



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday December 12, 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 the Regular Council Meeting of November 28, 2022
 - (b) Notes from the Shedden Recreation and Community Centre and Keystone Complex Board Meeting of September 29, 2022
 - (c) Draft minutes from the Young at Heart Committee Meeting of November 24, 2022
 - (d) Draft Minutes from the War Memorial Committee Meeting of November 8, 2022
- 5. DELEGATION**
 - (a) **8:00 p.m. – Mark Harris and Matthew Belding – QCWA 3rd Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant and 2023 Capital Proposals.**
- 6. DRAINAGE**
- 7. PLANNING**
 - (a) PLA 2022-38 **Application for Consent E 90-22** Ralph & Anne DeVries Farms Ltd, 32698 Scotch Line
 - (b) PLA 2022-39 **Application for Consent E 97-22** Murray C/O H. Wismer, 37474 Lake Line
 - (c) PLA 2022-40 **Application for Consent E 98-22** C. Wismer C/O H. Wismer 37510 Lake Line
 - (d) PLA 2022-41 Bill 23 Impacts to Municipal Planning Process

8. REPORTS

- (a) FIR 2022-14 Activity Report – November
- (b) PW 2022-07 Lynhurst Park Drive West and Lyn Court Traffic Control
- (c) ENG 2022-45 Activity Report – November
- (d) FIN 2022-23 Water and Sanitary Budget By-laws
- (e) CBO 2022-15 Activity Report – November
- (f) CAO 2022-59 Emergency Management Response Plan – Community Control Group (CCG) and Program Committee
- (g) CAO 2022-60 Activity Report – November

9. CORRESPONDENCE

- (a) Kettle Creek Conservation Authority RE: Plan Review Services and Bill 23, Build Homes Faster Act
- (b) AMO Professional Development Line Up for 2022-2023

10. BY-LAWS

- (a) By-law No. 2022-95, being a by-law to authorize the installation of yield signs
- (b) By-law No. 2022-96, being a By-Law to amend By-law No. 2014-65, being a By-law to regulate the distribution and use of water and to fix the prices and times of payments
- (c) By-law No. 2022-97, being a By-law to adopt the 2023 Water System Operating and Capital Budget
- (d) By-law No. 2021-98, being a By-law to establish Sanitary Sewer Rates and to repeal By-law No. 2021-76
- (e) By-law No. 2022-99, being a By-law to adopt the 2023 Sanitary Sewer System Operating and Capital Budgets
- (f) By-law No. 2022-100, being a by-law By-law to amend By-law 2019-83, The Emergency Management Program and By-law 2019-65, The Emergency Management Program Committee.
- (g) By-law No. 2022-101, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on December 12, 2022

11. OTHER BUSINESS *(For Information Only)*

- (a) Resolution from Stratford RE: Funding and Support for VIA Rail Services
- (b) Elgin County Elects New Warden

12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Section 239(2)(k) – Building Services Staff / Service to West Elgin

13. ADJOURNMENT:

NEXT BUDGET MEETING OF COUNCIL
THURSDAY JANUARY 5, 2023 @ 4:00 P.M.
Council Chambers, Fingal/Via Video Link

NEXT REGULAR MEETING OF COUNCIL
MONDAY JANUARY 9, 2023 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday November 28, 2022
7:00 p.m. Council Chambers, Fingal/Via Video Link

COUNCIL PRESENT: Mayor Grant Jones
Deputy Mayor Justin Pennings
Councillor John Adzija
Councillor Sarah Emons
Councillor Scott Fellows

COUNCIL ABSENT:

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Peter Kavcic, Dir. of Infrastructure & Development Services
Jeff McArthur, Director of Emergency Services/Fire Chief
Josh Mueller, Planner
June McLarty, Corporate Services Clerk

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

ADDENDUM TO THE AGENDA: None

DISCLOSURES: Deputy Mayor Pennings declared a conflict on item 8(f) Report FIN 2022-22 2023 Budget – 2023 Wage Grid Adjustment

ADOPTION OF MINUTES:

Council Minutes – Adopt

2022-317 Councillor Emons – Councillor Adzija

THAT the Minutes of the Regular Council Meeting of November 14, 2022 and the Inaugural Meeting of November 21, 2022 are hereby adopted.

CARRIED

Committee Minutes – Review

2022-318 Deputy Mayor Pennings – Councillor Fellows

THAT Council has reviewed the minutes of the Minutes of the Young @ Heart Meeting of October 11, 2022, Minutes of the Zero Waste Committee Meeting of October 20, 2022, Draft Minutes of the Zero Waste Committee Meeting of November 17, 2022, Draft Minutes of the Parks Committee Meeting of November 9, 2022 as corrected , Minutes of the Talbotville Station Technical Advisory Committee Meeting of September 13, 2022 and Draft Minutes of the Talbotville Station Technical Advisory Committee Meeting of November 8, 2022.

CARRIED

Parks Committee minutes corrections: A member from the Talbotville Optimist Club and a member of the Talbotville Area will be added to the committee.

The playground at the Talbotville Optimist Heritage Park will be resurfaced.

Court of Revision – G. H. Pennings Drain 2022

2022- 319 Councillor Emons – Deputy Mayor Pennings

THAT Council has approved the minutes of the Court of Revision for the G. H. Pennings Drain 2022.

CARRIED

REPORTS:

Parks Committee Report 2022-01

2022-320 Councillor Adzija – Councillor Emons

THAT the Township Parks in Talbotville be named as follows:

- a. Existing Optimist Park – Talbotville Optimist Heritage Park
- b. New Park – Talbotville Optimist Sports Park

CARRIED

2022-321 Deputy Mayor Pennings – Councillor Emons

THAT membership on the Parks Committee be amended to include 1 representative from the Talbotville Optimist Club and 1 representative from the Talbotville area at large.

CARRIED

Talbotville Station Technical Advisory Committee Report 2022-01

2022-322 Councillor Fellows – Councillor Pennings

THAT Council approve engaging A+LiNK Architecture Inc. for Pre Design and Concept Design services for the Talbotville Fire Station as set out in the proposal dated November 8, 2022.

CARRIED

Report FIR 2022-13 Surplus Pumper

2022-323 Councillor Emons – Deputy Mayor Pennings

THAT Council authorize staff to dispose of the surplus 2001 Sterling C-Max Pumper through an online auction (GovDeals).

CARRIED

PLANNING:

7:15 p.m. Zoning By-law Amendment – ZBA 2022-11 and ZBA 2022-12

In attendance: N. Dyjach

Public Meeting ZBA 2022-11 and ZBA 2022-12

2022-324 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider applications to amend the zoning on the properties owned by Farhi Holdings Corporation C/O Strik, Baldinelli, Moniz Ltd, 39803 Talbot Line, ZBA 2022-11 Block 173 and ZBA 2022-12 Block 183.

CARRIED

The Mayor stated this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law to rezone the subject property from Residential 1 (R1) to Special Provision

Residential 3 (R3) Zone to permit proposed street rowhouse dwellings to be constructed as designed.

Two site-specific provisions will be required as part of the ZBA application.

1. A site-specific provision to permit a minimum lot area of 240.0 m² whereas 250.0 m² is currently required.
2. A site-specific provision to permit and increase in the allowance lot coverage of 41.0% whereas a maximum of 35.0% lot coverage is currently required.

The Mayor asked if any members of Council have a disclosure of interest concerning the proposals. No disclosures were declared.

The Mayor asked the Clerk what method of notice and when was the notice given to the public for this meeting. The Clerk responded notices was mailed to neighboring property owners within 120 meters of the subject lands and emailed to commenting agencies on November 1st, 2022. A sign was posted on the subject property prior to the deadline of November 8th, 2022.

Planner Josh Mueller presented his report to Council.

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

The Mayor asked if any written submissions were received. The Clerk responded that agency comments were received as detailed in the Planning Staff Report. No public comments were received at the time of writing the Planning Staff Report.

The Mayor stated that before I open the floor to questions from the public, please be advised if any person from the public wished to receive further information on the action of Council regarding the decision on the application for zoning by-law amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by November 29, 2022. Any person that has contacted the Planner to be part of the public meeting today will receive this further information automatically.

Nick Dyjach, Planning Consultant for Strik, Baldinelli Moniz Ltd. identified himself as the representative for the owner on these two applications for the two blocks. Mr. Dyjach commented that these applications only require site-specific provisions to reduce the width of the lots for the buildings that are to be built. An appropriate amendment to the Zoning By-law.

The Mayor asked if any members of the public had any questions. None were asked.

The Mayor asked if any members of Council had any comments or questions. Councillor Emons commented that she was pleased to see greater diversity of housing in this subdivision. She questioned if there was capacity with this increased density in our treatment plant for these buildings. Director of Infrastructure and Development Services Peter Kavcic responded yes, we still will have capacity in our treatment plant.

Recommendation Report PLA 2022-36 ZBA 2022-11

2022-325 Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold receive Report PLA 2022-36 regarding Zoning By-law Amendment Application ZBA 2022-11 – Recommendation Report; and,

THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-11, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-36.

CARRIED

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

This public meeting is now concluded.

The Mayor stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law Amendment to rezone the subject property from Residential 1 (R1) Zone to Residential 3 (R3) special provision zone to permit proposed street rowhouses dwellings to constructed as designed. Two site-specific provisions will be required as part of the ZBA application.

1. A site-specific provision to permit a minimum lot area of 247.0 m² whereas 250.0 m² is currently required.
2. A site-specific provision to permit an increase in the allowable lot coverage of 41.0% whereas maximum of 35.0% lot coverage is currently required.

The Mayor asked is any member of Council has a disclosure of interest concerning the proposal. None were declared.

The Mayor asked what method of notice and when was notice given to the public or this meeting. The Clerk responded that a notice was mailed to the neighbouring property owners with 120 m of the subject lands and emailed to commenting agencies on November 1st, 2022. A sign was posted on the subject property prior to the deadline of November 8th, 2022.

Planner Josh Mueller presented his report to Council.

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

The Mayor asked the Clerk if any written submissions were received on this application. The Clerk responded that agency comments were received as detailed in the Planning Staff Report. No public comments were received at the time of writing the Planning Staff Report.

The Mayor stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law Amendment to rezone the subject property from Residential 1 (R1) Zone to Residential 3 (R3) special provision zone to permit proposed street rowhouses dwellings to constructed as designed. Two site-specific provisions will be required as part of the ZBA application.

N. Dyjach commented that this was like the previous application just different numbers.

The Mayor asked is any member of Council have any comments or questions on this application. None were received.

The Mayor asked if there were any further questions. None were received. No further questions were asked.

Recommendation Report PLA 2022-37 ZBA 2022-12

2022-326 Deputy Mayor Pennings – Councillor Fellows

THAT Council of the Township of Southwold receive Report PLA 2022-37 regarding Zoning By-law Amendment Application ZBA 2022-12 – Recommendation Report; and,

THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment Application ZBA 2022-12, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2022-37.

CARRIED

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

This public meeting is now concluded.

Adjournment of Public Mtg for ZBA 2022-11 and ZBA 2022-12

2022-327

Councillor Adzija – Councillor Emons

THAT the public meeting to consider the applications to amend the zoning on the properties owned by Farhi Holdings Corporation C/O Strik, Baldinelli, Moniz Ltd, 39803 Talbot Line, ZBA 2022-11, Block 173 and ZBA 2022-12 Block 183 ends at **7:31 p.m.**

CARRIED

REPORTS:

Report FIN 2022-20 2023 OMPF

Michele Lant presented this report to Council.

Report FIN 2022-21 Q3 Financial Report January – September 2022

2022-328

Councillor Emons – Deputy Mayor Pennings

THAT Report FIN 2022-21 Financial Report – January to September 2022 be received and filed for information.

CARRIED

Deputy Mayor Pennings vacated his seat.

Report FIN 2022-22 2023 Budget – 2023 Wage Grid Adjustment

2022-329

Councillor Fellows – Councillor Emons

THAT Council direct staff to prepare the 2023 Budget based on a 4.0% adjustment to the Wage Grid, in accordance with the Pay Administration Policy; and,

THAT Council defer providing feedback and direction for preparation of the draft 2023 Budget and Capital Forecast.

CARRIED

Deputy Mayor Pennings returned to his seat.

Report ENG 2022-44 Shedden Treatment Plant Supplier Design Award

2022-330

Deputy Mayor Pennings – Councillor Adzija

THAT Council defer the award of the Shedden Treatment Plant Supplier.

CARRIED

Report CAO 2022-58 2023 Insurance Renewal

2022-331 Deputy Mayor Pennings – Councillor Adzija

THAT Council approve the 2023 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated November 11, 2022 (Township) and November 11, 2022 (Cemetery Board); and,

THAT the Liability Policy Abuse Coverage in the amount of \$1,000 be removed from the Cemetery Board Liability Policy.

CARRIED

CORRESPONDENCE:

Fee Waiver Request – Rosy Rhubarb Festival Committee

2022-332 Councillor Fellows – Councillor Emons

THAT Council of the Township of Southwold approves the \$3080.00 fee waiver request from the Rosy Rhubarb Festival Committee for the use of the Keystone Complex for their monthly meetings, sauce prep day and Rosy Rhubarb Festival weekend.

CARRIED

2023 ROMA Annual General Meeting and Conference

2022-333 Deputy Mayor Pennings – Councillor Emons

THAT Mayor Grant Jones, Deputy Mayor Justin Pennings, Councillor John Adzija and Councillor Sarah Emons be authorized to attend the 2023 ROMA Annual General Meeting and Conference.

CARRIED

Good Roads 2023 Conference

2022-334 Councillor Adzija – Councillor Fellows

THAT Deputy Mayor Justin Pennings and Councillor Sarah Emons be authorized to attend the Goods Roads 2023 Conference.

CARRIED

AMO Profession Line Up for 2022-2023

Council reviewed this item under Correspondence

Thank you from the Southwold History Committee

Council reviewed this item under Correspondence

BY-LAWS:

- By-law No. 2022-82, being a by-law to provide for drainage works – G.H. Pennings Drain 2022, third and final reading
- By-law No. 2022-92, being a by-law to amend By-law No. 2011-14- Farhi Holdings Corporation C/O Strik, Baldinelli, Moniz Ltd, 39803 Talbot Line, Block 173.
- By-law No. 2022-93, being a by-law to amend By-law No. 2011-14- Farhi Holdings Corporation C/O Strik, Baldinelli, Moniz Ltd, 39803 Talbot Line, Block 183.
- By-law No. 2022-94, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 28, 2022

G. H. Pennings Drain 2022 By-law

2022-335 Councillor Emons – Deputy Mayor Pennings

THAT By-law No. 2022-82 be read a third time and finally passed this 28th day of November, 2022.

CARRIED

By-laws

2022-336 Deputy Mayor Pennings – Councillor Adzija

THAT By-law Nos. 2022-92 and 2022-93 be read a first and second time, considered read a third time and finally passed this 28th day of November 2022.

CARRIED

OTHER BUSINESS

Council reviewed the item under Other Business

CLOSED SESSION:

2022-337 Councillor Fellows – Councillor Emons

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:31 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 Negotiations

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Section 239(2)(k) – Business Lease

CARRIED

2022-338

Deputy Mayor Pennings – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:31 p.m.**

CARRIED

STAFF DIRECTION

Staff was given direction from Council on the items that were discussed in the Closed Session.

Confirming By-law

2022-339

Councillor Emons – Councillor Fellows

THAT By-law Nos. 2022-94 be read a first and second time, considered read a third time and finally passed this 28th day of November 2022.

CARRIED

ADJOURNMENT:

2022-340

Deputy Mayor Pennings – Councillor Emons

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:32p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Shedden Recreation & Community Centre & Keystone Complex Board

September 29, 2022
Keystone Complex, Shedden
7:00 PM

Attendance: Deputy Mayor Monteith, Brian Rieger, Caitlin Wight (Resource), Shirley Longhurst, Keith Orchard
Regrets: Councillor Emons, Don Miller, Jim Carder, Lindsay Lackey

1. Call to Order

No call to order, as not enough members present to meet quorum. Per Deputy Mayor Monteith, review of walk around from March 2022, groups to provide updates from their events

2. Approval of Agenda

No approval – quorum not met

3. Adoption of Minutes from March 24, 2022 Meeting

No adoption of minutes – quorum not met

4. Organization Reports

Shedden Agricultural Society – fair was a success, great weather, pleased with the size of crowd and entries. Supper was good. Really appreciate cleanliness of hall/grounds, effort by Township on this. October 4th is All Candidates meeting at Complex, October 21-22 Quilt Show at Complex.

SCPA going to have the poster contest for the fair again next year.

Shedden Tractor Pull – Have a meeting in early November, looking for volunteers, getting ready for next year, going to try two-day event. Fathers' Day weekend at complex.

Rosy Rhubarb – very successful event this year. Sold out of everything on Saturday. Great weather.

Shedden Soccer – Message from Lindsay Lackey – Soccer was good this year. They are restructuring for next year. No more extra volunteering as no one wants to anymore. Trying to figure out details on how to do it. Will need coaches still, can't commit to fair etc.

Fingal-Shedden and District Optimist Club

Update from Jim Carder via email – "Optimist did the car show at Rosey Ruhbarb. Successful Canada Day fireworks and celebrations with the township on June 30. Successful slo pitch tournament in Fingal on September 3 and 4.

Halloween party in complex on Friday October 28 for children 10 and under. Fingal Santa Claus Parade on Sunday December 3. Selling Christmas trees again at Burgess's farm. "

Review from walk-around from March minutes:

- Ontario Flag at Memorial Garden needs replaced – was replaced prior to Remembrance Day Service
- When will new Township flag go up? New one went up for Remembrance Day Service
- Brush pile in back of Memorial Forest needs removed – yes done.
- Eavestroughs need cleaned out around main building – cleaned out
- Bees nest behind library section of building – dealt with
- Concrete Parging coming off of foundation at Southeast corner of building – removed
- Light unit is missing in pavilion ceiling in south section, two light bulbs are missing – Corey is working on this – yes done.
- Outer light fixture on the West side of pavilion should be changed to LED – dusk to dawn light – Corey is working on this
- Flat top grill is broken off from the wall in the pavilion kitchen – not broken, is a floating grill that sits out from wall.
- Ceiling vent in meeting room area is in windowsill – working on getting it back up.
- Floor needs refinished after water leak from 2020 – floor is scheduled to be re-finished next week
- Looking into getting the dog waste bag signs up at the parks – in works

5. Discussion

Rental Group from August – group parked on grass area behind building where septic runs are. Need to look into barrier/bollards/ no parking sign for back.

Knobs in pavilion on grill top were broken – Caitlin to get them fixed

Stove in Kitchen – to be replaced, in budget, flat top grill for half the top

Mark breaker panel in Shedden Pavilion – Keith to provide Caitlin with sheet to be laminated

220V plugs at Ice Rink – one in big breaker panel, one in warm room by heater

Broken double door – where water shut off is, equipment room at ball diamond.

6. Next meeting

Group agreed to meet next on Thursday, March 30th, 2023 at 6:00 PM.

No adjournment – quorum not met.

DRAFT



Southwold Young at Heart Committee Meeting Minutes

Thursday November 24, 2022
Council Chambers, Fingal/Via Video Link
Time meeting started: 1:32 p.m.

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

1. Call Meeting to Order and Welcome

Sarah welcomed called the meeting to order and welcomed everyone.

2. Approval of the Agenda

Resolution No. 2022-21 Moved by: Karen Olmstead
Seconded by: Deb Logghe

RESOLVED that the agenda of the November 24th, 2022 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

3. Approval of Minutes

Resolution No. 2022-22 Moved by: Trudy Kanellis
Seconded by: Ida Martin

RESOLVED that the minutes of the October 11th, 2022 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

8. Adjournment and Next Meeting

Resolution No. 2022- 24 Moved by: Deb Logghe
Seconded by: Karen Olmstead

RESOLVED that the meeting be adjourned at 2:33 p.m. to meet again at 1:30 p.m. on January 19, 2023, in person in Council Chambers at the Township office or virtually via Webex.

DISPOSITION: Carried

Southwold War Memorial Committee

November 8, 2022
Township Office
1:30 pm

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

Sarah opens the meeting at 1:30p.m.

Diane acknowledges Len for all his work in making Southwold's Remembrance Day Ceremony the best and supplies apple cider for a toast.
John acknowledged Len for his skill in juggling the program during the technical difficulties.

Business Arising from Minutes

Len thanks for the comments and reiterates the necessity to stay on time.
Len commented on the positioning of the Color Guard blocking the choir and need to position them next year and placing of the wooden crosses.
Len mentioned that he asked Cathy Berger to assist Ted Barris selling his books. Len is concerned with the Technical issues that Ted might not come back next year. If he does, can we use a debit machine to process sales?

Michele mentioned that Ted's Publicist was responsible for sending someone to help him and the conversation has already taken place for next year.

Grayden supplied a briefing on the Technical set-up and his suggestions for next year. See attachment.

The committee talked about the advantages of Grayden's report for Audio upgrades including:

- Standard expectations of rental groups to the Keystone
- Promoting the Keystone for bigger groups with upgraded audio
- Upcoming Play scheduled for April 2023.
- Outside speaker

Diane commented on our opportunity to educate children in the following areas.

- Missing man formation during the Harvard fly-over
- What the flags symbolize
- Why and when the wreaths are saluted

Other comments include.

- Verifying the accuracy of the Program hand-out
- Seating assignments for the outside ceremony
- Better communication to the presenting groups for time of arrival and expectations of duties
- Should there be direction during the outside ceremony to sit or stand at certain times
- Possibly changing the song from God Save the King to Flanders Fields
- The last Southwold Veteran has passed. What will our focus be going forward including:
 - What flags fly outside?
 - modern veterans recognized?
 - Vimy oak tree

John restated the amazing job Len did coordinating the Ceremony and how the entire presentation caused deep emotions to those watching and his visiting sister thanked him four times.

He also restated that the audio system upgrade must be done

Len will be sending Ted a thank-you letter and possibly the topic for 2023. WWI?

Other Business

The next meeting will be Tuesday, April 25, 2023, at 1:30 p.m. at the Township Office or virtually depending on restrictions in place at the time.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution System Operations Report Third Quarter 2022

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: October 27, 2022

Facility Description

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

Service Information

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

Operational Description

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

On April 25th, 2022 the Township of Southwold utilized 7 truckloads of water to maintain pressure in the system during the EMPS valve replacement. A total of 42,000 gallons of water was brought in with 30,000 gallons coming from the City of St. Thomas Fill station (WW#260002187) and another 12,000 gallons from The City of London Bulk water station in Lambeth (WW#260004917). Two bacti samples were collected from the two trucks (stationary and runner) that were used. Residuals were then taken off each load that was received by the stationary tanker. Pressure was also monitored at this location where the water was entering the system.

THIRD QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 3: QEMS UPDATE

FIRST QUARTER:

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

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

SECOND QUARTER:

An internal audit was completed on May 24th, 2022 by Cindy Sigurdson. The audit identified no non-conformances and 11 opportunities for improvement. These opportunities for improvement will be discussed at the next Management Review.

THIRD QUARTER:

The Essential/Emergency Service and Supply Contact List was updated September 14th, 2022. Changes were made to Client Contacts as well as OCWA Staff. The list is currently in its 31st revision.

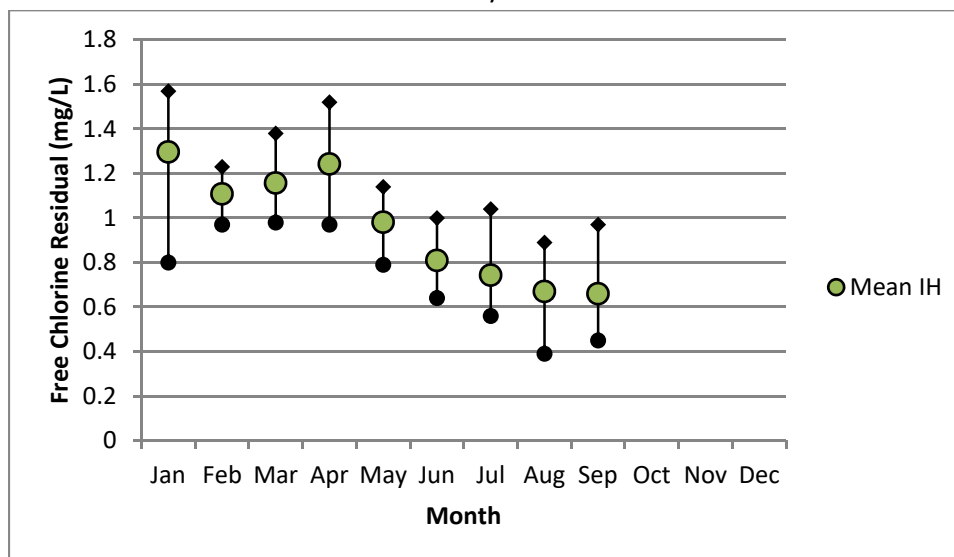
SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

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

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

Chart 1. Free chlorine residuals in the distribution system.



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

Table 1: Distribution system sampling results for 2022.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	22	0 – 0	0 – 0	10	<10 - <10
February	20	0 – 0	0 – 0	8	<10 - <10
March	20	0 – 0	0 – 0	8	<10 - <10
April	22*	0 – 0	0 – 0	10	<10 - <20
May	25	0 – 0	0 – 0	10	<10 - <10
June	20	0 – 0	0 – 0	8	<10 - <100
July	20	0 – 0	0 – 0	8	<10 - <10
August	25	0 – 0	0 – 0	10	<10 - <20
September	20	0 – 0	0 – 0	8	<10 - <10

*additional samples collected during EMP valve replacement

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average along with the 2021-2022 results. The current running average is below the regulated limit of 100µg/L. When compared to quarter#3 from 2021. This is a decrease of 3.5%.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
October 2021		60
January 2022		33
April 2022		24
July 2022		26
Running Average	100	35.75

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average along with the 2021-2022 results. The current running average is below the regulated limit of 80µg/L. When compared to quarter #3 of 2021, this is an increase of 8.3%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
October 2021		25.0
January 2022		27.3
April 2022		16.9
July 2022		17.0
Running Average	80	21.6

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2022. Lead is required in 2023.

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (µg/L)
February 2022	3	7.26 – 7.39	95 - 106	-
July 2022	3	7.27 – 7.54	96 - 100	-

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

- 07: Hydrant checks completed.
- 28: Adjusted bolt on pressure regulator on bottom of chlorine board.

FEBRUARY

- 01: Onsite at Sunset Drive Industrial site for commissioning of private service. Flushing, swabbing and pressure testing complete.
- 02: Onsite at Sunset Drive Industrial site for superchlorination of 4" and 10" main of private service.
- 02: Aquafix onsite to look at sample stations requiring repairs.
- 03: Onsite at Sunset Drive Industrial site to test superchlorination of private mains. Procedure passed, now performing dechlorination and bacti sampling. First set of bacti samples taken to SGS for analysis.
- 04: Second set of bacti samples taken at Sunset Drive Industrial site and dropped off at SGS for analysis.
- 08: Township of Southwold onsite at re-chlor building to observe leak in roof.
- 22: Onsite at 39036 Fingal Line with Township of Southwold for potential curbstop leak, appears the leak is a drainage issue and not related to the water.

MARCH

- 03: Air Relief Chamber inspections completed.
- 11: Onsite at Sunset Drive Industrial site to open valve, fill and flush main, collect bacti sample and close valve. Dropped off bacti sample to SGS for analysis.
- 17: Onsite at Southminster and Third for replacement of sample station by Aquafix. All parts wiped with 12% hypo and flushed. Sample station pumped out.
- 21: Onsite at 9 Florence Court for curbstop turn on, could not get on operating nut and appears to be bent. Notified Kevin from Southwold.
- 22: Completed annual chamber inspections.
- 23: Onsite at 37303 Talbot Line for water turnoff. Could not get key on operating nut and appears to be bent. Will require repair.
- 24: Opened valve at property line of Sunset Drive Industrial site.

SECOND QUARTER:

APRIL

- 06: Onsite at 37303 for curbstop repair.
- 06: Onsite at lake line autoflusher to change out controller. It was observed there is a leak and will need repairs. Autoflusher is currently off.
- 20: Spring hydrant flushing.
- 20: Onsite at lake line autoflusher, once curbstop was exposed it was observed the leak was coming from the autoflusher itself, not the curbstop. Further repairs will need to be made.
- 24: Repairs at EMPS to be performed, operator onsite at 39262 Fingal Line and 10075 Sunset drive to monitor pressure on hydrants and residuals. Refer to log sheets for more details.
- 25: GFS onsite with potable water trucks at hydrant located at corner of Fingal Line and Lyle Road to pump into hydrant to maintain pressure throughout the distribution system during EMPS repair.
- 25: Hydrant 19 leaking from base, closed at secondary and informed SOM of issues. Opened hydrant 27 to monitor pressures and take residuals.
- 25: Closed hydrant 135 due to leakage from base of hydrant, opened hydrant 134 to continue monitoring pressures and residuals.
- 25: A section of ¼" hose on the chlorine board was repaired due to a pinhole leak.

- 25: EMPS repair now complete and normal operating pressure in distribution system restored.
Operators offsite and hydrants closed.
- 26-28: Spring flushing.
- 29: Flowmetrix onsite for flow meter calibrations.

MAY

- 02: Tested water in basement of 35518 Fingal Line for any residual, both free and total showed zero residual. Request from Southwold township.
- 03-06: Spring hydrant flushing.
- 12: Aquafix onsite to install new sample station at 6993 Iona Rd.
- 18: Onsite at booster station for flooded chamber alarm. It was determined that the sump was still operational, however the reset on the electrical outlet in chamber needed to be pressed in quite aways. Sump now working and chamber dry.

JUNE

- 02: Onsite at 7350 Reiger Road for watermain tap and curbstop installation for new home.
- 03: Onsite at mill road for hydrant 213 repair. Hydrant now back in service.
- 03: Onsite at canco gas station on Sunset Drive for hydrant repair. Once hydrant was taken apart is was observed that more parts were needed for repairs. Hydrant still remains out of service.
- 06: Onsite at The Ridge at Talbotville Grove phase 2 – Block 59 watermain for meeting about commissioning.
- 10: Onsite at the Ridge for watermain swabbing.
- 13: Onsite at the Ridge for pressure testing of new watermain and super chlorination.
- 14: Onsite at the Ridge to sample for chlorine after 24-hour time period.
- 16: Onsite at the Ridge for dechlorination and flushing of watermain. Dechlorination method was switched to pucks, main was flushed for 30 mins. Main will sit with no flow for 16 hours before bacti sample to be collected.
- 17: Bacti sampling at the Ridge to be performed and delivered to the lab.
- 27: Onsite at the Ridge to oversee the connection of the new watermain to the existing watermain with SOM.

THIRD QUARTER:

JULY

- 05: Onsite at 35098 Boxall Road for watermain tap and meter pit installation with Southwold Township and Streib trucking.
- 08: Onsite at Canco gas station to inspect hydrant which had been run over with tractor trailer over. Secondary off and no leaks coming from the hydrant or main.
- 12: Onsite at 35221 Fifth line for curbstop repair with Southwold Township and Streib trucking.
- 22: Flowmetrix onsite for flowmeter replacement.
- 26: Onsite at 34975 McDiarmid line for watermain tap and meter pit installation with Southwold Township and Streib trucking.

AUGUST

- 04: Onsite at Canco gas station on Sunset drive with Aquafix and Southwold township for hydrant repair.
- 09: Onsite at Canco gas station on Sunset drive with Aquafix and Southwold township to complete hydrant repair.
- 30: Onsite outside amazon plant with Broccolini to confirm valve to plant is fully open.

- 31: Assisted with flow testing for sprinkler design with Southwold township at hydrant 202 and hydrant 203.
- 31: Verified hydrant pressures at various hydrants around amazon plant as low pressures are being experienced inside plant.

SEPTEMBER

- 11: Hawkins replaced blown fuse in Rechlor breaker box caused by power outage.
- 15: Changed oil in portable generator at the Shedden Rechlor. Bought oil.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY

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

FEBRUARY

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

MARCH

No alarms for the month.

SECOND QUARTER:

APRIL:

No alarms for the month.

MAY

- 18: Operator received channel 5 alarm. Arrived to booster station and observed chamber to be flooded. Spoke with SOM, issue will need to be resolved later in the day when stores open up.

JUNE

- 11: Operator received channel 5 alarm. Arrived to booster station and observed chamber to be flooded, operator tried to reset the pump but would short out after each reset, after speaking with SOM it was determined that the pump would need to be replaced. Purchased new pump and with the help of the Aylmer on-call operator, the new pump was installed and is now working.
- 30: Operator received alarm for low chlorine. Arrived to booster station and observed residual to be 1.04ppm, grab sample was 1.11ppm. It appeared chlorine pump had tripped, reset control panel and pump started working again. Monitored for 10 mins, no other issues were present. Hydro One is reporting outages in the area and most likely the cause of the alarm.

THIRD QUARTER:

JULY

19: Operator received channel 1 alarm. Arrived onsite and observed flowmeter had no power. Hawkins was called and confirmed the unit had power and most likely needed to replace flowmeter.

AUGUST

12: Operator received channel 4 alarm now normal. Grab samples were taken upon arrival and compared to online analyzer. Operator had observed a chlorine spike at 03:14 but the residual had returned to normal. No additional action needed.

SEPTEMBER

11: Power failure alarm at Rechlor due to local planned power outage.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

JANUARY

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

04: Onsite at corner of Westminster Borne and Sunset drive for water complaint. Opened hydrant, water had slightly milky appearance but disappeared quickly, ran for approx. 10 mins, obtained clear water and residual of 1.31ppm.

26: Closed valve at live dead end at Sunset Drive Industrial site. Ball valve had froze and broken off causing water to shoot up in the air and flooding in the area.

FEBRUARY

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

MARCH:

No complaints or concerns for the month.

SECOND QUARTER:

No complaints or concerns for the second quarter.

THIRD QUARTER:

On July 18th, 2022 a complaint was received from the farmer who owns the property adjacent to the Bush Line auto flusher. The farmer was concerned that the auto flusher was discharging into the field. The Municipality has been made aware of the concerns and adjustments have been made to the run times of the auto flusher.

The Corporation of the Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2023 to 2028)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome*	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2023	2024	2025	2026	2027	2028									
	Shedden Re-Chlorination Facility															
1	Purchase chlorine pump/rebuild kit for spare parts inventory	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -									Currently spare pump rebuild kit is in stock inventory. Placeholder in 2024.
2	Building Condition Assessment Recommendations		\$ -	\$ -												Implementation of Condition Assessment Recommendations per the IRC Group Report. These costs have been removed and the Township will coordinate and replacements or repairs.
3	Chlorine analyzer(s) parts: inlet and outlet (membrane caps, pH standards, cl2 probe replacement, pH probe replacement, electrolyte)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00									Chlorine probes required every 3- 5 years for inlet and outlet analyzer, pH probes require annual replacement.
Total Estimate Recommended Capital		\$2,000	\$4,000	\$2,000	\$4,000	\$2,000	\$2,000									
	Distribution System															
1	Fire flow testing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -									Fire flow testing on hydrants last completed in 2017. Recommend to start again in five years or when Ford water tower is taken out of service.
2	Hydrant maintenance and repairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00									Placeholder for possible repairs or replacement.
3	Chamber S029 PRV: Inspect/Service/Rebuild	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -									Recommend for inspection/service/rebuild of PRV's at chamber S029.
4	Sample Station replacement	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	\$ -	\$ -									Due to failed components in the sample station, OCWA recommends for it to be removed and replaced in 2023 and 2026.
5	Sample station maintenance/repairs/rebuild kits	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00									Purchase spare rebuild kits and on-going maintenance to sample stations, ball valves and plungers.
6	Valve/Service Locator/Repair Parts/Equipment	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00									Supplies for locating valves during hydrant inspection/valve operations, repair parts for breaks to ensure stock available for after hour repairs.
7	Fire Hydrant/Sample Station Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									To maintain fire hydrant and sample station exterior condition. Township will paint hydrants using internal resources.
8	Auto flusher maintenance: replace controllers, lids, etc	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00									Four auto flushers require regular maintenance/replacement of parts: including controllers, valves.
Total Estimate Recommended Capital		\$25,000	\$29,500	\$19,500	\$20,000	\$14,500	\$14,500									
Total Capital Estimate		\$27,000	\$33,500	\$21,500	\$24,000	\$16,500	\$16,500									

* **NOTE** : a requirement of DWQMS v. 2.0 is to consider the outcomes of the risk assessment (RA) documented under Element 8 as part of the system's infrastructure review

Legend:
H High priority recommended to be completed in upcoming year
M Medium priority recommended to be completed in 1 to 3 years
L Low priority recommended to be completed in years 4 to 5

2023 Recommended Capital Presented by:
2023 Recommended Capital Approved by:

Mark Harris
Dale LeBritton



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant

Operations Report

Third Quarter 2022

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: October 27, 2022

Facility Description

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

Service Information

Population Served: 125

Capacity Information

Total Design Capacity: 500 m³/day

	Design Values	2020 Flow Data	2021 Flow Data	2022 Flow Data
Average Daily Flow (m³/d)	500	46.5	84.6	153.3
% of Average Daily Design Flow	-	7.0	16.9	30.7
Peak Flow (m³/d)	1000	283.2	319.0	432.4
% of Peak Design Flow	-	28.3	31.9	43.2

	Design Flow (m ³ /d)	2022 Average Daily Flow (m ³ /d)	2022 % Capacity	Design Peak Flow (m ³ /d)	2022 Maximum Daily Flow (m ³ /d)	2022 % Peak Flow
January	500	97.4	19.5	1000	149.0	14.9
February	500	131.5	26.3	1000	367.2	36.7
March	500	140.6	28.1	1000	242.1	24.2
April	500	163.5	32.7	1000	249.0	24.9
May	500	225.8	45.2	1000	410.6	41.1
June	500	183.7	36.7	1000	308.6	30.9
July	500	161.1	32.2	1000	432.4	43.2
August	500	157.7	31.5	1000	285.1	28.5
September	500	118.8	23.8	1000	244.1	24.4
Annual Average	-	153.3	30.7	-	432.4	30.7

Operational Description:

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant
ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

The Ministry of Environment, Conservation and Parks has indicated that within 3-4 months of the date that the Municipality applied for their new CLI-ECA that a draft shall be received. OCWA is requesting a copy of the drafts be provided once received to allow for a review. The standard review period is 2 weeks for the drafts and will be required to conduct a thorough review to ensure the required deadlines of the new CLI-ECAs are met.

THIRD QUARTER:

On August 10th the MECP was notified of a non-compliance for effluent TP for the month of July. The limit is 0.30mg/L and the monthly average was 0.35mg/L. The backwash valve experienced mechanical issues causing the exceedance. The valve has since been repaired and the membranes have undergone chemically assisted backwashing to increase treatment efficiency.

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

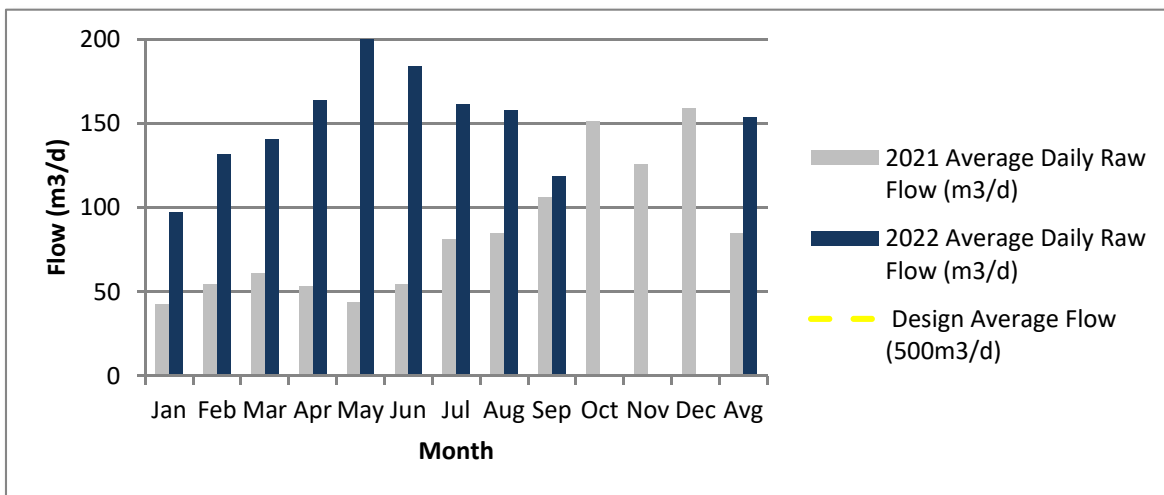
THIRD QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

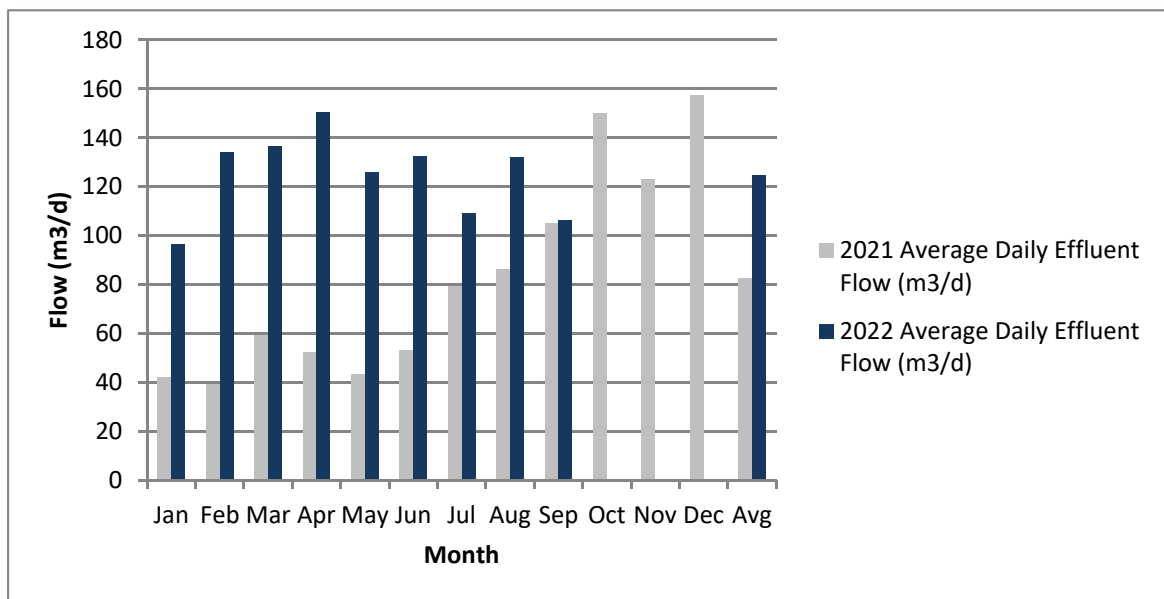
The average daily raw flow so far in 2022 is 153.3 m³/d. This is an 81.1% increase when compared to the average daily flow in 2021. The chart below shows the monthly average flows so far for 2022, compared to the 2021 average daily flows (Chart 1).

Chart 1. Raw flows for 2022 compared to 2021



The average daily effluent flow so far in 2022 is 124.85m³/d. This is a 51.0% increase when compared to the average daily flow in 2021. The chart below shows the monthly average flows for 2021 compared to average daily flows in 2020 (Chart 2).

Chart 2. Effluent flows for 2022 compared to 2021



Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. Design objectives are highlighted red in the table below (Table 1).

Table 1. Raw water sample results for 2022

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)
January Results	78	23.0	1.99	116
February Results	244	43.3	4.34	329
March Results	135	25.8	2.58	240
April Results	119	27.5	2.81	150
May Results	113	28.1	2.46	100
June Results	263	65.2	3.52	156
July Results	227	52.8	5.57	114
August Results	65	32.8	3.47	238
September Results	208	57.5	5.02	108
Design Objective	250	40	7	250
# Months Above Design	1/12	4/12	0/12	1/12

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

Table 2. Effluent average sample results.

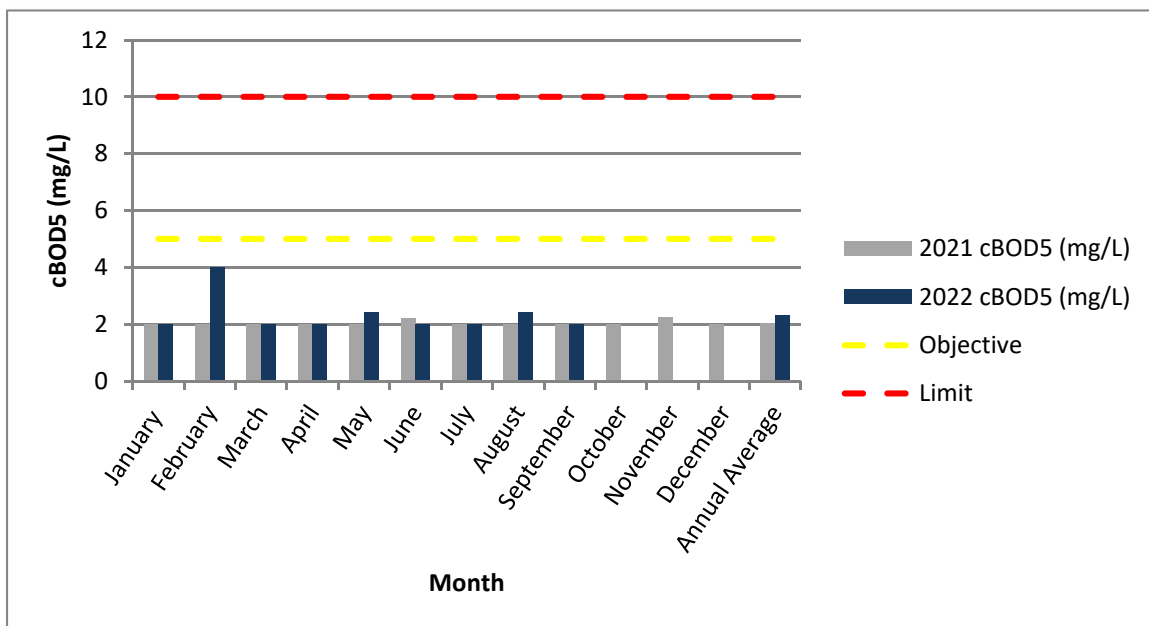
	cBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	E. coli (cfu/100mL)*	pH
January	2.0	4.0	0.13	0.10	1.0	7.43 – 8.12
February	4.0	2.0	0.10	0.10	1.7	7.10 – 8.38
March	2.0	2.0	0.14	0.10	1.3	7.35 – 8.16
April	2.0	2.0	0.14	0.10	1.0	7.77 – 8.13
May	2.4	2.0	0.17	0.10	1.6	6.95 – 8.19
June	2.0	2.0	0.20	0.10	1.0	6.73 – 7.47
July	2.0	7.5	0.35	0.10	2.5	6.66 – 8.80
August	2.4	3.4	0.18	0.10	1.0	7.01 – 8.03
September	2.0	5.0	0.29	0.10	1.8	6.16 – 7.88
Annual Average	2.31	3.32	0.20	0.10	1.35	7.01 – 8.13
ECA Objective	5	5	0.2	1.0** 3.0	100	6.5-8.5
ECA Limit	10	10	0.3	1.5** 4.0	150	6.0-9.5

*expressed as geometric mean

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

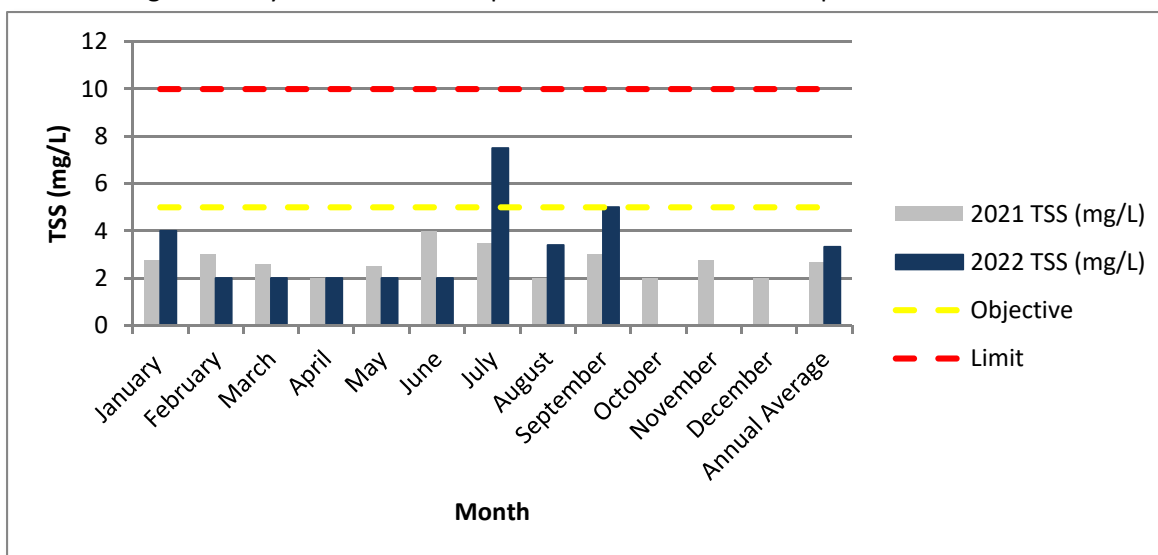
Effluent average cBOD5 so far in 2022 is 2.31mg/L. This is an increase of 13.4% when compared to the 2021 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 2 for the average monthly effluent cBOD5 results.

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



Effluent average TSS so far in 2022 is 3.32mg/L. This is an increase of 24.2% when compared to the 2021 annual average. All results so far have met the effluent limits identified in the ECA. Refer to Chart 3 for the average monthly effluent TSS results.

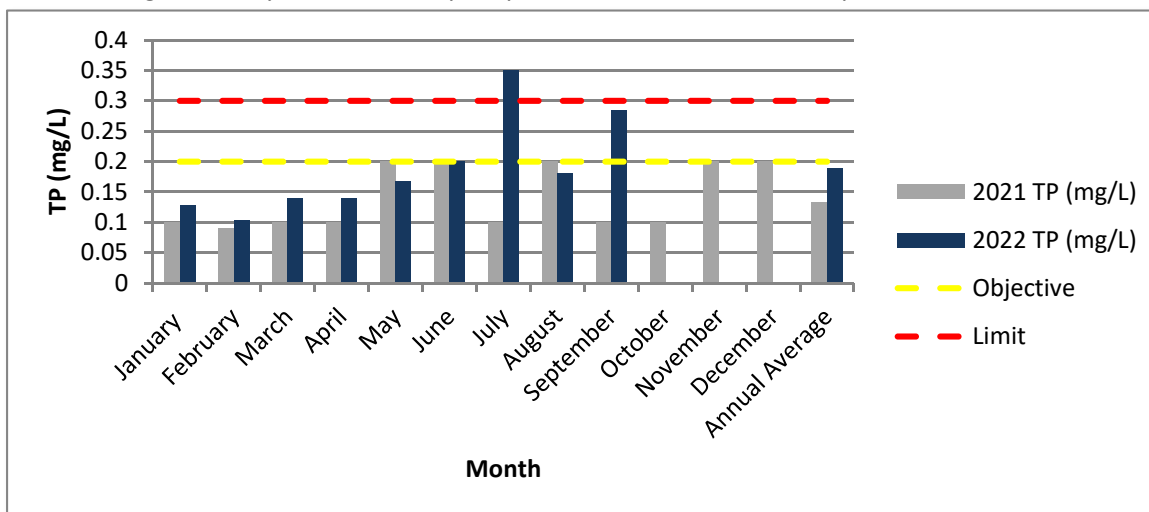
Chart 3. Average monthly effluent total suspended solids for 2022 compared to 2021.



Effluent average TP so far in 2022 is 0.20mg/L. This is a 50% increase when compared to the 2021 annual average. A non-compliance was reported for the monthly average concentration exceedance in July.

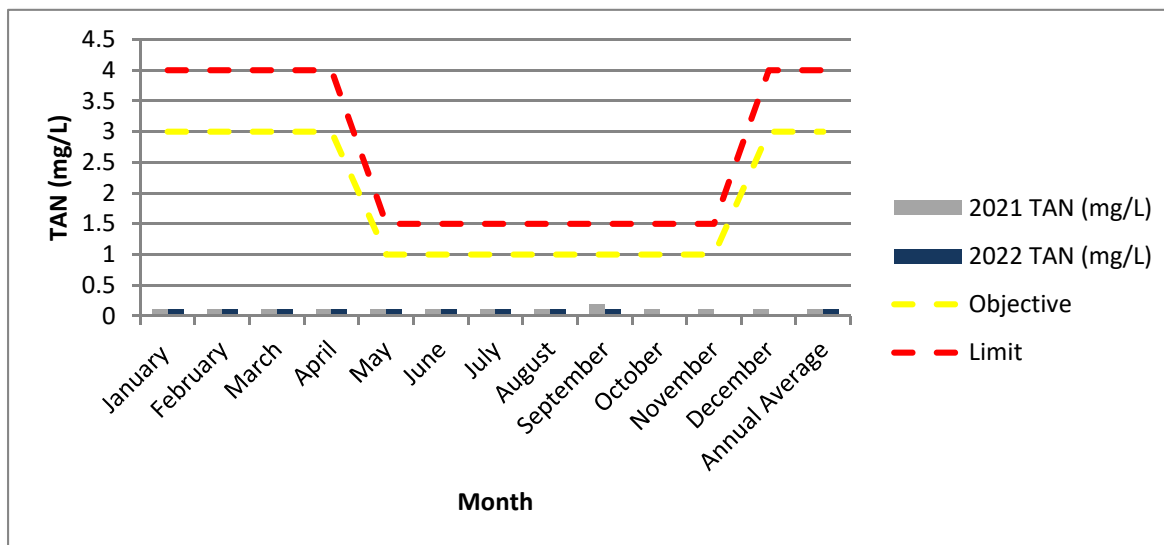
Refer to Section 1 for more details. During the month of September, the objective was exceeded. This was due to the cleaning of the membranes.

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



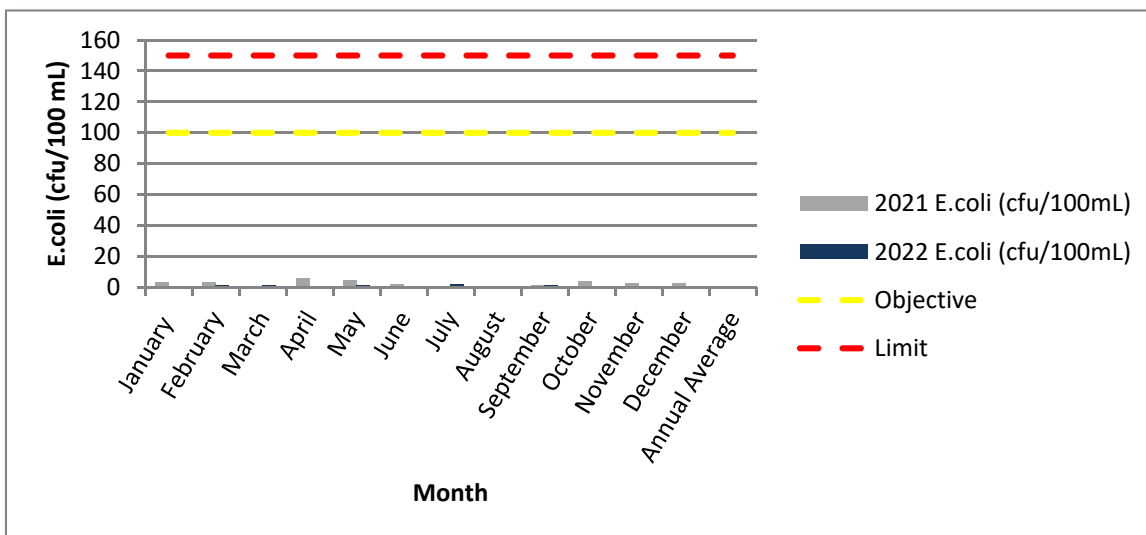
Effluent average TAN so far in 2022 is 0.10mg/L. This result is the same as the 2021 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 5 for the average monthly TAN results.

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



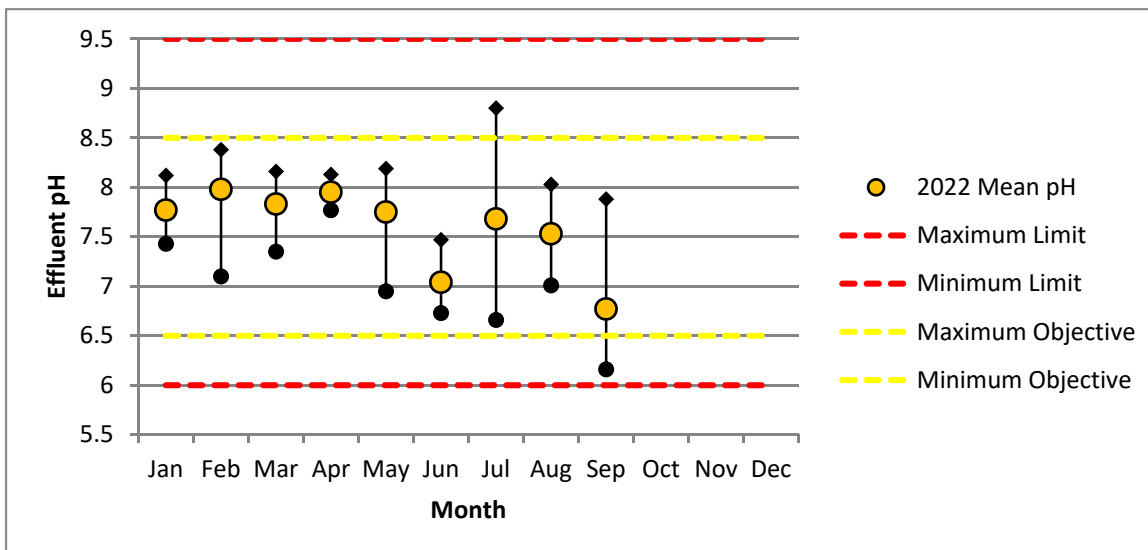
Effluent geometric mean for E. coli so far in 2022 is 1.35cfu/100mL. This is a 48.9% decrease when compared to the 2021 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 6 for the monthly geometric mean results for E.coli.

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



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

Chart 7. Effluent pH readings for 2022.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

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

JANUARY

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

FEBRUARY

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

MARCH

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

SECOND QUARTER:

APRIL

- 01: Sanitary Sewer onsite for sludge removal.
- 02: Alpine onsite for chemical delivery.
- 07: Hawkins onsite to install new DO probe.
- 07: Hawkins onsite to install new pH probe wall unit
- 28: Sanitary sewer onsite for sludge removal.

MAY

- 03: Hawkins onsite to troubleshoot pH probe wall unit.
- 05: Farmington onsite to inspect barscreen. It appears a bearing is missing and will need to be replaced.
- 05: Sanitary sewer onsite for sludge removal.
- 05: Nevro onsite to look at effluent discharge check valves.
- 06: Farmington onsite to replace to replace bearing in barscreen.
- 09: Hurricane onsite for EQ tank 301 and EQ tank 302 cleaning.
- 09: Hawkins onsite for pump 301 fault, Hawkins was able to bypass alarm in order to pump down EQ tank for cleaning.
- 18: Site tour with Mark Harris and Aclarus Ozone.
- 20: Alpine onsite for chemical delivery.
- 26: Sanitary Sewer onsite for sludge removal.

JUNE

- 01: Changed UV bulb on UV753.
- 14: Sanitary Sewer onsite for sludge removal.
- 20: Apex onsite for chemical delivery.

THIRD QUARTER:

JULY

- 07: Sanitary Sewer onsite for sludge removal.
- 14: Hawkins onsite for AV-702 alarm.
- 15: Hawkins onsite to preform electrical connections to new hot water heater.
- 21: Gencare onsite for annual generator maintenance.
- 25: Sanitary sewer onsite for sludge removal.
- 25: Annual sludge samples taken.
- 25: Hawkins onsite to troubleshoot backwash pump issues.
- 28: Sanitary Sewer onsite for sludge removal.
- 28: Hawkins onsite to troubleshoot B-7962 alarm.

AUGUST

- 02: Apex onsite for chemical delivery.
- 05: Farmington onsite to troubleshoot AV-701.
- 07: Hawkins onsite to troubleshoot AV-702.
- 09: Farmington onsite to install brackets on AV-701 and AV-702.
- 12: Chemical delivery for membrane cleaning.
- 16: Alpine onsite for chemical delivery and to pick up empty alum jugs.
- 22: Membrane 1 disabled due to membrane cleaning.
- 23: Badger onsite to take 2 loads of sludge.
- 23: Membrane cleaning.
- 24: Hurricane onsite to take 3 loads of sludge.
- 24: Membrane cleaning.
- 26: Newterra onsite to inspect sludge dewatering system.

SEPTEMBER

- 01: Hurricane hauled 2 loads of sludge
- 02: Hawkins replaced failed level transmitter LT-611 from Returned Activated Sludge Tank
- 07: Continental onsite to change out carbon drum filter bedding

- 13: Apex onsite to deliver 30 totes of Alum
- 14: Sanitary onsite to haul two loads from the aeration tanks
- 27: Sanitary onsite to haul two loads from Membrane 2 and one load from aeration tanks
- 28: Farmington Mechanical on site for pulling of EQ pump 302

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

- 01: Operator received alarm for low flow at FIT201. Once onsite, raw flow valves inside barscreen room and outside were flushed but did not affect flow, operator switched EQ tank pump and flow issue was resolved.
- 10: Operator received alarm for low building temperature. Operator arrived onsite, all heaters were working and rooms were warm.
- 11: Operator received alarm for low low tank 502. It was observed that level transmitter in tank 501 was at 80.0% and continually rising. Cleaned probes but did not solve the issue, discussed with ORO that plant will not run due to "high/low" level readings. Will contact Newterra in the morning to discuss issues, EQ tank at 28%, will have enough room for the plant to not operate overnight.
- 13: Operator onsite for high level in EQ tank. Operator manually operating plant due to level transmitter not operating properly in aeration tank.
- 14: Operator received alarm for AV701 fail to open/close. Operator arrived onsite, exercised AV701 and observed a couple pump cycles. Plant now running well. Discussed valve issue with ORO.
- 15: Operator received alarms for low low temperatures and AV701/AV702 fail. Operator arrived onsite, all heaters were working and buildings were warm. Exercised AV701 and AV702, observed a couple pump cycles and valves appear to be working.
- 28: Operator received alarm for low flow FIT201. Operator arrived onsite, flushed flow control valve inside barscreen room, flow returned to normal.

FEBRUARY

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

MARCH

No alarms for the month.

SECOND QUARTER:

APRIL

No alarms for the month.

MAY

- 03: Operator received alarm for high VAC mode on membrane 1. Acknowledged alarm and reduced effluent flow on membrane 1.
- 04: Operator received alarm for high VAC mode on membrane 1. Acknowledged alarm, preformed manual backwashes on membrane, reduced pull time, increased number of backwashes to be performed, increased relax time.

- 21: Operator received alarm for PLC fault and low pressure B-7962. Acknowledged alarm, cleared fault. Alarm likely due to thunderstorms in area.
- 26: Operator received low flow F-201 alarm. Acknowledged alarm and flushed flow control valve outside building and inside barscreen room.
- 28: Operator received low flow F-201 alarm. Acknowledged alarm, flushed flow control valve outside building and inside barscreen room.

JUNE

- 01: Operator received alarm for high high level tank 302. Level was 71.1% upon arrival, plant appears to be keeping up with high flows. Alarm due to heavy rain in the area.
- 02: Operator received alarm for high VAC. Operator placed membrane through manual backwashes, reduced effluent pull time and increased manual backwash times.

THIRD QUARTER:

JULY

- 02: Operator received alarm for low pressure B-7962. Arrived onsite, blower working well.
- 19: Operator received alarm for low flow and HI HI tank 302. Operator flushed flow control valve and increased membrane pull times, monitored EQ tanks until maximum level was reached, levels in EQ decreasing. Heavy rain forecasted for overnight.
- 20: Operator received alarm for HI HI tank 302. Operator monitored levels until a decrease in tank level was observed.
- 21: Operator received alarm for low flow and membrane alarms. Operator flushed flow control valve and adjusted setpoints on both membranes.
- 29: Operator received alarm for tank-711 high level. Operator arrived onsite, tank was out of high level. Observed filling of backwash tank, valve to fill tank closed when float reached fill level.
- 30: Operator received alarm for hi vac. Alarm was no longer active upon operator arrival. Operator performed chemical backwash on membrane and reduced pull time.
- 31: Operator received alarm for high level EQ tank. Operator observed tank level decreasing until out of alarm.
- 31: Operator received alarm for high level EQ tank. Operator completed chemical backwash on both membranes and observed EQ tank decreasing.

AUGUST

- 01: Operator onsite for high level in EQ tanks, hurricane onsite for 3 loads of removal. Heavy rains were present in the area in the evening.
- 07: Operator received alarm for high level tank 302. Operator observed AV-702 not working. Hawkins onsite to fix AV-702.
- 08: Operator received alarm for B-601 fault. Operator acknowledged alarm and completed plant walk through, all systems were running. Alarm likely due to power flicker as severe thunderstorms present in the area.
- 09: Operator received alarm for high level in EQ tank and low blower pressure. Operator arrived onsite and switched over blower duties to B-302 from B-301. Operator observed level in raw well decreasing.
- 10: Operator received alarm for low flow FIT-201. Operator flushed flow control valves and set influent flow.
- 12: Operator received alarm for PLC fault. Arrived onsite and completed plant walk-through, system appeared to be working. Alarm likely due to power flicker.

- 14: Operator received alarm for low flow FIT-201. Operator flushed flow control valves and set influent flow.
- 17: Operator received alarm for low flow FIT-201. Operator flushed flow control valves and set influent flow.
- 18: Operator received alarm for B-601 fault. Blower had current limit fault, reset VFD and observed operation.
- 21: Operator received alarm for PLC fault and low flow. Operator flushed flow control valves, fault likely due to a power flicker.
- 21: Operator received alarm for low flow. Operator monitored level in raw EQ tanks and waited for level to begin to decrease. Heavy rains were present earlier in the day.
- 22: Operator received alarm for low flow FIT-201. Operator flushed flow control valves and set influent flow.
- 25: Operator received alarm for AV-701 fail to open/close. Operator arrived onsite and tried to exercise valve, however, valve continuously failed. Operator turned off membrane and will have daily operators to examine valve the next day.
- 26: Operator received alarm for low flow FIT-201. Operator flushed flow control valves and set influent flow.

SEPTEMBER

- 11: PLC alarm received due to planned power outage in area.
- 18: Low raw flow alarm received. Operator flushed flow control valve.
- 25: Membrane 1 leak detection alarm came out due to condensation in detection tube from temp. change.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns during this quarter.

SECOND QUARTER:

There were no complaints or concerns during this quarter.

THIRD QUARTER:

There were no complaints or concerns during this quarter.

The Corporation of The Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2023 to 2028)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2023	2024	2025	2026	2027	2028								
	Talbotville Waste Water Treatment													●	
1	Membrane Pump Discharge Check Valves	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -								Maintenance/Replacement of Check Valves
2	Screenings Room: Activated Carbon Replacement	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00								Carbon material was replaced in both carbon drums in 2022. Life expectancy is about 2 years.
3	Raw Equalization Tank Cleaning	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00								OWCA recommends that the tanks be cleaned 2 times per year. This helps reduce the loading on the fine screen allowing more efficient operation.
4	Plant Diesel Generator : Annual Inspection and Fuel	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00								The stand-by generator is required to have an annual inspection as per the requirements of the Environmental Compliance Approval (ECA)
5	Backflow Preventor: Annual Verification Inspection	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00								The two on site backflow preventers are required to be tested annually as per the township's bylaw.
6	Influent and Effluent Flowmeters: Annual Verifications	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00								All flow meters are required to be verified on an annual basis as per the Environmental Compliance Approval (ECA)
7	Screenings Room: Screenings Bags	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00								Screenings Bags are required to be regularly replaced as they collect unwanted materials from entering the treatment plant. Increased flushable wipes entering the sewer system are generating more frequent bag changeouts and impacted fine screen performance.
8	Membranes: Cleaning of Membranes	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00								Membranes were last cleaned by OCWA in the Summer/Fall of 2022. Membranes are required to be cleaned at a minimum annually or membranes will perform poorly and reduce plant capacity.
9	Plant chemicals (Chlorine, Alum, Caustic)	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00								Chemicals required for phosphorous removal, and pH adjustments and cleaning of the membranes during backwashes.
10	Membrane Room: Lifting Equipment Annual Inspection	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00								Membrane room lifting equipment requires annual inspection/verification by a third party.
11	Effluent UV System:bulb and sleeve replacement	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00								UV effluent bulbs and sleeves should be cleaned every two years.
12	Plant Blowers Maintenance (Air Filters/Oil Changes)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00								The wastewater plant has multiple blowers which require replacement of filters and annual replacement of oil.
13	Screenings Room:H2S gas detector annual inspection	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00								Screenings Room H2S gas detector requires to be inspected semi-annually and verified by the third party.
14	Sludge/biosolids removal and disposal	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00								Generation of sludge/biosolids requires ongoing removal to ensure plant can maintain available capacity. Sludge is currently transported to Greenway PCP in London Biweekly with roughly 4 loads to 6 loads per month.
15	Membrane Cassette Replacement	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00								Placeholder for replacement of fouled/damaged membranes. May be able to use spare cassettes from ZeeWeed transition.
16	Dissolved Oxygen/pH Meter Instrumentation/Probe Replacement	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00								The dissolved oxygen system controls the blowers to critical to ensure instruments operating correctly to ensure efficient operation.
17	Membrane :Module Air Diffusers	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -								A 2020 inspection revealed that diffusers in the modules are partially failing and should be repalced during the next cleaning process.
18	Storage Building for Equipment	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -								Placeholder for discussion on additional on-site storage space using shipping container.
19	Rocket Screw Press Sludge Dewatering Equipment Repairs	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -	\$ -								Screw Press has not been required as all sludge has been hauled in liquid form. This will allow sludge to be dewatered for bin removal.
20	Rocket Screw Press Sludge Dewatering Commissioning	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -								Start-up training on screw press, commissioning, chemical optimization.
21	One MBR Tank upgrade to ZeeWeed 500S series membranes	\$ 170,146.00	\$ -	\$ -	\$ -	\$ -	\$ -								MBR Microclear Cassettes on one bank installed in 2017, with a 7 to 10 year life expectancy. It appears that capacity is greatly reduced after operating for 3 months. This repalcement is required to meet existing flow requirements and allow for system growth.
22	Contingency: items not planned for such as possible equipment failure/blowers, motor, pumps switches	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00								Placeholder for unknown breakdown of equipment.
Total Capital Estimate		\$290,246	\$124,600	\$109,100	\$114,600	\$116,600	\$114,600								

Legend:

H

 High priority recommended to be completed in upcoming year

M

 Medium priority recommended to be completed in 1 to 3 years

L

 Low priority recommended to be completed in years 4 to 5

2023 Recommended Capital Presented by:
2023 Recommended Capital Approved by:

Mark Harris: Senior Operations Manager
Dale LeBritton : Regional Hub Manager



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Josh Mueller, MCIP, Planner

REPORT NO: PLA 2022-38

SUBJECT MATTER: Consent Applications E90-22 – Comments to the County of Elgin

Recommendation(s):

THAT Council of the Township of Southwold recommends approval to the Land Division Committee of the County of Elgin for the consent application, E90-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-38.

Purpose:

The proposal is to sever a dwelling excess to a farming operation and retain an agricultural lot.

Background:

Below is background information in a summary chart:

Application	E90-22
Owners/Applicants	Ralph and Anne DeVries Farms Limited
Agent	Ralph and Anne DeVries Farms Limited
Legal Description	CON SNBTR S PT LOTS 12 AND;3
Civic Address	32698 Scotch Line
Entrance Access	Scotch Line
Water Supply	Municipal Water (served/retained)
Sewage Supply	Privately owned and operated septic system
Existing Land Area (severed and retained combined)	29.03 Ha (71.74 Ac)
Buildings and/or Structures	Severed Parcel – one single detached dwelling
	Retained Parcel – vacant, to be used for agricultural purposes

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

Severed Parcel			Retained Parcel		
Frontage	Depth	Area	Frontage	Depth	Area
75.00 m (246.0 ft)	122.76m (402.75 ft)	0.295 Ha (0.73 acres)	400.00 m (1312.33 ft)	512.59m (1681.73 ft)	28.73 Ha (70.99 acres)

The Public Meeting is scheduled for January, 2023 with the Elgin County Land Division Committee with the exact date not known at this time, because the Committee Meeting calendar isn't posted for 2023.

Figure One: Areas to be Severed and Retained



The consent sketch, showing E90-22 is attached to this report as Appendix One for reference purposes.

Planning Policy Review:

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

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

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

Provincial Policy Statement

Lot creation is permitted within Agricultural Areas for dwellings excess to a farming operation . Section 2.4.3.1 : Lot creation in *prime agricultural areas* is discouraged and may only be permitted for:

c) a *residence surplus to a farming operation* as a result of farm consolidation, provided that:

- the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
- the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.

The proposed severed lot is approximately 0.295 Hectares, (0.73 Acres) and is serviced by Township water, and private septic system. The retained parcel will be used for agricultural purposes and will be required to be rezoned to prohibit any further residential development from occurring on the retained agricultural parcel. The applicant will be required to submit a Zoning Bylaw Amendment application to the Township as a condition of consent.

Therefore, this proposal complies with the requirements with the PPS.

County of Elgin Official Plan (CEOP)

The parcel is designated Agricultural Area on Schedule 'A' Land Use.

Section E 1.2.3.4 details policies for lot creation on lands in the Agricultural Area. The policies for creation of a residential lot as a result of a farm consolidation are outlined below:

b) the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever, unless the retained parcel is the product of the merging in title of two adjacent agricultural parcels in which case a dwelling unit would be permitted as part of the operation.

The retained parcel will continue to be used for agricultural purposes, and will be rezoned to prohibit any further residential development on the retained parcel.

Therefore, this proposal conforms to the CEOP.

Township of Southwold Official Plan (OP)

The parcel is designated Agricultural Area on Schedule '4' of the OP.

Section 7.23.4 outlines the Agricultural Consent Policies

Land severances in the Agricultural Area may be permitted for:

A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

- The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
- The non-farm parcel will be zoned to recognize the non-farm residential use; and
- Minimum Distance Separation I provisions can be met;

The applicant will be required to submit a Zoning Bylaw Amendment Application as condition of severance. Therefore, the proposed severance conforms to the OP.

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

Both the proposed retained and severed lands are zoned Agricultural 1 (A1) Zone on Map 5 of ZBL #2011-14. The severed portion of the land would require a rezoning to prohibit any additional dwellings to be constructed on the parcel. The retained parcel would also have to be rezoned to prevent any further residential development thus maintaining the agricultural nature of the retained parcel.

Therefore, the proposal would comply with the ZBL, providing the applicant submits an application for Zoning Bylaw Amendment.

Circulation Of the Application:

Township Department Comments

Comments received from the Township Departments are summarized below:

Infrastructure and Development Department

- No mutual drains in the area so there is no reapportionment needed
- Mutual agreement drain to provide for a legal drainage outlet for the residential lot that is to be created

All other departments had no concerns.

Planning Staff note that the Township Departments' comments have been addressed as conditions of approval. The recommended Township conditions for consent application E70-22 are attached to this report as Appendix Two for reference purposes.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed application for consent, would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to the amendment); and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report. The County of Elgin, as the Planning Approval Authority, will have to review the application accordingly against the planning documents (PPS, CEOP, OP and ZBL) and obtain comments from the other agencies and members of the public.

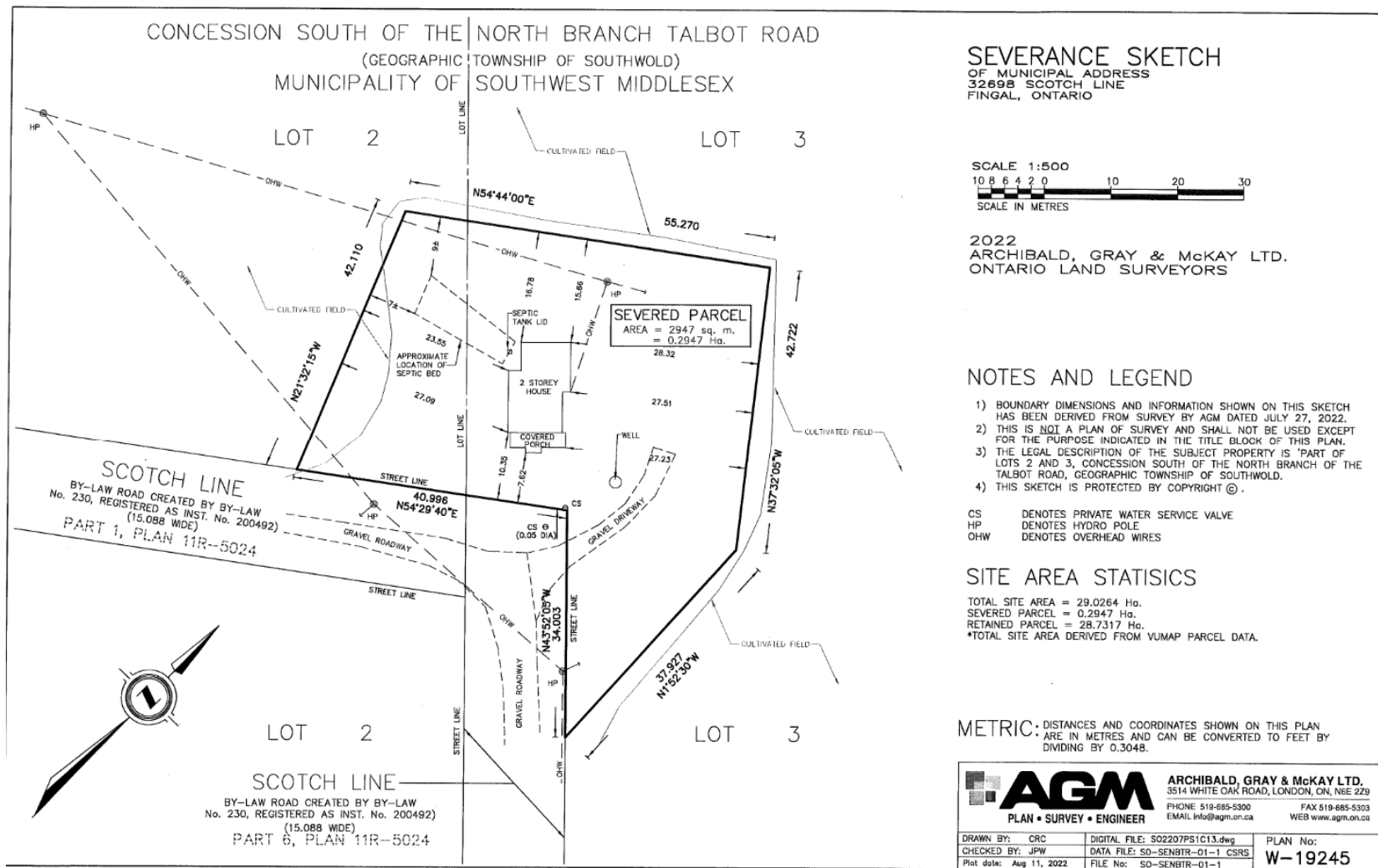
Respectfully submitted by:
Josh Mueller, MCIP, Planner
"Submitted Electronically"

Approved for submission by:
Jeff Carswell, CAO/Clerk
"Approved Electronically"

Appendices:

1. Appendix One: Consent Sketch E90-22
2. Appendix Two: Consent Application E90-22 Conditions

PLA 2022-38 Report Appendix One: Severance Sketch



PLA 2022-38 Appendix Two: Severance Application E90-22

Consent Applications E90-22 Conditions:

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Josh Mueller, MCIP, Planner

REPORT NO: PLA 2022-39

SUBJECT MATTER: Consent Applications E97-22 – Comments to the County of Elgin

Recommendation(s):

THAT Council of the Township of Southwold recommends approval to the Land Division Committee of the County of Elgin for the consent application, E97-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-39.

Purpose:

The proposal is to sever a portion of land from a parcel and add it to the neighbouring lands, thus necessitating a lot line adjustment.

Background:

Below is background information in a summary chart:

Application	E97-22
Owners/Applicants	Harry Wismer/Jason Murray
Agent	N/A
Legal Description	RANGE 2 NLR PT LOT 14;RP11R6323 PART 2
Civic Address	37474 Lake Line
Entrance Access	Lake Line
Water Supply	Municipal Water (served/retained)
Sewage Supply	Privately owned and operated septic system
Existing Land Area (severed and retained combined)	11.2345 Hectares (27.76 Acres)
Buildings and/or Structures	Severed Parcel – dwellings, shed
	Retained Parcel – 3 houses, barn, shed

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

Severed Parcel			Retained Parcel		
Frontage	Depth	Area	Frontage	Depth	Area
51.09 m (176.6 ft)	77.71m (254.95 ft)	0.235Ha (0.58 acres)	81.46 m (267.2 ft)	Irregular	11.00 Ha (27.18 acres)

The Public Meeting is scheduled for January, 2023 with the Elgin County Land Division Committee with the exact date not known at this time, because the Committee Meeting calendar isn't posted for 2023.

Figure One: Areas to be Severed and Added to



The consent sketch, showing E97-22 is attached to this report as Appendix One for reference purposes.

Planning Policy Review:

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

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

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

Provincial Policy Statement

The subject lands are located in the North Port Stanley Settlement Area. Section 1.1.3 details the policies concerning development in Settlement Areas.

1.1.3.1 *Settlement areas* shall be the focus of growth and development.

This application is for a lot line adjustment. No new residential lot will be created, and the existing residential lot will undergo a boundary expansion. Lot line adjustments are permitted in Settlement Areas

Therefore, this proposal complies with the requirements with the PPS.

County of Elgin Official Plan (CEOP)

The parcel is designated Tier 2 Settlement Area on Schedule 'A' Land Use.

Section B1 defines Settlement Areas, and states that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted.

Section B 2.5 explains the Hierarchy of Settlement Areas in Elgin County.

Section B 2.5 d. illustrates the policies for Tier 2 Settlement Areas:

Tier 2

The second tier includes those settlement areas which are generally smaller in population than Tier 1 settlement areas and are on partial services (municipal water/individual on-site sewage services or individual on-site water/municipal sewage services). The boundaries of these settlement areas are shown on Schedule A to this Plan and are listed in Table 3. Limited development is permitted in these settlement areas given the absence of full municipal services. Development on partial services is permitted to allow for infilling and rounding out of existing development provided that:

- a) the proposed development is within the reserve sewage system capacity and reserve water system capacity; and
- b) site conditions are suitable for long-term provision of such services.

The proposed lot line adjustment will occur on lands in the Tier 2 Settlement area, and no new lot will be created.

Therefore, this proposal conforms to the CEOP.

Township of Southwold Official Plan (OP)

The parcel is designated Residential on Schedule '4D' of the OP. The lands are located in the North Port Stanley Settlement Area, and therefore the Settlement Area Policies apply to this proposal.

Section 5.2 contains the Settlement Area Policies. Residential uses are permitted in Settlement Areas. The proposal is a boundary adjustment to a residential lot in the Settlement Area. No new lot will be created.

Therefore, the proposed severance conforms to the OP.

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

Both the proposed retained and severed lands are zoned Residential 1 (R1) Zone on Map 10 of Zoning By-law #2011-14. The consent application is for a proposed lot line adjustment. Residential lot line adjustments are permitted in the R1 Zone. No new lot will be created.

Therefore, the proposal would comply with the Zoning By-law.

Circulation of the Application:

Township Department Comments

Comments received from the Township Departments are summarized below:

Infrastructure and Development Department

- Reapportionment of the Marr Drain

All other departments had no concerns.

Planning Staff note that the Township Departments' comments have been addressed as conditions of approval. The recommended Township conditions for consent applications E97-22 are attached to this report as Appendix Two for reference purposes.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed application for consent, would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to the amendment); and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report. The County of Elgin, as the Planning Approval Authority, will have to review the application accordingly against the planning documents (PPS, CEOP, OP and ZBL) and obtain comments from the other agencies and members of the public.

Respectfully submitted by:
Josh Mueller, MCIP, Planner
"Submitted Electronically"

Approved for submission by:
Jeff Carswell, CAO/Clerk
"Approved Electronically"

Appendices:

1. Appendix One: Consent Sketch E97-22
2. Appendix Two: Consent Application E97-22 Conditions

FOR PROPOSED SEVERANCE

OF JAMES BEGG LOT 15
UNDER PLAN NO. 20, MIDDLESEX
OF LOT 14 RANGE 2
OF LAKE ROAD
OF THE ROAD ALLOWANCE
BETWEEN LOTS 14 AND 15 IN RANGE 2
OF LAKE ROAD (CLOSED)
SHIPPING OF SOUTHWOLD
TOWNSHIP OF ELGIN

STED SURVEYING LTD.
ON SCALE

AREA OF PARCEL "A"
= 2345.6 SQUARE METRES

AREA OF PARCEL "B"
= 1221.2 SQUARE METRES

CAUTION
- THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT
BE USED FOR TRANSACTION OR FINANCING PURPOSES

E97-22
KIM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR
30 HARVEY STREET, TILLSBURG ONTARIO, N4G 3J8
PHONE 519-842-3638 FAX 519-842-3639

PROJECT: 21-17219

PLA 2022-39 Appendix Two: Severance Application E97-22

Consent Applications E97-22 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcels once the transaction has occurred to the Municipality.
4. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
5. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
6. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
7. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.
8. That the severed parcels be merged on title to create one parcel.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Josh Mueller, MCIP, Planner

REPORT NO: PLA 2022-40

SUBJECT MATTER: Consent Applications E98-22 – Comments to the County of Elgin

Recommendation(s):

THAT Council of the Township of Southwold recommends approval to the Land Division Committee of the County of Elgin for the consent application, E98-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2022-40.

Purpose:

The proposal is to sever a portion of land from a parcel and add it to the neighbouring lands, thus necessitating a lot line adjustment.

Background:

Below is background information in a summary chart:

Application	E98-22
Owners/Applicants	Harry Wismer/Chris Wismer
Agent	N/A
Legal Description	SOUTHWOLD RANGE 2 NLR PT LOT;14 PLAN 20 PT JAMES BEGG LOT;15 PT RD ALLOW RP 11R10082;PART 1
Civic Address	37510 Lake Line
Entrance Access	Lake Line
Water Supply	Municipal Water (served) and (retained)
Sewage Supply	Privately owned and operated septic system
Existing Land Area (severed and retained combined)	11.2345 Hectares (27.76 Acres)
Buildings and/or Structures	Severed Parcel – none
	Retained Parcel – 3 houses, barn, shed

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

Severed Parcel			Retained Parcel		
Frontage	Depth	Area	Frontage	Depth	Area
25.00 m (82.02 ft)	98.32m (322.57 ft)	0.122Ha (0.301 acres)	81.46 m (267.2 ft)	Irregular	11.00 Ha (27.18 acres)

The Public Meeting is scheduled for January, 2023 with the Elgin County Land Division Committee with the exact date not known at this time, because the Committee Meeting calendar isn't posted for 2023.

Figure One: Areas to be Severed and Added to



The consent sketch, showing E98-22 is attached to this report as Appendix One for reference purposes.

Planning Policy Review:

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

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

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

Provincial Policy Statement

The subject lands are located in the North Port Stanley Settlement Area. Section 1.1.3 details the policies concerning development in Settlement Areas.

1.1.3.1 *Settlement areas* shall be the focus of growth and development.

This application is for a lot line adjustment. No new residential lot will be created, and existing residential lot will undergo a boundary expansion. Lot line adjustments are permitted in Settlement Areas

Therefore, this proposal complies with the requirements with the PPS.

County of Elgin Official Plan (CEOP)

The parcel is designated Tier 2 Settlement Area on Schedule 'A' Land Use.

Section B1 defines Settlement Areas, and states that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted.

Section B 2.5 explains the Hierarchy of Settlement Areas in Elgin County.

Section B 2.5 d. illustrates the policies for Tier 2 Settlement Areas:

Tier 2

The second tier includes those settlement areas which are generally smaller in population than Tier 1 settlement areas and are on partial services (municipal water/individual on-site sewage services or individual on-site water/municipal sewage services). The boundaries of these settlement areas are shown on Schedule A to this Plan and are listed in Table 3. Limited development is permitted in these settlement areas given the absence of full municipal services. Development on partial services is permitted to allow for infilling and rounding out of existing development provided that:

- a) the proposed development is within the reserve sewage system capacity and reserve water system capacity; and
- b) site conditions are suitable for long-term provision of such services.

The proposed lot line adjustment will occur on lands in the Tier 2 Settlement area, and no new lot will be created.

Therefore, this proposal conforms to the CEOP.

Township of Southwold Official Plan (OP)

The parcel is designated Residential on Schedule '4D' of the OP. The lands are located in the North Port Stanley Settlement Area, and therefore the Settlement Area Policies apply to this proposal.

Section 5.2 contains the Settlement Area Policies. Residential uses are permitted in Settlement Areas. The proposal is a boundary adjustment to a residential lot in the Settlement Area. No new lot will be created.

Therefore, the proposed severance conforms to the OP.

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

Both the proposed retained and severed lands are zoned Residential 1 (R1) Zone on Map 10 of Zoning By-law #2011-14. The consent application is for a proposed lot line adjustment. Residential lot line adjustments are permitted in the R1 Zone. No new lot will be created.

Therefore, the proposal would comply with the Zoning By-law.

Circulation of the Application:

Township Department Comments

Comments received from the Township Departments are summarized below:

Infrastructure and Development Department

- Reapportionment of the Marr Drain

All other departments had no concerns.

Planning Staff note that the Township Departments' comments have been addressed as conditions of approval. The recommended Township conditions for consent applications E97-22 are attached to this report as Appendix Two for reference purposes.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed application for consent, would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to the amendment); and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report. The County of Elgin, as the Planning Approval Authority, will have to review the application accordingly against the planning documents (PPS, CEOP, OP and ZBL) and obtain comments from the other agencies and members of the public.

Respectfully submitted by:
Josh Mueller, MCIP, Planner
"Submitted Electronically"

Approved for submission by:
Jeff Carswell, CAO/Clerk
"Approved Electronically"

Appendices:

1. Appendix One: Consent Sketch E98-22
2. Appendix Two: Consent Application E98-22 Conditions

[illegible]

PLA 2022-40 Appendix Two: Severance Application E98-22

Consent Applications E98-22 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcels once the transaction has occurred to the Municipality.
4. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
5. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
6. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
7. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.
8. That the severed parcels be merged on title to create one parcel.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Josh Mueller, MCIP, Planner

REPORT NO: PLA 2022-41

SUBJECT MATTER: Bill 23 Impacts to Municipal Planning Process

Recommendation(s):

None – for Council Information.

Purpose:

On Monday November 28, 2022, Bill 23, More Homes Built Faster Act, 2022, received Royal Assent. Bill 23 is intended to support Ontario's Housing Supply Action Plan, with a stated aim of increasing housing supply by 1.5 million homes in the Province by 2031. The bill proposes to introduce various amendments to multiple statutes. This Act will have significant impacts on the Municipal Planning Process. Bill 23 will affect the Planning Act, Development Charges Act, Conservation Authorities Act, etc.

The changes to each Act and the effects on the process from a Township Perspective will be discussed below.

Background:

1. Conservation Authorities Act

The Township of Southwold is under the jurisdiction of two Conservation Authorities, The Lower Thames Valley Conservation Authority (LTVCA) and the Kettle Creek Conservation Authority (KCCA).

Schedule 2 of Bill 23 proposes multiple changes to the Conservation Authorities Act, R.S.O. 1990, c. C.27 ("CA Act") which, if enacted, will significantly change the role that Conservation Authorities play in the planning process.

