



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday January 8, 2024

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 Regular Council Meeting of December 11, 2023
 - (b) Draft Minutes of the Talbotville Station Technical Advisory Committee Meeting of January 3, 2024.
- 5. DELEGATION**
 - (a) **7:30 p.m. – Peter Zuzek, President Zuzek Inc. RE: Support for Biosphere led Grant**
- 6. DRAINAGE**
 - (a) **7:00 p.m. – Meeting to Consider Report - Palmer Drain 2023**
- 7. PLANNING**
- 8. REPORTS**
 - (a) FIR 2024-01 Activity Report – December 2023
 - (b) FIR 2024-02 RFP Results Talbotville Fire Station
 - (c) ENG 2024-01 Activity Report – December 2023
 - (d) ENG 2024-02 Woodplant Bridge Design for Budget Consideration
 - (e) ENG 2024-03 Ontario Trillium Capital Grant
 - (f) ENG 2024-04 Maintenance Management Software
 - (g) FIN 2024-01 Section 357 /Tax Incentive Approval Applications
 - (h) CBO 2024-01 Replacing Lights at Keystone Complex
 - (i) CBO 2024-02 Activity Report – November 2023

- (j) CBO 2024-03 Activity Report - December 2023
- (k) CBO 2024-04 2023 Year End Report
- (l) CAO 2024-01 Activity Report - December 2023
- (m) County Council Highlights - December 6, 2023

9. CORRESPONDENCE

- (a) Correspondence from TVDSB RE: Enrolment Growth at Southwold Public School
- (b) Correspondence from Chatham-Kent RE: Highway 401 Median Barrier Construction
- (c) Fee Waiver Request from Shedden Scouts
- (d) Invitation to St. Thomas & District Chamber of Commerce Lunch with the Mayors

10. BY-LAWS

- (a) By-law No. 2024-01, being a by-law authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31st, 2024.
- (b) By-Law No. 2024-02, being a by-law to provide for an interim tax levy, to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.
- (c) By-law No. 2024-03, being a by-law to provide for drainage works - Palmer Drain 2023
- (d) By-law No. 2024-04. being a by-law to assume municipal services in The Ridge Phase 2
- (e) By-law No. 2024-05, being a by-law to appoint a Deputy Clerk.
- (f) By-law No. 2024-06, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 8, 2024

11. OTHER BUSINESS *(For Information Only)*

- (a) Notice of Completion - Highway 401 and Highway 4 (Colonel Talbot Road) Interchange Reconfiguration & Highway 4 (Colonel Talbot Road) and Glanworth Drive Bridge Replacements

12. CLOSED SESSION

13. ADJOURNMENT:

NEXT BUDGET MEETING OF COUNCIL
Wednesday January 10, 2024 @ 6:00 P.M.
Council Chambers, Fingal/Via Video Link

NEXT REGULAR MEETING OF COUNCIL
Wednesday January 24, 2024 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday December 11, 2023
7:00 p.m. Council Chambers, Fingal/Via Video Link

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
Jeff McArthur, Director of Emergency Services/Fire Chief
Brent Clutterbuck, Drainage Superintendent
Kevin Goodhue, Water and Wastewater
Danielle Truax, Planner
June McLarty, Corporate Services Clerk

Mayor Jones called the meeting to order at 7:07 p.m.

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt

2023-278 Councillor Adzija – Councillor Emons

THAT the Minutes of the Regular Council Meeting of November 27, 2023 are hereby adopted.

CARRIED

Committee Minutes – Review

2023-279 Deputy Mayor Pennings – Councillor Fellows

THAT Council has reviewed the draft Minutes of the War Memorial Committee Meeting of November 14, 2023.

CARRIED

DRAINAGE:

Palmer Drain 2023

2023-280 Deputy Mayor Pennings – Councillor Emons

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

THAT the Meeting to Consider the Report of Palmer Drain 2023 will be held at the regular Council meeting on January 8, 2024 at 7:00 pm; and,

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

CARRIED

Section 78(5) – Larson Drain East

2023-281 Councillor Adzija – Deputy Mayor Pennings

THAT Council of the Township of Southwold receives the Section 78(5) Drainage Act request to improve the Larson Drain East and decides to proceed with the request to improve the drain; and,

THAT notice is provided to the Conservation Authority in compliance with Section 78(2) of the Drainage Act.

CARRIED

PLANNING:

PLA 2023-33 Plan of Subdivision Application 34T-SO2302 Talbotville Meadows Phase 2

2023-282 Councillor Adzija – Councillor Fellows

THAT Council recommend approval of the proposed Draft Plan of Subdivision 34T-SO2302 to Elgin County, subject to the conditions listed in Appendix 5 of Report PLA 2023-33 being assigned to any Notice of Decision by the County.

CARRIED

REPORTS:

FIR 2023-14 Activity Report – November 2023

Jeff McArthur presented this report.

ENG 2023-61 Activity Report – November 2023

Aaron Van Oorspronk presented this report.

STAFF DIRECTION

Staff was directed by Council to investigate the process to turn the space behind the medical building in Shedden into a municipal parking lot and report back at a future meeting.

ENG 2023-62 Highway 3 Twinning Comments Update

2023-283 Deputy Mayor Pennings – Councillor Emons

THAT the report titled “Highway 3 Twinning Comments Update”, be received, and filed; and,

THAT the list of comments identified in this report be sent to the Ministry of Transportation’s Study Design Team for consideration and inclusion in their Transportation Environmental Study Report (TESR).

CARRIED

FIN 2023-22 Water and Sanitary Sewer Budgets

2023-284 Councillor Emons – Councillor Fellows

THAT Council pass the following By-laws:

- a. By-law No. 2023-64 2024 Water Rates
- b. By-law No. 2023-65 2024 Water Budget
- c. By-law No. 2023-66 2024 Sanitary Sewer Rates
- d. By-law No. 2023-67 2024 Sanitary Sewer Budget

CARRIED

CAO 2023-66 Activity Report – November 2023

Lisa Higgs presented this report. Also added to her report was a recent meeting with the Thames Valley District School Board to help support them with their infrastructure concerns for local elementary schools.

CAO 2023-67 Elgin County and Local Municipal Partners Joint Diversity, Equity and Inclusion Plan 2024-2026

2023-285 Councillor Fellows – Councillor Emons

THAT the Elgin County and LMPs Joint Diversity, Equity, and Inclusion Plan 2024-2026 drafted by Elgin County Accessibility Coordinator Sarah Savoie, be received, filed and approved.

CARRIED

CAO 2023-68 Insurance Renewal

2023-286 Councillor Adzija – Councillor Fellows

THAT Council approve the 2024 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated December 5, 2023 (Township) and October 17, 2023 (Cemetery Board).

CAO 2023-69 Emergency Management Response Plan

2023-287 Deputy Mayor Pennings – Councillor Fellows

THAT Council pass draft By-law 2023-71 to adopt an Emergency Management Program.

CARRIED

CORRESPONDENCE:

- Correspondence from Elgin Group Police Services Board RE: Service Resource Officer Program in the Thames Valley District School Board district

- Resolution from the Municipality of Tweed RE: 1/3 Funding Grant Programs
- Thank you from Optimist Clubs
- Resolution from the Town of Plympton-Wyoming RE: Support to Revoke Strong Mayor Powers and Increase in the Leave to Construct Threshold.
- Resolution from Township of Puslinch RE: Support of Municipality of Wawa Resolution regarding Amendments to the Income Tax Act.

Service Resource Officer Program

2023-288 Deputy Mayor Pennings – Councillor Fellows

THAT Council of the Township of Southwold supports the request from the Elgin Group Police Services Board to return the Service Resource Officer Program to the schools in the Thames Valley District School Board; and

THAT a copy of this resolution be sent to the TVDSB, MPP Rob Flack and the Elgin Group Police Services Board.

CARRIED

Correspondence

2023-289 Councillor Emons – Councillor Fellows

THAT Council receives and files as information the other items listed under Correspondence.

CARRIED

BY-LAWS:

- By-law No. 2023-62 being a by-law to amend the assessment schedule of By-law No. 2022-82 based on the actual costs incurred for the construction of the G.H. Pennings Drain 2022.
- By-law No. 2023-63, being a by-law to amend the assessment schedule of By-law No. 2023-13 based on the actual costs incurred for the construction of the A & C Jones Drain 2022.
- By-law No. 2023-64, being a by-Law to amend By-law No. 2014-65, being a By-law to regulate the distribution and use of water and to fix the prices and times of payments
- By-law No. 2023-65, being a by-law to adopt the 2024 Water System Operating and Capital Budget
- By-law No. 2023-66, being a by-law to establish Sanitary Sewer Rates and to repeal By-law No. 2022-98
- By-law No. 2023-67, being a by-law to adopt the 2024 Sanitary Sewer System Operating and Capital Budgets

- By-law No. 2023-68, being a by-law to enter into an amended agreement for Purchase and Sale – Horton Street Property
- By-law No. 2023-69, being a by-law to appoint a Committee of Adjustment and repeal By-law No. 2022-89
- By-law No. 2023-70, being a by-law to enter into an agreement with the Municipality of Dutton Dunwich – GIS and Asset Management Coordinator
- By-law No. 2023-71, being a by-law to adopt an Emergency Management Program and repeal By-law Nos. 2014-12 and 2019-83

By-laws

2023-290 Deputy Mayor Pennings – Councillor Fellows

THAT By-law Nos. 2023-62, 2023-63, 2023-64, 2023-65, 2023-66, 2023-67, 2023-68, 2023-69, 2023-70, and 2023-71 be read a first and second time, considered read a third time and finally passed this 11th day of December, 2023.

CARRIED

CLOSED SESSION:

2023-291 Deputy Mayor Pennings – Councillor Adzija

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:06 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about identifiable individual, including municipal or local board employees (Section 239(2)(b))- (2 items) Market Check and Fire/Emergency Services Personnel
- Labour relations or employee negotiations (section 239(2) (d))- CUPE Negotiations
- A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2)(k))- Sanitary Services

CARRIED

Adjournment of Closed Session

2023-292 Councillor Fellows – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:23 p.m.**

By-law 2023-73

2023-293 Councillor Emons – Councillor Adzija

THAT By-law No. 2023-73, being a by-law to enter into an agreement with the Municipality of Dutton Dunwich for Fire/Emergency Services be read a considered read a third time and finally passed this 11th day of December, 2023.

CARRIED

Staff Direction – Closed Session

2023-294 Councillor Fellows – Deputy Mayor Pennings

THAT Staff was given direction from Council on the market check for employee compensation, confirming a shared service for the Fire Chief with Dutton Dunwich, and CUPE Negotiation wage increases.

CARRIED

Confirming By-law

- By-law No. 2023-72, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on December 11, 2023

Confirming By-law

2023-295 Councillor Adzija – Councillor Emons

THAT By-law No. 2023-72 be read a first and second time, considered read a third time and finally passed this 11th day of December, 2023.

CARRIED

ADJOURNMENT:

2023-296 Deputy Mayor Pennings – Councillor Adzija

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:24 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Talbotville Station Technical Advisory Committee



Minutes of Meeting
Wednesday, January 3, 2024
1900h
Shedden Station



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

Regrets: Lisa Higgs, CAO/Clerk

1. Call to Order

Mayor Jones called the meeting to order at 1908h
No declarations, punitive interests

2. Adoption/Review of Minutes from October 30th, 2023

Motion: Mayor Jones
Seconded: Captain Smith
Committee moved to adopt Minutes.

3. Review of Proposals

In total 4 proposals were submitted- all competitive

- Baribeau Construction
- Elgin Construction Company Ltd.
- Domm Construction Ltd.
- HIRA Construction Company

Committee consensus that Baribeau Construction scored best:

- Bid was lowest cost.
- Proposal included upgraded items that can be removed and cost adjusted to assist with budget.
- Optional 10' extension bid included.
- Discussion on builder reputation
- Only proposal with a project completion by end of 2024- added benefit of winter conditions potentially not being of concern.
- Weekly/bi-weekly site visits for continuous project compliance included

Proposal items discussed:

- Exterior block height
- NorthStar windows
- Detailed breakdown of lighting
- Sidewalks and paving timing, possibly spring 2025
- Full panels to the bottom of garage doors
- 5/8" drywall
- Premium vinyl flooring as per proposal
- Remove architectural roof design.
- Confirm auto close feature on garage doors.

4. Scoring Committee Update

Committee consideration of additional 10' extension discussed, would make sense to add now as is a 50-year building, for additional storage and future use. Not doing the extension now would potentially not affect ability to fit additional trucks in the future but would not allow for expansion of space use with growth. Consensus to present extension option to Council.

5. Recommendation to Council

Committee recommends to award Baribeau Construction with contract and ask Council to consider 10' extension.

Motion: Steve Van Maanen

Seconded: Barry Smith

All in favour, motion carried.

6. Next Steps

- Chief McArthur and Aaron VanOorspronk to write and present report to Council.
- Chief McArthur and Aaron VanOorspronk to meet with BM Ross for follow up and clarification of a few items.
- Committee will be inactive or disbanded at this time, to reconvene for the final project completion walkthrough.

7. Action Items

Bring the recommendation to Council.

8. Adjournment:

Mayor Jones adjourned the meeting at 1954h



Long Point Littoral Cell Working Group

Sarah Emons, B.Sc., M.Sc.
Pete Zuzek, MES, CFM, P.Geo.

January 2024

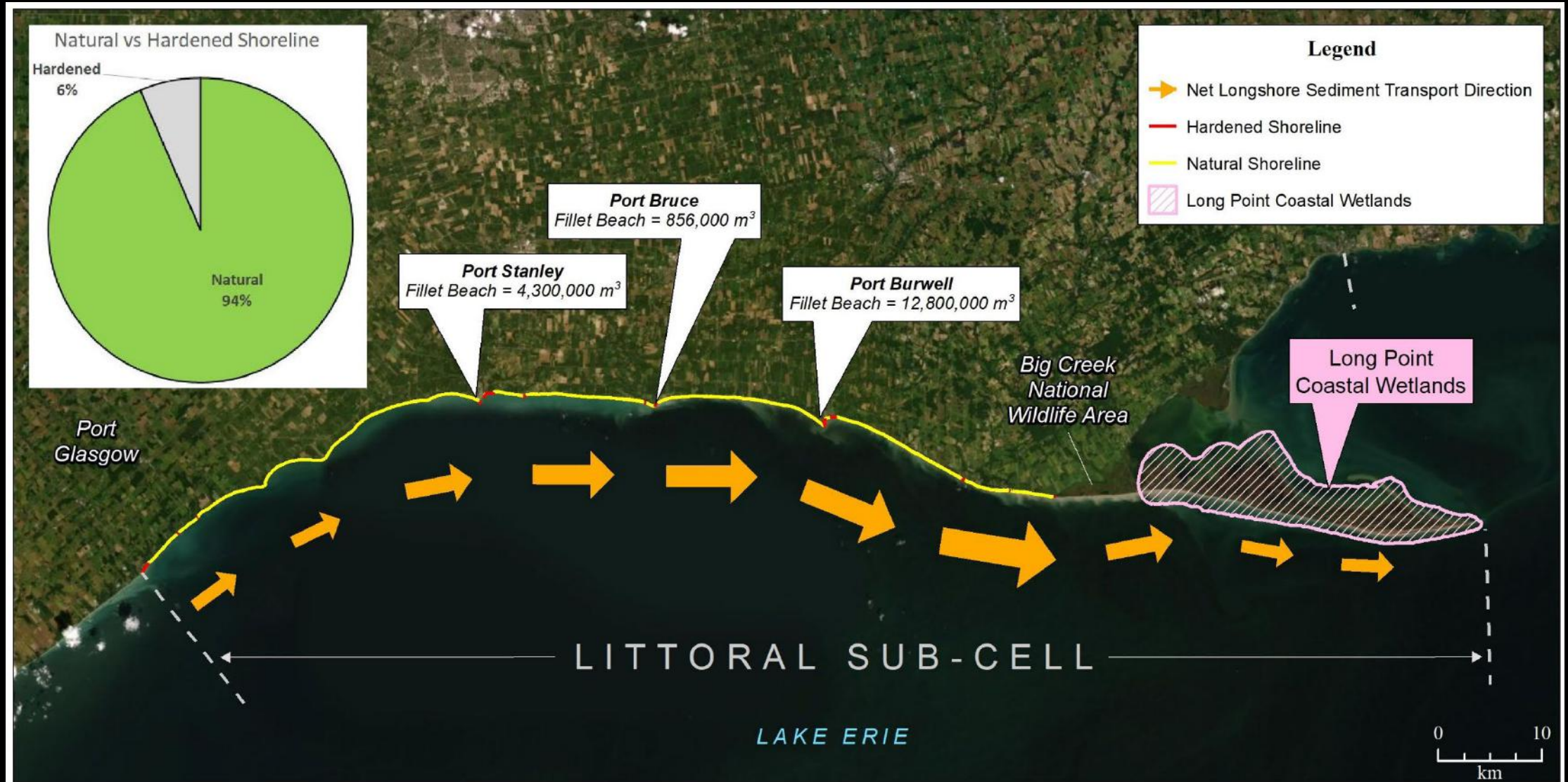
Presentation Overview

- I. Background on Working Group
- II. ECCC funding opportunity
- III. Long Point World Biosphere Region submission
- IV. Questions





Long Point Littoral Cell and Sediment Transport





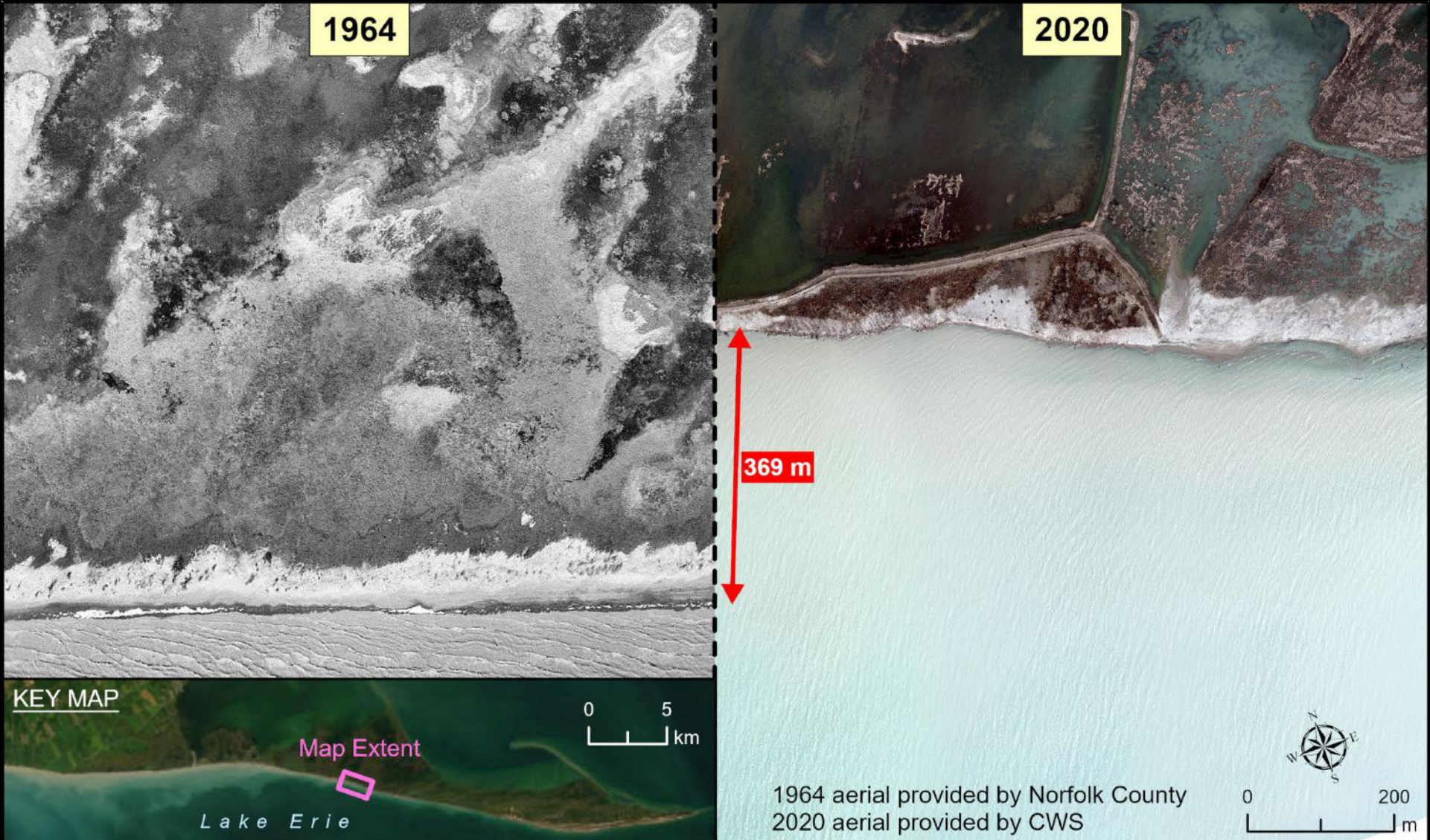
LONG POINT
BIOSPHERE
— REGION —

Erosion Impacts Buildings and Infrastructure but also Supplies Sediment to Beaches



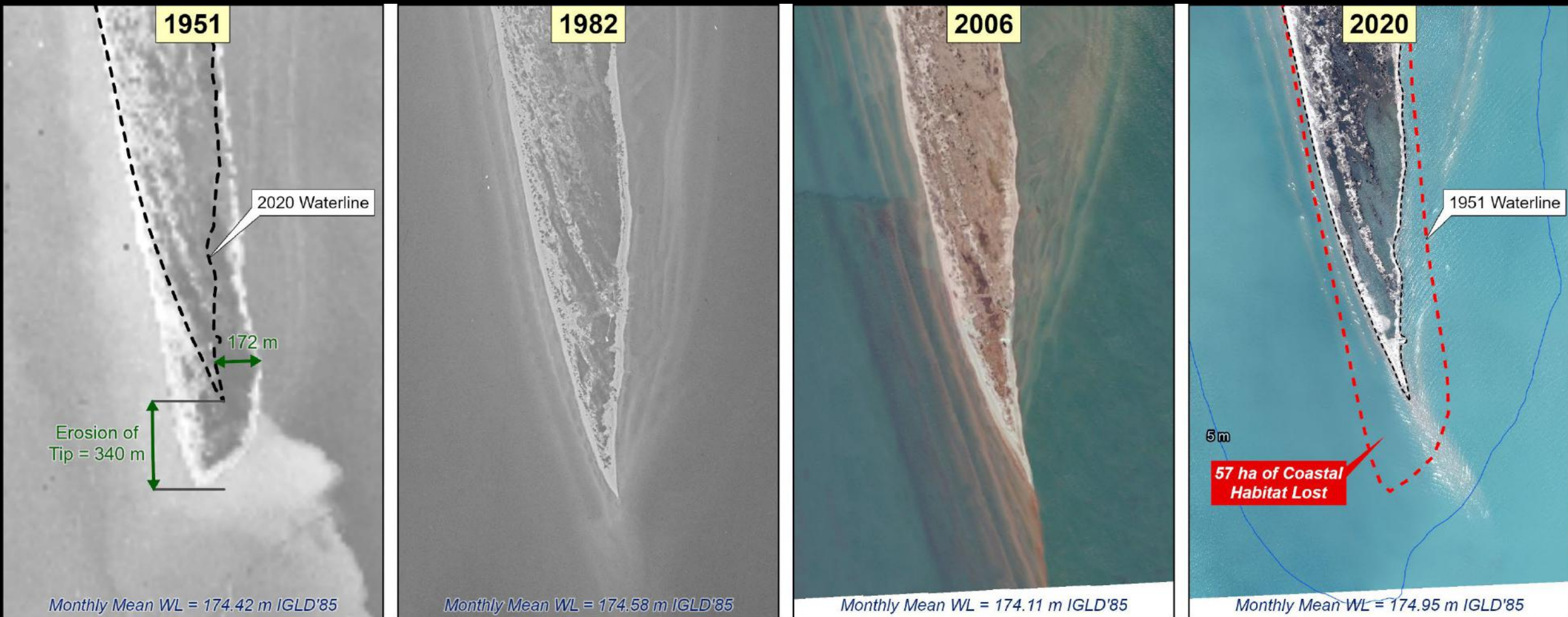


Erosion from 1964 to 2020 at the Long Point Company property



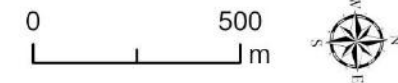


Erosion of the Tip from 1951 to 2020



Evolution of the Tip at Long Point 1951 to 2020

Sources:
 1951 air photo obtained from National Air Photo Library.
 1982 satellite image obtained from USGS.
 2006 SWOOP air photo obtained from Ontario GeoHub.
 2020 air photo provided by CWS.



I – BACKGROUND ON WORKING GROUP



Working Group History

- A group of individuals concerned about coastal erosion, infrastructure threats, and disappearing coastal wetlands began meeting in the fall of 2023 following the Biosphere's 11th Annual Research and Conservation Conference
- On December 8th, the term 'Working Group' was adopted to recognize the ongoing collaboration
- There are now more than 25 members (right)
- Additional representatives are being pursued to ensure the Working Group represents 'all of society', including landowner associations

Ed Ketchabaw, Mayor, Bayham
Rainey Weisler, Deputy Mayor, Bayham
Thomas Thayer, Chief Administrative Officer, Bayham
Ed Roloson, Municipality of Bayham
Steve Adams, Municipality of Bayham
Leigh-Anne Mauthe, Long Point Region Conservation Authority
Paul Gagnon, Long Point Region Conservation Authority
Brett Norman, Nature Conservancy of Canada
Liv Monck-Whipp, Nature Conservancy of Canada
Kristyne Richardson, Nature Conservancy of Canada
Stuart Mackenzie, Birds Canada
Sarah Emons, Long Point Biosphere Reserve
Elizabeth VanHooren, Kettle Creek Conservation Authority
Joe Gordon, Kettle Creek Conservation Authority
Gerrit Kremers, Catfish Creek Conservation Authority
Valerie Towsley, LTVCA
Councillor Tom Masschaele, Norfolk County, Ward 1
Sydney Clarysse, Norfolk County
Jeff Pickersgill, Ontario Parks
Kyle Worboys, Ontario Parks
Janette Anderson, Consultant (retired from ECCC)
Danker Kolijn, DHI Water & Environment
Jennifer Ogrodnick, DHI Water & Environment
Seth Logan, SJL Engineering Inc.
Pete Zuzek, Zuzek Inc.
Jen Gibson, Zuzek Inc.



II – ECCC FUNDING ANNOUNCEMENT

Funding for restoring and protecting coastal areas -
Canada.ca

Restoring and Protecting Coastal Areas

- Funding requests can range from \$100,000 to \$6,000,000
- Matching cash and in-kind is recommended (but no specific ratio)
- **Eligible Projects:** support for and promotion of local-level action to enhance water quality, ecosystem health, and the resilience of coastal areas experiencing stress due to climate risks and impacts
- Restore and protect critically important coastal areas

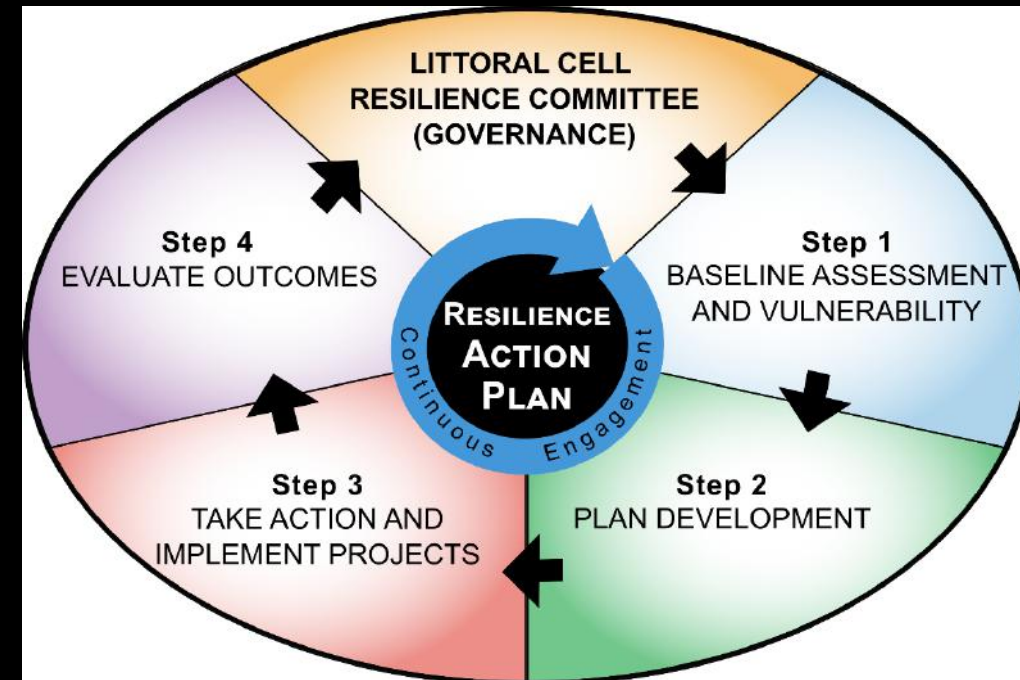


III – WORKING GROUP SUBMISSION (led by Biosphere)



Submissions are Due February 15, 2024

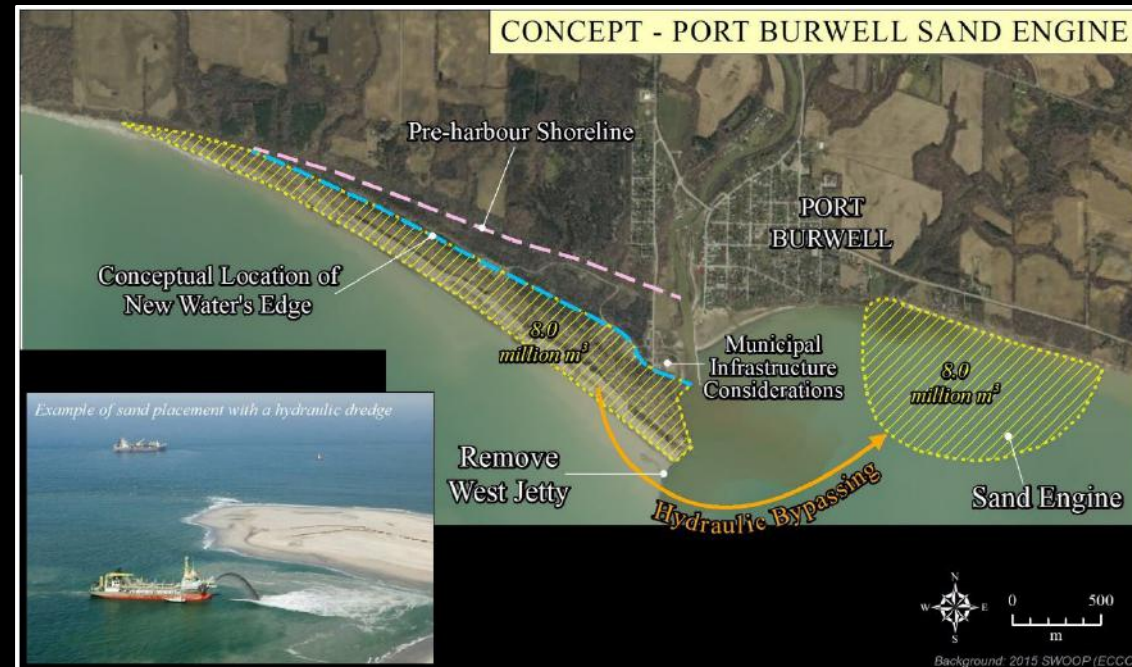
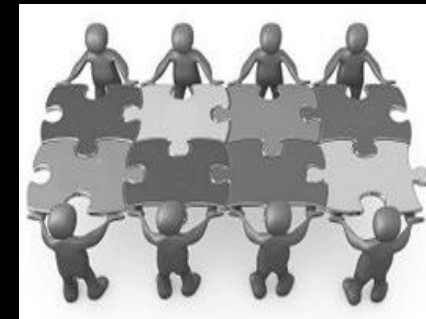
- Leverage the Draft Coastal Resilience Framework (graphic below)
 - [ResilienceFramework – Zuzek Inc.](#)
- Develop a Resilience Action Plan with Working Group
 - Governance is ongoing (Working Group)
 - Step 1 – Baseline assessment and vulnerability
 - Step 2 – Plan development
 - Step 3 – Take action and implement projects
 - Step 4 – Evaluate outcomes





Potential Scope Items

- Extensive community engagement and co-development of solutions
- Restore natural sediment supply and transport along the shore from Port Glasgow to Long Point
- Investigate harbour impacts on sediment transport and develop strategies to bypass sediment to reduce bluff and beach erosion





Potential Scope Items

- With matching cash and in-kind support from Municipalities, we could investigate future recession rates and infrastructure vulnerability in a changing climate
- Explore nature-based shoreline restoration, which is most applicable east of Cove Road, along the sand spit



Next Steps

- Add new members to the Working Group (e.g., citizens groups)
- Secure Letters of Support from Working Group partners
- Confirm Financial Support from partners
 - In-kind staff support (e.g., participation in Working Group meetings and the technical work)
 - Cash from Municipalities (contributions in 2024, 2025, 2026, and 2027 are eligible)
- Continue conversation with Mississauga's of the Credit
- Additional presentations to Municipal Councils and CA Boards



IV - QUESTIONS



PALMER DRAIN 2023
Township of Southwold



SPRIET
ASSOCIATES
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

London, Ontario
November 10, 2023

PALMER DRAIN 2023

Township of Southwold

To the Mayor and Council of
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the construction of the Palmer Municipal Drain serving parts of Lot 1, Range 1 E.M.R. and part of Lot 5, Range 4 W.R.R. in the Township of Southwold.

AUTHORIZATION

This report was prepared pursuant to Section 4 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a petition signed by the owners whose lands contain over 60 percent of the area requiring drainage.

DRAINAGE AREA

The total watershed area as described above contains approximately 10 hectares. The area requiring drainage is described as the north part of Lot 1, Range 1 E.M.R.

EXISTING DRAINAGE CONDITIONS

At a site meeting held with respect to the project and through later discussions the owners reported the following:

- that the petitioned lands do not have a proper drainage outlet and requested a new tile drain be constructed across their property up to Bush Line
- that there is an old existing tile in the same location, but is in poor condition, and has been partially removed to provide a temporary outlet as an open channel
- that the old tile originally extended approximately 90 meters downstream through a bush lot

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

- that the lands on the north side of Bush Line are low lying and are not tributary to this drain



EXISTING DRAINAGE CONDITIONS (cont'd)

- that the existing open channel at the original outlet location is too shallow to provide a sufficient outlet

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

- this included constructing a new branch from the Main Drain northerly to Bush Line to the east of the head of the proposed Main Drain

DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38mm per 24 hrs.

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

The proposed design and report have been generally completed using the "GUIDE FOR ENGINEERS WORKING UNDER THE DRAINAGE ACT IN ONTARIO" OMAFRA Publication 852.

RECOMMENDATIONS

We are therefore recommending the following:

OPEN PORTION:

- that the existing open channel be reconstructed for 91 meters downstream to provide a proper sub-surface drainage outlet
- that ditch banks be reconstructed where specified including seeding of newly exposed ditch slopes
- that excavated material be levelled adjacent to the drain
- that the ditch bottom and ditch slopes be cleared only (stumps are to be left) of trees where possible, brush, and scrub
- that the working space and access route be cleared and grubbed of trees, brush and scrub where required for machines to access and complete the work on the ditch and the areas where excavated material is to be levelled
- that the stumps, logs, and brush be piled beyond this width



RECOMMENDATIONS (cont'd)

CLOSED PORTION:

- that the existing private tile be replaced with a new 200mm and 250mm pipe and that the existing tile be destroyed
- that a new closed drain, to be known as the Branch A, and consisting of 200mm pipe, be constructed to provide a proper surface and sub-surface drainage outlet
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

The proposed construction of the Palmer Drain 2023 includes quarry stone outlet protection, surface inlets, and seeding of ditch bank. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 91 lineal meters of open ditch reconstruction including quarry stone rip-rap protection, rock chutes, and bank seeding; approximately 598 lineal meters of 200mm to 250mm HDPE pipe, including related appurtenances.

SCHEDULES

Three schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, and Schedule 'C' - Assessment for Construction.

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$87,500.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Drawing No. 1, Job No. 222283 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.



ALLOWANCES

RIGHT-OF-WAY: Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

This allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$9,000.00/ha. through cropped lands and \$3,500.00/ha. through bush. These values are multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths.

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain.

The amounts granted are based on the following:

- a) for closed drain - \$5,550.00/ha.
- b) for closed drains installed through bush - \$4,000.00/ha.
- c) for open ditch work through bush with excavated material levelled adjacent to drain - \$4,000.00/ha.

These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22 and 23 of the Act.

SECTION 22

Benefit as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface water, or any other advantages relating to the betterment of lands, roads, buildings, or other structures.

Special Benefit is assessed to lands for which some additional work or feature has been included in the construction repair or improvement of a drainage works. The costs of such work are separated and assessed independently from the regular work.

SECTION 23

Outlet liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse.



ASSESSMENT DEFINITIONS (cont'd)

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

ASSESSMENT

A modified "Todgham Method" is typically used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entails breaking down the costs of the drain into sections along its route where warranted and then extracting Special Assessments and Special Benefit Assessments from each section.

The remainder is then separated into Benefit and Outlet Assessments. The Benefit is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet is distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section and relative run-off rates. Due to their different relative run-off rates forested lands are assessed for outlet at lower rates than cleared lands. Also, roads and residential properties are assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet as shown in detail on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

The cost to restore water supply for any well determined to be impacted by any construction covered under this report shall become part of this report and be pro-rated with the costs provided for in this report.

SPECIAL ASSESSMENT

If any additional work is required to the drainage works due to the existence of buried utilities such as gas/water/oil pipelines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

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



MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain. This includes tree roots penetrating tiles from trees planted by owners or naturally occurring. For tiles through bush areas, we recommend the owner maintain the cleared space by either mowing (hay) or growing a crop over it. If no maintenance is completed over several years, we recommend the Municipality complete the mowing/clearing as part of maintenance at the discretion of the Drainage Superintendent.

After completion, the Palmer Drain shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P. DeVos, P. Eng.



MPD:ms



SCHEDULE 'A' - ALLOWANCES

PALMER DRAIN 2023

Township of Southwold

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

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN - OPEN PORTION					
R3&4WRR	Pt.5&6	007-190 (L. Mill)	\$ 380.00	\$ 440.00	\$ 820.00
Total Allowances			\$ 380.00	\$ 440.00	\$ 820.00
TOTAL ALLOWANCES ON THE MAIN DRAIN - OPEN PORTION					\$ 820.00
MAIN DRAIN - CLOSED PORTION					
R1EMR	1	008-221 (M. Palmer)	\$ 3,160.00	\$ 3,860.00	\$ 7,020.00
R3&4WRR	Pt.5&6	007-190 (L. Mill)	250.00	430.00	680.00
R1EMR	Pt.1	007-193 (Redtail Inc.)	70.00	120.00	190.00
Total Allowances			\$ 3,480.00	\$ 4,410.00	\$ 7,890.00
TOTAL ALLOWANCES ON THE MAIN DRAIN - CLOSED PORTION					\$ 7,890.00
BRANCH A					
R1EMR	1	8-221 (M. Palmer)	\$ 1,160.00	\$ 1,420.00	\$ 2,580.00
Total Allowances			\$ 1,160.00	\$ 1,420.00	\$ 2,580.00
TOTAL ALLOWANCES ON THE BRANCH A					\$ 2,580.00

SCHEDULE 'B' - COST ESTIMATE

PALMER DRAIN 2023

Township of Southwold

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

MAIN DRAIN - OPEN PORTION

Mobilization of equipment	\$	500.00
91 meters of open ditch reconstruction (Approx. 100m ³)	\$	910.00
Seeding of ditch banks and buffer strips (approx. 220m ²)	\$	180.00
Levelling of excavated material	\$	320.00
Backfill washouts, supply and place quarry stone rip-rap protection (with filter blanket) on ditch slope as rock chute @ sta. -0+074 (Approx. 3.0 m ³ quarry stone required)	\$	900.00
Clearing & grubbing	\$	1,500.00
Contract security financing	\$	60.00
Contingencies	\$	150.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	820.00

MAIN DRAIN - CLOSED PORTION

Mobilization of equipment	\$	700.00
Supply & install 6 meters of 250mm dia., H.D.P.E. plastic sewer pipe including rodent gate and quarry stone rip-rap protection around pipe (Approximately 3m ³ quarry stone req'd)	\$	1,600.00
Installation of the following flexible dual smooth wall solid plastic pipe with approved drainage plow including fusing of joints or fernco couplers and scalping where required		
119 meters of 250mm dia. solid plastic pipe	\$	3,120.00
167 meters of 200mm dia. perforated plastic pipe (with sock)	\$	4,380.00
175 meters of 250mm dia. perforated plastic pipe (with sock)	\$	4,890.00
Supply of the above listed pipe	\$	10,910.00
Destroy existing tile with a rubber tired backhoe and connect existing lateral tile (See General Notes on Drawings) (Approx. 90 meters)	\$	320.00
Strip, stockpile and relevel topsoil from tile trench (4m wide) specified on drawings (approx. 254m)	\$	1,520.00

SCHEDULE 'B' - COST ESTIMATE (cont'd)

PALMER DRAIN 2023
Township of Southwold**MAIN DRAIN - CLOSED PORTION (cont'd)**

Clearing and Grubbing (8m - width to be cleared)	\$	1,500.00
Backfill and regrade temporary channel by blading in existing on-site material including stripping and releveling of topsoil where required (approx. 213 meters)	\$	2,000.00
Supply and install two 600mm x 600mm standard catchbasins including grates and clips	\$	6,400.00
Exposing and locating existing tile drains	\$	510.00
Tile connections as noted on plan	\$	100.00
Contract security financing	\$	570.00
Tile connections and contingencies	\$	1,000.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	7,890.00

BRANCH A

Mobilization of equipment	\$	300.00
Installation of the following flexible dual smooth wall solid plastic pipe with approved drainage plow including fusing of joints or fernco couplers and scalping where required		
131 meters of 200mm dia. perforated plastic pipe (with sock)	\$	3,590.00
Supply of the above listed pipe	\$	2,680.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 131m)	\$	800.00
Supply and install one 600mm x 600mm standard catchbasins, including grate and clips	\$	3,200.00
Contract security financing	\$	160.00
Tile connections and contingencies	\$	300.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	2,580.00

SCHEDULE 'B' - COST ESTIMATE (cont'd)

PALMER DRAIN 2023
Township of Southwold

ADMINISTRATION

Conservation Authority Review Fee	\$	300.00
Interest and Net Harmonized Sales Tax	\$	2,992.00
Survey, Plan and Final Report	\$	12,976.00
Expenses	\$	872.00
Supervision and Final Inspection	\$	<u>4,000.00</u>

TOTAL ESTIMATED COST **\$ 87,500.00**

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

PALMER DRAIN 2023

Township of Southwold

Job No. 222283

November 10, 2023

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN - OPEN PORTION						
R1EMR	1	7.6	008-221 (M. Palmer)	\$	\$ 5,178.00	\$ 5,178.00
R3&4WRR	Pt.5&6	0.6	007-190 (L. Mill)	820.00	228.00	1,048.00
* R1EMR	Pt.1	0.6	007-193 (Redtail Inc.)		228.00	228.00
TOTAL ASSESSMENT ON LANDS				\$ 820.00	\$ 5,634.00	\$ 6,454.00
=====						
Bush Line		0.8	Township of Southwold	\$	\$ 1,706.00	\$ 1,706.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 1,706.00	\$ 1,706.00
=====						
TOTAL ASSESSMENT ON THE MAIN DRAIN - OPEN PORTION						\$ <u>8,160.00</u>
 MAIN DRAIN - CLOSED PORTION						
R1EMR	1	7.6	008-221 (M. Palmer)	\$ 22,280.00	\$ 24,235.00	\$ 46,515.00
R3&4WRR	Pt.5&6		007-190 (L. Mill)	2,090.00		2,090.00
* R1EMR	Pt.1		007-193 (Redtail Inc.)	660.00		660.00
TOTAL ASSESSMENT ON LANDS				\$ 25,030.00	\$ 24,235.00	\$ 49,265.00
=====						
Bush Line		0.8	Township of Southwold	\$ 2,250.00	\$ 10,045.00	\$ 12,295.00
TOTAL ASSESSMENT ON ROADS				\$ 2,250.00	\$ 10,045.00	\$ 12,295.00
=====						
TOTAL ASSESSMENT ON THE MAIN DRAIN - CLOSED PORTION						\$ <u>61,560.00</u>

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

PALMER DRAIN 2023

Township of Southwold

* = *Non-agricultural*

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
BRANCH A						
R1EMR	1	1.5	008-221 (M. Palmer)	\$ 7,040.00	\$ 2,903.00	\$ 9,943.00
R3&4WRR	Pt.5&6	0.3	007-190 (L. Mill)		423.00	423.00
R1EMR	Pt.1	0.2	007-193 (Redtail Inc.)		272.00	272.00
TOTAL ASSESSMENT ON LANDS				\$ 7,040.00	\$ 3,598.00	\$ 10,638.00
Bush Line		0.5	Township of Southwold	\$ 1,850.00	\$ 5,292.00	\$ 7,142.00
TOTAL ASSESSMENT ON ROADS				\$ 1,850.00	\$ 5,292.00	\$ 7,142.00
TOTAL ASSESSMENT ON BRANCH A						\$ <u>17,780.00</u>
TOTAL ASSESSMENT ON THE PALMER DRAIN 2023						\$ <u>87,500.00</u>

SCHEDULE OF NET ASSESSMENT

PALMER DRAIN 2023
Township of Southwold

Job No. 222283

November 10, 2023

* = *Non-agricultural*

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
008-221 (M. Palmer)	61,636.00	20,545.00	9,600.00	31,491.00
007-190 (L. Mill)	3,561.00	1,187.00	1,500.00	874.00
* 007-193 (Redtail Inc.)	1,160.00		190.00	970.00
Bush Line	\$ 21,143.00	\$	\$	\$ 21,143.00
	\$ 87,500.00	\$ 21,732.00	\$ 11,290.00	\$ 54,478.00

**SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS**

GENERAL INDEX

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



SECTION A - GENERAL WORK

INDEX

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
A.1 AND COMPLETION OF WORK.....	1
A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
A.6 LIVESTOCK.....	4
A.7 STANDING CROPS.....	4
A.8 RAILWAYS, HIGHWAYS, UTILITIES.....	4
A.9 LOCATION OF UTILITIES.....	4
A.10 IRON BARS.....	4
A.11 STAKES.....	4
A.12 RIP-RAP.....	5
A.13 GABION BASKETS.....	5
A.14 RESTORATION OF LAWNS.....	5
A.15 RESTORATION OF ROADS AND LANEWAYS.....	6

SECTION A

GENERAL WORK

A.1 COMMENCEMENT AND COMPLETION OF WORK

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

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

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

A.2 WORKING AREA AND ACCESS

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

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

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

A.3 ROAD CROSSINGS

.1 General

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

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

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

.2 **Jacking and Boring**

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

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

.3 **Open Cut**

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

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

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

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

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

A.5 **FENCES**

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

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

A.6 **LIVESTOCK**

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

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

A.7 **STANDING CROPS**

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

A.8 **RAILWAYS, HIGHWAYS, UTILITIES**

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

A.9 **UTILITIES**

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

A.10 **IRON BARS**

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

A.11 **STAKES**

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

A.12 **RIP-RAP**

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

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

A.13 **GABION BASKETS**

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

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

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

A.14 **RESTORATION OF LAWNS**

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

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

.3 **Sodding**

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

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

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

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

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

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

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

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

.1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.

.2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:

- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
- .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.

SECTION B - OPEN DRAIN

INDEX

<u>SECTION NUMBER</u>		<u>PAGE NO.</u>
B.1	PROFILE.....	7
B.2	ALIGNMENT.....	7
B.3	CLEARING AND GRUBBING.....	7
B.4	EXCAVATION.....	7
B.5	EXCAVATED MATERIAL.....	7
B.6	EXCAVATION THROUGH BRIDGES AND CULVERTS.....	8
B.7	PIPE CULVERT.....	8
B.8	MOVING DRAINS OFF ROADS.....	8
B.9	TRIBUTARY OUTLETS.....	8
B.10	SEDIMENT BASINS AND TRAPS.....	9
B.11	SEEDING.....	9

SECTION B
OPEN DRAIN

B.1 PROFILE

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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

B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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

B.10 **SEDIMENT BASINS AND TRAPS**

Sediment basins shall be excavated as specified on drawings prior to commencement of upstream work as shown on the Drawings. The basin shall be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and extend along the drain for a minimum length of 15 meters.

Silt fences shall be placed across ditch bottom immediately downstream of the proposed work as specified on the drawings prior to construction and maintained during construction. The silt fence shall be removed and disposed of after construction.

B.11 **SEEDING**

.1 **Delivery**: The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.

.2 **Hydro Seeding**: Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

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

Seeding shall not be completed after September 30.

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

SECTION C - TILE DRAIN

INDEX

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
C.1 PIPE MATERIALS.....	10
C.2 TESTING.....	10
C.3 LINE.....	10
C.4 CLEARING AND GRUBBING.....	11
C.5 PROFILE.....	11
C.6 GRADE.....	11
C.7 EXCAVATION.....	11
C.8 INSTALLATION.....	12
C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS.....	12
C.10 BACKFILLING.....	13
C.11 UNSTABLE SOIL.....	13
C.12 ROCKS.....	13
C.13 BROKEN, DAMAGED, OR EXCESS TILE.....	13
C.14 TRIBUTARY DRAINS.....	13
C.15 OUTLET PIPES.....	14
C.16 CATCHBASINS AND JUNCTION BOXES.....	14
C.17 BLIND INLETS.....	15
C.18 GRASSED WATERWAY.....	15
C.19 BACKFILLING EXISTING DITCHES.....	15
C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM.....	15

SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

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

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

C.2 TESTING

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

C.3 LINE

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

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

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

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

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

C.4 **CLEARING AND GRUBBING**

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

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

C.5 **PROFILE**

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

C.6 **GRADE**

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

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

C.7 **EXCAVATION**

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

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

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

C.8 **INSTALLATION**

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

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

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

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

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

C.10 **BACKFILLING**

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

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

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

C.11 **UNSTABLE SOIL**

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

C.12 **ROCKS**

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

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

C.13 **BROKEN, DAMAGED TILE OR EXCESS TILE**

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

C.14 **TRIBUTARY DRAINS**

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

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

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

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

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

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

C.15 **OUTLET PIPES**

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

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

C.16 **CATCHBASINS AND JUNCTION BOXES**

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

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

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

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

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

C.17 **BLIND INLETS**

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

C.18 **GRASSED WATERWAY**

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

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

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

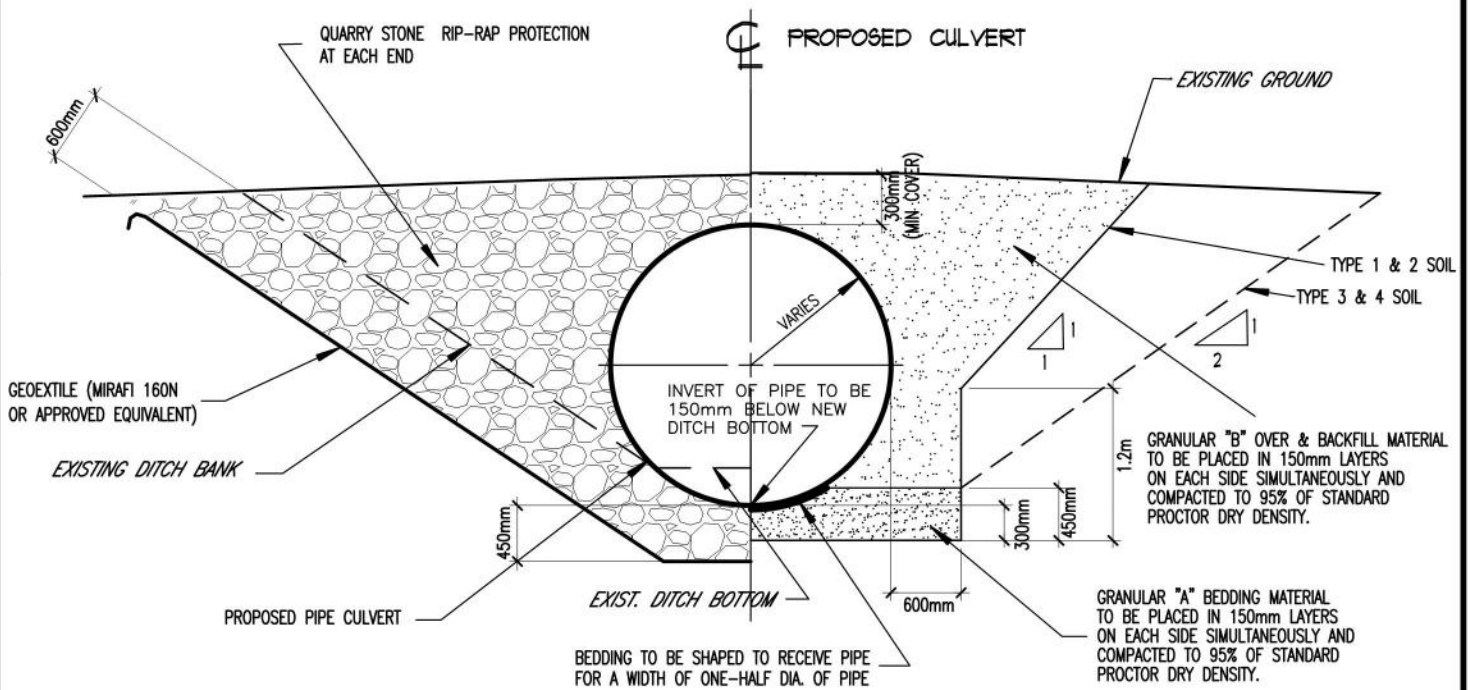
C.19 **BACKFILLING EXISTING DITCHES**

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

C.20 **RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM**

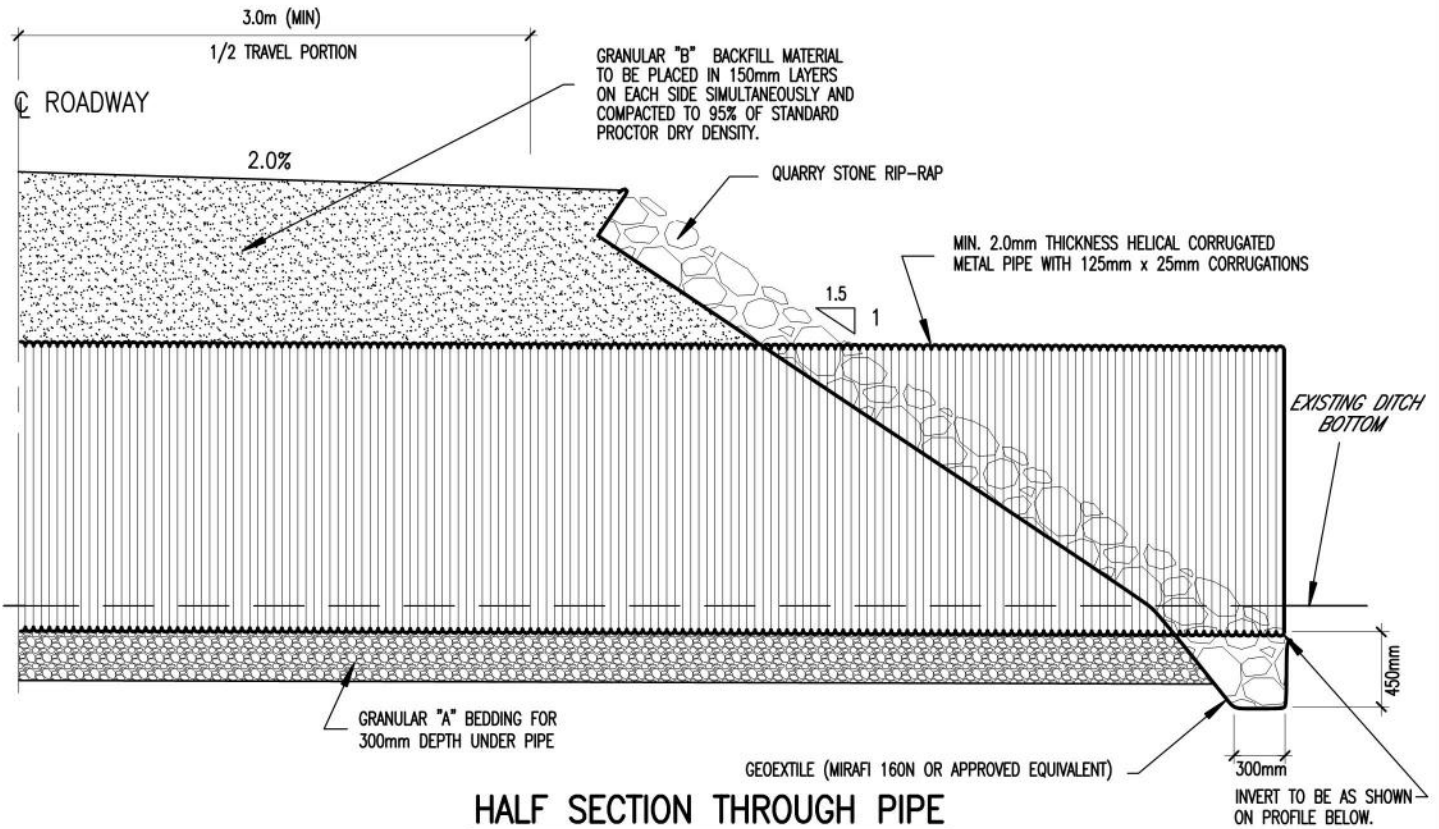
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by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

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



HALF ELEVATION


HALF SECTION



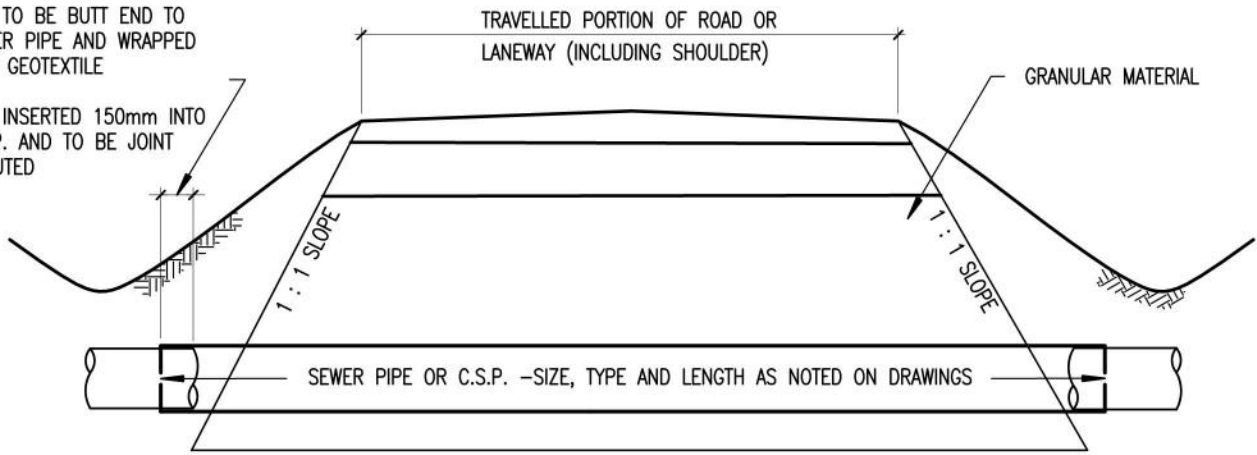
HALF SECTION THROUGH PIPE

NOTES

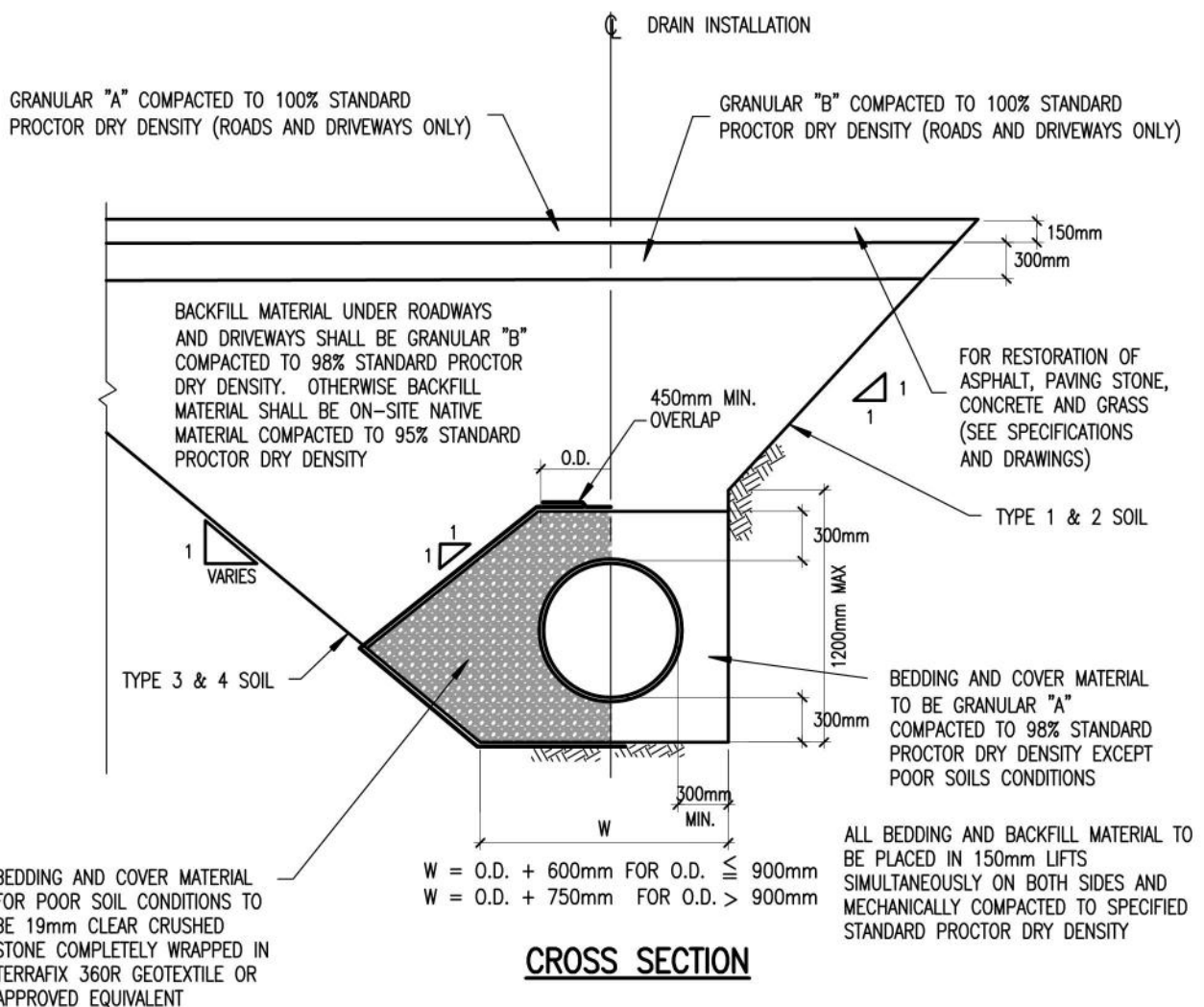
- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 01

1. TILE TO BE BUTT END TO SEWER PIPE AND WRAPPED WITH GEOTEXTILE
2. TILE INSERTED 150mm INTO C.S.P. AND TO BE JOINT GROUTED



SECTION THROUGH PIPE

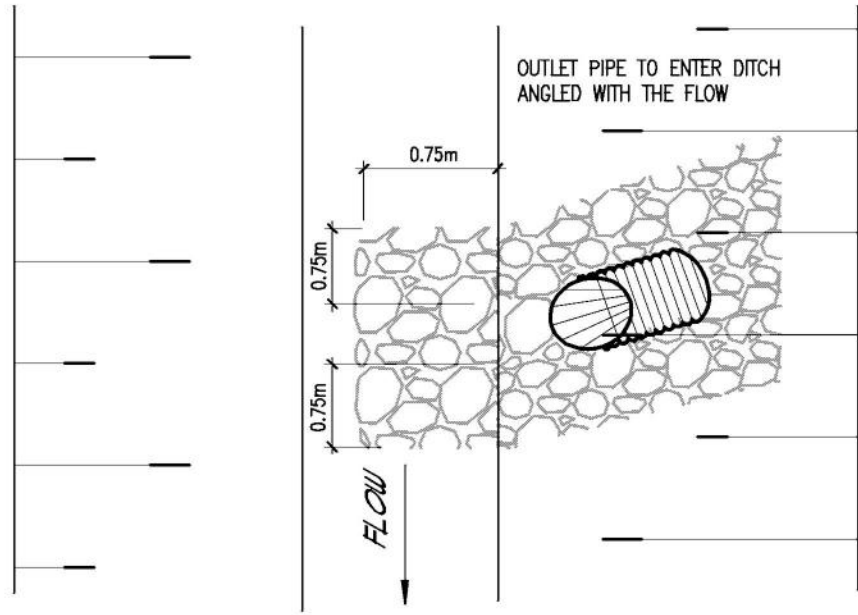


CROSS SECTION

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

Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018

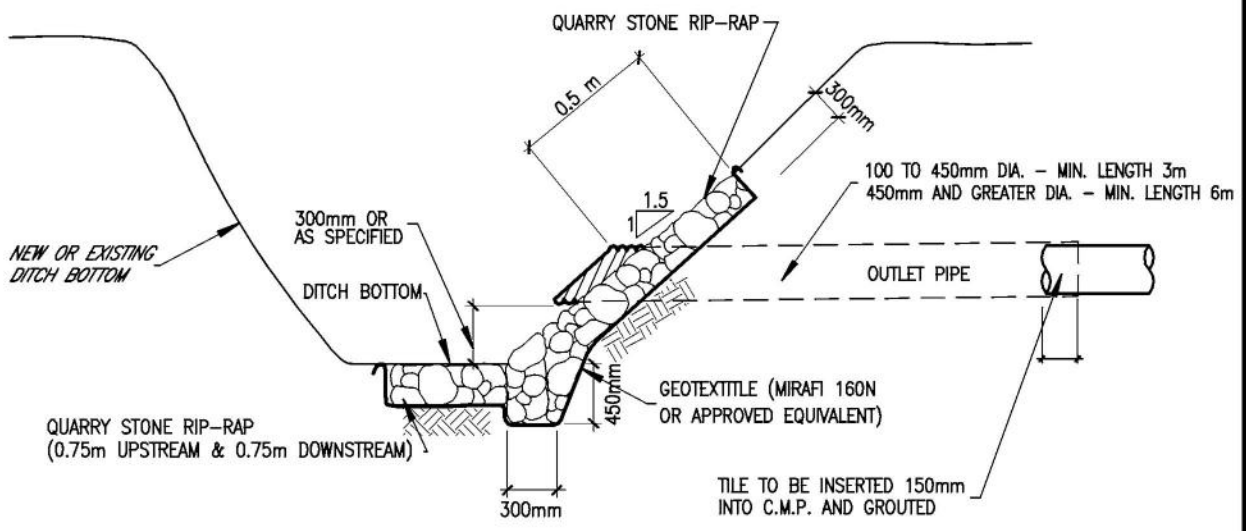
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 02
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



PLAN

NOTES


1. WHERE THE DISTURBED AREA EXCEEDS THE MIN. WIDTHS, RIP-RAP TO EXTEND TO A MIN. OF 600mm BEYOND THE DISTURBED AREA

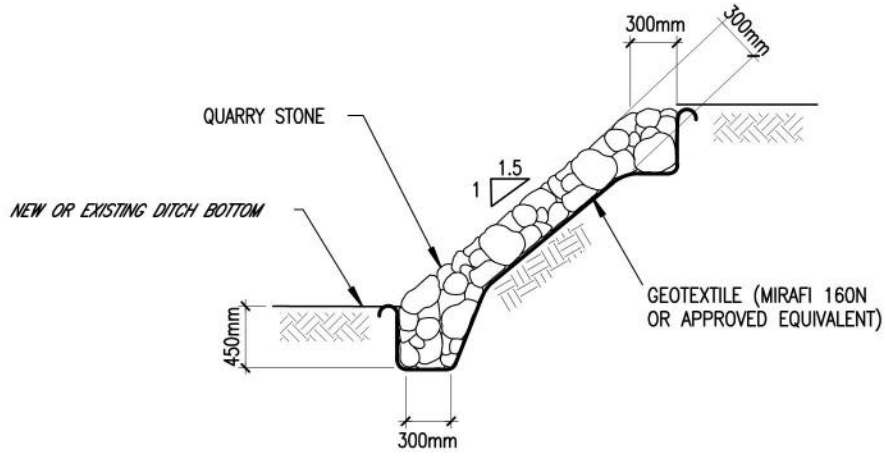


TYPICAL OUTLET RIP-RAP

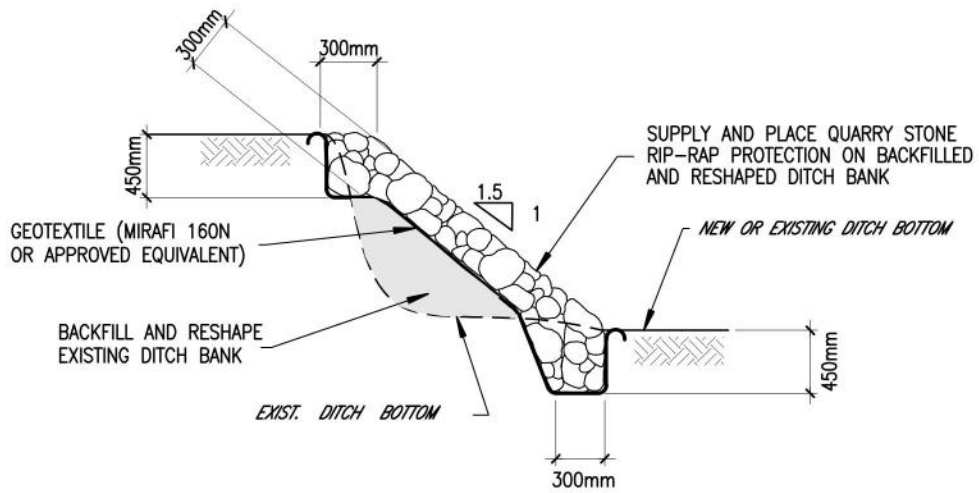
NOTES

1. RIP-RAP TO EXTEND UP THE SLOPE 0.5 METER ABOVE TOP OF OUTLET
2. WHERE SURFACE RUN ENTERS DITCH AT OUTLET PIPE, A ROCK CHUTE SHALL BE INSTALLED (SEE S.D.D. No. 05) AND PIPE SHALL BE INSTALLED ADJACENT TO ROCK CHUTE.
3. HINGED RODENT GATE TO BE AFFIXED TO END OF OUTLET PIPE.

TYPICAL OUTLET RIP-RAP THROUGH SIDE SLOPE OF DITCH		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised: January 2009
PLAN & SECTION		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 03



TYPICAL DITCH BANK RIP-RAP

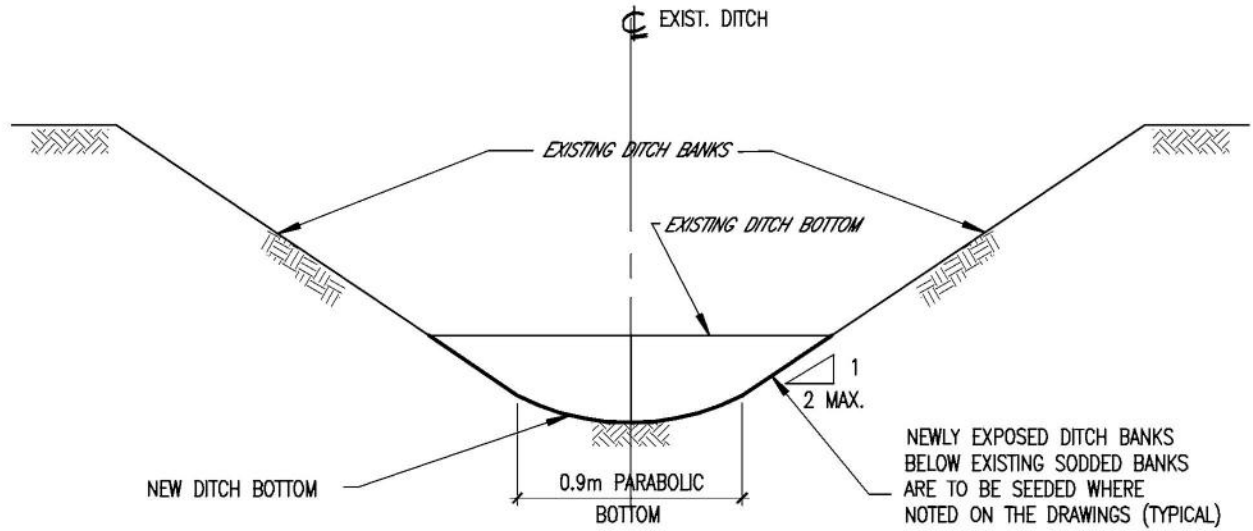


**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

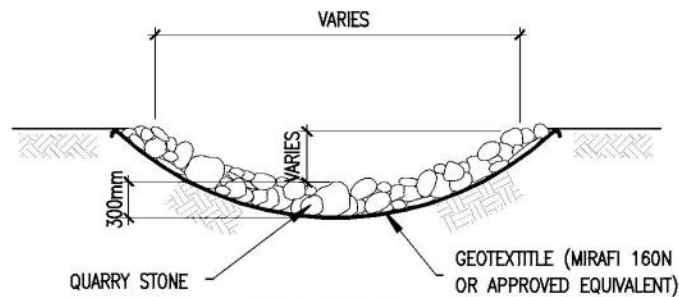
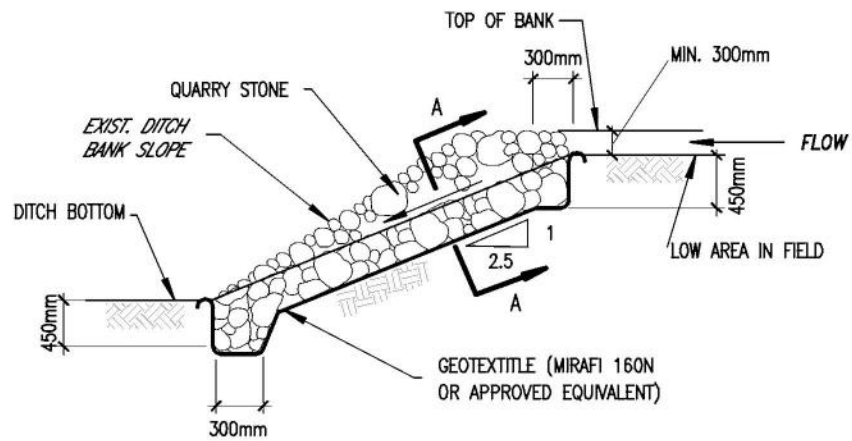
TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000

SECTIONS	STANDARD DETAILED DRAWING No. 04
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS	




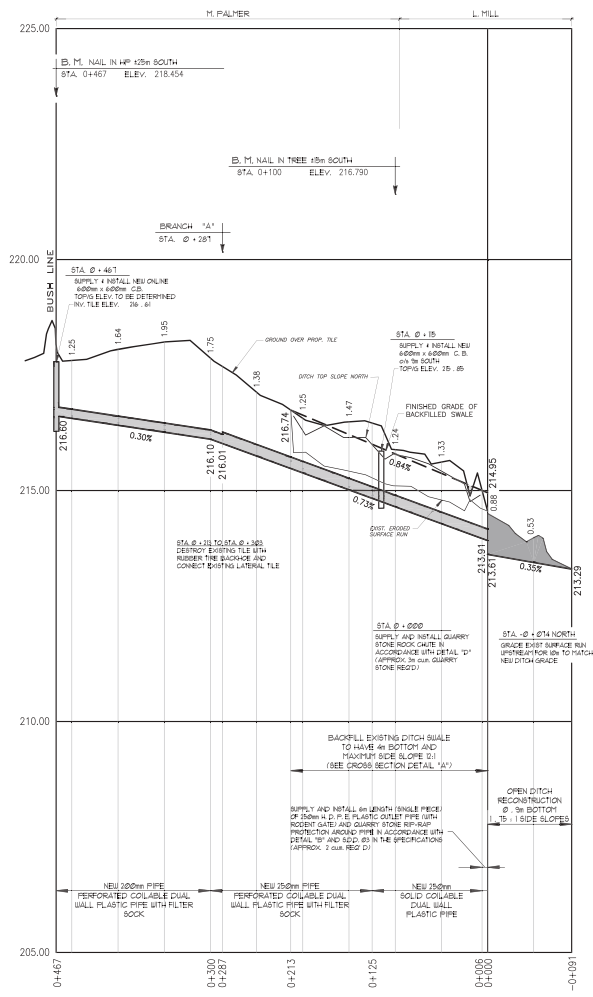
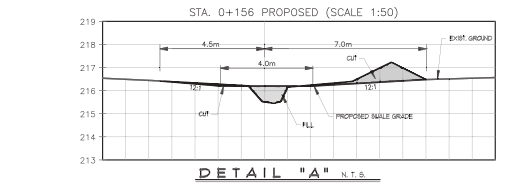
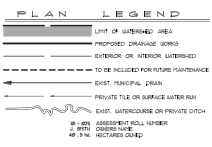
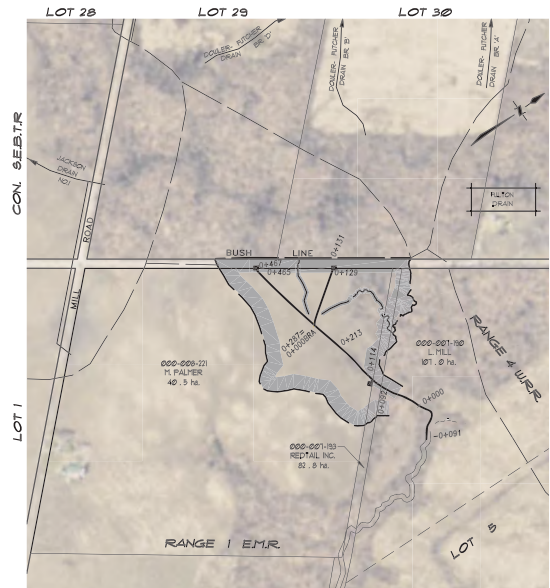
TYPICAL DITCH BOTTOM CLEANOUT



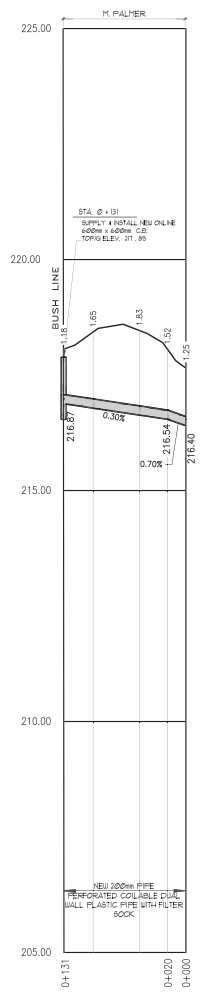
SECTION A-A

TYPICAL ROCK CHUTE

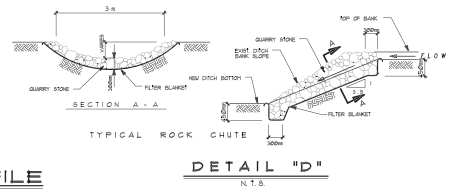
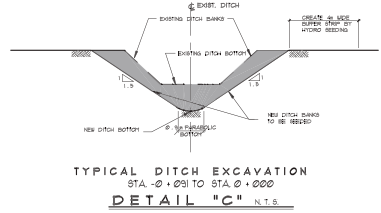
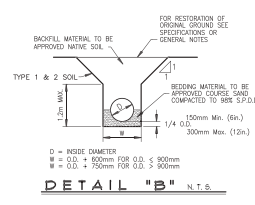
TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



MAIN DRAIN PROFILE
SCALE: HOR 1:2,500
VERT. 1:50



BRANCH "A" PROFILE
SCALE: HOR 1:2,500
VERT. 1:50



- GENERAL NOTES**
- OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
 - THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL NOT EXCEED THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
OPEN PORTIONS: BUSH AREAS = 10 METERS PLUS DITCH
CLOSED PORTIONS = 8 METERS PLUS
THE WORKING WIDTH FOR PURPOSES OF HOUSE MAINTENANCE SHALL BE THE SAME.
 - ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 10 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
 - ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY BY THE CONTRACTOR TO NOTIFY ALL UTILITIES 7 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.
a) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT FOR ROAD RESTORATION IS REQUIRED.
 - ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH SECTION B.3 AND C.4' SPECIFICATIONS.
 - RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH SECTION A.17' IN THE SPECIFICATIONS.
 - CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- CLOSED PORTIONS**
- ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO SECTION C.1' IN THE SPECIFICATIONS.
 - SEWER PIPE TO BE CONCRETE H.D.P.E. PLASTIC 210 PPA (BELL & SPIGOT WITH RUBBER GASKETS CONFORMING TO CAN. 500-800) (PVC 150mm OR PVC 200mm).
 - SMOOTH WALL PLASTIC PIPE (PERFORATED WITH FILTER SOCK) SHALL BE FLEXIBLE (COLLABLE) DUAL WALL CORRUGATED STRONGER PIPE SUCH AS 'GOLDREX' 'ADP' OR APPROVED EQUAL.
 - SMOOTH WALL PLASTIC PIPE (SOLID) SHALL BE FLEXIBLE (COLLABLE) DUAL WALL 120x4 OR STRONGER PIPE SUCH AS 'GOLDREX' 'ADP' OR APPROVED EQUAL.
 - ALL CATCHBASINS SHALL BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH SECTION C.16' IN THE SPECIFICATIONS.
 - EXISTING LOCATION OF NEW DRAINS TO BE DETERMINED AT THE OFFICE OF CONSTRUCTION BY DRAINAGE SUPERINTENDENT OR ENGINEER.
 - INSTALLATION OF TILE AND TRENCH WIDTHS SHALL BE IN ACCORDANCE WITH SECTION C.15' TILE DRAIN IN THE SPECIFICATIONS.
 - SEWER PIPE TO BE INSTALLED IN ACCORDANCE WITH DETAIL 'B'.
 - NO CONSTRUCTION EQUIPMENT OR BULKY MACHINERY SHALL CROSS OVER THE HOLED BACKFILLED TILE TRENCHES UNTIL SUFFICIENT SETTLEMENT HAS OCCURRED.
 - SMOOTH WALL PLASTIC PIPE TO BE INSTALLED WITH APPROVED DRAINAGE FLOOR. IF SOLID PLASTIC PIPE IS INSTALLED WITH TRENCHER OR BACKGALD, THE IT SHALL BE RECORDED IN ACCORDANCE WITH DETAIL 'B' AND SPECIFICATIONS.
- OPEN PORTIONS**
- WORK TO BE COMPLETED FROM AND EXCAVATED MATERIAL TO BE DEPOSITED AND LEVELLED ON NORTH SIDE OF THE DITCH IN ACCORDANCE WITH SECTION B.5' IN THE SPECIFICATIONS.
 - NEILY EXPOSED DITCH BANKS ARE TO BE REEDED UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH SECTION B.11' IN THE SPECIFICATIONS.

PALMER DRAIN 2023
Township of Southwold

Drainage Superintendent: BRENT CLUTTERBUCK
519-769-2010

Drawn By: ML
Date: NOV. 08 2023

Field Book: GFB/RTS
JOB No.: 222203

Drawing No.: 1 of 1

PLANNING PROFESSIONAL SOCIETY OF ONTARIO
REGISTERED PROFESSIONAL ENGINEER

SPRIET ASSOCIATES
LONDON CONSULTING ENGINEERS LIMITED
155 YORK STREET - LONDON (519) 872-4100 - 564 148



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 8, 2024

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

REPORT NO: FIR 2024-01

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

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for December 2023.

Background:

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

- a. *Calls for service* – a total of 23 emergencies were responded to in the month of December including three MVCs, and a mutual aid assist.
- b. *Meetings* – fire chief attended a meeting at Tillsonburg Fire, Communications Division regarding Elgin Mapping Fire Zones.

Fire chief met with the new Fire Department Health & Safety Committee, consisting of an officer/supervisor and worker/firefighter representees from both stations.
- c. *Inspections* – one new inspection was conducted.
- d. *Public Education* – attended Southwold Public School for fire safety themed assemblies.
- e. *Public Relations* – department attended the Fingal Santa Clause Parade and attended parades in Port Stanley and Dutton, and the Elgin Manor Staff Children's Christmas Event.

Canned goods were collected for donation to local food banks at the Fingal Parade and an evening in the Talbotville area.

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.
- b. The County Fire Chiefs are discussing options regarding Hazardous Materials response agreements, as there are currently no formal agreements within Elgin County.

Training Undertaken by Staff:

- a. Department training topics included apparatus placement, patient care, and water supply with Dutton-Dunwich Fire.
- b. Firefighters attended NFPA 1021 Fire Officer, NFPA 1041 Fire Instructor, and Fire Code courses.
- c. One recruit will be attending the Elgin-Middlesex Recruit NFPA 1001 Firefighter Course starting in January.

Capital Project Progress :

2023	Budget	Status/Comments
SCBA/Cylinders	\$26,200	Complete
Bunker Gear	\$12,500	Complete
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.

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

Respectfully Submitted by:

**Jeff McArthur, Director of
Emergency Services/Fire Chief**

"Submitted electronically"

Approved by:

Lisa Higgs, CAO/Clerk

"Approved electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 8, 2024

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

REPORT NO: FIR 2024-02

SUBJECT MATTER: Talbotville Station Build Recommendation

Recommendation(s):

THAT Report FIR 2024-02 relating to Talbotville Station Build Recommendation, be received for information; and

THAT the proposal submitted by Baribeau Construction in the amount \$2,684,613.00 excluding HST be accepted.

Purpose:

The report is to update Council on the received submissions for the Talbotville Firehall, inform Council of The Talbotville Station Technical Advisory Committee's (TSTAC) recommendation, and to award the proposal to Baribeau Construction.

Background:

Staff engaged BM Ross to issue a design-build request for proposal for a new stand-alone fire hall based on Staff direction and TSTAC recommendations.

The following companies were invited to submit a proposal, and their respective quotations were received:

	Bidder	Sub Total (excluding allowances & HST)
1	Baribeau Construction	\$2,434,613.00
2	HIRA Construction	\$2,715,759.50
3	Domm Construction	\$2,745,557.50
4	Elgin Construction	\$2,787,000.00
5	Grave View Construction	Declined to bid
6	Jaden Construction	No Response
7	K & L Construction	No Response

Of the seven invited companies, four bids were received and found to be complete.

A scoring team, comprised of TSTAC members, scored the four submissions based on: Qualifications and Expertise of the Team, Experience with Projects of Similar Size, Approach to Design Concept Including Suggested Materials, Approach to Timing Control and Schedule, and Costing. The scoring team’s consensus was the proposal from Baribeau Construction was the preferred proposal.

The TSTAC met on January 3rd to review the proposals and the scoring team’s results and endorsed the scoring team’s recommendation. Based on committee discussion, in conjunction with BM Ross, staff will clarify/confirm a few minor items contained in Baribeau’s submission.

Additional Costs:

To reflect the full anticipated costs of this project, the following allowances and net HST are shown.

	Expenditures
Sub Total (Baribeau)	\$2,434,613.00
Contingency	\$150,000.00
Utility connection & permit allowances	\$100,000.00
Sub Total with allowances	\$2,684,613.00
Total Tender Price including net HST	\$2,731,862.19
Site works (estimated)	\$800,000
Total Project Cost	\$3,531,862.19

Further Considerations:

An Optional Pricing Proposal for an additional 10’ to building width was included in the RFP package. This option was priced as follows:

	10’ building extension
Elgin Construction	\$190,000.00
Domm Construction	\$300,000.00

Baribeau Construction	\$310,000.00
HIRA Construction	\$350,000.00

The TSTAC discussed the advantages of the extra 10', particularly for a larger training room, but also for additional bay and storage space, given the 50-year life expectancy of the building. Factoring in the additional costs and overall total cost of the project, the committee recommends Council considers this option. Staff have discussed various options for funding this addition.

Financial Implications:

Based on received proposals, it is Staff's opinion that the project received competitive pricing. The below table shows the total tender cost as well as the project budget.

Historically, Council had optimistically budgeted \$1,750,000 for the construction of the new fire hall. Recent presentations as part of the 2024 budget deliberations put the estimated total cost for the project at \$3.5 - \$4 million. To finance the project, staff are suggesting the following funding sources:

Funding Source	TOTAL
Green Lane 2019-2023	1200000
Development Charges	150000
Building Department	100000
Fire Building Reserve	350000
Green Lane 2024	500000
Green Lane 2025	600000
Taxation 2024	300000
Taxation 2025	350000
TOTAL	\$3550000

It should be noted that the proposal above includes using future financing from taxation in 2025 and a sizable ask from Green Lane in 2025, leaving less available from the fund for other municipal asks.

If Council decides to move forward with the additional 10' at a total cost of \$310,000, staff would suggest that this be funded from a 2026 Green Lane ask.

Conclusion:

Staff is confident that through the input of the TSTAC, along with a carefully planned tender process, the Township will receive a properly located, appropriately designed, and financially suitable building, based on this report and the recommendations within.

The consensus of the committee members was that the TSTAC has fulfilled its mandate but looks forward to reconvening for a building walkthrough, when the project is at/near completion.

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

Respectfully Submitted by:
Jeff McArthur, Director of
Emergency Services/Fire Chief
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD
Report to Council

MEETING DATE: January 8, 2024

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

REPORT NO: ENG 2024-01

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

Development:

- Received Site Plan Submissions for Block 177 and 178 for Phase 2 of the Talbotville Meadows
- Reviewed Draft Talbotville Servicing Feasibility Study with RV Anderson
- Meeting with TVDSB regarding sanitary servicing for Southwold Public School
- Received storage container for the Talbotville WWTP, electrical hookup to follow
- Attended Highway 3 Monthly Meeting
- Meeting with WT Infrastructure regarding Water, Wastewater and Stormwater Rate Study
- Meeting with St. Thomas and Central Elgin regarding Ford Water Tower
- We welcomed our GIS/ Asset Management Coordinator Cassandra to the Southwold team

- 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	Talbotville
Ridge Phase 2	Submitted for Assumption	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	Resubmission for Draft Plan Approval	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)	APS Completed for Signing	Studies, preparing for draft plan submission	Shedden
4509 Union Road (Turville)	Received Draft Plan Submission	Draft Plan Submission	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	Submitted for Site Plan Approval	Pre-Consultation	Talbotville
4324 Thomas Road	Approved Conditions for Draft Plan Submission	Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road	Expect a request for formal pre-consult	Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road		Pre-Consultation	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11570 Wonderland Road (Marcel Equipment)	Expect Site Plan Submission Soon	Site Plan Design	Talbotville

Infrastructure

a) Water and Sanitary:

- Locates
- Installed new water service to Talbotville Heritage Park, off Optimist Drive.
- Completing meter repairs
- Building meter assemblies for office.
- Repairing curbstops.
- Meter reading.
- Repairing signs
- Co-ordinating future water services
- Dead end Flushing
- Annual inventory

b) Roads and Bridges:

- New gateway, village and parks signs were erected and will continue
- Gravel roads have taken a beating from the rain and are being tended too as weather permits
- Cold patching has been ongoing due to the rain as well.

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	Complete
Public Works Building	\$200,000	90% design, planning to tender before Christmas
Talbotville Sidewalks	\$ 100,000	Complete

c) Drainage:

Drains Before Council:

Palmer/Bush Line Drain (Aug. 2022): Meeting to Consider the report tonight

Construction:

Bogart Drain Branch C (Aug 2022) : Construction in 2024

In the hands of the Engineer:

- **Gregory Drainage Works(2023):** Surveying has been completed
- **Ryan Drain (Sept 19):** I talked with the developer and he hopes to complete some lot grading and swale construction in the development in the near future. Once completed the engineer will present his report
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **Taylor Drain: (Mar. 21):** we are waiting for the geotechnical report from the bore holes completed in the proposed bore area under the 401
- **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.

Grant Application:

2024 Capital Project Process:

Anticipated 2024	
Palmer Drain 2023	\$21,143.00

Financial Implications:

None.

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**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: January 8, 2024

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

REPORT NO: ENG 2024-02

SUBJECT MATTER: Woodplant Bridge Design for Budget Consideration

Recommendation(s):

THAT Report ENG 2024-02 relating to Woodplant Bridge Design for Budget Consideration, be received for information; and

THAT Council approve the allocation of \$75,000 in the 2024 Budget to complete engineering design for the replacement of Woodplant Bridge.

Purpose:

This report aims to present to Council the proposal for adding engineering design to the Woodplant Bridge replacement project. The objective is to ensure that the project is ready for potential infrastructure funding, especially with upcoming elections at both federal (2025) and provincial (2026) levels.

Background:

Staff previously provided detailed presentations of individual projects for the 2024 Budget, outlining project scope, location, and priority ratings. Now, efforts have been made to consolidate these projects into the 2024 Budget, considering potential outside funding streams. Recognizing the approaching elections and the typical increase in infrastructure allocations, and that applications are generally required to be "shovel ready" and constructed just prior or during the campaign. Staff recommends completing engineering on the Woodplant Bridge replacement. Such plans are considered "evergreen" and can be readily implemented when funding becomes available or when structural conditions necessitate replacement.

Comments/Analysis:

Based on the 2022 Bridge and Culvert Inspections, Staff suggests considering the Woodplant Bridge for design, given its condition index relative to the Burwell Bridge,

which is already slated for replacement in the 2024 budget. While there's no guarantee of new funding, the value of having a "shovel ready" project has been demonstrated, as seen with the recent replacements of the Longhurst Bridge and Second Line Bridge. Despite the associated risk, completing the design in 2024 requires an additional \$75,000 from the budget. However, considering the construction costs of the Longhurst Bridge at around \$900,000, a successful funding application would significantly benefit ratepayers. Furthermore, if funding is not secured, the design is unlikely to expire, as these replacements are minimally affected by outside influences.

Financial Implications:

Funding for the bridge design is proposed to come from the Bridge and Culvert reserve, with a recommended budget of \$75,000. The expected construction budget is estimated at \$900,000 for a like-for-like replacement.

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

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

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



TOWNSHIP OF SOUTHWOLD

MEETING DATE: January 8, 2024

PREPARED BY: Aaron Van Oorspronk, Director of Infrastructure and Development

REPORT NO: ENG 2024-03

SUBJECT MATTER: Ontario Trillium Foundation – Capital Grant

Recommendation(s):

THAT Council authorize staff to submit an Application for Funding under the Ontario Trillium Foundation, Capital Grant towards the renewal and improvement of Fingal Ball Park.

Purpose:

The report serves to obtain Council authorization to proceed with an application for funding with the Ontario Trillium Foundation, for the construction of a stormwater management feature and recreational trail in Fingal Ball Park

Background:

Recently, staff became aware of the next intake for Capital Grant applications through the Trillium Fund. Open to applications until March 6th, the fund supports community-based organizations build places to provide opportunities for activity, recreation and connection and play an important role in creating healthy and vibrant communities where everyone feels a sense of belonging.

Eligible applicants can apply for a grant to improve community spaces and buildings that meet one or more of the following criteria:

- Foster physically active lifestyles
- Help people build stronger connections and a deeper sense of belonging in their community
- Enrich lives through arts, culture and heritage
- Support youth to develop stronger social, emotional and leadership skills
- Support participation in the conservation and restoration of the environment

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

Comment:

Below is a quick snapshot of details about the Trillium Capital Grant:

- Call for applications deadline: March 6, 2024
- Amount range: Minimum of \$10,000 Maximum of \$200,000
- Funding for: Capital Projects that meet one or more of the criteria.
- Eligible costs include: construction costs, equipment costs, up to 20% of project budget for development costs (engineering, legal, admin etc.)

Previously Council approved an application to the Ontario Trillium Fund, through the Resilient Community's Fund to help pay for a Parks Renewal Plan, this plan would review the Township's existing parks network and identify desired improvements, possible divestitures and capital investments required to complete the plan.

One project that has undergone conceptual discussions, including an onsite meeting with the conservation authority, is the revitalization of Fingal Ball Park. The proposed enhancements encompass the integration of a stormwater management feature designed to regulate existing flows from upstream lands. This multifaceted project aims to not only fulfill practical functions but also enrich the park's overall appeal. The envisioned stormwater management feature would serve as a nexus for environmental resiliency, fostering natural habitats, and providing educational opportunities.

In conjunction with this, the incorporation of a looped asphalt trail is proposed, creating a recreational space suitable for all age groups and demographics. This comprehensive approach seeks to promote active living while simultaneously contributing to the park's aesthetic allure. Analogous to how a complete street accommodates diverse road users beyond just cars, these proposed improvements aspire to shape Fingal Ball Park into a "complete park" accessible to all community members. By fostering an inclusive environment, this revitalization project aims to transform the park into a vibrant community hub, fostering social interaction and shared experiences.

Originally, this project was slated for consideration within the Parks Renewal Plan. Nevertheless, following the receipt of the aforementioned grant information, Staff deems it wise to reevaluate the project, as it aligns with almost, if not all, the criteria for a successful initiative. In addition to this funding opportunity, the Lower Thames Valley Conservation Authority has expressed their support for the project. They commit to exploring funding sources through their established channels, presenting the prospect

of leveraging additional financial support upon a successful application. Given these factors, Staff is confident in the Township's strong likelihood of securing the grant funding and, therefore, seeks Council's approval to proceed with the application.

Financial Implications:

Staff will coordinate the estimation of project costs for both design and construction, but given the scope, high level cost estimate expects the project to be approximately \$250,000.

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

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: January 8, 2024

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

REPORT NO: ENG 2024-04

SUBJECT MATTER: Maintenance Management Software

Recommendation(s):

THAT Report ENG 2024-04 relating to Maintenance Management Software, be received for information; and

THAT the quotation submitted by PSD Citywide Inc in the amount \$88,700, excluding HST (HARMONIZED SALES TAX), be accepted; and

THAT a contingency amount of \$10,000 be carried for additional hardware purchases if required; and

THAT the annual costs in the amount of \$20,500, excluding HST be approved in the 2024 Operating Budget.

Purpose:

The purpose of this report is for Council to award the quotation for the implementation of a works management software.

Background:

As operational requirements change and level of service expectations rise for municipalities, many municipalities have implemented a works management software to assist with the administrative challenge to track and complete all the generated work orders.

This software generally consists of a work order management system that receives generated work orders from management or administrative staff and then assigns them to the appropriate personnel and tracks their progress and completion. This improves efficiency and reduces human error in missed or forgotten work orders.

With time, software providers have expanded the capabilities of the program to integrate processes such as routine maintenance, asset management, inspection

schedules, timesheets and more. In terms of asset management this closes the loop in feeding expenditure and asset condition inputs into the plan.

Currently the Township utilizes one module of PSD Citywide for its asset inventory, which forms the backbone of the asset management plan. This inventory is updated from time to time as assets are renewed, added, or disposed of.

As part of its suite of modules, PSD offers a Maintenance Manger Module which serves as it's works management software. This module along with other offerings further integrates in the asset management module to close the loop and introduce maintenance costs into the asset condition reports, in addition to the capital investments.

The maintenance manager module offers several service improvements and streamlining, a comprehensive list is included as part of the quotation attached as Appendix A. Staff suggest the greatest improvements will come from the following:

Work Order Creation: digitizes work orders, assign to the right personnel, and tracks the progress until close out. This will greatly assist admin and frontline staff track open work orders, assess needs, and create work plans that will be more efficient. This will also serve as a reminder and will limit human error in tracking and completing tasks.

Resources Estimation and Tracking: Ability to assign required resources and then tracks the used materials and staff time for budgeting. This will assist staff in accurately costing work and predicting future needs in operational budgeting. Additionally, this will streamline the invoicing, and analysis of yearly costs associated between County Roads and Township Roads, which is now a requirement as part of the new Road Maintenance Agreement.

Scheduled Maintenance Activities: The software will be programmed with pre-scheduled tasks, such as road grading, each section of road would be included in the tracker and when it reaches its scheduled maintenance it would auto populate into the system and be assigned to an operator. This would apply to all routine maintenance activities, as added into the system.

Route Patrol: Pre-programed routes for road inspections and snow plowing will streamline inspection reports and allow for live reporting of conditions and identify issues for correction as a work order. This will assist administratively for claim processing. The route patrol AI will automatically track compliance with Minimum Maintenance Standards.

Comment/Analysis:

In the opinion of Staff incorporation of this works management software will improve the overall service delivery to the Township. Streamlining many processes for all departments, including payroll which is currently a tedious task involving handwritten time sheets. The software will improve service delivery timelines and limit forgotten tasks., it will assist in accurate budget development and invoicing for County Road activities. The software will eliminate the need for snowplow operators to carry around diaries, and the need to store the diaries safely for any future claims relating to road conditions.

The implementation of the software will be completed by a combination of in-house efforts and consultation with PSD Citywide. The quote outlines PSD, in coordination with Staff, as completing the time consuming "heavy listing tasks" of data input, schedule creation, task creation etc. Staff would assist in the roll out and provide comment on the submissions from PSD. This software relies on frontline staff using the mobile app to view tasks assigned to them, clearance of tasks, work order creation and time sheet completion. Staff propose offering the roads, water, and parks Staff, who currently do not carry a work phone, but do have a personal phone, a subsidy on their bill to install and use the app for work purposes. If frontline Staff are agreeable this would negate the need for a larger capital purchase for additional work phones, which is the contingency allowance being recommended. Training will be provided to the end users as outlined in the quotation, with management offering additional help as needed.

As part of the quotation two additional modules are included for establishment and as an annual subscription. The first being a Citizen Request Portal, this gives residents the ability to report concerns, administration to receive the concern and automatically generate work orders based on the concern if necessary. Although Staff would agree this increases resident access to government services, and increases transparency it does come at a cost, and residents already have access to reporting through the website and via phone, where staff can take the concern and create a work order. Ultimately the question is left up to Council, is this additional access worth the \$2,500 yearly subscription and \$1,600 in setup costs, the same applies to the asset collector add on, it adds some operational flexibility but with the addition of the GIS Coordinator and possible GIS Co-op Student(s), Staff question the need and the annual cost of \$1,500. It's expected these costs would be very deducted from the total quotation however if it's a standard module as part of the package Staff would recommend a conservative approach.

Financial Implications:

Staff recommend the first-year costs for implementation of the Works Management Software would be funded from the Modernization and Efficiency Grant, which has \$146,000 remaining. The subsequent annual costs would be funded through standard operating budgets.

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

Respectfully Submitted by:
Aaron Van Oorspronk, Director of
Infrastructure and Development
"Submitted electronically"

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



Township of Southwold

Citywide Maintenance Manager, Route Patrol, Citizen Portal,
and GIS Viewer – Full Implementation

Project Proposal

Date: Dec 15, 2023

Submitted By:

PSD Citywide Inc.

148 Fullarton St, 9th Floor

London, ON, N6A 5P3



Contact List

Township of Southwold ("Client")

Name	Title	Telephone	E-Mail
Jeff Carswell	Special Projects Manager	519-769-2010 Ext 34	projects@southwold.ca
Aaron Van Oorspronk	Director of Infrastructure & Development Services	519-769-2010	development@southwold.ca

PSD Citywide Inc. ("PSD Citywide")

Name	Title	Telephone	E-Mail
Jeff Muir	Regional Manager	519-690-2565 Ext. 2502	jmuir@psdcitywide.com
Kristie Lapointe	Sales Operation Associate	519-690-2565 Ext. 2509	klapointe@psdcitywide.com
Christie Wiggers	Program Manager, Implementation in Asset Management Advisory Services	519-690-565 Ext. 2707	cwiggers@psdcitywide.com

Statement of Confidentiality

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **March 15, 2024**.

Project Deliverables

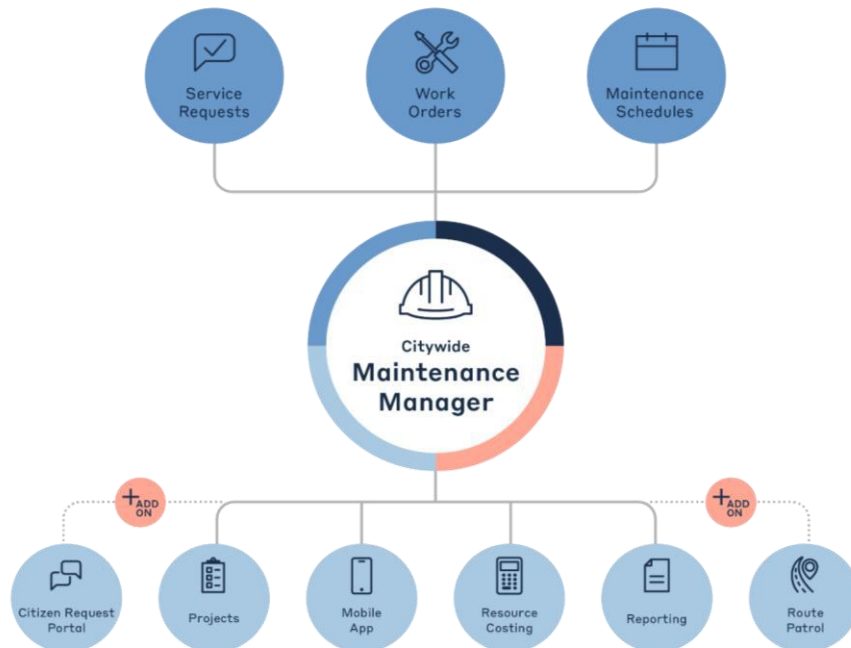
The purpose of this project is to implement Citywide Maintenance Manager to provide the township with a complete asset maintenance management solution that offers service requests, work orders, and preventative maintenance. The module will enable municipalities to prioritize, schedule, and track their maintenance requests, events, and projects. PSD will deliver the following items as part of the implementation of the Citywide Software Suite for the Township. The work will include the following project(s):

1. Citywide Maintenance Manager

Citywide Maintenance Manager is a comprehensive Computerized Maintenance Management System (CMMS) with built-in service request, work order, and preventative maintenance applications. This solution is designed to enable all municipal departments to prioritize, schedule, and track maintenance projects and access and manage service requests and work orders from within the office or while out in the field. This solution has also been designed from the ground up to meet Public Works requirements by facilitating workflow management, project management, and resource calculation. At its core, Citywide Maintenance Manager supports each community’s need to plan, manage, assign, record, and report on all manner of work completed as part of its daily operations.

Maintenance Manager is an enterprise, cloud-hosted solution that is fully integrated with the full suite of Citywide modular enterprise tools for asset management, GIS, and permits management, which are also hosted, developed, and supported by PSD Citywide.

Available for the Maintenance Manager module is also a mobile application, designed for staff to access the work order system information in the field. Users can consult work order information, update calendars, complete priority work, review and complete pending tasks. The mobile application remains functional when there is no available internet connection; information is synchronized once an internet connection is available.



Key Features and Benefits



Detailed Service Requests and Work Orders

Improve organizational workflow and customer service by tracking incoming requests from residents, generating work orders, and assigning those work orders to staff or contractors. Service requests and work orders are actively managed from initial actioning to final close-out.



Effective Resource Calculation

Easily track consumable parts and materials, equipment, employee labour hours, contractor hours, and other related costs that may be incurred. Users can accurately determine what their resources are, how much they've used, and what the costs of those resources are.



Accurate and Data-Rich Reporting

Leverage valuable data housed within the system to generate informative reports. Users can analyze trends, track resource usage, and make informed decisions related to maintenance and operations management.



Customizable Maintenance Schedules

Add maintenance schedules with notifications triggered by time & asset usage so that staff can stay on top of deadlines. Users can set up preventative maintenance schedules tied to the lifecycle strategy of assets or input regularly scheduled routine maintenance activities.



Built-in Mobile Functionality

Field staff can view and edit work orders in the field in real time, as well as see their current location and any work orders assigned to them so they can prioritize their day. Staff can also capture valuable data and pictures in the field for improved record-keeping and decision-making.



Project Tracking and Analysis

Projects can be created for capital or operational infrastructure projects to track progress and budget. Users can add work orders to the Project and track variance between Project Budget and Actuals over time.



Inspections and Compliance Monitoring

Reduce liability with inspection work orders and up-to-date, accurate, detailed, and organized inspection reports. Users can classify & customize work orders to maximize their ability to pull in records and figures.



Full GIS Capabilities

View all service requests, work orders, inspections, scheduled maintenance, assets, and related spatial components on the map.



Workflow Process Control

Help manage flow of communications, data quality, ensuring that processes are being completed by the right person at the right time in the right way to the right assets.



Email Notifications

As part of the workflow process control, users can highlight and be notified about key activities and statuses of work orders.



Route Patrol

Complete road and winter patrols efficiently with automated work orders and optimized routes. Field staff can easily mark deficiencies and monitor maintenance standards on their iOS or Android device.



Route Patrol AI

Leverage the power of artificial intelligence to auto-calculate and track compliance with Minimum Maintenance Standards (MMS) based on actual patrol coverage and patrol frequency. The AI can process all road patrols completed and synced during the previous workday and produce reports.



Citizen Request Portal

Embed a simple online portal that anyone can use into the community website. Users can define custom fields so that citizen service requests are recorded and automatically directed to the right department.



Application Programming Interface (API)

Citywide Maintenance Manager's versatile API is a RESTful web service available to clients to allow for bi-directional integration with custom software. This API is designed to be consumed by other applications.

Citywide Route Patrol

Citywide Route Patrol can complete road and winter patrols efficiently and accurately by creating and scheduling optimized patrol routes, marking deficiencies with a mobile device, and automating the creation of service requests and work orders to address deficiencies.

Some features include:

- Create optimized patrol routes: Built-in toggle allows users to flag the planned route as a winter patrol or road patrol route
- Complete road patrol: Automatically manage routine patrols of road assets, marking deficiencies for compliance with maintenance standards as you go.
- Complete winter patrols: Automatically manage routine winter patrols of road assets, marking deficiencies for compliance with maintenance standards as you go
- Schedule and track work orders with Maintenance Manager: Once deficiencies have been marked on routine patrol, service requests can be created and work orders assigned in Citywide Maintenance Manager, allowing for easy tracking of maintenance activities for compliance with standards.

Citywide Route Patrol:

- Limits corporate risk with automated road and winter patrols and detailed reporting
- Completes route patrols efficiently by creating and scheduling optimized routes within the system
- Saves time capturing data in the field rather than duplicating entry when Wi-Fi is present
- Users can action work orders to address deficiencies marked in the field, saving time, and ensuring compliance with minimum maintenance standards.

Basic Functionality includes:

- Tracking patrol history via mobile app
- Locate deficiencies
- View patrol history on map
- Review and resolve deficiencies via work orders
- Auto populate MMS target dates on work orders

Citywide Route Patrol AI and Advanced Functionality:

Route Patrol AI (Artificial Intelligence) is an algorithm that processes all the driving the township's patrollers have done from the prior workday. Route Patrol AI assembles all this collected data together and validates where the patrollers actually went. The system would compare where the patrollers actually drove against all the underlining road assets. If a road segment (i.e. an asset) was driven over, the system would mark it as compliant. If a road segment was missed or left out, the system would mark it as invalid. The system would do this for all assets that are part of the routes that were completed in the prior calendar day. Further, if the patroller only drove over a small section of the road, for example, 10 or 20% of its length, the AI will mark it as missed or invalid. However, if the patroller drove over 80% or more of the road's length, the AI will mark it as compliant.

This 80% rule can be adjusted depending on the township's requirements. Regular route patrolling relies on drivers to say what was completed and is often paper based and requires manual verification. With Citywide Route Patrol, everything is automated and with the AI implementation, it would save the township a few steps and relies on the underlying data to verify compliance asset by asset. The township can benefit more from the tool through its advanced functionality along with the basic functionality as described above.

Key Features and Benefits



Efficiently complete road and winter patrols with optimized routes



Easily collect data in the field with iOS & Android apps



Create work orders, service requests & mark deficiencies on patrol



Limit corporate risk with advanced record keeping & custom maintenance standards



Access key information & perform tasks from anywhere



Generate reports using patrol compliance & deficiency resolution data

Maintenance Manager and Route Patrol Project Scope

The scope of this project includes and excludes the following items:

Client Business Units to be Implemented

Business Unit	In Scope
Roads	Yes
Wastewater & Water	Yes
Parks and Recreation	Yes
Fleet	Yes
Facilities	Yes
By-Law	Future Phase

Citywide Maintenance Manager Functions to be Implemented

Maintenance Manager Functions	Roads	Water & Wastewater	Parks and Rec	Fleet	Facilities
	In Scope?	In Scope?	In Scope?	In Scope?	In Scope?
Activity Based Work Orders	Yes	Yes	Yes	Yes	Yes
Asset Based Work Orders	Yes	Yes	Yes	Yes	Yes
Asset Based Work Orders via Mapped Assets	Yes	Yes	Yes	Yes	Yes
Workflow Process Control <ul style="list-style-type: none"> · Email notifications · User defined attributes · User defined processes 	Yes	Yes	Yes	Yes	Yes
Asset Based Routine Inspections (Build 10 Per)	Yes	Yes	Yes	Yes	Yes
Service Requests	Yes	Yes	Yes	Yes	Yes
Customers & Properties	Yes	Yes	Yes	Yes	Yes
Preventative Maintenance Scheduling	Yes	Yes	Yes	Yes	Yes
Resource Costing – Labour, Equipment, Parts and Materials	Yes	Yes	Yes	Yes	Yes
Resource Costing – Equipment	Yes	Yes	Yes	Yes	Yes
Mobile App – Patrol (Trails/Paths)	Yes	No	No	No	No

Project Scope

The scope of this project includes and excludes the following items:

Advanced Functionality Implementation

Advanced Functionality	In Scope
GIS Layers Integration (if GIS/AM linking exists)	Yes
Patrol Schedule Compliance Mapping	Yes
Asset level Compliance Indicators	Yes
Pre-defined Patrol Routes & Scheduling	Yes
Run Deficiency Reports	Yes
Run Patrol History Reports	Yes

Value Added Services

Value Added Services	In Scope
Patroller Training	Train the Trainer
Sandbox Database for Testing & Training	Yes
Mobile App Training - Route Patrol	Train the Trainer

Asset Classes to be Imported

AM Asset Classes	In Scope	Exists in AM Inventory	Asset Registry Build or Breakdown Required*
Road	Yes – Update County Roads	Yes	Internal Client Resources
Bridges	No	Yes	Internal Client Resources
Water	No	Yes	Internal Client Resources
Wastewater	No	Yes	Internal Client Resources
Facilities	No	Yes	Internal Client Resources
Parks	No	Yes	Internal Client Resources
Equipment	No	Yes	Internal Client Resources
Vehicles	No	Yes	Internal Client Resources

Value Added Services

The value-added services included and not included as part of this implementation project are outlined below. Additional services can be purchased at the applicable PSD Professional Services daily rate.

Value Added Services	In Scope
End User Training	No
Pre-implementation Needs Analysis	No
Custom Reporting Services	No
Customized Address Search	No
Citizen Request Portal	Yes
Process Mapping and Improvement	No
Legacy Data Analysis & Upload	No
Asset Data analysis/disaggregation	No
3 rd Party Integration	Easy Pay
Digitize Assets from Map/OrthoPhotos (Park assets, Storm assets, Facilities)	No

2. Citywide GIS Viewer

Citywide’s GIS Viewer allows users to visualize and directly access all the asset information stored within their asset register via a versatile mapping solution, enhancing infrastructure planning capabilities and enabling superior communication around asset management. It is designed to function as a standalone GIS system – fully integrating with Citywide’s EAM modules – or together with existing client GIS solutions.

GIS Integration

The integration services will be based out of PSD’s head office in London, Ontario. The integration is performed remotely, completed by leveraging screen-sharing technology. PSD will also organize discussions with the township to gather the information required. If an integration to GIS is preferred, Citywide offers a lite version of the GIS module. It serves as a repository for spatial data that is served up to an associated web-based "viewer", with potential to draw from and serve third party systems. Key design principles include an intuitive interface with high visual impact, to produce demonstrable maps while maintaining the required internal functionality that an organization needs. The viewer is designed to work together with existing client systems. The viewer integrates with the other modules and allows for viewing of asset location through the Asset Manager database. The viewer will integrate with the other modules and allows for viewing of asset location through the Asset Manager database, mapping work orders/service requests and project prioritization through filterable reporting and viewing.

Automatic Integration

Citywide has an OGC compliant GIS Viewer that can connect to existing WMS/WFS services from any compliant service. By identifying a common ID between the assets in GIS and our system, our solution can pass standard HTTP GET arguments to load our viewer with them. Our application can be modified to take such arguments (i.e., a link generated from a feature in the GIS system) to load our system directly to the related asset.

Manual Integration

The GIS files are imported automatically and show up as a point in the GIS system. Then assets are manually added to be part of the inventory listing, which would then be linked to the corresponding GIS file. Integration relies on identifying a "unique ID" or "Primary Key" that facilitates a one-to-one mapping between the two systems that are being integrated. A scheduled task will run, facilitating the integration process. This generally involves one system exporting data for the other so that it can be compared. The export is typically in the CSV format and can either contain changes since the last sync procedure, or a more complete dataset to allow an iterative comparison of field values between the two systems. Alternatively, one system may access the other's data via direct connection to a database, or via an API. Generally, APIs are preferable to use, when available. If an API is robust enough, it may be possible to facilitate virtually instantaneous updates between the two systems, if desired, thus eliminating the need for a scheduled task. When comparing data, if conflicts are found between the two data sets, a set of rules will be followed to facilitate the updating of field values between the two datasets. Similarly, the addition/removal and other functions occur at this point. Upon completion, an "integration report" is produced to detail any outstanding conflicts or errors that occurred during the sync. The report also contains more granular details such as which specific fields/assets were impacted.

4. Citywide Citizen Portal

Citywide Portal module allows citizens and organizations to register and create a unique password to access their account and submit permit and license applications electronically from the organization's website, auto generating a request in the Permits system.

Please see **Appendix A** for screenshots and functionality.

Training and Support

Training

PSD follows the “Train the Trainer” model such that Client Admin users are trained to be comfortable with the system functionality to the level where they can conduct in-house end user training with additional users. End User Training is a value-added service as outlined above. Training can occur on-site or remotely (via web or phone). On-site training is subject to standard travel and accommodation expenses as outlined in the Project Budget section below. Training hours must be used before the completion of the project.

Support

Version Protection/maintenance of Citywide Software includes the following:

- Version Protection such that the Client will have access to added software enhancements without additional cost
- Web Hosting such that PSD will provide redundant internet connections, daily backup both on and off-site of client data, 24 Hour video, on-site security, and fire suppression
- Access to the Citywide Support Center in order to report software issues and access the online user guide
- Additional requests for guidance, consulting, or advice on use of the software will be billed in 15-minute increments at the hourly rate of \$200.00/hour which will be invoiced at the end of the month. The Client will be made aware of billing prior to providing assistance.

Project Budget

Enterprise Software License	Amount
Base Software Cost - Citywide Maintenance Manager	\$ 16,500.00
Total Software	\$ 16,500.00

Implementation Professional Services		Amount
Project Management	Needs Assessment, Kickoff Meeting, Project Planning, Schedules, Status Reports, Update Meetings, Issues and Go-Live Planning	\$4,800.00
	Total Project Management	\$ 4,800.00
Data Migration	Data Analysis & Upload <ul style="list-style-type: none"> • Work Orders, Inspections • Service Request • PM and Scheduled Maintenance • Workflows, Notifications, • Parts and Materials 	\$ 24,000.00
	Route Patrol <ul style="list-style-type: none"> • Inventory Upload for Roads • Create and Upload Deficiencies • Create Route Patrols and Schedules • Create Resolution WOs, Workers, Notifications 	\$ 16,000.00
	Testing - AT, System, Test Cases/Scenarios	\$ 3,200.00
	Go-Live Support	\$ 1,600.00
	Total Data Migration and Implementation	\$ 44,800.00
	Training	Maintenance Manager Admin Training
	Citywide System Admin Training	\$ 4,800.00
	End User Training	N/A
	Route Patrol Training	\$ 3,200.00
	Total Training	\$ 11,200.00
	Citizen Request Portal Configuration	\$ 1,600.00
	Third Party Integration (Easy Pay)	\$ 5,000.00
	GIS Integration with County	\$ 4,800.00
	Total Value-Added Services	\$ 11,400.00
Total Implementation Costs		\$ 72,200.00

Total Citywide Maintenance Manager Software and Implementation Services	\$ 88,700.00
--	---------------------

Annual Support & Maintenance	Amount
Citywide Maintenance Manager Module and Mobile with Route Patrol	\$ 13,500.00
Easy Pay Integration	\$ 3,000.00
Asset Collector	\$ 1,500.00
Citizen Request Portal	\$ 2,500.00
Total Annual Support and Maintenance	\$ 20,500.00

Appendix A

Citywide Maintenance Manager (Work Order Module)

This module is a service request, work order, and preventative maintenance application designed to enable public works departments to prioritize, schedule and track work. In addition, Citywide Maintenance Manager calculates resources utilized, inventory consumed, as well as direct and indirect labor. The application integrates with other Citywide modules.

Create & Track Service Requests and Work Orders

- Manage all your service requests and work orders and assign them to workers or contractors
- Use the system to create time sheets for your workers
- Track equipment and parts used as well as labor to get the full cost of a work order

Reporting

- Allow administrators to view a range of reports and graphs
- Help identify areas of improvement and high cost to improve efficiency

Manage Preventative Maintenance

- Add preventative maintenance events to assets
- Get notifications when they should be performed and can easily be turned into work orders

Mobile Workforce

- View and edit Work Orders in the field in real time
- Allow workers to see their current location and any Work Orders assigned to them so they can prioritize their day
- Pictures can be attached directly from the device

Additional Features

- Built-in Route Patrol
- Manage vendors and suppliers
- Attach documents, pictures or manuals
- Built-in GIS viewer that offers integration with existing GIS systems

Citywide Maintenance Manager Landing Page

The Maintenance Manager landing page is designed to provide easy access to the different modules that make up Maintenance Manager, with a simple layout for users to interpret and follow.

The landing page is organized into three main sections:

- Sections:** Service Requests, Work Orders, Events, Projects, Assets, Route Patrol.
- Overview:** Schedule, Daily, Timesheets, GIS, Dashboard, Reports.
- Manage:** Work Flow, Resources, Preferences, Upload Centre, Vadim, Logs.

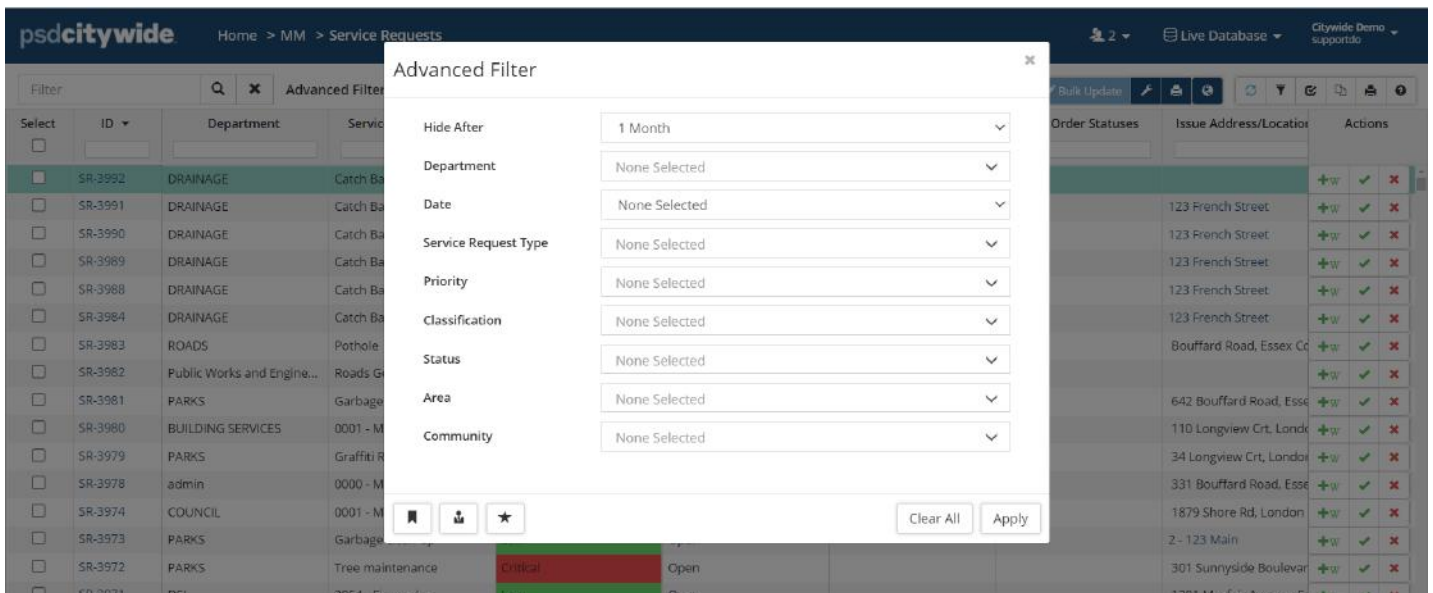
Service Requests

Citywide Maintenance Manager allows users to create service requests whether they are associated with an asset or not. Citywide offers an iframe that is embedded into the client’s website, where citizens can submit service requests that can be reviewed, acknowledged, and assigned to the client’s staff. Citywide provides the resident with a notification once the work has been acknowledged and again when work is completed. Selecting the Service Request module will bring users to the service request data grid:

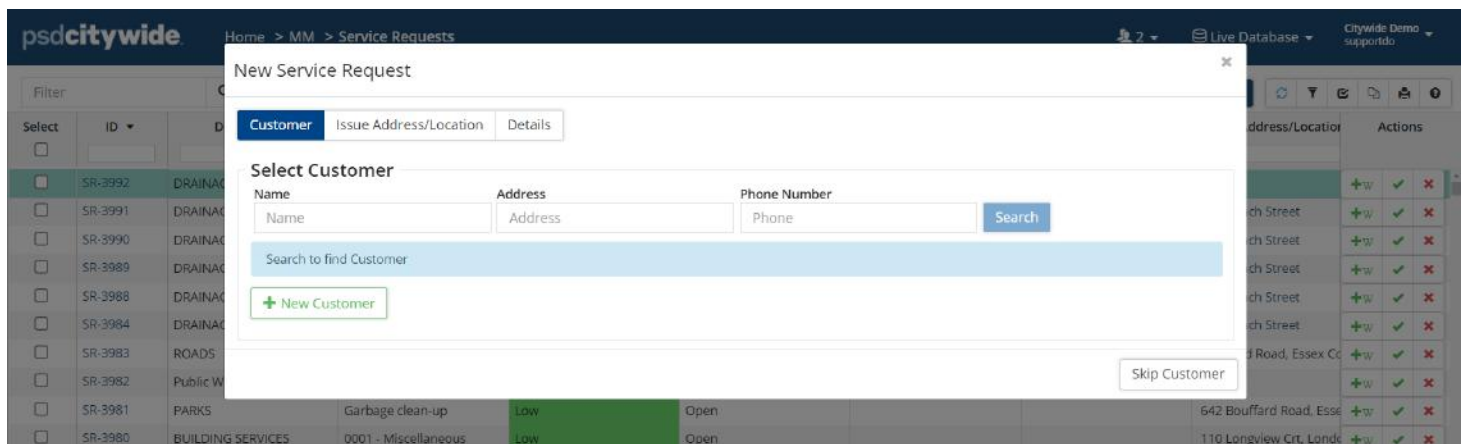
Select	ID	Department	Service Request Type	Priority	Status	Work Orders	Work Order Statuses	Issue Address/Location	Created Date	Created By	Last Modified By	Customer Name	Actions
<input type="checkbox"/>	SR-3902	DRAINAGE	Catch Basin Repair	Medium	Open			123 French Street	2022-01-14 12:39:04	supportrj	supportrj	markbngass	+ - x
<input type="checkbox"/>	SR-3901	DRAINAGE	Catch Basin Repair	Medium	Open			123 French Street	2022-01-13 14:24:31	supportrj		Andrew Jackson	+ - x
<input type="checkbox"/>	SR-3900	DRAINAGE	Catch Basin Repair	Medium	Open			123 French Street	2022-01-13 13:51:17	supportrj		Andrew Jackson	+ - x
<input type="checkbox"/>	SR-3899	DRAINAGE	Catch Basin Repair	Medium	Open			123 French Street	2022-01-13 13:51:17	supportrj		Andrew Jackson	+ - x
<input type="checkbox"/>	SR-3904	DRAINAGE	Catch Basin Repair	Medium	Open			123 French Street	2021-09-22 11:01:34	supportrj		Andrew Jackson	+ - x
<input type="checkbox"/>	SR-5983	ROADS	Pothole	Medium	Open			Bouffard Road, Essex Co.	2021-09-01 14:48:45	supportmvd	supportmvd	Joe Mayer	+ - x
<input type="checkbox"/>	SR-3982	Public Works and Engine...	Roads General Complaint	Low	Open				2021-08-18 10:53:21	supportmvd			+ - x
<input type="checkbox"/>	SR-2901	PARKS	Garbage clean-up	Low	Open			642 Bouffard Road, Esse...	2021-07-21 10:45:31	supportmvd		Joe Jolix	+ - x
<input type="checkbox"/>	SR-3980	BUILDING SERVICES	0001 - Miscellaneous	Low	Open			110 Langlien Cr, London...	2021-04-15 12:30:53	supportrj	supportrj		+ - x
<input type="checkbox"/>	SR-3979	PARKS	Graffiti Removal	High	Open			34 Longview Cr, London...	2021-04-15 12:31:48	supportrj			+ - x
<input type="checkbox"/>	SR-3978	ADMIN	0000 - Miscellaneous	Low	Open			231 Bouffard Road, Esse...	2021-02-02 09:30:47	supportrj	supportrj		+ - x
<input type="checkbox"/>	SR-3974	COUNCIL	0001 - Miscellaneous	Low	Open			1875 Shore Rd, London ...	2020-12-17 10:25:20	supportrj	supportrj		+ - x
<input type="checkbox"/>	SR-8078	PARKS	Garbage clean-up	Low	Open			2 - 123 Main	2020-11-11 10:10:07	supportrj		Chad Smith	+ - x
<input type="checkbox"/>	SR-3972	PARKS	Tree maintenance	Critical	Open			301 Sunnyside Boulevar...	2020-11-24 12:08:23	supportrj	supportrj	Joe P	+ - x
<input type="checkbox"/>	SR-3971	DSI	2854 - Fireworks	Low	Open			1501 Mayfair Avenue, Es...	2020-10-26 14:17:48	supportrj		Mike Gallen	+ - x
<input type="checkbox"/>	SR-5970	PARKS	Roadside Cutting	Medium	Open			4156 Mainway, Burlington	2020-10-22 09:47:22	supportrj		Dave Bennett	+ - x
<input type="checkbox"/>	SR-3969	PARKS	Garbage clean-up	Low	Open			Superior Street, Essex C...	2020-10-15 11:53:54	supportmvd		Joe Signorelli	+ - x
<input type="checkbox"/>	SR-2903	FLEET & FACILITIES	Operations and Mainten...	Low	Open				2020-08-07 13:27:07	jmuir (jett muir)			+ - x
<input type="checkbox"/>	SR-3954	PARKS	Tree maintenance	Critical	Open			500 Sacred Heart Drive...	2020-08-07 09:28:27	supportrj		Bob Baker	+ - x
<input type="checkbox"/>	SR-3952	BUILDING SERVICES	0001 - Miscellaneous	Low	Open				2020-07-10 09:55:39	supportrj	supportrj		+ - x
<input type="checkbox"/>	SR-3960	PARKS	Garbage clean-up	Medium	Open			846 Huron Street, Essex...	2020-06-26 14:22:09	supportmvd	supportmvd	Robert Bondy	+ - x
<input type="checkbox"/>	SR-3958	DRAINAGE	Clean Ditch Request	Low	Open			London	2020-06-22 11:07:27	supportrj	supportmvd		+ - x
<input type="checkbox"/>	SR-8087	PARKS	Garbage clean-up	Low	Open				2020-06-18 16:32:18	supportrj			+ - x
<input type="checkbox"/>	SR-3963	4-2 DMV Communication...	jointehouse	Low	Open				2020-04-22 11:02:07	supportrj	supportrj		+ - x
<input type="checkbox"/>	SR-3952	COUNCIL	Ryen SRT Empty	Low	Open			516 Bouffard Road, Esse...	2020-03-26 12:06:28	supportmvd	supportmvd	Matthew Van Dommelen	+ - x
<input type="checkbox"/>	SR-3950	ADMINISTRATION	Test SRT	Low	Open				2020-02-28 08:43:35	supportrj		zalba	+ - x
<input type="checkbox"/>	SR-3949	PARKS	Empty Garbage Can	Medium	Open			626 Bouffard Road, Esse...	2020-02-28 09:16:18	supportmvd		Joe Jolix	+ - x
<input type="checkbox"/>	SR-3946	DSI	2854 - Fireworks	Low	Open				2020-02-09 17:19:29	supportrj			+ - x
<input type="checkbox"/>	SR-3944	ADMINISTRATION	0001 - Miscellaneous	Low	Open				2020-01-22 08:37:43	supportrj	zalba (Zalba Tal)		+ - x
<input type="checkbox"/>	SR-3943	DSI	911 Sign	Low	Open				2020-01-20 11:04:44	supportrj			+ - x

User- relevant information is easily accessible and can be filtered through the module’s Advanced Filter setting, allowing users to narrow-down what they want to see in the Data Grid. Each user can customize what is displayed in this view, such that each time users login, the system automatically displays only those service requests that are relevant to them, which they have selected previously.

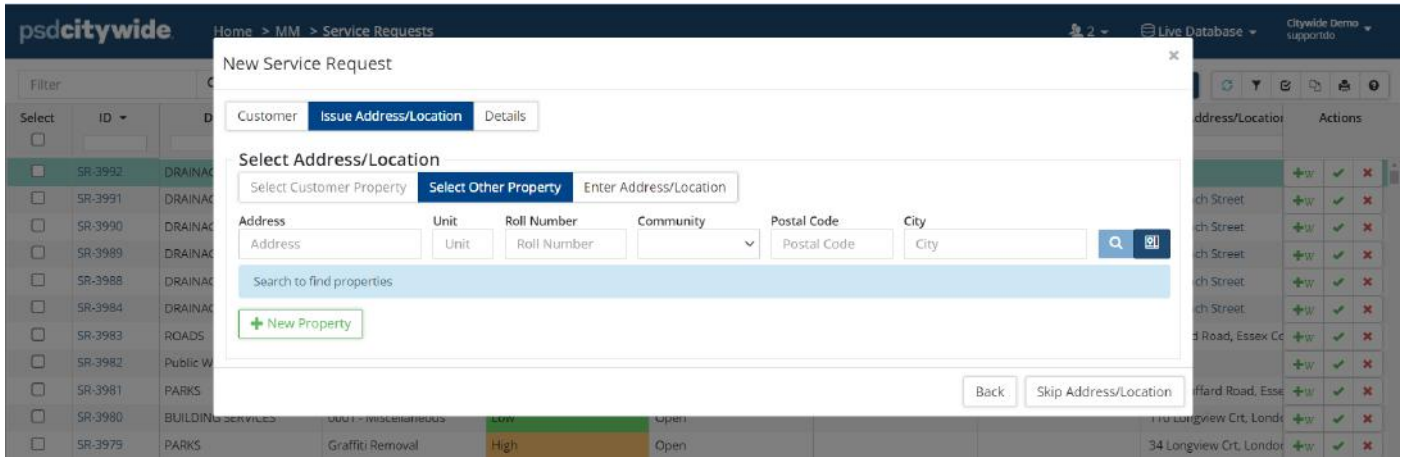
For example, filters can be applied to show only service requests from certain departments, dates, service request types, (low, medium, high and critical priority), classification (Preventative Maintenance, Replacement, Unscheduled Maintenance, etc.). Service request status can also be adjusted such that only open or approved etc. service requests are displayed.



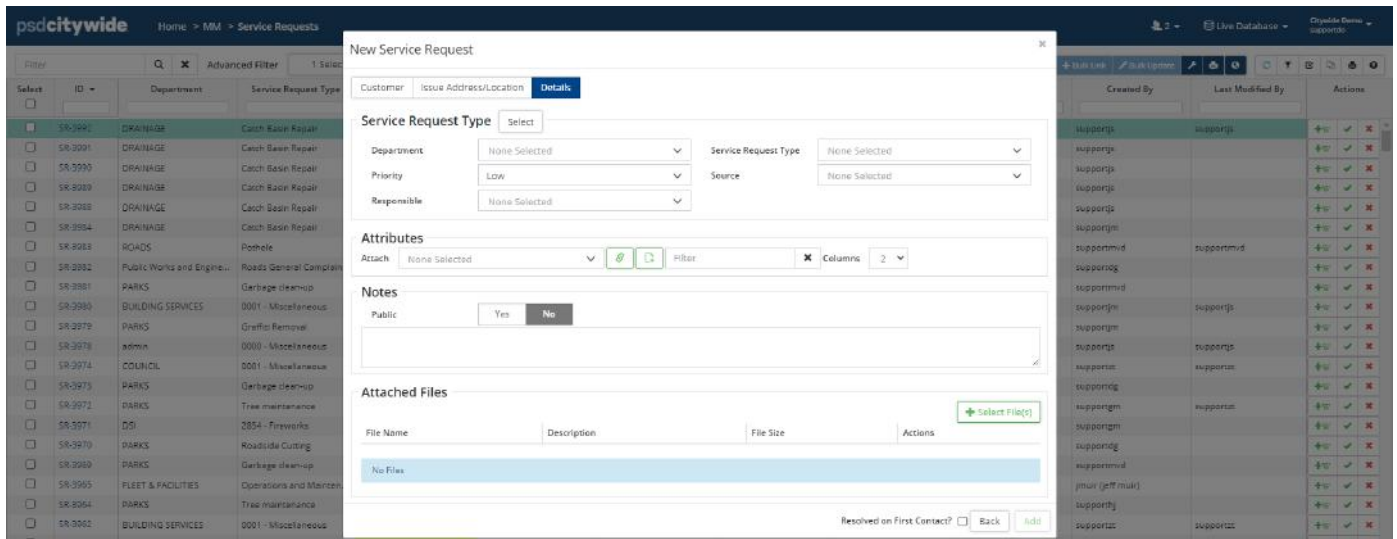
In order to generate new service requests from Maintenance Manager, users can utilize the New Service Request wizard by clicking the “Add” button in the service request menu. The service request section can be completed by the user in an intuitive 3-step process to fill in information related to a Customer: users can search by name, address or phone number. Searches allow the user to avoid generating redundancy in issuing multiple service request profiles for the same customer:



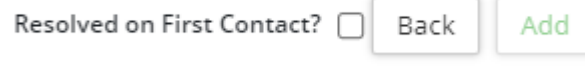
Address/Location of the reported issue:



Details, where users can record information such as files, location, asset information, department, CCTV videos, notes, attach files etc. Citywide will prompt required information.



Users can also indicate the service request had been resolved at first contact. This information can be reported on, indicating to the Client how many issues did not require follow-up.



Once the service request has been successfully added, users will be taken to the service request record page, pictured below:

psdcitywide Home > MM > Service Requests > SR-3949 - 626 Bouffard Road, Essex County

Save

Service Request Type Select

Department: PARKS
 General Ledger Code: None Selected
 Classification: Unscheduled Maintenance
 Source: None Selected

Service Request Type: Empty Garbage Can
 Work/Activity Code: None Selected
 Priority: Medium
 Responsible: None Selected

Details

Service Request Status: Open
 Community: None
 Customer Follow Up: No

Address/Location: 626 Bouffard Road, Essex County
 Area: None

Dates

Created Date: 2020-02-26 09:16:18
 Last Updated Date:
 Approved Date:
 Closed Date:
 Dismissed Date:

Created By: supportmvd
 Last Updated By:
 Approved By:
 Closed By:
 Dismissed By:

Actions/Information

[+ Create Work Order](#)
[↔ Link Existing Work Order](#)
[✔ Close](#)
[✖ Dismiss](#)
[📄 Summary Report](#)

Map

The record page displays all the information that was set up in the New Service Request wizard. Based on the Work Order process that is set up, an email can be generated within the system and sent to the assigned worker, containing key information about the work order, in addition to a link to the particular service request record that the user can click on to be taken to Citywide.

Service Requests Information

The user can resolve each Service Request (SR) from within the record. From here, a new Work Order for the SR can also be created or it can be closed and dismissed. An email notification can be set up to be sent to a variety of municipal personnel if required.

psdcitywide Home > MM > Service Requests > SR-3949 - 626 Bouffard Road, Essex County

Save

Service Request Type Select

Department: PARKS
 General Ledger Code: None Selected
 Classification: Unscheduled Maintenance
 Source: None Selected

Details

Service Request Status: Open
 Community: None
 Customer Follow Up: No

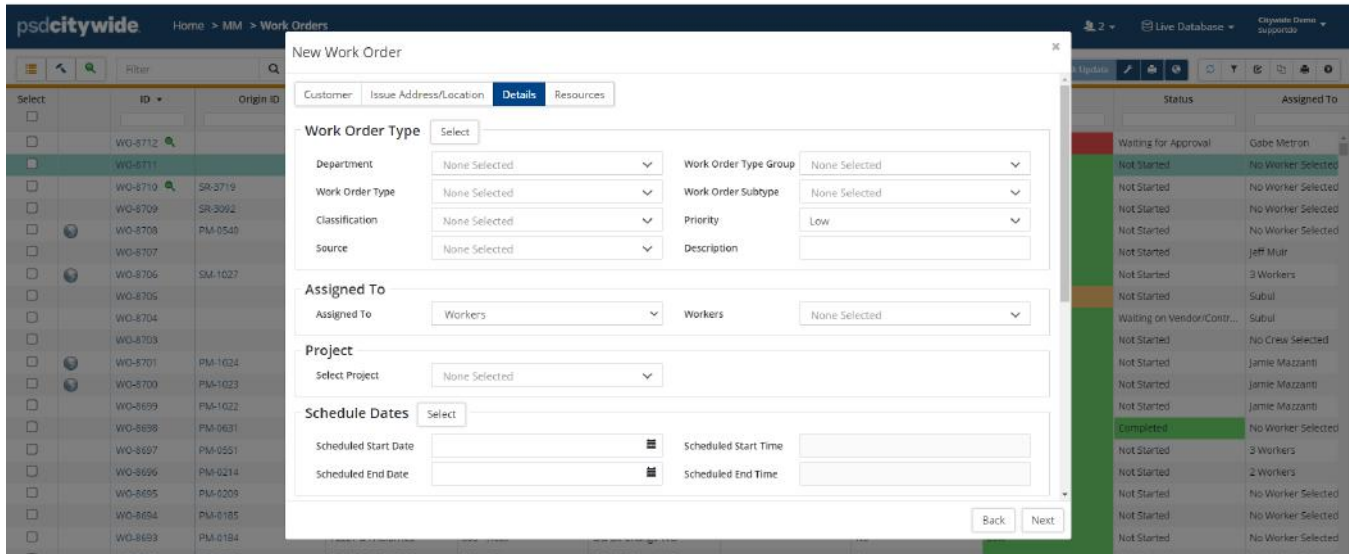
Dates

Created Date: 2020-02-26 09:16:18
 Last Updated Date:
 Approved Date:
 Closed Date:
 Dismissed Date:

Actions/Information

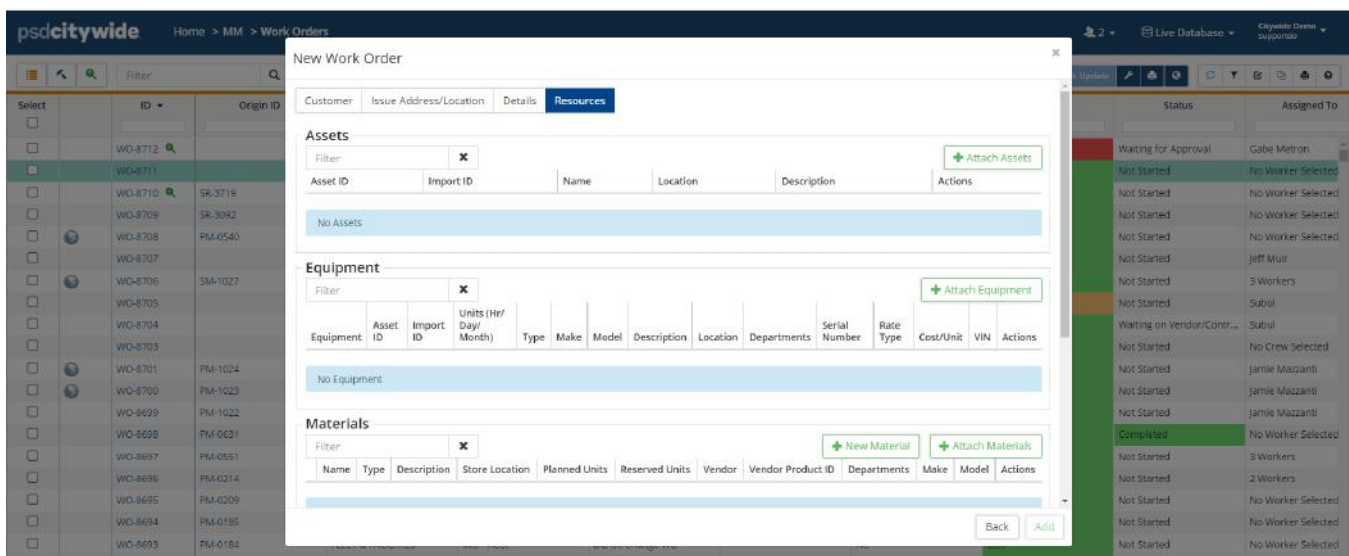
[+ Create Work Order](#)
[↔ Link Existing Work Order](#)
[✔ Close](#)
[✖ Dismiss](#)
[📄 Summary Report](#)

Citywide Maintenance Manager Work Order Interface

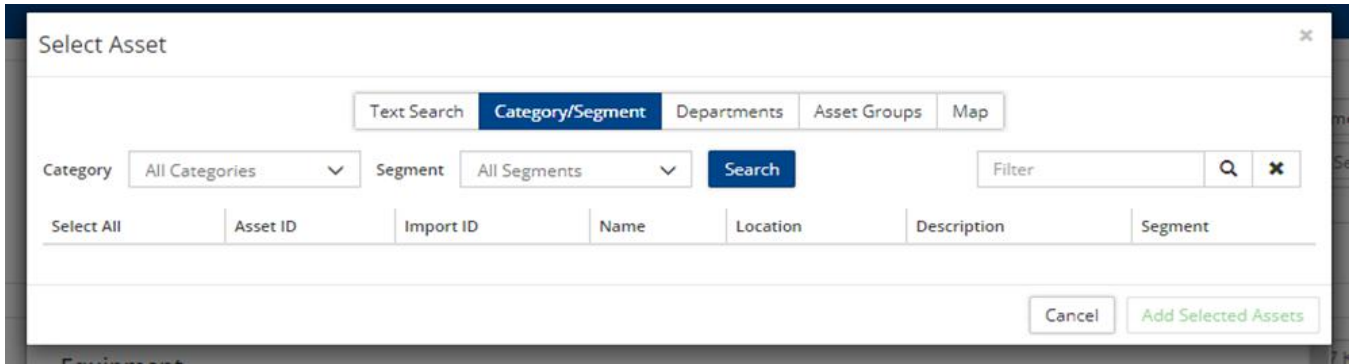


When a New Work Order (WO) is added, the user can include information such as the work order type, priority, resources needed, location and any other relevant information that should be included with the WO.

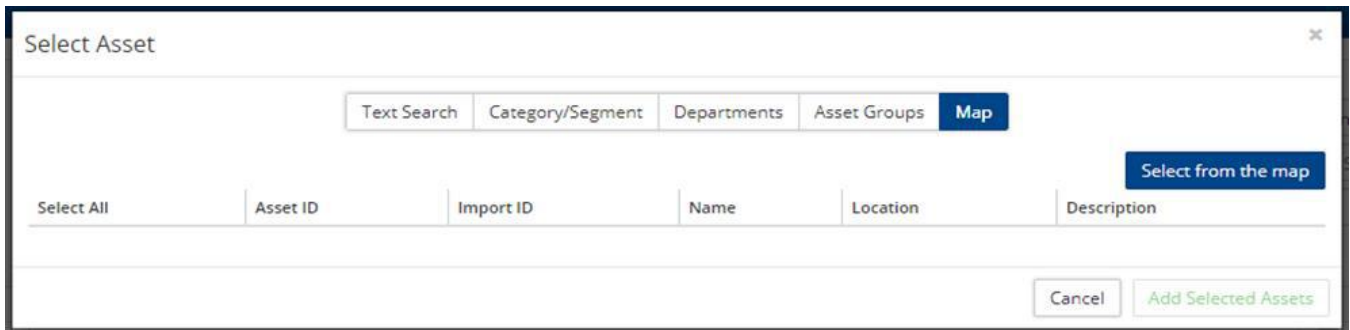
Users can also attach the work order to assets, select necessary equipment and materials and set processes:



Clicking on "Attach Assets", users can access their core Asset Manager inventory repository through Maintenance Manager. Users can perform tabular searches for assets with Text Search, Category/Segment, by Department, Asset Groups:



Or engage their GIS system in Citywide to search via map:



Based on the location of the address, the system automatically zooms in to the particular user-selected assets on the map:



Once selected, the asset becomes part of the work order. Users can then use the Select Equipment setting to choose vehicles, resources, tools etc. necessary to complete the work:

Select Equipment

Equipment Group: All

Showing 100 records

Select	Name	Asset ID	Import ID	Units (Hrs/ Days/ Months)	Type	Make	Model	Description	Location	Departments
<input type="checkbox"/>	4" Gorman Water Pump Model #1442-VPHD S/G		A123456		Roads					4.2 OMR Communicat...
<input type="checkbox"/>	Bobcat Excavator 435 ZHS G-Series		12345		Roads					27 departments
<input type="checkbox"/>	Bridge	14725	0002					Concrete, Rigid Frame	Third Concession Drain a...	Roads
<input type="checkbox"/>	Bucking Bronco Motion Toy (x5) (\$1230.00 Each Not In...	15001							Heritage Park	Culture and Recreation
<input type="checkbox"/>	Bucking Bronco Motion Toy (x5) (\$1230.00 Each Not In...	15001							Heritage Park	Culture and Recreation
<input type="checkbox"/>	Canada Tilt & Load 6 Ton Trailer				Roads					27 departments
<input type="checkbox"/>	CARNEGIE AV	15302	59					Road Surface	Farrell Ave. To Vanderno...	Roads
<input type="checkbox"/>	CARRIAGE LN	15310	474					Road Surface	Rushwood Cr. To Ashber...	Roads
<input checked="" type="checkbox"/>	Case Backhoe, Model # 5805M				Water					27 departments
<input type="checkbox"/>	Case Backhoe, Model 580K				Roads					27 departments
<input type="checkbox"/>	Case Backhoe, Model 580K				Paris					27 departments
<input type="checkbox"/>	Case Front End Loader, Model 621				Roads					27 departments
<input type="checkbox"/>	Caterpillar 320L Excavator ID#M095460				Roads					27 departments
<input type="checkbox"/>	Chevrolet 1/2 Ton Pickup (3,000 kg)	34992			Roads			1997 Chev C1500 Pickup		27 departments
<input type="checkbox"/>	Chevrolet 1/2 Ton Pickup (3,000 kg)	34991			Roads			2000 Chev Pickup		27 departments
<input type="checkbox"/>	Chevrolet 1/2 Ton Pickup (3,000 kg)				Sewers					27 departments
<input type="checkbox"/>	Chevrolet 1/2 Ton Pickup (3,000 kg)				Paris					27 departments
<input type="checkbox"/>	Chevrolet C1500 Pick Up				Paris			2002 Chev C1500 Pickup		27 departments
<input type="checkbox"/>	Chevrolet Cargo Van				Sewers					27 departments
<input type="checkbox"/>	Chevrolet Cargo Van				Water			2007 Chev Express Van		27 departments

Cancel Add Selected Items

And relevant user - defined processes

Select Process

<input type="checkbox"/>	Bathroom Cleanliness
<input type="checkbox"/>	Empty Process
<input type="checkbox"/>	Fleet - Service Level 1
<input type="checkbox"/>	gPj
<input type="checkbox"/>	hdadu test
<input type="checkbox"/>	HVAC Seasonal Run Inspection
<input type="checkbox"/>	Hydrant Flushing Process
<input type="checkbox"/>	Hydrant Inspection Process
<input type="checkbox"/>	Mow the Lawn
<input type="checkbox"/>	QA Process
<input type="checkbox"/>	Roof Inspection
<input type="checkbox"/>	Ryan
<input type="checkbox"/>	Ryan
<input type="checkbox"/>	Sewer Inspection
<input type="checkbox"/>	Simple Process
<input type="checkbox"/>	Snow Plow - Roads
<input type="checkbox"/>	Snow Plow - Sidewalks
<input type="checkbox"/>	Test Process
<input type="checkbox"/>	Watermain Brea

Cancel Add Selected Items

Informational messages will pop up as the user navigates the system at this stage to remind the user of forgotten crucial information and generate an impasse until the proper information has been filled out.

Work Order Information

Now, depending on workflow control that has been configured, and notification rules, the work order is created, and a notification is sent to the particular assigned worker. Each individual record has a summary page highlighting items such as resources, asset information, job check-ins and costs, location and details on customer and type of work order as well as a link to the GIS and the location of the WO. These points can be updated in the web app after a WO has been generated, to ensure consistent accuracy.

The screenshot displays the 'Work Order Information' page in the psdcitywide application. The page is titled 'Work Order Type' and shows a form for creating or editing a work order. The form is divided into several sections:

- Work Order Type:** Includes dropdowns for Department (ROADS), Work Order Type (Asphalt Repair), General Ledger Code (None Selected), Classification (Corrective Maintenance), and Source (None Selected).
- Work Order Type Group:** Includes dropdowns for Work Order Type Group (Default Group), Work Order Subtype (None Selected), Work/Activity Code (None Selected), Priority (High), and Description.
- Details:** Includes dropdowns for Status (Waiting on Customer), Address/Location (34 Richmond London on), Community (None), and Follow Up (No).
- Assigned To:** Includes dropdowns for Assigned To (Workers) and Workers (NITIN SHARMA).
- Schedule Dates:** Includes dropdowns for Scheduled Start Date (2019-10-07), Scheduled End Date (2019-10-30), Scheduled Start Time (09:00 AM), and Scheduled End Time (05:00 PM).
- Other Dates:** Includes dropdowns for Created Date (2017-05-15 10:56:46), Last Updated Date (2019-10-09 10:56:13), Completed Date, and Target Date (2017-04-14).
- Actions:** Includes buttons for 'Summary Report' and 'Create Work Order'.
- Map:** A small map showing the location of the work order.

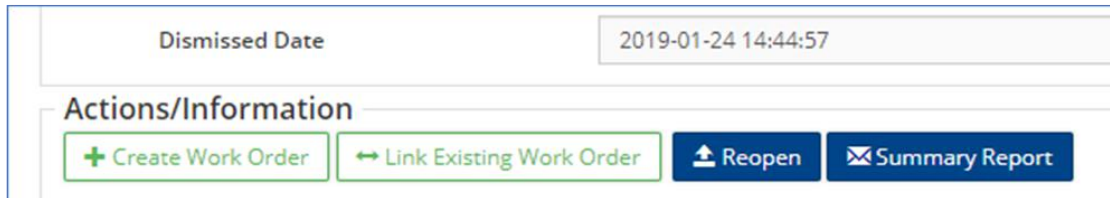
The screenshot displays the 'New Check-In' dialog box in the psdcitywide application. The dialog box is titled 'New Check-In' and has a close button (X) in the top right corner. It is divided into several sections:

- Worker:** Includes dropdowns for Worker (All Workers) and Wage Type (Regular - 001), and a text field for Transaction Description.
- Worker Positions:** Includes dropdowns for Allen Burgess (Worker Override) and BOB RUDAK (Worker Override).
- Check-In:** Includes dropdowns for Method (By Hours), Start Date (2019-08-15), End Date (2019-08-15), and Hours (0).
- Extra:** Includes radio buttons for Cost Attached Equipment (Yes/No) and Order Complete (Yes/No).
- Buttons:** Includes 'Cancel' and 'Add' buttons at the bottom right.

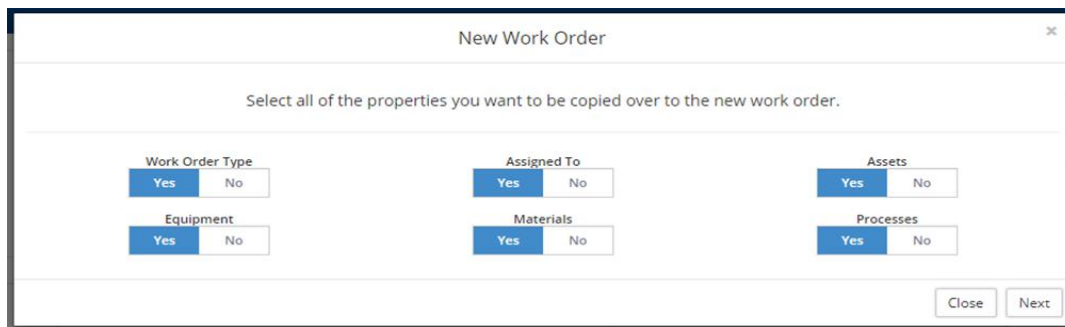
Check in for number of hours used to complete the work – specific workers can input hours needed to complete the work order and can also attribute these hours toward the equipment selected and indicate if the work order was completed. Once workers close-out the work order, they will also have the option to close-out the linked service request, thereby closing out the full process beginning with the request this work order came from. At this point, in Citywide Maintenance Manager’s Work order and Service Request in their respective Data Grids will be displayed as closed.

Resulting Work and Parent-Child Relationships

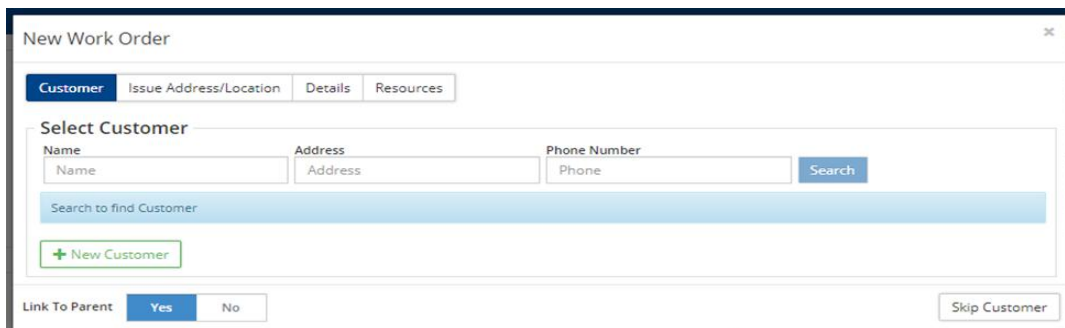
Users also have the option to reopen service requests if a follow-up request is made.



Rather than re-issuing the existing work order, users can create a new work order from the service request or link the service request to an existing work order. This is also useful for multi-stage work carried out in stages over time. When a user chooses to create a work order from another work order, they will have the option to carry-over all properties from the parent work order that they deem relevant or necessary.



After clicking “Next”, users will be able to toggle “Link to Parent”



Child work orders can be assigned to a different worker, different department, contain other attached assets, equipment or materials, or assigned in any way outlined above that allows the work to be completed stemming from the parent work order. Once all work orders, from the initial work order to the resulting work and parent-child work orders, are closed, the progenitor service request can also be closed.

Citywide Citizen Request Portal

Service requests can be linked to municipal websites, route and receive requests via the citizen request portal: this is a form that the Client can embed into their website, where residents can self-serve, filling out their form with key information, which the Client can make mandatory.

Citizen Issue/Request Submission

Contact Information

Name*

Mailing Address*

Phone Number (Daytime)*

Extension (Daytime)

Mobile

Email*

Contact Preference*

Citizens can then select their concern or action item from a searchable list of service request types. This list is fully customizable by the Client.

Extension (Daytime)

Mobile

- Aggregate Operations
- Animal Control - Lost/Found/Running at Large
- Animal - Remains
- Bridges & Culverts
- Building Maintenance
- By-Law Enforcement Planning (Sump Pump, Zoning Infractions, etc.)
- By-Law Enforcement Police (Noise, Parking, Unsanitary, etc.)

Select Issue/Request Type

Issue/Request Address*

Issue/Request Details*

The form also has security validation and enables citizens and residents to attach images.

Attach Image

Choose File No file chosen

Submit Issue/Request

By checking the below check box, you agree to include your email address into the Rural Municipality of Springfield's customer database and subscribe to receive important notifications from the RM.

I Agree *

Security Check

I'm not a robot

Submit

* Required Field

Once the service request is submitted through the citizen request portal, residents of the Client can receive an email update acknowledging the receipt of the request and will also give the resident a request number they can use to follow-up with the township, and to provide them with a sense of action being taken.

Work Order Scheduler

Users can use this tool to schedule work orders, with the proper permissions.

psdcitywide Home > MM > Schedule

Default first 100 work orders are shown. Please use below filter to search additional work orders which are not shown.

Work Order	Group	Type	Subtype	Department	Classification	Assigned To	Priority	Status	Created Date
WO-8710	002 - Hydrants	Inspection WOT		Delete Department Test		Worker	Low	Not Started	2022-02-10 12:30:38
WO-8709	Default Group	Concrete Curb Repair		ROADS	Unscheduled Maintenance	Worker	Low	Not Started	2022-02-10 10:01:38
WO-8707	004 - Water	Sanitary Main Break		SEWERS		Worker	Low	Not Started	2022-02-09 21:27:26
WO-8705	003 - Fleet	Brick Work		PUBLIC WORKS CORPORATE	Emergency	Worker	High	Not Started	2021-12-20 09:30:26
WO-8696	Default Group	Oil Change Hyundai WOT2		DIVISION OF IT (DOIT)	Unscheduled Maintenance	Worker	Low	Not Started	2021-11-26 16:20:19

Month Week Day Agenda

2022

March

Sunday 27 Monday 28 Tuesday 1 Wednesday 2 Thursday 3 Friday 4 Saturday 5

Users can drag-and-drop, or highlight specific work orders to see their duration:

Unscheduled Maintenance Bus Medicine Medium Not Started 2022-02-01 10:16:00

Previous Today Next

Wednesday 31 Thursday 1 Friday 2 Saturday 3

(10:00 AM - 05:00 PM) WO-8139
Hyundai Elantra WOT
Assigned: jpcrow

7 8 9 10

And subsequently select the specific WO they wish to view more information on, or edit:

Edit Work Order Schedule

Details

Work Order	WO-8139 View Work Order	Group	001 - ByLaw Enforcement
Type	Hyundai Elantra WOT	Subtype	
From Date	2019-07-31	From Time	10:00 AM
To Date	2019-08-03	To Time	05:00 PM

Assigned To

Assigned To	Crew
	Crew

Remove From Calendar
Cancel
Save

Daily View

Users can login to Citywide to see their daily view of work to be completed, where if a worker is assigned one or more work orders on a particular day, and the work has been scheduled, they will be the first notification for the worker when they log into the application. Workers are therefore provided with a filtered view of what they want to complete that day, based on their permission level, and provided a map that directs them to the location of the work to be carried out. The Daily View will also display parts and equipment attached to the WO.

psdcitywide Home > MM > Daily 2 Live Database Citywide Demo support

Daily For 2022-03-07 Filter By None Selected

Work Orders

Work Order	Work Order Type Group	Work Order Type	Work Order Subtype	Department	Priority	Status	Completed Date
No Work Orders							

Equipment

Equipment	Asset ID	Import ID	Units (Hr/Day/Month)	Type	Make	Model	Description	Location	Departments	Serial Number	Regular Rate	VI
No Equipment												

Parts/Materials

Name	Type	Description	Make	Model
No Parts/Materials				

Route Patrol

Within the Route Patrol details window, users can review any notes, deficiencies, route path, work orders or service requests associated with a particular route. The Route Details screen also displays the weather conditions, and the route path on a map.

psdcitywide Home > MM > Route Patrol > Route Patrol > RP-0176

Save +

Details +

- Notes 0
- Deficiencies 0
- Path 4
- Work Orders 0
- Service Requests 0
- Road Condition Updates 0
- Assets 0
- Map +
- Log +

Route Patrol Details

Description	class 1 route	Route	Class 3 Roads
Maintenance Class	Class 1	Created By	Assigned
Start Time	2018-08-09 10:25:58	End Time	2018-08-09 10:31:24

Weather Conditions

Road Condition	Bare & Dry	Weather	Clear
Temperature	23	Road Temperature	Road Temperature
Visibility	Good	Wind	Light
Wind Direction	N	Winter Event Condition	Drifting

Options

Winter Patrol Yes No

Actions

[Summary Report](#)

psdcitywide Home > MM > Route Patrol > Route Patrol

View By: Route Patrol View Type: Split View

Advanced Filter: No Selections Showing 392 records

ID	Description	Created By	Start Time	Actions
RP-0188		hitika (Hitika Dadu)	2018-09-04 16:07:56	
RP-0187	hitika (Hitika Dadu)	hitika (Hitika Dadu)	2018-09-04 16:00:55	
RP-0186		supportnt	2018-09-01 09:57:52	
RP-0185		supportnt	2018-09-01 09:27:14	
RP-0184		supportnt	2018-09-01 09:25:50	
RP-0183		supportnt	2018-09-01 09:00:02	
RP-0182		supporttm	2018-08-27 13:49:10	
RP-0181	drive home	supportdm	2018-08-23 17:04:18	
RP-0180	test 3g	supportdm	2018-08-23 16:36:02	
RP-0179	test route	supportdm	2018-08-23 16:34:06	
RP-0178		supporthd	2018-08-23 14:21:20	
RP-0177	test	supportdm	2018-08-23 13:58:09	
RP-0176	class 1 route	Assigned	2018-08-09 10:25:58	
RP-0175		Assigned	2018-08-03 11:41:16	
RP-0174		Assigned	2018-07-10 11:27:05	
RP-0173		Assigned	2018-07-10 11:03:40	
RP-0172		supportnt	2018-06-20 11:13:34	
RP-0171		supportnt	2018-06-20 11:12:09	
RP-0170		rmedeiros (Ryan Medeiros)	2018-06-19 11:19:29	
RP-0169		supportnt	2018-06-19 07:31:07	
RP-0168		supportnt	2018-06-19 06:19:45	

Creating Work Orders with Route Patrol

Users can review their route path to see the distance driven, current speed, average speed and the peak speed. The blue circles represent the distance traveled every 5 seconds. The green circles represent a Work Order that was created on the route with a low priority rating. The orange circle represents a Work Order that was created on the route with a high priority rating.

The screenshot shows the 'Route Patrol' interface. On the left is a table with 184 records. The table has columns for ID, Description, and Actions. The record with ID 'RP-0079' and description 'Western road' is highlighted in green. On the right is a map view of London showing a blue route path along the Thames River. The map includes controls for 'Draw speed: Instant', 'Lock to route?' (checked), and a summary box showing '8:52:55 AM - Driven: 2.6 km, current speed: 0 km/h, average: 16 km/h, peak: 51 km/h'. The map also shows a green circle and an orange circle representing work orders.

ID	Description	Actions
RP-0082	test3	[Refresh] [List] [Edit] [Delete]
RP-0081		[Refresh] [List] [Edit] [Delete]
RP-0080		[Refresh] [List] [Edit] [Delete]
RP-0079	Western road	[Refresh] [List] [Edit] [Delete]
RP-0078	David, highway, via hotspot cellular	[Refresh] [List] [Edit] [Delete]
RP-0077		[Refresh] [List] [Edit] [Delete]
RP-0076	Check	[Refresh] [List] [Edit] [Delete]
RP-0075	dg test sr	[Refresh] [List] [Edit] [Delete]
RP-0074	dg test feb 15	[Refresh] [List] [Edit] [Delete]

Route Patrol Records

Users can view the User who created the route patrol record, and the start and end time, with a high-level description and an associated ID. Clicking on the route patrol ID will provide details of the route patrol and view it on a map. This grid view can be filtered by column.

The screenshot shows the 'Route Patrol Records' interface. On the left is a table with 9 records. The table has columns for ID, Description, User, Start Time, End Time, and Actions. The record with ID 'RP-0010' is highlighted in green. On the right is a map view showing a route path on a highway. The map includes controls for 'Draw speed: Instant' and 'Lock to route?' (checked).

ID	Description	User	Start Time	End Time	Actions
RP-0010	Aug 22 2017	morth (Mike Ortn)	2017-08-22 05:17:11	2017-08-22 13:13:48	Summ [Refresh] [List] [Edit] [Delete]
RP-0009	Aug 22 2017	morth (Mike Ortn)	2017-08-22 05:17:11	2017-08-22 13:13:48	Default [Refresh] [List] [Edit] [Delete]
RP-0008	Aug 22 2017	morth (Mike Ortn)	2017-08-22 05:17:11	2017-08-22 13:13:48	Default [Refresh] [List] [Edit] [Delete]
RP-0007	Aug 22 2017	morth (Mike Ortn)	2017-08-22 05:17:11	2017-08-22 13:13:48	Default [Refresh] [List] [Edit] [Delete]
RP-0006	July 24	morth (Mike Ortn)	2017-07-24 05:15:00	2017-07-24 07:02:00	Default [Refresh] [List] [Edit] [Delete]
RP-0005	may 17 2017 takev2 test	morth (Mike Ortn)	2017-05-17 00:08:00	2017-05-17 01:35:00	Default [Refresh] [List] [Edit] [Delete]
RP-0004	may 18th morning patrol	morth (Mike Ortn)	2017-05-18 04:14:00	2017-05-18 04:27:00	Default [Refresh] [List] [Edit] [Delete]
RP-0003	patrol may 17 2017	morth (Mike Ortn)	2018-01-23 06:56:00	2018-01-23 09:00:00	Default [Refresh] [List] [Edit] [Delete]
RP-0002	test	morth (Mike Ortn)	2017-05-02 00:20:00	2017-05-02 00:20:00	Default [Refresh] [List] [Edit] [Delete]

Route Patrol Path

Under the Route Patrol Path details, users can see the GIS coordinates of where a vehicle was at a specific date and time.

psdcitywide Home > MM > Route Patrol > Route Patrol > RP-0176

Save View Path

Filter

	Time	Latitude	Longitude	Speed	Snow Plow	Spreader
Notes						
Deficiencies	2018-08-09 10:25:59	42.8510599	-80.7187699	-1	OFF	OFF
Path	2018-08-09 10:26:04	42.8504342	-80.7190514	0	OFF	OFF
Work Orders	2018-08-09 10:26:04	42.850768	-80.7183134	0	OFF	OFF
Service Requests	2018-08-09 10:26:13	42.8508869	-80.7185019	0	OFF	OFF

Timesheets

Citywide Maintenance Manager will track any personnel who are tied to a work order and time sheets can be filled out. Workers can check in and out of work orders to attach applicable hours. The timesheets can then be approved and edited by system administrators to ensure reliability and accuracy of the information entered. Labour hours can also be easily applied to multiple work orders that occur at the same time and differing completion times. Users can use timesheets to bulk enter labour, equipment and materials against defined activities.

Select Entry

Entry Type:

Work Order Type: A4 ADMIN CAR

Department: 5225 Operations - Fleet Maintenance

Type: A4 ADMIN CAR

Close Work Order: Yes No

Notes

Public: Yes No

Note:

Add Entries

Source:

Resource:

Wage Type:

Position:

Rate:

2019-05-20:

2019-05-21:

2019-05-22:

2019-05-23:

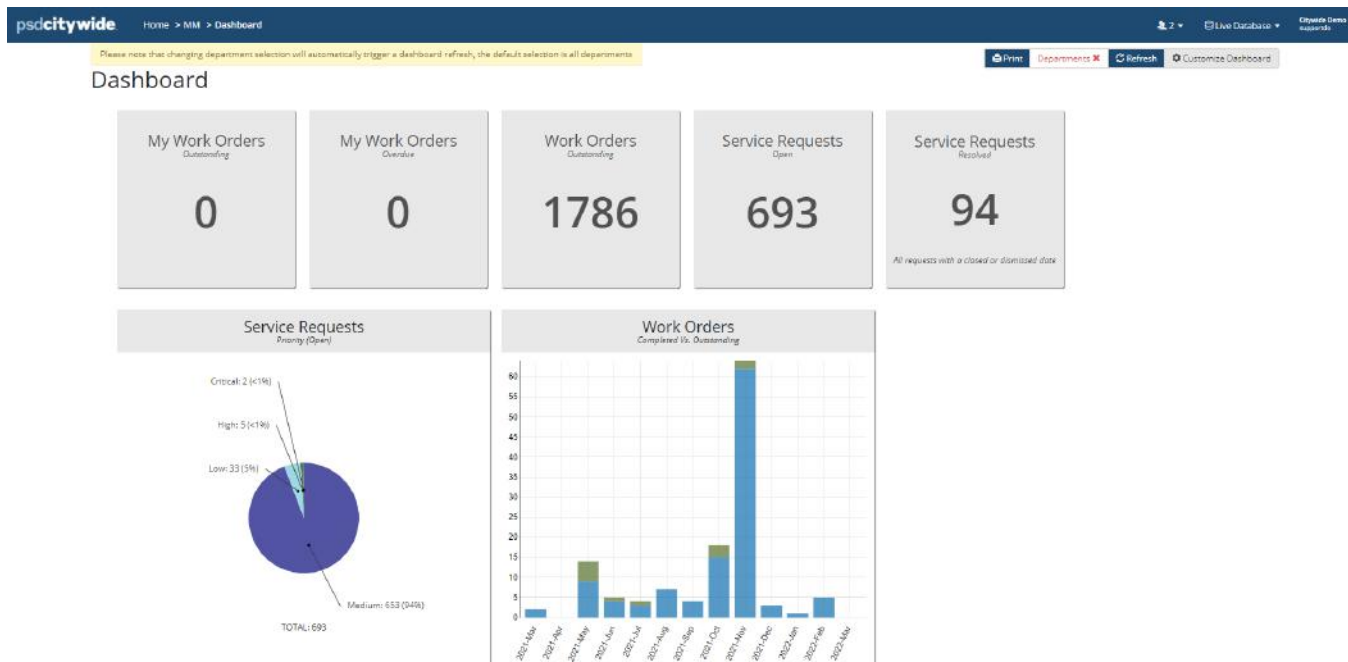
2019-05-24:

Timesheet reports display the number of hours worked by a worker, per day with a weekly total. This data is used to balance weekly/bi-weekly labour entries.

Start Date		End Date		Run Report											
Name	Wage Type	2016-01-18	2016-01-19	2016-01-20	2016-01-21	2016-01-22	2016-01-23	2016-01-24	Week 1 Total						
Parks and Recreation															
James Cookie															
	Regular	8	8	8	8	8	0	0	40						
		8	8	8	8	8	0	0	40						
Public Works															
Brad Kenny															
	Regular	12	4	12	8	8	0	0	44						
		12	4	12	8	8	0	0	44						
Sean James															
	Regular	12	9	8	8	8	0	0	45						
		12	9	8	8	8	0	0	45						
Jason Danielle															
	Regular	2	2	2	2	2	0	0	10						
		2	2	2	2	2	0	0	10						
Bob Heather															
	Regular	2.25	2.25	2.25	2.25	2.25	0	0	11.25						
		2.25	2.25	2.25	2.25	2.25	0	0	11.25						
Erika Kathleen															
	Regular	2	2	2	2	2	0	0	10						
		2	2	2	2	2	0	0	10						
Donna Adam															
	Regular	12	8	8	8	8	0	0	44						
		12	8	8	8	8	0	0	44						
J Howard															
	Regular	9	8	8	8	8	0	0	41						
		9	8	8	8	8	0	0	41						

Citywide Maintenance Manager Dashboard

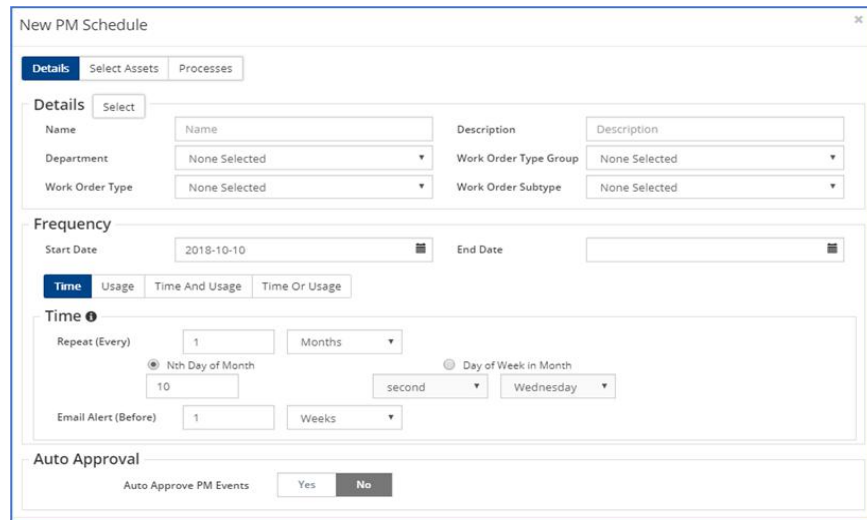
The dashboard included in the Maintenance Manager module are customizable per user, giving each user a snapshot of various metrics relating to Work Order Management. Each widget box is embedded with links that allow the user to access the specifics of the information being clearly displayed.



The user has the ability to customize the information shown in the dashboard, which makes it a powerful tool to create quick reporting including on outstanding work orders (by worker or by department) overall number of Work Orders open, all Work Orders relating to preventative maintenance events, etc. Clicking on each widget box on the dashboard will take the user to a breakdown of that data within Citywide Maintenance Manager, displaying all items summarized by the widget.

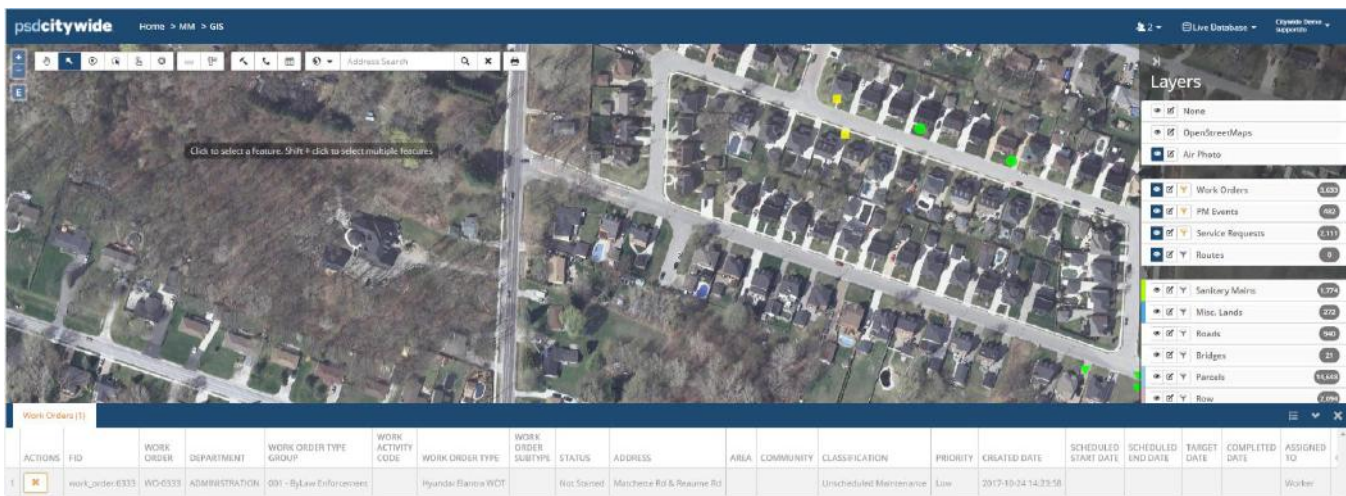
Preventative Maintenance

Citywide Maintenance Manager can set up Preventative Maintenance schedules that can be applied to different assets or asset groups. The user can also set up an email notification and select which users, or crew members, receive this PM schedule.



Citywide Work Order/Service Requests GIS

Citywide Maintenance Manager links with the GIS information to plot both Service Requests and Work Orders. Within this view, the user can also access each individual WO or SR, as well as select an array of work to do within a specified area. This is an efficient way to schedule work based on location.



ACTIONS	WO ID	WORK ORDER	DEPARTMENT	WORK ORDER TYPE GROUP	WORK ACTIVITY CODE	WORK ORDER TYPE	WORK ORDER SUBTYPE	STATUS	ADDRESS	AREA	COMMUNITY	CLASSIFICATION	PRIORITY	CREATED DATE	SCHEDULED START DATE	SCHEDULED END DATE	TARGET DATE	COMPLETED DATE	ASSIGNED TO
1	work_order:6333	WO-6333	ADMINISTRATION	001 - ByLaw Enforcement	Hyundai Elantra WOT			Not Started	Marchese Rd & Peaslee Rd			Unscheduled Maintenance	Low	2017-10-04 14:33:58					Worker

Users are then also able to generate Work Orders and Service Requests from within the GIS viewer.

Inspections with Citywide Mobile Application

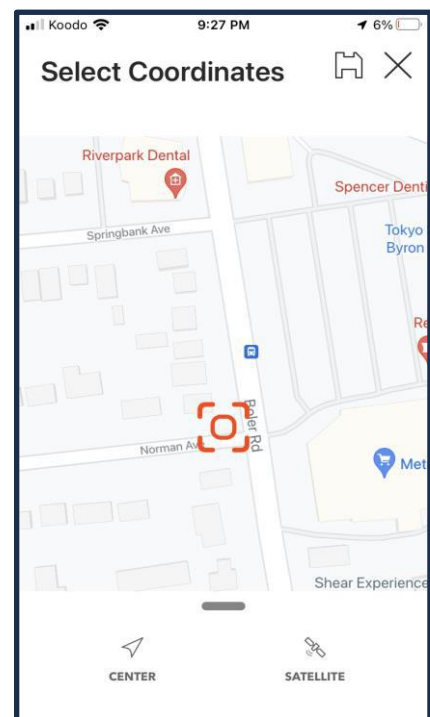
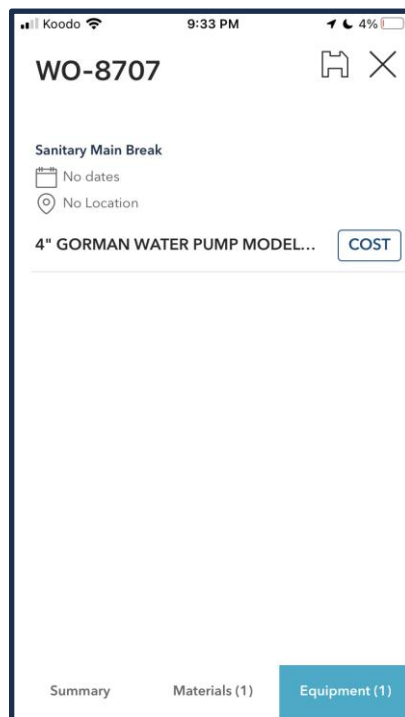
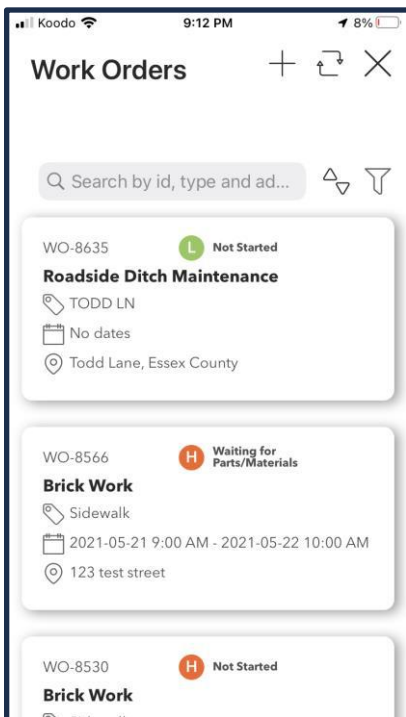
Citywide’s mobile functionality is a cloud-based option. The Citywide mobile app allows clients to access work order or service request information in the field, locate it by map, and assist with the daily operations of Public Works or other departments. The app allows for inspection work orders to be completed and tracked against each individual asset including the condition of the asset as part of each inspection. In addition, the application is designed to keep running even when the internet connection is lost; once the connection is re-established, it will automatically synchronize any changes made while offline.

All contributors, pending permission from the Client, are able to use either the mobile or desktop application, allowing for flexibility in accommodating the performance of both field and desk duties. All Citywide Software applications are open- source, web-hosted, enterprise-wide licensed programs that require no additional third-party licenses, no additional onsite equipment, space, electrical, or onsite technical support staff, with the capability for real-time data collection. Users can access Citywide on a tablets or smartphones using a browser.

For Citywide Maintenance Manager there is a dedicated mobile app for both android and IOS with the ability to operate the core functionalities of the system using a mobile device (data entry, completing inspections, route patrol, editing data of the system etc.) while online.

The mobile app possesses map-based capabilities that will allow field staff to interact with a map that connects to both Asset Manager and Maintenance Manager, providing staff with the ability to select asset through the GIS viewer and create a work order.

Users can access Citywide on a tablets or smartphones using the browser functionality, and/or for Citywide mobile app operated on android and iO/S. It also can take pictures of assets with mobile devices, which are then directly integrated into the system.



Check In

Worker: Jeff Muir

Method: By Hours

Start date: 2022-02-09

End date: 2022-02-09

Hours: 5

Wage type: Premium

Description: Type here

Jeff Muir Position: Worker Override

WO-8444

Health and Safety Inspections - Facilities

2020-03-04 9:00 AM - 2020-03-04 5:00 PM

Front Road Park

Processes(2)

HEALTH AND SAFETY INSPECTION CHECK ALL

General Workspace
Description: Are all outside areas safe and accessible?

Add a comment

General Workspace
Description: Are all floors clean and orderly?

Add a comment

Dates

Cancel Done

WO-8630

Air Conditioner Inspection

2021-10-25 9:00 AM - 2021-10-29 5:00 PM

Only Coordinates Available

Lat: 42.946795

Processes(2)

DAILY INSPECTION CHECK ALL

Check Condenser Coil to Determine if Needs Cleaning
Result: Clean
Completed: October 25, 2021 08:25 AM

Add a comment

Check Wiring and Connections to Controls
Result: Connected Properly
Completed: October 25, 2021 08:25...

Add a comment

Cancel Done

Citywide GIS Viewer Asset Selection

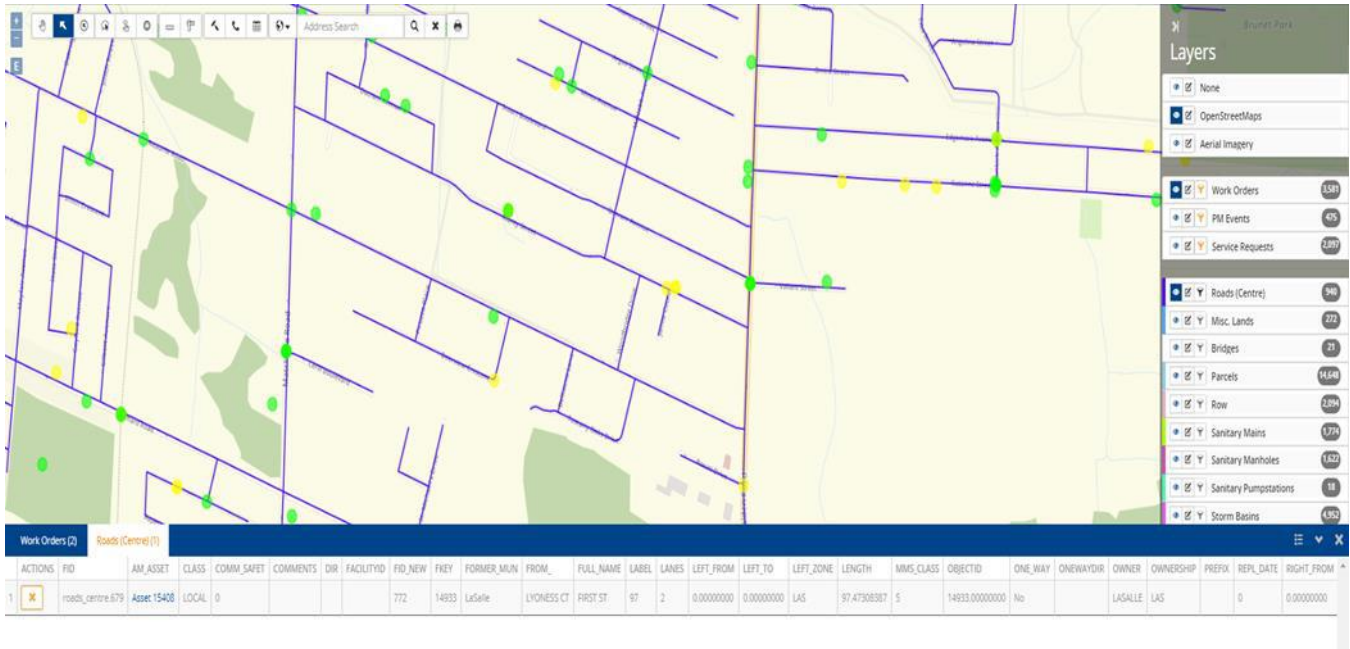
Users can select individual assets from the map and view the asset information at the bottom of the page. From here the user can link directly to the Asset Information Page.

The screenshot shows the Citywide GIS Viewer interface. At the top, there's a navigation bar with 'psdcitywide' and 'Home > GIS > Map'. Below the navigation bar is a toolbar with various map tools. The main area is a map showing a residential area with roads, water bodies, and green spaces. On the right side, there's a 'Layers' panel with a list of asset types and their counts. At the bottom, there's a data table showing the selected asset information.

ACTIONS	FID	AM_ASSET	CLASS	COMM_SAFET	COMMENTS	DIR	FACILITYID	FID_NEW	FREY	FORMER_MUN	FROM	FULL_NAME	LABEL	LANES	LEFT_FROM	LEFT_TO	LEFT_ZONE	LENGTH	MMS_CLASS	OBJECTID	ONE_WAY	ONEWAYDIR	OWNER	OWNSHIP
1	roads_centre.195	Asset 18016	LOCAL	0			217	13809	LaSalle	WALLES CT	WALLES ST	279	2	8140.80900000	8196.00000000	L45	278.78548127	5	13909.00000000	No		LASALLE	L45	

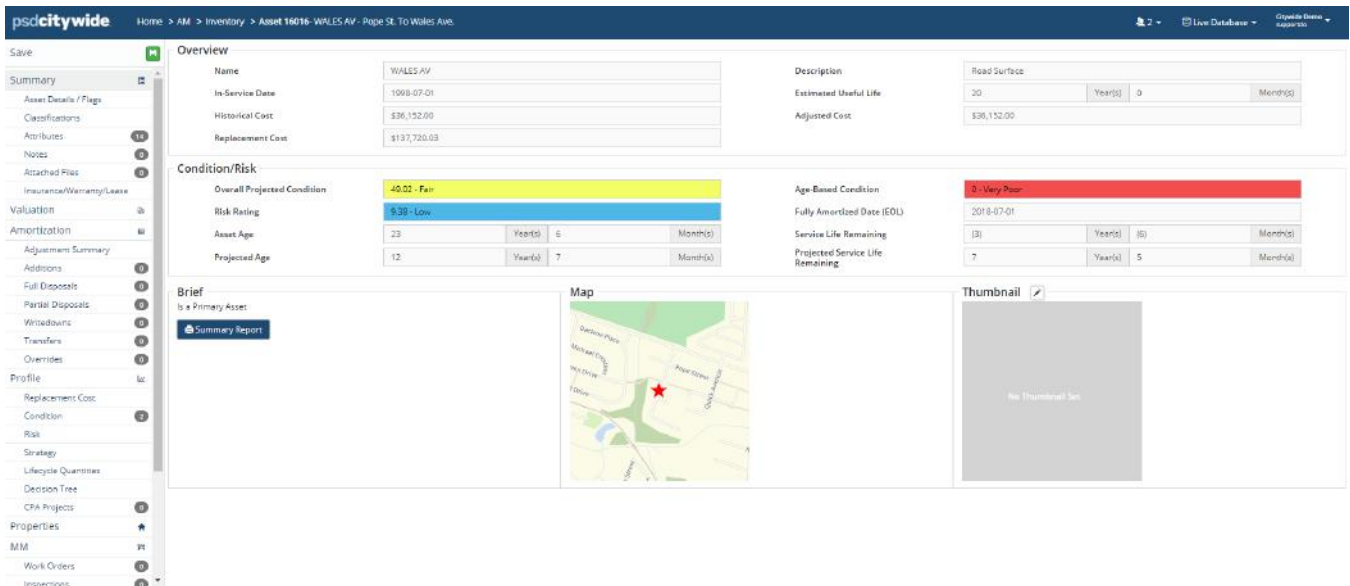
GIS Multiple Asset View

Users have the ability to select one or multiple assets on the GIS map. A list of the selected assets appears below the map where the Asset information is displayed.

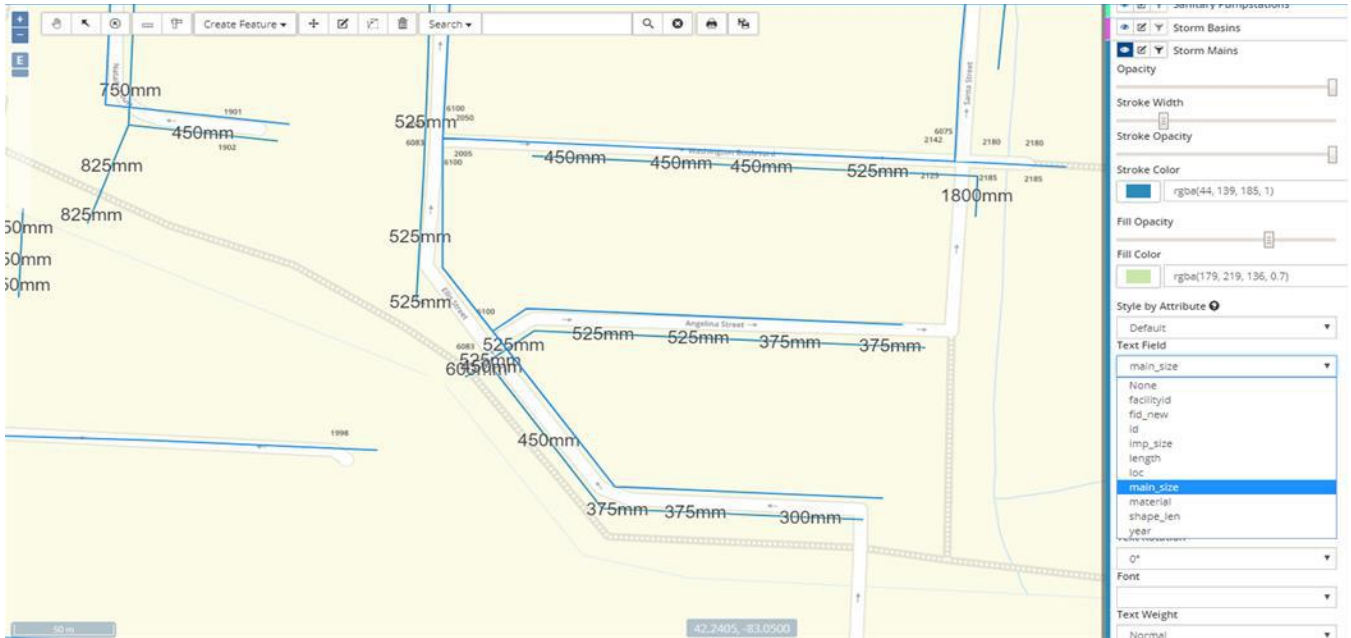


Asset Information Page

The Asset Information page includes a geolocation of the asset. It is enabled with a link to the GIS location of the asset.



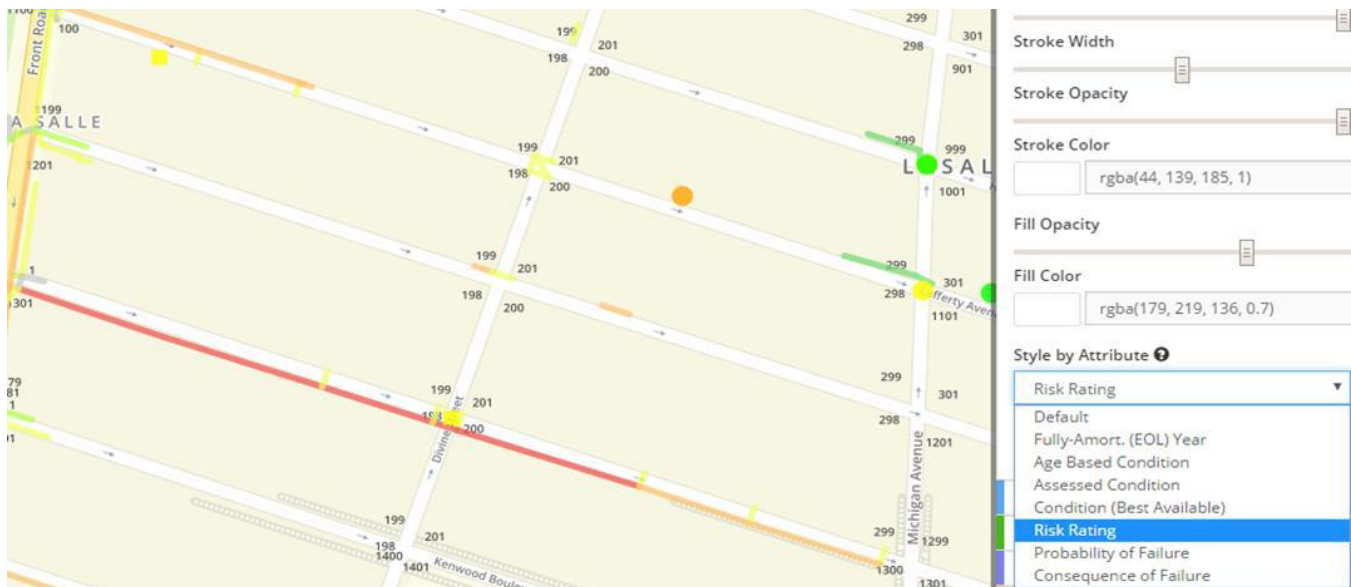
Additional asset information can also be displayed on the map. Text fields such as pipe diameter, installation date, material, length, can be displayed alongside the asset.



The viewer integrates with the other modules and allows for viewing of asset location through the TCA database, mapping work orders / service requests and project prioritization through filterable reporting and viewing. Citywide Maintenance Manager links with the GIS information to plot both Service Requests and Work Orders.

GIS Layer Style

The map below shows the information on Roads, Sanitary Mains, Storm Mains, Storm Pump Stations, Water Hydrants, and Water Mains, styled by age or condition. Users have the ability to display the assets by different styles such as Age Based Condition, Assessment Condition, Amortization, Risk Rating, etc. Each asset linked on the map also contains links to the Work Order and Asset Information.





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 8, 2024

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

REPORT NO: FIN 2024-01

SUBJECT MATTER: Sec. 357/Tax Incentive Approval Applications

Recommendations:

1. That Council approves the total adjustment of taxes for the 2023 tax year resulting from Municipal Act, Sec.357/Tax Incentive Approval adjustments as presented, in the amount of \$19,885.01.

Purpose:

The purpose of this report is to seek approval from Council to process, or to deny, Sec.357/Tax Incentive Approval adjustments of taxes for the 2023 taxation year as presented.

Background:

Reductions to assessment can be pursued by any taxpayer under the various provisions of Sec.357 of the Municipal Act and various Tax Incentive Programs. MPAC's role is to provide the municipality with the information it needs to enable municipal Council to determine whether a tax refund, cancellation, reduction or increase is warranted. Approved applications result in tax adjustments according to the amount of the assessment reduction. A municipal Council can decline to approve applications made under this section. A taxpayer then has the option of taking the application further to the Assessment Review Board where all parties can argue their position.

Comments/Analysis:

The detailed adjustment reports are attached as Appendix "A".

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2023	Section 357 Write-offs	-\$211.81	-\$253.60	-\$58.85	-\$524.26
2023	Tax Incentive Adjustments	-\$7,844.91	-\$9,392.85	-\$2,122.99	-\$19,360.75
	Total	-\$8,056.72	-\$9,646.45	-\$2,181.84	-\$19,885.01

Council can take the position of denying any Sec. 357/Tax Incentive Approval application. If denied, this report must be deferred and brought back to a future meeting. Notice is to be provided to applicants with adjustments that have been denied, at least 14 days before the meeting date to allow applicants representation during that future meeting.

Section 357(3) of the Assessment Act states that an application must be filed with the Treasurer on or before February 28 of the year following the year in respect of which the application is made. All applications included in this report were made within the regulated deadline.

Financial Implications:

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards. The Township portion of the tax adjustments are \$8,056.72.

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Development
- Fiscal Responsibility and Accountability

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

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

Year	Type	Township	County	Education	Total
2023	Section 357 Write-offs	-\$211.81	-\$253.60	-\$58.85	-\$524.26
2023	Tax Incentive Adjustments	-\$7,844.91	-\$9,392.85	-\$2,122.99	-\$19,360.75
	Total	-\$8,056.72	-\$9,646.45	-\$2,181.84	-\$19,885.01

-\$19,885.01



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 8th, 2024

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

REPORT NO: CBO-2024-001

SUBJECT MATTER: Replacing Lights at the Keystone Complex

Recommendation(s):

THAT Council authorizes the replacement of lighting at the Keystone Complex, which includes the conversion of existing ballasts and light bulbs.

Purpose:

The purpose of this report is to seek direction from Council to proceed with the lighting upgrades at the Keystone Complex.

Background:

Included in the 2023 budget were recommended improvements to the lighting at the Keystone Complex and the allocation of \$25,000.00 to complete the project. During budget deliberations, there was significant discussion about transitioning to new light fixtures in the Complex and whether the additional costs for the transition to new fixtures produced significant return on investment over the life of the asset. Given the foregoing, staff was instructed to investigate the difference in costs for replacing existing compared to re-lamp and changing the ballasts alone. A report was brought before Council on October 23, 2023 which provided options for improvements to the lighting at the Keystone and is attached as Schedule A to this report. The two options included one to convert the entire fixture and install LED lights and another quotation for converting only the ballasts and replacing with LED lights. Staff was instructed to solicit more quotations to replace the existing lights to current (fluorescent metal halide).

Comment:

As part of the investigation into replacing to the current standard, we received an email from the electric supplier stating that pin based fluorescent bulbs and many other types including Metal Halide will cease to be imported or manufactured at the end of 2023 and sales will cease by the end of 2024. In light of this information, the transition to

LED will have to take place eventually, given that these bulbs will not be available beyond 2024.

Staff received quotations as detailed in the financial implications below.

Financial Implications:***OPTION 1: CONVERT ENTIRE FIXTURE AND INSTALL LED FIXTURES***

We have received 2 quotes for the total replacement to LED fixtures. Both companies recommended going forward with option one, given the pending shortage of bulbs.

Talbot Electric: \$22,750 plus HST and would take approximately 5 days to complete job

Capson Electric: \$23,255 plus HST and would take approximately 4 days to complete job

OPTION 2: CONVERT ONLY BALLASTS AND REPLACE LIGHT BULBS

We received 2 quotes again this option was not recommended by either company.

Talbot Electric: \$3,200.00 plus HST and the cost of each ballast to be replaced varying cost from 58 per ballast to 167 per ballast depending on the type of ballast

Capson Electric: \$5,468.00 plus HST and the cost of each ballast to be replaced varying cost from 58 per ballast to 167 per ballast depending on the type of ballast

Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

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

Approved by:

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 23rd 2023

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

REPORT NO: CBO-2023-017

SUBJECT MATTER: Replacing Lights at the Keystone Complex

Recommendation(s):

THAT Council authorizes the replacement of lighting at the Keystone Complex, which includes the conversion of existing ballasts and light bulbs.

Purpose:

The purpose of this report is to seek direction from Council to proceed with the lighting upgrades at the Keystone Complex.

Background:

Included in the 2023 budget were recommended improvements to the lighting at the Keystone Complex and the allocation of \$25,000.00 to complete the project. During budget deliberations there was significant discussion about transitioning to new light fixtures in the Complex and whether the additional costs for the transition to new fixtures produced significant return on investment over the life of the asset. Given the foregoing, staff was instructed to investigate the difference in costs for replacing existing compared to re-lamp and changing the ballasts alone.

Comment:

To achieve ongoing cost savings for the municipality and to ensure that the municipality is always working to reduce its energy footprint, the Keystone Complex (municipality's highest energy user) is identified as needing lighting upgrades. Staff have ascertained various quotes to convert the lighting at the Keystone Complex. A first quotation allows for the replacement of the entire fixtures and also includes the cost to replace lighting at the Pavilion and Re-Chlorination centre. The total estimated cost is \$26,000, slightly higher than the 2023 budget estimate. With previous direction from Council to remove the light replacement at the Re-Chlorination facility and pavilion, (based on the limited use of these facilities), the estimated cost to replace only the bulbs and ballasts and not the entire fixtures at the Keystone is estimated at \$16,000. There may be grants available from the utility provider and staff will investigate whether

these are available during the installation process. Utility grants available are contingent upon an entire replacement and are not available for re-lamp and ballast.

For simplicity sake, here is a brief snapshot of the two proposed projects and commentary on the options:

OPTION 1: CONVERT ENTIRE FIXTURE AND INSTALL LED FIXTURES

- Higher initial capital investment
- Marginally greater energy savings (however, these are minimal and may be difficult to quantify or demonstrate)
- New LED fixtures are guaranteed for 10 years
- Less ongoing maintenance and reduced service call charges over the life of the asset
- Future replacement will mean a full replacement of entire fixture (vs. only replacing the bulbs)

OPTION 2: CONVERT ONLY BALLASTS AND REPLACE LED LIGHT BULBS

- Lower initial capital investment
- Greater energy savings than what is there now, but likely lower savings than replacing the entire fixtures
- Bulbs and ballasts will likely need replacing in the 3-5 year time frame
- May need replacement in the future to convert entire fixture
- Maybe difficult to purchase replacement parts in the future

Financial Implications:

The cost implications in the short term to complete the entire project (including pavilion and re-chlorination) is estimated to be at approximately \$10,000.00, however with these elements removed, the overall estimated additional cost will be lowered. Staff recommends proceeding with the complete replacement of the fixture, given the long-term savings in maintenance and frequency of replacement.

Strategic Plan Goals:

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

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 8th 2024

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

REPORT NO: CBO 2024-002

SUBJECT MATTER: Activity report November 2023

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report

Background:

1. 2023 Capital Project Process:

2023		
Township Office	Budget	Status/Comment
Office Reno	100,000.00	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	
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 2024-002 for comparison report.


Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

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

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

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

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	32	14,019	1,857,360	Accessory structures	36	10,141	1,847,400
Agricultural	15	13,794	4,555,700	Agricultural	15	17,181	3,891,489
Change of Use	2	300	-	Change of Use			
Commercial	4	3,450	384,900	Commercial			-
Demolition	15	2,400	84,401	Demolition	9	1,350	95,500
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	7	1,063	30,743	Miscellaneous	7	1,050	41,000
Plumbing	5	600	19,000	Plumbing	26	1,800	167,700
Pools	12	1,800	650,106	Pools	25	3,750	1,752,591
Residential Building	33	52,327	16,185,570	Residential Building	126	254,558	71,383,460
Sewage System	24	11,000	926,500	Sewage system	31	14,100	970,138
Signs	5	750	12,000	Signs	1	1,320	-
Combined Use		-	-	Combined Use			-
TOTAL	155	101,742	24,726,280	TOTAL	280	502,879	98,933,636

Current Year			Previous Year		
TOTAL PERMIT ISSUED		155		280	
TOTAL DWELLING UNITS CREATED		19		63	
TOTAL PERMIT VALUE		24,726,280		98,933,636	
TOTAL PERMIT FEE		101,742		502,879	
TOTAL INSPECTION COMPLETED(YTD)		818		1811	

November 2022 Compared to November 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	3,232	143,000	Accessory structures	1	150	20,000
Agricultural	1	1,164	180,000	Agricultural	1	570	101,200
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	6	900	61,001	Demolition	2	300	35,000
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous	2	300	36,000	Miscellaneous			
Plumbing				Plumbing	1	150	5,500
Pools				Pools	-		
Residential Building	2	301	230,000	Residential Building	32	838,700	11,942,705
Sewage System	1	900	25,000	Sewage System	2	1,700	195,763
Signs				Signs			
Combine Use				Combined Use			
TOTAL	14	6,796	675,001	TOTAL	39	841,569	12,300,168



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 8th 2024

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

REPORT NO: CBO 2024-003

SUBJECT MATTER: Activity report December 2023

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report

Background:

1. 2023 Capital Project Process:

2023		
Township Office	Budget	Status/Comment
Office Reno	100,000.00	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	

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 2024-003 for comparison report.


Strategic Plan Goals:

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

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

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

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

 TOWNSHIP OF Southwold	Township of Southwold	
	Permit Comparison Summary	
	Issued For Period January -December	

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	32	14,019	1,857,360	Accessory structures	37	10,291	1,852,400
Agricultural	15	13,794	4,555,700	Agricultural	16	17,568	3,972,349
Change of Use	2	300	-	Change of Use		-	-
Commercial	4	3,450	384,900	Commercial		-	-
Demolition	15	2,400	84,401	Demolition	9	1,350	95,500
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	7	1,063	30,743	Miscellaneous	7	1,050	41,000
Plumbing	5	600	19,000	Plumbing	26	1,800	173,200
Pools	12	1,800	650,106	Pools	25	3,750	1,752,591
Residential Building	33	52,327	16,185,570	Residential Building	128	256,983	72,021,660
Sewage System	24	11,000	926,500	Sewage System	31	14,100	970,138
Signs	5	750	12,000	Signs	1	1,320	-
Combined Use		-	-	Combined Use		-	-
TOTAL	155	101,742	24,726,280	TOTAL	284	505,840	99,663,196

Current Year			Previous Year		
TOTAL PERMIT ISSUED		155		284	
TOTAL DWELLING UNITS CREATED		19		109	
TOTAL PERMIT VALUE		24,726,280		99,663,196	
TOTAL PERMIT FEE		101,742		505,840	
TOTAL INSPECTION COMPLETED(YTD)		818		2463	

December 2022 Compared to December 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	350	6,000	Accessory structures		150	
Agricultural	1	669	350,000	Agricultural	1	387	80,860
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	1	4,156	480,000	Residential Building		2,425	
Sewage System	1	500	6,000	Sewage System			
Signs				Signs			
Combine Use				Combine Use			
TOTAL	4	5,676	842,000	TOTAL	1	2,962	80,860



TOWNSHIP OF SOUTHWOLD

Report to Council

Date: January 8th, 2023

Prepared by: Corey Pemberton Director of Building and Community Services

Report Number: 2024-004

Subject Matter: 2023 Annual Building Report

Background Information:

Below is the total number of permits issued, number of house permits, septic permits, and value of permits to date for the period of 2017-2023.

NOTE: Permits issued for 2021 include a large industrial warehouse.

	2023	2022	2021	2020	2019	2018	2017
Permits Issued	155	284	296	160	139	129	135
House Permits	33	109	137	34	19	40	41
Septic Permits	24	31	30	18	15	28	16
Fees Collected	\$101,742	\$505,840	\$2,783,565	\$241,956	\$101,245	\$81,438	\$97,708
Value	\$24,726,280	\$99,663,196	\$708,748,022	\$35,421,669	\$18,852,235	\$19,692, 676	\$24,187,600

In 2023 Southwold entered a contract with West Elgin to provide building department services. West Elgin had a total of 87 permits and 735 inspections. In total Southwold had 155 permits submitted and 818 inspections completed. In 2023, the Amazon industrial warehouse received occupancy.

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: January 8, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-01

SUBJECT MATTER: Activity Report for CAO/Clerk December 2023

Recommendation(s):

None – For Council Information.

Purpose:

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

Background:

Meetings/Events:

- Staff Christmas Celebration – December 13
- Management Meetings – December 6
- Elgin Administrators Meeting – December 15
- Winterfest Committee Meeting – December 14
- Central Community Health Centre Board meeting – December 6
- Legal Discussion on Talbotville Plan of Subdivision Resubmission – December 6
- Drainage Act Intervenors Strategy Meeting – December 6
- Meeting with Dutton Dunwich RE Shared Fire Services – December 7
- Market Check Update Meeting – December 7
- School Board Planning Capacity Meeting – December 8
- CUPE Negotiations – December 12
- Talbotville Meadows Conditional Building Permit Legal Meeting – December 13
- County BR&E Meeting – December 13
- Housing Enabling Water Webinar

Strategic Planning Exercise

The Plan has been adopted and endorsed. A presentation to administrative staff was completed on November 28th as well as a roll out of the implementation plan. Staff are still working on a communications strategy.

Recruitment/Staffing

All staff positions are currently filled.

Office Renovation

The office renovation started on August 21, 2023 and is complete, with the exception of Council audio/visual equipment, which is being installed.

Shared Services

Shared services with Dutton Dunwich and West Elgin continue to be productive.

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 on the market check for municipal employee compensation is complete and was presented to staff on January 4th for roll out into 2024.

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 are 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	Installation underway.
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

Project	Budget	Status/Comments
		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 and are being installed now.
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 in new offices.
Office Security Updates – Locks/FOB	\$10,000	Being investigated
Pay Equity Study/Market Check	\$15,000	Market Check assessment complete. Presented to Council on November 27 and December 11.
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

Strategic Plan Goals:

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

- Managed Growth

- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

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



Council Highlights

Tuesday,
December 6, 2023



In This Issue:

Ed Ketchabaw Re-Elected as 2024 Elgin County Warden

Harmonizing Care: Empowering Elgin Homes Through Streamlined Policy Approval

Fanning the Flames of Efficiency: County Council Greenlights Fire Training Coordinator

Safeguarding Scenic Routes: Englobe Corp.'s Path to Slope Stability on Fingal Line and Glen Erie Line

Rekindling Connections: A Plea for the Return of School Resource Officers in Elgin County

Extending the Pulse: Elgin County's Continuation of Vital Ambulance Services with Medavie

Charting the Road Ahead: MTOs Transformative Plans and Strategic Insights for Highway 3 & 4

Elgin County's Partnership Continues with Re:Public Urbanism for 2024 Planning Services

Pioneering Efficiency in POA Prosecutions with Extended Green Light

Ed Ketchabaw Re-Elected as 2024 Elgin County Warden

After two rounds of a split vote, Elgin County Council re-elected Ed Ketchabaw, Mayor of the Municipality of Bayham, as the Warden of Elgin County during their annual election meeting held on December 5, 2023. Warden Ketchabaw is set to continue his role as the head of Elgin County Council for the upcoming 2024 governance year.

In his capacity as the head of County Council, Warden Ketchabaw will undertake a range of responsibilities, including presiding over Council meetings, providing leadership to Council, representing the County at official functions, serving as the County's spokesperson, and more.

Elgin's 2024 Deputy Warden will be Grant Jones, Mayor of the Township of Southwold. The position of Deputy Warden is held by the most immediate past Warden who is a sitting member of Council.



Expressing gratitude for the opportunity, Warden Ketchabaw stated, "It is an honour to have been re-elected by County Council to serve as Elgin County's Warden for the year 2024. I eagerly anticipate collaborating with Council and staff to ensure that Elgin County

remains a vibrant community where people aspire to live, work, and thrive for many years to come."

Harmonizing Care: Empowering Elgin Homes Through Streamlined Policy Approval

The County of Elgin Homes, which includes Bobier Villa, Elgin Manor, and Terrace Lodge, recognizes the importance of having policies and procedures that comply with legislative requirements such as the *Fixing Long-Term Care Act*. These policies are essential for meeting the Ministry of Long-Term Care (MLTC) standards and providing clear guidance for all Homes staff in delivering care and services. To ensure that these policies are up-to-date, they are reviewed annually, incorporating changes in legislation.

Currently, all policies and procedures undergo approval by the County Council, which can cause delays in implementation and create challenges during MLTC home inspections. To address this, staff recommended that the Director of Homes and Seniors Services be granted the authority to approve these policies and procedures to ensure a more efficient and timely process. County Council approved this recommendation, which ultimately enhances the delivery of care and services to residents and solidifies a streamlined approval process for policies and procedures within the three (3) County of Elgin Homes.

Fanning the Flames of Efficiency: County Council Greenlights Fire Training Coordinator

The County's Emergency Management Department has identified substantial gaps and an overwhelming workload related to the Elgin-Middlesex Regional Fire School (EMRFS) over the past two years. To address this issue, the department proposed the addition of a full-time Fire Training Coordinator position to enhance efficiency and productivity. The request, presented ahead of the budget approval process, is prompted by the immediate start of fire training early in the new year and the urgent need for additional resources to prepare and implement 2024 fire courses. County Council approved hiring a Fire Training Coordinator to alleviate the department's workload, with the associated costs offset by a projected increase in revenue, ensuring the position's full coverage by course fees.

Safeguarding Scenic Routes: Englobe Corp.'s Path to Slope Stability on Fingal Line and Glen Erie Line

County Council has approved Englobe Corp. to provide geotechnical investigative and construction plans for remediating unstable road slopes on Fingal Line and Glen Erie Line. With the proposed 2024 Capital Budget allocating funds for these projects, Englobe Corp. submitted a proposal for geotechnical fieldwork, borehole drilling, laboratory testing, and remediation design at a total cost of \$209,500 plus HST.

Refreshing the Elgin County Brand: Addressing Accessibility

In a joint effort between Elgin County's Corporate Communications & Engagement Coordinator and the Accessibility Coordinator, the official County logo has been updated to better align with the latest branding, marketing, and accessibility requirements. The refresh was carried out by an external graphic designer at a cost of \$316.40.

The updated logo conforms to the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA as per the Integrated Accessibility Standards Regulation (IASR). This update comes at an opportune time as the County's website is also being redeveloped, and it is important to ensure that the County's colours, fonts, and branding are accessible to everyone. Elgin County Council has unanimously approved the updated logo to be implemented immediately on all web and digital-based corporate assets.

Current Logo:

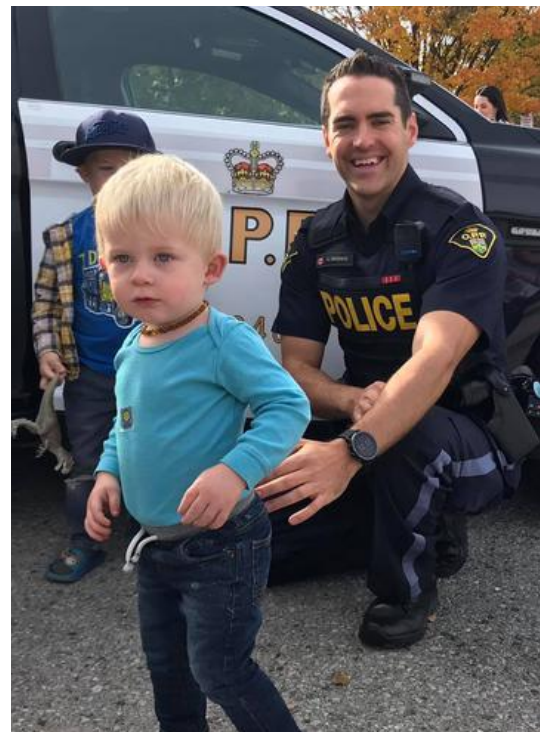


Refreshed Logo:



Rekindling Connections: A Plea for the Return of School Resource Officers in Elgin County

The Elgin Group Police Services Board (EGPSB) issued a letter to Elgin County Council expressing their deep concern regarding the ongoing pause of the School Resource Officer (SRO) program in schools within the Thames Valley District School Board (TVDSB) district. EGPSB advocates for the return of police officers to area schools while acknowledging the importance of building positive relationships with students and the need for adaptation to address the concerns raised during the pause. This program was designed not only to educate students about important topics such as alcohol and drugs but also to build positive relationships with Elgin's youth. Council directed the Warden to send a letter to the chair of the TVDSB that not only supports but echoes the concerns of the EGPSB.



Extending the Pulse: Elgin County's Continuation of Vital Ambulance Services with Medavie

The County of Elgin is responsible for providing land ambulance services and has been in productive negotiations with Medavie since the original agreement was signed in 2014. The current agreement is set to expire on December 31, 2023, and in order to allow for ongoing negotiations towards a new, longer-term contract, Council has approved an extension of the current Land Ambulance Services Agreement with Medavie EMS Elgin Ontario Incorporated for up to six months.



Charting the Road Ahead: MTO's Transformative Plans and Strategic Insights for Highway 3 & 4

Elgin's Director of Engineering Services provided Council with an overview of the Ontario Ministry of Transportation (MTO)'s Preliminary Design, Detailed Design, and Class Environmental Assessment for Highway 3 improvements from Highway 4 to Centennial Avenue. Following the second Public Information Centre (PIC) on November 22, 2023, key highlights involved utilizing two median width designs for the Highway 3 cross-section to reduce property impacts.

The proposed construction staging spans five years, starting in 2025, with specific projects each year. The County is advised to minimize construction detour durations, conduct formal assessments on roads used as detour routes, ensure restoration to pre-detour conditions, design cul-de-sacs for easy turnaround, and consider traffic signalization at Clinton Line and Highway 4.

Elgin County's Partnership Continues with Re:Public Urbanism for 2024 Planning Services

Council approved the authorization for the Warden and CAO/Clerk to execute an agreement with Re:Public Urbanism for planning services in 2024. Re:Public Urbanism has provided planning services to Elgin County since the beginning of 2022. Initially, they only offered limited services. However, in May 2022, their scope expanded, allowing them to work on the County Official Plan and provide planning services related to the County's approval authority function. The revised agreement extended their services through 2023, and now the County is looking at options for planning services in 2024.

Pioneering Efficiency in POA Prosecutions with Extended Green Light

Elgin County Council has given the green light to extend the Interim Transfer Agreement for Parts III and IX of the Provincial Offences Act to continue until January 3, 2026. The Province of Ontario has mandated the transfer of Parts III and IX POA prosecutions to Municipalities in a phased approach, which began as a pilot project. The successful implementation in Elgin County, which has demonstrated effective resource utilization and cost savings, has prompted the extension request. Elgin County initially took on this responsibility in December 2021, successfully managing more serious offences through a full-time prosecutor.



For the complete **December 6, 2023 Agenda Package**, please visit the following link:
[County Council Agenda Package](#)



Mark Fisher, Director of Education and Secretary

Ryan Terpstra
Manager of Corporate Facilities
Elgin County
450 Sunset Drive
St. Thomas, ON N5R 5V1

December 15, 2023

sent via email

Dear Mr. Terpstra,

RE: Enrolment Growth at Southwold PS

Further to your discussions with our team, please accept this letter as Thames Valley District School Board's formal request to increase the sewage allocation to Southwold PS from Elgin County's wastewater treatment plant that currently services the area.

The exciting growth and development in Southwold Township is also resulting in enrolment growth at Southwold PS. TVDSB is planning to support this growth with new capital investment in partnership with the Ministry of Education. In the interim, in order to ensure new students continue to attend a proximal school to where they reside, we would greatly appreciate Elgin County's consideration to increase the sewage allocation to the school.

The current enrolment of Southwold PS exceeds 700 students and we are anticipating approximately 842 students and 60 staff by 2029. This enrolment figure is predicated on alternative temporary accommodation solutions that we are currently exploring for new development planned in northwest St. Thomas, which is located in Southwold's attendance area.

We greatly appreciate your consideration of this request and would be pleased to further discuss this matter if any additional information would be helpful.

Sincerely,

A handwritten signature in blue ink, appearing to read "Linda Nicholls".

Linda Nicholls
Associate Director
Thames Valley District School Board

Thames Valley District School Board - Organizational Support Services

1250 Dundas Street, London, Ontario N5W 5P2 Tel: 519-452-2000 Fax: 519-452-2485 website: www.tvdsb.ca

We build each student's tomorrow, every day.

December 14, 2023

The Hon. Prabmeet Sarkaria
Minister of Transportation
Via email: minister.mto@ontario.ca

Dear Minister Sarkaria:

Subject: Highway 401 Median Barrier Construction

In a recent meeting, staff of the Ministry's Transportation Infrastructure Management Division provided an update to municipal staff on upcoming MTO projects in or near Chatham-Kent. We wish to thank you and your staff for the ongoing dialogue between our organizations.

During this meeting, Ministry staff noted that the timing for design and construction of Phase 2 of the Tilbury to London Highway 401 expansion is currently undetermined but is beyond the timeframe of the 2022-2025 Southern Highways Program.

This information was brought before Chatham-Kent Council on October 16, 2023; in response, Council passed the following motion:

Whereas since the median barrier construction has begun, fatal crossover collisions are being prevented;

And whereas the concrete median barrier that exists between Windsor and Merlin and London eastward have proven to eliminate fatal crossover collisions;

And whereas concrete median barriers protect Police, Fire, EMS and tow truck drivers from oncoming traffic when responding to collisions on the 401;

Therefore, I move that a response letter be sent to the Ontario Ministry of Transportation to request that concrete median barrier installation is expedited and a specific timeline is provided to the municipality and all relevant stakeholders as soon as possible.

This letter to be circulated to all neighbouring municipalities and emergency services along this section of the 401 corridor, AMO, ROMA, and OGRA requesting their support.

On behalf of the Municipality of Chatham-Kent, I request that the Ministry expedite the

Cont'd...

design and construction work needed to extend the concrete median barrier on Highway 401 from where it currently ends near Tilbury easterly through Chatham-Kent and ultimately making it continuous to London. I also request that a specific timeline for this work be identified and provided. The safety benefit that this project would provide is of great importance to Chatham-Kent and its residents.

In accordance with the direction of our Council, this letter will be shared with the organizations and municipalities listed below.

Thank you for the ongoing cooperation and dialogue between your Ministry and the Municipality of Chatham-Kent. We look forward to further dialogue on this and other projects.

Sincerely,



Darrin Canniff, Mayor/CEO
Municipality of Chatham-Kent

C: Colin Best, President, Association of Municipalities of Ontario
Robin Jones, Chair, Rural Ontario Municipal Association
John Parsons, President, Ontario Good Roads Association
Hilda MacDonald, Warden, County of Essex
Ed Ketchabaw, Warden, County of Elgin
Aina DeViet, Warden, County of Middlesex
Aina DeViet, Mayor, Municipality of Middlesex Centre
Mike Hentz, Mayor, Municipality of Dutton Dunwich
Richard Leatham, Mayor, Municipality of West Elgin
Tracey Bailey, Mayor, Municipality of Lakeshore
S/Sgt. Brad Coulbeck, Detachment Commander, Chatham-Kent Detachment, Ontario Provincial Police
Insp. Jennifer Neamtz, Detachment Commander, Elgin County Detachment, Ontario Provincial Police
Jeff Brooks, General Manager, Chatham-Kent EMS
Stephen Van Valkenburg, General Manager, EMS Elgin Ontario
Chief Neal Roberts, Middlesex-London Paramedic Service
Jeff McArthur, Fire Chief, Municipality of West Elgin
Colin Shewell, Fire Chief, Dutton Dunwich Volunteer Fire Department
Colin Toth, Director of Emergency Service and Fire Chief, Municipality of Middlesex Centre
Don Williamson, Fire Chief, Municipality of Lakeshore

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

Name of Event:			
Scout Meetings			
Name of Group or Organization			
1st Shedden Scout Group			
Primary & Secondary Contact Person		Purpose of Event	
Scott Young		Beaver and Cub Scout meetings for youth 5-11 yrs old	
Contact Address			Postal Code
37150 Fingal Line St Thomas, Ontario			N5P 3S5
Phone # Primary / Secondary		Email / Website:	
519-282-8053		theroverscout@gmail.com	
Not for Profit # or Charitable Organization Registration #:		10776 1694 RR0028	
Activity or Event Information			
Fees to be Waived (ie: facility rental)		Facility Rental	
Date and Times:		Tuesday nights 6pm to 8pm	
Number of People expected:		30 Scouts and Adults	Admission Fee: (If applicable)
Will food be served?		No	Annual fee to national
Will alcohol be served?		No	

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
<p>1st Shedden Scout Group will enhance community services and recreation by offering programming that will serve the community through garbage clean up, connecting local families and building relationship with youth in the Southwold area.</p>

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON NOL 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.

1st Shedden Scout Group will provide garbage clean up, engage the community through fundraising initiatives such as apple day, provide a safe space for youth of various ages to grow and adventure as an individual and as a group and will endeavour to serve the community in other varying capacities including participation in Winterfest, the Fingal Parade etc.

What will the impact on the activity or event be if the fee is **not** waived?

We would need to pass rental fees onto the families of the youth attending.

Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?

No. The fundraising done is to offset the cost of camping and equipment, not the fees associated with a meeting place.

What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?

We have been accessible to all youth in Elgin county. Scouts Canada also has membership discounts for those that can not afford to pay.

Deadline for submission is November 15, for events being held the following year.

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON NOL 1K0
Phone: 519-769-2010
Fax: 519-769-2837

communications@southwold.ca

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
 Attention: Community Services & Communications Clerk
 35663 Fingal Line
 Fingal, ON NOL 1K0
 Fax: 519-769-2837

or by email: communications@southwold.ca

Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Scott Young	Title:	Group Commissioner
Signature:	<i>Scott Young</i>	Date:	Dec 17 2023

ST. THOMAS & DISTRICT
Chamber
OF COMMERCE

LUNCH *with the* MAYORS



City of St. Thomas
Mayor Joe Preston



Township of Southwold
Mayor Grant Jones



Municipality of Central Elgin
Mayor Andrew Sloan

Join us for our annual Lunch with the Mayors!
After a delicious lunch, each Mayor will offer remarks on
plans and activities for the year ahead.
An open question-and-answer session will follow.

Email your questions ahead of time to: mail@stthomaschamber.ca

Thursday, February 15, 2024 — 11:30 am - 1:30 pm

Doors open @ 11:15 am

CASO Station - 750 Talbot Street

Tickets \$60/ea. +hst — **Member Price \$45/ea. +hst**

To order, call 519.631.1981 x526 or order online at www.stthomaschamber.on.ca

Presenting
Sponsor



Community Sponsors





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-01

Being a By-Law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2024

WHEREAS the Municipal Act, 2001 S.O. 2001, Chapter 25, s.407, provides authority for a council by-law to authorize temporary borrowing, until taxes are collected, and until other revenues are received, to meet the current expenditures of the municipality for the year,

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407 of the Municipal Act, 2001.

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

Borrowing Authority

1. The head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or bankers' acceptance during the year 2024 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, and until other revenues are received, the current expenditures of the municipality and the other amounts that are set out in section 407 of the Municipal Act, 2001.

Instruments

2. A promissory note or bankers' acceptance made under Section 1 shall be signed by the head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.

Lenders

3. The lenders from whom amounts may be borrowed under authority of this by-law shall be the Canadian Imperial Bank of Canada and such other lender(s) and reserve funds of the municipality as may be determined from time to time by resolution of the Council.

Limit on Borrowing

4. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the municipality as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st until December 31st of the current year, 25 percent of the said estimated revenues of the municipality as set forth in the estimates adopted for that year. For purposes of this by-law, the estimated revenues of the municipality shall not include revenues derivable or derived from
 - a. borrowings or issues of debentures, or
 - b. a surplus, including arrears of levies, or
 - c. a transfer from the capital fund, reserve funds or reserves.

Borrowing Documents Required

5. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, a certified copy of the resolution mentioned in Section 3 determining the lender if applicable and a copy of the estimates of the corporation adopted for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act, 2001 that have not been repaid.

When Estimates Not Adopted

6. If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law

- a. the limitation on total borrowing shall be calculated for the time being upon the estimated revenues of the municipality as set forth in the estimated adopted for the previous year, and
- b. the copy furnished under Section 5 shall show the nature and amount of the estimated revenues of the municipality as set forth in the estimates adopted for the previous year.

Charge on Revenues

- 7. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the municipality for the current year and for any preceding years as and when such revenues are received but such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.

Directive to Treasurer

- 8. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the money hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.

Effective Date

- 9. This by-law shall come into full force and effect upon date of passing.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 8TH DAY OF JANUARY, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-02

**Being a By-law to provide for an interim tax levy,
to provide for the payment of taxes and to
provide for penalty and interest of 1.25 percent.**

WHEREAS section 317 (1) of the Municipal Act 2001, S.O. 2001, c.25, provides that the council of a municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipal purposes;

AND WHEREAS Section 317(3) of the Municipal Act 2001, S.O. 2001, c.25, requires that the amounts to be levied under section 317(1) of the Municipal Act are subject to certain restrictions.

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

1. An interim tax amount of 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year is hereby imposed and levied on the whole of the real property in the residential class, farm class, managed forest class, pipeline class, commercial occupied class, commercial vacant class, industrial occupied class, industrial vacant class, large industrial occupied class, large industrial vacant class and landfill class according to the last revised assessment roll.
2. The said interim tax levy shall become due and payable in two installments; 50 percent of the interim levy shall become due and payable on the 28th day of March 2024, the balance of the interim levy shall become due and payable on the 31st day of May 2024.
3. On all taxes of the interim levy, which are in default on the first day following the due date a penalty of one and one-quarter percent shall be added and

thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31, 2024.

4. On all taxes in default on December 31, 2024, interest will be added at the rate of one and one-quarter percent per month thereafter for each month or fraction thereof of default.
5. Penalties and interest added on all taxes in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid taxes.
6. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
7. That taxes are payable at the Township of Southwold Municipal Office, Fingal, Ontario or at most financial institutions through ABM or by telephone or internet banking or by pre-authorized payment plan.
8. That this by-law shall come into full force and effect upon the final passage thereof and shall be considered retro-active to January 1, 2024.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 8TH DAY OF JANUARY, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

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

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

Drainage By-law Number 2024-03

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

Whereas the council of the Township of Southwold has procured a
report under section 4 of the *Drainage Act* for the construction
of the Palmer Drain 2023 drain;

And whereas the report dated 2023/11/10 has been authored by Mike DeVos, Spriet Associates
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$87,500.00 ;

And whereas \$21,143.00 is the amount to be contributed by the Township
of Southwold for the drainage works;

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

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

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

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

1. AUTHORIZATION

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

2. BORROWING

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

This project may be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the "Palmer Drain 2023 _____ by-law".

First reading 2024/01/08

Second reading 2024/01/08

Provisionally adopted this 8 day of January, 20 24

Name of Head of Council (Last, First Name) <u>Jones, Grant</u>	Signature
---	-----------

Name of Clerk (Last, First Name) <u>Higgs, Lisa</u>	Signature
--	-----------

Third reading _____

Enacted this _____ day of _____, 20 24

Name of Head of Council (Last, First Name)	Signature
--	-----------

Name of Clerk (Last, First Name)	Signature
----------------------------------	-----------



I, _____
clerk of the Corporation of the Township of Southwold,
certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.



Name of Clerk (Last, First Name)	Signature
----------------------------------	-----------



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-04

**Being a By-Law to Assume Municipal Services in The Ridge Phase 2 (partial),
Registered Plan 11M-245**

WHEREAS by a Development Agreement dated June 22nd, 2020, 1873828 Ontario Limited, undertook to construct certain works and services within the limits of the Corporation of the Township of Southwold and otherwise fulfilled certain obligations to The Corporation of the Township of Southwold and others; and,

WHEREAS 1873828 Ontario Limited, to the satisfaction of the Council of the Corporation of the Township of Southwold, has completed construction of Phase 2 Works and otherwise fulfilled the said obligations;

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

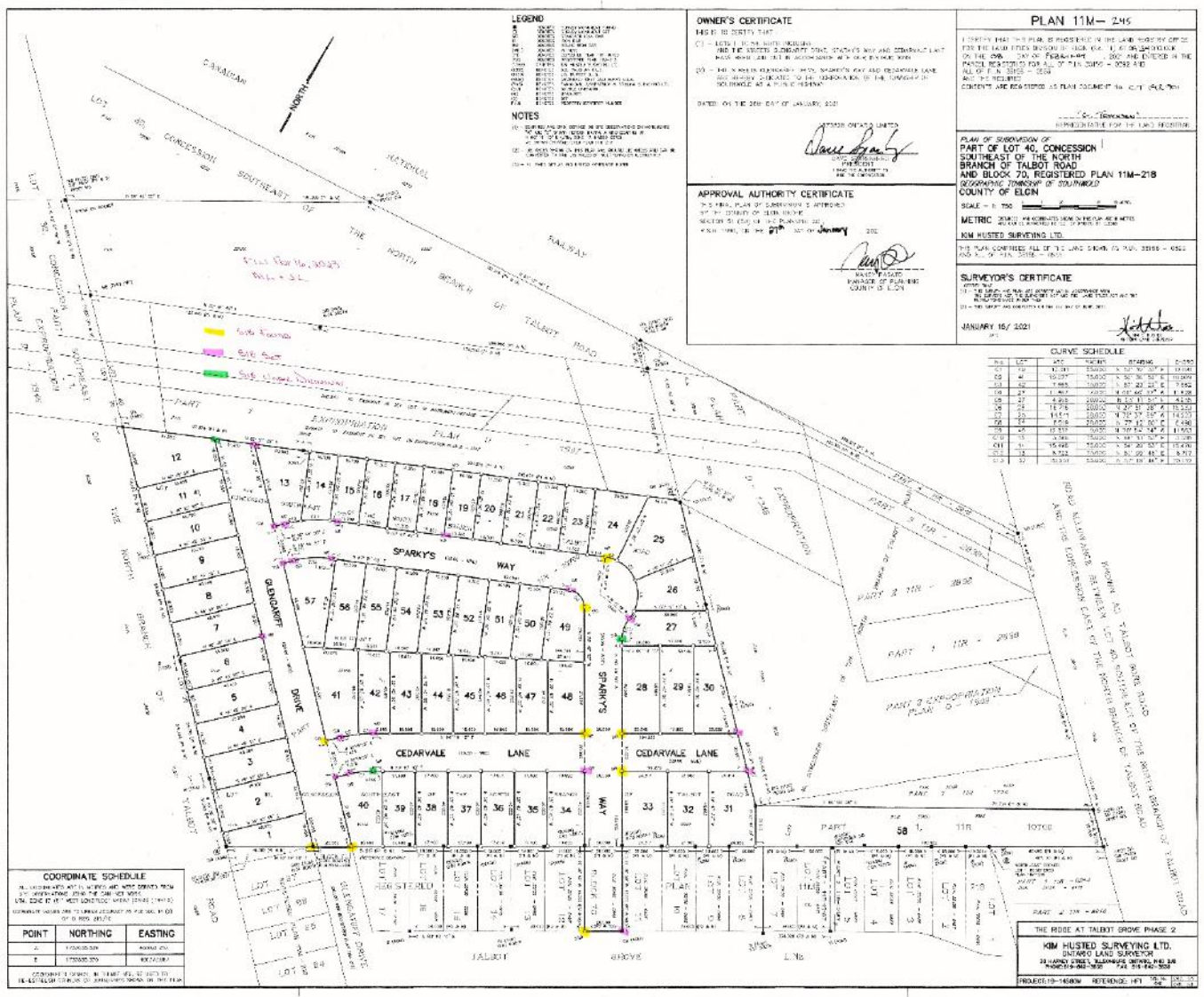
1. The Corporation of the Township of Southwold assumes for public use the Phase 2 works constructed pursuant to the Development Agreement with 1873828 Ontario Limited as dated June 22nd, 2020, and in particular those Works set forth in Schedule "A".

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 8TH DAY OF JANUARY, 2024.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Schedule "A" to By-law No. 2024-04



- LEGEND**
- 1. YELLOW - SUB AREA 1
 - 2. PINK - SUB AREA 2
 - 3. GREEN - SUB AREA 3
 - 4. BLUE - SUB AREA 4
 - 5. RED - SUB AREA 5
 - 6. BROWN - SUB AREA 6
 - 7. PURPLE - SUB AREA 7
 - 8. ORANGE - SUB AREA 8
 - 9. LIGHT BLUE - SUB AREA 9
 - 10. LIGHT GREEN - SUB AREA 10
 - 11. LIGHT PINK - SUB AREA 11
 - 12. LIGHT BROWN - SUB AREA 12
 - 13. LIGHT PURPLE - SUB AREA 13
 - 14. LIGHT ORANGE - SUB AREA 14
 - 15. LIGHT BLUE-GREEN - SUB AREA 15
 - 16. LIGHT PINK-GREEN - SUB AREA 16
 - 17. LIGHT BROWN-GREEN - SUB AREA 17
 - 18. LIGHT PURPLE-GREEN - SUB AREA 18
 - 19. LIGHT ORANGE-GREEN - SUB AREA 19
 - 20. LIGHT BLUE-GREEN - SUB AREA 20
 - 21. LIGHT PINK-GREEN - SUB AREA 21
 - 22. LIGHT BROWN-GREEN - SUB AREA 22
 - 23. LIGHT PURPLE-GREEN - SUB AREA 23
 - 24. LIGHT ORANGE-GREEN - SUB AREA 24
 - 25. LIGHT BLUE-GREEN - SUB AREA 25
 - 26. LIGHT PINK-GREEN - SUB AREA 26
 - 27. LIGHT BROWN-GREEN - SUB AREA 27
 - 28. LIGHT PURPLE-GREEN - SUB AREA 28
 - 29. LIGHT ORANGE-GREEN - SUB AREA 29
 - 30. LIGHT BLUE-GREEN - SUB AREA 30
 - 31. LIGHT PINK-GREEN - SUB AREA 31
 - 32. LIGHT BROWN-GREEN - SUB AREA 32
 - 33. LIGHT PURPLE-GREEN - SUB AREA 33
 - 34. LIGHT ORANGE-GREEN - SUB AREA 34
 - 35. LIGHT BLUE-GREEN - SUB AREA 35
 - 36. LIGHT PINK-GREEN - SUB AREA 36
 - 37. LIGHT BROWN-GREEN - SUB AREA 37
 - 38. LIGHT PURPLE-GREEN - SUB AREA 38
 - 39. LIGHT ORANGE-GREEN - SUB AREA 39
 - 40. LIGHT BLUE-GREEN - SUB AREA 40
 - 41. LIGHT PINK-GREEN - SUB AREA 41
 - 42. LIGHT BROWN-GREEN - SUB AREA 42
 - 43. LIGHT PURPLE-GREEN - SUB AREA 43
 - 44. LIGHT ORANGE-GREEN - SUB AREA 44
 - 45. LIGHT BLUE-GREEN - SUB AREA 45
 - 46. LIGHT PINK-GREEN - SUB AREA 46
 - 47. LIGHT BROWN-GREEN - SUB AREA 47
 - 48. LIGHT PURPLE-GREEN - SUB AREA 48
 - 49. LIGHT ORANGE-GREEN - SUB AREA 49
 - 50. LIGHT BLUE-GREEN - SUB AREA 50
 - 51. LIGHT PINK-GREEN - SUB AREA 51
 - 52. LIGHT BROWN-GREEN - SUB AREA 52
 - 53. LIGHT PURPLE-GREEN - SUB AREA 53
 - 54. LIGHT ORANGE-GREEN - SUB AREA 54
 - 55. LIGHT BLUE-GREEN - SUB AREA 55
 - 56. LIGHT PINK-GREEN - SUB AREA 56
 - 57. LIGHT BROWN-GREEN - SUB AREA 57
 - 58. LIGHT PURPLE-GREEN - SUB AREA 58

OWNER'S CERTIFICATE
 I HEREBY CERTIFY THAT THE ABOVE DESCRIBED LOTS, ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN, AND ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN, AND ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN, AND ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN.
 DATED ON THE 20th DAY OF JANUARY, 2021
 [Signature]

APPROVAL AUTHORITY CERTIFICATE
 THIS PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF PLANS, COUNTY OF ELCIN, ON THE 21st DAY OF JANUARY, 2021.
 [Signature]

PLAN 11M-245
 I HEREBY CERTIFY THAT THIS PLAN IS PREPARED IN ACCORDANCE WITH THE SURVEY ACT AND THE REGULATIONS THEREUNDER, AND THAT THE SAME IS CORRECT AND ACCURATE.
 DATED ON THE 15th DAY OF JANUARY, 2021
 [Signature]

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT THE ABOVE DESCRIBED LOTS, ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN, AND ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN, AND ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN, AND ARE THE SEVERAL SUBDIVISIONS OF THE LAND SHOWN ON THE ABOVE PLAN.
 DATED ON THE 15th DAY OF JANUARY, 2021
 [Signature]

COORDINATE SCHEDULE

ALL COORDINATES ARE IN METERS AND ARE REFERRED TO THE CANADIAN DATUM 1983. THE NORTHING AND EASTING COORDINATES ARE GIVEN TO THE NEAREST MILLIMETER.

POINT	NORTHING	EASTING
1	1750000.00	800000.00
2	1750000.00	800000.00

CURVE SCHEDULE

NO.	START	END	RADIUS	CHORD	ANGLE	AREA
1	0+00	0+20	100.00	3.96	36.00	0.29
2	0+20	0+40	100.00	7.92	72.00	1.16
3	0+40	0+60	100.00	11.88	108.00	2.53
4	0+60	0+80	100.00	15.84	144.00	4.29
5	0+80	1+00	100.00	19.80	180.00	6.44
6	1+00	1+20	100.00	23.76	216.00	9.00
7	1+20	1+40	100.00	27.72	252.00	11.97
8	1+40	1+60	100.00	31.68	288.00	15.35
9	1+60	1+80	100.00	35.64	324.00	19.14
10	1+80	2+00	100.00	39.60	360.00	23.34
11	2+00	2+20	100.00	43.56	396.00	27.95
12	2+20	2+40	100.00	47.52	432.00	32.97
13	2+40	2+60	100.00	51.48	468.00	38.40
14	2+60	2+80	100.00	55.44	504.00	44.24
15	2+80	3+00	100.00	59.40	540.00	50.49
16	3+00	3+20	100.00	63.36	576.00	57.15
17	3+20	3+40	100.00	67.32	612.00	64.23
18	3+40	3+60	100.00	71.28	648.00	71.73
19	3+60	3+80	100.00	75.24	684.00	79.65
20	3+80	4+00	100.00	79.20	720.00	88.00

THE RIDGE AT TALBOT GROW PHASE 2
 KIM HUSTED SURVEYING LTD.
 24 HURON STREET, WINDSOR, ONTARIO, CANADA N9A 1R8
 PROJECT: 14-04-04 REFERENCE: 141 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-05

Being a By-law to appoint a Deputy Clerk

WHEREAS pursuant to Section 228(2) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold may appoint Deputy Clerks;

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

1. That June McLarty be hereby appointed Deputy Clerk for the Corporation of the Township of Southwold effective January 8, 2024.
2. That By-law No. 2007-41 be repealed in its entirety.
3. That these appointments and duties shall be in accordance with the Municipal Act, S.O. 2001, C.25, other relevant legislation, current job descriptions and any other duties and responsibilities as assigned by Council.
4. That this by-law shall remain in full force and effect until repealed or amended.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 8TH DAY OF JANUARY, 2024.

Mayor
Grant Jones

Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2024-06

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 8, 2024.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

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

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on January 8, 2024; 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 8th DAY OF JANUARY, 2024.

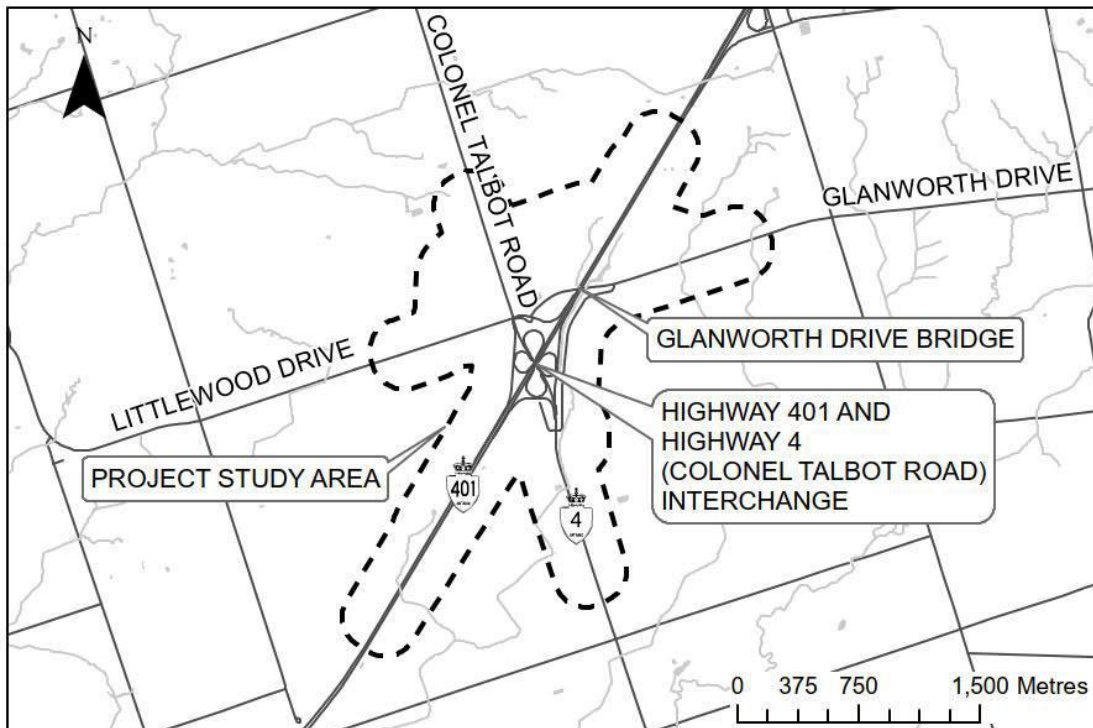
Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

NOTICE OF COMPLETION

Highway 401 and Highway 4 (Colonel Talbot Road) Interchange Reconfiguration & Highway 4 (Colonel Talbot Road) and Glanworth Drive Bridge Replacements (GWP 3030-11-00)

The Ministry of Transportation, Ontario (MTO) retained Green Infrastructure Partners (GIP) Paving Inc. and Dillon Consulting Limited (Dillon) to complete the Design-Build Contract 2022 – 3008, which includes the Class Environmental Assessment (EA), Detailed Design and construction of the Highway 401 and Highway 4 (Colonel Talbot Road) Interchange Reconfiguration and Highway 4 (Colonel Talbot Road) and Glanworth Drive Bridge Replacements in the City of London, as shown on the figure below. Additional information is available on the project website: www.Hwy401CoITalbot.com.



This project has been completed in accordance with the MTO *Class Environmental Assessment (EA) for Provincial Transportation Facilities (2000)* as a Group 'B' undertaking. Group 'B' projects are considered major improvements to existing transportation facilities. This project builds upon the approved Preliminary Design as documented in the Transportation Environmental Study Report Addendum (2018). It is anticipated that construction will begin in 2024.

In accordance with the MTO Class EA, a Design and Construction Report (DCR) has been prepared to document the study including environmental impacts and mitigation measures required for construction. The DCR will be made available for a 30-day comment period from **December 13, 2023, to January 15, 2024**, on the project website www.Hwy401CoITalbot.com. The DCR is also available for public review at the following locations:

London Public Library
Lambeth Branch
7112 Beattie Street
London, Ontario
Tel: 519-652-2951

City of London
Clerk's Office
300 Dufferin Avenue
London, Ontario
Tel: 519-661-2500

London Public Library
Glanworth Branch
2950 Glanworth Drive
London, Ontario
Tel: 519-681-6797

Ministry of Transportation
West Region
659 Exeter Road, Lobby
London, Ontario
Tel: 519-873-4100

Ministry of the Environment,
Conservation and Parks
London Regional Office
733 Exeter Road
London, Ontario
Tel: 519-873-5000

We encourage interested parties to review the DCR and provide any comments to the project team by **January 15, 2024**, by contacting one of the project team members listed below.

Jeff Matthews, P. Eng.
Project Manager
Dillon Consulting Limited
Tel: 519-438-1288 Ext. 1275
Email: Hwy401ColTalbot@dillon.ca

Eric Huey
Project Manager
Ministry of Transportation, Ontario
Tel: 548-388-3150
Email: Eric.Huey@ontario.ca

Section 16 Order (Aboriginal and Treaty Rights)

Outstanding concerns are to be directed to the proponents listed above for a response, unless the outstanding concerns are regarding potential adverse impacts to constitutionally protected Aboriginal and treaty rights, in which case Section 16 Order requests on these matters should be addressed in writing or by email to the following contacts, and copied to the project team members listed above, no later than **January 15, 2024**.

**Minister of the Environment,
Conservation and Parks**
Ministry of the Environment, Conservation
and Parks
777 Bay Street, 5th Floor
Toronto, Ontario, M7A 2J3
Email: Minister.MECP@ontario.ca

**Director, Environmental Assessment
Branch**
Ministry of the Environment, Conservation
and Parks
135 St. Clair Ave W, 1st Floor
Toronto, Ontario, M4V 1P5
Email: EABDirector@ontario.ca

Further information on requests for orders under Section 16 of the Ontario *EA Act* is available on the MECP website at: <https://www.ontario.ca/page/class-environmental-assessments-section-16-order>

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 project 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.

Des renseignements sont disponibles en français en composant Sydney Tasfi, 519-438-1288 Ext. 1004.