

Chairman Jones stated that later during this meeting, Council will be passing a provisional by-law. The Clerk will be mailing a copy of the Provisional By-Law duly passed tonight to the Landowner and affected parties as required by Section 46 of the Drainage Act along with the notice of The Court of Revision for the G.H. Pennings Drain 2022 (By-Law 2022-82) will be held virtually the same as this meeting on November 14, 2022 at 7:00 p.m. Any owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

1. Any land or road has been assessed an amount that is too high or too low.
2. Any land or road that should have been assessed has not been assessed.
3. Due consideration has not been given to the use being made of the land;

by a written notice setting out the grounds of the appeal at least 10-days before the first sitting of the Court of Revision to the Chief Administrative Officer/Clerk of the Township of Southwold and further under section 48 of the Drainage Act any owner of land or any public utility affected by a drainage works, if dissatisfied with the report of the engineer on the grounds that,

- (a) the benefits to be derived from the drainage works are not commensurate with the estimated cost thereof;
- (b) the drainage works should be modified on grounds to be stated;
- (c) the compensation or allowances provided by the engineer are inadequate or excessive; may appeal to the Tribunal, and in every case a notice of appeal shall be served within 40 days of the mailing of the Provisional By-Law.

A fact sheet is available that explains the appeals that are available to landowners under the Drainage Act as well as the required forms are available for pick up at the Township of Southwold Office or they could be sent to you by regular mail or email. If anyone has any questions regarding appeals or any other aspect of this work, please contact the Drainage Superintendent Brent Clutterbuck.

**2022- 277 Deputy Mayor Monteith – Councillor North Adjournment of
Mtg to Consider Report –
G.H. Pennings Drain 2022**

THAT the Meeting to Consider the Report for the G.H. Pennings Drain 2022 hereby adjourns and the regular meeting of Council reconvenes at **7:19 p.m.**

CARRIED

PLANNING:**2022- 278****Councillor North – Councillor Pennings****Consent Application
E70-22 Andrews C/O A. Dale –
Lot 15 NWNBTR – Union Road**

THAT Council of the Township of Southwold receive Report PLA 2022-35 regarding Consent Application E70-22 – Comments to the County of Elgin; and,

THAT Council of the Township of Southwold recommends approval to the Land Division Committee of the County of Elgin for the consent application, E70-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-35; and,

FURTHER THAT Council of the Township of Southwold directs Administration to provide Report PLA 2022-35 as Municipal comments to the County of Elgin.

CARRIED**REPORTS:****2022- 279****Councillor Pennings – Councillor Emons****CAF - Use of Teetzel
Property**

THAT Council approve use of the Teetzel property for a Canadian Armed Forces (CAF) Training Exercise November 25 – 27, 2022 as described in Staff Report DRA 2022-06; and,

THAT staff are authorized to make the necessary arrangements and execute the required agreements for this Training Exercise.

CARRIED**2022- 280****Councillor Emons – Councillor Pennings****Surcharge for Tandem
Axle Plow/Sander Truck**

THAT Council approve the pricing surcharge of a Freightliner Tandem Axle Plow/Sander Truck from Premier Truck Group – London at a revised price of \$356,948.00 excluding HST.

CARRIED

THAT Council approve the Township Design Guidelines Manual – Part 1.

CARRIED

Activity Report from the Director of Infrastructure and Development Services

Peter Kavcic presented his report to Council

2022- 282 Deputy Mayor Monteith – Councillor Emons

**Waste Collection
Proposal Award**

THAT Council award the garbage collection proposal to Green For Life Environmental (GFL) in the amount of \$204,653.80 which include biweekly collection for rural and smaller settlement areas, and weekly collection for Talbotville land use area, excluding HST; and,

THAT Council direct Staff to work with the Zero Waste Committee on a compost program and funding mechanisms for how this program can be implemented in 2023.

CARRIED

2022- 283 Councillor Pennings – Deputy Mayor Monteith

**Lynhurst Park
Drive Construction Project –
Driveway Concern**

THAT Council approve the request of Jamie and Nicole Bogart, 10025 Lyn Court that the tendered cost for driveway restoration of stamped concrete be applied against the installation of regular concrete for the construction replacement area and beyond the property line/construction limit, subject to the following:

- Maximum Township cost shall not exceed the tendered cost based the same material and per unit costs,
- If total costs for alternate driveway material is lower than the maximum Township cost, the lower amount shall be paid to the contractor,
- Coordination for additional work beyond the property line/construction limit is between the property owner and contractor,
- Warranty for work beyond the property line/construction limit is between the property owner and contractor,
- Agreement from the contractor to complete work beyond the property line/construction limit is required; and,

FURTHER THAT this methodology for driveway replacements during road reconstruction projects be used on a go forward basis.

CARRIED

2022- 284 Councillor Pennings – Councillor Emons

**2023 OPP Cost
Estimates**

THAT the 2023 OPP Cost Estimate be received for information.

CARRIED

2022- 285 Councillor Pennings – Councillor North

**Tax Incentive
Application**

THAT Council approves the total adjustment of taxes for 2022 tax year resulting from Municipal Act, Tax Incentive Adjustment application, as presented, in the amount of \$7,355.27.

CARRIED

Activity Report from the Director of Building and Community Services

This report was presented to Council.

2022- 286 Deputy Mayor Monteith – Councillor Pennings

**Shedden Library
Lease**

THAT Council approve the attached Lease Agreement with the County of Elgin for the Southwold Township Library, Shedden and instruct staff to bring forward a by-law to adopt the agreement.

CARRIED

Activity Report from the CAO/Clerk

Jeff Carswell presented his report to Council.

County Council Highlights

Mayor Jones presented the County Council Highlights to Council.

BY-LAWS:

- By-law No. 2022-82, being a by-law to provide for drainage works – G.H. Pennings Drain 2022, first and second reading
- By-law No. 2022-83, being a by-law to authorize the execution of a lease agreement with the County of Elgin – Southwold Township Library, Shedden
- By-law No. 2022-84, being a by-law to appoint By-law Enforcement Officers – Tenet Security Group Incorporated
- By-law No. 2022-85, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 11, 2022

2022- 287 Councillor Pennings – Councillor North By-law 2022-82

THAT By-law No. 2022-82 be read a first and second time this 11th day of October 2022.

CARRIED

2022- 288 Councillor Emons – Deputy Mayor Monteith By-laws

THAT By-law Nos. 2022-83, 2022-84, and 2022-85 be read a first and second time, considered read a third time and finally passed this 11th day of October 2022.

CARRIED

OTHER BUSINESS

Council reviewed the item under Other Business

CLOSED SESSION:

2022-289 Councillor Pennings – Councillor Emons Closed Session

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:24 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Labour relations or employee negotiations (Section 239(2))(d) – CUPE Update

CARRIED

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:07 p.m.**

CARRIED

STAFF DIRECTION

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

ADJOURNMENT:

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:08 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Southwold Young at Heart Committee Meeting Minutes

Tuesday August 16, 2022
Keystone Complex Pavilion
Time meeting started: 10:00 a.m.

Attendance: Sarah Emons, Deb Logghe, Trudy Kanellis, Karen Olmstead, Pat Stannard, Alan Bogart, Karen Auckland, Sharon Hinz and Ida Martin

Regrets: Kim Poole, June McLarty

1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

2. Approval of the Minutes

Resolution No. 2022-14 Moved by: Karen Auckland
Seconded by: Trudy Kanellis

RESOLVED that the minutes of June 7th, 2022 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

3. Approval of Agenda

Resolution No. 2022-15 Moved by: Karen Olmstead
Seconded by: Pat Stannard

RESOLVED that the agenda August 16th, 2022 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

4. New Members

Resolution No. 2022-16

Moved by: Deb Logghe

Seconded by: Pat Stannard

RESOLVED that upon approval of Council that Ida Martin and Sharon Hinz be appointed as members of the Young at Heart Committee.

DISPOSITION: Carried

5. In-person Events

The in-person events are scheduled for September 8, October 13, November 10 and December 15. The September 8, October 13 and November 10 will be the afternoon get-togethers with games, coffee and social time. The Committee discussed and reviewed the protocols for the afternoon events (drinks, snacks, setting up the games). Committee members will need to get the supplies from the Township office. Protocols for expense reimbursement will be provided to the Committee. All Committee members will need to attend the first few events with the hope to break into teams to handle future events.

6. Christmas Event

The Wayside will cater the Christmas Dinner on December 15th. Cost is \$20 per dinner. Start time is 12 noon. Maximum number of tickets 150. To reserve a dinner, attendees will need to contact the Township office. This event is for the seniors of the Township not children. Sarah is confirming the possibility of having Pete Sheridan as an entertainer for the event. Mr. Sheridan will give a Christmas talk and then have a Christmas sing-a-long. Honey and syrup will be used as favours for the dinner. The Committee discussed giving one poinsettia per household. Sarah will get the price for poinsettias.

7. Other Business

Karen O reported that she delivered the Thank you gift to Nature's Oasis. More discussion on the mushroom hike will held at the next meeting.

8. Adjournment and Next Meeting

Resolution No. 2022-17

Moved by: Deb Logghe

Seconded by: Karen Olmstead

-

RESOLVED that the meeting be adjourned at 11:30 a.m. to meet again at 1:00 p.m. on October 11, 2022 at the Township Office.

DISPOSITION: Carried

Talbotville Station Technical Advisory Committee



Minutes of Meeting
Tuesday, September 13th, 2022
6:00 p.m.
Fire Station, Shedden/Virtual



In Attendance: Jeff McArthur, Fire Chief/Chair
 Grant Jones, Mayor
 Justin Pennings, Councillor
 Barry Smith, District Chief
 Rene Coenen, Fire Fighter
 Peter Kavcic, Director of Infrastructure and Development Services
 Steve Maanen, Public member
 Jeff Carswell, CAO/Clerk
 Caitlin Wight, Resource
 Nicole Bogart, Fire Service Coordinator

1. Call to Order

Mayor Grant Jones called the Meeting to Order at 6:10 pm. Welcomed Peter Kavcic, Director of Infrastructure & Development Services, Jeff Carswell, CAO/Clerk, Nicole Bogart, Fire Services Coordinator

2. Adoption of Minutes from April 19, 2022

The committee reviewed the minutes of the April 19, 2022, meeting

Resolution No. 4

Moved by Steve Van Maanen

Seconded by Justin Pennings

Resolved that the minutes from April 19, 2022,
minutes be approved

Disposition Motion Carried

Old Business:

3. Land Acquisition update

- The requested acquisition of 3 acres of land from The McCaig's has been finalized and will be donated. Anticipated closing on the property is September 19, 2022. Peter awaiting draft registry with Land Registry Office.

4. Treatment of existing building

- Keep building in existing location or move to back corner of lot depending on the decided use of the building. Could be cost effective to move building and pour foundation at back corner of lot.
- Renovate, use as office space attached to new hall, but would have to meet post disaster requirements?
- Potential shared use for roads department, would current building fit public works needs – ideally store a few pieces of equipment, build a bunker for sand/salt storage, make it appealing to the eye i.e.. Plant trees around it.

5. Discussion on potential shared use with other Township Depts

- Not ideal to have shared space other than potential of existing building being used for the roads department.

6. Build Spec vs design build

- Previously visited Milverton and liked the features and use of spaces of this fire station,
- Viewed pictures of Milverton
- Skimmed RFP for Milverton, included drawings.
- Discussion to see if the builder would be able to provide an estimated budget based on the same hall but a little bit bigger, update material costs with breakdown of civil costs? It is the ideal layout for the station in Talbotville.
- Justin to start communication with company to gain permission to utilize drawings from Milverton RFP
- Steve has completed a few in the last year, between 1.8 and 2 million
- Build to post disaster standard while keeping cost effective
- Will MTO be an issue requesting access from the highway, do we ask for permission now or forgiveness later. Will they have an issue with 2 driveways, will we need to put up fire department access only signs? Lane would be 500 feet from intersection, should not be an issue with people cutting through the lot.

- Develop a budget ASAP as 2023 budget season arises. Want to keep process going and moving along as much as possible.
- Been 3 years since touring it, discussion to go see Milverton and Mitchell in the next few weeks, Jeff to reach out to Chief Hunter to set up a tour visit on either Sept 22 or Oct 5. See how they like the station as built, and how it has weathered over the last three years.

7. Public Consultation

- Discussion to focus on the hall and not creating a public space as could be a concern for safety. Also adds additional accessibility and infrastructure requirements with this type of space.
- Keystone is a facility not too far away for community space.
- Milverton had a room and decided to keep it for only fire department and association space.
- Decision to not open discussion to create community space to just focus on Fire Station.
- Are we going to show public fire department plans and allow for questions, discussion? Once get further along in planning / design phase then look to doing this.

8. New Business:

9. Next Meeting Date: To be determined after site visits

10. Motion to Adjourn

Resolution No.5

Moved by Mayor Jones

Seconded by

Resolved that the Talbotville Technical Advisory Committee adjourns this meeting at 7:09pm.



Southwold War Memorial Committee

September 13, 2022
Township Office, Fingal & Virtually
1:30 PM

Attending: Sarah Emons, Len Lynch, Bill Aarts, Rev Diane Macpherson, Rev John Brown
Virtually: Gayle Bogart
Staff Resource: Michele Lant, Mark Haug
Regrets: Sandy Annett

Business Arising from Minutes

Karen Lynch hand washed the 1941 era RCAF flag and was happy with the way it looks.

Jim Carmichael, who was the piper at our Remembrance Day services for a number of years, passed away on September 6, 2022. Jim will be included in a tribute at the 2022 service.

At this time, Len is not aware of any family members for the Silver Cross family.

Diane checked with Ms. Stzurm at Southwold Public School and they will bring a choir. Diane will also check with her daughter Heather about a Student Council to ask if a member of the Council could present the wreath on behalf of Southwold Youth.

Len asked about the capacity of the Keystone. Michele advised that the capacity for Fire Code is 300. There are no other restrictions at this time due to COVID.

The Harvards are confirmed. Michele was advised that a cost should be provided by September 16th.

Ted Barris has confirmed with Michele. His publisher has forwarded a short introduction of the book and bio of Ted that can be used in the program.

Lloyd Bennett, Silver Cross family, had 14 weeks training and only 6 minutes in the air before the crash that killed him.

Plans for November 6, 2022

Len is waiting for the wedding pictures of the Bennetts.

Mike Baker from the County of Elgin is sending photos to Len for the video without the watermark.

Len will get the Silver Cross from Mike Baker to use in the video.

Pat gave Len photos, certificates, etc. for the Silver Cross family.

Len, Tony and Ross will meet to do a lot of the tedious work before giving the information to Grayden.

A meeting needs to be set up with Keith Orchard, Ken Humphrey, Grayden, Len and Township staff to figure out the sound system inside the Keystone Complex.

Michele will notify Keith about setting out the bleachers. Also ask about the gates at the entrance to the Memorial site to make sure they will be completed before November 6th. The gazebo is also in need of repairs. Michele will send a message to John Price about cutting the grass the Wednesday before the Remembrance Day service.

The wreaths need to be inventoried again to see if new ones are needed. Len is concerned about the floral crosses needing to be replaced. They need to be checked to see if they smell musty/damp. Diane will connect with Keith Orchard about meeting to look over the wreaths.

Len suggested that we have Sarah and Grant at the front door of the Keystone to greet guests when they arrive for the service. He would like Rev. John Brown and Rev. Diane Macpherson to meet Lynn McFarlane and her mother to show them around that morning.

Invitations will be sent to Ron Jewell for Parade Marshall, Will Alden for the Colour Guard, Allan Weatherall for bugler, Bill McMaster for piper, Southwold Fire Department to assist with parking.

Refreshments of coffee, tea and water will be served.

Ross Bugar will take pictures and he will find someone for the History Committee wreath.

Michele will go through old bills to determine who advertising was done through.

Other than the RCAF flag, there will be no displays this year.

Bill will contact C.O.P.A. about their flight.

Bill will check with Karen Vecchio about where they get their wreaths.

Program – Change to God Save the King

Diane will read In Flanders Fields.

Mark will send the letters to the wreath presenters.

We will print 350 programs.

Michele will need to advise Ted Barris the length of time for his presentation.

Setup will be on Saturday at 1:00pm.

Program will start at 9:30am.

Other Business

Next Meeting

The next meeting will be Tuesday, November 8, 2022, at 1:30 p.m. at the Township Office or virtually depending on restrictions in place at the time.

Adjournment

The meeting was adjourned at 1:30 p.m.



Southwold Zero Waste Committee

September 15, 2022

Virtually

7:00 PM

Attendance: Councillor Emons, Shannon Lynch, Caitlin Wight, Jess Andrews, Richard Andrews, Peter Kavcic. Regrets: Andrea Kerkvliet, Niki Pennings

1. Call to Order

Meeting called to order by Councillor Emons at 7:11 PM

2. Approval of Agenda

Agenda was approved through Resolution No. 13. Moved by Shannon Lynch, Seconded by Jess Andrews.

RESOLVED that the agenda of the September 15, 2022 committee meeting of the Southwold Zero Waste Committee be approved. DISPOSITION: Motion Carried

3. Adoption of Minutes from June 21, 2022 Meeting

Adoption of the minutes from meeting on June 21, 2022 approved through Resolution No. 14. Moved by Shannon Lynch, Seconded by Jess Andrews

RESOLVED that the minutes of the meeting of the Southwold Zero Waste Committee on June 21, 2022 be approved. DISPOSITION: Motion Carried.

Business arising from previous minutes

- Young at Heart
 - Committee happy with water bottles, reusable sporks. Ice cream was served in insulated reusable mugs.
 - Committee wants to pass along message of thanks
- Canada Day
 - 180 Degree difference this year to last with Committee presence at event.
 - Before garbage everywhere, was all mixed with recycling
 - This year committee members walked around with bags – took recycling/garbage from attendees

- Created awareness with the community – people were receptive to using receptacles. Started a good conversation – engaging the community and involving them in what can be done.
- Canada Day committee is open to zero waste changes going forward. Will use the existing supplies that they have, then work on better options after

New business

- Waste Contract RFP Update – Peter Kavcic
 - Township partnered with the City of St. Thomas on a Garbage Contract RFP. It received several submissions. They are currently being evaluated, and Peter will provide update once we receive. P
 - We (Township/Contractor) will not be collecting recycling as of July 1, 2023 as a part of the Producer Responsibility changes.
 - There is a savings on collection, as well as an opportunity for organics collection in Talbotville/Ferndale areas
 - Committee would like to put their budget money towards the subsidization of the cost of the organic's bins for residents, as well as for Biodigester
 - Put in a request for budget this year for this
 - Caitlin to provide update on where committee's current budget is at, and how much City of London subsidizes the composters that were purchased in 2021.
 - Want to help subsidize the effort for the community
- Support Community Event – want to continue to do this
 - Committee has been approached by Shedden AG. Society on ways to be more sustainable going forward. They are starting to think about next year now.
 - Caitlin trying to source a "permanent" recycling bin for the Complex, like the garbage one that is there behind the library. Reached out to a couple of companies, and they do not have side-load or front-load routes in the area for recycling bin trucks. Will continue to investigate
 - Sarah suggested reaching out to other companies in the community – Richard to inquire with GFS – he noticed they have bin rentals now.
- Budget for the upcoming year
 - Want to work on recycling management for the Keystone Complex
 - Would like to subsidize green bins for the built-up areas of the Township – if organics collection goes through
 - Would like to subsidize biodigesters for residents to purchase in the Township
 - Need cost of Green bins – so know how much we can subsidize
 - Want to request same amount of budget as in past years
 - Sarah to contact City of London on cost of Biodigesters

- Upcoming Events
 - Winterfest – Sarah to connect with Councillor Pennings on this event
 - Young at Heart – Sit down Christmas dinner at the complex, will be using complex dishware/cutlery
 - Could have a booth set up at event?
- Wipes in WWTP
 - Peter wanted to talk to the group if they had any ideas on getting out the word re: not flushing wipes.
 - Will communication on socials – share posts where can
 - Could have education at booth
 - City of London Engineer has twitter account that shares information on this – look to sharing this info?
 - Add blurb to newsletters that go out with taxes/water bills

Delegation of Duties

Adjournment

The next meeting to be Thursday, October 20th, 2022 6:30 PM Virtually. Approved through Resolution No. 15. Moved Shannon Lynch, Seconded by Jess Andrews. RESOLVED that the meeting be adjourned at 8:10 PM and that the next meeting be scheduled for Thursday, October 20th, 2022 at 6:30 PM virtually. DISPOSITION: Motion Carried.



A G E N D A

Monday November 14, 2022

COURT OF REVISION

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

-
1. CALL TO ORDER
 2. ADDENDUM TO AGENDA
 3. DISCLOSURE OF PECUNIARY INTEREST
 4. NEW BUSINESS
 - (a) **Court of Revision G. H. Pennings Drain 2022**
 5. ADJOURNMENT



TOWNSHIP OF SOUTHWOLD

Report to Council

DATE: November 14, 2022

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO.: DRA 2022-07

SUBJECT MATTER: G.H. Pennings Drain 2022 Tender Results

Recommendation:

THAT Council of the Township of Southwold award the contract for the construction of the G.H. Pennings Drain 2022 to Van Bree Drainage and Bulldozing Limited for a total cost of \$185,550.80 plus HST and instructs the Mayor to sign the tender contract.

Background:

Tenders were promoted on the Township of Southwold Bids and Tenders website October 13, 2022. An email was sent to ten (10) drainage contractors who have bid or expressed interest in Township of Southwold municipal drainage tenders notifying them of the new Bids and Tenders format. The tender closed on Monday November 7, 2022 at 1:00pm.

The extent of the work comprised that this tender is for the construction of the G.H. Pennings Drain 2022, as contained in the reports that forms part of Township of Southwold By-Law No. 2022-82. The tenders were reviewed by eight (8) contractors. There were three (3) tenders submitted on the bids and tender's website by the closing deadline. The Engineers estimate for the construction portion of this drain is \$219,435.00 plus HST. The Tenders that we received back varied from approximately 84.6% to 100.1% of the Engineers estimate.

Comments/Analysis:

Tender Results

Contractor	Tender Amount	Completion Date
Van Bree Drainage and Bulldozing Limited	185,550.80	05/31/2023
Clarke Construction Inc.	\$212,000.00	02/17/2023
New Day Excavating Inc.	\$219,685.00	Fall 2022

Financial Implications:

The tender submitted by Van Bree Drainage and Bulldozing Limited is approximately 84.6% of the Engineers estimate.

The tender results have negatively affected The Township of Southwold's estimated net assessment. The assessments for Oneida Road drain crossing is over the estimate

by \$1,240.00. Resulting in an assessment of \$7,230 compared from the original estimated amount contained in the report of \$5,990.00. \$1,240.00 is about a 20% increase over the estimate in the report for this road crossing.

The total bid for this drain was 84.6% of the engineers' estimated costs. The reason for the variation in these estimated assessments is because of Section 26 of the Drainage Act which specifies that roads and utilities are required to pay the increased cost of crossing them. Therefore, in the tender document, costs directly associated with crossing roads and utilities are identified separately so those costs can be captured directly and assessed directly to the road or utility. The final actual cost of the drain is dependant on the number tile connections not noted on the plan, any unforeseen circumstances encountered during construction resulting in extra contingencies costs plus actual interest charges.

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.

Respectively Submitted by:
Brent Clutterbuck, Drainage
Superintendent
"Submitted electronically"

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

To the council of the Township of Southwold**Property Ownership**

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may apply for the loan.

Ownership Type Partnership

Partner 1

Last Name

Small

First Name

Randy

Middle Initial

K

Partner 2

Last Name

Small

First Name

Michelle

Middle Initial

L

Partner 3

Last Name

First Name

Middle Initial

Applicant Mailing Address and Primary Contact Information

Last Name

Small

First Name

Randy

Middle Initial

K

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Shedden

Province

Ontario

Postal Code

N0L 2E0

Telephone Number

ext.

Cellphone Number (optional)

Email Address (optional)

Location of Land to be Drained

Lot or Part Lot

Pt 3 & 4

Concession

NNBTR

Geographic Township

Southwold

Parcel Roll Number

Civic Address

Unit Number

Street/Road Number

33858

Street/Road Name

Talbot Line

PO Box

City/Town

Shedden

Province

Ontario

Postal Code

Description of Drainage System

Please attach a sketch of the location of the land you are planning to drain.

A mapping tool is available at: www.ontario.ca/drainage

Approximate Length of Pipe Material

ft/m

Area to be Drained

acre/ha

91,200 ft 4 in pipe 2000 ft 12 in to 18"

57 AC

Proposed Outlet

Anticipated Date of Commencement

Anticipated Date of Completion

outlet paid by owner. \$70,600
private drain

JUNE 1/2022

NOV 30/2022

Estimated Total Cost of Drainage System

Material	\$95000.00
Installation	\$60000.00
Inspection Fee	\$200.00
Other	
Total Cost	\$155000.00 \$200.00

57AC x \$1500 per AC = \$85,500.00
18" MAIN \$70,000

Amount of Loan Requested*~~\$155,000.00~~

* Must be a multiple of \$100 not exceeding 75% of total cost of drainage work.

Terms of Agreement

RS \$100,000.00

In making this application for a loan, I understand and agree to the following:

- The granting of the loan is conditional upon all work being conducted in accordance with the *Agricultural Tile Drainage Installation Act*;
- The approval or refusal of the application is at the discretion of council whose decision is final;
- I will be advised in writing of council's decision regarding the application;
- Should the loan application be approved, an inspector of drainage will complete an Inspection and Completion Certificate and submit it to council;
- Council shall levy and collect for the term of ten years, over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan;
- The *Tile Drainage Act* sets out procedural matters which pertain to this application for a loan; and
- The sum of all loans issued to me, as an individual, or in my role in a partnership or corporation in this and any other municipality does not exceed \$50,000 for the period of April 1st to March 31st.

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

Nov 3/2022

2022/11/03

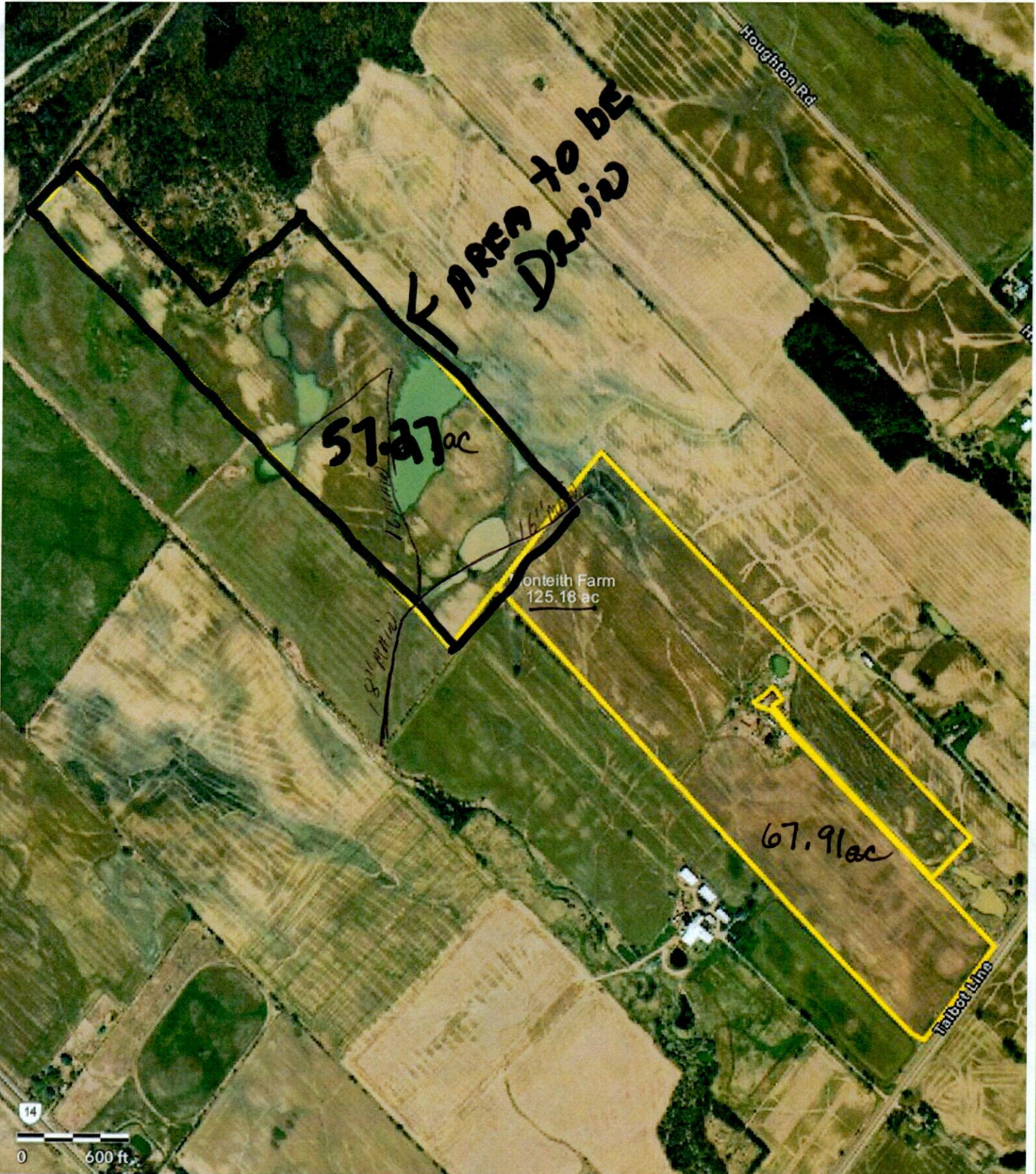
Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Tile Drainage Act*, R.S.O. 1990, c. T.8 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to:

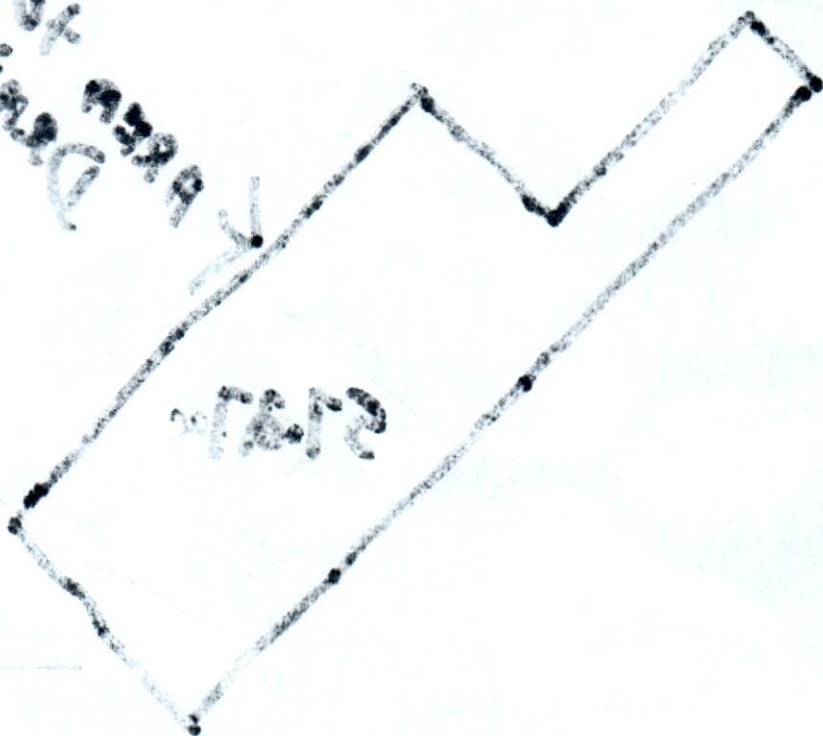
where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

Boundary Report



DEPT OF AGRICULTURE
GAINESVILLE



19.70



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 14, 2022

PREPARED BY: Jeff McArthur, Fire Chief

REPORT NO: FIR 2022-12

SUBJECT MATTER: Activity Report for the Fire Chief September & October 2022

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for September & October 2022.

Background:

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

- a. *Calls for service* – a total of 51 emergencies were responded to in the months of September & October including 11 MVCs, two extrications, three vehicle fires, and one structure (house) fire.
- b. *Public Education* – firefighters attended the Community Open House and a routine fire drill at Southwold Public School.

A Fire Prevention Open House was hosted at the Shedden Station with the OPP and Elgin EMS participating.
- c. *Meetings* – six firefighters indicated interest in a Cancer Prevention Taskforce and met with the Fire Chief to review the Ministry of Labour, Training and Skills Development Firefighter's cancer prevention checklist. The goal being finding areas within the department that we can collectively improve on when it comes to cancer prevention.

An Elgin County Chiefs & Deputies Meeting was held at the Shedden Station.
- d. *Inspections* – One routine inspection was conducted.

- e. Recruitment – interviews were conducted, five recruits for Talbotville completing agility testing and attending orientation in November.

Report on any outstanding /unresolved concerns, issues:

- a. None

Training Undertaken by Staff:

- a. Department training topics included radio operations, Rapid Intervention Teams, hose testing, and fire attack.
- b. An Ontario Fire College NFPA 1021 Fire Officer Course was hosted at the Shedden Station over two weekends with one SFD officer attending.
- c. Firefighters are attending NFPA 1521 Incident Safety Officer, NFPA 1035 Public Educator, and NFPA 1031 Fire Inspector Courses.

Capital Project Progress :

2022	Budget	Status/Comments
Talbotville Pumper	\$615,000	Ordered, fall delivery.
Talbotville Fire Station	\$1,250,000	Committee Meeting on November 8.
Bunker Gear	\$12,500	Completed
Cylinders	\$6,200	Completed
SCBA	\$20,000	Completed

2021	Budget	Status/Comments
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.
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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

"Approved Electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 14, 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 2022-43

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

Background:

General

- Coordinating waste collection agreement with GFL. Zero Waste Committee creating options for composting program.

Development

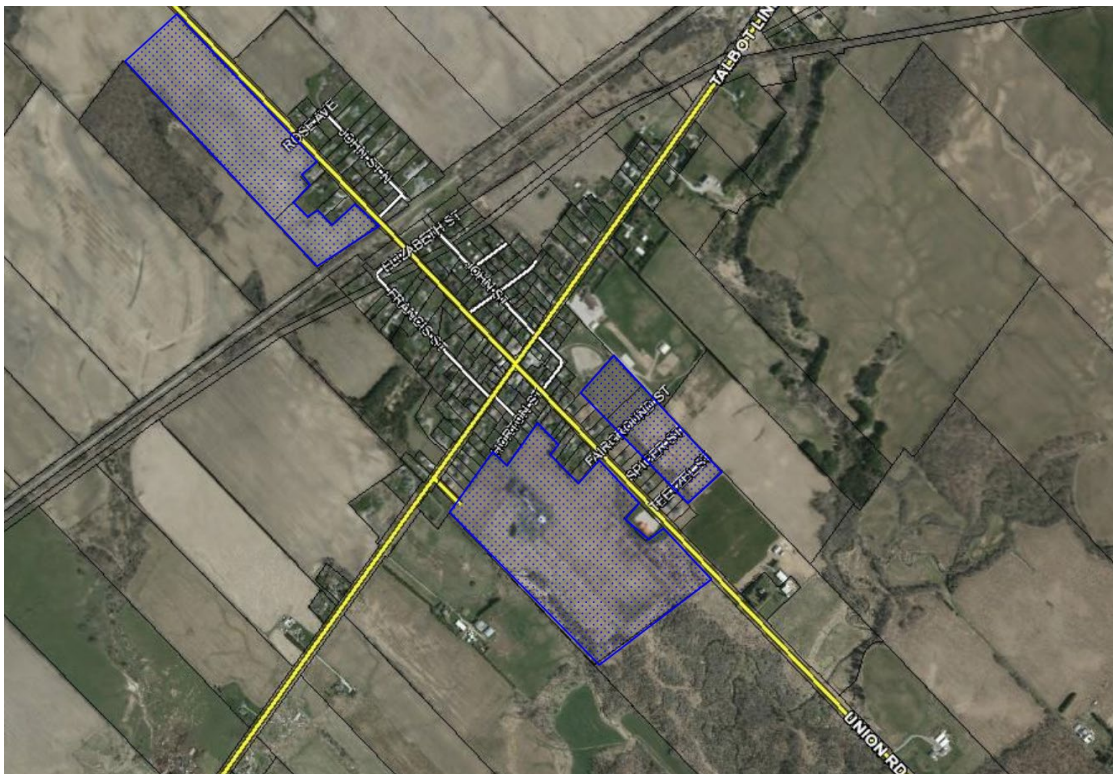
- Coordinated several resident questions and concerns regarding development mud and dust in Talbotville Meadows
- Shedden and Fingal sanitary servicing project working through the sanitary sewer servicing strategy. Coordinated conversation with residents on opportunities for economical sanitary servicing in Fingal
- 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
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
8115 Union Road	Consultation	Fingal

Fingal Development Map



Shedden Development Map



Talbotville and Ferndale Development Map



North Port Stanley



Infrastructure

a) Water and Sanitary

- Utility locates consuming a large amount of time. Total yearly locates projecting to be double yearly average. 773 locate requests as of October 31. Yearly average of 448 locates from 2015-2021.
- Co-ordinating 2 new water service installations on Union Road.
- Completed monthly dead end flushing, installing missing water valve signs
- Completing meter repairs.
- Building meter assembly's for office.
- Meter reading
- Repairing curbstops.

b) Roads and Bridges

- Lynhurst Park Drive and Lyn Court sod installed. Valve change over needs to take place for swapping of parts to counter-clockwise
- Plow trucks being made ready for upcoming season
- Centre Line painting was completed for the year.
- Asphalt repairs to McBain and Talbotville Grove were made.
- Edge of pavement repairs were completed for the year.

2022 Capital Project Process:

2021	Budget	Status/Comment
Roads		
Talbot Meadows		Surface asphalt and deficiencies in Spring
Second Line Culvert		Completed
2022	Budget	Status/Comment
Water and Sewer		
Shedden and Fingal Sewer/WWTP		Working on 75% design and planning to send supplier RFQ preferred candidate to council shortly
Roads		
Hard Surface Projects	325,000.00	Lake Line and Scotch Line planned for this year
Public Works Building	\$200,000	90% design, planning to tender before Christmas
Lynhurst Subdivision	\$2,975,000	Sod Installation. Surface asphalt 2023

c) Drainage:

Drains Before Council:

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

Construction:

- **McIntosh #2 Drain 9 Sept 15)** VanBree Drainage and Bulldozing The bore under 401 is complete. There is still some work left installing sewer pipe into the private lands on either side of the 401 and catch basin grates to be installed.. 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:** Council considered the report at their last meeting, Court of Revision tonight. Council to review tenders and award contract tonight pending final passing of the by-law
- **Taylor Drain: (Mar. 21):** Meeting to review the proposal of the Engineer with affected landowners has been arranged for early December
- **A&C Jones Drain(July 21):** Some minor alteration of the proposal is being reviewed by a landowner, The final report will be submitted soon
- **Palmer/Bush Line Drain** (Aug. 2022): Onsite meeting 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

- A meeting has been arranged with AMO and one with the Drainage Superintendents Association to discuss the survey results late November and early December

2022 Capital Project Process:

2022	Budget
McIntosh #2	21,099.00
Anticipated 2023	Budget
G.H. Pennings Drain - Oneida Road crossing	\$15,539.00
G.H. Pennings Drain - water line special	\$2,160.00

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.
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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:
Infrastructure and Development
Services Team
"Submitted electronically"**

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 14, 2022

PREPARED BY: Michele Lant, Director of Corporate Services/Treasurer

REPORT NO: FIN 2022-19

SUBJECT MATTER: 2022 Auditor Appointment

Recommendation:

That Council appoint Graham Scott Enns, LLP Chartered Professional Accounts to provide audit services for the 2022 Fiscal Year.

Purpose:

The purpose of this report is to review the appointment of an Auditor for the 2022 Fiscal Year.

Background:

In accordance with the Municipal Act, Section 296, the Township is required to appoint an auditor licenced under the Public Accounting Act, 2004 who is responsible for:

- annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- performing duties required by the municipality or local board.

Comments/Analysis:

Graham Scott Enns, LLP from St. Thomas has been providing audit services for the Township for many years and has a very good understanding of the Township's programs, services, accounting systems and procedures.

For the following reasons, it would be beneficial to continue with Graham Scott Enns, LLP as auditor for 2022:

- Maintaining consistency with the auditor is preferred as they understand the Township's finances and less time is spent by staff reviewing systems and accounts;
- There has been discussion with the County and Local Municipalities about a joint audit tender, but until most municipalities align for renewal dates, this is difficult. Continuing with annual engagements will permit the Township to participate in this joint tender in the future;
- Based on my review of the 2020 and 2021 audit, Graham Scott Enns provided excellent service with minimal impact on Township staff;

- There are very few auditors that are willing to take on small, municipal audit engagements in the area (based on information from others, typically only 3 auditors submit proposals and in this area Graham Scott Enns tend to be successful with most);
- There is very little time to complete a Request for Proposals and maintain our traditional audit timelines; and
- The costs for audit services is very reasonable based on comparison with our neighbouring municipalities.

Financial Implications:

2021 Audit Costs were \$17,808 including net tax. Graham Scott Enns has indicated there would only be an inflationary increase for 2022.

Strategic Plan Goals:

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

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Respectfully Submitted by:
Michele Lant, Director of Corporate
Services/Treasurer
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 14th 2022

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

REPORT NO: CBO-2022-14

SUBJECT MATTER: Activity Report October 2022

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

Comments/Analysis Building:

See attached permit comparison report Schedule A CBO 2022-14 for comparison report October.

Comments/Analysis Parks: Over seeding and fertilizing completed at Shedden open space park, grass cutting continues with warmer weather pavilions and washrooms all closed and winterized for the season. Concrete work scheduled to be completed at Fingal Heritage park beginning of November.

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

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

				Township of Southwold			
				Permit Comparision Summary			
				Issued For Period January - October			
Current Year				Previous Year			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	35	9,991	1,827,400	Accessory structures	37	11,293	1,091,095
Agricultural	14	16,611	3,790,289	Agricultural	16	22,363	4,377,500
Change of Use		-	-	Change of Use	1	150	1
Commercial		-	-	Commercial		-	-
Demolition	7	1,050	60,500	Demolition	4	600	27,001
Heating		-	-	Heating		-	-
Industrial Building	2	192,198	16,016,458	Industrial Building	4	2,405,400	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	7	1,117	44,535
Plumbing	25	1,800	167,700	Plumbing	12	1,704	63,700
Pools	25	3,750	1,752,591	Pools	18	2,550	922,225
Residential Building	94	210,548	59,440,755	Residential Building	129	274,985	73,113,018
Sewage System	28	12,400	766,500	Sewage system	22	9,700	399,475
Signs	1	1,320	-	Signs	-	-	-
Combined Use		-	-	Combined Use	-	-	-
TOTAL	240	456,148	86,631,093	TOTAL	251	2,736,071	681,006,090

Current Year				Previous Year			
TOTAL PERMIT ISSUED		240			251		
TOTAL DWELLING UNITS CREATED		63			103		
TOTAL PERMIT VALUE		86,631,093			681,006,090		
TOTAL PERMIT FEE		456,148			2,736,071		
TOTAL INSPECTION COMPLETED(YTD)		1811			2430		

YTD (Oct 2021 Compared to October 2022)							
Current Year				Previous Year			
2021	PERMIT COUNT	FEE	COST OF CONSTRUCTION	2022	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	6	1,973	322,000	Accessory structures	4	2,939	140,000
Agricultural	1	369	51,000	Agricultural			
Change of Use	-			Change of Use			
Commercial	-			Commercial			
Demolition				Demolition			
Heating	-			Heating			
Industrial Building	-			Industrial Building	1	960,000	200,000,000
institutional Building	-			institutional Building			
Miscellaneous				Miscellaneous		150	
Plumbing	1	150	3,500	Plumbing	3	354	12,000
Pools	2	300	115,000	Pools	3	600	165,000
Residential Building	2	7,961	230,000	Residential Building	25	50,479	15,261,846
Sewage System	4	2,500	71,000	Sewage System	3	500	40,800
Signs	-			Signs			
Combine Use				Combined Use			
TOTAL	16	13,253	792,500	TOTAL	39	1,015,022	215,619,646



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 14, 2022

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2022-52

SUBJECT MATTER: Activity Report for CAO/Clerk October 2022

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

Meetings/Events:

- Several Shared IT Services Meetings and RFP evaluations
- Shedden Library Lease Agreement Meeting
- All Staff meetings (Oct 12 & 26) & Management Group Meetings (Oct 5 & 19)
- OPA Consolidation Procedures
- CUPE Negotiations (Oct 6 & 18)
- Tabulator Training
- Records Management Project Review Meetings
- Various Development Proposal meetings
- Election – October 24
- Vote by Mail Processing – Daily from October 11 to 24
- Elgincentives Application Review (Oct 31)

2022 Election – The month of October included many activities leading up to voting day on October 24th. Activities included adding voters to the voters list, voters list revisions, Vote by Mail package processing daily leading up to Voting Day, tabulator testing, staff training and preparations for voting day.

Staff believe the election went well with only minor issues or problems. The most significant problem was the delayed mailout of the Vote by Mail Packages from Datafix. The planned mailout was the week of September 26th, but Datafix did not provide a

detailed mailout schedule to municipalities. The hope in these situations is that our mailout would be early in the process. Datafix provides service to over 200 municipalities in Ontario, with many of them also relying on Datafix to produce the Vote by Mail Packages, Internet Voting Packages or Voter Notification Cards. As a result, not every municipality can be first for the mailout. This was further complicated by September 30th being a Federal Holiday which affected Canada Post. The Township's packages ended up being mailed October 3rd and by the time they were received, left very little time to have them back in the mail to ensure delivery by October 24th.

The Vote by Mail process appears to work well with very few problems or issues. There are a few situations where voters do not understand the process or get the envelopes mixed up. Most issues are easy to rectify and do not affect the validity of the ballot. Out of the 1,534 ballots cast only 10 could not be processed. This was mainly due to no voter declaration included. There were also several where the declaration was included but not signed or no ballot included. In these cases, we attempt to notify the voter about the issue. There was also 3 Vote By Mail packages received from Canada Post after October 24th.

Voter turnout for Southwold was 37.3%. This is down from the 46.7% in 2018. Turnout was down at most municipalities across Ontario. Southwold's turnout, while not impressive, was the highest in Elgin County. Many municipalities saw turnout below 30%. For more municipal voting information see:

<https://elections2022.amo.on.ca/web/en/home>

Staff have been making notes and observations for an Election Debrief. If there are any comments, please be sure to send them along so they can be included.

Integrity Commissioner/Closed Meeting Investigator/Ombudsman Services (IC/CMI/OS) – Engaging Aird and Berlis LLP was approved in September. Staff have prepared the appointment by-law for the November 14th meeting, based on information provided to formalize the appointment.

Public Works CUPE – Tentative meetings set for October/November. An initial proposal was received September 20 and is being reviewed by staff.

New Council Orientation – Planning and preparation for new Council Orientation for November 9th and the Inaugural Meeting.

2022 Capital Project Progress:

Project	Budget	Status/Comments
Firewalls - Fire Stations	\$2,200	Ongoing
Offsite Backup	\$3,000	Completed
Online Meeting Equipment	\$15,000	Ongoing, delayed due to IT Service Vendor RFP
Phone System Upgrade/Replacement VOIP	\$15,000	Quotes and options being obtained by the IT Support
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

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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

Elgin County Council Highlights



Council Receives Year-End Update for Terrace Lodge Redevelopment

Councillor Bob Purcell, Chair of the Terrace Lodge Redevelopment Committee, provided County Council with a progress report on the redevelopment of Terrace Lodge. Despite setbacks including carpenters' union strike action, painters and allied trades strike action, and a COVID-19 outbreak in the Home, the Committee is pleased to report that phase one of the addition is anticipated to be completed by the end of 2022. A detailed summary of the construction progress achieved in 2022 can be found in the report included in the October 11, 2022, Council Agenda package.

In this Issue

- Council Receives Year-End Update for Terrace Lodge Redevelopment
- Council Approves Amendment No. 2 to the Township of Southwold Official Plan
- Council Receives Elgin Middlesex Regional Fire School Update Report
- Council Approves Amendments to Long-Term Care Homes' COVID-19 Policies

Terrace Lodge Redevelopment Photos

New Addition – August 2022



New Resident Rooms – August 2022



Council Approves Amendment No. 2 to the Township of Southwold Official Plan

Township of Southwold administration, on behalf of the owners of the subject lands, initiated an amendment to the Township's Official Plan (OP) to re-designate the subject lands from Agricultural to Residential, and to concurrently bring the parcel into the North 2 Port Stanley Settlement Area, described on Schedule 4D of the OP, to correct a mapping error introduced upon adoption of the new Township OP.

In the former Township OP, the subject lands were located within the North Port Stanley Settlement Area, designated Residential, and contained Woodlands and Hazard Lands overlays. The new OP introduced an unintended error wherein the lands were removed from the North Port Stanley Settlement Area and designated Agricultural Area on Schedule '4' Southwold Land Use. The subject lands are currently zoned Settlement Reserve (SR) and are subject to the Natural Area and Adjacent Lands constraint and Conservation Authority Development Regulations.

The lands currently contain an existing single-detached dwelling constructed in the last two years, and the owners intended to further develop the lands for low-density residential purposes in the future; however, the mapping error would restrict the owners' ability to do so unless rectified. The Township of Southwold has therefore undertaken the proposed amendment to revert the lands back to their original designations and address the error.

County Council approved the amendment as it is consistent with the Provincial Policy Statement 202 and conforms to the County of Elgin Official Plan.



Council Receives Elgin Middlesex Regional Fire School Update Report

The Elgin Middlesex Regional Fire School (EMRFS) provides local firefighters with the opportunity to receive National Fire Protection Association (NFPA) training. As of August 2022, the EMRFS has offered 21 NFPA – compliant courses and certification exams, including a comprehensive 16-week blended recruit training program with 86 recruit firefighters. The EMRFS operates on a cost recovery basis for Elgin County Local Municipal Partners, with additional fees charged to participants outside of Elgin and Middlesex Counties. The ability to offer this training in Elgin County reduces the burden on local firefighters and supports a standardized level of training across departments. More details about programming and course delivery can be found in the report included in the October 11, 2022, County Council Agenda Package.



Council Approves Amendments to Long-Term Care Homes' COVID-19 Policies

Following an extensive review by County staff of pandemic trends, scientific/medical evidence, updated Ministry and public health guidance, residence and family council feedback, labour relations outcomes, and policy and procedure revisions and recommendations, County Council approved the following amendments to the following policies:

- Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19
- Administration Policy 1.35 Visitors and Resident Absences During a Pandemic

Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19

- Two (2) dose COVID-19 vaccination requirement for all existing staff, students, support workers, volunteers, and visitors (essential caregivers and general visitors) to enter the Home
- Strongly encouraging COVID-19 vaccination booster doses for all residents, staff, students, support workers, volunteers, and visitors
- No vaccination requirement for visitors for outdoor visits or absences from the Home
- All new staff, support workers, and volunteers required to remain “up to date” with vaccination
- Changes have been made to the consequences of non-compliance including that employees may be subjected to discipline up to and including termination for continued or repeated non-compliance, following the usual process of progressive discipline

Administration Policy 1.35 Visitors and Resident Absences During a Pandemic

- In exceptional circumstances, where outdoor visits and/or outings are not feasible (i.e. inclement weather), management of the Home will utilize a risk assessment/condition checklist criterion to determine the ability to support unvaccinated visitor visits within a designated area of the Home
- The risk assessment/condition checklist will incorporate resident and roommate (if applicable) considerations, additional IPAC measures to be taken by the visitor and resident, ability to schedule visit appointments in designated locations, etc.

Copies of the policies can be found in the October 11, 2022, County Council Agenda Package.

For the complete October 11, 2022, County Council Agenda Package
please visit the Elgin County [website](#).

From: [Ted Oliver](#)
To: [June McLarty](#)
Subject: The Royal Canadian Legion Ontario Command- 10th Annual Military Service Recognition Book
Date: October 11, 2022 2:30:22 PM
Attachments: [Rates.pdf](#)

Hi June. Thank you very much for listening to me today, and here is that information you needed for your next council meeting in mid Nov.

Obviously, I want to profusely thank you, and everyone on council for the "**Township of Southwold**" for your kind, but much more importantly, consistent support of local Veteran's for as long as I can remember. Just incredible! You all are first ballot hall of famers over here.

As I had mentioned on the phone, please find enclosed a copy of our Advertisement Letter and Rate Sheet for the **Ontario Command Legion's 10TH Anniversary edition of our Military Service Recognition Book** to honor and recognize our Veterans.

This unique remembrance publication includes past and present-day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **October 2023**, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the Ontario Command Legion's website: <http://www.on.legion.ca/remembrance/military-service-recognition-book>. It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

Every single year you all have helped out dating back to 2014 (and including last year), you all have been rock solid steady by always sponsoring a very nice 1/10th page advertisement in past Remembrance publications. So, with this in mind, we would be absolutely honoured to count on all of you again this year.

Thank you very, very much again for all your help June, and all the best.

Ted Oliver

Advertising Rep / Publication Office

The Royal Canadian Legion Ontario Command

Campaign Office

(1-855-241-6967)

 oncl@fenety.com



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The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing **10,000 copies** of our **10th anniversary edition** of the **“Military Service Recognition Book”**, scheduled for release by October 2023. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada’s largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion’s continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

Thank you for your consideration and/or support.

Sincerely,

Derek Moore
President



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>HST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$2345.13	+	\$304.87	=	\$2650.00
Inside Front/Back Cover (Full Colour)	\$2039.82	+	\$265.18	=	\$2305.00
2 Page Spread (Full Colour)	\$3261.06	+	\$423.94	=	\$3685.00
Full Page (Full Colour) 7" X 9.735"	\$1632.74	+	\$212.26	=	\$1845.00
½ Page (Full Colour) 7" X 4.735"	\$915.93	+	\$119.07	=	\$1035.00
¼ Page (Full Colour) 3.375" X 4.735"	\$553.10	+	\$71.90	=	\$625.00
1/10 Page (Full Colour b/card) 3.375" X 4.735"	\$331.86	+	\$43.14	=	\$375.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion
Ontario Command
(RCL ON)
(Campaign Office)
P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6



Facility Fee Waiver Request Form

By providing information on this form, you are requesting a waiver of rental rates for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, or the Talbotville Optimist Park.

For events being held in 2022, the deadline for submission is November 15th, 2021.

Notice of Collection of Personal Information

Personal information on this form is collected under the legal authority of the *Municipal Act, 2001*, as amended. This information is collected and maintained for the purpose of providing information to the Township of Southwold's Council to waive rental fees. Question about this collection should be directed to the CAO/Clerk, by mail at 35663 Fingal Line, Fingal, ON N0L 1K0, by phone at 519-769-2010 or by email at cao@southwold.ca. This information will appear on a Council Agenda.

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: *

Southwold Township History Committee

Representative's Name: *

Ross Bugar

Is there a secondary contact person for your organization? *

☐ No

☒ Yes

Secondary person's name (first and last)

Len Lynch

Secondary person's contact number:

Secondary person's email address:

Contact Number: *

Email Address: *

**Not for Profit # or Charitable Organization
Registration #:**

Date(s) of requested fee waiver: *

April 13, 14, 15, 2023

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold? *

We will present the play "Lawrence Station, The Crash of American Airlines Flagship Erie" . This play is a collection of deeply moving fictional life stories based on a very real 1941 Southwold Township tragedy. This event will bring awareness to the paralyzing grief felt by 20 American families, and the considerable compassion offered from the fine folks of Southwold Township. This is an important piece of our township's history that should not be forgotten.

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

We will present the play "Lawrence Station, The Crash of American Airlines Flagship Erie" . This play is a collection of deeply moving fictional life stories based on a very real 1941 Southwold Township tragedy. This event will bring awareness to the paralyzing grief felt by 20 American families, and the considerable compassion offered from the fine folks of Southwold Township. This is an important piece of our township's history that should not be forgotten.

Our hope is that this will be well attended by families so that young people and students will be exposed to an important part of our community's history.

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

If the fee is waived it will give us the opportunity to upgrade the quality of the production with enhanced props, costumes, sound effects, etc.

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

We have already received funding from Green Lane Community Trust and the playwright has received funding from Ontario Arts Council, Wright Family Foundation, and private donations.

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

Whatever accessible elements the Keystone Complex has.

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: *

10/17/2022



Thank you for your application.

You will receive confirmation of your submission by email within 5 business days of receipt.

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

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

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

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

Ineligibility

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

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

Facility Fee Waiver Request Form

By providing information on this form, you are requesting a waiver of rental rates for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, or the Talbotville Optimist Park.

For events being held in 2022, the deadline for submission is November 15th, 2021.

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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: *

Shedden Soccer

Representative's Name: *

Amber Wadsworth

Is there a secondary contact person for your organization? *

☐ No

☒ Yes

Secondary person's name (first and last)

Lindsay Lackey

Secondary person's contact number:

Secondary person's email address:

Contact Number: *

Email Address: *

**Not for Profit # or Charitable Organization
Registration #:**

Date(s) of requested fee waiver: *

November 29

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold? *

Shedden Soccer AGM is a requirement to be able to run the soccer program. This program is run by volunteers and services many youth in the area.

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

Soccer players have the chance to get outside, get active and have a positive role in the community.

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

It will impact the fee we have to charge participants for soccer registration.

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

Not for this purpose. We have sponsors for uniforms only.

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

The complex is already accessible for those with physical disabilities. We will also have the minutes from the meeting available for those who are unable to attend due to other disabilities.

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: *

10/18/2022



Thank you for your application.

You will receive confirmation of your submission by email within 5 business days of receipt.

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

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

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

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

Ineligibility

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

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements within the Township
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- Non-Township fees or expenses

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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: *

Elgin 4-H

Representative's Name: *

Heather Schneider

Is there a secondary contact person for your organization? *

☐ No

☒ Yes

Secondary person's name (first and last)

Brent Howe

Secondary person's contact number:

Secondary person's email address:

Contact Number: *

Email Address: *

**Profit # or Charitable Organization
Registration #:**

888687340RR0001

Date(s) of requested fee waiver: *

Wed, March 22, 2023

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold? *

Elgin 4-H 2022 Awards and Sign up for 2023 Elgin 4-H clubs. This event is to acknowledge the members who participated in Elgin 4-H clubs in 2022, recognize the long time 4-H volunteers and encourage members to sign up for the 4-H clubs in Elgin County for 2023 .

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

The Elgin 4-H clubs range from animal clubs(dairy, beef and horse), outdoor clubs(hiking, pollinators, birds, gardening) and domestic clubs(baking). The plan is to host a farm safety and first aid courses in 2023. The March 22, 2023 event is an in person activity for leaders/volunteers, members and families can interact and network.

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

A rental cost to Elgin 4-H association will result in less funds available to support the county wide program.

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

No. We have applied for two small grants to subsidize first aid and farm safety training in 2023.

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

The building are washrooms are accessible and we are only using the main hall. We will have displays in areas of the room that are accessible to all.

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: *

10/21/2022



Thank you for your application.

You will receive confirmation of your submission by email within 5 business days of receipt.

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

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Ineligibility

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

- Festivals or events that are similar to those already being provided by the Township
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- Damage deposits will not be refunded
- Non-Township fees or expenses



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-86

Being a By-Law to authorize a licence agreement for use of the unopened road allowance on McDiarmid Line.

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

AND WHEREAS it is the desire of the Corporation of the Township of Southwold to authorize a licence agreement with Joel and Lynette Van Dyk for use of the unopened road allowance on McDiarmid Line.

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

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

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF NOVEMBER, 2022.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

THIS **LICENCE AGREEMENT** made this 20 day of October, 2022 (the "Effective Date")

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

(the "Licensor")

and

JOEL ANDREW VAN DYK and LYNNETTE MICHELLE VAN DYK

(the "Licensee")

WHEREAS:

1. The Licensee is the registered owner of the lands legally described as the East Part Lot 12, Concession NTRE, Township of Southwold, County of Elgin and being PIN 35140-0113 and fronting on an unopened portion of the municipal road allowance commonly referred to as McDiarmid Line (the "Property") and shown in cross-hatching on Schedule "A" attached hereto;
2. The Licensor is the registered owner of lands legally described and depicted by a bold black line on Schedule "A", attached hereto, and known municipally as a portion of the unopened road allowance known as McDiarmid Line west of Burwell Road being a distance of no more than 481 m (measured from Burwell Road to Licensee's proposed driveway access to the Property) (the "Lands"), and for the purposes of permitting the Licensee to use the Lands for the purposes of ingress and egress, the Licensor has agreed to grant this licence on the terms and conditions set forth herein;

IN CONSIDERATION of the premises and other good and valuable consideration the parties agree as follows:

1. The Licensor grants to the Licensee the non-exclusive use of the Lands for the purposes hereinafter set forth for the period commencing on the Effective Date and continuing until such time as the Licensor may choose to open the Lands as a public highway, at which time the Agreement will automatically terminate. (1) The Licensee hereby accepts the Lands in the condition existing as of the date of this Agreement and will not call upon the Licensor to do or pay for any work or supply any equipment to make the Lands more suitable for the proposed use by the Licensee hereunder.

(2) The Licensee shall pay the Licensor \$2.00, payable annually in advance, as a licence fee upon the commencement of this Agreement and subsequently on each anniversary date thereof.

2. The Licensee covenants with the Licensor:

(1) To pay the licensee fee as set out in clause 1;

(2) To use the land only for the purposes of ingress and egress; and not to erect any buildings or structures on the Lands without written permission from the Licensor other than those expressly required to be installed by the Licensee in accordance with the terms of this Agreement;

(3) to install a 911 sign at the intersection of McDiarmid Line and Burwell Road as shown in Schedule "B", as well as a 911 sign at the main driveway for the dwelling;

(4) to install a private sign to municipal standards for reflectivity stating "Unopened Township Road- Use at Own Risk", installed at the intersection of McDiarmid Line and Burwell Road, as shown in Schedule "B";

(5) to install a yield sign on the south leg of the intersection of McDiarmid Line and Burwell Road for northbound vehicles, as shown in Schedule "B";

(6) to maintain the road surface of the Lands on a year-round basis to the minimum standards required by Licensor, with those standards to be prescribed by the Licensor and communicated to the Licensee, with any changes to the said standards being communicated as they apply throughout the currency of this Agreement. As of the date of execution of this Agreement, the parties acknowledge and agree tha the applicable standards are the Minimum maintenance standards in Ontario for class 5 roads;

- (7) to complete all regular and on-going maintenance on the Lands including but not limited to brush clearing, gravel resurfacing, asphalt surfacing as required, ditch and culvert clean up, sign reflectivity review to replace signs., all to the satisfaction of the Licensor;
- (8) to take no steps, overt or otherwise, to impede the use of the Lands by any other persons for the purposes of accessing any properties that front onto the Lands or any other portion of the unopened road allowance known as McDiarmid Line;
- (9) to not impede access to any persons and vehicles, including but not limited to utility service providers, garbage and recycling collection services providers, Canada Post, emergency services vehicles and personnel, that require access to the unopened road allowance to provide service for your property or adjacent property owners or to access any such properties;
- (10) to obtain all necessary permit approvals from the Licensor in connection with its development of the Property and its use of the Lands, including but not necessarily limited to Road Occupancy Permit, Water Connection fee, Water Meter fee and Building Permits;
- (11) to design, install and maintain a turning circle on the Property to the Licensor's standards to allow Emergency Services to maneuver;
- (12) to ensure fire access design meets Ontario Building Code standards to the satisfaction of the Licensor;
- (13) to retain an Ontario Land Surveyor to prepare and register a reference plan showing the Lands as a Part to provide a registerable legal description for the Lands for the purposes of this Agreement and the registration of same on title to the Property and the Lands as set forth hereinafter and to allow for confirm that any construction on the Property meets with all applicable set-backs requirements;
- (14) to install a municipal water service on the Lands to service the Property to the standards and in the location prescribed by the Licensor;
- (15) to obtain a Lower Thames Valley Conservation Authority permit for any construction work within their regulatory limit;

(16) to ensure that any change in the existing grades on the Lands have no impact on the adjacent properties;

(17) to complete and provide to the Licensor an Environmental Impact Study confirming that the proposed construction on the Lands and the Property will have no negative impact on the natural heritage and natural hazards on the Lands and Property;

(18) to provide and maintain comprehensive general liability insurance in the minimum amount of \$5 million with respect to its use of the Lands for all persons visiting the above referenced Lands, during the full term of this Agreement and any extension thereof, naming the Licensor as an additional insured, and to provide a certificate evidencing same, prior to execution of this Agreement and as required by the Licensor. Without limiting the generality of the foregoing, such public liability insurance shall contain provisions for cross-liability, severability of interests, and no cancellation or alterations without the consent of the Licensor;

(19) Not to assign this Agreement without the prior written consent of the Licensor, which consent may be unreasonably withheld;

(20) To comply with all federal, provincial and municipal laws, rules, regulations and by-laws and to hold the Licensor harmless from the consequences of its failure to do so;

(21) The Licensee shall at all times indemnify and save harmless the Licensor from and against any and all claims, demands, losses, costs, charges, expenses, actions and other proceedings (including those in connection with workers' compensation or any similar or successor arrangement) made, brought against, suffered by or imposed on the Licensor or its property in respect of any failure by the Licensee to fulfil any of its obligations under this Agreement:

(a) to any person or property (including, without restricting the generality of the foregoing, employees, contractors, agents and property of the Licensor) directly or indirectly arising out of, resulting from or sustained by reason of the occupation or use of the Lands, or any operation in connection therewith or any fixtures or chattels thereon, or

(b) to any person while on adjoining lands of the Licensor in the course of that person's entry onto or exit from the Lands.

3. The Licensor shall not be liable, directly or indirectly, for any personal injuries that may be suffered or sustained by any person who may be on the Lands or for any loss of or damage or injury to property belonging to the Licensee or any other person unless such injury, loss or damage is due to the Licensor's negligence or default or the negligence or default of those for whom the Licensor is in law responsible.

4. If the Licensee defaults in performing any of its obligations under this Agreement, the Licensor shall give written notice to the Licensee of such default giving the Licensee ten (10) business days to remedy such default, failing which the Licensor may terminate this Licence and the Licensee shall then forthwith remove its chattels and fixtures, if any, from the Lands and shall restore the Lands to the condition required pursuant to paragraph 2(10) hereof.

5. Any notice required to be given to the Licensor under the terms of this Agreement shall be sufficiently given if delivered to the Licensor or mailed by prepaid registered mail addressed to it at:

Township of Southwold
35663 Fingal Line
Fingal ON N0L 1K0
Office: 519-769-2010
Email: development@southwold.ca

Any notice required to be given to the Licensee under the terms of this Agreement is deemed to be sufficiently given if delivered to the Licensee or mailed by prepaid registered mail addressed to the Licensee at:

34795 McDiarmid Line
Fingal, ON, N0L 1K0

or at such other address as the Licensee may in writing designate. In either case, such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, five (5) business days after it is delivered to the post office.

6. This Agreement shall enure to the benefit of, and be binding upon the parties and their respective successors and (where permitted) assigns.

7. This Agreement shall be registered on title to the Property and the Lands at the cost of the Licensee and the Licensee hereby agrees to register same within 15 days of its execution and to provide a copy of the registered Agreement to the Licensor within 5 days of such registration.

IN WITNESS WHEREOF the parties have affixed their respective corporate seals attested by the hands of their respective officers duly authorized in that behalf.

THE CORPORATION OF THE
TOWNSHIP OF SOUTHWOLD

Per:

Grant Jones, Mayor

Per:

Jeff Carswell, CAO/Clerk

We have the authority to bind the
Municipality.

Witness

JOEL ANDREW VAN DYK

Witness

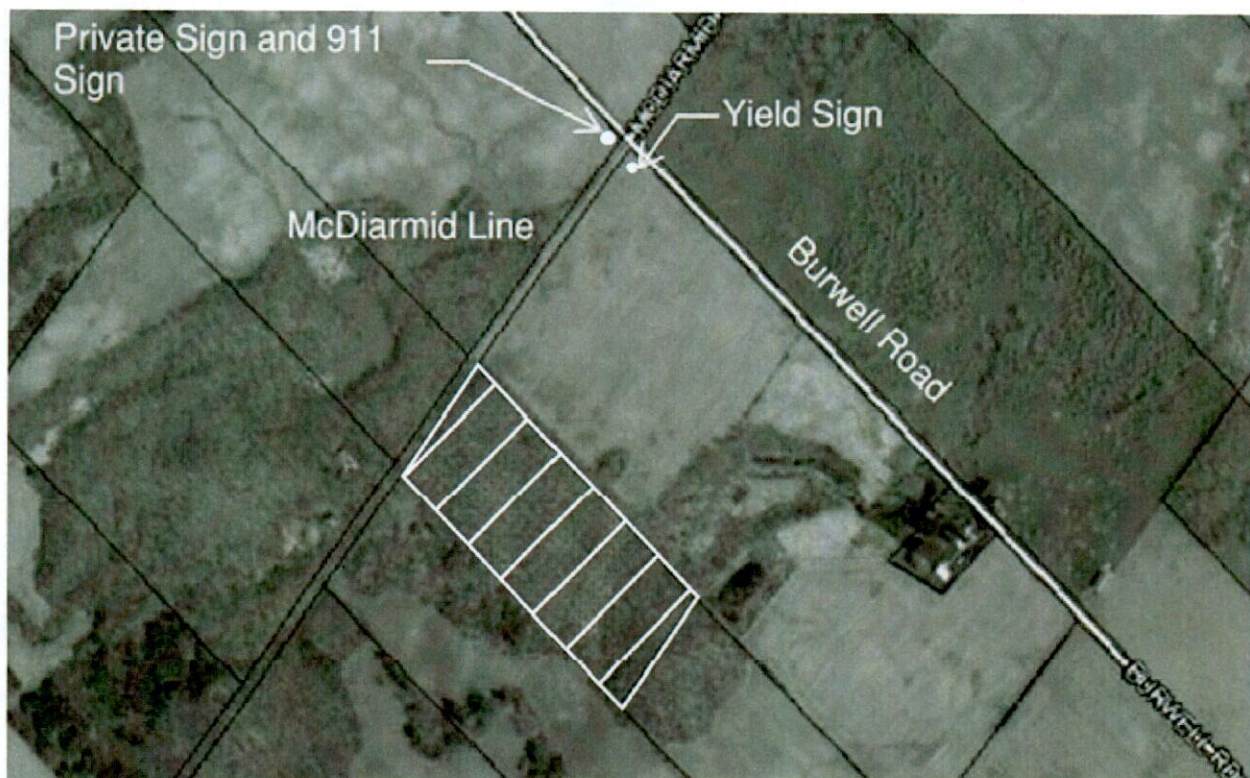
LYNNETTE MICHELLE VAN DYK

Schedule "A" – Legal Description and Aerial Depiction of the Lands

RDAL BTN CON NTR & CON SENBTR SOUTHWOLD ABUTTING LOTS 3 TO 15 CON
SENBTR; SOUTHWOLD being part of PIN 35140-0177 (LT)



Schedule "B" - Location of Signage





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-87

Being a By-law to appoint Aird & Berlis LLP as the Integrity Commissioner, Ombudsman and Closed Meeting Investigator for the Township of Southwold.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, Section 223.3, as amended, authorizes a municipality to appoint an Integrity Commissioner, who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality;

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, Section 223.13, as amended, authorizes a municipality to appoint an Ombudsman, who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality;

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, Section 223.13, as amended, authorizes a municipality to appoint an Ombudsman, who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality;

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

1. That Aird & Berlis LLP is hereby appointed as Integrity Commissioner for the Township of Southwold, pursuant to Section 223.3 of the *Municipal Act, 2001*.
2. That Aird & Berlis LLP is hereby appointed as Ombudsman for the Township of Southwold, pursuant to Section 223.13 of the *Municipal Act, 2001*.
3. That Aird & Berlis LLP is hereby appointed as Closed Meeting Investigator for the Township of Southwold, pursuant to Section 239.2 of the *Municipal Act, 2001*.

4. That the appointments set out above shall be effective as of October 1, 2022 and shall be for a term of two (2) years, with an option to extend for an additional two (2) year term.
5. That the Mayor and CAO/Clerk are hereby authorized and directed to execute all documents with Aird & Berlis LLP on behalf of the Corporation of the Township of Southwold and to affix the corporate seal of the municipality to all such documents.
6. That By-law 2018-16 is repealed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 14TH DAY OF NOVEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-88

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 14, 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;

AND 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 November 14, 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 14th DAY OF NOVEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell