



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Wednesday October 11, 2023**

### **REGULAR MEETING OF COUNCIL**

7:00 p.m., 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 September 25, 2023
  - (b) Draft Minutes of the War Memorial Committee Meeting of September 12, 2023
  - (c) Draft Minutes of the Young at Heart Committee Meeting of September 21, 2023
- 5. DELEGATION**
  - (a) **7:30 p.m. - 2024 Budget - Roads/Infrastructure Recommended Capital Improvements**
- 6. DRAINAGE**
- 7. PLANNING**
- 8. REPORTS**
  - (a) ENG 2023-48 Activity Report – September 2023
  - (b) ENG 2023-49 Fingal Streetscape Options
  - (c) FIN 2023-13 2024 OPP Estimate
  - (d) FIN 2023-14 2023 Auditor Appointment
  - (e) CBO 2023-16 Activity Report – September 2023
  - (f) CAO 2023-50 Activity Report – September 2023
  - (g) CAO 2023-51 Ontario Trillium Foundation – Resilient Communities Grant

- (h) CAO 2023-54 Christmas Gift Certificate Program
- (i) County Council Highlights – September 26, 2023

**9. CORRESPONDENCE**

- (a) Optimist Club of Fingal-Shedden & District RE: Annual Santa Claus Parade
- (b) Resolution from the Town of Stouffville RE: Illegal Lane Use Enforcement

**10. BY-LAWS**

- (a) By-law No. 2023-54, being a by-law to appoint a Community Emergency Management Co-ordinator
- (b) By-law No. 2023-55, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 11, 2023

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

**12. CLOSED SESSION**

- (a) Personal Matters about identifiable individual, including municipal or local board employees (Section 239(2)(b)) – 2 items – Infrastructure and Development Services Department
- (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))- Fingal/Shedden Sanitary Update.

**13. ADJOURNMENT:                   NEXT REGULAR MEETING OF COUNCIL**  
**Monday October 23, 2023 @ 7:00 P.M.**  
**Keystone Complex, 35921 Talbot Line,**  
**Shedden/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday September 25, 2023  
7:00 p.m. Keystone Complex, 35921 Talbot Line, Shedden/Via Video Link

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COUNCIL PRESENT: Mayor Grant Jones  
Deputy Mayor Justin Pennings (7:01 p.m.)  
Councillor John Adzija  
Councillor Sarah Emons  
Councillor Scott Fellows

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron VanOorspronk, 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**

##### **2023-294 Councillor Emons – Councillor Adzija**

**THAT** the Minutes of the Regular Council Meeting of September 11, 2023 are hereby adopted.

**CARRIED**

## **Committee Minutes – Review**

### **2023-295 Councillor Adzija – Councillor Emons**

**THAT** Council has reviewed the Draft Minutes of the Canada Day Committee Meeting of August 2, 2023 and the Economic Development Committee Meeting of September 7, 2023.

**CARRIED**

## **DELEGATION:**

**7:02 p.m. – 7:07 p.m.**

### **FIN 2023-12 2024 Capital Budget Report #1**

Director of Corporate Services/Treasurer Michele Lant presented this report. She reported that the format for the 2024 budget deliberations will be different this year. Capital budget deliberations will begin this fall. Capital budget discussions will be divided into three categories: mandatory, critical and recommended. A list of proposed meeting dates and subject matter was presented to Council.

### **Consideration for a recreation facility for Talbotville Meadows Subdivision**

Mayor Jones reported that this delegation had made a request to not proceed with this proposal at this time.

## **PLANNING:**

### **PLA 2023-29 Natural Heritage Policy Updates**

Planner Josh Mueller presented this report. Councillor Emons explained the significance of removing the habitat of endangered species and threatened species from the “Natural Features and Areas” definition, expressing that her opinion is that this provincial change could make our wetlands very vulnerable.

## **REPORTS:**

### **ENG 2023-47 County Road Maintenance Agreement**

#### **2023-296 Councillor Adzija – Councillor Fellows**

**THAT** Council receive report 2023-47 County Road Maintenance for information and,

**THAT** Council approve By-Law No. 2023-52 County Road Maintenance Agreement.

**CAO 2023-47 Responding to the Housing Affordability Task Force's Recommendations**

CAO/Clerk Lisa Higgs provided an update to this report. Ms. Higgs reported that 3 of the selected 5 of the Task Force recommendations recommended by staff have been earmarked as "completed" by the province, so she recommended that some of the selections be swapped for other, similar, incomplete options.

**2023-297 Deputy Mayor Pennings – Councillor Fellows**

**THAT** the Council of the Township of Southwold direct Mayor Jones to submit the recommendations attached as Schedule C, as amended, to this report to the Ministry of Municipal Affairs and Housing in advance of the October 16<sup>th</sup> 2023 deadline.

**CARRIED**

**CAO 2023-48 Council Meetings in October**

**2023-298 Councillor Emons – Councillor Adzija**

**THAT** the Council of the Township of Southwold alters the schedule and the location for the regular meetings of Council in October as follows:

First meeting of October to take place on Wednesday October 11<sup>th</sup> at 7:00 pm at the Keystone Complex in Shedden

Second meeting of October to take place on Monday October 23<sup>rd</sup> at 7:00 pm at the Keystone Complex in Shedden.

**CARRIED**

**County Council Highlights – September 12, 2023**

Mayor Jones presented this report.

**CORRESPONDENCE:**

- Town of Grimsby Resolution: Establishing a Guaranteed Livable Income.

**STAFF DIRECTION**

Staff was directed by Council to receive and file the item that presented under Correspondence.

**BY-LAW:**

- By-law No. 2023-52, being a by-law to enter into a Road Maintenance Agreement with the County of Elgin

**By-law**

**2023-299 Deputy Mayor Pennings – Councillor Emons**

**THAT** By-law No. 2023-52 be read a first and second time, considered read a third time and finally passed this 25<sup>th</sup> day of September, 2023.

**CARRIED**

**CLOSED SESSION:**

**2023-300 Councillor Adzija – Councillor Fellows**

**THAT** Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **7:35 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Industrial Assessment Programs.

**CARRIED**

**OPEN SESSION**

Council resumed in Open Session at 7:53 pm.

Mark Harris, Robin Trepanier, Matt Belding, and Vitaliy Talashok

Mark Harris thanked Mayor Jones for the introduction and announced his retirement at the end of the month. Mr. Harris introduced Vitaliy Talashok to Council, and announced that Mr. Talashok had recently accepted the position of Senior Operations Manager for the Aylmer and Tri-County Area, so he would be presenting to Council moving forward. Mr. Harris and Mr. Belding presented the reports to Council. There was significant discussion on the effluent testing metrics and it was explained to Council by OCWA that challenges with wipes being flushed meant that the plant required significant maintenance, which meant turning off certain processes, impacting levels. Council directed staff to initiate a significant information campaign on the impact wipes have on the sanitary system. The campaign is to include a webpage, social media campaign and signage posted in Talbotville.

## **QCWA 2<sup>nd</sup> Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant.**

### **2023-301 Councillor Emons – Councillor Fellows**

**THAT** Council of the Township of Southwold hereby receives the reports from Matthew Belding and Mark Harris, OCWA re: The Southwold Water Distribution System 2<sup>nd</sup> Quarter Operations Report and the Talbotville Wastewater Treatment Plant 2<sup>nd</sup> Quarter Operations Report for information purposes.

**CARRIED**

### **CLOSED SESSION:**

### **2023- 302 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:23 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k)) – Industrial Assessment Programs.

**CARRIED**

### **Adjournment of Closed Session**

### **2023-303 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:11 p.m.**

**CARRIED**

### **STAFF DIRECTION**

Staff were directed by Council to three items that were discussed in the Closed Session.

### **Confirming By-law**

- By-law No. 2023-53, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on September 25, 2023

**Confirming By-law**

**2023-304 Councillor Emons – Councillor Fellows**

**THAT** By-law No. 2023-53 be read a first and second time, considered read a third time and finally passed this 25<sup>th</sup> day of September, 2023.

**CARRIED**

**ADJOURNMENT:**

**2023-305 Councillor Adzija – Councillor Fellows**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:12 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



## Southwold War Memorial Committee

September 12, 2023  
Keystone Complex, Shedden  
1:30 PM

Attending: Sarah Emons, Len Lynch, Rev Diane Macpherson, Rev John Brown, Karen Lynch, Leah Morise

Staff Resource: Caitlin Wight

Regrets: Sandy Annett, Gayle Bogart, Bill Aarts

Called to order at 1:36 PM

Committee officially welcomed new members as approved by the Council of the Township of Southwold – Karen Lynch and Leah Morise.

Motion to approve Minutes from July 18, 2023 meeting by Leah Morise, Seconded by Karen Lynch. All in favour. Carried.

Motion to approve the agenda for the September 12, 2023, meeting by Leah Morise, Seconded by Karen Lynch. All in favour. Carried.

### Business Arising from Minutes

- The Crosses for the kids
  - Stan Lidster will make up 20-25 of the crosses. Will start working on them sometime in September and will donate them.
  - Need to find extra poppies to go on the crosses.
  - Caitlin – will check office, and committee members will check to see if they have any extras.
- School Choir – Len and Diane to possibly stop in on a rehearsal, see if there are any questions from students.

- Question was raised if the Legion would object to the having the kids in front of the flags. This is pending, Legion has not been contacted yet.
  - Talk with Grayden Laing on his thoughts. Will mark the space reserved. The Kids will be up on the riser.
- Grayden Laing has been confirmed – will be posting an edited version of the recorded service – will not be live streamed. Want the edited version to be posted on Remembrance Day on socials and website.

Motion to request \$6000.00 + HST from the Green Lane Community Trust to cover the cost of Grayden Laing (Establish Media) to record the Remembrance Day Service and provide final edited version by Rev. Diane Macpherson, seconded by Len Lynch. All in favor. Carried.

- AV at Complex has been upgraded and is complete.
- Video on Silver Cross Honouree is 7.5 minutes long. Rev. Diane Macpherson and Leah Morise to help with visuals to support the script. Tony Paul is going to put video together, and Grayden to finish it.
- Need to coordinate Grayden Laing and Ted Barris for his presentation. Committee wants Ted to be able to do his thing. To use a remote clicker for his computer slide presentation. Len to set up meeting with Grayden.
- Wreaths – Karen Lynch inquired with Karen Vecchio's office. They can only obtain 2 wreaths at a time – one from Federal, and one from Provincial. These two wreaths per year are free.
  - Rev. Diane Macpherson was going to inquire with Steve Peters to see if he knows where we could get some new wreaths.
- Ribbons – Lorne Spicer used to get them from Ansell's. Approximately 15-20, and should all be done at once, so they all look consistent.
- Metal Cross
  - Leah Morise put a design together.
  - Caitlin to inquire with spouse on ability to manufacture.
  - Committee likes the Glencoe benches – they are gun metal coloured, and the poppies are red.
  - If it is too expensive or time consuming – committee would look to move it to next year.
  - Could look to have a wood one made, as another option

### Plans for November 5, 2023

- Silver Cross Family – William Henry Taylor – Talbotville
  - Joyce Potts, nee Gunning
- COPA

- Bill has not followed up with Charlie yet.
- Oneida Veteran – Councillor Emons to reach out to a contact.
- Obituaries for Duncan McPhail, and Ken Monteith
  - Councillor Emons to review and get Mayor Jones input.
  - Confirm that Norma McPhail is aware the committee is honoring Duncan.
- Review of Program
  - Would like both screens to have the Southwold Remembers Logo placed on them in the background.

### Other Business

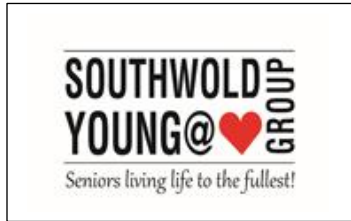
- Need to get photos of Ken Monteith and Duncan McPhail for the in memoriam – Warden portrait photos?
- Dignitary invitations – to get these out soon.
- Rev. Diane Macpherson with Mrs. Sturm from School to pick wreath layers before event.
- Refreshments – same as last year. Tea, Coffee, Timbits
- Committee wants Grayden to take photos in Memorial Garden of people wandering about
- Harvards are confirmed.
- Rev. John Brown to provide prayer insert for program.
- Len Lynch to send people with talking parts of script to them.
- Discussion on digital version of program, as opposed to the hard copy printed and placed on chairs at the beginning of the service. Stay as status quo for now.

### Next Meeting

The next meeting will be Tuesday, October 24<sup>th</sup>, at 1:30 p.m. at the Keystone Complex in Shedden.

### Adjournment

The meeting was adjourned at 2:45 p.m.



## Southwold Young at Heart Committee Meeting Minutes

Thursday September 21, 2023

Keystone Complex Pavilion, 35921 Talbot Line, Shedden

Time meeting started: 9:30 a.m.

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

**Regrets:** Sarah Emons

### 1. Call Meeting to Order and Welcome

Deb called the meeting to order at 9:35 a.m.

### 2. Approval of the Agenda

Resolution No. 2023-17

Moved by: Trudy Kanellis

Seconded by: Sharon Hinz

RESOLVED that the agenda of the September 21<sup>st</sup>, 2023 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

### 3. Approval of Minutes

Resolution No. 2023-18

Moved by: Allan Bogart

Seconded by: Karen Auckland

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

DISPOSITION: Carried

#### 4. September In-person Event

There was 8 people who attended the September In-person event. More notice is needed to advise the residents of the upcoming events. A handout will be given out with the Thanksgiving meal. The November 9<sup>th</sup> in-person event will be similar to the September event.

#### 5. Thanksgiving and Christmas Dinners

The upcoming dinners will be \$20.00 per person. The drive-thru Thanksgiving dinner will be held on October 12<sup>th</sup>. A gift will be provided to those who have reserved a Thanksgiving dinner. The Christmas dinner will be held on December 14<sup>th</sup>. A poinsettia will be the gift for the Christmas dinner. The Southwold Fire Department will be asked to attend the Thanksgiving dinner to have a display and provide materials on fire safety.

#### 6. Financial Update

June provided a financial update to the Committee.

#### 7. T-Shirts

Resolution No. 2023-19

Moved by: Karne Olmstead  
Seconded by: Karen Auckland

RESOLVED that the members of the Southwold Young at Heart Committee purchase their own YAH T-shirts; and,  
THAT the set-up fee for the T-shirts will be expensed from the Young at Heart account

DISPOSITION: Carried

#### 8. Other Business

The Committee suggested having Road Rally Scavenger Hunt at an upcoming dining event. Maybe the summer event. More planning will be done at an upcoming meeting.

#### 9. Adjournment and Next Meeting

Resolution No. 2023-20

Moved by: Sharon Hinz  
Seconded by: Ida Martin

RESOLVED that the meeting be adjourned at **10:32 a.m.** to meet again at **3:00 p.m.** on **November 9, 2023** at the Keystone Complex, 35921 Talbot Line, Shedden.

DISPOSITION: Carried

## ROADS AND INFRASTRUCTURE



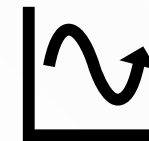


## Infrastructure Asset Snapshot:

Category/Type	Replacement Value (adjusted @ 3.3% CPI)	Target Annual Reinvestment
Roads	\$35.3 million	\$1.25 million
Bridge and Culverts	\$7.6 million	\$150,000
Vehicles and Machinery	\$4.5 million	\$495,000
Sanitary System	\$11.2 million	\$180,000
Storm System (approx.)	\$2.5 million*	\$50,000*
Water System	\$48.5 million	\$666,000

## Some Considerations:

- Current target Reinvestment represents *maintaining* service levels
- As new developments are completed, needs will grow
- Staff would note, there may be some “front load” requirements on investment
- Investing in Reserves will smooth out “spikes” in capital expenditures, limits “tax shock”





## Roads Networks:

- Asphalt Roads: 28.1 km
- Based on an average 25-year event cycle the Township should aim invest in an average of 1.1 km per year
- Surface Treated Roads: 56.4 km
- Based on an average 12-year event cycle the Township should aim to invest in an average of 4.7 km per year
- Granular Roads: 140.3 km
- Based on an average placement of 75mm of gravel every 3-5 years the Township should aim to place gravel on 28 to 47 km each year
- It's important to note that event cycles or road conditions won't necessarily align with the averages perfectly, this emphasizes the need for reserve contributions during "quiet" years to avoid tax shock.

# 2024 Capital Budget Roads



TOWNSHIP OF  
**Southwold**

Typical Road Lifecycle Activities (assumes end of life at Year 1):

## **Gravel Roads:**

- Import, Grade, and Compact 75mm of Granular "A" Every 3 Years



## **Surface Treated Roads:**

- Year 1 - Reconstruction – pulverize, place and compact 100-150mm Granular "A", double surface treatment
- Years 12 and 24 - Surface Treatment
- Year 50 - Reconstruct if necessary or continue surface treatments



# 2024 Capital Budget Roads



TOWNSHIP OF  
**Southwold**

Typical Road Lifecycle Activities (assumes end of life at Year 1):

## **Asphalt Roadways Rural:**

- Reconstruction – full reconstruction, address structural deficiencies with imported granular, place base and surface asphalt, address drainage (culverts and ditching)
- Year 3-5 – crack seal
- Year 15-20 – Overlay with 50mm of Asphalt
- Year 23-25 – Crack Seal
- Year 50 – Reconstruction/Rehabilitation – Cold in Place Recycle and Place 50mm Asphalt, address drainage.



# 2024 Capital Budget Roads



TOWNSHIP OF  
**Southwold**

Typical Road Lifecycle Activities (assumes end of life at Year 1):

## **Asphalt Roadways Urban:**

- Reconstruction – Replace underground infrastructure, place road granular, replace curb and gutter, sidewalks, streetlights
- Year 25 & 50 – Mill and pave 50mm of Asphalt
- Year 75 – Reconstruction could be considered, based on underground asset assessment.



# 2024 Capital Budget Roads



Typical Road Lifecycle Activities (assumes end of life at Year 1):

**Gravel Roads:** Import, Grade, and Compact 75mm of Granular "A" Every 3 Years

**Surface Treated Roads:**

- Year 1 - Reconstruction – pulverize, place and compact 100-150mm Granular "A", double surface treatment
- Years 12 and 24 - Surface Treatment
- Year **50** - Reconstruct if necessary or continue surface treatments

**Asphalt Roadways Rural:**

- Reconstruction – full reconstruction, address structural deficiencies with imported granular, place base and surface asphalt, address drainage (culverts and ditching)
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- Year 23-25 – Crack Seal
- Year **50** – Reconstruction/Rehabilitation – Cold in Place Recycle and Place 50mm Asphalt, address drainage.

**Asphalt Roadways Urban:**

- Reconstruction – Replace underground infrastructure, place road granular, replace curb and gutter, sidewalks, streetlights
- Year 25 & 50 – Mill and pave 50mm of Asphalt
- Year **75** – Reconstruction could be considered, based on underground asset assessment.

# Capital Project Sheet: Roads and Infrastructure

## Lawrence Road Rehabilitation – 2.6 km



### Project Rating: Mandatory

#### Project Overview:

Lawrence Road is nearing the end of its useful life and requires capital investment to maintain its service level. The road suffers from structural deficiencies, arising from inadequate drainage, and lack of granular base. Staff propose work to pulverize the existing road, improve ditching where required, add 100mm of granular material and complete with a double surface treatment.


#### Project Funding Source



	2024	2025
Levy		
Development Charges		
Road Reserve	\$ 365,000	
Grants		
Other		

#### Project Objectives:

Safety 

Asset Renewal 

Maintain Level of Service 

# Capital Project Sheet: Roads and Infrastructure

## Lawrence Road Rehabilitation – 2.6 km



TOWNSHIP OF  
**Southwold**



Alligator Cracking:  
Indicates Insufficient  
Structure

Edge Failure

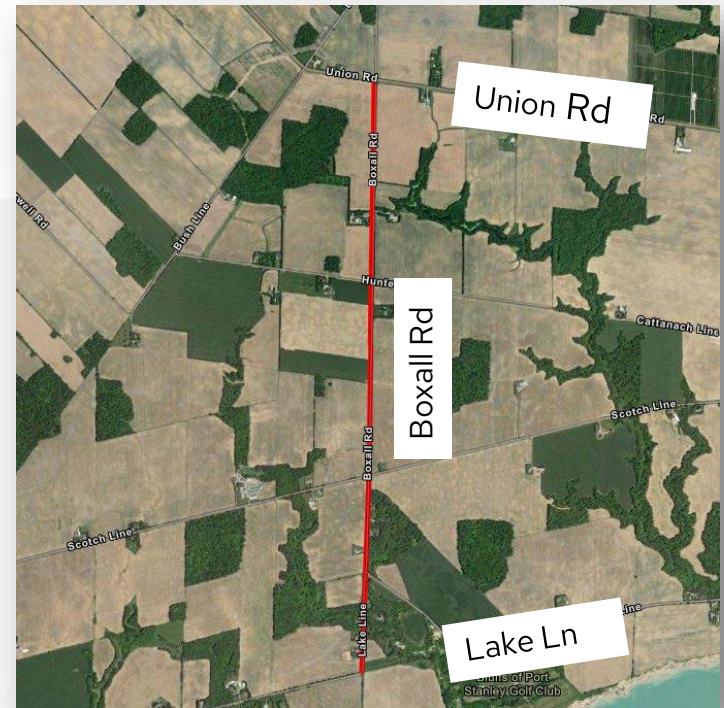
### Project Rating: Critical

#### Project Overview:

Boxall Road requires edge paving, to re-establish the lane widths; it is best practice to seal the newly created joint with a surface treatment.


#### Project Funding Source

	2024	2025
Levy		
Development Charges		
Road Reserve	\$ 220,000	
Grants		
Other		



#### Project Objectives:

Safety 

Asset Renewal 

Maintain Level of Service 

# Capital Project Sheet: Roads and Infrastructure

## Boxall Road Surface Treatment - 3.4 km



TOWNSHIP OF  
**Southwold**



Edge Failure – Edge Paving  
Completed 2023, Ready for  
Surface Treatment

# Capital Project Sheet: Roads and Infrastructure

## Magdala Road Reconstruction – 0.23 km

### Project Rating: Critical

#### Project Overview:

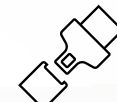



Magdala Road at Third Line is suffering from structural issues due to inadequate drainage. Staff propose reconstruction of 230 meters of the road to install curb and gutter, catch basins, subdrains and new asphalt road surface.



#### Project Funding Source

	2024	2025
Levy		
Development Charges		
Road Reserve	\$ 230,000	
Grants		
Other		

#### Project Objectives:

- Safety 
- Asset Renewal 
- Maintain Level of Service 
- Environmental Sustainability 

# Capital Project Sheet: Roads and Infrastructure

## Magdala Road Reconstruction – 0.23 km



TOWNSHIP OF  
**Southwold**



Wet Subsurface  
Conditions –  
Subsurface  
Drainage  
Recommended

Edge Failure and  
Alligator Cracking

Erosion at Roadside  
and Low Point  
Controlled Outlet  
Recommended

# Capital Project Sheet: Roads and Infrastructure

## Magdala Road Reconstruction – 0.23 km



TOWNSHIP OF  
**Southwold**

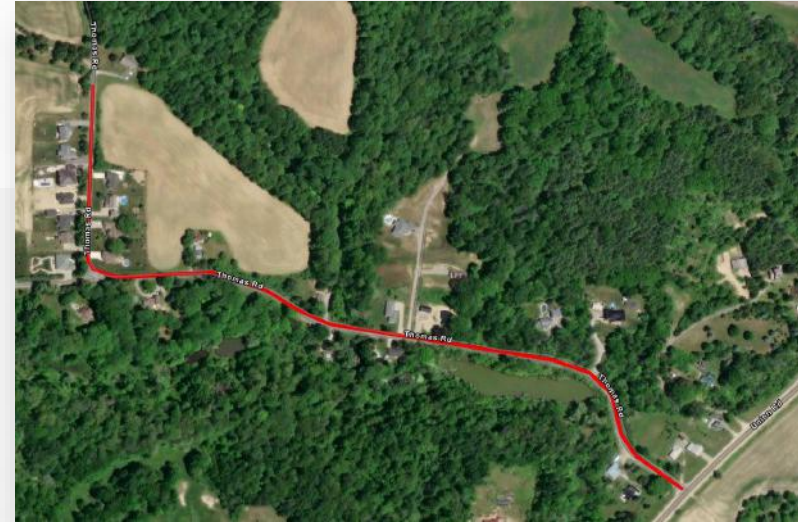


Erosion Low Point  
Controlled Outlet  
Recommended

### Project Rating: Critical

#### Project Overview:

Thomas Road is identified in the 2019 Road Needs Study as in need of investment. Staff recommend coordinating this investment with proposed development to capture efficiencies and provide a long-term improvement to the area. It is recommended the Township complete engineering on the project, to be tender ready when development proceeds.

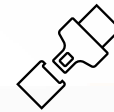


#### Project Funding Source

	2024	2025
Levy		
Development Charges		\$ TBD
Road Reserve	\$160,000	\$900,000
Grants		
Other		

#### Project Objectives:

Safety



Asset Renewal



Increase Level of Service





Edge Failure and  
Potholes

Rutting and Alligator  
Cracking

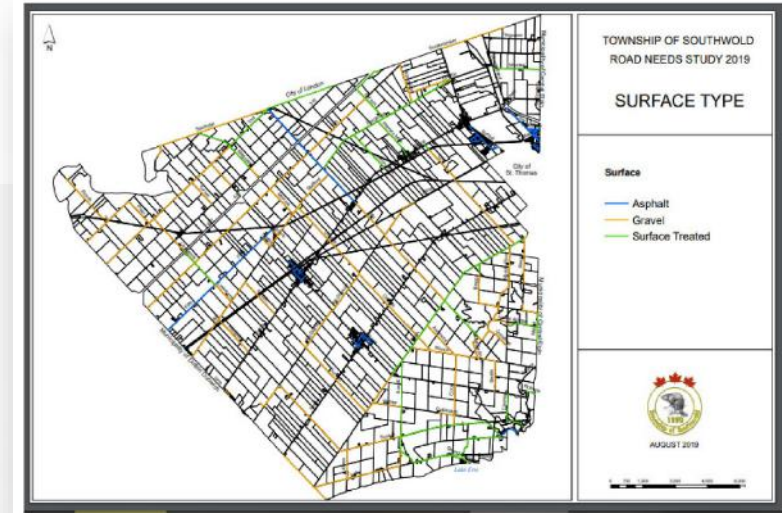
### Project Rating: Mandatory

#### Project Overview:

To assess the present state and investment requirements for the Township's extensive network of 225 kilometers of roads, it is essential to conduct a comprehensive road needs study at intervals of five years. This study serves as a vital resource, encompassing crucial data such as traffic volume, road conditions, and guidance on essential capital investments.

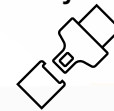
#### Project Funding Source

	2024	2025
Levy		
Development Charges		
Road Reserve	\$50,000	
Grants		
Other		



#### Project Objectives:

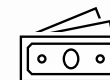
Safety



Asset Renewal



Fiscal Responsibility



# Capital Project Sheet: Roads and Infrastructure Granular Conversion Program

## Project Rating: Recommended

### Project Overview:

With the recent industrial developments, one way Council can use the increased revenue is to dedicate a portion to a Granular Conversion program. Converting granular roads over to a surface treated roads increases the level of service to residents, and results in long term operational savings. If Council were to adopt a conversion program, Staff recommend dedicating \$300,000 a year, to reserve, with sections strategically converted as funds become available.



### Project Funding Source

	2024	2025
Levy		
Development Charges		
Road Reserve	\$ 300,000	\$ 300,000
Grants		
Other		

### Project Objectives:

Environmental Sustainability



Fiscal Responsibility:



Increase Level of Service





## **Project Rating: Recommended**

Surface treated roads result in overall cost savings, in addition to an increased level of service for the road user. The conversion approach used mirrors Haldimand County's approach, which Staff considers an improved conversion process, using cold in place pavement to create a robust road structure. If the standard conversion process was used, the decreased initial capital would result in a faster return on investment. Calculated ROI with the Haldimand conversion method is between year 10 and 11 as shown in the next slide. It's important to note that not all roads are suited for conversion, only qualifying candidates would be recommended for conversion.

### Granular Road Assumptions:

- reapply 75mm of gravel every 3 years
- calcium 35% applied every year
- regrading each year, up to three times per year

### Conversion Assumptions:

- Convert with 100mm gravel, 75mm of cold recycled asphalt, surface treatments, year one and two.
- Surface treatments every 12 years until replacement with
- Cold in place recycling at year 25

## Project Rating: Recommended

### Project Overview:

The chart below shows the return on investment breakdown for conversion of a granular road, which is estimated to occur between years 10 and 11 from conversion. The estimate includes an assumed average inflation of 2% for all items, which is conservative considering the demand pressures and supply restrictions on gravel.

Cost Comparison By Year					
Year	Granular Yearly	Re-Gravel	Granular Road	Surface Treated Road	Surface Treated Road
1	3013.92		\$3,013.92	\$140,480.77	\$140,480.77
2	3074.19		\$6,088.11	\$30,900.00	\$171,380.77
3	3135.68	37899.77	\$47,123.55		\$171,380.77
4	3198.39		\$50,321.94		\$171,380.77
5	3262.36		\$53,584.30		\$171,380.77
6	3327.61	43873.72	\$100,785.63		\$171,380.77
7	3394.16		\$104,179.79		\$171,380.77
8	3462.04		\$107,641.83		\$171,380.77
9	3531.28	47942.00	\$159,115.11		\$171,380.77
10	3601.91		\$162,717.01		\$171,380.77
11	3673.95		\$166,390.96		\$171,380.77
12	3747.42	52387.51	\$222,525.90		\$171,380.77
13	3822.37		\$226,348.27	\$39,188.67	\$210,569.44
14	3898.82		\$230,247.09		\$210,569.44
15	3976.80	57245.25	\$291,469.14		\$210,569.44

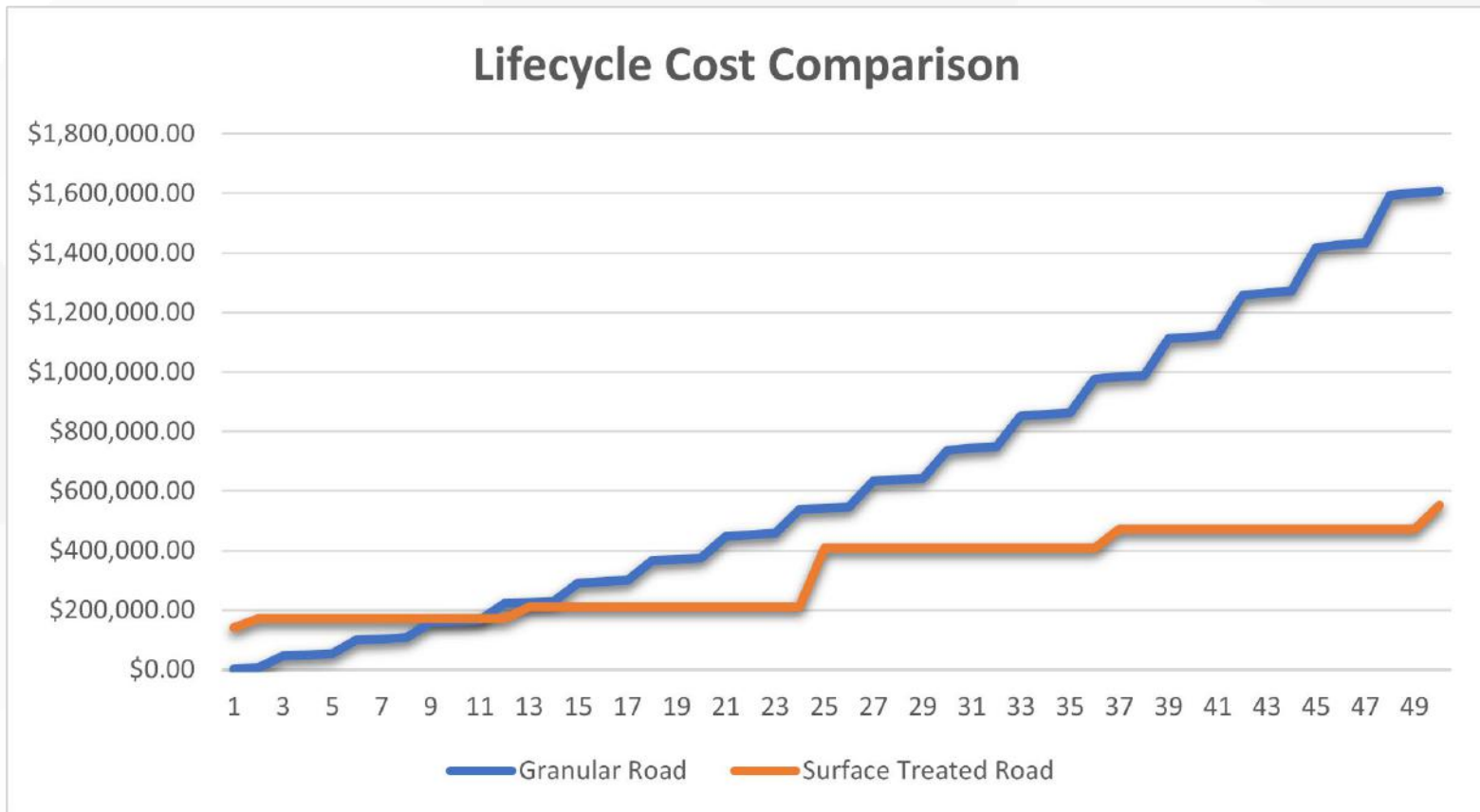
# Capital Project Sheet: Roads and Infrastructure Granular Conversion Program



## Project Rating: Recommended

### Project Overview:

The graph below compares estimated costs over a 50-year period.



# Capital Project Sheet: Roads and Infrastructure Fingal Line and Union Road Construction (2026)



## Project Rating: Recommended

### Project Overview:

The County has identified Fingal Line and Union Road, within the Village limits, for reconstruction in 2026. As part of this project, the opportunity exists for the Township to make significant improvements to the streetscape. Pairing the improvements with the larger capital project will result in realized efficiencies for the Township. These improvements can include, decorative light standards with banner and basket mounts, benches, waste bins, decorative boulevard, parking stalls and more. To avoid a shock expenditure staff recommend placing \$300,000 into reserves for the next four years.



### Project Funding Source

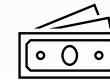
	2024	2025
Levy		
Development Charges		
Road Reserve	\$ 300,000	\$ 300,000
Grants		
Other		

Project Objectives:

Business Attraction



Fiscal Responsibility:



Increase Level of Service



# 2024 Capital Budget Bridges and Culverts



## Bridges and Culverts:

- Bridges: 7
- Replacement Value: \$ 3,716,194 (2022)
- Culverts: 12
- Replacement Value: \$ 3,613,233 (2022)
- Figures above only contain the structures that qualify for OSIM inspection, which have spans greater than three meters. The Township has dozens more culverts that form critical crossings for roads that are not captured in this data, GIS/Asset Data collection is critical to ensure the full financial picture is presented.

# Capital Project Sheet: Roads and Infrastructure

## Burwell Bridge Replacement

### Project Rating: Mandatory

#### Project Overview:

Burwell Bridge is located on Burwell Road approximately 1km north of Fingal Line. It was identified during the 2022 Structural Inspections as having structural defects necessitating its replacement in the 1-5-year timeframe.

Based on road volumes and expected life cycle costs, the suggested replacement structure is a polymer coated steel culvert. The scope of work includes, removal of the old structure, installation of concrete cut off walls, installation of new culvert and headwalls, widening the road platform and restoration of road slopes with erosion control blanket and native roadside seed mix




### Project Funding Source

	2024	2025
Levy		
Development Charges		
Bridge Reserve	\$ 250,000	\$ 50,000
Grants		
Other		

#### Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Environmental Sustainability 

# Capital Project Sheet: Roads and Infrastructure

## Lake Line Culvert Replacement

### Project Rating: Critical

#### Project Overview:

In 2023, the Lake Line culvert crossing approximately 400 metres east of Grand Canyon Road suffered a slope failure due to saturated conditions and heavy rainfall. During the emergency repair it was discovered the culvert is near end of useful life and the slope needs long term stabilization. Staff propose replacement of the culvert and the extension of the slope to provide a stable angle of repose.




#### Project Funding Source

	2024	2025
Levy		
Development Charges		
Bridge Reserve	\$ 75,000	
Grants		
Other		

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Environmental Sustainability 

# Capital Project Sheet: Roads and Infrastructure

## Various Culvert Repairs

### Project Rating: Mandatory

#### Project Overview:

Several repairs were identified as part of the 2022 Bridge and Culvert inspections, previous capital plans included funding to complete the recommended works. Staff recommend consolidating several of the sites into a larger contract to capture economies of scale when tendering, this year's budget recommends preparation of drawings and a tender package for construction in 2025.



#### Project Funding Source

	2024	2025
Levy		
Development Charges		
Bridge Reserve	\$ 30,000	\$ 200,000
Grants		
Other		

Project Alignment with Strategic Plan:

Safety



Asset Renewal



## Project Rating: Mandatory

### Project Overview:

To support growth objectives in the settlement boundaries of Fingal and Shedden Engineering of a sanitary system must be completed, this system could convey sewage to Port Stanley through shared servicing or treat in a standalone facility in Shedden.



### Project Funding Source

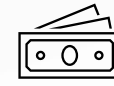
	2024	2025
Levy		
Development Charges		\$ TBD (Front End)
Sanitary Reserve (Land Sales)	\$ 700,000	\$ 800,000
Grants		
Other		

Project Objectives:

Community Growth



Fiscal Responsibility:



Increase Level of Service



# 2024 Capital Budget Water Distribution System



- Water is treated and distributed by the Elgin Primary Waterboard, the Secondary System, comprised of St. Thomas, Central Elgin and Southwold purchase water from the primary system, and distribute it through shared mains to the individual systems.
- Watermains: Approximately 250 km
- Replacement Value: \$ 46,475,474 (2022)
- Facilities: 1 (Shedden Re-chlorination)
- Replacement Value: \$ 645,733 (2022)
- Although the system is relatively new, with a long-life expectancy, it is critical to continue reserve contributions for eventual replacement.

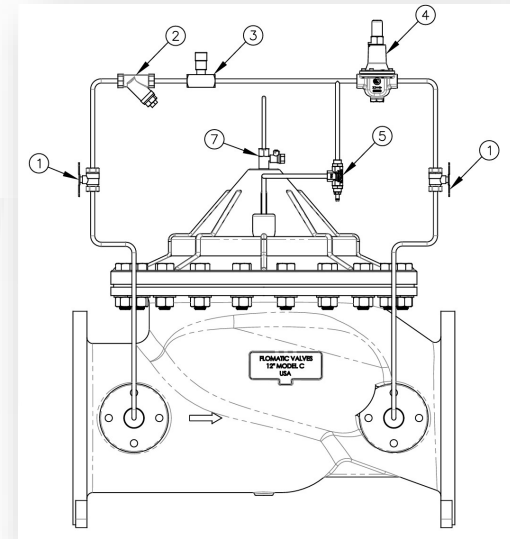
### Project Rating: Critical

#### Project Overview:

In 2023, the Township completed a comprehensive review of the Township's water system. In their report WT Infrastructure noted elevated pressure zones that were of concern, subsequently Council awarded design of pressure regulating valves to WT, with construction planned in 2024.

#### Project Funding Source

	2024	2025
Levy		
Development Charges		
Water Reserve	\$ 400,000	
Grants		
Other		



Project Alignment with Strategic Plan:

Safety



# Capital Project Sheet: Roads and Infrastructure

## Summary of Capital Expenditures



Project	Roads Reserve	Bridges Reserve	Water Reserve	Sanitary Reserve
Lawrence Road Rehabilitation	\$ 365,000			
Boxall Road	\$ 220,000			
Magdala Reconstruction	\$ 230,000			
Thomas Road Engineering	\$ 160,000			
Roads Needs Study	\$ 50,000			
Granular Conversion Program	\$ 300,000			
Fingal Line and Union Road	\$ 300,000			
Burwell Bridge		\$ 250,000		
Lake Line Culvert		\$ 75,000		
Various Culvert Repairs		\$30,000		
Shedden and Fingal Sanitary Engineering				\$ 700,000
Port Stanley PRV's			\$ 400,000	
<b>Total:</b>	<b>\$ 1,625,000</b>	<b>\$ 355,000</b>	<b>\$ 400,000</b>	<b>\$ 700,000</b>



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE:** October 11, 2023

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

**REPORT NO:** ENG 2023-48

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

**Recommendation(s):**

None – For Council Information.

**Purpose:**

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

**Development:**

- Worked with OCWA and NewTerra for completion of the warranty work and MBR upgrades for the WWTP in Talbotville
- Met with MECP regarding EA requirements in Talbotville
- Attended EDC meeting and Planning for Growth Meeting at the County
- Interviewed with University of Guelph regarding interlocal/shared service agreements in Elgin
- Coordination of internet at the WWTP
- Worked on Investment ready site profiles for the industrial lands
- Met with representatives from Farhi about “New Talbotville” Development



- 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 signed, developer working to fulfill conditions	Working towards registration and preliminary acceptance	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

**ENG 2023-48 Infrastructure and Development Team**  
**Activity Report September 2023**  
**Page 3**

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	Expect a request for formal pre-consult	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)		Site Plan Design	Talbotville



Remediation Work in Talbotville Meadows Phase 2

**Infrastructure**

**a) *Water and Sanitary***

- Locates
- Installed the Fingal Heritage Park Yard Hydrant
- Completing meter repairs
- Building meter assemblies for office.
- Repairing curbstops.
- Meter reading
- Map marking water infrastructure
- Repairing signs
- Co-ordinating future water services
- Hydrants and sample station painting and weed eating
- Locate training
- Dead end Flushing



Micro-Surfacing on Lake Line

**• *Roads and Bridges***

- Shoulder gravel was applied on Boxall Rd and Fifth Line
- New Community Signs arrived
- Roadside Cutting and mulching continued
- Lake Line was prepared to grade and curbs were poured asphalt paving to follow
- Micro Surface was applied on the 2022 Lake Line resurfaced section



Curb Placement on Lake Line

**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 completed
Lynhurst Subdivision	\$2,975,000	Complete
Talbotville Sidewalks	\$100,000	Construction to start Week of September 11 <sup>th</sup>
Lynhurst Excess Soil Removal	\$65,000	Complete

***b) Drainage:***

**Drains Before Council:**

Construction:

- **McIntosh #2 Drain (Sept 15):** Construction complete
- **A&C Jones Drain (July 21):** Construction complete
- **GH Pennings Drain:** Construction complete

In the hands of the Engineer

- **Gregory Drainage Works (2023):** Onsite meeting has been held.
- **Ryan Drain (Sept 19):** We are waiting for the proponent to complete some lot grading and swale construction in the development. Once completed the Engineer will present his report.
- **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):** We are waiting for the geotechnical report from the bore holes completed in the proposed bore area under the 401.
- **Palmer/Bush Line Drain (Aug. 2022):** Meeting to review the proposal of the Engineer was held September 13<sup>th</sup>, 2023.
- **Bogart Drain Branch C (Aug 2022).** By-Law passed. Tenders close on October 18<sup>th</sup>, 2023 at 3:00 p.m.

**Drains Initiated in Neighboring Municipalities:**

**Maintenance:**

- Work being assigned to contractors as requests coming in.
- Drainage Superintendent has been out in the field looking at maintenance requests and fielding landowner questions.

**Railways**

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

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 11, 2023

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

**REPORT NO:** ENG 2023-49

**SUBJECT MATTER: Fingal Streetscape Options**

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

THAT Report ENG 2023-49 relating to Fingal Streetscape Options be received for information and,

THAT Council direct Staff to work with the County to incorporate the identified streetscape improvements into the reconstruction of Fingal Line and Union Road and,

THAT Council considers funding allocations for the proposed improvements as part of the 2024 Budget.

#### **Purpose:**

This report provides information regarding planned capital improvements to the County Roads in Fingal, with potential collaborative actions that could enhance streetscapes within the village. These improvements are intended to boost walkability, enhance aesthetic appeal, and improve safety.

#### **Background:**

Through ongoing discussions with the County, staff have learned about the planned reconstruction of Union Road and Fingal Line, currently scheduled for 2026. Such road reconstructions, which typically occur once every 75 years, involve a comprehensive renewal of both subsurface and surface infrastructure. While budget considerations may affect the schedule, staff believe it's prudent to plan for this capital renewal in advance to maximize the efficient use of public funds. Under the current control structure, the County is responsible for vehicular transportation-related infrastructure and drainage. The remaining aspects of the right of way, such as sidewalks, streetlights, landscaping, and decorative features, fall under the purview of the local municipality.

With residential growth expected in the broader region, staff sees an opportunity to enhance the Fingal streetscape in ways that promote local businesses, walkability,

accessibility, and community appeal. By increasing community appeal and creating an accessible corridor with street parking, Fingal has the potential to transform into an attractive, family-friendly town that draws visitors from nearby areas.



New Rodney Streetscape:  
Features:  
Delineated Parking/EV Parking  
Benches and Planters  
Decorative Street Lights  
Stamped Cobble Boulevards



New Rodney Streetscape:  
Features:  
Hanging Baskets  
Delineated Parking  
Waste Baskets  
Decorative Street Lights

Similar local improvements have successfully enhanced street appeal in places like downtown St. Thomas on Talbot Street, London's arena area with living streets, and most recently, Rodney in West Elgin.

Staff recommends that, as part of a broader strategy to attract small businesses and families to Fingal and Southwold, Council consider recommending including streetscape improvements as part of the County's capital project. While this will come with a cost, as the County's responsibilities end at the curb and additional streetscape improvements require local municipality requests and funding, early identification can allow funds to be set aside over the next three years (costs are invoiced post-construction) to lessen the financial impact. The required commitment would logically be linked to the scale of improvements included in the project. Therefore, it would be ideal to determine precisely what improvements are desired and initiate a multi-year reserve contribution to ensure funds are available when needed.

As similar report was presented to the Economic Development Committee, at its meeting on October 5, 2023. The following list of possible improvements were reviewed by the Economic Development Committee with the following items being recommended for consideration as part of the project.

*Possible Streetscape Improvements include:*

**Street parking** – delineated street parking can be strategically placed to encourage safety and support local small businesses. Can be painted on asphalt or concrete and cobble for a more decorative option.

**Decorative Streetlights** – decorative streetlights or lamps provide a more aesthetically pleasing method of lighting, that not only accomplishes the primary goal of increased safety, but also provide the ability to hang baskets or flowers, or decorations and banners or flags to coincide with community events and beautify the street. It should be noted that baskets do require frequent water/feeding.

**Street Planters** – street planters improve the aesthetics of the street, injecting greenery, and colour into a concrete landscape. Planters require increased maintenance like weeding and watering, although if communities in bloom volunteers maintain or assist in maintenance this cost can be reduced.

**Cobble/Decorative Boulevard** – provides a low maintenance, decorative alternative to grass or asphalt boulevard. Asphalt boulevard is the least preferred option, due to its lack of appeal/frequent settlement issues.

**Bump Outs** – County Roads can be daunting to a pedestrian, especially older people, younger people, and those with mobility impairments. These bump outs at intersections, delineate parking and reduce crossing distances.

**Street Benches and Waste Baskets** – provide a place for someone to rest and throw away waste properly.

**Street Trees** – beautify the street with greener, generally low maintenance, however, require some consideration with providing adequate soil and space for root development.

The Economic Development Committee also reviewed the following items and suggested that they be removed from consideration.

**Bicycle Lanes** – in a 50 km/h zone a painted bike lane is considered adequate, this provides users a designated space within the roadway for travelling. This increases safety for cyclists, promotes multi-modal transportation and increases connectivity to points of destination like parks.

**EV Chargers** – Promote emissions free travel. These are costly to install and although they generate revenue, they, at present, do not have a return on investment.

**Financial Implications:**

Staff reviewed the expected project limits and created the chart below showing quantities and estimated costs for each improvement. Staff would note these are very conservative estimates.

Streetlights	ea	96	\$7,000.00	\$672,000.00
Cobble Pavers	sq.m	900	\$300.00	\$270,000.00
Sidewalks	sq.m	7200	\$60.00	\$432,000.00
Boulevards	sq.m	7200	\$60.00	\$432,000.00
Concrete Planter (Talbot St)	ea	6	\$15,000.00	\$90,000.00
<del>EV Station</del>	<del>ea</del>	<del>4</del>	<del>\$50,000.00</del>	<del>\$50,000.00</del>
Bumpouts	sq.m	60	\$100.00	\$6,000.00
<del>Bike Lanes</del>	<del>m</del>	<del>2400</del>	<del>180</del>	<del>\$432,000.00</del>
Benches	ea	10	\$1,200.00	\$12,000.00
Waste Baskets	ea	10	\$1,200.00	\$12,000.00
Trees	ea	20	\$2,000.00	\$40,000.00

**Conclusion:**

A complete reconstruction of an urban road is a rare event, presenting the best opportunity to enhance the streetscape to better serve the community's needs. Enhancing the streetscape involves various elements, such as accessibility improvements, parking, streetlights, trees, and more, all of which contribute to creating an appealing environment that leaves a positive impression on both residents and visitors. Many of these streetscape improvements can significantly enhance a business's ability to thrive in a window shopping-oriented environment, especially when parking space is limited.

However, it's important to note that these improvements do come at a cost. Identifying the desired enhancements and securing funding early in the planning process will ensure that these improvements can be carried out without placing an undue burden on taxpayers or necessitating cuts to other essential projects.

**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:**  
**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:** October 11, 2023

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

**REPORT NO:** FIN 2023-13

**SUBJECT MATTER: 2024 OPP Estimate**

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#### **Recommendation:**

That the 2024 OPP Cost Estimate be received for information.

#### **Purpose:**

To inform Council of the 2024 OPP Cost Estimate and 2022 Reconciliation.

#### **Background:**

The 2024 OPP Cost Estimate was received on September 26, 2023. A copy of the estimate and supporting documentation is attached. The reconciliation for 2022 actual costs is also included.

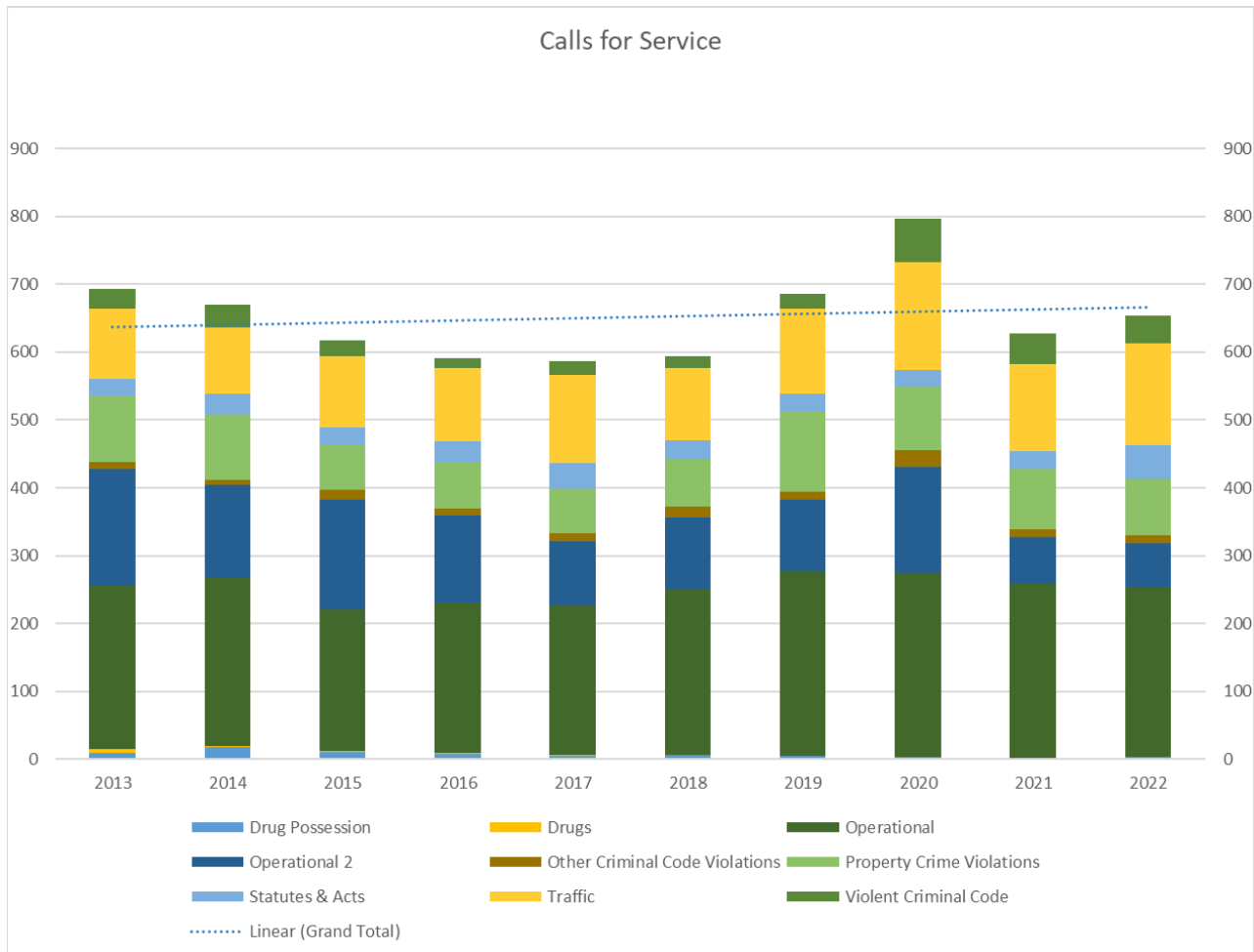
#### **Comments/Analysis:**

The Township's 2024 Estimated OPP cost is \$671,850 versus the 2023 estimate of \$665,841. This represents an increase of \$6,009 or 0.90%.

As noted in the documentation, the cost estimate is based on total properties in the Township multiplied by the per property cost for base service, calls for service and other items such as overtime, prisoner transport and accommodation. Several highlights from the cost estimate include:

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Change</b>
Number of Properties	1,867	1,888	1,943	↑
Base Service Cost per Property	\$172.74	\$165.66	\$165.59	↓
Calls for Service Cost per Property	\$165.14	\$169.21	\$163.46	↓
Calls for Service - 4 Year Average	627	653	676	↑
Overall Share of Calls based on Weighted Time	0.1733%	0.1789%	0.1736%	↓

The following chart illustrates the breakdown of Calls for Service by category from 2013 to 2022. While calls for service were decreasing and remaining flat from 2013 to 2018, there was an increase in 2019 and 2020. While 2021 calls were down, based on our overall share of calls being up, call volume would have been down for everyone. In 2022, calls for service were increasing which is consistent with COVID-10 restrictions easing.



The increased cost is attributable to the following:

Base Service – Decrease \$9,739 – this would be mainly attributable to the decrease in the Base Service Cost per Property.

Calls for Service – Increase \$11,152 – The formula uses a 4 year average along with an Average Standard Time per call. The Township’s time-weighted share of all calls decreased slightly (0.1789% to 0.1736%). This brought the total 2023 Estimated Calls for Service to \$319,468 (2022 - \$308,316).

The other areas such as overtime, prisoner transport and accommodation had a minimal effect.

The 2022 Reconciled costs were \$660,566, which is \$1,129 higher than the estimate. This amount will be adjusted through the County's 2024 billing for Police costs.

**Financial Implications:**

The 2024 OPP budget estimate will be incorporated into the Township's 2024 Budget.

**Strategic Plan Goals:**

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

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**Respectfully Submitted by:**  
**Michele Lant, Treasurer**  
**"Submitted electronically"**

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

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
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Tel: 705 329-6140  
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File Reference:

612-20

September 26, 2023

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2024 Annual Billing Statement package.

This year's billing package includes a statement for the 2022 year-end reconciliation. The final cost adjustment calculated as a result of the 2022 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2024 calendar year.

The most current OPPA uniform and civilian collective agreements expired on December 31, 2022. The estimated salary rates incorporated in the 2024 municipal policing annual statements are based on the 2022 rates, set in the last collective agreements, with a 2.01% overall general salary rate increase applied, representing a 1% general salary rate increase for each of calendar years 2023 and 2024. The reconciliation of both 2023 and 2024 costs will include a reconciliation of salary costs based on rates set in applicable collective agreement settlements.

The final reconciliation of the 2024 annual costs will be included in the 2026 Annual Billing Statement.

For more detailed information on the 2024 Annual Billing Statement package, please refer to the resource material available on [opp.ca/billingmodel](http://opp.ca/billingmodel). Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,

Phil Whitton  
Superintendent  
Commander, Municipal Policing Bureau

## OPP 2024 Annual Billing Statement

### Southwold Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to [www.opp.ca](http://www.opp.ca) for 2024 Municipal Policing Billing General Information summary for further details.

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	1,876		
	Commercial and Industrial	<u>67</u>		
	Total Properties	<u>1,943</u>	165.59	321,735
<b>Calls for Service</b>	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	0.1736%	163.46	317,611
<b>Overtime</b>	(see notes)		10.71	20,819
<b>Prisoner Transportation</b>	(per property cost)		1.12	2,176
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.90</u>	<u>9,521</u>
<b>Total 2024 Estimated Cost</b>			<u><b>345.79</b></u>	<u><b>671,862</b></u>

## **OPP 2024 Annual Billing Statement**

### **Southwold Tp**

**Estimated costs for the period January 1 to December 31, 2024**

#### **Notes to Annual Billing Statement**

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.  
  
There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

## OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
			FTE	%	\$/FTE	\$
<b>Uniform Members</b>	<b>Note 1</b>					
Inspector	26.21	100.0	170,155		4,459,769	-
Staff Sergeant-Detachment Commander	9.14	100.0	152,475		1,393,620	-
Staff Sergeant	36.76	100.0	142,419		5,235,312	-
Sergeant	222.37	50.4	127,275		28,302,242	14,027,027
Constable	1,613.61	50.4	108,173		174,548,615	86,510,067
Part-Time Constable	15.08	50.4	86,989		1,311,789	661,984
<b>Total Uniform Salaries</b>	<b>1,923.17</b>				<b>215,251,347</b>	<b>114,064,447</b>
Statutory Holiday Payout			5,132		9,792,492	4,669,947
Shift Premiums			1,130		2,091,727	1,036,699
Uniform Benefits - Inspector			26.47%		1,180,501	-
Uniform Benefits - Full-Time Salaries			32.44%		67,955,243	32,614,233
Uniform Benefits - Part-Time Salaries			15.71%		206,082	102,084
<b>Total Uniform Salaries &amp; Benefits</b>					<b>296,477,393</b>	<b>156,867,530</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>					
Detachment Administrative Clerk	168.12	50.4	68,433		11,505,025	5,701,872
Detachment Operations Clerk	2.08	50.4	64,421		133,996	66,354
Detachment Clerk - Typist	1.06	50.4	56,545		59,938	29,969
Court Officer - Administration	25.63	50.4	69,834		1,789,843	902,952
Crimestoppers Co-ordinator	0.83	50.4	65,987		54,769	27,715
Cadet	0.68	50.4	46,454		31,588	15,794
<b>Total Detachment Civilian Salaries</b>	<b>198.40</b>				<b>13,575,160</b>	<b>6,847,226</b>
Civilian Benefits - Full-Time Salaries			33.98%		4,612,839	2,326,687
<b>Total Detachment Civilian Salaries &amp; Benefits</b>					<b>18,187,999</b>	<b>9,173,913</b>
<b>Support Costs - Salaries and Benefits</b>						
Communication Operators			6,228		11,977,503	6,263,811
Prisoner Guards			1,996		3,838,647	2,007,477
Operational Support			6,080		11,692,874	6,114,960
RHQ Municipal Support			2,751		5,290,641	2,766,818
Telephone Support			141		271,167	141,811
Office Automation Support			875		1,682,774	880,031
Mobile and Portable Radio Support			282		546,587	285,768
<b>Total Support Staff Salaries and Benefits Costs</b>					<b>35,300,192</b>	<b>18,460,676</b>
<b>Total Salaries &amp; Benefits</b>					<b>349,965,584</b>	<b>184,502,118</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>					
Communication Centre			155		298,091	155,891
Operational Support			1,018		1,957,787	1,023,854
RHQ Municipal Support			212		407,712	213,219
Telephone			1,582		3,042,455	1,591,097
Mobile Radio Equipment Repairs & Maintenance			147		284,923	148,964
Office Automation - Uniform			3,019		5,806,050	3,036,359
Office Automation - Civilian			1,154		228,954	115,088
Vehicle Usage			9,975		19,183,621	10,032,356
Detachment Supplies & Equipment			548		1,053,897	551,151
Uniform & Equipment			2,305		4,467,666	2,335,795
Uniform & Equipment - Court Officer			994		25,476	12,852
<b>Total Other Direct Operating Expenses</b>					<b>36,756,632</b>	<b>19,216,626</b>
<b>Total 2024 Municipal Base Services and Calls for Service Cost</b>					<b>\$ 386,722,216</b>	<b>\$ 203,718,745</b>
<b>Total OPP-Policed Municipal Properties</b>						<b>1,230,286</b>
<b>Base Services Cost per Property</b>						<b>\$ 165.59</b>

## OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

### Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

## OPP 2024 Calls for Service Billing Summary

### Southwold Tp

Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	4	2	3	2	3	6.9	19	0.0010%	1,910
Drugs	0	0	1	0	0	80.6	20	0.0011%	2,028
Operational	270	256	250	251	257	3.8	976	0.0537%	98,216
Operational 2	156	69	65	63	88	1.5	132	0.0073%	13,326
Other Criminal Code Violations	25	12	11	9	14	7.3	104	0.0057%	10,472
Property Crime Violations	93	89	83	100	91	6.3	575	0.0316%	57,871
Statutes & Acts	25	26	50	39	35	3.5	123	0.0067%	12,332
Traffic	160	128	150	139	144	3.8	548	0.0302%	55,181
Violent Criminal Code	64	45	40	22	43	15.4	658	0.0362%	66,275
<b>Municipal Totals</b>	<b>797</b>	<b>627</b>	<b>653</b>	<b>625</b>	<b>676</b>		<b>3,155</b>	<b>0.1736%</b>	<b>\$317,611</b>

### Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
<b>Provincial Totals</b>	<b>446,674</b>	<b>370,147</b>	<b>378,776</b>	<b>378,669</b>	<b>393,567</b>		<b>1,817,899</b>	<b>100%</b>	<b>\$183,003,471</b>

### Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

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**OPP 2024 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
<b>Grand Total</b>	<b>797</b>	<b>627</b>	<b>653</b>	<b>625</b>	<b>675.50</b>
Drug Possession	4	2	3	2	2.75
Drug Related Occurrence	2	1	1	1	1.25
Poss of illicit over 30g dried cannabis (or equiv) adult	1	0	0	0	0.25
Possession - Heroin	0	0	1	0	0.25
Possession - Methamphetamine (Crystal Meth)	1	1	0	1	0.75
Possession - Other Controlled Drugs and Substances Act	0	0	1	0	0.25
Drugs	0	0	1	0	0.25
Trafficking – Opioid (other than heroin)	0	0	1	0	0.25
Operational	270	256	250	251	256.75
Accident - non-MVC - Commercial	0	0	0	1	0.25
Accident - non-MVC - Master Code	1	1	1	1	1.00
Animal - Bite	3	0	1	0	1.00
Animal - Dog Owners Liability Act	2	2	3	1	2.00
Animal - Injured	5	7	4	5	5.25
Animal - Left in Vehicle	0	0	1	1	0.50
Animal - Master Code	1	0	0	1	0.50
Animal - Other	16	2	1	2	5.25
Animal - Rabid	1	0	0	0	0.25
Animal - Stray	5	8	10	5	7.00
Assist Fire Department	3	1	3	0	1.75
Assist Public	21	37	31	10	24.75
By-Law - Master Code	0	0	2	1	0.75
Distressed / Overdue Motorist	1	3	2	1	1.75
Dogs By-Law	0	1	0	0	0.25
Domestic Disturbance	31	27	19	18	23.75
False Fire Alarm - Building	1	0	0	0	0.25
Family Dispute	15	15	21	16	16.75
Fire - Building	9	4	5	3	5.25
Fire - Other	1	2	1	2	1.50
Fire - Vehicle	11	3	4	7	6.25
Firearms (Discharge) By-Law	0	1	0	1	0.50
Found - Gun	0	1	0	0	0.25
Found - Household Property	1	0	0	0	0.25
Found - License Plate	1	0	1	0	0.50
Found - Machinery & Tools	1	0	0	0	0.25
Found - Others	2	1	0	0	0.75
Found - Personal Accessories	2	0	0	0	0.50
Found - Vehicle Accessories	1	0	0	0	0.25
Found Property - Master Code	5	11	12	9	9.25
Insecure Condition - Building	2	0	0	0	0.50
Insecure Condition - Master Code	1	0	1	1	0.75
Lost - License Plate	1	0	3	0	1.00
Lost - Personal Accessories	0	0	0	2	0.50
Lost Property - Master Code	4	3	5	2	3.50

**OPP 2024 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Medical Assistance - Other	0	0	1	0	0.25
Missing Person 12 & older	3	1	2	2	2.00
Missing Person Located 12 & older	0	1	0	2	0.75
Missing Person under 12	1	0	0	0	0.25
Neighbour Dispute	9	11	24	21	16.25
Noise By-Law	1	0	0	0	0.25
Noise Complaint - Animal	1	0	0	0	0.25
Noise Complaint - Master Code	0	8	5	6	4.75
Noise Complaint - Residence	1	0	0	0	0.25
Noise Complaint - Vehicle	1	0	1	0	0.50
Other Municipal By-Laws	3	4	6	9	5.50
Overdose/Suspected Overdose -Opioid Related	0	1	0	0	0.25
Phone - Master Code	0	2	2	3	1.75
Phone - Nuisance - No Charges Laid	2	3	2	5	3.00
Phone - Other - No Charges Laid	2	1	1	40	11.00
Phone - Threatening - No Charges Laid	0	1	0	1	0.50
Protest - Demonstration	1	0	0	0	0.25
Sudden Death - Natural Causes	4	2	2	3	2.75
Suspicious Person	29	43	31	29	33.00
Suspicious vehicle	43	41	26	27	34.25
Text- related Incident (Texting)	0	0	1	0	0.25
Traffic By-Law	1	0	1	0	0.50
Trouble with Youth	9	2	3	1	3.75
Unwanted Persons	5	3	5	8	5.25
Vehicle Recovered - All Terrain Vehicles	1	0	0	0	0.25
Vehicle Recovered - Automobile	3	1	2	3	2.25
Vehicle Recovered - Trucks	2	1	4	1	2.00
<b>Operational 2</b>	<b>156</b>	<b>69</b>	<b>65</b>	<b>63</b>	<b>88.25</b>
911 call - Dropped Cell	43	12	11	8	18.50
911 call / 911 hang up	37	15	19	19	22.50
911 hang up - Pocket Dial	21	0	0	0	5.25
False Alarm - Accidental Trip	3	1	1	0	1.25
False Alarm - Cancelled	6	1	0	0	1.75
False Alarm - Malfunction	4	1	0	0	1.25
False Alarm - Others	24	29	25	20	24.50
False Holdup Alarm - Accidental Trip	0	0	0	1	0.25
Keep the Peace	18	10	9	15	13.00
<b>Other Criminal Code Violations</b>	<b>25</b>	<b>12</b>	<b>11</b>	<b>9</b>	<b>14.25</b>
Animals - Cruelty	0	0	1	0	0.25
Animals - Kill or injure	2	0	1	0	0.75
Animals - Others	1	0	0	0	0.25
Bail Violations - Breach of Recognizance	0	0	0	3	0.75
Bail Violations - Fail To Comply	10	2	0	2	3.50
Bail Violations - Master Code	1	0	0	0	0.25
Bail Violations - Others	1	1	0	0	0.50

**OPP 2024 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Breach of Probation	1	0	0	1	0.50
Contraband Tobacco	1	0	0	0	0.25
Disobey court order / Misconduct executing process	1	0	0	0	0.25
Disturb the Peace	2	2	2	1	1.75
Indecent acts - Master Code	1	0	0	0	0.25
Obstruct Public Peace Officer	0	2	1	1	1.00
Offensive Weapons - Careless use of firearms	1	0	0	1	0.50
Offensive Weapons - In Vehicle	0	0	2	0	0.50
Offensive Weapons - Other Offensive Weapons	0	1	0	0	0.25
Offensive Weapons - Possession of Weapons	1	2	0	0	0.75
Offensive Weapons - Prohibited	1	0	0	0	0.25
Offensive Weapons - Restricted	0	0	1	0	0.25
Possess Firearm while prohibited	0	1	0	0	0.25
Possession of Burglary Tools	0	1	0	0	0.25
Public Mischief - mislead peace officer	0	0	1	0	0.25
Trespass at Night	1	0	1	0	0.50
Utter Threats to damage property	0	0	1	0	0.25
<b>Property Crime Violations</b>	<b>93</b>	<b>89</b>	<b>83</b>	<b>100</b>	<b>91.25</b>
Break & Enter	21	14	7	9	12.75
Break & Enter - Firearms	1	0	0	1	0.50
Fraud - Account closed	0	1	0	0	0.25
Fraud - False Pretence Under \$5,000	1	0	0	1	0.50
Fraud - Forgery & Uttering	0	2	0	0	0.50
Fraud - Fraud through mails	0	0	0	1	0.25
Fraud - Master Code	2	3	3	7	3.75
Fraud - Money/property/security Over \$5,000	1	0	2	1	1.00
Fraud - Money/property/security Under \$5,000	6	1	2	5	3.50
Fraud - Other	1	1	10	5	4.25
Fraud - Steal/Forge/Poss./Use Credit Card	1	1	0	0	0.50
Fraud - Transportation	1	0	0	0	0.25
Identity Fraud	0	0	0	1	0.25
Interfere with lawful use, enjoyment of property	0	0	1	1	0.50
Mischief	6	13	12	10	10.25
Personation with Intent (fraud)	1	0	2	0	0.75
Possession of Stolen Goods over \$5,000	1	1	0	0	0.50
Possession of Stolen Goods under \$5,000	0	0	1	0	0.25
Property Damage	6	3	0	10	4.75
Theft from Motor Vehicles Over \$5,000	0	0	1	1	0.50
Theft from Motor Vehicles Under \$5,000	12	13	2	5	8.00
Theft of - All Terrain Vehicles	2	0	2	0	1.00
Theft of - Automobile	1	0	2	1	1.00
Theft of - Mail	1	2	0	1	1.00
Theft of - Motorcycles	0	1	1	0	0.50
Theft of - Other Motor Vehicles	2	0	0	1	0.75
Theft of - Trucks	1	2	3	3	2.25

**OPP 2024 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Theft of Motor Vehicle	0	7	10	15	8.00
Theft Over \$5,000 - Boat Motor	0	0	0	1	0.25
Theft Over \$5,000 - Building	0	0	0	1	0.25
Theft Over \$5,000 - Other Theft	0	0	0	1	0.25
Theft Under \$5,000 - Bicycles	0	1	0	0	0.25
Theft Under \$5,000 - Building	1	0	0	0	0.25
Theft Under \$5,000 - Construction Site	2	0	0	2	1.00
Theft Under \$5,000 - Farm Agricultural Produce	1	0	0	1	0.50
Theft Under \$5,000 - Farm Equipment	0	0	1	0	0.25
Theft Under \$5,000 - Gasoline Drive-off	5	8	8	0	5.25
Theft Under \$5,000 - Master Code	2	3	5	6	4.00
Theft Under \$5,000 - Other Theft	14	9	4	8	8.75
Theft Under \$5,000 - Persons	0	0	0	1	0.25
Theft Under \$5,000 Shoplifting	0	2	4	0	1.50
Unlawful in a dwelling house	0	1	0	0	0.25
Statutes & Acts	25	26	50	39	35.00
Custody Dispute	0	0	3	1	1.00
Landlord / Tenant	0	4	7	4	3.75
Mental Health Act	5	3	7	10	6.25
Mental Health Act - Apprehension	0	0	2	7	2.25
Mental Health Act - Attempt Suicide	3	1	1	2	1.75
Mental Health Act - No contact with Police	0	1	0	0	0.25
Mental Health Act - Placed on Form	1	2	3	0	1.50
Mental Health Act - Threat of Suicide	11	2	5	7	6.25
Mental Health Act - Voluntary Transport	0	1	2	3	1.50
Trespass To Property Act	5	12	20	5	10.50
Traffic	160	128	150	139	144.25
MVC - Fatal (Motor Vehicle Collision)	1	4	1	0	1.50
MVC - Others (Motor Vehicle Collision)	1	0	1	2	1.00
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	0	1	1	0.50
MVC - Personal Injury (Motor Vehicle Collision)	11	12	12	12	11.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	3	4	5	7	4.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	54	50	27	21	38.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	89	58	103	96	86.50
MVC (Motor Vehicle Collision) - Master Code	1	0	0	0	0.25
Violent Criminal Code	64	45	40	22	42.75
Assault - Level 1	46	33	31	7	29.25
Assault With Weapon or Causing Bodily Harm - Level 2	7	4	1	1	3.25
Criminal Harassment	5	1	2	3	2.75
Extortion	0	0	1	2	0.75
Indecent / Harassing Communications	0	1	2	1	1.00
Non-Consensual Distribution of Intimate Images	0	0	0	1	0.25
Pointing a Firearm	0	0	1	0	0.25
Robbery - Master Code	0	0	0	1	0.25
Sexual Assault	2	3	0	4	2.25

**OPP 2024 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Sexual offence occurring prior to January 4, 1983	0	0	1	0	0.25
Utter Threats - Master Code	0	2	0	1	0.75
Utter Threats to Person	4	1	1	0	1.50
Voyeurism	0	0	0	1	0.25

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**OPP 2022 Reconciled Year-End Summary**  
**Southwold Tp**  
**Reconciled cost for the period January 1 to December 31, 2022**

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>				
	Household	1,801			
	Commercial and Industrial	<u>66</u>			
	Total Properties	<u><u>1,867</u></u>	172.74	322,510	321,258
<b>Calls for Service</b>	Total all municipalities	177,916,859			
	Municipal portion	0.1733%	165.14	308,311	306,560
<b>Overtime</b>			10.04	18,748	19,409
<b>Prisoner Transportation</b>	(per property cost)		1.08	2,016	3,193
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.81</u>	<u>8,980</u>	<u>9,018</u>
<b>Total 2022 Costs</b>			<u><u>353.81</u></u>	<u><u>660,566</u></u>	<u><u>659,437</u></u>

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## OPP 2024 Annual Billing Statement

### Elgin Group

Estimated costs for the period January 1 to December 31, 2024

Please refer to [www.opp.ca](http://www.opp.ca) for 2024 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	18,714		
	Commercial and Industrial	<u>871</u>		
	Total Properties	<u>19,585</u>	165.59	3,243,011
<b>Calls for Service</b>	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	1.4585%	136.28	2,669,083
<b>Overtime</b>	(see notes)		12.55	245,841
<b>Court Security</b>	(see summary)		7.37	144,341
<b>Prisoner Transportation</b>	(per property cost)		1.12	21,935
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.90</u>	<u>95,967</u>
<b>Total 2024 Estimated Cost</b>			<u><b>327.81</b></u>	<u><b>6,420,179</b></u>
<b>2022 Year-End Adjustment</b>	(see summary)			50,947
<b>Grand Total Billing for 2024</b>				<u><u><b>6,471,125</b></u></u>
<b>2024 Monthly Billing Amount</b>				<b>539,260</b>

## OPP 2024 Calls for Service Billing Summary

### Elgin Group

Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	30	39	31	19	30	6.9	205	0.0113%	20,665
Drugs	11	9	10	4	9	80.6	685	0.0377%	68,967
Operational	2,383	2,641	2,514	2,381	2,480	3.8	9,423	0.5183%	948,596
Operational 2	1,509	660	585	494	812	1.5	1,218	0.0670%	122,613
Other Criminal Code Violations	151	133	118	98	125	7.3	913	0.0502%	91,859
Property Crime Violations	785	772	726	769	763	6.3	4,807	0.2644%	483,899
Statutes & Acts	401	428	455	406	423	3.5	1,479	0.0813%	148,862
Traffic	887	857	833	847	856	3.8	3,253	0.1789%	327,452
Violent Criminal Code	385	279	259	254	294	15.4	4,531	0.2493%	456,170
<b>Municipal Totals</b>	<b>6,542</b>	<b>5,818</b>	<b>5,531</b>	<b>5,272</b>	<b>5,791</b>		<b>26,514</b>	<b>1.4585%</b>	<b>\$2,669,083</b>

### Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
<b>Provincial Totals</b>	<b>446,674</b>	<b>370,147</b>	<b>378,776</b>	<b>378,669</b>	<b>393,567</b>		<b>1,817,899</b>	<b>100%</b>	<b>\$183,003,471</b>

### Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

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## OPP 2024 Calls for Service Details

### Elgin Group

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
<b>Grand Total</b>	<b>6,542</b>	<b>5,818</b>	<b>5,531</b>	<b>5,272</b>	<b>5,790.75</b>
Drug Possession	30	39	31	19	29.75
DRUG Operation - Master Code	0	2	0	0	0.50
Drug Related Occurrence	22	22	23	13	20.00
Poss of illicit over 30g dried cannabis (or equiv) adult	1	1	0	0	0.50
Possession - Cocaine	1	4	0	0	1.25
Possession - Heroin	0	0	1	0	0.25
Possession - Methamphetamine (Crystal Meth)	4	5	2	1	3.00
Possession - Methylenedioxyamphetamine (Ecstasy)	0	0	0	1	0.25
Possession – Opioid (other than heroin)	0	3	1	1	1.25
Possession - Other Controlled Drugs and Substances Act	2	1	3	3	2.25
Possession of > 5g dried cannabis (or equiv) youth	0	1	0	0	0.25
Possession/Sale/etc. for Production/Trafficking substance	0	0	1	0	0.25
<b>Drugs</b>	<b>11</b>	<b>9</b>	<b>10</b>	<b>4</b>	<b>8.50</b>
Cultivate/Propagate/Harvest cannabis by adult	2	1	1	0	1.00
Drug Operation - Rural Grow	0	1	0	0	0.25
Obtain, offer to obtain, alter or offer to alter cannabis	0	1	0	0	0.25
Other Cannabis Act	2	1	1	0	1.00
Possession of cannabis for purpose of selling	1	1	0	0	0.50
Trafficking - Cocaine	2	1	1	2	1.50
Trafficking - Methamphetamine (Crystal Meth)	1	0	1	1	0.75
Trafficking – Opioid (other than heroin)	0	1	3	0	1.00
Trafficking - Other Controlled Drugs and Substances Act	3	2	3	1	2.25
<b>Operational</b>	<b>2,383</b>	<b>2,641</b>	<b>2,514</b>	<b>2,381</b>	<b>2,479.75</b>
Accident - non-MVC - Commercial	1	0	2	1	1.00
Accident - non-MVC - Construction Site	1	0	1	0	0.50
Accident - non-MVC - Industrial	1	1	0	1	0.75
Accident - non-MVC - Master Code	3	3	3	15	6.00
Accident - Non-MVC - Others	2	1	1	1	1.25
Accident - non-MVC - Residential	2	0	1	0	0.75
Alarm - Holdup	1	0	0	0	0.25
Alarm - Master Code	2	1	0	0	0.75
Alarm - Others	10	1	1	2	3.50
Animal - Bite	21	13	7	11	13.00
Animal - Dog Owners Liability Act	12	16	9	3	10.00
Animal - Injured	68	66	65	36	58.75
Animal - Left in Vehicle	7	3	7	4	5.25
Animal - Master Code	7	8	4	10	7.25
Animal - Other	69	15	15	12	27.75
Animal - Rabid	9	3	1	0	3.25
Animal - Stray	42	59	43	58	50.50
Assist Fire Department	12	22	10	4	12.00
Assist Public	213	324	307	89	233.25
Bomb Threat	1	0	0	0	0.25
By-Law - Master Code	3	14	11	13	10.25

## OPP 2024 Calls for Service Details

### Elgin Group

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Distressed / Overdue Motorist	6	8	7	5	6.50
Dogs By-Law	6	6	3	6	5.25
Domestic Disturbance	184	207	212	218	205.25
False Alarm - Warning Issued	1	0	0	0	0.25
False Fire Alarm - Building	3	1	0	0	1.00
False Fire Alarm - Other	1	0	0	0	0.25
Family Dispute	167	223	195	195	195.00
Fire - Building	40	50	45	47	45.50
Fire - Master Code	0	2	0	0	0.50
Fire - Other	9	17	10	17	13.25
Fire - Vehicle	25	17	21	18	20.25
Fire Alarm - Master Code	1	0	0	0	0.25
Firearms (Discharge) By-Law	0	3	1	2	1.50
Fireworks By-Law	0	2	4	1	1.75
Found - Bicycles	4	2	0	0	1.50
Found - Computer, parts & accessories	1	0	0	0	0.25
Found - Gun	6	1	0	0	1.75
Found - Household Property	6	3	2	1	3.00
Found - License Plate	3	1	2	1	1.75
Found - Machinery & Tools	4	0	0	0	1.00
Found - Musical Instruments	1	0	0	0	0.25
Found - Office Machines & Equipment	1	0	0	0	0.25
Found - Others	23	9	3	1	9.00
Found - Personal Accessories	18	3	3	4	7.00
Found - Radio, TV, Sound-Reprod. Equip.	4	0	1	0	1.25
Found - Sporting Goods, Hobby Equip.	2	1	0	0	0.75
Found - Vehicle Accessories	1	0	1	0	0.50
Found Property - Master Code	54	107	136	73	92.50
Homeless Person	0	0	0	1	0.25
Insecure Condition - Building	15	10	1	0	6.50
Insecure Condition - Master Code	10	15	7	10	10.50
Insecure Condition - Vehicle	0	0	0	1	0.25
Loitering By-Law	0	3	1	0	1.00
Lost - Accessible Parking Permit	1	1	1	0	0.75
Lost - Gun	3	0	2	0	1.25
Lost - Household Property	2	2	2	0	1.50
Lost - Jewellery	1	0	0	0	0.25
Lost - License Plate	8	5	11	6	7.50
Lost - Musical Instruments	1	0	0	0	0.25
Lost - Others	5	5	4	2	4.00
Lost - Personal Accessories	16	3	10	6	8.75
Lost - Radio, TV, Sound-Reprod. Equip.	3	3	0	0	1.50
Lost - Sporting Goods, Hobby Equip.	1	0	0	0	0.25
Lost - Vehicle Accessories	0	0	1	0	0.25
Lost Property - Master Code	35	41	35	32	35.75

## OPP 2024 Calls for Service Details

### Elgin Group

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Medical Assistance - Master Code	1	0	1	1	0.75
Medical Assistance - Other	2	3	1	1	1.75
Missing Person - Master Code	1	1	1	9	3.00
Missing Person 12 & older	32	15	13	12	18.00
Missing Person Located 12 & older	24	14	21	13	18.00
Missing Person Located Under 12	6	5	6	5	5.50
Missing Person under 12	9	4	1	0	3.50
Neighbour Dispute	122	210	240	174	186.50
Noise By-Law	6	7	4	1	4.50
Noise Complaint - Animal	7	9	19	17	13.00
Noise Complaint - Business	10	2	0	1	3.25
Noise Complaint - Master Code	28	139	150	102	104.75
Noise Complaint - Others	11	11	11	5	9.50
Noise Complaint - Residence	63	7	6	7	20.75
Noise Complaint - Vehicle	6	0	1	2	2.25
Other Municipal By-Laws	47	57	36	35	43.75
Overdose/Suspected Overdose	0	0	0	0	-
Overdose/Suspected Overdose -Opioid Related	0	1	5	1	1.75
Phone - Master Code	30	31	35	39	33.75
Phone - Nuisance - No Charges Laid	22	25	23	17	21.75
Phone - Obscene - No Charges Laid	1	1	1	1	1.00
Phone - Other - No Charges Laid	27	10	10	337	96.00
Phone - Threatening - No Charges Laid	2	4	3	6	3.75
Protest - Demonstration	1	0	0	1	0.50
Smoking By-Law	0	1	0	0	0.25
Sudden Death - Accidental	1	1	1	1	1.00
Sudden Death - Apparent Overdose/Overdose	0	0	2	0	0.50
Sudden Death - Drowning	0	0	0	1	0.25
Sudden Death - Master Code	0	0	0	2	0.50
Sudden Death - Natural Causes	39	29	40	37	36.25
Sudden Death - Others	7	7	4	3	5.25
Sudden Death - Suicide	3	8	5	5	5.25
Suspicious Package	0	0	1	1	0.50
Suspicious Person	246	268	258	250	255.50
Suspicious vehicle	286	272	224	189	242.75
Swatting - Phone	0	0	1	0	0.25
Taxi By-Law	0	0	1	0	0.25
Text- related Incident (Texting)	2	2	1	2	1.75
Traffic By-Law	14	6	9	3	8.00
Trouble with Youth	84	80	67	75	76.50
Unwanted Persons	48	67	69	67	62.75
Vehicle Recovered - All Terrain Vehicles	4	1	0	1	1.50
Vehicle Recovered - Automobile	14	22	18	23	19.25
Vehicle Recovered - Master Code	1	1	2	8	3.00
Vehicle Recovered - Other	3	3	2	1	2.25

## OPP 2024 Calls for Service Details

### Elgin Group

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Vehicle Recovered - Trucks	14	16	12	18	15.00
Operational 2	1,509	660	585	494	812.00
911 call - Dropped Cell	414	77	80	64	158.75
911 call / 911 hang up	457	147	122	90	204.00
911 hang up - Pocket Dial	224	2	6	0	58.00
False Alarm - Accidental Trip	52	2	1	0	13.75
False Alarm - Cancelled	50	4	0	0	13.50
False Alarm - Malfunction	36	1	0	1	9.50
False Alarm - Others	140	253	222	196	202.75
False Holdup Alarm - Accidental Trip	8	15	20	13	14.00
Keep the Peace	128	159	134	130	137.75
Other Criminal Code Violations	151	133	118	98	125.00
Animals - Cruelty	3	0	4	3	2.50
Animals - Kill or injure	3	0	2	0	1.25
Animals - Others	2	1	2	1	1.50
Bail Violations - Breach of Recognizance	3	6	1	5	3.75
Bail Violations - Fail To Comply	52	40	41	27	40.00
Bail Violations - Master Code	2	2	4	2	2.50
Bail Violations - Others	4	6	2	2	3.50
Breach of Firearms regulation - Unsafe Storage	0	0	0	1	0.25
Breach of Probation	9	11	5	12	9.25
Child Pornography - Making or distributing	1	1	2	2	1.50
Child Pornography - Master Code	0	2	0	0	0.50
Child Pornography - Other	0	1	0	0	0.25
Child Pornography - Possess child pornography	2	1	2	2	1.75
Common nuisance	1	0	1	0	0.50
Contraband Tobacco	1	0	1	0	0.50
Counterfeit Money - Others	4	1	0	0	1.25
Disobey court order / Misconduct executing process	3	6	4	1	3.50
Disturb the Peace	16	16	8	8	12.00
Indecent acts - exposure to person under 16	0	2	1	0	0.75
Indecent acts - Master Code	2	3	4	3	3.00
Indecent acts - Other	1	3	3	2	2.25
Intimidation (fraud-corruption)	0	0	0	1	0.25
Libel - Defamatory	0	0	0	1	0.25
Obstruct Justice / Fabricate Evidence	0	0	1	0	0.25
Obstruct Public Peace Officer	2	2	3	4	2.75
Offensive Weapons - Careless use of firearms	7	3	2	2	3.50
Offensive Weapons - Carry concealed	0	0	1	0	0.25
Offensive Weapons - Fail to Report Destroying Firearm	0	0	0	1	0.25
Offensive Weapons - In Vehicle	1	0	2	1	1.00
Offensive Weapons - Other Offensive Weapons	2	2	0	4	2.00
Offensive Weapons - Other Weapons Offences	5	2	4	2	3.25
Offensive Weapons - Possession of Weapons	7	2	3	2	3.50
Offensive Weapons - Prohibited	1	3	1	1	1.50

## OPP 2024 Calls for Service Details

### Elgin Group

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Offensive Weapons - Restricted	0	0	2	1	0.75
Offensive Weapons - Weapons Trafficking	0	0	1	0	0.25
Other Criminal Code * Sec.462 - Sec.753	1	0	0	0	0.25
Personate Peace Officer	0	1	0	0	0.25
Possess Firearm while prohibited	1	3	0	1	1.25
Possession of Burglary Tools	3	1	0	0	1.00
Possession Of Counterfeit Money	0	1	0	0	0.25
Prostitution - Communication to Sell Sexual Services	0	1	1	0	0.50
Public Mischief - mislead peace officer	0	0	5	0	1.25
Public Morals	1	0	0	0	0.25
Trespass at Night	7	4	4	4	4.75
Utter Threats to damage property	3	4	1	1	2.25
Utter Threats to Property / Animals	1	2	0	1	1.00
<b>Property Crime Violations</b>	<b>785</b>	<b>772</b>	<b>726</b>	<b>769</b>	<b>763.00</b>
Arson - Auto	0	0	0	1	0.25
Arson - Building	1	3	0	0	1.00
Arson - Others	0	2	0	0	0.50
Break & Enter	153	96	102	100	112.75
Break & Enter - Firearms	6	0	2	2	2.50
Break & Enter - steal firearm from motor vehicle	1	0	0	1	0.50
False Pretence - Other	2	0	0	0	0.50
Fraud - Account closed	1	1	3	0	1.25
Fraud - False Pretence Over \$5,000	0	0	0	2	0.50
Fraud - False Pretence Under \$5,000	7	9	4	8	7.00
Fraud - Forgery & Uttering	3	8	0	1	3.00
Fraud - Fraud through mails	4	11	4	7	6.50
Fraud - Master Code	10	14	19	46	22.25
Fraud - Money/property/security Over \$5,000	12	13	13	17	13.75
Fraud - Money/property/security Under \$5,000	40	26	27	44	34.25
Fraud - Other	38	49	54	52	48.25
Fraud - Steal/Forge/Poss./Use Credit Card	12	6	7	10	8.75
Fraud - Transportation	2	0	1	0	0.75
Fraud - Welfare benefits	1	0	0	0	0.25
Identity Fraud	1	8	8	3	5.00
Identity Theft	0	0	1	1	0.50
Interfere with lawful use, enjoyment of property	10	8	4	5	6.75
Mischief	110	129	101	97	109.25
Mischief Graffiti - Non-Gang Related	6	4	3	0	3.25
Mischief with Data	1	0	1	1	0.75
Personation with Intent (fraud)	2	4	6	1	3.25
Possession of Stolen Goods over \$5,000	8	9	9	7	8.25
Possession of Stolen Goods under \$5,000	7	4	6	3	5.00
Property Damage	23	31	38	33	31.25
Theft Over - Master Code	3	3	4	10	5.00
Theft from Motor Vehicles Over \$5,000	0	1	2	2	1.25

## OPP 2024 Calls for Service Details

### Elgin Group

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Theft from Motor Vehicles Under \$5,000	79	66	44	59	62.00
Theft of - All Terrain Vehicles	12	4	8	10	8.50
Theft of - Automobile	10	14	15	20	14.75
Theft of - Construction Vehicles	0	1	0	1	0.50
Theft of - Farm Vehicles	0	2	1	1	1.00
Theft of - Mail	3	2	1	2	2.00
Theft of - Motorcycles	5	6	2	1	3.50
Theft of - Other Motor Vehicles	4	0	2	2	2.00
Theft of - Snow Vehicles	0	1	0	2	0.75
Theft of - Trucks	21	23	18	25	21.75
Theft of Motor Vehicle	28	46	46	47	41.75
Theft Over \$5,000 - Construction Site	0	0	1	1	0.50
Theft Over \$5,000 - Boat (Vessel)	0	0	0	1	0.25
Theft Over \$5,000 - Boat Motor	0	0	0	1	0.25
Theft Over \$5,000 - Building	0	1	0	1	0.50
Theft Over \$5,000 - Farm Agricultural Produce	3	0	1	0	1.00
Theft Over \$5,000 - Farm Equipment	1	0	0	1	0.50
Theft Over \$5,000 - Other Theft	4	1	6	3	3.50
Theft Over \$5,000 - Persons	0	0	1	0	0.25
Theft Over \$5,000 - Trailers	4	5	4	4	4.25
Theft Over \$5,000 - Truck Load	0	0	1	0	0.25
Theft Under \$5,000 - Bicycles	4	4	3	5	4.00
Theft Under \$5,000 - Boat (Vessel)	0	1	0	1	0.50
Theft Under \$5,000 - Boat Motor	1	1	1	2	1.25
Theft Under \$5,000 - Building	4	4	3	0	2.75
Theft Under \$5,000 - Construction Site	2	4	2	4	3.00
Theft Under \$5,000 - Farm Agricultural Produce	2	3	0	2	1.75
Theft Under \$5,000 - Farm Equipment	1	2	2	0	1.25
Theft Under \$5,000 - Gasoline Drive-off	27	22	32	27	27.00
Theft Under \$5,000 - Master Code	17	24	30	26	24.25
Theft Under \$5,000 - Mining Product	0	1	0	1	0.50
Theft Under \$5,000 - Other Theft	67	73	65	45	62.50
Theft Under \$5,000 - Persons	13	3	2	1	4.75
Theft Under \$5,000 - Trailers	2	6	2	5	3.75
Theft Under \$5,000 Shoplifting	2	9	11	11	8.25
Trafficking in Stolen Goods over \$5,000	2	0	0	1	0.75
Trafficking in Stolen Goods under \$5,000	1	0	1	0	0.50
Unlawful in a dwelling house	1	4	1	2	2.00
Willful act / Omission likely to cause mischief	1	0	1	0	0.50
<b>Statutes &amp; Acts</b>	<b>401</b>	<b>428</b>	<b>455</b>	<b>406</b>	<b>422.50</b>
Custody Dispute	2	5	11	6	6.00
Family Law Act - Custody/Access order	0	0	2	0	0.50
Family Law Act - Other	0	0	1	0	0.25
Landlord / Tenant	58	70	75	65	67.00
Mental Health Act	87	63	88	97	83.75

## OPP 2024 Calls for Service Details

### Elgin Group

For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Mental Health Act - Apprehension	0	10	27	32	17.25
Mental Health Act - Attempt Suicide	22	12	16	24	18.50
Mental Health Act - No contact with Police	7	14	4	11	9.00
Mental Health Act - Placed on Form	17	22	14	11	16.00
Mental Health Act - Threat of Suicide	64	60	56	48	57.00
Mental Health Act - Voluntary Transport	21	32	22	19	23.50
Trespass To Property Act	123	140	139	93	123.75
Traffic	887	857	833	847	856.00
MVC - Fatal (Motor Vehicle Collision)	5	8	6	2	5.25
MVC - Others (Motor Vehicle Collision)	3	0	6	7	4.00
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	2	1	1	1	1.25
MVC - Personal Injury (Motor Vehicle Collision)	49	81	74	59	65.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	20	31	33	30	28.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	299	299	137	143	219.50
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	505	434	573	600	528.00
MVC (Motor Vehicle Collision) - Master Code	4	3	3	5	3.75
Violent Criminal Code	385	279	259	254	294.25
Aggravated Assault - Level 3	1	0	2	0	0.75
Arson - Disregard for Human Life	0	1	0	0	0.25
Assault - Level 1	214	138	105	104	140.25
Assault Peace Officer	1	1	0	3	1.25
Assault Peace Officer with weapon OR cause bodily harm	1	0	1	0	0.50
Assault With Weapon or Causing Bodily Harm - Level 2	23	25	19	23	22.50
Attempted Murder	0	1	0	0	0.25
Criminal Harassment	43	18	24	23	27.00
Criminal Harassment - Offender Unknown	1	0	0	1	0.50
Criminal Negligence Causing Death	0	0	1	0	0.25
Discharge Firearm with Intent	0	0	0	1	0.25
Extortion	1	2	5	11	4.75
Forcible confinement	1	5	1	0	1.75
Indecent / Harassing Communications	11	12	15	12	12.50
Invitation to Sexual Touching	0	0	0	1	0.25
Kidnapping	0	0	1	0	0.25
Murder 1st Degree	1	0	1	0	0.50
Murder 2nd Degree	0	0	0	1	0.25
Non-Consensual Distribution of Intimate Images	0	1	1	3	1.25
Other Assaults / Admin Noxious thing	0	0	1	2	0.75
Pointing a Firearm	0	0	1	1	0.50
Procuring a person under the age of 18 years	1	0	0	0	0.25
Robbery - Master Code	0	0	0	1	0.25
Robbery - Other	1	0	0	1	0.50
Robbery - With Threat of Violence	0	1	5	0	1.50
Robbery of firearms	0	0	0	1	0.25
Sexual Assault	29	34	28	21	28.00
Sexual Assault With a Weapon	0	0	2	1	0.75

**OPP 2024 Calls for Service Details**

**Elgin Group**

**For the calendar years 2019 to 2022**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Sexual Exploitation	1	1	0	0	0.50
Sexual Interference	5	5	9	6	6.25
Sexual offence occurring prior to January 4, 1983	0	0	1	0	0.25
Utter Threats - Master Code	2	5	6	6	4.75
Utter Threats to Person	47	28	28	28	32.75
Utter Threats to Person - Government Employee	0	0	1	0	0.25
Utter Threats to Person - Police Officer	1	0	0	0	0.25
Voyeurism	0	1	1	3	1.25

**OPP 2024 Estimated Court Security Cost Summary**

**Elgin Group**

Estimated costs for the period January 1 to December 31, 2024

**2023 Cost-Recovery Formula**

**Salaries and Benefits**

		<b>Positions</b>	<b>\$/FTE</b>	<b>Total \$</b>
<b>Uniform Members</b>	<b>Note 1</b>			
Constable . . . . .		0.14	108,173	15,001
Part-Time Constable . . . . .		0.84	86,989	72,781
<b>Total Uniform Salaries</b>		<b>0.98</b>		<b>87,781</b>
Statutory Holiday Payout . . . . .			5,132	712
Shift Premiums . . . . .			1,130	1,102
Uniform Benefits - Full-Time Salaries . . . . .		32.44%		4,866
Uniform Benefits - Part-Time Salaries . . . . .		15.71%		11,434
<b>Total Uniform Salaries &amp; Benefits</b>				<b>105,895</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>			
Communication Operators . . . . .			6,228	6,074
Prisoner Guards . . . . .			1,996	1,947
Operational Support . . . . .			6,080	5,930
RHQ Municipal Support . . . . .			2,751	2,683
Telephone Support . . . . .			141	138
Office Automation Support . . . . .			875	853
Mobile and Portable Radio Support . . . . .			282	275
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>17,900</b>
<b>Total Salaries &amp; Benefits</b>				<b>123,796</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>			
Communication Centre . . . . .			155	151
Operational Support . . . . .			1,018	993
RHQ Municipal Support . . . . .			212	207
Telephone . . . . .			1,582	1,543
Mobile Radio Equipment Repairs & Maintenance . . . . .			147	266
Office Automation - Uniform . . . . .			3,019	2,945
Vehicle Usage . . . . .			9,975	9,729
Detachment Supplies & Equipment . . . . .			548	534
Uniform & Equipment . . . . .			2,305	4,177
<b>Total Other Direct Operating Expenses</b>				<b>20,545</b>
<b>Total 2024 Estimated Court Security Cost</b>				<b>\$ 144,341</b>
<b>Total OPP-Policed Properties</b>				19,585
<b>Cost Per Property</b>				<b>\$ 7.37</b>

## **OPP 2024 Estimated Court Security Cost Summary**

### **Elgin Group**

**Estimated costs for the period January 1 to December 31, 2024**

#### **Notes:**

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2022 activity levels and requirements determined by servicing detachment staff. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

**OPP 2022 Reconciled Year-End Summary**  
**Elgin Group**  
**Reconciled cost for the period January 1 to December 31, 2022**

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>				
	Household	18,222			
	Commercial and Industrial	<u>877</u>			
	Total Properties	<u><u>19,099</u></u>	172.74	3,299,210	3,286,394
<b>Calls for Service</b>					
	Total all municipalities	177,916,859			
	Municipal portion	1.4910%	138.89	2,652,651	2,637,582
<b>Overtime</b>			12.80	244,515	213,348
<b>Court Security</b>	(see summary)		7.29	139,266	134,952
<b>Prisoner Transportation</b>	(per property cost)		1.08	20,627	32,659
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>4.81</u>	<u>91,866</u>	<u>92,248</u>
<b>Total 2022 Costs</b>			<u><u>337.62</u></u>	<u><u>6,448,135</u></u>	<u><u>6,397,184</u></u>
<b>2022 Billed Amount</b>				<u><u>6,397,189</u></u>	
<b>2022 Year-End-Adjustment</b>				<u><u>50,947</u></u>	

**Notes**

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2024.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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**OPP 2022 Reconciled Court Security Cost Summary**  
**Elgin Group**  
 Reconciled costs for the period January 1 to December 31, 2022

**2021 Cost-Recovery Formula**

**Salaries and Benefits**

		<b>Positions</b>	<b>\$/FTE</b>	<b>Total \$</b>
<b>Uniform Members</b>	<b>Note 1</b>			
Constable . . . . .		0.14	106,938	14,829
Part-Time Constable . . . . .		0.84	85,283	71,354
<b>Total Uniform Salaries</b>		<b>0.98</b>		<b>86,183</b>
Statutory Holiday Payout . . . . .			5,018	696
Shift Premiums . . . . .			1,126	1,098
Uniform Benefits - Full-Time Salaries. . . . .			31.57%	4,682
Uniform Benefits - Part-Time Salaries. . . . .			15.55%	11,095
<b>Total Uniform Salaries &amp; Benefits</b>				<b>103,754</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>			
Communication Operators . . . . .			6,832	6,664
Prisoner Guards . . . . .			2,016	1,966
Operational Support . . . . .			5,154	5,027
RHQ Municipal Support . . . . .			2,720	2,653
Telephone Support . . . . .			119	116
Office Automation Support . . . . .			673	656
Mobile and Portable Radio Support . . . . .			312	304
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>17,386</b>
<b>Total Salaries &amp; Benefits</b>				<b>121,141</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>			
Communication Centre . . . . .			178	174
Operational Support . . . . .			802	782
RHQ Municipal Support . . . . .			118	115
Telephone . . . . .			1,615	1,575
Mobile Radio Equipment Repairs & Maintenance . . . . .			39	71
Office Automation - Uniform . . . . .			2,545	2,482
Vehicle Usage . . . . .			8,750	8,534
Detachment Supplies & Equipment . . . . .			456	445
Uniform & Equipment . . . . .			2,178	3,947
<b>Total Other Direct Operating Expenses</b>				<b>18,125</b>
<b>Total 2022 Reconciled Court Security Cost</b>				<b>\$ 139,266</b>
<b>Total OPP-Policed Properties</b>				19,099
<b>Cost Per Property</b>				<b>\$ 7.29</b>

**OPP 2022 Reconciled Court Security Cost Summary**

**Elgin Group**

**Reconciled costs for the period January 1 to December 31, 2022**

**Notes:**

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2022 activity levels and requirements determined by servicing detachment staff. The COVID pandemic restrictions may have significantly reduced the court security requirements for the municipality.  
Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2022 salaries incorporate the 2022 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (uniform staff - 1.85%, civilian staff 1.0%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2022-2023).
  
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2021 Municipal Policing Cost-Recovery Formula.
  
- 3) The Municipality's remaining grant credit from the Ministry's 2023 Court Security Prisoner Transportation Grant Program is subject to an adjustment if the 2022 grant allocation is more than the 2022 reconciled costs. There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 11, 2023

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

**REPORT NO:** FIN 2023-14

**SUBJECT MATTER: 2023 Auditor Appointment**

---

#### **Recommendation:**

That Council appoint Graham Scott Enns, LLP Chartered Professional Accounts to provide audit services for the 2023 Fiscal Year.

#### **Purpose:**

The purpose of this report is to review the appointment of an Auditor for the 2023 Fiscal Year.

#### **Background:**

In accordance with the Municipal Act, Section 296, the Township is required to appoint an auditor licenced under the Public Accounting Act, 2004 who is responsible for:

- annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- performing duties required by the municipality or local board.

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

Graham Scott Enns, LLP from St. Thomas has been providing audit services for the Township for many years and has a very good understanding of the Township's programs, services, accounting systems and procedures.

For the following reasons, it would be beneficial to continue with Graham Scott Enns, LLP as auditor for 2023:

- Maintaining consistency with the auditor is preferred as they understand the Township's finances and less time is spent by staff reviewing systems and accounts;
- There has been discussion with the County and Local Municipalities about a joint audit tender, but until most municipalities align for renewal dates, this is difficult.

Continuing with annual engagements will permit the Township to participate in this joint tender in the future;

- Based on my review of the 2021 and 2022 audit, Graham Scott Enns provided excellent service with minimal impact on Township staff;
- There are very few auditors that are willing to take on small, municipal audit engagements in the area (based on information from others, typically only 3 auditors submit proposals and in this area Graham Scott Enns tend to be successful with most);
- There is very little time to complete a Request for Proposals and maintain our traditional audit timelines; and
- The costs for audit services are very reasonable based on comparison with our neighbouring municipalities.

**Financial Implications:**

2022 Audit Costs were \$18,825.60 including net tax. Graham Scott Enns has indicated there would only be an inflationary increase for 2023.

**Strategic Plan Goals:**

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

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

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

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



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** October 11<sup>th</sup> 2023

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

**REPORT NO:** CBO-2023-016

**SUBJECT MATTER: Activity Report September 2023**

---

**Recommendation(s):**

None – For Council Information.

**Purpose:**

The update Council on monthly activities since last report

**Background:**

**1. 2023 Capital Project Process:**

<b>2023</b>		
<b>Township Office</b>	<b>Budget</b>	<b>Status/Comment</b>
Office Renovation	100,000.00	Underway
Door lock fob system office	10,000.00	
<b>Parks projects</b>		
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
<b>Keystone Complex</b>		
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	Complete

**Comments/Analysis Building:**

See attached permit comparison report Schedule A CBO 2023-016 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.
- Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township’s infrastructure in the promotion of public safety
- Exercising good financial stewardship in the management of Township expenditures and revenues.
- Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

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

**Approved by:**  
**Lisa Higgs, CAO/Clerk**  
**“Approved electronically”**

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

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	27	10,278	1,758,860	Accessory structures	29	8,018	1,505,400
Agricultural	12	11,868	4,301,200	Agricultural	13	16,242	3,739,288
Change of Use	1	150	-	Change of Use			
Commercial	4	3,450	384,900	Commercial			-
Demolition	9	1,500	84,401	Demolition	8	1,050	70,500
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	1,050	41,000
Plumbing	4	450	17,500	Plumbing	24	1,650	164,200
Pools	11	1,650	576,106	Pools	23	3,450	1,637,591
Residential Building	29	48,826	15,508,590	Residential Building	92	202,587	59,210,755
Sewage System	18	8,100	780,500	Sewage system	26	9,900	732,375
Signs	4	450	12,000	Signs	1	1,320	-
Combined Use		-	-	Combined Use	1		-
<b>TOTAL</b>	<b>125</b>	<b>87,724</b>	<b>23,474,800</b>	<b>TOTAL</b>	<b>228</b>	<b>442,896</b>	<b>85,885,467</b>

Current Year			Previous Year		
TOTAL PERMIT ISSUED		125		228	
TOTAL DWELLING UNITS CREATED		18		74	
TOTAL PERMIT VALUE		23,474,800		85,885,467	
TOTAL PERMIT FEE		87,724		442,896	
TOTAL INSPECTION COMPLETED(YTD)		711		1775	

September 2022 Compared to September 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	3	4,011	540,000	Accessory structures	5	160	495,000
Agricultural	1	3,171	800,000	Agricultural		468	
Change of Use				Change of Use			
Commercial	1	2,800	150,000	Commercial			
Demolition		150		Demolition	3	300	23,500
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing	2	150	8,000
Pools				Pools		450	
Residential Building				Residential Building	5	7,017	2,490,000
Sewage System	1	500	6,500	Sewage System	4	900	52,875
Signs	1			Signs			
Combine Use				Combined Use			
<b>TOTAL</b>	<b>7</b>	<b>10,632</b>	<b>1,496,500</b>	<b>TOTAL</b>	<b>19</b>	<b>9,445</b>	<b>3,069,375</b>



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 11, 2023

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO:** CAO 2023-50

**SUBJECT MATTER: Activity Report for CAO/Clerk September 2023**

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

None – For Council Information.

#### **Purpose:**

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

#### **Background:**

#### **Meetings/Events:**

- Economic Development Committee – September 7
- Staff Meeting – September 13 & 27
- Management Meetings – September 7 & 20
- Elgin Administrators Meeting – September 8
- Health and Safety Policy Development Meeting – September 11 & 25
- Meeting with OCWA – September 11
- Meeting with County Ec Dev – Investment Readiness Marketing – September 12 & 26
- Consultation for Severance & Use of Unopened Road Allowance – September 13
- Meeting with MECP – EA Amendment Options – September 14
- Meeting with Broccolini RE Development Options – September 21
- Planning for Growth Meeting at Elgin County Council – September 26
- Central Community Health Centre Board meeting – September 27
- Three Marriage Ceremonies in the Office
- Various Development Proposal meetings

**Strategic Planning Exercise**

The Plan will be presented to Council in September and endorsed at their meeting on September 11<sup>th</sup>. Staff are still working on a communications and implementation strategy.

**Recruitment/Staffing**

All staff positions are currently filled.

**Office Renovation**

The office renovation started on August 21, 2023 and significant progress has been made. By the end of September, removals were complete, framing and drywall is complete, paint and flooring have been selected and paint is being applied now. Staff is hopeful that the Chambers will be open again for our November meetings.

**Policy Development**

The Special Projects Manager has made significant progress developing various policies, forms, and data base to manage the Health & Safety Program. The CAO/Clerk is reviewing the materials now and staff is anticipating that these will be reviewed first by the various Health and Safety representatives with an intention of a broader corporate roll out shortly.

**2023 Budget and Projects:**

Staff are continuing to plan out and implement the various projects and programs approved in the 2023 budget. Presentations for the 2024 Budget begin on October 11.

*Capital Project Progress:*

<b>Project</b>	<b>Budget</b>	<b>Status/Comments</b>
Strategic Plan	\$15,000	Strategic Plan completed. Communications and Implementation being developed now.
Online Meeting Equipment	\$15,000	Working in conjunction with Council Chambers reconfiguration; as noted above staff are engaging with a board room specialist to develop a program.
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

Project	Budget	Status/Comments
		<p>Final configuration and programming in progress- Experiencing delays from Bell with porting the phone numbers</p> <p>Substantially completed, new system is in place and operational. Waiting on IT to finalize some elements.</p>
Server Replacement	\$15,000	Ordered, Delivered, installed – IT Contractor finalizing configuration and implementation
Branding and Marketing	\$15,000	<p>Full brand roll-out continues, some community signs are being replaced with the new branding.</p> <p>Signs have been ordered for the community villages and select parks.</p>
IT Penetration/Security Testing	\$10,000	Ongoing – IT contractor Microsoft 2 Factor Authentication enabled – minimal issues to date
Additional Office Space	\$80,000	Under construction. 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. An internal staff working group has been developed with a goal of implementation for beginning of 2024.
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with internal resources only so far

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

- 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:  
Lisa Higgs, CAO/Clerk  
"Submitted electronically"**



## TOWNSHIP OF SOUTHWOLD

**MEETING DATE:** October 11, 2023

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO:** CAO 2023-51

**SUBJECT MATTER: Ontario Trillium Foundation – Resilient Communities Fund**

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

THAT Council authorize staff to submit an Application for Funding under the Ontario Trillium Foundation, Resilient Communities Fund towards the development of a Parks Renewal and Redevelopment Strategy.

### **Purpose:**

The report serves to obtain Council authorization to proceed with an application for funding with the Ontario Trillium Foundation, for a Parks Renewal and Redevelopment Strategy.

### **Background:**

Recently, staff became aware of a newly released Trillium Fund opportunity known as the “Resilient Communities Fund”. Open to applications until October 25<sup>th</sup>, the fund supports community-based organizations that deliver programs and services in Ontario and need funding to recover and build capacity, resilience and sustainability.

Eligible applicants can apply for a grant to develop and implement medium to long-term plans that address current organizational challenges they are facing to recover and build resilience.

Grants support organizations as they:

- develop new approaches to generate revenue
- start new activities to meet community need
- adjust strategies and plans
- plan for future challenges

Municipalities with a population under 20,000 people, are eligible to apply for funding in OTF's Active People Action Area fostering more active lifestyles, or in OTF's Inspired People Action Area supporting arts, culture and heritage projects.

**Comment:**

Below is a quick snapshot of details about the Resilient Communities Fund:

- Call for applications deadline: October 25, 2023
- Amount range: Minimum of \$10,000 Maximum of \$100,000
- Funding for: defined set of flexible outcomes (i.e. strategic planning and implementation, operational planning, community consultation to understand emerging needs
- Eligible costs include: direct personnel costs, consultant costs (purchased services), overhead and administration costs

As part of the 2024 budget, staff will be moving forward with a recommendation for a Parks renewal and redevelopment plan. The Township parks are essential public infrastructure and are vital to improving and sustaining the health of our residents, community, environment and economy. To ensure that our parks continue to meet the evolving needs of our community, the Township is recommending that a Park Renewal and Redevelopment Strategy will help to direct the planning, management, and redevelopment of major parks in the municipality.

Staff are envisioning a study which has established concept plans and a prioritized action plans to guide capital planning for selected park sites, including the potential re-arrangement of existing amenities and introduction of new amenities (e.g., playgrounds, splash pads, sport courts, gazebos, pavilions, water features etc.). It builds on the Township's Strategic plan and earlier public consultation in 2019, but would likely include a public consultation element. Staff would also suggest that the study provides a high-level assessment of rates charged and a possible projection of long-term staffing needs.

Given that in the evaluation criteria for the grant, the greatest weight is given to strategy and process, staff feels that the greatest opportunity for success would be to apply for a strategic planning project and feels that an assessment of all of our parks to inform future asset management and development makes the most sense.

**Financial Implications:**

Staff are awaiting cost estimates from consultants, however, with Trillium funding of up to \$100,000.00, the scope of the project could be significant.

**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:  
Lisa Higgs, CAO/Clerk  
“Submitted electronically”**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 11, 2023

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO:** CAO 2023-54

**SUBJECT MATTER: Christmas Gift Certificates for Staff**

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#### **Recommendation:**

THAT Council approve the updated Policy HR-61 Christmas Gift Certificate Policy as attached to this report.

#### **Purpose:**

The purpose of this report is to provide information to Council on the Christmas Gift Certificate Program and accept the small amendments to the policy (Attachment "A").

#### **Background:**

Over the past seven years, the Township of Southwold has not hosted a formal Christmas Party but did give all employees a gift certificate from a Southwold Business. The gift certificates have been handed out at an informal gathering with coffee and donuts hosted by Council.

In 2020, in response to the pandemic and considering many businesses being unable to open, in lieu of gift cards, staff received cheques. 2021 saw the return to gift cards and smaller gatherings.

In 2022, Council adopted Policy HR-61 Christmas Gift Certificate Policy, which was adopted to reflect past practice with several proposed changes that attempt to address gaps since moving to the gift certificate program.

#### **Comments:**

Included in the Christmas Gift Certificate Policy previously, was a requirement that the CAO/Clerk reviews the policy annually and brings an annual report to Council. A small change in the policy attached is that the CAO/Clerk reviews the policy annually but that a report to Council would only be required if there are amendments to the policy itself.

**Financial Implications:**

None. Funding for the Gift Certificate program is included annually in the Township's budget.

**Strategic Plan Goals:**

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

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

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



## Township of Southwold Human Resources Policy and Procedure Manual

<b>Title: Christmas Gift Certificate Policy</b>	
<b>Number:</b> HR-61	<b>Type:</b> Policy
<b>Effective Date:</b> 2022-09-26	<b>Last Review Date:</b>
<b>Approval:</b> Council, Resolution 2022-09-26.267	<b>Review Frequency:</b> Annually, October
<b>Applies to:</b> All Staff	

### **Purpose:**

To provide a policy framework for the Christmas Gift Certificate program.

### **Definitions:**

Full-time Employee – all employees of the Township that work full-time hours (35 – 40 hrs/week) whether continuously employed or on fixed-term contract.

Part-time Employee – all employees of the Township that work part-time hours whether continuously employed or on a fixed-term contract. Part-time includes Firefighters.

### **Application:**

This Policy applies to Full-time and Part-time Employees in the employ of the Township when the gift certificates are distributed.

The CAO/Clerk may also authorize the issuance of a gift certificate to other people such as recent retirees, employees that recently completed a contract and/or situations where recognition with a Christmas Gift Certificate would be appropriate.

**Policy:**

1. Gift certificates from Township businesses will be provided in early December each year as follows:
  - a. Full-time Employees - \$75
  - b. Part-time Employees - \$50
  
2. Staff will be provided with the opportunity to select the gift certificate from a list of several businesses in the Township.
  
3. The CAO/Clerk will administer this policy and complete the following:
  - a. Review the policy each year in September/October
  - b. Provide an update to Council, if there are any recommended changes.
  - c. Review and update the vendor list each year confirming vendors are still interested and able to participate in the gift certificate program.
  - d. Consider the inclusion of new vendors.
  - e. Providing staff with the list of vendors and request for their preferred gift certificate vendor.
  - f. Securing gift certificates.
  - g. Coordinating the distribution of the Gift Certificates in conjunction with Council and service recognition event (if applicable)
  
4. For clarification the following employee classes are not eligible for the program:
  - a. Councillors
  - b. Contractors
  - c. Summer Students

**Revision History:**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Notes</b>
1	2022-09-26	New policy that reflects past practice.
2	2023-10-11	Updated to reflect change in Council review, if no changes to policy

**Related Policies:**

Service Recognition Policy



# COUNCIL HIGHLIGHTS

TUESDAY,  
SEPTEMBER 26, 2023

## IN THIS ISSUE:

Revitalizing County Websites:  
Paving the Digital Path for  
Accessibility, Security, and  
Innovation

Driving Excellence: Elgin County's  
Ambulance Fleet Renewal Strategy

Energizing Elgin: Powering Up the  
POA Courthouse and EMS  
Headquarters with Natural Gas  
Generators

Fostering Business Excellence:  
Empowering Entrepreneurs in  
Elgin County and St. Thomas

Planning for Progress: Elgin's  
Collaborative  
Approach to Development

AccessAbility Open House -  
Thursday September 28th



## REVITALIZING COUNTY WEBSITES: PAVING THE DIGITAL PATH FOR ACCESSIBILITY, SECURITY, AND INNOVATION

The County's websites need upgrades for accessibility, security, and new program interfaces. A delay occurred due to unforeseen challenges, but it's time to re-engage to meet the modern needs of our communities and residents alike.

The Economic Development Department secured \$50,000 in funding through the Ministry of Economic Development's Rural Economic Development Program (RED) to support the redevelopment of the County's sites by the end of 2024.

County Council approved staff's recommendation to utilize Sandbox Software Solutions, who has the necessary expertise and familiarity with County operations.



## DRIVING EXCELLENCE: ELGIN COUNTY'S AMBULANCE FLEET RENEWAL STRATEGY



Elgin County currently has a fleet of twelve (12) ambulances and two (2) emergency response vehicles. Every six (6) years, this fleet is refreshed by purchasing two (2) new ambulances each year.

Currently, there are only two (2) manufacturers that are certified for Type 3 ambulances in Ontario - Crestline Coach and Demers Ambulance. Since Demers acquired Crestline, staff recommend that the County purchase from Crestline for the next two (2) years. County Council approved the purchase of two (2) ambulances from Crestline in 2023 and again in 2024 and the disposal of two (2) surplus ambulances each year.

## ENERGIZING ELGIN: POWERING UP THE POA COURTHOUSE AND EMS HEADQUARTERS WITH NATURAL GAS GENERATORS

As part of the 2023 Capital Budget, the County issued tenders for the supply of labour, equipment, and materials for new Natural Gas Standby Power Generators at the Provincial Offences Administration (POA) Courthouse and Elgin-St. Thomas EMS Headquarters on Edward Street, in accordance with the Procurement Policy.

Clark-Haasen Electric submitted the lowest compliant bid and was subsequently approved by Elgin County Council to complete the installation at a total cost of \$258,300.00, excluding H.S.T.



## FOSTERING BUSINESS EXCELLENCE: EMPOWERING ENTREPRENEURS IN ELGIN COUNTY AND ST. THOMAS



The Elgin Business Resource Centre (EBRC) hosts an annual business plan contest called "The Pitch" for local businesses in Elgin County and St. Thomas. The competition awards a grand prize package, and the EBRC is seeking sponsors to help support the prize. On January 24, 2024, "The Pitch" will return for its eighth annual event. The EBRC is looking for sponsors to support the prize package. Previously, Elgin County Economic Development contributed \$1,000 towards the prize package. This year, the EBRC aims to raise \$35,000 (\$25,000 cash and \$10,000 in-kind) for the prize package. County Council approved sponsoring "The Pitch" with \$1,000.

The Elgin- St. Thomas Small Business Enterprise Centre (SBEC), which offers programs to small businesses in the region with valuable support, resources, business counseling, loans, and youth-focused, recently launched the Young Entrepreneurs Initiative (YEI). YEI a dynamic group that focuses on supporting and connecting entrepreneurs under 40 in Elgin and St. Thomas. To continue building momentum for this group, SBEC is seeking a small number of sponsors at \$1,000 to support the group for the entire year. County Council approved sponsoring the Young Entrepreneurs Initiative with \$1,000.

## CHARTING A PATH TO A STRONGER COMMUNITY: ST. THOMAS-ELGIN SOCIAL SERVICES' VISION FOR 2023 AND BEYOND

Elgin County Council received an update from representatives from the St. Thomas-Elgin Social Services with information on their services for 2023 and beyond. They focused on three areas: Ontario Works, Housing Stability Services, and Children's Services.

Joanne Weber, the Manager of Ontario Works, gave a detailed breakdown of the statistics for 2023 to date. She noted that 25% of applicants were from Elgin County, with the rest being from the City of St. Thomas. She also mentioned that Ontario Works would transition to Employment Services Elgin in 2024 and that Social Services will focus on Employment Services Transformation as directed by the Ministry of Labour. This new service will provide job seekers with person-centred support for basic needs, life skills, health, and community support.

Danielle Neilson, the Manager of Housing Stability Services, discussed the Homelessness Response Plan for Elgin County. She highlighted the community's achievement of being recognized as Functional Zero on Veterans Homelessness, which is a significant step in combating homelessness in the region. Danielle also spoke about the Coordinated Access St. Thomas-Elgin program, which matches people to resources through bi-weekly meetings of local service groups. She also mentioned The Family Central in Aylmer and the West Elgin Community Health Centre and their services for people experiencing rural homelessness.

Teresa Sulowski, the Manager of Children's Services, presented Council with an overview of childcare needs in the community. She mentioned the shortage of qualified Early Child Educators and the desperate need for more spaces across the entire County.

Overall, the presentations were well-received and sparked the need for further conversations between St. Thomas-Elgin Social Services, Elgin County Council, and Elgin County staff.



# PLANNING FOR PROGRESS: ELGIN'S COLLABORATIVE APPROACH TO DEVELOPMENT

Elgin's local economy and community are set to receive a significant boost with the establishment of the Amazon Fulfillment Centre, the PowerCo SE Gigafactory and other related investments. To ensure all Local Municipal Partners (LMPs) are informed and involved in any joint efforts that may be required, the Economic Development and Planning staff presented Council with an Education Session.

During the session, an overview of the expected growth in our region over the next few years was presented. This sparked a conversation about how the Local Municipalities and the County plan to respond to this growth. The session also highlighted the importance of professional planners and their expertise in guiding us on this growth journey. The full presentations can be accessed [here](#).

## ACCESSABILITY OPEN HOUSE - THURSDAY SEPTEMBER 28TH



**Free**  
**AccessAbility  
Open House**

Hosted by the St. Thomas Municipal Accessibility Advisory Committee  
In partnership with the Elgin County-Central Elgin  
Joint Accessibility Advisory Committee

Event  
Details

**Everyone Welcome!**

**Date:** Thursday September 28, 2023

**Time:** 2:00 p.m. to 7:00 p.m.

**Location:** St. Thomas Memorial Arena  
80 Wilson Ave, St. Thomas, ON

**Door Prizes Vendors Food Trucks  
Guest Speaker Music Performance**



**Free**  
**AccessAbility  
Open House**

**Guest Speaker David Lepofsky**

**Topic: Making Ontario Accessible to People with  
Disabilities: How Are We Doing? What Can You Do? An  
Update from the Disability Advocacy Front Lines**



**Date:** Thursday September 28, 2023

**Time:** 4:00 p.m. to 5:00 p.m.

**Location:** St. Thomas Memorial Arena 80 Wilson Ave,  
St. Thomas, ON or Online Via Zoom (link to be provided)

**About the Speaker:**

David Lepofsky is the volunteer Chair of the AODA Alliance, lawyer, professor, and advocate. Since the late 1970s, David has been actively advocating for new laws on the rights of persons with disabilities in Canada. His work includes pushing for protections for persons with disabilities in the Ontario Human Rights Code and campaigning for the passing of the Accessibility for Ontarians with Disabilities Act in 2005.



For the complete September 26, 2023, County Council Agenda Package, please visit the Elgin County [website](#).

RECEIVED

OCT 03 2023

**Optimist Club of Fingal-Shedden & District**  
**Annual Santa Claus Parade**  
PO Box 136  
Shedden, On, N0L 2E0  
[sgarvin@rogers.com](mailto:sgarvin@rogers.com)

Oct 1, 2023

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

To Whom It May Concern:

I am writing on behalf of the **Optimist Club of Fingal-Shedden & District** to request permission of the Southwold Council to hold our annual Santa Claus Parade in the Village of Fingal on **Sunday, December 3<sup>rd</sup>, 2023, beginning at 2:00 p.m.**

Our planned route begins with all floats and marching entries forming at the Southwold Township office parking lot and on the side of the road along Fingal Line at the west end of the village. The parade proceeds east on Fingal Line through the main village intersection at Union Road and turns north at Lanark Street to Fowler Street, west on Fowler Street and again crosses Union Road onto Church Street, and ends back at the Southwold Township office parking lot.

We will request assistance from the OPP Detachment to handle overall traffic and crowd control. Since the Optimist Club has their own traffic barricades, we will not need any from the township. With the help of our club members, we will be stopping traffic along Fingal Line at the east end of the village at Centre Street, at the west end of the village at Church Street, at the intersection of Union Road and Fingal Line, and at the intersection of Union Road and Lanark Street.

The total length of time that the roadways will be blocked to traffic will be from 2:00p.m. to approximately 3:00p.m.

Your permission to allow us to go ahead with the parade would be greatly appreciated.

I can be contacted at the above email address  to confirm your approval.

Yours sincerely,

Steve Garvin –  
Chair – Santa Claus Parade Committee  
Optimist Club of Fingal-Shedden & District

October 3, 2023

The Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

**Delivered by email**  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier:

**Re: Town of Whitchurch-Stouffville Council Resolution of September 27, 2023, Re: Correspondence from Township of Puslinch and Town of Caledon, re: Illegal Land Use Enforcement**

Please be advised that this matter was considered by Council at its meeting held on September 27, 2023, and in this regard, Council passed the following resolution:

**WHEREAS** the Town of Whitchurch-Stouffville Council supports the resolution from the Town of Caledon regarding illegal land use enforcement; and

**WHEREAS** the Town of Whitchurch-Stouffville recognizes that combatting illegal land use enforcement effectively is challenging, and an issue of municipal importance; and

**WHEREAS** the Town of Whitchurch-Stouffville recognizes that illegal land use has a negative impact on local residents and the surrounding area; and

**WHEREAS** the Town of Whitchurch-Stouffville believes that the tools currently available to municipalities under the Municipal Act are insufficient to combat illegal land uses; and

**THAT** Council direct Staff to send a support resolution accordingly.

**THEREFORE**, the Town of Whitchurch-Stouffville passes this resolution regarding Illegal Land Use Enforcement:

**THAT** the Province be requested to strengthen municipal enforcement powers by:

- Amending the Municipal Act to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations; and
- Increasing the maximum penalty amounts in the Planning Act to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and

- Including provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

**THAT** a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Paul Calanda, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario; and

**THAT** a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

The above is for your consideration and any attention deemed necessary.

Kind regards,

*Monica Beattie*

Monica Beattie  
Senior Clerk's Coordinator

Attachment

Copy: Hon. Paul Calanda, Minister of Municipal Affairs and Housing  
Hon. Sylvia Jones, MPP, Dufferin-Caledon  
Hon. Doug Downey, Attorney General of Ontario  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities  
Rural Ontario Municipal Association (ROMA)

## Staff Report 2023-0327

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Meeting Date: June 6, 2023

Subject: Illegal Land Use Enforcement Update

Submitted By: Mark Sraga, Director, Building Services and Municipal Law Enforcement

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### RECOMMENDATION

That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and

That the Province be requested to strengthen municipal enforcement powers by:

- Amending the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;
- Increasing the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and
- Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; and

That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

### REPORT HIGHLIGHTS

- Constant and undeterred enforcement efforts by both the Municipal Law Enforcement Division and the Legal Services Division is achieving the results that were envisioned when Council approved the creation of this dedicated enforcement effort.

- The Town has been successful in pursuing injunctions through the courts and will continue utilizing this enforcement mechanism for property owners that do not come into compliance to the Town's By-laws through normal enforcement actions.
- Land use permissions and performance standards should be developed and enacted through the Town's Zoning By-law to permit and regulate the creation of legal truck storage facilities.
- Advocacy with the Ministry of Municipal Affairs and Housing is necessary to secure additional enforcement powers that are needed to provide more effective and cost-efficient enforcement of municipal land use B-law with respect to illegal land use.
- That the Illegal Land Use Enforcement Taskforce (Trucking) expand its mandate to include other types of illegal land uses including but not limited to event centres, institutional uses and places of worship.

## **DISCUSSION**

### **Background**

In 2019, staff were approved by Council to implement an Illegal Land Use Enforcement Taskforce with the objective of addressing the growing illegal land use issues related to the parking and storage of tractor trailers and commercial vehicles. This includes all property types in the Town, both those of a smaller scale (e.g., one or two trucks parked on rural properties), as well as those properties with a larger commercial operation. To effectively address the scope and scale of the issue, it was determined that staff would take a proactive approach to identify properties where the parking and storage of tractor trailers and commercial vehicles exist rather than relying solely on a complaint-based method and engage in education and enforcement. The dedicated resources allocated for this initiative included the following staff compliment; two (2) Municipal Law Enforcement Officers, one (1) assistant Town Solicitor and one (1) coordinator. Due to the Covid-19 Pandemic, implementation of this dedicated staff group was delayed until July 2021. Since that time, they have been actively involved in undertaking proactive educational and enforcement efforts.

### **Education and Communication Strategy**

As part of the initiative to address the illegal land use issue, staff engaged with an external consultant to develop a public education and strategic communications strategy in consultation with our Communications staff. The objective of the strategy is to effectively educate external stakeholders and property owners on the Town's land use policies and Zoning By-law; the types of properties on which the parking and storage of tractor trailers and commercial vehicles are permitted; the processes that must be followed to be in compliance with the applicable regulations; and updated enforcement efforts undertaken by enforcement staff assigned to this initiative. The result of this effort was the creation of a guide that provides an easy-to-understand explanation of the Zoning By-laws as it

relates to truck parking and storage along with the actions being taken by the Town with respect to enforcing these rules.

Along with the production of this guide, staff continue to utilize a variety of communication tactics to help inform residents and operators of illegal truck storage facilities of the rules and consequences for violating the Town's By-laws. These efforts include:

- a month-long radio campaign on Parvasi radio,
- resident focused social media campaign,
- numerous media releases highlighting successful outcomes through the courts
- media interviews and responses

### **Enforcement Efforts**

As previously referenced the commencement of proactive enforcement efforts began in July 2021 with the Officers conducting inspections on properties that had been previously identified by residents or Town staff as possibly having illegally stored trucks. Since then, Officers have investigated over 310 properties for potential illegal truck storage violations occurring (see Figure 1 for illustration of location of properties investigated).

**Figure 1:** Location of properties investigated



Over 137 enforcement actions have been commenced because of these investigations. Depending on the severity of the By-law contraventions different enforcement actions were employed to seek compliance with the Town's By-laws. These enforcement actions

include the issuance of letters notifying the property owner of the By-law contravention(s), issuance of tickets, laying of charges or seeking court injunctions. While voluntary compliance has been achieved for some of the properties there are 36 properties where the matters are still before the courts.

While the overall enforcement objective is to achieve compliance with the Town's By-laws, the Town seeks meaningful financial penalties for those property owners who willfully ignore the Town's By-laws or do not voluntarily come into compliance. Through the combined efforts of the Officers (who are employing additional investigative techniques to provide stronger evidence) and Legal staff (who can educate and demonstrate in Court of the severity of these offences) the Courts are now imposing very significant fine amounts when a defendant is found guilty of a violation related to an illegal trucking operation. The Courts have the sole discretion in determining the fine amounts and staff have been successful in achieving fine amounts between \$35,000 - \$50,000 dollars which is the maximum amount prescribed in the *Planning Act*. To date the total amount of fines levied by the courts has been over \$350,000.00. Along with these significant fine amounts the Courts are also starting to issue Prohibition Orders. Prohibition Orders are a Court directive for the convicted party to cease using the property in noncompliance with the Order effective the date the Order is issued. Should the prohibition use continue then the Enforcement Team may lay charges for failing to comply with an Order, which would result in fines that could be imposed daily. This can result in significant consequences for the owner/operator as these daily fines can become financially onerous depending on how long the property remains noncompliant.

In addition to these court charges the Town has been successful in obtaining Superior Court issued injunctions against some of the most egregious illegal trucking operations and to date there have been 3 successful court injunctions issued for the following properties:

- 6086 Mayfield Road
- 6186 Mayfield Road
- 6230 Mayfield Road (all illegally stored vehicles have been removed from this property – see Schedule A).

While these injunctions are a very powerful enforcement tool, they are very costly for the Town to instigate and carry through the Court systems and can in some instances be a slow process, taking up to a year or beyond to achieve a Superior Court decision and Order. Along with these Zoning related enforcement actions staff have also undertaken actions to achieve compliance with the Town's other By-laws, such as the Traffic By-law and the Fill By-law, where possible and warranted. This includes actions such as placing concrete barriers on the Town's right-of-way when illegal entrances have been created

(see Figure 2) with intent of preventing the continued unpermitted use of the Town's right-of-way or the removal of illegally placed fill.

**Figure 2: Example of physical enforcement action**



Along with physical actions being taken such as the placement of barriers or removal of illegally placed fill, another action undertaken to help reduce the cost advantage of operating illegally has been to inform the Municipal Property Assessment Corporation (MPAC) through Finance staff of changes in use of the property and have the property reassessed. Often, illegal operators are surreptitiously converting farm properties to commercial properties and by informing MPAC of the actual use of the property appropriate taxes can be levied, ensuring equal treatment for legal and illegal operators. To date there have been 25 properties reassessed and this has resulted in more than a \$384,000 increase in the tax levy for these properties; another 24 properties are still waiting to be reassessed. Staff also regularly inform our contacts at the Canadian Revenue Agency (CRA) of these operations as we have found that there is a significant amount of cash transactions between the vehicle operators storing their vehicles on the property and the operators of these yards. Staff also regularly communicate with other enforcement agencies such as the Toronto and Region and Conservation Authority (TRCA), Ontario Ministry of Transportation (MTO), Ministry of Environment, Conservation and Parks (MECP), and the Electrical Safety Authority (ESA) on these illegal operations and coordinate our enforcement efforts with them as much as possible.

### **Current Challenges and Solutions**

Illegal land uses are not just restricted to illegal trucking operations/storage facilities but other uses such as event centres, institutional uses or places of worship are becoming more common in Caledon. These illegal uses all have significant impacts on adjacent property owners due to the disturbances created and non-compatibility with adjacent

residential properties or road safety. Therefore, it is recommended that this taskforce's enforcement mandate be expanded to include these other types of illegal land uses and not just focused solely on the illegal trucking land uses. While this change to the mandate will not have an immediate impact on the staff compliment it will re-enforce the work the team is doing and enable them to utilize their enforcement/legal skills on these complex files. The investigative and enforcement tools used for the illegal trucking uses are identical to the ones used for these other types of illegal uses and they are all regulated by the same provincial legislation and municipal regulations (ie. *Planning Act* and *Zoning By-law*) as well as the same enforcement challenges while pursuing compliance amongst non-compliant property owners.

Prosecution matters can typically take months and sometimes years to resolve and while the matter is being dealt with through the Courts, the illegal operation continues to make money for the operator. Also, while the fine amounts being ordered by the Courts are increasingly significant, for some of the larger illegal operations these fines are just considered the "cost of doing business". More robust and efficient enforcement measures are needed if the Town is to be successful in combatting these illegal operations. These suggested new enforcement measure need to include more significant financial penalties prescribed in the *Planning Act* including special fines provisions. Currently, the maximum fine amounts are as follows:

- An individual is liable to a fine of not more than \$25,000 upon first conviction and on a subsequent conviction, not more than \$10,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- A corporation is liable to fines of not more \$50,000 upon first conviction and not more than \$25,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

It should be noted that directors or officers of corporations can also be charged and if found guilty of the charges they would be subject to the same penalty provisions as an individual.

In view of the revenues being generated from some of these large illegal operations the maximum fine amounts should be doubled, and special fine provisions like those found in the *Municipal Act* should also be introduced in the legislation. A special fine amount would enable a Court to levy a fine higher than the maximum amount prescribed in the legislation in circumstances where there has been an economic advantage or gain by violating the *Zoning By-law*. An example of this is in the Town's *Business Licensing By-law* which has a special fine provision that states, "a special fine equal to the amount of the economic gain may be imposed".

In addition to these increased fines the Town needs further enhanced enforcement powers including the authority for the municipality to bar entry to the property in circumstances where the illegal land use is occurring and it is having significant detrimental impacts on adjacent properties/occupants, the environment or creating unsafe situations such as traffic safety. These enhanced enforcement powers should be like the ones that currently exist in the provincial *Cannabis Control Act* in terms of that authority to issue a closure order along with the authority to physically block or restrict access to the property. Recognizing that this type of enforcement authority is very significant it is necessary to also have an appeal mechanism which property owners or tenants can avail themselves of when such orders and actions are taken, or the property owner has removed the illegal use. This appeal process should be through the Superior Court of Justice so that a hearing by a Judge can be held and the Judge should have the authority to confirm, modify or rescind a closure order. Implementation of such powers would be extremely effective and efficient in addressing illegal land uses such as the ones that are currently occurring in Caledon.

It needs to also be understood that even if the province was to implement these additional enforcement provisions there is a clear need for proper truck parking/storage facilities within the Town. Currently the Town's Zoning By-law does not permit such a use and considering the number of logistic facilities that have been constructed in the Town and the volume of new ones that are slated to be built both within and within proximity to the Town then this need will only continue to grow. Having clear land use designations in the most appropriate locations in the Town along with the necessary performance standards to mitigate the impacts these uses may have will help reduce the volume of illegal operations especially when combined with a very robust enforcement program regarding the illegal operations.

### **Recommended Advocacy to Combat Illegal Land Use Issues**

Staff are recommending that the Town advocate to the Province to support municipalities in efforts to combat illegal land use issues through the following means:

- Amend the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations.
- Increase the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- Include provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the

contravention has continued after the day in which the corporation was initially convicted.

### **Summary**

Constant and undeterred enforcement efforts by both the Municipal Law Enforcement division and the Legal division is achieving the results that were envisioned when Council approved the creation of this dedicated Enforcement initiative. This success can be directly attributed to the professionalism and commitment of the staff and the leadership who have been assigned to this endeavour. Even though it will take time to achieve compliance with some of the more flagrant contraveners, staff will utilize all the enforcement tools provided for in the *Planning Act* along with other legal remedies as we work towards achieving compliance amongst these non-compliant property owners.

### **FINANCIAL IMPLICATIONS**

Financial implications are contained throughout this report.

### **COUNCIL WORK PLAN**

Subject matter is not relevant to the Council Workplan.

### **ATTACHMENTS**

Schedule A: Illustration showing the successful enforcement action at 6230 Mayfield Road

Schedule A to Staff Report 2023-0327





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

### **BY- LAW NO. 2023-54**

#### **Being a by-law to appoint a Community Emergency Management Coordinator for the Township of Southwold pursuant to the standards under the Emergency Management & Civil Protection Act R.S.O., 1990, c. E 9, as amended and to repeal By-law No. 2022-80**

**WHEREAS** subsection 3 (1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended, requires the development and implementation of an Emergency Management Program by Council;

**AND WHEREAS** the Municipality has passed By-law No. 2019-65 to Establish an Emergency Management Program Committee and to appoint members;

**AND WHEREAS** the Municipality has passed By-law No. 2019-83 to Adopt an Emergency Management Program;

**AND WHEREAS** the Municipality has passed By-law No. 2022-100 being a by-law to Amend By-law No. 2019-83, The Emergency Management Program and By-law 2019-65, The Emergency Management Program Committee for the purpose of amending the membership of the Emergency Control Group and Emergency Management Program Committee;

**AND WHEREAS** the Corporation of the Township of Southwold has passed By-law No. 2021-21, authorizing an Agreement with the County of Elgin for CEMC services;

**AND WHEREAS** the Corporation of the Township of Southwold has passed By-law No. 2022-80 to appoint Elgin County Employee Stephanie Cyros as its Community Emergency Management Coordinator;

**AND WHEREAS** Stephanie Cyros is no longer an Elgin County Employee and the Corporation of the Township of Southwold deems it appropriate to appoint current Elgin County employee Andrea Loughlean as its CEMC;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:**

1. **THAT** Andrea Loughlean be appointed as Community Emergency Management Co-ordinator (CEMC), effective September 27, 2023; and
2. **THAT** any by-law(s) contravening this by-law shall be repealed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 11<sup>th</sup> DAY OF OCTOBER, 2023.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



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

### **BY- LAW NO. 2023-55**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 11, 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 October 11, 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 11<sup>th</sup> DAY OF OCTOBER, 2023.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs