



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A - Monday August 14, 2023

### REGULAR MEETING OF COUNCIL

7:00 p.m., Southwold Keystone Complex, 35921 Talbot Line, Shedden/Via Video Link

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION AND REVIEW OF MINUTES**

- (a) Draft Minutes of Regular Council Meeting of July 10, 2023
- (b) Draft Minutes of the Southwold Young at Heart Committee Meeting of July 20, 2023
- (c) Draft Minutes of the Talbotville Station Technological Advisory Committee Meeting of July 31, 2023
- (d) Draft Minutes of the Economic Development Committee Meeting of August 2, 2023

**5. DELEGATION**

- (a) **7:30 p.m. – Jennifer Buchanan, Graham Scott Enns, Audited Financial Statements 2022 and Audit Letters**
- (b) **8:00 p.m. – Petrusia Hontar St. Thomas Elgin Local Immigration Partnership Overview**

**6. DRAINAGE**

- (a) **7:00 p.m. – Court of Revision – Bogart Drain 'C' 2023**
- (b) Petitions for Drainage Works – Gregory Drainage Works

**7. PLANNING**

- (a) **7:15 p.m. Public Meeting Zoning By-law Amendment** PLA 2023-25, ZBA 2023-07 Ralph & Anne DeVries Farms Ltd, 32698 Scotch Line
- (b) PLA 2023-26 Consent Application E60-23 Gifford/Dale C/O Strik Baldinelli Moniz Ltd, 37362 Lake Line and 37360 Lake Line
- (c) PLA 2023-27 Consent Application E66-23 Balser/Easton, 8934 Iona Road

## **8. REPORTS**

- (a) FIR 2023-08 Activity Report – June and July 2023
- (b) ENG 2023-36 Activity Report – July 2023
- (c) ENG 2023-37 Bulk Water Station Upgrade
- (d) ENG 2023-39 Waste Management Update
- (e) CBO 2023-14 Activity Report – July 2023
- (f) Economic Development Committee Report 2023-01
- (g) CAO 2023-35 Activity Report – July 2023
- (h) CAO 2023-36 Strategic Plan – Draft Strategic Priorities, Mission, Vision, Goals and Objectives
- (i) County Council Highlights – July 11, July 25 and August 8, 2023

## **9. CORRESPONDENCE**

- (a) County of Elgin RE: Elgin Group Policing Agreement

## **10. BY-LAWS**

- (a) By-law No. 2023-38, being a by-law to provide for drainage works – Bogart Drain 'C' 2023, third and final reading.
- (b) By-law No. 2023-42, being a by-law to amend By-law No. 2011-14, Ralph and Anne DeVries Farms Ltd, 32698 Scotch Line
- (c) By-law No. 2023-43, being a by-law to amend By-law No. 2022-47, appoint a Chief Administrative Officer and Clerk
- (d) By-law No. 2023-44, being a by-law to amend By-law No. 2021-73 – User Fees-Garbage Bag Tags.
- (e) By-law No. 2023-45, being a by-law to amend By-law No. 2023-32, Local Improvement Charges
- (f) By-law No. 2023-47 being a by-law to execute an amending agreement for the provision of the Police Services for the Elgin Group Municipalities
- (g) By-law No. 2023-48 being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on August 14, 2023

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

## **12. CLOSED SESSION**

- (a) A trade secret or scientific, technical, commercial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Section 239 (2) (i)) – MTO Technical Documents
- (b) A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality

- or local board (section 239 (2)(k)) – Sanitary Sewer Updates
- (c) Personal Matters about identifiable individual, including municipal or local board employees (Section 239(2)(b)) – 2 items- Southwold Scholarship and Municipal Asset Naming

**13. ADJOURNMENT:**                    **NEXT REGULAR MEETING OF COUNCIL**  
**Monday September 11, 2023 @ 7:00 P.M.**  
**Keystone Complex 35821 Talbot Line, Shedden**  
**/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday July 10, 2023  
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

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

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

**ADDENDUM TO AGENDA:** None

**DISCLOSURES:** None

#### **ADOPTION AND REVIEW OF MINUTES:**

##### **Council Minutes – Adopt**

##### **2023-231 Councillor Adzija – Councillor Emons**

**THAT** the Minutes of the Regular Council Meeting of June 26, 2023  
are hereby adopted.

**CARRIED**



## **Committee Minutes – Review**

### **2023-232 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council has reviewed the minutes of the Economic Development Committee Meeting of August 17, 2021 and the draft minutes of the Economic Development Committee Meeting of June 28, 2023.

**CARRIED**

## **DELEGATION:**

**7:03 p.m. – 7:20 p.m.**

### **Mark Peacock and Valerie Towsley, Lower Thames Valley Conservation Authority, Categories of Programs and Services Agreement**

Mr. Peacock outlined the categories of programs and the services agreement with LTVCA.

### **LTVCA Inventory of Programs and Categories of Programs and Services Agreement**

#### **2023-233 Deputy Mayor Pennings – Councillor Fellows**

**THAT** Council of the Township of Southwold approves the LTVCA Inventory of Programs and Categories of Programs and Services Agreement; and,

**THAT** By-law No. 2023-40 be read a first and second time, considered third a time and finally passed this 10<sup>th</sup> of July, 2023.

**CARRIED**

## **PLANNING:**

### **PLA 2023-24 Information Pertaining to Proposed Provincial Planning Statement**

Josh Mueller presented this report.

## **STAFF DIRECTION**

Staff was directed by Council to provide a report for the next meeting detailing more details on new definitions that are being proposed in the Natural Heritage Policies.

## **REPORTS:**

### **ENG 2023-32 Activity Report – June 2023**

Aaron VanOorspronk presented this report.

### **ENG 2023-33 Rose Ave Illumination Warrant**

#### **2023-234 Councillor Emons – Councillor Adzija**

**THAT** Report ENG 2023-33 relating to Rose Ave Illumination, be received for information.

**CARRIED**

### **ENG 2023-34 Additional Bag Tags**

#### **2023-235 Councillor Emons – Councillor Fellows**

**THAT** Report ENG 2023-34 relating to Additional Bag Tags, be received for information; and,

**THAT** Council direct Staff to create and purchase additional garbage bag tags and amend the current user fee by-law for consideration at Council's next meeting.

**CARRIED**

### **ENG 2023-35 Sidewalk Construction Program**

#### **2023-236 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Report ENG 2023-35 relating to Sidewalk Construction Program, be received for information; and

**THAT** Council approve the relocation of sidewalk construction to Ferndale Park and Shedden.

**CARRIED**

**Break 7:44 p.m. – 7:49 p.m.**

**7:49 p.m. – 9:10 p.m.**

**Aileen Murray, Mellor Murray Consulting Inc. Strategic Plan – Strategic Priorities Workshop**

Ms. Murray reviewed the key findings from the Strategic Plan workshops. Council provided their thoughts on the key findings. Council narrowed the strategic priorities to three areas: Managing Growth, Cost Management/Accountability and Economic Development. Council provided strategic actions for these areas.

## **REPORTS:**

### **FIN 2023-10 Section 357/Tax Incentive Approval Applications**

#### **2023-237 Councillor Emons – Councillor Adzija**

**THAT** Council approves the total adjustment of taxes for the 2023 tax year resulting from Municipal Act, Sec.357/Tax Incentive Approval adjustments as presented, in the amount of \$118,591.38.

**CARRIED**

### **CBO 2023-12 Activity Report – June 2023**

This report was presented to Council.

### **CBO 2023-13 Office Renovation**

This report was presented to Council as information.

### **CAO 2023-34 Activity Report – June 2023**

Jeff Carswell presented this report.

### **Elgin County Highlights – June 27, 2023**

Mayor Jones presented this report.

## **CORRESPONDENCE:**

- Fee Waiver Request – Talbotville Optimist
- Resolution from the Municipality of North Perth RE: Vacant Building Official Positions
- Resolution from the Town of Petrolia RE: Increase in Licensed Child Care Spaces
- Resolution from the Township of Selwyn RE: Short-term Rentals

- Resolution from the Municipality of Chatham- Kent RE: Time for Change- Municipal Freedom of Information and Protection of Privacy Act

### **Talbotville Optimist Fee Waiver Request**

#### **2023-238 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council approves the fee waiver request from the Talbotville Optimist for the use of the Talbotville Optimist Heritage Park during the months of July and August.

**CARRIED**

### **Town of Petrolia Resolution – Increase Spaces for Home-Based Childcare Operators**

#### **2023-239 Councillor Emons – Deputy Mayor Pennings**

**BE THAT IT BE RESOLVED** The Council of the Corporation of the Township of Southwold hereby supports the attached resolution that was sent to the Hon. Stephen Lecce, Minister of Education from The Town of Petrolia requesting that licensed home-based childcare operators be allowed to increase spaces; and

**FURTHER** a copy of this resolution be sent to the Hon. Doug Ford, Premier of Ontario, Hon. Michael Parsa, Minister of Children, Community and Social Services, Rob Flack, MPP Elgin- Middlesex- London and the Town of Petrolia.

**CARRIED**

### **Resolution from the Municipality of Chatham- Kent RE: Time for Change- Municipal Freedom of Information and Protection of Privacy Act**

#### **2023-240 Deputy Mayor Pennings – Councillor Emons**

**BE THAT IT BE RESOLVED** The Council of the Corporation of the Township of Southwold hereby supports the attached resolution from the Municipality of Chatham-Kent requesting a Time for Change – Municipal Freedom of Information and Protection of Privacy Act; and,

**FURTHER** a copy of this resolution be sent to the Hon. Kaleed Rasheed, Minister of Public and Business Service Delivery and Rob Flack, MPP Elgin- London- Middlesex and the Municipality of Chatham-Kent.

**CARRIED**

**BY-LAW:**

- By-law No. 2023-41, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 10th, 2023.

**By-law**

**2023-241 Councillor Fellows – Deputy Mayor Pennings**

**THAT** By-law No. 2023-41 be read a first and second time, considered read a third time and finally passed this 10<sup>th</sup> day of July 2023

**CARRIED**

**ADJOURNMENT:**

**2023-242 Councillor Adzija – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:39 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## Southwold Young at Heart Committee Meeting Minutes

Thursday July 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, Pat Stannard and June McLarty

**Regrets:** Ida Martin

### 1. Call Meeting to Order and Welcome

Sarah called the meeting to order at 9:36 a.m.

### 2. Approval of the Agenda

Resolution No. 2023-14

Moved by: Karen Auckland

Seconded by: Allan Bogart

RESOLVED that the agenda of the July 20<sup>th</sup>, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

### 3. Approval of Minutes

Resolution No. 2023-15

Moved by: Trudy Kanellis

Seconded by: Sharon Hinz

RESOLVED that the minutes of the June 20<sup>th</sup>, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

#### **4. Summer Picnic Wrap-Up**

The Summer picnic was a success. The food was good, and the service was quick. Everyone enjoyed the bottles of honey.

Call lists will be made up to call residents to remind them of upcoming events.

Calendars will be done notifying residents of the upcoming events. These calendars will be handed out at the in-person events and the Thanksgiving dinner. We will also place them in businesses around the Township.

#### **5. In-person Events**

Karen O and Pat will get the supplies for the September in-person events. No extra help from Township staff is needed for set-up.

#### **6. Financial Update**

June gave a financial update to the Committee.

#### **7. Notice for Upcoming Events**

The Committee will advertise their events in the Township's tax newsletter.

#### **8. Other Business**

June will invest the costs for T-shirts for committee members.

The Senior Active Living Centre Program survey will be available at the September in-person event. This survey will be available online to complete. Hard copies of the survey will also be available at local events.

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

Resolution No. 2023-16 Moved by: Karen Auckland  
Seconded by: Sharon Hinz

RESOLVED that the meeting be adjourned at **10:45 a.m.** to meet again at **9:30 a.m.** on **September 21, 2023** in person in Council Chambers at the Township office or virtually via Webex.

DISPOSITION: Carried

# Talbotville Station Technical Advisory Committee



Minutes of Meeting  
Monday, July 31<sup>st</sup>, 2023  
7:00pm  
Shedden Station



In Attendance: Jeff McArthur, Fire Chief/Chair  
Justin Pennings, Deputy Mayor  
Aaron VanOorspronk, Director of Infrastructure and Development Services  
Barry Smith, Talbotville Station District Chief  
Rene Coenen, Talbotville Station Captain  
Stephen Van Maanen, Public Member  
Anya Kisiel, Fire Services Coordinator

Regrets: Grant Jones, Mayor  
Jeff Carswell, CAO/Clerk

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## 1. Call to Order

Chief McArthur called the Meeting to Order at 7:07pm.

## 2. Review of Minutes from February 28<sup>th</sup>, 2023

Committee reviewed and adopted the minutes.

## 3. Update on the Report to Council – Aaron VanOorspronk

- Consultant BM Ross Design Build Package for tender quoted at \$15,000.
- Package includes biweekly construction progress site meetings.
- Aaron will meet with BM Ross on Wednesday, August 2, 2023, to add Committee input on design changes.
- MTE quote for site servicing, design, construction, administration, landscaping, interest in storm water management alternatives, permits, and demolition of existing building, came in at \$70,000 - thought to be a very fair price for high quality work. Competitor quote came in at \$90,000.



- Latest site plan revision was completed May 4, 2023 with changes as recommended by the Committee.

#### 4. Review of Milverton Station Drawings – Round table discussion on site lay out and building design to be forwarded for input to consultant.

- Union Gas has expressed interest in purchasing easement section for future expansion in the residential/industrial sectors from the Township – a benefit to them and financial gain to the Township.
- Talbotville Station will be a mirrored image from the Milverton Station, due to site layout.
- Landscape options will be a work in progress, prioritizing native species and pollinator friendly wildflowers.
- Exploration of fire station signage at the front of the station include garden/digital options. Consensus not to use new Southwold branding in the signage as eventually branding will be updated and that would require updates to the sign. Signage at road, to be similar/match the Shedden Station Signage.
- Firefighter parking on east side to be revised so as to push parking spaces further to clear doors and have angle parking, potentially adding up to 3 more spaces.
- Look at changing configuration to find more office space.
- Consensus to address storage with contractor to potentially find more storage space.
- Benefit to potentially add 5'-10' to make the station deeper, will have to explore how that would affect current budget.
- Consensus on changing one horizontal trench and replacing with 3 vertical trenches in the bay.
- Exterior agreed upon by all and will be further addressed once in the building stage but carry the bell tower design from the Milverton Station.

#### 5. New Business

- Aaron to meet with BM Ross to bring forth preferences from this committee meeting.

#### 6. Next Steps/Action Items

- Determine what role the committee take on once station is in the building stage, with an intent to keep committee engaged throughout.
- Consensus to assign at minimum Aaron and Stephen to score RFPs.
- General Contractor will need 8-10 weeks if the start time is to be Spring 2024

7. Next meeting: to be determined

8. Adjournment: 8:40pm



## **Southwold Economic Development Committee**

### **Meeting Minutes**

**Wednesday, August 2<sup>nd</sup>, 2023 at 8:00 am**  
**Council Chambers/Webex Meeting**

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#### Voting Members

Present: Deputy Mayor Justin Pennings  
Councillor John Adzija  
Steve Bushell  
Barry Harrison  
Grayden Laing

Absent: Hiba Arabi

Guests: Michelle Hoffsuemer

Staff/Resource: Jeff Carswell, CAO/Clerk  
Aaron Van Oorspronk, Director of Infrastructure and Development  
Josh Mueller, Planner  
Carolyn Krahn, Manager of Economic Development  
and Strategic Initiatives  
Rod Rattray, Elgin Business Resource Centre

#### **1. Call to order**

Chairperson Pennings called the meeting to order at 8:08 am. With potential new member Michelle Hoffsuemer in attendance, introductions were completed.

## **2. Agenda Approval**

The agenda for the August 2<sup>nd</sup>, 2023 meeting was approved.

## **3. Minutes from Previous Meeting**

The committee approved the minutes from the June 28, 2023 meeting.

## **4. New Business:**

- a. Utilization of Township Owned Space for Small Business Resources (work space, meeting space, etc.)
  - The committee discussed the possibility and potential interest in providing office/meeting space for small business within the former Library in Shedden. The facility has been reviewed in the past but requires improvements before it can be occupied. Rod Rattray provided information on use of the Elgin Business Resource Centre space. There was concern raised about the building continuing to languish and decay. Staff will collect previous information and get further comments from the Chief Building Official.
- b. Development of a Farmers Market in Shedden
  - The committee discussed the possibility of developing a Farmers Market, potentially in Shedden at the Keystone Complex. Various aspects of developing a Farmers Market were discussed including community demand, availability and interest from vendors, whether local farmers need something local, attracting fruit/vegetable vendors vs. craft seller, organizational requirements, staffing/volunteers, etc.
  - There was interest in more information, which may be available through OMAFRA and gauging community and farmer interest in a market. Staff will further investigate and develop a means to gauge resident and farmer interest.
- c. Project to Develop/Review existing inventory of commercial/municipal lands to identify future infill/development opportunities – may result in engaging with landowners, developing marketing strategies, understand barriers/challenges to developing
  - The committee discussed developing and maintaining a better inventory of properties, both private and public so the Township can be responsive to requests and better plan for the future.
  - Having a better understanding, inventory and contact information will be helpful for privately held lands, as the Township is often a first point of contact and needs to respond quickly and accurately

- The Township has an extensive amount of parkland, some of which doesn't currently have a future plan. There may be opportunities to leverage this to provide additional facilities and services that are or will be needed. Ideas such as affordable, seniors housing was identified for potential investigation. This topic is related to sanitary servicing and further review of overall Township lands and facilities. The committee and staff will continue to investigate this and explore the possibilities before the Township.

## **5. Development Updates from Staff and Committee Members**

- Carolyn Krahn provided updates on initiatives under way at the County. Projects of note are the servicing study and engagement of a consultant to assist. The department is also looking into a Community Economic Diversification Grant.
- Aaron VanOorspronk provided an update on sanitary servicing for Shedden/Fingal and discussions with Central Elgin. An update on Talbotville Sanitary and development opportunities were reviewed.
- Barry Harrison encouraged the committee to also remain focused on Agricultural Economic Development. He will share some information recently received regarding this matter.
- There were inquiries about the County Official Plan and requests made by the EDC. Planner Josh Mueller will follow-up with the County on these items.

## **6. Community Economic Development Plan**

- Carolyn Krahn advised the Committee the County will be proceeding with a BR+E Project. This would be related to Action Item 4.2 in the plan. It will be launched in September/October. The agricultural sector will be included in the project.
- Based on direction on several matters from this meeting, including use of existing Township space for small business resources, Farmers Market investigation, Agricultural Economic Development, Follow-up on Official Plan policies, there are several items to focus on for the upcoming meetings. The Action Items will be updated accordingly.

## **7. Recommendation re: New Member**

Moved by Graydon Laing, Seconded by Steve Bushell  
That the Southwold Economic Development Committee recommend to Council that Michelle Hoffsuemer be appointed to the Southwold Economic Development Committee.

CARRIED.

## **8. Next Meeting**

The next meeting will be held on Thursday, September 2, 2023 at 8 am.

## **9. Adjournment**

The meeting adjourned at 9:53 am.

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Chairperson, Justin Pennings

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Staff Resource, Jeff Carswell

**CORPORATION OF THE TOWNSHIP  
OF SOUTHWOLD  
Consolidated Financial Statements  
December 31, 2022**

*Draft*

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Consolidated Financial Statements**

**For The Year Ended December 31, 2022**

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*Draft*

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## **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The accompanying consolidated financial statements are the responsibility of the management of Corporation of the Township of Southwold and have been prepared in accordance with Canadian accounting standards for public sector entities.

These consolidated financial statements include:

- Independent Auditors' Report
- Consolidated Statement of Financial Position
- Consolidated Statement of Operations and Accumulated Surplus
- Consolidated Statement of Change in Net Financial Assets
- Consolidated Statement of Cash Flows
- Notes to the Consolidated Financial Statements
- Consolidated Schedule of Segment Disclosure

The Chief Administrative Officer and the Treasurer are responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing the consolidated financial statements before they are submitted to Council for approval.

The integrity and reliability of Corporation of the Township of Southwold reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The consolidated financial statements have been audited on behalf of the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of Southwold by Graham Scott Enns LLP in accordance with Canadian generally accepted auditing standards.

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Jeff Carswell  
Chief Administrative Officer

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Michele Lant  
Treasurer

St. Thomas, Ontario  
August 14, 2023



## **INDEPENDENT AUDITORS' REPORT**

To the Members of Council, Inhabitants and Ratepayers of **The Corporation of the Township of Southwold:**

### **Opinion**

We have audited the consolidated financial statements of **The Corporation of the Township of Southwold**, which comprise the statement of financial position as at December 31, 2022, and the statement of operations and accumulated surplus, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the Municipality's consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



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## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (Continued)**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Thomas, Ontario

August 14, 2023

*Graham Scott Enns LLP*  
CHARTERED PROFESSIONAL ACCOUNTANTS  
Licensed Public Accountants

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Financial Position December 31, 2022

	2022	Restated Note 8 2021
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash	6,555,479	8,781,276
Investments (Note 3)	6,656,730	6,535,893
Taxes receivable	698,380	541,136
Accounts receivable (Note 2)	6,005,630	5,444,274
Land held for resale	<u>441,065</u>	<u>441,066</u>
<b>Total financial assets</b>	<u>20,357,284</u>	<u>21,743,645</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	2,024,482	1,470,907
Deferred revenue (Note 5, 8)	4,037,712	3,392,843
Net long-term liabilities (Note 6)	<u>1,824,948</u>	<u>1,990,437</u>
<b>Total financial liabilities</b>	<u>7,887,142</u>	<u>6,854,187</u>
<b>NET FINANCIAL ASSETS</b>	<u>12,470,142</u>	<u>14,889,458</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 4)	60,722,537	54,199,651
Inventories	62,412	129,278
Prepaid expenses	<u>42,867</u>	<u>48,511</u>
<b>Total non-financial assets</b>	<u>60,827,816</u>	<u>54,377,440</u>
<b>ACCUMULATED SURPLUS (NOTE 7)</b>	<u>73,297,958</u>	<u>69,266,898</u>

\_\_\_\_\_  
Grant Jones  
Mayor

\_\_\_\_\_  
Jeff Carswell  
Chief Administrative Officer

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Operations and Accumulated Surplus For The Year Ended December 31, 2022

	Budget (Note 10) \$	Actual 2022 \$	Restated Note 8 Actual 2021 \$
<b>REVENUES</b>			
Property taxation	3,879,098	<b>3,925,077</b>	3,588,706
Taxation from other governments	1,093,500	<b>1,141,159</b>	1,127,566
Local improvement levies	8,385	<b>256,788</b>	542,063
User charges (Note 8)	7,878,033	<b>3,790,038</b>	7,459,592
Government transfers:			
Federal	140,212	<b>196,805</b>	304,760
Provincial	544,600	<b>1,715,694</b>	729,335
Other municipalities	596,635	<b>1,180,898</b>	1,248,196
Investment income	129,500	<b>301,548</b>	138,094
Penalties and interest on taxes	75,000	<b>85,523</b>	72,667
Other revenues	<u>2,703,986</u>	<u><b>3,139,962</b></u>	<u>302,211</u>
Total revenues	<u>17,048,949</u>	<u><b>15,733,492</b></u>	<u>15,513,190</u>
<b>EXPENSES</b>			
General government	922,810	<b>1,083,016</b>	989,997
Fire and police protection	1,431,265	<b>1,509,192</b>	1,374,703
Other protective services	406,154	<b>367,425</b>	292,144
Transportation services	2,868,415	<b>3,424,008</b>	2,941,284
Waterworks and sewer	3,208,498	<b>3,493,667</b>	3,070,260
Garbage collection and disposal	425,125	<b>457,590</b>	411,044
Health services	52,600	<b>68,565</b>	55,808
Recreation and cultural services	488,558	<b>445,059</b>	296,239
Planning and zoning	379,000	<b>116,750</b>	103,906
Agriculture	<u>71,181</u>	<u><b>737,160</b></u>	<u>564,384</u>
Total expenses (Note 11(a))	<u>10,253,606</u>	<u><b>11,702,432</b></u>	<u>10,099,769</u>
<b>ANNUAL SURPLUS</b>	6,795,343	<b>4,031,060</b>	5,413,421
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR, AS PREVIOUSLY STATED</b>	<u>69,266,898</u>	<u><b>69,266,898</b></u>	<u>63,853,477</u>
<b>ACCUMULATED SURPLUS, END OF YEAR, RESTATED (NOTE 7, 8)</b>	<u>76,062,241</u>	<u><b>73,297,958</b></u>	<u>69,266,898</u>

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Change in Net Financial Assets For The Year Ended December 31, 2022

	Budget (Note 10) \$	Actual 2022 \$	Restated Note 8 Actual 2021 \$
<b>ANNUAL SURPLUS</b>	6,795,343	<b>4,031,060</b>	5,413,421
Acquisition of tangible capital assets	(8,571,192)	<b>(8,571,192)</b>	(4,532,760)
Amortization of tangible capital assets	1,828,692	<b>1,828,692</b>	1,664,654
Proceeds on disposal of tangible capital assets	-	<b>4,896</b>	44,354
Change in inventories and prepaid expenses	-	<b>72,510</b>	(7,918)
Loss (gain) on sale of tangible capital assets	-	<b>214,718</b>	(35,440)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	52,843	<b>(2,419,316)</b>	2,546,311
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>14,889,458</u>	<u><b>14,889,458</b></u>	<u>12,343,147</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u><u>14,942,301</u></u>	<u><u><b>12,470,142</b></u></u>	<u><u>14,889,458</u></u>

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The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Statement of Cash Flows For The Year Ended December 31, 2022

	2022	Restated Note 8 2021
	<u>\$</u>	<u>\$</u>
<b>OPERATING ACTIVITIES</b>		
Annual surplus	4,031,060	5,413,421
Add (deduct) items not involving cash:		
Amortization of tangible capital assets	1,828,692	1,664,654
Loss (gain) on disposal of tangible capital assets	<u>214,718</u>	<u>(35,440)</u>
	6,074,470	7,042,635
Change in non-cash assets and liabilities related to operations (Note 11 [b])	<u>552,354</u>	<u>1,924,493</u>
Cash provided by operating activities	<u>6,626,824</u>	<u>8,967,128</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	<u>(120,837)</u>	<u>(54,312)</u>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(8,571,192)	(4,532,760)
Proceeds on disposal of tangible capital assets	<u>4,896</u>	<u>44,354</u>
	<u>(8,566,296)</u>	<u>(4,488,406)</u>
<b>FINANCING ACTIVITIES</b>		
Long-term debt repayments	<u>(165,488)</u>	<u>(1,161,163)</u>
<b>NET CHANGE IN CASH</b>	(2,225,797)	3,263,247
<b>CASH, BEGINNING OF YEAR</b>	<u>8,781,276</u>	<u>5,518,029</u>
<b>CASH, END OF YEAR</b>	<u>6,555,479</u>	<u>8,781,276</u>

The accompanying notes are an integral part of these consolidated financial statements.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022**

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The Corporation of the Township of Southwold (the "Municipality") is a municipality in the Province of Ontario. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Municipality are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

#### **Reporting Entity**

The financial statements reflect the assets, liabilities, revenues, expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality.

#### **Consolidated Entities**

There are no organizations or local boards that are consolidated in these financial statements.

#### **Proportionate Consolidation**

The Elgin Area Primary Water Supply System has been consolidated on a proportionate basis. They are proportionately consolidated based upon the water flow used by the Municipality in proportion to the entire flows provided by the board. This amounts to 3.6% of the flows from the board.

#### **Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

#### **Investments**

Investments consisting of government and corporate bonds, money market funds and guaranteed investment certificates are carried at cost. Interest income is recognized when received or receivable.



# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Deferred Revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work. In addition, certain user charges and fees which have been collected but for which the related services have yet to be performed. Revenue is recognized in the period when the related expense are incurred, services performed.

#### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

#### i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	10 years
Buildings	50 years
Machinery & Equipment	5 - 10 years
Vehicles	7 - 20 years
Transportation infrastructure	20 - 75 years
Water system infrastructure	75 years
Wastewater infrastructure	75 years

Amortization begins the first month of the year following the year the asset is placed in service and to the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

#### ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Non-Financial Assets (Continued)

##### iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

##### iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

#### Land Held For Resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

#### Government Transfers

Government transfers are recognized in the financial statements as revenues in the financial period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met including performance and return requirements, and reasonable estimates of the amounts can be determined. Any amount received but restricted is recorded as deferred revenue in accordance with Section 3100 of the Public Sector Accounting Handbook and recognized as revenue in the period in which the resources are used for the purpose specified.

In addition, the Municipality periodically receives senior government capital funding in the form of infrastructure grants and receives ongoing funding from both senior levels of government as a result of an allocation of the gas tax funds.

#### Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Significant estimates include assumptions used in estimating provisions for accounts receivable, accrued liabilities, allowances for vacancies, rebates and uncollectible property taxes and in performing actuarial valuations of employee future benefits. In addition, the Municipality's implementation of the Public Sector Accounting Handbook PS3150 has required management to make estimates of historical costs and useful lives of tangible capital assets. Actual results could differ from these estimates.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022**

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### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

#### **Employee Benefit Plans**

The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by the employees based on the length of service and pay rates. Employee benefits include post employment benefits. Post employment benefits are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees. Any actuarial gains and losses related to past service of employees are amortized over the expected average remaining service period. For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains or losses that are related to these benefits are amortized over the expected service period.

#### **Accounting for County and School Board Transactions**

Although the Municipality collects taxation on behalf of the County of Elgin and the School Boards, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of the County and the School Boards are not reflected in these financial statements.

#### **Financial Instruments**

The Municipality's financial instruments consist of cash and cash equivalents, accounts receivable, taxes receivable, accounts payable and accrued liabilities and long-term liabilities. Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

#### **Recent Accounting Pronouncements**

PSAB released a standard related to Financial Instruments (PS 3450). The standard applies to all local governments for fiscal years beginning on or after April 1, 2022, which would be the year end December 31, 2023. The standard applies to all types of financial instruments. The new standard requires that equity and derivative instruments be measured at fair value, with changes in value being recorded in the statement of remeasurement gains/losses. The standard gives the option of cost/amortized cost vs. fair value of remaining instruments, which is elected upon by the government organization. The Municipality has not yet determined what, if any, financial reporting implications may arise from this standard.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Recent Accounting Pronouncement (Continued)

PSAB released a standard related to Revenue (PS 3400). This standard will apply for fiscal years beginning on or after April 1, 2023, which would be the year end December 31, 2024. This standard will impact the timing of the revenue reported by the organization. Examination and audit of the types of revenue will determine the impact of this standard. The Municipality has not yet determined what, if any, financial reporting implications may arise from this standard.

#### Tax Revenues

In 2022 the Municipality received \$5,066,236 (2021 - \$4,716,272) in property tax revenues for municipal purposes. The authority to levy and collect property taxes is established under the Municipal Act 2001, the Assessment Act, the Education Act, and other legislation.

The amount of the total annual property tax levy is determined each year through Council's approval of the annual budget. Municipal tax rates are set annually by Council for each class or type of property, in accordance with legislation and Council-approved policies, in order to raise the revenue required to meet operating budget requirements. Education tax rates are established by the Province each year in order to fund costs of education on a Province-wide basis.

Taxation revenues are recorded at the time billings are issued. Additional property tax revenue can be added throughout the year, related to new properties that become occupied, or that become subject to property tax, after the return of the annual assessment roll used for billing purposes. The Municipality may receive supplementary assessment rolls over the course of the year from MPAC that identify new or omitted assessments. Property taxes for these supplementary/omitted amounts are then billed according to the approved tax rate for the property class.

Taxation revenues in any year may also be reduced as a result of reductions in assessment value arising from reassessment and/or tax appeals. Each year, an amount is identified to cover the estimated amount of revenue loss attributable to reassessment and tax appeals or other deficiencies in tax revenue (e.g. uncollectible amounts, write-offs, etc.).

#### User Charges

User charges relate to various programs and fees imposed based on specific activities, such park and recreation services, water, wastewater and solid waste. Revenue is recognized when the activity is performed or when the services are rendered.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Other Revenues

Revenues are recognized in the year that the events giving rise to the revenues occur and the revenues are earned. Amounts received which relate to revenues that will be earned in a subsequent year are deferred and reported as liabilities.

#### Environmental Provisions and Contaminated Sites

The Municipality may be exposed to litigation or other costs of remediation due to contaminated properties in its jurisdiction. A liability for remediation is recognized in the financial statements when an environmental standard exists, contamination exceeds the standard, the government is responsible for the remediation and a reasonable estimate of the liability can be made. As at December 31, 2022 there were no properties that the Municipality was responsible to remedy and as such no liability has been accrued.

### 2. ACCOUNTS RECEIVABLE

Included in accounts receivable is \$2,387,555 (2021 - \$2,611,228) representing funds fronted by the Municipality directly which are to be recovered from future subdivision development charges and sanitary sewer connection charges relating to the developments in the Municipality. It is anticipated a significant portion of the directly fronted charges will be recovered in the next three years.

### 3. INVESTMENTS

	<u>2022</u>	<u>2021</u>
	<u>\$</u>	<u>\$</u>
Cash, money market funds and investment certificates	2,397,448	1,991,883
Federal and provincial bonds	309,526	232,740
Corporate bonds	<u>3,949,756</u>	<u>4,311,270</u>
	<u>6,656,730</u>	<u>6,535,893</u>

The aggregate market value of the investments at December 31, 2022 is \$6,250,018 (2021 - \$6,558,843). The Municipality earned \$301,548 (2021 - \$138,094) in income on the above investments.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

### 4. TANGIBLE CAPITAL ASSETS

December 31, 2022

Cost	Opening	Additions	Disposals	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	16,414,217	4,080,300	(1,780,846)	<b>18,713,671</b>
Utility infrastructure	38,783,454	2,352,990	(15,817)	<b>41,120,627</b>
<b>Infrastructure Total</b>	<b>55,197,671</b>	<b>6,433,290</b>	<b>(1,796,663)</b>	<b>59,834,298</b>
<b><u>General</u></b>				
Land	726,043	1,126,793	-	<b>1,852,836</b>
Land Improvements	761,374	86,940	-	<b>848,314</b>
Building	8,665,682	45,515	-	<b>8,711,197</b>
Machinery and Equipment	3,812,569	116,903	(61,951)	<b>3,867,521</b>
Vehicles	5,219,931	1,273,373	(16,249)	<b>6,477,055</b>
<b>General Total</b>	<b>19,185,599</b>	<b>2,649,524</b>	<b>(78,200)</b>	<b>21,756,923</b>
Work In Progress	3,017,010	516,772	(1,125,367)	<b>2,408,415</b>
<b>Total Cost</b>	<b>77,400,280</b>	<b>9,599,586</b>	<b>(3,000,230)</b>	<b>83,999,636</b>
<b>Accumulated Amortization</b>	<b>Opening</b>	<b>Amortization</b>	<b>Disposal</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	8,349,417	506,488	(1,667,169)	<b>7,388,736</b>
Utility infrastructure	7,989,864	538,212	(13,039)	<b>8,515,037</b>
<b>Infrastructure Total</b>	<b>16,339,281</b>	<b>1,044,700</b>	<b>(1,680,208)</b>	<b>15,903,773</b>
<b><u>General</u></b>				
Land Improvements	159,745	36,722	-	<b>196,467</b>
Building	1,897,109	186,158	-	<b>2,083,267</b>
Machinery and Equipment	1,803,873	245,661	(61,994)	<b>1,987,540</b>
Vehicles	2,800,621	315,451	(10,020)	<b>3,106,052</b>
<b>General Total</b>	<b>6,661,348</b>	<b>783,992</b>	<b>(72,014)</b>	<b>7,373,326</b>
<b>Total Accumulated Amortization</b>	<b>23,200,629</b>	<b>1,828,692</b>	<b>(1,752,222)</b>	<b>23,277,099</b>
<b>Net Book Value</b>	<b>Opening</b>			<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	7,864,800			<b>11,324,935</b>
Utility infrastructure	30,793,590			<b>32,605,590</b>
	38,658,390			<b>43,930,525</b>
<b><u>General</u></b>				
Land	726,043			<b>1,852,836</b>
Land Improvements	601,629			<b>651,847</b>
Building	6,768,573			<b>6,627,930</b>
Machinery and Equipment	2,008,696			<b>1,879,981</b>
Vehicles	2,419,310			<b>3,371,003</b>
	12,524,251			<b>14,383,597</b>
Work In Progress	3,017,010			<b>2,408,415</b>
<b>Total Net Book Value</b>	<b>54,199,651</b>			<b>60,722,537</b>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

### 4. TANGIBLE CAPITAL ASSETS (CONTINUED)

December 31, 2021 Cost	Opening	Additions	Disposals	Ending
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	15,943,209	471,008	-	16,414,217
Utility infrastructure	38,033,388	751,685	(1,619)	38,783,454
<b>Infrastructure Total</b>	<b>53,976,597</b>	<b>1,222,693</b>	<b>(1,619)</b>	<b>55,197,671</b>
<b><u>General</u></b>				
Land	648,515	77,528	-	726,043
Land Improvements	678,277	83,097	-	761,374
Building	8,608,656	58,361	(1,335)	8,665,682
Machinery and Equipment	3,434,157	411,844	(33,432)	3,812,569
Vehicle	5,549,316	241,167	(570,552)	5,219,931
<b>General Total</b>	<b>18,918,921</b>	<b>871,997</b>	<b>(605,319)</b>	<b>19,185,599</b>
Work In Progress	578,940	2,818,640	(380,570)	3,017,010
<b>Total Cost</b>	<b>73,474,458</b>	<b>4,913,330</b>	<b>(987,508)</b>	<b>77,400,280</b>
<b>Accumulated Amortization</b>	<b>Opening</b>	<b>Amortization</b>	<b>Disposal</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	8,438,449	410,968	-	8,549,417
Utility infrastructure	7,477,315	513,913	(1,364)	7,989,864
<b>Infrastructure Total</b>	<b>15,615,764</b>	<b>924,881</b>	<b>(1,364)</b>	<b>16,539,281</b>
<b><u>General</u></b>				
Land Improvements	130,795	28,950	-	159,745
Building	1,712,065	186,379	(1,335)	1,897,109
Machinery and Equipment	1,613,657	223,648	(33,432)	1,803,873
Vehicle	3,061,718	300,540	(561,637)	2,800,621
<b>General Total</b>	<b>6,518,235</b>	<b>739,517</b>	<b>(596,404)</b>	<b>6,661,348</b>
<b>Total Accumulated Amortization</b>	<b>22,133,999</b>	<b>1,664,398</b>	<b>(597,768)</b>	<b>23,200,629</b>
<b>Net Book Value</b>	<b>Opening</b>			<b>Ending</b>
<b><u>Infrastructure</u></b>				
Roads and related transportation assets	7,804,760			7,864,800
Utility infrastructure	30,556,073			30,793,590
	38,360,833			38,658,390
<b><u>General</u></b>				
Land	648,515			726,043
Land improvements	547,482			601,629
Building	6,896,591			6,768,573
Machinery and Equipment	1,820,500			2,008,696
Vehicles	2,487,598			2,419,310
	12,400,686			12,524,251
Work In Progress	578,940			3,017,010
<b>Total Net Book Value</b>	<b>51,340,459</b>			<b>54,199,651</b>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

### 5. DEFERRED REVENUE

A requirement of the public sector accounting principles of the Chartered Professional Accountants of Canada, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded.

	2022	Restated Note 8 2021
	<u>\$</u>	<u>\$</u>
Obligatory Reserve Funds		
Recreation land	525,082	349,992
Federal gas tax revenue	-	49,964
Development charges	<u>38,828</u>	<u>38,013</u>
	563,910	437,969
Other Deferred Revenue	<u>3,473,802</u>	<u>2,954,874</u>
	<u>4,037,712</u>	<u>3,392,843</u>

### 6. NET LONG-TERM LIABILITIES

- a) The balance of net long-term liabilities reported on the Consolidated Statement of Financial Position consists of the following:

	2022	2021
	<u>\$</u>	<u>\$</u>
Long-term liabilities incurred by the Municipality and outstanding at the end of the year	1,635,247	1,719,813
Long-term liabilities assumed through consolidation by the Municipality	191,995	275,083
Tile drainage loans assumed by the individual	<u>(2,294)</u>	<u>(4,459)</u>
Total long-term liabilities at the end of the year	<u>1,824,948</u>	<u>1,990,437</u>

- b) Principal repayments are summarized as follows:

	2023	2024	2025	2026	2027	Beyond	Total
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Recoverable from:							
General tax revenue	<u>129,629</u>	<u>130,926</u>	<u>134,657</u>	<u>138,538</u>	<u>114,446</u>	<u>1,176,752</u>	<u>1,824,948</u>



# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

### 6. NET LONG-TERM LIABILITIES (CONTINUED)

- c) All long-term liabilities issued on or before December 31, 1992 have received approval of the Ontario Municipal Board. Long-term liabilities issued after January 31, 1993 have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.
- d) Interest rates range from 3.55% to 6.00%. Interest on long-term liabilities in 2022 amounted to \$58,396 (2021 - \$76,126). Of this interest \$58,128 (2021 - \$60,632) was reported in accounts receivable to be recovered from future connection charges (Note 2).
- e) The Municipality is contingently liable for municipal debt with respect to tile drainage loans. The total amount outstanding as at December 31, 2022 is \$2,294 (2021 - \$4,459) and is not recorded on the Consolidated Statement of Financial Position.

### 7. ACCUMULATED SURPLUS

The accumulated surplus consists of the following individual fund surplus/(deficit) and reserves as follows:

	2022 <u>\$</u>	2021 <u>\$</u>
<b>SURPLUS</b>		
General revenue fund	(3,111,128)	(966,416)
Benefiting land owners	(881,456)	(909,202)
Invested in tangible capital assets	60,722,537	54,199,651
Reserves	<u>18,392,953</u>	<u>18,933,302</u>
	75,122,906	71,257,335
<b>AMOUNTS TO BE RECOVERED</b>		
Net long-term debt	<u>(1,824,948)</u>	<u>(1,990,437)</u>
<b>ACCUMULATED SURPLUS</b>	<u>73,297,958</u>	<u>69,266,898</u>
<b>RESERVES</b>		
Reserves set aside for specific purposes by council:		
Working capital	1,036,147	1,036,147
Property tax assessment appeals	1,207,211	1,157,211
Protection services	1,436,304	1,422,472
Roadway purposes	2,663,953	2,899,288
Water and sewer purposes	7,577,811	8,021,226
Building purposes	2,818,662	2,686,786
Other municipal services	1,085,418	1,223,627
Consolidated water reserves	<u>567,447</u>	<u>486,545</u>
Total reserves	<u>18,392,953</u>	<u>18,933,302</u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

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### 8. PRIOR PERIOD ADJUSTMENT - BUILDING PERMIT

During the year, the Municipality identified an error recording revenues from the sale of building permits. As a result, the balances relating to the comparative December 31, 2021 figures were adjusted as follows:

Adjustments to the Consolidated Statement of Financial Position:

Decrease in Deferred revenues	<u>(2,686,786)</u>
Decrease in Net Financial Assets	<u>(2,686,786)</u>

Adjustments to the Consolidated Statement of Operations:

Increase in User Fees	<u>2,686,786</u>
Increase in Annual Surplus	<u>2,686,786</u>

Adjustments to the Consolidated Statement of Changes in  
Net Financial Assets:

Increase in Accumulated surplus	<u><u>2,686,786</u></u>
---------------------------------	-------------------------

### 9. PENSION AGREEMENTS

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year, an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits the members have earned to date. The most recent actuarial valuation of the Plan was conducted December 31, 2022, and the results of this valuation disclosed actuarial liabilities of \$130.3 billion in respect of benefits accrued for service with actuarial assets at that date of \$123.6 billion leaving an actuarial deficit of \$6.7 billion.

Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS Pension surplus or deficit in these consolidated financial statements.

The amount contributed to OMERS for 2022 was \$165,924 (2021 - \$146,934). OMERS contribution rates for 2022 and 2021, depending on income level and retirement dates, ranged from 9.2% to 15.8%.

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

### 10. BUDGET FIGURES

The operating budget approved by Council on February 14, 2022 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Municipality does not budget activity within Reserve Funds, with the exception being those transactions, which affect either operations or capital investments. Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements.

	Approved Budget \$	Adjustments \$	PSAB Budget \$
<b>REVENUES</b>			
Property taxation	3,879,098	-	3,879,098
Taxation from other governments	1,093,500	-	1,093,500
Local improvement levies	8,385	-	8,385
User charges	7,878,033	-	7,878,033
Government transfers			
Federal	140,212	-	140,212
Provincial	544,600	-	544,600
Other municipalities	596,635	-	596,635
Investment income	129,500	-	129,500
Penalties and interest on taxes	75,000	-	75,000
Sales on land held for sale and other revenues	2,703,986	-	2,703,986
Reserve transfers	<u>2,186,968</u>	<u>(2,186,968)</u>	<u>-</u>
Total revenues	<u>19,235,917</u>	<u>(2,186,968)</u>	<u>17,048,949</u>
<b>EXPENSES</b>			
General government	1,002,150	(79,340)	922,810
Fire and police protection	1,550,298	(119,033)	1,431,265
Other protective services	399,832	6,322	406,154
Transportation services	8,806,375	(5,937,960)	2,868,415
Waterworks and sewers	2,673,340	535,158	3,208,498
Garbage collection and disposal	425,125	-	425,125
Health Services	57,600	(5,000)	52,600
Recreation and cultural services	427,150	61,408	488,558
Planning and zoning	389,000	(10,000)	379,000
Agriculture	<u>115,181</u>	<u>(44,000)</u>	<u>71,181</u>
Total expenses	<u>15,846,051</u>	<u>(5,592,445)</u>	<u>10,253,606</u>
<b>BUDGETED ANNUAL SURPLUS</b>	<u><u>3,389,866</u></u>	<u><u>3,405,477</u></u>	<u><u>6,795,343</u></u>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022

### 11. SUPPLEMENTARY INFORMATION:

	2022	2021
	<u>\$</u>	<u>\$</u>
<b>[a] Current fund expenditures by object:</b>		
Salaries, wages and employee benefits	2,724,303	2,377,636
Long-term debt interest	268	390
Materials and supplies	5,253,173	4,274,566
Contracted services	1,835,534	1,723,952
Amortization	1,828,692	1,664,655
Transfer to others	<u>60,462</u>	<u>58,571</u>
	<u><b>11,702,432</b></u>	<u><b>10,099,770</b></u>
<b>[b] Change in non-cash assets and liabilities related to operations:</b>		
Taxes receivable	(157,244)	41,509
Accounts receivable	(561,356)	(843,354)
Inventories and prepaid expenses	72,510	(7,918)
Accounts payable and accrued liabilities	553,575	292,605
Deferred revenue	<u>644,869</u>	<u>2,441,651</u>
	<u><b>552,354</b></u>	<u><b>1,924,493</b></u>

### 12. OPERATION OF THE COUNTY OF ELGIN AND SCHOOL BOARDS

During 2022, requisitions were made by the County of Elgin and the school boards requiring the Municipality to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are summarized below:

	School Boards	County
	<u>\$</u>	<u>\$</u>
Taxation and user charges	1,369,073	4,759,560
Share of payments in lieu of taxes	<u>10,736</u>	<u>601,775</u>
Amounts requisitioned	<u><b>1,379,809</b></u>	<u><b>5,361,335</b></u>

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022**

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### **13. SEGMENTED INFORMATION**

The Municipality is a diversified municipal government institution that provides a wide range of services to its citizens, including contract police services, fire, roads, community services, water and sewer. For management reporting purposes the Municipality's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

The Municipality services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provided, are as follows:

#### **General government**

General government is comprised of municipal council, corporate management and program support.

#### **Protection services**

Protection services are comprised of the fire, police, conservation authority, building inspection and animal control, emergency measures and provincial offences.

#### **Transportation services**

Transportation services are comprised of roads, bridges, winter control, parking and street lighting.

#### **Environmental services**

Environmental services are comprised of the provision of safe drinking water, the collection and treatment of waste water and waste collection, disposal and recycling.

#### **Health services**

Health services are comprised of public health services and cemeteries.

#### **Recreation and cultural services**

Recreation and cultural services are comprised of parks, recreation programs, recreation facilities, and cultural services.

# **CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

## **Notes to the Consolidated Financial Statements For The Year Ended December 31, 2022**

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### **13. SEGMENTED INFORMATION (CONTINUED)**

#### **Planning and development services**

Planning and development is comprised of planning and zoning, commercial and industrial development, economic development and tourism, and agricultural and reforestation.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on municipal services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government transfers, transfer from other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Consolidated Schedule of Segment Disclosure.

Draft

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Schedule of Segment Disclosure For The Year Ended December 31, 2022

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	614,679	1,440,884	2,374,217	253,270	33,642	230,862	375,470	<b>5,323,024</b>
Sales of services and regulatory fees	62,734	504,435	(34,437)	3,457,975	-	45,539	(246,208)	<b>3,790,038</b>
Government transfers	161,793	349,379	1,147,582	563,802	5,720	794,733	70,388	<b>3,093,397</b>
Other	<u>378,100</u>	<u>4,152</u>	<u>739,300</u>	<u>75,574</u>	<u>-</u>	<u>2,329,907</u>	<u>-</u>	<b><u>3,527,033</u></b>
	<u>1,217,306</u>	<u>2,298,850</u>	<u>4,226,662</u>	<u>4,350,621</u>	<u>39,362</u>	<u>3,401,041</u>	<u>199,650</u>	<b><u>15,733,492</u></b>
<b>EXPENSES</b>								
Materials and supplies	249,869	206,387	1,628,132	2,216,517	66,789	234,387	651,092	<b>5,253,173</b>
Salaries, wages and employee benefits	746,278	478,383	1,023,236	222,887	1,776	74,044	177,699	<b>2,724,303</b>
Amortization	48,660	157,289	772,640	728,695	-	121,408	-	<b>1,828,692</b>
Contracted services	38,209	97,096	-	783,158	-	15,220	24,851	<b>1,835,534</b>
External transfers	-	60,462	-	-	-	-	-	<b>60,462</b>
Long-term debt interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>268</u>	<b><u>268</u></b>
	<u>1,083,016</u>	<u>1,876,617</u>	<u>3,424,008</u>	<u>3,951,257</u>	<u>68,565</u>	<u>445,059</u>	<u>853,910</u>	<b><u>11,702,432</u></b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>134,290</u>	<u>422,233</u>	<u>802,654</u>	<u>399,364</u>	<u>(29,203)</u>	<u>2,955,982</u>	<u>(654,260)</u>	<b><u>4,031,060</u></b>

# CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## Consolidated Schedule of Segment Disclosure For The Year Ended December 31, 2021

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	853,407	1,229,762	2,026,181	293,600	36,096	148,633	670,656	5,258,335
Sales of services and regulatory fees	94,651	122,496	2,736,750	4,433,471	-	21,724	50,500	7,459,592
Government transfers	167,034	249,874	1,325,522	177,294	7,065	199,562	155,940	2,282,291
Other	<u>208,908</u>	<u>1,836</u>	<u>159,920</u>	<u>69,470</u>	<u>-</u>	<u>72,838</u>	<u>-</u>	<u>512,972</u>
	<u>1,324,000</u>	<u>1,603,968</u>	<u>6,248,373</u>	<u>4,973,835</u>	<u>43,161</u>	<u>442,757</u>	<u>877,096</u>	<u>15,513,190</u>
<b>EXPENSES</b>								
Materials and supplies	239,920	156,812	1,305,908	1,894,307	50,730	161,409	465,480	4,274,566
Salaries, wages and employee benefits	633,692	389,813	989,865	191,875	1,951	17,491	152,948	2,377,635
Amortization	30,760	153,298	645,511	704,619	3,128	117,339	-	1,664,655
Contracted services	85,625	89,382	-	690,503	-	-	49,472	1,723,952
External transfers	-	58,571	-	-	-	-	-	58,571
Long-term debt interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>390</u>	<u>390</u>
	<u>989,997</u>	<u>1,666,846</u>	<u>2,941,284</u>	<u>3,481,304</u>	<u>55,809</u>	<u>296,239</u>	<u>668,290</u>	<u>10,099,769</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>334,003</u>	<u>(62,878)</u>	<u>3,307,089</u>	<u>1,492,531</u>	<u>(12,648)</u>	<u>146,518</u>	<u>208,806</u>	<u>5,413,421</u>





# St. Thomas Elgin Local Immigration Partnership

TOWNSHIP OF SOUTHWOLD DELEGATION | JULY 24



1



## What is STELIP?

- St. Thomas Elgin Local Immigration Partnership
- Funded by Immigration, Refugees, and Citizenship Canada
- Established in 2011
- Community capacity building project to better support immigrant integration
- Does not directly serve the immigrant population, works with the community

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ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

## Our Vision

*St. Thomas and Elgin County communities will be a culturally diverse, welcoming, caring, and inclusive community that will retain current residents, welcome newcomers, and provide them the opportunity to successfully integrate, contribute to, and benefit from social, cultural, and economic inclusion.*

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ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

## STELIP Council

- Central Community Health Centre
- Elgin Business Resource Centre
- Elgin County Economic Development
- Elgin County Library
- Elgin Middlesex Oxford Workforce Planning & Development Board
- Employment Services Elgin
- Fanshawe College Community Career and Employment Services
- Fanshawe College St. Thomas/Elgin Campus
- Mennonite Community Services
- Ontario Ministry of Agriculture, Food, and Rural Affairs
- Service Canada
- St. Thomas & District Chamber of Commerce
- St. Thomas Economic Development/Small Business Enterprise Centre
- St. Thomas Elgin Social Services
- St. Thomas Police Service
- St. Thomas Public Library
- St. Thomas Islamic Centre
- Thames Valley District School Board
- WILL Employ
- YWCA St. Thomas-Elgin
- YWCA St. Thomas-Elgin Settlement Services

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Building Welcoming, Caring, and Inclusive Communities

## Our Priority Areas

- Workforce Development and Employer Supports
- Community Readiness
- Equitable Supports
- Education
- Civic and Social Inclusion

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Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

## Local Research

### Experiences of Discrimination Study



### Immigrant Survey 2023



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ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

## Culturally Inclusive Events Guide

- Planning Events that Are Culturally Appropriate: A Guidebook
- Free guidebook
- Meant to help community members start asking questions, reflecting, and planning from a perspective that considers cultural appropriateness



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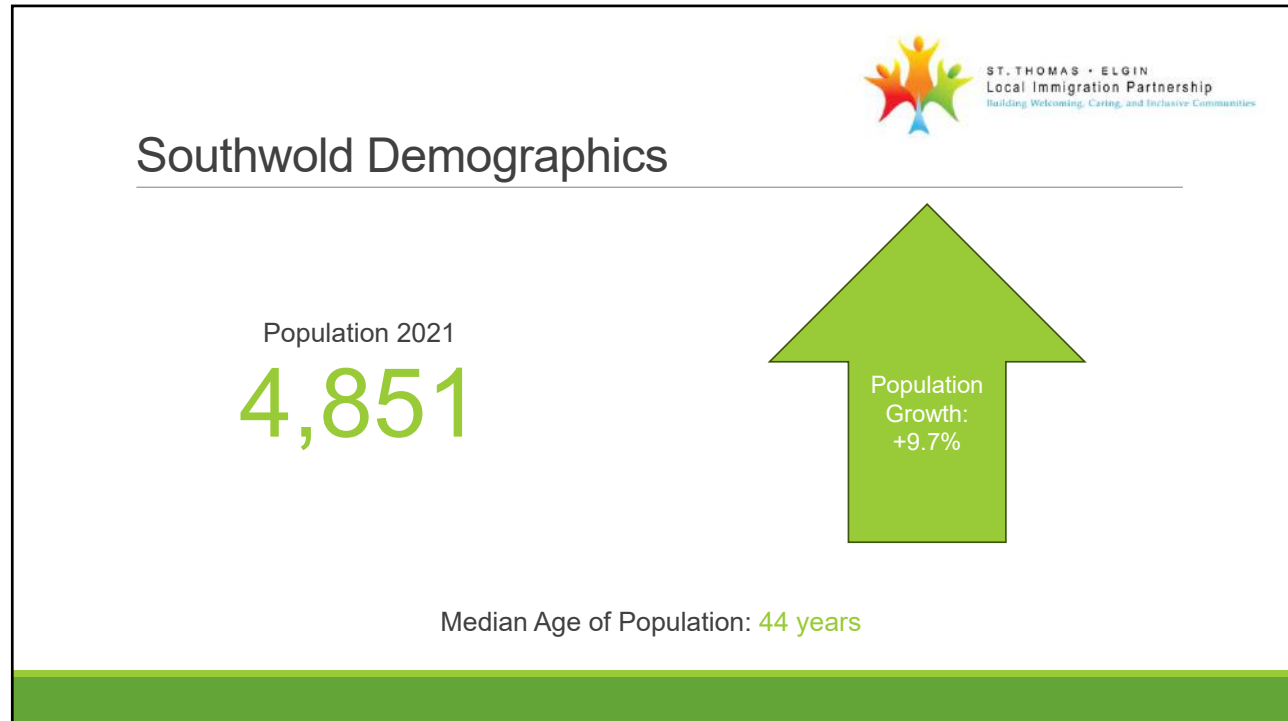
ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

## Newcomer Information Package

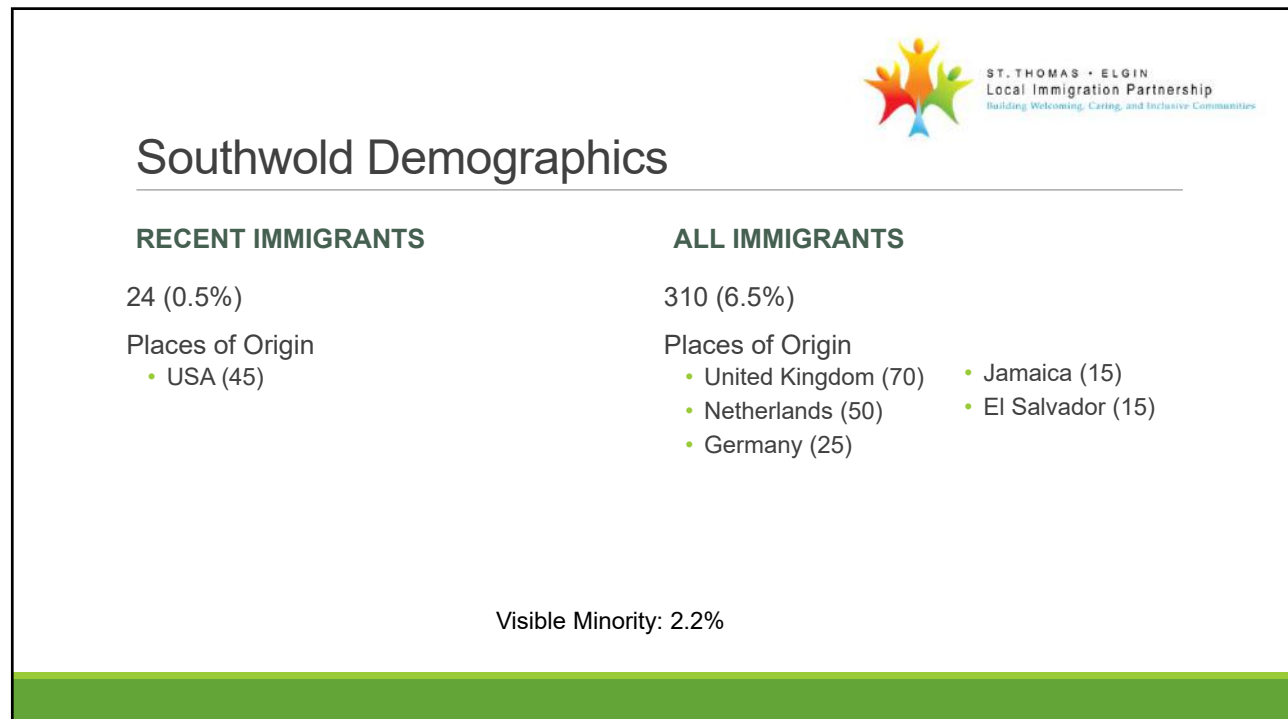
- First developed in 2012 and was recently updated in 2023
- A guidebook for newcomers that helps them understand and access services in the community
- A good tool for service providers who serve newcomer clients



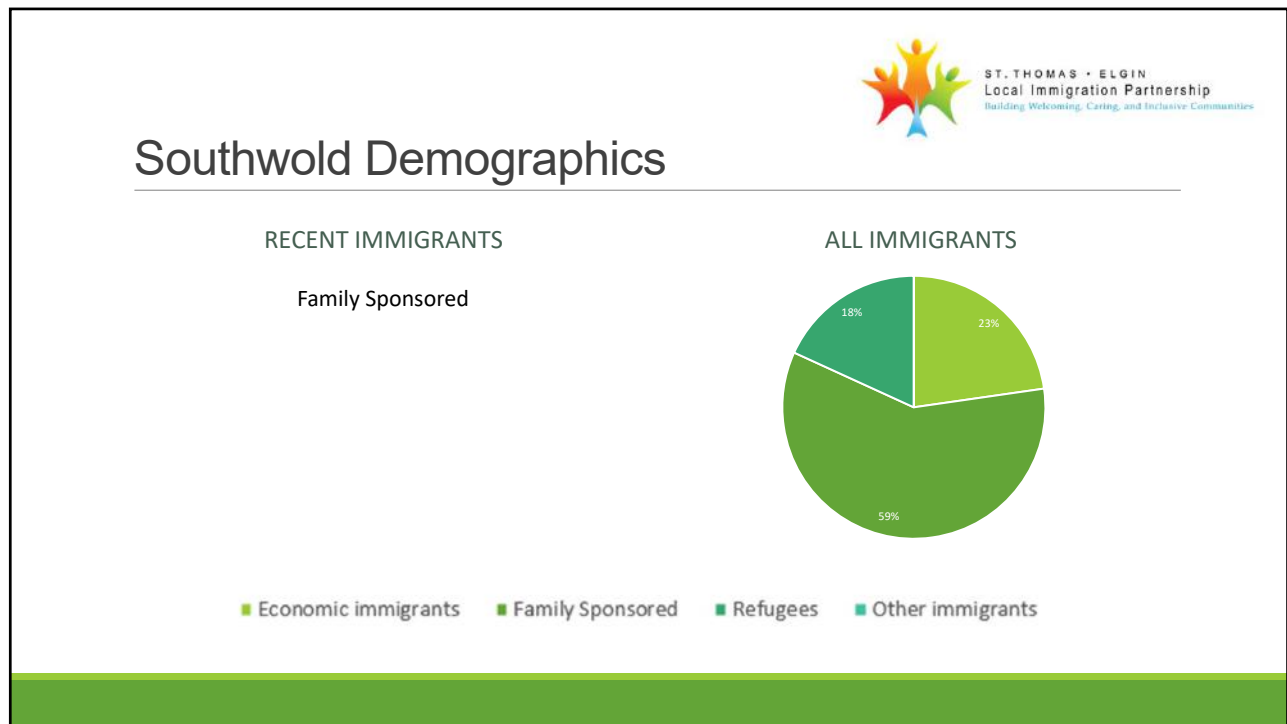
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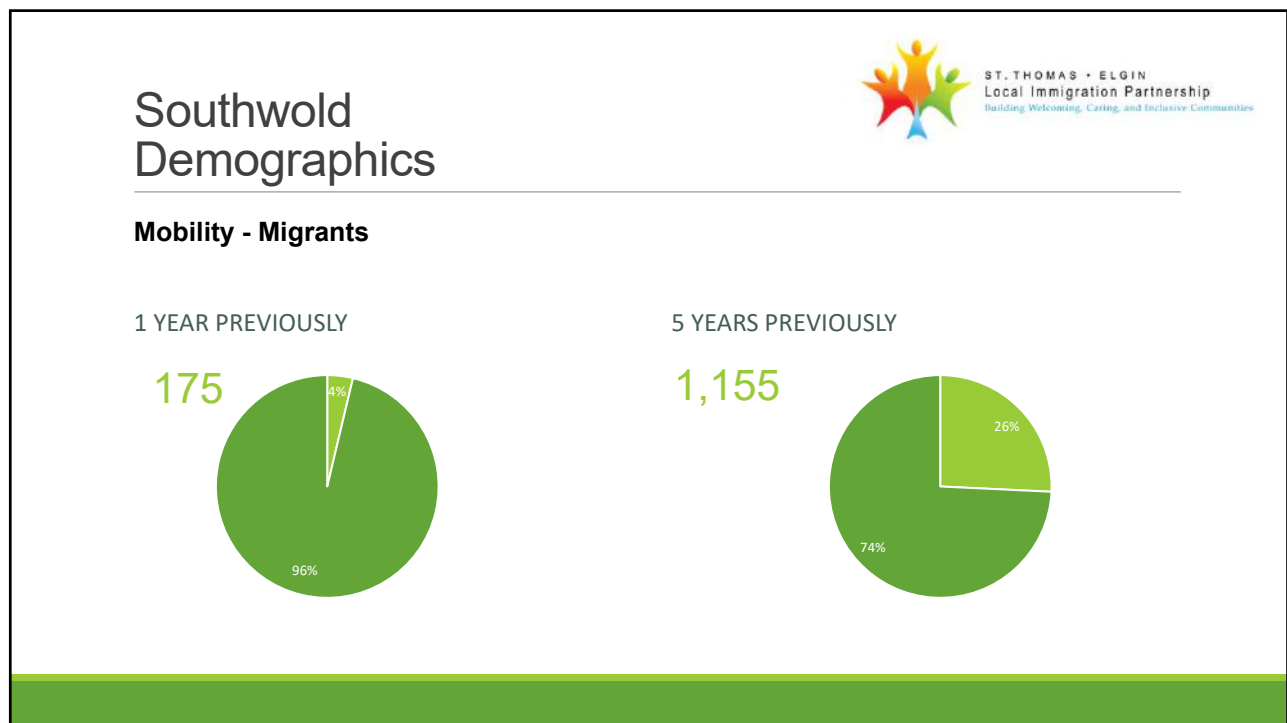
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ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

## Successful integration of immigrants is essential because:

- 2023-2025 Immigration Levels Plan means that over 465,000 new immigrants are expected to arrive in Canada each year
- Canada is depending on immigration to facilitate post-COVID recovery
- Maintaining the vitality of smaller Canadian communities depends on the attraction and retention of immigrants

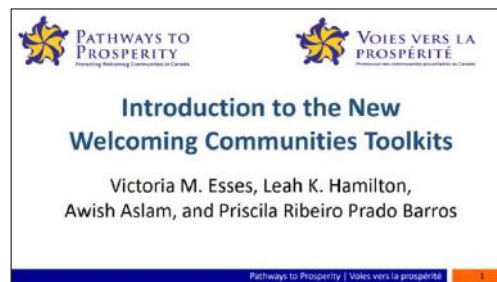
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Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

## Creating a Welcoming, Caring, and Inclusive Community

- Welcoming Communities Toolkit:
- <http://p2pcanada.ca/library/measuring-welcoming-communities-a-toolkit-for-communities-and-those-who-support-them/>
- 19 characteristics
- Phase 1: Measure and Compare
- Phase 2: Marketing



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Building Welcoming, Caring, and Inclusive Communities

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



@StThomasElginLIP



@theSTELIP





# Planning Events that are Culturally Inclusive: A Guidebook

St. Thomas-Elgin Local Immigration Partnership



ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

Funded by:



Immigration, Refugees  
and Citizenship Canada

Financé par :

Immigration, Réfugiés  
et Citoyenneté Canada



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Selecting Themes, Decorations and Costumes .....	8
Communication and Promotion .....	9
Food and Drink.....	9
Selecting Entertainment .....	10
Ensuring a Respectful Environment.....	11
Land Acknowledgements .....	12
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## **Introduction**

### **What is a culturally inclusive event?**

This guide will help you plan community events that are culturally inclusive. But what does “culturally inclusive” mean, exactly? Ultimately, a culturally inclusive event is safe, respectful, and welcoming for community members of all races, ethnicities, and cultural backgrounds. Ensuring your event is culturally inclusive means approaching all elements of event planning with that goal in mind, from scheduling and venue selection, to choosing food and drink, selecting themes and decoration, booking entertainment and more.

### **Why is it important to make sure events are culturally inclusive?**

Above all, it is important to ensure events are culturally inclusive so that everyone in our community feels safe, respected, and welcomed.

Additionally, as our communities become more diverse, and our collective knowledge of equity, diversity, inclusion, and justice concepts increases, there is more understanding of the negative impact of events that are not culturally inclusive.

### **What is the purpose of this guide?**

This guide is meant to be a tool to help you plan culturally inclusive community events. It can't give you all the answers but will help guide you in how to consider the cultural inclusiveness of your event.

We understand the unique challenges associated with planning community events, including limited time and resources, particularly if the event is run by volunteers. Additionally, we acknowledge that “community events” is a wide category that encompasses a number of very different types of events. Some information may not be applicable to your situation or may be impossible for you to implement. For these reasons, this guide is NOT a prescriptive list, but rather a tool to help you start asking questions, reflecting, and planning from a perspective that considers cultural inclusiveness. It is a starting point for learning.

Sometimes we have assembled information into a checklist, but it is still meant to be a general guide. This guide is broken down into sections, so you can read the whole thing or skip to the most applicable sections. The first section outlines general suggestions for considering the cultural appropriateness of your event. The final section gives a checklist overview of

the entire document. The middle sections take the time to dive deeper into some aspects of event planning.

## About STELIP



ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities

The St. Thomas-Elgin Local Immigration Partnership (STELIP) is a collaborative community initiative that aims to build welcoming, caring, and inclusive communities by supporting the integration of immigrants and promoting the value of diversity. STELIP is funded by Immigration, Refugees, and Citizenship Canada and has been working in the community since 2011.



## Select Definitions

**EDI:** Equity, Diversity, and Inclusion. Generally used to refer to initiatives that seek to centre equity, diversity and inclusion in professional settings.

**Equity:** The principle of considering people's unique experiences and differing situations, and ensuring they have access to the resources and opportunities that are necessary for them to attain just outcomes. Equity aims to eliminate disparities and disproportions that are rooted in historical and contemporary injustices and oppression.

**Diversity:** The variety of identities found within an organization, group or society. Diversity is expressed through factors such as culture, ethnicity, religion, sex, gender, sexual orientation, age, language, education, ability, family status or socioeconomic status.

**Inclusion:** The practice of using proactive measures to create an environment where people feel welcomed, respected and valued, and to foster a sense of belonging and engagement. This practice involves changing the environment by removing barriers so that each person has equal access to opportunities and resources and can achieve their full potential.

**Racialized:** Refers to a person or group of people categorized according to ethnic or racial characteristics and subjected to discrimination on that basis.

**Visible minorities:** Persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour. Although the terms "members of visible minorities" and "visible minorities" are used in legal and statistical contexts in Canada, they are considered outdated and can be inaccurate in a general context as they do not always reflect provincial, territorial or other regional demographic compositions in Canada.

**Person of Colour:** A person who is especially of African, Asian or mixed racial or ethnic descent. (Plural: People of Colour)

**BIPOC:** Black, Indigenous and people of colour. The abbreviation "BIPOC" is used to refer to people of colour and was designed to emphasize the particular experiences of Black people and Indigenous people with discrimination as contrasted with other non-white groups of people.

(Source: [Canada Guide on Equity Diversity, and Inclusion Terminology](#))



## **A note on racialized, visible minority, POC, and BIPOC terminology**

Generally, the most accepted term is “racialized”, although it is fairly new and potentially not as well known. “Visible minority” is generally seen as outdated.

With many of the other terms, opinions vary on the usage and usefulness of the terms. The Canada Guide on Equity, Diversity, and Inclusion Terminology explains: “Some people prefer the term “people of colour” or “BIPOC” over “non-white people,” or vice versa, for various reasons. For example, the term “people of colour” implies that “white” is not a colour, while the term “non-white people” implies that being white is the norm.” When in doubt, it is best to be as specific as possible, eg: Black, East Asian etc.

See the “notes” section under each definition in the Canada Guide on Equity, Diversity, and Inclusion Terminology.



## The Planning Mindset

The most important thing you can do while planning a culturally inclusive event is to approach the planning with an open, curious, and conscientious perspective. Be interested in learning more about cultures different to your own. Be ready to change your mind and opinions. Try your hardest to be thoughtful and thorough in all your decisions. If you bring this perspective to your planning efforts, you will be well on your way to planning a culturally inclusive event.

You will also need a sense of humility. We all make mistakes, and if this is all new information, you will almost certainly make mistakes. That's okay. What's more important is that you are willing to listen, learn, and grow from your missteps and mistakes, without being defensive. We want to encourage you to be open to feedback from the community.

If there is one section you read in this document, let it be this one. Once you work on cultivating an open, curious, and conscientious perspective, you can apply it to almost any situation to help plan culturally inclusive events.

- ✓ Consider who is and isn't included in your event-planning process. Why do you think some voices are not represented? Is there anything you could do to diversify your planning team?
- ✓ If this is an event you've run before, have you received feedback about previous events? Have you considered ways to incorporate the feedback into your planning process? If you haven't received any feedback, is there a way you can collect feedback in the future?
- ✓ When planning, consider your event from multiple, different perspectives. How do you think your event will be received by people of different ages, faiths, or cultural backgrounds, for example. Would any of these groups have specific needs during the event? Does your event include anything that could be inappropriate, inaccessible, or offensive to any of these groups?
- ✓ Are you coming at planning with an open, curious, and conscientious perspective? How can you cultivate this mindset while planning your event?

## Scheduling and Venue Selection

- ✓ Have you checked whether the date of your event conflicts with important cultural or religious celebrations? If so, do you think this conflict will interfere with someone's ability to attend or appreciate your event? Consider whether you should offer accommodations or change the date.
- ✓ Consider whether it would be appropriate to offer a space for participants to pray, meditate, or reflect quietly during your event.

### *Select Major Religious Holidays*

**Christian:** Christmas, Easter

**Hindu:** Holi, Navrati, Diwali

**Islamic:** Ramadan and Eid al-Fitr, Eid al-Adha,

**Jewish:** Purim, Passover, Shavuot, Rosh Hashanah, Yom Kippur, Sukkot, Hanukkah

## Scenario

A local library is offering a day-long workshop for teens. Since there are a number of regular library patrons who are Muslim and pray five times a day, the library makes sure to open a small activity room to be used as a prayer room. At the beginning of the workshop, they tell all workshop participants that the room is available for religious observances throughout the day.



## Selecting Themes, Decorations and Costumes

- ✓ Have you avoided using someone's culture purely as a theme, decoration, or costume? Consider selecting a theme that is not related to a culture, like seasons and weather, colours, decades, or popular media. (Still look out for ways that offensive stereotypes might pop up in these themes!)

If your event does include a cultural element:

- ✓ Do you approach it with a sense of cultural appreciation, not appropriation?
- ✓ Does your event include people from that culture, as planners, performers, or contributors in some way?
- ✓ Do you avoid stereotypes and caricatures?
- ✓ Do you encourage respectful learning and curiosity? Have you ensured that you have accurate information about that culture?
- ✓ Do you avoid engaging with anything that is sacred to that culture, or otherwise off-limits to outsiders?


### *What is Cultural Appropriation?*

You might have heard the term “cultural appropriation” applied in situations where people have been criticized for inappropriately engaging with a culture, but it can be confusing to know exactly what cultural appropriation is. Ultimately, cultural appropriation is when someone from an outside, usually dominant, culture takes something from another culture for their own benefit or gain, without understanding its context or engaging in good faith with its cultural origin. Cultural appreciation, on the other hand, is a process of learning, engaging, and creating a relationship with another culture, which can include exploring cultural art, clothing, beliefs etc.

For more information, check out [Cultural Appreciation and Appropriation in the ETFO's guide to Cultural Appropriation vs Appreciation](#).

## Scenario

A volunteer group is planning a celebration for local high school graduates. The theme “Hawaiian Luau” is suggested. Some members are excited by this theme, but another member feels there is potential to misrepresent Hawaiian culture. After discussing, the planning group realizes what they are really excited about is the opportunity to put on a colourful, fun event. They decide on the new theme of “Flower Power”, which will still allow them to decorate



the venue in multicoloured flowers and enjoy a summer barbeque but won't encourage participants to wear poor imitations of traditional Hawaiian dress.

## Communication and Promotion

- ✓ Consider making your communication and promotion materials as easy-to-read as possible. Using simple sentences, avoiding small and stylized hard-to-read fonts, and ensuring sufficient contrast between text and background helps make text more accessible to English language learners and people with disabilities.
- ✓ Consider making any presentation materials available to participants (e.g., slideshows). This can help make presentations more accessible to English language learners and people with disabilities.
- ✓ Consider if language interpretation services are needed. If you have many participants who don't speak English, there are options available to provide translation and interpretation. You can check out STELIP's Interpretation Services Guide in the Resources section for more information.

## Scenario

A local advocacy group is running an information event about available community services. They are anticipating several participants who are English language learners. Some of their participants also have learning or intellectual disabilities. To make the event as accessible as possible, they offer information in written and oral formats. They also ensure all materials are written in plain English.

## Food and Drink

- ✓ Have you consulted with participants about their dietary needs? (e.g., Halal, Kosher, vegetarian). Are you able to accommodate all needs?
- ✓ If you are serving alcohol, are non-alcoholic options also available? Some people avoid alcohol for a variety of reasons, including cultural and religious purposes.
- ✓ Consider offering takeaway options, particularly if your event falls on a day that some participants are fasting. While many different religions observe fasting, this is most applicable to Muslims observing Ramadan, who fast from sunrise to sunset during the month-long observance.



## Scenario

A business group is running a local networking conference. The organizers note that this conference will fall during the observance of Ramadan. They decide to offer takeout containers alongside the provided lunch. That way, any participants who are fasting can enjoy the food later, especially since they have paid for the event including lunch.

## Selecting Entertainment

- ✓ If your event entertainment (activities, guest speakers, etc.) is related to a specific cultural activity or practice, will the roots and history of the activity be acknowledged?
- ✓ Consider hiring guest speakers and/or entertainers who belong to the specific group they are speaking about.

## Scenario

A group of community volunteers are planning a summer festival. They would like to hire a dance group to run a workshop. They are considering hiring a Bollywood dance group but there are none in the local area. They find two potential groups an hour away. One is from an Indian Cultural Centre, but they are unavailable. The other group is not officially connected to the Indian community. The planning committee wants to make sure that this group will acknowledge the history of Bollywood dancing during their workshop, so the volunteer group schedules a call with the dance group to discuss their concerns and needs. The dance group assures them that they also value being culturally respectful and will acknowledge the history and meaning of Bollywood dance styles during their workshop.



## Ensuring a Respectful Environment

- ✓ Consider creating event policies that affirm your commitment to being a safe and respectful environment for everyone, including a specific anti-discrimination policy. Policies can help you plan for how you would address any issues, should they arise. Be clear about how you intend to keep your event safe and respectful for everyone.
- ✓ Have open discussions about safety, respect, and anti-discrimination with your planning team. This helps ensure you share common goals, vision, and values for your event.
- ✓ Ensure you or other event organizers feel comfortable responding to potential issues, especially in the case of a participant who is harassing or discriminating against another participant. Check out our Bystander Training in the Resources section for a starting point.

### Scenario

A group of volunteers are running a youth community baseball league. To ensure the safety of all participants in the league, they decide to write an anti-discrimination policy that underlines their zero-tolerance policy for discriminatory behaviour. When an incident unfortunately arises where a parent uses racist language during a baseball game, the organizers are able to use their policy to ask the parent to leave and not return to any games. This ensures the safety of all the youth players and especially racialized youth.

## Land Acknowledgements

- ✓ Consider including a land acknowledgement at the beginning of your event.

If you include a land acknowledgement:

- ✓ Make sure it is accurate and you know how to pronounce all the names. You can find the phonetic spelling or listen to audio clips to practice. See the Elgin County Land Acknowledgement in the Resources section.
- ✓ Consider tailoring the land acknowledgement specifically to the event.

### *What is a Land Acknowledgement?*

A land acknowledgement is a statement read before an event that recognizes that the land on which the event is held as traditional territory of Indigenous People(s), many of whom continue to call the land their home today. Land acknowledgements should be as accurate and specific as possible, naming individual Indigenous groups. Often land acknowledgements also include information about the treaties that govern the land, if applicable. The purpose of land acknowledgements is to recognize the ongoing presence of Indigenous people in Canada and allow participants to reflect on their relationship to the land. Land acknowledgements are one of many parts of the Reconciliation process.



## Conclusion

There are many different elements to consider when planning a culturally inclusive event. This guide serves as an overview of some of the elements and is a starting point for your planning process. Now that you've worked your way through this guide, you are well-positioned to plan culturally inclusive events. You have learned about the perspective needed to plan culturally inclusive events, as well as some of the specific considerations you should plan for. Just remember to be continually open to listening and learning—especially from relevant cultural groups. Thank you for taking the time to embed these questions and considerations into your event planning.

The following checklist is a summary of the most important points from all the previous sections and can be used as an overall guide when planning your event.

- ✓ Have you tried your best to approach planning your event with an open, curious, and conscientious perspective?
- ✓ Have you listened, learned, and implemented changes from feedback, without being defensive?
- ✓ When selecting your date, have you considered any potential conflicts with religious or cultural celebrations?
- ✓ Have you avoided using someone's culture purely as a theme, decoration, or costume?
- ✓ If your event does include a cultural element, have you approached it with a sense of cultural appreciation, not appropriation?
- ✓ Have you tried to make all communication about event as accessible as possible?
- ✓ If your event includes food or drink, have you met participants' dietary needs?
- ✓ If your event entertainment is related to a specific cultural activity or practice, will the roots and history of the activity be acknowledged?
- ✓ Have you considered creating event policies that affirm your commitment to being a safe and respectful environment for everyone, including a specific anti-discrimination policy?
- ✓ Have you considered including a land acknowledgement?



## **Additional Resources**

[About the Area \(including Land Acknowledgement\) \(STELIP\)](#)

[Bystander and Allyship Training \(STELIP\)](#)

[AODA Accessibility Guidelines \(Accessibility for Ontarians with Disabilities Act\)](#)

[Central Elgin Land Acknowledgement \(Municipality of Central Elgin\)](#)

[EFTO Cultural Appropriation vs Appreciation Guide \(Elementary Teacher's Federation of Ontario\)](#)

[Equity, Diversity and Inclusion Terminology Glossary \(Government of Canada\)](#)

[Interpretation Services Guide \(STELIP\)](#)

[Land Acknowledgement \(City of Toronto\)](#)

[Resources for Service Providers Working with Low German Speaking Mennonites \(Opening Doors\)](#)

[Territory Acknowledgement \(Native Land\)](#)

ST. THOMAS • ELGIN  
Local Immigration Partnership

# Moving Forward Report

2023

*Building Welcoming, Caring, and Inclusive Communities*





## St. Thomas-Elgin Local Immigration Partnership

St. Thomas and Elgin County have seen a large demographic shift in the past few years, with a visible increase of diversity in our neighbourhoods, schools, and businesses. Recent census data (2021) shows that the number of immigrants and visible minorities have both increased, supporting anecdotal claims. With this increased diversity comes an increased need for St. Thomas-Elgin Local Immigration Partnership (STELIP) to promote inclusion, celebrate the assets that diversity brings to our communities, and continue to progress the actions of our strategic plan.

The partnership is funded by Immigration, Refugees and Citizenship Canada (IRCC) and began work in 2011 by establishing strong connections in the community to support building a welcoming, caring, and inclusive community. In 2020, we marked the beginning of a five-year strategic plan where STELIP Council Members and the STELIP team work towards attaining the goal laid out in our impact statement:

**By 2025, 80% of newcomers to St. Thomas-Elgin will progress from settlement to integration within five years of arriving in St. Thomas and Elgin County.**

Our multisectoral approach is implemented through action plans within the five priority areas of STELIP's strategic plan:

- **Workforce Development and Employer Supports**
- **Community Readiness**
- **Equitable Supports**
- **Education**
- **Civic and Social Inclusion**

Additionally, STELIP has continued to support the collection of measurements and statistics through our community partners that capture their initiatives and how immigrants are accessing services. These measurements are used to support STELIP's annual action planning as well as our community partner's planning and service delivery. Some collected measures are highlighted throughout the document.

The following is an overview of STELIP's work during the 2022-2023 fiscal year.

# Our changing community

## By The Numbers

New immigrants (arriving in the last 5 years) in St. Thomas and Elgin.

835

655

St. Thomas-Elgin residents who have no knowledge of an official language.

94 752

St. Thomas-Elgin population

6.5%

Population growth (2016-2021)

34%

Of immigrants arriving between 1980-2021 came through economic pathways

7%

Visible minority (racialized) population in St. Thomas.

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# Building Welcoming, Caring, and Inclusive Communities

## Our Vision

St. Thomas and Elgin County communities will be a culturally diverse, welcoming, caring, and inclusive community that will retain current residents, welcome newcomers, and provide them the opportunity to successfully integrate, contribute to, and benefit from social, cultural, and economic inclusion.

## Our Mission

We are a collaborative community initiative that aims to build welcoming, caring, and inclusive communities by supporting the integration of immigrants and promoting the value of diversity.

## Our Principles

To ensure that the work of those associated with the initiative promotes inclusivity, the following principles have been adopted:

**Inclusivity** – Our work will be inclusive of all immigrants in the St. Thomas-Elgin community regardless of their immigration status, citizenship, age, gender, health status, sexual orientation, and number of years in the community. We will work towards equal participation while promoting social justice.

**Collaboration** – Our work will emphasize developing a strong and respectful relationship with immigrant communities to ensure a welcoming, caring, and inclusive environment.

**Empowerment** – Our work will strive to support new immigrants' capacity to provide for themselves and their families through their own means and their own decisions.

**Sustainability** – Our work will be planned and evaluated to ensure continued effectiveness and long-term feasibility



## Workforce Development and Employer Supports

Obtaining employment is typically a large milestone in the settlement journey of immigrants. STELIP has always included Employment and Workforce as a priority area of our work. Currently, the community, and Canada in general, are experiencing high levels of workforce shortages that have turned the attention to targeted recruitment of immigrant and internationally-trained talent. As employers are tapping into this talent, they are seeking information to better understand hiring and retaining a diverse workforce.

### Accomplishments This Year

Over the year we partnered with other organizations to provide opportunities to learn and connect with experts in hiring immigrants. STELIP, along with other Southwestern Ontario LIPs, partnered with WILL Immploy to host webinars. In September 2022, the **Welcoming and Inclusive Workplaces: How to Recruit and Retain Talent** webinar focused on information and best practices for creating welcoming and inclusive workplaces to help attract candidates, foster job satisfaction for new workers, and retain skilled employees. From across the Southwestern Ontario region, 81 participants attended the session.

In February 2023, the **Hiring International Students: What You Need to Know** webinar shared information about the recent changes to the restrictions of international student visas, hiring international students while they are studying and after they complete their degrees and certificates, as well as what companies need to know after international student employees have completed their studies. This session attracted 70 participants from the region. This partnership was an effective way to share important information with limited resources.

In partnership with the Elgin Middlesex Oxford Workforce Planning and Development Board, STELIP hosted a webinar for their *Labour Market Information Made Easy Series* on addressing the needs of Ukrainian temporary residents called **Addressing Ukrainian Needs in the Labour Market**. The webinar featured a line-up of speakers, including employers, employment agencies, and service providers to build an understanding of the unique Canada-Ukrainian Authorization for Emergency Travel

(CUAET) immigration pathway, its impacts on immigrant integration, and how employers can support non-traditional employment supports like housing, transportation, and English language acquisition.

This year the Western Ontario Warden's Caucus took the lead on the **Growing Your Workforce Conference** in collaboration with the Workforce Planning and Development Boards and Literacy Support Networks across Southwestern Ontario. This year the conference focused heavily on hiring immigrants and refugees, with both keynote speakers presenting on their experiences of hiring and supporting immigrants. When local employers understand how and why they benefit from hiring immigrants, they are more likely to do so. This can increase the number of immigrants who obtain employment that matches their skills, strengthen immigrant integration, and support our local businesses to reach their capacities.

Every year, the Elgin Middlesex Oxford (EMO) Workforce Planning and Development Board, a member of the STELIP Council, facilitates the **EmployerOne Survey** to collect information from local employers about regional workforce issues and challenges. Key takeaways from the 2021 survey, released in 2022, include the fact that nearly half (49%) of employer respondents had positions that were hard-to-fill in the last year, often due to lack of applicants or lack of applicants' experience and qualifications. Just over half of respondents indicated that retention is a problem and specifically that finding and retaining qualified workers is a challenge (34% reported that recruiting qualified workers was 'very challenging'; 65% reported that retaining qualified workers was 'somewhat' or 'very challenging'). These results underline the importance of the work we are doing to increase resources for hiring immigrant and internationally trained workers as part of a solution to local workforce shortages.

STELIP is a member of Elgin Middlesex Oxford Workforce Planning and Development Board's **Workforce Advisory Committee**. This committee supports the coordination, planning, development, and evaluation of Elgin Middlesex Oxford WPDB's planned projects. We ensure the projects are representative of the community, suggest potential partners or stakeholders to include, and advise on resources that can be leveraged.

To increase connections with local businesses, STELIP regularly attended the St. Thomas and District Chamber of Commerce **Business After 5** networking events. These events were hosted by different local businesses and were a great opportunity to increase the presence of STELIP in the community.

## Upcoming Plans

A sub committee of STELIP has formed to focus on **Immigrant Workforce, Employment, and Entrepreneurship** collaboration and initiatives for the region. This group has several initiatives planned to strengthen the regional capacity to integrate immigrants into the workforce. A local resource is being developed to support employers as they increase immigrant inclusion in their workforce and develop strategies to support retention. This guide will provide tools that can be implemented locally and connect employers with service providers that can support their work.

Additionally, a localized **mentorship program** is being developed by WILL Immploy. This program will take a traditional mentorship model and adapt it to match the major economic sectors in the region. To supplement this initiative, a local event will bring together employers, service providers, and immigrants.



## Education

STELIP continues to support agencies that provide educational opportunities to newcomers. Education is crucial in our community to give newcomers the support to build skills to communicate, obtain employment, make connections, and integrate into their new home. Locally, educational opportunities range from English language classes, adult literacy supports and classes, volunteer-led sessions, and international student enrollment at post-secondary institutions.

### Accomplishments This Year

The YWCA St. Thomas-Elgin continued to offer **English language classes**, with 46 learners enrolled throughout the year. An additional seven learners are currently on the waitlist. These classes were supplemented by English Language Conversation Circles, which give learners a chance to practice their skills in a more informal and social environment.

This year, in response to the invasion of Ukraine and the subsequent arrival of Ukrainians to Canada, the St. Thomas Public Library hosted weekly volunteer-led **Ukrainian Conversation Circles** to support Ukrainian newcomers' language skills. Fifteen families took part in these Conversation Circles. The St. Thomas Library also offers "English to Go" kits, an English language learning resource that was borrowed fifteen times this year.

Mennonite Community Services, in partnership with YWCA St. Thomas-Elgin who provided the English Language classes, continued to offer their **Family Education and Support Program Aylmer (FESPA)** to increase social interaction and build the skills necessary for newcomer women and preschoolers to adapt and adjust to life in Canada. This program supported 60 women and continues to be an opportunity to increase access to services for the Low German Speaking Mennonite women in the region, a group that tends to have low levels of literacy and face additional barriers to accessing learning supports.

Fanshawe College operates a satellite campus in St. Thomas, which continued to see growth in its **international student enrollment** (188 international students over



the course of the 2022-2023 school year). Through connections established with the Associate Dean of the Fanshawe Regional Campus and the International Student Engagement Manager, STELIP worked to strengthen supports for international students. We provided a listing of local cultural and religious groups to international students to help connect them to the community. Additional resources will be developed to meet the needs of the international students that come to St. Thomas to study. We also had a booth with YWCA St. Thomas-Elgin Settlement Services at Fanshawe College's *Ask Us* event, providing students an opportunity to ask questions about available supports. At this booth we promoted the Experiences of Discrimination study and the Global Flavours event and connected with students in general. Lastly, the Associate Dean of the Fanshawe Regional Campus joined the STELIP Council to strengthen ties to the campus.

## Plans for the Upcoming Year

As the **International Student enrollment** at the St. Thomas/Elgin Fanshawe campus continues to grow, STELIP is committed to strengthening the local supports available to this population. Many international students pursue a pathway to immigration after they complete their studies. Ensuring local international students have a positive experience, feel supported, and establish connections is an important strategy to retain this educated newcomer population.



## Community Readiness

STELIP supports a range of community engagement strategies and community-based public education initiatives that improve community readiness, ensuring that our community has the knowledge and tools to successfully welcome immigrants. Positive community sentiment toward immigration and diversity is an important component of a welcoming community that fosters immigrant retention.

## Accomplishments This Year

STELIP is a member of the **Community Conversations** planning committee alongside the St. Thomas Library, Elgin County Library, Rainbow Optimist Southwestern Ontario, and the Elgin-St. Thomas Coalition to End Poverty. Community Conversations is a series of free community-building events that provide opportunities for underrepresented and marginalized groups to lead conversations and for the community to build connections with each other. This year, two different Community Conversations events were held: one in partnership with the Deshkan Zibi Indigenous Women's Association, and another with the St. Thomas Islamic Centre. A combined total of 250 participants attended these events. During both events, community members were invited to learn more about the respective hosts' culture through activities, performances, and guest speakers. The committee also curated a list of learning resources to complement each event, which are available on our website.



The St. Thomas Public Library hosted a monthly **book club**, which featured seven diverse books that prompted discussions about equity, diversity, and inclusion. This program helped bring these topics to a subset of the population that is not always

exposed to diverse populations. The group discussed the books amongst themselves but also had the opportunity to have an author join the conversation. Increasing the opportunity for equity and diversity topics to be discussed and explored locally helps develop a local environment that is more welcoming and inclusive.

Another annual STELIP event is **Global Flavours: An International Taste Experience of St. Thomas & Elgin**. This event is run in partnership with the local tourism boards, Railway City Tourism and Elgin County Tourism, and celebrates the diversity of food and cultures found across the region. The community was invited to visit any of the participating restaurants throughout the month of February, and either collect a stamp on a “passport” or points on an app, making them eligible to win prizes at the end of the month. A total of 18 restaurants, representing diverse cuisines from Mexico, the Caribbean, Europe, South Asia, East Asia and more, and over 50 teams of participants took part in the event.



STELIP had a table at the Horton Market to launch our Global Flavours event. We handed out Global Flavours passports and cards with information about Global Flavours, ran a craft activity for kids, and sold copies of our cookbook. We also used the opportunity to promote recruitment for the second phase of our discrimination research by handing out flyers and other public outreach. We interacted with an estimated 70 people.

STELIP was also featured on the local Rogers television program “**Meet the Makers**”, hosted by the St. Thomas and District Chamber of Commerce. The series is hosted by the CEO of the Chamber as he tours the community and connects with people that are helping the community grow and prosper. The video highlighted our work in the community and shared some ongoing initiatives and campaigns. The episode aired on the local Rogers network and is available on YouTube. The video had over 80 views in the four months since it had been posted.



## Plans for Next Year

STELIP, in partnership with Western University's Network for Economic and Social Trends, is currently in the process of conducting qualitative research to deepen the understanding of **Experiences of Discrimination** in St. Thomas and Elgin County. This research will consist of interviews with 30 different respondents to capture the specifics of an experience of discrimination that took place in a workplace, public space, or by the police in St. Thomas or Elgin County in the last three years. This research will build on the quantitative survey administered by STELIP and Western University in 2021, which found that 7 in 10 immigrant and visible minority respondents reported experiencing discrimination in St. Thomas and Elgin County.



## Equitable Supports

It is imperative that community supports can serve immigrants and newcomers effectively and achieve similar outcomes to non-immigrant clients. Additional supports should be offered accordingly to immigrants to achieve equitable outcomes, for example, interpretation services or transportation. STELIP is committed to working toward equitable supports to ensure immigrants are able to thrive by working with community partners to increase awareness of available immigrant services and supports, strengthening referral networks between agencies that have immigrant clients, and developing programs and tools that meet immigrants' needs.

## Accomplishments This Year

Our flagship event is our annual **Walk With Me** service provider networking event, which brings together local frontline service providers to network and learn from each other. In addition to offering professional development opportunities, the goal of this event is to increase referrals between agencies that serve immigrants by increasing frontline service providers' knowledge of community programs, resources, and services. This year was the 11<sup>th</sup> annual event and saw 80 service providers representing 31 agencies in attendance. Participant feedback showed that half of all participants indicated they would be using the learning and contacts to improve client service. A follow-up survey sent out three months later found that 70% of respondents had



connected with new contacts and 40% had made referrals based on new contacts from Walk With Me.

Canada welcomed refugees from Afghanistan, many of whom were temporarily housed in hotels in Toronto and other Resettlement Assessment Program (RAP) centres that have been designated to support Government Assisted Refugees. STELIP created, by request of IRCC, a video to showcase the St. Thomas-Elgin region, which was played on the hotel's internal television channels along with videos from other communities to assist refugees in selecting a region to settle in.

In response to the invasion of Ukraine, and the subsequent arrival of displaced Ukrainians in Canada, STELIP created an online **resource and information hub** to support Ukrainian newcomers and agencies supporting Ukrainian newcomers. The information available on the website was available for three distinct groups: residents who want to support the people arriving, Ukrainians who want to come to Canada and Ukrainians who have already settled in St. Thomas and Elgin. The information on the website was also useful for local service providers as they were learning how to support this population.

STELIP attended the Low German Conference **Diverse Paths: An Exploration of Low German-Speaking Mennonite Experiences**. This event was a great opportunity to connect with other communities and service providers supporting this population and build an understanding of the culture and history of this underrepresented group.

STELIP is a member of the steering committee of the **Low German Speaking Mennonite Community of Practice** (Low German COP), alongside other community partners including Southwestern Public Health, Mennonite Community Services, Mennonite Central Committee, and Thames Valley District School Board. The Low German COP has members from Elgin, Oxford, and Norfolk counties, representing 40 agencies across all sectors. The group met three times to share updates and promising practices, discuss challenges, develop resources, and learn from guest speakers about meeting the needs of the local Low German Speaking Mennonite community. A strategic planning session was held to help develop a project to better support service provision in the community. From this, two specific areas of focus were identified: one to increase access to interpretation services and another to increase cultural awareness of the Low German speaking Mennonite population. To address the first need, an introduction to the interpretation accreditation course was developed for service providers, particularly in healthcare, currently offering services in Low German without an accredited interpretation certificate. This session helped build an understanding of the importance of accredited interpretation and to



introduce participants to the accreditation course. The sessions were facilitated by Access Alliance and Mennonite Central Committee Ontario. To address the need for increased cultural understanding, a resource guide for service providers is under development.

Another community program that serves the needs of Low German Speaking Mennonites in Elgin County is the **Bridge program** facilitated by the Thames Valley District School Board (TVDSB), a member of the STELIP Council. The pilot program implemented at Straffordville Public School and Summers' Corners Public School offers alternative classrooms that meet the cultural needs of Low German Speaking Mennonite students, including keeping siblings together and allowing students to take leave and bring work with them while visiting relatives outside of Canada or helping their families with agricultural tasks. Forty-nine students were enrolled in the program in September 2022, and the program was further expanded during the school year due to community interest. Some of the students had never attended school before. Students who complete Grade 8 can then attend East Elgin Secondary School, which also offers alternative programming that can meet the needs of Low German Speaking Mennonite students.

The YWCA St. Thomas-Elgin also facilitates the **Settlement Worker in Schools** (SWIS) program, which provides settlement services to families attending local Catholic and Public school boards. SWIS supported 43 unique clients from 29 families, through seven schools connected to SWIS. This project continues to grow and is expanding into more schools across the community providing an additional access point for immigrants to get the supports they need to successfully integrate into the region.



We supported the STEAM Education Centre's project to create **trail signs that welcome visitors** to local paths in multiple languages. This project culminated in the development of two unique new signs that welcome visitors to Springwater Conservation Area and include a QR code link to information about the trail that can be translated into different languages. The signs were designed by Fanshawe College students, who were immigrants and newcomers themselves. An additional sign will be displayed at the Elevated Park in St. Thomas.

STELIP is a member of the **Elgin Children's Network** (ECN), a group focused on service provision to preschool aged children. This group has the vision of "children and families are happy and healthy in Elgin County". This group met quarterly to inform and promote professional learning opportunities, bridged agencies for increased collaboration, and promoted the value of literacy.

STELIP is also a member of the **Community Action Network** (CAN), a group working to improve the lives of children, youth, and families through service coordination in Elgin County. The group includes a variety of service providers that connected to collaborate on community initiatives and to learn about local service updates. The priority areas in 2022 included youth homelessness, youth engagement, and anti-human trafficking.

## Plans for Next Year

A number of upcoming STELIP initiatives will support the development of equitable supports in our community. We will be launching a **Planning Events that are Culturally Inclusive Guidebook** later in 2023. This resource is designed to comfortably guide community members through the process of planning a culturally safe and inclusive event, with an emphasis on how to develop the necessary critical thinking skills, humility, and curiosity needed to consider the cultural inclusiveness of an event. The guidebook is divided into sections that cover various aspects of event planning, including scheduling, choosing food and drink, selecting themes and decorations, and booking entertainment, as well as offer brief explanations of key concepts and links to further learning resources.

An updated version of our **Newcomer Information Package** will also be available later in 2023. This resource first launched ten years ago and is available at various agencies that serve immigrant clients across the St. Thomas and Elgin County area. It explains important concepts about Canadian life and outlines key resources in the community, covering topics like Settlement Services, Housing, Employment, Education, Healthcare, and Safety.

We are in the preliminary stages of developing supports for local organizations who have started, or are looking to start, an Equity, Diversity, and Inclusion (EDI) committee. In the interest of sharing EDI resources and learning in the most effective way possible, we are exploring the possibility of creating an **EDI Community of Practice** or some other multi-agency group. Currently, we have surveyed local organizations to get a sense of interest for joining such a group.



STELIP is also a member of the **Elgin County Drowning Prevention Coalition**, supporting the rollout of information to the newcomer population who were identified as a priority by the Lifesaving Society. The local coalition is developing a strategy to provide important information to families who have minimal understanding of water safety practices. The plan includes ensuring information is available in languages spoken by local immigrants, providing information to individuals and families in appropriate spaces, and finding opportunities for individuals to experience swimming.

We continue to advocate for better provision of **interpretation and translation services** in the community. One outcome of this work is an updated listing on the St. Thomas and District Chamber of Commerce's website, where members will list which languages service is available in, alongside other contact information. The website listing will be updated in summer 2023 and will support residents with limited English language skills to access services that can better meet their needs.

Enhancing community connections is an important role of STELIP and a key method to improving service delivery in the community. STELIP is working to increase access to the **SWIS program** in the community through strengthened relationships with the local school boards and schools in the area.



## Civic and Social Inclusion

Civic and social inclusion is a vital part of an immigrants' integration process; an immigrant who is included in the civic and social life of their community is much more likely to feel integrated and at home.

### Accomplishments This Year

STELIP partnered with community organizations, particularly YWCA Settlement Services, to run events that connect newcomers to enhance their civic and social inclusion. This year, we ran three joint events with YWCA St. Thomas-Elgin Settlement Services: a Summer Barbeque, a Newcomer Welcoming Tour, and a Family Literacy Day event. We also joined the St. Thomas City Hall tour as part of their Newcomer Networking Circles. Each of these events provide **social opportunities** for newcomers. The **Newcomer Welcoming Tour** also gave

newcomers a chance to tour and orient themselves with community resources, including the library, police station, fire station, MP and MPP's office, youth centre, and child and family centre. The **Literacy Day** event also featured free books and literacy-themed activities. Ninety newcomers attended the **summer barbeque**, 40 newcomers attended the Newcomer Welcoming Tour, and 30 newcomers attended the Family Literacy Day event.



We also had the opportunity to join the YWCA St. Thomas-Elgin Settlement Services' **St. Thomas City Hall tour** as part of their Newcomer Networking Circles program. Fifteen newcomers had the chance to tour St. Thomas City Hall and hear from representatives from the various municipal departments, as well as from the Mayor of St. Thomas. Newcomers had the chance to ask questions and engage in discussions, covering topics like transportation services and employment.

Several immigrants and racialized business owners were celebrated at local awards ceremonies this past year. At the Bridges to Better Business **Small Business Awards**, hosted by the Elgin St. Thomas Small Business Enterprise Centre, immigrant and racialized business owners won three awards: the Inspirational Entrepreneur, the St. Thomas Small Business Award, and the Elgin County Economic Development Award. Similarly, at the St. Thomas and District Chamber of Commerce **Impact Awards**, immigrant and racialized business owners won two awards: Exceeding Everest and Standing Ovation. Representation matters: when local racialized residents and immigrants are publicly celebrated it serves to inspire others in the community and brings positive awareness to these growing populations.

The symbolic culmination of an immigrant's settlement journey is the acquisition of citizenship status. Locally, 51 individuals connected to local settlement agencies received their **Canadian Citizenship**. These individuals are now able to hold a Canadian passport and vote, in essence, become fully participating residents. This status transition is worth celebrating!

We supported and collaborated with YWCA St. Thomas-Elgin to have Safia Siddiqi speak at their **annual Women's Day event**. Safia, a renowned poet and former Afghan Parliamentarian, recently moved to St. Thomas and is eager to connect with her new community. This speaking engagement allowed her to share her life story and facilitated some connections with women in our area.



## Plans for Next Year

After delays due to the COVID-19 pandemic, the **Canada Connects** program will be fully launched in the community, facilitated by YWCA St. Thomas-Elgin Settlement Services. The Canada Connects program is a social mentorship program that matches newcomers to Canada with Canadian citizens or long-time community members. Matches can be one-on-one, family-to-family or a volunteer(s) with a newcomer family. This initiative will provide newcomers with opportunities to learn about life in Canada, practice their English language skills, and build connections in the community. Volunteer mentors will also be able to strengthen their cross-cultural understanding and communication skills and help foster newcomers' sense of belonging.

## Ongoing Regional Initiatives and Collaborations

### Southwestern Ontario Local Immigration Partnerships (SWOLIP)

The LIPs of Southwestern Ontario met three times this year, twice virtually and once in person. The SWOLIP members meet regularly to learn about initiatives being implemented in the region by other LIPs, to receive information about relevant services and programs, and to find commonalities to provide opportunities to collaborate. This group will continue to meet and leverage resources to strengthen regional collaboration.

The STELIP Manager continued to attend Western Ontario Wardens Caucus (WOWC) Economic Development Committee as a representative of SWOLIP. Because municipal elections were held this year, the group did not meet from the fall to the New Year to allow for newly elected wardens to start their terms. The strategic plan that was adopted ensured the new municipal representatives continue to work on increasing immigrant integration in their regions with initiatives that will create welcoming communities and support a diverse workforce.

### Pathways to Prosperity National Conference and National LIP Conference

The 2022 conference Next Gen Canada: Immigration and Diversity as Pathways to Prosperity was held in Ottawa in November. The event included presentations from the Minister of Immigration, Refugees, and Citizenship Canada, Sean Fraser, and a keynote presentation from Nora Loreto, titled *Welcoming Immigrants in an Era of Community Obliteration*. The other workshops and plenary sessions focused on immigration trends and integration challenges. It provided an opportunity for networking across the sector with academics, government, service providers and other LIPs.

STELIP presented about the Southwestern Ontario LIPs (SWOLIP) at the National LIP conference facilitated by Pathways to Prosperity (P2P). The presentation outlined the establishment of the LIPs and the formation of the SWOLIP group. The outcomes of the SWOLIP meetings, including collaborative projects and information sharing, demonstrated how regional LIP partnerships can be leveraged.

## National LIP Secretariat

After several years of partial funding and incremental formation, the National LIP Secretariat is now operating at full capacity. As the number of LIPs increases, having a formal organization structure in the form of the National LIP Secretariat will help facilitate collaboration and disseminate information and training to LIPs. STELIP continues to participate in planning sessions and support the work of the Secretariat.

STELIP is a member of a committee that helps organize the LIP Basecamp account. The committee meets quarterly. The committee expedites the registration of LIP staff and other stakeholders to Basecamp and helps facilitate important connections and conversation. This committee also supports connecting LIP staff to the Settlenet.org platform, specifically the LIP group on the platform.

## Immigrant Survey

STELIP partnered with eight LIPs across Canada to undertake a community survey of immigrants in the region. The survey will be administered in June 2023. This survey will help build an understanding of the experiences, challenges, strengths, and recommendations of immigrants in the Elgin-St. Thomas region to help inform community collective action, programming and supports, policy development, and public discourse.





## Communications

### STELIP Website

Our website ([www.stelip.ca](http://www.stelip.ca)) was updated in 2022. Every webpage was audited, and relevant updates were made as needed to reflect current programs, resources, and information about STELIP. To enhance the accessibility of the website, accessibility measures were also considered throughout the process, updating alt text for photos, text contrast, the website footer, site structure and more according to AODA best practices. Accessibility will continue to be a work-in-progress on the website. Website analytic capabilities were added in February 2023. Since that time, the website has seen 479 unique visitors and 1186 site visits. Aside from the homepage, some the most popular pages included the Global Flavours, Experiences of Discrimination Survey, and Community Conversations pages.

### Newsletter

A total of four newsletters were sent over the course of the 2022-2023 fiscal year, in May, September, November, and February. The newsletters highlighted news and events related to immigration and integration from STELIP, our Council member agencies, other local organizations, and IRCC. As of March 2023, we have 318 subscribers to our mailing list.

### Social Media

STELIP is active on several social media platforms, including Facebook, Instagram, and Twitter.

Twitter		Our primary audiences are community members and local service providers, which both encompass our council members as well. Our secondary audiences include businesses, newcomers, and elected officials. For the most part, these audiences remain consistent across platforms; however, on Twitter we are more focused on engaging service providers.
Number of Followers	378	
Number of New Followers in 2022-23	22	
Number of Posts	92	
Cumulative Impressions	9,351	

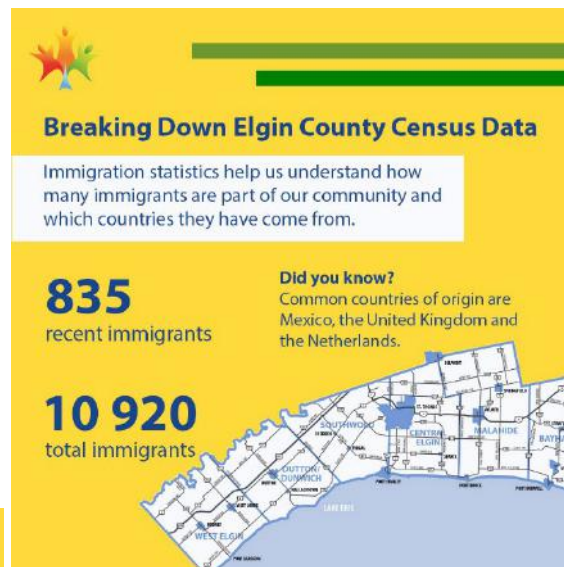
Facebook	
Number of Followers	977
Number of Posts	148
Cumulative Reach	15,464

Instagram	
Number of Followers	852
Number of Stories	63
Number of Posts	83
Cumulative Reach	1,303

## Notable Social Media Campaigns

### Breaking Down Elgin County Census Data

A seven-part series that summarized local population, immigration, visible minority and ethnic background, language, religion, education, and employment statistics. This series helped our audiences understand the basic demographic characteristics of the Elgin County Census Division.



### How Does Immigration Work?

A four-part series that explained the most common immigration pathways in a simple, easy-to-understand manner. This campaign was developed in response to community needs. There was anecdotal evidence that many community members have limited understanding of Canada's immigration system.

## STELIP Resource Spotlight

A five-part series that highlighted various resources available on STELIP's website, and explained what the resource is and who it's for. The resources spotlighted included: Serving Immigrant and Newcomer Clients training (for service providers), Before You Sign (training for service providers about legal information), Ukrainian Temporary Residents information, and Know the Facts: Refugee Sponsorship, and Interpretation Services Guide.

**Resource Spotlight:**

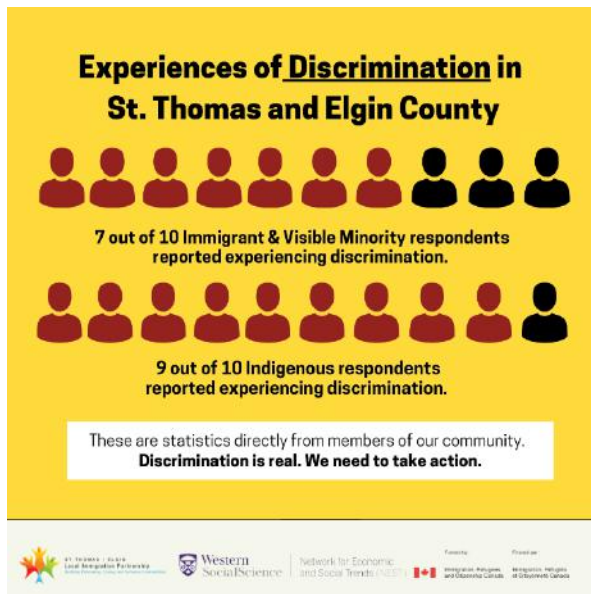
**Who's it for?** Frontline Service Providers

**What is it?** Training to help providers understand the legal information resources available to help newcomers, including a series of legal information podcasts and transcripts translated into ten different languages.

**Where can I find it?**  
[stelip.ca/resources](http://stelip.ca/resources)

**Before you Sign**

The graphic features a blue header with a logo of stylized human figures in various colors. Below the header is a white box with the title 'Before you Sign' and a small circular logo. To the right of this box is a dark blue box containing the text about the resource.



## Breaking Down Results of the St. Thomas and Elgin Discrimination Survey

A five-part series that highlighted results from our discrimination survey, including where discrimination is happening, the presumed basis for discrimination, top types of discrimination experienced (inappropriate jokes, derogatory language, verbal abuse etc.), and the impacts of discrimination in St. Thomas and Elgin County. This series helped communicate the context

around the research design and rationale, as well as the importance of the research outcomes to our audiences.





# STELIP COUNCIL

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<b>Community Member</b>	Bilal Khalife (outgoing)
<b>Elgin Business Resource Centre</b>	Chloe Walker (outgoing); Jennifer Grigg (incoming)
<b>Elgin County Economic Development</b>	Carolyn Krahm
<b>Elgin County Library</b>	Séanin Steele
<b>Elgin Middlesex Oxford Workforce Planning &amp; Development Board</b>	Emilian Siman
<b>Employment Services Elgin</b>	Jackie Van Ryswyk
<b>Fanshawe College Community Career and Employment Services</b>	John Griffiths
<b>Fanshawe College St. Thomas/Elgin Campus</b>	Melanie Neerhof
<b>Mennonite Community Services</b>	Eddy Rempel (on leave); Anna Bergen (temporary)
<b>Ontario Ministry of Agriculture, Food, and Rural Affairs</b>	Jeff Kinsella (outgoing); Serena Viola (incoming)
<b>Service Canada</b>	Colleen Hynes (outgoing); Élisabeth Brito (incoming)
<b>St. Thomas &amp; District Chamber of Commerce</b>	Paul Jenkins
<b>St. Thomas Economic Development/ Small Business Enterprise Centre</b>	Tara McCaulley (outgoing); Mike Kerkvliet (incoming)
<b>St. Thomas Elgin Social Services</b>	Teresa Sulowski

<b>St. Thomas Police Service</b>	Tanya Calvert (outgoing); Samantha Wakefield (incoming)
<b>St. Thomas Public Library</b>	Dana Vanzanten
<b>St. Thomas Islamic Centre</b>	Zeeshan Ejaz Syed
<b>Thames Valley District School Board</b>	Michael Tamasi
<b>WILL Immploy</b>	Carly MacArthur
<b>YWCA St. Thomas-Elgin</b>	Shelley Harris
<b>YWCA St. Thomas-Elgin Settlement Services</b>	Juliane Hundt

## STELIP Project Team

<b>Fiona Murray</b>	STELIP Communication Coordinator
<b>Petrusia Hontar</b>	STELIP Project Manager
<b>Shelley Harris</b>	Director of Education and Settlement



ST. THOMAS • ELGIN  
Local Immigration Partnership  
*Building Welcoming, Caring, and Inclusive Communities*

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

# MEASURING WELCOMING COMMUNITIES: A TOOLKIT FOR COMMUNITIES AND THOSE WHO SUPPORT THEM



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Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada



**PATHWAYS TO  
PROSPERITY**  
Promoting Welcoming Communities in Canada



**VOIES VERS LA  
PROSPÉRITÉ**  
Promouvoir des communautés accueillantes au Canada

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## **INTRODUCTION TO THE NEW WELCOMING COMMUNITIES TOOLKITS**

More than a decade after the original Characteristics of a Welcoming Community report was released,<sup>1</sup> we are pleased to provide a new set of toolkits for measuring and promoting welcoming communities. Similar to the original report, these toolkits focus on (1) what characteristics constitute a welcoming community and how we can go about measuring them, and (2) how we can promote communities that are more welcoming. In response to feedback we have been receiving, these toolkits are practical in nature and provide specific guides for action. These guides will allow communities to engage in a process of self-evaluation and work to make their communities more welcoming.

Toolkits for measuring and promoting welcoming communities are particularly important at this time for several reasons. First, Canada is following an ambitious plan to admit record numbers of immigrants per year in order to support our post-COVID recovery and fill extensive labour market needs.<sup>2</sup> Thus, the integration of these newcomers must be systematically supported to achieve the intended goals of the Canadian immigration program. To do so requires tools for determining gaps in the welcome experienced by immigrants and systematic, evidence-based strategies for filling these gaps. Second, increasing emphasis has been placed on regionalization – the attraction and retention of immigrants in communities outside of the large metropolises – in order to maintain the vitality of smaller Canadian communities.<sup>3</sup> Increasing emphasis has also been placed on the need to actively maintain and build Francophone minority communities through immigration.<sup>4</sup> To do so requires that these communities actively work to establish themselves as welcoming communities for immigrants. This includes an assessment of communities' current situation using specific measurable indicators, an identification of targets for change based on this assessment, consideration of the optimal strategies for promoting this change, and subsequent research to evaluate the success of these strategies. Finally, creating welcoming communities is a social justice issue in that, as Canada works diligently to attract new immigrants to this country, it has a moral obligation to provide them with the welcome they require in order to thrive.

But why invest in the design of new toolkits, rather than depending on the 2010 report? New toolkits are required in order to respond to emerging research and awareness of what makes a community welcoming, and to the increasing emphasis on outcome measurement within our ecosystem, including at the community level (i.e., community impact). This is essential to ensure that the work we are doing to support the settlement and integration of immigrants and to promote more welcoming communities is having an impact. New toolkits are also needed in order to take advantage of the many new promising practices in settlement and integration that have been developed and evaluated over the past decade. Many of these new promising

practices have an evidence base for asserting their effectiveness, providing assurance to those who use them.

Toolkit I: Measuring Welcoming Communities, provided here, addresses the first of these needs by presenting a new evidence-based list of characteristics of a welcoming community – some similar to the original list, some based on the original list but revised, and some brand new – and a comprehensive list of indicators for each characteristic from which communities can select those that they would like to, and are able to, measure. Toolkit II: Promoting Welcoming Communities, to be completed later in 2023, will address the need for identifying and sharing promising practices that can be used to boost each of the characteristics of a welcoming community. This second toolkit will allow communities to select those features of promising practices that can be applied in their own communities in order to replicate success.

### **A Five Step Approach for Working Toward Welcoming Communities**

In order to systematically work toward creating a welcoming community, we propose a five-step approach:

- Step 1: Assessment of the current state of the community – using Toolkit I
- Step 2: Creation of short-term and long-term goals – using Toolkit I
- Step 3: Implementation (adjustment) of policies and programs that are designed to target gaps and weaknesses and work toward these goals – using Toolkit II
- Step 4: Systematic research to evaluate the effectiveness of these policies and programs – using Toolkit I
- Step 5: Ongoing assessment of the state of the community – using Toolkit I, and feedback to Step 2

Step 1. To begin to work toward creating a welcoming community, it is necessary to know where a community currently stands in terms of its welcome, and the gaps and opportunities that may exist. Toolkit I can be used to identify priorities for the community and to assess the current state of the community in terms of those priorities. Toolkit I describes the characteristics that make up a welcoming community and provides indicators for each characteristic. Using this toolkit, communities can determine priority characteristics for their community and then use an array of the indicators provided to assess gaps and opportunities in these characteristics. Importantly, this assessment provides an essential baseline as a point of comparison against which later progress can be measured, with the indicators also pointing to specific targets for intervention.



Step 2. Next, it is necessary to create short- and long-term goals that the community can realistically pursue. Once again, it is important to focus on indicators at this stage, as provided in Toolkit I, because they provide concrete information about the types of policies and programs that are likely to be successful in reaching these goals. For example, the goal of retaining more immigrants who come to a community does not tell us how to go about doing so. In contrast, the goal of increasing the availability of housing that is of adequate quality or the goal of reducing the unemployment rate for immigrants suggest the types of policies and programs that should be implemented. The promising practices to be presented in Toolkit II will provide strategies for meeting specific goals.

Although we have suggested that it is useful to assess the current state of the community before creating goals, it is important to note that Steps 1 and 2 are likely to be interactive, influencing each other in a variety of ways. For example, although an assessment may highlight gaps and weaknesses that need to be addressed in the goals for the community, it is also the case that the goals are likely to drive the key indicators that are measured during the assessment stage. Thus, the first two steps may involve an iterative process, with the initial assessment driving the establishment of goals, and these goals then driving further, more detailed, assessments.

Step 3. Following the completion of the first two steps, it is appropriate to systematically introduce targeted programs and policies (or to adjust existing policies and programs) to fill gaps and achieve goals. As mentioned, using specific indicators to assess the strength of the welcome of a community as well as to set community goals facilitates the identification of policies and programs that specifically target these indicators. Toolkit II will provide a variety of promising practices that target the specific characteristics and their indicators, and will describe key structures and processes that make up these promising practices. These policies and programs may be introduced at the local, regional, or national level. Irrespective, on-the-ground work is essential for identifying gaps and needs, and for determining the policies and practices that will most effectively achieve desired outcomes.

Step 4. This is the step at which the process often breaks down. Without further measurement to assess the effectiveness of policies and programs, money may be spent on interventions without knowing whether they are indeed achieving desired outcomes or are responsible for outcomes that can be observed. Thus, it is essential to go beyond implementing new policies and programs that address gaps and goals to systematically evaluating their effectiveness. Such evaluation can, once again, make use of the indicators associated with particular characteristics of a welcoming community provided in Toolkit I in order to provide a metric for success. Further adjustments can then be made to improve the quality of these programs and policies and to

eliminate those that are falling far short of the mark. Repeated assessments over time are also useful for determining whether policies and programs are continuing to be effective despite changing circumstances and conditions in the community.

Step 5. While evaluation of specific programs and policies is essential, it is also the case that ongoing assessments of community characteristics using Toolkit I are a crucial component of working toward welcoming communities. By comparing such assessments to initial baseline conditions, it is possible to determine whether short- and long-term goals are being met, whether new goal setting is required, and the overall extent of progress that has been made. An iterative process may then be established in which the various stages of working toward a welcoming community are revisited.

## **MEASURING WELCOMING COMMUNITIES: A TOOLKIT FOR COMMUNITIES AND THOSE WHO SUPPORT THEM**

This toolkit (Toolkit I) is designed to assist communities and those who support them in assessing their degree of welcome to immigrants and identifying potential gaps that will need to be filled. Importantly, it can also be used to determine whether new policies and programs implemented to promote a more welcoming community are having their intended impact. It contains a description of 19 key characteristics of a welcoming community, based on a thorough review of the current state of knowledge concerning welcoming communities. For each characteristic we also provide a comprehensive list of indicators that can be used for measuring the community's degree of welcome on that characteristic.

This toolkit also includes the following practical guides: <http://p2pcanada.ca/library/measuring-welcoming-communities-a-toolkit-for-communities-and-those-who-support-them/>

- A presentation deck to facilitate conversations within a community
- Tool 1 – A set of questions that can be used to conduct an environmental scan and identify crucial features of a community that may influence approaches to assessing and working toward a more welcoming community
- Tool 2 – A checklist to rank order the importance of the 19 characteristics for a given community and determine which are a priority for measurement
- Tool 3 – A checklist to select which indicators will be used to assess selected characteristics and what comparisons will be made using these indicators

### **What is a Welcoming Community?**

In defining what we mean by a welcoming community, two key dimensions must be considered. First, a welcoming community has a geographic dimension – it is a town, city, or region in which immigrants feel valued and their needs are served. Within this geographic dimension, the focus may be on a specific group of immigrants, as is the case for a Francophone minority community. The second dimension of a welcoming community is a discourse dimension focusing on the responsibilities of the receiving community. The discourse dimension reinforces that communities have agency and can engage in actions that facilitate the integration of immigrants. For some communities, being a welcoming community is a crucial component of efforts to attract and retain immigrants. A welcoming community attracts and retains immigrants by identifying and removing barriers, promoting a sense of belonging, meeting diverse needs, and offering services and supports that promote the successful economic, socio-cultural, and civic-political integration of immigrants.<sup>5</sup>

Building on these dimensions, **we define a welcoming community as a collective effort to design and sustain a place where immigrants feel that they belong and that supports immigrants’ economic, socio-cultural, and civic-political integration. A welcoming community has structures, processes, and practices in place to meet the needs and promote the inclusion of immigrants in all aspects of life, and actively works to ensure these are effective.**

Throughout this toolkit, when we use the term immigrants, we are referring to individuals born outside of Canada from diverse racial, cultural, linguistic, and religious backgrounds, and their intersections, who may have entered Canada under different immigration streams and whose needs may vary. We must also consider the policy context of two official languages in Canada – English and French – and the specific needs of French-speaking immigrants and of Francophone minority communities. It is important to keep in mind the Canadian vision that French-speaking immigrants have an opportunity to settle and thrive in French, and to contribute to Canadian society and to the vitality of Francophone minority communities.<sup>6, 7, 8</sup> This is particularly urgent as Canada often falls far short of its annual target of French-speaking immigrants constituting at least 4.4% of new permanent residents destined outside Quebec.<sup>9, 10</sup> Of note, however, Canada did meet its target for French-speaking immigrants outside of Quebec in 2022.<sup>11</sup>

## **Characteristics of a Welcoming Community**

Working toward welcoming communities requires identification of the key characteristics that constitute a welcoming community. Building on our original list of 17 characteristics and the current state of knowledge concerning welcoming communities, we identified 19 characteristics of a welcoming community for the current toolkit. Some of these characteristics are similar to, or revised versions of, those in the earlier report,<sup>12</sup> and some are new characteristics reflecting enhanced awareness of issues that impact immigrants and the communities in which they reside.

The rank ordering of the importance of the 19 characteristics shown here was developed based on several sources. We turned to our earlier report and the updated literature on welcoming communities to develop a tentative rank order. Then we polled 259 key informants from all levels of government, the settlement sector, postsecondary institutes, Local Immigration Partnerships (LIPs), Réseaux en immigration francophone (RIF), and others working in the area of immigrant integration as to the relative importance of the 19 characteristics. These polls were offered in both English and French. Looking across these various sources, we identified the following rank order of the characteristics of a welcoming community:

### Cluster A

1. Access to Affordable, Adequate, and Suitable Housing
2. Employment and Entrepreneurship Opportunities
3. Access to Suitable Health Care, Including Mental Health Care
4. Positive Attitudes Toward Immigrants of All Racial, Cultural and Religious Backgrounds
5. Access to Immigrant-Serving Agencies that Meet Immigrants' Needs

### Cluster B

6. Access to Transportation
7. Educational Opportunities
8. Ongoing Commitment to Anti-Racism and Anti-Oppression
9. Access to Services and Supports for French-Speaking Immigrants by French Speakers
10. Immigrant-Responsive Municipal Features and Services

### Cluster C

11. Coordination and Collaboration Among Community Organizations and Different Levels of Government Working Toward Welcoming Communities
12. Equitable Neighbourhoods
13. Opportunities to Form and Join Social and Community Networks
14. Immigrant-Responsive Police Services and Justice System
15. Access to Inclusive Public Spaces, Facilities, and Programs
16. Positive Indigenous-Immigrant Relations and Understanding
17. Access to Diverse Religious and Ethnocultural Organizations
18. Civic and Political Participation Opportunities
19. Equitable Media Coverage, Representation, and Content

Developing this final rank-ordered list of characteristics was somewhat challenging. We found a lot of consensus that the top 5 characteristics (Cluster A) are the core, most important characteristics of a welcoming community; we found some consensus that the next 5 characteristics are also important (Cluster B); and we found some consensus about the lower importance of the last 9 characteristics (Cluster C). However, within clusters, opinions about the ranking of characteristics was less consistent. Thus, the clustering of characteristics and ordering of the 3 clusters is more definitive than the ranking of the characteristics within each cluster.

It is important to emphasize that the rank ordering of characteristics provided here is a generalization that may not apply to all communities. The importance of each characteristic for

any given community will depend on several factors. These include, but are not limited to: community size and location (e.g., smaller versus larger community, proximity to other communities); regional and local economies, and labour and housing markets; community demographic composition and trends (e.g., current percentage of immigrants, community history of immigration, levels of socio-cultural diversity); and unanticipated events that may significantly impact a community (e.g., COVID-19, climate emergencies). The importance of each characteristic for a given community is also expected to change over time. Communities are constantly evolving. Thus, when using this toolkit to assess the extent to which a community is welcoming, each community should use the checklist (Tool 2) to determine their own rank order of the characteristics' importance.

Below we describe each of the 19 characteristics individually. However, interested parties should keep in mind that the characteristics are likely to be mutually reinforcing and may interact in building upon or reducing the impact of one another. For example, educational opportunities and employment/entrepreneurship opportunities may together have a larger impact than the additive effects of each alone, demonstrating an interactive effect. In terms of mutually reinforcing effects, opportunities to form and join social and community networks may facilitate employment/entrepreneurship opportunities. At the same time, employment/entrepreneurship opportunities may facilitate access to social and community networks.

Finally, it is critical for communities to take into consideration the intersecting needs of multi-barriered immigrants such as racialized women, youth, seniors, refugees, persons with disabilities, members of the 2SLGBTQI+ community, and those who have experienced trauma.

### **Indicators to Assess the Characteristics**

The indicators provided here are quantitative and qualitative measures that can be used to assess the level of each characteristic in a community. Baseline indicators will provide information to communities on where they currently stand in terms of the characteristics of a welcoming community and where efforts to improve particular characteristics are most needed. When new policies and programs are then implemented to promote a more welcoming community, the indicators can be used to measure whether the policies and programs are having their desired impact on particular characteristics, and in this case would be termed outcome indicators.

For each characteristic, we have provided a comprehensive list of indicators that can be used to assess the degree to which a given community fits the criteria of a welcoming community.

Similar to rank ordering the characteristics, each community should select from the lists provided those indicators that are most useful and feasible for them to assess at a given point in time (see Tool 3 for a checklist). It is essential, however, to examine multiple indicators for each characteristic as no single indicator can capture the full breadth of each characteristic. An assessment of multiple indicators will provide a much fuller and more accurate depiction of the state of the characteristic. For example, knowing that unemployment rates and underemployment rates within a community are low paints a much different (and rosier) picture than knowing that unemployment rates are low without any information on underemployment. Some indicators can be measured objectively (e.g., housing affordability) while others are more subjective and based on people's perceptions and experiences (e.g., level of satisfaction with current housing situation). Both types of indicators are important to assess as together they provide insight into the state of the community and the impact on immigrants.

Moreover, efforts should be made to understand what accounts for the current indicator level within a particular context. For instance, positive attitudes toward immigrants may exist in a community because previous cohorts of immigrants were economic migrants. These positive attitudes may change if future cohorts comprise people immigrating under non-economic categories.

When using the indicators, meaningful comparisons are necessary (see Tool 3). Many of the indicators will need to be measured for immigrants in comparison to non-immigrants. Comparisons between current and previous cohorts of immigrants can also be useful. Moreover, comparisons can be made among different groups of immigrants (e.g., by age, gender, racialization, linguistic background, admission category), including multi-barriered immigrants. Importantly, comparisons can also be made before and after new initiatives are implemented to determine their effectiveness. And of course, comparisons can be made among communities. The selection of specific comparisons will depend on the key issues being considered and the purpose of the comparisons. For example, if a particular community wishes to determine whether it is making progress toward building a welcoming community, a time series analysis within the community would seem most useful, while potentially taking into account the regional, national, and global context (e.g., economic recession).

Communities and those who support them are encouraged to keep these considerations in mind and to use this toolkit in a way that serves their needs and goals.

# Characteristics of a Welcoming Community and Their Indicators

## Cluster A

### Access to Affordable, Adequate, and Suitable Housing

Searching for and securing a place to live is a crucial first step immigrants must take when arriving in a new community.<sup>13, 14, 15</sup> With the passing of the *National Housing Strategy Act* in 2019, Canada officially recognized housing as a human right and committed to achieving equitable housing outcomes.<sup>16</sup> Affordable, adequate, and suitable housing is not only a basic need; for immigrants, it is one of the most consequential routes to social and economic inclusion in the receiving community.<sup>17, 18, 19</sup>

Research shows that housing is a conduit to schools, jobs, and key services and amenities that support the settlement process.<sup>20</sup> Institutional and systemic barriers to accessing suitable housing have a varied impact among and within different immigrant groups and regional contexts, particularly with the changing geographies of immigrant settlement patterns.<sup>21, 22, 23, 24, 25, 26</sup> Meeting immigrants' housing needs in small and rural communities can bolster regionalization policies intended to attract and retain immigrants to help address skill shortages and revitalize the population.<sup>27, 28</sup> While (sub)urban areas must continue to develop sustainable solutions to immigrants' housing needs, broader regional distribution can ease the pressure on the absorptive capacity of large urban centres, where immigrants traditionally prefer to settle, but where they are more likely to experience overcrowding<sup>29</sup> and live in core housing need (dwellings considered unsuitable, inadequate, or unaffordable).<sup>30, 31</sup>

### Key Indicators

- Housing affordability: percent of before tax household income (from all sources) spent on housing (aiming for less than 30%)
- Availability of subsidized, non-profit, and co-op housing
- Availability of housing that is of adequate quality (e.g., not in need of major repairs or renovations; no infestations)
- Evidence of overcrowded housing (based on age, sex/gender, and number of household members)
- Rate of core housing need (living in an unsuitable, inadequate, or unaffordable dwelling and unable to afford alternative housing in the community)
- Rate of supply and vacancy of suitable housing (e.g., availability of rentals/homes for purchase that are accessible by transit and adequate in size)



- Evidence of housing stability
- Rate of homeownership
- Rate of unsheltered homelessness/unhoused
- Rate of “hidden homelessness” (e.g., involuntary “doubling-up,” couch surfing, sharing accommodations)
- Evidence of discrimination in acquiring and living in housing (from property managers, landlords, and/or real estate agents)
- Availability of reliable information in both official languages and other top languages of new arrivals about housing markets in Canada and tenants’ rights and responsibilities
- Level of knowledge about the housing market and how to obtain housing in Canada
- Level of knowledge of rights and responsibilities as tenants and homeowners
- Level of satisfaction with:
  - information for immigrants about housing markets in Canada and tenants’ rights and responsibilities
  - one’s current housing situation

## Employment and Entrepreneurship Opportunities

Evidence suggests that employment and entrepreneurship opportunities are important characteristics of a welcoming community.<sup>32, 33, 34, 35</sup> Indeed, the presence of such opportunities is a key factor in attracting and retaining immigrants to particular destinations.<sup>36, 37, 38</sup> Employment (including self-employment and entrepreneurship) is important for several reasons. First, it is the primary source of income through which most individuals and families meet their basic needs for housing and food.<sup>39, 40</sup> Second, employment facilitates social connections, language skills, and other dimensions of integration.<sup>41, 42, 43</sup> Third, many immigrants to Canada (especially those who immigrated under the Economic Immigrant category) arrive with the expectation that they will be able to obtain employment commensurate with their education, competencies, and prior work experience.<sup>44, 45</sup> When these expectations are not met, incentives to remain in particular communities – and in Canada – are reduced.<sup>46, 47</sup> The shrinking domestic labour pool and significant need for workers across the country increases the urgency to integrate immigrants into the Canadian labour market in a timely fashion.<sup>48</sup>

### Key Indicators

- Rate of employment of working age immigrants
- Rate and duration of unemployment of working age immigrants
- Rate of underemployment: percent overqualified for the work they do, rate of employment in lower skilled jobs
- Evidence of wages commensurate with education and experience
- Rate of promotion within organizations commensurate with qualifications
- Rate of employee turnover
- Rate of participation in professional organizations
- Evidence of discrimination and exploitation perpetrated by employers (in hiring and at work)
- Evidence of discrimination and exploitation perpetrated by other people at work (e.g., coworkers, customers)
- Evidence of inclusive and accommodating workplace policies and practices
- Evidence that workplaces are equitable and inclusive, including of French-speaking immigrants
- Level of job satisfaction
- Rate of self-employment
- Rate of success among entrepreneurs in both the short and long term

- Availability of reliable information in both official languages and other top languages of new arrivals about workers' rights in Canada
- Availability of reliable information in both official languages and other top languages of new arrivals about supports and services available for immigrant employment and entrepreneurship
- Level of knowledge of workers' rights in Canada
- Level of knowledge of supports and services available for immigrant employment and entrepreneurship
- Level of satisfaction with:
  - the availability and quality of local French- and English-speaking labour market opportunities
  - the extent to which workplaces are equitable and inclusive
  - the availability and quality of entrepreneurship opportunities in the community
  - information for immigrants about workers' rights in Canada
  - information for immigrants about supports and services for immigrant employment and entrepreneurship

## Access to Suitable Health Care, Including Mental Health Care

Canada ranks above most other countries in the world when measuring population-level indicators of health, but inequities in health status and access to suitable services and care providers across social groups, including immigrants, are widely recognized.<sup>49, 50, 51, 52</sup> For instance, recent immigrants are considerably less likely to have regular access to a primary health-care provider when compared to more established immigrants.<sup>53</sup> Importantly, although immigrants generally show an initial health advantage over the Canadian population on arrival in Canada (the “healthy immigrant effect”), research suggests that immigrants’ physical and mental health deteriorate with longer residence in Canada.<sup>54, 55, 56</sup> This is due, in part, to the difficulties and stressors they encounter as they adapt to their new environment. Thus, access to suitable health care services and providers is vital to maintaining immigrants’ physical and mental well-being and fostering a welcoming community.<sup>57, 58</sup>

Although Canada is lauded for its universal health care system, equitable access to services and care providers for immigrants is impeded by systemic barriers, including language barriers, long wait times to access services, transportation challenges, high costs of services and medications, and stigma for seeking services (particularly for mental health).<sup>59, 60, 61, 62, 63, 64</sup> These (and other) systemic barriers make certain groups of immigrants (e.g., refugees, racialized women, 2SLGBTQI+, youth, seniors, immigrants with disabilities) more vulnerable to receiving inadequate and/or untimely care, putting them at greater risk for unmet health care needs, though targeted programming can help mitigate these challenges.<sup>65, 66, 67</sup> Without culturally responsive and respectful services and care providers, Canada’s health care system is ill-equipped to meet immigrants’ needs, and this will only become a more pressing matter as the ethnocultural and religious diversity of Canada’s immigrant population continues to grow.<sup>68</sup> Ultimately, improving access to quality care that is responsive to the diverse health needs of immigrants is necessary to reduce inequities and create a welcoming community.

### Key Indicators

- Self-perceived physical health
- Rate of self-perceived unmet physical health care needs
- Evidence of physical health outcomes (e.g., mortality rate, disease incidence, conditions that require hospitalization)
- Self-perceived mental health
- Rate of self-perceived unmet mental health care needs
- Evidence of mental health outcomes (e.g., depression, anxiety)
- Rate of addictions

- Availability and accessibility of suitable health care services and providers, including mental health services and providers (e.g., access to a regular health care provider/family doctor, wait times between making appointments and at facilities, availability/wait for specialists)
- Availability of (mental) health care services in both official languages and other top languages of new arrivals, and interpretation and translation services
- Availability of reliable information in both official languages and other top languages of new arrivals about how to access (mental) health care services in the community
- Level of knowledge about (mental) health care services in the community and how to access them
- Availability and accessibility of specialized services to meet the (mental) health care needs of multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information in both official languages and other top languages of new arrivals about how to access specialized (mental) health care services for multi-barriered groups in the community
- Evidence of effectiveness of specialized services in meeting the (mental) health care needs of multi-barriered groups
- Health care providers' level of awareness and understanding of mental health symptoms among immigrants
- Rate of coverage for prescription drugs, paramedical specialists (e.g., physiotherapy, counselling), medical devices, and dental and vision care
- Level of satisfaction with:
  - the approachability of the health care system and health care providers, including mental health services and providers
  - the quality of health care services provided, including mental health services
  - the administrative delivery of (mental) health care services
  - interpersonal quality of care (e.g., courtesy and respect, language/communication barriers, ability to engage in treatment decisions, experiences of interpersonal discrimination, trust in health care provider, adequate time spent with patient, culturally responsive, trauma informed)
  - the delivery and quality of specialized services in meeting the (mental) health care needs of multi-barriered groups
  - information for immigrants about how to access (mental) health care services in the community, including specialized services for multi-barriered groups

## Positive Attitudes Toward Immigrants of All Racial, Cultural, and Religious Backgrounds

Positive attitudes can be seen in feelings, opinions, and behavioural intentions toward immigrants of all racial, cultural, and religious backgrounds, and their intersections. This includes French-speaking immigrants, who are important contributors to Francophone minority communities and to the larger society in Canada.<sup>69, 70</sup> Positive attitudes are important because they can determine the public's behaviour toward immigrants, and affect their reactions to immigration policies and practices.<sup>71, 72, 73, 74, 75</sup> It is also easy to see how positive attitudes are likely to affect other characteristics and indicators of a welcoming community, such as employment and entrepreneurship opportunities; access to affordable, adequate, and suitable housing; and an ongoing commitment to anti-racism and anti-oppression. Besides these effects, it is important to note that experiences of prejudice and discrimination have a strong negative impact on immigrants' mental and physical health.<sup>76, 77, 78, 79, 80</sup> Thus, while positive attitudes represent an important characteristic of a welcoming community in themselves, their presence can also act as a facilitator of other characteristics of welcoming communities.

**Key Indicators** – note that French-speaking immigrants are an important consideration in assessing each of the indicators for this characteristic

- Evidence of positive attitudes toward immigration and toward racial, cultural, and religious diversity in the community
- Evidence of positive attitudes toward immigrants of all racial, cultural, and religious backgrounds, and their intersections, in the community
- Rate of hate crimes targeting immigrants across all racial, cultural, and religious backgrounds in the community
- Rate of discrimination toward immigrants across all racial, cultural, and religious backgrounds in the community
- Evidence of social cohesion among immigrants and non-immigrants of all racial, cultural, and religious backgrounds
- Evidence of sense of inclusion within the community among immigrants of all racial, cultural, and religious backgrounds
- Evidence of mainstream organizations and institutions making reasonable efforts to be inclusive and accommodating of immigrants from all racial, cultural, and religious backgrounds
- Evidence of support by community leaders across a variety of sectors (e.g., business, civic, social) for the concerns and interests of immigrants from all racial, cultural, and religious backgrounds

- Level of satisfaction with:
  - the degree of respect and value community members give to immigrants from all racial, cultural, and religious backgrounds in the community
  - mainstream organizations' and institutions' efforts to be inclusive and accommodating of immigrants from all racial, cultural, and religious backgrounds
  - the support by community leaders across a variety of sectors (e.g., business, civic, social) for the concerns and interests of immigrants from all racial, cultural, and religious backgrounds

## **Access to Immigrant-Serving Agencies that Meet Immigrants' Needs**

Immigrant-serving agencies are the primary point of contact for many immigrants upon arrival to Canada, and they are a pillar of any welcoming community. These agencies provide settlement services and supports, with the objective of orienting immigrants to daily life in their local community.<sup>81</sup> Services and supports typically offered include information, programming, and referrals related to employment, education, language assessment and training, housing, obtaining official documents, and accessing community and mainstream social services (e.g., health care).<sup>82, 83, 84</sup>

In 2017, IRCC completed a formal evaluation of its Settlement Program, which funds immigrant-serving agencies through service provider agreements.<sup>85</sup> The evaluation included a survey of more than 15,000 immigrants across Canada to capture high-level information about their settlement outcomes.<sup>86, 87</sup> The findings showed not only a growing demand for services, but they also captured evidence of the effectiveness of immigrant-serving agencies in meeting immigrants' needs.<sup>88</sup> For example, a robust majority of clients (96%) who received services reported positive outcomes, such as finding employment, improving English or French language skills, and building community connections.<sup>89</sup> Support services, such as transportation, child care, and translation, were identified by respondents as crucial to facilitating access to agencies, and women and refugees were most likely to report that they rely on these enabling services.<sup>90</sup> Immigrant-serving agencies also deliver school and employment supports for children and youth, and extra-curricular and recreational programming, all of which have demonstrable benefits for their social inclusion.<sup>91, 92</sup>

### **Key Indicators**

- Availability of immigrant-serving agencies with a variety of services (e.g., needs assessment, information and orientation, language training, employment-related services) – in person and/or online – provided in both official languages and other top languages of new arrivals
- Availability of reliable information in both official languages and other top languages of new arrivals about immigrant-serving organizations in the community, the services they provide, and how to access them
- Level of knowledge of immigrant-serving agencies in the community, the services they provide, and how to access them
- Evidence of effectiveness of immigrant-serving agencies in meeting immigrants' needs
- Evidence that services are delivered in an equitable, inclusive, and culturally responsive manner, giving consideration to the needs and specificities of immigrants' diverse racial, cultural and religious backgrounds
- Evidence of intercultural competency among agency staff



- Availability of specialized services to meet the needs of multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information in both official languages and other top languages of new arrivals about specialized services to meet the needs of multi-barriered groups and how to access them
- Evidence of effectiveness of specialized services in meeting the needs of multi-barriered groups
- Availability of supports that facilitate the use of immigrant services (e.g., childcare, transportation, translation, interpretation, flexible service delivery options and timing)
- Level of satisfaction with:
  - the delivery and quality of services provided by immigrant-serving agencies
  - the delivery and quality of specialized services for multi-barriered immigrants provided by immigrant-serving agencies
  - interpersonal treatment from agency staff (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)

## **Cluster B**

### **Access to Transportation**

Access to public transportation is imperative to creating a welcoming community. It affects people's ability to get to school, work, take part in leisure and recreational activities, access services (e.g., health care), and meet their daily needs (e.g., shopping for food).<sup>93, 94, 95, 96</sup> This is particularly true for immigrants, who are more than twice as likely as non-immigrants to commute using public transportation.<sup>97</sup> Of note, research finds that among immigrants, women are more likely to rely on public transportation than men.<sup>98</sup> The availability and accessibility of public transportation is, therefore, also conducive to immigrant women's equitable participation in society.

Underdeveloped public transportation systems are a common barrier to attracting and retaining immigrants,<sup>99</sup> and those who reside in suburbs, small centres, and rural areas, where public transportation may be inadequate or virtually non-existent, are more likely to be put at risk for transportation-related social exclusion.<sup>100, 101, 102</sup> In these settings, private transportation (e.g., owning a vehicle) may be required, but this can be expensive, and immigrants may not qualify for loans if they do not have an established banking history in Canada.<sup>103</sup> Even in metropolitan areas where multi-modal public transportation infrastructure is highly developed, however, cost to access public transportation can be prohibitive, and concerns about safety and interpersonal discrimination when using public transit can deter usage.<sup>104, 105</sup>

### **Key Indicators**

- Availability of transportation options for access to regularly needed sites and services (e.g., employment, schools, settlement services, cultural and religious organizations, health services, recreational)
- Availability of accessible transit services for immigrants with disabilities
- Proportion of monthly income spent on transportation
- Evidence of sense of safety when using public transit
- Availability and accessibility of reliable information in both official languages and other top languages of new arrivals about public transit
- Level of knowledge of transportation services locally and regionally
- Level of satisfaction with:

- public transit service quality and ease of navigation, including factors such as: availability, inter- and intra-municipal coverage, frequency, hours of service, reliability, price structure, comfort, accessibility
- ease of mobility and access to regularly needed sites and services
- the availability and quality of multi-modal transit choices: public transit, car share programs, private transportation
- interpersonal treatment from transit operators and staff and from other passengers when using public transit (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)
- the delivery and quality of accessible transit services for immigrants with disabilities

## Educational Opportunities

There is consensus among welcoming community proponents and government agencies that educational opportunities are a key characteristic of a welcoming community.<sup>106, 107, 108, 109, 110</sup> For adult immigrants, such opportunities may include language and workplace-ready classes, educational upgrading/bridging programs, and (re)training options available through post-secondary schooling.<sup>111, 112, 113</sup> Because internationally trained immigrants often face difficulty having their credentials recognized in Canada, many choose to pursue some form of Canadian education to find suitable work and improve their labour market outcomes; thus, proximity to educational institutions is important.<sup>114</sup> For immigrants living in small and rural communities who have to travel long distances to access such opportunities, flexible delivery options (e.g., virtual/hybrid) and times can improve accessibility.<sup>115, 116</sup> Supports for childcare, transportation, and financial aid have also been shown to improve access to educational opportunities for adult immigrants.<sup>117, 118, 119, 120</sup>

Because schools play a pivotal role in their social inclusion, educational opportunities that address the needs of immigrant children and youth are also vital to a welcoming community.<sup>121</sup> These may include the availability of schools for French speakers in the local community, comprehensive English-Language Learner and French-Language Learner programs in schools, the availability of translators and interpreters in schools to bridge communication with parents/caregivers, homework clubs, and opportunities for extra-curricular involvement.<sup>122, 123,</sup><sup>124</sup> In schools, the rise in ethnic, racial, cultural, and religious diversity among immigrant children and youth is also garnering more attention and highlights the need for an equitable, inclusive, and culturally responsive education system that promotes the academic and social inclusion of students from all backgrounds.<sup>125, 126, 127, 128</sup>

### Key Indicators

#### *Adults*

- Availability of educational opportunities (e.g., language, computer, job skills, and workers' rights classes; programs for upgrading education levels; post-secondary options), offered in both official languages, that support social and economic inclusion
- Availability of reliable information in both official languages and other top languages of new arrivals about educational pathways that fit the needs of immigrants and lead to desired careers (e.g., credential recognition/equivalency certificates, educational opportunities for upgrading and (re)training, post-secondary programs)
- Availability of reliable information in both official languages and other top languages of new arrivals about educational opportunities in the community

- Level of knowledge of educational pathways and of educational opportunities in the community and how to access them
- Availability of supports that improve access to educational opportunities (e.g., childcare, transportation, loans and scholarships, flexible delivery options and timing, help accessing international credential and degree recognition)
- Availability of educational supports and programs for multi-barriered groups (e.g., racialized women, youth, seniors, refugees, immigrants with disabilities)
- Geographic proximity to educational institutions offering equivalency, upgrading, and (re)training in both official languages
- Level of knowledge of supports that facilitate enrollment in educational opportunities
- Rate of enrollment in educational programs
- Rate of attendance in educational programs
- Rate of completion of educational programs
- Evidence of effectiveness of educational programs in achieving curriculum objectives (e.g., increased level of language fluency, bridge training)
- Level of satisfaction with:
  - educational programs in achieving curriculum objectives (e.g., increased level of language fluency)
  - information about educational pathways and about educational opportunities in the community
  - the availability and quality of supports that facilitate enrollment in and improve access to educational opportunities
  - the availability and quality of supports and programs for multi-barriered groups

#### *Children/Youth*

- Rate of school attendance
- Rate of secondary school completion
- Availability of schools for French speakers in local community
- Availability of Settlement Workers in Schools
- Availability of trained translators and interpreters in schools to bridge communication
- Availability of comprehensive and well-supported English-Language Learner programs and French-Language Learner programs in schools
- Availability of educational supports and programs for immigrant children and youth with disabilities
- Availability of educational supports and programs for refugee children and youth
- Availability of breakfast/lunch programs in schools
- Availability of outerwear programs in schools

- Availability of reliable information for parents/caregivers in both official languages and other top languages of new arrivals about the local school system(s)
- Level of parental/caregiver engagement and awareness of children's educational and social opportunities and experiences
- Level of academic achievement and classroom engagement
- Evidence of effectiveness of educational supports, resources, and opportunities in schools to support student learning
- Evidence of social inclusion through participation in extra-curricular activities
- Evidence of sense of safety in school settings
- Evidence of social exclusion through discrimination, racism, bullying, conflicts, and violence in school settings
- Evidence of equitable, inclusive, and culturally responsive school leadership, curriculum, and pedagogy
- Evidence of equitable and inclusive school environments, including policies and programs that consider cultural and religious norms, practices, and dietary restrictions
- Evidence of intercultural competency among teachers and staff
- Level of satisfaction with:
  - information about the local school system(s) as provided to parents/caregivers
  - the delivery and quality of educational programs
  - the availability and quality of educational supports, resources, and opportunities in schools to support student learning (among parents/caregivers and children)
  - the availability and quality of supports and programs for immigrant children and youth with disabilities
  - the availability and quality of supports and programs for refugee children and youth
  - responses to and condemnation of incidents of discrimination, racism, bullying, conflicts, and violence in school settings
  - intercultural competence among teachers and staff

## Ongoing Commitment to Anti-Racism and Anti-Oppression

The structural nature of racism and other intersecting systems of oppression pervade every aspect of immigrants' settlement and long-term outcomes in Canada, including employment, housing, education, and health.<sup>129, 130, 131, 132, 133, 134, 135, 136, 137</sup> The long-standing need for communities to establish an ongoing commitment to anti-racism and anti-oppression has garnered increasing attention as public manifestations of White supremacy perpetually devastate communities of all sizes, and members of racialized groups continue to experience discrimination in their daily lives.<sup>138, 139, 140, 141</sup>

Communities can take steps to mitigate the structural and individual level impact of racism and other systems of oppression by developing and committing to local anti-racism and anti-oppression strategies.<sup>142, 143</sup> Because social groups and individuals experience harm in different ways, it is crucial to take an intersectional approach that considers how aspects of immigrants' identities – such as immigration class, gender, sexuality, , religion, age, and disability – intersect with racialization.<sup>144, 145, 146, 147</sup> Any steps taken to identify and address underlying and systemic racism and other interlocking systems of oppression in the local context should also take a community-driven approach (i.e., the communities directly impacted are involved in all stages). Such an approach prioritizes the needs of the community before the needs of institutions, and should ensure transparency, including monitoring and publicly reporting measurable outcomes.<sup>148, 149</sup> As stated in descriptions of other characteristics of a welcoming community, immigration will continue to help Canada's ethnic, racial, cultural, and religious diversity flourish, and an ongoing commitment to anti-racism and anti-oppression is fundamental to maintaining a strong and united social fabric, which is indispensable to any welcoming community.

### Key Indicators

- Evidence of a community-driven approach (i.e., the communities directly impacted are involved in all stages) to identifying and addressing underlying and systemic racism and other interlocking systems of oppression in the local context
- Evidence of effectiveness of the community-driven approach to addressing racism and oppression
- Evidence of ongoing public commitment and transparency around anti-racism and anti-oppressive initiatives, including monitoring and reporting measurable outcomes
- Evidence of effectiveness of ongoing public commitment and transparency around anti-racism and anti-oppressive initiatives
- Evidence of anti-racism and anti-oppression messaging through public education and awareness campaigns

- Evidence of effectiveness of anti-racism and anti-oppression messaging through public education and awareness campaigns
- Evidence of ongoing initiatives to create awareness of and celebrate diverse racial, cultural, and religious traditions of immigrants
- Evidence of effectiveness of ongoing initiatives to create awareness of and celebrate diverse racial, cultural, and religious traditions of immigrants
- Evidence of ongoing initiatives to develop understanding and build solidarity between diverse racial, cultural, and religious communities
- Evidence of effectiveness of ongoing initiatives to develop understanding and build solidarity between diverse racial, cultural, and religious communities
- Evidence of easily accessible avenues to report racism and other intersecting forms of discrimination
- Rate of reporting of racism and other intersecting forms of discrimination across available avenues
- Evidence of responses to and condemnation of incidents of racism and other intersecting forms of discrimination by municipal and community leaders
- Evidence of effectiveness of responses to and condemnation of incidents of racism and other intersecting forms of discrimination by municipal and/or community leaders
- Availability and accessibility of ongoing anti-racism and anti-oppression policies, training, and resources across organizations and institutions that provide public services (e.g., education, health, civil service, housing, transportation, social services, recreation)
- Evidence of effectiveness of ongoing anti-racism and anti-oppression policies, training, and resources across organizations and institutions that provide public services (e.g., education, health, civil service, housing, transportation, social services, recreation)
- Availability and accessibility of anti-racism and anti-oppression policies, training, and resources for employers and employees
- Evidence of effectiveness of anti-racism and anti-oppression policies, training, and resources for employers
- Availability and accessibility of anti-racism and anti-oppression policies, training, and resources for local media
- Evidence of effectiveness of anti-racism and anti-oppression policies, training, and resources for local media
- Availability and accessibility of anti-racism and anti-oppression training and resources for members of the general public
- Evidence of effectiveness of anti-racism and anti-oppression training and resources for members of the general public
- Level of satisfaction with:



- the community-driven approach to address racism and oppression
- ongoing public commitment and transparency around anti-racism and anti-oppressive initiatives
- anti-racism and anti-oppression messaging through public education and awareness campaigns
- ongoing initiatives to create awareness of and celebrate diverse racial, cultural, and religious traditions of immigrants
- ongoing initiatives to develop understanding and build solidarity between diverse racial, cultural, and religious communities
- responses to and condemnation of incidents of racism and other intersecting forms of discrimination by municipal and community leaders
- ongoing anti-racism and anti-oppression policies, training, and resources across organizations and institutions that provide public services (e.g., education, health, civil service, housing, transportation, social services, recreation)
- anti-racism and anti-oppression policies, training, and resources for employers and employees (among employers and employees)
- anti-racism and anti-oppression policies, training, and resources for local media
- anti-racism and anti-oppression training and resources for members of the general public

## Access to Services and Supports for French-Speaking Immigrants by French Speakers

The federal government recognizes that immigration is a valuable mechanism for maintaining the vitality and enhancing the development of French-speaking minority communities across Canada (outside of Quebec).<sup>150</sup> An increasing number of municipalities are also recognizing the cultural, demographic, and economic benefits of supporting Canada's French-speaking community and have declared themselves bilingual in an effort to foster a welcoming and inclusive society for French-speaking immigrants.<sup>151</sup> Accordingly, Immigration, Refugees and Citizenship Canada's 2017 evaluation of the *Immigration to Official Language Minority Communities Initiative* highlights the need to implement service delivery "by and for" French speakers. This includes (a) services delivered by Francophone organizations; (b) formal consultation mechanisms and respect for Francophone community architecture; (c) taking into account the expertise of Francophone communities in the design of policies and programs; and (d) separate funding streams for Francophone services (e.g., the Welcoming Francophone Communities Initiative).<sup>152, 153</sup>

Following consultations with French-speaking immigrants, community members, and over 350 interested parties (including the Fédération des communautés francophones et acadienne (FCFA) and the Assemblée de la francophonie de l'Ontario (AFO)), in 2018, IRCC launched l'initiative des communautés francophones accueillantes/the Welcoming Francophone Communities Initiative.<sup>154</sup> Consultations confirmed that one of the most pressing barriers impeding French-speaking immigrants' access to settlement supports and services is the shortage of French immigrant-serving agencies.<sup>155</sup> When French-speaking immigrants are referred to English settlement services or those that offer services in both official languages, these agencies often have little to no understanding of the unique needs and strengths of French-speaking communities and institutions.<sup>156</sup> Moreover, agencies delivering services in both official languages tend to offer an uneven distribution of provisions, favouring English-speaking immigrants.<sup>157</sup> Thus, a "par et pour" (by and for) French-speaking institutions and communities approach to designing and delivering integrated services and supports is an essential element for ensuring an inclusive and welcoming community.<sup>158</sup>

### Key Indicators

- Availability of French immigrant-serving agencies with a variety of services – in person and/or online (e.g., needs assessment, information and orientation, employment-related services)
- Availability of reliable information about French immigrant-serving organizations in the community, the services they provide, and how to access them

- Level of knowledge of French immigrant-serving agencies in the community, the services they provide, and how to access them
- Evidence of effectiveness of French immigrant-serving agencies in meeting French-speaking immigrants' needs
- Availability of specialized services by French agencies to meet the needs of multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information about specialized services by French agencies to meet the needs of multi-barriered groups
- Evidence of effectiveness of specialized services by French agencies in meeting the needs of multi-barriered groups
- Availability of supports that facilitate the use of French immigrant services (e.g., childcare, transportation, flexible service delivery options and timing)
- Perceptions of connections (formal and informal) between recent French-speaking immigrants, the more established French-speaking immigrant community, and the French-speaking non-immigrant community
- Level of satisfaction with:
  - the delivery and quality of services for French-speaking immigrants
  - the delivery and quality of specialized services for multi-barriered French-speaking immigrants
  - interpersonal treatment from agency staff (e.g., courtesy and respect, experiences of interpersonal discrimination)
  - connections (formal and informal) between recent French-speaking immigrants, the more established French-speaking immigrant community, and the French-speaking non-immigrant community

## Immigrant-Responsive Municipal Features and Services

Evidence suggests that municipalities play an important role in attracting and retaining immigrants.<sup>159, 160, 161</sup> The more prepared municipalities are to meet the needs of immigrants, especially those who face multiple barriers to navigating the Canadian landscape, the higher the likelihood of attracting and retaining them.<sup>162, 163, 164, 165</sup> This is particularly challenging for small and rural centres where municipal administrations historically faced more difficulty in balancing the demands of immigrants and the receiving community.<sup>166, 167</sup> In addition, reports on the evaluation of settlement services and supports have demonstrated that the needs of immigrants and immigrant groups may change as they become established in a community.<sup>168, 169, 170, 171</sup> Municipalities must therefore continually assess, evaluate, and adapt their immigrant-related features and services in order to address the needs of their unique communities.<sup>172, 173</sup>

### Key Indicators

- Availability of features and services sensitive to the needs of immigrants – in person and online (e.g., information available in both official languages and other top languages of new arrivals, information available in different formats, services specifically for immigrants)
- Availability of reliable information in both official languages and other top languages of new arrivals on municipal services and how to access them
- Presence of structures, measures, regulations, programs, and services that consider the needs and specificities of immigrants, including French-speaking immigrants
- Level of knowledge of municipal services and how to access them
- Rate of use of municipal services
- Perceptions of the effectiveness of services (e.g., easy to access, available, meet their needs)
- Evidence of effectiveness of services in supporting immigrants' settlement and integration
- Evidence of intercultural competence among municipal employees
- Municipal staff's perception that they are able to meet immigrants' needs
- Evidence of positive messaging about immigrants and their contributions to the community
- Evidence of effectiveness of positive messaging about immigrants and their contributions to the community
- Level of satisfaction with:
  - the delivery and quality of services
  - interpersonal treatment from municipal staff (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)
  - municipal portrayals of immigrants

## **Cluster C**

### **Coordination and Collaboration Among Community Organizations and Different Levels of Government Working Toward Welcoming Communities**

Coordination and collaboration among community organizations and different levels of government involved in immigrant settlement and integration is an important characteristic of a welcoming community for several reasons.<sup>174, 175, 176, 177, 178</sup> First, coordination and collaboration promote the integration of actors invested in immigration and immigrant issues across sectors (e.g., settlement services, government, researchers, religious and ethnocultural organizations, health, and education).<sup>179, 180, 181, 182</sup> A joint approach heightens actors' awareness of the community's strengths and gaps in meeting immigrants' needs and may allow for innovative solutions to address shortcomings together, while avoiding duplication.<sup>183, 184, 185, 186, 187</sup> Second, coordination and collaboration strengthen the exchange of information between interested parties and minimize competition for funding and resources as actors coordinate their efforts and leverage joint assets and resources in pursuit of common goals (e.g., joint applications for funding; integrated process of assessments and referrals).<sup>188, 189</sup> Third, the participation of a range of actors in the decision-making process may trigger new and unexpected partnerships among different levels of government and community organizations.<sup>190, 191, 192, 193, 194</sup> Thus, coordination and collaboration are critical because they ensure that community organizations and different levels of government work together and optimize the use of their resources and assets to ensure that immigrants receive the supports they require to successfully integrate into Canadian society.<sup>195</sup>

#### **Key Indicators**

- Rate of referrals among organizations serving immigrants within a community
- Level of service duplication among organizations serving immigrants within a community
- Availability of mechanisms for consultation and exchange of information among organizations serving immigrants (organizations providing both direct and indirect services), and with mainstream organizations and all levels of government
- Perceptions of organizations serving immigrants regarding the availability and accessibility of opportunities to form and join collaborative arrangements at the local, regional, provincial/territorial, and national levels
- Rate of participation of organizations serving immigrants in consultation initiatives at the local, regional, provincial/territorial, and national levels

- Level of representation of organizations serving immigrants in consultation initiatives (e.g., availability of seats for these organizations) at the local, regional, provincial/territorial, and national levels
- Rate of participation of organizations serving immigrants in collaborative decision-making initiatives (including local, regional, provincial/territorial, and national collaborative initiatives/partnerships/projects/programs)
- Evidence of effectiveness of coordinated collaborative initiatives (e.g., sharing of financial/technological resources, sharing knowledge, more effective services)
- Perceptions of organizations serving immigrants regarding inter-/intra-sectoral competition over funding and resources
- Level of satisfaction with:
  - the rate of referrals among organizations serving immigrants
  - mechanisms for consultation and collaboration
  - participation and representation in consultations and collaborations
  - coordination and collaboration initiatives

## Equitable Neighbourhoods

Neighbourhood characteristics play a fundamental role in making immigrants feel welcome in their new communities.<sup>196, 197</sup> Choosing one's neighbourhood goes beyond finding affordable housing, transportation, and schools.<sup>198, 199</sup> Evidence suggests that immigrants are increasingly concerned about quality of life, which includes proximity to key services and facilities, and safe neighbourhoods that are well maintained.<sup>200, 201, 202</sup> Having services and facilities in or close to their neighbourhood is especially important for single mothers, who lack the time and mobility to search for services outside their neighbourhood.<sup>203</sup>

Before arriving in a community, a major concern among immigrants is finding a place to live near their workplace, schools, transportation, and health care.<sup>204, 205</sup> As they acclimatize to their new environment, immigrants look for additional services and features nearby, such as playgrounds, libraries, and grocery stores.<sup>206, 207, 208</sup> Providing immigrants with these amenities and services in their neighbourhoods can be challenging.<sup>209, 210</sup> Nonetheless, communities need to ensure that neighbourhoods in which large numbers of immigrants settle are safe and have the features, amenities, and services to support immigrants' quality of life and integration. Indeed, equitable neighbourhoods have a powerful influence on immigrants' decision to remain in the community.

### Key Indicators

- Evidence of neighbourhood safety
  - Crime rates
  - Injury rates
  - Evidence of safety infrastructure (e.g., bike lanes, lighting)
  - Level of satisfaction with:
    - sense of safety in one's neighbourhood
    - safety infrastructure in one's neighbourhood
- Evidence of environmental justice
  - Rates of biological and chemical hazards
  - Availability of and access to clean water
  - Rates of neighbourhood maintenance (e.g., snow removal, street cleaning)
  - Level of satisfaction with
    - environmental safety
    - neighbourhood maintenance
- Evidence of food security
  - Food desert rates
  - Level of satisfaction with:

- availability and access to food in or close to the neighbourhood
  - availability of culturally appropriate and nutritious food in or close to the neighbourhood
- Evidence of neighbourhood public facilities and community organizations
  - Availability of public facilities in or close to the neighbourhood (e.g., public library, recreation centre, playground)
  - Evidence of public facilities implementing inclusive and accommodating practices that consider the needs and specificities of diverse immigrants
  - Evidence of infrastructure that promotes accessibility (e.g., sidewalk ramps, parks with accessible equipment for children with disabilities)
  - Availability of community-based organizations close to the neighbourhood (e.g., family support services, childcare, places of worship)
  - Evidence of community-based organizations implementing inclusive and accommodating practices that consider the needs and specificities of diverse immigrants
  - Level of satisfaction with:
    - the availability and quality of public facilities in or close to the neighbourhood
    - the availability and quality of community-based organizations in or close to the neighbourhood
    - infrastructure that promotes accessibility



## Opportunities to Form and Join Social and Community Networks

Evidence suggests a strong positive relationship between opportunities to form and join social and community networks and individuals' sense of belonging to a community.<sup>211, 212, 213</sup> Though they may overlap, the difference between social and community networks pertains to the nature of the ties that hold them together. Social networks are formed through interpersonal relationships, such as kinship and friendship, whereas community networks derive from a common interest, geographical location, occupation or profession, and/or hobby.<sup>214, 215</sup>

The existence of networks, along with the prospect of building them, is instrumental in immigrants' decisions to move or stay in a community. This is true for both large and small cities and towns.<sup>216, 217, 218, 219</sup> Social and community networks can be informal or formal. Informal networks help immigrants learn about their new community and establish friendships through shared activities, such as Neighbour Day and community gardens.<sup>220, 221, 222, 223</sup> Formal networks are instrumental in forging partnerships between immigrants and the receiving community in terms of financial support, job searches and referrals, and establishing businesses.<sup>224, 225</sup> Social and community networks are thus important determinants of well-being and economic integration, influencing one's mental health, health behaviour, and the ability to access supports and services.<sup>226, 227</sup> For these reasons, social and community networks are a crucial characteristic of a welcoming community.

### Key Indicators

- Rate of participation in:
  - neighbourhood activities (e.g., Neighbour Day, community gardens)
  - other local events and activities
  - local online community groups
  - local events and activities pertaining to immigrants', including French-speaking immigrants', diverse racial, cultural, and religious backgrounds
- Perceptions of intercultural understanding between immigrants and members of the receiving community (from the perspective of immigrants and members of the receiving community)
- Perceptions of intercultural understanding between French-speaking immigrants and French-speaking members of the receiving community (from the perspective of immigrants and members of the receiving community)
- Perceptions of connections (informal and formal) among recent immigrants, more established immigrants, and non-immigrants (from the perspective of immigrants and non-immigrants)

- Perceptions of connections (informal and formal) among recent French-speaking immigrants, more established French-speaking immigrants, and French-speaking non-immigrants (from the perspective of immigrants and non-immigrants)
- Evidence of sense of belonging to local community
- Evidence of sense of inclusion within the local community
- Evidence of sense of social isolation
- Level of satisfaction with:
  - the availability and quality of neighbourhood activities, other local events and activities, and online community groups
  - the availability, quality, and openness of social and community networks, including immigrant networks
  - intercultural understanding in the community
  - connections between immigrants and members of the receiving community
  - connections between French-speaking immigrants and French-speaking members of the receiving community

## Immigrant-Responsive Police Services and Justice System

Immigrant-responsive police services and justice system are central characteristics of a welcoming community.<sup>228, 229, 230</sup> Evidence suggests that a lack of knowledge about the police and justice system in Canada, together with language and cultural barriers, are main reasons why immigrants fear police and the justice system.<sup>231, 232, 233</sup> Immigrants have reported difficulty understanding police services, including how to use 911 emergency services, how to report a crime, and how to identify financial scams, identity theft, and internet crimes.<sup>234, 235</sup> Thus, immigrant-responsive police services, of which immigrants have knowledge and which immigrants have support to access, promote increased and more appropriate use of police services.<sup>236, 237</sup>

Lack of familiarity with the justice system in Canada is another challenge for immigrants, especially when they need to access legal services.<sup>238, 239</sup> Once again, knowledge of legal services available to them and supports to access these services are likely to lead to a more immigrant-responsive justice system.<sup>240</sup>

In both cases, immigrant-responsive services also require that staff and professionals in these sectors are sensitive to the needs of immigrants and culturally responsive in their interactions with immigrants.<sup>241, 242, 243</sup> In this way, immigrant-responsive police services and the justice system are understood, valued, and used by immigrants where needed.

### Key Indicators

#### *Police Services*

- Availability of reliable information in both official languages and other top languages of new arrivals about police services in the community and how to access them
- Perceptions of the police, including:
  - trust in the police
  - level of knowledge/understanding of the role of the police in Canada
  - confidence in the police
  - comfort in contacting the police
- Rate and quality of police services across different neighbourhoods, including those with a high proportion of immigrants, and across different immigrant groups (e.g., call response times, police stop rates, excessive use of force, police homicide)
- Availability of supports that facilitate utilization of police services (e.g., interpreters, translation)
- Police officers' perceptions that they are able to effectively serve immigrant communities
- Rate of immigrant involvement in police work, including volunteer work

- Evidence of police efforts to build trust and goodwill among immigrants from diverse racial, cultural, and religious backgrounds
- Evidence that police services are delivered in an equitable, inclusive, and culturally responsive manner
- Evidence of intercultural competence among police
- Evidence of racism and discrimination by the police
- Level of satisfaction with:
  - police services
  - information about police services in the community and how to access them
  - the availability, quality, and openness of police support services
  - interpersonal treatment from police (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)

### *Justice System*

- Availability of reliable information in both official languages and top languages of new arrivals about the justice system and how to access it
- Level of knowledge/understanding of the justice system, including rights and responsibilities in Canada, Canadian law, and the legal system
- Evidence of positive perceptions of the justice system, including trust in the legal system
- Evidence of intercultural competence among legal/judicial staff and professionals
- Evidence that legal services are delivered in an equitable, inclusive, and culturally responsive manner
- Affordability of judicial/legal services
- Rates of sentencing
- Rates of legal processes (claims, disputes, hearings)
- Rate of immigrants involved in judicial professions
- Availability of supports that facilitate use of legal and court representation (e.g., referral services, legal aid, translation, and interpretation)
- Perceptions of availability and appropriateness of legal/judicial services
- Court and legal representatives' perceptions that they are able to effectively serve immigrant communities
- Evidence of racism and discrimination within the justice system, including by legal/judicial staff and professionals
- Level of satisfaction with:
  - the accessibility and quality of legal services
  - information about legal services in the community and how to access them

- the availability, quality, and openness of legal support services
- interpersonal treatment when navigating the justice system, including by staff and professionals (e.g., courtesy and respect, patience with communication barriers if seeking assistance, experiences of interpersonal discrimination)

## Access to Inclusive Public Spaces, Facilities, and Programs

Public spaces, facilities, and programs are by definition open and accessible to all community members.<sup>244</sup> They include: 1) indoor and outdoor public spaces, such as government buildings, libraries, community centres, playgrounds, green spaces, town squares, hiking trails, and beaches, 2) public recreation facilities, such as municipal aquatic and recreation centres, arenas, arts centres, golf courses, leisure centres, skateparks, and tennis courts, and 3) public programs such as festivals and registered recreation, arts, and library programs for children, youth, and seniors.

The use of public spaces, facilities, and programs by immigrants is important because they provide opportunities for intercultural exchange and the formation of social connections that can ease integration into the community.<sup>245, 246</sup> This may be particularly important for youth, as use of public facilities to participate in recreational activities fosters positive social and physical development, as well as identification with peer groups.<sup>247, 248, 249</sup> The use of public spaces and facilities has been increasingly associated with well-being and individuals' sense of belonging. This is especially the case in small and rural communities where the availability of inclusive public spaces and facilities (e.g., recreation facilities) is an important asset for attracting and retaining immigrants.<sup>250, 251, 252, 253</sup>

### Key Indicators

- Availability of inclusive public spaces, facilities, and programs (e.g., culturally appropriate public spaces and facilities, diverse calendar of activities/modalities, programs and facilities for immigrants), including for multi-barriered groups (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Availability of reliable information in both official languages and other top languages of new arrivals about public spaces, facilities, and programs (general programs and programs for multi-barriered groups)
- Level of knowledge of public spaces, facilities, and programs in the local community (general programs and programs for multi-barriered groups)
- Rate of usage of public spaces, facilities, and programs by immigrants (including immigrants from multi-barriered groups)
- Evidence of sense of inclusion in public spaces, facilities, and programs (including among immigrants from multi-barriered groups)
- Evidence of intercultural competence and understanding of immigrants' needs (including immigrants from multi-barriered groups) among administrators and staff of public spaces, facilities, and programs

- Level of satisfaction with:
  - the availability and quality of public spaces, facilities, and programs, including for multi-barriered groups
  - information about public spaces, facilities, and programs, including for multi-barriered immigrants
  - interpersonal treatment from administrators and staff of public spaces, facilities, and programs (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)
  - interpersonal treatment from other members of the public while using public spaces, facilities, and programs

## Positive Indigenous-Immigrant Relations and Understanding

Until recently, immigrants received little information about Indigenous peoples upon arrival in Canada and often had little knowledge of Indigenous history, relations with settler Canadians, and immigrants' responsibilities as new settlers.<sup>254</sup> Similarly, there were few opportunities for immigrants and Indigenous peoples to come together and learn about one another's histories and cultures. Misunderstandings and stereotypes are known to result from such situations.<sup>255, 256, 257</sup>

This has started to change, particularly with the release of the report of the Truth and Reconciliation Commission (TRC) of Canada in 2015.<sup>258</sup> The report specifically emphasizes the need to present immigrants to Canada with "a more inclusive history of the diverse Aboriginal peoples of Canada, including information about the Treaties and the history of residential schools," and to recognize the importance of Indigenous peoples' role in decision-making surrounding issues that might affect them, which we would argue includes immigration and immigrant integration.<sup>259, 260</sup> In recognition of these recommendations and the potential for immigrants and Indigenous peoples to come together for increased mutual understanding and common cause, positive Indigenous-immigrant relations and understanding must be considered an important characteristic of a welcoming community.<sup>261</sup>

### Key Indicators

- Evidence of positive mutual attitudes between immigrants and Indigenous peoples in the community
- Rate of discrimination and conflict between immigrants and Indigenous peoples in the community
- Availability of reliable information for immigrants in both official languages and other top languages of new arrivals about Indigenous peoples' history, languages, knowledge, cultures, traditional practices, contributions, and rights in Canada
- Level of immigrants' knowledge of and respect for Indigenous peoples' history, knowledge, languages, cultures, traditional practices, contributions, and rights in Canada
- Evidence of safe spaces for intercultural understanding between immigrants and Indigenous peoples (e.g., workshops and meetings to discuss and work on issues of common interest)
- Evidence of Indigenous peoples' role in decision-making and activities to welcome immigrants to the community
- Level of satisfaction with:
  - information for immigrants about Indigenous people's history, languages, knowledge, cultures, traditional practices, contributions, and rights in Canada



- safe spaces for intercultural understanding between immigrants and Indigenous peoples
- Indigenous peoples' involvement with immigrants (from the perspective of Indigenous peoples and immigrants)
- immigrants' knowledge about and involvement with Indigenous peoples (from the perspective of immigrants and Indigenous peoples)

## Access to Diverse Religious and Ethnocultural Organizations

Through formal and informal programming and services, religious/faith-based and ethnocultural organizations have and continue to play a vital role in creating welcoming communities.<sup>262, 263, 264, 265, 266</sup> As immigrants grow Canada's ethnocultural and religious diversity, these organizations have become increasingly important in making them feel at home.<sup>267, 268</sup> Religious and ethnocultural organizations provide immigrants with the opportunity to build bridges with the receiving community and increase their sense of inclusion and participation in community life.<sup>269, 270, 271</sup> The availability of cultural and religious amenities (e.g., shops, restaurants, social clubs/associations, recreational activities, language schools, places of worship) have also been shown to influence immigrants' attraction to and retention in communities.<sup>272, 273</sup> More than ever, the presence of religious and ethnocultural organizations should be considered when describing the characteristics of a welcoming community.

### Key Indicators

- Availability and accessibility of diverse religious and ethnocultural organizations
- Availability of reliable information in both official languages and other top languages of new arrivals about religious and ethnocultural organizations in the community, the services/programming they provide, and how to access them
- Level of knowledge of religious and ethnocultural organizations in the community, the services/programming they provide, and how to access them
- Availability and accessibility of religious and ethnocultural services and amenities in the community (e.g., shops, restaurants, social clubs/associations, recreational activities, language schools, places of worship)
- Availability of information in both official languages and top languages of new arrivals about religious and ethnocultural services and amenities in the community
- Level of knowledge of religious and ethnocultural services and amenities in the community
- Level of involvement in local religious and ethnocultural communities
- Evidence of sense of attachment to local religious and ethnocultural communities
- Evidence of social connections and support between recent immigrants and co-ethnic and co-religionist immigrants with longer residence as well as co-ethnic and co-religionist non-immigrants
- Availability and accessibility of information, programs, and services to assist with immigrant settlement and welcoming offered through religious and ethnocultural organizations in both official languages and top languages of new arrivals
- Evidence of effectiveness of information, programs, and services to assist with immigrant settlement and welcoming offered through religious and ethnocultural organizations

- Availability of specialized services and supports to meet the needs of multi-barriered groups within religious and ethnocultural communities (e.g., racialized women, youth, seniors, 2SLGBTQI+, refugees, immigrants with disabilities)
- Evidence of effectiveness of specialized services and supports to meet the needs of multi-barriered groups within religious and ethnocultural communities
- Level of satisfaction with:
  - information, programs, and services to assist with immigrant settlement and welcoming offered through religious and ethnocultural organizations
  - specialized services and supports to meet the needs of multi-barriered groups within religious and ethnocultural communities
  - information about religious and ethnocultural organizations in the community
  - interpersonal treatment by diverse religious and ethnocultural organizations, including by non-immigrant members and those in leadership positions (e.g., courtesy and respect, patience with language/communication barriers if seeking assistance, experiences of interpersonal discrimination)

## Civic and Political Participation Opportunities

Civic and political participation can take many forms. Participation may involve becoming a citizen, being actively involved in electoral processes, volunteering in community organizations, or taking up leadership positions in the community.<sup>274, 275</sup> Evidence suggests that active civic and political participation raises the likelihood of immigrant retention, in part because participation fosters feelings of inclusion.<sup>276, 277</sup> However, immigrants need support to learn about Canada's political and civic landscape.<sup>278, 279</sup> This is particularly the case for those arriving from countries with different civic and political participation expectations.<sup>280</sup> By providing support, communities can help immigrants navigate their rights and responsibilities in Canada, and effectively take part in the decision-making process of issues that affect them.<sup>281, 282</sup> As a result, immigrants become empowered citizens with a legitimate voice in civic and democratic life.<sup>283</sup>

### Key Indicators

- Availability of reliable information in both official languages and other top languages of new arrivals about civic and political participation opportunities
- Level of knowledge of civic and political participation opportunities
- Rate of citizenship acquisition
- Rate of participation in political processes (e.g., attend council meetings, attend candidate/voting information sessions, actively support candidates)
- Voter registration rates in local, provincial, and federal elections
- Level of political representation at all levels of government
- Rate of participation in community organizations, clubs, and social service organizations
- Rate of volunteering in immigrant-specific and general service agencies
- Rate of participation in political activism (e.g., protests, demonstrations, petitioning elected officials, etc.)
- Percentage of immigrants in leadership positions and on boards in community organizations
- Evidence that opportunities for civic and political participation are made available in an equitable, inclusive, and culturally responsive manner, including for French-speaking immigrants
- Level of satisfaction with:
  - services to support citizenship
  - political participation opportunities
  - civic participation opportunities
  - immigrant representativeness in community organizations
  - the openness of community organizations, clubs, and social service organizations

- opportunities for leadership positions and positions on boards of community organizations

## Equitable Media Coverage, Representation, and Content

“Media” is best described as a medium where information is widely shared and communicated, such as through radio, television, newspaper, and internet sources.<sup>284</sup> Media is used for the purpose of both disseminating and exchanging information. Mass media’s impact on immigrants rests on its ability to: (1) provide immigrants with critical information about settlement and the receiving community more broadly, (2) influence perceptions of immigrants and immigration among members of the receiving community, and (3) act as a tool that immigrants can use to gauge society’s perceptions of immigrants (i.e., an indicator of how welcoming a community is).<sup>285, 286</sup>

Evidence suggests that equitable media is a key factor that influences immigrants’ sense of inclusion by: (1) helping to overcome language barriers through providing content in languages commonly spoken by immigrants; (2) including content produced by immigrants, increasing the representation of immigrants within media channels; (3) dedicating programming to issues of interest to immigrants; and (4) most importantly, disseminating fair and positive messaging about immigrants and their socio-cultural, civic-political, and economic contributions to the local community.<sup>287, 288, 289</sup> For this reason, equitable media coverage, representation, and content is an important characteristic of a welcoming community.

### Key Indicators

- Availability of local media in languages commonly spoken by immigrants (in addition to both official languages)
- Rate of local media coverage of issues related to immigration, immigrants, and racial, religious, and cultural diversity
- Rate of immigrants’ involvement in local media production
- Tone of local media coverage of issues related to immigration, immigrants, and racial, religious, and cultural diversity
- Evidence of bias, racism, and negative stereotyping in the local media (e.g., use of terms that reinforce negative sentiments about immigration and immigrants)
- Level of satisfaction with local media coverage, representation, and content relating to immigrants and immigration

## Accompanying Materials

<http://p2pcanada.ca/library/measuring-welcoming-communities-a-toolkit-for-communities-and-those-who-support-them/>

### Presentation

- This presentation deck can be used for interested parties/community engagement forums at the start of a measurement process
- It provides an overview of the purpose and procedure for measurement, and walks the audience through the 3 tools described below for assessing the extent to which a community is welcoming
- Prior to the presentation, the presenter(s) should read the full Toolkit so that they are able to elaborate on key points and answer questions
- The Toolkit can also be distributed to participants in advance of a forum

### Tool 1: Environmental Scan

- Tool 1 is designed to help identify features of your community that may impact your approach to creating and promoting a welcoming community
- By working through the 12 questions collectively, a common base for thinking about your community will be established

### Tool 2: Characteristics Ranking Exercise

- Tool 2 is designed to help decide on priority characteristics for making your community more welcoming
- Thinking about the unique features of your community identified using Tool 1, rank the 19 characteristics of a welcoming community from 1 (most important) to 19 (least important) in terms of their importance for your community
- This exercise can be done individually (with an average across participants then calculated) or collectively (if a consensus-driven approach is preferred)

### Tool 3: Choosing Comparators and Indicators

- Tool 3 is designed to help select comparisons to be made and indicators to be used to measure the extent to which your community is welcoming
- Based on the purpose of the assessment and the needs of your community, check off the comparison(s) to current immigrants in your community that should be made at this time

- For each priority characteristic identified in Tool 2, check off those indicators that are most relevant and feasible for this assessment. It is recommended that multiple indicators be used for each characteristic, with a mix of objective and subjective indicators for each



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# **A G E N D A**

**Monday August 14, 2023**

**COURT OF REVISION**

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

- 
1. CALL TO ORDER
  2. ADDENDUM TO AGENDA
  3. DISCLOSURE OF PECUNIARY INTEREST
  4. NEW BUSINESS
    - (a) **Court of Revision Bogart Drain 'C' 2023**
  5. ADJOURNMENT

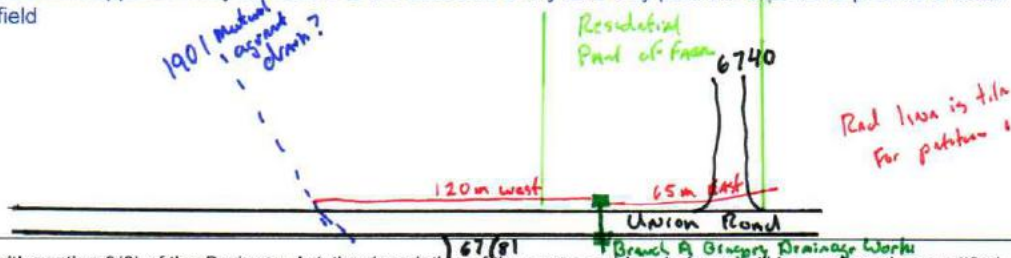
This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

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

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

I am asking that two branches be extended from the northerly limit of the current Branch A on my property.

One to the west approximately 120 meters parallel to Union Road to intercept an existing 8 inch clay tile that crosses Union Road on and Angle. I think that this tile is part of the 1901 Mutual agreement Drain  
The second to the east approximately 65 meters to the east side of my lane way past the woodlot to provide a better outlet for that field



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

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

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)	(First Name)	Telephone Number
		ext.

Address	
Road/Street Number	Road/Street Name

Location of Project			
Lot	Concession	Municipality	Former Municipality (if applicable)
lot 7 & W Pt 8	1 R NUR	Southwold	

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

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

Name of watercourse (if known)

Estimated length of project

180 metres

General description of soils in the area

silt loam

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

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

Petition filed this 26th day of July, 20 23

Deputy  
Name of Clerk (Last, first name)

Lant, Michele

Signature

Michele Lant

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

Number <b>1</b>	Property Description <b>E part Lot 8, 1 RNUR</b>
Ward or Geographic Township <b>Southwold</b>	Parcel Roll Number

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

**Ownership**

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

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

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

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

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation. Date (yyyy/mm/dd) <b>2023/07/26</b>
Position Title <b>President</b>	

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

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

**Ownership**

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

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

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

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

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation. Date (yyyy/mm/dd)
Position Title	

<input type="checkbox"/> Check here if additional sheets are attached	Clerk initial
---	---------------

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

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

**Notice of Collection of Personal Information**

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

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



**Notice of Request for Drain  
Major Improvement  
Drainage Act, R.S.O.  
1990, c. D.17, subs. 78 (1.1)**

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

Re: Gregory Drainage Works

(Name of Drain)

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

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

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

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

Our principal concern is that the existing drain and it's north east branch are destroyed when the new drains are installed. Obviously the field tile will need to be connected to the new drain.

**Property Owners**

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

Property Description

Range 1 South of Union Road Lot 7

Ward or Geographic Township

Southwold

Parcel Roll Number

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

## Ownership

Corporation

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

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

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

Position Title

Name of Corporation

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

2023/07/26

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

Last Name

First Name

Middle Initial

### Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

St Thomas

Province

Ontario

Postal Code

N5P 3S6

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 26<sup>th</sup> day of July 20 23

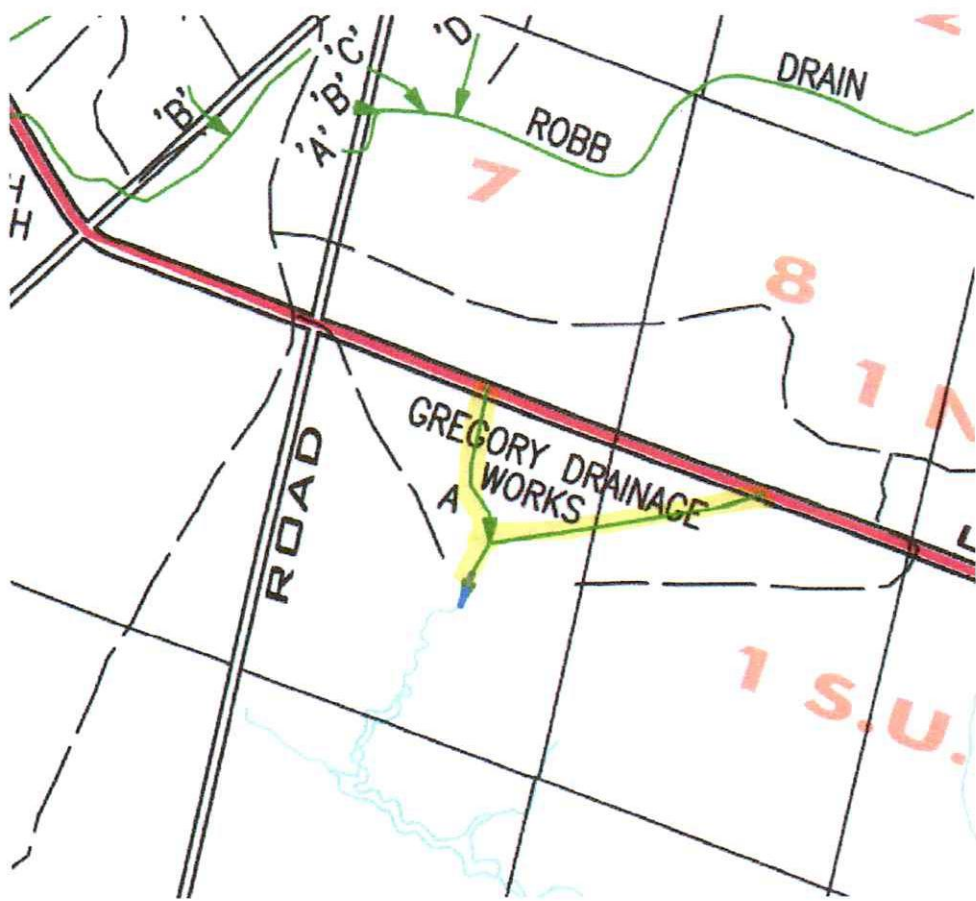
Deputy

Name of Clerk (Last, First Name)

Lant, Michele

Signature of Clerk

Michele Lant







Petition for Drainage Works by Owners  
Form 1

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

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

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

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

Steve Goodhue Would like new drain (Gregory Drain)  
Extended a cross Brent Clutterbuck's Farm

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

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

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)	(First Name)	Telephone Number ext.
Address		
Road/Street Number	Road/Street Name	

Location of Project	Concession	Municipality	Former Municipality (if applicable)
Lot E Pt 8	! R NUR	Southwold	

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

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

Name of watercourse (if known)

Estimated length of project

General description of soils in the area

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

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

Petition filed this 27<sup>th</sup> day of July, 2023

Deputy  
Name of Clerk (Last, first name)

Lant, Michele

Signature

Michele Lant



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

<b>Number</b>	<b>Property Description</b>
1	E part Lot 8, 1 RNUR
<b>Ward or Geographic Township</b>	
Southwold	
<b>Parcel Roll Number</b>	

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

Ownership

<input checked="" type="checkbox"/> <b>Sole Ownership</b> Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd) 2022/07/27
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<input type="checkbox"/> <b>Partnership (Each partner in the ownership of the property must sign the petition form)</b> Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

<input type="checkbox"/> <b>Corporation (The individual with authority to bind the corporation must sign the petition)</b> Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

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

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

Ownership

<input type="checkbox"/> <b>Sole Ownership</b> Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
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<input type="checkbox"/> <b>Partnership (Each partner in the ownership of the property must sign the petition form)</b> Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

<input type="checkbox"/> <b>Corporation (The individual with authority to bind the corporation must sign the petition)</b> Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

<input type="checkbox"/> Check here if additional sheets are attached	Clerk initial
---	---------------

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

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

**Notice of Collection of Personal Information**

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** PLA 2023-25

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2023-07 – Recommendation Report**

---

**Recommendation:**

THAT Council approve the proposed Zoning By-law Amendment Application ZBA 2023-07, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-25.

**Purpose:**

The proposed Zoning By-Law Amendment (ZBA) Application would rezone the retained parcel from Agricultural 1 (A1) Zone to Agricultural 3 (A3) Zone to prevent future residential development and ensure that the retained parcel continues to be utilized for agricultural uses.

This rezoning is a condition of Consent Application E 90-22. Consent Application E90-22 was approved to sever a dwelling excess to a farming operation.

**Background:**

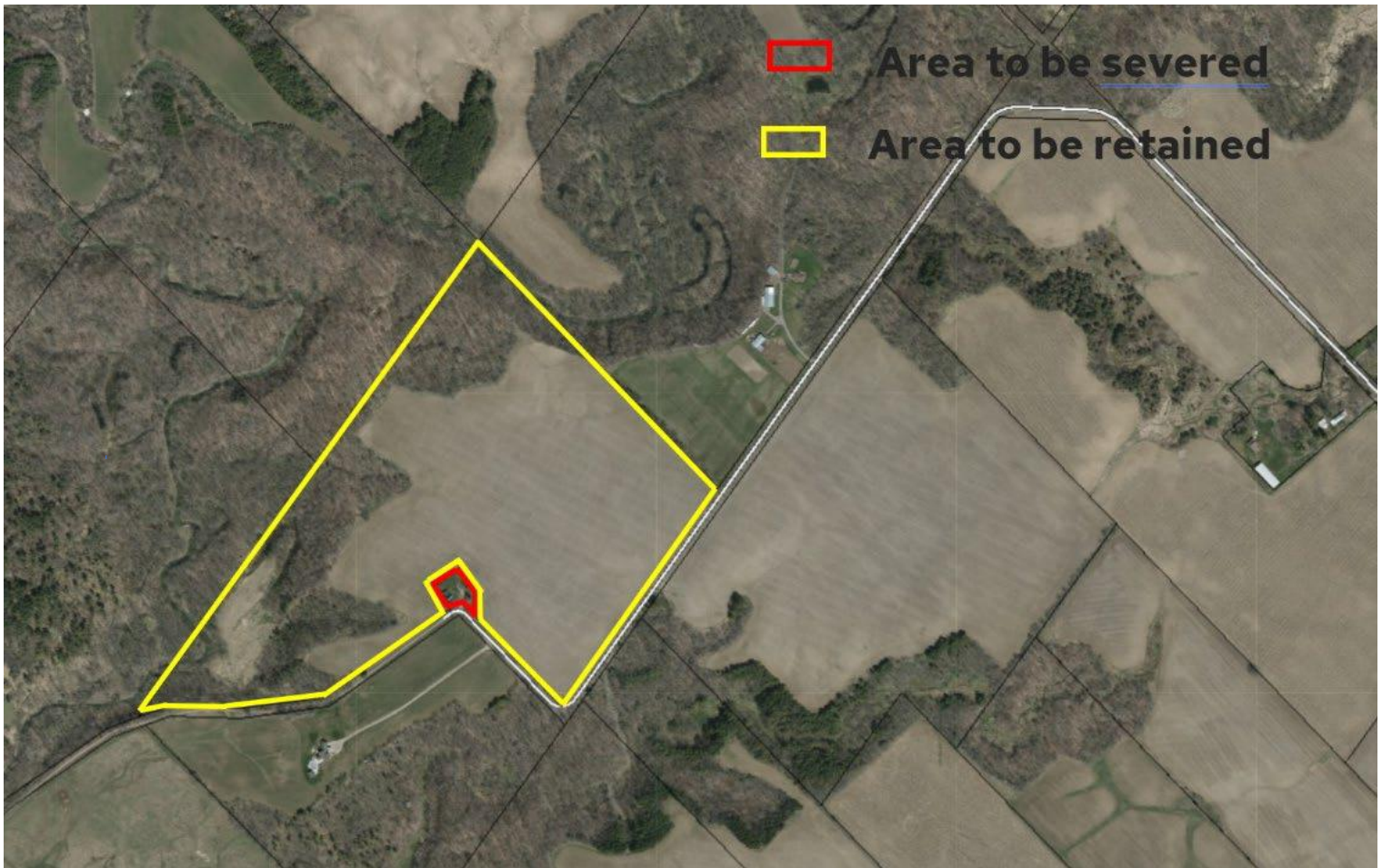
Below is background information, in a summary chart:

<b>Application No.</b>	ZBA 2023-07
<b>Owners/Applicants</b>	Ralph & Anne DeVries
<b>Agent</b>	N/A
<b>Legal Description</b>	CON SNBTR S PT LOTS 12 AND;3
<b>Civic Address</b>	32698 Scotch Line
<b>Entrance Access</b>	Scotch Line
<b>Water Supply</b>	Municipal Water
<b>Sewage Supply</b>	Privately owned and operated septic system

**Severed Parcel**

**Retained Parcel**

<b>Frontage</b>	<b>Depth</b>	<b>Area</b>		<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
75.00 m	122.76 m	0.295 ha		400.0 m	512.59 m	28.73 ha
246.0 ft	402.75 ft	0.73 ac		1312.33 ft	1681.73 ft	70.99 ac

**Figure 1: Subject Area Map (Not to Scale)**

A 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.

Legislation	Section(s)	Relevance To Application	In Compliance
<u>Provincial Policy Statement</u>	2.3.4.1.c)	Residence surplus to a farming operation as a result of farm consolidation.	<u>Yes</u> Because this criteria will be satisfied



<u>County of Elgin Official Plan</u>	E1.2.3.4 b)	Lot is to be created to accommodate a habitable residence that has become surplus to a farming operation.	<u>Yes</u> Because this criteria will be satisfied
<u>Township of Southwold Official Plan</u>	7.23.4 e)	A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation.	<u>Yes</u> Because this criteria will be satisfied
<u>Township of Southwold Zoning Bylaw</u>	7.0	Rezone the retained parcel from Agricultural 1 (A1) Zone to Agricultural 3 (A3) Zone to prohibit future residential development.	<u>No</u> Need to rezone from A1 Zone to A3 Zone.

**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 July 14, 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**

No concerns were raised by any Township department.

**LTVCA Comments**

Please be advised that the above-mentioned application has been reviewed by this office and staff have no objections to this application as submitted to this office. The Conservation Authority is responsible for addressing the Natural Hazard Section of the Provincial Planning Policy Statement as well as the Conservation Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, O. Reg. 152/06 under the Conservation Authorities Act. After reviewing our files and mapping, staff determined that the property in question is subject to the Authority's Development and Alterations to Watercourses portion of the regulations. The issues of concern for this area are the Talbot Creek, several tributaries to Talbot Creek, their associate ravine systems, stable slopes and erosion.

An application from this office is required prior to any works/construction taking place within the regulated area. The lands are not subject to flooding of a general nature and therefore the flood proofing of structures on the property is not required. However, the flood proofing of structures for the purposes of prevention of flood damage from local drainage waters is always recommended. Setbacks from the watercourses and ravine systems will be required to any proposed works / structure(s) / site alteration. I trust this is satisfactory, but if you should have any questions, or require more information, please call the office.

### **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:**

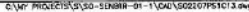
Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for the Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions.

Once a Council decision is made, 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:  
Lisa Higgs, CAO/Clerk  
"Approved Electronically"**

1. Appendix One: ZBA 2023-07 Sketch
2. Appendix Two: ZBA 2022-07 Zoning By-law Amendment





**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW NO. 2023-42**

**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 5, to change the zone symbol applying to lands legally described as CON SNBTR S PT LOTS 1 2 AND ;3 and municipally as 32698 Scotch Line shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 1 (A1) Zone to Agricultural 3 (A3) 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 14<sup>TH</sup> DAY OF AUGUST 2023.**

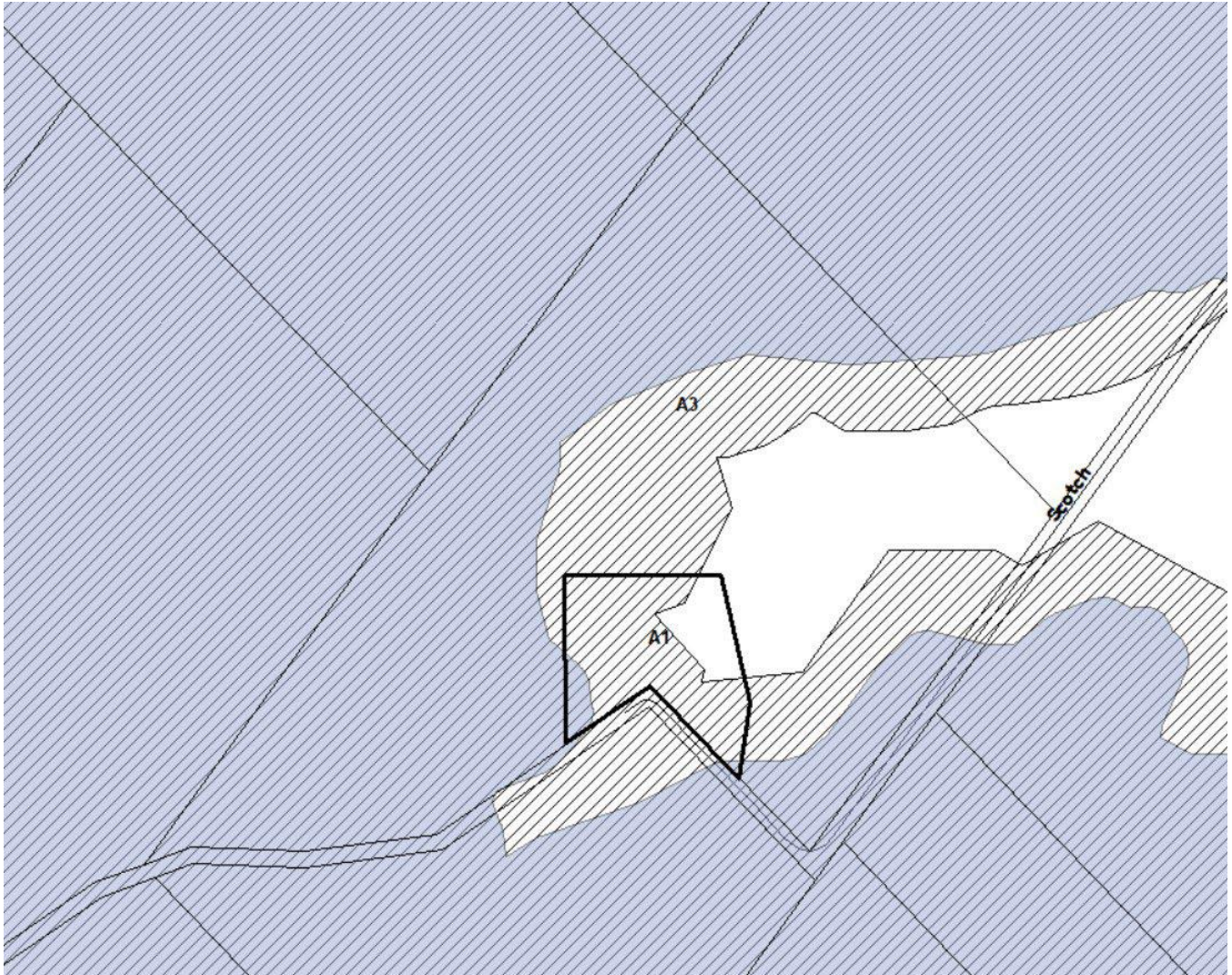
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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell





**NATURAL AREAS AND ADJACENT LANDS**



**CA REGULATION LIMITS**

**This is Schedule "A" to Bylaw No. 2023-42 passed on the 14<sup>th</sup> day of August 2023.**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**C.A.O /CLERK**

**TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE "A" MAP 5**





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** PLA 2023-26

**SUBJECT MATTER: Consent Application E60-23- Comments to the County of Elgin**

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**Recommendation(s):**

THAT Council recommends approval to the Land Division Committee of the County of Elgin for consent application, E60-23 subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-26.

**Purpose:**

The proposal is a lot addition from the farmlands at 37360 Lake Line (Gifford Lands), to the residential lot within North Port Stanley, located at 37362 Lake Line (Ken Gifford Lands). Also, the intent is to formalize an easement for access for the 2 above-noted properties, as well as the property to the west, being 37358 Lake Line.

This application for severance was originally submitted as Consent Application E87-21. The original application was approved by the Council of the Township of Southwold on November 8, 2021. The application was approved by the Land Division Committee of the County of Elgin on December 15, 2021. One of the Township Conditions was the successful rezoning of the property. The Council of the Township of Southwold passed Bylaw 2022-13 on February 28, 2022. This consent lapsed on December 15, 2022, without the applicant fulfilling all of the required conditions. This is a resubmission in order for the applicant to clear the remaining conditions.

**Background:**

Below is a background information, in a summary chart:

<b>Application</b>	E 60-23 ( resubmission of E87-21)
<b>Owner</b>	Estate of A. May Gifford c/o Ken Gifford
<b>Applicant</b>	SBM
<b>Legal Description</b>	Block F and I and Part Block K, Plan 39
<b>Civic Address</b>	37360 Lake Line
<b>Entrance Access</b>	Lake Line
<b>Water Supply</b>	Municipal Water



<b>Sewage Supply</b>	Privately owned and operated individual septic system
<b>Existing Land Area</b>	12.2 ha (30.2 ac)

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

**Severed Parcel**

<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
0m	Irregular	.46 Ha (1.14 Ac)

**Retained Parcel**

<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
9.15m (30.0 ft)	Irregular	11.74 ha (28.9 ac)

Figure One below, depicts the subject parcel at 37362 Lake Line.



The consent sketch, showing E60-23 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 Township provides agency comments to the County of Elgin as part of their decision-making process.

The subject lands are Split Designated as Agricultural Area and Tier 2 Settlement Area in the CEOP. The subject lands are split designated Agricultural on Schedule 'A' Land Use and Residential on Schedule 'A-4' North Port Stanley in the OP. The Subject Lands are Zoned Residential 1 Special Provision (R1-31) Zone and Agricultural 1 Special Provision 63 (A1-63) Zone on Maps 9 and 10. The planning analysis is summed up in the chart below.

<b>Legislation</b>	<b>Section(s)</b>	<b>Relevance To Application</b>	<b>In Compliance</b>
<u>Provincial Policy Statement</u>	1.1.3 2.3	No new lots proposed. Agricultural lands and Settlement Area Lands would be separated.	Yes. Lot line adjustment. No new lot will be created.
<u>County of Elgin Official Plan</u>	E1.2.2.3.2	No new lot will be created. The lot addition would follow designation boundary.	Yes. Lot line adjustment is permitted. Will not affect the viability of the use of the affected properties.
<u>Township of Southwold Official Plan</u>	4.1 4.3.1 6.8.2(d)	No new lots will be created. Conforms to Consent Guidelines.	Yes. Lot line adjustments are permitted no new development.

<u>Township of</u> <u>Southwold Zoning</u> <u>Bylaw</u>	8.2 5.2	In accordance with Section 8.2 and 5.2 the Regulations of the Residential 1 (R1) Zone and Agricultural 1 (A1) zone apply.	Yes. Property was rezoned as per Bylaw 2022-13. This brings the lands into compliance.
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**Circulation of the Application:**

**Township Department Comments**

Drainage Department Comments

The drainage reapportionment will need to be updated to reflect the new severance application.

**Additional Comments:**

The recommended Township conditions for consent application E60-23 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 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 consent, 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.

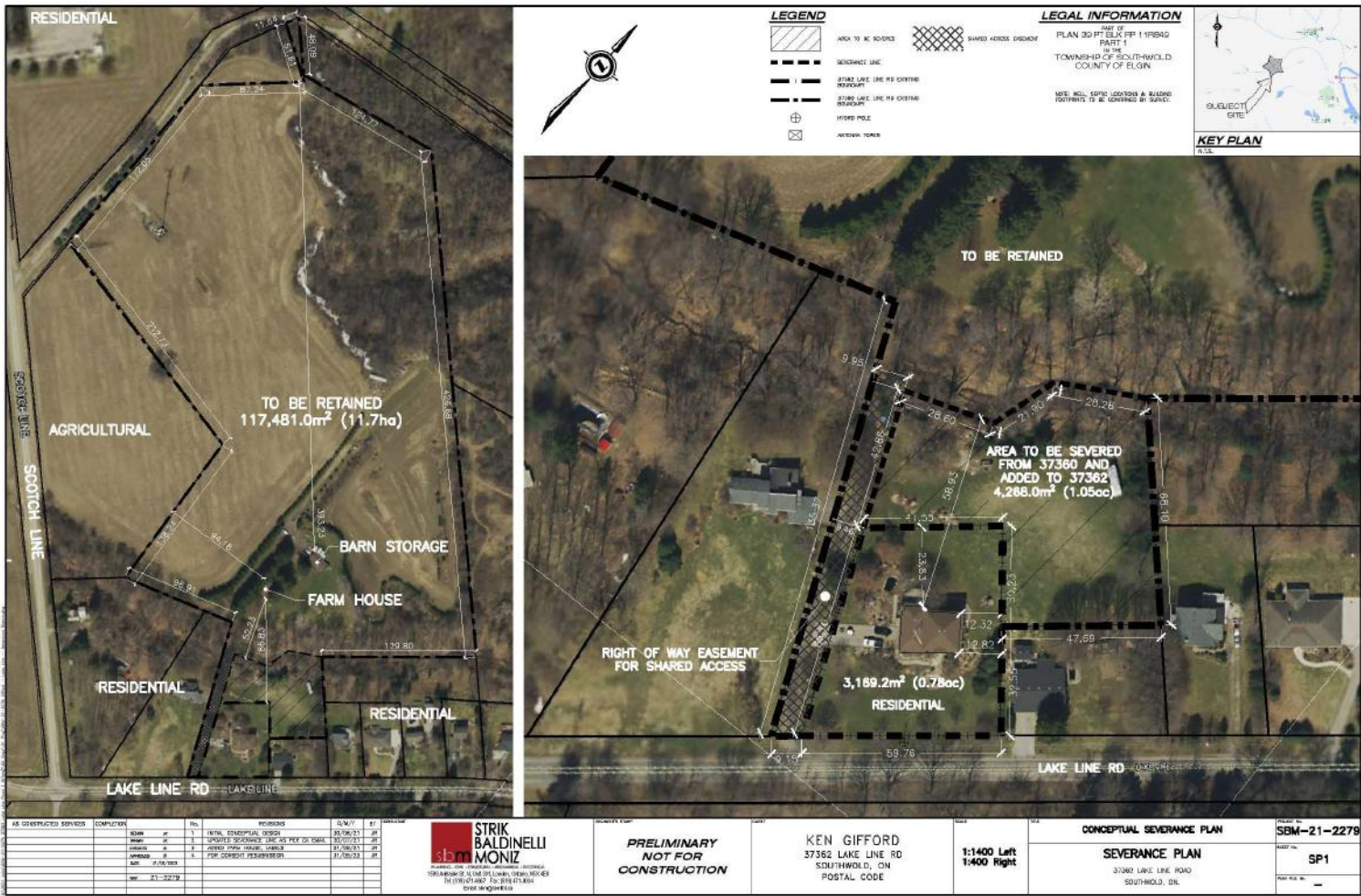
**Respectfully submitted by:**  
**Josh Mueller, MCIP,**  
**Planner**  
**"Submitted Electronically"**

**Approved for submission by:**  
**Lisa Higgs**  
**CAO/Clerk**  
**"Approved Electronically"**

Appendices:

1. Appendix One: Consents Sketch E60-23
2. Appendix Two: Consent Conditions

E60-23 Appendix One: Severance Sketch





## **Appendix Two: Severance Applications E60-23**

### Consent Application E60-23 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, 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 ensures that the severed parcel be deeded as a lot addition only, to adjacent lands to the south, in accordance with Section 50 (3 or 5) of the Planning Act, R.S.O. 1990.
4. That the Applicant's Solicitor ensures that any mortgage on the property be discharged from any land being severed and for any lands to be added to a lot with a mortgage, that any mortgage shall be extended onto the additional lands, to the satisfaction and clearance of the Township.
5. That the Applicant's Solicitor provides an undertaking to the Township, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Township.
6. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered property identification number consolidation once the consolidation has occurred to the Township.
7. That the Applicant successfully apply to the Township for a Zoning By-law Amendment to rezone the retained and severed parcel and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Township.
8. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Township.
9. That the Applicant's Solicitor prepare an Easement Agreement between the severed parcel, retained parcel and owner of 37358 Lake Line (adjacent lands to the west) for the existing driveway and other services, to be registered on title at the Owner's sole cost and expense, to the satisfaction and clearance of the Township.
10. 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:** August 14, 2023

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

**REPORT NO:** PLA 2023-27

**SUBJECT MATTER: Consent Application E66-23- Comments to the County of Elgin**

---

**Recommendation(s):**

THAT Council recommends approval to the Land Division Committee of the County of Elgin for consent application, E66-23 subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-27.

**Purpose:**

The applicant is proposing to sever an existing residential property to create two residential building lots. There is a dwelling under construction on the lot proposed to be severed. The retained lot contains a dwelling that is to be demolished.

**Background:**

Below is a background information, in a summary chart:

<b>Application</b>	E66-23
<b>Owners/Applicants</b>	Lauren Balser/Linda Easton
<b>Agent</b>	Yulia Rodionova
<b>Legal Description</b>	PLAN 3 LOT 3, AND 4 ETL
<b>Civic Address</b>	8934 Iona Road
<b>Entrance Access</b>	Iona Road
<b>Water Supply</b>	Municipal Water
<b>Sewage Supply</b>	Municipal Sewage System
<b>Existing Land Area</b>	0.40 Hectares (1.0 Acres)
<b>Buildings (Severed)</b>	Existing Single Detached Dwelling Unit
<b>Buildings (Retained)</b>	Existing Single Detached Dwelling Unit (To Be Demolished)

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

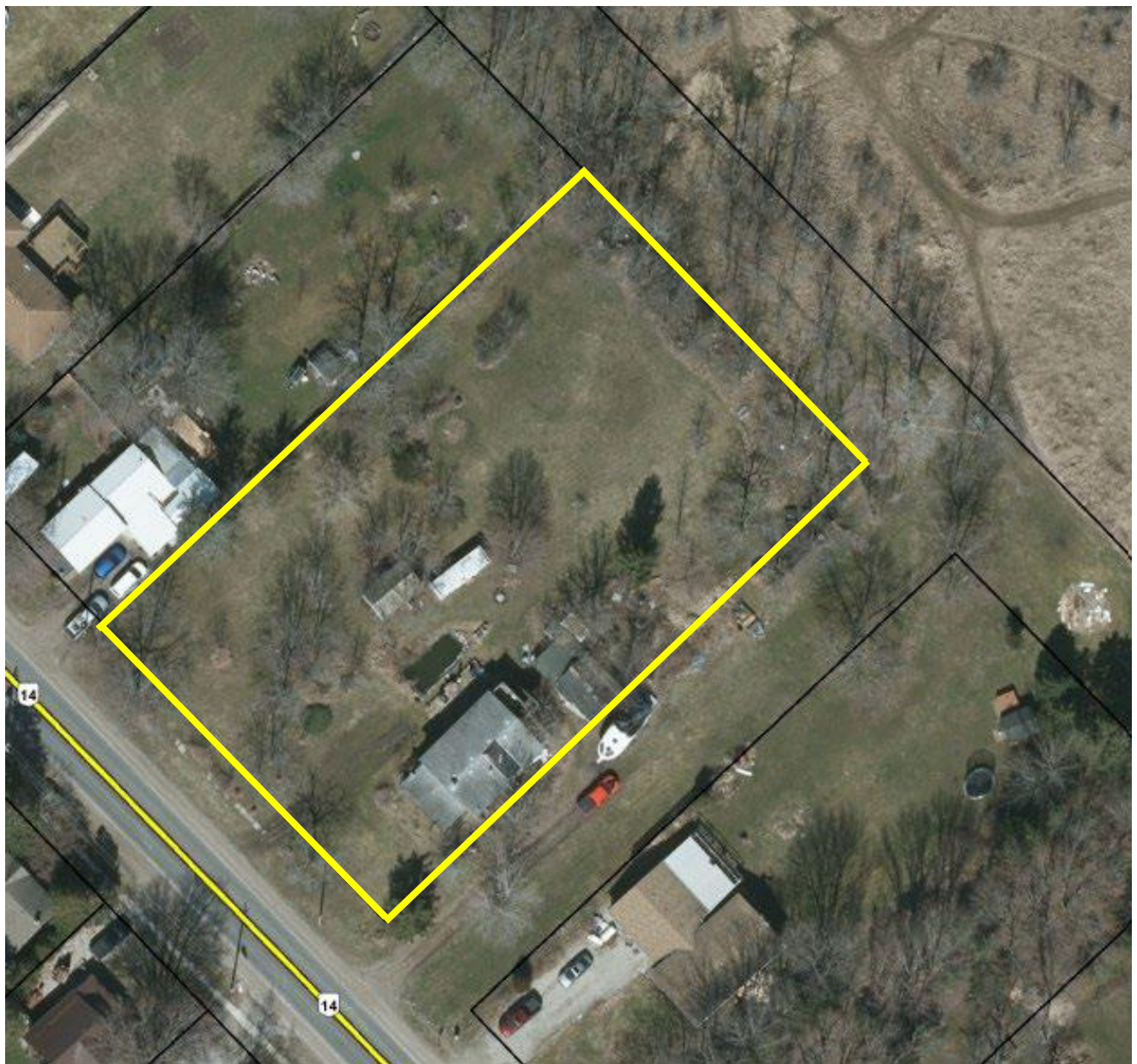
**Severed Parcel**

<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
24.98 m (81.95 ft)	80.47 m (264.00 ft)	2013.50 sq m (0.497 ac)

**Retained Parcel**

<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
25.16 m (82.54 ft)	80.47 m (264.00 ft)	2020.52 sq m (0.499 ac)

Figure One below, depicts the subject parcel at 8934 Iona Road



The consent sketch, showing E66-23 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 Hamlet Settlement Area on Schedule '4E' Settlement Area Boundaries 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
<u>Provincial Policy Statement</u>	1.1.3.1	Settlement areas shall be the focus of growth and development.	Yes. Parcel is in Settlement Area
<u>County of Elgin Official Plan</u>	B2.6	General criteria that must be satisfied prior to any new development in existing settlement areas.	Yes. Because all criteria will be satisfied
<u>Township of Southwold Official Plan</u>	5.2.2.2	Types of development permitted in a Settlement Area.	Yes. Because the proposed development is permitted
<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. Parcel meets all R1 Zoning Criteria

**Circulation of the Application:**

Township Department Comments  
Treasury Department Comments

With the creation of a new lot, cash in lieu of parkland and DCs will apply.

**Additional Comments:**

The recommended Township conditions for consent application E66-23 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 application to create 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.

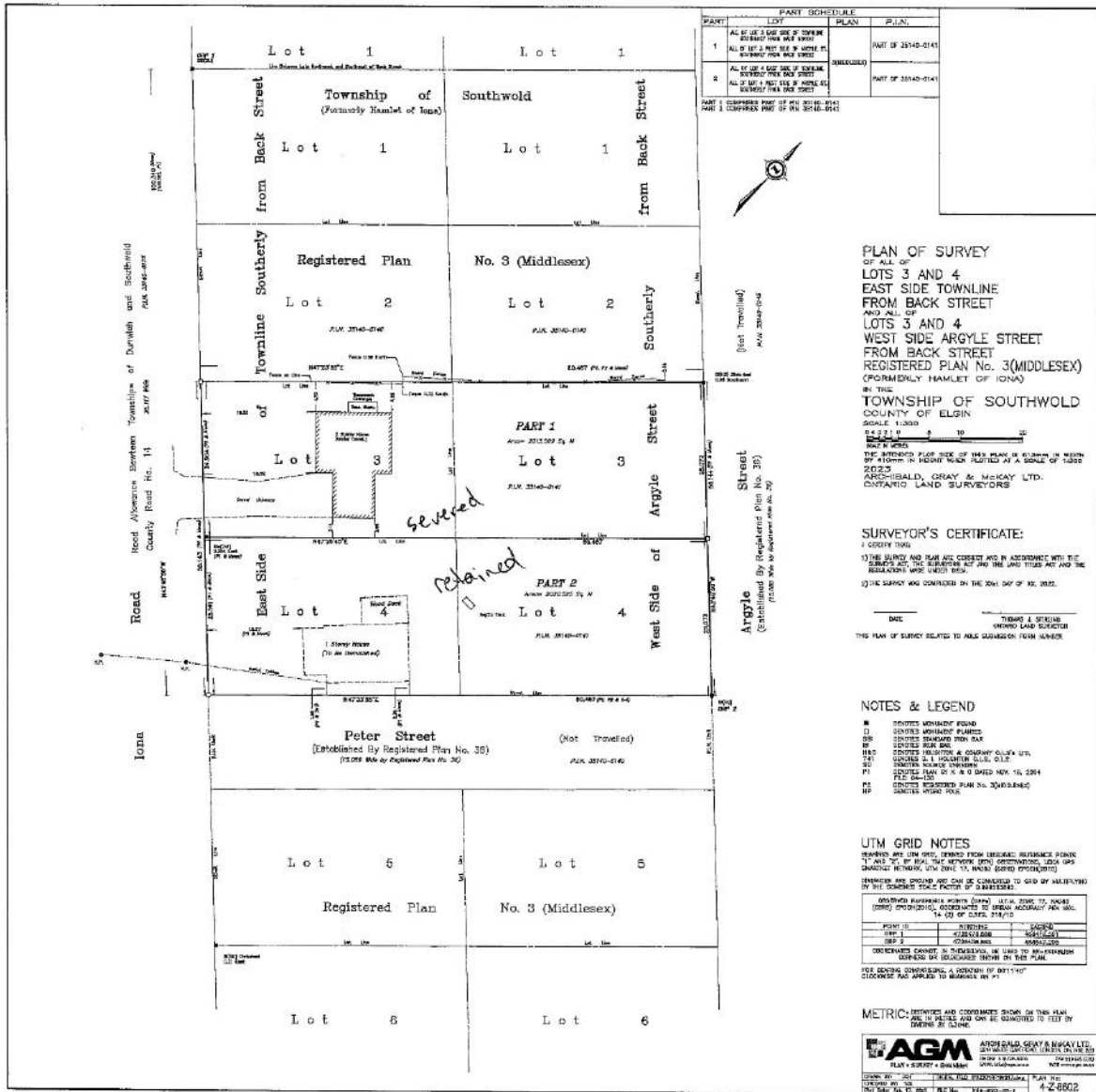
**Respectfully submitted by:**  
**Josh Mueller, MCIP,**  
**Planner**  
**"Submitted Electronically"**

**Approved for submission by:**  
**Lisa Higgs**  
**CAO/Clerk**  
**"Approved Electronically"**

Appendices:

1. Appendix One: Consent Sketch E66-23
2. Appendix Two: Consent Conditions

## E66-23 Appendix One: Severance Sketch



## **Appendix Two: Severance Application E66-23**

### Consent Applications E66-23 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, 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 deed for the severed and retained parcels once the transaction has occurred.
4. That the existing dwelling on the retained parcel be demolished to the satisfaction of the Township. A demolition permit is required from the Township prior to any demolition work taking place.
5. The newly created lot will be subject to Development Charges, and Cash-in-Lieu of Parkland.
6. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Township.
7. That driveway entrance permit and 911 sign be obtained, if required.
8. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Township.
9. 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.
10. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** PLA 2023-28

**SUBJECT MATTER: Consent Application E67-23- Comments to the County of Elgin**

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**Recommendation(s):**

THAT Council recommends approval to the Land Division Committee of the County of Elgin for consent application, E67-23 subject to the Lower-Tier Municipal conditions in Appendix Two of Report PLA 2023-28.

**Purpose:**

The proposal is to sever a dwelling excess to a farming operation and retain an agricultural lot. The retained parcel would be rezoned to Agricultural 3 (A3) Zone to prohibit further residential development. The proposed severed lot is larger in area than what is allowable for lots created by consent in the Agricultural 1 (A1) Zone. A site specific zoning bylaw amendment will be required to allow the proposed severed lot to be created.

**Background:**

Below is a background information, in a summary chart:

<b>Application</b>	E67-23
<b>Owners/Applicants</b>	Deren/Brian Lyle
<b>Agent</b>	Deren Lyle
<b>Legal Description</b>	CON NTRE S PT LOTS 41,42
<b>Civic Address</b>	35964 Fingal Line
<b>Entrance Access</b>	Fingal Line
<b>Water Supply</b>	Municipal Water
<b>Sewage Supply</b>	Private Septic System
<b>Existing Land Area</b>	17.51 Hectares (43.27 Acres)
<b>Buildings (Severed)</b>	Existing Single Detached Dwelling Unit
<b>Buildings (Retained)</b>	None Vacant Land to be continued use as farm parcel

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



**Severed Parcel**

<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
81.6 m (267.71 ft)	119.4 m (391.73 ft)	0.89 ha (2.19 ac)

**Retained Parcel**

<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
204.7 m (671.58 ft)	639.71 m (2098.78 ft)	16.69 ha (41.24 ac)

Figure One below, depicts the subject parcel at 35694 Fingal Line



The consent sketch, showing E67-23 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 Township provides agency comments to the County of Elgin as part of their decision-making process.

The property is Designated as Agricultural Area in the CEOP. The lands are Designated Agricultural on Schedule '1' in the OP. The lands are zoned Agricultural 1 (A1) Zone in the ZB. The planning analysis is summed up in the chart below.

Legislation	Section(s)	Relevance To Application	In Compliance
<u>Provincial Policy Statement</u>	2.3.4.1.c)	Residence surplus to a farming operation as a result of farm consolidation	<u>Yes</u> . Because this criteria will be satisfied
<u>County of Elgin Official Plan</u>	E1.2.3.4 b)	Lot is to be created to accommodate a habitable residence that has become surplus to a farming operation	Yes. Because this criteria will be satisfied
<u>Township of Southwold Official Plan</u>	7.23.4 e)	A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation,	Yes. Because this criteria will be satisfied
<u>Township of Southwold Zoning Bylaw</u>	5.1	In accordance with Section 5.1 the Regulations of the Agricultural 1 (A1) Zone apply. Proposal exceeds the allowable maximum area for lot created by consent.	Does not comply; hence reason for ZBA

**Circulation of the Application:**

Township Department Comments

Drainage Department

Apportionment of the Luton Drain and the Treadwell municipal Drains.  
Mutual agreement drain.

**Additional Comments:**

The recommended Township conditions for consent application E67-23 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 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 consent to sever an excess farm dwelling would appear to be consistent with the PPS, conforms to the CEOP and

conforms to the OP, and with a site specific ZBA would comply 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.

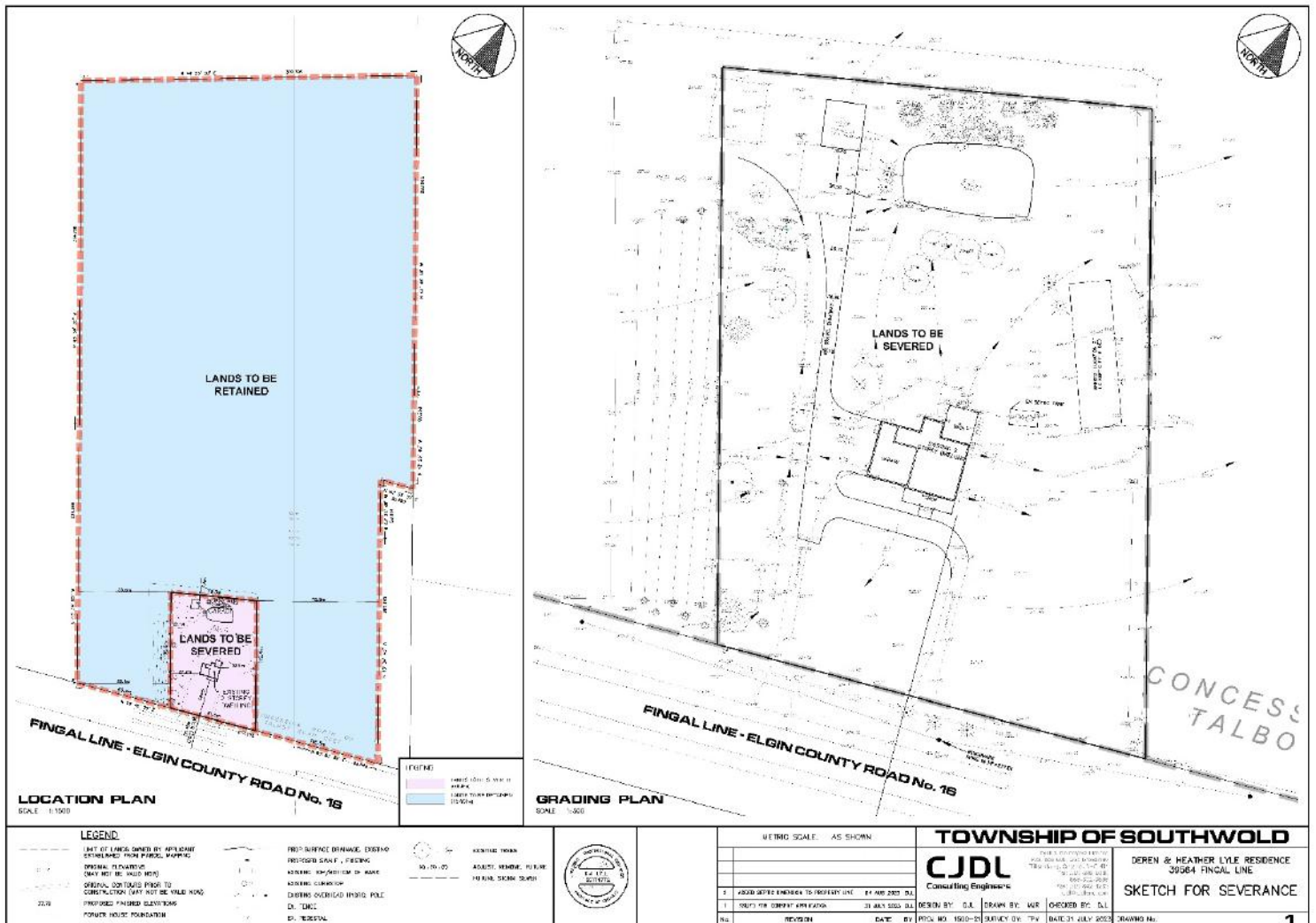
**Respectfully submitted by:**  
**Josh Mueller, MCIP,**  
**Planner**  
**"Submitted Electronically"**

**Approved for submission by:**  
**Lisa Higgs**  
**CAO/Clerk**  
**"Approved Electronically"**

Appendices:

1. Appendix One: Consents Sketch E67-23
2. Appendix Two: Consent Conditions

## E67-23 Appendix One: Severance Sketch



## **Appendix Two: Severance Application E67-23**

### Consent Applications E67-23 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 Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcels once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to rezone retained parcel and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have a drainage reapportionment of the Luton Drain and Treadwell Drain completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
6. That the Applicant provide a Mutual Drain Agreement pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
8. That driveway entrance permit and 911 sign be obtained, if required.
9. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
10. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
11. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** FIR 2023-08

**SUBJECT MATTER: Activity Report for the Fire Chief, June & July 2023**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

To update Council on Fire Department Activities for June & July 2023.

**Background:**

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

- a. *Calls for service* – a total of 54 emergencies were responded to in the months of June and July including one barn fire, 12 MVCs, and four mutual aid responses.
- b. *Public Education* – fire safety information was provided to several hundred visitors at Rosy Rhubarb and at Canada Day Fireworks.  
  
Firefighters attended Southwold Public School for a planned fire drill and provided a tour of the fire apparatus.  
  
Standby coverage was provided at the Shedden Tractor Pull.  
  
Crews also attended Pizza Pizza for a Customer Appreciation/Meet the Fire Department event.  
  
Fire extinguisher training was provided for close to 100 employees at Ontario Plants Propagation.
- c. *Meetings* – an officers meeting was held. The Fire Chief & a District Chief attended the County Chiefs/Deputies meeting in Malahide.
- d. *Inspections* – three inspections were completed, along with various follow up inspections.

- e. *Recruitment* – early fall recruitment is planned for the Talbotville Station.

*Report on any outstanding /unresolved concerns, issues:*

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

*Training Undertaken by Staff:*

- a. Department training topics included natural gas awareness, tanker operations, relay pumping, incident review, and hose testing.
- b. Firefighters attended NFPA 1006 Auto Extrication, NFPA 1021 Fire Officer I, and online Legislation courses.
- c. Southwold hosted the OFM Mobile Live Fire Training Unit (MLFTU) in June, with Dutton-Dunwich and West Elgin Fire Departments also utilizing it.

*Capital Project Progress :*

<b>2023</b>	<b>Budget</b>	<b>Status/Comments</b>
SCBA/Cylinders	\$26,200	Complete
Bunker Gear	\$12,500	August sizing scheduled
Hoses & Appliances	\$5,000	Ongoing
Radios & pagers	\$4,000	Ordered
Shedden Station – 4 <sup>th</sup> bay	\$150,000	In planning
Talbotville Fire Station	\$1,250,000	In progress

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

<b>2019</b>	<b>Budget</b>	<b>Status/Comment</b>
Automatic Door Closure	\$500.00	



**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**

**Jeff McArthur, Fire Chief**

**"Submitted electronically"**

**Approved by:**

**Lisa Higgs, CAO/Clerk**



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE:** August 14, 2023

**PREPARED BY:** Paul Van Vaerenbergh, Public Works Superintendent  
Brent Clutterbuck, Drainage Superintendent  
Kevin Goodhue, Water/Wastewater & Compliance Superintendent

**REPORT NO:** ENG 2023-36

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

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

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

**Development:**

- 50% Burwell Bridge Drawings Reviewed
- Met with Marcel Equipment for new commercial development on Wonderland Road
- Amazon Plant Tour
- Reviewed Talbotville Meadows outstanding work in Phase 1, developer to begin restoration activities soon.
- Attending Central Elgin Council working session, working with staff to complete rate and feasibility study for shared servicing
- Pre-Con with Sidewalk Contractor
- Oriented OCWA with Port Stanley Wastewater Treatment Plant, Central Elgin has agreed to take our emergency hauling, which should result in savings during future overflow events
- Attended City of London Mobility Master Plan meeting, will submit comments from the Township
- Excess Soil was removed from the works yard

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

<u>Development Files</u>	<u>New this Month</u>	<u>Stage of Development Process</u>	<u>Settlement Area</u>
Talbotville Meadows Phase 1		Residential build out, working towards request for assumption	Talbotville
Ridge Phase 2		Residential build out, working towards request for assumption	Talbotville
The Clearing		Residential build out	Talbotville
Enclave Phase 1		Residential build out, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Agreement received for signing	Earth works and construction of underground infrastructure	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)		Studies, preparing for draft plan submission	Shedden
4509 Union Road (Turville)		Studies, preparing for draft plan submission – Spring 2024 Servicing	North Port Stanley
8068 Union Road		Studies, preparing for draft plan submission	Fingal

10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville
Talbotville Meadows Blocks 177 & 178		Pre-Consultation	Talbotville
4324 Thomas Road		Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road		Pre-Consultation	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11570 Wonderland Road (Marcel Equipment)	Consultation meeting	Site Plan Design	Talbotville



## **Infrastructure**

### **a) *Water and Sanitary***

- Locates have increased again with fibre contractors completing work
- Completing meter repairs
- Building meter assemblies for office.
- Repairing curbstops.
- Hydrant asset management review and flushing
- Meter reading
- Map marking water infrastructure
- Repairing signs
- Co-ordinating future water services
- Hydrants and sample station painting and weedeating
- Locate training
- Dead end Flushing

### **• *Roads and Bridges***

- Road edge painting was completed, and center line paint was started
- Storm drain and catch basins were completed on Lake Line
- Catch basin cleaning, roadside grass mowing continued.
- The large earth pile, excavated from the Lynhurst project last year was removed from the south property.



Roads Crew Installing New Catchbasins on Lake Line



Line Painting Activities

**2023 Capital Project Process:**

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

***b) Drainage:***

**Drains Before Council:**

- **Bogart Drain Branch C** (Aug 2022) Court of Revision August 14<sup>th</sup>, 2023

Construction:

- **McIntosh #2 Drain 9 Sept 15)** Construction complete
- **A&C Jones Drain (July 21):** Construction Complete
- **GH Pennings Drain:** the work is substantially complete

In the hands of the Engineer

- **Ryan Drain (Sept 19):** Engineer working on his report. The watershed has been reviewed by the Engineer and I have followed up with the proponent to discuss the findings and future actions.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.

- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **Taylor Drain: (Mar. 21):** The engineer is now working on answering Ministry of Transportation questions for the bore under the 401

**Palmer/Bush Line Drain** (Aug. 2022): Surveying is complete

**Drains Initiated in Neighboring Municipalities:**

- **Marr Drain (2012):** (Central Elgin). Southwold landowners have been invoiced
- **Lake Road Diversion Drain (2013)** *Southwold landowners have been invoiced*
- **Maintenance:** Work being assigned to contractors as requests coming in. Drainage Superintendent has been out in the field looking at maintenance requests and fielding landowner questions
- **2022 Drain assessing has been completed and has been entered on the final property tax bills**

**Railways**

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

**Grant Application:**

**2022 Capital Project Process:**

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

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

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

**Approved by:  
Lisa Higgs, CAO/Clerk  
"Approved electronically"**





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** ENG 2023-37

**SUBJECT MATTER: Bulk Water Station Upgrades**

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

THAT Report ENG 2023-37 relating to Bulk Water Station upgrades, be received for information;

AND THAT the quotation submitted by FlowPoint Environmental Systems in the amount of \$22,206.90, excluding HST (HARMONIZED SALES TAX), be accepted.

#### **Purpose:**

This report proposes the award of contracted upgrades to the Shedden Bulk Water Station, as included in the 2023 Budget, in addition to a comparative review of the bulk water rates in among neighboring municipalities.

#### **Background:**

Like many municipalities, the Township provides high volume users with the ability to purchase bulk water for various needs. The current user system would benefit from modernization, improving the user experience and thus increasing usage. Additionally, the upgraded system will improve invoice efficiency by requiring the user to deposit funds ahead of use.

FlowPoint Environmental Systems was engaged to provide a quotation for completing the upgrades at the station in late 2022. FlowPoint has completed bulk water stations in numerous municipalities including West Elgin and St. Thomas. In addition to being cost efficient when compared to other tendered installers, using the same system would afford the benefit of regional continuity. The following system options were presented to Staff, formal quotes attached as Appendix A:

Option and Description of Capabilities	Capital Install Cost
Full System Upgrade – Keypad access, onsite credit card terminal, PLC, $\frac{3}{4}$ inch hose connection, Cloud Software	\$ 33,544.97
Basic System Upgrade – Keypad access terminal and Cloud Software	\$22, 206.90

### Operational Costs

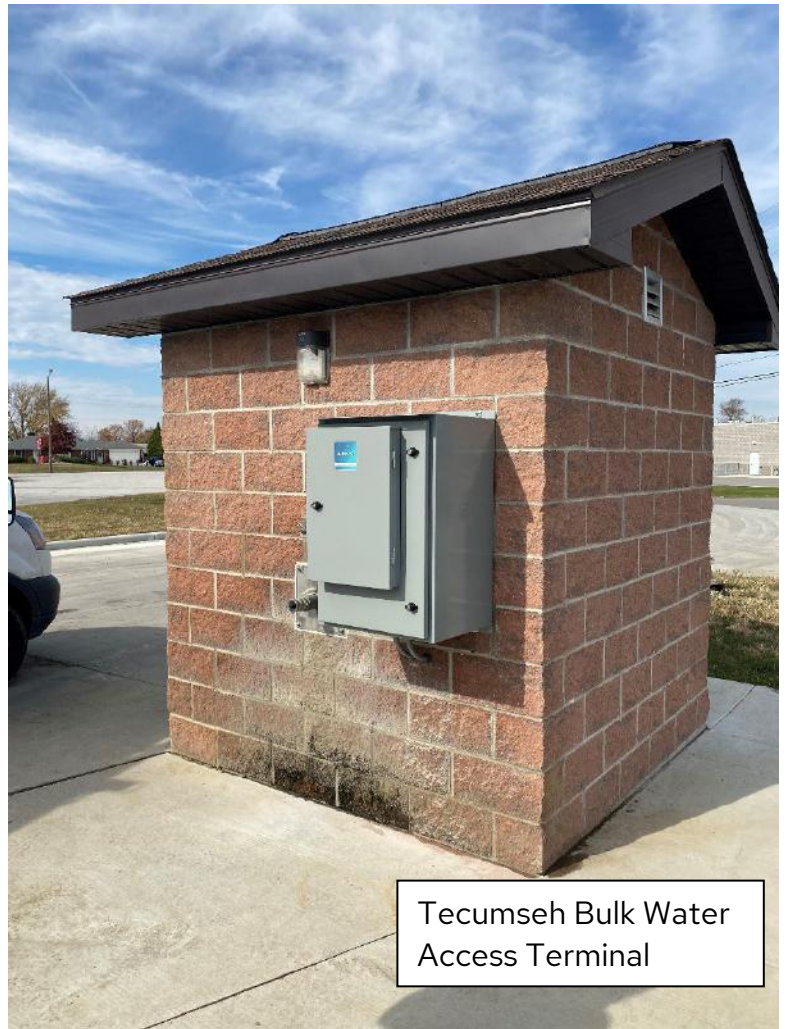
Software – Lite version: Users would add funds via the Township's payment system, then access the station with unique credentials until their balance is empty. This option costs \$1,200 annually.

Upgraded version: Enables direct addition of funds to user accounts. The annual cost for this version is \$3,600.

Onsite Credit Card Terminal – If the Township were to include the onsite credit card terminal, Monex would charge a yearly fee of \$84 plus 2.45% and \$0.13 per transaction.

### Financial Implications:

Capital costs for the installation of the terminal will be captured within the allocated funds in the 2023 Budget. Operational costs for the system would be covered by a portion of the revenue generated by the station. Staff completed the following return on investment calculation if sales hold historic values, although it is anticipated that sales numbers will rise with the increased development activity.



Tecumseh Bulk Water Access Terminal

<b>Revenue/Year</b>	3000m <sup>3</sup> @ 1.78/m <sup>3</sup> (the rate represents the charge above the secondary rate)	\$ 5,340
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<b>Costs</b>		
Software Subscription	\$1,200/year	\$ 1,200
Internet and Electricity Costs	\$100/month	\$ 1,200
<b>Net Revenue per year</b>		\$ 2,940

Based on a net revenue of \$2,940 per annum Staff expect the capital costs for the install of the new terminal to be recovered in 7 to 8 years.

Staff also compared our bulk water rate to our neighbouring municipalities rates which are as follows:

Municipality	Bulk Water Rate/m <sup>3</sup> (1000 litres)
<b>Southwold</b>	<b>\$ 3.38</b>
St. Thomas	\$ 2.73
Central Elgin	\$ 3.67
Dutton Dunwich	\$ 5.28
West Elgin	\$ 3.32

If rates were adjusted to match the Central Elgin bulk water rate the capital costs would be recovered in 6 years if sales volume is maintained.

Life expectancy on the station is estimated at 15-20 years.

### **Conclusion:**

Staff recommend the installation of the basic water terminal, as its convenience aligns with user preferences and cost-efficiency. The full software version's operational costs could impact station revenue. Onsite credit card transaction convenience does not outweigh expenses. User preferences favour adding funds directly or doing so at the Township office. Furthermore, based on the comparative rate analysis, Staff recommend maintaining the current bulk water rate.

### **Strategic Plan Goals:**

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

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

- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
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- ☐ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**"Approved electronically"**

**Flowpoint Environmental Systems LP**

8703 98 ST

Morinville, AB, T8R 1K6

CANADA

Phone: (877) 655-5585

Fax: (888) 655-5588

Email: sales@flowpointsystems.com

**PRICE QUOTATION**

Quotation Number: 0322-S-0508

Quotation Date: 2022-12-01

**Expiration Date: 2023-01-23**

Ship Via: INCLUDED

FOB: FOB FACTORY

Sales Person: AARON MORRISON

Terms: NET 30 DAYS

**To: TOWNSHIP OF SOUTHWOLD**

35663 FINGAL LINE

FINGAL, ON N0L 1K0

Attn: PETER KAVCIC

Line	Part No	Description	Quantity	Rate	Extended
1	CONTROLS-SM-AL-CC	ACCESS TERMINAL C/W CREDIT CARD/PRINTER 21" WIDE X 31" TALL X 16" DEEP NEMA 3R POWDERCOATED ALUMINUM INCLUDES ALLEN BRADLEY PLC AND FLOWPOINT STAINLESS STEEL KEYPAD SURFACE WALL MOUNT	1.00	-	-
2	OLA	OPTIONAL LOW VOLUME 3/4" FILL LINE	1.00	-	-
3	ONSITE INSTALLATION	ONSITE INSTALLATION	1.00	-	-
4	FREIGHT-CAN	FREIGHT-CAN	1.00	-	-
5	ONSITE STARTUP	ONE DAY ONSITE STARTUP	1.00	-	-
6	INTEGRATION	INTEGRATION	1.00	-	-
<b>ALL PRICES ARE IN CANADIAN DOLLARS</b>				<b>Quotation Total:</b>	<b>\$33,544.97</b>

**This is a quotation on the goods named, and is subject to the following conditions:**

- Taxes are not included.
- All Shop Drawing Submittals and O&M Manuals are in Electronic Form (PDF) only. Hard copies, binding, and printing costs are by others
- Payment Terms: 20% on approval of shop drawings, 80% on delivery of goods.

**In lieu of a formal purchase order commitment, to accept this quotation as your purchase order please sign below.**

Name

Position

Signature

Date

**Flowpoint Environmental Systems LP**

8703 98 ST

Morinville, AB, T8R 1K6

CANADA

Phone: (877) 655-5585

Fax: (888) 655-5588

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Terms: NET 30 DAYS

---

**Flowpoint One Year Manufacturer's Warranty (Included):**

Flowpoint Environmental Systems (Manufacturer) warranty is as follows, and extends ONLY to the original purchaser of the equipment and is limited to the purchase price of each part. Manufacturer warrant products against defects in materials or workmanship as follows:

**DURATION:** The Manufacturer's warranty will apply for a period of 1 (one) year from the date of commissioning (start up) or 18 months from the date of shipment, whichever comes first.

**PARTS:** Manufacturer will supply, at no charge, new or rebuilt replacement parts in exchange for parts that the Manufacturer determines are defective subject to the limitations of this warranty. Manufacturer warrants any such replacement parts against defects in materials or workmanship for the remaining portion of the original warranty period.

This warranty "does not cover" installation of the system or damages incurred during shipping.

This warranty "does not cover" consumer instruction, physical set up or adjustment of any electronic equipment, communication / signal reception problems, loss of use of the equipment, or unused programming charges due to equipment malfunction.

This warranty "does not cover" cosmetic damage, damage due to lightning, electrical surges, fire, flood, or other acts of God, accident, misuse, abuse, vandalism, repair or alteration by other than factory service, negligence, or improper or neglected maintenance.

This warranty "does not cover" equipment sold AS IS, REFURBISHED, or WITH ALL FAULTS, auction sales, equipment removal or reinstallation, nor equipment purchased, serviced, or operated by other dealers.

**Flowpoint Environmental Systems LP**

8703 98 ST

Morinville, AB, T8R 1K6

CANADA

Phone: (877) 655-5585

Fax: (888) 655-5588

Email: sales@flowpointsystems.com

**PRICE QUOTATION**

Quotation Number: 0323-S-0250

Quotation Date: 2023-06-06

**Expiration Date: 2023-01-23**

Ship Via: INCLUDED

FOB: FOB FACTORY

Sales Person: KRIS MONTGOMERY

Terms: NET 30 DAYS

**To: TOWNSHIP OF SOUTHWOLD**

35663 FINGAL LINE

FINGAL, ON N0L 1K0

Attn: AARON VANOORSpronk

Line	Part No	Description	Quantity	Rate	Extended
1	CONTROLS-SM-AL	ACCESS TERMINAL-SURFACE MOUNT 21" WIDE X 31" TALL X 16" DEEP NEMA 3R POWDER COATED ALUMINUM INCLUDES ALLEN BRADLEY PLC AND FLOWPOINT STAINLESS STEEL KEYPAD INSULATED AND HEATED SURFACE WALL MOUNT	1.00	-	-
2	CELLULAR COMMUNICATION	CELLULAR COMMUNICATION PACKAGE	1.00	-	-
3	FREIGHT-CAN	FREIGHT-CAN	1.00	-	-
4	REMOTE STARTUP	4 HOUR REMOTE STARTUP	1.00	-	-
<b>ALL PRICES ARE IN CANADIAN DOLLARS</b>				<b>Quotation Total:</b>	<b>\$22,206.90</b>

**This is a quotation on the goods named, and is subject to the following conditions:**

- Taxes are not included.
- Installation is by others. Owner is responsible for all utility service connections including water service to and from station. Owner is responsible for offloading and / or storing the station until it is installed.
- All Shop Drawing Submittals and O&M Manuals are in Electronic Form (PDF) only. Hard copies, binding, and printing costs are by others
- Payment Terms: 20% on approval of shop drawings, 80% on delivery of goods.
- Start Up services require: 1. Minimum 3 weeks notice to book 2. Completion of Start-up readiness checklist.

**In lieu of a formal purchase order commitment, to accept this quotation as your purchase order please sign below.**

Name

Position

Signature

Date

**Flowpoint Environmental Systems LP**

8703 98 ST

Morinville, AB, T8R 1K6

CANADA

Phone: (877) 655-5585

Fax: (888) 655-5588

Email: sales@flowpointsystems.com

## PRICE QUOTATION

Quotation Number: 0323-S-0250

Quotation Date: 2023-06-06

**Expiration Date: 2023-01-23**

Ship Via: INCLUDED

FOB: FOB FACTORY

Sales Person: KRIS MONTGOMERY

Terms: NET 30 DAYS

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Flowpoint Environmental Systems (Manufacturer) warranty is as follows, and extends ONLY to the original purchaser of the equipment and is limited to the purchase price of each part. Manufacturer warrant products against defects in materials or workmanship as follows:

**DURATION:** The Manufacturer's warranty will apply for a period of 1 (one) year from the date of commissioning (start up) or 18 months from the date of shipment, whichever comes first.

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This warranty "does not cover" cosmetic damage, damage due to lightning, electrical surges, fire, flood, or other acts of God, accident, misuse, abuse, vandalism, repair or alteration by other than factory service, negligence, or improper or neglected maintenance.

This warranty "does not cover" equipment sold AS IS, REFURBISHED, or WITH ALL FAULTS, auction sales, equipment removal or reinstallation, nor equipment purchased, serviced, or operated by other dealers.





## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** ENG 2023-39

**SUBJECT MATTER: Waste Management Update**

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

THAT Report ENG 2023-39 relating to Waste Management Update be received for information.

#### **Purpose:**

The Waste Management Update Report seeks to keep Council informed on Waste Collection and Management activities within the Township.

#### **Background:**

Waste Collection:

As of July 1, 2023, the Township has transitioned to a new waste collection contractor, GFL, for roadside waste pickup. The transition to a new service provider can bring short-term challenges as the contractor becomes familiar with the routes and regulations of the Township. In general, GFL has been meeting its contractual obligations for waste collection. The company maintains open communication with Staff, informing us daily of any collection issues, and sought guidance on collection limit enforcement and distinguishing between waste and materials designated for diversion from the outset. Instructional materials were distributed to residents to communicate collection requirements. Some common concerns raised by residents include:

- Missed collection - While isolated instances of missed collection have occurred, they are quickly resolved through GPS tracking and prompt responses from GFL. Most missed collections are due to garbage placed out after the collection time.

- Rejected Collection – With the addition of rejection stickers this has been mitigated. The contractor has consistently supplied photos/updates for rejected waste. Some rejected materials include hazardous waste (see photo), large items, recyclable materials, and compostable materials. Many of these rejected items are accepted for free at the Community Recycling Centre, for which the Township pays its share of operational costs. Another frequent occurrence is waste in excess of the permissible volume, a rule which until recently was not enforced. With the adoption of additional bag tags available for purchase, residents have a cost-effective way of disposing of additional waste without the general tax base bearing the cost of high-volume users.



- Commercial Collection – Commercial businesses can place waste at the roadside according to the prescribed limits, just like any other ratepayer. However, some businesses have observed that their waste production exceeds the Township's collection limits. Conversations with neighboring municipalities indicate that businesses should consider the end-of-life treatment for waste that yields profits during its creation. Notably, provincial regulations (O. Reg. 103/94: INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL SOURCE SEPARATION PROGRAMS) outline disposal requirements for businesses.

To address this, offering additional bag tags presents a cost-effective solution for businesses to dispose of excess waste without impacting the general tax base. This option is especially relevant for businesses that opt not to use a commercial bin. Alternatively, at Council's discretion, the Township could consider increasing waste limits for commercial businesses, a strategy similarly employed by St. Thomas in its downtown core. However, this exception is applicable only due to space constraints preventing businesses from having their commercial bins and aims to sustain a vibrant downtown business area.

- Yard Waste Collection – Historically, enforcement of rules under the previous contract lacked rigor, leading residents to become accustomed to unrestricted collection of yard and leaf waste. Subsequently, complaints have been received due to a perceived reduction in service level. It is important to note that residents can still take advantage of the option to bring up to five (5) bags of yard and leaf waste to the Community Recycling Centre for free during each visit.

While Council could potentially instruct staff to include yard waste collection in the weekly pickup of landfill-bound materials, this approach contradicts the targets outlined in the Province's Action 10 of Actions for a Waste Free Ontario. Furthermore, aligning with this suggestion would not be consistent with service levels maintained by neighbouring municipalities.

Council had previously committed to organics diversion by introducing green bin collection for urban areas, alongside digesters for rural residents. However, the implementation of green bin collection has been deferred due to procurement costs associated with obtaining the necessary bins. Staff have plans to bring forth adjusted values for consideration in the 2024 budget discussions.

#### Recycling:

As of July 1, 2023, Circular Materials Ontario (CMO) took responsibility of recycling services in the Township. Generally, service remains the same as before the transition, with some exceptions to acceptable materials and eligible sources. Commercial and Municipal generators are now deemed as ineligible sources for collection, and although contradictory to other provincial goals, Staff is of the opinion that this follows the same logic as waste. Staff would note that collection appears to have continued for ineligible sources. Communication with CMO has been challenging given the multi-layer management structure. Staff continue to work with CMO, Reverse Logistics, and Waste Connections to enhance customer service.

#### **Financial Implications:**

Increasing service levels would correspondingly increase costs. Changes to volume limits would likely require contract adjustments from the contractor. Introducing organics collection would involve GFL's bid costs and funding for purchasing green bins, with a lead time of up to a year.

#### **Conclusion:**

Overall, waste collection services are being effectively managed, and Staff are of the opinion that there is no immediate need for changes. Residents have disposal options such as additional bag tags and the Community Recycling Centre. Once green bins are available, an organics collection program can be initiated.

Staff is also working to develop a draft waste regulation by-law for future council consideration to codify the practice of waste management contractors.

**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:**  
**Lisa Higgs, CAO/Clerk**  
**"Approved electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** Aug 14<sup>th</sup> 2023

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

**REPORT NO:** CBO 2023-14

**SUBJECT MATTER: Activity Report July 2023**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

The update Council on monthly activities since last report

**Background:**

1. **2023 Capital Project Process:**

2023		
Township Office	Budget	Status/Comment
Office Reno	100,000.00	Contractor hired start Mid Aug
Door lock fob system office	10,000.00	
Parks projects		
SOSP fencing and netting	46,200	Installed under budget 38,816.58
SOSP parking lot widening	10,000.00	
Dog waste bins and signage	2000.00	
Park benches	16,000.00	Received pending installation
Washroom auto locks	5000.00	Installed
Walking trail concrete install	5000.00	
Frost free hydrant install FHP	5000.00	Pending Installation
Keystone Complex		
Barrier/Bollards install to protect playground and septic system	10000.00	Expected Spring/Summer 2023
Lighting Upgrade	25,000.00	

Stove replacement	20,000.00	
Painting	2000.00	Completed with staff resources and existing paint
Audio visual upgrades	15000.00	In progress

**Comments/Analysis Building:**

See attached permit comparison report Schedule A CBO 2023-014 for comparison report.

**Financial Implications:** None


**Strategic Plan Goals:**

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

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

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

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

 <b>TOWNSHIP OF Southwold</b>				Township of Southwold			
				Permit Comparision Summary			
				Issued For Period January - July			
Current Year to Date				Previous Year to Date			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	20	6,865	1,007,900	Accessory structures	33	5,277	1,395,175
Agricultural	9	7,960	2,601,200	Agricultural	9	15,624	3,412,039
Change of Use	1	150	-	Change of Use			
Commercial	2	1,650	134,900	Commercial			-
Demolition	7	1,200	52,401	Demolition	5	600	50,000
Heating		-	-	Heating			-
Industrial Building	1	240	20,000	Industrial Building	2	192,198	16,016,458
institutional Building				institutional Building	2	5,431	2,767,900
Miscellaneous	5	763	30,743	Miscellaneous	7	900	41,000
Plumbing	3	300	15,000	Plumbing	17	1,200	108,700
Pools	9	1,350	497,106	Pools	22	2,100	1,368,691
Residential Building	24	38,618	11,682,933	Residential Building	75	184,676	49,495,361
Sewage System	14	6,600	224,000	Sewage system	21	7,500	227,000
Signs	3	450	12,000	Signs	1	1,320	-
Combined Use		-	-	Combined Use	1		-
TOTAL	98	66,146	16,278,183	TOTAL	195	416,826	74,882,324

Current Year				Previous Year			
TOTAL PERMIT ISSUED		98			195		
TOTAL DWELLING UNITS CREATED		13			57		
TOTAL PERMIT VALUE		16,278,183			74,882,324		
TOTAL PERMIT FEE		66,146			416,826		
TOTAL INSPECTION COMPLETED(YTD)		557			2119		

July 2022 Compared to July 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	5	1,490	126,000	Accessory structures		453	
Agricultural	1	2,226	850,000	Agricultural		65,702	
Change of Use				Change of Use			
Commercial	1	150	9,900	Commercial			
Demolition				Demolition	1		15,000
Heating				Heating			
Industrial Building	1	240	20,000	Industrial Building	1		5,475,236
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	150	4,000	Plumbing	3	150	9,400
Pools	1	150	50,000	Pools	2	300	145,000
Residential Building	3	8,356	860,000	Residential Building	7	11,202	1,810,139
Sewage System				Sewage System	1	500	30,000
Signs				Signs	1	1,320	
Combine Use				Combined Use			
TOTAL	13	12,762	1,919,900	TOTAL	16	79,627	7,484,775



**Township of Southwold  
Economic Development Committee**

**Report to Council**

**Recommendation from August 2, 2023**

---

The Economic Development Committee met on August 2, 2023, and recommends the following for Council consideration:

1. That Michelle Hoffsuemer be appointed to the Economic Development Committee.

**Context/Background**

Member James Carder recently resigned from the Committee.

The approved Community Economic Development Plan includes the following Action Items:

- 1.1 Recruit additional economic development committee members





## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** CAO 2023-35

**SUBJECT MATTER: Activity Report for CAO/Clerk July 2023**

---

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

None – For Council Information.

#### **Purpose:**

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

#### **Background:**

#### **Meetings/Events:**

- Assisting with Audit
- Strategic Plan – meetings with consultant
- Staff Meeting – July 12
- Management Meeting – July 5 & 19
- Elgin County CAO Meeting – July 6 & 21
- CEMC Meeting – July 19
- Southwold EDC Meeting – Aug 2
- Various Development Proposal meetings

#### **Strategic Planning Exercise:**

The Community Workshops and Survey for the Strategic Plan were completed over May. The consultant has prepared the Key Findings Report which was provided to Council at the June 12<sup>th</sup> meeting for review. The report was also posted on the Strategic Plan webpage. Council allocated time at the July 10, 2023 meeting to complete the Prioritization Workshop with the consultant. The consultant has prepared Draft Strategic Priorities, Mission, Vision, Goals and Objects for review by Council at the August 14<sup>th</sup> meeting.

**Recruitment/Staffing**

All staff positions are currently filled. Summer students will be completing their work terms at various times at the end of August depending on their return to school dates. The students have greatly assisted with getting various projects completed and provided support to other staff over the course of the summer.

**Office Renovation**

The office renovation is scheduled to start August 14<sup>th</sup>. Most of the furniture and equipment has been removed from the room. Staff have moved the required equipment for hybrid Council meetings to the Keystone Complex and have worked with our IT contractor to test the temporary Council setup.

**Policy Development**

Development and implementation of policies to support the Health & Safety Program have slowed in recent months due to other priorities and projects; however, this has been identified as an area for the Special Projects Manager to focus on in the coming months. Additional Human Resources policies are also being developed, with some needing Council review and approval in the coming months. The Township has had an HR Downloads account for several years and been evaluating the use training module for delivery employee training and policy review.

**2023 Budget and Projects:**

Staff are continuing to plan out and implement the various projects and programs approved in the 2023 budget. We are also starting to discuss the 2024+ budget.

*Capital Project Progress:*

<b>Project</b>	<b>Budget</b>	<b>Status/Comments</b>
Strategic Plan	\$15,000	In progress, community workshops completed, survey completed, Key Findings Report submitted for review, Priorities Workshop completed, Draft Mission, Vision, Goals and Objectives at the August Council meeting. Draft Strategic Plan anticipated in September.

<b>Project</b>	<b>Budget</b>	<b>Status/Comments</b>
Online Meeting Equipment	\$15,000	Extensive Changes on hold – current setup appears to be working well, will be reviewed further in conjunction with Council Chambers reconfiguration if it goes ahead
Phone System Upgrade/Replacement VOIP	\$15,000	Quotes and options have been obtained – reviewing with IT Support, planning for a February/March implementation  Ordered – in progress with IT Contractor  Final configuration and programming in progress- Experiencing delays from Bell with porting the phone numbers  Substantially completed, new system is in place and operational. Waiting on IT to finalize some elements.
Server Replacement	\$15,000	Ordered, Delivered, installed – IT Contractor finalizing configuration and implementation
Branding and Marketing	\$15,000	Full brand roll-out continues, some community signs are being replaced with the new branding additional review of the sign design details taking place prior to finalization of signs  Revised sign concept approved by Council
IT Penetration/Security Testing	\$10,000	Ongoing – IT contractor Microsoft 2 Factor Authentication enabled – minimal issues to date
Additional Office Space	\$80,000	In progress – preliminary design endorsed, high level estimate obtained, obtaining detailed quotes for renovations endorsed by Council, Building Department has obtained

Project	Budget	Status/Comments
		quotes, see building report for more details  Renovation starts August 14, Council and other meetings will be at the Keystone during the renovation.
Office Security Updates – Locks/FOB	\$10,000	Being investigated
Pay Equity Study/Market Check	\$15,000	Obtaining quotes/proposals from consultants.
Laserfiche AP Workflow	\$10,000	Initial quotes were higher than expected, reviewing project scope and internal options
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with internal resources only so far

### Interim CAO/Clerk Role Concluding

With Lisa Higgs return from Parental Leave on August 8<sup>th</sup>, my role as CAO/Clerk will be concluding following Lisa's reappointment at this meeting. I would like to thank Council for this opportunity over the last year and support for having me continuing to assist in a part-time capacity in the Special Projects role. Staff have also been very supportive and cooperative over the last year, allowing us to continue delivering high quality service to residents while there were some significant changes (staffing changes, election, new Council, etc.) With Council and Staff's support, I believe we have been able to continue moving projects and initiatives forward.

### Financial Implications:

None.

### Strategic Plan Goals:

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

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
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**Respectfully Submitted by:**  
**Jeff Carswell, CAO/Clerk**  
**"Submitted electronically"**



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** August 14, 2023

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

**REPORT NO:** CAO 2023-36

**SUBJECT MATTER: Strategic Plan – Draft Strategic Priorities, Mission, Vision, Goals and Objectives**

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#### **Recommendation:**

That Council provide feedback and direction on the Draft – Strategic Priorities, Mission, Vision, Goals and Objectives for the Strategic Plan.

#### **Purpose:**

To provide an update on the Strategic Plan Project and seek direction on the Strategic Priorities, Mission, Vision, Goals and Objective statements.

#### **Background:**

The Consultation Phase of the Strategic Plan Project has been completed. The consultant held 2 Community Workshops, a Council Workshop and Staff Workshop. A community survey was also completed which had 167 responses. To conclude Phase 2, a Key Findings Report has been prepared and reviewed by Council. At the July 10<sup>th</sup> meeting, Council held a Strategic Plan Priority Setting Workshop with the consultant.

Since that time the consultant has developed Draft – Strategic Priorities, Mission, Vision, Goals and Objectives for Council consideration. These will provide direction for development of Action Items and completion of the Strategic Plan, which has also been started.

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

The Draft – Strategic Priorities, Mission, Vision, Goals and Objectives are attached to this report as Appendix “A”. Lisa Higgs and I met with the consultant to review the draft and provide some initial feedback.

Overall, these items appear consistent with the consultation process and direction Council provided during the Priority Setting Workshop. To assist the consultant with

completing the Strategic Plan and preparing a draft for Council consideration and approval, she is looking for comments and feedback. While the Strategic Priority, Mission, Vision, Goals and Objective statements are not overly long or “wordy”, they are very important and set the tone and framework for the more detailed Action Items.

**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:

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





# Township of Southwold Strategic Plan

Council Update August 14, 2023

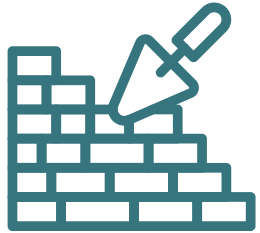


 **mellor  
murray**  
CONSULTING INC.



# Strategic Priorities

The issues that must be addressed to ensure a positive future for Southwold



## **Managing Growth/ Building Community**

Thoughtful planning that supports current residents and provides a welcoming environment for newcomers



## **Economic Development**

Investment readiness and support for new and existing businesses



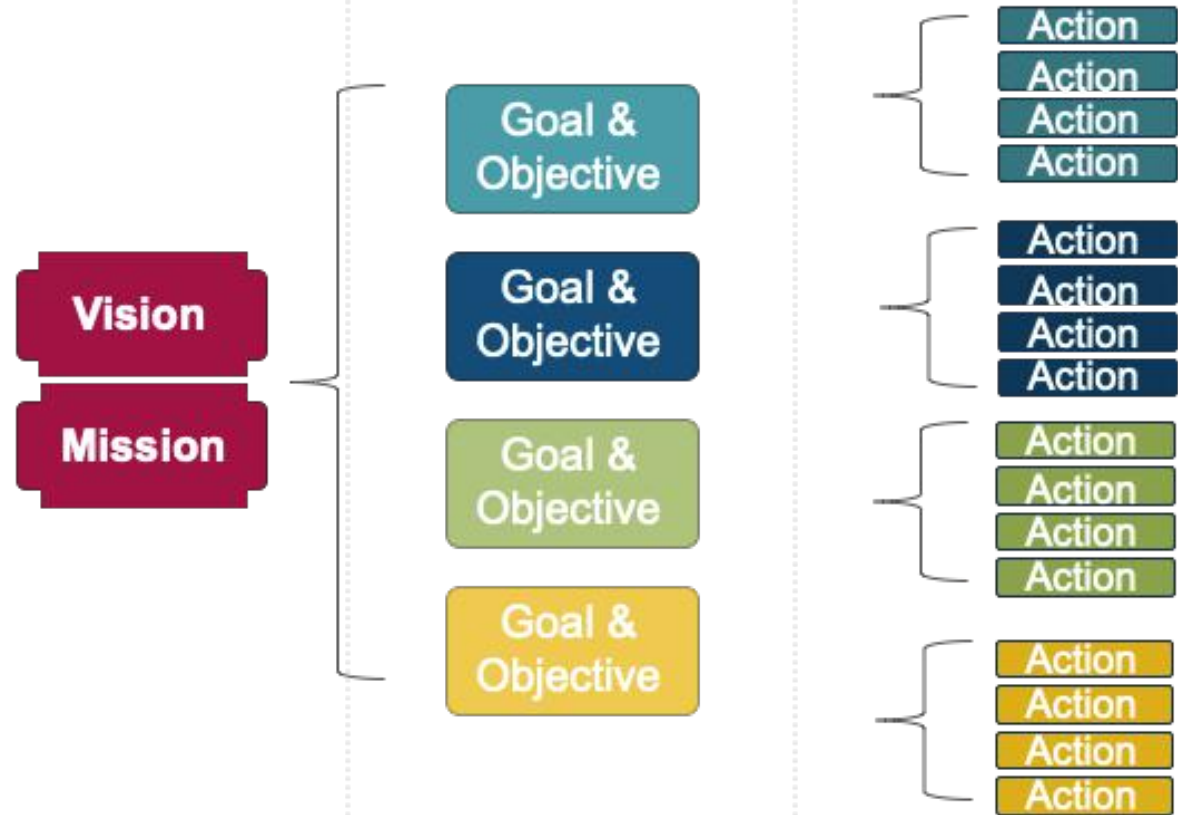
## **Cost management/Accountability**

Prudent financial management to address current needs and prepare for the future

# Strategic Plan Elements



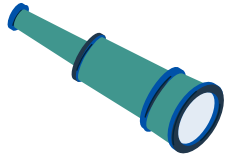
Strategic Priorities



# Vision & Mission



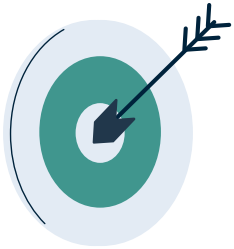
## Vision



The Township of Southwold is a vibrant, safe and growing community recognized for its high quality of life and economic opportunity.

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

## Mission







To provide quality municipal services that support growth, prosperity and exceptional quality of life through prudent management.

What the Township of Southwold does and why.

# Goals & Objectives



	<b>Goal</b> Broad based end state needed to achieve the mission	<b>Objective</b> The desired outcome as a result of the end state
	<b>Managed growth</b>	<ul style="list-style-type: none"><li>• Policies, programs and infrastructure that manage growth to align with community capacity</li></ul>
	<b>Welcoming and supportive neighbourhoods</b>	<ul style="list-style-type: none"><li>• Inclusive, resident-focused programs, services, and facilities throughout Southwold</li></ul>
	<b>Economic opportunity</b>	<ul style="list-style-type: none"><li>• Investment readiness and support for new and existing businesses</li></ul>
	<b>Fiscal responsibility and accountability</b>	<ul style="list-style-type: none"><li>• Prudent financial management to address current needs and prepare for the future.</li><li>• Engaged and informed residents, businesses, and other interested parties</li></ul>



# COUNCIL HIGHLIGHTS

TUESDAY,  
JULY 11, 2023

## IN THIS ISSUE:

Flags of Change: Empowering  
Community Initiatives and  
Awareness Campaigns  
Across Elgin

Planning Updates

Preserving Elgin's History  
in the Digital Age



## FLAGS OF CHANGE: EMPOWERING COMMUNITY INITIATIVES AND AWARENESS CAMPAIGNS ACROSS ELGIN

The County of Elgin frequently receives requests from community groups and organizations for flag raisings and proclamations to promote their programs or initiatives and raise public awareness.

Elgin's Community Flag Raising and Flag Protocol Policy states, "Elgin County Council reserves the right to determine which flags will be displayed at the County Administration Building and will strive to accommodate and provide opportunities for community groups to display their flags."

County Council approved two requests for proclamations and flag raisings at their July 11 meeting.

### **Elgin County Drowning Prevention Coalition**

The Coalition requested that July 16-22, 2023, be proclaimed Drowning Prevention Week, and their flag be raised on July 19, 2023. This aligns with the National Drowning Prevention Week of the Lifesaving Society of Canada.

### **Childcan**

Dave and Maureen Jenkins, representing Childcan, have also requested the County to raise a flag and proclaim September 2023 as Childhood Cancer Awareness Month.

## PLANNING UPDATES

Elgin's Acting Manager of Planning, Paul Hicks, provided Council with two planning-related reports. Council granted approval to the following planning matters:

- Approval of Official Plan Amendment No. 22 to the Official Plan of the Town of Aylmer. This amendment aims to alter the land use classification at 230 John Street in Aylmer from "Highway Commercial" to "Residential," allowing the former hardware store property to be utilized for multi-residential purposes.
- Approved a revised Draft Plan of Subdivision prepared by MTE Ontario Land Surveyors in the Municipality of Central Elgin. This revision removes Block 183 from the Draft Plan of Subdivision as a result of Thames Valley District School Board expropriating lands to build a new school in the town of Belmont.

## PRESERVING ELGIN'S HISTORY IN THE DIGITAL AGE



Elgin's Archives department is currently digitizing a large volume of its records, which is maximizing storage capacity on County servers. If an alternative solution is not found soon, this issue could potentially compromise or completely disable the functionality of other critical County applications.

Community & Cultural Services staff have suggested moving Archives and Museum software, along with associated digital image and text files, to the Cloud to alleviate this issue. County Council has approved an agreement with Andornot Consulting Inc. for Cloud hosting and software services.

For the complete July 11, 2023, County Council Agenda Package, please visit the Elgin County [website](#).





# COUNCIL HIGHLIGHTS

TUESDAY,  
JULY 25, 2023

## IN THIS ISSUE:

County Council Approves  
Innovative Official Plan  
Amendment for Vibrant  
Growth in Aylmer

A Transparent Approach:  
Understanding Elgin County's  
Fee Changes

Community Safety in Focus: Elgin  
County and OPP to Extend  
Policing Agreement

Revitalizing Health:  
Strengthening SWPH  
Amidst Covid-19 Challenge

Fueling Safety: Elgin to  
Collaborate with Municipal  
Partners to Tackle Legacy Oil &  
Gas Hazards

Elgin County Backs Bayham in  
Storm Water Infrastructure  
Funding



## COUNTY COUNCIL APPROVES INNOVATIVE OFFICIAL PLAN AMENDMENT FOR VIBRANT GROWTH IN AYLMER

The Acting Manager of Planning for Elgin presented County Council with Official Plan Amendment (OPA) No. 23 for the Town of Aylmer's Official Plan.

This amendment adds a Special Policy Area to re-designate the subject lands from "Low Density Residential" to "Special Policy Area Medium Density Residential 3". This change will allow for a general commercial (office) use on the ground floor of the building and permit up to six residential dwelling units in the rest of the building.

County Council approved this amendment as staff confirmed that it meets all policy and regulatory requirements.



\*Please note that this is not an actual rendering of the changes proposed to the subject lands.

## A TRANSPARENT APPROACH: UNDERSTANDING ELGIN COUNTY'S FEE CHANGES

Every year, Elgin's Management Team and County staff evaluate the fees and charges for administrative activities in each department to ensure that they reflect the cost of materials, activities, and services. County Council has approved the following list of fee changes from the previous year:

- Additional charge for lost and damaged Yoto players at Elgin County Library Branches
- An increase to the fees associated with room rentals at the County Administration Building, and an increase to the Single Move Overweight Permit Fee to reflect cost recovery
- A rate change for services provided by the Barber/Hairdresser at Terrace Lodge (one of Elgin's three (3) Long Term Care Homes)
- A change to research fees from \$50.00/hour to a cost recovery basis to align with the provisions of the shared services agreement.
- A reimbursement for additional costs incurred for professional services related to technical studies/reports determined necessary by the Manager of Planning
- Tourism Membership fees have been eliminated as the fees are now contained within the department budget.
- Provincial Offences fees have increased to recover costs associated with the preparation of transcripts.

## COMMUNITY SAFETY IN FOCUS: ELGIN COUNTY AND OPP TO EXTEND POLICING AGREEMENT



The agreement between Elgin County and the Ontario Provincial Police (OPP) concerning policing services for six Municipalities will come to an end on December 31, 2023.

County Council has granted approval for the Elgin Group Policing Agreement to be sent to the local Councils in Bayham, Malahide, Central Elgin, Southwold, Dutton-Dunwich, and West Elgin to approve the agreement for an additional two years.



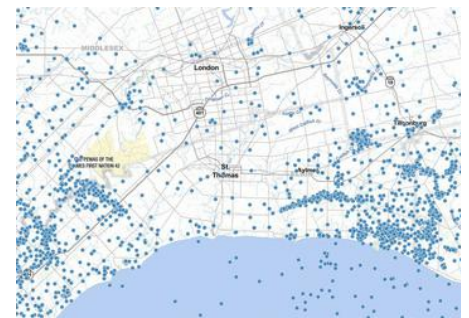
## REVITALIZING HEALTH: STRENGTHENING SWPH AMIDST COVID-19 CHALLENGE

The Southwestern Public Health (SWPH) catchment area has been experiencing a decline in population health due to Covid-19. As a result, SWPH's Board of Health has approved additional investments by the Ministry of Health and its Municipalities, as outlined in their Further Investments in Public Health Priorities Report.

The County of Elgin is required to provide SWPH with an extra levy of \$61,254. In response, Council has agreed to allocate \$15,313.50 per month, effective September 1, 2023.

## FUELING SAFETY: ELGIN TO COLLABORATE WITH MUNICIPAL PARTNERS TO TACKLE LEGACY OIL & GAS HAZARDS

The Ministry of Natural Resources and Forestry has allocated \$7.5 million in funding to municipalities to manage the hazards caused by legacy oil and gas wells and subsurface gas mitigation. County Council has instructed staff to collaborate with Local Municipal Partners in order to create a submission package for funding through the Legacy Oil & Gas Wells Municipal Transfer Payment Program.



\*Map of Abandoned Oil Wells

## ELGIN COUNTY BACKS BAYHAM IN STORM WATER INFRASTRUCTURE FUNDING

The Municipality of Bayham requested a letter of support from Elgin County to accompany their application to the Disaster Mitigation Adaption Fund. County Council directed staff to generate a letter of support to assist the Municipality of Bayham's efforts in attaining funding to help offset the costs of replacing storm water infrastructure in Port Burwell.

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



# COUNCIL HIGHLIGHTS

TUESDAY,  
AUGUST 8, 2023

## IN THIS ISSUE:

Rising to New Heights: The Transformation of the County Administration Building

Paving the Way: Revamping Elgin County's Road Maintenance Agreement

Green Lights for Official Plan Amendments in Elgin County

Preserving History: Reviving Elgin County's Council Chambers and Entrance

Financial Fortunes: County's 1st Quarter Surplus Shines Bright

Embracing Unity: Elgin County Celebrates Pride Week with Flag-Raising Ceremony and Commitment to Diversity



## RIISING TO NEW HEIGHTS: THE TRANSFORMATION OF THE COUNTY ADMINISTRATION BUILDING

The County Administration Building is currently undergoing its largest renovation since it was first occupied in 1985. The building, which was constructed in 1938, is in need of new elevators due to the existing ones being outdated. The first floor elevation changes also pose accessibility challenges. In 2022, County Council awarded a renovation project to Elgin Construction to address these issues by constructing new elevator additions.

Elgin Construction was awarded the project on November 16th, 2022, with work scheduled to begin on January 17th, 2023. The anticipated completion date was October 2023, and the project costs have remained within the budget allocation. However, a number of delays have occurred, which have extended the anticipated completion date.

As of now, the north elevator is scheduled to be commissioned by November 2023, with a revised completion date of May 2024.



## PAVING THE WAY: REVAMPING ELGIN COUNTY'S ROAD MAINTENANCE AGREEMENT

County Council gave its approval for the 2023 County Roads Maintenance Agreement and directed staff to present the draft County Roads Maintenance Agreements to each of Elgin's Local Municipal Partners (LMPs).

Following the municipal restructuring/amalgamation in January 1998, the constituent lower tier municipalities in Elgin County became responsible for maintaining roads and related infrastructure under the jurisdiction and ownership of Elgin County. Until 2012, the terms of the maintenance relationship were summarized inadequately, lacking detail on respective rights, obligations, and operational processes.

Over the years, these concerns were addressed through the creation of a comprehensive road maintenance agreement. These agreements detailed the road maintenance relationship, including a statement of services to be performed by the LMPs. However, the agreement still addressed a number of operational and administrative concerns raised by the LMPs.

In 2021, Elgin County hired StrategyCorp as a consultant to lead discussions with representatives of the County and LMPs to address identified areas of concern. StrategyCorp prepared a report detailing its findings, conclusions, and recommendations for a new County Roads Maintenance Agreement to become effective on January 1, 2023. County Council previously approved the report, adopted its recommendations, and directed staff to prepare an agreement format to reflect the same.

Over the past twelve months, Elgin Legal Services, with input from Engineering Services and direction from the former General Manager – Engineering, Planning, and Enterprise, has developed an Agreement format in keeping with StrategyCorp's recommendations. Representatives from Elgin's LMPs have confirmed that the final version of the Agreement format is acceptable.





## GREEN LIGHTS FOR OFFICIAL PLAN AMENDMENTS IN ELGIN COUNTY

Elgin County Council has given the green light to Official Plan Amendment No. 22 for the Township of Malahide. PH Engineering Solutions is a company that specializes in designing control systems for manufacturing businesses. They are currently located in a former Township Fire Station that has been repurposed for their use and are looking to expand their operations by adding 0.7 acres of land to the east and constructing a new building. However, the proposed expansion lands are currently designated as 'Agriculture' and an amendment to the Township's Official Plan is necessary.

Similarly, the County Council has approved Official Plan Amendment No. 33, in the Municipality of Bayham. The applicant is looking to sever a farm residence that has been rendered surplus due to the acquisition of additional farm parcels. However, a site-specific amendment to the Bayham Official Plan is required due to the applicant's primary operations being based in the neighboring Malahide Township.



## PRESERVING HISTORY: REVIVING ELGIN COUNTY'S COUNCIL CHAMBERS AND ENTRANCE

With renovations to Elgin County Council Chambers and the entrance to the Elgin County Administration Building now complete, County Council approved the re-installation of certain photographs and plaques both in County Council Chambers and in the building entrance.



## FINANCIAL FORTUNES: COUNTY'S 1ST QUARTER SURPLUS SHINES BRIGHT

During the Council meeting, the Director of Finance shared the 1st Quarter Operating Financial summary report, which gives an overview of departmental performance from January to March 2023. After assessing each County department, it was found that there was an operating surplus of \$304,096 by the end of March.

## EMBRACING UNITY: ELGIN COUNTY CELEBRATES PRIDE WEEK WITH FLAG-RAISING CEREMONY AND COMMITMENT TO DIVERSITY

Warden Ed Ketchabaw proclaimed August 7th through 13th as Pride Week in Elgin County. Warden Ketchabaw was joined by MP Karen Vecchio, Spokesperson Devon Church, and Martin Withenshaw of the Rainbow Optimist Club- Southwestern Ontario to officially kick off Pride Week.

This flag-raising event was intended to show the County's support for the Rainbow Community and to demonstrate the community's commitment to providing safe and welcoming places for all members.

On behalf of Elgin County Council, Warden Ketchabaw encourages all citizens to take pride in our diversity and celebrate our differences to help make our community a place that we can all be proud to call home.



For the complete August 8, 2023, County Council Agenda Package, please visit the Elgin County [website](#).

July 25, 2023

Municipality of Bayham  
Township of Malahide  
Municipality of Central Elgin  
Township of Southwold  
Municipality of Dutton Dunwich  
Municipality of West Elgin

via email

**RE: Elgin Group Policing Agreement**

Dear Municipal Partners,

At its meeting on July 25, 2023 Elgin County Council considered a staff report informing Council of the upcoming expiration date of the agreement with the Ontario Provincial Police, and passed the following resolution:

“Moved by: Councillor Noble  
Seconded by: Councillor Sloan

RESOLVED THAT the report titled “Elgin Group Policing Agreement” dated July 25, 2023 from the Chief Administrative Officer/Clerk be received and filed; and

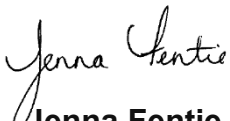
THAT the report be sent to the local Councils in Bayham, Malahide, Central Elgin, Southwold, Dutton Dunwich, and West Elgin for their consideration to approve the agreement for an additional two years.

Motion Carried.”

A copy of the report is attached.

If you have any questions, please contact Don Shropshire, Chief Administrative Officer/Clerk at [cao@elgin.ca](mailto:cao@elgin.ca).

Yours truly,



**Jenna Fentie**  
**Manager of Administrative Services/Deputy Clerk**  
[jfentie@elgin.ca](mailto:jfentie@elgin.ca)

cc: Don Shropshire, Chief Administrative Officer/Clerk



## REPORT TO COUNTY COUNCIL

**FROM:** Don Shropshire, CAO/Clerk

**DATE:** July 25, 2023

**SUBJECT:** Elgin Group Policing Agreement

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### RECOMMENDATIONS:

THAT the Report to Council, dated July 25, 2023 and entitled Elgin Group Policing Agreement be received and filed.

THAT the report be sent to the local Councils in Bayham, Malahide, Central Elgin, Southwold, Dutton-Dunwich and West Elgin for their consideration to approve the agreement for an additional two years.

### INTRODUCTION:

The current agreement with the Ontario Provincial Police (OPP) to provide policing services to aforementioned six Municipalities expires on December 31, 2023 or the date The Community Policing and Safety Act (CPSA) 2019 comes into force.

### BACKGROUND AND DISCUSSION:

The terms of the current agreement with OPP has been in place since 2015. The CAOs of each Municipality have been consulted and they support renewing the existing agreement for an additional two years. It is expected that during this term the CPSA will come into force and replace the existing agreement, until then we need to maintain an agreement for policing services. This is the only option for policing services being considered at this time.

A copy of the current agreement is included with this report.

### FINANCIAL IMPLICATIONS:

The cost of services is calculated using a four-year rolling average so there is not expected to be any significant change in the year to year costs. A copy of the 2023 Billing Statement, the 10-year historical trend and the Billing Model is included with this report. Consideration needs to be given to the future requirements and cost for policing

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given the expected growth in Elgin County. The OPP has been invited to join our local Municipalities and the County of Elgin to plan for the expected growth.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

<b>Serving Elgin</b>	<b>Growing Elgin</b>	<b>Investing in Elgin</b>
<input type="checkbox"/> Ensuring alignment of current programs and services with community need.  <input type="checkbox"/> Exploring different ways of addressing community need.  <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.  <input type="checkbox"/> Fostering a healthy environment.  <input type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future.  <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

#### **Additional Comments:**

#### **LOCAL MUNICIPAL PARTNER IMPACT:**

Policing services in our local municipal partners in Bayham, Malahide, Central Elgin, Southwold, Dutton-Dunwich and West Elgin are directly impacted by this report.

#### **COMMUNICATION REQUIREMENTS:**

The Report to Council needs to be considered by each of the six local Municipal Councils.

#### **CONCLUSION:**

The County and local Municipal CAOs are recommending local Councils approve the renewal of the current policing contract with the OPP for an additional two years.

All of which is Respectfully Submitted

Don Shropshire  
Chief Administrative Officer/Clerk



## OPP 2023 Annual Billing Statement

### Elgin Group

Estimated costs for the period January 1 to December 31, 2023

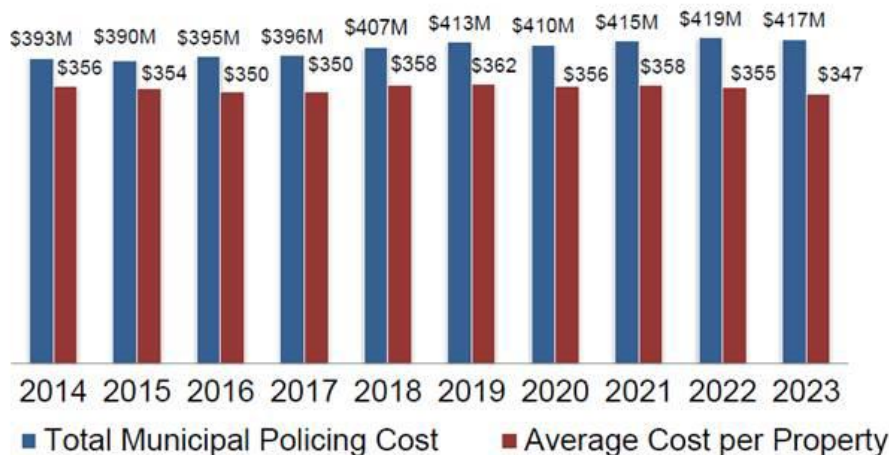
Please refer to [www.opp.ca](http://www.opp.ca) for 2023 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	18,385		
	Commercial and Industrial	873		
	Total Properties	19,258	165.66	3,190,318
Calls for Service	(see summaries)			
	Total all municipalities	178,576,909		
	Municipal portion	1.4933%	138.48	2,666,760
Overtime	(see notes)		12.31	237,118
Court Security	(see summary)		6.13	118,060
Prisoner Transportation	(per property cost)		1.17	22,532
Accommodation/Cleaning Services	(per property cost)		4.87	93,786
Total 2023 Estimated Cost			328.62	6,328,575
2021 Year-End Adjustment			(see summary)	64,236
Grand Total Billing for 2023				6,392,811
2023 Monthly Billing Amount				532,734

## OPP Municipal Policing Snapshot

### Historical Trends (2014-2023)

Since the inception of the billing model in 2015, recoveries have increased at an annualized rate of approximately 1%



Note: 2014-2021 figures are based on actual and 2022-2023 are estimated costs. All costs are net of recoveries for policing services provided to municipalities in a post-amalgamation 3+ years transition contract and municipal discount.

## OPP Billing Model Policing Costs Year over Year Cost Comparison Chart

Municipality **Elgin Group**  
 Agreement Section 10 - Group  
 Detachment Elgin

Year	Cost Status	Property Count	Total Cost		Year over Year Cost Variance	Cost Per Property		OPP Average Cost per Property
			Before Cap	Capped		Before Cap	Capped	
2015	Reconciled	18,269	\$6,066,252	\$6,067,951		\$332	\$332	\$354
2016	Reconciled	18,514	\$6,121,190	\$6,121,190	0.9%	\$331	\$331	\$350
2017	Reconciled	18,579	\$6,153,324	\$6,153,324	0.5%	\$331	\$331	\$350
2018	Reconciled	18,523	\$6,249,244	\$6,249,244	1.6%	\$337	\$337	\$358
2019	Reconciled	18,658	\$6,390,962	\$6,390,962	2.3%	\$343	\$343	\$362
2020	Reconciled*	18,822	\$6,210,282		-2.8%	\$330		\$356
2021	Reconciled*	18,964	\$6,460,054		4.0%	\$341		\$358
2022	Estimate*	19,099	\$6,397,184		-1.0%	\$335		\$355
2023	Estimate*	19,258	\$6,328,575		-1.1%	\$329		\$347

\* 2019 was the final year of the 5 year phase-in period, no caps have been applied after 2019.



This second AMENDING AGREEMENT is from the 30th day of December, 2022 to the 31st day of December, 2023

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL**  
**("Ontario")**

-and-

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**  
**THE CORPORATION OF THE MUNICIPALITY OF BAYHAM**  
**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**  
**THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN**  
**THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH**  
**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**("the Elgin Group")**

#### **BACKGROUND**

- A. The Parties entered into the Agreement for the provision of Police Services under Section 10 of the *Police Services Act* (the "Agreement") which commenced on the 1<sup>st</sup> day of January 2015.
- B. The Agreement includes all the Schedules and Appendices to the Agreement.
- C. Pursuant to Section 29, the Parties may amend the Agreement by written agreement.
- D. The Parties wish to further amend the Agreement as set out in this second Amending Agreement, by extending the duration of the contract to conclude on the 31<sup>st</sup> of December, 2023, as supported by:
- Bylaw # 2022-49, dated the 21st day of July, 2022 of the Council of the Municipality of West Elgin (attached as Schedule "A-1").
  - Bylaw # 2022-054, dated the 21st day of July, 2022 of the Council of the Municipality of Bayham (attached as Schedule "A-1").
  - Bylaw # 2022-68, dated the 8th day of August, 2022 of the Council of the Township of Southwold (attached as Schedule "A-1").
  - Bylaw # 2727, dated the 18th day of August, 2022 of the Council of the Municipality of Central Elgin (attached as Schedule "A-1").
  - Bylaw # 2022-62, dated the 10th day of August, 2022 of the Council of the Municipality of Dutton Dunwich (attached as Schedule "A-1").
  - Bylaw # 22-52, dated 21st day of August, 2022 of the Council of the Township of Malahide (attached as Schedule "A-1").

NOW THEREFORE, the Parties agree as follows:

1. Section 26 of the Agreement shall be replaced with the following:

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of January 2015, and shall conclude on the earlier of (i) the 31<sup>st</sup> day of December, 2023 or (ii) the date that the Community Safety and Policing Act, 2019 comes into force.

Relevant terms and conditions of the Agreement, that are not specifically amended but that relate to the amendments set out in this Amending Agreement shall be deemed to be amended so as to give effect to the changes herein.

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective as of the 30th day of December, 2022.

FOR ONTARIO

\_\_\_\_\_  
Deputy Solicitor General, Community Safety

FOR THE Corporation of  
the Municipality of West Elgin

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: September 15/22

FOR THE Corporation of  
the Municipality of Bayham

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: Oct 19/22

FOR THE Corporation of  
the Township of Southwold

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: October 20, 2022

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FOR THE Corporation of  
the Municipality of Central Elgin

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: 9/20/22

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FOR THE Corporation of  
the Municipality of  
Dutton/Dunwich

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: Oct 20/22

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FOR THE Corporation of  
the Township of Malahide

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: Oct 6, 2022

**Schedule "A-1"**

**BY-LAW'S OF THE MUNICIPAL COUNCIL  
Elgin Group**

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**

**THE CORPORATION OF THE MUNICIPALITY OF BAYHAM**

**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN**

**THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH**

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**





# MUNICIPALITY OF **West Elgin**

**The Corporation Of The Municipality Of West Elgin**

## **By-Law No. 2022-49**

**A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO EXECUTE AN  
AMENDING AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO  
AS REPRESENTED BY THE SOLICITOR GENERAL FOR THE PROVISION OF POLICE  
SERVICES FOR THE ELGIN GROUP MUNICIPALITIES**

**Whereas** the *Municipal Act, 2001 S.O. c.25*, as amended, authorizes municipalities to enter into agreements; and

**Whereas** under Section 4(1) of the *Police Services Act, R.S.O. 1990, c.P.15*, municipalities are required to provide adequate and effective police services in accordance with its needs; and

**Whereas** under Section 10 of the *Police Services Act, R.S.O. 1990, c.P.15*, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police; and

**Whereas** under Section 29, the Parties may amend the Agreement by written agreement; and

**Whereas** the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Municipality of Dutton Dunwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

**Now Therefore** the Council of the Corporation of the Municipality of West Elgin enacts as follows:

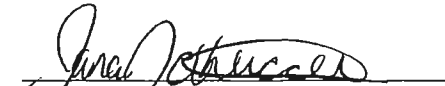
1. The Mayor and the Clerk are hereby authorized, on behalf of the Corporation of the Municipality of West Elgin to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.

2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 30th day of December 2022 and will conclude on the 31st day of December 2023.
4. A copy of said amending agreement shall remain attached to and form part of this by-law.
5. This By-law shall come into force and effect upon the final passing thereof.

Read a first, second, and third time and finally passed this 21<sup>st</sup> day of July, 2022.



Duncan McPhail  
Mayor

  
Jana Nethercott  
Clerk



**THE CORPORATION OF THE MUNICIPALITY OF BAYHAM**

**BY-LAW NO. 2022-054**

**A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE AN AMENDING AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL FOR THE PROVISION OF POLICE SERVICES FOR THE ELGIN GROUP MUNICIPALITIES**

**WHEREAS** the Municipal Act, 2001 S.O. c.25, as amended, authorizes municipalities to enter into agreements;

**AND WHEREAS** under Section 4(1) of the Police Services Act, R.S.O. 1990, c.P.15, municipalities are required to provide adequate and effective police services in accordance with its needs;

**AND WHEREAS** under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police;

**AND WHEREAS** under Section 29, the Parties may amend the Agreement by written agreement;

**AND WHEREAS** the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Municipality of Dutton Durwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF BAYHAM ENACTS AS FOLLOWS:**

- 1. THAT** the Mayor and Clerk are hereby authorized, on behalf of the Corporation of the Municipality of Bayham to enter into an execute under its corporate seal an agreement for the provision of Police Services With the Solicitor General of Ontario;
- 2. AND THAT** the Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group;

3. **AND THAT** the Police Services amending agreement will commence on the 30<sup>th</sup> day of December, 2022 and will conclude on the 31<sup>st</sup> day of December 2023;
4. **AND THAT** a copy of said amending agreement shall remain attached to and form part of this by-law;
5. **AND THAT** this by-law shall come into force and effect upon the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21<sup>st</sup> DAY OF JULY 2022.**

  
MAYOR

  
CLERK



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

### **BY- LAW NO. 2022-68**

#### **Being a By-law to authorize the Mayor and the Clerk to execute an amending agreement with her Majesty the Queen in Right of Ontario as represented by the Solicitor General for the provision of police services for the Elgin Group Municipalities**

WHEREAS the Municipal Act, 2001 S.O. c.25, as amended, authorizes municipalities to enter into agreements; and

AND WHEREAS under Section 4(1) of the Police Services Act, R.S.O. 1990, c.P.15, municipalities are required to provide adequate and effective police services in accordance with its needs;

WHEREAS under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police;

AND WHEREAS under Section 29, the Parties may amend the Agreement by written agreement;

AND WHEREAS the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Municipality of Dutton Dunwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

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

1. The Mayor and the Clerk are hereby authorized, on behalf of the Corporation of the Township of Southwold to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.
2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 30<sup>th</sup> day of December 2022 and will conclude on the 31<sup>st</sup> day of December 2023.
4. A copy of said amending agreement shall remain attached to and form part of this by-law.
5. This By-law shall come into force and effect upon the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF AUGUST, 2022.**

  
\_\_\_\_\_  
Mayor  
Grant Jones  
\_\_\_\_\_  
CAO/Clerk  
Jeff Carswell



**THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN  
BY-LAW NO. 2727**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK  
TO EXECUTE AN AMENDING AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL FOR THE PROVISION OF  
POLICE SERVICES FOR THE ELGIN GROUP MUNICIPALITIES**

**WHEREAS** the Municipal Act, 2001 S.O. c.25, as amended, authorizes municipalities to enter into agreements; and

**AND WHEREAS** under Section 4(1) of the Police Services Act, R.S.O. 1990, c.P.15, municipalities are required to provide adequate and effective police services in accordance with its needs;

**WHEREAS** under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police;

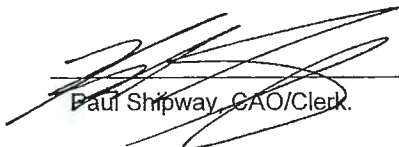
**AND WHEREAS** under Section 29, the Parties may amend the Agreement by written agreement;

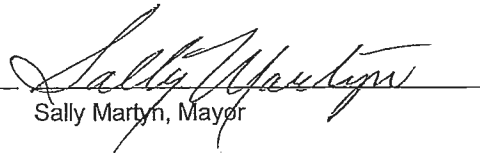
**AND WHEREAS** the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Municipality of Dutton Dunwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Central Elgin enacts as follows:

1. The Mayor and the Clerk are hereby authorized, on behalf of the Corporation of the Municipality of Central Elgin to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.
2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 30<sup>th</sup> day of December, 2022 and will conclude on the 31<sup>st</sup> day of December, 2023.
4. A copy of said amending agreement shall remain attached to and form part of this by-law.
5. This By-law shall come into force and effect upon the final passing thereof.

READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS 18<sup>th</sup> DAY OF AUGUST 2022.

  
Paul Shipway, CAO/Clerk.

  
Sally Martyn, Mayor



Municipality of  
**Dutton Dunwich**

By-Law No. 2022-62

**A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE AN  
AMENDING AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL FOR THE  
PROVISION OF POLICE SERVICES FOR THE ELGIN GROUP MUNICIPALITIES**

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes municipalities to enter into agreements; and

WHEREAS under Section 4(1) of the Police Services Act, R.S.O. 1990, c.P.15., municipalities are required to provide adequate and effective police services in accordance with its needs; and

WHEREAS under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15., the Solicitor General may enter into an agreement with the Council of a municipality or jointly with the Councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police; and

WHEREAS under Section 29, the Parties may amend the Agreement by written agreement; and

WHEREAS the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, The Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, The Corporation of the Municipality of Dutton Dunwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police.

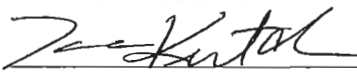
NOW THEREFORE the Municipal Council of the Corporation of the Municipality of Dutton Dunwich enacts as follows:

1. The Mayor and the Clerk are hereby authorized, on behalf of the Corporation of the Municipality of Dutton Dunwich to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.
2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 30<sup>th</sup> day of December 2022 and will conclude on the 31<sup>st</sup> day of December 2023.
4. A copy of said amending agreement shall remain attached and form part of this by-law.
5. This by-law shall come into force and effect upon the final passing thereof.

READ a first and second time this 10<sup>th</sup> day of August, 2022.

READ a third time and finally passed this 10<sup>th</sup> day of August, 2022.

  
Robert (Bob) Purcell, Mayor

  
Tara Kretschmer, Acting Clerk

By-Law No. 22-52

TOWNSHIP OF MALAHIDE

Being a By-law to authorize the Mayor and Clerk to execute  
an amending agreement with her Majesty the Queen In Right of Ontario  
as Represented by the Solicitor General for the provision of Police  
Services for the Elgin Group Municipalities.

WHEREAS the Municipal Act, 2001 S.O. c.25, as amended, authorizes municipalities to enter into agreements; and

AND WHEREAS under Section 4(1) of the Police Services Act, R.S.O. 1990, c.P.15, municipalities are required to provide adequate and effective police services in accordance with its needs;

WHEREAS under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police;

AND WHEREAS under Section 29, the Parties may amend the Agreement by written agreement;


AND WHEREAS the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Municipality of Dutton Dunwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;


NOW THEREFORE the Council of the Corporation of the Township of Malahide enacts as follows:

1. The Mayor and the Clerk are hereby authorized, on behalf of the Corporation of the Township of Malahide to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.
2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 30<sup>th</sup> day of December, 2022 and will conclude on the 31<sup>st</sup> day of December, 2023.
4. A copy of said amending agreement shall remain attached to and form part of this by-law.
5. This By-law shall come into force and effect upon the final passing thereof.

READ a FIRST and SECOND time this 21st day of July, 2022.

READ a THIRD time and FINALLY PASSED this 21st day of July, 2022.

  
\_\_\_\_\_  
Mayor, D. Mennill

  
\_\_\_\_\_  
Clerk, A. Adams

**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.);

<u>                    </u>	is being assessed in the	<u>                    </u>	of	<u>                    </u>
<u>                    </u>	is being assessed in the	<u>                    </u>	of	<u>                    </u>
<u>                    </u>	is being assessed in the	<u>                    </u>	of	<u>                    </u>
<u>                    </u>	is being assessed in the	<u>                    </u>	of	<u>                    </u>

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 2023/08/14

Enacted this 14th day of August, 20 23

Name of Head of Council (Last, First Name)

Jones, Grant

Signature

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

I, Jeff Carswell

clerk of the Corporation of the Township of Southwold,

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

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature

Corporate Seal

Corporate Seal

## **BOGART DRAIN 'C' 2023**

**Township of Southwold**



**SPRIET  
ASSOCIATES**  
ENGINEERS & ARCHITECTS  
155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
Fax (519) 433-9351  
Email: [mail@spriet.on.ca](mailto:mail@spriet.on.ca)  
[www.spriet.on.ca](http://www.spriet.on.ca)

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



**SPRIET ASSOCIATES**  
engineers & architects

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				\$	<u>3,400.00</u>



## 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 releveling 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

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
A.1 COMMENCEMENT AND COMPLETION OF WORK.....	1
A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
A.6 LIVESTOCK.....	4
A.7 STANDING CROPS.....	4
A.8 RAILWAYS, HIGHWAYS, UTILITIES.....	4
A.9 LOCATION OF UTILITIES.....	4
A.10 IRON BARS.....	4
A.11 STAKES.....	4
A.12 RIP-RAP.....	5
A.13 GABION BASKETS.....	5
A.14 RESTORATION OF LAWNS.....	5
A.15 RESTORATION OF ROADS AND LANEWAYS.....	6



## **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/100m<sup>2</sup> 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

### I N D E X

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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.

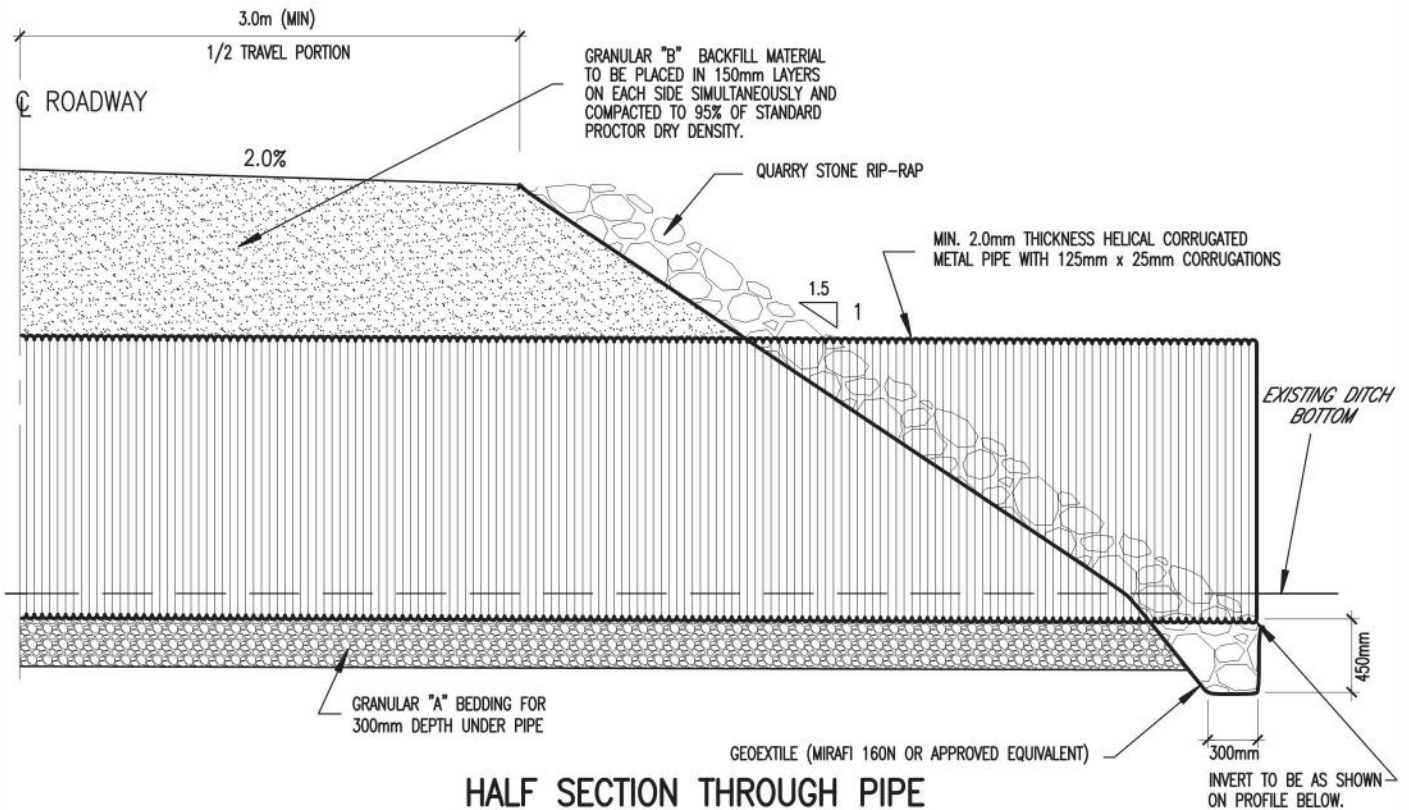
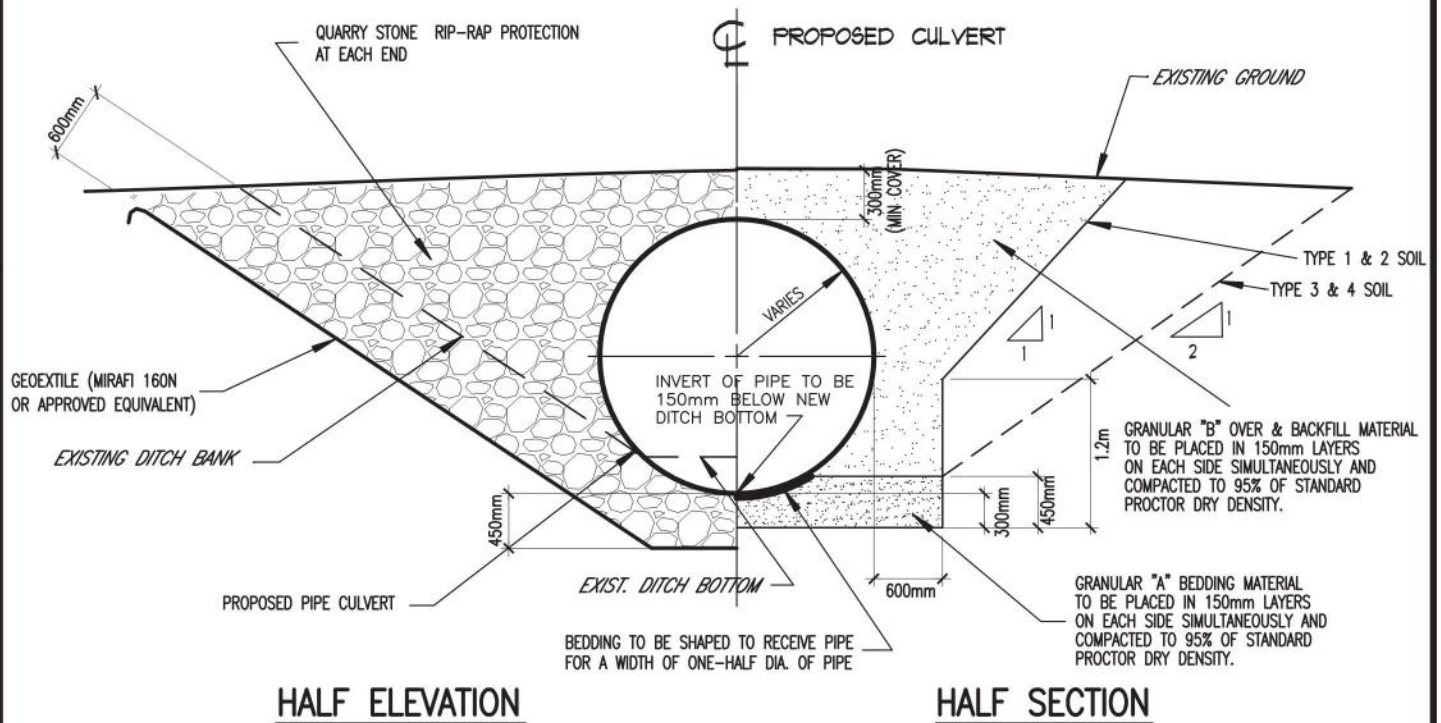
**C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM**

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

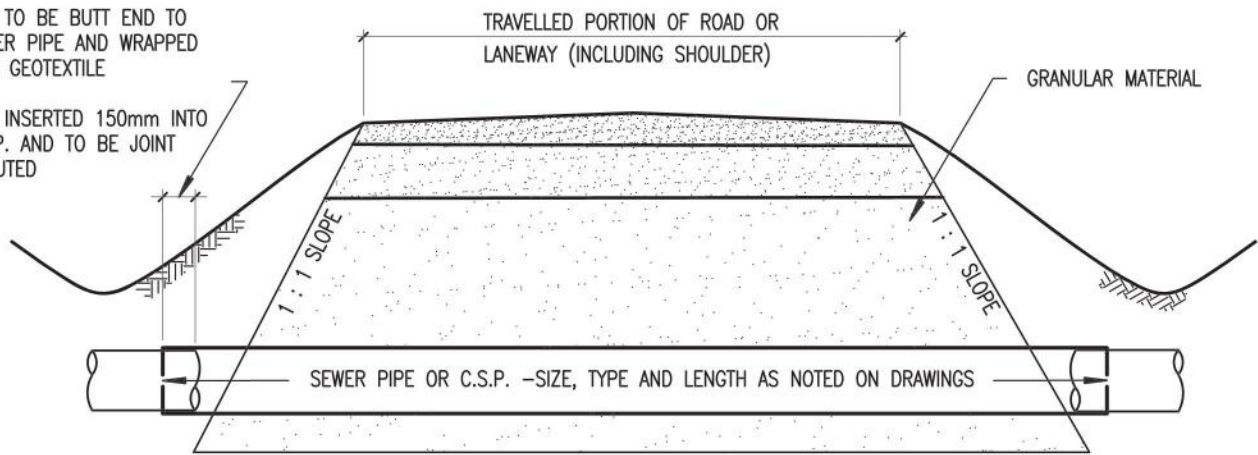


**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

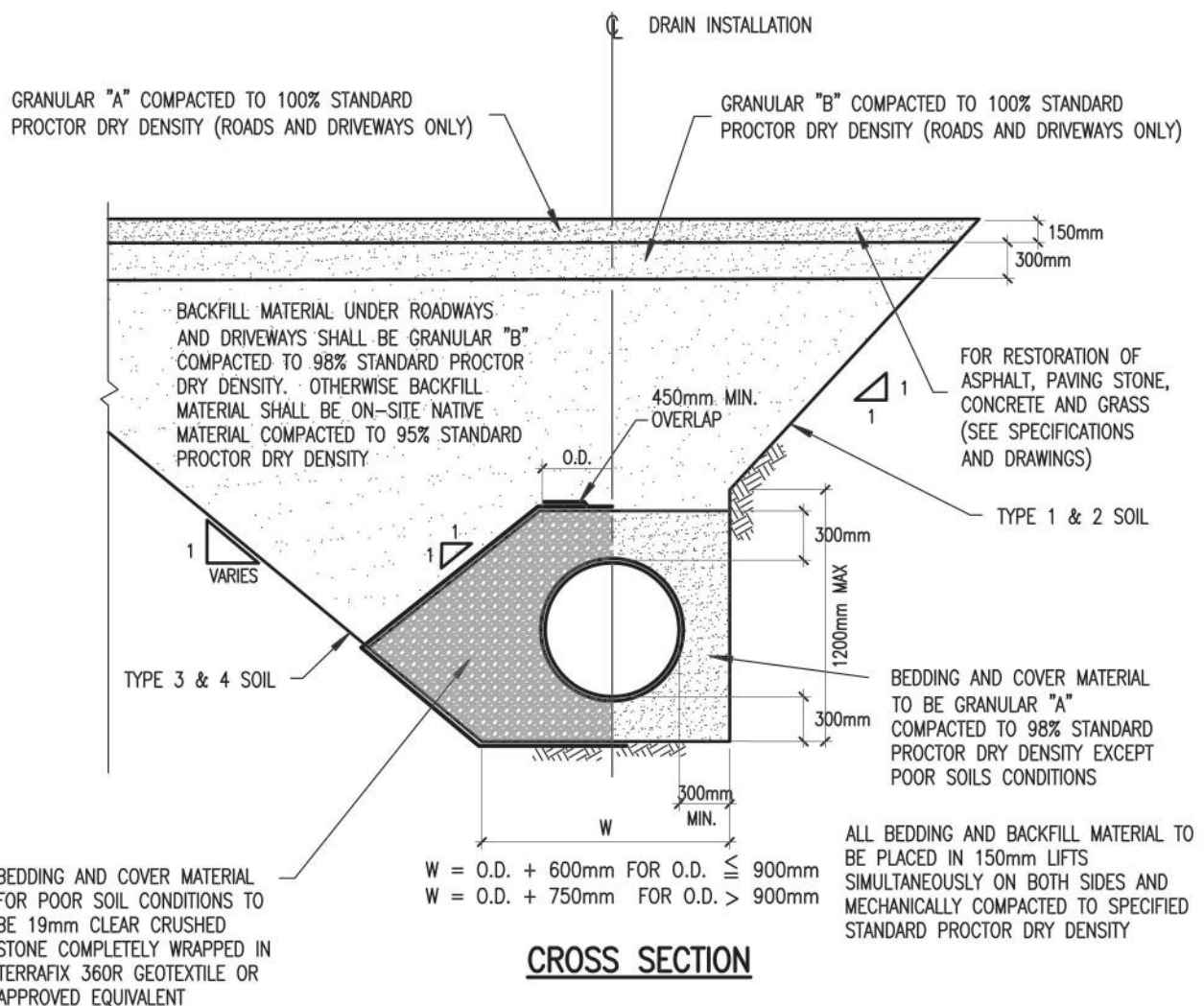
STANDARD  
DETAILED  
DRAWING  
No. 01

1. TILE TO BE BUTT END TO SEWER PIPE AND WRAPPED WITH GEOTEXTILE

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



## SECTION THROUGH PIPE



## 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

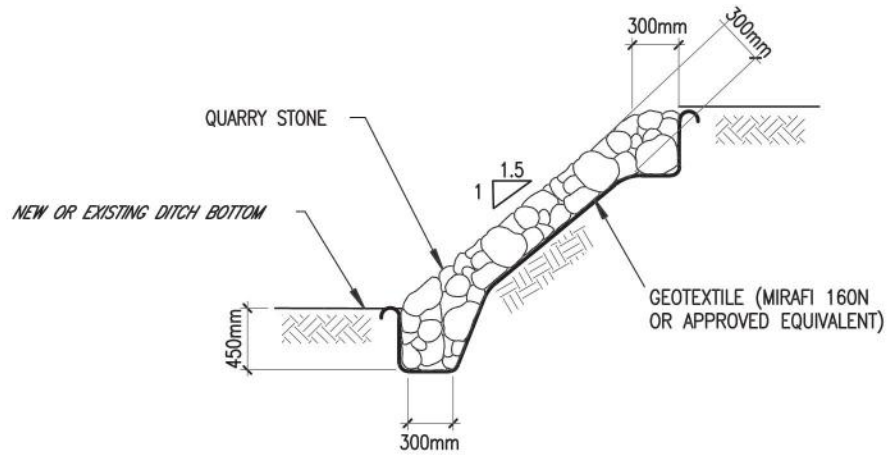


**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

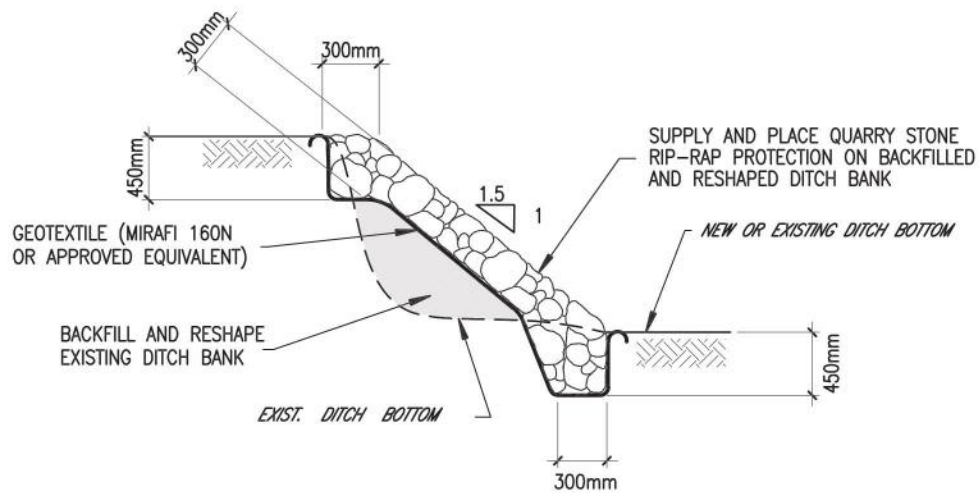
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No. 02







**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.

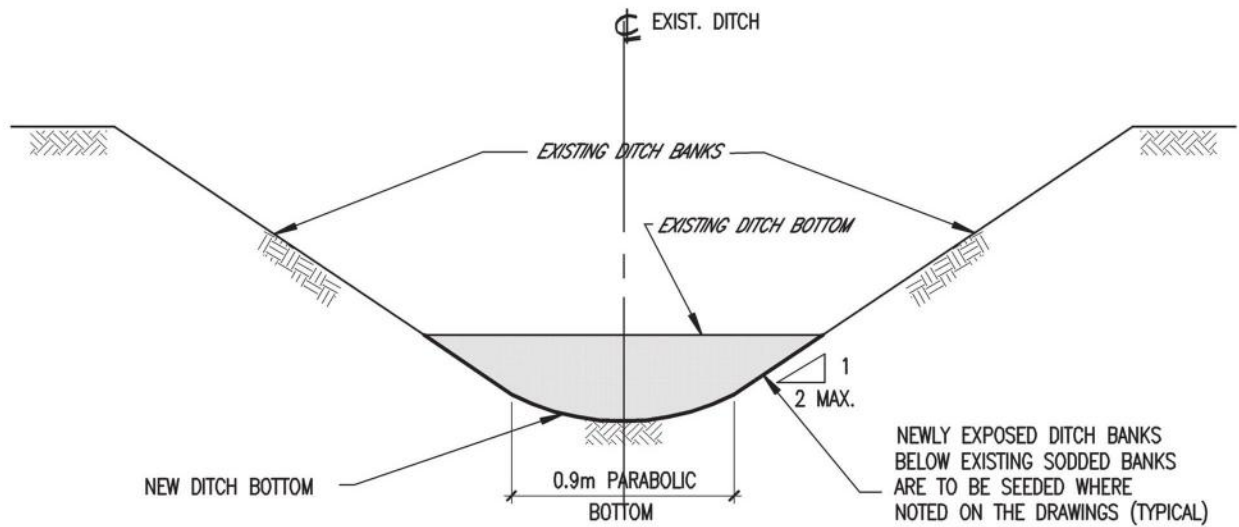
Revised: November 2000

**SECTIONS**

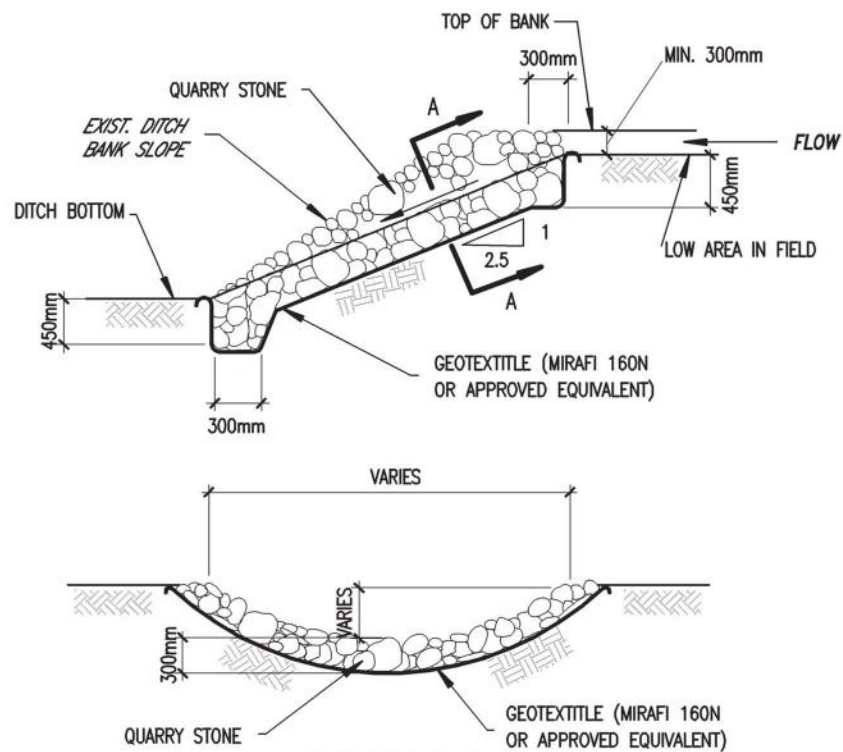


**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

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:

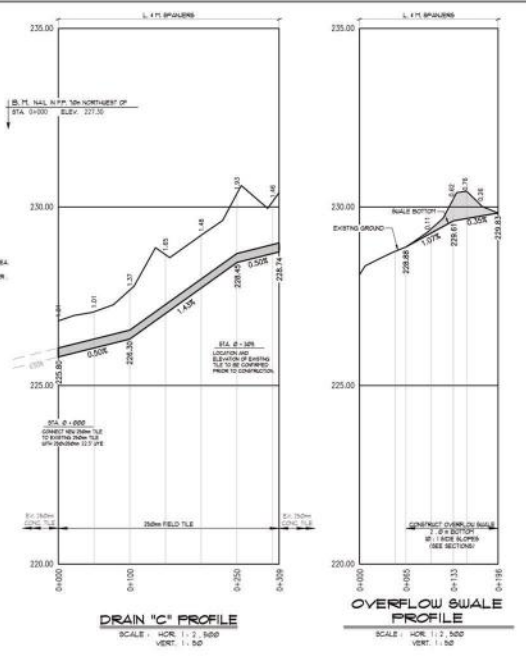
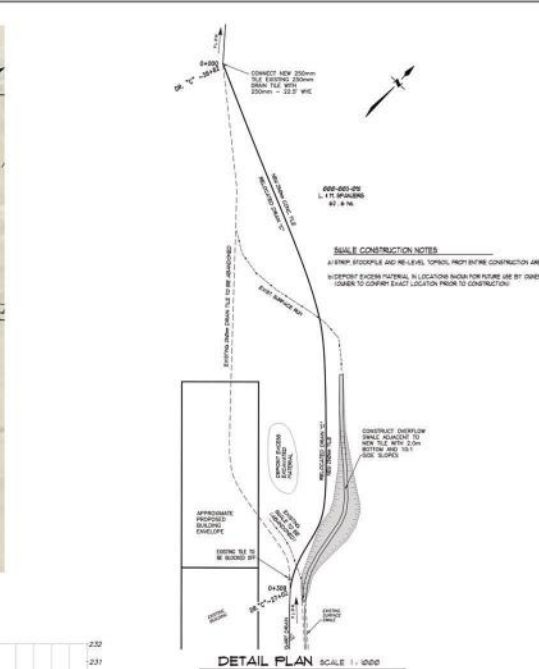
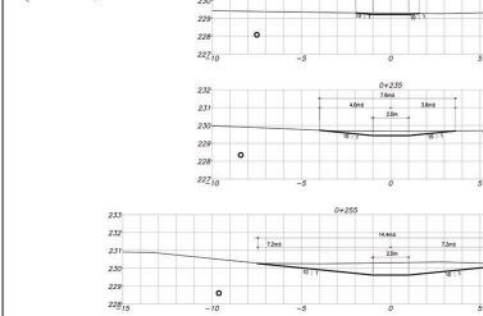
#### SECTIONS



**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

STANDARD  
DETAILED  
DRAWING  
No. **05**





**GENERAL NOTES**

1. FOR SPECIFICATIONS DATED JANUARY 2022 APPLY TO THIS PROJECT.
2. THE DRAINAGE AREA AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINAGE SHALL CONSIST OF THOSE LOTS PRESENTLY ADJACENT TO THE DRAINAGE AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING APPROXIMATE VERTICES:
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**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW NO. 2023-42**

**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 5, to change the zone symbol applying to lands legally described as CON SNBTR S PT LOTS 1 2 AND ;3 and municipally as 32698 Scotch Line shown on Schedule "A", attached hereto and forming part of this By-law, from Agricultural 1 (A1) Zone to Agricultural 3 (A3) 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 14<sup>TH</sup> DAY OF AUGUST 2023.**

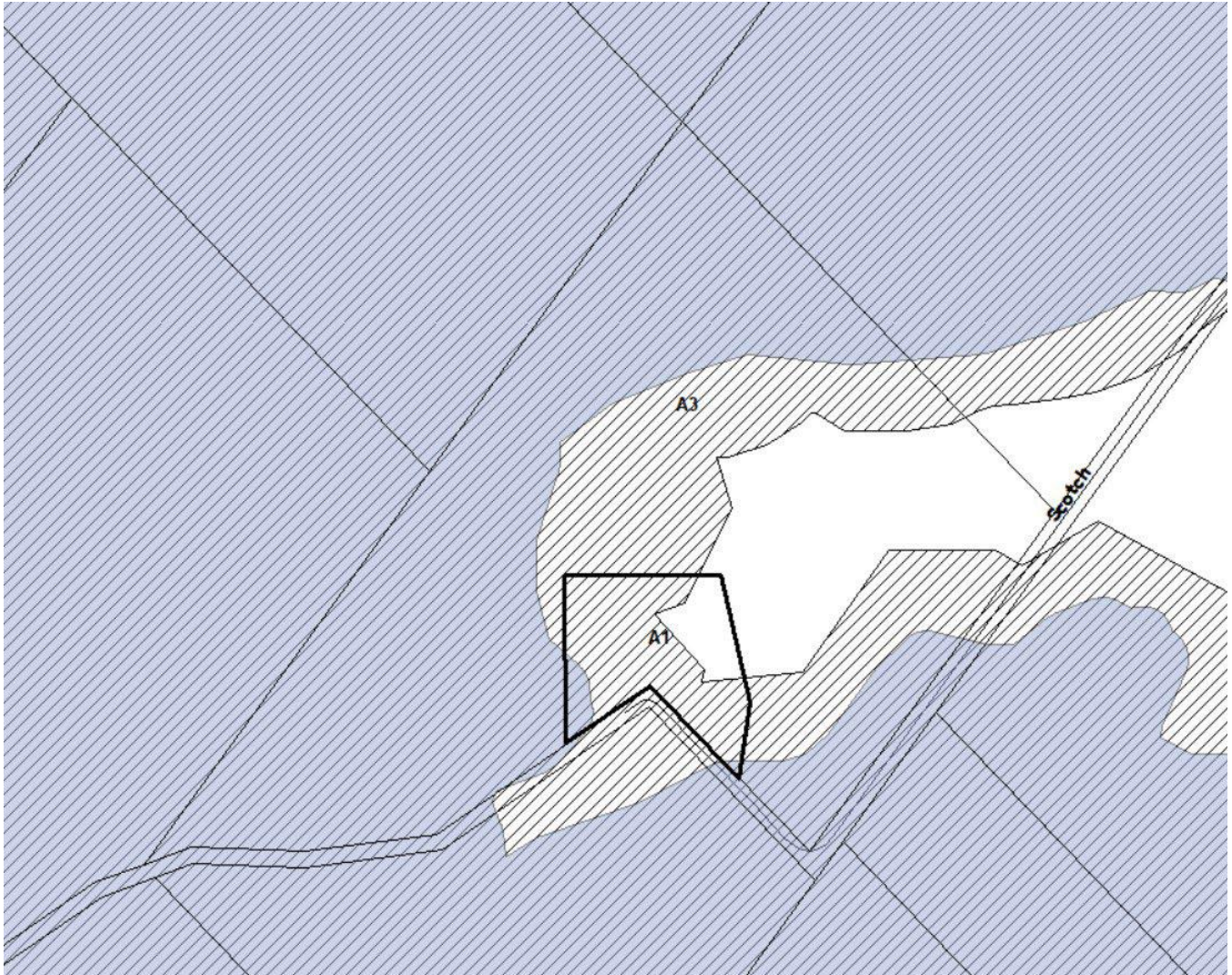
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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs





**NATURAL AREAS AND ADJACENT LANDS**



**CA REGULATION LIMITS**

**This is Schedule "A" to Bylaw No. 2023-42 passed on the 14<sup>th</sup> day of August 2023.**

**MAYOR**

**C.A.O /CLERK**

**TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE "A" MAP 5**





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

### **BY-LAW NO. 2023-43**

#### **Being a By-law to appoint a Chief Administrative Officer and Clerk**

**WHEREAS** pursuant to Section 228(1) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold shall appoint a Clerk;

**AND WHEREAS** pursuant to Section 229 of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold may appoint a Chief Administrative Officer;

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

1. That Lisa Higgs be and is hereby appointed as Chief Administrative Officer and Clerk for the Corporation of the Township of Southwold effective August 15, 2023.
2. That these appointments and duties shall be in accordance with the Municipal Act, S.O. 2001, C.25, other relevant legislation, current job descriptions and any other duties and responsibilities as assigned by Council.
3. That By-law 2022-47 be repealed.
4. That this by-law shall remain in full force and effect until repealed or amended.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 14<sup>th</sup> DAY OF AUGUST, 2023.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



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

### **BY-LAW NO. 2023-44**

#### **Being a By-law to amend User Fees - Waste Management in By-law No. 2021-73**

**WHEREAS** Section 391 (1) of the Municipal Act, 2001, R.S.O. 2001, c. 25 as amended, provides that the Council of a local municipality may pass by-laws to impose fees and charges.

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

1. THAT Schedule "A" to By-law No. 2021-73 be amended by adding item 1.34.

<b>Item #</b>	<b>Category</b>	<b>Sub-Category</b>	<b>Item</b>	<b>Fee</b>
1.34	Waste Management		Garbage Bag Tags	\$2.50 per tag

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 14<sup>th</sup> DAY OF AUGUST, 2023.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



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

### **BY-LAW NO. 2023-45**

#### **Being a By-law to amend By-law No. 2023-32, as amended, to adopt local improvements charges.**

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

**AND WHEREAS** the Council of the Township of Southwold has incurred debt and charges on behalf of certain properties;

**AND WHEREAS** it is deemed necessary and appropriate to amend By-law No. 2023-32, as amended, to include a Schedule of Local Improvement Charges to be included on the 2023 Final Tax Bills;

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

1. **THAT** By-law 2023-32 be amended by adding the following as Section 1(a):  
  
1(a) For the purpose of providing for debt and charges for specific properties, the fees and charges set out in Schedule "B" attached hereto shall be assessed in accordance with the properties receiving the specified services and benefits.
2. **THAT** By-law 2023-32 be amended by adding Schedule "A" attached hereto and forming part of this By-law as Schedule "B" to By-law 2023-32.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 14<sup>TH</sup> DAY OF AUGUST, 2023.**



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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

TOWNSHIP OF SOUTHWOLD  
Local Improvement Charges on 2023 Final Taxes  
By-Law 2023-45 Schedule "B"

ID TAX CODE	DESCRIPTION OF LOCAL	2023 FINAL TAX BILL	PENDING	ENDING YEAR	G/L Account	Status
001	Waterline Debentures	\$4,152.50		2023	01.4211.0130	F
002	DeBoer Waterline Debenture	\$1,570.36		2029	01.4211.0130	F
003	Talbotville Gore Sewer Conn Fees	\$11,436.60		2029	01.4411.0130	F
004	Shady Lane/Greenpark Sewer	\$23,361.29		2030	01.4411.0130	F
DR006	Auckland Drain Repairs	\$1,554.88		2023	01.0230.0006	F
DR008	Barber Drain Repairs	\$812.98		2023	01.0230.0008	F
DR013	Begg Drain	\$2,488.30		2023	01.0230.0013	F
DR026	Blewett Drain	\$1,067.82		2023	01.0230.0026	F
DR027	Bogart Drain Repairs	\$99.97		2023	01.0230.0027	F
DR033	Braddon Drain	\$807.45		2023	01.0230.0033	F
DR035	Brown Annett Drain	\$677.27		2023	01.0230.0035	F
DR041	Burwell Drain	\$3,397.41		2023	01.0230.0041	F
DR049	Casey Drain Repairs	\$1,214.88		2023	01.0230.0049	F
DR057	Cole Drain	\$1,677.67		2023	01.0230.0057	F
DR066	Collard Drain Repairs	\$2,554.97		2023	01.0230.0066	F
DR069	Collard DBr. E. Drain	\$6,635.14		2023	01.0230.0069	F
DR076	Crawford Drain	\$325.89		2023	01.0230.0076	F
DR081	Daugherty Drain	\$354.01		2023	01.0230.0081	F
DR084	Deboer Drain	\$50.24		2023	01.0230.0084	F
DR085	Deboer Drain-Chyc and Iona Rd Br	\$146.23		2023	01.0230.0085	F
DR092	Edison Drain	\$689.01		2023	01.0230.0092	F
DR101	Firby Drain	\$364.40		2023	01.0230.0101	F
DR107	Fowler Drain Repairs	\$2,684.88		2023	01.0230.0107	F
DR108	Frome Drain Repairs	\$1,127.80		2023	01.0230.0108	F
DR121	Gunning Cole Drain	\$255.60		2023	01.0230.0121	F
DR122	Hagerty Drain	\$88.81		2023	01.0230.0122	F
DR131	Holborne Drain	\$408.00		2023	01.0230.0131	F
DR132	Horton Drain Repairs	\$297.65		2023	01.0230.0132	F
DR140	Huffman Drain	\$389.04		2023	01.0230.0140	F
DR142	Hunt Drain Repairs	\$578.45		2023	01.0230.0142	F
DR145	Hutchings Drain	\$1,182.61		2023	01.0230.0145	F
DR147	Iona Station Drain	\$418.90		2023	01.0230.0147	F
DR148	Jackson Drain #1 Maintenance	\$881.31		2023	01.0230.0148	F
DR155	David Jones Drain	\$431.94		2023	01.0230.0155	F
DR160	King Drain	\$878.44		2023	01.0230.0160	F
DR170	Lewis Drain	\$2,676.14		2023	01.0230.0170	F
DR176	Lindsay Drain Br M Ext 2019	\$211.11		2023	01.0230.0176	F
DR180	Lunn Extension Municipal Drain	\$10,398.00		2023	01.0230.0180	F
DR184	Luton Drain Repairs	\$907.17		2023	01.0230.0184	F
DR202	McArthur Drain	\$825.15		2023	01.0230.0202	F
DR206	McCloy Drain Repairs	\$332.40		2023	01.0230.0206	F
DR207	McCormick Drain Repairs	\$219.82		2023	01.0230.0207	F
DR209	McIntosh Drain No. 2 Repairs	\$210.56		2023	01.0230.0209	F
DR210	McIntyre Drain 1922	\$536.18		2023	01.0230.0210	F
DR221	McMullen Drain Repairs	\$305.02		2023	01.0230.0221	F
DR222	McMullen Drain Ext.	\$388.01		2023	01.0230.0222	F
DR225	McNiven Drain	\$341.30		2023	01.0230.0225	F
DR231	Orchard Carroll Drain Repairs	\$1,010.36		2023	01.0230.0231	F
DR245	Perry Drain Repairs	\$1,508.53		2023	01.0230.0245	F
DR258	Sells Drain	\$2,287.59		2023	01.0230.0258	F
DR264	Shiell Drain 2003	\$1,386.10		2023	01.0230.0264	F
DR268	Smith Drain Repairs	\$1,097.64		2023	01.0230.0268	F
DR274	Southwold-Delaware Townline Drain	\$1,601.53		2023	01.0230.0274	F
DR285	Taylor Drain	\$296.40		2023	01.0230.0285	F
DR288	Telfer Drain Repairs	\$2,835.69		2023	01.0230.0288	F
DR289	Tessely Drain Repairs	\$360.69		2023	01.0230.0289	F
DR296	Neil Turner Drain Repairs	\$352.83		2023	01.0230.0296	F
DR297	AD Turner Drain	\$386.44		2023	01.0230.0297	F
DR298	AD Turner Drain 1991	\$51.69		2023	01.0230.0298	F
DR308	Wallis Drain	\$3,533.72		2023	01.0230.0308	F
DR323	Woodlynn Drain	\$645.28		2023	01.0230.0323	F
TL16	Tile Drain Loan (Howe)	\$2,432.04		2023	01.1100.0140	F
DR332	Hutchinson Drain 2018	\$2,200.41		2025	01.0230.0332	F
DR176	Lindsay Drain Br M Ext 2019	\$440.08		2025	01.0230.0176	F
DR008	Barber Drain 2020 Debenture	\$2,367.51		2026	01.0230.0008	F
	<b>TOTAL</b>	<b>\$117,208.09</b>	<b>\$0.00</b>			



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

### **BY- LAW NO. 2023-47**

**Being a By-law to authorize the Mayor and the Clerk to execute an amending agreement with her Majesty the Queen in Right of Ontario as represented by the Solicitor General for the provision of police services for the Elgin Group Municipalities**

**WHEREAS** the Municipal Act, 2001 S.O. c.25, as amended, authorizes municipalities to enter into agreements;

**AND WHEREAS** under Section 4(1) of the Police Services Act, R.S.O. 1990, c.P.15, municipalities are required to provide adequate and effective police services in accordance with its needs;

**AND WHEREAS** under Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police;

**AND WHEREAS** under Section 29, the Parties may amend the Agreement by written agreement;

**AND WHEREAS** the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Municipality of Dutton Dunwich and the Corporation of the Municipality of the Township of Malahide (herein after collectively called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

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

1. The Mayor and the Clerk are hereby authorized, on behalf of the Corporation of the Township of Southwold to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.
2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 1<sup>st</sup> day of January 2024 and will conclude on the 31<sup>st</sup> day of December 2025.
4. A copy of said amending agreement shall remain attached to and form part of this by-law.
5. This By-law shall come into force and effect upon the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND  
FINALLY PASSED THIS 14<sup>th</sup> DAY OF AUGUST, 2023.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

This Third AMENDING AGREEMENT is from the 1st day of January, 2024 to the 31<sup>st</sup> day of December, 2025

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE  
SOLICITOR GENERAL  
("Ontario")**

-and-

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN  
THE CORPORATION OF THE MUNICIPALITY OF BAYHAM  
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD  
THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN  
THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH  
THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**("the Elgin Group")**

## **BACKGROUND**

- A. The Parties entered into the Agreement for the provision of Police Services under Section 10 of the *Police Services Act* (the "Agreement") which commenced on the 1<sup>st</sup> day of January 2015.
- B. The Agreement includes all the Schedules and Appendices to the Agreement.
- C. Pursuant to Section 29, the Parties may amend the Agreement by written agreement.
- D. The Parties wish to further amend the Agreement as set out in this third Amending Agreement, by extending the duration of the contract to conclude on the 31<sup>st</sup> of December, 2025, as supported by:
  - Bylaw # **TBD**, dated the ## day of ###, 2023 of the Council of the Municipality of West Elgin (attached as Schedule "A-2").
  - Bylaw # **TBD**, dated the ## day of ###, 2023 2022 of the Council of the Municipality of Bayham (attached as Schedule "A-2").
  - Bylaw # **TBD**, dated the ## day of ###, 2023 of the Council of the Township of Southwold (attached as Schedule "A-2").
  - Bylaw # **TBD**, dated the ## day of ###, 2023 of the Council of the Municipality of Central Elgin (attached as Schedule "A-2").
  - Bylaw # **TBD**, dated the ## day of ###, 2023 of the Council of the Municipality of Dutton Dunwich (attached as Schedule "A-2").
  - Bylaw # **TBD**, dated the ## day of ###, 2023 of the Council of the Township of Malahide (attached as Schedule "A-2").

NOW THEREFORE, the Parties agree as follows:

1. Section 26 of the Agreement shall be replaced with the following:

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of January 2015, and shall conclude on the earlier of (i) the 31<sup>st</sup> day of December, 2025 or (ii) the date that the Community Safety and Policing Act, 2019 comes into force.

Relevant terms and conditions of the Agreement, that are not specifically amended but that relate to the amendments set out in this Amending Agreement shall be deemed to be amended so as to give effect to the changes herein.

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective as of the 31<sup>st</sup> day of December, 2023.

FOR ONTARIO

**DO NOT SIGN DRAFT ONLY**

\_\_\_\_\_  
Deputy Solicitor General, Community Safety

FOR THE Corporation of  
the Municipality of West Elgin

\_\_\_\_\_  
Mayor

**DO NOT SIGN DRAFT ONLY**

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Municipality of Bayham

\_\_\_\_\_  
Mayor

**DO NOT SIGN DRAFT ONLY**

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Township of Southwold

\_\_\_\_\_  
Mayor

**DO NOT SIGN DRAFT ONLY**

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

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FOR THE Corporation of  
the Municipality of Central Elgin

\_\_\_\_\_  
Mayor

**DO NOT SIGN DRAFT ONLY**

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

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FOR THE Corporation of  
the Municipality of  
Dutton/Dunwich

\_\_\_\_\_  
Mayor

**DO NOT SIGN DRAFT ONLY**

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

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FOR THE Corporation of  
the Township of Malahide

\_\_\_\_\_  
Mayor

**DO NOT SIGN DRAFT ONLY**

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_



## **Schedule “A-2”**

### **BY-LAW’S OF THE MUNICIPAL COUNCIL Elgin Group**

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**

**THE CORPORATION OF THE MUNICIPALITY OF BAYHAM**

**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN**

**THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH**

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**



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

### **BY- LAW NO. 2023-48**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on August 14, 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 ENACTS AS FOLLOWS:**

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on August 14, 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 14<sup>th</sup> DAY OF AUGUST, 2023.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell