



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

## **- A G E N D A -**

**Monday March 27, 2023**

### **REGULAR MEETING OF COUNCIL**

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

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION OF MINUTES**

- (a) Draft Minutes of Regular Council Meeting of March 13, 2023
- (b) Draft Minutes of the March 13, 2023 Court of Revision for the A & C Jones Drain 2022
- (c) Draft Minutes of the Southwold Young at Heart Committee Meeting of March 16, 2023
- (d) Draft Minutes of the Communities in Bloom Committee Meeting of March 22, 2023

**5. DELEGATION**

- (a) **7:30 p.m. Elgin Group Police Services Board 2023 Update and Mark Loucas, OPP 2022 Year End Report.**

**6. DRAINAGE**

- (a) DRA 2023-06 A & C Jones Drain 2022 Tender Results
- (b) Petition for Drainage Works – Section 4 – Talbot Meadows Drain

**7. PLANNING**

- (a) PLA 2023-10 Consent Application E11-23 D. and J. Dubyk C/O H. Button, Gunn & Associates, 34690 Third Line

**8. REPORTS**

- (a) ENG 2023-14 Sidewalk Reconstruction Program Tender Award
- (b) FIN 2023-05 2023 Annual Repayment Limit
- (c) FIN 2023-06 2022 Development Charges Summary

- (d) FIN 2023-07 County Roads 2022 Summary
- (e) CAO 2023-16 Strategic Plan Exercise
- (f) County Council Highlights – March 14, 2023

**9. CORRESPONDENCE**

- (a) Fee Waiver Request – VON

**10. BY-LAWS**

- (a) By-law 2023-13, being a by-law to provide for drainage works, A & C Jones Drain 2022, 3<sup>rd</sup> and final reading.
- (b) By-law No. 2023-22, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 27, 2023

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

- (a) Municipality of North Perth Resolution RE: School Bus Stop Arm Cameras

**12. CLOSED SESSION**

- (a) The security of the property of the municipality or local board (section 239(2)(a)) – IT Security Review
- (b) 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)) – Sanitary Servicing Options

**13. ADJOURNMENT:**

**NEXT REGULAR MEETING OF COUNCIL**

**Tuesday April 11, 2023 @ 7:00 P.M.**

**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday March 13, 2023  
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Jeff McArthur, Director of Emergency Services/Fire Chief  
Brent Clutterbuck, Drainage Superintendent  
Paul Van Vaerenbergh, Public Works Superintendent  
Kevin Goodhue, Water/Wastewater Compliance Superintendent  
June McLarty, Corporate Services Clerk

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

**ADDENDUM TO AGENDA:** None

**DISCLOSURES:** None

#### **ADOPTION OF MINUTES:**

#### **Council Minutes – Adopt**

**2023-88      Councillor Fellows – Councillor Emons**  
**THAT** the Minutes of the Regular Council Meeting of February 27, 2023  
are hereby adopted.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## **Committee Minutes – Review**

### **2023-89 Councillor Fellows – Councillor Adzija**

**THAT** Council has reviewed the draft Committee Minutes of the Southwold Communities in Bloom meeting of February 28, 2023.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

### **2023-90 Councillor Emons – Councillor Fellows**

**THAT** Council has reviewed the draft Committee Minutes of the Talbotville Station Technical Advisory Committee Meeting of February 28, 2023.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## **DRAINAGE:**

### **COURT OF REVISION – A & C Jones Drain 2022**

**In attendance:** J. Hampson

### **Members – Court of Revision A & C Jones Drain 2022**

**2023-91 Councillor Emons – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold appoints Sarah Emons as Chair, John Adzija, and Scott Fellows as members of the Court of Revision for the A & C Jones Drain 2022.

**AND THAT** Council adjourn and form Court of Revision for the A & C Jones Drain 2022 at **7:04 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

**Adjournment Court of Revision – A & C Jones Drain 2022**

**2023-92 Councillor Fellows – Councillor Adzija**

**THAT** the Court of Revision for the A & C Jones Drain 2022 adjourns at **7:07 p.m.;**

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

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	

**CARRIED**

Mayor Jones acknowledged the passing of West Elgin Mayor and County Deputy Warden Duncan McPhail.

**REPORTS:**

**DRA 2023-05 Railways and the Drainage Act**

**2023-93 Councillor Emons – Deputy Mayor Pennings**

**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.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

### **FIR 2023-02 Activity Report – January and February**

Jeff McArthur presented this report to Council.

### **FIR 2023-03 Tanker Agreement**

#### **2023-94 Deputy Mayor Pennings – Councillor Emons**

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

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## **FIN 2023-04 Section 357/Tax Incentive Approval Applications**

### **2023-95 Councillor Adzija – Councillor Fellows**

**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.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

### **ENG 2023-13 Activity Report – February 2023**

Paul Van Vaerenbergh presented this report to Council.

### **CBO 2023-04 Activity Report – February 2023**

This report was presented to Council

### **CAO 2023-11 Strategic Plan Annual Update – 2022**

### **2023-96 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council receives this report as information.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	

**CAO 2023-12 Activity Report – February 2023**

Jeff Carswell presented this report to Council.

**CAO 2023-13 Green Bin Cost Increase****2023-97 Councillor Emons – Councillor Fellows**

**THAT** Council directed staff to further investigate options to purchase green bins.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED****County Council Highlights – February 28, 2023**

Mayor Jones presented this report to Council.

**CORRESPONDENCE:****Rosy Rhubarb Run****STAFF DIRECTION**

Staff was directed by Council to contact Kim Boughner to advise her that she will need approval from Elgin County for the route of the run. A traffic safety plan, insurance, a road closure plan and an approximate number of participants will also be needed.

**Fee Waiver Request – Shedden Soccer****2023-98 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold approves the \$155.00 fee waiver request from Shedden Soccer for the use of the Keystone Complex Meeting Room on April 12 and 29, 2023.



Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

### **Iona Interconnect Authority Letter from Municipality of Dutton Dunwich**

#### **2023-99 Councillor Emons – Councillor Adzija**

**THAT** Council of the Township of Southwold receives the letter from the Municipality of Dutton Dunwich, and:

**THAT** a copy of the letter be forwarded to the St. Thomas Area Secondary Water Supply System Joint Board of Management for consideration.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

### **DELEGATION:**

**8:00 p.m. – 8:30 p.m.**

**OCWA – Mark Harris, Matthew Belding, Robin Trepanier**

### **OCWA 4<sup>th</sup> Quarter Reports**

#### **2023-100 Councillor Emons – Councillor Adzija**

**THAT** Council of the Township of Southwold hereby receives the reports from Matthew Belding and Mark Harris, OCWA re: The Southwold Water Distribution System 4<sup>th</sup> Quarter Operations Report and the Talbotville Wastewater Treatment Plant 4<sup>th</sup> Quarter Operations Report for information purposes.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## **OCWA Annual Report**

### **2023-101 Councillor Fellows – Councillor Adzija**

**THAT** Council of the Township of Southwold hereby receives the report from Matthew Belding, OCWA re: Southwold Distribution Section 11 Annual Report, Southwold Distribution, for information purposes.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## **BY-LAWS:**

- By-law No. 2023-19, being a By-law to enter into a fire protection tanker operations agreement with Oneida Nation of the Thames
- By-law No. 2023-20, being a By-law to amend User Fees – Planning Fees in By-law No. 2021-73

## **By-laws**

### **2023-101 Councillor Emons – Councillor Adzija**

**THAT** By-law Nos. 2023-19 and 2023-20 be read a first and second time, considered read a third time and finally passed this 13<sup>th</sup> day of March 2023.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## OTHER BUSINESS:

Council reviewed the items under Other Business

### Appointment to Southwold Communities in Bloom Committee

#### 2023-102 Councillor Emons – Deputy Mayor Pennings

**THAT** Council approves the recommendation from the Southwold Communities in Bloom Committee to appoint Shannon Worotny and Heidi Hering as members of the committee.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## CLOSED SESSION:

#### 2023 –103 Deputy Mayor Pennings – Councillor Emons

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

- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239(2)(c)) – Unopened Road Allowance Properties
- 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

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

## Adjournment of Closed Session

### 2023-104 Deputy Mayor Pennings – Councillor Emons

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

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

### STAFF DIRECTION

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

### BY-LAW:

- By-law No. 2023-21, 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

### Confirming By-law

### 2023-105 Councillor Adzija – Deputy Mayor Pennings

**THAT** By-law No. 2023-21 be read a first and second time, considered read a third time and finally passed this 13<sup>th</sup> day of March 2023.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

**ADJOURNMENT:**

**2023-106 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:53 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

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Mayor  
Grant Jones

\_\_\_\_\_  
CAO/Clerk  
Jeff Carswell



## **Meeting of the Court of Revision**

**A and C Jones Drain 2022**

**Monday March 13, 2023**

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

### **DRAINAGE:**

### **COURT OF REVISION – A & C Jones Drain 2022**

**In attendance:** J. Hampson

### **Members – Court of Revision A & C Jones Drain 2022**

**C of R 2023-01      MOVED BY:** Sarah Emons  
**SECONDED BY:** Justin Pennings

**RESOLVED THAT** Council of the Township of Southwold appoints Sarah Emons as Chair, John Adzija, and Scott Fellows as members of the Court of Revision for the A & C Jones Drain 2022.

**AND THAT** Council adjourn and form Court of Revision for the A & C Jones Drain 2022 at **7:04 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

**C of R 2023-02      MOVED BY:** John Adzija  
**SECONDED BY:** Scott Fellows

**RESOLVED THAT** the Court of Revision for the A & C Jones Drain 2022 is called to order.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	

**CARRIED**

Chairperson Sarah Emons stated that this is the Court of Revision as required by the Drainage Act to afford any person assessed in the A & C Jones Drain 2022 provisionally adopted by By-law No. 2023-13 on February 13, 2023.

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

The Clerk, Jeff Carswell responded yes, on February 16, 2023 all parties required to be notified under Section 46 of the Drainage Act were sent by regular mail or email a copy of the provisionally passed By-law and a Notice of the Sitting of the Court of Revision.

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

The Clerk responded, no.

**C of R 2023-03      MOVED BY:** Scott Fellows  
**SECONDED BY:** John Adzija

**RESOLVED THAT** the Court of Revision adopts the assessment schedule contained in the report dated December 12, 2022 for the A & C Jones Drain 2022

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	

**CARRIED**

**C of R 2023-04**    **MOVED BY:** Scott Fellows  
**SECONDED BY:** John Adzija

**RESOLVED THAT** the Court of Revision for the A & C Jones Drain 2022 adjourns at **7:07p.m.**;

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

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	

**CARRIED**

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Chairperson

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Secretary-Treasurer





## Southwold Young at Heart Committee Meeting Minutes

Thursday March 16, 2023

Council Chambers, Fingal/Via Video Link

Time meeting started: 1:39 p.m.

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

**Regrets:** None

### 1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

### 2. Approval of the Agenda

Resolution No. 2023-04      Moved by: Karen Auckland  
Seconded by: Ida Martin

RESOLVED that the agenda of the March 16<sup>th</sup>, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

### 3. Approval of Minutes

Resolution No. 2023-05      Moved by: Deb Logghe  
Seconded by: Trudy Kanellis

RESOLVED that the minutes of the January 19<sup>th</sup>, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

#### **4. Valentine's Dinner Recap**

We received a lot of good feedback from those who received the Valentine's dinner. The new caterer was good and easy to work with. The dessert was excellent. We need to advertise on the sign at the complex. Deb is willing to call the residents again to see if they want to reserve a meal at our next dinner event. The maple syrup was greatly appreciated. Overall, everything went smoothly.

#### **5. Financial Statement**

June provided an updated financial statement to the committee.

#### **6. In-person Events**

Residents will be notified that we are planning to start, once again, the in-person events at the complex. The first one will be held on Thursday September 14, 2023, from 1:00 p.m. – 3:00 p.m. at the complex. We will do a survey at the summer picnic to see who may be interested.

#### **7. Future Events**

- **Summer Picnic**

The summer picnic will be held on Thursday June 29. Music will be provided by Pete Sheridan. The Streeter Food Truck will be providing the meal. Residents will have a choice of a hamburger or hot dog. French fries will be the side dish and an ice cream bar novelty will be dessert. Drink choices are iced tea, lemonade or water. Confirmation will need to be made on whether the drink will be in containers, cans or bottles. We will do a separate station for condiments. Deb will confirm with The Streeter on the menu. We will use a 3 ticket colour coded system for orders. One ticket for main course, one ticket for a drink and one ticket for dessert. Committee members are to arrive at 11:00 a.m. and The Streeter at 11:30 a.m.

- **Nature Walk**

The nature walk with Gord Longhurst at the Fingal Wildlife Management will begin at rain or shine. The walk will be held rain or shine. Participants will need to dress for the weather.

- Thursday October 12, 2023 will be a Thanksgiving drive-thru dinner. The Streeter will caterer.
- If we have enough interest an in-person event will be held on Thursday November 9<sup>th</sup>, 2023 from 1:00 p.m. – 3:00 p.m. at the complex.
- The Christmas dinner will be held on Thursday December 14, 2023. Hopefully this will be an in-person dinner.

## **8. Other Business**

No other business was discussed.

## **9. Adjournment and Next Meeting**

Resolution No. 2023-06 Moved by: Sharon Hinz  
Seconded by: Trudy Kanellis

RESOLVED that the meeting be adjourned at **2:38 p.m.** to meet again at **1:30 p.m.** on **June 8, 2023** in person in Council Chambers at the Township office or virtually via Webex.

DISPOSITION: Carried



## MINUTES

### CIB COMMITTEE

@ 10:30 a.m.

March 22, 2023

Council Chambers, 35663 Fingal Line



Attendees: Shelley Smith  
Christine McArthur  
Dave Nichols  
Heidi Hering  
Karen Graff  
Cathy Koyle  
Shannan Worotny  
June McLarty, Staff Resource

Regrets: Grant Jones, Jo-Anne Stinson-Cummings

Meeting called to order at 10:32 a.m. in Council Chambers.

**2023-06 Moved by: Dave Nichols – Seconded by: Heidi Hering**

**RESOLVED THAT** the minutes of the February 28<sup>th</sup>, 2023 meeting be approved.

**Carried**

**2023-07 Moved by: Heidi Hering – Seconded by: Dave Nichols**

**RESOLVED THAT** the agenda for March 22<sup>nd</sup>, 2023 be approved with the addition of the trees in the Memorial Park in Shedden and the volunteer appreciation evening.

**Carried**

**Purchase of Pots for Step Boxes and Flowers**

**2023-08 Moved by: Dave Nichols – Seconded by: Shannan Worotny**

**RESOLVED THAT** the Communities in Bloom Committee plant the flowerpots themselves and purchase 50 pots at a cost of \$12.99 each.

**Carried**

**Flower Sign Box – North Shedden**

Karen reported that A. Kisiel has volunteered to help maintain the flower boxes.

**2023-09 Moved by: Dave Nichols – Seconded by: Shannan Worotny**  
**RESOLVED THAT** the Communities in Bloom Committee proceed with the design of a new flower box for the Shedden sign, north: and

**THAT** the cost of the sign does not exceed \$1000.00.

**Carried**

### **Memorial Park in Shedden**

The Communities in Bloom Committee will remove some of the small seedlings around the Memorial Park. The seedlings will be potted and sold at the plant sale in May.

### **Volunteer Appreciation Evening**

The Volunteer Appreciation Evening will be held on Wednesday August 30 at the Fingal Ball Park. More details will be discussed at the next meeting.

### **Other Business**

The March Break event at the library went well. They were 10 participants. There may be some interest in hosting more workshop about planting for kids.

### **Adjournment**

**2023-10 Moved by: Shannan Worotny – Seconded by: Karen Graff**  
**RESOLVED THAT** the meeting of the Community in Bloom Committee be adjourned at **11:30 a.m.** to meet again on **Wednesday June 21<sup>st</sup>, 2023** at **10:30 a.m.**

**Carried**

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Shelly Smith - Chair

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June McLarty – Staff Resource

Elgin Group Police Services Board

# Reporting On Our Progress



SPRING 2023

Inspector Mark Loucas, Detachment Commander

David Jenkins, PSB Chair

Carolyn Krahn, PSB Secretary-Administrator

# Agenda

Part 1: Detachment  
Update from Inspector  
Mark Loucas

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Part 2: Elgin County OPP  
2022 Annual Report

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Part 3: Police Services  
Board Update

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# Update from Inspector Loucas



# Elgin County OPP 2022 Annual Report

Crime Prevention	Increased Traffic and Public Safety on Roadways, Waterways and Trails	Enhanced Relationships with Local Municipalities, Policing Partners and Local Community Supports
.....	.....	.....
Crime Management Plan	Traffic Management Strategy	Community Policing Committees
Community Street Crimes Unit	ATV/Marine Patrols	Community Mobilization and Engagement
Intelligence Led Policing	Traffic Management Unit	Community Safety Officer/Media Officer

Elgin Group Police Services Board

# PSB Update

2023 Police Services Board

David Jenkins, Chair

Provincial Appointee

Trudy Kanellis, Vice-Chair

Provincial Appointee

Dominique Giguère

Municipal Appointee, Eastern Elgin

Andrew Sloan

Municipal Appointee, Central Elgin

Ida McCallum

Community Representative, Western Elgin

Carolyn Krah

Secretary-Administrator

# PSB Update

## Community Safety and Policing Act (CSPA)

Section 10 (OPP) Agreements will be terminated and Section 10 (OPP) Boards will be dissolved.

Section 10 municipalities were required to submit a proposal indicating the preferred composition for their new OPP detachment boards.

On behalf of the participating municipalities, the Secretary-Administrator submitted an application for status quo board composition in June 2021:

- one (1) elected representative appointed by resolution from Eastern Elgin, alternating every three (3) years between the Township of Malahide and the Municipality of Bayham;
- one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a three (3) year term;
- one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich, and the Municipality of West Elgin for a three (3) year term; and
- two (2) persons appointed by the Lieutenant Governor in Council.

# Next Steps

- 1

Ministry Approval of Board Composition
- 2

Establish New OPP Board
- 3

Review Board Member Compensation
- 4

Establish Board Budget

# Feedback

- We want to hear from you!

# Elgin County OPP 2022 Annual Report



*"Committed to public safety, delivering proactive and innovative policing in partnership with our communities"*



### Elgin Group Police Services Board

**Chair: Sally Martyn  
Ida McCallum  
Trudy Kanellis  
Dan Froese  
Dave Jenkins  
CAO: Julie Gonyou**

Our Elgin Group Police Services Board is extremely appreciative of how responsive our members have been responding to traffic complaints and all of the diverse calls for service within Elgin County during this busy year. Chair Sally Martyn transitioned out of her role as chair of the Police Services Board at the end of 2022, and we wish to thank her for the support and dedication she demonstrated towards enhancing community safety in Elgin County.

### Detachment Commander



**Inspector Mark Loucas**

I am very pleased to be your Detachment Commander and on behalf of each of you, the dedicated officers and staff of the Elgin County OPP Detachment, it gives me great pleasure to present the 2022 Annual Report. This report will showcase the high level of commitment that the Elgin County OPP has brought to all municipalities within Elgin County.

Elgin officers and administrative staff have worked in partnership with numerous stakeholders, partners, community groups, and services throughout the year to help us achieve our organizational commitments. Several significant, provincial protests created unique and unprecedented challenges which caused us to reflect and adjust how we conducted daily operations. Additionally, the completion of the amalgamation between the Chatham-Kent and Elgin Detachments has further strengthened our operational capacity and has significantly improved the availability of resources and equipment.

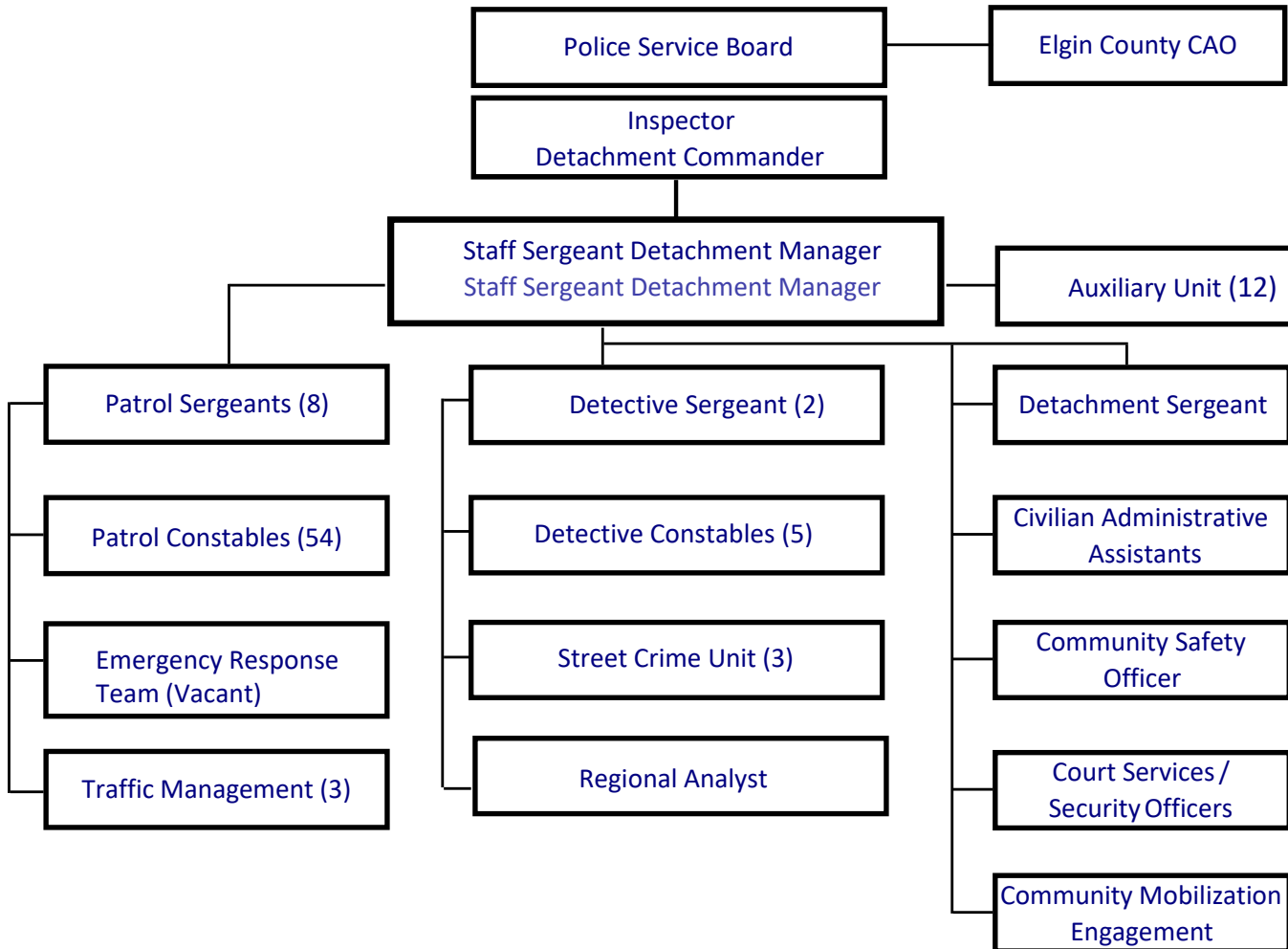
In 2022, our policing priorities were focused on achieving the key commitments from our 2020-2022 Detachment Action Plan, which included crime prevention, increased traffic and public safety on our roadways, waterways, and trails, and enhanced relationships with our municipalities, policing partners, and local community supports/resources. As we prepare our 2023 Detachment Action Plan, we will build upon our past successes while incorporating organizational commitments with local community priorities to reflect a responsive and inclusive service delivery model.



# Organization



## ELGIN COUNTY OPP



Elgin County OPP Detachment staffing numbers increased in 2022 as a result of an amalgamation with the Chatham-Kent OPP Detachment. Further, the anticipated results from the Provincial Service Delivery Model are extremely positive and will result in increased staffing for our detachment. The final results will be shared once they are officially released.





## Elgin County Auxiliary Unit 2022 Year in Review

The Elgin Auxiliary Unit has an operational capacity of 14 members. Since March 16, 2020, the majority of members within the OPP Auxiliary Program were stood down from active duty, while the organization addressed COVID-19 restrictions. On June 8, 2020, the Auxiliary program began implementing a three-phased approach for its members to begin returning to active duty. Due to the resurgence of COVID 19 member's attendance and assistance was limited. Several members were successful in achieving full-time status and others departed the program for personal reasons. A plan to actively recruit members to the unit commenced in late December and will continue into the new year.



PC Alexandria CULLEN was presented with the Keirstead Award for Outstanding contributions to the OPP Auxiliary Program. (Pictured with Insp LOUCAS and PC WIEBE)



# Business Planning



## **2020 - 2022 Action Plan**

Our Annual Business Plan has been changed to a three-year Action Plan to coincide with the new OPP three-year Strategic Plan. Our 2020 - 2022 Action Plan priorities as identified with community and Police Service Board consultation are:

### **1. Crime**

- To prevent and investigate property crime.
- Continued support and engagement in the intelligence-led policing-crime abatement strategy. (ILP-CAS).
- Work in collaboration with local community resources/groups to facilitate a trusted and victim-centered approach in our processes, policies, and programs.

### **2. Traffic**

- Concentrating on “The Big Four” causal factors of fatal, personal injury, and property damage collisions which include: impaired driving, speeding/aggressive driving, inattentive/distracted driving, and seat belt use.
- To sustain a continuous and year-round focus on the causal factors of motorized vehicle collisions on our roadways, waterways, and trails.

### **3. Other**

- Streamline collision reporting through the implementation of a Detachment Collision Reporting Centre (CRC).
- Identify and implement co-response options such as our Mental Crisis Response Team (MCRT) for non-police-related demands for service.
- Develop and finalize a transfer of care protocol with the St. Thomas Elgin General Hospital (STEGH).

## **Crime Management Plan**

Elgin County Detachment has a comprehensive Crime Management Plan that is administered through the leadership of Regional Detective Sergeant Victoria Loucks. The Crime Unit includes five detectives assigned to major case investigations and three detectives assigned to the Community Street Crime Unit (CSCU). The CSCU is responsible for investigating property crimes and drug investigations. The Domestic Violence Investigator position was vacated in 2022 and a process is being established to replace this member.

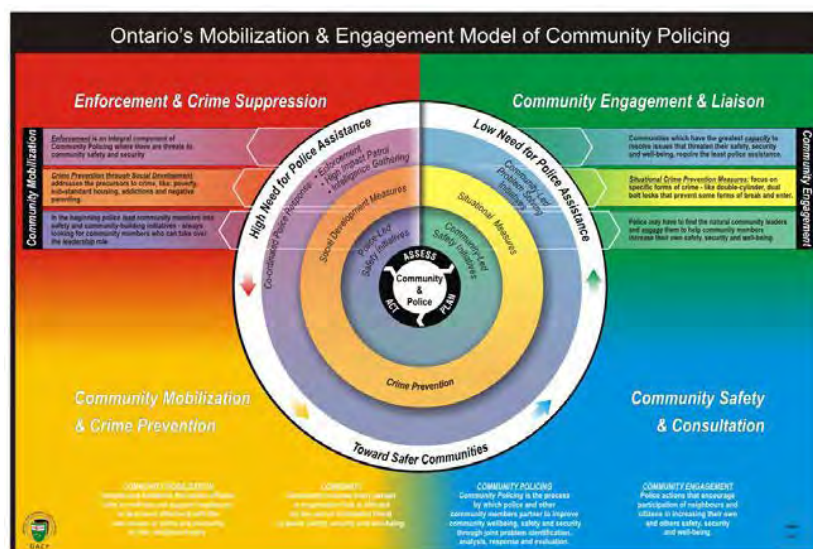
The Crime Unit is responsible for oversight and investigation of all serious crimes that occur in our detachment area. The foundation of the plan supports the OPP Results Driven Policing methodology and focuses on public safety through crime prevention and investigative excellence.

## Traffic Management Strategy

Elgin County Detachment has developed a Traffic Management Strategy with a goal of reducing motor vehicle collisions, specifically those that result in injury and death. Our focus in 2022 continued to be enforcement and education around aggressive driving, impaired driving, seat belt use, and distracted driving. These four driving habits are within complete control of the driver and together can have the largest impact on road safety. Elgin County Detachment continues to employ a Traffic Management Unit (TMU) responsible for enhanced traffic enforcement within Elgin County. Our TMU is dedicated to responding to community-identified traffic issues as well as issues identified through analysis by our Regional Analyst and the Focused Patrol Program. The unit continues to utilize speed measuring devices to capture data and coordinate responses to traffic concerns.

## Community Policing Committees

Elgin County OPP is very fortunate to have a strong, well-established network of Community Policing Committees to represent the municipalities we serve. We work in partnership with our committees to identify and resolve issues of crime and traffic concerns that are identified by the community. Additionally, our committee members volunteer countless hours of their time to support many community initiatives; particularly those that assist children, the elderly, and vulnerable groups. Elgin County has Community Policing Committees located in West Elgin, Southwold, Dutton- Dunwich, Port Stanley, Belmont, Malahide, and Bayham. Elgin County OPP is very appreciative of the hard work all of our committees do to support their community and the OPP. Although hampered by the COVID-19 pandemic, we continue to liaise with our committees using the Ontario Mobilization & Engagement Model of Community Policing. Additionally, all of our committees are now using the model as a guide to assist them in setting priorities and objectives.



## **Community Mobilization and Engagement**

### **What is Community Mobilization and Engagement?**

Elgin County OPP follows Ontario's Community Mobilization and Engagement Model of Community Policing. Prevention and early intervention by collaboratively working with community partners have proven effective in providing the greatest impact and lasting solutions for crime reduction and preventing victimization. Building strong relationships with community residents and stakeholders remains an effective and efficient method of preventing crime and increasing the quality of life for the residents of Elgin County.

This approach allows for more flexibility in addressing policing needs and priorities at the local level, by involving community residents in efforts to improve the overall quality of life in their communities. Community mobilization and engagement also allows for a fundamental shift in police work from the traditional response to calls for service towards a more holistic approach that builds upon localized community capacity to address the risk factors associated with crime and victimization. The goal of engaging the community is to move from police-led initiatives to community-led initiatives that contribute to the safety of all.

The following Community Mobilization Projects remain a priority for Elgin County OPP:

- Elgin Community Drug and Alcohol Strategy Development
- Elder Abuse Prevention
- Mental Health and Crisis Response Team
- Police and Hospital Transition Framework
- Senior Frauds/Scams
- Rapid Response Working Group – Alzheimer's Society



## Elgin County Drug and Alcohol Strategy

Based on community concerns, in 2018 the Elgin Situation Table identified a need for a comprehensive drug and alcohol strategy within our community. A dedicated workgroup/task force was formed with the primary focus of developing a collaborative plan based on a “Four Pillars” approach of prevention, treatment, harm reduction, and justice. **The mission:** Create, implement, and evaluate a comprehensive drug and alcohol strategy that meets the needs of our community based on the pillars of prevention, treatment, harm reduction, and justice. **The vision:** A safe and healthy Community in Elgin County without the negative impacts of drugs and alcohol.

The workgroup has worked hard to continue to develop a community-based Drug and Alcohol Strategy, while navigating the challenges of the pandemic.



## Community Safety Officer / Media Officer

Constable Brett PHAIR was identified as our Community Safety Officer (CSO) and media officer in 2022 and has continued to achieve successes with strengthening connections with community stakeholders, schools, and media partners.



## **MEDIA**

P/C PHAIR continued to work with our media partners within the County and surrounding area which has facilitated greater messaging for our communities regarding public safety, crime trends, and traffic issues.

P/C PHAIR often provides reporting on regional issues for mainstream media at the request of West Region Headquarters.

Social media continues to be a priority for P/C PHAIR which enables our communities to be instantly connected to investigations and police activities within their specific communities.

## **SPECIAL PROJECTS**

### **ATV Patrols**



### **Marine Patrols**



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Enhanced visibility on our roadways, waterways, and trails remains a priority for Elgin County OPP members.

## ATV Patrols

In recent years, Elgin County has experienced growth in rural trail usage with the establishment of the Talbot Trail ATV Club (TTAC). The TTAC have worked with several private property owners to establish over 100 kms of well-maintained ATV trails within Elgin County. As a result, ATV patrols along our county trails in response to community concerns has resulted in positive, community feedback regarding the enhanced OPP visibility and enforcement along our county trails. In 2022, Elgin County OPP received support in the acquisition of 2 ATV's dedicated to patrol the trails and be utilized during community events.

## Marine Unit

Elgin County OPP marine members recorded over 156 hours of patrol during the 2022 season while responding to 65 calls for service. The marine unit is responsible for approximately 450 square kilometers of Lake Erie and covers approximately 220 kms of shoreline along the north shore of the Lake. Enhanced visibility along Lake Erie remains a priority for our marine operators to ensure the safety of community residents, swimmers, and boaters who enjoy our popular beaches including Port Glasgow, Port Stanley, Port Bruce, and Port Burwell along with Rondeau and Erieanu.

Through amalgamation, Elgin County OPP further conducts patrols and responds to calls for service along the shore of Lake Erie through to Essex County as well as Lake St. Clair and the Detroit River.



## **Community Street Crimes Unit**

The Elgin/Middlesex Community Street Crimes Unit (CSCU) have been extremely successful in 2022. The CSCU investigated 146 occurrences, executed 133 judicial warrants, charged 104 persons, and laid 675 charges. CSCU investigations required countless hours of investigative expertise from our members to maintain the safety and security of our community residents and business owners.

### **Possess Stolen Property, Weapons** – Number of charges: 16

Seized Items:

- 2022 GMC Sierra Denali pickup
- Polaris side by side
- 5 Assorted Milwaukee hand tools (impact driver, reciprocating saw, angle grinder, circular saw, work light)
- 2 Stolen licence plates
- 12ga pump action shotgun
- 4 Windows from an unknown job site
- 2 Apple iPhones

Oxford CSCU began investigating a suspect for the theft of multiple high end motor vehicles valued at over half a million dollars. On April 19, 2022, a pickup truck, that was later determined to be stolen, attended a gas station, filled up and drove off. The Elgin/Middlesex CSCU located the vehicle and the suspect was positively identified. After multiple attempts, the suspect was located and arrested. A subsequent search of the stolen vehicle yielded a black 12ga pump action shotgun as well as the keys to the stolen Polaris side-by-side and the tools stolen from the Oxford B&E (total value \$93,900).

### **Shoplifting:** Number of charges: 11

Seized Items:•75 grams Cocaine

- 3 vials Hydromorphone (2 microgram injection vials)
- Remington 12ga pump action shotgun (barrel cut down)
- x4 12ga shotgun shells from above gun (loaded in magazine tube)
- .762 rifle round
- 1 pill Dilaudid – 8mg
- Guns parts (sawed off barrel, stock, handle)
- x6 Spent/used 12ga shotgun shells
- Drug packaging material



On September 23, 2022, Huron OPP responded to a shoplifting/theft call. A male, later identified, stole a .22 cal Savage magazine from the store. Prior to the theft, the male had a conversation with store staff and made comments about having an SKS rifle and a large amount of ammunition. Huron OPP investigated and subsequently put out an officer safety BOLO. On September 26, 2022, the male returned to the store and staff contacted the OPP. The male was arrested and charged. Elgin/Middlesex CSCU and Huron/Perth CSCU became involved and authored a Section 487.1 Telewarrant to Search. On September 26, 2022, members of the Elgin/Middlesex CSCU and Huron/Perth CSCU executed the search warrant. Police located a loaded, sawed off 12ga shotgun, with four shells in the magazine tube and serial number obliterated. Spent shells, other gun parts were also located. Police seized 75gms of cocaine along with other indicia of drug trafficking (total value \$8,764).



**Possess Stolen Property:** Number of charges: 4

Seized Items:

- 2019 Hyundai Tucson
- 28 Vicodin (Hydrocodone)
- 6gms Fentanyl
- 5.6gms Methamphetamine
- Makita 2 Tool Driver Set
- Milwaukee ½" Drill
- Segway Ninebot (battery powered scooters)
- Ryobi 18V Battery
- Milwaukee Shockwave Bit Set
- Dewalt 20V Battery/Charger
- Nike Air Jordan Shoes
- Break and Enter Tools

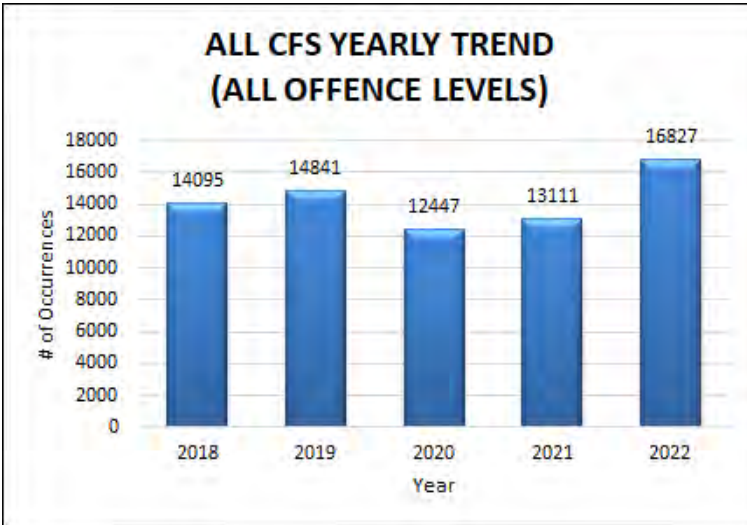
Elgin and Middlesex Counties experienced a surge in Break and Enters to car dealerships and auto service stations in 2022. On August 30, 2022, CSCU members located a stolen vehicle that was involved in previous break and enters. The suspect and another male were observed leaving the property and walking towards the stolen vehicle. CSCU intercepted both males and arrested them. The second male turned out to be the individual who was the subject of a previous search warrant executed by CSCU. Quantities of fentanyl and methamphetamine were located on the suspect along with the keys to the stolen vehicle. Members of Elgin/Middlesex CSCU and Oxford CSCU executed the search warrant resulting in police locating stolen property that assisted in solving thefts and break and enters in the area (approx. value \$33,195).



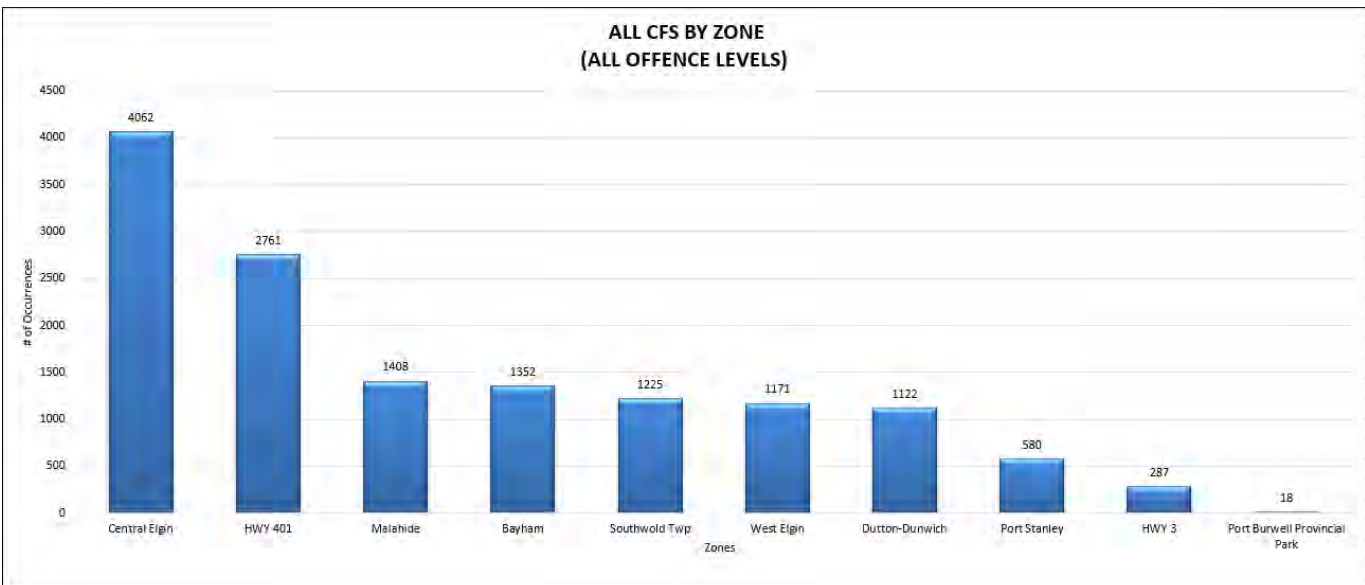
# Detachment Statistics



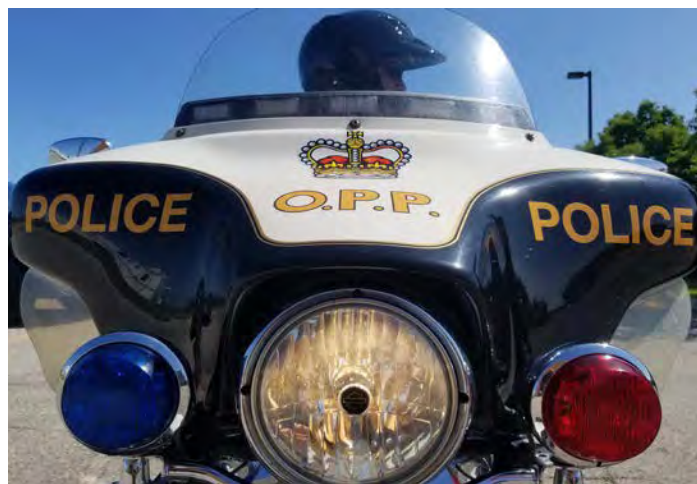
## All Calls for Service 2018-2022



## All Calls for Service by Zone - 2022



## Traffic Safety



The safety of motorists on Elgin County roads has always remained a priority for Elgin Detachment. Our Traffic Management Team (TMU) is dedicated to enforcement and response to traffic complaints within the County.

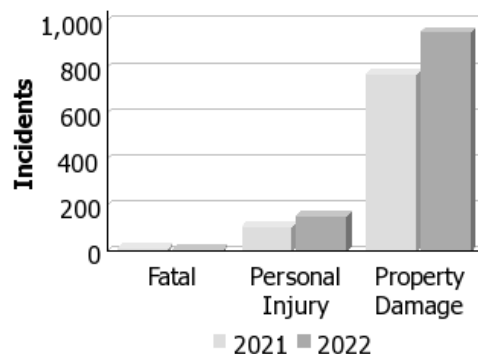
Elgin County OPP Officers conducted 690 static RIDE checks in 2022, including RIDE initiatives performed and funded through our RIDE Grant Funding Stream. For 2022, Elgin County was awarded \$14,900 for RIDE checks, with all of the funds used to support RIDE checks throughout Elgin County.

We have seen a significant increase in motor vehicle collisions in Elgin County in 2022 with a total of 1111. In 2021, our total collisions amounted to 887 for the year. The single largest causal factor increase during 2022 was animal related. Another factor for the increase was the implementation of a Collision Reporting Centre which permits drivers from out of jurisdiction to report collisions to the Elgin County Detachment. We will continue to use statistical analysis and focus on targeted enforcement of Impaired Driving, Aggressive Driving, Seat Belt Use, and Distracted Driving to attempt to bring the total crashes down.

These four factors can often be the difference between a minor crash with no injuries and a major crash resulting in injuries or death. Below are the comparison tables outlining collision statistics in Elgin County between 2021 – 2022.

### Motor Vehicle Collisions by Type

Incidents	January to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Fatal	10	5	-50.0%	10	5	-50.0%
Personal Injury	107	153	43.0%	107	153	43.0%
Property Damage	768	953	24.1%	768	953	24.1%
<b>Total</b>	<b>885</b>	<b>1,111</b>	<b>25.5%</b>	<b>885</b>	<b>1,111</b>	<b>25.5%</b>



## Fatalities in Detachment Area:

Fatalities in Detachment Area							
Incidents		January to December			Year to Date - December		
		2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision	Fatal Incidents	10	5	-50.0%	10	5	-50.0%
	Alcohol Related	1	0	-100.0%	1	0	-100.0%
Off-Road Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--
Persons Killed		January to December			Year to Date - December		
		2021	2022	% Change	2021	2022	% Change
Motor Vehicle Collision		11	5	-54.5%	11	5	-54.5%
Off-Road Vehicle		0	0	--	0	0	--
Motorized Snow Vehicle		0	0	--	0	0	--

## Total Collisions by Month

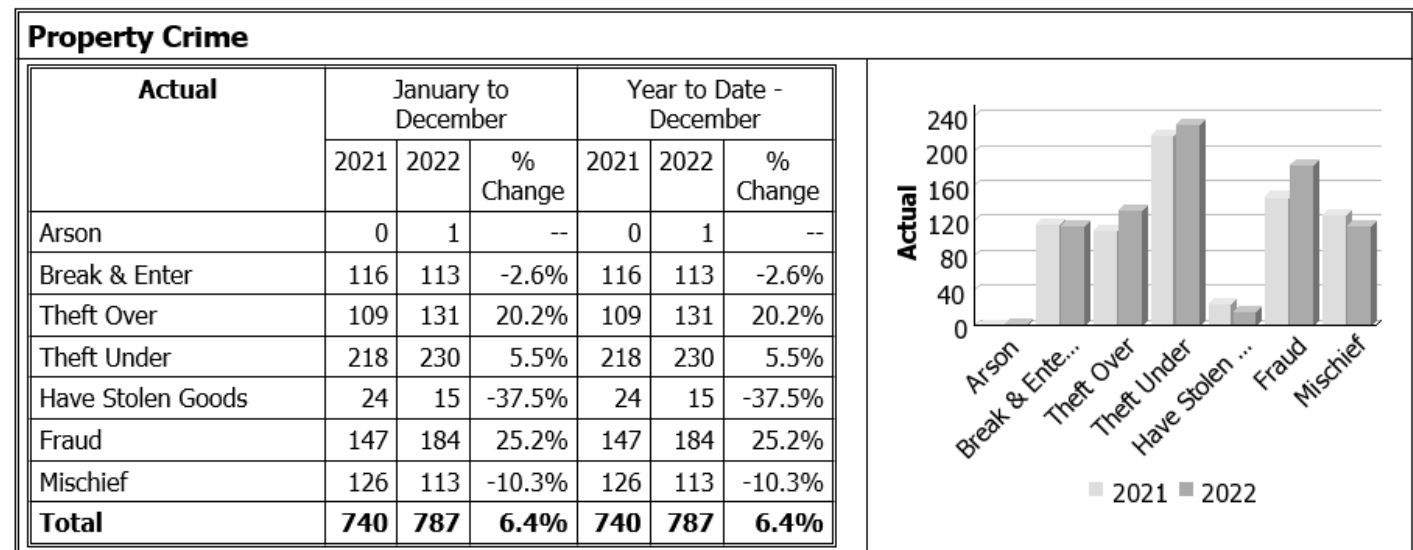
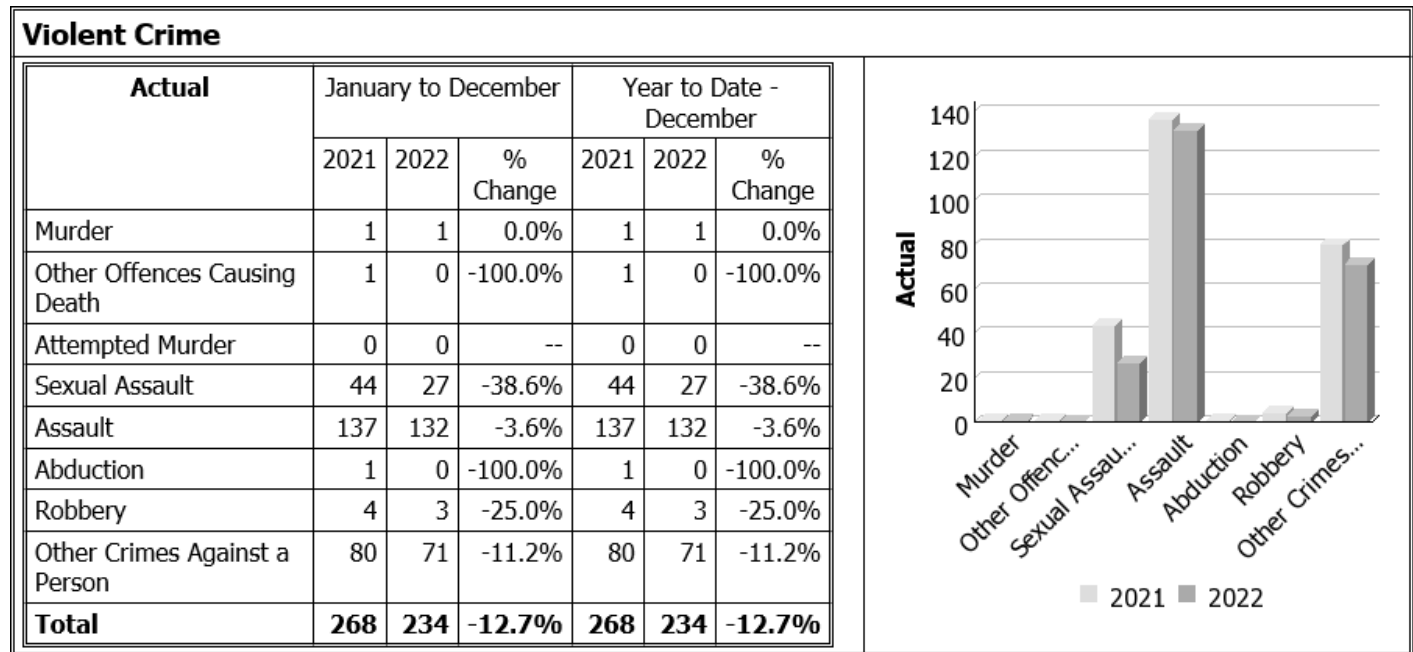
2022 Total Collisions by Month													
January	February	March	April	May	June	July	August	September	October	November	December	All Months	
86	90	73	65	82	105	85	66	78	128	135	118	1,111	

## Total Collisions by Primary Cause

2022 Total Collisions by Primary Cause																							
Speed-excessive	Speed-Too Fast for conditions	Speed-too slow	Following too closely	Ability Impaired- Alcohol	Ability Impaired-Drugs	Pedestrian	Animal- Wild or domestic	Driver fatigue	Inattentive driver	Medical/Physical Disability for Driver	Disobeyed traffic control	Failed to yield right of way	Imp over turn	Imp over passing	Imp over lane change	Fall to share	Lost control	Debris on roadway	Mechanical failure	Other	All Incident Contributing Factors		
8	67	3	47	22	2	2	472	20	147	7	12	79	22	11	9	10	30	18	17	46	1,111		

## Crime Prevention

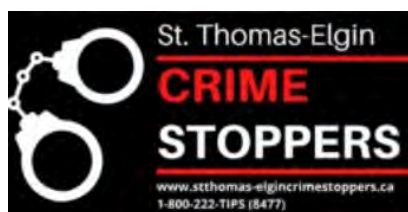
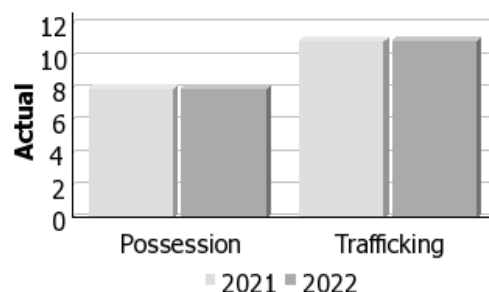
Throughout 2022, Elgin County Detachment continued our commitment to crime prevention. A large component of this goal is the pro-active education provided through media outlets, increased officer visibility, and adherence to the principles of Intelligence Led Policing. Using analytics from the Regional Analyst we identify areas of concern and assign officers to specific focused patrols related to crime and traffic trends. The creation of our Community Street Crimes Unit in conjunction with the expertise provided by our Crime Unit has increased the effectiveness of our investigations and provided targeted enforcement.





## Drug Crime

Actual	January to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Possession	8	8	0.0%	8	8	0.0%
Trafficking	11	11	0.0%	11	11	0.0%
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>19</b>	<b>19</b>	<b>0.0%</b>	<b>19</b>	<b>19</b>	<b>0.0%</b>



## St. Thomas-Elgin Crime Stoppers

Elgin County OPP continues to support the London-Elgin-Middlesex Crime Stoppers Program.



# Financial Reports



## Elgin Group Annual Billing Report

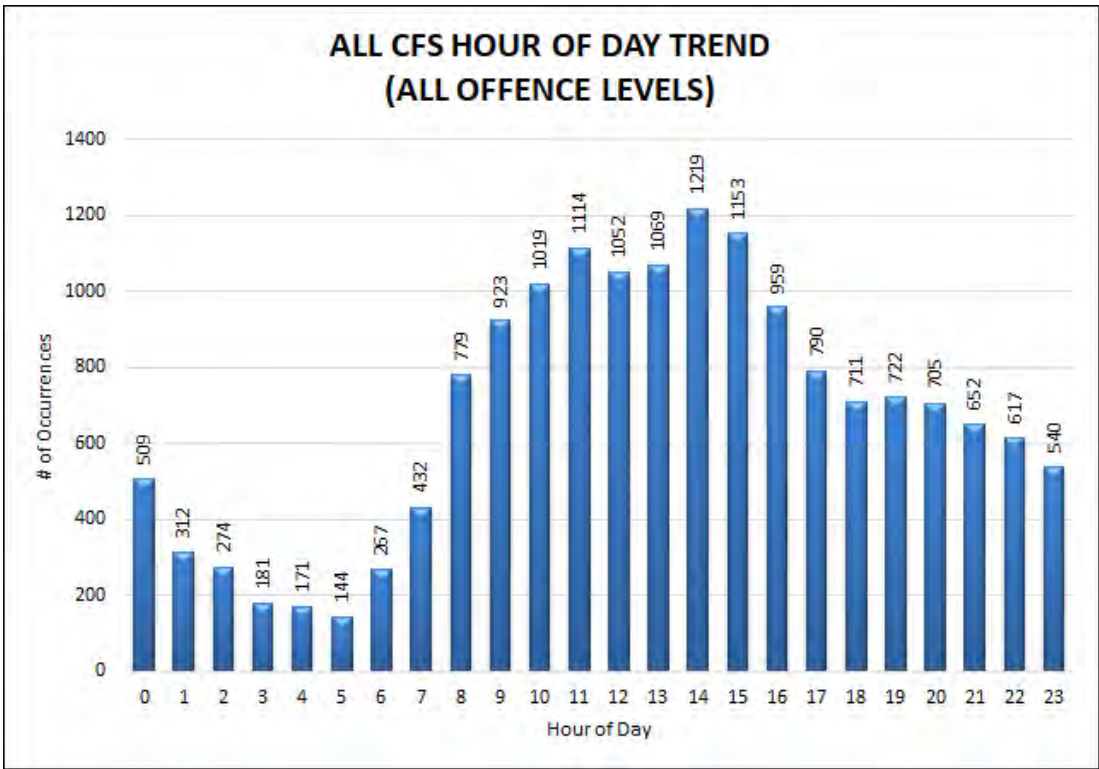
The average 2022 municipal policing cost per property (for municipalities billed applying the OPP Billing Model) across the province (including the cost of all contract enhancements) is \$354.80, a decrease of \$0.26. The total estimated cost recovery is up by \$5.9M or 1.4%.

The 2022 Estimate of Base Services cost per property is a record low at \$172.07. The trend of year over year increased Calls for Service workload allocation continues. The 2022 Base Services vs. Calls for Service workload allocation split is 51.3% : 48.7% (2021 - 53.1% : 46.9%).

The total 2020 reconciled costs recovered under the billing model were slightly lower than estimated, a 0.2% reduction, while the total 2020 reconciled Base and Calls for Service costs were slightly higher than estimated, up 0.8% due to cost increases in benefits (WSIB, pensions, and termination pay). Overall, overtime cost increased slightly compared to estimated, up 0.6%. Court security and prisoner transportation costs were less than estimated by 20% and 37% respectively. Contract enhancements were 13% less than estimated.

Elgin County OPP remain committed to the efficient implementation of cost effective policing and have implemented a number of strategies to reduce the use of overtime, including the creation of overlap shifts from 2:00 pm to 2:00 am, and noon to midnight shifts to match peak time frames for calls for service. In addition, there are target staffing policies that govern when officers are called in to work on overtime.

## All Calls for Service by Hour of Day - 2022



## Elgin Group Revenue Report - Criminal Record Checks

In 2022, Criminal Record Check completion transitioned to an online application and are no longer completed at the local detachment level.

## R.I.D.E. Grant

Each year, Elgin County OPP completes an application for a RIDE Grant through Mothers Against Drinking and Driving. In 2022, Elgin OPP received \$14,800 to fund police officers at RIDE checks throughout the County, with the bulk of those checks occurring during the Festive RIDE Season. We are very proud and appreciative to be partners with Mothers Against Drinking and Driving in the fight to keep impaired drivers off our roadways.





*Elgin County OPP Supports our Members and the Communities We  
Police*



**2022 Childhood Flag Raising Ceremony**



**Operation Freeze 2022**







## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Brent Clutterbuck, Drainage Superintendent

**REPORT NO.:** DRA 2023-06

**SUBJECT MATTER:** A. & C. Jones Drain 2022 Tender Results

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#### **Recommendation:**

That Council of the Township of Southwold award the contract for the construction of the A. & C. Jones Drain 2022 to Gillier Drainage Inc. for a total cost of \$82,425.00 +HST and instructs the Mayor to sign the tender contract.

#### **Purpose:**

To award the contract for the construction of the A. & C. Jones Drain 2022.

#### **Background:**

Tenders were promoted on the Township of Southwold website through Bids and Tenders on Tuesday February 21, 2023. An email was sent to fifteen (15) drainage contractors who have bid in the past or have expressed interest in Township of Southwold municipal drainage tenders. Contractors were notified that the tender was available on Bids and Tenders. The tender closed on Tuesday March 14<sup>th</sup>, 2023 at 2:00pm. The extent of the work comprised that this tender is for the construction of the A. & C. Jones Drain 2022, as contained in the reports that forms part of Township of Southwold By-Law 2023-13. The tender was reviewed by fifteen (15) contractors. There were seven (7) tenders submitted on the bids and tender's website by the closing deadline. The Engineer's estimate for the construction portion of this drain is \$92,220.00 plus HST. The Tenders that we received back varied from approximately 89.4% to 130.6% of the Engineers estimate.

#### **Comments/Analysis: Tender Results**

<u>Contractor</u>	<u>Tender Amount</u>	<u>Completion Date</u>
Clark Construction Inc	\$ 92,900.00 +HST	June 30, 2023
Gillier Drainage Inc.	\$ 82,425.00 +HST	June 30, 2023
McNally Excavating Inc.	\$ 96,999.75 +HST	Dec. 31, 2023
Murray Mills Excavating & Trucking Ltd.	\$114,522.00 +HST	March 31, 2023

New Day Excavation Inc.	\$ 93,025.00+HST	Dec. 21, 2023
Robinson Farm Drainage Ltd	\$120,400.00+HST	Sept. 30, 2023
VanBree Drainage and Bulldozing Ltd.	\$ 88,890.00 +HST	Dec. 31, 2023

**Financial Implications:**

The tender submitted by Gillier Drainage Inc. in the amount of \$82,425.00 +HST is approximately 89.4% of the Engineer's estimate.

The tender result has reduced the Township of Southwold's estimated net assessment by about \$1,730.00. The assessment to Lake Line was estimated in the drainage report to be \$22,963.00. From the results of the lower tender the estimated amount is now \$21,233.00.

The final actual cost of the drain is dependant on the number of tile connections not noted on the plan. Any unforeseen circumstances encountered during construction may result in extra contingencies costs plus actual interest charges.

**Strategic Plan Goals:**

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

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

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

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

# Petition for Drainage Works by Owners Form 1

*Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)*

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of Southwold

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)  
10247 Talbotville Gore Road

Provide a new drain/branch to provide a sufficient outlet for the subject address. Engineering drawings to be prepared by Strik, Baldinelli, Moniz Ltd. (SBM) as part of the site development engineering. Contact is Ben Hyland, bhyland@sbmltd.ca

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)			
Contact Person (Last Name)	(First Name)	Telephone Number	
Caranci	Aldo	519 701-2198 ext.	
Address			
Road/Street Number	Road/Street Name		
2260	Huron Street, London, ON N5V 5A6		
Location of Project			
Lot	Concession	Municipality	Former Municipality (if applicable)
40	East of NB of TR	Township of Southwold	

What work do you require? (Check all appropriate boxes)

- ☐ Construction of new open channel  
☒ Construction of new tile drain  
☐ Deepening or widening of existing watercourse (not currently a municipal drain)  
☐ Enclosure of existing watercourse (not currently a municipal drain)  
☐ Other (provide description ▼)

Name of watercourse (if known)
New branch of the Talbot Meadows Drainage Works discharging to Dodd's Creek
Estimated length of project
330m
General description of soils in the area
Clay

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only
 ☐ Surface water drainage only
 ☒ Both

Petition filed this 20th day of March, 2023

Name of Clerk (Last, first name)

Carswell, Jeff

Signature





- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

<b>Number</b>	<b>Property Description</b>
40	East of North Branch of Talbot Road

<b>Ward or Geographic Township</b>	<b>Parcel Roll Number</b>
Southwold	

I hereby petition for drainage for the land described and acknowledge my financial obligations.

**Ownership**

☐ Sole Ownership

<b>Owner Name (Last, First Name) (Type/Print)</b>	<b>Signature</b>	<b>Date (yyyy/mm/dd)</b>

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

<b>Owner Name (Last, First Name) (Type/Print)</b>	<b>Signature</b>	<b>Date (yyyy/mm/dd)</b>

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

**Name of Signing Officer (Last, First Name) (Type/Print)**

Jim Bujouves

**Signature**

**Name of Corporation**

Woodland Way Developments Inc.

**I have the authority to bind the Corporation.**

**Position Title**

President

**Date (yyyy/mm/dd)**

2023/03/09

<b>Number</b>	<b>Property Description</b>

<b>Ward or Geographic Township</b>	<b>Parcel Roll Number</b>

I hereby petition for drainage for the land described and acknowledge my financial obligations.

**Ownership**

☐ Sole Ownership

<b>Owner Name (Last, First Name) (Type/Print)</b>	<b>Signature</b>	<b>Date (yyyy/mm/dd)</b>

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

<b>Owner Name (Last, First Name) (Type/Print)</b>	<b>Signature</b>	<b>Date (yyyy/mm/dd)</b>

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

**Name of Signing Officer (Last, First Name) (Type/Print)**

**Signature**

**Name of Corporation**

**I have the authority to bind the Corporation.**

**Position Title**

**Date (yyyy/mm/dd)**

☐ Check here if additional sheets are attached

**Clerk initial**

**Petitioners become financially responsible as soon as they sign a petition.**

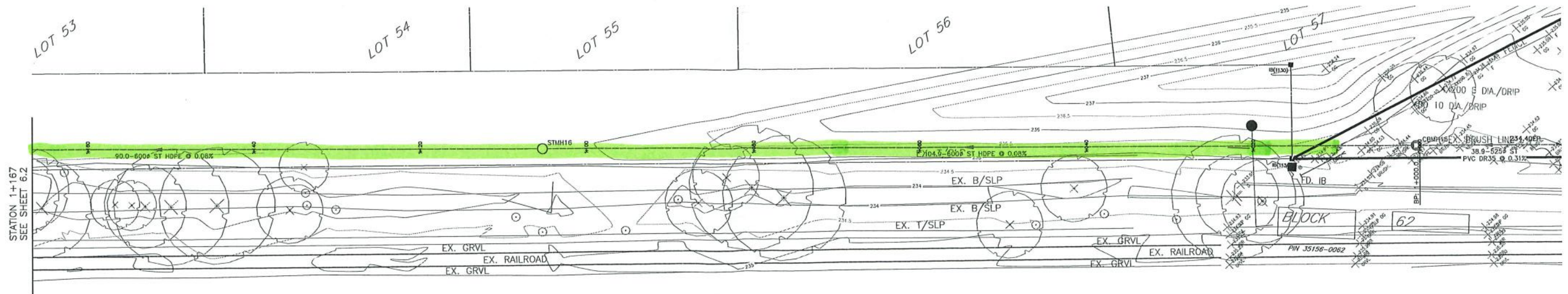
- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

**Notice of Collection of Personal Information**

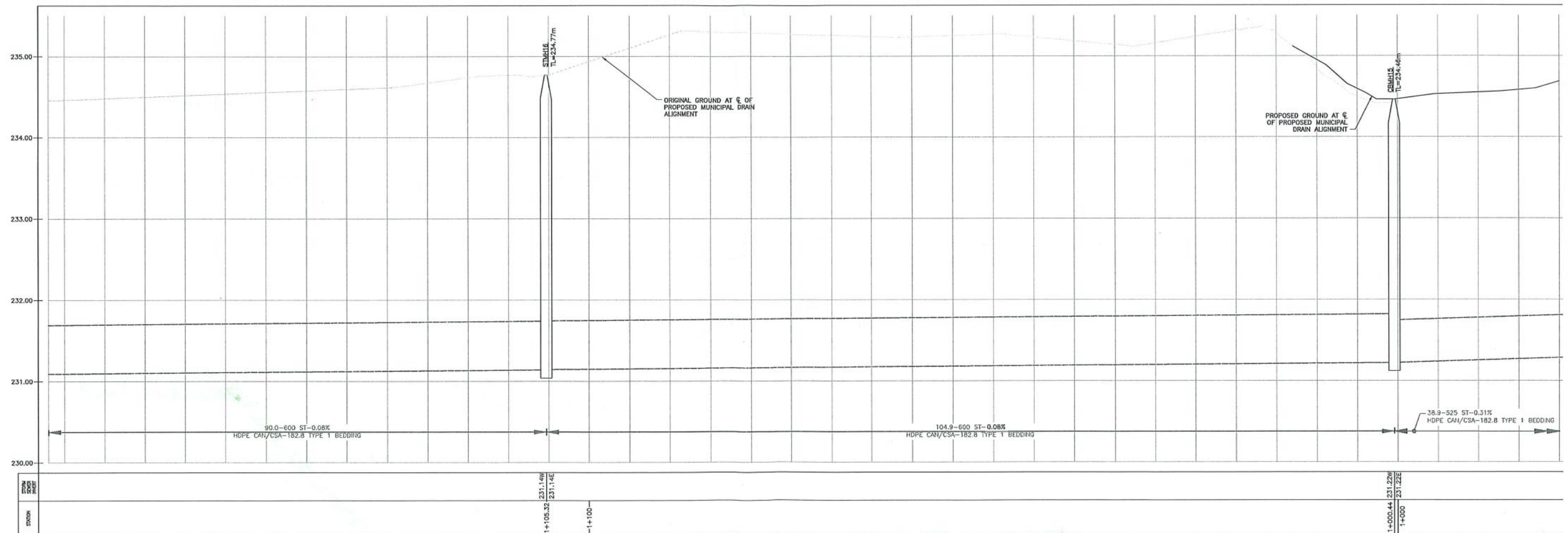
Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

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





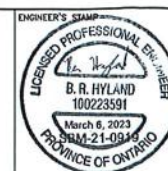
TALBOT MEADOWS BRANCH 'A' MUNICIPAL DRAIN  
STA 1+000 TO 1+167



REFER TO NOTES, LEGEND, AND DETAILS ON SHEET C1 & C5

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/W/Y	BY	CONSULTANT
DESIGN	BM/VA/JEL	1	FOR CLIENT REVIEW/DISCUSSION	13/05/21	BO	
DRAWN	BS/VA	2	UPDATED BASED ON LEGAL SURVEY, FOR CLIENT REVIEW	09/11/21	BS/BS	
CHECKED	BH	3	FOR SEVERANCE	04/04/22	BS	
APPROVED	BH	4	UPDATED FOR SEVERANCE	23/04/22	BS	
DATE	04/04/2022	5	UPDATED FOR SEVERANCE	13/05/22	BS	
		6	VACANT LAND CORIDS - CLIENT REVIEW	10/02/23	VA/AB	
CAD	21-0919	7	FOR MUNICIPAL APPROVAL, SUBMISSION 1	02/03/23	VA/AB	

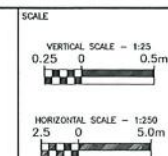
**STRIK  
BALDINELLI  
MONIZ**  
PLANNING • CIVIL • STRUCTURAL • MECHANICAL • ELECTRICAL  
1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8  
Tel: (519) 471-6667 Fax: (519) 471-0034  
Email: sbm@sbmld.ca



ENGINEER'S STAMP

CLIENT

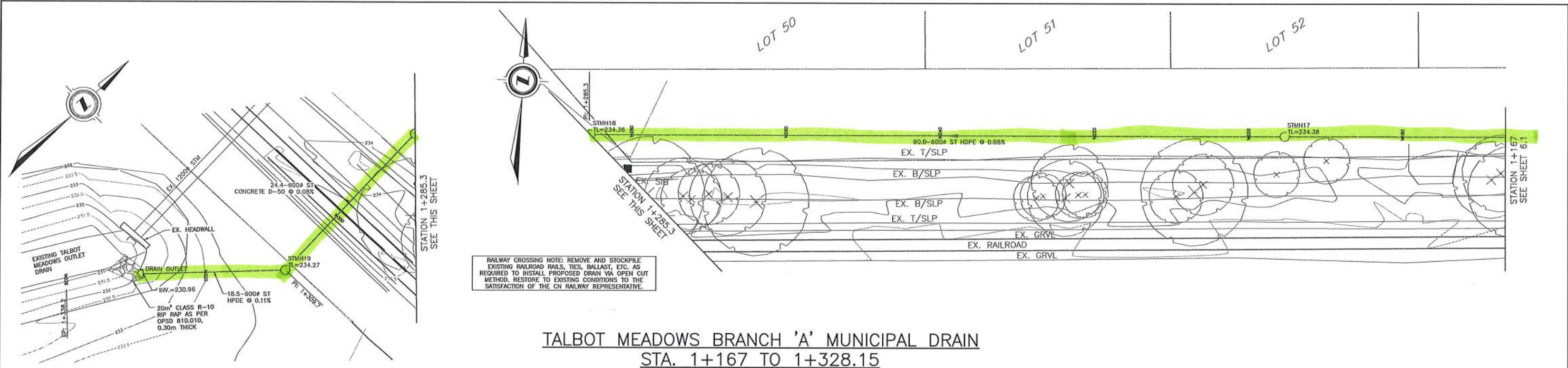
**WOODLAND WAY  
DEVELOPMENTS**  
2469 AVIATION LANE, LONDON, ON  
N5V 3Z9  
E: CARANGROUP@GMAIL.COM  
P: 519-701-2198



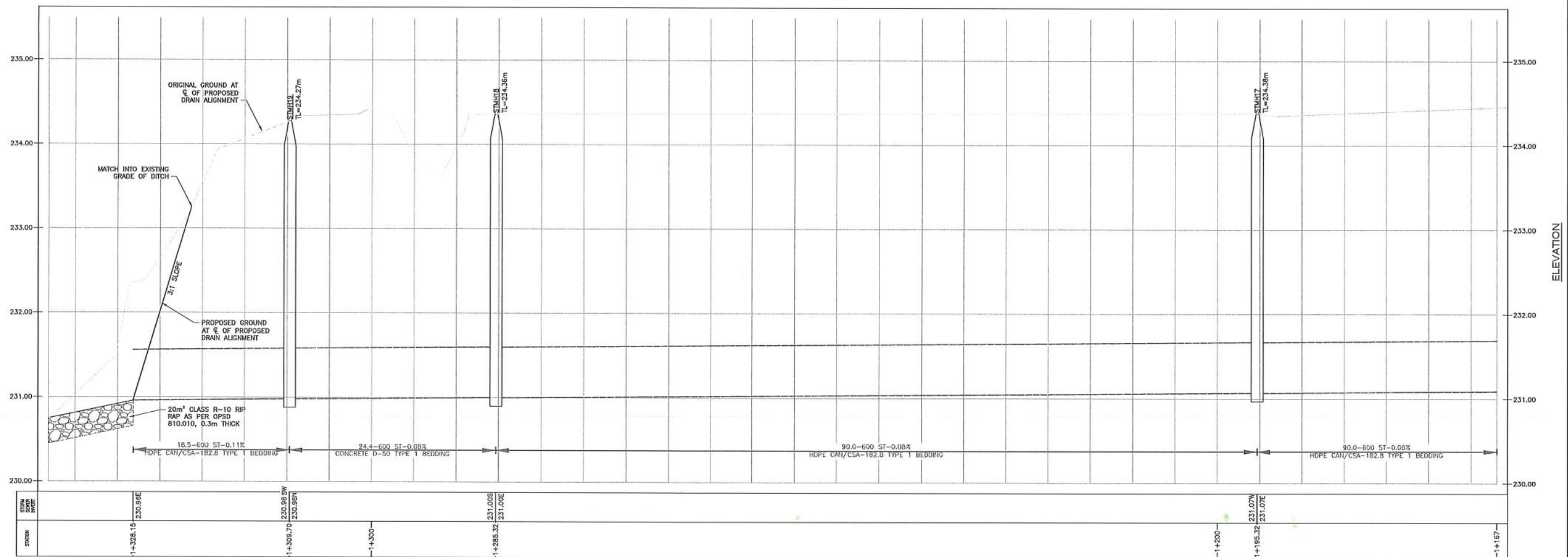
**TALBOT MEADOWS BRANCH 'A' MUNICIPAL DRAIN PLAN  
& PROFILE**  
STA. 1+000 TO STA. 1+167  
**RESIDENTIAL VACANT LAND CONDOMINIUM**  
10247 TALBOTVILLE GORE ROAD  
TALBOTVILLE, ON.

PROJECT No.  
**SBM-21-0919**  
SHEET No.  
**C6.1**  
PLAN FILE No.  
—





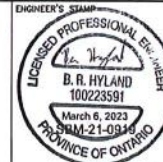
# TALBOT MEADOWS BRANCH 'A' MUNICIPAL DRAIN STA. 1+167 TO 1+328.15



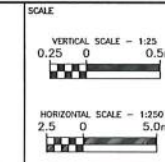
REFER TO NOTES, LEGEND, AND DETAILS ON SHEET C1 & C5

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/M/Y	BY	CONSULTANT
DESIGN	BH/MA/JEL	1	FOR CLIENT REVIEW/DISCUSSION	13/05/21	BG	
DRAIN	BQ/MA	2	UPDATED BASED ON LEGAL SURVEY, FOR CLIENT REVIEW	09/11/21	BG/BH	
CHECKED	BH	3	FOR SEVERANCE	04/04/22	BG	
APPROVED	BH	4	UPDATED FOR SEVERANCE	29/04/22	BG	
DATE	04/04/2022	5	UPDATED FOR SEVERANCE	12/05/22	BG	
		6	VACANT LAND CORRIDORS - CLIENT REVIEW	10/02/23	MA/AB	
CAD	21-0919	7	FOR MUNICIPAL APPROVAL, SUBMISSION 1	02/03/23	MA/AB	

**STRIK BALDINELLI MONIZ**  
PLANNING - CIVIL - STRUCTURAL - MECHANICAL - ELECTRICAL  
1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8  
Tel: (519) 471-6667 Fax: (519) 471-6034  
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**WOODLAND WAY DEVELOPMENTS**  
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N5V 3Z9  
E: CARANCIGROUP@GMAIL.COM  
P: 519-701-2198



**TALBOT MEADOWS BRANCH 'A' MUNICIPAL DRAIN**  
PLAN & PROFILE  
STA. 1+167 TO STA. 1+328.15  
RESIDENTIAL VACANT LAND CONDOMINIUM  
10247 TALBOTVILLE GORE ROAD  
TALBOTVILLE, ON.

PROJECT No. **SBM-21-0919**  
SHEET No. **C6.2**  
PLAN FILE No. **-**



STORM SEWER STRUCTURES TABLE				
STRUCTURE I.D.	TOP OF LID	INVERTS	DIAMETER	MATERIAL
OCS(CBMH) 1200# OPSD 400.020 OPSD 701.010	234.03	231.33NE 231.33W	525# 525#	CONC D-50 CONC D-50
CB1 600X600 OPSD 400.020 OPSD 705.010	233.77	232.25SE	300#	PVC DR35
CB2 600X600 OPSD 400.020 OPSD 705.010	233.79	232.26NW	300#	PVC DR35
STMH3 1200# OPSD 401.010 OPSD 701.010	234.20	232.22NW 232.22SE 232.22SW	300# 300# 300#	PVC DR35 PVC DR35 PVC DR35
CB5 600X600 OPSD 400.020 OPSD 705.010	233.91	232.20SE	300#	PVC DR35
RYCB6 600X600 OPSD 400.020 OPSD 705.010	233.86	232.34NW	300#	PVC DR35
CBMH7 1200# OPSD 400.020 OPSD 701.010	234.03	232.04E 232.04W	300# 375#	PVC DR35 PVC DR35
RYCB9 600X600 OPSD 400.020 OPSD 705.010	233.86	232.16SW	250#	PVC DR35
RYCB10 600X600 OPSD 400.020 OPSD 705.010	234.13	232.26SE	250#	PVC DR35
CBMH11 1200# OPSD 400.020 OPSD 701.010	234.01	231.73E 231.76NE 231.95NW 231.69W	375# 375# 250# 525#	PVC DR35 PVC DR35 PVC DR35 CONC D-50
CBMH12 1200# OPSD 400.020 OPSD 701.010	233.98	231.46E 231.45SW	525# 525#	CONC D-50 CONC D-50
CBMH13 1200# OPSD 400.020 OPSD 701.010	234.02	231.38NE 231.38SW	525# 525#	CONC D-50 CONC D-50
CBMH15 1200# OPSD 400.020 OPSD 701.010	234.23	231.23E 231.22W	525# 600#	CONC D-50 HOPE

SAN SEWER STRUCTURES TABLE				
STRUCTURE I.D.	TOP OF LID	INVERTS	DIAMETER	MATERIAL
SAMH1 1200# OPSD 701.010 OPSD 401.010	233.96	229.78SW	200#	PVC DR28
SAMH2 1200# OPSD 701.010 OPSD 401.030	234.16	230.00W 229.97NE	200# 200#	PVC DR28 PVC DR28
SAMH3 1200# OPSD 701.010 OPSD 401.030	234.12	230.32N 230.32W 230.30E	200# 200# 200#	PVC DR28 PVC DR28 PVC DR28
SAMH4 1200# OPSD 701.010 OPSD 401.030	234.18	230.45N 230.45NE 230.45E 230.40S	100# 100# 100# 200#	PVC DR28 PVC DR28 PVC DR28 PVC DR28
SAMH5 1200# OPSD 701.010 OPSD 401.030	234.27	230.63W 230.60E	200# 200#	PVC DR28 PVC DR28
SAMH6 1200# OPSD 701.010 OPSD 401.030	234.04	230.74E	200#	PVC DR28

PIPE CROSSINGS & VERTICAL CLEARANCES									
CROSSING No.	SEWER/WATERMAIN ELEVATIONS						VERTICAL CLEARANCES	*VERTICAL OFFSET	
CR1	300mm	SAN	INV.	233.82	200mm	SAN	OBV.	230.01	3.81
CR2	150mm	WM	INV.	232.04	200mm	SAN	OBV.	230.00	2.04
CR3	150mm	WM	INV.	233.47	300mm	STM	OBV.	232.97	0.50
CR4	300mm	STM	INV.	233.04	200mm	SAN	OBV.	230.05	2.99
CR5	150mm	WM	INV.	233.35	300mm	STM	OBV.	232.85	0.50
CR6	300mm	STM	INV.	232.35	200mm	SAN	OBV.	230.16	2.19
CR7	150mm	WM	INV.	232.83	375mm	STM	OBV.	232.33	0.50
CR8	200mm	SAN	INV.	233.34	150mm	WM	OBV.	232.33	1.01
CR9	200mm	SAN	INV.	233.87	0mm	STM	OBV.	231.92	1.95
CR10	150mm	WM	INV.	232.72	250mm	STM	OBV.	232.22	0.50
CR11	300mm	WM	INV.	233.02	250mm	STM	OBV.	232.52	0.50
CR12	200mm	SAN	INV.	232.50	375mm	STM	OBV.	232.18	0.32

OFF-SITE WORKS NOTE:  
PERMIT OF APPROVED WORKS FOR ALL EXTERNAL WORKS IS REQUIRED.

EXISTING SERVICES NOTE:  
INVERTS OF THE EX. SANITARY & STORM SEWERS & CONNECTION POINTS SHALL BE CONFIRMED BY THE OWNER'S CONTRACTOR PRIOR TO THE START OF CONSTRUCTION/ORDERING STRUCTURES. THE CONSULTANT IS TO BE INFORMED IF DIFFERENT THAN NOTED.

RESTORATION NOTE:  
ALL WORK IN THE ROAD ALLOWANCE SHALL MEET THE MINIMUM SPECIFICATIONS OF THE TOWNSHIP OF SOUTHWOLD UNLESS OTHERWISE APPROVED BY THE TOWNSHIP

OWNER'S CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY CONSTRUCTION MEASURES SUCH AS, BUT NOT LIMITED TO, PIPE COVER AT NO ADDITIONAL CHARGE TO THE CONTRACT.

STORM SERVICES NOTE:  
NO BUILDING DRAIN (SUMP/WEeping TILE/RAIN WATER LEADER) CONNECTIONS WILL BE PERMITTED INTO THE SANITARY SEWERS AND NO DIRECT GRAVITY CONNECTIONS FROM THE FOUNDATION DRAINS WILL BE PERMITTED TO THE STORM SYSTEM UNLESS THE STORM SYSTEM HAS THE CAPACITY TO PROVIDE FOR SUCH CONNECTIONS TO THE SATISFACTION OF THE TOWNSHIP ENGINEER.

ALL WATERMAIN CONSTRUCTION TO CONFORM TO THE CURRENT STANDARDS AND SPECIFICATIONS OF THE TOWNSHIP OF SOUTHWOLD, WHERE COVER IS LESS THAN 1.7m (EVEN TEMPORARY CONDITIONS), THE WATERMAIN/SERVICE SHALL BE ADEQUATELY INSULATED OVER THE AFFECTED LENGTH.

OWNER'S CONTRACTOR SHALL SUPPORT ALL EXISTING UTILITIES AS REQUIRED DURING THE INSTALLATION OF SERVICES TO THE SATISFACTION OF THE UTILITY OWNER AT NO EXTRA COST TO THE CONTRACT.

BOULEVARD AREAS AND CONCRETE SIDEWALKS DISTURBED DURING INSTALLATION OF SERVICES SHALL BE RESTORED TO MATCH EX. CONDITION OR SURFACE WORKS NOTES ON SHEET C1, WHICHEVER IS GREATER, ALL AT NO COST TO THE TOWNSHIP.

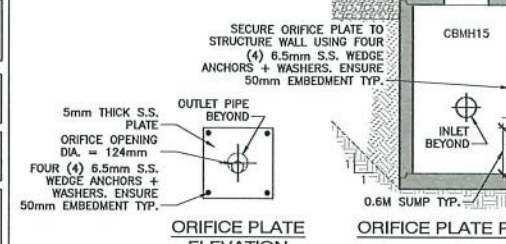
STORM DRAINAGE NOTE:  
STORM DRAINAGE MAY TEMPORARILY NEED TO BE CONTROLLED AND PUMPED FROM STORM SEWER SYSTEM. ANY SUCH TEMPORARY MEASURES SHALL BE CONDUCTED AT NO EXTRA COST TO THE CONTRACT AND BE BASED UPON THE OWNER'S CONTRACTOR'S WATER CONTROL PLANS, WHICH MUST BE APPROVED BY THE CONTRACT ADMINISTRATOR/ENGINEER PRIOR TO CONSTRUCTION.

THE OWNER'S CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL MEASURES IN COMPLIANCE WITH THE ONTARIO TRAFFIC MANUAL BOOK 7 FOR ALL WORKS WITHIN THE TOWNSHIP RIGHT-OF-WAY. THE OWNER'S CONTRACTOR SHALL SUBMIT TRAFFIC CONTROL PLANS TO THE TOWNSHIP/ENGINEER FOR REVIEW PRIOR TO PROCEEDING WITH CONSTRUCTION.

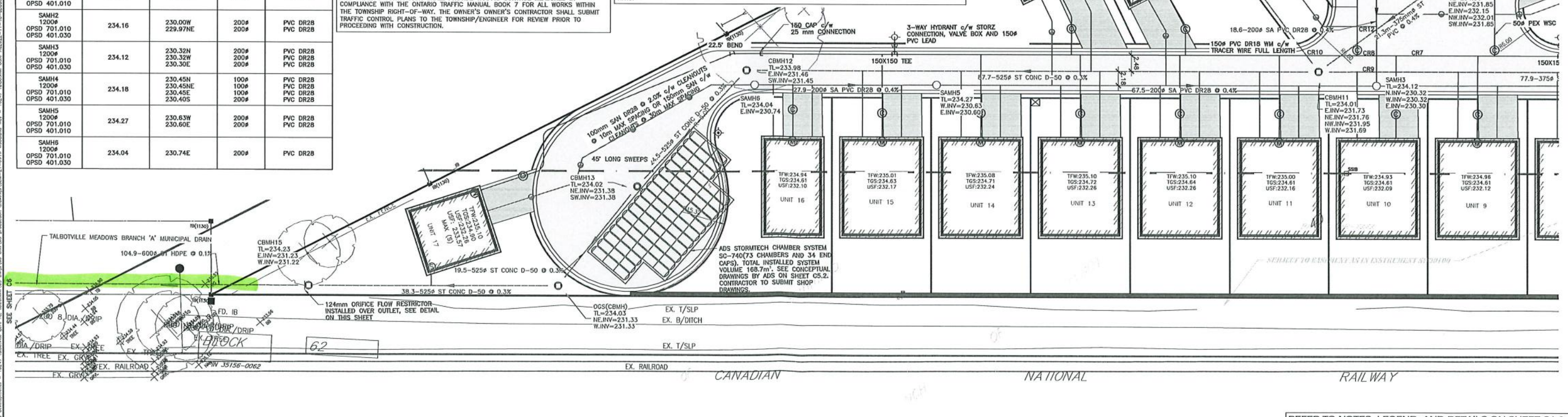
WATERMAIN & SEWER CROSSING NOTE:  
1. UNDER PRACTICAL CONDITIONS, WATERMAINS SHALL CROSS ABOVE SEWERS WITH SUFFICIENT VERTICAL SEPARATION TO ALLOW FOR PROPER BEDDING AND STRUCTURAL SUPPORT OF THE WATERMAIN AND SEWER, INSULATE AS PER ELGIN COUNTY STANDARD DRAWING W-21 (WHERE REQUIRED). \*ON SITE MINIMUM VERTICAL SEPARATION 0.5m AS PER OBC 7.3.5.7(2)(a)(i).  
2. WHEN IT IS NOT POSSIBLE FOR THE WATERMAIN TO CROSS ABOVE THE SEWER, THE WATERMAIN PASSING UNDER A SEWER SHALL BE PROTECTED BY:  
2.1. PROVIDING A VERTICAL SEPARATION OF AT LEAST 0.5 METRES BETWEEN THE INVERT OF THE SEWER AND THE CROWN OF THE WATERMAIN;  
2.2. PROVIDING ADEQUATE STRUCTURAL SUPPORT FOR THE SEWERS TO PREVENT EXCESSIVE DEFLECTION OF JOINTS AND SETTLING; AND  
2.3. ENSURING THAT THE LENGTH OF WATER PIPE SHALL BE CENTERED AT THE POINT OF CROSSING SO THAT THE JOINTS WILL BE EQUIDISTANT AND AS FAR AS POSSIBLE FROM THE SEWER.

REFERENCE: JUNE 2012 MINISTRY OF THE ENVIRONMENT'S 'WATERMAIN DESIGN CRITERIA FOR FUTURE ALTERATION AUTHORIZED UNDER A DRINKING WATER WORKS PERMIT'

SEALANT NOTE:  
ALL OPENINGS AROUND PERIMETER OF PLATE TO BE SEALED w/ COMPATIBLE SEALANT



ORIFICE PLATE DETAIL  
N.T.S.



AS CONSTRUCTED SERVICES	COMPLETION	REVISIONS	D/M/Y	BY	CONSULTANT
DESIGN	BM/NA/EL	1 FOR CLIENT REVIEW/DISCUSSION	13/09/21	BM	
DRAWN	BO/NA	2 UPDATED BASED ON LEGAL SURVEY, FOR CLIENT REVIEW	09/11/21	BO/BN	
CHECKED	BM	3 FOR SEVERANCE	04/04/22	BM	
APPROVED	BM	4 UPDATED FOR SEVERANCE	29/04/22	BM	
DATE	04/04/2022	5 UPDATED FOR SEVERANCE	12/05/22	BM	
		6 VACANT LAND CONDOs - CLIENT REVIEW	10/02/23	MA/AB	
CAD	21-0919	7 FOR MUNICIPAL APPROVAL, SUBMISSION 1	06/03/23	MA/AB	

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**WOODLAND WAY DEVELOPMENTS**  
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E: CARANCIGROUP@GMAIL.COM ; JIMBUJOUVES@GMAIL.COM  
P: 519-701-2198 ; 519-852-8245

SCALE	3.0 0 1:300 6.0m
TITLE	SITE SERVICING PLAN (WEST)
PROJECT No.	SBM-21-0919
SHEET No.	C3.2
PLAN FILE No.	

13/02/2023 09:51:10am-21-0919 updated any developments - 10247 Talbotville Core R2022-11-19-updated.dwg





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Josh Mueller, MCIP, Planner

**REPORT NO:** PLA 2023-10

**SUBJECT MATTER: Consent Application E11-23 – Comments to the County of Elgin**

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

THAT Council recommends approval to the Land Division Committee of the County of Elgin for consent application, E11-23, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-10.

#### **Purpose:**

The proposal is to sever a small area of land and add it to the neighbouring property, thus necessitating a lot line adjustment.

#### **Background:**

Below is background information in a summary chart:

<b>Application</b>	E11-23
<b>Owners</b>	David & Janice Dubyk
<b>Applicants</b>	Bruce Chapman & Kelly Anne Moss
<b>Legal Description</b>	CON 2 S PT LOT 11
<b>Civic Address</b>	34690 Third Line
<b>Entrance Access</b>	Third Line
<b>Water Supply</b>	Municipal Water (served/retained)
<b>Sewage Supply</b>	Privately owned and operated septic system
<b>Buildings and/or Structures</b>	House, shop
<b>Buildings and/or Structures</b>	Retained Parcel – Agricultural Land

The chart below shows details of the application.

	Hectares	Acres
<b>Retained Parcel Overall Area</b>	<b>20.14</b>	<b>49.76</b>
<b>Benefitting Land Total Area</b>	<b>0.07</b>	<b>0.17</b>
<b>Area to be Severed</b>	<b>0.14</b>	<b>0.35</b>
<b>Area of Retained After Severance</b>	<b>19.93</b>	<b>49.26</b>
<b>Area of Benefitting and Severed</b>	<b>0.21</b>	<b>0.52</b>

The consent sketch, showing the proposed lot line adjustment, is attached to this report as Appendix One.

**Figure One:** Subject Area Map 34690 Third Line (Not to Scale)



**Planning Policy Review:**

For Consent Applications the Planning Approval Authority is the County of Elgin Land Division Committee. The Township of Southwold provides departmental comments to the County of Elgin for review.

The Provincial Policy Statement (PPS), County of Elgin Official Plan (CEOP), Township of Southwold Official Plan (OP), and the Township of Southwold Zoning Bylaw (ZB) were all reviewed to ensure the proposed lot line adjustment complies with all legislation.

The property is Designated as Agricultural in the CEOP and also in the OP and is zoned Agricultural 1 (A1) Zone in the ZB. The planning analysis is summed up in the chart below.

<b>Legislation</b>	<b>Section (s)</b>	<b>Relevance to Application</b>	<b>In Compliance</b>
<b>Provincial Policy Statement</b>	<b>2.3.4.2</b>	Lot adjustments in prime agricultural areas may be permitted for legal or technical reason	Yes, because no new lot to be created
<b>County of Elgin Official Plan</b>	<b>E1.2.3.2</b>	A consent may be permitted for the purpose of modifying lot boundaries provided no new building lot is created	Yes, because no new lot to be created
<b>Township of Southwold Official Plan</b>	<b>7.23.4 (d)</b>	To allow lot adjustments which do not result in the creation of a new lot	Yes, because no new lot to be created
<b>Township of Southwold Zoning By-law</b>	<b>5.2 (g)</b>	Proposed lot addition complies with all zoning requirements for the Agricultural 1 (A1) Zone	Meets all zoning requirements

**Circulation of the Application:**

The application and related information were circulated to internal Township departments to provide comments and feedback.

**Township Department Comments****Drainage Department**

- Reapportionment of McIntyre Drains.

**Financial Implications:**

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

**Strategic Plan Goals:**

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

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

**Summary/Conclusion:**

Therefore, it is Planning Staff's opinion that the proposed application for a lot line adjustment, is consistent with the PPS, conforms to the CEOP the OP, and complies with the ZB. The Township of Southwold Council recommends to the Land Division Committee of the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report.

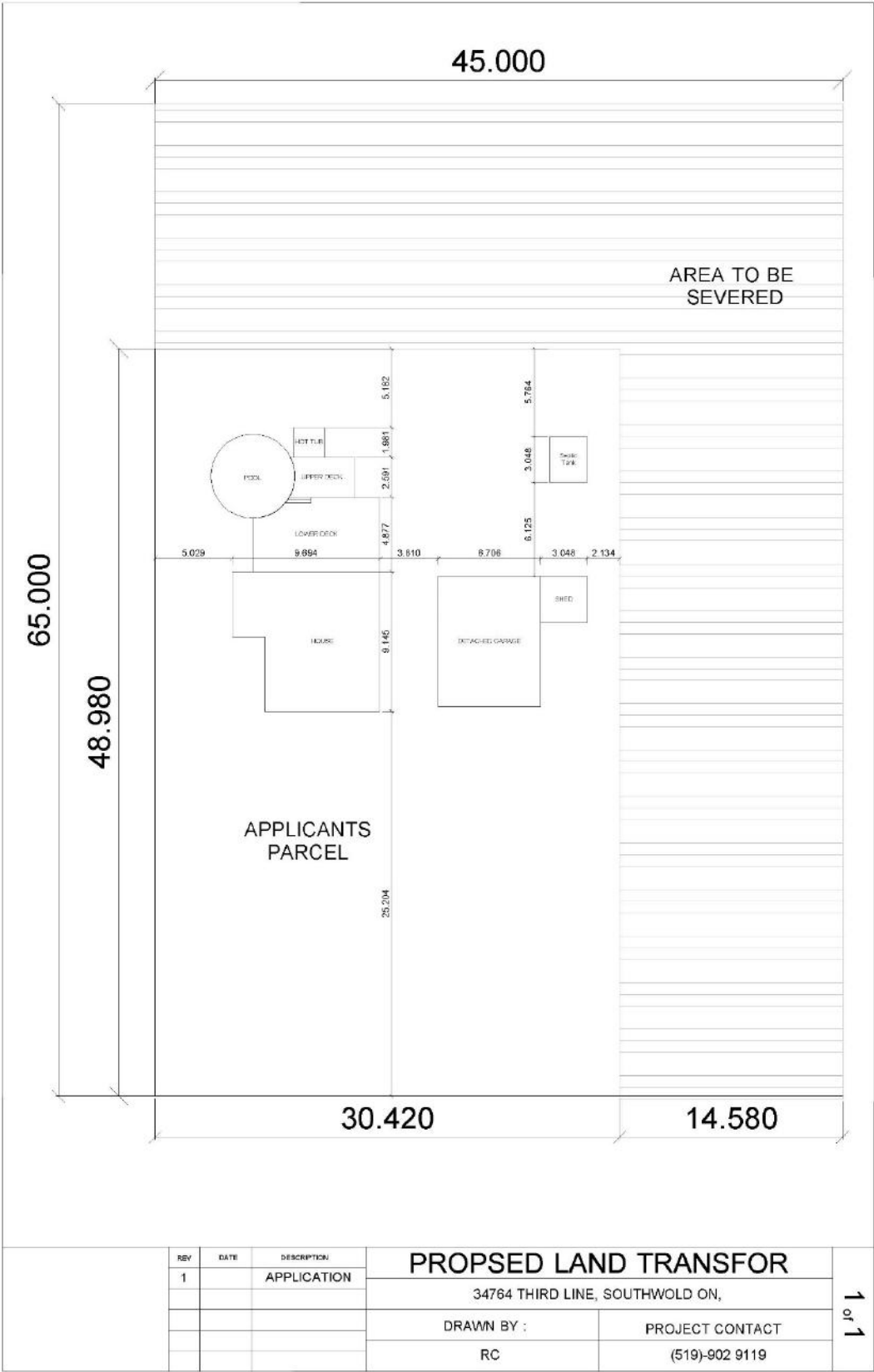
**Respectfully submitted by:**  
**Josh Mueller, MCIP, Planner**  
**"Submitted Electronically"**

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

Appendices:

1. Appendix One: Consent Sketch E11-23
2. Appendix Two: Consent Application E11-23 Township Conditions

PLA 2023-10 Appendix One: Severance Sketch



## **PLA 2023-10: Appendix Two: Township Conditions**

Consent Application E11-23 Township Conditions:

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



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Aaron VanOorspronk, Director of Infrastructure and Development Services

**REPORT NO:** ENG 2023-14

**SUBJECT MATTER: Sidewalk Construction Program Tender Award**

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

THAT Report ENG 2023-14 relating to Sidewalk Construction Program Quotation Award, be received for information; and

THAT the tender submitted by 519 London Excavating Inc. in the amount \$60,500, excluding HST (HARMONIZED SALES TAX), be accepted.

#### **Purpose:**

The purpose of this report is for Council to award the quotation for the Sidewalk Construction Program which is planned for construction in Spring/Summer of 2023.


#### **Background:**

The 2023 Sidewalk Construction Program plans to replace existing sidewalk and extend missing sidewalk at the intersection of Sunset Road and Talbot Line in Talbotville as shown below. The existing sidewalks are reaching the end of their useful life, present maintenance challenges, and are not compliant with the Accessibility for Ontarians with Disabilities Act. The Request for Quotation was posted on the Township's electronic bid portal, southwold.bidsandtenders.ca on February 22, 2023. The Tender closed on March 16, 2023, at 2:00 p.m.



### Project Limits



Legend:  
 Approximate extent of work area

Bids were received from the following companies:

	<b>Bidder</b>	<b>Total Contract Price (excluding HST)</b>
1	519 London Excavating Inc.	\$ 55,500.00
2	Autoform Contracting London Limited	\$73,490.00
3	DPA Contracting Ltd	\$80,630.00
4	Royal Crown Construction	\$100,858.85
5	Dufferin Construction Company, A division of CRH Canada Group Inc.	\$108,390.00
6	Ro-Buck Contracting Ltd	\$ 108,415.00
7	Dayne Construction Inc	\$ 154,986.45
8	Neptune Security Services Inc	\$ 339,500.00

All bids were found to be compliant. Project start date is flexible and will be determined when the contractor finalizes their schedule. Construction duration has been specified at

twenty working days with completion required by September 15, 2023. This strategy maximizes economic value by offering contractors project start date control and limits social impact by specifying the duration of construction (20 working days).

A letter will be provided to property owners prior to construction indicating project schedule and impacts.

### Financial Implications:

Given that the project was tendered early and received significant interest with eight bids submitted, it is Staffs opinion that competitive pricing was achieved. The below table shows the total tender cost as well as the project budget. Based on staff's previous experience a typical percentage-based contingency is not appropriate for a project of this scale and have adjusted the value to an appropriate value. It should be noted that even with an adjusted contingency this project is still well under the project estimate of \$100,000.

	<b>Expenditures</b>	<b>Funding</b>
Tender	\$55,500.00	
Contingency	\$10,000.00	
Net HST	\$1,152.80	
Total Contract Price	<b>\$66,652.80</b>	
Allocated Funding:		<b>\$100,000</b>

Based on the above, it is recommended to proceed with this project.

**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:**  
**Aaron VanOorspronk, CET.**  
**Director of Infrastructure and**  
**Development Services**  
**"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 27, 2023

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

**REPORT NO:** FIN 2023-05

**SUBJECT MATTER: 2023 Annual Repayment Limit**

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#### **Recommendation:**

THAT Council receive Report FIN 2023-05 2023 Annual Debt Repayment Limit for information.

#### **Purpose:**

To provide Council with the 2023 Annual Debt Repayment Limit report prepared by the Ministry of Municipal Affairs and Housing.

#### **Background:**

The Ministry of Municipal Affairs and Housing provides each municipality its' Annual Repayment Limit (ARL) with respect to long term debt and financial obligations. The information is provided in Schedule 81 of the Financial Information Return (FIR) as described in Ontario Regulation 403/02 as amended.

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

The Annual Repayment Limit is attached to this report as Appendix "A". The limit for 2023 based on the 2021 FIR is \$1,466,278 (2022 - \$2,103,727) (2021 - \$1,593,112). This represents the maximum amount which the Township had available as of December 31, 2021, to commit to payments relating to debt and financial obligations.

As this figure is based on 2021 data, before proceeding with additional long-term debt, the Annual Repayment Limit needs to be updated to reflect any changes since 2021. A construction financing loan was repaid in January 2021, dramatically lowering the outstanding debt for 2021.

At December 31, 2022 the Township had outstanding principal:

	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Wastewater Treatment Plant	\$1,619,472	\$1,655,354	\$2,725,253	\$2,857,883
Library	\$50,000	\$60,000	\$70,000	\$80,000
Drainage - ratepayers	\$2,294	\$4,458	\$6,500	\$10,670

<b>Total</b>	<b>\$1,671,766</b>	<b>\$1,719,812</b>	<b>\$2,801,753</b>	<b>\$2,948,553</b>

## Annual Debt Repayment – Principal and Interest for 2022

	<b>Principal</b>	<b>Interest</b>
Wastewater Treatment Plant	\$72,402	\$58,128
Library	\$10,000	
Total	\$82,402	\$58,128
<b>Total Principal and Interest</b>	<b>\$140,530</b>	

**Financial Implications:**

The first page of the Annual Repayment Limit Report shows the additional amount of borrowing the Township could undertake based on various terms and interest rates. As you can see the amount is quite substantial when amortized over 20 years (\$18.2 million). While having the ability to borrow up to \$18 million is attractive, it is not realistic as the annual repayment would be an additional \$1,325,748/ year. This would not be possible based on the Township budgets for Municipal Services, Water and Wastewater.

**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"**

## 2023 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	44606		
MUNID:	34024		
MUNICIPALITY:	Southwold Tp		
UPPER TIER:	Elgin Co		
REPAYMENT LIMIT:		\$	1,466,278

The repayment limit has been calculated based on data contained in the 2021 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2021 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2023

### FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	18,273,065
(a)	15 years @ 5% p.a.	\$	15,219,464
(a)	10 years @ 5% p.a.	\$	11,322,210
(a)	5 years @ 5% p.a.	\$	6,348,216
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	15,533,770
(a)	15 years @ 7% p.a.	\$	13,354,734
(a)	10 years @ 7% p.a.	\$	10,298,523
(a)	5 years @ 7% p.a.	\$	6,012,029

# DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Southwold Tp

MMAH CODE:

44606

## Debt Charges for the Current Year

		1 \$
0210	Principal (SLC 74 3099 01) . . . . .	1,161,163
0220	Interest (SLC 74 3099 02) . . . . .	8,978
0299	<b>Subtotal</b>	1,170,141
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01) . . . . .	0
9910	<b>Total Debt Charges</b>	1,170,141

## Amounts Recovered from Unconsolidated Entities

		1 \$
1010	Electricity - Principal (SLC 74 3030 01) . . . . .	0
1020	Electricity - Interest (SLC 74 3030 02) . . . . .	0
1030	Gas - Principal (SLC 74 3040 01) . . . . .	0
1040	Gas - Interest (SLC 74 3040 02) . . . . .	0
1050	Telephone - Principal (SLC 74 3050 01) . . . . .	0
1060	Telephone - Interest (SLC 74 3050 02) . . . . .	0
1099	<b>Subtotal</b>	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02) . . . . .	390
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02) . . . . .	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02) . . . . .	0
1420	<b>Total Debt Charges to be Excluded</b>	390
9920	<b>Net Debt Charges</b>	1,169,751

		1 \$
1610	Total Revenue (SLC 10 9910 01) . . . . .	12,826,407
<b>Excluded Revenue Amounts</b>		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04) . . . . .	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) . . . . .	729,335
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01) . . . . .	304,760
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01) . . . . .	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01) . . . . .	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets ( SLC 10 1098 01 + SLC 10 1099 01) . . . . .	1,248,196
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01) . . . . .	0
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01) . . . . .	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01) . . . . .	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01) . . . . .	0
2253	Other Deferred revenue earned (SLC 10 1814 01) . . . . .	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01) . . . . .	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01) . . . . .	0
2299	<b>Subtotal</b>	2,282,291
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged . . . . .	0
2610	<b>Net Revenues</b>	10,544,116
2620	<b>25% of Net Revenues</b>	2,636,029
9930	<b>ESTIMATED ANNUAL REPAYMENT LIMIT</b> (25% of Net Revenues less Net Debt Charges)	1,466,278

\* SLC denotes Schedule, Line Column.





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 27, 2023

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

**REPORT NO:** FIN 2023-06

**SUBJECT MATTER: 2022 Development Charges Summary**

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#### **Recommendation:**

THAT Council receive Report No. FIN 2023-06 prepared in accordance with Section 12 of O.Reg.82/98 of the Development Charges Act, 1997.

#### **Purpose:**

To fulfill the requirements for reporting on the Development Charges Fund.

#### **Background:**

In accordance with Section 12 of O.Reg.82/98, of the Development Charges Act, 1997, the Treasurer of the municipality shall provide to Council a financial statement relating to the reserve funds established under a by-law to collect development charges. The statement provided by the Treasurer is required to be made available to the public and to the Minister of Municipal Affairs and Housing on request.

Attachment "A" provides the development charge continuity information prescribed in Section 12 of O.Reg.82/98 as information to be included in the statement of the Treasurer of a municipality under section 43 of the Act.

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

The Development Charges By-law was passed in December 2020, with implementation starting in 2021. Collections over 2021 were very limited due to the various phase-in exemptions provided in the by-law. These included:

- vacant properties created through Consent approval under Section 35 of the Planning Act before April 1, 2021 for which a complete building permit application is submitted within one-year of Consent approval;
- lots of record that exist on the date of by-law passage for which a complete building permit application is submitted prior to January 1, 2022;
- properties outside of registered plans of subdivision that have submitted a complete Building Permit application before April 1, 2021;
- Developments proceeding from plans of subdivision that are registered prior to passage of this by-law will be exempt from development charges.

Notwithstanding the foregoing, Blocks within the registered plan of subdivision that will be subject to further development agreements will not be exempt from the payment of development charges;

- Development proceeding from Development Agreements entered into prior to the passage of this by-law that provide for a maximum capital charge for new development will be exempt from development charges;

While the Township had significant residential development in 2022, most took place in exempt developments. It is anticipated that as additional non-exempt developments proceed, there will be more revenue generated from Development Charges in the coming years.

**Financial Implications:**

Development Charges will assist with funding growth related capital projects in coming years. While revenue in 2022 was limited, this is anticipated to change in coming years.

**Strategic Plan Goals:**

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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**Respectfully Submitted by:**  
**Michele Lant, Director of Corporate**  
**Services/Treasurer**  
**"Submitted electronically"**

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

**Attachment "A"****2022 Development Charges Summary Report****By-law #2020-70**

<b>Service/Class</b>	<b>Opening Balance</b>	<b>Collections</b>	<b>Interest Earned</b>	<b>Transferred to Capital</b>	<b>Closing Balance</b>
Roads and Related Services	\$1,668.25	\$72,703.37	\$1,559.49		\$75,931.11
Fire Services	\$652.49	\$28,412.45	\$609.45		\$29,674.39
Parks and Recreation Services	\$783.59	\$34,163.71	\$732.81		\$35,680.11
Library Services	\$0.00	\$0.00	\$0.00		\$0.00
Growth Studies	\$102.08	\$4,438.47	\$95.21		\$4,635.75
<b>Total</b>	<b>\$3,206.40</b>	<b>\$139,718.00</b>	<b>\$2,996.95</b>	<b>\$0.00</b>	<b>\$145,921.35</b>

<b>Collections Summary</b>	<b>Count</b>	<b>Sq. Ft.</b>
Single Family Dwelling	9	
Apartments - 2 Bedrooms +		
Apartments - Bachelor and 1 Bedroom		
Other Multiples	32	
Non-Residential	0	0.00
<b>Total</b>	<b>41</b>	<b>0</b>

<b>Former Development Charges Bylaw</b>	<b>Opening Balance</b>	<b>Collections</b>	<b>Interest Earned</b>	<b>Transferred to Capital</b>	<b>Closing Balance</b>
	\$38,012.89	\$0.00	\$815.38	\$0.00	\$38,828.27

<b>Exemptions</b>	<b>Count</b>	<b>Value</b>
Talbotville Meadows	131	\$480,492.00
DHP	52	\$195,726.00
Enclave	11	\$35,244.00
Other	12	\$38,448.00
<b>Total</b>	<b>206</b>	<b>\$749,910.00</b>



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** March 27, 2023

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

**REPORT NO:** FIN 2023-07

**SUBJECT MATTER: County Roads 2022 Financial Summary**

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**Recommendation:**

None – For Information.

**Purpose:**

To provide Council with financial information on 2022 County Road operation.

**Background:**

As part of the County of Elgin Road Services Agreement, staff are required to submit a County Roads Financial Report to the County on an annual basis.

**Comments/Analysis:**

The 2022 County Road report data is attached as Appendix "A". The report includes information for the last 5 years (2018 – 2022). The 2022 operation resulted in expenses of \$456,406 versus revenue from the County of \$532,635.

Actual costs incurred can vary significantly year to year based on seasonal fluctuations and required activities. The last three years have seen more significant increases in the costs associated with maintaining the County roads, especially with respect to winter operations. County roadside maintenance saw a significant decrease in 2022 due to the breakdown of a roadside tractor and the large mower normally used was not rented. Staff will continue to monitor time and costs associated with County road maintenance to determine whether the upward trend is short-term or an ongoing trend. The Road Service Agreement ended December 31, 2022. A new agreement is currently being considered with a draft coming to Council soon.

**Financial Implications:**

There is currently a deficit of \$75,924.67 in the County Road Reserve. The surplus of \$76,229.06 in 2022 will be applied to the reserve balance leaving a small surplus of \$304.39.

**Strategic Plan Goals:**

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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- ☐ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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

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

**Appendix "A"**  
**Township of Southwold**  
**County Road Expenditures**  
**Unaudited as at December 31, 2022**

	2018	2019	2020	2021	2022	5 Year Accumulated
County Contract Revenue	\$483,703.96	\$495,796.56	\$504,225.04	\$507,754.64	\$532,634.76	\$2,524,114.96
<b>Expenditures</b>						
County Bridge & Culvert	\$3,735.82	\$2,340.61	\$0.00	\$4,754.84	\$233.10	\$11,064.37
County Roadside Maintenance	\$43,775.35	\$66,674.18	\$62,039.78	\$90,541.18	\$22,159.73	\$285,190.22
County Hardtop Maintencance	\$136,355.29	\$108,630.85	\$116,618.58	\$135,188.61	\$127,115.04	\$623,908.37
County Winter Control	\$310,508.31	\$351,435.81	\$320,641.49	\$340,467.59	\$254,375.36	\$1,577,428.56
County Safety Devices	\$25,498.70	\$24,999.09	\$22,661.73	\$15,144.13	\$22,664.15	\$110,967.80
County - Allocated Overhead	\$36,391.14	\$38,785.64	\$36,537.31	\$41,026.74	\$29,858.32	\$182,599.15
Total Expenditures	\$556,264.61	\$592,866.18	\$558,498.89	\$627,123.09	\$456,405.70	\$2,791,158.47
Surplus / Deficit	(\$72,560.65)	(\$97,069.62)	(\$54,273.85)	(\$119,368.45)	\$76,229.06	(\$267,043.51)
Revenue Change - \$	\$6,207.36	\$12,092.60	\$8,428.48	\$3,529.60	\$24,880.12	
Revenue Change - %	1.34%	2.17%	1.42%	0.63%	3.97%	
Expenditure Change - \$	\$93,090.52	\$36,601.57	(\$34,367.29)	\$68,624.20	(\$170,717.40)	
Expenditure Change - %	19.50%	7.57%	-6.93%	13.61%	-33.62%	



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** March 27, 2023

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

**REPORT NO:** CAO 2023-16

**SUBJECT MATTER: Strategic Planning Exercise**

---

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

That Council engage Mellor Murray Consulting Inc. to develop an updated Strategic Plan for the Township of Southwold as set out in the proposal dated March 23, 2023.

#### **Purpose:**

To provide a recommendation for a consultant to work with the Township to develop an updated Strategic Plan.

#### **Background:**

The Township's current Strategic Plan was adopted in May 2018. Following the municipal election and through the 2023 Budget process, Council has identified updating the Strategic Plan as a high priority. Staff have reached out to several consultants that complete this type of work. In 2018 OMAFRA provided assistance, but no longer offers the same level of service. I have also reached out to consultants that have worked with the County and local municipalities on similar projects. At present, just one consultant has indicated capacity to assist the Township.

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

I have received a proposal from Aileen Murray at Mellor Murray Consulting. A copy is attached. Mellor Murray has done work for the Township and County of Elgin in the past. The Township project was the Economic Development Plan. That project delivered Goals, Objectives and Action Items for the Economic Development Committee. From a staff perspective, the Plan was well organized, relevant to our specific circumstances and the inclusion of an Implementation Plan was useful to guide and track progress. The proposal includes a similar format for the Strategic Plan development. The proposal also contains community engagement activities with the public, Council and staff. While trying to complete public engagement is always



challenging, ensuring it is completed before the summer will be important. In general, the timeline for completion of the project is reasonable and will ensure priorities are established well before the 2024 budget cycle begins. The proposal appears comprehensive and should deliver an updated Strategic Plan that will help guide Council and Staff for at least the next four years.

**Financial Implications:**

None. The project was contained in the 2023 Budget and the proposal is within the budget allocation.

**Strategic Plan Goals:**

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

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

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



TOWNSHIP OF  
**Southwold**



# **TOWNSHIP OF SOUTHWOLD**

## **Quotation for Services: Updated Strategic Plan**

Aileen Murray Ec.D.(F), Mellor Murray Consulting  
March 23, 2023



March 23, 2023

Mr. Jeff Carswell, CAO  
Township of Southwold  
35663 Fingal Line  
Fingal, ON N0L 1K0

Re: Strategic Plan Update Quotation

Dear Jeff:

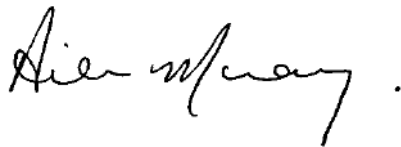
I am pleased to provide you with the following quotation of services for the development of an updated Strategic Plan.

Mellor Murray Consulting offers the following:

- A seasoned professional and respected name in municipal strategic planning and economic development to undertake all aspects of your project.
- Extensive experience with community consultation, economic and demographic analysis and municipal policy.
- A deep understanding of the issues and opportunities facing rural communities in Ontario.
- A commitment to delivering an evidence based, results-oriented and practical strategic plan with clearly aligned performance measures.
- A custom-made strategic plan tailored to Southwold's unique challenges and opportunities.

I would welcome the opportunity to work with you. If you have any questions regarding this proposal, please contact me directly at 519-784-7944.

Thank you,



Aileen Murray Ec.D. (F)  
President, Mellor Murray Consulting Inc.



## Introduction

The Township of Southwold has requested a quotation to update the Municipal Strategic Plan. The Strategic Plan will provide direction for the new term of Municipal Council and will reflect the changing economic and demographic realities facing the community.

Community engagement is an essential component in the development of this Strategic Plan. This quotation includes six facilitated in-person meetings including an initial meeting with Council, three community and stakeholder workshops, a separate workshop for Southwold staff and a priority setting workshop. The completed strategy will be presented to Council for their final approval.

## 1. Qualifications and Experience

**Aileen Murray, B.Comm. Ec.D. (F)**, Mellor Murray Consulting Inc.

Aileen established Mellor Murray Consulting in 2009 building on 15 years of hands-on municipal experience. A trusted advisor and coach, Aileen has assisted municipalities, non-profit and private sector organizations achieve their goals based on sound evidence, inclusive stakeholder engagement and thorough analysis. Aileen applies a rigorous process to strategic planning including research, analysis and stakeholder engagement to develop effective and practical solutions to complex challenges.

Of particular interest for this project, Aileen has advanced training in public engagement through the International Association of Public Participation (IAP<sup>2</sup>) and has experience delivering a variety of facilitation techniques. Aileen assisted the Township of Southwold with a Market Threshold Analysis in 2017 and Community Economic Development Plan in 2019/2020.

Aileen's recent clients include the Western Ontario Wardens' Caucus, Elgin County, City of Miramichi, Municipality of Chatham-Kent, Municipality of Port Hope, Town of LaSalle, Community Futures Eastern Ontario, Downtown London, Wellington County, Cape Breton Regional Municipality, New Brunswick Agricultural Alliances and the London & Middlesex Local Immigration Partnership.

Aileen is a past president of the Economic Developers Association of Canada and the Economic Developers Council of Ontario. She is currently serving as the Chair of the Southwest Ontario Tourism Corporation. Aileen was the recipient of the Economic Developers Association of Canada 2016 President's Award.



## **2. Related Experience**

### **Municipality of West Elgin, Community Development Handbook**

Mellor Murray Consulting was commissioned by Elgin County to prepare a Community Development Handbook to guide the Municipality of West Elgin's community development efforts. The Handbook provided a roadmap for Elgin County, West Elgin and the volunteer economic development committee to grow the local economy, building on existing community assets. The project included demographic and economic analysis, a community survey, business and community leader interviews, community workshops and best practice review. The Community Development Plan included practical, affordable actions based on the community's priorities and financial and human resources.

### **Western Ontario Wardens' Caucus, Workforce Strategy**

Mellor Murray Consulting recently completed a 9-month project with the Western Ontario Wardens' Caucus (WOWC), a not-for-profit organization representing 15 upper tier and single tier municipalities in southwestern Ontario to develop a regional workforce strategy.

The assignment included detailed economic and demographic analysis for the 15 individual Counties and region with projections on workforce supply and demand and related housing demand. The stakeholder engagement included 15 community workshops via Zoom, one on one interviews and a survey of employers, incorporating the feedback of over 500 key stakeholders.

The strategy included recommendations in workforce retention and attraction, leveraging the existing population, attainable housing and enhancing employer recruitment and retention efforts. It also provided recommendations on regional marketing best practices.

### **Town of Saugeen Shores, Economic Development Strategy, Tourism Strategy**

The Town of Saugeen Shores commissioned Mellor Murray Consulting to develop a comprehensive economic development strategy that covered infrastructure development, economic development capacity, growth sectors and labour market development. The strategy addressed Saugeen Shores' unique challenges and opportunities as one of the most affluent communities in the province as measured by median income while service industries struggled to find workers.



Mellor Murray Consulting was subsequently retained to develop the Town's Tourism Strategy. The assignment included research on emerging trends in tourism development, extensive community consultation, best practice review and priority setting exercises. The strategy included recommendations on governance, product development and marketing, with an emphasis on sustainable growth for the community.

### 3. Project Methodology



#### Phase 1: Research and Review

##### Initial Meeting

The initial meeting provides the foundation for our working relationship. During this meeting we will confirm the project scope, reporting schedules, deliverables, milestones, meeting dates and presentation requirements, documents, and data to be provided for review. Following the meeting, we will provide a finalized work plan, which will direct all work efforts and project progress reports.

##### Economic and Demographic Analysis

A thorough economic and demographic analysis of the 2021 Census and more recent population data from Statistics Canada will assist the Township of Southwold to identify key trends and areas of priority. You will receive an interim report on the demographic and economic analysis to assist you in assessing Southwold's current performance and future potential. The data for the Township of Southwold will be provided along with data from key benchmark communities to provide context for the economic and demographic trends.



## Document Review

Aileen will review the previous Township of Southwold Strategic Plan and other Township and County documents which are relevant to the development of the new Strategic Plan.

## Phase 2: Consultation

The research and analysis stage will provide a solid foundation to ask appropriate questions and draw upon the experience and insights of residents and key stakeholder groups in Southwold Township. Throughout the consultation process Aileen will establish an environment of open communication and respectful debate while encouraging frank discussion.

The consultation phase will begin with a workshop with Council to identify their initial considerations and expectations of the strategic planning process, what they hope to learn from key stakeholder groups and their initial insights into the key issues and opportunities that need to be addressed in the Strategic Plan.

Three facilitated workshops will be held in person with the general public and key stakeholder groups as identified by the Township of Southwold. The number of participants is yet to be determined and will have an impact on the facilitation techniques and agenda.

Aileen will also facilitate a workshop with staff to provide them with an opportunity to share their unique insights and experiences in a safe and collaborative environment.

The consultation will focus on establishing the strengths, weaknesses, opportunities, and threats affecting the Township of Southwold's potential. It will also identify the aspirations of the community to provide the basis for establishing the strategic priorities.

The consultation phase will conclude with a Key Findings including a summary of the research and analysis conducted in Phase 1 and the outcomes of the consultation in Phase 2. This report will provide a launching pad for informed discussion during the strategic priorities workshop.

## Strategic Development

Establishing appropriate strategic priorities will ensure the strategic plan leverages existing strengths and opportunities, builds upon industry trends and competitive advantages, and has the most potential for success.










Aileen will assist Council and senior staff to establish priorities that will have the most significant impact and enhance the overall vision and mission of the Township of Southwold.

The results of the Priorities Workshop will provide the framework for a formal strategic plan.

### Phase 3 Strategic Plan Development

The Township of Southwold Strategic Plan will include the following elements:

	Element	Description
	<b>Vision</b>	An aspirational statement of where the organization wants to be in the future.
	<b>Mission</b>	A statement of who the organization is, what it does, for who and how.
	<b>Goals</b>	Broad based strategies needed to achieve the organization's mission.
	<b>Strategic Objectives</b>	Specific, measurable, action oriented, realistic and time bound strategies that achieve the organization's goals and vision.
	<b>Specific Actions</b>	Specific actionable items that are assigned to individuals or organizations to achieve.

Aileen will prepare and present a draft plan for review to gain further insights and feedback. Aileen will then refine the strategy as required and prepare the final draft plan for presentation and approval by Council.



## 4. Work Plan & Deliverables

Aileen is available to begin work on this project immediately. The proposed work plan is detailed below with presentation of the final strategy scheduled in July 2023. This schedule can be modified based on the needs of the client.

<b>Phases + Tasks</b>	<b>Week of</b>
<b>Phase 1 Research/ Analysis</b>	
Project Initiation	Apr. 10
Document Review	Apr. 17
Economic and demographic analysis	May 1
Interim Report	May 1
<b>Phase 2 Consultations</b>	
Council workshop	May 8
3 Community and stakeholder workshops	May 8
Staff workshop	May 8
Key Findings Report	May 29
<b>Phase 3 Strategy Development</b>	
Priorities Workshop	June 5
Draft Strategic Plan	June 26
Review Draft Strategy	July 3
Refine Strategy	July 10
Final Presentation	July 17
Represents Meetings in the Community	

The Township of Southwold is responsible for providing the documents and policies to be examined as part of the literature review. Staff will be responsible for arranging the meeting venue, invitations, AV equipment and refreshments for the various facilitated workshops. Mellor Murray will provide markers, post-it notes, and other facilitation tools as required.

The work plan assumes the timely review and feedback of the Key Findings Report, Draft Strategic Plan and final Strategic Plan.

# Aileen Murray

Ec.D.(F)

## Mellor Murray Consulting

A recognized leader in economic development and a trusted advisor in building community capacity, Aileen has assisted municipalities, non-profit organizations and businesses to establish and achieve their goals. Aileen provides thorough analysis, practical solutions and achievable strategies and programs based on her experience in economic development, tourism, strategic planning, workforce development, governance and community engagement, including 15 years in the municipal sector.



### Education & Achievements:

#### Bachelor of Commerce

University of Windsor, ON

#### Certificate in Economic Development

University of Waterloo, ON

**Certified Economic Development Professional (Ec.D.), Economic Development Fellowship (F)** Economic Developers Association of Canada

#### Certificate in Public Participation

International Association of Public Participation

**President's Award**, Economic Developers Association of Canada 2016

### Associations

**Economic Developers Association of Canada**, Past President

**Economic Developers Association of Ontario**, Past President

**Southwest Ontario Tourism Corporation**, Chair

**International Association of Public Participation**, Member

**International Economic Development Council**, Member

### Strategic Planning

Strategic planning is a core element of Aileen's work. She has completed economic development strategies, community strategic plans, local labour market plans, downtown redevelopment projects, Community Improvement Plans, feasibility studies, sector development strategies and marketing strategies. She has developed benchmarking and key performance indicators to track progress towards established goals.

### Analysis

A skilled analyst, Aileen has broad experience compiling, analyzing and presenting economic data, community demographics, SWOT analysis, BR&E surveys, investment readiness assessments, labour market analysis, economic impact analysis, environmental scans, feasibility studies, case studies and performance benchmarks. She has conducted workforce and infrastructure assessment at the community and regional levels and has a thorough knowledge of qualitative and quantitative research techniques.

### Public Engagement and Consultation

Aileen is a trained and experienced community stakeholder engagement professional. She plans and delivers programs using the International Association of Public Participation (IAP<sup>2</sup>) framework. She is experienced with both in-person and online techniques for large and small groups.

### Governance

Aileen has worked with regional, provincial and national boards. She has served as chair, board member and staff support. Projects have included creating new boards, governance reviews, strategic plans, good practice reviews, and creating board materials including terms of reference, policies, procedures, roles and responsibilities.

### People Attraction

Aileen has assisted communities and industry associations to craft evidence-based people attraction strategies. She has conducted best practice reviews, value proposition exercises and sector specific initiatives for agricultural and tourism workers. She has also developed programs targeting youth, immigrant and entrepreneur with attraction and retention initiatives.

### Project Management

Aileen has led cross-functional teams in strategic planning, stakeholder engagement, and marketing assignments. She has chaired regional and provincial conferences, focus groups, community workshops, seminars conferences, board and Council retreats, seminars, and in-bound and out-bound investment missions.

# Aileen Murray

## Mellor Murray Consulting

Ec.D.(F)

### Select Projects

#### Western Ontario Wardens' Caucus

Workforce Development Strategy (2021/22), Caucus Priority Setting (2021)

**City of Miramichi:** Operational Review (2019), Economic Development and Tourism Strategy (2020)

**Sarnia Lambton Economic Partnership:** Strategic Plan (2017/18) Lambton Innovation Network (2019)

#### Saugeen Shores:

Economic Development Strategic Plan (2018), Tourism Strategy (2019)

#### Town of Bradford West Gwillimbury:

Economic Development Marketing Plan (2018), Implementation (2019,20-22)

#### Elgin County:

West Elgin Community Handbook (2018) Southwold Economic Development Plan (2020), Economic Development Strategy Update (2019)

#### Town of Halton Hills:

Economic Development Strategy (2014) Economic Development and Tourism Strategy (2020)

#### Chatham-Kent Workforce Planning Board:

Labour Market Plan (2017, 18, 19, 20) Apprenticeship Research Report (2018)

#### City of Saint John:

Value Proposition Facilitation (2017)

#### London Chamber of Commerce:

Strategic Plan (2022)

#### Tourism Industry Association of New Brunswick:

Workforce Development Strategy (2019)

**London & Middlesex Local Immigration Partnership:** Community Based Model for Settlement Services (in progress)

**Centre for Research and Innovation in the Bioeconomy:** Visioning Facilitation (2022)

**Community Futures Eastern Ontario:** Strategic Plan (2021)

**Port Hope:** Economic Development Strategic Plan (in progress)

### Tourism & Signage Strategies

Aileen has successfully established and implemented tourism strategies, destination development plans and signage strategies. She has developed and delivered marketing programs incorporating web, video, print, social media and branding. Aileen is a recognized authority in measuring the economic impact of tourism.

### Marketing & Communications

Aileen has created national and international award-winning marketing programs. She has developed marketing strategies, digital marketing strategies, value propositions, positioning statements, branding and brand manuals. She has researched best practices and produced websites, videos, community profiles, sector profiles, lure brochures and E-newsletters.

### Workshops and Public Speaking

A popular guest speaker and subject matter expert, Aileen has delivered presentations and webinars for the University of Waterloo Economic Development Program, Economic Developers Association of Canada, Association of Municipalities of Ontario, Ontario Small Urban Municipalities, Economic Developers Council of Ontario, Ontario East Municipal Conference, South West Economic Assembly, Southwest Ontario Tourism Corporation and the Georgian Bay Development Institute.

### Proposal Development & Funding Research

Aileen has assisted municipalities and organizations develop requests for proposals and evaluate submitting proposals. She has researched and completed funding programs and proposals. She has successfully negotiated federal, provincial and regional funding applications and agreements.

### Employment History

#### Mellor Murray Consulting

President 2009 - present

#### Middlesex County

Economic Development Manager (PT contract) 2009 - 2015

#### Municipality of Chatham-Kent

Economic Development Director (A) 2007 – 2009  
Manager, Business Retention & Attraction 2002 – 2007  
Manufacturing Coordinator 2000 - 2002

#### Alpha Service Group, DMA Consulting

Business Consultant 1997 - 1999

#### Hamilton Children's Aid Society

Recruitment Specialist 1994 - 1996

#### Cadillac Fairview Corporation

Marketing Director 1989 - 1993

#### A.V. Shows Canada Ltd.

Show Coordinator 1986 - 1989

# COUNCIL HIGHLIGHTS

TUESDAY,  
MARCH 14, 2023

## IN THIS ISSUE:

County Council honours  
Deputy Warden Duncan  
McPhail

Council receives an update  
from the Municipal Property  
Assessment Corporation  
(MPAC)

Elgin County's Library  
Branches receive Council  
support in moving one step  
closer to becoming fine free

Council appoints six (6)  
members to the  
Terrace Lodge Redevelopment  
Fundraising Committee

Elgin's 2023 Budget nears the  
finish line

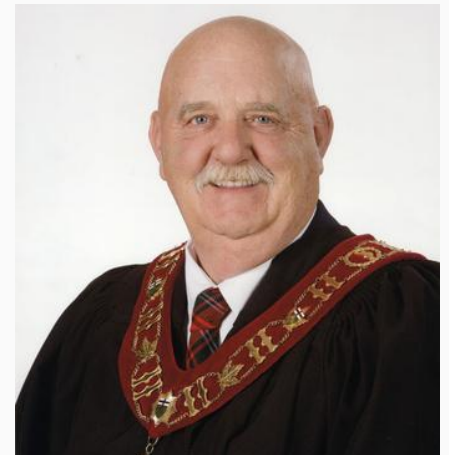
## COUNTY COUNCIL HONOURS DEPUTY WARDEN DUNCAN MCPHAIL

County Council observed a moment of silence to honour Deputy Warden Duncan McPhail (pictured below), who passed away on March 11, 2023, just two (2) weeks shy of his 70th birthday.

McPhail served for 17 years on County Council. He was elected Warden in 2000, 2001 and 2019, and was appointed Deputy Warden in 2020, and 2022 until his passing.

McPhail was driven to outstanding community service. Regardless of his role on County Council, he attended to committee assignments, projects and activities with vigour. The flags at all County facilities are lowered to half-mast in honour of McPhail.

A book of condolences is available in the lobby of the Elgin County Administration Building at 450 Sunset Drive, St. Thomas for residents and the community to share their messages of sympathy.







## COUNCIL RECEIVES AN UPDATE FROM THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION (MPAC)

The Municipal Property Assessment Corporation (MPAC) presented County Council with an informative update on its services. MPAC is an independent corporation which is funded by Ontario Municipalities. Their role is to assess and classify all properties and buildings across Ontario.

Elgin County's MPAC Account Manager, Brenda Slater, provided some insight into MPAC's role in property taxation, an assessment update, and shared resources available to the County for educating the public on MPAC's services.

For the full MPAC presentation, please see the March 14, 2023, Agenda Package, found [here](#).

## ELGIN COUNTY'S LIBRARY BRANCHES RECEIVE COUNCIL SUPPORT IN MOVING ONE STEP CLOSER TO BECOMING FINE FREE

In June 2022, County Council approved the Elgin County Library to begin its path toward becoming fine free. Phase one (1) of this initiative saw overdue fines eliminated on all children's materials, and the overdue fines on adult DVDs were reduced.

Natalie Marlowe, the Manager of Library Services, presented County Council with a recommendation to move to phase two (2), eliminating fines on all adult fiction materials and reducing fines on adult DVDs. Council approved all ten (10) Library Branches to move to this next phase on April 1, 2023.



## COUNCIL APPOINTS SIX (6) MEMBERS TO THE TERRACE LODGE REDEVELOPMENT FUNDRAISING COMMITTEE

The Terrace Lodge Redevelopment Fundraising Committee is a sub-committee of the Terrace Lodge Redevelopment Steering Committee and raises funds for value-added enhancements to Terrace Lodge through its Comforts of Home campaign.

In January 2023, correspondence was sent to Elgin's seven (7) local municipal partners requesting an appointed member to sit on the Committee for the 2023-2026 term. At its meeting on February 28, 2023, Elgin County Council approved the appointment of

- Sarah Leitch, Councillor – Township of Malahide
- Amarilis Drouillard, Councillor – Municipality of Dutton Dunwich
- Jamie Chapman, Councillor – Town of Aylmer
- Wendy Carmichael, Community Member
- Jim Jenkins, Community Member
- Kay Haines, Terrace Lodge Auxiliary Representative

## ELGIN'S 2023 BUDGET NEARS THE FINISH LINE

Elgin County Council received its final 2023 Budget Presentation from the Director of Financial Services/Treasurer, Jennifer Ford. This presentation provided a detailed overview of the preferred tax rate of 3.76%.

This option results in utilizing some of the project savings from the Centennial/Elm Roundabout Project (\$321K), while allocating the remaining balance of \$245K to the Capital Reserve Fund for future use. As a result, residential properties in Elgin will see a tax rate implication of \$23.88/\$100,000 of assessment.

Once County Council formally adopts the 2023 Budget By-Law at its March 28, 2023, meeting, the 2023 Budget document will be made available for public viewing.

**For the complete March 14, 2023, County Council Agenda Package, please visit the Elgin County [website](#).**



By completing this form, you are requesting the waiver of rental fees for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, 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: \***

Victorian Order of Nurses

**Representative's Name: \***

Jill Smith

**Is there a secondary contact person for your organization? \***

☐ No

☒ Yes

**Secondary person's name (first and last)**

Ellen Cannon

**Secondary person's contact number:**

519-637-6408X239

**Secondary person's email address:**

ellen.cannon@von.ca

**Contact Number: \***

519-637-6408

**Email Address: \***

jill.smith@von.ca

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

137508057RR0001

**Date(s) of requested fee waiver: \***

March 29 2023, April 19 2023, May 17 2023, June 21 st 2023, September 20, 2023, October 18 2023, November 15 2023 and December 6 2023

## Activity or Event Description

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

This is a group dining event with local residents (clients) attending for a hearty dinner at lunch time. It is an opportunity to enjoy a delicious meal and to socialize with members of the the local community.

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

This meal brings together residents in the area enable community residents to socialize with neighbors , friends and meet new community members. This is crucial after the isolation that covid brought to all of us as well as giving those in surrounding rural areas to attend a local event right beside the library. The lunches have been planned around those still working within the rural community and such the lunches will be scheduled from Fall to late spring - the meals are economically priced from Belmont caterers and saves residents the drive out of the community to attend a restaurant - those who have loved ones that are unable to attend due to illness are able to take an additional meal home.

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

VON operates on a very slim margin as a not for profit and as such at present the meals are price 4 cents over the Caterer's charge which means VON is providing all the tea coffee napkins take out containers at our cost - the rental fee if incurred would eliminate the opportunity to provide this social event in the community.

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

Von does fundraise once a year with a walk but not specifically for this program as VON not only provides social programs but health care visits - donations are another way VON tries to generate dollars to continue to operate

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

The event is welcome to all that arrive - if an attendee is not a client when they first arrive they are welcome to join as a guest - because of your facility being accessible for all everyone is included

**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: \***

3/23/2023



# 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

**By-law for Municipalities Not Within a Regional Municipality, the County of Oxford or The District Municipality of Muskoka – Form 5**  
*Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)*

Drainage By-law Number 2023-13

A by-law to provide for a drainage works in the Township of Southwold  
in the County of Elgin.

Whereas the council of the Township of Southwold has procured a  
report under section 4 of the *Drainage Act* for the construction  
of the A & C Jones Drain 2022 drain;

And whereas the report dated 2022/12/12 has been authored by M. DeVos & G. Vereyken, Spriet Associates  
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$130,000.00 ;

And whereas \$22,963.00 is the amount to be contributed by the Township  
of Southwold for the drainage works;

And whereas (Complete this clause only if other municipalities are being assessed a share of the cost of the project.);

is being assessed in the  of

is being assessed in the  of

is being assessed in the  of

is being assessed in the  of

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Southwold  
pursuant to the *Drainage Act* enacts as follows:

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

**2. BORROWING**

The Corporation of the Township of Southwold  
may borrow on the credit of the Corporation the amount of  being the amount necessary for  
the construction of the drainage works.

This project may be debentured.

## 6. CITATION

This by-law comes into force on the passing thereof and may be cited as the

"A & C Jones Drain 2022

by-law".

First reading 2023/02/13

Second reading 2023/02/13

Provisionally adopted this 13 day of February, 2023

Name of Head of Council (Last, First Name)

Jones, Grant

Signature



Name of Clerk (Last, First Name)

Carswell, Jeff

Signature



Third reading 2023/03/27

Enacted this 27th day of March, 2023

Name of Head of Council (Last, First Name)

Jones, Grant

Signature

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Corporate Seal

I, Jeff Carswell

clerk of the Corporation of the Township of Southwold,

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Corporate Seal





MUNICIPALITY OF

North Perth

[www.northperth.ca](http://www.northperth.ca)

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;



**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



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

### **BY- LAW NO. 2023-22**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 27, 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 27, 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 27<sup>th</sup> DAY OF MARCH, 2023.**

---

Mayor  
Grant Jones

---

CAO/Clerk  
Jeff Carswell



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**-ADDENDUM TO AGENDA-**

Monday March 27, 2023

REGULAR MEETING OF COUNCIL

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

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**2. ADDENDUM TO AGENDA**

***Items Added:***

**9. CORRESPONDENCE:**

(b) Rosy Rhubarb Fun Run