



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday April 8, 2024

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION AND REVIEW OF MINUTES

- (a) Draft Minutes of the Regular Council Meeting of March 25, 2024
- (b) Draft Minutes of the Canada Day Committee Meeting of March 20, 2024
- (c) Draft Minutes of the Shedden Recreation and Keystone Complex Committee Meeting of March 21, 2024

5. DELEGATION

6. DRAINAGE

- (a) Meeting to Consider the Report – Larson Drain East
- (b) Appointment of Engineer – Section 78(1.1) – Jones Drain
- (c) Appointment of Engineer – Section 78(1.1) – Edison Drain
- (d) Section 78 (1.1) Petition – Best Drain

7. PLANNING

- (a) **7:15 p.m.** Committee of Adjustment PLA 2024-03 MV 2024-01, Farhi Holdings Corp., C/O Sandra Congdon, Strik, Baldinelli, Moniz Ltd 7 Optimist Drive and PLA 2024-04 MV 2024-02, Willmore, C/O Nicole McDowell, Due North Design & Drafting Inc., 8934 Iona Road **(sent under separate agenda package)**
- (b) PLA 2024-05 Application for Consent E23-24 Kikkert C/O H. Button, 8169 Union Road
- (c) PLA 2024-06 Application for Consent E29-24 Aulakh Enterprises Ltd C/O J. Horn, 10401 Sunset Road

8. REPORTS

- (a) FIR 2024-05 Activity Report – March 2024
- (b) CBO 2024-07 Activity Report – March 2024
- (c) PW 2024-02 Supply of Two Roadside Mowers
- (d) PW 2024-03 Supply of Sidewalk Plow
- (e) ENG 2024-25 Activity Report – March 2024
- (f) ENG 2024-26 Thomas Road Engineering Award
- (g) ENG 2024-27 Organic Processing Contract
- (h) ENG 2024-28 Public Works Septic System
- (i) ENG 2024-29 Authorize Invite Tender Only -Fire Hall Site Works
- (j) FIN 2024-10 Development Charges Summary
- (k) CAO 2024-18 Activity Report – March 2024
- (l) CAO 2024-19 Digital Sign Policy

9. CORRESPONDENCE

- (a) Elgin Group Police Services Board Meeting Minutes – November 15, 2023 and February 26, 2024
- (b) City of Brantford Resolution for Home Heating Sustainability
- (c) Lower Thames Valley Conservation Authority 2024 Approved Budget

10. BY-LAWS

- (a) By-law No. 2024-23, being a by-law to provide for drainage works -Larson Drain East 2024
- (b) By-law No. 2024-, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 8, 2024

11. OTHER BUSINESS *(For Information Only)*

- (a) Southwestern Public Health RE: Actions to Reduce Alcohol-Related Harms Report
- (b) Ministry of Finance RE: Property Tax Update

12. CLOSED SESSION

- (a) Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) – 2 items – Infrastructure and Development Services Staffing
- (b) A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – 2 items - CN Rail Lands and Pumping Station Fingal
- (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)) – Industrial Lands

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday April 29, 2024 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday March 25, 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 Grant Jones called the meeting to order at 7:00 p.m.

ADDENDUM TO AGENDA:

Correspondence

9(f) – Fee Waiver Request from Optimist Club of Talbotville

DISCLOSURES: None

ADOPTION AND REVIEW OF MINUTES:

Council Minutes – Adopt March 11th Minutes

The fee waiver request amount for Shedden Soccer should have been \$980.00 not \$165.00, as originally noted in the Minutes.

2024-084 Deputy Mayor Pennings – Councillor Fellows

THAT the Minutes of the Regular Council Meeting of March 11, 2024 are hereby adopted as amended.

CARRIED

Committee Minutes – Review

2024-085 Councillor Fellows – Councillor Adzija

THAT Council has reviewed the draft minutes of the Communities in Bloom Meeting of March 6, 2024, the draft Minutes of the Young at Heart Committee Meeting of March 6, 2024 and the draft Minutes of the Family Day /Winterfest Committee Meeting of March 18, 2024.

CARRIED

DELEGATION:

7:04 p.m. – 7:24 p.m.

OCWA – Vitally Talashok, Matthew Belding,

OCWA 4th Quarter Reports

2024-086 Councillor Adzija – Councillor Emons

THAT Council of the Township of Southwold hereby receives the reports from Vitally Talashok and Matthew Belding, OCWA re: The Southwold Water Distribution System 4th Quarter Operations Report and the Talbotville Wastewater Treatment Plant 4th Quarter Operations Report for information purposes.

CARRIED

OCWA Annual Reports

2024-087 Councillor Emons – Deputy Mayor Pennings

THAT Council of the Township of Southwold hereby receives the annual reports from Vitally Talashok and Matthew Belding, OCWA re: Southwold

CARRIED

DRAINAGE:

Section 78 (1.1) Petition - Edison Drain

2024-088 Deputy Mayor Pennings – Councillor Fellows

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 J & G Luyks Farms Limited;

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:

ENG 2024-19 Annual Water and Wastewater Report

2024-089 Councillor Emons – Deputy Mayor Pennings

THAT Report ENG 2024-19 titled Annual Water Reports be received for information.

CARRIED

ENG 2024-20 Bridge and Culvert Engineering

2024-090 Councillor Adzija – Councillor Emons

THAT Report ENG 2024-20 titled Bridge and Culvert Engineering be received for information; and,

THAT Council award engineering design for the rehabilitation of Lyle Bridge to Spriet Associates for the quoted amount of \$24,900.00; and,

THAT Council authorize Staff to solicit quotations for design services to replace the Iona Road Culvert.

CARRIED

ENG 2024-21 Burwell Bridge Replacement Award

2024-091 Councillor Emons – Councillor Fellows

THAT Report ENG 2024-21 relating to Burwell Bridge Replacement Award, be received for information; and

THAT the tender submitted by 519 London Excavating Inc. in the amount \$156,000 plus HST be accepted, and

THAT an allowance of \$10,000 be approved for engineering and inspection services.

CARRIED

ENG 2024-22 Roads Needs Study Report

2024-092 Councillor Adzija – Deputy Mayor Pennings

THAT Report ENG 2024-22 relating to the Roads Needs Study Award, be received for information; and

THAT the proposal submitted by CD Watters Engineering Ltd. in the amount \$20,875 plus HST be accepted.

CARRIED

ENG 2024-23 Sewage Allocation Policy

2024-093 Councillor Emons – Deputy Mayor Pennings

THAT Report ENG 2024-23 relating to Township Sewage Allocation Policy, be received for information; and

THAT Council approve By-Law 2024-21 being a By-law to establish a Sewage Allocation Policy.

CARRIED

FIN 2024-07 County Roads 2023 Financial Summary

Michele Lant presented her report to Council for information purposes.

FIN 2024-08 2023 Investment Summary

2024-094 Councillor Fellows – Councillor Adzija

THAT Council receive Report FIN 2024-08 Investment Summary as of December 31, 2023 for information.

CARRIED

FIN 2024-09 Asset Retirement Obligations Policy

2024-095 Deputy Mayor Pennings – Councillor Emons

THAT Report FIN 2024-09 relating to the Township Asset Retirement Obligations (ARO) Policy be received for information.

CARRIED

CAO 2024-13 Sharing Fire Administration Services with Dutton Dunwich and West Elgin

2024-096 Councillor Fellows – Councillor Adzija

THAT Council approve the request from Dutton Dunwich for permanent Fire Services support; and,

THAT the Fire Coordinator position be transitioned from part-time to full-time, subject to Dutton Dunwich agreeing to permanent shared services; and,

THAT Council receives the report on Permanent Sharing of Fire Administration Services with Dutton Dunwich and West Elgin as information and that Council gives consideration to By-Law number 2024-20.

CARRIED

CAO 2024-14 OPP Detachment Board Update

2024-097 Councillor Fellows – Councillor Emons

THAT the Council of the Township of Southwold receives the report of the CAO/Clerk titled Community Safety and Policing Act Update dated March 25, 2024, for information; and,

THAT Council approve the current community representative (Ida MacCallum) until the end of the current Council term; and,

THAT before the end of the current council term Southwold, West Elgin and Dutton Dunwich will work together to develop a new application/appointment process for the community representative position; and,

THAT Council approve no change in current community representative remuneration (remuneration for Board members is \$1,500/year, with the Chair receiving \$2,000/year); and,

THAT Council approve that all operation costs be allocated equally between participating municipalities; and,

THAT correspondence on this matter be provided to the OPP Detachment Board Lead under the CAO's signature: and,

THAT Detachment board meeting minutes be requested and included in Council Meeting agendas; and,

THAT the appointed Detachment Board Community representative from Southwold, Dutton Dunwich and West Elgin be requested to provide a delegation to Council on an at least annual basis; and,

THAT comments with respect to the board composition be forwarded to the OPP and Ministry.

CARRIED

CAO 2024-15 Keystone Complex Replacement Sign

2024-098 Councillor Emons – Deputy Mayor Pennings

THAT the Council of the Township of Southwold receives the report of the CAO/Clerk titled Rosy Rhubarb Keystone Sign Project as information; and,

THAT Council provides direction to staff to communicate with Rosy Rhubarb and Elgin County with respect to their request to fund a new digital pylon sign at the Keystone Complex and with respect to their intention to provide funds to repair the entrance stones gates.

CARRIED

STAFF DIRECTION

Staff was also directed by Council to contact Rosy Rhubarb to provide more details on their plan for an electronic sign

Staff was directed by Council to speak to Elgin County regarding the possibility of sharing an electronic sign with Rosy Rhubarb.

CORRESPONDENCE:

- Town of Quinte West Resolution for Housing Funding
- Chatham-Kent Resolution to Amend Blue Box Regulations for "Ineligible" Sources
- Municipality of Brighton Resolution for Ride-Sharing Services

- Township of Limerick Resolution for National Fire Fighting Strategy
- Lower Thames Valley Conservation Authority – Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting (Effective April 1, 2024)
- Fee Waiver Request from Optimist Club of Talbotville

Support for Municipality of Chatham-Kent Resolution to Amend Blue Box Regulations for “Ineligible” Sources

2024-099 Councillor Emons – Councillor Fellows

BE IT RESOLVED THAT the Council of the Township of Southwold supports the attached resolution that was passed by the Municipality of Chatham- Kent regarding amending blue box regulation for ineligible sources; and,

THAT a copy of this resolution be sent to Honourable Premier Doug Ford, the Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks, the Honourable Rob Flack, Member of Provincial Parliament for Elgin-Middlesex-London and the Municipality of Chatham-Kent.

CARRIED

Fee Waiver Request – Optimist Club of Talbotville

2024-100 Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold approves the \$80.00 fee waiver request from the Optimist Club of Talbotville for their event that is to be held on Saturday March 30, 2024 at the Talbotville Optimist Heritage Park Pavilion.

CARRIED

BY-LAWS:

- By-law No. 2024-03, being a by-law to provide for drainage works – Palmer Drain 2023, third and final reading.
- By-law No. 2024-20, being a by-law to enter into an agreement for shared Fire Department Administration Services with Dutton Dunwich and West Elgin
- By-law No. 2024-21, being a by-law to adopt a Sewage Allocation Policy
- By-law No. 2024-22, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25, 2024

By-laws

2024-101 Deputy Mayor Pennings – Councillors Fellows

THAT By-law No. 2024-03 be read a third time and finally passed this 25th day of March, 2024.

CARRIED

2024-102 Councillor Emons – Councillor Fellows

THAT By-law Nos. 2024-20 and 2024-21 be read a first and second time, considered read a third time and finally passed this 25th day of March, 2024.

CARRIED

CLOSED SESSION:

2024-103 Deputy Mayor Pennings – Councillor Fellows

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:39 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 employee (Section 239 (2)(b)) – Development Staffing
- Advice that is subject to solicitor-client privilege, including communications necessary to that purpose (Section 239 (2)(f)) – CN Rail Matters
- A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239 (2)(k)) – Shedden/Fingal Development.
- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – Talbotville WWTP Lands

CARRIED

Adjournment of Closed Session

2024-104 Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:35 p.m.**

CARRIED

STAFF DIRECTION

Staff were directed by Council to the 4 items that were discussed in the Closed Session.

Confirming By-law

- By-law No. 2024-22, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25th, 2024

Confirming By-law

2024-105 Councillor Fellows – Deputy Mayor Pennings

THAT By-law No. 2024-22 be read a first and second time, considered read a third time and finally passed this 25th day of March, 2024.

CARRIED

ADJOURNMENT:

2024-106 Councillor Emons – Councillor Adzija

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:36 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs

Canada Day Committee

Agenda

Wednesday, March 20, 2024
Township Office
6:30pm

Attendance: John Adzija, Melissa Day, Severn Day, Stacy Danielson and Lizeanne Kerkvliet.

1. **Welcome:** John Adzija welcomed everyone to the meeting, excited to start another year planning the Canada Day event.
2. **Agenda:** Approved. (Severn Day, Melissa Day)
3. **Minutes:** Approved. (Severn Day, Stacy Danielson)
4. **Finance:**
 - a. **Budget:** Members reviewed the final budget from 2023. John Adzija to find out if the surplus has been carried forward and if Council budgeted \$2000 for this year's event.
 - b. **Green Lane Community Trust** request to be added to the agenda for their upcoming meeting in March.
5. **Division of Responsibilities:**
 - a. **Invitation to Local Dignitaries** to be sent by the township. John will review the letter to ensure that a designated arrive time of 7:45pm is stated with opening ceremonies scheduled to begin at 8:00pm. Members will forward request to have designated parking for the dignitaries in the parking lot to the Optimist Club for discussion at their next meeting.
 - b. **Insurance** will be secured by the Optimist Club with the township listed as an additional insured. Insurance cannot be obtained until within 30 days of the event. It was agreed to extend the coverage period on the insurance from 6:30pm to 11:30pm due to the number of early arrivals in the ball park. Gates for the public will open at 7:30pm.
 - c. **Fireworks Permit:** Optimist Steve Garvin will complete the fireworks permit.
 - d. **Canada Day Swag:** Stacy Danielson to order from the Government of Canada website and consider other swag items for discussion and consideration at the next meeting.

- e. **St. Thomas - Elgin Food Bank:** Stacy Danielson will contact Karen McDade at the Food Bank to see if they will come and pick up the canned goods and non-perishable items that night.
- f. **Southwold Fire Department:** John Adzija to ask the Southwold Volunteer Fire Department to attend Canada Day. John will confirm if they need a table for their swag.
- g. **Zero Waste Committee:** John will confirm their attendance at this year's Canada Day.
- h. **Music:** A&M Sound c/o Adrian Peters to be confirmed by Stacy Danielson.
- i. **Cakes:** Members reported that not all the dignitaries wanted assistance with the cake cutting. However, it was very helpful to have someone available to separate the plates and get the forks ready. It was agreed that we would order 5 vanilla cakes and 5 chocolate cakes at Costco. Melissa Day will order the cakes. They will also order plates, napkins and forks for 1000 servings. Extras can be stored for next year.
- j. **Food Truck:** Melissa and Stacy to confirm the ice cream truck and 'The Streeterly' food truck.
- k. **Baseball Park:** John to ensure we know how to access and operate the overhead ball park lights, find garbage cans, garbage bags, recycling cans, clean and stocked washrooms etc.
- l. **Volunteers:** Optimist members will operate the entry table, donation box and Canada swag items. The firemen usually assist with collecting the canned goods and non-perishables. We can pull volunteers from the crowd for assistance with the cake cutting. Ensure safe food handling by asking everyone to wash hands with soap and water before putting gloves on. We need several helpers to clean the field at the end of the night.
- m. **Advertising:** We will be using social media, Optimist web site, township website and posters to advertise our event. It was recommended that we state fireworks will end the evening on our poster. Apparently it was not clearly stated on last year's poster.
- n. **Fireworks:** John to ensure there are no baseball games scheduled for the night of Canada Day. Optimists to order and light the fireworks again. Fireworks to be ordered from Mike's Country Store. Budget was set at \$3000.00

- o. MC and Program:** Stacy Danielson will be the MC for the evening and can use last year's program as a template for writing her own this year.
- p. Glow Sticks:** John Adzija will order 1000 glow sticks through the township to give to Melissa Day. Melissa will assemble them before handing them out on Canada Day evening.
- q. Children's Program:** Members considered running organized games after the cake and opening ceremonies. Possibility of using Canada swag items as the prizes. Suggested games included: 3-legged race, potato sack race, balancing egg on a spoon or using the games from the Optimist Halloween party. To be discussed at the next Optimist meeting.
- r. Dotsy the Clown:** Members agreed to have 5 face painters and 2 balloon artists at a cost of \$1779.75. Stacy Danielson to make the arrangements.
- s. Bathrooms:** John Adzija to ensure the automatic locks on the bathrooms do not lock until 11pm, once fireworks is done and families have gone home.
- 6. Canada Day Evening Agenda:** A start time for Opening Ceremonies has been updated to the invitation letter to the dignitaries. Members will start after lunch with the setup of the Rosy Rhubarb trailer. The slide outs are very heavy and we need to ensure Keith is available for setup and tear down. Lizeanne Kerkvliet to ask Keith Orchard for the use of the trailer for Canada Day. Cakes, supplies and food safe preparation equipment need to be at the ball diamond by 7:00pm. Fireworks are set off at 10pm sharp. In the event of inclement weather, Optimist Steve Garvin makes the final decision whether we proceed or move to the rain date.
- 7. Next Meeting:** Thursday, May 2, 2024 at the Southwold Township Office at 6:30pm. John will book the meeting with the township.
- 8. Topics for Next Meeting:**

 - a. Update the budget
 - b. Update responsibilities
 - c. Review swag items for possible prizes
 - d. Children's Games: games, equipment, volunteers
- 9. Adjourned** at 8:21pm. (Stacy Danielson, Melissa Day)

John Adzija, Chair

Lizeanne Kerkvliet, Secretary

Date

DRAFT



Shedden Recreation & Keystone Complex Committee

**March 21, 2024
Southwold Keystone Complex
35921 Talbot Line, Shedden
7:00 PM**

Present: Councillor Scott Fellows
Councillor John Adzija
Shirley Longhurst – Fair Board
Sandy Annett – Rosy Rhubarb
Paul Lang – Triple C Saddle Club
Brian Rieger – Shedden Tractor Pull
Lindsay Lackey – Shedden Soccer
Brittany Jessome – *Staff Resource

Regrets: Jim Carder – Fingal-Shedden and District Optimist Club
Don Miller – Fair Board
John Coleman – Ice Pad

1. Call to Order

Chair Scott Fellows called the meeting to order at 7:00 PM.

2. Approval of Agenda

MOVED: Councillor John Adzija

SECONDED: Lindsay Lackey

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

DISPOSITION: CARRIED

3. Adoption of Minutes from October 19, 2023, Meeting

MOVED: Lindsay Lackey

SECONDED: Councillor John Adzija

That the Shedden Recreation & Keystone Complex Committee hereby adopt the minutes of October 19, 2023, as circulated and printed.

DISPOSITION: CARRIED

4. Organization Reports

Shedden Agricultural Society – Shirley Longhurst

The Quilt Show is upcoming on April 12, 2024, and April 13, 2024, and they are hoping for good attendance.

Fair plans are underway, but it is still early. Councillor Fellows offered condiments remaining from the Winterfest event.

Shedden Truck and Tractor Pull – Brian Rieger

The Shedden Truck and Tractor Pull has been booked for June 14-16, 2024. Three organizations are expected to join. Feedback from last year indicated that there was congestion along the track, and that further lighting will be needed for this year's event.

Rosy Rhubarb – Sandy Annett

Rosy Rhubarb is planned for June 8, 2024, and June 9, 2024. As with previous years, it will include the yard sale, vendors, a baking contest, live entertainment, church service on Sunday and the Fingal-Shedden & District Optimist Club car show. There will be three Rosy Rhubarb

aces this year, a 5km, 10km, and 1 km kids run. 53 vendors are confirmed currently, with 7 of those being food trucks. Promotional cards will be used again to advertise to those outside the Southwold district, and post cards sent to locals within Southwold.

Rosy Rhubarb participated in 3 parades with the People Movers. They sponsored the March Break events with the Shedden Library, including a very popular event at the Keystone Complex with Little Ray's Reptiles.

Rosy Rhubarb is collaborating with the Township office to submit a presentation package to Council proposing a new electric sign at the Southwold Keystone Complex. The previous sign is erected with wooden posts which are beginning to show wear. They have also been consulting with the Township CAO to ensure that Rosy Rhubarb is following requirements to be a properly insured organization.

Shedden Soccer – Lindsay Lackey

Registration is open, and they have seen many new members register, largely from London and Talbotville. They are waiting for more registrants before they determine the requirement for jerseys. Printed signs were erected this year to help promote registration. There were complaints last year regarding the ground condition being quite hard, but representatives clarified that it is due to the park still being new and that it will take time for the ground to soften.

A request was made to inquire about posing registration information on the new Shedden Fire Station electronic sign. The Township staff resource committed to inquiring with the fire station.

Fingal-Shedden and District Optimist Club – Jim Carder

Fingal Shedden and District Optimist Club had a successful Fingal Santa Claus parade. We sold all 100 Christmas trees.

We helped with Winterfest in Shedden—fireworks.

We are running the bar for Trivia night for the policing association.

We are doing the antique car show, as well as the Rosy Rhubarb run at Rosy Rhubarb on June 9. Canada Day celebrations and fireworks on June 30.

Triple C Saddle Club

The club recorded four hundred members over the past season. Sixty riders participated last year from all over the region. Feedback regarding the grounds and maintenance was good, but there was a slight dust issue at the first event that was mitigated by spraying water on the track.

It was mentioned that there is a swale forming in the horse ring on the west side where water has been pooling when there are substantial amounts of rain. Staff will investigate the issue prior to the season. It was also discussed that the running gates are not centred to the ring but understand that there is a tree that limits the gates from being centred. It was requested that the Club have permission to bring in a port-a-potty to service the events this year. Staff will investigate the request.

The club is looking into hosting the Dodge Ram Rodeo in 2025. The Township has requested a meeting between the event organizers and Triple C Saddle Club to understand usage of the grounds and what is required from the Township.

5. Business Arising from Minutes

a. Enquiries about Kitchen Stove

Gas must remain shut off due to insurance liability requirements. The shut off valve is elevated so it can not be reached by youth.

6. New Business

a. Memorial Bench Submission – Jane Ardath Carder

MOVED: Brian Rieger

SECONDED: Sandy Annett

That the Shedden Recreation & Keystone Complex Committee hereby approve the Memorial Bench Submission in honour of Jane Ardath Carder.

DISPOSITION: CARRIED

b. Keystone Complex Concerns

Issues were raised about the function of the coffee/tea urns at the complex. There have been some reports of the urns not working properly from various service groups. Staff have investigated the urns after the Winterfest event in February and found them in working

condition but will confirm again. If urns are not in working order, staff will begin research to replace the urns.

An inquiry was made regarding the cleaning of drains in the kitchen sinks. Service groups indicate that the drain has previously had issues with slow drainage. It was questioned how often the drains are cleaned out. The staff resource indicated they will follow-up.

The staff resource updated the committee that additional cleaning services have been requested by the contracted cleaning company, do be done quarterly. This cleaning includes removing all dishware from cupboards and shelves and cleaning them, cleaning the interior of cupboards, cleaning along baseboards and in corners that may be missed by rental groups, and any other items the Township indicates as necessary. It was also noted that an inventory list will be updated, and staff will monitor inventory on a regular basis.

c. Spring Walkthrough

Members of the committee requested a spring walkthrough be completed at the Keystone Complex and Corsley Park grounds. The walkthrough was set for April 25, 2024, at 6:30 pm.

7. Adjournment

MOVED: Lindsay Lackey

SECONDED: Brian Rieger

That the Shedden Recreation & Keystone Complex Committee hereby adjourn at 8:02 pm, to meet again on October 17, 2024, at 7:00 pm.

DISPOSITION: CARRIED

LARSON DRAIN EAST 2024

Township of Southwold



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

London, Ontario
March 27, 2024

LARSON DRAIN EAST 2024

Township of Southwold

To the Mayor and Council of
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the relocation of the Larson Drain serving parts of Lots 39 and 40, Concessions S.N.B.T.R. in the Township of Southwold. The total watershed area contains approximately 1.1 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 (5) of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request for minor improvement signed by the affected landowners.

HISTORY

The Larson Drain East was originally an existing 150mm private tile which was incorporated as a municipal drain pursuant to a report by M.P.DeVos, P. Eng. dated March 25, 2011. It consists of a catchbasin in the Talbot Line road ditch, and 106meters of tile running southeasterly across the affected property in Lot 39 to a watercourse.

EXISTING DRAINAGE CONDITIONS

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

- that the owners of the property, Roll No. 000-006-007 (through which the Drain is located), are planning a division of land and residential development in the vicinity of the existing drain
- that they have submitted Notice of Request for Minor Improvement under Section 78(5) of the Drainage Act in order to relocate the drain around their proposed buildings
- that the owners are satisfied with the capacity of the existing tile and do not wish to improve the capacity at this time



EXISTING DRAINAGE CONDITIONS (cont'd)

A field investigation and survey were completed by SBM and Callon Dietz. Upon reviewing the previous report and their drawing, we note the following:

- that the proposed relocation consists of 150mm sewer pipe which provides similar capacity to the existing 150mm tile that the proposed project meets the requirements for a minor improvement project

RECOMMENDATIONS

We are therefore recommending the following:

- that a new 150mm PVC storm sewer including manholes be constructed in the location shown on the attached drawings and that the existing 150mm tile be connected to the proposed maintenance hole STMH 4, located on the gas easement adjacent to Talbot Line
- that all private tiles which are currently connected to the existing 150mm tile be connected to the new sewer pipe
- that an overland flow route be maintained for upstream properties tributary to the Larson Drain East
- that the existing Larson Drain East 2011 tile being relocated in this report be abandoned as municipal drain under Section 19 of the Drainage Act
- that a future maintenance right-of-way be established to provide access for future maintenance in accordance with SBM Drawing C6

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas, or endangered species at the proposed culvert location.

SUMMARY OF PROPOSED WORK

The proposed work consists of the construction of construction approximately 111meters of 150mm PVC (SDR 28) sewer pipe including related appurtenances

DRAWING AND ESTIMATE

Drawing No. 1, Job No. 224069, Drawing C6 Project SBM-19-0116 by SBM, Strik, Baldinelli, Moniz and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected. The cost to construct the proposed drain is estimated at \$32,000.00 plus Harmonized Sales Tax.



ASSESSMENT

We assess the entire cost of this report to the requestor, owners of property (Roll No. 000-006-077) in accordance with the minor improvement process under Section 78 (5) of the Act. It is to be noted that the cost of this report is not eligible for the Provincial Agricultural Grant.

MAINTENANCE

After completion, the Larson Drain East 2024 shall be maintained by the Township of Southwold with fifty (50) percent of the costs being assessed to the owners of Block 178 and fifty (50) percent to Block 175, until such time as the assessment is changed under the Drainage Act.

The remainder of the existing drain from STMH 4 to the ditch inlet catchbasin on Talbot Line shall be maintained in accordance with the Larson Drain East 2011 By-law.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



George A. Vereyken, P. Eng.



GAV:ak



SPECIFICATIONS FOR CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

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SECTION A - GENERAL WORK

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SECTION A

GENERAL WORK

A.1 COMMENCEMENT AND COMPLETION OF WORK

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

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

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

A.2 WORKING AREA AND ACCESS

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

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

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

A.3 ROAD CROSSINGS

.1 General

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



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

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

.2 **Jacking and Boring**

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

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

.3 **Open Cut**

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

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

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

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

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

A.5 **FENCES**

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

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

A.6 LIVESTOCK

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

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

A.7 STANDING CROPS

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

A.8 RAILWAYS, HIGHWAYS, UTILITIES

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

A.9 UTILITIES

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

A.10 IRON BARS

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

A.11 STAKES

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

A.12 **RIP-RAP**

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

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

A.13 **GABION BASKETS**

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

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

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

A.14 **RESTORATION OF LAWNS**

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

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

.3 **Sodding**

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

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



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

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

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

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

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

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

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
 - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.



SECTION B - OPEN DRAIN

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SECTION B

OPEN DRAIN

B.1 PROFILE

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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



B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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



B.10 **SEDIMENT BASINS AND TRAPS**

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

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

B.11 **SEEDING**

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

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

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

Seeding shall not be completed after September 30.

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



SECTION C - TILE DRAIN

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SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

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

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

C.2 TESTING

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

C.3 LINE

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

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

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

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

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

C.4 **CLEARING AND GRUBBING**

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

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

C.5 **PROFILE**

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

C.6 **GRADE**

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

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

C.7 **EXCAVATION**

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

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

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

C.8 **INSTALLATION**

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

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

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

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

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

C.10 BACKFILLING

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

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

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

C.11 UNSTABLE SOIL

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

C.12 ROCKS

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

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

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

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

C.14 TRIBUTARY DRAINS

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

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

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

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

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

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

C.15 **OUTLET PIPES**

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

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

C.16 **CATCHBASINS AND JUNCTION BOXES**

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

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

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

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

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



C.17 BLIND INLETS

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

C.18 GRASSED WATERWAY

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

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

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

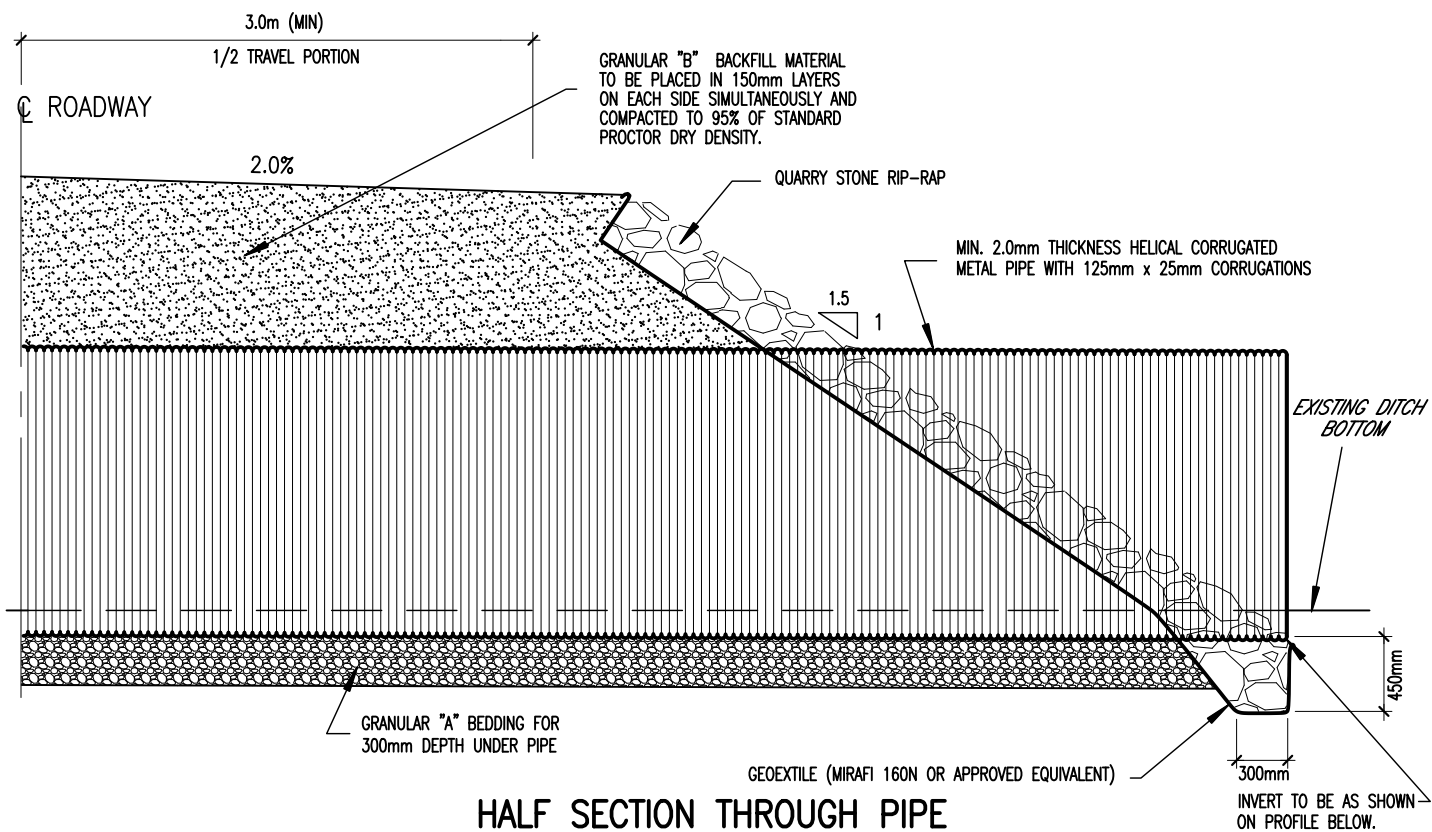
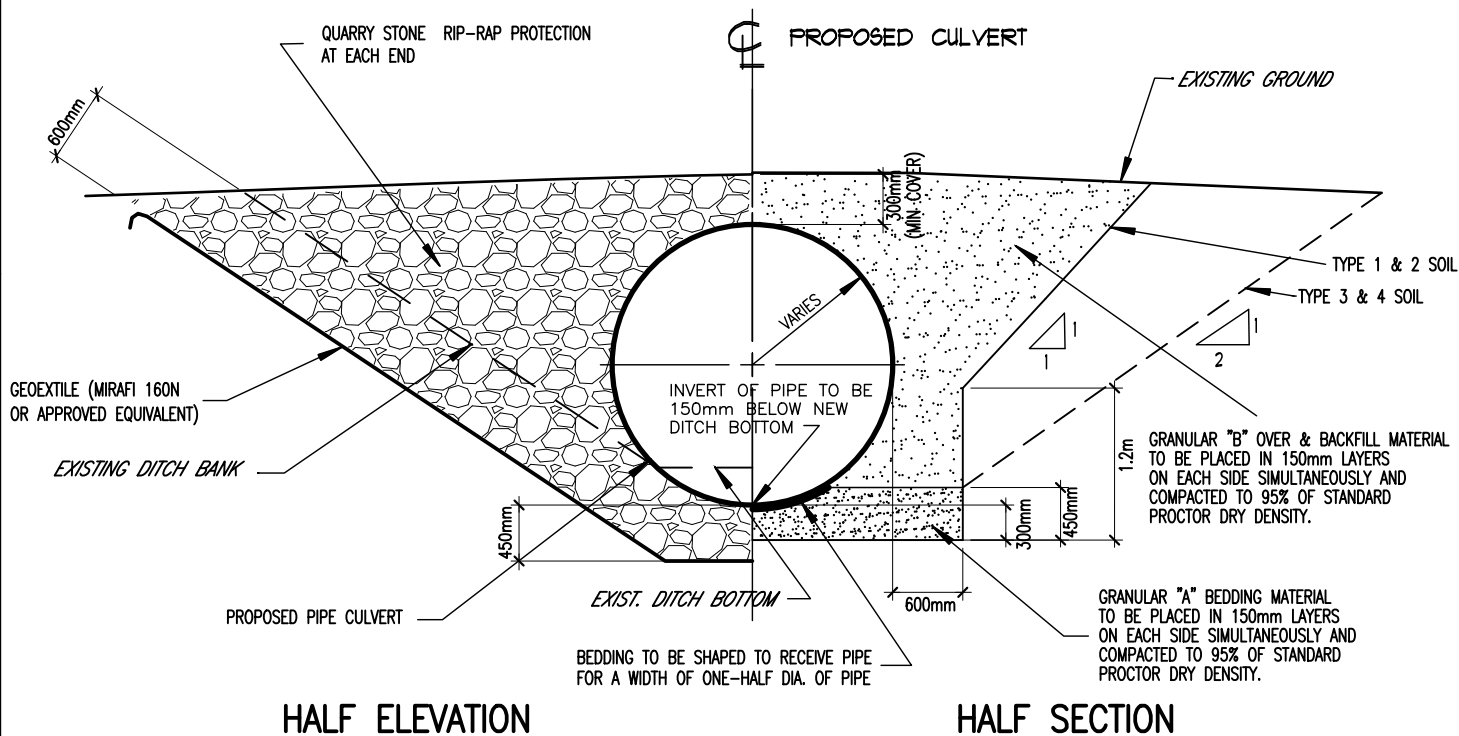
C.19 BACKFILLING EXISTING DITCHES

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

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

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

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



NOTES

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

TYPICAL FARM CULVERT INSTALLATION DETAIL

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

Revised: November 2000

ELEVATION & SECTION

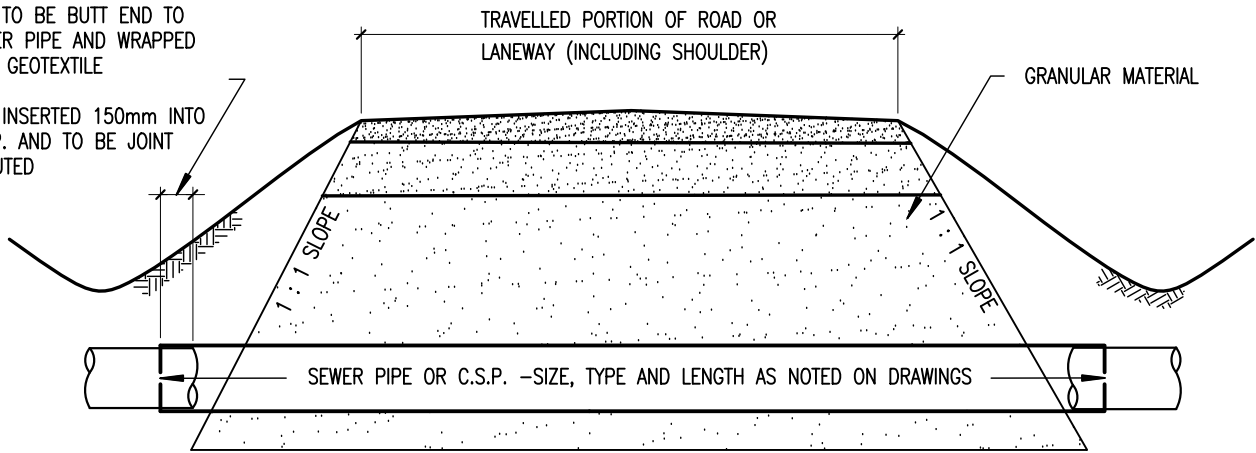


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

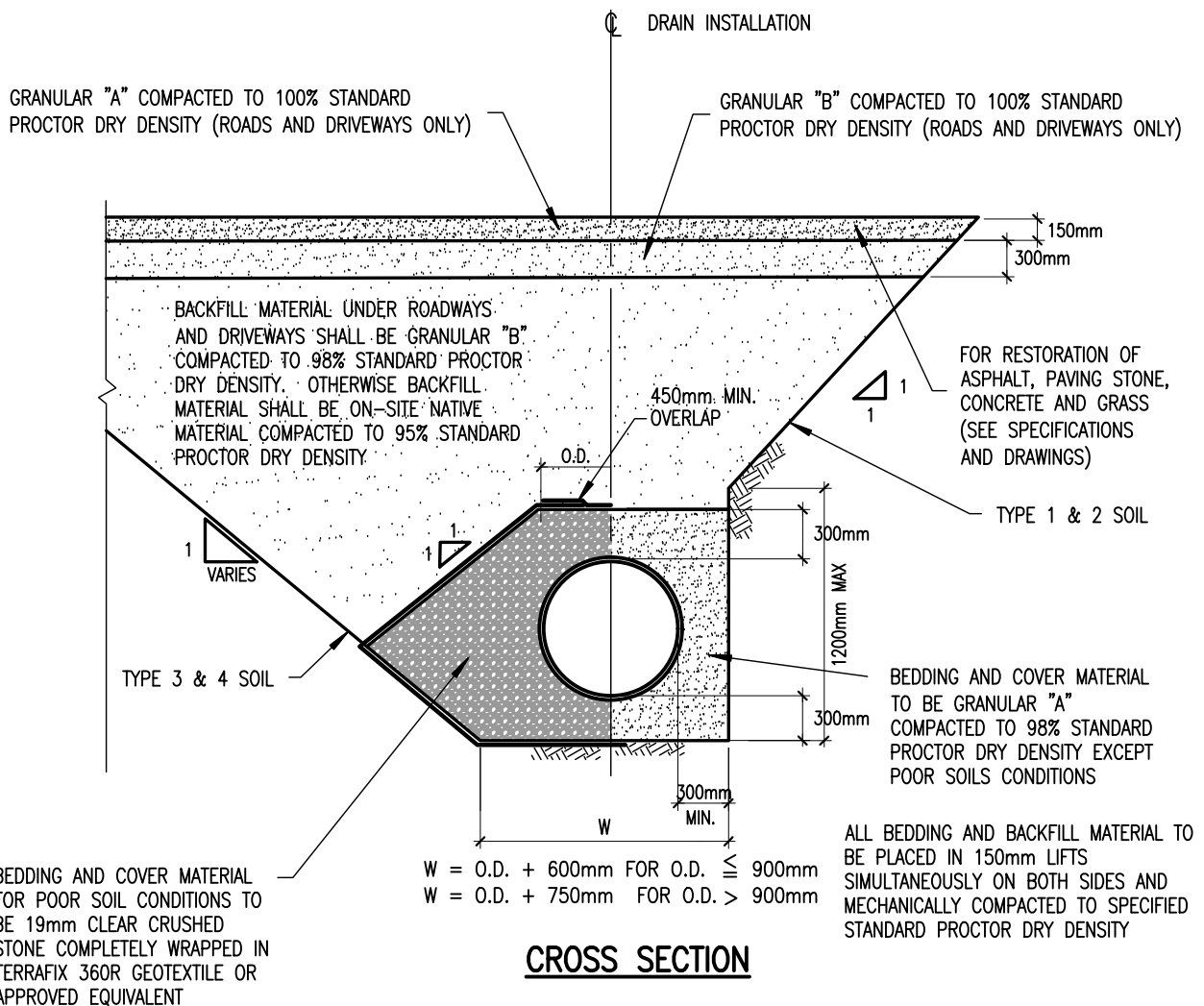
STANDARD
DETAILED
DRAWING
No. 01

1. TILE TO BE BUTT END TO
SEWER PIPE AND WRAPPED
WITH GEOTEXTILE

2. TILE INSERTED 150mm INTO
C.S.P. AND TO BE JOINT
GROUTED



SECTION THROUGH PIPE



CROSS SECTION

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

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

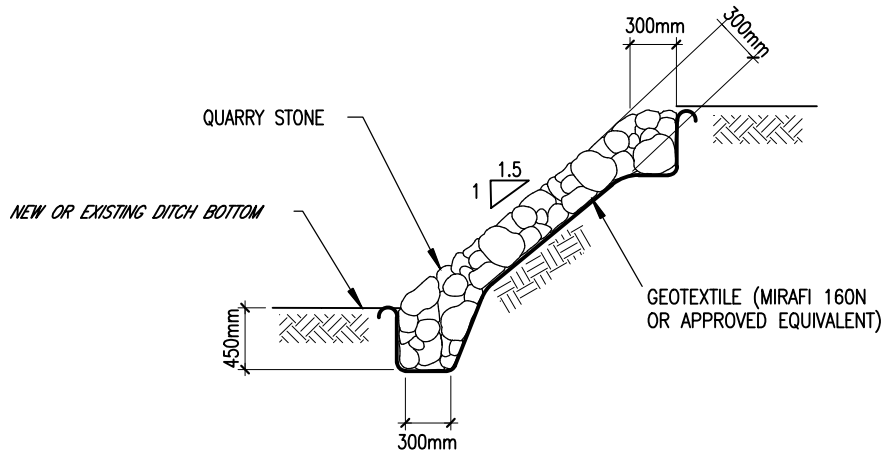
Revised: JULY 2018

ELEVATION & SECTION

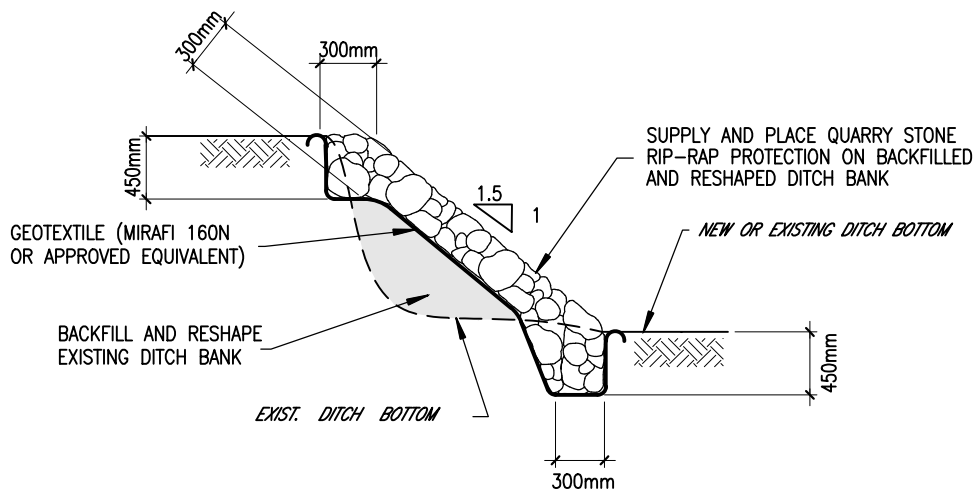


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 02



TYPICAL DITCH BANK RIP-RAP



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

TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S.

Approved by:

Date: July 2000

Drawn by: jk

M.P.D.

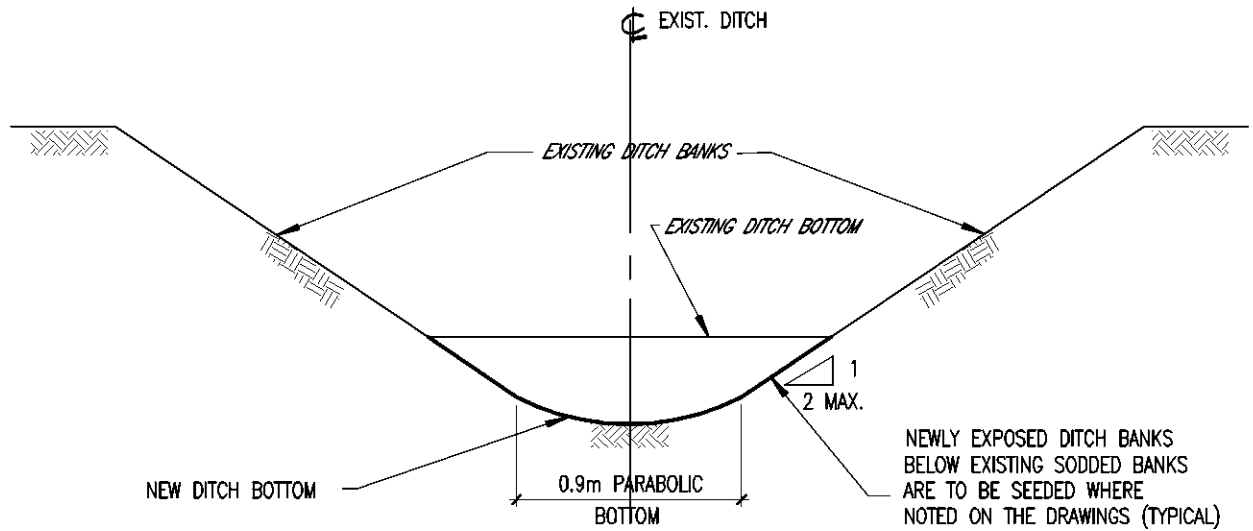
Revised: November 2000

SECTIONS

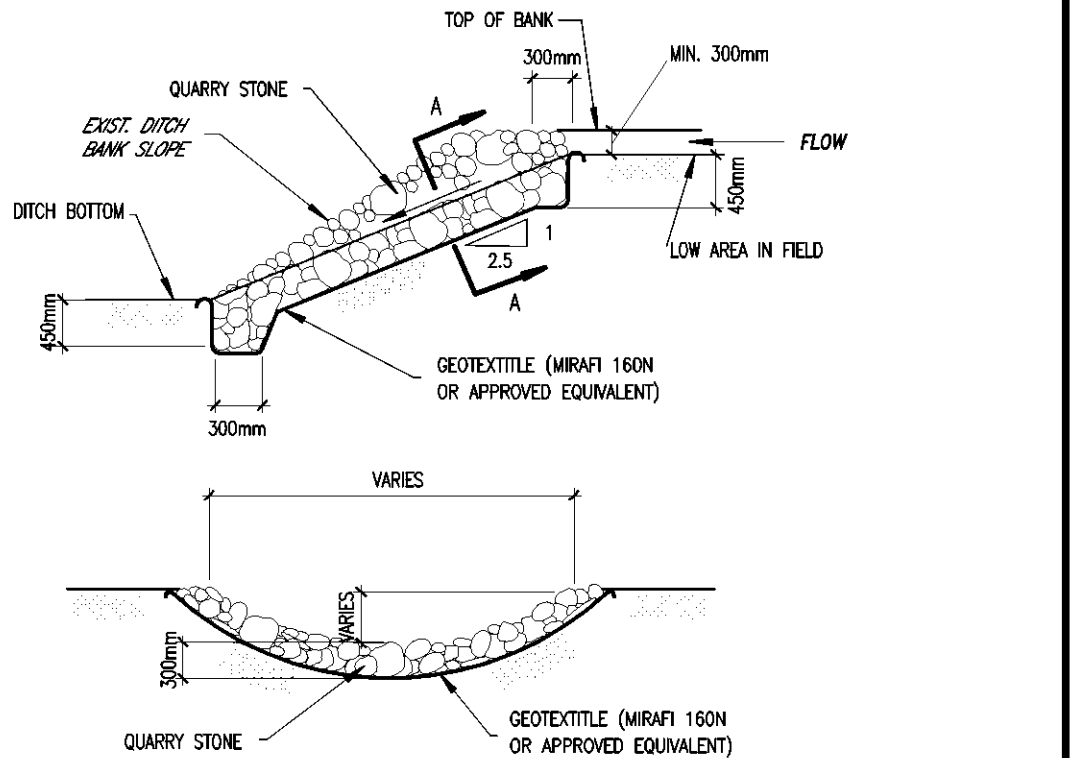


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **04**



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION

Scale: N.T.S.

Approved by:

Date: November 2000

Drawn by: jk

M.P.D.

Revised:

SECTIONS



SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **05**

LOT 39

LOT 40

CON N.N.B.T.R.

BRANCH "B"

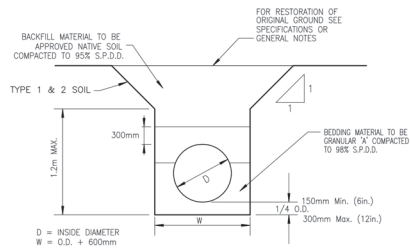
LARSON DRAIN
WEST 2011

TALBOT LINE

County Road No. 3

GENERAL NOTES

- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- 2/ THE WORKING WIDTH FOR THE PURPOSE OF FUTURE MAINTENANCE SHALL BE AS SHOWN ON DRAWING C6.
- 3/ EXISTING DITCH INLET AND 150mm TILE FROM THE DITCH INLET TO STIM-4 TO BE MAINTAINED IN ACCORDANCE WITH THE LARSON DRAIN 2011 BY-LAW.



BEDDING FOR SEWER PIPE
DETAIL "A"
N.T.S.

CON S.N.B.T.R.

DRIVE
OPTIMIST

GAS EASEMENT

BLOCK 175

006-077
FARHI HOLDINGS CORP. &
BSN LONDON CORP.

BLOCK 178

006-077-01
H. & H. OEGEMA

BLOCK 180

PRIVATE WATERCOURSE

PLAN SCALE 1:1000

PLAN LEGEND

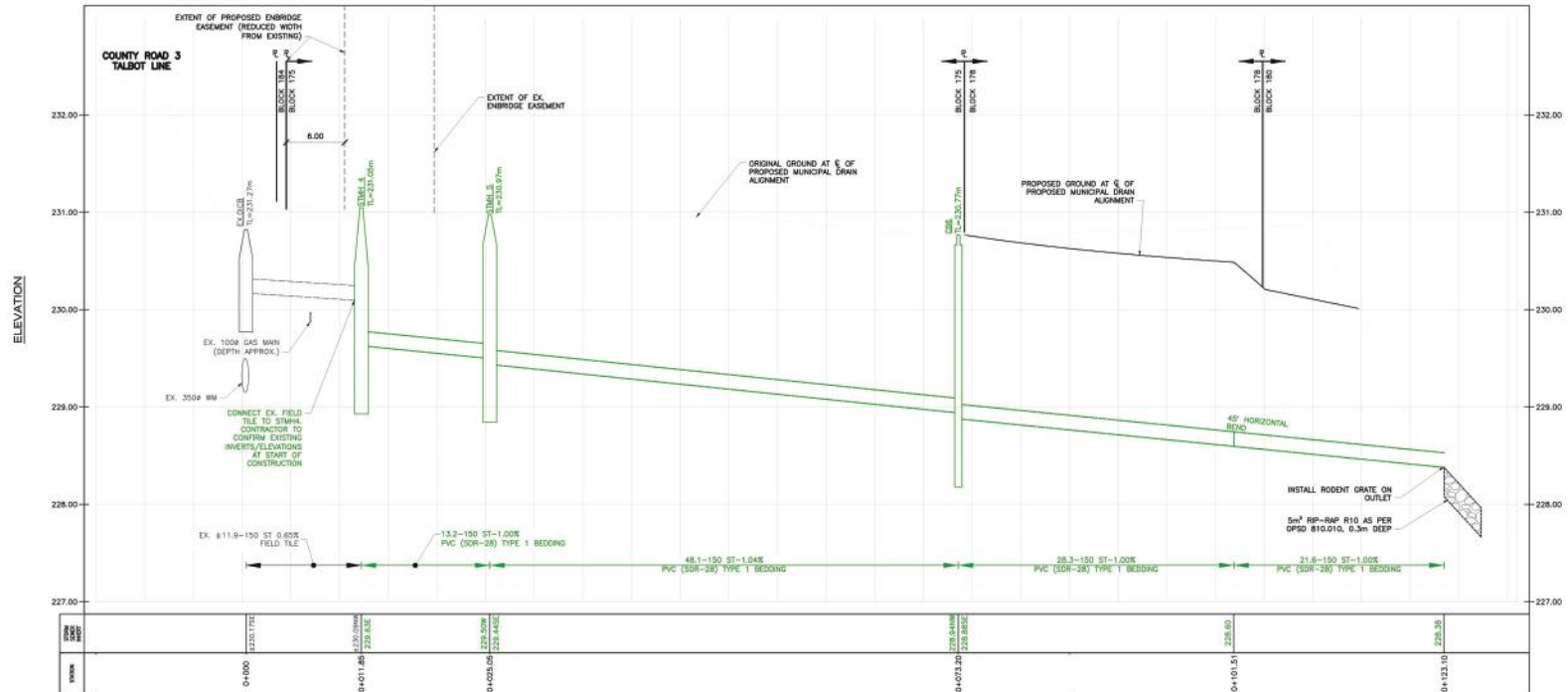
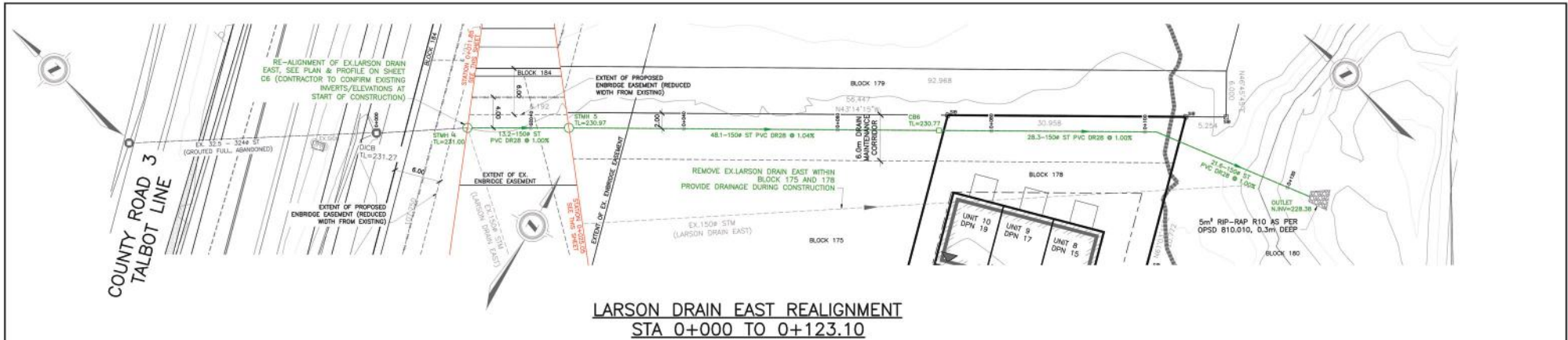
- LIGHT OF WATERSHED AREA
- PROPOSED DRAINAGE WORKS
- EXISTING OR INTERIOR WATERSHED
- TO BE INCLUDED FOR FUTURE MAINTENANCE
- EXIST. PRINCIPAL DRAIN
- PRIVATE TILE OR SURFACE WATER RUN
- EXIST. WATERCOURSE OR PRIVATE DITCH
- 10' - 40' ASSESSMENT ROLL NUMBER OWNERS NAME HECTARES OWNED
- BUSH AREA

LARSON DRAIN EAST 2024



Township of Southwold

Drainage Superintendent: BRENT CLUTTERBUCK 519-769-2810	No.	REVISIONS	DATE
Drawn By: TP	Field Book	JOB No.	Drawing No.
Date: MAR. 21, 2024	N/A	224069	1
PLAN, PROFILE, & NOTES			
SPRIET ASSOCIATES CONSULTING ENGINEERS 185 YORK STREET - LONDON (519) 472-4100 - M64 1A8			



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**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

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

Re: Jones Drain

(Name of Drain)

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

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

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

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

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

Property Owners

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

Property Description

Scotch Line

Ward or Geographic Township

Southwold

Parcel Roll Number

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

Ownership

Corporation

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

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

Name of Signing Officer (Last, First Name) (Type/Print)

Position Title

Director of Infrastructure

Name of Corporation

Township of Southwold

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

2024/02/13

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

Last Name

VanOorspronk

First Name

Aaron

Middle Initial

Mailing Address

Unit Number

Street/Road Number

35663

Street/Road Name

Fingal Line

PO Box

City/Town

Fingal

Province

Ontario

Postal Code

NOL 1K0

Telephone Number

519-769-2010

Cell Phone Number (Optional)

Email Address (Optional)

development@southwold.ca

To be completed by recipient municipality:

Notice filed this

14th

day of February

20 24

Name of Clerk (Last, First Name)

Higgs, Lisa

Signature of Clerk

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

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

Re: Edison Drain

(Name of Drain)

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

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

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

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

Existing drain is old and deteriorating rapidly.

Property Owners

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

Property Description

36039 Fourth Line CON 4 N PT LOT 6

Ward or Geographic Township

Southwold Township

Parcel Roll Number

34 24 000 004 00500 0000

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

Ownership

Corporation

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

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

Name of Signing Officer (Last, First Name) (Type/Print)

Position Title

President

Name of Corporation

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

2024/03/12

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

Last Name

First Name

Middle Initial

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Southwold

Province

ON

Postal Code

N0L 2G0

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 12th day of March 20 24

Name of Clerk (Last, First Name)

Signature of Clerk

HIGGS, LISA

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

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

Re: Best Drain

(Name of Drain)

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

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

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

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

Looking to improve the capacity flowing through the Best Drain - water is pooling on both sides of Fingal Line anytime a significant rain event happens and it takes days to go away.

Property Owners

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

Property Description

33813-33821 Fingal Line CON STRE Pt Lot 7

Ward or Geographic Township

Southwold Township

Parcel Roll Number



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

Ownership

Partnership

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

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
		2024/04/03
		2024/04/03

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


Last Name	First Name	Middle Initial

Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town Fingal	Province Ontario		Postal Code N0L 1K0
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 3rd day of April 2024

Name of Clerk (Last, First Name) (deputy) McLarty, June	Signature of Clerk - Deputy 
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TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8, 2024
PREPARED BY: Danielle Truax, Planner
REPORT NO: PLA 2024-05
SUBJECT MATTER: **Consent Application E23-24**
8169 Union Road (D. & C. Kikkert)
Township Comments to Elgin County

Recommendation(s):

1. THAT Council for the Township of Council recommend refusal of Consent Application E23-24 to the Elgin County Land Division Committee for the creation of a new residential lot from the subject property located at 8169 Union Road;

OR ALTERNATIVELY, if Council for the Township of Southwold chooses to recommend approval:

2. THAT Council for the Township of Council recommends approval of Consent Application E23-24 to Elgin County Land Division Committee for the creation of a new residential lot from the property located at 8169 Union Road subject to the Lower Tier Municipal conditions provided in Appendix 2 of Report PLA 2024-05.

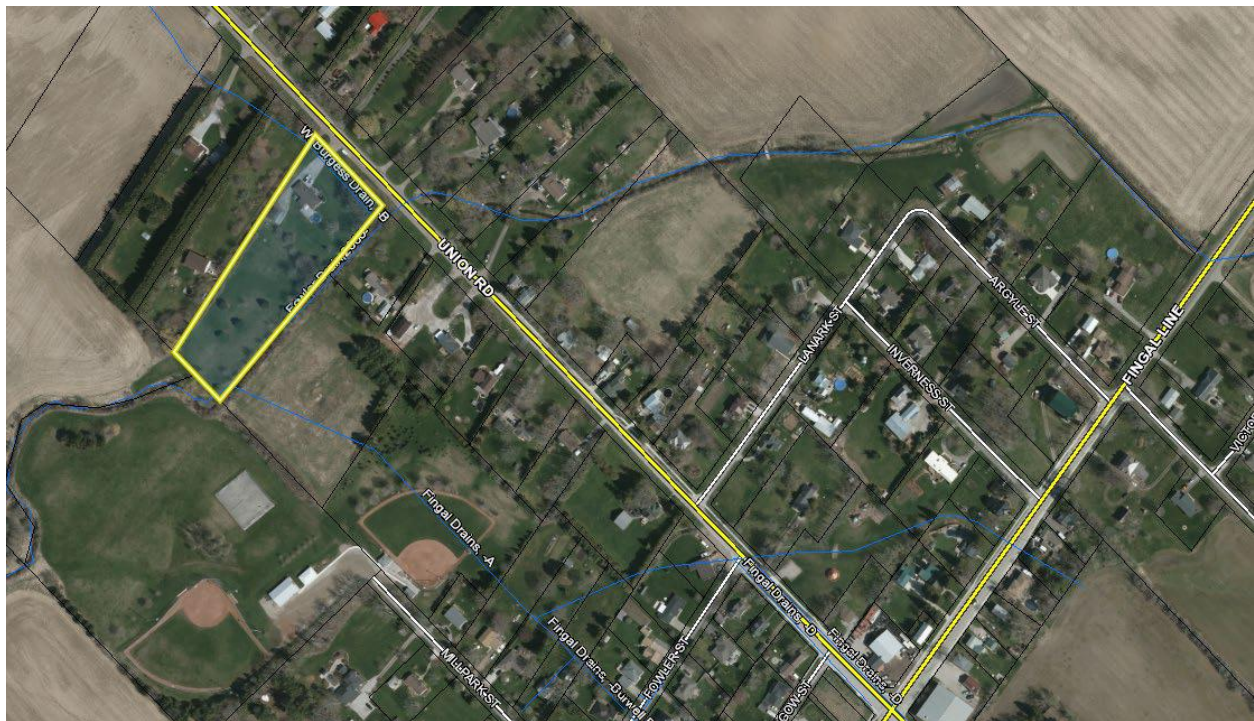
Purpose:

Consent Application E23-24 has been submitted to Elgin County for lands located within the Township of Southwold. The subject land is located at 8169 Union Road, Fingal and is legally described as Part of Lot 68, on Registered Plan No. 68. The subject property is highlighted in yellow on the Key Map provided below.

The application seeks to sever a new residential lot containing the existing dwelling from the balance of the subject property. The proposed retained lot would include the vacant lands located behind the existing single detached dwelling. A copy of the proposed severance sketch has been attached to this report as Appendix 1.

Background:**Property Information**

Application No.	E23-24
Owner:	D. & C. Kikkert
Address:	8169 Union Road
Water Supply:	Municipal Water
Sewage Supply:	Private On-site Sanitary System (Septic)
Buildings/Structures	Single Detached Dwelling, 1 Detached Accessory Building, Above Ground Pool and Deck
Elgin County Official Plan	Tier Two Settlement Area
Settlement Area:	Fingal Settlement Area
Official Plan Designation	Residential
Zoning By-law 2011-14	Residential 1 (R1) Zone

Key Map of 8169 Union Road**Proposed Lot Creation**

The application seeks to create a new residential lot fronting Union Road containing the existing single detached dwelling addressed as 8169 Union Road. The proposed lot will have 63.98m of frontage on Union Road and will be 0.45ha (1.11 ac) in area. The

property also contains a detached accessory building labeled as shed on the attached sketch, as well as an above ground pool and deck.

The proposed severed lot and primary single detached dwelling will comply with the R1 zone provisions, including the required side yard setback for the existing dwelling.

The proposed retained lot is an irregular shaped lot which will be accessed via a strip of land located immediately to the north of the existing dwelling at 8169 Union Road with the balance of the lot located to the rear of the property. The proposed retained lot has a frontage of 12.19m which is flared at Union Road and continues west for a length of approximately 70m with a width of 3.67m at its narrowest point. The proposed retained lot will have a total lot area of 0.8ha (1.98 ac).

The configuration of the retained lot is what is commonly referred to as a “hammerhead lot” where a strip of land is used to access the balance of the buildable portion of the property. The land used to access the buildable portion of the property is located immediately north of the existing single detached dwelling.

The subject property is located in an area regulated by Lower Thames Valley Conservation Authority and is bisected by two municipal drains across the front of the property and along the southern property boundary.

Comment/Analysis:

Consent Application E23-24 was submitted to and declared complete by Elgin County. The applications were circulated to the public and prescribed bodies under the provisions of the Planning Act on March 8th, 2024. The Land Division Committee for Elgin County is the Approval Authority for lot creation under Section 53 of the Planning Act. The Township of Southwold provides comments to the Land Division Committee for consideration in making a decision and assigning conditions to any provisional approval given.

Relevant planning documents were reviewed by staff with regards to the proposed lot creation 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; avoid land use patterns that may cause public safety concerns; 	<ul style="list-style-type: none"> Development permitted; Lot configuration does not satisfactorily address: <ul style="list-style-type: none"> emergency access, vehicle access to Union Road adequate delivery of municipal and private servicing
<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 Will not cause traffic hazard; negative impact on drainage patterns; 	<ul style="list-style-type: none"> Development permitted Proposed lot does not reflect orderly development that will result in the efficient use of available and planned infrastructure; Sufficient frontage is not provided for access and servicing;
<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; Consent applications can be considered 	<ul style="list-style-type: none"> Development permitted; Proposed lot will not comply with lot frontage or driveway setback requirements; Proposed lot configuration does

		subject to conditions;	provide adequate lands for safe access and appropriate servicing; <ul style="list-style-type: none"> • Township Conditions – Appendix Two
<u>Township of Southwold Zoning Bylaw</u>	8.0 Residential 1 (R1) Zone	<ul style="list-style-type: none"> • Retained lands are deficient in frontage; and driveway setbacks • Severed lands deficient in accessory structure setback 	<ul style="list-style-type: none"> • ZBA required to address deficiencies • ZBA required to address compatibility

Planning has had an opportunity to review Consent Application E23-24 and comments received from internal staff. Comments from external agencies such as the Lower Thames Valley Conservation Authority and Elgin County Engineering will be provided directly to the Elgin County Land Division Committee of consideration.

Building and Community Services:

- Potential conflicts could be created as a result of the front yard of one dwelling being directly in the rear yard of another dwelling;
- Emergency access to rear dwelling is not sufficient;
- Snow removal along driveway access to proposed lot may not be adequate without placing snow on abutting severed property or abutting property to the north.

Water – No comments;

Drainage – Requires the reapportionment of the Fowler Drain.

Infrastructure and Development:

- Need to provide access that supports the installation of water and sanitary sewer systems with appropriate separations;
- Separate entrances for each property;
- Drainage and grading plans showing the new severance/building won't be negatively impacted by the retained;
- Overhang on shed encroaches on access driveway; shed to be removed on proposed severed parcel to provide unimpeded access;
- Recommend the installation of naturalized or constructed privacy fencing on to protect the served and retained parcels privacy with it being a hammerhead;

- Septic area looks small, and must be verified as adequate given abutting regulated area;

Chief Administrative Officer/Clerk:

- Site specific re-zoning to recognize reduced frontage of retained parcel;
- Proposed driveway on retained lot does not meet s. 3.38 (g) of the Zoning By-law (requiring 1 m planting strip between driveway and lot line on each side), site specific re-zoning required;
- The existing “above ground” pool is partially inground, meaning that the height requirements of the Fencing By-Law are not likely met; the exemption granted under the provisions of the Fencing By-law are voided by the presence of new development on the property; compliance with the provisions of the Fencing By-law required.

Planning

Both the Elgin County Official Plan and Southwold Official Plan permit lot creation in settlement areas where the appropriate level of servicing is available, growth can be accommodated in a manner that enhances the identity and character of an area and the resulting land development pattern creates an attractive built form, is cost effective, efficient, minimizes land consumption and reduces servicing costs.

- The proposed lot creation would be considered infill development. The proposed lot does not represent an efficient use of residential land and will not provide for additional housing that could not otherwise be provided for within the serviced settlement area.
- The subject property is located within the planned service area for future sewers in Fingal. The provisions of municipal services including water and sanitary sewers to the proposed retained lot is not a cost-effective use of servicing or land.
- The proposed lot creation does not conform to the general growth management policies of the applicable official plans.
- The proposed lot creation is not appropriate for the permitted residential use or those rights for additional dwelling units.

The Southwold Official Plan and Zoning By-law do not contain policies or provide direction on the creation of “hammerhead” lots in residential areas. At a minimum, lots to be developed with this type of configuration should be able to comply with the intent of the minimum lot frontage requirements. Both the severed and retained lots should be able to satisfactorily address matters of safe access, adequate servicing and compatibility with abutting uses.

The limited frontage, the position of the existing dwelling and reduced access lands do not support the creation of a new residential lot in the manner proposed.

- The access lands have not been shown to be adequate to provide for the installation and long term maintenance of municipal sanitary and water service connections, proper drainage and snow removal, the delivery of curbside recycling or garbage collection services and safe vehicular access for the subject properties or those properties in the immediate area with frontage on Union Road.
- The length, width and manner of construction of the access lands may constrain the provision of emergency services to the proposed residential use on the retained lands to the rear.
- The width of the access lands and close proximity of the existing dwelling to the proposed lot line are not adequate to satisfactorily address compatibility concerns. The proposed access may create conflicts associated with reoccurring noise associated with traffic and access to the rear lands.

The orientation of the buildable area of the proposed retained lot effectively allows for the construction of a new dwelling within 1.2m of the rear lot line of the existing dwelling. Furthermore, accessory structures, parking areas and open storage can also be located along the common lot line between the proposed severed and retained lots.

- Potential compatibility issues for future uses and structures should be addressed through the establishment of site specific setback provisions for the retained lands. It is recommended that a typical front yard setback of 6m (20 ft.) be applied to the lot lines to any structures, parking and open storage areas between the proposed retained and severed lots.
- Any proposed structures, installation of septic or drainage systems or site alteration must also comply with the setback requirements of the Lower Thames Valley Conservation Area.
- The resulting lots and structures do not comply with the following zoning provisions and applicable municipal by-laws:

Lot	Regulation		Action
Retained	ZB Section 8.2 R1 Zone	Minimum lot frontage 15m	Obtain ZBA
Retained	ZB Section 3.38 Parking and Loading	1m planting strip between driveway and lot lines	Obtain ZBA Demonstrate ability to provide separate accesses to each lot
Severed	ZB	1m planting strip between driveway and lot lines	Obtain ZBA

	Section 3.38 Parking and Loading		Demonstrate ability to provide separate accesses to each lot
Severed	ZB Section 3.1 Accessory Uses	1.2m side yard setback for accessory building	Obtain ZBA Remove Shed
Severed	Fencing By-law Section VI	Provision of fencing and gates	Installation of fencing

Planning is not in a position to support the lot creation in the manner and configuration proposed. Planning is not in a position to support a subsequent zoning by-law amendment to address the noted deficiencies to the regulations of the zoning by-law.

If Council so chooses to support the requested lot creation, it is recommended that the conditions listed in Appendix 2 be forwarded to the Elgin County Land Division Committee and applied to any granting of provisional consent. It is recommended the standard conditions of consent be applied, as well as those which address site specific matter related to the proposed severed and retained lands, including:

Standard

1. Submission of all **financial** and municipal fees, including but not limited to cash in lieu of parkland, development charges and water connection fees of the Township, to the satisfaction and clearance of the Township.
2. The provision of registered **reference plan** and
3. The provision of description of severed lands, including **prepared deeds** for review by Township
4. **Undertaking** to provide proof of registration of deeds and agreements, if required
5. **Drainage reapportionment** of Fowler Drain
6. **911 addressing** and signage
7. Provision of **lot grading** plan
8. Submission of written to Township requesting **clearance of conditions** to County

Site Specific

9. Obtain **zoning by-law amendment** to address all compliance matters related to severed and retained lots
10. **Septic system assessment and drawing for retained lands** to the satisfaction of the Township, in consultation with Lower Thames Valley Conservation Authority

11. **Septic system assessment for severed lands** to demonstrate compliance with Building Code requirements
12. **Installation of separate entrances** to severed and retained lands, in consultation with the Township and permitted by County permit;
13. Compliance with **municipal Fencing By-law** provisions
14. Provision of **perimeter fencing** along the rear lot line of the proposed severed lot in a location, type and height to the satisfaction of the Township.
15. **Removal of or relocation of existing shed** on severed lot in compliance with zoning by-law

Financial Implications:

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

Approval of the application 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

Respectfully submitted by:
Danielle Truax
Planner
"Submitted Electronically"

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

Appendices

Appendix 1 – Building Survey and Severance Sketch

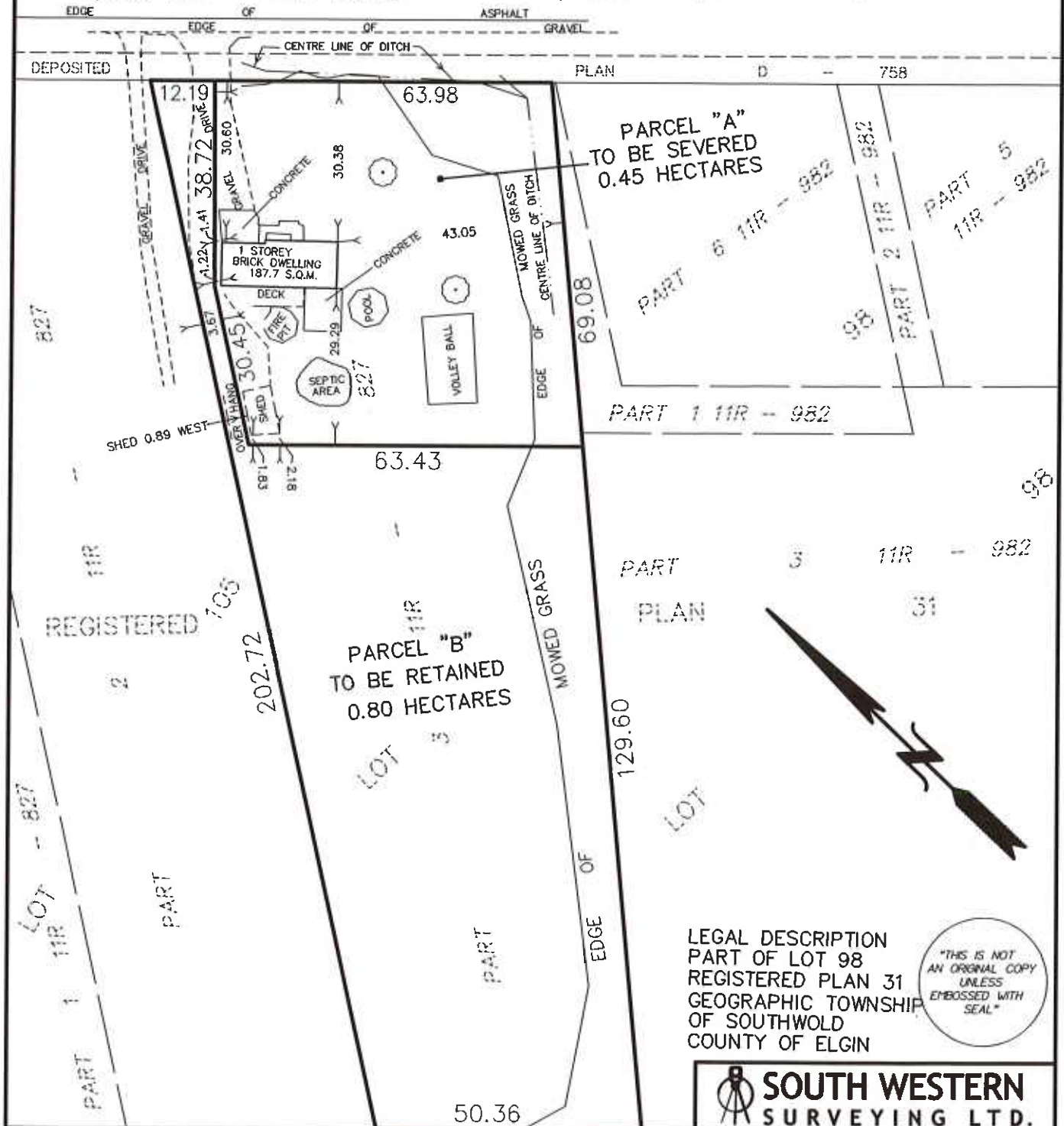
Appendix 2 – Township Conditions Consent Application E23-24

CAUTION

THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

SKETCH FOR PROPOSED SEVERENCE
FOR
NOT TO SCALE

ROAD ALLOWANCE BETWEEN LOTS 18 AND 19
(KNOWN AS UNION ROAD) (COUNTY ROAD 20) (VARIOUS WIDTHS)



LEGAL DESCRIPTION
PART OF LOT 98
REGISTERED PLAN 31
GEOGRAPHIC TOWNSHIP
OF SOUTHWOLD
COUNTY OF ELGIN

"THIS IS NOT
AN ORIGINAL COPY
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**SOUTH WESTERN
SURVEYING LTD.**

Blake van der Veen
ONTARIO LAND SURVEYOR
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DWG: GES

PROJECT: 23-010

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Appendix Two: Township Conditions Consent Application E23-24

Recommended Conditions:

1. That the Applicant meet all the requirements, all **financial** and municipal fees including but not limited to cash in lieu of parkland, development charges and water connection fees of the Township, to the satisfaction and clearance of the Township.
2. That the Applicant provides a **description** of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Township.
3. That a digital copy of the draft and final deposited **reference plan** be provided to the Township of Southwold.
4. That the Applicant's Solicitor provides an **undertaking** to the Township, to provide a copy of the registered deed for the severed parcels once the transaction has occurred to the Township.
5. That the Applicant have a **drainage reapportionment** of the Fowler Drain completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Township.
6. That **911 addressing and signage** be obtained and installed.
7. That the Applicant successfully apply to the Township and **obtain a Zoning By-law Amendment** in full force and effect, necessary to bring the proposed severed and retained parcels into compliance with all applicable regulations of the Zoning By-law to the satisfaction and clearance of the Township.
8. That the Applicant obtain a **septic system assessment** and drawing, completed by a qualified individual, on the proposed retained parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Township, in consultation with the Lower Thames Valley Conservation Authority.
9. That the Applicant obtain a **septic system assessment** completed by a qualified individual, on the proposed severed parcel to ensure that the existing privately owned and operated septic system complies with the applicable Building Code regulations to the satisfaction and clearance of the Township, in consultation.

10. That the Applicant successfully obtain the necessary permits from Elgin County and **install separate entrances** to the proposed severed and retained lots, in consultation with the Township.
11. That the Applicant demonstrate compliance with the provisions of the municipal **Fencing By-law** to the satisfaction of the Township.
12. That the Applicant install **perimeter fencing** along the rear lot line of the proposed severed lot in a location, type and height to the satisfaction of the Township.
13. That the Applicant **remove or relocate the existing shed** located on the proposed severed lot in compliance with the provisions of the zoning by-law, including obtaining any necessary building or demolition permits.
14. That the Applicant's Solicitor provide a **written request for clearance** of conditions to the Municipality, demonstrating how all the conditions of consent have been fulfilled, to the satisfaction and clearance of the Municipality
15. That prior the final approval of the County, the **County is advised in writing** by the Municipality how the above-noted conditions have been satisfied.
16. That all conditions noted above shall be fulfilled within **two years** of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8, 2024
PREPARED BY: Danielle Truax, Planner
REPORT NO: PLA 2024-06
SUBJECT MATTER: **Consent Application E29-24**
10401 Sunset Road (Aulakh Enterprises Ltd.)
Township Comments to Elgin County

Recommendation(s):

THAT Council recommend approval to the Elgin County Land Division Committee of for Consent Application E29-24 for the addition of a parcel of land measuring approximately 4.8m by 79.9m from 10401 Sunset Road to the abutting property at 10377 Sunset Road subject to the recommended conditions provided in Appendix Two of Report PLA 2024-06.

Purpose:

Consent Application E29-24 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 10401 Sunset Road, Talbotville and is legally described as Part of Lot B, Concession Southeast of Talbot Road North, including Part 2, 11R-6280. The subject property is highlighted in yellow on the Key Map provided below.

The application seeks to add a parcel of land measuring 4.8m by 79.9m from the subject property at 10401 Sunset Road to the abutting parcel at 10377 Sunset Road. The severed lands are to be added to the residential property at 10377 Sunset Road and are shown as Part 3 on the severance sketch. A copy of the proposed severance sketch has been attached to this report as Appendix 1.

Background:

Application No.	E23-24
Owner:	Aulakh Enterprises Ltd.
Address:	10401 Sunset Road
Water Supply:	Municipal Water
Sewage Supply:	Municipal Sanitary
Buildings/Structures	Cardinal Court Motel, detached accessory building
Elgin County Official Plan	Tier Two Settlement Area

Application No.	E23-24
Settlement Area:	Talbotville Settlement Area
Official Plan Designation	Residential
Zoning By-law 2011-14 10401 Sunset Road	Residential 1 (R1-7) Zone Additional Permitted Uses Motel, hotel, tourist cabin, restaurant, refreshment stand, fruit or vegetable retail stand. Site Specific Zone Provisions Lot Frontage – 61m (motel), 30m other commercial uses Minimum Lot Depth – 61m Minimum Front Yard – 24m Minimum Coverage – 25% Minimum Side Yards – 3m
Zoning By-law 2011-14 10377 Sunset Road	Residential 1 (R1-7) Zone

Key Map of 10401 Sunset Road, Talbotville



Comment/Analysis:

Consent Application E29-24 was submitted to and declared complete by Elgin County. and will be circulated to the public and prescribed bodies consideration by the Elgin County Land Division Committee in May 2024. Elgin County is the Approval Authority

for applications considered under Section 53 of the Planning Act. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee including conditions to be assigned to any approval given.

Relevant planning documents were reviewed by staff with regards to the proposed lot addition 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; 	Lot addition 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 	Lot Addition permitted
<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; Existing Legal Non-conforming commercial use recognized in Zoning By-law Consent applications can be considered subject to conditions; 	Lot Addition permitted <ul style="list-style-type: none"> Township Conditions – Appendix Two
<u>Township of Southwold Zoning Bylaw</u>	8.4 Special Provisions Residential 1 (R1-7) Zone	<ul style="list-style-type: none"> Zoning By-law Amendment required to establish appropriate side yard setbacks between commercial and residential properties and uses; 	<ul style="list-style-type: none"> Obtain ZBA

		<ul style="list-style-type: none"> Severed lands to be rezoned R1 as a housekeeping matter and include an increased side yard setback to ensure compatibility 	
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Planning has had an opportunity to review Consent Application E29-24 and comments received from internal staff. Comments from external agencies such as the Kettle Creek Conservation Authority and members of the public will be provided directly to the Elgin County Land Division Committee for consideration.

Finance – No Concerns

Water – No Concerns

Building and Community Services:

- Zoning Amendment to permit reduced side yard setback
- Confirmation that sanitary service outlet is located on retained lands of 10401 Sunset Road

Drainage:

- Drain reapportionment of the Wallis Drain
- The location of the sanitary drain outlet piping and connection of the motel property (10401 Sunset) to the municipal sanitary system will need to be confirmed to ensure it does not exist on the proposed severed lands (Part 2 of the proposed plan). It may cross Part 2 of the plan sent to us to outlet into the provided municipally provided sanitary PDC.
- Decommissioned septic system for the Cardinal Court was located in Part 2

Planning

As noted in the review of relevant planning legislation provided in the table above, lot additions are permitted and should conform to the Consent policies set out in Section 7.23 of the Southwold Official Plan. The proposed lot addition conforms to the land division policies, with the exception for those which are appropriately addressed as conditions of consent.

The subject property exists as a legal non-conforming use which has been recognized in the implementing Zoning By-law to permit the existing commercial use, as well as other limited commercial uses. The R1-7 zoning also establishes site specific zoning regulations based on the current size of the property and building locations related to the existing property lines. The resulting lot frontage, depth and area of the retained parcel comply with the R1-7 zone provisions.

A zoning amendment should be obtained to site specifically establish the side yard setback to the abutting residential properties. The existing detached storage garage shown on Part 2 of the building survey will be approximately 0.49m (1.61 ft) from the new property line between the motel and residence. The amendment should establish that new buildings, enlargements or expansions of commercial uses or permitted accessory uses shall be a minimum of 6m from residential uses or zones. This is the standard setback required for commercial uses under the Village Commercial (VC) Zone provisions. This provision will allow for new structures or additions to the existing structures, however they must comply with the 6m setback. The existing storage will not be permitted to be expanded, enlarged or replaced along the existing 0.45m setback. Typically, non-complying structures are permitted to expand in accordance with Sections 3.32 and 3.33 of the Zoning By-law.

New development of the retained motel lands will be subject to site plan control approval to ensure appropriate servicing, compatibility and compliance with municipal by-laws.

The requested lot addition is not expected to significantly impact the current operation or future permitted uses on the property. The addition of lands from the motel property to the abutting residential property will increase the setback distance of the existing dwelling to the commercial property and will allow for those lands to be under control of the more sensitive use. The lands to be added to the residential property at 10377 Sunset Road are zoned R1-7 and should be rezoned to R1 as a housekeeping matter. As well, a site-specific zone should be established to increase the required side yard setback for the residential uses on the property at 10377 Sunset Road from 1.2m to 6m to reflect the required setback between commercial and residential properties.

Conclusion:

Planning is in a position to recommend support of the proposed lot addition from 10401 Sunset Road to the abutting residential lot at 10377 Sunset lot, as shown on Appendix 1 subject to the conditions listed in Appendix 2 to Planning Report PLA 2024-06 are forwarded to the Elgin County Land Division Committee and applied to any provisional consent.

It is recommended the standard conditions of consent be applied, as well as those which address site specific matter related to the proposed severed and retained lands, including:

Standard

1. Submission of all **financial** and municipal fees, including but not limited to cash in lieu of parkland, development charges and water connection fees of

the Township, to the satisfaction and clearance of the Township.

2. The provision of registered **reference plan** and
3. The provision of description of severed lands subject to **Section 50(3)** of the Planning Act, including **prepared deeds** for review by Township
4. **Undertaking** to provide proof of application to consolidate lands, registration of deeds and agreements, if required
5. **Drainage reapportionment** of Wallis Drain
6. Provision of **lot grading** plan
7. Submission of written request to the Township for **clearance of conditions** to County

Site Specific

8. Obtain **zoning by-law amendment** to address all compliance matters and establish site specific zone provisions related to consolidated and retained lots.
9. Confirmation of the **location of sanitary sewer outlet** is wholly located on retained lands to the satisfaction of the Township.

Financial Implications:

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

Approval of the application 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

Respectfully submitted by:
Danielle Truax
Planner
"Submitted Electronically"

Approved by:

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

Appendices

Appendix 1 – Building Survey and Severance Sketch

Appendix 2 – Township Conditions Consent Application E29-24

Appendix Two: Township Conditions Consent Application E29-24

Recommended Conditions:

1. That the Applicant meet all the requirements, all **financial** and municipal fees including but not limited to cash in lieu of parkland, development charges and water connection fees of the Township, to the satisfaction and clearance of the Township.
2. That the Applicant provides a **description** of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Township.
3. **Subsection 3 of Section 50 of the Planning Act** applies to the lands that are the subject of this application. The severed portion will be added to the property of the abutting property owner (G. & R. Aulakh, 342400000617100, CON ENBTR PT LOT B). The applicant to submit to the Secretary-Treasurer satisfactory evidence that the transferee of the severed portion of the property and the owner of the abutting property are identical together with an undertaking from the applicant's solicitor to consolidate the severed portion and the abutting property into one parcel. The applicant shall provide evidence to the Secretary-Treasurer within 15 days of the issuance of the certificate of consent to sever that an application to consolidate parcels has been filed with the Land Registry Office.
4. That a digital copy of the final deposited **reference plan** be provided to the Township of Southwold.
5. That the Applicant's Solicitor provides an **undertaking** to the Township, to provide a copy of the completed application to consolidate and registered deeds once the transaction has occurred.
6. That the Applicant have a **drainage reapportionment** of the Wallis Drain completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Township.
7. That the Applicant successfully apply to the Township and **obtain a Zoning By-law Amendment** in full force and effect, necessary to bring the proposed resulting consolidated and retained parcels to establish site specific zone provisions to the satisfaction of the Township.
8. That the Applicant provide confirmation of the location of the **sanitary outlet** is wholly located on the retained lands to the satisfaction of the Township

9. That the Applicant's Solicitor provide a **written request for clearance** of conditions to the Municipality, demonstrating how all the conditions of consent have been fulfilled, to the satisfaction and clearance of the Municipality
10. That prior the final approval of the County, the **County is advised in writing** by the Municipality how the above-noted conditions have been satisfied.
11. That all conditions noted above shall be fulfilled within **two years** of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8, 2024

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

REPORT NO: FIR 2024-05

SUBJECT MATTER: Activity Report for the Fire Chief, March 2024

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on Fire Department Activities for March 2024.

Background:

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

- a. *Calls for service* – a total of 31 emergencies were responded to in the month of March including two MVCs, and a vehicle extrication.
- b. *Meetings* – Fire chief attended several solar eclipse/emergency management meetings, a County Chiefs meeting, the quarterly department health & safety meeting, and a social services emergency shelter workshop.
- c. *Inspections* – one new inspection was conducted.
- d. *Public Education* – social media, Shedden Station sign.
- e. *Public Relations* – department attended the Talbotville Optimist Club's Easter Egg Hunt.
- f. *Grants* – Staff applied for the Firehouse Subs Public Safety Foundation of Canada grant, for an equipment/SCBA decontamination washer for the new Talbotville Station.
- g. *Talbotville Station Project* – quotes are being received/requested for approved equipment, including the breathing air compressor/fill station, which has been ordered.

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, elevator rescue forcible entry, incident review, and SCBA use.
- b. Firefighters attended NFPA 1031 Fire Inspector, NFPA 1035 Public & Life Safety Educator, and Fire Code courses.
- c. One recruit is attending the Elgin-Middlesex Recruit NFPA 1001 Firefighter Course starting in January.
- d. Fire chief attended an emergency social services workshop in St. Thomas.
- e. Members attended H2S Survive Workshop, hosted by Elgin County Emergency Management.
- f. Shedden Station hosted an OFC NFPA 1035 Public Life & Safety Educator course and the NFPA 1001 Elgin-Middlesex Recruit Class.

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	Ordered
Talbotville Fire Station	\$3,500,000	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: April 8th 2024

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

REPORT NO: CBO 2024-007

SUBJECT MATTER: Activity report March 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	Completed

Stove replacement	20,000.00	No longer required
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 2024-007 for comparison report.


Strategic Plan Goals:

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

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

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

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

				Township of Southwold			
				Permit Comparison Summary			
				Issued For Period January - March			
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	5	1,162	157,300	Accessory structures	5	3,571	679,900
Agricultural	3	2,201	579,421	Agricultural	1	624	540,000
Change of Use				Change of Use	1	150	-
Commercial	1	5,798	483,212	Commercial	1	1,500	125,000
Demolition	2	450	30,000	Demolition	4	750	19,900
Heating				Heating		-	-
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	150	3,500	Plumbing	1		10,000
Pools	2	300	97,000	Pools	2	300	105,000
Residential Building	10	18,146	4,566,676	Residential Building	9	14,436	4,021,328
Sewage System	2	1,000	45,000	Sewage system	6	3,000	147,000
Signs				Signs	2	300	12,000
Combined Use				Combined Use		-	-
TOTAL	26	29,207	5,962,109	TOTAL	32	24,631	5,660,128

Current Year				Previous Year			
TOTAL PERMIT ISSUED		26			32		
TOTAL DWELLING UNITS CREATED		7			4		
TOTAL PERMIT VALUE		5,962,109			5,660,128		
TOTAL PERMIT FEE		29,207			24,631		
TOTAL INSPECTION COMPLETED(YTD)		357			164		

March 2023 Compared to March 2024							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	3	983	98,300	Accessory structures	2	1,326	145,000
Agricultural	1	1,490	450,000	Agricultural			
Change of Use				Change of Use		150	
Commercial				Commercial			
Demolition				Demolition	1	300	
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools		150		Pools	1	150	90,000
Residential Building	4	14,083	2,222,500	Residential Building	2	760	80,000
Sewage System	1	1,000	1	Sewage System	1	500	30,000
Signs				Signs	1	150	
Combine Use				Combined Use			
TOTAL	9	17,706	2,770,801	TOTAL	8	3,336	345,000



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8, 2024

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO: PW 2024-002

SUBJECT MATTER: Supply of Two New Roadside Mowers

Recommendation:

THAT Council accepts the bid in the amount of \$37,000.00, excluding HST for the Bush Hog 5110 Flex Wing Rotary Mower and the bid of \$61,900.00 excluding HST for the Kronos Extendo 610 Boom Mower, both from Delta Power Equipment Sparta.

Purpose:

The purpose of this report is to seek Council authorization to accept the quote from Delta Power Equipment.

Background:

As part of updates made to the Township's Procurement Policy on February 26 2024,, Staff requested quotations through Canoe Group Procurement for two new Roadside Mowers. The quote was entered through Canoe to Delta Power Equipment as specialized equipment to exceed our current unit to improve roadside maintenance. The Canoe quote was in US currency and came to a total of \$59,015.00 USD for the boom mower and \$33,988.30 USD for the rotary mower. A separate quotation was requested from Delta Power Equipment outside of Canoe; this quote includes a municipal discount and is the quotation used in the recommendation.

Financial Implications:

The quoted price is within the approved budget of \$110,000.00 for both pieces of equipment.

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8, 2024

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO: PW 2024-003

SUBJECT MATTER: Supply of One New Sidewalk Plow

Recommendation:

THAT Council accepts the bid in the amount of \$207,627.00, excluding HST.
For a new Trackless Sidewalk Plow.

Purpose:

The purpose of this report is to seek Council authorization to accept the quote from Work Equipment.

Background:

As part of the Township's Procurement Policy of February 26, the Township has requested quotations through Canoe Group Procurement for a new sidewalk plow and accessories. The quote was solicited as a sole source quotation through Canoe to Work Equipment Group Purchasing as specialized equipment to match our current fleet, for consistent maintenance and operational considerations.

Financial Implications:

The quoted price is within the approved budget of \$320,000.00.

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

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



TOWNSHIP OF SOUTHWOLD
Report to Council

MEETING DATE: April 8th, 2024

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

REPORT NO: ENG 2024-25

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

Development:

- Received revised site plan submissions for a number of proposed developments completed plan review.
- Attended regular meetings for Citywide Maintenance Manager implementation, implementation is moving ahead steadily with “sandbox” mode to be available for staff in April, along with training.
- The Talbotville EA Addendum was posted and comments were received from the MNR, Ministry of Culture and the City of St. Thomas, no major comments or concerns are identified as of yet, we await MECP comments due April 8th.
- The team worked to create connection fee calculations to support future servicing in Fingal and Shedden
- Continued meetings with developers regarding various files
- Issued RFQ for Thomas Road Engineering
- Issued Public Works building design build RFP
- Attended monthly meeting with the MTO

ENG 2024-25 Infrastructure and Development Team Activity Report March 2024

Page 2

- Attended kickoff meeting with MTE regarding the Shedden Wastewater Treatment Plant
- Attended kickoff meeting with Dillon Consulting for the Shedden and Fingal Sewers
- Worked with H2O to construct supplier contract
- Continued support on the Talbotville Firehall, site plan is nearing completion.
- Attended Secondary Water Board Meeting

- 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	Subdivision Plan is Registered, early bird permits being requested	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 of Subdivision approved, clearing conditions	Working towards registration of subdivision	North Port Stanley
8068 Union Road		Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville

Talbotville Meadows Blocks 177 & 178	Second Submission returned with comments	Pre-Consultation	Talbotville
4324 Thomas Road	Approved Conditions for Draft Plan Submission	Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road	Expect a request for formal pre-consult	Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road		Pre-Consultation	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11570 Wonderland Road (Marcel Equipment)	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 and installing new water services.
- Installing new 2" meter pit on Woodplant Road.
- Co-ordinating new flow point system at booster station.
- Completing monthly dead-end flushing.
- Completing Annual Report.

b) Roads and Bridges:

- A temporary culvert repair was made on Iona Rd involving removal of a six inch watermain to complete the repair
- Replacement of damaged/faded road signs initiated
- A large section of Middle River Rd guiderail was replaced
- Grading, pothole patching and general equipment maintenance completed



**ENG 2024-25 Infrastructure and Development Team
Activity Report March 2024**

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2024 Capital Project Process:

2024	Budget	Actual	Status/Comment
Water and Sewer			
Shedden and Fingal Sewer	\$20-25 million	\$20-25 million	Award of Engineering and Suppliers
Roads			
Lawrence Road Rehabilitation	\$365,000		Group Tender with Malahide
Boxall Road Edge Repairs and Surfacing	\$220,000		Group Tender with Malahide
Magdala Road Design and Construction	\$ 230,000		WT Infrastructure Retained, Design Under Way
Thomas Engineering	\$ 160,000	\$ 123,814	RFP Creation
Public Works Building	\$200,000		Design Build Tender is out for submissions, closes April 16 th
Roads Needs Study	\$ 30,000	\$ 24,614	RFP Ready
Bridges/Culverts			
Burwell Bridge	\$ 200,000	\$ 168,922	Awarded
Lake Line Culvert	\$ 75,000		Spriets to complete design work
Lyle Bridge Rehabilitation	\$ 30,000	\$ 24,900	Spriets to complete design work, construction 2025
OSIM Inspections	\$ 10,000	\$ 9,350	Spriets to complete
Woodplant Design	\$ 75,000		To RFQ in the Spring

c) Drainage:

Drains Before Council:

Palmer/Bush Line Drain (Aug. 2022): Court of Revision Tonight

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
- 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: April 8th, 2024

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

REPORT NO: ENG 2024-26

SUBJECT MATTER: Thomas Road Engineering Award

Recommendation(s):

THAT Report ENG 2024-26 relating to the Thomas Road Engineering Award, be received for information; and

THAT the proposal submitted by WT Infrastructure Solutions Incorporated in the amount \$109,570.00 plus HST be accepted.

Purpose:

This report seeks Council's award for the engineering design services of Thomas Road Construction to WT Infrastructure Solutions Inc.

Background:

Thomas Road is identified in the 2019 Road Needs Study as in need of investment. The existing road is a surface treated rural road with minimal shoulders. The pavement is suffering from significant structural distresses including alligator cracking and rutting. Additionally, a several homes front onto the street, with an additional 12 homes planned as part of the draft plan approved Rickwood subdivision. This area of Thomas Road suffers from drainage deficiencies and would benefit in the long term from conversion to an urban cross section, with curbs and a storm water system to collection and convey rain water to its outlet. During 2024 Budget Deliberations, Staff recommended coordinating this investment with proposed development to capture efficiencies and provide a long-term improvement to the area. The 2024 budget allocated funds to complete engineering in 2024 for construction in 2025.

Comment/Analysis:

A request for quotation was circulated to two engineering firms, CJD L and WT Infrastructure. CJD L is the engineering consultant for the Rickwood subdivision and it

was theorized that some savings would be realized with a common engineer completing both projects. WT Infrastructure was the successful proponent on the Magdala Road engineering work, and as such were added to ensure competitive pricing was achieved. The winning quotation is attached to the report as Appendix A.

	Bidder	Total Contract Price (excluding HST)
1	WT Infrastructure Solutions Inc.	\$109,570.00
2	CJDL	\$228,496.00

Financial Implications:

The following chart shows the cost for the project and funding allocations:

	Expenditures	Funding
Contract Price	\$ 109,570	
Contingency	\$ 10,000*	
HST	\$ 15,544.10	
Total Contract Price	\$ 135,114.10	
Allocated Funding:		\$160,000

*Staff recommend carrying a contingency for any additional testing and engineering work that may be required after the initial soils testing is completed.

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"



April 2, 2024

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


**RE: Township of Southwold
Response to Request for Quotation 2024 PW-002
Engineering Services for Thomas Road Reconstruction**

Dear Aaron,

Further to your Request for Quotation regarding reconstruction of Thomas Road within the Township, we are pleased to provide the following proposal in the amount of **\$109,570.00 + HST** for your review.

We understand the intended scope of the work is to provide quality engineering services for the reconstruction of approximately 1,000m of Thomas Road with 500m being converted to an urbanized cross section. Upon review, we note the following particulars:

- Existing granular materials are to be designed to be stockpiled and reused where possible to limit excess soil removal.
- Detailed design drawings shall be delivered at the 60%, 90%, and 100% which shall include detailed cost estimates. Tender documents will be provided at the 90% and 100% submissions. All documents shall conform to AODA requirements and comply with the Southwold Design Guidelines and Elgin County Standard Contract Documents.
- The project site is within the Kettle Creek Conservation Authority's jurisdiction and a permit will likely be required. Any permit fees required to be paid directly by the Township. As stated in the RFQ, the municipal drain agreement for the storm sewer will be incorporated by others.
- WT will retain a subconsultant for topographic survey. Our subconsultant, **SMC Geomatics Inc. (located at 580303 Side Road 60, Berkeley, ON N0H 1C0)** would capture the topographic data outlined in the RFQ and any observable survey monuments, fence lines, and the like to establish an approximate legal boundary for the project. An OLS-certified legal survey is not included in our quotation. WT will ensure utilities are located within the right of way.
- WT will retain a geotechnical subconsultant for the geotechnical, environmental, and construction materials testing components of the scope of work. Our subconsultant, **Englobe Corp. (located at 60 Meg Drive, London, ON N6H 4L8)** would complete a geotechnical investigation and report as prescribed in the RFQ as well as an APU, SAP, and SCR suite of reports to comply with the requirements of O.Reg. 406/19. Pricing of environmental sampling/reporting is based upon the offsite removal of 750m³ of excess soil. ESDAR, MECP registration, and soil tracking will be downloaded on the successful


17-370 Stone Road West
P.O. Box 25002
Guelph, ON N1G 4T4


jon.auckland@
wtinfrastructure.ca


226.332.0789

constructor with policing managed by the subconsultant. If the excess soil amount were to increase and additional sampling required, those would be \$300 per additional sample testing.

- A Traffic Management Plan will be submitted with the detailed design drawings. It is understood that this section of Thomas Road conveniently intersects Union Road at each end so it is likely that the immediate work area will be detoured via Union Road and only impact immediate residents adjacent to the active work zone.
- Erosion and sediment control measures will require special consideration near the two creek crossings and adjacent to the Lake Erie Salmon and Trout Club ponds.
- Though the majority of the western portion of the project may be urbanized with curb without dropping the road, the ditch on the west side of the north portion of Thomas Road may be difficult to tie-in to property line without lowering the road slightly to achieve positive drainage. Due to the grade change along the road, there may be an opportunity to perform a cut-fill balance to mitigate the amount of excess soil generated from leaving the site.

Full-Time inspection services will be provided during the allotted 25 days (250 hours) of construction. As-builts will be provided upon completion. WT utilizes the Builterra software platform and will provide daily inspection reports.

We acknowledge Addendum #1 of 2, issued via email on March 15, 2024, revising the closing date of to April 2, 2024, at 4:00pm. An email acknowledging the addendum was also sent April 2, 2024.

We acknowledge Addendum #2 of 2, issued via email on March 25, 2024, providing responses to various questions and clarifying project scope. An email acknowledging the addendum was also sent April 2, 2024.

Fees and Schedule

The estimated budget for this work would be as follows:

Deliverable Description	Unit	Quantity	Unit Price	Total
Topographic Survey, including Utility Locates	I.s.	1	\$10,500.00	\$10,500.00
Geotechnical site investigation, including 6 boreholes and testing (5 +/- m depth)	ea.	6	\$1,230.00	\$7,380.00
Geotechnical site investigation, including 6 boreholes and testing (2 +/- m depth)	ea.	6	\$1,230.00	\$7,380.00
Geotechnical report, including pavement/infrastructure recommendations, excess soil compliance	I.s.	1	\$13,000.00	\$13,000.00
Detailed Design (including drawings, estimates, specifications and tender package at 90% and 100% milestones)	I.s.	1	\$32,500.00	\$32,500.00
As-Built Drawings	I.s.	1	\$2,000.00	\$2,000.00
Disbursements: (mileage, etc.)	I.s.	1	\$4,000.00	\$4,000.00

Contract Administration Services	l.s.	1	\$1,875.00	\$1,875.00
Contract Inspection Services (per hour)	hr	250	\$75.00	\$18,750.00
Geotechnical Materials Testing including reporting:				
Granular Gradation & Proctor (per test):	ea.	3	\$315.00	\$945.00
Granular Compaction (per 1hr visit):	ea.	10	\$340.00	\$3,400.00
Concrete Slump and Cylinder (per test):	ea.	2	\$545.00	\$1,090.00
Asphalt Gradation (Marshall) (per test):	ea.	4	\$400.00	\$1,600.00
Asphalt Compaction (per visit):	ea.	10	\$415.00	\$4,150.00
Warranty Walk Through (1 year)	l.s.	1	\$1,000.00	\$1,000.00
Subtotal				\$109,570.00
HST (13%)				\$14,244.10
Total				\$123,814.10

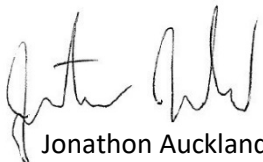
The tasks above would be completed consecutively based on Client needs. WT agrees that the project schedule set out in the RFQ is reasonable and that:

- 60% Design Drawing Package be delivered in August 2024;
- 90% Design Drawing and Tender Packages be delivered in October 2024;
- 100% (Tender Package) Detailed Design Drawings, Estimate/Tender Items and Contract documents be delivered by November 1, 2024;
- We assume a 3 week tender period in which WT will provide assistance; and,
- Construction be slated for Spring/Summer 2025 construction.

We trust this meets with your approval. If you have any questions or comments, please feel free to contact the undersigned. We will commence work upon written notice or purchase order authorizing us to proceed.

Best Regards,

WT INFRASTRUCTURE SOLUTIONS INC.



Jonathon Auckland, P.Eng.
Project Manager, Associate



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8th, 2024

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

REPORT NO: ENG 2024-27

SUBJECT MATTER: Organics Processing Contract

Recommendation(s):

THAT Report ENG 2024-27 relating to the Organics Processing Contract, be received for information; and

THAT Council Direct Staff to prepare and execute a 20-year contract with Convertus Group; and

THAT Council Direct Staff to prepare a User Fee By-Law Amendment using a straight line adjustment for user fees per property for organic collection in the urban areas of Talbotville, Ferndale, and Lynhurst.

Purpose:

This report seeks Council direction to prepare and execute a contract with the Convertus Group for the processing of organic material generated because of green bin collection in the Township's Urban Areas.

Background:

The Township's Organics Collection program is slated to begin on May 15th; the collection area consists of Ferndale, Lynhurst, and Talbotville. These areas will be provided a 60-gallon green bin, for the disposal and diversion of organics waste from the users. This waste is collected by the Township's waste collection agent, GFL and delivered to a waste processing facility. The closest waste processing facility is the Convertus Group facility in London (also known as OrgaWorld). A few municipalities send their material to Convertus, including St. Thomas and London.

Comment/Analysis:

Given the geographic location of Convertus and existing business with neighbouring municipalities, Staff solicited a sole source quotation from the Convertus Group. Costs

for the processing of waste is charged by the tonne, Staff provided Convertus with an estimated maximum of 30 tonnes could be delivered on a given collection week. This was calculated using the maximum weight allowable in the green bins, multiplied by the number of bins to be delivered. Convertus suggested this would be a very conservative estimate and expected regular tonnage to only reach approximately 15 tonnes based on data from other municipalities. Two contract options are available for the Township:

1. A 20-year contract where Convertus can offer a processing fee of \$80/ton with CPI increase year over year for the first 4 years. This pricing structure allows municipalities to ease into a Greenbin program and all the costs associated. On the fifth year of the contract, the processing fee will increase to on par with the current market price for processing.
2. For a 5-year contract, Convertus can offer a processing fee of around \$100-\$110/ton. This is market cost currently.

Staff see benefits and draw backs for each option, a 20-year term results in upfront cost savings and secures capacity in the facility long term, however a 5-year term does allow Council to review the effectiveness of the program after implementation and operation. Although theoretically cancelling an organic program would be possible, Staff would suggest that policies from upper levels of government on waste diversion and emissions reductions are likely to only get more prescriptive, therefore it would be Staff's recommendation to execute a 20-year contract to garner some initial savings.

Financial Implications:

Staff have prepared the chart below showing contract options and various user fee ramp up schedules to get to market conditions in year 5. Staff recommend the 20 year contract with a straight line adjustment to as best as possible smooth the transition from discounted rate to market rate. The rates below include the total costs for the program, including costs for collection and processing of the organics, per property, with a built in CPI annual adjustment of 3%.

Estimated User Fees Based on Contract Option					
Contract Option	Year 1	Year 2	Year 3	Year 4	Year 5
20 Year Contract (using CPI adjustment until market cost @ Year 5)	\$ 70.84	\$ 72.97	\$ 75.15	\$ 77.45	\$ 108.28

20 Year Contract (using a straight-line adjustment from Year 1 to Year 5)	\$ 70.84	\$ 80.20	\$ 89.55	\$ 98.92	\$ 108.28
5 Year Contract (using CPI adjustments)	\$ 96.21	\$ 99.10	\$ 102.06	\$ 105.13	\$ 108.28

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"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8th, 2024

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

REPORT NO: ENG 2024-28

SUBJECT MATTER: Public Works Septic System

Recommendation(s):

THAT Report ENG 2024-28 relating to the Public Works Septic System, be received for information; and

THAT Council approve a budget of \$ 40,000 to replace the Public Works Septic System

Purpose:

This report seeks Council approval to replace the failed septic system servicing the existing Public Works Building.

Background:

The existing Public Works Building has been experiencing issues with backups in the plumbing system during rain events for some time now. The works team excavated and exposed the existing system for the Chief Building Official, who after inspection, has identified the bed and tank system as failed, necessitating replacement.

Comment/Analysis:

Staff acknowledges that it is inconvenient at this time for this system to break down, given that there are short term plans to install sanitary sewers in Fingal in the coming years and in light of a commitment to replace the Public Works Building in the coming years. However, replacement of the bed is necessary to continue safe sanitary operations out of the existing building. Staff recommend a budget of \$ 40,000 to replace the existing system. Once approved, Staff will contact local installers to complete the work in a timely manner.

Depending on the timing of the construction of the new Public Works building, staff are proposing that the new public works building will be constructed with either its own septic system, or a holding tank until connection to the municipal sanitary system off of Union Road, becomes available.

When the new public works building is constructed, staff are recommending that the existing public works building will likely be repurposed as a parks/recreation, water department, and overflow public works buildings. This building will not be serviced by the same sanitary solution as the new public works building, and will use its own septic system. Staff are suggesting that this building may be connected in the future at the same time as the municipal office connection to the municipal sanitary system off of Fingal Line.

Financial Implications:

Staff estimate the system can be replaced conservatively for \$40,000, this will be funded from the Public Works Building Reserve.

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"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8th, 2024

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

REPORT NO: ENG 2024-29

SUBJECT MATTER: Authorize Invite Only Tender – Fire Hall Site Works

Recommendation(s):

THAT Report ENG 2024-29 relating to Authorizing an Invite Only Tender for the Talbotville Fire Hall Site Works be received for information; and

THAT Council approve an invitation only bid for the site works of the Talbotville Firehall.

Purpose:

This report seeks Council's approval to tender the site works of the Talbotville Firehall through an invitation only tender process.

Background:

Design of the Talbotville Firehall site works was awarded by Council to MTE Consultants in the fall of 2023. Subsequently, the design build contract for the building was awarded to Baribeau Construction in January of 2024. The award report for Baribeau also identified a budget of \$800,000 for site works. The site works include installation of water servicing from Talbot Line, a storm water system including collection and control through a low impact development rain garden feature, a septic system as well as a feature sanitary stub for future connection to a sewer on Sunset Drive. Site works also include the grading of the site, installation of sidewalks, curbs, asphalt, and eventually the demolition of the existing firehall. Design work on both elements is nearing the end stages, final drawings and design documents have been submitted by MTE with tender and contract documents to follow shortly.

Comment/Analysis:

With construction tentatively scheduled for June 3rd, 2024, Staff wish to continue the forward momentum and expedite the tender process by completing an invitation only

tender process. This will ensure only qualified contractors with a history of similar work are selected to submit bids on the site work, as well as facilitate a two-week tender timeline instead of a standard 3- or 4-week process. Staff suggest the following invitees:

Streib Trucking Limited, ghn group, Cassidy Construction, J-AAR, PV-EX, L82, Clarke Construction, Gillier Construction.

Financial Implications:

Staff anticipate that given the number of invitees and previous work experience with each contractor, the process will be very competitive while giving the Township better control on project delivery. Once the tender closes, Staff will bring a report to Council, summarizing the results and recommending award.

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"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 25, 2024

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

REPORT NO: FIN 2024-10

SUBJECT MATTER: 2023 Development Charges Summary

Recommendation:

THAT Council receive Report No. FIN 2024-10 prepared in accordance with Section 12 of O.Reg.82/98 of the Development Charges Act, 1997.

Purpose:

To fulfill the requirements for reporting on the Development Charges Fund.

Background:

In accordance with Section 12 of O.Reg.82/98, of the Development Charges Act, 1997, the Treasurer of the municipality shall provide to Council a financial statement relating to the reserve funds established under a by-law to collect development charges. The statement provided by the Treasurer is required to be made available to the public and to the Minister of Municipal Affairs and Housing on request.

Attachment "A" provides the development charge continuity information prescribed in Section 12 of O.Reg.82/98 as information to be included in the statement of the Treasurer of a municipality under section 43 of the Act.

Comments/Analysis:

The Development Charges By-law was passed in December 2020, with implementation starting in 2021. Collections over 2021 were very limited due to the various phase-in exemptions provided in the by-law. These included:

- vacant properties created through Consent approval under Section 35 of the Planning Act before April 1, 2021 for which a complete building permit application is submitted within one-year of Consent approval;
- lots of record that exist on the date of by-law passage for which a complete building permit application is submitted prior to January 1, 2022;
- properties outside of registered plans of subdivision that have submitted a complete Building Permit application before April 1, 2021;

- Developments proceeding from plans of subdivision that are registered prior to passage of this by-law will be exempt from development charges. Notwithstanding the foregoing, Blocks within the registered plan of subdivision that will be subject to further development agreements will not be exempt from the payment of development charges;
- Development proceeding from Development Agreements entered into prior to the passage of this by-law that provide for a maximum capital charge for new development will be exempt from development charges;

Residential development was slower in 2023 with most taking place in exempt developments. It is anticipated that as additional non-exempt developments proceed, there will be more revenue generated from Development Charges in the coming years.

Financial Implications:

Development Charges will assist with funding growth related capital projects in coming years. Developments with exempt lots are nearing completion which will generate additional revenue from Development Charges.

Strategic Plan Goals:

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

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

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

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

Attachment "A"**2023 Development Charges Summary Report****By-law #2020-70**

Service/Class	Opening Balance	Collections	Interest Earned	Transferred to Capital	Closing Balance
Roads and Related Services	\$74,925.11	\$10,204.22	\$2,745.86		\$87,875.19
Fire Services	-\$20,718.76	\$3,987.81	\$1,073.08		-\$15,657.87
Parks and Recreation Services	\$35,207.38	\$4,795.02	\$1,290.29		\$41,292.69
Library Services	\$0.00	\$0.00	\$0.00		\$0.00
Growth Studies	\$4,574.34	\$622.96	\$167.63		\$5,364.92
Total	\$93,988.07	\$19,610.00	\$5,276.87	\$0.00	\$118,874.94

Collections Summary	Count	Sq. Ft.
Single Family Dwelling	4	
Apartments - 2 Bedrooms +	0	
Apartments - Bachelor and 1 Bedroom	0	
Other Multiples	0	
Non-Residential	0	0.00
Total	4	0

Former Development Charges Bylaw	Opening Balance	Collections	Interest Earned	Transferred to Capital	Closing Balance
	\$38,828.27	\$0.00	\$1,890.61	\$0.00	\$40,718.88

Exemptions	Count	Value
Talbotville Meadows	134	\$499,092.00
DHP	58	\$232,926.00
Enclave	11	\$35,244.00
Other	17	\$69,448.00
Total	220	\$836,710.00



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 8, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-18

SUBJECT MATTER: Activity Report for CAO/Clerk March 2024

Recommendation(s):

None – For Council Information.

Purpose:

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

Meetings/Events:

March 4, 2024	Township of Southwold Administration Co-op Student Interviews
March 4, 2024	Elgin's Solar Eclipse Planning
March 4, 2024	Development Shedden Fingal Wastewater Rate Setting Meeting
March 4, 2024	34T-SO2401 - Meeting with Proponent
March 5, 2024	CN Real Estate Meeting with Southwold
March 6, 2024	Municipal Stormwater Manufactured Treatment Device Seminar
March 7, 2024	Meeting with Commercial Business Owner - Shedden
March 7, 2024	Township of Southwold - PSD Citywide - Weekly Meeting
March 8, 2024	Elgin CAOs Meeting
March 12, 2024	Talbotville WWTP EA Addendum Meeting
March 13, 2024	Staff Meeting
March 13, 2024	Firehouse Subs Grant Application Review Meeting
March 13, 2024	35809 Talbot Line - Evelyn's Sausage
March 14, 2024	Township of Southwold - PSD Citywide - Weekly Meeting
March 14, 2024	Discussion with Insurer - Committees of Council
March 18, 2024	Winterfest/Family Day Committee
March 18, 2024	Succession Planning - Infrastructure Department
March 18, 2024	Finalization of Site Plan Comments 3rd Submission - Talbotville Gore Road
March 18, 2024	Southwold Solar EM Meeting
March 20, 2024	Shedden/Fingal Connection Cost Review
March 21, 2024	Township of Southwold - PSD Citywide - Weekly Meeting
March 21, 2024	Elgin County Clerks/Deputy Clerks Meeting

March 21, 2024	EDC Meeting - Postponed - NO QUORUM
March 26, 2024	Shedden Conservation Area Discussions
March 26, 2024	2024 Budget Presentation & Celebration with all Staff
March 27, 2024	Community Planning and Facility Collaboration Opportunities Meetings - TVDSB
March 27, 2024	CCHC Board Meeting
March 27, 2024	OPP Eclipse Coordination Meeting
March 28, 2024	Commercial Business Development Opportunity Meeting Talbot Line

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 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*
- Rural Economic Development Grant (Municipal Parking Lot in Shedden) – *UNSUCCESSFUL – Feedback from Granting Organization was that our project was considered “Major Capital” and was therefore ineligible*
- Trillium Capital Grant – Stormwater Pond & Accessible Trail in Fingal – *APPLIED*

Shared Services

Shared services with Dutton Dunwich and West Elgin continue to be productive. Fire Service provision to Dutton Dunwich on a permanent basis was codified in March. The GIS/Asset Management Technician is providing assistance to our neighbours including

assisting onboarding of students. The Special Projects Manager is independently contracted to assist West Elgin in the short term.

Policy Development

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

2023/2024 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
Office Security Updates – Locks/FOB	\$10,000	Being investigated
Laserfiche Processes	\$20,000	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.
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: April 8, 2024

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2024-19

SUBJECT MATTER: Digital Sign Policy & Procedure

Recommendation:

THAT the Council of the Township of Southwold receives the report of the CAO/Clerk titled Digital Sign Policy and Procedure as information;

AND THAT Council adopts the Digital Sign Policy and Procedure attached as Schedule 'A'.

Purpose:

The purpose of this report is to provide information to Council on a drafted digital sign policy. With the advent of new municipal electronic signs, it is important to establish the rules and procedures surrounding requests for information posted on the Municipal Electronic Signs.

Background:

The Township owns digital/electronic signs at the Keystone Complex in Shedden (since 2017), at the Shedden Fire Hall (2023), and at the newly constructed Talbotville Fire Hall (2024). Recently there have been requests for posting information on the various signs and it is important to establish policies and procedures for the dissemination of this information.

Comments:

Attached as Schedule A to this report is a Digital Sign Policy for council approval. The policy recommends that messaging on the Keystone Complex sign be dedicated to general municipal announcements and Elgin County Library announcements. Community Group messaging from non-profit organizations and service clubs in addition to Municipal Committees of Council are permitted on the Keystone Complex Sign as well, following an established priority listing.

The policy suggests that the electronic signs at the Fire Halls be intended primarily for fire department messaging and emergency management messaging and secondarily for communications related to Committees of Council. Community communications from Committees of Council, as detailed in the general provision terms below are permitted on Fire Hall signs, however Fire & Emergency Management messaging will be prioritized, so community messages may be removed or minimized if a higher priority emergency management communication needs to be posted.

The policy recommends prohibitions for posting from private individuals, businesses, and religious organizations (with the exception of churches advertising fundraising events).

The policy contains a hierarchy/priority listing for posting and some general procedures to be followed which centralizes the communications through the municipal office and communications staff.

Financial Implications:

There are no financial implications to adopting the policy.

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"



Township of Southwold General Policy and Procedure Manual

Title: Policy Title	
Number: GP-01-01	Type: Policy
Effective Date: 2024-04-08	Last Review Date: 2024-04-08
Approval: Council	Review Frequency: As Needed
Applies to: All digital signs owned by the Township	
Required by:	

1. Purpose:

The purpose of this policy is to establish the rules and procedures surrounding requests for information posted on the Municipal Electronic Signs.

Sign Locations:

The Township owns digital/electronic signs at the Keystone Complex in Shedden, at the Shedden Fire Hall, and at the newly constructed Talbotville Fire Hall.

Primary Electronic Sign Purposes:

Keystone Complex: The Keystone Complex Sign was co-purchased in 2017 with Elgin County to serve the Shedden Library and Township of Southwold. Messaging on the Keystone Complex sign is dedicated to general municipal announcements and Elgin County Library announcements. Community Group messaging from non-profit organizations and service clubs in addition to Municipal Committees of Council are permitted on the Keystone Complex Sign, following the established priority listing in section 5.

Fire Halls: The electronic signs at the Fire Halls are intended primarily for fire department messaging and emergency management messaging and secondarily for communications related to Committees of Council. Community communications from Committees of Council, as detailed in the general provision terms below are permitted on Fire Hall signs, however Fire & Emergency Management messaging will be prioritized, so community messages may be removed or minimized if a higher priority emergency management communication needs to be posted.

2. General Provisions:

The Township of Southwold recognizes that Committees of Council and community service clubs and other non-profit organizations may request announcements be placed on the Municipal Electronic Signs and every effort will be made to accommodate requests that meet the parameters laid out in the policy.

Political organizations, private businesses, private individuals, and religious affiliations are excluded from being able to post on electronic signs. Schools, churches and other organizations shall only be permitted to post information about fund raising activities that benefit the broader Southwold community.

Community service clubs shall only be permitted to post information on the Keystone Complex Sign on their annual general meetings, community events, general announcements, and fundraising events.

Groups and organizations do not have the right to receive funds for information, including placement of logos, on the electronic signs.

All other requests will be reviewed for appropriateness by municipal staff.

The municipality reserves the right to limit the number of messages on the Electronic signs to ensure readability.

3. Procedure:

Requests for information to be added to the electronic signs must be submitted in writing and include the event details, a contact name and group or organization name. Requests can be submitted to communications@southwold.ca or in person at the Municipal Office.

Requests will be reviewed for appropriateness by municipal staff. The municipality has sole discretion to determine the information to be posted on sign and in what format.

Information will be posted on electronic sign no more than 1 week prior to the event date. Duration of the posting will be determined by the number of requests that have been received for the period of time. Every effort will be made to accommodate all requests.

In the event that there are multiple requests for any given time period, the requests will be posted on a first come first serve basis, with municipal events and announcements taking precedence. The priority of messaging hierarchy listed in section 5 of this policy will be followed.

4. Responsibilities:

It will be the responsibility of delegated municipal staff to manage and submit messages to the electronic signs. Keystone Complex messages will be forwarded to Elgin County library staff to complete postings on the Keystone sign. If there are any questions whether or not a group requesting the use of the sign is authorized per this policy or regarding the content of the message, the CAO/Clerk or designate will make the decision regarding the request.

Priorities

In order, below is a list of priority messages on Fire Hall Electronic Signs:

1. Emergency Announcements – such as road closures, snow emergencies, etc.
2. Municipal Announcements, Including Committees of Council Announcements and Committee Events.

In order, below is a list of priority messages on The Keystone Complex Electronic Signs:

1. Emergency Announcements – such as road closures, snow emergencies, etc.
2. Municipal Announcements, Including Committees of Council Announcements and Committee Events.
3. Other Community Events
4. Community announcements

Revision History:

Version	Effective Date	Revision Notes
01		Original Policy

Related Policies:

Minutes
ELGIN GROUP POLICE SERVICES BOARD
November 15, 2023

The Elgin Group Police Services Board met in the Central Elgin Boardroom at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

David Jenkins, Chair
Trudy Kanellis, Vice-Chair
Dominique Giguère, Board Member
Andrew Sloan, Board Member
Staff Sergeant Ian George
Sergeant Brad Cook
Carolyn Krahn, Secretary/Administrator

Regrets:

Inspector Jennifer Neamtz, Detachment Commander
Ida McCallum, Board Member

Call to Order:

The Chair called the meeting to order at 1:00 p.m.

Adoption of Minutes:

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the minutes of the meeting held on September 20, 2023 be adopted.

- Motion Carried.

Moved by: Dominique Giguère
Seconded by Trudy Kanellis

RESOLVED THAT a presentation from the County of Elgin's Director of Financial Services/Treasurer regarding the 2024 Proposed Budget be added to the agenda following the presentation from Sergeant Rob Griffin.

Disclosure of Pecuniary Interest and the General Nature Thereof:

None.

Reports:

1) Billing Model for OPP Municipal Policing Services, Sergeant Rob Griffin

Sergeant Rob Griffin provided an overview of the OPP Service Delivery Model, OPP Billing Model, the Municipal Billing Statements, and the Community Safety and Policing Act (CSPA) and the Contract Renewal Process.

Moved by: Trudy Kanellis
Seconded by: Andrew Sloan

RESOLVED THAT the report from Sergeant Rob Griffin be received and filed.

- Motion Carried.

2) 2024 Proposed Budget – Jennifer Ford, Director of Financial Services/Treasurer

The Director of Financial Services presented the 2024 proposed budget for the Elgin Group Police Services Board and provided an overview of the 2024 Annual Billing Statement from the OPP.

Moved by: Dominique Giguère
Seconded by: Trudy Kanellis

RESOLVED THAT the 2024 Elgin Group Police Services Board Proposed Budget be shared with the partner municipalities for their review; and

THAT the presentation from the Director of Financial Services be received and filed.

- Motion Carried.

3) Detachment Commander's Quarterly Report, Staff Sergeant Ian George and Acting Staff Sergeant Brad Cook

Staff Sergeant Ian George and Acting Staff Sergeant Brad Cook presented the Detachment Commander's Quarterly Report for the months of July to September 2023. Elgin OPP prioritized safety through educational efforts as summer began, focusing on patrolling roads, waterways, and trails in anticipation of increased tourism. Their marine unit conducted 41 incidents and 1376 hours of patrol on waterways while collaborating with community groups for water safety programs. There was also an increase in property crime, but the collaboration between their crime analyst and Community Street Crime Unit led to the arrest of a male suspect connected to various property offenses across Elgin, Middlesex, Oxford, and London PS.

D. Giguère requested that a quarterly or bi-annual report on traffic initiatives be shared with the community to raise awareness of the work that the OPP is doing to keep our roadways safe and to remind the public that if they see a problem on any County roadways to report it to the OPP.

A. Sloan also requested that any OPP News Releases relevant to Central Elgin be forwarded to him. The PSB Secretary Administrator will work with Constable Phair to ensure that relevant news releases are forwarded to all board members.

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the report be received and filed.

- Motion Carried.

Correspondence:

Moved by: Dominique Giguère
Seconded by: Andrew Sloan

RESOLVED THAT the Chair be directed to write a response to the Municipality of Bayham acknowledging the concerns of residents regarding Plank Road at Chute Line and Northern Vienna Bridge and informing them that the OPP will deploy a speed sign to the area of concern and that the Traffic Management Unit will be deployed as needed.

RESOLVED THAT Correspondence Items #1-4 be received and filed.

- Motion Carried.

Other Items:

New Business:

None.

Closed Session Items:

None.

Next Meeting:

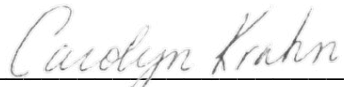
The Secretary Administrator will send out a Doodle Poll to schedule the next meeting in January of 2024.

Adjournment:

Moved by: Andrew Sloan
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn 2:35 p.m.

- Motion Carried.



Carolyn Krahn,
Secretary/Administrator.



David Jenkins
Chair.



2024 Proposed Budget

Jennifer Ford

Director of Financial Services/Treasurer



Police Services Board

2024 Proposed Budget



Police Services Board

\$0

**Total Operating &
Capital**

\$ 0

**Budget
Change**

	2023 Budget	2023 Actuals*	2024 Proposed Budget	Budget Change 2023 to 2024
Revenue	(36,235)	(30,518)	(37,604)	(1,369)
Wages & Benefits	9,200	4,282	9,200	-
Expense	27,035	26,236	28,404	1,369
Net Operating	-	-	-	-
Capital WIP	-	-	-	-
Grand Total	-	-	-	-

* as of November 7th 2023

- Revenue: Increase to cover increased expenses
- Expense: 3% Inflationary increase to OAPSB Membership
- Expense: 4% Inflationary increase to Insurance Premiums

Elgin Group Policing

2024 Budget Summary

OPP 2024 Annual Billing Statement

Elgin Group

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	18,714		
	Commercial and Industrial	871		
	Total Properties	<u>19,585</u>	165.59	3,243,011
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	1.4585%	136.28	2,669,083
Overtime	(see notes)		12.55	245,841
Court Security	(see summary)		7.37	144,341
Prisoner Transportation	(per property cost)		1.12	21,935
Accommodation/Cleaning Services	(per property cost)		4.90	95,967
Total 2024 Estimated Cost			<u>327.81</u>	<u>6,420,179</u>
2022 Year-End Adjustment	(see summary)			50,947
Grand Total Billing for 2024				<u>6,471,125</u>

Elgin Group Policing

2024 Budget Summary

2024 Annual Billing Statement Analysis by Category

Property Counts	2024	2023	Difference H/(L)	% Change H/(L)
Households	18,714	18,385	329	1.8%
Commercial/Industrial	871	873	(2)	(0.2%)
Total Properties	19,585	19,258	327	1.7%

Budgeted

Category	2024 Total Cost	2023 Total Cost	Difference H/(L)	% Change H/(L)
Base Services	3,243,011	3,190,318	52,693	1.7%
Calls for Service	2,669,082	2,666,760	2,322	0.1%
Overtime	245,841	237,119	8,722	3.7%
Court Security	144,341	118,060	26,281	22.3%
Prisoner Transportation	21,934	22,531	(597)	(2.6%)
Accom/Cleaning	95,967	93,787	2,180	2.3%
Subtotal	6,420,176	6,328,575	91,601	1.4%

CSPT Grant	(103,455)	(110,739)	7,284	(6.6%)
Year-End Adjustment	50,949	64,239	(13,290)	(20.7%)

Total	6,367,670	6,282,075	85,595	1.4%
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Elgin Group Policing

2024 Budget Summary

2024 Annual Billing Statement Analysis by Category

Category	2024 Cost per HH	2023 Cost per HH	Difference H/(L)	% Change H/(L)
Base Services	165.59	165.66	(0.08)	(0.0%)
Calls for Service	136.28	138.48	(2.19)	(1.6%)
Overtime	12.55	12.31	0.24	1.9%
Court Security	7.37	6.13	1.24	20.2%
Prisoner Transportation	1.12	1.17	(0.05)	(4.3%)
Accom/Cleaning	4.90	4.87	0.03	0.6%
Subtotal	327.81	328.62	(0.81)	(0.2%)
CSPT Grant & YE Adj	(2.68)	(2.41)	(0.27)	11.0%
Total	325.13	326.21	(1.08)	(0.3%)

Elgin Group Policing

2024 Budget Summary

2024 Annual Billing Statement Analysis by Municipality

	2023 Billing Statement H/(L) than 2024 Billing Statement								
Municipality	Base Service	Calls for Service	Overtime	Court Security	Prisoner Transportation	Accom/Clean	Total Change	2023 Budget*	2024 Budget*
Bayham	\$5,082	\$4,640	(\$813)	\$0	(\$107)	\$243	\$9,045	\$949,904	\$958,949
Central Elgin	\$30,501	\$5,009	\$6,995	\$26,281	(\$98)	\$1,100	\$69,788	\$2,130,051	\$2,199,839
Dutton/Dunwich	\$4,336	(\$9,811)	(\$672)	\$0	(\$59)	\$186	(\$6,020)	\$607,084	\$601,064
Malahide	\$3,053	(\$13,396)	\$802	\$0	(\$149)	\$201	(\$9,489)	\$1,042,356	\$1,032,867
Southwold	\$8,965	(\$1,854)	(\$1,384)	\$0	(\$33)	\$326	\$6,020	\$665,842	\$671,862
West Elgin	\$756	\$17,734	\$3,794	\$0	(\$151)	\$124	\$22,257	\$933,338	\$955,595
Total	\$52,693	\$2,322	\$8,722	\$26,281	(\$597)	\$2,180	\$91,601	\$6,328,575	\$6,420,176

* Excludes Grants & Adjustments

2024 Percentage Split of Cost

Municipality	2024	2023
Bayham	14.94%	15.01%
Central Elgin	34.26%	33.66%
Dutton/Dunwich	9.36%	9.59%
Malahide	16.09%	16.47%
Southwold	10.46%	10.52%
West Elgin	14.88%	14.75%

Elgin Group Policing

2024 Budget Summary

5 Year Estimated Yearly Costs by Municipality

Municipality	Estimated Yearly Costs				
	2024	2023	2022	2021	2020
Bayham	958,949	949,904	931,575	927,332	922,000
Central Elgin	2,199,839	2,130,051	2,177,502	2,195,985	2,136,706
Dutton/Dunwich	601,064	607,084	600,310	592,942	579,189
Malahide	1,032,867	1,042,356	1,064,553	1,062,937	1,035,491
Southwold	671,862	665,842	659,438	644,152	614,888
West Elgin	955,595	933,338	963,809	972,465	987,275
Total	6,420,176	6,328,575	6,397,187	6,395,813	6,275,549

Year of Year Increase by Municipality

Municipality	Year over Year Increase			
	2021	2020	2019	2018
Bayham	0.95%	1.97%	0.46%	0.58%
Central Elgin	3.28%	-2.18%	-0.84%	2.77%
Dutton/Dunwich	-0.99%	1.13%	1.24%	2.37%
Malahide	-0.91%	-2.09%	0.15%	2.65%
Southwold	0.90%	0.97%	2.37%	4.76%
West Elgin	2.38%	-3.16%	-0.89%	-1.50%
Total	1.45%	-1.07%	0.02%	1.92%

Minutes
ELGIN GROUP POLICE SERVICES BOARD
February 26, 2024

The Elgin Group Police Services Board met in the Dutton Dunwich Boardroom at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

Dominique Giguère, Board Member
Ida McCallum, Board Member (virtual)
Andrew Sloan, Board Member
Trudy Kanellis, Provincial Member
David Jenkins, Provincial Member
Inspector Jennifer Neamtz, Detachment Commander (virtual)
Carolyn Krahn, Secretary Administrator

Call to Order:

The Secretary Administrator called the meeting to order at 2:03 p.m.

Election of Chair and Vice Chair:

A. Sloan nominated D. Jenkins for the position of Chair, and T. Kanellis seconded the nomination. No further nominations were received for this position, and D. Jenkins accepted the nomination.

Moved by: Dominique Giguère
Seconded by: Ida McCallum

RESOLVED THAT nominations for the position of Chair be closed; and THAT D. Jenkins be appointed as Chair of the Elgin Group Police Services Board.

- Motion Carried.

D. Jenkins nominated T. Kanellis for the position of Vice-Chair, and A. Sloan seconded the nomination. No further nominations were received for this position, and T. Kanellis accepted the nomination.

Moved by: Dominique Giguère
Seconded by: Andrew Sloan

RESOLVED THAT nominations for the position of Vice-Chair be closed; and THAT Trudy Kanellis be appointed as Vice-Chair of the Elgin Group Police Services Board.

- Motion Carried.

Adoption of Minutes:

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

RESOLVED THAT the minutes of the meeting held on November 15, 2023 be adopted.

- Motion Carried.

Disclosure of Pecuniary Interest and the General Nature Thereof:

None.

Reports:

1) **Secretary-Administrator – Transfer Payment Agreement for Bail Compliance and Warrant Apprehension (BWCA) Program**

The Secretary Administrator provided an update on the status of the OPP's application to the Bail Compliance and Warrant Apprehension (BWCA) Program. The Ministry of the Solicitor General has informed the Elgin Group Police Services Board that it will provide up to \$300,000 to implement a BWCA program in Elgin County. A transfer payment agreement is required.

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

RESOLVED THAT the Chair be authorized and directed to enter into the Transfer Payment Agreement for the implementation of the Elgin County OPP Bail Compliance and Warrant Apprehension project; and

THAT the County Treasurer be authorized to act as the financial contact for the grant.

- Motion Carried.

Correspondence:

None.

Other Items:

None.

New Business:

A. Sloan requested an update on the decision by the Thames Valley District School Board on the School Resource Officer program and asked if the Board could provide any further support in returning the program to local schools.

Inspector Neamtz provided an update on the decision and said that it is a missed opportunity to build relationships between police officers and students. Elgin County OPP are working with Aylmer Police Services and St. Thomas Police Services to find alternative ways to engage with children and youth.

Closed Session Items:

None.

Next Meeting:

The Elgin Group Police Services Board will meet again on Wednesday, March 13 @ 1 p.m.

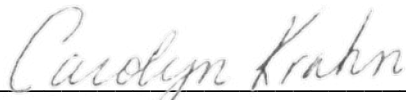
Adjournment:

Moved by: Trudy Kanellis

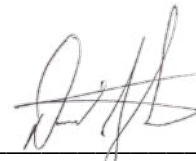
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn 2:24 p.m.

- Motion Carried.



Carolyn Krahn,
Secretary/Administrator.



David Jenkins
Chair.



March 28, 2024

Larry Brock, MP Brant
108 St. George Street, Suite #3
Brantford, ON N3R 1V6

Sent via email: larry.brock@parl.gc.ca

Will Bouma, MPP
96 Nelson Street
Suite 101
Brantford, ON N3T 2X1

Sent via email: will.bouma@pc.ola.org

To whom it may concern:

Please be advised that Brantford City Council at its meeting held March 26, 2024 adopted the following:

12.6.13 Home Heating Sustainability

WHEREAS home heating energy costs is a major and onerous burden for Seniors and those with limited or fixed incomes; and

WHEREAS the cost of natural gas to heat homes continues to climb due to many factors such as inaccurate meter readings, inflation, delivery and customer charges, carbon tax, among others, causing financial strain for many citizens; and

WHEREAS 3.8 million households in Ontario currently use natural gas for home heating, representing about 70 per cent of Ontario households; and

WHEREAS the carbon tax charged on heating bills is highly dependent on the amount of natural gas used and accounts for 20-25% of the utility bill; and

WHEREAS Canadians have no choice but to heat their homes throughout the winter; and

WHEREAS no citizen should have to choose between putting food on the table or heating their homes; and

WHEREAS the carbon tax is increasing as of April 1, 2024 to \$0.15 per cubic meter for natural gas, and the carbon tax rebate for homeowners is also increasing; and

WHEREAS Ontario homeowners can now expect to receive \$1,120 annually for the rebate on average and the rebate will be renamed to the Canada Carbon Rebate; and

WHEREAS starting on January 1, 2024, both SaskEnergy and SaskPower removed the federal carbon tax from home heating, resulting in savings for approximately 98 per cent of Saskatchewan families by exempting them from carbon tax on home heating oil; and

WHEREAS the Canadian government has implemented new measures to help Atlantic Canadians lower their energy bills by making the average heat pump free to help low- to median-income Canadians switch to cleaner fuel and incentivizing the switch to heat pumps with \$250 upfront payments; and

WHEREAS the Canadian and Ontario governments have discontinued grant and rebate programs for Ontarians to retrofit their homes to be energy efficient such as Ontario's green home-retrofit rebate program, the ecoENERGY home retrofit program, and the Canada Greener Homes Grant, making it difficult for homeowners to reduce their reliance on natural gas.

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Federal Government exclude home heating from the federal carbon tax to reduce the burden on citizens, as has been done in Saskatchewan; and
- B. THAT the Federal and Provincial Governments reinstate home energy retrofit rebate and grant programs to help Brantford residents retrofit their homes to be more energy efficient and provide barrier-free options for switching to less carbon-intensive fuel sources to lower their utility bills and avoid the carbon tax; and
- C. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Federal Minister of the Environment and Climate Change, The Honourable Steven Guilbeault, The Provincial Minister of Environment, Conservation and Parks, The Honourable Andrea Khanjin, The City of Brantford Member of Parliament, The Honourable Larry Brock, The City of Brantford Member of Provincial Parliament, The Honourable Will Bouma, and to each municipality in Ontario; and
- D. THAT the Mayor of the City of Brantford request that this resolution be added as an agenda item for consideration by the Ontario Big City's Mayor Caucus.

I trust this information is of assistance.

Yours truly,

^

Chris Gauthier
City Clerk, cgauthier@brantford.ca

cc Federal Minister of the Environment and Climate Change, Honourable Steven Guilbeault
Provincial Minister of Environment, Conservation and Parks, Honourable Andrea Khanjin
All Ontario Municipalities

March 28, 2024

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

Attention: Lisa Higgs, CAO/Clerk

Re: 2024 Approved Budget

The LTVCA Board adopted the 2024 Budget (attached) at its Special Board Meeting on March 28, 2024. While there were minor changes within specific program categories, the total budget and the municipal levy as circulated to all municipalities in November has not changed.

The 2024 Approved Budget of \$4,356,094 represents an increase of \$155,610 or 3.7% in overall spending in comparison to the 2023 approved budget of \$4,200,484. The corresponding increase in the municipal levy is \$79,098 or 4.43%. As in previous years, annual adjustments to each municipality's assessment within the watershed vary, ranging from 3.88% for Chatham-Kent to 6.65% for the Municipality of Leamington, as shown on the attached table.

For your convenience, your general levy for 2024, with the 2023 comparison, is as follows:

	2023 Budget	2024 Budget
General Levy	\$18,092	\$19,254

An invoice based on this amount is attached. Please direct any questions to me by telephone at 519-354-7310 ext.224 or email mark.peacock@ltvca.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mark Peacock'.

Mark Peacock
Chief Administrative Officer/Secretary-Treasurer

Enclosure

cc

Lower Thames Valley Conservation Authority
2024 FINAL BUDGET

	COMBINED		CATEGORY 1		CATEGORY 2		CATEGORY 3	
Object	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget
Expenditures								
FLOOD CONTROL STRUCTURES	164,093	173,809	164,093	173,809	-	-	-	-
EROSION CONTROL STRUCTURES	8	10	8	10	-	-	-	-
FLOOD FORECASTING AND WARNING	115,987	106,545	115,987	106,545	-	-	-	-
TECHNICAL STUDIES	157,574	102,687	157,574	102,687	-	-	-	-
PLANNING & REGULATIONS	425,625	386,983	425,625	386,983	-	-	-	-
WATERSHED MONITORING	180,027	123,621	175,019	118,571	-	-	5,008	5,050
SOURCE PROTECTION	26,760	23,882	26,760	23,882	-	-	-	-
THAMES MOUTH DEBRIS REMOVAL	-	-	-	-	-	-	-	-
CONSERVATION AREAS	624,957	674,081	485,693	510,591	-	-	139,264	163,490
COMMUNITY RELATIONS	162,608	142,735	162,608	142,735	-	-	-	-
CONSERVATION EDUCATION	29,760	113,297	-	-	-	-	29,760	113,297
SKA-NAH-DOHT VILLAGE	127,858	124,702	-	-	-	-	127,858	124,702
CONSERVATION SERVICES (FORESTRY)	153,002	172,398	-	-	-	-	153,002	172,398
CHATHAM-KENT GREENING PROJECT	458,003	517,898	-	-	80,000	80,000	378,003	437,898
PHOSPHORUS REDUCTION	945,217	923,336	-	-	-	-	945,217	923,336
SPECIES AT RISK	111,658	171,028	-	-	-	-	111,658	171,028
ADMINISTRATION	517,347	599,082	517,347	599,082	-	-	-	-
ASSET MANAGEMENT	-	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-	-
Recovered Expenses	-	-	-	-	-	-	-	-
Total Expenditures	4,200,484	4,356,094	2,230,714	2,164,895	80,000	80,000	1,889,770	2,111,199
Revenues								
Other Taxation		-	-	-	-	-	-	-
Government Grants & Subsidies	(1,665,079)	(1,468,581)	(329,467)	(217,485)	-	-	(1,335,612)	(1,251,096)
User Fees	(748,450)	(1,021,460)	(309,400)	(297,150)	-	-	(439,050)	(724,310)
Other Municipal Revenues	(205,000)	(205,000)	(125,000)	(125,000)	(80,000)	(80,000)	-	-
Total Revenues	(2,618,529)	(2,695,041)	(763,867)	(639,635)	(80,000)	(80,000)	(1,774,662)	(1,975,406)
Total Net Budget	1,581,955	1,661,053	1,466,847	1,525,260	-	-	115,108	135,793
Net Inc. / (Dec.) \$		79,098						
Net Inc. / (Dec.) %	0	5.0%						

LOWER THAMES VALLEY CONSERVATION AUTHORITY

Levy for 2024 using Modified CVA

	Current Value Assessment (Modified CVA)	% of Levy	C-K Flood Control, Greening Levy 2024	Non- Matching Levy 2024	Matching Levy 2024	Total General Levy 2024	Total Municipal Levy 2024	Total Municipal Levy 2023	\$ Change from 2023 Levy	% Change from 2023
Dutton-Dunwich M	570,238,759	3.7152%	0	58,684	3,027	61,711	61,711	58,265	3,446	5.91%
Southwold Tp	177,920,143	1.1592%	0	18,310	944	19,254	19,254	18,092	1,162	6.42%
West Elgin M	653,492,509	4.2576%	0	67,252	3,469	70,721	70,721	68,007	2,714	3.99%
Lakeshore M	1,471,508,816	9.5871%	0	151,436	7,810	159,246	159,246	150,805	8,441	5.60%
Leamington M	369,585,206	2.4079%	0	38,035	1,961	39,996	39,996	37,502	2,494	6.65%
Chatham-Kent M	8,654,499,337	56.3852%	205,000	890,652	45,935	936,587	1,141,587	1,098,971	42,616	3.88%
London C	1,777,974,361	11.5837%	0	182,975	9,437	192,412	192,412	183,026	9,386	5.13%
Middlesex Centre M	264,738,740	1.7248%	0	27,245	1,405	28,650	28,650	26,910	1,740	6.47%
Southwest Middlesex M	453,045,768	2.9517%	0	46,624	2,405	49,029	49,029	47,577	1,452	3.05%
Strathroy - Caradoc M	955,893,713	6.2278%	0	98,373	5,074	103,447	103,447	97,800	5,647	5.77%
TOTAL	15,348,897,352	100%	\$205,000	\$1,579,586	\$81,467	\$1,661,053	\$1,866,053	\$1,786,955	\$79,098	4.43%

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

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

Drainage By-law Number 2024-23

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

Whereas the council of the Township of Southwold has procured a report under section 78 (5) of the *Drainage Act* for the improvement of the Larson Drain East 2024 drain:

And whereas the report dated 2024/03/27 has been authored by Mike DeVos, Spriet Associates
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$4,770.86

And whereas \$0.00 is the amount to be contributed by the Township
of Southwold for the drainage works:

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

_____ is being assessed in the _____ of _____

_____ is being assessed in the _____ of _____

_____ is being assessed in the _____ of _____

_____ is being assessed in the _____ of _____

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

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

1. AUTHORIZATION

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

2. BORROWING

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

This project **will NOT** be debentured

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the " Larson Drain East 2024 by-law".

First reading 2024/04/08

Second reading 2024/04/08

Provisionally adopted this 8 day of April, 20 24

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

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

Third reading _____

Enacted this _____ day of _____, 20 _____

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

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

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

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





March 25, 2024

Mayor Grant Jones
Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

Lisa Higgs
Chief Administrative Officer
Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

Dear Mayor Jones, and Ms. Higgs,

RE: Actions to Reduce Alcohol-Related Harms Report

We are writing to draw your attention to the recent report presented to the Southwestern Public Health (SWPH) Board of Health entitled [Actions to Reduce Alcohol-Related Harms](#) (see attached). As you are aware, municipalities play an important role in promoting and protecting the health of their residents, especially in the context of decreasing harm due to alcohol.

The report outlines the policy actions that are proven to reduce harm to the population due to alcohol, and the Board of Health for SWPH has voted to move all recommendations forward. Specifically, the Board has instructed SWPH to collaborate with local municipalities to review and propose amendments to existing bylaws and alcohol-related policies to address the locations of alcohol retailers through zoning and distancing with consideration for high-density neighbourhoods, schools, and childcare centres.

We want to emphasize that the alcohol retail system in Ontario is changing, and these changes will have significant local implications. ⁽¹⁾ The recent announcement by the Province of Ontario to expand alcohol retail sales to convenience and big box stores may seem like a risk-free action, but expanding access to alcohol outlets has proven to have negative implications for our local population's health. With an estimated average of 76 deaths, 388 hospitalizations and 3,707 emergency department visits annually in our region, we are concerned that expanded access will cause harm in our community. ⁽²⁾ When alcohol becomes more accessible and affordable, the following issues have consistently been found to increase: street and domestic violence, chronic diseases, sexually transmitted infections, road crashes, youth drinking, injury ⁽³⁾ and suicide. ^(4,5)


SWPH asks that you review your existing bylaws and policies to address the locations of alcohol retailers through zoning and distancing. Municipalities can limit harm to their local populations and help maintain control over what happens in their communities through local by-law implementation and municipal alcohol policy. ^(6,7)

Municipal staff can find additional information in the [Alcohol Policy Review: Opportunities for Ontario Municipalities](#) report and [An Integrated Approach to Mental Health and Addictions](#) report by The Association of Municipalities of Ontario.

We kindly request that the staff responsible for alcohol-related policies with the municipality contact SWPH. We can provide information about municipal alcohol policies, potential by-laws, and local demographics. We can describe how impending alcohol policy changes impact vulnerable people within our communities and could lead to inequitable harm among priority populations.

Please contact Jacqueline Deroo at 519-421-9901 Ext. 3493 or at jderoo@swpublichealth.ca to start the discussion. Thank you for your consideration.

Sincerely,


Dr. Ninh Tran
Medical Officer of Health
Southwestern Public Health

Cynthia St. John
Chief Executive Officer
Southwestern Public Health

c: Bernia Martin, Board of Health Chair
Peter Heywood, Program Director
Marcia Van Wylie, Program Manager
Jacqueline Deroo, Public Health Nurse

Attachment: Actions to Reduce Alcohol-Related Harms Report to the Board of Health

References

1. Ontario News Room. News Release: Ontario Consumers Will be Able to Buy Beer, Cider, Wine and Low-Alcohol Ready-to-Drink Beverages at Convenience, Grocery and Big Box Stores. [Online].; 2023 [cited 2024 01 09. Available from: <https://news.ontario.ca/en/release/1003988/ontario-consumers-will-be-able-to-buy-beer-cider-wine-and-low-alcohol-ready-to-drink-beverages-at-convenience-grocery-and-big-box-stores>.
2. Ontario Health and Ontario Agency for Health Protection and Promotion (Public Health Ontario). Burden of Health Conditions Attributable to Smoking and Alcohol by Public Health Unit in Ontario. Toronto, ON.; 2023.
3. Babor T, Casswell S, Graham K, Huckle T, Linington M, Osterber E, et al. Alcohol: No Ordinary Commodity Research and Public Policy. 3rd ed.: Oxford University Press; 2023.
4. Stockwell T, Wettlaufer A, Vallance K, Chow C, Giesbrecht N, April N, et al. Strategies to reduce alcohol-related harms and costs in Canada: a review of provincial and territorial policies. Victoria, B.C.: Canadian Institute for Substance Use Research,; 2019.
5. Ontario Public Health Association. OPHA Issue Series: Alcohol Outlet Density. [Online]. [cited 2023 May 9. Available from: <https://opha.on.ca/wp-content/uploads/2021/06/Alcohol-Outlet-Density.pdf>.
6. Giesbrecht N, Wettlaufer A. Municipal Alcohol Policies and Public Health: A Primer. Toronto, ON. Queen's Printer for Ontario: Ontario Agency for Health Protection and Promotion (Public Health Ontario); 2016.
7. Liem S. Alcohol Policy Review: Opportunities for Ontario Municipalities. Liem Strategic Integration Inc.; 2018.
8. Public Health Ontario. Provincial municipal alcohol policy (MAP) scan: summary of findings from a public health unit survey. Toronto, ON.; 2015.

MEETING DATE:	October 26, 2023
SUBMITTED BY:	Peter Heywood, Program Director
SUBMITTED TO:	Board of Health
PURPOSE:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Receive and File
AGENDA ITEM #	5.1
RESOLUTION #	2023-BOH-1026-3.1
Report Title:	Actions to Reduce Alcohol-Related Harms Report

SITUATION

Experts have described alcohol as the most far-reaching and harmful drug. (1,2) It has been classified as a type one carcinogen, within the same group as tobacco and asbestos, since 1988. (3) The main types of cancer that alcohol can cause include breast, colon, rectum, mouth and throat, liver, esophagus and larynx cancer. (4) Moreover, the consumption of alcohol has been linked to 200 different disease and injury conditions, some of which are considered secondary harms that affect people other than those who consume alcohol themselves (i.e. Fetal Alcohol Spectrum Disorder, impaired driving crashes, child abuse, and injuries). (5,6)

Local Concerning Trends

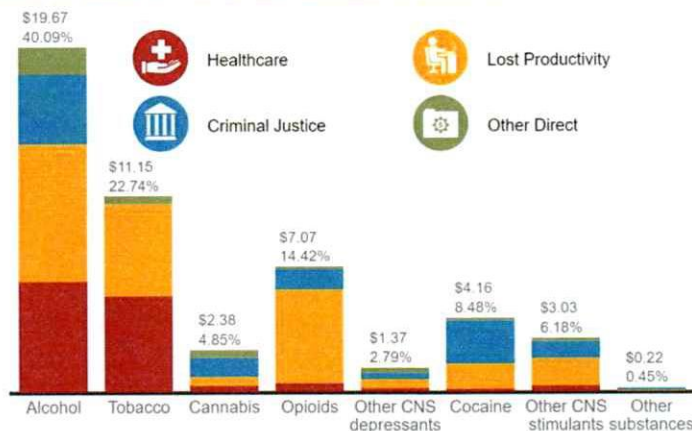
The local alcohol-related mortality rate (with and without drug involvement) increased between 2018 and 2021, whereas the provincial rate decreased during the same time. In 2021, the rate in the Southwestern Public Health Region (SWPH) region surpassed the provincial rate, reaching a high of 3.4 per 100,000 (compared to 2.5 per 100,000 across Ontario). The mortality rate of female SWPH residents also increased consistently during that time, nearly matching the historically higher rate among male residents in 2021 (3.3 per 100,000 versus 3.5 per 100,000, respectively). (7) Also very concerning, there has been an increase in the proportion of women who gave birth reporting any alcohol exposure during pregnancy, increasing from 2.8% in 2018 to 3.7 % in 2022. Data from June of 2023 indicates that this rate continues to increase. (8) A recent [report](#) published by Public Health Ontario estimates the burden of health conditions attributed to alcohol in people older than 15. The Southwestern Public Health (SWPH) region showed an estimated average of 76 deaths, 388 hospitalizations and 3,707 emergency department visits annually. (9)

The Cost of Alcohol-Related Harms

Research shows that when alcohol becomes more available and affordable, the following problems increase: street and domestic violence, chronic diseases, sexually transmitted infections, road crashes, youth drinking, injury (6) and suicide. (10,11) There are also increased costs of health care, lost productivity, criminal justice and other direct costs. (12) Furthermore, this association was examined following the 2015 expansion of alcohol sales to grocery stores in Ontario, and there was an increase in emergency department visits shown to be attributable to alcohol. (13)

In Canada, alcohol is the costliest substance in terms of healthcare, criminal justice, lost productivity, and other direct costs. Despite taxes on alcohol, alcohol creates a deficit of \$6.196 billion each year across all sectors. (14,12) Chart 1 below visually demonstrates that the costs and harms to Canadians from alcohol are significant and higher than all substance categories. (12) Generally, alcohol causes injuries and deaths of people at a younger age (considered working ages of under 65 years) (12), and therefore was responsible for more years of productive life lost, which drove costs up for every year studied. Out of all criminal justice costs, alcohol accounts for nearly 40% because of its role in violent and non-violent crime and impaired driving. (12)

Chart 1: Costs (in billions) related to substance use in Canada from 2007 to 2020. (12)



From the Canadian Centre on Substance Use and Addictions and Canadian Institute for Substance Use Research at the University of Victoria [LINK](#)

The Alcohol Harm Paradox

It is important to note that the harms due to alcohol are disproportionately shouldered by individuals with low socio-economic status (SES), compared to those of high SES, even though this population consumes the same or less amounts; this phenomenon is described as the alcohol harm paradox. (15,16) The reasons for the alcohol harm paradox can only be theorized at this point, and research has not confirmed the causes. Theories of what causes the alcohol harm paradox are often related to having a lower income. This includes higher stress levels, less social support, fewer resources to cope and other risk factors such as lack of access to healthy foods and opportunities to be active. (16) Furthermore, exposure to higher alcohol-dense environments, choice of alcohol and occurrence of binge drinking may also help to explain the alcohol harm paradox. (15,16) Alcohol policy related to Minimum Unit Pricing, as demonstrated

in Scotland, is an effective intervention for equitable actions that could be taken to address this. (17)

The Canadian Guidance on Alcohol and Health

On January 17, 2023, the Canadian Centre on Substance Use and Addiction (CCSA) released the new *Canadian Guidance on Alcohol and Health* (CGAH) after a two-and-a-half-year process utilizing the best available evidence. The CGAH replaces the 2011 version of the *Low-Risk Drinking Guidelines* and provides the public with information about the range of risk, rather than recommending specific amounts. Everyone has a different risk tolerance, and it provides people with information to make decisions based on their ideas of what is worth the risk. The lowest risk category is based on a one in 1,000 chance of premature death (17.5 years of life lost), which corresponds to one to two drinks a week. A more moderate risk of one in 100 is associated with three to six drinks a week. After seven drinks per week, the risk of premature death is even greater. (4)

Locally, 61% of adult respondents to the Canadian Community Health Survey self-report having no-risk or low-risk alcohol use, while 39% report moderate to high-risk alcohol use, meaning they drink three or more alcoholic beverages per week. (18) It should be noted that self-reported data has been shown through research to underestimate the amount people consume, sometimes by 50-75%, and therefore, the rate of moderate to risky drinking is likely higher. (19)

ASSESSMENT

The actions taken to address alcohol consumption must match the magnitude of the problems it causes. Effective interventions proven to decrease alcohol-related harms have been extensively studied by researchers in Canada and abroad. It is widely recognized that the most cost-effective strategies to reduce the harmful effects of alcohol include:

- Increasing taxes on alcoholic beverages,
- Restrictions on the physical availability of alcohol,
- Restrictions on alcohol advertising and marketing,
- Enforcing drunk driving countermeasures, and
- Implementing screening, brief interventions, referral and treatment. (4,5,16,9,14,13)

Comprehensive tobacco control policies are highly effective in decreasing Canada's smoking rates and lung cancer deaths. (9,12) To control harm, the strategies used for tobacco control should be applied to alcohol. As tobacco regulations have gradually become more robust, alcohol regulation has been dismantled over the past few decades. Furthermore, to reduce alcohol consumption and population-level harms, consideration for alcohol control policies is required across all levels of government.

Municipal Level Policy Considerations:

Municipal-level policies can protect people and reduce alcohol-related harm to individuals, families, communities, and neighbourhoods. While most alcohol policy is governed at the provincial and federal level, municipalities can address alcohol-related risk and harm on municipally-owned property through Municipal Alcohol Policies (MAPs) and off municipally-owned property through by-laws, zoning and licensing restrictions as described by the report:

Alcohol Policy Review: Opportunities for Ontario Municipalities provides interventions that can be used at the local level. (20)

In 2022, geographic image system (GIS) maps were created to assist with tracking alcohol patterns in our region. As seen in Images 1 and 2 below, it is possible to see how alcohol availability has increased post-2021, demonstrated by the light-gridded areas suddenly disappearing and shaded areas becoming darker as residents became closer to alcohol outlets. (21)

Image 1

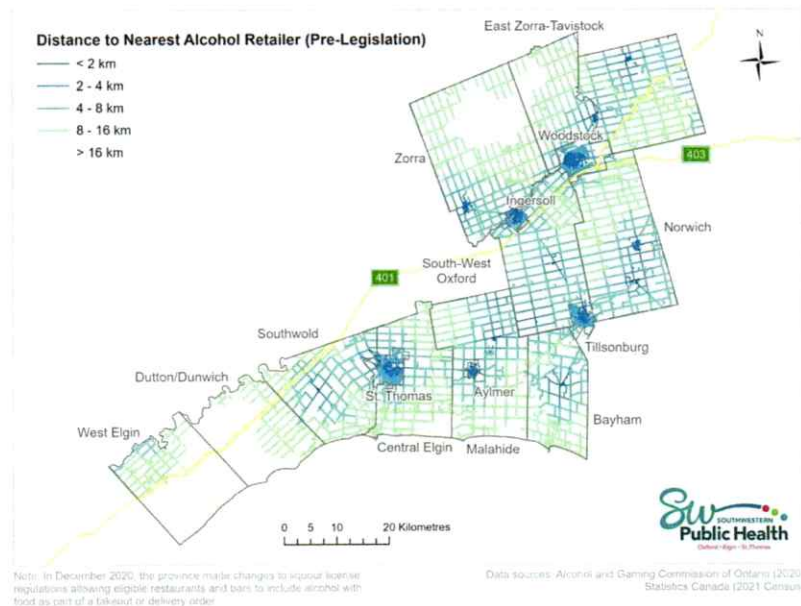
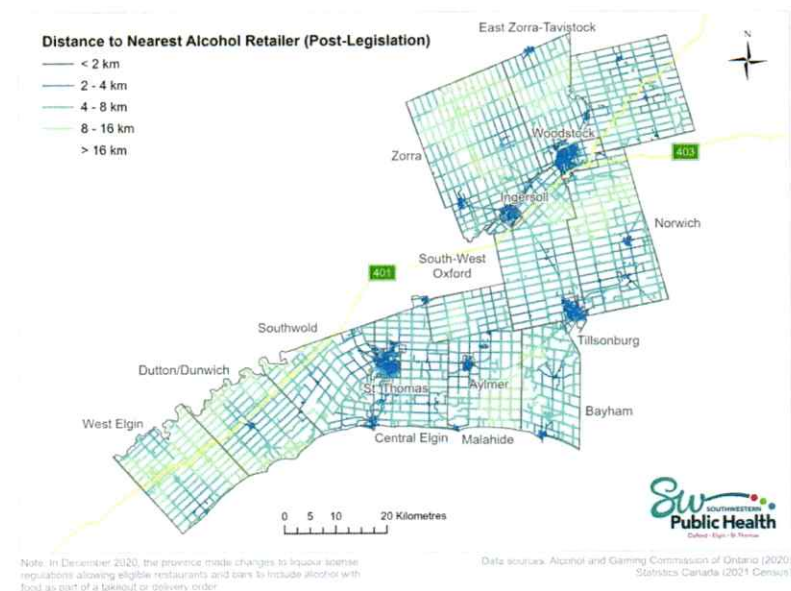


Image 2



The GIS maps also illustrate variations across regions, identify potentially disadvantaged areas, and uncover the linkage between population characteristics and accessibility (21). One correlation observed across the SWPH Region was that a moderate to strong negative association was found between lone-parenthood/ socio-economic distress and distance to alcohol and cannabis retailers. This finding suggests that lone parenthood families and communities of socio-economic distress are more exposed to alcohol retailers. When it comes to disadvantaged populations, alcohol tends to create harm at higher rates than those with more advantages, despite equal or lesser amounts of alcohol consumed by those with disadvantages. (15) This correlation shows how, locally, there is increased availability for those who are disadvantaged and lone-parent families, which could contribute to the disproportionate harms previously discussed. (21)

Municipalities can use information from the GIS maps to make informed decisions weighing the costs and benefits of alcohol policy that improves local well-being and decreases alcohol-related harms. Actions of this nature have already been taken by the municipalities of Oshawa and Ajax, where both Durham Region Public Health and the municipalities worked together, using local data, to oppose a convenience store's application for alcohol licensing due to the harm it would cause their citizens. Using local data can assist municipalities in choosing the right policies for their communities based on local needs.

Provincial Level Policy Considerations:

In Ontario, alcohol sales are regulated at the provincial level and consist of a mixed private and government-run retail system. As discussed above, alcohol availability has recently increased due to provincial alcohol policy decisions. In response, the Ontario Public Health Association (OPHA) has prepared and sent a [letter](#) outlining effective measures to decrease alcohol-related harms to the Ministry of Finance and the Ministry of Health. The main recommendations provided were:

1. Reduce retail density, especially in low socio-economic status (SES) neighbourhoods.
2. Maintain or decrease hours of sale, with no exceptions.
3. Strengthen Ontario's alcohol pricing policies, including taxation, minimum pricing or other means.
4. Stop further privatization of alcohol sales.
5. Apply a whole of government, health-in-all-policies approach to alcohol modernization.

Federal Level Policy Considerations:

Policy decisions made at the federal level also affect our local citizens. Unlike other substances, alcohol is not regulated under one act. The federal government could regulate alcohol through new legislation, which could include the following policy actions:

- Indexation of excise taxes based on alcohol content.
- Regulations and enforcement systems to control, restrict or ban alcohol marketing, including digital media.
- Enacting mandatory health and safety labelling for alcohol products, including clear standard drink information, health warnings, and nutritional labelling.
- Enacting a national minimum legal drinking age, preferably 21 years of age.

Lack of Public Knowledge of Alcohol Harms

The level of awareness of the harms of alcohol use plays a role in policy change at all levels. While it has become common knowledge that tobacco causes lung cancer, most Canadians do not know that alcohol causes cancer. (22) The evidence in this area shows that as consumers' understanding of the connection between cancer and alcohol increases, they become more supportive of alcohol policy measures controlling pricing, availability and marketing. (23,24) Therefore, SWPH has a role in widely sharing the new *Canadian Guidance for Alcohol and Health* to provide the public with information about alcohol risk to support informed decision-making and to increase support for alcohol control policies.

The Role of the Industry

A structural element at play when considering alcohol policy and effective interventions is the role of the Alcohol Industry itself. A growing amount of information documents how private sector activities affect people's health and chronic disease rates, otherwise known as the Commercial Determinants of Health (CDoH). (25,26,27) Discussion on the CDoH allows us to shift the current thoughts and practice in health from blaming individual behaviours and inadequate environments to the structural elements that keep unhealthy behaviours and environments in place. (27) Evidence on the CDoH has been categorized into four areas:

1. Health behaviours and choices related to risk factors for chronic disease,
2. Social Determinants of Health factors affecting daily living conditions,
3. Corporate political and business practices influencing regulatory environments; and
4. Globalized political and economic environments sanctioning corporate activities. (26)

With a Commercial Determinant of Health lens, we can better understand how the ubiquitous actions of the alcohol industry can affect public health policy in negative ways, thereby harming the public on a grand scale. One documented tactic is how the industry intentionally confuses the public about the harms of alcohol. (28) One Canadian example of Alcohol Industry influence recently played out in 2018, when a Health Canada funded study in the Yukon was altered due to the Alcohol Industry's influence and threats of legal action. Despite their claims having no legal merit, the study was altered because the Yukon Government did not have the funds to fight legal battles with the Canadian Alcohol Industry. The Alcohol Industry successfully halted labels from being put on alcohol bottles that informed the public that alcohol causes cancer. (28,29) The Commercial Determinants of Health should be considered whenever policy or higher-level actions are taken.

RECOMMENDATIONS FOR THE BOARD'S CONSIDERATION

1. Request that the members of the Association of Local Public Health Agencies (alPHA) adopt a resolution developed by Southwestern Public Health that requests the provincial and federal governments to promote comprehensive public education campaigns, stricter regulations on advertising, increasing alcohol taxes, development of a prevention model, and improving access to addiction treatment and support services at the next scheduled Annual General Meeting in June 2024.
2. Send a letter supporting the Ontario Public Health Association's letter regarding modernizing the alcohol marketplace and product sales.
3. Collaborate with local municipalities to review and propose amendments to existing by-laws and alcohol-related policies to address the locations of alcohol retailers through

zoning and distancing with consideration for high-density neighbourhoods, schools and childcare centres. This will be reviewed in tandem with Cannabis and Tobacco Policy.

CONCLUSION

Alcohol causes harm in immeasurable ways, and with consideration of our local data, it is obvious that alcohol is harming our community. The public does not know enough about the harms of alcohol, and the Alcohol Industry distorts or denies the evidence, minimizing the harmful effects of alcohol consumption. Increasing awareness of industry messaging strategies may generate more critical coverage of industry lobbying activities and increase public support for alcohol policies. Evidence indicates that as individuals become aware of the link between cancer and alcohol, their support of alcohol policy increases. (28,24) Education alone is less effective in changing population-level behaviours than policy. However, education has positive impacts when coupled with alcohol policy regulating price, availability, and marketing. (6,10,14) Healthy public policies at the local, provincial, and federal levels are important to create environments that positively influence alcohol consumption and support people who want to consume less alcohol. (12)

Southwestern Public Health has a vital role in supporting our community to grow stronger together, and the evidence exists to guide this effort.

MOTION: 2023-BOH-1026-3.1

That the Board of Health for Southwestern Public Health approve the Actions to Reduce Alcohol-Related Harms Report for October 26, 2023.

Definitions

Alcohol Harm Paradox: Phenomenon observed where harms and hospitalizations due to alcohol are disproportionately shouldered by individuals with Low Socio-economic Status (SES), compared to those of high SES, even though this population consumes the same or less amounts. (15,16)

Commercial Determinants of Health: Commercial determinants of health are the private sector activities that affect people's health, directly or indirectly, positively or negatively. (25)

Health in All Policy Approach: Health in All Policies (HiAP) is an approach to public policies across sectors that systematically considers the health implications of decisions, seeks synergies and avoids harmful health impacts to improve population health and health equity. It improves policy-makers accountability for health impacts at all policy-making levels. It includes an emphasis on the consequences of public policies on health systems' determinants of health and well-being. (30)

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THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2024-24

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

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

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

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

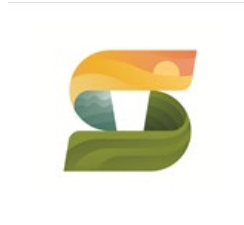
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on April 8, 2024; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

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

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

-ADDENDUM TO AGENDA-

Monday April 8, 2024

REGULAR MEETING OF COUNCIL

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

2. ADDENDUM TO AGENDA

Item Added:

12. CLOSED SESSION

- (d) Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) – Personal Statement from Councillor