Sections 21.1.1 (municipal programs and services) and 21.1.2 (other programs and service) of the CA Act currently authorize a Conservation Authority to provide, within its area of jurisdiction, programs and services that it agrees to provide on behalf of a municipality under a memorandum of understanding in respect of the programs and services.

A new section is proposed so that Conservation Authorities may not provide a program or service that is related to reviewing and commenting on a proposal, application or other matter made under a "prescribed Act".

The effect of this amendment is anticipated to be that a Conservation Authority will no longer be able to review and comment on development applications and supporting studies received under the prescribed Acts on behalf of a municipality, and to collect fees for that service.

Another proposed amendment to the CA Act would authorize the Minister to direct Conservation Authorities not to change the fees for a program or service for a specified period of time.

If development has been authorized under the *Planning Act* it will be exempt from required permits under section 28 of the CA Act. The minister would also be able to change any condition, and can also limit the conditions.

The timeframe for appeal of a no decision to the Ontario Land Tribunal has been shortened from 120 days to 90 days.

These changes would focus Conservation Authority's role in plan review and commenting on applications made under the above Acts (including the *Planning Act*) to the risks of natural hazards only, limit the developments in which permits under section 28 of the C.A Act would be required, and shorten timeframes for issuing permits. Authorities would no longer be able to review applications with respect to the natural heritage impacts.

Staff Concerns:

- Places new responsibilities on municipalities for natural hazards and natural resources that may lead to increased cost, inefficiencies, uncertainties, and delays in the development review process.
- Weakens the ability of Conservation Authorities to protect people and property from natural hazards.
- Reduce critical, natural infrastructure like wetlands and greenspaces that reduce flooding and protect waters in our lakes and rivers.

- Bill 23 separates the protection of wetlands and other green features from natural hazard planning. This is of particular concern to many municipalities including smaller municipalities that may not have the in-house expertise to review all of these matters pertaining to planning applications, which would elevate municipal risk and liability.
- Municipalities should retain the ability to enter into agreements with Conservation Authorities to review and comment on development applications such as natural heritage and water resource reviews.
- Our local Conservation Authorities provide comments to us in a cost effective and timely manner already. Staff feel like this Bill is targeting larger municipalities where there are delays from Conservation Authorities as a result of workload constraints.
- Conservation Authority regulations should not be delegated to municipalities.
- The planning process is insufficient to ensure natural hazard concerns are addressed through the design and construction phase alone.
- Additional pressure, responsibility and liability will be placed on municipalities resulting in increased costs.
- The permitting Conservation Authorities must be allowed to take into account impacts on upstream and downstream communities
- Natural hazards must be considered at both site specific and watershed levels to ensure safety.

2. Development Charges Act

Schedule 3 of Bill 23 proposes to make various amendments to the Development Charges Act ("DCA"). Below is a high-level summary of some of the more consequential proposed changes to the DCA.

Exemptions from Development Charges

New sections are proposed to be added to fully exempt the following from development charges:

- affordable residential units and attainable residential units;
- non-profit housing developments; and
- inclusionary zoning residential units.

The criteria for what constitutes an “affordable residential unit,” an “attainable residential unit” and a definition of “non-profit housing development” are set out in proposed section 4.1. Future regulations will prescribe developments or classes of developments that will be considered “attainable housing units.”

Various amendments are also proposed to exempt from development charges, subject to certain limitations set out in the Act, the creation of additional residential units in existing rental residential buildings, existing houses and new residential buildings.

Reduction in Development Charges Following the Enactment of a Development Charges By-law

The DCA would also be amended to require a reduction in the maximum development charge that could otherwise be charged for the first four years a development charge by-law is in force. Specifically, any development charge imposed during the first, second, third and fourth years that the development charge by-law is in force could be no more than 80, 85, 90 and 95 percent, respectively, of the maximum development charge that could have otherwise been charged. Bill 23 also makes these reductions applicable to development charges imposed pursuant to development charge by-laws passed on or after June 1, 2022, and before the day subsection 5(4) of Schedule 3 of the bill comes into effect.

Cap on Interest Charged by Municipalities

A new section 26.3 would be added to the DCA to include provisions for determining the “maximum interest rate” municipalities can charge in certain circumstances. Specifically, the DCA requires development charges for institutional development and rental housing development to be paid in instalments and permits municipalities to charge interest on the instalments from the date the development charge would have been payable for other types of development and the date the instalment is paid. Municipalities are also permitted to charge interest from the date the site plan

application or, if site plan approval does not apply, a zoning by-law amendment application is made, to the date the development charge is payable. The proposed amendments would cap the interest municipalities can charge at the prime rate plus one per cent.

Reduced Development Charges for Rental Housing Development

Bill 23 proposes to reduce development charges for rental housing development. Specifically, the total development charge determined under the development charge by-law for a residential unit intended for use as a rented residential premises can be reduced by:

- 25 percent for homes with three or more bedrooms is proposed
- 20 percent for homes with two bedroom units
- 15 percent for all other residential units

A definition of “rental housing development” is also proposed to be added to the DCA. Rental housing development is to be defined as, “development of a building or structure with four or more residential units all of which are intended for use as rented residential premises.”

Expiration of Development Charge By-law

Currently, the DCA provides that, unless it expires or is repealed earlier, a development charge by-law expires five years after it comes into force. The subsection is proposed to be amended to extend this period to 10 years.

Bill 23 also proposes to affect the DCA:

- Remove funding of water/wastewater master plans and environmental assessments which provide for specific planning and approval of infrastructure; and
- Make changes to the *Planning Act* that would minimize upper-tier planning in two-tier systems where the upper-tier municipality provides water/wastewater servicing. This disjointing between planning approvals and timing/location of infrastructure construction may result in inefficient servicing, further limiting the of serviced land.

Staff Concerns:

- Staff believe that growth should pay for growth. Reducing development charges will increase the tax burden on existing residents, as these lost funds will need to be recovered.
- While the changes require phasing-in the Development Charge, this impact would be minor as the Township included a more generous phase-in with its by-law
- Based on the current development proposals, the impact of exemptions for affordable housing and rental housing will not be significant. This could change if development proposals start to include more housing that is subject to exemptions or reductions
- Removal of plans and studies from eligible DC services will have a small impact as the current DC fee includes a portion for plans and studies. Based on 2022 it is \$142 of the \$4,470 DC.

3. Ontario Land Tribunal Act

Schedule 7 of Bill 23 makes several changes to the Ontario Land Tribunal Act, 2021, respecting the dismissal of appeals, cost awards, and the prioritization of certain proceedings.

Dismissal of Appeals

Under both the Ontario Land Tribunal Act and the Planning Act, the Ontario Land Tribunal currently possesses the power to dismiss appeals without a full hearing for various reasons. Bill 23 proposes to further expand the Tribunal's authority to dismiss proceedings without a hearing. Subsection 19(1) will now allow the Tribunal to dismiss a proceeding without a hearing on the basis that:

- the party that has brought the proceeding has contributed to undue delay; or
- if the Tribunal is of the opinion that a party has failed to comply with a Tribunal order

Cost Awards

Cost awards against parties to Ontario Land Tribunal appeals are typically viewed as the exception, and not the rule. The Ontario Land Tribunal currently possesses the authority to award costs against a party where "the conduct or course of conduct of a

party has been unreasonable, frivolous or vexatious or if the party has acted in bad faith.” (See OLT Rule 23.9) Section 20 of the Ontario Land Tribunal Act is proposed to be amended to specify that the Tribunal may “order an unsuccessful party to pay a successful party’s costs.” It is unclear whether this proposed amendment obviates the requirement for the Tribunal to make a finding that the parties’ conduct meets the threshold of “unreasonable, frivolous or vexatious or bad faith” in order to be subject to a cost award.

Staff Concerns:

- No one other than the applicant, the municipality, certain public bodies, and the Minister will be allowed to appeal municipal decisions to the Tribunal. This applies to all *Planning Act* decisions (including consents and minor variances).
- Existing third-party appeals where no hearing date has been set as of October 25 will be dismissed. The scheduling of a case management conference or mediation will not be sufficient to prevent an appeal from being dismissed.

4. Ontario Planning Act

Schedule 9 of Bill 23 proposes to introduce several amendments to the Planning Act, including in respect of limiting third-party appeal rights, planning powers of upper-tier municipalities, community benefits charges, and parkland dedication.

Third-Party Appeals

The Planning Act currently includes extensive third-party appeal rights in respect of local land use planning decisions, such as adoption of official plans and amendments, passing of zoning by-laws and amendments, and the granting of minor variances and consents.

Bill 23 proposes to significantly curtail all third-party appeal rights. Amendments to subsections 17(36) (official plans), 34(19) (zoning by-laws), 45(12) (minor variances) and 53(19), (27) (consents) will add the requirement that the prospective appellant be a “specified person” in order to qualify for appeal rights. “Specified persons” are proposed to be limited to public bodies such as Ontario Power Generation Inc., Hydro One Inc., operators of railway lines, and telecommunication infrastructure providers. These “specified persons” are still required to satisfy the oral/written submission requirements in order to gain standing to appeal a planning decision. This limit on third-

party appeal rights also extends to appeals of municipally initiated instruments. The proposed limit on third-party appeal rights will have retroactive effect to appeals that have not had a hearing on the merits scheduled before October 25, 2022.

Two-Year Moratorium on Seeking Official Plan Amendments and Zoning By-law Amendments Lifted for Aggregate Projects

The Planning Act currently provides for a two-year “moratorium” on private applications to amend a new official plan, secondary plans (subsections 22(2.1) and (2.1.1)), or comprehensive zoning by-laws (subsection 34(10.0.0.1), unless the private application is expressly permitted to proceed by a resolution of municipal council.

Bill 23 proposes that an exception to this moratorium will apply to private applications related to pits and quarries. The moratorium would continue to apply for other types of planning applications.

Site Plan Control

Section 41 of the Planning Act sets out a municipality’s powers to regulate development through site plan control. In an area designated as a site plan control area, no person can undertake any development unless the municipality (or the Tribunal in the case of an appeal) approves certain plans and buildings showing the proposed new buildings and structures and the design of the site.

- Developments of up to 10 residential units will be exempted from site plan control
- Architectural details and landscape design aesthetics will be removed from the scope of site plan control

New Forms of Development Excluded

The type of development that can be subject to site plan control is defined in subsection 41(1) of the Act and broadly includes, “the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof...”

Bill 23 now expands the list of exempted forms of development that are not subject to site plan control. Previously, only the placement of portable classrooms on school sites that existed prior to January 1, 2007, were excluded from the need to obtain

site plan approval. Now, new subsection 41(1.2) also exempts any residential development that contains no more than 10 residential units. Another new subsection 41(1.3) was added to clarify that a land lease community home with any number of residential units is a form of development subject to site plan control.

Exterior Design of the Building No Longer Regulated

The type of plans and drawings that can be reviewed through the site plan control process are set out in subsection 41(4). Previously, drawings showing the exterior design of a new building, include its character, scale, appearance, and design features, were required to be submitted for approval. Bill 23 proposes to delete paragraph 2.(d) of subsection 41(4) and remove the requirements to provide drawings showing matters of exterior design. The new legislation goes further by adding exterior design to the list of matters expressly excluded from site plan control under subsection 41(4.1). However, matters relating to exterior access to a building that contains affordable housing units can still be reviewed.

The proposed Act also expands the list of exclusions by adding new subsection 41(4.1.1), which states that the appearance of the elements, facilities, and works on municipality owned lands or highways adjacent to the development site are not subject to site plan control unless their appearance impacts matters of health, safety, accessibility, or the protection of adjoining lands.

Public Meeting for Subdivision Applications

Section 51 of the Planning Act currently requires that a public meeting be held by an approval authority for the purpose of giving the public an opportunity to make representations in respect of a proposed subdivision. This requirement is proposed to be wholly removed.

- Public meetings no longer will be required for applications for approval of a draft plan of subdivision

Additional Dwelling Units

Schedule 9 of Bill 23 proposes amendments to the Planning Act (Subsection 34 (19.1)) with amendments to Ontario Regulation 299/19: Additional Residential Units to support gentle intensification in existing residential areas. The proposed changes would:

- allow, “as-of-right” (without the need to apply for a rezoning) up to 3 units per lot in many residential areas, including those permitting residential uses located in settlement areas with full municipal water and sewage services. This includes encompassing up to 3 units in the primary building (i.e, triplex), or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building (e.g. garden suite).

Potential Changes to Inclusionary Zoning

Ontario Regulation 232/18 is the regulation to implement inclusionary zoning in Ontario. The proposed amendments to O. Reg 232/18 would:

- Establish 5% as the upper limit on the number of affordable housing units. The 5% limit would be based on either the number of units or percentage share of gross floor area of the total residential units; and
- Establish a maximum period of twenty-five (25) years over which the affordable housing units would be required to remain affordable.

Affordable units are defined as those which are no greater than 80% of the average resale purchase price for ownerships units or 80% of the average market rent (A.M.R.) for rental units.

Parkland Dedication

New Statutory Exemptions: Affordable Units, Attainable Units, and Inclusionary Zoning Units will be exempt from Parkland Dedication provision. Similar to the rules for C.B.C., these types of development are defined in the proposed amendments to the D.C.A. (see above). The exemption is proposed to be implemented by discounting the application of the standard parkland dedication requirements to the proportion of development excluding affordable, attainable and inclusionary zoning housing units. For example, if the affordable, attainable and inclusionary zoning housing units represent 25% of the total residential units of the development, then the standard parkland dedication requirements of the total land area would be multiplied by 75%.

Additional Residential Unit Exemption: Exemption for additional residential units in existing and new residential buildings – the following developments will be exempt from parkland dedication:

- A second unit in a detached, semi-detached, or rowhouse if all buildings and structures ancillary cumulatively contain no more than one residential unit;
- A third unit in a detached, semi-detached, or rowhouse if no buildings or structures ancillary contain any residential units; and
- One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of urban land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or structures ancillary contain any residential units.

Alternative Parkland Dedication Requirement: The following amendments are proposed for the imposition of the alternative parkland dedication requirements:

- The alternative requirement of 1 hectare (ha) per 300 dwelling units would be reduced to 1 ha per 600 net residential units where land is conveyed. Where the municipality imposes cash-in-lieu (CIL) of parkland requirements, the amendments would reduce the amount from 1 ha per 500 dwelling units to 1ha per 1,000 net residential units.
- Proposed amendments clarify that the alternative requirement would only be calculated on the incremental units of development/redevelopment.
- The alternative requirement would not be applicable to affordable and attainable residential units.
- The alternative requirement would be capped at 10% of the land area or land value where the land proposed for development or redevelopment is 5 ha or less; and 15% of the land area or land value where the land proposed for development or redevelopment is greater than 5 ha.

Staff Concerns:

- Removing the public meeting for subdivisions will lead to the public not fully trusting the subdivision process, as it won't be transparent. In the past, the public have provided Staff with a good understanding of existing conditions and specific concerns
- Smaller parks and less money for parkland dedication as a result of these changes. This will impact the quality of the parks for existing and new residents,

and the reduction in parkland dedication will increase the tax burden for residents as we try to maintain quality of parks.

Respectfully submitted by:
Josh Mueller, MCIP,
Planner
"Submitted Electronically"

Approved for submission by:
Jeff Carswell
CAO/Clerk
"Approved Electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Jeff McArthur, Director of Emergency Services/Fire Chief

REPORT NO: FIR 2022-14

SUBJECT MATTER: Activity Report -November 2022

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for November 2022.

Background:

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

- a. *Calls for service* – a total of 17 emergencies were responded to in the month of November including three MVCs and one vehicle fire.
- b. *Public Education* – firefighters attended a routine fire drill at Southwold Public School.
- 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.

The County Fire Chiefs had a meeting in Aylmer.

An Elgin County Mutual Aid meeting was held in Malahide.

- d. *Inspections* – One smoke alarm compliance visit was conducted, along with a site visit.
- e. *Recruitment* – five recruits for Talbotville completed agility testing and attended orientation in November. Three recruits will be attending the NFPA 1001 Recruit Training in Elgin-Middlesex.

Report on any outstanding /unresolved concerns, issues:

- a. None

Training Undertaken by Staff:

- a. Department training topics included shore-based ice/water rescue, apparatus setup, incident review, and operation guideline implementation.
- b. 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	Final inspection completed in Ayr, delivery expected mid December.
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.
- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- ☐ Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- ☐ Exercising good financial stewardship in the management of Township expenditures and revenues.
- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

Respectfully Submitted by:
Jeff McArthur, Director of
Emergency Services/Fire Chief
"Submitted electronically"

Approved by:
Jeff Carswell, Treasurer
"Approved electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Paul Van Vaerenbergh, CRSI Public Works Superintendent

REPORT NO: PW 2022-07

SUBJECT MATTER: Lynhurst Park Drive West and Lyn Court Traffic Control

Recommendation:

THAT Council give consideration to the By-Law No. 2022-95 included in the December 12th agenda, authorizing that yield signs be installed at both the west intersection of Lynhurst Park Drive and the intersection of Lyn Court at Lynhurst Park Drive.

Purpose:

To provide information to Council on the draft By-Law recommending that yield signs be installed at the intersections of Lynhurst Park Drive and Lyn Court.

Background:

At the current time there is no traffic control at these location as per section 138 of the Highway Traffic Act.

Recent reconstruction of this area encouraged staff to investigate.

**Comments/Analysis:**

Public Works Staff have completed an assessment, as a result of these investigations, Staff are now recommending the installation of yield signs at both of these locations.

Financial Implications:

The cost to install road signs is included as part of the 2022 Roads Operations budget.

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:
Paul Van Vaerenbergh,
Public Works Superintendent
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

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

Paul Van Vaerenbergh, Public Works Superintendent

Brent Clutterbuck, Drainage Superintendent

Kevin Goodhue, Water/Wastewater & Compliance Superintendent

REPORT NO: ENG 2022-45

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

Background:

General

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

Development

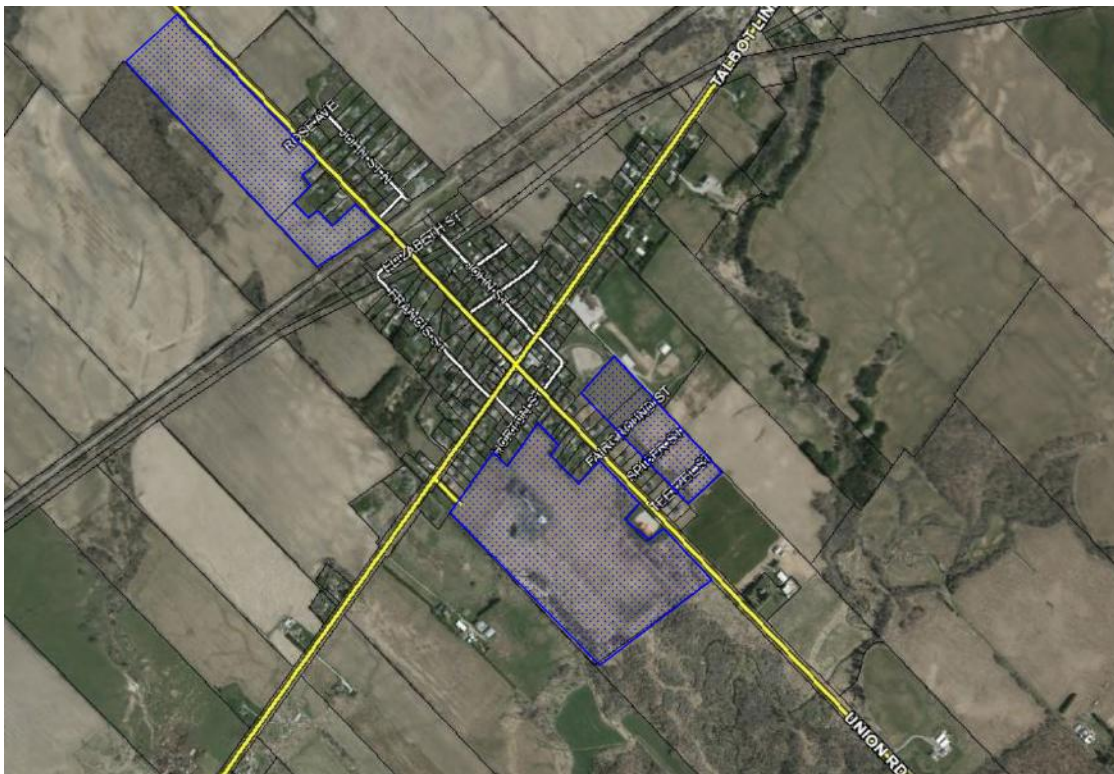
- Coordinated several resident questions and concerns regarding development dirty streets in Talbotville Meadows
- Coordinating development agreement with Farhi for Meadows Phase 2
- Shedden and Fingal sanitary servicing project working through the sanitary sewer servicing strategy and sewer connection charges. Setting up meetings with development industry for December
- 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 Development Map



Infrastructure

a) Water and Sanitary

- Utility locates consuming a large amount of time. Total yearly locates projecting to be double yearly average. 805 locate requests as of November 30. Yearly average of 448 locates from 2015-2021.
- Installed 2 new water service installations on Union Road.
- Completing meter repairs.
- Building meter assembly's for office.
- Repairing curbstops.

b) Roads and Bridges

- Lynhurst Park Drive and Lyn Court sod installed. Valve change finished. Project complete for 2022, with surface asphalt for 2023
- Plow trucks being made ready for upcoming season
- Centre Line painting was completed for the year
- Asphalt repairs to McBain and Talbotville Gore were made
- Edge of pavement repairs were completed for the year

2022 Capital Project Process:

2021	Budget	Status/Comment
Roads		
Talbot Meadows		Completed
Second Line Culvert		Completed
2022	Budget	Status/Comment
Water and Sewer		
Shedden and Fingal Sewer/WWTP		Working on 75% design and reviewing sewer connection charges and coordinating developer meetings
Roads		
Hard Surface Projects	325,000.00	Lake Line and Scotch Line completed for year, with additional improvements planned for 2023
Public Works Building	\$200,000	90% design, planning to tender before Christmas
Lynhurst Subdivision	\$2,975,000	Surface asphalt 2023

c) Drainage:

Drains Before Council:

- **Luton Drain (July 08):** We will be asking the Engineer for a final assessments schedule so that landowners can pay by year end if they wish and we can apply for the grant

Construction:

- **McIntosh #2 Drain 9 Sept 15)** The bore under 401 is complete. We have asked the engineer to prepare an interim assessment schedule to so that the municipality can bill the Ministry of Transportation for their costs of the bore under the 401. The 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:** Tender was awarded to VanBree Drainage and Bulldozing with construction anticipated for winter spring of 2023.
- **Taylor Drain: (Mar. 21):** Meeting to review the proposal of the Engineer with affected landowners was held Dec 8, 2022
- **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 arranged for December 16, 2022

- **Bogart Drain Branch C** (Aug 2022) Onsite meeting arranged for December 16, 2022

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

Meeting with AMO was held November 30 and attended by a number of municipalities that have been having problems with CN and other railways. We discussed the survey results from this early fall and what to do going forward. CN seems to be of the opinion that they are a federally regulated entity and they do not have to comply with provincial and local regulations and by-laws. AMO is going to send a questionnaire to participating municipalities looking for information to help quantify the costs to local landowners of assessments not being paid. They would also like to try and quantify the costs to landowners and municipal infrastructure caused by the delays that railways cause to the Drainage Act processes.

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:

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

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

REPORT NO: FIN 2022-23

SUBJECT MATTER: Water and Sanitary Budgets By-law

Recommendation:

1. That Council pass the following By-laws:
 - a. By-law No. 2022-96 2023 Water Rates
 - b. By-law No. 2022-97 2023 Water Budget
 - c. By-law No. 2022-98 2023 Sanitary Sewer Rates
 - d. By-law No. 2022-99 2023 Sanitary Sewer Budget

Purpose:

To review the proposed Water and Sanitary Budgets.

Background:

At the November 28, 2022 meeting, Council adopted the recommendations in Report FIN 2022-22 to establish direction for the preparation of 2023 budgets. The Water and Sanitary System budgets have been prepared based on direction from Council. The following by-laws are listed under by-laws in the agenda.

Comments/Analysis:

By-law No. 2022-96 2023 Water Rates

This by-law adopts the 2023 Water Rates approved by Council. The rates are as presented at the December 12, 2022 meeting and are consistent with the Rate Study completed in 2020. These rates were used to develop the 2022 Water Budget.

By-law No. 2022-97 2023 Water Budget

This by-law adopts the 2023 Water System Operating and Capital Budgets. Several highlights from this budget include:

- Water revenue estimates are based on user rates, connection number (existing and new) and estimated water usage
- Growth estimates have been decreased from 2022 to reflect recent activity and anticipated slowing of development over 2023+
- Wages and overhead have been increased to reflect staffing changes and an updated estimate of employee allocation to water operations which includes a water study and a part time water meter reading position.
- Additional breakdown for OCWA Contract to separate Contract and Additional work
- Anticipating a surplus of approximately \$181,000 over and above the capital contribution from connection fees
- Capital Forecast includes:
 - Water truck replacement – current truck is a 2016 and pick up trucks for fleet are replaced on a 7 year life cycle. Anticipated to have truck late 2023
 - Shedden Rechlorination Station bulk water retrofit – installing modern payment system to allow users to pay for each use rather than having to set up an account, and then track water usage for each account
 - Water portion of new PW building – approximately 12.3% of building will be for water usage for storage space and office space. If PW building is approved, the Township will work to advance the sale of the existing water shop
 - Various recommendations from OCWA – detailed list attached

By-law No. 2022-98 2023 Sanitary Sewer Rates

- This by-law adopts the 2023 Sanitary Sewer Rates approved by Council. The rates are as presented at the December 12, 2022 meeting and are consistent with the Rate Study completed in 2020 with the exception of the Sanitary Base Charge. When the Rate Study was completed in 2020, there was minimal data available for future costs. The rate included in the 2023 budget is a 5.73% increase over the 2022 rate. These rates were used to develop the 2023 Sanitary Sewer Budget.

By-law No. 2022-99 2023 Sanitary Sewer Budget

This by-law adopts the 2023 Sanitary Sewer System Operating and Capital Budgets. Several highlights from this budget include:

- Sanitary Sewer revenue estimates are based on user rates, connection number (existing and new) and estimated water usage

- Growth estimates have been decreased from 2022 to reflect recent activity and anticipated slowing of development over 2023+
- Wages and overhead have been increased to reflect staffing changes and an updated estimate of employee allocation to wastewater operations
- Additional breakdown for OCWA Contract to separate Contract and Additional work
- Some items identified by OCWA in the Capital Forecast are ongoing annual items and are listed under operating
- Overall operating and maintenance costs tend to be relatively high and until recently connections were slow.
- The Sanitary Sewer system continues to operate at a loss and is anticipated to do so until 2029-2031. At that time, operating should generate a surplus and it will take until about 2032 until the accumulated operating deficit is paid off and user fee revenues will fund operating costs and contribute to the capital replacement reserve. While this is many years away, the system is relatively new and major repairs and upgrades should also be many years away, allowing time for the reserve to build.
- The current projections for operating deficits and capital costs can be accommodated within the Township's overall budget and cash flow projections
- Capital Forecast includes:
 - Regrading of the driveway – Existing driveway is too steep for larger sewage hauling companies. Staff considering working on design of a new driveway
 - Various recommendations from OCWA – detailed list attached
 - Various carry-forward items from previous year budgets to be completed
 - Forcemain to future development lands – exact timing is unknown, but will be required for future servicing and bringing more users onto the system
 - WWTP expansion shown in 2025, but exact timing will be contingent on flows

* Wage and overhead costs are calculated for all positions and allocated to the various budgets and departments based on historical and anticipated activity for the upcoming budget year. Reducing wages and overhead in one budget or department will need to be added to another budget or department. It cannot be removed unless there is a reduction in the workforce. Reducing the allocation from a User Pay budget (Water, Sanitary, Building) will shift the cost to the tax funded budget. The Water/Wastewater & Compliance Superintendent position has been incorporated into these budgets.

Financial Implications:

Approving the budget by-laws will establish the necessary plans and fees to deliver water and sanitary sewer services in an efficient and effective manner.

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:
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: December 12th 2022

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

REPORT NO: CBO-2022-15

SUBJECT MATTER: Activity Report -November 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		
Barrier/Bollards to protect playground and septic system	15000.00	Being Delivered early Jan to be installed Spring 2023

Comments/Analysis Building:

See attached permit comparison report Schedule A CBO 2022-15 for comparison report November.

Comments/Analysis Parks: All washrooms have now been winterized, Fingal heritage park concrete pads have been completed and restoration is underway.

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 Comparison Summary			
				Issued For Period January - November			
Current Year				Previous Year			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	36	10,141	1,847,400	Accessory structures	43	12,842	1,289,095
Agricultural	15	17,181	3,891,489	Agricultural	17	22,793	4,452,500
Change of Use		-	-	Change of Use	1	150	1
Commercial		-	-	Commercial		-	-
Demolition	9	1,350	95,500	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	8	5,917	444,536
Plumbing	26	1,800	173,200	Plumbing	14	1,704	76,700
Pools	25	3,750	1,752,591	Pools	20	2,850	1,142,225
Residential Building	126	254,558	71,383,460	Residential Building	138	294,597	77,373,910
Sewage System	31	14,100	970,138	Sewage system	25	10,700	433,475
Signs	1	1,320	-	Signs	-	-	-
Combined Use		-	-	Combined Use	-	-	-
TOTAL	280	502,878	98,939,136	TOTAL	275	2,763,763	686,206,983

Current Year				Previous Year			
TOTAL PERMIT ISSUED		280			275		
TOTAL DWELLING UNITS CREATED		63			103		
TOTAL PERMIT VALUE		98,939,136			686,206,983		
TOTAL PERMIT FEE		502,878			2,763,763		
TOTAL INSPECTION COMPLETED(YTD)		1811			2430		

YTD (Nov 2021 Compared to Nov 2022)							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	150	20,000	Accessory structures	6	1,549	198,000
Agricultural	1	570	101,200	Agricultural	1	430	75,000
Change of Use	-			Change of Use			
Commercial	-			Commercial			
Demolition	2	300	35,000	Demolition			
Heating	-			Heating			
Industrial Building	-			Industrial Building			
institutional Building	-			institutional Building			
Miscellaneous				Miscellaneous	1	4,800	400,000
Plumbing	1		5,500	Plumbing	2		13,000
Pools				Pools	2	300	220,000
Residential Building	32	838,700	11,942,705	Residential Building	9	19,612	4,260,892
Sewage System	2	1,700	195,763	Sewage System	3	1,000	34,000
Signs	-			Signs			
Combine Use				Combined Use			
TOTAL	39	841,419	12,300,168	TOTAL	24	27,692	5,200,892



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2022-59

SUBJECT MATTER: Emergency Management Response Plan - CCG and Program Committee

Recommendation:

1. That Council pass draft By-law 2022-100 to revise the Community Control Group (CCG) members and Emergency Management Program Committee members.

Purpose:

To propose changes to the Emergency Response Plan Community Control Group members and Emergency Management Program Committee members.

Background:

During preparation for the annual Emergency Management Exercise and Training, the County/Township CEMC Stephanie Cyros brought to staff's attention the current CCG membership is quite extensive and includes many representatives that do not need to be part of the CCG. The current structure also includes the secondary and tertiary members in the CCG which leads to compliance issues, as CCG members must take part in an exercises and training. The current list also doesn't recognize Township staffing and organizational changes that have been made over the last year.

Comments/Analysis:

The draft by-law includes amendments to the CCG and Program Committee membership. The CCG change focuses the CCG members to a core group required for CCG operation. This group includes:

- Mayor
- CEMC
- CAO/Clerk (EOC Director)
- Director of Emergency Services/Fire Chief

- Director of Infrastructure and Development
- Community Services and Communications Clerk (Emergency Information Officer)

Each position in the CCG must have a named primary and alternate member listed in the contacts in the Emergency Plan.

A wide range of Township staff and partner organizations are now listed as Support and Advisory Staff. These positions, while integral to managing an emergency situation, will change based on the type of emergency. Their attendance at the Emergency Management Exercise and Training will not be required and will not impact the Township's ability to achieve compliance.

The proposal for the Program Committee membership mirrors the CCG membership.

In addition to my review of these changes, the Director of Emergency Services/Fire Chief has also reviewed the changes and concurs it will streamline CCG operation and help the Township meet compliance.

Financial Implications:

None.

Strategic Plan Goals:

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: December 12, 2022

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2022-60

SUBJECT MATTER: Activity Report for CAO/Clerk November 2022

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

Meetings/Events:

- All Staff meetings (Nov 16 & 30) & Management Group Meetings (Nov 2 & 23)
- OPA Consolidation Procedures
- CUPE Negotiations (Nov 3 & 15)
- Records Management Project Review Meetings
- Various Development Proposal meetings
- Council Orientation – Nov 9
- OMAFRA – Strategic Planning Options -Nov 16
- Emergency Management – Exercise Prep/CCG Changes – Nov 23
- Inaugural Council Meeting – Nov 21
- Insurance Program Review – Nov 24
- Elgin CAO Meetings – Nov 1 & 25

Council / Post Election – Following the election, staff focussed on several matters related to the new Council. Planning for Council orientation and the inaugural Council meeting took place. Items such as Council email have been setup and new computers have been ordered.

Integrity Commissioner/Closed Meeting Investigator/Ombudsman Services (IC/CMI/OS) – Engaging Aird and Berlis LLP was approved in September. Aird & Berlis

has been appointed by by-law. Contact information has been updated on the Township website and provided to Councillors.

Public Works - CUPE – Negotiations are ongoing.

2023 Budget and Projects – Staff are working on the 2023 budget and developing projects planned for 2023.

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"

December 6, 2022

Planning/Development Departments of Member Municipalities

Municipality of Central Elgin	pshipway@centralelgin.org lperrin@centralelgin.org
City of London	plandev@london.ca
Township of Malahide	abetteridge@malahide.ca
Municipality of Middlesex Centre	mcarbral@middlesex.ca dfitzgerald@middlesex.ca
Township of Southwold	planning@southwold.ca development@southwold.ca
City of St. Thomas	lpompilii@st.thomas.ca jmccomb@st.thomas.ca
Municipality of Thames Centre	mbancroft@thamescentre.on.ca

DELIVERED BY EMAIL

RE: ROYAL ASSENT OF BILL 23 – BUILD HOMES FASTER ACT

Further to the Royal Assent of Bill 23, Kettle Creek Conservation Authority (KCCA) would like to provide information and clarification regarding its programs and services.

Plan Review Services

It is business as usual for our plan review services, accordingly, planning applications should continue to be circulated for review. Plan review and commenting under the Mandatory Programs and Services Regulation (O.R. 686/21) which includes natural hazards and source water protection continues to be unaffected. Changes to our non-mandatory review and commenting services for development applications will not take effect until such time as the Minister of Natural Resources and Forestry (NRF) issues a clarifying regulation. KCCA will notify you when this regulation is published.

In the meantime, we continue to provide plan review services in a timely manner to support your ability to meet the legislated deadlines under the *Planning Act*.

Permits

It is business as usual for Section 28 permitting services except for new provisions concerning Minister's Zoning Orders and Community Infrastructure and Housing Accelerator Orders (*Conservation Authorities Act*, s. 28.0.1). We will continue to collaborate with you on efficient delivery of such permits as they arise.

The provision allowing the Minister to issue regulations to exempt certain development projects with *Planning Act* approval in certain municipalities from conservation authority permits is not currently in effect.

Updated Fee Schedule

Since 1995 KCCA has had a special levy to offset the costs of operating the provincially mandated responsibility of municipal plan input and review. This levy remains in effect. The attached fee schedule for 2023 meets the requirements of the Minister's List of classes of programs and services for which

conservation authorities may charge a fee. This fee schedule remains in effect unless the Minister issues a direction to freeze KCCA's fees. KCCA will notify member municipalities should a direction be issued.

Other Services Provided through MOUs/Agreements

The recent legislative changes do not affect other services currently provided to our member municipalities. All of KCCA's current plan input and review services are categorized as mandatory. Other services such as contracts and/or agreement for tree commissioning/weed inspector and agreements relative to the Kettle Creek Dog Park do not pertain to planning and are in compliance with the Act.

While KCCA does not currently undertake Natural Heritage Reviews, we will keep those member municipalities interested in pursuing these services apprised of any changes which may provide the opportunity to pursue these arrangements with KCCA.

Please know that you can count on KCCA staff to continue to deliver high quality service in a timely manner. If you have any questions regarding the above, please contact Joe Gordon, Manager Planning and Development at 519-631-1270 ext.226

Sincerely,



Elizabeth VanHooren
General Manager/Secretary Treasurer

cc.

KCCA Board of Directors

County of Elgin, blima@ELGIN.ca & hicks@republicurbanism.ca

County of Middlesex dvanderwerff@middlesex.ca



2023 FEE SCHEDULES

Schedule 1: Conservation Authorities Act, Section 28 Regulation

Schedule 2: Conservation Areas

Schedule 3: Other Watershed Programs and Services

Schedule 4: Administrative

SCHEDULE 1
Conservation Authorities Act, Section 28 Regulation
2023 Fees

KCCA applies the following fee and deposit schedule for Applications submitted pursuant to Section 28 of the *Conservation Authorities Act* of Ontario, R.S.O., 1990, Ch.27.

Non-refundable fees are charged to support the costs incurred through the administration of the KCCA regulations program. The fee amount is based on the type of work being applied for and the following schedule will apply:

REGULATED ACTIVITY	Fee
<p>Routine Development - Includes construction, reconstruction, or placement of minor non-habitable structures with very low to no risk of impact on natural hazards. <i>(ie. decks, utility sheds, above ground pools, etc.)</i></p> <p>Fill placement/removal or site grading and off-line pond maintenance with very low risk of impact on natural hazards.</p> <p>Routine Alteration/Interference with very low risk of impact to natural hazards and where no technical reports or engineered drawings are required by the Authority.</p>	\$200
<p>Minor Development - Includes construction, reconstruction, or placement of minor buildings or structures. <i>(ie. accessory buildings or structures less than 100m², additions less than 50%, multi-storey decks, inground swimming pools, etc.)</i></p> <p>Fill placement/removal or site grading with low risk of impact on natural hazards where technical reports are not required by the Authority.</p> <p>Minor Alteration/Interference where technical reports or engineered drawings may be required by the Authority. <i>(ie. Directional drill crossings, maintenance dredging, maintenance or replacement of access crossing, minor development more than 30m from a wetland, etc.)</i></p>	\$500
<p>Major Development - Includes construction, reconstruction, or placement of buildings or structures. <i>(ie. buildings or structures greater than 100m² but less than 325m², additions greater than 50%, repairs to existing Lake Erie shoreline protection, development where technical reports or engineered drawings are required by the Authority, etc..)</i></p> <p>Fill placement/removal or site grading where technical reports are required by the Authority.</p> <p>Major Alteration/Interference where technical reports or engineered drawings are required by the Authority.</p>	\$750

Complex Development - Includes construction, reconstruction, or placement of buildings or structures. <i>(ie. buildings or structures greater than 325m², Lake Erie shoreline protection structure, large Scale development where multiple technical reports are required, etc.)</i> Fill placement/removal or site grading greater than 1000m ³ and Golf Courses. Complex Alteration/Interference with high risk of impact on natural hazards or where multiple technical reports are required. <i>(ie. watercourse channel realignment, etc.)</i>	\$1,500
Multi-Lot or Multi-Unit Development - Construction and/or site grading upon CA affected lands for approved Plans of Subdivision/Condominium greater than 3 lots/units.	\$300/Lot Max. \$15,000

OTHER SERVICE FEES	Fee
Pre-consultation	No charge
Site Clearance (desktop review)	No charge
Minor Drain Works (DART Protocol)	\$200
Major Drain Works	\$500
Permit Extensions/Amendments	\$100
Hearings	\$400
Violations	2 X Fee
Legal Inquiries (Property Clearance)	\$200

Fees include HST. In the event of an overlap in criteria, the greater fee shall be applied. Member municipalities are exempt from Fee Schedule 1, but not from the requirement to obtain a permit. Applicants will be responsible for the cost of peer review of supporting documentation for their application (ie. Engineered plans, legal agreements) if required by the Authority. Higher fees may be charged for comprehensive development projects review. Fees are due at the time of application.

SCHEDULE 2
Conservation Areas
2023 Fees

Category	Fee
Day Use Fees	
Day Use Permit (per vehicle)	\$10
Seasonal Day Use (April 1-December 1)	\$90
Buses (per bus)	\$90
Watercraft Rentals	\$16/hr, \$40/half day (<i>\$75 refundable deposit required</i>)
Picnic Shelter Rentals (Day use fee applies at DW & LW)	\$80 half day, \$160 all day
Campground Fees	
Reservation Fee by Telephone	\$15
Online Reservation Fee	\$12
Reservation Change Fee	\$10
Reservation Cancellation Fee	\$15
LW Watercraft Shore Storage Fee	\$100 season/ \$5 daily
Daily Additional Vehicle Pass	\$10
Seasonal (May 1-September 30) Additional Vehicle Pass	\$90
Camping Fees	
Nightly Unserviced Campsite	\$46
Nightly 15 amp Campsite	\$52
Nightly 30 amp Campsite	\$59
Weekly Unserviced Campsite	\$290
Weekly 15 amp Campsite	\$315
Weekly 30 amp Campsite	\$350
Monthly Unserviced Campsite	\$850
Monthly 15 amp Campsite	\$975
Monthly 30 amp Campsite	\$1,060
Seasonal Unserviced Campsite	\$2,400
Seasonal 15 amp Campsite at Dalewood	\$2,600 + hydro deposit of \$150
Seasonal 30 amp Campsite at Dalewood	\$2,600 + hydro deposit of \$300
Seasonal 15 amp Campsite at Lake Whittaker	\$2,700
Seasonal 30 amp Campsite at Lake Whittaker	\$2,900
Group Camping	Un-serviced: \$50/night + \$5/person/night Serviced: \$70/night + \$5/person/night

All rates include taxes.

Hydro rates for seasonal sites at Dalewood are billed at a per kilowatt-hour rate for the entire camping season and will be deducted from the hydro deposit. Note: the rate per kilowatt-hour will change on an annual basis on the total average cost per kilowatt-hour charged to the Authority plus costs associated with annual licensing.

SCHEDULE 3
Other Watershed Programs and Services
2023 Fees

Category	Fee
Forestry	
Over the Counter (minimum order 200 seedlings)	\$0.40/seedling
Greening Communities (minimum order 20 seedlings)	Varies depending on species
Large stock Trees	Varies depending on species
KCCA Planting Sites (minimum order 500 seedlings)*	\$0.40/seedling + \$0.50/seedling planting fee
Site Preparation/Tending	\$75/hr + the cost of herbicide or materials Quotes will be provided to landowners prior to work being undertaken.
Invasive Species Management	\$75/hr + the cost of herbicide or materials Quotes will be provided to landowners prior to work being undertaken.
Education Programs	
In field programs	\$8/student with a minimum fee of \$120
In class programs	\$100/class (\$75 for additional classes in same school on the same day)

HST is charged on Forestry and Invasive Species Management fees. Education Program fees are not HST applicable.

*Planting fees may be waived based on site requirements and available funding.

SCHEDULE 4
Administrative
2023 Fees

Category	Fee
NSF Cheques	\$40
Freedom of Information Requests*	\$5

*Other administrative charges may apply as outlined in the Access Guide: Fees, Fee Estimates and Fee Waivers (Information and Privacy Commissioner of Ontario, June 2018)



ONLINE TRAINING

October 8, 2022

AMO Professional Development Lineup for 2022-2023: Register Today!

AMO is pleased to provide its member with a robust roster of training for 2022 – 2023. AMO has carefully developed its training to meet the needs of its membership. This includes training for new and returning councillors and heads of council (mayors, reeves and wardens), providing knowledge, skills and insight into key areas of responsibility. This includes insight into legislative requirements, how to manage public expectations in a variety of areas and skills you need in managing and navigation difficult relationships. AMO's training has been informed and designed by current and former municipal leaders as well as subject matter experts.

To help make your registration and planning process easier, we are providing our current and soon to be released training and dates below. For full information on each of the training sessions, click on the link provided.

New Head of Council Training

As the leader of Council, your ability to manage and negotiate an array of scenarios, issues and relationships is paramount. AMO's New Head of Council training is aimed at building your portfolio of skills as well as understanding on the key issues and policies of the day.

More information [here](#).

Dates (2022):

November 4, 25,

December 7, 16, 19

New Councillor Training

The demanding arena of municipal politics requires you to be up-to-date on issues (many!) and have the skills and insight to manage expectations and relations while delivering on strategies and commitments in a relatively short period of time. This is a

tall order. AMO's New Councillor Training provides the foundations and insights to support you as you take on the role of local leader. AMO's training also provides the opportunity to meet, learn and grow with colleagues from across Ontario.

More information [here](#).

Dates (2023):

January 5,18,30

February 1,10,21

March 3, 10

April 3, 17

Advanced Land Use Planning – A Deeper Dive

Land Use Planning - A Deeper Dive, will develop your skill on addressing complex planning matters that rely on political acuity and how to apply this to the planning challenges you face at the local level. Building on AMO's Land Use Planning – The Fundamentals,** this course examines, from a strategic perspective, the planning process and the complexities that people can bring to the process. Over three hours, participants will engage in case studies and real life examples that are analyzed and understood through instructor lead instruction and group discussion.

More information [here](#).

Dates (2023)

April 20

May 3

October 25

November 7

Foundations in Planning for Elected Officials

AMO has revitalized its foundational planning training to provide an interactive and engaging session that familiarizes participants with legislation, processes and provides real life examples to give a deep understanding and insight into important planning matters.

Participants will learn and understand:

- The need and importance of planning
- the planning hierarchy (policy, legislation, regulations etc)
- the process and timelines of planning.

More information [here](#).

Dates (2023):

March 2

April 18

May 1

October 24

November 6

Human Rights and Equity – Roles and Obligations of Elected Officials

In partnership, **Hicks Morley**, the **Kojo Institute**, **AMO**, has developed training to support members in understanding your obligations under law specific to human rights and how to work towards creating equitable outcomes for your constituents. This in-demand training is a must attend session for all new and returning municipally elected officials.

More information [here](#).

Dates (2022)

November 22

Navigating Conflict Relationships as an Elected Official

This training is an opportunity to gain skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official.

However municipal life is very much a people-oriented business, meaning elected representatives must engage in and build a wide variety of relationships with constituents, municipal staff, other elected officials, other orders of government and community organizations to name a few.

Not all relationships are smooth sailing and conflicts are inevitable. Sometimes the waters become choppy especially when navigating challenging relationships and conflict situations.

Having conflict-free and collaborative relationships can play a significant role in helping locally elected officials carry out their collective responsibilities as decision-makers of their communities.

More information [here](#).

Dates (2022)

December 12-13

AMO-OFIFC Indigenous Community Awareness Training

Building on the Memorandum of Understanding (MOU) shared by the **Association of Municipalities of Ontario** (AMO) and the **Ontario Federation of Indigenous Friendship Centres** (OFIFC), we are offering training to help build indigenous cultural competency in municipal government.

As the MOU brings both organizations to the table on issues that matter to our communities with the primary mandate to help strengthen the relationship between Ontario's Indigenous and non-Indigenous communities, the **AMO-OFIFC Indigenous Cultural Competency Training** will provide knowledge and tools to utilize in moving improved and stronger relations forward in Ontario.

More information [here](#).

Dates (2022)

November 14 and 18, 2022

Inquires: events@amo.on.ca

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-95

**BEING A BY-LAW TO AUTHORIZE THE INSTALLATION
OF YIELD SIGNS ON LYNHURST PARK DRIVE WEST
AND LYN COURT.**

WHEREAS pursuant to Section 138 (1) of the Highway Traffic Act, being Chapter H.8, R.S.O. 1990, as amended, the council of a municipality may by by-law prescribe stop signs for motor vehicles driven on a highway or portion of highway under its jurisdiction than is prescribed in Section 138(1); and

WHEREAS it is deemed expedient that yield signs for motor vehicles on certain highways in the Township of Southwold;

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

1. That when any highway or portion of highway set out in Schedule "A" appended hereto, is marked in compliance with the regulations under the Highway Traffic Act the stop sign is prescribed in the Schedule.
2. That the penalties provided in Section 138(1) of the Highway Traffic Act shall apply to offenses against this by-law.
3. That this By-law shall become effective once signage has been duly posted.
4. That any by-law inconsistent with this by-law and the same are hereby repealed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 12TH DAY OF DECEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

Schedule "A"

**By-law NO. 2022-95 being a By-law to
Authorize the Installation of Yield Signs**

1. Yield Signs located on west intersection of Lynhurst Park Drive.
2. Yield Signs located on Lyn Court at Lynhurst Park Drive.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-96

**Being a By-Law to amend By-law No. 2014-65,
being a By-law to regulate the distribution and use of
water and to fix the prices and times of payments.**

WHEREAS Section 391 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, provides that the Council of a local municipality may pass by-laws to impose fees and charges;

AND WHEREAS the Council for the Township of Southwold has received notice of water rate increases effective January 1, 2023;

AND WHEREAS the Council for the Township of Southwold has completed a Water and Wastewater Rate Study to recommend rates for the Township Water System;

AND WHEREAS it is deemed necessary and appropriate to amend By-law 2014-65.

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

1. That By-law 2014-65 is hereby amended by deleting Schedule "C" and substituting therefor Schedule "A" attached to this by-law.
2. That the rates as set out in Schedule "A" are effective January 1, 2023 and apply to all consumers of the Southwold water distribution system.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 12TH DAY OF DECEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

Schedule "A" to By-law #2022-96

By-law #2014-65

Schedule "C" Effective January 1, 2023

Water User Fees	
Fee	2023
Water	
Basic Quarterly Charge for Water Service	\$40.53
Consumption Charge per cubic meter	\$2.820
Southwold Capital Infrastructure Rate (Lynhurst) per cubic meter	\$1.576
Water Filling Station per cubic meter	\$3.380
Tri-County Water Rate (Dutton-Dunwich)	\$2.010
Water Meter Charge - 3/4 inch meter (plus HST)	\$650.00
Water Meter Charge - larger than 3/4 inch meter (plus HST)	Actual Cost plus Administration and inspection fee of \$225
Shut-off and/or Reconnection Charge for Non Payment of Account	
during normal business hours	\$80.00
after normal business hours	\$260.00
Shut-off and/or Reconnection at Customer's Request	
during normal business hours and 48 hours notice given to the Township	\$53.00
after normal business hours	\$260.00
Non-Metered Quarterly Consumption Charge (based on consumption of 60.6 cu m x 2.5)	\$427.23
Disconnection Fee for Discontinuing Water Service and Billing	\$260.00
Failure to install remote read out	\$55.00
Township Plumbing Fees	incl. in meter charge
Malfunction/Testing of Meters	Cost of a new meter per Schedule "A" to By-law
Frost Plate and Gasket	cost plus \$30.00 administration fee plus HST
Final Reads	\$37.00
Work Orders	\$37.00
Water Fill Station Key - Deposit for new accounts	\$130.00
Charge for installation of lock box for Unauthorized use of water	\$160.00
Charge for mailing of register letter	cost plus \$6.00 administration fee plus HST

Water User Fees	
Fee	2023
Construction Water	\$160.00
Fire Protection Rates - Annual Amount	
2" Meter	\$716.93
3" Meter	\$848.60
4" Meter	\$2,225.90
5" Meter	\$2,821.68
6" Meter	\$3,432.98
8" Meter	\$4,932.50
10" Meter	\$11,096.51



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-97

**Being a By-Law to adopt the 2023 Water System
Operating and Capital Budgets**

WHEREAS it is necessary for the Council of the Township of Southwold, pursuant to Section 290 (1) of the Municipal Act 2001, S.O. 2001, c.25, to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council for the Township of Southwold desires to adopt Operating and Capital Budgets for the Southwold Water Distribution System.

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

1. That the 2023 Water System Operating Budget, attached as Schedule "A", and forming part of this by-law, is hereby adopted.
2. That the 2023 Water System Capital Budget, attached as Schedule "B", and forming part of this by-law, is hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 12TH DAY OF DECEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

Schedule "A" to By-law No. 2022-97

Water System Operating								
Account	2022 Budget	2022 Projected	2023 Budget	\$ Variance	% Variance	Notes	2024 Forecast	2025 Forecast
Revenue								
Water Billings	(\$1,426,642)	(\$1,460,689)	(\$1,519,863)	(\$93,221)	6.53%		(\$1,366,777)	(\$1,462,446)
Water Billings - Industrial	(\$25,000)	(\$29,900)	(\$10,000)	\$15,000	-42.86%		(\$684,000)	(\$696,000)
Water Billings - Tri-County Water System	(\$378,000)	(\$378,000)	(\$399,560)	(\$21,560)	5.04%		(\$422,000)	(\$448,000)
Water Filling Station	(\$9,930)	(\$9,930)	(\$10,103)	(\$173)	2.67%		(\$10,260)	(\$10,440)
Construction Water	(\$20,550)	(\$17,000)	(\$5,850)	\$14,700	-73.50%		(\$13,350)	(\$14,100)
Water meter fees & misc	(\$101,250)	(\$108,876)	(\$66,875)	\$34,375	-76.39%	Related to new connection estimates	(\$106,250)	(\$76,250)
Water Connection and curbstops fees	(\$631,968)	(\$487,519)	(\$243,013)	\$388,955	-72.57%	offset by transfer to reserve-significant increase related to anticipated new builds--offset below	(\$491,587)	(\$522,019)
Penalty & Interest	(\$12,500)	(\$12,880)	(\$10,000)	\$2,500	-20.83%		(\$10,000)	(\$10,000)
Grants	\$0	\$0	\$0	\$0	0.00%		\$0	\$0
Water Investment Income	(\$65,000)	(\$85,000)	(\$85,000)	(\$20,000)	40.00%	offset by transfer to reserve--offset below	(\$85,000)	(\$90,000)
Water Truck Revenue	(\$2,500)	\$0	\$2,500	\$2,500	-23.81%	Truck usage by other departments		
Water Department Revenue	(\$2,673,340)	(\$2,589,794)	(\$2,350,265)	\$323,076	-12.91%		(\$3,189,224)	(\$3,329,255)
Expenditures								
						Wages and Salaries - Allocation from Admin (Accounting Clerk, Treasurer, CAO), Dir of Infrastructure and Water/WW & Compliance Superintendent + New Summer Student		
Salaries and Wages	\$140,000	\$140,000	\$160,000	\$20,000	16.00%		\$164,800	\$169,744
Overhead	\$43,000	\$43,000	\$50,000	\$7,000	35.00%		\$51,500	\$53,045
Roads Wages Allocated	\$2,500	\$500	\$500	(\$2,000)	0.00%	Misc Road Time	\$515	\$530
Health & Safety	\$500	\$25	\$150	(\$350)	0.00%	increased due to staffing changes	\$155	\$159
Training & mileage	\$3,000	\$2,500	\$2,500	(\$500)	-62.50%	increased due to staffing changes	\$2,575	\$2,652
Utilities	\$10,000	\$10,000	\$10,000	\$0	0.00%		\$10,300	\$10,609
Materials and Supplies	\$3,000	\$3,100	\$3,308	\$308	15.39%	Better reflects historical costs	\$3,407	\$3,509
Clothing Allowance		\$600	\$1,000	\$1,000			\$1,030	\$1,061
Property maintenance	\$2,700	\$2,700	\$2,881	\$181	7.24%	reflective of prior year actuals	\$2,967	\$3,056
Roads equipment time	\$15,000	\$1,600	\$15,000	\$0	0.00%	reflective of prior year actuals	\$15,450	\$15,914
Postage and Courier	\$5,000	\$5,000	\$5,000	\$0	0.00%		\$5,150	\$5,305
Telephone & internet	\$5,000	\$5,000	\$5,000	\$0	0.00%	reflective of prior year actuals	\$5,150	\$5,305
Legal and Audit fees	\$2,500	\$2,500	\$2,500	\$0	0.00%	reflective of prior year actuals	\$2,575	\$2,652
Insurance	\$40,000	\$40,800	\$48,144	\$8,144	23.95%	Anticipating 18% increase in premium	\$49,588	\$51,076
						reflective of prior year average, difficult to predict		
System Maintenance	\$11,500	\$11,500	\$12,000	\$500	10.00%		\$12,360	\$12,731
						Total fluctuates with number of service connections, costs dependent on work required, repairs, waterline breaks, etc		
Equipment Costs	\$73,868	\$126,000	\$50,000	(\$23,868)	-26.52%		\$51,500	\$53,045
Memberships & subscriptions	\$1,500	\$575	\$1,000	(\$500)	-86.96%	increased due to staffing changes	\$1,030	\$1,061
Water truck fuel and maintenance	\$4,500	\$4,500	\$2,019	(\$2,481)	-70.90%		\$2,079	\$2,142
OCWA Contract	\$123,500	\$123,506	\$131,775	\$8,275	6.99%	Agreement cost increased CPI 6.7%	\$135,728	\$139,800
OCWA Extra/Out of Scope Work	\$10,000	\$61,000	\$25,000	\$15,000	100.00%		\$25,750	\$26,523
Vehicle - Summer Student			\$2,400	\$2,400			\$2,472	\$2,546
Water Testing	\$0	\$0	\$0	\$0	0.00%	OCWA covers costs	\$0	\$0
Studies, standards	\$15,000	\$15,000	\$0	(\$15,000)	-300.00%	Misc. minor studies, engineering	\$0	\$0
						2022-consumptions assumed below (metered use + 20% loss)		
Water Costs	\$1,110,927	\$1,400,000	\$1,286,095	\$175,168	15.99%		\$1,324,678	\$1,364,418
Miscellaneous Waterline Costs	\$25,000	\$13,075	\$25,000	\$0	0.00%	Breaks, major repairs	\$25,750	\$26,523
Transfer to Reserve - Water	\$328,377	\$89,794	\$180,981	(\$147,396)	-43.91%		\$0	\$0
Transfer to Reserve - Connections	\$631,968	\$487,519	\$243,013	(\$388,955)	-72.57%	connection fees transferred to reserve--offset above	\$250,303	\$257,812
Transfer to Reserve - Investment Income	\$65,000		\$85,000	\$20,000	40.00%	investment interest transferred to reserve--offset above	\$87,550	\$90,177
Amortization			\$0	\$0	0.00%		\$0	\$0
Water Department Expenditures	\$2,673,340	\$2,589,794	\$2,350,265	(\$323,075)	-12.91%		\$2,234,362	\$2,301,393
Water Department	\$0	(\$0)	\$0	\$0	43.22%		(\$954,862)	(\$1,027,862)

Inputs/Assumptions								
1766 Water Connections								
130 New connections Estimated - revenue based on 50% to account for occupancy through 2022								
168 m3 per HH as per Water/Wastewater Study								
Rates as per the Water/Wastewater Study								
Dutton Dunwich consumption estimated at 200,000 m3								
Water loss estimated at 20%								
Rates	2022		2023				2024	2025
Primary Water Purchase rate (/m3)	\$0.9400		\$0.9649	\$0.0348	4.00%		\$1.0200	\$1.0600
Secondary Water Purchase Rate (/m3)	\$0.5900		\$0.6229	\$0.0342	6.51%		\$0.6200	\$0.6400
Southwold Rate (/m3)	\$1.2100		\$1.2100	\$0.0000	0.00%		\$1.2100	\$1.2100
Southwold Water Fill Station (/m3)	\$1.7800		\$1.7800	\$0.0000	0.00%		\$1.7800	\$1.7800
Fill Station m3	3000		\$3,000.0000					
Southwold Rate Capital Pass Through to Dutton Dunwich	\$0.3600		\$0.4100	\$0.0350	12.73%		\$0.4700	\$0.5400
Dutton Dunwich m3	200000		\$200,000.00					
Southwold Monthly Base Rate	\$13.51		\$13.51	\$0.0000	0.00%		\$13.51	\$13.51
Construction Water	\$160.00		\$160.00				\$160.00	\$160.00
Total Rates								
Southwold (/m3)	\$2.75		\$2.7978	\$0.0690	2.65%		\$2.85	\$2.91
Southwold Water Fill Station (/m3)	\$3.31		\$3.3678	\$0.0690	2.17%		\$3.42	\$3.48
Dutton Dunwich (/m3)	\$1.89		\$1.9978	\$0.1040	6.23%		\$2.11	\$2.24
water quarterly charge	\$40.53		\$40.53	3.00%			\$40.53	\$40.53
water consumption	\$2.680		\$2.820	4.00%			\$2.750	\$2.750
water consumption fill station	\$3.240		\$3.380	4.00%			\$3.310	\$3.310
Resulting Rate Increases continued								
Total Rate to Charge Dutton Dunwich for water pulled through	\$203,232.7900						\$233.5800	\$233.9600
Development and Growth assumptions			2023				2023	2024
In-fill / Rural	15		5				5	5
DHP phase I	0		0				0	0
DHP phase II	25		7				15	15
DHP Condo			32				20	
Enclave	0		2				28	0
Enclave Condo								
Woodland								
Municipal property Union and Talbot	0							
Florence Court	5							
Southside	0		0				0	0
Farhi	85		29				70	70
Total anticipated development	130		75				138	90
Consumption assumptions			2023				2023	2024
estimated household consumption	283,080		352,988				332,576	351,728
(note increases based on average occupancy mid-year)								
Total Connection assumptions			2022				2022	2022
estimated households	1,620		1,766				1,613	1,751

Settlement Area Connection 1"	4		4				4	4
Rate	\$8,578.00		\$9,916.00				\$9,916.00	\$9,916.00
Development Build Connections 1"	115		35				85	90
Rate	\$4,196.00		\$4,851.00				\$4,851.00	\$4,851.00
Other 1" Connections	3		3				3	3
Rate	\$13,196.00		\$11,188.00				\$13,196.00	\$15,255.00

Schedule "B" to By-law No. 2022-97

2021 Water Capital - Not Raised from Tax Levy

Capital Items and Projects	Budget	Funding Source		Notes
		Reserve	Other	
2022 Capital				
Carried Forward				
Lynhurst Reconstruction (Water Portion)	\$1,100,000	\$1,100,000		Water Reserve - based on Eng Est. 2021-11-26
Water Supply Study - Add'l work - From 2021	\$15,000	\$15,000		Water Reserve
OCWA Recommendations - see attached	\$32,500	\$32,500		Water Reserve
Meter Reading Software Update	\$10,000	\$10,000		Water Reserve - Needed, existing software no longer supported
2022 Total	\$1,157,500	\$1,157,500	\$0	
2023 Capital				
2016 Pickup Truck Replacement	\$50,000	\$50,000		Water Reserve
Shedden Rechlorination Station-retro-fit	\$34,000	\$34,000		Water Reserve
PW New Building (Water Portion)	\$914,000	\$914,000		Water Reserve
OCWA Recommendations - see attached	\$27,000	\$27,000		Water Reserve
2023 Total	\$1,025,000	\$1,025,000	\$0	
2024 Capital				
Rate Study (2024/2025)	\$15,000	\$15,000		Water Reserve
OCWA Recommendations - see attached	\$23,500	\$23,500		Water Reserve
2024 Total	\$38,500	\$38,500		
2025 Capital				
Rate Study (2024/2025)	\$15,000	\$15,000		Water Reserve
OCWA Recommendations - see attached	\$16,500	\$16,500		Water Reserve
2025 Total	\$31,500	\$31,500		
2026 Capital				
OCWA Recommendations - see attached	\$16,000	\$16,000		Water Reserve
2026 Total	\$16,000	\$16,000	\$0	

2027 Capital					
OCWA Recommendations - see attached	\$18,500		\$18,500		Water Reserve
2027 Total	\$18,500		\$18,500	\$0	

The Corporation of the Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2023 to 2028)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome*	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2023	2024	2025	2026	2027	2028									
	Shedden Re-Chlorination Facility															
1	Purchase chlorine pump/rebuild kit for spare parts inventory	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -									Currently spare pump rebuild kit is in stock inventory. Placeholder in 2024.
2	Building Condition Assessment Recommendations		\$ -	\$ -												Implementation of Condition Assessment Recommendations per the IRC Group Report. These costs have been removed and the Township will coordinate and replacements or repairs.
3	Chlorine analyzer(s) parts: inlet and outlet (membrane caps, pH standards, cl2 probe replacement, pH probe replacement, electrolyte)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00									Chlorine probes required every 3- 5 years for inlet and outlet analyzer, pH probes require annual replacement.
Total Estimate Recommended Capital		\$2,000	\$4,000	\$2,000	\$4,000	\$2,000	\$2,000									
	Distribution System															
1	Fire flow testing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -									Fire flow testing on hydrants last completed in 2017. Recommend to start again in five years or when Ford water tower is taken out of service.
2	Hydrant maintenance and repairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00									Placeholder for possible repairs or replacement.
3	Chamber S029 PRV: Inspect/Service/Rebuild	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -									Recommend for inspection/service/rebuild of PRV's at chamber S029.
4	Sample Station replacement	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	\$ -	\$ -									Due to failed components in the sample station, OCWA recommends for it to be removed and replaced in 2023 and 2026.
5	Sample station maintenance/repairs/rebuild kits	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00									Purchase spare rebuild kits and on-going maintenance to sample stations, ball valves and plungers.
6	Valve/Service Locator/Repair Parts/Equipment	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00									Supplies for locating valves during hydrant inspection/valve operations, repair parts for breaks to ensure stock available for after hour repairs.
7	Fire Hydrant/Sample Station Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									To maintain fire hydrant and sample station exterior condition. Township will paint hydrants using internal resources.
8	Auto flusher maintenance: replace controllers, lids, etc	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00									Four auto flushers require regular maintenance/replacement of parts: including controllers, valves.
Total Estimate Recommended Capital		\$25,000	\$29,500	\$19,500	\$20,000	\$14,500	\$14,500									
Total Capital Estimate		\$27,000	\$33,500	\$21,500	\$24,000	\$16,500	\$16,500									

* **NOTE** : a requirement of DWQMS v. 2.0 is to consider the outcomes of the risk assessment (RA) documented under Element 8 as part of the system's infrastructure review

Legend:
H High priority recommended to be completed in upcoming year
M Medium priority recommended to be completed in 1 to 3 years
L Low priority recommended to be completed in years 4 to 5

2023 Recommended Capital Presented by:
2023 Recommended Capital Approved by:

Mark Harris
Dale LeBritton



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-98

Being a By-Law to establish Sanitary Sewer Rates and to repeal By-law No. 2021-76

WHEREAS Section 391 of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, provides that the Council of a local municipality may pass by-laws to impose fees and charges;

AND WHEREAS the Council for the Township of Southwold has completed a Water and Wastewater Rate Study to recommend rates for the Talbotville Sanitary Sewer System;

AND WHEREAS the Council for the Township of Southwold has received notice from the City of St. Thomas of Sanitary Sewer Rates effective January 1, 2023;

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

1. A sewer service rate is hereby imposed upon the owners or occupants of lands which are supplied with sewer service by the Township of Southwold, including the owners or occupants of lands in the Township of Southwold which are serviced by the St. Thomas Sewer System and the Talbotville Sanitary Sewer System.
2. A rate per cubic meter of \$2.40 shall be charged for wastewater collection and treatment based on the water consumed as indicated by the water meter for properties serviced by the Talbotville Sanitary Sewer System.
3. A rate per cubic meter of \$2.55 shall be charged for wastewater collection and treatment based on the water consumed as indicated by the water meter for properties serviced by the St. Thomas Sanitary Sewer System.

4. A flat rate of \$20.56 per month shall be charged for capital requirements for the sewer system.
5. A late payment penalty of five percent (5%) will be charged on all wastewater billings the day following the due date as specified on the billing.
6. The Treasurer is hereby empowered to accept partial payment from time to time on account of sanitary sewer fees due to the Township.
7. That By-law 2021-76 is hereby repealed.
8. This by-law comes into full force and effect on January 1, 2023.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 12TH DAY OF DECEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-99

**Being a By-Law to adopt the 2023 Sanitary Sewer
System Operating and Capital Budgets**

WHEREAS it is necessary for the Council of the Township of Southwold, pursuant to Section 290 (1) of the Municipal Act 2001, S.O. 2001, c.25, to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council for the Township of Southwold desires to adopt Operating and Capital Budgets for the Southwold Sanitary Sewer System.

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

1. That the 2023 Sanitary Sewer Operating Budget, attached as Schedule "A", and forming part of this by-law, is hereby adopted.
2. That the 2023 Sanitary Sewer System Capital Budget, attached as Schedule "B", and forming part of this by-law, is hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 12TH DAY OF DECEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

Schedule "A" to By-law No. 2022-99

Sanitary Operating

Account	2022 Budget	2022 Projected	2023 Draft Budget	\$ Variance	% Variance	Notes	2024 Forecast	2025 Forecast
Talbotville								
Revenue								
Talbotville Per HH Flat Rate	(\$35,024)	(\$35,024)	(\$61,803)	(\$26,780)	76.46%		(\$69,575)	(\$98,783)
Talbotville Per M3 Rate	(\$59,874)	(\$59,874)	(\$101,002)	(\$41,128)	68.69%		(\$107,544)	(\$138,052)
Transfer from Talbotville Sewer Reserve	\$0		\$0	\$0	0.00%		\$0	\$0
Total Revenue	(\$94,897)	(\$94,898)	(\$162,805)	(\$43,878)	86.00%		(\$177,119)	(\$236,835)
Expenses								
Wages	\$67,000	\$72,000	\$72,000	\$5,000	7.46%	New - allocation of staff time	\$74,160	\$76,385
Overhead	\$20,000	\$20,000	\$23,000	\$3,000	15.00%		\$23,690	\$24,401
Roads Labour Allocation(Site Maint)	\$500	\$500	\$500	\$0	0.00%	Site Maint, Driveway	\$515	\$530
Roads Machine Time Allocation(Site Maint)	\$500	\$500	\$500	\$0	0.00%	Site Maint, Driveway	\$515	\$530
Training	\$2,000	\$0	\$2,000	\$0	0.00%	Misc. Training, anticipate increase with staffing changes	\$2,060	\$2,122
Utilities	\$37,500	\$48,915	\$55,000	\$17,500	46.67%	Based on Prior Year Actuals	\$56,650	\$58,350
Consummables, Chemicals	\$16,250	\$16,250	\$21,125	\$4,875	30.00%	Consumables, Chemicals (+30%), supplies	\$21,759	\$22,412
Property Tax PIL	\$5,000	\$5,000	\$5,000	\$0	0.00%	Based on Actuals	\$5,150	\$5,305
Property Maintenance	\$1,500	\$1,500	\$1,500	\$0	0.00%		\$1,545	\$1,591
Insurance	\$2,900	\$3,240	\$3,823	\$923	31.83%		\$3,938	\$4,056
Legal	\$1,000	\$1,000	\$1,000	\$0	0.00%		\$1,030	\$1,061
System Maintenance	\$5,000	\$87,237	\$30,000	\$25,000	500.00%	Additional breakdown starting 2022 - see below	\$30,900	\$31,827
Misc	\$1,000	\$1,000	\$1,000	\$0	0.00%		\$1,030	\$1,061
Contracted Services	\$1,000	\$1,000	\$1,000	\$0	0.00%	Other contracted service ie. Waste Coll \$500, Generator Insp, etc.	\$1,030	\$1,061
OCWA Contract	\$37,562	\$37,562	\$40,079	\$2,517	6.70%	OCWA agreement CPI 6.7% for 2022	\$41,281	\$42,520
OCWA Extra/Out of Scope	\$5,000	\$30,200	\$45,000	\$40,000	800.00%	Extra/Out of Scope estimate for add'l services	\$46,350	\$47,741
Wastewater Testing	\$6,000	\$2,500	\$6,000	\$0	0.00%	Based on Actuals	\$6,180	\$6,365
Plans and studies	\$5,000	\$18,273	\$5,000	\$0	0.00%	Misc Studies, engineering	\$5,150	\$5,305
Replace Activated Carbon - Screening Room	\$2,500		\$2,500	\$0	0.00%	\$5,000 every other year, annualized to \$2,500	\$2,575	\$2,652
Cleaning Raw Equalization Tanks	\$4,000		\$4,000	\$0	0.00%		\$4,120	\$4,244
Membrane Cleaning	\$20,000		\$20,000	\$0	0.00%		\$20,600	\$21,218
Sludge/Biosolids Removal	\$5,500		\$50,000	\$44,500	809.09%	reflects actual	\$51,500	\$53,045

Account	2022 Budget	2022 Projected	2023 Draft Budget	\$ Variance	% Variance	Notes	2024 Forecast	2025 Forecast
Disolved Oxygen/pH Meter/Probe Repl	\$3,500		\$5,000	\$1,500	42.86%	annualized to \$3,500	\$5,150	\$5,305
Spare Filter Module Cartridges	\$2,000		\$2,000	\$0	0.00%		\$2,060	\$2,122
Equipment Failure/Replacement Contingency	\$5,000		\$5,000	\$0	0.00%	items not planned for such as possible equipment, failure(blowers, motors, pumps,switches)	\$5,150	\$5,305
Total Expenses	\$257,212	\$346,677	\$402,027	\$144,815	94.91%		\$414,088	\$426,510
Net Operating (Revenue)/Expense	\$162,315	\$251,779	\$239,222	\$100,937	99.39%		\$236,969	\$189,675
Accumulated Operating Deficit								
Talbotville System	\$667,713	\$757,177	\$996,399				\$1,233,368	\$1,423,044
Ferndale/Lynhurst Revenue								
Ferndale Monthly	(\$38,481)	(\$40,000)	(\$43,176)	(\$6,004)	18.49%	Offset below	(\$43,176)	(\$47,754)
Ferndale Per Cubic Meter	(\$69,842)	(\$70,000)	(\$74,970)	(\$8,443)	13.75%	Offset below - to St. Thomas	(\$73,688)	(\$76,636)
Lynhurst Monthly (from St. Thomas)	(\$10,485)	(\$10,000)	(\$11,596)	(\$1,004)	10.59%	Offset below	(\$11,596)	(\$12,825)
Sewer Investment Income	(\$2,000)	(\$2,000)	(\$2,000)	(\$1,000)	100.00%	Reserve Interest - offset below with Transfer to Reserve	(\$2,000)	(\$2,000)
Total Revenue	(\$120,808)	(\$122,000)	(\$131,742)	(\$16,451)			(\$130,460)	(\$139,215)
Expenses								
Ferndale Per Cubic Meter to St. Thomas	\$69,842	\$70,000	\$74,970	\$8,443	13.75%	To St. Thomas	\$73,688	\$76,636
Transfer to sewer reserve	\$50,966	\$52,000	\$56,772	\$8,008	18.64%	Ferndale, Lynhurst, Investment from above	\$56,772	\$62,579
Transfer to Capital Projects	\$25,000	\$25,000	\$25,000	\$25,000	0.00%	Lynhurst Street Reconstruction - Sanitary Exp		
Total Expenses	\$145,808	\$147,000	\$156,742	\$41,451			\$130,460	\$139,215
Reserve for Ferndale/Lynhurst	(\$491,282)	(\$491,282)	(\$516,282)				(\$621,742)	(\$760,957)
Net Reserves - Sanitary	\$176,431	\$265,895	\$480,117				\$611,626	\$662,087

Account	2022 Budget	2022 Projected	2023 Draft Budget	\$ Variance	% Variance	Notes	2024 Forecast	2025 Forecast
Inputs/Assumptions								
92 Talbotville Connections								
130 New connections Talbotville								
170 Connections Ferndale								
5 New Connection Ferndale								
168 m3 per HH as per Water/Wastewater Study								
Rates as per the Water/Wastewater Study								
Connections								
Talbotville	92		235				222	302
Ferndale	170		175				175	175
Lynhurst	47		47				47	47
Growth (calc. based on 6 months)								
Talbotville	130		31			TM 85, TG 5, SL/GP 10, DHP 25, Other 5	80	80
Talbotville - Other							40	40
Ferndale	5		0					
Lynhurst	0		0					
HH m3 Water Consumption	168		168				168	168
HH/Month	18.59		20.56				20.56	22.74
m3 Rate Talbotville	2.27		2.40				2.27	2.27
m3 Ferndale (to St. Thomas)	2.41		2.55				2.5064	2.606656
Talbotville / HH Flat Qtrly	\$35,023.56		\$61,803.36				\$69,575.04	\$98,782.56
Talbotville m3	\$59,873.52		\$101,001.60				\$107,543.52	\$138,052.32
Total Talbotville	\$94,897.08		\$162,804.96				\$177,118.56	\$236,834.88
Ferndale HH	\$38,481.30		\$43,176.00				\$43,176.00	\$47,754.00
Ferndale M3 (to St. Thomas)	\$69,841.80		\$74,970.00				\$73,688.16	\$76,635.69
Total Ferndale	\$108,323.10		\$118,146.00				\$116,864.16	\$124,389.69
Lynhurst HH (from St. Thomas)	\$10,484.76		\$11,595.84				\$11,595.84	\$12,825.36
Total Revenue	\$213,704.94		\$292,546.80				\$305,578.56	\$374,049.93

Schedule "B" to By-law No. 2022-99

Sanitary System Capital Forecast					
			Funding Source		
Capital Items and Projects	Budget		Reserve	Other	Notes
2022 Capital					
Carry Forwards					
Influent Piping Modifications from 2021	\$3,500			\$3,500	To be funded by Connection Fees
Acoustic Audit - failed in 2018, needs to be redone	\$5,000			\$5,000	To be funded by Connection Fees
Fencing from 2021	\$22,500			\$22,500	To be funded by future connections
Lynhurst Reconstruction - Sanitary Portion(from2020)	\$25,000		\$25,000		Ferndale/Lynhurst Capital Reserve
Forcemain to Development Lands	\$2,500,000			\$2,500,000	To be funded by Connection Fees
OCWA Capital Recommendations					
Filter Building Ventilation and Grate Cover	\$5,000			\$5,000	To be funded by Connection Fees
Antenna/Communication Upgrade	\$3,000			\$3,000	To be funded by Connection Fees
Infiltration Investigation	\$5,000			\$5,000	To be funded by Connection Fees
Equipment Storage Building	\$10,000			\$10,000	To be funded by Connection Fees
2022 Total	\$2,579,000		\$25,000	\$2,554,000	
2023 Capital					
Carry Forwards					
Antenna/Communication Upgrade	\$3,000			\$3,000	To be funded by Connection Fees
Equipment Storage Building	\$10,000			\$10,000	To be funded by Connection Fees
Forcemain to Development Lands	\$2,500,000			\$2,500,000	To be funded by Connection Fees
Regrading of driveway	\$50,000			\$50,000	Reserve
OCWA Capital Recommendations					
Membrane 1 Replacement	\$170,146			\$170,146	Reserve
2023 Total	\$2,733,146		\$0	\$2,733,146	

Capital Items and Projects	Budget		Reserve	Other	Notes
2024 Capital					
Rate Study (2024/2025)	\$15,000		\$15,000		Reserve
OCWA Capital Recommendations	\$5,000		\$5,000		Reserve
2024 Total	\$20,000	\$0	\$20,000	\$0	
2025 Capital					
Rate Study (2024/2025)	\$15,000		\$15,000	\$0	Reserve
WWTP Expansion needed when over 500 m3	\$2,000,000			\$2,000,000	To be funded by Connection Fees
Fencing from 2021	\$22,500				To be funded by Connection Fees
OCWA Capital Recommendations	\$5,000		\$5,000		Reserve
2025 Total	\$2,042,500		\$20,000	\$2,000,000	
2026 Capital					
OCWA Capital Recommendations	\$5,000		\$5,000		Reserve
2026 Total	\$5,000		\$5,000	\$0	
2027 Capital					
OCWA Capital Recommendations					
Membrane Pump Discharge Check Valves	\$5,000		\$5,000		Reserve
Membranes: Module Air Diffusers	\$5,000		\$5,000		Reserve
2027 Total	\$10,000		\$10,000	\$0	

The Corporation of The Township of Southwold

(6-Year Recommended Capital/Major Maintenance from 2023 to 2028)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2023	2024	2025	2026	2027	2028								
	Talbotville Waste Water Treatment													●	
1	Membrane Pump Discharge Check Valves	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -								Maintenance/Replacement of Check Valves
2	Screenings Room: Activated Carbon Replacement	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00								Carbon material was replaced in both carbon drums in 2022. Life expectancy is about 2 years.
3	Raw Equalization Tank Cleaning	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00								OWCA recommends that the tanks be cleaned 2 times per year. This helps reduce the loading on the fine screen allowing more efficient operation.
4	Plant Diesel Generator : Annual Inspection and Fuel	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00								The stand-by generator is required to have an annual inspection as per the requirements of the Environmental Compliance Approval (ECA)
5	Backflow Preventor: Annual Verification Inspection	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00								The two on site backflow preventers are required to be tested annually as per the township's bylaw.
6	Influent and Effluent Flowmeters: Annual Verifications	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00								All flow meters are required to be verified on an annual basis as per the Environmental Compliance Approval (ECA)
7	Screenings Room: Screenings Bags	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00								Screenings Bags are required to be regularly replaced as they collect unwanted materials from entering the treatment plant. Increased flushable wipes entering the sewer system are generating more frequent bag changeouts and impacted fine screen performance.
8	Membranes: Cleaning of Membranes	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00								Membranes were last cleaned by OCWA in the Summer/Fall of 2022. Membranes are required to be cleaned at a minimum annually or membranes will perform poorly and reduce plant capacity.
9	Plant chemicals (Chlorine, Alum, Caustic)	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00								Chemicals required for phosphorous removal, and pH adjustments and cleaning of the membranes during backwashes.
10	Membrane Room: Lifting Equipment Annual Inspection	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00								Membrane room lifting equipment requires annual inspection/verification by a third party.
11	Effluent UV System:bulb and sleeve replacement	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00								UV effluent bulbs and sleeves should be cleaned every two years.
12	Plant Blowers Maintenance (Air Filters/Oil Changes)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00								The wastewater plant has multiple blowers which require replacement of filters and annual replacement of oil.
13	Screenings Room:H2S gas detector annual inspection	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00								Screenings Room H2S gas detector requires to be inspected semi-annually and verified by the third party.
14	Sludge/biosolids removal and disposal	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00								Generation of sludge/biosolids requires ongoing removal to ensure plant can maintain available capacity. Sludge is currently transported to Greenway PCP in London Biweekly with roughly 4 loads to 6 loads per month.
15	Membrane Cassette Replacement	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00								Placeholder for replacement of fouled/damaged membranes. May be able to use spare cassettes from ZeeWeed transition.
16	Dissolved Oxygen/pH Meter Instrumentation/Probe Replacement	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00								The dissolved oxygen system controls the blowers to critical to ensure instruments operating correctly to ensure efficient operation.
17	Membrane :Module Air Diffusers	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -								A 2020 inspection revealed that diffusers in the modules are partially failing and should be repalced during the next cleaning process.
18	Storage Building for Equipment	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -								Placeholder for discussion on additional on-site storage space using shipping container.
19	Rocket Screw Press Sludge Dewatering Equipment Repairs	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -	\$ -								Screw Press has not been required as all sludge has been hauled in liquid form. This will allow sludge to be dewatered for bin removal.
20	Rocket Screw Press Sludge Dewatering Commissioning	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -								Start-up training on screw press, commissioning, chemical optimization.
21	One MBR Tank upgrade to ZeeWeed 500S series membranes	\$ 170,146.00	\$ -	\$ -	\$ -	\$ -	\$ -								MBR Microclear Cassettes on one bank installed in 2017, with a 7 to 10 year life expectancy. It appears that capacity is greatly reduced after operating for 3 months. This repalcement is required to meet existing flow requirements and allow for system growth.
22	Contingency: items not planned for such as possible equipment failure/blowers, motor, pumps switches	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00								Placeholder for unknown breakdown of equipment.
Total Capital Estimate		\$290,246	\$124,600	\$109,100	\$114,600	\$116,600	\$114,600								

Legend:

H

 High priority recommended to be completed in upcoming year

M

 Medium priority recommended to be completed in 1 to 3 years

L

 Low priority recommended to be completed in years 4 to 5

2023 Recommended Capital Presented by:
2023 Recommended Capital Approved by:

Mark Harris: Senior Operations Manager
Dale LeBritton : Regional Hub Manager



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2022-100

Being a By-law to amend By-law 2019-83, The Emergency Management Program and By-law 2019-65, The Emergency Management Program Committee.

WHEREAS the By-law 2019-83 establishes an Emergency Management Program of the Township of Southwold;

AND WHEREAS it is deemed necessary to amend the provisions in the Emergency Response Plan setting out members in the Community Control Group (CCG);

AND WHEREAS By-law 2019-65 establishes an Emergency Management Program Committee;

AND WHEREAS it is deemed necessary to amend the membership identified on the Emergency Management Program Committee;

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

1. That Appendix "A" to By-law 2019-83, is hereby amended by deleting the Community Control Group (CCG) Section and the following substituted therefor:

Community Control Group (CCG)

The Township emergency response will be directed and controlled by a Community Control Group consisting of the following Township officials:

Mayor
CEMC
CAO/Clerk (EOC Director)
Director of Emergency Services/Fire Chief

Director of Infrastructure and Development
Community Services and Communications Clerk (Emergency Information Officer)

In addition, the EOC Director will consider what Support & Advisory Staff should be notified and which organizations should be asked to attend the Emergency Operations Centre. The CEMC will act as Liaison for any involved agency not represented in the EOC.

Support & Advisory Staff

Township Building Department Representative
Township Drainage Department Representative
Township Water Department Representative
Township Roads/Public Works Representative
Township Treasury Department Representative
Township Parks and Facilities Representative
Township Legal Representative
Ontario Clean Water Agency (OCWA) Representative
Paramedic Services Representative
County Fire Coordinator
Police Services Representative(s)
Hospital Representative
Head(s) of Council from Affected Municipality(s)
Elgin/Oxford Health Unit Representative
Social Services Representative
Emergency Management Ontario Representative
Conservation Authority Representative
School Board Representative
Provincial Ministry Representative
Other Officials, Experts, or Representatives as deemed necessary

An alternate person shall be designated for each member of the CCG. Names and telephone numbers of CCG members and alternates appear in the Emergency Plan schedules.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all persons listed as members of the control group, all members of the CCG must be notified.

2. That Section 2 of By-law 2019-65 is hereby deleted and following substituted therefor:

That the following positions are hereby appointed to the Emergency Management Program Committee:

Mayor

CEMC

CAO/Clerk

Director of Emergency Services/Fire Chief

Director of Infrastructure and Development

Community Services and Communications Clerk

3. That this by-law take effect on final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 12TH DAY OF DECEMBER, 2022.**

Mayor

Grant Jones

CAO/Clerk

Jeff Carswell



**Corporate Services Department
Clerk's Office**

CITY of STRATFORD
City Hall, P.O. Box 818
Stratford ON N5A 6W1

519-271-0250 Ext. 5237
Fax: 519-273-5041
www.stratford.ca

November 28, 2022

Right Hon. Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

justin.trudeau@parl.gc.ca

Dear Prime Minister:

Re: Resolution – Funding and Support for VIA Rail Services

At their November 14, 2022, Regular Council meeting, Stratford City Council adopted a resolution petitioning the federal government to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA Rail service.

A copy of the resolution is attached for your consideration. We kindly request your support and endorsement.

Sincerely,

Tatiana Dafoe
Clerk

Encl.
/ja

cc: Premier Doug Ford
MPP Matthew Rae
MP John Nater
Association of Municipalities of Ontario
Federation of Canadian Municipalities
All Ontario municipalities



THE CORPORATION OF THE CITY OF STRATFORD
Resolution: Funding and Support for VIA Rail Service

WHEREAS The Corporation of the City of Stratford supports the National Transportation Policy and Section 5 of the *Canada Transportation Act*, S.C. 1996, c. 10 (as amended), which states in part:

"a competitive, economic and efficient national transportation system that meets the highest practicable safety and security standards and contributes to a sustainable environment, makes best use of all modes of transportation at the lowest cost is essential to serve the needs of its users, advance the well-being of Canadians, enable competitiveness and economic growth in both urban and rural areas throughout Canada. Those objectives are achieved when:

(a) competition and market forces among modes of transportation, are prime agents in providing viable and effective transportation services;

(b) regulation and strategic public intervention are used to achieve economic, safety, security, environmental or social outcomes

(c) rates and conditions do not constitute an undue obstacle to the movement of traffic within Canada or to the export of goods from Canada;

(d) the transportation system is accessible without undue obstacle to the mobility of persons, including persons with disabilities; and

(e) governments and the private sector work together for an integrated transportation system."

WHEREAS the Government of Canada has stated: "*we are serious about climate change*" and "*smart investments in transit help connection communities We will continue to work with communities and invest in the infrastructure they need today and into the future*";

WHEREAS Abacus data has indicated that Canadians are focused on building transit to reduce congestion and connect communities;

WHEREAS the Canadian Transport Commission main finding at public hearings in 1977 was that there should be no further reductions to passenger rail services;

WHEREAS the frequency of VIA trains running in Canada has been reduced significantly since 1977, causing a subsequent significant drop in ridership;

WHEREAS there is a need for balanced transportation with more using transit and less using automobiles;

WHEREAS the changing demographic relating to house prices, housing affordability will require further expansions of transit;

WHEREAS there is a need to visit tourist sites located along rail lines;

WHEREAS the annual cost of congestion to the Greater Toronto Hamilton Area economy alone is between \$7.5 and \$11 billion;

WHEREAS there are 10 million more vehicles on the road today than there were in 2000; and

WHEREAS the City of Stratford requests the support of this resolution from all communities served by VIA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of The City of Stratford recommends to the Government of Canada to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA rail service in 2022 and successive years.

Adopted by City Council of The Corporation of the City of Stratford on November 14, 2022

The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1
Attention: City Clerk, 519-271-0250 extension 5329, clerks@stratford.ca

FOR IMMEDIATE RELEASE

December 6, 2022

Ed Ketchabaw Elected as Elgin County Warden

Central Elgin, Ontario – Elgin County Council elected Ed Ketchabaw, Mayor of the Municipality of Bayham, as Elgin's Warden during its inaugural meeting held December 6, 2022. Warden Ketchabaw now serves as the head of Elgin County Council for the 2023 governance year, representing the first year of Council's four-year term.

As the head of County Council, Warden Ketchabaw's responsibilities include acting as chair of Council meetings, providing leadership to Council, representing the County at official functions, acting as the County's spokesperson, and much more.

The most immediate past Warden, Councillor Duncan McPhail, Mayor of the Municipality of West Elgin, will serve as Elgin's 2023 Deputy Warden.

"It is an honour to have been elected by County Council to serve as Elgin County's 2023 Warden," said Warden Ketchabaw. "I look forward to working with Council to ensure Elgin County continues to be a place where people want to live, work and play for years to come."

Elgin County is governed by County Council, which is comprised of nine Members from Elgin's seven local municipalities. County Council representatives for the 2022-2026 term are:

- **Councillor Duncan McPhail** – Mayor, Municipality of West Elgin
- **Councillor Mike Hentz** – Mayor, Municipality of Dutton Dunwich
- **Councillor Grant Jones** – Mayor, Township of Southwold
- **Councillor Andrew Sloan** – Mayor, Municipality of Central Elgin
- **Councillor Todd Noble** – Deputy Mayor, Municipality of Central Elgin
- **Councillor Dominique Giguère** – Mayor, Township of Malahide
- **Councillor Mark Widner** – Deputy Mayor, Township of Malahide
- **Councillor Jack Couckuyt** – Mayor, Town of Aylmer
- **Councillor Ed Ketchabaw** – Mayor, Municipality of Bayham

For more information about Elgin County Council, visit:

<https://www.elgincounty.ca/council/>





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-101

BEING A BY-LAW TO CONFIRM THE RESOLUTIONS AND MOTIONS OF THE COUNCIL OF THE TOWNSHIP OF SOUTHWOLD, WHICH WERE ADOPTED ON DECEMBER 12, 2022.

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

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 Inaugural Meeting of Council held on December 12, 2022; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 12th DAY OF DECEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell