



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday May 8, 2023

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION AND REVIEW OF MINUTES

- (a) Draft Minutes of Regular Council Meeting of April 24, 2023
- (b) Minutes of War Memorial Committee Meeting of November 8, 2022
- (c) Draft Minutes of the War Memorial Committee Meeting of April 25, 2023

5. DELEGATION

6. DRAINAGE

7. PLANNING

- (a) PLA 2023-16 ZBA 2023-03 Woodland Way Developments Inc, 10247 Talbotville Gore Road
- (b) PLA 2023-17 Information Pertaining to Proposed Provincial Planning Statement

8. REPORTS

- (a) FIR 2023-05 Activity Report – April 2023
- (b) FIR 2023-06 2022 Incident Report.
- (c) ENG 2023-24 Activity Report – April 2023
- (d) ENG 2023-25 Ford Road Watermain
- (e) CBO 2023-08 Activity Report – April 2023
- (f) CBO 2023-09 Basketball Court at Talbotville Heritage Park Resurfacing Quote Acceptance
- (g) CBO 2023-10 Fingal Office – Additional Space Renovation
- (h) CAO 2023-24 Activity Report – April 2023
- (i) CAO 2023-25 Great Lakes Farms "By the Glass" Endorsement

Expansion

- (j) CAO 2023-26 Iona Road Allowance Mapping Error
- (k) County Council Highlights – April 25, 2023

9. CORRESPONDENCE

- (a) Correspondence from Golden Acres Eastern Star Group RE: Fire Department Fundraiser
- (b) Minister of Justice and Attorney General RE: Bail Reform

10. BY-LAWS

- (a) By-law No. 2023-30, being a by-law to amend By-law No. 2011-14, Woodland Way Developments Inc., 10247 Talbotville Gore Road
- (c) By-law No. 2023-31 being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 8, 2023

11. OTHER BUSINESS *(For Information Only)*

- (a) Regional Municipality of Waterloo Resolution RE: Protecting the Privacy of Candidates and Donors
- (b) Cochrane Resolution RE: Barriers for Women in Politics
- (c) Enbridge Gas RE: Third-party Locate Charges

12. CLOSED SESSION

- (a) Personal Matters about identifiable individual, including municipal or local board employees (Section 239(2)(b)) and Labour relations or employee negotiations (Section 239(2) (d)) Non-Union Employment Terms and Policies

13. ADJOURNMENT:

STRATEGIC PLAN COUNCIL WORKSHOP
Tuesday, May 9, 2023 @ 7:00 pm
Council Chambers, Fingal

STRATEGIC PLAN COMMUNITY WORKSHOP
Thursday May 11, 2023, 1:00 P.M. – 3:30 P.M.
Keystone Complex, Shedden

STRATEGIC PLAN COMMUNITY WORKSHOP
Thursday May 18, 2023, 6:30 P.M. – 9:00 P.M.
Keystone Complex, Shedden

NEXT REGULAR MEETING OF COUNCIL
Tuesday May 23, 2023 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday April 24, 2023
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Aaron Van Oorspronk, Director of Infrastructure & Development
Services
Kevin Goodhue, Water/Wastewater Compliance Superintendent
Josh Mueller, Planner
June McLarty, Corporate Services Clerk

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt

2023-151 Councillor Emons – Deputy Mayor Pennings
THAT the Minutes of the Regular Council Meeting of April 11, 2023
are hereby adopted.

CARRIED

Committee Minutes – Review

2023-152 Councillor Adzija – Councillor Fellows

THAT Council has reviewed the draft Committee Minutes of the Family Day Committee Meeting of March 22, 2023, the Keystone Complex and Shedden Recreation Board Meeting of March 30, 2023, and the Zero Waste Committee Meeting of April 6, 2023.

CARRIED

PLANNING:

Zoning By-law Amendments

7:00 p.m. ZBA 2023-03 Woodland Way Developments Inc, 10247 Talbotville Gore Road, and ZBA 2023-04 Echo Acres Limited, 38652 Longhurst Line

**In attendance: N. Dyjach, Strik, Baldinelli, Moniz
B. Fife, 39770 Shady Lane Cres.
S. Worotny, 39708 Shady Lane Cres.
E. and M. Valentin, 10248 Talbotville Gore Road**

Opening of Public Meeting for ZBA 2023-01

2023-153 Councillor Emons – Deputy Mayor Pennings

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. 2023-03, filed by Woodland Way Developments Inc, 10247 Talbotville Gore Road and Zoning By-law Amendment file no. 2023-04 filed by Echo Acres Limited, 38652 Longhurst Line opens at **7:03 p.m.**

CARRIED

The Mayor stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed zoning by-law amendment to rezone the subject lands legally described as Con SNBTR Pt Lot 40, and municipality known as 10247 Talbotville Gord Road.

The proposed zoning by-law amendment (ZBA) application would rezone the parcel from residential 1 (R1) Zone to Residential 1 Special Provisions Zone (R1), to allow for decreased minimum rear exterior side yard setbacks and maximum lot coverage.

Three site-specific provisions are being requested as part of this ZBA application.

1. A site-specific provision to permit a minimum required rear yard setback of 6m (19.7 feet whereas 9m (29.53 feet) is required.

2. A site-specific provision to permit a minimum required exterior side yard setback of 4m (13.12 feet) whereas 6m (19.7 feet) is required.

3. A site-specific provision to permit a maximum lot coverage of 50% whereas 40% is required.

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

The Mayor asked the Clerk what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notice was mailed to neighbouring property owners within 120 meters of the subject lands and emailed to commenting agencies on April 3rd, 2023. A sign was posted on the subject property prior to the deadline of April 4th, 2023.

Planner Josh Mueller presented his report to Council.

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

The Mayor stated that before he opens the floor to questions from the public, please be advised if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by April 25, 2023. Any person that has contacted the Planner to be a part of the Public Meeting will receive this further information automatically.

N. Dyjach of Strik, Baldinelli, Moniz identified himself as the planning consultant acting on behalf of the owners. Mr. Dyjach commented that this is a minor application to rezone a R1 zone to a R1 Zone with site-specific requests for reduced yard space and lot coverage. Not a huge impact on neighbouring lands. Simple zoning application. Surprised and disappointed that this application is being deferred. The comments in the staff report can be resolved in the site-plan approval. We can address these comments at the next council meeting.

B. Fife inquired about the setbacks to his property. Mr. Dyjach responded that the setbacks are being addressed through the site-specific provisions in the proposed zoning by-law amendment. Mr. Fife also inquired about whether this would affect the trees along his property line. He doesn't want the trees harmed during construction. Mr. Mueller stated that a clause in the site-plan agreement states that the contractor must

take precautions to preserve the trees. Mr. Fife questioned if any grading would be done on his property as these properties are so close. Mr. Van Oorspronk responded that grading activities would have to be within the boundary of the property. Mr. Dyjach stated that through the site-plan approval process the trees and grading would be addressed. Would maintain as many mature trees as possible.

Mayor Jones asked if any members of Council had any questions or comments. Deputy Mayor Pennings commented that the issues that have come up from staff would be part of the site-plan approval.

Mayor Jones commented on the number of concerns from staff. Mr. Mueller stated that this is not a final design for this project. Mayor Jones also commented that this plan may not exist as a lot of changes will need to be made.

M. Valentin questioned the amount of traffic flow that would be in this area. Mr. Dyjach responded that a traffic study has been done. The volume of traffic is not a concern. It is more about the sight lines and how traffic will flow in and out of the site. The study can be provided to staff. Mr. Dyjach also commented that there are not 4 new access roads for the condo units off Talbotville Gore Road, they are driveways. It is like the street scape now.

Councillor Adzija questioned if this was the first time this feedback was given. Mr. Mueller responded that this report was prepared after a meeting was held with staff.

Councillor Emons commented that deferring it will not be an issue. There is more time for discussion on this file.

ZBA 2023-03 Woodland Way Developments Inc

2023-154 Deputy Mayor Pennings – Councillor Fellows

THAT Council defer the proposed Zoning By-law Amendment Application ZBA 2023-03, to consider comments received from municipal staff and at the public meeting.

CARRIED

The Mayor stated that please be advised that the decision may be appealed to the Ontario Land Tribunal by the Applicant. This public meeting is now concluded.

ZBA 2023-04 Echo Acres Limited, 38652 Longhurst Line.

The Mayor stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a

proposed zoning by-law amendment to rezone the subject property legally described as Con 4 Lot 22 RP 11R1690 Part 1 and described municipally as 38652 Longhurst Line.

The proposed Zoning By-law Amendment (ZBA) application would rezone the retained parcel from Agricultural 1(A1) Zone to Agricultural 3 (A3) Zone to prohibit future residential development. The retained parcel will continue to be used for agricultural purposes. The severed parcel will be rezoned from Agricultural 1 (A1) to Agricultural 1 Special Provision Zone to allow for increased lot area and decreased lot frontage.

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

1. A site-specific provision to permit a maximum lot area of 1.67 acres (0.66 hectares) whereas 1.48 acres (0.59 hectares) is required.
2. A site-specific provision to reduce the required lot frontage to 25.5m (83.66 feet) whereas 30m (98 feet) is required.

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

The Mayor asked the Clerk what method of notice and when was the notice given to the public for this meeting. The Clerk responded that a notice was mailed to neighbouring property owners with 120 meters of the subject lands and emailed to commenting agencies on April 3rd, 2023. A sign was posted on the subject property prior to the deadline of April 4th, 2023.

Planner Josh Mueller presented his report to Council.

The Mayor asked the Clerk if any comments were received from staff. The Clerk responded yes. Staff comments were received, as detailed in the Planning Staff Report. The Mayor asked if any written submissions on this application were received. The Clerk responded that agency comments were received, as detailed in the Planning Staff Report.

The Mayor stated that before he opens the floor to questions from the public, please be advised if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by April 25, 2023. Any person that has contacted the Planner to be a part of the Public Meeting will receive this further information automatically.

No additional comments were provided by the owner/applicant. No questions were asked from the public or Council.

ZBA 2023-04 Echo Acres Limited

2023-155 Councillor Fellows – Councillor Adzija

THAT Council approve the proposed Zoning By-law Amendment Application ZBA 2023-04, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-14.

CARRIED

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

Closing of Public Meeting for ZBA 2023-03- and ZBA 2023-04

2023-156 Councillor Fellows – Deputy Mayor Pennings

THAT the public meeting to consider the applications to amend the zoning on the properties owned by Woodland Way Developments Inc. and Echo Acres Limited, closes at **7:34 p.m.**

CARRIED

Consent Application E26-23 Eleanor Limited Partnership C/O Chris Pidgeon, GSP Group

2023-157 Councillor Emons – Councillor Adzija

THAT Council recommends approval to the Land Division Committee of the County of Elgin for consent application, E26-23, subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-15.

CARRIED

DELEGATION

7:38 p.m. – 8:13 p.m.

Warden Ed Ketchabaw and Brian Lima, General Manager of Engineering, Planning & Enterprise / Deputy CAO

Warden Ketchabaw and Mr. Lima presented the Elgin County 2023 Update to Council.

Break – 8:14 p.m. – 8:17 p.m.

REPORTS:

ENG 2023-22 Site Alternation By-law

2023-158 Councillor Fellows – Deputy Mayor Pennings

THAT Council pass By-Law 2023-27, being a Bylaw to prohibit and regulate the placing or dumping of fill, removal of topsoil, the alteration of the grade of land in the Township of Southwold, commonly referred to as the Site Alteration Bylaw.

CARRIED

ENG 2023-23 Ford Road Watermain

2023-159 Mayor Jones – Deputy Mayor Pennings

THAT Council defer the decision on the Ford Road Watermain until the next Council meeting.

CARRIED

CAO 2023-23 Circular Materials – Blue Box Promotion and Education

2023-160 Councillor Fellows – Deputy Mayor Pennings

THAT Council pass draft by-law 2022-28 to enter into an agreement with Circular Materials Ontario for Blue Box Promotion and Education Services.

CARRIED

County Council Highlights – April 11, 2023

Mayor Jones presented this report to Council.

BY-LAWS:

- By-law No. 2023-26, being a by-law to amend By-law No. 2011-14, Echo Acres Limited, 38652 Longhurst Line
- By-law No. 2023-27, being a by-law to prohibit and regulate the placing or dumping of fill, removal of topsoil, the alteration of the grade of land in the Township of Southwold
- By-law No. 2023-28, being a by-law to enter into an agreement with Circular Materials Ontario Eligible Community Promotion and Education Services

By-laws

2023-161 Councillor Emons – Councillor Adzija

THAT By-law Nos. 2023-26, 2023-27 and 2023-28 be read a first and second time, considered read a third time and finally passed this 24th day of April 2023.

CARRIED

OTHER BUSINESS:

Council reviewed the other items under Other Business.

CLOSED SESSION:

2023-162 Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:38 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- 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)) – Sanitary Sewer Systems
- Personal Matters about identifiable individual, including municipal or local board employees (Section 239(2)b))- HR Matters

CARRIED

Adjournment of Closed Session

2023-163 Councillor Adzija – Councillor Fellows

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:22 p.m.**

CARRIED

STAFF DIRECTION

Staff were given directions by the Council on the items that were discussed in the Closed Session.

Staff Report 2023-22

2023-164 Councillor Fellows – Deputy Mayor Pennings

THAT Council adopt the recommendations in Staff Report CAO 2023-22 dated April 24, 2023.

CARRIED

BY-LAW:

- By-law No. 2023-29, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 24th, 2023

Confirming By-law

2023-165 Councillor Fellows – Councillor Adzija

THAT By-law No. 2023-29 be read a first and second time, considered read a third time and finally passed this 24th day of April 2023.

CARRIED

ADJOURNMENT:

2023-166 Deputy Mayor Pennings – Councillor Emons

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:23 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Southwold War Memorial Committee

November 8, 2022
Township Office, Fingal
1:30 PM

Attending: Sarah Emons, Len Lynch, Bill Aarts, Rev Diane Macpherson, Rev John Brown

Staff Resource: Michele Lant, Mark Haug

Guest: Grayden Laing

Regrets: Sandy Annett, Gayle Bogart

Notes from 2022 Service

Diane and John acknowledged Len for all his work in making the 2022 service a success even with the technical difficulties.

Cathy Berger assisted Ted with the sale of his books. Michele advised the committee that Ted's publicist had been in contact with her and that they were sending someone to assist with the sale of books.

Forty-seven children placed crosses this year. Len commented that the children needed to be shown what they were to do with the crosses.

The Colour Guard positioned themselves in front of the choir so they will need to be shown where to stand at next year's outside service.

Grayden supplied debriefing notes on the technical set-up and his suggestions for next year. It was suggested that 2 cadets help with uncoiling of cable for Marty can get a better shot of the Harvards.

Outside, everyone stayed standing throughout the service – need to advise the crowd when they can sit.

Diane commented on our opportunity to educate the children in the following ways:

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

Other areas of concern:

- Seating arrangements for the outside service
- Better communication to the presenting groups for time of arrival and expectations of duties
- Possibly changing the song from God Save the King to In Flanders Fields for the choir
- The last Southwold Veteran has now passed. What will the focus be going forward?
- Do we transition to not flying the military flags and leave Canadian, Ontario and Township flag?

Len will be sending Ted a thank you letter. The Committee is wondering if Ted could localize his topic for 2023. Possibly use the British Commonwealth Air Force?

Bill will contact C.O.P.A. to find out why they didn't do a fly-over this year. Mark confirmed that they were sent a letter.

Plans for November 5, 2023

The Silver Cross Family suggestion is Dubber from Middlemarch. Ron Medlyn's wife was a Dubber.

Grayden has offered to do an audio book for Southwold Remembers...The War Years. It would be great if we could have it ready for November 2023.

Other Business

Next Meeting

The next meeting will be Tuesday, September 12, 2023, at 1:30 p.m. at the Township Office.

Adjournment

The meeting was adjourned.



Southwold War Memorial Committee

April 25, 2023

Township Office, Fingal

1:30 PM

Attending: Sarah Emons, Len Lynch, Bill Aarts, Rev Diane Macpherson, Rev John Brown

Staff Resource: Michele Lant, Caitlin Wight

Regrets: Sandy Annett, Gayle Bogart

Called to order at 1:35 PM

Motion to approve Minutes from November 8, 2022, meeting by Rev Dianne Macpherson, Seconded by Bill Aarts. All in favour. Carried.

Business Arising from Minutes

- The Crosses for the kids – need to get more crosses with so many more. We can recycle some crosses, but need to add more, and replace some.
- Committee is hopeful that the Choir will join again this year. Would like to position the Choir in front of the flags and re-position the Colour Guard. Committee would like the placement of the bleachers to be between the flags and the Circle, making it easier for the audience to see the kids. With the Committee finding it difficult to find families to raise and lower the flags, committee members have been doing that task, so there is no need to have a view of that part of the outside ceremony.
- Committee would like to provide some education to the kids of the Choir – what does the Ceremony mean, the Missing Man formation. Could they meet in the fall with the Choir to discuss during a practice? Committee wants to educate future generations on the why. Len and Diane will put together some educational information to provide to Teachers for some curriculum ideas.

- Wreaths – Committee discussion that every year a few need to be replaced as they are getting aged. Suggestion was made to replace 5 per year. Bill to check with Karen Vecchio's office on where we could obtain new ones. Same with the crosses – every year we need to replace a few. Committee could reach out to the local high school on designing and using the machines, as a project for the crosses. Michele will contact Ken Vanatter, a teacher at Parkside, on the potential for this.

Plans for November 5, 2023

- Silver Cross Family – Dubber. There are few people left to draw on. This person in particular was not a resident of Southwold directly, but did have familial ties – Grandparents, and father were residents. He also did write letters to Brothers / Fiancée – which really connect the current generation to the generation of the past we are remembering.
- Now does the Committee pivot to remember the 'faceless' that were lost?
 - There are also 55 names on the plaque that were killed.
 - If the Committee keeps on this current theme, needs to be Southwold victims – when they enlisted, where they were from. Try our best to give them an identity, and how do we do this.
 - There are approximately 20 people left on the plaque that have not been "featured" in the ceremony – it is getting more difficult to have a family member connected there to place a wreath & to construct a narrative.
 - Not looking to do a video this year.
 - Committee wants to know if there is anything being celebrated this year – is there an anniversary of a battle, or significant event? Bill to connect with Karen Vecchio's office on this.
 - Who will present the wreath if a family member is not able? A member of the same branch of service? Local politician?
- What will Ted Barris be speaking on this year?
- COPA – Bill talked to Charlie:
 - There was a last-minute decision by Ian to call them off. They were in-flight over Port Stanley at the time. Curious if there was not a spotter in the crowd? Bill to follow up with Charlie on what is happening for this year.
- End of an era? How do we maintain a sense of continuity, when the continuity has been cut – regarding remaining names on the plaque. Where do we go from here?

- Later on, in summer / early in fall – committee get together and discuss what Len, Bill and Rev John Brown have been thinking for the connection on the transition in the script for the wreath laying to the crosses to the kids.
- Complex – new audio/visual system was included in the Township budget for 2023.
 - How was Ted's presentation, were the technical issues bothersome to him?
 - Do we record the event while it is taking place, and then post it later on – not do a live ceremony?
 - Ted can then complete his program / presentation, not being bound by space and virtual presentation limitations.
 - Ted's material can then be edited into presentation to be posted to internet / social media later on.
 - Can we find someone in the community that will volunteer / that can be paid to assist with the technical running of the systems during the event? Councillor Emons to discuss with Deputy Mayor Pennings.
- New Members
 - Karen Lynch - Len will ask to join the next meeting, if available
 - Leah Morise – Councillor Emons to reach out to her.
 - If new members join – there will need to be an update to the current by-law.
- Programs – some of the material within needs to be updated. Michele & Caitlin to send out a word version of the document to the committee so that it can be reviewed.
- New ribbons for the wreaths? Maybe Ansell's can do this? Maybe they can also get wreaths?
 - Committee discussion on if there is a proper protocol for the disposal of wreaths (like there is for Canada Flags). Bill to connect with the Legion on this to determine if there is.
- Committee discussed the possibility of flying the Canada, Ontario and Township flag at the services, but decided to keep honouring our veterans by flying the white, red and blue ensigns
- Sarah will check with Grayden on the possibility of having the audio book recorded by November 2023

Other Business

- One of the carts that holds the tables in the back storage area, there is a broken wooden support on it. Caitlin to connect with John on getting this repaired.

Next Meeting

The next meeting will be Tuesday, July 18, 2023, at 1:30 p.m. at the Township Office in Fingal.

Adjournment

The meeting was adjourned at 2:56 p.m.

DRAFT



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

PREPARED BY: Josh Mueller, MCIP, Planner

REPORT NO: PLA 2023-16

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2023-03 –
Recommendation Report**

Recommendation(s): THAT Council approve the proposed Zoning By-law Amendment Application ZBA 2023-03 in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-16.

Purpose: The Proposed Zoning Bylaw Amendment (ZBA) Application would rezone the parcel from Residential 1 (R1) Zone to Residential 1 Special Provision Zone (R1), to allow for decreased minimum rear and exterior side yard setbacks, and maximum lot coverage.

Three site specific provisions are being requested as part of this ZBA Application:

1. A site specific provision to permit a minimum required rear yard setback of 6m (19.7 feet) whereas 9m (29.53 feet) is required.
2. A site specific provision to permit a minimum required exterior side yard setback of 4m (13.12 feet) whereas 6m (19.7 feet) is required.
3. A site specific provision to permit a maximum lot coverage of 50% whereas 40% is required.

Background:

Below is background information in a summary chart:

Application	ZBA 2023-03
Owners/Applicants	Woodland Way Developments Inc. C/O Jim Bujouves
Agent	Strick Baldinelli Moniz Ltd. C/O Nick Dyjach
Legal Description	CON SNBTR PT LOT 40
Civic Address	10247 Talbotville Gore Road
Entrance Access	Talbotville Gore Road
Water Supply	Municipal Water

Sewage Supply	Municipal Sanitary Sewers
Land Area	1.87 Hectares (4.61 Acres)
Buildings and Structures	N/A Proposed Residential Development

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

Frontage	Depth	Area
94.54 m (310.2 ft)	327.69m (1075.1 ft)	1.87 Ha (4.61 acres)

Figure One: Subject Area Map 10247 Talbotville Gore Road (Not to Scale)



Planning Policy 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 Zoning Bylaw Amendment complies with all legislation.

The planning analysis is summed up in the chart below.

Legislation	Section(s)	Relevance To Application	In Compliance
Provincial Policy Statement	1.1.3.1	Settlement areas shall be the focus of growth and development.	Yes Parcel is in Settlement Area
County of Elgin Official Plan	B2.6	General criteria that must be satisfied prior to any new development in existing settlement areas.	Yes Because all criteria will be satisfied
Township of Southwold Official Plan	5.2.2.2	Types of development permitted in a Settlement Area.	Yes Because the proposed development is permitted
Township of Southwold Zoning Bylaw	8.2	In accordance with Section 8.2 the Regulations of the Residential 1 (R1) Zone apply.	Does not comply hence reason for ZBA

Circulation Of the Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on April 3, 2023, prior to the public meeting (minimum 20 days required).

Additional information related to the application is available on the website:

<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx>

Township Department Comments

Building Department

I believe a big concern was the lot coverage of 50% and providing proper drainage

CAO Comments

- Could the proponent explore options for all condo lots to be accessible from the internal road, rather than Talbotville Gore
- Could the previously approved 4 severances be incorporated into the Condo development for a more uniform, comprehensive Condo plan
- Will the 4 street facing condo unit require services from the street?
 - With the severances, this results in 8 new services/connections to the newly constructed road
- Visitor parking should be shown on the plan
- Snow storage should shown on the plan
- Is fencing proposed for the north side between existing residential development?
- What does "Subject to easement as in instrument SW29100" refer to?
- Internal sidewalk from about the Community Mailbox to Talbotville Gore sidewalk for safer pedestrian traffic around entrance area? Would be similar to the Ridge Condo.

What would be permitted for decks off the back? With some of the smaller rear yard setbacks at 6 m, how close could a deck get to the property line?

50% lot coverage – would that be a concern if the drainage was able to accommodate?

Drainage Department

Proper storm water management required, with a legal outlet.

The submission of a drainage petition and a proposed design plan does not complete the condition of severance for the four lots. Approval of the drain design and entrance onto the federally regulated railways lands not been obtained and may not be obtainable. CN may express concern that surveying and design has occurred on their lands if permissions were not obtained to do design work. The legal outlet has not been

created through a drainage by-law under the Drainage Act. We are not yet at a point where the drain under the Drainage Act exists and can be constructed.

Council has received the petition and decided to proceed. There is a legislated process the municipality is required to follow under the Drainage Act.

The process after the appointment of the Engineer is to call an on-site meeting with a legislated notice period of 7 days. The engineer has been contacted about setting up an onsite meeting.

The Engineer then needs to prepare their report and submit it to Council. Once the report has been submitted to Council they can decide to proceed at a regular Council meeting, There is a legislated 10 days notice of the meeting to consider the report.

If at the meeting to Consider the report Council decides to proceed, they will pass a provisional by-law.

A copy of the provisional by-law along with a notice of the Court of Revision will be sent to all assessed landowners shortly after the meeting to Consider the report.

From the mailing of the Provisional By-Law there is a 40 day appeal period to the tribunal and the drainage referee on various aspects of the municipal drain.

The Court of Revision is required to happen between 20 and 30 days after the last mailing of the notice of the Court of Revision. If at the Court of Revision there is an appeal that is presented and decided upon, there is a 20 day appeal period to the Tribunal on the Decision of the Court of Revision.

We would have needed a Council ready report under the Drainage Act already to even have a reasonable chance of meeting the lapsing deadline for the 4 lots. With the time frames mentioned above that the municipality is obligated to under the Drainage Act to abide by there are approximately 60 days required to complete the entire process between the time the engineers report is submitted to Council (with times between council meetings at various stages). Those 60 days on there own will take us to the middle of June 2023, with no appeals. This time frame does not include any time to accommodate the engineer to write the required report, engage the affected landowners, obtain any required permissions and authorizations.

The owners of the other affected lands will need to be contacted and engaged. That includes CN (Canadian National Railway). Historically CN Rail has been very slow or nonresponsive on drainage issues under the Drainage Act in southern Ontario. They have held up and/or delayed drainage act activities. Some activities have not been able to proceed because CN has not provided approvals.

In other municipalities in Southern Ontario CN has expressed the opinion that they are a federally regulated business and as such are **only** responsible to Canadian Federal legislation. They feel that there are no requirements for them to participate or be involved in provincial legislation and regulations as well as local by-laws, both of which are used to construct municipal drains.

By virtue of the fact the CN has a record of not responding to local issues we do not have a certainty that the petitioned for municipal drain can be constructed as proposed and in a timely manner, if at all.

I do not fore see that Council will be able to have a by-law passed by June 23, 2023. Council will not be advised by staff to pass a drainage by-law until authorization has been obtained from CN to work on their land and cross their right of way.

Fire Department

- clarification needed in private hydrant maintenance
- adequate turnaround area for fire apparatus (trucks)
- clear, permanent address/unit identification

Infrastructure Department

- Condominiums should be serviced internally, only one connection to the street for sanitary and water.
- Prefer only one access permitted to the condo complex to the roadway, prefer to see driveways for units be placed inside the complex.
- Was consideration ever given to doing town/row house style condos for density with a shared parking lot? This would remove the multiple access, complete internal servicing and would increase density, would also contribute to diversifying the housing available.

Roads Department

- Definitely the multiple driveways onto the roadway are a concern and the frontage road and sidewalk would be serviced by us.

Treasury Department

Some concerns from finance are around the fees to be charged for water connections, sewer connections, DCs and parkland in lieu.

- Would a different fee be charged to condo units facing Talbotville Gore compared to units inside the development.
- Parkland-in-lieu – do we use the whole parcel to calculate the PIL and deduct the 4 severed parcels

Water Department

- No Concerns

Agency Comments

CN Rail

I received a confirmation from CN real estate that there are no planned rail operations adjacent to these lands. All active rail operations take place east of Sunset Drive. In light of this information, CN Rail does not have any comments concerning this application and you may discard CN conditions communicated in my pervious email.

Public Comments

- At the time of submission of this report, no comments were received.

Financial Implications:

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

It is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; it is recommended that the request for the Zoning By-law Amendment be approved.

The applicant has provided a response to the comments raised by staff. See attached Appendix One. Most of the comments indicate a willingness to address the concerns through the site plan process. Planning staff would agree that most of these concerns can be addressed at the site plan stage. Staff highlighted these matters during the planning review process to help ensure the applicant was aware of potential concerns and requirements that could come forward as this development proposal moves ahead.

Once a Council decision is made, Notice will be sent to those who have requested a copy and/or attended the public meeting.

There will be a 20 day appeal period after the Notice is sent out. Any appeals received by the Township of Southwold will be forwarded to the Ontario Land Tribunal (OLT) for a hearing in accordance with the *Planning Act*.

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

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

CAO Supplemental Comments:

Staff remains concerned that some items that will be required under site plan could impact the eventual plan, layout and zoning. For example, Internal sidewalk, visitor parking, snow storage, street facing units, etc. Staff will continue to raise these concerns through the site plan process and as indicated by the applicant, they may have significant impacts to the proposed zoning and site layout. While it is understood this application before Council is about zoning, staff believe identifying and highlighting items that may be a concern at a future stage of the development process is important. For example, the applicant has indicated inclusion of a sidewalk would have implications for zoning. Likewise, while parking may meet the zoning requirement, in subdivision R1 zoning there is also typically on-street parking which will be difficult or possibly not permitted on a 6 m internal road that is also the fire route. Based on my observation, for developments such as this, visitor parking is typically required as on street parking is not permitted.

Appendices:

1. Appendix One: Applicant response to staff comments
2. Appendix Two: ZBA 2023-03 Sketch
3. Appendix Three: ZBA 2022-03 Zoning By-law Amendment

April 28, 2023

SBM-21-0919

Township of Southwold
35663 Final Line
Fingal, ON N0L 1K0

VIA EMAIL TO planning@southwold.ca

Attn: Josh Mueller, BES URPT CPT MCIP, Planner

**Re: ZBA 2023-03 - Response to Zoning By-law Amendment (ZBA) Application Comments
Proposed 24-Unit Residential Development
10247 Talbotville Gore Road**

This response letter has been prepared by Strik, Baldinelli, Moniz Ltd. (SBM) to address outstanding staff and agency comments outlined in the staff report (Report No. PLA 2023-13) prepared by Josh Mueller, Planner, dated April 24, 2023. Comments from each municipal department requiring responses is provided below followed by responses from SBM staff.

Building Department

I believe a big concern was the lot coverage of 50% and providing proper drainage.

Response: *It's important to note the 50% lot coverage being requested through the ZBA process refers to the proposed maximum coverage for one (1) of the proposed lots and there are 24 vacant land units (i.e., lots for zoning purposes) being proposed. It does not represent 50% lot coverage for the entire development site. Please see section 4.1.3 of the Servicing & Stormwater Management Brief submitted in support of the subject proposal for a discussion of post-development conditions and how post-development runoff is proposed to be managed. Drainage will be reviewed by municipal staff through the Site Plan Approval process.*

CAO comments

- Could the proponent explore options for all condo lots to be accessible from the internal road, rather than Talbotville Gore

Response: *This has been explored and it was concluded that it was not feasible and appropriate for a number of reasons, including urban design reasons. Requiring that all condo lots be accessible from the internal road would likely require a reduction in the number of dwelling units being proposed and would also create an internal facing development with a rear lotting pattern in relation to a public street. As per the discussion between SBM and Township staff on April 27, many jurisdictions recommend street-oriented facades wherever possible to enhance streetscapes. See examples provided by SBM for recently approved condo developments in other municipalities which have street-facing units.*

- Could the previously approved 4 severances be incorporated into the Condo development for a more uniform, comprehensive Condo plan.

Response: *No, those severances have been provisionally approved and the owner is in the process of clearing consent conditions.*

- Will the 4-street facing condo units require services from the street? With the severances, this results in 8 new services/connections to the newly constructed road

Response: Yes, but these connections would be at the expense of the applicant so there are no costs or risks for the municipality.

- Visitor parking should be shown on the plan

Response: Additional visitor parking in the common elements area is not proposed. Each lot would have sufficient parking capacity within the associated attached garage and driveway. Parking and site plan layout will be reviewed as part of the Site Plan Approval process and is not relevant to the ZBA application.

- Snow storage should be shown on the plan

Response: Snow storage and site plan layout will be reviewed as part of the Site Plan Approval process and is not relevant to the ZBA application.

- Is fencing proposed for the north side between existing residential development?

Response: Fencing and site plan layout will be reviewed as part of the Site Plan Approval process and is not relevant to the ZBA application.

- What does "Subject to easement as in instrument SW29100" refer to?

Response: The existing hydro easement is not in use and is proposed to be released. The applicant is in the process of negotiating the release with Hydro One, and the easement will be removed from the site plan drawing as part of a future resubmission once formally released.

- Internal sidewalk from about the Community Mailbox to Talbotville Gore sidewalk for safer pedestrian traffic around entrance area? Would be similar to the Ridge Condo.

Response: Sidewalks and site plan layout will be reviewed as part of the Site Plan Approval process and is not relevant to the ZBA application. We note the provision of an internal sidewalk was not requested by Planning staff during the development review process, including during the pre-application consultation stage. Furthermore, modifying the site plan to show a sidewalk at this point in the design process would have unnecessary zoning implications.

What would be permitted for decks off the back? With some of the smaller rear yard setbacks at 6 m, how close could a deck get to the property line?

Response: Detailed building design will be completed at a later stage in the development review process and is not relevant to the ZBA application.

50% lot coverage – would that be a concern if the drainage was able to be accommodated?

Response: Please see response provided to the Building Department comment above.

Drainage Department

Proper storm water management required, with a legal outlet.

Response: Stormwater management and legal drainage outlet will be reviewed as part of the Site Plan Approval process and is not relevant to the ZBA application.

Fire Department

- Clarification needed in private hydrant maintenance
- Adequate turnaround area for fire apparatus (trucks)
- Clear, permanent address/ unit identification

Response: private hydrant maintenance, turnaround, and permanent address/unit identification will be reviewed as part of the Site Plan Approval process and is not relevant to the ZBA application. Private hydrant maintenance can be undertaken if that is the Municipality's preference to be identified in a future development agreement. The proposed site plan layout has provided adequate turnaround area for fire trucks. All unit addresses will be clearly identified, and a requirement for same can be included in a future development agreement.

Infrastructure Department

- Condominiums should be serviced internally, only one connection to the street for sanitary and water.
- Prefer only one access permitted to the condo complex to the roadway, prefer to see driveways for units be placed inside the complex.

Response: The above two bullet points are similar to the comments previously addressed. Please see the responses provided to the CAO comments.

- Was consideration ever given to doing town/row house style condos for density with a shared parking lot? This would remove the multiple access, complete internal servicing and would increase density, would also contribute to diversifying the housing available.

Response: Yes, different housing types were considered by the applicant and the proposed single detached houses were determined to be most feasible following a real estate/market analysis.

Roads Department

- Definitely the multiple driveways onto the roadway are a concern and the frontage road and sidewalk would be serviced by us.

Response: This comment is not clear. Is the concern about public maintenance (e.g., snow plowing) of the public sidewalk and public boulevard? The driveways would be located on private property and would be maintained by property owners. Driveways and site plan layout will be reviewed as part of the Site Plan Approval process and is not relevant to the ZBA application. Refer to response to CAO comments regarding street-oriented driveways.

Treasury Department

- Fee for the condo units facing Talbotville Gore compared to units inside the development would have to be reviewed
- Cash-in-Lieu of Parkland – there would need to a determination based on the Condo portion and 4 severed parcels, based on the proposed plan

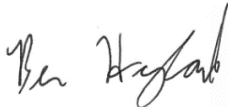
Response: The above comments have no zoning implications and therefore are not relevant for the ZBA application. These comments can be reviewed as part of the Site Plan Approval process.

We trust this response letter is satisfactory. Should you have any questions or require further information, please do not hesitate to contact the undersigned.

Respectfully submitted,

Strik, Baldinelli, Moniz Ltd.

Planning • Civil • Structural • Mechanical • Electrical

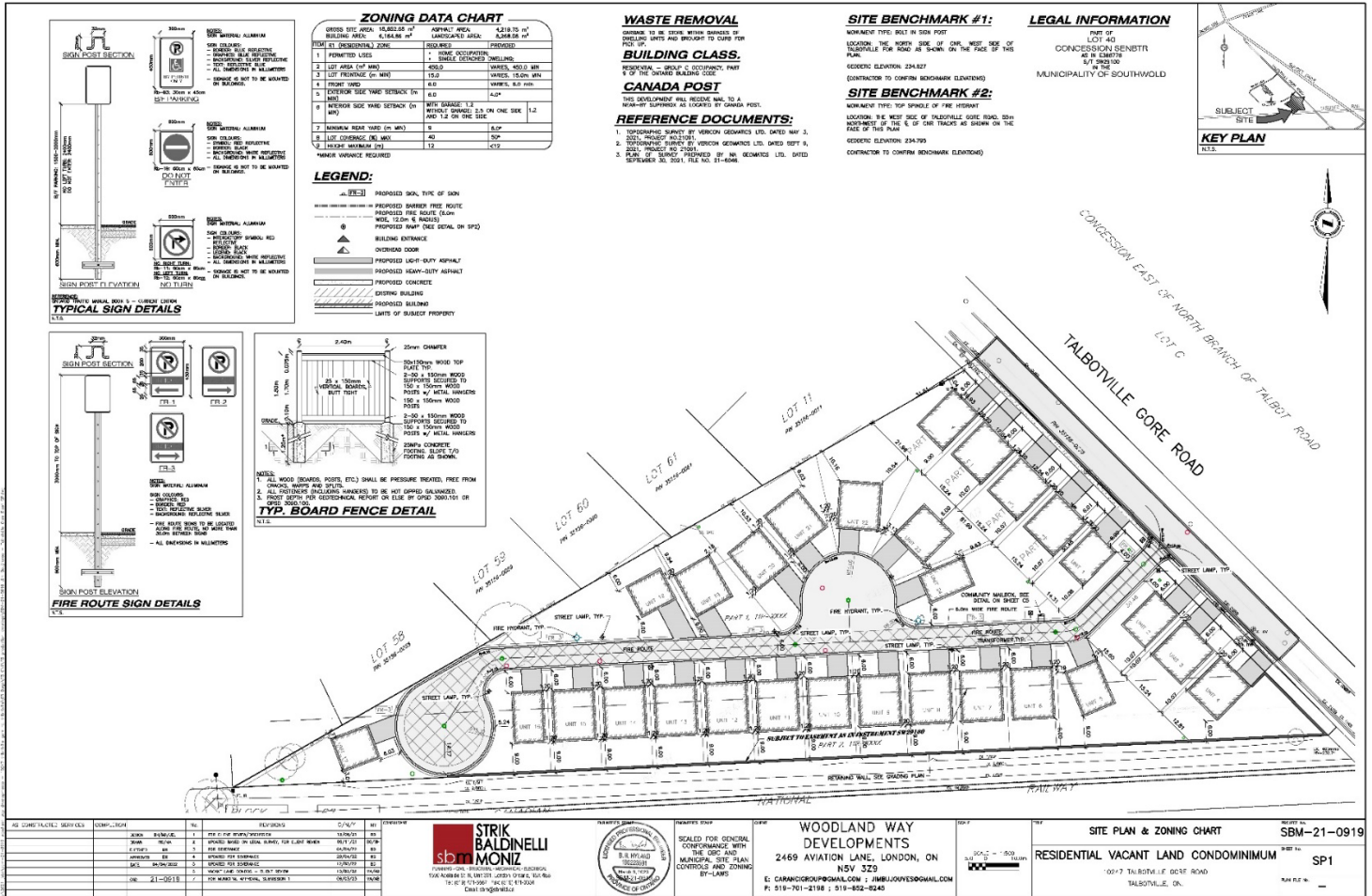


Ben Hyland, P.Eng., PMP
Eng. II, Associate I, Civil Engineering Team Lead & Project Lead



Nick Dyjach, MCIP RPP CPT
Planning Division Manager

Appendix Two: Site Plan Sketch Depicting the Proposed Plan





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-xx

Being a By-law to Amend By-law No. 2011-14

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 12, to change the zone symbol applying to lands legally described as CON SNBTR PT LOT 40 as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 Special Provision 32 (R1-32) Zone, and
2. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new Clause as 8.4 (e):
 - "(af) R1-32 As shown on Schedule A, Map 12
 - (i) Regulation
 - Minimum Rear Yard Setback 6m (19.7 feet)"
 - (ii) Regulation
 - Minimum Exterior Side Yard Setback 4m (13.12 feet)
 - (iii) Regulation
 - Maximum Lot Coverage 50%
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

(b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS day of 2023.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

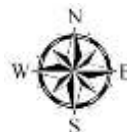


This is Schedule "A" to Bylaw No. 2023-xx passed on the day of .

MAYOR

C.A.O /CLERK

**TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE "A" MAP 12**





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

PREPARED BY: Josh Mueller MCIP, Planner

REPORT NO: PLA 2023-17

SUBJECT MATTER: Information Pertaining to Proposed Provincial Planning Statement

Recommendation(s):

None – for Council Information.

Purpose:

The purpose is to inform Council of the policies of the Proposed Provincial Planning Statement (PPS) and how it will affect land use planning in the Township of Southwold.

Background:

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.

The Provincial Policy Statement, 2020 is issued under the *Planning Act* and is the primary provincial land use planning policy document, applying across Ontario. A Place to Grow is a growth plan issued under the *Places to Grow Act, 2005*. The Province is now seeking input on a proposed Provincial Planning Statement that would replace the existing Provincial Policy Statement and A Place to Grow. Comments can be submitted to June 5, 2023.

The policies of the Proposed Planning Statement (PPS) from a Township Perspective will be discussed below.

The PPS is broken down into six chapters, definitions, and an appendix.

Chapter 1: Introduction

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

Chapter 3: Infrastructure and Facilities

Chapter 4: Wise Use and Management of Resources
Chapter 5: Protecting Public Health and Safety
Chapter 6: Implementation and Interpretation
Chapter 7: Definitions

Appendix 1: List of Large and Fast Municipalities

Chapter 1: Introduction

Chapter 1 explains the purpose of the PPS, the legislative authority, and how to read and interpret the policy statement. This chapter also sets out the vision of the statement.

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

Chapter 2 outlines policies for providing sufficient land for future needs. Municipalities are required to provide a mix of land uses up to 25 years into the future. It is also a requirement to provide a range and mix of housing options and densities to meet projected future needs.

Settlement areas are the focus of growth and development. The major settlement areas in Southwold are Talbotville, Shedden, Fingal, and North Port Stanley. The PPS lists criteria for development in settlement areas. Most of the proposed development in Southwold Township is slated for defined settlement areas. The procedures for expanding settlement area boundaries are also explained in this section. Planning authorities will need to consider the following for new or expanded settlement areas:

- that there is sufficient capacity in existing or planned infrastructure and public service facilities;
- the applicable lands do not comprise specialty crop areas;
- the new or expanded settlement area complies with the minimum distance separation formulae;
- impacts on agricultural lands and operations which are adjacent or close to the settlement area are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible as determined through an agricultural impact assessment or equivalent analysis, based on provincial guidance; and
- the new or expanded settlement area provides for the phased progression of urban development.

Strategic Growth Areas are also highlighted.

Strategic growth areas: means within settlement areas, nodes, corridors, and other areas that have been identified by municipalities to be the focus for accommodating intensification and higher-density mixed uses in a more compact built form.

Strategic growth areas include major transit station areas, urban growth centres and other areas where growth or development will be focused, that may include infill, redevelopment, brownfield sites, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned frequent transit service or higher order transit corridors may also be identified as strategic growth areas.

This section also explains the procedures for rural areas and rural lands within municipalities, and territory without municipal organization. This does not apply to Southwold as the majority of land in the Township is agricultural farmland, with a small amount of commercial and industrial.

Municipalities must support a modern economy by promoting economic development and competitiveness by providing an appropriate mix and range of employment, institutional, and mixed uses to support long term needs.

Employment areas shall be protected and preserved, especially within settlement areas. Criteria such location, compatibility, proximity to transit, prohibiting residential uses, and surrounding land uses. Employment areas shall be identified in Official Plans to ensure that the designation is appropriate to the planned function of employment lands. The employment lands in Southwold are primarily located in the Settlement Areas.

The final section of Chapter 2 details policies pertaining to Energy Conservation, Air Quality and Climate Change. These policies are followed when examining development proposals.

Chapter 3: Infrastructure and Facilities

Chapter 3 deals with policies concerning Infrastructure and public service facilities. Due to the location and characteristics of the Township some of the policies in this section do not apply to Southwold.

The Township of Southwold is located within a transportation corridor. Highway 401 runs through the northern part of the Township. There are also hydro corridors, as well as abandoned railway corridors in the Township. Planning authorities must protect these corridors and rights of way. Development adjacent to these corridors must be compatible. Policies for airports, rail and marine facilities are also discussed, but these do not apply to the Township as there aren't any of these facilities in the Township.

Policies are also in place for planning for sewage, water, and stormwater. Efficient use of existing facilities whether municipal or private must be considered when evaluating proposed developments. Ideally any development would occur in areas that are fully serviced by municipal infrastructure, however, partial services, and privately owned services may be considered appropriate to support development. Planning for stormwater management is a critical aspect of a development proposal. Presently the Township only has one fully serviced area in Talbotville, however, expansion of services is expected within the coming years.

The Green Lane Landfill is in the northern part of the Township. Waste management areas must be planned for and be of an appropriate size and location to accommodate present and future waste management needs.

Healthy, active and inclusive communities must be promoted by planning for public spaces, recreation, parks, trails and open spaces. Public spaces should meet the needs of persons of all ages, and abilities including pedestrians. Planning for a full range of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources must be taken into account. Shorelines, provincial parks, conservation areas, and other protected areas must be recognized, and negative impacts on these areas must be minimized.

Chapter 4: Wise Use and Management of Resources

Policies pertaining to Natural Heritage are still under consideration by the government. Once these policies are finalized, they will be available through a separate document.

The majority of the Township is on municipal water, but there is a portion that is on well water. Planning authorities must protect, improve and restore the quality and quantity of water. Development and site alteration must be restricted in areas of sensitive water features. Planning departments must undertake watershed planning especially for sewage and water services to ensure that there is little impact on quality and quantity of water.

The biggest change with the proposed PPS is policies concerning agricultural land. In the past all agricultural land was protected and the creation of residential building lots by way of severance was strictly prohibited. Only lot line adjustments, technical severances, and severances for dwellings excess to farming operations were allowed. The proposed changes would allow for up to three (3) residential lots to be created. The agricultural parcel must have existed as of January 1, 2023. The following are the criteria for new lot creation:

a) new residential lots created from a lot or parcel of land that existed on January 1, 2023, provided that:

1. agriculture is the principal use of the existing lot or parcel of land;
2. the total number of lots created from a lot or parcel of land as it existed on January 1, 2023 does not exceed three;
3. any residential use is compatible with, and would not hinder, surrounding agricultural operations; and

4. any new lot:

- i. is located outside of a *specialty crop area*;
- ii. complies with the *minimum distance separation formulae*;
- iii. will be limited to the minimum size needed to accommodate the use while still ensuring appropriate *sewage and water services*;
- iv. has existing access on a public road, with appropriate frontage for ingress and egress; and
- v. is adjacent to existing non-agricultural land uses or consists primarily of lower-priority agricultural lands.

This could drastically affect the character of the Township. Small building lots could appear essentially causing fragmented development. This would cause stress on the existing infrastructure such as roads and water. It could result in farm parcels being further divided to allow for residential lots. Planning authorities will have to exercise caution when examining these proposals to ensure all of the above criteria have been met, and that the character of the area is maintained.

Planning authorities must protect mineral and petroleum resources for long term use. There are no petroleum deposits or aggregate operations in the Township.

Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved. Planning authorities shall not permit development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the archaeological resources have been conserved. Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property unless the heritage attributes of the protected heritage property will be conserved. Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting and managing archaeological resources, built heritage resources and cultural heritage landscapes.

Chapter 5: Protecting Public Health and Safety

Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

Development shall generally be directed to areas outside of hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards. The Township of Southwold borders the shore of Lake Erie. All development proposals in the area must be examined with great care. Also, development and site alteration are not permitted within the dynamic beach hazard.

Dynamic beach hazard means areas of inherently unstable accumulations of shoreline sediments along the Great Lakes - St. Lawrence River System and large inland lakes, as identified by provincial standards, as amended from time to time. The dynamic beach hazard limit consists of the flooding hazard limit plus a dynamic beach allowance.

Planning authorities shall prepare for the impacts of a changing climate that may increase the risk associated with natural hazards. There are also limits to the type of development that can occur on hazard lands and hazard sites.

Development on, abutting or adjacent to lands affected by mine hazards; oil, gas and salt hazards; or former mineral mining operations, mineral aggregate operations or petroleum resource operations may be permitted only if rehabilitation or other measures to address and mitigate known or suspected hazards are under way or have been completed.

Chapter 6: Implementation and Interpretation

Chapter 6 explains the policies for interpretation and implementation of the document. Planning authorities must ensure that documents such as Official Plans, and Zoning By-laws must be kept up to date with the policy statement.

Southwold Township must continue to have an integrated, coordinated and comprehensive approach to planning matters across lower and upper tier municipal boundaries.

Chapter 7: Definitions

Chapter 7 of the PPS contains definitions of various terms utilized in the document.

Financial Implications:

None. This is an information report only.

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 Council of the Township of Southwold receive Report PLA 2023-17 regarding the Proposed Provincial Planning Statement Review.

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

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

REPORT NO: FIR 2023-05

SUBJECT MATTER: Activity Report for the Fire Chief, April 2023

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for April 2023.

Background:

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

- a. *Calls for service* – a total of 15 emergencies were responded to in the months of April including one vehicle fire.
- b. *Public Education* – firefighters attended the Talbotville Optimist Club Easter Egg Hunt.

Fire Safety Assemblies were held for Grades K-3, with Home Escape Planning, Knowing Two Ways Out, and Smoke Alarms the key messages.
- c. *Meetings* – Members attended an Elgin County Mutual Aid meeting in St. Thomas.
- d. *Inspections* – two inspections were completed.
- e. *Agreements* – The Tiered Response Agreement (TRA) with EMS has been reviewed and updated accordingly, with no significant changes.

Report on any outstanding /unresolved concerns, issues:

- a. The Fire Chief is working with the County Coordinator on a solution to outdated mapping issues regarding fire response zones.

Training Undertaken by Staff:

- a. Department training topics included standpipe/high rise operations, site pre-planning, pump ops, and shore-based water rescue.
- b. The 2023 Recruits are close to completing their NFPA 1001 Course, with medical, hazmat, and DZ training being scheduled.
- c. One firefighter attended Fire Code Parts 2 & 6. The course was through the Elgin-Middlesex RTC, hosted by the Shedden Station.
- d. Co-hosting an Electric Vehicle Suppression and Extrication Session with Aylmer and West Elgin Fire Departments.
- e. Southwold is hosting the OFM Mobile Live Fire Training Unit (MLFTU) in mid-June.
- f. Fire extinguisher training was provided for Township staff.

Capital Project Progress :

2023	Budget	Status/Comments
SCBA/Cylinders	\$26,200	Ordered
Bunker Gear	\$12,500	To be ordered mid-year
Hoses & Appliances	\$5,000	Ongoing
Radios & pagers	\$4,000	
Shedden Station – 4 th bay	\$150,000	In planning.
Talbotville Fire Station	\$1,250,000	Awaiting costing estimates.

2020	Budget	Status/Comment
Shedden Digital Sign	\$20,000.00	In progress

2019	Budget	Status/Comment
Automatic Door Closure	\$500.00	

Financial Implications:

None.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Jeff McArthur, Fire Chief

"Submitted electronically"

Approved by:

Jeff Carswell, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

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

REPORT NO: FIR 2023-06

SUBJECT MATTER: 2022 Incident Summary

Recommendation(s):

None – for Council Information.

Purpose:

To provide Council with a summary of the Emergency Incidents that the Fire Department responded to in 2022.

Background:

2022 brought a record high number of incidents for the Southwold Fire Department, which highlights the ongoing dedication and commitment of our complement of paid-on-call firefighters.

The Totals by Type report has been included in this report, showing the number of incidents and % of total. The average number of responding personnel reflects the firefighters who responding to the scene in an apparatus. While not reflected in this specific report, we are fortunate to often have several additional firefighters respond to the hall(s) and are ready to respond to other emergencies or complete tasks at the station while there.

Our average response time of under 10 minutes, which is from first page to first apparatus on scene, is very respectable especially with Southwold having a large geographical area. In 2022, the response time from first page to first apparatus leaving the hall was 5 minutes, 33 seconds, which is equally impressive.

Year-to-Year Comparison of Total Incidents

2022	224
2021	150
2020	128
2019	155
2018	115

Incidents outside of Southwold:

Central Elgin	3
Dutton-Dunwich	2
London	4
Munsee-Delaware	1
Oneida	2

\$ Loss/Saved (estimated)

\$ Loss	\$409,000
\$ Saved	\$1,485,000

Strategic Plan Goals:

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

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

- ☐ Exercising good financial stewardship in the management of Township expenditures and revenues.
- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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

Approved by:
Jeff Carswell, CAO/Clerk

Southwold Township Fire Department

Fire Chief :Jeff McArthur
35663 Fingal Line Fingal ON
Fingal ON N0L 1K0
PH : 519 769-2010 FAX : 519 769-2837

Totals by Type From Jan 1 22 to Dec 31 22

	Response Type	# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
01	Fire	13	5.80	28 h 45m	16.58%	15.8	09:59	401,000
03	NO LOSS OUTDOOR fire (see exclusions)	11	4.91	14 h 11m	7.05%	12.1	\$ Saved: 10:20	1,085,000
21	Overheat (no fire, e.g. engines, mechanical devices)	1	0.45	0 h 30m	0.01%	1.0	\$ Saved: 10:08	400,000
23	Open air burning/unauthorized controlled burning (no uncontrolled fire)	4	1.79	1 h 18m	0.52%	9.3	08:26	
24	Other Cooking/toasting/smoke/steam (no fire)	1	0.45	6 h 13m	2.41%	11.0	00:13	8,000
29	Other pre fire conditions (no fire)	1	0.45	1 h 48m	1.21%	20.0	14:45	
31	Alarm System Equipment - Malfunction	12	5.36	13 h 24m	6.80%	11.8	09:33	
32	Alarm System Equipment - Accidental activation (exc. code 35)	5	2.23	4 h 13m	1.54%	10.4	09:14	
34	Human - Perceived Emergency	5	2.23	3 h 50m	1.86%	11.2	09:46	
35	Human - Accidental (alarm accidentally activated by person)	2	0.89	1 h 36m	0.37%	5.5	12:20	

Totals by Type
From Jan 1 22 to Dec 31 22

	Response Type	# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
36	Authorized controlled burning - complaint	1	0.45	1 h 11m	0.68%	15.0	14:30	
37	CO false alarm - perceived emergency (no CO present)	1	0.45	1 h 27m	0.62%	10.0	09:04	
39	Other False Fire Call	1	0.45	0h 23m	0.15%	9.0	09:17	
41	Gas Leak - Natural Gas	2	0.89	3h 12m	1.43%	11.5	12:34	
50	Power Lines Down	1	0.45	2h 3m	0.68%	10.0	11:51	
53	CO incident, CO present (exc false alarms)	2	0.89	6h 38m	2.54%	10.0	12:59	
61	Vehicle Extrication	5	2.23	10h 19m	5.76%	15.0	10:28	
62	Vehicle Collision	44	19.64	58h 2m	26.37%	11.7	09:35	
698	Rescue no action required	1	0.45	0h 51m	0.47%	13.0	13:53	
701	Oxygen administered	1	0.45	0h 35m	0.10%	4.0	10:45	
702	CPR administered	2	0.89	1 h 8m	0.24%	5.0	08:46	
703	Defibrillator used	2	0.89	1 h 42m	0.34%	4.5	09:31	
71	Asphyxia, Respiratory Condition	7	3.13	5h 51m	1.49%	5.6	10:24	
73	Seizure	2	0.89	1 h 3m	0.18%	4.0	08:29	
76	Chest pains or suspected heart attack	20	8.93	11h 6m	2.23%	4.9	08:40	
84	Medical Aid Not Required on Arrival	2	0.89	0h 32m	0.09%	4.0	06:32	
85	Vital signs absent, DOA	3	1.34	1 h 45m	0.48%	7.0	11:16	
86	Alcohol or drug related	3	1.34	1h 22m	0.29%	5.0	07:45	
88	Accident or illness related - cuts, fractures, person fainted, etc.	10	4.46	6h 41m	1.52%	5.1	10:21	
898	Medical/resuscitator call no action required	25	11.16	8h 37m	1.53%	4.0	09:38	
89	Other Medical/Resuscitator Call	11	4.91	7h 2m	1.43%	4.7	09:12	

Totals by Type
From Jan 1 22 to Dec 31 22

Response Type		# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
910	Assisting Other FD: Mutual Aid	5	2.23	17h 40m	7.20%	7.2	13:49	
92	Assistance to Police (exc 921 and 922)	2	0.89	12h 36m	2.63%	4.5	05:43	
93	Assistance to Other Agencies (exc 921 and 922)	2	0.89	7h 12m	1.22%	4.0		
96	Call cancelled on route	9	4.02	2h 35m	0.64%	3.8		
97	Incident not found	4	1.79	3h 21m	1.19%	8.3	08:50	
98	Assistance not required by other agency	1	0.45	0h 37m	0.13%	5.0	09:41	
Total Number of Responses		224		251 h 19m	100%	8.5	09:58	409,000
								\$ Saved: 1,485,000



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

Brent Clutterbuck, Drainage Superintendent

Kevin Goodhue, Water/Wastewater & Compliance Superintendent

REPORT NO: ENG 2023-24

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

Recommendation(s):

None – For Council Information.

Purpose:

The purpose of the report is to update Council on the Infrastructure and Development Services team activities for April 2023.

Development:

- Completed Site Alteration Bylaw
- Completed Design Guidelines
- Continued discussion with Central Elgin for sanitary servicing of Fingal and Shedden
- Teetzel agreement with buyers agents for review
- Issued RFQ for Burwell Bridge Engineering
- Working with KCCA on possible Naturalization Project, MECP Grant funding
- Approved Clinton Line Watermain upsizing, construction to begin soon.
- Staff had a pre-consultation with several developers for developments in Talbotville, Fingal and Shedden.
- Working with Enbridge to secure Gas Plant Expansion

- Total list of active subdivision/site plan files is shown below:

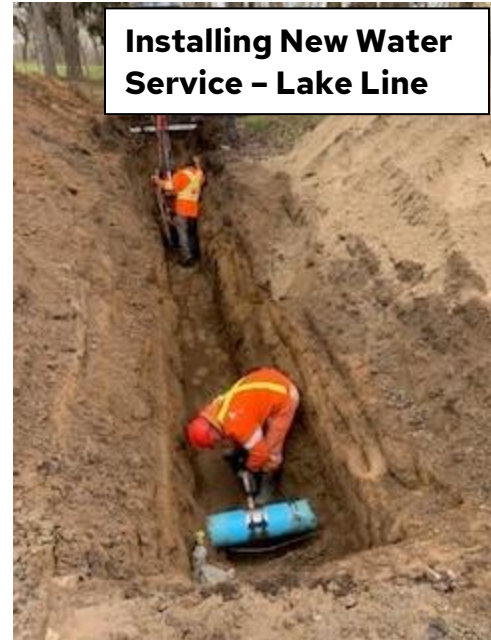
<u>Development Files</u>	<u>New this Month</u>	<u>Stage of Development Process</u>	<u>Settlement Area</u>
Talbotville Meadows Phase 1		Residential build out, working towards request for assumption	Talbotville
Ridge Phase 2	Engineer requested deficiency walkthrough, to be scheduled in near future	Residential build out, working towards request for assumption	Talbotville
Enclave Phase 1		Residential build out, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Utilities began service install	Earth works and construction of underground infrastructure	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line	Discussed stormwater requirements	Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)		Studies, preparing for draft plan submission	Shedden
4509 Union Road (Turville)		Studies, preparing for draft plan submission	North Port Stanley
8068 Union Road		Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road	Drainage Meeting, requested extension for severances, County denied.	Studies, preparing for site plan	Talbotville

Talbotville Meadows Blocks 177 & 178		Pre-Consultation	Talbotville
4324 Thomas Road	Met with engineer, would like to go tertiary system, Staff are not opposed if conditions can support systems.	Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road	Meeting with all parties, County and Township positions remain unchanged	Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road	Met with Owners and Engineer, productive meeting looking to move forward	Pre-Consultation	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden

Infrastructure

a) ***Water and Sanitary***

- Locates have increased again with fibre contractors completing work
- Completing meter repairs
- Building meter assemblies for office.
- Repairing curbstops.
- Hydrant asset management review and flushing
- Meter reading
- Map marking water infrastructure
- Repairing signs
- Co-ordinating future water services



• ***Roads and Bridges***

- 4 employees will be attending OGRA courses in Surveying, Road Maintenance, and Signage and Line Painting.
- Fingal and Boundary Signs have been Ordered.
- Pulverizing the hard surface of Lake Line was completed in preparation of surface treatment, asphalt, and curbs, to be installed by early summer.
- Re-gravelling of various roads was begun and will be completed by June.
- Met with KCCA regarding Lake Line culvert repair.



2023 Capital Project Process:

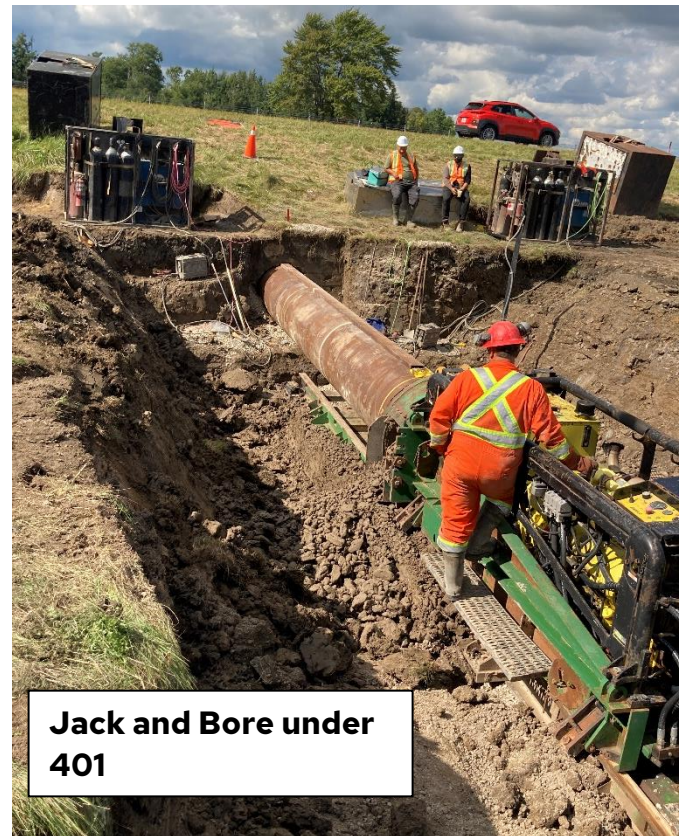
2023	Budget	Status/Comment
Water and Sewer		
Shedden and Fingal Sewer		Working with Central Elgin on agreement RFP on hold until scope can be clarified
Roads		
Hard Surface Projects	400,000.00	Pricing on curbs and asphalt have been received
Public Works Building	\$200,000	90% design, planning to tender before Christmas
Lynhurst Subdivision	\$2,975,000	Surface asphalt 2023
Talbotville Sidewalks	\$ 100,000	Contractor arranging bonding, to coordinate schedule in near future.
Lynhurst Excess Soil Removal	\$65,000	Developer deferred to week of June 2

b) Drainage:

Drains Before Council:

Construction:

- **McIntosh #2 Drain 9 Sept 15)** The bore under 401 is complete. We have asked the engineer to prepare an interim assessment schedule to so that the municipality can bill the Ministry of Transportation for their costs of the bore under the 401. The Contract awarded to Robinson Farm Drainage for construction of the tile portion of the drain. I have talked with the contractor and depending on weather this spring he may come to construct the drain later this summer.



In the hands of the Engineer

- **Ryan Drain (Sept 19):** Engineer working on his report. The watershed has been reviewed by the Engineer and I have followed up with the proponent to discuss the findings and future actions.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **GH Pennings Drain:** the work is substantially complete
- **Taylor Drain: (Mar. 21):** The engineer is now working on answering Ministry of Transportation questions for the bore under the 401
- **A&C Jones Drain(July 21):** Tender has been awarded. The Contractor hopes to start construction later this spring or early summer
- **Palmer/Bush Line Drain** (Aug. 2022): Surveying is complete
- **Bogart Drain Branch C** (Aug 2022) Onsite meeting was held, Engineer is working on surveying and design

Drains Initiated in Neighboring Municipalities:

- **Marr Drain (2012):** (Central Elgin). We are waiting for the invoices from Central Elgin so that we are able to access the costs to affected landowners in Southwold
- **Lake Road Diversion Drain (2013)** (Central Elgin). We are waiting for the invoices from Central Elgin so that we are able to access the costs to affected landowners in Southwold
- **Maintenance:** Work being assigned to contractors as requests coming in
- Drainage Superintendent has been out in the field looking at maintenance requests and fielding landowner questions

Railways

Received notice that CN is going to apply to the Canadian Transportation Agency respecting apportionment of costs that ought to be determined. It is our understanding that the municipality involved may be somewhere in Lambton County

Miscellaneous:

Grant Application:

The application for **Agricultural Drainage Infrastructure – Maintenance** has been submitted to the Ontario Ministry of Agriculture Food and Rural Affairs. This year I performed 68 projects that were eligible for grant. The total cost of those projects was approximately \$107,000. And the grant amount applied for is approximately \$27,000.00 in addition there were 21 more projects that were not eligible for grant and the approximate value of those projects was \$21,000.00. Total number of projects was 89.

In Dutton Dunwich I was responsible for 81 different Maintenance projects that totaled \$152,500.00

2022 Capital Project Process:

2022	Budget
McIntosh #2	21,099.00
Anticipated 2023	Budget
G.H. Pennings Drain – Oneida Road crossing	\$15,539.00
G.H. Pennings Drain – water line special	\$2,160.00
A.& C. Jones Drain – Lake Line	\$22,963.00

Financial Implications:

None.

Strategic Plan Goals:

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
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Respectfully Submitted by:
Infrastructure and Development
Services Team
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

PREPARED BY: Aaron Van Oorspronk, Director of Infrastructure and Development Services

REPORT NO: ENG 2023-25

SUBJECT MATTER: Ford Road Watermain

Recommendation(s):

THAT Council direct staff to proceed with the design and construction of a watermain extension on Ford Road subject to payment of rural connection fees.

Purpose:

This report seeks to address various challenges with water supply on Ford Road and provide an equitable method to apportion costs.

Background:

At its meeting on April 24, 2023, Council considered the extension of Southwold's distribution main from Talbot Line down Ford Road to service four new lots, existing residents, and future development to. The basis for Staff's recommended Township lead extension can be found in the original report attached as Appendix 1.

During deliberations, it was noted that Council had heard some conflicting information regarding the applicant's desire to follow through on the severances. Council deferred the decision, so Staff and Council could confirm that the applicant still intended to complete the severances. The Applicant reached out to Staff on May 1, 2023, and confirmed he still intended to pay the rural connection fees for all four lots.

Financial Implications:

If approved the project would be funded through the Water Reserve and costs recovered over time through connection fees.

Conclusion:

Based on verbal intent to continue with the four severances, staff recommend to proceed with design and construction of the watermain extension once payment for the four lots has been received.

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:
Aaron Van Oorspronk, 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: April 24, 2023

PREPARED BY: Aaron Van Oorspronk, Director of Infrastructure and Development Services

REPORT NO: ENG 2023-23

SUBJECT MATTER: Ford Road Watermain

Recommendation(s):

THAT Council direct staff to proceed with the design and construction of a watermain extension on Ford Road (Township Install Option).

Purpose:

This report seeks to address various challenges with water supply on Ford Road and provide an equitable method to apportion costs.

Background:

As part of the severance application E 53-22 10518 Ford Road, the applicant is required to install a municipal water service from a watermain. The applicant requested connection to the transmission watermain on the west side of Ford Road owned by the Secondary Waterboard. Staff reached out to St. Thomas Staff inquiring if this was possible. Their response is this connection is not permitted on transmission watermain and should be made to a Southwold distribution watermain. The applicant further requested extension of the existing service arrangement shown on Appendix 1, which consists of a connection at the valve chamber, a 38mm diameter road crossing and four 25mm services to the existing houses. This service arrangement does not meet Southwold's minimum watermain size of 50mm and would likely provide substandard volume to the additional four dwellings. Staff directed the applicant to submit a petition under the Rural Watermain Extension Policy By-Law (Appendix 2), however after further review and internal discussion the intention of the policy is only partially met with this application.

The policy requires >50% of the affected property owners to sign for the petition to be considered valid, it affords opportunities for the petitioners at various stages to opt out if the project becomes financially unfeasible. The policy directs the apportionment of

the project costs, both engineering and construction to be split 2/3 to developed properties and 1/3 to undeveloped properties. With all four properties in question fitting the description as undeveloped as per the bylaw the maximum cost apportionment that can be made under this policy to the petitioner is 1/3 leaving the remaining unassessed. Furthermore, the policy does not provide direction to cost sharing when projects contain broader system benefits such as looping, dead end elimination, future development, and fire coverage.

Although Staff have received a valid petition, and council can direct staff to proceed under the policy, Staff would recommend that the Township undertake an extension of the existing watermain at Ford Road and Talbot Line as shown on Appendix 1, rather than use the rural watermain extension policy. This would provide several benefits including providing fire coverage for this area, correcting substandard water service connections, adds a connection point at the north edge of development lands that once connected will create a loop on an otherwise dead-end connection. As part of the design Staff would work with the engineer to size the watermain extension appropriately for the future development as well as the existing users. Costs for the extension would be recovered by charging rural connection fees to the severed lots, and as part of plan approvals for the future developments with a requirement to connect to the extension to create a closed loop with the watermain in Ferndale. The table below weighs the benefits, drawbacks and costs associated with the two solutions.

	Rural Watermain Ext.	Township Install
Size	50mm (any upsize would be born by the Township)	150mm (minimum)
Cost	\$140,000	\$250,000
Cost Recovery	1/3 (\$46,667) Remaining \$93,333 no clear recovery method	Rural Watermain Connections: 4 x \$15,255 = \$61,020 Remaining: \$188,980 to be shared between future developments as part of plan approval or through subdivision water service connection fees

Ancillary Benefits	None	<ul style="list-style-type: none">- Will lead to completed looping- Fire coverage for existing residents- Provides a second water supply point for future development- Cleans up the supply system removes connection to the transmission main
Drawbacks	<ul style="list-style-type: none">- No fire coverage- High Cost for limited users- Looping not available- Developers may need to install upgraded watermain as part of future development (missed efficiency)- Does not support future development- Leaves existing connection to transmission main, confusing for operations	<ul style="list-style-type: none">- Increased Capital Cost carried by Township until costs are recovered

Financial Implications:

If approved the project would be funded through the Water Reserve and costs recovered over time through connection fees.

Conclusion:

Considering the benefits of a Township lead watermain install and weighing them against the drawbacks and lack of cost recovery of the Rural Watermain Extension Policy Staff recommend proceeding with the Township lead watermain installation.

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:
Aaron Van Oorspronk, 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: May 8th, 2023

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

REPORT NO: CBO 2023-08

SUBJECT MATTER: Activity Report April 2023

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report.

Background:

1. 2018/2022 Capital Project Process:

2020		
Township Office	Budget	Status/Comment
Municipal Property		
Keystone Complex		
Barrier/Bollards to protect playground and septic system	15000.00	Delivered to be installed spring 2023

Comments/Analysis Building:

See attached permit comparison report Schedule A CBO 2023-08 for comparison report.

Financial Implications: none


Strategic Plan Goals:

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

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

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

				Township of Southwold					
				Permit Comparision Summary					
				Issued For Period January - April					
Current Year to Date				Previous Year to Date					
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION		
Accessory structures	6	3,923	709,900	Accessory structures	6	1,899	223,400		
Agricultural	5	3,009	1,221,200	Agricultural	7	12,556	2,911,969		
Change of Use	1	150	-	Change of Use					
Commercial	1	1,500	125,000	Commercial			-		
Demolition	5	900	27,400	Demolition	3	450	32,000		
Heating		-	-	Heating			-		
Industrial Building				Industrial Building					
institutional Building				institutional Building	2	5,431	2,767,900		
Miscellaneous	1	150	1,000	Miscellaneous	1	150	1,000		
Plumbing	2	150	11,000	Plumbing	5	600	32,000		
Pools	3	450	130,000	Pools	6	450	317,000		
Residential Building	11	18,301	5,296,328	Residential Building	51	108,745	31,034,430		
Sewage System	9	4,300	161,000	Sewage system	9	3,600	149,000		
Signs	2	300	12,000	Signs	-		-		
Combined Use		-	-	Combined Use	-		-		
TOTAL	46	33,134	7,694,828	TOTAL	90	133,879	37,468,699		

Current Year				Previous Year			
TOTAL PERMIT ISSUED		46			90		
TOTAL DWELLING UNITS CREATED		5			44		
TOTAL PERMIT VALUE		7,694,828			37,468,699		
TOTAL PERMIT FEE		33,134			133,879		
TOTAL INSPECTION COMPLETED(YTD)		219			939		

April 2022 Compared to April 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	352	30,000	Accessory structures	5	1,207	179,000
Agricultural	3	2,385	661,200	Agricultural		6,550	
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	1	150	7,500	Demolition	1		20,000
Heating				Heating			
Industrial Building				Industrial Building			
Institutional Building				Institutional Building	1	150	10,000
Miscellaneous	1	150	1,000	Miscellaneous			
Plumbing	1	150	1,000	Plumbing	3	300	28,500
Pools		150		Pools	4	150	270,310
Residential Building	1	3,865	1,000,000	Residential Building	16	35,859	15,586,750
Sewage System	1	1,300	6,500	Sewage System	5	1,700	65,000
Signs				Signs	1		
Combine Use				Combined Use			
TOTAL	9	8,502	1,707,200	TOTAL	36	45,916	16,159,560



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8th, 2023

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

REPORT NO: CBO2023-09

SUBJECT MATTER: Quote Acceptance for Basketball Court Resurfacing at Talbotville Heritage Park

Recommendation:

THAT Council receives report CBO 2023-08 as information, and

THAT Council awards the contract to Oscar Temple and Sons in the amount of \$14,900.00 plus HST.

Purpose: The purpose of this report is to approve the contract for the Basketball resurfacing in Talbotville Heritage park.

Background: The 2023 Budget includes funding to resurface the basketball court at the Talbotville Heritage Park. The existing surface has cracked and heaved over the years and makes for an unsafe condition.

Comments/Analysis: The 2023 budget included \$30,000.00 to replace the surface of the basketball court. Two quotes were received one from Oscar Temple and Sons and the other from AMC Concrete. The lower of the quotes was from Oscar Temple and Sons.

Financial Implications: Budget included \$30,000.00 for the resurfacing and the quotes came in significantly less than anticipated.

Oscar Temple and Sons	\$14,900.00
AMC Concrete	\$17,650.00

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8th, 2023

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

REPORT NO: CBO 2023-10

SUBJECT MATTER: Fingal Office- Additional Office Space Renovation

Recommendations:

THAT Council approve renovations to the Fingal Municipal Office whereby the existing Council Chambers is reconfigured to add three additional offices;

And further that staff are authorized to proceed with obtaining renovation quotes and engaging a contractor subject to the budget estimate contained in this report;

And further that funding for the project be as follows:

- Building Department Reserve - 2/3 of costs
- Administration Facility Reserve - 1/3 of costs.

Purpose:

The purpose of this report is to provide a high-level estimate for the proposed office renovation.

Background:

The 2023 Budget includes funding for potential renovations to the Fingal Office to address office space constraints. During budget discussions, space constraints were raised, with direction to ensure all options to utilize existing space as fully as possible. Over the last several years there have been some staffing additions and appropriate office space is not available. Staff are doubled-up in some offices, offices are being shared and at times staff work from the Council Chambers.

A report was brought to the April 11th Council meeting illustrating a proposal to add three offices along the rear wall of the Council Chambers and reconfiguring the Council Chamber space into the front half of the current room. Staff was asked to provide a high-level estimate to complete the renovation prior to completing design drawings and obtaining detailed quotes. Staff contacted Elgin Contracting to review the proposal. A high-level estimate between \$100,000 and \$120,000 was provided for the proposed renovation.

Comments/Analysis:

The high-level estimate was in line with what staff was originally thinking it would come in at. Building Department staff would continue to work to finalize drawings to complete a ready to quote set of drawings and seek a minimum of three quotes. Building staff will also continue to work with any successful contractor to try and ensure the renovations are completed at or below the estimated amount.

The estimate includes funds to reconfigure the existing Council Desks into the new space. Other elements such as the wood trim would be salvaged and incorporated into the Council Chambers to maintain the current interior design to maintain the formality of the Chambers.

Financial Implications:

The 2023 Budget included \$80,000 in the Administration Capital Budget for addressing space constraints at the Municipal Office. The reserve has a balance of \$128,000. As 2/3 of the new office space created would house the Building Department, it would be appropriate to utilize funds from the Building Department Reserve, in addition to the Administration Office Reserve for this project. As result, approximately \$40,000 would come from the Administration Office Reserve and \$80,000 from the Building Department Reserve.

Strategic Plan Goals:

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-24

SUBJECT MATTER: Activity Report for CAO/Clerk April 2023

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

Meetings/Events:

- Green Lane Trust Meeting–Presentation of Approved Budget Requests–April 4
- Special Council Meeting April 4
- Hosted Elgin CAO Meeting – April 12
- Staff Meetings – April 12, 26
- Management Meeting – April 5
- Strategic Plan with Facilitator
- Fire Extinguisher Training – Office and PW Staff – April 20
- Various Development Proposal meetings
- Strategic Plan – Internal Staff re: Survey, Promotion, Workshop Planning

Strategic Planning Exercise:

Staff have met with Aileen Murray to commence the Strategic Planning Exercise. Background information has been supplied and staff are beginning to organize the workshops that are part of the process. The Community Workshops are scheduled for May 11 and 18. A survey has also been developed. These items are being promoted on the Township website, social media, postcard mailout, communication to Township stakeholders and contacts. Initial response to the survey has been good. While registration for the workshops is not required, about 14 people have indicated they will be attending so far.

Recruitment/Staffing

The Township is currently at full staff complement, with some summer students starting May 1st and others starting later in the summer when finished school. Public works is recruiting for a Road Maintenance Employee which will maintain the current complement when Glenn Vicary retires at the end of May.

Staff have been busy completing onboarding and orientation tasks, along with getting the new employees involved in day-to-day operations and projects as quickly as possible.

Elgincentives Intake:

The County of Elgin will be accepting applications for the Elgincentives Program over the month of May. See following from the County:

On March 28th, County Council approved its 2023 operational and capital budget, which includes an ongoing commitment to provide \$80,000 in support to local businesses through the Elgincentives Community Improvement Plan. With the Implementation Committee's consent, we would like to accept applications for the Elgincentives program from May 1st to May 31st.

Timeline:

- May 1st – Applications open
- May 31st – Applications close
- June 5th – Applications sent to the Implementation Committee for scoring
- June 12th – Deadline for the Implementation Committee to submit scores
- Week of June 19th – Elgincentives Implementation Committee meeting to review scores and allocate funding for the first intake

<https://www.progressivebynature.com/business-resources/elgincentives>

2023 Budget and Projects:

The 2023 budget has been approved. Staff are continuing to plan out and implement the various projects and programs approved in the budget. Staff will be incorporating project status into upcoming reports on a regular basis.

Capital Project Progress:

Project	Budget	Status/Comments
Strategic Plan	\$15,000	In progress
Online Meeting Equipment	\$15,000	Extensive Changes on hold – current setup appears to be working well, will be reviewed further in conjunction with Council Chambers reconfiguration if it goes ahead
Phone System Upgrade/Replacement VOIP	\$15,000	Ordered – in progress with IT Contractor Final configuration and programming in progress
Server Replacement	\$15,000	Ordered, Delivered, installed – IT Contractor finalizing configuration and implementation
Branding and Marketing	\$15,000	Full brand roll-out continues, some community signs are being replaced with the new branding
IT Penetration/Security Testing	\$10,000	Ongoing – IT contractor
Additional Office Space	\$80,000	In progress – preliminary design endorsed, high level estimate obtained, seeking Council approval to obtain quotes
Office Security Updates – Locks/FOB	\$10,000	Being investigated
Pay Equity Study/Market Check	\$15,000	
Laserfiche AP Workflow	\$10,000	Initial quotes were higher than expected, reviewing project scope and internal options
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with internal resources only so far

Financial Implications:

None.

Strategic Plan Goals:

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-25

SUBJECT MATTER: Great Lakes Farms – “By the Glass” Endorsement Expansion

Recommendation:

That Council supports the request from Great Lakes Farms for an expansion to the “By-the-Glass” Endorsement to include the green space, orchards, fields, and play area adjacent to the manufacturing area (apple barn), as set out in Appendix “A” attached to this report.

Purpose:

To provide Council with information on the request received from Great Lakes Farms, supporting their application to the AGCO for an expansion of the “By the Glass” endorsement to include additional areas on the property.

Background:

Staff received the following request from MaryAnne Van de Gevel:

Hope you are great. After discussion with other agritourism farms, and our representative at AGCO, many farms are expanding their "By-The Glass" license to allow guests to enjoy their purchase in the orchards and fields of the farm. This allows for a more authentic farm-to-glass experience for the guests. We are looking to expand our "By the Glass" License, to allow guests to enjoy their purchases on the grass, orchard, and play area west of the manufacturing area (apple barn). We are thankful that Southwold Council supported our request for a "by the glass" endorsement through the AGCO on March 17, 2022. Currently, we are requesting that Southwold Council supports Great Lakes Farms for an expansion of the "By-The Glass" endorsement to include the green space, orchards, fields, and play area adjacent to the manufacturing area (apple barn). picture attached.

We are hoping to get this in the May 8th meeting if possible. Please let me know if you need any further information.

Thanks,

MaryAnne Van de Gevel

The “By the Glass” initiative allows Ontario wineries, breweries and distilleries to make an application to the AGCO for a Manufacturer’s Limited Liquor Sales Licence to sell and serve their wine, beer and spirits to patrons for consumption at their manufacturing site. The sale and service of the wine, beer and spirits must be primarily aimed at promoting the manufacturer’s product and either providing an enhanced tourist experience or fulfilling an educational purpose.

According to the regulations posted on the AGCO website, “Areas eligible for licensing under a Manufacturer’s Limited Liquor Sales Licence must be located on or immediately adjacent to a manufacturing site and under the sole control of the manufacturer.

Wine, beer and spirits will not be permitted in such areas as public roads, thoroughfares, driveways and parking lots, or in other areas that may raise public safety concerns. The manufacturer is required under the application process to provide an application, site plan, and a municipal resolution, including written notice from the Council of the Municipality within which the applicant’s manufacturing site is located confirming that it has passed a resolution in support of the issuance of the licence.

Comments:

Staff recommends that Council pass the resolution supporting Great Lakes Farms Application to expand the “By-the-Glass” Endorsement, as indicated in the request and site sketch. The licensing under AGCO and the requirement for the Council resolution is to indicate the support of the local community. The Hard Cider manufacturing at Great Lakes Farms supports their growing agri-tourism business and on-farm diversified uses to add value to their products. These are all initiatives that the Township supports in our long-term planning documents.

Financial Implications:

None.

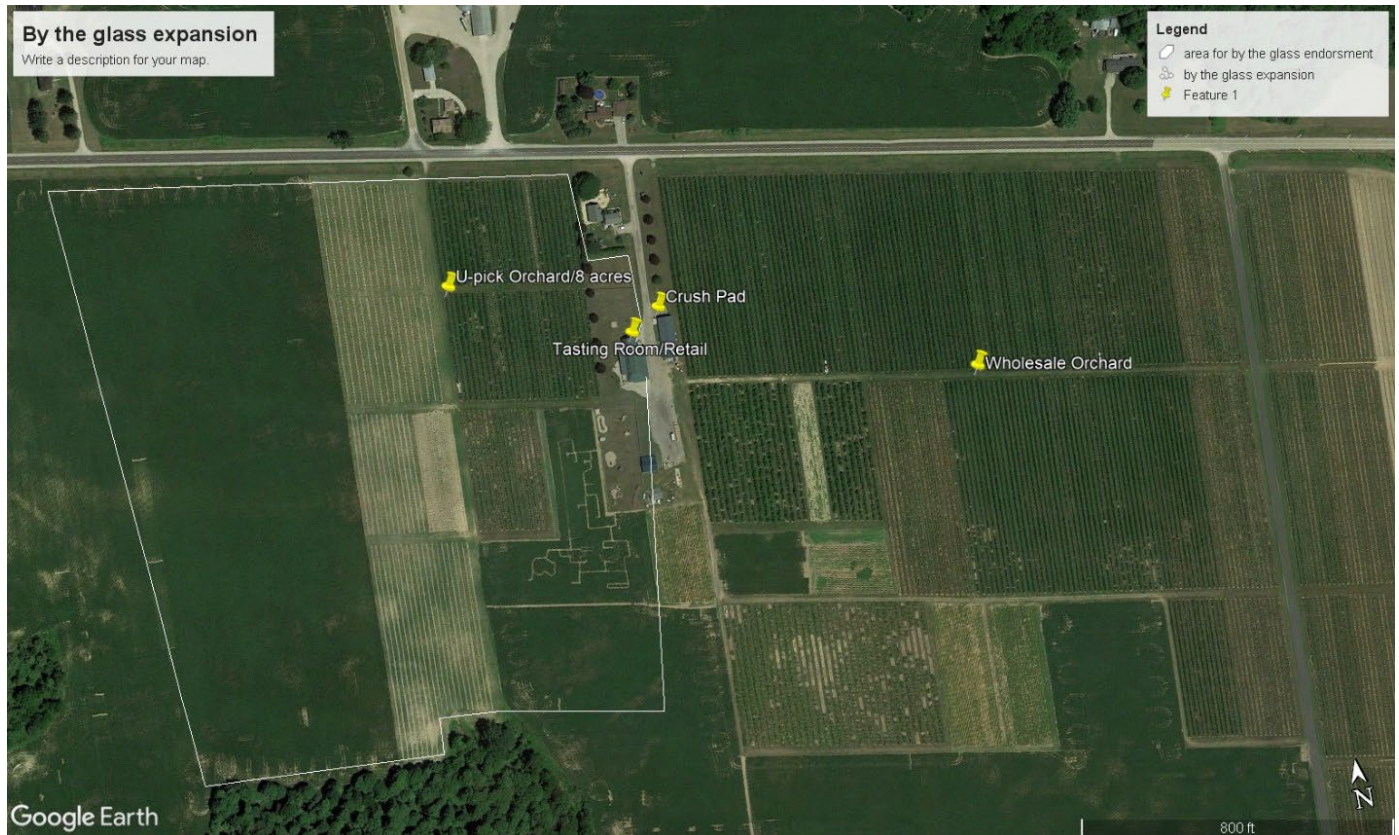
Strategic Plan Goals:

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

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

Appendix “A”
Site Map





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 8, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-26

SUBJECT MATTER: Iona – Surplus Road Allowances - Mapping Error

Recommendation:

That Council terminate the disposal proceedings with respect to the unopened road allowances in Iona and further that neighbouring property owners be advised.

Purpose:

To provide Council an update on the unopened road allowances in Iona and revised mapping information.

Background:

At the April 11, 2023, meeting, Council authorized holding an open house/drop-in format meeting to further consult with neighbouring property owners in the possible disposal of unopened road allowances in Iona. Preparation for the open house included obtaining appraisal information for the properties. During this process, the Appraiser noted the potential lots would be undersized from a zoning perspective from the mapping information he was using. The Township investigated this further and discovered the information from Elgin Mapping was incorrect. Elgin Mapping showed 66 ft, while the actual width is 49.5. See Appendix "A" attached for the Elgin Mapping information.

Comments:

Staff is unsure how or why the wrong mapping information was included in Elgin Mapping. Many road allowances are 66 ft, so seeing that information on Elgin Mapping seemed appropriate based on staff experience. Upon this information being provided by the Appraiser, staff contacted Malahide and Elgin County to investigate and attempt to confirm the issue. Elgin County provided updated parcel information for this area which has now been incorporated into Elgin Mapping. This situation further illustrates the importance and reliance on GIS and Mapping data for a variety of municipal purposes.

In addition to the information from the Appraiser and updated Elgin County maps, staff have also confirmed the width at 49.5 ft from survey information from the area. With the road width being 49.5 ft, the potential building lots would range from 16,000 to 18,000 sq. ft. which is under the required 20,000 sq. ft. This project was initiated based on creating potential development lots that would comply with existing zoning. While zoning provisions could be varied, this would add additional time, costs and complications. There may also be value associated with the property for neighbours and many have indicated interest, but staff is doubtful the value will be anywhere near what could be obtained for a development lot.

Based on the revised road width, further staff review and Council direction to only consider disposal of unopened road allowance that provide broad community and Township benefits, staff would recommend terminating consideration of the Iona unopened road allowances for disposal.

Financial Implications:

None.

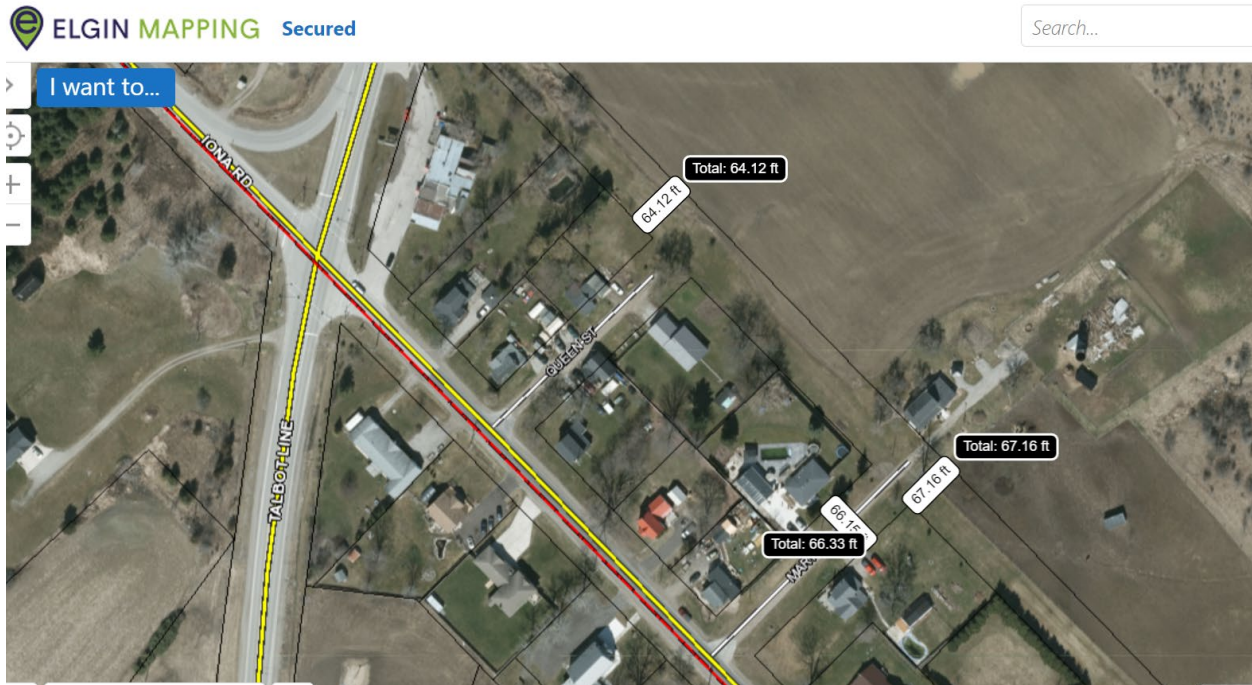
Strategic Plan Goals:

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

Appendix "A" Site Map





COUNCIL HIGHLIGHTS

TUESDAY,
APRIL 25, 2023

IN THIS ISSUE:

Education Development Charges
could be coming to the
TVDSB Region

Southwestern Public Health's
2023 Budget Focuses on
Promotion, Protection &
Prevention

Ride the Whistlestop Trail: An
Ode to Cycling, Past & Present

Tender & Contract
Awards Update

Elgin County Planning
Updates

EDUCATION DEVELOPMENT CHARGES COULD BE COMING TO THE TVDSB REGION

Ben Puzanov, Manager of Planning for the Thames Valley District School Board (TVDSB) presented Elgin County Council with information pertaining to potential Education Development Charges (EDCs) coming to the region.

Due to rapid residential growth in TVDSB's catchment area, Mr. Puzanov raised the importance of growth paying for growth. He suggested that EDCs could be a potential resource for local school boards to purchase land for new schools.

EDCs would be payable at the building permit stage by developers and/or builders of residential developments and collected by the respective local Municipality.

Over the next year, the TVDSB plans to engage with a consultant to complete a background study to present to its trustees.

For a full copy of this presentation, please access the April 25th agenda package.



SOUTHWESTERN PUBLIC HEALTH'S 2023 BUDGET FOCUSES ON PROMOTION, PROTECTION & PREVENTION

Southwestern Public Health's (SWPH) Chief Executive Officer, Cynthia St. John, began her presentation to Elgin County Council by stressing the importance of how a healthy community is a vibrant community and an economically sound community.

With their strategic direction set out for them, SWPH is working towards catching up on their programs and services post-pandemic. Ms. St. John provided Council with various statistics collected both qualitatively and anecdotally for the Elgin-St. Thomas and Oxford region on issues such as the increase in opioid use, rising teen pregnancy rates, and the high rate of substance abuse by youth.

To respond to these rising concerns, SWPH's 2023 budget will be future-focused and tailored to the unique needs of small urban and large rural communities. Their budget saw an increase of 4.5% over 2022 and encourages the need to "move the needle" on our community health status.

For a full copy of this presentation, please access the April 25th agenda package.



RIDE THE WHISTLESTOP TRAIL: AN ODE TO CYCLING, PAST & PRESENT

The Elgin County Museum, in partnership with Elgin County Tourism, Railway City Tourism, and the St. Thomas Public Library, have created a cycling event entitled "Ride the Whistlestop Trail!" at the Elgin County Heritage Centre on May 27, 2023, in support of its current exhibition: Cycling: An Unspoken History; Selections from the Rick Wolfe Collection.

Participants are invited to partake in the cycling-related fun at the Elgin County Heritage Centre. For more information about this event and to register to ride the Whistlestop Trail from St. Thomas to Port Stanley (or vice versa), please click [here](#).

TENDER & CONTRACT AWARDS UPDATE

County Council was presented two (2) tender awards and one (1) single source contract award for three project across the County. Council approved the following companies for these awards. All amounts listed below are exclusive of H.S.T.

- Hornblower Earthboring Inc. - Culvert Rehabilitations on various roads at a total price of \$1,115,300.00 inclusive of a \$50,000 contingency allowance.
- Weathertech Restoration Services Inc. - Bridge and Culvert Repairs on seventeen (17) structures at a total price of \$1,604,951.50 inclusive of a \$250,000 contingency allowance.
- D&D Trucking and Construction Service Inc. was selected to complete Granular Road Shouldering on various roads at a total price of \$502,500.00.
- Guild Electric Limited - Installation of Wavetronix Radar Intersection Detection Systems and Universal Power Supply Systems at seven (7) traffic signal-controlled intersections

ELGIN COUNTY PLANNING UPDATES

The General Manager of Engineering, Planning & Enterprise/Deputy CAO, Brian Lima, presented County Council with two (2) planning updates. The first was a creation of a No Stopping Zone on Belmont Road in Central Elgin due to receiving numerous concerns from members of the public. Council approved this to ensure sight lines are available to perform safe vehicular turning movements on Belmont Road and Borden Avenue.

The second update also pertains to the Municipality of Central Elgin and their amended Official Plan. The County of Elgin is the Approval Authority for all local Municipalities. At its April 25, 2023 meeting, County Council adopted Central Elgin's amended Official Plan.

For a copy of both of these reports, please access the April 25th agenda package.

For the complete April 25, 2023, County Council
Agenda Package, please visit the Elgin County [website](#).



Wednesday April 19th, 2023

Dear Southwold Township Council members,

Once again the Golden Acres 305 OES, Eastern Star group, is planning a fundraiser to help better the lives of individuals and the community.

We have concentrated this year's efforts on helping raise monies for the Southwold Fire Department. To this end we are hosting a dinner for about 80 of our members at the Shedden complex. Each attendee will be charged for the dinner and will also have the opportunity to donate at the event. The Fire Hall has graciously donated the time of their members for set up and take down of chairs and tables for this event. This dinner will be on our regular meeting night in June.

The intent of this letter is two-fold. One, we are asking if you could, as you have in the past, waive the fee for the rental of the kitchen for this night. You have done this for past fundraisers and we are hoping you will continue your generosity. We will pay for the Hall rental as per usual. The request is just to forgo the kitchen fee. The second ask is a new one. The average age of the Eastern Star work crew is 80 and the cooking and serving of the meal makes for a long day. We were hoping that instead of a full cleanup on the night of the event that we might be permitted to show up the next morning, with the Fire Hall crew and finish the clean up. The night of the event all food and consumables will be put away but it would be nice to be able to get the table, chairs and other various items cleaned up the next day with some help from the much younger Fire volunteers.

All monies will be donated to the Fire Hall to be used as determined by them.

Thank you for your consideration, and looking forward to your response,
Golden Acres Chapter 305 OES Shedden.

Sincerely,

Worthy Patron,

Ray C. Lunn
519 769 2093

Minister of Justice
and Attorney General of Canada



Ministre de la Justice
et procureur général du Canada

The Honourable / L'honorable David Lametti, P.C., K.C., M.P. / c.p., c.r., député
Ottawa, Canada K1A 0H8

May 2, 2023

Mr. Jeff Carswell
Clerk
Township of Southwold

(by email)

Dear Mr. Carswell:

Thank you for your correspondence, sent on behalf of the Council of the Township of Southwold, concerning Canada's bail system. Please excuse the delay in responding.

I understand the importance of ensuring that criminal laws keep our communities safe. I wish to assure you that the federal, provincial, and territorial governments continue to work together to examine ways to improve the criminal justice system, including with respect to the bail regime and its implementation. On March 10, 2023, I convened an urgent meeting with the provincial and territorial ministers responsible for Justice and Public Safety to discuss our shared responsibility for the bail system, as well as proposals to address particular challenges related to repeat violent offenders and to serious offences committed with firearms and other dangerous weapons such as knives and bear spray. The federal government is looking at legislative and non-legislative options to ensure that the objectives of the bail system are being met, and we are committed to pursuing our collaboration with other levels of government and law enforcement to ensure the safety of Canadians.

The *Canadian Charter of Rights and Freedoms* gives accused persons the right not to be denied reasonable bail without just cause, the right to be presumed innocent until proven guilty, and the right not to be deprived of liberty except in accordance with the principles of fundamental justice.

However, the right to bail is not absolute. Under Canada's bail system, a person charged with a criminal offence can be detained while awaiting trial if necessary to protect the public (including victims), ensure the accused's attendance in court, or maintain confidence in the administration of justice. The onus is on the prosecutor to show cause for detention on one of these three grounds. In cases where an accused person is granted

bail, they may be subject to conditions limiting their freedom while on release; judges determine such conditions based on the nature of the alleged offence and other factors.

The law is clear that police officers and judges must not release accused persons if they believe that doing so would endanger members of the public. The *Criminal Code* prohibits a police officer from releasing an accused where the officer believes, on reasonable grounds, that there is a need to ensure the safety and security of any victim of or witness to an offence. Similarly, when accused are brought before a judge or justice of the peace for bail, the decision maker must detain the accused where it is necessary for the protection or safety and security of victims and witnesses.

In Canada, each level of government has autonomy to act within its jurisdiction. The Parliament of Canada enacts criminal law, which is then administered by the provinces. The administration of justice includes the prosecution of *Criminal Code* offences as well as responsibility for how accused persons are supervised while on bail. In addition, the conduct of bail hearings and enforcement of bail conditions fall within provincial jurisdiction. The Honourable Doug Downey, Attorney General of Ontario, is responsible for the administration of justice in your province. Should you wish to share your concerns with Minister Downey, he can be reached at Floor 11, McMurtry-Scott Building, 720 Bay Street, Toronto, Ontario M7A 2S9.

Please be assured that, as Minister of Justice and Attorney General of Canada, I am committed to making the criminal justice system fairer, more equitable, and safer for all Canadians.

Thank you again for writing.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Lametti', with a stylized flourish at the end.

The Honourable David Lametti, P.C., K.C., M.P.
(he/him)
Minister of Justice and Attorney General of Canada



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-30

Being a By-law to Amend By-law No. 2011-14

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 12, to change the zone symbol applying to lands legally described as CON SNBTR PT LOT 40 as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 Special Provision 32 (R1-32) Zone, and
2. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new Clause as 8.4 (e):
 - "(af) R1-32 As shown on Schedule A, Map 12
 - (i) Regulation
 - Minimum Rear Yard Setback 6m (19.7 feet)"
 - (ii) Regulation
 - Minimum Exterior Side Yard Setback 4m (13.12 feet)
 - (iii) Regulation
 - Maximum Lot Coverage 50%
3. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

(b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 8TH DAY OF MAY, 2023.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

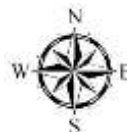


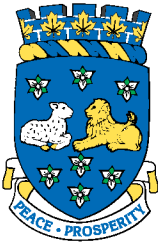
This is Schedule "A" to Bylaw No. 2023-30 passed on the 8th day of May, 2023..

MAYOR

C.A.O /CLERK

**TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE "A" MAP 12**





April 24, 2023

Area Members of Provincial Parliament
Sent via email

Dear Area Members of Provincial Parliament:

Re: Councillor J. Erb Notice of Motion

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on April 19, 2023, approved the following motion:

WHEREAS the Municipal Elections Act requires all individuals wishing to be a candidate in a municipal or school board election to file Nomination Paper - Form 1 with the municipal clerk;

AND WHEREAS the Municipal Elections Act requires all candidates who sought election to a municipal council or school board to file Financial Statement – Auditor’s Report Candidate – Form 4 with the municipal clerk;

AND WHEREAS Form 1 requires candidates to provide their qualifying address;

AND WHEREAS Form 4 requires candidates to list the name and home address of any donor contributing over \$100.00

AND WHEREAS the Municipal Elections Act specifies that these documents are not protected by the Municipal Freedom of Information and Protection of Privacy Act, and requires the municipal clerk to make Form 4 available on a website;

AND WHEREAS there has been concern expressed about those who hold public office and those who support them that they have been the subject of unnecessary attention and excessive scrutiny;

AND WHEREAS the requirement to publish the personal home address of donors to specific candidates may discourage individuals from

engaging in the democratic process to elect municipal and school board politicians.

THEREFORE, BE RESOVLED THAT the Regional Municipality of Waterloo calls on the Minister of Municipal Affairs and Housing for the Province of Ontario to protect the privacy of candidates and donors by removing the requirement for their street name, number and postal code to be listed on publicly available forms.

AND FURTHER THAT for verification purposes, the addresses of all candidates and all donors over \$100 be submitted to the municipal clerk on separate forms that are protected by the Municipal Freedom of Information and Protection of Privacy Act and will not be published.

AND FINALLY, that this resolution be forwarded to the Area Members of Provincial Parliament, the Association of Municipalities of Ontario, the Association of Municipal Clerks and Treasurers of Ontario, the Ontario Public School Boards' Association, the Ontario Catholic School Trustees' Association, and all Ontario municipalities.

Please accept this letter for information purposes only. If you have any questions or require additional information, please contact Rebekah Harris, Research/Administrative Assistant to Council, at RHarris@regionofwaterloo.ca or 519-575-4581.

Regards,



William Short

Regional Clerk/Director, Council and Administrative Services

WS/hk

cc: Association of Municipalities of Ontario
Association of Municipal Clerks and Treasurers of Ontario
Ontario Public School Boards' Association
Ontario Catholic School Trustees' Association
Ontario municipalities

THE CORPORATION OF THE TOWN OF COCHRANE

REGULAR COUNCIL

DATE:

April 11, 2023

RESOLUTION NO.:

204-2023

AGENDA ITEM NO.:

13.4

MOVED BY SUSAN NELSON

SECONDED BY DANIEL BRUNET

WHEREAS Council has received several communications regarding the historical challenge for woman in politics.

AND WHEREAS Council wishes to support the call for action by going beyond making political statements and constructively add to inspiring positive, meaningful change to this instead.

AND WHEREAS Council recognizes and is proud of the Town of Cochrane's historical and inspiring accomplishments toward this important initiative that has seen our community commit to adopting meaningful change by:

- ✓ Adopting employment equity in 2011
- ✓ Making senior positions of control and power available to woman, such as:
 - o Having the one of only of two female CAO's in the region.
 - o Having the fourteen positions in the Town Hall composed of eleven woman.
- ✓ And by having forty-three percent of it's council composed of woman.

THEREFORE BE IT RESOLVE THAT: the Council of the Corporation of the Town of Cochrane, Ontario, wishes to support the call out to recognize the challenges woman face in politics, while also recognizing the efforts made by its municipality, and all other municipalities, to meaningfully create the change being sought through leading by example.

AND THAT: the Council inspire continued meaningful change by encouraging all municipalities to first recognize (thereby validating) the positive changes they have made, while remaining diligent in continuing to make and inspire the kind of actual change that will lead to even more woman becoming actively engaged in politics.

THE CORPORATION OF THE TOWN OF COCHRANE

DECLARED THE MOTION

☒ CARRIED

☐ DEFEATED

☐ DEFERRED

☐ REFERRED TO: _____

☐ RECORDED VOTE - Requested by: _____

PETER POLITIS

Mayor (Deputy Mayor)

RECORDED VOTE	FOR	AGAINST	CONFLICT	ABSENT
France Bouvier				
Daniel Brunet				
Sylvie Charron – Lemieux				
Rodney Hoogenhoud				
Susan Nelson				
Peter Politis				
Marck Recoskie				

DECLARATION OF CONFLICT OF INTEREST

DISCLOSED HIS/HER INTEREST(S)

VACATED HIS/HER SEAT

ABSTAINED FROM DISCUSSION AND DID NOT VOTE ON THIS QUESTION.

May 2, 2023

Your Worship and Members of Council,

We are writing today as we've heard from many of you regarding the introduction of a locate charge, and we'd would like to provide some context and background regarding our approach. We are also seeing a lot of misinformation circulate, resulting in misunderstanding, and we'd like to correct the record.

We, along with **all** underground infrastructure owners, are required to comply with the recently released regulations related to locate delivery ([Bill 93](#)). In order to recover our compliance costs and protect the interests of our customers, we introduced a locate charge for **third party and for-profit locate requestors**. We want to reassure you that locates for private property owners and existing natural gas customers **remain at no charge**.

As we shared, the third-party locate charge is currently on pause as we continue to explore pathways and consult with our stakeholders and industry partners, including a phased approach focused on the adoption of a dedicated locator model for large infrastructure owners. Within a dedicated locator model, large excavators hire their own locators trained by infrastructure owners to locate all underground utilities on their projects, which leads to significant efficiencies in locate delivery.

In addition, misinformation is circulating that Enbridge Gas operates its infrastructure in municipal right of ways at no cost – **and this is simply not true**. Enbridge pays more than \$135 million in annual municipal taxes based upon the infrastructure we operate. We also pay additional fees where required when we install new pipe or initiate work to maintain existing assets. We deliver natural gas service to approximately 3.9 million customers in 313 municipalities across Ontario, through a network of 154,000 kilometers of pipeline. We complete approximately 1.2 million locate requests annually. And, in 2023, we will invest \$550 million to maintain and add customers to our natural gas system. We are a proud contributor to the communities in which we operate, and our commitment to the safe, reliable delivery of natural gas underpins everything we do.

We encourage you to call upon the Government of Ontario to enact a dedicated locator model for large infrastructure owners, and to support a phased approach to regulation adoption.

Please reach out should you have any questions.

Sincerely,



Murray Costello, P.Eng.
Director, Southwest Region Operations

ENBRIDGE GAS INC.
TEL: 519-885-7425 | CELL: 819-635-3984 |
murray.costello@enbridge.com
603 Kumpf Drive, Waterloo, ON N2J 4A4



Mike McGivery
Director, Distribution Protection

ENBRIDGE GAS INC.
TEL: 416-758-4330 | CELL: 416-434-7920 |
michael.mcgivery@enbridge.com
500 Consumers Road, North York, Ontario M2J 1P8

CC: Hon. Todd Smith, Minister of Energy
Hon. Kaleed Rasheed, Minister of Public and Business Service Delivery
Colin Best, President, Association of Municipalities of Ontario



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2023-31

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 8, 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 May 8, 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 8th DAY OF MAY, 2023.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell