



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday March 11, 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 26, 2024

5. DELEGATION

6. DRAINAGE

7. PLANNING

- (a) **7:15 p.m. Public Meeting Zoning By-law Amendment** PLA 2024-01
ZBA 2024-01 Domus Developments (London) Inc. C/O Cyril J. Demeyere
Limited (Deren Lyle), 4431 Union Road
- (b) **8:00 p.m. Public Meeting Zoning By-law Amendment** PLA 2024-02
ZBA 2024-02 New Wave Home Design Inc. C/O Connor Wilks, Dillon
Consulting Limited, 8068 Union Road

8. REPORTS

- (a) FIR 2024-04 Activity Report – January and February 2024
- (b) CBO 2024-06 Activity Report – February 2024
- (c) ENG 2024-17 Activity Report – February 2024
- (d) ENG 2024-18 Additional Talbotville EA Addendum Work
- (e) CAO 2024-08 Activity Report – February 2024
- (f) CAO 2024-09 Solar Eclipse Planning 2024

9. CORRESPONDENCE

- (a) Fee Waiver Request – VON
- (b) Fee Waiver Request – Shedden Soccer

10. BY-LAWS

- (a) By-law No. 2024-17, being a by-law to amend By-law No. 2011-14, Domus Developments (London) Inc., 4431 Union Road
- (b) By-law No. 2024-18, being a by-law to amend By-law No. 2011-14, New Wave Design Inc., 8068 Union Road
- (c) By-law No. 2024-19, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 11, 2024

11. OTHER BUSINESS *(For Information Only)*

- (a) Notice from Canada Post RE: Southwold Post Office

12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) – Development Staffing
- (b) A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – CN Rail Lands
- (c) A position, plan, procedure, criteria or instruction 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)) – Sewage Allocation Negotiations with Developers

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday March 25, 2024 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday February 26, 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
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

2024-051 Councillor Emons – Deputy Mayor Pennings

THAT the Minutes of the Regular Council Meeting of February 12, 2024 are hereby adopted.

CARRIED

Court of Revision – Palmer Drain 2023

2024-052 Councillor Adzija – Deputy Mayor Pennings

THAT the Minutes of the Court of Revision for the Palmer Drain 2023 are hereby adopted

CARRIED

Committee Minutes – Review

2024-053 Councillor Emons – Councillor Fellows

THAT Council has reviewed the draft minutes of the Economic Development Committee Meeting of February 8, 2024.

CARRIED

DRAINAGE:

DRA 2024-01 2023 Drainage Reapportionments

2024-054 Councillor Adzija – Councillor Fellows

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

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

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

CARRIED

Section 78(1.1) – Jones Drain

2024-055 Councillor Emons – Deputy Mayor Pennings

THAT Council of the Township of Southwold receives and decides to proceed with the petition under Section 78 (1.1) of the Drainage Act that was received from the Township of Southwold;

AND THAT Council instruct the Clerk to send required notice under Section 5(1)(b) of the Drainage Act to the Kettle Creek Conservation Authority, OMAFRA and the requesters notifying them that they intend to appoint an Engineer to prepare the necessary reports under the appropriate

section of the Drainage Act upon the passing of the 30 days notification specified in sections 6(1) and 7(1) of the Drainage Act.

CARRIED

REPORTS:

PW 2024-01 Gravel Tender Award

2024-056 Deputy Mayor Pennings – Councillor Adzija

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

CARRIED

DELEGATION:

7:15 p.m. – 7:30

Michele Lant, Director of Corporate Services/Treasurer

2024 Budget

Director of Corporate Services/Treasurer Michele Lant presented the 2024 budget to Council, staff and the public.

Mayor Jones commented that the new Talbotville Firehall project was started before COVID with hopes prices would decrease. Unfortunately, prices almost doubled, but the estimates were correct. The cost for the site prep is over \$1 million dollars. The land for the firewall was donated. The new Talbotville Firehall is well below the costs of the firehalls that were constructed in the neighbouring municipalities.

REPORTS:

ENG 2024-14 Canoe Group Procurement

2024-057 Deputy Mayor Pennings – Councillor Emons

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.

CARRIED

ENG 2024-15 Highway 3 Twinning TESR Comments

2024-058 Deputy Mayor Pennings – Councillor Adzija

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.

CARRIED

FIN 2024-06 Section 357/Tax Incentive Approval Applications

2024-059 Councillor Emons – Councillor Fellows

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.

CARRIED

CORRESPONDENCE:

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

Fee Waiver Request Golden Acres – Eastern Star

2024-060 Deputy Mayor Pennings – Councillor Adzija

THAT Council of the Township of Southwold approves the \$265.00 fee waiver request from the Golden Acres Chapter #305 – Order of the Eastern Star meeting to be held on Wednesday February 28th, 2024 at the Keystone Complex.

CARRIED

Support for County of Renfrew Resolution to Afford Water and Wastewater Systems

2024-061 Councillor Emons – Deputy Mayor Pennings

BE IT RESOLVED THAT the Council of the Township of Southwold

supports the attached resolution that was passed by the County of Renfrew regarding the affordability of water and wastewater systems; and,

THAT a copy of this resolution be sent to Honourable Premier Doug Ford, ; 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), the Honourable Karen Vecchio, MP, Elgin-Middlesex-London, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks, Rob Flack, MP, Elgin-Middlesex-London; AMO; ROMA; FCM; and the County of Renfrew.

CARRIED

Council reviewed the other items under Correspondence

BY-LAWS:

- By-law No. 2024-13, being a by-law to appoint members to Township Boards and Committees
- By-law No. 2024-14, being a by-law to adopt the Budget Estimates and Capital Projects for the year 2024
- By-law No. 2024-15, being a by-law to amend By-law No. 2018-82, Procurement Policy

By-law

2024-062 Councillor Emons – Deputy Mayor Pennings

THAT By-law Nos. 2024-13, 2024-14 and 2024-15 be read a first and second time, considered read a third time and finally passed this 26th day of February, 2024.

CARRIED

OTHER BUSINESS:

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

Council reviewed the items under Other Business.

CLOSED SESSION:

2024-063 Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **7:54 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

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

CARRIED

Adjournment of Closed Session

2024-064 Councillor Adzija – Councillor Emons

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 3 items that were discussed in the Closed Session.

Confirming By-law

- 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

Confirming By-law

Minutes of Council –February 26, 2024

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2024-065 Councillor Emons- Deputy Mayor Pennings

THAT By-law No. 2024-16 be read a first and second time, considered read a third time and finally passed this 26th day of February, 2024.

CARRIED

ADJOURNMENT:

2024-066 Councillor Fellows – 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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 11, 2024
PREPARED BY: Danielle Truax, Planner
REPORT NO: PLA 2024-01
SUBJECT MATTER: **Zoning By-law Amendment Application ZBA 2024-01
and Plan of Subdivision Application 34T-SO2401
4431 Union Road
Domus Developments (London) Inc.**

Recommendation(s):

THAT Council approve Zoning By-law Amendment Application ZBA 2024-01 to rezone the subject property from Settlement Reserve (SR) Zone to Residential 2 Holding (R2-1(H)) Zone, Residential 3 Holding (R3-6(H)) Zone and Open Space (OS) Zone, as presented in By-law 2024-17 attached as Appendix 2 to Report PLA 2024-01;

AND THAT Council recommend approval of the proposed Draft Plan of Subdivision 34TSO2401 to Elgin County, subject to the conditions listed in Appendix 3 of Report PLA 2024-01 being assigned to any Notice of Decision by the County; and

AND THAT subject to no concerns being raised at the public meeting, that By-law 2024-17 to amend Zoning By-law 2011-14 be presented at the regular meeting of Council on March 11, 2024 for adoption. (PLA 2024-01)

Purpose:

Elgin County has received Plan of Subdivision Application (34T-SO2401) for the development of a vacant parcel of land located on the west side of Union Road, municipally addressed as 4431 Union Road and as shown on the key map below. The Plan of Subdivision Application seeks to create 53 single detached dwelling lots, 25 semi-detached lots (50 units), 2 Blocks for the future development of vacant land condominium plans comprising of a total of 107 rowhouse units, as well as lands to be conveyed to the Township for stormwater management, natural heritage areas and new internal roads. The draft plan showing the layout of the proposed residential lots is attached to this report as Appendix 1.

The Township of Southwold has received a concurrent Zoning By-law Amendment Application ZBA 2024-01 to rezone the subject property from the Settlement Reserve (SR) Zone as shown on Schedule A Map 9 of Zoning By-law 2011-14, as amended to the

requested site specific Residential 2 (R2) and Residential 3 (R3) Zones. The proposed zoning seeks to establish site specific zone provisions to reduce the required exterior and rear yard setbacks, increase the permitted maximum lot coverage, and permitted encroachments for decks into the rear yard. Lands to be conveyed to the municipality for open space and required servicing infrastructure are to be zoned Open Space (OS). A Holding (H) provision has been added to all the residential lands to ensure that building permits will only become available when all matters related to the Plan of Subdivision have been addressed to the Township's satisfaction.

Key Map of Subject Property



Background:

The subject property is located within the North Port Stanley Settlement Area and is designated for Residential Land Use in the Official Plan 2021 (OP), as shown on Schedule 4D. The property was recently placed within the boundary of the North Port Stanley Settlement Area by way of Official Plan Amendment No. 1 which was approved in 2022 and designated for Residential development under the same amendment.

The lands are identified as including an Area of Natural and Scientific Interest (ANSI), a woodland and locally significant wetland as shown on Schedule 2 of the OP.

The lands are zoned Settlement Reserve, as shown on Schedule A, Map 9, under Zoning By-law 2011-14, as amended.

The property is approximately 15 ha (37 acres) in area with 560m (1837 ft.) of frontage along Union Road. The subject property is located in an area serviced by the municipal water supply, sanitary sewer services by way of a future force main from Central Elgin and municipal drain(s).

The subject properties are located approximately 0.25km (820 ft.) from the municipal boundary with Central Elgin to the east and less than one kilometre from Port Stanley boundary to the south via Union Road. The properties are in an area which can be described as semi-rural with residential lots located on each side of Union Road. The predominant land use in the immediate area, including the subject property, is actively farmed agricultural parcels and natural heritage areas.

Proposal:

The applicant has submitted an application to Elgin County to consider the development of the proposed plan of subdivision as shown in Appendix 1. The Township of Southwold has received a Zoning By-law Amendment to be considered concurrently which reflects the layout and uses as shown on the plan of subdivision. The applications were submitted together with the following supporting materials:

Plans

1. Draft Plan
2. Topographical Survey
3. Registered Reference Plan 11R-10965

Studies

4. Preliminary Hydrogeological Assessment prepared by MTE Consultants dated December 20, 2023

5. Geotechnical Report prepared by MTE Consultants dated December 19, 2023
6. Traffic Impact Study prepared by paradigm Transportation Solutions Limited dated November 2023
6.1 Road Widening Transfer E66-22
7. Planning Justification Report prepared by B. Rosser Planning Consultant December 2023
8. Archaeological Assessment prepared by Lincoln Environmental Consulting Corp. dated January 2022
8.1 Entered to Register MCM
9. Environmental Impact Study (Revised) prepared by Vroom + Leonard Biologists and Natural Heritage Assessors dated April 2022
9.1. Letter of Opinion SWM dated November 13, 2023

Servicing

10. Hydraulic Impact Assessment prepared by TRUE dated August 8, 2023
11. Preliminary Servicing Report prepared by CJDL Consulting Engineers dated December 21, 2023
12. Design Brief Sanitary Sewage Pumping Station and Forcemain prepared CJDL Consulting Engineers dated December 21, 2023

Development of the Plan of Subdivision will include the following:

- 53 single detached dwelling lots primarily backing onto the locally significant wetland and woodlot area and at the north end of the property;
- 25 semi-detached dwelling lots fronting on new internal roads;
- 2 blocks for the development of future medium density rowhouse units located internally to the development by way of plan of condominium;
- The lands identified as locally significant wetlands and woodlands will be conveyed to the Township and zoned for Open Space;
- The Open Space area includes a required 30m setback to the rear lot lines of the proposed lots backing onto the natural areas;
- A storm water management pond will be constructed at the south end of the property. The final design of the facility and additional approvals under the Drainage Act will be required under the provisions of the development agreement;
- A sanitary pumping station will be constructed by the developer and transferred to the municipality for operation and the provision of sanitary services; Southwold has entered into a servicing agreement with Central Elgin for the provision of sewage capacity for 250 dwelling units;
- A left turn lane will be constructed on Union Road by the developer;

- The rear yards of the single detached dwellings are to be fenced in accordance with the EIS; other recommendations of the EIS are to be required under the provisions of the development agreement;

Comment/Analysis:**Planning Policy Review**

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

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

The Planning Justification Report prepared by Barb Rosser dated December 2023 was submitted in support of the proposed draft plan and zoning amendment application. Staff concurs with the justification and conclusions of the PJR and supporting studies for the proposed development. An internal review of the relevant planning policy documents including the PPS 2020, CEOP and OP has been attached to this report as Appendix 4 Planning Policy Review.

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

Zoning By-law 2011-14, as amended

The subject lands are currently zoned Settlement Reserve (SR) as shown on Schedule A Map 9 of Zoning By-law 2011-14, as amended. The SR zoning is applied to lands which have been designated for future development, and which are intended to ultimately be rezoned once a plan of subdivision or other development plans have been approved.

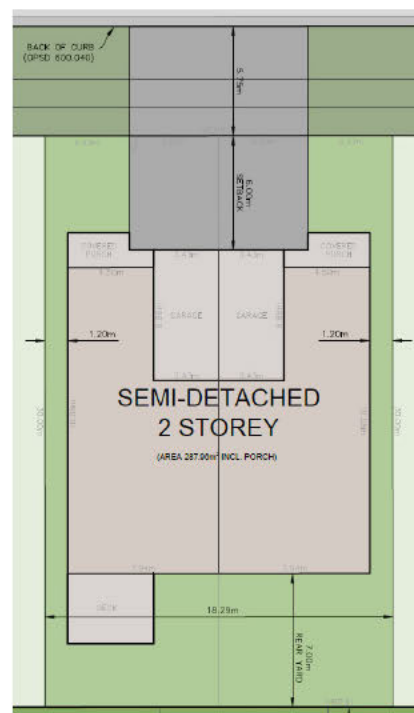
It is proposed that the subject lands be rezoned and placed in two site specific Residential Holding Zones. A copy of the proposed amending by-law, being By-law 2024-17 is attached to this report as Appendix 2.

The applicant has requested the proposed zoning provisions in order to achieve the proposed density of units and relative affordability. The proposed provisions are being brought forward as an approach to achieve efficient land use and a reduction of land

consumption. The development will offer a range of housing types and tenures of ownership. The following table provides a comparison of the zone requirements under Zoning By-law 2011-14, as amended and the proposed requirements:

	R2 Single	R2-1 Single Holding	R2 Semi	R2-1 Semi Holding
Lot Area	300m ²	"	300m ²	"
Lot Frontage	10m	"	9.0m	"
Front Yard	6.0m	"	6.0m	"
Interior SY	1.2m	"	1.2m	"
Interior SY	1.2m	"	0m	"
Ext. SY	6.0m	3.5m	6.0m	3.5m
Rear Yard	9.0m	7m	9.0m	7.0m
Coverage	40%	50%	40%	55%
Height	12.0m	"	12.0m	"
Parking	2	"	2	"
Sec. 3.47 vi) Permitted Deck Encroachment	1.5m	4.0m	1.5m	4.0m

The applicant has provided the following depictions of the resulting building envelopes for the single detached and semi-detached dwellings based on the proposed provisions.



1 piece of property	R3 Rowhouse	R3-10 Rowhouse Holding
Lot Area	250m ² /DU	"
Lot Frontage	30m	15m
Front Yard	6.0m	"
Interior SY	3.0m	6m
Ext. SY	6.0m	NA
Rear Yard	10.0m	7m
Coverage	35%	50%
Height	14.0m	12m
Parking	1.5	"
Sec. 3.47 vi) Permitted Deck Encroachment	1.5m	Project 4.0 m and maintain 1.5m to any lot line

The proposed zone provisions represent a transition to a more urban form of development with greater lot coverage and reduced side yards where appropriate. The requested provisions reflect setbacks, coverage and other permissions which have been frequently granted as variances in other urban developments within Southwold and surrounding area.

Staff is not supportive of the requested deck encroachment of 4m into the rear yard. In some cases this may allow a deck (any structure above 0.6m (2 ft) in height) to be located 1.5m (4.9 ft) to 3.0m from the rear lot line. This is particularly concerning for lots which back directly on the rear yard of an abutting lot. Depending on the height of the deck, it is likely that decks accessed from first floors will afford little privacy or rear yard amenity space. It is recommended that the deck encroachment as permitted in Section 3.47 of the Zoning By-law be maintained and that proposed deficiencies be considered based on the merits of each situation as Minor Variances. Decks are permitted to project 1.5m (4.9 ft) into the required rear yard.

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

Circulation:

Notice of a complete application and public meeting for ZBA 2024-01 was circulated by the Township of Southwold in accordance with the regulations of the Planning Act. The Notice was provided to applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on February 1, 2024 prior to the public meeting (minimum 20 days required). Signage containing details of the purpose of the application and public meeting was posted on the subject property.

As Council may be aware, changes to the Planning Act no longer require approval authorities to conduct a public meeting for consideration of the approval of a plan of subdivision. The County of Elgin has confirmed a complete Plan of Subdivision application was received on January 12, 2024. The application, draft plan and supporting materials have circulated to the prescribed public bodies for comment on the application. The purpose of the public meeting is to provide information and to receive comments on the proposed plan of subdivision and zoning by-law amendment.

Prior to the public meeting the following comments were received from members of the public and agencies. Copies of written correspondence have been attached as Appendix 5 Written Comments for reference.

Public & Agency	Comments	Response/Action
Doreen Shields 4263 Union Road	Rear Yard Flooding Concerns Request for fencing	Applicant to meet with owner to review drainage Fencing to be provided in accordance with provisions of the development agreement;
Great Lake Farms	Notice of Normal Farm Practices in area Fencing Drainage Act Process Road Signage Farm Education	Development agreement to be registered on title and to include notice of normal farm practices, Requests for road signage to be addressed by County
KCCA	Development in Floodplain	Mandatory elevations required in design of pumping station; Additional review of applicable studies for setback of SWM from wetland as part of required approval of the storm water

		management report and design
Elgin Federation of Farmers	Notice of Normal Farm Practices in area	Development agreement to be registered on title and to include notice of normal farm practices,
Enbridge	Provision of necessary easements and agreements for the provision of gas services to development	Standard conditions regarding necessary servicing to be included in draft conditions

Staff comments have been incorporated into the recommended conditions of the draft approval for the plan of subdivision provided in Appendix 3 and the proposed amending by-law, By-law 2024-17 provided in Appendix 2.

Financial Implications:

Township application fees were collected in accordance with the Township's Tariff of Fees By-law, as amended from time to time.

Additional fees will be due at the time of the execution of the development agreement and at the time of building permit application, including but not limited to driveway entrance, 911 sign and development charges.

Parkland fees will be remitted to the Municipality of Central Elgin as per the Intermunicipal Servicing Agreement.

The developer will be responsible for costs associated with the construction of the required pumping station and left hand turning lane on Union Road.

Approval of the applications will have no significant financial impact on the Township.

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

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed plan of subdivision, subject to the recommendations contained in Appendix 2 and zoning by-law amendment as proposed in By-law 2024-17 are:

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

Upon Council making a decision regarding ZBA 2024-01, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

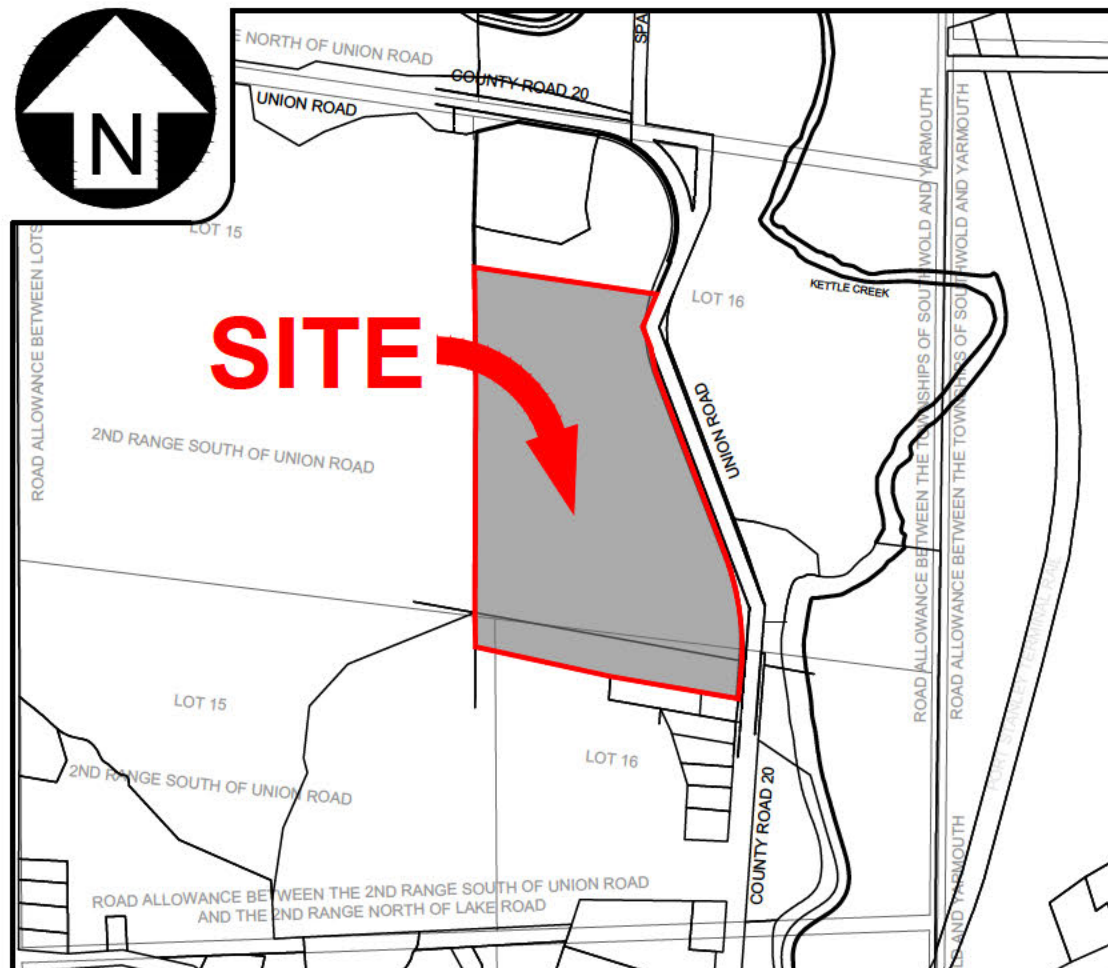
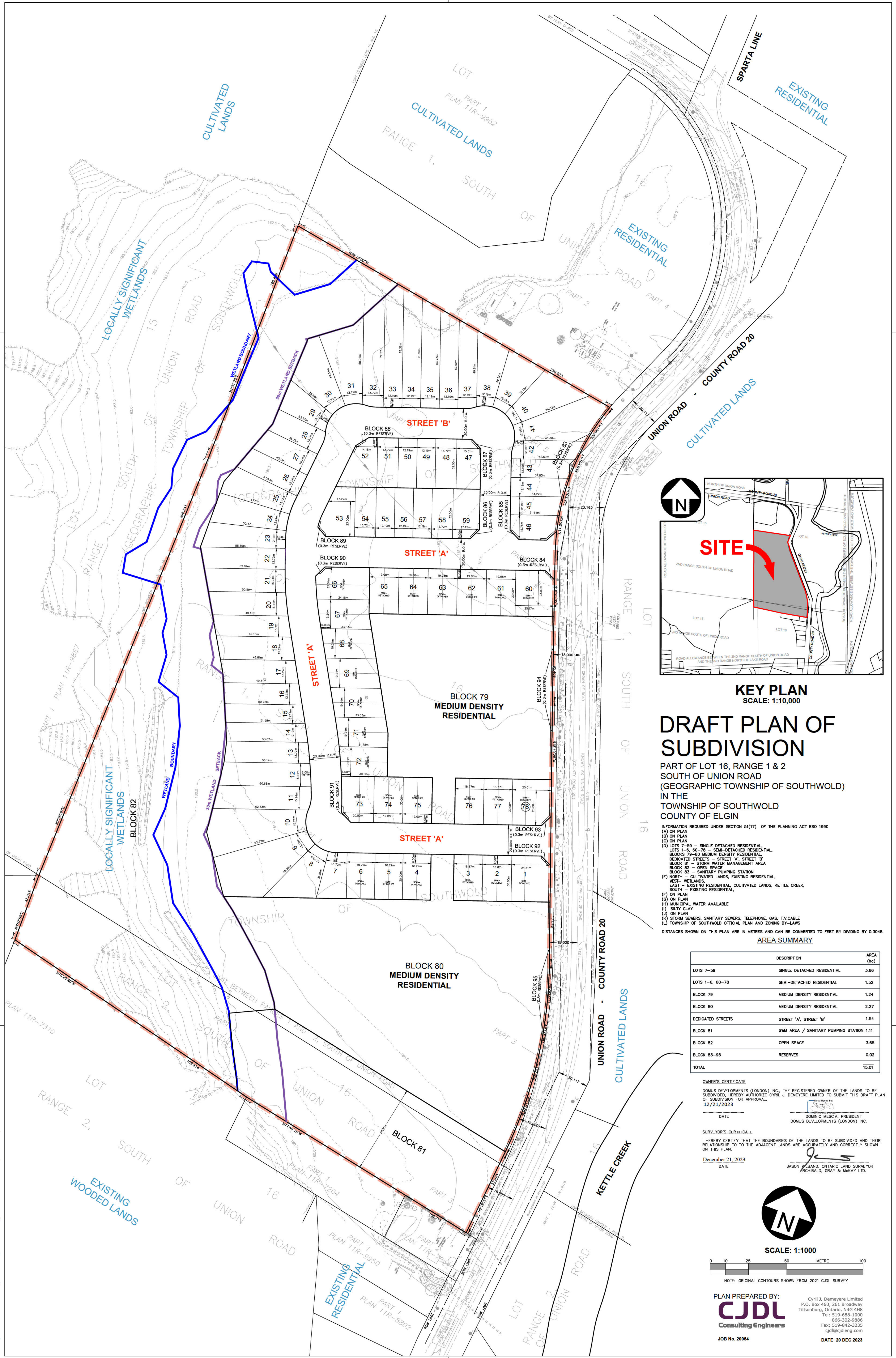
Upon Council making a recommendation regarding Plan of Subdivision 34T-SO2401 the draft conditions listed in Appendix 3 will be forwarded to Elgin County for consideration in the final approval for the proposed Plan of Subdivision. As the approval authority, Elgin County will issue the appropriate Notice of Decision, including draft conditions of approval, if applicable.

Respectfully submitted by:
Danielle Truax
Planner
"Submitted Electronically"

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

List of Appendices

1. Appendix 1: Draft Plan of Subdivision 34T-SO2401
2. Appendix 2: Draft By-law 2024-17
3. Appendix 3: Recommended Conditions of Draft Approval for Plan of Subdivision
4. Appendix 4: Planning Policy Review
5. Appendix 5: Written Comments



KEY PLAN
SCALE: 1:10,000

DRAFT PLAN OF SUBDIVISION

PART OF LOT 16, RANGE 1 & 2
SOUTH OF UNION ROAD
(GEOGRAPHIC TOWNSHIP OF SOUTHWOLD)
IN THE
TOWNSHIP OF SOUTHWOLD
COUNTY OF ELGIN

INFORMATION REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT RSO 1990

(A) ON PLAN
(B) ON PLAN
(C) ON PLAN
(D) ON PLAN
(E) NORTH - CULTIVATED LANDS, EXISTING RESIDENTIAL, WEST - WETLANDS, EAST - EXISTING RESIDENTIAL, CULTIVATED LANDS, KETTLE CREEK, SOUTH - EXISTING RESIDENTIAL.
(F) ON PLAN
(G) ON PLAN
(H) MUNICIPAL WATER AVAILABLE
(I) SILTY CLAY
(J) ON PLAN
(K) STORM SEWERS, SANITARY SEWERS, TELEPHONE, GAS, T.V. CABLE
(L) TOWNSHIP OF SOUTHWOLD OFFICIAL PLAN AND ZONING BY-LAWS

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

AREA SUMMARY		
DESCRIPTION	AREA (ha)	
LOTS 7-59	SINGLE DETACHED RESIDENTIAL	3.66
LOTS 1-6, 60-78	SEMI-DETACHED RESIDENTIAL	1.52
BLOCK 79	MEDIUM DENSITY RESIDENTIAL	1.24
BLOCK 80	MEDIUM DENSITY RESIDENTIAL	2.27
DEDICATED STREETS	STREET 'A', STREET 'B'	1.54
BLOCK 81	SWM AREA / SANITARY PUMPING STATION	1.11
BLOCK 82	OPEN SPACE	3.65
BLOCK 83-85	RESERVES	0.02
TOTAL		15.01

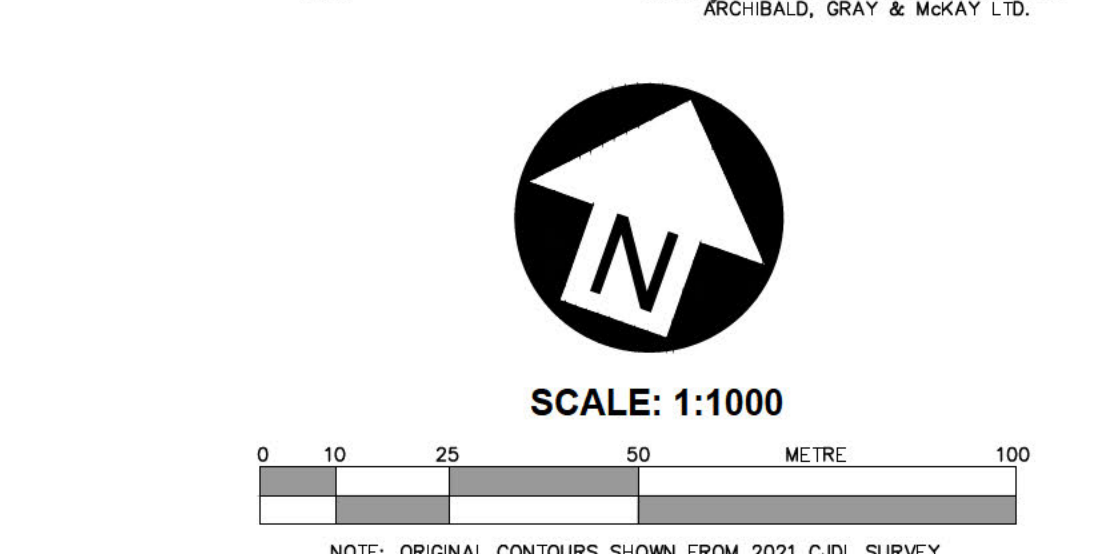
OWNER'S CERTIFICATE
DOMUS DEVELOPMENTS (LONDON) INC., THE REGISTERED OWNER OF THE LANDS TO BE SUBDIVIDED, HEREBY AUTHORIZES CYRIL J. DEMEYERE LIMITED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.
12/21/2023

DATE

DOMINIC MESCOA, PRESIDENT
DOMUS DEVELOPMENTS (LONDON) INC.

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.
December 21, 2023
DATE

JASON WILSON, ONTARIO LAND SURVEYOR
ARCHIBALD, GRAY & MCKAY LTD.



PLAN PREPARED BY:
CJD.L
Consulting Engineers

Cyril J. Demeyere Limited
P.O. Box 460, 261 Broadway
Tilsonburg, Ontario, N4G 4H8
Tel: 519-688-1000
866-302-9886
Fax: 519-842-3235
cjd@cjdleng.com

JOE No. 20054

DATE 20 DEC 2023



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-17

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part of Lot 16, Range 1 and 2, South of Union Road, including Part 1 and 5, 11R-10965 Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Residential 2 Holding (R2-1(H)) Zone;
2. 1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part of Lot 16, Range 1 and 2, South of Union Road, including Part 1 and 5, 11R-10965 Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Residential 3 Holding (R3-6(H)) Zone;
3. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part of Lot 16, Range 1 and 2, South of Union Road, including Part 1 and 5, 11R-10965 Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Open Space (OS) Zone;
4. Subsection 9.4 Special Provisions of the By-law is amended by adding the following new clause:
"(a) R2-1 As shown on Schedule A, Map 9
 - i) Zone Requirements
All lot and building requirements for the permitted uses shall be in accordance with subsection 9.2, except for the following:
 1. Minimum Exterior Side Yard Setback 3.5m

2. Minimum Rear Yard Setback 7m
 3. Maximum Lot Coverage Single Detached Dwelling 50%
 4. Maximum Lot Coverage Semi-Detached Dwelling 55%
 5. Minimum Landscaped Open Space 30%
 6. Maximum permitted encroachment of a deck into the rear yard is 4m. No encroachment is permitted into a required front yard or required side yard.
 7. All provisions of By-law 2011-14, as amended pertaining to lands zoned Residential 2 (R2) shall also pertain to lands zoned R2-1."
5. Subsection 10.4 Special Provisions of the By-law is amended by adding the following new clause:

"(f) R3-6 As shown on Schedule A, Map 9

- i) Permitted Use
 1. Rowhouse dwelling
 - ii) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with subsection 10.2, except for the following:

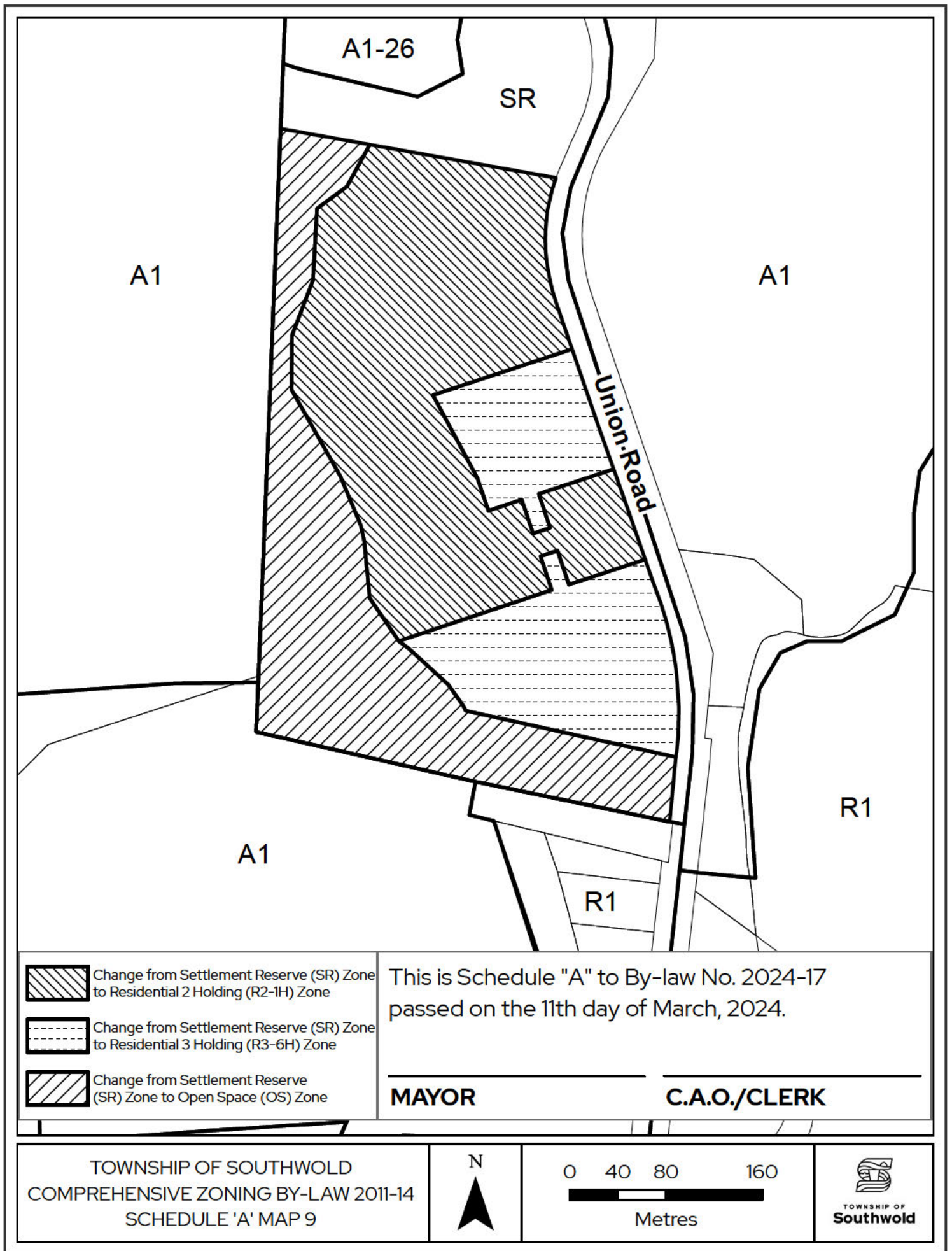
 1. Minimum Lot Frontage 15m
 2. Minimum Rear Yard Setback 6m
 3. Minimum Interior Side Yard Setback 6m
 4. Maximum Height 12m
 5. Maximum Lot Coverage 50%
 6. Maximum permitted encroachment of a deck into the rear yard is 4m. No encroachment is permitted into a required front yard or required side yard.
 7. All provisions of By-law 2011-14, as amended pertaining to lands zoned Residential 3 (R3) shall also pertain to lands zoned R3-6."
6. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 11th DAY OF March, 2024.

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



That Council of the Township of Southwold recommend APPROVAL to the County of Elgin Approval Authority for the proposed Draft Plan of Subdivision 34T-SO2401 with the following Township conditions;

1. That this approval applies to the **draft plan of subdivision** prepared and certified by **Jason Wilband O.L.S., dated December 21, 2023**, that shows 53 lots for single detached residential units; 25 for semi-detached dwellings, two blocks for future medium density residential development, one open space block, one block for storm water management and sanitary pumping station, and twelve blocks for 0.3 metre reserves for lands legally described as Part of Lot 16, Range 1 & 2, South of Union Road, wholly located on the west side of Union Road in the community of North Port Stanley in the Township of Southwold.
2. That the Owner be required to enter into **a development agreement** with the municipality wherein the owner agrees to satisfy all the requirements financial and otherwise, including but not limited to: the payment of fees and development charges, provision of roads, installation and capacity of services, sanitary sewerage collection system, storm water collection system, water distribution system, utilities, stormwater management facilities, sidewalks, active transportation facilities, traffic signage, streetlighting system, pavement markings, temporary lot drainage, temporary drainage systems at limits of subdivision phases, fencing, buffering, retaining walls, and trees for the development of the lands within the plan, all in accordance with approved drawings and specifications.
3. That the development agreement between the Owner and the Municipality contain provisions requiring **financial contributions** be made and/or secured to the Municipality including all required letters of credit, cash securities and insurances **(for a period of time up to and including two years after final completion of all required municipal infrastructure and services). Development Charges, Securities (100% of estimated work on public lands), Water Connection Fees, Deposit for legal fees, costs incurred by the Township, and all other associated fees to be paid upon submission of signed agreement.**
4. That the development agreement between the Owner and the Municipality be registered against the title of the lands to which it applies prior to the **registration** of the plan of subdivision.
5. That the development agreement contains provisions to the satisfaction of the Municipality regarding the **phasing** or timing of the development. That the Owner shall submit plans showing any revised phasing to the Municipality for

review and approval if this subdivision is to be developed in more than one registration.

6. That prior to final approval by Elgin County, the County is to be advised by the Municipality that this proposed subdivision **conforms to the zoning by-law** in effect. The Owner shall provide to the Municipality a table of lot areas and lot frontages certified by an Ontario Land Surveyor confirming compliance with the Zoning By-law.
7. That the Owner shall provide **easements** as may be required for **services**, utility or drainage purposes, and where required by the Municipality, daylight corners and/or 0.3 metre reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality and the relevant agency.
8. That the Owner provide to the municipality all **servicing plans and reports** for the review and final approval by the Municipality in accordance with the **Development Standards Manual/to the satisfaction of the Municipality**.
9. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality and the Kettle Creek Conservation Authority, that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will **finalize an engineering analysis**, to **identify stormwater quality and quantity measures**, as necessary to control any increase in flows in downstream watercourses, in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority.
10. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality, that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will finalize the following plans and reports in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority and the satisfaction of the Municipality:
 - **Grading Plans**
 - **Site Servicing Plans**
 - **Erosion and Sediment Control Plans**
 - **Phasing Plans**
 - **Sanitary and Storm Area Plans – showing pre and post tributary areas, outlets storm water management, calculations etc**
 - **Subdivision Plans**
 - **Details and Notes Plans as Required**

- **Plan and Profiles**
 - **Photometric Plans**
 - **Any other plans deemed necessary by the Township**
11. That the development agreement between the Owner and the Municipality contain provisions, that requires, that the Owner will establish a **legal stormwater outlet under the provisions of the Drainage Act** in consideration of the necessary road upgrades and stormwater management, to service the subject lands, and shall request any required **apportionments** under the same, to the satisfaction of the Municipality.
 12. That the development agreement between the Owner and the Municipality contain provisions, that requires, that the Owner, **installs the stormwater management measures**, for any phase of the development, identified in the final engineering analysis completed, as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Kettle Creek Conservation Authority.
 13. That the subdivision agreement between the Owner and the Municipality contain provisions that requires that the Owner **installs the stormwater management measures** for any phase of the development identified in the final engineering analysis completed as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Kettle Creek Conservation Authority.
 14. That prior to undertaking construction or site alteration activities, any necessary **permits** or approvals, be received, from the Kettle Creek Conservation Authority.
 15. That prior to final approval, the Municipality shall confirm that **reserve sewage treatment conveyance capacity and water supply capacity** is available for all lots in the proposed development.
 16. That the development agreement between the Owner and the Municipality shall contain the following clause:

The Owner acknowledges that an **oil, gas or water well** ("Well") that is improperly constructed, maintained or abandoned presents a safety risk to humans as well as a potential risk to pollute groundwater resources. The Owner represents and warrants that it has researched the Oil, Gas and Salt Resources Library and the Ministry of Environment, Conservation and Parks Well Records (together the "Records") and has made itself aware of the presence of any Well on the lands. The Owner acknowledges that not all Wells are recorded or located accurately in the Records. The Owner further represents and warrants that it has:

 - i. systematically searched the subject lands for potential Well sites; and

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

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

17. That the development agreement between the Owner and the Municipality shall contain a provision requiring the **installation of perimeter fencing**. The location, type, height of the fencing shall be shown on the appropriate drawing, to the satisfaction of the Municipality. Fencing shall be installed prior to final approval by the County, the cost of materials and installation shall be included in the calculation of securities and will be held to ensure completion.
18. That the subdivision agreement between the Owner and the Municipality contain a provision requiring the owner to notify in writing each person who first offers to purchase any subdivided lot within the plan of subdivision of all approved **development charges**, including development charges for school purposes, relating to any such lot pursuant to Section 59(4) of the Development Charges Act, 1997, and the Education Act.
19. . That the development agreement between the Owner and the Municipality shall contain a provision, to the satisfaction of the Municipality, that there be a **notice/warning clause** in every agreement of purchase and sale advising purchasers to be aware of adjacent agricultural lands and uses. The warning clause should, at the minimum, contain the following information:
New residents acknowledge:
 - the nearby agricultural operations and agree to support the “right to farm” principle;
 - that adjacent farms deploy the use of frost windmills which operate to circulate air to prevent fruit from freezing and further these machines can generate unfamiliar and loud noise when in operation;

- that adjacent farms utilize and house specialized seasonal farm workers to maintain the crop;
- that farming operations use sprays to ensure healthy crops; these are all approved for safe use by Health Canada;
- that specialized farming equipment is used and are permitted to be on adjacent roadways; and
- that manure may be applied to adjacent farms which can produce unpleasant odours; farmers follow strict nutrient management plans.

20. That prior to final approval by Elgin County, the Owner shall submit for review and approval by the Municipality, a draft of the **final M plan**.

Appendix 4 Planning Policy Review

Table 1.0 PPS 2020

Section	Title	Relevance
Section 1.1	Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns	Lands are located within a designated Settlement Area intended for the development and growth
Section 1.4	Housing	Lands will be developed with a range of housing types and will be appropriately serviced for this level of development with municipal water, sanitary and storm
Section 1.6	Infrastructure and Public Service Facilities	Lands will be appropriately serviced for this level of development with municipal water, sanitary and storm
Section 2.1	Natural Heritage	<p>EIS completed and recommendations are implemented in draft plan and within development agreement provisions;</p> <ul style="list-style-type: none"> • Locally significant wetlands to be conveyed to Township. • A 30m development setback from the existing wetland boundary • The installation of 1.2 chain link fence along the rear lot lines adjacent to the natural heritage area or alternative ecological buffer.

Appendix 4 Planning Policy Review

		<ul style="list-style-type: none"> • The Natural Heritage feature would benefit from a minimum of 6 m wide, dense shrub plantings within the 30 m wetland setback to create a dense shrub layer. • property manager should be required to monitor the edges (up to 10 m) of the Natural Heritage area for dumping, invasive species spread, and trail creation into the Natural Heritage area. • Education and stewardship brochures should be provided to the community outlining the significance of Natural Heritage.
Section 2.2	Water	Hydrogeological and Geotechnical Studies completed stating no negative impact to the natural heritage features or water sources;
Section 2.3	Agriculture	Notice to be placed on title acknowledging abutting agricultural uses and extent of normal farm practices;
Section 2.6	Cultural Heritage and Archaeology	Archaeological Assessment completed and entered into the Provincial Registry

Appendix 4 Planning Policy Review

Section 3.1	Natural Hazards	Hydrogeological and Geotechnical Studies to be revisited to ensure no development occurs within the floodplain area as identified by KCCA
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Table 2.0 ECOP

Section	Title	Relevance
Section C1.1.1	Settlement Areas - Residential	Development will offer a mix of housing types, in keeping with the character of the surrounding residential area, serviced by the required level of municipal servicing
Section C.2.11	Supporting Agriculture in Elgin County	Development acknowledges the proximity and importance of agricultural operations; Development agreement to include requirement for notice of normal farm practices
Section D1.2	Natural Heritage, Water and Natural Hazards	EIS completed and recommendations are implemented in draft plan and within development agreement provisions; SEE PROVISIONS ABOVE PPS 2020 Hydrogeological and Geotechnical Studies to be revisited to ensure no development occurs within the floodplain area as identified by KCCA
Section E1.2	Subdivision of Land	Appropriate application and supporting materials

Appendix 4 Planning Policy Review

		submitted for complete review
Section E2.1	Archaeological Resources	Archaeological Assessment completed and entered to the Provincial Registry
Section E4	Sanitary Sewers and Water	Development to be serviced by municipal water; sanitary services from Port Stanley under the provisions of an executed Servicing Agreement including capacity limitations;
Section E5	Transportation	TIS completed; Development abuts County Road and will be required to implement recommendations to accommodate development

Table 3.0 SOP

Section	Title	Relevance
Section 3.4	Housing	Development is an appropriate scale to surrounding area and will offer a range of housing types and tenure
Section 4.1	Natural Heritage	EIS completed and recommendations are implemented in draft plan and within development agreement provisions; SEE PROVISIONS ABOVE PPS 2020
Section 4.2	Natural Hazard Lands	Hydrogeological and Geotechnical Studies to be revisited to ensure no

Appendix 4 Planning Policy Review

		development occurs within the floodplain area as identified by KCCA
Section 4.3	Water Resources	Hydrogeological and Geotechnical Studies demonstrate no negative impact to water resources
Section 4.6	Cultural Heritage and Archaeological Resources	Archaeological Assessment completed and entered to the Provincial Registry
Section 5.1	Agricultural Area	Notice to be placed on title acknowledging abutting agricultural uses and extent of normal farm practices;
Section 5.2	Settlement Area Land Use	Development will allow for a range of housing types and tenures; mixture of density will be achieved to allow for efficient use of land and services;
Section 5.5	Parks, Open Space and Recreation	Planned open space contributes to the health and protection of the natural environment;
Section 6.1	Transportation Network	County Road improvements required within provisions of development agreement; Setbacks from County Road will be in implemented as required; Internal roads to be constructed by developer and conveyed to Township
Section 6.2	Sanitary, Water and Stormwater Management	Full municipal services available; Developer subject to terms and provisions of

Appendix 4 Planning Policy Review

		Agreement with Central Elgin for provision of sanitary services; Developer to construct force main and pump station
Section 6.3	Municipal Drains	Additional approvals under Drainage Act under provisions of Development Agreement
Section 7.15	Zoning By-law Amendment	Justification of Site Specific provisions provided to accommodate proposed variety of housing types
Section 7.19	Plan of Subdivision	Development conforms to criteria to consider a Plan of Subdivision



Feb 22/24

I June McLarty
my concern, you are putting
me in a bowl. I already get
flooding across my back field from
Lurville's field. I understand you
are putting in a pond to gather the
water, what happens to the overflow,
does it still come into my back
field or will it be directed some where
else.

I want a written insurance in
writing that I have from the
County any damage to my
property from flooding will be
covered.

Also I want 8 ft fence put
up along my property and the
subdivision.

I will attend the meeting
Mar 11/24

From: [MaryAnne Van de Gevel](#)
To: [Danielle Truax](#)
Cc: [Lisa Higgs](#); [Aaron VanOorspronk](#); [Mayor G. Jones](#); [Councillor Adzija](#); [Councillor Emons](#); [Councillor Fellows](#); [Deputy Mayor Pennings](#)
Subject: Draft Plan of Subdivision 34T-SO2401
Date: February 7, 2024 2:27:54 PM
Attachments: [4509UnionRoad 2022.06.27.pdf](#)

You don't often get email from maryanne@greatlakesfarms.ca. [Learn why this is important](#)

Danielle,

Hope you are great! I know this project is new to you, so I apologize if I bombard you with too many questions.

My name is MaryAnne Van de Gevel and we farm west (share the property line) with the development happening at 4431 Union Rd. Since the ZBA 2024-01 4431 Union rd is in the review process I was wondering if you could send me a detailed plan of subdivision as well as the justification report.

I am also unsure of when written submissions are due. It does not say in the letter I received. Can you please let me know the date?

When the official plan amendment was made on June 27, 2022, the following issues were discussed and I would just like you to confirm they are addressed. Thank you.

Issues

1. Warning clause- with my discussions with Lisa and Domus I believe this is to be included. Thank you. Can you just confirm this? Can you send me a copy of the wording?
- 2, trespassing- We need a fence on the property line as well as high fencing without gates on back lots to prevent trespassing and help maintain food safety. Can you confirm this is in the plan of subdivision?
3. Address future drainage impacts to ensure the Drainage Act is not used to fix or update any subdivision issues. Can you confirm the Drainage Act will not be used for this land or future problems since the land is no longer agricultural?
4. Traffic- Seasonal tourism and agricultural traffic is an issue, we asked for signage and 1.5M shoulder for movement. Can you please confirm this was included?
5. Encourage farm education and membership- Require handouts or information to be presented to new homeowners about our thriving agricultural community. Can you update me on this issue?

I understand you were not the planner at the time, so I have attached the presentation and am happy to answer any questions or concerns you may have. I understand this is a big project and these may sound like big asks, but our family has been farming in Southwold for a long time and if these protective measures are not put in place it could jeopardize our ability to grow food.

Thank you for your time. I look forward to hearing from you,
MaryAnne Van de Gevel

Pol Associates Inc
Land Use Planning Consultants
94 Rollingwood Circle
London ON N6G 1P7

March 4, 2024

June McLarty, Deputy Clerk
by email jmclarty@southwold.ca
The Township of Southwold
35663 Fingal Line
Fingal Ontario
N0L 1K0

Dear Ms. McLarty,

**RE: Draft Plan of Subdivision: 34T-SO2401 Zoning Bylaw Amendment Application ZBA
2024-01 Subject Property: 4431 Union Road**

Pol Associates Inc. is retained by Great Lakes Farms (GLF) (Van de Gevel Farms Inc. owned by MaryAnne and Joe Van de Gevel) owners of 5111 Union Road and 4602 Thomas Road; and orchard tenants at 4536 Union Road. These properties abut and are adjacent to the Subject Lands 4431 Union Road. The Van de Gevel family started farming in Southwold Township in 1958. They were one of the first in Ontario to start growing dwarf apple tree varieties. Farming apples and other horticulture in Southwold Township is GLF's vocation, passion, and family tradition. GLF grow 20.46 ha (50.56 ac) of apples and peaches and 1.21 ha (3.0 ac) of strawberries on 5111 Union Road; 10.6 ha (26.21 ac) of apples on 4602 Thomas Road; and approximately 7.5 ha (18.5 ac) of apples at 4536 Union Road. The orchard is expanding with 2.02 ha (5 ac) of trees planted in the spring of 2021 and 2.42 ha (6.0 ac) planted in the spring of 2022. The existing orchard area is 44.21 ha (109.24 ac) and expected to expand in the coming years.

GLF has invested in advanced orchard practices using trellises for trees, irrigation and liquid fertilization to produce the highest quality product. GLF will continue to plant, grow and harvest apples, peaches, strawberries and other horticultural produce, using normal farm practices. The goal for GLF is to accept compatible non-farm development and eliminate any potential for nuisance complaints from future non-agricultural neighbours.

GLF does not object to the zoning by-law amendments and subdivision approval where the developer and the Township undertake the following actions to reduce the potential of incompatible land uses and eliminate risk of nuisance complaints.

Land Use Planning Concerns

Orchard Fencing GLF is intending to construct a deer fence along the limit of the orchard to protect apples from deer nuisance and trespass by abutting residents. GLF is requesting a vehicular easement and access to the rear of the orchard property across the Open Space/ Wetland Block, for construction and maintenance of the fence. We are requesting specific easements across the proposed open space walkways for vehicular movements to construct and maintain the fencing. The requested easements and access to the rear of the orchard lands are shown on the attached sketch.

Orchard noise is occasionally generated from wind machines used to circulate air in the orchard to avoid frost damage to apple, peach and strawberry blossoms. Orchard noise is also generated by sprayers and farm equipment. These noises may be unusual to residents in urban areas and have generated complaints in the past. Effective use of this equipment requires operation during the evening, night and early morning, under specific weather conditions. The operation of this equipment is normal farm practice. As previously indicated, the title of each lot must have a warning clause regarding orchard equipment/machinery noise.

Orchard trespass has occurred where hikers on the Elgin Hiking Trail in the wooded area abutting 4602 Thomas Road would wander off the trail into the orchard contrary to sound food safety practices. GLF has since prohibited hiking access to the wooded area and trail abutting the orchard. GLF is in the process of constructing a fence along the limit of the orchard/ shared property line as noted above. We are asking the developer to participate in the construction of the fencing to reduce the risk of trespassing from private property to the orchard.

Orchard drainage and farm drain maintenance is a concern. In the past, residential development along Union Road has created downstream municipal drainage problems. These drainage issues were addressed under the Drainage Act incurring expenses for GLF. Any changes to the drainage pattern, volumes or quality of water must be addressed at the time of draft Plan Approval and not require future down stream drainage improvements, where any cost is apportioned to GLF.

Orchard workers and farm equipment movement along Union Road is a safety concern. Orchard workers use bicycles to get to the 4536 Union Road orchard. The proposed additional development may create traffic conflicts between normal farm practices equipment/workers movement and non-agricultural development. We are requesting the developer and the County/Township include a 1.5 m (5 foot) marked shoulder on both sides of Union Road to increase the safety of farm equipment movement; provide a safe lane for bicycle traffic; and to reduce road maintenance costs. Secondly, we are requesting the developer and the County/Township install slow moving farm equipment warning signage and share the road car/bicycle signage along Union Road.

Pol Associates Inc
Land Use Planning Consultants
94 Rollingwood Circle
London ON N6G 1P7

These **Land Use Planning Concerns** may be addressed through this zoning amendment and subdivision application and through public road upgrades. We look forward to continuing working with the developer and the County/Township staff to build a positive relationship with our future neighbours.

Land use planning policies and legislation from the Province, Elgin County and Southwold Township all recognize the importance of maintaining and protecting agricultural lands and normal farm practices for future generations. This recognition applies specifically to GLF and the proposed residential development. The following documents support the above requests to address planning concerns by GLF for measures to allow residential development and implement complaint and trespass mitigation, address drainage concerns, transportation safety and build community.

- Provincial Policy Statement 2022 – Policy 2.3.1 Prime agricultural areas shall be protected for long term use for agriculture
- Elgin County Official Plan – Policy C2.1 e) to promote normal farm practices and to protect the right to farm
- Township of Southwold Official Plan – Policy 2.1 To protect agricultural areas for agricultural and resource uses, and enhance the agricultural economy within the Township; and To minimize the potential for future land use conflict
- Provincial - Security from Trespass and Protecting Food Safety Act, 2020
- Provincial - Farming and Food Protection Act, 2017

Please contact me should you have any questions regarding the above information. Please add me to any future notice of decision or notice of public planning application meetings related to the Subject Lands. We are requesting notice of the zoning by-law amendment decision.

Regards,

William Pol, MCIP, RPP
Principal Planner
Pol Associates Inc.
P 519-933-5152 E wpolassociates@gmail.com

cc. MaryAnne and Joe Van de Gevel, Great Lakes Farms
Donald M. Ferguson, Solicitor

Sketch showing the location of the requested vehicular access easement to the rear of the Great Lakes Farms Orchard



February 29, 2024

Attn: Paul Hicks

Acting Director of Planning

County of Elgin

c/o RE:PUBLIC

hicks@republicurbanism.com

**RE: Proposed Draft Plan of Subdivision
4431 Union Road, Township of Southwold
File No.: 34T-SO2401**

Dear June McLarty,

The Kettle Creek Conservation Authority (KCCA) has reviewed the subject application and associated lands with regard to the Authority's mandatory programs and services related to the risk of natural hazards and Source Water Protection. Specifically, KCCA relied upon its delegated responsibility to represent 'provincial interest' on matters relating to natural hazard policies of the *Provincial Policy Statement* (PPS), its regulatory authority under Section 28 of the *Conservation Authorities Act*, and its duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*.

KCCA has reviewed and considered the following technical studies submitted in support of the subject application as circulated to KCCA on February 20, 2024:

- Draft Plan of Subdivision (CJDL, 12/21/23)
- Topographical Survey (CJDL)
- Preliminary Hydrogeological Assessment (MTE, December 20, 2023)
- Geotechnical Investigation Report (MTE, December 19, 2023)
- Planning Justification Report (Barabara Rosser, December 2023)
- Stormwater Management Pond Letter of Opinion (Vroom & Leonard, 2023-11-13)
- Hydraulic Impact Assessment (TRUE, Aug 8, 2023)
- Preliminary Servicing Report (CJDL, 21 December 2023)
- Sanitary Sewage Pumping Station and Forcemain (CJDL, 21 December 2023)

We offer the following as background to KCCA comments:

Proposal:

We understand the applicant is proposing a draft plan of subdivision which contemplates the creation of 210 dwelling units, including vacant land condominiums and townhouses, a stormwater management area and sanitary pumping station.

Natural Hazards:**Flooding Hazards:**

The subject lands are susceptible to flooding during a regional storm event (ie. Hurricane Hazel) as determined by the *Kettle Creek Floodplain Mapping Update at Port Stanley* prepared by TRUE Engineering, March 3, 2022. Under regional flood conditions a low section of Union Road at the south end of the proposed development causes regional storm flood waters from Kettle Creek to overtop and spill into the subject lands.

Wetlands:

The subject lands abut a locally significant wetland greater than 2 hectares in size as mapped by the Ministry of Natural Resources and Forestry (MNRF) as the *Port Stanley Poison Sumac Swamp (KC27)*. From a natural hazard perspective, wetlands are critical in providing flood storage, flood level and flow augmentation.

Conservation Authorities Act:

Please be advised that the subject property is affected by regulations enacted under the *Conservation Authorities Act* where development activities are prohibited unless a permit is obtained from the affected Conservation Authority having jurisdiction.

Effective April 1, 2024, *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* enacted under section 28 of the *Conservation Authorities Act* replaces the former KCCA O.Reg.181/06.

O.Reg.41/24 regulates development activities within or adjacent to areas of hazardous lands, wetlands, river or stream valleys, areas adjacent to the shoreline of the Great Lakes St Lawrence River System or inland lakes, and other areas including 30 metres from wetlands.

Development activities are prohibited within areas of the Conservation Authority's jurisdiction unless in the opinion of the Authority, the activity is unlikely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, and not likely to create conditions or circumstances that in the event of a natural hazard might jeopardise the health or safety of persons or result in the damage or destruction of property.

Provincial Policy Statement (PPS 2020):

Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

The PPS Natural Hazard policies which are applicable to the subject lands include:

- 3.1.1 b) Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards.
- 3.1.3 Planning authorities shall prepare for the impacts of a changing climate that may increase the risk associated with natural hazards.

Comments:

We offer the following comments/concerns:

1. **A Permit shall be obtained from KCCA prior to any development activities upon the subject lands.** KCCA Permit No. P23-025 was previously issued to the applicant solely for land preparation, including topsoil stripping, preliminary earth grading and placement/stock piling of fill material. A subsequent Permit from KCCA is required for ongoing development activities related to approval of the proposed draft plan of subdivision.
2. In review of the draft plan and supporting technical studies, KCCA staff are satisfied that proposed residential development will be directed away from hazardous lands as a result of the proposed mitigation measures supported by KCCA, and not likely to create conditions or circumstances that in the event of a natural hazard might jeopardise the health or safety of persons or result in the damage or destruction of property.
3. It appears that the proposed sewage treatment pumping station located near the southeast corner of the site and permanently located on Block 83 of the Draft Plan of subdivision may be situated upon hazardous lands that are subject to flooding hazards before and after proposed development activities.

KCCA does not support the construction of new sanitary sewage treatment facilities upon hazardous lands that may be affected by flooding or erosion hazards.

KCCA would request further details on the design and location of the sewage pumping station to assist in determining whether the proposed location can be supported by KCCA staff or an alternate location may need to be considered.

4. KCCA Wetland Management Policies 7.3.3.c) does not permit new development or site alteration within 30 metres of a provincially significant wetland or a wetland greater than or equal to 2 hectares in size.

The current draft plan of subdivision proposes an encroachment of a portion of the storm water management pond within the 30m setback to the abutting locally significant wetland which is greater than 2 hectares in size.

Development activities that may be supported by KCCA within the 30m setback of a wetland shall only be permitted by the Authority if the applicant demonstrates that such activity will satisfy the requirements of the *Conservation Authorities Act*. KCCA policies encourage pre-submission consultation to assist in the scoping process for technical studies having regard for the sensitivity of the wetland feature and function, the extent of encroachment and impact of use.

The applicant has not previously consulted with KCCA on the proposed encroachment into the 30m wetland setback and **additional information and details are needed to determine whether KCCA can permit the proposed encroachment into the 30m wetland setback under the *Conservation Authorities Act*.**

Based on the comments noted above, we would recommend that a subsequent consultation meeting be scheduled between KCCA, the applicant and their applicable professionals to discuss the concerns of KCCA staff in relation to the Authority's natural hazards mandate, regulation and policies, and to assist KCCA staff in providing recommended conditions for draft approval of the plan of subdivision.

Thank you for the opportunity to comment. If you have any questions regarding the above, please contact the undersigned at extension 226.

Yours truly,
KETTLE CREEK CONSERVATION AUTHORITY

A handwritten signature in black ink, consisting of a series of loops and a horizontal line extending to the right.

(Digitally signed)
Joseph (Joe) Gordon
Manager of Planning and Development

cc. *Paul Hicks, Acting Planning Director (Count of Elgin)*
 Danielle Truax, (Southwold Planner)
 Michael Mescia, (applicant)
 Deren Lyle, CIDL (Agent)



Elgin Federation of Agriculture
228-450 Sunset Drive
St Thomas ON
N5R 5V1

Wednesday, February 14, 2024

To: All Members of Southwold Council and the Planning Department.

Application: Draft Plan of Subdivision: 34T-SO2401

RE: Zoning Bylaw Amendment Application ZBA 2024-01

The Elgin Federation of Agriculture (EFA) acknowledges the need for housing and future planning but also emphasizes the significance of considering the long-term sustainability of agricultural systems. As urban areas encroach into agricultural areas, non-farming residents are moving in and do not always appreciate the realities of agricultural operations, posing a risk to the long-term viability of agricultural systems.

The EFA has recognized and supports section **7.0 in the Planning Justification report**, which acknowledges the presence of cash crop operations in the area. We also acknowledge the subdivision agreement between Domus and the Township of Southwold contains a warning clause about agricultural activity. We commend the Township on this and emphasize the need to make new residents aware of the active agricultural area they are moving into. However, more protective measures are needed to meet the PPS requirements. As section 2.3.6.2 of the PPS states, “impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.”

We support Great Lake Farms request for ensuring the safety and security of their farming operation now and in the future. They have already experienced trespassing and noise complaints from newer urban neighbours regarding their normal farm practices. EFA encourages the Municipality of Southwold to mitigate problems which may surface for farmers from the hundreds of new residential neighbours next door.

Ontario established laws to protect farmland and farmers, including the **Line Fences Act**, the **Drainage Act**, the **Weed Control Act**, the **Farming and Food Protection Act**, the **Nuisance Complaints Act**, and the **Security from Trespass and Protecting Food Safety Act**.



The Farming and Food Protection Act states that no municipal bylaw can restrict a regular farm practice as part of agricultural operations. This act lists normal farm practices, and a board oversees any complaints of nuisance. It is essential to respect these legislations to prevent conflicts between new residents, farm operators, or municipal staff. Agriculture is the primary economic activity in Southwold and should be considered part of the strategic growth process. Therefore, a respectful and symbiotic relationship needs to be ensured.

Urbanites moving to the countryside may not completely understand the realities of agricultural operations and may unknowingly interfere with farm practices. Protecting existing agriculture to avoid the risk of trespass and occupiers' liabilities has not been taken. For example, anyone entering private property, including agricultural properties, without legal authority or the occupier's permission, may be found guilty of an offence under the Trespass to Property Act.

The Security from Trespass and Protecting Food Safety Act 2020 aims to protect Ontario farms, farmers and their families, agri-food employees, livestock, and the safety of the food system by preventing trespassing and unauthorized interactions with farms.

The EFA requests that the Southwold Council include legislation that addresses biosecurity to protect food safety on farm operations. Diseases and pests pose a significant biosecurity threat to crop farms.

A respectful relationship between agriculture and community growth is necessary. The EFA would be pleased to work with you by providing examples of what other Ontario Municipalities have done to reduce friction as well as to create education and awareness for new residents.

Respectfully,

Greg Fentie
Elgin Federation of Agriculture, President

cc: MP Karen Vecchio, Member of Parliament for Elgin-Middlesex-London
MPP Rob Flack, Member of Provincial Parliament for Elgin-Middlesex-London
MPP Lisa Thompson, Ontario Minister of Agriculture, Food and Rural Affairs
Joe and MaryAnne Van de Gevel, Great Lakes Farms
Warden Ed Ketchabaw, County of Elgin



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 11, 2024
PREPARED BY: Danielle Truax, Planner
REPORT NO: PLA 2024-02
SUBJECT MATTER: **Zoning By-law Amendment Application ZBA 2024-02**
8068 Union Road
New Wave Home Design Inc.

Recommendation(s):

THAT Council approve Zoning By-law Amendment Application ZBA 2024-02 to rezone the subject property as follows:

- i) Lots 1-3 from Residential 1 (R1) Zone to Residential 1 (R1-36) Zone to permit a reduced lot frontage from the required 15m (49 ft.) to 14m (45.9ft.) and to establish a minimum lot area of 590 m² (6350 sq. ft);
- ii) Lot 4 from Residential 1 (R1) Zone to Residential 1 (R1-37) Zone to permit a reduced lot frontage from the required 15m (49 ft.) to 14m (45.9ft.), to establish a minimum lot area of 590 m² (6350 sq. ft) and to establish a side yard setback (south) of 2.4m (7.87 ft.) for main and accessory structures and prohibit garage door openings, parking spaces and driveways along the southern property line; and
- iii) Retained lands from Residential 1 (R1) Zone to Residential 1 Holding (R1H) Zone.

AND THAT subject to no concerns being raised at the public meeting, that By-law 2024-18 to amend Zoning By-law 2011-14 be presented at the regular meeting of Council on March 11, 2024 for adoption. (PLA 2024-02)

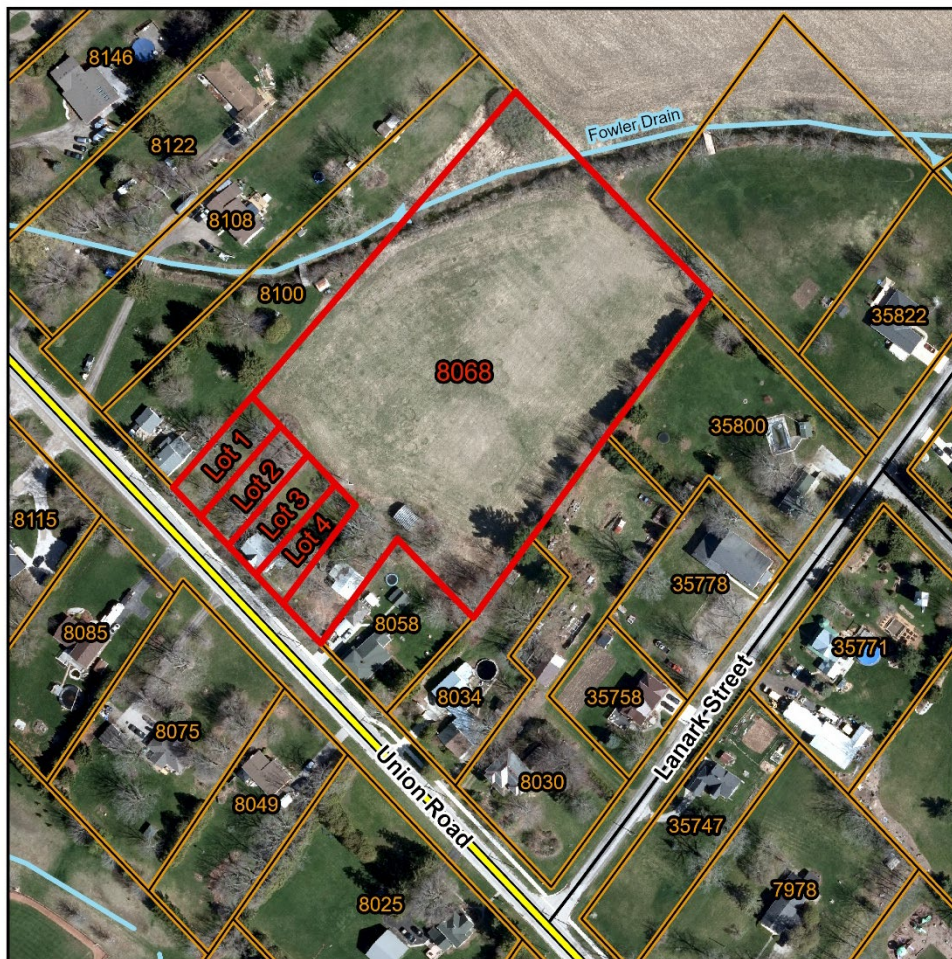
Purpose:

The Township of Southwold has received Zoning By-law Amendment Application ZBA 2024-02 to amend the zoning of the property located at 8068 Union Road as a condition of Consent Applications E82-23 through E85-23. The application seeks to permit a reduced lot frontage for Lots 1-4, to establish a site-specific side yard setback for Lot 4 and to place the balance of the vacant lands in a Holding Zone for future development. A copy of the Concept Plan depicting the Lots 1-4 as approved is attached as Appendix 1 'Development Concept Plan' to this report.

Background:

The subject land is located at 8068 Union Road, Fingal and is legally described as Part of Lot 19, Concession North of Talbot Road Part Lots 61 and 62, Plan 14, including Part 7, RP 11R-2735. The subject property is highlighted on Figure 1.0 Key Map of Subject Property below.

Figure 1.0 Key Map of Subject Property



The subject lands are located in an established residential area consisting mainly of single detached dwellings fronting directly onto Union Road. The lands are in the Tier Two Settlement area of Fingal and are designated Residential in the Southwold Official Plan (2021) as shown on Schedule 4C. The lands are zoned Residential 1 (R1) under Zoning By-law 2011-14, as amended and as shown on Schedule A Map 14.

The properties will be serviced by municipal water, storm and a future municipal sanitary sewer infrastructure. Interim servicing will be addressed as part of the Severance Agreement assigned as a condition of the approved consents.

Consent Applications E82-23 to E85-23

Council received Planning Report PLA 2023-32 and supported the following recommendation:

2023-261

THAT Council recommend approval to the Land Division Committee of Elgin County for Consent Applications E82-23 to E85-23 for the creation of 4 residential lots fronting on Union Road subject to the recommended conditions provided in Appendix Two of Report PLA 2023-32.

Consent applications E82-23 through E85-23 were approved by the Elgin County Land Division Committee on December 13, 2023 for the creation of four new residential lots fronting on Union Road. A copy of the Concept Plan depicting the Lots 1-4 as approved is attached as Appendix 1 'Development Concept Plan' to this report. The conditions recommended by Southwold Council were assigned to the provisional approval, including the requirement to rezone the lands as submitted in application ZBA 2024-02.

Circulation of the Application

Notification of receipt of a complete zoning by-law amendment application and Notice of the Public Meeting was provided in accordance with the provisions of The Planning Act, including circulation to all registered property owners within 120m of the subject lands, circulation to all prescribed persons and public bodies, posting of signage on the subject lands and posting of available information on the Township Website.

Public Comments

At the time of the report, no comments had been received from public agencies or property owners.

Township Department and Agency Comments

Matters dealing with the future development of Lots 1-4 will be addressed within the required Severance Agreement, including installation of water connections, lot grading, interim private septic system installation and the payment of required development related fees. Finance, Drainage and Water Services confirmed there are no concerns with respect to the proposed Zoning By-law Amendment. Comments from Southwold staff have been received and included in the justification provided below.

The subject lands are located within an identified settlement area and are intended for residential land use. The proposed amendment seeks to acknowledge site specific

conditions which were noted during consideration of the consent applications and will allow for the development as single detached dwellings.

Specifically, the application seeks to establish the following site-specific provisions for Lots 1-4:

- i) Lots 1-3 from Residential 1 (R1) Zone to Residential 1 (R1-36) Zone to permit a reduced lot frontage from the required 15m (49 ft.) to 14m (45.9ft.);
- ii) Lot 4 from Residential 1 (R1) Zone to Residential 1 (R1-37) Zone to permit a reduced lot frontage from the required 15m (49 ft.) to 14m (45.9ft.) and to establish a side yard setback (south) of 2.4m (7.87 ft.);

Frontage Lots 1-4:

The proposed frontage of 14m (45.9ft.) can be supported for the following reasons:

- i) the proposed frontage is deemed adequate to allow for the provision the individual service connections along Union Road;
- ii) the proposed frontage is deemed adequate to allow for the installation of a driveway in compliance with Section 3.38, including safe access onto Union Road and sufficient space for parking of vehicles and the provisions of required planting strips; and
- iii) the proposed frontage will allow for the efficient development of residential lands.

The requested reduction to the required lot frontage for Lots 1-3 is shown as Section 4 of By-law 2024-18 attached as Appendix 2 to this report.

Lot Area Lots 1-4

It is staff's recommendation to include a site-specific provision recognizing the resulting lot area of Lots 1-4. The R1 Zone provisions require a minimum lot area for those lots without municipal servicing of 1858m² (20,000 sq. ft) and a minimum of 450m² (4844 sq. ft). It is anticipated that the lots will be developed prior to the availability of municipal sewer services in Fingal. The required Severance Agreement assigned as a condition of consent will stipulate the level of private sanitary services required prior to the installation of municipal services.

The area of Lots 1-4 slightly exceeds the minimum requirement for properties serviced by municipal sanitary sewers. The site-specific minimum lot area requirement based on the approved consents will prohibit further reconfiguration of the lots. This is considered a housekeeping matter to ensure a clear interpretation of the zone provisions in place at the time of any building permits.

Lot 4 – Side Yard Setback

As it exists today, Lot 4 shares an interior lot line with the retained lands. However, it is anticipated the retained lands will be developed with an internal road and future residential lots. A concept plan for the future development of the retained lands has been attached as Appendix 1 'Development Concept Plan' to this report. At that time, Lot 4 will become a corner lot and should be developed with an exterior side yard setback of 6m (20 ft) versus an interior side yard setback of 1.2m (4 ft.) The proposed amendment seeks to establish a new side yard setback for Lot 4 along the southern property line in line with what is required for exterior side yards. To ensure orderly development the zone provision will require the same setback whether a public roadway has been created or not.

The concept plan submitted with the application show a proposed side yard setback of 2.4m (7.87ft.). The standard exterior side yard setback in the R1 zone is 6m (20 ft.). An exterior side yard setback is typically greater than an interior side yard setback to move the sensitive residential use away from the public right of way (traffic, noise) and ensure clear and safe sight lines at intersections and along sidewalk, bike lanes etc... The proposed 2.4m is significantly less than the accepted standard and past reductions for development on corner lots.

The Planning Memo prepared by Dillon Consulting Ltd. does not provide sufficient support as to why the proposed setback of 2.4m is adequate or warranted. The PJM notes that the side yard setback is required due to the reduced lot frontage. Its is staff's position that the applicant was aware of the R1 zone provisions and the impact on resulting building envelopes at the time of the severances. The dimensions of Lot 4 and the resulting building envelope is a self-imposed limitation.

Often on corner lots, the orientation of the front of the home will be turned to face the longer street frontage. There are no regulations to stipulate where the front façade, front door or the general orientation of a home must be along the street. The proposed setback will not leave sufficient space for the parking of a vehicle forward of any garage space completely on private property without encroaching onto the public right of way or crossing any future sidewalk.

In consideration of the requested reduction to the exterior or southern side yard setback, staff suggests the following:

- i) establish a side yard setback of 4m (13.1 ft.) for main and accessory buildings; and

- ii) prohibit the installation of a driveway or garage entrance along the southern property line, unless a 6m (20 ft.) setback is maintained along the building.

The requested reduction to the required lot frontage of 14m (45.9ft.), recommended "exterior" side yard of 4m for main and accessory uses and the prohibition for driveways and garage entrances along the southern property line of Lot 4 is shown as Section 4 of By-law 2024-18 attached as Appendix 2 to this report.

Residential 1 Holding (R1H) Zone

To ensure orderly development of the retained lands, the balance of the property will be placed in a Holding (H) Zone. The Holding provision will be removed upon a plan of subdivision being approved, a development agreement with Southwold being executed and the required level of servicing has been installed to the satisfaction of the Director of Infrastructure and Development Services.

Planning Policy Review:

The relevant planning documents have been reviewed by staff with regards to the proposed zoning by-law amendment application to ensure consistency with the Provincial Policy Statement (PPS), Elgin County Official Plan (ECOP), Township of Southwold Official Plan (OP), and the Township of Southwold Zoning Bylaw 2011-14 (ZB). A summary of the relevant policy and impact on the proposed applications is provided below.

Legislation	Section(s)	Relevance To Application	Impact on Development
<u>Provincial Policy Statement</u>	PPS 1.1.3 Settlement Areas	<ul style="list-style-type: none"> Settlement Areas shall be focus of growth and development; appropriate for the level of services; 	Development permitted
<u>Elgin County Official Plan</u>	A6.1.1. Settlement Areas C1.1.1 Residential C1.3 Housing E1. 2.3. Consents	<ul style="list-style-type: none"> Tier Two Settlement Area Maintain residential character of area Efficient use of planned infrastructure Encouraging development of lands within settlement areas to maximize the use of infrastructure 	Development permitted

		<ul style="list-style-type: none"> Will not restrict the development of the retained lands 	
<u>Township of Southwold Official Plan</u>	5.2 Settlement Area Land Use 7.2.3 Consents	<ul style="list-style-type: none"> Lands are intended for Residential development 	<ul style="list-style-type: none"> ZBA enables appropriate residential development which maintains the intent of development policies
<u>Township of Southwold Zoning Bylaw</u>	8.0 Residential 1 (R1) Zone	<ul style="list-style-type: none"> Zoning By-law Amendment required to site specifically permit the undersized lot frontage and area for each severed lot. Retained lands to be placed in a Holding (H) to ensure no development until a future plan of subdivision is approved. 	<ul style="list-style-type: none"> No building permits available until all conditions of consent are completed to the satisfaction of the Township.

Financial Implications:

Township application fees for the Zoning By-law Amendment were collected in accordance with the Township's Tariff of Fees By-law, as amended from time to time.

Additional fees will be collected as the conditions of Consent Applications E82-23 through E85-23 are completed and at the time of future building permit applications for Lots 1-4.

Approval of the applications will have no significant financial impact on the Township.

Summary/Conclusion:

Subject to receiving additional comments from the public, agencies and Council, staff is in a position to state that the requested zoning by-law amended, subject to the recommendations shown in proposed By-law 2024-18 is:

- i) is consistent with the direction of the Provincial Policy Statement 2020, including but not limited to Section 1.3 Settlement Areas;

- ii) Conforms to the relevant policies of the Elgin County Official Plan; including but not limited to Section B Growth Management, and Section C Settlement Areas;
- iii) Conforms to the relevant policies of the Township of Southwold Official Plan (SOP), including but not limited to 5.2 Settlement Area Land Uses, and 6.2 Sanitary, Water and Stormwater Management; and
- iv) Satisfies the criteria of Section 7.15 of the SOP for consideration of an amendment to Zoning By-law 2011-14, as amended.

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

Based on the review of relevant planning policy documents and internal department recommendations, it is Staff's opinion that the proposed ZBA 2024-02 is consistent with the PPS, conform to the land division and land use policies of the ECOP and Southwold OP, and comply with the general intent of the ZB.

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:
Danielle Truax
Planner
"Submitted Electronically"

Approved by:

**Lisa Higgs
CAO/Clerk
"Approved Electronically"**

Appendices:

1. Appendix 1: Development Concept Plan
2. Appendix Two: Draft By-law 2024-18



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-18

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 14, to change the zone symbol applying to lands legally described as Part of Lot 19, Concession North of Talbot Road Part Lots 61 and 62, Plan 14, including Part 7, RP 11R-2735, Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 (R1-36) Zone;
2. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 14, to change the zone symbol applying to lands legally described as Part of Lot 19, Concession North of Talbot Road Part Lots 61 and 62, Plan 14, including Part 7, RP 11R-2735, Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 (R1-37) Zone;
3. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 14, to change the zone symbol applying to lands legally described as Part of Lot 19, Concession North of Talbot Road Part Lots 61 and 62, Plan 14, including Part 7, RP 11R-2735, Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 Holding (R1H) Zone;
4. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new clauses:

“(aj) R1-36 As shown on Schedule A, Map 14

(i) Regulation

All lot and building requirements for the permitted uses shall be in accordance with subsection 8.2, except for the following:

1. Minimum Lot Frontage 14.3m (47 ft.)
2. Minimum Lot Area 590m² (6350 sq. ft)

“(ak) R1-37 As shown on Schedule A, Map 14

i) Regulation

All lot and building requirements for the permitted uses shall be in accordance with subsection 8.2, except for the following:

1. Minimum Lot Frontage 14.3m (47 ft.)
2. Minimum Lot Area 590m² (6350 sq. ft)
3. Side Yard Setback (southern property line) 4m (13 ft.)
4. All provisions of By-law 2011-14, as amended pertaining to lands zoned Residential 1 (R1) shall also pertain to lands zoned R1-37, save and except the following:

No garage door opening, parking spaces or driveway may be provided along the southern property line unless a 6m (19.7 ft.) setback is maintained for the entire length of building.

Accessory uses, buildings, or structures shall not be erected closer to the southern property line than 4m (13 ft.)

5. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

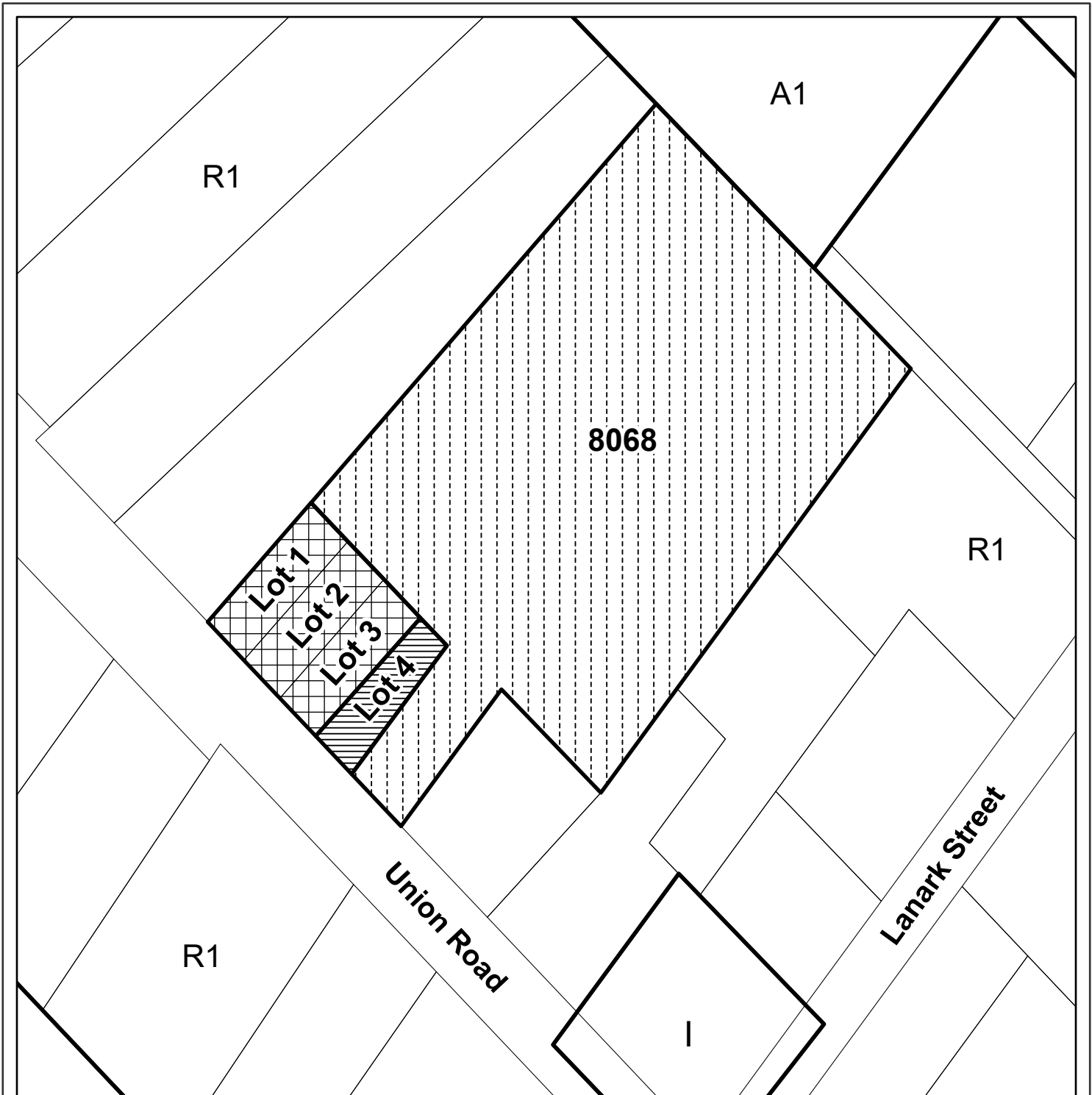
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 11th DAY OF March, 2024.**

Mayor

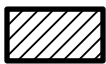
Grant Jones

CAO/Clerk

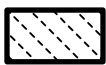
Lisa Higgs



Change from Residential 1 (R1)
Zone to Residential 1 (R1-36) Zone



Change from Residential 1 (R1)
Zone to Residential 1 (R1-37) Zone



Change from Residential 1 (R1)
Zone to Residential 1 (R1H) Zone

This is Schedule "A" to By-law No. 2024-18
passed on the 11th day of March, 2024.

MAYOR

C.A.O./CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 14



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Metres





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 7, 2024

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

REPORT NO: FIR 2024-04

SUBJECT MATTER: Activity Report for the Fire Chief, January & February 2024

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for January & February 2024.

Background:

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

- a. *Calls for service* – a total of 32 emergencies were responded to in the months of January & February including five MVCs, and a vehicle fire.
- b. *Meetings* – fire chief attended a meeting at Tillsonburg Fire, Communications Division regarding Elgin Mapping Fire Zones.

Fire chief attended a TSTAC meetings along with staff meetings regarding the Talbotville Station build, and attended County Fire Prevention, County chiefs, officer, and solar eclipse planning meetings.

- c. *Inspections* – none.

- d. *Public Education* – social media, Shedden Station sign.

- e. *Public Relations* – department attended Winterfest.

- f. *Grants* – Township was successful in the Community Emergency Preparedness Grant. Funding for Talbotville Station generator, department portable radios.

Fire Marshal Public Safety Grant awarded to support training technology. Smart TVs ordered for both training rooms.

Staff are working on a grant application for an equipment decontamination washer.

Report on any outstanding/unresolved concerns, issues:

- a. The Fire Chief is working with the County Coordinator on a solution to outdated mapping issues regarding fire response zones.
- b. The County Fire Chiefs are discussing options regarding Hazardous Materials response agreements, as there are currently no formal agreements within Elgin County.

Training Undertaken by Staff:

- a. Department training topics included medical recertification, auto extrication, incident review, and SCBA use.
- b. Firefighters attended NFPA 1031 Fire Inspector, NFPA 1035 Public & Life Safety Educator, NFPA 1041 Fire Instructor, and Fire Code courses.
- c. One recruit is attending the Elgin-Middlesex Recruit NFPA 1001 Firefighter Course starting in January.
- d. Two members attended the fit testing training in Aylmer.

Capital Project Progress :

2024	Budget	Status/Comments
SCBA/Cylinders	\$26,200	Ordered
Bunker Gear	\$20,026	Complete
Hoses & Appliances	\$15,000	Ongoing
Radios & pagers	\$4,000	Complete
Talbotville Fire Station	\$1,250,000	In progress

Financial Implications:

None.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

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

"Submitted electronically"

Approved by:

Lisa Higgs, CAO/Clerk

"Approved electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 11th 2024

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

REPORT NO: CBO 2024-006

SUBJECT MATTER: Activity report February 2024

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report

Background:

1. 2023 Capital Project Process:

2023		
Township Office	Budget	Status/Comment
Office Reno	100,000.00	Completed
Door lock fob system office	10,000.00	
Parks projects		
SOSP fencing and netting	46,200	Installed under budget 38,816.58
SOSP parking lot widening	10,000.00	
Dog waste bins and signage	2000.00	
Park benches	16,000.00	Received pending installation
Washroom auto locks	5000.00	Installed
Walking trail concrete install	5000.00	
Frost free hydrant install FHP	5000.00	Installed
Keystone Complex		
Barrier/Bollards install to protect playground and septic system	10000.00	Expected Spring/Summer 2023

Lighting Upgrade	25,000.00	
Stove replacement	20,000.00	
Painting	2000.00	Completed with staff resources and existing paint
Audio visual upgrades	15000.00	Complete

Comments/Analysis Building:

See attached permit comparison report Schedule A CBO 2024-006 for comparison report.


Strategic Plan Goals:

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

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

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

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

 TOWNSHIP OF Southwold	Township of Southwold		
	Permit Comparision Summary		
	Issued For Period January - February		

Current Year to Date				Previous Year to Date			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures		180		Accessory structures	3	2,246	534,900
Agricultural	2	711	129,422	Agricultural	1	624	540,000
Change of Use				Change of Use		-	-
Commercial	1	5,798	483,212	Commercial	1	1,500	125,000
Demolition	2	450	30,000	Demolition	3	450	19,900
Heating				Heating		-	-
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	150	3,500	Plumbing	1		10,000
Pools	1	150	40,000	Pools	1	150	15,000
Residential Building	5	4,062	1,693,934	Residential Building	7	13,676	3,941,328
Sewage System	1		35,000	Sewage system	5	2,500	117,000
Signs				Signs	1	150	12,000
Combined Use				Combined Use		-	-
TOTAL	13	11,501	2,415,068	TOTAL	23	21,296	5,315,128

Current Year				Previous Year			
TOTAL PERMIT ISSUED		13			23		
TOTAL DWELLING UNITS CREATED		3			4		
TOTAL PERMIT VALUE		2,415,068			5,315,128		
TOTAL PERMIT FEE		11,501			21,296		
TOTAL INSPECTION COMPLETED(YTD)		127			134		

Jan 2023 Compared to Jan 2024							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures				Accessory structures	1	1,163	124,900
Agricultural	1	710	107,421	Agricultural			
Change of Use				Change of Use			
Commercial	1	5,798	483,212	Commercial	1	1,500	125,000
Demolition	2	300	30,000	Demolition	1	450	6,500
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing	1		10,000
Pools	1	150	40,000	Pools	1	150	15,000
Residential Building	3	1,072	643,934	Residential Building	2	4,612	1,240,000
Sewage System	1		35,000	Sewage System	1	1,000	32,000
Signs				Signs		150	
Combine Use				Combined Use			
TOTAL	9	8,030	1,339,567	TOTAL	8	9,025	1,553,400



TOWNSHIP OF SOUTHWOLD
Report to Council

MEETING DATE: March 11, 2024

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

REPORT NO: ENG 2024-10

**SUBJECT MATTER: Activity Report for Infrastructure and Development team -
January 2024**

Recommendation(s):

None – For Council Information.

Purpose:

The purpose of the report is to update Council on the Infrastructure and Development Services team activities for January 2024.

Development:

- Received revised site plan submissions for a number of proposed developments; completed many plan reviews.
- Attended several meetings regarding the kickoff and path forward for Citywide Maintenance Manager implementation.
- Continued works on the Talbotville EA Addendum, which is now posted
- Attended a meeting with Canoe Group Purchasing, which the Township is now a part of
- Reviewing Talbotville Trunk Sewer main capacity, with SBM
- Attended Quarterly OCWA meeting to review operations and project status
- Interviewed student for the GIS position, pending a signed agreement we have a selected candidate.
- Attended Talbotville Firehall and Site Plan Design Team kickoff meeting
- Met with Shedden-Fingal Sanitary Design Teams to discuss moving ahead with the project
- Onsite meeting to review the Magdala Road project with WT Infrastructure

**ENG 2024-17 Infrastructure and Development Team
Activity Report February 2024**

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- Attended the EDC meeting
- Attended GIS introductory meeting with West Elgin, Dutton Dunwich and the County of Elgin
- Met with Spriets onsite of the Lake Line Culvert replacement
- Monthly Highway 3 Twinning meeting with project team and neighbouring municipalities
- Met with GFL to discuss organics implementation
- Coordinated with Convertus to receive organics materials, awaiting the contract
- Attended follow up meeting with staff from the Minister of Energy
- ARO Asset disposal meeting
- Met with Paul Hicks, County Planning to discuss path forward for Shedden and Fingal Draft Plan Submissions.

- Total list of active subdivision/site plan files is shown below:

<u>Development Files</u>	<u>New this Month</u>	<u>Stage of Development Process</u>	<u>Settlement Area</u>
Talbotville Meadows Phase 1	Requested Site Review for Assumption	Residential build out	Talbotville
Ridge Phase 2	Assumed		Talbotville
The Clearing		Residential build out	Talbotville
Enclave Phase 1		Residential build out, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Plan is being registered at LRO.	Working towards preliminary acceptance	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)	First payment received	Studies, preparing for draft plan submission	Shedden
4509 Union Road (Turville)	Draft Plan Approval and Re-Zoning before Council	Draft Plan Submission	North Port Stanley
8068 Union Road	Re-Zoning before Council	Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville

Talbotville Meadows Blocks 177 & 178	Second submission received	Site Plan Design	Talbotville
4324 Thomas Road	Approved Conditions for Draft Plan Submission	Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road	Expect a request for formal pre-consult	Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road		Pre-Consultation	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11570 Wonderland Road (Marcel Equipment)	First Submission received	Site Plan Design	Talbotville

Infrastructure

a) Water and Sanitary:

- Locates
- Completing meter repairs
- Building meter assemblies for office.
- Repairing curbstops.
- Meter Reading
- Repairing numerous signs and installing new signs that were missing.
- Co-ordinating future water services
- Organize and clean up of water shop.
- Watermain Repair on Iona Road

b) Roads and Bridges:

- Tree removals and brushing was carried out
- Gravel roads were graded
- Cold patching and sign repairs were made
- Equipment repairs and GPS maintenance was done

2024 Capital Project Process:

2024	Budget	Status/Comment
Water and Sewer		
Shedden and Fingal Sewer	\$20-25 million	Award of Engineering and Suppliers
Roads		
Lawrence Road Rehabilitation	\$365,000.00	Group Tender with Malahide
Boxall Road Edge Repairs and Surfacing	\$220,000.00	Group Tender with Malahide
Magdala Road Design and Construction	\$ 230,000	WT Infrastructure Retained, Design Under Way
Thomas Engineering	\$ 160,000	RFP Creation
Public Works Building	\$200,000	Consultant Completing Design Build Tender

**ENG 2024-17 Infrastructure and Development Team
Activity Report February 2024**

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Roads Needs Study	\$ 30,000	RFP Ready
Bridges/Culverts		
Burwell Bridge	\$ 200,000	Out for Tender
Lake Line Culvert	\$ 75,000	Spriets to complete design work
Various Bridges and Culverts Engineering	\$ 30,000	To RFQ in the Spring
OSIM Inspections	\$ 10,000	To RFQ in the Spring
Woodplant Design	\$ 75,000	To RFQ in the Spring

c) Drainage:

Drains Before Council:

Palmer/Bush Line Drain (Aug. 2022): Court of Revision Complete. Final Reading of By-Law coming in April.

Construction:

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

In the hands of the Engineer:

- **Gregory Drainage Works (2023):** Meeting has been arranged with affected landowners to discuss the proposal of the Engineer this month.
- **Ryan Drain (Sept 19):** The developer has completed some work to create the required swales. This work will need to be inspected before the report can be completed.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.

Taylor Drain: (Mar. 21): We are waiting for MTO review of the draft plan and profile.

- **Maintenance:** Work being assigned to contractors as requests coming in

**ENG 2024-17 Infrastructure and Development Team
Activity Report February 2024**

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- Work being done on open ditches, Brushing and bottom clean outs. This is a
- Drainage Superintendent has been out in the field looking at maintenance requests, reviewing contractor work and fielding landowner questions.

Grant Application: grant application for the construction of the A.C. Jones Drain, G.H. Pennings Drain and the McIntosh #2 Drain were submitted

2024 Capital Project Process:

Palmer Drain	21,143.00

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 11, 2024

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

REPORT NO: ENG 2024-18

SUBJECT MATTER: Additional Talbotville EA Addendum Work

Recommendation(s):

THAT Report ENG 2024-18 titled Additional Talbotville EA Addendum Work be received for information;

AND THAT Council award the additional works to Stantec in the amount of \$46,511 excluding HST.

Purpose:

This report seeks Council's award of additional works required to advance sanitary servicing efforts in Talbotville.

Background:

Council had previously awarded the completion of an Addendum of the Talbotville Wastewater Treatment Plant Schedule C EA to Stantec. This Addendum reviewed the possibility of relocating the existing plant to the alternate location identified in the completed EA. The desire to relocate the existing facility is driven by the need for expanded capacity in the treatment facility, which is not feasible in the current location due to site and operational constraints. Relocation also provides the benefit of directly servicing the largest single piece of industrial lands remaining in Southwold's inventory, offering significant opportunities for growth. This Addendum was completed on February 29th, 2024. The completed addendum has been posted to the Township website and notice of completion has been circulated on the Township website, through various social media platforms, and advertised in the West Elgin Chronicle.

Comment/Analysis:

Once clear of the commenting period and formally approved by the Ministry, the project can proceed to detailed design. As part of the detailed design activities, Stantec identified the need to complete additional Archaeological and Environmental Studies. Formal proposals from Stantec are attached as Appendices to this report. Given that the Environmental Impact Study is a three-season study occurring over spring, summer, and fall, to expedite timelines and not delay design work by a calendar year, Staff in consultation with Stantec believe it is prudent to award the studies promptly. This work needs to commence before April, and as such, a sole source award is most appropriate given Stantec's familiarity with the project and capability to deliver within the required timelines. Council and Staff have discussed varying delivery models for this service, and Staff will present a follow-up report in the future seeking direction on the procurement model. However, these studies are necessary to complete regardless of the procurement method for the design and construction of a new WWTP, and to maintain flexibility with schedules, it is advantageous to complete them this year.

In addition to the required studies, Staff requested Stantec to provide a quote for a review of the trunk sewer requirements on Sunset to service the industrial lands. This review will consider the various developments that could happen within the settlement boundary, both residential and industrial, and size a trunk sewer accordingly. This trunk sewer would start at the new treatment facility and extend to service the various properties within the settlement boundary. The review will also examine phasing strategies and costs of installation. This information will be valuable in assessing costs and prioritizing the extension of services in the Talbotville area.

Financial Implications:

The Addendum was completed under budget, with \$17,238 of the original budget remaining unspent. The remaining budget would be used against the costs incurred in completing the additional studies.

The following chart breaks down the costs for each report/task:

Report/Study	Cost
Stage 2 Archaeology Study	\$ 9,815
Environmental Impact Study	\$ 30,896
Trunk Sewer Costing	\$ 5,800

Subtotal	\$ 46,511
Net increase (less the \$ 17,238 remaining budget)	\$ 29,273

As part of the public commenting period, the Chippewas of the Thames First Nation has submitted a request to participate in the completion of the archaeological field studies. This request will certainly be accommodated, and the cost of which will be invoiced to the project from their field liaison. This cost is not included in the cost summary.

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"



Stantec Consulting Ltd.
400-1305 Riverbend Road, London, Ontario N6K 0J5

January 22, 2024
File: 165630253

Attention: Aaron VanOorspronk, Director of Infrastructure & Development Services
Township of Southwold
35663 Fingal Line,
Fingal, Ontario N0L 1K0
Email: development@southwold.ca

Dear Aaron,

Reference: Talbotville WWTP ESR Addendum, Proposed North Site, Stage 2 Archaeological Assessment

Introduction

Stantec Consulting Ltd. (Stantec) is providing the Township of Southwold (the Client) with a proposal to conduct Stage 2 archaeological assessment for the study area associated with the proposed North Site for the new Talbotville Wastewater Treatment Plant (WWTP). The archaeological assessment is being completed to support an Addendum to the *Talbotville Wastewater Treatment Plant Schedule C Class Environmental Assessment, Environmental Study Report*. The study area for the Stage 2 archaeological assessment is in part of Lot D, Southeast of Talbot Road North Branch, Township of Southwold, Elgin County, Ontario and is approximately 6.82 hectares. Previously, Stantec completed a Stage 1 archaeological assessment and determined that the study area retained archaeological potential and Stage 2 archaeological assessment was required.

Approach

The Stage 2 archaeological assessment will be completed in accordance with the Ministry of Citizenship and Multiculturalism's (the Ministry) 2011 *Standards and Guidelines for Consultant Archaeologists*. The objective of Stage 2 archaeological assessment is to document archaeological resources within the study area, if present, and provide a determination of whether any of the identified resources retain further cultural heritage value or interest. The Ministry recognizes two methods for on-site documentation and inventory of archaeological resources on a subject property. The specific details for these methods are outlined in the Ministry's 2011 *Standards and Guidelines for Consultant Archaeologists*. To summarize, for lands **accessible** for ploughing, the Stage 2 physical survey of the study area must involve the pedestrian survey method. In these instances, agricultural and accessible land must be ploughed in advance of the archaeological assessment. Ploughing must be deep enough to provide total topsoil exposure, but not deeper than previous ploughing, and must be able to provide at least 80% ground surface visibility. For lands **inaccessible** for ploughing, the Stage 2 physical survey of the study area will consist of the test pit survey method. The Ministry's standards require that each test pit be at least 30 centimetres in diameter, excavated to at least five centimetres into sterile subsoil, and have excavated soil screened through six-millimetre hardware cloth to facilitate the recovery of archaeological resources.

Reference: Talbotville WWTP ESR Addendum, Proposed North Site, Stage 2 Archaeological Assessment

Stantec anticipates that the Stage 2 physical survey of the lands will proceed using a mix of the pedestrian and test pit survey methods. Therefore, it is important that the Client arranges for adequate ploughing of the study area in advance of the archaeological assessment. However, if the applicable lands were ploughed in late 2023 and provided for appropriate ground surface visibility conditions, no further ploughing may be required.

Due to the anticipated ground disturbance required as part of the test pit survey, Stantec requires utility locates to be completed in advance of the archaeological assessment. Stantec will submit an Ontario1Call locate ticket to identify public utilities. If it is determined that private utility locates are also required, Stantec will arrange to have a qualified sub-contractor provide the locating service and a change order will be submitted to the Client to capture the fees associated with obtaining private locates.

Areas of significant disturbance, such as existing modern structures, laneways, ditching, and road rights-of-way, or areas of previous earth-moving activities, will not require Stage 2 survey but will be photo documented by a licensed archaeologist as part of the assessment. The information gathered during the Stage 2 archaeological assessment will then be used to recommend further archaeological work, as applicable, in the form of Stage 3 assessment.

Indigenous Engagement

The Ministry does not require Indigenous engagement as part of Stage 2 archaeological assessments. The Client will advise Stantec of Indigenous engagement requirements for the Stage 2 archaeological assessment. Agreements or contracts with participating Indigenous communities will be arranged directly between the Client and the Indigenous community. However, with the Client's approval, Stantec will coordinate with Indigenous communities to include monitors/representatives in the archaeological fieldwork. Stantec will not initiate Indigenous engagement outreach until specifically directed to do so by the Client. Indigenous engagement practices conducted by Stantec during the archaeological assessment will comply with the Ministry's 2011 *Standards and Guidelines for Consultant Archaeologists* and the draft technical bulletin on *Engaging Aboriginal Communities in Archaeology*.

Schedule and Deliverables

The Stage 2 archaeological assessment can begin as soon as Indigenous engagement requirements have been confirmed, utility locates have been obtained, and ground conditions for archaeological survey are acceptable in accordance with the Ministry's 2011 *Standards and Guidelines for Consultant Archaeologists*. Based on our experience, we anticipate that Stage 2 archaeological assessment fieldwork will require one (1) day.

The results of the Stage 2 archaeological assessment will be summarized in a single archaeological assessment report. A draft report of the results can be provided for the Client's review within four to five weeks of the completion of the fieldwork. The Stage 2 archaeological assessment report will be submitted to the Ministry for review and inclusion in the *Ontario Public Register of Archaeological Reports*. The objective of the report will be to determine whether any additional Stage 3 archaeological assessment will be required. If additional work is required (i.e., Stage 3 archaeological assessment), a subsequent scope of work, including a schedule and opinion of probable cost, will be prepared and discussed with the Client.

Reference: Talbotville WWTP ESR Addendum, Proposed North Site, Stage 2 Archaeological Assessment

Opinion of Probable Cost

The opinion of probable cost for the Stage 1-2 archaeological assessment is **\$9,815.04**.

Stantec understands that costing provided represents an upset limit and as such, additional work will not be undertaken without written authorization to proceed from the Client. Should Stantec identify the need for additional work during the course of the services described, the Stantec Project Manager will contact the Client directly to discuss the potential implications and develop an appropriate course of action. Costs provided include an eight percent (8%) flat rate disbursement (FRD) on labour, a 10% mark-up on expenses, and exclude applicable taxes.

Assumptions

For the schedule and opinion of probable cost provided, the following assumptions have been made:

- The Client will grant clear and unfettered access to the property associated with the study area for the Stage 2 archaeological assessment.
- If available, the Client will provide Stantec with the digital data related to the limits of the study area for the Project, e.g., CAD drawings, .kmz files, or .shp files, etc. This information is required in advance of archaeological field crew mobilization.
- Stantec assumes that the size and condition of the study area as outlined earlier is accurate, i.e., 6.82 hectares comprising a mix of agricultural and non-agricultural lands. Changes to the size and condition of the property and change in proposed methodology, will require a change of scope in work and budget. If this need arises, the change of scope will be prepared by Stantec in consultation with the Client.
- The Client will be responsible for adequate ploughing of the study area and will be responsible for any compensation to landowners. Further instruction regarding archaeological ploughing requirements will be provided to the Client as needed.
- Stantec will arrange for public utility locates through Ontario1Call in advance of the assessment. If private locates are required, a change in scope and budget may be required. If this need arises, the change of scope will be prepared by Stantec in consultation with the Client.
- Stantec assumes that ploughing and utility locates will be completed to allow for a single mobilization of archaeological staff, totaling one day of fieldwork. Additional time required to complete the archaeological fieldwork due to ploughing delays, locates delays, the identification/recording of significant archaeological resources, or other matters beyond Stantec's control, may require a change of scope in work and budget. If this need arises, the change of scope will be prepared by Stantec in consultation with the Client.
- Overall, it is anticipated that one (1) field day with a crew of four (4) Stantec staff will be required to complete the Stage 2 fieldwork. If additional staff and/or field days are required, a change of scope in work and budget may be required. If this need arises, the change of scope will be prepared by Stantec in consultation with the Client.
- Stantec crew vehicles will be billed to the Client at a rate of \$200 per vehicle per day while in use for the Project.

Reference: Talbotville WWTP ESR Addendum, Proposed North Site, Stage 2 Archaeological Assessment

- Conditions detrimental to the identification and documentation of features of archaeological potential and archaeological resources will delay the archaeological fieldwork. The archaeological fieldwork will be conducted when, in Stantec's opinion, the ground conditions will meet the Ministry's stipulations. Stantec will not be held responsible for any delays or costs associated with such delays caused by detrimental field conditions and/or multiple mobilizations of archaeological staff for the archaeological fieldwork.
- The Client will be responsible for arranging payment of any Indigenous community members involved in the archaeological program. Stantec is aware of the potential for Indigenous communities to influence the project timeline, field methodology, and field productivity, but it is assumed that no impacts will occur. Stantec staff will work closely with assigned monitors and respect the protocols put in place by these groups and the Client. Notwithstanding the above, Stantec will not be held responsible for any delays or additional costs associated with delays or changes in the methodological approach resulting from Indigenous community concerns. If methodological changes arise as a result of Indigenous community involvement, a change in scope and budget may be required and will be prepared in consultation with the Client.
- Stantec's preference is to have the Client arrange agreements with applicable Indigenous communities. If the Client requests that such arrangements are to be determined between Stantec and the Indigenous community, a change in scope and budget is required. Further, if the Client wishes to have Stantec retain the Indigenous community as our sub-contractor, please note that many of the flow-through and insurance requirements in our agreement with the Client may not apply to the Indigenous community and/or they may not be willing or able to meet those requirements. Given this, Stantec may need to seek the Client's consent to waive the above-referenced requirements as they pertain to Indigenous community sub-contractors.
- The Stage 2 archaeological assessment report to be delivered by Stantec, if this proposal is accepted, will be for the sole use of the Client. The report may not be relied upon by any other party without the express written consent of Stantec, which may be withheld at Stantec's discretion. Any such reliance to which Stantec consents will (1) contain a limitation of Stantec's liability which will be no greater than the lesser of \$50,000 or the value of Stantec's fees for the Stage 1-2 archaeological assessment, and (2) only be granted pursuant to the conditions of Stantec's standard form reliance letter (i.e., Stantec will not sign forms of reliance letters proposed by lenders or other third parties).
- Every archaeological investigation involves the risk of encountering human remains. If human remains are uncovered, Stantec will inform the Client immediately and all archaeological work being conducted at the site in question will cease until such time the required approvals are in place to allow the resumption of the investigations. Stantec will not be held responsible in any way for delays or additional costs associated with the discovery of human remains.
- This proposal remains valid for 90 days from the date of issue.

To:	Jeff Paul, P. Eng.	From:	Gina MacVeigh, F.W.T.
	Stantec London, ON – BC1656		Stantec Waterloo, ON – BC1609
File:	Talbotville Wastewater Treatment Plant	Date:	February 9, 2024

Reference: Proposal for Scoped Environmental Impact Study – Talbotville Wastewater Treatment Plant Detailed Design

INTRODUCTION

Stantec has prepared the following scope of work and estimate of cost to provide a Scoped Environmental Impact Study (EIS) for the Talbotville Wastewater Treatment Plant (WWTP) Detailed Design (the Project), in the Township of Southwold. The requirement for the scoped EIS was identified in the Talbotville WWTP Environmental Assessment (EA) Update (Stantec 2024), prior to advancing to the Detailed Design stage of the Project. The Natural Heritage Study Area for the scoped EIS will include the lands within the North Site (as identified in Section 1.3 of the Talbotville WWTP EA Update (Stantec 2024)) and lands within 120 m of the North Site. The Natural Heritage Study Area includes agricultural lands, grasslands, a small pond, and drainage features.

It is understood that a review of natural heritage features was undertaken as part of the 2016 EA, which included supplementary field investigations on November 26, 2015.

This scoped EIS work plan is based on the recommendations outlined in the Talbotville WWTP EA Update (Stantec 2024).

NATURAL HERITAGE WORK PLAN

TERMS OF REFERENCE

At the onset of the Project, Stantec will prepare a Terms of Reference (ToR) for the Natural Heritage studies and submit to the Township of Southwold for review and comment.

BACKGROUND DATA REVIEW

Natural heritage specialists will collect and review available background information for the Study Area. Stantec will also compile data from a variety of secondary sources, including the Land Information Ontario (LIO) database, Natural Heritage Information Centre (NHIC) database, the Species at Risk (SAR) in Ontario List, Fisheries and Oceans Canada's (DFO) Aquatic SAR mapping, various wildlife atlases, municipal Official Plans and other planning reports, as available. Based on a preliminary review of background data, there is potential for bird, reptile, plant, fish and/or mussel SAR to be present in the Study Area.

Table 1 documents the NHIC database summary of SAR and provincially rare species in the Study Area. There is also potential for additional SAR known for the region where there is suitable habitat, such as butternut (*Juglans cinera*) and endangered bats.

Reference: Proposal for Scoped Environmental Impact Study – Talbotville Wastewater Treatment Plant Detailed Design

Table 1. NHIC Records of SAR and Provincially Rare Species in the Scoped EIS Study Area for the Talbotville WWTP.

Common Name	Scientific Name	S-Rank	SARO Status	COSEWIC Status
Eastern Wood-pewee	<i>Contopus virens</i>	S4B	SC	SC
Lowland Bladder Fern	<i>Cystopteris protrusa</i>	S2S3		
Eastern False Rue-anemone	<i>Enemion biternatum</i>	S2	THR	THR
Green Dragon	<i>Arisaema dracontium</i>	S3	SC	SC
Brindled Madtom	<i>Noturus miurus</i>	S2	NAR	NAR
Red-headed Woodpecker	<i>Melanerpes erythrocephalus</i>	S3	END	END
Eastern Meadowlark	<i>Sturnella magna</i>	S4B, S3N	THR	THR
Tufted Titmouse	<i>Baeolophus bicolor</i>	S3		
Midland Painted Turtle	<i>Chrysemys picta marginata</i>	S4		SC

FIELD INVESTIGATIONS

Stantec biologists will complete the following seasonal surveys:

- Wildlife habitat assessment (including an assessment to determine presence/absence of suitable habitat for Midland Painted Turtle), and a SAR habitat assessment (including an assessment to determine presence/absence of suitable habitat for Eastern Meadowlark). – one survey (concurrent with fish habitat assessment in the spring escribed below)
- Ecological Land Classification (ELC) vegetation community survey and botanical inventory to determine presence/absence of SAR or provincially rare flora and map vegetation communities – one survey in June
- Grassland breeding bird surveys to determine presence/absence of Eastern Meadowlark (if suitable habitat is present) - three surveys in June (one survey concurrent with vegetation surveys)
- Turtle basking surveys to determine presence/absence of Midland Painted Turtle (if suitable habitat is present) – two surveys concurrent with fish habitat assessment and vegetation surveys and/or grassland breeding bird surveys (if required)
- A single-season (spring) fish habitat assessment and fish community assessment will be completed for D.L Gilbert Municipal Drain

Field investigations will be scheduled to occur concurrently where feasible for efficiency. A License to Collect Fish for Scientific Purposes will be obtained from the Ministry of Natural Resources and Forestry prior to conducting the fish community assessment.

Reference: Proposal for Scoped Environmental Impact Study – Talbotville Wastewater Treatment Plant Detailed Design

DESIGN REVIEW

Stantec biologists will review the detailed design plans for the proposed WWTP and will complete an impact assessment for the construction and operation of the facility. Standard and site-specific recommendations for mitigation measures will be provided to reduce the risk of potential impacts to vegetation, wildlife and wildlife habitat, SAR, and fish and fish habitat.

DELIVERABLES

Environmental Impact Study Report

Stantec will prepare a Scoped Environmental Impact Study Report that will include a description of the existing conditions in the Study Area based on the background review and field investigations. Maps will be prepared that show the locations of designated or sensitive natural features in the Study Area. The report will include a description of proposed activities that have the potential to affect vegetation, wildlife and wildlife habitat, SAR, and fish and fish habitat. The report will include a review of federal, provincial, and municipal policies and will demonstrate how the Project conforms with each respective policy. The report will also include a figure showing natural heritage features with the proposed areas of disturbance overlain. Stantec will provide a list of measures to mitigate potential effects of the detailed design and an assessment of net residual effects on natural features. The need for permits or authorizations under the *Endangered Species Act, 2007* (ESA) will be determined, as will requirements under the *Species At Risk Act* (SARA) and the *Fisheries Act*, if applicable. A draft version of the report will be provided for client review and comment. One round of comments by the client will be addressed.

MECP Information Gathering Form

If SAR or SAR habitat will be affected by the Project, Stantec will complete an Information Gathering Form (IGF) for submission and review of the Project by the Ministry of the Environment, Conservation and Parks (MECP) under the *Endangered Species Act* (ESA).

DFO Request for Review Form

If fish and fish habitat will be affected by the Project, Stantec will complete a Request for Review Form (RfR) for submission and review of the Project by Fisheries and Oceans Canada (DFO) under the *Fisheries Act* and the *Species at Risk Act* (if required).

ESTIMATE OF PROBABLE COST

The estimate of probable cost for the above tasks is **\$30,896** inclusive of fees and direct expenses (exclusive of FRD on fees and HST).

ASSUMPTIONS

The Scope of Work provided is subject to the following assumptions and limitations:

- Field work will include the surveys described above. Additional survey requirements may be identified through agency consultation or the outcome of field work, which may require a change in scope.

February 9, 2024

Jeff Paul, P. Eng.

Page 4 of 4

Reference: Proposal for Scoped Environmental Impact Study – Talbotville Wastewater Treatment Plant Detailed Design

- Fisheries field work includes a single-season site visit and fish community assessment to identify conditions in the D.L. Gilbert Municipal Drain, which is currently unrated with respect to a drain classification.
- The scope of work includes the first submission to the planning authority. Subsequent revisions may result in extra costs.
- The scope of work includes preparation and submission of a DFO Request for Review. Any further submission to DFO that may be required under the *Fisheries Act* or the *Species at Risk Act* are not included in this scope and budget. If these submissions are required, Stantec can provide a cost estimate for client review and approval.
- The scope of work includes preparation and submission of an Information Gathering Form (IGF). Any other applications required by MECP such as an Avoidance Alternatives Form (AAF), an ESA registration, or a C-Permit Application Form (CPAF), are not included in this scope and budget. If during the study, it is determined that any of these application or submission forms are required, Stantec can provide a cost estimate for client review and approval.

Additional Assumptions to Support the BC1609 Budget:

- Property access will be arranged by BC1656 staff as required.
- Two representatives from the ecosystems team will attend up to two one-hour project progress meetings (conference call); time to attend agency meetings has not been included.
- The BC1609 budget does not include fees to contribute to reports and submissions other than those referred to in the scope of work described above.
- A tree inventory (if required) is not included in the BC1609 the scope of work.
- Fees are based on Rate Table 1 (2024) (FRD excluded).

CLOSURE

We trust that you will find this scope of work and estimate of probable cost satisfactory for the natural heritage Scoped EIS component of the Project. Please contact the undersigned if you have any questions or comments.

Stantec Consulting Ltd.

Gina MacVeigh F.W.T
Senior Aquatic Biologist

Phone: 519-901-0438
Gina.MacVeigh@stantec.com

Janice Ball B.Sc
Terrestrial Ecologist

Phone: 519- 546-9132
Janice.Ball@stantec.com

Design with community in mind



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 1a, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-08

SUBJECT MATTER: Activity Report for CAO/Clerk February 2024

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on the CAO/Clerk Activities for February 2024.

Meetings/Events:

February 1, 2024	Talbotville Industrial Property Development - Future Planning
February 1, 2024	Elgin County BR+E - Dogs on 3
February 2, 2024	Talbotville Servicing Capacity Meeting
February 5, 2024	Southwold Q4 OCWA Meeting
February 5, 2024	Family Day Committee/Winterfest Meeting
February 5, 2024	Elgin County BR+E - Country Grocer
February 5, 2024	Meeting with Development Lawyer
February 6, 2024	Meeting with Oxford County Developers
February 6, 2024	Meeting with Western University Co-Op Coordinator
February 7, 2024	Housing Enabling Water Systems Fund Webinar
February 8, 2024	EDC Meeting
February 12, 2024	EPCOR Infrastructure Capabilities - Follow-up
February 13, 2024	Talbotville WWTP EA - Progress Meeting
February 14, 2024	Payroll Review of New CUPE Agreement
February 15, 2024	Elgin County BR+E The Turkey Shoppe
February 15, 2024	Organics Collection Meeting
February 17, 2024	Southwold Winterfest
February 20, 2024	Elgin/Southwold CAO & Mayor Meeting
February 21, 2024	Potential Development Manager Meeting
February 21, 2024	IESO & Southwold Meeting
February 22, 2024	Elgin County BR+E Rob Ellis
February 23, 2024	CCHC Board Meeting
February 27, 2024	Elgin County BR+E - Nature's Oasis (missed)

February 27, 2024 Senior Management Meeting – Eclipse Planning
February 27, 2024 Meeting with Rosy Rhubarb – Insurance Inquiries
February 27, 2024 Ministry of Energy – Electricity Transmission needs for Elgin County
February 28, 2024 Asset Review for ARO Requirements
February 28, 2024 PSD Citywide Maintenance Manager Kickoff Meeting
February 28, 2024 Administration Staff Meeting
February 29, 2024 Southwold Servicing Discussion
February 29, 2024 Administration Co-op Student Interviews

Strategic Planning Exercise

Staff are rolling out the communication efforts, which includes a dedicated web page, social media postings, information in the tax billing, and post card sent directly to those who attended open houses.

Recruitment/Staffing

All staff positions are currently filled. Summer students in all departments have been successfully recruited, including GIS/Asset Management, Administrative Co-op, Water Department, Parks, and Public Works.

Grant Application Progress and Updates

The municipality has submitted the following grant applications:

- Rural Economic Development Grant (Municipal Parking Lot in Shedden)
- Trillium Capital Grant – Stormwater Pond & Accessible Trail in Fingal

The municipality has received responses on the following grant applications:

- Trillium Resiliency Grant – Parks Master Plan – *UNSUCCESSFUL*
- Community Emergency Management Preparedness Grant – New Generator and Portable Radios – *SUCCESSFUL – Funding of \$50,000.00*
- Waste Reduction Capacity Grant- Study for Organic Collection Models – *UNSUCCESSFUL*
- Fire Marshal's Public Fire Safety Council – New Smart Boards for Fire Halls – *SUCCESSFUL – Funding of \$1,950.03*

Shared Services

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

Policy Development

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

2023 Budget and Projects:

Staff are continuing to plan out and implement the various projects and programs approved in the 2023 budget and have initiated RFP and various procurement for 2024 elements.

Capital Project Progress:

Project	Budget	Status/Comments
Strategic Plan	\$15,000	Strategic Plan completed. Communications ongoing.
Online Meeting Equipment	\$15,000	Installation complete.
Phone System Upgrade/Replacement VOIP	\$15,000	Substantially completed, new system is in place and operational. Waiting on IT to finalize some elements.
Server Replacement	\$15,000	Ordered, Delivered, installed – IT Contractor finalizing configuration and implementation
Branding and Marketing	\$15,000	Full brand roll-out continues.
IT Penetration/Security Testing	\$10,000	Ongoing – IT contractor Microsoft 2 Factor Authentication enabled – minimal issues to date
Additional Office Space	\$80,000	Construction complete. Staff in new offices.
Office Security Updates – Locks/FOB	\$10,000	Being investigated
Pay Equity Study/Market Check	\$15,000	Market Check assessment complete.
Laserfiche AP Workflow	\$10,000	Initial quotes were higher than expected, reviewing project scope and internal options. An internal staff working group has been developed with a goal of implementation soon.

Project	Budget	Status/Comments
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with internal resources only so far

Strategic Plan Goals:

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 11, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-09

SUBJECT MATTER: Solar Eclipse Planning 2024

Recommendation:

THAT Council receives the report on Solar Eclipse Planning 2024 as information and that Council affirms the recommended course of action proposed by staff.

Purpose:

This report provides a recommended course of action for the Solar Eclipse Event taking place on April 8th.

Background:

On April 8, 2024, Southwold, Elgin County and areas in southern Ontario will witness a total solar eclipse. The last total eclipse experienced in the province was February 26, 1979, in Northern Ontario, and the next one won't happen again over the province until 2099.

This rare astronomical phenomenon is predicted to increase tourism traffic and may have significant impact on the municipality over a very short period of time. While the actual traffic to the event may be weather dependent, the best predictor for future behaviour is historical patterns. Here is some information that we know:

- Last full eclipse brought 7.4 million to Oregon and was viewed by 88% on the USA population
- UWO had unprompted/unadvertised gathering of 7,000 people during the last partial eclipse
- Royal Astronomical Society of Canada had planned gathering in a parking lot for 500 people at last partial eclipse/meteor shower and had 10,000 people attend
- An August 2023 annual meteor shower brought 200 cars to Fingal Wildlife Area which was unprompted and unadvertised
- A single social media post on Elgin County FB received 20,000 reactions

- London hotels are currently indicating that they are being booked for the event with limited vacancy
- AirBnB has noted a 300 percent increase in rentals in Southern Ontario for the week of the Solar Eclipse and noted a 1000 percent increase in searches for the full eclipse area.

Comments/Analysis:

Municipal partners in Elgin County representing emergency management, emergency responders, tourism, and operations have convened a working group to address various concerns that are expected as a result of the total eclipse. The Committee has discussed the various elements:

- Access and egress for emergency services
- Access on site issues at viewing areas (Eg; medical calls, police calls, etc.)
- Sanitation on site (Eg; waste receptacles, washroom facilities, etc.)
- Pre-staging for emergency services
- Possible traffic detours away from primary access/egress routes (Eg; Sunset, Imperial, etc.)
- Three provincial parks not officially open to public could create congestion and response concerns
- Standing up the EOC in advance of the planned event, which can be used in lieu of a municipality's annual exercise.

Following the Committee meeting, Southwold's senior management team met to compile a Southwold preparation plan. The senior management team is recommending the following actions to be taken in preparation of the event:

- Given that it is most likely that people will visit the unserviced Fingal Wildlife Management Area (advertised by Elgin County), or maybe the Keystone Complex/Corsley Park (unadvertised), staff are planning to open and staff the washrooms at the Fingal Ball Park, and at the Keystone Complex. The washrooms at the municipal office will also be open if needed. Staff are planning to provide signage at the wildlife management area, to advise Mike at Country Grocer to send people to the Keystone for washroom facilities, and will provide signage on the roadway to direct traffic to public washrooms. The opening of the Fingal Washroom will be weather dependent since it is unheated and we do not want to risk pipe failure caused by freezing.

- Fire Services is aiming to staff one Fire Apparatus at each station on the day to be on standby in the event of an emergency, given the increase in population and traffic
- The municipal office should remain open to provide service to the public, with some staff being deployed to work from the Keystone to ensure supervision of the space for washroom access
- The planned Council meeting on April 8th will proceed as normal; staff anticipate that by 7 pm, most traffic and congestion will be resolved
- Public works will be working a split shift on the 8th, with ½ of the staff working from 7:00 am – 3:30 pm and ½ working from 10:00 am – 6:30 pm, to ensure staff are available at the time of the eclipse and shortly thereafter
- Township staff will be closing Iona Road south of Lake Line and Grand Canyon Road to all traffic except local traffic, to prevent too much traffic on the bluff lands.
- At this time, Southwold is not anticipating standing up the Emergency Operations Centre, however, this may be reevaluated closer to April 8th, in response to any changing information
- A small supply (350 pairs) of Solar Eclipse viewer glasses have been acquired and are available for council, staff, and residents (1 pair per member of the household) at the Township office, while supplies last.

Financial Implications:

At this time, increased costs related to the Solar Eclipse are funded out of the Emergency Management reserve, however costs are not anticipated to be significant.

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:
Lisa Higgs, CAO/Clerk
"Submitted electronically"

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

Name of Event:			
Arthritis society - Tips for Living with Arthritis			
Name of Group or Organization			
Victoria Order of Nurses			
Primary & Secondary Contact Person		Purpose of Event	
Ellen Cannon, Coordinator Jill Smith, Manager		education	
Contact Address			Postal Code
175 South Edgeware Road, St. Thomas, Ontario			N5P 4C4
Phone # Primary / Secondary		Email / Website:	
		www.von.ca	
Not for Profit # or			
Charitable Organization Registration #:		137508057RR0001	
Activity or Event Information			
Fees to be Waived (ie: facility rental)			
Date and Times:		Thursday, April 25th 2024 @ 10:30 a.m.	
Number of People expected:		30	Admission Fee: (If applicable)
			n/a
Will food be served?	tea & Coffee	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?
This education session is to literally provide "tips for living with Arthritis" as well as providing a connection for additional information and resources

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.

This event brings together community members in a rural area within a convenient distance of their homes to receive education to improve their quality of life

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

The event will not take place

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

not for this event

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

VON will contact all clients who reported interest as well as posting information throughout Shedden and surrounding areas

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:	Jill Smith, Manager	Title:	Manager
Signature:		Date:	February 21 2024

By completing this form, you are requesting the waiver of rental fees for the Southwold Keystone Complex, Shedden Open Space Park, Fingal Heritage Park, Fingal Ball Park, new Talbotville Park, or Talbotville Optimist Park.

Deadline for events being held in 2023 is November 15th, 2022.

The booking process will remain the same. All existing rental documentation will need to be completed and submitted, which includes a rental agreement, and signed facilities agreement.

A certificate of insurance must be provided.

Organization's Name: *

Shedden Soccer

Representative's Name: *

Michelle Lackey

Is there a secondary contact person for your organization? *

- ☒ No
- ☐ Yes

Contact Number: *

Email Address: *

sheddensoccer@gmail.com

**Not for Profit # or Charitable Organization
Registration #:**

Date(s) of requested fee waiver: *

Wednesday, April 17
Saturday, May 4
Wednesday, Nov 13

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold? *

Shedden Soccer is a non-profit organization the provides a fun way for players and families to be active in the community. Over 250 players participated last season.
The listed dates allow us to share information with families and train coaches / referees.

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

Families get to make new friends while being active and promoting a healthy lifestyle.
Parents get involved with coaching which provides a social impact on township residents.
High school students coach... fulfilling their required volunteer hours to graduate.

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

Registration fees for soccer may have to increase which some families may not be able to afford.

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

We fundraise through our Snack Shoppe.
Local businesses sponsor our jerseys.

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

Keystone Complex is an accessible building for anyone wishing to attend.
Meeting minutes and training materials will be available by email for those that cannot attend.

Please select the facility that you are requesting a fee waiver for: *

- ☐ Shedden Open Space Park
- ☐ Fingal Heritage Park
- ☐ Fingal Ball Park
- ☐ Talbotville Optimist Park
- ☒ Southwold Keystone Complex

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 aspect. *

- ☒ Agree
- ☐ Disagree

Date: *

2/29/2024



Thank you for your application.

You will receive confirmation of your submission by email within 5 business days of receipt.

The Township of Sotuhwold 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, special event permit, and/or COVID forms.

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 within the Township
- Damage deposits will not be refunded
- Non-Township fees or expenses



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-17

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part of Lot 16, Range 1 and 2, South of Union Road, including Part 1 and 5, 11R-10965 Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Residential 2 Holding (R2-1(H)) Zone;
2. 1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part of Lot 16, Range 1 and 2, South of Union Road, including Part 1 and 5, 11R-10965 Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Residential 3 Holding (R3-6(H)) Zone;
3. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 9, to change the zone symbol applying to lands legally described as Part of Lot 16, Range 1 and 2, South of Union Road, including Part 1 and 5, 11R-10965 Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Settlement Reserve (SR) Zone to Open Space (OS) Zone;
4. Subsection 9.4 Special Provisions of the By-law is amended by adding the following new clause:
"(a) R2-1 As shown on Schedule A, Map 9
 - i) Zone Requirements
All lot and building requirements for the permitted uses shall be in accordance with subsection 9.2, except for the following:
 1. Minimum Exterior Side Yard Setback 3.5m

2. Minimum Rear Yard Setback 7m
 3. Maximum Lot Coverage Single Detached Dwelling 50%
 4. Maximum Lot Coverage Semi-Detached Dwelling 55%
 5. Minimum Landscaped Open Space 30%
 6. Maximum permitted encroachment of a deck into the rear yard is 4m. No encroachment is permitted into a required front yard or required side yard.
 7. All provisions of By-law 2011-14, as amended pertaining to lands zoned Residential 2 (R2) shall also pertain to lands zoned R2-1."
5. Subsection 10.4 Special Provisions of the By-law is amended by adding the following new clause:

"(f) R3-6 As shown on Schedule A, Map 9

- i) Permitted Use
 1. Rowhouse dwelling
 - ii) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with subsection 10.2, except for the following:

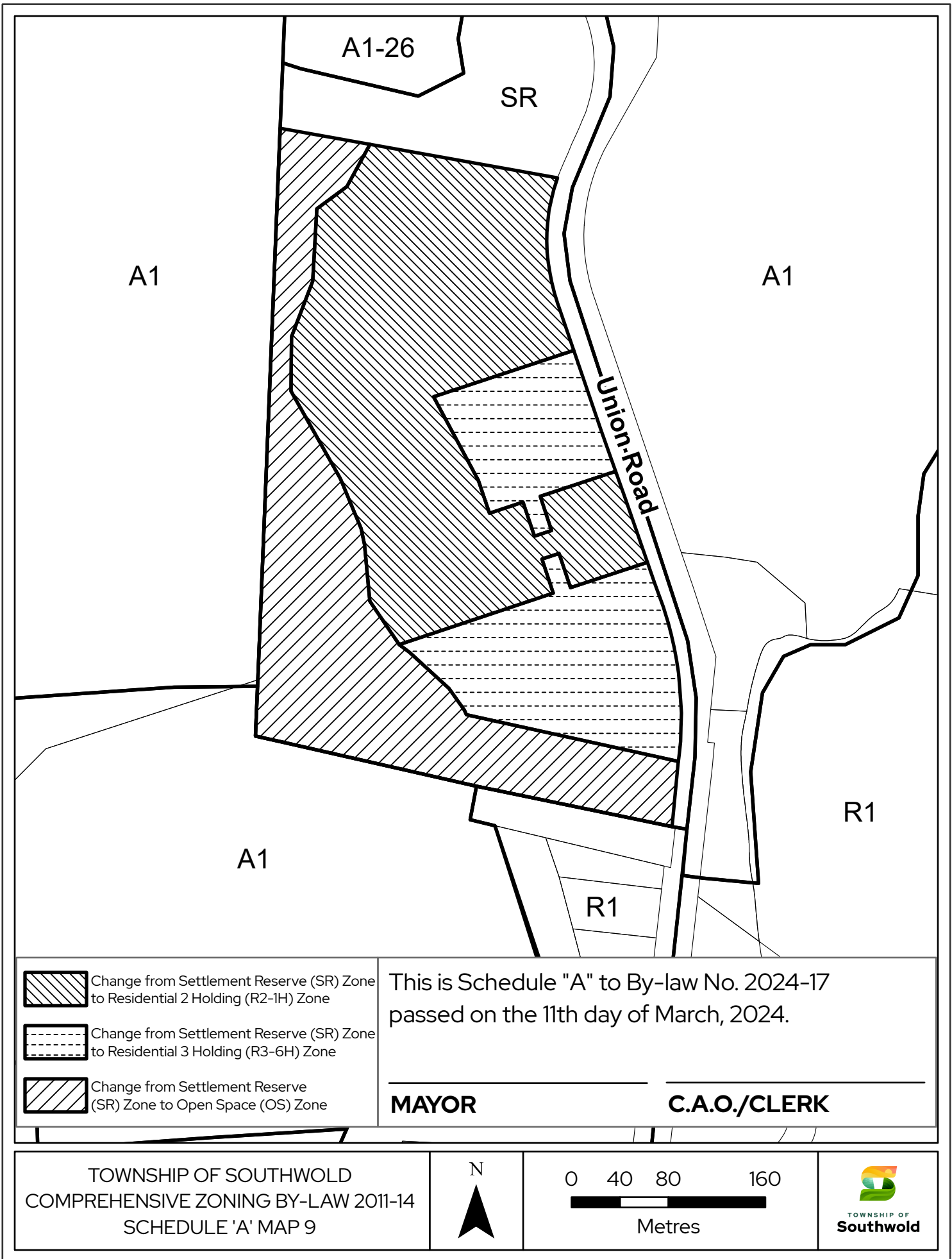
 1. Minimum Lot Frontage 15m
 2. Minimum Rear Yard Setback 6m
 3. Minimum Interior Side Yard Setback 6m
 4. Maximum Height 12m
 5. Maximum Lot Coverage 50%
 6. Maximum permitted encroachment of a deck into the rear yard is 4m. No encroachment is permitted into a required front yard or required side yard.
 7. All provisions of By-law 2011-14, as amended pertaining to lands zoned Residential 3 (R3) shall also pertain to lands zoned R3-6."
6. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 11th DAY OF March, 2024.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2024-18

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 14, to change the zone symbol applying to lands legally described as Part of Lot 19, Concession North of Talbot Road Part Lots 61 and 62, Plan 14, including Part 7, RP 11R-2735, Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 (R1-36) Zone;
2. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 14, to change the zone symbol applying to lands legally described as Part of Lot 19, Concession North of Talbot Road Part Lots 61 and 62, Plan 14, including Part 7, RP 11R-2735, Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 (R1-37) Zone;
3. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A', Map 14, to change the zone symbol applying to lands legally described as Part of Lot 19, Concession North of Talbot Road Part Lots 61 and 62, Plan 14, including Part 7, RP 11R-2735, Township of Southwold, County of Elgin, as shown on Schedule "A", attached hereto and forming part of this By-law, from Residential 1 (R1) Zone to Residential 1 Holding (R1H) Zone;
4. Subsection 8.4 Special Provisions of the By-law is amended by adding the following new clauses:

“(aj) R1-36 As shown on Schedule A, Map 14

(i) Regulation

All lot and building requirements for the permitted uses shall be in accordance with subsection 8.2, except for the following:

- | | |
|-------------------------|---------------------------------|
| 1. Minimum Lot Frontage | 14.3m (47 ft.) |
| 2. Minimum Lot Area | 590m ² (6350 sq. ft) |

“(ak) R1-37 As shown on Schedule A, Map 14

i) Regulation

All lot and building requirements for the permitted uses shall be in accordance with subsection 8.2, except for the following:

- | | |
|---|---------------------------------|
| 1. Minimum Lot Frontage | 14.3m (47 ft.) |
| 2. Minimum Lot Area | 590m ² (6350 sq. ft) |
| 3. Side Yard Setback (southern property line) | 4m (13 ft.) |
4. All provisions of By-law 2011-14, as amended pertaining to lands zoned Residential 1 (R1) shall also pertain to lands zoned R1-37, save and except the following:

No garage door opening, parking spaces or driveway may be provided along the southern property line unless a 6m (19.7 ft.) setback is maintained for the entire length of building.

Accessory uses, buildings, or structures shall not be erected closer to the southern property line than 4m (13 ft.)

5. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

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

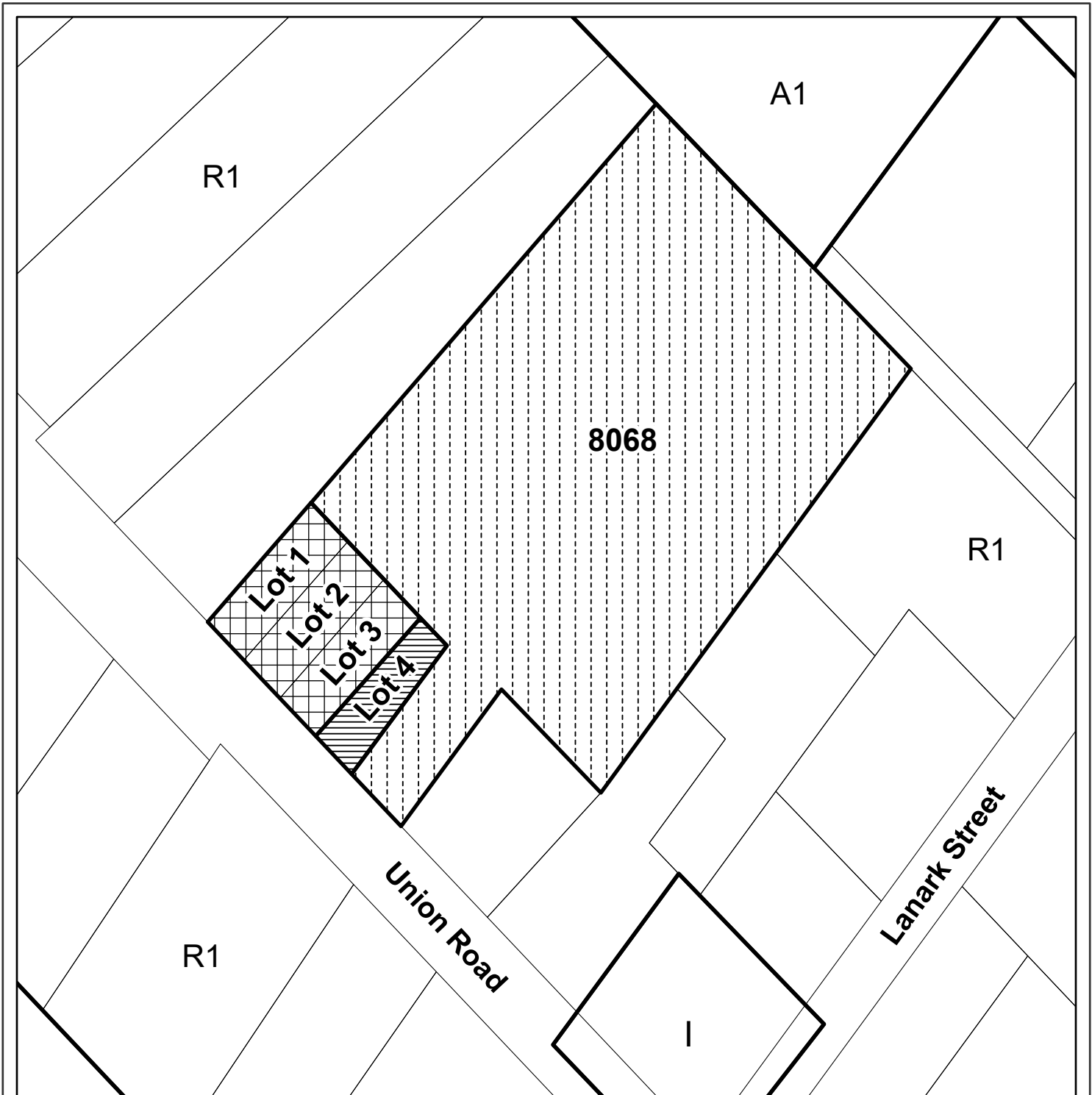
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 11th DAY OF March, 2024.**

Mayor

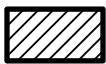
Grant Jones

CAO/Clerk

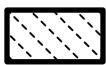
Lisa Higgs



Change from Residential 1 (R1)
Zone to Residential 1 (R1-36) Zone



Change from Residential 1 (R1)
Zone to Residential 1 (R1-37) Zone



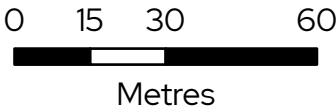
Change from Residential 1 (R1)
Zone to Residential 1 (R1H) Zone

This is Schedule "A" to By-law No. 2024-18
passed on the 11th day of March, 2024.

MAYOR

C.A.O./CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 14





CANADA POST
2701 RIVERSIDE DRIVE SUITE B320
OTTAWA ON K1A 0B1
CANADAPOST.CA

POSTES CANADA
2701 PROM RIVERSIDE BUREAU B320
OTTAWA ON K1A 0B1
POSTESCANADA.CA

Date: Feb 28th, 2024

Grant Jones
Municipality of Southwold
35663 Fingal Line.
Fingal, ON.
N0L 1K0

Re: Change to weekday business hours at the Southwold post office

Dear Mayor Grant Jones,

We conducted a review of customer use of the Southwold post office located at 1346 Townline Rd. and determined that very few customers visit the post office during the office current hours.

As a result, our new business hours at this post office will be the following as of Tuesday April 2nd, 2024.

Monday – 0830-1230 / 1330-1700 hours
Tuesday – 0830-1230 / 1330-1700 hours
Wednesday – 0830-1230 / 1330-1700 hours
Thursday – 0830-1230 / 1430-1800 hours
Friday – 0830-1230 / 1330-1600 hours
Saturday, Sunday – Closed.

Please note this change does not reduce the hours of operation or impact the range of services provided at this location. The adjustment means that the post office will now open later in the morning and close later on Thursdays. The adjustment will also mean that the office will not be closed as long during lunch break.

Postal box customers will continue to have full access to their mail during the above business hours. Customers can also purchase stamps, pay for and print shipping labels and access other postal services online at canadapost.ca.

Thank you for your understanding. Please do not hesitate to contact me at 226-932-2607 if you require further information or assistance.

Sincerely,

Ray Schindler
Local Area Manager



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2024-19

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 11, 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 March 11, 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 11th DAY OF MARCH, 2024.**

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs