



Southwold Economic Development Committee

Agenda

Thursday, February 8th, 2024 at 8:00 am
Township Council Chambers – Municipal Office Fingal

1. Call to Order
2. Approval of the Agenda
3. Approval of the January 4th, 2024 Minutes
4. Development and Infrastructure Updates
5. Grant Opportunity for Enabling Housing Infrastructure Fund
6. Elgin County Update on Business Retention and Expansion Program
7. Rural Equivalent of Chamber of Commerce
8. Municipal Auction/Market Planning – Inventory of Possible Items for Sale
9. Highway 401 Signage Opportunity – Cost Estimates for Rental
10. 2024 Municipal Budget & Capital Projects Approved
11. New and Other Business:
12. Next meeting date, time and location
13. Adjourn



Southwold Economic Development Committee

Meeting Minutes

**Thursday January 4th, 2024 at 8:00 a.m.
Council Chambers/Webex Meeting**

Voting Members

Present: Deputy Mayor Justin Pennings
Councillor John Adzija
Steve Bushell
Michelle Hoffsuemmer
Barry Harrison

Absent: Grayden Laing
Rod Rattray, Elgin Business Resource Centre
Lisa Higgs CAO/Clerk

Staff/Resource: Aaron Van Oorspronk, Director of Infrastructure and Development
Carolyn Krahn, Manager of Economic Development and Strategic Initiatives
June McLarty, Corporate Services Clerk

1. Call to order

Deputy Mayor Pennings called the meeting to order at 8:10 am.

2. Approval of Agenda

The Committee approved the agenda for the January 4th meeting.

3. Approval of the November 9th Minutes

The Committee approved the minutes as drafted from the November 9th, 2023 meeting.

4. Development and Infrastructure Updates

Director Aaron VanOorspronk reported that work is continuing on an agreement with Central Elgin for sanitary services. There has been some interest in the Township's industrial lands. The EA is moving forward. The Plan of Subdivision for Talbotville Meadows Phase 2 has been resubmitted for approval. The Turville property in north Port Stanley settlement area has been submitted for draft plan approval.

5. Rural Economic Development Funding

Director Aaron VanOorspronk reported that the Township received a notice advising the municipality that new intakes for the RED program will be opening in January 2024. Recommendations from the EDC Committee would be appreciated to take to Council. Carolyn suggested that we meet with OMAFRA to review suggested projects to see if they would fit the criteria. A suggestion for improving the streetscapes in Fingal and Shedden was made as a possible project submission or improving the parking lot behind the medical building in Shedden.

6. Commercial Plaza Tour Feedback

Some committee members toured the commercial plaza and determined the condition of the plaza was better than initially thought. Decisions on what to do with it will have to be made, with committee members agreeing that the construction of sewers will benefit this property's value.

7. Municipal Auction/Market Planning

The Committee discussed what to do with the old maps, drawings and signs we have of the Township. Auctions at different events were suggested. The disposal of the name signs should be a separate event. A complete inventory will need to be completed for the next meeting and then plans can be made to determine the best way to auction off these artifacts.

8. Township Highway 401 Signage Opportunity

The cost of putting a sign on Highway 401 needs to be determined. A report on the cost will need to be brought back at the next meeting. This sign could be used as a project under the RED program. More decisions are needed on what is to be included on the sign.

9. 2024 Budget Development

Deferred to the next meeting.

10. Update from County on Business Retention and Expansion Program

Carolyn provided an update on the Business Retention and Expansion Program. So far, 35 businesses have been spoken to with a goal of speaking to 70 businesses to assist them with their marketing and HR. There is a webpage on the County's website. Once the data has been collected, a report will be brought

to County Council and it will be shared with local councils.

11. Redevelop of County Economic Development and Tourism Websites/2024 Total Eclipse

Carolyn reported that the County Website and the County Economic Development Committee will share the main website for the County. The County tourism website will continue to function as a separate website.

Carolyn also reported that the County Tourism Website will include the 2024 Total Eclipse. There will be information for people who want to experience the totality of the eclipse. County staff will also be working with local businesses to develop plans for visitors who want to experience the eclipse.

12. St. Thomas & District Chamber of Commerce Luncheon with the Mayors

An Invitation was presented to the EDC for the Luncheon with the Mayors.

13. New and Other Business

The EDC recommended that a report be presented to Council suggesting the parking lot behind the medical building in Shedden be turned into a municipal parking lot.

14. Next Meeting date, time and location

February 8th, 2024 at 8:00 am in Council Chambers

15. Adjourn

The meeting adjourned at 9:05 am.

Chairperson, Justin Pennings

Staff Resource, Lisa Higgs



HOUSING-ENABLING WATER SYSTEMS FUND (HEWSF)

Program Guidelines – 2024 Intake

Housing-Enabling Water Systems Fund
Ontario Program Guidelines

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1. Program Overview

The Housing-Enabling Water Systems Fund (HEWSF) is an application-based program. Projects funded through the program will aim to protect communities by investing in the repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to promote growth and enable housing.

The following guidelines provide an overview of program details and requirements and act as a reference for applicants.

2. Objectives

Eligible projects under this intake should meet the following project outcomes:

- Enable growth and housing opportunities.
- Increase access to potable water; and
- Increase treatment and/or management of wastewater and stormwater.

This funding intake is a competitive process. Funding approval is not guaranteed.

3. Applicant Eligibility

3.1 Overview

Eligible applicants include all municipalities that own water, waste and stormwater infrastructure. Privately-owned drinking water systems (e.g., year-round, non-municipal residential systems) are not eligible for this program.

Indigenous projects are ineligible to apply as standalone projects; however, municipalities may submit projects that benefit Indigenous communities but will not receive additional funding like other joint applications outlined below (see 3.2 Joint Applications).

3.2 Joint Applications

Joint projects between multiple eligible applicants are encouraged. As part of the application assessment, additional consideration will be given to joint projects that optimize housing enabling outcomes. Joint projects are those where each **co-applicant contributes financially** to the project. All applicants and co-applicants must meet the applicant eligibility criteria.

Each single municipality is allowed to submit only one application. Should municipality choose to submit a joint application with another municipality, that submission would be counted as their sole application. In summary, **a municipality cannot submit a joint application in addition to a stand-alone application.**

Joint applications must have a primary applicant submitting the application. The primary applicant must own all or part of the water asset and confirm all co-applicant(s) funding is secured to support the project. If successful, the primary applicant will be required to sign a Transfer Payment Agreement (TPA) with the Province. The primary applicant is responsible for entering into a partnership agreement with the other eligible co-applicant(s) that will be contributing to the project. Funds will only be made available to the primary applicant who signs the TPA with the Province. The primary applicant will be responsible for the financial management of the project, ensuring all requirements in the TPA are satisfied, including regular reporting requirements. The primary applicant will be the main contact for the project for the Province.

For joint applications, an increased funding threshold will be available (see 7.2 Funding Maximum).

4. Project Conditions

4.1 Overview

The provision of the HEWSF is governed by the Government of Ontario. Transfer Payment Agreements (TPAs) will set out the terms and conditions under which the Ministry agrees to provide funds to applicants, and will provide additional details on payment schedules, milestones, reporting, and audit requirements. The Province will fund a maximum of 73% (up to \$35 million) with the municipality required to fund all remaining eligible project costs (27%). TPAs will only be entered into with primary applicants whose projects are approved by the provincial government.

4.2 Project Eligibility

(1) Eligible Project Types:

- A project must include a capital component and may also include pre-construction planning and design work.
- A project should enable housing development.
- A project can be any of the following project types: Rehabilitation/Repair; Reconstruction; or Expansion.
- Projects must have a clear start and end point.
- Projects can be stand-alone or a component of a larger project.
- Projects must be in the process of or completed the design and planning phase.
- Projects must meet all relevant provincial regulatory requirements.
- The application must include a clearly defined scope of work in order to enable a comprehensive assessment of the project (financial, technical, risk, etc.). For example, an application must clearly identify how it enables housing development, define how it could address existing health and safety issues and/or risks and the construction activities that will be undertaken to address the issue.

(2) Eligible Asset Type:

- Wastewater assets (e.g., lagoon systems, pump stations, lift station, linear assets, treatment plants, storage tanks and collection systems)
- Drinking water assets (e.g., treatment plants, reservoirs, local pipes including the distribution system watermain and the municipal portion of service lines, pump stations)
- Stormwater assets (e.g., management facilities, linear assets including conveyance piping/ditches/culverts)

Note: Projects can include an optimization and/or performance review as part of a capital project on the above asset types. Private hookups of water system to municipal infrastructure would also be eligible.

(3) Ineligible Project Types:

- For this intake, ineligible project types include:
 - Projects that have started construction;
 - Indigenous projects as stand-alone projects (however, municipally led submissions that cross indigenous borders and positively impact indigenous communities will be considered as eligible. These projects are eligible to be submitted through municipal-led applications);
 - Planning and design work as stand-alone projects;
 - All costs associated with preparing the application are ineligible for funding and should not be included in the scope or financials of the application;
 - Assets that are located on private land (e.g., campgrounds);
 - Operational costs of operating assets; and
 - Flood management control works (including dams and dykes).

Other requirements

To support your application evaluation, the application must demonstrate how it will meet the intended outcomes of the program. For example:

- a. **Wastewater projects:** must result in wastewater effluent that meets or exceeds the applicable provincial regulatory requirements.
- b. **Drinking water:** water quality following the completion of a drinking water project must meet or exceed applicable provincial regulatory requirements.
- c. **Asset ownership:** Applicants must attest to owning and ensuring the operation of the infrastructure assets put forward for funding.
- d. **Imminent Health and Safety:** consideration will be given to projects that pose an imminent, critical health and safety risk.

- e. **Bundling of eligible asset types:** Applicants must select only one primary project asset type but may bundle more than one eligible project asset type. For example, a project may have both water and wastewater components. Bundled projects must demonstrate that each component of the project is inter-related and meets eligibility requirements.
- f. **Milestone Based Program:** As the program is milestone-based, funds are distributed to applicant after they have provided a report to the government demonstrating that required milestones, as set out in the TPA, have been met. Successful applicants must have a financing strategy in place to cover project costs upfront and unanticipated shifts in costs during the project such as cost escalations and over-runs. **Applicants will be responsible for any cost over-runs.**

4.3 Project Conditions

Projects must comply with the following conditions to be considered eligible:

- (1) **Project start:** Projects must have a clear start and end date. **The project must start no later than September 30, 2024.** This start date could be pre-construction soft costs (i.e., design, planning, engineering, project management, etc.).
- (2) **Project completion:** Projects must be completed by **March 31, 2027.**
- (3) **Housing development:** Projects should enable housing such as an increase in housing units created.
- (4) **Financial sustainability:** Projects should have a financial plan in place to operate the asset(s) and should not be dependent on or seek senior level government support for operational funding as well as any potential cost over-runs or escalations experienced on a project.
- (5) **Duty-to-Consult and Environmental Assessment:** Projects cannot start construction or site preparation until the provincial government has confirmed in writing that all Duty-to-Consult (DTC) and Environmental Assessment (EA) requirements have been met. The undertaking of site preparation or construction prior to written confirmation being received from the provincial government confirming that DTC and EA requirements have been met may jeopardize project funding.
- (6) **Asset management plans:** Projects should be informed by an applicant's asset management plan (AMP). This means the proposed project was identified based on the plan's prioritized lifecycle activities (e.g., construction, maintenance, renewal, rehabilitation, replacement, etc.) for the applicable asset category. For example, if an applicant has identified drinking water needs as a priority lifecycle activity within its asset management plan, then the submission of a drinking water project would be appropriate. If a proposed project does not align with the priorities identified within an applicant's asset management plan, a strong rationale must be provided in the application form. Asset management plans should be developed in accordance with the *Asset Management for Municipal Infrastructure* regulation (O.Reg. 588/17).

For more details on AMP requirements please see section 6.2.

- (7) **Energy standards:** If the project is a building, the project must meet or exceed any applicable energy efficiency standards for buildings outlined in the [Pan-Canadian Framework on Clean Growth and Climate Change](#).
- (8) **Accessibility standards:** Projects must meet or exceed the requirements of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant [municipal by-laws](#).

5. Application Process

5.1 Number of Project Submissions

Each eligible applicant may only submit a maximum of **one project** for this intake. If an eligible applicant participates in a joint application, the joint project will be counted as their single project submission.

5.2 Submissions and Funding Approval Steps

Step 1: Applicants must register or login online through the Province of Ontario's online grant portal, [Transfer Payment Ontario \(TPON\) \(TPON\)](#). Step by step support for working with the online grant portal are found [here](#). Full details on the application can be found by following the Submitting for Funding link from the TPON landing page. When filling out the application, please review your organization's contact information carefully. If the program area is unable to contact a project representative in a timely manner, an application may be deemed incomplete. Only authorized representatives of the applicant organization should be included on the form (consultants should not be named as the point of contact). Authorized representatives typically include an individual that can legally bind the organization (e.g., CAO, treasurer).

Step 2: Applicants must fully complete one HEWSF application form and all supporting documents. **The application form and supporting documents are available through the TPON online portal.** For a complete list of supporting documents please see section 11.

Step 3: The application form and supporting documents must be submitted online through the **Transfer Payment Ontario (TPON)** system by **11:59 p.m. EST on April 19, 2024**. A scanned application form will not be accepted. **Failure to meet minimum submission requirements will result in the submission being identified as incomplete and will be at risk of not proceeding to the evaluation portion of the application process.**

For technical issues related to the submission of your application form, technical schedule or other supporting documents or if you note any discrepancies in the pre-filled section of the application form, please contact Transfer Payment Ontario Client Care at **416-325-6691 or 1-855-216-3090** or email TPONCC@ontario.ca for assistance.

For all other questions, please contact HEWS@ontario.ca.

Step 4: Once the completed application form has been submitted, an automated acknowledgement of receipt and a file number will be emailed to the primary applicant.

Step 5: Projects will be assessed and evaluated by the Province. If additional clarification is required, the project representative will be contacted and provided with **two business days to submit the required information**.

Step 6: Notification of project approval.

Step 7: TPA Development. Once a project has been approved, the Province will create a project specific TPA and provide it to the primary applicant for signature. The TPA sets out the terms and conditions of funding including:

- That contracts will be procured through a competitive, value-for-money process.
- That the primary applicant will fulfill all Duty-to-Consult and Environmental Assessment requirements.
- A detailed list of eligible and ineligible expenditures (see Section 7.4 and 7.5 for more details).
- Communication requirements (including project signage).
- Mandatory reporting requirements, including insurance obligations.

5.3 Key Dates

Applications and all supporting documentations must be submitted through TPON by **11:59 p.m. EST on April 19, 2024**.

Note: applications including all supporting documentation will not be accepted after this time and submissions cannot be changed after this deadline. **Failure to meet minimum submission requirements will result in the submission being identified as incomplete and will be at risk of not proceeding to the evaluation portion of the application process. That includes completing each section of the application form within the required timeline.**

Note successful applicants cannot start capital work (e.g., site preparation, construction, etc.) on a project until they have been notified by the Province in writing that Duty-to-Consult and Environmental Assessment requirements have been met.

- Projects must start no later than **September 30, 2024**, and be completed by **March 31, 2027**. The project start date can represent pre-construction soft costs (i.e., design, engineering, project management, etc.).

6. Assessment Process

6.1 Assessment Criteria

Ontario will assess projects primarily in relation to the following assessment criteria:

1. Technical Merit (Housing and Water)
2. Project Readiness
3. Financial Capacity and Need
4. Critical Public Health and Safety

Priority will be given to those projects that are more advanced in planning and design (e.g., Stage 4 of Environmental Assessment).

Note: Additional consideration will be given to cross-municipal joint projects with highest impact.

Project approval will be assessed and prioritized based on program requirements, applicant eligibility, application completeness, assessment criteria and the overall demand of funds in the program.

Criteria 1 – Technical Merit

Projects would be assessed on technical merit factors such as:

A) Housing Impact

- i. Total new housing units enabled (by year) by the municipality as a result of the project.
- ii. Comparison of housing units to remaining gap to achieve housing targets (if applicable).
- iii. Cost per housing unit created.

B) Water Systems

- i. Meets provincial regulatory requirements;
- ii. Environmental impacts, including climate resiliency;
- iii. Current utilization of water/wastewater/stormwater infrastructure capacity;
- iv. If the project is a net new or expansion project.

Criteria 2 – Project Readiness

Projects would be assessed on readiness factors such as:

- Anticipated project start date;
- Whether the project is in the planning and design phase;

- Alignment of proposed housing development (enabled by infrastructure funding) with land use planning policies (e.g., conformity with the Provincial Policy Statement Official Plans, zoning, etc.); and
- Status of the proposed housing development (e.g., what proportion of units enabled by the project have proceeded to the Plans of Subdivision and/or Plans of Condominium stage) and expected date of completion of the housing development.

Criteria 3 – Financial Capacity and Need

Using data from the Financial Information Return, projects will be assessed on the applicant municipality's financial capacity to support the municipal contribution (i.e., 27%) of the project. A detailed listing of funding source(s) (e.g., own source revenues, debt, reserves) is to be provided by the applicant municipality. An updated Repayment Limit (ARL) is also to be provided. For more information about the ARL, please see [O. Reg. 403/02](#) (Debt and Financial Obligation Limits).

Criteria 4 – Criticality of Health and Safety

Projects will be assessed on the criticality of health and safety factors based on a technical assessment criterion used relative to industry standards which engineers at the Ministry of Environment, Conservation and Parks (MECP) will use to review and score projects.

This includes:

- Whether the project is an appropriate solution to address a risk, including considering potential climate change impacts.
- Public health and/or safety issues (including continuity of service) related to water systems within the framework of the standards, policies and requirements of MECP, including but not limited to long-term drinking water and boil water advisories.
- Aspects that may potentially pose a threat to public health and safety, and their critical and imminent levels.
- Risk of meeting or failing to meet applicable standards, policies, as well as an assessment of the urgency of the identified health and safety need.
- Urgency of the need based on the information outlined in the application and technical schedule as well as any supplemental documents submitted with the technical schedule (e.g., for drinking water projects, laboratory results and advisories may be required depending on your responses to the technical schedule).

6.2 Asset Management Plan

The *Asset Management Planning for Municipal Infrastructure* regulation (O.Reg. [588/17](#)) sets out requirements for undertaking municipal asset management planning. The regulation is being phased in over a 7-year period, from 2018 to 2025), with progressive requirements for municipalities with respect to their asset management plans.

6.2.1 Asset Management Phase-in Schedule

Date	Regulation
July 1, 2019 (complete)	Date for municipalities to have a finalized strategic asset management policy that promotes best practices and links asset management planning with budgeting, operations, maintenance and other municipal planning activities.
July 1, 2022 (complete)	Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management systems) that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2024	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2025	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2024. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.

At the time of application, the asset management plan used to inform the proposed project should be developed according to O.Reg. 588/17.

As part of project reporting requirements, and to remain eligible for funding, successful applicant will be required to provide a link to their updated, public facing and Council approved asset management plan to municipalassetmanagement@ontario.ca as regulatory milestones are phased in over the life of the project (2024 and 2025).

For more information about municipal asset management planning, as well as tools and supports available to help municipalities develop and improve their plans, please visit the <http://www.ontario.ca/assetmanagement>.

6.3 Provincial Land-Use Planning

Projects must be aligned with and support provincial priorities and outcomes, as set out in provincial land use policy, provincial land use plans, and municipal official plans and supported by policy direction in the Provincial Policy Statement (PPS).

Applicants are required to submit land use planning documents (e.g., Official Plan, Zoning, Draft/Final copy of Plan of Subdivision) as part of their application.

7. Financial Matters

HEWSF funds will be disbursed to applicants once mandatory reporting requirements have been fulfilled demonstrating that required milestones, as set out in the TPA, have been satisfactorily met (see [section 7.6](#) for details on milestones and payment). Additional reporting requirements may be included and described through the Transfer Payment Agreement. Successful applicants must have a financing strategy to cover costs up-front and operating costs as well as any potential cost over-runs or escalations experienced on a project. More details on combining funding under this intake with other federal, provincial, and municipal programs can be found in [section 7.3](#) below.

7.1 Cost-Sharing

Successful projects would be cost shared between municipal applicants and the Province. This includes a minimum of 27% of eligible expenditures covered by municipalities, matched at 73% by the Province.

7.2 Funding Maximum

The Province would fund a maximum of 73% (up to \$35 million) of eligible project costs with the municipality required to fund all remaining eligible project costs. This means that total project cost per applicant could equate up to approximately \$48 million, assuming a 73%/27% cost share.

For joint applications, the primary applicant can apply for up to \$35 million in provincial contribution on total eligible costs, times the number of applicants. For example, a joint project with three eligible co-applicants can submit a project with a combined provincial contribution of up to \$105 million (i.e., \$35 million multiplied by three eligible applicants equals \$105 million).

For illustrative purposes only:

Value of Project	Provincial Contribution (73% max)	Municipal Contribution (27% min)
\$5 million	\$3.65 million	\$1.35 million
\$48 million	\$35 million	\$13 million
\$100 million	\$35 million	\$65 million

Note: figures reflect approximate amounts

For projects submitted by an individual municipality that benefit Indigenous communities, the provincial contribution of funding does not multiply as these are not considered joint applications.

Please note that any project with a provincial contribution of \$20 million or more may be subject to having their [delivery model](#) evaluated by Infrastructure Ontario.

7.3 Combining Funding from Other Sources (Stacking)

Eligible applicants may combine (i.e., stack) other federal and municipal funding (including development charges revenue) to fund the 27% minimum recipient contribution. Applicants are responsible for determining if federal funding can be used towards the project being submitted to the Province. Provincial stacking will not be permitted, with the exception of funding received from the Building Faster Fund (BFF) and the Ontario Community Infrastructure Fund (OCIF).

7.4 Eligible Project Costs

All eligible project costs must be incurred after **April 1, 2023**. Project contracts must be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles in accordance with local procurement by-laws and as prescribed within the Procurement Requirements of Section 271 of the *Municipal Act, 2001, S.O. 2001, Chapter 25*. Construction costs will not be covered until such time that all Duty to Consult (DTC) and/or Environmental Assessment (EA) requirements are fulfilled and communicated to the primary applicant. Costs related to the DTC and Environmental Assessment requirements are eligible under the HEWSF program.

Note: successful applicants must not start capital work (e.g., site preparation, construction, etc.) on a project until they have been notified in writing by the government that all DTC, Environmental Assessment and land use requirements have been met.

Projects that begin construction prior to receiving written notification that they may proceed, may be deemed ineligible for program disbursement and projects cancelled.

7.5 Ineligible Project Costs

Successful applicants are responsible and must pay for all ineligible project costs as well as any potential cost over-runs or escalations experienced on a project.

The following costs are ineligible for funding:

- All capital costs, including site preparation and construction costs, prior to confirmation in writing from the provincial government that DTC and Environmental Assessment requirements have been met and continue to be met (See Section 8 for DTC and Environmental Assessment);
- Financing and financing charges, debt restructuring, loan interest payments bank fees, and legal fees including those related to easements (e.g. surveys);
- Operational costs of operating assets;
- Costs incurred for cancelled projects;
- Costs of relocating entire communities;

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- Land acquisition;
- Planning costs, if not tied to a capital project (i.e., planning-only project submitted);
- Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- Any overhead costs, including salaries and other employment benefits of any employees of the applicant, any direct or indirect operating or administrative costs of applicants, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the applicant's staff, except in accordance with approved incremental costs of employees noted above;
- Any goods and services costs which are received through donations or in kind;
- Provincial sales tax, goods and services tax, or harmonized sales tax;
- Any costs eligible for rebates;
- Costs associated with operating expenses and regularly scheduled maintenance work; and
- Cost related to furnishing and non-fixed assets which are not essential for the operation of the asset/project.

A more detailed list of eligible and ineligible expenditure categories will be provided in individual project-level Transfer Payment Agreements (TPAs).

7.6 Payments & Reporting

Funding is milestone-based meaning that funds will be disbursed to applicants once a report is submitted to the government demonstrating that required milestones, as set out in the Transfer Payment Agreement (TPA), have been met.

Expenditures for projects will be disbursed, conditioned on the project completes each milestone and submits appropriate reporting requirements which are deemed satisfactory. For illustrative purposes, the following table is intended to be an example of a payment schedule.

Further information on the actual payment schedule and required reporting schedule will be provided in the Transfer Payment Agreement. Additional reporting requirements may be required as part of ongoing project monitoring that are not outlined above and are not tied to any payment (e.g., project status).

Milestone	Supporting Documentation	Payment Amount	Payment Timeline
Milestone 1:	An executed Transfer Payment Agreement and a Council by-law/	Up to 25% of project Total Eligible Cost (TEC)	Payment may be received between April 1, 2024, and March 31,

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	Board resolution authorizing the applicant's entry into the Agreement. Any other reporting requirements requested by the Ministry.		2025
Milestone 2:	Construction Contract Award Report and project progress report, including revised budget forecast. Any other reporting requirements requested by the Ministry.	Up to 60% of project TEC.	Payment may be received between April 1, 2025, and March 31, 2026
Milestone 3:	Final Report, may include any or all supporting document related to the project lifecycle. Any other reporting requirements requested by the Ministry.	Province's acceptance and approval of Final report– release of the final (up to) 15% of project TEC.	Payment may be received between April 1, 2026, and March 31, 2027

* This schedule is intended to be an example of a payment schedule. Further information on payment schedule and required reporting schedule will be provided in the Transfer Payment Agreement.

8. Duty-to-Consult and Environmental Assessment

As part of the application process for funding, applicants will be required to complete the Duty-to-Consult (DTC) Questionnaire found in the HEWSF Application Form (Appendix B).

Projects cannot start construction or site preparation until the provincial government has confirmed in writing that all DTC and Environmental Assessment (EA) requirements have been met. The Province reserves the right to withhold funding or recover funds utilized for construction-related activities if they began prior to the determination by the Province that DTC requirements having been met.

9. Contact Information

For program related inquiries the Housing-Enabling Water Systems Fund team can be reached by email at HEWS@ontario.ca. For inquiries related to the TPON system, please contact TPON at TPONCC@ontario.ca.

10. Outcomes and Indicators

Outcome Description	Indicator	Unit of Measure
Increased/restored drinking water/wastewater/stormwater infrastructure capacity, while the associated public health and safety risk is being addressed.	Extent to which treatment and management facility capacity are being increased (or restored).	Increase in treatment capacity in Cubic meters per day.
	Extent to which conveyance capacity are being increased (or restored) in watermain and sewer infrastructure, in the upgraded and/or new water systems.	Flow Capacity Enhancement in Distribution/Collection Systems (m ³ /day or L/s).
	Increase in stormwater management capacity / and/ or increase in drainage area/ conveyance capacity before HEWSF investment (baseline) and at project conclusion.	Increase in Number of assets, increase in drainage area with stormwater management.
	Increase in treatment capacity of the stormwater facility or wastewater treatment plant (operational and rated capacity) before HEWSF investment and at project conclusion.	Increase in treatment capacity in volume units.
Enhanced Physical condition of the wastewater/ stormwater assets before HEWSF investment (baseline) and at project conclusion.	Asset condition improvement index five-point rating of scale: <ul style="list-style-type: none"> <u>Very poor</u> The asset is unfit for sustained service. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable. <u>Poor</u> 	

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		<p>Increasing potential of affecting service. The asset is approaching end of service life; condition below standard and a large portion of system exhibits significant deterioration.</p> <ul style="list-style-type: none"> • <u>Fair</u> The asset requires attention. The assets show signs of deterioration, and some elements exhibit deficiencies. • <u>Good</u> The asset is adequate. Acceptable, generally within mid stage of expected service life. • <u>Very good</u> Asset is fit for the future. Well maintained, good condition, new or recently rehabilitated.
Support residential growth (e.g., increased housing supply).	How many housing units are being supported/enabled for each project.	<p>Number of existing housing units in the municipality as of January 1, 2024 (baseline).</p> <hr/> <p>Number of potential new housing units enabled by the project (by year).</p> <hr/> <p>Number of new housing units that have started construction as a direct result of the project (by year).</p>
Complement provincial programs, particularly the Building Faster Fund, by providing multi-year funding support for water projects that specifically accommodate housing growth.	Maximizing provincial infrastructure investments in Ontario communities.	Total amount of HEWSF dollars leveraged.

11. Application Package Requirements

As part of the complete HEWSF application, applicants will be required to submit the following through TPON:

- ✓ The **HEWSF Application Form** which will provide information about your project proposal. The form also includes a Technical Schedule, Duty to Consult (DTC) Questionnaire, and Asset Management Plan Self-Assessment Questionnaire in the appendices that need to be completed.
 - The applicant may also be required to submit additional supporting documentation to support details included in the Technical Schedule (e.g., lab results, advisory orders). However, evaluation will be assessed based on technical schedule completion.
- ✓ **Project Map** clearly identifying all components in the project description in KML format (Refer to Section 12 “Maps in KML Format” for instructions) and submitted as an attachment through TPON.
- ✓ **Land use planning information** related to proposed housing development (e.g., location, official plan designation and zoning for subject area, status of and information regarding any other land-use planning applications/approvals).

Applicants may also submit the following optional documents alongside the application form if they have conducted these assessments:

- ✓ Environmental Assessment (if applicable)

12. Maps in KML Format

A KML file that identifies project-specific information will help reviewers understand the nature and location of your project as well as the work that you are proposing to do.

The provincial government requires a detailed KML file showing exactly where each work site/asset is located. This is not a picture or PDF map of the project location, but a digital spatial representation of the project location produced by a geographic information system.

A labelled marker or line must be added to show each element of the project you are applying for.

Specifically, for water projects you must:

- Add a marker or draw a line for all locations of work on existing or proposed watermains, standpipes, pumps, and Water Treatment Plants (WTPs).
- Add a marker for each location of all wells that are being worked on as part of the project (you will be required to identify which wells are private vs. public facing)

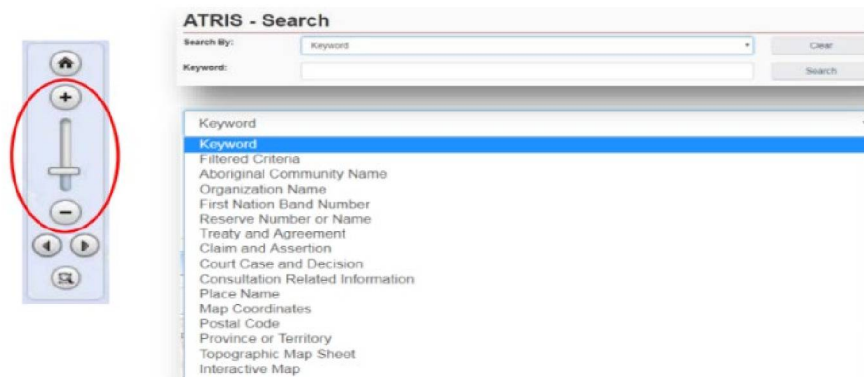
How to Create a KML File

We ask that all proponents provide their project location in one single format as a .KML file. This simple file type, designed specifically for the visualization of geographic data, provides an accurate and detailed representation of the project location. Using a .KML allows a variety of point, polygon, and line data to be represented spatially with detail and consistency. A .KML file can be created easily by anyone using Indigenous and Northern Affairs Canada's (INAC) publicly available Aboriginal & Treaty Rights Information System (ATRIS) web-based application or Google Earth's free desktop application, as well as other geographic software packages like ArcGIS or QGIS. This guide will walk you through the steps to do so using ATRIS or Google Earth.

Using ATRIS:

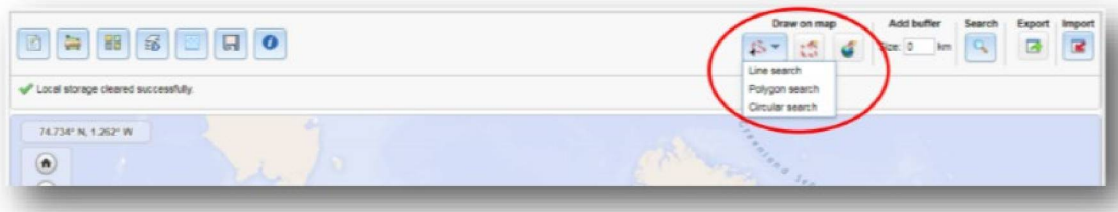
1. Navigate to INAC's publicly available ATRIS web-based application using this link:
http://sidait-atris.aadnc-aandc.gc.ca/atris_online/Content/Search.aspx
2. Navigate to the project location in the map viewer, either by clicking, dragging, and scrolling to zoom, or using the various search options available in the 'Search By:' drop down menu.

Housing-Enabling Water Systems Fund Ontario Program Guidelines



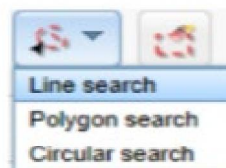
Draw your project on the map in the exact location using the “Draw on map” tools drop down located in the top right of the ATRIS interface. You may draw as many components of varying types (point*, line, polygon) as necessary to be saved as one single .KML file. *ATRIS users will not be able to create a geometry “point” in GIS terms, but the “Circular Search” option allows users to create circular polygons able to mimic points in terms of scale.

*ATRIS users will not be able to create a geometry “point” in GIS terms, but the “Circular Search” option allows users to create circular polygons able to mimic points in terms of scale.



Choose the appropriate drawing tool for the type of component you are drawing:

- Line search – Click as many times as necessary to create a line that represents your linear project feature. Double click to complete. Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.



Housing-Enabling Water Systems Fund
Ontario Program Guidelines

Polygon search – Click as many times as necessary to create a closed polygon that represents the project feature. Double click to complete. Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.



Circular search – Click on the map to automatically create a circle. To create a smaller circle similar to a point, zoom in as close as possible on the map before clicking. Alternatively, click and drag, then release to draw a circular project feature yourself. Examples include: wells, outfalls, culverts, etc.



If at any time you wish to erase anything you've drawn, use the following two options:



Erase by Exent: Click and drag to create a shape around what you want to delete. Anything intersecting the box will be deleted when you release.



Global Erase: This will erase everything on the map. Click OK when prompted to clear the map viewer and start fresh.

3. Once you are satisfied with the drawn representation of your project, click the 'Export' button.



The .KML will download as 'SearchAreas.kml' (unless you have specified otherwise) to the location where your browser saves downloads. The file name can be changed to something that reflects the project name before sending it to INFC.

Once saved, the .KML file is ready to be uploaded or sent via email. Should you need any further assistance with ATRIS, please visit the following link to find more information about ATRIS training webinars:

https://www.aadnc-aandc.gc.ca/eng/1100100014686/1100100014687#sec1_1

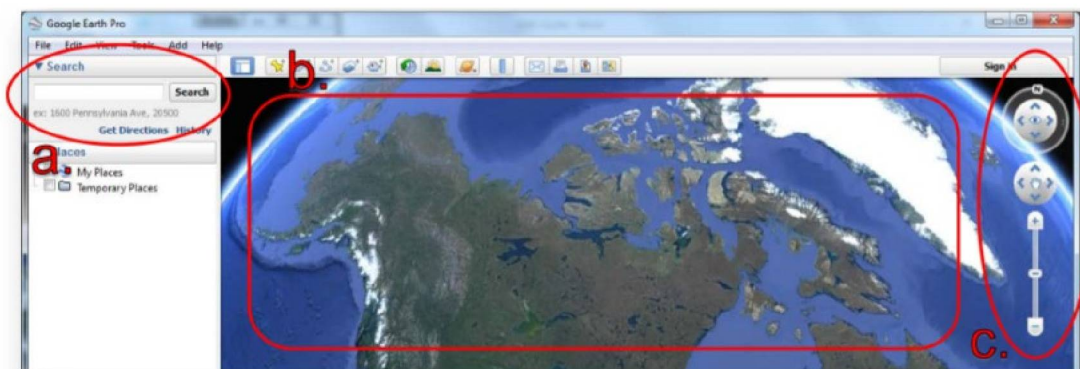
Using Google Earth:

*If you already have Google Earth installed on your system, skip to step 2.

1. If you don't already have Google Earth (free) installed on your system, follow the download instructions at this link: <https://www.google.com/earth/desktop/>

2. Navigate to your project location using one or more of the following options:

- a. Typing an address or coordinates in the search bar
- b. Clicking, dragging, and scrolling in the map viewer
- c. Using the navigation tools



Draw your project on the map in the proper location using the placemark, polygon, and path tools (pictured below). You may draw as many components of varying types (point, line, polygon) as necessary.

Housing-Enabling Water Systems Fund Ontario Program Guidelines

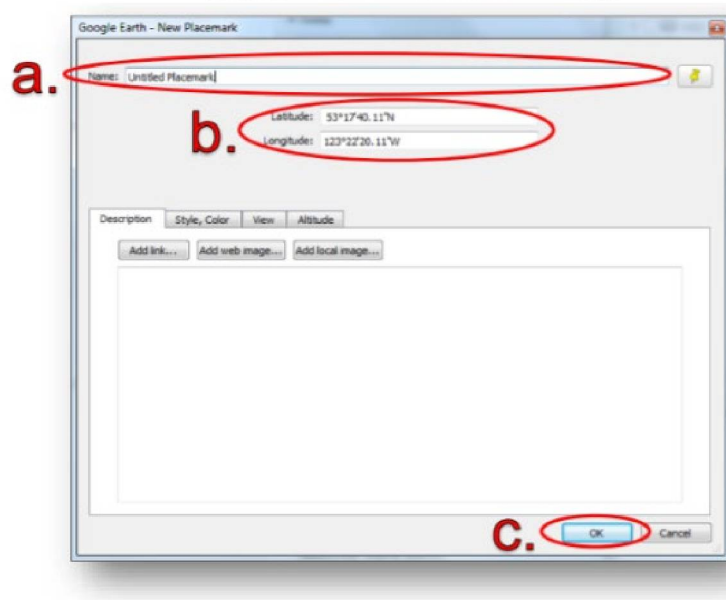


Choose the appropriate drawing tool for the type of component you are drawing:

- a. Placemark: point project components – Examples include: wells, outfalls, culverts, etc.



Clicking this button will add a placemark to the map and bring up a corresponding dialogue box (see below).



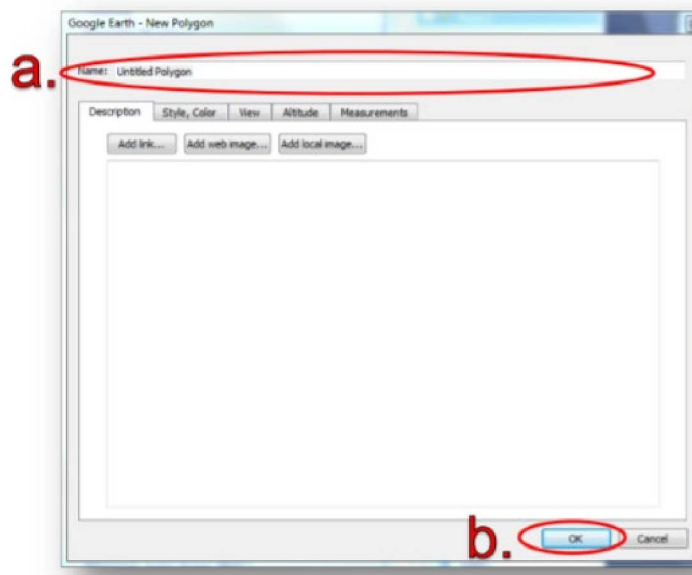
- You can move the placemark by clicking and dragging it to the desired location, or entering the desired latitude and longitude coordinates in the dialogue box (a).
- You can rename the placemark by changing the entry in the 'Name' field of the dialogue box (b).
- Click 'OK' when finished (c).

- b. Polygon: project components that consist of an area of any shape

Housing-Enabling Water Systems Fund
Ontario Program Guidelines

– Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.

Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a closed polygon that represents your project feature.



- You can rename the polygon by changing the entry in the 'Name' field of the dialog box (a).
- Click 'OK' when finished (b).



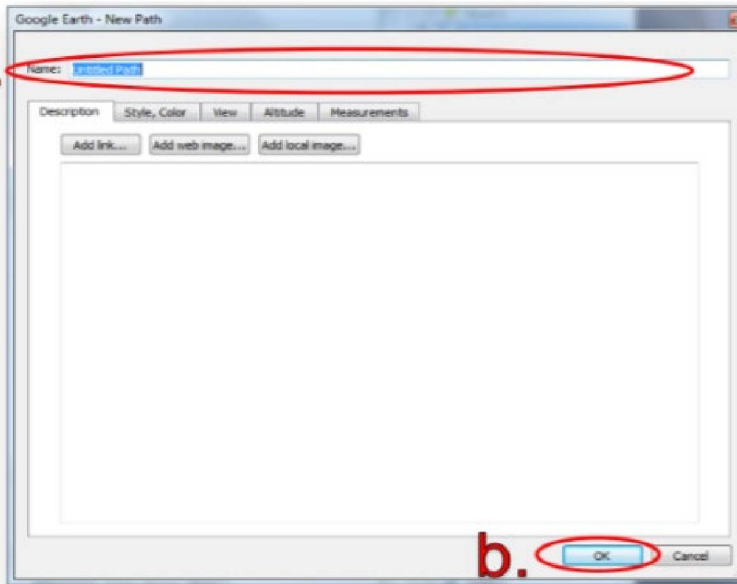
c. Path: linear project components – Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.

Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a line that represents your project feature.

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Ontario Program Guidelines



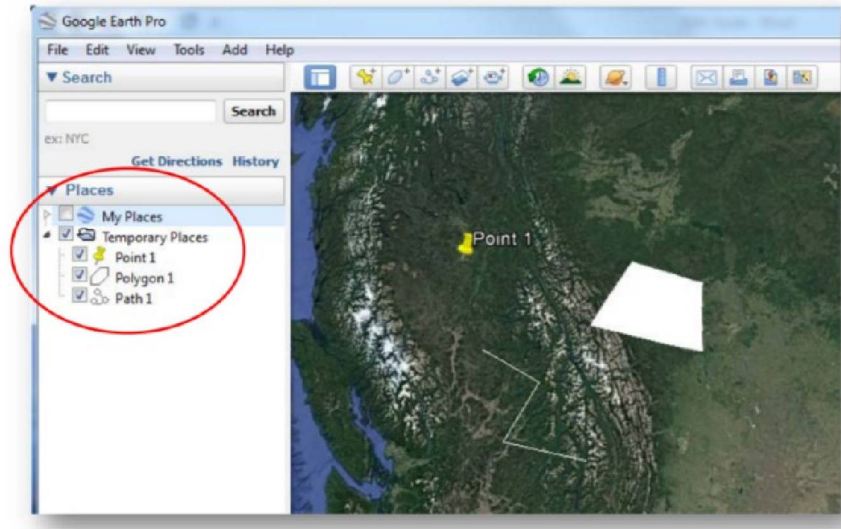
a.



- You can rename the path by changing the entry in the 'Name' field of the dialogue box (a).
- Click 'OK' when finished (b).

All drawn components will appear in the 'Places' sidebar under the 'Temporary Places' folder.

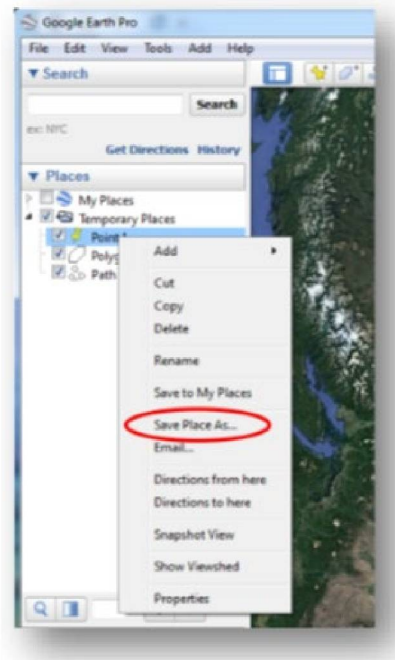
Housing-Enabling Water Systems Fund Ontario Program Guidelines



Export the shapes to .KML to be shared.

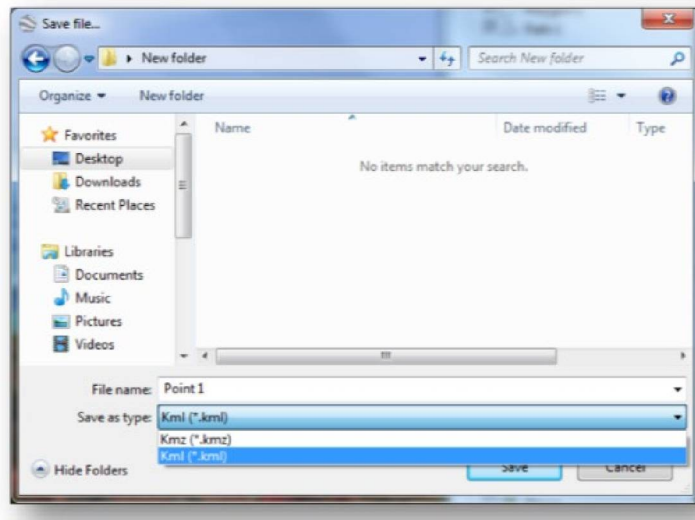
* Warning: If you have multiple shapes, they will need to be exported individually as separate .KML files.

Right click on the component in the 'Places' sidebar and click 'Save Place As...'



Change the file type from .KMZ to .KML using the 'Save as type:' drop down menu.

Housing-Enabling Water Systems Fund Ontario Program Guidelines



Choose the location where you would like to save the file in the file browser. You will need to locate it later on to send it to INFC.



Click 'Save' when you are finished. You are now ready to upload or email the file to INFC.

*Repeat Step 4 for as many project components as you have created if you have more than one.

Items for EDC Sale:

- Municipal World Magazines 1950s
- Ford Manufacturing Building Original Plans/Blue Prints
- COVID Fogging Machine (still in box)
- Paper towel holders (still in box)
- Binders (various sizes)
- Hanging folders and files
- Historical Southwold Maps, Mylars, Plans of Subdivision,
- Southwold Entrance Signs – 6 Gateway Entrance Signs, 2 Fingal Signs, 1 Ferndale Park Sign
- Various Books from the History Committee
- XXXL Southwold Branded Vest

Furniture:

- Two three foot wide filing cabinets, 2 drawers
- One L shaped desk – 5 ½ feet b 6 ½ feet
- One L shaped desk – 7 ½ feet by 5 ½ feet
- One five foot wall mount cabinet – 5 feet x 17 inches x 15 inches
- One six foot wooden cabinet
- 12 Office Dividers (cubicles), various lengths
- One five foot long rectangular desk
- Four filing cabinets, 4 drawers (53 inches x 18 inches x 28 inches)
- 4 wooden desks, disassembled
- Nine filing cabinets – 3 feet x 30 inches
- Antique Committee Room Table (slightly water damaged)
- 8 wooden picnic tables
- 16 long tables
- 5 short tables
- 240 chairs (former keystone chairs)

Young at Heart Items:

- Mugs
- Tumblers
- Picnic Blankets
- Walking Sticks
- Soup Bowls
- Apple Bushels

- Lunch Pails
- Dryer Ball kits (tennis balls, wool, etc.)
- Utensils
- Shoe horns

Capital Project Sheet: Administration Various Information Technology Projects

Project Rating: Mandatory

Project Overview:

Annually, staff recommends a contribution to the Computer Reserve of \$18,000 and contribution to an Administrative Reserve of \$10,000, which is included in the 2024 draft budget. At this point, staff anticipates only one laptop needs replacement in 2024 with an estimated value of \$2,000, funded from reserves.



Project Funding Source

	2024	2025
Levy* * Transfer to Reserve	28,000.00	
Development Charges		
User Fees		
Reserves	2,000	
Grants		
Other		

Project objectives:

Asset Renewal



Financial Stewardship



Capital Project Sheet: Administration Laserfiche Workflow Automation Support

Project Rating: Recommended

Project Overview:

Staff recommends funds for contractor support to develop Laserfiche workflows to automate administrative processes. The Township's Laserfiche software has many abilities to expedite tedious administrative functions and marry these processes with effective records management practices to inform a better risk management system.

Project Funding Source

	2024	2025
Levy		
Development Charges		
User Fees		
Reserves	10,000	
Grants		
Other		



Project objectives:

Administrative Efficiency



Customer Responsiveness



Risk Management



ROADS AND INFRASTRUCTURE



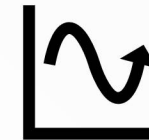


Infrastructure Asset Snapshot:

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

Some Considerations:

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





Roads Networks:

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

2024 Capital Budget Roads



TOWNSHIP OF
Southwold

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

Gravel Roads:

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



Surface Treated Roads:

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



2024 Capital Budget Roads



TOWNSHIP OF
Southwold

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

Asphalt Roadways Rural:

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



2024 Capital Budget Roads



TOWNSHIP OF
Southwold

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

Asphalt Roadways Urban:

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





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

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

Surface Treated Roads:

- Year 1 - Reconstruction – pulverize, place and compact 100-150mm Granular "A", double surface treatment
- Years 12 and 24 - Surface Treatment
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- Year 15-20 – Overlay with 50mm of Asphalt
- Year 23-25 – Crack Seal
- Year **50** – Reconstruction/Rehabilitation – Cold in Place Recycle and Place 50mm Asphalt, address drainage.

Asphalt Roadways Urban:

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

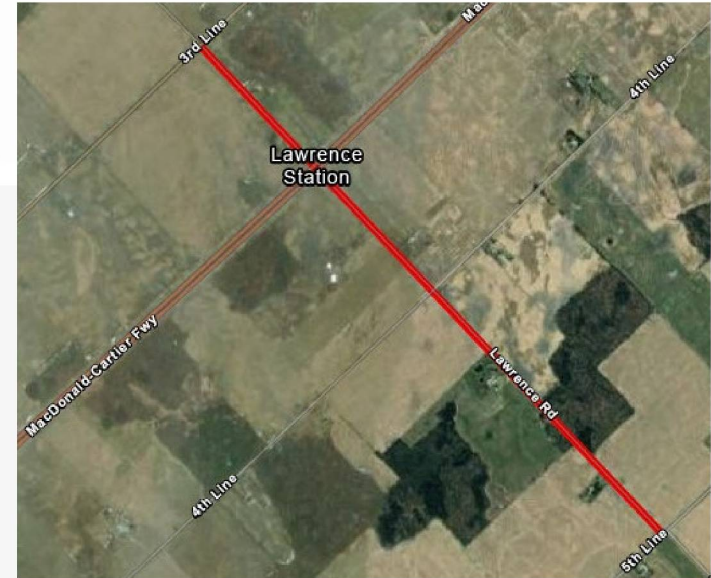


Project Rating: Mandatory

Project Overview:


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

Project Funding Source



Project Objectives:

Safety 

Asset Renewal 

Maintain Level of Service 

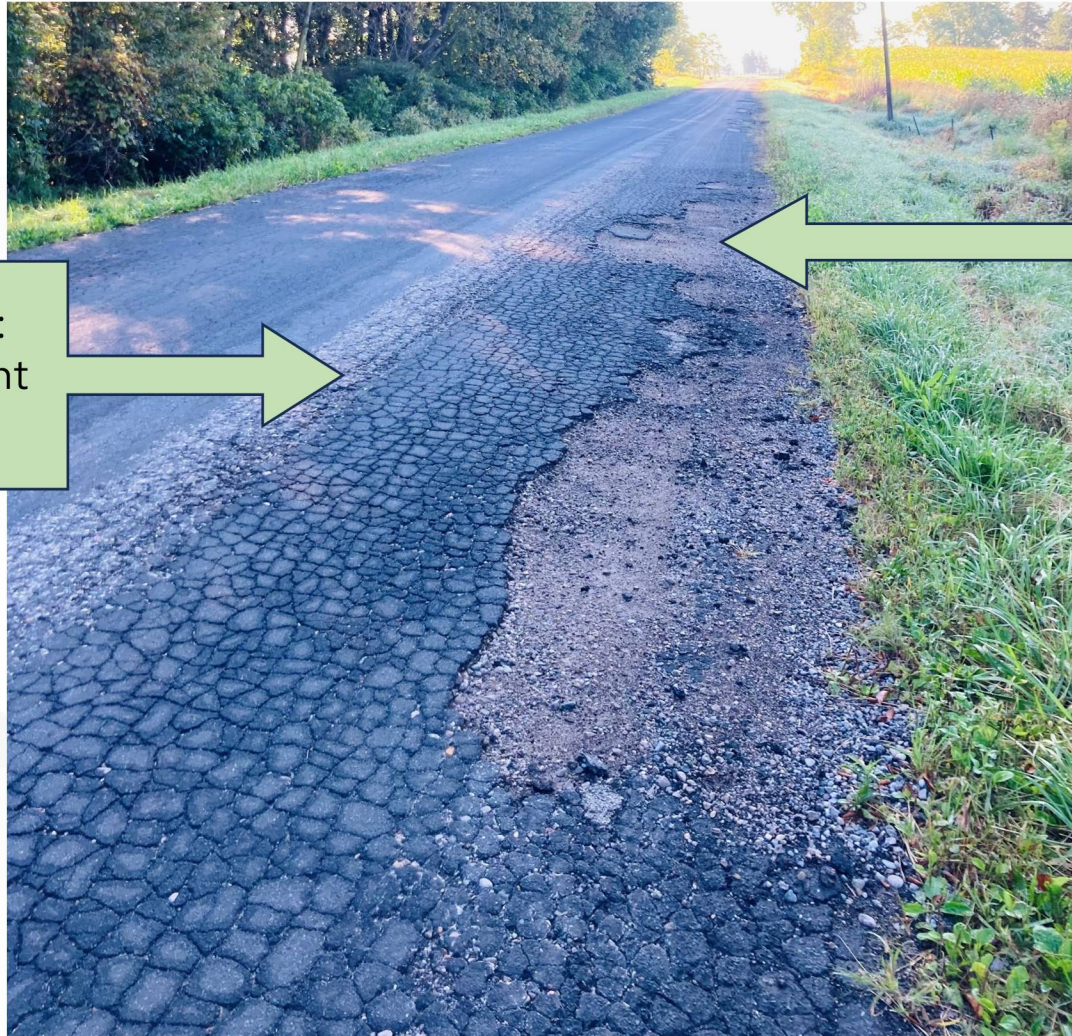
	2024	2025
Levy		
Development Charges		
Road Reserve	\$ 365,000	
Grants		
Other		

Capital Project Sheet: Roads and Infrastructure

Lawrence Road Rehabilitation – 2.6 km



TOWNSHIP OF
Southwold



Alligator Cracking:
Indicates Insufficient
Structure

Edge Failure



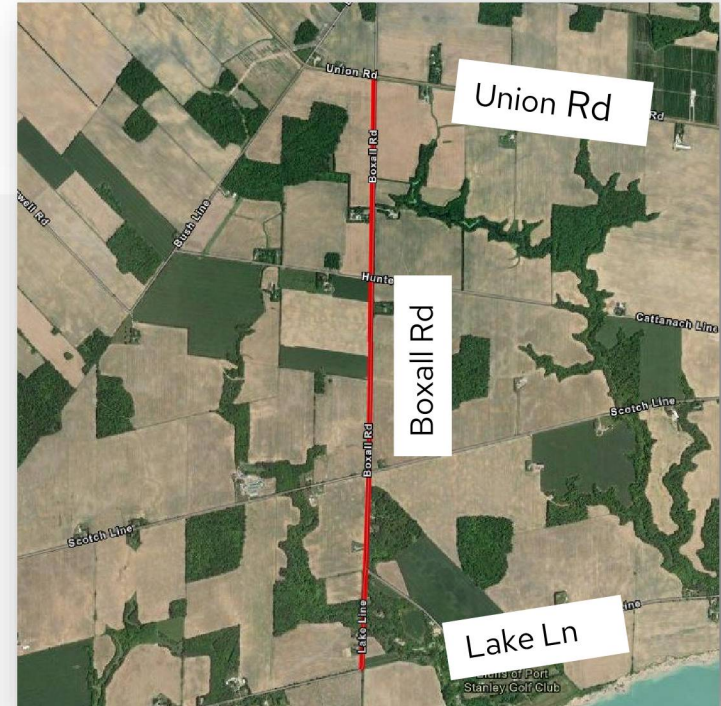
Project Rating: Critical

Project Overview:

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

Project Funding Source

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



Project Objectives:

Safety

Asset Renewal

Maintain Level of Service

Capital Project Sheet: Roads and Infrastructure

Boxall Road Surface Treatment - 3.4 km



TOWNSHIP OF
Southwold



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

Capital Project Sheet: Roads and Infrastructure

Magdala Road Reconstruction – 0.23 km



Project Rating: Critical

Project Overview:



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



Project Funding Source

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

Project Objectives:

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

Capital Project Sheet: Roads and Infrastructure

Magdala Road Reconstruction – 0.23 km



TOWNSHIP OF
Southwold



Wet Subsurface
Conditions –
Subsurface
Drainage
Recommended

Edge Failure and
Alligator Cracking

Erosion at Roadside
and Low Point
Controlled Outlet
Recommended

Capital Project Sheet: Roads and Infrastructure

Magdala Road Reconstruction – 0.23 km



TOWNSHIP OF
Southwold



Erosion Low Point
Controlled Outlet
Recommended

Project Rating: Critical

Project Overview:

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



Project Funding Source

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

Project Objectives:

- Safety 
- Asset Renewal 
- Increase Level of Service 



Edge Failure and
Potholes

Rutting and Alligator
Cracking



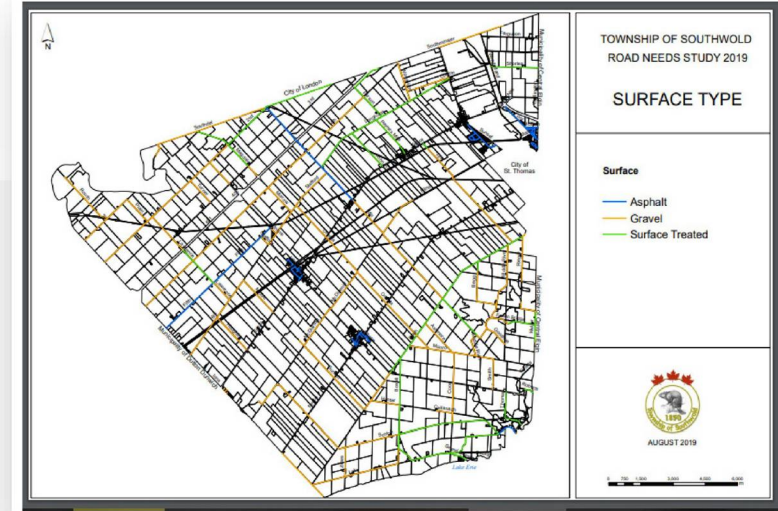
Project Rating: Mandatory

Project Overview:

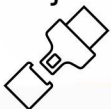


To assess the present state and investment requirements for the Township's extensive network of 225 kilometers of roads, it is essential to conduct a comprehensive road needs study at intervals of five years. This study serves as a vital resource, encompassing crucial data such as traffic volume, road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

Project Funding Source

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



Project Objectives:

- Safety 
- Asset Renewal 
- Fiscal Responsibility 

Capital Project Sheet: Roads and Infrastructure Granular Conversion Program



Project Rating: Recommended

Project Overview:

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

Project Funding Source

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



Project Objectives:

Environmental Sustainability



Fiscal Responsibility:



Increase Level of Service





Project Rating: Recommended

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

Granular Road Assumptions:

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

Conversion Assumptions:

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

Project Rating: Recommended

Project Overview:

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

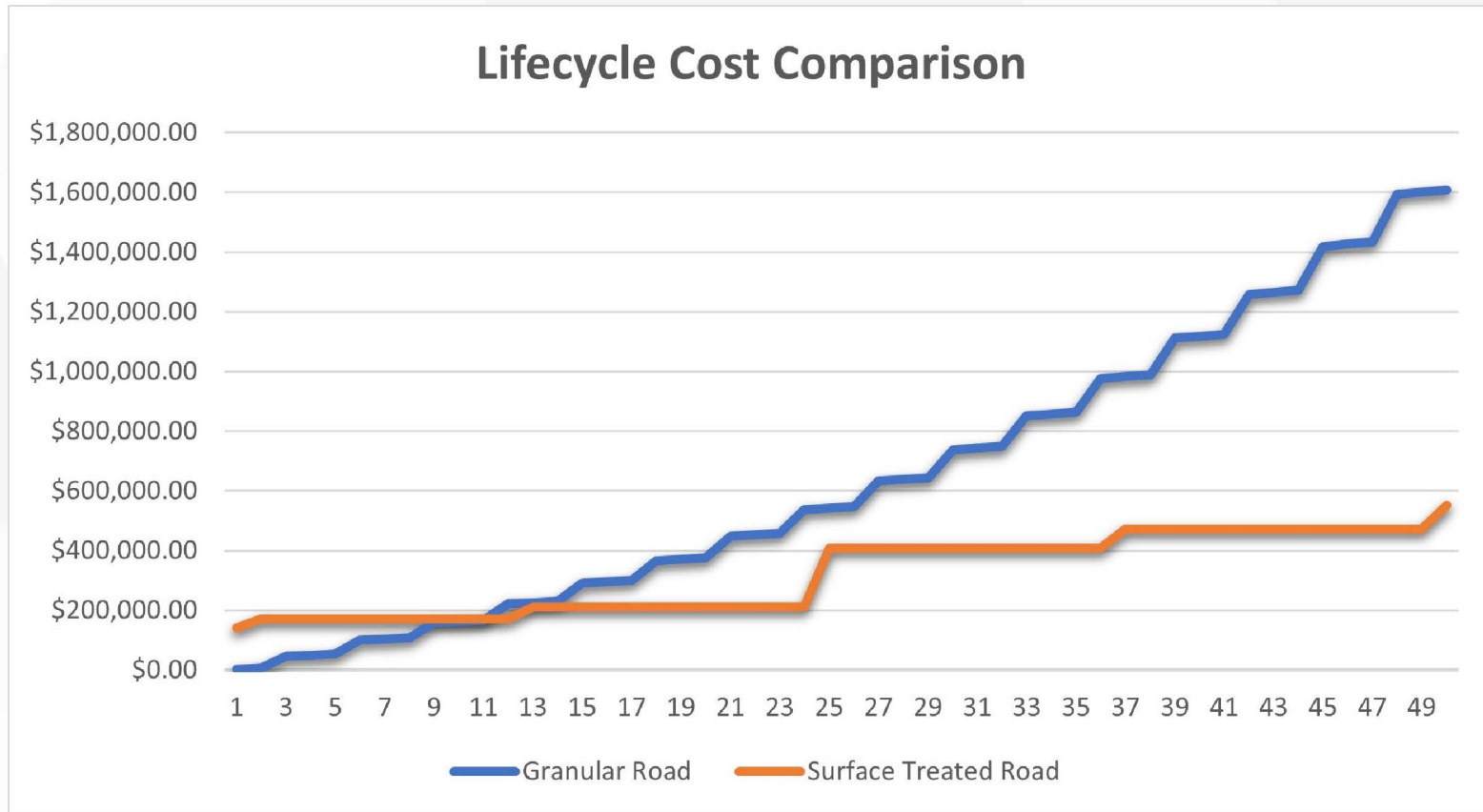
Cost Comparison By Year					
Year	Granular Yearly	Re-Gravel	Granular Road	Surface Treated Road	Surface Treated Road
1	3013.92		\$3,013.92	\$140,480.77	\$140,480.77
2	3074.19		\$6,088.11	\$30,900.00	\$171,380.77
3	3135.68	37899.77	\$47,123.55		\$171,380.77
4	3198.39		\$50,321.94		\$171,380.77
5	3262.36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



Project Rating: Recommended

Project Overview:

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



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



Project Rating: Recommended

Project Overview:

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



Project Funding Source

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

Project Objectives:

Business Attraction



Fiscal Responsibility:



Increase Level of Service



2024 Capital Budget Bridges and Culverts



Bridges and Culverts:

- Bridges: 7
- Replacement Value: \$ 3,716,194 (2022)

- Culverts: 12
- Replacement Value: \$ 3,613,233 (2022)

- Figures above only contain the structures that qualify for OSIM inspection, which have spans greater than three meters. The Township has dozens more culverts that form critical crossings for roads that are not captured in this data, GIS/Asset Data collection is critical to ensure the full financial picture is presented.

Capital Project Sheet: Roads and Infrastructure

Burwell Bridge Replacement



Project Rating: Mandatory

Project Overview:

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

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




Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Environmental Sustainability 

Capital Project Sheet: Roads and Infrastructure

Lake Line Culvert Replacement

Project Rating: Critical

Project Overview:

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




Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Environmental Sustainability 

Capital Project Sheet: Roads and Infrastructure

Various Culvert Repairs



Project Rating: Mandatory

Project Overview:

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



Project Funding Source

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

Project Alignment with Strategic Plan:

Safety



Asset Renewal





Project Rating: Mandatory

Project Overview:

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



Project Funding Source

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

Project Objectives:

Community Growth



Fiscal Responsibility:



Increase Level of Service



2024 Capital Budget Water Distribution System

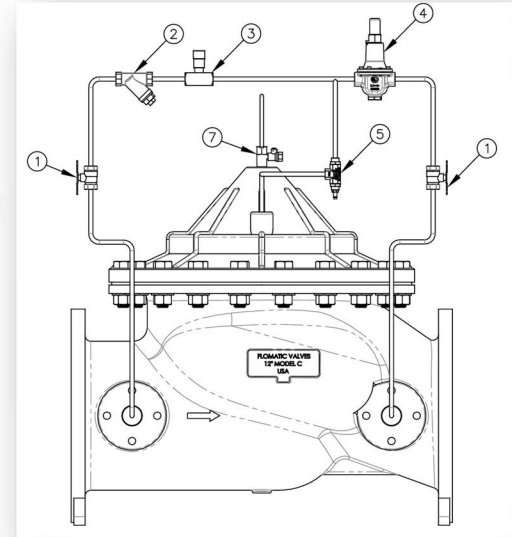


- Water is treated and distributed by the Elgin Primary Waterboard, the Secondary System, comprised of St. Thomas, Central Elgin and Southwold purchase water from the primary system, and distribute it through shared mains to the individual systems.
- Watermains: Approximately 250 km
- Replacement Value: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

Project Rating: Critical

Project Overview:

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



Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Capital Project Sheet: Roads and Infrastructure

Summary of Capital Expenditures



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

Capital Project Sheet: Parks

Fingal Ball Park Diamond Light Replacement



Project Rating: Mandatory

Project Overview:

Over the last year, we have had 4 lights quit working. At the beginning of the year, 2 lights were out and replacements were ordered. Over the course of the year, 2 more had burnt out. It is almost impossible to order replacement bulbs and ballasts for these fixtures, so staff recommends converting to a new light standard.



Project Funding Source

	2024	2025
Levy		
Development Charges		
User Fees		
Reserves		
Grants	40,000.00	
Other		

Project objectives:

Asset Renewal



Energy Savings



Capital Project Sheet: Parks

Fingal Ball Park Storage Building Roof Replacement



TOWNSHIP OF
Southwold

Project Rating: Mandatory

Project Overview:

The roof on the storage facility (former washroom) is a shingled roof and has reached its life expectancy and needs replacing. A steel roof is recommended since the life expectancy of a steel roof is much longer.



Project Funding Source

	2024	2025
Levy		
Development Charges		
User Fees		
Reserves	12,000.00	
Grants		
Other		

Project objectives:

Required Maintenance



Capital Project Sheet: Parks

Talbotville Heritage Park Roof Replacement



Project Rating: Mandatory

Project Overview:

The roof on the washroom and storage facility at the Talbotville Optimist Park is a shingled roof and has reached its life expectancy and needs replacing. A steel roof is recommended, since the life expectancy of a steel roof is much longer.



Project Funding Source

	2024	2025
Levy		
Development Charges		
User Fees		
Reserves	12,000.00	
Grants		
Other		

Project objectives:

Required Maintenance



Project Rating: Recommended

Project Overview:

A Park Renewal and Redevelopment Strategy will help to direct the planning, management, and redevelopment of major parks in the municipality. Plan will contain established concept plans and a prioritized action plan to guide capital planning for selected park sites, including the potential rearrangement of existing amenities and introduction of new amenities (e.g., playgrounds, splash pads, sport courts, gazebos, pavilions, water features etc.)



Project Funding Source

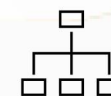
	2024	2025
Levy		
Development Charges		
User Fees		
Reserves		
Grants	50,000	
Other		

Project Objectives:

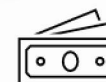
Community Beautification



Strategic Planning:

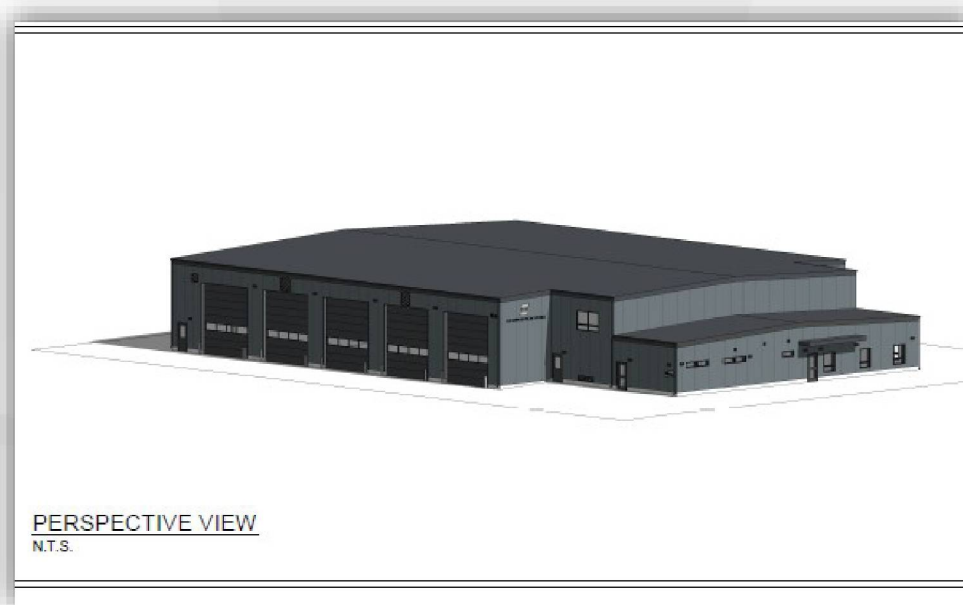


Fiscal Responsibility





PUBLIC WORKS FACILITY & EQUIPMENT





Facilities and Equipment Asset Snapshot:

Category/Type	Replacement Value (adjusted @ 3.3 % CPI)	Target Annual Reinvestment
Public Works Facility	\$1.24 million	\$27,000
Vehicles and Machinery	\$4.5 million	\$495,000

Public Works are the frontline workers completing critical day to day maintenance of public infrastructure, ensuring that people can live safely.

Project Rating: Mandatory

Project Overview:

With development well underway in Talbotville, and more road assumptions in the near future, it is time to purchase an additional sidewalk plow to meet the minimum maintenance standards for sidewalks in the Township. This will be mostly funded through Development Charges with a small portion from the Equipment Reserve.



Project Funding Source

	2024	2025
Levy		
Development Charges		\$240,000
Road Reserve	\$80,000	
Grants		
Other		

Project Objectives:

- Safety 
- Maintain Level of Service 

Capital Project Sheet: Roads Equipment Snowplow Replacement

Project Rating: Mandatory

Project Overview:

The 2011 Peterbilt Tandem plow is reaching the end of its useful life and requires replacement. It is worth noting that with delays in production of snowplows, units ordered in 2023/2024 likely won't be delivered until 2025/2026.


Project Funding Source

	2024	2025
Levy		
Development Charges		
Equipment Reserve	\$ 270,000	
Green Lane	\$ 185,000	
Other		



Project Objectives:

Safety 

Asset Renewal 

Maintain Level of Service 

Capital Project Sheet: Roads Equipment

Snowplow Replacement

Project Rating: Mandatory

Project Overview:

The 2009 Freightliner Tandem plow is reaching the end of its useful life and requires replacement. It is worth noting that with delays in production of snowplows, units ordered in 2023/2024 likely won't be delivered until 2025/2026.




Project Funding Source

	2024	2025
Levy		
Development Charges		
Equipment Reserve		\$ 270,000
Green Lane		\$ 185,000
Other		

Project Objectives:

Safety 

Asset Renewal 

Maintain Level of Service 

Capital Project Sheet: Roads Equipment

Truck Replacement

Project Rating: Mandatory

Project Overview:

Truck P55, a 2016 Dodge Ram was identified in the 2023 Capital Budget for replacement in 2024, however after inspection, the vehicle remains in good working order and the purchase will be delayed until 2025. Staff recommend the \$50,000 will be carried forward in the reserve, with actual purchase price likely to exceed \$70,000.


Project Funding Source

	2024	2025
Levy		
Development Charges		
Equipment Reserve	\$ 50,000	\$ 20,000
Grants		
Other		



Project Objectives:

Safety 

Asset Renewal 

Maintain Level of Service 

Project Rating: Recommended

Project Overview:

In the past, the Township has regularly rented a roadside mulcher/flail to mow and mulch hard-to-reach areas with scrub and encroaching vegetation. Based on our historical and consistent yearly usage, our staff recommends acquiring this equipment rather than continuing to rent it. Owning this piece of equipment will lead to cost savings over its lifecycle when compared to recurring rentals.

Project Funding Source

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



Project Objectives:

Fiscal Responsibility



Maintain Level of Service



Capital Project Sheet: Roads Equipment

Roadside Mower

Project Rating: Critical

Project Overview:


The Township's existing roadside mower is nearing end of life; it has been plagued with maintenance issues and staff recommends its replacement.



Project Funding Source

	2024	2025
Levy		
Development Charges		
Equipment Reserve	\$ 35,000	
Grants		
Other		

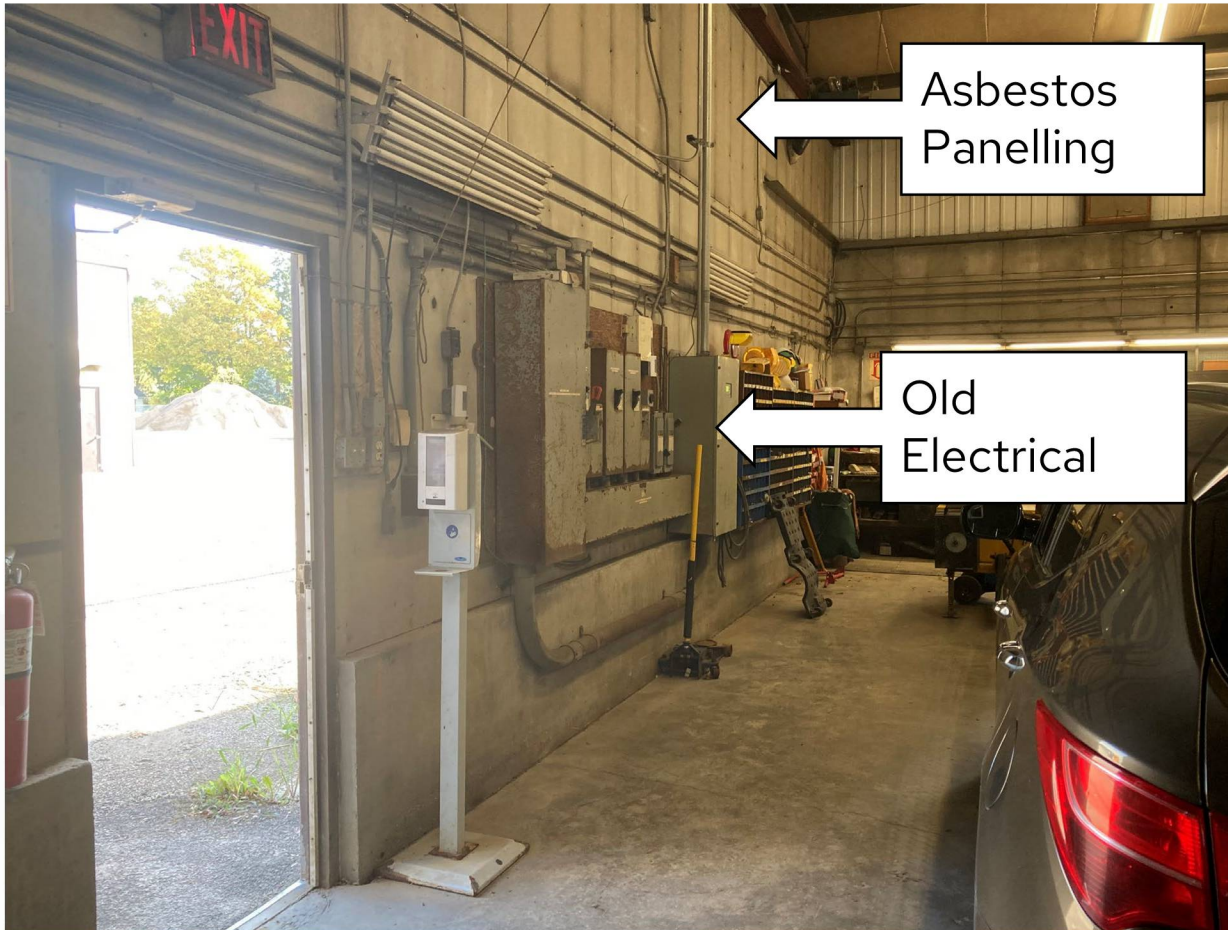
Project Objectives:

Asset Renewal 

Maintain Level of Service →



- With growth expected in the community, the maintenance requirements will grow accordingly.
- The increased maintenance requirements will necessitate the addition of equipment and Staff
- The current public works garage struggles to meet the current needs of the community, with many vehicles stored outdoors and some stored offsite
- The current vehicle wash is insufficient, and Staff believe it is interconnected with the weeping bed, as there is a correlation between washing and the odor emanating in the office basement
- The building's current electrical system throws breakers consistently, not able to meet the demand
- The fueling depot is suffering from operational issues and requires investment
- Washroom, laundry and locker facilities are undersized for the current staffing compliment and the situation will worsen as more staff come online, the washrooms become inoperable in rain events
- Shop floor floods in rain events

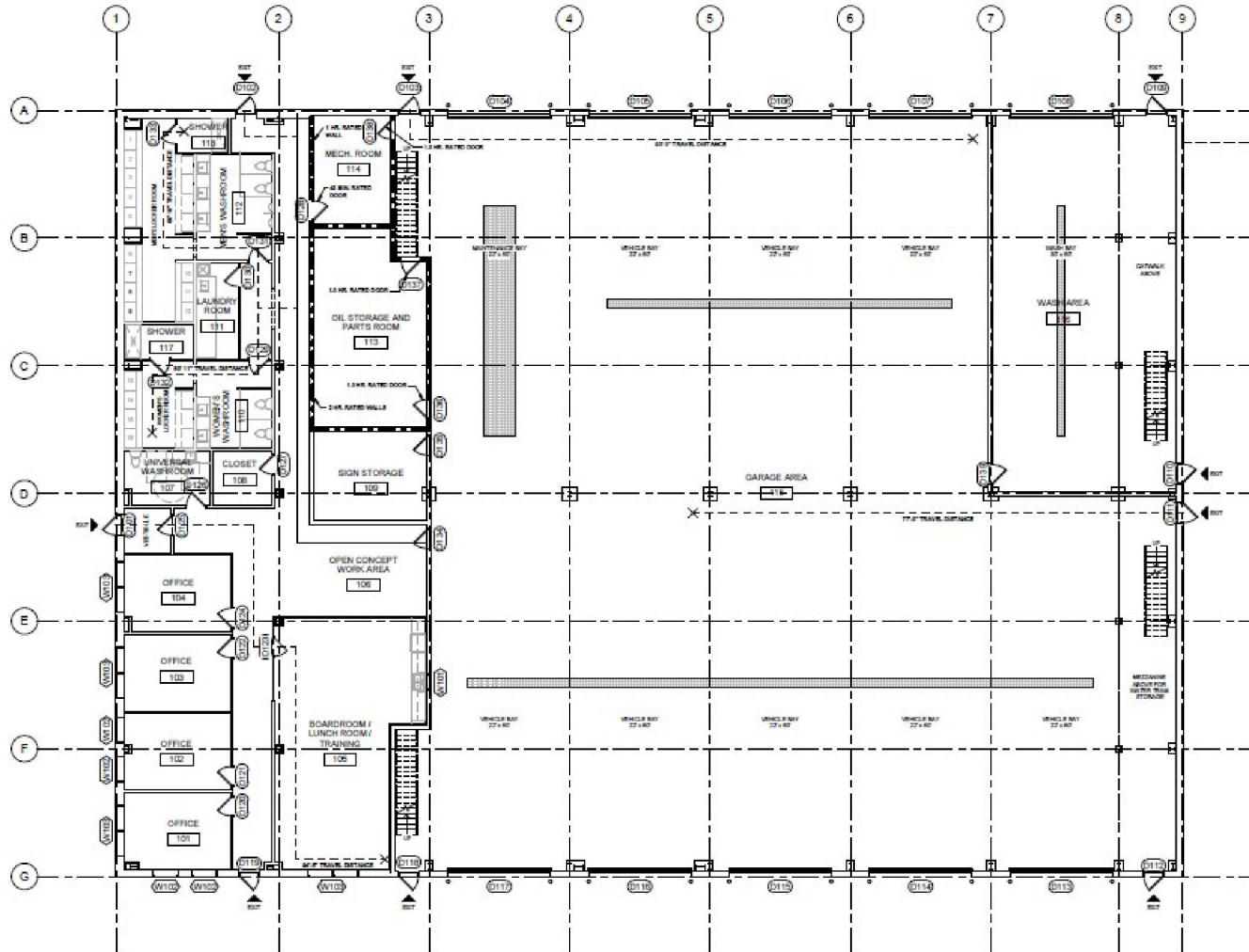




Sub-standard
bathroom backs
up in rain events

Capital Project Sheet: Roads Facility

New Facility Options – Original 10 Bay Shop





- Original Design Aims to Address the Requirements of the Public Works Team for the Lifecycle of the Building at 75 Years
- Class B Estimates Construction Costs at \$8 million
- Capital Cost over the 75 years is estimated at \$ 143,000 per year
- If the Township were to borrow \$7 million at a 20-year term total capital cost, including cost of borrowing, is estimated at approximately \$11 million

Pros:

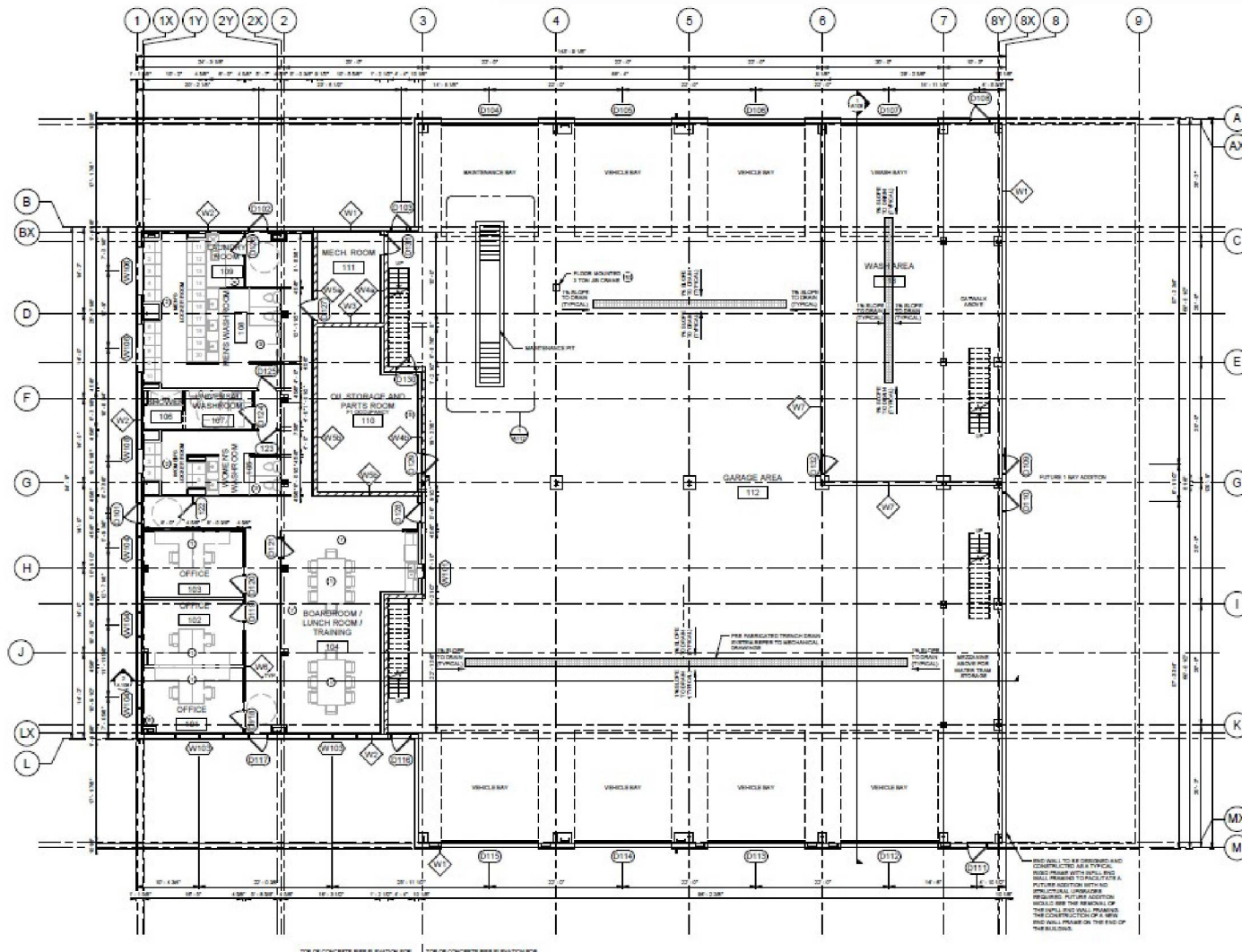
- A one and done solution; if constructed now, Township Staff expect no further renovations or construction will be required for 75 years
- All equipment stored inside, room in the proposed offices for Staff additions
- Provides the department with a total of 15 bays as compared to the 10 available now
- Provides Water and Parks onsite space, instead of multiple sites

Cons:

- High Initial Capital Cost

Capital Project Sheet: Roads Facility

New Facility Options – 8 Bay Shop with Reduced Office





- Meets the Immediate and Medium-Term Needs of the Township
- Addition of 2 bays expected around the 20-year mark.
- Class B Estimates Construction Costs at \$6 million
- Capital Cost over the 75 years is estimated at \$ 146,000 per year, given renovation costs required at year 20
- If the Township were to borrow \$5 million at a 20-year term and \$2.7 million at a 10-year term (borrowed at year 20) total capital cost, including cost of borrowing is estimated at \$11.4 million

Pros:

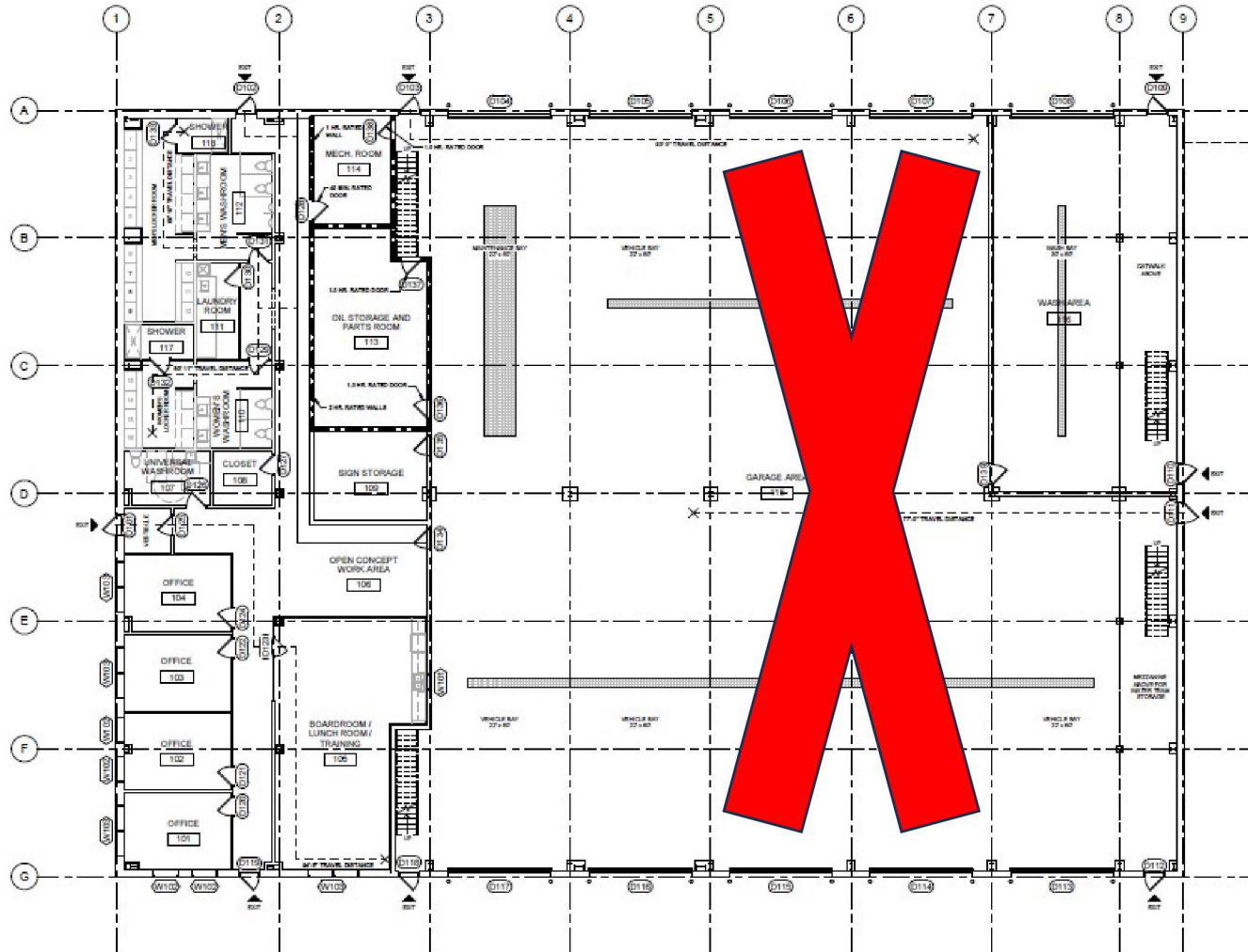
- Meets the short and medium term needs of the Township
- Lower capital cost
- Provides 13 bays for use, an increase of 3 bays.
- Provides a space for water and parks, offsite storage still required for some roads equipment

Cons:

- Staff expect a renovation to expand the shop and the office space would be required in the next 20 years

Capital Project Sheet: Roads Facility

New Facility Options – 6 Bay Shop with Original Office





- Meets the Immediate Needs of the Township
- Addition of 4 bays expected in the 5 to 10-year mark.
- Estimated Construction Costs of \$5.75 million
- Capital Cost over the 75 years is estimated at \$ 127,000 per year
- If the Township were to borrow \$4.75 million at a 20-year term and \$ 1.8 million at a 10-year term (borrowed at year 7) total capital cost, including cost of borrowing is estimated at \$9.5 million

Pros:

- Meets the near term needs of the Township
- Lowest capital cost
- Accommodates Staffing for full lifecycle
- Allows for Parks and Water to be onsite

Cons:

- Staff would expect to construct a duplicate of the existing large heated storage structure to add 4 bays to yard would be required in the next 5-10 years
- Not all equipment can be stored on one location

Capital Project Sheet: Roads Facility

New Facility Options – Financial Breakdown



Financing	Option 1 - 10 Bay	Option 2 - 8 Bay Shop w 2 Bay and Office Addition		Option 3 - 8 Bay Shop w 4 Bay Addition	
				Addition:	Addition:
Principle	\$ 7,000,000.00	\$ 5,000,000.00	\$ 2,709,166.85	\$ 4,750,000.00	\$1,806,111.23
Interest Rate	5%	5%	5%	5%	5%
Term	20	20	10	20	10
Starting Payment	1	1	1	1	1
Ending Payment	20	20	10	20	10
Total Interest Paid	\$ 3,699,011.63	\$ 2,642,151.16	\$ 632,256.97	\$ 2,510,043.60	\$ 421,504.65
Yearly Payment	\$ 561,698.14	\$ 401,212.97	\$ 217,390.59	\$ 381,152.32	\$ 144,927.07
Yearly Cost @ 75 Years	\$ 142,653.49	\$ 101,895.35	\$ 44,552.32	\$ 96,800.58	\$ 29,701.55



- Based on the financial analysis of the 3 scenarios, Staff make the following recommendations
- Proceed with a 6-bay shop with the original Office/Staff Space design
- Utilize the private sector to realize savings through a design build RFP process. Allowing more freedom in design, layout and material selection, while still requiring a post disaster structure meeting the minimum layout requirements should result in the best value for product.
- Identify funding for future addition early and begin planning for its construction now to avoid a repeat of the current scenario
- Will result in new annual spending of approximately 400,000 per year for 20 years
- This borrow could decrease with use of recent land sales to fund some of the purchase, thereby reducing the borrow costs
- These costs could come down depending on the outcomes of the design build RFP.

Capital Project Sheet: Public Works

Summary of Capital Expenditures



Project	Equipment Reserve	Development Charges	Green Lane Funding	Roads Facility
Sidewalk Plow	\$ 80,000	\$ 240,000		
Snowplow Replacement – 2011 Peterbilt	\$ 270,000 (2025)		\$ 185,000 (2025)	
Snowplow Replacement – 2009 Freightliner	\$ 270,000		\$ 185,000	
Light Duty Truck Replacement (2025)	\$ 50,000			
Mulcher	\$ 75,000			
Mower	\$ 35,000			
Public Works Facility Engineering				\$ 200,000
Public Works Facility Debt Servicing/Repayment				\$ 400,000
2024 Budget Total:	\$ 510,000	\$ 240,000	\$185,000	\$ 390,000
2024 from 2023 Budget Totals:	\$ 555,000	\$ 0	\$ 505,000	\$ 600,000



SOUTHWOLD FIRE DEPARTMENT



Capital Project Sheet: Fire Department Talbotville Fire Station

Project Rating: Mandatory

Project Overview:

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

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



Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Capital Project Sheet: Fire Department Cylinder Refill Compressor Station – Talbotville Station



Project Rating: Mandatory

Project Overview:

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

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




Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Capital Project Sheet: Fire Department

Bunker Gear Extractor/Washer & Dryer – Talbotville Station



Project Rating: Mandatory

Project Overview:

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

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




Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Project Rating: Mandatory

Project Overview:

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

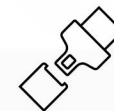
Project Funding Source

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



Project Alignment with Strategic Plan:

Safety



Capital Project Sheet: Fire Department

Talbotville Station Furniture & Appliances

Project Rating: Mandatory

Project Overview:

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

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

The funding was approved in the 2023 budget.




Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Capital Project Sheet: Fire Department

Recurring Asset Replacement

Project Rating: Critical

Project Overview:

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

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



Project Funding Source

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

Project Alignment with Strategic Plan:

Asset Renewal



Capital Project Sheet: Fire Department

Talbotville Rescue Replacement



Project Rating: Critical

Project Overview:

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

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




Project Funding Source

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

Project Alignment with Strategic Plan:

Safety 

Asset Renewal 

Capital Project Sheet: Fire Department

Equipment Decontamination Washer – Talbotville Station



Project Rating: Recommended

Project Overview:

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

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

Project Funding Source

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



Project Alignment with Strategic Plan:

Safety

