



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday February 26, 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 February 12, 2024
 - (b) Minutes of the Court of Revision for the Palmer Drain 2023
 - (c) Draft Minutes of the Economic Development Committee Meeting of February 8, 2024
- 5. DELEGATION**
 - (a) **7:15 p.m. Michele Lant, Director of Corporate Services/Treasurer**
Presentation of 2024 Budget
- 6. DRAINAGE**
 - (a) DRA 2024-01 2023 Drainage Reapportionments
 - (b) Section 78 (1.1) Petition – Jones Drain
- 7. PLANNING**
- 8. REPORTS**
 - (a) PW 2024-01 Gravel Tender Award
 - (b) ENG 2024-14 Canoe Group Procurement
 - (c) ENG 2024-15 Highway 3 Twinning TESR Comments
 - (d) FIN 2024-06 Section 357 /Tax Incentive Approval Applications

9. CORRESPONDENCE

- (a) Fee Waiver Request Golden Acres – Eastern Star
- (b) Town of Petrolia Resolution to Combine the ROMA and OGRA Conferences
- (c) County of Renfrew Resolution to Afford Water and Wastewater Systems
- (d) Notice of Public Meeting - Elgin County Draft Official Plan

10. BY-LAWS

- (a) By-law No. 2024-13, being a by-law to appoint members to Township Boards and Committees
- (b) By-law No. 2024-14, being a by-law to adopt the Budget Estimates and Capital Projects for the year 2024
- (c) By-law No. 2024-15, being a by-law to amend By-law No. 2018-82, Procurement Policy
- (d) By-law No. 2024-16, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 26, 2024

11. OTHER BUSINESS *(For Information Only)*

- (a) Ministry of Transportation RE: Licence Plate Renewal
- (b) Ministry of Environment Conservation and Parks RE: Ontario’s Environmental Assessment (EA) Program
- (c) City of St. Thomas RE: Notice of Commencement St. Thomas Pollution Prevention Control Plant Master Plan
- (d) Ontario Farmland Trust Farmland Forum 2024
- (e) Community Breakfast with Violence Against Women Services Elgin County

12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (b)) – Development Staffing
- (b) A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – Shedden Development Lands
- (c) 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)) – Shared Services - Fire Administration

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday March 11, 2024 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday February 12, 2024
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
Brent Clutterbuck, Drainage Superintendent
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt

2024-037 Councillor Adzija – Councillor Emons

THAT the Minutes of the Regular Council Meeting of January 24, 2024 are hereby adopted.

CARRIED

Committee Minutes – Review

2024-038 Councillor Fellows – Deputy Mayor Pennings

THAT Council has reviewed the draft minutes of the Young at Heart Committee Meeting of January 25, 2024 and the draft minutes of the Family Day/Winterfest Committee Meeting of February 5, 2024.

CARRIED

DRAINAGE:

Court of Revision – Palmer Drain 2023

Members – Court of Revision Palmer Drain 2023

2024-039 Councillor Adzija – Councillor Fellows

THAT Council of the Township of Southwold appoints Grant Jones as Chair, Justin Pennings, John Adzija, Sarah Emons and Scott Fellows as members of the Court of Revision for the Palmer Drain 2023.

AND THAT Council adjourn and form the Court of Revision for the Palmer Drain 2023 at **7:02 p.m.**

CARRIED

Adjournment Court of Revision – Palmer Drain 2023

2024-040 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT the Court of Revision for the Palmer Drain 2023 adjourns at **7:05 p.m.;**

AND THAT the regular meeting of Council reconvenes.

CARRIED

REPORTS:

CBO 2024-05 Activity Report – January 2024

This report was presented to Council.

ENG 2024-10 Activity Report – January 2024

Aaron VanOorspronk presented his report to Council.

ENG 2024-11 Shedden and Fingal Servicing Design Award

2024-041 Deputy Mayor Pennings – Councillor Fellows

THAT Report ENG 2024-11 relating to Shedden and Fingal Servicing Design Award, be received for information; and,

THAT Council award the engineering design for the Wastewater Treatment Facility to MTE for the budgeted amount of \$263,622.22; and,

THAT Council award the engineering design for the sanitary sewer system to Dillon Consulting Limited for the budgeted amount of \$210,045.42; and,

THAT Council award the supplier of the wastewater treatment plant to H2O Innovations for the budgeted the amount of \$ 5,425,628.00.

CARRIED

ENG 2024-12 Request to Improve the Jones Drain

2024-042 Councillor Fellows – Councillor Adzija

THAT Report ENG 2024-12 relating to the Request to Improve the Jones Drain, be received for information; and,

THAT Council direct Staff to sign a request for an improvement of the Jones Drain under Section 78(1) of the Drainage Act.

CARRIED

DELEGATION:

7:22 p.m. – 7:36 p.m.

Mike Kerkvliet , Elgin/St. Thomas Small Business Enterprise Centre RE: Activity and Services Presentation.

Mr. Kerkvliet presented an overview of the Elgin/St. Thomas Small Business Centre and the activities and the services it provides to the residents of Elgin County and the city of St. Thomas.

REPORTS:

FIN 2024-05 Budget Report #5

2024-043 Deputy Mayor Pennings – Councillor Emons

THAT the budget changes contained in this report be approved; and,

THAT the 2024 Budget Levy of \$6,711,999.00 be approved; and,

THAT staff be instructed to proceed with preparing the Budget Summary presentation and necessary by-laws and reports to implement the budget.

CARRIED

CAO 2024-06 Activity Report – January 2024

Lisa Higgs presented her report to Council.

CORRESPONDENCE:

- Fee Waiver Request – Shedden Library March Break Family Event
- Prince Edward County Resolution to Expand Fire Apparatus Life
- City of Sarnia Resolution to Cancel the Carbon Tax
- Municipality of Tweed Resolution to Reinstate License Plate Sticker Fees

Fee Waiver Request – Shedden Library March Break Family Event

2024-044 Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold approves the \$450.00 fee waiver request from the Shedden Library for their March Break Family Event that is to be held on Friday March 18th, 2024 at the Keystone Complex.

CARRIED

Municipality of Tweed Resolution to Reinstate License Plate Sticker Fees

2024-045 Councillor Emons – Councillor Fellows

BE IT RESOLVED THAT the Council of the Township of Southwold supports the attached resolution that was passed by the Municipality of Tweed regarding the reinstatement of license plate sticker fees; and,

THAT a copy of this resolution be sent to Honourable Premier Doug Ford, the Honourable Rob Flack, Member of Provincial Parliament for Elgin-Middlesex-London and the Municipality of Tweed.

CARRIED

BY-LAWS:

- By-law No. 2024-09, being a by-law to enter into an agreement with the Municipality of West Elgin and Dutton Dunwich - GIS and Asset Management Coordinator
- By-law No. 2024-10, being a by-law to enter into an agreement with the Municipality of West Elgin – Building Services
- By-law No. 2024-11, being a by-law to enter into an agreement with Farhi Holdings Inc to Amend the Subdivision Agreement

By-law

2024-046 Councillor Fellows – Deputy Mayor Pennings

THAT By-law Nos. 2024-09, 2024-10 and 2024-11 be read a first and second time, considered read a third time and finally passed this 12th day of February, 2024.

CARRIED

OTHER BUSINESS:

- Notice of Competition – Hwy 4 Widening and Talbotville Bypass
- Invitation to Kettle Creek Conservation Authority Annual General Meeting
- Communication from Enbridge Requesting Support for Motion to Review Ontario Energy Board Decision

STAFF DIRECTION

Staff was directed by Council to provide additional comments to the MTO on the Hwy 4 and Talbotville Bypass project.

Staff was directed by Council to investigate more on the Ontario Energy Board Decision regarding the Enbridge Gas 2024 rebasing application and report back at a future Council meeting.

Council reviewed the other items under Other Business.

CLOSED SESSION:

2024-047 Councillor Adzija – Councillor Emons

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **7:59 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- a proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – Shedden Development Land
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Section 239 (2)(f) – Legal Representation General Matters

CARRIED

Adjournment of Closed Session

2024-048 Councillor Fellows – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:16 p.m.**

CARRIED

STAFF DIRECTION

Staff were directed by Council to the 2 items that were discussed in the Closed Session.

Confirming By-law

- By-law No. 2024-12, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 12, 2024

Confirming By-law

2024-049 Councillor Fellows – Councillor Emons

THAT By-law No. 2024-12 be read a first and second time, considered read a third time and finally passed this 12th day of February, 2024.

CARRIED

ADJOURNMENT:

2024-050 Deputy Mayor Pennings – Councillor Adzija

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:17 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Meeting of the Court of Revision

Palmer Drain 2023

Monday February 12, 2024

**Held at the Council Chambers, 35663 Fingal Line, Fingal, Ontario/Via
Video Link**

Members – Court of Revision Palmer Drain 2023

C of R 2024-01 **MOVED BY:** John Adzija
SECONDED BY: Scott Fellows

THAT Council of the Township of Southwold appoints Grant Jones as Chair, Justin Pennings, John Adzija, Sarah Emons and Scott Fellows as members of the Court of Revision for the Palmer Drain 2023.

AND THAT Council adjourn and form Court of Revision for the Palmer Drain 2023 at **7:02 p.m.**

CARRIED

Chairman Grant Jones called the meeting to order stated that this is the Court of Revision as required by the Drainage Act to afford any person assessed on the Palmer Drain 2023 provisionally adopted by By-law No. 2024-03 on January 8, 2024 to make an appeal with respect to their assessments.

Chairman Jones asked if everyone was notified in an appropriate way that is required to be notified under the Drainage Act.

The Clerk responded. Yes, on January 15, 2024 all parties required to be notified under Section 46 of the Drainage Act were sent by regular mail or email a copy of the Provisional By-law with a Notice of the Sitting of this Court of Revision. This notice also informed all landowners of the Drainage Acts requirement to notify the Clerk in writing, of an appeal to the Court of Revision 10 days before the first sitting of the Court of Revision. Also included with the notice was the documentation updating the plan, profile and assessment schedule to add more land to the drainage watershed. This request came from the public works department with respect to

Bush Line.

Chairman Jones asked the Clerk if any appeals were received in writing 10 days prior to this sitting of this Court of Revision from any assessed landowner. The Clerk responded yes. The Township Road Department asked to add some land to the drainage watershed immediately after the meeting to Consider the Report for this drain. This added land would help to improve the drainage to Bush Line. The Engineer Mike DeVos investigated this, and his findings are contained in the letter to the Court of Revision. This documentation was sent to all affected landowners with the Notice of this Sitting of the Court of Revision.

Chairman Jones asked if there were any from Council or affected landowners. No questions were asked from Council or landowners.

Chairman Jones stated hearing no appeals to the Court of Revision may I have resolution to adopt the revised assessment schedule contained in the letter from the Engineer to add land to the Palmer Drain.

C of R 2024-02 MOVED BY: Sarah Emons
SECONDED BY: Justin Pennings

RESOLVED THAT the Court of Revision adopts the revised assessment schedule contained in the letter dated January 9, 2024 from the Engineer for the added land to the Palmer Drain.

CARRIED

Adjournment Court of Revision – Palmer Drain 2023

C of R 2024-03 MOVED BY: Justin Pennings
SECONDED BY: John Adzija

RESOLVED THAT the Court of Revision for the Palmer Drain 2023 adjourns at **7:05 p.m.**;

AND THAT the regular meeting of Council reconvenes.

CARRIED

Chairperson

Secretary-Treasurer



Southwold Economic Development Committee

Meeting Minutes

Thursday February 8th, 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
Grayden Laing

Regrets: Rod Rattray, Elgin Business Resource Centre

Staff/Resource: Aaron Van Oorspronk, Director of Infrastructure and Development
Carolyn Krahn, Manager of Economic Development and Strategic Initiatives
Lisa Higgs CAO/Clerk

1. Call to Order

Deputy Mayor Pennings called the meeting to order at 8:02 am.

2. Approval of Agenda

The Committee approved the agenda for the February 8th meeting.

3. Approval of the January 4th Minutes

The Committee approved the minutes as drafted from the January 4th, 2024 meeting.

4. Development and Infrastructure Updates

Director of Infrastructure and Development Aaron VanOorspronk spoke to the development initiatives currently underway in the municipality, including the recently approved and submitted draft plans of subdivision in Talbotville and North Port Stanley. Mr. VanOorspronk spoke briefly about the decision by Council to service Shedden and Fingal independent of Central Elgin and to the challenges in bringing on a new WWTP system, explaining the requirement to have minimum flows before operating the full system.

CAO/Clerk Lisa Higgs spoke to the efforts being made in Talbotville to engage with land owners of Industrially Zoned lands to move towards more industrial and commercial developments. Ms. Higgs also explained the recent efforts that are being made to advance utility availability in the community.

5. Grant Opportunity for Enabling Housing Infrastructure Fund

CAO/Clerk Lisa Higgs provided an update on a recently-announced municipal grant and the potential for significant funding being made available by the Province. Southwold is convinced that we have a very compelling application and are hopeful that we may be successful in the grant that provides 73% of funding for the Shedden and Fingal sanitary servicing project.

6. Elgin County Update on Business Retention and Expansion Program

Elgin Manager of Economic Development Carolyn Krahn provided an update on the BR & E program that is conducting interviews until the end of February. Ms. Krahn indicated that Southwold had a strong participation rate and that County-wide they have conducted over 74 interviews.

7. Rural Equivalent of Chamber of Commerce

The Committee discussed the recent feedback from the BR&E interviews suggesting that rural business owners have indicated a preference for a more rural focused Chamber. There was a discussion on rolling it into the Chamber itself, as a sort of rural subgroup, but that past history has meant that rural events hosted by the Chamber are not as well attended. The committee decided that a good first event may be to have an EDC hosted event for Southwold businesses to serve as a networking event with various information pieces and access to various municipal staff. Carolyn Krahn indicated that Elgin County may be available to help provide a partnership in developing the event. Staff were tasked with initiating preliminary plans for the event and report back at a future meeting.

8. Municipal Auction/Market Planning – Inventory of Possible Items for Sale

The committee reviewed the inventory of items for sale, and agreed that there is not enough to hold a formal auction night. It was suggested that the office furniture be offered for sale (very cheap) at the Rosy Rhubarb festival. The Committee discussed various mechanisms to dispose of the gateway signage and

directed staff to bring a strategy back to the next meeting.

9. Highway 401 Signage Opportunity – Cost Estimates for Rental

CAO/Clerk Higgs updated that the signage rental opportunity along the 401 has been quoted at being \$10,000, which would be available to promote Southwold and many of the new developments in the community. At this time, the only thing required is a wrap to be installed on the billboard, which staff are requesting pricing on. A report will come at the next meeting with more details on costs.

10. 2024 Municipal Budget & Capital Projects Approved

CAO/Clerk Higgs provided a brief presentation of the various municipal capital projects approved as part of the 2024 budget and Director VanOorspronk provided a map with Southwold capital projects.

11. New and Other Business:

Carolyn Krahn indicated that planning for the 2024 Solar Eclipse is ongoing and the County is hosting an information session featuring the Royal Astronomy Society on February 21st at 3:30 pm.

The Committee acknowledged that 2025 will be Southwold’s 175th anniversary and the municipality may wish to start planning for recognizing the history.

12 Next Meeting date, time and location

March 21st, 2024 at 8:00 am in Council Chambers

4. Adjourn

The meeting adjourned at 9:05 am.

Chairperson, Justin Pennings

Staff Resource, Lisa Higgs



2024 Budget



Tax Levy

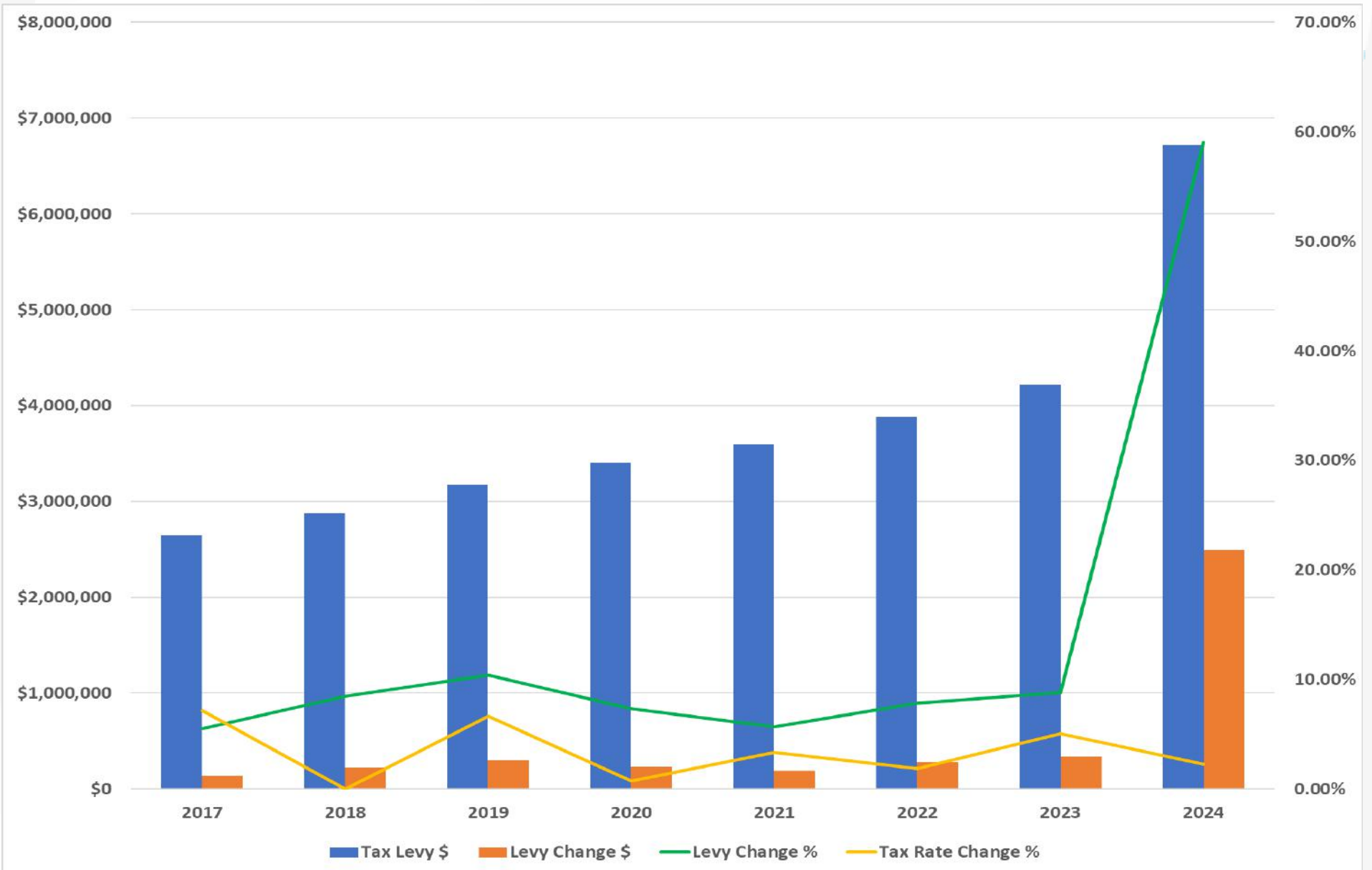


2023 Levy	\$4,221,177
2024 Levy	\$6,711,999
Levy \$ Increase	\$2,490,822
Levy % Increase	59.01%
Growth Adjusted Levy \$ Increase	\$150,276
Growth Adjusted Levy % Increase	3.56%
Tax Rate Change	2.29%

Historical Tax Levies



TOWNSHIP OF
Southwold



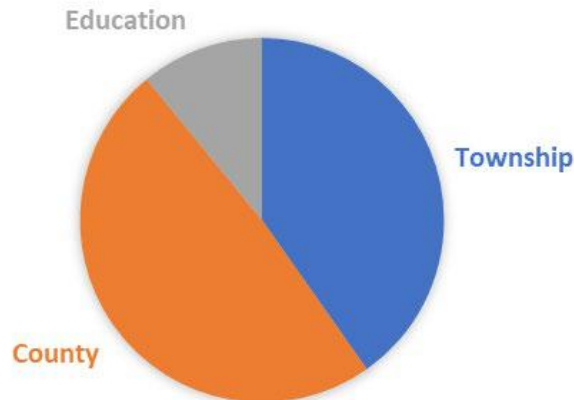


Township Median Residential Property		
Year	Assessment	Taxes
2023	\$255,000.00	\$1,404.24
2024	\$255,000.00	\$1,436.40
\$ Change Annual	\$0.00	\$32.16
\$ Change / Month	\$0.00	\$2.68
% Change	0.00%	2.29%

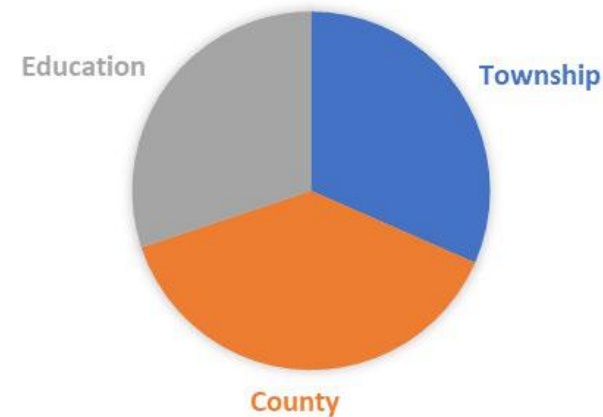
Property Tax Allocation



PROPERTY TAX ALLOCATION - RESIDENTIAL

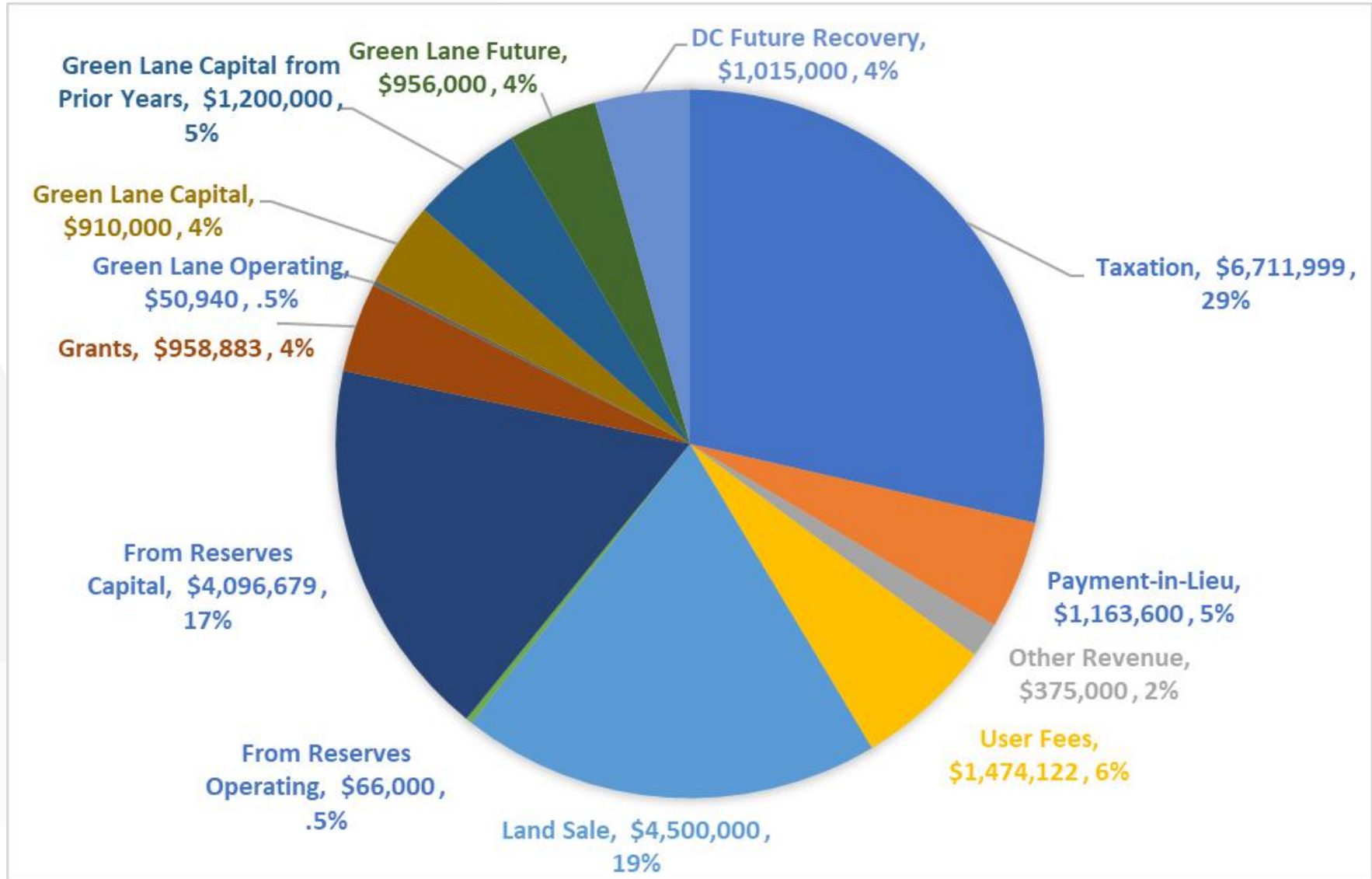


PROPERTY TAX ALLOCATION - COMMERCIAL



Education Tax Rates are set by the Province
Over time, the rates have been lowered to reflect increasing assessment; however, the decreases for Commercial/Industrial properties have not been as large or as often as the Residential/Farm rate decreases. This results in approximately 30% of the Commercial/Industrial tax bills being directed to education versus 11% for Residential/Farm.

Revenue Breakdown \$23,478,223

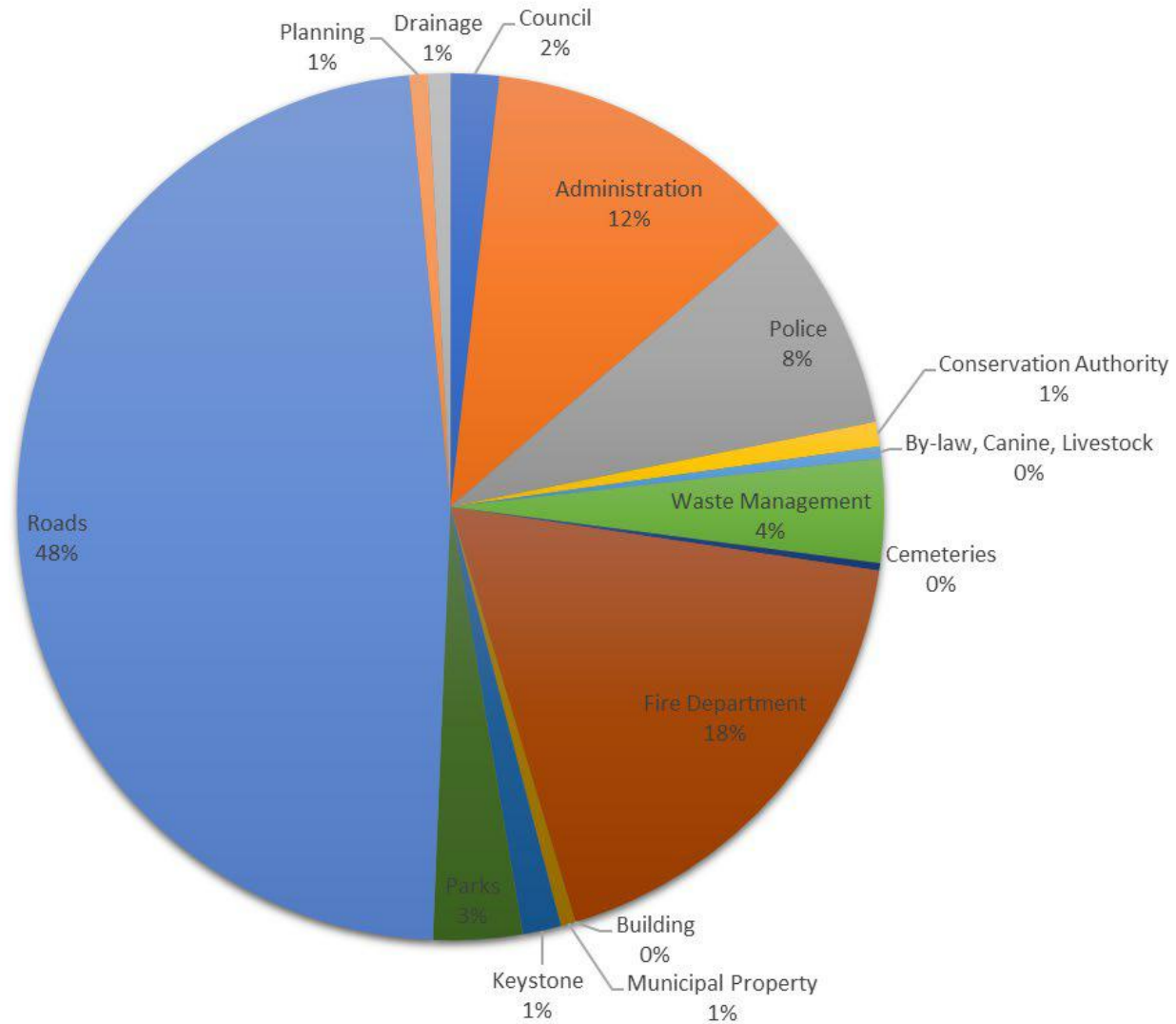


Allocation of \$6,711,999 Tax Levy



TOWNSHIP OF
Southwold

Allocation of \$6,711,999 Tax Levy

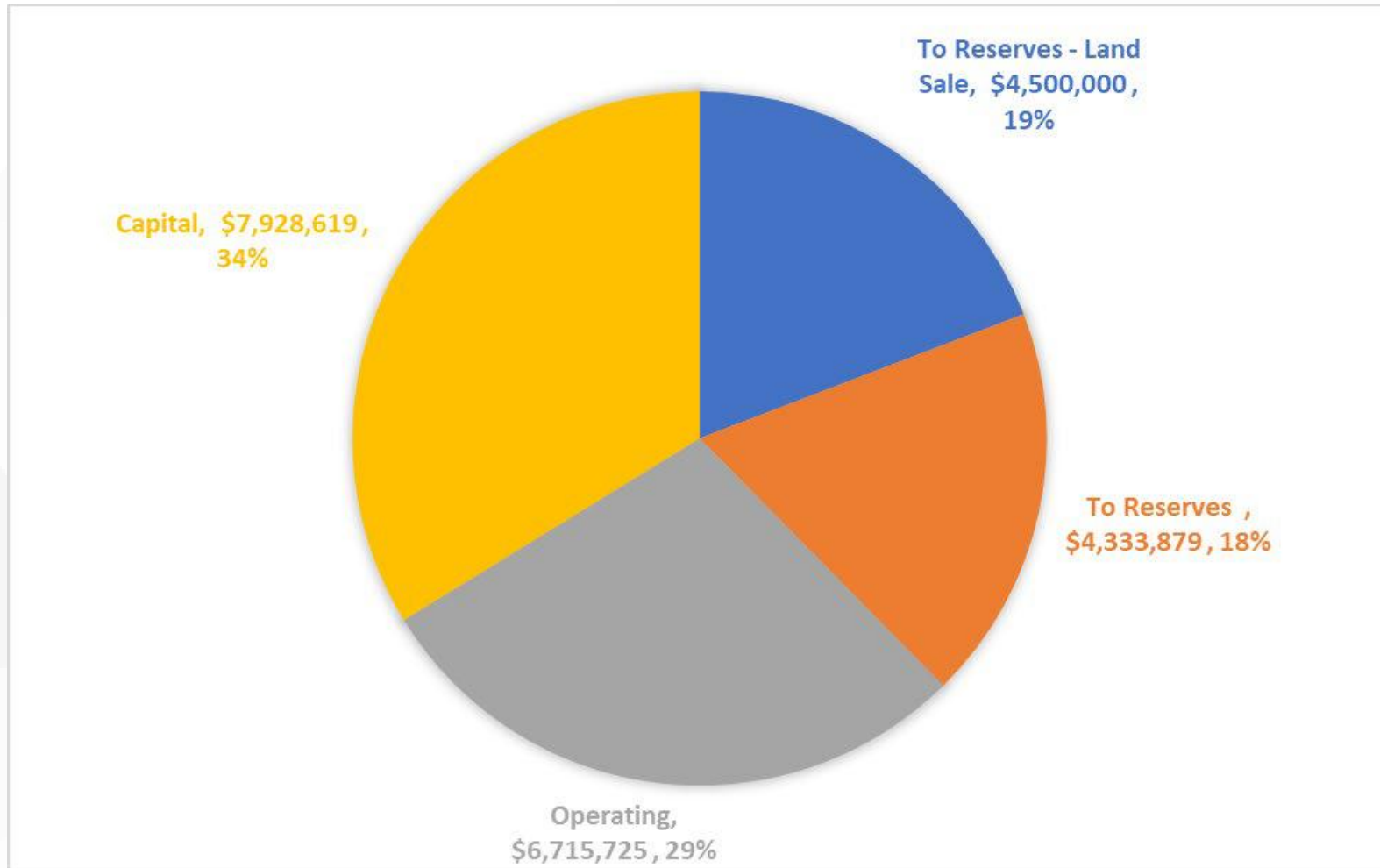


Green Lane Requests

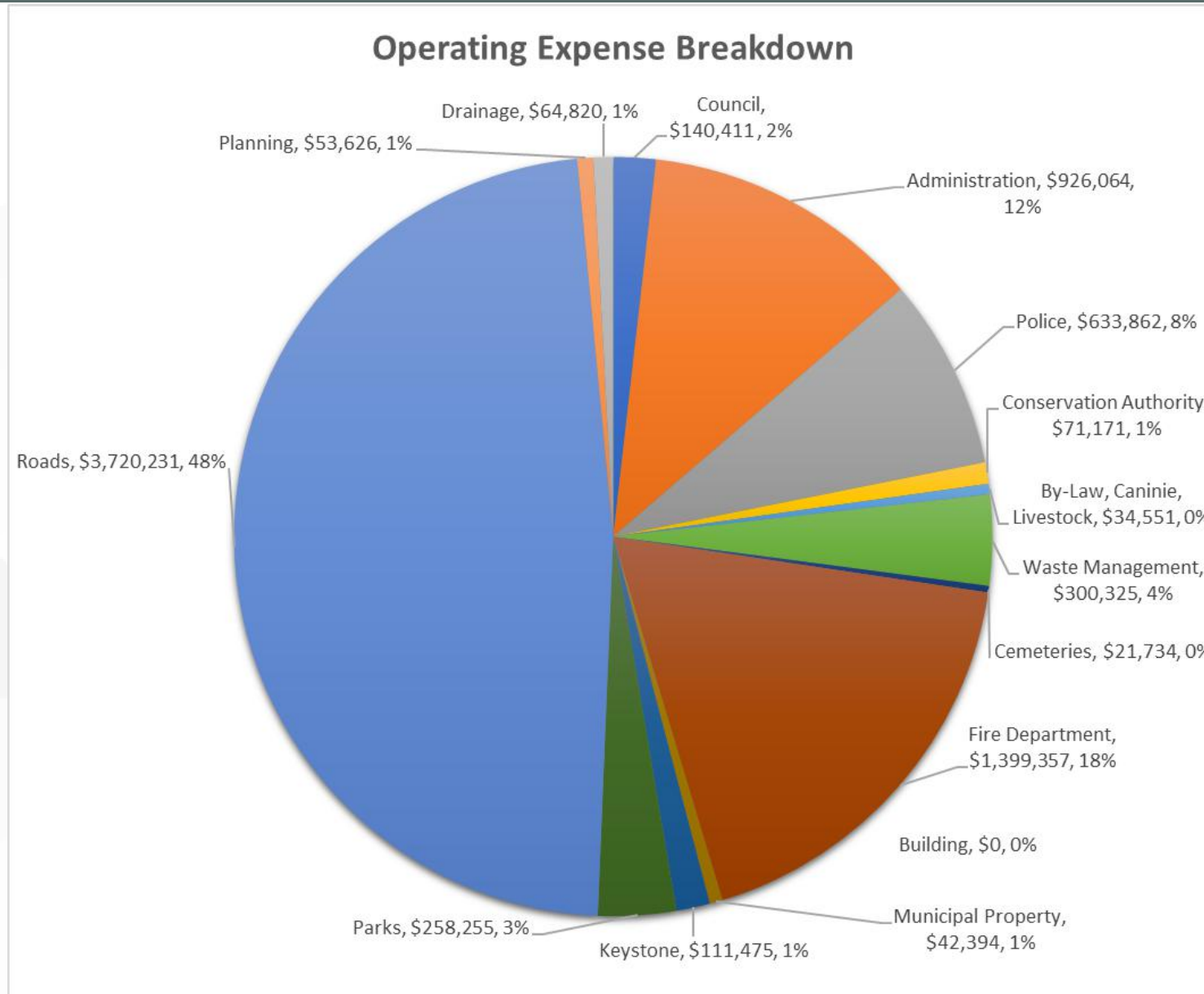


Description	2023 Budget	2024 Forecast	2025 Forecast	2026 Forecast
Operating Budget				
St. Thomas Recycling Centre - Township Cost	\$17,100	\$18,140	\$18,500	\$19,000
Zero Waste Committee Initiatives	\$3,000	\$0	\$3,000	\$3,500
Seniors' Committee	\$5,000	\$5,000	\$5,000	\$5,000
Family Day	\$0	\$5,000	\$5,000	\$5,000
Communities in Bloom	\$3,000	\$3,000	\$3,000	\$3,000
History Committee	\$2,000	\$2,000	\$2,000	\$2,000
Greening Communities	\$1,000	\$1,000	\$1,000	\$1,000
Parks - Turf Improvement/Overseeding	\$8,000	\$8,000	\$8,000	\$8,000
War Memorial Committee		\$8,800	\$8,800	\$8,800
Total Operating	\$39,100	\$50,940	\$54,300	\$55,300
Capital Budget				
Talbotville Firehall	\$0	\$500,000	\$600,000	\$356,000
Talbotville Park	\$100,000			
Talbotville Parks Parking Lots			\$300,000	
Talbotville Pumper (2022)	\$225,000			
Talbotville Electronic Sign		\$35,000		
Shedden Firehall 4th Bay				\$50,000
Fingal Ball Park Diamond Light Replacement		\$25,000		
Replace Roads 2006 International 50%	\$185,000			
Replace Roads 2002 Caterpillar Grader 50%	\$305,000			
Replace Roads 2011 Peterbilt 50%		\$175,000		
Replace Roads 2009 Freightliner 50%		\$175,000		
Organics Collection Program - Green Bins	\$58,000			
Rural Composter Program	\$23,000			
Admin Facility Addition / Improvements				\$250,000
Total Capital	\$896,000	\$910,000	\$900,000	\$656,000
Total Green Lane Request	\$935,100	\$960,940	\$954,300	\$711,300

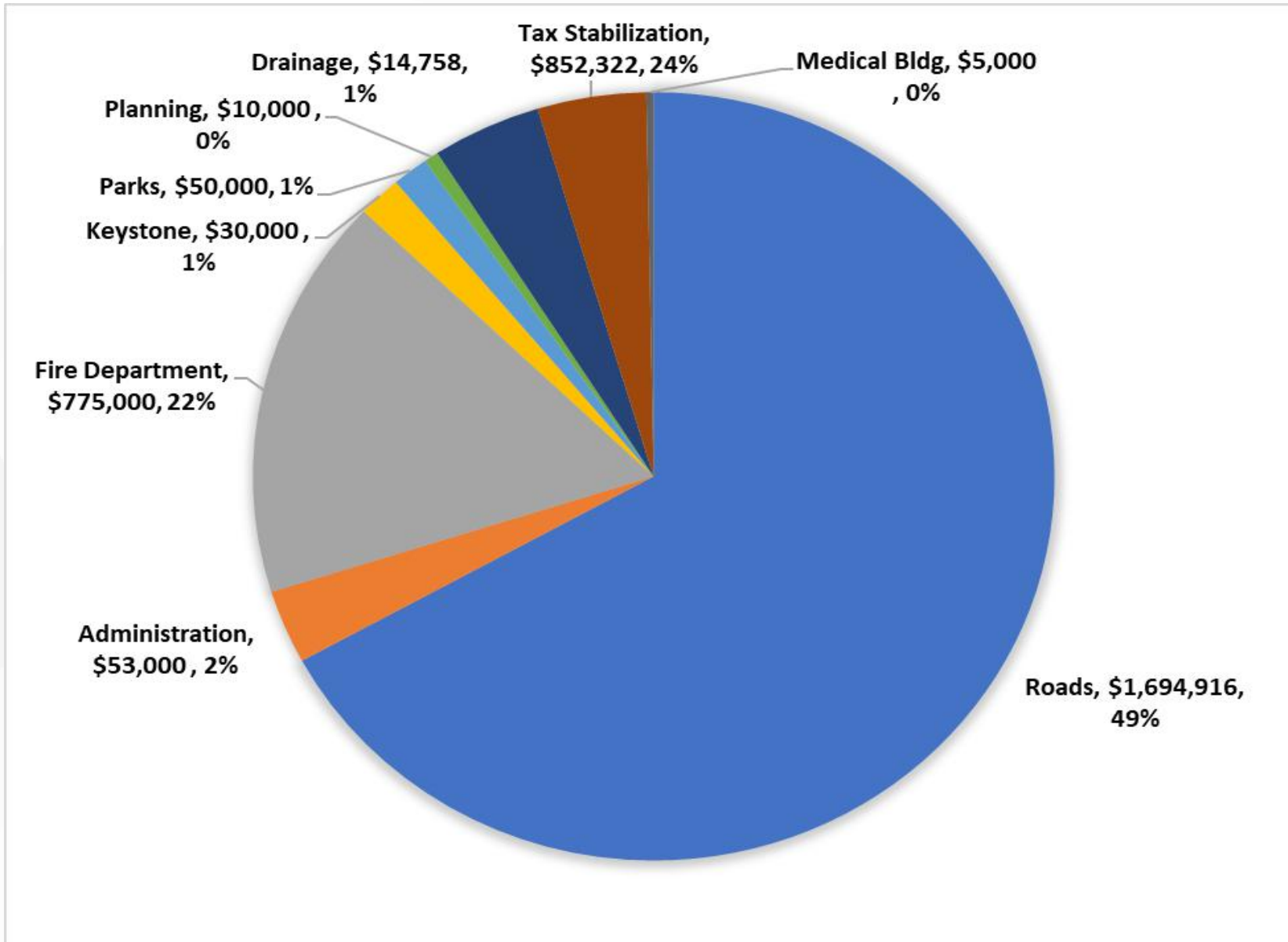
Expense Breakdown \$23,478,223



Operating Expense Breakdown



Reserve Transfer Breakdown





2024 Capital Program \$6,198,619

- Details included in Schedule "B" to By-law 2024-14

Admin	\$126,260
Fire	\$924,476
Building	\$20,000
Admin Facility	\$30,000
Keystone and Library	\$0
Medical Centre	\$0
Parks	\$229,000
Roads	\$2,703,883
Drainage	\$25,000
Bridges and Culverts	\$440,000
Road Facility	\$0
Road Equipment	\$1,700,000



Administration Projects

- Laserfiche Automation processes-\$20,000 - funded from Efficiency Reserve
- Maintenance Manager \$90,2660 – funded from Efficiency Reserve
- Building Security Upgrades - \$30,000



Fire Department

- Talbotville Fire Station Construction Project - \$3,500,000
 - Ongoing from prior years
- Electronic Sign - \$35,000 - new Talbotville Station
- Ongoing equipment replacements - \$9,000
- PPE, Bunker Gear, SCBA replacements - \$46,200
- Portable Radios and pagers - \$4,000



- Parks
 - Walking trail conversion to concrete - \$5,000
 - Fingal Ball Park Diamond Light Replacement - \$40,000
 - Fingal Ball Park Storage Shed Roof Replacement - \$12,000
 - Talbotville Heritage Park Storage Shed Roof Replacement - \$12,000
 - Parks Redevelopment and Renewal Plan - \$50,000



Roads and Infrastructure

- Gravel Road Improvements \$500,000
- Rehabilitation – Lawrence Road - \$365,000
- Rehabilitation – Boxall Road - \$220,000
- Reconstruction – Magdala Road - \$230,000
- Thomas Road Engineering - \$160,000
- Granular Road Conversion - \$300,000
- Guardrails and Edge Repairs - \$100,000
- Roads Need Study - \$30,000
- Bridges
 - Burwell Road Bridge replacement - \$250,000
 - Lake Line Culvert Replacement- \$75,000
 - Woodplant Bridge engineering - \$75,000



Roads and Infrastructure

- Public Works Facility (Fingal Line)
 - Design/Build RFP being prepared
- Drainage – Palmer Drain- \$25,000



Roads and Infrastructure

- Road Equipment
 - Radio Repeater - \$30,000
 - Trackless Sidewalk Plow - \$250,000
 - Replacement of 2011 Peterbilt Tandem - \$455,000
 - Replacement of 2009 Freightliner - \$455,000
 - New Mulcher-Flail - \$75,000
 - Replace Roadside Mower - \$35,000



2023 Total Taxes - \$255,000 Residential



Surrounding municipalities are anticipating a higher tax rate increases for 2024. Based on the 2023 comparison, Southwold taxes will continue to be about \$600 lower than the Elgin County Average and \$700 - \$900 lower than our immediate neighbours.





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 26, 2024

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO: DRA 2024-01

SUBJECT MATTER: Confirmation of 2023 Drainage Reapportionments

Recommendation(s):

THAT Council for the Township of Southwold hereby accepts the drainage reapportionments undertaken for the Consent Applications E47/22, E58/22, E70/22, E97/22, E98/22, E11/23 and E60-23; and,

AND THAT these reapportionments will become effective upon stamping of the applicable deed; and,

AND THAT a copy of this resolution and drainage reapportionments be filed in each applicable drain file.

Purpose:

To affix the Drainage reapportionments under section 65(2) of the Drainage Act, R.S.O, c. D.17 that were completed in 2023 as a condition of consent applications.

Background:

Reapportionments undertaken in 2023 are attached to this report.

Strategic Plan Goals:

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

Fiscal Responsibility and Accountability

Respectfully Submitted by:
Brent Clutterbuck,
Drainage Superintendent
"Submitted electronically"

Approved by:
Lisa Higgs, CAO/Clerk



July 12, 2023

37437 Lake Line
Port Stanley ON
N5L 1K0

Re: Drainage Re-apportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E47/22, Lot R on registered plan No. 39 Township of Southwold**. Roll number **34-24-000-008-11500** known locally as **37437 Lake Line**. The applicants propose to sever a parcel with a frontage of 102.523 metres (336.36 feet) and a depth of 147.93 metres (485.33 feet) an area of 0.9840 hectares (2.43 acres) to create a new residential lot.

The applicants is retaining a lot with a frontage of 210 metres (689 feet) and a depth of 147.94 meters (485.36 feet) an area of 3.8054 hectares (9.4 acres), proposed to remain in residential use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) Marr Municipal Drain, May 2021, By R.J Burnside & Associates, Central Elgin By-Law 2603**

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted



proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



Recommendations:

The lines in the Assessment Schedule of the					1-May-21	R.J. Burnside & Associates	
Marr Municipal Drain						By-Law 2603	
Appendix C2 For Construction							
Which Currently reads							
Roll #	Con	Lot	Ha	Name		Outlet	Total
8-115	R2NLR	Pt C(lot R Plan 39)	4.63	J&G Milcz		300.00	300.00
Is recommended to now read							
E47/22 Retained	R2NLR	Pt R Plan 39	3.81	J&G Milcz		238.00	238.00
E47/22 Severed	R2NLR	Pt R Plan 39	0.98	J&G Milcz		62.00	62.00

Appendix C4 Sta 0+00 to Sta 0+314						By-Law 2603	
Which Currently reads							
Roll #	Con	Lot	Ha	Name		%	
8-115	R2NLR	Pt C(lot R Plan 39)	4.63	J&G Milcz		1.01	
Is recommended to now read							
E47/22 Retained	R2NLR	Pt R Plan 39	3.81	J&G Milcz		0.80	
E47/22 Severed	R2NLR	Pt R Plan 39	0.98	J&G Milcz		0.21	

Appendix C5 Sta 0+314 to Sta 0+750							
Which Currently reads							
Roll #	Con	Lot	Ha	Name		%	
8-115	R2NLR	Pt C(lot R Plan 39)	1.33	J&G Milcz		0.75	
Is recommended to now read							
E47/22 Retained	R2NLR	Pt R Plan 39	0.35	J&G Milcz		0.20	
E47/22 Severed	R2NLR	Pt R Plan 39	0.98	J&G Milcz		0.55	

Appendix C7 Branch A Sta A0+000 to Sta A+427							
Which Currently reads							
Roll #	Con	Lot	Ha	Name		%	
8-115	R2NLR	Pt C(lot R Plan 39)	3.3	J&G Milcz		25.14	
Is recommended to now read							
E47/22 Retained	R2NLR	Pt R Plan 39	3.3	J&G Milcz		25.14	
E47/22 Severed	R2NLR	Pt R Plan 39	0	J&G Milcz		0.00	



We, _____ being the owners of **Lot R on registered plan No. 39 Township of Southwold**. Roll number **34-24-000-008-11500** known locally as **37437 Lake Line** hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Name (please print)

Signature

7/12/2023
Date

Name (please print)

Signature

7/12/2023
Date



May 9, 2023

7420 Lyle Road
St Thomas ON
N5P 3S5

Re: Drainage Re-apportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E58/22, Part of Lot 22, Concession 4, Part 1 on Registered Plan 11R-1690 Township of Southwold**. Roll number **34-24-000-005-08900** known locally as **38652 Longhurst Line**. The applicants propose to sever a parcel with an area of 0.6586 hectares (1.63 acres) with a frontage of 25.53 metres (83.76 feet) and a depth of 161.6m (530.18 feet) along Longhurst Line) for a dwelling surplus to the applicants farm operation. The applicants are retaining a parcel with an area of 58.6 hectares (144.8 acres) of land, proposed to remain in agricultural use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **Cole Drain Branch's G&R, October 31, 2001, By Spriet Associates, By-Law 2002-3**
- 2) **Cole Drain Branch P, July 23, 1992, By Spriet Associates, By-Law 92-27**
- 3) **Cole Drain Branch's G&O, December 31, 1990, By Spriet Associates, By-Law 91-9**
- 4) **Cole Drain, January 29, 1987 By Spriet Associates, By-Law 87-6**



- 5) Berdan Drain, May 15, 2009 By Spriet Associates, By-Law 2009-30**
- 6) Berdan Drain, Jan 30, 1974 By Spriet Associates, By-Law 74-12**
- 7) Berdan Drain, Jan 11, 1963, By G Duncan Black, By-Law 1527**

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



Recommendations:

The lines in the Assessment Schedule of the Cole Drain Branches G & R Branch G				31-Oct-01 Spriet Associates By-Law 2002-3			
Which Currently reads							
Roll #	Con	Lot	Ha	Name	Benefi t	Outlet	Total
5-089	4	22	55.2	Hummel Farms Inc		2250	2250.0 0
Is recommended to now read							
Severed E58/22			0.61	Echo Acres Ltd		25	25.00
Retained E58/22			54.593	Echo Acres Ltd		2225	2225.0 0

The lines in the Assessment Schedule of the Cole Drain Branch P				23-Jul-92 Spriet Associates By-Law 92-27			
Which Currently reads							
Roll #	Con	Lot	Ha	Name	Benefi t	Outlet	Total
5-089	4	22	24.8	Hummel Farms Inc	1690	5526	7216.0 0
Is recommended to now read							
Severed E58/22			0.59	Echo Acres Ltd		131	131
Retained E58/22			24.21	Echo Acres Ltd	1690	5395	7085

The lines in the Assessment Schedule of the Cole Drain Branches G & O Branch G				31-Dec-90 Spriet Associates By-Law 91-9			
Which Currently reads							
Roll #	Con	Lot	Ha	Name	Benefi t	Outlet	Total
5-089	4	22	55.9	Hummel Farms Inc		670	670.00
Is recommended to now read							
Severed E58/22			0.02	Echo Acres Ltd		1	1.00
Retained E58/22			55.88	Echo Acres Ltd		669	669.00



Branch O

Which Currently reads

Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
5-089	4	22	5	Hummel Farms Inc		450	450.00
Is recommended to now read							
Severed E58/22			0.02	Echo Acres Ltd		2	2
Retained E58/22			4.98	Echo Acres Ltd		448	448

The lines in the Assessment Schedule of the Cole Drain

29-Jan-87 Spriet Associates
By-Law 87-6

Which Currently reads

Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
5-089	4	22	55.9	Urmano Farms Ltd		670	670.00
Is recommended to now read							
Severed E58/22			0.61	Echo Acres Ltd		8	8.00
Retained E58/22			55.29	Echo Acres Ltd		662	662.00

Branch G

Which Currently reads

Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
5-089	4	22	55.9	Urmano Farms Ltd	100	360	460.00
Is recommended to now read							
Severed E58/22			0.61	Echo Acres Ltd		4	4
Retained E58/22			55.29	Echo Acres Ltd	100	356	456

Branch O - open Portion

Which Currently reads

Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
5-089	4	22	5	Urmano Farms Ltd		265	265.00
Is recommended to now read							
Severed E58/22			0.02	Echo Acres Ltd		1.50	1.50
Retained E58/22			4.98	Echo Acres Ltd		263.50	263.50



Branch O - Closed Portion							
Which Currently reads							
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
5-089	4	22	5	Urmano Farms Ltd		500	500.00
Is recommended to now read							
Severed E58/22			0.02	Echo Acres Ltd		3	3.00
Retained E58/22			4.98	Echo Acres Ltd		497	497.00

The lines in the Assessment Schedule of the Berdan Drain							
15-May-09 Spriet Associates							
By-Law 2009-30							
Open Portion							
Which Currently reads							
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
5-089	4	22	3.2	Hummel Farms Inc		314	314.00
Is recommended to now read							
Severed E58/22			0.05	Echo Acres Ltd		25	25.00
Retained E58/22			3.15	Echo Acres Ltd		289	289.00

The lines in the Assessment Schedule of the Berdan Drain							
30-Jan-74 Spriet Associates							
By-Law 74-12							
Which Currently reads							
Roll #	Con	Lot	acres	Name	Benefit	Outlet	Total
5-089	4	22	8	K&W Bawden		144	144.00
Is recommended to now read							
Severed E58/22			0.13	Echo Acres Ltd		2.5	2.50
Retained E58/22			7.87	Echo Acres Ltd		141.5	141.50

The lines in the Assessment Schedule of the Berdan Drain							
11-Jan-63 G. Duncan Black							
By-Law 1527							
Which Currently reads							
Roll #	Con	Lot	acres	Name	Benefit	Outlet	Total
5-089	4	22	8	K&W Bawden		42	42.00
Is recommended to now read							
Severed E58/22			0.13	Echo Acres Ltd		1	1.00
Retained E58/22			7.87	Echo Acres Ltd		41	41.00



I/We, _____ being able to bind the corporation
which is the owner of **Part of Lot 22, Concession 4, Part 1 on
Registered Plan 11R-1690 Township of Southwold.** Roll number **34-24-000-
005-08900** known locally as **38652 Longhurst Line.,** hereby agree to the above
recommendations for the re-apportionment of Drainage Assessments to this property and we
ask the Council of the Township of Southwold, by resolution affix the above apportionments
the respective Drainage By-Laws for the retained and severed parcels, until such time as the
assessment is changed under the Drainage Act

Name and title (please print)

Signature

 _____
Date Aug 30, 2023

Name and title (please print)

Signature

Date _____ 2023



Brent Clutterbuck
Drainage Superintendent

email drainage@southwold.ca
tel 519-769-2010

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

southwold.ca



August 28, 2023

10518 Ford Road,
St. Thomas, ON
N5P 3T1

Re: Drainage Re-apportionment Request

The re-apportionment of the assessment for municipal drains is a condition of approval for Consent application number **E70/22, Part Lot 15, Concession NNBTR Township of Southwold**. Roll numbers **34-24-000-044-13100 and 34-24-000-004-02300**. The applicants propose to sever a parcel with a frontage of 454.18 metres (1490.1 feet) along McDiarmid Line by a depth of 197.493 meters (647.94 feet) and an area of 10.305 hectares (25.46 acres) for future residential development. The applicants are retaining a lot with an area of 27.625 hectares (68.26 acres) proposed to remain in agricultural use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).

I have reviewed the supplied severance plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **Orchard Carroll Drain Extension, Dated June 28, 1985, by Spriet Associates, By-Law 85-19**
- 2) **Orchard-Carroll Drain – Hindly Branch, Dated March 28, 2014, by Spriet Associates, By-Law 2014-21**
- 3) **Molnar Drain, February 22, 1974, By A.M. Spriet & Associates Ltd, By-Law 74-13**
- 4) **Molnar Drain Branch A, April 8, 1983, By Spriet & Associates, By-Law 83-12**

During review of the municipal drain in the area it was found that the following drains

- 1) **Orchard-Carroll Drain, Dated October 22, 1969, by Spriet Associates, By-Law 1767**
- 2) **Orchard-Carroll Drain, Dated January 25, 1979, by Spriet Associates, By-Law 79-8**
- 3) **Orchard-Carroll Drain 2000, Dated August 31, 2000, by Spriet Associates, By-Law 2000-21**
- 4) **Orchard-Carroll Drain Ext 2011, Dated April 29, 2011, by Spriet Associates, By-Law 2011-28**

Are not affected by this consent application

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck

Recommendations:

That the Orchard Carroll Drain Extension, Dated June 28, 1985, by Spriet Associates, By-Law 85-19 be reapportioned as follows

The lines in Assessment Schedule							
Orchard Carroll Drain Extension				28-Jun-85 Spriet Associates			
Which Currently reads				By-Law 85-19			
Roll #	Con	Lot	ha	Name	Benefit	Outlet	Total
004-023	NNBTR	Pt 15	14.6	Shedden Farm Equipment Ltd.		255.00	255.00
044-131, part of severed	NNBTR	Pt 15	1.95	Shedden Farm Equipment Ltd.		341.25	131.25
Is recommended to now read							
Roll #	Con	Lot	ha	Name	Benefit	Outlet	Total
Retained E70/22			6.55	J&J Andrews		105.00	105.00
Severed E70/22	NNBTR	Pt 15	8.05	J&J Andrews		150.00	150.00
044-131	NNBTR	Pt 15	1.95	J&J Andrews		341.25	131.25

And that all assessments to the following municipal drains

- 1) Orchard-Carroll Drain – Hindly Branch, Dated March 28, 2014, by Spriet Associates, By-Law 2014-21
- 2) Molnar Drain, February 22, 1974, By A.M. Spriet & Associates Ltd, By-Law 74-13
- 3) Molnar Drain Branch A, April 8, 1983, By Spriet & Associates, By-Law 83-12

Will remain with the retained farmlands

We, _____ being the owners of, **Part Lot 15, Concession NNBTR Township of Southwold**. Roll numbers **34-24-000-044-13100 and 34-24-000-004-02300**, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Name (please print) _____

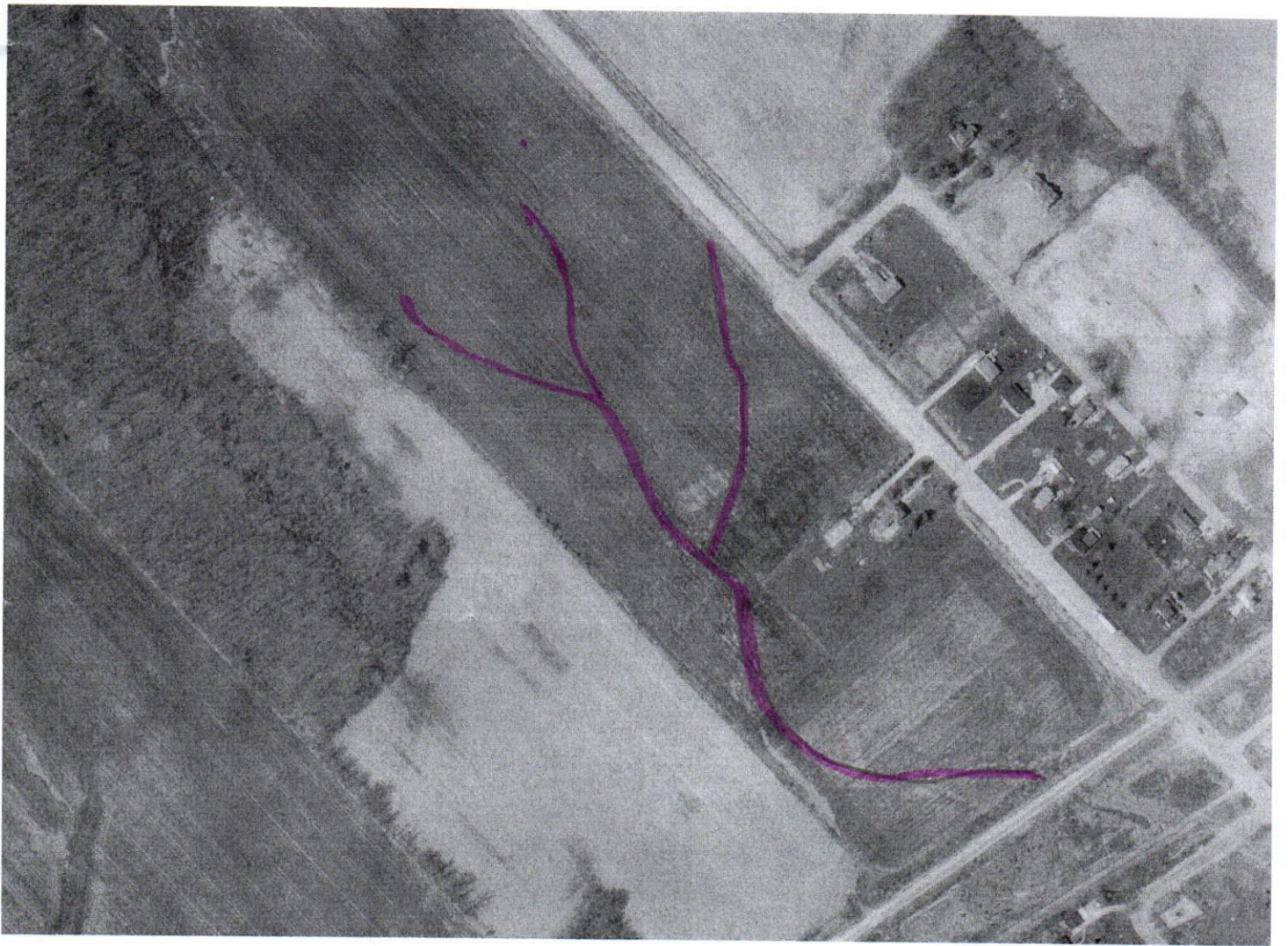
Signature _____

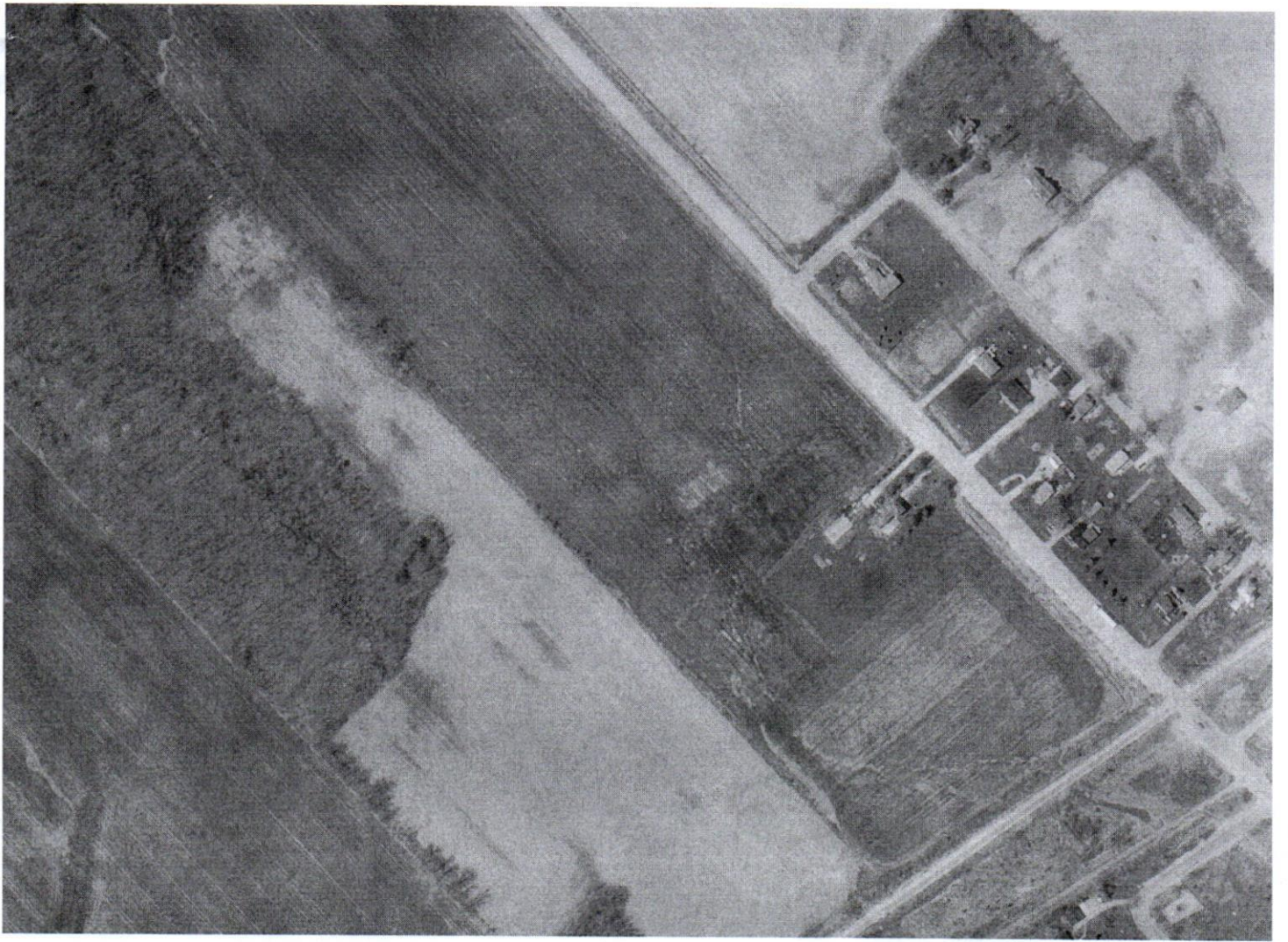
Aug 30 2023
Date

Name (please print) _____

Signature _____

Aug 30 2023
Date





October 4, 2023

37538 Lake Line
Port Stanley ON
N5L 1K0

Re: Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E97/22, Part of Lot 14 Range 2 North of Lake Road Township of Southwold**. Roll number **34-24-000-008-11900** known locally as **37538 Lake Line**. The applicants propose to sever a parcel with a frontage of 6.659 metres (21.84 feet) and a depth of 46.75 metres (153.38 feet) and an area of 0.13 hectares (0.32 acres) being parts 1 & 2 of Registered plan 11R11081 to be conveyed as a lot addition to an adjacent parcel. This adjacent parcel is locally known as **37474 Lake Line** Roll number **34-24-000-008-11712**. The applicants are retaining an irregular shaped lot with an area of 11 hectares (27.18 acres) of land, proposed to remain in residential use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) Marr Municipal Drain, May 2021, By R.J Burnside & Associates, Central Elgin By-Law 2603**

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted

tel 519-769-2010 email drainage@southwold.ca
35663 Fingal Line, Fingal, Ontario, N0L 1K0



proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



Recommendations:

The lines in the Assessment Schedule of the							R.J. Burnside & Associates	
Marr Municipal Drain				01-May-21		By-Law 2603		
Appendix C2 Assessment for Construction								
Which Currently reads								
Roll #	Con	Lot	Ha	Name		Outlet		
8-119-00	R2NLR	Pt 15	7.83	H Wismer		550.00		
8-117-12	R2NLR	Pt 15	0.37	J.Murray, S Dasilva		60.00		
Is recommended to now read								
8-119-00	R2NLR	Pt 15	7.7	H Wismer		540.00		
8-117-12	R2NLR	Pt 15	0.5	J.Murray, S Dasilva		70.00		

Appendix C4 Sta 0+00 to Sta 0+314							
Which Currently reads							
Roll #	Con	Lot	Ha	Name		%	
8-119-00	R2NLR	Pt 14&15	7.83	H Wismer		1.49	
8-117-12	R2NLR	Pt 14	0.37	J Murray/S Dasilva		0.18	
Is recommended to now read							
8-119-00	R2NLR	Pt 14&15	7.7	H Wismer		1.46	
8-117-12	R2NLR	Pt 14	0.5	J Murray/S Dasilva		0.21	

Appendix C5 Sta 0+314 to Sta 0+750							
Which Currently reads							
Roll #	Con	Lot	Ha	Name		%	
8-119-00	R2NLR	Pt 14&15	7.83	H Wismer		3.42	
8-117-12	R2NLR	Pt 14	0.37	J Murray/S Dasilva		0.40	
Is recommended to now read							
8-119-00	R2NLR	Pt 14&15	7.7	H Wismer		3.36	
8-117-12	R2NLR	Pt 14	0.5	J Murray/S Dasilva		0.46	



Appendix C6 Sta 0+750 to Sta 2+164							
Which Currently reads							
Roll #	Con	Lot	Ha	Name		%	
8-119-00	R2NLR	Pt 14&15	7.83	H Wismer		3.67	
8-117-12	R2NLR	Pt 14	0.37	J Murray/S Dasilva		0.55	
Is recommended to now read							
8-119-00	R2NLR	Pt 14&15	7.7	H Wismer		3.61	
8-117-12	R2NLR	Pt 14	0.5	J Murray/S Dasilva		0.61	

I, _____ being the owner of **Part of Lot 14 Range 2 North of Lake Township of Southwold**. Roll number **34-24-000-008-11900** known locally as **37538 Lake Line.**, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Name (please print)

Signature

Date

[Signature] 2023

We, _____ being the owners of **Part of Lot 14 Range 2 North of Lake Township of Southwold. 37474 Lake Line** Roll number **34-24-000-008-11712**, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Name (please print)

Signature

Date

10/12/2023

Name (please print)

Signature

Date

10/12/2023

October 4, 2023

3/538 Lake Line
Port Stanley ON
N5L 1K0

Re: Drainage Re-apportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E98/22, Part of Lot 14 Range 2 North of Lake Road 20, Township of Southwold**. Roll number **34-24-000-008-11900** known locally as **37538 Lake Line**. The applicants propose to sever a parcel with a frontage of 6.659 metres (21.85 feet) and a depth of 46.75m (153.4 feet) an area of 0.03 hectares (0.074 acres) being part 3 of Registered plan 11R11081 to be conveyed as a lot addition to an adjacent parcel. This adjacent parcel is locally known as **37510 Lake Line** Roll number **34-24-000-008-11911**. The applicants are retaining an irregular shaped lot with an area of 11 hectares (27.18 acres) of land, proposed to remain in residential use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) Marr Municipal Drain, May 2021, By R.J Burnside & Associates, Central Elgin By-Law 2603**

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted

tel 519-769-2010 email drainage@southwold.ca
35663 Fingal Line, Fingal, Ontario, N0L 1K0



proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



Recommendations:

The lines in the Assessment Schedule of the							
Marr Municipal Drain				01-May-21	R.J. Burnside & Associates		
Appendix C2 Assessment for Construction					By-Law 2603		
Which Currently reads							
Roll #	Con	Lot	Ha	Name			Outlet
8-119-00	R2NLR	Pt 14 & 15	7.7	H Wismer			540.00
8-119-11	R2NLR	Pt 14 & 15	0.37	C Wismer/J Harwood			40.00
Is recommended to now read							
8-119-00	R2NLR	Pt 14 & 15	7.67	H Wismer			536.00
8-119-11	R2NLR	Pt 14 & 15	0.4	C Wismer/J Harwood			44.00

Appendix C4 Sta 0+00 to Sta 0+314							
							By-Law 2603
Which Currently reads							
Roll #	Con	Lot	Ha	Name			%
8-119-00	R2NLR	Pt 14 & 15	7.7	H Wismer			1.46
8-119-11	R2NLR	Pt 14 & 15	0.37	C Wismer/J Harwood			0.11
Is recommended to now read							
8-119-00	R2NLR	Pt 15	7.67	H Wismer			1.45
8-119-11	R2NLR	Pt 15	0.4	C Wismer/J Harwood			0.12

Appendix C5 Sta 0+314 to Sta 0+750							
Which Currently reads							
Roll #	Con	Lot	Ha	Name			%
8-119-00	R2NLR	Pt 14 & 15	7.7	H Wismer			3.36
8-119-11	R2NLR	Pt 14 & 15	0.37	C Wismer/J Harwood			0.25
Is recommended to now read							
8-119-00	R2NLR	Pt 14 & 15	7.67	H Wismer			3.34
8-119-11	R2NLR	Pt 14 & 15	0.4	C Wismer/J Harwood			0.27



July 12, 2023

34688 Third Line
Southwold ON
N0L 2G0

Re: Drainage Re-apportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E11/23, Lot 11 Concession 2, Township of Southwold**. Roll number **34-24-000-003-05500** known locally as **34690 Third Line**. The applicants propose to sever a parcel with a frontage of 14.58 metres (47.83 feet) and a depth of 65 Metres (213.25 feet) an area of 0.1435 hectares (0.35 acres) to be conveyed as a lot addition to an adjacent parcel. This adjacent parcel is locally known as **34764 Third Line** Roll number **34-24-000-003-05400**. The applicants are retaining an irregular shaped lot with an area of 19.7 hectares (48.68 acres) of land, proposed to remain in residential use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) McIntyre Drain, Nov. 12, 1973, By AM Spriet Associates By-Law 74-3**
- 2) McIntyre Drain Ext., March 27, 1984, By Spriet Associates By-Law 84-19**

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted



proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



Recommendations:

<p>The lines in the Assessment Schedule of the McIntyre Drain</p>							
				<p>12-Nov-73</p>	<p>AM Spriet & Associates By-Law 74-3</p>		
<p align="center">Which Currently reads</p>							
Roll #	Con	Lot	Ac	Name			Outlet
	2	SW 1/4 11	47	W Annett	4695	863.00	5558.00
	2	Pt SW 1/4 11	0.35	Harold Annett		25.00	25.00
<p align="center">Is recommended to now read</p>							
003-055	2	SW 1/4 11	46.65	D&J Duybk	4695	856.00	5551.00
003-054	2	Pt SW 1/4 11	0.7	K Moss, R Chapman		32.00	32.00

<p>The lines in the Assessment Schedule of the McIntyre Drain Extension</p>							
				<p>27-Mar-84</p>	<p>AM Spriet & Associates By-Law 84-19</p>		
<p align="center">Which Currently reads</p>							
Roll #	Con	Lot	ha	Name			Outlet
	2	SW 1/4 11	19	W Annett		545.00	545.00
	2	Pt SW 1/4 11	0.14	Roy Henderson		10.00	10.00
<p align="center">Is recommended to now read</p>							
003-055	2	SW 1/4 11	18.86	D&J Duybk		540.00	540.00
003-054	2	Pt SW 1/4 11	0.28	K Moss, R Chapman		15.00	15.00



We, _____ being the owners of **Lot 11 Concession 2, Township of Southwold**. Roll number **34-24-000-003-05500** known locally as **34690 Third Line**, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Name (please print)

Signature

Sept 5 / 2023
Date

Name (please print)

Signature

09/05 / 2023
Date

We, Kelly Anne Moss and Robert Bruce Chapman being the owners of **34764 Third Line** Roll number **34-24-000-003-05400**, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Name (please print)

1_____
Signature

Sept 5 2023
Date

Name (please print)

Signature

Sept 5 2023
Date



Brent Clutterbuck
Drainage Superintendent

email drainage@southwold.ca
tel 519-769-2010

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

southwold.ca   

November 9, 2023

37360 Lake Line,
Port Stanley, ON
N5L 1J1

Re: Drainage Re-apportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E60/23, Plan 39 Pt BLK K RP 11R849 Part 1, Township of Southwold**. Roll number **34-24-000-008-11200** known locally as **37360 Lake Line**. The applicants propose to sever a parcel with an area of 0.428 hectares (1.10596 acres) to be conveyed to the adjacent property Roll number **34-24-000-008-11201** locally known as 37362 Lake Line and owned by Ken Gifford

The applicants are retaining a parcel with an area of 11.782 hectares (29.1104 acres) containing a house and a storage barn proposed to remain in residential use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

Agreement on share of assessment

65 (2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drain:

- 1) Marr Drain Improvement, Dated May 2021, By R.J. Burnside, Central Elgin By-Law 2603

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck

Recommendations:

That the Marr Drain be reapportioned as follows

Marr Drain Improvement				May-21	R.J. Burnside		
Appendix C2 - Assessment for Construction				By-Law 2603			
Which Currently reads							
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
8-112-00	R2NLR	Pt C	5.63	A. Gifford Est.		380.00	380.00
8-112-01	R2NLR	Pt C	0.31	K. Gifford		70.00	70.00
Is recommended to now read							
8-112-00	R2NLR	Pt C	5.202	D.& J. Dale		330.00	330.00
8-112-01	R2NLR	Pt C	0.738	K. Gifford		120.00	120.00

Appendix C4 - Assessment for Maintenance & Repair Sta. 0+00 to 0+314							
Which Currently reads							
Roll #	Con	Lot	Ha	Name	%		
8-112-01	R2NLR	Pt C	0.31	K. Gifford	0.31		
8-112-00	R2NLR	Pt C	5.63	A. Gifford Est.	5.63		
Is recommended to now read							
8-112-01	R2NLR	Pt C	0.738	K. Gifford	0.74		
8-112-00	R2NLR	Pt C	5.202	D.& J. Dale	5.20		

Appendix C5 - Assessment for Maintenance & Repair Sta. 0+314 to Sta 0+750							
Which Currently reads							
Roll #	Con	Lot	Ha	Name	%		
8-112-01	R2NLR	Pt C	0.31	K. Gifford	0.31		
8-112-00	R2NLR	Pt C	5.63	A. Gifford Est.	5.63		
Is recommended to now read							
8-112-01	R2NLR	Pt C	0.738	K. Gifford	0.74		
8-112-00	R2NLR	Pt C	5.202	D.& J. Dale	5.20		

Appendix C6 - Assessment for Maintenance & Repair Sta 0+750 to Sta 2+164							
Which Currently reads							
Roll #	Con	Lot	Ha	Name	%		
8-112-01	R2NLR	Pt C	0.31	K. Gifford	0.31		
8-112-00	R2NLR	Pt C	5.63	A. Gifford Est.	5.63		
Is recommended to now read							
8-112-01	R2NLR	Pt C	0.738	K. Gifford	0.74		
8-112-00	R2NLR	Pt C	5.202	D.& J. Dale	5.20		

We, _____, being the owners of **Plan 39 Pt BLK K RP 11R849 Part 1, Township of Southwold**. Roll number **34-24-000-008-11200** known locally as **37360 Lake Line**. propose to sever a parcel with an area of 0.428 hectares (1.0596 acres) to be conveyed to the adjacent property Roll number **34-24-000-008-11201** locally known as 37362 Lake Line owned by Ken Gifford, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Name (please print)	_____ Signature	<u>Feb 1, 2024</u> Date
Name (please print)	_____ Signature <small>DocuSigned by:</small>	<u>Feb 1, 2024</u> Date
Name (please print)	_____ Signature	<u>2/9/2024</u> Date

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

Re: Jones Drain

(Name of Drain)

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

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

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

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

The township of Southwold wishes to have the Jones Drain improved to a modern design standard to help to minimize the seasonal flooding of Scotch line between Jones Road and 35242 Scotch Line

Property Owners

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

Property Description

Scotch Line

Ward or Geographic Township

Southwold

Parcel Roll Number

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

Ownership

Corporation

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

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

Name of Signing Officer (Last, First Name) (Type/Print)	Position Title
	Director of Infrastructure

Name of Corporation
Township of Southwold

I have the authority to bind the Corporation.	Date (yyyy/mm/dd)
Signature	2024/02/13

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

Last Name	First Name	Middle Initial
VanOorspronk	Aaron	

Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
	35663	Fingal Line	
City/Town	Province	Postal Code	
Fingal	Ontario	NOL 1K0	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	
519-769-2010		development@southwold.ca	

To be completed by recipient municipality:

Notice filed this 14th day of February 20 24

Name of Clerk (Last, First Name)	Signature of Clerk
Higgs, Lisa	



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 26, 2024

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO: PW 2024-001

SUBJECT MATTER: Supply and Delivery of Granular Materials Tender Award

Recommendation(s):

THAT Council accepts the supply and delivery of granular materials from Jeff Campbell Trucking in the amount of \$514 375.00, excluding HST.

Purpose:

The purpose of this report is to seek Council authorization to accept the tender results for the supply and delivery of granular materials.

Background:

As part of the Township's gravelling program and supply of winter sand, the Township has requested tenders for the works associated with the supply and delivery of requested granular materials. The tenders were advertised on the Township's bids and tenders site on February 1, 2024 and closed on February 16, 2024 at 2:00pm.

Two suppliers closed the tender (RFT24-001) for the supply and delivery of the following:

- 1) 23,500 tonne "on the road" A gravel
- 2) 500 tonne stockpile A gravel
- 3) 500 tonne stockpile winter sand

	Bidder	Total Contract Price (excluding HST)
1	Jeff Campbell Trucking	\$514,375.00
2	Mackenzie and Henderson	\$ 536,780.00

Financial Implications:

As the quoted price is above the \$500,000.00 budget, quantities will be adjusted to stay within that budget. The low bidder is aware of and has agreed to these quantity adjustments, as all quantities were stated as "approximate" in the tender documents.

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:
Paul Van Vaerenbergh CRSI.
Public Works Superintendent
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 26, 2024

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

REPORT NO: ENG 2024-14

SUBJECT MATTER: Canoe Group Procurement

Recommendation(s):

THAT Report ENG 2024-14 relating to Canoe Group Procurement, be received for information;

AND THAT Council give consideration to By-Law 2024-15, a By-Law to Amend the Township's Procurement Policy.

Purpose:

This report seeks Council's approval to join the Canoe Procurement Group and amend the existing procurement policy to streamline specialized equipment purchasing.

Background:

The Canoe Procurement Group of Canada has been in operation since 1936, collaborating with municipal associations nationwide. It was established by its members to facilitate trade-compliant relationships with suppliers, particularly for public and non-profit organizations. Canoe operates as a not-for-profit entity owned and operated by its membership.

Canoe's primary objective is to identify suppliers for various goods and services, especially those frequently utilized by the public sector. Through a rigorous request for proposal (RFP) process, Canoe screens and awards compliant suppliers, whose details are made available to members for procurement purposes. A brochure from Canoe detailing its operations is provided in Appendix A.

Comment/Analysis:

Staff acknowledges the value of the Canoe Group in facilitating prequalification screening and securing group rates, particularly for specialty equipment such as fire trucks and snowplows. Given the limited number of suppliers capable of meeting the demanding requirements of such equipment, Canoe's vetting process ensures that approved suppliers can deliver products meeting specifications.

If approved, staff recommends utilizing the Canoe Group for purchasing specialty equipment, including snowplows, sidewalk plows, heavy equipment, and fire trucks. Pending budget approval, Staff will solicit quotations from approved suppliers and adhere to the Procurement By-Law for purchase awards. Positive experiences reported by neighboring municipalities, such as the Municipality of West Elgin, further endorse the efficacy of joining the group.

The adoption of group purchasing is expected to yield time savings for Staff by streamlining the tender process, enhancing the quality of deliverables, and realizing economies of scale savings.

The Township's procurement policy, adopted in 2018 does not provide for "cooperative purchasing". Staff are suggesting that a section on Cooperative Purchasing be included in the procurement policy to allow for municipal participation and the prescribe a policy for utilizing cooperative methods.

Financial Implications:

Membership in the Canoe Purchasing Group is anticipated to leverage economies of scale, resulting in cost savings for the Township on the procurement of specialized equipment.

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, CET.
Director of Infrastructure and
Development Services
"Submitted electronically"**

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



canoe
procurement group of canada

A resource for getting started

MEMBER PROCUREMENT GUIDE







WELCOME TO CANOE!

We are pleased to welcome you as a member of one of the largest cooperative purchasing groups in the country! As a member of the Canoe Procurement Group of Canada, you are positioned to take advantage of the combined purchasing power of more than 5,000 municipalities, public agencies, and not-for-profit organizations. This huge economy of scale means greater selection and best value pricing on the products and services you need to build, maintain, and grow your community.

WHAT IS CANOE?

The Canoe Procurement Group of Canada collaborates with municipal associations across the country. In operation since 1936, the purchasing group was created by its membership specifically to support public and non-profit organizations through mutually-beneficial, trade-compliant relationships with suppliers. Canoe is wholly owned and operated by its membership through a not-for-profit municipal association.

Canoe collaborates with CivicInfo BC, the Rural Municipalities of Alberta (RMA), the Saskatchewan Association of Rural Municipalities (SARM), the Association of Manitoba Municipalities (AMM), the Association of Municipalities of Ontario (AMO) via its Local Authority Services (LAS) arm, the Union of Municipalities of New Brunswick (UMNB), the Federation of Prince Edward Island Municipalities (FPEIM), the Nova Scotia Federation of Municipalities (NSFM), Municipalities Newfoundland and Labrador (MNL), the Northwest Territories Association of Communities (NWTAC), and the Nunavut Association of Municipalities (NAM).

Membership is available to the MASH (municipalities, academic institutions, school boards, and hospitals), not-for-profit, and public sectors. Member organizations can include municipalities (both rural and urban), school districts, universities and other academic institutions, electrical associations, natural gas cooperatives, irrigation districts, housing foundations, airports, museums, and many others.

Compliant



- ◆ Open RFP process using approved tendering processes
- ◆ Satisfies CFTA and other trade legislative requirements for buying groups

Cooperative



- ◆ Like-minded municipal associations across the country
- ◆ Securing best value by leveraging over 5,000 member organizations in Canada

Credible



- ◆ Facilitating public sector cooperative procurement since 1936
- ◆ Not-for-profit group committed to creating mutually beneficial relationships for both members and suppliers

WHAT LEGISLATION IS INVOLVED IN PUBLIC PROCUREMENT?

The Canadian Free Trade Agreement (CFTA) provides legislative direction across all provinces and territories of Canada. In addition, there are three regional trade agreements that may impact procurement laws depending on your jurisdiction:

- ◆ The Atlantic Trade and Procurement Partnership (ATPP) for Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and New Brunswick
- ◆ The Ontario-Quebec Trade and Cooperation Agreement (OQTCA) for Ontario and Quebec
- ◆ The New West Partnership Trade Agreement (NWPTA) for Manitoba, Saskatchewan, Alberta, and British Columbia

WHAT ARE MY OBLIGATIONS UNDER THESE REGULATIONS?

Trade agreements (along with government directives and policies) generally require public sector purchasers to conduct open, competitive procurement processes. This requirement arises if the estimated value of the goods or services to be purchased exceeds certain value thresholds.

This means that once the value threshold is exceeded, the purchaser must purchase from a contractor who is successful in a competitive process (e.g. a request for proposals, request for quotation) that is open to the entire marketplace. That competitive process must meet the requirements of applicable trade treaties, which usually involves posting notices, disclosing relevant information, running a fair evaluation process, etc.

WHAT IS A BUYING GROUP?

A 'buying group' is generally understood as a group of two or more members that combines the purchasing requirements and activities of the members of the group into one joint procurement process.

For public sector, using a buying group can have advantages that include:

- ◆ Reduced procurement process costs – since group members share in the costs of running procurement processes, rather than each group member bearing the full cost;
- ◆ Access to greater resources and expertise – since group members can pool procurement resources, and can centralize procurement experience; and
- ◆ Potentially better pricing – since the group can leverage its combined buying power, offering suppliers greater purchase volumes.

HOW DO I COMPLY WITH THE LEGISLATION?

At Canoe, we are keenly aware of the trade agreement obligations that apply to our members. In order to ensure compliance for ourselves and our membership, we:

- ◆ Actively review our policies, practices, and process documents to continually improve them based on feedback. We have also engaged external experts to review our process documents to support trade agreement compliance.
- ◆ Only run open, competitive procurement processes — we do not engage in invitation-only or non-competitive contract awards (we leave that to our members to decide).
- ◆ Are transparent about who our members are. Each municipal association involved is able to provide a list of relevant members so that the marketplace is aware of who may purchase through awarded contracts.
- ◆ Ensure our processes account for distributor networks. A network of regional distributors can collectively bid on opportunities, with member organizations entering into contracts with the applicable distributor for their region. Suppliers are not permitted to charge higher pricing than was proposed to us, and must honour the terms of the agreement.

HOW CAN I BECOME A MEMBER?

In order to join, your organization must be a municipality, public sector entity, or registered not-for-profit group. Membership gives your organization access to all cooperative procurement programs, ranging from office supplies to capital purchases, fuel to employee benefit packages, and much more!

Membership for municipalities is generally handled through your territory or province's municipal association. To join, contact the municipal association representative for your province from the Canoe website.

WHAT DO I NEED TO DO ONCE I JOIN?

In order to make sure your organization is compliant with governing legislation, you should:

1. Review and update your organization's procurement policy to enable participation in group programs (if applicable).
2. Post an annual notice of intention of membership to your designated tendering website and link to the appropriate municipal association.

HOW DO I MAKE A PURCHASE?

Once your organization has an active account and the steps noted previously are taken, you can make a purchase through one of our programs by contacting the approved supplier of your choice and placing your order. You will need to let the supplier know that you would like to use the cooperative procurement program through Canoe or your municipal association. Indicate that you are purchasing through the buying group on all correspondence and purchase orders.

For information about approved suppliers or assistance with any program, you can contact your Client Relations Manager listed on the Canoe website.



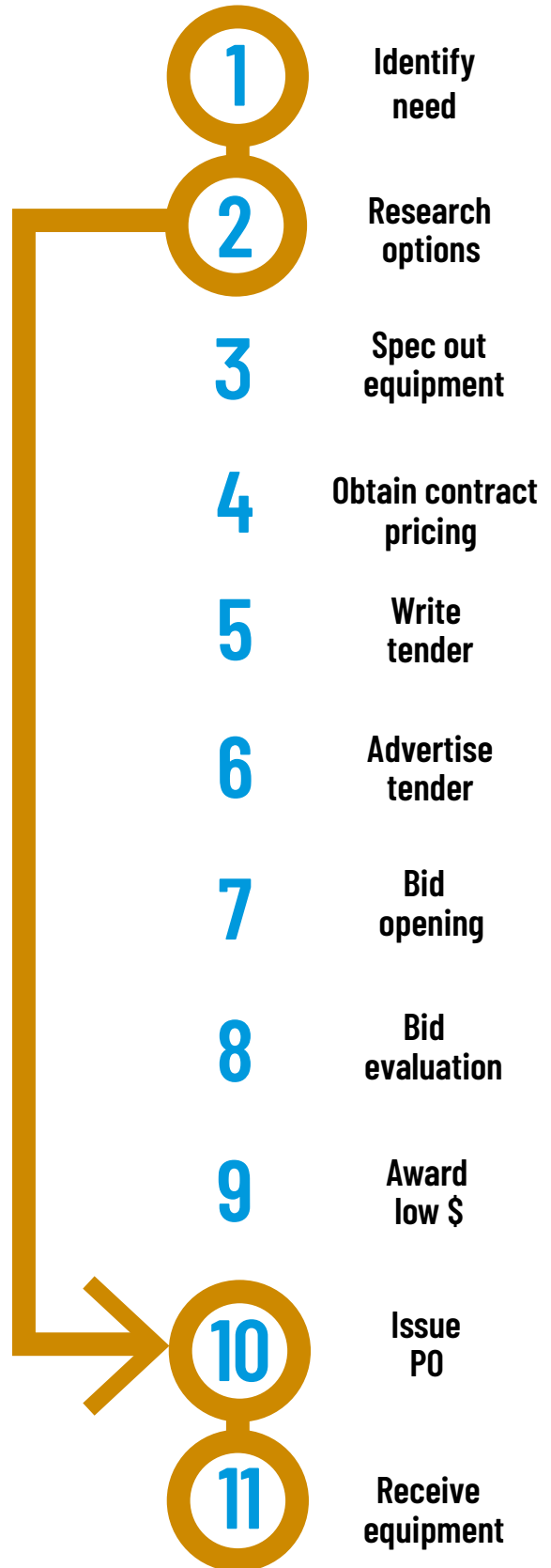
ONCE I'M A MEMBER, IS PARTICIPATION IN THE PROGRAMS MANDATORY?

No, participation in all Canoe programs is completely voluntary.

You can think of the programs as tools that can assist your organization in generally securing better prices and services than individual organizations by leveraging the buying power of the entire membership. However, if you have a preferred purchasing method already in place, you are free to continue using it.

Traditional vs. Cooperative Purchasing

We save time and money for our suppliers and members.



WHAT ARE THE BENEFITS OF BEING A MEMBER?



Preferred pricing

Cooperative procurement through Canoe provides discounted pricing and preferred service to members due to the large volume of aggregated purchases.



Trade-compliant

All Canoe programs are tendered nationally using legislated purchasing methods, meaning any buying done through the programs is compliant with the Canadian Free Trade Agreement (CFTA) and regional trade agreements.



Simplified process and reduced administration

Because all programs are tendered in compliance with Canadian trade law, members using the programs are not required to go through the tendering process again on their own, reducing administration time and cost.

DO I NEED TO POST AN RFP OR GO TO TENDER?

As the RFP process is done in advance on behalf of the entire membership, you do not need to post the RFP again. Depending on the program and your local laws, however, you may need to ensure that you have posted notice of your intention to procure using a cooperative buying group on your province's approved tendering system.

If you have questions, please reach out to your local Canoe Client Relations Manager and we will help you through the process.

HOW DO YOU SELECT SUPPLIERS?

Approved suppliers are selected based on a successful proposal to an open tendering process for the entire membership. Approved suppliers have demonstrated that they are able to provide financial benefit and value to municipalities, public entities, and not-for-profit groups.

Representing over 5,000 members including rural and urban municipalities, school districts, rural electrification associations, and water irrigation districts, Canoe approved suppliers get their products and services in front of an enormous market that would otherwise be challenging for many businesses to navigate. Regulatory compliance for the programs is handled by Canoe on behalf of the membership, providing streamlined administration for members and suppliers alike.

OUR REACH





I HAVE OTHER QUESTIONS.

Canoe is committed to ensuring all programs provide your organization with the best value available. Contact your local Client Relations Manager listed on the Canoe contact map if you have any other questions or need additional support at any step of the process – we're here to help!

Public procurement for all of Canada.



canoe
procurement group of canada

canoeprocurement.ca



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 26, 2024

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

REPORT NO: ENG 2024-15

SUBJECT MATTER: Highway 3 Twinning TESR Comments

Recommendation(s):

THAT Report ENG 2024-15 relating to Highway 3 Twinning Transportation Environmental Study Report (TESR), be received for information;

AND THAT Council direct Staff to prepare and submit comments to the project team.

Purpose:

This report seeks Council's input and direction on the preparation and submission of further comment to the Ministry of Transportation's Highway 3 Twinning TESR.

Background:

The Ministry of Transportation and its Project Team have completed their Environmental Assessment Study, as notified on January 31, 2024, via email. This notification accompanies the published Transportation Environmental Study Report, which summarizes the findings of the EA Study, the full report can be found at <https://www.highway3elgin.ca/documentation.html>. Following the previous publication information centres the Township, neighbouring agencies and the public were afforded the opportunity to submit comments on the various proposals under consideration by the proponent.

The Township submitted formal comments on both occasions, the correspondence is attached to this report as Appendix A. The MTO provided responses acknowledging the submissions, and stating they would take the comments under consideration. The project team further addressed the major comments at established monthly meetings, including the incorporation of geometric improvements at Clinton Line, the closure of Ford Road, replacement of the Secondary Board's watermain, selection of intersection and cross

section solutions and more. With the publishing of the TESR, agencies and the public have a final opportunity to provide comments.

Financial Implications:

No Financial Implications are anticipated currently.

Comment/Analysis:

The project team has been very collaborative in receiving and providing responses to the submitted comments. Many of the desired outcomes from submitted comments have already been included in the project design, and both local municipalities and the project team are working through several other concerns and comments relating to community infrastructure.

Some comments, although outside of the project scope, namely the intersections of Southminister Bourne and Clinton Line and the impact on landfill traffic and agricultural equipment, have been investigated. The Project Team has completed preliminary gap analysis on turning movements for agricultural equipment and trucks at the two intersections and have entered further discussions with the MTO about the findings. Notably, these intersections fall outside of the study's scope and the proponent is not obligated to provide anything further, however staff continues to bring these concerns forward.

Through the Deputy Mayor, Staff are aware of one lingering comment, which relates to noise attenuation for the existing residents, on Ford Road just east of Talbot Line. Staff mentioned this concern to the MTO at its meeting on Wednesday February the 14th. The project team mentioned the section of road did not meet warrants for additional noise protection, and that if a comment were submitted, a formal response would be provided explaining the rationale for the decision.

Staff have prepared a draft letter attached as Appendix B for Council review and approval. Staff believe it unlikely that the design decision will change, however, it will further reaffirm the desire for further investigation at downstream intersections and provide insight into the reasoning the existing homes on Ford Road did not warrant noise attenuation. Staff are happy to include any additional comments Council may have in the formal submission to MTO.

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, CET.
Director of Infrastructure and
Development Services
"Submitted electronically"**

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

September 14, 2023

Stantec Consulting Ltd

Via email: comments@highway3elgin.ca

Attention: Kevin Welker, P.Eng.
Project Manager

Township of Southwold's Comments on the Highway 3 Expansion Project

Dear Mr. Welker:

After reviewing the proposals for the Highway 3 Expansion Project, the Township has delegated the authority to provide comments.

For the Ron McNeil/Wonderland Road/Ford Road Interchange we submit the following comments:

1. Alternative 3 (Parclo A3) preferred.
2. Ford Road closure with cul-de-sac to prevent major arterial through traffic.
3. Direct connection to Wonderland Road.
4. Limited property acquisition.
5. Supports future servicing along Ford Road.

For the Wellington Road/Talbot Line Interchange we submit the following comments:

1. Alternative 2 (Parclo A4) preferred.
2. Alignment of Wellington Road shifted to the west to allow existing intersection to be maintained with minor detour during construction.
3. Interchange ramp alignment does not encourage use of Water Tower Line.
4. Design must accommodate anticipated traffic signals at Wellington Road and McBain Line.

We would also like to provide additional design comments on the proposals:

1. Highway 3 divided highway cross section to consider median protection for driver safety.
2. Noise barriers be installed where shown to be beneficial for adjacent

existing and future development.

3. Highway interchange illumination be incorporated.
4. All existing municipal infrastructure and services (i.e. watermains, drains) be replaced and to include casing sleeves to support future maintenance and upgrades.
5. Replacement of the Secondary Watermain across the proposed ROW.
6. Expanding traffic study area to include Clinton Line, Southminister Bourne and new Amazon property developments to accommodate anticipated peak demands.
7. MTO to provide clarification of any intentions that may exist to download existing portions of Provincial highways post project implementation.
8. MTO to provide clarity on any proposed uploads of existing County of Local Municipal Infrastructures
9. Design to consider paths of travel and use of agricultural equipment.
10. This work shall not preclude the addition of an intersection on to Wellington Road to accommodate a secondary access from McBain subdivision.
11. Did the MTO consider an alternate corridor for the twinning? i.e. Wonderland Road.

If you have any questions or require anything further, please do not hesitate to contact me.

Thank you.

Yours truly,



Aaron VanOorspronk
Director of Infrastructure and Development Services

December 12, 2023

Stantec Consulting Ltd

Via email: comments@highway3elgin.ca

Attention: Kevin Welker, P.Eng.
Project Manager

Township of Southwold's Comments on the Highway 3 Expansion Project

Dear Mr. Welker:

At it's meeting on December 11, 2023, Township of Southwold Council received a staff report to provide updates from the second Public Information Centre. Council has provided the following comments and urges for their inclusion in design considerations by the Ministry's Design Team.

1. That cul-de-sacs be designed so that municipal service vehicles (i.e. plow trucks, garbage trucks) can turn around in one movement.
2. That traffic signalization be implemented at the intersection of Clinton Line and Highway #4 to facilitate the movement of agricultural equipment.
3. That traffic signalization be implemented at the intersection of Southminster Bourne and Highway #4 to facilitate the movement of agricultural equipment and the high volume of truck traffic from the City of Toronto's Landfill.

Your consideration of the above is greatly appreciated. If you have questions or require additional information, please do not hesitate to contact me.

Yours truly,



Aaron VanOorspronk
Director of Infrastructure and Development Services

February 21, 2024

Stantec Consulting Ltd

Via email: comments@highway3elgin.ca

Attention: Kevin Welker, P.Eng.
Project Manager

Township of Southwold's Comments on the Highway 3 Expansion Project

Dear Mr. Welker:

At it's meeting on February 26, 2023, the Township of Southwold Council received a staff report to provide updates from the published Transportation Environmental Study Report. Council has provided the following comments and urges for their inclusion in design considerations by the Ministry's Design Team.

1. That the Design Team provide reasoning as to the omission of noise reduction strategies for the existing residents of Ford Road near Talbot Line.
2. That although outside of the project scope, Council implores the Ministry to consider intersection improvements at Highway 4 and Clinton Line and Highway 4 and Southminster Bourne for the safe movements of both agricultural equipment and tractor trailers.

Your consideration of the above is greatly appreciated. If you have questions or require additional information, please do not hesitate to contact me.

Yours truly,

Aaron VanOorspronk
Director of Infrastructure and Development Services



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 26, 2024

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

REPORT NO: FIN 2024-06

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 \$23,482.31.

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	-\$108.04	-\$129.36	-\$30.02	-\$267.42
2023	Tax Incentive Adjustments	-\$9,406.59	-\$11,262.69	-\$2,545.61	-\$23,214.89
	Total	-\$9,514.63	-\$11,392.05	-\$2,575.63	-\$23,482.31

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 \$9,514.63.

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"

2023.11.24 8.0 9759
 Run Date: 2024-02-22 10:33AM
 Business Date: 2024-02-22

Township Of Southwold
 2023 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-000-00000-0000 TO 34-24-999-999-99999-9999

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 2023-01-01: 000-001-07300	1,452,400	4,597.66	1,839.57	2,202.55	0.00	555.54	0.00	0.00	0.00	0.00
F T 2023-01-01: 000-004-07900	766,000	2,424.82	970.19	1,161.63	0.00	293.00	0.00	0.00	0.00	0.00
TOTAL FARMLAND		7,022.48	2,809.76	3,364.18	0.00	848.54	0.00	0.00	0.00	0.00
R T 2023-01-01: 000-001-07300	-1,452,400	-19,796.59	-7,998.12	-9,576.30	0.00	-2,222.17	0.00	0.00	0.00	0.00
R T 2023-01-01: 000-004-07900	-766,000	-10,440.78	-4,218.23	-5,050.57	0.00	-1,171.98	0.00	0.00	0.00	0.00
R T 2023-05-15: 000-006-10220	-31,000	-267.42	-108.04	-129.36	0.00	-30.02	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-30,504.79	-12,324.39	-14,756.23	0.00	-3,424.17	0.00	0.00	0.00	0.00
Category Totals:		-23,482.31	-9,514.63	-11,392.05	0.00	-2,575.63	0.00	0.00	0.00	0.00

Supplemental Billing Total: -23,482.31
 Net Adjustments 0.00
 Net Billing Amount: -23,482.31
 Number of Bills Generated: 3

Demand Date: 2024-02-22
 Due: 2024-02-22 -23,482.31

Year	Type	Township	County	Education	Total
2023	Section 357 Write-offs	-\$108.04	-\$129.36	-\$30.02	-\$267.42
2023	Tax Incentive Adjustments	-\$9,406.59	-\$11,262.69	-\$2,545.61	-\$23,214.89
	Total	-\$9,514.63	-\$11,392.05	-\$2,575.63	-\$23,482.31

-\$23,482.31

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

Name of Event:			
Name of Group or Organization GOLDEN ACRES CHAPTER #305 - Order of the Eastern Star			
Primary & Secondary Contact Person		Purpose of Event	
Margaret Bell - Secretary A. Bernice Keane - Worthy Matron		Meeting	
Contact Address			Postal Code
			NOL 1P0
Phone # Primary / Secondary		Email / Website:	
Not for Profit # or Charitable Organization Registration #:		None	
Activity or Event Information			
Fees to be Waived (ie: facility rental)		Southwold Keystone Complex	
Date and Times:		Wednesday, February 28, 2024	7:30-11:00 p.m.
Number of People expected:		30 +	Admission Fee: (If applicable) /
Will food be served?	Yes	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?
Meetings to plan future fund raising, etc.

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

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

We are active in the community, donating to local organizations, e.. Library, Rosy Rhubarb, Southwold Fire Department. We have helped student ministers locally and families devastated by fire, etc.

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

The more we have to pay for rent, the less we will have to donate. We are donating locally again.

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

NO

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

The Southwold Keystone Complex in Shedden has all the facilities required for people with disabilities.

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:		Title:	Secretary
Signature:		Date:	January 9, 2024

February 8, 2024

Rural Ontario Municipal Association
Attn: Board of Directors
Via email roma@roma.on.ca

Ontario Good Roads Association
Attn: Board of Directors
Via email info@goodroads.ca

Via email

RE: return to combined ROMA and OGRA conferences

Dear ROMA & OGRA Board of Directors,

During the February 5, 2024 regular meeting of council, council in response to a notice of motion from Deputy Mayor Joel Field the following resolution passed:

MOVED: Bill Clark

SECONDED: Chad Hyatt

WHEREAS as a past attendee of combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort, not only financially for the municipality but also for availability for participation of members of Council and staff; and

WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, returning to a combined conference provides a better respect to their availability and participation; and

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA; and

WHEREAS it is understandable that little movement has happened since the resolution at the 2019 OGRA conference AGM was passed, due to delays of the COVID-19 pandemic; and

WHEREAS not all persons who wish to attend can do so in person, that a hybrid participation option be considered for the sessions;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Petrolia call upon both the ROMA & OGRA boards to re-establish a combined OGRA & ROMA annual conference.

FURTHERMORE that this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MPP Bob Bailey and be circulated to Municipalities of Ontario; as amended

Carried

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc:

Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Bob Bailey, Sarnia-Lambton bob.bailey@pc.ola.org
Ontario Municipalities

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



Office of the
County Warden



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-7288
FAX: 613-735-2081
www.countyofrenfrew.on.ca

January 31, 2024

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

DELIVERED VIA EMAIL

RE: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on January 31, 2024, The County of Renfrew passed the following resolution:

WHEREAS the Provincial Policy Statement (PPS) (Section 1.6.6.2) states that municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety and that intensification and redevelopment within these settlement areas should be promoted; and

WHEREAS the PPS (Section 2.2.1 (f)) states that planning authorities shall protect, improve, or restore the quality and quantity of water by implementing the necessary restrictions on development and site alternation to protect all drinking supplies and designated vulnerable areas, and protect, improve, or restore vulnerable surface and ground water, sensitive surface water features and sensitive groundwater features, and their hydrologic functions; and

WHEREAS the PPS (Sections 2.2.1(h) and (i)) states that there is consideration of environmental lake capacity as well as stormwater management practices; and

WHEREAS the Ministry of the Environment, Protection and Conservation (MECP) Procedural Guideline B-1-5 Policy 2 provision states that water quality which presently does not meet the Provincial Water Quality Objectives shall not be further degraded and all practical measures shall be undertaken to upgrade the water quality to the Objectives; and

WHEREAS in 2014 the Township of Whitewater Region authorized Jp2gConsultants Inc. to undertake a Municipal Class Environmental Assessment (EA) for the purpose of evaluating viable options to upgrade the 1979 Cobden Wastewater Treatment Plant. This plant did not meet guidelines for effluent flow into Muskrat Lake and Cobden Wetland being highly sensitive, at-capacity, inland lake, and Provincial Significant Wetland (PSW) and acknowledged as one of

the most eutrophic in the province. The plant had ongoing seasonal overflow events, and was operating at maximum capacity; and

WHEREAS in 2018 the Council of the Township of Whitewater Region approved the construction of a new parallel mechanical system that would meet all provincial environmental and regulatory requirements including accommodating future growth. Federal and provincial contributions only covered 50% of the final construction costs, as there was no ability to renegotiate with federal and provincial partners once real costs were known. As a result, the balance of costs (\$6M) was debentured over 30 years at interest rates that are slightly punitive to rural and small urban municipalities; and

WHEREAS in 2019 the Council of the Township of Whitewater Region conducted a Water and Wastewater Rate Study that demonstrated the need for rate increases of over 100% to fund the new wastewater treatment plant construction debenture and the significantly increased operating costs for a parallel mechanical system. Rural and small urban municipalities experience very limited growth as federal and provincial policies heavily support growth in urban centers. As there are no other sources of available operational funding, rural and small urban municipalities are expected to fund the construction and operation of these state-of-the-art systems from existing property owners and nominal forecasted growth; and

WHEREAS in 2023 the Township of Whitewater Region combined water and wastewater rates have risen to almost \$3,000/year for its five hundred and eleven (511) users and are among the highest in the County of Renfrew and across the Province of Ontario. There are similarly high user rates in the Township of Madawaska Valley as a result of Provincial regulations and a small number of users. Other examples of rapidly increasing rates include the Towns of Deep River, Renfrew, Arnprior, Laurentian Hills, and Petawawa, and the Townships of Bonnechere Valley, Laurentian Valley and Killaloe, Hagarty and Richards, where significant upgrades in short periods of time are making rates unaffordable even with an increased number of users.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the County of Renfrew:

Advocate to the provincial and federal levels of government to make them aware that rural and small urban water and wastewater systems are financially unsustainable; and Advocate to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipalities Association (ROMA) and the Federation of Canadian Municipalities (FCM) to examine if the unaffordability of water and wastewater system operational costs is systemic provincially and nationally.

AND THAT a copy of this resolution be circulated to The Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure (Ontario); the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada); the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks; AMO; ROMA; FCM; and all Municipalities in Ontario.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Emon', with a long horizontal flourish extending to the right.

Peter Emon, Warden

County of Renfrew

warden@countyofrenfrew.on.ca

cc: Honourable Kinga Surma, Minister of Infrastructure (Ontario)
Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada)
Honourable Paul Calandra, Minister of Municipal Affairs and Housing
Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks
AMO; ROMA; FCM; and all Municipalities in Ontario.

NOTICE OF PUBLIC OPEN HOUSE & PUBLIC MEETING ELGIN COUNTY OFFICIAL PLAN REVIEW

TAKE NOTICE THAT the County of Elgin invites you to attend a public open house and a public meeting in consideration of the County's Official Plan Review as follows:

PUBLIC OPEN HOUSE – for anyone who wishes to learn more about the project process and the proposed Official Plan.

Date: March 19, 2024

Time: 5:00 p.m.

Location: Attend online at www.engagelgin.ca/officialplanreview, or attend in person at 450 Sunset Drive, St. Thomas, ON

PUBLIC MEETING – for anyone who wishes to provide comments or submissions on the proposed Official Plan to the County.

Date: March 26, 2024

Time: 5:00 p.m.

Location: Attend online at www.engagelgin.ca/officialplanreview, or attend in person at 450 Sunset Drive, St. Thomas, ON

PURPOSE & EFFECT – The Elgin County Official Plan is the County's statement of land use policy passed under the authority of the Planning Act, and its purpose is to:

- a) Establish a county-wide planning framework for managing growth and land use, and addressing planning issues of county-wide importance and scope until 2044;
- b) Provide direction for the responsible management of the natural environment and natural resources, including the County's agricultural land base;
- c) Ensure that planning in the County occurs in an orderly and logical manner that supports the creation of healthy, liveable, and vibrant communities;
- d) Provide direction to local municipalities in the preparation of their own official plans, zoning by-laws, and other planning documents, as well as local infrastructure decisions; and
- e) Ensure a consistent approach to the review of all applications under the Planning Act at both the County and local levels.

A new official plan is being proposed by the County that will have the effect of replacing the existing Official Plan that was adopted by County Council in 2011. In accordance with the Planning Act, all land use and public works decisions made in the County must conform to the Official Plan in effect.

SUBJECT LANDS – The new official plan will apply to all lands within the corporate boundaries of the County of Elgin, save and except for lands within the corporate boundaries of the City of St. Thomas.

WHERE TO ACCESS MORE INFORMATION – To obtain a copy of the proposed official plan, please visit: www.engageelgin.ca/officialplanreview. Alternatively, you can view a copy of the proposed official plan during normal business hours at the County Administration Offices located at: 450 Sunset Drive, St. Thomas, ON

NOTICE OF DECISION & APPEALS – The Minister of Municipal Affairs and Housing is the approval authority for the County's Official Plan. If you wish to be notified of the decision of the Minister on the proposed official plan, you must make a written request to the County of Elgin at the following address: opreview@elgin.ca. Alternatively, you can mail your request to: 450 Sunset Drive, St. Thomas, ON N5R 5V1 Attn: Paul Clarke, Planning Technician.

If a person or public body would otherwise have an ability to appeal the decision of the Minister of Municipal Affairs and Housing to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Elgin before the proposed official plan is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Elgin before the proposed official plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-13

Being a By-law to appoint Councillors and Ratepayers to various Boards and Committees requiring Council representation and to repeal By-law No. 2022-90.

WHEREAS the Line Fences Act, .S.O 1990, c. 17, s. 2, as amended, requires that the Council of every local municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of this Act and the by-law shall fix the remuneration to be paid to the fence-viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or re-attendance by the fence-viewers;

AND WHEREAS the Protection of Livestock and Poultry Act, R.S.O. 1990, c. L.24, s. 4 (1), as amended, requires that the council of every local municipality shall appoint one or more persons as valuers of livestock and poultry for the purposes of this Act;

AND WHEREAS the Municipal Act, S.O. 2001, Chapter 25, S.11(1), as amended, confers broad authority to municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Township of Southwold is a member of various bodies and organizations to which it appoints members;

AND WHEREAS the Township of Southwold has established a variety of Committees to carry out programs and make recommendations to Council;

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

1. THAT the following persons are hereby appointed as Fence Viewers for the Township of Southwold;

Roger McMullen, Ryan McLeod, Andy Davie

2. THAT the remuneration for Fence Viewers be set at a rate of \$60 for each attendance up to a maximum of two hours, and then \$60 for each hour thereafter, plus mileage:
3. THAT the fee to the applicant is set at \$180 (which represents \$60/fence viewer x 3) for each authorized attendance up to a maximum of 2 hrs + mileage, and then \$180 for every hour thereafter plus all administrative costs associated with the request.
4. THAT the following person are hereby appointed as Livestock Evaluator for the Township of Southwold;

Julian Brown

5. THAT the remuneration be set at a rate of \$50 per attendance plus mileage;
6. THAT the Members of Council for the Township of Southwold are hereby appointed to the following Boards and Committees:
 - a. Elgin Area Primary Water Supply System Joint Board of Management
Councillor John Adzija
 - b. St. Thomas Area Secondary Water Supply System Joint Board of Management
Deputy Mayor Justin Pennings Alternate: Councillor John Adzija
 - c. Kettle Creek Conservation Authority
Mayor Grant Jones
 - d. Green Lane Landfill Public Liaison Committee
Councillor Scott Fellows
 - e. Lower Thames Valley Conservation Authority
Councillor Sarah Emons
 - f. Southwold Community Policing Association
Councillor Scott Fellows
 - g. Green Lane Community Trust Fund – Board of Directors
Mayor Grant Jones Deputy Mayor Justin Pennings
Councillor Sarah Emons

7. THAT the following members of Council, ratepayers and staff are hereby appointed to Township Committees as follows:

a. Canada Day Committee

Councillor John Adzija	Lizeanne Kerkvliet
Melissa Day	Stacy Danielson
Severn Day	

b. Parks Committee

Deputy Mayor Justin Pennings	Councillor Scott Fellows
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Janice Fisher, Talbotville Member- at- Large
Ruth Quenville, Talbotville Optimist Club
Krista Ferguson, Talbotville Ladies Soccer
Michelle Lackey, Shedden Adult Soccer
Steve Bushell, Shedden Youth Soccer
Ross Burgar, Fingal Heritage Park
Lisa Bradish, Alternate Talbotville Ladies Soccer
Jesse Walker, Alternate Shedden Soccer
*Staff Resources – Accounting Clerk, Parks and Facilities Operator

c. Shedden Recreation & Keystone Complex Committee

Councillor John Adzija	Councillor Scott Fellows
Shirley Longhurst - Fair Board	Don Miller - Fair Board
John Coleman – Ice Pad	
Jim Carder – Optimist Club of Fingal-Shedden & District (Alt. Bill Carder)	
Sandy Annett – Rosy Rhubarb (Alt. Keith Orchard)	
Brian Rieger - Shedden Tractor Pull (Alt. Bob Cummings)	
Lindsay Lackey – Shedden Soccer	
Paul Lang – Triple C Saddle Club	
*Staff Resource - Community Services & Communications Clerk	

d. Southwold War Memorial Committee

Councillor Sarah Emons	Rev. John Brown
Bill Aarts	Len Lynch
Rev. Diane Macpherson	Gayle Bogart
Sandy Annett	Karen Lynch
Leah Morise	
* Staff Resource – Deputy Treasurer	

e. Southwold Economic Development Committee

Deputy Mayor Justin Pennings	Councillor John Adzija
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Graydon Laing
Steve Bushell
Barry Harrison
*Representative from Elgin Business Resource Centre
*Representative from County of Elgin Economic Development
* Staff-Resources – CAO/Clerk and Director of Infrastructure and Development Services

Michele Hoffsuemmer

f. Communities in Bloom

Mayor Grant Jones
Shelley Smith
Cathy Koyle
Dave Nichols
Shannan Worotny
*Staff Resource – Deputy Clerk

Karen Graff
Christine McArthur
Jo-Anne Cummings-Stinson
Harvey Graff
Heidi Hering

g. History Committee

Ross Burgar
Mary Clutterbuck
Karen Collard
Luella Monteith

Pat Temple
Perry Clutterbuck
Janice Fisher

h. Family Day Committee

Councillor John Adzija
Jim Carder
Jane Cox
Lizeanne Kerkvliet
Scott Young
Morgan Gillespie
*Staff Resource - CAO/Clerk

Councillor Scott Fellows
Abi Drewitt
Darlene Wadsworth
Keith Orchard
Joe McKinnon

i. Southwold Young at Heart Committee

Councillor Sarah Emons
Deb Logghe
Pat Stannard
Karen Auckland
Ida Martin
*Staff Resource – Deputy Clerk

Karen Olmstead
Trudy Kanellis
Alan Bogart
Sharon Hinz

j. Zero Waste Committee

Councillor Sarah Emons
Shannon Lynch

Richard Andrews

Niki Pennings
Andrea Kerkvliet
*Staff Resource - Community Services & Communications Clerk

Jess Andrews

k. Talbotville Station Technical Advisory Committee

Mayor Grant Jones
Jeff McArthur
Rene Coenen
*Staff Resource - Fire Services Coordinator

Deputy Mayor Justin Pennings
Barry Smith
Steve Van Maanen

* denotes Non-Voting Members

- l. In order to qualify as an appointed member of a Committee of Council, applicants shall;
 - i. Be a Canadian citizen
 - ii. Be at least 18 years old
 - iii. Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
 - m. In the event of a vacancy, the Committee of Council will recruit replacement members and recommend appointments to be made by Council.
 - n. Upon acceptance of an application the Municipal Clerk shall notify the applicant(s) and Committee or Board that the position has been filled. The Committee Appointment by-law shall be updated accordingly.
8. The term of office for all volunteer appointments shall be for the term of Council unless terminated sooner by a resolution of Council and unless otherwise prohibited. Volunteer members may be reappointed by resolution of Council to the following term. All members including volunteer and Council members will remain in office until their respective successors are appointed by Council. Council member appointments shall be reviewed at the end of two (2) years.
9. The Council Appointee or Chair of each Committee shall ensure that minutes of each meeting are provided to the Clerk to be circulated to Council.
10. Committee Terms of Reference
- a. That the "Township of Southwold Committee Structure - Terms of Reference - General" shall form Schedule "A" to this by-law.
 - b. That Schedule "B", Terms of Reference, Southwold Economic Development Committee, shall form part of this by-law.

- c. That Schedule "C", Terms of Reference, Southwold Young at Heart Committee, shall form part of this by-law.
 - d. That Schedule "D", Terms of Reference, Southwold Zero Waste Committee, shall form part of this by-law.
 - e. That Schedule "E", Terms of Reference, Talbotville Station Technical Advisory Committee, shall form part of this by-law.
11. That by-law 2022-90 is hereby repealed in its entirety and any Bylaws that are inconsistent with the provisions found in this By-Law be and are hereby repealed.
 12. That Council may make additional appointments to the committees by resolution.
 13. This by-law shall come into force and take effect upon the final reading thereof.
 14. If mileage for attending a meeting outside of Elgin County or City of London is not paid for by the associated organization, then mileage would be reimbursed in accordance with the Township of Southwold current policy.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 26th DAY OF FEBRUARY, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



Schedule "A" to By-Law No. 2024-13

**TOWNSHIP OF SOUTHWOLD
COMMITTEE STRUCTURE**

TERMS OF REFERENCE - GENERAL

1. NAME

The Committees of Council shall be established and named as follows:

- (a) Canada Day Committee
- (b) Parks Committee
- (c) Shedden Recreation & Keystone Complex Committee
- (d) Southwold War Memorial Committee
- (e) Communities in Bloom
- (f) History Committee
- (g) Family Day Committee
- (h) Other Committees and Sub-committees appointed from time to time by recommendation of Council.

The Terms of Reference shall apply to all Committees of Council where applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council for the operation of the Township.

To make recommendations to Council for the operation of the appropriate department.

3. OBJECTIVES

The Committee should be established to recommend to Council regarding the operation of the area of responsibility for which the Committee has responsibility. This will help to ensure an efficient operation of the department.

4. ROLE OF THE COMMITTEE

To make recommendations to Administrative Staff and Council for the operation of the various departments of the Township.

- i) Parks Committee and Shedden Recreation and Keystone Complex Committee shall be responsible for the following:
 - (a) To assist Council with identifying recreational needs with the community and recommending programs to fulfill these needs;
 - (b) Monitor recreational activities and report on all activities through the minutes of their meeting;
 - (c) The Committee with the assistance of members and volunteer will undertake and promote fundraising and donation programs to the best of their ability. Such programs may be for general operating assistance or special programs /capital projects approved by Council;
 - (d) Prepare and submit an recommended proposed annual operating and capital budget;
 - (e) Recommend to Council the appointments of Committee Members and the formation and make up of any Sub Committee;
 - (f) Provide minutes of the Committee meetings to be circulated to Council for their approval in a timely manner.

- ii) Canada Day Committee
 - (a) To organize on behalf of Council the annual Canada Day celebrations;
 - (b) To work with other groups and volunteers to organize the Canada Day activities;
 - (c) To provide Council with the minutes of the Committee meetings to be circulated and approved by Council in a timely manner.

- iii) Southwold War Memorial Committee
 - (a) To organize on behalf of Council the annual Remembrance Day Ceremony;
 - (b) To provide Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings will be held on a monthly basis and/or as needed basis, or as called by the

Chair of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairman or at the request of two Committee members.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairman. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(g) **Voting Members appointed for the term of Council:**

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of ten (10) volunteer members from the Township of Southwold at large, representing interest in recreational activities and facility management.

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council.

(h) **Non-Voting members:**

- The Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed member of Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within thirty (30) minutes of the scheduled time for the meeting, the Chairman will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairman (2) Vice-Chairman and (3) Secretary, if required.

14. DUTIES OF OFFICERS

Chairman

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairman

- ✓ Act in the capacity of the Chairman in his/her absence

Secretary, if required

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairman
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairman prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Members

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairman or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may

request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.



Schedule "B" to By-Law No. 2024-13

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Economic Development Committee

1. NAME

The following Committee of Council shall be established and named as follows:

- (a) Southwold Economic Development Committee

2. STATEMENT OF PURPOSE

To identify, develop and evaluate potential economic development opportunities that will ultimately improve the stability of the Township's tax base and bring jobs to this Township.

3. OBJECTIVES

To identify new industrial and residential housing development possibilities, promote tourism, large and small business opportunities, agricultural businesses, and other appropriate economic development opportunities. To evaluate these opportunities and bring them to Council for consideration.

4. ROLE OF THE COMMITTEE

- (a) Development and implementation of an appropriate action plan;
- (b) Development of a cost effective marketing program to promote Southwold Township;
- (c) Monitor all economic development activities within Southwold Township;
- (d) Prepare and submit a proposal for annual operating budget requirements including long term capital projects for Councils' consideration and approval annually as required. The Committee will monitor the budget throughout the year;
- (e) Identify all potential funding sources;

- (f) Identify any potential for shared responsibilities/cost/revenue with our municipal neighbours;
- (h) Develop effectiveness measurement plan;
- (i) Oversee development and implementation of the Township’s Sustainability Plan;
- (j) Identify projects that will help diversify our economic base and explore new projects that will support and lead to new economic growth;

- (k) Work in conjunction on joint initiatives when possible with representatives from the Elgin County Economic Development Department;
- (i) To recommend the formation of Subcommittee to Council.



Schedule "C" to By-Law No. 2024-13

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Young at Heart Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a) Southwold Young at Heart Committee

The Terms of Reference shall apply to the Southwold Young at Heart Committee, as applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council for the engagement of all Township seniors as it relates to all matter of interest to this age group.

To make recommendations to Council in meeting the Strategic Plan Goal of promotion and supporting participation in cultural, recreational, social and good health activities for seniors in the Township.

3. OBJECTIVES

The Committee should be established to recommend senior's engagement in recreation, social and cultural activities and promoting senior's activities in the community.

4. ROLE OF THE COMMITTEE

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Young at Heart Committee shall be responsible for the following:

- (a) Creation of strategies to support senior’s Active Living engagement throughout the entire municipality.
- (b) Recommend the types of activities, the frequency, and the location of these activities.
- (c) Recommend operational and financing responsibilities for senior’s activity programs.
- (d) Recommend participation requirements/membership structures for activities designed for seniors.
- (e) Provide input and suggestions on special guest speakers and topics for education.
- (f) Act as a hub/centralized source for dissemination of information on issues (i.e. use of social media, home security, affordable housing, etc.) pertinent to seniors in the municipality.
- (g) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings will be held on a monthly basis and/or as needed basis at the Township of Southwold Fingal Office’s Council Chambers, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(a) **Voting Members appointed for the term of Council:**

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of 8 (8) volunteer members from the community consisting of the following regional community representation, if available:
 - Member from Shedden Area
 - Member from Fingal Area
 - Member from Talbotville Area
 - Member from Boxall Area
 - Member from Frome Area
 - Member from Ferndale Area
 - Member from Lawrence Station Area
 - Member from Paynes Mills Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee.

(b) **Non-Voting members:**

- The CAO/Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 55 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside or own property within the Township of Southwold.

• **VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council.*

Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairperson

- ✓ Act in the capacity of the Chairperson in his/her absence

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up

- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Directors

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of

participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



Schedule "D" to By-Law No. 2024-13

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Zero Waste Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a) Southwold Zero Waste Committee

The Terms of Reference shall apply to the Southwold Zero Waste Committee, as applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council to maximize diversion from landfill facilities and actively promote waste prevention and reduction in the Township of Southwold.

To make recommendations to Council on resolutions, policies, and action items to reduce waste and increase diversion.

To make recommendations to Council on policies aimed at meeting the Strategic Plan Goal of investigating progressive waste management solutions and cost evaluations of diverse programs and service levels.

To support education and public awareness campaigns within the municipality that support the overall broader goal achieving zero waste in the community.

3. **OBJECTIVES**

The Committee should be established to recommend strategies of improved waste reduction in the municipality.

4. **ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Zero Waste Committee shall be responsible for the following:

- (a) Drafting different strategies to support sustainable community events.
- (b) Supporting community outreach efforts including public education and social media campaigns to promote waste reduction and waste diversion.
- (c) Encouraging collaboration between community groups and consultation on waste/recycling/organics and different service level options for waste collection and disposal. Supporting providing comment on Township waste collections and disposal contracts.
- (d) Making suggestions on ways to support municipal transition to less waste.
- (e) Researching and identifying infrastructure needs in the municipality to support waste reduction goals.
- (f) Providing support to community groups and committees to encourage waste reduction.
- (g) Developing policies for administration and council consideration for:
 - a. Green Meetings
 - b. Single Use Plastic Use at Municipal Facilities
 - c. Recycling at Municipal Facilities and in Municipal Parks
 - d. Waste Reduction at Municipal Facilities and Municipal Parks
 - e. Greening Community Events
- (h) Working to fundraise and provide budget advice for waste reduction initiatives.
- (i) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings may be held on a monthly basis and/or as needed basis at the Township Municipal Office (35663 Fingal Line), or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(a) **Voting Members appointed for the term of Council:**

Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);

Minimum of four (4) to a maximum of six (6) volunteer members from the general Southwold community, consisting of the following community representation, if available:

- Up to two (2) members of the general Southwold Community (preference for geographic balance on the Committee (i.e. one member each from Shedden, Talbotville, Fingal, North Port Stanley, Lawrence Station, etc.)
- Southwold Business Owner
- A member representing Southwold Youth (Southwold resident aged 13-25)
- A member representing Southwold Seniors (Southwold resident aged 65+)
- A standing member of a Township service club or community organization (i.e. Shedden Agricultural Society, Optimist Club, Minor Sports Organization, Rosy Rhubarb, etc.)

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

(a) **Non-Voting members:**

- The Community Services and Communication Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old (except for the youth appointee)
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside in, rent, or own property within the Township of Southwold.

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner

- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairperson

- ✓ Act in the capacity of the Chairperson in his/her absence

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Directors

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended

replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by the committee for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



Schedule "E" to By-Law No. 2024-13

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Talbotville Station Technical Advisory Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a) Talbotville Station Technical Advisory Committee

The Terms of Reference shall apply to the Talbotville Station Technical Advisory Committee, as applicable.

2. STATEMENT OF PURPOSE

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

3. OBJECTIVES

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

4. ROLE OF THE COMMITTEE

To make recommendations to Council on the properly located, appropriately designed and financially suitable building, that will serve the Fire Department.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings may be held on a monthly basis and/or as needed basis at the Shedden Fire Hall, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision. In the event of a tied vote, the motion fails to pass.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

a. Voting Members appointed for the term of Council:

- Fire Chief (Chair)
- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of (2) Talbotville Station Representatives
- Member of the public from the Talbotville Settlement Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

b. **Non-Voting members:**

- The Communications Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed member of the public, Committee applicants shall;

- Have Committee experience
- Reside or own property within the Talbotville Settlement Area, as defined in the Township of Southwold Official Plan, as amended.
- Has education in the following fields: engineering, architecture, construction technology, building design and/or equivalent.
- Has experience in large building construction, building design, municipal design and contracting, engineering etc.

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

No anticipation of the establishment of sub-committees.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the

Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within ten (10) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

13. OFFICERS

Council has established the committee with the following positions of (1) Chairperson and (5) Committee Members.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required

- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Committee Members

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate

- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-14

**Being a By-Law to adopt the Budget Estimates
and Capital Projects for the year 2024.**

WHEREAS Section 290 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a local municipality shall prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

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

1. THAT the 2024 Budget Estimates as set out in Schedule "A" attached hereto and forming part of this by-law are hereby adopted.
2. THAT the 2024 Capital Projects as set out in Schedule "B" attached hereto and forming part of this by-law are hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 26TH DAY OF FEBRUARY, 2024.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Taxation

Schedule A To By-Law 2024-14

Account	2023 YTD	2023 Budget	2024 Budget	\$ Variance	% Variance	2025 Forecast	2026 Forecast
R - Residential	(\$3,174,011)	(\$3,174,014)	(\$3,475,854)	(\$301,840)	9.51%	(\$3,300,974)	(\$3,433,013)
C - Commercial	(\$136,919)	(\$136,919)	(\$2,335,895)	(\$2,198,976)	1606.04%	(\$142,396)	(\$148,091)
C - Commercial - Excess Land	(\$10,089)	(\$10,088)	(\$28,046)	(\$17,958)	178.00%	(\$10,492)	(\$10,912)
C - Commercial - Vacant Land	(\$3,045)	(\$3,045)	(\$3,115)	(\$70)	2.29%	(\$3,167)	(\$3,294)
C - Commercial	(\$359)	(\$225)	(\$231)	(\$5)	2.29%	(\$234)	(\$244)
C - Commercial - CO	\$0	(\$134)	(\$137)	(\$3)	2.29%	(\$139)	(\$145)
X - New Commercial	\$0	\$0	\$0	\$0	0.00%	\$0	\$0
I - Industrial	(\$11,894)	(\$11,894)	(\$12,167)	(\$272)	2.29%	(\$12,370)	(\$12,865)
I - Industrial	\$0	(\$94)	(\$97)	(\$2)	2.29%	(\$98)	(\$102)
I - Industrial - Excess Land	(\$292)	(\$292)	(\$298)	(\$7)	2.29%	(\$303)	(\$315)
I - Industrial - Vacant Land	(\$59,586)	(\$59,586)	\$0	\$59,586	-100.00%	(\$61,970)	(\$64,449)
L - Large Industrial	(\$103,362)	(\$103,362)	(\$105,729)	(\$2,367)	2.29%	(\$107,496)	(\$111,796)
P - Pipeline	(\$37,749)	(\$37,749)	(\$38,137)	(\$387)	1.03%	(\$39,259)	(\$40,830)
F - Farmland	(\$681,453)	(\$681,453)	(\$709,635)	(\$28,182)	4.14%	(\$708,712)	(\$737,060)
T - Managed Forest	(\$2,320)	(\$2,320)	(\$2,658)	(\$338)	14.56%	(\$2,413)	(\$2,509)
Total	(\$4,221,079)	(\$4,221,177)	(\$6,711,999)	(\$2,490,822)	59.01%	(\$4,390,024)	(\$4,565,625)

Budget Summary

Account	2023 Budget	2024 Budget	\$ Variance	% Variance	2025 Forecast	2026 Forecast
Property Taxation	(\$4,221,177)	(\$6,711,999)	(\$2,490,822)	59.01%	(\$6,545,657)	(\$6,268,171)
Other Revenue/General Gran	(\$1,801,700)	(\$1,066,278)	\$735,422	-40.82%	(\$843,600)	(\$838,600)
Council	\$115,000	\$140,411	\$25,411	22.10%	\$140,411	\$144,623
Administration	\$682,530	\$926,064	\$243,534	35.68%	\$952,966	\$968,910
Police	\$630,000	\$633,862	\$3,862	0.61%	\$664,018	\$677,858
Conservation Authority	\$65,309	\$71,171	\$5,862	8.98%	\$24,518	\$25,900
By-law, Canine, Livestock	\$21,295	\$34,551	\$13,256	62.25%	\$74,018	\$76,238
Waste Management	\$320,000	\$300,325	(\$19,675)	-6.15%	\$31,679	\$31,807
Cemeteries	\$14,120	\$21,734	\$7,614	53.93%	\$286,705	\$81,719
Fire Department	\$829,758	\$1,399,357	\$569,599	68.65%	\$22,090	\$22,810
Building	\$0	\$0	\$0	0.00%	\$1,268,661	\$1,079,826
Municipal Property	\$29,216	\$42,394	\$13,178	45.11%	\$40,084	\$40,875
Keystone	\$83,500	\$111,475	\$27,975	33.50%	\$95,145	\$127,860
Parks	\$206,500	\$258,255	\$51,755	25.06%	\$218,300	\$221,666
Roads	\$2,806,750	\$3,720,231	\$913,481	32.55%	\$3,389,901	\$3,423,801
Planning	\$102,750	\$53,626	(\$49,124)	-47.81%	\$54,699	\$55,792
Drainage	\$116,150	\$64,820	(\$51,330)	-44.19%	\$126,063	\$127,085
Net Surplus/Deficit	\$1	\$0	(\$1)	308.45%	\$0	\$0

Budget Revenue and Expense Summary

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast
Tax Levy				
Property Taxation	(\$4,221,177)	(\$6,711,999)	(\$6,545,657)	(\$6,268,171)
Other Rev/Exp				
Other Revenue/General Grants	(\$6,396,700)	(\$6,448,600)	(\$1,948,600)	(\$1,948,600)
Other Expenses	\$4,520,000	\$4,530,000	\$30,000	\$35,000
Net Other Revenue/General Grants	(\$1,876,700)	(\$1,918,600)	(\$1,918,600)	(\$1,913,600)
Departmental Operating Revenue				
Council	\$0	\$0	\$0	\$0
Administration	(\$174,050)	(\$79,050)	(\$69,782)	(\$70,357)
Police	(\$50,000)	(\$38,000)	(\$28,000)	(\$28,000)
Conservation Authority	\$0	\$0	\$0	\$0
By-law, Canine, Livestock	(\$350)	(\$255)	(\$255)	(\$255)
Waste Management	(\$84,100)	(\$41,175)	(\$40,500)	(\$41,000)
Cemeteries	\$0	\$0	\$0	\$0
Fire Department	(\$110,892)	(\$128,220)	(\$130,000)	(\$132,000)
Building	(\$345,000)	(\$371,745)	(\$351,900)	(\$358,938)
Municipal Property	(\$95,634)	(\$97,374)	(\$96,107)	(\$96,637)
Keystone	(\$55,000)	(\$36,500)	(\$56,100)	(\$26,010)
Parks	(\$19,600)	(\$17,500)	(\$23,052)	(\$23,513)
Roads	(\$607,250)	(\$610,553)	(\$619,395)	(\$631,783)
Planning	(\$35,000)	(\$25,000)	(\$25,500)	(\$26,010)
Drainage	(\$79,182)	(\$94,750)	(\$96,645)	(\$98,578)
Total Revenue	(\$1,656,058)	(\$1,540,122)	(\$1,537,236)	(\$1,533,081)

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast
Departmental Operating Expenses				
Council	\$115,000	\$140,411	\$140,411	\$144,623
Administration	\$803,580	\$952,114	\$969,747	\$986,267
Police	\$680,000	\$671,862	\$692,018	\$705,858
Conservation Authority	\$65,309	\$71,171	\$74,018	\$76,238
By-law, Canine, Livestock	\$21,645	\$34,806	\$31,934	\$32,062
Waste Management	\$404,100	\$341,500	\$327,205	\$122,719
Cemeteries	\$14,120	\$21,734	\$22,090	\$22,810
Fire Department	\$650,650	\$752,577	\$773,661	\$786,826
Building	\$345,000	\$371,745	\$391,984	\$399,813
Municipal Property	\$109,850	\$124,768	\$105,625	\$107,538
Keystone	\$118,500	\$127,975	\$131,245	\$133,870
Parks	\$201,100	\$225,755	\$191,352	\$195,179
Roads	\$2,269,000	\$2,635,868	\$2,314,380	\$2,360,668
Planning	\$127,750	\$68,626	\$69,999	\$71,398
Drainage	\$120,332	\$144,812	\$147,708	\$150,662
Total Expenses	\$6,045,936	\$6,685,725	\$6,383,377	\$6,296,532
Net Operating (Revenue)/Expense	\$4,389,877	\$5,145,603	\$4,846,141	\$4,763,451

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast
Net Cash and Capital				
Other To Tax Stabilization Reserve	\$75,000	\$852,322	\$1,075,000	\$1,075,000
Council	\$0	\$0	\$0	\$0
Administration	\$53,000	\$53,000	\$53,000	\$53,000
Police	\$0	\$0	\$0	\$0
Conservation Authority	\$0	\$0	\$0	\$0
By-law, Canine, Livestock	\$0	\$0	\$0	\$0
Waste Management	\$0	\$0	\$0	\$0
Cemeteries	\$0	\$0	\$0	\$0
Fire Department	\$290,000	\$775,000	\$625,000	\$425,000
Building	\$0	\$0	\$0	\$0
Municipal Property	\$15,000	\$15,000	\$15,000	\$15,000
Keystone	\$20,000	\$20,000	\$20,000	\$20,000
Parks	\$25,000	\$50,000	\$50,000	\$50,000
Roads	\$1,145,000	\$1,694,916	\$1,694,916	\$1,694,916
Planning	\$10,000	\$10,000	\$10,200	\$10,404
Drainage	\$75,000	\$14,758	\$75,000	\$75,000
Total Net Cash and Capital	\$1,708,000	\$3,484,996	\$3,618,116	\$3,418,320
Net Surplus/Deficit	\$0	\$0	\$0	\$0
Net Operating and Capital	\$4,221,177	\$6,711,999	\$6,545,657	\$6,268,171

Other Revenue

Account	2023 YTD	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Penalty and Interest	(\$95,264)	(\$75,000)	(\$75,000)	(\$75,000)	(\$75,000)	Taxes penalty & interest
Federal Payment In Lieu	(\$198)	(\$200)	(\$200)	(\$200)	(\$200)	
Provincial Paym't In Lieu	(\$15,646)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	
Toronto Payment In Lieu	(\$1,066,750)	(\$1,044,000)	(\$1,066,000)	(\$1,066,000)	(\$1,066,000)	assumes assessment/tax ratio remains in line with 2023
Other Mun PIL (CE)	(\$38,837)	(\$38,000)	(\$38,000)	(\$38,000)	(\$38,000)	
Southwold PIL (WWTP)	(\$3,350)	(\$3,300)	(\$3,300)	(\$3,300)	(\$3,300)	
Elgin WWTP	(\$4,516)	(\$5,000)	(\$4,500)	(\$4,500)	(\$4,500)	
Ontario Hydro Corridor	(\$31,720)	(\$32,000)	(\$32,000)	(\$32,000)	(\$32,000)	Based on 2020. Rates set by MOF.
Railway Corridors	(\$4,667)	(\$4,600)	(\$4,600)	(\$4,600)	(\$4,600)	Based on 2020. Rates set by MOF.
PIL Supps and Writeoffs	\$0	\$0	\$0	\$0	\$0	
Interest Income	(\$239,430)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	Bank Account interest
Donations	\$0	\$0	\$0	\$0	\$0	
Provincial Grant OMPF	(\$310,950)	(\$414,600)	(\$410,000)	(\$410,000)	(\$410,000)	
Provincial Grant One-Time Efficiencies	\$0	\$0	\$0	\$0	\$0	
OCIF Grant	\$0	\$0	\$0	\$0	\$0	See Cash and Capital
Land Sale	\$0	(\$4,500,000)	(\$4,500,000)	\$0	\$0	Stoss Land Sale-deferred from 2023
Insurance Mitigation from Reserve	\$0	(\$15,000)	\$0			
Total General Revenue	(\$2,218,818)	(\$6,296,700)	(\$6,298,600)	(\$1,798,600)	(\$1,798,600)	
Net Supp/WO Tax Township	(\$1,411,693)	(\$100,000)	(\$150,000)	(\$150,000)	(\$149,999)	Est. net assessment growth - based on prior year bldg permit activity, historical est. - new homes at 50% due to variable occupancy time
Total Supps/WO	(\$1,411,693)	(\$100,000)	(\$150,000)	(\$150,000)	(\$149,999)	
Total Other Revenue	(\$3,630,511)	(\$6,396,700)	(\$6,448,600)	(\$1,948,600)	(\$1,948,599)	

Other Expenses

Account	2023 YTD	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Fee Waivers/Grants	\$15,000	\$20,000	\$30,000	\$30,000	\$35,000	\$22,000 Fee Waivers, \$3,000 Grants, \$5,000 Volunteer Apprec., decrease offset by Keystone Revenue decrease
Transfer to Reserve	\$0	\$4,500,000	\$4,500,000	\$0	\$0	Land Sale Rev to Reserve and Land Held for Resale Account-revenue of \$4,500,000 deferred from 2023
Total Expenses	\$15,000	\$4,520,000	\$4,530,000	\$30,000	\$35,000	
Net Operating (Revenue)/Expense	\$15,000	\$4,520,000	\$4,530,000	\$30,000	\$35,000	
Requirements						
Tax Stabilization Reserve	\$618,475	\$75,000	\$852,322	\$1,075,000	\$1,075,000	
Working Capital Reserve	\$0	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirement	\$618,475	\$75,000	\$852,322	\$1,075,000	\$1,075,000	
Total Requirement from TGGR	\$633,475	\$4,595,000	\$5,382,322	\$1,105,000	\$1,110,000	

Council

Account	2023 YTD	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Council Misc Receipts	\$0	\$0	\$0	\$0	\$0	
Council Transfer from Reserve	\$0	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	\$0	
Council Salaries & Wages	\$87,979	\$80,000	\$91,499	\$94,243	\$96,128	includes COLA increase as per CPI
Canada Pension	\$4,064	\$3,600	\$4,226	\$4,353	\$4,440	
Council (EHT)	\$1,716	\$1,500	\$1,784	\$1,838	\$1,875	
Council -Group Insurance	\$23,350	\$13,000	\$24,500	\$25,235	\$25,740	
Travel/ Mileage/ Expenses	\$3,529	\$500	\$3,600	\$3,708	\$3,782	
Conferences and Training	\$2,792	\$6,000	\$4,500	\$4,635	\$4,728	Increase with resumption of in-person conferences/new members of Council
Telephone	\$947	\$1,200	\$1,200	\$1,236	\$1,261	
Council- Insurance	\$1,952	\$2,200	\$2,102	\$2,165	\$2,208	
Council-Integrity Commissioner costs	\$485	\$1,000	\$1,000	\$1,030	\$1,051	
Council-Grant & Donations	\$0	\$0	\$0	\$0	\$0	included in Other Expenses tab
Council - Miscellaneous	\$5,233	\$6,000	\$6,000	\$6,180	\$6,304	
Total Expenses	\$132,047	\$115,000	\$140,411	\$144,623	\$147,516	
Net Operating (Revenue)/Expense	\$132,047	\$115,000	\$140,411	\$144,623	\$147,516	

Capital and Cash Requirements

No Capital or Cash Requirements

Administration

Administration

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Tax Certificates/Work Orders	(\$10,000)	(\$7,500)	(\$7,725)	(\$7,880)	
License Fees	(\$2,000)	(\$1,500)	(\$1,545)	(\$1,576)	
Marriage Ceremony Fees	(\$500)	(\$500)	(\$515)	(\$525)	
Miscellaneous Receipts	(\$5,000)	(\$5,000)	(\$5,150)	(\$5,253)	2023 YTD- includes 2022 POAs
Provincial Grants	\$0	\$0	\$0	\$0	
Federal Grants	(\$2,550)	(\$2,550)	(\$2,627)	(\$2,679)	Summer Student Grant, anticipating summer student in 2023
Other Grants	\$0	\$0	\$0	\$0	FCM Asset Management Grant
Donations	\$0	\$0	\$0	\$0	
Gain/Loss on Disposal	\$0	\$0	\$0	\$0	
Transfer from Reserve - Records/AM	(\$110,000)	(\$11,000)	(\$11,220)	(\$11,444)	Efficiency Reserve - not used in 2023 for project, use for extra 4 mnths for Summer Student
Other Municipal	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	West Elgin
Transfer From Election Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$155,050)	(\$53,050)	(\$53,782)	(\$54,357)	
Salaries and Wages	\$380,000	\$446,051	\$459,433	\$468,621	Adjusted Salary Dist, incl. contract positions for Records and AM
Overhead	\$116,100	\$130,303	\$134,212	\$136,896	
Health Safety	\$1,000	\$1,000	\$1,030	\$1,051	
Travel Mileage	\$500	\$500	\$515	\$525	reduced - limited travel
Employee Training	\$6,500	\$5,000	\$5,150	\$5,253	Incl. \$2,000 for H&S Cert Training (Min 2)
Building Repairs	\$5,200	\$5,500	\$5,665	\$5,778	
Janitorial Supplies	\$200	\$200	\$206	\$210	
Emergency management	\$2,500	\$1,500	\$1,545	\$1,576	
Utilities	\$5,200	\$5,400	\$5,562	\$5,673	
Office Supplies	\$15,000	\$15,000	\$15,450	\$15,759	
Postage	\$13,000	\$13,000	\$13,390	\$13,658	
Advertising	\$2,600	\$2,750	\$2,833	\$2,889	
Telephone	\$3,380	\$3,515	\$3,621	\$3,693	
Insurance	\$25,650	\$29,135	\$30,009	\$30,609	reflects renewal cost
Legal Fees	\$25,000	\$25,000	\$25,750	\$26,265	
Equipment Maintenance	\$2,500	\$2,500	\$2,575	\$2,627	
Memberships Subscription	\$48,000	\$50,000	\$51,500	\$52,530	Various memberships and subscriptions, incl. IT, software subscriptions, 2FA, add'l security software, Mtce manager
Property Maintenance	\$1,500	\$1,500	\$1,545	\$1,576	Grass Cutting, Security Alarm
Miscellaneous	\$500	\$500	\$515	\$525	
Remembrance Day Service	\$0	\$0	\$0	\$0	
Election Expenses	\$0	\$0	\$0	\$0	
Contracted Services	\$3,750	\$7,500	\$7,725	\$7,880	Doc mgmt, shredding service, janitorial services
Computer Support	\$22,500	\$35,000	\$36,050	\$36,771	IT and GIS Support Service - based on prior years
Bank Charges	\$7,500	\$7,500	\$7,725	\$7,880	
Tax reductions and appeals	\$2,500	\$2,500	\$2,575	\$2,627	
Plans and Projects	\$55,000	\$110,260	\$113,568	\$115,839	see capital forecast
Studies	\$15,000	\$1,000	\$1,030	\$1,051	
Ontario One Call Locates	\$500	\$500	\$515	\$500	
Small Equipment Purchases	\$1,000	\$1,000	\$1,030	\$1,000	
Transfer to Reserve	\$7,500	\$7,500	\$7,725	\$5,400	Election Reserve - Annual Amount
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$769,580	\$911,114	\$938,447	\$954,661	
Net Operating (Revenue)/Expense	\$614,530	\$858,064	\$884,666	\$900,304	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Economic Development					
Economic Development Revenue	\$0	\$0	\$0	\$0	Ec Dev and/or Efficiency Reserve could be used to fund if necessary
Total Revenue	\$0	\$0	\$0	\$0	
Economic Development-Public Relations Campaign	\$0	\$0	\$0	\$0	
Economic Development	\$15,000	\$15,000	\$15,300	\$15,606	Various signage to implement new Brand - Roadside Community Signs, Facilities, Bldgs - supp info for locations to target will be developed
Total Expenses	\$15,000	\$15,000	\$15,300	\$15,606	
Net Operating (Revenue)/Expense	\$15,000	\$15,000	\$15,300	\$15,606	
Seniors' Committee					
Seniors' Committee Donations	(\$5,000)	(\$10,000)	(\$5,000)	(\$5,000)	Green Lane Trust Request \$5,000, drive thru dinners
Grants	\$0	\$0	\$0	\$0	
Total Revenue	(\$5,000)	(\$10,000)	(\$5,000)	(\$5,000)	
Senior's Committee- Southwold Young at Heart	\$5,000	\$10,000	\$5,000	\$5,000	
Total Expenses	\$5,000	\$10,000	\$5,000	\$5,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Family Day					
Family Day donations	(\$8,000)	(\$5,000)	(\$5,000)	(\$5,000)	Green Lane Trust Request \$5,000
Total Revenue	(\$8,000)	(\$5,000)	(\$5,000)	(\$5,000)	
Family Day Winterfest	\$8,000	\$5,000	\$5,000	\$5,000	
Total Expenses	\$8,000	\$5,000	\$5,000	\$5,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Communities in Bloom					
C.I.B. Donations - Flag Fund	\$0	\$0	\$0	\$0	
Communities in Bloom revenue	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	Green Lane Trust Request \$3,000, plant sale
Total Revenue	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	
Communities in Bloom	\$3,000	\$3,000	\$3,000	\$3,000	
Total Expenses	\$3,000	\$3,000	\$3,000	\$3,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
History Committee					
History Committee Revenue	(\$2,000)	(\$7,000)	(\$2,000)	(\$2,000)	Green Lane Trust Request-\$2,000 yearly request, \$5,000 for play in 2024
Total Revenue	(\$2,000)	(\$7,000)	(\$2,000)	(\$2,000)	
Economic Development-History Committee	\$2,000	\$7,000	\$2,000	\$2,000	
Total Expenses	\$2,000	\$7,000	\$2,000	\$2,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Greening Communities					
Greening Communities	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	Green Lane Trust Request
Total Revenue	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	
Greening Communities	\$1,000	\$1,000	\$1,000	\$1,000	
Total Expenses	\$1,000	\$1,000	\$1,000	\$1,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Total Revenue	(\$174,050)	(\$79,050)	(\$69,782)	(\$70,357)	
Total Expenses	\$803,580	\$952,114	\$969,747	\$986,267	
Net Operating (Revenue)/Expense	\$629,530	\$873,064	\$899,966	\$915,910	
Net Cash and Capital Requirements					
Administration Reserve	\$10,000	\$10,000	\$10,000	\$10,000	for studies and projects
Computer Reserve	\$18,000	\$18,000	\$18,000	\$18,000	computer equipment replacements, decr. due to incr. in subscriptions, longer HW life
Building Renewal	\$25,000	\$25,000	\$25,000	\$25,000	Municipal Office - Major Maintenance
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$53,000	\$53,000	\$53,000	\$53,000	
Total Requirement from Levy	\$682,530	\$926,064	\$952,966	\$968,910	

Conservation Authority

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Other Transfer	\$65,309	\$71,171	\$74,018	\$76,238	LTVCA \$18,092, KCCA \$47,217
Total Expenses	\$65,309	\$71,171	\$74,018	\$76,238	
Net Operating (Revenue)/Expense	\$65,309	\$71,171	\$74,018	\$76,238	

By-law, Canine, Livestock

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
By-law Enforcement					
	\$0		\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
By-law Enforcement Contracted Services	\$4,500	\$7,500	\$4,590	\$4,682	
Total Expenses	\$4,500	\$7,500	\$4,590	\$4,682	
By-law Net Operating (Revenue)/Expense	\$4,500	\$7,500	\$4,590	\$4,682	
Canine Control					
Dog Licence Fees	(\$350)	(\$255)	(\$255)	(\$255)	kennel licences still issued
Total Revenue	(\$350)	(\$255)	(\$255)	(\$255)	
Salaries & Wages	\$500	\$1,305	\$1,344	\$1,371	
Overhead	\$125	\$481	\$480	\$490	
Materials and Supplies	\$0	\$0	\$0	\$0	
Office Supplies	\$0	\$0	\$0	\$0	
Postage	\$20	\$20	\$20	\$20	
Misc	\$5,000	\$5,000	\$5,000	\$5,000	City of St Thomas new facility - \$50,000 - \$5,000/yr for 10 years?
Animal Control Contracted Services	\$10,000	\$19,000	\$19,000	\$19,000	Collection and Pound Services
Animal Control Contracted By-law Enforcement	\$1,000	\$1,000	\$1,000	\$1,000	
Total Expenses	\$16,645	\$26,806	\$26,844	\$26,881	
Canine Net Operating (Revenue)/Expense	\$16,295	\$26,551	\$26,589	\$26,626	
Livestock Program					
Prov-Livestock Claims	\$0	\$0	\$0	\$0	
Livestock Grants	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Livestock Claims	\$500	\$500	\$500	\$500	
Total Expenses	\$500	\$500	\$500	\$500	
Livestock Net Operating (Revenue)/Expense	\$500	\$500	\$500	\$500	
Total By-law, Canine, Livestock					
Total Revenue	(\$350)	(\$255)	(\$255)	(\$255)	
Total Expense	\$21,645	\$34,806	\$31,934	\$32,062	
Net Operating (Revenue)/Expense	\$21,295	\$34,551	\$31,679	\$31,807	

Waste Management

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
User Fees/Organics	(\$30,000)	(\$20,000)	(\$20,000)	(\$20,000)	Area Rating - offsets organics in contracted services
Blue Box Grant	(\$19,000)	\$0	\$0	\$0	Transitioned to Province in 2023
Donation and miscellaneous revenue	(\$20,100)	(\$21,000)	(\$20,500)	(\$21,000)	Green Lane Trust for Recycling Centre Costs \$18,000 + \$3,000 Zero Waste
Recycling Strategy	(\$15,000)	\$0	\$0	\$0	Transitioned to Province in 2023
Composter Sales	\$0	(\$175)			
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$84,100)	(\$41,175)	(\$40,500)	(\$41,000)	
Contracted Services	\$300,000	\$250,000	\$230,000	\$23,500	garbage, organics
Disposal fees	\$65,000	\$70,000	\$72,100	\$73,542	est. based on prior plus inflation and housing increase
Blue boxes and program costs	\$500	\$0	\$0	\$0	Transitioned to Province in 2023
Bin contract	\$0	\$0	\$0	\$0	no costs for last 3 years
Landfill royalty costs	\$3,500	\$3,500	\$3,605	\$3,677	5% of Disposal Fees
Recycling Strategy	\$15,000	\$0	\$0	\$0	Transitioned to Province in 2023
Recycling Centre St Thomas	\$17,100	\$18,000	\$18,500	\$19,000	Green Lane Trust for Recycling Centre Costs \$18,000
Zero Waste	\$3,000		\$3,000	\$3,000	Zero Waste Committee
Total Expenses	\$404,100	\$341,500	\$327,205	\$122,719	
Net Operating (Revenue)/Expense	\$320,000	\$300,325	\$286,705	\$81,719	

Cemeteries

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Revenue	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Cemetery Road Wages	\$300	\$350	\$350	\$350	
Cemetery Maintenance	\$6,000	\$12,000	\$12,240	\$12,485	2023 add Hunter Cemetery grass cutting, \$4,070 tree removal Talbotville Cemetery
Cemetery-Insurance	\$7,820	\$9,384	\$9,500	\$9,975	reflects renewal cost
Total Expenses	\$14,120	\$21,734	\$22,090	\$22,810	
Net Operating (Revenue)/Expense	\$14,120	\$21,734	\$22,090	\$22,810	

Fire Department

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Revenue					
Emergency Mgmt Miscellaneous Revenues	\$0	\$0	\$0	\$0	
Fire Inspections	\$0	\$0	\$0	\$0	
Miscellaneous	(\$2,500)	(\$1,500)	(\$1,500)	(\$2,000)	
Fire Chief Services - West Elgin	(\$97,392)	(\$115,720)	(\$117,500)	(\$119,000)	Revenue - offsets increases below in Wages and Benefits
Fire Prevention Donations	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	
Donations	\$0	\$0	\$0	\$0	
Fire Calls/Prov Grant	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$110,892)	(\$128,220)	(\$130,000)	(\$132,000)	
Expenses					
Salaries and Wages	\$350,000	\$432,000	\$435,000	\$443,700	Reflects revised remuneration structure and recent call activity Fire Chief, Officers, Training, Incident Response, + 0.2 FTE Admin Assistance
Overhead	\$50,000	\$49,100	\$50,000	\$51,000	
Road - Wages	\$500	\$515	\$525	\$536	
Wages-Custodial Shedden Fire Hall	\$2,000	\$4,100	\$4,182	\$4,266	
Wages - Custodial Talbotville Fire Hall	\$1,000	\$0	\$1,000	\$1,000	
Emergency Management	\$0	\$0	\$12,000	\$12,240	Community Risk Assessment-OFM
Health & Safety	\$5,000	\$2,000	\$2,040	\$2,081	
Health & Safety Materials	\$250	\$250	\$255	\$260	
Travel Mileage	\$6,500	\$6,500	\$6,500	\$6,630	
Employee Training	\$32,000	\$32,000	\$32,000	\$32,640	NFPA 1001, OFC Courses, Elevator Rescue, Evs
Specialty Team Training	\$0	\$0	\$0	\$0	
Building Repairs	\$8,500	\$8,500	\$10,000	\$10,200	
Custodial Supplies	\$1,000	\$1,000	\$1,000	\$1,020	
Utilities	\$11,000	\$12,750	\$11,220	\$11,444	
Materials Supplies	\$6,000	\$6,240	\$6,365	\$6,492	
Medical Supplies	\$3,000	\$3,120	\$3,182	\$3,246	
Operational Supplies	\$6,000	\$6,240	\$6,365	\$6,492	Absorbent supplies, foam
Dept Clothing	\$4,000	\$4,000	\$4,080	\$4,162	
Property Maintenance	\$7,000	\$7,280	\$7,426	\$7,574	
Rds Machine Time to Fire	\$500	\$500	\$510	\$520	
Telephone	\$3,500	\$4,500	\$4,590	\$4,682	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Insurance	\$14,000	\$14,150	\$14,433	\$14,721	reflects renewal cost, vehicles in vehicle accts
Legal Fees	\$0	\$0	\$0	\$0	
Equipment Maintenance	\$6,500	\$6,760	\$6,895	\$7,033	Auto Ex PM. General equip/tool repairs
Bunker Gear Maintenance	\$6,000	\$8,000	\$8,160	\$8,323	
SCBA Maintenance	\$7,500	\$7,500	\$7,650	\$7,803	
Memberships/Subscriptions	\$5,000	\$5,000	\$5,100	\$5,202	FP2, WR, FMPFSC, Mutual Aid
Vehicle Maintenance	\$0	\$2,200	\$2,244		Annual pump testing
Contracted Services	\$20,000	\$20,000	\$20,400	\$20,808	Dispatch
Automatic Aid Agreement	\$0	\$4,000	\$4,080	\$4,162	CE Port Stanley area, SFTD
Communications Tower Rental	\$15,000	\$15,000	\$15,300	\$15,606	Elgin County Fire Comms
IT Services	\$750	\$750	\$765	\$780	
Master Fire Plan	\$0	\$0	\$0	\$0	
Pre Plan for High Risk	\$0	\$0	\$0	\$0	
Fire Prevention	\$3,000	\$3,000	\$3,060	\$3,121	Public ed, tent, apparatus graphics
Equipment Purchases	\$17,000	\$18,000	\$18,360	\$18,727	Hose washers, windshield cutters, incident command case, AEDs, small tools
PPE Purchases	\$12,500	\$13,000	\$13,260	\$13,525	helmets, gloves, boots, balaclavas
Transfer to Reserve	\$0	\$0	\$0	\$0	
Funeral Expenses	\$0	\$0	\$0	\$0	
Amortization	\$0	\$0	\$0	\$0	
Total Department Expenses	\$605,000	\$697,955	\$717,947	\$729,997	
FC Insurance and Licences	\$2,000	\$2,213	\$2,257	\$2,303	
FC Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	
FC Fuel	\$3,500	\$3,500	\$3,570	\$3,641	
Total Fire Chief Vehicle (Truck)	\$7,000	\$7,213	\$7,357	\$7,505	
R51 Insurance and Licences	\$2,700	\$3,011	\$3,072	\$3,133	
R51 Maintenance	\$6,220	\$5,000	\$5,100	\$5,202	
R51 Fuel	\$1,250	\$1,250	\$1,275	\$1,301	
Total R51 Shedden Rescue	\$10,170	\$9,261	\$9,447	\$9,635	
T52 Insurance and Licences	\$2,700	\$2,795	\$2,851	\$2,908	
T52 Maintenance	\$1,500	\$5,000	\$5,100	\$5,202	
T52 Fuel	\$750	\$750	\$765	\$780	
Total T52 Shedden Tanker	\$4,950	\$8,545	\$8,716	\$8,890	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
P53 Insurance and Licences	\$2,700	\$3,011	\$3,072	\$3,133	
P53 Maintenance	\$4,980	\$2,500	\$2,550	\$2,601	
P53 Fuel	\$750	\$750	\$765	\$780	
Total P53 Shedden Pumper	\$8,430	\$6,261	\$6,387	\$6,514	
R61 Insurance and Licences	\$2,200	\$2,785	\$2,840	\$2,897	
R61 Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	
R61 Fuel	\$1,000	\$1,000	\$1,020	\$1,040	
Total R61 Talbotville Rescue	\$4,700	\$5,285	\$5,390	\$5,498	
T62 Insurance and Licences	\$2,700	\$3,011	\$3,072	\$3,133	
T62 Maintenance	\$1,500	\$5,000	\$5,100	\$5,202	
T62 Fuel	\$1,000	\$2,500	\$2,550	\$2,601	
Total T62 Talbotville Tanker	\$5,200	\$10,511	\$10,722	\$10,936	
P63 Insurance and Licences	\$2,700	\$3,046	\$3,107	\$3,169	
P63 Maintenance	\$1,500	\$2,500	\$2,550	\$2,601	
P63 Fuel	\$1,000	\$2,000	\$2,040	\$2,081	
Total P63 Talbotville Pumper	\$5,200	\$7,546	\$7,697	\$7,851	
Total Expenses	\$650,650	\$752,577	\$773,661	\$786,826	
Net Operating (Revenue)/Expense	\$539,758	\$624,357	\$643,661	\$654,826	
Net Cash and Capital Requirements					
Fire - Apparatus	\$75,000	\$150,000	\$150,000	\$200,000	Fire Truck Replacement
Fire - Building Renewal	\$95,000	\$95,000	\$95,000	\$95,000	Fire Building Replacement/Major Maint
Fire - Major Equipment	\$90,000	\$100,000	\$100,000	\$100,000	Fire Equipment Replacement
Fire - Communications	\$30,000	\$30,000	\$30,000	\$30,000	
Fire - New Talbotville Station	\$0	\$400,000	\$250,000	\$0	New Talbotville Firehall
Fire - Funeral	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$290,000	\$775,000	\$625,000	\$425,000	
Total Requirement from Levy	\$829,758	\$1,399,357	\$1,268,661	\$1,079,826	

Building

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Building Permit Fees Paid	(\$250,000)	(\$100,000)	(\$275,000)	(\$275,000)	
Septic Permit Fees Paid	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	
Building Contract Services Revenue	(\$55,000)	(\$69,150)	(\$55,000)	(\$55,000)	Includes WE, \$69,150
Miscellaneous Receipts	(\$500)	(\$500)	(\$500)	(\$500)	
Transfer From Reserve	(\$31,500)	(\$194,095)	(\$13,400)	(\$20,438)	
Total Revenue	(\$345,000)	(\$371,745)	(\$351,900)	(\$358,938)	
Salaries & Wages	\$237,000	\$256,500	\$264,195	\$269,479	Added WE Service
Overhead	\$67,000	\$73,300	\$75,499	\$77,009	
Wages - Other Dept Chargeout	\$0	\$0	\$0	\$0	Accounted for in Salaries/Wages
Health Safety	\$0	\$500	\$0	\$0	
Building Travel/Mileage	\$500	\$500	\$510	\$520	Assumes add'l vehicle
Employee Training	\$4,000	\$4,000	\$4,080	\$4,162	add'l training, new staff
Materials Supplies	\$1,500	\$1,500	\$1,530	\$1,561	
Dept Clothing	\$0	\$500	\$0	\$0	
Office Supplies	\$1,000	\$1,000	\$1,020	\$1,040	
Postage	\$0	\$0	\$0	\$0	
Advertising	\$0	\$0	\$0	\$0	
Telephone	\$2,000	\$3,000	\$3,060	\$3,121	incl. data, two employees
Insurance	\$9,500	\$7,945	\$8,740	\$8,914	Incl. for better dist of cost
Legal and Audit Expense					Incl. for better dist of cost
Miscellaneous	\$500	\$500	\$510	\$520	
Membership/Subscriptions	\$15,000	\$15,000	\$25,200	\$25,704	incl. eVolta Permit software & Memberships
Vehicle fuel/repairs	\$5,000	\$5,000	\$5,100	\$5,202	Reflects Add'l vehicle
Contracted Services Building Department	\$2,000	\$2,000	\$2,040	\$2,081	
IT Support	\$0	\$500	\$500	\$500	Incl. for better dist of cost
Transfer to Reserve	\$0	\$0	\$0.00	\$0.00	Net Operating Surplus to Reserve for Vehicle, Eqp, future deficits
Total Expenses	\$345,000	\$371,745	\$391,984	\$399,813	
Net Operating (Revenue)/Expense	\$0	\$0	\$40,084	\$40,875	
Net Cash and Capital Requirements					
Building Equipment	\$0	\$0	\$0	\$0	No Cash Requirements for Reserves
Building Fleet	\$0	\$0	\$0	\$0	Reserves Funded from Net Operating Revenue
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$0	\$0	\$0	\$0	
Total Requirement from Levy	\$0	\$0	\$40,084	\$40,875	

Municipal Property

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Medical Centre					
Donation	\$0	\$0	\$0	\$0	
Lease Income	(\$14,746)	(\$14,402)	(\$14,893)	(\$15,042)	reflects increase of 2.5% as per Residential Tenancies Act
Federal Grant	\$0	\$0	\$0	\$0	
Transfer from reserves	\$0	\$0	\$0	\$0	
Total Revenue	(\$14,746)	(\$14,402)	(\$14,893)	(\$15,042)	
Salaries and Wages	\$5,500	\$6,286	\$5,610	\$5,722	
Benefits	\$1,800	\$2,000	\$1,836	\$1,873	
Building Repairs	\$5,500	\$5,500	\$5,610	\$5,722	
Janitorial Supplies	\$0	\$0	\$0	\$0	
Utilities	\$5,500	\$5,500	\$5,610	\$5,722	
Property Maintenance	\$9,000	\$9,000	\$9,180	\$9,364	
Insurance	\$6,900	\$8,416	\$7,038	\$7,179	reflects renewal cost
Equipment Maintenance	\$500	\$500	\$510	\$520	
Miscellaneous	\$10,000	\$12,460	\$10,200	\$10,404	
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$44,700	\$49,662	\$45,594	\$46,506	
Net Operating (Revenue)/Expense	\$29,954	\$35,260	\$30,701	\$31,463	
Library					
Libraries -Lease PAID	(\$62,169)	(\$62,169)	(\$62,169)	(\$62,169)	New Lease Agreement in 2023
Library-Miscellaneous revenue	\$0	\$0	\$0	\$0	
Trsf from Reserve	\$0	\$0	\$0	\$0	
Land Lease expenses	\$0	\$0	\$0	\$0	
Total Revenue	(\$62,169)	(\$62,169)	(\$62,169)	(\$62,169)	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
New Library - wages	\$10,000	\$6,286	\$10,200	\$10,404	
Overhead	\$2,500	\$2,000	\$2,550	\$2,601	
New Library-Building Repairs	\$300	\$1,000	\$306	\$312	
New Library-Janitorial Serv	\$5,500	\$13,500	\$1,530	\$1,561	
New Library-Utilities	\$1,500	\$1,500	\$1,530	\$1,561	
New Library-Insurance	\$1,250	\$1,346	\$1,275	\$1,301	reflects renewal cost
New Library-Property Maintenance	\$1,000	\$1,000	\$1,020	\$1,040	
New Library-Miscellaneous	\$500	\$500	\$510	\$520	
New Library-Loan Payment	\$10,000	\$10,000	\$10,000	\$10,000	Loan Payment to County-ends 2027
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$32,550	\$37,132	\$28,921	\$29,299	
Net Operating (Revenue)/Expense	(\$29,619)	(\$25,037)	(\$33,248)	(\$32,870)	
Old Library / Plaza					
Comm Unit 2 - Rent Paid Evelyn	(\$10,008)	(\$10,157)	(\$10,116)	(\$10,318)	Reflects 2.5% increase
Comm Unit 3 - Rent Paid Jacque	(\$7,711)	(\$7,846)	(\$7,929)	(\$8,088)	Reflects 2.5% increase
Total Revenue	(\$17,719)	(\$18,003)	(\$18,045)	(\$18,406)	
Plaza and Old Library -wages	\$6,000	\$6,286	\$6,120	\$6,242	
Overhead	\$2,000	\$2,000	\$2,040	\$2,081	
Employment Insurance	\$0	\$0	\$0	\$0	
Employer Health Tax	\$0	\$0	\$0	\$0	
Workplace Safety Insuran	\$0	\$0	\$0	\$0	
Old Library-Building Repair	\$2,500	\$1,000	\$1,530	\$1,561	
Old Library-Janitorial Serv	\$0	\$0	\$0	\$0	
Old Library-Utilities	\$1,000	\$1,100	\$1,020	\$1,040	
Old Library-Property Maintenance	\$500	\$550	\$510	\$520	
Old Library - Insurance	\$1,100	\$1,028	\$0	\$0	reflects renewal cost
Old Library - Taxes	\$2,000	\$3,510	\$2,040	\$2,081	
Old Library -Miscellaneous Expenses	\$500	\$500	\$510	\$520	
Commercial Unit Expenses	\$17,000	\$22,000	\$17,340	\$17,687	Hydro, Gas, Maintenance, Snow removal, Waste,
Total Expenses	\$32,600	\$37,974	\$31,110	\$31,732	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Net Operating (Revenue)/Expense	\$14,881	\$19,971	\$13,065	\$13,326	
Farmland					
Municipal Land Lease	(\$1,000)	(\$2,800)	(\$1,000)	(\$1,020)	Reflects reduced acreage due to potential sale
Total Revenue	(\$1,000)	(\$2,800)	(\$1,000)	(\$1,020)	
Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$0	\$0	\$0	
Net Operating (Revenue)/Expense	(\$1,000)	(\$2,800)	(\$1,000)	(\$1,020)	
Total Property					
Total Revenue	(\$95,634)	(\$97,374)	(\$96,107)	(\$96,637)	
Total Expenses	\$109,850	\$124,768	\$105,625	\$107,538	
Net Operating (Revenue)/Expense	\$14,216	\$27,394	\$9,518	\$10,900	
Net Cash and Capital Requirements					
Medical Building Reserve	\$5,000	\$5,000	\$5,000	\$5,000	AMP/Reserve Requirements to maintain Med Bldg
New Library Reserve	\$10,000	\$10,000	\$10,000	\$10,000	AMP/Reserve Requirements to maintain Library
Capital Items					
Total Net Cash and Capital Requirements	\$15,000	\$15,000	\$15,000	\$15,000	
Total Requirement from Levy	\$29,216	\$42,394	\$24,518	\$25,900	

Keystone

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Complex -Rental Income	(\$25,000)	(\$11,500)	(\$25,500)	(\$26,010)	est. \$20,000 in fee waivers in other expense for 2023
Insurance Coverage	\$0	\$0	\$0	\$0	
Donations	\$0	\$0	\$0	\$0	
Transfer in from Reserve	(\$30,000)	(\$25,000)	(\$30,600)	\$0	Tax Stabilization Reserve to assist with low rentals
Total Revenue	(\$55,000)	(\$36,500)	(\$56,100)	(\$26,010)	
Salaries and Wages	\$38,000	\$29,200	\$38,760	\$39,535	Revised staffing distribution
Overhead	\$12,000	\$10,775	\$12,240	\$12,485	
Complex - Rds Time	\$1,000	\$1,000	\$1,020	\$1,040	limited Roads time with revised staffing
Wages - CBO building management	\$0	\$0	\$0	\$0	
Canada Pension Plan	\$0	\$0	\$0	\$0	
Employment Insurance	\$0	\$0	\$0	\$0	
Employer Health Tax	\$0	\$0	\$0	\$0	
Workers Compensation	\$0	\$0	\$0	\$0	
Travel/Mileage	\$0	\$0	\$0	\$0	
Complex -Building Repairs	\$12,500	\$12,500	\$12,750	\$13,005	reflects historical average
Complex-Cleaning Supplies	\$750	\$500	\$765	\$780	
Complex - Utilities	\$15,000	\$15,000	\$15,300	\$15,606	reflects historical average
Complex-Material Supplies	\$2,750	\$1,000	\$2,805	\$2,861	
Complex-Property Maintenance	\$7,500	\$17,500	\$18,025	\$18,386	consolidate grass cutting costs for Keystone grounds, Shedden ball diamond
Complex -Rds Mach Tm	\$500	\$500	\$510	\$520	
Complex-Telephone Expense	\$1,750	\$1,750	\$1,785	\$1,821	
Insurance	\$20,000	\$21,250	\$20,400	\$20,808	reflects renewal cost
Complex-Equip Maintenance	\$4,750	\$5,000	\$4,845	\$4,942	
Complex-Equipment Costs	\$2,000	\$2,000	\$2,040	\$2,081	
Miscellaneous	\$0	\$0	\$0	\$0	not used last 3 years
Complex-Janitorial Services	\$0	\$10,000	\$0	\$0	
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$118,500	\$127,975	\$131,245	\$133,870	
Net Operating (Revenue)/Expense	\$63,500	\$91,475	\$75,145	\$107,860	
Net Cash and Capital Requirements					
Keystone - Building Renew	\$20,000	\$20,000	\$20,000	\$20,000	AMP Requirements for major maintenance
Keystone - Equipment	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requiremer	\$20,000	\$20,000	\$20,000	\$20,000	
Total Requirement from Levy	\$83,500	\$111,475	\$95,145	\$127,860	

Parks

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Donation	(\$8,000)	(\$8,000)	(\$8,160)	(\$8,323)	Green Lane - Turf Improvement / Overseeding - incl. in grounds maint. Below
Shedden Park - Grounds fees	(\$1,000)	\$0	(\$1,020)	(\$1,040)	included in Keystone Rental revenue
SOSP - Soccer fees	(\$3,000)	(\$1,600)	(\$6,120)	(\$6,242)	
SOSP - Pavilion fees	(\$1,000)	(\$200)	(\$1,020)	(\$1,040)	
Fingal Park - Baseball fees	(\$3,000)	(\$3,000)	(\$3,060)	(\$3,121)	
Talbotville Park - Soccer fees	(\$2,000)	(\$2,000)	(\$2,040)	(\$2,081)	
Talbotville Park - Baseball fees	(\$500)	(\$1,900)	(\$510)	(\$520)	
Talbotville Park - Pavilion fees	(\$1,000)	(\$700)	(\$1,020)	(\$1,040)	
Fingal Heritage Park Gazebo fees	(\$100)	(\$100)	(\$102)	(\$104)	
Transfer from reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$19,600)	(\$17,500)	(\$23,052)	(\$23,513)	
Salaries and Wages	\$70,000	\$74,605	\$69,360	\$70,747	Updated distribution based on reorg, staffing changes
Overhead	\$20,000	\$19,777	\$18,360	\$18,727	
Shedden Park - Rds Wages	\$0	\$0	\$0	\$0	Reflects revised Org Structure
Health Safety	\$0	\$1,000	\$1,000	\$1,020	
Training and Education	\$1,000	\$1,000	\$1,000	\$1,020	
Clothing and Uniforms	\$0	\$750	\$750	\$765	
Building Repair Supplies-General	\$500	\$500	\$500	\$510	
Janitorial Supplies	\$0	\$250	\$250	\$255	
Shedden Park - Utilities	\$0	\$0	\$0	\$0	
Shedden Park - Materials/Supplies	\$0	\$0	\$0	\$0	
Shedden Park - Property Maintenance	\$0	\$0	\$0	\$0	
Shedden Soccer Fields - Property Maintenance	\$0	\$0	\$0	\$0	GL accounts realigned for each park
Shedden Park - Machine Time	\$0	\$0	\$0	\$0	
Telephone	\$500	\$960	\$1,000	\$1,000	
Insurance Coverage	\$22,000	\$24,013	\$19,380	\$19,768	reflects increased insurance costs
Memberships/Subscriptions	\$0	\$100	\$0	\$0	
Canada Day-Fingal Park	\$2,000	\$2,000	\$2,040	\$2,081	Donation to Canada Day activities
Shedden Soccer & Ball Park Expenses	\$0	\$0	\$0	\$0	
Small Eqp Purchases	\$0	\$2,100	\$0	\$0	Reflects revised Org Structure
Fingal Ballpark Expenses	\$0		\$0	\$0	
Fingal Playground Park	\$0		\$0	\$0	
Fingal Park-Roads Wages	\$0		\$0	\$0	
Fingal Park- Machine Time	\$0		\$0	\$0	
Talbotville Park Expenses	\$0		\$0	\$0	
Talbotville Park-Road Wages	\$0		\$0	\$0	
Talbotville Park- Machine Time	\$0		\$0	\$0	
Ferndale Park Expenses	\$0		\$0	\$0	
Ferndale Park-Roads Wages	\$0		\$0	\$0	
Ferndale park-Roads Machine Time	\$0		\$0	\$0	
Ferndale Park Expenses	\$5,000	\$5,000	\$0	\$0	
Fingal Ball Park	\$30,000	\$20,000	\$0	\$0	
Fingal Heritage Park	\$1,500	\$5,000	\$0	\$0	
Corsley Park	\$28,600	\$30,000	\$0	\$0	
Talbotville Parks	\$20,000	\$35,000	\$0	\$0	
Parks Truck	\$0	\$200	\$0	\$0	
Kubota Zero Turn Mower	\$0	\$500	\$0	\$0	
Parks Trailer	\$0	\$500	\$0	\$0	
Talbotville Park Tractor	\$0	\$1,000	\$0	\$0	
Fingal Case Tractor	\$0	\$500	\$0	\$0	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Keystone Tractor (Keith's)	\$0	\$1,000	\$0	\$0	
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$201,100	\$225,755	\$191,352	\$195,179	
Net Operating (Revenue)/Expense	\$181,500	\$208,255	\$168,300	\$171,666	
Net Cash and Capital Requirements					
Parks - Equipment	\$25,000	\$25,000	\$25,000	\$25,000	
Parks-Renewal	\$0	\$25,000	\$25,000	\$25,000	
Parks - Building Renewal	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$25,000	\$50,000	\$50,000	\$50,000	
Total Requirement from Levy	\$206,500	\$258,255	\$258,255	\$258,255	

Roads

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Line Painting Revenues	\$0		\$0	\$0	
RDS. - Other Municipalities	(\$25,000)	(\$20,800)	(\$25,500)	(\$26,010)	
RDS. - Misc Revenues	(\$10,000)	(\$10,000)	(\$10,200)	(\$10,404)	
Roads - Provincial Grants	\$0	\$0	\$0	\$0	
Roads - Federal Grants	(\$5,000)	(\$5,000)	(\$5,100)	(\$5,202)	Student Grants
Elgin Cty Road Payment	(\$567,250)	(\$574,753)	(\$578,595)	(\$590,167)	Based on new RMA
Trans FROM Reserve Fund	\$0	\$0	\$0	\$0	
Loss on disposal of assets	\$0	\$0	\$0	\$0	
Total Revenue	(\$607,250)	(\$610,553)	(\$619,395)	(\$631,783)	
Other Municipality Line Painting	\$0	\$0	\$0	\$0	
Amortization	\$0	\$0	\$0	\$0	
Township Bridges & Culverts	\$15,750	\$21,500	\$16,065	\$16,386	
Township Roadside Maintenance	\$140,500	\$180,440	\$143,310	\$146,176	
Township Hardtop Maintenance	\$160,100	\$220,814	\$163,302	\$166,568	
Township Loosetop Maintenance	\$418,500	\$487,850	\$426,870	\$435,407	
Township Winter Control	\$245,250	\$271,860	\$250,155	\$255,158	
Township Signs and Safety Devices	\$61,250	\$67,600	\$62,475	\$63,725	
Township Road Department Admin and Overhead	\$586,415	\$696,016	\$598,143	\$610,106	
Sidewalks	\$4,500	\$11,580	\$4,590	\$4,682	
Streetlights	\$37,000	\$28,520	\$37,740	\$38,495	
Total Township Expenses	\$1,669,265	\$1,986,180	\$1,702,650	\$1,736,703	
County Bridges & Culverts	\$4,250	\$10,860	\$4,335	\$4,422	
County Roadside Maintenance	\$66,875	\$75,125	\$68,213	\$69,577	
County Hardtop Maintenance	\$164,875	\$209,200	\$168,173	\$171,536	
County Winter Control	\$299,000	\$283,500	\$304,980	\$311,080	
County Signs and Safety Devices	\$25,500	\$28,500	\$26,010	\$26,530	
County - Allocated Overhead	\$39,235	\$42,503	\$40,020	\$40,820	7% Allowable
County Total Expenses	\$599,735	\$649,688	\$611,730	\$623,964	Budget to offset revenue
Total Expenses	\$2,269,000	\$2,635,868	\$2,314,380	\$2,360,668	
Net Operating (Revenue)/Expense	\$1,661,750	\$2,025,315	\$1,694,985	\$1,728,885	
Net Cash and Capital Requirements					
Roads - Building Renewal	\$100,000	\$100,000	\$300,000	\$300,000	
Roads - Gas Tax	\$0	\$0	\$0	\$0	
Roads - Fleet	\$0	\$0	\$0	\$0	
Roads - Equipment	\$0	\$0	\$0	\$0	
Roads - Road Construction	\$900,000	\$1,449,916	\$1,004,916	\$1,005,000	
Roads - Bridges & Culvert	\$100,000	\$100,000	\$100,000	\$102,000	
Roads - Sidewalks	\$25,000	\$25,000	\$25,000	\$25,500	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Roads - Streetlights	\$20,000	\$20,000	\$20,000	\$20,400	
Capital	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$1,145,000	\$1,694,916	\$1,429,916	\$1,432,500	
Total Requirement from Levy	\$2,806,750	\$3,720,231	\$3,124,901	\$3,161,385	
Road Operations - Detailed Expense Accounts					
Expenses					
Equipment Maintenance	\$0	\$0	\$0	\$0	
Transfer to Reserve	\$0	\$0	\$0	\$0	
Amortization - general	\$0	\$0	\$0	\$0	
Amortization - paved	\$0	\$0	\$0	\$0	
Amortization - unpaved	\$0	\$0	\$0	\$0	
Amortization - bridges	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	
Other Municipality Line Painting					
Line Mark- other - Wages	\$0	\$0	\$0	\$0	
Line Mark Other - Benefits	\$0	\$0	\$0	\$0	
Line Mark-other -material	\$0	\$0	\$0	\$0	
Line Mark- other-machine	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	
Township Bridges & Culverts					
Wages - Bridges & Culverts	\$2,500	\$7,500	\$2,550	\$2,601	
Benefits - Bridges and Culverts	\$750	\$1,000	\$765	\$780	
Materials-Bridge&Culvert	\$10,000	\$10,400	\$10,200	\$10,404	
Mach Time-Bridge&Culvert	\$2,500	\$2,600	\$2,550	\$2,601	
Total	\$15,750	\$21,500	\$16,065	\$16,386	
Township Roadside Maintenance					
Rds-Grass& Weed-Wages	\$11,000	\$13,000	\$11,220	\$11,444	
Rds-Grass&Weed-Benefits	\$2,500	\$2,500	\$2,550	\$2,601	
Rds-Grass&Weed-Materials	\$11,000	\$12,000	\$11,220	\$11,444	Incl. \$8,000 for Phragmites Control
Rds-Grass&Weed-Mach Time	\$14,000	\$14,560	\$14,280	\$14,566	
Rds-Chain-Materials	\$2,500	\$2,600	\$2,550	\$2,601	
Rds-Brushing-Wages	\$24,000	\$35,000	\$24,480	\$24,970	
Rds-Brushing-Benefits	\$6,250	\$7,000	\$6,375	\$6,503	
Rds-Brushing-Machine Time	\$20,000	\$20,800	\$20,400	\$20,808	
Rds-Brushing-Hired Equip	\$3,000	\$3,120	\$3,060	\$3,121	
Rds-Ditching-Wages	\$6,000	\$15,000	\$6,120	\$6,242	
Rds-Ditching-Benefits	\$1,250	\$2,000	\$1,275	\$1,301	
Rds-Ditching-Materials	\$2,500	\$2,600	\$2,550	\$2,601	
Rds-Ditching-Machine Time	\$7,500	\$7,800	\$7,650	\$7,803	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Ditching-hired equipment	\$0	\$0	\$0	\$0	
Rds-Debris/Garb-Wages	\$6,000	\$10,000	\$6,120	\$6,242	
Rds-Debris/Garb-Benefits	\$1,250	\$1,300	\$1,275	\$1,301	
Rds-Debris/Garb-Materials	\$3,500	\$3,640	\$3,570	\$3,641	
Rds-Debris/Garb-Mach Time	\$3,000	\$3,120	\$3,060	\$3,121	
Rds-Catchbasin Wages	\$4,000	\$12,500	\$4,080	\$4,162	
Rds-Catchbasin-Benefits	\$1,250	\$1,500	\$1,275	\$1,301	
Rds-Catchbasin-Materials	\$4,000	\$4,160	\$4,080	\$4,162	
Rds-Catchbasin-Mach Time	\$6,000	\$6,240	\$6,120	\$6,242	
Total	\$140,500	\$180,440	\$143,310	\$146,176	
Township Hardtop Maintenance					
Rds - Inspection Hardtop-Wages	\$72,500	\$75,400	\$73,950	\$75,429	
Rds - Inspection Hardtop-Benefits	\$16,250	\$16,500	\$16,575	\$16,907	
Rds-Inspection Hardtop-Machine	\$0	\$0	\$0	\$0	
Patching&Spray-Wgs	\$17,500	\$37,500	\$17,850	\$18,207	
Patching&Spray-Benefits	\$4,500	\$5,000	\$4,590	\$4,682	
Patching/Spray-Materials	\$7,500	\$7,800	\$7,650	\$7,803	
Patching/Sp-Machine Tlme	\$2,000	\$2,080	\$2,040	\$2,081	
Sweeping Wages	\$2,000	\$8,000	\$2,040	\$2,081	
Sweeping-Benefits	\$500	\$1,500	\$510	\$520	
Sweeping Materials	\$0	\$0	\$0	\$0	
Sweeping-Machine Time	\$1,600	\$1,700	\$1,632	\$1,665	
Shouldering-Wages	\$3,000	\$17,500	\$3,060	\$3,121	
Shouldering-Benefits	\$1,250	\$5,000	\$1,275	\$1,301	
Shouldering - Materials	\$0	\$0	\$0	\$0	
Shouldering Machine Tlme	\$5,000	\$5,200	\$5,100	\$5,202	
Line Marking-TWP - Wages	\$10,000	\$10,734	\$10,200	\$10,404	
Line Marking TWP- Benefits	\$2,500	\$2,500	\$2,550	\$2,601	
Line Marking-TWPMaterials	\$4,000	\$14,000	\$4,080	\$4,162	reflects actual costs
Line Marking-TWP -Machine	\$10,000	\$10,400	\$10,200	\$10,404	
Total	\$160,100	\$220,814	\$163,302	\$166,568	
Township Loosetop Maintenance					
Rds - Inspection Loosetop	\$0	\$0	\$0	\$0	
Rds-Inspection Loosetop-Benefits	\$0	\$0	\$0	\$0	
Rds-PatchLoosetop-Material	\$0	\$0	\$0	\$0	
Rds-Patch-Loosetop-Mach TM	\$0	\$0	\$0	\$0	
Rds-Grading Wages	\$60,000	\$65,000	\$61,200	\$62,424	
Rd Grading-Wages-other	\$0	\$0	\$0	\$0	
Rds-Grading-Benefits	\$15,000	\$15,000	\$15,300	\$15,606	
Rds-Grading-Materials	\$0	\$0	\$0	\$0	
Rds-Grading-Mach Time	\$110,000	\$114,400	\$112,200	\$114,444	
Rds-Grading-Mach Time-Other	\$0	\$0	\$0	\$0	
Rds. Dust Control-Wages	\$10,000	\$12,000	\$10,200	\$10,404	
Rds-Dust Control-Benefits	\$2,000	\$2,000	\$2,040	\$2,081	
Rds-Dust Control-Material	\$130,000	\$180,000	\$132,600	\$135,252	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Rds-DustControl -Mach Tm	\$20,000	\$20,800	\$20,400	\$20,808	
Rds-Gravel-Wages	\$17,500	\$22,500	\$17,850	\$18,207	
Rds-Gravel-Benefits	\$4,000	\$4,150	\$4,080	\$4,162	
Rds-Gravel-Materials	\$25,000	\$26,000	\$25,500	\$26,010	
Rds-Gravel-Mach Time	\$25,000	\$26,000	\$25,500	\$26,010	
Total	\$418,500	\$487,850	\$426,870	\$435,407	
Township Winter Control					
Rds-Snow-Plow Wages	\$60,000	\$62,400	\$61,200	\$62,424	
Rds-Snow Plow-Benefits	\$15,000	\$15,000	\$15,300	\$15,606	
Rds-Patrol-Wages	\$12,000	\$22,000	\$12,240	\$12,485	
Rds-Patrol-Benefits	\$3,000	\$4,000	\$3,060	\$3,121	
Rds-Patrol-Machine	\$0	\$0	\$0	\$0	
Rds-Snow Plow-Materials	\$70,000	\$72,800	\$71,400	\$72,828	
Rds-Snow Plow-Mach Time	\$75,000	\$78,000	\$76,500	\$78,030	
Rds-Snow Plow-Blades	\$4,000	\$4,160	\$4,080	\$4,162	
Rds-Sanding/Salting-Wages	\$5,000	\$12,000	\$5,100	\$5,202	
Rds-Sanding/Salting-Benefits	\$1,250	\$1,500	\$1,275	\$1,301	
Rds San/Salting-Material	\$0	\$0	\$0	\$0	
Rds-Sand/Salt-Mach Time	\$0	\$0	\$0	\$0	
Total	\$245,250	\$271,860	\$250,155	\$255,158	
Township Signs and Safety Devices					
Rds-Safety/Signs-Wages	\$27,500	\$32,500	\$28,050	\$28,611	
Rds-Safety/Signs-Benefits	\$6,250	\$6,500	\$6,375	\$6,503	
Rds-Safety/Signs-Material	\$15,000	\$15,600	\$15,300	\$15,606	increased sign replacement due to reflectivity
Rds-Safety/Sign-Mach Time	\$12,500	\$13,000	\$12,750	\$13,005	
Rd-Rail Rd Cross-Material	\$0	\$0	\$0	\$0	
Total	\$61,250	\$67,600	\$62,475	\$63,725	
Township Road Department Admin and Overhead					
Misc-O/H	\$0	\$5,000	\$0	\$0	
Rds-Accrued Vacation Time	\$0	\$0	\$0	\$0	
Overhead - Wages	\$177,000	\$195,000	\$180,540	\$184,151	
Overhead-Banked Time	\$0	\$0	\$0	\$0	
Rds - Accrued Sick Time	\$0	\$0	\$0	\$0	
Rds. Convention&Seminars	\$1,000	\$0	\$1,020	\$1,040	
Rds- Association Fees	\$500	\$520	\$510	\$520	included in Ed & Training
Rds- Occ Health & Safety	\$2,500	\$2,600	\$2,550	\$2,601	
Rds- Ed & Training	\$22,500	\$30,000	\$22,950	\$23,409	Road School x4, Winter Training, Other
Rds-Insurance deductibles	\$0	\$12,500	\$0	\$0	reflects actual costs
Rds-Print &Advertising	\$150	\$150	\$153	\$156	
Rds- Office Supplies	\$750	\$750	\$765	\$780	
Drain Mtc. - Roads	\$0	\$0	\$0	\$0	
Rds-Telephone	\$5,500	\$5,720	\$5,610	\$5,722	
Rds- OH - Hydro	\$5,500	\$5,720	\$5,610	\$5,722	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Rds-Heat	\$6,500	\$8,000	\$6,630	\$6,763	
Rds- Water	\$3,000	\$2,000	\$3,060	\$3,121	
Rds- Janitorial /Building	\$750	\$2,716	\$765	\$780	Molly Maid contracted
Rds-Building Lawn Mtc	\$500	\$520	\$510	\$520	
Rds-OH-Boots, Gloves, AGO	\$8,500	\$10,000	\$8,670	\$8,843	
Rds-OH-Shop Coveralls/Rag	\$8,000	\$8,320	\$8,160	\$8,323	
Rds- OH- Misc Supplies	\$7,500	\$7,800	\$7,650	\$7,803	
Rds- Shedden Shop miscellaneous	\$500	\$520	\$510	\$520	
Rds-Garage Misc. Repairs	\$40,000	\$41,600	\$40,800	\$41,616	
Rds - OH Salt Bldg Repair	\$0	\$0	\$0	\$0	
Rds- OH Tools	\$7,000	\$7,280	\$7,140	\$7,283	
Rds- OH Licence Fees	\$1,250	\$1,300	\$1,275	\$1,301	
Rds-Radio & GPS Maintenance	\$2,500	\$2,600	\$2,550	\$2,601	
Rds-OH Pager Expense	\$0	\$0	\$0	\$0	
Rds OH - Fuel	\$0	\$0	\$0	\$0	
Rds OH - Oil	\$0	\$0	\$0	\$0	
Banked Time - Used	\$0	\$0	\$0	\$0	
Canada Pension	\$55,000	\$57,300	\$56,100	\$57,222	
Employment Insurance	\$26,000	\$27,063	\$26,520	\$27,050	
OMERS Pension Plan	\$80,000	\$83,200	\$81,600	\$83,232	
Employer Health Tax	\$22,000	\$22,880	\$22,440	\$22,889	
Workplace Safety Insuran	\$30,000	\$31,200	\$30,600	\$31,212	
Group Insurance	\$85,000	\$88,400	\$86,700	\$88,434	
Travel Mileage	\$250	\$260	\$255	\$260	
Allocate Benefits	(\$130,000)	(\$150,000)	(\$132,600)	(\$135,252)	
Postage	\$0	\$0	\$0	\$0	
Insurance	\$151,000	\$178,997	\$154,020	\$157,100	reflects renewal cost
Legal and Consultation	\$2,500	\$2,600	\$2,550	\$2,601	
Memberships/Subscriptions	\$2,500	\$3,500	\$2,550	\$2,601	incl. Software Costs
Computer Support	\$0	\$0	\$0	\$0	
Studies and Reports	\$0	\$0	\$0	\$0	
Overhead Allocation to County	\$39,235	(\$42,503)	(\$40,020)	(\$40,820)	
Total	\$586,415	\$653,513	\$598,143	\$610,106	
Sidewalks					
Sidewalk Maintenance - Wages	\$1,000	\$7,500	\$1,020	\$1,040	
Sidewalk Maintenance - Materials	\$1,500	\$2,000	\$1,530	\$1,561	
Sidewalk Maintenance -Machine time	\$2,000	\$2,080	\$2,040	\$2,081	
Total	\$4,500	\$11,580	\$4,590	\$4,682	
Streetlights					
Utilities	\$17,000	\$17,680	\$17,340	\$17,687	
Equipment Maintenance	\$8,500	\$8,840	\$8,670	\$7,803	reflects 3 year average
Locates- road wages	\$7,000	\$1,000	\$7,140	\$7,803	Road time for locates
Locates - equipment time	\$4,500	\$1,000	\$4,590	\$5,202	
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$37,000	\$28,520	\$37,740	\$38,495	
County Bridges & Culverts					
Elgin- Bdgs&Culvt-Wages	\$1,000	\$7,500	\$1,020	\$1,040	
Elgin-Br&Culvert-Benefits	\$250	\$300	\$255	\$260	
Elgin-Br&Culvert-Material	\$1,500	\$1,530	\$1,530	\$1,561	
Elgin-Br& Culv. Mach Time	\$1,500	\$1,530	\$1,530	\$1,561	
Total	\$4,250	\$10,860	\$4,335	\$4,422	
County Roadside Maintenance					
Elg- Grass& Weed-Wages	\$9,000	\$12,500	\$9,180	\$9,364	
Elg-Grass&Weed-Benefits	\$2,250	\$2,250	\$2,295	\$2,341	
Elg-Grass&Weed-Materials	\$6,500	\$6,630	\$6,630	\$6,763	
Elg-Grass&Weed-Mach Time	\$17,500	\$17,850	\$17,850	\$18,207	
Elgin-Brushing Wages	\$6,000	\$7,500	\$6,120	\$6,242	
Elgin-Brushing-Benefits	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Brushing Materials	\$2,000	\$2,040	\$2,040	\$2,081	
Elgin-Brushing-Mach Time	\$3,000	\$3,060	\$3,060	\$3,121	
Elgin-Ditching-Wages	\$1,500	\$2,500	\$1,530	\$1,561	
Elgin-Ditching-Benefits	\$375	\$400	\$383	\$390	
Elgin-Ditching Materials	\$250	\$255	\$255	\$260	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Elgin-Ditching Mach Time	\$2,000	\$2,040	\$2,040	\$2,081	
Elgin-Debris/Garb-Wages	\$6,000	\$6,500	\$6,120	\$6,242	
Elgin-Debris/Garb-Benefits	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Debris/Garb-Material	\$500	\$510	\$510	\$520	
Elgin-Debris/Garb Mach Time	\$2,500	\$2,550	\$2,550	\$2,601	
Elgin-Catchbasin Wages	\$2,000	\$3,000	\$2,040	\$2,081	
Elgin-Catchbasin-Benefits	\$500	\$500	\$510	\$520	
Elgin-Catchbasin-Material	\$500	\$510	\$510	\$520	
Elgi-Catchbasin-Mach Time	\$1,500	\$1,530	\$1,530	\$1,561	
Total	\$66,875	\$75,125	\$68,213	\$69,577	
County Hardtop Maintenance					
Elgin-Road Inspections-Wages	\$70,000	\$74,100	\$71,400	\$72,828	
Elgin-Road Inspections-Benefits	\$15,000	\$15,000	\$15,300	\$15,606	
Elgin-Road Inspections-Machine	\$0	\$0	\$0	\$0	
Elgin Patch -Wages	\$7,500	\$8,000	\$7,650	\$7,803	
Elgin-Patch-Benefits	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Patch-Material	\$11,000	\$11,000	\$11,220	\$11,444	
Elgin-Patch- Mach TM	\$5,000	\$5,000	\$5,100	\$5,202	
Elgin-Sweeping Wages	\$2,000	\$2,500	\$2,040	\$2,081	
Elgin-Sweeping-Benefits	\$500	\$600	\$510	\$520	
Elgin-Sweeping Materials	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Sweeping Mach Time	\$4,500	\$4,500	\$4,590	\$4,682	
Elgin-Shouldering -Wages	\$6,000	\$13,500	\$6,120	\$6,242	
Elgin-Shouldering-Benefits	\$2,000	\$2,000	\$2,040	\$2,081	
Elgn-Shouldering Material	\$2,000	\$2,000	\$2,040	\$2,081	
Elgn-Shouldering Mach Tm	\$15,000	\$7,500	\$15,300	\$15,606	
Elgin-Line Painting Wages	\$1,500	\$14,000	\$1,530	\$1,561	
Elgin-Line Painting Benefits	\$375	\$1,000	\$383	\$390	
Elgin-Line Painting Materials	\$16,000	\$42,000	\$16,320	\$16,646	reflects actual costs
Elgin-Line Painting Machine	\$3,500	\$3,500	\$3,570	\$3,641	
Total	\$164,875	\$209,200	\$168,173	\$171,536	
County Winter Control					
Elgin-SnowPlowing-Wages	\$45,000	\$50,000	\$45,900	\$46,818	
Elgin-Snow Plowing-Benefits	\$12,500	\$12,000	\$12,750	\$13,005	
Elgin-Patrol-Wages	\$45,000	\$48,000	\$45,900	\$46,818	
Elgin-Patrol-Benefits	\$10,000	\$9,500	\$10,200	\$10,404	
Elgin-Patrol-Machine	\$0	\$0	\$0	\$0	
Elgin-Snow Plow-Materials	\$90,000	\$2,500	\$91,800	\$93,636	
Elgin-Snow Plow-Mach Time	\$40,000	\$30,000	\$40,800	\$41,616	
Elgin-Sand/Salting-Wages	\$0	\$25,000	\$0	\$0	
Elgin-Sand/Salting-Benefits	\$0	\$1,500	\$0	\$0	
Elg-Sand/Salting-Material	\$1,500	\$75,000	\$1,530	\$1,561	reallocation from snow plow materials
Elg-Sand/Salting Mach Tim	\$55,000	\$30,000	\$56,100	\$57,222	
Total	\$299,000	\$283,500	\$304,980	\$311,080	
County Signs and Safety Devices					
Elg-Safety/Signs Wages	\$12,000	\$14,000	\$12,240	\$12,485	
Elgin-Safety/Signs-Benefits	\$3,000	\$2,000	\$3,060	\$3,121	
Elgin-SafetySign-Material	\$4,500	\$4,000	\$4,590	\$4,682	
Elg-SafetySign-Mach Time	\$6,000	\$3,000	\$6,120	\$6,242	
Elgin-SpProj-Wages	\$0	\$5,000	\$0	\$0	
Elgin-SpProj-Benefits	\$0	\$500	\$0	\$0	
Elgin-SpProj-Materials	\$0	\$0	\$0	\$0	
Elgin-SpProj-Mach Time	\$0	\$0	\$0	\$0	
Total	\$25,500	\$28,500	\$26,010	\$26,530	
Total Expenses	\$2,192,765	\$2,522,342	\$2,236,620	\$2,281,353	
Net Operating (Revenue)/Expense	\$1,585,515	\$1,911,789	\$1,617,225	\$1,649,570	

Planning & Development

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Planning					
Miscellaneous	\$0	\$0	\$0	\$0	
Grant	\$0	\$0	\$0	\$0	
Application Fees	(\$35,000)	(\$25,000)	(\$25,500)	(\$26,010)	anticipates steady development activity
Planning Recoveries Other Municipalities	\$0	\$0	\$0	\$0	
Planning Recoveries Property Owners	\$0	\$0	\$0	\$0	
Future Recoveries from Development Charges	\$0	\$0	\$0	\$0	
Future Recoveries re: Official Plan	\$0	\$0	\$0	\$0	
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$35,000)	(\$25,000)	(\$25,500)	(\$26,010)	
Salaries and Wages - Contracted Planner	\$88,000	\$49,981	\$50,981	\$52,000	Contract Planner
Overhead	\$29,000	\$7,485	\$7,635	\$7,787	
Mileage	\$250	\$250	\$255	\$260	
Employee Training	\$750	\$500	\$510	\$520	
Materials Supplies	\$250	\$0	\$0	\$0	
Office Supplies	\$0	\$200	\$204	\$208	
Telephone	\$0	\$960	\$979	\$999	
Postage	\$750	\$500	\$510	\$520	
Advertising	\$750	\$250	\$255	\$260	
Legal Fees	\$5,000	\$5,000	\$5,100	\$5,202	Based on prior activity
Memberships/Subscriptions	\$500	\$1,000	\$1,020	\$1,040	
Official Plan Updates	\$0	\$0	\$0	\$0	
Zoning By-Law Updates	\$0	\$0	\$0	\$0	
Development Charges Study	\$0	\$0	\$0	\$0	
Contracted Services	\$1,500	\$1,500	\$1,530	\$1,561	incl. annual mapping update
Transfer to Reserve	\$0	\$0	\$0	\$0	
Miscellaneous	\$1,000	\$1,000	\$1,020	\$1,040	
Total Expenses	\$127,750	\$68,626	\$69,999	\$71,398	
Net Operating (Revenue)/Expense	\$92,750	\$43,626	\$44,499	\$45,388	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Development Activities - Cost Recovery					
Development Staff Time - Cost Recovery	(\$38,000)	(\$57,154)	(\$58,297)	(\$59,463)	
Cost Recovery - Other	(\$15,000)	(\$15,000)	(\$15,300)	(\$15,606)	
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$53,000)	(\$72,154)	(\$73,597)	(\$75,069)	
Salaries/Wages	\$30,000	\$43,403	\$44,271	\$45,156	Updated wage distribution
Overhead	\$8,000	\$13,751	\$14,026	\$14,307	
Professional Services	\$15,000	\$15,000	\$15,300	\$15,606	
Total Expenses	\$53,000	\$72,154	\$73,597	\$75,069	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Industrial Lands Secondary Planning Project					
Transfer from Reserve	\$0	\$0	\$0	\$0	Industrial Land Secondary Planning Project from 2022
Other Revenue	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Salaries/Wages	\$0	\$0	\$0	\$0	
Overhead	\$0	\$0	\$0	\$0	
Other Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$0	\$0	\$0	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Shedden/Fingal Sanitary System					
Future Cost Recovery from Developers/Connections	(\$168,000)	(\$168,000)	(\$171,360)	(\$174,787)	Will be carried as AR until developer payments/connections fees rec'd
Other Revenue	\$0	\$0	\$0	\$0	
Total Revenue	(\$168,000)	(\$168,000)	(\$171,360)	(\$174,787)	
Salaries/Wages	\$15,000	\$15,000	\$15,300	\$15,606	Staff time from updated wage distribution
Overhead	\$3,000	\$3,000	\$3,060	\$3,121	
Professional Services	\$150,000	\$150,000	\$153,000	\$156,060	Engineering, Design
Total Expenses	\$168,000	\$168,000	\$171,360	\$174,787	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Net Operating (Revenue)/Expense All Activities	\$92,750	\$43,626	\$94,605	\$96,497	
Net Cash and Capital Requirements					
Planning - Cycling Master Plan	\$0	\$0	\$0	\$0	
Planning - Official Plan and Zoning Review	\$10,000	\$10,000	\$10,000	\$10,000	For Planning and Development Studies and Consulting
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$10,000	\$10,000	\$10,200	\$10,404	
Total Requirement from Levy	\$102,750	\$53,626	\$104,805	\$106,901	

Drainage

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Tile Loan Debentures	(\$2,432)	\$0	\$0	\$0	Tile Loan Debenture ended 2023
Miscellaneous Revenues	(\$750)	(\$750)	(\$765)	(\$780)	Mainly Drainage Reapportionments
Provincial Grant	(\$32,000)	(\$40,000)	(\$40,800)	(\$41,616)	
Drain Supt Dutton	(\$44,000)	(\$54,000)	(\$55,080)	(\$56,182)	Revenue from Dutton-Dunwich
Contribution from Reserve	\$0	\$0	\$0		
Total Revenue	(\$79,182)	(\$94,750)	(\$96,645)	(\$98,578)	
Salaries and Wages	\$84,000	\$103,598	\$105,670	\$107,783	
Drainage Super Expenses	\$1,000	\$1,000	\$1,020	\$1,040	Phone, conference, safety boots, accom
Dutton-Dunwich Supt Wages	\$0	\$0	\$0	\$0	Split between DD and Southwold varies year to year,
Overhead	\$27,000	\$33,889	\$34,567	\$35,258	
Health Safety	\$0	\$50	\$51	\$52	
Travel Mileage	\$500	\$1,000	\$1,020	\$1,040	
Employee Training	\$750	\$500	\$510	\$520	
Drain Stock Charges	\$800	\$800	\$816	\$832	
Rds Mach Tm To Drains	\$0	\$0	\$0	\$0	
Postage	\$0	\$0	\$0	\$0	
Insurance	\$1,000	\$1,100	\$1,122	\$1,144	Updated insurance distribution
Legal	\$0	\$0	\$0	\$0	
Equipment Costs	\$0	\$0	\$0	\$0	
Memberships Subscription	\$350	\$375	\$383	\$390	LICO, DSAO
Outside Contractors-Drain	\$0	\$0	\$0	\$0	
Plans, Studies, Professional Services	\$0	\$0	\$0	\$0	
Transfer to Reserve	\$2,500	\$2,500	\$2,550	\$2,601	Contribution for Vehicle to PW
Debenture Payment Principal	\$2,294	\$0	\$0	\$0	Tile Loan Debenture ended 2023
Debenture Payment Interest	\$138	\$0	\$0	\$0	Tile Loan Debenture ended 2023
Total Expenses	\$120,332	\$144,812	\$147,708	\$150,662	
Net Operating (Revenue)/Expense	\$41,150	\$50,062	\$51,063	\$52,085	
Net Cash and Capital Requirements					
Drainage	\$75,000	\$14,758	\$75,000	\$75,000	2024 contribution gives reserve balance of \$100,000
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$75,000	\$14,758	\$75,000	\$75,000	
Total Requirement from Levy	\$116,150	\$64,820	\$126,063	\$127,085	

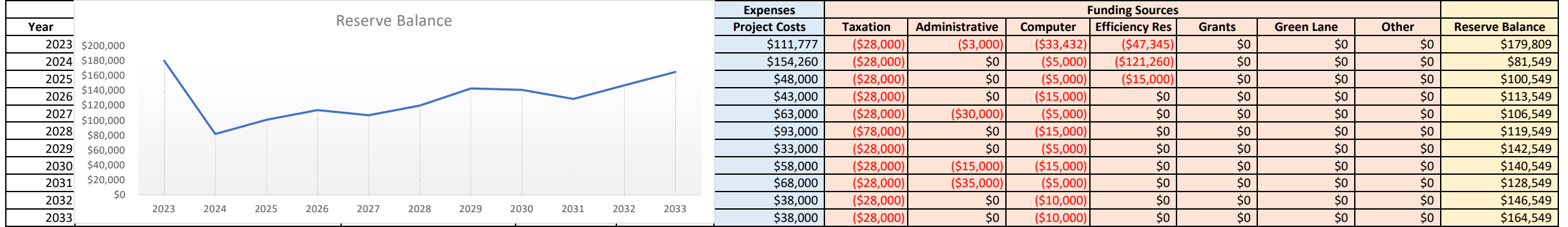
Cash and Capital Requirements - Summary

Account	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	Notes
Gas Tax Funding	(\$146,309)	(\$152,516)	(\$158,871)	(\$158,871)	Apply to Roads Construction
Machine Usage	(\$300,000)	(\$350,000)	(\$350,000)	(\$350,000)	Apply to Equipment Reserve
OCIF	(\$407,490)	(\$346,367)	(\$345,000)	(\$345,000)	Apply OCIF to Roads Construction
Tax Stabilization Reserve	\$75,000	\$852,322	\$1,075,000	\$1,075,000	
Transfer to Reserve	\$0	\$0	\$0	\$0	
GG - Working Capital	\$0	\$0	\$0	\$0	
GG - Administration	\$10,000	\$10,000	\$10,000	\$10,000	
GG - Computers	\$18,000	\$18,000	\$18,000	\$18,000	
GG - Building Renewal	\$25,000	\$25,000	\$25,000	\$25,000	
GG - Election Reserve	\$0	\$0	\$0	\$0	
Fire - Apparatus	\$75,000	\$150,000	\$150,000	\$153,000	better reflects anticipated need
Fire - Building Renewal	\$95,000	\$495,000	\$345,000	\$95,000	
Fire - Major Equipment	\$90,000	\$100,000	\$100,000	\$102,000	
Fire - Communications	\$30,000	\$30,000	\$30,000	\$30,600	
Fire - Funeral	\$0	\$0	\$0	\$0	Current Balance \$10,500
Building - Equipment	\$0	\$0	\$0	\$0	
Building - Fleet	\$0	\$0	\$0	\$0	
Roads - Building Renewal	\$100,000	\$100,000	\$300,000	\$300,000	2024/2025-still reviewing options
Roads - Gas Tax	\$0	\$0	\$0	\$0	
Roads - Fleet	\$0	\$0	\$0	\$0	
Roads - Equipment	\$300,000	\$350,000	\$350,000	\$350,000	offset above
Roads - Road Construction	\$1,453,799	\$1,948,799	\$1,508,787	\$1,508,871	\$1,004,916 plus Gas Tax, OCIF - OCIF down
Roads - Bridges & Culvert	\$100,000	\$100,000	\$100,000	\$102,000	
Roads - Sidewalks	\$25,000	\$25,000	\$25,000	\$25,500	
Roads - Street Lights	\$20,000	\$20,000	\$20,000	\$20,400	
Health - Building Renewal	\$5,000	\$5,000	\$5,000	\$5,100	
Parks - Equipment	\$25,000	\$25,000	\$25,000	\$25,500	
Parks-Renewal	\$0	\$25,000	\$25,000	\$25,500	
Parks - Building Renewal	\$0	\$0	\$0	\$0	
Keystone - Building Renew	\$20,000	\$20,000	\$20,000	\$20,000	
Keystone - Equipment	\$0	\$0	\$0	\$0	
Library - Building Renewal	\$10,000	\$10,000	\$10,000	\$10,000	
Planning - Cycling Master Plan	\$0	\$0	\$0	\$0	
Planning - Official Plan and Zoning Review	\$10,000	\$10,000	\$10,000	\$10,000	
Drains	\$75,000	\$14,758	\$75,000	\$75,000	
Total to Reserves from Tax Levy	\$1,708,000	\$3,484,996	\$3,372,916	\$3,132,600	

Green Lane Requests

Description	2023 Budget	2024 Forecast	2025 Forecast	2026 Forecast
Operating Budget				
St. Thomas Recycling Centre - Township Cost	\$17,100	\$18,140	\$18,500	\$19,000
Zero Waste Committee Initiatives	\$3,000	\$0	\$3,000	\$3,500
Seniors' Committee	\$5,000	\$5,000	\$5,000	\$5,000
Family Day	\$0	\$5,000	\$5,000	\$5,000
Communities in Bloom	\$3,000	\$3,000	\$3,000	\$3,000
History Committee	\$2,000	\$2,000	\$2,000	\$2,000
Greening Communities	\$1,000	\$1,000	\$1,000	\$1,000
Parks - Turf Improvement/Overseeding	\$8,000	\$8,000	\$8,000	\$8,000
War Memorial Committee		\$8,800	\$8,800	\$8,800
Total Operating	\$39,100	\$50,940	\$54,300	\$55,300
Capital Budget				
Talbotville Firehall	\$0	\$500,000	\$600,000	\$356,000
Talbotville Park	\$100,000			
Talbotville Parks Parking Lots			\$300,000	
Talbotville Pumper (2022)	\$225,000			
Talbotville Electronic Sign		\$35,000		
Shedden Firehall 4th Bay				\$50,000
Fingal Ball Park Diamond Light Replacement		\$25,000		
Replace Roads 2006 International 50%	\$185,000			
Replace Roads 2002 Caterpillar Grader 50%	\$305,000			
Replace Roads 2011 Peterbilt 50%		\$175,000		
Replace Roads 2009 Freightliner 50%		\$175,000		
Organics Collection Program - Green Bins	\$58,000			
Rural Composter Program	\$23,000			
Admin Facility Addition / Improvements				\$250,000
Total Capital	\$896,000	\$910,000	\$900,000	\$656,000
Total Green Lane Request	\$935,100	\$960,940	\$954,300	\$711,300

Admin



Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources					Notes	
					Project Costs	Taxation	Administrative	Computer	Efficiency Res	Grants	Green Lane		Other
2023	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2023	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2023	Laptop Replacements		Estimate		\$5,000				(\$5,000)				
2023	Server Replacement		Estimate		\$13,432				(\$13,432)				
2023	IT Projects - Security and Network		Estimate		\$15,000				(\$15,000)				
2023	Asset Management Project	Grant approved - 2022-09 completion - Contract Staff	Committed		\$9,700				(\$9,700)				
2023	Phone System Replacement/VOIP	From 2022	Estimate		\$10,000				(\$10,000)				
2023	Pay Equity Study/Market Check Update	Non-Capital	Actual		\$3,000		(\$3,000)						
2023	2023 Strategic Plan Update - Consulting	Non-Capital	Estimate		\$15,000				(\$15,000)				
2023	Ward Review - Background Info - Staff	Non-Capital	Estimate		\$0				\$0				
2023	Records Management Project	Non-Capital	Actual		\$7,645				(\$7,645)				
2023	Laserfiche AP Workflow Project	Non-Capital	Estimate		\$0				\$0				
2023	HR / H&S Policy and Program-Reduced-if needed	Non-Capital	Estimate		\$5,000				(\$5,000)				
2024	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2024	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2024	Laptop Replacements		Estimate		\$5,000				(\$5,000)				
2024	Citywide Maintenance Manager	Non-Capital	Estimate		\$90,260				(\$90,260)				
2024	Laserfiche Process Automation Projects	carry forward \$10,000 from 2022	Estimate		\$20,000				(\$20,000)				
2024	Administration Summer Student Extension	Extra 4 months	Estimate		\$11,000				(\$11,000)				
2025	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2025	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2025	Laptop Replacements		Estimate		\$5,000				(\$5,000)				
2025	Ward Review Project - if endorsed	Non-Capital	Estimate		\$15,000				(\$15,000)				
2026	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2026	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2026	Council Computers/iPads/Tech	\$2,000/Councillor	Estimate		\$10,000				(\$10,000)				
2026	Laptop Replacements		Estimate		\$5,000				(\$5,000)				

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources						Notes
					Project Costs	Taxation	Administrative	Computer	Efficiency Res	Grants	Green Lane	Other	
2027	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2027	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2027	Laptop Replacements		Estimate		\$5,000				(\$5,000)				
2027	Pay Study	Non-Capital	Estimate		\$15,000			(\$15,000)					
2027	Strategic Plan Update	Non-Capital	Estimate		\$15,000			(\$15,000)					
2028	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2028	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2028	Laptop Replacements		Estimate		\$15,000				(\$15,000)				
2028	Financial Accounting System Update	Someday when EOL	Estimate		\$50,000	(\$50,000)							
2029	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2029	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2029	Laptop Replacements		Estimate		\$5,000				(\$5,000)				
2030	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2030	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2030	Council Computers/iPads/Tech	\$2,000/Councillor	Estimate		\$10,000				(\$10,000)				
2030	Server Replacement - if still needed		Estimate		\$15,000			(\$15,000)					
2030	Laptop Replacements		Estimate		\$5,000				(\$5,000)				
2031	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2031	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2031	Pay Study	Non-Capital	Estimate		\$15,000			(\$15,000)					
2031	Strategic Plan Update	Non-Capital	Estimate		\$20,000			(\$20,000)					
2031	Laptop Replacements		Estimate		\$5,000				(\$5,000)				
2032	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2032	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2032	Laptop Replacements		Estimate		\$10,000				(\$10,000)				
2033	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2033	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2033	Laptop Replacements		Estimate		\$10,000				(\$10,000)				

Fire Department

Year	Combined Reserve Balance	Expenses		Funding Sources							Reserve Balance	
		Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane		Other
2023	\$3,000,000	\$2,253,030	(\$290,000)	\$0	\$0	(\$350,000)	(\$135,226)	\$0	\$0	(\$1,200,000)	(\$277,804)	\$1,150,149
2024	\$2,500,000	\$1,699,476	(\$775,000)	\$0	\$0	(\$250,000)	(\$85,226)	\$0	(\$50,000)	(\$535,000)	(\$4,250)	\$1,234,173
2025	\$2,000,000	\$1,741,950	(\$625,000)	(\$600,000)	\$0	\$0	(\$97,700)	\$0	\$0	(\$390,000)	(\$29,250)	\$915,723
2026	\$1,500,000	\$634,450	(\$425,000)	\$0	\$0	(\$100,000)	(\$55,200)	\$0	\$0	(\$50,000)	(\$4,250)	\$1,289,773
2027	\$1,000,000	\$624,450	(\$415,000)	\$0	\$0	\$0	(\$55,200)	(\$150,000)	\$0	\$0	(\$4,250)	\$1,503,823
2028	\$500,000	\$1,194,450	(\$475,000)	(\$660,000)	\$0	\$0	(\$55,200)	\$0	\$0	\$0	(\$4,250)	\$1,267,873
2029	\$0	\$524,450	(\$465,000)	\$0	\$0	\$0	(\$55,200)	\$0	\$0	\$0	(\$4,250)	\$1,681,923
2030		\$534,450	(\$475,000)	\$0	\$0	\$0	(\$55,200)	\$0	\$0	\$0	(\$4,250)	\$2,105,973
2031		\$534,450	(\$475,000)	\$0	\$0	\$0	(\$55,200)	\$0	\$0	\$0	(\$4,250)	\$2,530,023
2032		\$1,334,450	(\$475,000)	(\$750,000)	\$0	\$0	(\$55,200)	\$0	\$0	\$0	(\$54,250)	\$2,204,073
2033		\$1,334,450	(\$475,000)	(\$750,000)	\$0	\$0	(\$55,200)	\$0	\$0	\$0	(\$54,250)	\$1,902,123

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources							Notes		
					Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane		Other	
2023	To Vehicle Reserve		Estimate	Vehicles	\$75,000	(\$75,000)										
2023	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)										
2023	To Equipment Reserve		Estimate	Equipment	\$90,000	(\$90,000)										
2023	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250											WE Contribution to Capital Replacement
2023	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)										
2023	To Vehicle Reserve		Actual	Vehicles	\$23,554											Disposal of Pumper
2023	Talbotville Firehall	Based on 2019 estimate	Estimate		\$1,750,000				\$0							Green Lane - \$1,200,000 2019 \$100,000 2020 \$500,000 2021 \$300,000 2023 \$300,000
2023	Talbotville Firehall		Estimate		\$0				(\$300,000)							DC \$150, Bldg \$100
2023	Talbotville Firehall - Site Servicing	TBD	Estimate		\$0											
2023	Refill Station - Incl. part of Talbotville Station		Committed		\$80,000						(\$80,000)					
2023	Talbotville Station Equipment, Furniture, etc		Committed		\$50,000				(\$50,000)							
2023	Bunker gear		Actual		\$20,026						(\$20,026)					
2023	Cylinders		Estimate		\$6,200						(\$6,200)					
2023	Hoses and Appliances		Estimate		\$5,000						(\$5,000)					
2023	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)					
2023	SCBA		Estimate		\$20,000						(\$20,000)					
2023	Shedden 4th Bay - Design, Planning, Eng	Postpone to 2026	Estimate		\$0				\$0							
2024	To Vehicle Reserve		Estimate	Vehicles	\$150,000	(\$150,000)										
2024	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)										
2024	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)										
2024	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250											WE Contribution to Capital Replacement
2024	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)										
2024	Talbotville Firehall		Estimate		\$1,150,000	(\$400,000)			(\$250,000)							
2024	Talbotville Firehall - Electronic Signage		Estimate		\$35,000											(\$35,000)
2024	Talbotville Stn-Bunker Gear															
2024	Extractor/Washer/Dryer		Estimate	Equipment	\$20,000						(\$20,000)					
2024	Bunker gear		Estimate		\$20,026						(\$20,026)					
2024	Cylinders		Estimate		\$6,200						(\$6,200)					

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources							Notes		
					Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane		Other	
2024	Hoses and Applicances		Estimate		\$15,000						(\$15,000)					

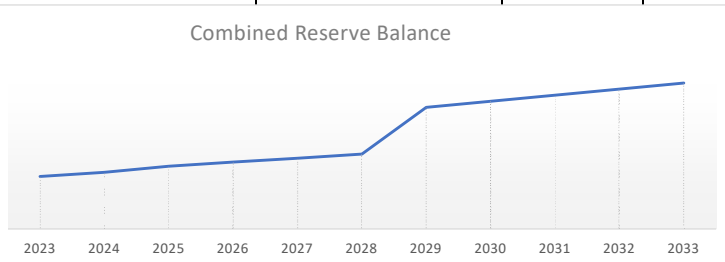
Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources							Notes	
					Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane		Other
2024	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)				
2024	SCBA		Estimate		\$20,000						(\$20,000)				
2024	Equipment Decontamination Washer/System		Estimate		\$50,000								(\$50,000)		
2025	To Vehicle Reserve		Estimate	Vehicles	\$150,000	(\$150,000)									
2025	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2025	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2025	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2025	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2025	Talbotville Firehall		Estimate		\$640,000	(\$250,000)							(\$390,000)		
2025	Bunker gear		Estimate		\$12,500						(\$12,500)				
2025	Cylinders		Estimate		\$6,200						(\$6,200)				
2025	Hoses and Applicances		Estimate		\$5,000						(\$5,000)				
2025	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)				
2025	SCBA		Estimate		\$20,000						(\$20,000)				
2025	Talbotville Rescue Replacement		Estimate		\$625,000		(\$600,000)							(\$25,000)	DC Contribution
2025	Auto extrication equipment		Estimate		\$50,000						(\$50,000)				
2026	To Vehicle Reserve		Estimate	Vehicles	\$200,000	(\$200,000)									
2026	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2026	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2026	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2026	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2026	Shedden 4th Bay - Design, Planning, Eng		Estimate		\$150,000				(\$100,000)				(\$50,000)		
2026	Bunker gear		Estimate		\$20,000						(\$20,000)				
2026	Cylinders		Estimate		\$6,200						(\$6,200)				
2026	Hoses and Applicances		Estimate		\$5,000						(\$5,000)				
2026	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)				
2026	SCBA		Estimate		\$20,000						(\$20,000)				
2027	To Vehicle Reserve		Estimate	Vehicles	\$200,000	(\$200,000)									
2027	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2027	To Equipment Reserve		Estimate	Equipment	\$90,000	(\$90,000)									
2027	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2027	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2027	Communications System Replacement		Estimate		\$150,000						(\$150,000)				
2027	Bunker gear		Estimate		\$20,000						(\$20,000)				
2027	Cylinders		Estimate		\$6,200						(\$6,200)				
2027	Hoses and Applicances		Estimate		\$5,000						(\$5,000)				
2027	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)				
2027	SCBA		Estimate		\$20,000						(\$20,000)				

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources								Notes
					Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane	Other	
2028	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)									
2028	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2028	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2028	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2028	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2028	Fire Chief Vehicle Replacement		Estimate		\$60,000		(\$60,000)								
2028	Shedden Tanker (replace 2003)		Estimate		\$600,000		(\$600,000)								
2028	Bunker gear		Estimate		\$20,000					(\$20,000)					
2028	Cylinders		Estimate		\$6,200					(\$6,200)					
2028	Hoses and Appliances		Estimate		\$5,000					(\$5,000)					
2028	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2028	SCBA		Estimate		\$20,000					(\$20,000)					
2029	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)									
2029	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2029	To Equipment Reserve		Estimate	Equipment	\$90,000	(\$90,000)									
2029	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2029	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2029	Bunker gear		Estimate		\$20,000					(\$20,000)					
2029	Cylinders		Estimate		\$6,200					(\$6,200)					
2029	Hoses and Appliances		Estimate		\$5,000					(\$5,000)					
2029	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2029	SCBA		Estimate		\$20,000					(\$20,000)					
2030	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)									
2030	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2030	To Equipment Reserve	\$2,000/Councillor	Estimate	Equipment	\$100,000	(\$100,000)									
2030	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2030	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2030	Bunker gear		Estimate		\$20,000					(\$20,000)					
2030	Cylinders		Estimate		\$6,200					(\$6,200)					
2030	Hoses and Appliances		Estimate		\$5,000					(\$5,000)					
2030	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2030	SCBA		Estimate		\$20,000					(\$20,000)					
2031	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)									
2031	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2031	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2031	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2031	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2031	Bunker gear		Estimate		\$20,000					(\$20,000)					
2031	Cylinders		Estimate		\$6,200					(\$6,200)					
2031	Hoses and Appliances		Estimate		\$5,000					(\$5,000)					
2031	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2031	SCBA		Estimate		\$20,000					(\$20,000)					

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources								Notes
					Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane	Other	
2032	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)									
2032	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2032	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2032	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2032	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2032	Talbotville Tanker		Estimate		\$800,000		(\$750,000)							(\$50,000)	DC Contribution
2032	Bunker gear		Estimate		\$20,000					(\$20,000)					
2032	Cylinders		Estimate		\$6,200					(\$6,200)					
2032	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2032	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2032	SCBA		Estimate		\$20,000					(\$20,000)					
2033	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)									
2033	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)									
2033	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)									
2033	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250									(\$4,250)	WE Contribution to Capital Replacement
2033	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)									
2033	Talbotville Tanker		Estimate		\$800,000		(\$750,000)							(\$50,000)	DC Contribution
2033	Bunker gear		Estimate		\$20,000					(\$20,000)					
2033	Cylinders		Estimate		\$6,200					(\$6,200)					
2033	Hoses and Applicances		Estimate		\$5,000					(\$5,000)					
2033	Portable Radios & pagers		Estimate		\$4,000					(\$4,000)					
2033	SCBA		Estimate		\$20,000					(\$20,000)					

Building

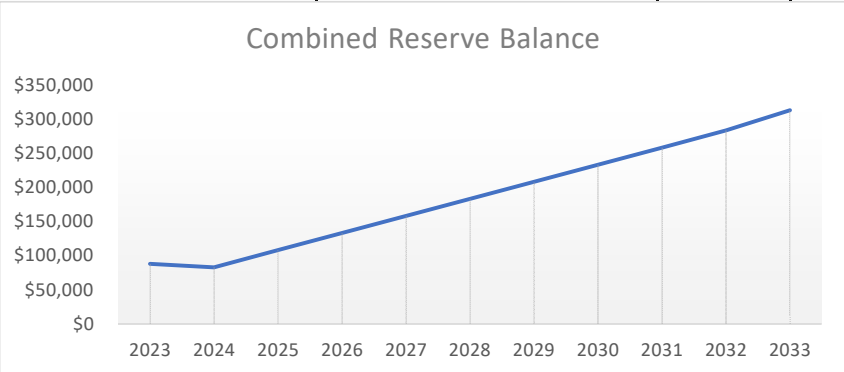
Year	Expenses	Funding Sources					Reserve Balance
		Project Costs	Taxation	Building	Grants	Green Lane	
2023	\$212,053	\$0	(\$197,053)	\$0	\$0	(\$15,000)	\$2,728,662
2024	\$20,000	\$0	(\$5,000)	\$0	\$0	(\$15,000)	\$2,738,662
2025	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,753,662
2026	\$20,000	\$0	(\$5,000)	\$0	\$0	(\$15,000)	\$2,763,662
2027	\$20,000	\$0	(\$5,000)	\$0	\$0	(\$15,000)	\$2,773,662
2028	\$20,000	\$0	(\$5,000)	\$0	\$0	(\$15,000)	\$2,783,662
2029	\$115,000	\$0	(\$100,000)	\$0	\$0	(\$15,000)	\$2,898,662
2030	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,913,662
2031	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,928,662
2032	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,943,662
2033	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,958,662



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources				Notes	
					Project Costs	Taxation	Building	Grants	Green Lane	Other		
2023	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2023	To Building Reserve - Operating Surplus		Estimate	Building	\$0						\$0	
2023	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)					
2023	New Surface Pro		Actual		\$2,053		(\$2,053)					
2023	Office Renovations		Estimate		\$90,000		(\$90,000)					
2023	From Reserve for Operating		Estimate		\$0		\$0					
2023	Contribution to Talbotville Firehall		Estimate		\$100,000		(\$100,000)					
2024	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2024	To Building Reserve - Operating Surplus		Estimate	Building	\$0						\$0	
2024	From Reserve for Operating		Estimate	Building	\$0						\$0	
2024	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)					
2025	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2025	From Reserve for Operating		Estimate		\$0		\$0					
2026	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2026	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)					
2027	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	
2027	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)					
2028	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	
2028	Equipment Replacements/Technology		Estimate		\$5,000		(\$5,000)					
2029	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2029	Vehicle Replacement		Estimate	Building	\$50,000		(\$50,000)					Building
2029	Vehicle Replacement		Estimate	Building	\$50,000		(\$50,000)					Building
2030	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2031	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2032	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2033	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2034	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2035	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2036	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2036	Vehicle Replacement		Estimate	Building	\$55,000		(\$55,000)					Building
2036	Vehicle Replacement		Estimate	Building	\$55,000		(\$55,000)					Building
2037	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2038	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2039	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2040	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating

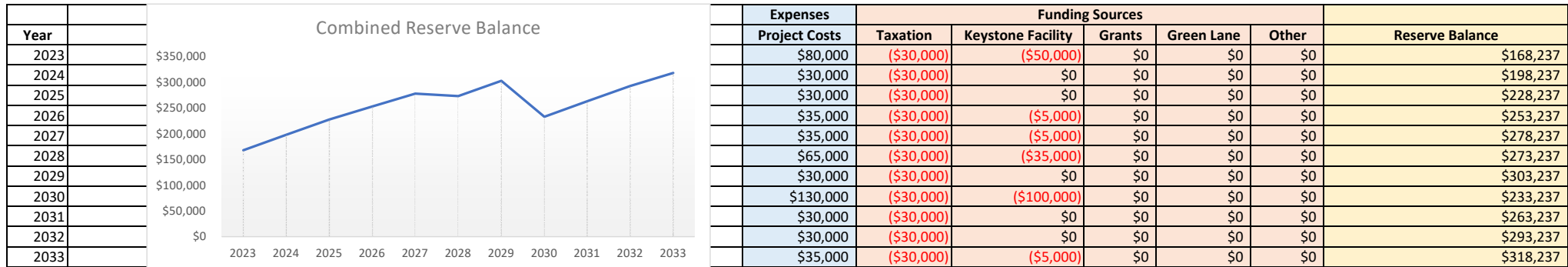
Admin Facility

Year	Expenses	Funding Sources					Reserve Balance
		Project Costs	Taxation	Admin Facility	Grants	Green Lane	
2023	\$65,000	(\$25,000)	(\$40,000)	\$0	\$0	\$0	\$88,110
2024	\$55,000	(\$25,000)	(\$30,000)	\$0	\$0	\$0	\$83,110
2025	\$25,000	(\$25,000)	\$0	\$0	\$0	\$0	\$108,110
2026	\$25,000	(\$25,000)	\$0	\$0	\$0	\$0	\$133,110
2027	\$1,025,000	(\$25,000)	\$0	\$0	(\$1,000,000)	\$0	\$158,110
2028	\$275,000	(\$25,000)	\$0	\$0	(\$250,000)	\$0	\$183,110
2029	\$1,275,000	(\$25,000)	\$0	\$0	(\$750,000)	(\$500,000)	\$208,110
2030	\$25,000	(\$25,000)	\$0	\$0	\$0	\$0	\$233,110
2031	\$25,000	(\$25,000)	\$0	\$0	\$0	\$0	\$258,110
2032	\$25,000	(\$25,000)	\$0	\$0	\$0	\$0	\$283,110
2033	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$313,110



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses	Funding Sources					Notes
						Project Costs	Taxation	Admin Facility	Grants	Green Lane	
2023	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2023	Minor Upgrades/Improvements	Storage, lighting	Estimate		\$10,000		(\$10,000)				
2023	Admin - Minor Renos	To facilitate flex/shared work spaces for Short-term	Estimate		\$30,000		(\$30,000)				
2024	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2024	Building Security Upgrades / Door Locks/FOBs		Estimate		\$30,000		(\$30,000)				
2025	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2026	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2027	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2027	Major Reno - Addition???		Estimate		\$1,000,000				(\$1,000,000)		
2028	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2028	Major Reno - Addition???	Design, Engineering, Const	Estimate		\$250,000		\$0		(\$250,000)		
2029	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2029	Major Reno - Addition???	Construction, Site Work			\$1,250,000				(\$750,000)	(\$500,000)	Bldg
2030	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2031	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2032	To Admin Facility Reserve		Estimate	Admin Facility	\$25,000	(\$25,000)					
2033	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					

Keystone and Library Facility

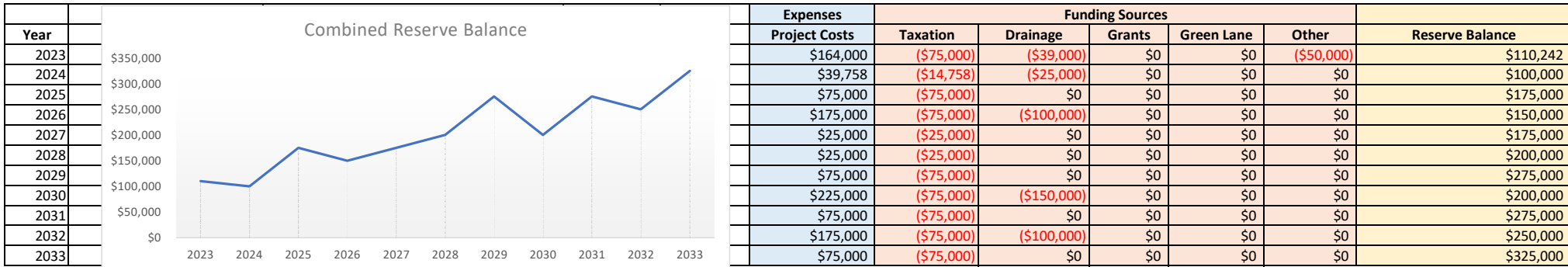


Year	Expenses		Funding Sources				Reserve Balance
	Project Costs	Taxation	Keystone Facility	Grants	Green Lane	Other	
2023	\$80,000	(\$30,000)	(\$50,000)	\$0	\$0	\$0	\$168,237
2024	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$198,237
2025	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$228,237
2026	\$35,000	(\$30,000)	(\$5,000)	\$0	\$0	\$0	\$253,237
2027	\$35,000	(\$30,000)	(\$5,000)	\$0	\$0	\$0	\$278,237
2028	\$65,000	(\$30,000)	(\$35,000)	\$0	\$0	\$0	\$273,237
2029	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$303,237
2030	\$130,000	(\$30,000)	(\$100,000)	\$0	\$0	\$0	\$233,237
2031	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$263,237
2032	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$293,237
2033	\$35,000	(\$30,000)	(\$5,000)	\$0	\$0	\$0	\$318,237

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources				Notes
					Project Costs	Taxation	Keystone Facility	Grants	Green Lane	Other	
2023	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2023	Lighting Upgrades		Estimate		\$25,000		(\$25,000)				
2023	Stove Replacement		Estimate		\$0		\$0				
2023	Barrier Installation		Estimate		\$10,000		(\$10,000)				
2023	Audio/Visual System Improvements		Estimate		\$15,000		(\$15,000)				
2024	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2025	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2026	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2026	Diswasher		Estimate		\$5,000		(\$5,000)				
2027	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2027	Fridges		Estimate		\$5,000		(\$5,000)				
2028	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2028	HVAC		Estimate		\$30,000	\$0	(\$30,000)				
2028	Painting		Estimate		\$5,000		(\$5,000)				
2029	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2030	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2030	Generator Replacement		Estimate		\$100,000		(\$100,000)				
2031	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2032	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2033	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2033	Painting		Estimate		\$5,000		(\$5,000)				
2034	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2035	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2036	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2037	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2038	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2039	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000
2040	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)					Keystone \$20,000, Library \$10,000

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses	Funding Sources								Notes	
					Project Costs	Taxation	Equipment	Parks	Fingal	Ferndale	Parkland(CIL)	Grant	Green Lane		Other
2026	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							
2027	To Playground Reserve		Estimate	Equipment	\$25,000	(\$25,000)									
2027	To Parkland(CIL) Reserve		Estimate	Parkland(CIL)	\$25,000									(\$25,000)	CIL of Parkland
2027	To Parks Reserve		Estimate	Parks	\$25,000	(\$25,000)									
2027	To Parks Reserve-Parks/Facility Vehicle		Estimate	Equipment	\$10,000		(\$10,000)								
2027	Park Facility - Major Repair	Locations TBD	Estimate		\$100,000			(\$25,000)			(\$75,000)				
2027	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							
2028	To Playground Reserve		Estimate	Equipment	\$25,000	(\$25,000)									
2028	To Parkland(CIL) Reserve		Estimate	Parkland(CIL)	\$25,000									(\$25,000)	CIL of Parkland
2028	To Parks Reserve		Estimate	Parks	\$25,000	(\$25,000)									
2028	To Parks Reserve-Parks/Facility Vehicle		Estimate	Equipment	\$10,000		(\$10,000)								
2028	Parks/Facility Vehicle		Estimate	Equipment	\$50,000		(\$50,000)								
2028	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							
2029	To Playground Reserve		Estimate	Equipment	\$25,000	(\$25,000)									
2029	To Parkland(CIL) Reserve		Estimate	Parkland(CIL)	\$50,000									(\$50,000)	CIL of Parkland
2029	To Parks Reserve		Estimate	Parks	\$25,000	(\$25,000)									
2029	To Parks Reserve-Parks/Facility Vehicle		Estimate	Equipment	\$10,000		(\$10,000)								
2029	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							
2030	To Playground Reserve		Estimate	Equipment	\$25,000	(\$25,000)									
2030	To Parkland(CIL) Reserve		Estimate	Parkland(CIL)	\$50,000									(\$50,000)	CIL of Parkland
2030	To Parks Reserve		Estimate	Parks	\$25,000	(\$25,000)									
2030	To Parks Reserve-Parks/Facility Vehicle		Estimate	Equipment	\$10,000		(\$10,000)								
2030	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							
2031	To Playground Reserve		Estimate	Equipment	\$25,000	(\$25,000)									
2031	To Parkland(CIL) Reserve		Estimate	Parkland(CIL)	\$25,000									(\$25,000)	CIL of Parkland
2031	To Parks Reserve		Estimate	Parks	\$25,000	(\$25,000)									
2031	To Parks Reserve-Parks/Facility Vehicle		Estimate	Equipment	\$10,000		(\$10,000)								
2031	Park Facility - Major Repair	Locations TBD	Estimate		\$300,000		(\$100,000)				(\$200,000)				
2031	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							
2032	To Playground Reserve		Estimate	Equipment	\$25,000	(\$25,000)									
2032	To Parkland(CIL) Reserve		Estimate	Parkland(CIL)	\$25,000									(\$25,000)	CIL of Parkland
2032	To Parks Reserve		Estimate	Parks	\$25,000	(\$25,000)									
2032	To Parks Reserve-Parks/Facility Vehicle		Estimate	Equipment	\$10,000		(\$10,000)								
2032	Park Facility - Major Repair	Locations TBD	Estimate		\$200,000		(\$100,000)				(\$100,000)				
2032	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							
2033	To Playground Reserve		Estimate	Equipment	\$25,000	(\$25,000)									
2033	To Parkland(CIL) Reserve		Estimate	Parkland(CIL)	\$25,000									(\$25,000)	CIL of Parkland
2033	To Parks Reserve		Estimate	Parks	\$25,000	(\$25,000)									
2033	To Parks Reserve-Parks/Facility Vehicle		Estimate	Equipment	\$10,000		(\$10,000)								
2033	Park Facility - Major Repair	Locations TBD	Estimate		\$200,000		(\$100,000)				(\$100,000)				
2033	Walking Trail - Concrete Conversions	Various Locations	Estimate		\$5,000			(\$5,000)							

Drainage



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources				Notes
					Project Costs	Taxation	Drainage	Grants	Green Lane	Other	
2023	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2023	Drainage Assessments	McIntosh Dr Roads Assessment (from 2022)	Estimate		\$21,000		(\$21,000)				
2023	Drainage Assessments	G.H. Pennings Drain - \$18,000	Estimate		\$18,000		(\$18,000)				
2023	Stormwater Rate Study	Engage Consultant	Estimate		\$50,000					(\$50,000)	Assumes recover through rate
2024	To Drainage Reserve		Estimate	Drainage	\$14,758	(\$14,758)					
2024	Drainage Assessments	Palmer Drain	Estimate		\$25,000		(\$25,000)				
2025	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2025	Drainage Assessments	TBD	Estimate		\$0		\$0				
2026	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2026	Drainage Assessments	TBD	Estimate		\$100,000		(\$100,000)				
2027	To Drainage Reserve		Estimate	Drainage	\$25,000	(\$25,000)					
2028	To Drainage Reserve		Estimate	Drainage	\$25,000	(\$25,000)					
2028	Drainage Assessments	TBD	Estimate		\$0		\$0				
2029	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2030	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2030	Drainage Assessments	TBD	Estimate		\$150,000		(\$150,000)				
2031	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2032	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2032	Drainage Assessments	TBD	Estimate		\$100,000		(\$100,000)				
2033	To Drainage Reserve		Estimate	Drainage	\$75,000	(\$75,000)					
2033	Drainage Assessments	TBD	Estimate								
Projects to be funded from Stormwater User Rates (if approved)											
	Ferndale SWMP Major Maintenance		Estimate		\$300,000						
	Annual Catchbasin Cleaning		Estimate		\$10,000						
	Storm Sewer System Flushing		Estimate		\$15,000						
	Capital Replacement of Storm Sewer		Estimate		\$300,000						
	Stormwater Management Ponds - Major Maintenance		Estimate		\$250,000						

Roads

Year	Combined Reserve Balance	Expenses		Funding Sources						Reserve Balance
		Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2023	\$2,000,000	\$2,606,002	(\$945,000)	(\$1,015,000)	(\$83,920)	(\$8,283)	\$0	\$0	(\$553,799)	\$353,152
2024	\$0	\$4,198,799	(\$1,494,916)	(\$2,205,000)	\$0	\$0	\$0	\$0	(\$498,883)	\$141,951
2025	(\$2,000,000)	\$5,863,199	(\$1,574,916)	(\$3,444,400)	\$0	\$0	\$0	\$0	(\$843,883)	(\$1,228,650)
2026	(\$4,000,000)	\$6,268,846	(\$1,574,916)	(\$4,195,047)	\$0	\$0	\$0	\$0	(\$498,883)	(\$3,349,898)
2027	(\$6,000,000)	\$5,899,399	(\$1,574,916)	(\$3,825,600)	\$0	\$0	\$0	\$0	(\$498,883)	(\$5,101,699)
2028	(\$8,000,000)	\$4,493,799	(\$1,574,916)	(\$2,420,000)	\$0	\$0	\$0	\$0	(\$498,883)	(\$5,447,900)
2029	(\$10,000,000)	\$5,224,799	(\$1,574,916)	(\$3,151,000)	\$0	\$0	\$0	\$0	(\$498,883)	(\$6,525,101)
2030		\$5,653,799	(\$1,574,916)	(\$3,580,000)	\$0	\$0	\$0	\$0	(\$498,883)	(\$8,031,302)
2031		\$5,223,799	(\$1,574,916)	(\$2,900,000)	\$0	(\$250,000)	\$0	\$0	(\$498,883)	(\$9,107,503)
2032		\$3,623,799	(\$1,574,916)	(\$1,300,000)	\$0	(\$250,000)	\$0	\$0	(\$498,883)	(\$8,583,704)
2033		\$4,323,799	(\$1,574,916)	(\$2,250,000)	\$0	\$0	\$0	\$0	(\$498,883)	(\$4,459,905)

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources						Notes	
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other		
2023	To Road Capital Reserve		Estimate	Roads	\$1,453,799	(\$900,000)							(\$553,799)	Other Gas Tax, OCIF
2023	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)								
2023	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)								
2023	Lynhurst Reconstruction - Roads	Surface asphalt	Actual		\$100,000			(\$100,000)						
2023	Lynhurst Soil Relocation		Estimate		\$65,000			(\$65,000)						
2023	Edge Repairs - Various Locations		Estimate		\$50,000			(\$50,000)						
2023	Sidewalk Reconstruction - Talbotville Locations	TBD	Estimate		\$0									
2023	Sidewalks		Actual		\$83,920				(\$83,920)					
2023	Hardtop Resurfacing Program	Lake Line Surface Treatment	Estimate		\$400,000			(\$400,000)						
2023	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$400,000			(\$400,000)						
2023	Guardrails		Estimate		\$50,000			(\$50,000)						
2024	To Road Capital Reserve		Estimate	Roads	\$1,948,799	(\$1,449,916)							(\$498,883)	Other Gas Tax, OCIF
2024	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)								
2024	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)								
2024	Edge Repairs - Shorlea Line		Estimate		\$50,000			(\$50,000)						
2024	Lawrence Road Rehabilitation		Estimate		\$365,000			(\$365,000)						
2024	Boxall Road Rehabilitation		Estimate		\$220,000			(\$220,000)						
2024	Magdala Road Reconstruction		Estimate		\$230,000			(\$230,000)						
2024	Thomas Road Engineering		Estimate		\$160,000			(\$160,000)						Partial DC Funded
2024	Granular Road Conversion		Estimate		\$300,000			(\$300,000)						
2024	Fingal Streetscape Contribution		Estimate		\$300,000			(\$300,000)						
2024	Road Needs Study (every 5 years)		Estimate		\$30,000			(\$30,000)						
2024	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000			(\$500,000)						
2024	Guardrails		Estimate		\$50,000			(\$50,000)						
2025	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)							(\$498,883)	Other Gas Tax, OCIF
2025	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)								
2025	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)								
2025	Edge Repairs - Various Locations	Ford Road	Estimate		\$50,000			(\$50,000)						
2025	John Wise Line Rehabilitation	As Planned in RNS	Estimate		\$500,000			(\$500,000)						
2025	Parson Road Rehabilitation	Hold Strategy	Estimate		\$136,200			(\$136,200)						
2025	Begg Road Surface Treatment	Hold Strategy	Estimate		\$30,000			(\$30,000)						
2025	Thomas Road Reconstruction	Improvements and Renewal	Estimate		\$1,100,000			(\$755,000)					(\$345,000)	DC's
2025	Bush Line Rehabilitation Mill to Union	As Planned in RNS	Estimate		\$823,200			(\$823,200)						

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources						Notes
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2025	Granular Road Conversion		Estimate		\$300,000		(\$300,000)						
2025	Fingal Streetscape Contribution		Estimate		\$300,000		(\$300,000)						
2025	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2025	Guardrails		Estimate		\$50,000		(\$50,000)						
2026	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2026	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2026	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2026	Ford Road Micro Surface	Timed with MTO Work	Estimate		\$145,000		(\$145,000)						
2026	Grand Canyon Road Micro Surface	As Planned in RNS	Estimate		\$46,000		(\$46,000)						
2026	Fowler Street and Mill Park	Partner with County	Estimate		\$1,329,047		(\$1,329,047)						
2026	Paynes Mills Road Rehabilitation	As Planned in RNS	Estimate		\$350,000		(\$350,000)						
2026	Scotch Line Rehabilitation Lake Line to Boxall	As Planned in RNS	Estimate		\$745,000		(\$745,000)						
2026	Second Line Rehab Magdala to Mill	As Planned in RNS	Estimate		\$380,000		(\$380,000)						
2026	Granular Road Conversion		Estimate		\$300,000		(\$300,000)						
2026	Fingal Streetscape Contribution		Estimate		\$300,000		(\$300,000)						
2026	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2026	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2026	Guardrails		Estimate		\$50,000		(\$50,000)						
2027	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2027	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2027	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2027	Elizabeth and John Street Recon	Identified in RNS, tied with Dev	Estimate		\$800,600		(\$800,600)						
2027	Longhust Line Rehabilitation Sunset to Mill	As Planned in RNS	Estimate		\$1,825,000		(\$1,825,000)						
2027	Granular Road Conversion		Estimate		\$300,000		(\$300,000)						
2027	Fingal Streetscape Contribution		Estimate		\$300,000		(\$300,000)						
2027	Gravel Resurfacing Program - Various Locations		Estimate		\$500,000		(\$500,000)						
2027	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2027	Guardrails		Estimate		\$50,000		(\$50,000)						
2028	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2028	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2028	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2028	Argyle, Iverness Lannark Street Overlay	As Planned in RNS	Estimate		\$140,000		(\$140,000)						
2028	Major and Florence Mill and Pave	As Planned in RNS	Estimate		\$175,000		(\$175,000)						
2028	Brook Street Recon	As Planned in RNS, tied with Dev	Estimate		\$350,000		(\$350,000)						
2028	Bush Line Rehabilitation Mill to City Limits	As Planned in RNS	Estimate		\$590,000		(\$590,000)						
2028	Fulton Line & Mellor Surface Treatment	As Planned in RNS	Estimate		\$135,000		(\$135,000)						
2028	Mill Road - Bush to Middle River Micro Surface	As Planned in RNS	Estimate		\$130,000		(\$130,000)						
2028	Granular Road Conversion		Estimate		\$300,000		(\$300,000)						
2028	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2028	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2028	Guardrails		Estimate		\$50,000		(\$50,000)						
2029	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2029	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2029	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2029	Road Needs Study (every 5 years)		Estimate		\$33,000		(\$33,000)						
2029	McBain, James and North Street Mill and Pave	As Planned in RNS	Estimate		\$98,000		(\$98,000)						
2029	Shorlea Line Rehabilitation	As Planned in RNS	Estimate		\$625,000		(\$625,000)						

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources						Notes
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2029	Scotch Line Boxal to Union Conversion	Spend	Estimate		\$1,495,000		(\$1,495,000)						
2029	Granular Road Conversion	Contribution	Estimate		\$300,000		(\$300,000)						
2029	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2029	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2029	Guardrails		Estimate		\$50,000		(\$50,000)						
2030	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2030	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2030	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2030	Centre Street	Identified in RNS, tied with Dev	Estimate		\$1,200,000		(\$1,200,000)						
2030	Horton and Hall Street Recon	Identified in RNS, Support Dev, Interconnectivity	Estimate		\$1,100,000		(\$1,100,000)						
2030	Victoria, Spring and St James Overlay	As Planned in RNS	Estimate		\$50,000		(\$50,000)						
2030	Mill Park Recon Union to Fowler	Identified in RNS, tied with Dev	Estimate		\$630,000		(\$630,000)						
2030	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2030	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2030	Guardrails		Estimate		\$50,000		(\$50,000)						
2031	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2031	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2031	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2031	Street Lights		Estimate		\$250,000			(\$250,000)					
2031	Orchard and John Street Recon Union to Talbot	Identified in RNS, tied with Dev	Estimate		\$1,600,000		(\$1,600,000)						
2031	Waugh and William Street	Identified in RNS, tied with Dev	Estimate		\$700,000		(\$700,000)						
2031	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2031	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2031	Guardrails		Estimate		\$50,000		(\$50,000)						
2032	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2032	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2032	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2032	Street Lights		Estimate		\$250,000			(\$250,000)					
2032	Church and Fowler Recon	Identified in RNS, tied with Dev	Estimate		\$700,000		(\$700,000)						
2032	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2032	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2032	Guardrails		Estimate		\$50,000		(\$50,000)						
2033	To Road Capital Reserve		Estimate	Roads	\$2,028,799	(\$1,529,916)						(\$498,883)	Other Gas Tax, OCIF
2033	To Sidewalk Reserve		Estimate	Sidewalk	\$25,000	(\$25,000)							
2033	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2033	Major Line Overlay City to Ford		Estimate	Roads	\$250,000		(\$250,000)						
2033	John St, Rose Ave and Courtney St Recon	As Planned in RNS	Estimate	Roads	\$1,900,000		(\$1,900,000)						
2033	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2033	Guardrails		Estimate		\$50,000		(\$50,000)						

Bridges and Culverts

Year	Reserve Balance	Expenses		Funding Sources				Reserve Balance	
		Project Costs	To Reserve	Taxation	Bridge Reserve	Grants	Green Lane		Other
2023		\$174,500	\$100,000	(\$100,000)	(\$174,500)	\$0	\$0	\$0	\$567,952
2024		\$440,000	\$100,000	(\$100,000)	(\$440,000)	\$0	\$0	\$0	\$227,952
2025		\$250,000	\$100,000	(\$100,000)	(\$250,000)	\$0	\$0	\$0	\$177,952
2026		\$10,000	\$100,000	(\$100,000)	(\$10,000)	\$0	\$0	\$0	\$657,952
2027		\$0	\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	\$592,952
2028		\$160,000	\$100,000	(\$100,000)	(\$160,000)	\$0	\$0	\$0	\$532,952
2029		\$0	\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	\$632,952
2030		\$10,000	\$100,000	(\$100,000)	(\$10,000)	\$0	\$0	\$0	\$682,952
2031		\$0	\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	\$822,952
2032		\$510,000	\$100,000	(\$100,000)	(\$510,000)	\$0	\$0	\$0	\$182,952
2033		\$0	\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	\$922,952

Year	Project	Addl Info	Act/Est/Adj	Bridge/Culvert	Expenses		Funding Sources				Notes	
					Project Costs	To Reserve	Taxation	Bridge Reserve	Grants	Green Lane		Other
2023	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2023	First Line Culvert Erosion Control	Culvert	Estimate	Culvert	\$20,000			(\$20,000)				
2023	First Line Culvert Remove tree and debris	Culvert	Estimate	Culvert	\$25,000			(\$25,000)				
2023	Burwell Road Bridge Engineering	Bridge	Estimate	Bridge	\$75,000			(\$75,000)				
2023	Longhurst Line West Culvert Repair Outlet Wall	Culvert	Estimate	Culvert	\$10,000			(\$10,000)				
2023	Longhurst Line West Culvert Install End Marker Signs	Culvert	Estimate	Culvert	\$1,000			(\$1,000)				
2023	Longhurst Line East Culvert Install Guiderails and end treatm	Culvert	Estimate	Culvert	\$35,000			(\$35,000)				
2023	Longhurst Line East Culvert Install signs	Culvert	Estimate	Culvert	\$1,000			(\$1,000)				
2023	Longhurst Line East Cilvert Repair Concrete Deterioration	Culvert	Estimate	Culvert	\$7,500			(\$7,500)				
2024	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2024	Bridge Study		Estimate		\$10,000			(\$10,000)				
2024	Burwell Road Bridge Replacement	Bridge	Estimate	Bridge	\$250,000			(\$250,000)				
2024	Various Culvert and Bridge Repairs Engineering	Repairs based on OSIM	Estimate	Both	\$30,000			(\$30,000)				
2024	Lake Line Culvert Replacement	Engineering and Construction	Estimate	Culvert	\$75,000			(\$75,000)				
2024	Woodplant Bridge Engineering	Shovel Ready for Grant Opportunities	Estimate	Bridge	\$75,000			(\$75,000)				
2025	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2025	Various Culvert and Bridge Repairs Construction	Repairs based on OSIM	Estimate		\$200,000			(\$200,000)				
2025	Restoration at Burwell Bridge/Guiderail	Repairs based on OSIM	Estimate		\$50,000			(\$50,000)				
2026	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2026	Bridge Study		Estimate		\$10,000			(\$10,000)				
2027	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2028	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2028	Bridge Study		Estimate		\$10,000			(\$10,000)				
2028	Bridge Repairs	TBD	Estimate		\$150,000			(\$150,000)				
2029	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2030	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2030	Bridge Study		Estimate		\$10,000			(\$10,000)				
2031	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2032	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2032	Bridge Study		Estimate		\$10,000			(\$10,000)				
2032	Bridge Replacement	TBD	Estimate		\$500,000			(\$500,000)				
2033	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					

Road Facility

Year		Combined Reserve Balance	Expenses		Funding Sources					Reserve Balance
			Project Costs	Taxation	Road Facility	Grants	Green Lane	Other		
2023		\$0	\$4,850,000	(\$100,000)	(\$3,686,000)	\$0	\$0	(\$1,064,000)	(\$3,440,066)	
2024			\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	(\$3,340,066)	
2025	(\$1,000,000)		\$2,525,257	(\$295,774)	(\$2,229,483)	\$0	\$0	\$0	(\$5,078,001)	
2026	(\$2,000,000)		\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$4,782,227)	
2027	(\$3,000,000)		\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$4,486,453)	
2028	(\$4,000,000)		\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$4,190,679)	
2029	(\$5,000,000)		\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$3,894,905)	
2030	(\$6,000,000)		\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$3,599,131)	
2031			\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$3,303,357)	
2032			\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$3,007,583)	
2033			\$295,774	(\$295,774)	\$0	\$0	\$0	\$0	(\$2,711,809)	

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources				Notes
					Project Costs	Taxation	Road Facility	Grants	Green Lane	Other	
2023	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)					
2023			Estimate								
2023	Balance - Design and Engineering	incl. above	Estimate								
2023	Road Facility Construction		Estimate				(\$3,686,000)			(\$1,064,000)	DC Future Recovery ~150, Water 914
2023	Site Work		Estimate		\$1,280,000						
2023	Building		Estimate		\$3,300,000						
2023	Construction Admin		Estimate		\$170,000						
2023	Talbotville Road Facility - removed	PW needs in Talbotville?	Estimate		\$0		\$0				
2024	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)					
2025	Financing Costs (\$3.686 mill over 20 yrs)		Estimate		\$2,229,483		(\$2,229,483)				
2025	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2026	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2027	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2028	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2029	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2030	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2031	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2032	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					
2033	To Road Facility Reserve		Estimate	Road Facility	\$295,774	(\$295,774)					

Road Equipment

Year	Reserve Balance	Combined Reserve Balance							Reserve Balance
		Expenses	Funding Sources						
		Project Costs	Taxation	Road Equipment	Grants	Green Lane	Other		
2023	\$1,400,000	\$1,290,128	(\$300,000)	(\$506,004)	\$0	(\$484,124)	\$0	\$20,011	
2024	\$1,200,000	\$1,700,000	(\$350,000)	(\$735,000)	\$0	(\$350,000)	(\$265,000)	(\$364,989)	
2025	\$1,000,000	\$420,000	(\$350,000)	(\$70,000)	\$0	\$0	\$0	(\$84,989)	
2026	\$800,000	\$805,000	(\$350,000)	(\$455,000)	\$0	\$0	\$0	(\$189,989)	
2027	\$600,000	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$160,011	
2028	\$400,000	\$805,000	(\$350,000)	(\$455,000)	\$0	\$0	\$0	\$55,011	
2029	\$200,000	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$405,011	
2030	\$0	\$905,000	(\$350,000)	(\$555,000)	\$0	\$0	\$0	\$200,011	
2031	(\$200,000)	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$550,011	
2032	(\$400,000)	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$900,011	
2033	(\$600,000)	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$1,250,011	

Year	Project	Additional Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources				Notes
					Project Costs	Taxation	Road Equipment	Grants	Green Lane	Other	
2023	To Road Equipment Reserve		Estimate	Road Equipment	\$300,000	(\$300,000)					
2023	Replace 2006 International Dump Truck/Snow Plow		Estimate		\$370,000		(\$185,000)			(\$185,000)	
2023	Replace 2002 Caterpillar Grader		Actual		\$598,247		(\$299,123)			(\$299,124)	
2023	Replace 2013 Dodge Ram 1500	Postpone - engine replaced									
2023	Radio Repeater	Postponed to 2024	Estimate		\$0		\$0				
2023	Traffic Counters		Actual		\$9,222		(\$9,222)				
2023	Road Closed Trailers		Actual		\$12,659		(\$12,659)				
2024	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2024	Radio Repeater		Estimate		\$30,000		(\$30,000)				
2024	Misc New Equipment for Shop		Estimate		\$50,000		(\$25,000)			(\$25,000)	DC - expansion items
2024	Trackless - New Addition	Development Charges	Estimate		\$250,000		(\$10,000)			(\$240,000)	DC's
2024	2011 Peterbilt Tandem Replace	Delivery/Payment in 2025	Estimate		\$455,000		(\$280,000)			(\$175,000)	
2024	2009 Freightliner	Delivery/Payment in 2025	Estimate		\$455,000		(\$280,000)			(\$175,000)	
2024	Replace P55 - 2016 Dodge Crew Cab	Postpone to 2025	Estimate		\$0		\$0				
2024	New Mulcher/Flail	Replace Yearly Rental	Estimate		\$75,000		(\$75,000)				
2024	Replace Roadside Mower	Replacement	Estimate		\$35,000		(\$35,000)				
2025	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2025	Replace P55 - 2016 Dodge Crew Cab	Postponed from 2024	Estimate		\$70,000		(\$70,000)				
2026	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2026	Dump Truck Replacement		Estimate		\$455,000		(\$455,000)				
2027	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2028	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2028	Dump Truck Replacement		Estimate		\$455,000		(\$455,000)				
2029	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2030	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2030	Dump Truck Replacement		Estimate		\$455,000		(\$455,000)				
2030	Pickup Truck Replacements		Estimate		\$100,000		(\$100,000)				
2031	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2032	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2033	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2034	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2035	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2036	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2037	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2038	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2039	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2040	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					
2041	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)					

Planning



	Expenses		Funding Sources			Reserve Balance
	Project Costs	Taxation	Planning	Green Lane	Other	
2023	\$25,000	\$0	(\$25,000)	\$0	\$0	(\$10,000)
2024	\$10,000	(\$10,000)	\$0	\$0	\$0	\$0
2025	\$10,000	(\$10,000)	\$0	\$0	\$0	\$10,000
2026	\$10,000	(\$10,000)	\$0	\$0	\$0	\$20,000
2027	\$30,000	(\$15,000)	(\$15,000)	\$0	\$0	\$20,000
2028	\$30,000	(\$15,000)	(\$15,000)	\$0	\$0	\$20,000
2029	\$40,000	(\$15,000)	(\$25,000)	\$0	\$0	\$10,000
2030	\$15,000	(\$15,000)	\$0	\$0	\$0	\$25,000
2031	\$15,000	(\$15,000)	\$0	\$0	\$0	\$40,000
2032	\$15,000	(\$15,000)	\$0	\$0	\$0	\$55,000
2033	\$15,000	(\$15,000)	\$0	\$0	\$0	\$70,000

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources			Notes
					Project Costs	Taxation	Planning	Green Lane	Other	
2023	To Planning Reserve		Actual	Planning	\$0	\$0				
2023	Zoning By-law Review/Update	Non-Capital	Estimate		\$25,000		(\$25,000)			
2024	To Planning Reserve		Estimate	Planning	\$10,000	(\$10,000)				
2024	Industrial Land Secondary Planning	Non-Capital, from 2022	Estimate		\$0		\$0			
2025	To Planning Reserve		Estimate	Planning	\$10,000	(\$10,000)				
2026	To Planning Reserve		Estimate	Planning	\$10,000	(\$10,000)				
2027	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2027	Official Plan Review/Update	Non-Capital	Estimate		\$15,000		(\$15,000)			
2028	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2028	Official Plan Review/Update	Non-Capital	Estimate		\$15,000		(\$15,000)			
2029	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2029	Zoning By-law Review/Update	Non-Capital	Estimate		\$25,000		(\$25,000)			
2030	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2031	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2032	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2033	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-15

Being a by-law to amend By-law No. 2018-82, as amended, to establish a procurement policy for the Corporation of the Township of Southwold.

WHEREAS Section 9 of the Municipal Act, S.O. 2001, c. 25, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 8 of the Municipal Act, S.O. 2001, c. 25, provides that Sections 9 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to a) enable municipalities to govern their affairs as they consider appropriate and, b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 20 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides the authority for adjoining municipalities to enter into agreements for joint undertakings;

AND WHEREAS Section 270 of the Municipal Act, S.O. 2001, c. 25, requires that municipalities enact a procurement policy;

AND WHEREAS it is deemed necessary to include a section on Cooperative Purchasing in the Township's Procurement Policy, enacted previously under By-Law No. 2018-15;

AND WHEREAS it is deemed expedient to amend the procurement policies for The Corporation of the Township of Southwold;

NOW THEREFORE the Council for The Corporation of the Township of Southwold hereby enacts as follows:

1. That Schedule "A" attached hereto forms part of this by-law.
2. That By-law No. 2018-82 is hereby amended by replacing Schedule "A"

of By-Law 2018-82 with Schedule "A" attached hereto.

3. That this by-law shall come into effect upon its passing.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 26th DAY OF FEBUARY, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Schedule "A" – By-law No. 2024-15

The Corporation of the Township of Southwold Procurement Policy

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1. Definitions and Interpretations

For the purpose of this By-law the following terms have the following meanings:

- a) **"Committee"** means any committee appointed by the Council of The Corporation of the Township of Southwold.
- b) **"Council"** means the Municipal Council of The Corporation of the Township of Southwold.
- c) **"Emergency"** means an event which occurs which requires immediate repair or replacement of equipment, services, or facilities in order to maintain a required public service or to prevent danger to life, health or safety of employees or the public, or to prevent damage to property and may also include a Declared State of Emergency.
- d) **"Local Firm"** means any firm operating within the Township of Southwold.
- e) **"Professional or Consulting Services"** includes architects, engineers, auditors, banking services, insurance providers, surveyors, management consultants, legal representation and any other consulting and professional services provided to The Corporation of the Township of Southwold.

- f) **"Proposal"** means an offer to provide goods or services for which the requirements have not been definitely specified.
- g) **"Quotation"** means an offer to provide stipulated goods or services.
- h) **"Tender"** means a sealed written offer submitted on a Township tender form by any company or individual in response to a publicly advertised invitation to supply stipulated goods or services at a particular price, which offer may be subject to acceptance or rejection.
- i) **"Township"** means The Corporation of the Township of Southwold.
- j) **"Treasurer"** means the Treasurer of The Corporation of the Township of Southwold.

In this by-law, unless the context requires otherwise, words in the singular shall include the plural and words in the masculine gender, shall include the feminine.

2. Procurement Policies

a) General Policies

- i. No employee, elected official or committee member of the Township shall purchase goods, services or leasing, request quotes, proposals or tenders, or enter into contracts and agreements on behalf of the Township except in accordance with the provisions of this By-law.
- ii. The goals of each procurement process are to procure the required quality and quantity of goods, services and/or leasing in an efficient, timely and cost effective manner and to encourage open competitive bidding for the acquisition and disposal of goods and services.
- iii. The inclusion of any item in a department's operating budget or capital budget shall confer to the Department Head the authority to incur such expenditures.
- iv. Notwithstanding the inclusion of any item in a committee's operating budget or capital budget, authorization from the Treasurer is required prior to the incurrence of such expenditure.

- v. No employee, elected official or committee member of the Township is authorized to purchase any goods, services or leasing or award contracts for capital projects not included in the operating budget or capital budget without the prior approval of Council.
- vi. Reasonable effort will be made by municipal employees and agents to provide an opportunity for local business to bid on municipal purchases.
- vii. In accordance with the Discriminatory Business Practices Act, R.S.O. 1990, Chapter D.12, there will be no local preferences for purchases. All else being equal, preference will be given to purchase goods and/or services firstly from Township of Southwold based businesses, secondly from businesses located in the County of Elgin and thirdly from Canadian owned businesses.
- viii. Purchases of less than \$10,000 may be made at the discretion of the Department Head.
- ix. The Township uses three types of procurement processes which are used under the following conditions:
 - a) For purchases greater than \$10,000, but less than \$100,000, quotations shall be received from at least three sources; if the Department Head cannot obtain three quotes, he/she must get the approval of the Treasurer.
 - b) Where deemed appropriate by the Department Head and Treasurer, the public tender process or the request for proposal process may be used for purchases of less than \$100,000.
 - b) For purchases of \$100,000 and more, the public tender process or request for proposal process shall be used.
 - c) Requests for proposal shall be used for professional and consulting services, following Section 2(c).

Where a Department Head wishes to incur expenditures not originally included in the operating budget or capital budget, a report shall be submitted to Council in order to obtain approval for such expenditure. The report shall contain sufficient information including an estimate for the purchase to enable Council to judge the propriety of the proposed expenditure and identify the source of financing.

- x. Prior to Council adopting the operating budget and capital budget, no employee, elected official or committee member of the Township is

authorized to purchase any goods, services or leasing other than those goods, services or leasing required on a recurring basis for the day to day operations of the Township, without prior approval of Council.

- xi. Where it appears additional funds will be required to complete a project approved in the operating budget or capital budget, and where such funds appear to be available within the budget appropriation for the department, the Department Head may request that the transfer of the appropriation be made under the following provisions:
- to a limit of 20% of the budgeted cost of the project to the Treasurer, who if the approval is granted, shall report the transfer to Council.
 - in excess of 20% of the budgeted cost of the project, Council must approve the transfers.

Notwithstanding the provisions of this By-law, where a Department Head or Council deems it necessary or in the best interests of the Township to acquire goods, services or leasing from a particular source, where a good, service or leasing is available from one source only or the extension of an existing contract would prove more cost-efficient or beneficial, Council may pass a resolution to approve the procurement of the goods, services or leasing from that particular source, without using any of the procurement processes.

No expenditure shall be authorized or permitted whereby a debt is incurred requiring authorization by By-law until Council passes the said By-law and all statutory authorization is received.

- xii. No contract or purchase shall be divided to avoid the provisions of this By-law.
- xiii. The Treasurer or designate shall monitor the procurement processes to ensure the rules of the procurement policy are followed and that the interest of the municipality, the public and the persons participating in a procurement process are protected.
- xv. Every three years or as required, staff shall review this policy, evaluate its effectiveness and report to Council with recommendations as to any changes needed to improve its efficiency.

b) Emergency Procedures

Notwithstanding the provisions of this By-law, the said provisions shall be disregarded for goods, services or leasing that may be required in the event of an emergency situation. If expenditures relating to the emergency are anticipated to exceed \$10,000, the Department Head must first obtain the approval of the Treasurer, Chief Administrative Officer, Mayor or Deputy Mayor. As soon after the purchase as reasonably possible, the Department Head shall provide a written report to the Treasurer and Council.

c) Professional & Consulting Services

For professional or consulting services being provided to the Township on a continuing basis, request for proposals shall be solicited from time to time at the discretion of the Treasurer or designate.

3. Procedures for Requesting Written Quotations**a) Written Quotations from \$10,001 to \$50,000**

- i. Written quotations shall be requested from a minimum of three suppliers, whenever possible.
- ii. The supplier shall be provided with all the information required in order to submit a quotation.
- iii. If, as a result of queries from prospective bidders, the quotation needs to be revised, each prospective bidder shall be notified of the revisions by telephone.
- iv. All requests for written quotations shall include a specific day and time by which the quotations must be submitted to the Department Head. When received, quotations shall be initialed showing the date and time they were received.
- v. The Department Head shall review the quotations. If the successful quotation falls within the budgeted amount of the project, the Department Head shall, with the approval of the Treasurer, award the contract. If the quotation exceeds the amount budgeted for the project; the Department Head shall submit a report to Council for approval.

- vi. The successful quoter shall be notified of acceptance of the quotation by telephone.
- vii. Information about the accepted quotation shall be available to unsuccessful quoters subsequent to the accepted quotation being approved.

b) Written Quotations from \$50,001 to \$100,000

- i. Written quotations shall be requested from a minimum of three suppliers, whenever possible.
- ii. The supplier shall be provided with all the information required in order to submit a quotation.
- iii. If, as a result of queries from prospective bidders, the quotation needs to be revised, each prospective bidder shall be notified of the revisions by telephone.
- iv. All requests for written quotations shall include a specific day and time by which the quotations must be submitted to the Department Head. All quotations shall be submitted in a sealed envelope. The envelope shall be initialed showing the date and time received and forwarded to the Department Head for safekeeping.
- v. The quotations shall be kept in the custody of the Department Head or designate until the stated time of opening. Quotations shall be opened in the presence of the Department Head or designate and one staff member.
- vi. The Department Head shall review the quotations. If the successful quotation falls within the budgeted amount of the project, the Department Head shall, with the approval of the Treasurer, award the contract. If the quotation exceeds the amount budgeted for the project; the Department Head shall submit a report to Council for approval.
- vii. The successful quoter shall be notified of acceptance of the quotation by telephone.

- viii. Information about the accepted quotation shall be available to unsuccessful quoters subsequent to the accepted quotation being approved.

4. Procedures for Requesting Tenders

a) In House Bidding

- i. The Township does not accept in-house bids as part of the tendering process.

b) Advertising

- i. All tenders shall be publicly advertised in local newspaper(s) having general circulation in the municipality and/or posted on the Township website.
- ii. At the Department Head's discretion, tenders may also be advertised in trade or special newspapers and/or posted on government tender document websites.
- iii. Sufficient time, not less than two (2) weeks between advertising and the tender closing time, shall be allowed to permit a bidder to examine the specifications, obtain tender documents and complete and submit the tender.
- iv. The advertisement shall contain the following information:
- the name of the municipality
 - the type of service, equipment or project
 - the official designated to receive the tender
 - the date and local time tenders shall be received until
 - the location where plans and specifications and tender forms may be obtained
 - the charge, if any, for contract documents
 - the official to whom queries may be directed
 - a statement that the Township reserves the right to accept or reject any tender or all tenders and that "the lowest or any tender is not necessarily accepted"

c) Provision of Information to Tenderers

- i. Upon the request of a prospective tenderer, the Department Head or designate shall supply the following materials for each contract:
 - the official tender form
 - tender materials such as specifications, plans, etc.
 - a summary of the tender requirements
 - a statement that failure to satisfy all of the tender requirements will result in the tender being rejected.
- ii. When a fee for tendering material is being charged, the fee shall be payable to The Corporation of the Township of Southwold.

d) Return of Tender Documents by Hand

- i. When, pursuant to the provisions of this By-law, tender documents and/or deposit cheques are returned to the contractor/supplier by hand, a letter acknowledging receipt must be signed by the bidder.

e) Tender Requirements

- i. The correct tender form, as supplied by the Township, must be used.
- ii. Tenders must be received on or before the closing time and date.
- iii. All tenders shall either be mailed or delivered to The Corporation of the Township of Southwold.
- iv. Tenders shall be submitted in a sealed envelope.
- v. Tenders shall be addressed to the designated official.
- vi. The outside of the envelope must be marked "Tender For" and identify the project to which the tender relates.
- vii. The tender must be legible, written in ink or be typewritten and all items must be bid unless the tender specifically permits otherwise, with the unit price for every item, applicable taxes and other entries clearly shown.
- viii. An authorized signing officer of the bidder shall sign the tender form in the space provided. The Corporate Seal of a corporate bidder should be

affixed to the tender documents, or the signing officer must state in writing on the tender documents "I have the authority to bind the Corporation".

- ix. The authorized signing officer must initial removals, overwriting or strikeouts.
- x. The tender deposit, for the amount stipulated in the tender documents, may be a certified cheque, bank draft, money order, bid bond or any combination made payable to The Corporation of the Township of Southwold, and must be submitted with the tender and enclosed in the same envelope as the tender.
- xi. The tender shall be accompanied by an Agreement to Bond Form, when bonding is a requirement.
- xii. Alternate proposals to the tender specifications will not be considered unless requested or permitted by the Township in the tender documents.
- xiii. The tender must not be qualified by a statement added to the tender form, by a covering letter or by alterations to the tender form, unless requested or permitted by the Township in the tender documents.
- xiv. A tender shall be refused if the tender requirements have not been met.

f) Bonding Requirements

- i. The Department Head shall determine bonding requirements, if any, taking into consideration Ministry stipulations.
- ii. When stipulated within the specifications of a tender, the specified amount issued by a Bonding Company satisfactory to the Township, must be furnished by the contractor before the contract is signed.

g) Changes to Contract Under Call

- i. Interpretation should be made in reply to queries from bidders only in the form of a written addendum. When it is necessary to revise, delete, substitute or add to the tendering material for a contract under call, the Treasurer or designate shall approve the issuance of an addendum, an extension of the closing date, or cancellation of the competition.

- ii. When an addendum is to be issued, a copy of each addendum shall be forwarded by facsimile or email, if possible, and, if considered necessary, subsequently by registered mail to each contractor/supplier who obtained tender forms for the contract at his last known place of business. The contractor/supplier shall be advised that a tender already submitted will be returned upon written request.

A copy of the addendum shall also be stapled to each tender form not yet distributed.

- iii. When a competition is cancelled, each contractor/supplier who received tender documents shall be notified by facsimile or email and, if considered necessary, subsequently by registered mail of the cancellation of the competition. All tenders received shall be returned unopened to the contractor/supplier by hand or registered mail with a covering letter.
- iv. When it becomes necessary to extend the closing date for receiving tenders for the competition, each contractor/supplier who received tender documents shall be notified by facsimile or email, if possible, and, if considered necessary, subsequently by registered mail. When tenders have already been received, the contractor/supplier shall be advised that the tender will be returned upon written request. An advertisement setting out the new closing date shall be inserted in the publication(s) originally used, when practical.

h) Receipt of Tenders

- i. When a tender is received, the envelope will be initialed showing the date and time. The tender shall be kept in the custody of the Treasurer or designate until the stated time of opening. The Treasurer or designate will maintain a listing of tenders received.

Adjustments by telephone, facsimile, email or letter to a tender already submitted will not be considered. A bidder desiring to make adjustments to a tender must withdraw the tender and submit a revised tender. The bidder shall be advised of the withdrawal procedures.

- ii. A tender delivered by hand after the closing time and date shall not be accepted.

Late tenders, other than delivered by hand, shall be returned, unopened, to the bidder. A covering letter stating the late receipt shall accompany the return.

A late tender, other than delivered by hand, without a return address on the envelope shall be opened, the address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.

- iii. The number of bids received and the names of the bidders are confidential and must not be divulged prior to the tender opening.

i) Withdrawal of Tenders

- i. A prospective bidder who has submitted a tender may make a written request that his tender be withdrawn. The withdrawal shall be allowed if the request is made before the closing time for the competition to which it applies. Withdrawal requests must be directed to the Township by hand delivery, facsimile, or mail and signed by an authorized signing officer of the bidder, an email from the desk of an authorized signing officer will also be acceptable. Telephone requests shall not be acted upon.
- ii. The withdrawal of a tender does not disqualify a bidder from submitting, before the deadline, another tender on the same competition.
- iii. Tenders, which have been withdrawn, will be dealt with at the opening by announcing that the tenders are withdrawn and are to be returned unopened by registered mail or by hand to the bidder. The tender shall subsequently be returned unopened by registered mail or by hand to the bidder.
- iv. Withdrawal requests received after the competition closing time will not be accepted. The bidder concerned shall be informed that the withdrawal request arrived too late for consideration.
- v. If more than one tender is read under the same name for the same competition and no withdrawal notice has been received, the tender contained in the envelope bearing the time closest to the competition closing time shall be considered the intended bid. The other tender(s) received for that bidder shall be considered withdrawn and returned in the usual manner.

- vi. In some instances, several tenders are opened at the same tender opening. At such an opening, at the conclusion of the reading of the bids on a competition, the low bidder on that competition may withdraw any remaining tenders on other competitions. The contractor/supplier shall attest in writing to his identity and state the contract(s) being withdrawn. The Notice of Withdrawal of Tender must be signed by the contractor/supplier and handed to the Treasurer or designate before the reading of the first tender on the contract(s) to which it applies.
- vii. The Treasurer or designate, presented with the withdrawal notice, shall read the bidder's name and announce that the tender has been withdrawn in accordance with established procedures. The bid amount of the withdrawn tender shall not be disclosed.
- viii. Tenders withdrawn under this procedure cannot be reinstated.
- ix. A contractor/supplier who withdraws a bid on the strength of being read as low bidder on a previous contract does not have the right to reinstate a withdrawn tender if subsequent checking proves that the tender on the previous contract was not in fact low or was not accepted.

j) Opening of Tenders

- i. Any persons desiring to be present at the opening may attend.
- ii. Tenders shall be opened in the presence of the Treasurer or designate or the Department Head or designate concerned and another staff member.
- iii. When tenders have been sorted, a check of the Listing of Tenders received shall be made to ensure that all tenders received are accounted for. If a discrepancy occurs, the tender opening proceedings shall be delayed until all tenders have been accounted for.
- iv. When all tenders have been accounted for, and withdrawal forms have been dealt with, the remaining tenders shall be opened.
- v. For each contract, the Department Head or designate shall announce the number of bids received and for each tender, the name of the bidder, the total bid amount, and the amount of the deposit.
- vi. If two tenders for the same contract are received in the same tender envelope, the signed copy, or if both are properly executed and prices

differ, the lower price shall be considered the intended bid, which shall be processed in the normal manner.

- vii. After reading the bid amount, the Department Head or designate shall note on the Record of Tenders Opened the name of each bidder, the amount of the tender and the deposit amount. The bidder's name for each withdrawn bid shall be recorded immediately following the names of the bidders whose tenders will be considered, noting the method and date of withdrawal. When all the information has been recorded, the Record of Tenders Opened shall be closed by drawing a diagonal line in the unused space under the information listed.
- viii. The names of all Township officials present must appear on the Record of Tenders Opened.

k) Review of Tenders

- i. Tenders shall be reviewed as soon as possible after their opening by the Department Head.
- ii. Tenders may be rejected if the tendering requirements have not been met.
- iii. When a tender is rejected, the reason must be noted on the Record of Tenders Opened.
- iv. The bidder shall be advised in writing as to the reason for rejection of the tender.
- v. The report to Council shall include the rejected bidder(s) and state the reason for the rejection of the tender.

l) Acceptance of Tender

- i. Following the review of tenders, the Department Head or designate shall submit a report and recommendation to Council for approval. The report shall outline the reasons in full explanation if the tender recommended for acceptance is not the lowest tender submitted. Reference should be made in the report to budget implications.
- ii. The tender to be accepted will be at the discretion of Council.
- iii. Council shall determine the acceptance of a tender. The Township reserves the right to accept any tender, or to reject any or all tenders.

m) Notification of Acceptance of Tender

- i. Upon Council approval, the Department Head or designate shall immediately advise the successful bidder that a tender has been accepted.
- ii. Information about the accepted tender shall be available to unsuccessful tenderers subsequent to the accepted tender being approved by Council.

n) Disposition of Withdrawn Tenders

- i. Following the tender opening, withdrawn tenders shall be returned with the deposit cheques to the bidders by registered mail or by hand.

o) Disposition of Deposit Cheques

- i. For contracts where a performance bond is required, the deposit cheque for the successful bidder will be retained until such time as the performance bond has been supplied in a form satisfactory to the Township.
- ii. For contracts that do not require a performance bond, the deposit cheque of the successful bidder shall be retained by the Township until such time as the goods or services have been received.
- iii. The deposit cheques of the other bidders will be returned to the bidder as soon as practical after the acceptance of the tenders and the return of these cheques shall be by hand or, if requested in writing, by registered mail.
- iv. Deposit cheques from bidders other than the two low bidders may be returned upon tender opening at the discretion of the Department Head and Treasurer.

p) Action when the Successful Bidder does not Enter Into a Contract

- i. If the successful bidder fails to enter into a contract or indicates that he will not perform the contract, the Department Head or designate and the Treasurer or designate may recommend one of the following to Council:
 - that the tender shall be awarded to another bidder

- that the competition be cancelled.

In either case, the deposit of the successful bidder shall be forfeited.

- ii. In the event the tender is awarded to another bidder, the bidder will be required to provide the required tender deposit or performance bond and all other provisions of this By-law will apply.

5. Cooperative Purchasing

a) Participation in Cooperative Purchasing

The Township may participate with other government agencies or public authorities in cooperative purchasing where it is in the best interests of the Township to do so.

b) Decision on Cooperative Purchasing

The decision to participate in cooperative purchasing agreements will be made by the Treasurer.

c) By-law Acceptance of Bid

The individual policies of the government agencies or public authorities participating in the cooperative competitive bid are to be the accepted by-law for that particular competitive bid.

6. Procedures for Requesting Proposals

a) Requesting Proposals

- i. Requests for proposal should be called when the requirements or services cannot be definitely specified to the satisfaction of the Department Head or designate.
- ii. Requests for proposals may be by invitation and, at the discretion of the Department Head or designate, by public advertising in a local newspaper and/or on the Township website.
- iii. At the Department Head's discretion, requests for proposals may also be advertised in trade or special newspapers.

- iv. If as a result of queries from prospective bidders, the document requesting the proposal needs to be revised, each prospective bidder shall be notified of the revision by telephone and subsequently facsimile, email or mail. If a proposal has already been submitted, the bidder may in writing request that the proposal be withdrawn. The proposal will then be returned unopened to the bidder by hand or registered mail.

b) Closing Time for Proposals

- i. All requests for proposals shall include a day and time by which the proposals must be submitted to the Department Head or designate.
- ii. All firms requested to submit a proposal shall be allowed at least seven working days before the deadline for submitting their proposal.

c) Receipt of Proposals

- i. Proposals received must be submitted in a sealed envelope.
- ii. The following information shall appear on the outside of the envelope:
 - the name of the applicable Department Head
 - that the envelope contains a "Proposal For" and identifies the goods or services to which the proposal relates.
- iii. When the proposal is received, the envelope shall be initialed showing the date and time. The proposal shall then be forwarded to the appropriate Department Head.
- iv. Any proposal received after the deadline shall not be accepted or opened, and the time and date shall be noted and the proposal returned, unopened, to the bidder with a covering letter stating the reason why the proposal could not be accepted.
- v. The number of proposals received and the names of the bidders are confidential and must not be divulged prior to the opening of the proposals.
- vi. Any proposal may be withdrawn prior to opening upon receipt of a written request from the bidder and the withdrawal shall be in accordance with subsection 4(i) herein.

d) Opening of Proposals

- i. At a time established as soon as possible after the deadline for submitting proposals, all proposals shall be opened in the presence of the Department Head or designate or the Treasurer or designate and another staff member.
- ii. Any persons desiring to be present at the opening may attend.
- iii. The name of the bidders and whether the bid appears to be complete (i.e. bid deposit, signed forms, completed bid form, etc.) shall be read publicly. Bid amounts and details of the individual bids shall not be provided, pending further review of the proposals.

e) Review of Proposals

- i. Proposals shall be reviewed and analyzed by the Department Head or designate who shall submit a report and recommendation to Council for approval. Reference should be made in the report to budget implications.
- ii. In addition to price, consideration may also be given to the following in determining the successful bidder:
 - a) the ability, capacity and skill of the bidder to provide the goods or services requested
 - b) the ability of the bidder to perform the contract or provide the services promptly or at the time specified without delay or interference
 - c) the character, integrity, reputation, judgment, experience and efficiency of the bidder
 - d) past experience with the Township
 - e) the quality and performance of previous contracts, goods or services
 - f) the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the goods or services
 - g) the quality, availability and adaptability of the goods or contractual services to the particular use required
 - h) the ability of the bidder to provide future maintenance and services for the items acquired
 - i) the number and scope of conditions attached to the bid

f) Acceptance of Proposal

- i. The proposal to be accepted will be at the discretion of Council.

g) Notification of Acceptance of Proposal

- i. Upon Council approval, the successful bidder shall be notified of acceptance of his proposal by telephone or email and subsequently in writing.
- ii. Information about the accepted proposal shall be available to unsuccessful bidders subsequent to the accepted proposal being approved by Council.

h) Action when the Successful Bidder does not Enter into a Contract

- i. If the successful bidder fails to enter into a contract or indicates that he will not perform the contract, the Department Head or designate and the Treasurer or designate may recommend one of the following to Council:
 - that the tender shall be awarded to another bidder
 - that the competition be cancelled.

In either case, the deposit of the successful bidder shall be forfeited.

- iii. In the event the tender is awarded to another bidder, the bidder will be required to provide the required tender deposit or performance bond and all other provisions of this By-law will apply.

7. Conflict of Interest

- i. No requisition, vouchers, petty cash funds, or any other order, written or verbal, shall be issued for personal goods and/or services for employees of the Township, any member of Council or the public.
- ii. No purchase of goods or services shall be made from any employee or member of Council or from any company in which an employee of the Township or member of Council has an interest. A contract for goods or services placed with a relative of an employee of the Township or a member of Council shall be declared and that employee or member shall not be placed in a position to supervise or approve the execution of that contract.

- iii. No employee or elected official shall purchase surplus assets except by bidding on the same at public auction or by sealed bid.

8. Exemptions

This Procurement Policy establishes policies and practices applying to the purchase of all types of goods and services with the exception of the following:

- i. The borrowing and investing of money
- ii. The rental, lease purchase and sale of property, land or accommodation
- iii. The admission or registration for conferences, conventions, courses, workshops and seminars
- iv. Membership in professional and vocational associations and their publications
- v. Utilities
- vi. Employee benefits
- vii. The hiring of contract employees
- viii. Licenses, certificates and other approvals required
- ix. Joint purchasing agreements
- x. Engineering for drainage and bridges and project continuance
- xi. Legal services
- xii. Audit services
- xiii. Planning services
- xiv. Insurance services

Ministry of Transportation

Ministère des Transports



Assistant Deputy Minister's Office
Integrated Policy and Planning
Division

Bureau du sous-ministre adjointe
Division des politiques et de la
planification intégrées

438 University Avenue
12th Floor
Toronto ON M5G 2K8
Tel. (647) 302-7129

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**Memo to Chief Administrative Officers re:
Licence Plate Renewal**

I am writing to provide further information regarding the Government of Ontario's announcement on Feb. 15, 2024, regarding proposed changes to the way licence plates are renewed in Ontario.

The government has announced it will be introducing legislation related to the renewal of licence plates in the coming days, and more details regarding the proposed changes will be released over the coming months.

It is important to note the Government of Ontario is not eliminating licence plate renewals nor is it proposing changes to the plate denial process. The introduction of a new plate renewal process will not change the way municipalities collect unpaid fines.

Plate denial information will continue to support municipal fine collection. As a plate nears its expiry date, the automated system will check if the plate has fines, outstanding tolls, or insurance issues. If the plate has none of these issues, it will be renewed automatically for one year. If the plate has any of these issues, renewal will not proceed and the vehicle owner will be notified that they need to take action, which will include paying any fines or their plate will expire.

Expired plates will continue to be subject to roadside enforcement.

MTO and partner ministries have consulted with key stakeholders, including municipal court managers, throughout the development of this proposal. Further consultations will be held in spring 2024 to discuss the proposal in more detail.

We thank you for your support on this important initiative.

If you have further questions, please contact Katie De Palma at katie.depalma@ontario.ca.

Sincerely,

Jonathan Lebi, Assistant Deputy Minister
Ministry of Transportation

February 16, 2024

Greetings,

The Ministry of the Environment, Conservation and Parks (ministry) continues to take action to modernize Ontario's environmental assessment (EA) program.

Building on our [spring 2023 proposal](#) to evaluate environmental assessment (EA) requirements for municipal infrastructure projects, I would like to inform you about a new proposal arising out of the spring proposal. This new proposal is to revoke the Municipal Class EA and make a regulation under the *Environmental Assessment Act* that will clearly identify which municipal infrastructure projects are subject to the streamlined EA process and the process they must follow. This approach will help us eliminate unnecessary burden on lower-impact projects and reduce duplicative requirements.

As you may be aware, Ontario has been working to modernize its almost 50-year-old environmental assessment program since 2019. We have been working to make changes that will reduce delays on infrastructure projects that matter most to Ontario communities, while maintaining appropriate environmental oversight and consultation opportunities.

In July 2020, Ontario amended the *Environmental Assessment Act* (EA Act) to enable moving to a project list approach. To fully implement these changes, regulations are needed to list projects subject to comprehensive EA (i.e. Part II.3 projects), list projects subject to streamlined EA regulation requirements (Part II.4 projects), and set out the streamlined EA process for Part II.4 projects. The streamlined EA project list and process regulations will eventually replace the current complex system of class environmental assessments that apply to certain types of projects. It is the ministry's vision that the modernized streamlined regulations will eliminate duplication and provide clear expectations regarding consultation and defined timelines while maintaining environmental protections.

Implementation of the 2020 EA Act amendments started with the proposal for projects that will be subject to comprehensive (Part II.3) EA requirements, which remains under consideration. The new proposal is premised on the comprehensive EA project list proposal being implemented, and the relevant EA Act amendments proclaimed into force.

The ministry is seeking your feedback as we develop the first of the streamlined EA project lists and process regulations. The proposed regulation would set out municipal infrastructure projects undertaken by municipalities, that will be subject to the new Part

11.4 of the amended Act. These projects would be required to undertake a streamlined EA process set out in the regulation (the proposed Municipal Project Assessment Process (MPAP)).

The proposed streamlined MPAP would be a time-limited process. The proposed regulation would create a six-month timeline for the process. The regulation would be accompanied by guidance for proponents of projects subject to the new regulation. The guidance would help Indigenous communities and the public understand the process and how to get involved in a project.

For more information about this proposal, please visit <https://ero.ontario.ca/notice/019-7891>. Please note that the comment period ends on March 17, 2024.

Please do not hesitate to contact the ministry's EA Modernization team at EAmmodernization.mecp@ontario.ca with any questions you may have.

Sincerely,

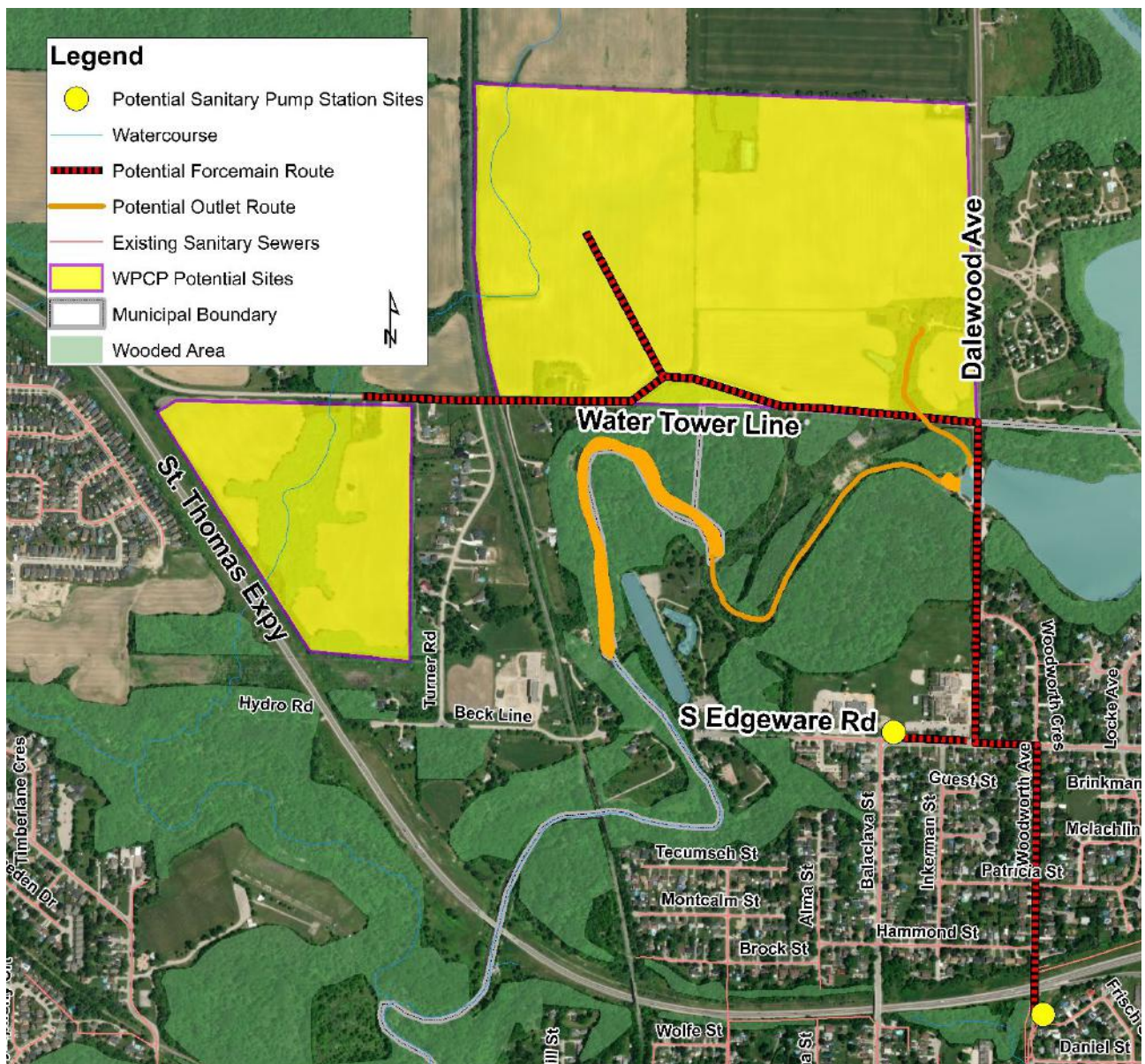
A handwritten signature in black ink that reads "A. Cross". The signature is written in a cursive, flowing style.

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks

Notice of Commencement - St. Thomas Pollution Prevention Control Plant Master Plan

The Study

The City of St Thomas has initiated a Municipal Class Environmental Assessment (MCEA) study to address the recommendations of its recently completed (January 2024) Water Pollution Control Plant (WPCP) Master Plan. The intent of this study is to identify, evaluate and determine the best locations for the recommended WPCP and Sanitary Pumping Station as well as the routes for a new sanitary forcemain. Refer to **Map 1** below for the potential locations.



Map 1



**City of St Thomas
Pollution Control Plant, Pumping Station and Forcemain Master Plan
Notice of Study Commencement**

The Process

The study will be completed in accordance with the Ontario Environmental Assessment Act and will follow the MCEA Schedule C requirements (Master Plan Approach #3) of the Municipal Engineers Association Manual (March 2023).

How to Get Involved

The City of St. Thomas would like anyone with an interest in this study to have an opportunity to provide input and help inform the decision-making process. The City of St. Thomas will be holding two (2) Public Information Centres (PIC). The first PIC is tentatively scheduled for Spring 2024 to present the purpose and scope of the study, review the alternative solutions to address the problem and opportunity statement and identify a recommended solution. Advanced notification will be advertised on the City of St Thomas website, social media and in the St. Thomas Times Journal, in addition to being sent to those on the study mailing list.

A second PIC is scheduled for Fall 2024 to present the alternative design concepts for the recommended solution. Project updates will be available on the City's website www.stthomas.ca/PCP2.

Comments are encouraged now and throughout the study. If you have comments or questions, require further information or would like to be added to the study mailing list to receive future notifications, please contact:

Patrick Anckaert, P.Eng.

Senior Project Manager
City of St Thomas
545 Talbot Street, PO Box 520
St. Thomas, ON N5P 3V7
Tel: 226-378-3671
Email: panckaert@stthomas.ca

Paul Adams, CPT

Environmental Planner
AECOM Canada LTD.
250 York Street, Suite 410
London ON, N6A 6K2
Tel: 519-636-6448
Email: Paul.adams2@aecom.com

With the exception of personal information, all comments will become part of the public record of the study. The study is being conducted according to the requirements of the Municipal Class Environmental Assessment, which is a planning process approved under Ontario's Environmental Assessment Act.

THE FUTURE OF FARMLAND

2024 FARMLAND FORUM



A day of networking, sharing, and learning on the most pressing issues in farmland protection.

Join us for discussions on:

- Provincial policies and farmland and environmental protection
- How municipalities and non-profits can support farmland access
- Food system succession planning ... *and more!*

Forum Details

Thursday March 21, 2024
9:00am - 4:30pm



Online

\$50 general
\$25 students



The GrandWay, Elora
(early bird prices)
\$140 general
\$110 farmer
\$60 students



Who Should Attend?

- Farmers
- Land Use Planners
- Land Conservationists
- Researchers
- Provincial Policy Makers
- Municipal Councillors
- Environmentalists
- Land Owners



Tickets

To register, and for more information visit:

www.ontariofarmlandtrust.ca/forum
(519) 781-3276
tamara@ontariofarmlandtrust.ca



Registration
now open

Early Bird Prices Until March 1st!

Join us at our annual

Community Breakfast

March 7 2024 | 7 AM to 8:30 AM

St. Thomas Senior's Centre 225 Chestnut St. St. Thomas

Get your tickets at:

[CommunityBreakfast2024.eventbrite.ca](https://www.eventbrite.ca/CommunityBreakfast2024)

**Violence Against Women
Services Elgin County**

519.633.0155

vawsec.on.ca



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2024-16

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 26, 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 February 26, 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 26th DAY OF FEBUARY, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs