



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday June 12, 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 May 23, 2023
- (b) Draft Minutes of the Parks Committee Meeting of May 30, 2023
- (c) Draft Minutes of the Canada Day Committee Meeting of May 31, 2023

5. DELEGATION

- (a) **8:00 p.m.** – Mark Harris and Matthew Belding – **QCWA 1st Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant.**
- (b) Matthew Belding – **2022 Annual Report Talbotville Wastewater Treatment Plant**

6. DRAINAGE

- (a) Petition for Drainage Improvement – Gregory Drain – 927470 Ontario Ltd.

7. PLANNING

8. REPORTS

- (a) FIR 2023-07 Activity Report – May 2023
- (b) ENG 2023-28 Activity Report – May 2023
- (c) ENG 2023-29 Burwell Bridge Engineering Award
- (d) CBO 2023-11 Activity Report – May 2023
- (e) CAO 2023-28 Activity Report – May 2023
- (f) CAO 2023-29 2023 Christmas Holiday Office Hours
- (g) CAO 2023-30 Summer Council Meeting Schedule

- (h) CAO 2023-31 Strategic Plan Key Findings Report
- (i) CAO 2023-32 Signage Branding
- (j) Parks Committee Report 2023-01
- (k) County Council Highlights – May 23, 2023

9. CORRESPONDENCE

- (a) Correspondence from Elgin Federation of Agriculture RE: 2023 Proposed Planning Statement
- (b) Notice of Study Commencement – Highway 4 Widening and Proposed Talbotville Bypass, Highway 3 Twinning
- (c) Resolution from the Township of South Glengarry RE: Rural Education Funding

10. BY-LAWS

- (a) By-law No. 2023-34, being a by-law to amend the assessment schedule of By-law No. 2022-51 based on the actual costs incurred for construction and improvement of the Luton Drain 2022.
- (b) By-law No. 2023-35 being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 12, 2023

11. OTHER BUSINESS *(For Information Only)*

- (a) Best Practices Endorsement Letter from Source Protection Committee (SPC)

12. CLOSED SESSION

- (a) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Talbotville Meadows Development Agreement
- (b) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Sanitary Sewers – Talbotville and Shedden/Fingal

13. ADJOURNMENT: NEXT REGULAR MEETING OF COUNCIL
Monday June 26, 2023 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Tuesday May 23, 2023
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Aaron Van Oorspronk, Director of Infrastructure & Development
Services
Josh Mueller, Planner
June McLarty, Corporate Services Clerk

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt

2023-182 Councillor Fellows – Deputy Mayor Pennings

THAT the Minutes of the Regular Council Meeting of May 8, 2023 and the Special Council Meeting of May 9, 2023 are hereby adopted.

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

CARRIED

Committee Minutes – Review

2023-183 Deputy Mayor Pennings – Councillor Emons

THAT Council has reviewed the draft Minutes of the Canada Day Committee Meeting of April 24, 2023; and,

THAT Council approves the recommendation from the Canada Day Committee to appoint Melissa Day, Severn Day and Stacy Danielson as members of the committee.

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

CARRIED

PLANNING:

MV 2023-01 M. Coombes and A. Wright Coombes, 119 Glengariff Drive

In attendance: M. Coombes

2023-184 Councillor Emons – Deputy Mayor Pennings

THAT the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance application MV 2023-01, filed by M. Coombes and A. Wright Coombes, 119 Glengariff Drive at **7:02 p.m.**

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

CARRIED**2023-185 Councillor Emons – Councillor Fellows**

THAT the meeting of the Committee of Adjustment to hear application MV 2023-01, filed by M. Coombes and A. Wright Coombes, 119 Glengariff Drive adjourns and the regular meeting of council reconvenes at **7:24 p.m.**

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

CARRIED**PLA 2023-19 Provincial Policy Statement Review****2023-186 Deputy Mayor Pennings – Councillor Adzija**

THAT Council authorize staff to submit comments as amended on the proposed Provincial Policy Statement as contained in Appendix “A” to this report.

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

CARRIED**REPORTS:****ENG 2023-26 County Road Maintenance Agreement****2023-187 Councillor Fellows – Deputy Mayor Pennings**

THAT Council approve in principle the amended County Road Maintenance agreement and authorize staff to request the County to prepare the finalized agreement based on the amended version.

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

CARRIED

2023-27 Water System Review and Recommendation

2023-188 Councillor Emons – Deputy Mayor Pennings

THAT Council receive report ENG 2023-27 Water System Review and Recommendations for information; and,

THAT Council award the design of pressure reducing valves to WT Infrastructure for the quoted amount of \$23,000 plus HST (Scope Items 1 - 3).

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

CARRIED

County Council Highlights – May 9, 2023

Mayor Jones presented the County Council highlights.

BY-LAW:

- By-law No. 2023-32, being a establish a levy for the year 2023, to adopt tax rates for 2023 and to provide for penalty and interest in default of payment and the collection thereof.

By-law

2023-189 Councillor Fellows – Deputy Mayor Pennings

THAT By-law No. 2023-32 be read a first and second time, considered read a third time and finally passed this 23rd day of May 2023.

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

CARRIED

OTHER BUSINESS:

Council reviewed the other items under Other Business.

New Brand Application on Signage

STAFF DIRECTION

Staff was directed by Council to contact Cinnamon Toast to provide us with sign that have a darker background.

County of Prince Edward RE: Provincial Planning Statement

STAFF DIRECTION

Staff was directed by Council to support the resolution that was passed by the County of Prince Edward regarding the Provincial Planning Statement.

BY-LAW:

- By-law No. 2023-33, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 9th and May 23rd, 2023

Confirming By-law

2023-190 Deputy Mayor Pennings – Councillor Emons

THAT By-law No. 2023-33 be read a first and second time, considered read a third time and finally passed this 23rd day of May, 2023.

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

CARRIED

ADJOURNMENT:

2023-191 Deputy Mayor Pennings – Councillor Adzija

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **8:01 p.m.**

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

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



- M I N U T E S -

May 30th, 2023
@ 7:00pm
Council Chambers, Fingal, ON

Attendees:

Councillor Justin Pennings (Chair)
Michelle Lackey (Shedden Adult Soccer)
Jesse Walker (Shedden Soccer Alternate)
Janice Fisher (Talbotville Member-at-large)
Ross Burgar (Fingal Heritage Park)
Krista Ferguson (Talbotville Ladies Soccer)
Lori Redman (Resource)

1. Meeting called to order at 7:06 pm

2. Adoption of Minutes – November 9, 2022

Resolution of Committee

Moved by: Michelle Lackey
Seconded by: Janice Fisher

THAT the minutes of the November 9th, 2022 committee meeting are hereby approved
Carried

3. Business Arising from previous Minutes

Talbotville Park

Trail Maintenance of the walking trail in Talbotville Park needs to be addressed.

Shedden Open Space Park

The wet area on the south side of the parking lot is to be investigated. Shedden soccer members believe it is a septic system failure.



4. Reports

a) Fingal Ball Committee – No Rep

b) Talbotville Member-at-large – Janice Fisher

911 Signage is needed to identify parks for emergency purposes.

c) Talbotville Men's Ball – No Rep

d) Talbotville Men's Soccer – No Rep

e) Talbotville Ladies Soccer – Krista Ferguson

One team playing out of Talbotville Park.

Field Maintenance and weed control is an issue.

Would like the Talbotville soccer field to be advertised as available for rent to help distribute the cost of field lining among users. Notices should be posted on social media sites approved by the Township of Southwold.

f) Shedden Youth Soccer – Michelle Lackey

The season start date was delayed due to weather.

Registration is still open for 2023.

Over 200 children participated in the soccer program in 2022.

The season will be ending in late August.

g) Shedden Adult Soccer – Michelle Lackey

Due to field conditions, Shedden adult soccer has seen two ladies' teams drop out.

h) Fingal Heritage Park – Ross Berger

Four history plaques have been installed.

Flowerpots have been installed and planted.

The memorial bench funded through the Marr memorial fund has been installed, with 3 more benches ready to be installed.

Four picnic tables have been ordered, with three picnic tables being canopied and one is accessible by wheelchair.

The model of the MacPherson Glasgow thrashing machine will be erected soon in the park.



5. New Items

Shedden soccer executives met to discuss the conditions of the soccer fields and the fertilizer application. The members would like the fields to be maintained and would like to see the grassed access corridor to the fields kept at a reasonable height. The members would like the Township of Southwold to follow up with the grass-cutting contractor to ensure they are following the scheduled cuts.

The temporary fencing lining union road is on loan from the tractor puller’s association and will be removed for their upcoming event. The new fencing is on order and should be in soon for installation.

The wet area in the parking lot needs to be investigated after the Rosy Rhubarb Festival is held from June 9th to June 11, 2023, as they believe the issue to be caused by a failing septic system. Potholes at the entrance to the parking lot need to be filled.

A drainage ditch located near Field #13 is causing erosion issues, making it dangerous for the usage of the field. Shedden Soccer would like the drainage ditch to be investigated.

Parks committee members would like to have a new name selected for the Shedden Open Space park and encourage residents’ participation. A 911 sign must be erected at the Shedden Open Space Park for emergency purposes.

The Parks Committee would like to recommend that an additional goose neck tap be installed in the washrooms for use by patrons and visitors to the park so there will be an additional water bottle fill area in case the existing fill station is not in service or is in use.

Talbotville members at large would like to see the trails named in the Township so users can identify them. The intersection of Talbotville Gore and Optimist Drive needs to have a road sign installed for identification.

Deputy Mayor Pennings informed the committee that the Developer(s) are responsible for the trail development within the newly developed areas. Kettle Creek Conservation Authority is responsible for Deer Ridge Trail.

6. Review of By-Law 2022-90 Terms of Reference Schedule “A”

After reviewing the terms of reference in By-law 2022-90, the Parks Committee members would like to name the following to the Committee and be accepted by Council.

Representative	User Group
Janice Fisher	Talbotville Member-At-Large
Ruth Quenville	Talbotville Optimist Club
Krista Ferguson	Talbotville Ladies Soccer
Michelle Lackey	Shedden Adult Soccer
Steve Bushell	Shedden Youth Soccer



TOWNSHIP OF
Southwold

Ross Burgar	Fingal Heritage Park
Alternates	
Lisa Bradish	Talbotville Ladies Soccer
Jesse Walker	Shedden Soccer

Currently, there are no member representatives for the following:
Fingal Baseball,
Talbotville Men’s Soccer, and
Talbotville Men’s Baseball.

These user groups will be removed from the committee reports.

Motion to name members to the Parks Committee.

Moved: Janice Fisher
Seconded by: Ross Burgar

Carried

7. Next Meeting – September 19th, 2023 @ 7:00pm

8. Adjournment

Moved by: Michelle Lackey
Seconded by: Ross Burgar

THAT this meeting of the Parks Committee is adjourned at 9:02 p.m.

carried

Councillor Deputy Mayor Justin Pennings

Co-Chair, Councillor Scott Fellows



TOWNSHIP OF
Southwold

Canada Day Committee

Wednesday, May 31, 2023

Township Office

6:00pm

Attendance: Jim Carder, Stacy Danielson, Melissa Day, Councillor John Adzija and Lizeanne Kerkvliet

1. **Welcome:** John Adzija welcomed everyone to the meeting and advised that Southwold Council had passed a resolution recognizing Melissa Day, Severn Day and Stacy Danielson as members of the Canada Day Committee.
2. **Agenda:** Agenda was accepted as circulated.
3. **Minutes:** Minutes were accepted as circulated.
4. **Finance:**
 - a. Budget: a quick review confirmed we are on schedule
 - b. Green Lane Community Trust: cheque was sent to the Fingal-Shedden Optimist club and deposited.
5. **Division of Responsibilities:**
 - a. Invitation to Local Dignitaries: letters of invitation have been sent out. John will check and advise as to who is attending.
 - b. Insurance: Univesta has assured us the certificates for June will go out June 1, 2023.
 - c. Fireworks Permit: completed by Steve Garvin and sent to June McLarty.
 - d. Canada Day Swag: John spoke to Karen Vecchio's office and they have some to share. Stacy was able to order swag items from the Heritage Canada website. She has 1500 flags, 1000 stickers and 1000 maple leaf tattoos. We will need zip ties for the Optimist banner if there are none in the box. Stacy and Melissa to secure the zip ties.
 - e. Caring Cupboard: Confirmed they are coming.
 - f. Southwold Fire Department: John spoke to them about their early arrival to secure their preferred spot, collection of personal information from persons who receive first aid and their assistance with the canned goods.
 - g. Zero Waste Committee: John spoke with Sarah Emons who confirmed their attendance and they don't need anything.
 - h. Music: A&M Sound confirmed. We discussed putting the stage at third base and the township shared their concerns regarding potential ruts in the field or damage to the infield. The decision will be made that night depending on soil and weather.
 - i. Cakes: Melissa and Stacy will order, pay and pick up the cakes from Costco. They will order 10 cakes @\$24.99. They will also purchase the plates and forks. They will call committee members if they need help transporting the cakes.
 - j. Food Truck: Ice Cream Truck and The Streeterly confirmed.

- k. Baseball Park: lights, garbage cans, recycling cans, garbage bags, washrooms etc. are being taken care of by John. The Optimist need an additional 5 tables and 10 chairs for Dotsy the clown face painters. John to check with Corey Pemberton. The Optimists have enough tables for the entry area and the cake cutting area.
 - l. Volunteers: Lizeanne and Jim to secure people to work the entry table and assist with the cake cutting.
 - m. Advertising: Jim Carder will update the Optimist sign in Fingal and Lizeanne will forward the Canada Day poster to the township to be uploaded to the site. Optimist Andrea will put it on the Optimist site. We will ask Emily to post it at the library and send it to Southwold P. S.
 - n. Fireworks: Fireworks have been ordered and Jim will secure those who will light the fireworks. (all Optimist members due to Insurance coverage)
 - o. MC and Program: A question was raised as to whether we have to say something to recognize the native lands the township is located on and this was to be reviewed by John. Lizeanne submitted a copy of the program used in 2022 and it was agreed that Stacy and John would work on the program.
 - p. Glow Sticks: Southwold staff June McLarty ordered 1200 glowsticks, pkg of 300 @ \$28.00 for \$126.56.
6. Canada Day Evening Schedule: Lizeanne submitted a copy of the schedule she used for 2022. The program this year should be quite similar.
 7. Next Meeting: It was agreed that no further meetings for June were required but we will need a follow-up meeting in early July to review the final details.
 8. Adjournment: adjourned by Stacy Danielson and Melissa Day

John Adzija, Chair

Lizeanne Kerkvliet, Secretary

Date



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution
System Operations Report
First Quarter 2023

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: April 24, 2023

Facility Description

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

Service Information

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

Operational Description

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report during the first quarter

SECTION 2: INSPECTIONS

FIRST QUARTER:

On January 18th the Southwold water distribution system was inspected by MECF. The initial inspection report was received on March 16th. We are still waiting on the inspection rating report.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

There were no QEMS updates to report this quarter.

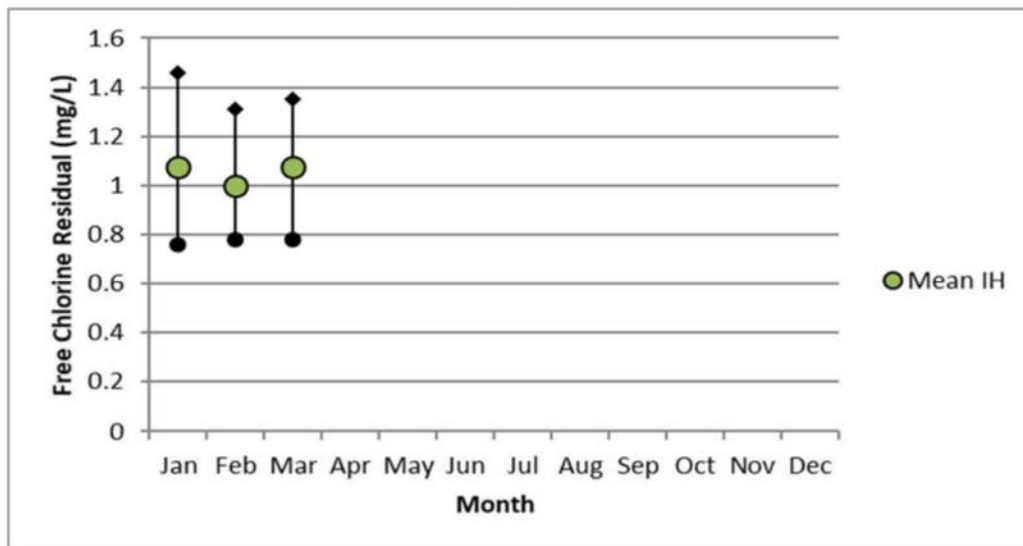
SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

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

All residuals were adequate at the current flushing durations. Changes were made to the Bush Line auto flusher after flooding concerns in a farmer's field. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2023 obtained so far throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during this quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2023.

Table 1: Distribution system sampling results for 2023.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	25	0 – 0	0 – 0	10	<10 - <10
February	23	0 – 0	0 – 0	11	<10 - <10
March	20	0 – 0	0 – 0	8	<10 - <10

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average along with the 2022-2023 results. The current running average is below the regulated limit of 100µg/L. When compared to quarter#1 from 2022, this is a decrease of 27.8%.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
April 2022		24
July 2022		26
October 2022		43
January 2023		29
Running Average	100	30.5

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average along with the 2022-2023 results. The current running average is below the regulated limit of 80µg/L. When compared to quarter #1 from 2022, this is a decrease of 23.2%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
April 2022		16.9
July 2022		17.0
October 2022		19.3
January 2023		17.6
Running Average	80	17.7

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

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (µg/L)
February 2023	3	7.30 – 7.37	97.3	0.48
July 2023	-	-	-	-

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

24: Operator worked overnight to monitor pressure in Southwold distribution system during St. Thomas repair in their system.

FEBRUARY

10: Gerber Electric at Shedden Re-Chlorination Facility to set up temporary phone line to auto-dialer.

MARCH

3: SCG Flowmetrix onsite for annual flow meter calibration at re-chlor.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY

No alarms reported for this month.

FEBRUARY

09: Received call from SOM to go investigate a leak at 5519 Jones Rd. Customer water line had come loose from curbstop valve. Kevin Goodhue assisted with repair and Streib excavated.

09: Responded to watermain leak at 12343 William Street. Kevin Goodhue onsite for repair and Streib excavating. Repair was made to “T” off watermain for community center service line.

18: Received call from Paul with Southwold to shut off water at 39914 Shady Lane Crescent. Curbstop barrel was bent and could not shut off water. Kevin Goodhue repaired after weekend.

23: Received alarm for power outage at rechlor facility, arrived on-site, took free chlorine residuals. Utility power was restored 2 hours later.

MARCH

23: Received call from spectrums for high cl alarm now normal. Alarm is now normal and will check on site first thing in the morning. Operator reduced stroke on chlorine pump.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

On March 17th a resident complained of low pressure. The pressure was monitored upstream and downstream by the operator with no fluctuations observed. It was determined that a pressure reducing valve inside the resident's house was the cause and it was replaced. No further inquiry required.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant
Operations Report
First Quarter 2023

Ontario Clean Water Agency, Southwest Region
Mark Harris, Sr. Operations Manager, Aylmer Cluster
Date: April 24, 2023

Facility Description

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

Service Information

Population Served: 125

Capacity Information

Total Design Capacity: 500 m³/day

	Design Values	2021 Flow Data	2022 Flow Data	2023 Flow Data
Average Daily Flow (m³/d)	500	84.6	152.1	209.9
% of Average Daily Design Flow	-	16.9	30.4	42.0
Peak Flow (m³/d)	1000	319.0	432.4	360.0
% of Peak Design Flow	-	31.9	43.2	36.0

	Design Flow (m ³ /d)	2023 Average Daily Flow (m ³ /d)	2023 % Capacity	Design Peak Flow (m ³ /d)	2023 Maximum Daily Flow (m ³ /d)	2023 % Peak Flow
January	500	174.1	34.8	1000	270.0	27.0
February	500	192.1	38.4	1000	291.8	29.2
March	500	263.5	52.7	1000	360.0	36.0
Annual Average	-	209.9	42.0	-	-	-

Operational Description:

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant
ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECTION 2: INSPECTIONS

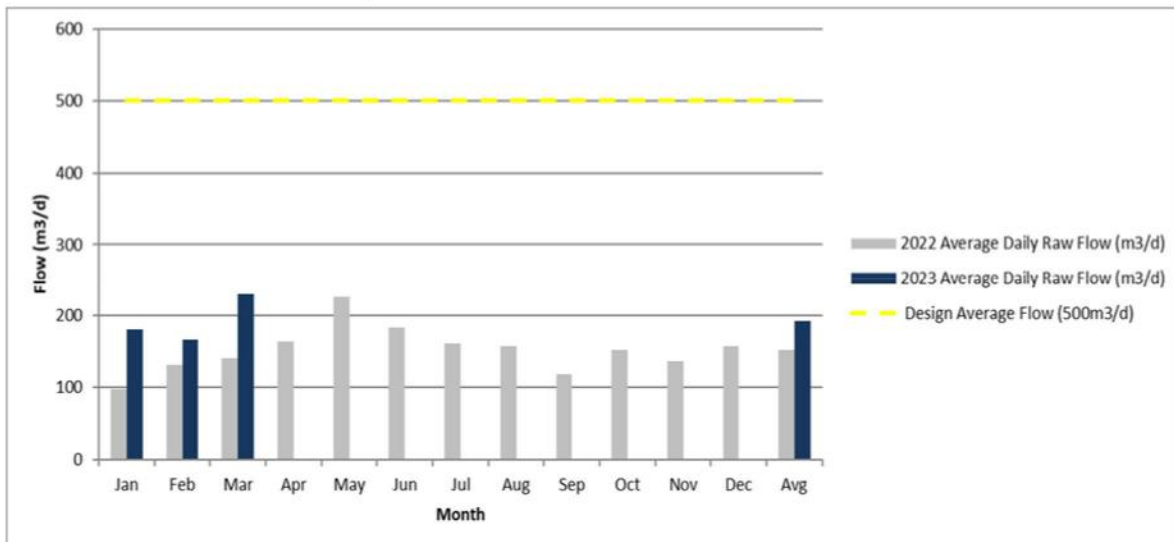
FIRST QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

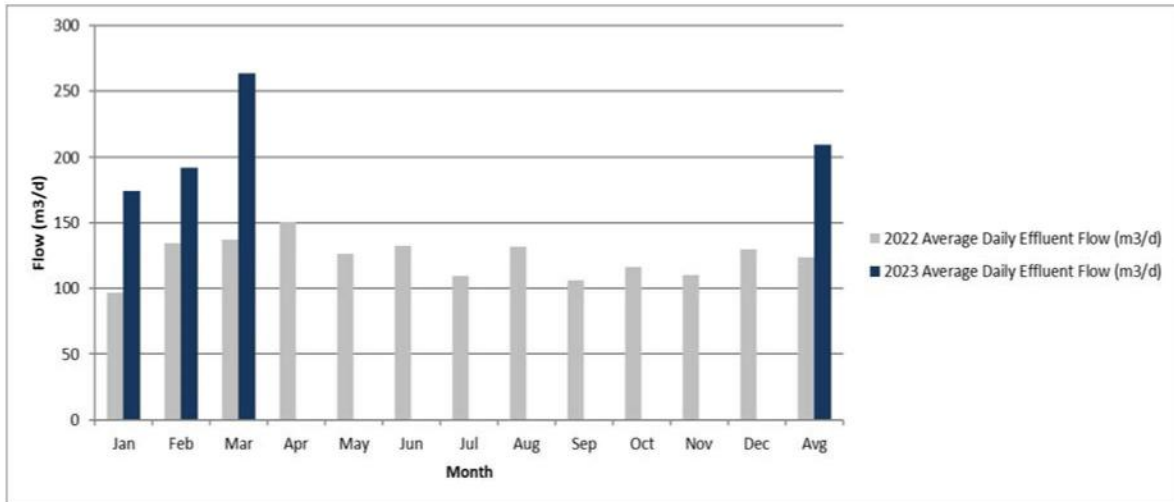
The average daily raw flow in 2023 so far is 192.8 m³/d. This is a 26.7% increase when compared to the average daily flow in 2022. The chart below shows the monthly average flows so far for 2023, compared to the 2022 average daily flows (Chart 1).

Chart 1. Raw flows for 2023 compared to 2022



The average daily effluent flow so far in 2023 is 209.9m³/d. This is a 70.2% increase when compared to the average daily flow in 2022. The chart below shows the monthly average flows for 2023 compared to average daily flows in 2022 (Chart 2).

Chart 2. Effluent flows for 2023 compared to 2022.



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

Table 1. Raw water sample results for 2023.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)
January Results	109	38.4	3.40	162
February Results	165	40	3.87	71
March Results	56	24.9	2.33	48
Design Objective	250	40	7	250
# Months Above Design	0/12	0/12	0/12	0/12

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

Table 2. Effluent average sample results.

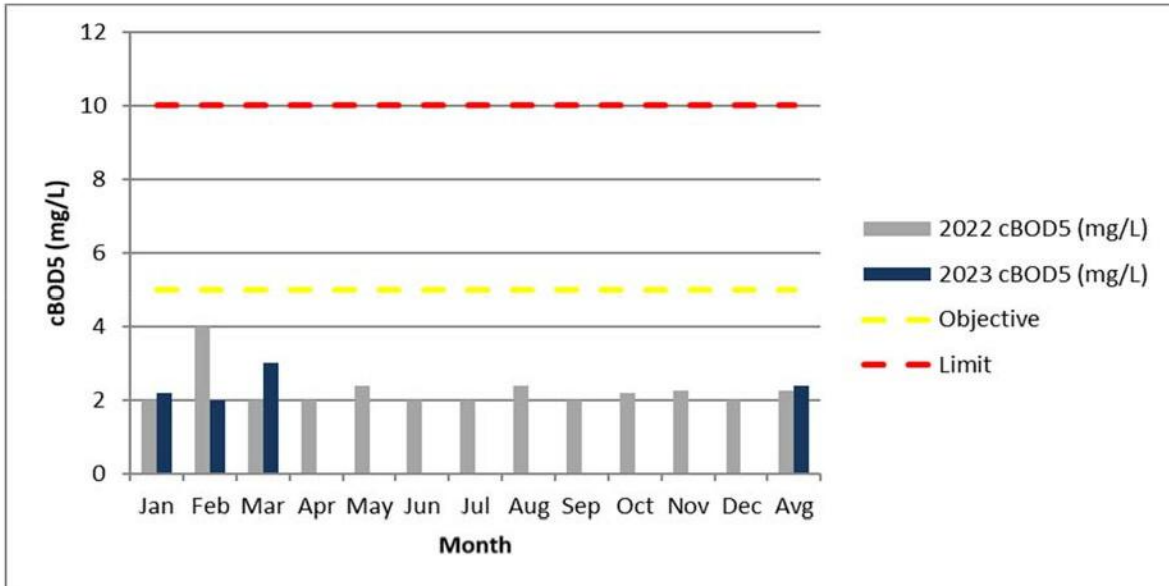
	cBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	E. coli (cfu/100mL)*	pH
January	2.2	2.0	0.22	0.12	1.97	6.89 – 8.70
February	2.0	2.0	0.08	0.13	1.00	6.51 – 7.68
March	3.0	2.5	0.17	0.10	5.45	7.28 – 7.77
Annual Average	2.4	2.2	0.15	0.12	2.21	6.51 – 8.70
ECA Objective	5	5	0.2	1.0** 3.0	100	6.5-8.5
ECA Limit	10	10	0.3	1.5** 4.0	150	6.0-9.5

*expressed as geometric mean

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

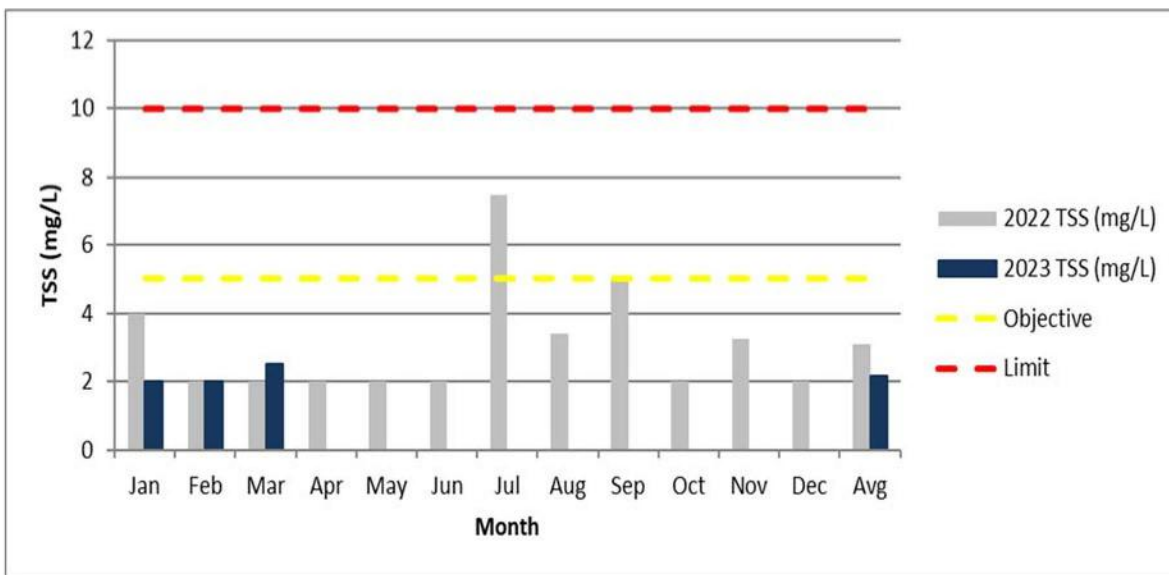
Effluent average cBOD5 so far in 2023 is 2.4mg/L. This is an increase of 5.7% when compared to the 2022 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent cBOD5 results.

Chart 3. Average Monthly Effluent cBOD5 results for 2023 compared to 2022.



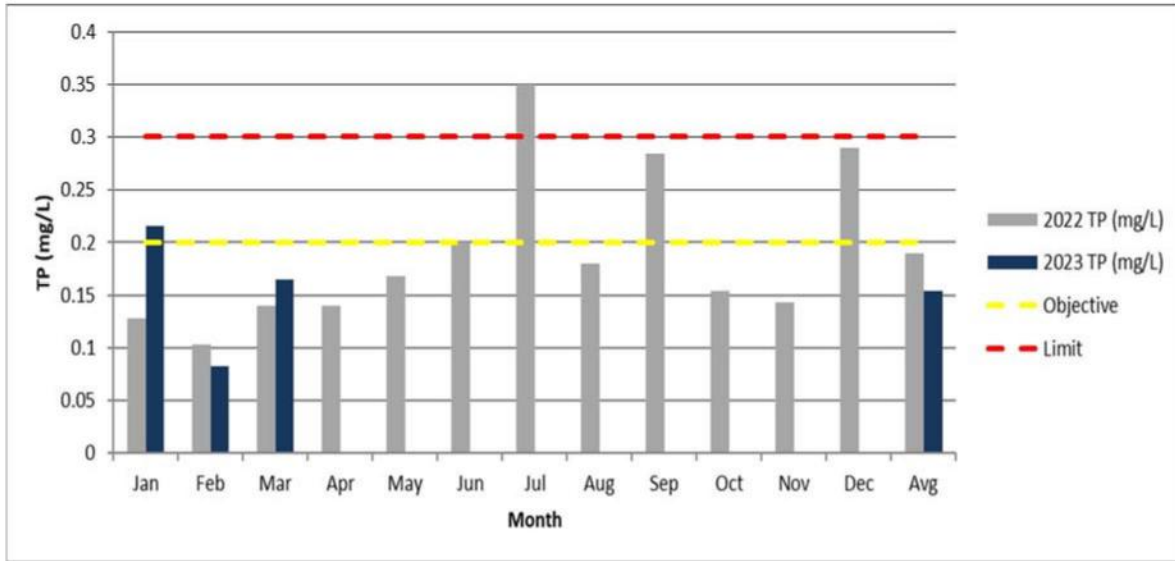
Effluent average TSS so far in 2023 is 2.2mg/L. This is a decrease of 30.0% when compared to the 2022 annual average. All results so far have met the effluent limits identified in the ECA. Refer to Chart 4 for the average monthly effluent TSS results.

Chart 4. Average monthly effluent total suspended solids for 2023 compared to 2022.



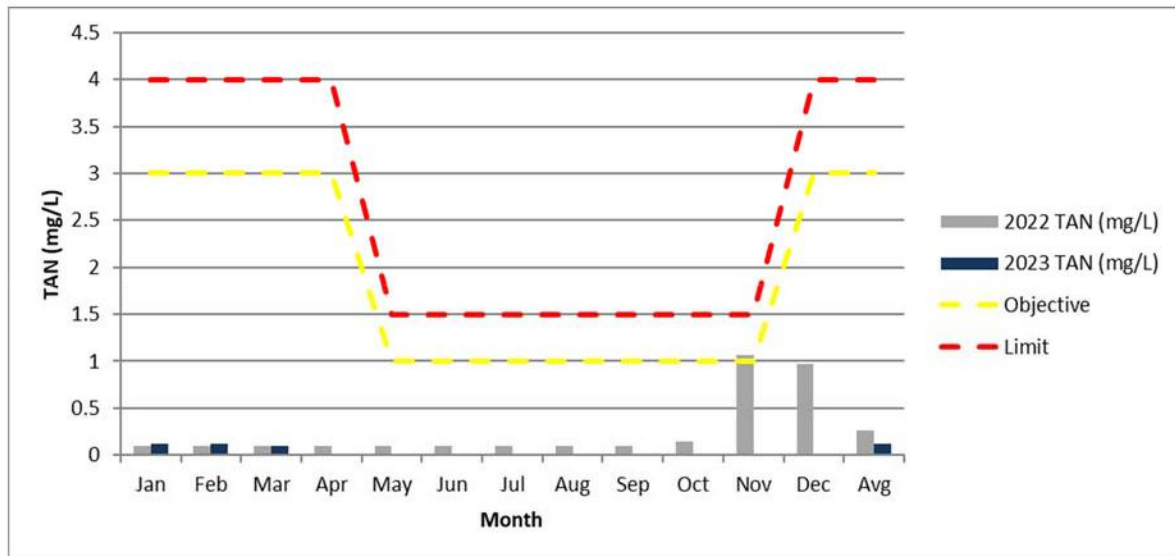
Effluent average TP so far in 2023 is 0.15mg/L. This is an 18.8% decrease when compared to the 2022 annual average. All results so far have met the effluent limits identified in the ECA. Refer to Chart 5 for the average monthly effluent total phosphorous results.

Chart 5. Average monthly effluent total phosphorus results for 2023 compared to 2022.



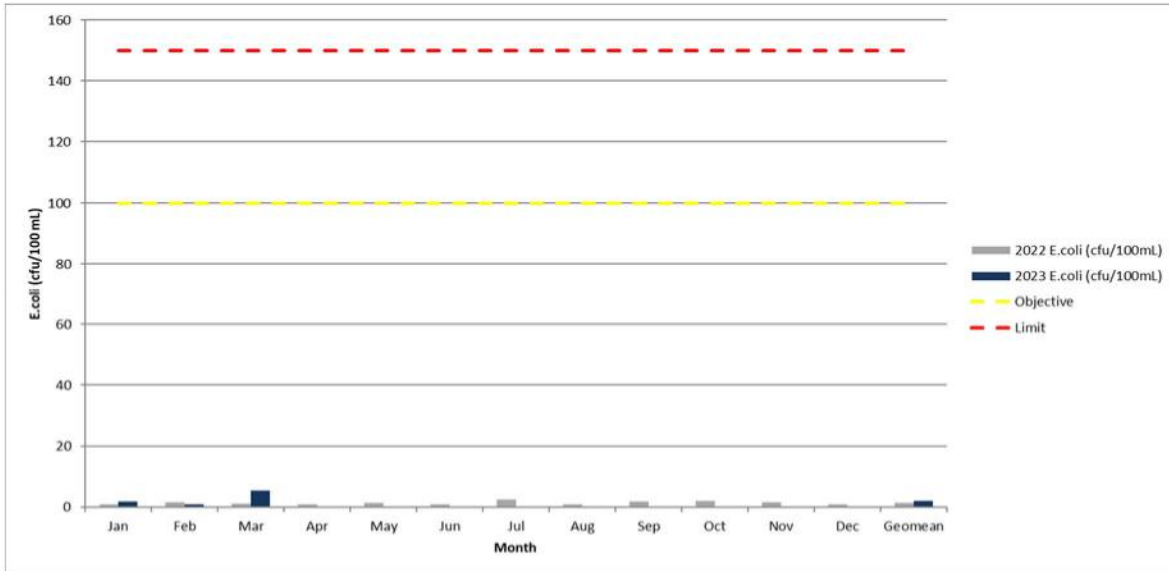
Effluent average TAN so far in 2023 is 0.12mg/L. This is a 55.2% decrease when compared to the 2022 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 6 for the average monthly TAN results.

Chart 6. Average monthly effluent total ammonia nitrogen results for 2023 compared to 2022.



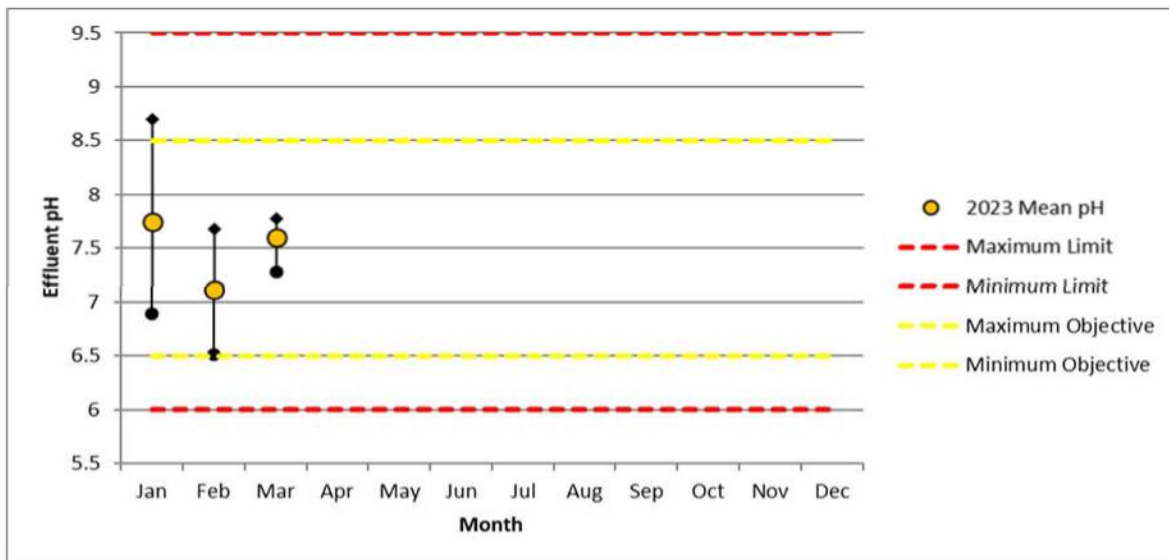
The average effluent geometric mean for E. coli so far in 2023 is 2.21cfu/100mL. This is a 57.5% increase when compared to the 2022 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 7 for the monthly geometric mean results for E.coli.

Chart 7. Geometric mean effluent E. coli results for 2023 compared to 2022.



The effluent pH is monitored twice weekly at a minimum at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 8 for the monthly minimum, maximum, average pH readings in 2023.

Chart 8. Effluent pH readings for 2023.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

Routine checks, readings and sampling were all conducted as required during the first quarter of 2023.

JANUARY

- 04: Sanitary sewer onsite to take sludge haul
- 10: Sanitary Sewer Cleaning removed 1 load
- 11: Sanitary Sewer on-site and removed one load
- 16: Talbotville HMI Screen locked up. Contacted Newterra and Firmware upgrade may be required.
Reset E-won to restore screen. Newterra to provide update on next steps for firmware upgrade.
Newterra connected remotely and upgraded firmware. The firmware upgrade will send out an alarm if PLC and HMI stop communicating. HMI will reboot at 1am automatically which should remove the need for manual HMI reboot.
- 18: Sanitary Sewer Cleaning removed 2 loads
- 20: Apex onsite to deliver chemicals
- 24: Sanitary Sewer Cleaning removed 2 loads

FEBRUARY

- 01: Farmington on site as they will be checking the check valves on EQ pump lines
- 02: Sanitary sewer onsite for sludge haul
Farmington onsite to look at EQ pump check valves due to low flow issue
- 03: Farmington pulled pump 302 and cleaned rags out of bottom of pump. When trying to pull 303 the railings for the pump twisted making it not possible to pull the pump. Will have to drain tank so they can go inside and fix the rails.
Found leak on air pressure valve on pump 701, valve had failed. Farmington took it off and placed cap on so it would stop leaking and they will order a new valve to replace it.
Farmington noticed unusual sound coming from b-201 after taking the cover off and investigating found that the bearings had gone. He will order new part for replacement.
- 04: Arrived to site to reset PLC due to alarms and daily report not coming out, as requested by ORO.
Reset PLC and connection was restored.
- 06: Hawkins Electric onsite to replace level transmitter for tank 301.
- 07: Hetek onsite to service H2S sensor.
Farmington onsite to pull and clean pump 302.
- 08: Farmington onsite for tank 302 clean, pump 301 clean and repair of pump 303 rails
AA sanitation onsite for first haul from tank 302
Alpine onsite for chemical delivery
Hawkins onsite Found a damaged wire on the line for pump 303, most likely the reason for the leak detection and heat alarms. Hawkins will disconnect pump so we can send pump away to get repaired.
Hawkins disconnected blower 201 for Farmington to take for repairs tomorrow as bearings are gone in it
- 09: Sanitary Sewer Cleaning on-site to remove 1 load
Hurricane on-site to suck down and clean tank 302
Sanitary Sewer Cleaning on-site to take one load
Sanitary sewer on-site to take one load
Farmington on-site, pulled pump 301 and resealed it

- 10: Hurricane onsite taking hauls from EQ all night
- 11: Hurricane took loads until 13:00
Badger now onsite taking loads until 23:00
- 12: Hurricane back onsite to start taking loads again
- 13: Hurricane on-site to start hauling from EQ tank all night
- 14: Hurricane continuing to haul raw EQ all day.
- 15: Hawkins onsite to troubleshoot issue with B-601 VFD having no power. Found there are three fuses within the B-601 VFD body that are blown. Cannot find spares available but will order some.
Farmington pulled and cleaned raw EQ P-302. Farmington to pull and clean P-301 Farmington cleaned P-301 and found a plumbers' inspection plug clogging the pump.
- 16: Sanitary Sewer Cleaning on-site to remove 2 loads
- 24: Sanitary Sewer on-site for two loads
- 28: Received chemical delivery from Apex

MARCH

- 01: Sanitary sewer on-site for 2 loads
- 06: Hawkins Electric onsite to replace GFI on outside auto sampler outlet
ABC sanitation on-site for 3 loads from EQ tank
- 13: GFS was arranged by SOM to take 5 loads from raw EQ today.
- 14: Hawkins onsite to hook up blower in screen room. Hawkins hooked up blower 201 in screener room but sounds like bearings are still out. Left power off
GFS onsite to take two loads from raw EQ
- 23: Farmington onsite for them put Pump 303 back into EQ
Sanitary Sewer took 3 loads
- 24: Alpine delivered alum and caustic.
- 28: HB material handling on site for inspection of lifting hoist inside MBR room.
- 31: Sanitary Sewer Cleaning on-site and took 1 load

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

- 22: Spoke with ORO about not receiving alarms. Discussed to make a site visit to make sure everything's running as usual and HMI is still running normally.
- 30: Received alarm text for PLC fault. Arrived to site. PLC fault had already cleared. Acknowledged and reset alarm.

FEBRUARY

- 02: Received alarm text for Low raw flow FT-201. will contact Farmington now to try and get them here tomorrow to pull raw EQ pumps 302 and 303 to check for blockages
- 07: Received alarm for FIT-201 low flow. Put 302 into hand and had flow of 700 LPM placed pump back into auto.

MARCH

- 04: Arrived to site due to high VAC pressure alarms on both MBRs coming out after ever run cycle. Decreased MBR1 effluent flow down from 210 to 175LPM. Decreased MBR2 effluent flow down from 120 to 95LPM.
- 07: Received alarm Arrived on-site, EQ level was 95 said vac trucks will be on site soon
- 11: Contacted by ORO to check PLC, have not been receiving alarms Arrived on-site, reset PLC, waited for it to turn back on than acknowledged and cleared alarms,
- 18: Arrived to site due to MBR2 high VAC alarms.
- 26: Arrived onsite to reset PLC as we have not received a text since 02:50 Saturday morning. As per OROs request

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns during this quarter.



March 15th, 2023

Pierre Adrien

District Manager, Ministry of the Environment, Conservation and Parks

733 Exeter Road

London, ON N6E 1L3

Dear Mr. Adrien,

**Re: Annual Wastewater Report
Talbotville Wastewater Treatment Plant**

The Ontario Clean Water Agency is the Operating Authority for the Talbotville Wastewater Treatment Plant and Collection System on behalf of the Township of Southwold. The system is operated under Environmental Compliance Approval 4845-ARSJ4R. Please find attached the 2022 annual report for this facility.

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

Sincerely,

Matthew Belding

Process and Compliance Technician

Ontario Clean Water Agency

Cc. Meghan Morgan, Water Inspector, Ministry of the Environment, Conservation and Parks
Lisa Higgs, CAO, Township of Southwold
Dale LeBritton, Regional Hub Manager, Ontario Clean Water Agency
Mark Harris, Senior Operations Manager, Ontario Clean Water Agency
Maegan Garber, Safety, Process and Compliance Manager, Ontario Clean Water Agency

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Section 1: Overview of System

The Talbotville Wastewater Treatment Plant was commissioned in February, 2018. The wastewater treatment plant is a Membrane Bioreactor treatment plant which is a combination of activated sludge biological treatment with MicroClear MBR membrane filtration technology. The process is as follows:

Raw Wastewater Collection

The wastewater is collected by gravity and directed to the equalization tanks onsite at the treatment plant. The equalization tanks are equipped with three submersible pumps (one duty and two stand by) with rated capacity of 41.67m³/h. The pumps are controlled by the Milltronics ultrasonic level control system, with a backup float system.

Preliminary Treatment System

Equalized wastewater is pumped through one mechanically-cleaned fine screen with 1mm screen size. The fine screen to remove any fibers or debris that might damage the membranes. The screenings are collected in burlap sacks and disposed of.

Secondary Treatment System

Biological Treatment

The screened wastewater then flows by gravity to the first aeration tank (TNK- 501) which is hydraulically connected to the second aeration tank (TNK- 502) for aerobic biological degradation of the influent constituents (organics and ammonia). The two aeration tanks operate in series and are equipped with fine bubble aeration.

Secondary Sedimentation

Mixed liquor is pumped (by P- 501/ 2/ 3) from the second aeration tank (TNK- 502) to the membrane tanks (TNK-601 and TNK-602). The membrane tanks serve as additional volume for aerobic biological treatment and house the membrane filters used for solid -liquid separation. The two membrane tanks operate in parallel and are equipped with two membrane modules. Treated effluent is drawn through the membranes by vacuum pumps, and pumped through ultraviolet (UV) lamps for final disinfection. The solid liquid separation process causes an accumulation of solids in the membrane tank, excess of mixed liquor which contains both solids and filtrate, is continuously pumped from the aeration tank to the membrane tanks (TNK-601 and TNK-602). The additional mixed liquor then overflows from the membrane tanks into the return activated sludge tank (TNK-611). From there the RAS is pumped back to the aeration (TNK- 501).

pH Adjustment System

Within the aeration tanks, the nitrification process converts ammonia to nitrate in order to meet the effluent ammonia limit. Through this process the alkalinity is consumed, where Caustic is pumped to

control the pH. Liquid alum is then dosed into the aeration tanks to precipitate phosphorus to meet the effluent phosphorus limit.

Disinfection

Treated effluent is drawn through the membranes by vacuum pumps, and pumped through ultraviolet (UV) lamps for final disinfection. There are four UV lights operating in parallel.

Sludge Management System

In order to retain an optimal concentration of mixed liquor suspended solids (10g/ L), a portion of the mixed liquor is intermittently wasted (P- 903) from the aeration tank (TNK- 502) to the sludge press (SP- 901) for dewatering. There excess supernatant from the dewatering process is collected in the discharge tank (TNK- 902) and pumped back (P- 901/2) to the first aeration tank (TNK- 501). It is currently not in use due to low flows.

Standby Power

The wastewater treatment plant has a 250kW standby diesel generator onsite.

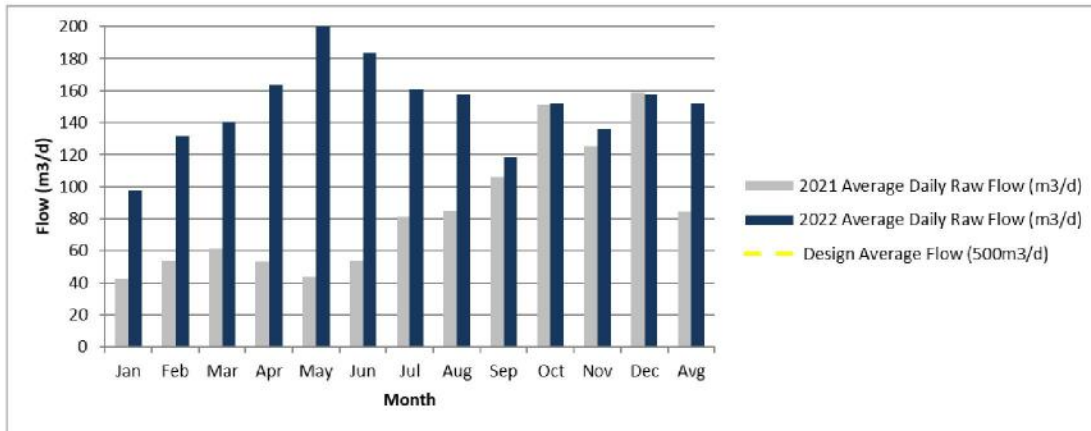
Section 2: Summary of Monitoring Data

The Talbotville Wastewater Treatment Plant is monitored as per the Environmental Compliance Approval requirements. Detailed monitoring data is supplied in Appendix A.

Raw Wastewater Monitoring

The average daily flow for raw wastewater entering the WWTP in 2022 was 152.1m³/d. This is an increase of 79.7% when compared to the average daily flow in 2021. The rated capacity identified in the ECA is 500m³/d. As depicted in Chart 1, the average daily flow is at 30.4 % of the rated capacity. The increase in flows is due to an increase in service connections (housing boom) and significant infiltration events that occurred during the reporting year. In 2021, ball valves and check valves at the headworks were upgraded and a flow control valve was installed to better control the flow of raw wastewater to the treatment plant. In 2022, OCWA has continued maintenance/cleaning activities on the drum and screening brushes to mitigate recirculation situations.

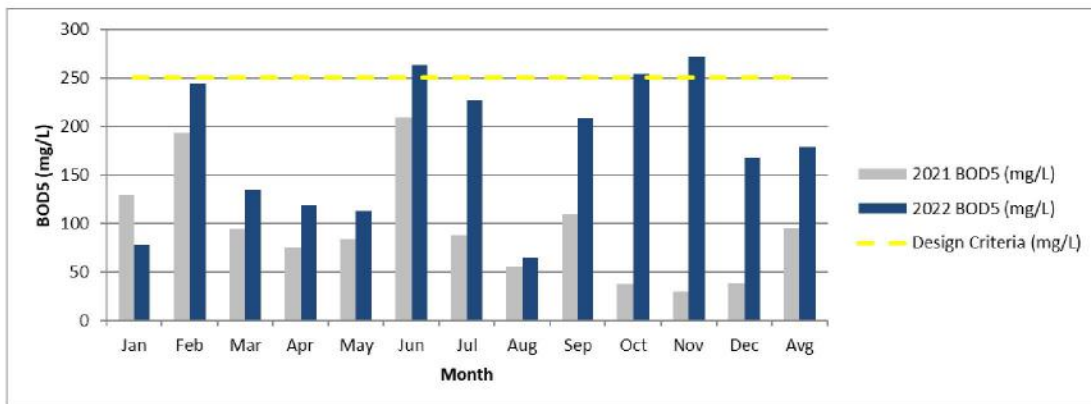
Chart 1. Average daily influent flows rated capacity.



The raw wastewater is monitored for BOD₅, total suspended solids, total phosphorus and total Kjeldahl nitrogen at a minimum on a monthly basis by composite sample. The plant was designed to treat based on raw water characteristics identified in the Operations Manual from the design engineers. Refer to Appendix A for more detailed monthly results and design parameters.

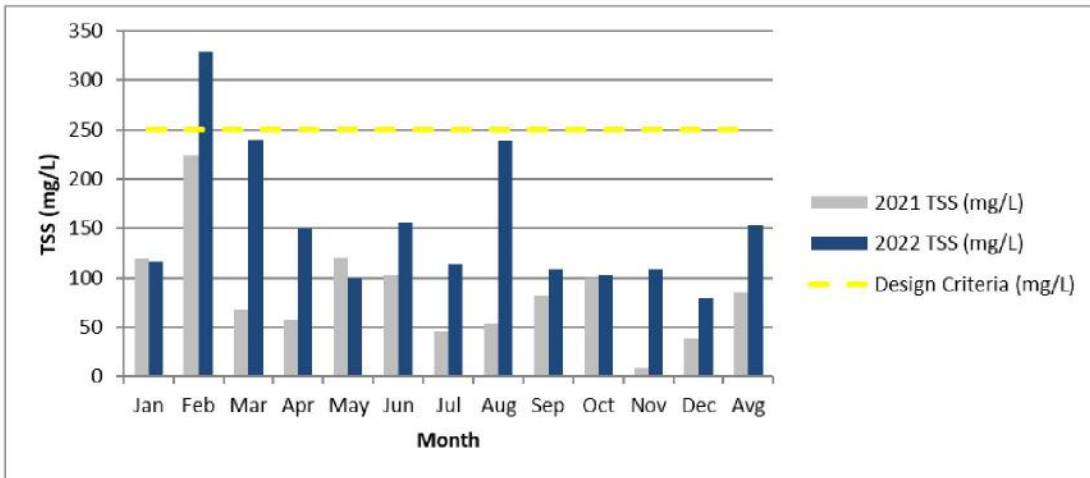
The annual average for raw sewage BOD₅ concentrations to the plant was 178.8mg/L. Refer to Chart 2 for the monthly results in 2022. The annual average for BOD₅ has increased by 87.6% when compared to the annual average in 2021. There were three results in 2022 that were above the design criteria. The average BOD₅ loading to the plant was 27.2kg/d for 2022.

Chart 2. Raw sewage monthly average concentration of BOD₅.



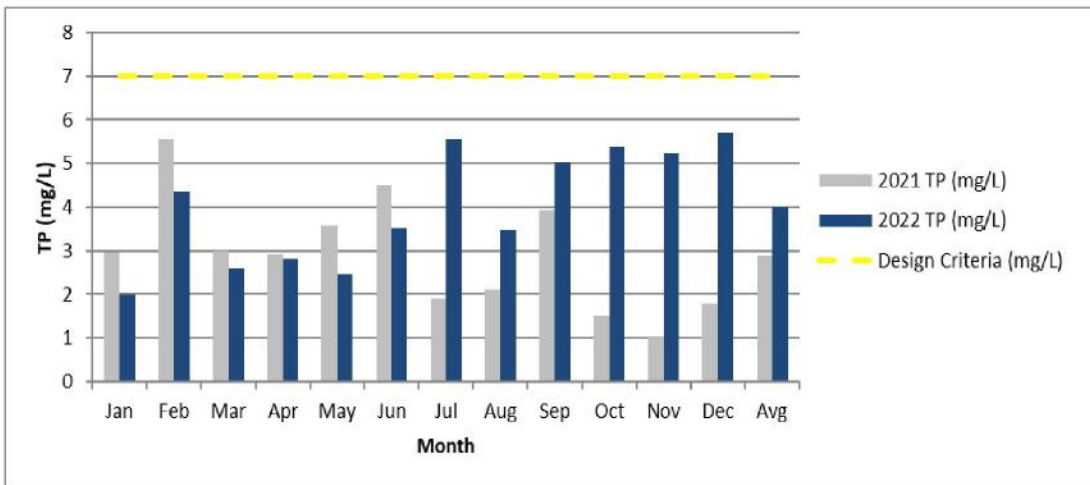
The annual average for raw sewage total suspended solids (TSS) concentrations to the plant was 153.5mg/L. Refer to Chart 3 for the monthly concentrations in 2022. The annual average for TSS has increased by 80.9% when compared to the annual average in 2021. There were one results above the design criteria in 2022. The average TSS loading to the plant was 23.3kg/d for 2022.

Chart 3. Raw sewage average monthly concentration of TSS.



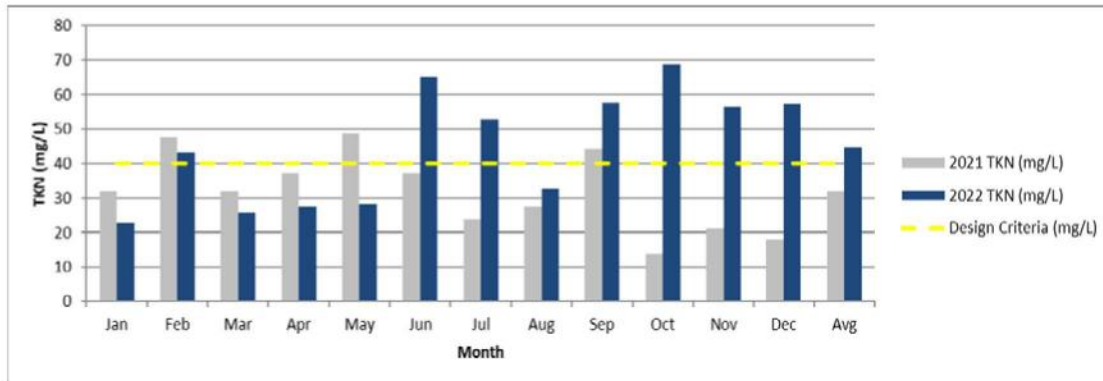
The annual average for raw sewage total phosphorus (TP) concentrations to the plant was 4.00mg/L. Refer to Chart 4 for the monthly concentrations in 2022. The annual average for TP has increased by 38.5% when compared to the annual average in 2021. There were no results above the design criteria in 2022. The average TP loading to the plant was 0.61kg/d for 2022.

Chart 4. Raw sewage average monthly concentration of TP.



The annual average for raw sewage total Kjeldahl nitrogen (TKN) concentrations to the plant was 44.9mg/L. Refer to Chart 5 for the monthly concentrations in 2022. The annual average for TKN has increased by 40.4% when compared to the annual average in 2021. There were seven months in 2022 where the TKN concentrations were above the design concentration. The average TKN concentration in 2022 exceeded the design criteria. The average TKN loading to the plant was 6.8kg/d for 2022.

Chart 5. Raw sewage average monthly concentration of TKN.



Effluent Monitoring

Effluent is sampled on a weekly basis and tested for cBOD₅, total suspended solids, total phosphorus and total ammonia as a composite sample with a grab sample taken weekly and tested for E. coli, pH and temperature. Detailed results are found in Appendix A. Table 1 below shows the monthly average effluent result ranges and loadings. Section 3 describes the results in more detail.

Table 1. Monthly average effluent ranges for 2022.

Parameter	Effluent Monthly Average Limits	Monthly Average Effluent Result Ranges	Monthly Average Loadings Result Ranges (kg/d)
cBOD ₅ (mg/L)	10	2 – 4	0.19 – 0.54
TSS (mg/L)	10	2 – 7.5	0.26 – 1.21
TP (mg/L)	0.3	0.10 – 0.29	0.012 -0.056
TAN (mg/L)	1.5	0.10 – 1.07	0.012 – 0.146
TAN (mg/L) Freezing	4	0.10 – 0.97	0.012 – 0.153
E. coli (cfu/100mL)*	100	1 – 2.53	n/a
pH**	6 – 9.5	6.16 - 8.94	n/a
Temperature (°C)**	n/a	7.6 – 24.4	n/a

*expressed as geometric mean

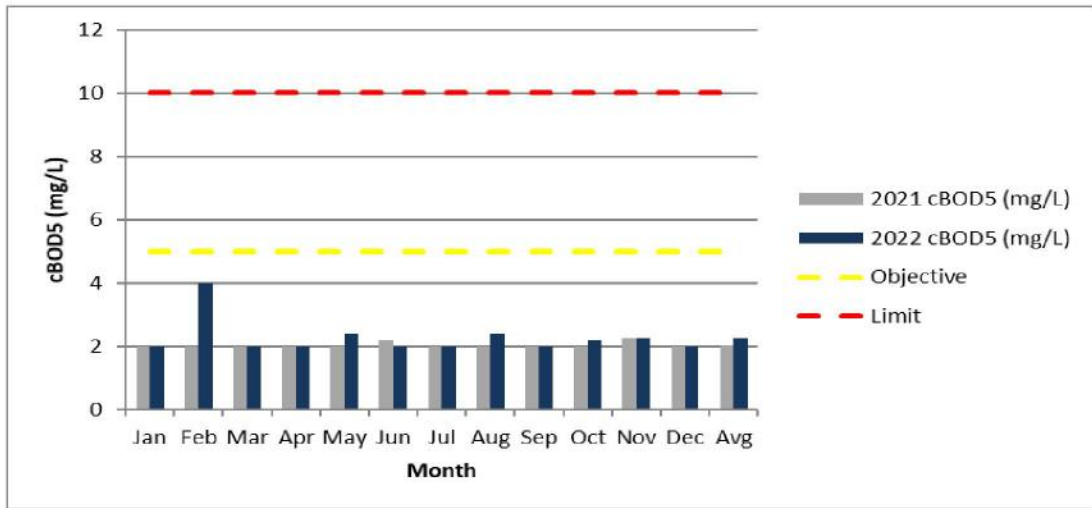
**minimum and maximum result (not monthly averages)

Note: TAN Freezing Limit is from December 1 to April 30

Section 3: Comparison of Effluent Quality and Quantity Compared to Limits and Objectives

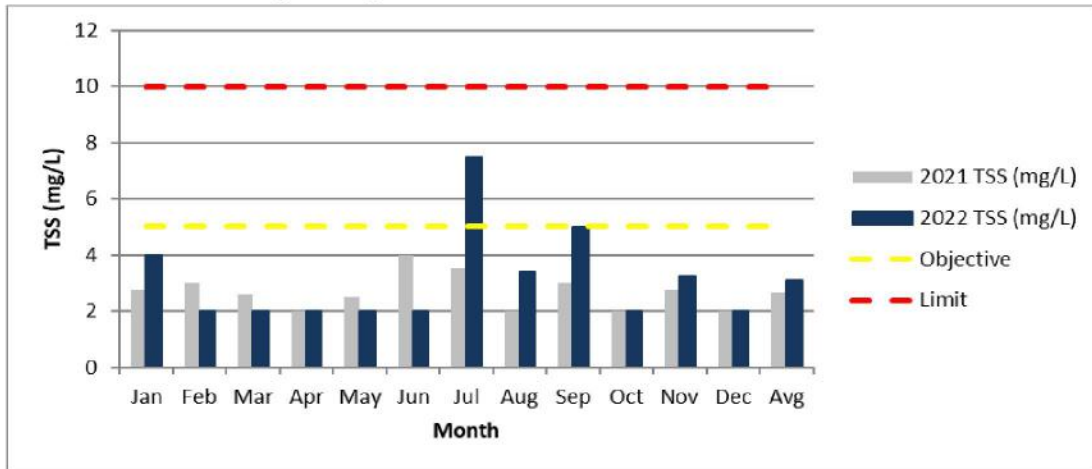
The annual average for effluent cBOD₅ in 2022 was 2.27mg/L. The annual average effluent cBOD₅ is up 11.5% when compared to 2021. The annual loading of cBOD₅ was 0.35kg/d. The cBOD₅ limit is 10mg/L. There were no objective or limit exceedances reported in 2022. Refer to Chart 6.

Chart 6. The effluent monthly average concentration of cBOD₅.



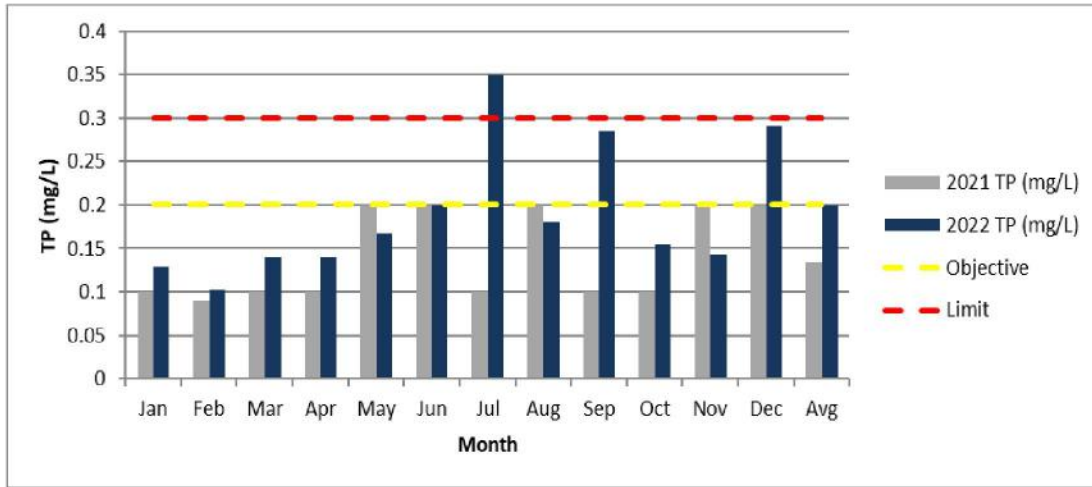
The annual average for effluent TSS in 2022 was 3.10mg/L. The annual average effluent TSS is up 15.7% when compared to 2021. The annual loading of TSS was 0.47kg/d. There was one objective exceedance in 2022. Refer to Chart 7.

Chart 7. The effluent monthly average concentration of TSS.



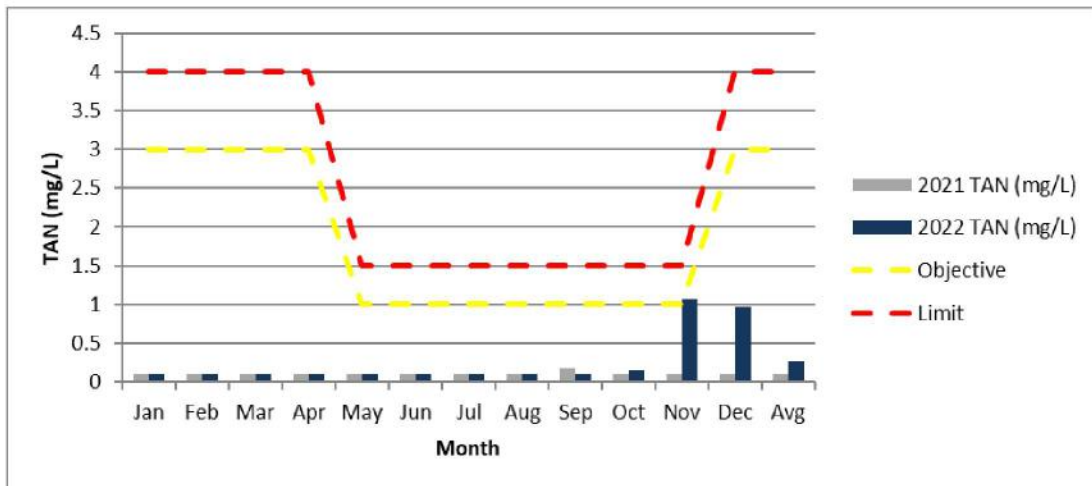
The annual average for effluent TP in 2022 was 0.19mg/L. The annual average effluent TP has increased 42.6% when compared to 2021. The annual loading of TP was 0.029kg/d. There was one limit exceedance that was reported in 2022 and two objective exceedances. Refer to Chart 8.

Chart 8. The effluent monthly average concentration of TP.



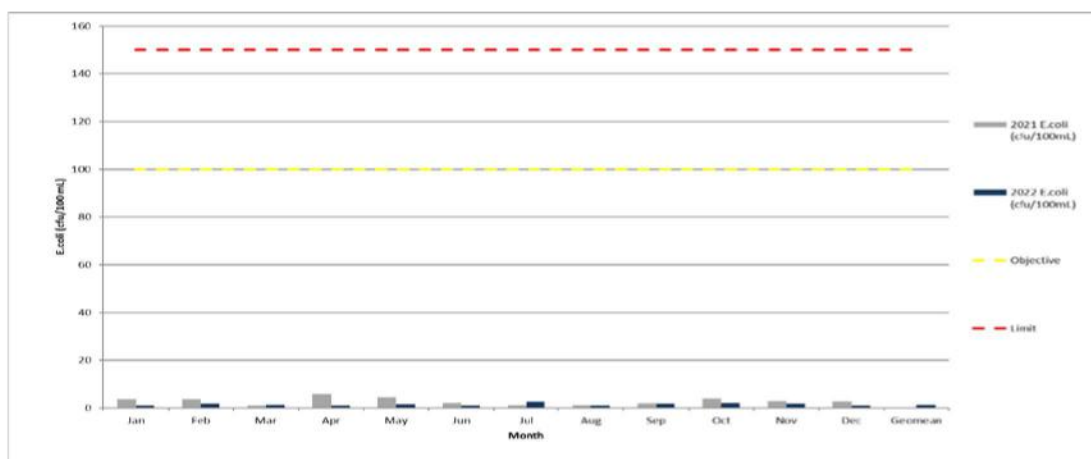
The annual average for effluent Total Ammonia Nitrogen (TAN) in 2022 was 0.31mg/L. This is an increase of 140.6% when compared to 2021. The annual loading of TAN was 0.032kg/d. The limits and objectives for TAN vary based on the freezing period, which is between December 1st and April 30th. There was one objective exceedance in 2022. Refer to Chart 9.

Chart 9. The effluent monthly average concentration of TAN.



The annual geometric mean for effluent E. coli in 2022 was 1.81cfu/100mL. The annual average effluent E. coli is down 48.9% when compared to 2021. The E.coli concentrations remain well below the objective and limit. There were no objective or limit exceedances in 2022. Refer to Chart 10 for the monthly geometric mean concentration of E.coli for 2022.

Chart 10. The effluent monthly geometric mean concentration of E. coli.



The Talbotville WWTP performed well in 2022 producing quality effluent. There was one effluent limit exceedance reported to the MECP in 2022 for total phosphorus. On August 10th, 2022 notification was provided for this non-compliance. This non-compliance was caused by mechanical issues with the backwash valve (AV-702) on Membrane Tank 2 (TNK-602) which lead to improper backwash operations and an increase in membrane fouling. Electrical and mechanical maintenance was completed on backwash valve AV-702.

There were eight objective exceedances reported in 2022, refer to Table 4 for a summary compared against the effluent results. In 2022, OCWA worked closely with Newterra to conduct maintenance and cleaning of the membranes in an effort to ensure the filters continue to operate efficiently. These efforts along with alum dosing adjustments have ensured that objective and limit concentrations are being met.

Table 4. Objective exceedances in 2022.

Date	Parameter	Concentration	Reason
July	pH	8.8	Flow
July	TSS	7.5	Flow
July	TP	0.35	Mechanical Failure
September	pH	6.16	Low Caustic Dosage
September	TP	0.28	Alum Dosage
November	pH	8.94	High Caustic Dosage
November	TAN	1.07	Low MLSS
December	pH	8.91	High Caustic Dosage
December	TP	0.29	Low Alum Dosage

Section 4: Operating Problems and Corrective Actions

The Talbotville WWTP produced quality effluent in 2022. OCWA continues to work with Newterra to optimize the treatment process and offer assistance in troubleshooting. In 2022 there has been an

increase in the amount of flushable wipes entering into the collection system. These wipes are causing issues by clogging up the system and increasing the frequency of maintenance of the preliminary screening brushes. There continues to be performance issues with the drum and screening brushes.

Membrane performance has reduced in 2022. Enhanced chemical recovery cleans were performed on the membranes with little membrane performance being recovered. Through this process it was discovered that Newterra undersized the backwash tank which means the backwash volume provided is insufficient to perform a proper cleaning, even if done one cartridge at a time. The poor membrane performance has resulted in a reduction of plant capacity and therefore, an increase in the volume required to be hauled off site for further processing. This hauling becomes necessary to manage flows and to mitigate the risk of by-pass or overflow.

OCWA and the Township of Southwold are exploring new membrane technologies to ensure that the treatment capacities can be met and to eliminate the need to haul sewage offsite. Funds have been set aside in the budget to switch one membrane train over to Zeeweed technology in the future. In the meantime, filter backwashes, membrane cleanings, and haulage are required at an increased frequency to maintain the plants performance.

Section 5: Maintenance Activities

Routine maintenance activities are completed through OCWA's Workplace Management System (WMS). Attached as Appendix C is the routine maintenance that was completed at the facility in 2022.

Emergency and preventative maintenance completed in 2022 was as follows:

- New brackets on AV-701 and AV-702.
- Replaced cassettes on membrane train #1
- RAS tank level transducer replaced
- New actuator for air valve AV-702
- UV Bulb and sleeve on UV4

Section 6: Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the plants processes. The operators monitor the basins by performing weekly tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests and Mixed Liquor Suspended Solids (MLSS). As well, monitoring of the chemical dosages. Data collected from these tests provide valuable information to the operators to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Section 7: Calibration and Maintenance on Effluent Monitoring Equipment

As per section 9.6 of ECA #4845-ARSJ4R, the flowmeter was verified on February 17th, 2022. In-house meters for pH are calibrated by OCWA operators as per manufacturer's instructions.

Section 8: Sludge Handling and Generated

Mixed liquors can be wasted from the second aeration tank to the sludge press for dewatering. Excess water from the dewatering process can be collected in the discharge tank and pumped back to the first aeration tank. This portion of the plant has not yet been commissioned due to the low flows.

In 2022, there was 620m³ of sludge removed by Sanitary Sewer and brought to the Dingman Drive Pumping Station in the City of London. It is anticipated that in 2023 that the total sludge produced will be greater than 2022 volumes due to an increase in service connections to the sanitary system. It is estimated that approximately 650m³ of sludge will be produced. This is determined based on MLSS concentrations within the aeration tank. This estimated volume is also dependent on the influent flows and total suspended solids concentrations. Annual sludge monitoring results are found in Appendix D.

Section 9: Complaints

There were no community complaints received for the Talbotville WWTP in 2022.

Section 10: By-pass, Spill or Abnormal Discharge Events

There were no bypasses or spills at the Talbotville WWTP in 2022.

Section 11: Notice of Modifications to Sewage Works:

There were no major modifications made to the sewage works in 2022 that would require notice to the ministry.

APPENDIX A

				January-22		February-22		March-22		April-22		May-22		June-22		July-22		August-22		September-22		October-22		November-22		December-22		Summary	
				Objective	Limits	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)	Results	Loading (kg/d)
Raw TSS (mg/L)	Avg	500	500	97.37		131.49		140.62		163.53		225.76		183.67		161.1		157.66		118.76		152.09		136.27		157.3		151.2	
	Max	1000		149		367.2		242.1		249		410.6		308.6		432.4		285.1		244.8		429.1		198		256.7		432.4	
	Min			59.4		63.8		99.8		118.5		78.4		120.4		73.2		82.7		71.3		94.2		97		106.2		59.4	
	Sum			3018.55		3681.85		4359.35		4906		6772.84		5510.2		4994.15		4887.55		3562.7		4714.9		4088.05		4876.4		55372.54	
Raw BOD5 (mg/L)	Avg	250		78	7.59	244	32.08	135	18.98	119	19.46	113	25.51	263	48.31	227	36.57	65	10.25	208	24.70	254	38.63	272	37.07	168	26.43	178.833	27.204
Raw TSS (mg/L)	Avg	250		116	11.29	329	43.26	240	33.75	150	24.53	100	22.58	156	28.65	114	18.37	238	37.52	108	12.83	103	15.67	108	14.72	80	12.58	153.5	23.350
Raw TP (mg/L)	Avg	7		1.99	0.19	4.34	0.57	2.58	0.36	2.81	0.46	2.46	0.56	3.52	0.65	5.57	0.90	3.47	0.55	5.02	0.60	5.37	0.82	5.22	0.71	5.7	0.90	4.004	0.609
Raw TKN (mg/L)	Avg	40		23	2.24	43.3	5.69	25.8	3.63	27.5	4.50	28.1	6.34	65.2	11.98	52.8	8.51	32.8	5.17	57.5	6.83	68.7	10.45	56.3	7.67	57.4	9.03	44.867	6.825
Effluent Flow (m3/d)	Avg			96.49		134.11		136.74		150.59		125.95		132.47		109.16		131.95		106.23		115.97		110.43		129.72		123.2	
	Max			157.2		359.9		183.8		248.2		261.8		272.4		246.8		245.3		187.8		196.3		128.7		153.7		359.9	
	Min			62.6		56		56		77.3		54.6		92		45		56.9		0		56.2		81.2		115.7		0	
	Sum			2991.05		3755.1		4239.05		4517.8		3778.48		3974.2		3383.94		4090.5		3186.9		3595.2		3312.8		4021.2		44846.22	
Effluent cBOD5 (mg/L)	Avg	5	10	< 2	0.19	< 4	0.54	< 2	0.27	< 2	0.30	< 2.4	0.30	< 2	0.26	< 2	0.22	< 2.4	0.32	< 2	0.21	< 2.2	0.26	< 2.25	0.25	< 2	0.26	2.269	0.35
	Max	5		< 2	0.19	< 10	1.34	< 2	0.27	< 2	0.30	< 4	0.50	< 2	0.26	< 2	0.22	< 4	0.53	< 2	0.21	< 3	0.35	< 3	0.33	< 2	0.26	10	1.52
	Min			< 2	0.19	< 2	0.27	< 2	0.27	< 2	0.30	< 2	0.25	< 2	0.26	< 2	0.22	< 2	0.26	< 2	0.21	< 2	0.23	< 2	0.22	< 2	0.26	2	0.30
Effluent TSS (mg/L)	Avg	5	10	< 4	0.39	< 2	0.27	< 2	0.27	< 2	0.30	< 2	0.25	< 2	0.26	< 7.5	0.82	< 3.4	0.45	< 5	0.53	< 2	0.23	< 3.25	0.36	< 2	0.26	3.077	0.47
	Max	5		< 7	0.68	< 2	0.27	< 2	0.27	< 2	0.30	< 2	0.25	< 2	0.26	< 10	1.09	< 7	0.92	< 14	1.49	< 2	0.23	< 4	0.44	< 2	0.26	14	2.13
	Min			< 2	0.19	< 2	0.27	< 2	0.27	< 2	0.30	< 2	0.25	< 2	0.26	< 2	0.22	< 2	0.26	< 2	0.21	< 2	0.23	< 2	0.22	< 2	0.26	2	0.30
Effluent TP (mg/L)	Avg	0.2	0.3	0.128	0.01	0.103	0.01	0.14	0.02	0.145	0.02	0.168	0.02	0.258	0.03	0.355	0.04	0.18	0.02	0.285	0.03	0.154	0.02	0.143	0.02	0.285	0.04	0.192	0.03
	Max	0.2		0.16	0.02	0.12	0.02	0.18	0.02	0.18	0.03	0.19	0.02	0.31	0.04	0.49	0.05	0.36	0.05	0.46	0.05	0.19	0.02	0.19	0.02	0.41	0.05	0.49	0.07
	Min			0.08	0.01	0.08	0.01	0.12	0.02	0.11	0.02	0.15	0.02	0.17	0.02	0.14	0.02	0.11	0.01	0.2	0.02	0.13	0.02	0.11	0.01	0.08	0.01	0.08	0.01
Effluent TAN (mg/L)	Avg	1.0(3.0)	1.5(4.0)	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.14	0.02	1.075	0.12	1.775	0.23	0.308	0.05
	Max	1.0(3.0)		< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.2	0.02	2.4	0.27	4.2	0.54	4.2	0.64
	Min			< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.02	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	< 0.1	0.01	0.1	0.01	0.4	0.05	0.1	0.02
Effluent E. coli (cfu/100mL)	Geomean	100	150	1		1.732		1.316		1		1.552		1		2.53		1		1.778		2.091		1.732		1		1.808	
	Max			1		9		3		0		3		1		41		1		5		8		9		1		41	
	Min			0		0		0		0		0		0		0		0		0		0		0		0		0	
Effluent pH	Avg			7.777		7.984		7.836		7.952		7.751		7.04		7.68		7.532		6.766		7.137		7.397		7.581		7.548	
	Max	8.5	9.5	8.12		8.38		8.16		8.13		8.19		7.47		8.8		8.03		7.88		7.81		8.94		8.91		8.94	
	Min	6.5	6.0	7.43		7.1		7.35		7.77		6.95		6.73		6.66		7.01		6.16		6.62		6.23		6.53		6.16	
Effluent Temp. (oC)	Avg			18.478		18.218		17.591		15.69		18.32		19.967		22.033		21.3		21.7		20.444		19.3		15.81		18.987	
	Max			21.3		22.9		22.2		18.3		21.3		21.6		24.4		22.3		22.6		22.2		22.1		22.1		24.4	
	Min			14.9		12.5		14.5		13.5		15.2		18.8		20.9		20.1		19.4		19.5		10.6		7.6		7.6	
Effluent Unionized Ammonia (mg/L)	Avg			0.002		0.00		0.00		0.00		0.00		0.00		0.002		0.001		0.000		0.00		0.001		0.00		0.002	
	Max			0.005		0.01		0.01		0.00		0.01		0.00		0.026		0.005		0.004		0.00		0.029		0.03		0.03	
	Min			0.001		0.00		0.00		0.00		0.00		0.00		0.00		0.000		0.000		0.00		0.000		0.00		0.00	

APPENDIX B



Sample Schedule 2022

1536 Talbotville WWTP

Issued: 2021-12-06
 Rev.#: 0
 Pages: 1 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

January 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 STAT	4 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	5	6	7 IH Reduced	8
9	10 IH Full Effluent Samples (Pre & Post UV)	11	12	13	14 IH Reduced	15
16	17 IH Full Effluent Samples (Pre & Post UV)	18	19	20	21 IH Reduced	22
23	24 IH Full Effluent Samples (Pre & Post UV)	25	26	27	28 IH Reduced	29
30	31 IH Full Effluent Samples (Pre & Post UV)					

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2021-12-06	0	Create Schedule	Maegan Garber



Sample Schedule 2022

1536 Talbotville WWTP

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Approved by: Operations Management

February 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 IH Reduced	5
6	7 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	8	9	10	11 IH Reduced	12
13	14 IH Full Effluent Samples (Pre & Post UV)	15	16	17	18 IH Reduced	19
20	21 STAT	22 IH Full Effluent Samples (Pre & Post UV)	23	24	25 IH Reduced	26
27	28 IH Full Effluent Samples (Pre & Post UV)					

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

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Sample Schedule 2022

1536 Talbotville WWTP

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Approved by: Operations Management

March 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 IH Reduced	5
6	7 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	8	9	10	11 IH Reduced	12
13	14 IH Full Effluent Samples (Pre & Post UV)	15	16	17	18 IH Reduced	19
20	21 IH Full Effluent Samples (Pre & Post UV)	22	23	24	25 IH Reduced	26
27	28 IH Full Effluent Samples (Pre & Post UV)	29	30	31		

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
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Sample Schedule 2022

1536 Talbotville WWTP

Issued: 2021-12-06
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 Pages: 4 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

April 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 IH Reduced	2
3	4 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	5	6	7	8 IH Reduced	9
10	11 IH Full Effluent Samples (Pre & Post UV)	12	13	14 IH Reduced	15 STAT	16
17	18 STAT	19 IH Full Effluent Samples (Pre & Post UV)	20	21	22 IH Reduced	23
24	25 IH Full Effluent Samples (Pre & Post UV)	26	27	28	29 IH Reduced	30

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
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Sample Schedule 2022

1536 Talbotville WWTP

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Reviewed by: QEMS Representative

Approved by: Operations Management

May 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	3	4	5	6 IH Reduced	7
8	9 IH Full Effluent Samples (Pre & Post UV)	10	11	12	13 IH Reduced	14
15	16 IH Full Effluent Samples (Pre & Post UV)	17	18	19	20 IH Reduced	21
22	23 STAT	24 IH Full Effluent Samples (Pre & Post UV)	25	26	27 IH Reduced	28
29	30 IH Full Effluent Samples (Pre & Post UV)	31				

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
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Sample Schedule 2022 1536 Talbotville WWTP

Issued: 2021-12-06
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Reviewed by: QEMS Representative

Approved by: Operations Management

June 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 IH Reduced	4
5	6 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	7	8	9	10 IH Reduced	11
12	13 IH Full Effluent Samples (Pre & Post UV)	14	15	16	17 IH Reduced	18
19	20 IH Full Effluent Samples (Pre & Post UV)	21	22	23	24 IH Reduced	25
26	27 IH Full Effluent Samples (Pre & Post UV)	28	29	30		

- IH (In House) Full:** Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
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Sample Schedule 2022 1536 Talbotville WWTP

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Pages: 7 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

July 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 STAT	2
3	4 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	5	6	7	8 IH Reduced	9
10	11 IH Full Effluent Samples (Pre & Post UV)	12	13	14	15 IH Reduced	16
17	18 IH Full Effluent Samples (Pre & Post UV)	19	20	21	22 IH Reduced	23
24	25 IH Full Effluent Samples (Pre & Post UV)	26	27	28	29 IH Reduced	30
31						

- IH (In House) Full:** Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2021-12-06	0	Create Schedule	Maegan Garber



Sample Schedule 2022

1536 Talbotville WWTP

Issued: 2021-12-06
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 Pages: 8 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

August 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 STAT	2 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	3	4	5 IH Reduced	6
7	8 IH Full Effluent Samples (Pre & Post UV)	9	10	11	12 IH Reduced	13
14	15 IH Full Effluent Samples (Pre & Post UV)	16	17	18	19 IH Reduced	20
21	22 IH Full Effluent Samples (Pre & Post UV)	23	24	25	26 IH Reduced	27
28	29 IH Full Effluent Samples (Pre & Post UV)	30	31			

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2021-12-06	0	Create Schedule	Maegan Garber



Sample Schedule 2022 1536 Talbotville WWTP

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Pages: 9 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

September 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 IH Reduced	3
4	5 STAT	6 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	7	8	9 IH Reduced	10
11	12 IH Full Effluent Samples (Pre & Post UV)	13	14	15	16 IH Reduced	17
18	19 IH Full Effluent Samples (Pre & Post UV)	20	21	22	23 IH Reduced	24
25	26 IH Full Effluent Samples (Pre & Post UV)	27	28	29	30 IH Reduced	

- IH (In House) Full:** Raw 24hr Composite (pH)
Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2021-12-06	0	Create Schedule	Maegan Garber



Sample Schedule 2022

1536 Talbotville WWTP

Issued: 2021-12-06
 Rev.#: 0
 Pages: 10 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

October 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	4	5	6	7 IH Reduced	8
9	10 STAT	11 IH Full Effluent Samples (Pre & Post UV)	12	13	14 IH Reduced	15
16	17 IH Full Effluent Samples (Pre & Post UV)	18	19	20	21 IH Reduced	22
23	24 IH Full Effluent Samples (Pre & Post UV)	25	26	27	28 IH Reduced	29
30	31 IH Full Effluent Samples (Pre & Post UV)					

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2021-12-06	0	Create Schedule	Maegan Garber



Sample Schedule 2022

1536 Talbotville WWTP

Issued: 2021-12-06
 Rev.#: 0
 Pages: 11 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

November 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 IH Reduced	5
6	7 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	8	9	10 IH Reduced	11 STAT	12
13	14 IH Full Effluent Samples (Pre & Post UV)	15	16	17	18 IH Reduced	19
20	21 IH Full Effluent Samples (Pre & Post UV)	22	23	24	25 IH Reduced	26
27	28 IH Full Effluent Samples (Pre & Post UV)	29	30			

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2021-12-06	0	Create Schedule	Maegan Garber



Sample Schedule 2022

1536 Talbotville WWTP

Issued: 2021-12-06
 Rev.#: 0
 Pages: 12 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

December 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 IH Reduced	3
4	5 IH Full Monthly Raw & Effluent Samples (Pre & Post UV)	6	7	8	9 IH Reduced	10
11	12 IH Full Effluent Samples (Pre & Post UV)	13	14	15	16 IH Reduced	17
18	19 IH Full Effluent Samples (Pre & Post UV)	20	21	22	23 IH Reduced	24
25	26 STAT	27 STAT	28 IH Full Effluent Samples (Pre & Post UV)	29	30 IH Reduced	31

- IH (In House) Full:** Raw 24hr Composite (pH)
 Aeration (Filterability, MLSS, MLVSS, DO, pH, Temp.)
 Effluent 24hr Composite (pH, TP, NH3+NH4, SS); Grab (DO, Temp., pH)
- IH (In House) Reduced:** Aeration (Filterability, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- Raw Samples:** 24hr Monthly Composite (BOD5, TSS, TP, TKN)
- Effluent Samples:** 24hr Weekly Composite (CBOD5, TSS, TP, NH3+NH4, TKN, NO3, NO2, Temp, pH)
 Grab (E. coli), Pre-UV Grab (E.coli)
- Sludge Sample:** Annual grab (TSS, TP, TAN, Nitrate, Metal Scan-see ECA)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2021-12-06	0	Create Schedule	Maegan Garber

APPENDIX C

Workorder Summary Report

 Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 1536,1536-WWTV
 Work Order Type: CAP,CORR,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2616635			Talbotville WWTP	PM	Inspection	1	YEARS	Daily Operations and Maintenance (1y) - 1536	COMP	1/1/22 12:00 AM	1/5/23 07:50 AM	1/5/23 07:50 AM	Alarm Acknowledgement -A delayed alarm came out for High Tank Level 711 after 16:00. This issue was resolved earlier in the day, so not sure why this alarm was delayed. Stopped in to acknowledge alarm on my way home. Everything was normal at the plant and the alarm was not even active on the HMI. rounds and checks - rounds and checks - rounds and checks - drove yesterdays samples to lab - completed rounds and checks - HMI rounds and flow readings - rounds and checks - - Sludge removal, burlap bag change, flush control valve, flow readings Rounds and Labs - Complete dfacility rounds, readings, and labs. Completed faciLity rounds and readings -Facility rounds and readings resolving system issues -had to wait for system to come back to normal after train 2 drained itself site check up -

Workorder Summary Report

 Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 1536,1536-WWTV
 Work Order Type: CAP,CORR,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													worked after hours. Was held up at another site. See logbook - Onsite to troubleshoot backwash issue on MBR1 - Onsite to respond to B-600 low pressure alarm - Dropped off equipment for membrane cleaning next week - rounds and readings - lab rounds - rounds and checks - - - - - - - - - -

Workorder Summary Report

 Report Start Date: Jan 1, 2022 12:00 AM
 Report End Date: Dec 31, 2022 11:59 PM
 Location: 1536,1536-WWTV
 Work Order Type: CAP,CORR,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													drove samples in after hours - - - worked on WISKI entries - monthly paperwork - - - - - - - - OT work and driving samples to lab -Stayed late to backwash and troubleshoot high MBR vac pressures and drove samples to lab after. SOM approved. troubleshooting high VAC pressures and NewTerra meeting - reset PLC - -
2852585	0000063271	TANK PROCESS Aeration T-501	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	YEARS	Aeration Tank Inspection (1y) 1536	COMP	6/1/22 12:00 AM	1/5/23 02:18 PM	1/5/23 02:18 PM	Aeration Tank Inspection - Completed cleaning and inspection

Workorder Summary Report

 Report Start Date: Jan 1, 2022 12:00 AM
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 Location: 1536,1536-WWTV
 Work Order Type: CAP,CORR,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2900420	0000063366	ANALYZER HYDROSULPHIDE GT7901	Talbotville WWTP	PM	Refurbish/ Replace/Repair	6	MONTHS	Gas Analyzers Insp (6m) 1536	COMP	7/1/22 12:00 AM	1/5/23 02:23 PM	1/5/23 02:23 PM	Gas Analyzers Insp (6m) 1536 - Hetek onsite dec 28th for inspection
3045514			Talbotville WWTP	PM	Inspection	3	MONTHS	BLOWERS inspection/service (3m/ 1y) 1536	COMP	10/1/22 12:00 AM	1/31/23 04:03 PM	1/31/23 04:03 PM	BLOWERS inspection/service - completed blower inspections
3045517			Talbotville WWTP	PM	Refurbish/ Replace/Repair	3	MONTHS	Pump Diaphragm Inspection/ Service (3m) 1536	BUSCOMP	10/1/22 12:00 AM	1/5/23 02:45 PM	1/5/23 02:45 PM	Pump Diaphragm Inspection/Service (3m) 1536 - Completed pump inspection, checked all fittings
3045529			Talbotville WWTP	PM	Inspection	6	MONTHS	Heaters Inspection/Service (6m) - 1536	COMP	10/1/22 12:00 AM	1/5/23 02:25 PM	1/5/23 02:25 PM	Heaters Inspection/Service (6m) - 1536 - completed inspection
3045537			Talbotville WWTP	PM	Calibration	1	YEARS	METER FLOW CALBRATION (1y) 1536	COMP	10/1/22 12:00 AM	1/5/23 02:30 PM	1/5/23 02:30 PM	METER FLOW CALBRATION (1y) 1536 - Completed in feb 2022
3046638	0000063287	SENSOR LDS-501 Tank Level Sensor	Talbotville WWTP	PM	Inspection	1	YEARS	Meter Level Insp/Service (1y) - 1536	BUSCOMP	10/1/22 12:00 AM	1/5/23 02:33 PM	1/5/23 02:33 PM	Meter Level Insp/Service (1y) - 1536 - Completed inspection
3050725			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	COMP	10/1/22 12:00 AM	12/14/22 08:47 PM	12/14/22 08:47 PM	
3091755			Talbotville WWTP	PM	Health and Safety	1	YEARS	Lifting Device Insp Route (1y) - 1536	COMP	11/1/22 12:00 AM	12/22/22 08:17 AM	12/22/22 08:17 AM	
3095261			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	COMP	11/1/22 12:00 AM	12/14/22 08:48 PM	12/14/22 08:48 PM	-
3131431	0000063247	GENERATOR TALBOTVILLE DIESEL	Talbotville WWTP	PM	Refurbish/ Replace/Repair	1	MONTHS	Generator Diesel Testing (1m) 1536	COMP	12/1/22 12:00 AM	12/29/22 07:49 AM	12/29/22 07:49 AM	Generator Diesel Testing - Completed generator run test
3131441	0000063338	SAFETY EYE WASH/ SHOWER	Talbotville WWTP	PM	Health and Safety	1	MONTHS	SAFETY EYEWASH SHOWER INSPECTION (1m) 1536	COMP	12/1/22 12:00 AM	12/15/22 03:13 PM	12/15/22 03:13 PM	SAFETY EYEWASH SHOWER INSPECTION - Completed inspection
3131445	0000063342	ANALYZER PH 502	Talbotville WWTP	PM	Inspection	1	MONTHS	ANALYZER PH INSPECTION/ CALIBRATION (1m) 1536	COMP	12/1/22 12:00 AM	12/30/22 03:42 PM	12/30/22 03:42 PM	ANALYZER PH INSPECTION/ CALIBRATION - Ph still not in production
3131461			Talbotville WWTP	PM	Inspection	1	MONTHS	Building and Grounds Maintenance (1m) 1536	COMP	12/1/22 12:00 AM	12/30/22 03:44 PM	12/30/22 03:44 PM	Building and Grounds Maintenance (1m) 1536 - Completed WO

Workorder Summary Report

 Report Start Date: Jan 1, 2022 12:00 AM
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 Location: 1536,1536-WWTV
 Work Order Type: CAP,CORR,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	WorkLog Detail
3131583			Talbotville WWTP	PM	Refurbish/Replace/Repair	1	MONTHS	Carbon Filter Cleaning Inspection (1m / 1y) 1536	COMP	12/1/22 12:00 AM	12/15/22 08:42 AM	12/15/22 08:42 AM	
3132281	0000063374	BLOWER B-201-Carbon Drum	Talbotville WWTP	PM	Refurbish/Replace/Repair	1	YEARS	Blower Control Drum Insp/Service (1y) 1536	COMP	12/1/22 12:00 AM	1/5/23 02:38 PM	1/5/23 02:38 PM	
3132294	0000063373	BLOWER B-311-Carbon Drum	Talbotville WWTP	PM	Refurbish/Replace/Repair	1	YEARS	Blower Odour Control Drum Insp/Service (1y) 1536	COMP	12/1/22 12:00 AM	1/5/23 02:40 PM	1/5/23 02:40 PM	Blower Odour Control Drum Insp/Service (1y) 1536 - Continental onsite se 7th
3132307			Talbotville WWTP	PM	Refurbish/Replace/Repair	1	MONTHS	Filter Membrane (1m) Inspection 1536	COMP	12/1/22 12:00 AM	12/29/22 07:51 AM	12/29/22 07:51 AM	
3132309	0000063376	SCREEN BAR SCR-201	Talbotville WWTP	PM	Refurbish/Replace/Repair	1	MONTHS	Screen Bar Insp/Service (1m / 1y) - 1536	COMP	12/1/22 12:00 AM	12/9/22 07:44 AM	12/9/22 07:44 AM	- changed all four brushes and cleaned unit
3135828			Talbotville WWTP	PM	Compliance	1	MONTHS	1536 Weekly samples for Talbotville STP	BUSCOMP	12/1/22 12:00 AM	1/5/23 07:53 AM	1/5/23 07:53 AM	-
3138244			Talbotville WWTP	PM	Inspection	3	MONTHS	Supervisor Spot Checks NS Cluster Consulting (3m) 1536	BUSCOMP	12/1/22 12:00 AM	12/19/22 01:32 PM	12/19/22 01:32 PM	No issues noted - No issues noted
3138769			Talbotville WWTP	PM	Inspection	1	MONTHS	Critical Alarm Testing (1m) 1536	COMP	12/1/22 12:00 AM	12/30/22 03:45 PM	12/30/22 03:45 PM	Critical Alarm Testing (1m) 1536 - Completed WO
3148033	0000063390	ANALYZER DO /PH-Talbotville 1536	Talbotville WWTP	PM	Inspection	1	MONTHS	Analyzer DO Portable Insp. (1m) - 1536	COMP	12/19/22 12:00 AM	12/30/22 03:46 PM	12/30/22 03:46 PM	

APPENDIX D



SGS Canada Inc.
P.O. Box 4300 - 185 Concession St.
Lakefield - Ontario - K0L 2H0
Phone: 705-652-2000 FAX: 705-652-6365

Works #: 120003913
Project : PO#017018

11-August-2022

OCWA-Elgin Hub (Talbotville WWTP)

Attn : Cindy Sigurdson

Date Rec. : 25 July 2022
LR Report: CA30476-JUL22

9210 Graham Road
West Lorne, ON
N0L 2P0, Canada

Copy: #1

Phone: 519-768-9925
Fax:pdf

CERTIFICATE OF ANALYSIS

Final Report

Analysis	1: Analysis Start Date	2: Analysis Start Time	3: Analysis Completed Date	4: Analysis Completed Time	5: Bslq Bslq-Sludge Holding Tank
Sample Date & Time					25-Jul-22 14:34
Sampled By					Jen Smorowski
Temperature Upon Receipt [at Lakefield Lab °C]	--	---	---	---	7.0
Total Solids [mg/L]	27-Jul-22	18:50	29-Jul-22	10:39	16700
Ammonia+Ammonium (N) [as N mg/L]	27-Jul-22	20:46	29-Jul-22	11:36	2.3
Nitrite (as N) [mg/L]	28-Jul-22	11:49	02-Aug-22	15:16	0.3
Nitrate (as N) [mg/L]	28-Jul-22	11:49	02-Aug-22	15:16	35
Nitrate + Nitrite (as N) [mg/L]	28-Jul-22	11:49	02-Aug-22	15:16	35
Arsenic [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	0.1
Cadmium [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	< 0.005
Cobalt [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	0.17
Chromium [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	0.60
Copper [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	4.9
Mercury [mg/L]	29-Jul-22	16:22	10-Aug-22	17:21	0.003
Potassium [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	84
Molybdenum [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	0.08
Nickel [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	0.54
Phosphorus (Total) [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	274
Lead [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	0.2
Selenium [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	< 0.1
Zinc [mg/L]	29-Jul-22	16:22	02-Aug-22	17:01	7
Temperature Upon Receipt [at London Lab °C]	---	---	---	---	23.1

Note: Metals and mercury were analyzed on the as-received sample.



SGS Canada Inc.
P.O. Box 4300 - 185 Concession St.
Lakefield - Ontario - K0L 2H0
Phone: 705-652-2000 FAX: 705-652-6365

Works #: 120003913
Project : PO#017018
LR Report : CA30476-JUL22


Carrie Greenlaw
Project Specialist,
Environment, Health & Safety

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

Re: Gregory Drainage Works - 1972 - By-Law 72-09

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Extending the drainage works to an outlet;
- Improving or altering the drainage works if the drainage works is located on more than one property;
- Covering all or part of the drainage works;
- Consolidating two or more drainage works; and/or
- Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

The old municipal drain I believe is undersized by today's standards and does not provide an adequate drainage outlet. There is periodic flooding of my property on the north side of the road and there is an extensive grassed waterway on the south side of the road that runs full during and after heavy rains. I have talked to the owner of the farm on the south side of Union Road and he is fully supportive of an improvement to this drain

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Range 1 North of Union Road Pt lots 7 & 8

Ward or Geographic Township

Southwold

Parcel Roll Number

32-24-000-008-18800

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Corporation

If you need to provide additional information, please attach along with this form.

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

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

Position Title

Name of Corporation

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

2023/06/01

Enter the mailing address and primary contact information of property owner below:

Last Name

First Name

Middle Initial

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

6740

Union Road

City/Town

Province

Postal Code

Port Stanley

Ontario

N5L 1J2

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

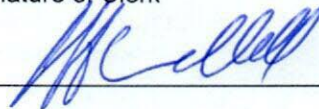
To be completed by recipient municipality:

Notice filed this 1st day of June 2023

Name of Clerk (Last, First Name)

Signature of Clerk

Carswell, Jeff





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12, 2023

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

REPORT NO: FIR 2023-07

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

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for May 2023.

Background:

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

- a. *Calls for service* – a total of 19 emergencies were responded to in the months of April including one vehicle fire, six MVCs, and one vehicle extrication.
- b. *Public Education* – fire extinguisher training was conducted for employees at Royal Oak Senior Living & Elgin Manor.
- c. *Meetings* – Members attended an Elgin County Mutual Aid meeting in St. Thomas.
- d. *Inspections* – four inspections were completed.

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 pump ops, relay pumping, incident review, medical recertification, and hose testing.

- b. The 2023 Recruits attending the Elgin-Middlesex NFPA 1001 Course have graduated, with medical, hazmat, and DZ training being scheduled.
- c. Members attended an Elgin County Mutual Aid meeting and an Elgin County Fire Prevention meeting, both in St. Thomas.
- d. Co-hosted 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.

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: June 12, 2023

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

Brent Clutterbuck, Drainage Superintendent

Kevin Goodhue, Water/Wastewater & Compliance Superintendent

REPORT NO: ENG 2023-28

SUBJECT MATTER: Activity Report for Infrastructure and Development team -

May 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 May 2023.

Development:

- Awarded Ford Road Watermain Design
- Awarded Pressure Reducing Valve Design
- Completed updated Inventory of Industrial Lands for the Province
- Working with OCWA on solutions for wipes issue
- Clinton Line Watermain Upgrades Underway, notice was mailed to adjacent landowners
- Initiated Heritage Park Water service Install
- Met about Public Works Building, exploring options

- 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	Deficiency walk through completed	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	Nearing completion of draft agreement, Phase 2 road repairs planned and scheduled.	Earth works and construction of underground infrastructure	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)		Studies, preparing for draft plan submission	Shedden
4509 Union Road (Turville)		Studies, preparing for draft plan submission	North Port Stanley
8068 Union Road	Discussed alternate options for pump station location, owner	Studies, preparing for draft plan submission	Fingal

	indicated the original concept is still preferred		
10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville
Talbotville Meadows Blocks 177 & 178		Pre-Consultation	Talbotville
4324 Thomas Road		Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road	Traffic Impact Study Commencment	Pre-Consultation	Shedden
Teetzel Development	Traffic Impact Study Commencment	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
- Hydrants and sample station painting and weed eating
- Locate training
- Dead end Flushing

• **Roads and Bridges**

- Stop block painting was begun
- Roadside grass mowing has begun
- Re-gravelling of various roads continues
- Some roads have received calcium dust control but was stopped due to material shortage and supplier logistics. A June 20 restart is expected
- Catch basin cleaning was begun
- Village and rural curb sided roads were swept

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 19

b) Drainage:

Drains Before Council:

- **Bogart Drain Branch C (Aug 2022)** This drain involves the relocation of the drain on one property to accommodate development. Total costs of this project are to be paid for by the developer. A meeting with property owners was held to review the engineer's proposal and they were satisfied with what is proposed. The report will be delivered to the Clerk the week of June 12, 2023. The meeting to consider the report will be held at the June 26th meeting of Council.

Construction:

- **McIntosh #2 Drain (Sept 15)** Preconstruction meeting has occurred, mobilization of equipment to occur June 9th, Bore under Third Line and spreading of tile and construction to occur the week of June 12th
- **A&C Jones Drain(July 21):** Preconstruction meeting has been held with landowners, the contractor has mobilized and construction is scheduled to start June 8th.
- **GH Pennings Drain:** the work is substantially complete

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.

- **Taylor Drain: (Mar. 21):** The engineer is now working on answering Ministry of Transportation questions for the bore under the 401
- **Palmer/Bush Line Drain (Aug. 2022):** Surveying is complete

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

CN rail has filed an application with the Canadian Transportation Agency against the City of Sarnia with regards to the Drainage Act. The Rural Ontario Municipal Association has filed for intervener status in this drainage dispute.

Grant Application:

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

Waste Management:

With the changes to Blue Box Recycling and CMO providing recycling collection, the Township's access to the Recycle Coach App can no longer be provided at no cost through the City of London. Recycle Coach advised the Township could subscribe independently, but the cost would be about \$3,000/yr and we would have to commit to 3 years. CMO is partnering with another company called ReCollect which could be provided to Township residents. In order to use this app, the Township would not be eligible for the web/app portion of the funds the Promotion and Education Agreement with CMO, as this would be directed to ReCollect. This amount is minimal at about \$450/yr. Staff expect to receive more information regarding the app and promotional materials in the near future and publish them when they become available.

With recycling transition starting shortly, staff have been working with collection contractor to determine schedules and start sharing information to residents. At this point in time, we are hoping for minimal changes to collection routes and schedules. The other point that Council should be aware of related to ineligible sources for recycling. These are locations such as the Township office and businesses that can utilize the Blue Box system for recycling. Under the new recycling system, these locations are not part of the recycling system and may not be collected. If this happens there may be the requirement for the Township and some businesses to find alternate ways to recycle.

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12, 2023

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

REPORT NO: ENG 2023-29

SUBJECT MATTER: Burwell Bridge Engineering Award

Recommendation(s):

THAT Report ENG 2023-29 relating to Burwell Bridge Engineering Award, be received for information; and

THAT the quotation submitted by Spriet Associates in the amount \$32,630, excluding HST (HARMONIZED SALES TAX), be accepted.

Purpose:

The purpose of this report is for Council to award the quotation for the engineering design of Burwell Bridge.

Background:

Burwell Bridge, also known as Bridge No. 7, was identified as requiring replacement during the 2022 Bi-Annual Bridge Inspections. In the 2023 Budget deliberations, funding was allocated for the engineering and design of the replacement, scheduled for construction in 2024. To obtain design services, five engineering firms were invited to provide a quotation.

The following companies were invited, and their respective quotations were received:

	Bidder	Total Contract Price (excluding HST)
1	Spriet Associates	\$ 32,630.00
2	MTE Consultants	\$61,380.80
3	Dillon Consulting	Declined to Bid
4	CJDL	No Response
5	WT Infrastructure	No Response

Of the five invited firms, two bids were received and found to be complete. Dillon Consulting declined to bid, stating their inability to submit a competitive bid. Additionally, two invitees did not respond to the original invitation.

Financial Implications:

Based on budgetary expectations and comparative projects, it is Staffs opinion that the project received competitive pricing. The below table shows the total tender cost as well as the project budget.

	Expenditures	Funding
Tender	\$32,630.00	
Contingency	\$2,500.00	
Net HST	\$611.26	
Total Contract Price	\$35,741.26	
Allocated Funding:		\$75,000

Conclusion:

Through a diligent procurement process and conveying clear expectations to bidders, the Township received competitive bids for the engineering work, resulting in the project being significantly under budget. Staff recommends awarding the engineering quotation to Spriet Associates. This decision aligns with the goal of efficient resource allocation and ensures accurate estimates for the bridge replacement to assist with 2024 budget deliberations.

Strategic Plan Goals:

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12th 2023

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

REPORT NO: CBO 2023-11

SUBJECT MATTER: Activity Report May 2023

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report

Background:

1. 2023 Capital Project Process:

2023		
Township Office	Budget	Status/Comment
Office Reno	100,000.00	Waiting quotes
Door lock fob system office	10,000.00	
Parks projects		
SOSP fencing and netting	46,200	Pending installation
SOSP parking lot widening	10,000.00	
Dog waste bins and signage	2000.00	
Park benches	16,000.00	Received pending installation
Washroom auto locks	5000.00	Installed
Walking trail concrete install	5000.00	
Frost free hydrant install FHP	5000.00	Pending Installation
Keystone Complex		
Barrier/Bollards install to protect playground and septic system	10,000.00	Expected Spring/Summer 2023
Lighting Upgrade	25,000.00	
Stove replacement	20,000.00	

Painting	2000.00	Completed with staff resources and existing paint
Audio visual upgrades	15000.00	

Comments/Analysis Building:

See attached permit comparison report Schedule A CBO 2023-11 for comparison report.

Financial Implications: none


Strategic Plan Goals:

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

Approved by:
Jeff Carswell, CAO/Clerk
“Approved electronically”

	Township of Southwold	
	Permit Comparison Summary	
	Issued For Period January - May	

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	11	4,925	845,900	Accessory structures	14	1,899	447,400
Agricultural	6	4,343	1,371,200	Agricultural	7	12,556	2,911,969
Change of Use	1	150	-	Change of Use			
Commercial	1	1,500	125,000	Commercial			-
Demolition	6	1,050	27,401	Demolition	3	450	32,000
Heating		-	-	Heating			-
Industrial Building				Industrial Building			
institutional Building				institutional Building	2	5,431	2,767,900
Miscellaneous	4	613	29,743	Miscellaneous	2	150	3,500
Plumbing	2	150	11,000	Plumbing	11	600	81,500
Pools	4	600	310,000	Pools	10	450	667,000
Residential Building	15	22,872	6,521,328	Residential Building	62	108,745	45,623,552
Sewage System	10	4,800	171,000	Sewage system	11	3,600	149,000
Signs	2	300	12,000	Signs	-	-	-
Combined Use		-	-	Combined Use	-	-	-
TOTAL	62	41,303	9,424,572	TOTAL	122	133,879	52,683,821

Current Year			Previous Year		
TOTAL PERMIT ISSUED		62		122	
TOTAL DWELLING UNITS CREATED		7		55	
TOTAL PERMIT VALUE		9,424,572		52,683,821	
TOTAL PERMIT FEE		41,303		133,879	
TOTAL INSPECTION COMPLETED(YTD)		352		1184	

May 2022 Compared to May 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	5	1,002	136,000	Accessory structures	8	1,618	224,000
Agricultural	1	1,334	150,000	Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	1	150	1	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous	3	463	28,743	Miscellaneous	1	150	2,500
Plumbing				Plumbing	6	150	49,500
Pools	1	150	180,000	Pools	4	600	350,000
Residential Building	4	4,570	1,225,000	Residential Building	11	25,732	14,589,122
Sewage System	1	500	10,000	Sewage System	2	500	
Signs				Signs			
Combine Use				Combined Use			
TOTAL	16	8,169	1,729,744	TOTAL	32	28,750	15,215,122



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-28

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 May 2023.

Background:

Meetings/Events:

- DHP Meeting – May 2
- ROMA/CN - Drainage Meeting May 5
- Glenn Vicary Retirement Gathering – May 8
- Council Strategic Plan Workshop – May 9
- Community Strategic Plan Workshops May 11 & 18
- Staff Strategic Plan Workshop – May 18
- Staff Meetings – May 10 & 25
- Management Meetings – May 3 & 17
- MOI Current Replacement Value Data Collection Webinar – May 23
- Various Development Proposal meetings

Strategic Planning Exercise:

The Community Workshops and Survey for the Strategic Plan were completed over May. The consultant has prepared the Key Findings Report for review by Council which concludes Phase 2 of the project. The next steps will be a priorities workshop and development of the Strategic Plan.

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 Operator 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.

Lisa Higgs will be returning August 8th. This timing will work well for both Lisa and myself to spend some time transitioning various projects and activities.

Policy Development

Staff are continuing to develop and implement a wide range of policies to support the Health & Safety Program. Additional Human Resources policies are also be developed, with some needing Council review and approval in the coming months. The Township has had an HR Downloads account for several years and been evaluating the use training module for delivery employee training and policy review.

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, community workshops completed, survey completed, Key Findings Report submitted for review
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	Quotes and options have been obtained – reviewing with IT Support, planning for a February/March implementation Ordered – in progress with IT Contractor Final configuration and programming in progress- Experiencing delays from Bell with porting the phone numbers
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 additional review of the sign design details taking place prior to finalization of signs
IT Penetration/Security Testing	\$10,000	Ongoing – IT contractor Microsoft 2 Factor Authentication enabled – minimal issues to date
Additional Office Space	\$80,000	In progress – preliminary design endorsed, high level estimate obtained, obtaining detailed quotes for renovations endorsed by Council
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:

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-29

SUBJECT MATTER: 2023 Christmas Holiday Office Hours

Recommendation:

That Council approve closure of the Municipal Office from 5:00 p.m. Friday, December 22, 2023 and re-opening at 8:00 a.m. on Tuesday, January 2, 2024, with staff utilizing Vacation or Banked-Time for the days that are not statutory holidays during the closure.

Purpose:

To seek Council approval for hours of operation over the 2023 Christmas Holiday.

Background:

Closing the municipal office over the Christmas Holiday has taken place for several years, subject to Council approval.

Comments/Analysis:

In past years, the Township has closed the Municipal Office during the Christmas Break to accommodate the Statutory Holidays and provide staff with the opportunity to spend time with family. Many businesses and organizations the Township interacts with also have reduced hours during this time as many people are busy with family functions. The impact of closing has been minimal based on experience from previous years. Essential services such as winter control, building inspections, water/wastewater operations, fire, etc. will continue, and staff will be available to respond if needed.

Based on the way the holidays fall, the following calendar illustrates the proposed closure for 2023. Staff will be required to use 3 days of vacation and/or banked time for the closure. Staff have been consulted on this proposal and are supportive.

Proposed Closure in Yellow

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11 Council Meeting	12	13	14	15	16
17	18	19	20	21	22 Office Closes at 5 pm	23
24	25 Christmas Day	26 Boxing Day	27	28	29	30
31	1 New Years Day	2 Office Reopens at 8 am	3	4	5	6
7	8 First Council Meeting for 2024	9	10	11	12	13

Financial Implications:

None.

Strategic Plan Goals:

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-30

SUBJECT MATTER: Summer Council Meeting Schedule

Recommendation:

That Council cancel the second regular Council meetings in July and August, 2023 (July 24, 2023 and August 28, 2023).

Purpose:

To seek Council approval for the summer Council meeting Schedule.

Background:

When the 2023 Council meeting schedule was established, the second meetings in July and August were included as optional, with confirmation to be determined closer to the summer based on actual requirements.

Comments/Analysis:

Many municipalities and various related organizations reduce their meeting frequency in the summer. In previous years, the Township has reduced the number of meetings in the summer to one per month to provide relief for members of Council and to allow staff more flexibility in scheduling summer vacations.

Reducing the number of meetings can provide challenges when scheduling statutory public meetings, mainly as required under the Planning and Drainage Acts. Staff have reviewed upcoming applications and associated notice and meeting requirements and believe there will be minimal impact on development and drainage matters. If needed, a Special Council meeting could be called to deal with a time sensitive matter.

Financial Implications:

There will be minor cost savings as staff will not be required to attend two meetings and the ability to dedicate time to other projects.

Strategic Plan Goals:

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Jeff Carswell, CAO/Clerk
"Submitted electronically"**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-31

SUBJECT MATTER: Strategic Plan Key Findings Report

Recommendation:

That Council allocate time at the July 10, 2023 Regular Council Meeting or at a Special Meeting to be held the week of July 10th, 2023 for a Strategic Plan Priorities Workshop.

Purpose:

To provide an update the Strategic Plan Project and establish a time for the Council Strategic Plan Priorities Workshop.

Background:

The Consultation Phase of the Strategic Plan Project is nearing completion. The consultant held 2 Community Workshops, a Council Workshop and Staff Workshop. A community survey was also completed which had 167 responses. To conclude Phase 2, a Key Findings Report has been prepared. This report is attached as Appendix "A".

Comments/Analysis:

The Key Findings Report includes the results of the research and analysis completed in Phase 1 of the strategic planning process and the consultation completed in Phase 2. The consultation included 2 Community Workshops, Council Workshop, Staff Workshop and Survey.

This report will provide the basis for the next steps of the strategic planning process which include the Council Priorities Workshop and Strategic Plan Development.

The consultant is hoping to hold the Council Priorities Workshop with Council the week of July 10th. Currently Council has a regular meeting on July 10th. The consultant is also available the rest of the week if a stand-alone meeting is preferred. The consultant indicated that approximately 1 hour will be required for the priorities workshop.

Based on the current Council schedule, it should be possible to allocate 1 hour in the agenda for the July 10th meeting. Presently the agenda will be mainly regular business and staff reports. There may be a planning or drainage matter which could be scheduled early in the meeting, with the priorities workshop starting at 7:30 or 8:00 pm.

There would be some advantages to holding a separate meeting to focus solely on the priorities workshop. This is one of Council's most important projects for the term of Council and having the ability to focus fully on the priorities for the Strategic Plan without other constraints would be beneficial.

Following the priorities workshop, the consultant will begin preparation of the Strategic Plan based on Council's priorities. Drafts will be reviewed over the balance of July with further Council consideration at the August 14th Council meeting. The Strategic Plan may be ready for adoption at this meeting.

The Key Findings Report will be added to the Strategic Plan webpage and shared with the community. While there are not any additional formal opportunities for community input, residents and business owners can still provide additional feedback on the Key Findings Report or other Strategic Plan matters through the usual channels (contact Council, Staff, email, letters, etc.).

Financial Implications:

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

Strategic Plan Goals:

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



TOWNSHIP OF
Southwold



TOWNSHIP OF SOUTHWOLD

Updated Strategic Plan

Key Findings Report

June 2023



CONSULTING INC.

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1. Introduction

The Township of Southwold has initiated the process to update the Municipal Strategic Plan. The Strategic Plan will provide direction for the new term of Municipal Council.

This Initial Findings Report provides the context for the updated Strategic Plan. It includes the results of the research and analysis in Phase 1 of the strategic planning process and the community consultation in Phase 2.

Figure 1: Strategic Planning Process



2. Document Review

A detailed review of the previous strategic plan, policies and other documents provides context for the development of the new Strategic Plan. A review of the following documents provides a foundation for the new strategic plan. A summary of these documents is included in the appendix.

Township of Southwold

- Strategic Plan 2018 - 2022
- Strategic Plan Updates 2019, 2020, 2021, 2022
- Township of Southwold Official Plan
- Economic Development Plan, 2020
- Southwold Parks Strategic Plan, 2014
- Development Activity as of April 11, 2023

Elgin County

- Official Plan Housing and Affordability Discussion Paper, 2021
- Draft Official Plan, 2023
- Transportation Master Plan Needs and Opportunities, 2022
- Vacant Employment Land Inventory



3. Economic and Demographic Analysis

3.1 SUMMARY OF KEY FINDINGS

Table 1: Key Economic and Demographic Findings

Key finding:	Summary:
Population has increased by 9% over 5 years	<ul style="list-style-type: none"> Based on Canada’s annual population projections, after a number of years of population decline, the population began to rise in 2015. Southwold’s five-year growth rate was second among 7 benchmark communities (2017-2022).
Southwold is younger than many rural communities	<ul style="list-style-type: none"> 46% of Southwold’s households have children compared to just 37% across the country. Southwold ranked 1st among 7 benchmark communities for the share of residents reporting child tax benefits in 2020 (14% above the country overall).
Southwold is home to large households	<ul style="list-style-type: none"> There are 2.8 residents per household, which is well above the benchmark communities as well as Ontario and Canada.
Southwold has relatively high income levels	<ul style="list-style-type: none"> Southwold has the highest median personal income among the benchmark communities The second highest median employment income (full time workers). 10% of tax filers from Southwold reported at least \$100,000 in employment income. Southwold has the highest average household income (\$121,600) and the highest average income taxes paid among the benchmarks. 26% of households reported at least \$150,000 income; 2nd among the benchmark communities.
Southwold has rock bottom poverty rates	<ul style="list-style-type: none"> 4% of Southwold residents were below the poverty line in 2021 (10% across Ontario). Only 3% of residents below the age of 18 were below the poverty line. Only 2% of Southwold residents reported earning social assistance benefits in 2020.
Southwold has considerably more self-employed	<ul style="list-style-type: none"> As a share of tax filers, 66% more reported self-employment income in 2020 (2nd among the benchmark communities). 18% of tax filers defined themselves as self-employed in the Census.



Key finding:	Summary:
The Township's population is not as diverse as the province overall	<ul style="list-style-type: none"> • Immigrants make up 7% of the population (6th of the 7 benchmarks). • Nearly 80% of residents are at least 3rd generation Canadian. • Only 2% are visible minorities (Southwold ranks 4th of the 7 benchmarks). • Only 2% of residents are of Indigenous heritage.
Most people own their housing	<ul style="list-style-type: none"> • 92% of households are owned vs. rented, placing Southwold 1st among the benchmark communities.
New construction has been robust	<ul style="list-style-type: none"> • Between 2016-2021, there were more houses built than any other five-year period since 1960.
Dwellings in Southwold are relatively large	<ul style="list-style-type: none"> • 72% of dwellings have at least 7 rooms compared to 40% across the country.
Shelter costs are not a major concern but...	<ul style="list-style-type: none"> • Only 6% of households spend 30% or more on shelter costs – the lowest share among the 7 benchmarks compared to 18% across Ontario. • That is mainly due to the higher incomes. The cost of an average dwelling was higher in Southwold than any of the benchmark communities (\$655,000 in 2021). The average monthly shelter costs were also higher at \$1,432/month.
People are moving to Southwold	<ul style="list-style-type: none"> • As of 2021, 26% of the population aged 5 and older did not live in the Township in 2016. Almost all new residents moved from elsewhere in Ontario.
Southwold's population has the lowest share without grade 12 education	<ul style="list-style-type: none"> • At 6% of the 25-64 population, the share of the population without high school is the lowest among the benchmark communities. • 49% of the 25-64 population have college or other non-university post-secondary education (1st among the benchmark communities).
Southwold has relatively high workforce participation	<ul style="list-style-type: none"> • Nearly 7 in 10 (69%) of the adult population were in the workforce in 2021 (1st among the benchmark communities). • Southwold's unemployment rate in 2021 was high (12%) but that was influenced by the COVID-19 pandemic. (It was 4% in 2016).



Key finding:	Summary:
Southwold residents are more likely to work in agriculture, construction, manufacturing and health care	<ul style="list-style-type: none"> • The vast majority leave the Township each day for work. Only 12% of those who commute to work each day (excluding home-based workers and those with no fixed workplace address), work in Southwold.
Southwold workers have a relatively short commute to work	<ul style="list-style-type: none"> • Only 28% have a 30 minute one-way commute each day, the lowest share among the benchmarks.
Home-based work was up in 2021 but likely due to the pandemic	<ul style="list-style-type: none"> • 22% of workers worked from home in 2021 compared to only 10% in 2016.
The number of employer businesses in Southwold has been increasing since 2019	<ul style="list-style-type: none"> • There were 156 employer businesses in Southwold in 2022 up from 143 in 2019. • There were only 5 businesses with 50 or more employees.
There has been an increase in construction and transportation businesses	<ul style="list-style-type: none"> • The top sectors for employer establishments are agriculture (35), construction (30), transportation (14) and personal services (12). • There are 4 more construction firms and 3 more transportation firms compared to 2019.
Agriculture is the backbone of the economy	<ul style="list-style-type: none"> • Southwold has 150+ farms (2021 Census of Agriculture). • There are 32 farms per 1,000 population in Southwold compared to 15 farms per 1,000 across Elgin County and just three farms per 1,000 across the province. • Southwold farmers produced 2.2 million eggs and 1.6 million kgs of poultry in 2020. • Soybeans and winter wheat are the main crops. • There is a large greenhouse operation producing cucumbers. • Southwold farmers raise 1,776 cattle – three times as many as the province overall (per capita). • Southwold farmers reported 29,893 pigs in 2021 which is 22 times more per capita compared to the province overall.



3.2 INTRODUCTION

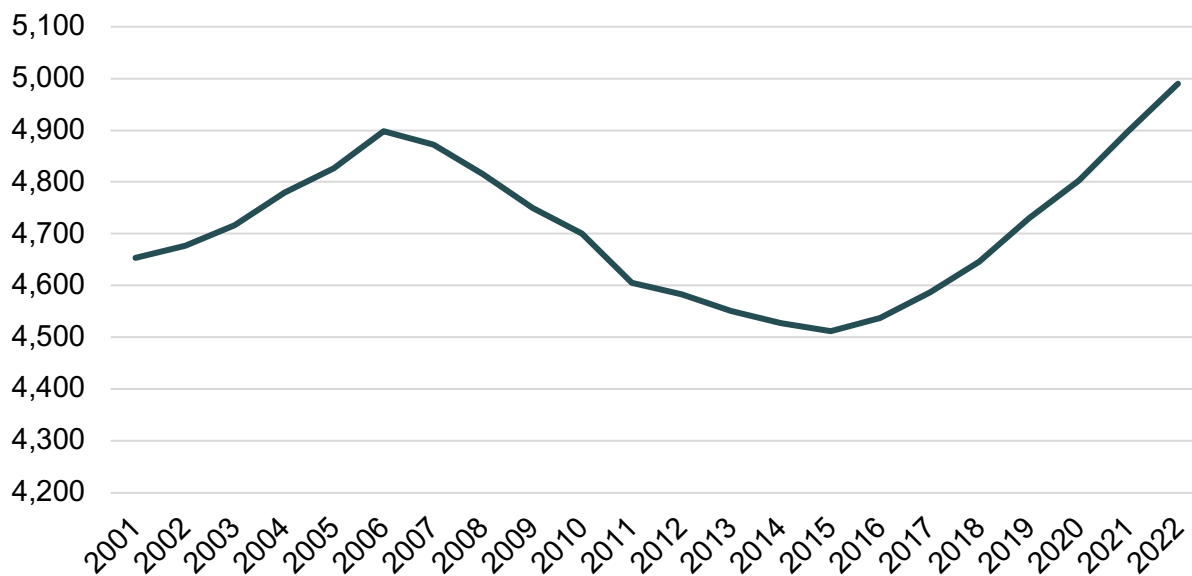
This economic and demographic review is based primarily on Statistics Canada data. It includes a variety of analytical tools to set the community's economic and demographic situation in context including historical context and location quotient (LQ). The Township of Southwold is compared to six benchmark communities: Strathroy-Caradoc, North Middlesex, Southwest Middlesex, Central Elgin, West Elgin, Dutton/Dunwich as well as Ontario and Canada to provide context. The benchmark communities were chosen because they are similar to the Township of Southwold in size, location or proximity to the City of London. Unless otherwise indicated, the geographic area used is the Township (Census subdivision).

3.3 POPULATION AND HOUSEHOLD TRENDS

Population change

There are two Statistics Canada sources of population data for the Township of Southwold: annual population estimates and five-year Census counts. Using the annual estimates, the population of Southwold increased by just under 2% between 2021 and 2022. There were an estimated **4,990** people living in the community as of July 1, 2022. As shown in Figure 1, this is a continuation of solid population growth in recent years. After a number of years of population decline, the municipality has experienced consistent population growth since 2015. The population is up by nearly 9% in the past five years.

Figure 1: Population growth by year, using annual estimates, Southwold



Source: Statistics Canada Table 17-10-0142-01.



Table 2 compares Southwold’s population growth to the benchmark jurisdictions. On a one-year basis, Southwold ranks third among the seven comparator municipalities and on a five-year basis, it ranks second. Over five years, the population increased faster than both the provincial and national growth rates. However, over the 10-year period, Southwold ranked fourth out of seven jurisdictions.

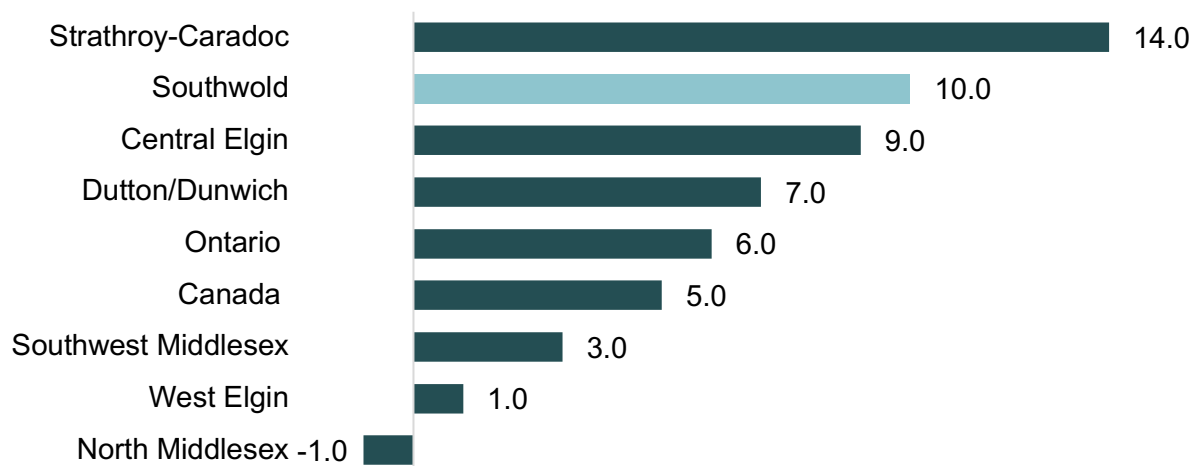
Table 2: Population growth rates, benchmark communities

	1 Year	5 year	10 year
Southwold	1.9%	8.8%	8.9%
Strathroy-Caradoc	3.0%	10.2%	11.6%
North Middlesex	1.0%	3.0%	-0.4%
Southwest Middlesex	2.4%	6.6%	9.6%
Central Elgin	1.4%	7.2%	7.9%
West Elgin	0.7%	2.4%	-1.4%
Dutton/Dunwich	1.2%	6.9%	9.6%
Ontario	2.0%	7.4%	12.8%
Canada	1.8%	6.5%	12.1%

Source: Statistics Canada Table 17-10-0142-01.

Using the 2021 Census data, Southwold benefited from solid population growth of 10%, making it the second fastest among the seven benchmark communities and faster than both the provincial and national growth rates. The Census counted 4,851 people living in the community as of July 1, 2021 (similar to the 4,898 using the annual population estimates).

Figure 3: Population growth (% change), Census data, 2016-2021



Source: Statistics Canada 2021 Census



Population by age group

Table 3 shows the population breakdown by age group. Southwold is older than the province overall measured by median age and by the share of the population under the age of 15. However, compared to the benchmark communities, Southwold is one of the youngest. Only 20% of the population is aged 65 and older, the lowest share among the seven benchmark communities.

Table 3: Population by age group, 2021

	Population	% of total 0 to 14	% of total 15 to 64	% of total 65 +	Median age
Southwold	4,850	18%	62%	20%	44
Central Elgin	13,745	15%	63%	23%	49
Dutton/Dunwich	4,150	18%	63%	20%	44
West Elgin	5,060	15%	61%	24%	49
Southwest Middlesex	5,895	18%	61%	21%	45
Strathroy-Caradoc	23,870	17%	62%	22%	44
North Middlesex	6,310	18%	60%	22%	44
Canada	36,991,980	16%	65%	19%	42
Ontario	14,223,945	16%	66%	19%	42

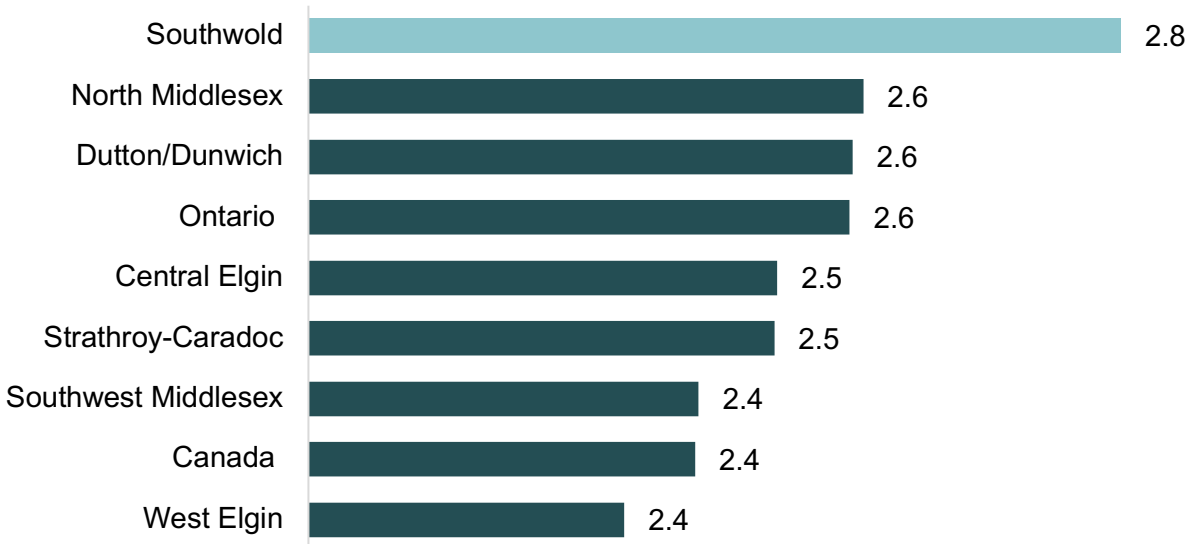
Source: Statistics Canada 2021 Census

Household size and presence of children

One of the key differentiating features of Southwold is the average household size. As shown in Figure 4, there were 2.8 people per household which was considerably higher than the benchmark jurisdictions.



Figure 4 Average household size, 2021



Source: Statistics Canada 2021 Census

Table 4 provides further insight into the size of households. In Southwold, only 17% of households have only one occupant compared to 29% across the country. On the other end of the spectrum, 12% of households in Southwold have five or more persons compared to only 8% across the country. In other words there are 50% more households with five or more persons in Southwold compared to the country overall.

Table 4: Households by size, % of total, 2021

	Southwold	Canada
1 person	17%	29%
2 persons	37%	34%
3 persons	17%	15%
4 persons	18%	13%
5 or more persons	12%	8%

Source: Statistics Canada 2021 Census

The higher number of residents per household is related to the higher share of households with children in Southwold. Figure 5 shows that nearly half (46%) of households have children compared to 40% or less among the benchmark municipalities.



Figure 5: Percentage of households with children, 2021



Source: Statistics Canada 2021 Census

3.4 INCOME PROFILE

The Census provides detailed information on personal and household income based on the annual tax filing information. The 2021 Census data was likely influenced by the COVID-19 pandemic.

Personal income profile

Table 5 shows several key income characteristics for Southwold and the benchmark jurisdictions. The median indicates the income level at which half the workers are above, and half are below. Average income considers the influence of earners at the higher and lower end of the spectrum.

Southwold has the second highest median personal income among the benchmark jurisdictions at \$46,800, 14% higher than the median personal income across the country. There is a considerable variation between the municipalities with West Elgin's median personal income level at level 7% below the national level.

The table also shows the median employment income and the median employment income for full time, full year workers. Southwold ranked third among the benchmark municipalities for median employment income, behind Central Elgin and Strathroy-Caradoc. Southwold was second among the benchmark municipalities for full time and full year workers.



The average employment income in Southwold for a full time, full year worker was \$75,300, higher than all benchmark municipalities, but lower than the Ontario and Canada levels.

Table 5: Personal income profile, 2021

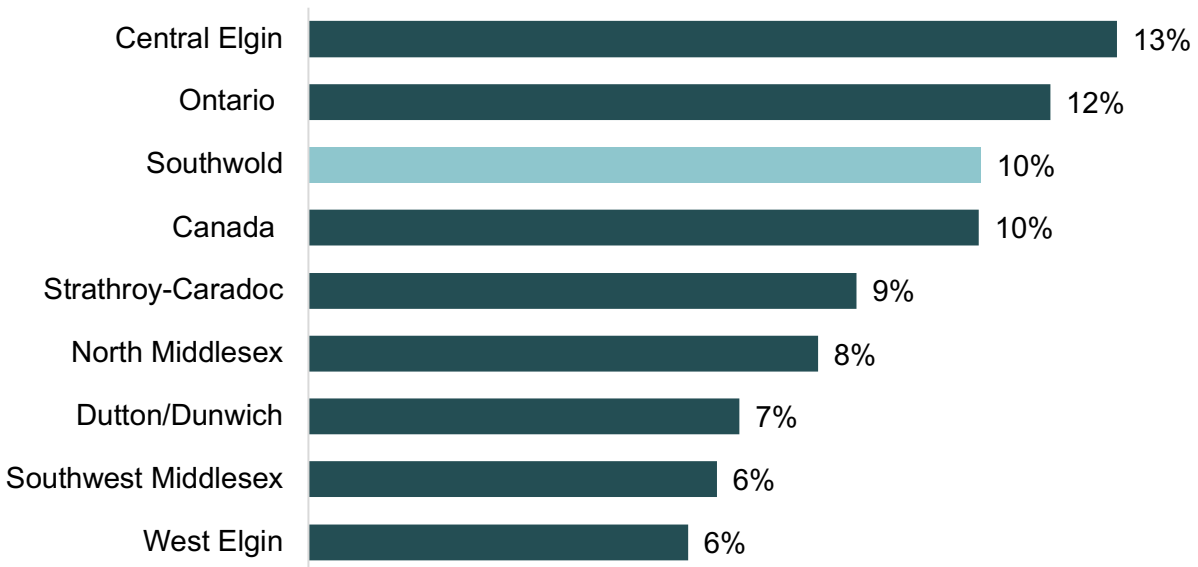
	Median personal income	CAN= 1.00	Median employment income	Median employment income for full time, full year workers	Avg. employment income for full-year full-time workers	CAN= 1.00
Southwold	\$46,800	1.14	\$38,800	\$64,500	\$75,300	0.98
Central Elgin	\$48,000	1.17	\$41,200	\$66,500	\$75,200	0.97
Dutton/ Dunwich	\$42,800	1.04	\$38,400	\$61,600	\$67,400	0.87
West Elgin	\$38,400	0.93	\$32,000	\$54,800	\$58,600	0.76
Southwest Middlesex	\$40,000	0.97	\$34,400	\$55,200	\$61,850	0.80
Strathroy-Caradoc	\$42,800	1.04	\$39,600	\$60,400	\$68,400	0.89
North Middlesex	\$43,200	1.05	\$36,800	\$56,800	\$62,250	0.81
Ontario	\$41,200	1.00	\$38,000	\$67,000	\$82,400	1.07
Canada	\$41,200		\$37,200	\$63,600	\$77,200	

Source: Statistics Canada 2021 Census

The Census also provides a breakdown of personal income by range of income. Figure 8 shows the share of the population age 15 and over that reported at least \$100,000 in personal income in 2021. Southwold was second among the benchmark municipalities behind Central Elgin. The share of individuals earning \$100,000 or higher was 10%.



Figure 6: Percentage of individuals reporting \$100,000+ income, 2021



Source: Statistics Canada 2021 Census

Household income profile

When it comes to household income, Southwold leads the benchmark communities on most indicators. As shown in Table 6, the average household income in the Township was \$121,600, 14% above the average household across the country. As with personal income there was a wide spread among the benchmark municipalities with West Elgin households reporting average income 20% below the national level. Southwold households contribute the most income tax revenue to governments. The average household paid \$20,500 in income tax (net of all deductions). All households combined contributed over \$35 million.

The average income for two or more person households in Southwold was \$135,200, the highest amount among the benchmark communities.



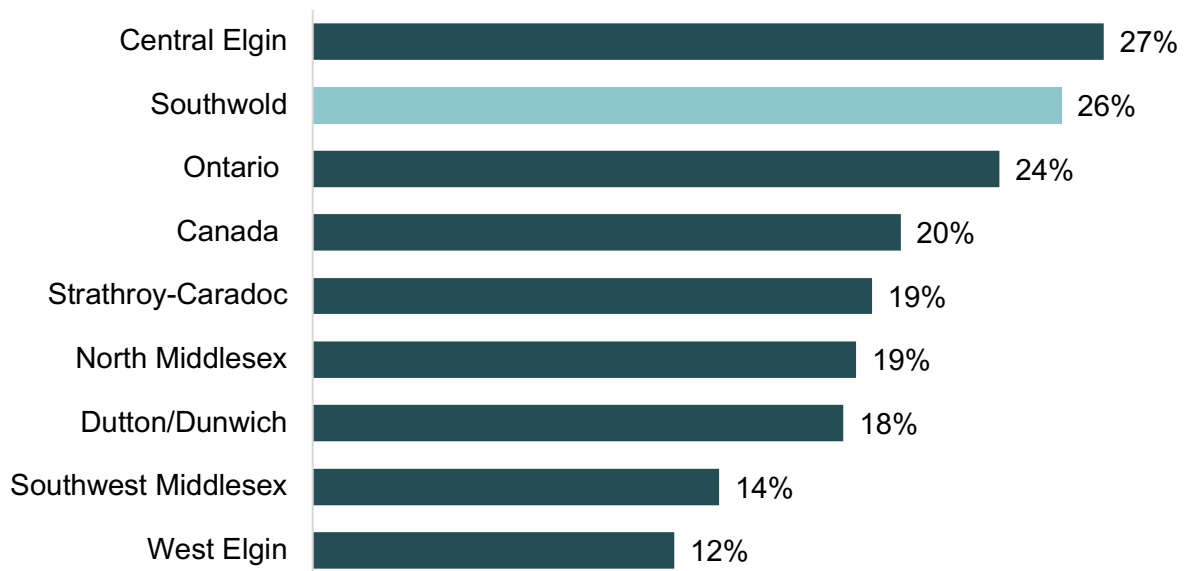
Table 6: Household income profile, 2021

	Avg. household income	Canada =1.00	Avg. household income taxes paid	Avg. income two-or-more-person households	Canada =1.00
Southwold	\$121,600	1.14	\$20,500	\$135,200	1.05
Central Elgin	\$118,500	1.11	\$19,500	\$132,000	1.03
Dutton/Dunwich	\$105,400	0.99	\$16,100	\$123,800	0.97
West Elgin	\$85,500	0.80	\$11,300	\$97,900	0.76
Southwest Middlesex	\$89,200	0.84	\$11,800	\$103,600	0.81
Strathroy-Caradoc	\$102,900	0.97	\$15,500	\$119,800	0.93
North Middlesex	\$104,500	0.98	\$15,300	\$120,600	0.94
Ontario	\$116,000	1.09	\$20,700	\$137,000	1.07
Canada	\$106,300		\$18,600	\$128,200	

Source: Statistics Canada 2021 Census

Figure 7 shows the share of households that reported at least \$150,000 in total income in each jurisdiction. In Southwold, over one in four households (26%) reported over \$150,000 in total household income ranking Southwold second only to Central Elgin among the benchmark jurisdictions.

Figure 7: Percentage of households reporting \$150,000+ income, 2021



Source: Statistics Canada 2021 Census



Poverty rates

The following table shows the share of the population living below the poverty line as measured by the Low Income Measure After Tax (LIM-AT) which refers to a fixed percentage (50%) of median adjusted after-tax income of private households. The household after-tax income is adjusted by an equivalence scale to take the size of households into account. This adjustment for different household sizes reflects the fact that a household's needs increase, but at a decreasing rate, as the number of members increases.

Southwold has the lowest share of residents below the poverty line in the benchmark communities using the LIM-AT, and 64% below the average across the country. The Township also has the lowest child poverty and older resident poverty rates at 3% and 5% respectively.

Table 7: Prevalence of low income based on the low-income measure, after tax (LIM-AT), 2021

	Prevalence of low income	CAN= 1.00	0 to 17 years	0 to 5 years	18 to 64 years	65+
Southwold	4%	0.36	3%	3%	4%	5%
Central Elgin	5%	0.45	5%	6%	4%	6%
Dutton/Dunwich	8%	0.73	7%	9%	6%	14%
West Elgin	11%	1.00	11%	13%	10%	16%
Southwest Middlesex	10%	0.91	10%	9%	9%	16%
Strathroy-Caradoc	7%	0.64	7%	8%	6%	12%
North Middlesex	8%	0.73	7%	9%	6%	14%
Ontario	10%	0.91	12%	12%	9%	12%
Canada	11%	0.36	12%	13%	10%	15%

Source: Statistics Canada 2021 Census

3.4 Income by source

The personal income profile in Southwold is considerably different when compared to the country as a whole, as measured by the share of the adult population reporting income by source. As shown in Table 8, Southwold has a much larger share of taxfilers reporting self-employment income, private retirement income and workers compensation benefits. Southwold is also fairly unique in that it has both an above average share of taxfilers reporting CPP income and reporting child benefits income.



When compared to the other benchmark municipalities, Southwold has the highest concentration of taxfilers reporting employment income and child benefit income and the second highest reporting self-employment income and private retirement income.

Less than 2% of taxfilers reporting social assistance benefits and only 4% reported Guaranteed Income Supplement (GIS)/seniors' spousal allowance.

Table 8: Income by source, % of total, Southwold residents

Income source:	% Southwold taxfilers declaring income	CAN=1.00	Rank (out of 7)
Market income			
Employment income	77%	1.11	1
Net self-employment income	18%	1.66	2
Investment income	32%	1.06	3
Private retirement income	20%	1.25	2
Market income not included elsewhere	22%	1.30	1
Government transfers			
Old Age Security pension (OAS)	21%	1.08	7
Guaranteed Income Supplement (GIS)/spousal allowance	4%	0.56	7
Canada Pension Plan (CPP) benefits	27%	1.09	7
Employment Insurance (EI) benefits	9%	0.81	5
Child benefits	15%	1.14	1
Social assistance benefits	2%	0.46	6
Workers' compensation benefits	2%	1.16	4
Canada workers benefit (CWB)	3%	0.85	6
HST credit	30%	0.71	6

Source: Statistics Canada 2021 Census

3.5 POPULATION DIVERSITY

Immigrants, visible minorities, and Indigenous population

Southwold has not attracted many immigrants. As of the 2021 Census there were 320 immigrants and non-permanent residents living the Township. That represented 7% of the total population. Compared to the benchmark communities, the immigration rate in Southwold ranked sixth out of the seven.



In recent years, the number of immigrants to Ontario has been rising but few have settled in Southwold. There were 25 immigrants living in the Township in 2021 that did not live in Canada five years earlier and another 10 non-permanent residents¹. In fact, 80% of immigrants living in Southwold arrived in Canada before 2000.

Most immigrants living in Southwold came from the United Kingdom and Europe. Only 15 of the 320 were born in Asia.

Table 9: Immigrant profile, 2021

	Immigrants and NPRs*	% of population	Recent immigrants (% of population)
Southwold	320	7%	1%
Central Elgin	1,365	10%	1%
Dutton/Dunwich	230	6%	0%
West Elgin	545	11%	0%
Southwest Middlesex	410	7%	1%
Strathroy-Caradoc	2,735	12%	1%
North Middlesex	415	7%	1%
Ontario	4,594,435	33%	7%
Canada	9,286,355	26%	6%

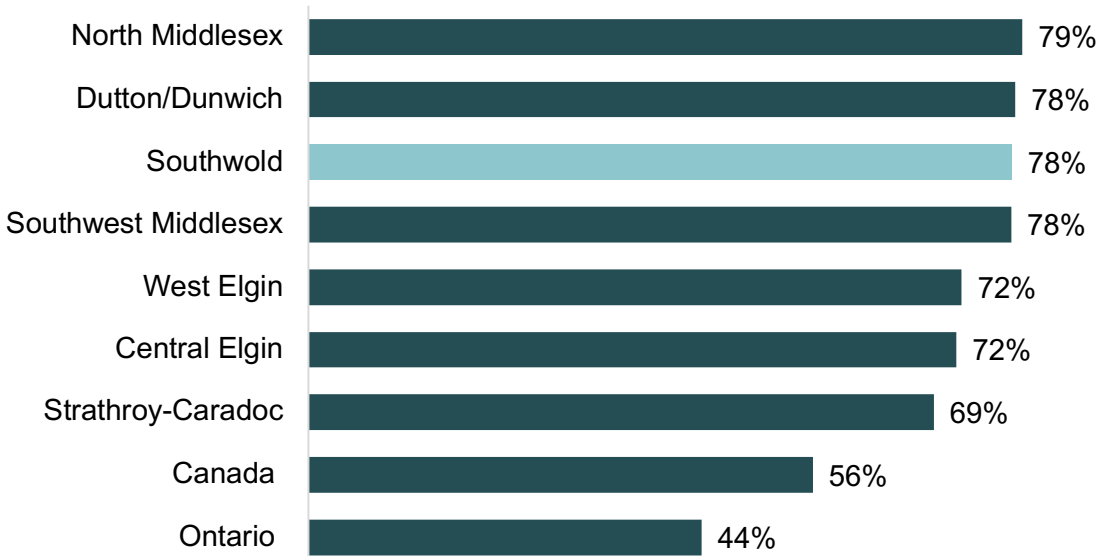
*Non-permanent residents. Source: Statistics Canada 2021 Census.

Figure 8 shows the share of the population that is at least a third generation Canadian in each benchmark jurisdiction. In Southwold, 78% of residents are third generation, among the highest rate compared to other municipalities in Ontario. Across Ontario, only 44% are third generation (56% across the country).

¹ Note that Census population figures are rounded to the nearest 5.



Figure 8: Share of the population at least third generation Canadian, 2021



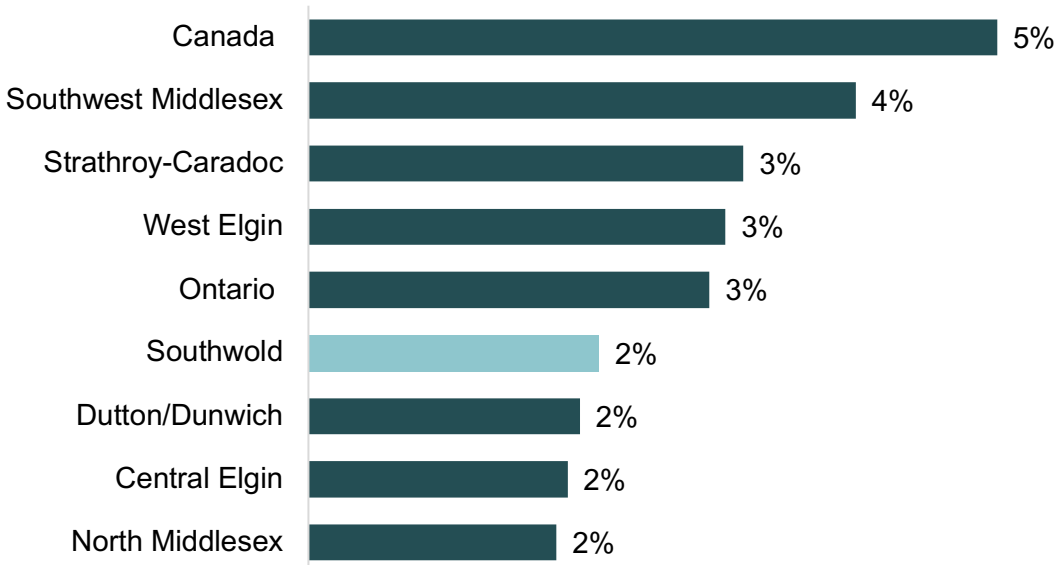
Source: Statistics Canada 2021 Census.

The visible minority population is comparative low in Southwold. In 2021, there were 105 persons who identified as a visible minority, 2% of the total population. Most of the benchmark municipalities had a similar visible minority share of the population. However, across Ontario, over 34% identify as a visible minority (27% across the country).

Likewise, there are few Indigenous persons living in Southwold. Based on Census data, a little over 2% identify as Indigenous in the Township compared to 5% across the country.



Figure 9: Indigenous population as a percentage of the total, 2021



Source: Statistics Canada 2021 Census

3.6 HOUSING PROFILE

Housing characteristics

There were 1,710 occupied private dwellings in Southwold as of 2021. Table 10 provides a comparative profile for several key housing-related metrics. In Southwold, 92% of all dwellings are owned, which is the highest rate among the benchmark jurisdictions. Fifty-eight percent of dwellings were built before 1980 which was similar to Central Elgin and Dutton/Dunwich but considerably higher than Strathroy-Caradoc. Across Ontario, less than half of all dwellings were constructed before 1980. Eight percent of all dwellings in the Township were built between 2016 and 2021, the second highest rate among the benchmark jurisdictions. Very few of the homes require major repairs.



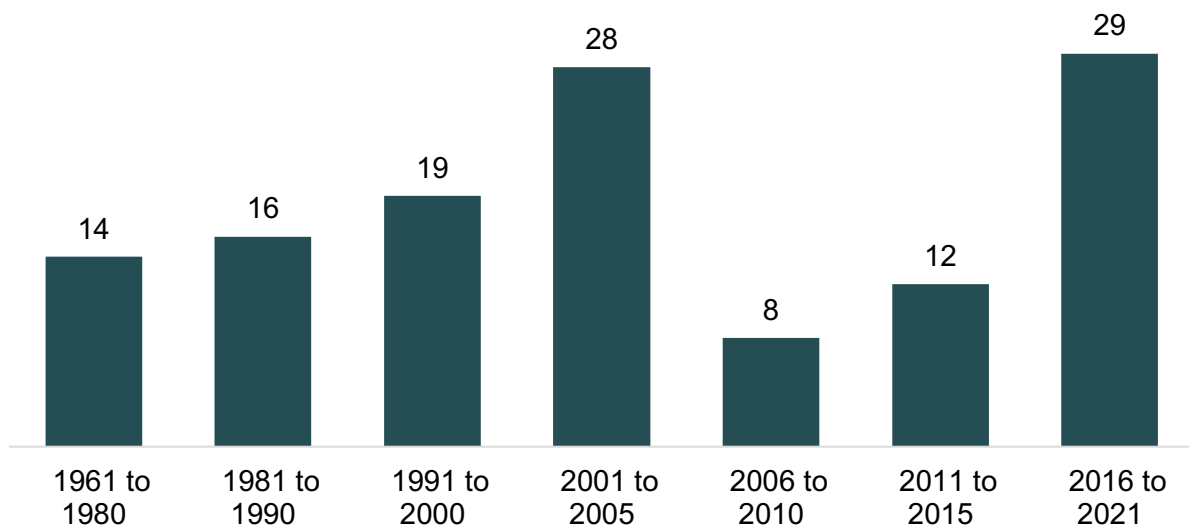
Table 10: Housing profile, 2021

	% owned	% built before 1980	% built between 2016-2021	Major repairs needed
Southwold	92%	58%	8%	5%
Central Elgin	90%	58%	8%	4%
Dutton/Dunwich	83%	61%	6%	7%
West Elgin	84%	72%	1%	10%
Southwest Middlesex	79%	69%	3%	11%
Strathroy-Caradoc	78%	48%	12%	4%
North Middlesex	82%	68%	4%	5%
Ontario	68%	49%	7%	6%
Canada	66%	48%	7%	6%

Source: Statistics Canada 2021 Census

Unlike many rural municipalities, Southwold has seen an increase in the number of dwellings constructed in recent years. Figure 10 shows the average number of dwellings constructed per year going back to 1961 (based on Census data). After a decade with limited construction between 2006 and 2015, there were an average of 29 dwellings built per year between 2016 and 2021, the highest level of annual housing construction since at least the 1950s.

Figure 10: Average annual dwelling construction by year and timeframe, Southwold

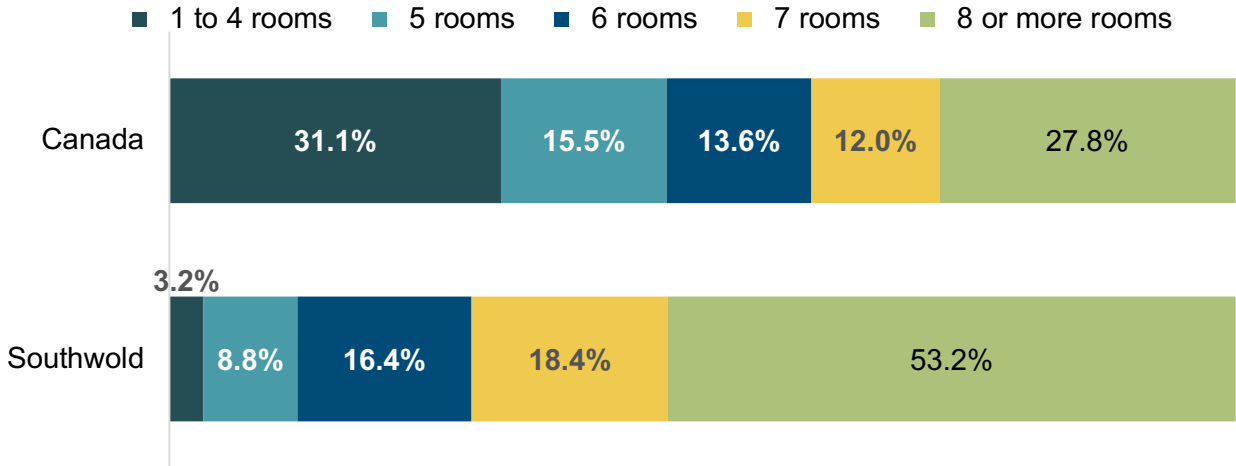


Source: Statistics Canada 2021 Census



Southwold residents live in larger homes compared to the country overall. As shown in Figure 11, over 53% of dwellings have at least eight rooms compared to less than 28% across the country. Across Canada, 31% of all dwellings have one to four rooms compared to only 3.2% in Southwold. This sizeable difference is, in part, due to the lack of apartments or condominiums in Southwold.

Figure 11: Size of dwellings by number of rooms, % of total, 2021



Source: Statistics Canada 2021 Census

Housing and shelter costs

Table 11 compares housing and shelter costs in Southwold to the benchmark communities. Only 6% of owner households in Southwold spend over 30% of household income on shelter costs. Shelter costs include mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water and other municipal services. Southwold’s shelter costs were the lowest share among the benchmark jurisdictions and nearly 70% less than across Ontario.

The average value of a dwelling in Southwold, however; was the highest among the benchmark municipalities (although lower than the average across the province). The average monthly shelter costs for households that own their dwellings was \$1,432, the highest among the benchmark municipalities.



Table 11: Housing and shelter costs, 2021

	% of owner households spending 30%+ income on shelter costs	Average value of dwellings	CAN=1.00	Average monthly shelter costs for owned dwellings
Southwold	6%	\$655,000	1.06	\$1,432
Central Elgin	11%	\$623,500	1.01	\$1,398
Dutton/ Dunwich	10%	\$497,000	0.80	\$1,340
West Elgin	13%	\$444,400	0.72	\$1,063
Southwest Middlesex	9%	\$467,600	0.76	\$1,135
Strathroy-Caradoc	8%	\$531,500	0.86	\$1,271
North Middlesex	10%	\$569,500	0.92	\$1,316
Ontario	18%	\$807,000	1.30	\$1,700
Canada	15%	\$618,500		\$1,498

Source: Statistics Canada 2021 Census

3.7 MOBILITY AND MIGRATION

There is considerable migration in and out of Southwold on an annual basis. As shown in Figure 12, 26% of the population aged five and older in 2021 did not live in Southwold five years previous in 2016. These new residents had moved in either from other municipalities in Ontario, from across the country or from outside Canada. Central Elgin had the highest inward migration rate at 29% of the population age five and over and North Middlesex had the lowest at 19%.



Figure 12: Percentage of the 2021 population aged 5+ that lived outside the municipality in 2016



Source: Statistics Canada 2021 Census.

Table 12 shows the sources of the inward migration. Of the nearly 4,500 people aged five and older, 3,100 (69%) did not move between 2016 and 2021. Most inward migrants moved to Southwold from elsewhere in Ontario. A few moved within the municipality (225 or 5% of the total) but most moved from outside Southwold. Twenty-six percent of the population aged five and over moved in from elsewhere in Ontario and less than 1% moved from elsewhere in Canada or from outside the country.

Table 12: Five-year mobility status, Southwold population aged 5+

Total - Mobility status 5 years ago	4,485	% of total
Non-movers	3,100	69%
Movers	1,380	31%
Non-migrants	225	5%
Migrants	1,155	26%
Internal migrants (within Canada)	1,150	26%
Intraprovincial migrants	1,135	25%
Interprovincial migrants	20	<1%
External migrants (outside of Canada)	10	<1%

Source: Statistics Canada 2021 Census.



3.8 EDUCATION PROFILE

Among the benchmark jurisdictions, Southwold has the lowest share of the population aged 25 to 64 without any formal education (less than high school). Six percent of Southwold’s population did not complete secondary school compared to 9% across Ontario and 10% across the country.

A relatively large share of the Southwold population has some post-secondary education. Nearly half (49%) have a college diploma or some other form of non-university education such as a trades diploma. This rate is substantially higher than the province overall (31%) and the country (34%).

One in five of Southwold residents aged 25 to 64 have a university degree well below the provincial level (37%) or the national level (33%). This is related to the structure of the economy. Compared to the other benchmark municipalities, only one has a higher share of university educated residents.

There are also relatively few residents aged 25 to 64 with advanced degrees (3% compared to 11% across the province).

Table 13: Education profile, population aged 25-64, % of total (2021)

	Less than high school	High school only	College and other non-university PSE*	University degree	Master's and higher
Southwold	6%	25%	49%	20%	3%
Central Elgin	7%	25%	45%	22%	5%
Dutton/Dunwich	11%	27%	48%	14%	3%
West Elgin	14%	32%	42%	11%	2%
Southwest Middlesex	14%	30%	43%	13%	2%
Strathroy-Caradoc	10%	28%	43%	20%	4%
North Middlesex	9%	29%	47%	15%	3%
Ontario	9%	23%	31%	37%	11%
Canada	10%	23%	34%	33%	9%

* PSE Post-secondary education. Source: Statistics Canada 2021 Census.

3.9 LABOUR FORCE PROFILE

Workforce participation

According to Statistics Canada, there were 2,665 residents of Southwold participating in the workforce in 2021. There were 2,350 employed and another 315 unemployed as of July 2021. There were also 1,205 other adults aged 15 and over not participating in the workforce, including those over the age of 65.



Southwold's workforce participation rate has increased since the last Census in 2016. At that time there were 2,490 participating in the workforce. This translates into a 7% increase in the size of the workforce between 2016 and 2021.

As shown in Table 14, Southwold had the highest labour force participation rate among the benchmark communities. The participation rate is the share of adults either working or looking for work. However, the unemployment rate was relatively high at 12%. This was likely due to the temporary impact of the pandemic as the municipality's unemployment rate in the 2016 Census was only 4.2%.

Note on unemployment: Statistics Canada does not publish unemployment data for small municipalities between Census periods. However, Southwold is part of the London CMA area and the direction of unemployment in this region is likely indicative of what is happening in Southwold. In June 2021, the employment rate across the London CMA was 10.2%. By March of 2023, the rate had dropped to only 4.9%.

The share of the labour force working full time and year-round in 2020 was only 36% (compared to 56% in the 2016 Census). Again, the pandemic likely influenced this number.

Nearly one in five (18%) of the workforce was self-employed in 2021, up from 15% in the 2016 Census. There were 375 self-employed in 2016. By 2021 that number of self-employed jumped to 470.

Table 14: Labour force profile, population aged 15+, % of total

	Participation rate	Employment rate	Unemployment rate	% full time/ full year	% self-employed
Southwold	69%	61%	12%	36%	18%
Central Elgin	63%	57%	9%	36%	17%
Dutton/ Dunwich	66%	60%	9%	37%	14%
West Elgin	60%	54%	9%	32%	19%
Southwest Middlesex	62%	56%	10%	33%	18%
Strathroy-Caradoc	63%	58%	9%	36%	13%
North Middlesex	68%	63%	7%	38%	20%
Ontario	63%	55%	12%	34%	15%
Canada	64%	57%	10%	34%	14%

Source: Statistics Canada 2021 Census.



Employment by occupation

Table 15 shows the breakdown of employment by major occupational group. The largest share of employment is in NOC² 7 Trades, transport and equipment operators and related occupations followed by NOC 6 Sales and service occupations. Relative to the workforce across the country, Southwold has a much higher percentage of workers in NOC 8 Natural resources, agriculture and related production occupations (nearly three times as many) and a higher concentration in NOC 0 Legislative and senior management occupations (55% more), NOC 7 Trades, transport and equipment operators and related occupations (38% more) and NOC 3 Health occupations (19% more).

Table 15: Employment by occupational group, Southwold

Occupational group:	#	% of total	CAN=1.00
0 Legislative and senior management occupations	55	2%	1.55
1 Business, finance and administration occupations	365	14%	0.79
2 Natural and applied sciences and related occupations	135	5%	0.61
3 Health occupations	250	10%	1.19
4 Occupations in education, law and social, community and government services	305	12%	0.94
5 Occupations in art, culture, recreation and sport	25	1%	0.30
6 Sales and service occupations	530	20%	0.82
7 Trades, transport and equipment operators and related occupations	625	24%	1.38
8 Natural resources, agriculture and related production occupations	225	9%	2.98
9 Occupations in manufacturing and utilities	110	4%	0.92
Total	2,625		

Source: Statistics Canada 2021 Census.

Employment by industry

The breakdown of the Southwold workforce by industry is shown in Table 16. This data is based on where people live (in Southwold) and not where they work. The top five employment sectors for Southwold residents were NAICS³ 62 Health care and social assistance (435), NAICS 23 Construction (300), NAICS 31-33 Manufacturing (280), NAICS 11 Agriculture, forestry, fishing and hunting (260) and NAICS 44-45 Retail trade

² NOC is the National Occupation Classification

³ NAICS is the North American Industry Classification System



(195). A large share of the Southwold workforce commutes to neighbouring municipalities for employment.

Location quotient (LQ) measures a region's industrial specialization relative to the country overall. The LQ is computed as an industry's share of total employment locally compared to the share in the national workforce. For example, the Southwold workforce has an LQ value of 4.28 for agriculture and related sectors meaning there are 4.28 times as many workers in that sector relative to the overall workforce compared to the country overall. Other sectors in Southwold with high LQ values include:

- NAICS 23 Construction: LQ value 1.46
- NAICS 31-33 Manufacturing: LQ value 1.30
- NAICS 62 Health care and social assistance: LQ value 1.27
- NAICS 53 Real estate and rental and leasing: LQ value 1.14

The Southwold workforce has very low concentrations of workers in information services, professional services, wholesale trade, retail trade and finance/insurance.

Table 16 also shows the change in employment by industry between 2016 and 2021. On an absolute basis, health care added the most workers (+95) followed by construction (+85). The accommodations and food sector added 35 workers as did the real estate sector. The real estate sector went from only 20 workers in 2016 to 55 workers in 2021 (a 175% increase). The sectors that shed employment between 2016 and 2021 included agriculture (-35), transportation and warehousing (-40) and wholesale trade (-50).



Table 16: Employment by industry, Southwold

Industry:	% of total employment	LQ CAN=1.00)	% change (2016-21)	Rank (out of 7)
11 Agriculture, forestry, fishing and hunting	10%	4.28	-12%	2
21 Mining, quarrying, and oil and gas extraction	0%	-	-	-
22 Utilities	1%	0.73	+50%	6
23 Construction	11%	1.46	+40%	3
31-33 Manufacturing	11%	1.30	-5%	6
41 Wholesale trade	2%	0.59	-50%	6
44-45 Retail trade	7%	0.65	+3%	7
48-49 Transportation and warehousing	5%	0.95	-24%	3
51 Information and cultural industries	1%	0.27	0%	4
52 Finance and insurance	3%	0.66	+36%	4
53 Real estate and rental and leasing	2%	1.14	+175%	1
54 Professional, scientific and technical services	4%	0.50	-8%	5
56 Administrative and support*	4%	0.90	0%	4
61 Educational services	7%	0.91	+13%	2
62 Health care and social assistance	17%	1.27	+28%	2
71 Arts, entertainment and recreation	2%	1.12	0%	1
72 Accommodation and food services	5%	0.89	+35%	3
81 Other services (except public administration)	4%	0.85	-5%	6
91 Public administration	5%	0.72	0%	3

*includes waste management and remediation services.

Source: Statistics Canada 2021 Census.

8.3 Employment by place of work and commuting patterns

Table 17 shows the place of work for the workforce living in Southwold in 2021. Just over one in five worked from home (22%), a number likely influenced by the COVID-19 pandemic (the share was 10% in 2016). The share of the Southwold workforce working from home was slightly higher than the benchmark communities but will be below the provincial level (again heavily influenced by the pandemic as in 2016 only 7% of the provincial workforce was working from home). Among those with a usual place of work,



only 12% worked within the municipality, 49% commuted to a different municipality within Elgin County and the rest commuted to a different county.

Table 17: Employment by place of work, % of total

	Worked at home	No fixed workplace address	Usual place of work	Worked within municipality	Worked outside municipality but in same county	Worked in a different county
Southwold	22%	11%	66%	12%	49%	40%
Central Elgin	23%	13%	64%	14%	42%	44%
Dutton/Dunwich	19%	15%	65%	27%	24%	48%
West Elgin	20%	13%	68%	41%	17%	42%
Southwest Middlesex	18%	17%	65%	30%	51%	20%
Strathroy-Caradoc	18%	13%	68%	52%	38%	10%
North Middlesex	23%	13%	64%	28%	45%	27%
Ontario	30%	12%	58%	59%	17%	23%
Canada	24%	13%	63%	59%	22%	19%

Source: Statistics Canada 2021 Census.

Compared to the rest of Canada, Southwold has one of the lowest shares of the population living and working in the same municipality (at 12%). This is not specifically related to the pandemic. Table 18 shows the share of the population living and working in Southwold was only 11% in 2016. People are choosing to live in Southwold even though their employment is elsewhere in the County and beyond.

Table 18: Employment by place of work, comparison of 2016 and 2021 (percentage shares), Southwold

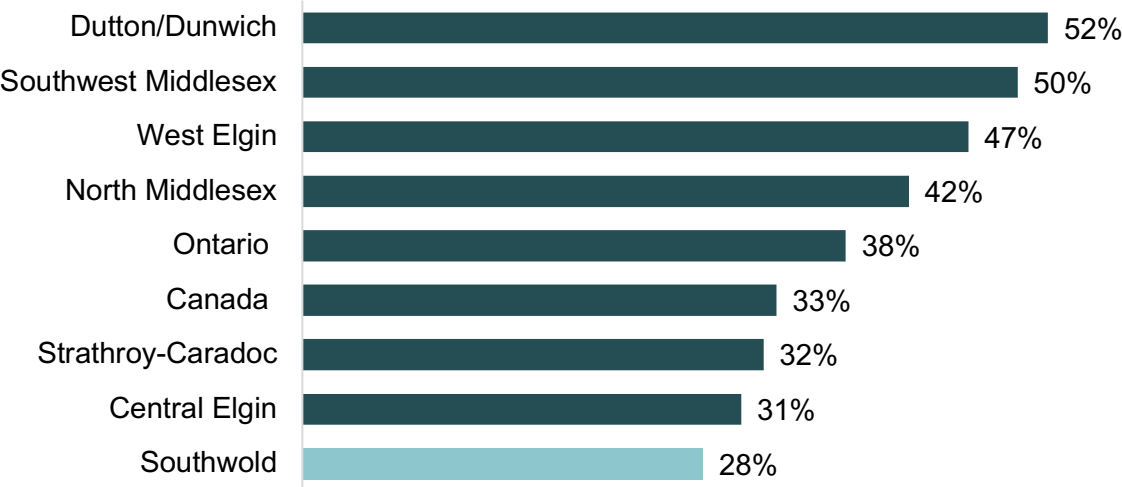
	2016	2021
Worked at home	10%	22%
Worked outside Canada	0%	0%
No fixed workplace address	14%	11%
Usual place of work	77%	66%
Work within municipality	11%	12%
Work outside municipality but in County	45%	49%
Work in a different county	44%	40%

Source: Statistics Canada 2016, 2021 Census.



Despite this very high share of workers who leave Southwold for work each day, a relatively small share have a long commute to their place of employment. Among those with a usual place of work outside the home, only 28% spend 30 minutes or more on their daily commute. This was the lowest share among the benchmark municipalities. Over half of all workers with a usual place of work outside the home in Dutton/Dunwich and Southwest Middlesex spend at least 30 minutes on their one-way commute.

Figure 13: Percentage of the workforce with a 30-minute one-way commute each day*



*Among those with a usual place of work (outside the home).

Source: Statistics Canada 2021 Census.

Table 19 shows the commuting pattern for workers living in Southwold. This data could have been influenced by the COVID-19 pandemic but the impact was likely limited as the 2016 Census found similar patterns. St. Thomas is the top destination – attracting nearly four out of 10 that live in Southwold and commute to a usual place of work every day. On the flip side, St. Thomas is also the source of the most workers who are employed in Southwold (24% of the total). Interestingly, Chatham-Kent is a top source of workers for Southwold employers but the Census did not find any Southwold residents commuting to Chatham-Kent for work among those with a usual place of work outside the home.



Table 19: Commuting for work - sources/destinations, Southwold (2021)*

Live in Southwold, work in:	#	%	Work in Southwold, live in:	#	%
St. Thomas	580	39%	St. Thomas	310	24%
London	480	32%	Chatham-Kent	275	21%
Southwold	175	12%	London	270	21%
Central Elgin	85	6%	Southwold	175	14%
Dutton/Dunwich	55	4%	Central Elgin	60	5%
Strathroy-Caradoc	30	2%	Lakeshore	40	3%
Aylmer	20	1%	Malahide	30	2%
Malahide	15	1%	Aylmer	25	2%
Middlesex Centre	15	1%	Middlesex Centre	20	2%
Ottawa	10	1%	Windsor	15	1%
Mississauga	10	1%	St. Clair	15	1%
Waterloo	10	1%	South-West Oxford	15	1%
Ingersoll	10	1%	Strathroy-Caradoc	10	1%
Total outward commuters	1,495		Leamington	10	1%
			Dutton/Dunwich	10	1%
			Bayham	10	1%
			Total inward commuters	1,290	

*Among those with a usual place of work (outside the home). Minimum 10 persons.
Source: Statistics Canada 2021 Census.

Women in Southwold were far more likely to be working from home in 2021 than men. As shown in Table 20, 27% of women and 18% of men worked from home. Among the benchmark municipalities, Southwold had the highest share of women working from home (tied with Central Elgin).



Table 20: Percentage working at home by gender

	Men	Women
Southwold	18%	27%
Central Elgin	18%	27%
Dutton/Dunwich	17%	23%
West Elgin	16%	24%
Southwest Middlesex	17%	18%
Strathroy-Caradoc	15%	22%
North Middlesex	20%	26%
Ontario	26%	33%
Canada	22%	27%

Source: Statistics Canada 2021 Census.

3.10 INDUSTRIAL PROFILE

This section reviews the industrial profile of Southwold based on Statistics Canada's business counts survey. As of June 2022, there were 156 employer establishments in Southwold (all industries, including the public sector) and another 437 non-employer establishments (these are typically micro-businesses with no formal employment, who have reported at least \$30,000 in annual sales to the Canada Revenue Agency). The industries that have the most of these non-employer businesses include agriculture (e.g., small farms), construction (e.g. sole proprietors without employees), real estate agents and personal services providers (e.g. hair stylists).

Establishments by size

According to the business counts data, there was a decline in the number of both employer and non-employer establishments operating in Southwold between 2015 and 2022. The number of employer establishments dropped by 24 (13%). There were three large employers (100+ employees) in 2022 down from five in 2015. These losses occurred before 2019 and were not a result of the pandemic. Table 21 also shows that between 2019 (pre-pandemic) and 2022 the number of employer establishments increased by 13.

Like most places across Canada, Southwold's economy is made up of mostly small firms. In 2022, 60% of employer establishments had less than five employees and 92% had less than 20 employees. There were only three employers in Southwold with 200 or more employees.



Table 21: Establishments by employment level, Southwold

	2015	2019	2022	# change (2015-22)	# change (2019-22)
Without employees	595	424	437	-158	+13
Total, with employees	180	143	156	-24	+13
1-4	108	84	93	-15	+9
5-9	41	32	34	-7	+2
10-19	15	11	15	0	+4
20-49	10	11	9	-1	-2
50-99	1	0	2	+1	+2
100-199	3	2	0	-3	-2
200-499	2	3	3	+1	0
500 +	0	0	0	0	0

Source: Statistics Canada business counts, 2015, 2019 and 2022.

Table 22 shows the profile of the largest employers in the Southwold. There is one large manufacturer, a facility providing support activities for crop production and an aboriginal public administration operation. In 2019 and 2015 there was a large nursing home and community care facility shown in the report. By 2022, the nursing home was shown as having less than 100 employees and the community care facility was not shown as an active establishment.

Table 22: Change in the number of large employers (2015-2022), Southwold

Year:	#	Largest employers (at least 100 staff)
2015	5	Plastic window and door manufacturer, aboriginal public administration, greenhouse operation, nursing home, community care facility for the elderly
2019	5	Plastic window and door manufacturer, aboriginal public administration, greenhouse operation, nursery and tree production facility, nursing home, community care facility for the elderly
2022	3	Plastic window and door manufacturer, aboriginal public administration, and support activities for crop production*

*The nursing home dropped to below 100 employees in 2022 and the community care facility was not included as an active establishment in 2022.

The greenhouse operation in 2019 could have been reclassified into the support activities for crop production in 2022. Source: Statistics Canada business counts, 2015, 2019 and 2022.



Establishments by industry sector

Table 23 shows the business counts for Southwold by top level industry group in 2022, 2019 and 2015. Most industries saw a decline in the number of employer businesses before 2019, and an uptick in most since. The industries with an increase in the number of businesses included construction firms, transportation firms, health care establishments and accommodations and food services firms.

The sectors with the most employer establishments in 2022, in order are:

- Agriculture, forestry, fishing and hunting (35)
- Construction (30)
- Transportation and warehousing (14)
- Other services (personal services) (12)
- Administrative and support, waste management and remediation services (9)
- Health care and social assistance (9)
- Professional, scientific and technical services (8)
- Retail trade (7)
- Manufacturing (6)



Table 23: Business counts by main industry groups and year, Southwold

NAICS Code	2015	2019	2022	# change 2015-2022	# change 2019-2022
Total	180	143	156	-24	+13
Unclassified	5	5	5	0	0
Sub-total, classified	175	138	151	-24	+13
11 - Agriculture, forestry, fishing	42	33	35	-7	+2
21 - Mining, quarrying, oil and gas	0	0	0	0	0
22 - Utilities	0	0	1	+1	+1
23 - Construction	28	26	30	+2	+4
31-33 - Manufacturing	8	6	6	-2	0
41 - Wholesale trade	7	5	6	-1	+1
44-45 - Retail trade	12	10	7	-5	-3
48-49 - Transportation and warehousing	12	11	14	+2	+3
51 - Information and cultural industries	1	0	1	0	+1
52 - Finance and insurance	3	1	2	-1	+1
53 - Real estate and rental and leasing	7	6	4	-3	-2
54 - Professional, scientific and technical services	15	7	8	-7	+1
56 - Administrative and support*	6	10	9	+3	-1
61 - Educational services	0	0	0	0	0
62 - Health care and social assistance	7	7	9	+2	+2
71 - Arts, entertainment and recreation	1	1	1	0	0
72 - Accommodation and food services	4	1	4	0	+3
81 - Other services (except public administration)	19	12	12	-7	0
91 - Public administration	2	2	2	0	0

NAICS North American Industry Classification System

*includes waste management and remediation services

Source: Statistics Canada business counts, 2015, 2019 and 2022.



3.11 MANUFACTURING PROFILE

In 2015, there were eight manufacturing firms with employees in Southwold. By 2019, the number had dipped to six and remained at six in 2022. Table 24 lists the number of employer manufacturing firms by detailed sector in 2015, 2019 and 2022. All but one manufacturer is relatively small having less than 20 employees. There is one firm in the plastic window and door manufacturing sector with more than 200 employees.

Table 24: Manufacturing firms by detailed sector and year, Southwold

2015 Counts	2019 Counts	2022 Counts
<ul style="list-style-type: none"> • Other animal food manufacturing • Wineries • Wood container and pallet manufacturing • Digital printing • Plastic window and door manufacturing* • All other miscellaneous fabricated metal product manufacturing • Other metalworking machinery manufacturing • Wood kitchen cabinet and counter top manufacturing 	<ul style="list-style-type: none"> • Other animal food manufacturing • Wood container and pallet manufacturing • Plastic window and door manufacturing* • Glass product manufacturing from purchased glass • Other metalworking machinery manufacturing • Motor vehicle gasoline engine and engine parts manufacturing 	<ul style="list-style-type: none"> • Other animal food manufacturing • Wood container and pallet manufacturing • Plastic window and door manufacturing* • Glass product manufacturing from purchased glass • Other metalworking machinery manufacturing • Motor vehicle gasoline engine and engine parts manufacturing

*Reported at least 200 employees. All other manufacturers reported less than 20 employees in each period.

Source: Statistics Canada business counts, 2015, 2019 and 2022.

Agriculture

Farming represents the backbone of the Southwold economy. There were 156 farms in Southwold enumerated in the 2021 Census of Agriculture. There are 32 farms per 1,000 population in the Township. By comparison, there were 15 farms per 1,000 population in Elgin County and only three per 1,000 across the province.

The breakdown of farms by size (acreage) is similar in Southwold to the province overall. There is a slightly larger share at the largest farm size (1,120 acres and larger) with eight farms in total (Table 25).



Table 25: Farms by size, % of total, 2021

	Ontario	Elgin	Southwold
Less than 70 acres	32.9%	37.3%	32.1%
70 to 239 acres	40.0%	34.8%	40.4%
240 to 399 acres	11.2%	11.0%	10.9%
400 to 1,119 acres	12.7%	12.2%	9.0%
1,120 acres and larger	3.0%	4.0%	5.1%

Source: Statistics Canada Census of Agriculture, 2021.

Less than half of the farms reported hiring paid agricultural workers. There were 177 agricultural workers in 2020 of which 110 were seasonal or temporary workers. The agricultural worker numbers does not include family members in the farming workforce.

Southwold farmers produce a wide range of crops and animals. There are nearly 45,000 acres dedicated to field crops and hay of which Southwold has a particular focus on winter wheat, soybeans and alfalfa. Southwold farmers produce a relatively large number of chickens, eggs, pigs, sheep and cattle (more beef cows than dairy). There is relatively little fruit production with the exception of apples and only a modest amount of vegetable production with the exception of green peas and greenhouse cucumbers.

Table 26 shows the commodities for which Southwold has a high concentration of production. The production levels are compared to the County and the province overall.

A few highlights:

- Relative to population size, Southwold farmers produce 22 times more eggs, nine times more chickens, 22 times more pigs and six times as many beef cows as the province overall.
- Adjusted for population size, Southwold farmers have 15 times as many acres allocated for field crops and hay of which there is a relatively high concentration of winter wheat, soybean and alfalfa production.
- Southwold has over 100,000 square metres of greenhouse space allocated to cucumber production (82 times more than the province overall, adjusted for population size).
- Southwold has 27 times as much land allocated to apple production (relative to population size) as the province overall.



Table 26: Southwold Agricultural Profile, 2021

Agricultural Product	Amount:	Comparative analysis	Southwold	Elgin	Ontario
Egg production (#)	2.2 million	Per capita	445	57	20
Poultry (Broilers, roasters and Cornish production) (kg)	1.6 million	Kilograms per capita	321	106	38
Pigs (#)	29,893	Per 1,000 population	6,162	1,294	286
Total sheep (#)	480	Per 1,000 population	99	78	23
Cattle (#)	1,776	Per 1,000 population	366	308	113
Beef cows (#)	471	Per 1,000 population	97	31	16
Total area of field crops & hay (acres)	44,987	Acres per 1,000 pop.	9,274	3,397	621
Winter wheat (acres)	5,682	Acres per 1,000 pop.	1,171	391	80
Soybeans (acres)	16,734	Acres per 1,000 pop.	3,450	1,107	197
Alfalfa and alfalfa mixtures (acres)	1,863	Acres per 1,000 pop.	384	181	69
Greenhouse cucumbers (square metres)	101,269	Sq. metres per 1,000 pop.	20,876	n/a	255
Green peas (acres)	300	Acres per 1,000 pop.	62	16	1
Apples (acres)	148	Acres per 1,000 pop.	31	13	1

Source: Statistics Canada Census of Agriculture, 2021.

3.12 OTHER SECTORS: SUMMARY PROFILE

Construction

Statistics Canada reported there were 30 construction businesses with employees in 2022 and another 39 business without employees. The employer businesses by detailed sector are shown in Table 27. While the Statistics Canada counts database only provides employment in ranges, there were an estimated 180+ workers in the employer businesses in 2022. Among the non-employer establishments there were multiple trades-related companies including plumbers, painters, roofers and residential construction contractors.



Table 27: Employer establishments in the Southwold construction sector, 2022

Sector (NAICS):	Firms	Employees			
	Total*	1-4	5-9	10-19	20-49
236110 - Residential building construction	7	3	3	1	0
236210 - Industrial building and structure construction	1	1	0	0	0
237310 - Highway, street and bridge construction	1	0	0	1	0
238110 - Poured concrete foundation & structure contractors	1	1	0	0	0
238130 - Framing contractors	1	1	0	0	0
238140 - Masonry contractors	1	1	0	0	0
238150 - Glass and glazing contractors	1	1	0	0	0
238220 - Plumbing, heating and air-conditioning contractors	4	2	0	1	1
238320 - Painting and wall covering contractors	1	1	0	0	0
238330 - Flooring contractors	3	2	1	0	0
238350 - Finish carpentry contractors	1	1	0	0	0
238910 - Site preparation contractors	4	3	0	1	0
238990 - All other specialty trade contractors	4	2	2	0	0
Total	30	19	6	4	1

*with employees. Source: Statistics Canada business counts, 2022.

Transportation and warehousing

There were 14 employer firms in the transportation and warehousing sector in 2022. This included 11 mostly small truck transportation firms (only one had between 10 and 20 employees), two support firms and one warehouse operation (with less than five employees). There has been an increase in the number of employer firms in this sector between 2015 and 2022.

Accommodation and food services

Statistics Canada counted two restaurants with employees in 2022 and three restaurants without any formal employment. There was one motel and one RV park (with employees). Statistics Canada reported four restaurants with employees in 2015.

Trade

In Southwold, there were seven retail trade firms (employer businesses) in 2022 down from 12 in 2015. The seven firms included two motor vehicle dealers and one parts store, two food stores, one gas station and one clothing store. There were another six wholesale trade firms including two farm products wholesalers, an agricultural suppliers wholesaler, a food wholesaler and a recyclable material wholesaler.



The business count survey included two more gas stations with employees in 2015, a florist and two building supplies/home improvement related employer businesses.

Professional and personal services

Statistics Canada counted eight professional services firms with employees in 2022 and 16 without any formal employment. The employer businesses included one legal services firm, an accounting firm, three architectural, engineering and related services firms, two firms in management, scientific and technical consulting services and one other firm. In 2015 there were two employer firms in the accounting sector, one IT services employer firm and six employer firms in management, scientific and technical consulting services.



4. Stakeholder Consultation

3.13 COMMUNITY WORKSHOPS/ FOCUS GROUPS

The Township of Southwold held four workshops with Council, staff and residents on May 9, 11 and 18, 2023, to seek feedback and identify gaps, opportunities and priorities for the Township's Strategic Plan.

Each workshop started with a presentation outlining the purpose of the Strategic Plan and the process through which it was being developed. Workshop participants heard some of the highlights of the economic and demographic analysis detailed earlier in this report. The workshops then turned into a discussion where participants were asked to provide their views on the current state of the Township, opportunities and their vision for the future and the main priorities moving forward. The key themes of the various workshops are summarized below.

Balancing a rural lifestyle with growing population

The workshop participants all valued Southwold's small-town feel, the rural landscapes and green spaces. They want to ensure that the increased demand for residential development does not impact the rural culture and unique identity of the communities in Southwold. Several expressed concerns that current by-laws were insufficient or were not enforced. They suggested offering more community events to welcome new residents. There was also a call for the diversity, equity and inclusion initiatives to support the growing diversity in the population.

Infrastructure needs

Additional infrastructure is needed to support the growing population in Southwold. Participants expressed concern about the significant capital and ongoing maintenance costs of the additional wastewater and road enhancements associated with the increased development. There was also wide recognition of the need for expanded and enhanced internet service throughout the Township. They advocated for the establishment of a growth plan to manage the infrastructure installation and expenses.

Protecting farmland

Concerns about retaining and protecting farmland in Southwold was a major theme. The participants recognize that agriculture is a key economic driver and important part of the cultural makeup of the community. Many of the participants said that the demand for residential development combined with recent provincial government policies threaten the Township's ability to support farmers and farming activity.



Complete communities

The participants identified a variety of family friendly programs and services that could be enhanced to address the needs of a growing population. They recognized a need for lower cost housing for young families and options for seniors. They would like residential development to fit with the rural character of the community.

Recommendations included establishing town squares, expanding programming and recreational facilities, and offering more community events. They also identified needs for enhanced road maintenance, snow removal and more frequent garbage pickup. The participants want greater focus on environmental practices and green spaces. They called for additional health care services to support the growing communities in Southwold.

Fiscal responsibility and accountability

Several participants expressed concerns about taxes and affordability. They would like to receive regular communications from Council with updates on programs and services, implementation of the strategic plan and efforts to manage costs.

Economic development and tourism

There is a strong desire for Southwold to be a prosperous, progressive, and desirable destination for business and visitors. Several participants noted the need for industrial and commercial development to support municipal capital and services expenditures. They see an opportunity for more commercial businesses to support the growing population. Several expressed a desire to contain the industrial development in the Talbotville area.

Priorities

Participants recommended the following areas as priorities for Southwold Council:

- Infrastructure
- Management of proposed development (by-law enforcement)
- Economic Development
- Communication and accountability
- Creating complete communities



Opportunities for enhancement

The participants also noted some specific areas for enhancement including the maintenance and upgrades of road including gravel road, tar and chip programs, traffic signals and snow clearing. Several participants called for efforts to address Shedden's four corners. There were also several recommendations to monitor and address the odour from the Green Lane Landfill and to restrict its expansion.

Detailed results of each of the workshops are included in Appendix D.

3.14 COMMUNITY SURVEY

An online survey was conducted between April 20 and May 22, 2023, to solicit public opinion and priorities related to the Township of Southwold Strategic Plan. The survey was available via the Township website and advertised using municipal social media pages, e-mail messages and postcards mailed to residents.

A total of 167 surveys were submitted and analyzed. The following section provides a summary of key findings from the survey with more detail included in Appendix C. This survey is non-random, self-administered survey and as such is not statistically significant or representative of the opinions of all residents. It does however provide an indication of resident perceptions and should be considered within the context of other input and engagement.

The majority (70%) of respondents live in Southwold with another 21% of participants who live and work in Southwold. Four percent of respondents work or own a business in Southwold but don't live Southwold. The majority of respondents (61%) were female and 35% were male. The largest share of respondents was between the age of 45 and 64 with 35% age 25 to 44 and 14% age 65 or older.

The resident tenure of the respondents is reflective of the changing nature of the community. The largest share (43%) has lived in Southwold for over 20 years. The next largest cohort has lived in Southwold between one and five years (23%), followed by 15% for six to ten years. A full 90% of respondents indicated that they owned their own residence with 4% reporting that they were renting.

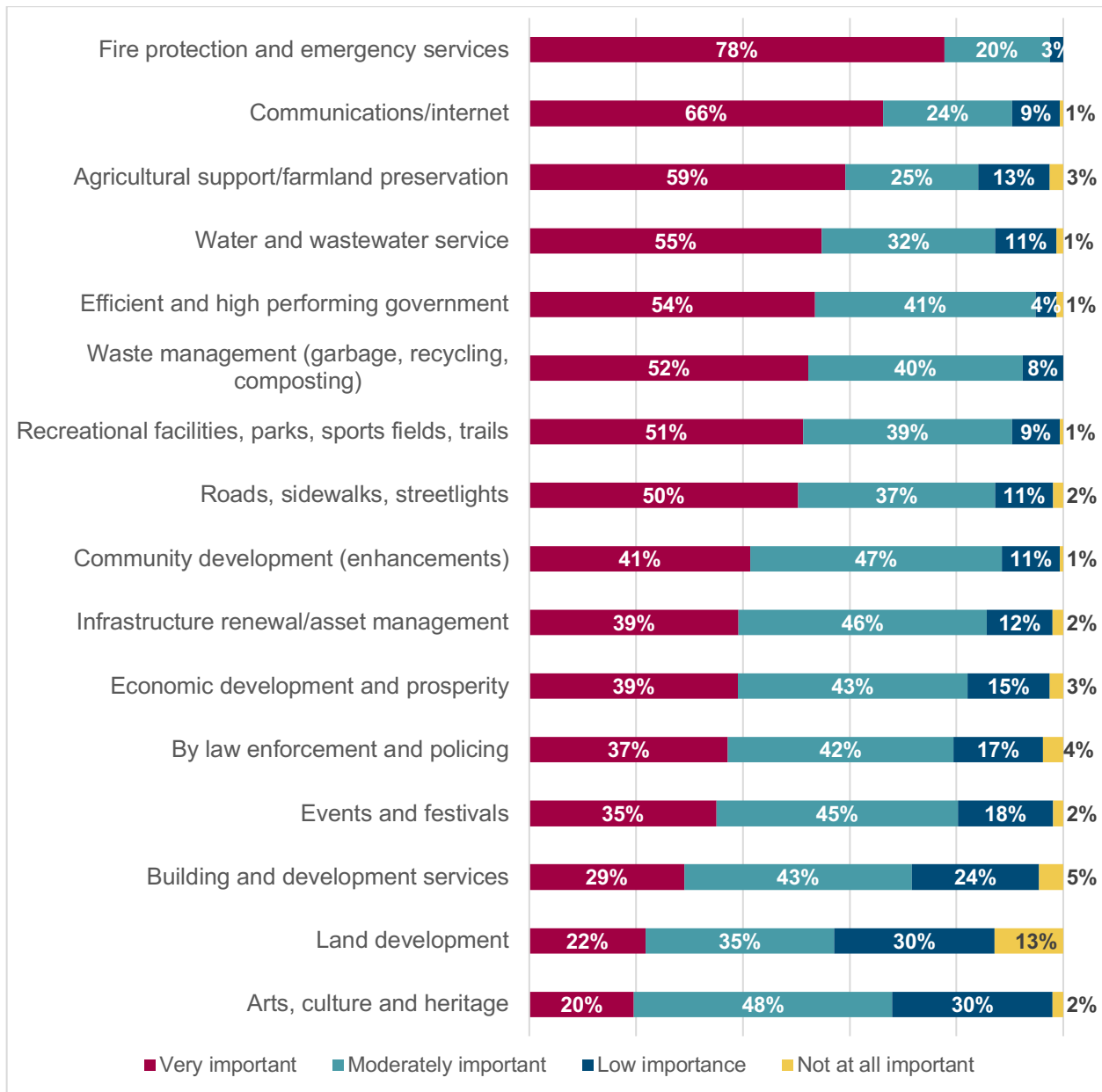
Over half of all households did not include any children under the age of 18. Of the 46% of households that included children, 20% had two children. Nine percent had one child and 9% had 3 children. Another 4% of households had four children and 4% included five or more children.



The most important services provided by the Township, as ranked by the respondents were:

- Fire protection and emergency services
- Communications/internet
- Agricultural support/farmland preservation
- Water and wastewater service
- Efficient and high performing government

Figure 14: Which of the services provided by the Township of Southwold are most important to you?

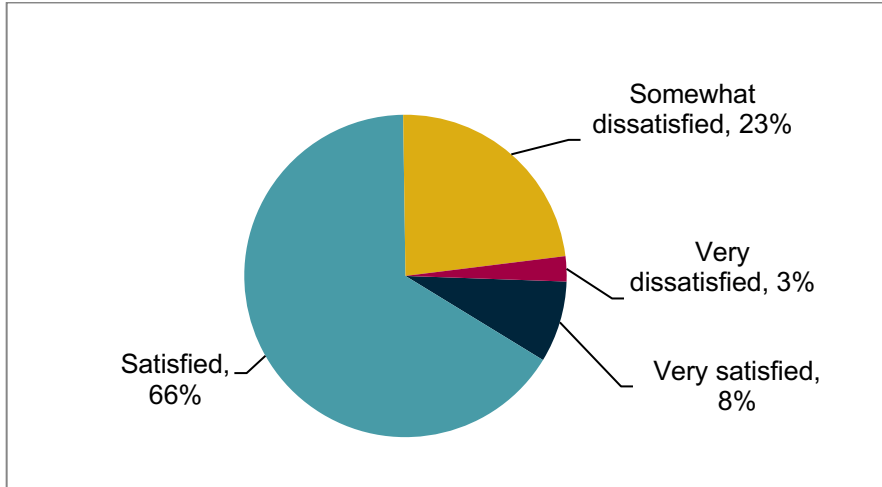


N= 167



The majority of respondents (66%) are **satisfied** with current Township services with another 8% who are **very satisfied**. Almost one quarter or 23% indicated that they were **somewhat dissatisfied**.

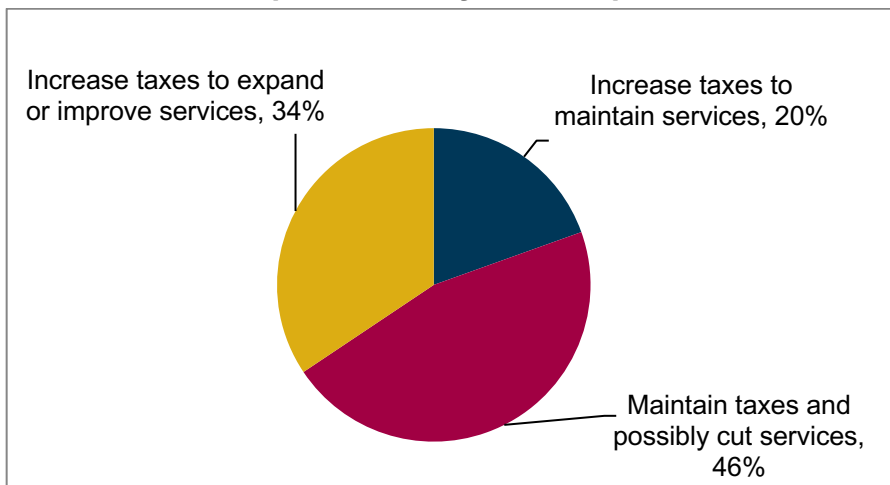
Figure 15: What is your level of satisfaction with current Township services?



N=159

When asked to consider that balance between taxes and services, just under half (46%) would prefer to maintain taxes and possibly cut services, 20% would favour increasing taxes to maintain the current level of services and one third (34%) would favour increasing taxes to improve services (Figure 16).

Figure 16: Local governments must balance the cost of delivering services with taxation. Which option would you most prefer in the Township of Southwold?



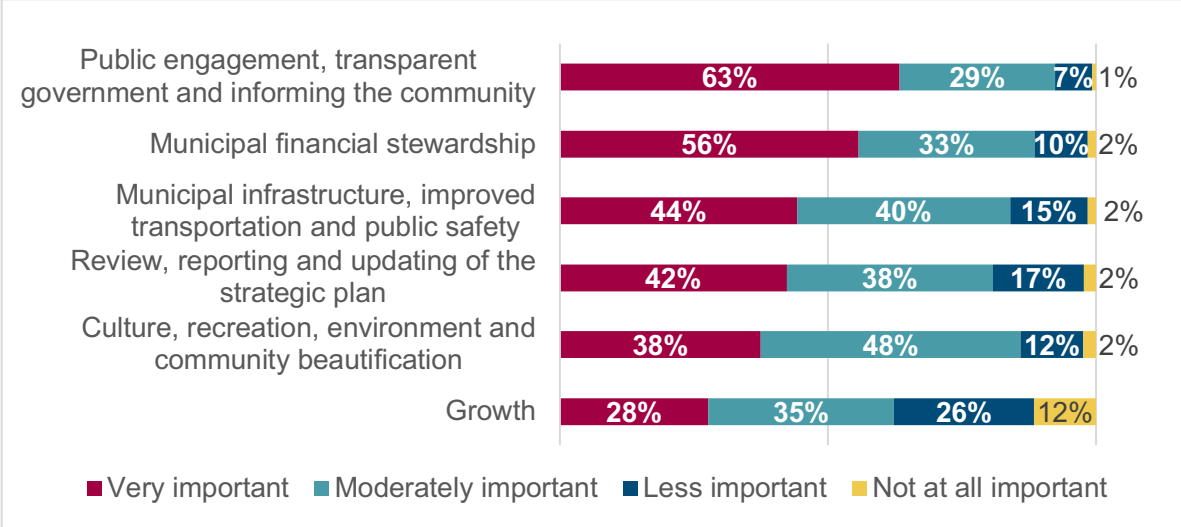
N=128

The respondents were asked to assess the goals established during the previous strategic plan. All the goals remained very important or moderately important to the majority of respondents. Public engagement, transparent government and informing the



community was the most important to the survey respondents, followed by financial stewardship and municipal infrastructure.

Figure 17: How important are these goals to you?



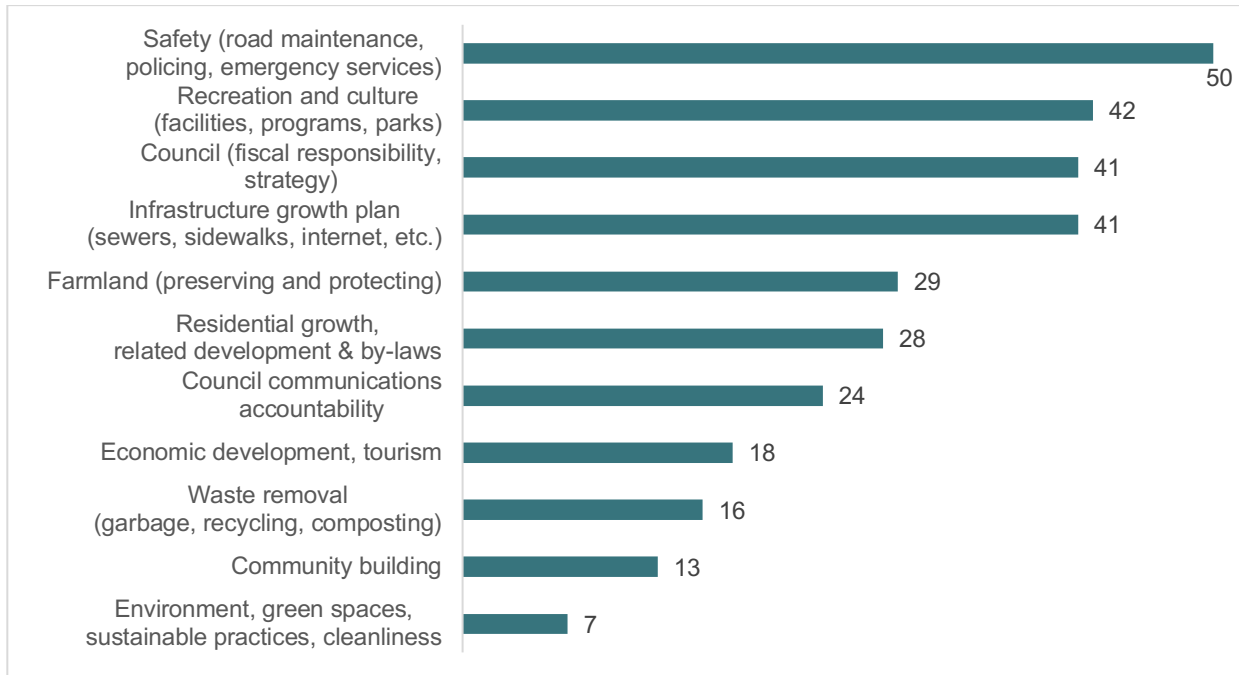
N=131

According to the survey respondents, safety should be a top priority for Southwold Council in the next term including road maintenance, traffic lights on some key intersections, policing and emergency services. They also identified a need for enhanced or expanded recreation and culture facilities, programs, and parks. There was a strong theme of fiscal responsibility including low taxes and efficient use of municipal resources. Many of the respondents referenced the need for a growth strategy to address the growing demand for infrastructure including sewers, sidewalks in key areas and internet services throughout the Township.

Protecting and preserving farmland was a common theme, often coupled with the need to effectively manage residential growth, related commercial activity and enforcing by-laws to manage the residential development. Council accountability and regular communications was a priority for many of the respondents. Other themes included greater activity in economic development and tourism development and waste management, including garbage, recycling and composting. There was also a call for place making and community building activities, beautification and environmental stewardship.



Figure 18: What are the top priorities for Southwold Council to focus on over the next Council term?



N=112

Several themes emerged when the respondents were asked to describe their vision for Southwold. They envision a welcoming rural community that has balanced residential development while protecting farmland. They want a prosperous community with the necessary infrastructure to support families and business. The Township should be safe and family oriented with recreational programs and activities to support the growing population across Southwold's small towns.



Figure 19: What would you like Southwold to look like in four years? Describe your vision for the community.











5. Strategic Priorities for Consideration

Strategic priorities are those factors that will have the most significant impact on the Township of Southwold's ability to best support its residents, businesses, and other community stakeholders.

The proposed strategic priorities, listed in no particular order, are key issues that have the potential to create a strong and resilient community that supports a superior quality of life for Southwold's residents.

	Managing growth	The community is experiencing unprecedented population growth. The Township should ensure new housing supports all residents' needs.
	Farmland protection	There is growing concern about the ability to maintain and protect farmland. Agriculture and farming are key drivers of the local economy and the community's culture and should be supported.
	Cost management and accountability	Residents want a clear understanding of Council's actions and efforts to manage costs. Regular reporting will be critical to building trust.
	Infrastructure	Addressing the demand and scale of needed infrastructure is a key issue. A growth plan would provide Council and staff with a long-range framework for the infrastructure needed to support anticipated growth.
	Complete communities	Residents are seeking a range of retail services, housing options, education, health services and community programs and amenities.
	Economic development	Southwold has the potential to attract commercial and industrial development to build its assessment base to support municipal services.



6. Next Steps

The Key Findings report marks the completion of Phase 2 of the strategic planning process. It provides a detailed review of Southwold's past economic and demographic conditions and the aspirations of its residents, businesses, staff and Council.

The next phase of the strategic planning process is to identify and confirm Council's strategic priorities. These strategic priorities, once confirmed, will be the foundation of the Strategic Plan developed in Phase 3.

Figure 20: Strategic Planning Process



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

Vision: The future state that the Township of Southwold is ultimately working towards.

Mission: The purpose of the Township, outlining what it does and why.

Goals: The broad end states Council wants to achieve.

Objectives: The desired outcomes as a result of the end state.

Actions: Specific actions that are assigned to individuals or organizations to achieve.



Appendix A Definitions

Commuting and commuting duration	Commuter times are only for those who have a formal place of work (not working from home or with no fixed workplace address).
CPP	Canada Pension Plan.
CRA	Canada Revenue Agency. Data from CRA provides insight into income trends by source.
EI	Employment Insurance. In this report, the EI figures are based on CRA data and include all EI programs (including parental leave).
Employment by industry	The number of people employed in specific industries using the North American Industrial Classification System (NAICS). This is based on where people live and not where they work.
Employment by occupation	The number of people employed in specific occupations using the National Occupational Code system. This is based on where people live and not where they work.
Employment rate	The share of the adult population (aged 15+) that is employed.
Firm intensity index	Compares the number of firms in a particular industry to the provincial level adjusted for population size.
Labour force	The adult population in a community that is working or actively seeking work at a given point in time. Annual labour force estimates (used in this report) for employment, unemployment, etc. are based on the average monthly figures for the year.
Location Quotient (LQ)	A location quotient (LQ) measures a region's industrial specialization relative to a larger geographic unit (usually the nation). An LQ is computed as an industry's share of a regional total for some economic statistic (earnings, GDP by metropolitan area, employment, etc.) divided by the industry's share of the national total for the same statistic.
Migration characteristics (% 5-year migrants by sources)	The share of the current 5+ population (2021) that was not resident in the community in 2016 – by source. Intraprovincial migrants came from other Census Divisions (counties) in Ontario; Interprovincial migrants came from other provinces; and External migrants came from outside Canada.



NAICS	The North American Industry Classification System or NAICS is used by business and government to classify business establishments according to type of economic activity in Canada, the U.S. and Mexico.
NOC	The National Occupational Coding (NOC) system is used by business and government to classify workers by occupational groups.
Participation rate	The share of the adult population (aged 15+) that is 'participating' in the labour market (either working or actively looking for work).
Unemployment rate	The share of the adult population (aged 15+) that is actively looking for work but not employed.



Appendix B: Document Review

TOWNSHIP OF SOUTHWOLD

Strategic Plan 2018 – 2022

The Township of Southwold 2018 to 2022 Strategic Plan was developed in 2018 by the previous municipal Council. The strategic plan included the following vision and mission, seven strategic goals with 21 strategies and 81 specific actions as summarized below.

Mission:

The Township of Southwold is committed to providing a healthy, safe community to all residents, businesses and visitors by providing services in an economical manner to further growth and prosperity.

Vision:

We envision the Township of Southwold as a thriving, community-oriented municipality that continues to grow and prosper by enabling and pursuing residential, agricultural and commercial growth opportunities through expansion of key municipal services.

The sense of community will be strengthened by promoting a wide variety of consumer-friendly services, such as health, culture, connectivity, parks and recreation.

Council and staff will serve the ratepayers of the community with a caring attitude focused on customer service.

	Goal	Strategic Goal
1	Growth	To promote residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
2	Culture, Recreation, Environment, & Community Beautification	Promote a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold
3	Municipal Infrastructure, Improved Transportation, and Public Safety	Provide improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
4	Municipal Financial Stewardship	To exercise good financial stewardship in the management of Township expenditures and revenues.



	Goal	Strategic Goal
5	Public Engagement, Transparent Government, and Informing the Community	To promote public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation
6	Review, Report and Updating of Strategic Plan	To ensure the plan is implemented in a timely manner and results are reported to the residents of the Township.

Each of the 81 actions were further defined by priority (low, medium and high) and proposed completion timeline.

Strategic Plan Updates 2019, 2020, 2021, 2022

The Township of Southwold has completed a report every year since the adoption of the 2018 Strategic Plan which provides an update on the 21 strategies outlined in the plan and the specific actions undertaken to fulfill the plan.

Township of Southwold Official Plan

The official plan sets out the Township of Southwold’s vision and goals and ensures that new development and land use planning decisions reflect local values.

Southwold’s Official Plan projected that Southwold Township would grow from 1730 households in 2019 to 2780 households by 2041. Employment was projected to grow from 1520 jobs in the Township in 2019 up to 1770 by 2041.

The greatest growth is anticipated in the settlement areas of Talbotville, Shedden, Fingal and North Port Stanley as outlined in the table below:

Community	Opportunities for expansion
Talbotville	Housing, employment, urban development based on full municipal services
Shedden, Fingal	Secondary focus, infilling and uptake of remaining greenfield areas. Full services to be extended in alignment with infrastructure policies
North Port Stanley	Moderate development growth on partial services for infilling.
Hamlets	Future growth is limited to small scale infilling

The Official Plan indicated there is a sufficient supply of land within the settlement areas to accommodate the 2041 growth forecast.

The Township’s employment areas are located in the communities of Talbotville and Shedden. Talbotville is the primary centre for commercial and industrial development.

The Official Plan stipulates that Southwold will work with its neighbouring municipalities and the County to protect the City of Toronto waste disposal facility from incompatible land uses while ensuring that there are no undue social and environmental costs.



The Official Plan recognized that Southwold is part of a larger regional market area it should support housing compatible with the scale of the development in the region. A review of housing supply indicated that there is sufficient land designated for a minimum of 15 years and zoned residential land in draft approved and registered plans for a minimum of 3 years. The Official Plan has established targets for new residential and mixed-use development to include a target of 20% affordable housing units. The 2041 housing demand is projected at 1050 residential units which will provide approximately 210 new affordable housing units.

The Township includes a policy framework to address the impacts of climate change. It includes promoting the settlement areas' structure, active transportation network, supporting County efforts to reduce greenhouse gas emissions and climate change action plans such including tree planting and enhancing tree cover.

The Township's environment and resource policies recognize the Township's natural heritage features. It includes policies to protect the habitat of endangered and threatened species, wetlands and watercourses.

Southwold's Land Use policies specify that agricultural uses have the highest priority in designated agricultural areas and discourage non-agricultural uses. The minimum farm lot size is 40 hectares. On-farm diversified uses must be secondary to the principle agricultural uses.

The Official plan supports home occupations which are subordinate to residential use with restrictions for uncharacteristic traffic, outdoor storage or other factors that would disturb peaceful enjoyment of other residential properties.

The Elgincentive Community Improvement Plan provides a range of incentives to stimulate economic growth and diversification, improve quality of place for residents and visitors and sustainability of the tax base. It also includes guidelines for the establishment of new Community Improvement Plans as required.

Economic Development Plan, 2020

The Township of Southwold Economic Development Plan was completed in two phases. A market threshold analysis was completed in 2017 and the strategic plan was completed in 2020. The plan included a vision, goals. Objectives and actions as summarized below.

Vision: Southwold Township is a thriving centre of economic opportunity for business and residents and a welcoming destination for visitors.



The Economic Development Plan included the following goals and objectives with 35 specific actions.

	Goal	Objective
1	Community Engagement	Leverage resident and business volunteer efforts to implement Southwold's economic development plan.
2	Investment Readiness	Provide the required elements to facilitate investment.
3	Branding/ Communication	Establish professional branding, marketing tools and messages to share Southwold's value proposition for residents and businesses.
4	Business Development	Bring increased commercial and community activity to the settlement areas in Fingal and Shedden. Attract and support a diversified business base. Expand Southwold's Tourism product offering.
5	Enhanced Infrastructure	Support business and residential infrastructure needs.

Southwold Parks Strategic Plan, 2014

The Parks Strategic Plan was created to establish a long-term plan for the five parks and the community centre owned by the Township. The plan noted an increased interest in active living with a desire for variety in fitness programming, easy to use facilities and pleasant physical activity environments.

The vision for Southwold Parks is as follows:

“We envision the Township of Southwold as a thriving, community-oriented municipality that continues to grow and prosper by enabling and pursuing residential, agricultural and commercial growth opportunities through expansion and delivery of key municipal services.

The sense of community will be strengthened by promoting a wide variety of consumer-friendly services, such as health, culture, connectivity, parks and recreation. Council and staff will serve the residents of the community with a caring attitude focused on customer service.”

The plan included the following recommended actions:

- Establish a Parks and Recreation Supervisor.
- Complete site plans for all outdoor facilities.
- Establish regular preventative maintenance and regular turf and grounds management programs.
- Replace diamond lights to LED fixtures at all three baseball parks.
- Location Specific Actions were also identified for all recreational assets.



The plan also recommended replacing the Fingal and Talbotville park committees with one committee with representatives from both communities, Council representatives and staff.

Development Activity as of April 11, 2023

The status of residential development in the Township of Southwold as of April 11, 2023, is summarized in the following table.

Settlement Area	Units Confirmed	Est. pop. for Confirmed	Units Estimate	Population Estimate
Ferndale	5	15	532	1596
Fingal	-	-	122	366
North Port Stanley	-	-	218	654
Shedden	-	-	344	1032
Talbotville	333	999	437	1311

The status of the estimated units ranges from background information and pre-consultation through to site plan agreement and construction of underground infrastructure. Proposed developments include a mixture of single-family dwellings, semi-detached, townhomes and condominiums.

ELGIN COUNTY

Official Plan Housing and Affordability Discussion Paper, 2021

For the purposes of this report affordable housing encompasses a range of housing types including low-cost market housing for homeowners and renters and on-market housing available at subsidized rates. This report provided possible policy options for the County's consideration including refinement of current policies and implementing new tools to encourage more affordability.

According to the report, the County is experiencing "a stronger demand for a larger variety of housing types and sizes to meet the diverse range and needs of residents and workers". As of the 2016 Census, single detached homes accounted for 78% of housing with 14% of units and apartment buildings or multi-unit buildings. At that time 75% of housing in Elgin was owner-occupied and the remaining 25% of housing stock was rented.

The report references the County's Official Plan which established a minimum target of affordable housing at 20% of the housing stock.



The report references recommendations from the Long-Term St. Thomas Elgin Affordable & Social Housing Strategy including:

- Implementing an Affordable Housing Community Improvement Plan
- Incentives such as a development charge waiver, tax increment financing, amendments to municipal official plans to permit secondary residential units and garden suites
- Strengthening affordable housing targets
- Implementing inclusionary zoning policies

The Elgin County Housing & Homelessness Needs Assessment included a series of recommendations to address housing and homelessness in the rural municipalities of Elgin County. The policy recommendations include the following:

- Establishing a requirement for a minimum of 20% of development in municipal to be affordable housing in municipal official plans
- Amending bylaws to support greater housing density, multi-use residential as of right and reducing parking requirements
- Supporting the creation of second units
- Exploring incentives for affordable housing
- Establishing policies to review municipal and County land for housing suitability prior to selling.

Draft Official Plan, 2023

The draft Official Plan is intended to provide a County-wide planning framework for managing growth and land use until 2043 and provide direction to local municipalities in their official plans, zoning by-laws, planning documents and local infrastructure decisions.

The Official Plan identifies the settlement area of Talbotville in the Township of Southwold as a Strategic Employment Area. Strategic Employment Areas are defined as follows:

- Large in scale and designed to accommodate large industrial users and/or operations with significant employment requirements;
- Located in close proximity to major transportation corridors or routes, including highways, railways, airports, and marine ports; and
- Ideally serviced by both municipal water and sanitary sewer service.



The Official Plan directs that Strategic Employment Areas be protected from conversion and incompatible development. Residential, large format retail commercial uses and large format office uses are not permitted in strategic employment areas. Local municipalities are encouraged to develop and implement high standards of urban design, architecture and landscape architecture in the strategic employment areas to attract high quality employment opportunities.

The following section outlines the Official Plan strategic directions and objectives in nine categories:

Economic Development

- a. Identify and protect regionally significant employment areas, transportation corridors, and infrastructure facilities.
- b. Ensure that the County has an ample supply of industrial lands to accommodate all forms and scales of industrial uses.
- c. Encourage a strong and vibrant agricultural industry by protecting both agricultural operations and associated facilities and corridors needed for their operation.
- d. Reinforce the function of the County's main streets and downtown areas as cultural, administrative, entertainment, retail, and social focal points.
- e. Preserve and enhance historic, unique, and scenic routes, buildings, and communities that are defining features of the County and important to attracting tourism.

Housing

- a. Ensure a healthy supply of residentially designated lands, including redevelopment lands, for new housing opportunities.
- b. Ensure an adequate mix of housing types and tenures to address the current and future needs of households in the County.
- c. Ensure the development of housing that is affordable for most County households, including the protection of rental housing supply.
- d. Support and encourage the development of special needs and supportive housing types.
- e. Identify public real estate assets and funding opportunities from higher levels of government that could assist in the development of affordable housing



The Rural Area

- a. Preserve the agricultural and rural character of the County.
- b. Identify and protect the County's agricultural land base and protect agricultural operations from conflicting land uses.
- c. Ensure that lots are sized appropriately for servicing and sufficiently large enough to protect rural character and maintain flexibility for the agricultural industry.
- d. Ensure a vibrant rural area by permitting appropriate and compatible on-farm diversified uses and agriculturally related uses.
- e. Encourage the use of environmental best practices for development and redevelopment.

Settlement Areas

- a. Protect the unique small-town character of the County's settlement areas.
- b. Facilitate the creation of compact, complete, and pedestrian-friendly communities that provide equitable access to a range of local economic and social opportunities, centred around a vibrant main street or commercial core.
- c. Ensure that development and redevelopment utilizes land efficiently, as servicing will permit.
- d. Ensure that development and is appropriately located, safely accessed, and adequately serviced.
- e. Encourage the use of environmental best practices for development and redevelopment.

The Natural System

- a. Identify, protect, restore, and enhance, where possible, the natural system including its ecological features and functions.
- b. Require development proposals within, or adjacent to, the natural system to demonstrate that there will be no negative impact on the natural system, in some cases prohibiting development outright.
- c. Minimize negative changes to the quality and hydrological/hydrogeological functions of watercourses, lakes, aquifers, and wetlands.
- d. Recognize that watersheds are the ecologically meaningful scale for planning and use it as the foundation for considering cumulative impacts of development.



Transportation and Infrastructure Systems

- a. Establish an integrated transportation system that safely and efficiently accommodates various modes of transportation including automobiles, trucks, public transit, cycling and walking.
- b. Ensure that the construction of all infrastructure, or expansions to existing infrastructure, occurs in a manner that is compatible with adjacent land uses and with a minimum of social and environmental impact.
- c. Encourage the development of public facilities in appropriate locations at the right time to meet the needs of present and future residents.
- d. Protect the function of County Roads by only permitting development that would be compatible with that function, recognizing that local context needs to be taken into account where a County Road is located in an urban area.

Natural Resource Management Areas

- a. Identify and protect, where possible, natural resources deposits, areas where potential deposits exist, and extraction operations throughout the County.
- b. Encourage sustainable extraction practices and incorporate responsible rehabilitation of natural resource extraction operations into County planning approvals where possible.
- c. Ensure that extractive activities are carried out in a manner that minimizes environmental and social impacts.

Development Hazards

- a. Direct development to areas outside hazardous lands regulated by conservation authorities;
- b. Prohibit development on, or adjacent to, contaminated sites or former landfills except in accordance with provincial guidelines and regulations; and
- c. Respect the guidelines and regulations of conservation authorities, and the Province, as it related to both natural and humanmade hazards.

Cultural Heritage

- a. Encourage the identification of cultural heritage resources and protect, conserve, and enhance them.
- b. Ensure that all new development occur in a manner that respects the County's rich cultural heritage.



- c. Support the identification of archaeological resources and areas of archaeological potential.
- d. Ensure archaeological resources are conserved in accordance with Provincial requirements.

Transportation Master Plan Needs and Opportunities, 2022

The purpose of the Transportation Master Plan was to identify transportation needs and opportunities in Elgin County that will respond to contemporary and anticipated mobility needs, aligned with the County's growth management strategies.

The plan identifies 12 "Tier1" settlement areas which are places where homes, jobs, schools, services and parks are located in close proximity and may be the most suitable for public transit services or hubs. The County has not identified any Tier 1 Settlement areas in the Township of Southwold.

Driving is the predominant travel mode in the County. The County does not currently operate public transit services. There are several private companies that provide limited transit services in some areas in the community.

The trail network in Southwold consists of the following:

- Elgin Hiking trail – A north south corridor on the east side of the Township
- Trans Canada Trail – moving diagonally from St. Thomas to Lake Erie
- Great Lakes Waterfront Trail – along the south coast of the Township
- Other small municipal and conservation area trails

The Vision Statement is:

Elgin County's transportation network will be efficient, dependable and flexible in meeting the evolving needs of residents, businesses and visitors in travelling to, from and within the County, while reducing its impact on the environment. The network will support safe multi-modal travel options regardless of age, income or ability.

The goals of the Transportation Master Plan are as follows:

- Efficient County and Inter-Regional Connections
- Healthy Communities
- Economic Prosperity
- Environmental Protection
- Future Readiness
- Fiscal Responsibility



Preliminary recommendations that will be studied in subsequent reports include the following:

- Ensure the existing road network is optimized for efficient and safe movement of different travel modes.
- Expand active transportation network to address the needs of residents and visitors.
- Elevate the role of cycling for everyday travel.
- Explore the provision of transit to improve access and reduce single occupant vehicle trips.
- Establish a robust framework of supporting strategies and policies to maximize transportation infrastructure investment.

Vacant Employment Land Inventory

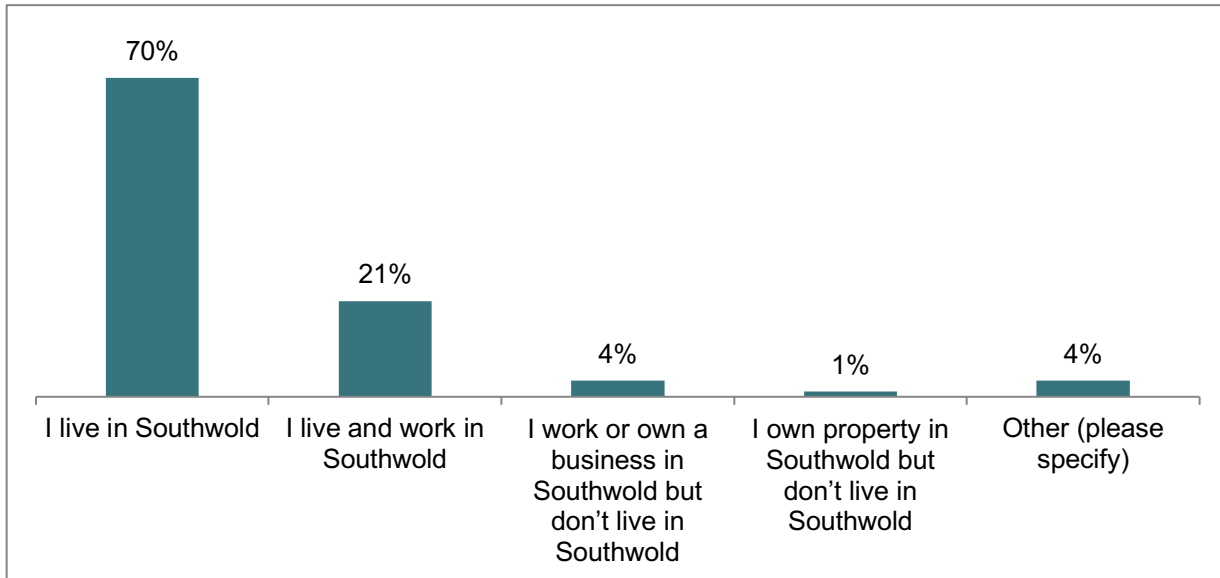
This document provided a directory of employment land throughout Elgin County. The following table provides a summary of the vacant employment land in the Township of Southwold at the time the inventory was completed.

Community	Residential area (ha)	Commercial area (ha)	Industrial area (ha)
Fingal	50.55	0.14	-
Frome	0.32	-	-
Iona	0.19	-	-
Lawrence Station	0.3	-	-
Paynes Mills	6.27	-	-
Shedden	55.24	0.05	4.5
Talbotville	135.23	3.32	881.57
Total	248.1	3.51	886.07



Appendix C: Detailed survey results

Figure 21: What best describes you? Living and working in Southwold



N=166

Figure 22: What is your gender and age?

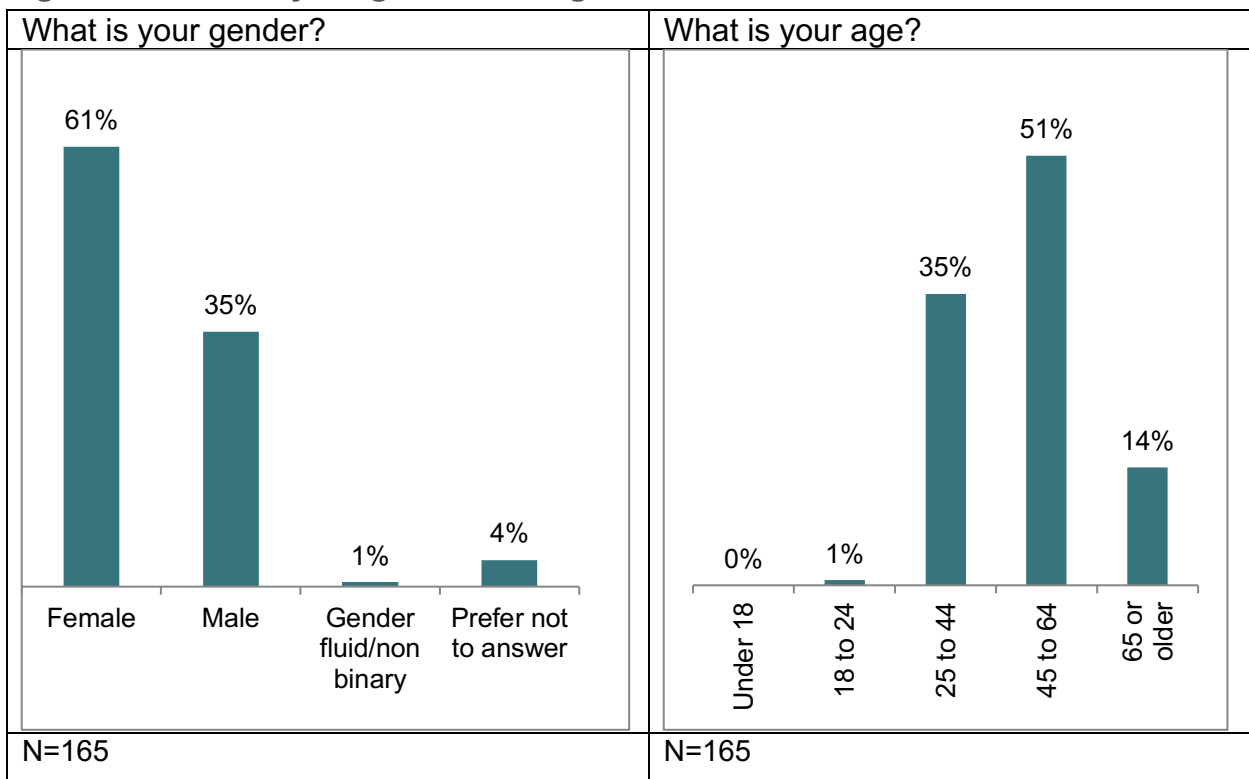
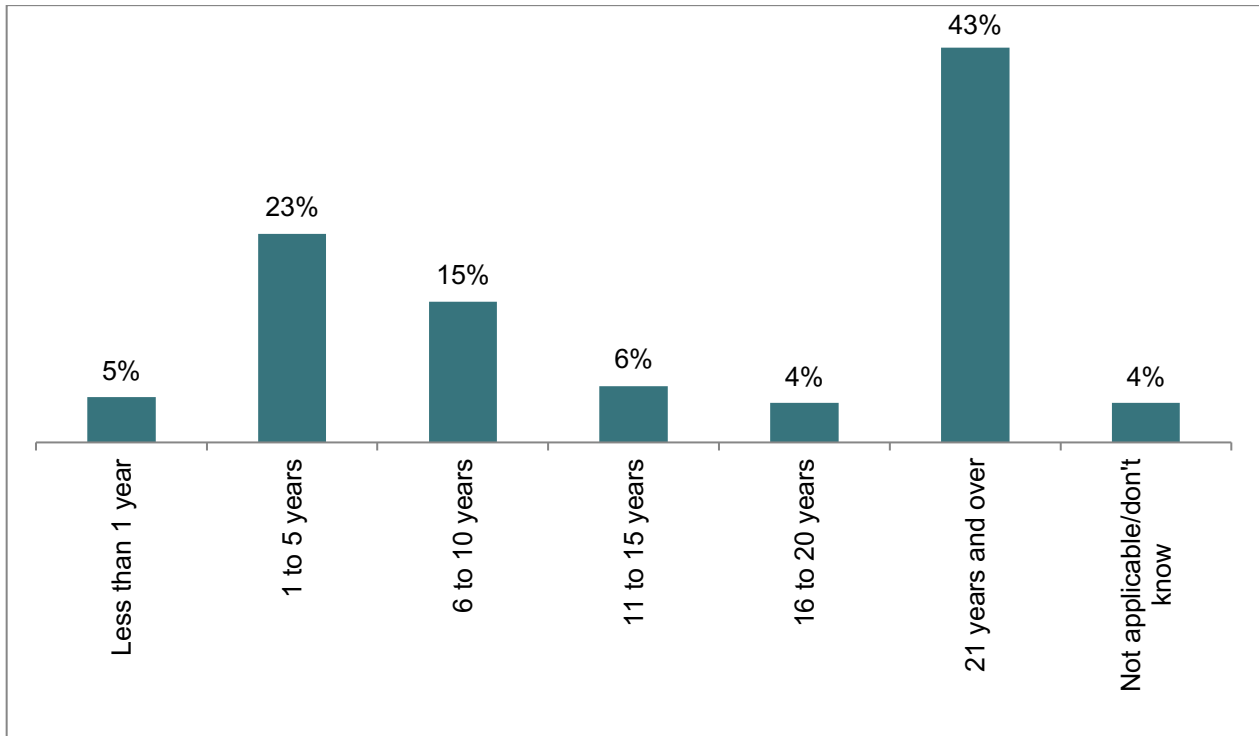


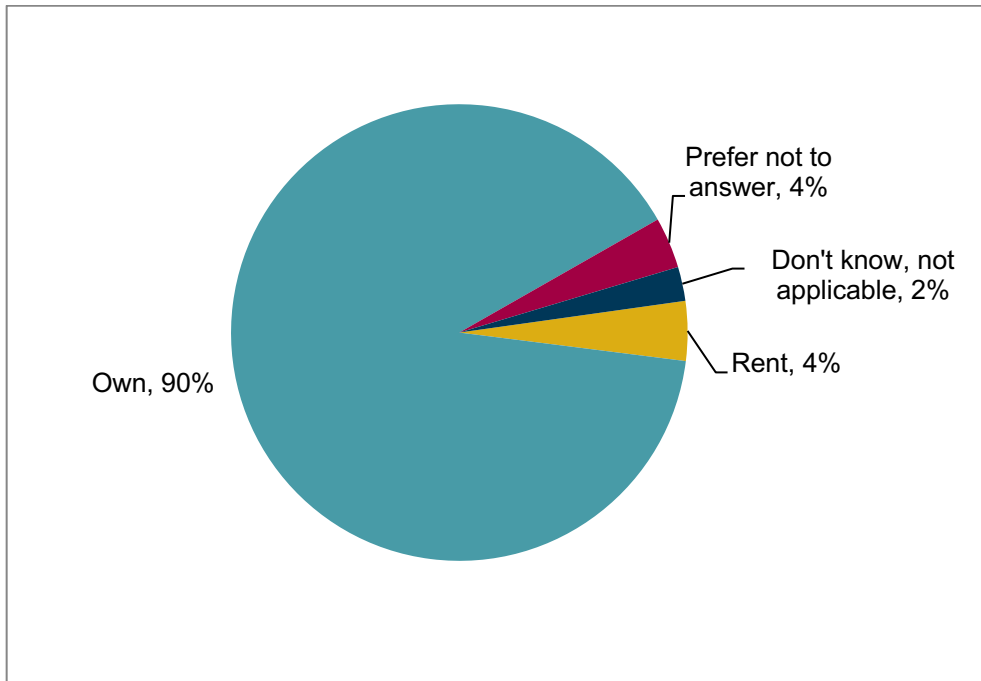


Figure 23: If you live in the Township of Southwold, how long have you been a resident?



N=164

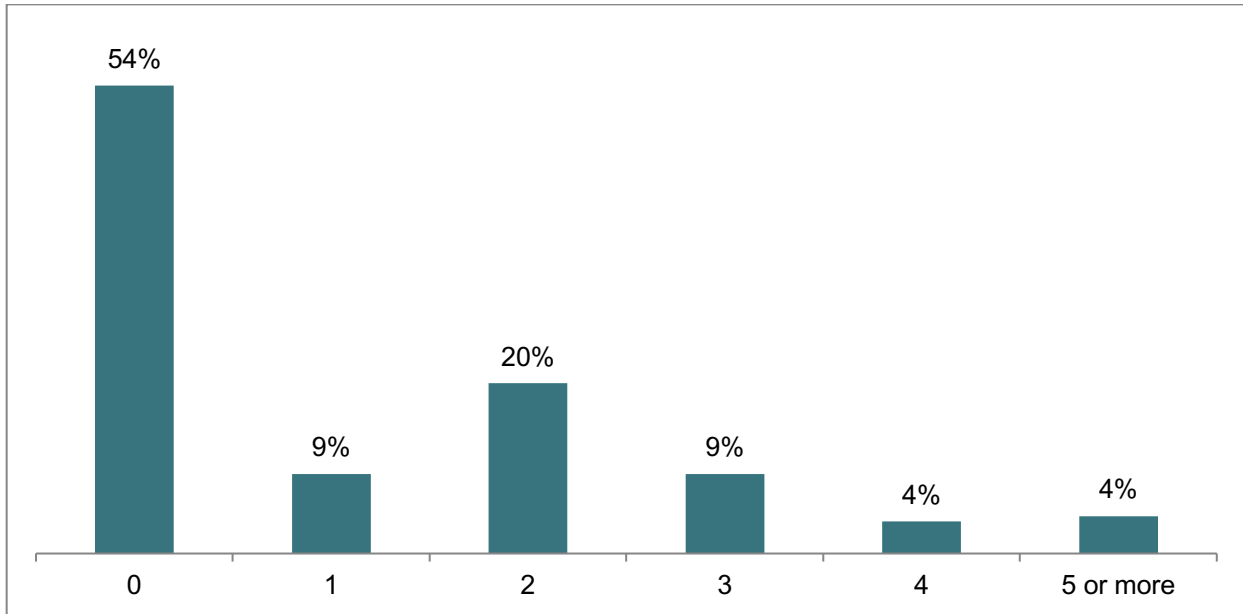
Figure 24: Do you rent or own your residence?



N=166

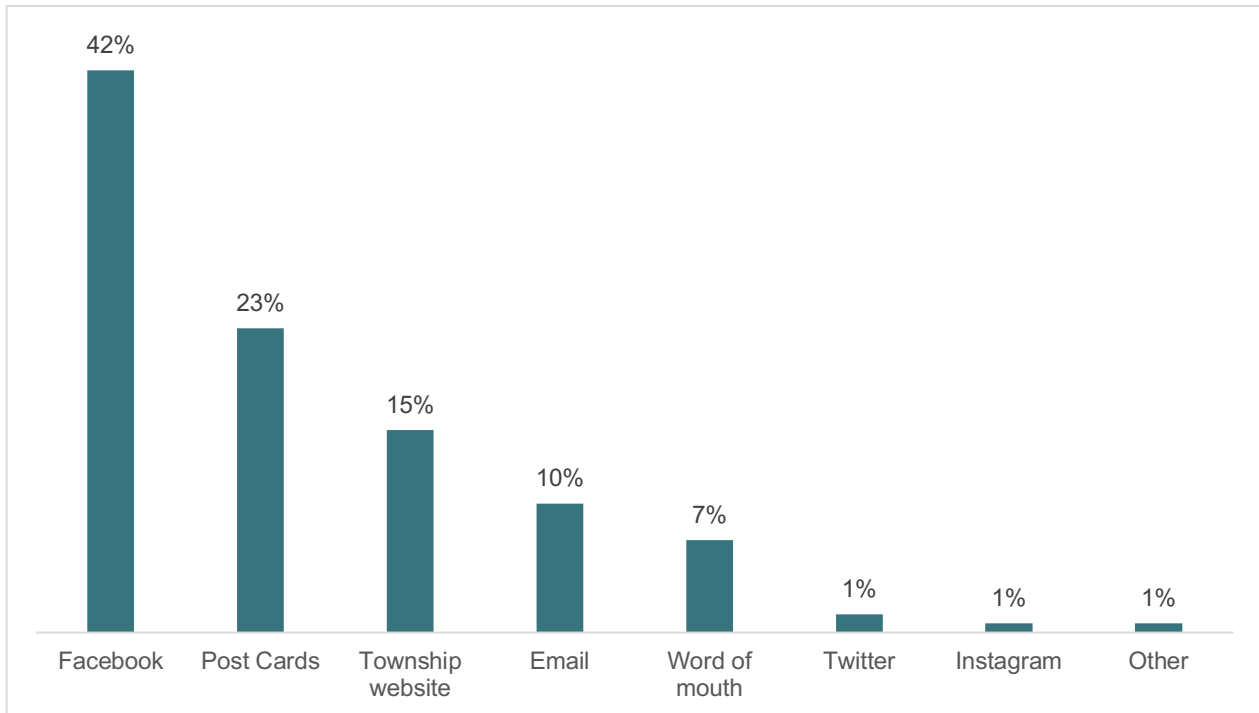


Figure 25: How many of your household members are under the age of 18?



N=163

Figure 26: How did you learn about this survey? (check all that apply)



N=125



Appendix D: Community engagement details

3.15 SOUTHWOLD MAY 11 COUNCIL WORKSHOP

Q1 What three words or phrases would you *currently use* to describe Southwold?

Growing x 5

Change
Diversity
Identity?
Ready for success
Challenging
Frugal

Wholesome
Quaint
Connected
Welcoming
Community oriented
Family

Q2 What three words or phrases would you *like to use in the future* to describe Southwold?

Economically diverse
Sustainable and resilient
Secure
Prosperous
Industrial growth
Affordable
Community oriented

Progressive
Thriving
Established
Diverse
Vibrant
Together
Clearer vision

Connected, engaged community x2

Q3: What aspects of the Township of Southwold do you value the most? What makes it a desirable place to live or work?

Rural fabric x4

Community connectedness – belonging x 3
Lifestyle – relaxed, accepting

Community - family

Picturesque
Valuable green infrastructure

Q4: What do you believe are the most pressing challenges facing Southwold?

of residential developments on the books
Challenge for staffing and infrastructure
Servicing industrial land x 7
Lack of local control over planning x 3
Maintaining wholesome rural character
Capital intensive projects in short window x3
Maintaining our boundaries x 2

Public transportation
Large changes/development nearby/regional change
Working shortage – lagging Canadian population
Shortages of amenities in the Township (retail, services, restaurants)
Retain natural heritage

Q5: What do you believe are the most significant opportunities facing Southwold?

Density makes residential more affordable (infrastructure is cheaper) x2
Leveraging Southwold's quality of life x4
Industry – greatest time – large track of industrial land x3

Volkswagen investment next door
Scale – ability to provide more services and businesses
Small business opportunities
Leverage green infrastructure.

Q6: Are there any specific issues or areas that you feel are not adequately addressed in our current Township plans or policies?

OP, zoning – more restrictions, requirements for developers – making density attractive x4
Community master plan – connection of development to the community x3
Walkability

Town squares and destinations (coffee shops, commercial) x6
Connectivity of residential development
Transportation (incl. active transportation)



Q6: How do you envision the ideal future for Southwold in terms of economic development, infrastructure, public services, and quality of life?

Connection between Fingal & Shedden (open space feel between trails, etc.
Diversity and resilience in employment
More commercial, industrial employment in Southwold
Less income gap – more middle class
Diversity of residential – various budgets in same development

Leverage green infrastructure x 3

Spend less on built infrastructure

Industrial tax paying businesses x 3

Less reliance on small # of businesses

Taxes to support greater investment in infrastructure, community assets x 4

Deeply connected, volunteer-driven community x 3

Open communication with residents

Welcoming to new residents

Sanitary for industrial/residential x6

Hydro for industrial

Q8: How will we know if we have been successful? What are the key measurements of success?

Good paying jobs

Resident retention

Lower taxes

Functioning sanitary sewers

Maintained quality of life – connections x5

Retain natural heritage

Strong volunteer involvement x2

Denser development

Managing sprawl x2

Farmland maintained



3.16 SOUTHWOLD MAY 11 COMMUNITY WORKSHOP

Q1 What three words or phrases would you *currently use* to describe Southwold?

Rural urban mix	Untidy
Beautiful farms	Rural
Great farmland	Small town x2
Roadsides need tidying	Affordable housing
Easy to travel to	Economical/ cheaper living x3
Sewage Plan	Low taxes x 2
Infrastructure having issues keeping up with development	Truthful incomplete
Growing almost too fast	Safe x2
Traffic control in new development	Thriving
Bylaw enforcement	Friendly
Road work needed	Expanding
Industrial development	Growing x6
Lots of sports available	Very busy
Bus transit	Change from neighbours to not knowing people
Haphazard Planning	Good/great/nice place to live x4
Pavement downhill from Fingal Line to Sunset Drive	Community focused x2
	Friendly
	Volunteerism

Q2 What three words or phrases would you *like to use in the future* to describe Southwold?

Slow down housing	More open space
Limit subdivision development	Mainly agriculture safe
More housing for seniors	Be more open
More affordable housing	Productive
Beautify homes and lots	Progressive
Diverse	Innovative
Accommodating all family dynamics (seniors, young families, working class)	Safe
Not to leave behind current residential (sidewalks, streetlights)	Community focused
Better informed residents	Pride in community
Less city slickers not wanting farms	Stability property taxes
Better (more) rental properties	Great farmland
Growing in population	Lower taxes
Growing ???	Low taxes
New school	Safe for all
Growing in population	Less taxes
Low taxes	Affordable
Low property taxes	More road maintenance
Council who actually work together	Road people to want to keep clean and maintained.
Secure/ in charge	Sewers needed
Unified	Need training for grader operators
Volunteerism	Be more community oriented
More industry	Future fibre internet
Not too crowded	Better internet
Less development – keep it country	Pedal bike friendly
	Hopeful for better rural roads



Q3: What aspects of the Township of Southwold do you value the most? What makes it a desirable place to live or work?

Low/stable property taxes	Rural (large properties)
Comfortable, safe place to live	Room for growth
Ease of access to amenities	Sense of community
The work the office staff do	Rural – room to move
The open farm land	Walking trails
Friendliness of our citizens	Community events (school, fair, Rosy Rhubarb, tract pull)
Safe	Community groups (optimists, SCPA, lodgers)
Rural connections	Lower taxes
Respect culturally	Easy access to services
Peaceful	

Q4: What do you believe are the most significant challenges facing Southwold?

Road conditions	Road maintenance
need for industry	School capacity and access
Rental properties needed	Policing bylaw enforcement
Maintain prime agricultural land	Public transportation
Keep the township tidy	More medical services
Keep different communities in the Township unified	Council working together
Better internet services	Development too fast with no foresight
Building at schools	Loss of adversity
New residents not being aware they are part of Southwold not St. Thomas	Need to revise buffer zones (streams drainage)
No coffee shop to bring citizens together	Housing for seniors
Increase in traffic and the speed of that traffic	Agricultural challenges
Access to public transit	Controlling operational costs
Senior housing that is affordable	Need full-time councillors
Merging interest of rural and urban households	Wetland decreasing fast
	Woodlots management

Q5: What do you believe are the most significant opportunities facing Southwold?

Attracting new manufacturing businesses	Rail trail
Enforcement of environmental requirements	Control growth
Identifying challenges farmland for new business	Residential, commercial and industrial development
Growth for housing	Creating sustainable services (sewage treatment, environmental)
Jobs in construction	Planning opportunity
Industrial growth	Maintain farming community
Skilled agricultural workers	Keep citizens better informed
Senior housing	To plan future growth with all citizens in mind
Maintaining agricultural ground	To develop organizations and events to bring all citizens together
Maintaining roads	To maintain farmland and green spaces
Rural development	
Create provincial park & more parkland (Fingal)	
Campgrounds	

Q6: How do you envision the ideal future for Southwold in terms of economic development, infrastructure, public services, and quality of life?

Fully integrated rural/urban community	A council that keeps citizens fully informed.
Increased local employment	Communicate rather than having news spread by the grapevine
Better control of landfill environment	New development to be as green as possible i.e. solar panels on new homes



Maintain safe communities, proper funding of police
Have infrastructure in place to facilitate “green” transportation (electric charging places)
Use the already designated commercial property
Make smaller commercial properties
Services/businesses should pay commercial/business tax
Innovate systems with nature (e.g. drainage)
Collect carbon credits to lower tax base individually
“small” houses e.g. 4 plex, 1200 sq. ft
Utility costs stabilize via centralization of meters
Safe water
Mix of small family farms vs. huge farms to keep identity
Industrial development – jobs
Residential development – various housing types

What priorities should Council focus on over the next four years?

Responsible business development
Promotion of affordable housing development (single storey)
Maintenance of infrastructure
Severances fair and equally
Allow severances of woodlots to save woodlots
Protect wetlands and natural areas
Noise bylaw
Increase OPP presence.
Garbage stations for legal disposal
Bring STEAM back to the complex
Tax businesses appropriately
Communication – make information available.

Adequate schools
Policing/fire /ambulance/health care
Recreation – bike lanes, hiking trails, park development
Upgrades to equipment and training for personnel
All villages coming together to unite as Southwold Township
Communication – may be newsletter for those on the net i.e., sewage & building infrastructure
Equal sharing of budget to cover community needs for established and newly established areas including sewage.
Economic growth, slow and steady
Affordable housing for aging seniors
Knowledgeable, strong municipal government/Township

Take from past experiences and develop without causing long lasting issues
Work in stages
401 traffic and how it impacts the community
Pave or tar/chip more rural roads
Protect our farmland/green spaces
Keep the community neat and tidy to attract businesses and promote pride with residents
Communication with taxpayers – keep us informed
Eliminate use of sand on roads
Maintain ditches and roadsides, need more maintenance before weeds to seed



3.17 STAFF WORKSHOP MAY 18, 2023

Q1 What three words or phrases would you *currently use* to describe Southwold?

Rural x7

Agricultural
Small town feeling
Small town vibe
Homey
Friendly
Community
Community oriented
Polite
Engaging
vibrant
Active
Progressing/ progressive

Comfortable
Becoming more diverse
Quiet
Remote
Peaceful x 2
Leisurely
Frugal x 2
Low taxes
Minimal services (businesses)
Resistant to change (all of Elgin)
Growing x 4
Beautiful
Opportunity

Q2 What three words or phrases would you *like to use in the future* to describe Southwold?

Welcoming x 2

Diverse
Inclusive
Young demographic
Small town vibe
Serviced
Best public works building in the County

Progressive x 3

Attractive
Green
Quiet
Family oriented
Destination

Bigger
Affordable x 2
Steady
Cost effective to live in
Prosperous x 3
Thriving
Lots of employment opportunities
Economic stability
Rich
Economic hub
Balanced
Invested
Rich

Q3: What do you believe are the most pressing challenges facing Southwold?

Technology – internet access

Infrastructure (sewage, water, roads) and the ability to fund

Economic development
More industry
Business and personal services (grocery, fuel, medical)
Social services (day care)
Schools
More traffic
Garbage/landfill

Diversity and inclusion
Infrastructure services
Attracting local commercial businesses
Uncertainty of provincial policies
Inflationary pressure of infrastructure
Affordable housing
Lack of promotion/awareness
Changing social/demographic dynamics
Attracting/retaining staff to provide services
Council willingness to spend for services
Developable land

Q4: What do you believe are the most significant opportunities facing Southwold?

Growth (residential, industrial)

Industrial lands

Location x 2

Low taxes
Rural/Landscape

Parks & facilities
Increase level of service
Sustainability
Revenue opportunity (Amazon)
Active community



Q5: What aspects of the Township of Southwold do you value the most? What makes it a desirable place to live or work?

Affordable

Location – proximity to amenities

Parks/facilities

Quaint

Small town feel x 2

Location (parks/open space, good road infrastructure, clos to larger metropolis, reasonable tax rate, proximity to lake)

Family oriented

Rural-urban mis dichotomy

Q6: Are there any specific issues or areas that you feel are not adequately addressed in our current Township plans or policies?

Infrastructure (municipal building, sewer, water, roads, drainage

Facilities plan (Township overall, public works, Keystone, parks, plaza, storage building)

Technology - portal

Infrastructure plan (capital plan, servicing, facilities plan)

Better delineation between policies and planning (Council/staff)

Cultural, social, diversity, inclusion

Q7: How do you envision the ideal future for Southwold in terms of economic development, infrastructure, public services, and quality of life?

Living, working and playing in same community

More roads paved

Social services (providing programming, sports)

Public services/businesses (stores, restaurants)

Sanitary infrastructure

More recreational programming

Proper facilities for staff (present, future)

Developed industrial park

No gravel roads

Better waste management

Destination parks

Proper facilities for staff

Thriving local businesses

Multi-modal transportation network

Q8: How will we know if we have been successful? What are the key measurements of success?

Residents/businesses increase

Increased census growth over multiple periods

Parks/facilities being used/rented

More users doing/seeking services electronically

Growth

Top 100 employer/place to live

Fewer resident/ customer complaints

Bring in businesses to offer residents more amenities (more tax revenue + more amenities, better infrastructure)

Increased and retained industrial development

Increased municipal revenue

Preferred employed

Increased level of service (LOS)



COMMUNITY WORKSHOP MAY 18, 2023

Q1 What three words or phrases would you *currently use* to describe Southwold?

Developing	Beautiful, scenic
Growing x 2	Clean
Changing	Nice place to live
Sprawling	Friendly
Lack of growth	Family living
Small community	No plan
Rural x 4	Set in their ways
Tranquil	Identity
Quiet	Diverse/ not diverse/ more diverse

Q2 What three words or phrases would you *like to use in the future* to describe Southwold?

Growing/ growth/ increase in population	Outdoor recreation
Future-ready	Environmentally sustainable
Forward thinking	Environment driven
Accountability of council x 2	More services
Organized	More health care options
Trails that connect the County	Sewer in town
Outdoor recreation	Self -sustainable/ community supported
Environmentally sustainable/ driven	Choices for family (sports, shopping)
More affordable senior housing	Friendly, relaxing
Accommodation for different lifestyles	Fun place to live/welcoming
Trails that connect the county	Proud of heritage
	Tourism and residential destination

Q3: What aspects of the Township of Southwold do you value the most? What makes it a desirable place to live or work?

Proximity	Small businesses
Amenities (emergency services, beaches, community centres/events, small business)	Port Stanley
Room to move (less dense)	Beaches
Community – volunteer organizations, collaboration	emergency services
Tranquility,	Quiet
Neighbourly	Open space/ not too crowded
Ease of access to major highways	Opportunities
close to work	Lower taxes
Family living	Farmland
proximity to major cities, community events	Animals
community facilities	Municipal infrastructure (road clearing, maintenance, fire department, etc.)



Q4: What do you believe are the most significant challenges facing Southwold?

How do we support education for the large family/kid base
Maintaining low taxes as Southwold grows
Maintaining agricultural land
Maintaining wetlands

**Keeping a small community feel as we grow
Connecting the community through recreation**

A knowledgeable forward-thinking council

Infrastructure as we grow

Future ready (sewers, infrastructure)

No noise by-law, no short term rental by-law, need a Southwold By-law officer on staff

Policing
Leveraging incoming development
Active transportation (cycling paths, hiking trails)
Tourism destination (all towns not just Poet Stanley)

Utilizing empty commercial spaces

Aesthetically pleasing communities

Future ready (infrastructure, social services, active transportation)

Q5: What do you believe are the most significant opportunities facing Southwold?

Building walking trails on railway lines to St. Thomas

Senior security (affordable senior housing complex/increased medical resources)

Build a more robust small business opportunity (gas station, restaurants, coffee shops, etc.)

Find new ways to get township updates to the community (quarterly meeting, text messages etc.)

Transportation infrastructure

Developer near 401 (mainly commercial, some residential)

Q6: How do you envision the ideal future for Southwold in terms of economic development, infrastructure, public services, and quality of life?

Complete community – small businesses (coffee shops, restaurants), easy transportation, seniors' housing

Recreation – walking trails all over, parks community get together, walkable society

Sustainability – zero waste, clean environmental areas and wetlands

Safe community

Increased communication from Council

Strong volunteer base

Small town atmosphere

Strong identity/brand

Thoughtful development

Desirable destination (beautiful, vibrant)

Sanitary mains to all (field of dreams concept)

Proactive/forward thinking

Protecting and expanding amenities

Carpooling by the 401

Expanded medical services

Active lifestyle

Growth (amenities, services)

Strong identity

Q7: What priorities should Council focus on over the next four years?

Infrastructure (maintenance, expansion), parks community centres, sanitary sewers

Assess all impacts for proposed development (benefits and negatives)

Ensure developments are thoughtful and have infrastructure (e.g. traffic lights) in place

Tourism and residential destination

Brand/identity (small town atmosphere)

Complete community

Entice small business

Convert railways to trails (walkable community)

Honest open communication

Select diverse groups of volunteers for targeted strategic approach

Infrastructure

Senior housing and support

By-laws that address growth (noise, # of animals, short term rentals)





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 12, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-32

SUBJECT MATTER: Signage Branding

Recommendation:

That Council approve the revised signage branding with the dark background and Frame One sign shape.

Purpose:

To provide revised signage branding for Council consideration.

Background:

At the May 23rd meeting, Council directed those additional concepts for signs be investigated. Staff reached out to Cinnamon Toast for additional concepts that included darker backgrounds and alternate shapes.

Comments/Analysis:

Attached are additional signage concepts from Cinnamon Toast. The revisions maintain the Township's Brand Identity but illustrate signage with more dark background area and show a different shape for the signs. The concepts were shared with Council and Staff for feedback. Generally, the darker background for most of the sign was well received. The main information, being the facility or community remains highly visible and prominent. The logo still stands out on the dark background. Most responses favoured the "Frame One" sign shape. This is consistent with the existing sign shape. While frame two was viewed as more modern, it was also thought to be somewhat plain.

Financial Implications:

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

Strategic Plan Goals:

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

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

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

SOUTHWOLD ENTRY SIGN
FRAME ONE



SOUTHWOLD ENTRY SIGN
FRAME TWO



SOUTHWOLD FINGAL SIGN
FRAME ONE



SOUTHWOLD FINGAL SIGN
FRAME TWO



SOUTHWOLD FERNDALE COMMUNITY SIGN
FRAME ONE



SOUTHWOLD FERNDALE COMMUNITY SIGN
FRAME TWO



SOUTHWOLD HIGHWAY SIGN



SOUTHWOLD LIBRARY COMPLEX SIGN



SOUTHWOLD ENTRY SIGN
FRAME FOUR



SOUTHWOLD FERNDALE COMMUNITY SIGN
FRAME FOUR





**Township of Southwold
Parks Committee**

Report to Council

Recommendations from May 30, 2023

The Parks Committee met on May 30th, 2023, and recommends the following for Council consideration:

1. That the Shedden Open Space Park be renamed with participation from residents.
2. That the Township trails be named with participation from the residents.
3. That the following people are named as members of the Parks Committee:

Janice Fisher, Talbotville Member -at-Large

Ruth Quennville, Talbotville Optimist Club

Krista Ferguson, Talbotville Ladies Soccer

Michelle Lackey, Shedden Adult Soccer

Steve Bushell, Shedden Youth Soccer

Ross Burgar, Fingal Heritage Park

Lisa Bradish, Alternate Talbotville Ladies Soccer

Jesse Walker, Alternate Shedden Soccer



COUNCIL HIGHLIGHTS

TUESDAY,
MAY 23, 2023

IN THIS ISSUE:

Commemorating Oneida Heritage through Mural Collaboration

Advocating for Additional Funding to Support Terrace Lodge's Redevelopment Project

Chevron Signs to be Added to Imperial Road in Port Bruce to Address Safety Concerns

Local Festivals, Events, and Services to be Strengthened Through Council's Community Grant Program

On the Road to Progress: Evaluating Traffic Concerns in Vienna

Unanimous Support for Addressing Concerns over Changes to East Elgin Secondary School's Potential Boundary Changes

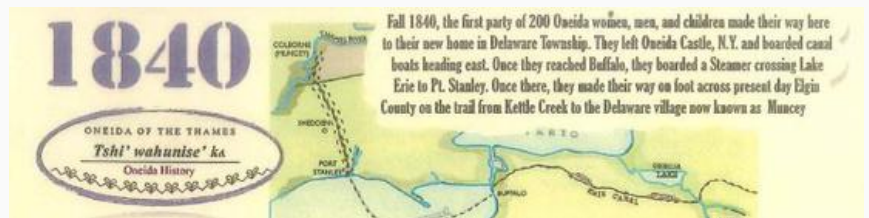


COMMEMORATING ONEIDA HERITAGE THROUGH MURAL COLLABORATION

Elgin County Council has given the green light for a mural to be placed on the west-facing external wall of the Elgin County Heritage Centre. The mural is set to showcase the 1840 journey of the Oneida Nation of the Thames, which saw them travelling from upstate New York, across Lake Erie, and through present-day Elgin County before settling on lands near the Thames River.

Elgin's Community and Cultural Services Department has forged a strong partnership with the Oneida Language & Cultural Centre in recent years. This has led to discussions on ways the two neighbouring communities can collaborate more closely on Indigenous programming and historical research.

This mural project will be painted on-site at the Oneida Language & Cultural Centre. These panels will be mounted together at the Heritage Centre to create a cumulative mural size of 8 feet by 16 feet. The project is set to be finished and installed by the end of 2023, with an unveiling ceremony planned for either fall 2023 or spring 2024.



ADVOCATING FOR ADDITIONAL FUNDING TO SUPPORT TERRACE LODGE'S REDEVELOPMENT PROJECT

The Ministry of Long-Term Care announced a Construction Funding Subsidy (CFS) Top-Up in November 2022 to aid in developing or redeveloping long-term care homes in Ontario. The funding was intended to speed up the creation of new long-term care beds before August 31, 2023, by providing eligible homes with an additional \$35 per bed per day.

Unfortunately, the redevelopment of Terrace Lodge (one of Elgin's three long-term care homes) is not eligible for the CFS Top-Up, as the development agreement was signed in March 2022. However, receiving the additional funding of \$35 per bed per day for 25 years would have been a significant boost for the project, as it could have supported most, if not all, of the debt repayment related to the capital loan taken out to rebuild Terrace Lodge. Moreover, this funding would benefit all residents of the County of Elgin by reducing the burden of debt repayment on the levy, particularly for Phases 2 and 3 of the project.

Council members have been actively trying to secure additional funding from the Ministry of Long-Term Care through delegations and meetings with Provincial officials. Staff have also discovered two other potential advocacy opportunities to support and advance Council's efforts to fund the Terrace Lodge Redevelopment Project.

CHEVRON SIGNS TO BE ADDED TO IMPERIAL ROAD IN PORT BRUCE TO ADDRESS SAFETY CONCERNS



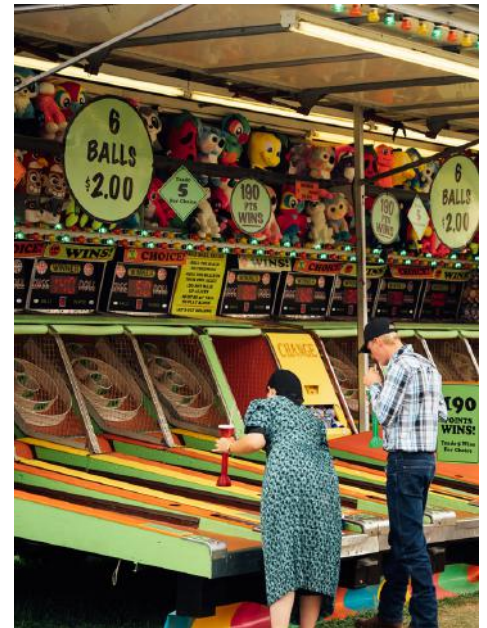
The Township of Malahide requested the installation of guard rails on Imperial Road in the Village of Port Bruce. In response, Council instructed staff to install Chevron alignment signs on the road instead, based on the Ontario Traffic Manual, along the horizontal roadway curve immediately north of Rush Creek Line.

Even though it's not required at this location, the installation of Chevron signs is a reasonable solution to address the safety concerns raised by the Township of Malahide. Elgin County staff will monitor the area to ensure these signs are effective.

LOCAL FESTIVALS, EVENTS, AND SERVICES TO BE STRENGTHENED THROUGH COUNCIL'S COMMUNITY GRANT PROGRAM

In 2020, the Rural Initiatives and Planning Advisory Committee established the Community Grant Program (CGP) to determine how the Council's grant budget should be distributed. Every year, community organizations have the opportunity to apply for either the Community Services or Festivals and Events streams.

During the May 23rd County Council Meeting, 13 grant requests were approved for a total of \$72,900, equivalent to \$3.68 per household. Additionally, the County will provide \$500 towards Fanshawe College's Personal Support Work Program.



ON THE ROAD TO PROGRESS: EVALUATING TRAFFIC CONCERNS IN VIENNA

In response to a request received from the Municipality of Bayham, Council directed staff to complete the following:

- Conduct a traffic and speed study on Plank Road located at Chute Line in Vienna;
- Review the 50 km/h speed limit zone on Plank Road situated at Light Line in Vienna; and
- Provide a report on their findings during an upcoming Council meeting.

UNANIMOUS SUPPORT FOR ADDRESSING CONCERNS OVER CHANGES TO EAST ELGIN SECONDARY SCHOOL'S POTENTIAL BOUNDARY CHANGES

The Town of Aylmer has expressed their concerns to the County Council regarding the proposed changes that would affect the East Elgin Secondary School catchment area. Elgin County Council unanimously supported the matter and requested the Warden to write a letter to the Thames Valley District School Board outlining their concerns about these changes.

For the complete May 23, 2023, County Council Agenda Package, please visit the Elgin County [website](#).



Tuesday, May 30, 2023

Elgin Federation of Agriculture
228-450 Sunset Drive
St. Thomas, ON.
N5R 5V1

To Ed Ketchabaw, Elgin County Warden, and fellow members of Elgin County Council,
Re: Helping Homebuyers, Protecting Tenants Act & the Proposed 2023 Provincial

We commend the government's initiative to address the housing crisis goal of building 1.5 million homes by 2031 while working to support Ontario's food production.

In Elgin County, Agribusiness is a vital contributor to the national economy, covering 130,000 hectares of land. Our thriving industry contributes a staggering \$558 million to the national GDP and creates 19.7% of jobs within the county. As such, it is an important sector that deserves continued support and investment.

We are asking Elgin County Council to provide our thoughts on the Helping Homebuyers, Protecting Tenants Act and the proposed 2023 Provincial Planning Statement (PPS) from the perspective of our rural and small urban communities to the Ontario Government to protect the future of the farming industry.

While agriculture is a crucial component of Elgin County's economy and culture, the proposed policy would permit up to three new residential lots to be created from a parcel of land that existed on January 1, 2023, subject to certain criteria. However, this could negatively affect other provincial and local interests, such as livestock farming, the availability of aggregate mineral resources, and the provision of municipal services.



The announcement of this legislation has sparked worries about the potential consequences of scattered residential development on farmland in Elgin County. The high prices of farmland are often driven by speculative investments that cause purchase prices to rise. The trend continues to make it increasingly difficult for future generations to acquire farmland as the cost of entry into farming becomes prohibitively expensive.

Merging urban and rural areas in Elgin County often increases tensions between residential neighbourhoods and agricultural land. These result in challenges for farmers, including difficulties in maintaining crop nutrition and protection, controlling wildlife, and carrying out necessary farm operations. These challenges usually lead to increased complaints to local municipalities regarding bylaws and regulations.

Bill 97 threatens both our food sovereignty and the agri-food sector. It undermines the importance of local food production and the need to buy locally to support our communities and ensure the sustainability of our food systems.

The proposed policy predicts farmland loss of approximately 510,000 acres in Ontario, with local estimates in Middlesex at 21,000 acres and Oxford estimating that 10% of farmland may qualify for the policy. The specific impact of this policy on farmland in Elgin County is still unknown and requires further investigation. To minimize the impact on agriculture, we can not further divide existing non-farm parcels within the agricultural area to provide additional rural housing opportunities.

Minimum Distance Separation (MDS) regulations impose strict guidelines on livestock operations to ensure they are located at a safe distance from residential areas and other sensitive land uses. While these regulations aim to protect public health and safety, they may also limit the growth and development of the industry. In Elgin, this legislation will make it virtually impossible for livestock operations to expand or establish



new operations when lots are severed to meet development requirements. This poses significant challenges for our food production industry in Elgin and hinders its future growth.

Elgin County has undergone an extensive Official Plan update process, including community engagement and significant amendments to the County's Official Plan. These legislative amendments will hinder the county's ability to address important rural land use matters crucial for our success and vitality.

Our organization has a strong partnership with the farmers in Elgin County, and we understand the significance of working together to support rural communities. With the current housing crisis, we must collaborate to find solutions. As Bill 97 proposes a new Provincial Planning Statement, we are eager to engage in discussions with the County of Elgin to ensure that the needs of the farming community are considered and addressed.

If you have any questions, we would be happy to answer them.

Sincerely yours,

Melissa Schneider

EFA President

NOTICE OF STUDY COMMENCEMENT

Highway 4 Widening and Proposed Talbotville Bypass (GWP 3042-22-00), Highway 3 Twinning (GWP 3041-22-00)

Preliminary Design, Detail Design and Class Environmental Assessment Study

THE STUDY

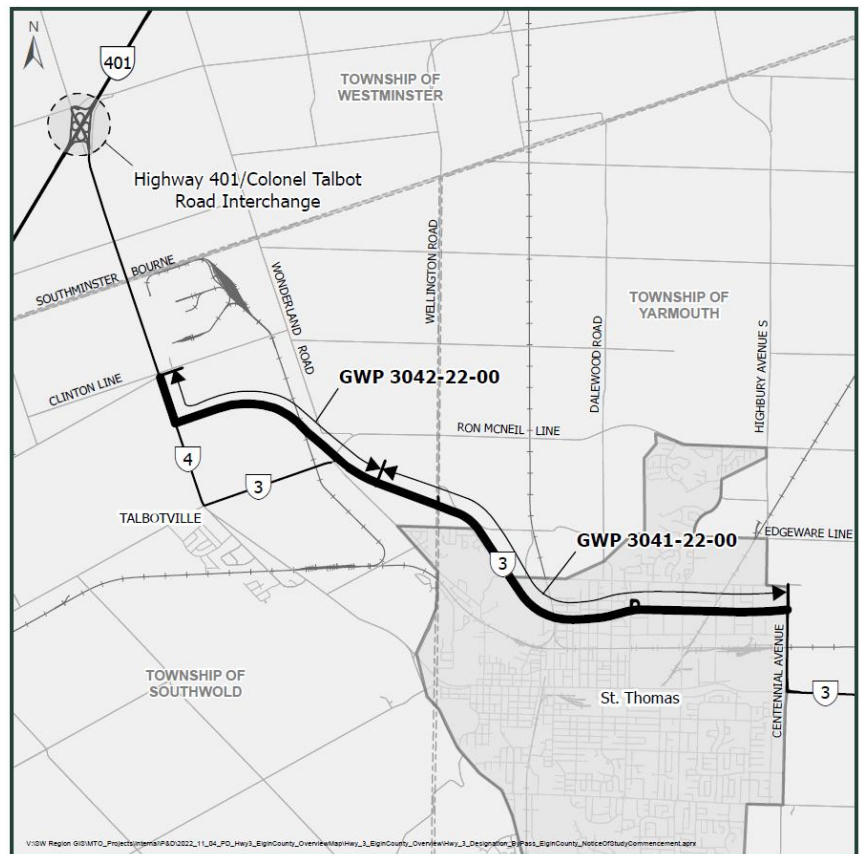
The Ontario Ministry of Transportation (MTO) has retained Stantec Consulting Ltd. to complete the Preliminary Design, Detail Design and Class Environmental Assessment Study (Class EA) for improvements to Highway 3 from Highway 4 to Centennial Avenue (St. Thomas).

The following is being undertaken as a Group 'A' project (GWP 3042-22-00):

- a new Highway 3 alignment bypassing Talbotville (also known as the Talbotville Bypass), connecting Highway 3 near Ron McNeil Line to Highway 4; and
- the widening of existing Highway 4 (from the new Talbotville Bypass to Clinton Line).

The following is being undertaken as a Group 'B' project (GWP 3041-22-00):

- the twinning of the existing Highway 3 through St. Thomas to the Township of Southwold (Centennial Avenue to Ron McNeil Line).



Construction will follow the environmental assessment and design phase.

THE PROCESS

This project is being completed in accordance with the *Class Environmental Assessment (Class EA) for Provincial Transportation Facilities (2000)*. Group 'A' projects are considered new transportation facilities. Group 'B' projects are considered major improvements to existing transportation facilities. Group 'A' and 'B' projects are considered approved under the *Environmental Assessment Act* subject to compliance with the Class EA.

COMMENTS

If you wish to provide comments, have your name added to the study mailing list, or have questions about this project, please contact one of the Project Team members listed below. Comments are respectfully requested by **Friday, July 7, 2023**. Additional project information can be found at www.highway3elgin.ca.

Kevin Welker, P.Eng.
Project Manager
Stantec Consulting Ltd.
M: (226) 919-5979
Email: comments@highway3elgin.ca

Deanna Pizycki, P.Eng.
Project Engineer
Ministry of Transportation
M: (519) 859-7492
Email: comments@highway3elgin.ca

We are committed to ensuring that government information and services are accessible for all Ontarians. For communication supports or to request project information in an alternate format, please contact one of the preceding Study Team members.

Information collected will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record. If you have accessibility requirements to participate in this project, please contact one of the team members listed above.



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO 119-2023

SECONDED BY Martin Lang

DATE April 3, 2023

WHEREAS an announcement was recently made by the Ontario Public School Boards' Association asking for the Government of Ontario to lift the moratorium on pupil accommodation reviews (and school closures) prior to the end of the 2022-2023 school year;

AND WHEREAS the Council of the Township of South Glengarry passed a resolution on June 20, 2022 in support of the Community Schools Alliance's Three Point Action Plan designed to improve access to public education in rural and northern communities; namely:

THAT the Province of Ontario increase the Rural and Northern Education Fund (RNEF) to \$50 million;

THAT should the moratorium be lifted, that the moratorium remain in place for schools that qualify for the RNEF until a thorough review of the education funding formula is completed;

THAT before templates required by the 2018 Pupil Accommodation Review Guideline are developed, there be consultation with school boards and community groups including the Community Schools Alliance;

AND WHEREAS the Province of Ontario, through the Minister of Education, has acknowledged the negative social and economic impact school closures have on Rural and Northern Ontario communities, and committed to a review of the process to better reflect the needs of Rural and Northern Ontario prior to the lifting of the moratorium,

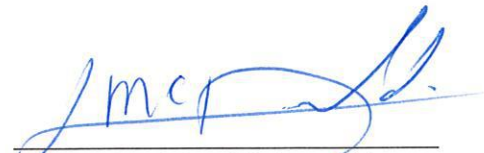
NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby respectfully requests that the Province of Ontario, through the Minister of Education, provide an update on the status of any review ^{of} ~~to~~ rural education funding, including the RNEF and the 2018 Pupil Accommodation Review guidelines.

ln



AND FURTHERMORE that this resolution be forwarded to the Premier, the Minister of Education, MPP Nolan Quinn, AMO, ROMA, EOWC and all Ontario municipalities.

CARRIED DEFEATED POSTPONED



Mayor Lachlan McDonald

Recorded Vote:	Yes	No
Mayor McDonald	___	___
Deputy Lang	___	___
Councillor Jaworski	___	___
Councillor McDonell	___	___
Councillor Bougie	___	___



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-34

**Being a By-law to amend the assessment schedule
for the actual costs incurred for the construction and improvement
of the Luton Drain 2022**

WHEREAS By-law Number 2022-51, enacted the 12th day of September, 2022 provided construction to the Luton Drain 2022 based on the estimates contained in a drainage report dated 31st, day of May 2022 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer's report and the total actual costs incurred were \$ 31 292.02(net HST) compared to an original estimated cost of \$ 31 100.00 (net HST).

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the Drainage Act, 1990 and amendments thereto, enacts the following:

1. That Schedule "A" to By-Law No. 2023-34 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule "A" shall be levied and assessed against the appropriate lands.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 12th DAY OF JUNE, 2023.**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell

SCHEDULE OF FINAL NET ASSESSMENT

LUTON DRAIN 2022

Township of Southwold

Job No. 208211

February 15, 2023

Total Estimated Cost	\$ 31,100.00	Total Actual Cost	\$ 31,292.02
Special Non Pro-rateable Assessments	\$	Special Non Pro-rateable Assessments	\$
Total Estimated Pro-rateable Assessment	\$ <u>31,100.00</u>	Total Actual Pro-rateable Assessment	\$ <u>31,292.02</u>

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ESTIMATED ASSESSMENT	TOTAL ACTUAL ASSESSMENT	GRANT	ALLOW.	TOTAL AMOUNT PAYABLE
7-084 (Hoffsuemmer Farms Ltd.)	\$ 7,269.00	7,313.88	\$ 2,437.96	\$ 6,140.00	\$ -1,264.08
* 7-084-01 (Parkona Properties Ltd.)	7.00	7.04			7.04
* 7-085 (Elgin County)	1,529.00	1,538.44		450.00	1,088.44
* 7-085-05 (County of Elgin)	8,586.00	8,639.01		80.00	8,559.01
* 7-085-30 (Diamond Residential)	5,984.00	6,020.95			6,020.95
* 7-085-35 (County of Elgin)	77.00	77.48			77.48
7-085-50 (J. Lyle)	5,034.00	5,065.08	1,688.36	4,450.00	-1,073.28
* 7-086 (C. & P. Vanderwyst)	103.00	103.64			103.64
7-087 (D. Lyle & H. Heard)	23.00	23.14	7.71		15.43
7-090-10 (J. Lyle)	805.00	809.97	270.00		539.97
7-089 (M. & S. Herman)	1,184.00	1,191.31	397.10	1,730.00	-935.79
* 7-080-01 (On Track St. Thomas)	193.00	194.19			194.19
* Fingal Line (Cty 16)	\$ 221.00	222.36	\$	\$	222.36
* Lyle Road	85.00	85.53			85.53
TOTALS	\$ 31,100.00	\$ 31,292.02	\$ 4,801.13	\$ 12,850.00	\$ 13,640.89

Best Practices Endorsement Letter from Source Protection Committee (SPC)

May 2023

To Municipal Partners:

Re: Endorsement of Best Practices for Source Water Protection

In the winter of 2021, the Ministry of the Environment, Conservation and Parks released "Best Practices for Source Water Protection" (Best Practices) as a voluntary program. The Best Practices can be used on any type of drinking water system, beyond those already covered by the Thames-Sydenham Region Source Protection Plan.

The Thames-Sydenham Region Source Protection Committee is encouraged to see progress in recognizing the need for source water protection for all Ontario residents, not just those with access to municipal drinking water. Source water protection should be provided in rural as well as in urban areas. The Committee strongly supports initiatives to implement the Best Practices for Source Water Protection program for rural communities.

At present, municipalities have the ability to designate other sources to be protected by the Clean Water Act, unfortunately, the costs to do so are considered unaffordable especially by the smaller, rural municipalities found in Southwestern Ontario. As a result, residents not serviced by municipal public water supply systems do not receive the same degree of source water protection as do those serviced by municipal systems and are left with few tools to protect these sensitive areas.

Source Protection Committees across Ontario have long been advocating for source protection for all drinking water systems to overcome these concerns. Therefore, the Committee strongly encourages municipalities: to investigate the use of the Best Practices for Source Water Protection program for other non-municipal systems, and highly vulnerable rural areas with large well and septic clusters.

By this letter the Thames-Sydenham Region Source Protection Committee is endorsing the implementation of the Best Practices for Source Water Protection program. We would be pleased to discuss this further with you at your convenience and to support your municipality in the source protection process.

Yours truly,



Dean Edwardson
Chair, Thames-Sydenham Source Protection Region



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2023-35

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 12, 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 June 12, 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 12th DAY OF JUNE, 2023.

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

-ADDENDUM TO AGENDA-

Monday June 12, 2023

REGULAR MEETING OF COUNCIL

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

2. ADDENDUM TO AGENDA

Items Added:

8. REPORTS:

- (l) Verb Update on Dust Control
- (m) Verb Report on Bogart Drain Branch C