



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday March 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 February 27, 2023
- (b) Draft Minutes of the Communities in Bloom Meeting of February 28, 2023
- (c) Draft Minutes of the Talbotville Station Technical Advisory Committee Meeting of February 28, 2023

5. DELEGATION

- (a) **8:00 p.m. Mark Harris, Matthew Belding and Robin Trepanier – OCWA** – Southwold Water Distribution System Operations Report Fourth Quarter 2022 and Talbotville Wastewater Treatment Plant Operations Report Fourth Quarter 2022
- (b) **Matthew Belding, OCWA** Southwold Distribution Section 11 Annual Report, Southwold Distribution.

6. DRAINAGE

- (a) **7:00 p.m. – Court of Revision – A & C Jones Drain 2022**

7. PLANNING

No business

8. REPORTS

- (a) DRA 2023-05 Railways and the Drainage Act
- (b) FIR 2023-02 Activity Report – January and February 2023
- (c) FIR 2023-03 Tanker Agreement

- (d) FIN 2023-04 Section 357/Tax Incentive Approval Applications
- (e) ENG 2023-13 Activity Report – February 2023
- (f) CBO 2023-04 Activity Report – February 2023
- (g) CAO 2023-11 Strategic Plan Annual Update 2022
- (h) CAO 2023-12 Activity Report – February 2023
- (i) CAO 2023-13 Green Bin Cost Increase
- (j) County Council Highlights – February 28, 2023

9. CORRESPONDENCE

- (a) Rosy Rhubarb Run
- (b) Fee Waiver Request – Shedden Soccer
- (c) Iona Interconnect Authority Letter from Municipality of Dutton Dunwich

10. BY-LAWS

- (a) By-law No. 2023-19, being a By-law to enter into an fire protection tanker operations agreement with Oneida Nation of the Thames
- (b) By-law No. 2023-20, being a By-law to amend User Fees – Planning Fees in By-law No. 2021-73
- (c) By-law No. 2023-21, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 13, 2023

11. OTHER BUSINESS *(For Information Only)*

- (a) Town of Cobourg Resolution RE: Homeless and Unsheltered Persons
- (b) Notice of Passing Zoning By-law Amendment 37719 Lake Line, Central Elgin
- (c) Resolution from Municipality of Dutton Dunwich RE: Provincial Policy Statement Review – Rural Lot Creation

12. CLOSED SESSION

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2)(c)) – Unopened Road Allowance Properties
- (b) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239(2)(k)) – Talbotville Meadows Development Agreement

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



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday February 27, 2023
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

COUNCIL ABSENT:

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Peter Kavcic, Dir. of Infrastructure & Development Services
Paul Van Vaerenbergh, Public Works Superintendent
Kevin Goodhue, Water/Wastewater Compliance Superintendent
Josh Mueller, Planner
June McLarty, Corporate Services Clerk

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

ADDENDUM TO AGENDA:

8. REPORTS:

- (c) PW 2023-03 Supply and Delivery of Tandem Axle Plow/ Sander Truck Proposal Award

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2023-71

Councillor Fellows – Deputy Mayor Pennings

THAT the Minutes of the Regular Council Meeting of February 13, 2023 are hereby adopted.

CARRIED

PLANNING:

7:00 p.m. Zoning By-law Amendment – ZBA 2023-02, Housekeeping Amendment

Opening of Public Meeting ZBA 2023-02

2023-72

Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to update the text in the Zoning By-law as it pertains to spelling, grammar and other minor corrections.

CARRIED

The Mayor called the meeting to order and stated that this is 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 proposed zoning by-law amendment is to amend the Township of Southwold Zoning By-law by making any changes to the text including spelling, grammar and other minor corrections.

The Mayor asked if any member of council had a disclosure of interest concerning the proposals. None were disclosed.

The Mayor asked the Clerk what method of notice and when was notice give to the public for the meeting. The Clerk responded that a notice was put on the Township of Southwold website, along with other social media platforms.

Planner Josh Mueller presented his report to Council.

The Mayor asked the Clerk if any comments were received from Staff. The Clerk responded yes. Staff comments were received and formed part of the amended text.

The Mayor asked if any written submissions were received. The Clerk responded that no written submissions were received.

The Mayor stated that before I open the floor to questions from the public, please be advised if any person from the public wishes to receive further information on the action of Council regarding the decision on the 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 February 28, 2023. Any person that has contact the contacted the planner to be part of the public meeting today will receive this further information automatically.

No questions were asked from the public.

The Mayor asked if any members of Council had any questions. Deputy Mayor Pennings asked if under Section 3.35 the dwelling has to be completed before occupancy can be granted. Director of Infrastructure Peter Kavcic responded that this a new requirement under the Building Code.

PLA 2023-03, Housekeeping Zoning By-law Amendment

2023-73 Councillor Emons – Councillor Fellows

THAT Council approve the proposed Housekeeping Zoning Bylaw Amendment, in accordance with the Bylaw contained within Appendix One of Report PLA 2023-03.

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.

Adjournment of Public Mtg for ZBA 2023-02

2023-74 Councillor Adzija – Deputy Mayor Pennings

THAT the public meeting to consider the update to the text in the Zoning By-law ends at **7:11 p.m.** and the regular Council meeting reconvenes.

CARRIED

PLA 2023-08 Part Lot Control Exemption

2023-75 Deputy Mayor Pennings – Councillor Emons

THAT Council approve the part lot control policies listed in report PLA 2023-08.

CARRIED

Zoning By-law Amendments

7:15 p.m. ZBA 2023-01 Andrews C/O A. Dale, Gunn & Associates Con NWNBTR Lot 15- Union Road

In attendance: N. Ooms, H. Button, Gunn & Associates, R. and N. Halington, R. Woodhouse, L. Addley-Darel.

Opening of Public Meeting for ZBA 2023-01

2023-76 Councillor Adzija – Deputy Mayor Pennings

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. 2023-01, filed by J. and J. Andrews C/O Amy Dale, Gunn & Associates, Con NWNBTR Lot 15, Union Road opens at **7:15 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 to rezone the subject property legally described as Southwold CON NWNBTR Pt Lot 15 RP 11R2336 Pt Part 1 Part 3 RP 11R9183 Part 3 from Settlement Reserve (SR) to Residential 2 (R2) Zone to permit residential 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 neighboring property owners within 120 meters of the subject lands and emailed to commenting agencies on February 6th, 2023. A sign was posted on the subject property prior to the deadline of February 7th, 2023.

Planner Josh Mueller presented his report to Council.

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

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

The Mayor stated that 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 to the planner or Clerk by February 28, 2023. Any person that has contacted the planner to be part of the public meeting today will receive this further information automatically.

H. Button, Solicitor from Gunn & Associates identified herself on behalf of Amy Dale. She provided no specific comments.

N. Hallington questioned what the precedence would be for subject lands. Do they have to use a septic or a waste management system or has nothing be set up for this property? Director of Infrastructure and Development Services Peter Kavcic responded that this property is envisioned to have catchment or capacity in the sewage treatment project. It is an item on this agenda. There are also some engineering challenges. They could consider septic, but Council would prefer development to be on full services. At this time, it is unknown what is going to be done.

L. Addely-Darel voiced her concerns on the timeline to complete the development, whether it had to be completed in 5 years. She was also concerned about the use of septic systems for this project, the condition of the land if this land is going to be used by multiple houses, who is going to pay if there is a problem with the septic systems, will residents be mandated to pay.

Mayor Jones responded that septic is not the option for this development. Existing residents will not be forced to hook up.

L. Addely – Darel commented that if the land become permeated, we may not have choice. The cost will fall on the ratepayers. Development is great but poor planning is a waste. Mayor Jones responded that we have development charges and sewer charges in place as part of our Asset Management Plan. The people who caused the problem should fix it.

L. Addely- Darel questioned if there is development levy that would be applied to any R2 zone, who pays for it and does it include wastewater. Is it applied immediately or do they have a year. Mayor Jones responded yes to developer paying these charges. J. Mueller commented that there is an agreement of purchase and sale for this property. One of the conditions of the agreement is that all conditions of the consent agreement must be completed. The property owner has 2 years from the date approved to complete these conditions. L. Addely – Darel questioned if the date lapse can they reply. J. Mueller responded yes.

N. Ooms questioned what type of houses can be built in the R2 Zone. J. Mueller responded it that single or semi-detached dwellings, duplexes, could be build.

N. Ooms questioned about development in general and whether there is something in the strategic plan for servicing existing residents in the settlement area for streetlights and sidewalks. Is this a developer obligation or a joint effort? P. Kavcic responded that the County has recently completed a Transportation Master Plan that included reclassification of their roads and creating more pedestrian friendly environments in settlement areas. Union Road is a County Road and urbanize that cross section is in the plan. Not sure when this will be done. More information on the completion of the urbanization can be obtained when it becomes available.

Deputy Mayor Pennings commented the subject lands have had 4 or 5 separate severances done in the past. He questioned if there was room for another house before a plan of subdivision is required or are they at their limit. J. Mueller responded that this is just a severance to sever off a parcel to be rezoned for residential development. Deputy Mayor Pennings questioned if they were to build a house on the severed parcel, the count is already more than one. J. Mueller responded that the proposal development is not for just one residential house, it would be for more than one residential dwelling and a plan of subdivision would be required.

L. Addely- Darel questioned if this is the only one severance applied for. J. Mueller responded yes. It is just two parcels; the lower parcel is severed off for residential and the upper parcel is to remain for agricultural purposes.

L. Addely-Darel questioned if they want to sever the residential parcel, they will have to go through the process again. J. Mueller responded that would have to go through the proper procedures of the Planning Act when they further develop the lot.

L. Addely- Darel questioned the size of the lots as in the past 1 acre was the required size for a lot. J. Mueller responded that he is not aware of the size of the lots and there are certain requirements. He not seen any plans. L. Addely- Darel commented that depending on this development residents may not have a choice and will have to connect to the sewers.

Mayor Jones reiterated that this Council and the previous Council were clear that we will not force any hookups for existing residents. It would be strictly for new residential growth.

PLA 2023-07 ZBA 2023-01 Andrews C/O A. Dale

2023-77 Councillor Adzija – Councillor Emons

THAT Council approve the proposed Zoning By-law Amendment Application ZBA 2023-01, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-07.

CARRIED

The Mayor stated that please be advised that the decision may be appealed to the Ontario Land Tribunal by the applicant.

Closing of Public Meeting for ZBA 2023-01

2023-78 Councillor Adzija – Councillor Fellows

THAT the public meeting to consider the applications to amend the zoning on the property owned by J. and J. Andrews C/O A. Dale, Gunn & Associates, closes at **7:46 p.m.** and the regular meeting of Council reconvenes.

CARRIED

DELEGATION:

7:46 p.m. – 8:00 p.m.

Director of Corporate Services/Treasurer Michele Lant - 2023 Budget

Director of Corporate Services/Treasurer Michele Lant presented the 2023 budget to Council, staff and the public.

Council directed that the draft by-law to implement the budget be revised to show \$25,000 for the netting/fencing for the Shedden Open Space Park.

PLANNING:

PLA 2023-06 Consent Application E2-23, 33294 First Line

2023-79 Councillor Adzija – Councillor Fellows

THAT Council recommend approval to the Land Division Committee of the County of Elgin for consent application, E2-23, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-06.

CARRIED

PLA 2023-08 Hamilton Zoning By-law Amendment Update

2023-80 Councillor Fellows – Deputy Mayor Pennings

THAT Council of the Township of Southwold receive report PLA 2023-09 regarding Ontario Land Tribunal (OLT) decision for 10195 Sunset Road.

CARRIED

REPORTS:

Shedden and Fingal Sanitary Sewer Project

2023-81 Deputy Mayor Pennings – Councillor Emons

THAT Council approve Staff advancing Option 2 for the Shedden and Fingal servicing project which includes pumping sewage to the Port Stanley Treatment Plant, and;

THAT Council approve a budget of \$27,500,000 for the sanitary sewer project in Shedden and Fingal which results in an anticipated sewer connection charge of \$19,300.00 with Staff having to report back for future approvals if the project is over this amount, and;

THAT Council direct Staff to negotiate an agreement with Central Elgin Staff for the dedication of sewage capacity at the Port Stanley Treatment Plant that is endorsed by both Southwold Council and Central Elgin Council through a shared service agreement.

CARRIED

CAO 2023-10 Federal Electoral Districts Redistribution

CAO/Clerk Jeff Carswell presented his report to Council as information.

PW 2023-03 Supply and Delivery of Tandem Axle Plow/Sander Truck

2023-82 Councillor Fellows – Deputy Mayor Pennings

THAT Council accept the proposal for the supply and delivery of a Freightliner Tandem Axle Plow/Sander Truck from Premier Truck Group – London at a price of \$369,880.00 excluding HST.

CARRIED

BY-LAWS:

- By-law No. 2023-11, being a by-law to amend By-law No. 2011-14, Housekeeping By-law
- By-law No. 2023-15, being a by-law to amend By-law No, 2011-14, Andrews Lot 15 NWNBTR, Union Road
- By-law No. 2023-16, being a by-law to adopt the Budget Estimates and Capital Projects for the year 2023 as amended.
- By-law No. 2023-17, being a by-law to appoint Deputy Treasurer

By-laws

2023-83 Councillor Emons – Deputy Mayor Pennings

THAT By-law Nos. 2023-11, 2023-15, 2023-16 and 2023-17 be read a first and second time, considered read a third time and finally passed this 27th day of February 2023.

CARRIED

CLOSED SESSION:

2023 -84 Councillor Adzija – Councillor Fellows

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:37 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Litigation or potential litigation including matters before administration tribunals, affecting the municipality or local board (section 239 (2) (e)) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Talbotville Development Matters

CARRIED

Adjournment of Closed Session

2023-85 Councillor Fellows – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:51 p.m.**

CARRIED

STAFF DIRECTION

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

BY-LAW:

- By-law No. 2023-18, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 27, 2023

Confirming By-law

2023-86 Deputy Mayor Pennings – Councillor Emons

THAT By-law No. 2023-18 be read a first and second time, considered read a third time and finally passed this 27th day of February 2023.

CARRIED

ADJOURNMENT:

2023-87

Councillor Adzija – Deputy Mayor Pennings

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:52 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



MINUTES

CIB COMMITTEE

@ 1:00 p.m.

February 28, 2023

Council Chambers, 35663 Fingal Line



Attendees: Grant Jones
Christine McArthur
Jo-Anne Cummings-Stinson
June McLarty, Staff Resource
Karen Graff
Cathy Koyle
Shelley Smith

Regrets: Dave Nichols

Guests: Shannon Worotny, Heidi Hering

Meeting called to order at 1:03 p.m. in Council Chambers.

The item of library day was added to the agenda.

2023-01 Moved by: Shelley Smith – Seconded by: Christine McArthur

RESOLVED THAT the minutes of the July 13th, 2022 be approved.

Carried

2023-02 Moved by: Karen Graff – Seconded by: Christine McArthur

RESOLVED THAT Shelley Smith be appointed as Chairperson of the Southwold Communities in Bloom Committee

Carried

2023-03 Moved by: Grant Jones – Seconded by: Jo-Anne Stinson-Cummings

RESOLVED THAT the Southwold Communities Bloom Committee recommend that Shannon Worotny and Heidi Hering be appointed as members of the committee.

Carried

2023-04 Moved by: Karen Graff – Seconded by: Grant Jones

RESOLVED THAT the financial report be accepted as presented.

Carried

Purchase of Pots for Step Boxes and Flowers

A discussion was had on purchasing flowers and pots. We will need 28 new pots. Karen will investigate the costs to purchase planters already planted versus the committee doing the planting of the pots. She will report back at the next meeting.

John Price, Facilities Operator will assist with setting out the step boxes. A date will need to be determined. He will also cut the grass and do the trimming around the sign boxes.

Heritage Park Pots

The CIB Committee will plant the pots for the Heritage Park in Fingal. The location of the pots will not be impacted by the location of the port-a-potties.

Plant Sale

The plant sales will be held on Saturday May 27, 2023 from 9 am – 12 noon. Set-up will begin at 8 a.m. Heidi will design a poster for the sale. We will also advertise in the Township newsletters, the West Elgin Chronicle Community Page. We will also notify local horticultural societies.

A thank you to Cathy for delivering the notices for the plant sale around the Township. Coffee and muffins will be served as well. Each item will be \$1.00. Committee members will be responsible for donating a dozen muffins.

The children's activity will be a lesson on growing plants. If they purchase a plant, we will give them another plant (maybe marigold) for free. We will show how to plant it and take care of it.

Other Business- Interim Newsletter.

On March 16, 2023 the CIB Committee will be participating in the March Break activities at the Library. Shelley will lead the instruction of the activity.

2023-05 Moved by: Christine McArthur – Seconded by: Shelley Smith

RESOLVED THAT the meeting of the Community in Bloom Committee be adjourned at **2:12 p.m.** to meet again on Wednesday March 22, 2023 at 10:30 a.m.

Carried

Shelly Smith - Chair

June McLarty – Staff Resource

Talbotville Station Technical Advisory Committee



Minutes of Meeting
Tuesday, February 28, 2023
6:30 p.m.
Fire Station, Shedden/Virtual



In Attendance: Jeff McArthur, Fire Chief
Grant Jones, Mayor
Justin Pennings, Deputy Mayor
Barry Smith, District Chief
Rene Coenen, Captain
Peter Kavcic, Director of Infrastructure and Development Services
Steve Van Maanen, Public Member
Jeff Carswell, CAO/Clerk
Anya Kisiel, Fire Service Coordinator

1. Call to Order

Mayor Grant Jones called the Meeting to Order at 6:36 pm.

2. Review of Minutes from November 8th, 2022.

Committee reviewed the minutes of the November 8th, 2022 Meeting

Resolution 2023-1 – Minutes previously approved by Council at the November 28, 2022 Council Meeting.

Old Business:

3. Treatment of Existing Building

- Committee recognized the possibility of moving the building can be eliminated as it would not fulfill the current needs of the Roads Department in Talbotville area, as previously discussed

New Business:

4. Review of a+Link's Site Plan Drawings Concepts

Option # 1

Expansion to the east of current station and building entire new section with a mezzanine joining the existing and new buildings

Option # 2

Build completely new and tear down current building (based off Milverton & Mitchell Fire Department Stations)

Discussion points of both options

- Union Gas easement will be avoided in both options
- Dedicated parking spots for responding firefighters
- Combination of asphalt/recycled asphalt to save on paving costs/budget
- Options for shared building and/or property use to be further explored
- Need for storm water management and drainage requirements
- Hydrant location for Ontario Building Code requirements as well as for training/department use
- Expansion of the existing entrance
- General consensus that Option # 2 provides best building layout and traffic flow
- Identifying the difference between building costs and site work costs

5. Next steps

Committee will have a week to review drawings and put forth comments in order to obtain costing estimates

6. Next Meeting Date: To be determined

7. Adjournment at 7:40pm



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution System Operations Report Fourth Quarter 2022

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: February 1, 2023

Facility Description

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

Service Information

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

Operational Description

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 3: QEMS UPDATE

FIRST QUARTER:

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

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

A reaccreditation audit took place on December 16th, 2022. There were no non-conformances and 4 OFI found. The OFI's will be considered during our next management review in 2023.

Facility Emergency Plan testing was conducted on December 7th, 2022 to satisfy the requirements of OP-18. One contingency plan was tested and two others were reviewed.

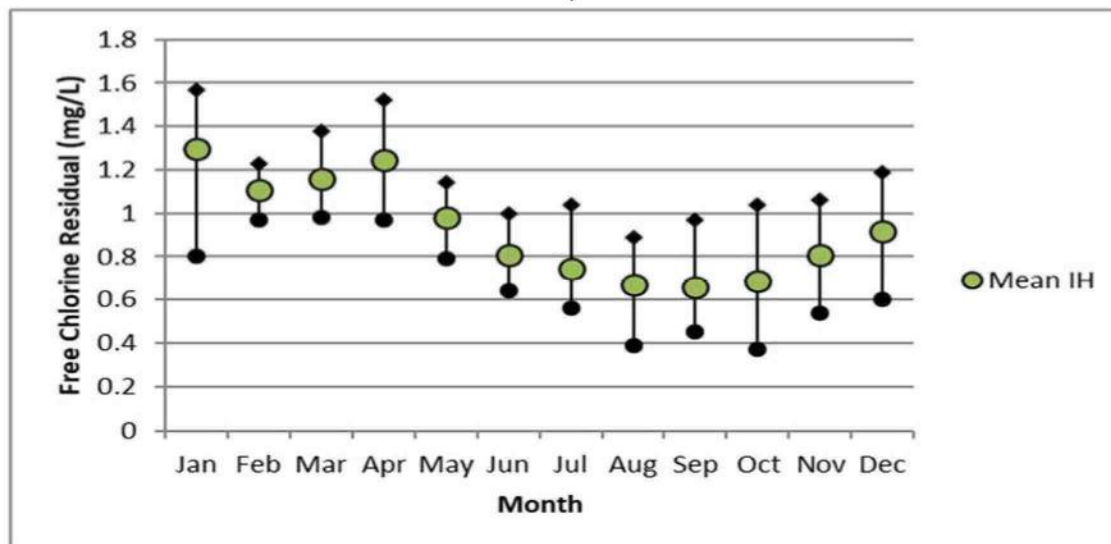
SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

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

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

Chart 1. Free chlorine residuals in the distribution system.



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

Table 1: Distribution system sampling results for 2022.

| | # Samples | Total Coliform Range (cfu/100mL) | E. coli Range (cfu/100mL) | # Samples | HPC (cfu/100mL) |
|-----------|-----------|--|------------------------------|-----------|--------------------|
| January | 22 | 0 – 0 | 0 – 0 | 10 | <10 - <10 |
| February | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |
| March | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |
| April | 22* | 0 – 0 | 0 – 0 | 10 | <10 - <20 |
| May | 25 | 0 – 0 | 0 – 0 | 10 | <10 - <10 |
| June | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <100 |
| July | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <140 |
| August | 25 | 0 – 0 | 0 – 0 | 10 | <10 - <20 |
| September | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |
| October | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <30 |
| November | 25 | 0 – 0 | 0 – 0 | 10 | <10 - <10 |
| December | 20 | 0 – 0 | 0 – 0 | 8 | <10 - <10 |

*additional samples collected during EMP valve replacement

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average along with the 2021-2022 results. The current running average is below the regulated limit of 100µg/L. When compared to quarter#4 from 2021, this is a decrease of 10.5%.

Table 2: Trihalomethane sample results.

| | Limit (µg/L) | THM Result (µg/L) |
|-----------------|-----------------|----------------------|
| January 2022 | | 33 |
| April 2022 | | 24 |
| July 2022 | | 26 |
| October 2022 | | 43 |
| Running Average | 100 | 35.75 |

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average along with the 2021-2022 results. The current running average is below the regulated limit of 80µg/L. When compared to quarter #4 from 2021, this is a decrease of 2.75%.

Table 3: Haloacetic acid sample results.

| | Limit (µg/L) | HAA Result (µg/L) |
|-----------------|-----------------|----------------------|
| January 2022 | | 27.3 |
| April 2022 | | 16.9 |
| July 2022 | | 17.0 |
| October 2022 | | 19.3 |
| Running Average | 80 | 20.13 |

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

Table 4: Schedule 15.1 sampling results.

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

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

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

FEBRUARY

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

MARCH

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

SECOND QUARTER:

APRIL

- 06: Onsite at 37303 for curbstop repair.
- 06: Onsite at lake line autoflusher to change out controller. It was observed there is a leak and will need repairs. Autoflusher is currently off.
- 20: Spring hydrant flushing.
- 20: Onsite at lake line autoflusher, once curbstop was exposed it was observed the leak was coming from the autoflusher itself, not the curbstop. Further repairs will need to be made.
- 24: Repairs at EMPS to be performed, operator onsite at 39262 Fingal Line and 10075 Sunset drive to monitor pressure on hydrants and residuals. Refer to log sheets for more details.
- 25: GFS onsite with potable water trucks at hydrant located at corner of Fingal Line and Lyle Road to pump into hydrant to maintain pressure throughout the distribution system during EMPS repair.
- 25: Hydrant 19 leaking from base, closed at secondary and informed SOM of issues. Opened hydrant 27 to monitor pressures and take residuals.
- 25: Closed hydrant 135 due to leakage from base of hydrant, opened hydrant 134 to continue monitoring pressures and residuals.
- 25: A section of 1/4" hose on the chlorine board was repaired due to a pinhole leak.

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

MAY

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

JUNE

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

THIRD QUARTER:

JULY

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

AUGUST

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

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

SEPTEMBER

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

FOURTH QUARTER:

OCTOBER

- 05: Pumped chamber at Wonderland and Clinton
Closed valve and isolated private main to Amazon plant at request of developer, Brocollini. Valve to remain closed for winter for Brocollini to winterize line.
- 12: Both chlorine pump strokes reduced from 55 to 50% at Shedden Rechlor
- 24: Aquatech on site - inspected sample stations and Lake Line autoflusher
- 26: Inlet and outline chlorine and pH probes calibrated at Shedden Rechlor
Monthly alarm tests completed at Shedden Rechlor
Generator test completed at Shedden Rechlor
UPS inspection completed at Shedden Rechlor
- 31: J-AAR Construction installed water meter and backflow preventer during commissioning at Talbotville Meadows, Phase 2
Fall flushing completed.

NOVEMBER

- 01: Pressure testing completed at commissioning of Talbotville Meadows, Phase 2
- 09: Pressure testing completed at commissioning of Talbotville Meadows, Phase 3. Water meter and backflow preventer installed by J-AAR Construction.
Chamber inspections completed
- 22: Aquafix on site to replace sample station at 39757 Fingal Line
- 25: Pressure testing completed at commissioning of Talbotville Meadows, Phase 4
Elgin Pest Control treated for cluster flies at Shedden Rechlor
- 29: Watermains tapped at 10122 Union Road and 8387 Union Road to connect to private residences
- 30: Pressure relief valve chamber inspections completed

DECEMBER

- 02: On-site with contractors for Talbotville water main pressure testing, observed for two hours, maintained pressure of 150 for 2 hours
- 13: Installed new UPS at the rechlor facility.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY

- 09: Operator onsite at corner of Westminster Borne and Sunset, flushed hydrant and obtained clear appearance and residual of 1.27ppm. Took grab sample from residents outside tap and obtained a residual of 0.98ppm. Notified ORO.
- 23: Operator received call from Southwold about water leak at 5293 Grand Canyon Rd. Turned off curbstop at resident, and leak stopped. Notified homeowner leak was on their side responsibility to fix would be theirs.

- 27: Operator received alarm for low inlet chlorine. Operator flushed system around probe, after residual shot up it then stabilized to around 1.30ppm. Operator verified correct reading with pocket chlorimeter and notified ORO.
- 28: Operator received alarm for low inlet chlorine. Operator flushed analyzer and once reading stabilized, verified with pocket chlorimeter.

FEBRUARY

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

MARCH

No alarms for the month of March.

SECOND QUARTER:

APRIL:

No alarms for the month of April.

MAY

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

JUNE

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

THIRD QUARTER:

JULY

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

AUGUST

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

SEPTEMBER

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

FOURTH QUARTER:

OCTOBER

No alarms for the month of October.

NOVEMBER

No alarms for the month of November.

DECEMBER

No alarms for the month of December.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

JANUARY

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

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

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

FEBRUARY

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

MARCH:

No complaints or concerns for the month.

SECOND QUARTER:

No complaints or concerns for the second quarter.

THIRD QUARTER:

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

FOURTH QUARTER:

There were no community complaints during the fourth quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant

Operations Report

Fourth Quarter 2022

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: February 1, 2023

Facility Description

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

Service Information

Population Served: 125

Capacity Information

Total Design Capacity: 500 m³/day

| | Design Values | 2020 Flow Data | 2021 Flow Data | 2022 Flow Data |
|---|---------------|----------------|----------------|----------------|
| Average Daily Flow (m³/d) | 500 | 46.5 | 84.6 | 152.1 |
| % of Average Daily Design Flow | - | 7.0 | 16.9 | 30.4 |
| Peak Flow (m³/d) | 1000 | 283.2 | 319.0 | 432.4 |
| % of Peak Design Flow | - | 28.3 | 31.9 | 43.2 |

| | Design Flow (m ³ /d) | 2022 Average Daily Flow (m ³ /d) | 2022 % Capacity | Design Peak Flow (m ³ /d) | 2022 Maximum Daily Flow (m ³ /d) | 2022 % Peak Flow |
|-----------------------|---------------------------------|---|-----------------|--------------------------------------|---|------------------|
| January | 500 | 97.4 | 19.5 | 1000 | 149.0 | 14.9 |
| February | 500 | 131.5 | 26.3 | 1000 | 367.2 | 36.7 |
| March | 500 | 140.6 | 28.1 | 1000 | 242.1 | 24.2 |
| April | 500 | 163.5 | 32.7 | 1000 | 249.0 | 24.9 |
| May | 500 | 225.8 | 45.2 | 1000 | 410.6 | 41.1 |
| June | 500 | 183.7 | 36.7 | 1000 | 308.6 | 30.9 |
| July | 500 | 161.1 | 32.2 | 1000 | 432.4 | 43.2 |
| August | 500 | 157.7 | 31.5 | 1000 | 285.1 | 28.5 |
| September | 500 | 118.8 | 23.8 | 1000 | 244.8 | 24.5 |
| October | 500 | 152.1 | 30.4 | 1000 | 429.1 | 42.9 |
| November | 500 | 136.3 | 27.3 | 1000 | 198.0 | 19.8 |
| December | 500 | 157.3 | 31.5 | 1000 | 256.7 | 25.7 |
| Annual Average | - | 152.1 | 30.4 | - | 297.7 | 29.8 |

Operational Description:

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant
ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

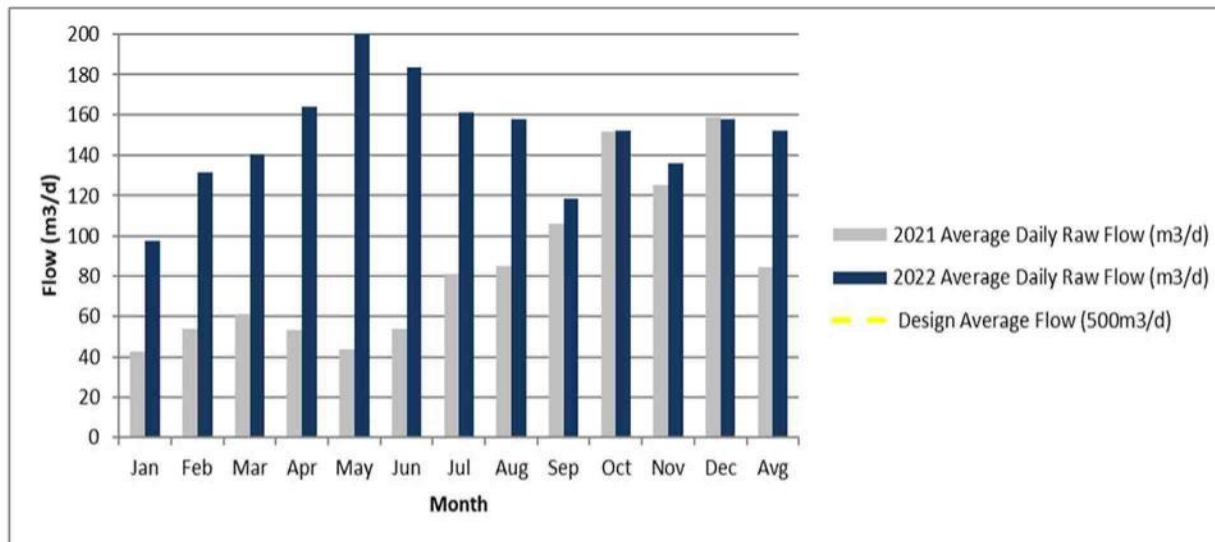
FOURTH QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

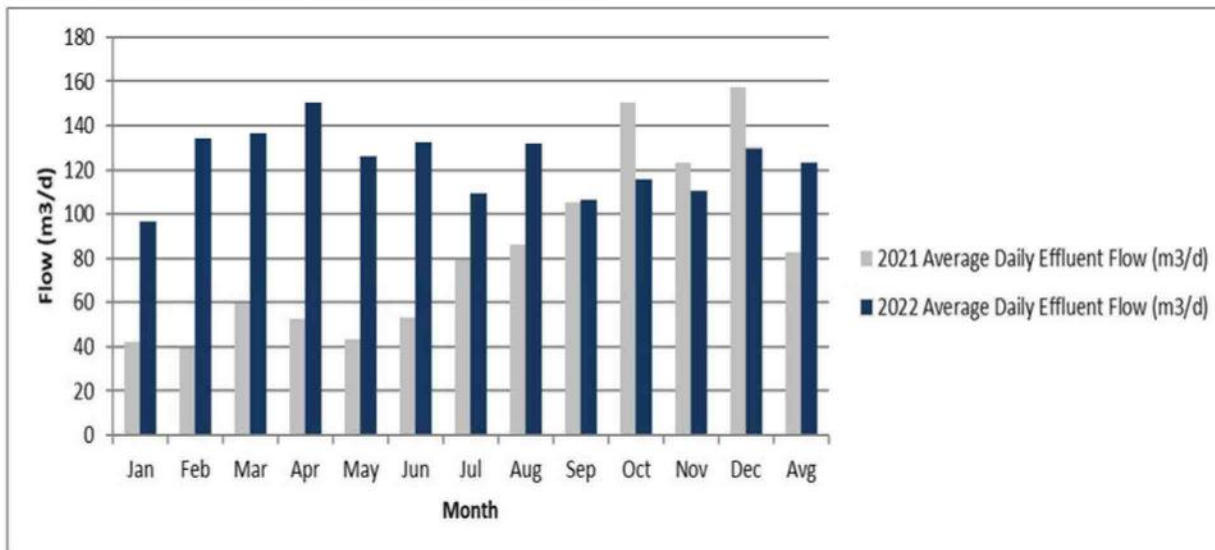
The average daily raw flow in 2022 was 152.1 m³/d. This is a 79.7% increase when compared to the average daily flow in 2021. The chart below shows the monthly average flows so far for 2022, compared to the 2021 average daily flows (Chart 1).

Chart 1. Raw flows for 2022 compared to 2021



The average daily effluent flow so far in 2022 is 123.3m³/d. This is a 49.1% increase when compared to the average daily flow in 2021. The chart below shows the monthly average flows for 2021 compared to average daily flows in 2020 (Chart 2).

Chart 2. Effluent flows for 2022 compared to 2021



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

Table 1. Raw water sample results for 2022

| | BOD5 (mg/L) | TKN (mg/L) | TP (mg/L) | TSS (mg/L) |
|------------------------------|----------------|---------------|--------------|---------------|
| January Results | 78 | 23.0 | 1.99 | 116 |
| February Results | 244 | 43.3 | 4.34 | 329 |
| March Results | 135 | 25.8 | 2.58 | 240 |
| April Results | 119 | 27.5 | 2.81 | 150 |
| May Results | 113 | 28.1 | 2.46 | 100 |
| June Results | 263 | 65.2 | 3.52 | 156 |
| July Results | 227 | 52.8 | 5.57 | 114 |
| August Results | 65 | 32.8 | 3.47 | 238 |
| September Results | 208 | 57.5 | 5.02 | 108 |
| October Results | 254 | 68.7 | 5.37 | 103 |
| November Results | 272 | 56.3 | 5.22 | 108 |
| December Results | 168 | 57.4 | 5.70 | 80 |
| Design Objective | 250 | 40 | 7 | 250 |
| # Months Above Design | 3/12 | 7/12 | 0/12 | 1/12 |

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

Table 2. Effluent average sample results.

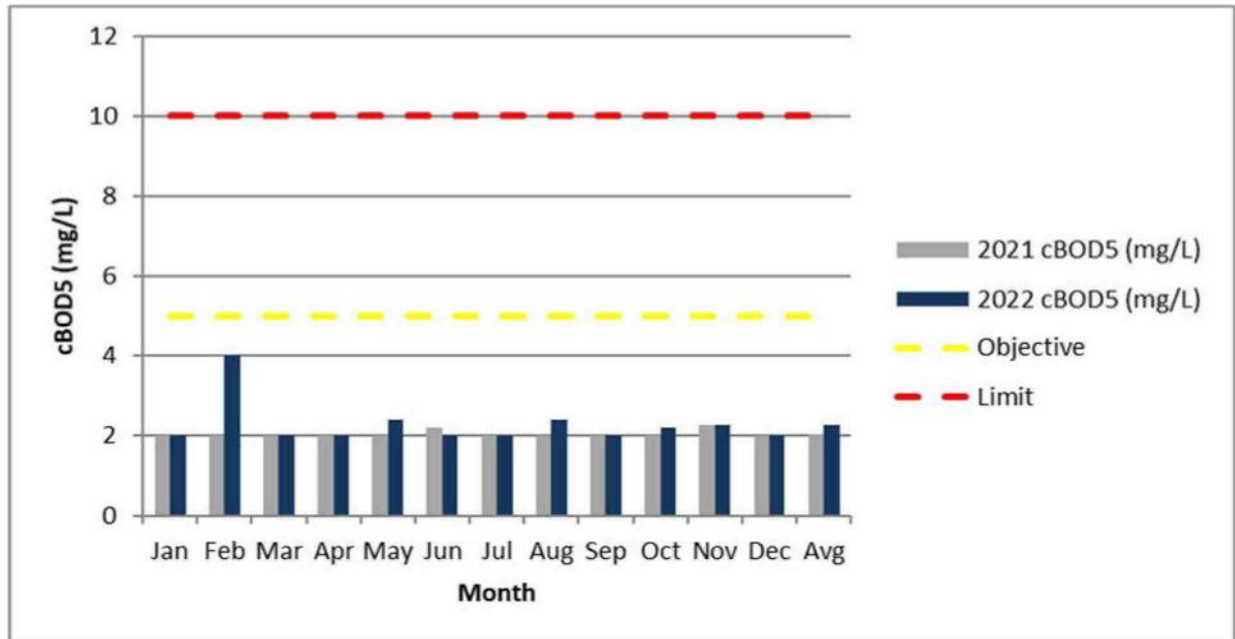
| | cBOD5 (mg/L) | TSS (mg/L) | TP (mg/L) | TAN (mg/L) | E. coli (cfu/100mL)* | pH |
|-----------------------|-----------------|---------------|--------------|------------------|-------------------------|--------------------|
| January | 2.0 | 4.0 | 0.13 | 0.10 | 1.0 | 7.43 – 8.12 |
| February | 4.0 | 2.0 | 0.10 | 0.10 | 1.7 | 7.10 – 8.38 |
| March | 2.0 | 2.0 | 0.14 | 0.10 | 1.3 | 7.35 – 8.16 |
| April | 2.0 | 2.0 | 0.14 | 0.10 | 1.0 | 7.77 – 8.13 |
| May | 2.4 | 2.0 | 0.17 | 0.10 | 1.6 | 6.95 – 8.19 |
| June | 2.0 | 2.0 | 0.20 | 0.10 | 1.0 | 6.73 – 7.47 |
| July | 2.0 | 7.5 | 0.35 | 0.10 | 2.5 | 6.66 – 8.80 |
| August | 2.4 | 3.4 | 0.18 | 0.10 | 1.0 | 7.01 – 8.03 |
| September | 2.0 | 5.0 | 0.29 | 0.10 | 1.8 | 6.16 – 7.88 |
| October | 2.2 | 2.0 | 0.15 | 0.14 | 2.1 | 6.62 – 7.81 |
| November | 2.3 | 3.3 | 0.14 | 1.07 | 1.7 | 6.23 – 8.94 |
| December | 2.0 | 2.0 | 0.29 | 0.97 | 1.0 | 6.53 – 8.91 |
| Annual Average | 2.31 | 3.32 | 0.20 | 0.26 | 1.35 | 7.01 – 8.13 |
| ECA Objective | 5 | 5 | 0.2 | 1.0** 3.0 | 100 | 6.5-8.5 |
| ECA Limit | 10 | 10 | 0.3 | 1.5** 4.0 | 150 | 6.0-9.5 |

*expressed as geometric mean

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

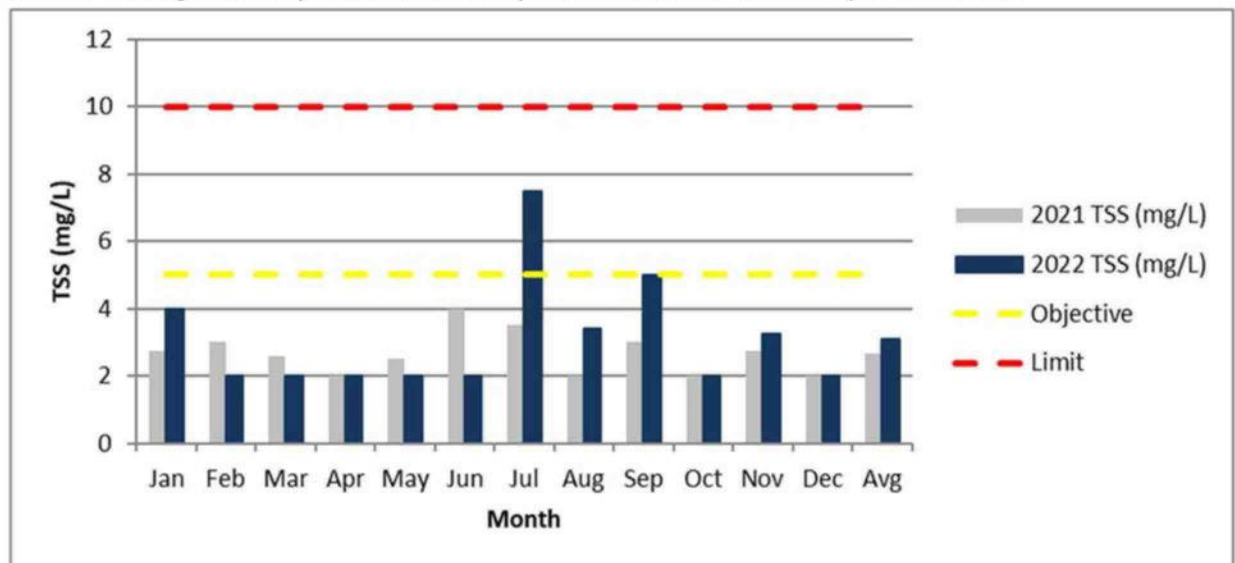
Effluent average cBOD5 so far in 2022 is 2.31mg/L. This is an increase of 13.4% when compared to the 2021 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 2 for the average monthly effluent cBOD5 results.

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



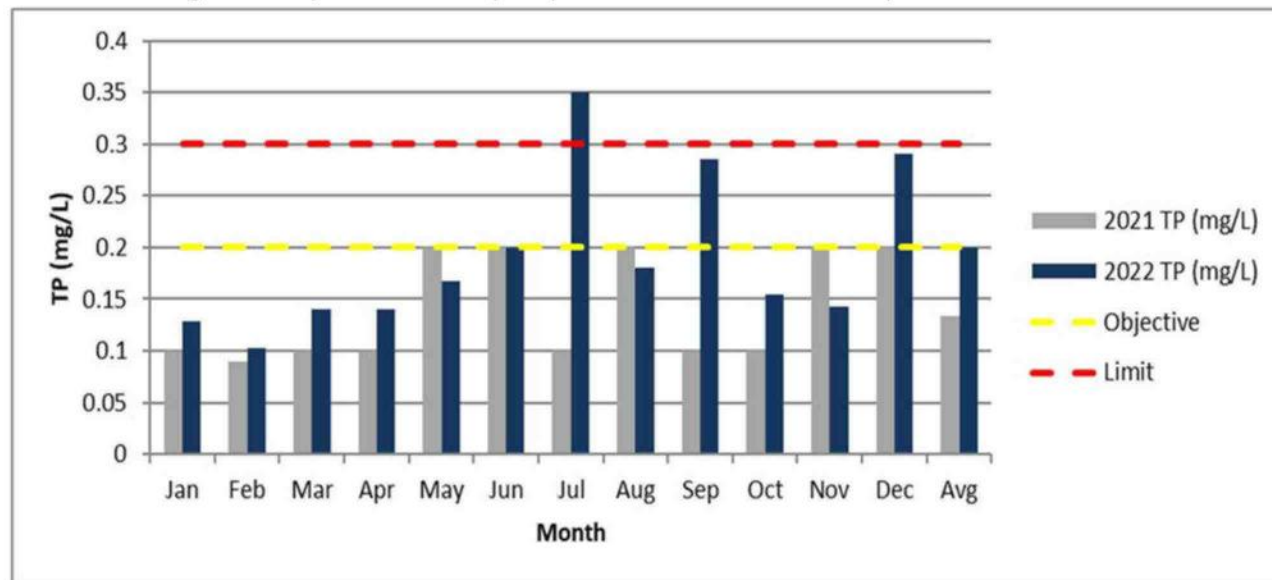
Effluent average TSS so far in 2022 is 3.32mg/L. This is an increase of 24.2% when compared to the 2021 annual average. All results so far have met the effluent limits identified in the ECA. Refer to Chart 3 for the average monthly effluent TSS results.

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



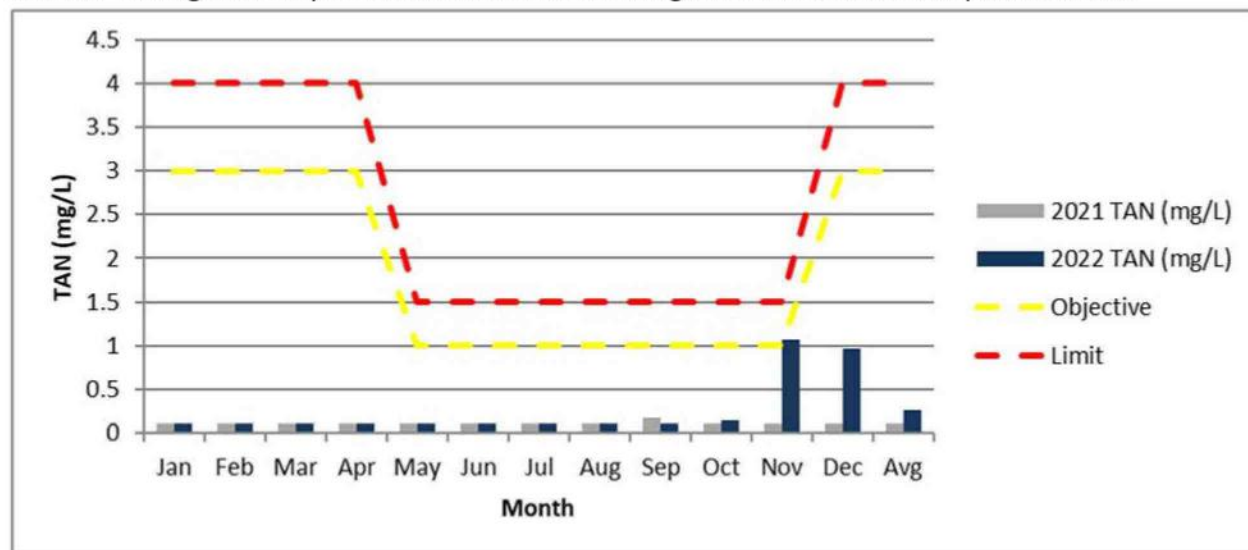
Effluent average TP so far in 2022 is 0.20mg/L. This is a 50% increase when compared to the 2021 annual average. A non-compliance was reported for the monthly average concentration exceedance in July. Refer to Section 1 for more details. During the month of September, the objective was exceeded. This was due to the cleaning of the membranes.

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



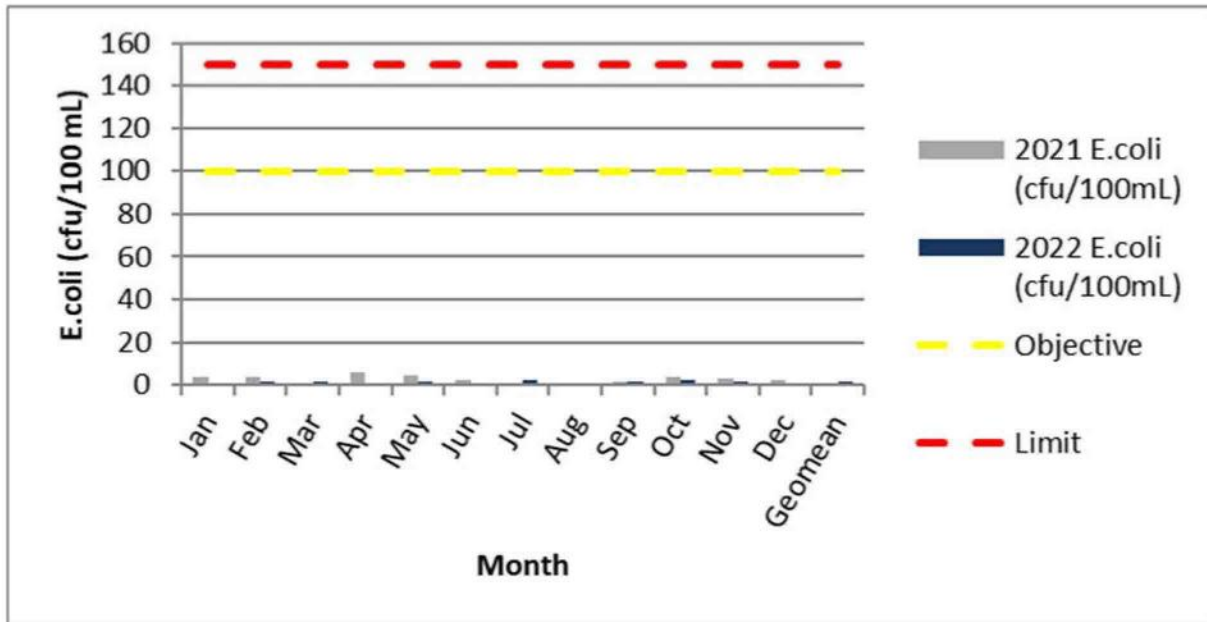
Effluent average TAN so far in 2022 is 0.26mg/L. This result is the same as the 2021 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 5 for the average monthly TAN results.

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



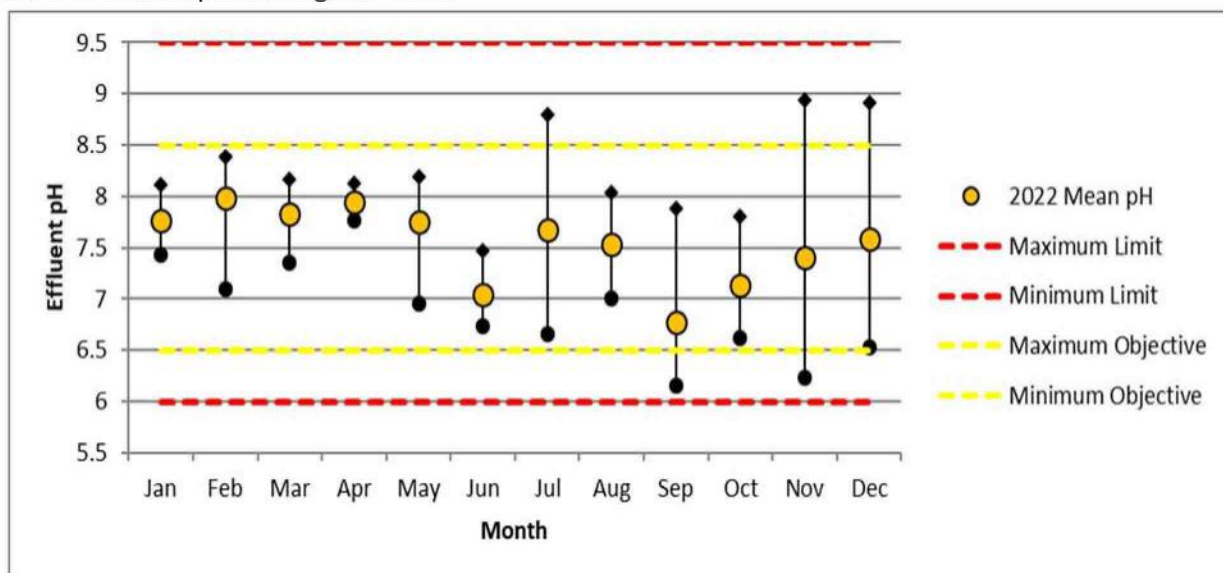
Effluent geometric mean for E. coli so far in 2022 is 1.35cfu/100mL. This is a 48.9% decrease when compared to the 2021 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 6 for the monthly geometric mean results for E.coli.

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



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

Chart 7. Effluent pH readings for 2022.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

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

JANUARY

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

FEBRUARY

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

MARCH

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

SECOND QUARTER:

APRIL

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

MAY

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

JUNE

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

THIRD QUARTER:

JULY

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

AUGUST

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

SEPTEMBER

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

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

FOURTH QUARTER:

OCTOBER

- 03: MBR2 brought online. VFD rate for Pump 702 unstable. Issue remained despite performing 2 backwashes and reducing effluent rate. MBR2 disabled until resolution can be reached.
Alum pump stroke increased from 70 to 80% to ensure phosphorous removal.
- 04: Additional backwashes performed on MBR2. Flow increased in increments. Now operational and stable.
- 07: Alum pump stroke increased from 80 to 85%. Caustic pump stroke increased from 50 to 65% to ensure pH meets environmental compliance approval objective.
Farmington Mechanical on site to inspect backflow preventer.
- 12: Alum pump stroke increased from 85 to 90%. Caustic pump stroke decreased from 65 to 50%, speed increased from 30 to 40%.
Sanitary Sewer Cleaning on site to haul 2 loads of sludge from aeration tanks.
UV quartz sleeve cleanings completed on UV-753, UV-752, and UV-751.
- 19: Alpine Chemicals on site for sodium hydroxide delivery
- 27: Sanitary Sewer Cleaning on site to haul 3 loads of sludge

NOVEMBER

- 07: Hawkins Electric on site to install new actuator for AV-702
- 10: Sanitary Sewer Cleaning on site to haul 2 loads of sludge
- 16: Alpine Chemicals on site for aluminum sulphate delivery
- 18: Two backwashes completed on MBR1. Higher pressures on both MBR's noted. Decreased effluent flow and number of relaxes before backwash on both MBR's. Decreased pull time on MBR2.
- 21: Flux and pull time on MBR2 lowered due to continued high pressure.
- 22: MBR effluent flow rate increased.
- 23: Sanitary Sewer Cleaning on site to haul 3 loads of sludge
Flux on MBR1 lowered
Hawkins Electric on site to adjust AV-702 and AV-701. Electrician noted actuator may be hunting due to butterfly valve seats needing replacement. Electrician considering obtaining motor breaks for actuators. Valves operating normally at this time.
Increased MBR2 effluent flow rate. Decreased number of relaxes on MBR2 to obtain more backwashes.
- 24: Sanitary Sewer Cleaning on site to haul 1 load of sludge from MBR1 and 1 load of sludge from MBR2.
Hawkins Electric on site after operator noting that AV-701 allowing leakage when closed. AV-701 adjusted to prevent leakage. Electrician suggesting a brake for AV-701.
Chemical backwashes completed on MBR1 and MBR2.
MBR2 pull time increased
- 25: Number of relaxes on both MBR's increased
- 28: Alum pump stroke reduced from 90 to 70%.

DECEMBER

- 05: Sanitary Sewer on-site for raw EQ hauling.
- 08: Replaced all four brushes on screener
- 08: Sanitary Sewer onsite for sludge hauling.
- 14: Dowler Karn onsite to fill generator fuel tank.
- 20: Sanitary Sewer onsite for sludge hauling.
- 22: Sanitary Sewer onsite for sludge hauling.
- 29: Sanitary Sewer onsite for sludge hauling.
- 30: Elvis from Hawkins onsite, changed light bulbs and got heater turned on in screener room, troubleshooted raw EQ level transducer

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

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

FEBRUARY

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

MARCH

No alarms for the month.

SECOND QUARTER:

APRIL

No alarms for the month.

MAY

- 03: Operator received alarm for high VAC mode on membrane 1. Acknowledged alarm and reduced effluent flow on membrane 1.
- 04: Operator received alarm for high VAC mode on membrane 1. Acknowledged alarm, preformed manual backwashes on membrane, reduced pull time, increased number of backwashes to be performed, increased relax time.
- 21: Operator received alarm for PLC fault and low pressure B-7962. Acknowledged alarm, cleared fault. Alarm likely due to thunderstorms in area.
- 26: Operator received low flow F-201 alarm. Acknowledged alarm and flushed flow control valve outside building and inside barscreen room.
- 28: Operator received low flow F-201 alarm. Acknowledged alarm, flushed flow control valve outside building and inside barscreen room.

JUNE

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

THIRD QUARTER:

JULY

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

AUGUST

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

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

SEPTEMBER

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

FOURTH QUARTER:

OCTOBER

- 06: Blower 7962 alarm received. Operator arrived on site. Blower inspected and no issues noted.
- 17: Low flow alarm received for inlet flow control valve AIT-201. Operator attended site. Flow control valve flushed. All normal.

NOVEMBER

- 22: AV-701 failure to open/close alarm received. Operator attended site. MBR1 disabled due to alarm. Operator determined actuator was hunting and requires inspection. Hawkins Electric booked for follow up.
- 26: MBR 701 high vacuum alarm received. Operator attended site. Pull time and relaxes lowered on MBR1. Flux lowered on MBR2.
- 27: Valve 701 failure to open/close alarm received. Operator attended site. Valve monitored. Now normal.
High high tank level on tank 302 received. Operator attended site. Tank 302 at 96%. Pull time and relaxes increased on MBR1. Level now normal.
- 28: High vacuum pressure alarm received on both MBRs. Operator attended site. Both MBR's backwashed. Leakage passing by AV-701 actuator. Hawkins Electric to be booked. Effluent flow decreased on both MBRs.
- 29: Decreased pull times on both MBRs. Increased MBR2 effluent flow rate.
Hawkins Electric on site. AV-701 operating normally at this time.

DECEMBER

- 04: Callout to reset PLC as it was suspected it had lost connection.
- 11: Callout to reset PLC as it was suspected it had lost connection.
- 30: Callout for raw EQ High High level. Float was suspected to have been risen unintentionally while operator pulled the raw EQ level transducer earlier in the day. Cleaned screener and plant appeared to be catching up slowly.
- 31: Callout for raw EQ High High level. Hurricane onsite to take multiple loads from raw EQ. By end of night on 31st, 10 loads had been taken.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns during this quarter.

SECOND QUARTER:

There were no complaints or concerns during this quarter.

THIRD QUARTER:

There were no complaints or concerns during this quarter.

FOURTH QUARTER:

There were no complaints or concerns during this quarter.

February 22nd, 2022

Jeff Carswell
CAO/Clerk
Corporation of the Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

Re: Annual Summary Report as required by Safe Drinking Water Act

Dear Mr. Carswell;

Attached is the 2022 Summary Report for the Southwold Distribution System for January 1st to December 31st, 2022. This report is completed in accordance with Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of the Southwold Municipal Council. Please ensure this distribution by March 31, 2023.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the township, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-870-7841.

Sincerely,

Matthew Belding
Process and Compliance Technician (OCWA)

cc. Mark Harris, Senior Operations Manager (OCWA)
Dale LeBritton, Regional Hub Manager (OCWA)
Maegan Garber, Safety, Process and Compliance Manager (OCWA)
Pete Kavcic, Director of Infrastructure & Development Service (Southwold)
Kevin Goodhue, Water/Wastewater & Compliance Superintendent



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

**Annual Summary Report
For the
Southwold Distribution System
2022**

Prepared for the Township of Southwold

By the Ontario Clean Water Agency

Table of Contents

| Section Number | Contents | Page Number |
|---|---|-------------|
| 1 | Overview of System | 1 |
| 2 | Compliance with Regulations Schedule 22-2 (2)(a) List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report | 1 |
| 3 | Corrective Actions Schedule 22-2 (2)(b) For each requirement referred to in section 2 that was not met, specify the duration of the failure and the measures that were taken to correct the failure. | 2 |
| 4 | Flow Summary Schedule 22-2 (3) 1. A summary of the quantities and flow rates of the water supplied during the period covered by the report 2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement. | 2-3 |
| Appendix A Southwold Distribution System monthly flow volumes | | |

SECTION 1: Overview

This summary report for the Southwold Distribution System (DS) is published in accordance with Schedule 22 of Ontario's Drinking Water Systems Regulation for the reporting period of January 1st to December 31st, 2022. The Southwold DS is categorized as a Large Municipal Residential Drinking Water System.

The Southwold DS operated in accordance with the Municipal Drinking Water Licence 055-101 and Drinking Water Works Permit 055-201.

This report was prepared by the Ontario Clean Water Agency on behalf of the Township of Southwold and must be supplied to the Southwold Municipal Council by March 31, 2023.

SECTION 2: Compliance

The Southwold DS was operated and maintained in such a manner that treated water supplied to the consumers serviced by the system satisfied the Ontario Drinking Water Quality Standards.

The annual routine inspection of the Southwold Distribution System occurred on January 18th, 2023, and was conducted by Provincial Officer, Meghan Morgan of the Ministry of the Environment, Conservation and Parks (MECP). The final report for this inspection has not yet been received.

On February 9th, 2022, a report was submitted to the MECP for a non-compliance with Schedule 7-2(4)2. As per Schedule 7-2(4)2 of O.Reg 170/03 seven free chlorine residuals are required to be taken each week with at least three of the samples taken on a second day of the week, at least 48 hours after the first set. The first set of distribution residuals were collected on February 1st, 2022 at 14:00. The second set of distribution residuals were to be taken on Friday, February 5th, 2022 in accordance with the Sample Schedule. The operators of the system miscommunicated and did not follow proper procedure, missing the collection of the second set.

SECTION 3: Corrective Action

The process analyzer at the Shedden Re-chlorination Station continuously monitors the free chlorine entering the distribution system. Monitoring data from the chlorine analyzer was reviewed for the period of the missed residuals to confirm the chlorine levels in the system were adequate. Additionally, procedures were reviewed with the operators and modifications were made to ensure compliance with the regulations going forward. An Operator Rotation Schedule was also created to outline specific roles and responsibilities of each operator in the Southwold Distribution System.

SECTION 4: Summary and Discussion of Quantity of Water Supplied

In accordance with Schedule 22-2(3) find a summary and discussion of the quantity of water supplied during the reporting period. There are no rated capacities specified in the MDWL or DWWP.

The Southwold Distribution System is supplied from the St. Thomas Area Secondary Water Supply System. The flow is metered at three locations in the system:

1. Talbot Line and Ford Line

2. Talbot Line and Ford Line (Talbotville)
3. Wonderland Road and Clinton Line

The Southwold Distribution System provides water to the following systems:

1. Dutton Dunwich Distribution System (Talbot Line and Iona Road)
2. St. Thomas Distribution System (Fingal Line)
3. Middlesex Centre (Southdel Drive)

In 2022, the total flow through the Southwold DS was 663,774m³. Therefore, the flow has increased 11.7% in 2022 compared to 2021. The average daily flow to Southwold Distribution System in 2022 was 1,784m³/d.

The following table provides an overview of the monthly flow totals for the Southwold Distribution System. Appendix A contains monthly flow readings from various meters throughout the distribution system to obtain the total flow and average daily flows for the Southwold Distribution System.

| MONTH | TOTAL (m³) | Average Daily Flow (m³/d) |
|----------------------|----------------------------------|---|
| January | 54,404 | 1,755 |
| February | 47,677 | 1,538 |
| March | 52,208 | 1,684 |
| April | 51,284 | 1,654 |
| May | 64,810 | 2,091 |
| June | 65,647 | 2,118 |
| July | 63,393 | 2,045 |
| August | 67,262 | 2,170 |
| September | 49,451 | 1,595 |
| October | 51,658 | 1,666 |
| November | 50,454 | 1,628 |
| December | 45,526 | 1,469 |
| Average Daily | - | 1,784 |
| Annual Total | 663,774 | - |

The flow is measured at the Shedden Re-Chlorination Facility for the purpose of re-chlorination. Below is a summary of flow through this facility.

| Month | Total Monthly Flow (m³) | Average Daily Flow (m³/d) | Maximum Daily Flow (m³/d) |
|-------------------------|---|---|---|
| January | 29,333.80 | 946.25 | 1,115.00 |
| February | 24,929.30 | 890.33 | 1,165.00 |
| March | 29,595.50 | 954.69 | 1,307.00 |
| April | 24,574.00 | 819.13 | 1,153.00 |
| May | 28,845.50 | 930.50 | 1,428.00 |
| June | 29,557.70 | 985.26 | 1,161.50 |
| July | 28,061.70 | 905.22 | 1,102.50 |
| August | 29,323.70 | 945.93 | 1,647.00 |
| September | 41,730.00 | 1,391.00 | 2,059.00 |
| October | 29,747.00 | 959.58 | 1,338.00 |
| November | 28,830.50 | 961.02 | 1,066.00 |
| December | 29,123.40 | 939.46 | 1,059.00 |
| Annual Total | 353,652.10 | - | - |
| Average Daily | - | 968.91 | - |
| Maximum Day Flow | - | - | 2,059.00 |

Appendix A

Summary of flow volumes in the Southwold Distribution System (values in m³ unless indicated).

| Month | Talbot & Ford (Southwold Interconnect Chamber) | Talbot & Ford (Talbotville Chamber) | Wonderland & Clinton (Clinton Line Interconnect Chamber) | Other | Talbot & Iona (Iona Chamber) | Fingal Line (St. Thomas Chamber) | TOTAL | Average Daily Flow (m ³ /d) |
|-----------------|---|---|--|--------|---|---|---------|--|
| January | 53,244 | 6,240 | 10,831 | 2,832 | -18,612 | -131 | 54,404 | 1,755 |
| February | 46,223 | 5,415 | 10,364 | 3,000 | -17,027 | -298 | 47,677 | 1,538 |
| March | 51,788 | 6,060 | 10,648 | 3,011 | -18,608 | -691 | 52,208 | 1,684 |
| April | 46,839 | 6,165 | 8,521 | 2,693 | -11,884 | -1050 | 51,284 | 1,654 |
| May | 58,131 | 6,535 | 11,614 | 3,779 | -14,719 | -530 | 64,810 | 2,091 |
| June | 57,628 | 6,930 | 15,056 | 4,013 | -17,818 | -162 | 65,647 | 2,118 |
| July | 58,610 | 6,780 | 13,197 | 3,667 | -18,610 | -251 | 63,393 | 2,045 |
| August | 60,786 | 7,045 | 14,058 | 3,290 | -17,808 | -109 | 67,262 | 2,170 |
| September | 64,013 | 7,465 | 11,304 | 2,880 | -36,069 | -142 | 49,451 | 1,595 |
| October | 53,324 | 6,200 | 8,968 | 2,891 | -19,624 | -101 | 51,658 | 1,666 |
| November | 51,071 | 5,970 | 8,447 | 3,079 | -18,010 | -103 | 50,454 | 1,628 |
| December | 47,308 | 5,525 | 7,738 | 2,860 | -17,808 | -97 | 45,526 | 1,469 |
| Annual Total | 648,965 | 76,330 | 130,746 | 37,995 | -226,597 | -3665 | 663,774 | 1,784 |

OPTIONAL ANNUAL REPORT TEMPLATE

| | |
|---------------------------------|--|
| Drinking Water System Number: | 210001362 |
| Drinking Water System Name: | Southwold Distribution System (Main) |
| Drinking Water System Owner: | Corporation of the Township of Southwold |
| Drinking Water System Category: | Large Municipal Residential |
| Period being reported: | January 1st to December 31st, 2022 |

| | |
|---|--|
| <p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Township of Southwold Office 35663 Fingal Line Fingal, ON N0L 1K0</p> </div> | <p><u>Complete for all other Categories</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p> |
|---|--|

Note: For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

| Drinking Water System Name | Drinking Water System Number |
|----------------------------|------------------------------|
| n/a | n/a |

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water? Yes [] No [] N/A [X]

Indicate how you notified system users that your annual report is available and is free of charge.

- ☒ Public access/notice via the web
- ☐ Public access/notice via Government Office
- ☐ Public access/notice via a newspaper
- ☒ Public access/notice via Public Request
- ☐ Public access/notice via a Public Library
- ☐ Public access/notice via other method _____

Describe your Drinking Water System

The Southwold Distribution System receives water from the St. Thomas Area Secondary Water Supply System through interconnection points:

- Talbot Line and Ford Line
- Talbot Line and Ford Line feeding Talbotville
- Wonderland Road and Clinton Line

The St. Thomas Area Secondary Water Supply System receives water from the Elgin Area Primary Water Supply System, where the raw water from Lake Erie is treated to supply potable water to the systems it serves.

The Southwold Distribution System also provides water to:

- Dutton Dunwich Distribution System at Talbot Line and Iona Road interconnect
- St. Thomas Distribution System on Fingal Line at the St. Thomas/Southwold border
- Middlesex Centre Distribution System at Southdel Drive

The Southwold Distribution System is monitored at the Shedden Re-Chlorination Facility on Talbot Line. At this facility the distribution system chlorine residuals are monitored (inlet and outlet) and increased if necessary. The facility has two chlorine pumps (duty/standby) to increase the chlorine residual based on set points and flow in the distribution system. This facility also provides a potable water fill station for consumers.

The distribution system contains pressure reducing valves, sample stations, hydrants and auto flushers throughout the system in order to monitor distribution pressures and water quality.

List all water treatment chemicals used over this reporting period

12% Sodium Hypochlorite

Were any significant expenses incurred to?

- ☐ Install required equipment
☒ Repair required equipment
☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

| | |
|---|--|
| - | Autoflusher controller replacement at Lake Line |
| - | Replaced Iona sample station (SS#32) |
| - | Shedden re-chlorination flow meter display replaced |
| - | Sample station replaced at 39757 Fingal Line (SS#37) |
| - | New UPS at Shedden re-chlorination |

Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

| Incident Date | Parameter | Result | Unit of Measure | Corrective Action | Corrective Action Date |
|---------------|-----------|--------|-----------------|-------------------|------------------------|
| n/a | n/a | n/a | n/a | n/a | n/a |

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

| | Number of Samples | Range of E. Coli Results (min #)-(max #) | Range of Total Coliform Results (min #)-(max #) | Number of HPC Samples | Range of HPC Results (min #)-(max #) |
|--------------|-------------------|--|---|-----------------------|--------------------------------------|
| Distribution | 259 | 0 - 0 | 0 - 0 | 106 | (<10) – (<140) |

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

| | Number of Grab Samples | Range of Results (min #)-(max #) | Unit of Measure |
|----------|------------------------|----------------------------------|-----------------|
| Chlorine | 392 | 0.37 – 1.57 | mg/L |

NOTE: For continuous monitors use 8760 as the number of samples

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

| Date of legal instrument issued | Parameter | Date Sampled | Result | Unit of Measure |
|---------------------------------|-----------|--------------|--------|-----------------|
| n/a | n/a | n/a | n/a | n/a |

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

| Parameter | Sample Date | Result Value | Unit of Measure | Exceedance |
|-----------|-------------|--------------|-----------------|------------|
| n/a | n/a | n/a | n/a | n/a |

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

| Location Type | Number of Samples | Range of Lead Results (min#) – (max #) | Unit of Measure | Number of Exceedances |
|------------------------------------|-------------------|--|-----------------|-----------------------|
| Distribution - Lead Results (ug/L) | n/a | n/a | n/a | n/a |
| Distribution - Alkalinity (mg/L) | 6 | 95 - 106 | mg/L | n/a |
| Distribution - pH | 6 | 7.26 – 7.37 | n/a | 0 |

Summary of Organic parameters sampled during this reporting period or the most recent sample results

| Parameter | Sample Date | Result Value | Unit of Measure | Exceedance |
|---|-------------|--------------|-----------------|------------|
| HAAs (Note: show latest running annual average) | 2022 | 20.1 | µg/L | No |
| THMs (Note: show latest running annual average) | 2022 | 31.5 | µg/L | No |

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

| Parameter | Result Value | Unit of Measure | Date of Sample |
|-----------|--------------|-----------------|----------------|
| n/a | n/a | n/a | n/a |
| n/a | n/a | n/a | n/a |



A G E N D A

Monday March 13, 2023

COURT OF REVISION

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO: DRA 2023-05

SUBJECT MATTER: Resolution Regarding CN Rail Failure to Comply with the Drainage Act

Recommendation:

THAT Council of the Township of Southwold passes a resolution similar to the Township of Warwick resolution regarding national railways and;

THAT a copy of the resolution be sent to Tracey Robinson, President and CEO, CN Rail, and;

THAT a copy of the resolution be also forwarded to:

Omar Alghabra, omar.alghabra@parl.gc.ca Minister of Transport

The Honourable Karen Vecchio, MP Elgin-Middlesex-London

Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food Canada

Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs

Hon. Caroline Mulroney, Minister of Transportation

Hon. Steve Clark, Minister of Municipal Affairs and Housing

The Honourable Rob Flack, MPP Elgin-Middlesex-London

Councillor Colin Best, President of the Association of Municipalities of Ontario (AMO),
Councillor, Region of Halton

Mayor Robin Jones, Rural Ontario Municipal Association (ROMA) Chair, Mayor, Village of Westport

Paul Schoppmann, President Good Road, and;

THAT the letter to the Honourable Omar Alghabra, Minister of Transport be also cc to the above list of official as well as Tracey Robinson, President and CEO, CN

Purpose:

The purpose of this report is to provide Council with an update on the issue of CN Railway failing to pay their drainage assessments.

Background:

Included with this report as Appendix "A" is a resolution that was passed by the Township of Warwick on this subject matter. Also included as Appendix "B" is a sample of a letter that could be sent to the Minister of Transport Omar Alghabra.

The Drainage Superintendent received Appendix "C" as correspondence dated March 7, 2023, from the Drainage Superintendents Association.

Comment:

The Drainage Act is a Provincial Legislation and federally regulated railways have taken the stance that since they are federally regulated, they are not bound by local provincial and municipal regulations including the Drainage Act.

Township staff are deeply concerned to see questioning as to whether the railway can be governed by the provincial Drainage Act,

The Township of Southwold currently has a number of outstanding invoices with CN that are over 3 years old. Two of which are for the construction of the Henderson Drain and the Lindsay Drain that were built to improve drainage to Wonderland Road. The invoices are dated March 13, 2020 and the two invoices total \$182,372.99.

Invoice # 066346 Henderson Drain \$39,537.58

Invoice # 006346 Lindsay Drain \$142,805.41

These amounts include regular drainage assessments plus section 26 special assessments for the increased cost of crossing CN right of ways.

The other outstanding invoices are for maintenance and are substantially less. We will also be invoicing CN in the near future for the construction of the Lindsay Drain Branch M extension and that invoice will be for \$2,735.14.

Given the foregoing, staff is recommending that Southwold pass their own resolution similar to the Warwick Township resolution and also sending correspondence to the Honourable Omar Alghabra Minister of Transport

Strategic Plan Goals:

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

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

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

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

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

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

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

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



TOWNSHIP OF WARWICK

"A Community in Action"

5280 Nauvoo Road | P.O. Box 10 | Watford, ON N0M 2S0

Township Office: (226) 848-3926
Watford Arena: (519) 876-2808
Website: www.warwicktownship.ca

Works Department: (519) 849-3923
Fax: (226) 848-6136
E-mail: info@warwicktownship.ca

BY E-MAIL ONLY

November 16, 2022

Tracy Robinson, CN Rail President and CEO
Montreal (Headquarters)
935 de La Gauchetière Street West
Montreal, Quebec, Canada
H3B 2M9

Dear Tracy Robinson:

Re: CN Railway Contribution Requirements under the *Drainage Act* and Impacts on Municipal Drain Infrastructure in Ontario

At the October 17, 2022, regular Council meeting Warwick Township Council discussed the continuing impacts of CN's decision not to participate in funding municipal drains in Ontario, as per the *Drainage Act*, and the negative consequences on our community and others in the Province and approved the following resolution to be circulated to CN and related partners:

WHEREAS municipal drains are considered critical rural infrastructure that support food production, food security, the environment and economic sustainability in rural Ontario;

AND WHEREAS the creation, maintenance and contribution requirements towards municipal drain infrastructure are governed by the *Drainage Act*;

AND WHEREAS an official from CN Rail has formally communicated to the Township of Warwick that "CN's decision is that it is a federally regulated entity under CTA guidelines, as such, are not governed by provincial regulations";

AND WHEREAS the implication that any public utility could become exempt from the financial requirements invalidates the underlying principle that all benefitting from municipal drain projects are required to contribute financially, including all public utilities;

AND WHEREAS there are currently at least fifty-five municipal drainage projects in Ontario being impacted by CN's actions and refusal to contribute as per the Drainage Act;

AND WHEREAS the Township of Warwick and many rural municipalities have expressed concerns over this CN Rail position to the Ministry of Agriculture and Rural Affairs consistently over at least the past four years;

AND WHEREAS the Township of Warwick and other rural municipalities met with Minister Thompson at the Association of Municipalities in Ontario (AMO) on this issue and Minister Thompson has confirmed it remains the Provincial government's position that the Drainage Act does apply to all federally regulated railways;

NOW THEREFORE the Council of the Township of Warwick hereby declares as follows:

THAT Ontario's Drainage Act is an important piece of legislation used to meet the drainage needs of a variety of stakeholders, including agricultural businesses and ultimately food production, thereby supporting families, neighbours, and thriving communities;

AND THAT CN Rail be called upon to act as a partner to municipalities and agriculture in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity;

AND THAT CN Rail contribute to all municipal drains in Ontario, as per section 26 of the Drainage Act, and work to expedite its response timelines to the fifty-five projects currently on hold in Ontario so that the projects impacting the agriculture sector can proceed and be dealt with in a timely manner after years of delay caused directly by CN Rail;

AND THAT a copy of this resolution be circulated to Minister of Agriculture Food and Rural Affairs Lisa Thompson, local MPP Monte McNaughton, Minister of Agriculture and Agri-Food Marie-Claude Bibeau, CN Manager Public Affairs, Ontario & Atlantic Canada Daniel Salvatore, the President and CEO of CN Rail Tracy Robinson, Director of Government Relations Railway Association of Canada Gregory Kolz and to all municipalities in Ontario for their support.

- Carried.

Warwick Township Council looks forward to a timely response from CN in the hopes that this issue impacting rural Ontario can be resolved.

Sincerely,

A handwritten signature in cursive script, appearing to read 'A. Gubbels'.

Amanda Gubbels
CAO/Clerk
Township of Warwick

Cc:

Lisa Thompson, Minister of Agriculture Food and Rural Affairs,
Monte McNaughton, MPP Lambton-Kent-Middlesex
Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Daniel Salvatore, CN Manager Public Affairs, Ontario & Atlantic Canada
Cyrus Reporter, CN Vice-President, Public, Government and Regulatory Affairs
Jonathan Abecassis, CN Media Relations & Public Affairs
Gregory Kolz, Director of Government Relations, Railway Association of Canada
All Ontario municipalities

Template Letter for Municipal Councils

Sent via email to: omar.alghabra@parl.gc.ca

[Date]

Honourable Omar Alghabra, Minister of Transport
506-10 Kingsbridge Garden Circle
Mississauga, Ontario
L5R 3K6

Dear Honourable Omar Alghabra:

As you are aware, there is an ongoing dispute between railway companies and Ontario municipalities, regarding the Drainage Act (the 'Act')¹. Railway corridors pass through many municipalities, and each municipality has been deeply affected by railways refusal to comply with the Act.

The existence, and execution, including the honest interpretation, of this legislation, is vital to maintaining the sustainability of Ontario's roads, highways, railways, utilities, urban-area stormwater discharge systems, as well as agricultural lands essential to food production. This essential infrastructure, Ontario's drainage systems, supports sensible transportation, healthy-food security, as well as the health and wellness of all of Ontario's diverse communities. Good drainage also provides vital and environmentally impactful flood-control measures for all municipal stakeholders. Its improvement, maintenance, and repair are necessary, now more than ever, in our ever-changing climate.

Land development, increased housing pressures, as well as transitioning into a new green economy, in order to combat climate change, can only be addressed with a consensus around drainage. This requires a grounded, regulatory space, where all our various partners can engage in a mutual dialogue. We are indeed all in this together.

The Act itself was originally enacted in Ontario, in 1894. This important piece of legislation has been used to meet the drainage needs of a variety of diverse stakeholders, including farmers, agri-business, and other food suppliers. In these modern times, good drainage ensures essential food production, as well as other, basic, agricultural products, that support families, multicultural neighborhoods, and diverse communities of every kind.

¹ Drainage Act, RSO 1990

The Act itself sets out a fair, inclusive, and equitable process, to provide for sustainable drainage across the province, for all citizens, and, in fact, for anyone who is living and working in Ontario. Municipal governments and railroads have worked together in the past, under the Act, in order to provide drainage for all. We feel that we can all still work together towards these common goals that would provide equity across all municipal boundaries.

Over the past five years railway companies, and especially CNR, have become less cooperative on matters pertaining to the Act. Recently, CNR officials have formally communicated CNR's interpretation (on 'the Act') that railways are a federally regulated entity, or activity, under Canadian Transportation Act guidelines, as such, are not governed by provincial regulations.

This lack of mutual, beneficial cooperation, and refusal to follow provincial law, is delaying scores of projects under the Act across the province. CNR's refusal to pay for completed projects is withholding millions of much-needed dollars from helping develop rural Ontario municipalities.

Recently, the Association of Municipalities of Ontario (AMO) surveyed members across the province on this very important issue. Over 60 municipalities responded to their survey. All these municipalities were affected by railways. Some highlights of their survey include:

- Approximately 48% have over 10 drains which include railway lands in their watersheds
- Amounts for unpaid maintenance are nearing \$500,000
- Amounts for unpaid capital construction projects is approximately \$1 million
- Approximately \$2.7 million dollars of critical capital construction projects, in-line with Canada's commitment to environmental, social, and governance goals (ESG), are currently being delayed due to non-cooperation by the railroad.

Many rural municipalities and AMO have expressed concerns over this CN Rail position to the Minister of Agriculture and Rural Affairs consistently over the past four years. Minister Thompson has been clear the Provincial government's position is that the Drainage Act applies to all federally regulated railways.

Small, rural municipalities have limited resources. They should not have to incur legal costs or unnecessarily use resources to ensure costs under the Drainage Act are paid by CN Rail. We ask that the Minister of Transport call upon all railways to act as a

partner to municipalities and agriculture in Ontario as they have in the past and as the Act had intended.

With respect to the aforementioned, we respectfully ask,

- 1. That our federal partners, including the Minister of Transport, call upon all federally controlled railways, including CNR, to engage with Ontario Ministry of Agriculture and Rural Affairs, local municipalities, farmers, and other stakeholders, to reach all of our collective goals. This includes improved commute times for Canadians, lower costs for property-owners, as well as the ever important, and on-going goals to reduce carbon emissions, towards a greener transportation future for all Canadians. Local municipalities depend on legal instruments such as the Drainage Act to help deliver these goals.**
- 2. That the Minister call upon CNR to expedite its response timelines to the numerous drainage projects which are currently on hold in Ontario, so that the projects impacting the agricultural sector can proceed, and be dealt with in a timely manner after years of delay caused directly by CNR.**

[Head of Council]

cc. [Councillor Colin Best](#), President of the Association of Municipalities of Ontario (AMO), Councillor, Region of Halton
[Mayor Robin Jones](#), Rural Ontario Municipal Association (ROMA) Chair, Mayor, Village of Westport

[Paul Schoppmann](#), President, Good Roads

[Hon. Marie-Claude Bibeau](#), Minister of Agriculture and Agri-Food Canada

[Hon. Lisa Thompson](#), Minister of Agriculture, Food and Rural Affairs

[Hon. Caroline Mulroney](#), Minister of Transportation

[Hon. Steve Clark](#), Minister of Municipal Affairs and Housing

[Tracey Robinson](#), President and CEO, CN Rail

[Local MPP]

[Local MP]

From: Brent Clutterbuck
Sent: March 7, 2023 4:04 PM
To:
Cc:
Subject: Updates on Railways and the Drainage Act
Attachments:

Greetings fellow DSAO members,

There has been some press this week on the railroad issue.

<https://www.theobserver.ca/news/local-news/warwick-plympton-wyoming-meet-with-cn-over-drainage-fees-dispute>
<https://blackburnnews.com/sarnia/sarnia-news/2023/02/28/cn-rail-slammed-stopping-payments-drainage-act/>

As you are aware DSAO has been working with Association of Municipalities of Ontario (AMO) on this very important issue. Both organizations feel it is very important that we continue to apply political pressure on the Ministry of Transportation, federal and provincial government representatives and railroads. To that end, in partnership with AMO we have prepared a draft template letter for Councils that are experiencing issues with railways. The template letter, which can be modified by each municipal Council, is intended to support our organizations' position that federally regulated railways are subject to the Drainage Act. We are recommending that our members urge their mayor and council to send similar correspondence.

We have also enclosed Warwick's letter and resolution from November, 2022. We urge municipalities to support this resolution (if not already done so) or send similar correspondence of their own.

Sincerely,

DSAO Board of Directors



Amber Crawford (she/her)

Senior Advisor

Association of Municipalities of Ontario (AMO)

416.971.9856 ext. 353





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

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

REPORT NO: FIR 2023-02

SUBJECT MATTER: Activity Report for the Fire Chief, January & February 2023

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for January and February 2023.

Background:

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

- a. *Calls for service* – a total of 28 emergencies were responded to in the months of January & February including two vehicle extrications.
- b. *Public Education* – distributed fire safety material at Winterfest.
- c. *Meetings* – Fire Chief attended a County Chief's Meeting.
The Fire Chief and Talbotville Officers made a trip to Ayr for follow up inspection of the new pumper.
- d. *Inspections* – none completed.
- e. *Agreements* – Tanker Agreement with Oneida Fire being brought to Council. Fire Chief to meet with STFD regarding Automatic Aid Agreement for Amazon.

Report on any outstanding /unresolved concerns, issues:

- a. The new pumper was returned to Darch Fire in Ayr to correct deficiencies found during final inspection. The old pumper was put back into partial service during this time and is now listed for sale.

FIR 2023-02 Activity Report for the Fire Chief January & February 2023 Page 2

Training Undertaken by Staff:

- a. Department training topics included medical recertification, ropes & knots, and search & rescue.
- b. Standpipe/high rise training is planned for March & April at the Amazon facility in conjunction with STFD.

Capital Project Progress :

| 2022 | Budget | Status/Comments |
|--------------------------|---------------|-----------------------------------|
| Talbotville Pumper | \$615,000 | Completed. |
| Talbotville Fire Station | \$1,250,000 | Committee Meeting on February 28. |
| Bunker Gear | \$12,500 | Completed |
| Cylinders | \$6,200 | Completed |
| SCBA | \$20,000 | Completed |

| 2021 | Budget | Status/Comments |
|---|---------------|------------------------|
| Shedden Station - Training area development | \$25,000 | In planning |
| Talbotville Fire Station | \$500,000 | |

| 2020 | Budget | Status/Comment |
|---|---------------|-----------------------|
| Shedden Digital Sign | \$20,000.00 | In progress |
| Talbotville Station - Land, Planning, Engineering | \$350,000.00 | |
| | | |
| 2019 | Budget | Status/Comment |

| | | |
|---------------------------|------------|-------------|
| Automatic Door Closure | \$500.00 | |
| Shedden Digital Sign Base | \$5,000.00 | In progress |

Financial Implications:

None.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Jeff McArthur, Fire Chief

"Submitted electronically"

Approved by:

Jeff Carswell, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

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

REPORT NO: FIR 2023-03

SUBJECT MATTER: Tanker Agreement

Recommendation(s):

THAT the Township of Southwold Council authorize the signing of the Fire Protection Tanker Operations Service Agreement with the Oneida Nation of the Thames.

Purpose:

To provide Council with the proposed agreement with Oneida Nation of the Thames for Fire Protection Tanker Operations Service Agreement.

Background:

Starting in 2020, the Fire Chiefs of Oneida and Southwold began discussing their mutual interest in a Tanker Agreement. With a shared border, Southwold Fire works alongside Oneida Fire on occasion, creating a positive working relationship.

This Tanker Agreement would allow either fire department to request the necessary fire department's tanker, along with a minimum staffing of two firefighters, in a formal capacity through fire dispatch. This is advantageous to both fire department's operations considering water supply (hydrant) availability in both Oneida Nation and the northern area of Southwold, and distances to other fire stations and mutual aid tankers.

Southwold and Oneida have quick, direct access through their respective County's Mutual Aid Plans to their own County's tankers, however currently not each other's Tankers. This agreement would initiate direct, timely tanker response between the two departments when requested.

Financial Implications:

As this agreement is defined as reciprocal, there are no direct financial implications. Operational costs are expected to be similar to existing mutual aid tanker support, and the frequency of either department requesting a tanker through this agreement is expected to be low.

Strategic Plan Goals:

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

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

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

Approved by:
Jeff Carswell, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

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

REPORT NO: FIN 2023-04

SUBJECT MATTER: Sec.357/Tax Incentive Approval Applications

Recommendation:

1. That Council approves the total adjustment of taxes for the 2022 tax year resulting from Municipal Act, Sec.357/Tax Incentive Approval adjustments as presented, in the amount of \$7,179.30.

Purpose:

The purpose of this report is to seek approval from Council to process, or to deny, Sec.357/Tax Incentive Approval adjustments of taxes for the 2022 taxation year as presented.

Background:

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

Comments/Analysis:

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

The following chart summarizes the recommended adjustments.

| Type | Township | County | Education | Total |
|---------------------------|--------------------|--------------------|------------------|--------------------|
| Section 357 Write-offs | -\$9.79 | -\$11.87 | -\$2.86 | -\$24.52 |
| Tax Incentive Adjustments | -\$2,865.37 | -\$3,474.57 | -\$814.84 | -\$7,154.78 |
| Total | -\$2,875.16 | -\$3,486.44 | -\$817.70 | -\$7,179.30 |

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

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

Financial Implications:

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards. The Township portion of the tax adjustments are \$2,875.16.

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

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

2022.10.31 8.0 9759
Run Date: 2023-03-08 03:56PM
Business Date: 2023-03-08

Township Of Southwold
2022 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 1

| | Assessment | Total | General | County | No Support | Eng Pub. | Eng Sep. | Fre Pub. | Fre Sep. | Protestant |
|-------------------------------|------------|-----------|-----------|-----------|------------|-----------|----------|----------|----------|------------|
| F T 2022-01-01: 000-003-05300 | 710,100 | 2,165.35 | 855.89 | 1,037.85 | 0.00 | 271.61 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FARMLAND | | 2,165.35 | 855.89 | 1,037.85 | 0.00 | 271.61 | 0.00 | 0.00 | 0.00 | 0.00 |
| R T 2022-01-01: 000-003-05300 | -710,100 | -9,320.13 | -3,721.26 | -4,512.42 | 0.00 | -1,086.45 | 0.00 | 0.00 | 0.00 | 0.00 |
| R T 2022-12-21: 000-003-13202 | -62,000 | -24.52 | -9.79 | -11.87 | 0.00 | -2.86 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RESIDENTIAL | | -9,344.65 | -3,731.05 | -4,524.29 | 0.00 | -1,089.31 | 0.00 | 0.00 | 0.00 | 0.00 |
| Category Totals: | | -7,179.30 | -2,875.16 | -3,486.44 | 0.00 | -817.70 | 0.00 | 0.00 | 0.00 | 0.00 |

Supplemental Billing Total: -7,179.30

Demand Date: 2023-03-08

Due: 2023-03-13 -7,179.30

2023-05-31

Net Adjustments 0.00

Net Billing Amount: -7,179.30

Number of Bills Generated: 2



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

Brent Clutterbuck, Drainage Superintendent

Kevin Goodhue, Water/Wastewater & Compliance Superintendent

REPORT NO: ENG 2023-13

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

Background:

General

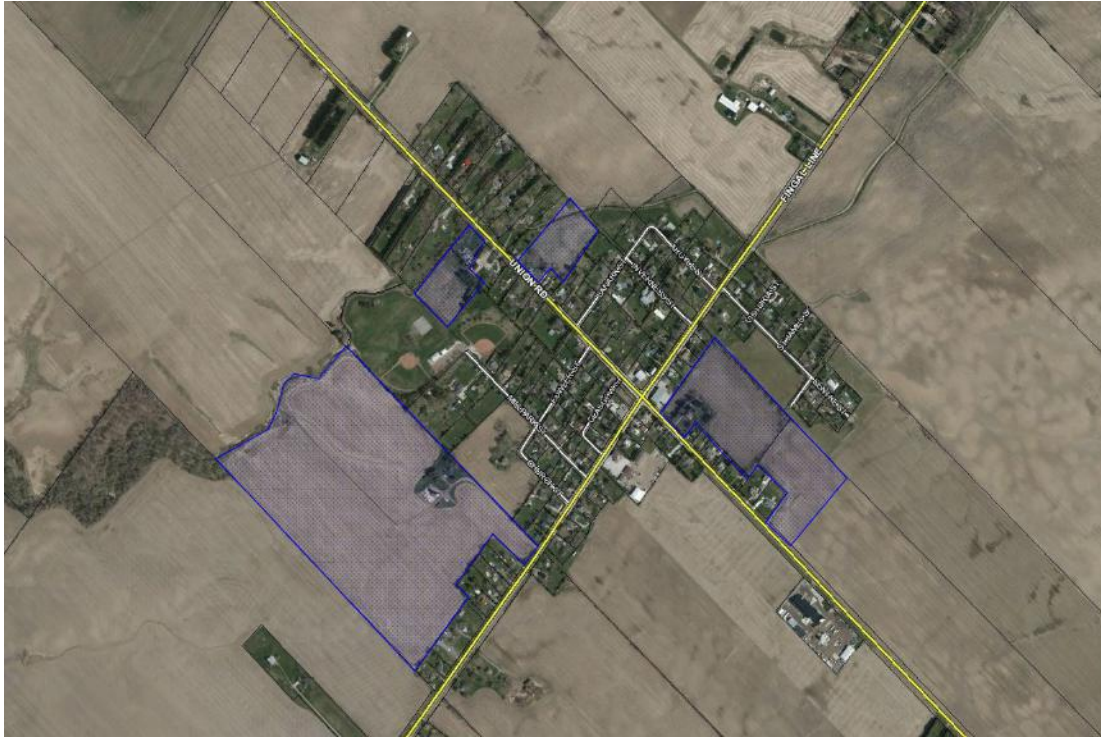
- Organics collection survey for Talbotville, Ferndale, Lynhurst
- Water and wastewater team attend online seminar on wastewater
- Met with St. Thomas regarding future development and sanitary
- Coordinating student interviews for water and roads team

Development

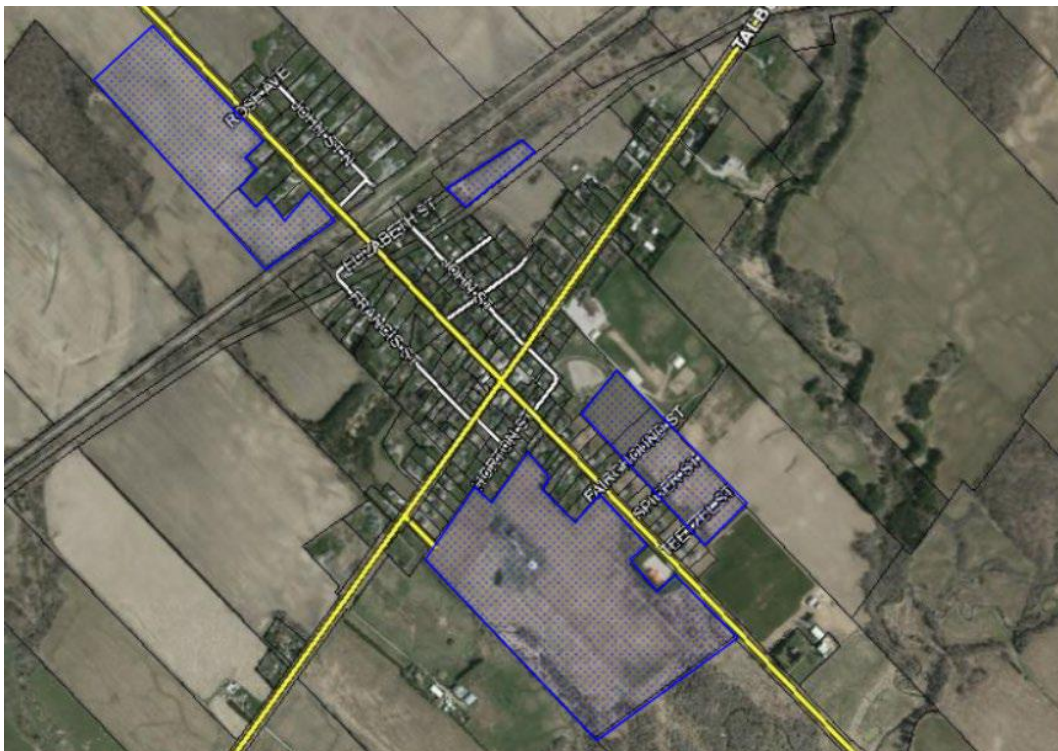
- Coordinating development agreement with Farhi for Meadows Phase 2
- Shedden and Fingal sanitary servicing project working through the sanitary sewer servicing strategy and sewer connection charges.
- Talbotville sanitary sewer extension project working through report update for Environmental Assessment Addendum. MTO put a comment on McBain development that will result in this project being a bit delayed.
- 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 |

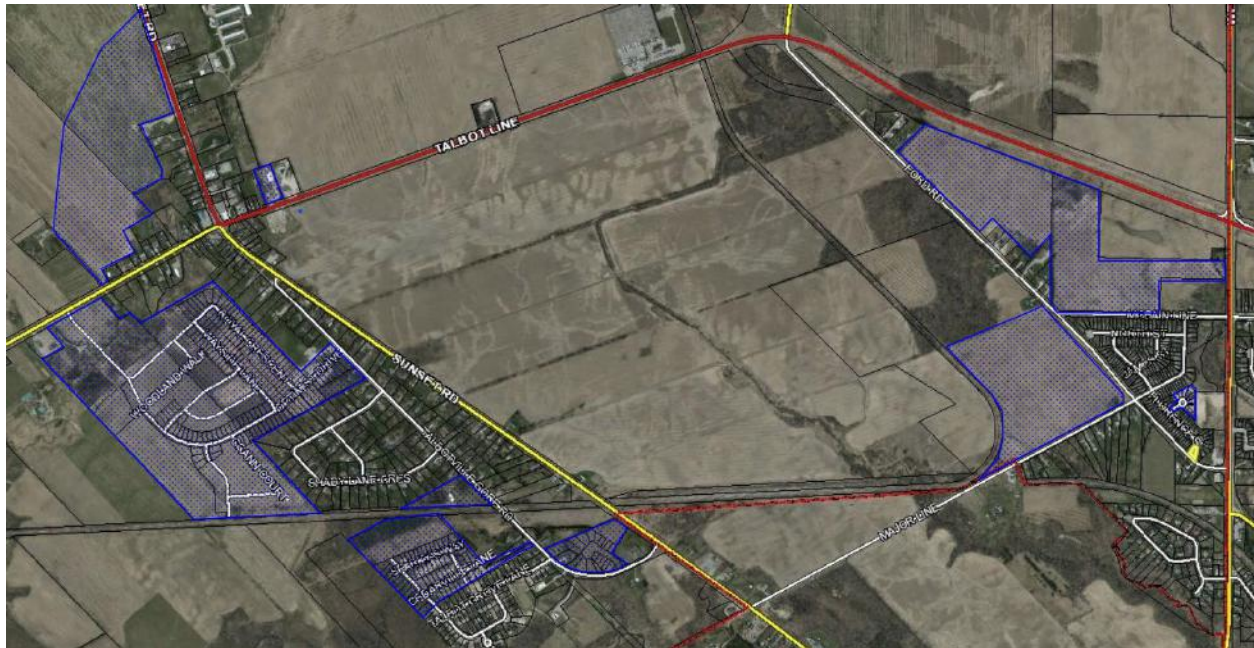
Fingal Development Map



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
- Meter reading
- Map marking water infrastructure
- Repairing signs

• Roads and Bridges

- Due to warmer weather cold patching is being carried out at various locations
- A Significant Weather Event was declared February 23rd due to an ice storm and loss of hydro in some areas. No road closures had to be announced and no serious accidents were reported.
- Clean-up of branches and trees following the ice storm was completed.
- Grading of gravel roads began with warmer weather.

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 | 400,000.00 | Pricing on curbs and asphalt have been received |
| 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): Grant has been applied for

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 reviewed 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:** The contractor has been working on constructing the drain
- **Taylor Drain: (Mar. 21):** The engineer is now working on answering Ministry of Transportation questions for the bore under the 401
- **A&C Jones Drain(July 21):** Court of Revision 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:

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: March 13th 2023

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

REPORT NO: CBO 2023-04

SUBJECT MATTER: Activity Report February 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 2023-04 for comparison report.

Financial Implications: none


Strategic Plan Goals:

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

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

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

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

| | | | | | | | |
|--|--------------|---------------|----------------------|--------------------------------------|--------------|---------------|----------------------|
|  TOWNSHIP OF Southwold | | | | Township of Southwold | | | |
| | | | | Permit Comparison Summary | | | |
| | | | | Issued For Period January - February | | | |
| 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 | 3 | 2,246 | 534,900 | Accessory structures | 1 | | 8,000 |
| Agricultural | 1 | 624 | 540,000 | Agricultural | 2 | 3,032 | 1,625,000 |
| Change of Use | | - | - | Change of Use | | | |
| Commercial | 1 | 1,500 | 125,000 | Commercial | | | - |
| Demolition | 3 | 450 | 19,900 | Demolition | 2 | 300 | 22,000 |
| Heating | | - | - | Heating | | | - |
| Industrial Building | | | | Industrial Building | | | |
| Institutional Building | | | | Institutional Building | 1 | | 2,757,900 |
| Miscellaneous | | | | Miscellaneous | | | |
| Plumbing | 1 | | 10,000 | Plumbing | 2 | 300 | 3,500 |
| Pools | 1 | 150 | 15,000 | Pools | | | |
| Residential Building | 7 | 13,676 | 3,941,328 | Residential Building | 25 | 44,902 | 13,970,456 |
| Sewage System | 5 | 2,500 | 117,000 | Sewage system | 2 | 1,000 | 25,000 |
| Signs | 1 | 150 | 12,000 | Signs | - | | - |
| Combined Use | | - | - | Combined Use | - | | - |
| TOTAL | 23 | 21,296 | 5,315,128 | TOTAL | 35 | 49,533 | 18,411,856 |

| | | | | | | | |
|---------------------------------|--|-----------|--|---------------|------------|--|--|
| Current Year | | | | Previous Year | | | |
| TOTAL PERMIT ISSUED | | 23 | | | 15 | | |
| TOTAL DWELLING UNITS CREATED | | 4 | | | 23 | | |
| TOTAL PERMIT VALUE | | 5,315,128 | | | 18,411,856 | | |
| TOTAL PERMIT FEE | | 21,296 | | | 49,533 | | |
| TOTAL INSPECTION COMPLETED(YTD) | | 134 | | | 449 | | |

| | | | | | | | |
|-------------------------------|--------------|--------------|----------------------|------------------------|--------------|---------------|----------------------|
| Feb 2022 Compared to Feb 2023 | | | | | | | |
| Current Year | | | | Previous Year | | | |
| | PERMIT COUNT | FEE | COST OF CONSTRUCTION | | PERMIT COUNT | FEE | COST OF CONSTRUCTION |
| Accessory structures | 1 | 1,163 | 124,900 | Accessory structures | 1 | 1,082 | 8,000 |
| Agricultural | | | | Agricultural | 1 | | 1,500,000 |
| Change of Use | | | | Change of Use | | | |
| Commercial | 1 | 1,500 | 125,000 | Commercial | | | |
| Demolition | 1 | 450 | 6,500 | Demolition | | | |
| Heating | | | | Heating | | | |
| Industrial Building | | | | Industrial Building | | | |
| Institutional Building | | | | Institutional Building | 1 | | 2,757,900 |
| Miscellaneous | | | | Miscellaneous | | | |
| Plumbing | 1 | | 10,000 | Plumbing | 1 | 300 | 2,500 |
| Pools | 1 | 150 | 15,000 | Pools | | | |
| Residential Building | 2 | 4,612 | 1,240,000 | Residential Building | 10 | 27,043 | 4,886,310 |
| Sewage System | 1 | 1,000 | 32,000 | Sewage System | 1 | 500 | 15,000 |
| Signs | | 150 | | Signs | | | |
| Combine Use | | | | Combined Use | | | |
| TOTAL | 8 | 9,025 | 1,553,400 | TOTAL | 15 | 28,925 | 9,169,710 |



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-11

SUBJECT MATTER: Annual Strategic Plan Annual Update - 2022

Recommendation:

THAT Council receives this report as information;

Purpose:

The Township Strategic Plan was adopted in May of 2018 and requires an annual review to determine if the plan is being implemented. This report serves as the update of the progress for the year ending 2022.

Background:

On February 27th, 2018 Council held a special public meeting to obtain input from the citizens and staff of The Township of Southwold for the purpose of developing a Strategic Plan. The input gained from this meeting was used to develop a four-year Strategic Plan for the Township of Southwold. Many ideas received at the public meeting held in February 2018 were already being implemented by council and staff and therefore may not appear explicitly in the action plan contained in the Strategic Plan. The Strategic Plan was adopted by Council in May of 2018 and annual updates are a requirement of the plan. The below discussion outlines Goals, Strategies and Action Items identified in the Strategic Plan. Updates to the various items for 2022 are shown as ***Bold Italics***.

Comments/Analysis:

| | |
|--|--|
| 1. Growth | |
| Strategic Goal: To promote residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold. | |
| Strategies: 1.1 Encourage and invest in sewer services and waste water treatment facilities in the growth communities. | |

| | |
|---|---|
| <p>Action Plan:</p> <p>A. Complete municipal servicing studies, environmental assessments, and development or connection charges studies in anticipation of growth on an ongoing basis.</p> | <p>Engineering design commenced in 2022 and Council reviewed additional options for servicing Shedden and Fingal that are more economical.</p> <p>EA addendum for Talbotville and Ferndale commenced in 2022 to allow for a sanitary routing change in the new Ferndale development</p> |
| <p>B. Ensure the appropriate development policies are in place and review and update the Township Official Plan every five years to ensure that the Township retains an adequate supply of vacant lands for growth.</p> | <p>The new Township Official Plan was approved by Council on November 15, 2021 and has been adopted by Elgin County Council.</p> |
| <p>C. Prioritize the provision of sewer and wastewater servicing in the Township budget process.</p> | <p>The wastewater rate study helps to inform rates and connection charges for revenue purposes. A detailed capital sewer budget is prepared by OCWA and presented annually.</p> <p>Budgets included provisions to continue the prioritization of sewer and wastewater services.</p> |
| <p>D. Establish connection policies and connection charges in the growth areas to appropriately finance waste water treatment and collection systems via a user pay mechanism and federal and provincial government grants.</p> | <p>In 2021, the Wastewater Connection By-Law in Talbotville was amended to include fees for commercial connection, multi-residential connection, apartments, etc.</p> |

| | |
|---|---|
| <p>E. Plan wastewater treatment facilities for diverse uses including residential, commercial, industrial, recreational, and institutional uses.</p> | <p>The Talbotville WWTP MBR system is compatible with all uses.</p> <p><i>In 2022, the Shedden and Fingal EA was reviewed in more detail as the WWTP MBR plant was becoming more costly. End result was working with Central Elgin to pump sewage to Port Stanley. A good example of municipal partners working beyond boundaries.</i></p> |
| <p>1.2 Support & prioritize access to high speed internet for all (agricultural, residential, commercial, industrial, institutional, etc.) Township properties.</p> | <p><i>In 2022, approved an agreement with Ehtel to install Fibre in the Township. Ehtel plans to install fibre throughout 2023 and will look to expand their areas to more locations in the Township.</i></p> |
| <p>Action Plan:</p> <p>A. Support independent needs studies on telecommunications systems in the Township and promote surveys to ascertain data.</p> | <p>Township staff completed discussions with alternative service providers of internet in 2021 and are continuing to pursue alternatives to Fibre in the ground (i.e. satellite, communications towers, etc).</p> |
| <p>B. Form partnerships with agencies, corporations, municipal neighbours, SWIFT, residents, local businesses, and telecommunications companies to find solutions, including alternative options for service.</p> | <p>The Township continues to participate in SWIFT through Elgin County. SWIFT announced new infrastructure being installed in the northwest part of the County in 2021.</p> <p><i>Construction started in 2022.</i></p> |

| | |
|--|---|
| <p>C. Investigate options for servicing growth communities and consider municipal investment or debenture options for residents to expedite installation of high speed internet.</p> | <p>No work was completed in 2022 on this initiative.</p> |
| <p>D. Support efforts by agricultural and rural property owners to facilitate "last kilometer" high speed infrastructure.</p> | <p><i>In 2022, approved an agreement with Ehtel to install Fibre in the Township. Ehtel plans to install fibre throughout 2023 and will look to expand their areas to more locations in the Township.</i></p> |
| <p>1.3 Encourage & Support Residential Development.</p> | <p><i>Talbotville increased in 2022 with many subdivisions working through the build out process. Hired a full time planner to assist advancing development faster.</i></p> |
| <p>Action Plan:</p> <p>A. Support developers and builders by reducing unnecessary administrative processes and providing clear, responsive, and efficient service.</p> | <p>In 2021 the Township successfully hired a new Deputy CBO to provide enhanced service to residential contractors. <i>2022 saw 284 permits issued, which was just slightly lower than 2021</i></p> |
| <p>B. Provide opportunities for residential development for diverse populations including young families and seniors.</p> | <p>Talbotville saw significant subdivision development in 2021 especially in The Ridge Phase 2, The Enclave, and Talbotville Meadows. <i>The Condo Development in the Ridge Phase 3 provides additional diversity for residential development.</i></p> |

| | |
|--|---|
| <p>C. Encourage an appropriate mix of residential development including single family dwellings, multi-residential dwellings, and affordable housing.</p> | <p>The Township approved a Site Plan and Condo Plan in 2021 for the multi-residential block in the Ridge Phase 3. <i>This development progressed over 2022 and is under construction.</i></p> |
| <p>D. Support the development of a retirement community or condominium complex for seniors.</p> | <p>The Township attended the grand opening of the Royal Oaks Senior Living in 2021, located within the Township.</p> |
| <p>1.4 Utilize the Economic Development Committee to prepare recommendations to attract key businesses to the municipality and develop strategies to retain and expand existing critical businesses.</p> | |
| <p>Action Plan: A. Provide the EDC the authority to make inquiries, meet with businesses and contacts to promote The Township of Southwold.</p> | <p>This authority was granted previously and is ongoing.</p> |
| <p>B. Utilize the Economic Development Committee to help identify development opportunities in the Township and address strategies for supporting small businesses and reducing red tape.</p> | <p>The EDC has requested that checklists be developed for potential business sites. This will need to be revisited in 2022.</p> |
| <p>C. Utilize the Economic Development Committee to develop a strategy to attract, retain, and expand critical sectors and key businesses such as:</p> <ul style="list-style-type: none"> a. Gas Station b. Coffee Shop c. Financial Institution/Bank/Credit Union d. Pharmacy e. Family Restaurant f. Grocery Store g. Rural Tourism & Agri-Business h. Alternative Accommodation | <p>This project is ongoing. Alternative Accommodations have been discussed for inclusion in the Township Official Plan and a request for inclusion of policies in the County OP has been forwarded in 2021.</p> |
| <p>1.5 Attract new industrial development and encourage expansion and improvements on existing industrial</p> | |

| | |
|--|--|
| businesses with input from Council and Council members of the EDC. | |
| <p>Action Plan:</p> <p>A. Provide enticements for land owners of vacant industrial land to market their properties to industrial developers.</p> | <p>The Township approved the Site Plan and redevelopment of the former Ford Property in 2021. The redevelopment is the result of countless hours of administrative and building department support. Development continued over 2022 with plans for opening in 2023. Staff continue to work with the property owner on additional development opportunities and have been advocating to secure services.</p> |
| <p>B. Investigate servicing options for lands earmarked for industrial development in the Township Official Plan and reserve funds to service the lands.</p> | <p>To support the re-development of the Ford Property, servicing upgrades were supported to water infrastructure on Sunset Road in 2021. A Secondary Plan was included in the 2022 budget to inform long-term servicing. This work was not completed but planned for the future.</p> |

| | |
|---|---|
| <p>C. Partner with Elgin County, the Provincial Government, and Federal Government and other agencies to attract industrial development through a marketing plan of key sites.</p> | <p>The Township continues to work closely with Elgin County, the MP and the MPP to help market industrial lands. In 2021, the Township submitted another application to the Job Site Challenge for industrial lands. Staff have fielded numerous inquiries from potential purchasers in 2021.</p> |
| <p>D. Support the creation of incentives that attract new industries and support incentives for existing industrial property owners to improve and expand their businesses.</p> | <p>The Township updated its Community Improvement Program (Elgincentives) to include new incentives for industrial lands. While Elgincentives funding from Elgin County winded down in 2021, the TEIG program continues for industrial sites.</p> |
| <p>E. Provide excellent administrative services to assist businesses in navigating through various planning processes (plan of subdivision, re-zoning, consent, site plan approval, etc).</p> | <p>Township staff work hard to assist new business owners in planning ventures. In 2021, the Township hired a Director of Development and Infrastructure with engineering skills to improve administrative support to developers and application turn-around time. <i>In 2022 the Planner position was moved to a full-time position and brought in-house.</i></p> |

| | |
|--|---|
| <p>2. Culture, Recreation, Environment, & Community Beautification</p> <p>Strategic Goal: Promote 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.</p> | |
| <p>Strategies:</p> <p>2.1 Complete capital recreation projects and proceed with the revitalization of Township parks.</p> | |
| <p>Action Plan:</p> <p>A. Continue working with current multi-purpose committee to set long term priorities for the parks and establish multi-year parks capital project plan.</p> | <p>The multi-purpose parks committee met multiple times in 2022 virtually. Input was gathered for parks facilities. In particular naming for Talbotville Parks was completed.</p> |
| <p>B. Improve the communication of Township park projects through improved web and social media posts and celebratory grand openings of new capital park investments. Consider an advertising & marketing plan to increase awareness and use of facilities.</p> | <p>The COVID-19 pandemic meant that many parks projects were delayed and "grand openings" were not held. A grand opening or celebratory social media post will be scheduled in 2022 for the various parks projects completed in 2021 including the Fingal Heritage Park, Shedden Trail, and new Talbotville Park.</p> <p>Recognition event held in coordination with OTF on the opening of the accessible park, playground and pavilion in Talbotville. Promotion continued to increase over 2022 as restrictions.</p> |

| | |
|--|--|
| <p>C. Continue to improve efforts to engage community members and enhance representation from all areas of the Township.</p> | <p>More work to be done on a broader community outreach program for 2022. In 2022 outreach continued to engage all residents of the Township. Various communication types have been used. The 2022 Municipal Election provided an opportunity for residents to select representatives.</p> |
| <p>D. Investigate the feasibility and confer with the multi-purpose committee to establish an action plan on proceeding with the following Township Parks Projects:</p> <ul style="list-style-type: none"> a. Bandshell/Outdoor Stage at the Keystone Complex b. Talbotville New Park Project c. Splash Pad d. New Shedden Open Space Park (Soccer Fields, Lawn Bowling, Football, etc.) | <p>The Talbotville Park was substantially completed in 2021 and will be opened in spring of 2022. The Fingal Heritage Park completed many elements in 2021 and a new trail was built in 2021 at the Shedden Open Space park. <i>New park, playground, pavilion and baseball diamond opened in Talbotville in 2022. Fingal Heritage Park continued to add features and work towards to the total build out plan. Shedden Soccer ran its program at the SOSP in 2022.</i></p> |
| <p>E. Maximize the use of community spaces and support community programs that incentivize the use of facilities. Consider partnerships that ensure municipal facilities can be rented for summer camps, day programs, and programs that encourage full rental of parks and municipal buildings.</p> | <p>COVID-19 restriction meant that facilities and parks were largely unrented and unused in 2021. <i>2022 saw the increase in rental and community groups return to renting at township facilities, with more groups expected to resume activities in 2023.</i></p> |
| <p>2.2 Promote community volunteerism and support community driven events.</p> | <p>2021 UPDATES</p> |

| | |
|--|---|
| <p>Action Plan:</p> <p>A. Promote volunteering opportunities for Township Committees and local organizations and service clubs through the use of Township staff, website, social media, and communications products.</p> | <p>The Township was able to host a smaller Volunteer appreciation night in 2021, 2022 saw the return of an in-person volunteer appreciation evening.</p> |
| <p>B. Encourage collaboration between community groups by establishing a secure, privacy compliant, central volunteer database and volunteer mentoring program that supports cross-organization sharing.</p> | <p>To be worked on.</p> |
| <p>C. Sponsor efforts, including the creation of a central listing of assets and organization skillsets, to maximize the use of existing assets and sharing of existing resources between organizations.</p> | <p>To be worked on.</p> |
| <p>D. Ensure that fair and festival organizers receive support from the Township to aid in their promotion and that resources are committed from the municipality that prioritize the continuation of municipal traditions (i.e. Rosy Rhubarb, Shedden Fair, Optimist Club Parade, Southwold by Tractor, etc).</p> | <p>All events, fairs and festivals in 2021 were cancelled because of COVID-19. Staff are hoping that in 2022 these events can return. 2022 saw the return of the Rosy Rhubarb Festival, Shedden Fair, Optimist Club Halloween Party and Santa Claus Parade. Tractor Pull was postponed until 2023.</p> |
| <p>E. Partner with Schools, Elgin Manor, Community Groups to support community events.</p> | <p>COVID-19 cancelled all community events, schools were closed intermittently, and Elgin Manor was unopen to the public. 2022 continued to see restrictions associated with Schools and Elgin Manor.</p> |
| <p>2.3 Prioritize Township-wide beautification projects that enhance our natural resources and promote the rural character of the municipality.</p> | |
| <p>Action Plan:</p> | |

| | |
|--|--|
| <p>A. Emphasize year-round, four season, park and municipal property maintenance. Ensure that parks can be accessed in spring, summer, fall, and winter and encourage activities in all seasons.</p> | <p>To be addressed in 2022, especially with the hiring of a new full time parks and facilities operator. 2022 <i>Parks and Facilities Operator hired and began in April 2022.</i></p> |
| <p>B. Work closely with the Township Communities in Bloom Committee to support the beautification of the municipality.</p> | <p>The Township continues to support the Communities in Bloom through the Public Works Department and by supporting financial requests to the Green Lane Trust. Despite COVID-19, Communities in Bloom continued to maintain flower boxes and hosted a no-contact plant sale to support the beautification of the Township.</p> |
| <p>C. Investigate progressive waste management solutions and evaluate the costs and benefits of different waste management collection service types (i.e. single stream vs. two-stream recycling, compost/organic collection, etc.) and service levels (weekly, bi-weekly, additional seasonal collections, etc). Council selection of the optimal service based on this evaluation.</p> | <p>The Zero Waste Committee worked in 2021 to facilitate the sale of subsidized composters to residents. There have been many developments in 2021 about the transition to producer-responsibility recycling and staff have brought reports to Council to speak to this change. 2022 <i>Joint RFP with the City of St Thomas for updated waste collection contract. New contractor to begin July 1, 2023 with the inclusion of weekly garbage collection, bi-weekly organics collection in urban areas.</i></p> |

| | |
|--|--|
| | <i>In 2022 the Township partnered with Recycle Coach. Residents and businesses can access the app or widget on Township website to find information related to garbage/recycling collection.</i> |
| D. Provide options to residents for special waste management such as large article collection, household hazardous waste, community swap days, or a community dumpster option. | <p>In 2021 the Township continued to participate in the St. Thomas Community Recycling Centre. Information to residents regarding waste collection has been frequently posted on the Township Facebook page.</p> <p><i>2022 Southwold Zero Waste Committee held a clothing swap with plans to hold more events in 2023.</i></p> |
| E. Encourage wildlife preservation and environmental protection through the use of the protection and promotion of Fingal Wildlife Sanctuary, the consideration of greener services and alternative energy, and the control of invasive species. | The 2021 budget included a continuation of the phragmites management program. |

| | |
|---|--|
| <p>F. Celebrate our local history and work to preserve heritage features of our community through the support of History Committee initiatives.</p> | <p>The Township continues to support the history committee. In 2021, the Township supported the continued rejuvenation of the Fingal Heritage Park. The Township's War Memorial Committee presented a modified Remembrance Day event with the hosting of a virtual event.</p> <p>2022 saw the return of an in-person combined with virtual Remembrance Day event.</p> <p>The History Committee also supported and is working with Fridge Door Live Theatre Company for the Premier of Lawrence Station – The Crash of American Airlines Flagship Erie, a play written by Len Cuthbert.</p> |
| <p>2.4 Place special focus on cultural and recreation activities aimed at serving seniors in our community.</p> | |
| <p>Action Plan:</p> <p>A. In partnership with Elgin County, develop and implement a plan for our aging population.</p> | |
| <p>B. Combat social isolation felt by many seniors by supporting services that help provide care to seniors including volunteer organizations.</p> | <p>In 2021, the Southwold Young at Heart committee provided programming and drive-through/drop-off materials and lunches.</p> <p>2022 saw the success of 4 different events by the Young at heart Committee – St. Patrick's Day Lunch, Guided Nature Walk, Picnic Lunch, and Christmas</p> |

| | |
|--|--|
| | <i>Lunch. Some in person events were held towards the end of 2022, with the expectation to continue in 2023.</i> |
| C. Establish a senior's advisory committee of council to provide input on services for seniors and suggestions for social support. | The Township established the Southwold Young at Heart Committee in late 2018 and adopted Terms of Reference in 2019. The Committee met virtually throughout 2021 and hosted COVID safe events/materials. |
| D. Provide recreation opportunities for seniors and invest in activities to create a central hub for seniors. | COVID-19 meant congregate recreation for seniors was prohibited; programming is hoping to return in 2021. <i>In person programming returned in October and November 2022.</i> |
| E. Make accessible public spaces a priority by designing fully accessible parks and facilities, and conferring with the County Accessibility Coordinator to ensure parks and facilities are fully committed to the goal of accessible and inclusive spaces. | All parks projects continue to be constructed in compliance with the AODA. |
| 3. Municipal Infrastructure, Improved Transportation, and Public Safety Strategic Goal: Provide improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety. | |
| Strategies: 3.1 Update and expand on the existing asset management plan including financing, as regulated by the Provincial government, and commit to maintaining the | |

| | |
|---|---|
| Township's infrastructure and assets to an always improving level. | |
| <p>Action Plan:</p> <p>A. Commitment from Council and staff to follow recommendations arising from the asset management plan.</p> | <p>In 2019 the Township of Southwold adopted a strategic asset management policy and completed an update to its Roads Needs Study and Asset Management database.</p> <p><i>The Township completed a Comprehensive Asset Management Plan to comply with O. Reg. 588/17</i></p> |
| <p>B. Provide rapid response to repairing Township roads, assets, fleet, and facilities to prevent further damage to municipal properties.</p> | <p><i>This is an ongoing Township responsibility.</i></p> |
| <p>C. Ensure that new subdivision development and impacts of growth are well planned and managed for the future impact on municipal assets.</p> | <p>The Township requires that all new subdivisions submit CAD files and plans to be included into the Township's Asset Register. Municipal budgeting aligns with Asset Management planning, where possible including the retention of sufficient reserve funds.</p> <p><i>Contract records management staff organized and digitized a variety of plans to assist with utility locates.</i></p> |
| <p>3.2 Emphasize public safety on municipal roadways and provide safe active transportation options.</p> | |

| | |
|---|---|
| <p>Action Plan:</p> <p>A. Ensure speed limits in small communities are compatible with the goal of public safety with an emphasis on low speed limits near parks and public facilities where children are travelling.</p> | <p>This is an ongoing Township responsibility. Stop signs were installed on Talbotville Gore Road in 2021.</p> |
| <p>B. Partner with the OPP to ensure that municipal speed limits are enforced and encourage targeted enforcement via focused patrols.</p> | <p>The Township continues to lobby the OPP to improve enforcement. Southwold community policing continued to meet in 2021 and advocate to OPP for improved speed management.</p> |
| <p>C. Confirm that new subdivisions in growth communities include sidewalks and active transportation networks to encourage safety. Ensure all new parks are fenced.</p> | <p>All plans of subdivision submitted and under construction in 2021 were required to provide sidewalks and trail systems to new parks.</p> |
| <p>D. Ensure that new subdivisions are designed with traffic control measures that reduce impacts on public safety resulting from growth.</p> | <p>Talbotville plans of subdivision included community input related to traffic control. Concrete barriers were deployed in 2021 to appropriately direct construction traffic.</p> |
| <p>3.3 Investigate transportation options for seniors and isolated populations in rural communities.</p> | |
| <p>Action Plan:</p> <p>A. Support and help facilitate shared senior transportation opportunities.</p> | <p>COVID-19 prohibited the Township from proceeding with this initiative.</p> <p><i>There has been some initial discussion about transit options and the impact with the Amazon development.</i></p> |
| <p>B. Explore alternative public transportation models used in other jurisdictions and investigate the feasibility of these systems in Southwold.</p> | |
| <p>C. Work with community volunteer organizations and municipal partners to help promote transportation options for seniors and isolated populations.</p> | |

| | |
|--|--|
| 3.4 Ensure that residents have access to health services and are well informed about ways to protect their own personal safety. | |
| <p>Action Plan:</p> <p>A. Maintain medical building in Shedden for health service(s) and work to preserve and attract various health providers in the municipality.</p> | <p>The doctor's office in Shedden remains occupied. While Dr. Robinson retired in 2021, her daughter is taking over the practice.</p> <p><i>New facility lease signed to maintain health care services in Shedden.</i></p> |
| <p>B. Educate residents about emergency management and emergency preparedness and provide frequent public education on fire prevention.</p> | <p>2021 was again defined by the COVID-19 Emergency and the Declaration of a State of Emergency. The Township's website and Facebook page have been dominated by COVID-19 messaging. Social media campaigns have also focused on emergency preparedness.</p> |
| <p>C. Continue to liaise with Elgin County to maintain ambulance services in a timely manner for residents and that growth is accounted for in coordinating service.</p> | <p>The Township supports EMS services through Elgin County and through tiered medical response.</p> |
| <p>4. Municipal Financial Stewardship</p> <p>Strategic Goal:</p> <p>To exercise good financial stewardship in the management of Township expenditures and revenues.</p> | |
| <p>Strategies:</p> <p>4.1 To continue researching and applying for applicable Federal and Provincial funding.</p> | |

| | |
|--|---|
| <p>Action Plan:</p> <p>A. Continue memberships in various Municipal Associations and collaboration with municipal partners.</p> | <p>Township maintains memberships in AMCTO, MFOA, OBOA, DSAO, AMO, ROMA, OGRA, etc. and participates in shared Elgin working groups.</p> |
| <p>B. Pre-screen grant information at staff level to determine eligibility and qualifying projects prior to Council recommendation and application.</p> | <p>The Township successfully received multiple grants in 2021.</p> |
| <p>C. Engage, where appropriate, the services of a consultant for completion of grant applications.</p> | <p>The Township continues to use consultants where required to apply for and receive grants.</p> |
| <p>4.2 Review and protect the assessment base.</p> | |
| <p>Action Plan:</p> <p>A. Review large changes in assessment as identified by MPAC and monitor and report on changes in assessment practices and legislation.</p> | <p>The Township has worked with MTAG as well as Elgin County to help review and protect assessment changes. COVID-19 meant that MPAC's assessment update remains delayed.</p> |
| <p>B. Support and consider assessment management efforts beyond Township staff including the use of external consultants, County resources, and municipal organizations.</p> | |
| <p>4.3 Adopt, review, and frequently update policies that support strong financial stewardship including policies on the following:</p> | |
| <p>Action Plan:</p> <p>A. Use of Township owned lands (including commercial owned buildings and future development lands) and Township owned properties.</p> | <p><i>In 2021, the Township completed an RFP to sell the Stoss property. RFP's have been completed for the Stoss and Teetzel Properties.</i></p> |
| <p>B. Revenue and Tax Collection</p> | <p><i>Deferred due to staffing changes over 2022</i></p> |
| <p>C. Procurement/Purchasing.</p> | <p>Updated in 2019.</p> |
| <p>D. Use of and Contributions to Township Reserves.</p> | <p><i>Deferred due to staffing changes over 2022</i></p> |

| | |
|--|---|
| E. Financial Reporting. | <i>Deferred due to staffing changes over 2022</i> |
| F. Investment Policy | <i>Deferred due to staffing changes over 2022</i> |
| <p>5. Public Engagement, Transparent Government, and Informing the Community</p> <p>Strategic Goal: To promote public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.</p> | |
| Strategies: 5.1 Continue improving information disseminated by the municipality. | |
| <p>Action Plan:</p> <p>A. Develop improved website content more frequently and re-format so that residents can more easily navigate municipal information.</p> | <p>Township staff launched a new brand and website in 2021, including complete content review and re-design. The feedback from the public has been very positive.</p> <p><i>2022 Continue to use new Township website as a core source of information for residents, as well as utilize social media channels to help disseminate valuable information to the community.</i></p> |
| B. Maintain a stand-alone bulletin board (whether physical or digital) within communities for local advertising use. | To be completed in future. |
| C. Continue newsletters with water and tax bills. | <i>2022 featured newsletters in the tax bills and Southwold in Motion in the water bills.</i> |

| | |
|---|--|
| D. Create a central information contact list whereby residents can opt into receiving various memos and communications from the municipality. | 2021 Website update provides the ability to subscribe to get information on various topics and pages. Promotion of |
| E. Aim for improved communication with residents and engagement via sharing through various social media platforms. | The Community Services and Communications Clerk has significantly improved Facebook posts. The Township in 2021 created and is active on multiple social media accounts (Twitter, Instagram, etc). <i>Use of multiple social media channels continued and was enhanced over 2022</i> |
| 5.2 Adopt practices that promote transparent government | |
| Action Plan: A. Adopt and abide by public notice policies. | <i>Public notices and background information for planning applications are being posted to the Township website for applications.</i> |
| B. Consider proactive disclosure practices. | In 2021, the Township acquired access to Laserfiche Cloud which will allow for a public portal to many of the Township's public records database to be launched in 2022. This work is ongoing. |
| C. Make public records easily available online in an accessible format. | The new website launched in 2021 includes all documents posted in an accessible format. <i>2022 continue to make existing documents accessible, with</i> |

| | |
|---|--|
| | <i>templates created for consistency in application of accessibility requirements.</i> |
| 5.3 Celebrate community engagement and create vibrant connections within the community. | |
| Action Plan: A. Consider strategies to support community neighbourhood engagement. | In 2021, COVID-19 and social distancing protocols meant neighbourhood engagement was challenging. |
| B. Support community outreach efforts and neighbourhood efforts that enhance our subdivisions, making them more than "bedroom communities". | <i>Ongoing.</i> |
| C. Encourage collaboration between community groups of volunteers to move towards common goals. | Collaborative events (i.e. Winterfest, Volunteer Appreciation) were cancelled because of COVID-19 <i>2022 – return of in person activities, such as Canada Day Celebration, summer events and festivals, Santa Claus Parade, Volunteer Appreciation. 2023 expectation to continue to encourage these community events.</i> |

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-12

SUBJECT MATTER: Activity Report for CAO/Clerk February 2023

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

Meetings/Events:

- All Staff meetings (Feb 15 & 27) & Management Group Meetings (Feb 8 & 22)
- Various Staff meetings re: Budget
- Council Budget Meetings Feb 6
- Wastewater Options with Central Elgin
- Family Day Committee Feb 7
- Deputy Treasurer Position – Review/Internal Promotion
- Community Services and Communications Clerk Position Recruitment
- Emergency Management Program – Review with County CEMC
- CUPE – Various Agreement implementation meetings
- Various Development Proposal meetings
- Director of Infrastructure and Development Recruitment – Interviews Feb 23
- Meeting with Mayor, Karen Vecchio, MP re: Township activity and priorities Feb 28
- TSTAC Meeting Feb 28

Strategic Planning Exercise – Staff have been working on the planning and organization for updating the Strategic Plan. The initial outreach to OMAFRA indicates the same level of assistance from 2018 is no longer available. Staff subsequently reached out to another facilitator/consultant recommended by the County of Elgin;

however, they do not have capacity for more work for several months. Staff reached out to another recommendation for Strategic Planning assistance but have not heard back whether there is interest or the ability to provide service. For this type of engagement and based on the funds we have available, it is preferable to use a consultant that has completed similar projects, but we may need to issue a broader Request for Proposals.

Public Works - CUPE – Negotiations have concluded and ratification was completed February 13, 2023. Various activities have been taking place to implement the agreement, adjust payroll, process retro-active adjustments and educate staff involved with the agreement.

Recruitment/Staffing – Staff changes and recruitment activities have taken place over February and into March. Caitlin Wight has been promoted to the Deputy Treasurer position effective February 15th. This led to posting the Community Services and Communications Clerk position. Applications closed March 6th and interviews are planned for March 9th. Peter Kavcic's last day with the Township was March 2nd. As reported to Council, Aaron Van Oorspronk has been engaged and will be starting March 20th.

The Township has also completed the recruitment for summer students for Parks, Roads, Water and Administration. We were able to start the recruitment process at the beginning of the year with applications due in February. It appears this was beneficial as we were able to fill all positions and avoided some of the challenges experienced in the last couple of years.

2023 Budget and Projects – The 2023 budget has been approved. Staff are starting to plan out implementation of the various projects and programs approved in the budget.

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 Ordered – in progress with IT Contractor |
| Server Replacement | \$15,000 | Ordered, Delivered – IT Contractor proceeding with configuration |
| Branding and Marketing | \$15,000 | Full brand roll-out continues. |
| IT Penetration/Security Testing | \$10,000 | Being reviewed by IT contractor |
| Scanning Oversized Documents (carry forward from 2020) | \$5,000 | Ongoing |

Financial Implications:

None.

Strategic Plan Goals:

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 13, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-13

SUBJECT MATTER: Organics Program – Green Bin Cost Increase

Recommendation(s):

That implementation of the Organics Program be deferred until spring/summer 2024 to permit time to investigate lower cost bin options and ensure there is staffing capacity to properly implement the program.

Purpose:

To update Council on the increased cost for Green Bins for the Organics Program.

Background:

Based on approval to proceed with the Green Bins for the Organics Program, staff have been working with City of St. Thomas staff to move forward with an order. However, we have been informed that the costs for Green Bins is substantially higher than originally advised. This appears due to the company that provides them not being in a position to take orders until 2024. The original estimate was \$54.84/bin or \$54,840 for 1,000. The updated pricing is \$113.76/bin on \$115,130 for 1,012 (quote attached).

Bin Cost Increase Information

From: Shannon, Michelle

Sent: Tuesday, March 7, 2023 1:35 PM

To: Southwold Communications

Subject: FW: Green Cart Order – Quotation From USD Global

Hi Caitlin,

As you'll see below, our regular supplier isn't accepting new orders. They put me in contact with another company who has provided a quote but it's more than what we normally pay.

I would recommend leaving the 12' wheels on to save some money.
Please advise if you'd like me to go ahead with the order.

Michelle Shannon
Waste Management Coordinator
www.stthomas.ca

From: Martin Robitaille
Sent: March 3, 2023 11:31 AM

To: Richard Palu <mailto:richard.palu@iplglobal.com>;
Shannon, Michelle
Subject: RE: Green Cart Order - Quotation From USD Global
Good morning Michelle,

Please find the quotation attached for 1012 bins. As I wrote earlier this morning, the availability is problematic at the moment so we cannot guarantee that the bins will be available before July or August.

Also, our 240L bins comes with 12" rubber wheels standard. Having 10" plastic wheel is an option so there is a saving if the 12" rubber wheels are kept on the bins just to keep in mind.

Let me know if you have questions,

Thank you,

Martin Robitaille
Représentant des Ventes
Sales Representative

De : Richard Palu
Envoyé : 2 mars 2023 14:48
À : Shannon, Michelle
Cc : Martin Robitaille
Objet : RE: Green Cart Order - Quotation From USD Global

Michelle,

Unfortunately, I can't take this order for a new customer due to the capacity issues. Our machines are currently dedicated to existing customers, until we add capacity in 2024.

Fortunately, we have our distributor, USD Global that can supply these carts, and provide you with a quotation. I have Martin at USD on copy, and I'm sure he will contact you shortly.

@ Martin, it is 1 x TL of 240L carts, Green, Euro Grip, 10" Plastic, 2 x stamps (new cart – artwork required).

Thanks,
Richard Palu

Regional Sales Manager

Comments/Analysis:

The funding for the green bins is being requested from the Green Lane Community Foundation. At the February 13th meeting, Council approved proceeding with the purchase prior to Green Lane approval. Based on the increased costs, staff are not in a position to proceed with this purchase without further direction and approvals from Council.

Based on the information, it appears the company that normally produces bins for St. Thomas does not have capacity until 2024, but their distributor USD can source other bins, but at a much higher cost.

Since the Township has limited experience in this area and staffing resources are stretched, we have been working with and relying on expertise from the City of St. Thomas. There may be other bin suppliers, but it will take time and effort to source and determine whether lower costs options are available. We will also need to ensure compatibility with St. Thomas as the organics program equipment operates in both areas. During the pandemic, supply chain issues have also affected Blue Box and Composter supplies due to a resin needed to mold them. While the supplier indicated additional capacity in 2024, staff are unsure of an exact timeline and what the price will be at that time.

While the bins were being funded by Green Lane, it is important to evaluate whether the benefits for the program remain in place at the escalated cost. Based on supply

chain issues and complications with bin procurement, there is concern from staff about being able to implement this program in the summer of 2024. This is further compounded by other high priority projects the Township has committed to (Sanitary Servicing and Development Matters in particular) that require a substantial amount of staff time, in addition to recent staffing changes.

Based on the cost increase and staff time constraints, it is recommended that moving forward with further bin purchase investigation and the organics program be deferred.

Financial Implications:

Additional funding will be needed to proceed with the Organics Program.

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"



USD Global Inc
426 3e Avenue
Lévis, QC
G6W 5M6

Tel: 418-834-4513
Fax: 418-839-7572
R-724079892
1224598111TQ0001
117 261 9786

Sales Quotation

| | |
|-------------|------------|
| Document # | 116530 |
| Customer # | PAR800000 |
| Date | 2023/03/03 |
| Valid Until | 2023/04/03 |

Page: 1 / 1

Sold To

Township of Southwold
9210 Union Road,
Shedden ON
NOL 2E0

Ship To

Township of Southwold
9210 Union Road,
Shedden ON
NOL 2E0

| Your order no. | Sales Rep | Carrier | Terms | Required Date |
|------------------|----------------------|-----------------------------|-----------|---------------|
| M. Shannon 03/03 | - Aucun commercial - | Fast Frate Prepaid & Charge | RECEPTION | |

| Item code | Your code | Description | Ord. qty | Ship qty | BO qty | Unit price | Total \$ |
|-------------|-----------|--|----------|----------|--------|------------|-----------|
| 60216363D8 | | Cart 64 gallons Green IPL Mastercart wheel 12" | 1,012 | | | 96.30 | 97,455.60 |
| 9000010003 | | 2x- Hot Stamp Printing | 1,012 | | | 5.75 | 5,819.00 |
| 9000010010 | | Bins must have 10" plastic wheels | 1,012 | | | 3.80 | 3,845.60 |
| 61891099034 | | Wheel 10" IPL Palstic axle .750 | 2,024 | | | 0.00 | 0.00 |
| 647169 | | Wheel 12" rubber Bore 3/4"-bore lenght 4 1/2 | -2,024 | | | 0.00 | 0.00 |

Total intermédiaire

105.85

107,120.20

| | | | | | | | |
|------------|--|--|---|--|--|--------|--------|
| 9000010004 | | Fee for design / production of Hot Stamp plate | 2 | | | 385.00 | 770.00 |
| | | dock to dock. | | | | | |

Linear Feet:

Total Weight: 36634 Lb

Comments

Sub total 107,890.20
Discount 0.00
Freight 5,248.56
GST/HST 14,708.04

From: Martin Robitaille

Grand total in \$CAD 127,846.80

Please verify the information and contact us should you have any questions or modifications.
Thank you for your order!

COUNCIL HIGHLIGHTS

TUESDAY,
FEBRUARY 28, 2023

IN THIS ISSUE:

Moment of Silence for Harry Mezenberg

Council receives a presentation from the Elgin/St. Thomas Small Business Enterprise Centre

Elgin County Tourism receives Council approval to cruise into summer with new wheels

Council appoints three (3) committee members to the Joint Accessibility Advisory Committee (JAAC)

County Council is one step closer to approving the 2023 Elgin County Budget

Council receives request for extended parking on Bridge Street in Port Stanley

Southwestern Public Health provides County Council with 2023 Budget

MOMENT OF SILENCE FOR HARRY MEZENBERG

County Council observed a moment of silence to honour Past Warden Harry Mezenberg (pictured front row, centre), who passed away on February 16, 2023, at 76.

Mr. Mezenberg served 12 years on Elgin County Council as both Reeve and Deputy Reeve for the Township of Aldborough (1986 to 1997) and as Warden in 1996 and 1997.

He presided over historic discussions pertaining to the amalgamation of Elgin's municipalities that took effect in 1998 and resulted in the structure we have in place today. This was a monumental achievement made possible by Harry's ability to build compromise, respect all points of view, and engage our residents in the process.





COUNCIL RECEIVES A PRESENTATION FROM THE ELGIN / ST. THOMAS SMALL BUSINESS ENTERPRISE CENTRE

County Council received a delegation from the Elgin/ St. Thomas Small Business Enterprise Centre (SBEC) with an overview of their services and where they're headed in 2023 from Mike Kerkvliet, Manager of Business Development & Entrepreneurship.

This update included a breakdown of their funding, a high-level overview of their programs available to local businesses across Elgin and St. Thomas, the impacts of their efforts in 2022, and the announcement of a commercial kitchen at the Horton Farmers' Market, as well as the creation of a Young Entrepreneurs Networking Group.

A copy of the presentation can be found in the February 28, 2023, County Council agenda package or [here](#).

ELGIN COUNTY TOURISM RECEIVES COUNCIL APPROVAL TO CRUISE INTO SUMMER WITH NEW WHEELS

Manager of Economic Development and Tourism, Carolyn Krahn, presented County Council with various vehicle options for the department's new tourism cruiser. Council approved the purchase of a Honda CRV LX with a purchase price not to exceed \$40,000.

A copy of the presentation and mockups of the tourism cruiser can be found in the February 28, 2023, County Council agenda package or [here](#).



COUNCIL APPOINTS THREE (3) COMMITTEE MEMBERS TO THE JOINT ACCESSIBILITY ADVISORY COMMITTEE (JAAC)

The Elgin/Central Elgin Joint Accessibility Advisory Committee was established in 2002 to advise members of Council on the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (IASR).

The Terms of Reference state that the JAAC committee must be comprised of three residents with disabilities, plus a member of the community who is a person interested in issues relating to persons with disabilities (through work, school or caregiver role) or a parent/guardian representing children with disabilities; and the Mayor or Deputy Mayor from Central Elgin. Council appointed Councillor Noble to the JAAC on January 10, 2023.

At its meeting on February 28, 2023, Elgin County Council approved the appointment of George Corrin, Jenn Salverda, and Tom Marks to the JAAC subject to the endorsement from the Municipality of Central Elgin.

COUNTY COUNCIL IS ONE STEP CLOSER TO APPROVING THE 2023 ELGIN COUNTY BUDGET

County Council received an in-depth presentation from the Director of Finance/Treasurer, Jennifer Ford, with several budget options for Council to consider. The preferred choice was Option 1b which maintains project deferrals with no dependence on capital reserve funds, utilizes \$321k of capital project savings and allocates the remaining balance of \$245K to the capital reserve fund for future use.

Council directed staff to prepare a final budget for Council's consideration at its meeting on March 14, 2023.

Members of the public are encouraged to stay up to date on all 2023 Budget action items and documents by visiting www.engageelgin.ca/InvestingInElgin.

A copy of the presentation and all options presented can be found in the February 28, 2023, County Council agenda package or [here](#).



COUNCIL RECEIVES REQUEST FOR EXTENDED PARKING ON BRIDGE STREET IN PORT STANLEY

County Council considered correspondence from the Municipality of Central Elgin requesting that the County approve 3-hour free parking on Bridge Street in Port Stanley.

Council directed staff to provide a follow-up report with respect to parking on Bridge Street in Port Stanley.

SOUTHWESTERN PUBLIC HEALTH PROVIDES COUNTY COUNCIL WITH 2023 BUDGET

Elgin County Council received correspondence from Southwestern Public Health (SWPH) regarding their approved 2023 General Programs and Related Services budgets.

Council directed staff to arrange that Southwestern Public Health provide a delegation regarding 2023 initiatives and to include a follow-up report on 2022 initiatives.

A copy of SWPH's correspondence can be found in the February 28, 2023, County Council agenda package or [here](#).

For the complete February 28, 2023, County Council Agenda Package, please visit the Elgin County [website](#).

From: Kimberly Boughner
Sent: Friday, February 24, 2023 4:24 PM
To: Southwold Communications <communications@southwold.ca>
Cc: Brian Stark
Subject: Rosy Rhubarb Run 2023

Good Afternoon,

I'm sending this e-mail with Brian Stark - President, Rosy Rhubarb Committee, to confirm the support of the Rosy Rhubarb Committee in the Fingal-Shedden Optimist Club hosting the first annual Rosy Rhubarb Run on Sunday, June 11 from 9:00am to 11:00am.

In meeting with the Brian Stark and Keith Orchard who subsequently met with the rest of the committee, members were supportive and had all their questions answered.

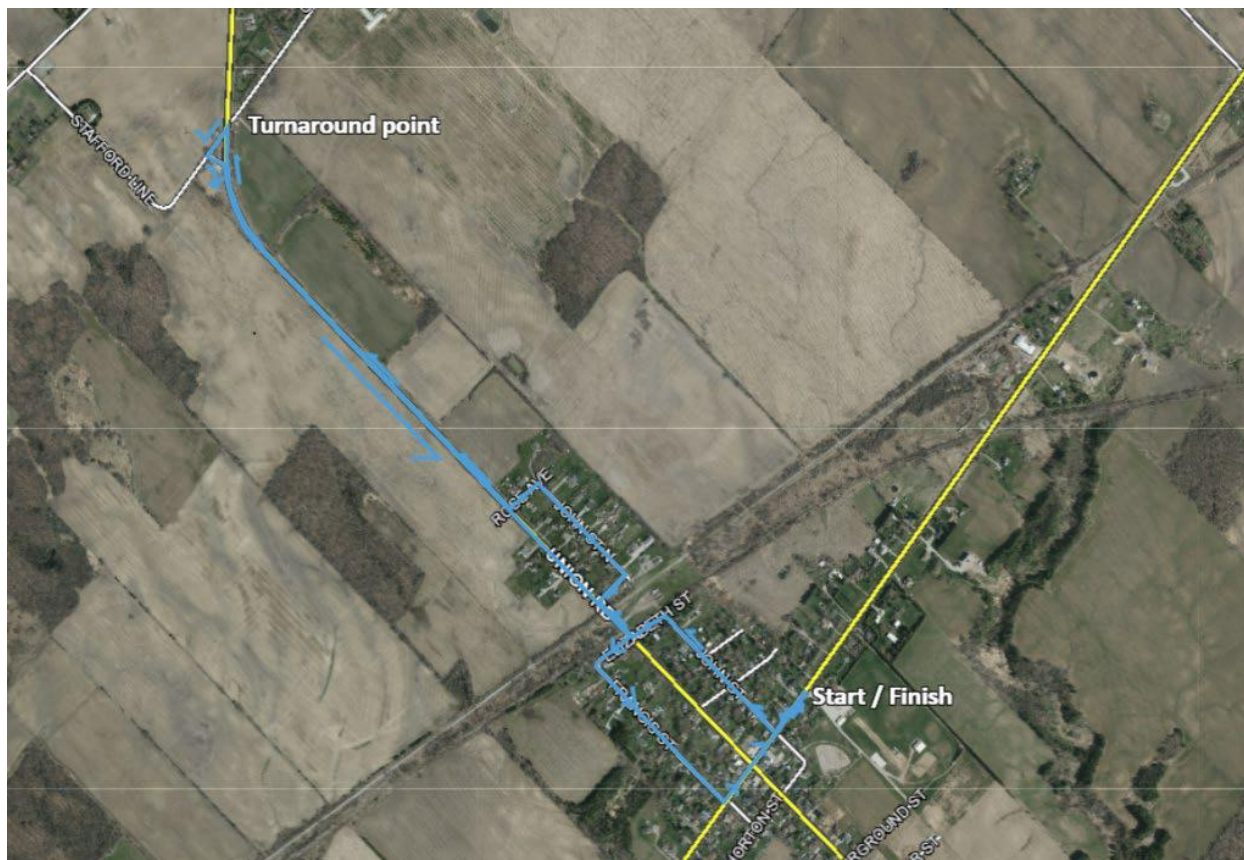
As the event will be held on Sunday, June 11, there will be little to no interruption and will play nicely into the Car Show already being held by the Optimist Club that day.

To date the committee has assisted in finalizing the route, offered an area for the kids fun run, will be loaning pylons for direction, providing rhubarb sauce at the end of the run, bleachers if needed, and perhaps a photo opportunity on the People Mover.

Biran, if I have missed anything, or got something wrong please let me know. This e-mail is to act as a supportive confirmation from Rosy Rhubarb Committee for the Rosy Rhubarb Run.

Thank you.

Kimberly Boughner



From: Brian Stark

Sent: Thursday, March 2, 2023 8:14 PM

To: Southwold Communications <communications@southwold.ca>

Subject: Re: Rosy Rhubarb Run 2023

We do support the Rosy Rhubarb Run and we have offered our help to Kim Boughner

On Tue, Feb 28, 2023, 11:39 AM Southwold Communications <communications@southwold.ca> wrote:

Good Morning Everyone,

Thank you for providing this email.

If I could please get a response from Brian on behalf Rosy Rhubarb, confirming their support, that would be much appreciated.

Caitlin Wight

Deputy Treasurer

Township of Southwold

35663 Fingal Line, Fingal, Ontario, N0L 1K0

Staff Comments:

Council previously approved a Rosy Rhubarb Run in 2020, but the proposal for 2023 is in Shedden (2020 proposal was in Fingal down to the Fingal Wildlife Management Area).

The proposal to conduct the run in Shedden on the morning of Rosy Rhubarb activities raises concerns from staff about parking, traffic volumes, traffic control, runner/pedestrian safety in the area. Staff believe additional information about how traffic and safety issues will be addressed. Based on the information from the 2020 run, it doesn't appear road closures are being requested, but there would be traffic stoppages as required.

The County of Elgin will also need to be consulted on this proposal as many of the roads being used are County Roads, which also includes an EDR.

The organizers will need to provide insurance coverage for the event.

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: *

Shedden Soccer Inc.

Representative's Name: *

Sherri Jones

Is there a secondary contact person for your organization? *

☐ No

☒ Yes

Secondary person's name (first and last)

Lindsay Lackey

Secondary person's contact number:

Secondary person's email address:

Contact Number: *

Email Address: *

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

Date(s) of requested fee waiver: *

April 12, 2023 from 6:30 pm - 9:00 pm

April 29, 2023 from 7:30 am- 5:00 pm

Activity or Event Description

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

Providing outdoor soccer practices and games to youth in Shedden and surrounding communities. Providing information to new and returning families to the program. Providing referee clinic workshop to volunteer referees in the soccer program.

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

Encouraging social interaction and physical activity to youth.

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

Shedden Soccer is run by a group of dedicated volunteers and trying to minimize costs.

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

Not at this time.

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

Keystone is accessible.

Please select the facility that you are requesting a fee waiver for: *

- ☐ Shedden Open Space Park
- ☐ Fingal Heritage Park
- ☐ Fingal Ball Park
- ☐ Talbotville Optimist Park
- ☒ Southwold Keystone Complex

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every aspect. *

- ☒ Agree
- ☐ Disagree

Date: *

3/3/2023



Thank you for your application.

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

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

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

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

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

Ineligibility

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

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



Municipality of
Dutton Dunwich

The Corporation of the Municipality of Dutton Dunwich

March 1, 2023

Jeff Carswell
CAO/Clerk, Township of Southwold
35663 Fingal Line
Fingal ON N0L 1K0

Dear Mr. Carswell,

RE: Water Supply Agreement with Dutton Dunwich at Iona Interconnect

While we can appreciate that the Township of Southwold would like the option to receive water from the Municipality of Dutton Dunwich through the Iona Interconnect, this is not currently outlined in our current service agreement, nor is the Municipality in a position to be able to do so regardless of the agreement.

For the following reasons we believe that it is inappropriate for the Municipality of Dutton Dunwich to feed water to the Township of Southwold through the Iona Interconnect;

1. The current agreement between the Township of Southwold, St. Thomas Secondary Water Supply System, and the Elgin Area Primary Water Supply System does not contain any references within entitling the Township of Southwold to any supply of water from the Municipality of Dutton Dunwich water system for any situation.
2. The "access" in Section 2.4.1 referred to in correspondence from Mayor Jones, is in reference to the SCADA system equipment used and owned by Elgin Area Primary Water Supply System to monitor the flow meter and valve which was "visual only" equipment for monitoring and recording and removed in 2015-2016 approximately. All equipment contained at the Iona Interconnect is owned, operated and maintained by the Municipality of Dutton Dunwich as we are the Drinking Water Authority responsible for the water entering our system.
3. Our Drinking Water License defines license as "this municipal drinking water license for the municipal drinking water system identified in Schedule A of this license" which only covers within the boundaries of the Municipality of Dutton Dunwich and does not give us authority to be responsible for providing water to the Township of Southwold System.
4. Our Drinking Water License also states that "the owner of the drinking water system shall implement risk management measures, as appropriate, to manage any potential threat to drinking water that results from the operation of the drinking water system", and backfeeding to the Township of Southwold distribution system is a significant threat to our system as it is not constructed to feed both Dutton Dunwich and Southwold.
5. Our Drinking Water Permit states that "the maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the



watermain will not result in the exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the license, or the creation of adverse conditions within the drinking water system". Therefore, we are responsible to ensure that our maximum demand is not exceeded and that any modifications or change to the system does not create possible adverse conditions within our system. If while backfeeding from the Dutton Dunwich system to the Southwold system, a fire or main break were to occur in either municipality it would likely create adverse conditions.

6. Our Drinking Water Permit also states that "the watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa [20psi] at ground level at all points in the distribution system under maximum day demand plus fire flow conditions". As mentioned in the previous point, if a fire or main break were to happen during backfeeding to Southwold the Municipality of Dutton Dunwich could not maintain minimum pressure plus fire flow and thus creating adverse conditions in our system, or Southwold's system, or both.

For these reasons the Municipality of Dutton Dunwich respectfully decides that it will not participate in backfeeding the Township of Southwold for any circumstances moving forward.

Sincerely,

Tracy Johnson
CAO/Treasurer



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-19

Being a by-law to authorize a fire protection tanker operations service agreement with Oneida Nation of the Thames

WHEREAS Pursuant to the provisions of the *Municipal Act*, S.O. 2001, S.O. 2001, c. 25, as amended, the parties have enacted By-laws to authorize an agreement between the parties;

AND WHEREAS The *Fire Protection and Prevention Act*, S.O. 1997, c. 4, as amended, authorizes a municipality to provide and/or receive fire protection services to or from other municipalities;

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

1. That the Mayor and CAO/Clerk are authorized to sign on behalf of the Corporation of the Township of Southwold the Fire Protection Tanker Operations Service Agreement with the Oneida Nation of the Thames attached to this By-law as Schedule "A".
2. This agreement come into force and effect on April 1st, 2023.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF MARCH, 2023.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

Fire Protection Tanker Operations Service Agreement

THIS AGREEMENT made in duplicate on the 13th day of March, 2023

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
Hereinafter called the "TOWNSHIP OF SOUTHWOLD" Party of the First Part

AND

THE ONEIDA NATION OF THE THAMES
Hereinafter called the "ONEIDA NATION" Party of the Second Part

WHEREAS Part II, (5) of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997 authorizes a municipality to enter into an agreement with other municipalities to provide and /or receive fire protection services;

AND WHEREAS on occasion the Township of Southwold Fire Department requires assistance from the Oneida Nation Fire Department, or the Oneida Nation Fire Department requires assistance for the Township of Southwold Fire Department;

AND WHEREAS the Township of Southwold is prepared to make available fire protection tanker operations to the Oneida Nation and the Oneida Nation is prepared to make available fire protection tanker operations to the Township of Southwold.

NOW THEREFORE in consideration of the mutual covenants, conditions, and considerations herein contained, the Township of Southwold and the Oneida Nation mutually agree as follows:

1. DEFINITIONS

In this agreement, unless the context otherwise requires,

- 1) Designate means a person who, in the absence of the fire chief, has the same powers and authority as the fire chief.
- 2) Fire chief means the chief of the fire department.
- 3) Fire protection tanker operations services mean that either party's fire department will supply a tanker filled with water along with a minimum of two firefighters to conduct tanker shuttle operations for fire protection purposes to the other party.

2. FIRE AREA

- 2.1 The Township of Southwold and the Oneida Nation will provide reciprocal fire protection tanker operations, as requested by either party.

3. FIRE PROTECTION TANKER OPERATIONS

- 3.1 Any time the Township of Southwold requests Oneida Nation's attendance
- 3.2 Any time Oneida Nation requests the Township of Southwold's attendance.
- 3.3 One (1) tanker apparatus filled with water
- 3.4 A minimum of two (2) firefighters to conduct tanker operations
- 3.5 Interoperable radio communications equipment.
- 3.6 Upon arrival to the incident the tanker and firefighters shall report their status to the Incident Commander and/or Water Supply Officer.
- 3.7 The Township of Southwold Fire Department and the Oneida Nation Fire Department agree to conduct training exercises in Fire Department water supply and tanker operations on a regular basis as

deemed appropriate and as agreed upon between the respective fire chiefs.

- 3.8 The Township of Southwold Fire Department and the Oneida Nation Fire Department agree to notify the other respective party when the fire protection tanker operations services as outlined in this agreement are unavailable for service, outside of normal department operations.

4. FIRE DEPARTMENT AUTHORITY

- 4.1. The Fire Chief, or designate, may refuse to supply the described response to occurrences if such response personnel, apparatus or equipment are required in their respective area.
- 4.2. The Fire Chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to or is at the scene of an incident in the fire area.
- 4.3. The Fire Chief, or designate, shall have full authority and control over any and all activities in which the Fire Department may be engaged in the respective fire area.

5. RESPONSIBILITY

- 5.1. Each party agrees to provide a map of the fire area clearly indicating all readily accessible water sources available for fire protection tanker operations in the fire area.
- 5.2. Each party agrees to maintain all streets and roads in the fire area identifiable by having them clearly marked at all intersections.

6. FEES

- 6.1. In consideration of the availability of reciprocal fire protection tanker operation services between the Township of Southwold and Oneida Nation, no fee for services shall be charged under this agreement.

7. LIABILITIES

7.1. Notwithstanding anything herein contained, no liability shall attach or accrue to the Township of Southwold or Oneida Nation for failing to provide on any occasion, or occasions any of the fire protection tanker operations services provided in this agreement.

7.2. No liability shall attach or accrue to the Township of Southwold or Oneida Nation by reason of any injury or damage sustained by personnel, apparatus or equipment while engaged in the provision of tanker operations for the purpose of fire protection.

8. INSURANCE

8.1 Both parties shall obtain and maintain throughout the term, including and all renewal periods, insurance coverage to a minimum of \$5, 000, 000.00 with a clause naming the other party as an additional insured. A certified copy of the insurance from each party shall be delivered upon execution of this agreement and copies of any and all renewals shall forthwith be provided to both parties. The insurance shall not be cancelled to changed without first giving a minimum of 30 days' prior written notice.

9. SEVERABILITY

9.1 In the event that any covenant, provision or term of this agreement should at any time be held by any competent tribunal to be void or unenforceable, then the agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this agreement which shall remain in full force and effect mutatis mutandis.

9.2 The parties hereto agree that they shall pass all necessary by-laws to give full force and effect to this agreement.

10. TERMINATION AND AMENDMENTS

10.1 The parties agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of ninety (90) days notice of the proposed amendments(s).

10.2 This Agreement shall be in force for a period of three (3) years commencing on April 1, 2023. Thereafter, it shall be automatically

renewed each year unless either party wishes to cease participating in this agreement, in which case; one (1) year written notice must be given to the other party. Any written notice given as aforesaid shall terminate this agreement as of the 31st day of December of the following year in which the notice is given.

IN WITNESS WHEREOF each of the parties has affixed its corporate seal by hand of the proper officials.

THE CORPORATION OF THE TOWNSHIP
OF SOUTHWOLD

per: _____

Name: Grant Jones

Position: Mayor

(SEAL)

per: _____

Name: Jeff Carswell

Position: CAO/Clerk

We have the authority to bind the Corporation

ONEIDA NATION OF THE THAMES

per: _____

Name: J. Todd Cornelius

Position: Chief

(SEAL)

per: _____

Name: Pam Tobin

Position: CEO



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-20

Being a By-Law to amend User Fees – Planning Fees By-law No. 2021-73

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

AND WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended, enables a municipality to establish fees for the processing of applications made in respect of planning matters;

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

1. That Schedule "A" to By-law No. 2021-73 be amended by deleting Items 4.04, 4.05, 4.06, 4.08, 4.12 and 4.27 and substituting therefore the following:

| Item # | Category | Sub-Category | Item | Fee |
|--------|----------|----------------|---|------------|
| 4.04 | Planning | Minor Variance | Minor Variance Application (section 45(1) to 45(3) of the Planning Act) | \$900.00 |
| 4.05 | Planning | Official Plan | Official Plan Amendment Application (includes planning report) | \$1,750.00 |
| 4.06 | Planning | Zoning | Zoning By-Law Amendment Application (includes planning report) | \$1,350.00 |

| | | | | |
|------|----------|---------------------|---|------------|
| 4.08 | Planning | Zoning | Temporary Use By-Law (Section 39 and 39.1 of the Planning Act) | \$1,125.00 |
| 4.12 | Planning | Severance | Application for Consent/Severance/Valid ation of Title (Sections 53 and 57 of the Planning Act) | \$575.00 |
| 4.27 | Planning | Part Lot Control | Application for Part Lot Control | \$800.00 |

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 13TH DAY OF MARCH, 2023.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg
Legislative Services Department
Victoria Hall
55 King Street West
Cobourg, ON K9A 2M2

Brent Larmer
Municipal Clerk/
Director of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

SENT VIA EMAIL

March 2, 2023

David Piccini, Member of Provincial Parliament
Hon. Doug Ford, Premier
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Merrilee Fullerton, Minister of Children, Community and Social Services
Hon. Sylvia Jones, Minister of Health

Re: Town of Cobourg Resolution – Homeless and Unsheltered Persons

At a meeting held on February 27, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #045-23:

Homeless and Unsheltered Persons

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Adam Bureau

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and



THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg
Legislative Services Department
Victoria Hall
55 King Street West
Cobourg, ON K9A 2M2

Brent Larmer
Municipal Clerk/
Director of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

045-23

Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at blarmer@cobourg.ca or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer
Municipal Clerk/Director of Legislative Services
Returning Officer
Legislative Services Department





The Corporation of the Town of Cobourg

Resolution

| | | |
|--------------------------|-------------------------------|------------------------|
| Moved By | Deputy Mayor Nicole Beatty | Resolution No.: |
| Last Name Printed | BEATTY | 045-23 |
| Seconded By | Councillor Adam Bureau | Council Date: |
| Last Name Printed | BUREAU | February 27, 2023 |

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

Recorded vote requested by Councillor Adam Bureau

| | For | Against | Absent |
|----------------------------|------------|----------------|---------------|
| Councillor Adam Bureau | X | | |
| Councillor Aaron Burchat | X | | |
| Councillor Brian Darling | X | | |
| Councillor Miriam Mutton | X | | |
| Councillor Randy Barber | X | | |
| Mayor Lucas Cleveland | | X | |
| Deputy Mayor Nicole Beatty | X | | |
| TOTAL: | 6 | 1 | |

**MUNICIPALITY OF CENTRAL ELGIN
NOTICE OF PASSING
CONCERNING PROPOSED ZONING BY-LAW AMENDMENT**

37719 Lake Line



TAKE NOTICE that the Council of the Corporation of the Municipality of Central Elgin passed By-law No. 2766 on the 27th day of February, 2023 pursuant to Section 34(18) of the Planning Act, R.S.O. 1990 as amended.

The subject lands are located south of Lake Line, west of the Carlow Road in the Community of Port Stanley and have a total lot area of approximately 12.8 hectares (31.63 acres). They may be legally described as Part of Clergy Reserve Lot "D", North of the Lake Road, and Part of James Begg Lots 14 & 15, Registered Plan No. 20 (MIDD), and Part of Road Allowance Between Lots 14 & 15, North of the Lake Road, and All of Lot "T", Registered Plan No. 39, in the Municipality of Central Elgin. The lands are shown on the Key Map.

The purpose of the application is to rezone the lands to permit an associated Draft Plan of Subdivision (File No. 34T-CE2101) that has been submitted to the County of Elgin. The effect of the amendment would be to change the existing zoning on the lands to allow for the development of 97 residential units comprised of 70 single-detached lots, 9 semi-detached lots (18 units) and 2 townhouse lots (9 units). Specifically, the lands are to be rezoned Open Space to reflect the natural heritage and natural hazard features on the site and a residential zone to permit the single-detached and semi-detached development, as well as a site-specific zone for the townhouse units.

In coming to its decision, Council considered the planning report prepared by staff and the comments raised by the public at the public meeting with respect to conversion of natural heritage and natural hazard lands; flood plain and safety; proposed density and access; and, environmental impacts and climate change.

AND TAKE NOTICE that any person or public body may appeal to the Local Planning Appeals Tribunal with respect to the By-law by filing with the Clerk of the Corporation of the Municipality of Central Elgin, not later than the 24th day of March, 2023 a notice of appeal, setting out the reasons for the appeal, and must be accompanied by the fee required by the Tribunal.

Only individuals, corporations and public bodies may appeal a by-law to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submission to the council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

The complete By-law is available for inspection daily, from Monday to Friday, during regular office hours, at the Clerk's Office.

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendment is available for inspection daily, Monday to Friday, 9:00 A.M. to 4:00 P.M. at the Municipal Offices and at the Central Elgin Planning Office, 9 Mondamin Street, St. Thomas.

DATED at the Municipality of Central Elgin, this 4th day of March, 2023.

Key Map (not to scale):



Dianne Wilson, Deputy Clerk
Municipality of Central Elgin
450 Sunset Drive, 1st Floor
St. Thomas, Ontario
N5R 5V1
(519) 631-4860, Ext. 286

MUNICIPALITY OF DUTTON DUNWICH
Council Meeting

Resolution Number 2023.07.35
Date: March 8, 2023

Moved by: H. Dryfhout
Seconded by: C. Pemberton

WHEREAS the Province of Ontario review the Provincial Policy Statement, 2020 (PPS) under the Planning Act; and
WHEREAS unique situations include land that is unfarmable, where habitable dwelling had existed but due to uncontrollable situations, the dwelling had been removed or where property had merged on title unintentionally; and
WHEREAS opportunities to create residential lots in the prime agricultural area will help to ensure the sustainability of the rural area while still protecting the farmable land.
NOW THEREFORE the Council of the Municipality of Dutton Dunwich requests that as part of the review of the Provincial Policy Statement, more flexibility be provided to lower and upper tier municipalities as part of lot creation (S 2.3.4) to permit for new buildable residential lots in the prime agricultural area, when there are unique situations; and
FURTHER THAT a copy of this resolution be forwarded to Rob Flack, MPP, Karen Vecchio MP, Elgin County, and its lower-tier municipalities.

Motion: CARRIED



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2023-21

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 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 Regular Meeting of Council held on March 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 MARCH, 2023.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell