



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday June 26, 2023

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

- (a) Draft Minutes of Regular Council Meeting of June 12, 2023
- (b) Minutes of the Southwold Young at Heart Committee Meeting of June 15, 2023
- (c) Draft Minutes of the Southwold Young at Heart Committee Meeting of June 20, 2023

5. DELEGATION

6. DRAINAGE

- (a) **7:45 p.m.** Meeting to Consider Report Bogart Drain C 2023
- (b) Appointment of Engineer - Gregory Drain

7. PLANNING

- (a) **7:00 p.m. Public Meeting Zoning By-law Amendments** PLA 2023-20 ZBA 2023-05, J. and G. Milcz, 37437 Lake Line and PLA 2023-21 ZBA 2023-06 Zoning By-law Amendment - Housekeeping - Additional Dwellings Units
- (b) PLA 2023-22 Consent Applications E42-23, E43-23, E44-23, R. Pereira C/O T. Rutledge, Brown Beattie O'Donovan, 10117 Talbotville Gore Road
- (c) **7:30 p.m.** Committee of Adjustment PLA 2023-23 MV 2023-02, Kreator Developments Inc C/O MP Custom Homes, 18 Rea Court **(sent under separate agenda package)**

8. REPORTS

- (a) ENG 2023-30 Talbotville Firehall Update
- (b) CAO 2023-32 Signage Branding

9. CORRESPONDENCE

- (a) Resolution from the Town of Bradford West Gwillimbury RE: Right to Repair
- (b) Elgin County Joint Annual Accessibility Status Report 2022
- (c) Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan 2021-2026

10. BY-LAWS

- (a) By-law No. 2023-36, being a by-law to amend By-law No. 2011-14, Milcz, 37437 Lake Line
- (b) By-law No. 2023-37, being a by-law to amend By-law No. 2011-14, Housekeeping By-law
- (c) By-law No. 2023-38, being a by-law to provide for drainage works – Bogart Drain 'C' 2023
- (d) By-law No. 2023-39, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 26, 2023

11. OTHER BUSINESS *(For Information Only)*

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)) – Shedden/Fingal Sanitary Sewers

13. ADJOURNMENT: NEXT REGULAR MEETING OF COUNCIL
Monday July 10, 2023 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday June 12, 2023
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Aaron Van Oorspronk, Director of Infrastructure & Development
Services
Jeff McArthur, Director of Emergency Services/Fire Chief
Brent Clutterbuck, Drainage Superintendent
June McLarty, Corporate Services Clerk

ABSENT: Mayor Grant Jones
Councillor John Adzija

Deputy Mayor Pennings called the meeting to order at 7:01 p.m.

ADDENDUM TO AGENDA:

8. REPORTS:

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

DISCLOSURES: None

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt

2023-192 Councillor Emons – Councillor Fellows

THAT the Minutes of the Regular Council Meeting of May 23, 2023 are hereby adopted.

CARRIED

Committee Minutes – Review

2023-193 Councillor Fellows – Councillor Emons

THAT Council has reviewed the draft minutes of the Parks Committee Meeting of May 30, 2023, and the draft minutes of the Canada Day Committee Meeting of May 31, 2023.

CARRIED

DRAINAGE:

Request for Drain Improvement – Section 78 - Gregory Drainage Works

2023-194 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold receives the notice of request for drain improvement, as described in the petition submitted by 927470 Ontario Ltd., under Section 78(1) of the Drainage Act and decides to proceed with the drainage works; and,

THAT Council instructs the Clerk to send the notice required under Section 5(1)(b) of the Drainage Act to the petitioner and OMAFRA and under Section 78(2) of the Drainage Act to Kettle Creek Conservation Authority; and,

THAT Council will appoint an engineer under the appropriate section of the Drainage Act after the 30-day time period specified in Section 6(1) and 7(1) has passed.

CARRIED

REPORTS:

Filing of the Report – Bogart Drain "C" 2023

2023-195 Councillor Fellows – Councillor Emons

THAT Council proceeds with the Bogart Drain Branch C 2023 and it instructs the Clerk to send notice as required under Section 41(1) of the Drainage Act of its intention to proceed; and

THAT the Meeting to Consider the Report for the Bogart Drain Branch C 2023 will be held at the regular Council meeting on June 26, 2023 at 7:45 pm; and,

THAT affected property owners will be able to attend this meeting either via a WebEx virtual meeting or telephone conference or in person.

CARRIED

FIR 2023-07 Activity Report – May 2023

Jeff McArthur presented this report to Council. Chief McArthur also reported that the burn ban is still in effect but may be lifted soon. He congratulated the recent graduates. The fireworks at the Canada Day Celebrations are approved but plans may need to be changed if there is a burn ban in effect. The Mobile Live Fire Training Unit will be at the Shedden Station for some training.

ENG 2023-28 Activity Report – May 2023

Aaron Van Oorspronk presented this report to Council.

Verbal Update on Dust Control

Aaron Van Oorspronk provided a verbal update on the dust control. There will be two more loads of brine mixed with calcium arriving soon. Most of the roads in the Township will have an application of the mixture done by next week.

Burwell Bridge Engineering Award

2023-196 Councillor Emons – Councillor Fellows

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 \$32,630.00 excluding HST (HARMONIZED SALES TAX), be accepted.

CARRIED

CBO 2023-11 Activity Report – May 2023

This report was presented to Council.

CAO 2023-28 Activity Report – May 2023

Jeff Carswell presented this report to Council.

CAO 2023-29 2023 Christmas Holiday Office Hours

2023-197 Councillor Fellows – Councillor Emons

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.

CARRIED

CAO 2023-30 Summer Council Meeting Schedule

2023-198 Councillor Emons – Councillor Fellows

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

CARRIED

CAO 2023-31 Strategic Plan Key Findings Report

2023-199 Councillor Fellows – Councillor Emons

THAT Council allocate time at the July 10, 2023 Regular Council Meeting for a Strategic Plan Priorities Workshop.

CARRIED

CAO 2023-32 Signage Branding

2023-200 Councillor Emons – Councillor Fellows

THAT Council approve the revised signage branding with the dark background and Frame One sign shape unless other wised advised by Cinnamon Toast; and,

THAT white posts be used to hold the signs when ever possible.

CARRIED

Parks Committee Report 2023-01

2023-201 Councillor Fellows – Councillor Emons

THAT the Shedden Open Space Park be renamed with participation from residents; and,

THAT the Township trails be named with participation from the residents, and,

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 Bugar, Fingal Heritage Park

Lisa Bradish, Alternate Talbotville Ladies Soccer

Jesse Walker, Alternate Shedden Soccer

CARRIED

County Council Highlights – May 23, 2023

This report was presented to Council.

DELGEGATION:

8:00 p.m. – 8:29 p.m.

OCWA 1st Quarter Reports – Southwold Water Distribution System and Talbotville Wastewater Treatment Plant.

2023-202 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold hereby receives the reports from Matthew Belding and Mark Harris, OCWA re: The Southwold Water Distribution System 1st Quarter Operations Report and the Talbotville Wastewater Treatment Plant 1st Quarter Operations Report for information purposes.

CARRIED

2022 Annual Report – Talbotville Wastewater Treatment Plant

2023-203 Councillor Fellows – Councillor Emons

THAT Council of the Township of Southwold hereby receives the report from Matthew Belding, OCWA re: Talbotville Wastewater Treatment Plant 2022 Annual Report, for information purposes.

CARRIED

CORRESPONDENCE:

Council reviewed the items under Correspondence.

BY-LAW:

- 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.

By-law

2023- 204 Councillor Emons – Councillor Fellows

THAT By-law No. 2023-34 be read a first and second time, considered read a third time and finally passed this 12th day of June 2023.

CARRIED

OTHER BUSINESS:

Council reviewed the item under Other Business.

CLOSED SESSION:

2023-205 Councillor Fellows – Councillor Emons

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:33 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A position, plan, procedure, criteria or 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
- 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

CARRIED

Adjournment of Closed Session

2023-206 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:29 p.m.**

CARRIED

STAFF DIRECTION

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

BY-LAW:

- 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 12th, 2023

Confirming By-law

2023-207 Councillor Fellows – Councillor Emons

THAT By-law No. 2023-35 be read a first and second time, considered read a third time and finally passed this 12th day of June, 2023.

CARRIED

ADJOURNMENT:

2023-208 Councillor Emons – Councillor Fellows

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:31 p.m.**

CARRIED

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell



Southwold Young at Heart Committee Meeting Minutes

Thursday June 15, 2023

Council Chambers, Fingal/Via Video Link

Time meeting started: 10:07 a.m.

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

Regrets: Pat Stannard

1. Call Meeting to Order and Welcome

Deb called the meeting to order and welcomed everyone.

2. Approval of the Agenda

Resolution No. 2023-07

Moved by: Allan Bogart

Seconded by: Karen Olmstead

RESOLVED that the agenda of the June 15th, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

3. Approval of Minutes

Resolution No. 2023-08

Moved by: Allan Bogart

Seconded by: Trudy Kanellis

RESOLVED that the minutes of the March 16th, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

4. Summer Picnic

The reservation numbers for the summer picnic are low. Deb has made phone calls to increase the numbers. A flyer will be posted on the Township Facebook to be shared on other Facebook pages in hopes of increasing numbers.

5. In-person Events

September 14th is the next scheduled in-person event. We will promote this event and others with a flyer that will be distributed at the summer picnic. Karen will take an inventory of supplies to determine what needs to be replenished.

6. Future Events

The drive-thru Thanksgiving dinner will be ham, scalloped potatoes and mixed vegetables or squash.

7. June is Seniors Month

To coincide with Seniors Month, the Committee reviewed the criteria for the Senior Active Living Centres Program Expansion for 2023-2024. The Committee members will do some research on this program and will meet again on June 20th to discuss it further.

8. Other Business

No other business was discussed.

9. Adjournment and Next Meeting

Resolution No. 2023-09 Moved by: Sarah Emons
Seconded by: Karen Auckland

RESOLVED that the meeting be adjourned at **11:26 a.m.** to meet again at **9:30 a.m.** on **June 20, 2023** in person in Council Chambers at the Township office or virtually via Webex.

DISPOSITION: Carried



Southwold Young at Heart Committee Meeting Minutes

Tuesday June 20, 2023

Council Chambers, Fingal/Via Video Link

Time meeting started: 9:30 a.m.

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

Regrets: Pat Stannard

1. Call Meeting to Order and Welcome

Sarah called the meeting to order and welcomed everyone.

2. Approval of the Agenda

Resolution No. 2023-10

Moved by: Karen Auckland

Seconded by: Sharon Hinz

RESOLVED that the agenda of the June 20th, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

3. Approval of Minutes

Resolution No. 2023-11

Moved by: Deb Logghe

Seconded by: Ida Martin

RESOLVED that the minutes of the June 15th, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

4. Summer Picnic

We have 56 confirmed reservations for the summer picnic. We will use a three-ticket system for the meals. Each part of the meal will have a different coloured ticket.

Honey will be handed out as a favour.

Committee members will need to arrive at the park at 11:00 a.m. to prepare for the picnic. Committee members were also asked to wear their Southwold Young @ Heart visors.

A suggestion was made to have the summer picnic in Talbotville next year.

5. Senior Active Living Centres Program Expansion

The Committee gathered some more information for the possibility of having a Senior Active Living Centre Program in the Township. The Keystone Complex would be a location for the program. Some of the activities proposed to do were yoga (with an instructor that would be paid), tai chi, line dancing, meditation classes, book clubs, karaoke, sing along, walking groups, board games, card games, shuffleboard, pickle ball, video games, painting and craft glasses and machine quilt classes. These activities would be held during the day. Questions may include a list of activities that people could check off if they are interested in participating in, how frequent the program would run and would participants be okay with a nominal fee being charged for some activities.

The Committee decided that a survey would be the best way to consult with the residents over the age 55 to see if they would be interested in this program. Sarah will draft the survey. The survey would be posted on the Township's website and social media accounts. A copy of the survey would also be available to complete at the summer picnic and the Lawrence Station breakfast.

If there is an interest in this type of program, we want to be able to have everything in place to apply for funds.

6. Other Business

Resolution No. 2023-12

Moved by: Karen Auckland

Seconded by: Deb Logghe

RESOLVED that as a thank you to Gord Longhurst, for leading the walking tour at the Fingal Wildlife area, we purchase at \$50.00 gift card from Evelyn's Sausage Kitchen.

DISPOSITION: Carried

7. Adjournment and Next Meeting

Resolution No. 2023-13 Moved by: Deb Logghe
Seconded by: Karen Olmstead

RESOLVED that the meeting be adjourned at **10:55 a.m.** to meet again at **9:30 a.m.** on **July 20, 2023** in person in Council Chambers at the Township office or virtually via Webex.

DISPOSITION: Carried

BOGART DRAIN 'C' 2023

Township of Southwold



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS
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London, Ontario N6A 1A8
Tel. (519) 672-4100
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London, Ontario
June 9, 2023

BOGART DRAIN 'C' 2023

Township of Southwold

To the Mayor and Council of
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the reconstruction of a portion of Drain 'C' of the Bogart Municipal Drain serving parts of Lots 7 and 8, Concessions 3 and 4 in the Township of Southwold. The total watershed area contains approximately 21.5 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by the affected landowners.

HISTORY

The Bogart Drain was originally constructed pursuant to a report submitted by G.D. Black, P. Eng. dated March 10, 1965 and consisted of Drains 'A', 'B', and 'C', serving parts of Lots 5 to 10 in Concessions 2 to 4. These drains consisted of approximately 650 lineal meters of open ditch reconstruction and approximately 4,296 meters of 200mm to 600mm field tile. Drain 'C' serves Lots 7 and 8, Concessions 3 and 4, and consists of approximately 1,719 meters of 200mm to 450mm field tile.

A report submitted by A.J. DeVos, P.Eng., dated April 14, 1967 reapportioned the Schedule of Assessment to accommodate the expropriation of lands by the Department of Highways.

A portion of the drain near the buildings on the north side of Fourth Line was relocated easterly to accommodate an expansion of the buildings pursuant to a report submitted by M.P. DeVos, P.Eng., dated November 28, 2017. This work consisted of 164 meters of 250mm tile and overflow swale.

EXISTING DRAINAGE CONDITIONS

This project was initiated due to the proposal to expand a farm building on the affected property (Roll No. 003-091) in Lots 7 and 8, Concession 3. The proposed building is located where a portion of the existing Drain 'C' exists and requires relocation of the 250mm diameter tile north of the last relocation.



SPRIET ASSOCIATES
engineers & architects

EXISTING DRAINAGE CONDITIONS (cont'd)

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

- that a portion of the existing drain is located under the proposed building site
- the existing drain is undersized for today's standards and farming practices
- the construction of the building may interfere with overland flows

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

DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24 hour period and is expressed in millimetres per 24 hours. The most common coefficient used to design new drains in this region with respect to capacity is 38.1mm per 24 hrs. This criteria resulted in requiring a 350mm diameter tile. After consultation with the affected landowners they requested we use 250mm diameter tile to match the existing drain. We note that this is not our preferred solution and if the 1965 drain upstream and downstream is upgraded to today's design standards in the future this new portion will need to be twinned with second tile.

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

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

RECOMMENDATIONS

We are therefore recommending the following:

- that the existing 250mm tile be replaced with new 250mm concrete tile, including related appurtenances, in a new location a minimum of 15 meters to the east of the proposed building
- that an overflow swale be constructed to the east of the proposed tile to accommodate excess overland flows



RECOMMENDATIONS (cont'd)

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

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

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

ENVIRONMENTAL CONSIDERATIONS

Based on the information available, there are no significant wetlands, sensitive areas or endangered species along the route of the drains.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 164 lineal meters of 250mm to 350mm concrete field tile including related appurtenances.

SCHEDULES

Two schedules are attached hereto and form part of this report, being Schedule 'A' – Allowances and Schedule 'B' - Cost Estimate.

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$36,300.00. This estimate includes engineering and administrative costs associated with this project.



ALLOWANCES

Drawing No. 1 Job No. 222196 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$5,500.00/ha for closed drains installed with a wheel machine. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

ASSESSMENT

We assess the entire cost of this report to the property identified by Roll No. 003-091.

GRANTS

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

MAINTENANCE

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

After completion, the Bogart Drain 'C' 2023 shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in the 1965 Bogart Drain by G.D. Black dated March 10, 1965.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



M.P.DeVos, P. Eng.



MPD:ms



SCHEDULE 'A' - ALLOWANCES
BOGART DRAIN - BRANCH 'C' 2023
Township of Southwold

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

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
BRANCH 'C'					
3	Pt. S½ 7&8	000-003-091 (L. & M. Spanjers)	\$	\$ 3,400.00	\$ 3,400.00
Total Allowances			\$	\$ 3,400.00	\$ 3,400.00
TOTAL ALLOWANCES ON THE BOGART DRAIN - BRANCH 'C' 2023					\$ 3,400.00

SCHEDULE 'B' - COST ESTIMATE

BOGART DRAIN - BRANCH 'C' 2023

Township of Southwold

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

Mobilization of equipment	\$ 1,000.00
131 meters of overflow swale construction including stripping, stockpiling, and levelling upon completion	\$ 2,620.00
Depositing and Levelling of excavated material	\$ 1,200.00
Installation of the following field tile including supply & installation of geotextile around any concrete tile joints	
309 meters of 250mm dia. field tile	\$ 8,070.00
Supply of the above listed tile/pipe	\$ 6,280.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) not covered by swale work as specified on drawings (approx. 309m)	\$ 1,700.00
Exposing and locating existing tile drains (construction)	\$ 300.00
Tile connections as noted on plan	\$ 300.00
Contract security financing	\$ 250.00
Tile connections and contingencies	\$ 400.00
Allowances under Sections 29 & 30 of the Drainage Act	\$ 3,400.00

ADMINISTRATION

Conservation Authority Review Fee	\$ 300.00
Interest and Net Harmonized Sales Tax	\$ 924.00
Survey, Plan and Final Report	\$ 5,587.00
Expenses	\$ 869.00
Contract Administration, Supervision and Final Inspection	\$ <u>3,100.00</u>

TOTAL ESTIMATED COST **\$ 36,300.00**

SCHEDULE OF NET ASSESSMENT

BOGART DRAIN - BRANCH 'C' 2023

Township of Southwold

Job No. 222196

June 9, 2023

* = *Non-agricultural*

ROLL NUMBER (OWNER)	TOTAL GRANTABLE ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
000-003-091 (L. & M. Spanjers)	\$ 36,300.00	\$ 12,100.00	\$ \$ 3,400.00	\$ 20,800.00
	<u>\$ 36,300.00</u>	<u>\$ 12,100.00</u>	<u>\$ \$ 3,400.00</u>	<u>\$ 20,800.00</u>

SPECIFICATIONS FOR CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

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

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



SECTION A - GENERAL WORK

I N D E X

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SECTION A

GENERAL WORK

A.1 COMMENCEMENT AND COMPLETION OF WORK

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

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

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

A.2 WORKING AREA AND ACCESS

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

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

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

A.3 ROAD CROSSINGS

.1 General

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



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

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

.2 **Jacking and Boring**

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

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

.3 **Open Cut**

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

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

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

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

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

A.5 **FENCES**

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

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

A.6 LIVESTOCK

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

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

A.7 STANDING CROPS

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

A.8 RAILWAYS, HIGHWAYS, UTILITIES

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

A.9 UTILITIES

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

A.10 IRON BARS

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

A.11 STAKES

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

A.12 **RIP-RAP**

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

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

A.13 **GABION BASKETS**

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

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

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

A.14 **RESTORATION OF LAWNS**

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

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

.3 **Sodding**

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

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



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

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

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

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

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

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

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

SECTION B - OPEN DRAIN

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SECTION B
OPEN DRAIN

B.1 PROFILE

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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

B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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

B.10 **SEDIMENT BASINS AND TRAPS**

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

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

B.11 **SEEDING**

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

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

Seeding shall not be completed after September 30.

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



SECTION C - TILE DRAIN

I N D E X

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SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

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

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

C.2 TESTING

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

C.3 LINE

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

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

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



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

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

C.4 **CLEARING AND GRUBBING**

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

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

C.5 **PROFILE**

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

C.6 **GRADE**

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

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

C.7 **EXCAVATION**

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

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

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

C.8 **INSTALLATION**

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

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

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

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

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



C.10 BACKFILLING

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

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

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

C.11 UNSTABLE SOIL

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

C.12 ROCKS

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

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

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

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

C.14 TRIBUTARY DRAINS

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

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

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

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

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

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

C.15 **OUTLET PIPES**

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

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

C.16 **CATCHBASINS AND JUNCTION BOXES**

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

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

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

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

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

C.17 BLIND INLETS

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

C.18 GRASSED WATERWAY

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

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

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

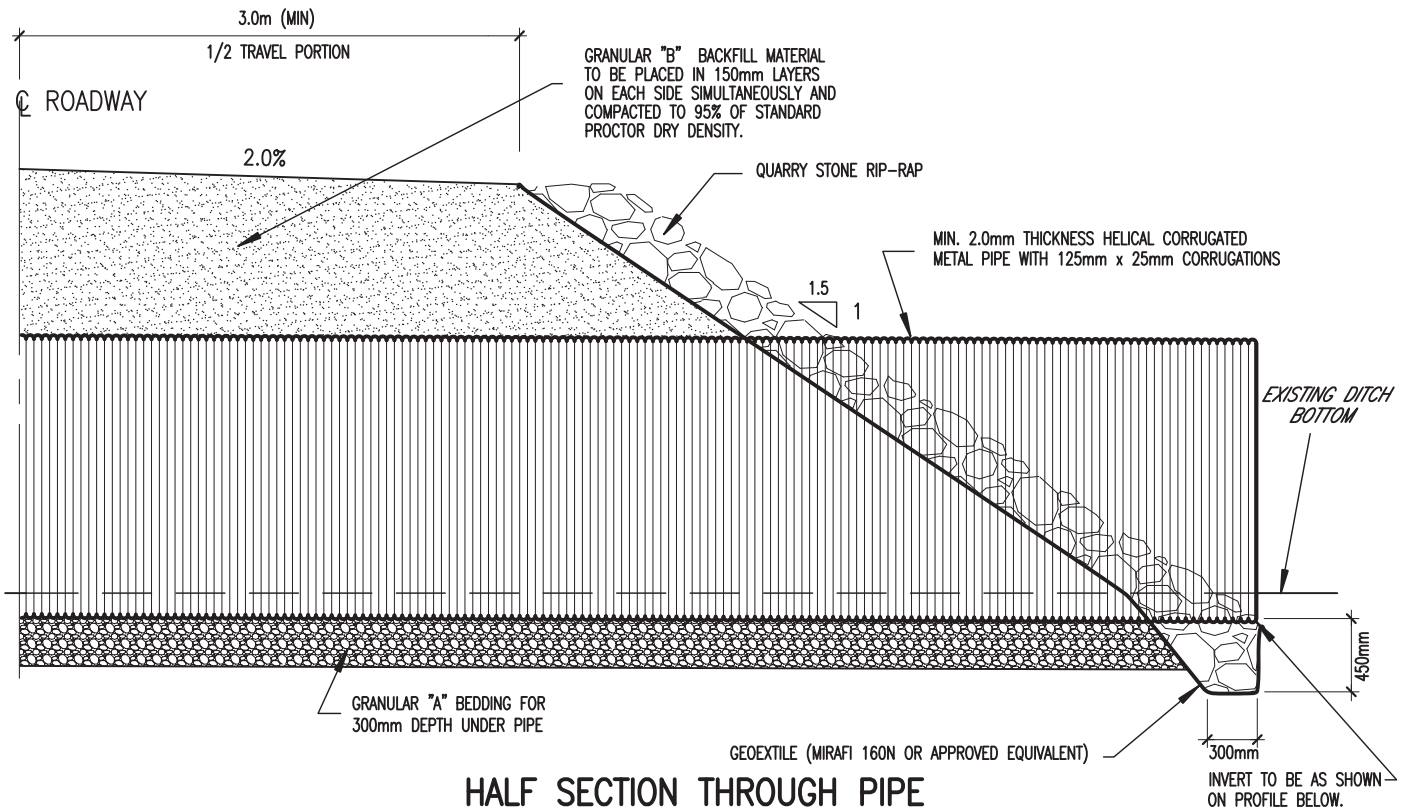
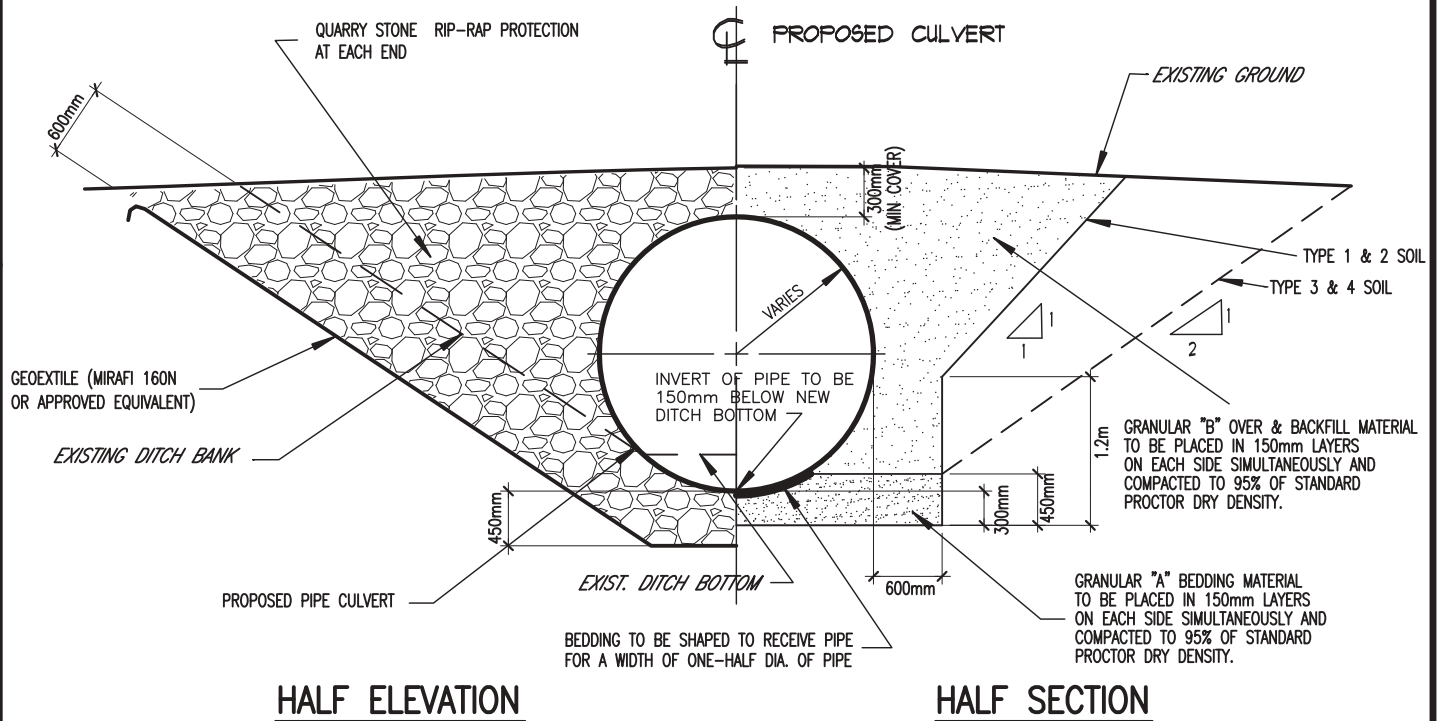
C.19 BACKFILLING EXISTING DITCHES

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

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

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

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



NOTES

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

TYPICAL FARM CULVERT INSTALLATION DETAIL

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

Revised: November 2000

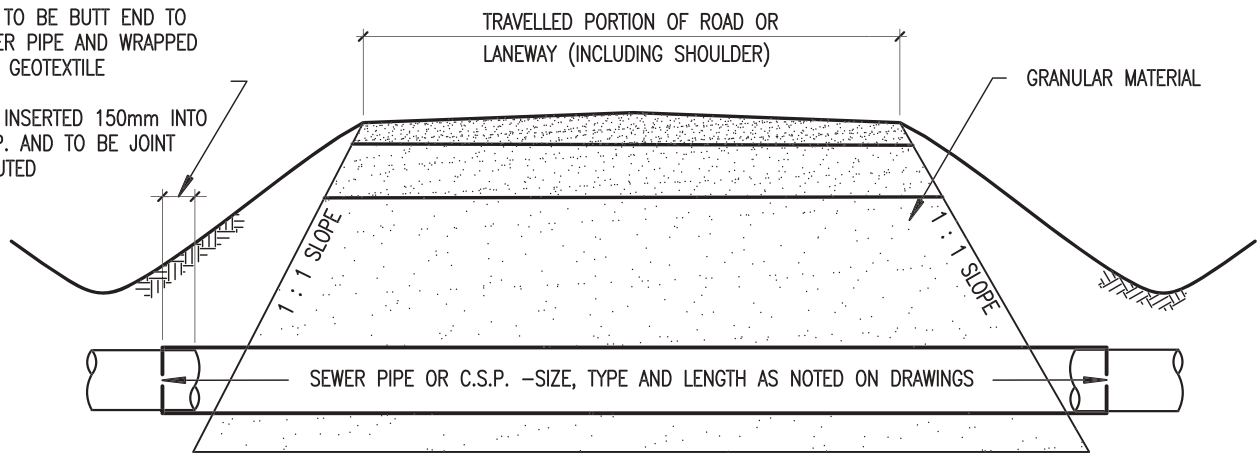
ELEVATION & SECTION



SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **01**

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



GRANULAR "A" COMPACTED TO 100% STANDARD PROCTOR DRY DENSITY (ROADS AND DRIVEWAYS ONLY)

GRANULAR "B" COMPACTED TO 100% STANDARD PROCTOR DRY DENSITY (ROADS AND DRIVEWAYS ONLY)

BACKFILL MATERIAL UNDER ROADWAYS AND DRIVEWAYS SHALL BE GRANULAR "B" COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY. OTHERWISE BACKFILL MATERIAL SHALL BE ON-SITE NATIVE MATERIAL COMPACTED TO 95% STANDARD PROCTOR DRY DENSITY

FOR RESTORATION OF ASPHALT, PAVING STONE, CONCRETE AND GRASS (SEE SPECIFICATIONS AND DRAWINGS)

TYPE 1 & 2 SOIL

TYPE 3 & 4 SOIL

BEDDING AND COVER MATERIAL TO BE GRANULAR "A" COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY EXCEPT POOR SOILS CONDITIONS

ALL BEDDING AND BACKFILL MATERIAL TO BE PLACED IN 150mm LIFTS SIMULTANEOUSLY ON BOTH SIDES AND MECHANICALLY COMPACTED TO SPECIFIED STANDARD PROCTOR DRY DENSITY

150mm

300mm

450mm MIN. OVERLAP

O.D.

1

1

VARIES

300mm

1200mm MAX

300mm

300mm MIN.

W

W = O.D. + 600mm FOR O.D. ≤ 900mm

W = O.D. + 750mm FOR O.D. > 900mm

CROSS SECTION

CROSS SECTION

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

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

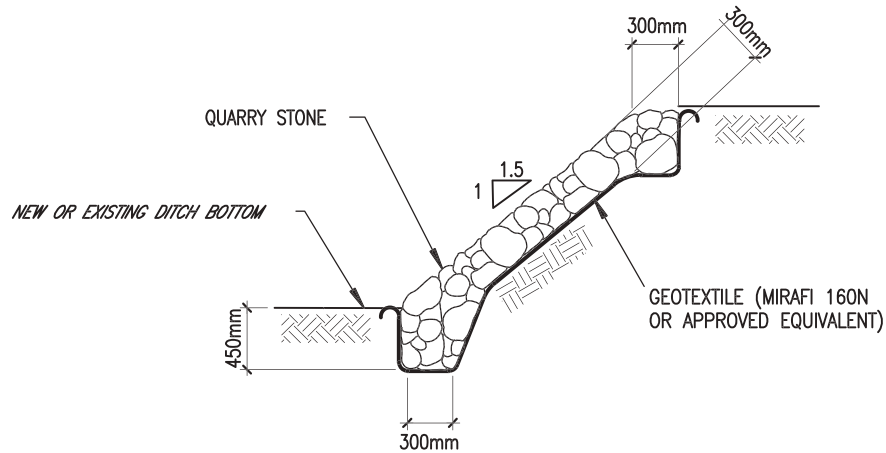
M.P.D.

Revised: JULY 2018

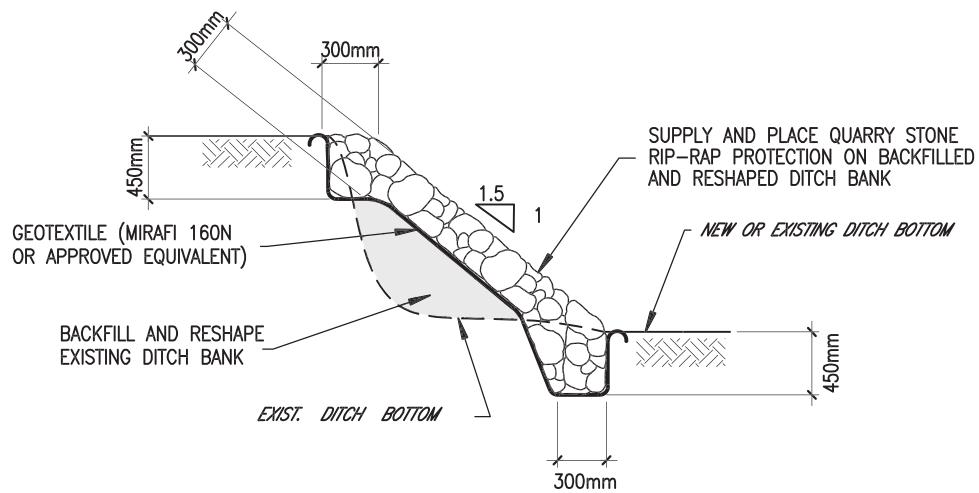
ELEVATION & SECTION

SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **02**



TYPICAL DITCH BANK RIP-RAP



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

TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S.

Approved by:

Date: July 2000

Drawn by: jk

M.P.D.

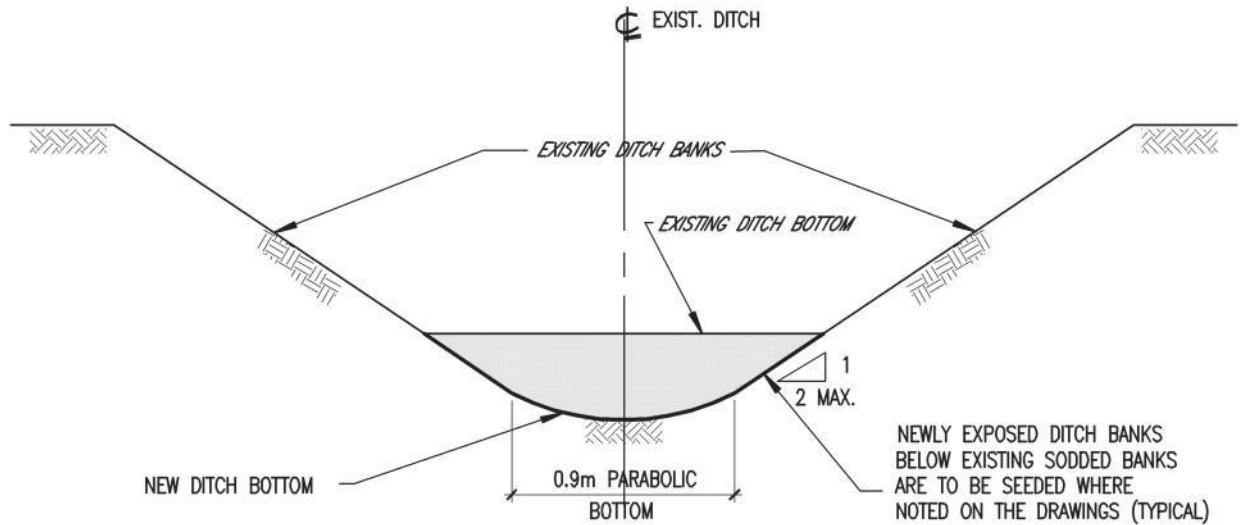
Revised: November 2000

SECTIONS

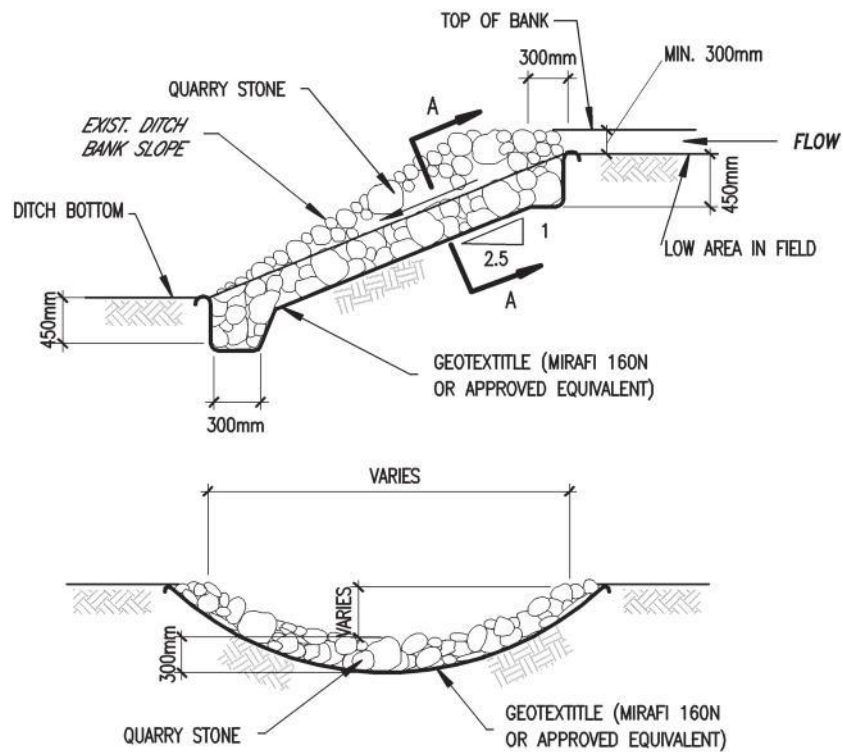


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **04**



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION

Scale: N.T.S.

Approved by:

Date: November 2000

Drawn by: jk

M.P.D.

Revised:

SECTIONS



SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **05**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 26, 2023

PREPARED BY: Josh Mueller, MCIP, Planner

REPORT NO: PLA 2023-20

SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2023-05 – Recommendation Report

Recommendation(s):

THAT Council approves the proposed Zoning By-law Amendment Application ZBA 2023-05, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-20.

Purpose:

The proposed Zoning By-Law Amendment (ZBA) Application would rezone the severed and retained parcels from Settlement Reserve (SR) Zone to Residential 1 (R1) Zone to allow for residential development. This rezoning is a condition of Consent Application E 47-22. Consent Application E47-22 was approved to sever a residential building lot.

Background:

Below is background information, in a summary chart:

Application	ZBA 2023-05
Owners/Applicants	Jeff & Gillian Milcz
Agent	N/A
Legal Description	PLAN 39 LOT R
Civic Address	37437 Lake Line
Entrance Access	Lake Line
Water Supply	Municipal Water
Sewage Supply	Privately owned and operated septic system

Severed Parcel

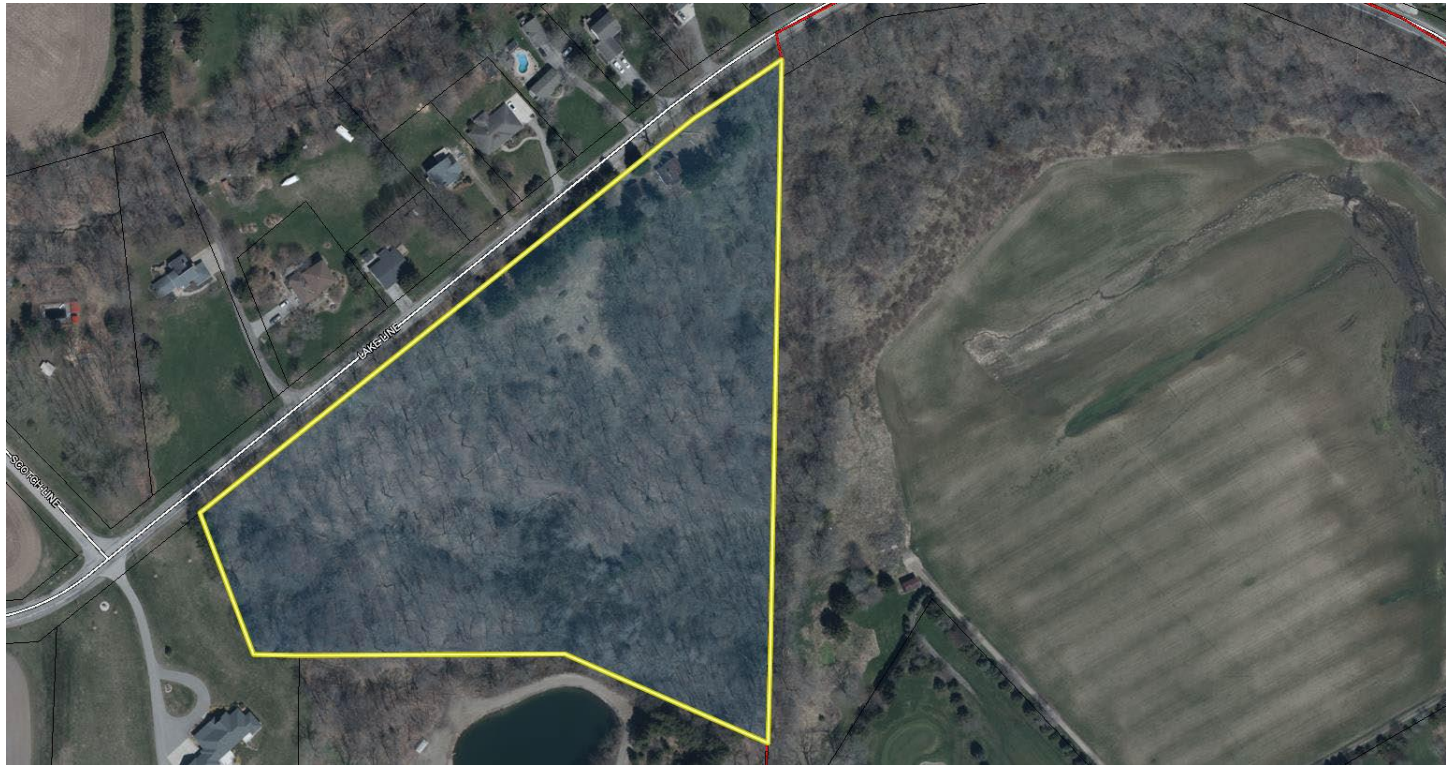
Frontage	Depth	Area
102.52 m (336.36 ft)	147.93m (485.53 ft)	0.98 Ha (2.43 Ac)

Retained Parcel

Frontage	Depth	Area
210 m (689.0 ft)	74.13m (243.21 ft)	3.81 Ha (9.40 Ac)

Figure 1 below, depicts the subject lands.

Figure 1: Subject Area Map (Not to Scale)



The sketch, depicting the subject lands, is attached to this report as Appendix One for reference purposes.

Planning Policy Review:

The planning analysis is summed up in the chart below. Additional analysis below the chart.

Legislation	Section(s)	Relevance To Application	In Compliance
<u>Provincial Policy Statement</u>	1.1.3 1.6.6 2.15 3.12	1.1.3 Lot Creation permitted in North Port Stanley Settlement Area 1.1.6 Municipal water and private septic systems are proposed for the retained parcel. See below for Section 2.15 Analysis See below for Section 3.12 Analysis	Yes. Application meets criteria for lot creation.
<u>County of Elgin Official Plan</u>	E1.2.3.1	Lot to be partially serviced, will not affect drainage patterns in the area, and entrance can be obtained from Lake Line etc.	Yes Application meets all requirements for lot creation.
<u>Township of Southwold Official Plan</u>	7.23.4 4.2	Lot to be partially serviced, will not affect drainage patterns in the area, and entrance can be obtained from Lake Line etc. See below for Section 4.2 Analysis	Yes Application meets all requirements for lot creation.
<u>Township of Southwold Zoning Bylaw</u>	8.2	In accordance with Section 8.2 the Regulations of the Residential 1 (R1) Zone apply.	Yes R1 Zone allows for residential development.

Provincial Policy Statement (PPS)

Development is proposed within the significant woodlands, Area of Natural and Scientific Interest and within the Natural Hazards area.

Development and site alteration shall not be permitted in significant woodlands and significant areas of natural and scientific interest unless it has been demonstrated that there will be no *negative impacts* on the natural features or their *ecological functions* (Section 2.1.5), generally demonstrated through a scoped Environmental Impact Study (EIS).

A scoped EIS has been prepared and demonstrates that no negative impacts will occur to the woodlands and area of natural and scientific interest as a result of the proposal.

Development and site alteration shall not be permitted within areas that would be rendered inaccessible to people and vehicles during times of *flooding hazards*, *erosion hazards* and/or *dynamic beach hazards*, unless it has been demonstrated that the site

has safe access appropriate for the nature of the *development* and the natural hazard (Section 3.1.2). The hazards on the lands are the slope and potential for erosion hazards.

A Slope Assessment Report was prepared for the lands and it determined that the slope instability has a low potential rating (in accordance with the Ministry of Natural Resources (MNR) Slope Stability Rating Chart) and upon site inspection, there are no signs of slope instability. The report notes a recommended setback from the top of slope where no structures should encroach. Erosion was not noted as a concern in the report.

County of Elgin Official Plan (CEOP)

Development is proposed within the Woodlands and the Area of Natural and Scientific Interest. Development and site alternation shall not be permitted in significant woodlands and significant areas of natural and scientific interest unless it has been demonstrated through an Environmental Impact Study (EIS), that there will be no *negative impacts* on the natural features or their *ecological functions*. An EIS has been prepared and no concerns on the natural heritage areas and features were identified.

Township of Southwold Official Plan (OP)

In 2022 this parcel of land underwent an Official Plan Amendment to rectify a mapping error and include the subject parcel in the North Port Stanley Settlement Area. The Official Plan Amendment was approved by the County of Elgin in October of 2022.

Section 4.2 Natural Hazard Lands states development and site alteration is not permitted in areas that would be inaccessible to people and vehicles during times of flooding hazards and erosion hazards, unless it has been demonstrated that the site has safe access and egress appropriate for the nature of the development and the natural hazard.

The severed and retained parcels are within the regulation limit of the Kettle Creek Conservation Authority (KCCA). This regulation limit is associated with the valley land slope within the woodland on Adjacent Lands. A Regulation of Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses permit is required for future development.

Significant natural heritage features have been identified adjacent to the Subject Lands including a Significant Woodland candidate Significant Wildlife Habitat, Significant Valleyland, and potential habitat for species protected under the *ESA*, 2007.

The proposed rezoning, and future development of the Subject Lands will not directly impact natural heritage features on Adjacent Lands.

The applicant has submitted a Slope Assessment. This assessment provides the location of the setback line for new development.

Township of Southwold Comprehensive Zoning By-Law 2011-14 (ZBL)

The subject lands are zoned Settlement Reserve (SR) Zone on Map 10 of ZBL #2011-14. Lands zoned as Settlement Reserve have been allotted for future development and are intended to be rezoned once development plans have been approved. The lands would be required to be rezoned from Settlement Reserve (SR) Zone to Residential 1 (R1) Zone. The R1 zoning would permit the construction of single detached residential dwelling units.

Circulation of the Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on June 5, 2023 prior to the public meeting (minimum 20 days required).

Additional information related to the application is available on the website:
<https://www.southwold.ca/en/business-and-development/current-planning-applications.aspx>

Township Department Comments

Roads Department

- Laneway access to the retained lands will need to be installed.

There were no other concerns raised by Township Departments.

Agency Comments

Kettle Creek Conservation Authority (KCCA) Comments

Please accept this email as confirmation that KCCA staff have reviewed the proposed zoning bylaw amendment ZBA-2023-05 affecting 37437 Lake Line, Township of Southwold, and that based on our mandate and policies we have no objection to the proposed designation change from Settlement Reserve (SR) to Residential One (R1).

However, we would recommend that the R1 zoning only apply to the lands that are suitable for residential development upon the subject properties. Specifically, the lands located outside of the erosion hazard limit as determined by the attached MTE – Slope Stability Assessment. We would recommend that the erosion hazard lands remain in the Settlement Reserve designation or an alternate zoning designation that is suitable for hazard lands where development would not be permitted.

Hydro One Comments

- No Concerns

Public Comments

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

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for the Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions.

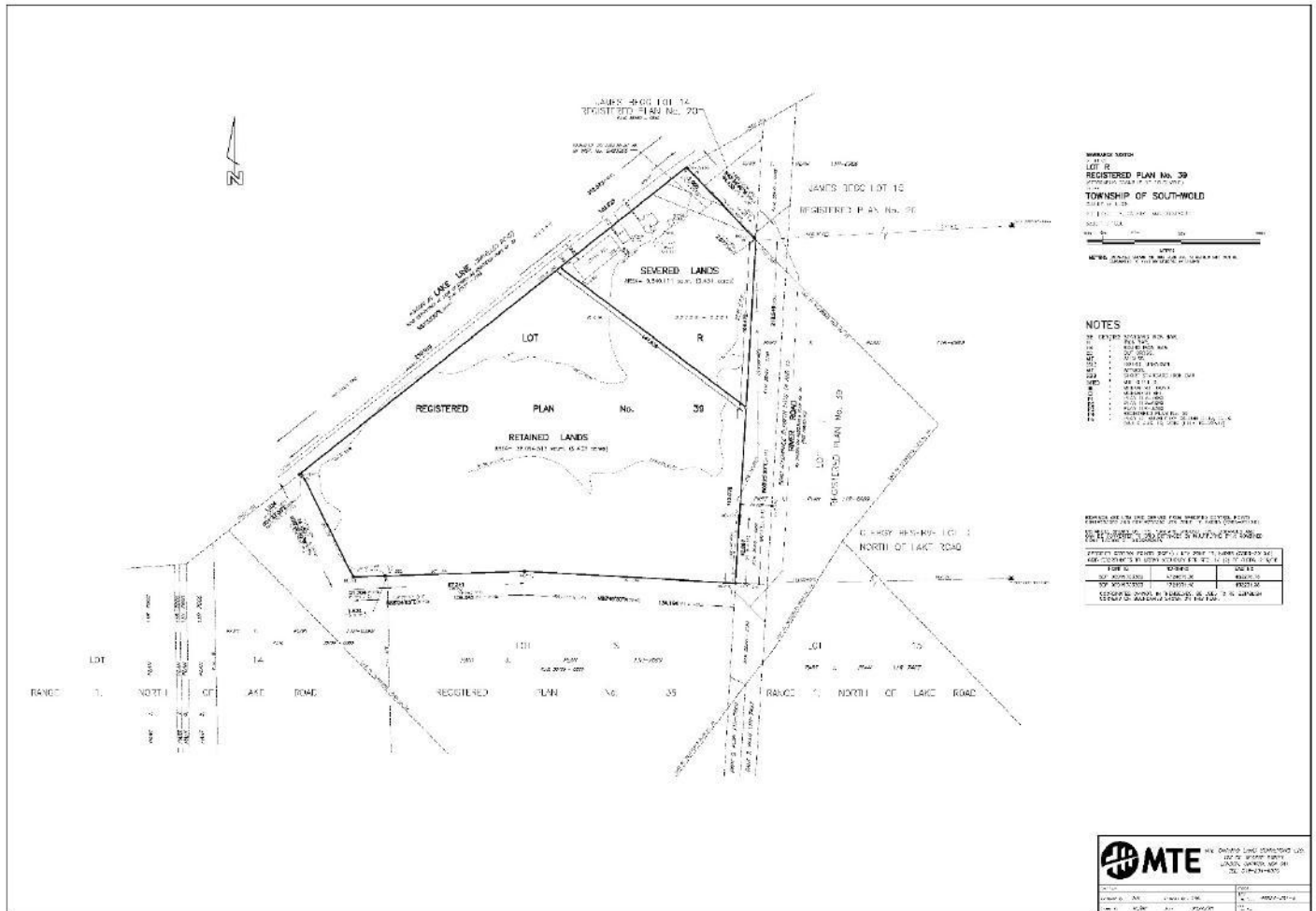
Once a Council decision is made, a Notice will be sent to those who have requested a copy and/or attended the public meeting. There will be a 20-day appeal period after the Notice is sent out. Any appeals received by the Township of Southwold will be forwarded to the Ontario Land Tribunal (OLT) for a hearing in accordance with the *Planning Act*.

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

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

1. Appendix One: ZBA 2023-05 Sketch
2. Appendix Two: ZBA 2022-05 Zoning By-law Amendment

Appendix One: Site Plan Sketch





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-xx

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

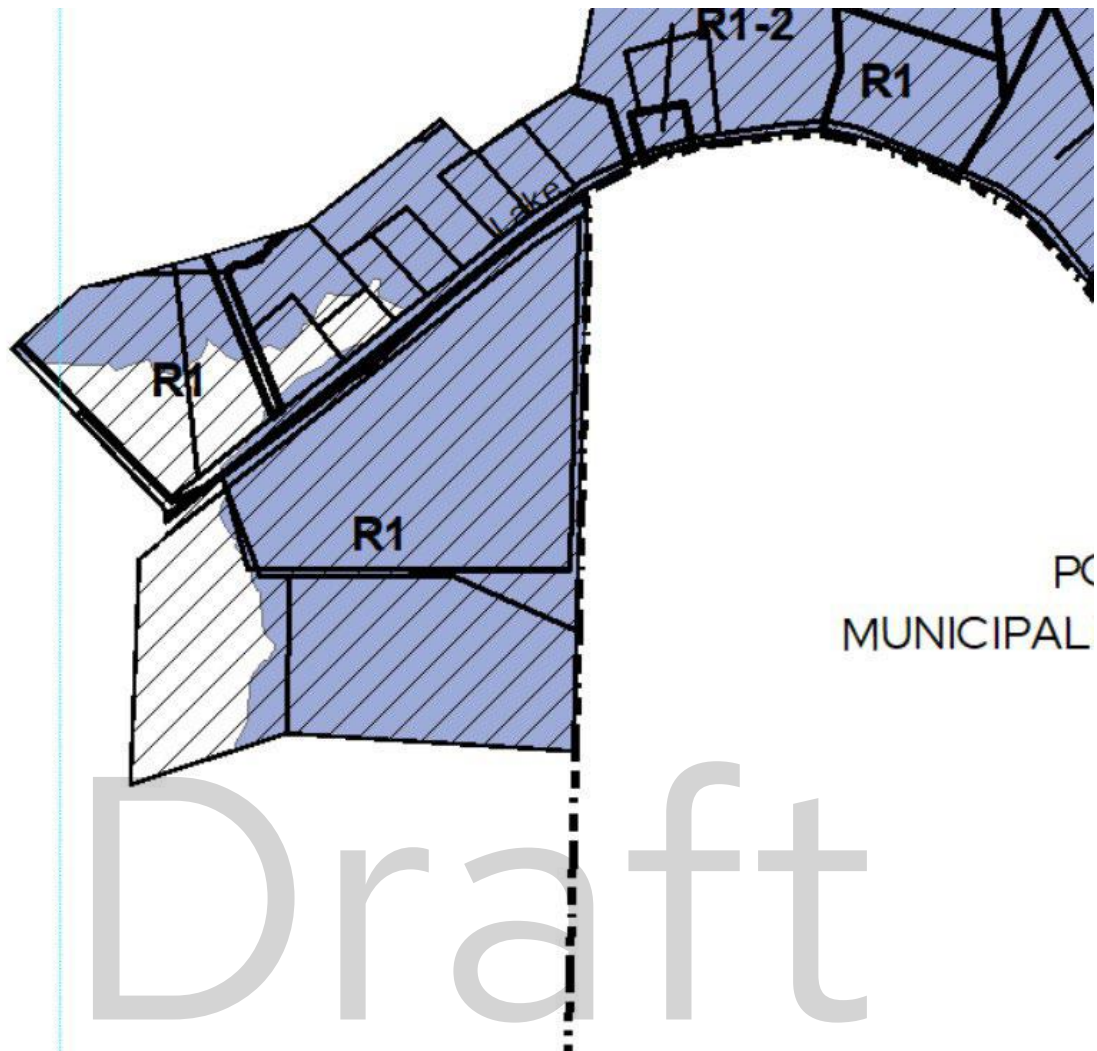
**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
HEREBY ENACTS AS FOLLOWS:**

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbols applying to lands legally described as PLAN 39 LOT R and municipally as 37437 Lake Line shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Residential 1 (R1) Zone.
2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.
(b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 26TH DAY OF JUNE 2023.**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell



NATURAL AREAS AND ADJACENT LANDS



CA REGULATION LIMITS

This is Schedule "A" to By-law No. 2023-xx passed on the 26th day of June, 2023.

DEPUTY MAYOR

C.A.O /CLERK

**TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE "A" MAP 10**





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 26, 2023

PREPARED BY: Josh Mueller, MCIP, Planner

REPORT NO: PLA 2023-21

SUBJECT MATTER: Housekeeping Zoning By-law Amendment

Recommendation(s):

THAT Council of the Township of Southwold approves the proposed Housekeeping Zoning By-law Amendment, in accordance with the By-law contained within Appendix Two of Report PLA 2023-21.

Purpose:

The purpose of this proposed amendment is to correct a text error, and to bring the Zoning By-law into compliance with recent amendments to the Planning Act.

Proposed Amendments:

This housekeeping amendment will correct Section A1-10 which is incorrect in the By-law. Also, it will amend Section 3.48 (c) which will allow for three (3) residential dwelling units in a detached house, semi-detached house, or row house on a parcel of urban residential land if no building or structure ancillary to the detached house, semi-detached house, or townhouse contains any residential units.

Background:

Housekeeping updates to Zoning By-laws are completed periodically as Staff work through issues with the Bylaw that lead to inconsistent interpretations or issues with text during building and planning files.

Section 3.0 – General Provisions

Existing Text	Proposed Text
3.48 (c) A maximum of two (2) additional dwelling units shall be permitted per lot; including a maximum of one (1) additional dwelling unit in the primary dwelling and a maximum of one (1) additional dwelling unit in an accessory structure.	3.48 (c) i two residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;

	<p>ii three residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or</p> <p>iii one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units. 2022, c. 21, Sched. 9, s. 4 (1).</p>
--	--

Existing Text	Proposed Text
<p>3.48 (i)</p> <p>The floor area of each additional dwelling unit(s) shall not exceed 40% of the total habitable floor area of the primary dwelling unit.</p>	<p>3.48 (i)</p> <p>The floor area of a detached additional dwelling unit shall not exceed 40% of the total habitable floor area of the primary dwelling unit.</p>

The changes in the General Provisions in Section 3.48 (c) are needed due to an amendment of the Ontario Planning Act. The text in Section 3.48 (i) has been amended to provide clarity in interpretation of the by-law.

Section 5.4 – Agricultural 1 Special Provisions (A1) Zone

Existing Text	Proposed Text
<p>5.4 SPECIAL PROVISIONS (j) A1-10 As shown on Schedule A, Map No. 4</p> <p>i) Additional Permitted Buildings and Use</p> <ul style="list-style-type: none"> - A building where agricultural based items produced both on and off the premises are displayed both inside and outside and sold at retail and includes the sale of field and includes the sale of field crops, fruit and vegetable sales, nursery and green house products, dairy products, eggs, baked goods, apiary and maple products. - A total of two buildings not to exceed 2,230 m³ (24,000 sq. ft.) in total floor area where fasteners including, but not limited to, nuts and bolts, wall anchors, screws, clamps and hooks are stored or warehoused before being transported to a retail or wholesale store, and which does not include retail or wholesale of such fasteners from such building or outside storage of such fasteners. - One free-standing sign 30.0 m² (323 sq. ft.) in area and 8 m (26 ft.) in height and one portable sign not exceeding 14.5 m² (156 sq. ft.) located 3.5 m (11 ft.) from any lot lines. 	<p>5.4 SPECIAL PROVISIONS (j) A1-10 As Shown on Schedule A, Map No. 4</p> <p>(i) Additional Permitted Buildings and Use</p> <ul style="list-style-type: none"> - A building where agricultural based items produced both on and off the premises are displayed both inside and outside and sold at retail and includes the sale of field and includes the sale of field crops, fruit and vegetable sales, nursery and green house products, dairy products, eggs, baked goods, apiary and maple products. - A total of two buildings not to exceed 2,230 m³ (24,000 sq. ft.) in total floor area where fasteners including, but not limited to, nuts and bolts, wall anchors, screws, clamps and hooks are stored or warehoused before being transported to a retail or wholesale store, and which does not include retail or wholesale of such fasteners from such building or outside storage of such fasteners. - One free-standing sign 30.0 m² (323 sq. ft.) in area and 8 m (26 ft.) in height and one portable sign not exceeding 14.5 m² (156 sq. ft.) located 3.5 m (11 ft.) from any lot lines.

Proposed change to the Agricultural 1 (A1) Special Provision zone will correct a text error. The existing text is not the same as the text in By-law 2018-13. This will bring the text into alignment.

Financial Implications:

None. This is an information report.

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is the Planning Staff's opinion that the proposed Zoning By-law Amendment to make minor changes to the Zoning Bylaw be approved.

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

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



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-xx

Being a By-law to Amend By-law No. 2011-14, the Zoning By-law, as amended.

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

1. By-Law No. 2011-14, as amended, is further amended by amending various sections of the by-law to correct minor informational errors and incorporate provisions from the More Homes Built Faster Act, 2022, S.O. 2022, c. 21 - Bill 23 as set out in Schedule "A", attached hereto and forming part of this By-law.
2.
 - (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.
 - (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 26th DAY OF JUNE 2023.**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell

Schedule 'A' Housekeeping By-law No. 2023-xx

Section 3.0 – General Provisions

Existing Text	Proposed Text
<p>3.48 (c) A maximum of two (2) additional dwelling units shall be permitted per lot; including a maximum of one (1) additional dwelling unit in the primary dwelling and a maximum of one (1) additional dwelling unit in an accessory structure.</p>	<p>3.48 (c) i. Two residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit; ii. Three residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or iii. One residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.</p>

Existing Text	Proposed Text
<p>3.48 (i) The floor area of each additional dwelling unit(s) shall not exceed 40% of the total habitable floor area of the primary dwelling unit.</p>	<p>3.48 (i) The floor area of a detached additional dwelling unit shall not exceed 40% of the total habitable floor area of the primary dwelling unit.</p>

Section 5. 4 – Agricultural 1 Special Provisions (A1) Zone

Existing Text	Proposed Text
<p>5.4 SPECIAL PROVISIONS (j) A1-10 As shown on Schedule A, Map No. 4</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>goods, apiary and maple products.</p> <p>- A total of two buildings not to exceed 2,230 m³ (24,000 sq. ft.) in total floor area where fasteners including, but not limited to, nuts and bolts, wall anchors, screws, clamps and hooks are stored or warehoused before being transported to a retail or wholesale store, and which does not include retail or wholesale of such fasteners from such building or outside storage of such fasteners.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>5.4 SPECIAL PROVISIONS</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>at retail and includes the sale of field and</p> <p>[REDACTED]</p> <p>goods, apiary and maple products.</p> <p>- A total of two buildings not to exceed 2,230 m³ (24,000 sq. ft.) in total floor area where fasteners including, but not limited to, nuts and bolts, wall anchors, screws, clamps and hooks are stored or warehoused before being transported to a retail or wholesale store, and which does not include retail or wholesale of such fasteners from such building or outside storage of such fasteners.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 26, 2023

PREPARED BY: Josh Mueller MCIP, Planner

REPORT NO: PLA 2023-22

SUBJECT MATTER: Consent Applications E42-23 to E44-23- Comments to the County of Elgin

Recommendation(s):

THAT Council recommends approval to the Land Division Committee of the County of Elgin for consent applications, E42-23, E43-23, E44-23 subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-22.

Purpose:

The applicant is proposing three lot line adjustments and to create a residential building lot. The property at 10117 Talbotville Gore Road was previously a construction access into the Ridge Subdivision. The applicant has purchased the lot with the intention of severing off portions of the rear of the lot and providing the adjacent property owners on Talbot Grove Lane an opportunity to acquire a portion of the subject land. The applicant proposes to utilize the retained parcel as a residential building lot.

Background:

Below is a background information, in a summary chart:

Applications	E42-23 to E44-23
Owners/Applicants	Ryan Pereira
Agent	Todd Rutledge, Brown Beattie O'Donovan
Legal Description	CON SNBTR PT LOT 40
Civic Address	10117 Talbotville Gore Road
Entrance Access	Talbotville Gore Road
Water Supply	Municipal Water
Sewage Supply	Municipal Sewage System
Existing Land Area	0.37 Hectares (0.93 Acres)
Buildings (Severed)	None- Lot Area to be added to Adjacent Lots
Buildings (Retained)	None- Vacant Parcel

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

Severed Parcel

Application Num	Frontage	Depth	Area
E42-23	38 m	21.20 m	859.92 sq m
E43-23	18 m	21.03 m	380.28 sq m
E44-23	18 m	20.84 m	376.89 sq m

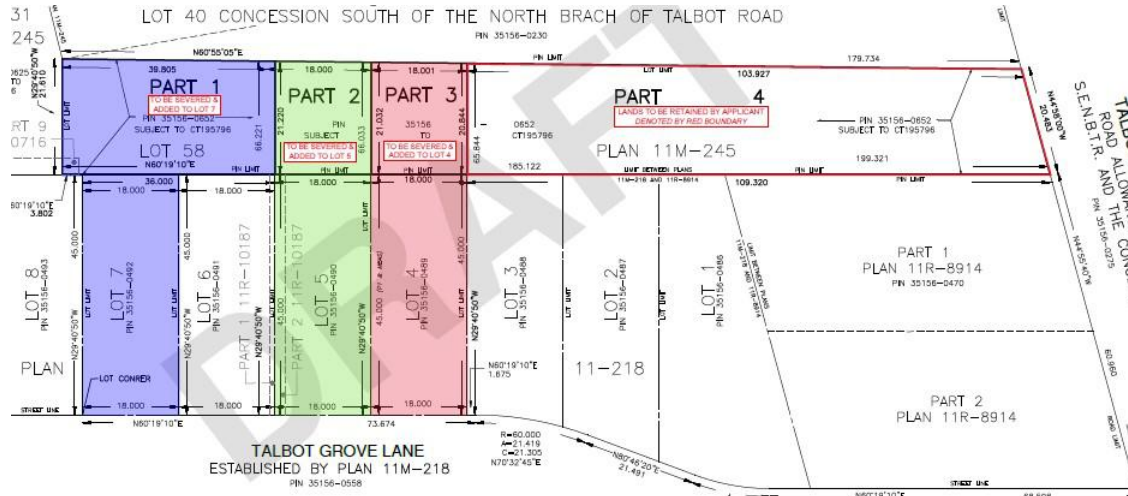
Retained Parcel

Application Num	Frontage	Depth	Area
E42-23	20.48 m	109.32 m	2163.1 sq m
E43-23	20.48 m	109.32 m	2163.1 sq m
E44-23	20.48 m	109.32 m	2163.1 sq m

Figure One below, depicts the subject parcel at 10117 Talbotville Gore Road



The consent sketch, showing E42-23 to E44-23 is attached to this report as Appendix One for reference purposes.



Planning Policy Review:

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Policy Statement (PPS) and does not conflict with Provincial Plans. Within the Township of Southwold, they must also make decisions that conform to the County of Elgin Official Plan and Township of Southwold Official Plan and make decisions that represent good land use planning.

With regard to this proposal involving consents, the Planning Authority is the County of Elgin Land Division Committee, wherein the Municipality provides agency comments to the County of Elgin as part of their decision-making process.

The property is Designated as Tier 2 Settlement Area in the CEOP. The lands are Designated Residential on Schedule '4E' Talbotville Land Use in the OP. The lands are zoned Residential 1 (R1) Zone in the ZB. The planning analysis is summed up in the chart below.

Legislation	Section(s)	Relevance To Application	In Compliance
Provincial Policy Statement	1.1.3.1	Settlement areas shall be the focus of growth and development.	Yes, Parcel is in Settlement Area

County of Elgin Official Plan	B2.6	General criteria that must be satisfied prior to any new development in existing settlement areas.	Yes Because all criteria will be satisfied
Township of Southwold Official Plan	5.2.2.2	Types of development permitted in a Settlement Area.	Yes Because the proposed development is permitted
Township of Southwold Zoning Bylaw	8.2	In accordance with Section 8.2 the Regulations of the Residential 1 (R1) Zone apply.	Yes Parcel meets all R1 Zoning Criteria

Circulation of the Application:

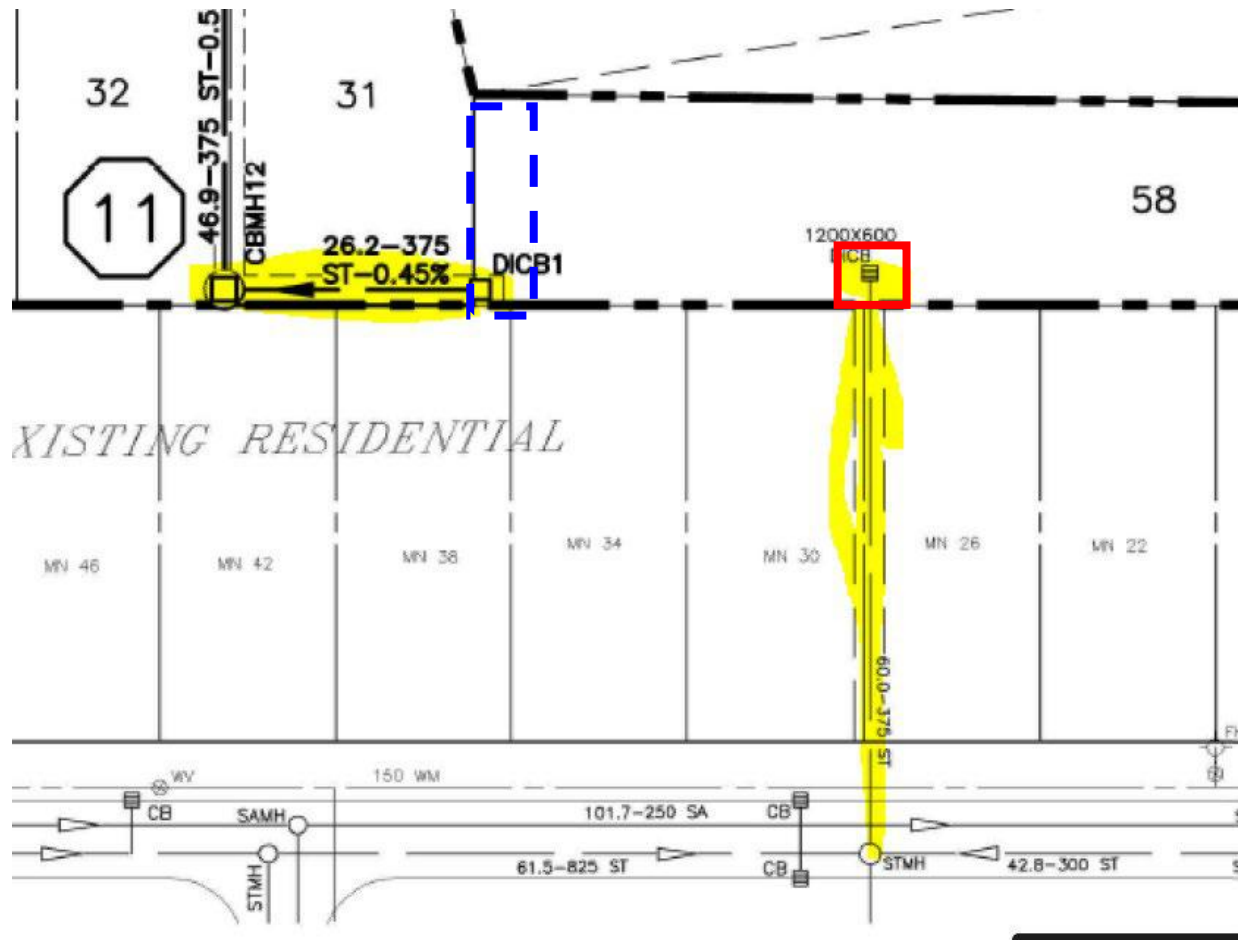
Township Department Comments

Infrastructure Department Comments

Applicant would need to submit a site grading plan and connect to the municipal water and sewer connections on Talbotville Gore Road.

After discussions with Brent, we have agreed the applicant would be required to create 2 x 3 metre easements.

1. From DICB 1 (see dashed blue line below) create a 3-meter easement contained wholly in lot 58 to the northerly property line to maintain existing drainage conditions from Mun. 10141.
2. Extend the highlighted easement between Mun 30 and 26 to 3 metres north of the DICB for maintenance purposes (see red box below).



Treasury Department Comments

E 42-23 & E 43-23 – lot additions – no comments

E44-23 – lot addition – no comments

E44-23 – retained residential building lot – DC exempt as plan was registered prior to DC by-law, Cash in Lieu of Parkland fee of \$1,035.00

Additional Comments:

The recommended Township conditions for consent applications E42-23, E43-23 and E44-23 are attached to this report as Appendix Two for reference purposes.

Financial Implications:

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

Strategic Plan Goals:

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

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed three lot line consents, and the creation of a residential building lot would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report.

The County of Elgin, as the Planning Approval Authority, will have to review the application accordingly against the planning documents (PPS, CEOP, OP and ZBL) and obtain comments from the other agencies and members of the public through the public consultation process, as part of their decision-making on the planning application.

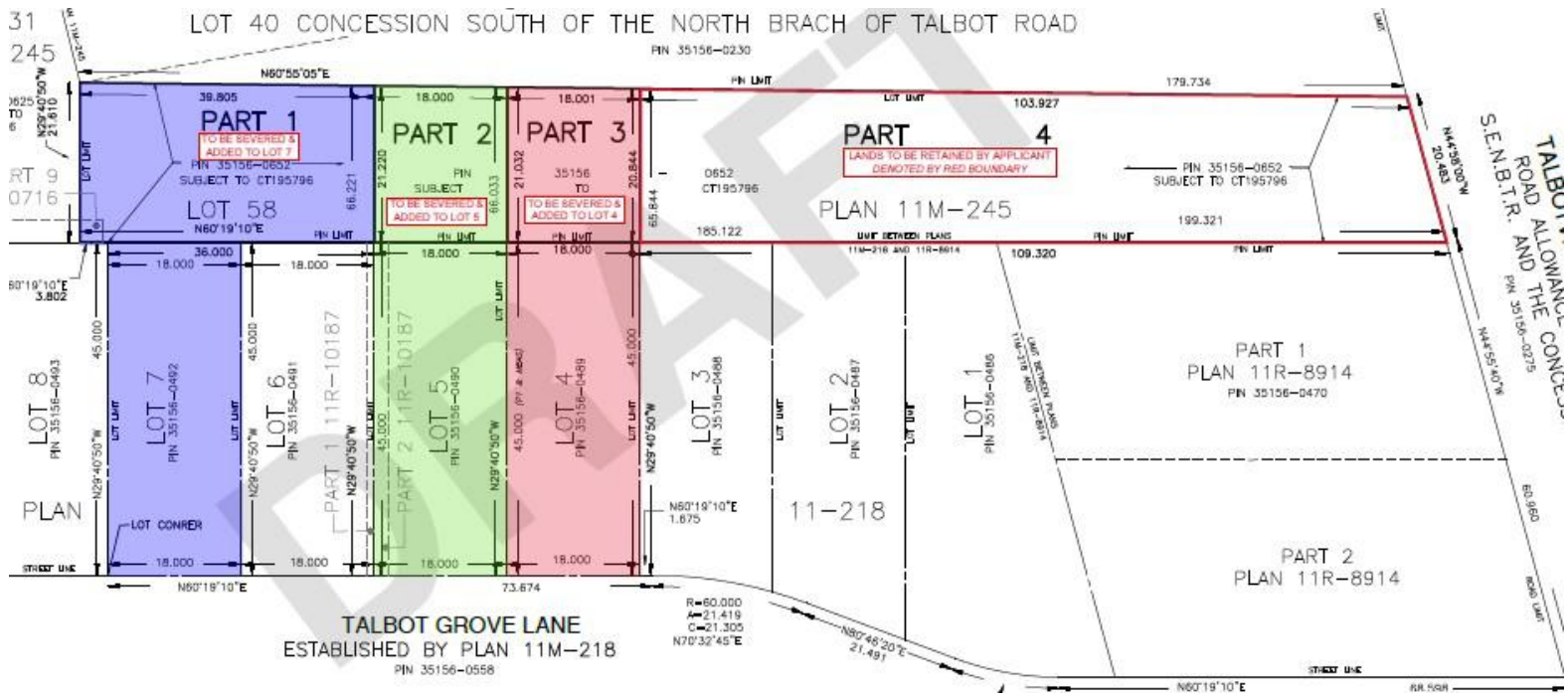
Respectfully submitted by:
Josh Mueller, MCIP,
Planner
"Submitted Electronically"

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

Appendices:

1. Appendix One: Consents Sketch E42-23 to E44-23
2. Appendix Two: Consent Conditions

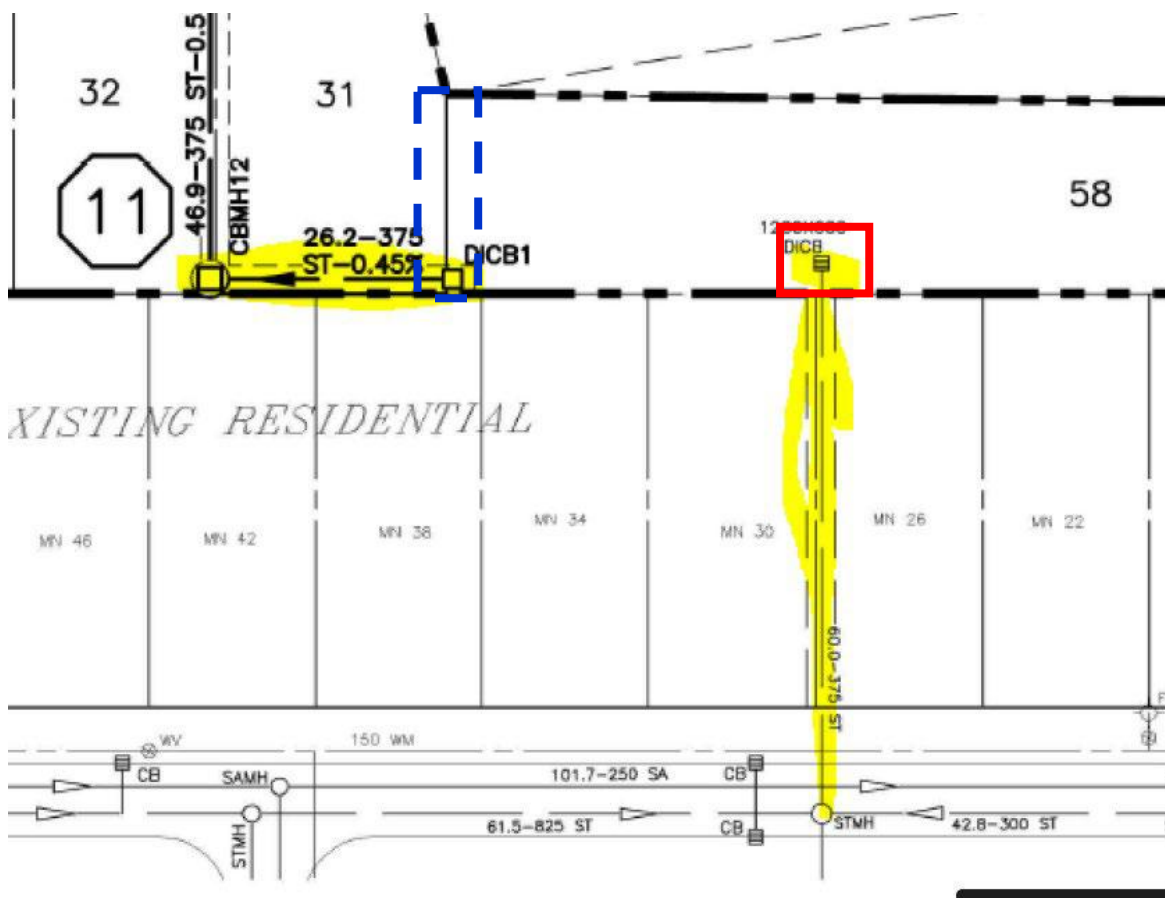
LOT 40 CONCESSION SOUTH OF THE NORTH BRACH OF TALBOT ROAD



Appendix Two: Severance Applications E42-23, E 43-23, E44-23

Consent Applications E42 -23, E 43-23, E 44-23 Conditions:

1. That the Applicant meet all the requirements, all financial and municipal fees including but not limited to cash in lieu of parkland, development charges and water connection fees of the Township, to the satisfaction and clearance of the Township.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Township.
3. That the Applicant's Solicitor provides an undertaking to the Township, to provide a copy of the registered deeds for the severed parcels once the transaction has occurred.
4. That the Applicant register on title two 3 metre drainage easements.
 - a) From DICB 1 (see dashed blue line below) create a 3-meter easement contained wholly in lot 58 to the northerly property line to maintain existing drainage conditions from Mun. 10141.
 - b) Extend the highlighted easement between Mun 30 and 26 to 3 metres north of the DICB for maintenance purposes (see red box below).



5. That prior to the issuance of a building permit the Applicant submits a lot grading plan to the satisfaction of the Township.
6. That a driveway entrance permit and 911 sign be obtained, if required.
7. That the Applicant's Solicitor provide a request for clearance of conditions to the Township, demonstrating how all the conditions of consent have been fulfilled, to the satisfaction and clearance of the Township.
8. That prior the final approval of the County, the County is advised in writing by the Township how the above-noted conditions have been satisfied.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 26, 2023

PREPARED BY: Aaron VanOorspronk, Director of Infrastructure and Development Services & Jeff McArthur Director of Emergency Services/Fire Chief

REPORT NO: ENG 2023-30

SUBJECT MATTER: Talbotville Firehall Update

Recommendation(s):

THAT Report ENG 2023-30 relating to Talbotville Firehall Update, be received for information; and

THAT Council direct Staff to engage BM Ross to proceed with the issuance of a design-build request for proposal for a new stand-alone fire hall and

THAT Council direct Staff to award engineering services for Site Servicing based on successful quotation meeting the purchasing policy.

Purpose:

This report seeks to update Council on the progress of the Talbotville Firehall and seek Council's endorsement of the recommended option.

Background:

The TSTAC Committee has been exploring two options for the improvement of the existing firehall located at 10586 Sunset Drive: expanding the current facility or constructing a new standalone building.

The committee engaged the architectural firm A+ Link to create conceptual sketches illustrating the proposed footprint of both options and provide technical input. Additionally, the committee conducted site visits to firehalls built for small municipalities in Ontario and consulted with the teams involved in those projects. It was agreed upon that the Milverton Firehall would be a suitable building, meeting the Township's needs and remaining affordable.

Although the renovation option was considered, discussions with several contractors revealed their lack of interest in bidding on a renovation project. It is reasonable to assume that construction savings would be insignificant compared to a new building, and renovated buildings generally offer a lower level of service compared to new builds that take a more comprehensive approach to achieving project objectives. The below chart provides a brief comparison of the options.

	Renovation	New Building
Constructability	Little to no interest in a renovation, unknowns and risk associated with renovations make them undesirable in this market condition.	High level of interest, controlled conditions, lower risk
Cost	Possibly lower cost, however with lack of contractor interest its likely negligible when factoring in level of service.	Higher capital cost
Post-Disaster	Addition would be post-disaster, but existing structure would not	Entire facility to be post-disaster rated.

Based on the aforementioned factors and consultations with the County of Perth, the Committee and Staff propose that the Township opt for a stand-alone new build similar to the Milverton firehall for Talbotville. Staff believe that the most cost-effective approach for preparing a proposal package would be to repackage the Milverton RFP with minor adjustments to suit our specific needs. BM Ross has expressed their interest in collaborating and undertaking the repackage of the RFP. Furthermore, Staff will request quotations from consulting engineers to complete the Site Servicing design.

Financial Implications:

As the proposal involves repackaging an existing proposal, Staff anticipates that the cost of preparing the package will be under \$10,000, depending on the extent of design changes. The engineering design for site work is expected to cost approximately \$20,000. These expenses will be covered through the approved Talbotville Firehall funding allocated in the 2023 Budget.

Conclusion:

The committee and Staff are of the opinion that a design-build solution is the appropriate path forward to meet the needs of the Talbotville Firehall. This approach has proven to be cost-effective in neighboring small municipalities and aligns with the requirements for emergency services buildings.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 26, 2023

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2023-33

SUBJECT MATTER: Signage Branding

Recommendation:

That Council approve Option 1 for branding on Township signs.

Purpose:

To provide revised signage options 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. Several options were presented at the June 14th meeting. There was consensus on the sign shape option (as shown in following options) and direction to investigate additional options for a border colour with Cinnamon Toast, rather than the multi-coloured border as shown in Option 2. There was interest something solid like white (Option 4), however this was not supported by Cinnamon Toast. They did suggest that a lighter green could work if an outside border was desired.

Comments/Analysis:

Following is a summary of the sign options that remain under consideration. There was direction at the last Council meeting for a solid dark background but with a different border colour. Staff reached out to Cinnamon Toast for their advice on this option. While recent activity has focussed on seeing different colours for a border on the solid colour sign, based on comments to date from Council and staff, there appears to be a consensus on the Option 1 sign, which was one of the original proposals from Cinnamon Toast.

Option 1



Option 2



Option 3



Option 4**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"

Office of the Mayor

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP
Minister of Innovation, Science and Economic Development
Via email: ministerofisi-ministredeisi@ised-isde.gc.ca

Hon. Marie-Claude Bibeau PC MP
Minister of Agriculture
Via email: Marie-Claude.Bibeau@parl.gc.ca

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the "soup and salad bowl of Canada", Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'J Leduc', written over the printed name.

James Leduc
Mayor

CC: John Barlow, MP Foothills
 Rick Perkins, MP South Shore—St. Margarets
 Alistair MacGregor, MP Cowichan—Malahat—Langford
 Rachel Blaney, MP North Island—Powell River
 Scot Davidson, MP York—Simcoe
 Federation of Canadian Municipalities
 Association of Municipalities of Ontario
 Ontario's Municipal Councils
 Ontario's Conservation Authorities

At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution: 2023-199

Moved: Councillor Verkaik

Seconded: Councillor Harper

Whereas the “right-to-repair” movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against “planned obsolescence” seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that “the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair” (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario’s Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.



Joint Annual Accessibility Status Report 2022

A summary of Elgin County and its Local Municipal Partners accomplishments towards inclusion
and accessibility in 2022

Elgin County and Local Municipal Partners Joint Annual Accessibility Status Report 2022

Objectives and Purpose

This is the County of Elgin and its Local Municipal Partners (LMPs) Annual Accessibility Status Report update. In 2015, Elgin County released its second Multi-Year Accessibility Plan, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The plan outlined the County's strategy to prevent and remove barriers to accessibility, which includes how to meet requirements under the AODA.

In 2021, the County released its first Joint Multi-Year Accessibility Plan (MYAP), which includes the County of Elgin and its seven Local Municipal Partners' accessibility progress, goals and timelines for the next five years. As a result of the MYAP becoming a joint effort, it allowed the Annual Accessibility Status Reports to become streamlined and collaborative rather than requiring each LMP to create their own.

This Status Report includes the accessibility initiatives that were completed in 2022 to implement the strategy outlined in the Joint Multi-Year Accessibility Plan.

The purpose of this Status Report is to make the public aware of Elgin County and its LMPs' progress with accessibility implementation and to prevent and remove barriers and meet requirements under the AODA and IASR.

Compliance Reporting

Elgin County filed their sixth Accessibility Compliance Report in February 2023, due to claiming non-compliance regarding web accessibility and the WCAG 2.0 Level AA criteria in 2021. For the 2023 report, Elgin County was able to claim compliance and continues to work on maintaining web compliance and document accessibility. Any LMPs who claimed non-compliance are working with the Ministry for Seniors and Accessibility to ensure compliance is achieved. The deadline for municipalities that reported compliance in 2021, will be on December 31, 2023.

Commitment Statement

The County of Elgin and its LMP's statement of commitment establishes the vision and goals for the Municipalities to meet the legislated accessibility requirements. The statement of commitment is publicly available on the County website, accessibility policy and Joint MYAP.

The County of Elgin and its LMPs are committed to identifying, eliminating and preventing barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The County of Elgin and its LMPs recognize the diverse needs of all of our residents and customers and will respond by striving to provide goods, services and facilities that are accessible to all.

The County of Elgin and its LMPs are committed to being responsive to the needs of all of our residents and employees. In order to meet the needs of people with disabilities the Municipalities will:

- Ensure policies address dignity, independence, integration and provide for equal opportunity for people with disabilities
- Allow people with disabilities to use their own personal devices to obtain, use or benefit from the services offered by the County and LMPs
- Accommodate the accessibility needs of people with disabilities to ensure they can obtain, use, or benefit from the County and LMPs goods, services, programs and facilities
- Communicate with people with disabilities in a manner that is considerate of the person's disability

The County of Elgin and its LMPs will promote accessibility by ensuring that compliance is met for all regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. In order to ensure that timelines are met, The County and its LMPs will establish, implement and maintain a Joint Multi-Year Accessibility Plan. The plan will outline the County and its LMPs strategy to prevent and remove barriers to people with disabilities. The plan will be updated on an ongoing basis, as needed, to ensure it remains current and aligns with the IASR.

Continuous Achievements in Accessibility

- The County of Elgin and its LMPs focus on removing barriers which may exist in our buildings and facilities, while ensuring that new buildings, leases, and renovations do not create any new barriers
- Elgin County/Central Elgin Joint Accessibility Advisory Committee continues to meet and review accessibility initiatives
- The County of Elgin and its LMPs continue to comply with the requirements of the *Integrated Accessibility Standards Regulation* including continuing to train staff, volunteers and third parties who interact on behalf of the Municipalities on an ongoing basis
- All library branches continue to provide accessible materials and communication supports upon request. In addition, the libraries have several accessible materials and resources available including but not limited to: large print books, audio books, CELA Library loan access, electronic materials with zoom features, hand-held magnifiers as well as ZoomText with large print keyboards
- Continue to review customer feedback and take appropriate action

- The County of Elgin and its LMPs are continuously looking into new accommodation options for people with disabilities
- Use of technology such as eScribe to ensure that Council agendas and minutes are completely accessible as well as maintaining website compliance achieved
- Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program

Highlights of 2022

- **The County of Elgin accomplished the following in 2022:**
 - Working to complete renovations on accessible elevators in the County Administration Building
 - Finish making upgrades to Council chambers and front lobby on first floor
 - Created an Accessibility Content Style and Design Guide, and a Creating Accessible Documents Guide
 - Continued making changes to the County website to ensure compliance with the WCAG 2.0 Level AA requirements
 - Completed the Joint Annual Accessibility Status Report for 2022 regarding the progress made for the Joint Multi-Year Accessibility Plan
 - Began the creation of a Joint Diversity, Equity and Inclusion Plan between Elgin County and Local Municipal Partners that includes accessibility
 - Creation of training for document accessibility which will be rolled out to Elgin County staff and Local Municipal Partners upon request in 2023
- **Elgin County / Central Elgin Joint Accessibility Advisory Committee (JAAC) reviewed and provided consultation on:**
 - The County of Elgin Accessibility Policy to ensure it meets industry best practice
 - The creation of the Accessibility Content Style and Design Guide and a Creating Accessible Documents Guide
 - The establishment of on-street accessible parking spaces in downtown Rodney near Furnival Road
 - The revision of the JAAC Terms of Reference
 - The JAAC Co-Hosted the Accessibility Open House with the City of St. Thomas
- **The Municipality of Bayham accomplished the following in 2022:**
 - Conducted an accessible Election including establishment of a Municipal Election Accessibility Plan and Election Official training

- Approved schematic plans for Straffordville Community Centre expansion
- Tendering and construction planned for 2023
- Applied to the Enabling Accessibility Fund for accessibility upgrades at the Marine Museum
- Approval of capital item for new website in 2023
- Ongoing sidewalk improvements through Bayham's capital program including 1.3 kms of new sidewalk in Vienna
- Implementation of technology for hybrid Council meetings
- **The Municipality of Central Elgin accomplished the following in 2022:**
 - Hard surfaced accessible concrete sidewalks added to Union Street Park in Belmont
 - Construction of a barrier free and accessible washroom in Union Street Park in Belmont
 - Accessible playground equipment Union Street Park
 - Accessible fitness equipment Union Street Park
 - Construction of an accessible elevator at the Belmont Arena
 - Addition of sidewalks in Old Lynhurst including two crosswalks from Talbot Hill to Wellington Road
 - Restoration of the gravel pathway around the Little Creek Stormwater Management Facility in Port Stanley
- **The Municipality of Dutton Dunwich accomplished the following in 2022:**
 - Accessible ramp and entrance at town hall railing to be installed this fall
 - Development of a new website with a citizen portal for residents to complete municipal business 24/7
 - Two fully accessible outdoor exercise equipment (accessible hand bike and upper body stretcher) to add to our existing pieces – a total of 5
 - Hand sensor door opener replaced a paddle at our medical centre and Service Ontario offices
 - Applied for the Enabling Accessibility Grant -small projects component to make our entire front reception area accessible
 - If successful it will be completed this December as we have the drawing and specs already
 - Continue to digitize our TOMRMS filing system so employees (present a future) can access any files should they need to work from home as an accommodation due to any issues
- **The Municipality of West Elgin accomplished the following in 2022:**
 - Completed Accessible public/staff washroom as part of Municipal Office Renovations – monies provided through Enabling Accessibility Grant

- Open renovated Municipal Office with better accessibility for staff and public – accessible front counter, entrance way and meeting room as well as staff areas
- Completed Pre-Election Accessibility Plan and placed on website
- Provided training on accessibility to staff to ensure compliance (ongoing)
- Continued updating documents for website to ensure compliance (ongoing)
- Completion of Accessible Parking space on Moriah Street in Rodney as part of Downtown Rodney Reconstruction
- Worked with a local service group to create accessible pathways in Miller Park (1 section completed and this is an ongoing project to provide accessible pathways throughout park)
- **The Town of Aylmer accomplished the following in 2022:**
 - Administered an accessible election in accordance with the Municipal Elections Act
 - No requests for accommodation were received throughout the election period; however, staff received positive feedback from visitors respecting the voting method (Internet, Telephone) with in-person assistance available onsite
 - Accessible upgrades were made to the newly renovated Council Chambers located at 25 Centre Street, Aylmer
 - Continued accessibility related improvements to www.aylmer.ca
 - Continued staff training regarding WCAG 2.0 Level AA requirements
- **The Township of Malahide accomplished the following in 2022:**
 - Provided training on document accessibility to staff to ensure compliance (ongoing)
 - Created a Municipal Elections Accessibility Plan
 - Continued making changes to the Township website to ensure compliance with the WCAG 2.0 Level AA requirements
 - Continued making changes to the Township Facebook page to ensure compliance with the WCAG 2.0 Level AA requirements
- **The Township of Southwold has accomplished the following in 2022:**
 - Staff participation document accessibility training to ensure compliance (ongoing)
 - Update to Official Plan Text – now an accessible document
 - Update to many other documents to make accessible – creation of templates so they are accessible going forward
 - Continue to update and maintain Township website to ensure compliance with the WCAG 2.0 Level AA requirement
 - Completion of accessible pavilion and playground in new Talbotville park

Availability of the Plan and Status Report

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports can be accessed through Elgin County's website on the [Accessibility Page](https://www.elgincounty.ca/accessibility/):

<https://www.elgincounty.ca/accessibility/>

Contact Information

For more information contact – Elgin County's Accessibility Coordinator:

Phone 519-614-0620

Fax 519-633-7785

Email ssavoie@elgin.ca

Mail Accessibility Coordinator
County of Elgin, Human Resources Dept.
450 Sunset Drive,
St. Thomas, ON N5R 5X7

Accessible formats and/or communication support(s) are available upon request.



Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan 2021-2026

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Introduction

Message from the Chief Administrative Officers

On behalf of the Municipalities of Bayham, Central Elgin, Dutton Dunwich, West Elgin, Aylmer, Malahide, Southwold, and the County of Elgin, we are pleased to present the 2021-2026 joint Multi-Year Accessibility Plan (MYAP). This plan will act as a guide for the next 5 years, outlining our accessibility progress, goals and timelines.

The MYAP was created in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the O.REG 191/11 *Integrated Accessibility Standards Regulation*. We are proud of our accomplishments under our previous MYAPs, and look forward to continuing to support accessibility initiatives and projects in our community.

The plan demonstrates our commitment to identifying, removing and preventing barriers for persons with disabilities through accessibility planning, collaboration with the community, and implementation of our accessibility goals and initiatives.

The plan was developed by incorporating feedback from the public, community members with disabilities, and the Joint Accessibility Advisory Committee. The feedback helps to ensure that the goals we have set out in the plan meets the expectations of the members of our community.

We would like to take this opportunity to thank all that were involved in the creation of this plan, and for the ongoing efforts of the Joint Accessibility Advisory Committee in furthering our accessibility goals across the County of Elgin.

Through continuous achievements in accessibility, the County of Elgin and our seven Local Municipal Partners will continue to work towards providing an accessible and equitable environment, and community that encourages inclusion of all of its diverse members. In doing so, we are taking the steps necessary to support the Provincial Government's plan to make Ontario fully accessible by 2025.

Sincerely,

Thomas Thayer, CAO
The Municipality of Bayham

Paul Shipway, CAO
The Municipality of Central Elgin

Heather Bouw, CAO
The Municipality of Dutton Dunwich

Magda Badura, CAO
The Municipality of West Elgin

Andy Grozelle, CAO
The Town of Aylmer

Adam Betteridge, CAO
The Township of Malahide

Lisa Higgs, CAO
The Township of Southwold

Julie Gonyou, CAO
The County of Elgin

Executive Summary

In accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA), the County of Elgin and its Local Municipal Partners (LMP) have created a Joint Multi-Year Accessibility Plan, which builds on the accomplishments of the previous MYAP plans.

The County and its LMPs continue to maintain compliance with the requirements under the AODA and the *Integrated Accessibility Standards Regulations* (IASR). This plan acts as an accessibility road map, detailing key initiatives and progress made, as well as goals and timelines to be achieved over the next 5 years. It demonstrates the commitment made to identifying, removing and preventing barriers for people with disabilities. It is designed to create a more accessible and inclusive community.

The plan is available online at the County of Elgin's website, as well as on all of the Local Municipal Partner websites, and it is made available in an alternative format and/or with communication supports, upon request.

Statement of Commitment

The County of Elgin, along with its Local Municipal Partners are committed to creating and maintaining a barrier-free County where everyone can live, work and play. This Joint Multi-Year Accessibility Plan, spanning from 2021 to 2026, will act as a roadmap on our journey to meeting the Province's mandate of a fully accessible Ontario by 2025.

This commitment of removing barriers that prevent people with disabilities from accessing our goods, services and facilities was made through a streamlined, collaborative approach in an effort to realize efficiencies from both a planning and reporting perspective. Elgin County, along with its 7 Local Municipal Partners, are committed to ensuring equal access and participation for people with disabilities.

We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We are dedicated to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting, and where possible exceeding, our accessibility requirements under Ontario's accessibility laws.

Elgin County's Previous Multi-Year Accessibility Plan

The County of Elgin's previous Multi-Year Accessibility Plan was created and approved by County Council in 2015 spanning to the end of 2020. During this time period, The County of Elgin filed Accessibility Compliance Reports on a bi-annual basis to the Ministry for Seniors and Accessibility (formerly the Accessibility Directorate of Ontario). These reports were filed in 2015, 2017 and 2019, and were all under full compliance with the *Accessibility for Ontarians with Disabilities Act*.

The previous Multi-Year Accessibility Plan, unlike the 2021-2026 iteration, focused only on accessibility initiatives at the County level. Further, under the previous model each Local Municipality was required to create their own Plan while preparing Annual Accessibility Status Reports to their respective Councils. In looking forward to the opportunity of renewing the Multi-Year Accessibility Plan, County staff wanted to take the opportunity to streamline the annual reporting process, while also creating a truly collaborative **Joint** Multi-Year Accessibility Plan.

Accessibility for Ontarians with Disabilities Act

The structure of the Joint Multi-Year Accessibility Plan is based upon requirements outlined under the [Accessibility for Ontarians with Disabilities Act](#). The AODA came into effect in 2005 with a goal to make the Province of Ontario fully accessible to all by 2025. The AODA is a law that sets out a process for developing and enforcing accessibility standards.

Ontario is the first province and one of the first jurisdictions in the world to enact specific legislation establishing a goal and time-frame for accessibility. It is also the first jurisdiction to legislate accessibility reporting and to establish standards in areas like employment, transportation and the design of public spaces.

These standards fall under the [Integrated Accessibility Standards Regulation O. Reg 191/11](#) (IASR). The IASR are laws that government, businesses non-profits and public sector organizations must follow to become more accessible and provide barrier-free service delivery.

Every 3 years the *Accessibility for Ontarians with Disabilities Act* is reviewed by an individual appointed by the Provincial government. In 2017, the Honorable David C. Onley was selected to undertake this review. Over the course of 2018, Mr. Onley held public consultations across the Province interviewing a wide array of individuals living with disabilities, as well as those working in the realm of accessibility. In 2019, Mr. Onley put forward 15 recommendations to the Minister of Seniors and Accessibility. With the goal of a fully accessible Ontario by 2025 quickly approaching, it is apparent that we as a Province are a far-cry from this 2005 vision. There is work to be done across all sectors: public, not for profit and private. For those interested in where to read more about the 15 recommendations made, visit: [2019 Legislative Review of the Accessibility for Ontarians with Disabilities Act, 2005](#).

Progress has certainly been made across all of these sectors with work still to come in the lead-up to and beyond 2025. As designated public sector leaders, the County of Elgin, along with its Local Municipal Partners have important roles to play in making continual and significant improvements relating to accessibility, not only in our built environments, but also in the way we deliver our day-to-day services to our residents.

This Joint Multi-Year Accessibility Plan will act as our roadmap towards a fully accessible Ontario for all.

Joint Accessibility Advisory Committee

The Joint Accessibility Advisory Committee (JAAC) is a public committee that is comprised of people with disabilities, members of the community who are actively involved in a disability related profession or are caregiver for a person with a disability, and staff members from the County of Elgin and Municipality of Central Elgin. Advisory Committee's are only required for municipalities with a population of 10,000 or more. The JAAC meets on a quarterly basis and the majority of the committee is represented by people with disabilities. The purpose of the committee is to provide advice to Councils on the removal and prevention of barriers, consult on the accessibility of buildings, structure or premises, the Multi-Year Accessibility Plan, site plans and drawings, and the implementation of accessibility standards and reports.

Accessibility Coordinator

The Accessibility Coordinator looks after accessibility in Elgin County, and collaborates with its Local Municipal Partners on accessibility initiatives. The Accessibility Coordinator provides consultation on accessibility related projects. The Accessibility Coordinator is responsible for overseeing the implementation of accessibility standards for the corporation as well as providing ongoing training. Further, the Accessibility Coordinator works to identify accessibility issues, needs, resources and opportunities for integrated accessibility planning to ensure best practices are being implemented.

The Accessibility Coordinator acts as the main point of contact for accessibility related concerns across the County. Questions or concerns can be brought to the attention of the Accessibility Coordinator via the Accessible Feedback Form or by directly contacting them via email or phone (see the **Contact Information** section of the plan for details).

Plan Coordination and Implementation

Elgin County supports the goals of the AODA, which seeks to meet Ontario's vision to make the province accessible by 2025. The County strives to be more accessible and inclusive for people with disabilities, and to ensure that accessibility measures are undertaken throughout all facilities and business operations. Accessibility is an integral part of all County initiatives, business practices, boards, committees, departments and divisions. The County of Elgin and all participating Local Municipal Partners are committed to fulfilling the accessibility requirements under the AODA and IASR.

The County's Accessibility Coordinator is responsible for the development of this plan, in consultation with the Joint Accessibility Advisory Committee, the public and persons with disabilities. All staff have a role to play in identifying, removing and preventing

barriers. Employees who are engaged and knowledgeable are able to incorporate accessibility considerations into their daily business practices.

The public and persons with disabilities were consulted via an online survey regarding the establishment, reviewing and updating of the Joint Multi-Year Accessibility Plan. 48% of respondents were persons with disabilities. Questions were asked pertaining to the County and all Local Municipal Partners concerning topics on:

- Use of service animals and support persons in County or LMPs facilities
- Barrier-free accessible feedback process and inclusive customer service
- Requesting accessible formats and communication supports
- Accessible and barrier-free websites and web content
- Barrier-free recruitment process and accommodations
- Barrier-free public spaces, accessible parking and accessible pedestrian signals
- Assurance of barrier-free municipal-owned facilities
- Accessible barrier-free transportation services (West Elgin)

Feedback was incorporated and taken to the Joint Accessibility Advisory Committee (JAAC) to be reviewed and revised. Once the review by the JAAC and incorporation of feedback was completed, the final Joint MYAP was presented to Council for approval.

The final version of the MYAP approved by Council will be available on the County of Elgin and Local Municipal Partners websites for the public to access. The MYAP is available in an accessible format and/or with communication supports, upon request.

Participating Municipalities

The Municipality of Bayham	56169 Heritage Line, PO Box 160 Straffordville, ON N0J 1Y0
The Municipality of Central Elgin	450 Sunset Drive, St. Thomas, ON N5R 5V1
The Municipality of Dutton Dunwich	199 Currie Road, Dutton, ON N0L 1J0
The Municipality of West Elgin	22413 Hoskins Line Rodney, ON N0L 2C0
The Town of Aylmer	46 Talbot Street West, Aylmer, ON N5H 1J7
The Township of Malahide	87 John Street South, Aylmer, ON N5H 2C3
The Township of Southwold	35663 Fingal Line, Fingal, ON N0L 1K0

Accountability: Evaluation, Reporting & Compliance

The success of a Joint Multi-Year Accessibility Plan of this nature relies on having clear and transparent methods of evaluating and reporting progress.

As laid out in the *Integrated Accessibility Standards Regulation*, designated public sector organizations are required to report to their respective Council's on an annual basis in the form of Annual Accessibility Status Report highlighting any achievements relating to accessibility they have realized in the previous year. In this instance, where Local Municipalities are participating in a Joint Multi-Year Accessibility Plan, the Annual Accessibility Status Report will be presented to County Council and circulated following its receipt and filing to all Local Municipal Council. These Annual Accessibility Status Reports are publicly available on the County's and LMPs websites.

Further, on a bi-annual cycle, all designated public sector organizations are required to file Accessibility Compliance Reports with the Ministry for Seniors and Accessibility. These Accessibility Compliance Reports come in the form of a fillable PDF, requesting specific information on how the organization is meeting its requirements under the AODA as well as the IASR. It is recognized that those in non-compliance with the requirements of the AODA and IASR may be subject to administrative penalties.

Like the Annual Accessibility Status Reports, the Accessibility Compliance Reports follow an open-government model and are made publicly available for residents to view and provide feedback on.

This Joint Multi-Year Accessibility Plan will be reviewed at least once every five years.

Overview of IASR Requirements

Part I – General Requirements

Overview

General Requirements section of the IASR requires the County and LMPs to:

- Implement and maintain policies governing how the organization achieves or will achieve accessibility by meeting its requirements under the AODA and the IASR
- Include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies
- Establish, implement, maintain and document a Multi-Year Accessibility Plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the IASR
- Incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so

- Ensure that training is provided on the requirements of the accessibility standards referred to in the *Integrated Accessibility Standards Regulation* and on the *Ontario Human Rights Code* as it pertains to persons with disabilities

Part II – Information and Communications

Information and communications play an integral role in service delivery across all municipalities. It is imperative that information is shared in an accessible and barrier free manner, so that all residents can access information that may impact their day to day lives. It should be free of communication and technological barriers. The County and LMPs will follow Universal Design principles and best practices when developing, implementing and maintaining information and communication strategies. This includes websites, print communications materials as well as face to face interactions.

Overview

The Information and Communications section of the IASR requires the County and LMPs to:

- Ensure processes for receiving and responding to feedback are accessible to persons with disabilities
- Provide or arrange for the provision of accessible formats and communications supports for persons with disabilities
- Provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports
- Provide websites and web content conforming with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA (live captioning and audio description are excluded from the accessible web requirements under the IASR)

Part III – Employment

The County of Elgin and LMPs are committed to ensuring the employment life-cycle (finding, getting and keeping a job) is as inclusive and barrier free as possible. Effective workplaces provide diverse, inclusive and accessible employment experiences. Accessible recruitment is a powerful tool, it improves our ability to communicate, brings more people together and increases our competitive advantage as to not overlook quality, qualified potential employees. Human Resources, in conjunction with hiring directors and managers will work to ensure the County and Local Municipal Partners provides prospective and current employees a barrier-free employment process.

Overview

The Employment section of the IASR requires the County and LMPs to:

- Ensure the recruitment, assessment and selection process is accessible and barrier-free

- This includes notifying job applicants, when they are selected to participate in an assessment or selection process that accommodations are available upon request
- Notify successful applicants of our policies for accommodating employees with disabilities
- Provide accessible formats and communication supports for employees required to perform the employees job including information that is generally available to employees in the workplace
- Provide Workplace Emergency Response Information to employees who have a disability
- Provide documented Individual Accommodation Plans for employees with disabilities
- Develop and have in place a Return to Work process for employees who have been absent from work due to a disability
- Consider performance management, career development and advancement and redevelopment for employees with disabilities

Part IV -Transportation

This section applies only to the Municipality of West Elgin. The Municipality is dedicated to providing barrier free accessible transportation. The IASR put in place the Transportation Standard with a goal of making it easier for everyone to travel. Designing a transit system that provides universal access enables people with disabilities to have more transportation options and allows them to fully participate in the community of West Elgin. The Four Counties Community Transportation service recognizes the diverse needs of all its riders and will respond by striving to provide services that are accessible to all. The Municipality of West Elgin ensures that accessibility features and criteria are accounted for as it relates to the design, procurement of goods, services and facilities, and makes available all information pertaining to accessible equipment, accessibility features of the vehicles, routes and services provided.

Overview

The Transportation Standard requires the Municipality to:

- Ensure universal access to specialized transportation provided by the Municipality, that considers the abilities of its passengers and provides accommodations as required
- Provide details on the accessibility equipment and accessibility features of vehicles
- Give notice when there is a disruption of services or non-functioning accessibility equipment and to take reasonable steps to accommodate people with disabilities, as well as ensuring accessibility equipment is repaired as soon as practicable

- Provide training to employees, volunteers, third parties and all persons participating in providing transportation services in The Municipality of West Elgin
- Notify riders of appointment booking and client cancellation policies
- Provide a detailed Emergency Preparedness and Response plan that ensures drivers are prepared and the bus is equipped for emergency situations
- Permit riders to have services animals or support persons at no additional cost

Part IV.1 – Design of Public Spaces (Accessible Built Environment)

The County of Elgin and LMPs will strive to ensure that new facilities are designed and built with Universal Design principles in mind. The Joint Accessibility Advisory Committee reviews all new County and Local Municipal Partner facility projects to ensure they are meeting relevant legislative requirements, while also looking for opportunities to go above and beyond as it relates to barrier-free design.

The *Integrated Accessibility Standards Regulation* Design of Public Spaces Standard (DOPS) works hand in hand with the *Ontario Building Code* to ensure all new buildings and public spaces are barrier-free. *Ontario Building Code* Section 3.8: Barrier-Free Design outlines design requirements for buildings including but not limited to barrier-free paths of travel, washrooms (including universal), accessible signage, doorways and ramps. The DOPS focuses on building exteriors and ensuring public spaces are easily accessible to everyone including those with disabilities.

Overview

The Design of Public Spaces Standard requires the County and LMPs to:

- Meet the technical requirements as outlined in Part IV.1 for:
 - Recreational trails and each access routes
 - Outdoor public use eating areas
 - Outdoor play spaces
 - Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas)
 - Off-street accessible parking
 - Service counters, fixed queuing guides and waiting areas
- Meet the consultation requirements as outlined in Part IV.1 for:
 - Recreational trails
 - Outdoor play spaces,
 - On-street parking
 - Rest areas
- Consultation is required with the general public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee

Part IV.2 Customer Service

The County and LMPs are committed to providing a universally accessible customer service experience to all of its residents. All members of the Elgin County and Local Municipal Partner communities will receive equitable and barrier-free customer service when interacting with municipal staff. All staff will receive training on how to provide exceptional customer service to all residents including those living with disabilities.

Overview

The Customer Service Standard requires the County and LMPs to:

- Implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities
- Ensure policies are consistent with barrier-free principles, providing goods, services or facilities in a manner that respects the dignity and independence of persons with disabilities
- Provide persons with disabilities equal opportunity to that of others to obtain, use and benefit from the goods, services or facilities provided by the County or LMPs
- Allow the use of service animals and support persons to enable persons living with disabilities to obtain, use or benefit from goods, services or facilities
- Provide timely notice of Temporary Service Disruptions by identifying the reason for the disruption, its anticipated duration and a description of alternative facilities
- Provide training on how to interact and communicate with persons with various types of disability, how to interact with persons with disabilities who use an assistive device or require the assistance of a service dog, how to use equipment or devices available on County or LMPs premises and what to do if a person living with a disability is having difficulty accessing goods, services or facilities
- Create processes for receiving and responding to feedback about the manner in which the County provides goods, services or facilities to persons with disabilities

County of Elgin

Part I – General Requirements

Progress

- County Accessibility Policy (HR 2.130) updated in November 2016 to address legislative changes to the *Integrated Accessibility Standards Regulation* (IASR) inclusive of an organizational commitment
- Elgin County's first Multi-Year Accessibility Plan created in 2015
- Annual Accessibility Status Reports created and presented to County Council yearly from 2015-2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Ministry for Seniors and Accessibility file review audit in April 2018 stating full compliance
 - Audit included accessibility policies and procedures, training requirements, accessible formats and communication supports and feedback processes
- Joint Accessibility Advisory Committee Terms of Reference update in 2019 and was made available on the Accessibility page of the County's website
- *Integrated Accessibility Standards Regulation & Ontario Human Rights Code* training overhaul on the Moodle training platform in 2018
 - Updated training modules to reflect legislative changes and best practices. Training modules downloaded onto Elgin County Homes Surge Learning training platforms
- New Council orientation training provided to a number of Local Municipal Partner Council members in 2018
- County of Elgin Procurement Policy updated in 2020 to include appropriate accessibility related verbiage

Goals

- Accessibility Policy review and update to meet in precise detail requirements under the AODA and IASR while also including barrier-free best practices
- Continue training of Heritage Centre staff, Elgin County Museum Advisory Committee members, and volunteers on the AODA and Ontario *Human Rights Code* as it pertains to people with disabilities
- Look into recruiting new members to join the Joint Accessibility Advisory Committee from the County of Elgin or Municipality of Central Elgin
 - Discuss possibility of all LMPs having representation on the committee
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes (mirror in respective policy updates and training updates as required)

- Specific consideration given to the newly proposed Health Care Standard and how this might intersect with the long-term care portfolio of the County
- Create short, job-specific training modules to complement the standard, general on-boarding accessibility training. Ensure enrolment process includes affiliated training modules based on hiring department
 - Employment standard focused training for Human Resources Staff & hiring managers
 - Design of public spaces & accessible design focused training for engineering & facilities staff
 - Procurement focused training for staff with purchasing authorization
 - Customer service focused training for front line staff
 - Information & communications training (specifically web accessibility focused) training for staff with authoring & upload authority for the County website
 - Transportation training available for any local municipalities who add a transportation service to their working portfolio
- Create Accessible Elections Guide template to be used by Local Municipal Partners for 2022 Municipal Election including information on:
 - Remote voting as well as in-person voting relating to the accessible built environment and customer service standards under the IASR
 - Customer service and accommodation support for staff
 - Candidate information on accessibility and advertisements

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations
- Continue training Heritage Centre staff, Committee members and volunteers on AODA and OHRC

2021-2023

- Accessible Elections Guide (Q1 2022)
- Accessibility policies and procedures review and update

2024-2026

- Job specific training modules

Part II – Information and Communications

Progress

- Website redevelopment in 2017 to WCAG 2.0 Level A compliance

- County Council Reports and PowerPoint templates created in 2019 to meet WCAG 2.0 Level AA requirements
- Administrative Services staff training on document accessibility in 2018 & 2019
- Request for Accessible Formats and Communication Supports Procedure created in 2017
- Accessibility Feedback Procedure & Feedback Form updated in 2018
- Heritage Centre collaborates with Legislative Services Department and Cultural Services Department staff to upload content to the website to ensure it is compliant with the WCAG 2.0 Level A and AA requirements

Goals

- Continue to work towards WCAG 2.0 AA compliance - with a particular focus on a website redevelopment and significant content review - PDF's / pages that can be removed or moved into HTML content
 - website scanning tool will significantly assist in leveraging analytics to identify pages that are rarely/ never being viewed
 - Utilize accessibility tools and third-party screening software to determine where remaining compliance issues are
- Following website redevelopment - develop robust accessible document training strategy for website content uploaders onto the County Site, including Library and Heritage Centre staff
 - Provide template of training to LMPs to use to train staff
 - Develop guide for third parties on accessible documents (PDFs)
 - Update guide on how to create accessible Word and PDF documents
- Review and update Request for Accessible Formats and Communication Supports Procedure
- Provide guided or one-on-one training on maintaining website compliance and accessible documents as needed/as requested to County staff and LMPs
- Provide social media training for Heritage Centre and Cultural Services staff for web content accessibility to ensure that social media posts are compliant with the IASR requirements

Timelines

Ongoing

- Provide social media training for Heritage Centre and Cultural Services staff

2021-2023

- Redevelop website so it better meets the WCAG 2.0 Level AA requirements (2023)
- Provide in-depth training on maintaining accessibility on the website and creating accessible documents

- Update existing training to ensure it adheres to industry best practices

2024-2026

- Review and update Request for Accessible Formats and Communication Supports Procedure

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations in the Workplace Policy updated in 2014 to reflect legislative updates – encompassing vast majority of Employment standard requirements
- Emergency Workplace Response for Employees with Disabilities Policy created in 2012

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices and include S.32 from the IASR “Redeployment”
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees
- Update Human Resources Policy 3.10 “Hiring Procedure” and Human Resources Policy 3.20 “Posting, Advertising and Reporting” to include relevant recruitment, assessment and selection requirements under the IASR
- Update Human Resources Policy 4.80 “Performance Appraisal for all Staff” to include relevant sections of the IASR S. 30 “Performance management” and S. 31 “Career development and advancement”
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review
- Continue to ensure that volunteer recruitment and onboarding for Heritage Centre volunteers is compliant with the AODA requirements
- Update Heritage Centre volunteer application form to ensure public knows accommodations and accessible formats and/or communication supports are available upon request during the recruitment process for Elgin County Museum Advisory Committee members and volunteers

Timelines

Ongoing

- Monitor potential changes to Employment standard from 2018 SDC Review

- Ensure volunteer recruitment and onboarding for Heritage Centre volunteers is AODA compliant

2021-2023

- Create new Return to Work Process and Return to Work Plan (2021)
- Review and update:
 - Accommodations in the Workplace Policy
 - Emergency Workplace Response for Employees with Disabilities
- Update Heritage Centre volunteer application form to ensure public knows accommodations, accessible formats and/or communication supports are available upon request during the recruitment process

2024-2026

- Update Human Resources Policies 3.10, 3.20 and 4.80

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Created:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin county Accessible On-Street Parking Standard
 - Elgin County Rest Areas Consultation Document
 - All acting as design guidelines for Elgin County and local municipal partners including technical requirements, opportunities for best practices to go above and beyond compliance levels and incorporated consultations from members of the public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee
- New Elgin County Provincial Offences Administration building built in 2018 - entirely barrier-free equipped with universal washroom and accessible court room
- Council approval for Main entrance project
- Elgin County Heritage Centre constructed in 2017
 - Building is equipped with designated accessible parking spaces, a universal washroom, accessible door operators at entrances, paved walkways and accessible ramp for barrier free path of travel
- Elgin County Heritage Centre continues to consider people with disabilities who use mobility aids and wheelchairs when designing exhibits and displays to ensure full access to facilities for all visitors

- Secured funding under the Enabling Accessibility Fund in the form of \$100,000 in 2020 for a new universal washroom in the County Administration Building basement
 - providing fully barrier-free washroom facilities for the first time on this floor level for staff and members of the public
- Installed adult sized change table in Shedden Library in 2018
- County Administration Building Accessibility Lift Procedure created in 2016
- Accessible Maintenance Procedure created and attached as **Appendix A**

Goals

- Create Service Counter Design Guidelines including mobility device friendly access to be shared with Local Municipal Partners
 - Consider placement and location of information, signage, brochures etc.
 - Redesign service counter area and desk in the Heritage Centre to make more accessible for all visitors
- Create Universal Washroom Emergency Call Button Alarm Procedure for all County facilities equipped with universal washrooms
 - Collaborate with Heritage Centre and Admin Building staff to ensure procedure is implemented for universal washroom and training is provided as needed
- Continue to monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program at both the County and Local level
- Create Facility Accessibility Audit Standards spanning across all County of Elgin facilities including the Administration Building, Heritage Centre, POA Building, all County long-term care homes and County library facilities
 - Implement a Facility Audit Schedule outlining how often County facilities should be reviewed
 - Develop design standards in line *with Integrated Accessibility Standards Regulation (IASR)* as well as *Ontario Building Code (OBC)* requirements for the accessible built environment outlining areas of improvement for all County facilities
 - Alternatively adopt a commonly used municipal Accessibility Design Standards document to base these audits off of (see City of Guelph Facility Accessibility Design Manual, City of London Facility Accessibility Design Standards etc.)
 - Use these tools to inform barrier-free facility improvement recommendations

- Incorporate barrier-free transportation initiatives and infrastructure in the future Elgin County Transportation Master Plan
- Administration Building renovation project:
 - Elevator project projected to start in November 2021

Timelines

Ongoing

- Monitor potential funding opportunities for the accessible built environment
- Monitor timing and implementation for Elgin County Transportation Master Plan

2021-2023

- Service Counter Design Guidelines
- Universal Washroom Emergency Call Button Alarm Procedure
 - Collaborate with Heritage Centre and Admin Building staff to implement and provide training on procedure
- Accessible elevator project in County Administration Building (2021-2022)

2024-2026

- Facility Accessibility Audit Standards
- Redesign of Heritage Centre service counter area

Part IV.2 Customer Service

Progress

- Complete overhaul of the on-boarding accessibility training across the corporation, creating new accessibility module including customer service best practices
- Considers people with disabilities when providing services to the public including school group programs and public events
 - Ensures exhibits, displays and facilities are accessible to all visitors, and accommodations are made available upon request
- County Accessibility Policy (HR 2.130) updated in November 2016 providing appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure and Accessibility Feedback Form (2018)
- Created Accessibility Training Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Assistive Device Procedure – Administration Building lift (2017)
- Created Support Persons Procedure (2017)
- Temporary Service Disruptions Procedure created and attached as **Appendix B**

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, create a customer service focused training module for all County staff to complete in addition to the standard on-boarding accessibility training
- Ensure all Heritage Centre staff, Museum Advisory Committee members and volunteers receive the accessible Customer Service Standard training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review Accessibility Feedback Procedure and Form to ensure it is in-line with Corporate Communications Strategy moving forward
- Ensure Temporary Service Disruption Procedure is included in communications related on-boarding training
- New platform lift installed in Old South elevator shaft to ensure rear entrance remains accessible after completing Administrative Building Renovations

Timelines

Ongoing

- Training for Heritage Centre staff, Committee members and volunteers on Customer Service Standard

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Updated Administration Building Lift Procedure when Administration Building Project is complete

2024-2026

- Review Accessibility Feedback Procedure and Form

Municipality of Bayham

Part I – General Requirements

Progress

- Municipality of Bayham adopted a Multi-Year Accessibility Plan in 2015, applicable for 2015-2020
- An update to the Multi-Year Accessibility Plan was completed in 2018.
- Annual Status Report for 2020 on the Municipal website
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Council orientation training provided to Bayham Council in 2018

Goals

- Work with Elgin County on an Accessible Elections Guide for the 2022 Municipal and School Boards Election
- Work with Elgin County and other Elgin County lower-tier municipalities on a Joint Elections Plan, if deemed applicable
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Elections Guide (Q1 2022)
- Joint Elections Plan (Q1-Q2 2022)
- Ongoing Accessibility Policy reviews and updates as deemed necessary

Part II – Information and Communications

Progress

- Website redevelopment to WCAG 2.0 Level A compliance
- Accessible Formats and Communications processes established

Goals

- Continue to work towards WCAG 2.0 Level AA compliance including potential for website revamp in 2023-2024
 - Current focus on colour contrasting and determining degree of PDF scan and review requirements

- Current website may not be fully compatible with common site crawling applications (Monsido & SiteImprove)
- Review and update processes for gathering feedback on web accessibility and document format accessibility

Timelines

2021-2023

- Review and update processes for gathering feedback on web accessibility and document format accessibility
- Commence process for a website revamp to ensure compliance

2024-2026

- Continue with website revamp processes if not complete by Q4 2023

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations language in Bayham Health & Safety Policy updated in 2016

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review

Timelines

Ongoing

- Monitor potential changes under IASR and AODA

2021-2023

- Review and update Accommodations in the Workplace Policy

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Renovation and accessibility upgrades to Straffordville Community Centre and Municipal Office in 2016
- Grant received and process commenced for expansion of Straffordville Community Centre including accessible public amenities

- Ongoing sidewalk improvements as part of Bayham's capital program

Goals

- Completion of Straffordville Library Accessible Lift in 2021 (grant for project was a 2019 grant)
- Touchless retrofits identified in 2022-2031 capital budget
- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Timelines

Ongoing

- Ongoing sidewalk improvements as part of Bayham's capital program
- Monitor grant opportunities for accessible built environment projects

2021-2023

- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Part IV.2 Customer Service

Progress

- Upgrades to Straffordville Community Centre / integration of Municipal Office and associated accessibility features
- Website redevelopment to WCAG 2.0 Level A compliance including sections regarding Accessibility and Service Animals within facilities

Goals

- Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements
- Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Timelines

2021-2023

- Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements

2024-2026

- Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Municipality of Central Elgin

Part I – General Requirements

Progress

- Updates to Accessibility Policy in 2016 to address legislative changes to the (IASR) inclusive of an organizational commitment
- Council adopted Multi-Year Accessibility Plan for 2016-2021
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) for years 2015, 2017 and 2019 as required by the Ministry
- Accessibility training provided during on-boarding which is given by Human Resources staff covering *Accessibility for Ontarians with Disabilities Act* (AODA), *Integrated Accessibility Standards Regulation* (IASR) and *Ontario Human Rights Code* (OHRC) requirements
- As a member of County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
 - Terms of reference were updated in 2019
- Developed Guide to Accessibility Requirements for purchasing goods, services and facilities for the Municipality of Central Elgin

Goals

- Investigate updating accessibility training modules, possibly online training platform with updated modules and accurate, automated record tracking
- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Create an Accessible Municipal Elections Guide for 2022

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Municipal Elections Guide (2022)

2024-2026

- Accessibility training updates

Part II – Information and Communications

Progress

- Investigated options for accessible document training
- Implementation of alternative format request form

Goals

- Website redevelopment maintaining WCAG 2.0 Level AA compliance (2021)
- Review and upgrade where needed, request for accessible formats and communications supports procedure

Timelines

2021-2023

- Accessible document training

2024-2026

- Continue to update and revise policies as needed to meet AODA and IASR requirements

Part III – Employment

Progress

- All municipal job postings provide a clause to let the public know that accommodations are available upon request during the recruitment process
- Created Emergency Workplace Response for Employees with Disabilities Policy (2013)
- Created Accommodations for Employees with Disabilities Policy (2016)

Goals

- Update Emergency Workplace Response for Employees with Disabilities Policy
- Ensure that Human Resources Policies reflect best practices and IASR requirements

Timelines

Ongoing

- Continue to ensure that Human Resources Policies reflect best practices and IASR requirements

2021-2023

- Continue to update and revise policies as needed to meet AODA and IASR requirements and industry best practice

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

In consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC), the Municipality of Central Elgin is able to utilize the following documents in place of their respective consultation requirements as outlined above

- Elgin County Accessible Playground Consultation Document
- Elgin County Recreational Trails Consultation Document
- Elgin County Accessible On-Street Parking Standard
- Elgin County Rest Areas Consultation Document

Recreational trails and each access routes completed since 2016 include:

- Trail under bridge on Belmont Road at Kettle Creek Drive
- Turvey Park walking and access trails (asphalt)
- Eastwood Park trails

Outdoor public use eating areas

- None

Outdoor play spaces completed since 2016 include:

- Turvey Park which incorporated accessible play features

Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas) completed since 2016 includes:

- Belmont Road Crosswalk
- Bridge Street Crosswalk
- Freeman Court Sidewalk
- Crescent Avenue Sidewalk
- Woodland Road Sidewalk
- Battram Avenue Sidewalk
- Lynhurst Avenue Sidewalk
- Hillcrest Avenue Sidewalk
- George Street Sidewalk
- Hill Street Sidewalk
- High Street Sidewalk
- Compass Trail Sidewalk

- Old Field Lane Sidewalk
- Lincoln's Cove Sidewalk
- Snyders Avenue Sidewalk
- Helen Court Sidewalk
- Walkway from Helen Court to West Street
- Robin Ridge Drive Sidewalk

Off-street accessible parking completed since 2016 include:

- Little Beach Parking Area (3 spaces)
- Main Beach Parking Lot (2 spaces)
- Visitor Centre Parking Lot (3 spaces)

Service Counters, fixed queuing guides and waiting areas completed since 2016 include:

- Visitor Centre

To meet the consultation requirements as outlined in Part IV.1 for

- Recreational trails
- Outdoor play spaces
 - Eastwood Park Open House to support park development
- On-street parking
 - Main Beach and Little Beach Parking areas consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
- Rest areas
 - All portable washrooms in rest areas have accessible features

Goals

- Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitoring of potential funding opportunities

Part IV.2 Customer Service

Progress

- Created Alternative Format Request Form -Accessibility Standards for Customer Service
- Created Compliant/Suggestions Form -Accessibility Standards for Customer Service
- Created Accessibility Training Procedure (2017)
- Developed Best Practices and Procedures pamphlet -Accessibility Standard for Customer Service

Goals

- As noted under General Requirements Section, continue to investigate updating accessibility training modules, possibly online training platform with a focus on customer service for all staff to complete in addition to the standard on-boarding accessibility training
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Investigate customer service focused training module
- Review and update customer service related policies and procedures as needed

2024-2026

- Continue to review and monitor procedures and policies

Municipality of Dutton Dunwich

Part I – General Requirements

Progress

- Accessibility Policy updated in 2018 to address legislative changes to the *Integrated Accessibility Standards Regulation* (IASR) inclusive of an organizational commitment providing staff with direction on implementing these expectations
- Multi-Year Accessibility Plan created in 2016 and expires at the end of 2021
- Annual Accessibility Status Report updated 2019 and adopted by Council
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering *Accessibility for Ontarians with Disabilities Act* (AODA), *Integrated Accessibility Standards Regulation* (IASR) and *Ontario Human Rights Code* (OHRC) requirements

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking once the new website and employee portal has been established

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR

2021-2023

- Continue to investigate viable new digital (drone technology) and accessible opportunities for tourism, economic development and events so everyone can enjoy and access these either in person or online

Part II – Information and Communications

Progress

- Residents can now attend meetings either virtually or by phone and meeting recordings can be made available by request
- Introduction of Laserfiche scanning technology into a central depository

- All employees now have access to more documentation when requested by residents to ensure successful continuity of providing services
- Applied for a grant to upgrade website (eSolutions) to provide an online residential portal and self-service opportunities
 - This platform will integrate with existing eSCRIBE Software
- Implemented e-transfer payments for items such as Landfill, Building Permits, Planning Department Fees (i.e., other general accounts that cannot currently be paid through online banking such as water and taxes)

Goals

- Council approved – October 13, 2021 to hire an individual to assist staff in ensuring continuity of accessible scanned content
- Review and update the Election Accessibility Plan for the 2022 Election

Timelines

Ongoing

- Continue to populate Laserfiche central depository
- Continue to seek out grants for new accessible technology opportunities

2021-2023

- Continue to populate Laserfiche central depository
- Prioritize a residential and staff portal if successfully secure eSolutions grant
 - If unsuccessful prioritize web software procurement during the 2022 budget process
- Continue to investigate viable new digital (drone technology) to promote tourism, economic development and events so everyone can enjoy in person or online

Part III – Employment

Progress

- Emergency workplace Response for Employees with Disabilities Policy 2014
- Hiring Policy RR 04-2014 updated September 2018 and 2019 to address legislative changes during the recruitment and onboarding process
- All job postings let the public know that accommodations are available upon request during the recruitment process

Goals

- Review Accommodations in the workplace January 21, 2021 (no changes)
 - The Municipality is committed to supporting employees who have been absent from work and who require and accommodation plan to return to work

Timelines

2021-2023

- Continue to promote inclusion and diversity with the recruitment process
- Online application process once a public portal has been developed

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- All sidewalks as planned will be 60” wide with tactile plates at intersections.
- New sidewalk with tactile plates, which includes the following:
 - Currie Road,
 - John Street,
 - Annabella Street,
 - Marsh Line (east of Currie),
 - Wesley Street,
 - Talbot Line in Wallacetown, and
 - Both sides of Gordon Street to Currie Road
- A section of the sidewalk on Chestnut Street leading to the school included tactile plates
- New crosswalk at Miller Road by Sons of Scotland park includes 60” width with tactile plates at intersections as well as wheelchair accessible entrance ramping
- All new signage through the community i.e., park, trails, grant funds received for projects etc., included high contrast text and/or informative images using a sans serif font and anti-glare materials

Goals

- Continue to include barrier free outdoor spaces, infrastructure etc., as capital or operational projects are identified and approved by council
- Ensure any major renovations are retrofitted to minimum meet Design of Public Spaces and *Ontario Building Code* specifications and standard

Timelines

Ongoing

- Continue to monitor funding opportunities and ensure all projects meet the IASR and *Ontario Building Code* requirements

Part IV.2 Customer Service

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility Advisory Committee, the Municipality is able to utilize the following documents:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-Street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Installed new accessible splashpad in the Sons of Scotland Park in 2018 with accessible play features
- Ensured all new signage for trails, parks and roads were compliant with ISAR technical minimum standards i.e., anti-glare, high contrast, correct size and positioning
 - Signs installed at the Buttermilk Bog, Pool, Sons of Scotland and the Trail
 - Other signs are community signage
- Successfully secure a grant for a digital sign located at the Municipal office on the main street Currie Road
 - Providing high visibility to residents and people leaving the 401 corridors

Goals

- Resident online portal to conduct personal business or access to public central depository
- Continue to provide accessible recreational opportunities

Timelines

Ongoing

- Implementation and introduction of online resident portal

Municipality of West Elgin

Part I – General Requirements

Progress

- Accessibility Policies updated in 2021
- Multi-Year Accessibility Plan in conjunction with Elgin County in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering *Accessibility for Ontarians with Disabilities Act (AODA)*, *Integrated Accessibility Standards Regulation (IASR)* and *Ontario Human Rights Code (OHRC)* requirements, which includes online video options
- Desk Audit completed in 2021 by Ministry for Seniors and Accessibility

Goals

- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Create better tracking of accessibility training
- Provide updated training for writing accessible reports for Council and Committees

Timelines

Ongoing

- Working with Elgin County Accessibility Coordinator on developing training for staff
- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Writing accessible reports training before the end of 2022
- Review procurement policy
- Ensure transit policies are up to date

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure & Feedback Form created in 2018

Goals

- Review Request for Accessible Formats and Communications supports Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements
- Training for staff on accessible Social Media posting
- Purchase of Accessibility scanning software for website to ensure compliance is maintained

Timelines

Ongoing

- Receive accessible document training for document authors and staff website content writers
- Accessibility Feedback Procedure & Feedback Form review and updates to ensure compliance

2021-2023

- Update request for Accessible Formats and Communication Supports Procedure

Part III – Employment

Progress

- All job postings include a statement about being an equal opportunity employer and that accommodation for accessibility purposes can be requested (2018)
- Updated Workplace Accommodation and Emergency Procedures for Accessibility policies (2021)

Goals

- Ensure that Human Resources policies reflect best practices and IASR standards

Timelines

Ongoing

- Ensure that Human Resources policies reflect best practices and IASR requirements by conducting annual reviews

Part IV -Transportation

Progress

- Creation of Four Counties Transit Service Accessibility Policy (2019)
- Creation of Four Counties Transit Accessibility Training (2020)

Goals

- Ensuring policies and training standards are met as per the IASR

Timelines

Ongoing

- Review and update all Four Counties Transit Service Policies to ensure they are meeting industry best practices and IASR Transportation Standard

2021-2023

- Procurement of a new Accessible Transit Bus

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Creation of accessible parking spot in West Lorne on Main Street (2018)
- Installation of a barrier free playground in Miller Park (2020)
- Creation of accessible parking spaces at Miller Park (2019)
- Redevelopment of Municipal Office to include barrier free washroom for public use, barrier free work spaces and improve accessibility to office
 - Received Enabling Accessibility Fund –small projects Grant (2020)

Goals

- Applied for Enabling Accessibility Fund – mid-sized projects Grant to provide improvements to accessibility at all recreation facilities, including pathways, washrooms, change rooms at pool and sliding entrance doors at facilities (2021)
- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility (Arena, Recreation Centre, Pool, Marina and Beach, Miller Park)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool
- Creation of a barrier free washroom within Recreation Centre
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Applying for grants to improve accessibility within all Municipal buildings

2021-2023

- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility –Arena, Recreation Centre, Pool, Marina and Beach, Miller Park (pending funding approval)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park (pending funding approval)
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool (pending funding approval)
- Creation of a barrier free washroom within Recreation Centre (pending funding approval)

Part IV.2 Customer Service

Progress

- Incorporated Customer Service Policy with updated Accessibility Policy meeting appropriate requirements (2021)
- Created accessible feedback form and policy (2019)
- Provided refresher training to staff on accessible customer service (2020)
- Developed on-boarding accessible customer service training video in conjunction with Elgin County Accessibility Co-Ordinator (2020)

Goals

- Create Temporary Service Disruption Procedure
- Create Service Animals in the Workplace Procedure
- Create Support Persons Procedure
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

Ongoing

- Update the policies and procedures to better align them with IASR and AODA requirements and industry best practice
- Create the following procedures:
 - Temporary Service Disruption Procedure
 - Service Animals in the Workplace Procedure
 - Support Persons Procedure
- Ensure staff are trained at on-boarding on the Temporary Service Disruption Procedure

Town of Aylmer

Part I – General Requirements

Progress

- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2017, 2018, 2019
- Updated all HR Policies to correspond with introduction of the *Integrated Accessibility Standards* Regulation (2017)
- Updated accessibility training for all staff at the Town of Aylmer to include the IASR (2017)
- Updated the orientation training to align with HR Policy and training updates with respects to the IASR (2017)
- Provided training on the IASR to Council members (2016)

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Updating accessibility training modules onto an all-encompassing, online training platform with Laserfiche with updated modules and accurate, automated record tracking
- Review to ensure compliance with the IASR and implement drafted policies pertaining to accessibility
 - Accessible Elections Guide (2022)

Timelines

Ongoing

- Continue monitoring the IASR to ensure policies and procedures reflect best practices and any changes made by the Standards Development Committee

2021-2023

- Review and implement an Accessible Elections Guide (2022)
- Utilize new Laserfiche platform to better track accessibility training
- Update Procurement By-Law 34-19 to reflect current Accessibility criteria (2022)

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance

- Provided basic overview of WCAG 2.0 Level AA requirements to all staff
- Training provided by the website vendor on web accessibility
- Request for Accessible Formats and Communication Supports Procedure section created and added to the Accessibility Policy (2017)
- Added an Accessibility Feedback Procedure & Feedback section in the Accessibility Policy (2017)
- Emergency Services Department implemented an app available to the public that provides accessible emergency notifications (2018)

Goals

- Update Town Council Reports and PowerPoint templates via Laserfiche to ensure continued compliance with the WCAG 2.0 Level AA
- Corporate training on website accessibility and accessible documents for administrative staff

Timelines

Ongoing

- Continue to ensure templates are in accessible format and provide updated templates to all staff on an ongoing basis
- Provide accessibility training to administrative staff on web compliance and accessible documents on an ongoing basis to ensure compliance with IASR requirements

2021-2023

- Created and implemented an accessible logo to confirm that documents have been screened for accessibility and who to contact for accessible formats (2021)

Part III – Employment

Progress

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Goals

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Timelines

Ongoing

- Redevelopment of the Recruitment section of the website to improve recruitment process and ensure alignment with the IASR requirements
- Review of the Accommodation Policy and Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- New Gazebo beside Town Hall meets the *Ontario Building Code* requirements and consultation with the builder was done to ensure the following:
 - The creation of a barrier free path of travel
 - The entrance width would accommodate mobility devices and equipment
 - All accessibility requirements were met per the IASR

Goals

- Secured a Covid-19 Resiliency Fund to make renovations to Town Council Chambers that will aim to improve social distancing as well as accessibility
- Renovation project on the Town Council Chambers will improve the following:
 - Provide access to a separate public entrance with an accessible barrier-free washroom
 - Enlarge the Council Chambers to make it easier to access to improve accommodation options
 - Upgrading the technology in the Council Chambers to improve assistive services (closed captions, audio output, visibility of agendas/content)
 - Install a ramp to connect the adjoining buildings where the new Council Chambers will be located

Timelines

2021-2023

- Renovation project to Town Council Chambers will be completed providing better access to the Chambers and accommodations for people with disabilities

Part IV.2 Customer Service

Progress

- Introduced new policies regarding Accessibility Service Animals in the Workplace, Accessibility Support Persons and Temporary Service Disruptions to account for the IASR requirements (2017)
- Accessible Customer Service training and quiz taken by all Town of Aylmer staff
- New website greatly assists with resident or visitor access to important Town of Aylmer information

Goals

- Training on Customer Service to improve knowledge on accessibility and accommodations, as well as how to interact with people with various types of disabilities
- Review processes to determine if more can be transitioned to provide online options as well as in person options to increase accessibility
- Ongoing monitoring of IASR requirements to ensure that policies and procedures are aligned with Customer Services Standard and industry best practices
- Implement new online processes for providing public services to the community. This includes integration of the public facing Laserfiche portal to assist with property tax payment, building inspection services, vital statistics related information etc.

Timelines

Ongoing

- Review of policies and procedures to align it with best practices and IASR
- Training provided to all staff on Customer Service processes and interactions with persons with various types of disabilities

2021-2023

- Review of processes to provide multiple means of accessing the processes (in person or online)

Township of Malahide

Part I – General Requirements

Progress

- Accessibility Policy updated in 2016 to address legislative changes to the *Integrated Accessibility Standards Regulation* (IASR) inclusive of an organizational commitment
- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering *Accessibility for Ontarians with Disabilities Act* (AODA), *Integrated Accessibility Standards Regulation* (IASR) and *Ontario Human Rights Code* (OHRC) requirements

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Procurement Policy update
- Accessibility Policy review and update

2024-2026

- Accessibility training updates

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Request for Accessible Formats and Communication Supports Procedure created in 2017

- Accessibility Feedback Procedure & Feedback Form updated in 2018

Goals

- Receive accessible document training for document authors/ staff website content uploaders
- Review Request for Accessible Formats and Communications supports Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements

Timelines

2021-2023

- Accessible document training

2024-2026

- Review Request for Accessible Formats and Communications Supports Procedure and Accessibility Feedback Procedure & Feedback Form

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Human Resources Policy B-4.3 Accommodating Special Needs updated in 2013

Goals

- Update HR Policy B-4.3 Accommodating Special Needs to reflect industry best practices and IASR requirements
- Create Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees

Timelines

2021-2023

- Update HR Policy B-4.3 Accommodating Special Needs
- Create Emergency Workplace Response for Employees with Disabilities
- Create new Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility Advisory Committee, the Township of Malahide is able to utilize the following documents in place of their respective consultation requirements as outlined above
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Installed new playground equipment in 2019 at Mill Street Park in Springfield incorporating accessible play features
- Sidewalk installations at Wonnacott Park in Port Bruce in 2018
- Hard surfacing, accessible parking installed at the observation deck In Port Bruce in 2019
- Additional accessible picnic tables purchased at both Port Bruce, Malahide Community Place and Mill Street Park across 2018 & 2019
- Engineered Wood Fibre (EWF) installed in 2018 at the playground area in Port Bruce, providing significant upgrades to the previous surface

Goals

- No major built environment/ capital projects planned at this time – most municipal building is fairly new and not considering any significant renovations over the next 5 years
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Accessibility Policy updated in 2016 meeting appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure (2017)

- Created Accessibility Training Procedure (2017)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, consider creating a customer service focused training module for all Township staff to complete in addition to the standard on-boarding accessibility training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Review and update accessibility feedback procedure

2024-2026

- Review Accessibility Feedback Procedure and Form

Township of Southwold

Part I – General Requirements

Progress

- Accessibility policy updated in 2019 to address Accessible Maintenance procedures relating to any newly constructed or redeveloped elements provided for under the Design of Public Spaces Standard.
- Multi-Year Accessibility Plan created in 2016 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessibility Policy review and update

Part II – Information and Communications

Progress

- Website redevelopment in 2021 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure and Feedback Form updated in 2019
- Accommodation Policy updated in 2019

Goals

- Receive accessible document training for document authors/ staff website content uploaders

Timelines

2021-2023

- Accessible document training

2024-2026

- Web content to meet success criteria 1.2.4 Captions (Live)
- Web content to meet success criteria 1.2.5 Audio Descriptions (Pre-Recorded)

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodation Policy updated in 2019

Goals

- Review and update Emergency Workplace Response for Employees with Disabilities procedure
- Review and update the Return to Work Process and Return to Work Plan

Timelines

2021-2023

- Review and update the:
 - Emergency Workplace Response for Employees with Disability procedure
 - Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- In consultation with the County of Elgin and Central Elgin Joint Accessibility Advisory Committee, the Township of Southwold is able to utilize the following documents in place of their respective consultation requirements as outlined above:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Completion of a new accessible playground at the Talbotville Meadows Subdivision Park
- Completion of accessible walking trails at parks in Shedden, Fingal and Talbotville

Goals

- Completion of new accessible playground and pavilion at the Shedden Open Space Park – 2021
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for built environment relating to accessibility under the

Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Created Accessibility Feedback Procedure (2019), updated (2019)
- Created Accessibility Training Procedure (2017), updated (2019)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)
- Updated Accommodation Policy (2019)

Goals

- Conduct a thorough review of all customer service policies and procedures (Accessibility Feedback Procedure, Accessibility Training, Temporary Service Disruption Procedure, Service Animals in the Workplace Procedure, Support Persons Procedure, and Accommodation Policy), and update accordingly
- Provide annual training to staff on customer service policies and procedures
- Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

Timelines

2021-2023

- Conduct a thorough review of all customer service policies and procedures (Accessibility Feedback Procedure, Accessibility Training, Temporary Service Disruption Procedure, Service Animals in the Workplace Procedure, Support Persons Procedure, and Accommodation Policy), and update accordingly.
- Provide annual training to staff on customer service policies and procedures

2024-2026

- Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

Communication

This plan will be available on Elgin County's website, located at www.elgincounty.ca. A print copy of this plan is also available by contacting the County's Accessibility Coordinator.

Local Municipal Partner Websites:

Municipality of Bayham: <https://www.bayham.on.ca/>

Municipality of Central Elgin: <https://www.centralelgin.org/en/index.aspx>

Municipality of Dutton Dunwich: <https://www.duttondunwich.on.ca/>

Municipality of West Elgin: <https://www.westelgin.net/en/index.aspx>

Town of Aylmer: <https://aylmer.ca/>

Township of Malahide: <https://www.malahide.ca/en/index.aspx>

Township of Southwold: <https://www.southwold.ca/en/index.aspx>

Feedback

The County of Elgin is committed to ensuring accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would like to hear from you!

Do you have any thoughts or feedback on what has been accomplished so far? Please contact us with your questions and ideas: [Elgin County Accessibility Feedback Form](#)

Contact Information

Phone: 519-631-1460 x 167

Fax: 519-633-7785

Mail: Sarah Savoie, Accessibility Coordinator
Elgin County, Administration Building
450 Sunset Drive, St. Thomas ON N5R 5V1

Email: ssavoie@elgin.ca

This document is available in accessible format and/or with communication supports, upon request.

Appendix A

Accessible Maintenance Procedures

Maintenance of Accessible Elements

Purpose:

To meet the requirements under the *Integrated Accessibility Standards Regulation* (O.Reg 191/11), Design of Public Spaces Standard (Section 80.44) Maintenance of Accessible Elements

Practices

To ensure that any newly constructed or redeveloped elements provided for under the Design of Public Spaces will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

Scope

Organizations shall ensure that their Multi-Year Accessibility Plan includes procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part and procedures dealing with temporary disruptions when accessible elements required under this Part are not in working order.

The Design of Public Spaces Standard applies to public spaces that are newly constructed or redeveloped, that include:

- Recreational Trails and Beach Access Routes
- Outdoor Public Use Eating Areas
- Outdoor Play Spaces
- Exterior Paths of Travel
- Accessible Parking

Application

Departments that maintain elements listed under Scope:

- Shall apply best practices in the preventative maintenance of accessible elements with periodic checks such as;
 - Annual inspections, or more frequently as per the Minimum Maintenance Standards
 - After storms or events that might affect accessible elements
 - As part of any reports of vandalism or complaints
- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified

- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified
- Shall continue to provide public notification of temporary disruptions in keeping with compliance requirements under the *Integrated Accessibility Standard Regulation* (O. Reg 191/11) and the Municipality's corresponding policy:
 - o Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available
 - o Notice will be given by posting the information in a conspicuous place as well as by posting the information on the Municipal website
- Notify the Road Supervisor for the affected Municipality (where applicable)
- Repair as soon as practicable

Appendix B

Temporary Service Disruptions

If a temporary service disruption is planned the County will give notice of the disruption.

Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available.

Procedures for specific service disruptions will be developed, and a copy of the procedures will be available to individuals upon request.

Notice will be given by posting the information in a conspicuous place as well as by posting the information on the County or Library website.

Temporary Service Disruptions Procedure

Purpose

The purpose of this procedure is to establish guidelines for providing notification of temporary disruptions of service to people with disabilities. These notices may be for either planned or unexpected disruptions of service.

Implementation

Notices for both unexpected and planned service disruptions will be provided in a variety of formats that will take into account a range of disabilities and will outline:

- The reason for the disruption;
- Its anticipated duration;
- A description of alternative facilities or services, if any are available; and,
- Contact information.

Notices for unexpected service disruptions will be posted as soon as possible, using large, clear print and plain language at the physical entrances to the facility and throughout the facility (if required) and in any other location that the County deems is necessary.

Notices for planned service disruptions will be posted using large, clear print and plain language at the physical entrances to the facility and throughout the facility where necessary. In addition, planned service disruptions that are intended to last more than 48 hours will be posted on the County's website.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-36

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

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

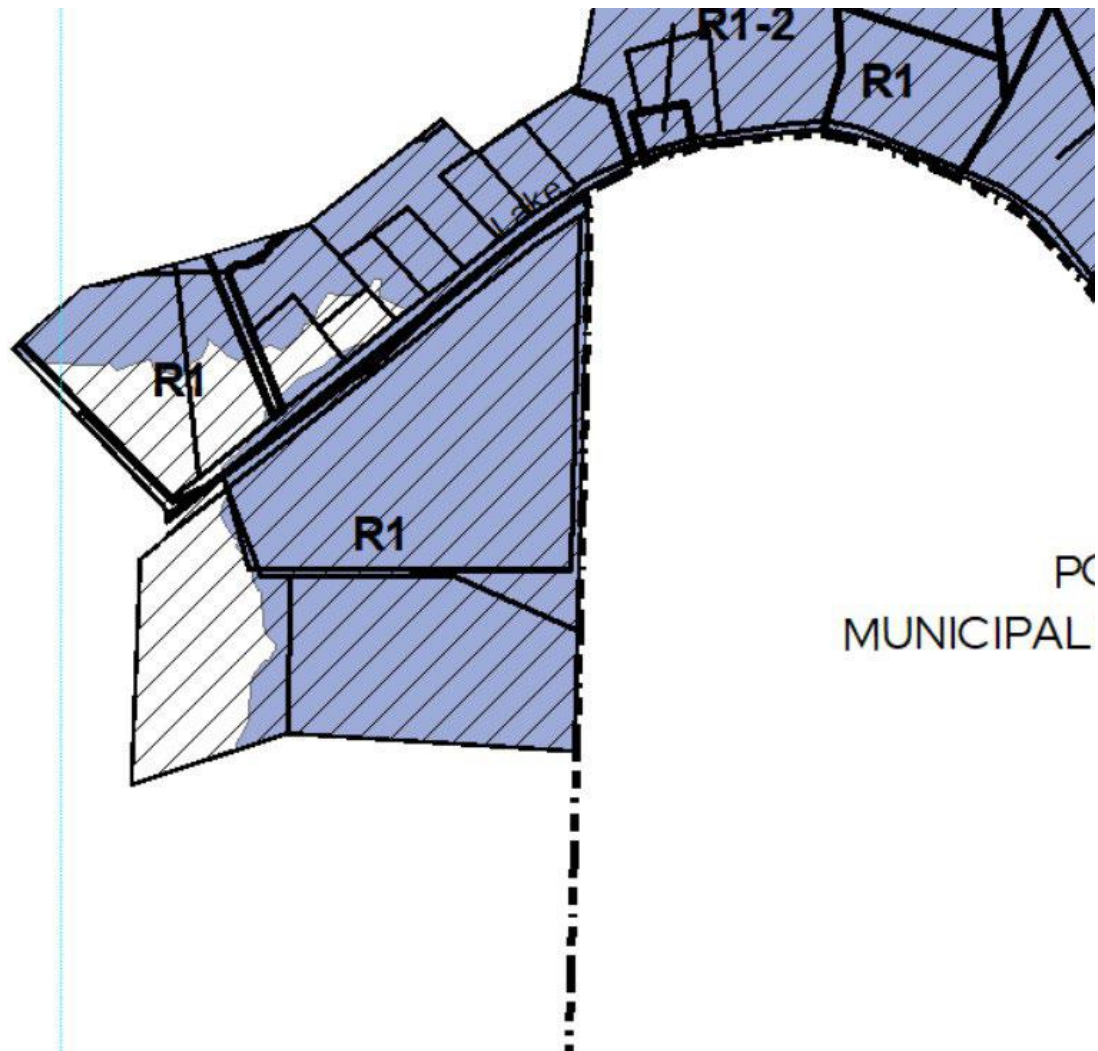
1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbols applying to lands legally described as PLAN 39 LOT R and municipally as 37437 Lake Line shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Residential 1 (R1) Zone.
2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 26TH DAY OF JUNE 2023.**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell



NATURAL AREAS AND ADJACENT LANDS



CA REGULATION LIMITS

This is Schedule "A" to By-law No. 2023-36 passed on the 26th day of June, 2023.

DEPUTY MAYOR

C.A.O /CLERK

**TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE "A" MAP 10**





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-37

Being a By-law to Amend By-law No. 2011-14, the Zoning By-law, as amended.

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

1. By-Law No. 2011-14, as amended, is further amended by amending various sections of the by-law to correct minor informational errors and incorporate provisions from the More Homes Built Faster Act, 2022, S.O. 2022, c. 21 - Bill 23 as set out in Schedule "A", attached hereto and forming part of this By-law.
2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 26th DAY OF JUNE 2023.**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell

Schedule 'A' Housekeeping By-law No. 2023-37

Section 3.0 – General Provisions

Existing Text	Proposed Text
3.48 (c) A maximum of two (2) additional dwelling units shall be permitted per lot; including a maximum of one (1) additional dwelling unit in the primary dwelling and a maximum of one (1) additional dwelling unit in an accessory structure.	3.48 (c) i. Two residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit; ii. Three residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or iii. One residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.

Existing Text	Proposed Text
3.48 (i) The floor area of each additional dwelling unit(s) shall not exceed 40% of the total habitable floor area of the primary dwelling unit.	3.48 (i) The floor area of a detached additional dwelling unit shall not exceed 40% of the total habitable floor area of the primary dwelling unit.

Section 5. 4 – Agricultural 1 Special Provisions (A1) Zone

Existing Text	Proposed Text
<p>5.4 SPECIAL PROVISIONS (j) A1-10 As shown on Schedule A, Map No. 4</p> <p>(i) Additional Permitted Buildings and Use</p> <ul style="list-style-type: none"> - A building where agricultural based items produced both on and off the premises are displayed both inside and outside and sold at retail and includes the sale of field and includes the sale of field crops, fruit and vegetable sales, nursery and green house products, dairy products, eggs, baked goods, apiary and maple products. - A total of two buildings not to exceed 2,230 m³ (24,000 sq. ft.) in total floor area where fasteners including, but not limited to, nuts and bolts, wall anchors, screws, clamps and hooks are stored or warehoused before being transported to a retail or wholesale store, and which does not include retail or wholesale of such fasteners from such building or outside storage of such fasteners. - One free-standing sign 30.0 m² (323 sq. ft.) in area and 8 m (26 ft.) in height and one portable sign not exceeding 14.5 m² (156 sq. ft.) located 3.5 m (11 ft.) from any lot lines. 	<p>5.4 SPECIAL PROVISIONS (j) A1-10 As Shown on Schedule A, Map No. 4</p> <p>(i) Additional Permitted Buildings and Use</p> <ul style="list-style-type: none"> - A building where agricultural based items produced both on and off the premises are displayed both inside and outside and sold at retail and includes the sale of field and includes the sale of field crops, fruit and vegetable sales, nursery and green house products, dairy products, eggs, baked goods, apiary and maple products. - A total of two buildings not to exceed 2,230 m³ (24,000 sq. ft.) in total floor area where fasteners including, but not limited to, nuts and bolts, wall anchors, screws, clamps and hooks are stored or warehoused before being transported to a retail or wholesale store, and which does not include retail or wholesale of such fasteners from such building or outside storage of such fasteners. - One free-standing sign 30.0 m² (323 sq. ft.) in area and 8 m (26 ft.) in height and one portable sign not exceeding 14.5 m² (156 sq. ft.) located 3.5 m (11 ft.) from any lot lines.

By-law for Municipalities Not Within a Regional Municipality, the County of Oxford or The District Municipality of Muskoka – Form 5

Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)

Drainage By-law Number 2023-38

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

Whereas the council of the Township of Southwold has procured a
report under section 78 of the *Drainage Act* for the improvement
of the Bogart Drain 'C' 2023 drain;

And whereas the report dated 2023/06/09 has been authored by Mike DeVos, Spriet Associates
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$36,300.00 ;

And whereas \$0.00 is the amount to be contributed by the Township
of Southwold for the drainage works;

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

_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____

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

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

1. AUTHORIZATION

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

2. BORROWING

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

This project will NOT be debentured.

6. CITATION

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

" Bogart Drain 'C' 2023 _____ by-law".

First reading 2023/06/26

Second reading 2023/06/26

Provisionally adopted this 26 day of June, 20 23

Name of Head of Council (Last, First Name)

Pennings, Justin (Deputy Mayor)

Signature

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Third reading _____

Enacted this _____ day of _____, 20 _____

Name of Head of Council (Last, First Name)

Signature

Name of Clerk (Last, First Name)

Signature

I, _____

clerk of the Corporation of the Township of Southwold,

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

Name of Clerk (Last, First Name)

Signature

Corporate Seal

Corporate Seal



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2023-39

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 26, 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 26, 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 26th DAY OF JUNE, 2023.**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell