



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday February 13, 2023

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

- (a) Minutes of Regular Council Meeting of January 25, 2023
- (b) Minutes of the Special Council Meetings of January 19, 26, and February 6, 2023
- (c) Minutes of the Family Day Committee Meetings of December 8, 2021, January 18, 23 and 30, 2023
- (d) Draft Minutes of the Family Day Committee Meeting of February 7, 2023
- (e) Draft Minutes of the Southwold Young at Heart Committee Meeting of January 19, 2023

5. DELEGATION

6. DRAINAGE

- (a) **7:00 p.m.** – Meeting to Consider Report – A & C Jones Drain 2022

7. PLANNING

8. REPORTS

- (a) ENG 2023-07 Activity Report – January 2023
- (b) ENG 2023-08 Water Pick-up Truck Quotation Award
- (c) ENG 2023-09 Draft Site Alternation By-law
- (d) ENG 2023-10 Composting Program Initial Purchase
- (e) ENG 2023-11 Draft Township Design Guidelines Manual -Part 2
- (f) PW 2023-01 Supply and Delivery of Grader Proposal Award
- (g) PW 2023-02 Supply and Delivery of Granular Material Tender Results

- (h) CBO 2023-03 Activity Report – January 2023
- (i) CAO 2023-06 Activity Report – January 2023
- (j) CAO 2023-07 Covid Vaccination Policy

9. CORRESPONDENCE

- (a) Application for Fireworks Event - Fingal-Shedden & District Optimist Club – Winterfest
- (b) Fee Waiver Request – Shedden Scouts

10. BY-LAWS

- (a) By-law No. 2023-13, being a by-law to provide for drainage works – A & C Jones Drain 2022
- (b) By-law No. 2023-14, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 26, 2023, February 6, 2023, and February 13, 2023

11. OTHER BUSINESS *(For Information Only)*

- (a) Resolution from the Township of Lanark Highlands RE: Violence Against Women
- (b) Resolution from the Town of Petrolia RE: School Board Election
- (c) Memo from OPP RE: Tragic Event in Memphis Tennessee – Tyre Nichols
- (d) Invitation to Kettle Creek Conservation Authority Annual General Meeting
- (e) Elgin County Economic Development and Tourism- What's New in Elgin – February 2023
- (f) West Elgin Council Request to Elgin County Council to Review By-Law EC-1 Parking By-law
- (g) Police Service Board Information

12. CLOSED SESSION

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2))(c) – Iona Road Allowance Property
- (b) Labour relations or employee negotiations (section 239(2))(d) – CUPE Update
- (c) Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) – HR Update

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL
Monday February 27, 2023 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Wednesday January 25, 2023
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

COUNCIL ABSENT: Councillor John Adzija

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Peter Kavcic, Dir. of Infrastructure & Development Services
Josh Mueller, Planner
June McLarty, Corporate Services Clerk

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

ADDENDUM TO THE AGENDA:

7. PLANNING:

- (c) PLA 2023-04 ZBA 2022-13 Consent Sketch, 35229 Third Line
- (c) PLA 2023-05 ZBA 2022-14 Consent Sketch, 10518 Ford Road

DISCLOSURES: None

Councillor Fellows reported that there will be 2023 Winterfest on Saturday February 18th from 5:00 p.m. – 7:00 p.m. There will be interactive games, fireworks and if the weather cooperates the ice rink will be open. The Firefighters will serve hot dogs.

ADOPTION OF MINUTES:

Council Minutes – Adopt

2023-23 Councillor Fellows – Deputy Mayor Pennings

THAT the Minutes of the Special Council Meeting of January 5, 2023, the Regular Council Meeting of January 9, 2023, and the Special Council meeting of January 11, 2023 are hereby adopted.

CARRIED

Committee Minutes – Review

2023-24 Councillor Emons – Councillor Fellows

THAT Council has reviewed the draft minutes of the Zero Waste Committee Meeting of January 12, 2023.

CARRIED

PLANNING:

PLA 2023-02 Consent Application E47-22, Milcz, 37437 Lake Line

2023-25 Deputy Mayor Pennings – Councillor Fellows

THAT Council recommends approval of the Land Division Committee of County of Elgin for the consent application E47-22, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-02.

CARRIED

PLA 2023-03, Housekeeping Zoning By-law Amendment

2023-26 Councillor Fellows – Councillor Emons

THAT proposed Housekeeping By-law be deferred until such time as public consultation can be completed.

CARRIED

REPORTS:

County Council Highlights January 10 and 12 2023

Mayor Jones presented the report on County Council Highlights.

CORRESPONDENCE:

Fee Waiver Request – Elgin OPP

2023-27 Deputy Mayor Pennings – Councillor Emons

THAT Council of the Township of Southwold approves the \$450.00 fee waiver request from the Elgin OPP for the use of the Keystone Complex on March 25, 2023 for recruitment purposes.

CARRIED

Eastern Star Fee Waiver Reduction Request

2023-28 Councillor Fellows – Councillor Emons

THAT Council of the Township of Southwold approves the requested fee reduction from the Golden Acres Eastern Star Chapter totaling \$1,650.00 for the use of the Keystone Complex for their monthly meetings.

CARRIED

Elgin Group Police Services Board Appointee

2023-29 Councillor Emons – Deputy Mayor Pennings

THAT Council of the Township of Southwold appoints Ida McCallum as the representative to the Elgin Group Police Services Board as the Community Representative from Western Elgin.

CARRIED

Lunch with the Mayors

2023-30 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold approves the purchasing eight (8) tickets for the Lunch with the Mayors sponsored by the St. Thomas & District Chamber of Commerce.

CARRIED

Terrace Lodge Redevelopment Fundraising Committee

STAFF DIRECTION

Staff was directed by Council to place a notice on the Township website asking for volunteers for the Fundraising Committee.

PLANNING:

Zoning By-law Amendments

In attendance: D. McKillop

P. Matkowski, Monteith Brown Planning Consultants

ZBA 2022-13, Pioneer Hay Sales Ltd, C/O Dan McKillop, 35229 Third Line

ZBA 2022-14 J. and J. Andrews, C/O Monteith Brown Planning Consultants, 10518 Ford Road

Opening of Public Meeting for ZBA 2022-13 and ZBA 2022-14

2023-31 Deputy Mayor Pennings – Councillor Emons

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. 2022-13, filed by Pioneer Hay Sales Ltd., C/O Dan McKillop, 35229 Third Line, and Zoning By-law file no. 2022-14, filed by J. and J. Andrews, C/O Monteith Brown Planning Consultants, 10518 Ford Road, opens at **7:30 p.m.**

CARRIED

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. The purpose of the proposed zoning by-law amendment is to rezone the severed parcel from Agricultural 1 (A1) Zone to Agricultural 1 Special Provision Zone (A1-69) Zone to recognize lot area, lot frontage and reduced rear yard setback of the newly created lot. The retained parcel will be rezoned to Agricultural 3 (A3) Zone to prohibit future development.

The Mayor asked if any member of Council had a disclosure of interest concerning this proposal. None were declared.

The Mayor asked the Clerk what method of notice and when was the notice given to the public for this meeting. The Clerk responded that a notice was mailed to neighbouring property within 120 m of the subject lands and emailed to commenting agencies on January 2nd, 2023. A sign was posted on the property prior to the deadline of January 5th, 2023.

Planner Josh Mueller presented his report.

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 we received any written submissions 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 before I open the floor to questions from the public, please be advised that if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for zoning by-law amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by January 26, 2023. Any person that has contacted the Planner to be part of the public meeting will receive this further information automatically.

D. McKillop, agent identified himself. Mr. McKillop thanked Council for receiving this report and their support on this application.

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

ZBA 2022-13

2023-32 Deputy Mayor Pennings – Councillor Emons

THAT Council approve the proposed Zoning By-law Amendment Application ZBA 2022-13, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-04.

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.

The public meeting is now concluded.

ZBA 2022-14, J. and J. Andrews C/O Monteith Brown Planning Consultants, de10518 Ford Road

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.

The purpose of this zoning by-law amendment application is to rezone the subject property from Settlement Reserve (SR) Zone to Residential 1 (R1) Zone for future single detached residential dwellings on each lot.

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

The Mayor asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that a notice was mailed to neighbouring property owners with 120 m of the subject lands and emailed to commenting agencies on January 3rd, 2023. A sign was posted on the subject property prior to the deadline of January 5th, 2023.

Planner Josh Mueller presented his report to Council. Mr. Mueller also reported that the schedule for the Zoning By-law was changed to accommodate the road widening area for the proposed roundabout located near Lot 5 on the Consent Sketch.

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 we received any written submissions 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 before I open the floor to questions from the public, please be advised that if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for zoning by-law amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by January 26, 2023. Any person that has contacted the Planner to be part of the public meeting will receive this further information automatically.

Patrick Matkowski of Monteith Brown Planning Consultants, agent identified himself. He thanked staff for bringing this application forward. He agreed with the recommendations. Mr. Matkowski had no additional comments.

Deputy Mayor Pennings inquired that previously if a property is in the settlement area and split into more than 4 lots, we required a plan of subdivision because of the number of lots. Would this be something that will be done in the future or how does it fit for this application. Mr. Mueller responded that you could do up to 5 lots without a plan of subdivision. This is 1 retained lot and 4 building lots. It was done with numerous consent applications.

No additional questions were asked from Council or the public.

ZBA 2023-14

2023-33 Councillor Fellows – Councillor Emons

THAT Council approve the proposed Zoning By-law Amendment Application ZBA 2022-14, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-05.

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

The public meeting is now concluded.

Closing of Public Meeting for ZBA 2022-13 and ZBA 2022-14

2023-34 Deputy Mayor Pennings – Councillor Fellows

THAT the public meeting to consider the applications to amend the zoning on the properties owned by Pioneer Hay Sales Ltd., C/O Dan McKillop and J. and J. Andrews, C/O Monteith Brown Planning Consultants, closes at **7:47p.m.**

CARRIED

BY-LAWS:

- By-law No. 2023-08, being a by-law to amend By-law No. 2011-14- Pioneer Hay Sales Ltd., 35229 Third Line
- By-law No. 2023-09, being a by-law to amend By-law No. 2011-14, Andrews, 10518 Ford Road
- By-law No. 2023-10, being by by-law to amend By-law No. 2022-22, Hunter/Lake Road Cemetery By-law

By-laws

2023-35 Deputy Mayor Pennings – Councillor Emons

THAT By-law Nos. 2023-08, 2023-09 and 2023-10 be read a first and second time, considered read a third time and finally passed this 25th day of January 2023.

CARRIED

OTHER BUSINESS:

- Lower Thames Valley Conservation Authority– Royal Assent of Bill 23 – Legislative and Regulations Changes Affecting Conservation Authorities
- Elgin County Economic Development & Tourism – What’s New in Elgin – January 2023
- Kettle Creek Conservation Authority Budget Approval

OTHER BUSINESS

2023-36 Councillor Emons – Deputy Mayor Pennings

THAT Council receive and file the items listed under Other Business.

CARRIED

CLOSED SESSION:

2023 –37 Councillor Fellows – Deputy Mayor Pennings

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **7:52 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

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

CARRIED

Adjournment of Closed Session

2023-38 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **8:10 p.m.**

CARRIED

STAFF DIRECTION

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

BY-LAW:

- By-law No. 2023-12, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 11, 2023, January 19, 2023 and January 25, 2023.

Confirming By-law

2023-39 Councillor Fellows- Deputy Mayor Pennings

THAT By-law No. 2023-12 be read a first and second time, considered read a third time and finally passed this 25th day of January 2023.

CARRIED

ADJOURNMENT:

2023-40

Deputy Mayor Pennings – Councillor Fellows

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **8:11 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting – Budget Deliberations, Facility Requirements and
Closed Session Update
Thursday January 19, 2023
4:00 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, Dir. of Emergency Services/Fire Chief
Corey Pemberton, Dir. of Building and Community Services
Paul Van Vaerenbergh, Public Works Superintendent

Mayor Jones called the meeting to order at 4:00 p.m.

DISCLOSURES:

Deputy Mayor Justin Pennings – Draft Operating Budget/Fire Department Wages (if discussed by Council)

Budget Deliberations cont'd:

Facility Requirements

Council and staff engaged in a wide-ranging discussion of current and future facility requirements for the Township. Staff provided Council a detailed update and rationale for the Public Works Facility. The current forecast shows the total development cost at \$7,370,000. This amount will require some long-term borrowing, which would add further costs to the project bringing it over \$10,000,000. Staff reviewed the facility amenities, bays and features to improve operational efficiencies and safety. The PW facility would also accommodate the Water Department which could create opportunity with respect to the property in Shedden. The facility cost was identified as a significant concern; however, reductions to bring the costs down could require fundamental design changes for the building. Future funding available from Amazon is still unknown and this information is required for before moving further on this project.

An update was provided on the Talbotville Fire Station project and the work to be completed by A+LiNK Architecture. Prior discussion about Public Works needs in Talbotville included the possible use of the existing Talbotville Fire Hall (possibly relocated on the property) but based on recent thoughts, the location and building may not be required. There may be the need for sidewalk plow storage, but something at the park may make more sense. This will continue to be evaluated based on Park and Public Works needs.

As part of the Public Works facility, an overall site plan illustrated the possibility of future expansion of the Municipal Office. This exercise was to determine whether the existing site could support an addition and associated elements such as parking. The current office constraints including office sharing were reviewed and discussed. It was noted that some office spaces are larger than needed and contain more furniture than is needed. There was also discussion about spaces such as the Council Chambers that have limited use, but take up a significant amount space. With respect to Council meetings, there could be options to utilize the Keystone Complex, especially for meetings that may have high attendance. Use of the downstairs space at the office was also reviewed and considered. There was direction for staff to continue to explore opportunities to maximize space through internal renovations and office furniture design.

Other facilities such as the old Library in Shedden were briefly discussed, but the current condition and renovations required would make use difficult and expensive. As noted earlier, the Water Shop in Shedden has many constraints and is not suitable for

renovation or improvement. There was consideration of some additional storage and outdoor training area at the Shedden Firehall, but with possible development behind the Firehall and additional land acquired at the Talbotville location, there is consideration being given to adding a bay. The facility was designed in such a manner that a bay could be added. This being further explored and costs estimates determined.

It is anticipated that facility requirements for parks and recreation have been addressed for some time with the recent additions in Shedden Open Space Park and Talbotville Optimist Sports Park.

2023 Budget – Operating

Staff proceeded to review the following 2023 Operating Budgets:

- General Revenues and Expenses
- Administration
- Police
- Conservation Authorities
- By-law, Canine and Livestock
- Waste Management
- Cemeteries

Staff answered questions from Council on the budgets. The balance of the operating budgets will be reviewed at the next meeting.

CLOSED SESSION:

2023-20

Deputy Mayor Pennings – Councillor Adzija

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **6:48 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

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

CARRIED

Adjournment of Closed Session

2023-21

Councillor Adzija – Councillor Emons

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **7:25 p.m.**

CARRIED

STAFF DIRECTION

Staff was given direction to the item that was discussed in the Closed Session.

ADJOURNMENT:

2023-22

Councillor Fellows – Deputy Mayor Pennings

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **7:26 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting – Budget Deliberations
Thursday January 26, 2023
4:00 p.m. Council Chambers, Fingal/Via Video Link

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

COUNCIL ABSENT: Councillor John Adzija

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Peter Kavcic, Dir. of Infrastructure & Development Services
Jeff McArthur, Dir. of Emergency Services/Fire Chief
Corey Pemberton, Dir. of Building and Community Services

Mayor Jones called the meeting to order at 4:03 p.m.

DISCLOSURES:

Deputy Mayor Justin Pennings – Draft Operating Budget/Fire Department Wages (if discussed by Council)

Budget Deliberations cont'd:

2023 Budget – Operating

Staff proceeded to review the following 2023 Operating Budgets:

- Fire Department
- Building
- Municipal Property

- Keystone Complex
- Parks
- Roads
- Roads Equipment
- Planning and Development
- Drainage

Staff answered questions from Council on the budgets.

The Treasurer provided a summary of the overall increase and several areas where staff will investigate options for decreases. Council provided feedback and direction in the following areas:

- Additional information is needed with respect to the fire extractor and decontamination system. The Fire Chief indicated that more information will be provided over 2023 on the overall Cancer Prevention strategy and how these items would fit into that strategy. Council also expressed interest in the operational impact of having this equipment in-house.
- SOSP Soccer Netting – More information is needed with respect to netting and whether there could be programming changes to alleviate these costs. Nets will need to be a shared costs with Soccer. Staff will setup a meeting with Soccer representatives to review several items, including netting, fencing, parking, etc.
- Public Works Building – concern with respect to overall costs and whether movement of all vehicles inside is a municipal best practice based on other locations.

Based on direction from Council, staff will make various revisions and updates with an attempt to bring the Township increase down to 5% - 6%, with an overall increase closer to 4%.

ADJOURNMENT:

2023- Deputy Mayor Pennings – Councillor Emons

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **5:36 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting – Budget Deliberations
Monday February 6, 2023
4:00 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

Mayor Jones called the meeting to order at 4:15 p.m.

DISCLOSURES:

Deputy Mayor Justin Pennings – Draft Operating Budget/Fire Department Wages (if discussed by Council)

Budget Deliberations cont'd:

REPORTS:

FIN 2023-03 2023 Budget – Report #2

The Treasurer reviewed Report FIN 2023-03, which outlined the changes made since the January 26, 2023 Budget Meeting. These changes have lowered the levy by \$117,500 bring the Township Tax Rate increase to 5.11%. Combined with the County and School Board Levies, the overall increase is 3.06%. Staff answered questions from Council and verified

several items. Council provided additional direction on several items including clarification that the Fire Extractor and Decontamination System will be removed pending further information from the Fire Chief and direction from Council. While the Public Works facility remains in the Capital Forecast, there will not be any further movement until it is determined whether costs can be lowered and what future funding could be in place. Council also indicated that the 2024+ estimates based on the total project should be lowered to better align with Council's overall expectations for this project. Direction was given to show \$250,000. Staff will review the estimate of the Shedden Fire Hall bay addition and revise to \$150,000 to reflect the intention for this project. These changes do not affect the overall levy. Council also directed that the tent in the Fire Department Budget be removed.

ENG 2023-06 Organic Collection Survey Results

Director of Infrastructure and Development Peter Kavcic presented his report on the Organics Collection Program and public feedback obtained.

2023-42 Deputy Mayor Pennings – Councillor Emons

THAT Council approve implementation of an Organics Waste Collection Program for Talbotville, Ferndale and Lynhurst areas with operating costs to be funded from a per household local improvement charge to be added to taxes for properties within the service area.

CARRIED

Report FIN 2023-03

2023-43 Councillor Fellows – Councillor Emons

- 1.** That the budget changes contained in Report FIN 2023-03 and as directed by Council at this meeting be approved;
- 2.** That the 2023 Budget Levy of \$4,221,177 be approved;
- 3.** That staff be instructed to proceed with preparing the Budget Summary presentation and necessary by-laws and reports to implement the budget, as amended by Council.

CARRIED

OTHER BUSINESS:

Elgin County Municipal Tax Rate Comparison

CLOSED SESSION

2023-44 Councillor Fellows – Deputy Mayor Pennings

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **5:05 p.m.** in accordance with

Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board members (section 239(2))(b) – Director of Infrastructure and Development Services

CARRIED

Adjournment of Closed Session

2023-45 Councillor Adzija and Councillor Emons

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **5:24 p.m.**

CARRIED

STAFF DIRECTION

Staff was given direction to the item that was discussed in the Closed Session.

ADJOURNMENT:

2023-46 Councillor Emons – Councillor Adjiza

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **5:25 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Southwold Family Day Committee

Event Date - February 19th, 2022

Family Day Committee Meeting Minutes Wednesday December 8th 2021 at 7:00 pm Web Ex Meeting

Attendance:, Debbie Logghe, Jim Carder, Councillor Justin Pennings, Darlene Wadsworth, Abi North, Lisa Higgs, Jade Rodgers, Joe McKinnon, Morgan Gillespie, Councillor Peter North, Jane Cox, Scott Young

Regrets: Niki Pennings (indicated unable to be part of Committee for 2022)

1.0 Call Meeting to Order and Welcome

Outgoing Chairperson Abi North called the meeting to order at 7:06 pm and welcomed everyone to the meeting.

2.0 Approval of the Agenda

The committee approved the agenda and had no additions.

3.0 Approval of the November 10th, 2021 Minutes & Review of Status of Action Items

The committee reviewed all of their action items from the previous meeting. A summary of items is below:

- Lisa will reach out to Southwold Community Fund about participation.
- Abi will continue to pursue a photo booth company experienced in outdoor events
- Niki will report to Abi when she is able to touch base with the Zero Waste Committee
- Darlene has contacted the costume rental company and indicated that the price for the costume is \$50.00/day with a \$100.00 deposit
- Jane indicated that the Clintons no longer have individually wrapped white plastic bales, but that she is continuing to contact different farmers. Councillor North offered to talk to Deputy Mayor Monteith and Richard Andrews. The Committee agreed to e-mail each other with updates on this matter.

- Joe indicated that he will stop by S & B tomorrow to talk to Steve and Michele about Shedden Soccer hosting an event for Winterfest; he suggested a game of soccer tennis.
- Scott said he has reached out to the producer of cornhole games in Fingal and will follow-up
- Jade updated that the total for the bird demonstration with mileage is \$453.00 which is for a 1 hour show (\$275.00 + mileage). The committee authorized Jade to proceed with the bird demonstration.
- Jade indicated that she followed up with Brent David and he is willing to sponsor the event with materials but unable to run the plunger toss event.
- Abi indicated that Connor Wilson is going to get back with possible prices soon, but that he is available.
- Justin confirmed that the FPO is interested in attending the event, and at the least will involve a table and they may come up with an activity of some sort.

Moved by: Joe McKinnon

Seconded by: Jim Carder

THAT the minutes of the November 10th 2021 Winterfest Meeting, be approved.

CARRIED

4.0 Review Staff Report, 2022 Budget & Winterfest Green Lane Contribution

- Lisa provided a review of the staff report and direction from Council regarding food trucks and the position that the event remain free for all.
- The committee reviewed the draft budget and confirmed the various items that were listed.

5.0 Planning for 2022

2022 Draft Schedule of Events – The committee reviewed the draft schedule and confirmed the events for the following times

1:00 pm

- **Opening Ceremonies 1:30 pm**
- **Zero Waste Committee information table**
- **Fire Prevention Officer information table**
- **Mascot**
- **Jenga Blocks/Crafts/Scouts activities**
- **Photo Booth**
- **Hot Dogs and Hot Chocolate**
- **Fire Truck/Fire Prevention Demonstration**
- **Hay Rides/People Mover**

- Deb Logghe indicated that Rosy Rhubarb has explained that they will lend the speakers, stage, and people mover to the Winterfest Committee for the event, however there would be a rental fee of \$500.00. Councillor North was asking for clarifying details on individual costs and Deb Logghe indicated that she would send contact information for the chair of Rosy to Councillor North. The committee discussed that they no longer need the stage, but still need the speaker system and the people mover.
- **Bonfires**
 - The committee discussed acquiring straw bales and borrowing these from Hardy Collard for people to sit on. Councillor Pennings offered to reach out to Hardy about using straw bales for seating around the bon fires.
- **Cookies**
- **Plunger Toss**
- **Obstacle Course**
- **Ball Hockey and Skating**

2:00 pm

- **Library Opens**
- **Bird Demonstration**

3:00 pm – 5pm

- **Dotsy the Clown (3-5)**

3:00 pm – 5:00 pm

- **Music and Entertainment (Connor Wilson)**
 - The committee discussed heating options for the musicians, including patio heaters
 - The committee also discussed different speaker options and it was suggested that Connor will bring his own speaker system
 - Scott indicated that he also has a small tent that could be rented for the day and a small heater. Scott will provide the committee with a quotation for tents and heaters.

5:00 pm

- **BREAK** – Scheduled activities cease, but if families want to stay around for informal events and socializing, they are welcome.

7:00 pm

- **Fireworks**

5.1 Media and Advertising Plan

5.1.1 Promotional Video & Social Media

5.1.1.1 Abi indicated that she will create some items for posting with all of the confirmed events and will work on boosting it on social media.

5.1.2 Press Releases

5.1.2.1 The Township will arrange for a press release the Thursday/Friday before the event.

5.1.3 School Invitation, Flyer & Contest

5.1.3.1 The committee decided that this should be done in January and that all of the schools have moved towards digital communication, so it is easy to circulate without printing. Abi will create the flyer for circulation.

5.2 Event Logistics

5.2.1 Volunteer Needs (i.e. what events need more staffing)

5.2.2 Volunteer Toques – Councillor Pennings indicated that he would be willing to provide more toques for volunteers closer to the date. Staff will search the Keystone office to see if there is a box in there of hats from the 2020 event

5.2.3 Coordinating Volunteers

5.3 Action Items

Lisa will:

- reach out to Southwold Community Fund about participation.
- search the Keystone office to see if there is a box in there of hats from the 2020 event

Abi will:

- continue to pursue a photo booth company experienced in outdoor events
- create some items for posting with all of the confirmed events and will work on boosting it on social media
- create the flyer for circulation
- follow-up with Connor Wilson about costs and confirm schedule with him

Niki will:

- report to Abi when she is able to touch base with the Zero Waste Committee

Jane will:

- continue to contact different farmers for wrapped bales to make snowman at the gates. All committee members agreed to e-mail each other with updates on this matter.

Joe will:

- stop by S & B tomorrow to talk to Steve and Michele about Shedden Soccer hosting an event for Winterfest; he suggested a game of soccer tennis.

Scott will:

- reach out to the producer of cornhole games in Fingal and will follow-up
- provide the committee with a quotation for tents and heaters.

Deb will:

- send contact information for the chair of Rosy to Councillor North.

Councillor Pennings will:

- reach out to Hardy Collard about using straw bales for seating around the bon fires.

5.4 Adjournment and Next Meeting

Moved by: Joe McKinnon

Seconded by: Jane Cox

THAT the Winterfest meeting of December 8th adjourn at 8:06 pm to reconvene virtually on Wednesday January 12th, 2021 at 7:00 pm.

CARRIED



Southwold Family Day Committee

Family Day Committee Meeting Minutes Wednesday January 18th, 2023 at 7:00 pm Council Chambers/Online

Committee Members Present: Jim Carder, Sharon Degraw (for Rosy Rhubarb), Darlene Wadsworth, Lizanne Kerkvliet, Abi Drewitt, Joe McKinnon, Morgan Gillespie (online), Councillor Scott Fellows, Councillor John Adzija, Scott Young (8:07 pm).

Staff Present: CAO/Clerk Jeff Carswell

The meeting was called to order by Jeff Carswell. With the Committee being reconstituted by Council, following the Municipal Election in November 2022, the members introduced themselves. Jeff Carswell called for nominations for Chairperson and Vice-Chairperson.

Election of Chair and Vice-Chairperson

Moved by Jim Carder

Seconded by Joe McKinnon

That Scott Fellows be elected Chairperson and John Adzija be elected Vice-Chairperson.

Carried

Scott Fellows assumed the Chair for meeting.

Approval of the Agenda

Moved by Darlene Wadsworth

Seconded by John Adzija

That the agenda for the January 18, 2023 Southwold Family Day Committee be approved.

Carried

Approval of the Minutes from the Previous Meeting

Moved by Joe McKinnon

Seconded by Jim Carder

That the minutes of the December 8, 2021 Family Day Committee be approved.

Carried.

The Committee discussed the possibility of organizing a Family Day/Winterfest Event for February 18, 2023. The Committee considered various components that could be included, time frame, volunteer availability, ongoing challenges with Covid and other respiratory illnesses, indoor/outdoor activities, public interest in an event, core attractions needed for an event, options for food, games, entertainment, facepainting, etc.

Following extensive discussion by the Committee the following event plan was developed.

Event Highlights

- Outdoor event, washrooms only indoor component
- 5 pm start
- Welcome from the Mayor
- Hotdogs, cookies, hot chocolate, popcorn
- Games
- Live music
- Bonfire(s) – number to be determined
- Skating – if weather permits
- Fireworks at 7 pm
- End after fireworks

In addition to determining the plans for the event, following action items were identified.

Action Items

- Fireworks – Jim confirm Fireworks can happen – this item is critical to proceed with the event
- Advertising and promotion – Abi
- Music – Abi to reach out to possible performers based on proposed event structure
- Food
 - Hotdogs/Hot Choc – Scott Fellows to reach out to Fire Department about preparing hot dogs, also are they getting them
 - Grocery List – Abi to track down past lists from Deb? Is FD dept getting food, or someone else?
 - Condiments – Joe
 - Popcorn – Scott Young

- Cookies – Sharon/Rosy Rhubarb – does Rosy wish to sponsor cookies, as in the past?
- Games – Scott Young – provide estimate, work with Jim on site layout to incorporate game areas
- Obstacle course – Abi check with Jade
- Bonfire – Scott Fellows to reach out to Fire Dept about bonfire(s), number permitted, straw bales needed?
- Wood for Fire – Jeff to check if PW can supply wood
- Southwest Public Health – Jeff to advise SWPH of potential event, any recommendations they have with respect to COVID

Next Meeting

The next meeting will be held Monday, January 23, 2023 at 7pm.

Adjournment

Moved by Abi Drewitt

Seconded by Joe McKinnon

That the meeting adjourn at 9:05 pm

Carried



Southwold Family Day Committee

Family Day Committee Meeting Minutes Monday, January 23rd, 2023 at 7:00 pm Council Chambers/Online

Committee Members Present: Councillor Scott Fellows, Jim Carder, Abi Drewitt, Darlene Wadsworth, Lizanne Kerkvliet, Jane Cox, Keith Orchard and Scott Young.

Staff Present: CAO/Clerk Jeff Carswell

The meeting was called to order at 7:02 pm by Chairperson Scott Fellows.

Approval of the Agenda

Moved by Jim Carder

Seconded by Abi Drewitt

That the agenda for the January 23, 2023 Southwold Family Day Committee be approved.

Carried

Approval of the Minutes from the Previous Meeting

Moved by Jim Carder

Seconded by Darlene Wadsworth

That the minutes of the January 18, 2023 Family Day Committee be approved.

Carried.

Event Highlights

- Outdoor event, washrooms only indoor component
- 5 pm start
- Welcome from the Mayor
- Hotdogs, cookies, hot chocolate, popcorn
- Games
- Live music
- Bonfires

- Skating - if weather permits
- Fireworks at 7 pm
- End after fireworks

Action Item Updates

- Fireworks – Jim confirmed Fireworks have been ordered and the Optimist Club will look after them – Jamie will be the main organizer
- Advertising and Promotion – Abi started a Facebook Event, promotion and advertising has started – \$80 approved for advertising
- Music/Entertainment
 - Connor Wilson is not available
 - Abi reached out to Nick Ewanick who is available – 2 hrs, brings own eqp. \$400
 - Lizanne will reach out to Randy Dawdy as well
 - 10 x 10 tent and heater – arranged by Scott Y – \$200
- Food
 - Scott F confirmed the Fire Department will BBQ
 - Will use their new BBQ – based on the size they should be able to keep up with demand between 5 – 7
 - Committee is to obtain food
 - Abi will share the 2020 pricing and quantity spreadsheet
 - Last winterfest food requirement was for about 500 people
 - Hot Dogs – Wholesale Club Order – Scott Y – \$106 based on 2020
 - Buns – Wholesale Club Order – Scott Y – \$152 based on 2020
 - Condiments – Joe
 - Relish – Wholesale Club Order? Scott Y
 - Onions? – Wholesale Club Order – Scott Y
 - Cookies
 - Rosy Rhubarb will sponsor
 - Spicers provided in the past
 - Why Not Cookies may be another option
 - Lizanne will obtain pricing
 - Popcorn – popper, kernels, oil, bags, staffing etc. – Scott Y – \$150
 - Supplies – Keith to check old Firehall, Jeff to check downstairs at municipal office, additional items to be obtained – possibly part of the Wholesale Club order
- Bonfires
 - Fire Department advised 3 would be fine
 - Need to source 45 stray bales – Darlene will investigate – possibly Collards or Fife?
 - Rosy Rhubarb may be able to help with a wagon for haybales
 - Township PW can supply firewood
- Games
 - Believe in Wonders
 - 5 outside games, supplied, setup, staffed – Scott Y – \$405

- Site Layout
 - Determine overall site layout and lighting options
 - Jeff to check with Parks and Facilities about any constraints
- Skating – weather dependent – people that look after the rink should be advised so rink can be prepped, ready for use
- SWPH – Jeff to advise of event

Next Meeting

The next meeting will be held Monday, January 30, 2023 at 7pm.

Adjournment

Moved by Jane Cox

Seconded by Abi Drewitt

That the meeting adjourn at 8:32 pm

Carried



Southwold Family Day Committee

Family Day Committee Meeting Minutes Monday, January 30th, 2023 at 7:00 pm Council Chambers/Online

Committee Members Present: Councillor Scott Fellows, Joe McKinnon, Darlene Wadsworth, Lizanne Kerkvliet, Jane Cox, Councillor John Adzija and Morgan Gillespie (online).

Staff Present: CAO/Clerk Jeff Carswell

The meeting was called to order at 7:10 pm by Chairperson Scott Fellows.

Approval of the Agenda

Moved by Joe McKinnon

Seconded by Jane Cox

That the agenda for the January 30, 2023 Southwold Family Day Committee be approved.

Carried

Approval of the Minutes from the Previous Meeting

Moved by Jane Cox

Seconded by Darlene Wadsworth

That the minutes of the January 23, 2023 Family Day Committee be approved.

Carried.

Event Highlights

- Outdoor event, washrooms only indoor component
- 5 pm start
- Welcome from the Mayor
- Hotdogs, cookies, hot chocolate, popcorn
- Games
- Live music

- Bonfires
- Skating - if weather permits
- Fireworks at 7 pm
- End after fireworks

Action Item Updates

- Fireworks – Jim confirmed Fireworks have been ordered and the Optimist Club will look after them – Jamie will be the main organizer
- Advertising and Promotion – Abi started a Facebook Event, promotion and advertising has started – \$80 approved for advertising
 - Other advertising options – Optimist Sign, Rosy Rhubarb Sign, Library
 - Provide information to Southwold Public School
- Music/Entertainment
 - Connor Wilson is not available
 - Abi reached out to Nick Ewanick who is available – 2 hrs, brings own eqp. \$400
 - Lizanne will reach out to Randy Dawdy as well – reached out but away
 - Nick Ewanick confirmed
 - 10 x 10 tent and heater – arranged by Scott Y – \$200
- Food
 - Scott F confirmed the Fire Department will BBQ
 - Will use their new BBQ – based on the size they should be able to keep up with demand between 5 – 7
 - Committee is to obtain food
 - Abi will share the 2020 pricing and quantity spreadsheet
 - Last winterfest food requirement was for about 500 people, based on attendance estimates the food estimate increased to 600 people
 - Hot Dogs – Wholesale Club Order – Scott Y – \$106 based on 2020
 - Buns – Wholesale Club Order – Scott Y – \$152 based on 2020
 - Condiments – Joe
 - Relish – Wholesale Club Order? Scott Y
 - Onions? – Wholesale Club Order – Scott Y
 - Cookies
 - Rosy Rhubarb will sponsor
 - Spicers provided in the past
 - Why Not Cookies may be another option
 - Lizanne obtained information and pricing for both
 - Committee decided to go with Spicers 3" Smile Cookies and some Chocolate Chip – 50 dozen
 - Popcorn – popper, kernels, oil, bags, staffing etc. – Scott Y – \$150
 - Supplies – there are some supplies at the old Firehall and some downstairs at the office – need to inventory and determine what needs to be purchased as part of the Wholesale Club order
- Bonfires
 - Fire Department advised 3 would be fine

- Darlene confirmed 45 bales available for Collards
- Rosy Rhubarb may be able to help with a wagon for haybales – the Cattle Barn may be an option to store the hay on wagon if needed.
- Township PW can supply firewood
- Games
 - Confirmed
 - Believe in Wonders
 - 5 outside games, supplied, setup, staffed – Scott Y - \$405
 - Location of games TBD – Scott F/Scott Y
- Site Layout
 - Committee discussed and marked out various site layout considerations
 - Optimist Club will cordon off the Fireworks area to keep people away
 - Scott F to meet with Scott Y on site to determine game areas
 - Jeff to speak with Township staff about parking east of the complex on the grass
 - The Committee discussed on-site parking constraints – options include parking at SOSP parking lot, street parking, east of Keystone on grass (if possible)
- Skating – weather dependent – Scott F will advise the people that look after the rink about the event so it can be ready for use, weather permitting
- SWPH – Jeff to advise of event, ask about any Health and Safety Recommendations
- Winterfest Toques – Determine where they are/how many are available – they would be good it help identify event organizers/volunteers

Next Meeting

The next meeting will be held Tuesday, February 7, 2023 at 7pm.

Adjournment

Moved by Joe McKinnon

Seconded by Jane Cox

That the meeting adjourn at 8:35 pm

Carried



Southwold Family Day Committee

Family Day Committee Meeting Minutes Tuesday, February 7th, 2023 at 7:00 pm Council Chambers/Online

Committee Members Present: Councillor Scott Fellows, Joe McKinnon, Darlene Wadsworth, Jane Cox, Councillor John Adzija, Jim Carder, Keith Orchard and Abi Drewitt.

Also Present: Justin Pennings, Southwold Fire Department

Staff Present: CAO/Clerk Jeff Carswell

The meeting was called to order at 7:00 pm by Chairperson Scott Fellows.

Approval of the Agenda

Moved by Joe McKinnon

Seconded by Jim Carder

That the agenda for the February 7, 2023 Southwold Family Day Committee be approved.

Carried

Approval of the Minutes from the Previous Meeting

Moved by Joe McKinnon

Seconded by Jane Cox

That the minutes of the January 30, 2023 Family Day Committee be approved.

Carried.

Event Highlights

- Outdoor event, washrooms only indoor component
- 5 pm start
- Welcome from the Mayor
- Hotdogs, cookies, hot chocolate, popcorn

- Games
- Live music
- Bonfires
- Skating - if weather permits
- Fireworks at 7 pm
- End after fireworks

Action Item Updates

- Fireworks – Jim confirmed Fireworks have been ordered and the Optimist Club will look after them – Jamie will be the main organizer, 9-10 volunteers have been arranged, Insurance has been received, Township Permit Application submitted, looking into lighter options as the BBQ lighters may not work as well in cold weather
- Advertising and Promotion – Abi started a Facebook Event, promotion and advertising has started – \$80 approved for advertising
 - Other advertising options – Optimist Sign, Rosy Rhubarb Sign, Library
 - Provide information to Southwold Public School
 - Up to 520 Facebook Interested/Attending
- Music/Entertainment
 - Nick Ewanick confirmed
 - Cheque will be needed on Friday before – Jeff to advise Township Accounts Payable
 - 10 x 10 tent and heater – arranged by Scott Y – \$200
- Food
 - Scott F confirmed the Fire Department will BBQ
 - Will use their new BBQ – based on the size they should be able to keep up with demand between 5 – 7
 - Committee is to obtain food
 - Scott Y has placed food order – quantity increased to 672
 - Committee discussed further increase to 1000 based on anticipated attendance – Scott F will contact Scott Y about increasing the order
 - Drink – McDonalds doesn't have the drink jugs any more – drink mix added to food order – Scott F to advise Scott Y – Joe will work with Shedden Soccer to get drink jugs
 - Cookies
 - Rosy Rhubarb will sponsor up to \$500
 - Order from Spicers
 - Cookie order increased to 67 Dozen based on attendance projections (Approx. 40 Smile, 27 Choc Chip) – Abi will coordinate with Lizeanne – Jeff to check with Michele whether we have been invoiced or if a cheque is needed at pickup – Pickup on Friday
 - Popcorn – popper, kernels, oil, bags, staffing etc. – Scott Y – \$150
 - Quantity to be increased based on latest attendance projections
 - Supplies – limited quantities are available – items will be added to the Wholesale Club order

- Following the event the Committee organize and store extra supplies for future events
- Bonfires
 - Fire Department advised 3 would be fine
 - Township PW can supply firewood – Committee advised a Face Cord would be needed
 - Darlene confirmed 45 bales available for Collards
 - Rosy Rhubarb may be able to help with a wagon for straw bales – the Cattle Barn may be an option to store the straw on wagon if needed.
 - Keith, Darlene and John will organize straw bales
- Games
 - Confirmed
 - Believe in Wonders
 - 5 outside games, supplied, setup, staffed – Scott Y - \$405
 - Based on further review the games would take up too much space in the parking lot – Scott F will talk to Scott Y/Believe in Wonders about locating behind the Pavilion
- Timbernook Obstacle Course – plans have changed and Jade can bring an obstacle course – location TBD based on what space is available
- Site Layout
 - Committee discussed and marked out various site layout considerations
 - Optimist Club will cordon off the Fireworks area to keep people away
 - Games to be located behind the Pavilion (subject to confirmation)
 - The Committee discussed on-site parking constraints – movement of the games permits more parking in the parking lot, other areas include SOSP parking lot and using the trail to access the event and street parking. Based on recent and predicted weather conditions, parking on the grass will not be possible
- Skating – weather dependent – Scott F will advise the people that look after the rink about the event so it can be ready for use, weather permitting
- SWPH had several questions related to food handling/storage – responses provided and approval in place – Fire Department will incorporate requirements (mainly ensure food remain cold and have thermometers). Handwashing requirements were also provided and the Fire Department will look after
- Winterfest Toques – 7 Found at the office – will be distributed to Committee Volunteers so they can be identified at the event.
- Keystone Complex – John has a key, Jeff to confirm washrooms will be prepped and ready – only minor cleanup will be required at end of event – Keystone is not booked on Sunday so if rain date is needed, washrooms will still be ready
- Event volunteers to arrive around 3 pm, Fire Department indicated arriving before 3 pm and be ready to serve around 4:30 pm

Next Meeting

The next meeting will be held at the call of the Chairperson.

Adjournment

Moved by Abi Drewitt

Seconded by Joe McKinnon

That the meeting adjourn at 8:15 pm

Carried

Draft



Southwold Young at Heart Committee Meeting Minutes

Thursday January 19, 2023
Council Chambers, Fingal/Via Video Link
Time meeting started: 1:34 p.m.

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

Regrets: Trudy Kanellis, Ida Martin

1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

2. Approval of the Agenda

Resolution No. 2023-01

Moved by: Deb Logghe

Seconded by: Karen Auckland

RESOLVED that the agenda of the January 19th, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

3. Approval of Minutes

Resolution No. 2023-02

Moved by: Pat Stannard

Seconded by: Sharon Hinz

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

DISPOSITION: Carried

4. Christmas Dinner Recap

The Christmas dinner was successful and the feedback that we received was positive. The poinsettias were beautiful. It was reported that some small groups were able to get together and eat their meals.

Pete Sheridan was not available to entertain. We had not paid him to entertain.

The extra poinsettias were taken to Elgin Manor and the Oneida Long Term Care Home.

A big thank you to Karen A and Dianne MacPherson for picking up the poinsettias. We will give Dianne a dinner next year for the use of her van.

5. Valentine's Dinner

A drive-thru Valentine's dinner will be held on February 16. Sarah will do the poster. Sarah provided a list of options for caterers, Kathy's Catering, Salt and Pepper, Made with Love.

We will obtain prices for a lasagna or meat loaf dinner.

Deb will contact Tall Tales Café to get a price for a meal from them.

Karen O will contact Kathy's Catering.

We will ask Trudy if she has any other suggestions for caterers.

We will have cupcakes for dessert.

We will communicate via email once prices have been obtained because of the tight timeline.

The favours will be a container of maple syrup and some Valentine's candy. We will use the small cloth bags to put the favours in. Pat S and Karen O will get the candy. The bags will be assembled the morning of February 16.

5. Future Events

Sharon H. reported that The Clearing is not available to do a spring walk. The path will be too wet. The Clearing will do a walk at a later date and there will be no charge to the committee.

Karen A will ask Gord Longhurst to see if he is willing to do a walk and talk at the Fingal Wildlife Area on May 18. Karen will report back to everyone via email.

We will contact a local food truck about catering the summer event. This event will be held on June 29 at the Fingal Pavilion at 12 noon. Options for dessert are strawberries or cake and ice cream. Drinks will be pop, water or coffee. We will encourage people to bring your own water bottles.

We will get Pete Sheridan to entertain again this year. Sarah will contact him to play during the meal. A suggestion was also made to also have the ukulele group play as well.

7. Other Business

We will advertise the spring walk and summer event in the March edition of Interim Tax Newsletter and the spring edition of the Southwold in Motion Newsletter.

8. Adjournment and Next Meeting

Resolution No. 2023-03 Moved by: Deb Logghe
Seconded by: Karen Olmstead

RESOLVED that the meeting be adjourned at **2:57 p.m.** to meet again at **1:30p.m.** on **March 16 2023**, in person in Council Chambers at the Township office or virtually via Webex.

DISPOSITION: Carried

A & C JONES DRAIN 2022

Township of Southwold



**SPRIET
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Our Job No. 221191

December 12, 2022

A & C JONES DRAIN 2022

Township of Southwold

To the Mayor and Council of
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the construction of the A & C Jones Municipal Drain serving parts of Lots 5 and 6, Concessions 1 S.L.R. and 1 N.L.R. in the Township of Southwold.

AUTHORIZATION

This report was prepared pursuant to Section 4 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a petition signed by the owners whose lands contain over 60 percent of the area requiring drainage.

DRAINAGE AREA

The total watershed area as described above contains approximately 32 hectares. The area requiring drainage is described as the north portion of Lot 5, Concession 1 S.L.R.

HISTORY

The location of the proposed drain is currently served by an existing private tile and swale. This swale continues upstream from the head of the proposed drain location to Lake Line where there are existing surface culverts which convey flow from lands north of Lake Line.

Private systematic tiling and mains were installed north of Lake Line which are discharged to the existing surface culvert.

The area where the existing swale and pipe outlet to a natural watercourse has been experiencing erosion and work has been completed in the past to mitigate this erosion.

EXISTING DRAINAGE CONDITIONS

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

- that the existing private tile and swale system were not providing sufficient drainage and the owner was experiencing frequent flooding



EXISTING DRAINAGE CONDITIONS (cont'd)

- that the outlet of the existing system into the natural watercourse was experiencing erosion and in need of repair
- that flooding was occurring more frequently after tiling was completed upstream

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

- that there is significant erosion at the existing natural watercourse
- that the existing private tile is considerably undersized by today's standards and in poor working condition in places
- that there is erosion through the surface runs in the affected watershed area and frequent flooding of the low-lying areas
- that the affected area on the Jones property in the north part of Lot 5, Concession 1 S.L.R. does not have a proper drainage outlet to accommodate flows from upstream

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

DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) is typically used to design closed municipal drain systems. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38mm per 24 hrs.

We would like to point out that there have been no indications of any adverse soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by the owners.

The proposed design and report have been generally completed using the "GUIDE FOR ENGINEERS WORKING UNDER THE DRAINAGE ACT IN ONTARIO" OMAFRA Publication 852.

The capacity of the larger pipe at the natural watercourse has been designed in accordance with the rational method to a design frequency of a 1 in 100-year storm. Design frequency is the frequency with which a given storm event is equalled on the average, once in a period of years. Thus a 100-year frequency event would be expected to be equalled or exceeded 1 time in 100 years.



RECOMMENDATIONS

We are therefore recommending the following:

- that a new closed drain, consisting of 375mm sewer pipe, including related appurtenances, be constructed to replace the existing pipe and work in conjunction with the existing swale to provide a proper surface and sub-surface drainage outlet
- that sewer pipe, rip-rap, and concrete blocks be installed to provide erosion protection against storm water dropping down to the natural watercourse
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion
- that Water and Sediment Control Basins (WASCoBs) be constructed along the drain to mitigate flooding and erosion during major storm events

If areas of poor soil are encountered at the time of construction, it may become necessary to install the pipe on crushed stone bedding wrapped with geotextile or substitute plastic filter tile through such areas. The additional costs of such work would be an extra to the project. These areas are typically identified at the time of construction but may only become apparent after construction is completed. In this case, the extra costs for removal and reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.

In accordance with the principals of Section 14(2) of the Drainage Act, the existing surface waterway along the route of the piped drain shall be part of the drainage works for future maintenance. The width available for the waterway shall be equal to the maintenance working width as noted on the Contract Drawings.

It is recommended that basement, cellar, or crawlspace drains be directed to a sump and then discharged onto the ground surface well away from foundations and septic systems or should owners desire to connect these drains to the new outlet drain, then it is suggested that they not be directly connected to the drains. Rather it is suggested that such a connection be made by an indirect method such as by sump pump with an open-air connection such as a mini-catchbasin, crushed stone filled excavation connected to a storm P.D.C. and should include a check valve and be piped above foundation level. It is noted that there is still a risk of flooding even with indirect methods of connection and any/all responsibility shall be borne by the owner. Downspouts from eavestroughs should be directed onto the ground surface well away from foundations and septic systems and are **not** permitted to be connected to the Municipal Drain.

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas, or endangered species along the route of the drains. The proposed construction of the drain includes quarry stone outlet protection, surface inlets, and WASCoBs which help reduce the overland surface flows and any subsequent erosion. A flow check of concrete block is to be installed in the watercourse downstream of the pipe outlet.



SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 232 lineal meters of 750mm to 200mm HDPE sewer pipe, including related appurtenances and WASCoBs.

SCHEDULES

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

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$130,000.00. This estimate includes engineering and administrative costs associated with this project.

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

Drawing No.'s 1 and 2, Job No. 221191 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

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

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,750.00/ha. through lawn areas and \$2,625.00/ha. through bush. These values are multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths.

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$8,700.00/ha for closed drains through lawn areas. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



ASSESSMENT DEFINITIONS

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

SECTION 22

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

SECTION 23

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

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

ASSESSMENT

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

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

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

The cost to restore water supply for any well determined to be impacted by any construction covered under this report shall become part of this report and be pro-rated with the costs provided for in this report.



GRANTS

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

MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, the entire A & C Jones Drain 2022 shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

For maintenance on WASCoBs, due to the purpose of their connections, the costs shall be prorated over the entire Schedule regardless of where on the drain the maintenance work is completed.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P. DeVos, P. Eng.



G.A. Vereyken, P. Eng.



MPD:bv



SCHEDULE 'A' - ALLOWANCES

A & C JONES DRAIN 2022

Township of Southwold

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
1SLR	Pt. 5	008-007 (R. & M. Malthaner)	\$ 40.00	\$ 200.00	\$ 240.00
1SLR	Pt. 5	008-008 (A. & C. Jones)	1,620.00	1,840.00	3,460.00
1SLR	Pt.5 & 6	008-009 (B. Cott & R. Margaret)	20.00	200.00	220.00
Total Allowances			\$ 1,680.00	\$ 2,240.00	\$ 3,920.00
TOTAL ALLOWANCES ON THE A & C JONES DRAIN 2022				\$	<u>3,920.00</u>

SCHEDULE 'B' - COST ESTIMATE

A & C JONES DRAIN 2022

Township of Southwold

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

CONSTRUCTION

Mobilization of equipment	\$ 1,000.00
Supply & Installation of the following sewer pipe (with rubber gaskets) down the existing slope including supply, installation and compaction of bedding and seeding upon completion 26.5 meters of 750mm dia., H.D.P.E. plastic sewer pipe	\$ 20,000.00
Construct 4 concrete collars around HDPE pipe (approximately 6 m ³ concrete required)	\$ 4,800.00
Supply and install recycled concrete blocks, shot rock and quarry stone rip-rap at outlet (Approx. 8 1200mm x 600mm x 600mm concrete blocks)	\$ 4,000.00
(Approx. 5 m ³ shot rock required)	\$ 2,050.00
(Approx. 5 m ³ quarry stone required)	\$ 1,500.00
Supply & Installation of the following sewer pipe (with rubber gaskets) across lawn area and past trees including supply, installation and compaction of bedding and restoration of lawn areas	
173 meters of 375mm dia. sewer pipe including bends	\$ 14,590.00
24 meters of 200mm dia. sewer pipe	\$ 2,460.00
Supply of the above listed sewer pipe	\$ 12,250.00
8.0 meters of 375mm sewer pipe	
Supply	\$ 560.00
Installation under laneway by open cut	\$ 4,000.00
Supply and install one 1800mm x 1200mm ditch inlet catchbasin and one 1200mm x 900mm ditch inlet catchbasin, and one 600mm x 600mm standard catchbasins including grates and connections	\$ 10,100.00
Exposing and locating existing tile drains and utilities	\$ 800.00
Contract security financing	\$ 1,410.00
Tile connections and contingencies	\$ 3,500.00
Destroy existing tile from Sta. 0+038 to 0+121 and restore lawn	\$ 900.00

SCHEDULE 'B' - COST ESTIMATE (cont'd)

A & C JONES DRAIN 2022
Township of Southwold**CONSTRUCTION (cont'd)**

Construct grassed WASCoB (Berm) @ Sta. 0+030 using excavated clay material strip, stockpile, relevel topsoil and seed including adjacent fill area (Approx. 550m ²)	\$	1,500.00
excavate/scalp clay subsoil to construct berm (Approx. 60 m ³ required)	\$	900.00
construct berm using imported material including compaction (Approx. 60 m ³ req'd)	\$	2,400.00
supply and install rodent grate on 375mm outlet	\$	200.00
supply and install quarry stone rip-rap at outlet and C.B. (Approx. 6 m ³ req'd)	\$	1,800.00
place excavated material as additional cover over tile (Sta. 0+050 to 0+080)	\$	1,000.00
Construct grassed WASCoB (Berm) @ Sta. 0+220 using excavated clay material strip, stockpile, and relevel topsoil including seed (approx. 120m ²)	\$	700.00
scalp clay from Sta. 0+030 and haul to Sta. 0+220 (Approx. 40 m ³ required)	\$	600.00
construct berm using hauled material including compaction (Approx. 40 m ³ req'd)	\$	1,800.00
construct N.A.G. C-350 turf reinforcement mat overflow (Approx. 20 m ² required)	\$	900.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	3,920.00

ADMINISTRATION

Conservation Authority Review Fee	\$	300.00
Interest and Net Harmonized Sales Tax	\$	4,358.00
Survey, Plan and Final Report	\$	17,868.00
Expenses	\$	1,134.00
Supervision and Final Inspection	\$	<u>6,700.00</u>

TOTAL ESTIMATED COST **\$ 130,000.00**

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

A & C JONES DRAIN 2022

Township of Southwold

Job No. 221191

December 12, 2022

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
* 1NLR	Pt. 5	0.20	008-077-02 (D. & H. Jones)	\$	\$ 552.00	\$ 552.00
1NLR	Pt. 5 & 6	15.8	008-077 (KM Luyks Farms Inc.)		25,309.00	25,309.00
* 1NLR	Pt. 5	0.33	008-078 (N. & J. Shearon)		1,214.00	1,214.00
1NLR	Pt. 6	8.0	008-080 (J. & H. Hampson)		12,415.00	12,415.00
* 1SLR	Pt. 5		008-007 (R. & M. Malthaner)	520.00		520.00
1SLR	Pt. 5	2.1	008-008 (A. & C. Jones)	51,610.00	4,838.00	56,448.00
* 1SLR	Pt.5 & 6	3.8	008-009 (B. Cott & R. Margaret)	2,210.00	6,990.00	9,200.00
1SLR	Pt.6	0.6	008-010 (1525064 Ontario Inc.)		1,379.00	1,379.00
TOTAL ASSESSMENT ON LANDS				\$ 54,340.00	\$ 52,697.00	\$ 107,037.00
* Lake Line		1.3	Township of Southwold	\$ 15,790.00	\$ 7,173.00	\$ 22,963.00
TOTAL ASSESSMENT ON ROADS				\$ 15,790.00	\$ 7,173.00	\$ 22,963.00
TOTAL ASSESSMENT ON THE A & C JONES DRAIN 2022						<u>\$ 130,000.00</u>

SCHEDULE OF NET ASSESSMENT

A & C JONES DRAIN 2022

Township of Southwold

Job No. 221191

December 12, 2022

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
* 008-077-02 (D. & H. Jones)	\$ 552.00	\$	\$	\$ 552.00
008-077 (KM Luyks Farms Inc.)	25,309.00	8,436.00		16,873.00
* 008-078 (N. & J. Shearon)	1,214.00			1,214.00
008-080 (J. & H. Hampson)	12,415.00	4,138.00		8,277.00
* 008-007 (R. & M. Malthaner)	520.00		240.00	280.00
008-008 (A. & C. Jones)	56,448.00	18,816.00	3,460.00	34,172.00
* 008-009 (B. Cott & R. Margaret)	9,200.00		220.00	8,980.00
008-010 (1525064 Ontario Inc.)	1,379.00	460.00		919.00
* Lake Line	\$ 22,963.00	\$	\$	\$ 22,963.00
	\$ 130,000.00	\$ 31,850.00	\$ 3,920.00	\$ 94,230.00

SPECIFICATIONS FOR CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

G E N E R A L I N D E X

SECTION A	General Work	Pages 1 to 6
SECTION B	Open Drain	Pages 7 to 9
SECTION C	Tile Drain	Pages 10 to 15
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL WORK

I N D E X

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A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
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SECTION A

GENERAL WORK

A.1 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

As noted on the drawn, the contractor must first arrange for a preconstruction meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling, access and other pertinent details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours' notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

A.2 WORKING AREA AND ACCESS

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization, he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

A.3 ROAD CROSSINGS

.1 General

- .1 Scope: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 Road Occupancy Permit: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 Road Closure Request and Construction Notification: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 Traffic Control: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.



A.3 **ROAD CROSSINGS** (cont'd)

- .5 **Site Meeting/Inspection:** A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 **Weather:** No construction shall take place during inclement weather or periods of poor visibility.
- .7 **Equipment:** No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 **Jacking and Boring**

- .1 **Material:** The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 **Site Preparation and Excavation:** Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 **Installation:** The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 **Backfill:** Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 **Restoration:** The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 **Acceptance:** All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

A.3 **ROAD CROSSINGS** (cont'd)

.3 **Open Cut**

- .1 **Material**: The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 **Site Preparation and Excavation**: Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 **Installation**: The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 **Unstable Soil or Rock**: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 **Tile Connections**: Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 **Backfill**: Backfill from the top of the cover material up to the underside of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

The excavated material from the trench beyond a point 2.5 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.4 **SURPLUS EXCAVATED MATERIAL AND GRAVEL**

Excess excavated material from open cut installation through roads, railways, laneways and lawn/grass areas, shall be removed and disposed of off-site by the Contractor as part of their lump sum installation price. If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.5 **FENCES**

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

A.6 LIVESTOCK

The Contractor shall provide each property owner with 48 hours' notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

A.7 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

A.8 RAILWAYS, HIGHWAYS, UTILITIES

A minimum of forty-eight (48) hours' notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours' notice is required.

A.9 UTILITIES

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The Contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

A.10 IRON BARS

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

A.11 STAKES

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.

A.12 **RIP-RAP**

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone**: shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 to 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete**: may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock**: shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

A.13 **GABION BASKETS**

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

A.14 **RESTORATION OF LAWNS**

- .1 **General**: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil**: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
 - Seeding and sodding - minimum depth of 100mm
 - Gardens - minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to Contractor's operations, imported topsoil from acceptable sources shall be imported at the Contractor's expense to provide the specified depths. Topsoil shall be uniformly spread, graded, and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized, and any roots or foreign matter shall be raked up and removed as directed.

.3 **Sodding**

- .1 **Materials**: Nursery sod to be supplied by the Contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer**: Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod**: Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

On slopes steeper than 3 to 1, and in unstable areas, the Engineer may direct the Contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the Contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

A.14 **RESTORATION OF LAWNS (cont'd)**

- .4 **Seeding:** Seed to be supplied by the Contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the supplier's original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .5 **Settlement:** The Contractor shall be responsible during the one-year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the Contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

A.15 **RESTORATION OF ROADS AND LANEWAYS**

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
 - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.



SECTION B - OPEN DRAIN

I N D E X

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SECTION B
OPEN DRAIN

B.1 PROFILE

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

B.2 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

B.3 CLEARING AND GRUBBING

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the side slope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

B.4 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

B.5 EXCAVATED MATERIAL

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.



B.5 EXCAVATED MATERIAL (cont'd)

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoil bank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50 to 1 unless instructed otherwise. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground; the edge of the spoil bank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

B.7 PIPE CULVERTS

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

B.8 MOVING DRAINS OFF ROADS

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

B.9 TRIBUTARY OUTLETS

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.

B.10 **SEDIMENT BASINS AND TRAPS**

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

B.11 **SEEDING**

- .1 **Delivery:** The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding:** Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

Primary Seed (85 kg/ha.):	50% Creeping Red Fescue 40% Perennial Ryegrass 5% White Clover
Nurse Crop	Italian (Annual) Ryegrass at 25% of Total Weight
Fertilizer (300 kg/ha.)	8-32-16
Hydraulic Mulch (2000 kg/ha.)	Type "B"
Water (52,700 litres/ha.)	

Seeding shall not be completed after September 30.

- .3 **Hand Seeding:** Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.



SECTION C - TILE DRAIN

I N D E X

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SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified, all metal pipe shall be corrugated, riveted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
 - i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
 - ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.

Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No.1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets, but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection.
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

C.2 TESTING

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tiles tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

C.3 LINE

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed, and all broken tile shall be disposed of offsite.

C.3 **LINE** (cont'd)

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15-meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

C.4 **CLEARING AND GRUBBING**

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

C.5 **PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

C.6 **GRADE**

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

C.7 **EXCAVATION**

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.

C.7 **EXCAVATION** (cont'd)

- .2 **Scalping**: Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator**: Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation.
Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
- a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
 - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
 - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch**: Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

C.8 **INSTALLATION**

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Mirafi 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

C.9 **ROAD AND LANEWAY SUB-SURFACE CROSSINGS**

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or Superintendent.

C.10 BACKFILLING

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

C.11 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

C.12 ROCKS

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fence line, or such other convenient location as approved by the Landowners(s).

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

C.14 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a prefabricated adaptor. All other connections shall be made with prefabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

C.14 **TRIBUTARY DRAINS** (cont'd)

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

C.15 **OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

C.16 **CATCHBASINS AND JUNCTION BOXES**

- .1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

- .2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
- .3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.
- .4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.

C.17 BLIND INLETS

Where specified, blind inlets shall be installed along the course of the drain in accordance with details on the drawings.

C.18 GRASSED WATERWAY

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
- 25% Koket Chewings Fescue
- 30% Rebel Tall Fescue
- 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

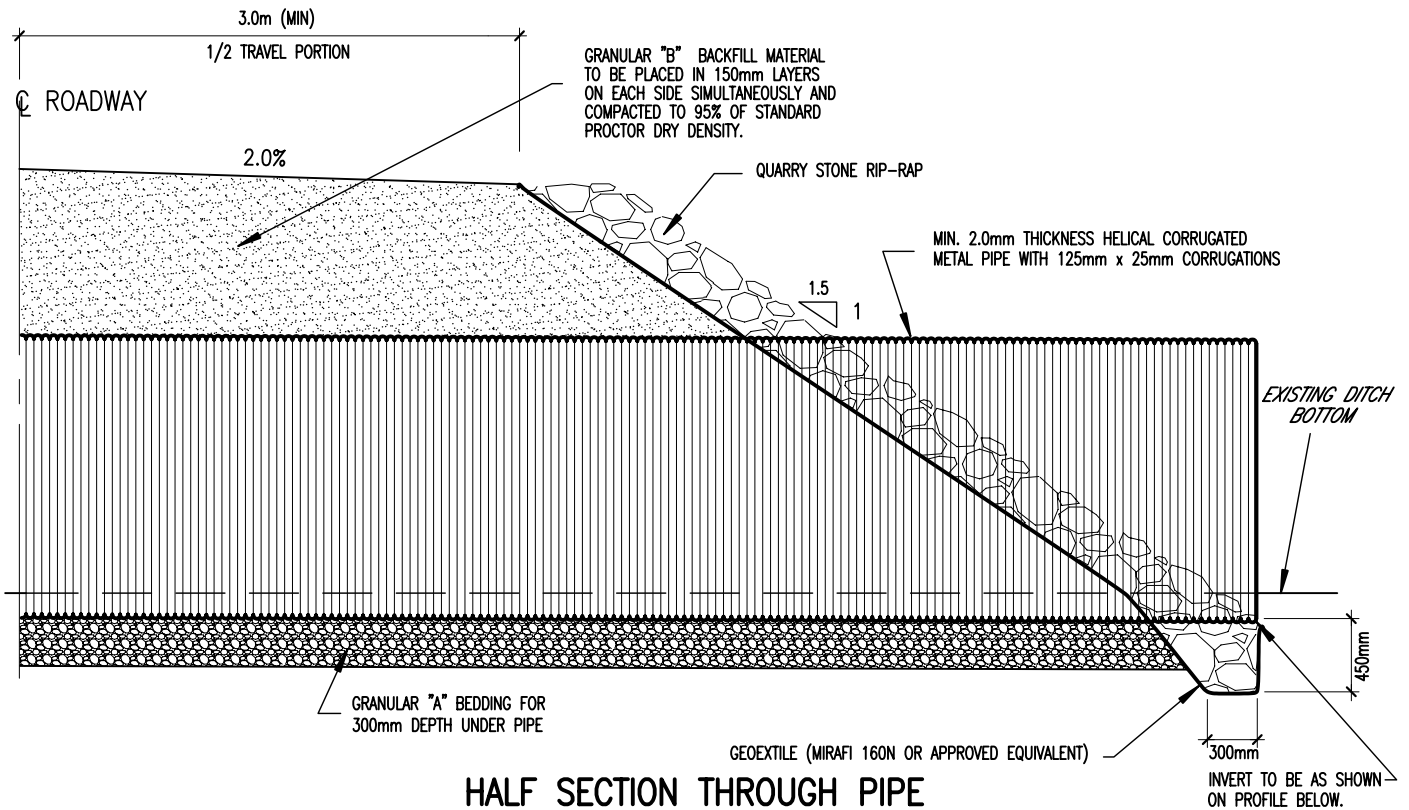
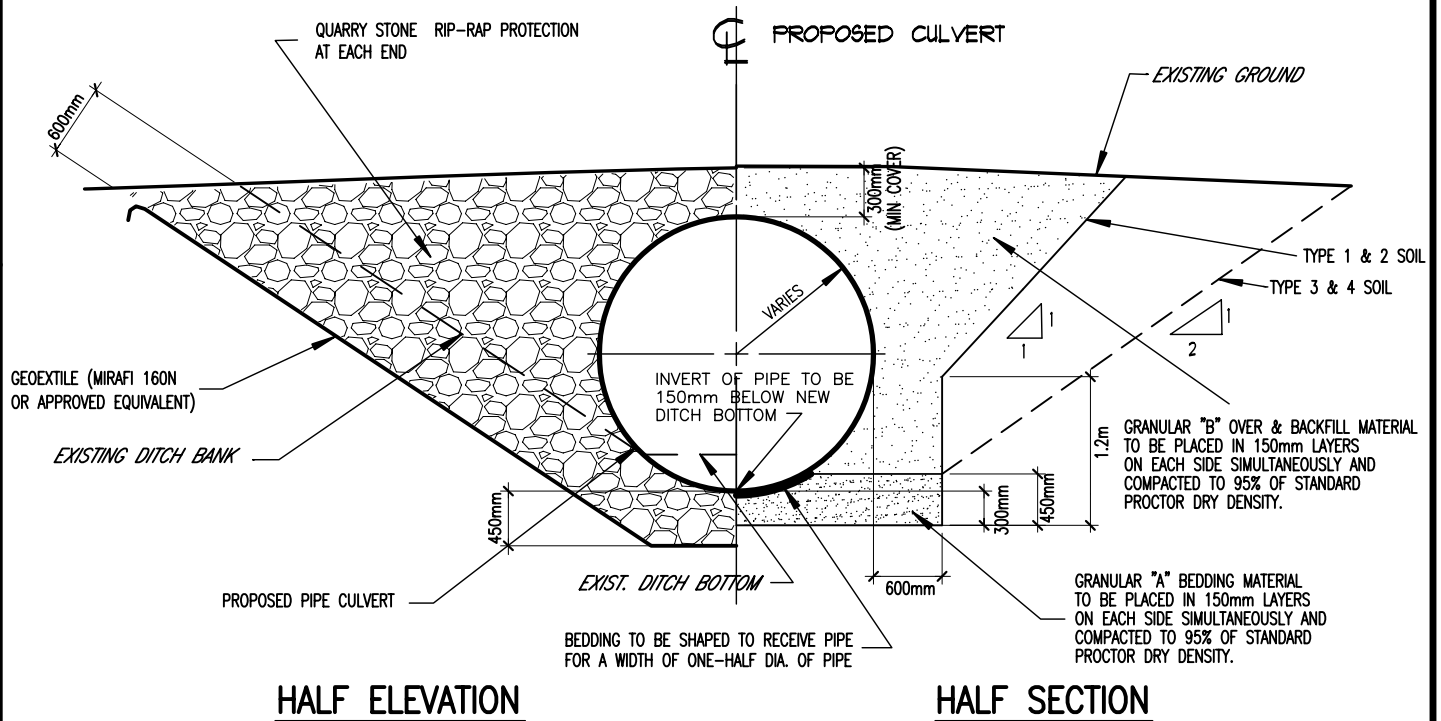
C.19 BACKFILLING EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.



NOTES

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

TYPICAL FARM CULVERT INSTALLATION DETAIL

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

Revised: November 2000

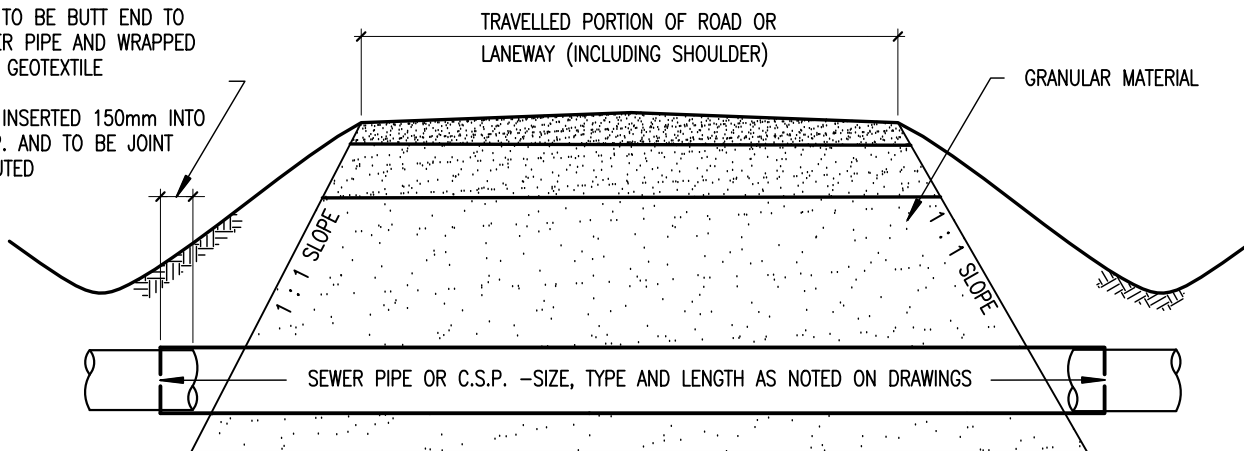
ELEVATION & SECTION



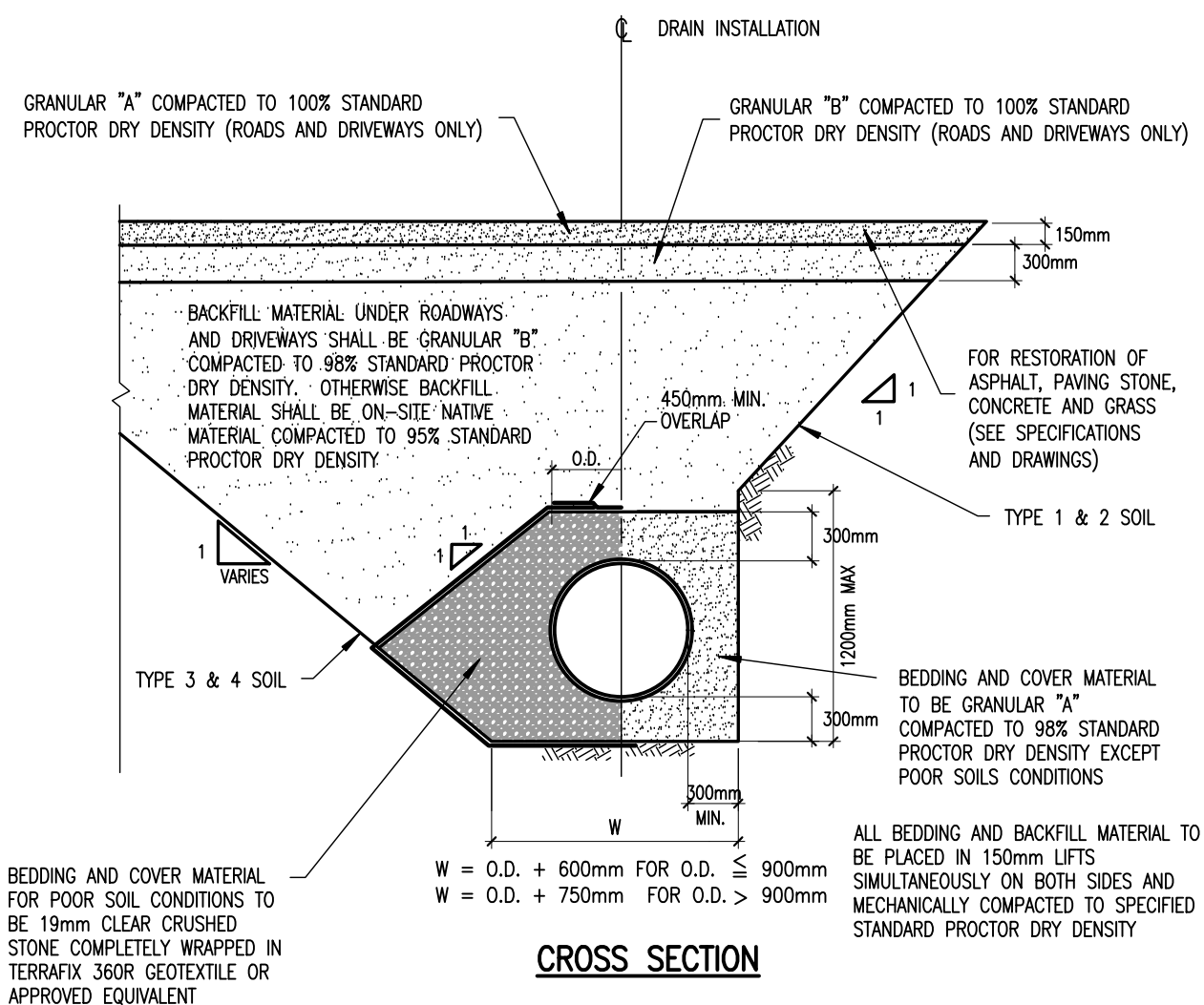
SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **01**

2. TILE INSERTED 150mm INTO
C.S.P. AND TO BE JOINT
GROUTED



SECTION THROUGH PIPE



CROSS SECTION

**TYPICAL INSTALLATION DETAIL FOR SEWER PIPE
UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS**

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

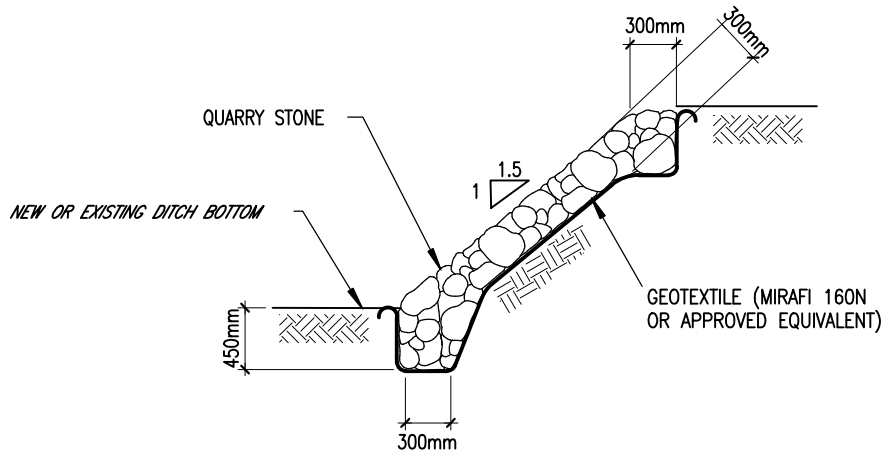
Revised: JULY 2018

ELEVATION & SECTION

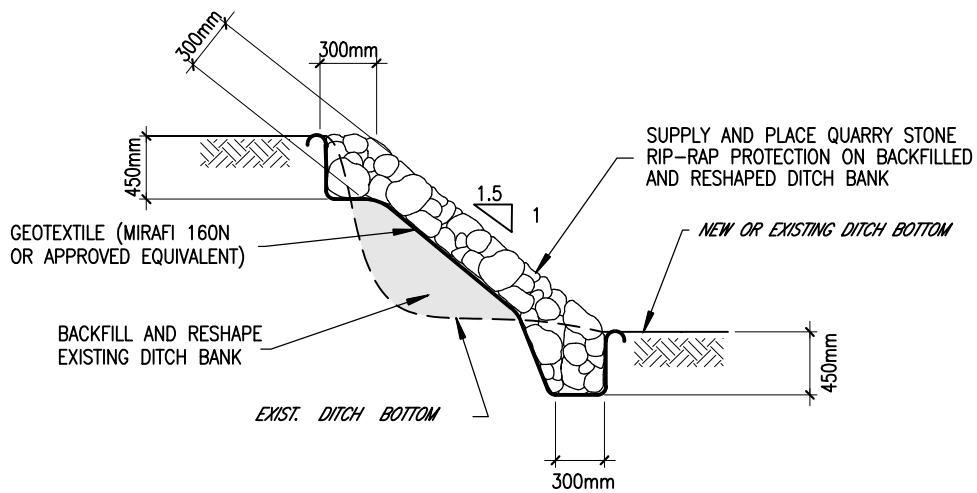
SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **02**

No. **02**



TYPICAL DITCH BANK RIP-RAP



**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S.

Approved by:

Date: July 2000

Drawn by: jk

M.P.D.

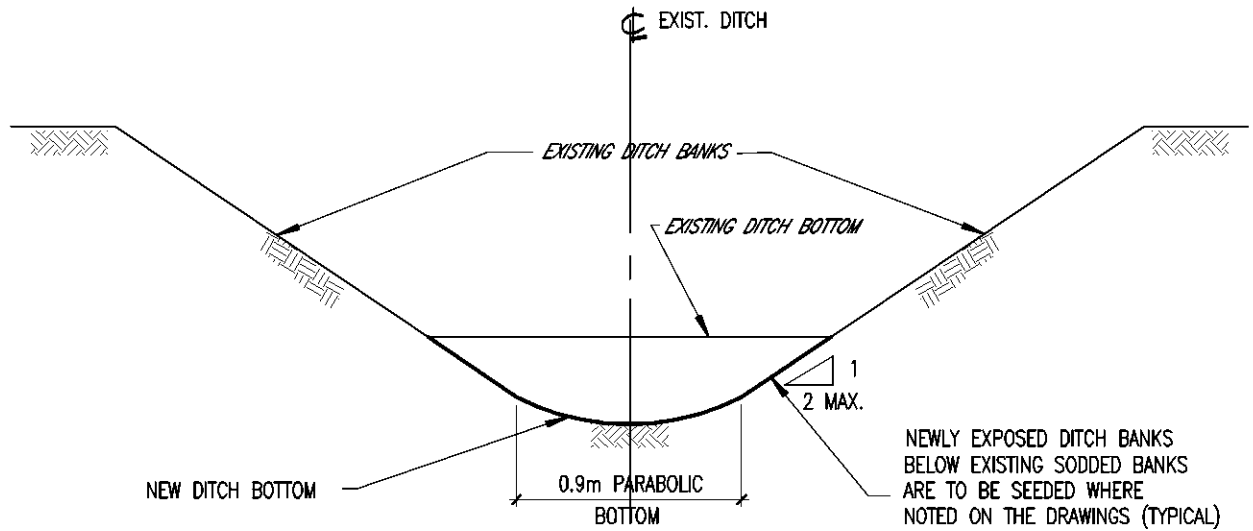
Revised: November 2000

SECTIONS

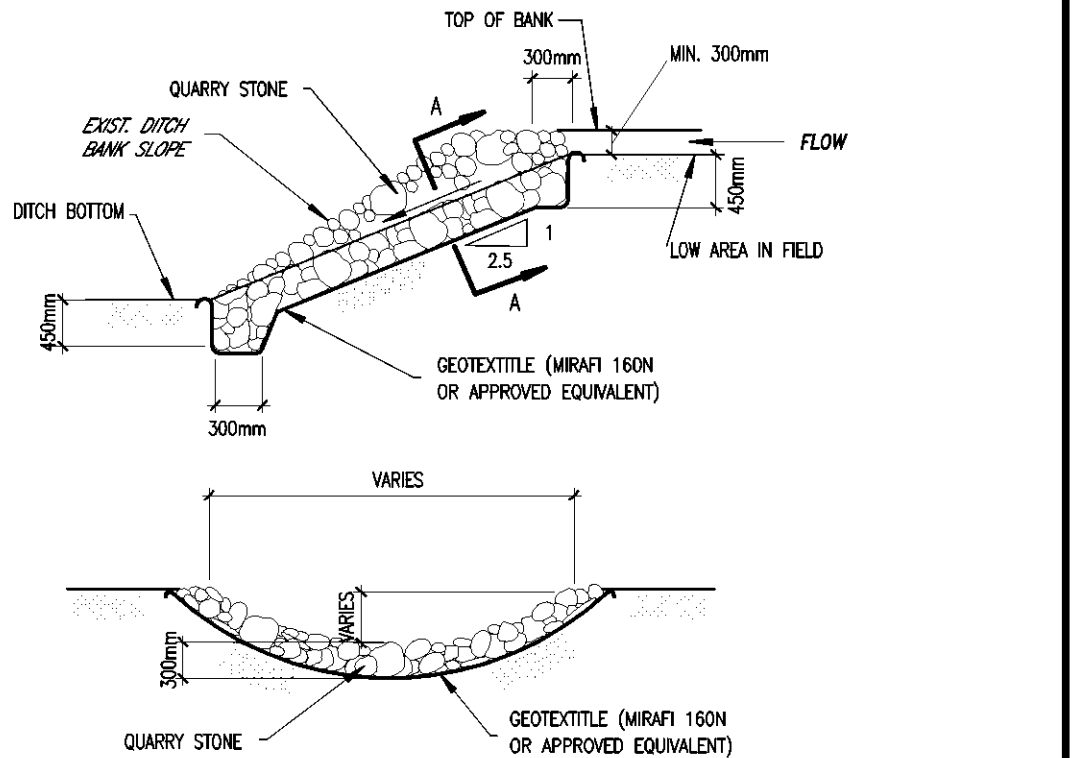


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **04**




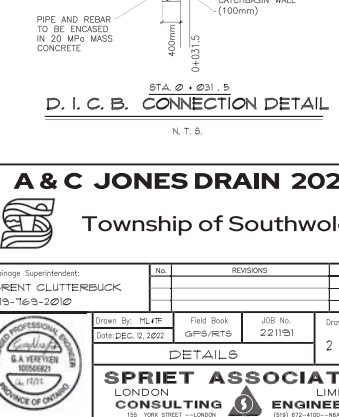
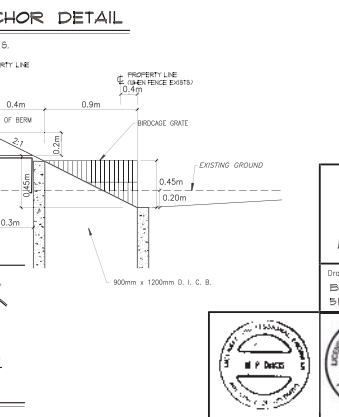
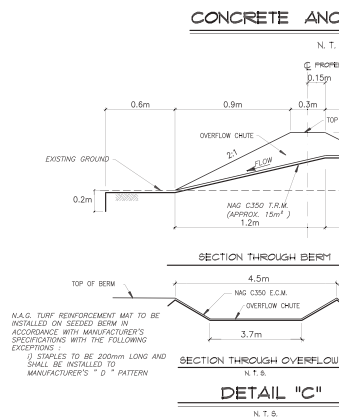
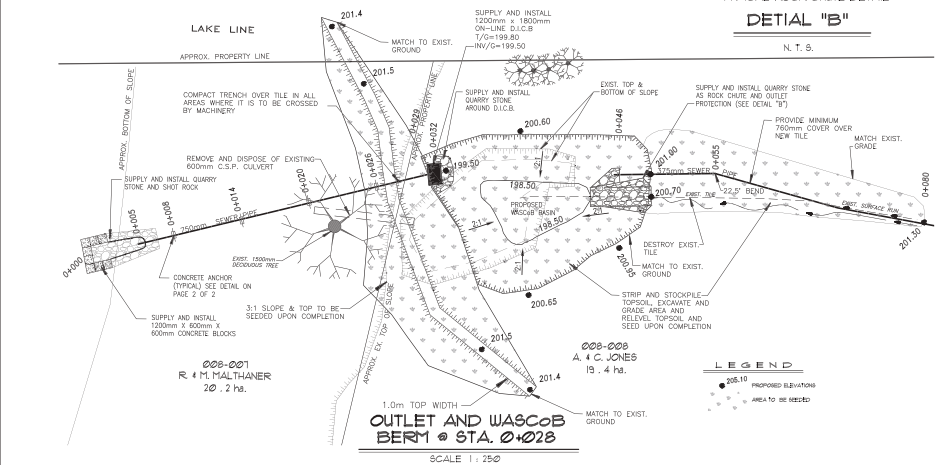
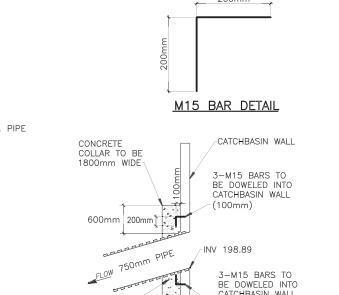
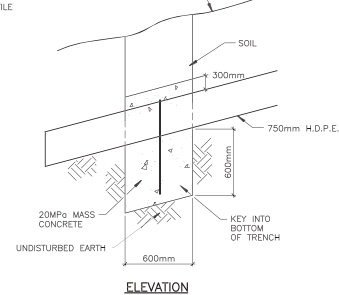
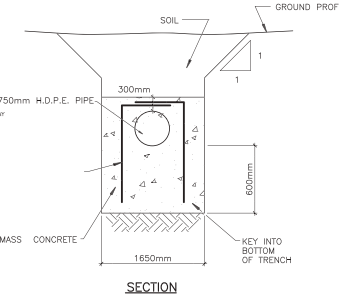
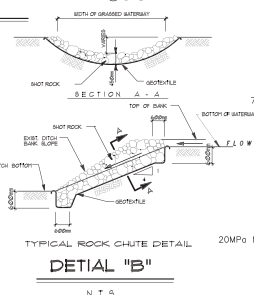
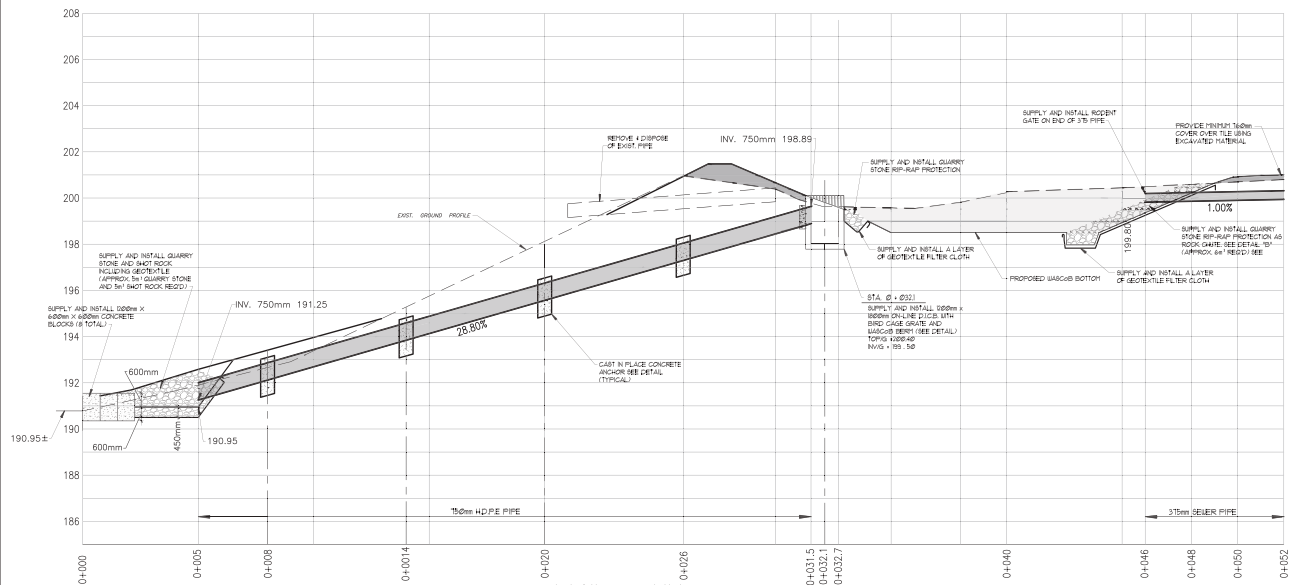
TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



A & C JONES DRAIN 2022
Township of Southwold

Drainage Superintendent:
BRENT CLUTTERBUCK
915-769-2020

Drawn By: M47P
Date: DEC 9, 2022

Field Book: GFB/RTS
JOB No.: 221191

Drawing No.: 2 of 2

SPRIET ASSOCIATES
CONSULTING ENGINEERS
155 YORK STREET - LONDON
(519) 872-4100 - FAX 148



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

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 2023-07

**SUBJECT MATTER: Activity Report for Infrastructure and Development team -
January 2023**

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 January 2023.

Background:

General

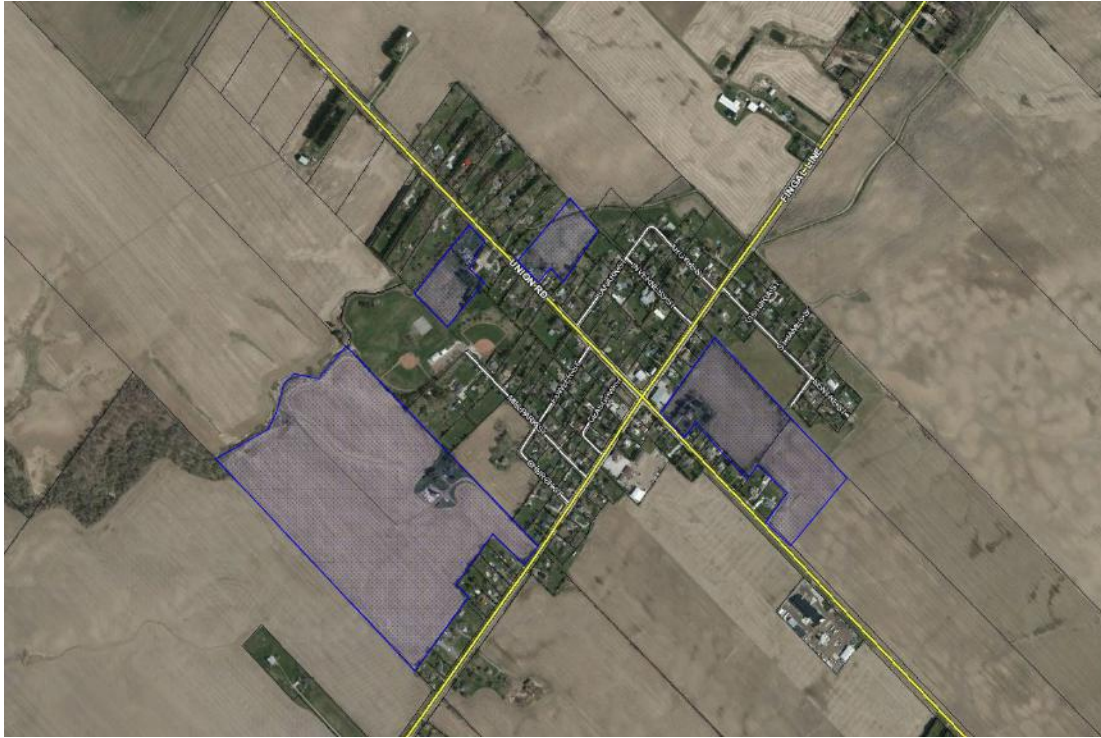
- Organics collection survey for Talbotville, Ferndale, Lynhurst

Development

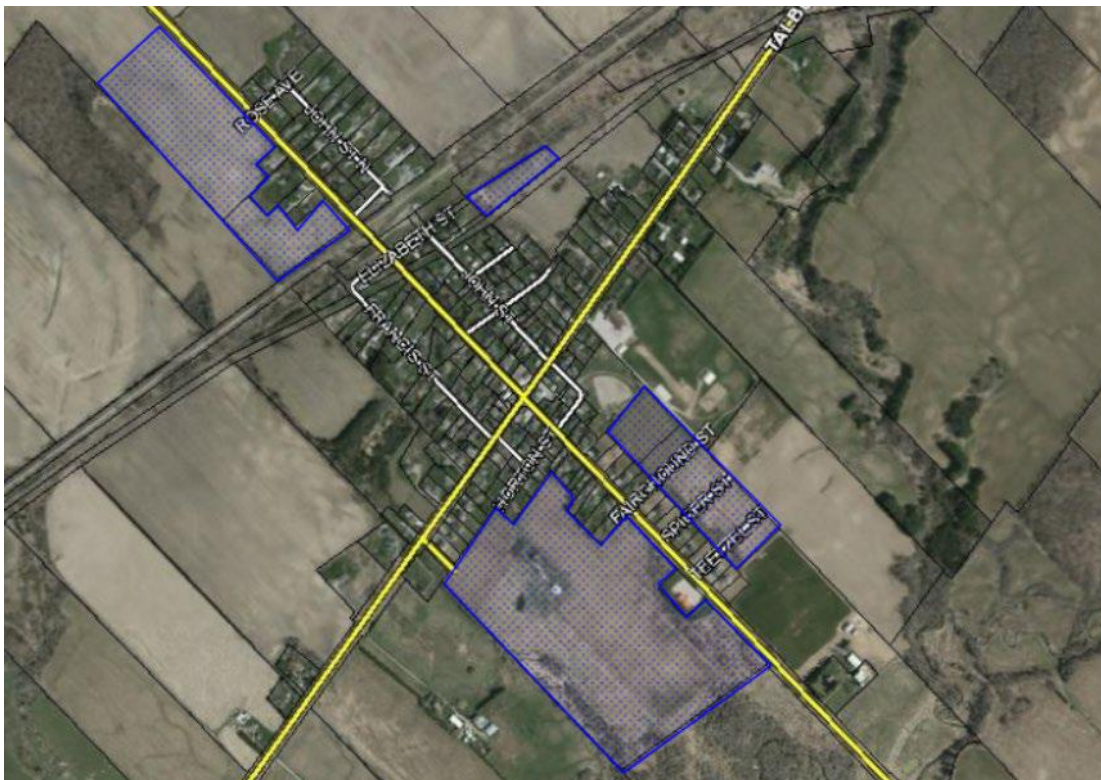
- Meeting with Hydro One for industrial lands
- Coordinating development agreement with Farhi for Meadows Phase 2
- Shedden and Fingal sanitary servicing project working through the sanitary sewer servicing strategy and sewer connection charges. Reviewing Port Stanley option and meeting with Central Elgin staff.
- Talbotville sanitary sewer extension project working through report update for Environmental Assessment Addendum.
- Staff coordinating a large number of planning applications that are planned for pre-consultation. One new planning application in Shedden since December. 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
Field north/east of John Street	Consultation	Shedden

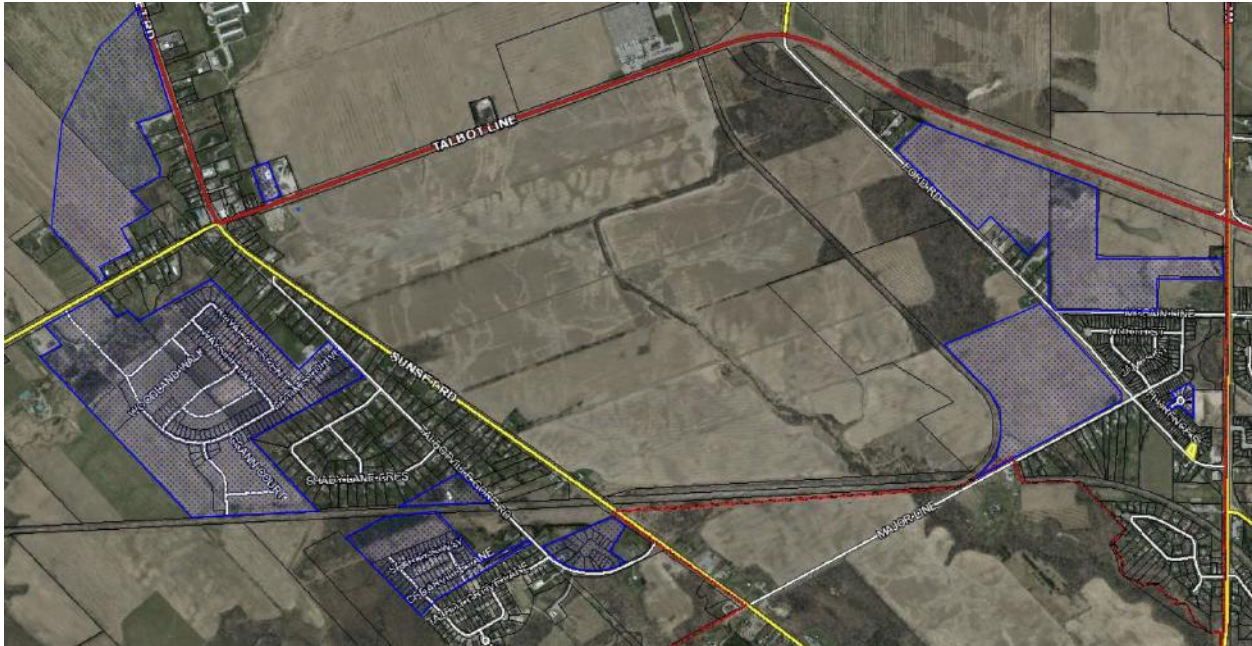
Fingal Development Map



Shedden Development Map



Talbotville and Ferndale Development Map



North Port Stanley Development Map



Infrastructure

a) Water and Sanitary

- Locates have increased again with fibre contractors completing work
- Completing meter repairs.
- Building meter assembly's for office.
- Repairing curbstops.
- Hydrant asset management review

• Roads and Bridges

- Repairs and maintenance were carried out on all equipment after Jan. 25 storm
- Rain showers on frozen gravel roads required ice blading and sanding operations
- Various tree removals including Shedden Park were done and are on going

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 90% 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

b) 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. We are unsure if the contractor will be here in the early spring now, as we have had very few days of favorable weather for spreading tile

In the hands of the Engineer

- **Ryan Drain (Sept 19):** Engineer working on his report. The watershed has been review by the Engineer and I now need to follow up with the proponent to discuss the findings and future actions.
 - **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 Some site work has occurred with tile locating having been done. We have had very few days of favourable weather for spreading the concrete tile across the route of the drain.
 - **Taylor Drain: (Mar. 21):** Meeting to review the proposal of the Engineer with affected landowners was held Dec 8, 2022. The proposal was well received by all landowners in attendance. The engineer is now working on answering Ministry of Transportation questions for the bore under the 401
 - **A&C Jones Drain(July 21):** Meeting to consider the report is tonight
- Palmer/Bush Line Drain** (Aug. 2022): Onsite meeting was held, Engineer is working on surveying and design

Bogart Drain Branch C (Aug 2022) Onsite meeting was held, Engineer is working on surveying and design

Drains Initiated in Neighboring Municipalities:

- **Marr Drain (2012):** (Central Elgin). We are waiting for the invoices from Central Elgin so that we are able to access the costs to affected landowners in Southwold
- **Lake Road Diversion Drain (2013)** (Central Elgin). We are waiting for the invoices from Central Elgin so that we are able to access the costs to affected landowners in Southwold

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

Nothing new to report

Miscellaneous:

Brent attended the Drainage Superintendents Association annual meeting and conference on January 25 & 26 at the Best Western Lamplighter Inn in London. The conference is held in conjunction with the Land Improvement Contractors of Ontario annual meeting and conference.

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
A.& C. Jones Drain - Lake Line	\$22,963.00

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

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

REPORT NO: ENG 2023-08

SUBJECT MATTER: Water Pick Up Truck Quotation Award

Recommendation(s):

THAT Council approve the quote submitted by Disbrowe Chevrolet, Buick, GMC, Cadillac for a water pick up truck in the amount of \$55,626, excluding HST.

Purpose:

The purpose of this report is for Council to approve the quote submitted by Disbrowe Chevrolet, Buick, GMC, Cadillac for a Chevrolet Silverado 1500.

Background:

Council approved the water budget bylaw on December 12, 2022 which included a purchase for a water pick up truck. The budget for the new pick up truck was estimated at \$50,000. This budget estimate included the Township trading in the existing water pick up truck.

Staff requested bids from suppliers through bids and tenders and the Township received two bids which are shown below:

Bidder	Cost	Truck
Disbrowe Chevrolet, Buick, GMC, Cadillac	\$55,626.00	Chevrolet Silverado 1500
Finch Auto Group	\$57,721.00	Chevrolet Silverado 1500

Staff require Council approval because we don't currently know what the existing water truck will provide for revenue through Gov Deals, however, we anticipate \$7,000 to \$10,000. With this, we are still required to proceed with Council approval as per the procurement policy section 3b) vi, because the budget estimate was higher than the quotes received.

Financial Implications:

Staff are confident that the existing water truck will net the difference between the quoted lowest bidder and the budget estimate. However, if the water truck didn't receive any money, the Township is able to fund the balance of the quote truck through reserves.

	Expenditures	Funding
Quote	\$55,626.00	
Allocated Funding:		\$50,000
Difference	-\$5,626.00	

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

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

REPORT NO: ENG 2023-09

SUBJECT MATTER: Draft Site Alteration Bylaw

Recommendations:

THAT Council endorse the draft site alteration bylaw and allow for a 20-working day period for public consultation.

Purpose:

The purpose of the report is for Council to endorse the draft site alteration bylaw as well as allow for public consultation. The site alteration bylaw will be posted on the Township website as well as on social media and following the public consultation period, a final draft site alteration bylaw will be presented to Council for approval.

Background:

Currently, the Township doesn't have a site alteration bylaw. A site alteration bylaw will allow the Township the ability to regulate the alteration of land specifically to land that is subject to a draft plan of subdivision. This will allow the Township to make sure all erosion and sediment measures are in place to protect the natural environment and downstream residents.

A draft of this by-law is provided as appendix 1. Prior to finalizing this by-law, Staff will work with legal counsel to review the bylaw.

Financial Implications:

N/A

Strategic Plan Goals:

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

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

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

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

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

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

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

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

Appendix 1 – draft site alteration bylaw



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-XX

Being a By-law to prohibit and regulate the placing or dumping of fill, removal of topsoil, the alteration of the grade of land in the Township of Southwold

WHEREAS in accordance with 'purpose provision' in section 2 of the Municipal Act, 2001, the specific natural environment powers conferred on municipalities by sections 135 through 147 of the aforementioned Act supplement the powers provided under section 11 of the same Act to provide municipalities with broad and flexible discretion to create regulations necessary for the economic, social, and environmental well-being of their respective municipalities;

AND WHEREAS section 142 of the Municipal Act, 2001 specifically provides that by-laws may be passed by the Council of a municipality for the purposes of prohibiting and regulating the placing or dumping of fill, removal of topsoil and the alteration of the grade of land within its jurisdiction;

AND WHEREAS section 425 of the Municipal Act, 2001 provides the authority for a municipal bylaw to specify that a contravention of a by-law is an offence;

AND WHEREAS section 429 of the Municipal Act, 2001 provides that a municipality may establish a system of fines for offences under municipal by-laws, including but not limited to establishment of a "special fine" designed to eliminate or reduce any economic advantage or gain from contravening a by-law;

AND WHEREAS Council for the Township of Southwold has deemed it to be in the public interest to prohibit and regulate the placing or dumping of fill, removal of topsoil, and the alteration of the grade of land in the Municipality and to establish a system of fines for offences under this By-Law.

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

1. SHORT TITLE

1.1 This By-Law may be referred to as the "Site Alteration By-Law."

2. APPLICATION

2.1 This By-Law applies to all land that is subject to a draft plan of subdivision in the Municipality.

3. DEFINITIONS

In addition to terms defined elsewhere in this By-Law, the following terms have the following meanings under this By-Law, including its Schedules:

3.1 "Alteration" means the placing or dumping of fill, causing or permitting the placing or dumping of fill, removal of soil, causing or permitting the removal of soil, altering the grade of land, or causing or permitting the grade of the land to be altered.

3.2 "Council" means the Council of the Township of Southwold.

3.2 "County" means The Corporation of the County of Elgin.

3.3 "Conservation Authority" means any one or more of the Kettle Creek Conservation Authority or Lower Thames Valley Conservation Authority, whichever Authority or Authorities have authority and jurisdiction over particularized land located in the Municipality.

3.4 "Drainage" means the movement of water for the purposes of achieving non-harmful water levels.

3.5 "Dumping" or "Dump" shall be broadly interpreted for the purposes of this By-Law to include stripping, removing, moving, transporting, importing, exporting or placing of any fill or topsoil into, out of or upon lands within any single or different properties within the Municipality.

3.6 "Fill" means any material placed on land and without limiting the generality of the foregoing, includes soil, rock, concrete and stone.

3.7 "Grade" means the elevation of an existing ground surface, except where the placing or dumping of fill, removal of soil, or the alteration of the then existing ground surface has occurred in contravention of this By-law, in which case, grade means the elevation of the ground surface as it existed prior to such placing or dumping of fill on, the removal of soil from, or the alteration of the then existing ground surface prior to the occurrence of the placing or dumping of fill or the removal of Soil.

3.8 "Municipal Act" means the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended or replaced.

3.9 "Municipality" means the Township of Southwold.

3.10 "Officer" means a By-law Enforcement Officer, Chief Building Official or Deputy Chief Building Official as appointed or authorized by the Council of the Municipality to enforce this By-Law and/or any "provincial offences officer" as defined in the Provincial Offences Act.

3.11 "Order to Discontinue Activity" means an order made pursuant to section 7.9 of this Bylaw.

3.12 "Owner" is a Person and means the registered owner(s) of the land or anyone acting under authorization or direction of the registered owner(s).

3.13 "Permit" means a permit issued by the Municipality pursuant to the provisions of this Site Alteration By-law.

3.14 "Person" includes:

- a) natural individuals and their heirs, executors, administrators, agents, successors and representatives; and
- b) corporations, partnerships, other forms of business associations and their respective officers, employees, agents, successors, consultants, assignees and representatives.

3.15 "Place" or "Placement" means the distribution of fill on lands to establish a finished ground surface higher or lower than the existing grade and "placing" and "placed" in relation to fill have the same meaning.

3.16 "Planning Act" means the Planning Act, RSO 1990 c P .13, as amended or replaced.

3.17 "Provincial Offences Act" means the Provincial Offences Act, R.S.O. 1990, c. P.33; as amended or replaced.

3.18 "Site" means the area of land subject to the proposed grade alteration, placement or dumping of fill or removal of soil.

3.19 "Site Alteration Agreement" means an agreement entered into, in accordance with section 5.9 of this By-Law.

3.20 "Site Alteration By-law" means this By-Law.

3.21 "Soil" means material consisting of a mixture or any one or all of organic remains, clay and rock particles.

3.22 "Topsoil" shall have the same meaning as the definition of "topsoil" under section 142(1) of the Municipal Act. For reference purposes only and subject to amendments to the Municipal Act, the term as of the date of the passing of this By-Law is defined as "those horizons in a soil

profile, commonly known as the "O" and the "A" horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat."

3.23 "Work Order" means an order made pursuant to section 7.13 of this By-Law.

3.24 "Zoning By-law" means an in-force by-law passed by the Municipality pursuant to section 34 of the Planning Act.

4. PROHIBITION

4.1 No Person shall place or dump fill or cause or permit the placing or dumping of fill without obtaining a Permit for such purpose from the Municipality.

4.2 No Person may remove soil or cause or permit the removal of soil without obtaining a permit for such purpose from the Municipality.

4.3 No Person shall alter the grade of land or cause or permit the grade of the land to be altered without obtaining a permit for such purpose from the Municipality.

4.4 No Person shall place or dump fill, cause or permit the placing or dumping of fill, remove soil, alter the grade of land, or cause or permit the grade of the land to be altered in a manner that is not in compliance with the terms of a permit issued for such purpose by the Municipality.

4.5 No Person shall fail to comply with an Order to Discontinue Activity made under this Bylaw.

4.6 No Person shall fail to comply with a Work Order made under this By-Law.

5. SITE ALTERATION PERMITS AND AGREEMENTS

5.1 An application for a Permit to change the Grade of land, Place or Dump fill, or remove Soil must be completed on a form provided by the Municipality, 5.2 Subject to section 5.9 of this By-Law, a Permit shall be issued by the Municipality's Director of Infrastructure and Development Services or his or her designate when the following criteria have been fulfilled:

a) The proposed site alteration is related to a use permitted within the Zoning By-law; and

b) The Owner has addressed the following matters to the satisfaction of the Municipality:

i. All necessary approvals have been obtained from the Conservation Authority;

ii. All necessary approvals have been obtained in accordance with the County of Elgin Woodlands Conversation By-Law;

iii. The proposal will not cause any adverse impact on area drainage;

iv. The proposal will not adversely impact slope stability or cause soil erosion;

v. The proposal will not adversely impact vegetation communities, wildlife habitat or fish habitat in the area;

vi. The proposal will not adversely impact the quality or quantity of groundwater in the area;

vii. Such other matters related to the proposal which are raised at the absolute discretion of the Director of Infrastructure and Development Services of the Municipality, or his designate, as the context of the proposal requires, which are communicated to the applicant in relation his/her or its application for a Permit.

5.3 It is a condition of each Permit that the Permit may be revoked by the Municipality under the following conditions:

a) If it was obtained on mistaken, false or incorrect information;

b) If it was issued in error;

c) If the Owner requests in writing that it be revoked;

d) If the terms of a Site Alteration Agreement entered into in accordance with section 5.9 If this By-Law have not been complied with; or

e) If an Owner fails to comply with the provisions of this By-Law or with an order requiring work to be done to correct any contravention of this By-Law.

5.4 In any Site Alteration Permit, the Municipality may stipulate conditions that are specific to a particular site alteration proposal. Such conditions may include but are not limited to the following:

a) The Municipality may, from time to time and at the Applicant's expense, require the testing of any fill by a qualified expert retained by the Municipality. Dumping and/or fill removal may be suspended pending test results at the discretion of the Municipality;

b) The Municipality may require the Applicant to install such site remediation measures, including topsoil, seeding, sodding and installation of berms and landscaping as are necessary to minimize the visual impact of Fill or Grade alteration proposals and to provide for stabilization of altered Grade;

c) The Municipality may require a lot grading certificate upon completion of the work described in any Permit and may require the Owner or Applicant to post security to ensure delivery of such certificate.

5.5 A Site Alteration Permit shall not exempt the Owner from obtaining any other necessary approvals from governments, boards and/or other approval authorities which have jurisdiction in the area.

5.6 A Site Alteration Permit shall be valid for the length of time detailed by the Municipality.

5.7 A Site Alteration Permit shall be transferable to subsequent owners of the Site provided the Municipality is advised in writing of their acknowledgment and commitment to comply with all of the requirements of an existing Site Alteration Permit.

5.8 Subject to potential financial conditions which may be required pursuant to section 5.9 of this By-Law, the Site Alteration Permit fee and other fees associated with this By-Law are contained in the Municipality's Fees and Charges By-Law, as amended or replaced.

5.9 Notwithstanding sections 5.2 through 5.8 of this By-Law, the Municipality with respect to any application for a Permit, in its sole and absolute discretion, may require the Owner to enter into a Site Alteration Agreement with the Municipality as a condition of Permit approval and such Site Alteration Agreement shall be registerable on title of and run with the lands to ensure the site alteration proposed for the lands occurs in accordance with approved plans, specifications and proper engineering principles. The aforementioned Site Alteration Agreement may require:

a) The Owner to provide financial security to the Municipality in an amount and form acceptable to the Municipality in its sole and absolute discretion;

b) The Owner to provide evidence that he/she/it has sufficient liability insurance coverage to cover the risks associated with the proposed site alternation;

c) The Owner or Applicant to release, indemnify and/or agree to defend the Municipality;

d) The Owner to certify that the fill contains no contaminants, as defined by the Environmental Protection Act, RSO 1990 c E 19, as amended or replaced, and any Regulations of the aforementioned Act, as amended or replaced;

e) Certification by a geotechnical engineer or similarly qualified Person at any time during the Site Alteration project; and/or

f) The Owner to address such other safeguards related to the proposal and engineering drawings which are raised at the absolute discretion of the Director of Infrastructure and Development Services of the Municipality, or his designate, as context requires, which are communicated to the applicant.

6. EXEMPTIONS

6.1 The provisions of this By-Law do not apply to the following:

- a) Activities of a Municipality, County, local board, road authority, or Crown Agency as defined in the Crown Agency Act.
- b) Activities authorized pursuant to a building permit issued by the Municipality.
- c) Normal farm practices as defined in section 1.1 of the Farming and Food Production Protection Act, 1998, S.O. 1998, c. 1, as amended or replaced.
- d) Any placing or dumping of fill, removal of soil, or alteration of the grade of land exempted pursuant to section 142(5) of the Municipal Act.
- e) Activities pursuant to executed site plan agreement, subdivision agreement, severance agreement or any other development agreement pursuant to the Planning Act.

7. ENFORCEMENT, REMEDIES AND PENALTIES

7.1 The provisions of this By-Law shall be enforced by an Officer.

7.2 In accordance with section 436 of the Municipal Act, an Officer may at all reasonable times enter and inspect any land to which this By-Law has application.

7.3 Every person who contravenes any provision of this By-Law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

7.4 Subject to section 7.6 of this By-Law, in the event that the Municipality furthers enforcement of this By-Law by prosecution commenced under Part III of the Provincial Offences Act, each contravention of any provision of this By-Law is hereby designated a "continuing offence" pursuant to section 429(2)(a) of the Municipal Act for each day or part of a day that the offence continues.

7.5 Subject to section 7.6 of this By-Law, any Person guilty of an offence, upon conviction under Part III initiated proceedings under the Provincial Offences Act is liable to the Municipality for a fine not less than \$500.00 and not more than \$10,000.00 for each day or part of day that the offence continues, in accordance with section 429(3)2. of the Municipal Act.

7.6 Notwithstanding sections 7.4 and 7.5 of this By-Law, any Person guilty of an offence, upon conviction under proceedings commenced under Part III of the Provincial Offences Act who has participated in any manner in arranging, planning, organizing, financially supporting, carrying out or permitting, whether implicitly or expressly, the removal the existing ground surface of land without or contrary to a Permit to allow for the placing or dumping of fill without obtaining or contrary to a Permit is liable to the Municipality for a "special fine" in the amount of \$50,000.00 in lieu of section 7.5 fines if the "special fine" amount is greater than the amount the total fine amount the convicted Person would be liable to the Municipality for pursuant to section 7.5 at the time the conviction is entered. The "special fine" is established under the meaning and authority of section 429(2)(d) of the Municipal Act, for the purpose of eliminating or reducing any economic advantage or gain from the contravention of this By-Law.

7.7 As set out in section 431 of the Municipal Act and in addition to any other enforcement, remedy or penalty provided for in this By-Law, where a conviction has been entered in Part III proceedings under the Provincial Offences Act, the court which enters the conviction and/or any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the Person convicted.

7.8 In accordance with section 444 of the Municipal Act and addition to any other fine or remedy authorized by this By-Law, if an Officer is satisfied that this By-Law has been contravened, the Officer may make an order, known as an "Order to Discontinue Activity", requiring the Person who contravened the By-law, or who caused or permitted the contravention, or the Owner of the land on which the contravention occurred, to discontinue the contravention.

7.9 An Order to Discontinue Activity shall set out:

- a) The Person to whom it is directed;
- b) The municipal address or legal description of the property on which the contravention occurred;
- c) The date of the contravention;
- d) The reasonable particulars of the contravention of the By-law;
- e) The date by which there must be compliance with the Order to Discontinue Activity; and
- f) The date on which the Order may expire.

7.10 The Order to Discontinue Activity may be served personally on the Owner or Person to whom it is directed or by regular mail to the last known address of that Owner or Person, in which case it shall be deemed to have been given on the third day after it is mailed. Service on a corporation, partnership or other business association can be effected by registered mail to its registered corporate or business address or its publicly advertised address.

7.11 If the Municipality is unable to effect service on the Owner under section 7.10, it shall place a placard containing the terms of the Order to Discontinue Activity in a conspicuous place on the land and may enter on the land for this purpose. The placing of the placard shall be deemed to be sufficient service of the Order to Discontinue Activity.

7.12 In accordance with section 445 of the Municipal Act and addition to any other fine or remedy authorized by this By-Law, if an Officer is satisfied that a contravention of the bylaw has occurred, the Officer may make an order, known as a "Work Order", requiring the Owner or Person who contravened the by-law or who caused or permitted the contravention or the Owner or occupier of the land on which the contravention occurred to do the work to correct the contravention.

7.13 A Work Order shall set out:

- a) The municipal address or the legal description of the land;
- b) Reasonable particulars of the contravention and of the work to be done;
- c) A deadline, being a specific date, for compliance with the Work Order; and
- d) A notice that if the work is not done in compliance with the Work Order by the deadline, the Municipality may have the work done at the expense of the Owner and the cost of the work may be recovered by adding the amount to the Owner's tax roll.

7.14 The Work Order may be served personally on the Owner or Person to whom it is directed or by regular mail to the last known address of that Person, in which case it shall be deemed to have been given on the third day after it is mailed. Service on a corporation, partnership or other business association can also be effected by registered mail to its registered corporate or business address or its publicly advertised address.

7.15 If the Municipality is unable to effect service on the owner under section 7.14, it shall place a placard containing the terms of the Work Order in a conspicuous place on the land and may enter on the land for this purpose. The placing of the placard shall be deemed to be sufficient service of the Work Order.

7.16 Where anything required or directed to be done in accordance with this By-Law is not done, an Officer may upon such notice as he/she deems suitable, do such thing at the expense of the Person required to do it, and in so doing may charge an administration fee as outlined within the Municipality's current Fees By-law, as amended or replaced. Both the expense and fee may be recovered by action or by adding the costs to the tax roll and collecting them in the same manner as municipal taxes.

7.17 Where the Municipality proceeds pursuant to section 7.16 of this By-Law, an Officer or any person under his or her direction may enter onto the land and with the appropriate equipment as required to bring the property into compliance with this By-Law.

8. SEVERABILITY

8.1 If a court of competent jurisdiction should declare any section or part of a section of this By-Law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-Law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

9. EFFECTIVE DATE

9.1 This By-Law shall come into force and take effect on the day it is passed.

DRAFT



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

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

REPORT NO: ENG 2023-10

SUBJECT MATTER: Organic Composting Program Initial Purchase

Recommendations:

THAT Council approve the purchase of 1000 green bins and 250 digesters in advance of the Green Lane Community Trust budget being approved.

Purpose:

The purpose of the report is for Council to endorse the purchase of 1000 green bins and 250 digesters in advance of the Green Lane Community Trust budget approval. This will allow Staff to make the purchase sooner with the hope that the launch of the curbside organic collection program can take place for July 1, 2023.

Background:

Staff anticipate the cost for the green bins and digesters to be \$80,340 excluding HST. This includes purchase the green bins at St. Thomas' rate of \$54.84 including freight charges, and the digesters at a rate of \$90. If Staff purchase the order sooner there is a better likelihood that we will be able to launch the curbside organics program at the same time as waste collection program with GFL.

Financial Implications:

As mentioned Staff anticipated the cost for green bins and digesters to be \$80,340, excluding HST. Advancing the purchase prior to the Green Lane approval meeting in mid March, will hopefully result in the green bins and digesters showing up in early June. If the Green Lane Community Trust didn't approve the purchase of green bins and digesters, the Township would then need to fund the balance from reserves. Staff are confident this purchase will be approved through Green Lane Community Trust.

Strategic Plan Goals:

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

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

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

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

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

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

REPORT NO: ENG 2023-11

SUBJECT MATTER: Draft Township Design Guidelines Manual- Part 2

Recommendation(s):

THAT Council endorse the draft Township Design Guidelines Manual Part 2 following a 20 working day period for consultation with consultants and development industries.

Purpose:

The purpose of the report is for Council to endorse the draft Township Design Guidelines Manual Part 2 of 2 following a 20 working day period for consultation. The draft Township Design Guidelines Manual will be posted on Township website and be provided to interested stakeholders currently working in the Township. Following this review, Staff will bring forward the final design guideline for Council approval.

Background:

Council has approve Part 1 of the Township design guidelines manual which includes Transportation, Sanitary Sewer, Storm Sewer, Stormwater Management and Watermain Design. The draft in front of Council is for Part 2 which includes Development Grading, Parks/Open Space/Trails, Tree Planting, Street Lighting, Sediment and Erosion Control, and Typical Design Drawings. Staff originally had the approval of this document broken up into two parts, as the first part of the guideline was more critical for the design stage of new development.

The draft Township Design Guidelines Manual Part 2 is attached as Appendix 1 and several key highlights are below:

- Emphasis on erosion and sediment control to protect natural environment
- All street boulevard trees to be native and non-invasive
- Grading standards in boulevard as well as driveways
- Standard drawings and cross sections for typical subdivision streets

Financial Implications:

N/A

Strategic Plan Goals:

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

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

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

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



10. DEVELOPMENT GRADING

10.0. General

All development shall be graded in accordance with the following specifications. General and individual lot grading plans shall be prepared by a Professional Engineer and approved by the Township.

10.1. Lot Grading Details

The following minimum design details are to be considered during the lot grading design:

- Yard surfaces shall have a minimum 2% grade
- Drainage flows shall be directed away from houses
- Desirable drainage swale depth is to be 225mm and the maximum depth will be variable but dependent on location and design. Permitted minimum depth is 150mm
- Maximum distance from rear lot line to centre of a swale is 1.5m
- Swales shall have a minimum grade of 2%
- The maximum flow allowable in a side yard swale shall be that of four backyards
- The maximum length of a rear yard swale is 100m, out letting to a rear yard catch basin
- The maximum area contributing to the rear yard swale is 0.5 hectares
- No front yard catch basins are allowed
- Show flow arrows for direction of flow in swales and show at least one arrow at the rear of each lot
- Driveways:
 - Desirable grades: 2-4%
 - Maximum grade: 8%
- Maximum slope between houses in new development shall be 3:1
- Retaining walls are not to be used in new development. Township permission is required if this cannot be accomplished

10.2. Boulevard Grading

All boulevard grading between the curb and property line shall be between 2-4%.



10.3. Area Grading

The development area grading shall have a self-contained grading design and a major/minor overland flow direction to a maximum depth of 300mm on the road and 450mm off the roadway, and acceptable public outlet.

11. SEDIMENT AND EROSION CONTROL

11.0 General

All sediment and erosion measures shall be installed prior to any construction taking place. The sediment and erosion control measures need to be continually monitored during the month and following rain events.

Sediment and erosion drawings shall be located on a separate drawing. All sediment and erosion control measures and notes shall follow the guidelines as per the Ministry of Natural Resources Guidelines on Erosion and Sediment Control for Urban Construction Sites.

11.1 Sediment Control Measures Notes

The following sediment control measure notes are to be shown on development and construction drawings that details the sediment and erosion control measures.

Please note that the following sediment control measures are examples only and may vary to suit the individual development and project:

- Minimize disturbed area during construction
- Protect exposed surfaces using geotextile, riprap, hydro seed, etc.
- Control runoff during construction
- All erosion control measures are to be in place before starting construction and remain in place until restoration is complete
- All catchbasins are to use silt sacks to prevent debris from entering the storm sewer system
- Straw bale flow check dams (OPSD 219.180) installed along drainage routes and Fibre roll flow check dams (OPSD 219.191) are to be installed at all low areas
- Light duty silt fence barrier (OPSD 219.110) to be used in areas upstream of project area or development and heavy duty silt fence barrier (OPSD 219.130) and fibre roll grade breaks (OPSD 219.160) are to be used in areas downstream of project area or development, near watercourse and near woodlots
- All collected sediment required to be disposed of off-site, must be at an approved location.



- All sump pumps are to be clean during construction and identified for regular maintenance

12. PARKS, OPEN SPACE AND LANDSCAPING

12.0 General

When parkland dedication is required pursuant to the Planning Act or the Development Agreement, the areas so designated shall be identified on the development plans with sufficient details, notes and typical sections as may be required to identify lot grading, drainage, landscaping, access and other details as required.

With subdivision and site plans, the Township desired to facilitate connections between pedestrian pathways along storm water management easements and near storm water management facilities. Accessible multi-use pathways, sidewalks and other pedestrian connections should be created to promote and accent adjacent natural areas within the new development.

12.1 Site Clearing

No topsoil shall be removed from the site. The parkland and open space areas shall be fenced or otherwise made secure during land development and house construction activities to prohibit the removal of topsoil and dumping of debris and unauthorized fill.

12.2 Site Drainage

Park drainage plans shall be submitted to the Township at the same time as the servicing drawings and shall meet the following minimum standards.

- Drainage of parkland dedications shall be self-contained such that areas drain to channels or swales which outlet to catch basins and storm sewers or other suitable outlet, so that park drainage does not affect other properties.
- Swales should be gently sloping rather than steep ditching. The minimum grade for swales in Parks is 1.5% and the maximum side slope permitted is 4:1
- Maximum depth to bottom of swale shall be 1.0m and the minimum depth of swale is 150mm
- Swales or open ditching shall not cross the entrance of the park



12.3 Site Grading

Park grading plans shall be submitted at same time as the servicing drawings and shall meet the following minimum standards:

- The minimum grade in grassed areas shall be 2%. However, areas to be developed for soccer fields or baseball facilities may have grades less than 2%. Subsurface drainage will be required
- All lands must be satisfactorily graded before the lands will be accepted by the Township for park purposes.
- Grading or natural contours which result in undrained areas are not acceptable. If overland drainage account be modified, catch basins and storm pipes will be required.
- The developer shall do all rough grading and filling where required under all landscaped areas, to establish the sub-grade parallel to the finished grades indicated on the grading plans, to allow sufficient topsoil depth. All soft and unstable areas below sub-grade, shall be excavated and filled with compacted select fill material
- All areas shall have uniform slopes between points for which finished grades are indicated on the plans or between such points and existing grades. Grades shall be smoothly rounded at top and toe of slope
- Sub-grade shall be scarified to minimum depth of 75mm to produce an even, loose textured surface free of all stones, roots, branches, etc. larger than 50mm in diameter
- Topsoil shall be loose textured and free of all stones, roots, branches, etc. larger than 50mm in diameter

12.4 Topsoil Requirements

Topsoil shall be a fertile, natural loam, capable of sustaining healthy growth, containing organic matter for clay loams and organic matter for sandy loam.

Topsoil shall be loose and friable, free of subsoil, clay lumps, stones, roots or any other deleterious material greater than 25mm diameter. Topsoil shall be free of all litter and toxic materials that may be harmful to plant growth. Topsoil containing sod clumps, crabgrass, couch grass or other noxious weeds is not acceptable. Topsoil shall not be delivered or placed in a frozen or excessively wet condition.



Where necessary and at the discretion of the Township of Southwold, the Owner shall be required to provide topsoil test recommendations to the Township confirming topsoil type (i.e. percentage of sand, clay and organic content), macro and micronutrient content and pH levels. The Owner shall ensure fertilizers and soil amendments are incorporated into the topsoil in accordance with topsoil test recommendations.

12.5 Landscaping and Tree Planting Plans

Landscaping plans are typically required for site plan control applications. Tree planting plans for the boulevard trees are required for subdivision development applications.

12.6 Roundabout/Cul-de-Sac Landscaping

The Township preference is to have roundabout centre islands concrete to minimize the amount of maintenance required.

12.7 Stormwater management Facility Landscaping

All landscaping of the stormwater management facility shall be supplied and installed by the developer in accordance with the approved landscaping plan. Native and non-invasive trees, shrubs, ground cover and aquatic plants are required as part of a low maintenance landscape design.

Any lands conveyed to the Township are to be complete with topsoil with organic material and seed. Seeding all exposed soil surfaces as soon as grading is complete.

All slopes greater than 4:1 shall be planted.

13. STREET LIGHTING

13.0 General

This section describes the standards to be followed for the design of street lighting in the Township of Southwold and is to be used in conjunction with IESNA RP-8-14 Standard Practice for Roadway Lighting and the TAC Guide for Design of Roadway Lighting.

The classification of roadways and their recommended luminance light levels are as per IESNA RP-8-14 and TAC 2006 Guide for the Design of Roadway Lighting.

Recommendations given herein are to be used for the specific cross section of road layout shown. Variations in cross section, road layout or pedestrian conflict levels must be dealt with on an individual design basis and a specific lighting design and associated calculations submitted to the Township for review.

All street lighting design and construction is subject to ESA inspection and approval. All materials used for street lighting in the Township of Southwold must meet CSA specifications.

Energy efficient luminaires (i.e. LED lighting) shall be used in all new developments and roadway installations.

13.1 Township Lighting Policy

It is the policy of the Township that all street and sidewalk lighting design shall be based on ANSI / IESNA RP-8-14 as referred to above.

All lighting designs must be submitted to the Township for review with the necessary back-up material as required. Shop drawings, lighting design data, cross sections, etc. must be provided. Where the City's standard are not applicable, the designer shall submit the appropriate road cross section(s), the proposed road and pedestrian conflict classifications and lighting levels to the City for review. No design shall proceed without the Township's approval of the road and pedestrian conflict classifications.

In an effort to reduce light pollution, the Township requires that street lighting be designed and constructed to limit the amount of light directed towards the sky. This includes limiting both the amount of light used in an area and limiting uplight from luminaires. Since the impact of lighting differs in relative terms depending on the surrounding area, "Lighting Zones" have been developed describing different ambient lighting conditions. The appropriate lighting level restrictions for each "Lighting Zone" are being finalized by IES. Refer to IES RP-33 Outdoor Environmental Lighting.

13.2 Pavement Classification

In general the pavement classification to be used in luminance calculations shall be R3 which represents the average asphalt roadway surface in Ontario. Refer to Section 2.3 of RP-8-14.

13.3 Lighting Design

A photometric plan for exterior lighting shall be prepared by an electrical designer with engineering stamp submitted to the Township for review. Only external works require photometric plans. For lighting design within subdivisions, the Township will require a letter from the electrical engineer that the design meets the Township's requirements for lighting design.

13.4 Light Trespass

In general, the Township policy is that exterior lighting systems shall be designed such that the vertical illuminance level at property lines within the municipal right-of-way does not exceed a maximum of 3.0 lux for residential and 15 lux for dense urban developments (downtown/commercial) at a height of 1.5m above finished grade along the property line. If this level cannot be achieved approval must be obtained from the Township for a variation.

13.5 Material Specifications

13.5.1 New Development

All new developments shall use either Energy Efficient type cobrahead or decorative style luminaires that are dark sky compliant subject to approval by the Township. All submissions to the Township must have photometric calculations submitted along with approval drawings for external works, and a letter from electrical engineer stating internal design meets Township design requirements.

Developers may submit an alternative decorative style luminaire to the Township for approval to be used throughout a new development. Alternative decorative luminaires need to meet all lighting criteria as described in this section prior to acceptance by the Township. Developer must present a few luminaire alternatives if they are considering an alternative decorative luminaire.

13.5.2 LED Luminaire Specifications

The luminaire shall be of type designed for arm or pedant mount. The luminaire shall be cUL or CSA listed, have a IP 66 classified enclosure, and pass 3G vibration test. The enclosure shall be cast aluminum with integral weather tight LED driver compartments and high performance heat sinks specifically designed for LED lighting applications.

The luminaire shall be of sufficient wattage to meet the minimum applicable requirements needed to meet RP-8-14, equipped with a built-in power driver, and shall be designed for operation on a 120 volt, 60 Hz, and shall operate normally in temperatures from -20 degrees Celsius to 50 degrees Celsius. The correlated color temperature (CCT) shall be 4000K. The Minimum Color Rendering Index (CRI) shall be 65. System efficacy has to be no less than 70 lm/W.

All equipment shall be as specified herein or approved equal.

The luminaire shall contain a surge protection device (SPD) to protect all electrical components from harmful line transient voltage surges as a result of utility line switching, lightning strikes, or other electrical supply system disturbances. The SPD shall meet a 6kV, 3kA surge level and meet application and testing requirements as per ANSI/IEEE C.62.41.2 for Category C-Low operation and ANSI/IEEE C62.45. The SPD shall be mounted such that it is easily accessible and replaceable.

13.5.3 Photo – Electric Controllers

Photo-electric controllers shall be electronic twist lock photo controllers with:

- A filtered (human eye spectral response) silicon light sensor with infrared blocking filter
- MOV surge protection
- Rated for 120 volts
- Load rating: 1000 watts, 1800vA ballast
- Turn on level at 16 lux and turn off at 1.5 times turn on
- Operating temperature range from -40°C to 70°C

Photo-electric controllers must be manufactured using non-hazardous materials. All photo-electrical controllers must meet CSA specifications and are subject to ESA inspection and approval.

13.5.4 Guarantee

The Supplier shall guarantee the entire luminaire against defects of materials and parts, workmanship, and failure to operate properly in service for a period of ten (10) years after date of final delivery or ten (10) years after being placed in service, whichever occurs first. Guarantee shall cover operation of luminaire, luminaire shall be considered defective if any part of the



luminaire fail, power driver is not performing correctly, lighting output has decreased by 30% of the initial delivered lumens, or lighting color has changed to outside the specified range.

Upon luminaire failure within the guarantee term, the warranty shall include for complete luminaire replacement (exclusive of labour to remove and re-install) from the manufacturer. Individual component replacements in the field by the supplier (or their agents) will not be permitted.

13.5.5 Identification of Wattage and Labeling

On the housing of the luminaire there shall be an identification means permanently attached to allow for identification of the wattage. The means shall be visible to an observer standing at street level under the installed luminaire and shall be subject to approval at the time the sample is submitted. Identification means shall consist of a black number on a gold colored square.

A label shall be included inside the luminaire. It shall have light output lumens, watts, lumens/watt (Efficacy), color rendering index (CRI), correlated color temperature (CCT) and IESNA LM-79-2008.

13.5.6 Shop Drawing Submission

The following information is to be submitted as part of the shop drawing approval package:

- Nominal line voltage
- Luminaire wattage
- Lamp type and ANSI designation
- Ballast type
- Optical system
- ANSI/IES luminaire classification and distribution type
- Photometric curve or test report number
- Shielding options
- Luminaire shop drawings with options supplied clearly shown
- Photometric calculations for roadway luminaires are to be installed



13.7 Poles

New luminaires are to be placed on existing poles wherever possible. Where no suitable existing pole is available, a new pole compatible with existing poles is to be installed.

For (urban) roadways with barrier curbs having 60 km/hr or less design speed, light poles shall be located a minimum of 1.0 metre behind the back of the curb.

For (rural) roadways (that is, with no curbs) with a design speed of 60km/hr or less the minimum pole setback shall be 3.0 m minimum subject to the guiding principles outlined below.

For rural roadways, poles shall be located behind the ditch on the same side of the street, preferably at common lot lines. Due to the variability that may occur in rural subdivision design, the location of the poles may vary between developments, and will need to follow clear zone requirements in the MTO

roadside safety manual. However, the guiding principles for the pole location shall be;

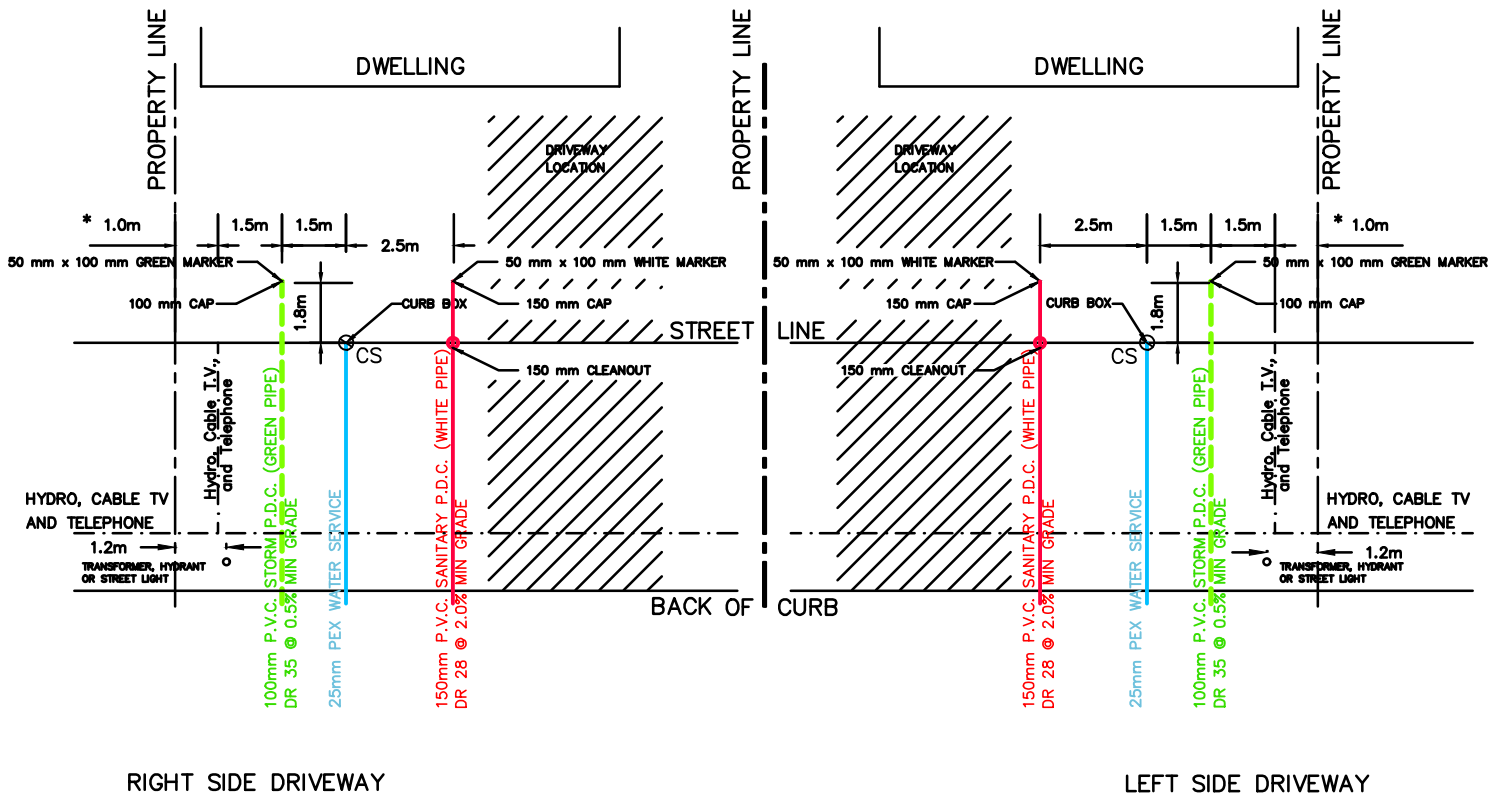
- No closer than 1.0 m to the property line (frontage)
- In a consistent offset from the property line for each street
- A minimum of 1.0 m behind the top of the ditch
- At a location where the luminaire height is within the manufacturers and/or utility guidelines

For all roadways with design speeds greater than 60 km/hr, pole offsets shall be in accordance with TAC guidelines for clear zone requirements based on roadway design speed.

Light poles shall be located minimum 5 metres offset from large shade trees and minimum 3 metres offset from small ornamental trees.

The recommended light pole heights above ground are provided in the following table.

Roadway Classification	Lanes	Median	Pole Height
Local	2	N/A	7.5 m
Collector	2	N/A	9.1 m
Arterial	2	N/A	9.1 m



NOTES:

1. MINIMUM DEPTH OF SANITARY PDC AT PROPERTY LINE SHALL BE 2.4 m
 2. MINIMUM DEPTH OF STORM PDC AT PROPERTY LINE SHALL BE 1.5m
 3. PLACE SAND BACKFILL WITHIN 2m OF TRANSFORMERS ON STORM PDC'S
 4. EXTEND STORM PDC'S 2m ON LOTS WHICH WILL HAVE UTILITY PEDESTALS
 5. ANY SERVICES UNDER DRIVEWAY SHALL BE SAND BACKFILL
 6. LOCATION OF TREES SHALL BE IN ACCORDANCE WITH THE "TREE PLANTING STANDARDS" MOST CURRENT EDITION
 7. STORM AND SANITARY PRIVATE DRAIN CONNECTIONS TO EXTEND 1.8 m BEYOND STREET PROPERTY LINE.
- * INCREASE THIS DIMENSION TO 4.0 m ON CORNER LOTS

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

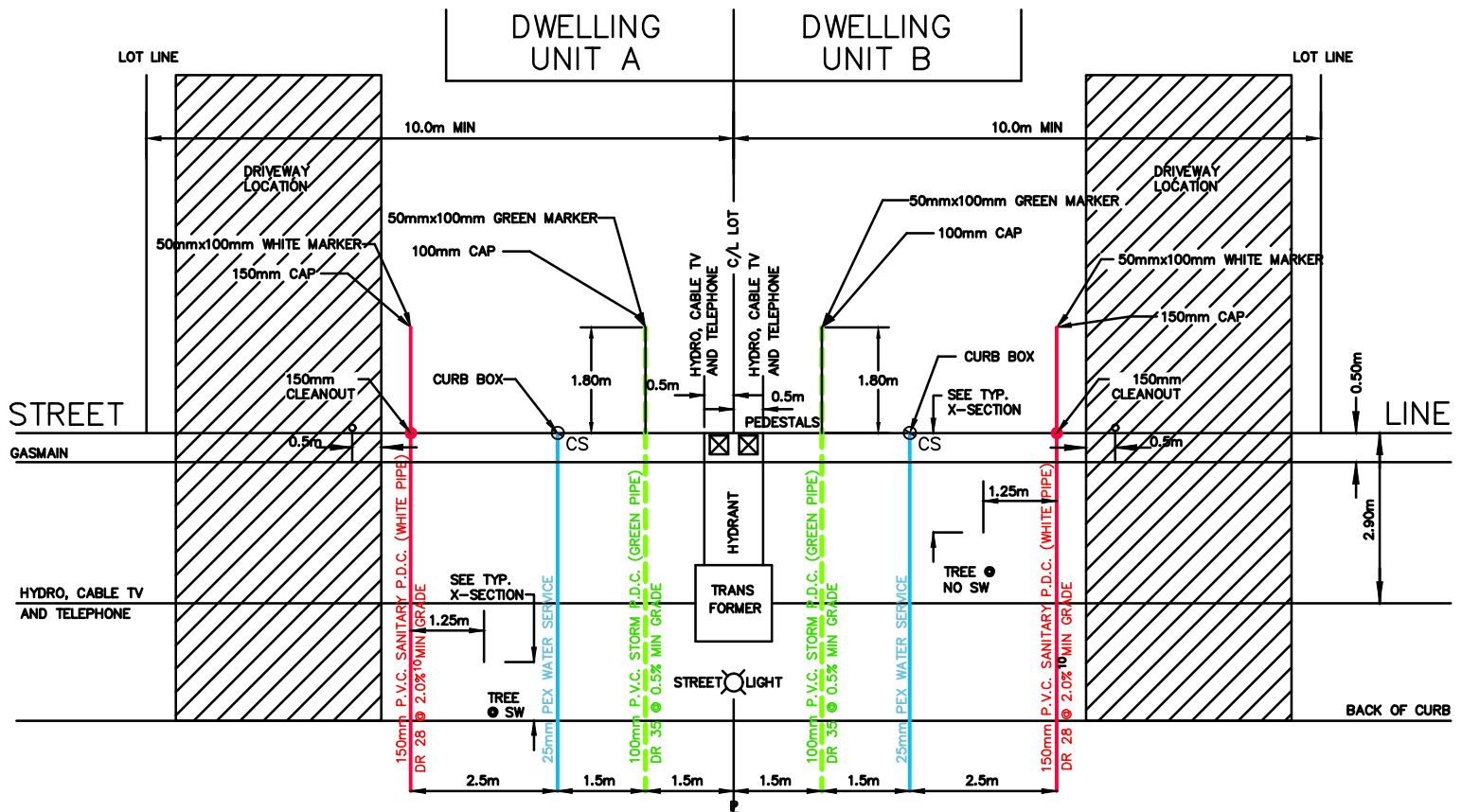
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

SERVICING LAYOUT SINGLE LOT

REVISION DATE:

DRAWING #:

D-01



NOTES:

1. MINIMUM DEPTH OF SANITARY P.D.C. AT PROPERTY LINE SHALL BE 2.4 m
2. MINIMUM DEPTH OF STORM P.D.C. AT PROPERTY LINE SHALL BE 1.5m
3. 4-PLEX LAYOUT SHALL BE THE SAME AS SINGLE LOT EXCEPT, WATER SERVICE SHALL INCREASE TO 38 mm
4. PLACE SAND BACKFILL WITHIN 2m OF TRANSFORMERS ON STORM P.D.C.'S
5. EXTEND STORM P.D.C.'S 2m ON LOTS WHICH HAVE UTILITY PEDESTALS
6. LOCATION OF TREES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT EDITION OF THE "TREE PLANTING STANDARDS"

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

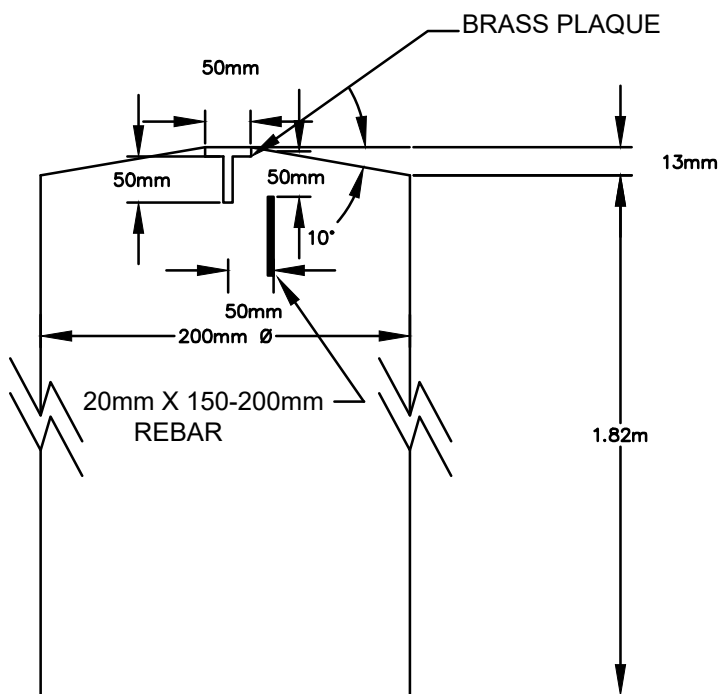
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

SERVICING LAYOUT SEMI-DETACHED LOT

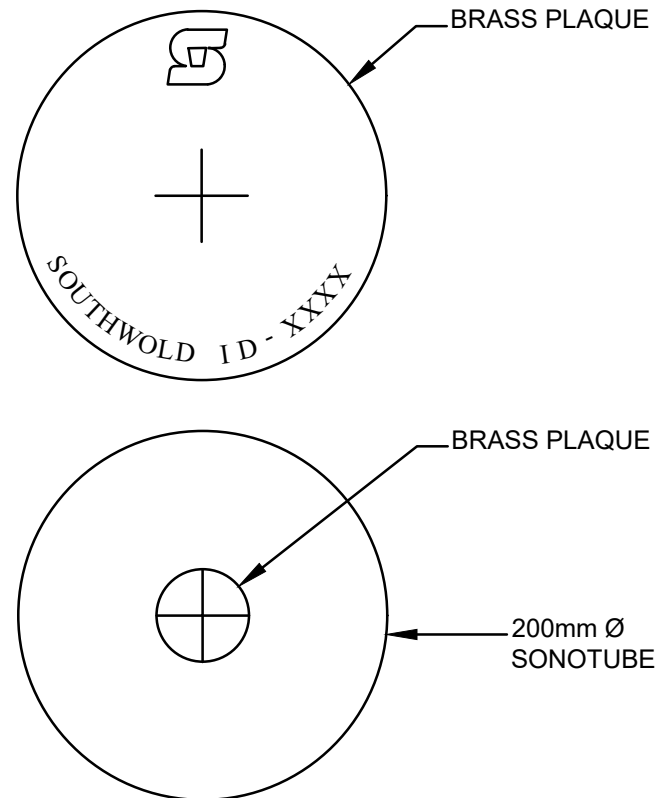
REVISION DATE:

DRAWING #:

D-02



CROSS SECTION



PLAN VIEW

NOTES:

1. BRASS PLAQUE TO BE SUPPLIED BY TOWNSHIP OF SOUTHWOLD.
2. REBAR TO BE EPOXY COATED.

NOT TO SCALE

ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

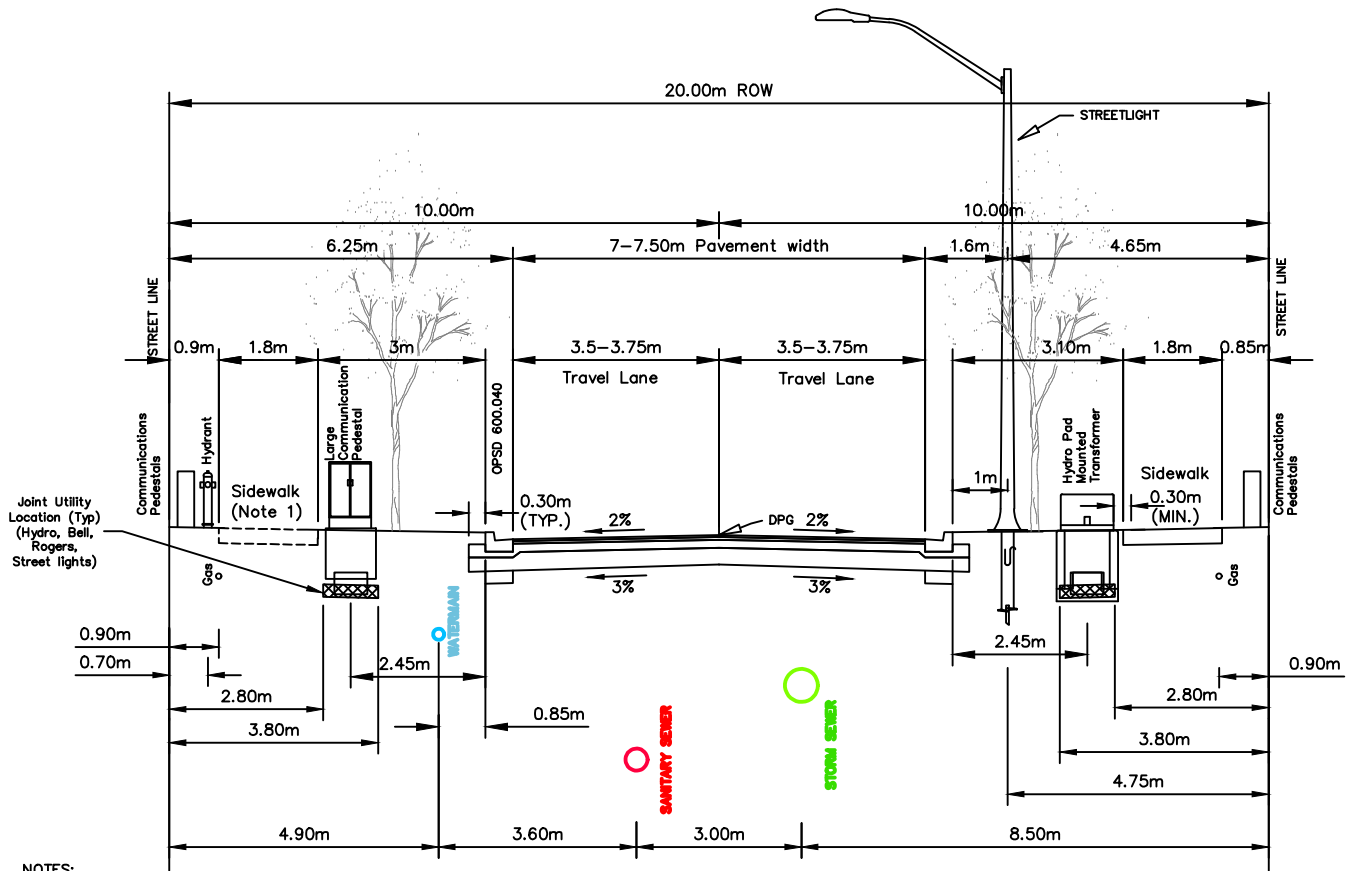
**GPS MONUMENTATION TYPICAL LAYOUT
DETAILS**

REVISION DATE:

DRAWING #:

D-03

DESIGN GUIDELINES



NOTES:

1. LOCATION OF THE STREET PARKING SHALL BE NOTED ON ENGINEERING DRAWINGS.
2. SIDEWALK MAY BE INSTALLED IN FUTURE, IF REQUIRED FOR PEDESTRIAN CONNECTIVITY NEEDS.
3. THE PAVEMENT STRUCTURE IDENTIFIED ARE MINIMUM REQUIREMENTS. ACTUAL PAVEMENT STRUCTURE TO BE RECOMMENDED BY A QUALIFIED GEOTECHNICAL CONSULTANT.
4. BASE ASPHALT THICKNESS MAY BE INCREASED TO 80mm HL8 DEPENDING ON SUBSEQUENT SUBDIVISION PHASING.

MINIMUM PAVEMENT DESIGN

40mm	HL3
50mm	HL8
150mm	GRANULAR 'A'
300mm	GRANULAR 'B' (TYPE II GRADATION)

Utility	Min cover in Blvd	Min cover for Road crossing
Gas	0.9m	1.0m
Hydro	1.0m	1.0m
Comm.	0.75m	1.0m
Water	1.7m	1.7m
Storm	1.5m	1.5m
Sanitary	2.4m	3.0m

TYPICAL CROSS SECTION

NOT TO SCALE
ALL DIMENSIONS IN METERS UNLESS OTHERWISE NOTED

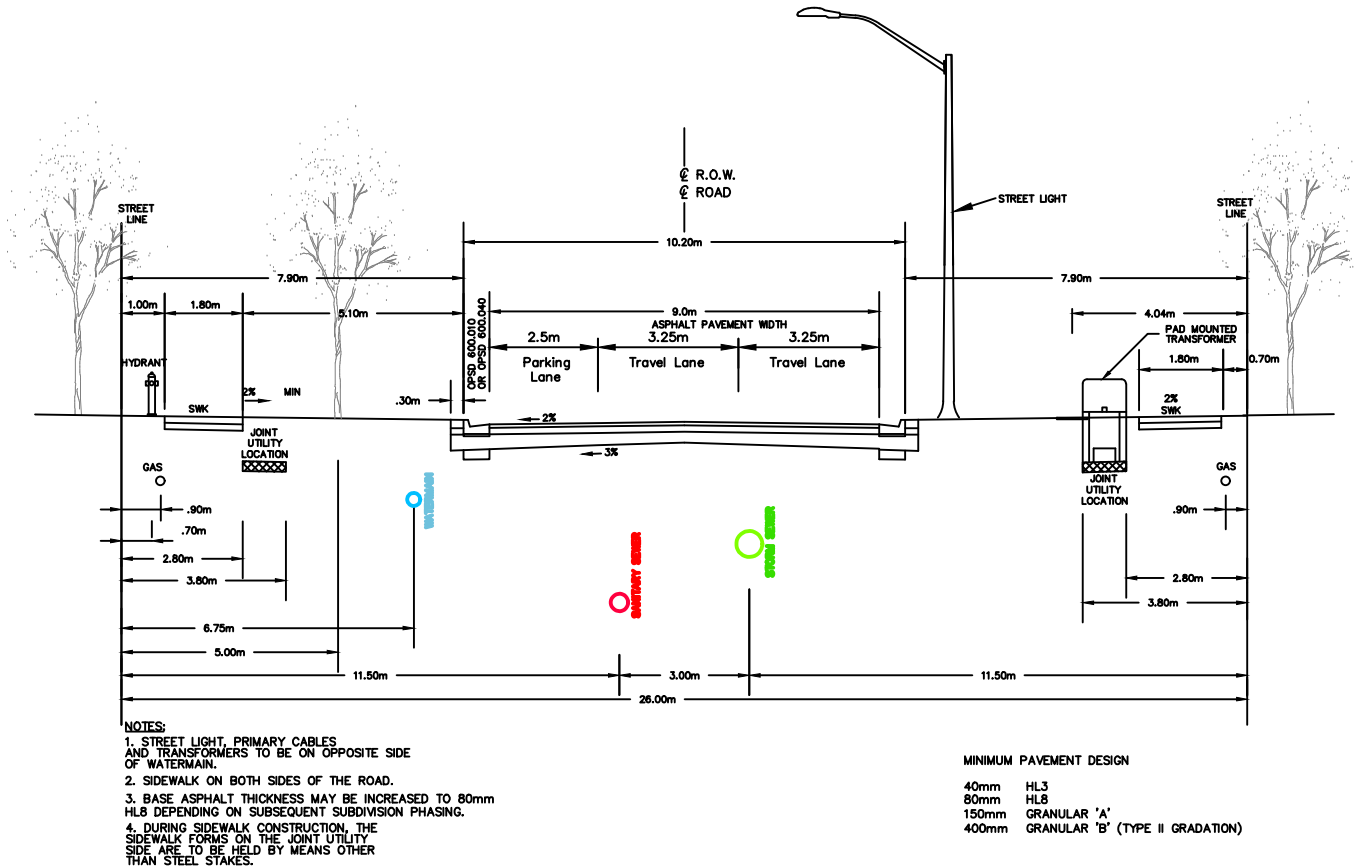
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

URBAN LOCAL ROAD
CROSS-SECTION

REVISION DATE:
DRAWING #:

R-03

DESIGN GUIDELINES



TYPICAL CROSS SECTION

NOT TO SCALE
ALL DIMENSIONS IN METERS UNLESS OTHERWISE NOTED

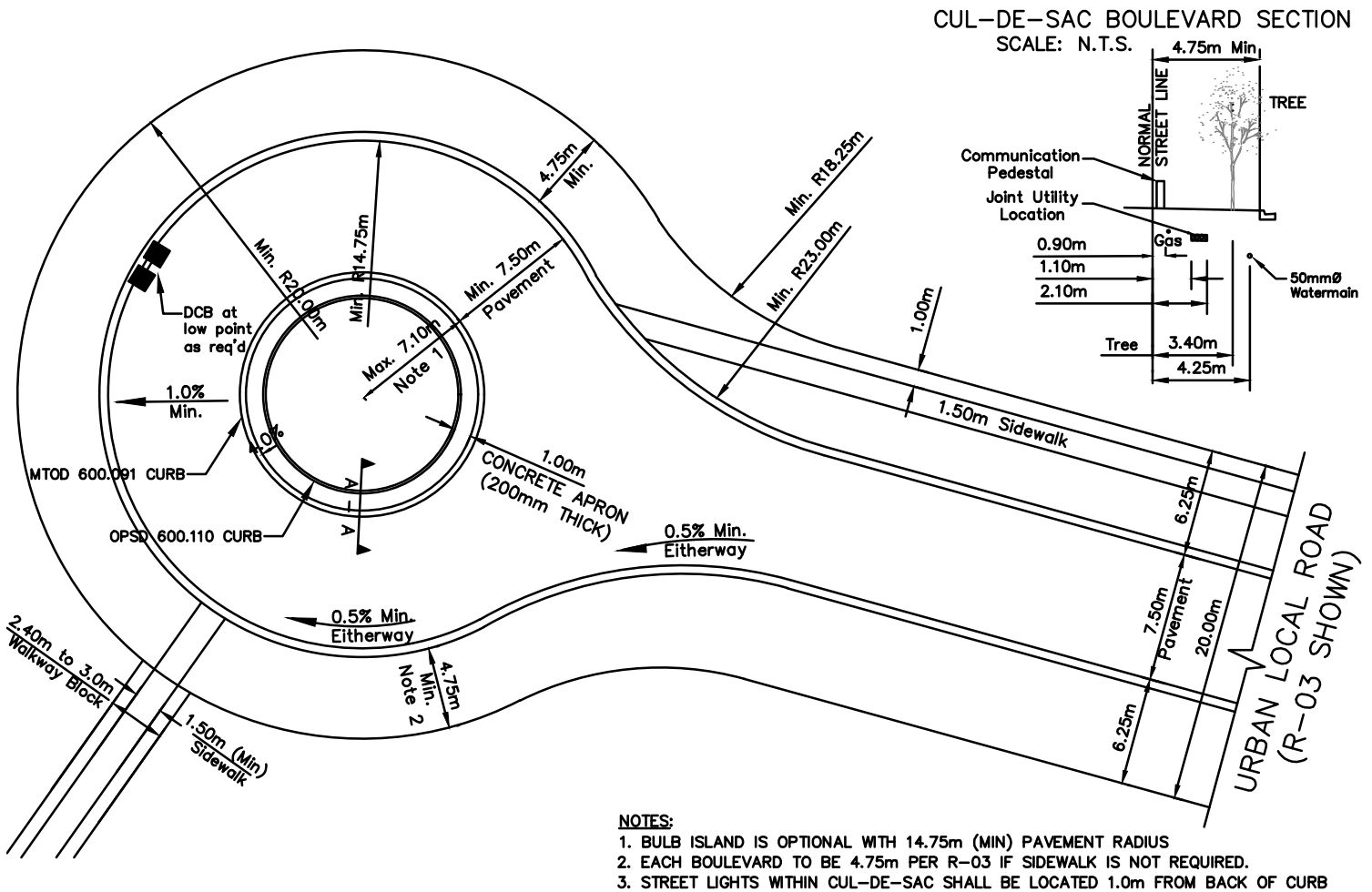
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**URBAN COLLECTOR ROAD
CROSS-SECTION**

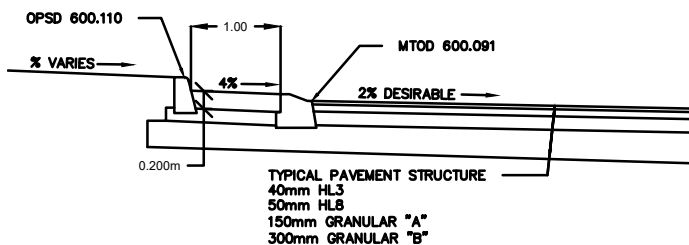
REVISION DATE:
DRAWING #:

R-05

DESIGN GUIDELINES



SECTION A - A



NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

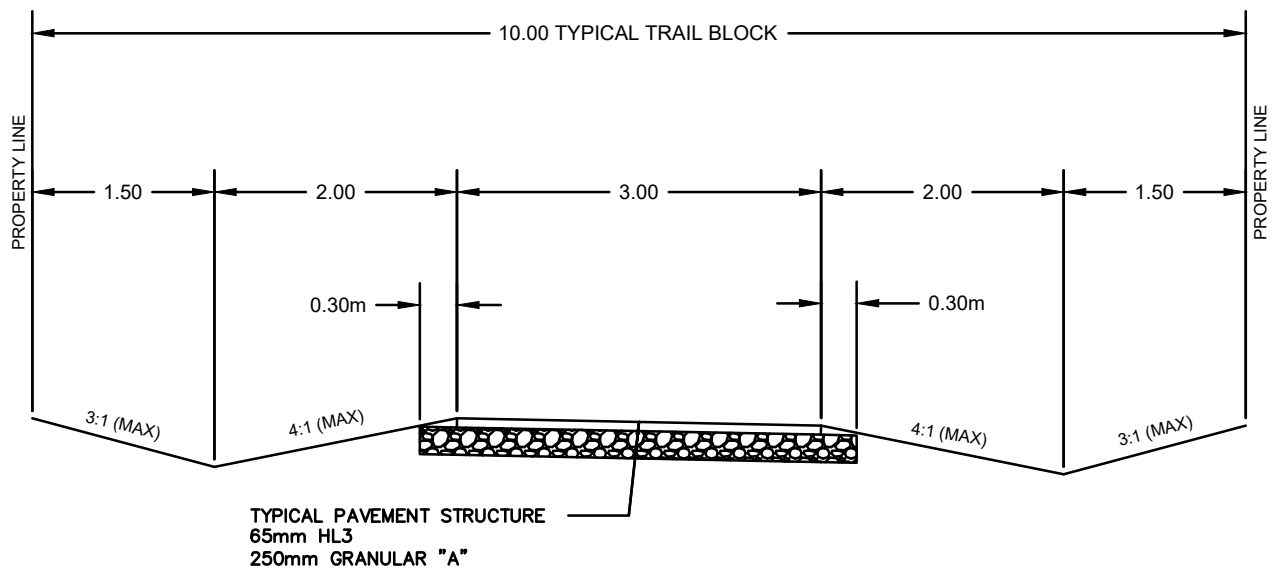
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

MINIMUM CUL-DE-SAC ON LOCAL ROAD

REVISION DATE:

DRAWING #:

R-09



NOTES:

1. HARD SURFACE ROOT BARRIER, 60mm THICK, SHALL BE INSTALLED IN THE VICINITY OF ANY TREES
2. ALL DISTURBED AREAS SHALL BE RESTORED WITH 100mm TOPSOIL AND SOD OR HYDROSEED.
*OPTIONAL; NATIVE WILDFLOWER SEED MIX MAY BE UTILIZED IN LIEU OF HYDROSEED. WILDFLOWER SEED MIX SHALL BE APPROVED BY THE PARKS AND FORESTRY DIVISION PRIOR TO APPLICATION.

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

TYPICAL MULTI-USE TRAIL

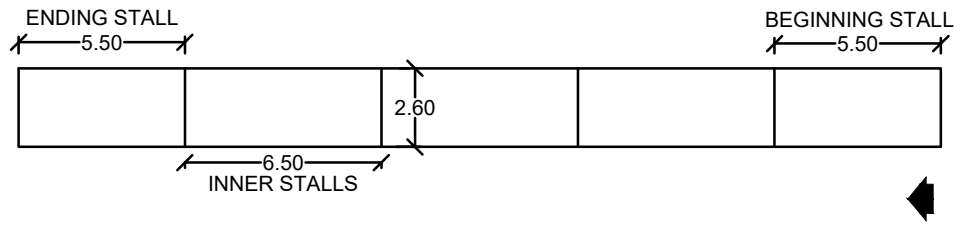
REVISION DATE:

DRAWING #:

R-10

DESIGN GUIDELINES

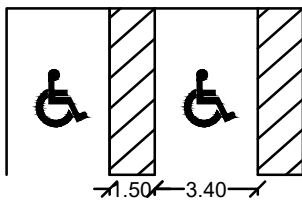
ON-STREET PARKING REQUIREMENTS



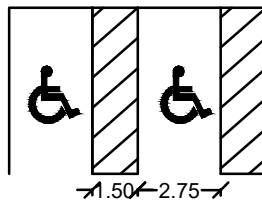
*NO PARKING IN FRONT OF OR WITHIN 1 METRE OF ANY LANE, DRIVEWAY OR ALLEY ENTRANCE

ACCESSIBLE PARKING REQUIREMENTS

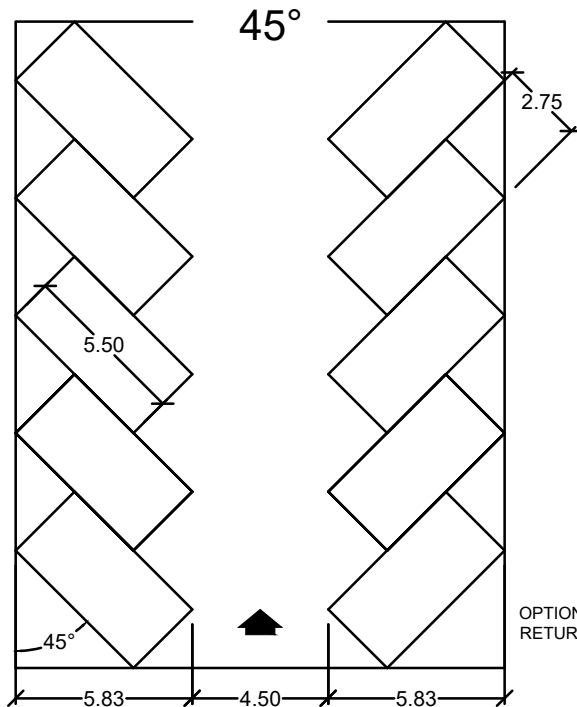
TYPE A - VAN ACCESSIBLE



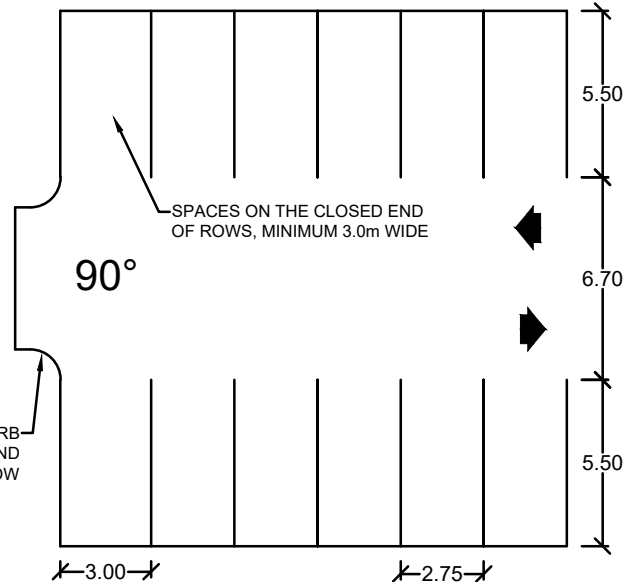
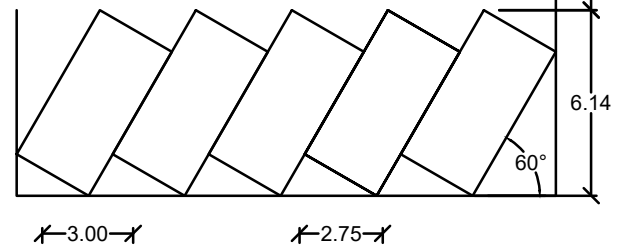
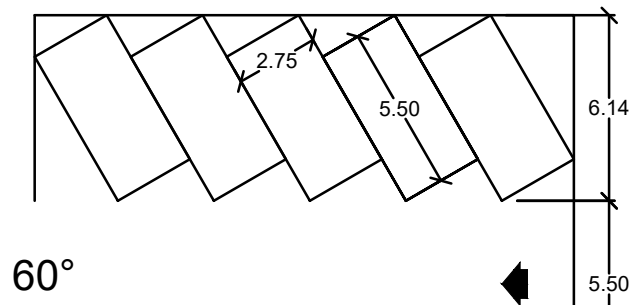
TYPE B - STANDARD



* REQUIRED SIGNING, NUMBER AND TYPE OF ACCESSIBLE SPACES SHALL BE AS PER APPLICABLE AODA, IASR AND O. REG. 191/11 OF THE INTEGRATED ACCESSIBILITY STANDARDS



NOTE: ALL DIMENSIONS PROVIDED ARE THE MINIMUMS REQUIRED



SCALE: 1:250

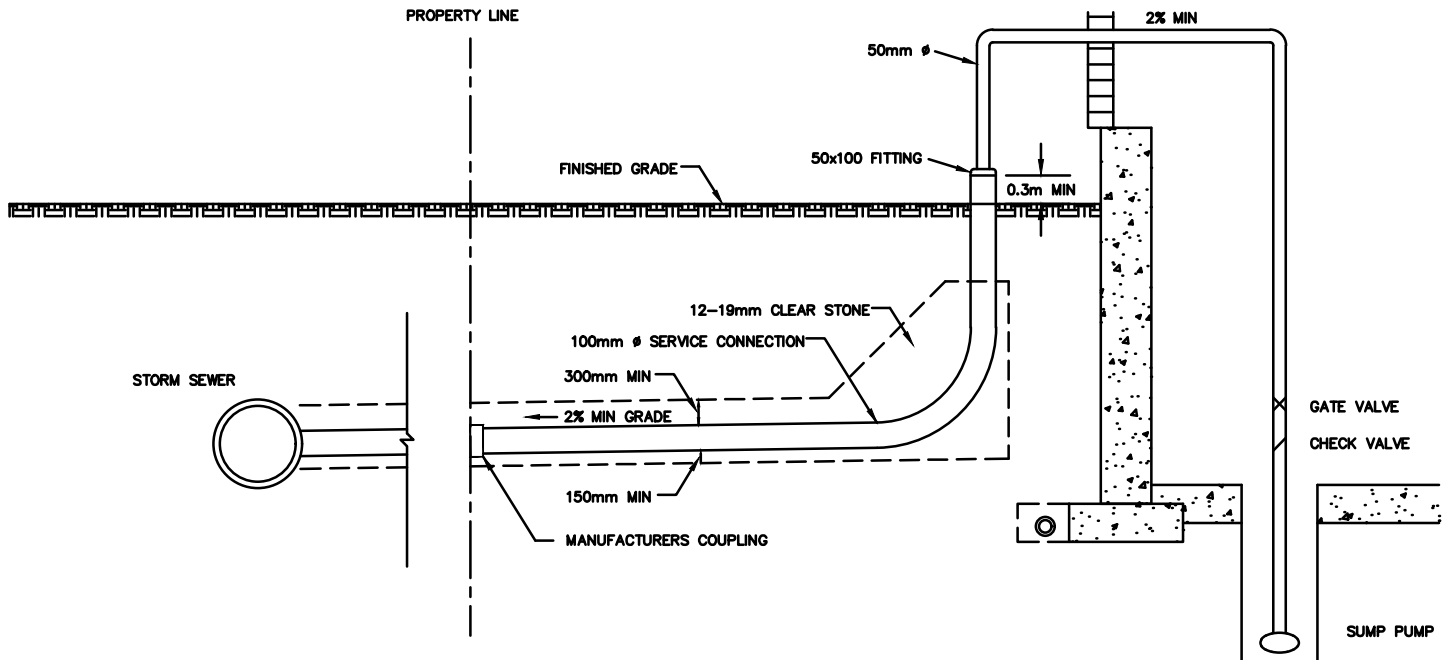
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

TYPICAL PARKING REQUIREMENTS

REVISION DATE:

DRAWING #:

R-12



DRAIN CONTRACTOR

1. APPLY FOR INSPECTION PERMIT FROM PLANNING AND BUILDING SERVICES DEPARTMENT
2. INSTALL 100mm SERVICE CONNECTION PIPE TO GRADE COMPLETE WITH CAP
3. TO BE INSPECTED BY THE TOWNSHIP OF SOUTHWOLD PRIOR TO BACKFILLING FROM STREET TO PROPERTY LINE.
4. ALL PIPE SHALL BE BELL AND SPIGOT WITH APPROVED WATERTIGHT GASKETED JOINTS
5. MULTI-UNIT LOTS WILL HAVE 150 mm Ø PDC CONNECTIONS

PLUMBER

1. REMOVE CAP
2. INSTALL 50mm x 100mm FITTING (MULTI-UNIT WILL BE 50 X 150)
3. CONNECT TO SUMP PUMP
4. TO BE INSPECTED BY PLUMBING INSPECTOR (631-1680)

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

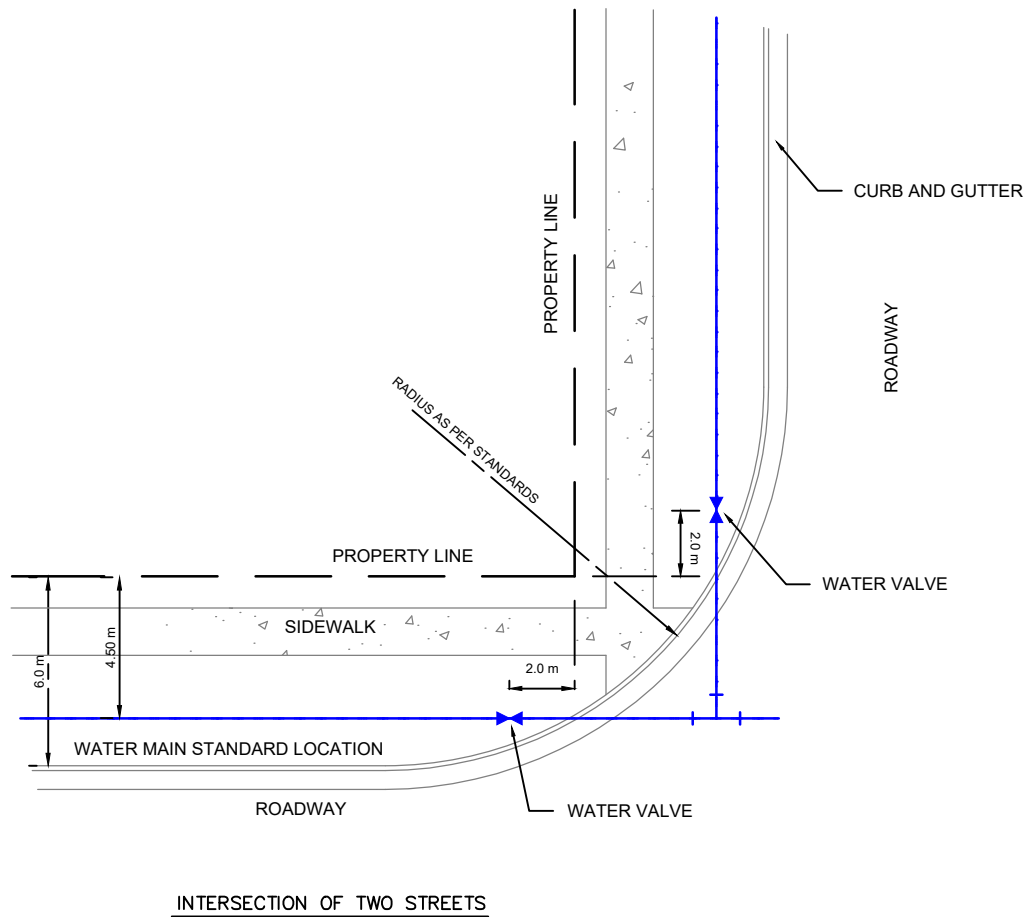
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

STORM SUMP DISCHARGE DETAIL

REVISION DATE:

DRAWING #:

S-03



NOTE:

This standard may not apply for all road cross-sections. The objective is to prevent valves from being installed in the gutter. Where the intent of this detail cannot be met, the Township of Southwold will approve an alternative location.

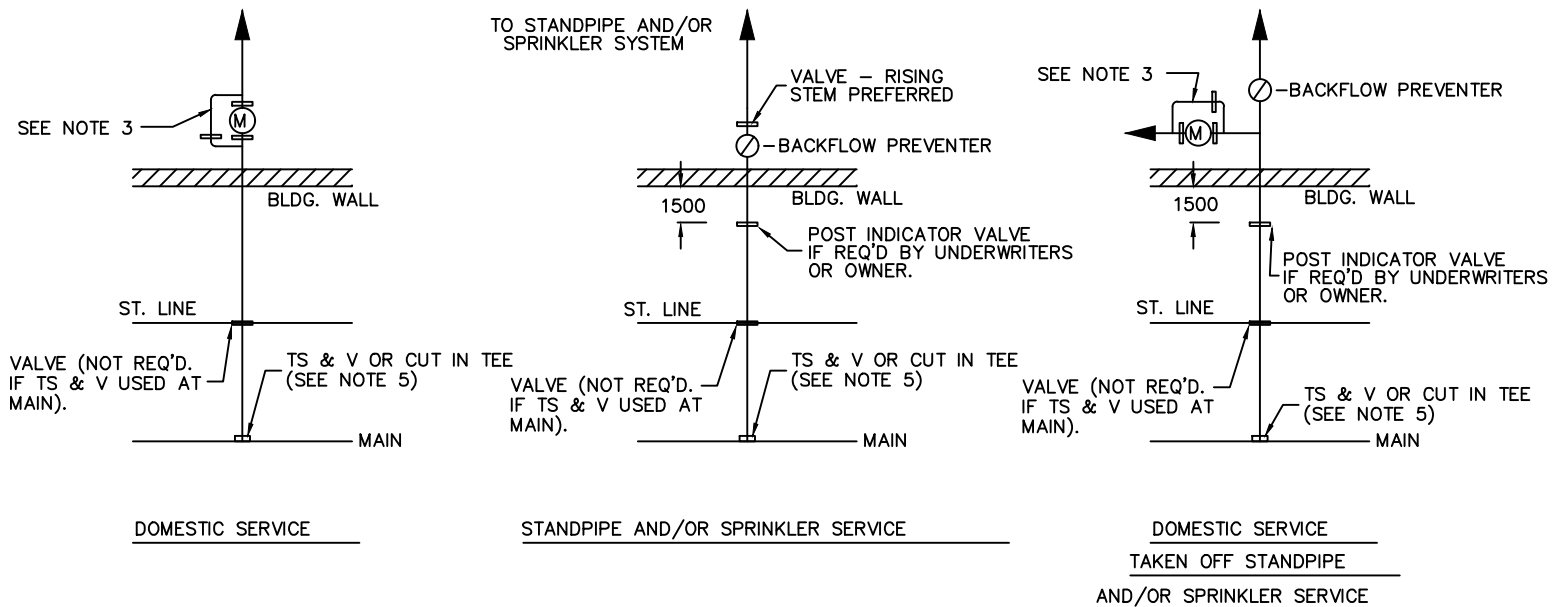
NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**STANDARD LOCATION OF WATER VALVES
FOR URBAN INTERSECTIONS**

REVISION DATE:
DRAWING #:

W-05



NOTES:

1. All dimensions are in mm unless otherwise shown.
2. The domestic water may be taken from the sprinkler service and/or the standpipe service inside the building if approved by fire underwriters. If not, the domestic service shall be installed to the main as shown with a minimum of 300 mm separation from the fire service.
3. Domestic valves, meter and by-pass if required, shall be immediately inside the structure wall. Valves are preferred to be rising stem.
4. Control and check valves on fire services shall be as required by Ontario Building Code.
5. If the service is off a service main, a tapping sleeve and valve or a tee and valve shall be installed at the service main.
6. For backflow preventer requirements refer to Spec. Sec. 4.4 Ontario Building Code.
7. Ductile iron starts 1.5m from building front, into building and up through floor.

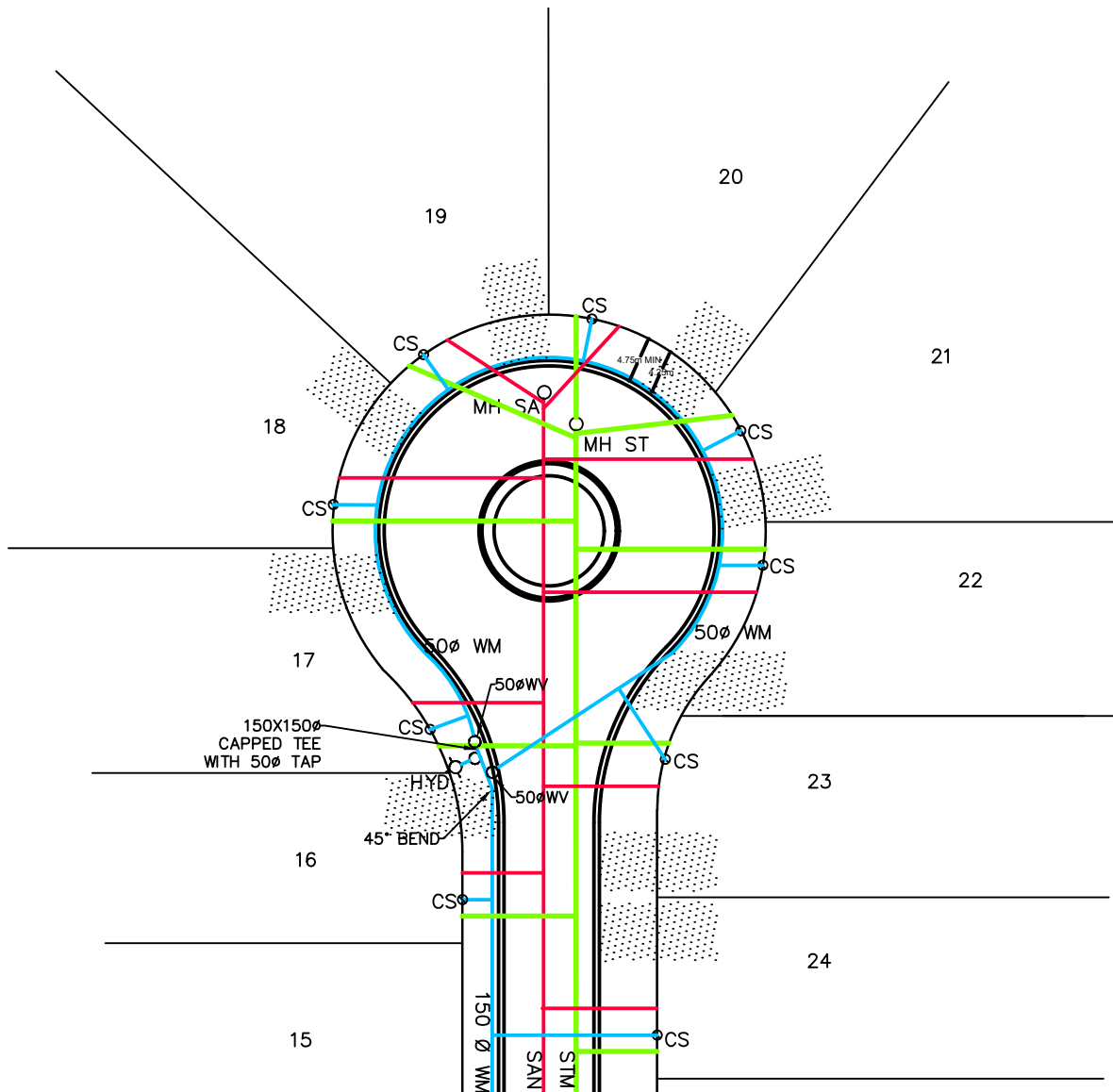
NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**SCHEMATIC LAYOUT OF 100 mm & LARGER
SERVICE**

REVISION DATE:
DRAWING #:

W-12



NOTES:

1. All dimensions are in mm unless shown otherwise.
2. All pipe joints are to be restrained on the 50 mm Ø watermain loop.
3. Pipe radius as per manufacturers specifications.
4. Acceptable 50 mm Ø products for use in cul-de-sacs include Crosslinked Polyethylene (PEX) Tubing.

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**TYPICAL DETAIL OF 50 mm WATERMAIN
LOOP**

REVISION DATE:
DRAWING #:

W-19



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO: PW 2023-01

SUBJECT MATTER: Supply and Delivery of Grader Proposal Award

Recommendation(s):

THAT Council approve the proposal submitted by Brandt Tractor Ltd. for a motor grader in the amount of \$587,900.00, excluding HST.

Purpose:

The purpose of this report is to seek Council authorization to accept the proposal from Brandt Tractor Ltd. for the supply and delivery of a grader.

Background:

As part of the Township's fleet replacement program, the Township has requested proposals (RFP) for the supply and delivery of a grader. The RFP23-003 was advertised on the Township's website www.southwold.ca,

Two suppliers answered the proposal as well as provided the below pricing. Based on the proposal evaluation criteria, Staff believe Brandt Tractor Ltd. will provide the best value in terms meeting the Townships specification requirements, as well as cost for the grader.

	Bidder	Total Contract Price (excluding HST)
1	Brandt Tractor Ltd. (John Deere)	\$587,900.00
2	Toromont Cat (Caterpillar)	\$637,988.60

Financial Implications:

The quoted price was just below the \$610,000.00 budget with net HST. The grader include a \$305,000.00 contribution from Green Lane. The remaining balance will be funded through the road equipment reserve. All bidders meets the specification requirements as set out in the RFP.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO: PW 2023-02

SUBJECT MATTER: Supply and Delivery of Granular Materials Tender Award

Recommendation(s):

THAT Council accept the supply and delivery of granular materials from Jeff Campbell Trucking in the amount of \$458,300.00, excluding HST.

Purpose:

The purpose of this report is to seek Council authorization to accept the tender results for the supply and delivery of granular materials.

Background:

As part of the Township's gravelling program and supply of winter sand, the Township has requested tenders for the works associated with the supply and delivery of requested granular materials. The tenders were advertised on the Township's bids and tenders on January 24, 2023 and closed on February 9, 2023 at 2:00pm.

Two suppliers closed the tender (RFT23-02) for the supply and delivery of the following:

- 22,000 tonne "on the road" A gravel
- 500 tonne stockpile A gravel
- 500 tonne stockpile winter sand

	Bidder	Total Contract Price (excluding HST)
1	Jeff Campbell Trucking	\$458,300.00
2	Mackenzie and Henderson	\$ 514,150.00

Financial Implications:

As the quoted price is above the \$400,000.00 budget, quantities will be lowered from 22,000 to stay within that budget. The low bidder is aware of and has agreed to these quantity adjustments as all quantities were stated as "approximate" in the tender documents.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13th 2023

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

REPORT NO: CBO2023-03

SUBJECT MATTER: Activity Report January 2023

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	Delivered to be installed spring 2023

Comments/Analysis Building:

See attached permit comparison report Schedule A CBO 2023-003 for comparison report.

Financial Implications: none


Strategic Plan Goals:

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

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

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

 TOWNSHIP OF Southwold				Township of Southwold			
				Permit Comparison Summary			
				Issued For Period January - January			
Current Year to Date				Previous Year to Date			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	1,083	200,000	Accessory structures			
Agricultural	1	624	540,000	Agricultural	1	1,950	125,000
Change of Use		-	-	Change of Use			
Commercial		-	-	Commercial		-	-
Demolition				Demolition	2	300	22,000
Heating		-	-	Heating		-	-
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing	1		1,000
Pools				Pools			
Residential Building	5	9,064	2,701,328	Residential Building	15	17,858	9,084,146
Sewage System	3	1,500	60,000	Sewage system	1	500	10,000
Signs				Signs	-	-	-
Combined Use		-	-	Combined Use	-	-	-
TOTAL	10	12,271	3,501,328	TOTAL	20	20,608	9,242,146

Current Year				Previous Year			
TOTAL PERMIT ISSUED		10			15		
TOTAL DWELLING UNITS CREATED		3			284		
TOTAL PERMIT VALUE		3,501,328			9,242,146		
TOTAL PERMIT FEE		12,271			20,608		
TOTAL INSPECTION COMPLETED(YTD)		2463			2842		

Jan 2022 Compared to Jan 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	1,083	200,000	Accessory structures			
Agricultural	1	624	540,000	Agricultural	1	1,950	125,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition	2	300	22,000
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing	1		1,000
Pools				Pools			
Residential Building	5	9,064	2,701,328	Residential Building	15	17,858	9,084,146
Sewage System	3	1,500	60,000	Sewage System	1	500	10,000
Signs				Signs			
Combine Use				Combined Use			
TOTAL	10	12,271	3,501,328	TOTAL	20	20,608	9,242,146



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-06

SUBJECT MATTER: Activity Report for CAO/Clerk January 2023

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on the CAO/Clerk Activities for January 2023.

Background:

Meetings/Events:

- All Staff meetings (Jan 11 & 26) & Management Group Meetings (Jan 18)
- Various Staff meetings re: Budget
- Council Budget Meetings Jan 5, 11, 19, 26, Feb 6
- Family Day Committee January 18, 23, 30, Feb 7
- Staff Amazon Tour Jan 17
- SDWA Standard of Care Training
- CUPE Negotiations (Jan 16)
- Various Development Proposal meetings
- West Elgin Building Services Meetings

Strategic Planning Exercise – Planning and organization for updating the Strategic Plan will begin in February. Initial investigation with OMAFRA indicates the same level of assistance from 2018 is no longer available. The 2023 Budget includes some funding for consulting assistance if needed. A more detailed report will be forthcoming.

Public Works - CUPE – Negotiations have concluded and ratification should be completed in February.

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	Extensive Changes on hold – current setup appears to be working well
Phone System Upgrade/Replacement VOIP	\$15,000	Quotes and options have been obtained – reviewing with IT Support, planning for a February/March implementation
Server Replacement	\$15,000	Due to age and further review by IT contractor being planned for replacement-
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:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-07

SUBJECT MATTER: Covid Vaccination Policy

Recommendation(s):

That the Covid Vaccination Policy, last updated January 24, 2022, be rescinded;

And further that the Covid-19 Safety Plan be updated by staff to reflect the current guidance from Southwest Public Health and be incorporated into the Township Health and Safety Program.

Purpose:

To review the continued need for the Covid Vaccination Policy.

Background:

Over the course of the Covid-19 Pandemic the Township was required to implement various policies and plans. The Township still has two documents in force that should be reviewed. These are the Covid-19 Vaccination Policy and Covid-19 Safety Plan. The Vaccination Policy is a Council approved policy that requires employees to be vaccinated or complete regular Covid testing. The Safety Plan was prepared by staff and sets out various operational matters. The Safety Plan was required by the Province through O.Reg. 364/20. The Vaccination Policy and Safety Plan documents are attached for reference.

Comments/Analysis:

Based on a survey of other local municipalities, Covid Vaccine Policies have been rescinded over 2022. The County still has its policies in place but is examining possible changes for employees that are not associated with Long-term Care. Some municipalities have maintained some form of Safety Plan or have incorporated elements into their Health and Safety Programs.

Based on most mandates and restrictions being lifted by the Province and Southwest Public Health, staff does not believe attempting to maintain a Township vaccination

policy is feasible at this point. While the Township appears to have relatively high vaccination rates for staff, the ongoing testing requirements have/will be problematic.

While staff is comfortable recommending that the Vaccination Policy can be rescinded, the Township as an employer must continue to take every reasonable precaution to protect the Health and Safety of its workers. As such, it will be important to maintain some Health and Safety Policies and Procedures. After almost 3 years, most people have adjusted to taking some additional precautions to avoid getting and spreading Covid, but as an employer we still have an obligation to provide direction to employees. This would include items such as staying home when sick, self-monitoring, hand sanitizing stations, distancing, illness related work from home options, etc. The Safety Plan should also be flexible and looks to the latest guidance from Southwest Public Health. As such, staff will be incorporating Covid related safety procedures into the Health and Safety Program.

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:
Jeff Carswell, CAO/Clerk
"Submitted electronically"

Township of Southwold

Proof of COVID-19 Vaccination Policy

1.0 Background

The Corporation of the Township of Southwold has an obligation under Provincial legislation to take all necessary precautions reasonable in the circumstances to protect the health and safety of its workforce and members of the public from the hazard of COVID-19, and is committed to providing excellent service to our community and to building trust and confidence in local government.

A key element to ensuring this protection is putting in place a program requiring that all Employees, Members of Council and Council appointed Committees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and/or buildings, interns, students, and volunteers are fully immunized against COVID-19 or regularly tested for COVID-19.

The Township of Southwold considers vaccinations to be fundamental to the protection of individuals and the community. This policy is in line with Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Getting both doses of the COVID-19 vaccine and any subsequent recommended boosters is the best defense against the virus, including variants.

The Province of Ontario announced that beginning September 22, 2021, proof of COVID-19 vaccination will be required to access certain public settings and facilities. This policy aims to achieve full vaccination amongst Township administration Employees and volunteers in alignment with provincial directives and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

Vaccination, in combination with health and safety precautions, have been identified by Public Health as the single most effective means of reducing the transmission of COVID-19 in the workplace and in our community. Individuals who are unvaccinated are at higher risk of contracting and transmitting COVID-19 in our workplace and in the community. In addition to the current health and safety precautions (personal protective equipment, daily health screening, mandatory masking, social distancing, hand hygiene, enhanced cleaning, etc.), which will be maintained and revised in accordance with Public Health guidance, the Township requires all active Employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and/or buildings, volunteers, interns, and students on placements to select one of the following options:

- **Vaccination with proof of vaccination**
- **Not vaccinated, but in progress to complete vaccination**

Mandatory rapid testing is required until proof of full vaccination is provided in accordance with vaccine administration guidelines.

- **Not vaccinated due to a medical accommodation**

Physician or Nurse Practitioner note is required. Mandatory rapid testing is required and will be provided by employer.

- **Not vaccinated**

Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required to occur outside of working hours, at the expense of the Employee.

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in the paragraph preceding immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

- **Decline to Disclose Vaccination Status**

Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required outside of working hours, at the expense of the Employee.

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in the paragraph preceding immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at

the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

The policy is indefinite in nature to address the risks and impacts of the COVID-19 pandemic, noting the duration of the pandemic is unknown. The policy will be reviewed on a regular basis and amended as required as new information, data, and Public Health guidance regarding the COVID-19 pandemic evolves.

2.0 Purpose

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements the Township has of Employees, Members of Council and Members of Council appointed Committees, volunteers, contractors, and students (interns and students on placements), with respect to COVID-19 and vaccinations.

3.0 Legislative Framework

- *Occupational Health and Safety Act*, R.S.O. 1990, c.0.1
- *Human Rights Code*, R.S.O. 1990, c.H.19 ("Ontario Human Rights Code")
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M.56 ("MFIPPA")
- *Personal Health Information Protection Act, 2004*, R.S.O. 2004, c. 3, Sched. A ("PHIPA")

4.0 Applicability

This policy applies to:

- Township of Southwold Employees, including full-time, part-time, permanent, temporary, volunteer fire fighters, and casual staff;
- Members of Southwold Council and Members of Council appointed Committees required to enter a Township facility and/or building;
- Staff of contractors and consultants acting on behalf of the Corporation and performing work in Township facilities and/or buildings;
- Volunteers; and
- Interns and students on placements.

All new or rehired Township of Southwold Employees, including returning Seasonal and Student Employees, are required to be fully vaccinated, including any required vaccine

boosters, against COVID-19 as a condition of hire by the Township of Southwold.

The Township of Southwold also reserves the right to amend this policy as the Township determines to be appropriate or required.

5.0 Definitions

Attestation of a medical reason(s) of Ontario Human Rights Code reason(s) – means a written statement that sets out that the person cannot be vaccinated against COVID-19.

COVID-19 – a virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

Educational Program – an educational program that has been approved by and/or provided by the Township of Southwold and addresses the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccines
- Benefits of vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination

Employees – means Township of Southwold employees, including full-time, part-time, permanent, temporary, volunteer fire fighters, and casual staff.

Fully Vaccinated – means having received the full series of COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

Individuals – means Members of Southwold Council and Members of Council appointed Committees required to enter a Township facility and/or building; Staff of contractors and consultants acting on behalf of the Corporation and performing in Southwold facilities, and buildings; Volunteers; and Interns and students on placements.

Proof of Medical Exemption – written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.

Proof of Vaccination – documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Individuals can download copies of their vaccination documentation at this link: covid19.ontariohealth.ca. If the individual has a red and white health card, call 1-833-943-3900.

Vaccine – for the purposes of this Policy, a Vaccine is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.

Vaccines approved by Health Canada are as follows:

- Pfizer-BioNtech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

6.0 Continued Compliance with All Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Township of Southwold Employees are expected and required to continue to comply with all applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Southwold business. The applicable Health and Safety measures are outlined in the Township of Southwold's COVID-19 Safety Plan.

7.0 Responsibilities

All levels of management are responsible for the administration of this

Policy. Management/Supervisors are expected to:

- Lead by example;
- Submit Proof of Vaccination and meet the requirements outlined in this policy;
- Ensure Employees have submitted proof of their vaccination status, as outlined in this policy;
- Ensure Employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols; and,
- Continue to enforce workplace precautions that limit the spread of COVID-19

virus.

Employees are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case, **which may include completion of a laboratory-based polymerase chain reaction (PCR) test, with such direction having regard to recommendations by public health authorities;**
- Complete any required Educational Program or training about COVID-19, including regarding vaccinations and safety protocols;
- Adhere to any additional **guidelines**, mandates or directives or reporting requirements from the **Township of Southwold**, provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

Individuals are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- **Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case, which may include completion of a laboratory-based polymerase chain reaction (PCR) test, with such direction having regard to recommendations by public health authorities;**
- Adhere to any additional **guidelines**, mandates or directives or reporting requirements from the **Township of Southwold**, provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received

All Township Employees are required to create and foster a work environment free from harassment and disrespectful behaviour, as outlined in HR Policy 2.80 *Workplace Harassment and Discrimination Policy and Program* and HR Policy 2.80.1 *Commitment to a Civil Workplace Environment and Workplace Interactions*.

8.0 Procedure

Township of Southwold Employees, including full-time, part-time, permanent, temporary, and casual staff; and Members of Southwold Council and Members of Council appointed Committees required to enter a Township facility and/or building;

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Staff of contractors and consultants acting on behalf of the Corporation and performing in Township facilities, and buildings; Volunteers; and Interns and students on placements will be required to select one of the following options and the following procedure(s) will apply:

8.1 Vaccination with proof of vaccination

- The Township of Southwold requires all Employees and Individuals to whom the policy applies to disclose their COVID-19 vaccination status through a confidential Vaccine Declaration Form. The only acceptable proof of vaccination is the receipt or other documentation provided by the Ministry of Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated.
- Employees must disclose their vaccination status to the Township of Southwold in accordance with the established process by no later than Wednesday, October 6, 2021.

Individuals must disclose their vaccination status to the Township prior to entering a Township facility and/or building.

8.2 Not vaccinated, but in progress to complete vaccination

- Employees and Individuals who, by Friday, November 19, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), but have disclosed they are in progress to complete vaccination must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result in a manner that enables the Township of Southwold to confirm the results at its discretion; and,
- Rapid Antigen Testing will be available onsite at no charge for those Employees and Individuals who have scheduled their second dose of the COVID-19 vaccination in accordance with vaccine administration guidelines.

8.3 Not vaccinated due to a medical accommodation

- Provide Proof of Medical Exemption;
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result

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in a manner that enables the Township of Southwold to confirm the results at its discretion; and,

- Rapid Antigen Tests will be supplied by the Township for Employees and Individuals who have submitted the required documentation for medical exemption from receiving the vaccination.
- In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by the Township, due to circumstances of limited availability of rapid antigen tests beyond the control of the Township, that prevents the employer from providing free on-site testing to an employee that thereby prevents the employee from satisfying the condition set forth in this section 8.4 immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township will work the employee to determine what other accommodations may be available in the circumstances. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the conditions of accommodation will revert to the process described above in section 8.4 and all affected employees will be required to fully comply with the within policy.

If an Employee has a medical reason for not being vaccinated now or in the future, it is the Employee's responsibility to contact their manager to provide a letter to take to their attending physician; each case will be considered on its own facts, in accordance with any applicable legal obligations under the Human Rights Code.

The Township will require Proof of Medical Exemption that sets out at least the following:

- That the Employee or Individual cannot be vaccinated against COVID-19; and
- The general nature of the medical reason why the Employee or Individual cannot be vaccinated and confirmation that this is a genuine medical condition and not simply the patient's preference or self-evaluation; and,
- The effective time period for the medical reason (i.e., permanent or time-limited).

This medical information received is to be submitted to and retained by the accounting clerk in a confidential file.

The Township will work with the Employee or Individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario).

Without limitation, such measures for Employees may include changes to work assignments, work location, as well as regular paid Rapid Antigen Testing.

note: These conditions may also be increased following further consultation with Public

8.4 Not vaccinated

The following **conditions will be required to occur outside of working hours** for Employees:

- Employees who, by Friday, November 19, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend Mandatory training / Educational Program (*);
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided; by means as determined appropriate by the Township of Southwold, in consultation with Public Health, until such time as they are considered fully immunized;
- If an Employee or Individual has chosen not to be vaccinated, without Proof of Medical Exemption (noted above), the Employee shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test
- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Township of Southwold to confirm the results at its discretion. In cases where testing identifies a positive case, or where a negative result cannot be confirmed by the Township of Southwold, Employees will be directed to stay home utilizing sick time or unpaid/personal time until verification in a manner that enables the Township of Southwold to confirm their ability to return to work is provided prior to attending the workplace in accordance with the Township of Southwold COVID-19 Safety Plan and individuals will not be permitted to enter Township buildings and/or facilities; and,

(*) Mandatory training/Educational Program sessions addresses the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

note: These conditions may also be increasing following further consultation with Public Health

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in this section 8.5 immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

8.5 Decline to Disclose Vaccination Status

The following **conditions will be required to occur outside of working hours** for Employees:

- After Friday, November 19, 2021, Employees and Individuals must participate in rapid antigen testing conducted at interval frequency/location(s) and/or by means, as determined appropriate by the Township of Southwold, in consultation with Public Health, until such time as they are considered fully immunized;
- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Township of Southwold to confirm the results at its discretion;
- An Employee or Individual that declines to disclose vaccination status, without Proof of Medical Exemption (noted above), shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test; and,
- Employees must undertake mandatory training/Educational Program (*).

(*) Mandatory training/Education Program sessions outside of working hours which address the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

note: These conditions may also be increasing following further consultation with Public Health

8.6 Additional Testing

The Township of Southwold reserves the right to require Rapid Antigen Testing of any Employee or individual at any time on a reasonable basis.

In the event that circumstances arise in which rapid antigen tests cannot reasonably be obtained by an employee, due to circumstances of limited availability of rapid antigen tests beyond the control of an employee, that prevents the employee from satisfying the condition set forth in this section 8.6 immediately above, the Township may declare such test unavailability as an extraordinary circumstance. Upon the declaration of such extraordinary circumstances, the Township may present the option of unpaid, non-disciplinary leave to an affected employee. The declaration of extraordinary circumstance, including but not limited to the duration thereof, shall be at the sole, absolute and unfettered discretion of the Township. Upon the termination of the declaration of extraordinary circumstance described herein, the option and/or ability of an employee to accept unpaid leave ends and any and all affected employees will be required to fully comply with the within policy.

Additional details regarding the implementation of this policy will be available in the COVID-19 Safety Plan.

9.0 Accommodations

Employees requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by advising their Supervisor/Manager/Director. Individuals requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by speaking to the CAO/Clerk. The Township of Southwold is committed to fulfilling its obligations under the Ontario Human Rights Code.

10.0 Inactive Employees

Inactive Employees who are on a leave of absence are not required to comply with s.8.0 so long as they remain on a leave of absence. Employees must comply with this policy prior to returning to work.

11.0 COVID-19 Screening

Regardless of vaccination status, all active Employees, Members of Council or Council appointed Committees, staff of contractors and consultants acting on behalf of the

Proof of COVID-19 Vaccination Policy – Updated January 24, 2022

Corporation and performing work in Township facilities and/or buildings, volunteers, interns, and students on placements shall:

- a.) Complete daily screening for COVID-19 symptoms prior to attending any Township facilities and/or buildings;
- b.) Be tested for COVID-19 where persons fail screening; and
- c.) Provide verification in a manner that enables the Township to confirm their ability to return to work or enter the Township building and/or facility prior to attending the workplace in accordance with the Township of Southwold COVID-19 Safety Plan.

12.0 Collection of Information and Privacy Considerations

The Township of Southwold will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation including the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*. This information will be retained by the accounting clerk, and will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Employees or Individuals may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where Employees or Individuals are directed to stay home as a result of the daily screening tool in order to comply

with the clearance criteria to return to the office (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption) or enter a Township building and/or facility.

13.0 New or Rehired Employees

All new or rehired Employees must provide the required proof of vaccination to HR prior to commencing their employment, engagement, assignment, or placement. This policy shall form one of the conditions of employment which new Employees accept as part of an offer of employment into such positions.

Individuals can download copies of their vaccination documentation at this link: covid19.ontariohealth.ca. If the individual has a red and white health card, call 1-833-943-3900.

14.0 Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The Township of Southwold will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving health information and context, to ensure that it continues to optimally protect the health and safety of its Employees in the workplace, volunteers, contractors, students, elected officials and the public that they serve. To that end, and in consultation with Public Health and occupational health and safety resources, the Township will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Township may decide to deploy new measures (including at an individual level) to protect Employees, volunteers, contractors, students, and elected officials and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted Employees.

15.0 Consequences of Non-Compliance with Policy

Employees who fail to comply with this policy will be subject to progressive disciplinary action up to and including termination.

16.0 Provincial Legislation

The Township of Southwold has a legal duty under the Occupational Health and Safety Act (OHSA) to take reasonable precautions to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and associated variants.

17.0 Training

All Employees and Individuals to whom this policy applies will have this policy shared with them on, or as soon as possible following, the effective date of this policy. All new Employees, Council appointed Committee Members, staff of contractors, consultants, volunteers, interns

and students on placements will have the policy shared with them prior to commencement of first day of employment or entering a Township building and/or facility, where possible.

Employees and Individuals will be required to acknowledge that they have read and understood the policy.

18.0 Policy Implementation

Implementation of this policy will be in accordance with applicable Council and/or Corporation by-laws, policies and procedures, legislation, and collective agreement provisions.



COVID-19 safety plan

Company details

Business name: The Corporation of the Township of Southwold

Date completed: December 7th, 2020

Approved by: Township of Southwold Emergency Control Group

Revision Date: August 13th, 2021

This Safety Plan was created in compliance with O. Reg. 364/20: Reopening Ontario (A Flexible Response to COVID-19 Act, 2020. The Province of Ontario's COVID-19 Response Framework: Keeping Ontario Safe and Open requires that all organizations adhere to the General Public Health Measures summarized in the chart below. This Safety Plan outlines how the Township of Southwold complies with these public health measures.

1. Communication of information regarding COVID-19

The Township of Southwold Emergency Control Group will meet weekly via Webex. Frequency will be adjusted according to the current situation. A member of the ECG will also attend the Southwestern Public Health twice-weekly teleconference calls.

Emergency Control Group members: Mayor Grant Jones, Deputy Mayor Robert Monteith, CAO / Clerk Lisa Higgs, Jeff McArthur, Barry Smith, Lori Redman, June McLarty, Caitlin Wight, Jeff Carswell, Brent Clutterbuck, Paul Van Vaerenbergh and Jeff Van Rybroeck.

Actions:

- Through the Township ECG, all information for employees providing updated information will be via email and posted on message boards at the municipal office for all employees to access at any time. Updates are made regularly as per Southwestern Public Health and other Health Authorities.

2. Employee Screening

All employees are required to complete the employee-screening tool, using the list of current COVID-19 questions, when entering the workplace before starting their shift. All copies of the screening questions are filed electronically.

Actions:

The answers to the COVID-19 questions from their operators and forward to HR / H&S Designate who will file in Laserfiche.

Admin employees are required to complete the COVID-19 screening form upon entering the office area.

Contractors entering the building and members of the public entering the municipal office for various municipal business needs will complete the COVID-19 questionnaire available at the front entrance.

User groups at the Keystone Complex are required to complete the necessary screening prior to entering the building. At all times the number of persons involved in any functions must not exceed the maximum number established.

3. Control Risk of Transmission

Various controls have been implemented at the works garage and municipal office administration building. Controls are discussed at Joint Health and Safety Committee meetings and the ECG meetings and communicated to all employees.

Actions:

At municipal office:

- Employees are to wear masks when away from their normal workstation.
- Face coverings may only be removed when seated at least 2 meters (6 feet) away from others or in own office, cubicle or workspace.
- Hand sanitize upon entry of the municipal building. This includes contractors and visitors.
- Only one employee at any time in the kitchen.
- Only one employee at a time in any bathroom.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- Sanitize photocopier, counter space, postage machine and other office equipment on a regular basis.
- Physical barriers have been installed at the customer service counter.
- Contractors are required to wear masks at all times.
- Visitors are required to wear masks at all times. Visitors are required to complete the COVID-19 questionnaire that is identified as Appendix A

At public works garage:

- Hand sanitize upon entry. This includes contractors and visitors.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- All operators to wear masks when driving with two operators in vehicles and when it is not possible to be 2 meters (6 feet) apart.
- Keep 2 meters distance (6 feet) when working together.
- Enhanced cleaning provided by employees on a daily basis.
- Contractors are required to wear masks at all times.

At the Southwold Fire Department Stations:

- All Firefighters will be required to wear masks while responding to any calls.
- Within the Firehalls, masks must be worn unless members maintain the minimum separation of 2 meters.
- Hand sanitize upon entry.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- All visitors to the halls must complete the required information forms. These forms will be maintained on site.
- Sanitize any surface used by operators.
- Sanitize shared tools.

- Enhanced cleaning provided by firefighters on a regular basis.

Other:

- Employees are required to stay home if they are displaying symptoms as per the screening checklist.
- Meetings are encouraged to be held through Webex.
- Council will meet in council chambers where physical distance separate of 2 meters can be maintained. Committee meetings are conducted through Webex whenever possible.

4. Potential or suspected exposure

Actions:

- Employee who is fully immunized or were previously positive should follow the updated Ontario government interim guidance set out in Appendix B.
- Employee who have been exposed to someone who has tested positive for COVID-19 should follow the flow chart that is identified as Appendix C.
- Employee that has tested positive will be required to follow direction as per Southwestern Public Health. Any contact tracing and self-isolation directed by Southwestern Public Health will be strictly adhered to by the Township of Southwold.
- When a potential exposure has been identified, the employee's work location will be cleaned and sanitized.
- Employees will be notified of a confirmed case as per Southwestern Public Health direction. Contact tracing and follow-up will be conducted by Southwestern Public Health.

5. New risks caused by changes

The Township of Southwold will conduct regular check-ins to ensure that any changes that are instructed by SWPH or Ontario Public Health are not causing risk to our employees and controls are adjusted and changed with required.

Actions:

- Regular meetings will allow for continuous open communication in regard to any changes that may occur as brought forth by the various Public Health organizations.
- Any employee is encouraged to speak to their supervisor if they feel their job is not safe due to insufficient hazard control practices.
- Mental health information communicated and provided to employees on a regular basis.

6. Review of Plan

The Township of Southwold ECG will continuously respond to any changes imposed by Southwestern Public Health, Ontario Public Health and Provincial Legislation.

Actions:

- Open to get feedback from employees. Forward to HR / H&S designate for discussion.
- Communicate any changes via email and message boards as soon as possible.
- Check-in on a random basis, asking employees if they still feel safe, anything that the Township of Southwold could do different or better.

COVID-19 safety plan – snapshot

Business name: Township of Southwold

Date Completed: December 7, 2020

Revision Date: January 15, 2021

Measures we're taking:

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Through the Township of Southwold ECG all information for employees is communicated via email and posted on message boards. Updates are made regularly as per Southwestern Public Health and other Health Authorities.

How we're screening for COVID-19

- All employees are screened using the list of current COVID-19 questions when entering the workplace before starting their shift. All copies of the screening forms are kept in Laserfiche for contact tracing if required by Southwestern Public Health.

How we're controlling the risk of transmission in our workplace

At the municipal office:

- Employees are to wear masks when away from their normal workstation
- Face coverings may only be removed when seated at least 2 meters (6 feet) away from others or in own office, cubicle or workplace
- Hand sanitize upon entry of the municipal office
- One employee at a time in the kitchen
- Only one employee at a time in a bathroom.
- Only one employee in an office at any time, except when they can maintain the required 2 m separate distance.
- Sanitize photocopier, counter space, postage machine, and other equipment on a regular basis.
- Visitors are required to wear masks at all times. Visitors are required to complete the COVID-19 questionnaire that is identified as Appendix A

At the public works garage:

- Hand sanitize upon entry.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- All operators to wear masks when driving with two operators in vehicles.
- Keep two meters distance when working together.
- Enhanced cleaning provided by employees on a daily basis.

At the Southwold Fire Department Stations:

- All Firefighters will be required to wear masks while responding to any calls.
- Within the Firehalls, masks must be worn unless members maintain the minimum separation of 2 meters.
- Hand sanitize upon entry.

- All visitors to the halls must complete the required information forms. These forms will be maintained on site.
- Sanitize any surface used by operators.
- Sanitize shared tools.
- Enhanced cleaning provided by firefighters on a regular basis.

How we're making sure our plan is working

The ECG will continuously respond to changes imposed by Southwestern Public Health or Ontario Public Health.

We are open to feedback from employees. They can forward to manager or HR / H&S Designate for discussion with JHSC's and ECG.

- Communicate any changes via email and message boards as soon as possible.
- Check-in on random basis, asking employees if they still feel safe, anything that the Township of Southwold could do different or better.

Contact Information / Resources

1. Southwestern Public Health
1-800-922-0096
Monday – Friday 8:00am – 5:00pm
Saturday – Sunday 8:30am – 4:30pm
2. St. Thomas Elgin General Hospital COVID-19 Assessment Centre
Patients must call to book an appointment
Phone: 519-631-2030 x 6210
Hours of operation: open 7 days a week 8:00am – 6:00pm
Visit their website: <https://www.stegh.on.ca/in-the-community/covid-19-assessment-centre>
3. Homewood Health Employee and Family Assistance Program
1-800-663-1142

COVID-19 QUESTIONNAIRE

1. Name _____

2. Address

3. Contact Phone Number _____

4. Who are you meeting with _____

5. Do you have any COVID-19 symptoms: Yes _____

No _____

6. Have you travelled or had contact with anyone who has travelled outside of the country in the last 14 days _____

Signature _____

Date _____

COVID-19 Fully Immunized and Previously Positive Individuals: Case, Contact and Outbreak Management Interim Guidance

Version 2.0 – August 11, 2021

Highlights of Changes

- Additional C&CM changes for 'previously positive' individuals ([page 4](#))
- Updated recommendations for asymptomatic fully immunized individuals who test positive ([page 5](#))
- Symptomatic individuals who test negative must have gastrointestinal symptoms resolving for at least 48 hours prior to ending self isolation ([page 6](#))
- High risk contacts instructed to self-isolate may be cleared after 10 days ([page 7](#))
- Updated Table 1 ([page 8](#))
- New section for fully immunized or previously positive individuals that are part of an outbreak ([page 10](#))

This guidance document provides basic information only. It is not intended to provide medical advice, diagnosis or treatment or legal advice.

In the event of any conflict between this guidance document and any orders or directives issued by the Minister of Health or the Chief Medical Officer of Health (CMOH), the order or directive prevails.

- Please check the Ministry of Health (MOH) [COVID-19 website](#) regularly for updates to this document, mental health resources, and other information,
- Please check the [Directives, Memorandums and Other Resources](#) page regularly for the most up to date directives.

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1 Background:

Ontario started to roll out its [vaccine distribution implementation plan](#) in December 2020. The following are Ontario's COVID-19 vaccine program goals (in the order identified below):

1. Prevent deaths
2. Prevent illness, hospitalization and ICU admissions
3. Reduce transmission

The purpose of this **interim guidance document** is to supplement or supersede (where applicable) the [Management of Cases and Contacts of COVID-19](#) in Ontario guidance with updated recommendations for case and contact, and outbreak management of fully immunized and previously positive individuals in Ontario.

All fully immunized and previously positive individuals should continue to follow general public health guidance and recommended infection prevention and control measures.

2 Context

As Ontario continues COVID-19 vaccination rollout and in the context of emerging Variants of Concern (VOC), the province is approaching revisions to case and contact management guidance with caution. Decisions around adjustment to case and contact management practices balance the significant protection offered by the COVID-19 vaccines, and what is known about protection from natural immunity, against the risks of reinfection and concerns of the unknown risks associated with VOCs and their potential for vaccine/immune escape.

Evidence suggests that the vaccines reduce COVID-19 transmission, either by preventing infection with severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), or by reducing the incidence of symptomatic and asymptomatic disease. Additionally, Public Health Ontario is continuously monitoring the impact of vaccination and the emergence of SARS-CoV-2 VOCs including specifically those with potential vaccine/immune escape (e.g., Beta (B.1.351), Gamma (P.1) and Delta (B.1.617.2) variants) to inform and support decision-making related to relaxing individual, setting-specific and societal level public health measures.

As more evidence emerges regarding the spread of VOCs and the potential for vaccine/immune escape, case and contact management measures for vaccinated and previously positive individuals will be continuously reviewed and updated.

3 Definition of a Fully Immunized Individual

- For the purposes of case/contact/outbreak management, an individual is defined as fully immunized ≥ 14 days after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is [listed for emergency use](#) by the World Health Organization or approved by Health Canada.
- Confirmation of vaccination history is generally recommended for informing public health contact management guidance.
 - PHUs can assess vaccination status by accessing COVaxON data via CCM for proof of vaccination where possible or with other paper/electronic records.
- **This interim guidance does not apply to individuals who are “partially vaccinated”** i.e. individuals who have only received their first dose or are less than 14 days after vaccination with their second dose.
- Data is currently limited on vaccine effectiveness in individuals with immunocompromising conditions (e.g., organ or stem cell transplantation recipients, undergoing chemotherapy or immunosuppressive therapies, see [Canadian Immunization Guide](#) for details on these conditions. For these individuals, standard public health case and contact measures (as per [Management of Cases and Contacts of COVID-19](#)), including self-isolation after a high risk exposure should remain unchanged pending further information.

4 Definition of a Previously Positive Individual

- For the purposes of case/contact/outbreak management, an individual is defined as previously positive if they were a confirmed case of COVID-19 where their initial positive result was ≤ 90 days ago AND they have been [cleared from their initial infection](#).
 - **Note:** this does not mean that re-infection is not possible within 90 days of infection, particularly given potential for immune escape with VOCs. However, the low risk of potential transmission from exposed resolved cases who remain asymptomatic are likely outweighed by the potential benefits of avoiding unnecessary self-isolation. PHUs may continue to advise self-isolation depending on risk assessment of epidemiological context of exposure

- Confirmation of previous infection episode is recommended for informing public health contact management.
- This interim guidance **does not apply** to previously positive individuals where their positive specimen result was more than 90 days ago; OR where it is uncertain whether their positive result represented a true infection (e.g., asymptomatic with high Ct value and repeat test negative) OR where the previous infection occurred outside of Canada.
- Data is currently limited on factors that reduce the natural immune response to infection and duration of protection from natural infection. For individuals with immunocompromising conditions (e.g., organ or stem cell transplantation recipients, undergoing chemotherapy or immunosuppressive therapies), standard public health case and contact measures (as per [Management of Cases and Contacts of COVID-19](#)), including self-isolation after a high risk exposure should remain unchanged pending further information.

5 Fully Immunized Individuals or Previously Positive Individuals who are Symptomatic or Test Positive for SARS-CoV-2

5.1 Individuals Who Are Symptomatic

- All fully immunized and previously positive individuals who have symptoms of COVID-19 should be managed in accordance with the [Management of Cases and Contacts of COVID-19](#) in Ontario guidance (self-isolate and be tested for SARS-CoV-2 immediately).
 - **Household members:**
 - Fully immunized and previously positive asymptomatic individuals who are household members of a symptomatic person are not required to stay at home until the symptomatic individual tests negative.
 - If the household member is not fully immunized or previously positive they need to self-isolate until the symptomatic individual receives a negative test result.

- Upon receiving a negative PCR test result, symptomatic individuals who are fully immunized or previously positive can be cleared from isolation if afebrile and symptoms have improved for at least 24 hours, and gastrointestinal (GI) (nausea/vomiting, diarrhea, stomach pain) symptoms resolving for at least 48 hours (as per [Quick Reference Guidance on Clearance and Testing](#)).
 - As per the [Management of Cases and Contacts of COVID-19 in Ontario](#) guidance, if there is a concern about the accuracy of a test result (e.g., false negative in this case), it is recommended to repeat testing as soon as possible
 - Note: where a health practitioner has provided an alternative diagnosis, testing may not be required (as per [Quick Reference Guidance on Clearance and Testing](#)).

5.2 Individuals Who Test Positive

- Fully immunized individuals who test positive for SARS-CoV-2 and are **symptomatic**:
 - Should be managed in accordance with the [Management of Cases and Contacts of COVID-19 in Ontario](#) guidance.
- Fully immunized individuals who test positive for SARS-CoV-2 and are **asymptomatic**:
 - Can be managed as per section 4.6 "Asymptomatic cases- low pre-test probability" of the [Management of Cases and Contacts of COVID-19 in Ontario](#) guidance, including immediate repeat testing. These individuals must continue to isolate pending results from the repeat test.
 - Asymptomatic fully immunized individuals may be considered to have a "low pre-test probability" in their assessment, even if there has been a high-risk exposure or are part of an outbreak.
- Previously positive individuals who test positive for SARS-CoV-2 after clearance:
 - Should be managed as per section 4.10 "Management of Previously Cleared Cases with New Positive Results" of the [Management of Cases and Contacts of COVID-19 in Ontario](#) guidance. These individuals must continue to isolate pending results from the repeat test.

6 Fully Immunized or Previously Positive Individuals with High-Risk Exposures to Cases of SARS-CoV-2

- For 10 days after their last exposure, individuals who are fully immunized or previously positive with high-risk exposures should:
 - wear a mask and maintain physical distancing when outside of the home to reduce the risk of transmission to others in the event they become a case;
 - self-monitor for symptoms daily and self-isolate immediately if symptoms develop
- Individuals who are fully immunized or previously positive with high-risk exposures are encouraged to report their exposure to their employer and follow any restrictions from work, as specified by their manager and/or Occupational Health department.

6.1 Individuals Who Are Symptomatic

- All fully immunized or previously positive individuals who are symptomatic and have a high-risk exposure are recommended to get tested as soon as possible and must self-isolate pending test results. If the test is negative these individuals are not required to continue self-isolation provided their symptoms are improving and afebrile for at least 24 hours. If they are experiencing GI symptoms, symptoms need to be resolving for at least 48 hours. If they decline testing, they should remain in isolation for 10 days following their last exposure.
 - **Household members:**
 - Fully immunized or previously positive asymptomatic household members do not need to self-isolate while awaiting test results.
 - Household members that are not fully immunized or previously positive should self-isolate while awaiting the test results.

6.2 Individuals Who Are Asymptomatic

- Fully immunized or previously positive individuals who are asymptomatic with high-risk exposures are not required to self-isolate at home or in the community. These individuals should still be tested in accordance with the [Provincial Testing Guidance](#) but do not need to self-isolate while awaiting test results.

- **Household members** of these individuals do not need to self-isolate.
- Self-isolation may still be required of the contact at the discretion of the local public health unit. For example, in the event that the local public health unit has information about the VOC testing results of the index case that the fully vaccinated or previously positive individual was exposed to (e.g., known or suspected [VOC with known vaccine/immune escape](#)), self-isolation may still be required of the contact.
 - If the contact is advised to self-isolate, household members of the asymptomatic and exposed individual who are not fully immunized should also be advised to stay at home except for essential reasons (e.g., attending school/work/buying groceries/picking up prescriptions).

6.3 Residents of Long-term Care/Retirement Homes, Inpatients and other Individuals with Increased Risk of Secondary Transmission

- Due to the uncertainty of level of protection from vaccine-induced or natural immunity in residents and admitted patients, and the increased risk of transmission to vulnerable residents/patients in these settings, self-isolation is still recommended. However, local public health decision-making may be applied in determining whether a resident or patient would be considered at high risk of exposure based on their vaccination status and nature of their exposure to the case.
- Fully immunized and previously positive residents in long-term care and retirement homes and admitted patients with high-risk exposures to a case should continue to be self-isolated and tested, even if they remain asymptomatic.
- In other situations where there is an increased risk to others should the fully immunized or previously positive individual with high-risk exposure become a case (e.g., living in remote communities, living with individuals at increased risk for severe disease, living in congregate settings), self-isolation may also be recommended/required for the contact.

6.4 Table 1. At a Glance: C&CM for Fully Immunized or Previously Positive Individuals without Immune Compromise

Symptomatic individuals

Population	Initial Contact Recommendations	Public Health Unit Follow-Up Responsibilities
Individuals who are fully immunized or previously positive.	Self-isolate and get tested as soon as possible.	If the test is negative these individuals are not required to continue self-isolation provided their symptoms are improving and afebrile for at least 24 hours. If they are experiencing GI symptoms, symptoms need to be resolving for at least 48 hours. If they decline testing they should isolate for 10 days.

Individuals who test positive for SARS-CoV-2

Population	Initial Contact Recommendations	Public Health Unit Follow-Up Responsibilities
Fully immunized individuals	Self-isolate	Asymptomatic individuals should be re-tested as soon as possible and managed in accordance with Section 4.6 of the Management of Cases and Contacts of COVID-19 in Ontario guidance as a "low pre-test probability" positive. Symptomatic individuals should be managed in accordance with the standard Management of Cases and Contacts of COVID-19
Previously positive individuals	Self-isolate	These individuals should be managed in accordance with Section 4.10 of the Management of Cases and Contacts of COVID-19 in Ontario

Asymptomatic with a High-Risk Exposure to a case of SARS-CoV-2

Population	Initial Contact Recommendations	Public Health Unit Follow-Up Responsibilities
Fully immunized or previously positive Residents of high risk congregate living settings/ Inpatients	Self-isolate and get tested as soon as possible	These individuals should be managed in accordance with standard Management of Cases and Contacts of COVID-19 in Ontario guidance.
Fully immunized or previously positive Healthcare Workers	Not required to self-isolate in the community.* Get tested as soon as possible. Maintain masking and physical distancing outside of the home and self-monitor for symptoms for 10 days from last exposure.	These individuals are encouraged to report their exposure to their employer and/or workplace Occupational Health Department and follow any work restriction requirements. These individuals must self-isolate immediately and get tested if they develop symptoms of COVID-19.
All other fully immunized or previously positive individuals	Not required to self-isolate in the community.* Get tested as soon as possible. Maintain masking and physical distancing outside of the home and self-monitor for symptoms for 10 days from last exposure.	These individuals are encouraged to report their exposure to their employer and/or workplace Occupational Health Department and follow any work restriction requirements. These individuals may continue to attend school/child care/camp. These individuals must self-isolate immediately and get tested if they develop symptoms of COVID-19.

* Contacts who are not required to self-isolate must be managed by the health unit, and cannot be referred to the Contact Tracing Initiative in PHO.

7 Fully Immunized and Previously Positive Individuals who are Part of an Outbreak of SARS-CoV-2

7.1 Testing

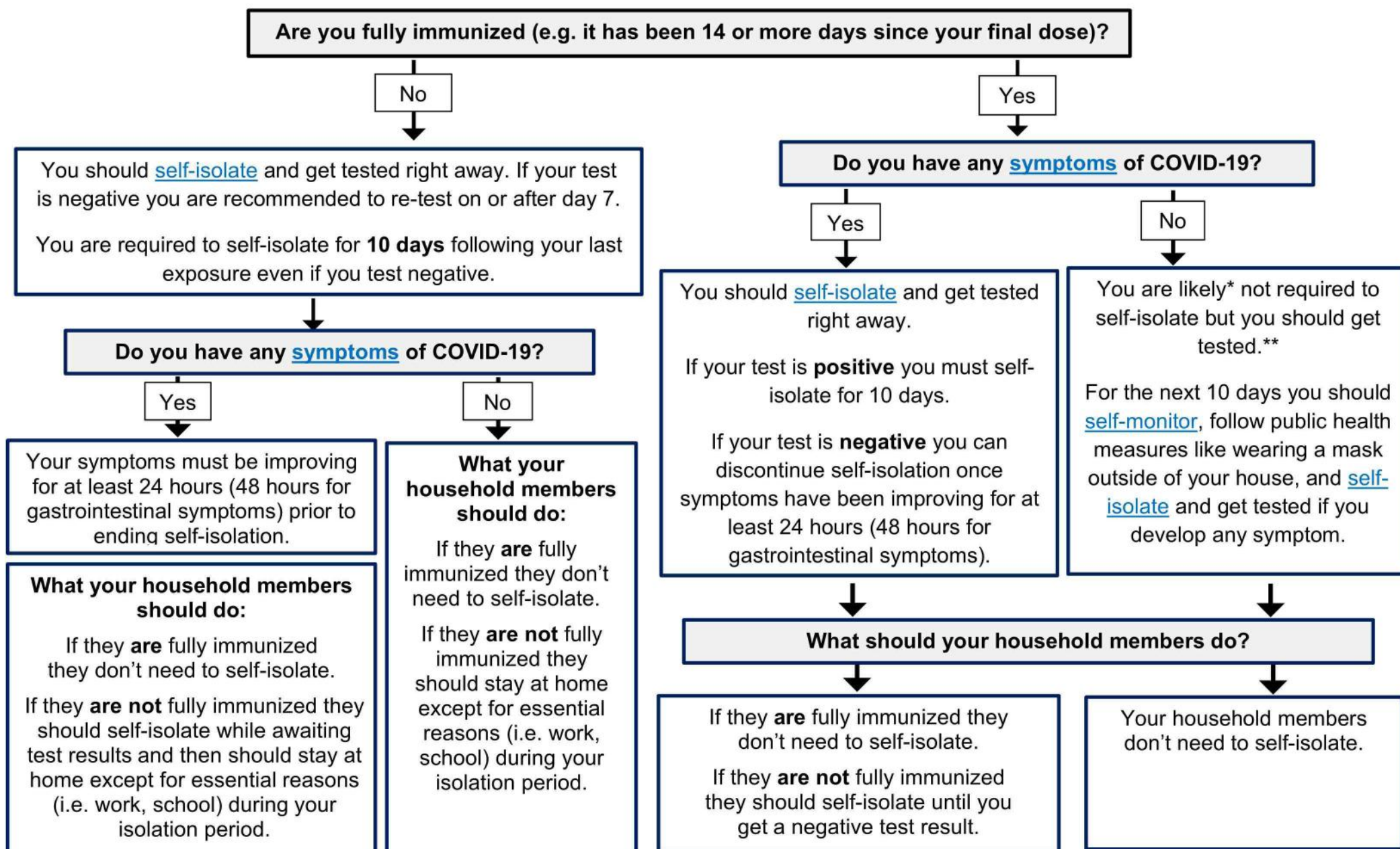
- In an outbreak setting, asymptomatic point prevalence testing can exclude fully immunized/previously positive individuals including healthcare workers, non-healthcare workers, essential caregivers, residents of long-term care homes or retirement homes, and patients admitted to hospital. These individuals should be included in point prevalence testing if:
 - A high risk exposure is determined or cannot be ruled out
 - Ongoing/uncontrolled transmission is occurring
 - There is an indication that the outbreak strain has vaccine/immune escape (e.g., symptomatic cases are occurring among fully vaccinated individuals)
 - The outbreak is occurring in a particularly vulnerable population (e.g., transplant unit, dialysis unit)
 - It is operationally not feasible to distinguish fully immunized or previously positive individuals in a timely way to be excluded from point prevalence testing
- Repeat testing as soon as possible of asymptomatic fully immunized or previously positive individuals with a positive result from point prevalence testing is recommended to inform next steps in the case/contact/outbreak management.
- A more aggressive approach to contain the outbreak might be warranted if symptomatic cases are identified among fully immunized individuals. This can include quarantining of fully immunized individuals with high risk exposures in addition to the testing requirements as described above.

7.2 Cohort dismissals

- In settings with cohort-based dismissals of potentially exposed individuals (e.g., schools/childcare, camps, some workplaces), cohorts should continue to be dismissed to facilitate timely exclusion of potentially exposed individuals from the setting.

- Return of partial cohorts is permitted at the discretion of the PHU based on assessment of the individual level vaccination status, prior positive status of dismissed cohort members, and risk assessment of outbreak including risk of breakthrough infections. Fully immunized and previously positive individuals may be permitted to return to the setting if the outbreak is still ongoing while maintaining all infection prevention and control measures as required for outbreak management.
- Unless otherwise advised by the PHU, household members of dismissed cohorts are not expected to stay at home during the period of the dismissal.

You've been exposed to someone who has tested positive for COVID-19, now what?



Your local public health unit will contact you shortly with more instructions.

*Self-isolation still may be required at the discretion of the local public health unit. Refer to the [COVID-19 Fully Immunized and Previously Positive Individuals: Case, Contact and Outbreak Management Interim Guidance](#) for individuals with immunocompromise and residents of high risk congregate living settings / inpatient facilities. **Refer to [Provincial Testing Guidance](#).

CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



Fire Department

35663 Fingal Line, Fingal NOL 1K0
Phone (519)769-2010 Fax (519)769-2837

Application for Fireworks Event Approval

I hereby make an application to hold a fireworks display as follows:

Name: <u>Jamie Garvin</u>	
(Application to be completed by Fireworks Supervisor)	
Address: _____	
Telephone: _____	Fax: _____
Event Date: <u>Feb. 18, 2023</u> Time of Display: <u>7:00 p.m.</u>	
Location of Display: <u>Keystone Complex (Cement pad)</u>	
Rain Date: (if applicable) <u>Feb. 20, 2023</u>	
Secure Storage Location for fireworks: <u>N/A</u>	
Please attach a copy of the following with your Application: <ul style="list-style-type: none">- Site Plan- Pyrotechnics Licence- Liability Insurance Certificate (Minimum \$2,000,000, naming the Township as an Additional Insured)- Notification to Township of Southwold Fire Department of all particulars in advance of event- Fire emergency procedures in conformance with Section 2.8 of the Fire Code (See attached)	
Please Note: Once approved by Council, it will also be your responsibility to notify the Elgin County OPP and provide this office with a copy thereof.	
Sponsor: (if applicable) <u>Fingal Sheldon & District Optimist Club</u>	
Address of Sponsor: _____	
Contact person: <u>Jim Carver</u> Telephone #: _____	

ACKNOWLEDGEMENT

I hereby acknowledge that the information provided above is true.

I have attached the necessary document as requested, and agree to pay any additional costs related to this event which may be incurred by the Fire Department or Township of Southwold, and agree to adhere to safety precautions and all applicable by-law, regulations and legislation pertaining to fireworks, i.e. Explosives Act (Canada) and the Explosives Regulations made under it.

Feb. 1, 2023
Date

Jim Carver
Applicant's Signature

For Office Use:

AUTHORIZATION FOR FIREWORKS

Approval by Local Authority Having Jurisdiction:

The applicant has complied with local requirements and has permission to hold a fireworks display at the location, date and time mentioned above.

Dated

Fire Chief Jeff McArthur
Township of Southwold

COPY TO: ☐ Applicant

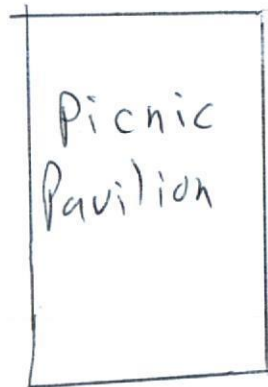
☐ Fire Chief

☐ File

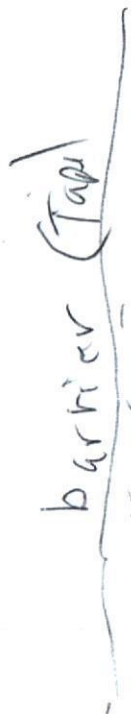


Keystone
(Library)

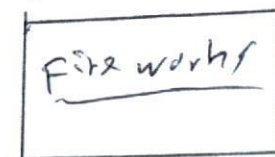
Parking
Lot



Picnic
Pavilion

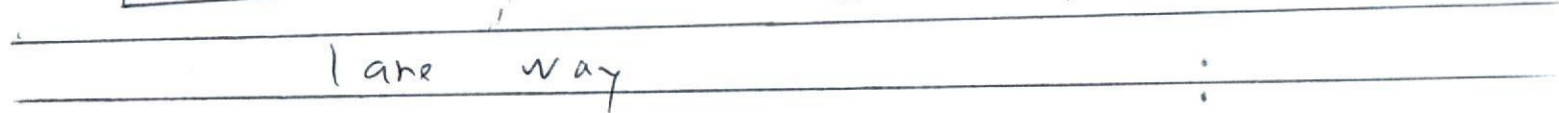


Barrier Gate



Fireworks

All purpose
Cement pad



lane way

By completing this form, you are requesting the waiver of rental fees for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, new Talbotville Park, or Talbotville Optimist Park.

Deadline for events being held in 2023 is November 15th, 2022.

The booking process will remain the same. All existing rental documentation will need to be completed and submitted, which includes a rental agreement, and signed facilities agreement.

A certificate of insurance must be provided.

Organization's Name: *

1st Shedden Scout Group

Representative's Name: *

Scott Young

Is there a secondary contact person for your organization? *

☒ No

☐ Yes

Contact Number: *

Email Address: *

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

107761694 RR 0194

Date(s) of requested fee waiver: *

We plan to meet with parents to discuss nights of the week for the Scouting program. Possible use on Tuesday or Wednesday or Thursday nights from 6:30pm - 9pm. We are also investigating other meeting locations if the complex is not available.
Program normally runs from Sept to June

Activity or Event Description

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

Scouting is a program for Girls and Boys aged 5-26. 1st Shedden Scouting is very involved with the Southwold community and draws in youth from other area townships. Youth learn about citizenship, canoeing, camping, environmental stewardship, STEM and personal development.

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

Over the years we have had a great impact with the youth of Southwold township and area. When the group was forced to shut down we had 32 youth and 8 Scouters involved with Scouts Canada. At many Southwold community events we are the only youth organization represented and have always made in effort to get involved where we can and make an impact.

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

We are leaving all options open for other meeting locations in the Southwold area

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

The group does 3-4 annual fundraisers to raise money for supplies to run a great program.

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

Scouts Canada is always accessible to all those that would like to get involved.

Please select the facility that you are requesting a fee waiver for: *

☐ Shedden Open Space Park

☐ Fingal Heritage Park

☐ Fingal Ball Park

☐ Talbotville Optimist Park

☒ Southwold Keystone Complex

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every aspect. *

☒ Agree

☐ Disagree

Date: *

1/31/2023



By-law for Municipalities Not Within a Regional Municipality, the County of Oxford or The District Municipality of Muskoka – Form 5
Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)

Drainage By-law Number 2023-13

A by-law to provide for a drainage works in the Township of Southwold
in the County of Elgin.

Whereas the council of the Township of Southwold has procured a
report under section 4 of the *Drainage Act* for the construction
of the A & C Jones Drain 2022 drain;

And whereas the report dated 2022/12/12 has been authored by M. DeVos & G. Vereyken, Spriet Associates
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$130,000.00;

And whereas \$22,963.00 is the amount to be contributed by the Township
of Southwold for the drainage works;

And whereas (Complete this clause only if other municipalities are being assessed a share of the cost of the project.);

_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Southwold
pursuant to the *Drainage Act* enacts as follows:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Township of Southwold
may borrow on the credit of the Corporation the amount of _____ being the amount necessary for
the construction of the drainage works.

This project may be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the

" A & C Jones Drain 2022 _____ by-law".

First reading 2023/02/13

Second reading 2023/02/13

Provisionally adopted this 13 day of February, 20 23

Name of Head of Council (Last, First Name)

Jones, Grant

Signature

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Third reading _____

Enacted this _____ day of _____, 20 _____

Name of Head of Council (Last, First Name)

Signature

Name of Clerk (Last, First Name)

Signature

Corporate Seal

I, _____
clerk of the Corporation of the Township of Southwold,

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)

Signature

Corporate Seal



January 25th, 2023

Minister for Women and Gender Equality
P.O. Box 8097, Station T CSC
Ottawa, ON K1G 3H6

ATTENTION: Honorable Marci Ien

Dear Minister Ien:

RE: Resolution – Violence Against Women

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held January 10th, 2023:

Moved by Reeve McLaren

Seconded by Councillor Summers

THAT, the Council of the Township of Lanark Highlands supports the resolution from the County of Lanark regarding Violence Against Women;

AND THAT, this resolution be circulated to all Ontario Municipalities, local MP's and MPP's, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

Resolved

Sincerely,

Amanda Noël,
Clerk

Encls.

c.c. All Ontario Municipalities
Local MP's and MPP's
Association of Municipalities
Ministry of the Attorney General
Ministry of Women's Social and Economic Opportunity



All Ontario Municipalities

December 15, 2022

To Whom it May Concern:

On Wednesday December 14th, 2022 Lanark County Council passed the following motion:

MOTION #CC-2022-235

MOVED BY: R. Kidd **SECONDED BY:** B. Dowdall

Be it resolved that the Lanark County Council recognizes the issues of violence in rural communities as serious to the health and wellness of local families; and

Be it further resolved that the Lanark County Council recognizes the rural Renfrew County Coroner's Inquest as important to all rural communities; and

Based on the statistics of 4815 crisis calls and service provision to 527 women and children in our local community, the Lanark County Council declares IPV (intimate partner violence)/VAW (violence against women) an epidemic as per recommendation #1 of the Renfrew County Coroner's jury recommendations; and

That this resolution be circulated to all municipalities in Ontario, local MPs and MPPs, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

Further background on the Renfrew Inquest Recommendations can be found at this link: https://lukesplace.ca/wp-content/uploads/2022/06/CKW-Inquest-Verdict-Recommendations-SIGNED_Redacted.pdf

Thank you,

Jasmin Ralph, Clerk

Cc: Association of Municipalities of Ontario, Scott Reid, MP, John Jordan, MPP, Ministries of the Attorney General, Justice, Women's Social and Economic Opportunity, and the Federal Ministry of Women's Issues.

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imbursement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca

186





Thomas Carrique

Commissioner

Le Commissaire

File #: OPP-7900

January 27, 2023

MEMORANDUM TO:

ALL MEMBERS

Re: Tragic Event in Memphis Tennessee – Tyre Nichols

By now, you are likely aware of the tragic incident involving Mr. Tyre Nichols and members of the Memphis Police Department. Tragically, Mr. Nichols died following the altercation. It is anticipated that the criminal acts of these officers that have led to his death will raise public concerns about police brutality, use-of-force and police interaction leading to erosion of trust and confidence in our profession.

Obviously, these acts do not reflect the vision, mission and values of the Ontario Provincial Police (OPP). Our members complete their professional obligations while maintaining the highest standard of conduct, integrity and ethical behaviour. Our actions align with our words by exemplifying our values of interacting with respect, compassion and fairness – something our members do every day. Along with our law enforcement partners we continue to monitor this situation and will disseminate any relevant operational information that arises.

The Chief of the Memphis Police Department has issued a [video statement](#) in light of this incident and in anticipation of the community's reaction in response to the release of video evidence. The anticipated release of this video evidence is expected to generate solidarity protests across North America.

We are reminded of our professional responsibility and duty to respect the right of everyone's freedom of expression and peaceful assembly. Our role is to ensure public safety and to keep the peace.



Tragic Event in Memphis Tennessee – Tyre Nichols

Page two

Such tragic events affect us all. You may be feeling, and/or subjected to, emotions of anger, sadness and outrage over this incident. It is important that we support one another. Confidential resources are available for all members, families, retirees, and auxiliaries through our [Healthy Workplace Team](#) (available by phone 24/7, toll-free at 1-844-OPP-9409 (1-844-677-9409)). The Ontario Provincial Police Association's (OPPA) Encompas Mental Health Wellness Program is also available to eligible OPPA and Commissioned Officers' Association members. Call 24/7: 1-866-794-9117 or visit [encompascare.ca](#).

The event that occurred in Memphis, Tennessee was unconscionable and unacceptable. Never doubt, the OPP does not condone this type of behaviour, which goes against our values and equal respect for all.

Thank you all for your ongoing dedication and professionalism.

A handwritten signature in black ink, consisting of a large, stylized 'C' with a loop and a horizontal stroke.

Thomas Carrique, O.O.M.

- c: Provincial Commanders
- President, Commissioned Officers' Association
- President, Ontario Provincial Police Association
- President, Civilian Association of Managers and Specialists

Annual General Meeting

FEBRUARY 22

KCCA Administration Centre at 10AM

44015 Ferguson Line, St. Thomas

Kindly let us know if you can attend.

Jessica Kirschner at 519-631-1270 ext.221 or
jessica@kettlecreekconservation.on.ca



Kettle Creek
Conservation Authority

WHAT'S NEW IN **ELGIN**

**Elgin County
Economic
Development &
Tourism**



www.progressivebynature.com

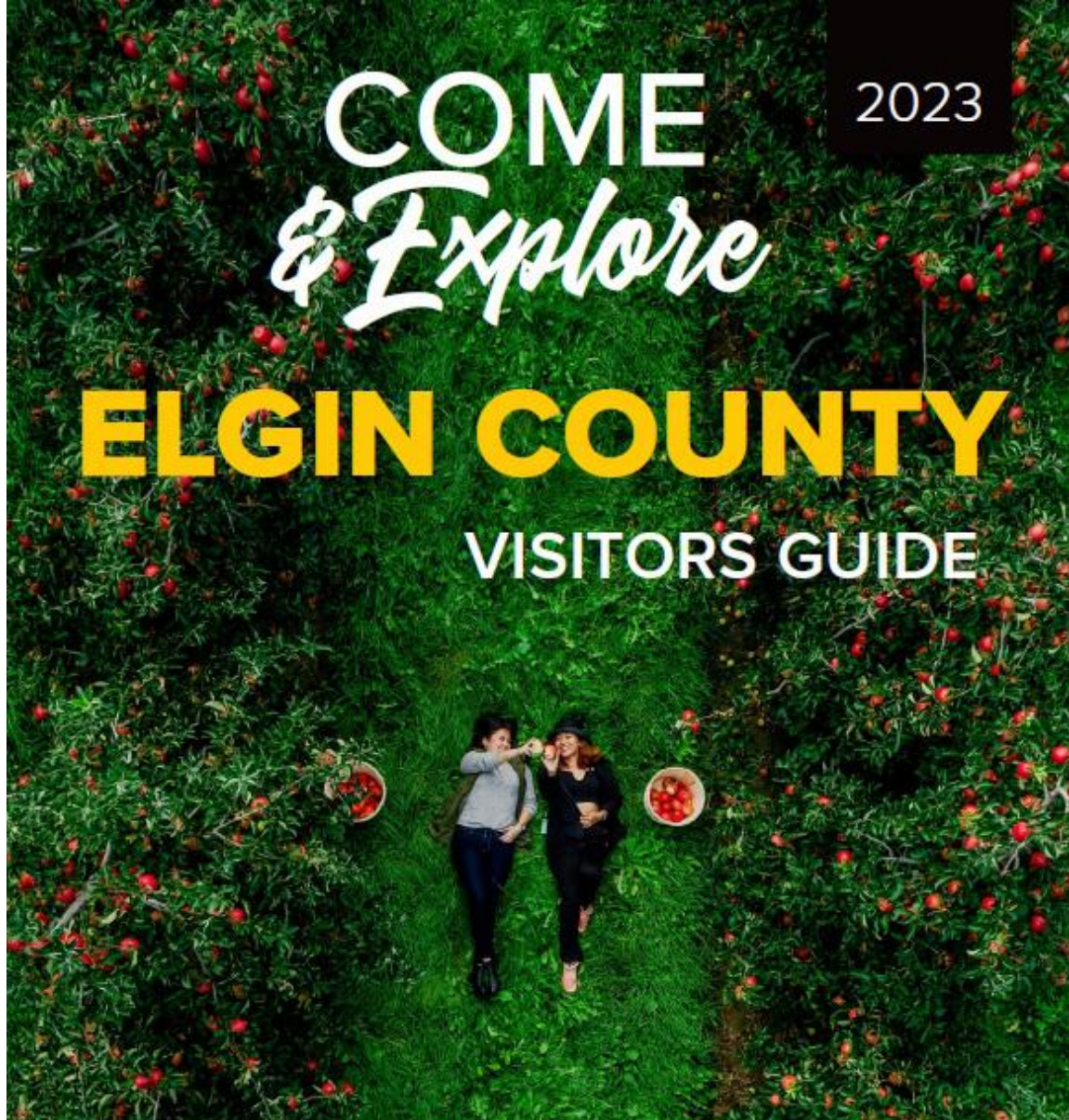
February 2023



It's hard to believe we're already entering chapter 2 of 12 for 2023! In February, the month of love, we're inspired to share and celebrate all there is to love about Elgin County. Whether you're shopping, staying, savouring, or experiencing, there is something new around every corner. Check out our social media feeds for some fun ideas either in your own backyard or in a neighbouring community- Elgin truly is Open All-Year Round.

Our **big scoop of the month** is that the 2023 Elgin County Visitors' Guide is **hot off the press!** If your business or office would like some copies to have on hand, please email tourism@elgin.ca. You can find the digital version of the guide [HERE](#)

Let this incredible handbook be your guide to memory making and exploration in Elgin this year!



COME & Explore

2023

ELGIN COUNTY

VISITORS GUIDE



@elgincounty
elgintourist.com

WELCOMES AND SHOUTOUTS





Both a welcome and a shoutout go out to the new Dollar Haven & Discount store in West Lorne! Owner Khurshid and his team have established a bright, spacious store that is fully stocked with a unique range of goods. The business is located in the former Tasty Sweets café and bakery building. Check them out when you're in town!

NEW OWNERS

OF AYLMER GLASS & MIRROR INC.

Bill Meyer & Steven Rolson

Deb and Tony welcome Bill Meyer and Steven Rolson to Aylmer and wish them all the best as the new owners of Aylmer Glass & Mirror Inc.



It took some time to find the perfect fit for Aylmer Glass & Mirror Inc, but the wait was worth it. Bill & Steven have owned and operated an existing construction company in Brantford and their values for customer satisfaction and attention to details are what Tony and Deb have been proud to offer Aylmer and area. Bill & Steven are the owners of Atomic Creek Contracting Inc. specializing in residential and commercial new construction and renovations. They are excited to open Aylmer Glass & Mirror Inc. on January 3, 2023 and look forward to becoming active in the community. Steven has ties to the Aylmer area and has returned with Bill to see with their own eyes when the bridge collapsed in Port Bruce.

Deb & Tony would like to welcome Bill & Steven as the new owners of Aylmer Glass & Mirror Inc. and look forward to working with them in January and introducing them to the wonderful people of Aylmer. We wish them all the best.

Bill & Steven would like to thank Deb and Tony for agreeing to stay on as consultants for a short period of time in the new year as we transition ownership and for entrusting us with the reigns of Aylmer Glass & Mirror Inc.

Deb & Tony would like to thank Tim Wakely from Coldwell Banker at Success Realty for his professional services.

We are looking forward to continuing to serve existing and new clients and the community as we transition.

We want to wish Tony and Deb a happy semi-retirement and wish them all the best in their future endeavours.



Aylmer
GLASS & MIRROR
Windows – Doors – Commercial

30 Progress Drive, Aylmer, ON | 519-773-5051

www.aylmerglassandmirror.com

A huge congratulations to Bill and Steven on their new venture with Aylmer Glass & Mirror and best wishes to Tony & Deb in their new chapter! We are excited to see all the ways this longtime local business continues to grow and adapt.

NEW BUSINESS FEATURE



House of Earnest



Our first February feature is someone with whom we've been thrilled to spend some time over the past few months! Rebecca McKinnon of House of Earnest recently began her small business journey with a professional wallpaper installation, painting, and decorating company. In late 2022, she installed the grasscloth feature wall in the new Elgin County Economic Development and Tourism suite located on the first floor of 450 Sunset Drive, and we couldn't be more pleased with her craftsmanship! Rebecca offers professional wallpaper installation services of murals, traditional paper, woven, non-woven, vinyl, grasscloth, and more anywhere in your home, including powder rooms, feature walls, nurseries, etc. This also includes measuring, estimating and consultation services to help plan your wallpaper project. On the paint side, Rebecca does regular paint jobs, hand painted murals and offers colour consultations using Benjamin Moore, Sherwin Williams and Farrow and Ball paint colors.

After learning more about her journey to House of Earnest, decorating interiors seems like it was destined to be part of Rebecca's story. Indeed, she joins a legacy of ancestors that have helped to shape and style the family homes of Elgin County-- her great-great grandfather, Robert Morris, was the architect and master woodworker behind such iconic

residences as the Stephen Backus home and Backus-Page House in Tyrconnell.

Born and raised in London's Wortley Village, Rebecca and her family moved to her grandfather's former dairy farm in Iona when she was 17. She went on to receive a degree from Western University which included a minor in Art History and Criticism. Her love for the arts led to a job as a tour guide at the Vatican Museum in Rome, Italy where she relished in the frescoes, tapestries, art, history, and culture of that historic place. She later worked as a museum art educator, sharing her love for the arts with the public, before returning home to Ontario when she started her family.

Rebecca always loved Elgin County and her rural roots, and she and her young family enjoy exploring the local countryside. When their dream old farmhouse came on the market, they jumped at the opportunity to renovate it into the perfect mix of old and new, and one of the best ways to blend the two was through wallpaper. Rebecca notes that adding that unique touch to a space leans into nostalgia but also can breathe new life at the same time, adding complexity to a design. She greatly enjoyed those wallpaper projects and later volunteered to use her skills to install a wallpaper accent wall at a friend's company in London. After that was a success, she became connected with the Wallpaper Loft in St. Thomas, started adding more jobs to her repertoire, and word of mouth has helped grow her clientele from there.

One of Rebecca's favourite parts of this venture is getting to reveal the final transformation to clients, and helping them to see a familiar space in a fresh new way. However, there is more involved with installing wallpaper professionally than what meets the eye. On the technical side of things, Rebecca needs to consider wall preparation before an installation and applies a wallsize to protect the walls. She carefully plans the placement of the wallpaper panels, ensures that the paper will lay properly on the walls, while also ensuring that the correct glue and materials are being used for the project.

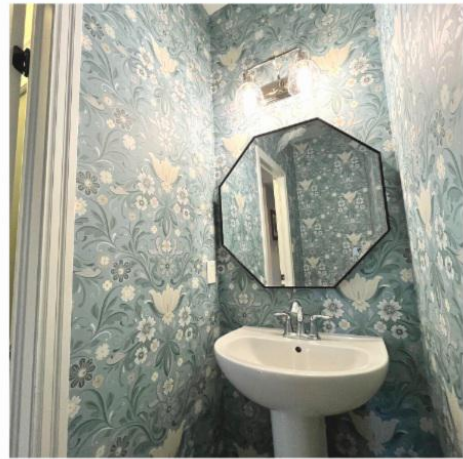
Going forward, she would like to see the business become a steady career while still balancing time with family. She hopes that the venture will continue to build her wallpapering skills by introducing her to new and fabulous wallpapers, include more specialized painting jobs, murals, sponging and faux finishes like "cement" walls and also working more closely with designers. If you or someone you know is looking to add a fresh new look to a space, Rebecca is a great go-to to help you make your vision a reality. Be sure to check out more examples of her work and stay updated on her projects on Instagram (linked below). Congratulations, Rebecca, and thank you so much for your help with our amazing new workspace!

House of Earnest

519-521-0522 | houseofearnest@gmail.com

[Website](#)

[Instagram](#)



The Barking Garage



It's a great time to be a Dutton Dunwich dog! The community has just welcomed a new dog grooming business in The Barking Garage, located on Queen Street in Dutton just across from the pool. This is a dream come true for owner Danielle, who moved to Dutton

from London with her husband and two young children in 2021. The couple wanted to experience small town living but stay in the London area, and Dutton seemed like a great fit! After settling in, Danielle started connecting with locals in the parks and around town while walking her own dog to get a feel for whether or not there would be interest in local grooming services, and the response was encouraging.

Love for animals has been part of Danielle's story since the very beginning. Her childhood included horseback riding and many treasured family pets. As a teenager, she worked part-time at Petsmart, which confirmed that she wanted to work with animals in her career. She climbed the ladder with the company, advancing from a cashier role to eventually participating in their Grooming Academy. She then continued her grooming career, working for other companies in the London area.

One of Danielle's biggest goals when preparing to open her own home-based salon was for people to feel welcome when they arrive and trust that their dog is visiting a safe place. As a parent of young kids and a pet owner herself, she understands how daunting it can be to drop off your loved one with someone else, so she wanted her space to feel warm and professional. She's definitely achieved that with the converted garage, which is bright and inviting with a fresh white colour scheme. Her counter and tub are electric, which makes the process easy for dogs of all sizes and mobilities. It's a beautiful and modern space that puts you at ease as soon as you enter!

Since opening in late 2022, Danielle has observed that pets are very important to the people of Dutton Dunwich, and that the pandemic led to many people seeking four-legged companions while working from home. There are lots of young families in Dutton, a demographic that also grew since 2020, and that makes up a great deal of her client base. Danielle is quickly establishing a strong presence and loyal following in the community. Her unique approach to social media and photography make her page a must-follow for a daily dose of cuteness! We wish her all the very best as she continues to grow and build a community of Dutton Dunwich dog-lovers. Congratulations!

The Barking Garage
195 Queen Street, Dutton
519) 868-4751
Email: thebarkinggaragegrooming@gmail.com
[Facebook](#)
[Instagram](#)



RESOURCES & OPPORTUNITIES



Southwestern Ontario Development Fund

The newest SWODF application intake will be open from January 12, 2023 to February 23, 2023. You can find more information about eligibility and the intake process [HERE](#)

For advice on developing and strengthening your application, you are encouraged to contact your regional advisor or Business Advisory Services at:

Business Advisory Services - Western Region Main Office
westernregionbas@ontario.ca
Toll-free: 1-800-267-6592

Ontario Chamber of Commerce Grow Your Business Online Grant

Through this program, small business owners can receive a micro-grant worth up to \$2,400 to help get their business online, give their e-commerce presence a boost, or digitalize business operations. Grant recipients must commit to maintaining their digital

Business Scale-up and Productivity- FedDev Ontario

Thinking of taking things to the next level? Funding under this stream helps to accelerate the growth of firms and assist with the adoption of new, innovative technologies that support scale-up, productivity, and the development of and entry into new markets to help companies become globally competitive. More details [HERE](#)

Community Economic Development and Diversification- FedDev Ontario

Funding is available to businesses and not-for-profit organizations in small communities who are working to develop, diversify, and transform their local economies. [DETAILS](#)



EARN
\$2500

**AND SUPERCHARGE YOUR
DIGITAL TRANSFORMATION
PLAN TODAY!**

**FOR INQUIRIES CONTACT
Jennifer Grigg:**
jgrigg@elgincfdc.ca
519-633-7597 ext 323

APPLY NOW
digitalmainstreet.ca

ELGIN
BUSINESS RESOURCE CENTRE
A Community Futures Development Corporation

**DIGITAL
MAIN ST.**

With the right digital tools and technologies, your small business can be found faster online. Apply at <https://digitalmainstreet.ca> to see if you qualify for a \$2,500 Transformation Digital Grant!

For more info, contact Jennifer at the Elgin Business Resource Centre today. She's here to guide you every step of the way. jgrigg@elgincfdc.ca



Your Workforce. Our Future.

Launching TODAY!

Help us build the solution to workplace issues
by providing us with on-the-ground facts.
www.employerone.ca



This project is funded in part by the Government of Canada and the Government of Ontario.

Please consider quickly completing the Elgin-Middlesex-Oxford Workforce Development Board's new Employer One Survey by clicking [HERE](#). The insights of businesses of all sizes and in all sectors are greatly appreciated and we hope to see a strong showing for Elgin-specific data.

NOW ACCEPTING *New Vendor* APPLICATIONS



The Old Imperial Farmers' Market in Aylmer is open for new vendor applications, but spaces are filling up fast! Applications can be found on their website, or you can email Terry at terry@oifm.ca or Amy at amy@oifm.ca for more info.



Attention all makers and crafters! Epiphany in Aylmer, a lovely artisan market, is looking for vendors to add to their local lineup. Check them out and get connected [HERE](#).

a few spots will be opening up

New Vendor/Maker Applications for the busy Spring/Summer Season

Email us

lovegigico@gmail.com

@Love Gigi in
Port Stanley

A great market opportunity in Port Stanley! Reach out to Love Gigi for more details on how to be part of this adorable shop for the upcoming season.



Vendors/Exhibitors Wanted for the Pawsitively Elgin Dog Festival!

We are looking for exhibitors of all types! You do not need to be in a pet related business to be part of our event.

*Saturday July 22, 2023

*Outdoor event at Springwater Conservation Area (between Aylmer and St. Thomas)

*Booth/Site \$50 (all sites are large enough that you can park your vehicle behind your tables - most sites are tree covered in this beautiful park).

*We do require that you have vendor liability insurance, and you can get that for as little as \$14.46 for the day (more info on our website)

*Non-Profits and Kid-entrepreneurs are free (limited space)

*10:00 AM to 4:00 PM

Visit our website for more information and applications.

<https://www.pawsitivelyelgin.com/exhibitors/>

Provincial Government Updates

Ontario Promotes Indigenous Economic Development

The Ontario government has launched the annual funding applications for the Indigenous Economic Development Fund (IEDF) and the Indigenous Community Capital Grants

Program (ICCGP). This funding provides \$3.2 million through the IEDF and \$6 million through the ICCGP to promote economic development in Indigenous communities and increase employment opportunities for Indigenous people.

Applications are open until early March 2023 and can be submitted through Transfer Payment Ontario. Interested applicants must register with Transfer Payment Ontario to submit, track, and manage requests for funding opportunities. Details

DEPARTMENTAL ACTIVITY



Staff attended the Elgin Business Resource Centre's 'The Pitch' event, where some incredible Elgin County small businesses were in the running to win \$30,000 for business enhancements. A huge congratulations to Dogs on 3, a luxury dog boarding facility that is coming soon to Southwold, and to all of the amazing participants who represented Elgin County so well. Congratulations also to our friends at the EBRC for an incredible event!

FESTIVAL AND EVENT TRACKER



- Saturdays 10am-2pm - Winter Horton Farmers' Market, St. Thomas
- Saturdays 8am-3pm - The Old Imperial Farmers' Market

Guided Walk:

A Hike Through Nature And History



Jan

Tues, 10th - 10am

Wed, 25th - 1pm

Feb

Thurs, 9th - 10am

Fri, 24th - 1pm

Mar

Sat, 11th - 10am

Sun, 29th - 10am



WINTER AT
HORTON

Saturdays 10 – 2



HOT DOG BBQ
LIVE ENTERTAINMENT & GAMES
FIREWORKS

BACKUS-PAGE

HOUSE MUSEUM

WINTER FAMILY

FUN DAY!

Join us

February 20th, 2023

10AM - 4PM

Children \$10 Adults \$5

519-762-3072

29424 Lakeview Line, south of Wallacetown

www.backuspagehouse.ca



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**ADULTS \$10
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**SNOW PAINTING!
TOBOGGANING!
PIONEER GAMES
AND TOYS!**

UPCOMING NETWORKING EVENTS



Commerce, February 15- [Details](#)

- 'Lunch with the Mayors' hosted by the St. Thomas and District Chamber of Commerce, March 8- [DETAILS AND TICKETS](#)

Have an event you'd like us to share? Please send details to economicdevelopment@elgin.ca

Elgin County Economic Development & Tourism |
www.elgincounty.ca



Elgin County | 450 Sunset Drive, St. Thomas, N5R 5V1 Canada

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The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

February 7, 2023

Elgin County Council

RE: Request to Review By-Law EC-1 Parking By-law

West Elgin Council has provided direction to staff to request that Elgin County undertake a review of the By-law Number EC-1 Parking By-law which was subsequently adopted by the majority of Lower Tier Municipal Councils in Elgin County.

This by-law was adopted in November 2001, with the set fines also being applied for at that time and has not seen a comprehensive review of the by-law or increase in the set fines for parking violations during this period. Currently all fines are set between \$15.00 and \$55.00, with the majority of fines set at \$25.00.

West Elgin Council believe that a joint review of this by-law by the County and local municipal partners would best serve the public interest as well as provide the local municipal partners with the expertise of the County Staff.

Sincerely,

Jana Nethercott
Clerk

Cc Elgin County Clerks.

Police Service Board Information from Carolyn Krahn based on direction/questions from January 25, 2023 Council Meeting

Hello Jeff,

There will be some changes to the PSB when the new Community Safety and Policing Act comes into force. We anticipated that it would come into effect in 2022, but that did not happen. The Ministry is indicating that it will now come into effect later this year. When it does come into effect, the current board will be disbanded and a new board formed. To do this the local municipalities will need to pass new by-laws, etc. But we will send out clear direction on what needs to happen once we hear from the Ministry. At that time, the participating municipalities will work together to establish what the remuneration for the new board should be.

In 2021, we submitted an application to maintain the status quo board with 1 rep from Eastern Elgin, 1 from Central Elgin, and 1 from Western Elgin and 2 Provincial Appointees. Ontario municipalities have begun to hear back from the Ministry on whether or not their applications were approved. We are still waiting to hear back, but I will keep you posted.

The Board approved the attached budget proposal at their meeting on Monday. I will send a copy of this budget along with a letter from the PSB later today or Monday so that you can share it with Council.

The new PSB Chair Dave Jenkins and Inspector Loucas would also like to visit each Municipal Council in March to give an update on OPP and PSB activity. Is there a date in March that would work well for Southwold?

If you have any further questions, please don't hesitate to reach out.

Thank you,

Carolyn Krahn

Manager of Economic Development and Strategic Initiatives



Elgin Group Policing

Police Services Board Budget

	Not Final						
	Budget 2023	Budget 2022	YTD Actual 2022	Budget 2021	Actual 2021	Budget 2020	Actual 2020
Recoveries	(36,235)	(35,880)	(33,156)	(36,538)	(36,997)	(35,875)	(34,959)
Total Revenue	(36,235)	(35,880)	(33,156)	(36,538)	(36,997)	(35,875)	(34,959)
Wages	9200	9200	9000	9,200	9,200	9,200	8,450
Benefits			417	0	424	0	370
Total Wages & Benefits	9,200	9,200	9,417	9,200	9,624	9,200	8,820
Mileage	2000	2000		2,000		2,000	
Travel-Other	430	430		430		430	
Development	14000	14000	396	14,000	1,045	14,000	2,141
Purchased Services (RIDE)			11329	0	13,254	0	13,539
Project Costs		0	500	1,000	1,000	1,000	
Miscellaneous	10605	10250	11513.63	9,908	12,074	9,245	10,459
Total Operating Costs	27,035	26,680	23,739	27,338	27,373	26,675	26,139
Net Income Total*	0	0	(0)	0	0	0	0

Offsetting increased revenue from Municipal Partners or RIDE program for any budget increase is required

Annually Chair receives \$2000, Board Members \$1500 x 4, \$1200 Secretary/Treasurer

to and from meetings

budgeted for 3 people to go to members conference, 5 members attending 1 seminar

OAPSB

Insurance in 2022 has gone up to \$11,458 , OAPSB Membership 1634, Office Supplies (1000)

*Balance of costs billed back to Municipal Partners at year end by % of Households



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2023-14

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 26, February 6 and February 13, 2023.

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 Special Council Meetings held on January 26 2023, February 6, 2023 and the Regular Meeting of Council held on February 13, 2023; 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 13th DAY OF FEBRUARY, 2023.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

-ADDENDUM TO AGENDA-

Monday February 6, 2023

REGULAR MEETING OF COUNCIL

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

2. ADDENDUM TO AGENDA

Items Added:

8. REPORTS:

- (k) CAO 2023-09 Country Grocery Request to Sell Alcohol on Statutory Holidays

11. OTHER BUSINESS:

- (h) Elgin Group Police Services Board RE: Bail Reform Letter.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 13, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-09

SUBJECT MATTER: Country Grocery Request to Sell Alcohol on Statutory Holidays

Recommendation:

That Council grant permission for the Country Grocery – LCBO Convenience Outlet, Shedden to be open on the following Statutory Holidays in 2023 (or 2023-2026 – <Term of Council>) (or until revoked or modified by Council)

- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving
- Good Friday
- Easter Sunday
- Christmas Day
- New Year's Day

Purpose:

The purpose of this report is to provide further information on a request to sell liquor and beer on statutory holidays.

Background:

Country Grocery, Shedden – LCBO Convenience Outlet – Request to sell Alcohol on Statutory Holidays

- Sunday, January 1, 2023
- Family Day: Monday, February 20, 2023
- Good Friday: Friday, April 7, 2023
- Victoria Day: Monday, May 22, 2023
- Canada Day: Saturday, July 1, 2023
- Labour Day: Monday, September 4, 2023
- Thanksgiving Day: Monday, October 9, 2023

- Christmas Day: Monday, December 25, 2023
- Boxing Day: Tuesday, December 26, 2023

Excerpt from LCBO Convenience Outlet Manual (December 2022, Version 2)

Selling on Holidays Under the Retail Business Holidays Act, retail businesses must be closed on the following holidays:

- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving
- Good Friday
- Easter Sunday
- Christmas Day
- New Year's Day

Any other public holiday declared by proclamation of the Lieutenant Governor to be a holiday for the purposes of the Retail Business Holidays Act. If Operators wish to be open during these holidays, Operators shall be responsible for obtaining approval from their municipality, which may have specific by-laws or holiday closing requirements for retail businesses. It is the Operator's responsibility to retain any letters of approval.

Comments/Analysis:

In 2022, permission was granted to sell on Family Day, Victoria Day, Canada Day, Labour Day, and Thanksgiving Day. It appears there have been some changes to the Convenience Outlet Manual at the end of 2022. There are also additional days being requested for 2023.

Council may pass a resolution granting permission for all or some of the days requested. It could also grant approval for more than 2023 if desired.

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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

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

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

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



ELGIN GROUP POLICE SERVICES BOARD

Municipality of Bayham | Municipality of Central Elgin | Municipality of Dutton Dunwich

Municipality of West Elgin | Township of Malahide | Township of Southwold

February 10, 2023

The Honourable David Lametti
Minister of Justice and Attorney General of Canada
6023 Monk Blvd. Montréal, Quebec
H4E 3H5

The Honourable Marco Mendicino
Minister of Public Safety
Confederation Building, Suite 203
House of Commons Ottawa, Ontario
K1A 0A6

Dear Minister Lametti and Minister Mendicino:

I write to you in my capacity as Chairman of the Elgin Group Police Services Board to urge immediate action from the federal government to improve Canada's bail system for the protection of the public and our heroic first responders. Fueling our call for reform is our experience with the bail system that quickly returns people accused of crimes to the community only to see them regularly and willfully disregard their release conditions.

There is a growing call nationwide for systematic changes to prevent accused persons on bail from committing further criminal acts. The justice system needs to keep anyone who poses a threat to public safety off the streets, not only to protect our first responders, but also to protect our community as a whole. This protection starts with meaningful changes to the *Criminal Code*, an area solely within the federal government's jurisdiction.

In making this call to action, we understand that bail legislation must balance the rights of the accused, as outlined in Canada's *Charter of Rights and Freedoms*, with public safety and confidence in the criminal justice system. We also recognize that the imposition of restrictive bail conditions can lead to social marginalization and criminalization and can make it difficult for some individuals to complete their bail without breaching conditions.

We understand that focusing solely on bail reform in isolation is unlikely to enhance public safety. Instead, we urge you to consider the following:

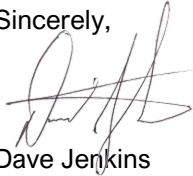
- 1.) Quick decisions on bail: This will help reduce the amount of time accused people spend in the community before they serve their sentences.
- 2.) Ready access to community resources: Homelessness, mental health issues, substance and addiction issues all make access to bail and adhering to bail conditions very challenging.

Corporation of the County of Elgin
c/o Elgin Group Police Services Board
450 Sunset Drive
St. Thomas, Ontario N5R 5V1

- 3.) Enhanced funding for bail supervision programs: These programs can be a cost-effective way to monitor accused people with higher risk or needs in the community and can help connect individuals with the resources and services they need.
- 4.) Inter-agency collaboration: Enhanced communication and collaboration among social service agencies, courts and police will improve the efficiency and effectiveness of bail.
- 5.) Data collection of bail statistics: Collecting meaningful data will help make evidence-based responses.

We believe that these recommendations will help strengthen Canada's bail system and enhance public safety, while also upholding the rights of accused individuals.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Jenkins', with a stylized, cursive script.

Dave Jenkins
Chairman
Elgin Group Police Services Board

Cc: Karen Vecchio, MP – Elgin-Middlesex-London
Rob Flack, MPP – Elgin-Middlesex-London
Local Municipal Partners
Elgin Group Police Services Board