



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday November 13, 2023

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION AND REVIEW OF MINUTES

- (a) Draft Minutes of the Special Council Meeting of October 21, 2023 and the Draft Minutes of the Regular Council Meeting of October 23, 2023
- (b) Minutes of the Economic Development Committee Meeting of October 5, 2023
- (c) Draft Minutes from the Winterfest/Family Day Committee Meeting of October 11, 2023
- (d) Draft Minutes of the Shedden Recreation and Keystone Complex Meeting of October 19, 2023
- (e) Draft Minutes of the War Memorial Committee Meeting of October 24, 2023
- (f) Draft Minutes of the Talbotville Station Technical Advisory Committee Meeting of October 30, 2023

5. DELEGATION

- (a) **7:00 p.m. – Carolyn Johnson and Kimberly Boughner RE: First Annual Rosy Rhubarb Walk Run**
- (b) **7:45 p.m. – 2024 Budget**
 - **Fire Capital**

6. DRAINAGE

7. PLANNING

- (a) **7:15 p.m. Public Meeting Zoning By-law Amendment PLA 2023-31**
Draft Plan of Subdivision 34T-SO2301 and ZBA 2023-08 Rickwood, 4400 Thomas Road

8. REPORTS

- (a) FIR 2023-12 Activity Report – September and October 2023
- (b) FIR 2023-13 Community Emergency Preparedness Grant
- (c) ENG 2023-56 Activity Report – October 2023
- (d) ENG 2023-57 Ferguson Line Speeding Concerns
- (e) FIN 2023-16 Accrual Budget
- (f) FIN 2023-17 2024 Ontario Municipal Partnership Fund
- (g) CBO 2023-18 Activity Report – October 2023
- (h) CAO 2023-56 Activity Report – October 2023
- (i) CAO 2023-57 Food Waste Prevention and Diversion Research and Capacity Building Fund
- (j) CAO 2023-58 Council Chamber Renovation – Update and Possible Selection of Audio-Visual Equipment
- (k) County Council Highlights – October 24, 2023

9. CORRESPONDENCE

- (a) Clearview Township Resolution RE: Illegal Car Rally – Provincial Task Force
- (b) Municipality of North Perth Resolution Re: Till Death Do Us Part Art
- (c) Elgin County RE: Resolution in Support of Updating the Municipal Freedom of Information and Protection of Privacy Act
- (d) Watson & Associates Economists Ltd RE: Assessment of Bill 134, Affordable Homes and Good Jobs Act, 2023

10. BY-LAWS

- (a) By-law No. 2023-58, being a by-law to amend By-law No. 2011-14, Rickwood, 4400 Thomas Road
- (b) By-law No. 2023-59, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 21, 2023 and November 13, 2023

11. OTHER BUSINESS *(For Information Only)*

- (a) Notice of Public Information Centre – Highway 4 and Proposed Talbotville Bypass

12. CLOSED SESSION

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (2) (c)) – 2 Items – Shedden Development Lands and Shedden Commercial Property
- (b) Labour relations or employee negotiations (section 239(2) (d))- CUPE Negotiations
- (c) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value(section 239(2)(j)) – 2 Items – Financial Assessment for Industrial Property
- (d) 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))- 2 Items Sanitary Servicing and Shared Services Infrastructure

- 13. ADJOURNMENT: NEXT REGULAR MEETING OF COUNCIL**
Monday November 27, 2023 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting – Southwold Tour
Saturday October 21, 2023
8:00 a.m. Southwold Township

COUNCIL PRESENT: Mayor Grant Jones
Deputy Mayor Justin Pennings
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
Corey Pemberton, Director of Building & Community Services
Jeff McArthur, Director of Emergency Services/Fire Chief

Mayor Jones called the meeting to order at 8:04 a.m.

DISCLOSURES: None

APPROVAL OF AGENDA

2023-320 Deputy Mayor Pennings – Councillor Emons

THAT the agenda for the Special Council Meeting of October 21st, 2023 be approved.

CARRIED

A tour of the Township was conducted. The tour highlighted the key strategic properties and assets in North Port Stanley, Ferndale, Talbotville, North Southwold, West Southwold, Shedden and Fingal.

ADJOURNMENT:

2023- 321 Councillor Adzija – Councillor Fellows

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **10:55 a.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday October 23, 2023

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

COUNCIL PRESENT: Mayor Grant Jones
Deputy Mayor Justin Pennings
Councillor John Adzija (virtually)
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
Corey Pemberton, Director of Building and Community Services
Jeff McArthur, Director of Emergency Services/Fire Chief
June McLarty, Corporate Services Clerk

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

ADDENDUM TO AGENDA:

8. REPORT:

- (e) CBO 2023-17 Replacing Lights at the Keystone Complex

9. CORRESPONDENCE:

- (c) Elgin County Federal Economic Development Application – Letter of Support Request.

DISCLOSURES: Councillor Fellows declared a conflict on any discussion regarding snow plow equipment.

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt

2023-322 Councillor Fellows – Councillor Emons

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

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

CARRIED

DRAINAGE:

Bogart Drain “C” 2023 Tender Results

2023-323 Councillor Emons – Deputy Mayor Pennings

THAT Council of the Township of Southwold award the contract for the construction of the Bogart Drain ‘C’ 2023 to Robinson Farm Drainage Ltd. in the amount of \$23,300.00 plus HST and instructs the Mayor and Clerk to sign the tender contract.

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

CARRIED

REPORTS:

CBO 2023-17 Replacing Lights at the Keystone Complex

2023-324 Councillor Emons – Councillor Adzija

THAT a decision on replacing the lights at the Keystone Complex be deferred to a future Council; and

THAT Staff was directed to obtain pricing comparing fluorescent tubes to LED lighting.

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

CARRIED

PLANNING:

Zoning By-law Amendment

7:15 p.m. ZBA 2023-09 D. and H. Lyle, 39564 Fingal Line

In attendance: D. Lyle

Opening of Public Meeting for ZBA 2023-09

2023-325 Councillor Fellows – Deputy Mayor Pennings

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. 2023-09, filed by Deren and Heather Lyle, 39564 Fingal Line opens at **7:16 p.m.**

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

CARRIED

The Mayor stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed zoning by-law amendment to rezone the subject property legally described as Con NTRE S Part Lot 41 and 42 and described municipally as 39564 Fingal Line.

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

The severed parcel would be rezoned from Agricultural 1 (A1) Zone to Agricultural 1 Special Provision (A1-71) Zone to permit a maximum lot area of .89 hectares (2.19 acres) where 0.6 hectares (1.48 acres) is permitted.

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

The Mayor asked what method notice and when was the notice given to public for this meeting. The Clerk responded that a notice was mailed to neighbouring property owners within 120 meters of the subject lands and emailed to commenting agencies on October 2nd, 2023. A sign was posted on the subject property prior to the deadline of October 3rd, 2023.

The Director of Infrastructure and Development Services Aaron Van Oorspronk presented the report to Council.

Deputy Mayor Pennings questioned if the extra-large size of the lot was to accommodate a natural boundary. Mr. Van Oorspronk responded yes.

The Mayor asked if any comments were received from staff. The Clerk responded yes. Staff comments were received, as detailed in the Planning Staff Report.

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

The Mayor advised the public that before the floor was opened to questions from the public, please be advised if any person from the public wishes to receive further information on the action of Council regarding the decision on the application for zoning by-law amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by October 24, 2023. Any person that has contacted the Planner to be part of the public meeting today will receive this further information automatically.

The Mayor asked if the owner and/or applicant is in attendance. The applicant D. Lyle of 39564 Fingal Line, Fingal, ON N0L 1K0 identified himself. Mr. Lyle thanked Council for the presentation, and he reported that he had nothing further to add.

The Mayor asked if there were any further questions from Council or public. None were asked.

PLA 2023-30 ZBA 2023-09 Lyle, 39564 Fingal Line

2023-326 Councillor Fellows – Councillor Emons

THAT Council approves the proposed Zoning By-law Amendment Application ZBA 2023-09, in accordance with the site-specific By-law contained within Appendix Two of Report PLA 2023-30.

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

CARRIED

The Mayor advised Council and the public that the decision may be appealed to the Ontario Land Tribunal.

Closing of Public Meeting for ZBA 2023-09

2023-327 Deputy Mayor Pennings – Councillor Emons

THAT the public meeting to consider the application to amend the zoning on the property owned by Deren and Heather Lyle, 39564 Fingal Line closes at **7:22 p.m.**

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

CARRIED

REPORTS:

ENG 2023-53 OCWA Sanitary Change Order

2023-328 Councillor Emons – Councillor Fellows

THAT Council receive report 2023-53 OCWA Sanitary Change Order for information; and,

THAT Council approve OCWA Change Order titled Talbotville Wastewater Treatment – Increased Scope & Labour Hours with a yearly fee of \$99,899.00.

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

CARRIED

DELEGATION:

7:30 p.m. – 8:07 p.m.

2024 Budget- Parks Capital, Administrative Capital and Public Works Facility and Equipment Capital

Director of Building and Community Service Corey Pemberton presented his report on Parks recommended capital improvement projects for the 2024 budget. This report contained the mandatory and recommended capital projects for the parks in the Township. Council discussed these various projects.

CAO/Clerk Lisa Higgs presented her report on the Administrative Capital mandatory and recommended capital projects for the 2024 Budget. Council discussed these projects.

Director of Instructure and Development Services Aaron VanOorspronk presented his report on Public Works Facility and Equipment Capital recommended capital expenditures for the 2024 budget. Council discussed these different projects.

There was no discussions related to slow plow equipment, so councillor Fellows did not vacate their chair.

REPORTS:

ENG 2023-54 Shared Servicing Negotiations Committee

2023-329 Councillor Emons – Councillor Fellows

THAT Council receive report 2023-54 Shared Servicing Negotiations Committee for information; and,

THAT Council appoint the Mayor, Deputy Mayor, CAO/Clerk, and Director of Infrastructure and Development Services to negotiate shared sanitary services with the Municipality of Central Elgin.

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

CARRIED

FIN 2023-15 Ford Motor Company Tax Adjustment

Director of Corporate Services/Treasurer Michele Lant presented this report to Council for information purposes.

County Council Highlights – October 10, 2023

Mayor Jones presented this report.

CORRESPONDENCE:

- The Royal Canadian Legion Ontario Command – 11th Annual Military Service Recognition Book Ad
- Fee Waiver Request – Shedden Soccer
- Elgin County Federal Economic Development Application – Letter of Support Request.

The Royal Canadian Legion Ontario Command – 11th Annual Military Service Recognition Book Ad

2023-330 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold agrees to the placement of a business card size ad in the Royal Canadian Legion Ontario Command Military Service Recognition Book to help to honor Ontario's Veterans at a cost of \$395.00 (HST included).

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

CARRIED

Fee Waiver Request -Shedden Soccer

2023-331 Councillor Adzija – Deputy Mayor Pennings

THAT Council of the Township of Southwold approves the \$55.00 fee waiver request from Shedden Soccer for their Annual General Meeting that is to be held on Wednesday November 8th, 2023 in the meeting room at the Keystone Complex.

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

CARRIED

Elgin County Federal Economic Development Application – Letter of Support Request.

2023-332 Councillor Fellows – Deputy Mayor Pennings

THAT Council of the Township of Southwold supports Elgin County's grant application to the Federal Economic Development Agency for Southern Ontario; and,

THAT the Mayor sign a letter of support on behalf of the Township.

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

CARRIED

BY-LAW:

- By-law No. 2023-56, being a by-law to amend By-law No. 2011-14, Lyle, 39564 Fingal Line

By-law**2023-333 Councillor Emons – Deputy Mayor Pennings**

THAT By-law No. 2023-56 be read a first and second time, considered read a third time and finally passed this 23rd day of October, 2023.

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

CARRIED

OTHER BUSINESS:

- Ministry of Infrastructure RE: Administration Penalties Regulation under the Building Broadband Faster Act, 2021 (BBFA)

Council reviewed the item under Other Business

CLOSED SESSION:**2023-334 Councillor Adzija – Deputy Mayor Pennings**

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:22 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (2))(c) – Shedden Commercial Plaza
- Personal Matters about identifiable individual, including municipal or local board employees (Section 239(2)(b))- Infrastructure and Development Services Department
- A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the

municipality or local board (section 239 (2)(k))- Shedden/Fingal Servicing

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

CARRIED

Adjournment of Closed Session

2023-335 Deputy Mayor Pennings – Councillor Emons

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:37 p.m.**

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

CARRIED

STAFF DIRECTION

Staff were directed by Council to the 3 items that were discussed in the Closed Session.

Confirming By-law

- By-law No. 2023-57, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 23, 2023

Confirming By-law

2023- 336 Councillor Fellows – Councillor Adzija

THAT By-law No. 2023-57 be read a first and second time, considered read a third time and finally passed this 23rd day of October, 2023.

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

CARRIED

ADJOURNMENT:

2023- 337 Councillor Emons – Councillor Fellows

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:38 p.m.**

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

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Southwold Economic Development Committee

Meeting Minutes

Thursday, October 5th, 2023 at 8:00 am
Shedden Fire Station, 9331 Union Road

Voting Members

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

Absent: Hiba Arabi
Barry Harrison
Michelle Hoffsuemer

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

1. Call to Order

Chairperson Justin Pennings called the meeting to order at 8:04 am.

2. Agenda Approval

The agenda for the October 5th, 2023 meeting was approved.

3. Minutes from Previous Meeting

The committee approved the minutes from the September 7th, 2023 meeting,

4. Alternative Accommodation – Report from Planner Josh Mueller

Planner Josh Mueller presented a series of options for consideration for the alternative accommodation inclusions in the Zoning By-Law. Mr. Mueller indicated that the draft for the Official Plan amendment was with the County of Elgin planner for review.

The Committee discussed various options for the Zoning By-Law amendment and agreed that there should be a limit on the total lot area used in the agricultural zone, as was demonstrated in the options presented. It was recommended by the committee that the alternative accommodations be located outside of specialized crop areas. There were discussions that there should be limitations on the amount of time that rentals could be restricted, with a recommendation that rentals be not permitted for periods longer than 30 days. The Committee also recommended that proponents should apply for Site Plan Control, with reasonable requirement imposed by staff. Staff concurred with the Committee recommendation and suggested that the Site Plan Control guidelines will be updated to reflect the Committee recommendation.

5. Shedden Commercial Space – Inspection Report and Verbal Report on Plans from current tenants

The committee reviewed the inspection report provided by the building inspection consultant. Committee Chair Pennings expressed his disappointment in the recommendations presented in the report and that it contained opinions on the resulting investment. Chairperson Pennings suggested that the recommended investment provided in the report would be less than a new construction. The Committee determined that it would like to take an independent tour of the building which will be scheduled at a future date.

6. Investment Readiness Draft Templates for Three Key Sites

The Committee reviewed the drafts and approved their general information and format.

7. Farmers Market Survey Post Card Draft

The Committee reviewed the postcard and approved its content for future circulation; it was suggested that Grayden Laing could add a caricature of Mayor Jones at the market booth.

8. Elgin Business Resource Centre – The Pitch!

Rod Rattray provided information The Pitch! For the committee information and asked for the committee's assistance in circulating it to interested businesses

9. Report on Complete Streets Concept as Economic Development Driver

Director Aaron VanOorspronk provided a report to the Committee on recommendations for allocating funding from Southwold during the County's road reconstruction project of Fingal Line. The Committee agreed that Southwold should budget for the following elements:

- Streetlights
- Cobble Pavers
- Sidewalks
- Boulevards
- Concrete Planter
- Bumpouts
- Benches
- Waste Baskets
- Trees

10. Elgin County Discussion on Development & Growth Recommendations – Presentation from Elgin County

Elgin County Manager of Economic Development Carolyn Krahn presented a report on planning for Growth in Elgin County and outlined the various ways that Elgin County is preparing for municipal growth.

11. Report on Community Economic Development Plan & Prioritization

CAO/Clerk Lisa Higgs provided a report to the Committee on the status of the existing plan and asked the Committee for their feedback with respect to the projects being completed by the committee. The Committee indicated that they are satisfied with the current mechanism of tackling various projects at once.

12. Updates from Staff and Committee Members

There were no further updates from the members.

13. Next Meeting

The next meeting will be held on Thursday, November 9th, 2023 at 8 am.

14. Adjournment

The meeting adjourned at 10:04 am.

Chairperson, Justin Pennings

Staff Resource, Lisa Higgs



Southwold Family Day Committee

Family Day Committee Meeting Minutes Wednesday, October 11th, 2023 at 6:00 pm Keystone Complex, 35921 Talbot Line /Online

Committee Members Present:

Joe McKinnon
Keith Orchard
Morgan Bengen (virtually)
Councillor John Adzija
Lizeanne Kerkvliet
Jane Cox
Abi Drewitt

Regrets: Councillor Scott Fellows, Darlene Wardsworth, Jim Carder, Scott Young

Staff Present: CAO/Clerk Lisa Higgs

The meeting was called to order at 6:00 pm by Co-Chairperson John Adzija.

Approval of the Agenda

The Committee members approved the agenda for the October 11, 2023 Southwold Family Day Committee.

Approval of the Minutes from the Previous Meeting

The minutes of the March 22, 2023 Family Day Committee were approved.

Planning for 2024

The Committee discussed the event in 2023 and whether the modified shorter version of the event may have been a success to continue for 2024 on February 17th. The Committee members spoke to the condensed version of the event and that they

believed that it was a success in that it really allowed for larger crowds and streamlined the volunteer effort.

The Committee discussed the option of possibly starting the event earlier in the day, perhaps at 3:00 instead of 5:00 pm.

The Committee agreed that a condensed version of the event should continue and that it should start at 4:00 pm – 7:30 pm or 8:00 pm at the latest. Lizeanne spoke to the inclusion of volunteers and Township resources required. The Committee indicated that they were each willing to participate in the event and provide support. The Committee discussed that the inclusion of a diverse group of volunteers is important, and it is a good idea to get some input from local families. It was suggested that there could be good input garnered from the various community members.

In terms of funding, the Committee reviewed the high-level budget.

It was decided that the event should continue in its exclusively outdoor format.

Event Ideas & Initial Discussion (List Taken from Previous Year Events)

- **Music and Entertainment**

The Committee concurred that the music was a good element of the night. The Committee felt that Nick Ewanick's price was right, and his style of music was appropriate. The Committee agreed that he also was very self sufficient in terms of bringing his own equipment.

- **Midnight Meal & Supper**

The Committee agreed that it was not missed last year, it should be eliminated.

- **Zero Waste Committee information table**

In 2023, the Committee was not able to attend the event. Given that the event is outdoors, it is recommended that it remains outside.

- **Fire Prevention Officer information table/ Fire Truck/Fire Prevention Demonstration**

The Committee agreed that the truck tours were a hit for the kids to view.

- **Library**

In 2023, the library wasn't open, and the Committee discussed that it wasn't missed. And no one really heard complaints about needing to be inside as a warming station.

- **Mascot**

Jane Cox indicated that the costume is still available, and the Committee indicated that there wasn't a big demand for the mascot to return. The challenge is finding the right person to be in the snowman suit, which has always been a challenge. Morgan volunteered that her husband would be willing to be in the snowman suit. Jane was tasked with researching the cost of a costume rental.

- **Birds of Prey**

Abi North to investigate options for a birds of prey demonstration. Keith Orchard offered to share the name and number with Abi and she offered to look up availability and costs.

- **Dotsy the Clown**

The Committee discussed whether Dotsy was required; the general consensus was that since the event was exclusively outdoors, it is not appropriate to get Dotsy. Instead, the Committee recommended that more funds be allocated to the games.

- **Colouring and Crafts, Jenga Blocks, Large Games**

Since these events are primarily indoor events, crafts and colouring are not the best ideas.

- **Fireworks**

The Committee discussed this as a central feature of the event and should be included again.

- **Shedden Soccer Registration**

All online now, so not required anymore.

- **Photo Booth**

The Committee discussed the challenge of this since it is outdoors, but that perhaps there could be a photo backdrop for selfies and possibly a hashtag, and a way to encourage people to take pictures. The Committee recommended that this is something that is developed slowly in that we

could develop a winter scene with various props collected. Perhaps utilize Southwold fleet and vehicles for the backdrop.

- **Hot Dogs, Hot Chocolate, Coffee**

The Committee will approach the Fire Department about providing the BBQ for cooking the hot dogs. Abi recommended that perhaps chips may also be provided as well or another snack type option for people. There was popcorn in 2023 offered as well, which may be an option.

Lizeanne suggested that a reconfiguration of the picnic tables beforehand is a good idea to help with the flow of people at the event. The Committee discussed that developing a different site plan and spreading everything further out would be a good idea.

The Committee also discussed the idea of spreading people out more and possibly separating the cookies and condiments from the hot dog sites. It was also suggested that there could be hot dogs cooked ahead of time and stored in coolers to help with expediting the distribution.

- **Hayrides/People Mover**

- This wasn't done in 2023, but that it could be done in 2024. The Committee expressed that it was a good feature in previous years. Ritchie Andrews usually volunteers to drive his tractor. Perhaps the people movers could be used to move people from Corsley Park

- **Bonfires**

- These were very popular in 2023 and are encouraged for 2024.

- **Bar (volunteers and security)**

- No bar for 2024.

- **Cookies**

- The Committee discussed cookies and agreed that these should be included.

- **Opening Ceremonies**

- The Committee discussed the Opening Ceremonies and agreed that these should be included in 2024.

- **Plunger Toss**

- The Committee agreed that that this be removed.
- **Obstacle Course**
Jade Rodgers is not likely to be doing the obstacle course.
- **Ball Hockey and Skating**
- The Committee agreed that this should continue, weather permitting.

Media and Advertising Plan

Abi to do what she's always done. Flyer, press release, social media posts, etc.

Event Logistics

The Committee agree that a Site Plan discussion should come forward at the next meeting to improve flow of traffic.

The committee agreed that we need to recruit more volunteers. Abi offered to try to recruit more volunteers for the Committee which will hopefully result in more volunteers the day of the event. There was an idea to have visible vests for volunteers, and Rosy Rhubarb offered to lend their vests. Lizeanne indicated that the toques were very useful for locating volunteers. John to ask Justin Pennings about his contact for more hats. Staff to investigate basement at Township office for totes containing goods.

For next meeting; offer prizes to people; perhaps other hats in a different colour.

Action Items

- Research cost of mascot
- Determine cost and availability of Birds of Prey
- Contact Fire Department regarding BBQing hot dogs.
- More information on toques
- Obtain more volunteers.

Next Meeting

The next meeting will be held on November 22nd, 2023 at 6:30 pm.

Adjournment

That the meeting adjourn at 7:00 pm



Shedden Recreation & Keystone Complex Committee

**October 19, 2023
Southwold Keystone Complex
35921 Talbot Line, Shedden
7:00 PM**

Present: Councillor Scott Fellows
Councillor John Adzija
Shirley Longhurst – Fair Board
Don Miller – Fair Board
Jim Carder – Optimist Club of Fingal-Shedden & District
Sandy Annett – Rosy Rhubarb
Paul Lang – Triple C Saddle Club
Brittany Jessome – *Staff Resource – Community Services and Communications

Clerk

Regrets: Keith Orchard – Rosy Rhubarb
Brian Rieger – Shedden Tractor Pull
John Coleman – Ice Pad
Lindsay Lackey – Shedden Soccer

1. Call to Order

Chair Scott Fellows called the meeting to order at 7:07 PM.

2. Approval of Agenda

MOVED: Jim Carder

SECONDED: Councillor John Adzija

That the Shedden Recreation & Keystone Complex Committee hereby adopts the Agenda as presented.

DISPOSITION: Carried

3. Adoption of Minutes from March 30, 2023, Meeting

MOVED: Jim Carder

SECONDED: Councillor Scott Fellows

That the Shedden Recreation & Keystone Complex Committee hereby adopt the minutes of March 30, 2023, as circulated and printed.

DISPOSITION: Carried

4. Organization Reports

Shedden Agricultural Society – Don Miller

The fair had good attendance and great weather during the weekend. Wet grounds from rain during the week presented a challenge. The OPP Canine Unit and the Dog Agility Course were popular attractions and well received.

Shedden Tractor Pull – No Representation

Rosy Rhubarb – Sandy Annett

The festival was a large success. Estimated attendance was between 5000-8000 over the weekend, and it well exceeded last years attendance. Advertising increased this year which could have resulted in the increased attendance. Elgin Tourism provided great support in advertising. They also brought a webmaster on board who helped with the official Rosy Rhubarb Website. Logistical changes this year on gate entrances and exits helped with vehicular traffic flow but parking for yard sales along the street created challenges. People were also moving pylons to park so there will be volunteers posted in strategic areas next year to prevent that.

Financially, Jackpot Bingo is providing funding from 3 bingos a month. OLG has recently loosened the restrictions on how the organization can spend those funds. Rosy has invested in upgrades/creation of walking trails and the gazebo at the Keystone Complex. They had CSA grade extension cords for the festival created and are available for groups to use. They funded the repair of the electrical panel in the pavilion, fencing and gate upgrades for the horse corral, and repaired the bleachers. Other large repairs are not expected soon. It was also mentioned that the People Movers, picnic tables, and other things can be rented out if needed.

Shedden Soccer – No Representation

Fingal-Shedden and District Optimist Club – Jim Carder

The car show during the Rosy Rhubarb Festival saw close to 100 cars on display. They operated a kids run this year, and an adult run is planned for next year. Canada Day event had a great turn out, with over 1000 in attendance. There were food trucks, cake, and fireworks. The ball tournament was a success as well. The Halloween party is upcoming and they are still looking for high school volunteers looking to get their hours. They will be participating full scale this year in the Angel Tree program. This allows a donor to put their loved one's name on an angel that is hung on the Christmas tree in the Shedden Library. They are currently planning the Santa Claus parade.

5. Business Arising from Minutes

a. Replacement of Kitchen Stove

Brittany Jessome, Community Services and Communications Clerk, provided a report on the purchase of a new stove. Enquiries regarding the usage of the griddle, the reason for the gas main being turned off, and whether the pilot lights could remain lit were raised. It was also mentioned that an induction oven could be a possible alternative. After discussion, the group determined it not necessary to purchase a new oven at this time but would like staff research the reason for the gas main and pilot lights being off and present that information at the next meeting.

b. Mark breaker panel in Shedden pavilion – Keith Orchard confirmed panel is labelled.

c. Invitation to Triple C Saddle Club – Paul Lang would like to join.
Recommendation to Council to appointment a new member is required.

6. New Business

a. Nomination of Committee Members

MOVED: Councillor John Adzija

SECONDED: Don Miller

That Sandy Annett hereby be appointed to the Shedden Recreation & Keystone Complex Committee as a new member representing the Rosy Rhubarb Committee; and that

Keith Orchard hereby be appointed to the Shedden Recreation & Keystone Complex Committee as the alternate member representing the Rosy Rhubarb Committee; and that

Paul Lang hereby be appointed to the Shedden Recreation & Keystone Complex Committee as a new member representing the Triple C Saddle Club.

DISPOSITION: Carried

b. Memorial Bench Submission – Isabel Anne Campbell

Questions were raised regarding the logistics of the memorial bench program. Information from the Memorial Bench Policy was provided to answer questions that were raised.

MOVED: Councillor John Adzija

SECONDED: Jim Carder

That the Shedden Recreation & Keystone Complex Committee hereby approve the Memorial Bench Submission in honour of Isabel Anne Campbell.

DISPOSITION: Carried

7. Adjournment

MOVED: Don Miller

SECONDED: Jim Carder

That the Shedden Recreation & Keystone Complex Committee hereby adjourn at 8:00 pm, to meet again on March 21, 2024, at 7:00 pm.

DISPOSITION: Carried



Southwold War Memorial Committee

October 24, 2023
Keystone Complex, Shedden
1:30 PM

Attending: Sarah Emons, Len Lynch, Rev Diane Macpherson, Rev John Brown, Bill Aarts, Sandy Annett, Karen Lynch, Leah Morise
Staff Resource: Caitlin Wight
Regrets: Gayle Bogart

Called to order at 1:30 PM

Motion to approve Minutes from September 12, 2023 meeting by Karen Lynch,
Seconded by Leah Morise. All in favour. Carried.

Motion to approve the agenda for the October 24, 2023, meeting by Sandy Annett,
Seconded by Bill Aarts. All in favour. Carried.

Business Arising from Minutes

- The Crosses for the kids
 - All are complete, need more poppies
- School Choir – Diane to check in with teacher today on how many kids to expect, so seats can be reserved.
 - They will be working on the timing today at their rehearsal and will need an extension cord for a ukelele
- Len, Deputy Mayor Pennings and Grayden
 - Completed a walk through of the site
 - Will be moving the choir benches and bleachers to the north side of the sidewalk. This leaves south side for microphone, speaker, flags

- Grayden will be setting up outdoor command centre in the center of the memorial garden
- Original plan was to not live stream – just record the service and have it edited and available after
 - After discussion – was decided since there was time, effort and expense into updating the AV capabilities for the complex, that the committee needs to take advantage of this, and live stream the service. Southwold is the only municipality that can / does do this. Gives people that are unable to attend the option to be there by watching
- Caitlin to send poster to Elgin Manor / Royal Oak – forward posted to Sandy and Karen
- Grayden & Len meeting next week
- Wreaths
 - Karen and Diane went through them all, ribbons have been ordered from Ansell's, no more new wreaths are required at this time
 - Storage – some boxes were wet from the storage space. Discussion on moving them to another location
 - St. Thomas has a tiered rack for their wreaths – look into something like this going forward
 - Metal Wreath – work on for next year

Plans for November 5, 2023

- Silver Cross Family – having trouble trying to connect with a family member
 - Councillor Emons to ask Councillor Fellows if he will present on behalf
- COPA has confirmed, will fly same route as Harvards
- Oneida Veterans wreath – to place it at the site before the service
- Obituaries for Duncan McPhail, and Ken Monteith
 - Confirm with Luella Monteith that she is aware Ken is being honoured
 - Digital photos for both – Len to look online
- Confirmations – Caitlin to forward to Len as they are received

Other Business

- Refreshments – same as last year. Tea, Coffee, Timbits
- Sandy to borrow blue drape from Rosy to have set up behind stage again
- Flags from office – to bring to complex
- Set up on Saturday, November 4 at 9 am – chairs and stage

Next Meeting

The next meeting will be Tuesday November 14th, at 1:30 p.m. at the Keystone Complex in Shedden.

Adjournment

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

DRAFT

Talbotville Station Technical Advisory Committee



Minutes of Meeting
Monday, October 30th, 2023
1930h
Shedden Station/Microsoft Teams



In Attendance: Jeff McArthur, Fire Chief
Grant Jones, Mayor/Chair
Justin Pennings, Deputy Mayor
Lisa Higgs, CAO/Clerk
Aaron VanOorspronk, Director of Infrastructure and Development Services
Barry Smith, Talbotville Station District Chief
Rene Coenen, Talbotville Station Captain
Anya Kisiel, Fire Services Coordinator

Regrets: Stephen Van Maanen, Public Member

1. Call to Order

Mayor Grant Jones called the meeting to order at 7:30pm.
No declarations of conflict of interest.

2. Review of Minutes from July 31st, 2023

Committee reviewed and adopted the minutes.

3. Discussion on review items for confirmation from BM Ross, regarding RFP.

SCBA Fill Station

- Township will supply.

Utility Air Compressor

- Current new one is potentially too small.
- We will provide our own but have contractor plumb for it.

Generator:

- Plan on same as Shedden Station
- Contractor to provide but we are to spec.
- Natural Gas generator

Lockers:

- Individual lockers – no
- Gear lockers – plan to use existing 20 stand alone lockers and we will provide approximately 10 wall lockers.

Drying Rack (if approved):

- Township will supply.

Extractor (if approved):

- Township will supply.

Washer/Dryer:

- Township will supply – regular household appliances.
- No washer/dryer needed if extractor is approved.

Kitchen Appliances:

- Township will supply for standard openings.
- Note: standard opening moving towards 36" for fridges

Office Furniture:

- Township will supply.
- Built-in style, look at cost efficiency.
- Suggestion to estimate the entire cost of appliances and furniture and put into budget as a combined amount.

Pressure washer:

- Township will supply.
- Cold water suggested as limited need for hot water pressure washer, combined with extra maintenance.
- Suggestion to plumb out power to compressor and pressure washer on the rear wall between the rear overhead doors.

Alarm System

- Fire Alarm included in the RFP.
- If required by code

Gas Detection:

- Mechanical Contractor to supply CO2/NOX combo.

Heat Pumps:

- Office Space
 - BM Ross suggestion of heat pump/furnace combo
 - Discussion on regular furnace vs heat pump.
- Shop/Bay
 - Radiant heat
 - 56" standard fans - already on drawings
 - Need for exhaust fans - regular vs ERV exchanger may be of most benefit.
 - Ask contractor to design to limit humidity in the bay.
- Gear Room
 - Discussion on ventilation
 - Baseboard heaters or forced air?
 - Ask for humidity control and adequate ventilation.
 - Advantage to have a door on gear room?

Electronic sign and flashing fire trucks exiting sign:

- Contractor to run conduit from building (utility room)
- Consider if we want comms conduit, recommended to add

Locks:

- Keypad access on front, back and office doors, possibly exclude meeting room door
- Fob access not practical for on-call firefighters

4. Discussion on list for builders. Staff to assemble for RFP invitation.

5. Action Items

- Staff meeting with BM Ross on Friday, November 3, 2023
- 1 week turnaround expected to have changes made.
- Jeff McArthur and Aaron VanOorspronk will answer questions, with no need for Committee to reconvene to review new corrections.
- Final price expected after submissions from builders.
- Scoring Committee will consist of some/all of the following: Aaron VanOorspronk, Stephen Van Maanen, Justin Pennings, Jeff McArthur.
- Septic tanks have now been located, so they can remain in service during construction.

6. Adjournment: 21:06h

From: noreply@southwold.ca <noreply@southwold.ca>
Sent: Tuesday, October 24, 2023 4:41 PM
To: Lisa Higgs <cao@southwold.ca>
Subject: New Response Completed for Delegation Request Form

Hello,

Please note the following response to Delegation Request Form has been submitted at Tuesday October 24th 2023 4:37 PM with reference number 2023-10-24-002.

- **Council / Committee / Advisory Committee Date:**
Township of Southwold Council Meeting
- **Subject:**
First Annual Rosy Rhubarb Walk/ Run Support and Approval Request

- **Name of Spokesperson:**

Carolyn Johnson and Kimberly Boughner

- **Name of Group or Person(s) being represented (if applicable):**

Fingal-Shedden Optimist Club

- **Brief summary of issue or purpose of delegation:**

The purpose of our attendance will be to request support and approval of the Township of Southwold for the First Annual Rosy Rhubarb Walk/Run event taking place on Sunday, June 9, 2024. The event will raise funds for the Optimist Club to utilize for local charity groups and events and is an activity that community members can get involved in as a participant or a volunteer. It will also bring new people to the area.

- **Have you be in contact with Municipal Staff or a Council Member regarding your matter of interest?**

Yes

- **If yes, with whom?**

Lisa Higgs

- **Date:**

10/10/2023

- **Name:**

Kimberly Boughner

- **Address:**

35551 Fingal Line

- **Phone number:**

519-619-6331

- **Email address:**

okboughner@gmail.com

- **Do you require any accessibility accommodation?**

No

[This is an automated email notification -- please do not respond]



SOUTHWOLD FIRE DEPARTMENT



Capital Project Sheet: Fire Department Talbotville Fire Station

Project Rating: Mandatory

Project Overview:

The Talbotville Fire Station has served the community well over the past several decades, however the fire department has outgrown the aging building, which lacks adequate parking, training, and washroom facilities. Starting in 2019, Council has committed to a fire station that will fulfill the needs of a growing area, for many decades ahead.

With the assistance of the Talbotville Station Technical Advisory Committee, staff will be issuing a Request for Proposal in the coming weeks. Based on available construction estimates, staff conservatively estimates the total cost, with site works to be \$3.5 million.




Project Funding Source

	2024	2025
Levy	\$300,000	\$300,000
Development Charges	\$150,000	
User Fees		
Reserves	\$500,000	
Green Lane Trust	\$1,500,000	\$300,000
Building Department Reserve	\$100,000	
Other	\$350,000	

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 



Capital Project Sheet: Fire Department

Cylinder Refill Compressor Station – Talbotville Station

Project Rating: Mandatory

Project Overview:

Firefighters currently take empty air cylinders to the St. Thomas Fire Department for filling. This creates logistical challenges of having to notify STFD and then have fire department members drop off and/or pick up the cylinders.

In past years, a fill station was proposed for the Shedden Station, however this has been deferred until the new Talbotville Station is constructed. The funding was approved in the 2023 budget.



Project Funding Source

	2023	Approved in 2023 Budget
Levy		
Development Charges		
User Fees		
Reserves	80,000	
Grants		
Other		

Project Alignment with Strategic Plan:

Safety 
Asset Renewal 



Capital Project Sheet: Fire Department

Bunker Gear Extractor/Washer & Dryer – Talbotville Station

Project Rating: Mandatory

Project Overview:

NFPA requires a third-party inspection and advanced cleaning on a yearly basis, which must be completed by an authorized service provider. Routine washing and cleaning, which is also currently completed by an authorized service provider, may be done in-house with the proposed specialized equipment. This equipment can also serve as a regular washing machine, eliminating the need to purchase a residential washing machine.

There are potential cost savings, along with a sizeable convenience factor for staff and firefighters. Both staff and the Cancer Prevention Taskforce recommend this project. Discussions in 2023 initially removed this item from the budget. After discussion, staff recommend maintaining the extractor in the budget to be included in the new Talbotville Fire Station.



Project Funding Source

	2024	2025
Levy		
Development Charges		
User Fees		
Reserves	\$ 20,000.00	
Grants		
Other		

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Capital Project Sheet: Fire Department

Electronic Signage – Talbotville Station

Project Rating: Mandatory

Project Overview:

Funding has been included for an electronic sign for fire prevention and emergency management messaging, to match the Shedden Station sign, which is being constructed this fall. Also considered were costs for a flashing fire trucks exiting sign on Sunset Road, south of the entrance and the necessary infrastructure for both.



Project Funding Source

	2023
Levy	
Development Charges	
User Fees	
Reserves	
Green Lane Trust	35,000
Other	

Project Alignment with Strategic Plan:

Safety 



Capital Project Sheet: Fire Department

Talbotville Station Furniture & Appliances

Project Rating: Mandatory

Project Overview:
Staff have included funds for furniture and appliances in the new station including:

- Air compressor (for apparatus)
- Gear lockers
- Office furniture
- Kitchen appliances

The funding was approved in the 2023 budget.



Project Funding Source

	2023	Approved in 2023 Budget
Levy		
Development Charges		
User Fees		
Reserves	50,000	
Grants		
Other		

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Capital Project Sheet: Fire Department

Recurring Asset Replacement

Project Rating: Critical

Project Overview:

Over the past number of years, staff have been allocating capital funds for replacement of regularly recurring fire department assets including the following:

- Bunker Gear
- Self-Contained Breathing Apparatus (SCBA)
- SCBA Cylinders
- Hoses & Appliances
- Radios & Pagers

Project Funding Source

	2024	2025
Levy		
Development Charges		
User Fees		
Reserves	\$47,700	\$47,700
Grants		
Other		



Project Alignment with Strategic Plan:

Asset Renewal





Capital Project Sheet: Fire Department

Talbotville Rescue Replacement

Project Rating: Critical

Project Overview:

Rescue 61 is a 2016 Dodge Ram 3500. It was initially planned for replacement/upsizing in 2020, however that was deferred to 2024, and then 2026. A 2024 order could expect delivery in 2025 or 2026.

Based on current and likely continued significant residential and industrial growth in the Talbotville area, staff recommends upgrading the current R61, which would be considered light duty, into a medium duty apparatus. This recommendation also considers serving the proposed new Highway 4 widening and Talbotville Bypass MTO project, which would drastically increase traffic levels through the area, including a high percentage of commercial truck traffic.

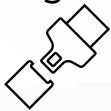


Project Funding Source

	2024	2025
Levy		
Development Charges		\$25,000
User Fees		
Reserves		\$600,000
Grants		
Other		

Project Alignment with Strategic Plan:

Safety



Asset Renewal





Capital Project Sheet: Fire Department

Equipment Decontamination Washer – Talbotville Station

Project Rating: Recommended

Project Overview:

While this item was removed from the 2023 capital budget, prior to the Fire Chief’s report from the Cancer Prevention Taskforce Council which highlighted the benefits of a decontamination washer, staff is seeking Council direction on a variety of options:

- 1) Inclusion in capital budget
- 2) Removal from Capital Budget but allow for exclusive external funding

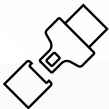
Project Funding Source

	2024	2025
Levy		
Development Charges		
User Fees		
Reserves/Grants	\$ 50,000	
Other		



Project Alignment with Strategic Plan:

Safety





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 13, 2023

PREPARED BY: Danielle Truax, Planner

REPORT NO: PLA 2023-31

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2023-08
Plan of Subdivision Application 34T-SO2301
Recommendation Report**

Recommendation:

THAT Council approve Zoning By-law Amendment Application ZBA 2023-08 to rezone the subject properties from Settlement Reserve (SR) Zone to Residential Holding (R1H) Zone as presented in By-law 2023-58 attached as Appendix 3 to Report PLA 2023-31;

AND THAT Council recommend approval of the proposed Draft Plan of Subdivision 34T-SO2301 to Elgin County, subject to the conditions listed in Appendix 2 of Report PLA 2023-31 being assigned to any Notice of Decision by the County; and

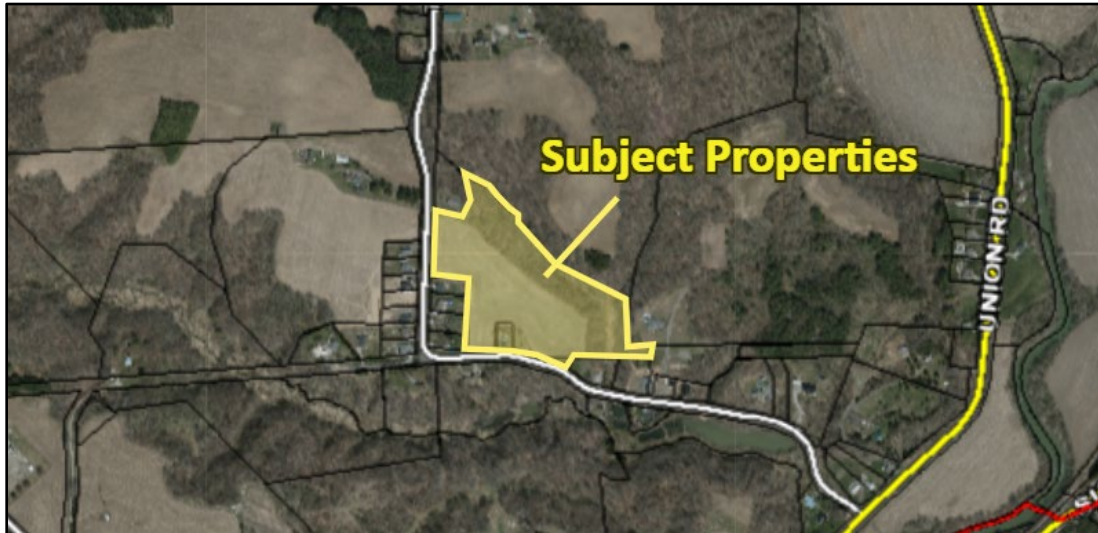
AND THAT subject to no concerns being raised at the public meeting, that By-law 2023-58 to amend Zoning By-law 2011-14 be presented at the regular meeting of Council on November 13th, 2023 for adoption. (PLA 2023-31)

Purpose:

Elgin County has received Plan of Subdivision Application (34T-SO2301) for four (4) properties (to be consolidated) located on the east side of Thomas Road, including the single detached dwelling located at 4324 Thomas Road, shown on the key below. The Plan of Subdivision seeks to create a total of 9 residential lots fronting onto Thomas Road. A copy of the draft plan of subdivision showing the layout of the proposed residential lots is attached to this report as Appendix 1 Proposed Draft Plan of Subdivision.

The Township of Southwold has received a concurrent Zoning By-law Amendment Application ZBA 2023-08 to amend the zoning of the four (4) properties noted above from Settlement Reserve (SR) Zone under the provisions of Zoning By-law 2011-14, as amended to Residential Holding (R1) Zone to permit the construction of single detached dwellings. The Holding (H) provision has been added to the Residential (R1) Zone to ensure that building permits will only become available when all matters related to the Plan of Subdivision have been addressed to the Township's satisfaction.

Key Map of Subject Properties



Background:

The subject properties are located within the North Port Stanley Settlement Area and are designated for Residential Land Use in the Official Plan (OP), as shown on Schedule 4D. The lands are identified as Areas of Natural and Scientific Interest, as well, portions of the property along the ravine area are identified as an area containing a woodland natural heritage feature as shown on Schedule 2 of the OP.

The lands are zoned Settlement Reserve, as shown on Schedule A, Map 10, under Zoning By-law 2011-14, as amended.

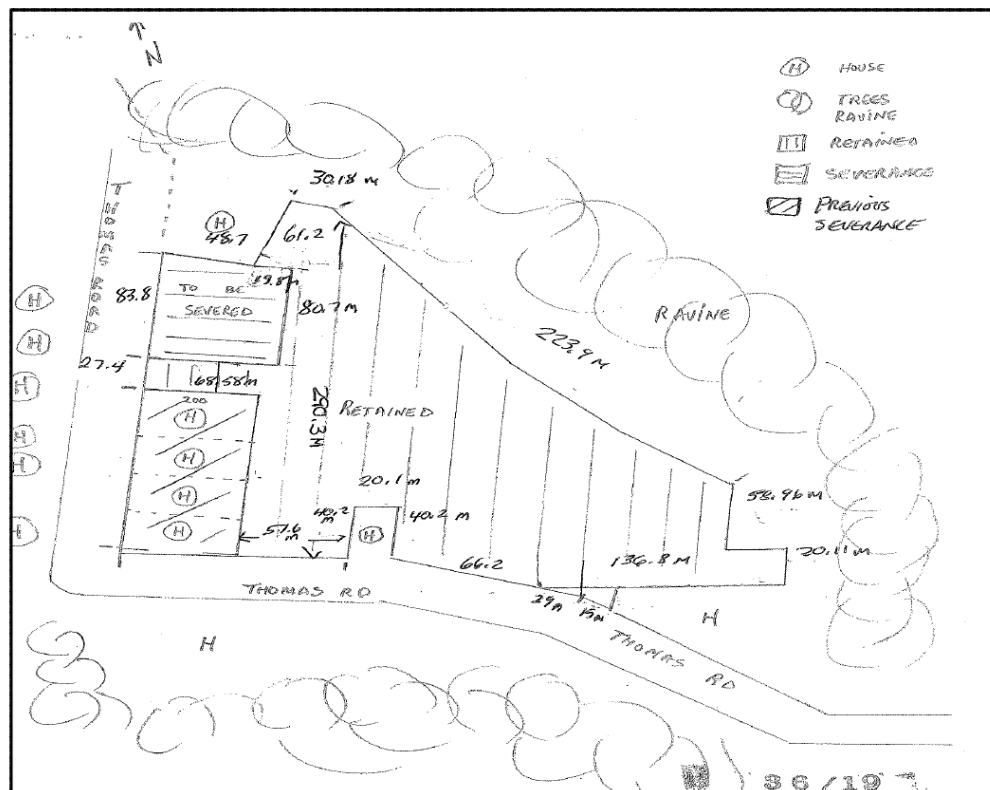
The subject properties consist of 4 separately conveyable parcels under common ownership (A. Rickwood), together having a total area of 5.3ha (13.1 acres) with a split frontage along Thomas Road with a total of approximately 200m (656 feet). The subject properties are located in an area serviced by municipal water, private on-site septic systems and natural and municipal drain(s).

The subject properties are located approximately 1.5km (0.9 m) from the municipal boundary with Central Elgin. The properties are in an area which can be described as semi-rural with several residential lots located on each side of Thomas Road. To the north of the subject property are areas of actively farmed agricultural parcels and natural heritage woodland areas. The subject property is located on the north side of this section of Thomas Road with the Lake Erie Salmon and Trout Club across the road to the south.

The properties currently contain one single detached dwelling and one residential accessory building and one residential driveway access onto Thomas Road.

In 2019, Consent Applications E36-19 and E37-19 were presented to Council for consideration to allow the creation of two residential lots resulting in a total of 4 severed and retained parcels from the balance of the vacant lands, see Figure 1.0 2019 severance sketch below. Staff recommended that the applications be refused and suggested that an application for a plan of subdivision would be the appropriate approval process to ensure a comprehensive approach to the development of the lands and conformity with both the County of Elgin Official Plan and the Township of Southwold Official Plan.

Figure 1.0 - 2019 Severance Sketch



Proposal:

The applicant has submitted the required applications to Elgin County and the Township to consider the creation of 9 residential lots by way of subdivision, including the necessary rezoning to allow for the construction of single detached dwellings. The proposed plan of subdivision seeks to create Lots 1-3 fronting onto the section of Thomas Road running north south, including the frontage and access for Lot 4 which is

located central to the overall property and to the rear of the proposed and existing lots. Lots 5-9 will be located along the section of Thomas Road running east west and will include a shared access for Lots 8 and 9.

The applications were submitted together with the following materials in support of the applications:

1. **Planning Justification Report prepared by MBPC dated August 23, 2023;**
2. **Stage 1 and 2 Archaeological Assessment** prepared by Lincoln Environmental Consulting Corporation dated January 2021 and **Ministry of Tourism Culture and Sport Acceptance Letter** January 2023
3. **Preliminary Servicing Report** prepared by CJDLC dated June 2023;
4. **Geotechnical Investigation** prepared by LDS Consultants Inc. dated May 18, 2023;
5. **Preliminary Hydrogeological Assessment** prepared by LDS Consultants Inc. dated October, 2022), including a Septic Feasibility Report;
6. **Environmental Impact Study** prepared by MTE dated August 9, 2023.

Planning Policy Review:

Planning authorities when making decisions on applications considered under the provisions of the Planning Act shall ensure that decisions are consistent with the direction and policies within the Provincial Policy Statement (PPS 2020), do not conflict with Provincial Plans and are based on sound planning principles. Decisions shall also conform to the policies County of Elgin Official Plan (CEOP) and Township of Southwold Official Plan (OP).

Staff has reviewed the proposed draft plan of subdivision and zoning by-law amendment and is in a position to provide the following comments.

Provincial Policy Statement (PPS 2020)

The subject lands are within the North Port Stanley Settlement Area and are designated Residential as shown on Schedule 4D in Southwold Official Plan (SOP).

Section 1.1.3 of the PPS directs that settlement areas shall be the focus of growth and development, that development shall be based on the appropriate level of public infrastructure and servicing, shall be located adjacent to built up areas based on local conditions, in an orderly manner that represents an efficient use of land and services.

Section 1.6 of the PPS directs that development shall occur in accordance with the established servicing hierarchy. Partial services shall only be permitted within settlement areas to allow for infilling or the rounding out of existing development provided site conditions are suitable for long-term provision. Further, stormwater management shall be planned to minimize erosion, risks to private and public properties and in manner to promote conservation, preservation and efficiency.

Section 2.1 Natural Heritage of the PPS requires that natural features and areas shall be protected for the long term. Development shall not be permitted in significant areas unless it has been demonstrated that there will be no negative impacts to the feature. Additionally, Section 2.2 of the PPS requires the identification and protection of water resources with respect to quality and quantity and the minimization of potential impacts through the implementation of development restrictions.

Section 3.1 Natural Hazards of the PPS directs development away from areas of natural hazards and hazard lands.

Consideration of the draft plan of subdivision and the concurrent zoning by-law amendment are consistent with the direction of the PPS, provided the conditions attached as Appendix 2 to this report are applied to the draft approval and are fulfilled to the satisfaction of the Township prior to the issuance of final approval by the County.

Elgin County Official Plan (ECOP)

The subject lands are designated Tier Two Settlement Area on Schedule `A' Land Use and are within and adjacent to the Woodlands overlay as shown on Appendix #1 Natural Heritage Features and Areas in the County of Elgin Official Plan.

Limited development is permitted within Tier Two Settlement areas which are serviced on partial services (municipal water and individual on-site sewage services) and confirm to the policies of Section B2.6 of the ECOP.

Section D1.2 Natural Heritage contains policies pertaining to significant woodlands and area of natural and scientific interest. Development and site alteration shall not be permitted in significant woodlands and an area of natural and scientific interest. As well no development or site alteration shall be permitted on adjacent lands within 120 metres of a significant woodland and an area of natural and scientific interest unless the ecological function of the adjacent lands has been evaluated and has been

demonstrated, through an Environmental Impact Study that there will be no negative impact on the natural features or their ecological functions.

Consideration of the draft plan of subdivision and the concurrent zoning by-law amendment are consistent with the direction of the ECOP, provided the conditions attached as Appendix 2 to this report are applied to the draft approval and are fulfilled to the satisfaction of the Township prior to the issuance of final approval by the County. In particular, the recommendations contained in the Environmental Impact Study prepared by MTE dated August 9, 2023.

Township of Southwold Official Plan (SOP)

The subject lands are located within the North Port Stanley Settlement Area and are designated for Residential land use as shown on Schedule 4D. Additionally, the lands are identified as having natural heritage features and natural hazards as shown on Schedules 2 and 3 respectively.

Residential lot creation by way of Plan of subdivision on partial services is permitted within the settlement area for rounding out and infilling of existing land development patterns.

Section 4.2 of the SOP establishes policies for the long-term protection of natural heritage features. Development is not permitted in areas identified as natural heritage features and development in lands adjacent to natural heritage features can only proceed upon demonstration of no negative impact.

Section 6.2 identifies the municipal servicing strategy for Southwold. North Port Stanley is an area serviced by municipal water supply systems and individual on-site sewage systems. Development is permitted on partial services in accordance with the Section 6.2.2.2. Development must represent infilling and minor rounding out of existing development within Settlement Areas. The proponent must demonstrate that site conditions are suitable for the long-term provision of such services, that there are no negative impacts from servicing and address the feasibility of extending municipal sewage services, if in the general area.

Zoning By-law 2011-14 (ZB)

The subject lands are currently zoned Settlement Reserve (SR) as shown on Map 10 of Zoning By-law 2011-14. The SR zone is applied to lands which have been designated for

future development, and which are intended to ultimately be rezoned once subdivision or other development plans have been approved.

It is proposed that the subject lands be rezoned and placed in a Residential Holding (H) Zone. The Holding (H) provision is applied in accordance with the policies of Section 7.15.2 to ensure all conditions of development are satisfied prior to any site development or alteration. In the case of the subject development, the Holding (H) provision would be removed by way of a zoning by-law amendment application upon the Township being satisfied all condition of the recommended development agreement with the Township being completed, including the construction of required services and upgrades etc..

A copy of the proposed amending by-law being By-law 2023-58 is attached to this report as Appendix 3. The by-law places the lands in a Residential Holding (R1) Zone. The standard lot area, frontage, setback, and coverage provisions will be applied to the lands. The lots as proposed comply with the required lot area and frontage provisions for lands serviced by on-site private sewage systems (septic).

It is noted that proposed Lot 7 is significantly larger than the other lots and could potentially be further divided at a time in the future. Due to the location of the property on Thomas Road as it relates to access and servicing, it is recommended by staff that Lot 7 be site specifically zoned to require a larger lot area and frontage to discourage further land division by way of consent. Section 2 of By-law 2023-58 establishes the proposed site-specific zone provisions.

Staff has noted the configuration and location of Lot 4 will allow for residential development and uses to the rear of the proposed lots. In more urban areas, it is common to find residential uses butting up to one another, but more traditionally rear yards to rear yards. The proposed configuration will create a driveway between two residential uses and allow for structures to be constructed within a minimum of 2.5m (8 feet) of the rear property lines of the proposed and existing residential lots. As the size of Lot 4 is significantly larger than the R1 zone minimums, it is recommended by staff that the side yard setbacks be increased to 6.0m (20 feet) to ensure compatibility. Section 2 of By-law 2023-58 establishes the proposed site-specific zone provisions for Lot 1. Any future uses of the property not currently permitted under the R1 zone would require the owner to submit the necessary applications under the Planning Act.

Furthermore, it is the recommendation of the Kettle Creek Conservation Authority and contained with the applicant's Environmental Impact Assessment that the extent of the natural heritage lands and hazard lands be rezoned. It is further recommended by staff

that these lands found on Lot 4 of the proposed plan of subdivision be rezoned to Open Space as shown on Schedule A to By-law 2023-58. Development and alteration of these lands are subject to the regulations of the Conservation Act. The Open Space (OS) Zone will allow use of the lands for conservation and forestry uses and public or private parks.

Circulation and Comments:

Circulation of ZBA 2023-08:

Notice of a complete application and public meeting for ZBA 2023-08 was circulated by the Township of Southwold in accordance with the regulations of the Planning Act. The Notice was provided to applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on September 26, 2023/October 12, 2023, prior to the public meeting (minimum 20 days required). Signage containing details of the purpose of the application and public meeting was posted on the subject property in multiple locations.

As Council may be aware, changes to the Planning Act no longer require approval authorities to conduct a public meeting for consideration of the approval of a plan of subdivision. The County of Elgin has confirmed a complete Plan of Subdivision application was received in October 2023. The application, draft plan and supporting materials have circulated to the prescribed public bodies for comment on the application.

The purpose of the public meeting is to provide information and to receive comments on the proposed plan of subdivision and zoning by-law amendment.

Township Department Comments

ZBA 2023-08 and Plan of Subdivision 34T-SO2301 were circulated to Township staff for review and comments. Comments received from departments have been included in the recommended condition of draft approval attached as Appendix 2 to this report.

KCCA Comments dated September 20, 2023

".....KCCA staff have previously consulted on this development with the landowner and that based on our mandatory services and programs, we have no objection to approval of the proposed zoning bylaw amendment. However, we would recommend that the erosion hazard lands affecting proposed Lot 4 be zoned appropriately to recognize the hazard and prohibit construction of any buildings or structures other than a fence.

KCCA staff have reviewed the geotechnical slope stability assessment that defined the proposed erosion hazard limit and are satisfied with its approach and conclusions.”

Public Comments

The following written comments were received by the Township:

1. Lake Erie Salmon and Trout Club dated November 1, 2023, attached as Appendix 4 to Report PLA 2023-31 – seeking confirmation that the small creek which provides the hatchery with water remains untouched and unaffected by the construction and establishment of the proposed subdivision.

Financial Implications:

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

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the requested plan of subdivision, subject to the recommendations contained in Appendix 2 and zoning by-law amendment as proposed in By-law 2023-58 are:

- i) Are consistent with the direction of the Provincial Policy Statement 2020, including but not limited to Section 1.3 Settlement Areas, Section 2.1 Natural Hazards and Section 3.1 Natural Hazards;
- ii) Conform to the relevant policies Elgin County Official Plan; including but not limited to Section B Growth Management, Section C Settlement Areas and Section D Natural Heritage, Water and Natural Hazards;
- iii) Conform to the relevant policies of Township of Southwold Official Plan, including but not limited to Section 4.1 Natural Heritage, 4.2 Natural Hazards, 5.2 Settlement Area Land Use, and 6.2 Sanitary, Water and Stormwater Management;
- iv) Satisfies the criteria of Section 7.19 of the SOP for consideration of a Plan of Subdivision and Section 7.15 when amending Zoning By-law 2011-14, as amended.

Upon Council making a decision, the required notice of decision for the Zoning By-Law Amendment application will be circulated as prescribed under the regulations of the Planning Act. There is a 20 day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). In order to ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

Further upon Council making a decision regarding Plan of Subdivision 34T-SO2301 the recommendations contained in Appendix 2 will be forwarded to Elgin County for consideration in the final approval for the proposed lot creation. Elgin County as the approval authority will issue the appropriate Notice of Decision, including draft conditions of approval, if applicable.

Respectfully submitted by:
Danielle Truax, Planner
"Submitted Electronically"

Approved by:
Lisa Higgs, CAO/Clerk
"Approved Electronically"

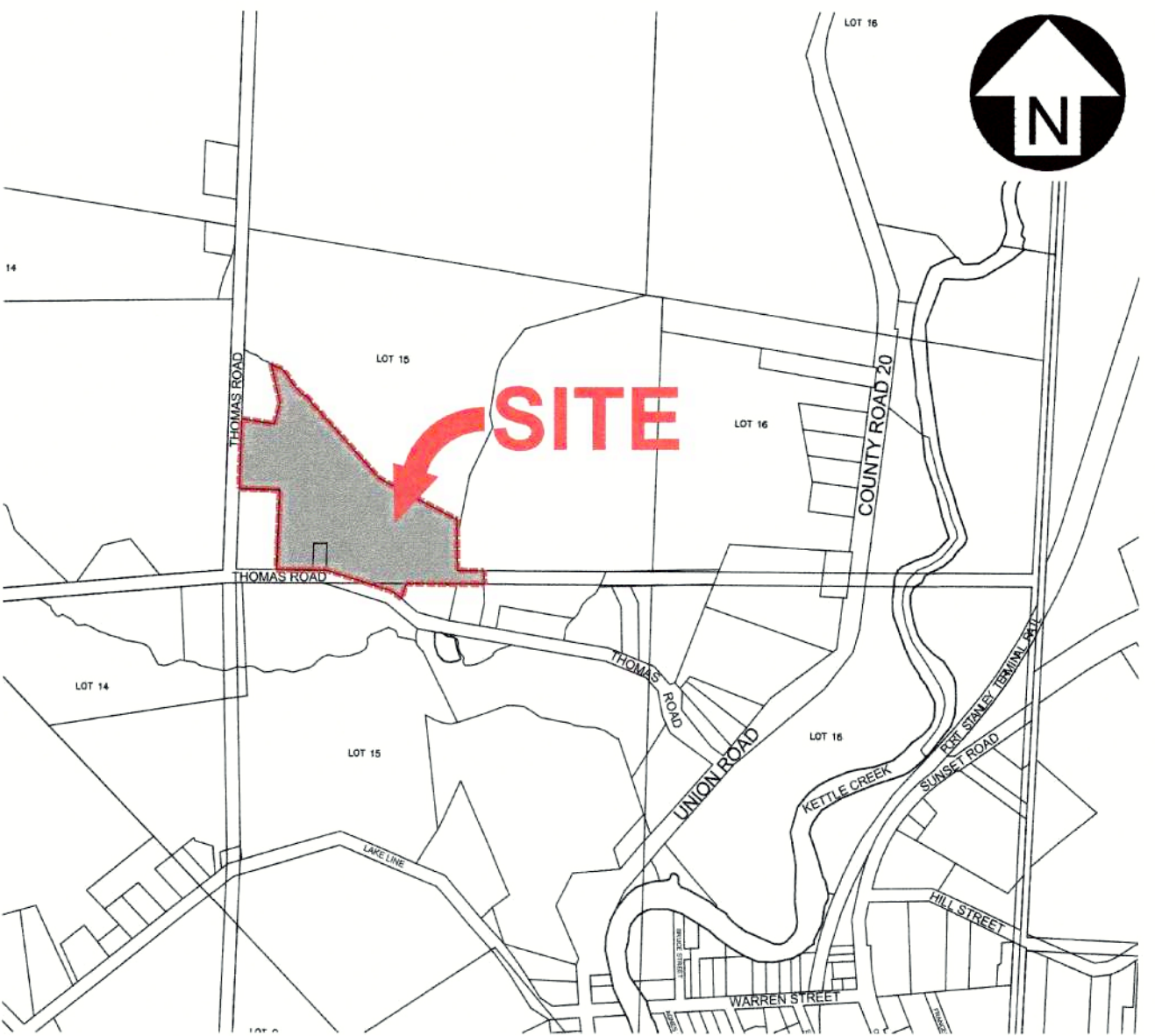
List of Appendices

1. Appendix One: Draft Plan of Subdivision 34T-SO2301
2. Appendix Two: Recommended Conditions of Draft Approval
3. Appendix Three: Proposed By-law 2023-58
4. Appendix Four: Public Comments Lake Erie Salmon and Trout Club dated November 1, 2023

DRAFT PLAN OF SUBDIVISION

PART OF LOT 61
MARKED "BRYCE THOMPSON"
NORTH OF FINGAL STREET REGISTERED PLAN 20
AND
PART OF LOT 15, RANGE 2 SOUTH OF UNION ROAD
AND
PART OF THE ROAD ALLOWANCE BETWEEN RANGE 2 SOUTH OF
UNION ROAD & RANGE 2 NORTH OF LAKE ROAD (CLOSED BY E461644)
(GEOGRAPHIC TOWNSHIP OF SOUTHWOLD)
IN THE
TOWNSHIP OF SOUTHWOLD
CONTY OF ELGIN

INFORMATION REQUIRED UNDER SECTION 5(17) OF THE PLANNING ACT RSO 1990
(A) ON PLAN
(B) ON PLAN
(C) ON PLAN
(D) LOTS 1 TO 9 - SINGLE DETACHED RESIDENTIAL
(E) NORTH - EXISTING AGRICULTURAL, EXISTING RESIDENTIAL
WEST - EXISTING AGRICULTURAL, EXISTING RESIDENTIAL
EAST - EXISTING AGRICULTURAL, EXISTING RESIDENTIAL
SOUTH - WOODLAND, EXISTING RESIDENTIAL
(F) ON PLAN
(G) ON PLAN
(H) MUNICIPAL WATER AVAILABLE
(I) FINE GRAINED SAND
(J) ON PLAN
(K) STORM SEWERS, TELEPHONE, GAS, T.V.CABLE
(L) TOWNSHIP OF SOUTHWOLD OFFICIAL PLAN AND ZONING BY-LAWS
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



KEY PLAN
SCALE: 1:10,000

AREA SUMMARY

DESCRIPTION	AREA (ha)
LOTS 1-9	5.30
TOTAL	5.30

OWNER'S CERTIFICATE

ALLAN CHARLES RICKWOOD, THE REGISTERED OWNER OF THE LANDS TO BE SUBDIVIDED, HEREBY AUTHORIZES CYRIL J. DEMEYERE LIMITED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

23 AUGUST 2023
DATE

ALLAN CHARLES RICKWOOD

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

23 AUGUST 2023
DATE

KIM HUSTED, ONTARIO LAND SURVEYOR

PLAN PREPARED BY:

CJDL
Consulting Engineers

JOB No. 20039

Cyril J. Demeyere Limited
P.O. Box 460, 261 Broadway
Tilsonburg, Ontario, N4G 4H8
Tel: 519-689-1000
866-302-9886
Fax: 519-842-3235
cjd@cjdeng.com

DATE: 22 AUG 2023



That Council of the Township of Southwold recommend APPROVAL to the County of Elgin Approval Authority for the proposed Draft Plan of Subdivision 34T-SO1803 with the following Township conditions;

1. That this approval applies to the **draft plan of subdivision** prepared and certified by **Kim Husted, O.L.S., dated August 23, 2023**, that shows **Nine (9) lots** for single detached residential units; legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin.
2. That the Owner be required to enter into **a development agreement** with the municipality wherein the owner agrees to satisfy all the requirements financial and otherwise, including but not limited to: the payment of fees and development charges, provision of roads, installation and capacity of services, sanitary sewerage collection system, storm water collection system, water distribution system, utilities, stormwater management facilities, sidewalks, active transportation facilities, traffic signage, streetlighting system, pavement markings, temporary lot drainage, temporary drainage systems at limits of subdivision phases, fencing, buffering, retaining walls, and trees for the development of the lands within the plan, all in accordance with approved drawings and specifications.
3. That the development agreement between the Owner and the Municipality contain provisions requiring **financial contributions** be made and/or secured to the Municipality including all required letters of credit, cash securities and insurances **(for a period of time up to and including two years after final completion of all required municipal infrastructure and services). Development Charges, Securities (100% of estimated work on public lands), Water Connection Fees, Deposit for legal fees, costs incurred by the Township, Cash in lieu of parkland and all other associated fees to be paid upon submission of signed agreement.**
4. That the development agreement between the Owner and the Municipality be registered against the title of the lands to which it applies prior to the **registration** of the plan of subdivision.
5. That the development agreement contains provisions to the satisfaction of the Municipality regarding the **phasing** or timing of the development. That the Owner shall submit plans showing any revised phasing to the Municipality for review and approval if this subdivision is to be developed in more than one registration.

6. That the Owner convey to the Municipality for park or other recreational purposes up to 5% of the land included in the plan. Alternatively, the Municipality may require **cash-in-lieu** of all or a portion of the conveyance.
7. That prior to final approval by Elgin County, the County is to be advised by the Municipality that this proposed subdivision **conforms to the zoning by-law** in effect. The Owner shall provide to the Municipality a table of lot areas and lot frontages certified by an Ontario Land Surveyor confirming compliance with the Zoning By-law.
8. That the Owner shall provide **easements** as may be required for **services**, utility or drainage purposes, and where required by the Municipality, daylight corners and/or 0.3 metre reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality and the relevant agency.
9. That the Owner shall apply to the Land Division Committee of Elgin County to obtain the necessary the **easements** as may be required for **access** to Lots 8 and 9 to be conveyed in a form satisfactory to the Municipality.
10. That the Owner provide to the municipality all **servicing plans and reports** for the review and final approval by the Municipality in accordance with the **Development Standards Manual/to the satisfaction of the Municipality**.
11. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality and the Kettle Creek Conservation Authority, that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will **finalize an engineering analysis, to identify stormwater quality and quantity measures**, as necessary to control any increase in flows in downstream watercourses, in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority.
12. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality, that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will finalize the following plans and reports in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority and the satisfaction of the Municipality:
 - **Grading Plan**; which demonstrates how the lots will control **all run-off** water, building envelope including area sufficient for the location of private on-site sanitary sewage system for each parcel,
 - **Site Servicing Plan** – showing all the relevant servicing data, including building envelopes, water services, driveway locations, septic system

envelopes, storm private drain connections and low impact development features.

- o **Erosion and Sediment Control Plans**

13. That the development agreement between the Owner and the Municipality contain provisions, that requires, that the Owner will establish a **legal stormwater outlet under the provisions of the Drainage Act** in consideration of the necessary road upgrades and stormwater management, to service the subject lands, and shall request any required **apportionments** under the same, to the satisfaction of the Municipality.
14. That the development agreement between the Owner and the Municipality contain provisions, that requires the septic systems for each lot should include sewage treatment units which have a CAN/BNQ 3680-600 Level IV Classification **or a tertiary septic system designed to the satisfaction of the Municipality.**
15. That the development agreement between the Owner and the Municipality contain provisions, that requires, that the Owner, **installs the stormwater management measures**, for any phase of the development, identified in the final engineering analysis completed, as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Kettle Creek Conservation Authority.
16. That the subdivision agreement between the Owner and the Municipality contain provisions that requires that the Owner **installs the stormwater management measures** for any phase of the development identified in the final engineering analysis completed as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Kettle Creek Conservation Authority.
17. That prior to undertaking construction or site alteration activities, any necessary **permits** or approvals, be received, from the Kettle Creek Conservation Authority.
18. That prior to final approval, the Municipality shall confirm that **reserve sewage treatment conveyance capacity and water supply capacity** is available for all lots in the proposed development.
19. That the development agreement between the Owner and the Municipality shall contain the following clause:

The Owner acknowledges that an **oil, gas or water well** ("Well") that is improperly constructed, maintained or abandoned presents a safety risk to humans as well as a potential risk to pollute groundwater resources. The Owner represents and warrants that it has researched the Oil, Gas and Salt Resources

Library and the Ministry of Environment, Conservation and Parks Well Records (together the "Records") and has made itself aware of the presence of any Well on the lands. The Owner acknowledges that not all Wells are recorded or located accurately in the Records. The Owner further represents and warrants that it has:

- i. systematically searched the subject lands for potential Well sites; and
- ii. taken all other necessary steps to ensure that there are no other Wells on the subject lands and that any Well found has been or will be capped in accordance with the applicable legislation, regulations, guidelines or orders, the proof of which shall be submitted to the Municipality.

In the event that an improperly constructed, maintained or abandoned Well is found upon or within any lands either conveyed to the Municipality as a requirement of the development agreement or lands which become owned by and/or under the jurisdiction of the Municipality as a result of the registration of the plan of subdivision, the Owner covenants and agrees to indemnify and save harmless the Municipality for all costs incurred relating to the capping, repairing or otherwise remediating of such Well in accordance with the applicable legislation, regulations, guidelines or orders. It is the intention of the parties that this provision shall survive the closing of any transaction related to the transfer of the applicable lands.

20. That the development agreement between the Owner and the Municipality shall contain provisions, to the satisfaction of the Municipality, that **necessary upgrades to Thomas Road**, including but not limited to roads, paved shoulders, gravel shoulders, pavement markings, streetlighting system, water distribution system, storm water collection system, roadside drainage, boulevard restoration with topsoil and grass, traffic signage, along Thomas Road are the responsibility of the Owner and are all required to be completed in accordance with approved drawings and specifications to the satisfaction of the **Director of Infrastructure and Development Services**.
21. That the development agreement between the Owner and the Municipality shall contain a provision, to the satisfaction of the Municipality, that there be a **notice/warning clause** in every agreement of purchase and sale advising purchasers to be aware of **adjacent agricultural lands and uses**. The warning clause should, at the minimum, contain the following information:
 - o New residents acknowledge: the nearby agricultural operations and agree to support the "right to farm" principle;
 - o that adjacent farms deploy the use of frost windmills which operate to circulate air to prevent fruit from freezing;

- that adjacent farms utilize and house specialized seasonal farm workers to maintain the crop;
 - that farming operations use sprays to ensure healthy crops; these are all approved for safe use by Health Canada;
 - that specialized farming equipment is used and are permitted to be on adjacent roadways; and
 - that manure may be applied to adjacent farms which can produce unpleasant odours; farmers follow strict nutrient management plans.
22. That the development agreement between the Owner and the Municipality shall contain a provision requiring the **installation of permitter fencing** along the rear yards of Lots 1-3 and Lots 5-9, as well as the adjacent residential properties addressed as 4390-4426 Thomas Road. The location, type, height of the fencing shall be shown on the appropriate drawing, to the satisfaction of the Municipality. Fencing shall be installed prior to final approval by the County, the cost of materials and installation shall be included in the calculation of securities and will be held to ensure completion.
23. That the subdivision agreement between the Owner and the Municipality contain a provision, to the satisfaction of the Municipality, that prior to site alteration of any kind, and final approval by Elgin County, the Owner shall finalize/update the EIS titled, "4324 Thomas Road Environmental Impact Study" prepared by MTE Consultants Inc. dated August 9, 2023 to the satisfaction of the Planning Authority, and implement the recommendations contained therein, along with any other letters/authorizations/directions from the MECP, and confirm that any site alteration will be completed in accordance with the Endangered Species Act, 2007.
24. That the subdivision agreement between the Owner and the Municipality contain a provision requiring the owner to notify in writing each person who first offers to purchase any subdivided lot within the plan of subdivision of all approved **development charges**, including development charges for school purposes, relating to any such lot pursuant to Section 59(4) of the Development Charges Act, 1997, and the Education Act.
25. That prior to final approval by Elgin County, the Owner shall submit for review and approval by the Municipality, a draft of the **final M plan**.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-58

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Open Space (OS);
2. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Residential Holding (R1H);
3. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Residential Special Provision Holding (R1-34H);

4. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Residential Special Provision Holding (R135);
5. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new clauses:

 "(jj) R1-34 As shown on Schedule A, Map 10

 (i) Interior Side Yard Setback 6.0m

 (kk) R1-35 As shown on Schedule A, Map

 (i) Minimum Lot Area 4342m²
 (ii) Minimum Lot Frontage 60.0m
6. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

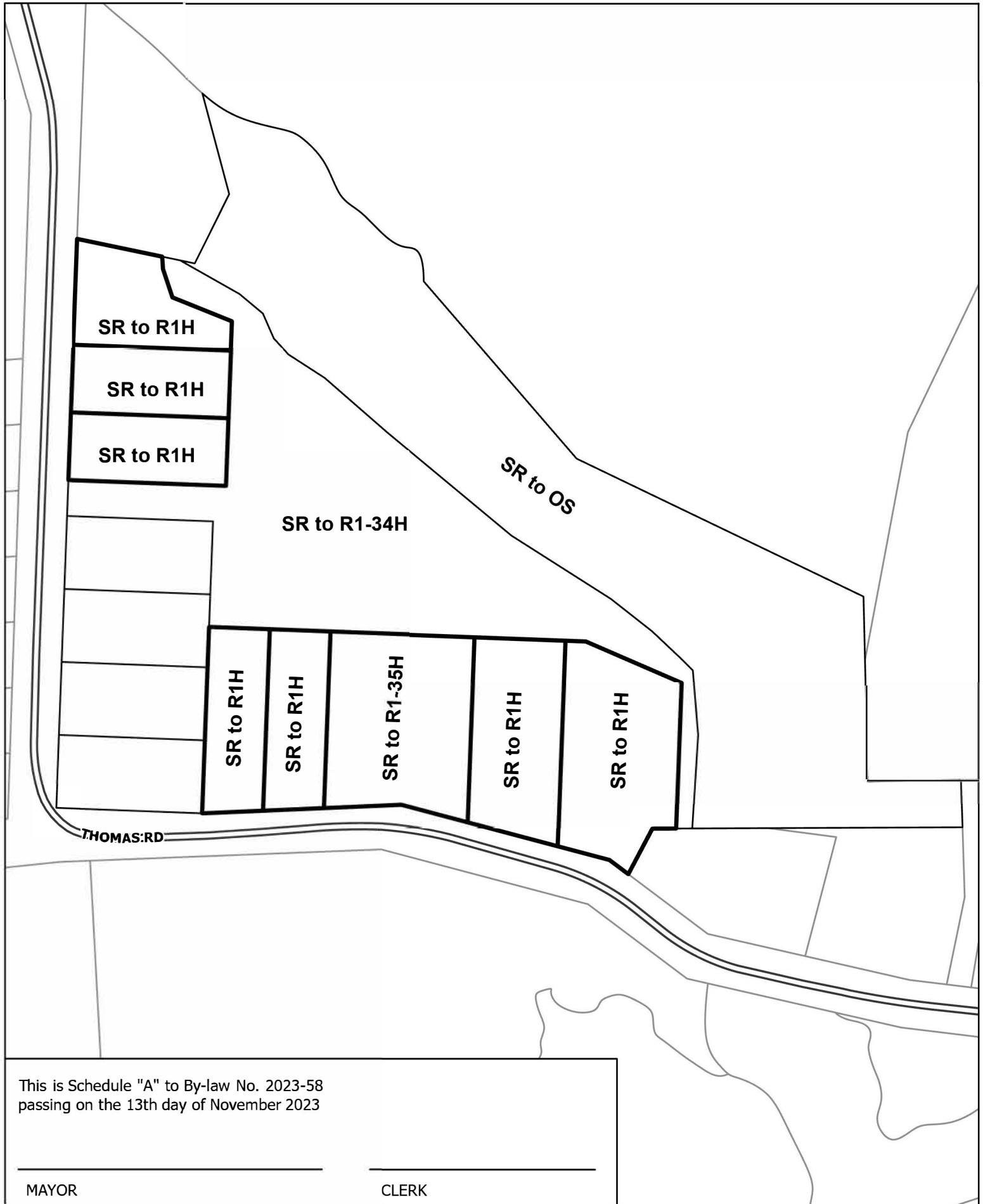
 (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF NOVEMBER 2023.

Mayor
Grant Jones

CAO/Clerk

Lisa Higgs



printLake Erie Salmon and Trout Club

4255 Thomas Rd N5L 1J2

Pt Stanley ON

This is to make Council members aware of our concern with the subdivision proposed for 4400 Thomas Rd.

The club was established in 1982 with the purpose of rearing Rainbow Trout from eggs to yearling size with the goal of establishing a fishable rainbow trout population in the tributaries of Lake Erie and in the Lake itself. To date we estimate that we have stocked in excess of 2,000,000 1-2 years of age rainbows. The success of the program is witnessed by the annual catch by sports fishermen in the open waters of the lake and streams in Elgin county which are subsidiaries of the lake.

The water source for the hatchery is a small spring fed stream which borders and in some cases may be within the north westerly boundaries of the proposed subdivision. We applied for and received a permit to use water from this stream from the Ontario Ministry of the environment in 1984.

Passing through our property on the south side is South Mill Creek on which we have installed 2 fish passages at the lower and upper ends of our land near Union Rd and Thomas Rd to allow fish to access the upper reaches of the creek near Fingal. We also installed spawning beds in several areas of the creek.

About 4 years after our starting the hatchery operation using eggs collected from Fish Creek near Turkey Point an annual spawning run was established in S Mill Creek

We also have licences from the Ontario Ministry of Natural Resources and Forestry for raising and for stocking fish as well as for catching fish from South Mill Creek to collect eggs and milt to raise in our hatchery and rearing pond to 1 year of age. These fish are released yearly into South Mill to complete the cycle.

We have developed the approximately 10 acres of our property into a nature reserve open to the public with approximately 110 native trees and shrubs which include 12 of the 19 trees considered rare in Ontario. We estimate that approximately 5000 people visit our property annually to tour the hatchery in season, walk their dogs, bird watch, feed the fish in our rearing pond, walk the trails, view the flora and fauna, picnic etc.

In order to maintain all of this for public viewing and the stocking of Lake Erie with rainbow trout which is not done by any other group in Ontario it must be ensured that the small creek which provides the hatchery with water remains untouched and unaffected by the construction and establishment of the proposed subdivision.

RECEIVED

By sw-planning at 1:44 pm, Nov 01, 2023



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 13, 2023

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

REPORT NO: FIR 2023-12

SUBJECT MATTER: Activity Report for the Fire Chief, September & October 2023

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for September & October 2023.

Background:

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

- a. *Calls for service* – a total of 26 emergencies were responded to in the months of September & October including nine MVCs, and two fires.
- b. *Public Education* – fire safety information was provided at several community events, including at Southwold Public School.

Firefighters went door-to-door in the community on September 28th, promoting Ontario's first Annual Test Your Smoke Alarm Day.

Fire Prevention Week Open House was held at the Keystone Complex.
- c. *Meetings* – fire chief attended a County Chiefs meeting in Malahide, a County Chiefs meeting regarding the Elgin-Middlesex Regional Fire School at the County Building, a County Chiefs/Deputies meeting in Central Elgin and the Annual Emergency Management Exercise in Dutton-Dunwich.

Members attended a County FPO meeting in Malahide, and a Mutual Aid meeting in Bayham.
- d. *Inspections* – four inspections were completed.

- e. *Recruitment* – four new recruits have joined the Talbotville Station, one will be attending the Elgin NFPA 1001 Recruit Program.
- f. *Equipment* – annual pump and ladder testing was completed.
- f. *Annual BBQ* – an excellent turnout to the Annual Beef & Pork BBQ

Report on any outstanding /unresolved concerns, issues:

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

Training Undertaken by Staff:

- a. Department training topics included incident review, search & rescue, radio operations, and mapping.
- b. Shedden Station hosted an OFC Courtroom Procedures course, with one SFD member attending.
- c. Firefighters also attended the following courses: NFPA 1021 Fire Officer IV, Flashover Recognition, and NFPA 1002 Pump Operations.

Capital Project Progress :

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

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

2019	Budget	Status/Comment
Automatic Door Closure	\$500.00	

Financial Implications:

None.

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 13, 2023

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

REPORT NO: FIR 2023-13

SUBJECT MATTER: Community Emergency Preparedness Grant

Recommendation(s):

THAT the Township of Southwold Council approve staff applying for the Community Emergency Preparedness Grant (CEPG).

Purpose:

To provide Council with information on the CEPG, and to seek approval for application.

Background:

The CEPG will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during, and after emergencies. It will help build capacity and enhance the resiliency of local governments, First Nations, and community groups in preparing for and responding to emergencies. The grant will provide funding to help community organizations purchase emergency supplies, equipment, and services.

The merit-based grant of \$5,000 to \$50,000 is targeted at small and medium communities. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives.

Staff recommends two items to include for funding:

1. A standby generator for the new Talbotville Station
 - a. Fire Service: ensure operational readiness of the fire station during power outages for emergency response.
 - b. Emergency Management:

- i. a warming/cooling centre for the community, or stranded motorists. Although the Talbotville Station is not being planned specifically for this use, it would be an option during extreme weather events or other emergency management needs.
- ii. Consideration for the new station to be the alternate Emergency Operations Centre, instead of the County building, should be included, once construction is complete.

2. Portable radios

- a. Each year funds are included in the capital fire budget for new portable radios or pagers, which typically allow us to purchase two new radios if no new pagers are required. Staff were advised approximately 18 months ago that the current radio model we primarily have are being discontinued, therefore we have shifted to purchasing the replacement model. While the current radios continue to work properly, replacement batteries are becoming challenging to source. Applying for funding would assist in fast tracking our radio replacement and ensure we continue to have approximately one radio for each firefighter, which is critical for communications and firefighter safety.
- b. Staff's position are radios are eligible for funding, based on the importance of their use for response to many of the potential provincial emergency hazards/events, as listed in Appendix A.

The Township of Southwold is listed as an eligible municipality in Appendix C, of which the document has been included as a part of this report.

Deadline to submit applications is November 30, 2023. Applicants notified of funding decisions in February 2024. Applicants must demonstrate they can complete the activity (i.e., procurement, training, plan development) by the program end date of July 31, 2024. Any funds not spent must be returned to the province.

Financial Implications:

None.

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

Approved by:
Lisa Higgs, CAO/Clerk



Emergency Management Ontario

**Community Emergency Preparedness Grant (CEPG)
Application Guidelines 2023-24**

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Program overview

The Community Emergency Preparedness Grant (CEPG) will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during and after emergencies. It will help build capacity and enhance the resiliency of local governments, First Nations and community groups in preparing for and responding to emergencies. The grant will provide funding to help community organizations purchase emergency supplies, equipment and services.

An “emergency” is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. (Definition as per the [Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 \(ontario.ca\)](#)).

The merit-based grant of \$5,000 to \$50,000 is targeted at small and medium communities. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives.

Eligible applicants

The grant is focused on those communities – typically small and medium – in need of building capacity in emergency management. Organizations must have an emergency management mandate. Eligible applicants include:

- Municipalities with a population under 100,000 (based on Statistics Canada data from 2021)
 - Note: The combined funding for an upper tier municipality and all of its lower tier municipalities may be limited
 - See Appendix C for a list of eligible municipalities
- Local services boards
- First Nations communities, Indigenous organizations, including Tribal Councils, and other Indigenous service organizations that support emergency management programming in First Nation communities
- Non-government organizations (NGOs) with an emergency preparedness mandate
 - For the purposes of this grant, NGOs must:
 - Be a registered charity or a not-for-profit corporation without share capital
 - Demonstrate that they host, as a primary activity, regular gatherings of religious, spiritual, community or cultural significance, as well as demonstrate that they have a clear emergency preparedness and response component to their mandate.
 - Registered charities must be registered with the Canada Revenue Agency as a charity by December 31, 2022

- Not-for-profit corporations that are not registered charities must be incorporated by December 31, 2022
- Be operational in Ontario before January 1, 2022
- These are defined as follows:
 - Primary activity: A primary activity is a distinctive and indispensable component of how an organization achieves its mandate
 - Regular: A gathering is regular if it takes place at least once a month.
 - A gathering has “religious, spiritual or cultural significance” if its central purpose is:
 - Related to a specific and comprehensive system of belief that governs one’s conduct and practices and addresses ultimate questions of human existence, such as ideas about life, purpose, death, and the existence or non-existence of a creator and/or a higher or different order of existence, including the spiritual beliefs and practices of Indigenous cultures; and/or
 - Related to the affirmation or celebration of cultural elements that are meaningful to the identity of a community or group of individuals (e.g., language, country of origin, race, ethnic or national customs and traditions, Indigenous beliefs and practices, gender or sexual identity).
 - Emergency preparedness and response mandate: your organization has a mandate to be prepared and respond to emergencies as defined above in the program overview.

Ineligible applicants

- Organizations and NGOs without an emergency preparedness mandate
- Individuals
- Crown corporations
 - Federal/provincial/municipal agencies
 - Universities, colleges, schools, and hospitals
- Municipalities with a population over 100,000 (Statistics Canada data from 2021)

Eligibility requirements

- Each organization can only submit one application.
- Organizations must be a legal entity, have governance structures and accountability processes to administer and manage public funds, have an Ontario bank account and use the funds for activities taking place in Ontario and that benefit Ontarians.
- Funded projects must align to the Potential provincial emergency events listing (see Appendix A)
- Grants awarded under the Community Emergency Preparedness Grant Program are governed by an agreement between applicants and the province. General terms and

conditions are provided in section I of the application form. Please read section I carefully as you must agree to all terms and conditions to be awarded a grant.

- The application must be complete and include the following attachment:
 - Organization's approval authority framework – document identifying the organization's governance structure or decision-making body or person with the required authority to approve and commit to a contract.
- Submission must be approved and signed by the organization's authority to commit to a contract with the Government of Ontario.
- Submission of an application will serve as a commitment from the organization to complete the project if a grant is awarded.

Application review and assessment criteria

Among others, the following criteria will be used to review applications:

- All applications will be reviewed; only complete and eligible applications will be considered. Additional/follow up questions may be asked to complete the application.
- Community collaborations are encouraged e.g., where municipalities may work with other municipalities to share their equipment.
- Applicants must demonstrate how the activity or purchase they propose will increase emergency preparedness and resiliency for their organization and community.
 - For example: a community organization applies for funding to purchase generators, develop protocols, and conduct training on the equipment. The purchase of generators will allow refrigeration during a power outage. This will impact the community by allowing a reliable source of food, or communications during prolonged power outages for community members who may not have access to refrigeration.
- Applicants must demonstrate they can:
 - Sustain programs post-grant timeframe without additional government funding.
 - Maintain and operate equipment after purchase.
 - For the above example of the request to purchase generators, the applicant must demonstrate that they have a sufficient operating budget to purchase fuel and pay for regular maintenance of the equipment.
- Applicants must demonstrate they can complete the activity (i.e., procurement, training, plan development) by the program end date of July 31, 2024. Any funds not spent must be returned to the province.

- To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding.
- Applicants must provide a report back two weeks after the project completion date.

Application criteria	Evaluation
Organization	The applicant can deliver and has a mandate to support emergency management.
Project description	The project description has a clear alignment with the identified emergency type and there is a likelihood for it to occur in the specified community.
Provincial emergency type	Likelihood and impact of provincial emergency event identified.
Sustainability	The application indicates a clear sustainability plan.
Collaboration	The applicant has identified if the project collaborates with other organizations such as other municipalities, First Nations, and/or Local services boards.
Project timelines	The applicant has attested to deliver the project within program timeframe. Project completion must be before July 31, 2024.
Expected Outcomes/ Performance Measures	Performance measures in building capacity and capabilities have been identified as part of the application. A target and baseline value has been provided for applicable measure(s).
Project budget	The project budget is itemized and supporting assumptions have been provided for the estimates. See Project Budget section for more information.
No duplication of expenses	Funds disbursed can support another emergency management related government program but cannot be duplicated, i.e., invoices cannot be repurposed or submitted for reimbursement under multiple programs.

Project budget

- Funds awarded must be used from within the project timeframe.
- Applicants are required to provide a detailed budget for their proposed initiative, with an itemized list of expenses. Each itemized cost must include a description of how the cost was estimated (e.g., from previous invoice, or quote received). Not all submitted expenses may be approved. See example below.
- Applicants must follow the OPS Travel, Meals and Expenses Directive for any travel, meals, and hospitality expenses. Refer to the link here for details [Travel, Meal and Hospitality Expenses Directive | ontario.ca](#).
- All expenses must be reasonable, well supported and justified and must directly relate to the project. Include only eligible expenses in the project budget.
- Expenses detailed within the budget cannot be reallocated or moved to a different category without prior written approval from the ministry.
- There is a potential for a funding hold back that may be released upon submission of report back.
- The lists of eligible and ineligible expense categories provided below are not exhaustive. Other expenses could be considered.

Example of itemized expenses

Expense category	Items	Assumptions	Planned spending
<i>Identify the Expense Category: Capital Equipment/ Operating Equipment/ Supplies/ Training/ Services/ Administration</i>	<i>List out the items (e.g., chainsaws)</i>	<i>Provide how the cost was estimated.</i>	<i>Provide the cost estimate</i>
Operating Equipment	5 smoke detectors, 20 hard hats, 20 flashlights	5 smoke detectors prices based on previous invoices from January 2023. Hard hats and flashlights based on estimates from Home Depot's retail site as of August 2, 2023	\$2,500

Eligible expenses

Identify expense requirements within the budget of the application. Definition for capital and operating expenses is available in Appendix B Program definitions/glossary.

The CEPG is organized into five cost categories:

Equipment – Capital and operating

Equipment expenses must be separated between capital and operating.

Capital (Minor capital)	Operating
Generators Water pump and purification systems Mobile communication tower Sandbagger machine Flatbed trailers Excavators	Water pump parts Chain saws Air scrubbers Two-way radio Weather radios GPS phones Drones Other: hard hats, shovels, cots, smoke detectors/fire extinguishers, personal protective equipment, flashlights, and high visibility safety vests.

For other equipment, refer to the useful life table below, as the basis to determine whether the item to be purchased qualifies as a capital expense:

Items	Useful life
Machinery & equipment	5+ years
Information technology (IT hardware) – including leases	3+ years
IT software	10+ years

Alternatively, consider the equipment's manufacturer's guide or make a determination based upon your organization's best estimate as to whether the item qualifies as a capital expense.

All other cost categories are operating:

Supplies

- Sandbags, first aid kits, batteries, and emergency preparedness promotional material (e.g., printed brochures, fridge magnet, signage etc.)

Training

- Exercises, incident management system training/licencing, emergency management training, first aid, specialized equipment training, mental health crisis management and response; donation management, emergency evacuation procedures

Services

- Emergency plan development; exercise planning and coordination, risk assessment, emergency preparedness promotional strategy, emergency preparedness website, installation services

Administration costs

- Up to 10% of overall budget for administration costs to complete the project
- May include other costs that are difficult to estimate (e.g., telecommunication charges, printing, office supplies, travel, etc.)

Taxes

Taxes are eligible expenses if they are directly related to the project. However, any tax rebates, credits or refunds received by the organization must be identified and removed from the project cost.

Procurement

Organizations receiving funding are expected to adhere to their organization's procurement practices, as applicable.

NGOs that received \$10 million in Ontario government funding in fiscal year 2022-23 must follow the Broader Public Sector (BPS) Procurement Directive. This excludes municipalities, Local services boards, and First Nations.

Review the [BPS Procurement Directive](#)

Ineligible costs

- Funds expensed outside of the term of the agreement

- Vehicles of any type including boats and all-terrain vehicles (ATVs)
- Vehicle upgrades
- New construction or upgrades to facilities (other than emergency power)
- Equipment not used directly in response to an emergency
- Major capital expenditures. For example, buildings, vehicles, public works or forestry/parks functionality upkeep or maintenance are not eligible under the program.

Letter of approval

- A letter of approval will be issued to applicants who will be awarded a grant.
- Recipients will be required to acknowledge receipt of the approval letter, and submit the following:
 - Certificate of insurance with a commercial general liability limit of not less than \$2 million (\$2,000,000) in the organization's name, which confirms the insurance coverage and indemnity as required by the Terms and Conditions of the grant program, including any additional insurance requirements as per section 12.0 of the Terms and Conditions, signed by an authorized insurance representative. The certificate of insurance must:
 - Identify a duration of coverage for the organization up to the contract end date.
 - Identify the Treasury Board Secretariat as an additional insured, represented in the following language, "His Majesty the King in right of Ontario, his ministers, agents, appointees and employees".
 - List the Treasury Board Secretariat as the Certificate Holder and include the ministry's mailing address in the policy:

Treasury Board Secretariat
Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
 - Include a statement that the Certificate Holder (the Ministry) will be notified of any cancellation or material change within 30 days.
 - Email or memo to the elected official or head (i.e., Chief, Regional Chair, Mayor, Warden, Head of Council, President) of your organization notifying them of approved project funding
 - If not set up, register for direct deposit at [Doing business with the Government of Ontario | ontario.ca](https://www.ontario.ca/doing-business)

Report back requirements

All recipients of grant funding will be required to report back to the Province in accordance with the terms and conditions provided within the application form.

Report back requirements include, but are not limited to, providing documentation on the following:

1. Attestation of outcomes – confirm outcomes are met as described in submitted application.
2. Expense summary – actual expense against proposed budget from submitted application. Identify any over or underspending.
3. Performance measure results. – provide actual results
4. Emergency preparedness project summary - demonstrate how the project has increased emergency preparedness for your organization and/or community.
5. Any testimonial (optional).
6. Survey (optional).

Failure to meet any reporting requirements may impact an organization's ability to receive holdback funding and future funding in any future iterations of the Program.

Successful applicant obligations

- Recipients of grant funding must comply with all relevant terms and conditions. Please see the application form for further information.
- In accordance with the terms and conditions:
 - Applicants should be aware that Government of Ontario institutions are bound by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31](#), as amended from time to time, and that any information provided to them in connection with their 2023-24 Community Emergency Preparedness Grant Program application may be subject to disclosure in accordance with that Act.
 - Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards and the purpose for which grants are awarded is information that could be made available to the public.
 - Applicants permit the province to verify/audit information submitted (at the discretion of the province) to ensure that it is complete and accurate and that funds were used for the purpose(s) intended.
 - Applicants agree that if the funds were not used or will not be used for the intended purpose(s), or if specified services were not delivered, or if the intended outcomes were not achieved, the province has the right at a future date to recover parts or all the funds transferred.

- Applicants must obtain prior written consent from the ministry for any change to the project scope once funding is approved.
- Applicants must acknowledge Ontario's support in electronic and print media as part of any project-related publications, and in a form and manner directed by the province.
- Applicants posting publicly (includes all website, publications, speaking engagements, etc.) will require approval from Treasury Board Secretariat - Emergency Management Ontario, prior to publication.
 - Approval may take 30 days, please plan communications accordingly and in advance.
- Your organization/municipality/location may be asked to participate in an announcement with government officials.
- The ministry expects all grant applicants to comply with all federal, provincial and municipal laws and regulations (e.g., health and safety, environmental approvals, zoning by-laws, human rights, animal welfare, accessibility).

Post program quality assurance and potential audits

A post-program quality assurance process may be conducted on approved projects

The quality assurance process will confirm that funds were utilized as approved and performance metrics were met as indicated.

Successful recipients are required to keep all documents related to the approved project and supporting expenses for seven years to support any audit requests.

Timelines

Milestone	Timeline
Deadline to submit applications	November 30, 2023, at 5:00 pm EST
Applicants notified of funding decisions	February 2024
Project reporting due	Two weeks from project completion date

How to apply

- All applications must be submitted electronically through Transfer Payment Ontario (TPON)
- Visit <https://www.ontario.ca/GetFunding> to learn how to create a My Ontario Account, register for TPON, and get a TPON account
- Registration may take up to **five (5) business days** so give yourself plenty of time to register before starting the application process

Links to Quick reference guides and video tutorial

[Quick Reference Guide](#)

Video Tutorial How to Submit for Funding: [TPON - How to Submit for Funding Video](#)

In the video, applicants will find a step-by-step process on how to submit funding requests on TPON. It covers important aspects from logging in to navigating the See Funding Opportunities menu card and accessing helpful resources.

For assistance, please contact **TPON Client Care** at 416-325-6691 or 1-855-216-3090 or TPONCC@Ontario.ca

Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

Application Technical Requirements

- Install Google Chrome internet browser
- Install the latest Adobe Acrobat Reader <https://get.adobe.com/reader/>
- Create a TPON Account <https://www.ontario.ca/GetFunding>

Where to get more information

For questions regarding program requirements or eligibility, please contact:

ServiceOntario

Monday to Friday, 8:30 a.m. to 5:00 p.m. Eastern time, excluding holidays.

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

emocommunitygrants@ontario.ca

Appendices

Appendix A: Potential provincial emergency hazards/events

Source: Office of the Fire Marshal and Emergency Management Hazard Identification Report 2019

Hazard	Description
Agriculture and Food	
Farm animal disease	<p>Animal Diseases: Any deviation of the farm animal body from its normal or healthy state. Infectious diseases can spread from animals to animals and from animals to humans (zoonotic).</p> <p>Foreign Animal Diseases (FAD): Animal diseases that are foreign to Canada. Some diseases are eradicated within Canada. There are also diseases that have never been diagnosed within the country but exist internationally. These outside sources of disease present a threat to the Canadian livestock population (e.g., Notifiable Avian Influenza, Foot and Mouth).</p> <p>Animal Hazards: Condition that affect domestic livestock and wild species and may in turn have an impact on human health and safety (i.e., radiation sickness due to nuclear incidents, lead poisoning).</p>
Food contamination	<p>Food contamination: Broadly defined as any situation that involves or could involve food which might pose a high risk to humans. The contamination or adulteration of food by physical, chemical or biological agents is invariably the cause of such emergencies.</p> <p>Food-borne hazard: A biological, chemical, or physical agent in, or a condition of, food that has the potential to cause an adverse health effect.</p> <p>Food-borne illness: Human illness with evidence indicating a food was the source of exposure to the contaminant causing illness. Food-borne illness occurs when a person consumes food contaminated with bacteria, viruses, parasites, or toxins</p>
Plant disease or infestation	<p>Plant Disease: Generally defined as any series of harmful physiological processes caused by irritation of the plant by some invading agent. These invading agents are typically referred to as plant pathogens, and include viruses, bacteria, fungi and algae.</p> <p>Pest Infestation: An invasion by plant pests classified by the feeding habits of the pest: either foliage feeding or root feeding.</p>
Environmental	
Avalanche	A snow avalanche ensues when a pent-up snow mass loses its hold and is discharged from a slope.

Hazard	Description
Drought or low water	<p>Drought (also referred to as a period of low water) is an extended period, with one or more of the following:</p> <ul style="list-style-type: none"> • Three months or greater with below average precipitation which may be combined with high rates of evaporation. • Conditions in which the water levels in streams are at the minimum required for the survival of aquatic life. Water must be rationed only for high priority uses since many wells are becoming dry. • Conditions that have socioeconomic impacts that are felt over a much larger area than the individual properties that the drought/low water conditions have been reported at.
Earthquake	<p>An earthquake occurs when rocks break and slip along a fault in the earth. Energy is released during an earthquake in several forms, including as movement along the fault, as heat, and as seismic waves that radiate out from the "source" in all directions and cause the ground to shake, sometimes hundreds of kilometers away.</p>
Erosion	<p>The gradual wearing away and removal of soil or rock particles by water, ice, snow, air, plants, animals, or humans. Eroded sediment or dissolved material may be transported just a few millimetres, or thousands of kilometres.</p>
Extreme cold	<p>Extreme cold events occur when winter temperatures drop significantly below average for that time of the year.</p>
Extreme heat	<p>Extreme heat is when:</p> <ul style="list-style-type: none"> a) the temperature for a region is significantly above the average high for an extended period b) the average daytime high and nighttime minimums are expected to be above a certain temperature; or c) there is a high humidex.
Flood	<p>An overflow or inundation of water from a river or other body of water, or over land, which causes or threatens damage</p>
Fog	<p>A cloud at the earth's surface, consisting of tiny water droplets, or under very cold conditions, ice crystals or ice fog. It is generally found in calm or low wind conditions. Under foggy conditions, visibility is reduced to less than 1 kilometre.</p>
Hurricane	<p>Hurricanes are tropical cyclones that occur in the Atlantic Ocean and northeastern Pacific Ocean, with maximum sustained surface winds of at least 118 km/h. Tropical cyclone is a generic term for the family of tropical low-pressure systems, including tropical depressions, tropical storms, and hurricanes.</p>

Hazard	Description
	Hurricanes are known as typhoons in the western Pacific, very severe cyclonic storms in the North Indian Ocean, and severe tropical cyclones in Australia.
Landslide	A landslide is any type of slope failure or downward movement of rock and/or sediment. The flow of soil (earth or debris) or rock down a slope can range from a few cubic meters to more than 10 km.
Land subsidence	Land subsidence is a gradual settling or sudden sinking of the Earth's surface owing to subsurface movement of earth materials.
Lightning	Lightning is an electrical discharge caused by a build-up of static electricity between thunderclouds, or between thunderclouds and the ground. It can deliver as much as 100 million volts of electricity and strike a target up to 16 kilometres away, making it an extremely dangerous form of severe weather.
Thunderstorm	Thunderstorms are local storms, usually produced by a cumulonimbus cloud and accompanied by thunder and lightning. They can bring lightning, heavy rain, hail, strong winds and tornadoes.
Storm surge	An abnormal, sudden rise of sea or lake level associated with a storm event.
Tornado	A violently rotating column of air that results in the formation of a funnel cloud that extends fully or partially from the cumuliform cloud to the surface.
Wildland fire	Any fire in forests, shrub lands and grasslands. Some are uncontrolled wildfires are started by lightning or humans. A small number are prescribed fires set by authorized forest managers to mimic natural fire processes that renew and maintain healthy forests.
High wind	High wind events can be defined as strong, non-tornadic winds that have the potential to cause damage in Ontario.
Winter weather	Winter weather is a severe weather event with varieties of precipitation that can form only at low temperatures, such as a snow, freezing rain and ice.
Extraterrestrial	
Space object crash (any)	A space object crash is any event in which a natural or human-made object falls to the earth. It may either impact the surface or produce an air burst in which the object explodes while travelling through the atmosphere.
Space weather	A collection of physical processes, beginning at the Sun and ultimately affecting human activities on Earth and in space.
Hazardous Materials	
Chemical	A chemical release is defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Hazard	Description
Nuclear (facility)	<p>The source of a 'Nuclear Emergency' is a reactor facility, unlike radiological emergencies.</p> <p>A Nuclear Emergency is an emergency that has led to or could lead to the release of radioactive material, or exposures to uncontrolled sources of radiation, which pose, or could pose, a threat to health and safety, property, and the environment.</p>
Oil or natural gas	<p>The uncontrolled release of oil, natural gas, or both.</p> <p>The release could be from a pipeline or distribution system, vehicles, a well, a storage facility, or a combination of these.</p>
Radiological	<p>An emergency caused by ionizing radiation, released by a source other than a reactor facility.</p>
Health	
Water quality	<p>A widespread or severe incident of contamination that presents a danger to or otherwise endangers the general health and well-being of the public.</p>
Infectious disease	<p>An infectious disease outbreak is defined generally as a widespread incident of disease or other situation that presents a danger to the general health and well-being of the human population.</p> <p>Infectious diseases can become an epidemic or pandemic:</p> <ul style="list-style-type: none"> • Epidemic: An outbreak of infection that spreads rapidly and affects many individuals in a given area or population at the same time. • Pandemic: An epidemic occurring worldwide, crossing international boundaries and usually affecting a large number of people.
Substance use and overdose	<p>A public health emergency resulting from problematic or harmful use of prescription drugs or other controlled substances.</p>
Public Safety	
Active threat	<p>An active threat is a situation where an individual is actively engaged in killing or attempting to kill people in a populated area.</p>
Civil disorder	<p>A group or groups of people engaged in act of civil disobedience (such as a demonstration, riot, or strike) that disrupts a business, organization or community and requires intervention to maintain public safety.</p>
Crowd disaster	<p>Incidents resulting from crowd forces or behaviour that reach levels that difficult to resist or control.</p>

Hazard	Description
Cyber attack	An attack via cyberspace, for the purpose of disrupting, disabling, destroying, or maliciously controlling a computing environment/infrastructure; or destroying the integrity of the data or stealing controlled information.
Electromagnetic pulse	An EMP is a burst of electromagnetic energy produced by weapons designed and deployed with the intent to produce EMP. An EMP can occur as a radiated, electric, or magnetic field or a conducted electric current, depending on the source.
Geopolitical pressures	The influence of foreign and national geopolitical pressures originating beyond Ontario provincial political boundaries, leading to an imminent or real threat to the province.
Sabotage	Any acts of coercion, collusion, tampering, destruction, corruption or subversive actions, intended to cause disruption or damage and a threat to public safety In acts of sabotage, physical human injury is not the intent of the action.
Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)	CBRNE materials that are intentionally released with malicious intent to cause harm to humans, property, business, or the environment. These materials can be weaponized or non-weaponized.
Structural	
Dam failure	The uncontrolled release of stored water due to the breaching or destruction of a dam or barrier intended to hold back water or other fluids.
Fire explosion	Fire: A rapid oxidation process, which is a chemical reaction resulting in the evolution of light and heat in varying intensities. Any instance of destructive and uncontrolled burning, including explosions. Explosion: The sudden conversion of potential energy (chemical, mechanical, or nuclear) into kinetic energy that produces and violently releases gas.
Mine	An unplanned event that jeopardizes the structural integrity, ground stability, or normal conditions of a mine site or mining plant that presents a risk to the safety of workers, people near the mine, the property of the mine, the environment or the economy. This hazard can be divided into two parts; •operational mine emergencies, and •abandoned mine emergencies.
Structural failure	The loss of structural integrity in a building or structure that results in the structure losing shape, caving in, or being flattened or reduced to debris.

Hazard	Description
Supply and Distribution	
Communications failure	Events where loss of standard radio, mobile or landline telecommunications, Internet, or satellite-based networks or devices results in communications failure.
Electrical energy failure	A disruption of electrical power generation, transmission or distribution, leading to severe concerns.
Food shortage	Food Shortages result from events adversely affecting the food supply through changes in food security, food quality, or food safety, which threaten the wellbeing of the public.
Medical drug, blood product, or supply shortage	A medical drug, blood product or supplies shortage emergency refers to a disruption in the manufacture, supply and/or distribution of blood products, drugs and/or medical supplies, including many that are needed for life-threatening conditions.
Petroleum product shortage	A Petroleum Product Shortage emergency refers to a disruption in the supply, refinement or transmission of petroleum products such as diesel, heating fuels, and propane, gasoline, oil or natural gas.
Water or wastewater disruption	The disruption of infrastructure that manages potable water, used wastewater or sewage, causing emergency conditions. This includes any combination of domestic, industrial, or commercial activities, surface runoff or storm water, and any sewer inflow or sewer infiltration.
Transportation	
Aviation	Transportation emergencies involving aircraft.
Marine	Transportation emergencies involving marine vehicles and/or incidents in waterways, including in water below ice.
Public transit systems	Result when disruptions of public transit systems are significant enough to cause serious financial, reputational, economic, social or other consequences to the community.
Rail, light rail, or subway	An emergency involving railway vehicles travelling on a railway track or railway line with a set of two parallel rows of long pieces of steel and is intended to be kept separate from road ways and other vehicular traffic although it may occasionally intersect it. Funicular vehicles are not included.
Road and highway	Transportation emergencies involving road vehicles on roadways or highways.

Appendix B: Program definitions/glossary

Baseline: the before measurement that is taken before the project begins or any actions were applied. The baseline value should be below the target value

Capacity: the amount that something can produce (e.g., the organization aims to increase training capacity).

Capital expenses: expenditures to acquire, construct or upgrade physical assets.

Emergency: a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Equipment: equipment is a tangible asset that benefits an organization over several years of use.

Operating expenses: the cost an organization spends on an ongoing, day to day basis and for the purpose of this funding, must be directly tied to project execution and completion.

Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, business continuity/continuity of operations plans, training, exercises, and public awareness and education.

Supplies: supplies are used to support operations, and are often exhaustible and have a limited lifespan after they've served their purpose

Target: the quantifiable benchmarks you want to reach to meet your project goals

Appendix C: List eligible municipalities, population under 100,000 (Statistics Canada data from 2021)

Addington Highlands (Township)	Assiginack (Township)	Brant (County)
Adelaide Metcalfe (Township)	Athens (Township)	Brethour (Township)
Adjala-Tosorontio (Township)	Atikokan (Town of)	Brighton (Municipality of)
Admaston-Bromley (Township)	Augusta (Township)	Brock (Township)
Alberton (Township)	Aurora (Town of)	Brockton (Municipality of)
Alfred and Plantagenet (Township)	Aylmer (Town of)	Brockville (City of)
Algonquin Highlands (Township)	Baldwin (Township)	Brooke-Alvinston (Municipality of)
Alnwick-Haldimand (Township)	Bancroft (Town of)	Bruce (County)
Amaranth (Township)	Bayham (Municipality of)	Bruce Mines (Town of)
Amherstburg (Town of)	Beckwith (Township)	Brudenell, Lyndoch and Raglan (Township)
Armour (Township)	Belleville (City of)	Burk's Falls (Village of)
Armstrong (Township)	Billings (Township)	Burpee and Mills (Township)
Arnprior (Town of)	Black River-Matheson (Township)	Caledon (Town of)
Arran-Elderslie (Municipality of)	Blandford-Blenheim (Township)	Callander (Municipality of)
Ashfield-Colborne- Wawanosh (Township)	Blind River (Town of)	Calvin (Municipality of)
Asphodel-Norwood (Township)	Bluewater (Municipality of)	Carleton Place (Town of)
	Bonfield (Township)	Carling (Township)
	Bonnechere Valley (Township)	Carlow-Mayo (Township)
	Bracebridge (Town of)	
	Bradford West Gwillimbury (Town of)	

Casey (Township)	Cobourg (Town of)	East Ferris (Municipality of)
Casselman (Municipality of)	Cochrane (Town of)	East Garafraxa (Township)
Cavan Monaghan (Township)	Cockburn Island (Township)	East Gwillimbury (Town of)
Central Elgin (Municipality of)	Coleman (Township)	East Hawkesbury (Township)
Central Frontenac (Township)	Collingwood (Town of)	East Zorra-Tavistock (Township)
Central Huron (Municipality of)	Conmee (Township)	Edwardsburgh-Cardinal (Township)
Central Manitoulin (Municipality of)	Cornwall (City of)	Elgin (County)
Centre Hastings (Municipality of)	Cramahe (Township)	Elizabethtown-Kitley (Township)
Centre Wellington (Township)	Dawn-Euphemia (Township)	Elliot Lake (City of)
Chamberlain (Township)	Dawson (Township)	Emo (Township)
Champlain (Township)	Deep River (Town of)	Englehart (Town of)
Chapleau (Township)	Deseronto (Town of)	Enniskillen (Township)
Chapple (Township)	Dorion (Township)	Erin (Town of)
Charlton and Dack (Municipality of)	Douro-Dummer (Township)	Espanola (Town of)
Chatsworth (Township)	Drummond-North Elmsley (Township)	Essa (Township)
Chisholm (Township)	Dryden (City of)	Essex (Town of)
Clarence-Rockland (City of)	Dubreuilville (Township)	Evanturel (Township)
Clearview (Township)	Dufferin (County)	Faraday (Township)
Cobalt (Town of)	Dutton-Dunwich (Municipality of)	Fauquier-Strickland (Township)
	Dysart et al (Municipality of)	Fort Erie (Town of)
	Ear Falls (Township)	

Fort Frances (Town of)	Grey Highlands (Municipality of)	Horton (Township)
French River (Municipality of)	Grimsby (Town of)	Howick (Township)
Front of Yonge (Township)	Guelph-Eramosa (Township)	Hudson (Township)
Frontenac (County)	Haldimand (County)	Huntsville (Town of)
Frontenac Islands (Township)	Haliburton (County)	Huron (County)
Gananoque (Town of)	Halton Hills (Town of)	Huron East (Municipality of)
Gauthier (Township)	Hamilton (Township)	Huron Shores (Municipality of)
Georgian Bay (Township)	Hanover (Town of)	Huron-Kinloss (Township)
Georgian Bluffs (Township)	Harley (Township)	Ignace (Township)
Georgina (Town of)	Harris (Township)	Ingersoll (Town of)
Gillies (Township)	Hastings (County)	Innisfil (Town of)
Goderich (Town of)	Hastings Highlands (Municipality of)	Iroquois Falls (Town of)
Gordon-Barrie Island (Municipality of)	Havelock-Belmont- Methuen (Township)	James (Township)
Gore Bay (Town of)	Hawkesbury (Town of)	Jocelyn (Township)
Grand Valley (Town of)	Head, Clara and Maria (Township)	Johnson (Township)
Gravenhurst (Town of)	Hearst (Town of)	Joly (Township)
Greater Madawaska (Township)	Highlands East (Municipality of)	Kapuskasing (Town of)
Greater Napanee (Town of)	Hilliard (Township)	Kawartha Lakes (City of)
Greenstone (Municipality of)	Hilton Beach (Village of)	Kearney (Town of)
	Hilton (Township)	Kenora (City of)
	Hornepayne (Township)	Kerns (Township)
		Killaloe, Hagarty and Richards (Township)

Killarney (Municipality of)	Leeds and Grenville (United Counties of)	Marmora and Lake (Municipality of)
Kincardine (Municipality of)	Leeds and the Thousand Islands (Township)	Matachewan (Township)
King (Township)	Lennox and Addington Co	Mattawa (Town of)
Kingsville (Town of)	Limerick (Township)	Mattawan (Municipality of)
Kirkland Lake (Town of)	Lincoln (Town of)	Mattice-Val Côté (Township)
La Vallee (Township)	Loyalist (Township)	McDougall (Municipality of)
Laird (Township)	Lucan Biddulph (Township)	McGarry (Township)
Lake of Bays (Township)	Macdonald, Meredith and Aberdeen Additional Tp	McKellar (Township)
Lake of the Woods (Township)	Machar (Township)	McMurrich-Monteith (Township)
Lakeshore (Municipality of)	Machin (Municipality of)	Mcnab-Braeside (Township)
Lambton Shores (Municipality of)	Madawaska Valley (Township)	Meaford (Municipality of)
Lanark (County)	Madoc (Township)	Melancthon (Township)
Lanark Highlands (Township)	Magnetawan (Municipality of)	Merrickville-Wolford (Village of)
Larder Lake (Township)	Malahide (Township)	Middlesex Centre (Municipality of)
LaSalle (Town of)	Manitouwadge (Township)	Middlesex (County)
Latchford (Town of)	Mapleton (Township)	Midland (Town of)
Laurentian Hills (Town of)	Marathon (Town of)	Minden Hills (Township)
Laurentian Valley (Township)	Markstay-Warren (Municipality of)	Minto (Town of)
Leamington (Municipality of)		Mississippi Mills (Municipality of)

Mono (Town of)	North Dumfries (Township)	Oliver Paipoonge (Municipality of)
Montague (Township)		
Moonbeam (Township)	North Dundas (Township)	Opasatika (Township)
Moosonee (Town of)		Orangeville (Town of)
Morley (Township)	North Frontenac (Township)	Orillia (City of)
Morris-Turnberry (Municipality of)	North Glengarry (Township)	Oro-Medonte (Township)
Mulmur (Township)	North Grenville (Municipality of)	Otonabee-South Monaghan (Township)
Muskoka (District Municipality)	North Huron (Township)	Owen Sound (City of)
Muskoka Lakes (Township)	North Kawartha (Township)	Papineau-Cameron (Township)
Nairn and Hyman (Township)	North Middlesex (Municipality of)	Parry Sound (Town of)
Neebing (Municipality of)	North Perth (Municipality of)	Pelee (Township)
New Tecumseth (Town of)	North Stormont (Township)	Pelham (Town of)
Newbury (Village of)		Pembroke (City of)
Newmarket (Town of)	Northeastern Manitoulin and The Islands (Municipality of)	Penetanguishene (Town of)
Niagara Falls (City of)		
Niagara-on-the-Lake (Town of)	Northern Bruce Peninsula (Municipality of)	Perry (Township)
Nipigon (Township)		Perth (County)
Nipissing (Township)	Northumberland (County)	Perth East (Township)
Norfolk (County)	Norwich (Township)	Perth South (Township)
North Algona Wilberforce (Township)	O'Connor (Township)	Perth (Town of)
North Bay (City of)	Oil Springs (Village of)	Petawawa (Town of)
		Peterborough (City of)
		Peterborough (County)
		Petrolia (Town of)

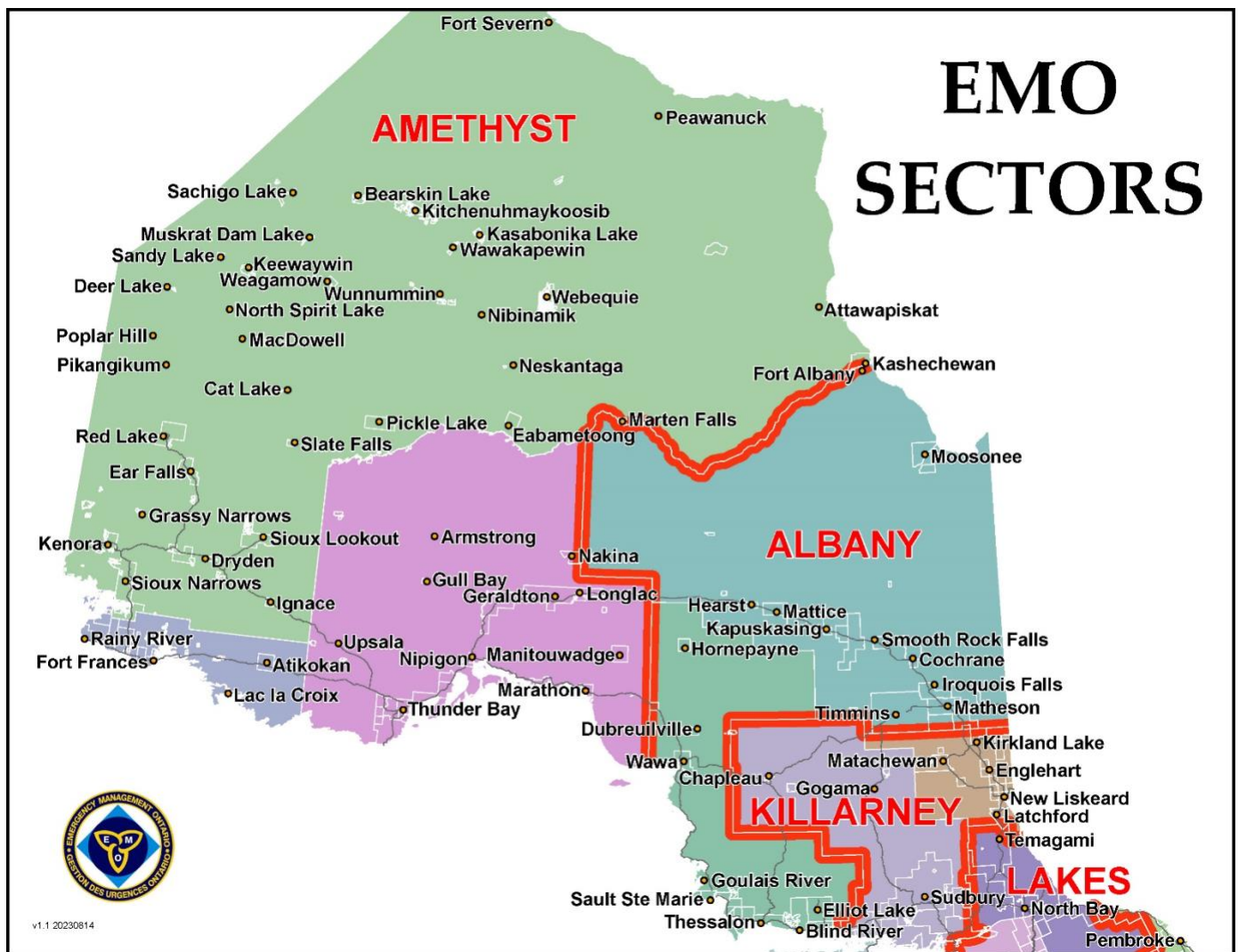
Pickering (City of)	Russell (Township)	South Dundas (Municipality of)
Pickle Lake (Township)	Ryerson (Township)	South Frontenac (Township)
Plummer Additional (Township)	Sables-Spanish Rivers (Township)	South Glengarry (Township)
Plympton-Wyoming (Town of)	Sarnia (City of)	South Huron (Municipality of)
Point Edward (Village of)	Saugeen Shores (Town of)	South River (Village of)
Port Colborne (City of)	Sault Ste. Marie (City of)	South Stormont (Township)
Port Hope (Municipality of)	Schreiber (Township)	Southgate (Township)
Powassan (Municipality of)	Scugog (Township)	Southwest Middlesex (Municipality of)
Prescott and Russell (United Counties of)	Seguin (Township)	South-West Oxford (Township)
Prescott (Town of)	Selwyn (Township)	Southwold (Township)
Prince Edward Co	Severn (Township)	Spanish (Town of)
Prince (Township)	Shelburne (Town of)	Springwater (Township)
Puslinch (Township)	Shuniah (Municipality of)	St. Charles (Municipality of)
Quinte West (City of)	Sioux Lookout (Municipality of)	St. Clair (Township)
Rainy River (Town of)	Sioux Narrows-Nestor Falls (Township)	St. Joseph (Township)
Ramara (Township)	Smiths Falls (Town of)	St. Marys (Town of)
Red Lake (Municipality of)	Smooth Rock Falls (Town of)	St. Thomas (City of)
Red Rock (Township)	South Algonquin (Township)	Stirling-Rawdon (Township)
Renfrew (County)	South Bruce (Municipality of)	Stone Mills (Township)
Renfrew (Town of)	South Bruce Peninsula (Town)	
Rideau Lakes (Township)		

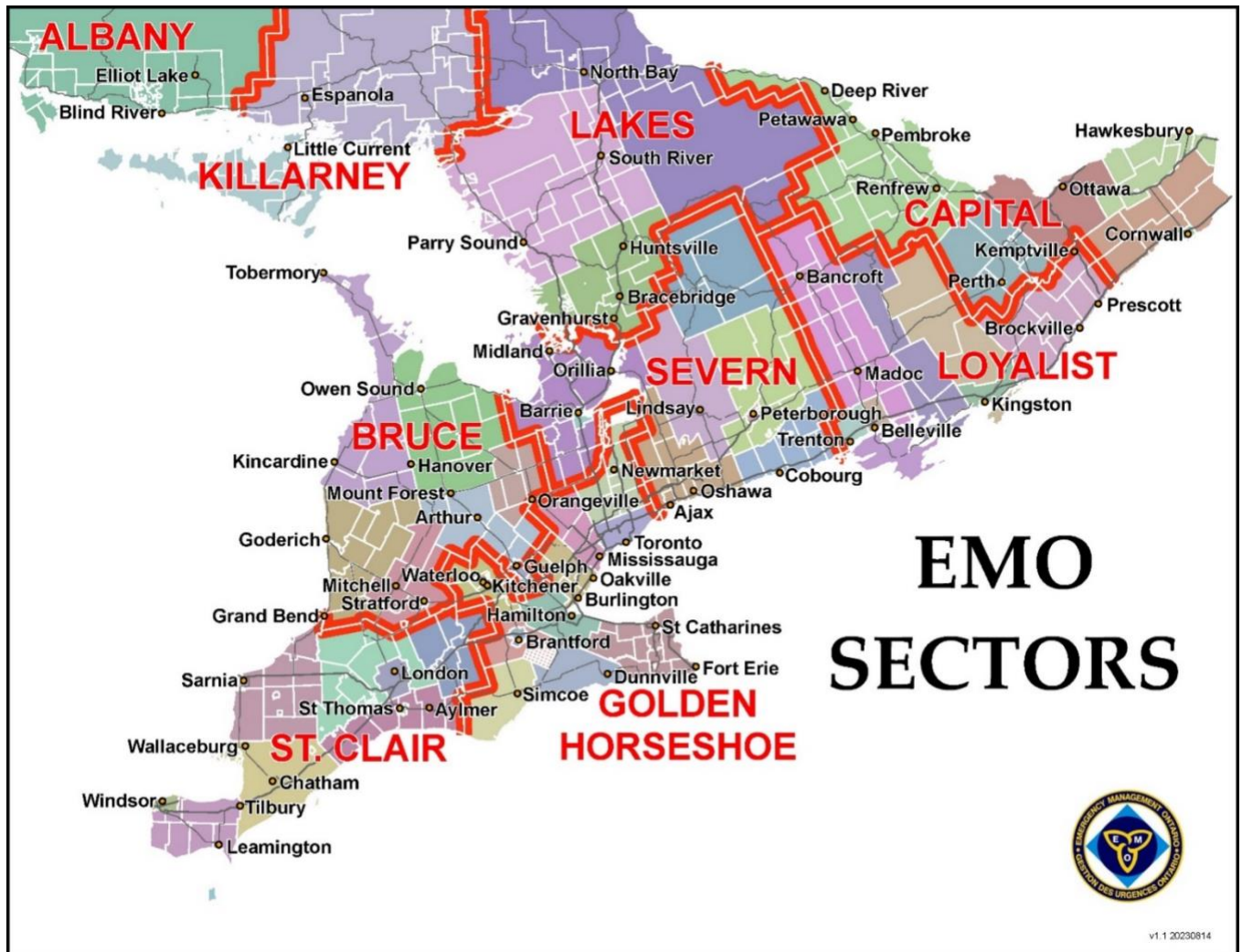
Stormont, Dundas and Glengarry (United Counties of)	The North Shore (Township)	Wellesley (Township)
Stratford (City of)	Thessalon (Town of)	Wellington (County)
Strathroy-Caradoc (Municipality of)	Thornloe (Village of)	Wellington North (Township)
Strong (Township)	Thorold (City of)	West Elgin (Municipality of)
Sundridge (Village of)	Tillsonburg (Town of)	West Grey (Municipality of)
Tarbutt (Township)	Timmins (City of)	West Lincoln (Township)
Tay (Township)	Tiny (Township)	West Nipissing (Municipality of)
Tay Valley (Township)	Trent Hills (Municipality of)	West Perth (Municipality of)
Tecumseh (Town of)	Trent Lakes (Municipality of)	Westport (Village of)
Tehkummah (Township)	Tudor and Cashel (Township)	Whitchurch-Stouffville (Town of)
Temagami (Municipality of)	Tweed (Municipality of)	White River (Township)
Temiskaming Shores (City of)	Tyendinaga (Township)	Whitestone (Municipality of)
Terrace Bay (Township)	Uxbridge (Township)	Whitewater Region (Township)
Thames Centre (Municipality of)	Val Rita-Harty (Township)	Wilmot (Township)
The Archipelago (Township)	Wainfleet (Township)	Wollaston (Township)
The Blue Mountains (Town of)	Warwick (Township)	Woodstock (City of)
The Nation (Municipality of)	Wasaga Beach (Town of)	Woolwich (Township)
	Wawa (Municipality of)	Zorra (Township)
	Welland (City of)	

Appendix D: Emergency Management Ontario sector list and maps

Refer to maps for sector boundaries

- Albany
- Amethyst
- Bruce
- Capital
- Golden Horseshoe
- Killarney
- Lakes
- Loyalist
- St. Clair
- Severn







TOWNSHIP OF SOUTHWOLD
Report to Council

MEETING DATE: November 13, 2023

PREPARED BY: Aaron VanOorsprong, Director of Infrastructure & Development
Paul Van Vaerenbergh, Public Works Superintendent
Brent Clutterbuck, Drainage Superintendent
Kevin Goodhue, Water/Wastewater & Compliance Superintendent

REPORT NO: ENG 2023-56

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

Development:

- Continued support with TSTAC for the design build of the proposed Talbotville Firehall
- Consulting with Stantec and Dillon on Talbotville and Shedden/Fingal Sanitary Servicing
- Compiled and presented 2024 Capital Budget for Infrastructure
- Continued work on 10-year Capital Plans
- Collaboration for Clinton Watermain Upsizing, final connections to be completed on November 11th
- Attended Elgin-Oxford-Middlesex AORS Conference

- 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

10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville
Talbotville Meadows Blocks 177 & 178		Pre-Consultation	Talbotville
4324 Thomas Road		Draft Plan Submitted to County – Report on Nov 13 Agenda	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 water service on Thomas Road
- Completing meter repairs
- Building meter assemblies for office.
- Repairing curbstops.
- Meter reading
- Map marking water infrastructure.
- Repairing signs
- Co-ordinating future water services
- Dead end Flushing

• *Roads and Bridges*

- Edge of pavement repairs were made to Lawrence Road and Roberts Line
- New road grader was delivered and put to good use.
- First coat of asphalt was laid on Lake Line
- Gravel was placed behind curbs on Lake Line



**ENG 2023-28 Infrastructure and Development Team
Activity Report June 2023**

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2023 Capital Project Process:

2023	Budget	Status/Comment
Water and Sewer		
Shedden and Fingal Sewer		Working with Central Elgin on agreement, RFP ready
Roads		
Hard Surface Projects	\$400,000.00	Pricing on curbs and asphalt have been received
Public Works Building	\$200,000	90% design, planning to tender before Christmas
Talbotville Sidewalks	\$ 100,000	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 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.

**ENG 2023-28 Infrastructure and Development Team
Activity Report June 2023**

Page 6

- **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 13th
- **Bogart Drain Branch C (Aug 2022) :** By-Law passed. Tenders close October 18, 2023 at 3:00pm

I attended the Drainage Superintendent's fall meeting and the Drainage Engineers Conference in Guelph October 19 & 20

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

2022 Capital Project Process:

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

Financial Implications:

None.

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: November 13, 2023

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

REPORT NO: ENG 2023-57

SUBJECT MATTER: Ferguson Line Speeding Concerns

Recommendation(s):

THAT Report ENG 2023-57 relating to Ferguson Line Speeding Concerns, be received for information, and,

THAT Council direct Staff to forward the received correspondence to Elgin County Engineering, and,

THAT Council authorize the Mayor to provide written correspondence to the concerned residents acknowledging receipt of the correspondence, that it has been shared with Council and that it has been forwarded to the appropriate road authority.

Purpose:

This report aims to apprise Council of recent correspondence received by the Township and to request Council's approval to forward the correspondence to the appropriate authority.

Background:

The Township has recently received a letter, attached as Appendix A, from concerned residents regarding issues related to speeding on Ferguson Line (County Road 48), specifically the section west of Wellington Road. In light of this, Staff recommend that the matter be referred to the County's engineering department for their consideration.

Financial Implications:

There are no financial implications.

Comment:

Without a completed traffic study, Staff caution Council against supporting the installation of any traffic calming measures. Staff recommend forwarding the letter as is and allow the County to complete a speed study to determine if any further speed

reduction strategies are warranted. Staff affirm that it is important to emphasize the reliance on comprehensive data before making any decisions on traffic calming measures.

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

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

Aug 20, 2023

To whom it may concern,

We are writing this letter on behalf of the residents living on Ferguson line, St. Thomas, ON between Wellington Rd and Wonderland Rd. Several residents have lived on this stretch of Ferguson Line for most of their entire lives. We've raised families here and welcomed new people into our community. Over the last few years, we have experienced significant increase in traffic along our once quiet, safe, rural route. This traffic poses a significant risk to our children's safety among other concerns. We have contacted police on several occasions with our concerns but we do feel that this must be taken to a higher level given the increased frequency that we experience major issues with traffic traveling at unsafe speeds. While police have made an effort to do their due diligence, once they are in the area and a few tickets get handed out, it's almost always predictable that traffic obey posted speed signs only to resume with the usual excessive speeding once the cruiser leaves. It's not only personal vehicles speeding, but also large transport trucks and commercial vehicles. We feel there should be measures taken to resolve not only the increased traffic issue, but also the unsafe speed at which vehicles travel along our road before a severe life-threatening and life-changing incident occurs. In hopes that something unfortunate never happen, it should be noted that our concerns are valid, they warrant a change, and should not be dismissed as some minor that may inconvenience some should changes be made. We propose an initial speed radar sign with mentioning of consequences or perhaps a solar powered flashing permanent sign stating children at play, speed bumps or other form of surveillance, interference or permanent physical speed deterrents be put in place.

We welcome the opportunity to discuss things further in order to expedite the addressing of our concerns.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 13, 2023

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

REPORT NO: FIN 2023-16

SUBJECT MATTER: 2023 Accrual Budget

Recommendation:

That Council approve the 2023 Accrual Budget as presented for Financial Statement purposes.

Purpose:

To inform Council of the requirements for full accrual accounting under the PSAB rules and to present Council with a full accrual budget for 2023.

Background:

One of the requirements under PSAB accounting rules is to provide a budget with full accrual accounting which is presented on the same basis as the financial statements. The full accrual budget includes items such as amortization of tangible capital assets and excludes items such as reserve allocations. The budget previously passed by Council is necessary as the Township must determine the amount required to be raised from taxation to fund the expenditures, capital purchases, debt payments and reserve allocations for the current fiscal year, net of any other revenues the Township may receive.

Comments/Analysis:

Staff have prepared the 2023 accrual budget which results in a surplus. This surplus is not a cash surplus and is not available for future use. It is important to note that under full accrual accounting, capital grants are recognized as revenues while the cost of capital acquisitions are not recognized as expenses but rather recorded as assets and amortized. The inclusion of capital grants contributes to the surplus under the full accrual budget methodology.

Attached is the 2023 PSAB/Full Accrual Budget. To go from a tax rate budget (or cash budget) to a PSAB full accrual budget there are several steps that must be completed.

1. Remove the capital asset expenditures. Under PSAB, the capital assets are capitalized and amortized rather than expensed.
2. Remove costs in the operating budget that are for tangible capital assets. (Note: We do not have any items to be removed.)
3. Add back any capital projects that are not Township assets. (Note: in previous years we were required to add back the commitment to Port Stanley Arena project.)
4. Add in the amortization expense.
5. Add back the transfer from reserve, reserve funds (use of reserves). Under PSAB, reserves and reserve funds form part of the overall surplus.
6. Remove the transfer to reserve and reserve funds from operating (reserve allocations). Under PSAB, reserves and reserve funds form part of the overall surplus.
7. Add back the change in accrued interest on long term debt. (Note: We do not add back any accrued interest as all long-term liabilities assumed by the municipality are recoverable from user charges, i.e. water debenture charges on tax bills)
8. Remove debt principal, under full accrual accounting repayment of debt principal is paying down a liability but not an expense. (Note: We do not add back any accrued interest as all long-term liabilities assumed by the municipality are recoverable from user charges, i.e. water debenture charges on tax bills)

Financial Implications:

None at this time.

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

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

2023 Accrual Budget - Consolidated

Account	2022 Approved Budget	2022 Accrual Budget	2023 Approved Budget	2023 Accrual Budget
General Revenue				
Taxation	(\$3,879,098)	(\$3,879,098)	(\$4,221,177)	(\$4,221,177)
Assessment Growth	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
Payments in Lieu of Taxes	(\$1,135,100)	(\$1,135,100)	(\$1,142,100)	(\$1,142,100)
Grants, Donations, Contributions	(\$8,618,727)	(\$8,618,727)	(\$7,048,449)	(\$7,048,449)
Operating Revenue	(\$1,963,723)	(\$1,963,723)	(\$1,656,058)	(\$1,656,058)
Use of Reserves	(\$3,688,219)		(\$4,324,983)	
Total Revenue	(\$19,384,867)	(\$15,696,648)	(\$18,492,768)	(\$14,167,785)
Operating Expenses				
Council	\$112,700	\$112,700	\$115,000	\$115,000
Administration	\$817,860	\$817,860	\$803,580	\$803,580
Municipal Property	\$99,350	\$99,350	\$109,850	\$109,850
Fire Department	\$618,350	\$618,350	\$650,650	\$650,650
Police	\$661,948	\$661,948	\$680,000	\$680,000
Building	\$313,500	\$313,500	\$345,000	\$345,000
Conservation Authority	\$60,462	\$60,462	\$65,309	\$65,309
By-law, Canine, Livestock	\$25,870	\$25,870	\$21,645	\$21,645
Roads	\$2,135,275	\$2,135,275	\$2,269,000	\$2,269,000
Streetlights	\$0	\$0	\$0	\$0
Waste Management	\$425,125	\$425,125	\$404,100	\$404,100
Cemeteries	\$12,300	\$12,300	\$14,120	\$14,120
Keystone	\$104,500	\$104,500	\$118,500	\$118,500
Parks	\$187,600	\$187,600	\$201,100	\$201,100
Planning	\$304,000	\$304,000	\$127,750	\$127,750
Drainage	\$115,181	\$115,181	\$120,332	\$120,332
Other	\$4,516,000	\$4,516,000	\$4,520,000	\$4,520,000
Amortization	\$0	\$1,400,000	\$0	\$1,400,000
Reserve Allocation	\$1,603,000		\$1,693,000	
Capital	\$7,271,846		\$6,233,832	
Total Expenses	\$19,384,867	\$11,910,021	\$18,492,768	\$11,965,936
Net Operating (Revenue)/Expense	\$0	(\$3,786,627)	\$0	(\$2,201,849)



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 13, 2023

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

REPORT NO: FIN 2023-17

SUBJECT MATTER: 2024 OMPF

Recommendation:

None – For Council Information

Purpose:

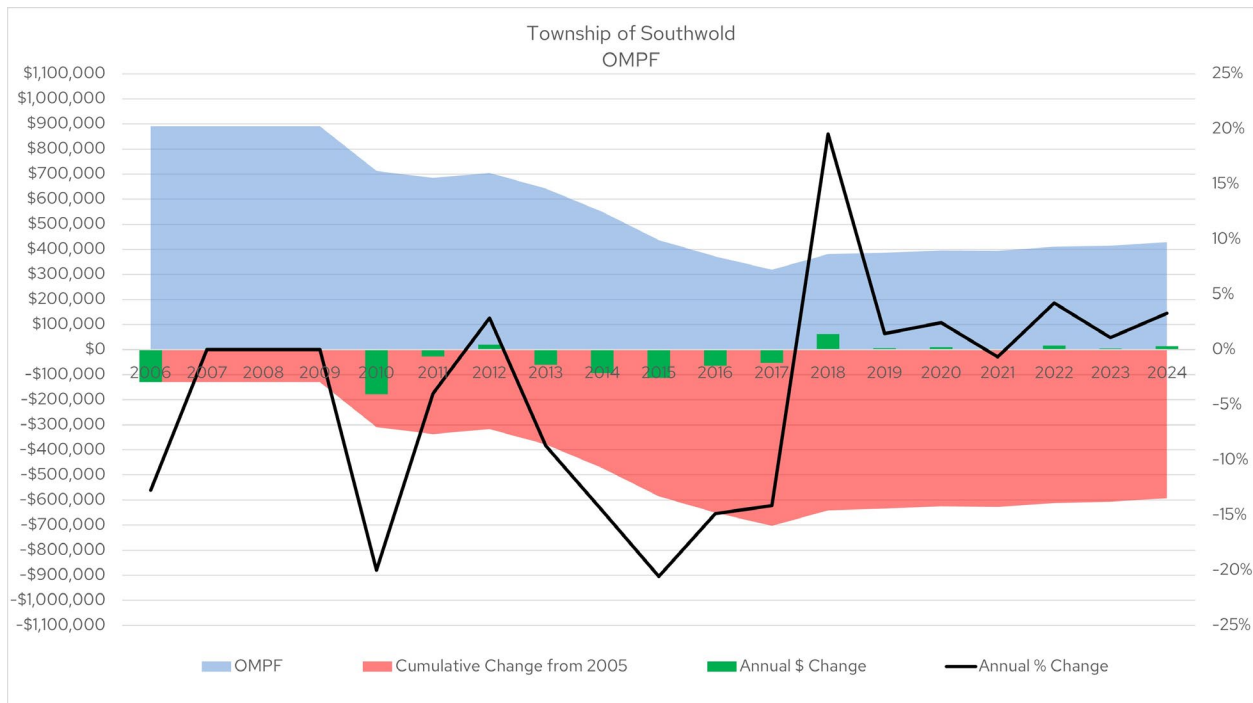
To provide Council with information on the 2024 Ontario Municipal Partnership Fund (OMPF).

Background:

The OMPF is the main source of unconditional Provincial funding for municipalities in Ontario. The program has been in existence since 2005 and replaced the Community Reinvestment Fund (CRF). The program has several elements which have evolved over the years to determine the amount of funding a municipality receives under the program. Letters from the Province and details for the 2024 allocation are attached as Appendix "A".

Comments/Analysis:

The 2024 OMPF Allocation is \$428,200. This is an increase of \$13,600 or 3.28% from the 2023 allocation of \$414,600. While the OMPF continues to be a significant source of funding for the Township, it has decreased dramatically since 2005 when the allocation was \$1,021,306. The following chart illustrates the change in OMPF since 2006.



Also included with this report is Appendix "B", which provides the details of the OMPF funding and Key OMPF Data Inputs for Southwold and County of Elgin municipalities for 2024.

Following are the highlights of the Township's OMPF allocation broken down by grant components.

1. Assessment Equalization Grant - \$0

The Assessment Equalization Grant provides funding to single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.

To determine the grant amount, a total assessment differential (i.e., the total municipal assessment below the provincial median per-household threshold of \$303,500) is calculated for each municipality. Single- and lower-tier municipalities receive funding based on the total assessment differential. Funding provided through this grant increases the further a municipality's total weighted assessment per household is below the provincial median. Southwold's per-household weighted average assessment is \$525,142. The assessment calculation includes the landfill Payment-in-Lieu (PIL) weighted as residential assessment. We do not receive any assessment equalization grant.

2. Rural Communities Grant - \$418,800

The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities. The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).

Municipalities with an RSCM of 75 per cent or more receive \$132 per household. Southwold's RSCM is 86.6% which results in the maximum allocation of \$132 / household.

The RSCM is not 100% due to a small part of the Township not being considered rural or small community, based on the criteria from Statistics Canada. This would be the areas bordering St. Thomas.

Per-household funding provided through the Rural Communities Grant includes an enhancement for municipalities with the highest levels of farmland (i.e., where farmland represents more than 70 per cent of municipal land area), in recognition of their particular challenges. The Township's Farm Area Measure (FAM) is 85.2%.

Based on the RSCM and FAM, the Township's Rural Communities Grant is:

$$\begin{aligned} \text{Rural Communities Grant} &= \text{HH} \times (\text{RSCM} + \text{FAM}) \\ \$418,800 &= 1,876 \times (\$132.00 + \$91.24) \end{aligned}$$

3. Northern and Rural Fiscal Circumstances Grant - \$9,400

This grant is provided to municipalities eligible for funding through the Northern Communities Grant and/or Rural Communities Grant, both of which provide a fixed per-household funding amount to northern as well as single- and lower-tier rural municipalities. In addition to these fixed per-household amounts, the Northern and Rural Fiscal Circumstances Grant provides targeted support in recognition that not all northern and rural municipalities have the same fiscal circumstances. The Northern and Rural Fiscal Circumstances Grant provides targeted funding to eligible municipalities based on their relative fiscal circumstances, as measured by the Northern and Rural Municipal Fiscal Circumstances Index (MFCI).

The Township has a low MFCI of 0.5. This would indicate relatively positive circumstances. Southwold receives \$5.01 per household for the Northern and Rural Fiscal Circumstances component.

4. Transitional Assistance - \$0

Transitional Assistance is designed to assist municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation. Southwold does not receive transitional funding assistance.

Financial Implications:

The Township's allocation of \$428,200 will be included in the 2024 Budget in the Other Revenue section.

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

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



Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 20, 2023

Dear Head of Council:

I am writing to provide details on the 2024 Ontario Municipal Partnership Fund (OMPF).

During this heightened period of economic uncertainty, municipalities need predictability during their annual budget planning. To help provide that predictability, Ontario is announcing the 2024 OMPF allocations now and maintaining the overall structure of the \$500 million program.

The program will continue to be responsive to changing circumstances of individual municipalities through annual data updates and related adjustments. As in prior years, transitional assistance will ensure that in 2024 municipalities in northern Ontario receive at least 90 per cent of their 2023 OMPF allocation while municipalities in southern Ontario receive at least 85 per cent.

Maintaining a close relationship with our municipal partners remains critical as we continue to work together to build a Strong Ontario. That is why our government has continued to increase support for municipalities through the doubling of the Ontario Community Infrastructure Fund (OCIF) and the introduction of the Northern Ontario Resource Development Support (NORDS). We also recently introduced the Building Faster Fund, which will provide up to \$1.2 billion over three years for municipalities that meet or exceed their housing targets, with a portion allocated to small, rural and northern communities to address their unique needs. Our government also announced that we will restore provincial annual base funding for public health units starting in 2024.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2024 OMPF allocation. Supporting materials are also available on the ministry's web site at ontario.ca/document/2024-ontario-municipal-partnership-fund.

.../cont'd

I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

Original signed by

Peter Bethlenfalvy
Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

2024 Allocation Notice**Township of Southwold**

3424

County of Elgin

The Township of Southwold will receive \$428,200 through the OMPF in 2024, which is equivalent to \$228 per household.

A Total 2024 OMPF	\$428,200
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1. Assessment Equalization Grant Component	-
2. Northern Communities Grant Component	-
3. Rural Communities Grant Component	\$418,800
4. Northern and Rural Fiscal Circumstances Grant Component	\$9,400
5. Transitional Assistance	-

B Key OMPF Data Inputs

1. Households	1,876
2. Total Weighted Assessment per Household	\$525,142
3. Rural and Small Community Measure (RSCM)	86.6%
4. Farm Area Measure (FAM)	85.2%
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	0.5
6. 2024 Guaranteed Level of Support	85.0%
7. 2023 OMPF	\$414,600

Note: See line item descriptions on the following page.

2024 Allocation Notice

Township of Southwold

3424

County of Elgin

2024 OMPF Allocation Notice - Line Item Descriptions

A	Sum of 2024 OMPF grant components and Transitional Assistance, which are described in the 2024 OMPF Technical Guide. This document can be accessed at: https://www.ontario.ca/document/2024-ontario-municipal-partnership-fund/technical-guide .
A5	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
B1	Based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
B2	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B3	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2024 OMPF Technical Guide, Appendix A.
B4	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the enclosed Farm Area Measure Insert, and the 2024 OMPF Technical Guide, Appendix B.
B5	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2024 OMPF Technical Guide, Appendix D.
B6	Represents the guaranteed level of support the municipality will receive through the 2024 OMPF. For additional information, see the 2024 OMPF Technical Guide.
B7	Line A of 2023 OMPF Allocation Notice.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2024 Transitional Assistance Calculation Insert

Township of Southwold3424

County of Elgin

A 2024 OMPF Transitional Assistance (Line B2 - Line B1, if positive)	n/a
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As the municipality's 2024 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2024 OMPF Grant Components (excluding Transitional Assistance)	\$428,200
2. 2024 Guaranteed Support (Line B2a x Line B2b)	\$352,500
a. 2023 OMPF	\$414,600
b. 2024 Guaranteed Level of Support	85.0%

Note: See line item descriptions on the following page.

2024 Transitional Assistance Calculation Insert

Township of Southwold

3424

County of Elgin

2024 Transitional Assistance Calculation Insert - Line Item Descriptions

A	Transitional Assistance ensures that in 2024, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2023. The Township of Southwold's 2024 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
B1	Sum of the following 2024 OMPF grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
B2	Guaranteed amount of funding through the 2024 OMPF.
B2a	Line A of 2023 OMPF Allocation Notice.
B2b	Represents the guaranteed level of support the municipality will receive through the 2024 OMPF. For additional information, see the 2024 OMPF Technical Guide.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2024 Northern and Rural Municipal Fiscal Circumstances Index

Township of Southwold 3424

County of Elgin

A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	0.5
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The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

Primary Indicators	Township of Southwold	Northern and Rural Median
1. Weighted Assessment per Household	\$525,142	\$290,000
2. Median Household Income	\$105,000	\$82,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	3.2%	1.2%
4. Employment Rate	61.0%	53.0%
5. Ratio of Working Age to Dependent Population	164.0%	152.0%
6. Per cent of Population Above Low-Income Threshold	95.1%	88.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2024 OMPF Technical Guide, as well as in the customized 2024 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

2024 Northern and Rural Municipal Fiscal Circumstances Index

Township of Southwold

3424

County of Elgin

2024 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

A	The municipality's 2024 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2024 Northern and Rural MFCI Workbook.
B1	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B2	Statistics Canada's measure of median income for all private households in 2020.
B3	Measures the five-year (2018 - 2023) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
B4	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
B5	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
B6	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

2024 Farm Area Measure Insert

Township of Southwold3424

County of Elgin

A Farm Area Measure (Line B1 / Line B2)	85.2%
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The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

Farm Land Area

Municipal Land Area

=

Farm Area Measure

B Supporting Details

1. Farm Land Area	63,398 acres
2. Municipal Land Area	74,473 acres

The Rural Communities Grant includes a funding enhancement for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this funding as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2024 OMPF Technical Guide, as well as in the municipality's customized 2024 OMPF Workbook.

Note: See line item descriptions on the following page.

2024 Farm Area Measure Insert

Township of Southwold

3424

County of Elgin

2024 Farm Area Measure Insert - Line Item Descriptions

A	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2024 OMPF Technical Guide, Appendix B.
B1	The number of acres of land for properties in the farm property tax class.
B2	The total number of acres of land in the municipality.

Staff Report FIN 2023-17 2024 OMPF - Appendix "B"

County of Elgin Municipalities - 2024 OMPF Comparison

OMPF Components	Southwold	Aylmer	Bayham	Central Elgin	Dutton Dunwich	Malahide	West Elgin	Elgin County	
1 Assessment Equalization	\$0	\$0	\$0				\$0		
2 Rural Communities	\$418,800	\$0	\$0	\$0	\$0	\$0	\$0		
3 Northern and Rural Fiscal Circumstances Grant	\$9,400	\$0	\$0	\$0	\$0	\$0	\$0		
4 Phase-in/Transitional Assistance	\$0			\$0				\$0	
Total OMPF	\$428,200	\$1,479,200	\$815,900	\$544,000	\$462,100	\$872,700	\$1,845,400	\$279,200	
Court Security and Prisoner Transportation Upload benefit	\$0								
Total OMPF	\$428,200	\$1,479,200	\$815,900	\$544,000	\$462,100	\$872,700	\$1,845,400	\$279,200	\$6,726,700
2023 OMPF	\$414,600	\$ 1,452,400	\$ 897,000	\$ 589,900	\$ 461,500	\$ 867,900	\$ 1,843,100	\$ 328,400	\$6,854,800
\$ Change in funding from 2023	\$13,600	\$26,800	-\$81,100	-\$45,900	\$600	\$4,800	\$2,300	-\$49,200	-\$128,100
% Change in Funding from 2023	3.28%	1.85%	-9.04%	-7.78%	0.13%	0.55%	0.12%	-14.98%	-1.87%
Key OMPF Data Inputs									
Households	1,876	3,106	2,741	5,890	1,709	3,255	2,969	21,491	
Total Weighted Assessment per Household	\$525,142	\$230,510	\$284,192	\$330,206	\$311,214	\$380,655	\$209,105	\$309,792	
Rural and Small Community Measure	86.60%	100.00%	100.00%	46.80%	100.00%	100.00%	100.00%	84.70%	
Farm Area Measure	85.20%	n/a	83.20%	79.80%	88.50%	88.10%	86.00%	n/a	
Northern and Rural Municipal Fiscal Circumstances Index	0.5	6.5	4.7	1.4	2.7	2.6	6.4	n/a	
Guaranteed Level of Support	85.00%	93.75%	89.40%	85.00%	85.70%	85.60%	93.50%	85.00%	
Enhancement Based on PY OMPF Compared to Own Source	0	0	0		0	0	0		
2022 OMPF	\$410,100	\$1,530,100	\$905,100	\$694,000	\$420,100	\$837,200	\$1,873,400	\$386,300	\$7,056,300

- 1 The Assessment Equalization Grant provides funding to single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.
- 2 The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities. The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).
- 3 This grant is provided to municipalities eligible for funding through the Northern Communities Grant and/or Rural Communities Grant, both of which provide a fixed per-household funding amount to northern as well as single- and lower-tier rural municipalities. In addition to these fixed per-household amounts, the Northern and Rural Fiscal Circumstances Grant provides targeted support in recognition that not all northern and rural municipalities have the same fiscal circumstances.
- 4 Transitional Assistance is designed to assist municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 13th 2023

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

REPORT NO: CBO 2023-18

SUBJECT MATTER: Activity Report October 2023

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report.

Background:

1. 2023 Capital Project Process:

2023		
Township Office	Budget	Status/Comment
Office Reno	120,000.00	Nearing completion
Door lock fob system office	10,000.00	
Parks projects		
SOSP fencing and netting	46,200	Installed under budget 38,816.58
SOSP parking lot widening	10,000.00	
Dog waste bins and signage	2000.00	
Park benches	16,000.00	Received pending installation
Washroom auto locks	5000.00	Installed
Walking trail concrete install	5000.00	
Frost free hydrant install FHP	5000.00	Installed
Keystone Complex		

Barrier/Bollards install to protect playground and septic system	10000.00	Expected Spring/Summer 2023
Lighting Upgrade	25,000.00	Ongoing quotes being received.
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 2023-018 for comparison report.

Financial Implications: None

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 Comparision Summary			
				Issued For Period January -October			
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	29	10,787	1,857,360	Accessory structures	35	9,991	1,827,400
Agricultural	14	12,629	4,555,700	Agricultural	14	16,611	3,790,289
Change of Use	2	300	-	Change of Use			
Commercial	4	3,450	384,900	Commercial			-
Demolition	9	1,500	84,401	Demolition	7	1,050	60,500
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	5	600	19,000	Plumbing	25	1,800	167,700
Pools	12	1,800	650,106	Pools	25	3,750	1,752,591
Residential Building	30	52,026	16,185,570	Residential Building	94	210,548	59,440,755
Sewage System	22	10,100	926,500	Sewage system	28	12,400	766,500
Signs	5	750	12,000	Signs	1	1,320	-
Combined Use		-	-	Combined Use			-
TOTAL	138	94,945	24,726,280	TOTAL	240	456,149	86,631,093

Current Year				Previous Year			
TOTAL PERMIT ISSUED		138			240		
TOTAL DWELLING UNITS CREATED		19			63		
TOTAL PERMIT VALUE		24,726,280			86,631,093		
TOTAL PERMIT FEE		94,945			456,149		
TOTAL INSPECTION COMPLETED(YTD)		771			1811		

October 2022 Compared to October 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	509	98,500	Accessory structures	6	1,973	322,000
Agricultural	2	762	254,500	Agricultural	1	369	51,000
Change of Use	1	150		Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	150	1,500	Plumbing	1	150	3,500
Pools	1	150	74,000	Pools	2	300	115,000
Residential Building	1	3,200	676,980	Residential Building	2	7,961	230,000
Sewage System	4	2,000	146,000	Sewage System	4	2,500	71,000
Signs	1	300		Signs			
Combine Use				Combined Use			
TOTAL	13	7,221	1,251,480	TOTAL	16	13,253	792,500



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 13, 2023

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2023-56

SUBJECT MATTER: Activity Report for CAO/Clerk October 2023

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

Meetings/Events:

- Economic Development Committee – October 5
- Staff Meetings – October 12 & 24
- Management Meetings – October 4 & 18
- Elgin Administrators Meeting – October 20
- Health and Safety Policy Development Meeting – October 5
- Solar Eclipse Planning Meeting – October 10
- Meeting with County HR – Accessibility and DEI Policy Update – October 12
- Winterfest Committee Meeting – October 11
- Meeting with Dutton Dunwich and West Elgin Administrators – October 12
- Emergency Exercise Planning Meeting – October 10
- Meeting with County Ec Dev – BR & E Program Development Committee – October 18
- Meeting with County CAO & Mayor Jones – Assessment Investment Usages
- Annual Emergency Exercise – October 17
- Meeting with Commercial Plaza Tenant – October 18
- Compensation Market Check Meeting – October 23
- Elections Ontario Election Portal Training – October 24
- Central Community Health Centre Board meeting – October 25
- Elgincentsives Committee Meeting – October 25

- Planning Introductions Meeting – October 26
- Talbotville Station Technical Advisory Committee Meeting – October 30
- Dutton Dunwich Meeting – Shared Services Discussion
- Various Development Proposal meetings

Strategic Planning Exercise

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

Recruitment/Staffing

All staff positions are currently filled. A consultant part time planner has been hired and is working through files.

Office Renovation

The office renovation started on August 21, 2023 and is complete, with the exception of Council audio/visual equipment. A report on the office renovation is included on the November 13th Council agenda.

Shared Services

Shared services with Dutton Dunwich and West Elgin continue to be productive. Staff are working on finalizing the agreement for shared GIS/Asset Management Specialist.

Policy Development

The Special Projects Manager has made significant progress developing various policies, forms, and data base to manage the Health & Safety Program.

Staff Compensation Market Check

Work is being completed on the market check for municipal employee compensation. To date, 15 different similar sized and primarily rural municipalities have submitted their data and it is being evaluated for presentation to Council at their next meeting.

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 underway.

Capital Project Progress:

Project	Budget	Status/Comments
Strategic Plan	\$15,000	Strategic Plan completed. Communications and Implementation being developed now.
Online Meeting Equipment	\$15,000	Report on the November 13 th agenda.
Phone System Upgrade/Replacement VOIP	\$15,000	Quotes and options have been obtained – reviewing with IT Support, planning for a February/March implementation Ordered – in progress with IT Contractor Final configuration and programming in progress- Experiencing delays from Bell with porting the phone numbers Substantially completed, new system is in place and operational. Waiting on IT to finalize some elements.
Server Replacement	\$15,000	Ordered, Delivered, installed – IT Contractor finalizing configuration and implementation
Branding and Marketing	\$15,000	Full brand roll-out continues, some community signs are being replaced with the new branding. Signs have arrived for the community villages and select parks.
IT Penetration/Security Testing	\$10,000	Ongoing – IT contractor Microsoft 2 Factor Authentication enabled – minimal issues to date
Additional Office Space	\$80,000	Construction complete. Staff moving to new offices soon.
Office Security Updates – Locks/FOB	\$10,000	Being investigated
Pay Equity Study/Market Check	\$15,000	Market Check assessment underway, to be presented to Council at future meeting.

Project	Budget	Status/Comments
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: November 13, 2023

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2023-57

SUBJECT MATTER: Food Waste Prevention and Diversion Research and Capacity Building Fund

Recommendation(s):

THAT Council authorize staff to submit an application for funding under the Food Waste Prevention and Diversion Research and Capacity Building Fund through the Federal Government Environment and Climate Change Canada (ECCC) department.

Purpose:

The report serves to obtain Council authorization to proceed with an application for funding with the Food Waste Prevention and Diversion Research and Capacity Building Fund.

Background:

Recently, staff became aware of a newly released Food Waste Prevention and Diversion Research and Capacity Building Fund issued by Environment and Climate Change Canada. Municipal governments and domestic indigenous governments are the only eligible applicants for this particular grant and it has a very tight deadline, with proposals due on Tuesday, November 14th 2023.

Project proposals should target research and capacity building opportunities for reducing and/or diverting food and other organic waste from landfill. Project outcomes with the ability to be leveraged by others across Canada to support policy, program or project development are encouraged.

Available funds need to be used to support two primary focus areas:

1) Research activities, such as demonstration projects, pilots, and other research projects that will help inform program specifications and policy development that optimize food waste prevention and diversion

2) Capacity building activities, such as the development of guidance resources and toolkits, and knowledge sharing initiatives that connect experts across sectors and disciplines to facilitate information exchange and skills development

Projects are eligible for funding up to a maximum of \$150,000 per project (for its duration) and must have a minimum ask of \$75,000. Projects must be completed by March 31, 2026.

There is no matching funding requirement, but applicants are encouraged to leverage additional funds and/or in-kind contributions from other interested project partners. Applicants are required to declare any and all sources of funding for the project. For all expenses, only those deemed to be a reasonable share for completing the project shall be considered eligible.

Eligible expenses include:

- human resources, including salaries and benefits (directly associated with the project activities)
- consultants and contractors engaged to undertake project activities
- management and professional services
- travel and field costs
- materials and supplies
- communication, production, distribution and printing costs
- equipment rentals and purchases, including research equipment and laboratory analyses
- vehicle rental and operation costs
- a reasonable share of overhead and/or administrative expenditures directly attributed to carrying out the project

Comment:

Staff are proposing that the municipality could apply for funding to provide for a consultant to complete a research project that consists of a data collection and analysis of existing landfilling practices of organic and food waste in the municipality and an exploration of various reduction and diversion strategies used around the world to assess individual components of the various programs to gauge their applicability in Southwold (and rural Ontario more broadly). The ultimate goal of the project is the

development of a pilot project in the Township of Southwold, for roll out at a future date.

With the assistance of an enthusiastic community volunteer with extensive experience in grant writing and a personal passion for food waste diversion, staff anticipate that applying for the grant will not incur a significant administrative burden. The project proposal and work scope attached as Schedule 'A' was prepared by the community volunteer and they have agreed to make themselves available with submitting the grant, due on November 14th.

Financial Implications:

As part of the draft budgeting required for the grant, the Township has proposed that the total budget over a two year project would be estimated at \$181,140, of which the majority of costs (\$150,000), would be the direct contribution from the ECCC grant. Over \$12,000 in financial contribution would be coming from the Zero Waste Committee (who request \$3,000 annually in funding) and an estimate of \$3,000 in in-kind work completed by the Committee. The remaining allocation of funding for the grant purpose is attributed to a small portion of internal staff time. Staff's anticipation is that staff time committed to the project would only be used during a pilot project implementation, and only as part of the municipality's broader and ongoing waste management budget.

Respectfully Submitted by:
Lisa Higgs, CAO/Clerk
"Submitted electronically"

Southwold Waste Diversion Project - Research Focus

A key component of this two-year project is research to establish potential models of community waste diversion suitable for a rural municipality such as Southwold.

The Township of Southwold is a community of close to 5,000 residents within an area of approximately 300 sq.km. It lies within Elgin County, Ontario, which itself has a population of only 27 people per sq.km. While it is a small community, it is in many ways typical of thousands of rural areas throughout Canada. The bulk of the population live in a number of small villages which are several kilometres apart, within a larger rural area devoted mainly to agriculture.

A challenge for all such communities is to develop a food waste collection and diversion program that is both effective and economically viable. Southwold borders on the City of St. Thomas, Ontario, with a population of around 50,000 people and its own waste disposal program. Southwold also borders on several other townships of similar size/density, while Elgin County is one of many in Southwestern Ontario with similar demographics.

The focus of this research program is to examine a number of existing models of food waste diversion programs that might be suitable for our community – and that would apply to other municipalities in similar areas. As such, **the results of this study**, to be widely disseminated, **will be applicable to a huge number of communities throughout Canada.**

At this early stage, our goal is to research the following:

- Prior studies and/or existing programs relevant to this primary goal
- Existing models of landfilling practices in similarly sized communities elsewhere in Canada
- Models that exist elsewhere in North America. For example, the state of Vermont and community-based composting. How has this affected the diversion rate of food and organic waste to landfills in these communities? What legislation exists that facilitates this?
- Well-developed models for rural areas in Europe. Austria, for example, has had legislation in place for more than 30 years that prevents food waste from going to landfills. How have they done this – and what alternative economic models exist for us to learn from? Are the demographics of the communities there equivalent to those of Southwold and its surrounding townships?
- The sources and quantities of food and organic waste from different sectors of our community – homes, the commercial food/hospitality sectors, schools, long-term care facilities, recreation and event locations, etc.
- Alternative “partnership” models – municipal, private, agricultural, etc. – and the effects of these in reducing transportation costs, emission of pollutants, etc.
- Best practices to minimize contamination of food and organic waste streams – in order to further reduce landfill usage

- "Acceptability" of different approaches for local communities – "nimbyism", odours and noise levels, stakeholder buy-in, etc.

Southwold is especially willing and able to research this final aspect. Our small township hosts one of the largest landfill sites in North America – the Green Lane facility that receives waste from greater Toronto and local partners.



TOWNSHIP OF SOUTHWOLD

MEETING DATE: November 13, 2023

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2023-58

SUBJECT MATTER: Council Chamber Renovation – Update and Possible Selection of Board Room Audio Visual Equipment

Recommendation(s):

THAT Council authorize the installation of improved audio-visual equipment in the Council Chambers.

Purpose:

The report serves to obtain Council authorization to proceed with the installation of audio-visual equipment in the Council Chambers.

Background:

To accommodate staffing growth and increased demand in the office, in the 2023 budget, Council authorized the renovation of the municipal office to include a reduced size Chambers and the installation of three offices to accommodate staff. While the initial budget was set at \$80,000 for the entire project, the resulting quotations received warranted increasing the budget for the renovation to \$120,000, with two thirds of the costs being allocated from the building department reserve, since the building department will be occupying two of the offices.

A lasting impact of the pandemic is the ongoing expectation for hybrid meeting options and the requirement for municipalities to offer electronic participation in Council and committee meetings in the chambers. Combined with accessibility requirements, the Council Chambers will need to have audio-visual capabilities. The renovation meant that existing, outdated systems were removed during construction. Before proceeding with re-installation and in light of the project being underbudget, staff wanted to affirm Council's direction.

The below budget shows the costs expensed to date and the allocation between the administration department and the building department. Currently, the remaining budget is \$34,671.00.

Total Budget - \$120,000				
	Budget	Expensed	Remaining Budget	
Building Dept	80000	56886	23114	
Admin Dept	40000	28443	11557	
TOTALS	120000	85329	34671	
Costs to date				
Q1 Custom Renovations		80329		
Council desks reconfiguration		5000		
TOTAL		85329	34671	

Comment:

While officially, audio visual upgrades to the Council equipment have been removed from the 2023 budget, the current renovation remains significantly underbudget and the opportunity to allocate funds from the relatively restricted building reserve means that Council may want to consider improving the audio visual capabilities of its chambers.

Staff has solicited multiple quotations for the board room audio visual equipment to be installed in the Council Chambers. Below is a brief summary of the quotations received along with commentary on the service levels each provides:

Bidder	Total Quotation Price	Comments:
CCOMM	\$34,083.00	<ul style="list-style-type: none"> - Includes auto track camera - Includes conferencing system with wired push to talk mics and wireless handheld mic for delegates - Ceiling speakers - Video, Switching and Control Equipment - Includes all installation

RICOH	\$39,393.00	<ul style="list-style-type: none"> - Includes auto track camera - Includes conferencing system with wired push to talk mics and wireless handheld mic for delegates - Ceiling speakers - Video, Switching and Control Equipment - Clickshare capabilities to easily share screens
Use Current	Install Cost	<ul style="list-style-type: none"> - Includes conferencing system with wired push to talk mics and wireless handheld mic - Ceiling speakers were removed during the renovation; would need to be reinstalled - Current camera provides "fish bowl" view without auto-tracking ability - Existing system does not easily interface with hybrid meetings, but can work
Yealink System	\$6,867.79 plus shipping and taxes. Install would be done by in-house IT consultant	<ul style="list-style-type: none"> - Includes auto track camera - Includes conferencing system with 3 wireless Wi-Fi mics (no push to talk capabilities) - Soundbar speakers - Video, Switching and Control Equipment - Wireless presentation
ThinkAV	\$32,675 (budget quote) \$36,850 (premium quote)	<ul style="list-style-type: none"> - Includes auto track camera - Includes conferencing system with wired push to talk mics and wireless handheld mic for delegates. - Ceiling speakers

		<ul style="list-style-type: none"> - Video, Switching and Control Equipment - Clickshare capabilities to easily share screens - Assistive listening devices - Difference between budget and premium quote is 16 vs 24 port switch, higher end camera, 4K video, etc.
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Financial Implications:

As noted above, there remains \$34,671.00 unspent from the Council Chamber renovation. With contributions from the Building Department reserve, there is the opportunity to leverage a small investment from the administrative reserve to significantly improve the meeting capabilities of the municipality.

Respectfully Submitted by:
Lisa Higgs, CAO/Clerk
"Submitted electronically"



COUNCIL HIGHLIGHTS

**TUESDAY,
OCTOBER 24, 2023**

IN THIS ISSUE:

Empowering Progress: Elgin County's
Support to Modernize the MFIPPA

Enhancing Spasticity Care in
Elgin's LTCHs: Renewed
Two-Year Service Agreement

Enhancing Mobility and Wellness:
Achieva Health's Physiotherapy
Services Contract Extended for an
Additional Two Years

Ensuring Seamless Pharmacy
Services at Elgin County Homes

Boosting Southwestern Public Health:
County Council's Commitment to
Community Well-Being

A Collaborative Approach to
Taxation: Resolving
Payment-in-Lieu Discrepancies

Empowering the Arts: STEPAC's
Request for County Council
Funding Increase



Empowering Progress: Elgin County's Support to Modernize the MFIPPA

Elgin County Council supported efforts to update and modernize the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). This comes in response to correspondence received from The Town of Bracebridge requesting advocacy for updates to this Act.

Elgin County Council directed the Warden to send a letter of support endorsing advocacy efforts, including but not limited to:

- Strengthening municipal accountability and transparency;
- Providing minimum standards for privacy management and breach protocols;
- Designating clerks as heads of municipalities under the Act;
- Regular review of the Act and General Regulation; and
- Ensuring that the Act is consistent with other applicable legislation.

For the complete list of efforts, please visit the Council Agenda package.

This letter will be sent to the Premier of Ontario, Minister of Municipal Affairs and Housing, Minister of Public and Business Service Delivery, Member of Provincial Parliament for Elgin-Middlesex-London, Local Municipal Partners, and the Association of Municipal Managers, Clerks, and Treasurers of Ontario to express Elgin's support for modernizing the Act.

Enhancing Spasticity Care in Elgin's LTCHs: Renewed Two-Year Service Agreement

The *Fixing Long-Term Care Act* and *Ontario Regulations 246/22* require a Specialized Physician agreement for providing specialized medical services to the residents of Bobier Villa, Elgin Manor, and Terrace Lodge, Elgin's three Long-Term Care Homes (LTCHs).

The specialized physician's role for spasticity management-neurotoxin therapy includes providing specialized medical services, such as spasticity management-neurotoxin therapy, as well as being accountable to the Medical Director for meeting the Home's policies, procedures, and protocols for medical services.

The County of Elgin Homes had a successful agreement with Dr. Adam Kassam to provide spasticity management medical services. The County's Director of Homes and Seniors Services has successfully negotiated a two-year agreement with Dr. Adam Kassam for providing specialized medical services (spasticity management) for Bobier Villa, Elgin Manor, and Terrace Lodge, which was approved and authorized by County Council.

Enhancing Mobility and Wellness: Achieva Health's Physiotherapy Services Contract Extended for an Additional Two Years

Long-Term Care Home operators must provide onsite therapy services either through a contracted physiotherapy service or by qualified, regulated health professionals. The services include on-site physiotherapy, occupational therapy, positioning, transferring, mobility assessment, education and support, range of motion, and group exercise.

Elgin County Homes previously had a three-year agreement with Achieva Health for physiotherapy services, which could be extended for two years, subject to satisfactory performance.

Achieva Health has provided excellent service with positive resident outcomes over the past three years. County Council approved the increase in physiotherapy service fees and authorized extending the contract with Achieva Health from January 1, 2024, to December 31, 2025.



Ensuring Seamless Pharmacy Services at Elgin County Homes

During the September 12th, 2023, County Council Meeting, the current Pharmacy Services agreement was extended until January 29, 2024, allowing for additional evaluation time and a potential transition outside the holiday season. Six proposals were received through the Request For Proposal (RFP) issued on June 12, 2023. Advantage Care Pharmacy was recommended by the Evaluation Committee to accept the contract.

County Council authorized staff to extend the contract for an additional two, two-year terms for a potential seven (7) year contract in accordance with section 7.6 of the County's Procurement Policy, subject to satisfactory performance and mutual agreement between both parties during the initial three-year contract term.

Once the agreement is signed, staff will begin discussions with the current provider and Advantage Care to ensure a successful transition of pharmacy services. The transition of pharmacy services in all Elgin County Homes is planned for the week of January 29, 2024.

Boosting Southwestern Public Health: County Council's Commitment to Community Well-Being

At a previous Council Meeting, County Council received a letter from Southwestern Public Health (SWPH) requesting programming funding, which was approved for \$61,000. The County recently received a letter requesting additional support for their 2023 budget-based funding.

Southwestern Public Health requested a 4.5% base funding increase from the Ministry of Health but only received a 1% increase. As a supporting partner of SWPH, the County of Elgin and other funding partners are responsible for the unfunded portion of the additional increase if the Ministry does not support their request.



As per their budget letter to the County, Council approved a \$99,657 request from Southwestern Public Health. Council also directed the Warden to send a letter to MPP Rob Flack, as well as Ontario Municipalities, detailing concerns with the current Public Health funding structure that requires local governments to cover such costs.

A Collaborative Approach to Taxation: Resolving Payment-in-Lieu Discrepancies

Payment(s)-in-Lieu are funds paid by the Province of Ontario or the Government of Canada to Municipalities for properties that would otherwise be exempt from tax assessment. The payments are not classified as taxes, and a portion of these funds are directed to school boards and the upper-tier municipal government.

During the County's 2021 year-end review, inconsistencies were discovered in Payment(s)-in-Lieu from local Municipalities and related to the calculation of taxes that should have been forwarded to the County. The County Treasurer initiated discussions to investigate these inconsistencies. Interpretations of the rules of taxation differed between the County and some Local Municipal Partners, resulting in a historical calculation discrepancy.

Staff reports that Payment(s)-in-Lieu calculations are now annually reconciled with Local Municipal Partners and recommended that Council should not consider placing restrictions on reserves that penalize any of our Local Municipal Partners relevant to this issue.

Empowering the Arts: STEPAC's Request for County Council Funding Increase



The St. Thomas-Elgin Public Art Centre (STEPAC) has requested increased funding from the County of Elgin to continue providing diverse programs and activities for people of all ages and backgrounds.

Despite STEPAC's efforts to raise funds, the funding allocation granted from the County of Elgin in 2008 has remained the same. The Public Art Centre notes that this hinders its ability to fulfill its mission effectively and impacts the quality and diversity of programs.

The Public Art Centre requested an increase in funding of \$40,000 from the County of Elgin for 2024. County Council recommended that this correspondence be sent to the Budget Committee for discussions in the Budget development process for 2024 and that a letter be sent to STEPAC requesting additional details about the need for these additional funds.

For the complete **October 24, 2023**, County Council Agenda Package, please visit the Elgin County [website](#).



Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

October 18, 2023

File: C00.2023

Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Sent by Email

Dear Premier Ford,

RE: Illegal Car Rally – Provincial Task Force

Please be advised that Council of the Township of Clearview, at its meeting held on October 16, 2023, passed a resolution supporting the correspondence/resolution from the Town of Wasaga Beach regarding illegal car rallies:

Moved by Councillor Broderick, Seconded by Deputy Mayor Van Staveren, Whereas, the prevalence of unsanctioned car rally events has grown in recent years throughout North America; and

Whereas, the Town of Wasaga Beach has been the target of unsanctioned car rallies over the past four years resulting in property damage, threats to public order, and significant risk to people's safety and enjoyment of their property;

And Whereas the protections afforded by the Canadian Charter of Rights and Freedoms are being violated by unsanctioned car rally organizers and participants, thereby infringing on the rights of others and undermined the response of enforcement personnel; and

Whereas, unsanctioned car rally activity crosses multiple jurisdictions requiring a province wide coordinated response framework to protect all communities from the same disruption and risk to public safety;

Therefore Be It Resolved That the Town of Wasaga Beach requests that a provincial task force be assembled to create a municipal response framework to protect communities from unsanctioned car rallies with a mandate to include, but not limited to:

- Investigate legislative enhancements and tools to assist municipalities in responding and enforcing unsanctioned car rallies.
- Investigate expanded powers for municipal law enforcement officers.
- Develop a proactive approach to awareness, prevention, enforcement and collaboration across all enforcement personnel, including police, municipal law enforcement officers and other provincial offences officers.
- Investigate harsher penalties and increased fines for unsanctioned car rally organizers and participants; and

That the Province provide funding to municipalities to assist with the cost in enforcing unsanctioned car rallies; and

And Further That a copy of this resolution be sent to the Right Honourable Prime Minister Justin Trudeau, Honourable Doug Ford, Premier of Ontario, the Honourable Michael Kerzner, Solicitor General of Ontario, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Prabmeet Sarkaria, Minister of Transportation, MPP Brian Saunderson, Commissioner of the Ontario Provincial Police, County of Simcoe, FCM, and AMO.

If you have any questions regarding the above, please do not hesitate to contact the undersigned.

Regards,



Sasha Helmky-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Right Honourable Prime Minister Justin Trudeau
Premier Doug Ford
Hon. Michael Kerzner, Solicitor General of Ontario
Hon. Doug Downey, Attorney General of Ontario
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Prabmeet Sarkaria, Minister of Transportation
MPP Brian Saunderson
Commissioner Thomas Carrique, Ontario Provincial Police
County of Simcoe Council

Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario Municipalities



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

October 26th, 2023

Minister of Long-Term Care
438 University Avenue, 8th Floor
Toronto, ON M5G 2K8

To Whom It May Concern,

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 16th, 2023 regarding a request for support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022 from Catherine Fife, Waterloo MPP.

Moved By: Lee Anne Andriessen **Seconded By:** Sarah Blazek

THAT: The Council of the Municipality of North Perth supports Consent Agenda Item 7.11 *Catherine Fife, Waterloo MPP – Request for Support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022.*

AND THAT: Staff be directed to forward the resolution to other provincial entities and other Council counterparts across Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,

Sarah Carter
Acting Clerk/Legislative Services Supervisor
Municipality of North Perth
330 Wallace Ave. N., Listowel ON N4W 1L3
519-292-2062
scarter@northperth.ca

Cc: Catherine Fife, Waterloo MPP
Perth Wellington MPP, Matthew Rae
All Ontario Municipalities



Catherine Fife

MPP Waterloo

Todd Kasenberg
Mayor of Municipality of North Perth

RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

September 25, 2023

Dear Mayor Kasenberg,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,

Catherine Fife, Waterloo MPP
Finance & Treasury Board Critic

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Email: cfife-qp@ndp.on.ca

BACKGROUND:

On November 15, 2022, the Till Death Do Us Part Act, passed second reading in the Ontario legislature after being [introduced for the third time in September 2022](#). The bill was then referred to the Ontario Legislature's Social Policy Committee. You can view highlights of the second reading debate here: <https://www.youtube.com/watch?v=mYRIgQgDe2k>

I have been pushing for the Standing Committee on Social Policy to schedule a time to begin the work of reviewing Bill 21 since November 2022. **Today marks 286 days since the Act passed second reading at the Legislative Assembly of Ontario.** Unfortunately, the Bill has yet to be called to committee.

Bill 21, which was formerly Bill 153 and 95, respectively, had passed second reading and was sent to the Justice Committee in December 2019, but was wiped off the order paper when Premier Ford prorogued the house in 2021. It was reintroduced early 2022 but did not have time to progress before the election.

Since I first introduced this Bill in 2019, the number of people who've reached out to my offices with heartbreaking stories of couples entering long-term care who are torn apart has skyrocketed. Simply put, Ontario seniors deserve dignity in care and should have the right to live with their partner as they age. Of note, Nova Scotia passed similar legislation, titled the [Life Partners in Long-Term Care Act](#) in 2021.

Following many meetings with stakeholders, it's clear that "care campuses" which offer different levels of care (independent, assisted living and long-term care) are the progressive model for investing in quality care for Ontario's aging population. Care campuses are an essential element to keeping couples together as they often age at different rates. This level of choice has been brought to my attention as especially important to rural and northern municipal leaders across Ontario. The care campus model for seniors housing that builds different levels of care has unique financial savings that will be critical as we grapple with a rapidly aging province.

We need the Bill to be called to the Standing Committee on Social Policy as soon as possible. We know that couples who are separated across Ontario cannot wait any longer for this legislative change to be made.

Here are the links to recent media coverage of the Till Death Do Us Part Act, which provide more specific insights into the lived experiences of older adults who are separated from their spouses:

- [CTV News Kitchener: Ontario seniors separated in long-term care pushing for the right to remain together](#)
- [CityNews Kitchener: Waterloo MPP appeals for seniors bill to be brought forward](#)
- [Waterloo Region Record: Cambridge senior calls for end to separating couples in long-term care](#)

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October 27, 2023

Hon. Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Re: Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act*

On behalf of Elgin County Council, I am writing to urge the Ontario Government to consider updating and modernizing the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). At its meeting on October 24, 2023, Elgin County Council considered a staff report prepared in response to a resolution circulated by the Town of Bracebridge lobbying for the need to update and modernize MFIPPA and passed the following resolution:

"Moved by: Deputy Warden Jones
Seconded by: Councillor Hentz

RESOLVED THAT County Council hereby supports revisions to the *Municipal Freedom of Information and Protection of Privacy Act* as outlined in the report from the Director of Community and Cultural Services and Director of Legal Services titled "Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act*; and

THAT the Warden on behalf of Elgin County Council issue a letter to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; Member of Provincial Parliament for Elgin-Middlesex-London; local municipal partners in the County of Elgin; and the Association of Municipal Managers, Clerks and Treasurers of Ontario; and

THAT the resolution from the Town of Bracebridge "Time for Change – *Municipal Freedom of Information and Protection of Privacy Act*" dated September 15, 2023 be received and filed.

Motion Carried."

Elgin County Council supports the efforts to update and modernize MFIPPA and strongly urges the Ontario Government to consider the following improvements proposed by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO):

1. Strengthen municipal accountability and transparency:
 - MFIPPA should provide clarity on the sharing and use on information across institutions.
 - Provide guidance regarding open data.
- 2 Adoption of a Routine Disclosure and Active Dissemination Policy.
3. Consider integrating the Personal Information Bank with another existing accountability and transparency measure such as Routine Disclosure or Active Dissemination procedures.
4. Provide minimum standards for privacy management and breach protocols.
5. Designate clerks as heads of municipalities under the Act.
6. Include a provision in the Act for regular (5 year) review of Act and General Regulation that will:
 - Ensure that the Act is reflective of recent orders and guidance of the Office of the Information and Privacy Commissioner of Ontario (IPC);
 - Update the Act to reflect new and emerging technology
7. Enhance frivolous and vexatious provisions, expand the definition and provide a statutory legal test for administrators to utilize.
8. Add mechanisms to confirm that requests with offensive and inappropriate language may be refused.
9. Add a provision to the Act to permit municipalities to adopt a 'bulk user' policy.
10. Ensure that the Act is consistent with other applicable legislation. Where the Act is not consistent, provide guidance on which legislation prevails.
11. Define timelines within MFIPPA as business-days so that municipalities have the necessary time to effectively respond.
12. Modify the definition of a record to include electronic mail, instant message chats and voicemails, while clarifying the scope of disclosures required within these records (e.g. only last email on email thread necessary).
13. Provide clarity in the Act regarding the application of the Act to records of Members of Council. More specifically, provide a statutory legal test for determining whether a record is a municipal record.
14. Ensure fees are reflective of current processes, and keep pace with inflation, to accurately capture administration fees and reduce burden on local ratepayers.
15. Review the Act to "clean-up" references to outdated processes and technology.
16. Offer institutions updated training and guidance materials on MFIPPA on an annual basis targeted to both municipal staff and elected officials to ensure municipal staff have capacity to deal with increasing complexity of privacy and information matters, and that they have the support of their elected leadership.

17. Revise annual reporting, as required in the Act, to ensure that data being collected is relevant. Consider replacing IPC reporting with requirements that municipalities report to their councils.

18. Provide more transparency on IPC processes and include in the Act timelines for IPC processing (e.g. timelines for resolution of IPC adjudication).

A copy of the staff report and the resolution from the Town of Bracebridge is attached for your information.

Yours truly,



Warden Ed Ketchabaw

warden@elgin.ca

519-619-8432

cc Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Todd McCarthy, Minister of Public and Business Service Delivery
Hon. Rob Flack, Member of Provincial Parliament for Elgin-Middlesex-London
Elgin County Municipalities
Association of Municipal Managers, Clerks and Treasurers of Ontario



REPORT TO COUNTY COUNCIL

FROM: Brian Masschaele, Director of Community and Cultural Services

Nicholas Loeb, Director of Legal Services

DATE: September 27, 2023

SUBJECT: Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act*

RECOMMENDATION:

THAT County Council hereby supports revisions to the *Municipal Freedom of Information and Protection of Privacy Act* as outlined in the report from the Director of Community and Cultural Services and Director of Legal Services titled "Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act*"; and,

THAT the Warden on behalf of Elgin County Council issue a letter to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; Member of Provincial Parliament for Elgin-Middlesex-London; local municipal partners in the County of Elgin; and the Association of Municipal Managers, Clerks and Treasurers of Ontario; and,

THAT the resolution from the Town of Bracebridge "Time for Change – *Municipal Freedom of Information and Protection of Privacy Act*" dated September 15, 2023 be received and filed.

INTRODUCTION:

The Town of Bracebridge has circulated the attached item for discussion lobbying for the need to update and modernize the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (MFIPPA). The Director of Community and Cultural Services recently served on a taskforce through the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) which is also recommending updates to MFIPPA. This report recommends that County Council issue a letter of support to the Government of Ontario citing specific improvements as outlined in this report.

DISCUSSION:

Staff recommend that Council support efforts to update and modernize MFIPPA. Staff are generally supportive of the resolution from the Town of Bracebridge, save and

except recitals pertaining to the anonymity of requestors and the ability of legal professionals to submit applications under the Act. Staff feel that anonymity should be protected and that legal professionals should be able to utilize the process like any other individual. With these exceptions, staff are generally supportive of the resolution from the Town of Bracebridge.

At the same time, the Association of Municipal Managers, Clerks and Treasurers of Ontario is also lobbying for updates to MFIPPA. Staff generally endorse AMCTO's efforts, including:

1. Strengthen municipal accountability and transparency:
 - MFIPPA should provide clarity on the sharing and use on information across institutions.
 - Provide guidance regarding open data.
- 2 Adoption of a Routine Disclosure and Active Dissemination Policy.
3. Consider integrating the Personal Information Bank with another existing accountability and transparency measure such as Routine Disclosure or Active Dissemination procedures.
4. Provide minimum standards for privacy management and breach protocols.
5. Designate clerks as heads of municipalities under the Act.
6. Include a provision in the Act for regular (5 year) review of Act and General Regulation that will:
 - Ensure that the Act is reflective of recent orders and guidance of the Office of the Information and Privacy Commissioner of Ontario (IPC);
 - Update the Act to reflect new and emerging technology
7. Enhance frivolous and vexatious provisions, expand the definition and provide a statutory legal test for administrators to utilize.
8. Add mechanisms to confirm that requests with offensive and inappropriate language may be refused.
9. Add a provision to the Act to permit municipalities to adopt a 'bulk user' policy.
10. Ensure that the Act is consistent with other applicable legislation. Where the Act is not consistent, provide guidance on which legislation prevails.
11. Define timelines within MFIPPA as business-days so that municipalities have the necessary time to effectively respond.
12. Modify the definition of a record to include electronic mail, instant message chats and voicemails, while clarifying the scope of disclosures required within these records (e.g. only last email on email thread necessary).

13. Provide clarity in the Act regarding the application of the Act to records of Members of Council. More specifically, provide a statutory legal test for determining whether a record is a municipal record.

14. Ensure fees are reflective of current processes, and keep pace with inflation, to accurately capture administration fees and reduce burden on local ratepayers.

15. Review the Act to “clean-up” references to outdated processes and technology.

16. Offer institutions updated training and guidance materials on MFIPPA on an annual basis targeted to both municipal staff and elected officials to ensure municipal staff have capacity to deal with increasing complexity of privacy and information matters, and that they have the support of their elected leadership.

17. Revise annual reporting, as required in the Act, to ensure that data being collected is relevant. Consider replacing IPC reporting with requirements that municipalities report to their councils.

18. Provide more transparency on IPC processes and include in the Act timelines for IPC processing (e.g. timelines for resolution of IPC adjudication).

Further explanation of these recommendations is outlined through AMCTO’s draft submission on pages 52-73 of the following: <https://www.amcto.com/media/1091>.

FINANCIAL IMPLICATIONS:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

The County's local municipal partners may choose to endorse County Council's recommendations and are being circulated on this report.

COMMUNICATION REQUIREMENTS:

Staff are recommending that the Warden issue a letter to the Premier and relevant Ministers of the Government of Ontario in support of revisions to MFIPPA and in response to efforts by other municipalities in this regard.

CONCLUSION:

County Council recently updated the County's [Access to Information and Privacy Policy](#) which incorporates many of the recommendations being made in this report.

All of which is Respectfully Submitted

Approved for Submission

Brian Masschaele
Director of Community and Cultural
Services

Don Shropshire
Chief Administrative Officer/Clerk

Nicholas Loeb
Director of Legal Services

September 15, 2023

Re: Item for Discussion - Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

At its meeting of September 13, 2023, the Council of the Corporation of the Town of Bracebridge ratified motion 23-GC-184, regarding the Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as follows:

“WHEREAS the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA) came into force and effect on January 1, 1991;

AND WHEREAS municipalities, including the Town of Bracebridge, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the MFIPPA fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number, or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information to launch litigation against institutions, where other remedies exist;

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AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

NOW THEREFORE BE IT RESOLVED THAT the Ministry of Public and Business Service Delivery be requested to review MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or their designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in the Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under MFIPPA, including those of the Information and Privacy Commissioner (IPC), be reviewed and modernized;
8. That the integrity of MFIPPA be maintained to protect personal privacy and transparent governments; and
9. And that this resolution be sent to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; and Member of Provincial Parliament for Parry Sound-Muskoka; Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities."

In accordance with Council's direction, I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lori McDonald', written in a cursive style.

Lori McDonald
Director of Corporate Services/Clerk

October 23, 2023

To Our Municipal Clients:

Re: Assessment of Bill 134, *Affordable Homes and Good Jobs Act*, 2023

On behalf of our many municipal clients, we are writing to inform you of the Ontario Legislature's proposed changes to the *Development Charges Act* (D.C.A.) and the *Planning Act*, under Bill 134 (*Affordable Homes and Good Jobs Act*). These proposed changes are with respect to the definition of an "affordable residential unit" for the purpose of exempting such developments from the payment of development charges (D.C.), community benefits charges (C.B.C.) and parkland dedication. The following comments will be included in our formal response to the Province, which we also intend to present to the Standing Committee on Heritage, Infrastructure and Cultural Policy (Standing Committee) on November 15/16, 2023.

1. Introduction

The exemptions for affordable residential units were included in the *More Homes Built Faster Act* (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C., C.B.C. and parkland dedication were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions required the Minister of Municipal Affairs and Housing to publish an "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin." This bulletin would inform average market rent and purchase price to be used in determining which developments qualify as affordable residential units. At the time of writing, this bulletin had not been published by the Minister.

The proposed legislation was posted to the Environmental Registry of Ontario on September 28, 2023 (ERO 019-7669). The 30-day comment period closes on October 28, 2023. Bill 134 has received Second Reading in the legislature (October 4, 2023) and has been ordered referred to the Standing Committee.

2. Proposed Amendments to the D.C.A.

The definition proposed under Bill 134 modifies the affordable residential unit definition by:

- introducing an income-based test for affordable rent and purchase price; and
- increasing the threshold for the market test of affordable rent and purchase price.



The proposed amendment would provide the exemption based on the lesser of the two measures. Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- the tenant and purchaser transacting the affordable unit being at arm's length;
- the intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the municipality (which may be registered on title); and
- exemptions for attainable residential units and associated rules (requiring further regulations).

The following table provides a comparison of the current definitions within the D.C.A. and those being proposed in Bill 134 (underlining added for emphasis).

Item	D.C.A. Definition	Bill 134 Definition
Affordable residential unit rented (subsection 4.1 (2), para. 1)	The rent is no greater than <u>80 per cent of the average market rent</u> , as determined in accordance with subsection (5).	The rent is no greater than <u>the lesser of</u> , i. the <u>income-based affordable rent</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and ii. the <u>average market rent</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market rent/rent based on income (subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	the <u>average market rent for the year in which the residential unit is occupied by a tenant</u> , as identified in the bulletin entitled the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin."	The Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister's opinion, is <u>at the 60th percentile of gross annual incomes for renter households in the applicable local municipality</u> ; and (b) identify the <u>rent</u> that, in the Minister's opinion, is <u>equal to 30 per cent of the income of the household</u> referred to in clause (a).



Item	D.C.A. Definition	Bill 134 Definition
Affordable residential unit ownership (subsection 4.1 (3), para. 1)	The price of the residential unit is no greater than <u>80 per cent of the average purchase price</u> , as determined in accordance with subsection (6).	The price of the residential unit is no greater than <u>the lesser of</u> , i. the <u>income-based affordable purchase price</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and ii. <u>90 per cent of the average purchase price</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market purchase price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	the <u>average purchase price for the year in which the residential unit is sold</u> , as identified in the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin,” as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario.	the Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister’s opinion, is at the <u>60th percentile of gross annual incomes for households in the applicable local municipality</u> ; and (b) identify the <u>purchase price</u> that, in the Minister’s opinion, <u>would result in annual accommodation costs equal to 30 per cent of the income of the household</u> referred to in clause (a)

3. Illustration of the Proposed Amendment

The proposed definition of an affordable residential unit is generally consistent with the 2020 Provincial Policy Statement (P.P.S.) and considers both income-based and market-price approaches to derive an affordable housing definition for both rental and ownership housing units. This is in contrast to the current D.C.A. definition implemented through Bill 23, which is solely based on the market-price approach.



The following provides an illustrative example of the two approaches and how the application of the affordable residential unit definitions would differ for rental and ownership housing. This example uses 2022 data for the Kingston regional market area. Note, this example is meant to be illustrative and uses data from the P.P.S. Housing Tables. The source of data to be used by the Province for the Affordable Residential Units bulletin, and the level of data disaggregation (by geography and unit type) has not yet been specified.

We have also provided, in an appendix, the P.P.S. Housing Tables for 2022 that may be of assistance to you in undertaking a similar analysis. The information in the appendix includes household income data for all households and renter households, as well as average resale house prices and rents.

3.1 Rental Housing Example

Applying the proposed affordable residential unit definition under Bill 134 for the Kingston regional market area:

- The average annual household income for renter households in the 60th percentile in 2022 was \$68,900.
- 30% of this annual household income is \$20,670 or \$1,720 per month.
- The average market rent is \$1,390 per month.
- 80% of the average market rent is \$1,120 per month.
- Under the proposed definition, affordable residential units with a rental rate of \$1,390 per month or less would be exempt from D.C.s. This rental threshold is 25% (or \$278/month) higher than the current D.C.A. definition, which would establish this rental threshold at \$1,112 per month.

Proposed Bill 134 D.C.A. Definition (October 2023)

Lesser of a) or b) of the following

a) the income-based affordable rent based on 60 th percentile average household income \$68,900.	\$1,720 (1)
b) average market rent identified for the residential unit.	\$1,390 (2)
Affordable Rental Unit (max. rent)	\$1,390

Current D.C.A. Definition (More Homes Built Faster Act)

Where rent is no more than 80% of the average market rent	\$1,112 (2)
Affordable Rental Unit (max. rent)	\$1,112

Notes:

(1) Provincial Policy Statement Housing Table - Table 3: Renter Household Incomes and Affordable Rents, 2022

(2) Provincial Policy Statement Housing Table - Table 4. Average Rent by Bedroom Count



3.2 Ownership Housing Example

Applying the proposed affordable residential unit definition under Bill 134 for the Kingston regional market area:

- The average annual household income for all households in the 60th percentile in 2022 was \$108,300.
- Annual accommodation costs equal to 30% of this annual household income ($\$108,300 \times 0.3 / 12 = \$2,708$) represent the carrying cost per month derived from typical monthly mortgage costs, property taxes, and mortgage insurance costs.^[1] This calculation equates to a purchase price of \$372,500.
- 90% of the average purchase price is \$523,500 (based on an average resale house price of \$581,700).
- 80% of the average purchase price is \$465,360.
- Under the proposed definition, affordable residential units purchased at \$372,500 or less would be exempt from D.C.s. This purchase price threshold is approximately 20% (or \$92,860) lower than under the current D.C.A. definition, which would establish the purchase price at \$465,360.

Proposed Bill 134 D.C.A. Definition (October 2023)

Lesser of a) or b) of the following

a) the income-based affordable purchase price based on 60 th income percentile household income of \$108,300.	\$372,500 (1)
b) 90% of the average purchase price.	\$523,500 (2)
Affordable Ownership Unit (max. purchase price)	\$372,500

Notes:

(1) Provincial Policy Statement Housing Table - Table 1: All Households Incomes and Affordable House Prices, 2022

(2) Provincial Policy Statement Housing Table - Table 2: Average Resale House Price and 10% Below Average Resale Price, 2022

Current D.C.A. Definition (More Homes Built Faster Act)

Where the price of the unit is no more than 80% of the average purchase price.	\$465,360 (2)
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Affordable Ownership Unit (max. purchase price)	\$465,360
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4. Comments on the Proposed Amendment

In comparison to the current D.C.A. definition of affordable residential units, the following observations are provided:

^[1] Mortgage payments based on a 25-year mortgage at 4.79% interest rate and 5% down payment. Estimated monthly property taxes = 0.125% of house value. Canada Mortgage and Housing Corporation mortgage loan insurance premium = 4.0% of loan amount. It is not yet clear if/to what extent these align with “accommodation costs” to be considered for the purposes of the income-based test proposed in Bill 134.



- The refined definition of affordable residential units presented in Bill 134 aligns with the income-based approach utilized in the 2020 P.P.S. This, in contrast to the current market-based approach, better aligns with how a number of municipalities define affordable developments in their housing strategies. However, as provided in our comments on Bill 23, while it is an admirable goal to create additional affordable housing units, further D.C., C.B.C., and parkland exemptions will continue to provide further financial burdens on municipalities to fund these exemptions.
- Based on the P.P.S. Housing Tables provided in the appendix:
 - The rent at which a residential unit would be considered affordable is higher under the Bill 134 proposal, compared to the current D.C.A. definition. This would imply that more rental units would receive the exemption relative to the wording provided in Bill 23, providing a greater incentive for affordable rental units.
 - Based on the information contained in this data source, the income test appears to be irrelevant for rental units, as market rent is consistently lower than the affordable rent (based on 60th percentile average household income) across all regional market areas.
 - Conversely, the affordability threshold for ownership housing units, exhibited in this data source, would generally appear to be lower when applying the income-based approach. As a result, Bill 134 is anticipated to incentivize purpose-built rental units over ownership housing.
 - Moreover, this would appear to provide exemptions for ownership affordable residential units that are more aligned with household income than market value.
 - It should also be noted that, based on the provincial average in the data tables, average market purchase prices are approximately double the affordable purchase prices. Based on this observation, only very small residential units, such as studio-type condominium units, may be priced at a point where they would qualify for the affordable residential units exemption. This would mean that establishing affordability using averages across all unit types may not help address the problem of “missing middle”^[1] housing, which would typically be geared towards families.

^[1] The “missing middle” describes a range of medium-density housing types between single-detached houses and apartment buildings. This includes a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living, such as duplexes, triplexes, fourplexes, rowhouses, and townhouses. Source: [https://www.evergreen.ca/downloads/pdfs/2018/What is the Missing Middle Evergreen CUI s2.pdf](https://www.evergreen.ca/downloads/pdfs/2018/What%20is%20the%20Missing%20Middle%20Evergreen%20CUI%20s2.pdf)



- The proposed definition considers local income in addition to market prices. While the definition clearly identifies that annual incomes for households within the “applicable local municipality” will be used in the income-based test, the local municipality does not appear in the average market rent/purchase price definition. Concerns about the geographic scope of the bulletin and potential implications across local municipalities due to variations in income levels still remain.
- The income level is set at the 60th percentile of gross annual income in the applicable local municipality, distinguishing between renter households and all other households. The basis for determination of gross annual income is not provided in the legislation and will be informed by the Minister’s bulletin.
- For affordable households, the rent would be established at 30% of income, and purchase price at accommodation costs equal to 30% of income. A definition of accommodation costs is not provided in the legislation and will be informed by the Minister’s bulletin. The basis for calculating accommodation costs is unclear, and carrying costs need to reflect representative costs of home ownership, including typical mortgage costs, property taxes, and property insurance, as well as condominium fees, where applicable.
- The basis for market rents and purchase prices will be required. Many municipalities utilize Canada Mortgage and Housing Corporation data for establishing average market rents in affordable housing strategies. As noted earlier, it is unclear from the legislation how the average market rents and purchase prices will be determined.
- As currently written, the legislation is unclear if market rent and purchase price will be determined using overall averages or averages disaggregated by dwelling unit type or size. Establishing average rents and purchase prices using overall averages across all dwelling unit types will provide higher average values than those established by dwelling unit type and size, which would have greater exemption implications for municipalities with a larger amount of high-density development. As noted earlier, this approach would also tend to favour smaller condominium units, which would more likely meet the affordability threshold, in contrast to larger family sized units, which would likely not qualify for D.C. exemptions.
- Subsections 4.1 (5) and (6) of the D.C.A. currently identify the market rent/purchase price in the year the unit is occupied/sold as identified in the bulletin. This would appear to indicate an annual publication of the bulletin. The proposed definition of the “affordable residential units bulletin” does not imply an annual publication. The timing for publishing the bulletin should be clarified.
- The market test proposed in the definition is increased from 80% of average market rent/purchase price under the D.C.A. currently, to average market rent and 90% of the average market purchase price.



- The D.C.A. defines “rental housing development” for the purposes of the mandatory instalment payments in section 26.1 of the D.C.A. and the discounts for rental housing development in section 26.2. Affordable residential rental units within subsection 4.1 (2) are not specifically defined as rental housing development and, therefore, it does not appear that there is a requirement for those units to be in a building or structure with four or more units.
- The introduction of the income test for affordable residential units will increase municipal administration costs of agreements and the requirement to ensure these units remain affordable over a 25-year period. These administrative burdens will be cumbersome and will need to be monitored and coordinated by both upper-tier and lower-tier municipalities. Further clarification is required with respect to:
 - The parties to the agreement (e.g., developer vs. builder vs. owner);
 - The Minister of Municipal Affairs and Housing establishing standard forms of agreement, as provided under subsection 4.1 (12); and
 - Reporting requirements and onus (i.e., should the municipality reach out to the parties of each agreement or should the parties to the agreement be required to report to the municipality?).

As summarized above, there are several concerns and areas of clarification that Watson will be advancing in our submission through the Environmental Registry of Ontario. Watson will also be seeking an opportunity to speak as a delegation to the Standing Committee to provide our concerns on behalf of our municipal clients.

We will continue to monitor the progress of Bill 134 through the legislature and will continue to keep our clients informed of any changes. If you have any questions, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary Scandlan, BA, PLE, Managing Partner

Andrew Grunda, MBA, CPA, CMA, Principal

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner



Appendix

Provincial Policy Statement – Housing Table

Table 1: All Households Incomes and Affordable House Prices, 2022

Regional Market Area	10th Income Percentile	10th Percentile Affordable House Price	20th Income Percentile	20th Percentile Affordable House Price	30th Income Percentile	30th Percentile Affordable House Price	40th Income Percentile	40th Percentile Affordable House Price	50th Income Percentile	50th Percentile Affordable House Price	60th Income Percentile	60th Percentile Affordable House Price	70th Income Percentile	70th Percentile Affordable House Price	80th Income Percentile	80th Percentile Affordable House Price	90th Income Percentile	90th Percentile Affordable House Price
Ontario	\$31,200	\$107,200	\$49,100	\$168,800	\$65,400	\$225,000	\$82,300	\$283,200	\$100,500	\$345,900	\$120,400	\$414,300	\$145,800	\$501,700	\$179,000	\$615,800	\$236,400	\$813,400
City of Toronto	\$26,300	\$90,500	\$42,400	\$146,000	\$58,800	\$202,200	\$75,100	\$258,500	\$92,800	\$319,300	\$112,700	\$387,700	\$138,100	\$475,100	\$176,800	\$608,200	\$247,500	\$851,400
Central	\$36,700	\$126,200	\$56,100	\$193,100	\$74,600	\$256,600	\$92,800	\$319,300	\$112,700	\$387,700	\$134,800	\$463,700	\$160,200	\$551,200	\$196,600	\$676,600	\$254,100	\$874,300
Regional Municipality of Durham	\$40,700	\$139,900	\$61,400	\$211,300	\$80,100	\$275,600	\$99,400	\$342,100	\$118,200	\$406,700	\$140,300	\$482,700	\$165,700	\$570,200	\$198,900	\$684,200	\$251,900	\$866,600
Regional Municipality of Halton	\$42,400	\$146,000	\$66,300	\$228,100	\$87,800	\$302,200	\$110,500	\$380,100	\$133,700	\$459,900	\$160,200	\$551,200	\$192,200	\$661,400	\$234,200	\$805,800	\$309,300	\$1,064,300
City of Hamilton	\$29,600	\$101,900	\$46,000	\$158,100	\$61,400	\$211,300	\$77,300	\$266,100	\$93,900	\$323,100	\$113,800	\$391,500	\$137,000	\$471,300	\$169,000	\$581,600	\$221,000	\$760,200
District Municipality of Muskoka	\$29,400	\$101,100	\$46,400	\$159,600	\$61,000	\$209,800	\$75,100	\$258,500	\$91,700	\$315,500	\$108,300	\$372,500	\$129,300	\$444,700	\$159,100	\$547,400	\$209,900	\$722,200
Regional Municipality of Niagara	\$30,000	\$103,400	\$45,100	\$155,100	\$58,300	\$200,700	\$72,400	\$249,000	\$87,800	\$302,200	\$105,000	\$361,100	\$124,800	\$429,500	\$152,500	\$524,600	\$198,900	\$684,200
Regional Municipality of Peel	\$40,200	\$138,400	\$61,900	\$212,900	\$81,200	\$279,400	\$99,400	\$342,100	\$118,200	\$406,700	\$139,200	\$478,900	\$164,600	\$566,400	\$196,600	\$676,600	\$251,900	\$866,600
County of Simcoe	\$35,100	\$120,900	\$52,600	\$180,900	\$69,400	\$238,700	\$85,600	\$294,600	\$102,700	\$353,500	\$121,500	\$418,100	\$143,600	\$494,100	\$173,400	\$596,800	\$223,200	\$767,800
Regional Municipality of York	\$38,000	\$130,800	\$59,700	\$205,300	\$80,600	\$277,500	\$100,500	\$345,900	\$123,700	\$425,700	\$149,100	\$513,100	\$179,000	\$615,800	\$218,700	\$752,600	\$282,800	\$973,100
Eastern	\$31,400	\$108,000	\$49,100	\$168,800	\$65,400	\$225,000	\$81,800	\$281,300	\$99,400	\$342,100	\$118,200	\$406,700	\$142,500	\$490,300	\$174,600	\$600,600	\$227,600	\$783,000
City of Cornwall	\$27,000	\$92,700	\$40,700	\$139,900	\$53,000	\$182,500	\$66,700	\$229,600	\$80,600	\$277,500	\$97,200	\$334,500	\$116,000	\$399,100	\$141,400	\$486,500	\$183,400	\$631,000
County of Hastings	\$28,900	\$99,600	\$43,300	\$148,000	\$55,700	\$191,600	\$68,900	\$237,200	\$82,900	\$285,100	\$99,400	\$342,100	\$118,200	\$406,700	\$142,500	\$490,300	\$183,400	\$631,000
Kawartha Lakes Division	\$29,600	\$101,900	\$45,500	\$156,600	\$60,100	\$206,800	\$74,000	\$254,700	\$90,600	\$311,700	\$107,200	\$368,700	\$129,300	\$444,700	\$154,700	\$532,200	\$203,300	\$699,400
Haliburton County	\$27,800	\$95,800	\$41,500	\$142,900	\$54,400	\$187,000	\$66,700	\$229,600	\$81,200	\$279,400	\$97,200	\$334,500	\$116,000	\$399,100	\$140,300	\$482,700	\$192,200	\$661,400
City of Kawartha Lakes + Haliburton	\$29,200	\$100,300	\$44,600	\$153,600	\$58,800	\$202,200	\$72,900	\$250,900	\$87,800	\$302,200	\$105,000	\$361,100	\$125,900	\$433,300	\$152,500	\$524,600	\$201,100	\$691,800
City of Kingston	\$28,700	\$98,800	\$45,100	\$155,100	\$59,200	\$203,700	\$74,000	\$254,700	\$89,500	\$307,900	\$108,300	\$372,500	\$130,400	\$448,500	\$160,200	\$551,200	\$209,900	\$722,200
County of Lanark	\$32,500	\$111,800	\$49,900	\$171,800	\$65,400	\$225,000	\$80,100	\$275,600	\$97,200	\$334,500	\$114,900	\$395,300	\$135,900	\$467,500	\$163,500	\$562,600	\$212,100	\$729,800
UC of Leeds and Grenville	\$30,500	\$104,900	\$46,000	\$158,100	\$60,100	\$206,800	\$75,100	\$258,500	\$90,600	\$311,700	\$107,200	\$368,700	\$128,200	\$440,900	\$155,800	\$536,000	\$201,100	\$691,800
County of Lennox and Addington	\$32,300	\$111,000	\$48,600	\$167,200	\$64,500	\$222,000	\$79,000	\$271,800	\$93,900	\$323,100	\$110,500	\$380,100	\$129,300	\$444,700	\$158,000	\$543,600	\$194,400	\$669,000
Prince Edward Division	\$32,000	\$110,200	\$46,800	\$161,200	\$60,500	\$208,300	\$74,600	\$256,600	\$90,600	\$311,700	\$107,200	\$368,700	\$127,000	\$437,100	\$156,900	\$539,800	\$212,100	\$729,800
County of Lennox & Addington + Prince Edward Division	\$32,000	\$110,200	\$47,700	\$164,200	\$62,800	\$215,900	\$77,300	\$266,100	\$92,800	\$319,300	\$109,400	\$376,300	\$127,000	\$440,900	\$156,900	\$539,800	\$201,100	\$691,800
County of Northumberland	\$32,900	\$113,300	\$48,600	\$167,200	\$63,200	\$217,400	\$77,300	\$266,100	\$92,800	\$319,300	\$110,500	\$380,100	\$131,500	\$452,300	\$160,200	\$551,200	\$207,700	\$714,600
City of Ottawa	\$35,100	\$120,900	\$56,100	\$193,100	\$75,100	\$258,500	\$93,900	\$323,100	\$112,700	\$387,700	\$134,800	\$463,700	\$162,400	\$558,800	\$198,900	\$684,200	\$258,500	\$889,500
City of Peterborough	\$29,400	\$101,100	\$44,200	\$152,000	\$58,300	\$200,700	\$72,400	\$249,000	\$87,300	\$300,300	\$105,000	\$361,100	\$125,900	\$433,300	\$154,700	\$532,200	\$203,300	\$699,400
UC of Prescott and Russell	\$33,100	\$114,000	\$51,300	\$176,400	\$69,800	\$240,200	\$87,300	\$300,300	\$105,000	\$361,100	\$124,800	\$429,500	\$146,900	\$505,500	\$175,700	\$604,400	\$218,700	\$752,600
County of Renfrew	\$29,400	\$101,100	\$44,600	\$153,600	\$59,700	\$205,300	\$74,000	\$254,700	\$89,500	\$307,900	\$105,000	\$361,100	\$125,900	\$433,300	\$151,400	\$520,700	\$192,200	\$661,400
Southwestern	\$31,400	\$108,000	\$47,700	\$164,200	\$62,300	\$214,400	\$77,900	\$268,000	\$93,900	\$323,100	\$112,700	\$387,700	\$134,800	\$463,700	\$164,600	\$566,400	\$214,300	\$737,400
City of Brantford	\$31,200	\$107,200	\$47,700	\$164,200	\$62,300	\$214,400	\$77,900	\$268,000	\$93,900	\$323,100	\$112,700	\$387,700	\$133,700	\$459,900	\$161,300	\$555,000	\$205,500	\$707,000
County of Bruce	\$31,600	\$108,700	\$48,200	\$165,700	\$62,800	\$215,900	\$79,000	\$271,800	\$96,100	\$330,700	\$116,000	\$399,100	\$143,600	\$494,100	\$176,800	\$608,200	\$240,800	\$828,600
Municipality of Chatham-Kent	\$28,300	\$97,300	\$41,100	\$141,400	\$53,000	\$182,500	\$65,000	\$223,500	\$79,500	\$273,700	\$95,000	\$326,900	\$114,900	\$395,300	\$139,200	\$478,900	\$183,400	\$631,000
County of Dufferin	\$38,900	\$133,800	\$61,000	\$209,800	\$82,300	\$283,200	\$100,500	\$345,900	\$119,300	\$410,500	\$141,400	\$486,500	\$164,600	\$566,400	\$196,600	\$676,600	\$245,300	\$843,800
County of Grey	\$28,700	\$98,800	\$43,300	\$149,000	\$56,600	\$194,600	\$70,700	\$243,300	\$86,200	\$296,500	\$103,800	\$357,300	\$124,800	\$429,500	\$153,600	\$528,400	\$205,500	\$707,000
County of Huron	\$29,400	\$101,100	\$44,200	\$152,000	\$57,400	\$197,700	\$72,400	\$249,000	\$86,700	\$298,400	\$102,700	\$353,500	\$123,700	\$425,700	\$151,400	\$520,700	\$198,900	\$684,200
County of Lambton	\$30,900	\$106,400	\$46,400	\$159,600	\$61,000	\$209,800	\$76,200	\$262,300	\$91,700	\$315,500	\$109,400	\$376,300	\$132,600	\$456,100	\$162,400	\$558,800	\$214,300	\$737,400
City of London	\$28,900	\$99,600	\$44,200	\$152,000	\$58,300	\$200,700	\$72,400	\$249,000	\$87,800	\$302,200	\$105,000	\$361,100	\$127,000	\$437,100	\$155,800	\$536,000	\$205,500	\$707,000
County of Norfolk	\$32,000	\$110,200	\$48,600	\$167,200	\$63,200	\$217,400	\$78,400	\$269,900	\$95,000	\$326,900	\$111,600	\$383,900	\$132,600	\$456,100	\$158,000	\$543,600	\$201,100	\$691,800
County of Oxford	\$33,600	\$115,600	\$50,800	\$174,900	\$65,000	\$223,500	\$79,500	\$273,700	\$96,100	\$330,700	\$112,700	\$387,700	\$132,600	\$456,100	\$159,100	\$547,400	\$203,300	\$699,400
City of St. Thomas	\$31,800	\$109,500	\$47,300	\$161,700	\$61,400	\$211,300	\$76,200	\$262,300	\$91,700	\$315,500	\$107,200	\$368,700	\$127,000	\$437,100	\$152,500	\$524,600	\$192,200	\$661,400
City of Stratford	\$32,500	\$111,800	\$48,600	\$167,200	\$62,300	\$214,400	\$77,300	\$266,100	\$92,800	\$319,300	\$110,500	\$380,100	\$130,400	\$448,500	\$156,900	\$539,800	\$201,100	\$691,800
Regional Municipality of Waterloo	\$34,000	\$117,100	\$51,700	\$177,900	\$68,100	\$234,100	\$84,500	\$290,800	\$101,600	\$349,700	\$121,500	\$418,100	\$144,700	\$497,900	\$175,700	\$604,400	\$227,600	\$783,000
County of Wellington	\$35,400	\$121,600	\$54,400	\$187,000	\$71,300	\$245,200	\$88,400	\$304,100	\$107,200	\$368,700	\$128,200	\$440,900	\$151,400	\$520,700	\$183,400	\$631,000	\$238,600	\$821,000
City of Windsor	\$30,500	\$104,900	\$46,400	\$159,600	\$60,100	\$206,800	\$74,600	\$256,600	\$90,600	\$311,700	\$108,300	\$372,500	\$130,400	\$448,500	\$162,400	\$558,800	\$212,100	\$729,800
Northeastern	\$27,400	\$94,300	\$41,500	\$142,900	\$54,400	\$187,000	\$68,500	\$235,700	\$84,500	\$290,800	\$102,700	\$353,500	\$124,800	\$429,500	\$153,600	\$528,400	\$198,900	\$684,200
Algoma District	\$26,500	\$91,200	\$38,400	\$132,300	\$50,400	\$173,300	\$62,800	\$215,900	\$77,300	\$266,100	\$95,000	\$326,900	\$116,000	\$399,100	\$142,500	\$490,300	\$185,600	\$638,600
Algoma DSSAB	\$26,100	\$89,700	\$36,700	\$126,200	\$47,700	\$164,200	\$58,800	\$202,200	\$72,400	\$249,000	\$89,500	\$307,900	\$109,400	\$376,300	\$135,900	\$467,500	\$176,800	\$608,200
Cochrane DSSAB	\$27,200	\$93,500	\$41,500	\$142,900	\$55,200	\$190,100	\$70,700	\$243,300	\$86,700	\$298,400	\$107,200	\$368,700	\$130,400	\$448,500	\$162,400	\$558,800	\$205,500	\$707,000
City of Greater Sudbury	\$29,800	\$102,600	\$46,000	\$158,100	\$61,000	\$209,800	\$75,700	\$260,400	\$92,800	\$319,300	\$112,700	\$387,700	\$138,100	\$475,100	\$169,000	\$581,600	\$221,000	\$760,200
Manitowlin District	\$24,300	\$83,600	\$34,200	\$117,800	\$46,800	\$161,200	\$58,300	\$200,700	\$71,300	\$245,200	\$85,600	\$294,600	\$102,700	\$353,500	\$123,700	\$425,700	\$160,200	\$551,200
Sudbury District	\$27,400	\$94,300	\$42,400	\$146,000	\$55,700	\$191,600	\$68,900	\$237,200	\$84,500	\$290,800	\$100,500	\$345,900	\$121,500	\$418,100	\$148,000	\$509,300	\$190,000	\$653,800
Manitowlin - Sudbury DSSAB	\$27,200	\$93,500	\$42,000	\$144,400	\$54,800	\$188,500	\$67,600	\$232,600	\$82,900	\$285,100	\$98,300	\$338,300	\$118,200	\$406,700	\$142,500	\$490,300	\$185,600	\$638,600
Nipissing DSSAB	\$26,700	\$92,000	\$39,800	\$136,800	\$52,100	\$179,400	\$65,000	\$223,500	\$80,100	\$275,600	\$96,100	\$330,700	\$117,100	\$402,900	\$144,700	\$497,900	\$190,000	\$653,800
Parry Sound DSSAB																		

Table 2: 10% Below Average Resale Price, 2022

Regional Market Area	Average Resale Price 2022	10% Below Average Resale Price 2022
Ontario	\$813,000	\$731,700
City of Toronto	\$1,146,500	\$1,031,800
Central	\$1,030,100	\$927,100
Regional Municipality of Durham	\$893,000	\$803,700
Regional Municipality of Halton	\$1,206,300	\$1,085,700
City of Hamilton	\$805,100	\$724,600
District Municipality of Muskoka	\$920,800	\$828,700
Regional Municipality of Niagara	\$667,700	\$601,000
Regional Municipality of Peel	\$1,052,500	\$947,300
County of Simcoe	\$791,500	\$712,300
Regional Municipality of York	\$1,271,000	\$1,143,900
Eastern	\$536,800	\$483,100
City of Cornwall	\$384,400	\$345,900
County of Hastings	\$495,000	\$445,500
City of Kawartha Lakes	\$671,100	\$604,000
City of Kingston	\$581,700	\$523,500
County of Lanark	\$520,300	\$468,200
UC of Leeds and Grenville	\$470,000	\$423,000
County of Lennox and Addington	\$638,700	\$574,800
County of Northumberland	\$673,300	\$606,000
City of Ottawa	\$670,900	\$603,800
City of Peterborough	\$675,200	\$607,700
UC of Prescott and Russell	\$462,400	\$416,200
County of Renfrew	\$399,600	\$359,700
Southwestern	\$650,900	\$585,800
City of Brantford	\$672,400	\$605,200
County of Bruce	\$589,500	\$530,500
Municipality of Chatham-Kent	\$410,900	\$369,800
County of Dufferin	\$923,900	\$831,500
County of Grey	\$712,200	\$641,000
County of Huron	\$569,700	\$512,700
County of Lambton	\$527,000	\$474,300
City of London	\$621,600	\$559,400
County of Norfolk	\$626,900	\$564,200
County of Oxford	\$639,000	\$575,100
City of St. Thomas	\$558,400	\$502,600
City of Stratford	\$609,000	\$548,100
Regional Municipality of Waterloo	\$754,800	\$679,300
County of Wellington	\$830,400	\$747,400
City of Windsor	\$523,400	\$471,000
Northeastern	\$375,800	\$338,200
Algoma DSAB	\$256,700	\$231,000
Cochrane DSSAB	\$254,400	\$229,000
City of Greater Sudbury	\$414,600	\$373,100
Manitoulin-Sudbury DSSAB	\$332,800	\$299,500
Nipissing DSSAB	\$393,800	\$354,400
Parry Sound DSSAB	\$692,300	\$623,100
Sault Ste. Marie DSSAB	\$312,600	\$281,300
Timiskaming DSSAB	\$246,300	\$221,700
Northwestern	\$322,500	\$290,300
Kenora DSSAB	\$356,400	\$320,800
Rainy River DSSAB	\$247,800	\$223,000
Thunder Bay DSSAB	\$320,400	\$288,300

Source: Real Property Solutions House Price Index

Note: The average resale price may be influenced, particularly in smaller areas, by the number and type of house resales.

Contact: Stewart Houghton | Community and Supportive Housing Division | Housing.Research@ontario.ca

Provincial Policy Statement – Housing Table

Table 3: Renter Household Incomes and Affordable Rents, 2022

Regional Market Area	10th Income Percentile	10th Percentile Affordable Rent	20th Income Percentile	20th Percentile Affordable Rent	30th Income Percentile	30th Percentile Affordable Rent	40th Income Percentile	40th Percentile Affordable Rent	50th Income Percentile	50th Percentile Affordable Rent	60th Income Percentile	60th Percentile Affordable Rent	70th Income Percentile	70th Percentile Affordable Rent	80th Income Percentile	80th Percentile Affordable Rent	90th Income Percentile	90th Percentile Affordable Rent
Ontario	\$23,000	\$570	\$30,700	\$770	\$41,500	\$1,040	\$52,600	\$1,310	\$64,500	\$1,610	\$77,900	\$1,950	\$93,900	\$2,350	\$113,800	\$2,840	\$149,100	\$3,730
City of Toronto	\$22,500	\$560	\$31,400	\$780	\$43,700	\$1,090	\$56,600	\$1,410	\$69,800	\$1,750	\$84,500	\$2,110	\$101,600	\$2,540	\$123,700	\$3,090	\$163,500	\$4,090
Central	\$24,500	\$610	\$33,400	\$830	\$44,600	\$1,120	\$56,100	\$1,400	\$68,500	\$1,710	\$82,300	\$2,060	\$98,300	\$2,460	\$120,400	\$3,010	\$155,800	\$3,890
Regional Municipality of Durham	\$25,000	\$620	\$34,000	\$850	\$45,100	\$1,130	\$55,700	\$1,390	\$68,100	\$1,700	\$81,800	\$2,040	\$97,200	\$2,430	\$118,200	\$2,960	\$152,500	\$3,810
Regional Municipality of Halton	\$25,600	\$640	\$38,000	\$950	\$51,300	\$1,280	\$65,000	\$1,620	\$79,500	\$1,990	\$95,000	\$2,380	\$114,900	\$2,870	\$140,300	\$3,510	\$187,800	\$4,700
City of Hamilton	\$20,800	\$520	\$28,900	\$720	\$38,900	\$970	\$47,700	\$1,190	\$57,900	\$1,450	\$69,800	\$1,750	\$83,400	\$2,090	\$100,500	\$2,510	\$129,300	\$3,230
District Municipality of Muskoka	\$21,400	\$540	\$27,600	\$690	\$35,400	\$880	\$45,500	\$1,140	\$53,900	\$1,350	\$65,400	\$1,640	\$77,900	\$1,950	\$93,900	\$2,350	\$124,800	\$3,120
Regional Municipality of Niagara	\$21,700	\$540	\$28,300	\$710	\$36,700	\$920	\$44,600	\$1,120	\$53,900	\$1,350	\$64,500	\$1,610	\$1,920	\$95,000	\$2,380	\$122,600	\$3,070	
Regional Municipality of Peel	\$25,200	\$630	\$38,400	\$960	\$52,100	\$1,300	\$65,000	\$1,620	\$78,400	\$1,960	\$92,800	\$2,320	\$109,400	\$2,730	\$130,400	\$3,260	\$166,800	\$4,170
County of Simcoe	\$25,000	\$620	\$32,900	\$820	\$43,700	\$1,090	\$53,900	\$1,350	\$65,800	\$1,650	\$79,000	\$1,970	\$93,900	\$2,350	\$113,800	\$2,840	\$146,900	\$3,670
Regional Municipality of York	\$24,500	\$610	\$35,400	\$880	\$47,700	\$1,190	\$61,400	\$1,540	\$75,700	\$1,890	\$90,600	\$2,260	\$109,400	\$2,730	\$133,700	\$3,340	\$176,800	\$4,420
Eastern	\$22,800	\$570	\$30,300	\$760	\$40,700	\$1,020	\$50,800	\$1,270	\$62,300	\$1,560	\$75,100	\$1,880	\$90,600	\$2,260	\$109,400	\$2,730	\$141,400	\$3,540
City of Cornwall	\$21,400	\$540	\$26,700	\$670	\$32,500	\$810	\$41,100	\$1,030	\$49,500	\$1,240	\$58,800	\$1,470	\$71,300	\$1,780	\$86,700	\$2,170	\$111,600	\$2,790
County of Hastings	\$22,500	\$560	\$28,100	\$700	\$35,400	\$880	\$44,600	\$1,120	\$53,000	\$1,330	\$63,200	\$1,580	\$76,800	\$1,920	\$92,800	\$2,320	\$118,200	\$2,960
Kawartha Lakes Division	\$19,400	\$490	\$26,100	\$650	\$31,800	\$800	\$41,100	\$1,030	\$49,900	\$1,250	\$61,900	\$1,550	\$74,600	\$1,860	\$95,000	\$2,380	\$124,800	\$3,120
Haliburton County	\$20,100	\$500	\$27,000	\$670	\$32,300	\$810	\$40,700	\$1,020	\$48,200	\$1,200	\$58,300	\$1,460	\$74,000	\$1,850	\$93,900	\$2,350	\$119,300	\$2,980
City of Kawartha Lakes + Haliburton	\$19,400	\$490	\$26,100	\$650	\$31,800	\$800	\$41,100	\$1,030	\$49,500	\$1,240	\$61,400	\$1,540	\$74,600	\$1,860	\$93,900	\$2,350	\$122,600	\$3,070
City of Kingston	\$21,000	\$520	\$29,200	\$730	\$38,400	\$960	\$47,300	\$1,180	\$57,400	\$1,440	\$68,900	\$1,720	\$82,900	\$2,070	\$100,500	\$2,510	\$132,600	\$3,310
County of Lanark	\$21,200	\$530	\$27,800	\$700	\$37,100	\$930	\$45,500	\$1,140	\$54,400	\$1,360	\$65,000	\$1,620	\$75,700	\$1,890	\$93,900	\$2,350	\$122,600	\$3,070
UC of Leeds and Grenville	\$21,700	\$540	\$27,400	\$680	\$35,100	\$880	\$42,900	\$1,070	\$51,300	\$1,280	\$61,900	\$1,550	\$75,700	\$1,890	\$90,600	\$2,260	\$116,000	\$2,900
County of Lennox and Addington	\$22,500	\$560	\$28,500	\$710	\$35,100	\$880	\$45,100	\$1,130	\$55,700	\$1,390	\$65,800	\$1,650	\$79,000	\$1,970	\$100,500	\$2,510	\$123,700	\$3,090
Prince Edward Division	\$24,100	\$600	\$28,900	\$720	\$38,000	\$950	\$46,400	\$1,160	\$57,400	\$1,440	\$66,300	\$1,660	\$77,900	\$1,950	\$98,300	\$2,460	\$127,000	\$3,180
County of Lennox + Addington + Prince Edward Division	\$23,000	\$570	\$28,700	\$720	\$36,200	\$910	\$46,000	\$1,150	\$56,600	\$1,410	\$66,300	\$1,660	\$78,400	\$1,960	\$100,500	\$2,510	\$125,900	\$3,150
County of Northumberland	\$23,200	\$580	\$28,900	\$720	\$37,600	\$940	\$45,500	\$1,140	\$54,800	\$1,370	\$66,300	\$1,660	\$81,200	\$2,030	\$98,300	\$2,460	\$125,900	\$3,150
City of Ottawa	\$23,600	\$590	\$34,200	\$860	\$46,000	\$1,150	\$58,300	\$1,460	\$70,700	\$1,770	\$85,100	\$2,130	\$100,500	\$2,510	\$121,500	\$3,040	\$156,900	\$3,920
City of Peterborough	\$21,700	\$540	\$27,800	\$700	\$35,400	\$880	\$43,700	\$1,090	\$53,000	\$1,330	\$63,600	\$1,590	\$76,200	\$1,910	\$91,700	\$2,290	\$117,100	\$2,930
City of Prescott and Russell	\$23,200	\$580	\$28,100	\$700	\$35,800	\$890	\$44,200	\$1,100	\$53,000	\$1,330	\$66,300	\$1,660	\$80,100	\$2,000	\$97,200	\$2,430	\$124,800	\$3,120
County of Renfrew	\$21,000	\$520	\$27,400	\$680	\$37,100	\$930	\$46,800	\$1,170	\$57,900	\$1,450	\$71,300	\$1,780	\$85,100	\$2,130	\$101,600	\$2,540	\$129,300	\$3,230
Southwestern	\$22,100	\$550	\$29,800	\$750	\$39,300	\$980	\$48,600	\$1,220	\$58,300	\$1,460	\$69,400	\$1,730	\$83,400	\$2,090	\$100,500	\$2,510	\$129,300	\$3,230
City of Brantford	\$23,200	\$580	\$29,800	\$750	\$38,900	\$970	\$47,700	\$1,190	\$57,400	\$1,440	\$69,400	\$1,730	\$82,300	\$2,060	\$101,600	\$2,540	\$129,300	\$3,230
County of Bruce	\$21,900	\$550	\$27,400	\$680	\$35,800	\$890	\$44,200	\$1,100	\$53,500	\$1,340	\$63,200	\$1,580	\$78,400	\$1,960	\$98,300	\$2,460	\$134,800	\$3,370
Municipality of Chatham-Kent	\$19,400	\$490	\$27,000	\$670	\$33,600	\$840	\$41,500	\$1,040	\$49,500	\$1,240	\$58,300	\$1,460	\$70,300	\$1,760	\$85,100	\$2,130	\$108,300	\$2,710
County of Dufferin	\$25,000	\$620	\$31,800	\$800	\$40,200	\$1,010	\$51,300	\$1,280	\$63,600	\$1,590	\$78,400	\$1,960	\$92,800	\$2,320	\$113,800	\$2,840	\$145,800	\$3,650
County of Grey	\$18,800	\$470	\$26,300	\$660	\$32,300	\$810	\$40,700	\$1,020	\$49,100	\$1,230	\$58,300	\$1,460	\$71,300	\$1,780	\$87,800	\$2,200	\$116,000	\$2,900
County of Huron	\$20,500	\$510	\$26,700	\$670	\$34,200	\$860	\$43,300	\$1,080	\$52,100	\$1,300	\$61,900	\$1,550	\$75,100	\$1,880	\$92,800	\$2,320	\$125,900	\$3,150
County of Lambton	\$20,100	\$500	\$27,800	\$700	\$35,100	\$880	\$43,700	\$1,090	\$53,900	\$1,350	\$64,100	\$1,600	\$76,800	\$1,920	\$93,900	\$2,350	\$123,700	\$3,090
City of London	\$20,800	\$520	\$29,400	\$730	\$38,400	\$960	\$47,700	\$1,190	\$57,000	\$1,430	\$67,600	\$1,690	\$80,600	\$2,020	\$97,200	\$2,430	\$122,600	\$3,070
County of Norfolk	\$21,400	\$540	\$27,800	\$700	\$35,800	\$890	\$44,200	\$1,100	\$54,400	\$1,360	\$64,500	\$1,610	\$80,100	\$2,000	\$100,500	\$2,510	\$134,800	\$3,370
County of Oxford	\$24,500	\$610	\$30,700	\$770	\$40,700	\$1,020	\$50,800	\$1,270	\$60,500	\$1,510	\$72,400	\$1,810	\$85,100	\$2,130	\$102,700	\$2,570	\$128,200	\$3,200
City of St. Thomas	\$23,200	\$580	\$28,300	\$710	\$35,400	\$880	\$43,700	\$1,090	\$52,100	\$1,300	\$62,300	\$1,560	\$74,600	\$1,860	\$90,600	\$2,260	\$113,800	\$2,840
City of Stratford	\$24,100	\$600	\$31,400	\$780	\$40,700	\$1,020	\$49,100	\$1,230	\$57,900	\$1,450	\$68,900	\$1,720	\$82,900	\$2,070	\$101,600	\$2,540	\$129,300	\$3,230
Regional Municipality of Waterloo	\$24,500	\$610	\$34,000	\$850	\$45,100	\$1,130	\$55,200	\$1,380	\$66,300	\$1,660	\$78,400	\$1,960	\$92,800	\$2,320	\$111,600	\$2,790	\$142,500	\$3,560
County of Wellington	\$24,700	\$620	\$33,400	\$830	\$44,200	\$1,100	\$55,200	\$1,380	\$65,800	\$1,650	\$78,400	\$1,960	\$92,800	\$2,320	\$110,500	\$2,760	\$140,300	\$3,510
City of Windsor	\$19,700	\$490	\$27,600	\$690	\$36,200	\$910	\$44,600	\$1,120	\$53,500	\$1,340	\$63,200	\$1,580	\$75,700	\$1,890	\$92,800	\$2,320	\$120,400	\$3,010
Northeastern	\$19,700	\$490	\$26,500	\$660	\$32,900	\$920	\$41,500	\$1,040	\$49,900	\$1,250	\$60,100	\$1,500	\$72,900	\$1,820	\$88,400	\$2,210	\$117,100	\$2,930
Algoma District	\$18,300	\$460	\$25,900	\$650	\$30,700	\$770	\$38,000	\$950	\$45,500	\$1,140	\$53,900	\$1,350	\$65,000	\$1,620	\$80,100	\$2,000	\$105,000	\$2,620
Algoma DSSAB	\$18,300	\$460	\$25,400	\$640	\$28,900	\$720	\$35,400	\$880	\$42,900	\$1,070	\$50,800	\$1,270	\$61,000	\$1,520	\$75,100	\$1,880	\$100,500	\$2,510
Cochrane DSSAB	\$19,000	\$480	\$26,500	\$660	\$31,400	\$780	\$40,200	\$1,010	\$48,600	\$1,220	\$59,200	\$1,480	\$75,100	\$1,880	\$92,800	\$2,320	\$121,500	\$3,040
City of Greater Sudbury	\$21,400	\$540	\$28,700	\$720	\$37,600	\$940	\$46,000	\$1,150	\$55,700	\$1,390	\$66,700	\$1,670	\$79,000	\$1,970	\$97,200	\$2,430	\$123,700	\$3,090
Manitoulin District	\$23,600	\$590	\$26,300	\$660	\$32,700	\$820	\$42,900	\$1,070	\$52,100	\$1,300	\$65,000	\$1,620	\$76,200	\$1,910	\$90,600	\$2,260	\$112,700	\$2,820
Sudbury District	\$17,700	\$440	\$25,400	\$640	\$29,200	\$730	\$39,300	\$980	\$49,900	\$1,250	\$59,700	\$1,490	\$71,800	\$1,800	\$92,800	\$2,320	\$119,300	\$2,980
Manitoulin - Sudbury DSSAB	\$18,300	\$460	\$25,900	\$650	\$30,500	\$760	\$40,700	\$1,020	\$50,800	\$1,270	\$60,500	\$1,510	\$73,500	\$1,840	\$90,600	\$2,260	\$116,000	\$2,900
Nipissing DSSAB	\$20,800	\$520	\$26,700	\$670	\$32,900	\$820	\$41,100	\$1,030	\$48,600	\$1,220	\$57,900	\$1,450	\$69,400	\$1,730	\$84,500	\$2,110	\$108,300	\$2,710
Parry Sound DSSAB	\$19,900	\$450	\$26,100	\$650	\$30,900	\$770	\$48,200	\$1,200	\$57,000	\$1,430	\$68,900	\$1,720	\$84,500	\$2,110	\$112,700	\$2,820	\$142,500	\$3,560
City of Sault Ste. Marie	\$18,600	\$460	\$26,100	\$650	\$31,800	\$800	\$38,900	\$970	\$46,400	\$1,160	\$54,800	\$1,370	\$66,700	\$1,670	\$81,200	\$2,030	\$105,000	\$2,620
Timiskaming DSSAB	\$17,600	\$440	\$24,300	\$610	\$26,500	\$660	\$32,000	\$800	\$41,100	\$1,030	\$50,800	\$1,270	\$65,000	\$1,620	\$81,200	\$2,030	\$113,800	\$2,840
Northwestern	\$19,200	\$480	\$27,200	\$680	\$34,500	\$860	\$43,300	\$1,080	\$53,000	\$1,330	\$63,600	\$1,590	\$77,300	\$1,930	\$95,000	\$2,380	\$123,700	\$3,090
Kenora DSSAB	\$24,100	\$600	\$29,800	\$750	\$38,900	\$970	\$48,600	\$1,220	\$58,300	\$1,460	\$71,800	\$1,800	\$92,800	\$2,320	\$110,500	\$2,760	\$140,300	\$3,510
Rainy River DSSAB	\$19,200	\$480	\$25,200	\$630	\$28,500	\$710	\$39,800	\$990	\$49,100	\$1,230	\$61,000	\$1,520	\$72,900	\$1,820	\$93,900	\$2,350	\$130,400	\$3,260
Thunder Bay DSSAB	\$18,300	\$460	\$26,700	\$670	\$34,000	\$850	\$42,400	\$1,060	\$52,100	\$1,300	\$62,300	\$1,560	\$75,100	\$1,880	\$92,800	\$2,320	\$119,300	\$2,980

Average Apartment Rents, Ontario, 2022

Table 4. Average Rent by Bedroom Count

Regional Market Area	Bachelor Rent	1 Bedroom Rent	2 Bedroom Rent	3 Bedroom Rent	4+ Bedroom Rent	Total Bedroom Rent
Ontario	\$1,179	\$1,350	\$1,555	\$1,835	\$2,549	\$1,470
City of Toronto	\$1,316	\$1,537	\$1,811	\$2,083	\$2,633	\$1,673
Central	\$1,297	\$1,514	\$1,754	\$2,014	\$2,425	\$1,644
Regional Municipality of Durham	\$1,074	\$1,284	\$1,460	\$1,662	**	\$1,425
Regional Municipality of Halton	\$1,145	\$1,510	\$1,784	\$1,910	**	\$1,696
City of Hamilton	\$919	\$1,142	\$1,334	\$1,486	**	\$1,238
District Municipality of Muskoka	\$814	\$965	\$1,203	\$1,281	**	\$1,143
Regional Municipality of Niagara	\$858	\$1,071	\$1,260	\$1,389	**	\$1,199
Regional Municipality of Peel	\$1,148	\$1,484	\$1,666	\$1,849	\$1,768	\$1,601
County of Simcoe	\$985	\$1,226	\$1,430	\$1,572	**	\$1,338
Regional Municipality of York	\$1,048	\$1,383	\$1,539	\$1,881	**	\$1,489
Eastern	\$1,078	\$1,273	\$1,485	\$1,694	\$2,773	\$1,381
City of Cornwall	\$780	\$825	\$1,003	\$1,035	**	\$941
County of Hastings	\$913	\$1,109	\$1,295	\$1,579	**	\$1,245
City of Kawartha Lakes	\$777	\$1,070	\$1,292	\$1,294	**	\$1,169
Haliburton County	**	**	**	**	**	**
City of Kawartha Lakes + Haliburton County	\$777	\$1,070	\$1,292	\$1,294	**	\$1,169
City of Kingston	\$975	\$1,211	\$1,472	\$1,624	**	\$1,390
County of Lanark	**	\$900	\$1,119	**	**	\$982
UC of Leeds and Grenville	\$767	\$912	\$1,141	\$1,161	**	\$1,066
County of Lennox and Addington	**	\$913	\$989	**	**	\$955
Prince Edward Division	**	\$1,024	\$1,124	**	**	\$1,089
County of Lennox & Addington + Prince Edward Division	**	\$943	\$1,042	**	**	\$1,002
County of Northumberland	**	\$1,231	\$1,650	\$1,756	**	\$1,544
City of Ottawa	\$1,122	\$1,348	\$1,633	\$1,865	**	\$1,462
City of Peterborough	\$873	\$1,090	\$1,339	\$1,517	**	\$1,244
UC of Prescott and Russell	\$501	\$680	\$1,131	**	**	\$1,014
County of Renfrew	\$508	\$879	\$1,066	**	**	\$1,028
Southwestern	\$888	\$1,132	\$1,354	\$1,472	**	\$1,261
City of Brantford	\$885	\$1,165	\$1,259	\$1,326	**	\$1,233
County of Bruce	**	\$1,054	\$1,409	\$1,488	**	\$1,324
Municipality of Chatham-Kent	\$867	\$954	\$1,088	\$1,058	**	\$1,036
County of Dufferin	**	\$1,269	\$1,455	\$1,588	**	\$1,372
County of Grey	\$742	\$931	\$1,069	\$1,145	**	\$1,019
County of Huron	**	\$787	\$948	**	**	\$877
County of Lambton	\$873	\$1,011	\$1,221	\$1,554	**	\$1,142
City of London	\$863	\$1,127	\$1,400	\$1,617	**	\$1,291
County of Norfolk	\$610	\$882	\$1,021	**	**	\$979
County of Oxford	\$886	\$1,161	\$1,384	\$1,468	**	\$1,311
City of St. Thomas	\$790	\$1,042	\$1,292	**	**	\$1,208
City of Stratford	\$743	\$1,257	\$1,350	\$1,434	**	\$1,310
Regional Municipality of Waterloo	\$1,075	\$1,245	\$1,469	\$1,631	**	\$1,398
County of Wellington	\$989	\$1,324	\$1,490	\$1,504	**	\$1,424
City of Windsor	\$791	\$1,010	\$1,174	\$1,316	**	\$1,065
Northeastern	\$751	\$914	\$1,151	\$1,281	**	\$1,064
Algoma District	\$741	\$880	\$1,009	\$964	**	\$958
Algoma DSSAB	\$741	\$880	\$1,009	\$964	**	\$958
Cochrane DSSAB	\$570	\$944	\$1,062	\$1,120	**	\$1,004
City of Greater Sudbury	\$796	\$930	\$1,254	\$1,472	**	\$1,135
Manitoulin District	**	**	**	**	**	**
Sudbury District	**	**	**	**	**	**
Manitoulin - Sudbury DSSAB	**	**	**	**	**	**
Nipissing DSSAB	\$674	\$905	\$1,116	\$1,311	**	\$1,040
Parry Sound DSSAB	**	**	**	**	**	**
City of Sault Ste. Marie	\$746	\$917	\$1,087	\$1,005	**	\$1,015
Timiskaming DSSAB	**	**	**	**	**	**
Northwestern	\$751	\$956	\$1,168	\$1,446	**	\$1,084
Kenora DSSAB	**	\$836	\$1,008	**	**	\$911
Rainy River DSSAB	**	**	**	**	**	**
Thunder Bay DSSAB	\$757	\$964	\$1,175	\$1,457	**	\$1,094

Source: CMHC, Rental Market Survey, October 2022

** Data suppressed to protect confidentiality, not statistically reliable or not available

Contact: Stewart Houghton | Community and Supportive Housing Division | Housing.Research@ontario.ca



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2023-58

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Open Space (OS);
2. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Residential Holding (R1H);
3. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Residential Special Provision Holding (R1-34H);

4. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 10, to change the zone symbol applying to lands legally described as Part of Lot 61, North Fingal Street Registered Plan 20 and Part of Lot 15, Range 2 South of Union Road and Part of the Road Allowance between Range 2, South of Union Road and Range 2 North of Lake Road (Closed by E461644) (Geographic Township of Southwold), Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) to Residential Special Provision Holding (R135);
5. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new clauses:

 "(jj) R1-34 As shown on Schedule A, Map 10

 (i) Interior Side Yard Setback 6.0m

 "(kk) R1-35 As shown on Schedule A, Map

 (i) Minimum Lot Area 4342m²
 (ii) Minimum Lot Frontage 60.0m
6. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

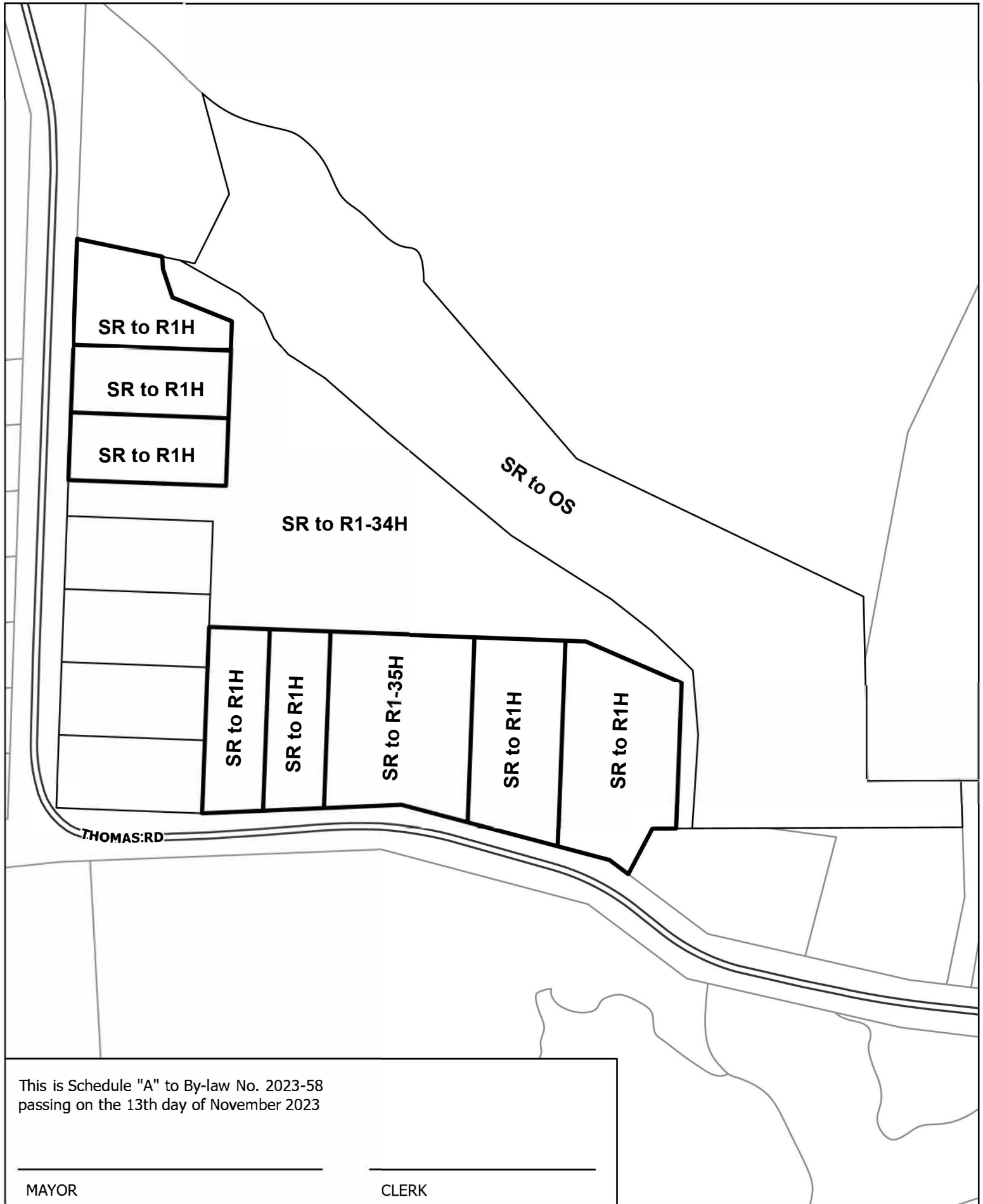
 (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Ontario Land Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF NOVEMBER 2023.

Mayor
Grant Jones

CAO/Clerk

Lisa Higgs



NOTICE OF PUBLIC INFORMATION CENTRE 2

Highway 4 Widening and Proposed Talbotville Bypass (GWP 3042-22-00), Highway 3 Twinning (GWP 3041-22-00) Preliminary Design, Detail Design and Class Environmental Assessment Study

THE STUDY

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

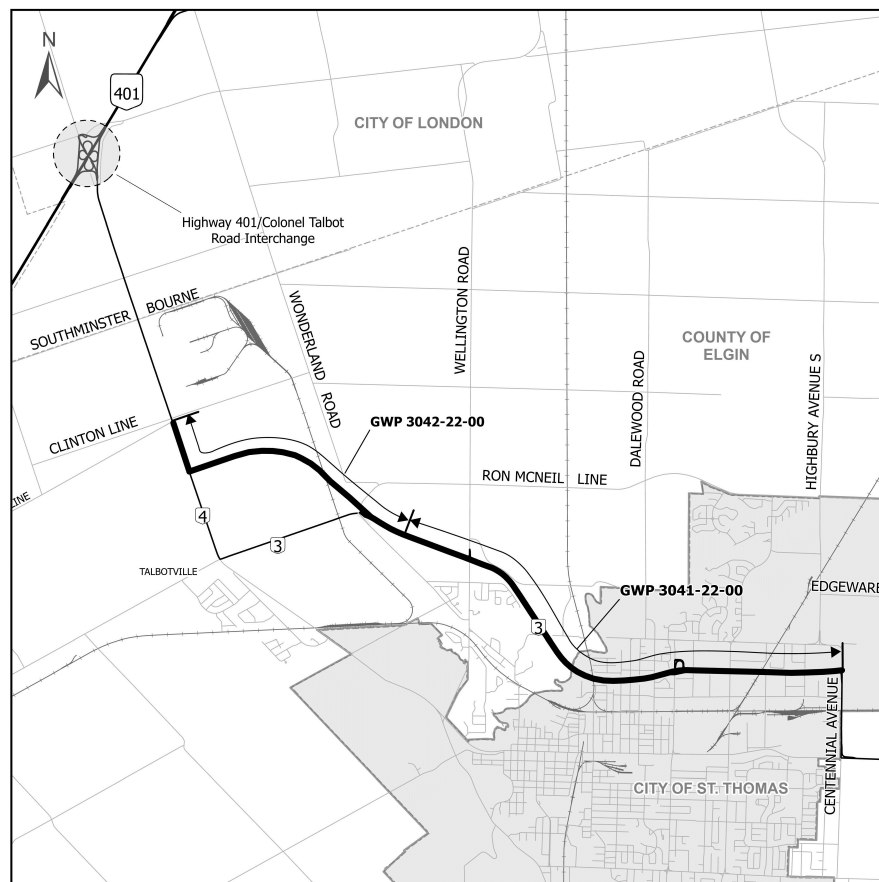
The following is being undertaken as a Group 'A' project (GWP 3042-22-00):

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

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

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

Construction will follow the environmental assessment and design phase.



THE PROCESS

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

PUBLIC INFORMATION CENTRE 2

A second Public Information Centre (PIC) is being held to provide the public and stakeholders with an opportunity to review the evaluation of alternatives and to present the preferred plan. The PIC will be a drop-in format, with members of the Project Team available to discuss the project and respond to any questions you may have. The PIC is being held at the following date and location:

Date: November 22, 2023
Location: St. Annes Centre
20 Morrison Dr, St Thomas, ON N5R 4S6
Time: 5:00 pm to 8:00 pm

COMMENTS

You are encouraged to participate in the study and to provide comments in writing to the Project Team. If you wish to have your name added to the project mailing list, or have questions about this project, please contact:

Kevin Welker, P.Eng.

Project Manager
Stantec Consulting Ltd.
tel: (519) 675-6652
email: comments@highway3elgin.ca

Deanna Pizycki, P.Eng.

Senior Project Engineer
Ministry of Transportation
tel: (519) 859-7492
email: comments@highway3elgin.ca

All media inquiries shall be directed to MTO's Communications Branch at (416) 327-1158 or mto.media@ontario.ca.

Additional project information can be found at the study website where project information is made available as the study progresses (www.highway3elgin.ca).

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

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



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2023-59

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 21, 2023 and November 13, 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;

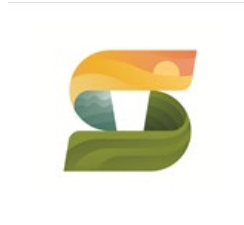
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:

1. That the actions of the Council of the Township of Southwold at the Special Council Meeting held on October 21, 2023 and the Regular Meeting of Council held on November 13, 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 13th DAY OF NOVEMBER, 2023.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

-ADDENDUM TO AGENDA-

Monday November 13, 2023

REGULAR MEETING OF COUNCIL

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

2. ADDENDUM TO AGENDA

Items Added:

7. PLANNING:

- (a) Communication and responses received for Draft Plan of Subdivision 34T-SO2301 and ZBA 2023-08, Rickwood
 - i) Correspondence from Lake Erie Salmon and Trout Club
 - ii) Response from LDS Consultants Inc- Technical Response to Comments Received from Lake Erie Salmon and Trout Club
 - iii) Communication from Rob and Sherri Jones
 - iv) Communication from MaryAnne Van De Gevel, Great Lakes Farms
 - v) Comments received from Patrick Matkowski, Monteith Brown Planning Consultants RE: Proposed Conditions

printLake Erie Salmon and Trout Club

4255 Thomas Rd N5L 1J2

Pt Stanley ON

This is to make Council members aware of our concern with the subdivision proposed for 4400 Thomas Rd.

The club was established in 1982 with the purpose of rearing Rainbow Trout from eggs to yearling size with the goal of establishing a fishable rainbow trout population in the tributaries of Lake Erie and in the Lake itself. To date we estimate that we have stocked in excess of 2,000,000 1-2 years of age rainbows. The success of the program is witnessed by the annual catch by sports fishermen in the open waters of the lake and streams in Elgin county which are subsidiaries of the lake.

The water source for the hatchery is a small spring fed stream which borders and in some cases may be within the north westerly boundaries of the proposed subdivision. We applied for and received a permit to use water from this stream from the Ontario Ministry of the environment in 1984.

Passing through our property on the south side is South Mill Creek on which we have installed 2 fish passages at the lower and upper ends of our land near Union Rd and Thomas Rd to allow fish to access the upper reaches of the creek near Fingal. We also installed spawning beds in several areas of the creek.

About 4 years after our starting the hatchery operation using eggs collected from Fish Creek near Turkey Point an annual spawning run was established in S Mill Creek

We also have licences from the Ontario Ministry of Natural Resources and Forestry for raising and for stocking fish as well as for catching fish from South Mill Creek to collect eggs and milt to raise in our hatchery and rearing pond to 1 year of age. These fish are released yearly into South Mill to complete the cycle.

We have developed the approximately 10 acres of our property into a nature reserve open to the public with approximately 110 native trees and shrubs which include 12 of the 19 trees considered rare in Ontario. We estimate that approximately 5000 people visit our property annually to tour the hatchery in season, walk their dogs, bird watch, feed the fish in our rearing pond, walk the trails, view the flora and fauna, picnic etc.

In order to maintain all of this for public viewing and the stocking of Lake Erie with rainbow trout which is not done by any other group in Ontario it must be ensured that the small creek which provides the hatchery with water remains untouched and unaffected by the construction and establishment of the proposed subdivision.

RECEIVED

By sw-planning at 1:44 pm, Nov 01, 2023



November 13, 2023

File: GE-00460

Monteith Brown Planning Consultants
219 Oxford Street West, Unit 302
London, Ontario N6H 1S5

Attention: Patrick Matkowski, BEC, RPP, MCIP
Email: pmatkowski@mbpc.ca

**Reference: Technical Response to Comments Received from Lake Erie Salmon and Trout Club
 4324 Thomas Road, Port Stanley**

LDS Consultants Inc. is in receipt of the comments provided by the Lake Erie Salmon and Trout Club, regarding their concerns with the proposed subdivision development which is planned for 4400 Thomas Road, in St. Thomas.

LDS prepared the Geotechnical Investigation Report supporting the proposed development, including hydraulic and hydrogeologic discussion and recommendations for preventing potential risks and impacts to surface water and groundwater quality, and ensuring that mitigation measures are in place to prevent adverse impacts to the nearby natural features, including the creek. As stated in the LDS Geotechnical Report (LDS Reference GE-00460, dated October 2022), the creek is expected to remain unaltered.

The development plans can proceed at the scope and scale of the proposed residential subdivision at the Site, without adverse impacts to the natural features which border site, including the creek which borders the east side of the site. The following considerations have been incorporated into the design and will be implemented during the course of construction at the site, to ensure that there are no adverse effects associated with the site development.

Groundwater and Surface Water Quality Considerations

- The highest potential impact to the water quality in nearby surface water features comes from the risk posed by active erosion and uncontrolled sediment release. The Geotechnical Report provides recommendations for erosion and sediment control measures through the various stages of construction. These and additional measures are incorporated into the project drawings which are issued for construction, and reviewed by various approval authorities, including the municipality and local Conservation Authority. These requirements are enforced through inspection conducted by qualified personnel during construction, and requires regular reporting to the municipality and Conservation Authority, to ensure compliance with the approved plans.
- Recommendations are provided to ensure that the valley slope which borders the creek is not adversely impacted from the proposed development. This includes establishing development limits to prevent future instabilities in the slope resulting from new home construction and site services. Existing vegetative cover along the slope face and slope crest will be maintained, to limit the effects of surface erosion and sediment loading from the valley slopes. This has been addressed through both the geotechnical stable slope requirements, and is established through the ecological setbacks which have been established for the proposed development plans.

- The proposed sizing and number of lots ensure that nitrate loading associated with private septic systems remains within acceptable limits (nitrate concentrations not exceeding 10 mg/L), as demonstrated by the mass balance calculations for the boundary conditions at the site. The use of septic systems which utilize treatment systems which meet the CAN/BNQ 3680-600 Level IV classification has been recommended for the site.

Groundwater and Surface Water Quantity

- Shallow groundwater was not generally encountered within the boreholes drilled at the Site. High volume construction dewatering is not anticipated at the site for excavation of building foundations or site servicing. Where minor groundwater control is required to accommodate stormwater run-off or perched groundwater seepage, localized sump pits and pumps are anticipated. These measures will not alter the shallow groundwater level or surface water within the existing creek. The report also recommends controls for filtering discharge water, to prevent wash-outs and sediment loading from construction dewatering activities.
- The Geotechnical Report provides recommendations for the use of low impact development (LID) features which can be incorporated into the stormwater management strategy for the proposed development, to help maintain existing base flow contributions to the natural area which borders the east side of the site. This includes utilizing opportunities for clean stormwater run-off to be infiltrated into areas where soil and groundwater conditions are suitable.

The owner and their consulting team have recognized the importance of minimizing potential impacts to the form and function of the natural features in the area, and have addressed potential concerns through the planning and preparation of background studies, by incorporating recommendations from the consulting team to help ensure a net benefit resulting from the proposed development.

We trust the above addresses the concerns raised by the Lake Erie Salmon and Trout Club, and provides reassurance that the proposed subdivision development will not affect their operations or activities.

Respectfully Submitted,

LDS CONSULTANTS INC.



Rebecca A Walker, P. Eng., QPESA
Principal, Geotechnical Services
o: 226.289.2952
c: 519.200.3742
e: rebecca.walker@LDSConsultants.ca

From: S Jones
Sent: Thursday, November 9, 2023 8:11 PM
To: Danielle Truax <planning@southwold.ca>
Cc: S Jones
Subject: Public meeting questions-#34T-SO 2301/ZBA 2023-08

Good Evening

We are in receipt of the draft plan of the subdivision on Thomas Road. (APPLICATION NO. 34T-SO2301 AND APPLICATION NO. ZBA 2023-08)

I have compiled a list of questions along with the assistance from some of our neighbours who will also be attending the meeting. Please keep in mind that the majority of these questions concerning development on Thomas Road have been brought up to council in 2016, 2017, and 2019.

1. The new subdivision at Union Road and Sparta Line (less than 2 kms away)-we are wondering what **internet service** will be going into this development? What are the speeds, usage limits etc. Currently on Thomas Road there are not enough phone lines currently available. To say that this is an issue with the telecommunications providers, why are we continuing to build houses without proper infrastructure?
2. **Speed limit** needs to be addressed
3. **Parks and Recreation fees** allocated to a green space/park has not yet been addressed. (we all paid \$1400 for park fees)
4. **Sidewalks**
5. Ditches and the continuous **run off** from the rain is ruining the road
6. Catch basin at the south end of Thomas Road off Union Road is caving in. There is currently a **sink hole** that is continually being filled in by township (or someone)
7. Is the **Septic systems approved** for this many homes in such a small area? We were told prior (2019 severance application) that the land could only support 8 total homes in the area
8. We were told by Mr. Rickwood that there would be no **2 storey homes and 40% brick** on the face of the homes. Is this true and/or how can it be regulated and enforced (terms on agreement of sale) and/or building permits.
9. What is the plan for future development and how do we ensure the **remainder of the land remains residential?** (no settlement reserve remaining)
10. **Drainage concerns from fields** into properties on East Side of Thomas Road (continuous issue)
Specifically my property at 4426 Thomas Road had substantial drainage issues that we had to pay to remedy twice since building our home. Where is it in the plans, that this will be eliminated? What is

the drainage plan for the water north of 4426 to stay off our property if future development starts?

11. **Children crossing/playing signs** to be installed. (Township did however install wildlife crossing signs instead).

12. It has been noticed in the 2024 budget, there is a **resurfacing plan for Thomas Road** but we feel this is insufficient based on the current state of the road. The asphalt is severely deteriorating at the edges of the road way due to water run off (and lack of proper drainage and ditches), potholes, and the constant 'patch' work being done. The East end of Bell's Pond continuously has water running across the road which is washing the road away.

13. **No guard rails are currently installed along the waters edges of the trout farm.**

14. **Guard rails installed at the East end of Thomas Road are eroding down the hill**

In light of all these questions, concerns, and unknowns, it would be in the best interest for this application to be denied for future development on Thomas Road.

Thank you Sherri Jones

PLEASE SEE ONE EMAIL BELOW SENT TO COUNCIL OUTLINING PRIOR CONCERNS REGARDING DEVELOPMENT:

----- Forwarded message -----

From: **Sherri Jones**

Date: Mon, May 27, 2019 at 10:45 AM

Subject: Thomas Road Development?

To: <mayorgjones@southwold.ca>, <councilloremmons@southwold.ca>, <councillormonteith@southwold.ca>, <cao@southwold.ca>

Good Morning Councilors,

The residents of Thomas Road received a notice of application for severance number E36/19 and E37/19 on Friday, May 24, 2019. This application is for Mr. Allan Rickwood to sever farm land for future building lots. The application however does not state the number of lots; but there were 4 signs posted along the roadside on Wednesday, May 22, 2019. We do not see this item on any past council meeting agendas (unless we missed it in error), so we wanted to be able to express our concerns to council.

In regards to the potential new building lots. We feel that this is a premature move for Thomas Road. Originally there were 4 lots (ours being the 4th at 4426 Thomas Road). Which we were told at the time, there was no plan for anymore development.

Over the years, we have had many drainage issues which we have continually expressed concerns to Southwold Township. The state of the current ditches (or lack thereof) are not properly constructed. The drainage tiles and catch basins are constantly filled with sand. Also, the tiles are currently cut between the two basins. As homeowners we have also had issues with water in our basements. And now six years later, we have eight more houses and still none of these issues have been remedied. (April 2016 three (3) lots were approved and February 2017 five (5) additional lots were approved).

In regards to the newest homes being built on the north side of Thomas Road; there are saw

cuts in the road pavement that have not been properly fixed. (This is from when the water lines were installed to the new homes.) This in turn also aids in the water flow issues on the road. The “repaired” saw cuts have inadvertently turned into inverted speed bumps. LOL.

We are also concerned about future development. Is there any development plans for:

~future sidewalks

~street lights

~children crossing signs

~speed limit reduction

~septic systems vs municipal sewers

~is the current infrastructure for water, electric, and internet capable of handling more development?

~Current telephone and internet providers have no intention of upgrading/adding new lines

~sidewalk installation

Please note that the children crossing signs were promised to be installed in the summer of 2016 which has not yet been completed.

We are also concerned with the current speed limit of our road. We feel that it is too fast at being 80 km an hour considering it is now a built up residential area.

In the future, since we are currently all on septic systems. Would there be a plan to have sewer lines put in which then we have to pay for also, after the fact? I do not want to have that extra cost as a homeowner due to poor planning.

On another note. We are also concerned that the township will fix any development agreement items that were not completed or installed correctly for the current homes, as done in the past? (I have photos to demonstrate exactly what I am speaking of).

Another concern is that the elevation between our property and the potential new development properties. There is an approximate 10 foot elevation difference. How is this going to be remedied when the current infrastructure is in disrepair?

With all the recent development in Talbotville, the builders had to properly develop the land. So, is severing 3-5 lots at a time on Thomas Road a way of circumventing the proper development process that other developers are required to do? If there is going to be development should these lands not be treated the same as others? As a tax payer is it not a reasonable request due process that other developers are required to follow for the development of Thomas Road?! For example, in the last 6 years Thomas Road has seen four (4) development agreements with a grand total of 14 new single family homes. In less than that period of time Talbotville has seen 2 lands developed in 3 phases with over 150 single family homes ready or completed. Are these lands set for development being utilized to provide maximum value to the residents of Southwold?

Thank you.

Sherri & Rob Jones



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Pol Associates Inc
Land Use Planning Consultants
94 Rollingwood Circle
London ON N6G 1P7

November 10, 2023

Mr. Josh Mueller, Planner
The Township of Southwold
35663 Fingal Line
Fingal Ontario
N0L 1K0

Dear Mr. Mueller,

RE: 4400 Thomas Road - ZBA 2023-08 from Settlement Reserve (SR) Zone to Residential 1 (R1) and Draft Plan 34T-SO2301 to permit the creation of nine (9) new lots.

Pol Associates Inc. is retained by Great Lakes Farms (GLF) (Van de Gevel Farms Inc. owned by MaryAnne and Joe Van de Gevel) owners of 5111 Union Road and 4602 Thomas Road; and orchard tenants at 4536 Union Road. These properties abut and are adjacent to the Subject Lands 4400 Thomas Road. The Van de Gevel family started farming in Southwold Township in 1958. They were one of the first in Ontario to start growing dwarf apple tree varieties. Farming apples and other horticulture in Southwold Township is GLF's vocation, passion, and family tradition. GLF grow 20.46 ha (50.56 ac) of apples and peaches and 1.21 ha (3.0 ac) of strawberries on 5111 Union Road; 10.6 ha (26.21 ac) of apples on 4602 Thomas Road; and approximately 7.5 ha (18.5 ac) of apples at 4536 Union Road. The orchard is expanding with 2.02 ha (5 ac) of trees planted in the spring of 2021 and 2.42 ha (6.0 ac) planted in the spring of 2022. The existing orchard area is 44.21 ha (109.24 ac) and expected to expand in the coming years.

GLF has invested in advanced orchard practices using trellises for trees, irrigation and liquid fertilization to produce the highest quality product. GLF will continue to plant, grow and harvest apples, peaches, strawberries and other horticultural produce, using normal farm practices. The goal for GLF is to accept compatible development and remove any potential for nuisance complaints from future non-agricultural neighbours.

Land Use Planning Concerns

Orchard noise is occasionally generated from wind machines used to circulate air in the orchard to avoid frost damage to apple, peach and strawberry blossoms. Orchard noise is also generated by sprayers and farm equipment. These noises may be unusual to residents in urban areas and have generated complaints in the past. Effective use of this equipment requires operation during the evening, night and early morning, under specific weather conditions. The operation of this equipment is normal farm practice. As part of the future subdivision approval we are requesting the County/Township place on the title of each lot a warning clause regarding orchard equipment/machinery noise.

Orchard trespass has occurred where hikers on the Elgin Hiking Trail in the wooded area abutting 4602 Thomas Road would wander off the trail into the orchard contrary to sound food safety practices. GLF has since prohibited hiking access to the wooded area and trail abutting the orchard. As part of the subdivision approval we are requesting the developer install fencing, prohibit gates and erect signage to discourage potential trespass from private property onto the orchard lands and food safety risks.

Orchard drainage and farm drain maintenance is a concern. In the past, residential development along Union Road has created downstream municipal drainage problems. These drainage issues were addressed under the Drainage Act incurring expenses for GLF. Any changes to the drainage pattern, volumes or quality of water must be addressed at the time of draft Plan Approval and not require future down stream drainage improvements, where any cost is apportioned to GLF.

Orchard workers and farm equipment movement along Union Road is a safety concern. Orchard workers use bicycles to get to the 4536 Union Road orchard. There are sharp turns and steep hills along Union Road where orchard equipment moves slowly. The proposed additional development may create traffic conflicts between normal farm practices equipment/workers movement and non-agricultural development. We are requesting the developer and the County/Township include a 1.5 m (5 foot) marked shoulder on both sides of Union Road to increase the safety of farm equipment movement; provide a safe lane for bicycle traffic; and to reduce road maintenance costs. Secondly, we are requesting the developer and the County/Township install slow moving farm equipment warning signage and share the road car/bicycle signage along Union Road.

Farm Fresh Produce membership is an idea where future new subdivision homeowners receive access to farm fresh produce. The membership fees would entitle the homeowner to free/discounted local farm produce, including produce from GLF. This incentive would bring the residents out to the orchard and farms, creating an opportunity to build relationships between farmers and residents. Where residents have an understanding/relationship with the surrounding

Pol Associates Inc
Land Use Planning Consultants
94 Rollingwood Circle
London ON N6G 1P7

orchards, the potential of complaints will be reduced being a positive outcome for local agricultural producers.

These **Land Use Planning Concerns** may be addressed through this zoning amendment and subdivision application and through public road upgrades. We look forward to continue working with the developer and the County/Township staff to build a positive relationship with our future neighbours.

Land use planning policies and legislation from the Province, Elgin County and Southwold Township all recognize the importance of maintaining and protecting agricultural lands and normal farm practices for future generations. This recognition applies specifically to GLF and the proposed residential development. The following documents support the above requests to address planning concerns by GLF for measures to allow residential development and implement complaint and trespass mitigation, address drainage concerns, transportation safety and build community.

- Provincial Policy Statement 2022 – Policy 2.3.1 Prime agricultural areas shall be protected for long term use for agriculture
- Elgin County Official Plan – Policy C2.1 e) to promote normal farm practices and to protect the right to farm
- Township of Southwold Official Plan – Policy 2.1 To protect agricultural areas for agricultural and resource uses, and enhance the agricultural economy within the Township; and To minimize the potential for future land use conflict
- Provincial - Security from Trespass and Protecting Food Safety Act, 2020
- Provincial - Farming and Food Protection Act, 2017

Please contact me should you have any questions regarding the above information. Please add me to any future notice of decision or notice of public planning application meetings related to the Subject Lands.

Regards,



William Pol, MCIP, RPP
Principal Planner
Pol Associates Inc.
P 519-933-5152 E wpolassociates@gmail.com

cc. MaryAnne and Joe Van de Gevel, Great Lakes Farms
Donald M. Ferguson, Solicitor

November 10, 2023

On behalf of Great Lakes Farms, please include the following Draft Plan Condition of approval and clause to be placed on the title of each parcel:

RE: 4400 Thomas Road - ZBA 2023-08 from Settlement Reserve (SR) Zone to Residential 1 (R1) and Draft Plan 34T-SO2301 to permit the creation of nine (9) new lots.

1. Proposed Draft Plan Approval Condition:

That the Subdivision Agreement shall include a provision that requires a clause be included in all agreements of purchase and sale or lease and be registered on the title of all Lots and Blocks notifying future owners / lessors that normal farm practices including orchard farming practices, as outlined in the Farming and Food Production Protection Act, 1998, as amended or replaced, are engaged in and occur in the area of the property and shall require each original and successive purchaser or lessor, as a condition of any aforementioned agreement of purchase and sale or lease, to acknowledge and accept that normal farm practices, as outlined in the Farming and Food Production Protection Act, 1998, as amended or replaced, including orchard farming practices are engaged in and occur in the area of the property.

2. Draft Subdivision Agreement Clause to be placed on the title of each Lot and Block:

The Purchaser acknowledges that existing agricultural operations including orchard agricultural operations are being carried out on lands adjacent to or within the immediate vicinity of the property being purchased pursuant to this Agreement of Purchase and Sale. The purchaser further acknowledges that such operations may produce noise and odour from normal agricultural operations including orchard agricultural operations and may cause a nuisance to occupants of the dwelling on the Property. The Purchaser acknowledges that Section 2 of the Farming and Food Production Protection Act protects normal farm practices including orchard farm practices and provides for a limitation against liability in nuisance or disturbance resulting from agricultural operations including orchard agricultural operations.

Respectfully submitted,
William Pol, MCIP, RPP
Pol Associates Inc.
wpolassociates@gmail.com
P. 519.33.5152

From: [Patrick Matkowski](#)
To: [Danielle Truax](#)
Cc: [Jay McGuffin](#); [Al Rickwood](#); [Derek Lincoln](#); [Aaron VanOorspronk](#)
Subject: Al Rickwood - Zoning By-law Amendment Application ZBA 2023-08 / Plan of Subdivision Application 34T-SO2301 - Township DPS Conditions
Date: November 13, 2023 10:58:13 AM
Attachments: [image002.png](#)
[image003.png](#)
[Staff Report.pdf](#)

Good Morning Danielle,

I hope you had a great weekend. I tried to call you this morning, but reception advised that I email you as you are not in office. I've had a chance to pull the agenda from the Township Website and note concerns for two of the proposed Township conditions for the proposed Draft Plan of Subdivision:

- Condition 2 – states that the owner and municipality enter into a development agreement wherein the owner agrees to satisfy all the requirements, including installation and capacity of services, **sanitary sewerage collection system**, storm water collection system, etc... I anticipate this to be a standard condition for Subdivisions but am wondering if we could specify more clearly on what those systems are (i.e., sewerage collection system being private septic for each lot). That way the proponent has assurance for paying into the sanitary, storm and water systems they are proposing to install/connect to.
- Condition 20 – Upgrades to Thomas road, including paves shoulders, streetlighting system, boulevard restoration, traffic signage... when looking at the existing surrounding context, these things do not exist and the condition to require the proponent to provide for these upgrades would present a significant financial burden on the viability of the proposed subdivision, especially since the other properties adjacent to the development lands aren't held to the same standard. This commitment to installation is found in part of Condition 2 as well, which we have concern for.

Can you also confirm where the linework for the OS zone on proposed "Schedule A" came from? It doesn't seem to align with the erosion hazard or woodlot buffer lines that were provided on the Draft Plan.

Kindly review my concern and let me know if you'd like to discuss further. For your knowledge, I will be sending this to the Clerk as well for their knowledge and record.

Regards,

Patrick Matkowski, BES, RPP, MCIP
Intermediate Planner

MONTEITH BROWN PLANNING CONSULTANTS

NEW ADDRESS: 219 Oxford Street West, Unit #302, London, Ontario, N6H 1S5

Tel.: (519) 686-1300 x 108

E-Mail: pmatkowski@mbpc.ca / Web: www.mbpc.ca



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