



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday July 8, 2024**

### **REGULAR MEETING OF COUNCIL**

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

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**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 June 24, 2024
- (b) Draft Minutes of the Young at Heart Committee Meeting of June 18, 2024
- (c) Draft Minutes of the Economic Development Committee Meeting of June 20, 2024

**5. DELEGATION**

- (a) **7:00 p.m.** Jim Crane **RE: Conservation Parkland Disposition**

**6. DRAINAGE**

**7. PLANNING**

- (a) PLA 2024-10 Consent Application E60-24 Novacich and Morris, 10272 Ford Road
- (b) PLA 2024-11 Planning Notices – Sandymount Subdivision, City of St. Thomas

**8. REPORTS**

- (a) FIR 2024-08 Activity Report – June 2024
- (b) FIR 2024-09 2023 Fire Incident Report
- (c) ENG 2024-42 Activity Report – June 2024
- (d) ENG 2024-43 Land Lease Opportunity
- (e) ENG 2024-44 Shedden Sanitary Geotechnical Works
- (f) CBO 2024-10 Activity Report – June 2024
- (g) CAO 2024-50 Activity Report – June 2024
- (h) CAO 2024-51 Mobile Food Vendor Report

- (i) CAO 2024-52 Health and Safety Policies

**9. CORRESPONDENCE**

**10. BY-LAWS**

- (a) By-law No. 2024-42, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 8, 2024

**11. OTHER BUSINESS** *(For Information Only)*

- (a) Southwestern Public Health 2023 Annual Report
- (b) AMO – Homeless Encampments in Ontario: A Municipal Perspective
- (c) AMO – The Opioid Crisis: A Municipal Perspective

**12. CLOSED SESSION**

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – Shedden Lands
- (b) Advice that is subject to solicitor -client privilege, including communications necessary for the purpose (Section 239 (2)(f)) – Shady Lane Crescent By-law Enforcement
- (c) Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) – CAO Evaluation

**13. ADJOURNMENT: COURT OF REVISION – Gregory Drain & Taylor Drain  
Thursday July 25, 2024 @ 7:45 A.M.  
Council Chambers, Fingal/Via Video Link**

**NEXT REGULAR MEETING OF COUNCIL  
Monday August 12, 2024 @ 7:00 P.M.  
Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday June 24, 2024  
7:00 p.m. Council Chambers, Fingal/Via Video Link

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COUNCIL PRESENT: Mayor Grant Jones  
Deputy Mayor Justin Pennings  
Councillor John Adzija  
Councillor Sarah Emons

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron VanOorspronk, Director of Infrastructure & Development  
Services  
Jeff McArthur, Director of Emergency Services/Fire Chief  
Brent Clutterbuck, Drainage Superintendant  
Christie Kent, Planner  
June McLarty, Deputy Clerk

REGRETS: Councillor Scott Fellows

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

**ADDENDUM TO AGENDA:** None

**DISCLOSURES:** None

Mayor Jones introduced and welcomed our new Planner Christie Kent to the Township.

**ADOPTION OF MINUTES:**

**Council Minutes – Adopt**

**2024-205 Councillor Emons – Deputy Mayor Pennings**

**THAT** the Minutes of the Regular Council Meeting of June 10, 2024 are hereby adopted.

**CARRIED**

**DRAINAGE:**

**In attendance:**

**Gregory Drain 2024** – B. Clutterbuck, R Brooymans

**Taylor Drain 2024** – R. Beharrell

**Meeting to Consider Report – Gregory Drain 2024 and Taylor Drain 2024**

**2024-206 Councillor Adzija – Deputy Mayor Pennings**

**THAT** the Meeting to Consider the Report for the Gregory Drain 2024 and the Taylor Drain 2024 forms at **7:03 p.m.**

**CARRIED**

Chairman Jones stated that tonight are the meetings to Consider the Reports for the Gregory Drain 2024, dated May 28, 2024 and the Taylor Drain 2024, dated May 28, 2024 both prepared by the Engineer Mike DeVos of Spriet Associates.

The purpose of these meetings is to allow the landowners and other affected parties to be given the opportunity to voice their concerns relating to any aspect of the reports.

Matters dealing specifically with assessments including where any land or road has been assessed too high or too low, any land or road that should have been assessed but has not been, or the land use was not duly considered will be dealt with by the Court of Revisions at a date to be determined after the passing of a Provisional By-Law.

For both the Gregory Drain 2024 and the Taylor Drain 2024, I now ask the Clerk,

Was everyone notified of these Meetings to Consider the Reports of the Engineer in an appropriate way that were required to be notified under the Drainage Act?

The Clerk responds yes, on June 12, 2024 the required notice of the meeting was sent by regular mail, or by email to all landowners and affected parties required to be notified under Section 41 of the Drainage Act. Included with the notice was a copy of the Report of the Engineer for the Gregory Drain 2024 Dated May 28, 2024 and the Report of the Engineer for the Taylor Drain 2024, dated May 28 2024.

Chairperson Jones stated that we will begin the meeting to consider the report for the Gregory Drain 2024.

Township Drainage Superintendent Brent Clutterbuck has declared to the CAO/Clerk that he is assessed as an owner of 927470 Ontario Ltd and will be vacating his seat as Drainage Superintendent and attending as a private citizen. Any questions on the report can be answered by the Engineer of the report and any questions directed to Staff are to be forwarded to Director VanOorspronk.

During this meeting anyone who signed a petition under Section 4 of the Drainage Act for this drain will be given the opportunity to remove their name, also any affected party who did not sign a petition will be given the opportunity to add their name to the petition.

Armin Kruspel from Spriet Associates presented the report to Council and the public. Mr. Kruspel also reported that George Vereyken was in attendance as well to answer any questions that may arise from this meeting.

The County of Elgin has agreed to have the work completed by borrowing under the road. The top coat of the road will be left for the contractor to finish once the new service culvert has been installed. A service coat will be applied after. The County is paying for the extra costs for these treatments.

Chairman Jones asked if any landowners or affected parties had any questions or concerns. No questions were asked.

Chairman Jones asked if there were any landowners who would like to add or remove their name from the petition. No landowners reported that they would like to add or remove their names from the petition.

## **Report – Gregory Drain 2024**

### **2024-207 Councillor Emons – Deputy Mayor Pennings**

**THAT** the Report on the Gregory Drain 2024 prepared by Spriet Associates pursuant to Sections 4 and 78 of the Drainage Act, dated May 28, 2024 be accepted by Council of the Township of Southwold; and

**THAT** Council authorizes staff to initiate the tender process, if required, for the construction and improvement of the Gregory Drain 2024; and

**THAT** the Court of Revision for the Gregory Drain 2024 will be held virtually/in-person at 7:45 a.m. on July 25, 2024 and

**THAT** Council consider provisional By-law No. 2024-37.

**CARRIED**

Chairperson Jones stated that we will continue with the meeting to consider the Taylor Drain 2024.

This report was submitted to the Clerk of the Township of Southwold on June 5, 2024. Council received this report and decided to proceed with this report at our meeting on June 10, 2024

Armin Kruspel from Spriet Associates presented the report to Council and the public. Mr. Kruspel also reported that if the ditch is to go deeper, the fiber optic cable may need to be moved and the Ministry of Transportation will be assessed with those costs.

Email correspondence was received from Mr. B. Beharrell regarding his concerns about the ditch reconstruction along the property line, the fence and the slope. Mr. Vereyken reported this project is not going to affect the west and north bank of the drain as all work will be done from the opposite side. If there are concerns about the fence and the stability of the slope this could be addressed through a subsequent Section 78 request to improve the drain with a separate report. Any further delays will set this project back further.

R. Beharrell questioned how the buildup of the swale bank on the east side of the drain and the water going into their property will be rectified. Mr. Kruspel said this will be able to be addressed through maintenance on the drain as shown in the email from Brad Beharrell that indicated the area of concern to be downstream from the extent of this drainage report. Mr. Beharrell also questioned if there is going to be anything done to the tile that is near the 401 fence line and the outlets, where the fiber optic was installed. Mr. Clutterbuck responded that the Luyks' property was tiled to the east into the Taylor Drain watershed instead on the south side of the 401 instead of going under the 401. People on the south side of the 401 are not using the Taylor Drain. Mr. Beharrell responded that the 401 was still using the drain. Mr. Kruspel commented that 401 watershed was extended to the end of Beharrell property. Mr. Beharrell commented that the tile and fiber optic are close together. Mr. Vereyken reported that any issues with the tiles will be addressed at pre-construction.

## **Report – Taylor Drain 2024**

**2024-208 Councillor Adzija – Councillor Emons**

**THAT** the Report on the Taylor Drain 2024 prepared by Spriet Associates pursuant to Section 78 of the Drainage Act, dated May 28, 2024 be accepted by Council of the Township of Southwold; and

**THAT** Council authorizes staff to initiate the tender process, if required, for the improvement of the Taylor Drain 2024; and

**THAT** the Court of Revision for the Taylor Drain 2024 will be held virtually/in-person at 7:45 a.m. on July 25, 2024; and

**THAT** Council consider provisional By-law No. 2024-38.

**CARRIED**

Chairperson Jones stated that later during this meeting, Council will be passing provisional By-law 2024-37 for the Gregory Drain 2024 and provisional By-Law 2024-38 for the Taylor Drain 2024

The Clerk will be mailing a copy of the Provisional By-Law duly passed tonight to the Landowner and affected parties as required by Section 46 of the Drainage Act along with the notice of The Court of Revision for the Gregory Drain 2024 and the Taylor Drain 2024 which can be attended in person or virtually on Thursday July 25, 2024 at 7:45 AM.

Any owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

1. Any land or road has been assessed an amount that is too high or too low.
2. Any land or road that should have been assessed has not been assessed.
3. Due consideration has not been given to the use being made of the land.

by a written notice setting out the grounds of the appeal at least 10-days before the first sitting of the Court of Revision to the Chief Administrative Officer/Clerk of the Township of Southwold

And further under section 48 of the Drainage Act Any owner of land or any public utility affected by a drainage works, if dissatisfied with the report of the engineer on the grounds that,

(a) the benefits to be derived from the drainage works are not commensurate with the estimated cost thereof.

(b) the drainage works should be modified on grounds to be stated.

(c) the compensation or allowances provided by the engineer are inadequate or excessive.

may appeal to the Tribunal, and in every case a notice of appeal shall be served within 40 days of the mailing of the Provisional By-Law.

A fact sheet is available that explains the appeals that are available to landowners under the Drainage Act as well as the required forms are available for pick up at the Township of Southwold Office or they could be sent to you by regular mail or email. If anyone has any questions regarding appeals or any other aspect of this work, please contact the Drainage Superintendent Brent Clutterbuck.

## **Adjournment of Mtg to Consider Report – Gregory Drain 2024 and Taylor Drain 2024**

### **2024-209 Deputy Mayor Pennings – Councillor Adzija**

**THAT** the Meeting to Consider the Report for the Gregory Drain 2024 and Taylor Drain 2024 hereby adjourns and the regular meeting of Council reconvenes at **7:29 p.m.**

**CARRIED**

## **PLANNING:**

### **PLA 2024-09 Consent Application E56-24**

#### **2024-210 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Application E56-24 subject to the recommended conditions provided in Appendix 2 of Report PLA 2024-09.

**CARRIED**

## **REPORTS:**

### **ENG 2024-39 Talbotville Firehall Site Works Award**

#### **2024-211 Councillor Emons – Deputy Mayor Pennings**

**THAT** Report ENG 2024-39 relating to the Talbotville Firehall Site Works Award, be received for information; and

**THAT** the tender submitted by PV-EX Construction Limited in the amount of \$ 1,357,274.48 plus HST be accepted; and



**THAT** a Contingency of \$150,000 be approved; and

**THAT** Council provide staff direction to engage Infrastructure Ontario for the preferred mechanism for funding the budget site work shortfall for the shortest term possible.

**CARRIED**

### **ENG 2024-40 Design Guidelines Update**

#### **2024-212 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council approve and adopt the updated Design Guidelines.

**CARRIED**

### **ENG 2024-41 Woodland Way Development Sewage Allocation**

#### **2024-213 Councillor Adzija – Councillor Emons**

**THAT** Council approve sewage allocation to the Woodland Way Vacant Land Condominium Development, to a volume of 21 cubic metres; and

**THAT** Council authorize Staff to execute a sewage allocation agreement with the developer in accordance with Bylaw 2024-21.

**CARRIED**

### **FIN 2024-14 Canada Community-Building Fund**

#### **2024-214 Deputy Mayor Pennings – Councillor Emons**

**THAT** Report FIN 2024-14 relating to the Canada Community-Building Fund (CCBF) be received for information; and

**THAT** Council considers passing By-Law 2024-39 which renews the 10-year Municipal Funding Agreement for the administration of the Canada Community-Building Fund for the period 2024-2034.

**CARRIED**

### **FIN 2024-15 Section 357/Tax Incentive Approval Applications**

#### **2024-215 Councillor Adzija – Councillor Emons**

**THAT** Council approves the total adjustment of taxes for the 2023 tax year

resulting from Municipal Act, Sec.357 adjustments as presented, in the amount of \$1,531.21.

**CARRIED**

**FIN 2024-16 Talbotville Sanitary System**

**2024-216 Councillor Emons – Councillor Adzija**

**THAT Report** FIN 2024-16 relating to the Talbotville Sanitary System be received for information; and

**THAT** Council consider paying a portion of the accounts receivable from the Water Reserves.

**CARRIED**

**CAO 2024-46 Civic Addressing Policy and Highway Naming Policy**

**2024-217 Councillor Adzija – Councillor Emons**

**THAT** the Council of the Township of Southwold receives the CAO Report CAO 2024-46, Civic Addressing Policy and Highway Naming Policy as information; and,

**THAT** Council give consideration to By-Law 2024-40 to adopt a civic addressing policy and highway naming policy.

**CARRIED**

**CAO 2024-47 Pickleball Lines on Multi-Use Pad**

**2024-218 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council approves the request from the Rosy Rhubarb Committee to pay for the painting of pickleball lines on the multi-use pad at the Keystone Complex grounds and if possible, the tennis court in Fingal.

**CARRIED**

**CORRESPONDENCE:**

- Minister of Transportation RE: 401 Barriers
- Invitation to Elgin County Warden’s Golf Tournament

Council reviewed the items under Correspondence.

**BY-LAWS:**

- By-law No. 2024-37, being a by-law to provide for drainage works – Gregory Drain 2024
- By-law No. 2024-38, being a by-law to provide for drainage works – Taylor Drain 2024
- By-law No. 2024-39, being a by-law to enter into an agreement with the Association of Municipalities Ontario for the Canada Community-Building Fund (CCBF)
- By-law No. 2024-40, being a by-law to set out a civic addressing system and a naming of roads system for the Corporation of the Township of Southwold, repeal By-law No. 95-02

### **Gregory Drain 2024 and Taylor Drain 2024 By-laws**

#### **2024-219 Deputy Mayor Pennings – Councillor Emons**

**THAT** By-law Nos. 2024-37 and 2024-38 be read a first and second time, this 24<sup>th</sup> day of June, 2024.

**CARRIED**

#### **By-laws**

#### **2024-220 Councillor Adzija – Deputy Mayor Pennings**

**THAT** By-law Nos. 2024-39 and 2024-40 be read a first and second time, considered read a third time and finally passed this 24<sup>th</sup> day of June, 2024.

**CARRIED**

### **CLOSED SESSION:**

#### **2024-221 Councillor Emons – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:28 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Advice that is subject to solicitor-client privilege, including communications necessary for the purpose (Section 239 (2)(f)) – CN and Drainage Act
- 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)) – Engineer Consultant Negotiations

**CARRIED**

## **Adjournment of Closed Session**

### **2024-222 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:04 p.m.**

**CARRIED**

### **STAFF DIRECTION**

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

### **Confirming By-law**

- By-law No. 2024-41, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 24<sup>th</sup>, 2024.

### **Confirming By-law**

#### **2024-223 Councillor Emons – Councillor Adzija**

**THAT** By-law No. 2024-41 be read a first and second time, considered read a third time and finally passed this 24<sup>th</sup> day of June, 2024.

**CARRIED**

## **ADJOURNMENT:**

### **2024-224 Councillor Adzija – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:05 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



## Southwold Young at Heart Committee Meeting Minutes

Tuesday June 18, 2024  
Council Chambers, Fingal  
Time meeting started: 1:33 p.m.

**Attendance:** Sarah Emons, Deb Logghe, Karen Auckland, Sharon Hinz, Ida Martin and June McLarty

**Regrets:** Christine Stinson, Karen Olmstead, Trudy Kanellis, Allan Bogart

### 1. Call Meeting to Order and Welcome

Sarah called the meeting to order at 1:33 p.m.

### 2. Approval of the Agenda

Resolution No. 2024-14 Moved by: Karen Auckland  
Seconded by: Deb Logghe

RESOLVED that the agenda of the June 18<sup>th</sup>, 2024 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

### 3. Approval of Minutes

Resolution No. 2024-15 Moved by: Deb Logghe  
Seconded by: Ida Martin

RESOLVED that the minutes of the May 21<sup>st</sup>, 2024 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

#### **4. Gramma's Wartime Kitchen Wrap-up**

The Gramma's Wartime Kitchen did not live up to what was expected. The Committee was hoping to hear more family history related stories, have more of a variety of samples and include the recipes. No complaints were received. The Committee will try again and have another event soon. Suggestions for another event would be the Farmerettes or have Pete Sheridan tell some stories. More discussion on an upcoming event will be held at the next meeting.

#### **5. Thanksgiving Lunch Favour**

Apple cider is a suggestion to give out as a favour for the Thanksgiving lunch. The supplier, size and costs will need to be determined.

#### **6. Other Business**

No other business was discussed.

#### **7. Adjournment and Next Meeting**

Resolution No. 2024-16 Moved by: Sharon Hinz

Seconded by: Karen Auckland

RESOLVED that the meeting be adjourned at **2:08 p.m.** to meet again at **1:30 p.m.** on **August 29, 2024**, at Council Chambers, Fingal.

DISPOSITION: Carried



## Southwold Economic Development Committee

# Meeting Minutes

**Thursday June 20<sup>th</sup>, 2024 at 8:00 a.m.**  
**Council Chambers/Webex Meeting**

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### Voting Members

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

Regrets: Grayden Laing

Staff/Resource: Lisa Higgs, CAO/Clerk  
Aaron Van Oorspronk, Director of Infrastructure and Development  
Christie Kent, Planner  
Tanya Wilson, Elgin Business Resource Centre  
Carolyn Krahn, Manager of Economic Development and Strategic Initiatives

### 1. Call to Order

Deputy Mayor Pennings called the meeting to order at 8:00 am.

### 2. Approval of Agenda

The Committee approved the agenda for the June 20<sup>th</sup> meeting.

### 3. Approval of the May 9<sup>th</sup> Minutes

The Committee approved the minutes as drafted from the February May 9<sup>th</sup>, 2024 meeting.

#### **4. Development and Infrastructure Updates**

a. Shedden and Fingal Wastewater Servicing Updates

Director VanOorspronk provided a report on the Shedden and Fingal Water and Wastewater service update, indicating that design work is underway and construction and access to wastewater servicing is anticipated in fall of 2025.

b. Talbotville EA Addendum Completion & Next Steps

Director VanOorspronk indicated that the first EA addendum is wrapping up and a subsequent EA to ensure an assimilative capacity study is completed to expand plant capacity to accommodate industrial growth is planned.

c. Planning Department Personnel

Christie Kent, the new Township planner was introduced to the committee.

#### **5. Elgin County Updates**

a. BR & E Status Update

Manager Krahn reported that 92 businesses were interviewed during the process with a wide range of industries being represented.

Some of the key themes that have come out these interviews are:

- Community development resources
- Business climate is positive in Elgin
- Challenges with development and building permit processes – simple guide with development approvals processes requested
- Work force – there were challenges noted in attracting and recruiting staff in the work force, especially noted in the manufacturing industry.
- Business resources; it was noted that many organizations welcomed the opportunity to network in the

Manager Krahn reported that the full report will be available shortly and will be circulated to the Committee once it is complete.

b. Elgin County Tourism Signage Program Update:

Manager Krahn provided an update on the Elgin County Tourism sign program and spoke to the various options that were available. A suggestion for a mapping app should be added to the department and incorporating digital wayfinding was discussed by the committee.

c. Investment Attraction Package

Manager Krahn reviewed the Investment Attraction Package with the committee.

#### **6. Southwold Business Networking Event Planning**



Steve Bushell offered his property as a venue for the Networking event for Southwold and suggested that a Tuesday or Wednesday is the best option for his business.

Carolyn Krahn recommended that the events that she has typically attended include social discussions, entertainment, facilitated discussions, and a draw to bring the community together. It is really up to the Committee as to what is featured in the event.

Staff were tasked with bringing a report back to the committee to discuss a possible event that featured information on:

- Elgin incentives program, Elgin County programs available to new businesses; review of the Elgin incentives program
- Southwold staff members to attend to answer questions
- Resources – new tourism signs being launched
- Programs in the municipality, needs to be something new – there needs to be a draw to bring people out to the event
- Purpose to bring people to the event; have a purpose, have a prize, have a draw to the event. Proposed suggestions of the committee included information on cybersecurity, digital marketing, land severances and farm succession planning.

Elgin County indicated that they would assist with this event.

## **7. Items for Sale Strategy**

The sale of the first 4 signs was a success. Another sign will be auctioned off at the Canada Day Celebration.

## **8. Southwold's 175th Anniversary Planning – 2025**

The Southwold 175 Planning Committee has been appointed and will hold its inaugural meeting on July 5<sup>th</sup>, 2024.

## **9. New and Other Business**

Barry Harrison asked questions about availability of Hydro Capacity in the Talbotville industrial lands and whether rumours about hydro availability in Talbotville are being met. There was also a discussion on the general servicing in the area, of which Director VanOorspronk noted that there was significant progress in the discussions.

## **10. Next Meeting date, time and location**

The next meeting was scheduled for June 20<sup>th</sup> 2024 at 8 am.

## **11. Adjourn**

The meeting adjourned at 9:57 am.

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Chairperson, Justin Pennings

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Staff Resource, Lisa Higgs



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 8, 2024  
**PREPARED BY:** Christie Kent, Planner  
**REPORT NO:** PLA 2024-10  
**SUBJECT MATTER:** **Consent Application E60-24**  
10272 Ford Road (Novacich & Morris)  
Township Comments to Elgin County

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#### **Recommendation(s):**

THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E60-24 subject to the recommended conditions provided in Appendix 2 of Report PLA 2024-10.

#### **Purpose:**

Consent Application E60-24 proposes to sever a parcel of land with a frontage of 2.28m along Ford Road and a depth of 66.142m from an existing residential property at 10286 Ford Road and convey to 10272 Ford Road ('subject property') as a residential lot addition. A sketch illustrating the proposed lot addition is attached to this report as Appendix 1.

Consent Application E60-24 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 10272 Ford Road and is legally described as Part 2, 11R-10361 as part of Part Lot 2, Southwold Concession D. The subject property (lot to be enlarged) is highlighted in red on the Key Map provided below.

#### **Background:**

<b>Application No. E60-24</b>	
Owners / Applicants:	Nicholas Novacich and Sandie Morris
Address:	10272 Ford Road
Water Supply:	Municipal Water Connection
Sewage Supply:	Private, On-Site Septic
Buildings/Structures	Existing Single Detached Dwelling and Accessory Building
Elgin County Official Plan	Tier 2 Settlement Area

<b>Application No. E60-24</b>	
Township of Southwold Official Plan	Residential (Schedule 4A) Natural Area Buffer – Significant Woodlands within 120m
Township of Southwold Zoning By-law 2011-14	<b>Residential 1 (R1) Zone</b> Minimum Lot Area (public sanitary not available) – 1,858m <sup>2</sup> (0.18ha) Minimum Lot Frontage – 15.0m (49ft) Minimum Front Yard – 6.0m (20ft) Maximum Lot Coverage – 40% Minimum Interior Side Yard – 1.2m (4.0ft) on one side of the building and 2.5m (8.0ft) on the other side

**Key Map of 10272 Ford Road, Township of Southwold**



**Planning Analysis:**

Consent Application E60-24 was submitted to and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in July 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 of approval.

Consent Application E60-24 was reviewed by staff with consideration to the Provincial Policy Statement (2020), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

<b>Legislation</b>	<b>Section(s)</b>	<b>Relevance To Application</b>	<b>Comments</b>
<b>Provincial Policy Statement, 2020</b>	PPS 1.1.3 Settlement Areas	<ul style="list-style-type: none"> <li>Settlement Areas shall be focus of growth and development</li> </ul>	Lot addition and lot line adjustments are permitted
<b>Elgin County Official Plan</b>	A6.1.1. Settlement Areas E1.2.3.2 Boundary Adjustment	<ul style="list-style-type: none"> <li>Tier Two Settlement Area</li> <li>Provisions the purposes of lot line adjustments</li> </ul>	Lot addition and lot line adjustments are permitted
<b>Township of Southwold Official Plan</b>	5.2 Settlement Area Land Use 7.23 Consents	<ul style="list-style-type: none"> <li>Provisions to adjust lot lines for lot additions</li> </ul>	Lot additions and lot line adjustment are permitted provided that no new undersized lot is created

The Provincial Policy Statement, 2020, the Elgin County Official Plan, and the Township of Southwold Official Plan permit lot line adjustments in settlement areas.

**Southwold Zoning Bylaw 2011-14**

<b>Residential 1 (R1) Zone Provisions</b>	<b>Proposed Lot to be Severed (Remaining) 10286 Ford Road</b>	<b>Proposed Lot to be Retained and Enlarged 10272 Ford Road</b>
<b>Lot Area</b> Min. 1,850sq.m. (0.46ac)	1,865.20sq.m. (0.46ac)	2,166.75sq.m. (0.54ac)
<b>Frontage</b> Min. 15.0m (49ft)	28.20 m (93ft) Ford Road	32.76m (108ft) Ford Road
<b>Existing Use</b>	Vacant residential lot	Existing residential dwelling and accessory building
<b>Proposed Use</b>	No change	No change

An amendment to the Zoning By-law is not required to facilitate the proposed lot line adjustment.

**Consultation:**

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.

Consent Application E60-24 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Finance

- Urban settlement water connection fee applicable to the lands to be severed at the time of building permit.

Drainage:

- Drain reapportionment of the James McBain Drain and the Underhill Drain required.

**Conclusion:**

Planning staff recommend support of Consent Application E60-24 for the property known municipally 10272 Ford Road to facilitate a lot line adjustment between the subject property and the abutting property at 10286 Ford Road. This recommendation is subject to the conditions listed below and attached as Appendix 2 to Planning Report PLA 2024-10. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

**Conditions**

1. Submission of all financial and municipal fees, to the satisfaction and clearance of the Township.
2. Draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent 60-24 and that this plan be approved by the Township prior to be deposited with the Land Registry Office.
3. Portion of the lot to be severed (from 10286 Ford Road) be merged in the same name and title as the lot to be retained (10272 Ford Road); and that subsection 50(3) or 50(5) of the Planning Act, R.S.O. 1990, as amended, apply to any subsequent conveyances involving the subject property.
4. Provide an undertaking that indicates that the lands are being conveyed from an abutting property owner and thus a merger of title will take place, which merger shall include all interests held inclusive or mortgagee's interest.
5. Drainage reapportionment of the James McBain Drain and the Underhill Drain.
6. Submission of written request to the Township for clearance of conditions to County.

**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:**  
**Christie Kent**  
**Planner**  
**"Submitted Electronically"**

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

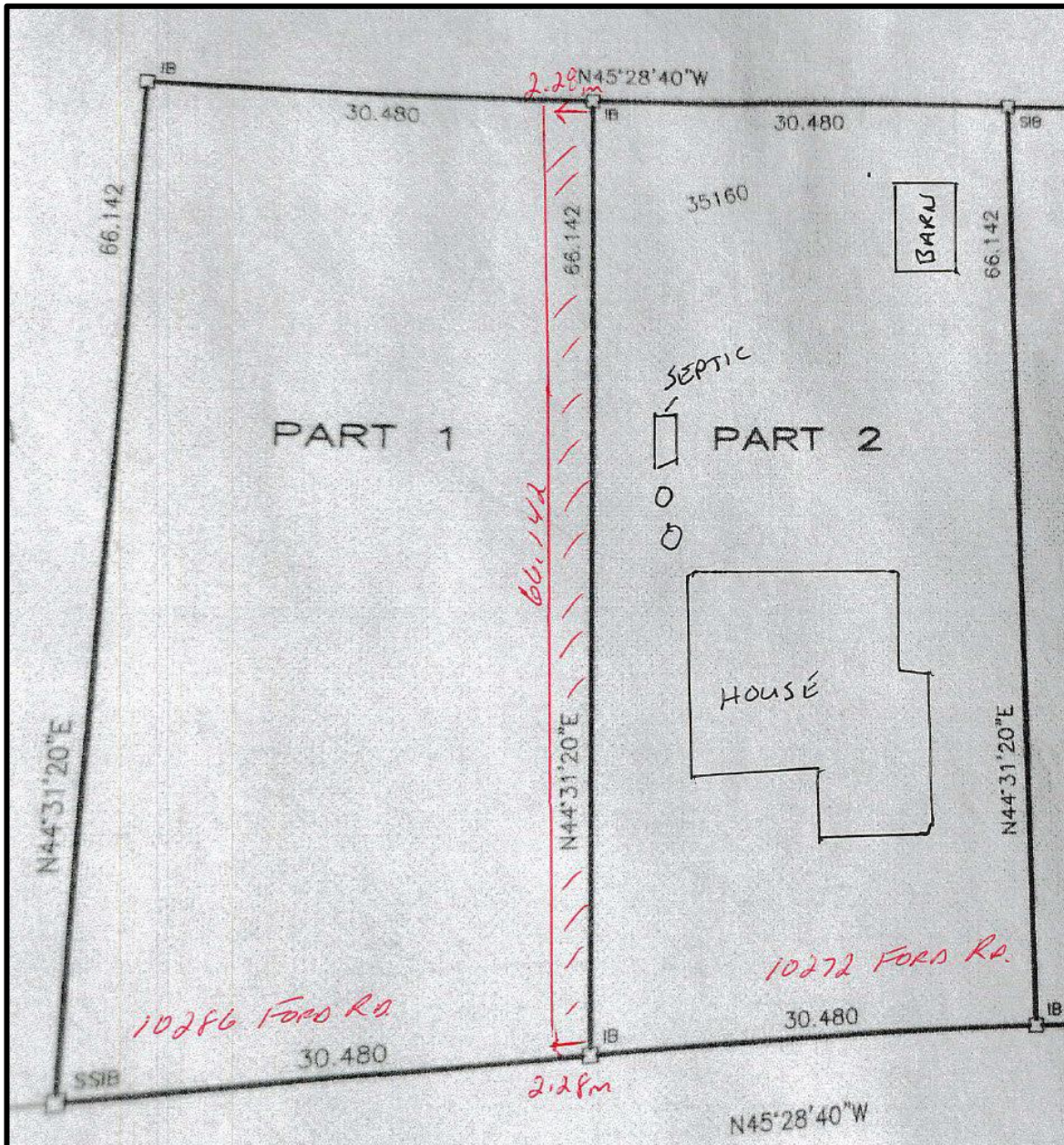
**Appendices**

Appendix 1 – Severance Sketch

Appendix 2 – Township Conditions Consent Application E60-24



Appendix 1 - Severance Sketch (10272 Ford Road)



**Appendix 2 – Recommended Conditions of Approval (E60-24)****Township of Southwold Conditions:**

1. That the Owner meet all the requirements, financial and otherwise of the Township, to the satisfaction and clearance of the Township of Southwold.
2. That a draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent 60-24 and that this plan be approved by the Township prior to be deposited with the Land Registry Office.
3. That the portion of the lot to be severed (from 10286 Ford Road) be merged in the same name and title as the lot to be retained (10272 Ford Road); and that subsection 50(3) or 50(5) of the Planning Act, R.S.O. 1990, as amended, apply to any subsequent conveyances involving the subject property.
4. That the Owner's Solicitor provide an undertaking that indicates that the lands are being conveyed from an abutting property owner and thus a merger of title will take place, which merger shall include all interests held inclusive or mortgagee's interest.
5. That the Owner submit a written request and fee for the necessary Drainage Reapportionment to be completed pursuant to the Drainage Act, to the satisfaction and clearance of the Township.
6. That the Owner's Solicitor provide a request for clearance of conditions to the Township, demonstrating how all the conditions of consent have been fulfilled, to the satisfaction and clearance of the Township and that the Township advise the County writing that the above-noted conditions have been satisfied.
7. 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:** July 8, 2024  
**PREPARED BY:** Aaron VanOorspronk, Director of Infrastructure and Development Services  
Christie Kent, Planner

**REPORT NO:** PLA 2024-11  
**SUBJECT MATTER:** **Planning Notices – City of St. Thomas**  
Sandymount Subdivision  
Proposed Official Plan and Zoning By-law Amendments

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#### **Recommendation(s):**

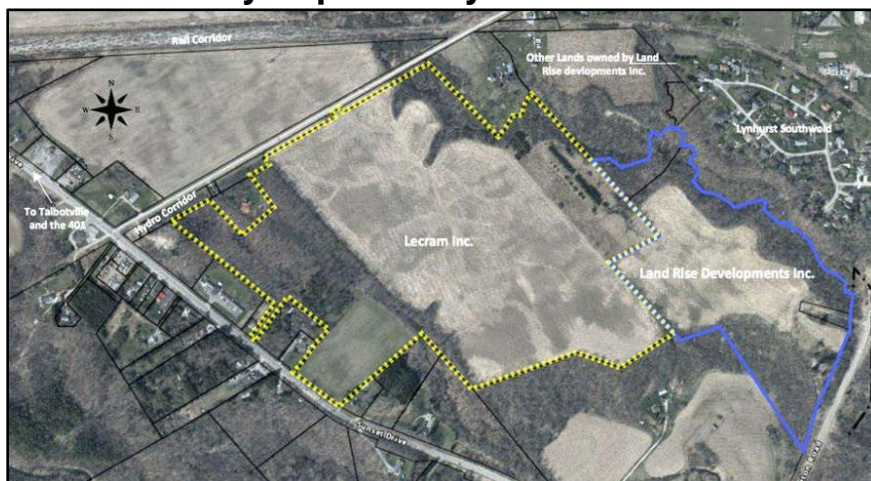
THAT Council receive Report PLA 2024-11 for information;

AND THAT Council direct staff to provide any applicable comments to the City of St. Thomas regarding the above noted applications on behalf of the Township of Southwold.

#### **Background**

The Township has received Planning Notices from the City of St. Thomas indicating that a Public Meeting is scheduled for July 15, 2024 for proposed Official Plan and Zoning By-law Amendments on lands identified as the Sandymount Subdivision and located within a portion of Area 1 in the City's Official Plan Amendment No. 97 (Positioned for Growth).

#### **Key Map of Sandymount Lands**



Source: Planning Justification Report, Sandymount Subdivision

There are two landowners advancing the proposal for the Sandymount Subdivision and separate applications for Official Plan and Zoning By-law Amendments have been submitted. Details regarding the Sandymount Subdivision (all lands) are outlined below:

	<b>Land Area (ha) (Lecram / Land Rise)</b>	<b>Dwelling Unit Potential</b>
Gross Area	57.52ha (42.12ha / 15.40ha)	
Net Residential Area	~26.94ha (20.78ha / 6.16ha)	
Low Density Residential	20.28ha (15.49ha / 4.79ha)	326
Medium Density Residential	2.18 (1.92ha / 0.26ha)	72
High Density Residential	4.27ha (3.16ha / 1.11ha)	1,060

Adapted from Planning Justification Report, Sandymount Subdivision

The proposed Official Plan and Zoning By-law Amendments would establish the land use permissions required to facilitate the planned subdivision of land. The overall community plan for the proposed Sandymount Subdivision and the proposed Zoning Overlay are attached as Appendix 1 and Appendix 2 to this report.

**Considerations**

The Township of Southwold is located adjacent to the proposed Sandymount Subdivision. In support of the applications to amend the Official Plan and Zoning By-law, the proponents have submitted technical reports, including but not limited to:

- Subwatershed Study
- Scoped Environmental Impact Study
- Traffic Impact Study
- Preliminary Servicing Report

Under an existing Memorandum of Understanding with the Township, and outlined within the Preliminary Servicing Report, a metered connection to the Township’s watermain at the intersection of Major Line and Ford Road is necessary to provide municipal water services to a portion of the proposed development. The proponents have indicated that there will be no negative impact to municipal water services within the Township resulting from this connection. Township staff remain committed to working with the City of St. Thomas and the proponents to develop an agreement for connection and cost sharing arrangements.

Township staff will continue to review the supporting materials for the Official Plan and Zoning By-law Amendments. Should there be comments offered to the City for consideration in their decision-making process, Township staff will return to Council with an information report.

**Strategic Plan Goals**

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

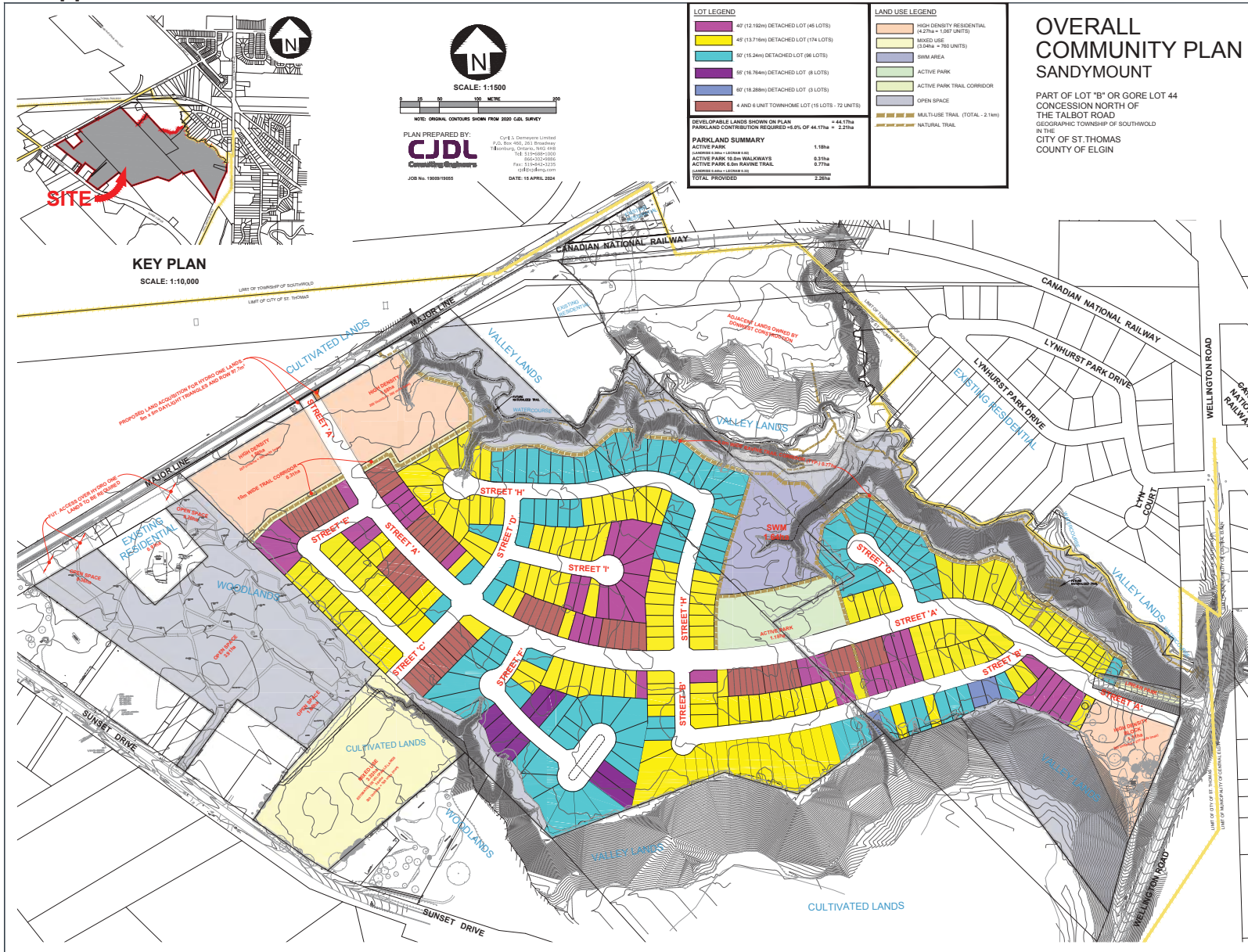
- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:  
Aaron VanOorspronk  
Director of Infrastructure and  
Development Services  
"Submitted Electronically"**

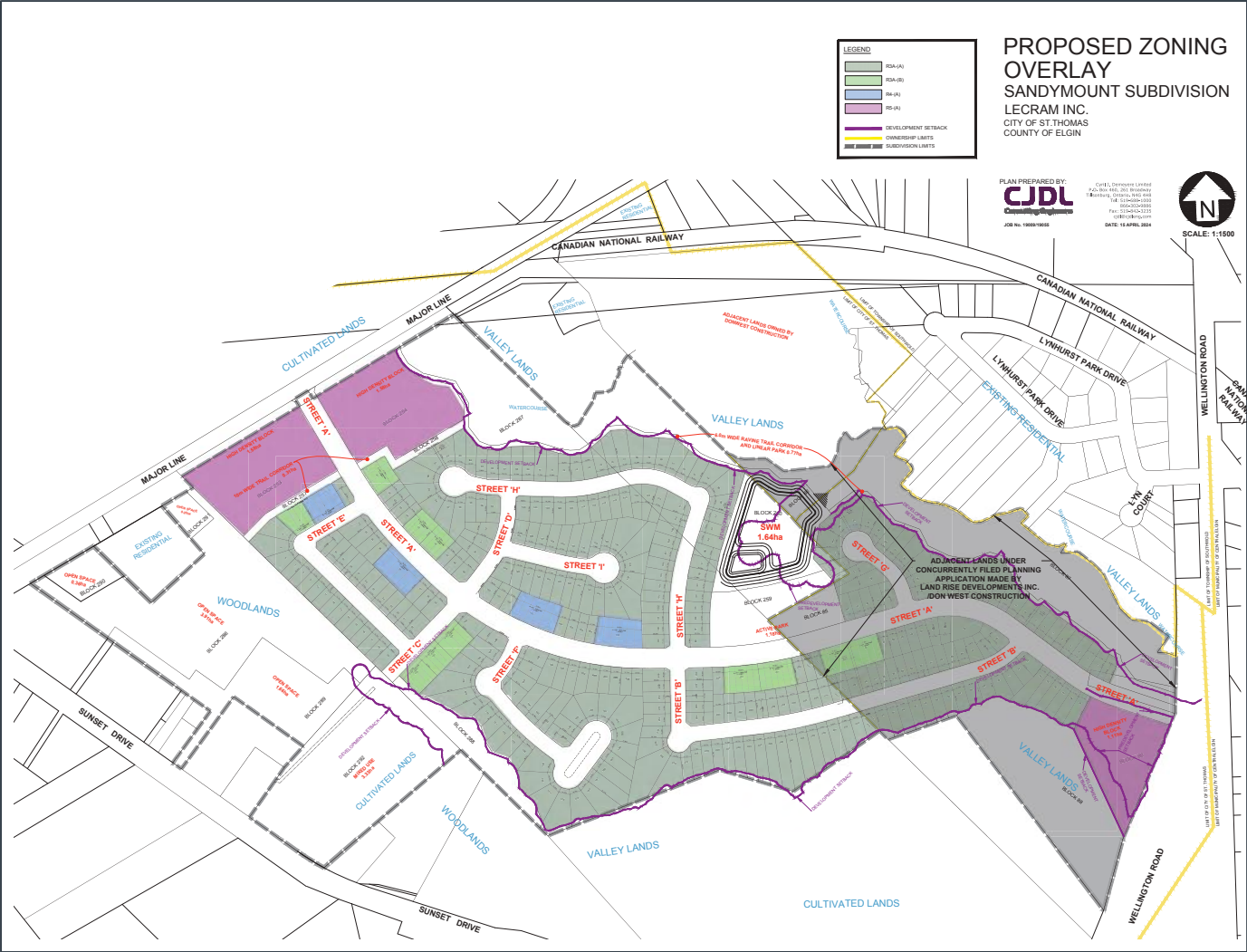
**Christie Kent  
Planner  
"Submitted Electronically"**

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

# Appendix 1



# Appendix 2





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 8, 2024

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

**REPORT NO:** FIR 2024-08

**SUBJECT MATTER: Activity Report for the Fire Chief, June 2024**

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#### **Recommendation(s):**

None – For Council Information.

#### **Purpose:**

To update Council on Fire Department Activities for June 2024.

#### **Background:**

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

- a. *Calls for service* – a total of 19 emergencies were responded to in the month of June, including a vehicle fire and a garage fire.
- b. *Meetings* – Fire chief attended County chief meetings, recruit graduation, and meetings regarding the Talbotville Station project.
- c. *Inspections* – Attended fire drills at Southwold Public School and the Amazon facility. Several locations were visited to update the Fire Safety Plan box locks.
- d. *Public Education* – Rosy Rhubarb Festival including the Elgin County Fire Prevention Safety House, and on Shedden Station sign.
- e. *Public Relations* – Provided standby coverage at the Shedden Tractor Pull.

Attended the Rosy Rhubarb Run.

Attended the annual Canada Day fireworks celebration at the Fingal ballpark.

- e. *Grants* – staff submitted for the Firehouse Subs Public Safety Foundation of Canada grant for an equipment/SCBA decontamination washer for the new Talbotville Station.



- f. *Talbotville Station Project* – Site work has begun. Groundbreaking scheduled for July 6<sup>th</sup>.

*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 the OFM’s Mobile Live Fire Training Unit, water supply, interior communications, rapid intervention team, and hose testing.
- b. One recruit graduated from the Elgin-Middlesex Recruit NFPA 1001 Firefighter Course.
- c. Members attended NFPA 1041 Fire Instructor 2, and DZ training in Malahide.

*Capital Project Progress :*

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

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**

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

**"Submitted electronically"**

**Approved by:**

**Lisa Higgs, CAO/Clerk**

**"Approved electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 8, 2024

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

**REPORT NO:** FIR 2024-09

**SUBJECT MATTER: 2023 Incident Summary**

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#### **Recommendation(s):**

None – for Council Information.

#### **Purpose:**

To provide Council with a summary of the Emergency Incidents that the Fire Department responded to in 2023.

#### **Background:**

2023 provided another high number of incidents for the Southwold Fire Department, which highlights the ongoing dedication and commitment of our complement of paid-on-call firefighters.

The Totals by Type report has been included in this report, showing the number of incidents and % of total. The average number of responding personnel reflects the firefighters who responded to the scene in an apparatus. While not reflected in this specific report, we are fortunate to often have several additional firefighters respond to the hall(s) and are ready to respond to other emergencies or complete tasks at the station while there.

#### **Year-to-Year Comparison of Total Incidents**

2023	213
2022	224
2021	150
2020	128

2019	155
------	-----

**Incidents outside of Southwold:**

Central Elgin	4
Dutton-Dunwich	4
London	1
Oneida	1
West Elgin	2

**\$ Loss/Saved (estimated)**

\$ Loss	\$358,000
\$ Saved	\$434,000

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**  
**Jeff McArthur, Fire Chief**  
**"Submitted electronically"**

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

# Southwold Township Fire Department

**Fire Chief :Jeff McArthur**  
**35663 Fingal Line Fingal ON**  
**Fingal ON N0L 1K0**  
**PH : 519 769-2010 FAX : 519 769-2837**

## Totals by Type From Jan 1 23 to Dec 31 23

Response Type	# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	\$ Loss
01 Fire	9	4.23	29h 0m	573 h 9m	18.0	358,000
03 NO LOSS OUTDOOR fire (see exclusions)	1	0.47	0h 21m	1 h 44m	5.0	<b>\$ Saved:</b> 434,000
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	7	3.29	5h 4m	28 h 43m	5.9	
24 Other Cooking/toasting/smoke/steam (no fire)	1	0.47	0h 57m	22 h 51m	25.0	
29 Other pre fire conditions (no fire)	2	0.94	3h 23m	24h 14m	7.5	
31 Alarm System Equipment - Malfunction	9	4.23	8h 39m	74 h 49m	8.9	
32 Alarm System Equipment - Accidental activation (exc. code 35)	5	2.35	4h 37m	63 h 35m	13.4	
34 Human - Perceived Emergency	3	1.41	3 h 6m	67 h 46m	23.7	
35 Human - Accidental (alarm accidentally activated by person)	1	0.47	0h 25m	2 h 5m	5.0	
36 Authorized controlled burning - complaint	5	2.35	3 h 23m	43 h 30m	10.4	
37 CO false alarm - perceived emergency (no CO present)	1	0.47	0h 48m	4 h 48m	6.0	

**Totals by Type**  
**From Jan 1 23 to Dec 31 23**

Response Type	# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	\$ Loss
38 CO false alarm - equipment malfunction (no CO present)	4	1.88	5 h 39m	37 h 30m	9.3	
41 Gas Leak - Natural Gas	1	0.47	3 h 4m	51 h 2m	20.0	
42 Gas Leak - Propane	1	0.47	0h 55m	6 h 3m	8.0	
44 Gas Leak - Miscellaneous	1	0.47	1 h 46m	15 h 8m	12.0	
45 Spill - Gasoline or Fuel	1	0.47	2 h 10m	14 h 34m	12.0	
49 Ruptured Water, Steam Pipe	1	0.47	1 h 13m	12 h 27m	11.0	
50 Power Lines Down, or Arcing	5	2.35	6 h 55m	62 h 54m	9.4	
53 CO incident, CO present (exc false alarms)	2	0.94	2 h 50m	25 h 28m	9.5	
57 Public Hazard no action required	1	0.47	0h 19m	3 h 27m	11.0	
61 Vehicle Extrication	6	2.82	11 h 29m	144 h 35m	14.3	
62 Vehicle Collision	42	19.72	51 h 52m	458 h 57m	9.8	
698 Rescue no action required	2	0.94	1 h 32m	13 h 18m	9.0	
701 Oxygen administered	2	0.94	1 h 16m	5 h 40m	4.5	
702 CPR administered	2	0.94	1 h 14m	4 h 56m	4.0	
703 Defibrillator used	1	0.47	0h 40m	4 h 0m	6.0	
71 Asphyxia, Respiratory Condition	8	3.76	5 h 6m	18 h 10m	4.4	
76 Chest pains or suspected heart attack	18	8.45	11 h 5m	53 h 0m	4.7	
84 Medical Aid Not Required on Arrival	3	1.41	1 h 51m	6 h 11m	3.7	
85 Vital signs absent, DOA	2	0.94	0h 49m	4 h 32m	5.5	
86 Alcohol or drug related	5	2.35	3 h 29m	13 h 50m	3.6	
88 Accident or illness related - cuts, fractures, person	17	7.98	14 h 7m	86 h 31m	5.9	

**Totals by Type**  
**From Jan 1 23 to Dec 31 23**

<b>Response Type</b>	<b># of Incidents</b>	<b>% of total</b>	<b>Incident Hours</b>	<b>Staff Hours</b>	<b>Average # of Responding Personnel</b>	<b>\$ Loss</b>
fainted, etc.						
898 Medical/resuscitator call no action required	16	7.51	7h 40m	37h 18m	4.3	
89 Other Medical/Resuscitator Call	9	4.23	5h 30m	27h 38m	5.2	
910 Assisting Other FD: Mutual Aid	7	3.29	21h 38m	57h 12m	3.3	
93 Assistance to Other Agencies (exc 921 and 922)	1	0.47	0h 32m	2h 8m	4.0	
96 Call cancelled on route	7	3.29	2h 45m	11h 21m	4.4	
97 Incident not found	4	1.88	28h 9m	25h 4m	6.5	
<b>Total Number of Responses</b>	<b>213</b>		<b>255h 18m</b>	<b>2,110h 8m</b>	<b>8.0</b>	
						<b>\$ \$ Saved: 358,000</b>
						<b>434,000</b>



**TOWNSHIP OF SOUTHWOLD**  
Report to Council

**MEETING DATE:** July 8<sup>th</sup>, 2024

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

**REPORT NO:** ENG 2024-42

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

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**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 June 2024.

**Development:**

- Completed revisions to the Southwold Design Guidelines for Council Approval
- Continued working with PSD CityWide to implement Maintenance Manager, the team compiled service request types, work order types, staff assignees, reviewed workflow editing and creation. July, we look to review scheduled activities, timesheet implementation, route patrol creation
- Issued and Awarded the Talbotville Firehall Siteworks
- Met with WT Infrastructure to review progress on the One Water Rate Study, Staff provided the project team with all required information
- Award of the Talbotville Environmental Assessment Additional Studies work to Stantec, held monthly update meeting with the project manager. Environmental Impact Study site review was scheduled for mid-June, reviewed draft technical memo for the extension of sewers in Talbotville.
- Attended monthly Highway 3 Project meeting with technical staff from the MTO, St. Thomas, the County, and Central Elgin.



- Attended the project kickoff meeting with WT Infrastructure and H2O Innovations for the Shedden Wastewater Treatment Plant Design
- Attended a meeting regarding the relocation of the Lindsay Drain on the Broccolini lands.
- Attended operations and capital review with the City of St Thomas, to discuss each others' projects, inter-dependencies, and opportunities for mutual benefit.
- Attended planning meetings with two local businesses regarding expansion or relocations with the Township.
- Cassandra returned to work; we are excited to have a valuable team member back
- Attended a plan of subdivision pre-consultation with the owners of 11085 Sunset Drive (New Talbotville)
- Completed site plan reviews for three residential developments and one commercial development on Wonderland Road.
- Attended the EDC meeting on June 20<sup>th</sup>
- Attended a meeting with County HR to discuss workplace improvement strategies
- Met with Paul Hicks to discuss the recommended budget and scope of work for a parks master plan.
- Attended the Talbotville Firehall Pre-Construction virtually on June 27<sup>th</sup> and onsite June 28<sup>th</sup>
- Attended the MP and MPP luncheon
- Attended in person meeting with the MTO and the County to discuss concerns with traffic impacts from the Highway 3 works at Clinton Line and Southminister Bourne, the MTO was very receptive and is committed to finding a solution that fits the problem. MTO consultant is expected to be onboard by September.
- Met with the dedicated locator for the Xplore fibre to the home project
- Met with developer to review requirements for the assumption of the Florence Court subdivision.

- 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	Completed topcoat of asphalt	Residential build out	Talbotville
The Clearing		Residential build out	Talbotville
Enclave Phase 1	Curb repairs complete	Residential build out almost complete, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2		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)	Pre-Consultation is booked	Studies, preparing for draft plan submission	Shedden
4509 Union Road (Turville)		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		Pre-Consultation	Talbotville
4324 Thomas Road		Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road	Completed pre-consultation with the County	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)		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.
- Completing monthly dead-end flushing.
- Hydrant Repairing
- Hydrant & Sample Station painting and weed eating
- Installed new meter pit at 34044 Lake Line
- Installed new water service at 36369 Talbot Line

### **b) *Roads and Bridges:***

- Asphalt edge of pavement repairs underway on Boxall Rd and Scotch Line
- Roadside grass cutting continues
- Several plow trucks were prepped and sent for safety checks



**2024 Capital Project Process:**

<b>2024</b>	<b>Budget</b>	<b>Actual</b>	<b>Status/Comment</b>
<b>Water and Sewer</b>			
Shedden and Fingal Sewer	\$20-25 million	\$20-25 million	Grant Submission to Enabling Water Fund
<b>Roads</b>			
Lawrence Road Rehabilitation	\$365,000	\$292,484 for Boxall as Well	Recommend Award to Duncor – Group Tender with Malahide
Boxall Road Edge Repairs and Surfacing	\$220,000		Recommend Award to Duncor – Group Tender with Malahide
Magdala Road Design and Construction	\$ 230,000		WT Infrastructure Retained, Design Under Way
Thomas Engineering	\$ 160,000	\$ 123,814	Awarded to WT infrastructure, work underway
Public Works Building	\$4.8 million		Design Build Awarded to Baribeau
Roads Needs Study	\$ 30,000	\$ 24,614	Awarded to Clayton Watters Engineering
<b>Bridges/Culverts</b>			
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
Iona Road Culvert Design	\$ 30,000		To RFQ in the Spring

**c) Drainage:**

**Drains Before Council:**

- **Gregory Drainage Works (2023):** The Meeting to Consider the report has been held, Court of Revision will be held at 7:45am on July 25, 2024, in Council

Chambers. Spriet will send out requests for quotes to construct the surface culvert component of this drainage project across Union Road. Quotes will be considered at Council's August meeting

- **Taylor Drain:** the Meeting to Consider the report has been held, Court of Revision will be held at 7:45am on July 25, 2024, in Council Chambers

**Construction:**

- **Bogart Drain Branch C (Aug 2022):** Construction has been completed
- **Palmer/Bush Line Drain (Aug. 2022):** Construction to begin later this summer, VanGorp Drainage

**In the hands of the Engineer:**

- **Best Drain (2024)**
- **Bowlby Fatcher Drain (2024)**
- **Jones Drain (2024)**
- **Edison Drain (2024)**

For all the above drains, the onsite meeting with the engineer has been held, the engineer is now surveying, reviewing their findings and preparing a draft plan to discuss with the affected landowners.

- **Ryan Drain (Sept 19):** the Engineers has reviewed the site work done; I need to meet with the proponent to give some instruction on some minor changes. Once done, the report will be submitted to Council
- **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.
- **Maintenance:** Work being assigned to contractors as requests coming in. Drainage Superintendent has been out in the field looking at maintenance requests, reviewing contractor work and fielding landowner questions.

**2024 Capital Project Process:**

<b>Palmer Drain</b>	\$21,143.00
<b>Gregory Drainage Works</b> – Special Assessment waterline	\$27,800
<b>Gregory Drainage Works</b> –Boxall Road	\$389.00
<b>Taylor Drain</b> – 4 <sup>th</sup> Line	\$664.00

**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:** July 8<sup>th</sup>, 2024

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

**REPORT NO:** ENG 2024-43

**SUBJECT MATTER: Land Lease Opportunity**

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#### **Recommendation(s):**

THAT Report ENG 2024-43 relating to the Land Lease Opportunity, be received for information; and

THAT Council authorize Staff to negotiate and execute a land lease arrangement with Sott Telecom Services Ltd.

#### **Purpose:**

This report seeks Council's authorization to execute a land lease agreement for a cellular tower located in the Public Works Yard.

#### **Background:**

On June 25<sup>th</sup>, staff were contacted by Scott Telecom Services Ltd. regarding the possibility of locating a cellular tower south of the Township Office. Previously, staff had discussions with another provider about the potential of placing a cellular tower in the Public Works Yard, recognizing this area as having a low service level in need of improved coverage. The provider had expressed a preference for locating the tower on publicly owned lands for long-term lease security, stable ownership, and access rights.

Staff provided a site plan, attached as Appendix A, showing the recommended location for the tower if constructed and sought clarification on the following items:

**Area required:** 20m x 20m

**Tower Type:** 60m Self-Support Tower (as shown below)

**Annual rent:** \$16,000/year



**Length of lease:** 5 years with 3x5 year extensions at 10% increases per term (20 years total)

**Agreement:** Sample attached as Appendix B

**Can Township Radio be Attached to the Tower:** To be negotiated through a co-location agreement it was suggested that this has not been an issue in past agreements.

The general process is as follows:

1. Council Authorizes the Negotiation/Location
2. A Scott Telecom Representative makes an initial site visit confirms the site is suitable, takes some photos and presents the findings to the customer telecom.
3. Once the telecom agrees with the site's suitability, the Survey/Engineering team from the Telecom Company makes a site visit and completes site investigation (survey, measurements, utility review etc.)
4. Final agreement negotiations and execution, this includes access rights, easement creation, design layout etc.
5. Construction of the tower.



### **Comment/Analysis:**

After reviewing the Public Works Yard for possible locations, staff recognize the opportunity to host a cellular tower adjacent to the proposed storm water management pond. This location would have minimal impact on operations as it was designated to be grassed open space, with a swale located against the property line. The tower lands can fit between the swale and the proposed parking lot. If minor adjustments to the parking lot need to be made, they can be done with no impact on the operability of the site.

In addition to the revenue generated from the lease agreement, there is a community benefit in improved cellular coverage for the area. Previous discussions with providers identified this area, from Shedden to the lake, as having poor cellular coverage. This tower would eliminate that missing coverage, providing residents and travelers of

Southwold with improved reception and service. Staff also confirmed with a host of multiple towers that the suggested annual rent is competitive with market rates.

**Financial Implications:**

Staff recommend that the revenue generated, estimated at \$16,000 annually from the land lease agreement, could be used to offset the borrowing costs for the construction of the new Public Works facility. However, the use of these funds is always at the discretion of the Council.

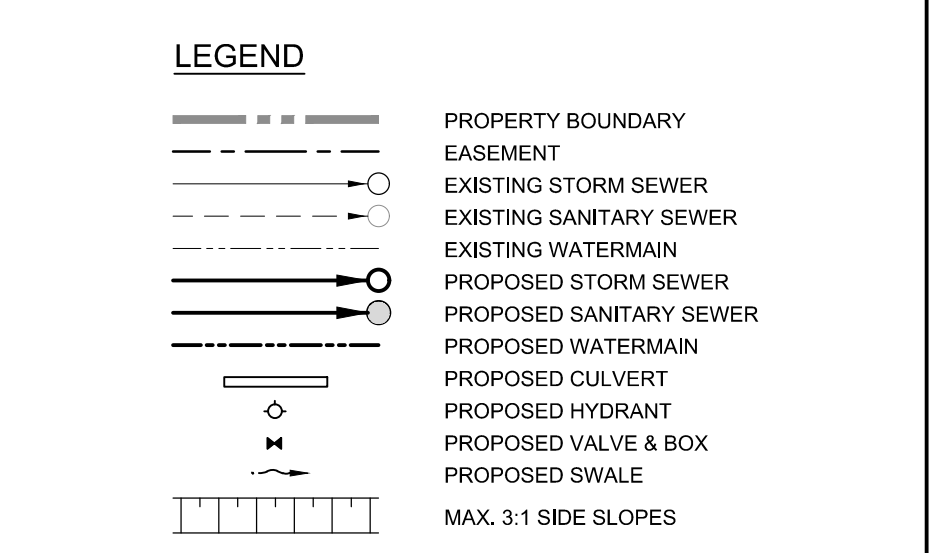
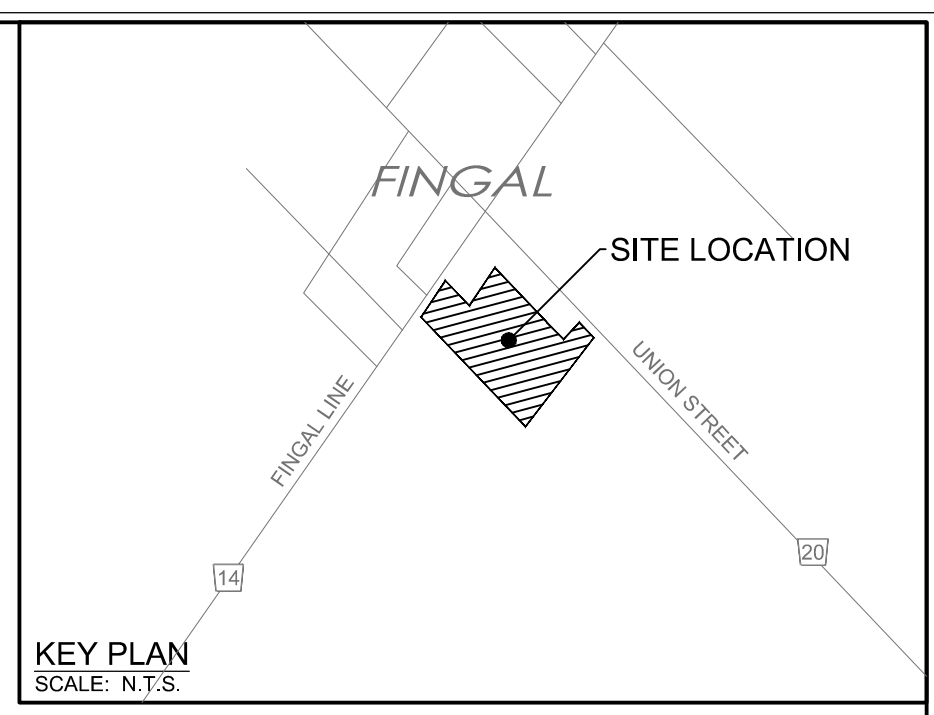
**Strategic Plan Goals:**

**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"**



- GENERAL NOTES:**
1. ALL WORK SHALL BE CARRIED OUT IN COMPLIANCE WITH THE APPLICABLE HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS.
  2. ALL THE CONSTRUCTION WORK FOR THIS PROJECT SHALL COMPLY WITH THE STANDARD DRAWINGS AND SPECIFICATIONS OF THE TOWNSHIP OF SOUTHWOLD AND THE ONTARIO PROVINCIAL STANDARDS AND SPECIFICATIONS.
  3. THE CONTRACTOR IS ADVISED THAT WORKS BY OTHERS MAY BE ONGOING DURING THE PERIOD OF THIS CONTRACT. THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES WITH ALL OTHER CONTRACTORS AND PREVENT CONSTRUCTION CONFLICTS.
  4. THE INFORMATION SHOWN FOR EXISTING UTILITIES WAS PROVIDED BY OTHERS. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND VERIFYING ALL UTILITIES DURING CONSTRUCTION. ALL EXISTING UTILITIES MUST BE LOCATED AND VERIFIED BY EACH UTILITY PRIOR TO COMMENCEMENT OF WORK. ANY VARIANCE IS TO BE IMMEDIATELY REPORTED TO THE ENGINEER. LOST TIME DUE TO FAILURE OF THE CONTRACTOR TO CONFIRM UTILITY LOCATIONS AND NOTIFY THE ENGINEER OF CONFLICTS PRIOR TO CONSTRUCTION WILL BE AT THE CONTRACTORS EXPENSE.
  5. ROAD OCCUPANCY/ACCESS PERMIT MUST BE OBTAINED 48 HOURS PRIOR TO COMMENCING ANY WORKS WITHIN THE MUNICIPAL ROAD ALLOWANCE.

- WATERMAINS:**
1. WATERMAIN SHALL BE POLYVINYL CHLORIDE (PVC) CLASS 150 DR-18 PIPE MANUFACTURED TO AWWA C900-89 AND CSA CAN3 B137.3-M1986 WITH GASKETED BELL END C/W #14 AWG SOLID COPPER TRACER WIRE.
  2. WATER SERVICE SHALL HAVE VERTICAL CLEARANCE OF 300mm OVER AND 500mm UNDER SEWERS AND ALL OTHER UTILITIES WHEN CROSSING. ALL WATERMAINS AND SERVICES SHALL HAVE 1.70m MINIMUM COVER.
  3. BEDDING FOR WATERMAINS SHALL BE AS PER OPSD 802.030.
  4. ALL WATERMAIN HORIZONTAL AND VERTICAL BENDS, JOINTS AND PLUGS TO BE MECHANICALLY RESTRAINED.
  5. ALL WATERMAIN STUBS SHALL BE TERMINATED WITH A PLUG AND 50mm BLOW OFF UNLESS OTHERWISE NOTED.
  6. HYDRANT AND VALVE TO BE AS PER OPSD 1105.010.
  7. ALL HYDRANT FLANGE ELEVATIONS TO BE INSTALLED 0.15m ABOVE PROPOSED FINISHED GRADE AT HYDRANT.
  8. BUILDING SERVICE VALVES TO BE 3.0m OFF THE FACE OF THE BUILDING.
  9. PROVISIONS FOR FLUSHING WATERMAINS MUST BE PROVIDED WITH A MINIMUM 50mm OUTLET FOR MAINS 100mm AND LARGER. FLUSHING POINTS MATCHING THE SIZE OF THE PIPE MUST BE PROVIDED AT THE END OF EACH COPPER MAIN. FIRE MAIN FLUSHING OUTLETS TO BE 100mm DIAMETER MINIMUM OR A HYDRANT. FLUSHING POINTS MUST BE HOSED OR PIPED TO ALLOW THE WATER TO DRAIN.
  10. ALL WATERMAINS SHALL BE HYDROSTATICALLY TESTED IN ACCORDANCE WITH LOCAL MUNICIPAL AND PROVINCIAL GUIDELINES UNLESS OTHERWISE DIRECTED. PROVISIONS FOR FLUSHING WATER LINE PRIOR TO TESTING, ETC. MUST BE PROVIDED.
  11. ALL PROPOSED WATER PIPING MUST BE ISOLATED FROM EXISTING MAINS IN ORDER TO ALLOW INDEPENDENT PRESSURE TESTING AND CHLORINATION.

- STORM AND SANITARY SEWERS:**
1. MANHOLES SHALL BE AS PER OPSD 701.010. FRAMES AND COVERS SHALL BE AS PER OPSD 401.010. SAFETY PLATFORMS TO BE INSTALLED WHERE DEPTH EXCEEDS 5.0m.
  2. SINGLE CATCHBASINS SHALL BE AS PER OPSD 705.010, WITH FRAMES AND COVERS AS PER OPSD 400.020. DOUBLE CATCHBASINS SHALL BE AS PER OPSD 705.020.
  3. CONCRETE PIPE SEWER BEDDING SHALL BE CLASS 'B' AS PER OPSD 802.030. PVC PIPE SEWER BEDDING SHALL BE CLASS 'B' AS PER OPSD 802.030. CSP PIPE SEWER BEDDING SHALL BE CLASS 'B' AS PER OPSD 802.030 TO TOP OF SEWER WITH A MINIMUM 300mm SAND COVER OVER PIPE. NATIVE BACKFILL TO BE COMPACTED TO A MIN. 98% STANDARD PROCTOR DENSITY.
  4. ALL STORM SEWER PIPES UP TO 450mm DIA. SHALL BE PVC SDR-35 OR APPROVED EQUIVALENT. ALL STORM SEWER PIPES 525mm DIA. AND LARGER SHALL BE CONCRETE AND EQUAL TO C.S.A. SPECIFICATIONS A257.2 REINFORCED CLASSES AS SPECIFIED (65-D, 100-D, 140-D,) OR LATEST AMENDMENT UNLESS OTHERWISE SPECIFIED.
  5. ALL SANITARY PVC SEWER PIPES SHALL BE SDR-35 EQUAL CSA SPECIFICATIONS B182.2-M1990 OR LATEST AMENDMENT UNLESS OTHERWISE NOTED.
  6. ALL MANHOLE AND CATCH BASIN EXCAVATIONS TO BE BACKFILLED WITH GRANULAR MATERIAL COMPACTED TO 98% STANDARD PROCTOR DENSITY.
  7. ALL CATCH BASINS AND CATCHBASIN MANHOLES ARE TO INCLUDE SUBDRAIN TREATMENT AS PER DETAIL ON DRAWING D1.
  8. ALL BLIND CONNECTIONS TO MATCH THE INVERT OF THE CATCH BASIN LEAD TO THE SPRINGLINE OF THE STORM PIPE. OTHERWISE INSTALL THE CATCH BASIN LEAD AT A MAXIMUM 2.00% AND DROP INTO PIPE.
  9. UNLESS NOTED OTHERWISE, CATCHBASIN LEADS SHALL BE 250mm @ MINIMUM 1.00% SLOPE.
  10. THE CONTRACTOR IS TO PROVIDE CCTV CAMERA INSPECTIONS OF ALL SANITARY AND STORM SEWERS, INCLUDING PICTORIAL REPORT, TWO (2) CD COPIES AND ONE (1) VIDEO TAPE IN A FORMAT SATISFACTORY TO THE ENGINEER. ALL SEWERS ARE TO BE FLUSHED PRIOR TO CAMERA INSPECTION.
  11. THE CONTRACTOR SHALL CONTACT THE MUNICIPALITY AT LEAST 48 HOURS PRIOR TO CONNECTING TO THE EXISTING SANITARY & STORM MANHOLE.

**Notes**

1. This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.

**NOT FOR CONSTRUCTION**

No.	Issue / Revision	Date	Auth.
1	ISSUED FOR CLASS D COST ESTIMATE	22/06/08	FG
2	ISSUED FOR 50% DESIGN SUBMISSION	22/07/25	FG
3	ISSUED FOR 90% DESIGN SUBMISSION	22/10/24	FG
4	ISSUED FOR SECOND SUBMISSION	22/11/07	FG
5	ISSUED FOR THIRD SUBMISSION	22/12/14	FG



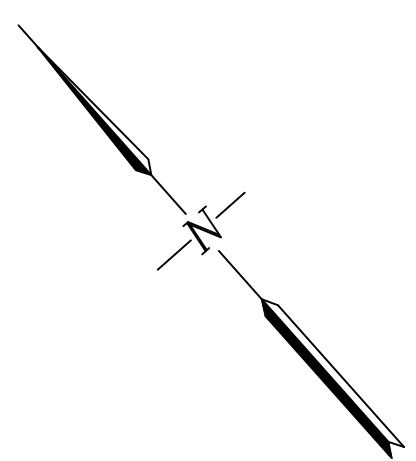
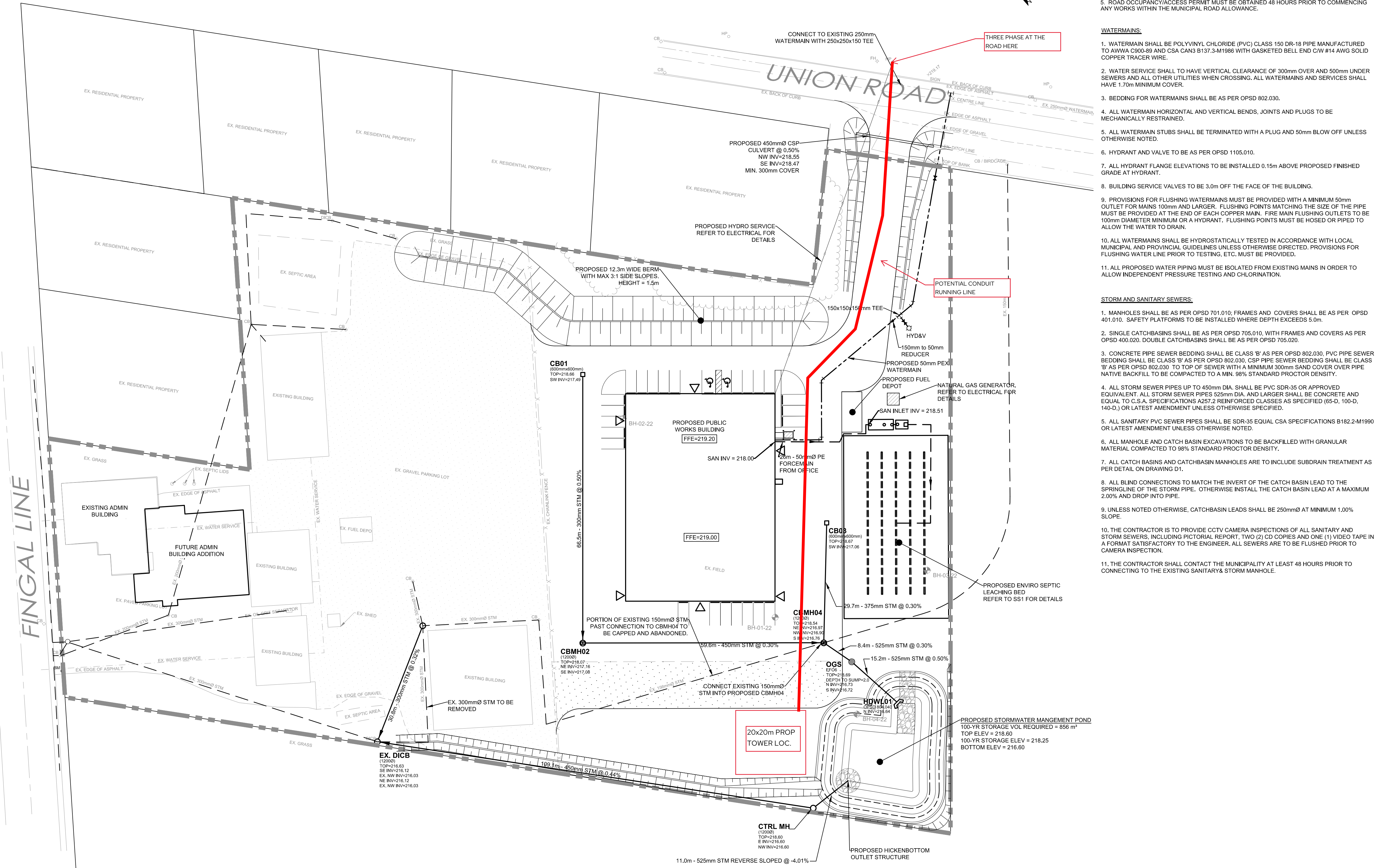
**R.J. Burnside & Associates Limited**  
 35 Perry St.  
 Woodstock, Ontario, N4S 3C4  
 telephone (519) 941-5331  
 fax (519) 271-3790  
 web www.rjburnside.com

Client:  
**TOWNSHIP OF SOUTHWOLD**  
 35863 FINGAL LINE  
 FINGAL, ONTARIO  
 N0L 1K0

Drawing Title:  
**SOUTHWOLD PUBLIC WORKS BUILDING ADDITION**

**SERVICING PLAN**

Drawn	Checked	Designed	Checked	Date	Drawing No.
BF	FG	BF	FG	22/07/25	
Project No. 054978	Contract No. 300054978	Revision No. 0			
Scale 1:500	0 5.0 10.0 20.0 30.0m		<b>S1</b>		



FINGAL LINE

I:\Projects\2022\054978\Southwold\Public Works Bldg Addition\DWG\SERVICING PLAN.dwg, User: RJBurnside, Date: 2022-07-25 10:23 AM

TELECOMMUNICATIONS SITE AGREEMENT

Site (legally described on Schedule "A"): \_\_\_\_\_ Location Code: \_\_\_\_\_

THIS AGREEMENT (the "Agreement") made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

1. IN CONSIDERATION of \$2.00, the receipt of which Landlord acknowledges, Landlord leases to Tenant the premises shown on Schedule "B" (the "Premises") at the Site described above, including the following: (check appropriate box(es))

- Land
Building interior space
Building exterior space for attachment of antennas
Building interior space for attachment of antennas
Space required for cables and wires
Rooftop space
Access road, to be constructed by Tenant, if applicable
Space for generator and/or connector boxes
Other

together with the non-exclusive right of unrestricted use of the rest of the Site for purposes of access, staging, construction, installation, removal and repair of telecommunications facilities, and connections to the appropriate utilities, fibre optic and telephone facilities ("access and utility rights").

2. TERM of 5 years beginning on \_\_\_\_\_, 20\_\_\_\_ ("Commencement Date").

3. RENT shall be paid annually in advance in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) plus HST or GST, if applicable, starting on the first day of the month following the beginning of the installation of the Tenant's Equipment, pro-rated to the immediately following anniversary of the Commencement Date. Landlord represents that its HST or GST Number is \_\_\_\_\_ and acknowledges that payment of rent is contingent upon such number being accurate and correct. Increases in commercial realty taxes attributed directly to Tenant's occupation of the Premises shall be payable by Tenant.

4. EXTENSION of the initial term of this Agreement is hereby granted to Tenant for 3 additional 5 year extension periods (each an "Extension Term") unless Tenant provides Landlord written notice of its intention not to extend at least 60 days prior to the expiration of the then current term. Each Extension Term shall be based upon the same terms and conditions except that rent for each Extension Term shall be rent payable during the preceding Term, increased by 5%.

5. USE of the Premises and access and utility rights by Tenant shall be for the purpose of installing, removing, repairing, replacing, relocating, maintaining, coring, adding, upgrading, modifying, supplementing, and operating, at its sole expense, telecommunications facilities and Equipment for the provision of telecommunication services. Without limiting the foregoing, the use shall include (in or on the Site and in the building, if applicable) installation and operation of coaxial cable, fibre optic cabling and wires, and related processing equipment (collectively "Cable"), use of vertical and/or horizontal pathways designated for Cable installations, bringing Cable to the Premises from public roads.

6. UTILITIES consumption, as separate from rent, required for the operation of the telecommunications facilities shall be the sole responsibility of Tenant, and electrical consumption shall be determined by: (check appropriate box(es))

- separate meter with direct invoices from local utility, if available and if not available, then the following;
check meter installed by Tenant, with annual invoices from Landlord based on the check meter readings, and the Tenant will pay the Landlord the cost of actual electrical consumption of the Tenant's Equipment.

7. EQUIPMENT, cable, towers, poles, shelters, cabinets, pedestals, antennas, RRUs, mounts, generators, transformers and any other equipment necessary for power (collectively, "Equipment") shall remain the personal property of Tenant and shall be removed by Tenant upon expiration or termination of

this Agreement and the Premises shall be restored to its original condition, reasonable wear and tear excepted. Tenant shall not be required to remove conduits, concrete foundations or roof piers at the end of the term.

8. NOTICES shall be in writing and sent by mail, postage prepaid, deemed received 3 days after mailing or email transmission, deemed received on date transmitted, to the address or email address of the party set forth below.

9. ASSIGNMENT of this Agreement by Tenant may be made to any corporate affiliate(s), principal lenders or a purchaser of part or all of Tenant's assets. Assignment or transfer of this Agreement or an interest therein by the Landlord may be made to its principal lenders or a purchaser of the Site. All other assignments require the other party's consent, at its sole discretion. Tenant may permit use of all or any portion of the Premises and access and utility rights by others for telecommunications purposes.

10. TERMINATION of this Agreement may be exercised by Tenant at any time on 30 days' notice without further liability if Tenant cannot obtain or maintain all necessary rights, postponements and approvals required from its senior management, any governmental authority and/or any third party to operate the telecommunications facility on conditions satisfactory to Tenant, or if any such right or approval expires, or is cancelled or terminated, or if for any other reason (e.g., interference with Tenant's signals, damage or destruction, site decommissioning) Tenant determines, in its discretion, that it will no longer use the Premises or access rights for its intended purpose. Upon termination, all prepaid rent shall be adjusted to the date of termination. If Tenant materially defaults under this Agreement and such material default is not being diligently remedied within 30 days after notice (force majeure excepted), Landlord may terminate this Agreement on 30 days' written notice.

11. LIABILITY AND INDEMNITY: Tenant and Landlord indemnify and hold the other harmless against any and all costs (including legal costs) and loss to person or property which arise out of the unlawful or negligent use and/or occupancy of the Premises by such indemnifying party. Tenant shall maintain during the term and any extensions, public liability and property damage insurance coverage of not less than \$2,000,000 and upon notice Landlord shall be added as an additional insured and provided with evidence of coverage.

Notwithstanding anything to the contrary in this Agreement, Tenant's total cumulative liability for damages, expenses, costs, liability, claims or losses (the "Damages") arising out of, or in connection with, this Agreement, or Tenant's operations at the Site, even if Tenant has been advised of the possibility of such Damages, is limited to Tenant's cost of installing the Equipment on the Premises.

12. NO INDIRECT OR CONSEQUENTIAL DAMAGES: Notwithstanding anything to the contrary in this Agreement, neither Landlord nor Tenant shall be liable to the other in respect of any indirect, special, incidental or consequential damages including loss of revenue, loss of profits, loss of business opportunity or loss of use of any facilities or property, even if advised of the possibility of such damages.

13. HAZARDOUS SUBSTANCES: Landlord represents that it has no knowledge of any substance on the Site that is identified as hazardous, toxic or dangerous in any applicable federal, provincial or local law or regulation. Landlord shall be responsible for any pre-existing contamination of the Site. Landlord and Tenant shall not introduce or use any such substance on the Site in violation of any applicable law.

14. MISCELLANEOUS: (a) Tenant upon paying the rent shall have quiet possession of the Premises. Landlord shall not cause interference or permit others to interfere with or impair the quality of the telecommunications services being rendered by Tenant from the Site. Landlord shall ensure that other carriers granted space on the Site co-ordinate site access and antenna placement with Tenant through Tenant's standard collocation procedures and conditions to ensure there is no interference or impairment and

Tenant's quiet possession of the Premises is protected. Tenant shall have 24 hours a day, 7 day a week access to the Premises subject to Landlord's reasonable security requirements and access cards and/or keys provided by Landlord at Tenant's expense.

(b) Prior to initial installation, Tenant shall supply Landlord with plans and/or surveys as applicable (collectively the "plans"), which plans shall become schedules and form part of this Agreement. Tenant's plans for changes to the telecommunications facilities shall also become schedules and form part of this Agreement. Landlord shall, at Tenant's expense, assist and co-operate with Tenant in obtaining governmental approvals for Tenant's permitted uses. Landlord shall maintain and Tenant shall use the Site in compliance with all applicable laws, by-laws, rules and regulations of the appropriate jurisdictions pertaining to the environment, health, welfare and occupational safety.

(c) Landlord and/or its agent represents and warrants that it has full authority to enter into and sign this Agreement and bind Landlord accordingly.

(d) This Agreement contains all Agreements, promises and understandings between Landlord and Tenant. All future plans shall become schedules and form part of this Agreement.

(e) The terms and conditions of this Agreement shall extend to and bind the heirs, personal representatives, successors and assigns of Landlord and Tenant.

(f) Landlord shall permit Tenant or its contractors full access to the Site and Premises, in advance, for the purpose of satisfying itself, at its own expense, as to the appropriate conditions for the intended use of the Premises, provided Tenant shall repair any damage caused by any tests or inspections.

(g) If Tenant remains in possession at end of term(s), Tenant shall be a monthly tenant at the then current rent.

(h) This Agreement shall be governed by the laws of the province in which the Site is located. Invalid provisions are severable and do not impair the validity of the balance of this Agreement. Landlord agrees to keep this Agreement and its terms strictly confidential and not disclose them unless compelled by law.

(i) A short form lease, notice of lease or similar registration may be registered on title at Tenant's expense. The Landlord shall, at its expense cooperate with the Tenant, including executing the necessary documentation, in order to facilitate the Tenant's registration. At Tenant's request, Landlord shall obtain from any and all encumbrancers, with a registered interest at the Site, a non-disturbance agreement in favour of Tenant, in form and substance approved by the Tenant. If Landlord fails to provide such agreements, Tenant may withhold and accrue rent until such time as all such documentation is received by Tenant, or, at its option, Tenant may terminate this Agreement.

(j) If a matrimonial home is located at the Site, Landlord's spouse hereby consents to the Agreement.

**Landlord**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Tel #: \_\_\_\_\_

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

I/We have authority to bind the Corporation.

Spousal Consent: \_\_\_\_\_

Name: \_\_\_\_\_

**Tenant**

Rogers Communications Inc.

c/o Rogers Real Estate

One Mount Pleasant Rd., 2nd Floor

Toronto, Ontario

M4Y 2Y5

Attention: Manager, Lease Administration

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Director, National Real Estate

I have authority to bind the Corporation.

**SCHEDULE "A"**

**LEGAL DESCRIPTION OF LANDLORD'S LANDS ("SITE")**

**SCHEDULE "B"**

**DESCRIPTION OF PREMISES  
(including access rights)**

If this Agreement is executed with a sketch plan attached as Schedule "B", the Landlord hereby authorizes the Tenant, if it should elect, to substitute a plan (the "Plan") of the Premises certified correct according to a field survey by a land surveyor, for the sketch attached hereto as Schedule "B", provided however that the Tenant shall be under no obligation to do so. The Plan, if attached, shall form part of this Agreement and shall define the Premises. Nothing in the Plan shall limit or detract from other access and utility rights granted in this Agreement.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 8, 2024

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

**REPORT NO:** ENG 2024-44

**SUBJECT MATTER: Shedden Sanitary Geotechnical Work**

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#### **Recommendation(s):**

THAT Report ENG 2024-44 relating to the Shedden Sanitary Geotechnical Work, be received for information; and

THAT Council authorize an allowance for Geotechnical Consulting to a maximum of \$117,000.

#### **Purpose:**

This report seeks Council's authorization to award up to \$117,000 worth of geotechnical consulting services to EXP Services Inc.

#### **Background:**

The engineering design for sanitary sewers in Shedden and Fingal is well underway. The original 2021 design award included standard geotechnical investigations. Before the adoption of O.Reg 406/19 regarding Excess Soils, these investigative activities had a limited scope, focusing on reviewing existing ground conditions and providing recommendations on safe trenching, backfill, pipe support, and road structure. Since the enactment of this regulation, the legislated requirements for geotechnical investigations on sites with excess soil being hauled off-site have expanded significantly. They now involve extensive testing and tracking to ensure soil is being reused appropriately.

Recognizing that the original geotechnical scope of work was based on pre-regulation conditions, staff requested that the scope be amended to meet current regulatory requirements. Dillon and their sub-consultant, EXP, submitted a revised scope of work that includes all components for compliance, along with provisional pricing for hydrogeological assessment if high groundwater is encountered and a permit to take water is required. Staff have prepared a summary of costs below.



	<b>Component</b>	<b>Cost exclude HST</b>
1	Assessment of Past Uses	\$4,055
2	Geotechnical Investigation	\$19,775
3	Soil Sampling and Analysis Plan, and Soil Characterization Report	\$38,160
4	Excess Soil Destination Assessment Report	\$4,125
5	Due Diligence Sampling – Fingal Pumping Station	\$6,900
6	Provisional – Hydrogeological Assessment and PTTW	\$33,270
	Total excluding, provisional items and HST	\$73,015
	Total including provisional items	\$106,285

**Comment/Analysis:**

Since this work was already awarded to EXP, staff believe the appropriate path forward is to complete the required work through a change order under the existing contract. While it is possible to transfer the responsibility for testing and soil destination reporting to the contractor, this does not exempt the Township from liabilities as the project owner. Staff have firsthand experience where this approach leads to additional costs and pollution/contamination during construction, including the blending of materials with asphalt, which often necessitates sending material to a landfill or a high-class receiving site.

Pre-construction in-place testing usually yields the best results for soil quality. Given the high probability that adjacent subdivision sites can use the fill, this could provide savings in trucking costs. Staff acknowledge that the cost of reports required by O.Reg 406/19 can be significant; however, based on staff’s experience, they are consistent similar projects.

Staff have also removed the provisional items related to the hydrogeological study and support for a permit to take water, as these costs may not be incurred. Staff request the ability to award the work, including provisional items, as necessary to avoid returning to Council for additional approval. This would enhance project efficiency. A 10% contingency has also been included for any additional testing that may be required as a result of the initial investigations.

**Financial Implications:**

If approved the work would be funded through the Shedden and Fingal Sanitary project, all costs would be built into and recovered through future connection fees.

**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:** July 8<sup>th</sup> 2024

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

**REPORT NO:** CBO 2024-10

**SUBJECT MATTER: Activity report June 2024**

---

**Recommendation(s):**

None – For Council Information.

**Purpose:**

To update Council on monthly activities since last report.

**Background:**

**1. 2023/2024 Capital Project Process:**

<b>2023</b>		
<b>Township Office</b>	<b>Budget</b>	<b>Status/Comment</b>
Door lock fob system office	10,000.00	
<b>Parks projects</b>		
SOSP parking lot widening	10,000.00	
Dog waste bins and signage	2000.00	
Park benches	16,000.00	Ongoing
Walking trail concrete install	5000.00	Completed
<b>Keystone Complex</b>		
Barrier/Bollards install to protect playground and septic system	10000.00	Completed
<b>2024</b>		
<b>Parks</b>		
Walking trails conversion to concrete	\$5,000.00	Completed
Fingal Ball Park Diamond Light Replacement	\$40,000.00	Completed

Fingal Ball Park Storage Shed Roof Replacement	\$12,000.00	
Talbotville Optimist Heritage Park Storage Shed Roof Replacement	\$12,000.00	

**Comments/Analysis Building:**

See attached permit comparison report Schedule A CBO 2024-10 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"**

 <b>TOWNSHIP OF Southwold</b>	Township of Southwold	
	Permit Comparison Summary	
	Issued For Period January - May	

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	14	4,916	580,300	Accessory structures	11	4,925	845,900
Agricultural	4	2,500	680,421	Agricultural	6	4,343	1,371,200
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	6	1,050	27,401
Heating				Heating		-	-
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous	1	536	200,000	Miscellaneous	4	613	29,743
Plumbing	2	300	8,500	Plumbing	2	150	11,000
Pools	4	750	267,000	Pools	4	600	310,000
Residential Building	22	33,112	9,361,675	Residential Building	15	22,872	6,521,328
Sewage System	6	3,000	138,400	Sewage system	10	4,800	171,000
Signs				Signs	2	300	12,000
Combined Use				Combined Use		-	-
<b>TOTAL</b>	<b>56</b>	<b>51,362</b>	<b>11,749,508</b>	<b>TOTAL</b>	<b>62</b>	<b>41,303</b>	<b>9,424,572</b>

Current Year			Previous Year		
TOTAL PERMIT ISSUED		56		62	
TOTAL DWELLING UNITS CREATED		11		7	
TOTAL PERMIT VALUE		11,749,508		9,424,572	
TOTAL PERMIT FEE		51,362		41,303	
TOTAL INSPECTION COMPLETED(YTD)		739		352	

June 2023 Compared to June 2024							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	3	1,393	151,000	Accessory structures	5	1,002	136,000
Agricultural				Agricultural	1	1,334	150,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition	1	150	1
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous	1	536	200,000	Miscellaneous	3	463	28,743
Plumbing				Plumbing			
Pools	1	300	100,000	Pools	1	150	180,000
Residential Building	2	8,965	645,000	Residential Building	4	4,570	1,225,000
Sewage System				Sewage System	1	500	10,000
Signs				Signs			
Combine Use				Combined Use			
<b>TOTAL</b>	<b>7</b>	<b>11,194</b>	<b>1,096,000</b>	<b>TOTAL</b>	<b>16</b>	<b>8,169</b>	<b>1,729,744</b>



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 8, 2024

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO:** CAO 2024-50

**SUBJECT MATTER: Activity Report for CAO/Clerk June 2024**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

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

**Meetings/Events:**

- June 5, 2024** Senior Manager Team Meeting
- June 6, 2024** Township of Southwold - PSD Citywide - Weekly Meeting
- June 9, 2024** Rosy Rhubarb Run
- June 10, 2024** Meeting with Rosy Rhubarb - Event Debrief
- June 11, 2024** Talbotville WWTP EA Addendum Status Meeting
- June 12, 2024** Staff Meeting
- June 12, 2024** OPP Detachment Board Planning
- June 13, 2024** Township of Southwold - PSD Citywide - Weekly Meeting
- June 17, 2024** Planning Pre-Consultation - 36391 Talbot Line
- June 18, 2024** Pre-consultation Request, Draft Plan of Subdivision, 11085 Sunset Drive
- June 18, 2024** Service Request Spreadsheet Meeting - Citywide Project
- June 19, 2024** Senior Manager Team Meeting
- June 19, 2024** Planning Consultation - 37150 Fingal Line
- June 19, 2024** Site Plan Technical Review Blocks 177/178 drainage & property maintenance
- June 20, 2024** Township of Southwold - PSD Citywide - Weekly Meeting
- June 20, 2024** Economic Development Committee Meeting
- June 24, 2024** Elgin Administrators Group Meeting
- June 24, 2024** Meeting with County HR - CUPE Advice
- June 25, 2024** Parks Strategy Touch Base Meeting
- June 26, 2024** Central Community Health Centre AGM
- June 26, 2024** Service Request Round Table Discussion - Citywide Project
- June 26, 2024** Staff Meeting
- June 27, 2024** Township of Southwold - PSD Citywide - Weekly Meeting
- June 27, 2024** MP and MPP Luncheon

## **Economic Development**

In May, staff fielded a series of recent inquiries into various commercial and industrial development opportunities in the area; June was much quieter. Staff are hopeful that we receive updates about many of the opportunities previously presented soon.

## **Recruitment/Staffing**

The Township Planner started in mid June and the Manager of Environmental Services is slated to start in Mid July. The Township's GIS/Asset Management Coordinator has returned to full time duties. The Township lost its GIS summer student and a public works student has now left the municipality as well. Staff are altering the duties of an existing public works summer student to support GIS and are recruiting for two new summer students. The second parks and recreation summer student has started.

## **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*
- Enabling Housing Water Systems Find Grant – *APPLIED – Announcement expected soon.*
- Trillium Seed Funding – Staff do not have a relevant application but have forwarded information to various community groups.

## **Shared Services**

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

## **Policy Development**

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

administration summer student has worked on drafting a reserves policy for staff to review along with compiling information on a master traffic by-law. The summer student is also developing many first draft human resources policies for CAO/Clerk review.

**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:*

<b>Project</b>	<b>Budget</b>	<b>Status/Comments</b>
Laserfiche Processes	\$20,000	Investigating various quotations.
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:** July 8, 2024

**PREPARED BY:** Lisa Higgs, CAO/Clerk & Brittany Jessome, Communications and Community Services Clerk

**REPORT NO:** CAO 2024-51

**SUBJECT MATTER: Operation of Mobile Food Vendors on Municipal Property**

#### **Recommendation(s):**

**THAT** Report CAO 2024-51, relating to the operation of mobile food vendors on municipal property, be received for informational purposes; and

**THAT** the Council of the Township of Southwold provides direction to staff on the desire to adopt a Mobile Food Vendors Policy.

#### **Purpose:**

The purpose of this report is to provide an initial discussion with Council on whether the municipality wants to allow mobile food vendors on municipally owned property and to seek direction on proposed policy recommendations.

#### **Background:**

The Township of Southwold operates multiple recreational facilities within the communities of Shedden, Fingal, and Talbotville. Interest from members of the public has come forward asking permission to operate as a mobile food vendor during various sporting events hosted at municipal facilities.

#### **Comment:**

The Township has a current By-Law that requires licensing and regulating for the operation of mobile food vendors within municipal boundaries. The current By-law is outdated and the municipality does not practice a mobile food truck a licensing regime; instead food trucks are regulated through the Zoning By-Law's Mobile Refreshment Vehicles definition and provisions under section 3.29.

Given that staff have received recent interest from mobile food vendors in operating on municipal property, there is a need to discuss whether this is a desire from Council in

permitting mobile food vendors on municipal property, when most of the municipal facilities have existing food booths that are now rented for a fee.

If Council is interested in allowing mobile food vendors on municipal property, staff recommend that a policy be developed that would prescribe the following:

- That the mobile food vendors enter into a Parks Rental Agreement, which must be completed by the user.
- Vendors must provide a schedule, including dates and locations in which they wish to operate. It is the discretion of Township staff to determine the feasibility of the schedule and to limit the amount of vendors permitted on a site at one time.
- A fee should be implemented that is similar to those as the food rental booth.
- Food vendors will not be eligible to operate when another user has rented the concession stand or serves food/drink from the pavilion as a fundraiser event.
- Vendors are responsible to provide the Township of Southwold with Third Party Liability Insurance, naming the Township of Southwold as additionally insured, consisting of two-million (\$2,000,000) liability coverage.

**Financial Implications:**

Fees collected for a potential food truck rental would be nominal.

**Strategic Plan Goals:**

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

- Welcoming and Supportive Neighbourhoods

**Respectfully Submitted by:**

**Lisa Higgs, CAO/Clerk**

**Brittany Jessome, Community  
Services and Communications Clerk  
"Submitted electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** July 8, 2024

**PREPARED BY:** Lisa Higgs, CAO/Clerk

**REPORT NO:** CAO 2024-52

**SUBJECT MATTER: Updated Health and Safety Policies**

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#### **Recommendation:**

That Council adopt the following updated policies:

HS-01-01 Health and Safety Policy Statement & Procedure

HS-01-02 Workplace Violence Policy Statement and Procedure

HS-01-03 Workplace Harassment Policy Statement and Procedures

#### **Purpose:**

To seek Council approval for three core Health & Safety Policies required under the Occupational Health and Safety Act (OHSA).

#### **Background:**

The Township's current core Health & Safety Program policies were updated in 2023 and require an annual review and endorsement by Council. Attached to this report are updated versions of HS-01-01 Health and Safety Policy Statement & Procedure, HS-01-02 Workplace Violence Policy Statement and Procedure HS-01-03 Workplace Harassment Policy Statement and Procedures.

#### **Comments/Analysis:**

Included for annual review with this report are the three key policies required under the OHSA. These policies are mandatory and form the basis for the programs that need to be in place. These policies are high level, corporate statements that are endorsed by the most senior leadership in the organization. Municipalities are structured differently than regular companies, so Council approval of these policies is preferred. While there is some similarity between the CAO position and CEO and/or president, in the municipal sector, Council approval of these policies is typically put in place. An annual review and reporting is also an important process for Council to execute its role to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council.

The updated policies are attached for Council review. The policies are structured so that the CAO and Directors are delegated responsibility to ensure the necessary programs are in place. The programs will consist of various policies, procedures, guidelines, forms, training, education, reporting and other activities to implement the policies.

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



## Township of Southwold Health and Safety Policy and Procedure Manual

<b>Title:</b> Health and Safety Policy Statement	
<b>Number:</b> HS-01-001	<b>Type:</b> Policy
<b>Effective Date:</b> 2008-06-10	<b>Last Review Date:</b> 2024-07-08
<b>Approval:</b> Council Resolution 2024-07-08	<b>Review Frequency:</b> Annually
<b>Applies to:</b> All Employees	
<b>Required by:</b> OHSA Section 25(2)(j)	

### **Purpose:**

To provide a Health and Safety Policy Statement as required by the Occupational Health and Safety Act, Section 25(2)(j) and to ensure that policy is reviewed at least annually.

### **Definitions:**

None

### **Application:**

This policy applies to all Employees of the Township of Southwold which includes but is not limited to regular, temporary and contract employees. This policy also applies to volunteers, students, and interns. For the purpose of this policy, collectively these classifications will be called "Employees". This policy also applies to elected officials. Individuals conducting business with the Township of Southwold and employees of contractors or other organizations providing services to the Township are also expected to work in compliance with this policy, as directed by Staff.

**Policy:**

All Township of Southwold Councillors, employees, volunteers, service partners and contractors hold a shared responsibility to create and maintain a healthy workplace culture by acting in compliance with this policy and any applicable laws.

The Township of Southwold believes in creating and maintaining a workplace culture dedicated to achieving the goal of zero workplace injuries and illnesses to help ensure a healthy, safe, and prosperous community. The Township, as an employer, is committed to promoting and protecting the physical and mental health of all employees.

With the support of Township Council, the CAO and Directors are delegated responsibility to continuously improve our healthy workplace culture by:

- maintaining a comprehensive Health and Safety Program that complies with the Occupational Health and Safety Act and other relevant legislation;
- setting ambitious shared targets and goals for improved health, safety, wellness, and return to work programs;
- learning from our own and other organizations' experiences; and,
- implementing innovative leading practices in health, safety, wellness, and return to work.

Managers and supervisors across the corporation are accountable for the health, safety and wellness of employees under their supervision. They must ensure:

- all workplace hazards are identified, controlled and monitored;
- employees work in compliance with applicable laws, safe work practices and procedures; and,
- all employees are provided with appropriate support, training, resources, tools, and personal protective equipment to safely complete their job.

Employees must protect their own and each other's health, safety, and wellness by reporting hazards, participating in training, working in compliance with the law and following safe work practices and procedures established by the Township of Southwold.

The Township will support all employees in meeting their responsibilities. Together, we will make every effort to provide the resources necessary to create a safe, healthy, and supportive work environment that meets or exceeds all applicable health and safety laws.

**Revision History:**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Notes</b>
01	2008-06-10	Original Policy
02	2020-04-03	Reviewed by Council
03	2023-04-11	New version, approved by Council
04	2024-07-08	Reviewed by Council

**Related Policies:**

HS-01-02 Workplace Violence Policy

HS-01-03 Workplace Harassment Policy



## **Township of Southwold Health and Safety Policy Statement**

All Township of Southwold Councillors, employees, volunteers, service partners and contractors hold a shared responsibility to create and maintain a healthy workplace culture by acting in compliance with this policy and any applicable laws.

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The Township will support all employees in meeting their responsibilities. Together, we will make every effort to provide the resources necessary to create a safe, healthy, and supportive work environment that meets or exceeds all applicable health and safety laws.

Last reviewed and approved by Council 2024-07-08

Lisa Higgs  
CAO/Clerk





# Township of Southwold Workplace Harassment Policy

## **Purpose:**

To provide a Workplace Harassment Policy as required by the Occupational Health and Safety Act, Section 32.0.1(1)(b) and to ensure that policy is reviewed at least annually (32.0.1(1)(c)).

The Township of Southwold will be proactive in working with its employees to prevent harassment in the workplace by establishing and implementing a comprehensive Workplace Harassment prevention program to fulfill the requirements of relevant legislation including the:

- Occupational Health and Safety Act
- Criminal Code of Canada
- Ontario Human Rights Code
- Workplace Safety and Insurance Act

This policy defines Workplace Harassment and identifies the responsibilities of Employees and Management.

## **Application:**

This policy applies to all Employees of the Township of Southwold which includes but is not limited to regular, temporary and contract employees. This policy also applies to volunteers, students, and interns. For the purpose of this policy, collectively these classifications will be called "Employees". This policy also applies to elected officials. Members of the general public, visitors to Township facilities, individuals conducting business with the Township of Southwold and employees of contractors or other organizations providing services to the Township are expected to refrain from harassment towards employees.

## **Policy:**

The Township of Southwold is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including customers, clients, other employers, supervisors, workers and members of the public.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workers are encouraged to report any incidents of workplace harassment to their supervisor, or other member of management if it involves the supervisor.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful, and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

If a worker needs further assistance, they may contact their Union Representative, Health & Safety Representative, Joint Health & Safety Committee, Human Rights Legal Support Centre, or the employee assistance program.

Last reviewed and approved by Council 2024-07-08

Lisa Higgs  
CAO/Clerk



## Township of Southwold Health and Safety Policy and Procedure Manual

<b>Title:</b> Workplace Harassment Policy	
<b>Number:</b> HS-02-001	<b>Type:</b> Policy
<b>Effective Date:</b> 2008-06-10	<b>Last Review Date:</b> 2024-07-08
<b>Approval:</b> Council Resolution 2024-07-08	<b>Review Frequency:</b> Annually
<b>Applies to:</b> All Employees	
<b>Required by:</b> OHS Act Section 32.0.1(1)(b)	

### **Purpose:**

To provide a Workplace Harassment Policy as required by the Occupational Health and Safety Act, Section 32.0.1(1)(b) and to ensure that policy is reviewed at least annually (32.0.1(1)(c)).

The Township of Southwold will be proactive in working with its employees to prevent harassment in the workplace by establishing and implementing a comprehensive Workplace Harassment prevention program to fulfill the requirements of relevant legislation including the:

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- Criminal Code of Canada
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**Policy:**

The Township of Southwold is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including customers, clients, other employers, supervisors, workers and members of the public.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workers are encouraged to report any incidents of workplace harassment to their supervisor, or other member of management if it involves the supervisor.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful, and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

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Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

If a worker needs further assistance, they may contact their Union Representative, Health & Safety Representative, Joint Health & Safety Committee, Human Rights Legal Support Centre, or the employee assistance program.

**Revision History:**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Notes</b>
01	2005	RITW Policy (Violence and Harassment)
02	2023-04-11	New version, approved by Council
03	2024-07-08	Annual Review

**Related Policies:**

HS-01-01 Health & Safety Policy Statement

HS-01-02 Workplace Violence Policy



## Township of Southwold Health and Safety Policy and Procedure Manual

<b>Title:</b> Violence in the Workplace Policy	
<b>Number:</b> HS-03-001	<b>Type:</b> Policy
<b>Effective Date:</b> 2008-06-10	<b>Last Review Date:</b> 2024-07-08
<b>Approval:</b> Council Resolution 2024-07-08	<b>Review Frequency:</b> Annually
<b>Applies to:</b> All Employees	
<b>Required by:</b> OHS Act Section 32.01(a)	

### **Purpose:**

To provide a Violence in the Workplace Policy as required by the Occupational Health and Safety Act, Section 32.01(a) and to ensure that policy is reviewed at least annually.

The Township of Southwold will be proactive in working with its employees to prevent violence in the workplace by establishing and implementing a comprehensive Workplace Violence prevention program to fulfill the requirements of relevant legislation including the:

- Occupational Health and Safety Act
- Criminal Code of Canada
- Ontario Human Rights Code
- Workplace Safety and Insurance Act

### **Application:**

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all Employees of the Township of Southwold which includes but is not limited to regular, temporary and contract employees. This policy also applies to volunteers, students, and interns. For the purpose of this policy, collectively these classifications will be called

“Employees”. This policy also applies to elected officials. Members of the general public, visitors to Township facilities, individuals conducting business with the Township of Southwold and employees of contractors or other organizations providing services to the Township are also expected to refrain from violent behavior towards employees. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

**Policy:**

The Township of Southwold is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace violence is defined in the OHSA as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

The Township of Southwold, as the employer, through delegation to the CAO and Directors will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

**Revision History:**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Notes</b>
01	2023-04-11	New version, approved by Council – replaces 2005 RITW Violence and Harassment Policy
02	2024-07-08	Annual Review by Council

**Related Policies:**

- HS-01-01 Health and Safety Policy Statement
- HS-01-03 Workplace Harassment Policy





# Township of Southwold Violence in the Workplace Policy

## **Purpose:**

To provide a Violence in the Workplace Policy as required by the Occupational Health and Safety Act, Section 32.0.1(a) and to ensure that policy is reviewed at least annually.

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Workplace violence is defined in the OHS Act as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

The Township of Southwold, as the employer, through delegation to the CAO and Directors will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Last reviewed and approved by Council 2024-07-08

Lisa Higgs,  
CAO/Clerk



Sw SOUTHWESTERN  
Public Health  
Oxford • Elgin • St. Thomas

WE DO THAT, TOO!

# Annual Report 2023



## OUR VISION

Healthy people in vibrant communities.

## OUR MISSION

Leading the way in protecting and promoting the health of all people in our communities, resulting in better health.

## OUR VALUES

- Evidence
- Collaboration
- Accountability
- Quality
- Equity
- Forward-thinking

# Community Leadership

The Southwestern Public Health Board of Health is comprised of municipal appointees and provincially appointed Order in Council positions.

The Board is accountable to the Ontario Ministry of Health and the communities of Oxford County, Elgin County, and the City of St. Thomas to ensure we deliver quality, responsive programs and services under the Ontario Public Health Standards as regulated by the Ontario Health Protection and Promotion Act.



Mayor Joe Preston  
Board Chair, City of St. Thomas



Councillor Bernia Martin  
Board Vice-Chair, Oxford County



Cynthia St. John  
Chief Executive Officer



Dr. Ninh Tran  
Medical Officer of Health



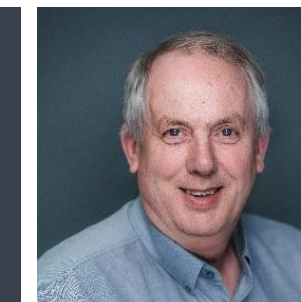
Councillor Jack Couckuyt  
Elgin County



Councillor Jim Herbert  
City of St. Thomas



Deputy Warden Grant Jones  
Elgin County



Councillor David Mayberry  
Oxford County



Councillor Mark Peterson  
Oxford County



Lee Rowden  
Provincial Appointee



Warden Marcus Ryan  
Oxford County



Davin Shinedling  
Provincial Appointee



David Warden  
Provincial Appointee



Councillor Duncan MacPhail  
Elgin County - *In Memoriam*

*In memory of Councillor Duncan MacPhail (West Elgin), whose dedication to public health and unwavering commitment to the well-being of our community will forever inspire and guide us.*

# Message from the Board of Health



As I reflect on the 2023 year and my term as Chair of the Southwestern Public Health Board of Health, what stands out most prominently is the commitment of my colleagues to the well-being of every Oxford, Elgin, and St. Thomas resident.

Public health's legislated mandate is broad and ranges from food safety to routine immunization to emergency management to safe water. Each health unit strives to shape its service delivery based on the unique needs of the communities it serves and in a way that is accessible, equitable and fair.

Through a series of staff presentations, we were informed about a new Nurse Partnership Program that connects young families with area primary care providers for pre and post-natal care, and a new comprehensive school health model that is focused on delivering a greater volume of service to the schools we know need it the most.

We had lengthy and often animated conversations about the local opioid crisis, the need to prevent dozens of overdose deaths and public health's role in this escalating and devastating tragedy. This conversation led to the commissioning of a [Feasibility Study on Consumption and Treatment Services](#) and conversations with local municipalities about their willingness to support this type of service.

Our Board governance work spans from monitoring our organization's financial health to understanding organizational risks, to exploring the opportunities to work with community partners to improve health outcomes in our communities. We also worked together to determine where additional investment was required to make changes in the shorter-term (3-5 years). All this work is done in partnership with the skillful and dedicated leadership of our Chief Executive Officer, Cynthia St. John, and our Medical Officer of Health, Dr. Ninh Tran.

As a Board, we look forward to reviewing the data that illustrates a marked improvement in the health of our community – and reporting the progress we are making in priority areas back to each of you. Lastly, to the staff, thank you for your commitment to community health and vitality – none of this would be possible without you.

Best Regards,

**Joe Preston**  
Chair, Board of Health

# Message from the CEO

2023 was the year that the dust settled on the Covid-19 pandemic response.

The pandemic was not “over,” and cases continued, but our response work lessened, and the staff team could more easily turn their attention to the other core work of public health. This included the backlog of immunizations, inspections, and other follow-up work that resulted from our intense focus on the pandemic since 2020.

As the last of our mass immunization clinics were closing, our Foundational Standards team was preparing a Board of Health presentation that would change the course of the year for Southwestern Public Health.

Upon learning that the health status of the residents of Oxford County, Elgin County, and the City of St. Thomas lagged that of the rest of Ontario in some domains, the Board of Health requested recommendations on where further investment into public health interventions could impact population health objectives over the next three to five years.

What followed was a prioritization process that looked at available data, research evidence, ethical considerations, and public health expertise to select seven priorities: climate change, substance use prevention, nurse family partnership, mental health promotion, childhood immunizations, infection prevention and control, and emergency management. Details about each of these priorities and what we hope to achieve can be found throughout this Annual Report.

None of this work, of course, would be possible without the nearly 200 nurses, inspectors, dietitians, dental hygienists and assistants, program assistants, epidemiologists, planners, health promoters and so many others who show up with passion, professionalism, and commitment every day. This staff team is the best of the best – laser-focused on improving the health of our clients and the communities we serve.

I am so proud to work for an organization that is data-driven and willing to do the hard work of prioritization. I am so grateful to work with a Board of Health willing to make such a bold, courageous investment into the health of their community.

Recently, the Ministry of Health announced a three-pronged strategy for strengthening public health that includes voluntary mergers, a thorough review of the Ontario Public Health Standards, and multi-year funding commitment. Adequate and consistent funding from our provincial funders is needed to improve the health and well-being of our communities. While I cannot predict what will unfold in 2024, I am confident that the public health leadership of our Board and staff will serve this community well throughout any transition that comes our way.

With gratitude,

**Cynthia St. John**  
Chief Executive Officer



# Message from the MOH

2023 was a memorable year for me both professionally and personally as it was my second year, and my first full year as Medical Officer of Health for Southwestern Public Health. It was also a year with a “new” Board of Health and new faces at the leadership table following the 2022 municipal election.

In the 2022 Annual Report I commented that as we transitioned our work away from a complete focus on Covid-19, I was looking forward to focusing on other critical public health issues, including the opioid crisis, climate change, and other health system initiatives.

This transition from Covid-19 to other crucial public health issues was punctuated with the closure of our mass immunization clinics in February. My work took a sharp turn with my involvement in a feasibility study entitled, “An Exploration of the Need for and Feasibility of Consumption and Treatment Services in the Southwestern Public Health Region.” The recommendations in the Report were endorsed by the Board of Health in June and we have since engaged in some challenging yet thoughtful conversations with municipalities and other community groups about this strategy and others required to combat the opioid crisis hitting our region.

Climate change is a public health issue. Global warming and extreme temperatures impact human health directly (especially our most vulnerable populations) and indirectly. For example, in a largely rural community, changes to average temperature and precipitation patterns may disrupt agricultural businesses and the production of food. As part of SWPH’s Climate Change Working Group, I provided input into the development of [SWPH’s Climate Science Report](#), a Report describing the anticipated impacts of climate change on future temperature, precipitation, air quality and ultraviolet index in Oxford and Elgin Counties. I look forward to sharing the results of the follow-up Climate Change and Health Vulnerability Assessment we are doing in partnership with the Waterloo Climate Institute at the University of Waterloo.

These two priorities were of course accompanied by work that ranged from local measles preparedness to the roll out of the new RSV vaccine to the vulnerable residents of congregate living settings, to issuing our first air quality warnings related to forest fires, to launching successful campaigns to encourage pap smears and STI testing.

I am grateful for the amazing staff, the leadership team and Chief Executive Officer, a supportive Board of Health, and great partners and residents that have supported me and SWPH in resuming our core services and tackling new challenges. I look forward to 2024 and continuing this important work.










Sincerely,

**Ninh Tran**  
Medical Officer of Health

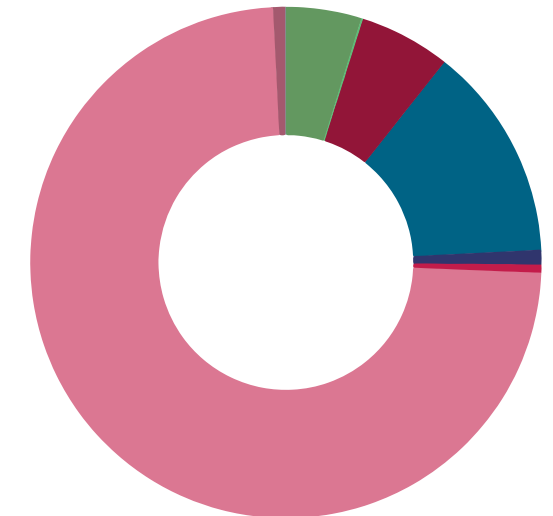


# Southwestern Public Health Financial Picture, Year Ending December 31, 2023





## Revenue

City of St. Thomas	\$1,115,063	
Clinics	\$23,880	
County of Elgin	\$1,351,194	
County of Oxford	\$3,169,783	
Interest	\$221,209	
Other fees & recoveries	\$121,776	
Province of Ontario	\$17,209,082	
PHAC	\$182,940	
Public Health Ontario	\$4,894	

**Total Revenue**                    **\$23,399,821**



## Expense

Cost shared general programs and services	\$17,183,011	
Covid -19	\$1,376,534	
100% Ministry funded programs	\$1,125,477	
Other programs & one time expenditures	\$3,136,403	

**Total Expenses**                    **\$22,821,425**



For our full 2023 Audited Financial Statements, visit our [website](#).

PREVENTABLE DISEASE

142 school immunization clinics for Grade 7 students

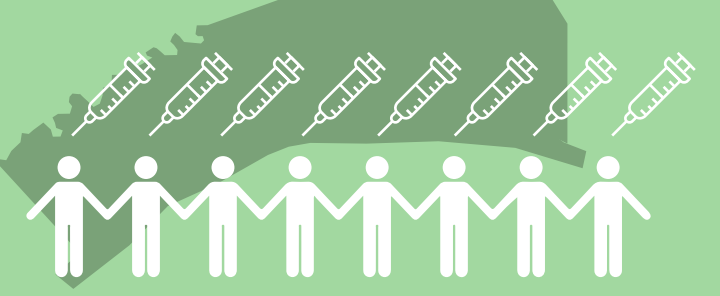


35,261 Number of students whose vaccine records were assessed for completeness



COVID-19

9633 people were immunized at SWPH clinics in 2023



SEXUAL HEALTH

2786 visits to an SWPH sexual health clinic



Visits to all regional sites for Needle Syringe Program: 6076



CHRONIC DISEASE & INJURY PREVENTION

Tobacco retailers inspected for compliance with rules for tobacco products/accessories 98%

Vapour product retailers that were inspected and received education on the Smoke-free Ontario Act 95%

Staff that received trauma-informed care and de-escalation strategies training 69%

ORAL HEALTH

8049 students were screened by the Oral Health Team

63% of students screened were found to have clinical need for preventive services

11% were found to need emergency/essential treatment

78% of those enrolled in Healthy Smiles Ontario began treatment within 16 weeks

IT

3259 IT tickets resolved



97% of staff completed Cyber Security Training

COMMUNICATIONS

1.4 Mil people reached through Facebook, Instagram & X (Twitter)

196,724 people accessed our website



HEALTHY GROWTH & DEVELOPMENT

179 online breastfeeding support referrals

525 in-depth Healthy Baby Healthy Children screens

187 prenatal screens completed 30% increase from 2022

HEALTHY SCHOOLS

2488 interactions with local schools

54% of priority schools received at least one Healthy Relationships Plus program

1264 visits to priority schools

INFECTIOUS DISEASE

All food safety and infection prevention & control inspections were conducted at licensed childcare centres



100% Institutional Outbreak Leads were trained on requirements and process surrounding identified suspected outbreaks

HUMAN RESOURCES

29 new hires in 2023



100% of staff are up-to-date with legislated training requirements

ENVIRONMENTAL HEALTH

Investigated or responded to: 629 potential rabies exposures

282 farms that employ international workers 11 food safety complaints

# Seven Priorities for Investment



Early this year, the members of the Board of Health presented an exciting challenge to us by posing the following question: If you could receive additional investment in services that would move the needle on public health outcomes over the next three to five years, where would you invest that funding and why?

The 2023 program plans were reviewed to determine if further investment could impact the population health objectives within the next three-to-five years. The following were taken into consideration as we prioritized the plans for investment: population health objective, whether it was a public health priority, and the quality and availability of data to measure the impact over time.

## CLIMATE CHANGE

**Intervention for:** Residents of Oxford County, Elgin County, and the City of St. Thomas

**Data:** The rate of heat-related Emergency Department visits in SWPH has been double to triple the Ontario rate since 2018.

The work of climate change in public health is currently focused on completing a Health Vulnerability and Adaptation Assessment which aims to understand the current and projected future risks of climate change on the people living in our region and ultimately to identify policies and programs to increase readiness for and resilience to these risks. The vulnerability assessment will improve our understanding of the current associations between weather, climate, and health outcomes. Our goal is to reduce the negative health impacts of climate change on the population.

## SUBSTANCE USE PREVENTION

**Intervention for:** School-aged Children and Youth

**Data:** Youth in the Southwestern Public Health region are trying vaping, and vaping more often, than other youth in Ontario.

Youth vaping has become a significant local issue as evidenced by reports from our local schools and school boards. At the same time, the body of evidence on the health harms related to vaping has been growing, especially for the youth population. A comprehensive health promotion approach, including policy development, school-level programming, and enforcement, will be required to reduce first-time and subsequent vaping.

**Intervention for:** Vulnerable Populations

**Data:** As of 2021, the rate of opioid-related deaths in the Southwestern Public Health region was higher than the Ontario rate.

SWPH's harm reduction work strives to minimize potential harms or negative consequences associated with using opioids, like Hepatitis C, HIV/AIDS, opioid overdoses, and deaths. With further investment in sharps management, needle supply services, naloxone support, along with training, we hope to see reduced rates of new cases of Hepatitis C and HIV as well as reduced rates of opioid-related emergency room visits, hospitalizations, and deaths.

## NURSE FAMILY PARTNERSHIP

**Intervention for:** Expectant First-time Mothers and Babies 0-2 years old

The Nurse Family Partnership is a Public Health Nurse-only home visiting program that empowers first-time moms with key tools and supports to create better outcomes for themselves and their babies. With over 20 years of high-level evidence to support this program, the NFP program is considered the gold standard of home visiting programs. First-time expectant mothers that have been negatively affected by social determinants of health, experience barriers to accessing health care services, and show the greatest needs requiring the highest level of expertise will be offered this service.

## MENTAL HEALTH PROMOTION

**Intervention for:** Residents of Oxford County, Elgin County, and the City of St. Thomas

**Data:** The percentage of people who reported their mental health as "fair" or "poor" nearly doubled among Southwestern Public Health residents from 2015/2016 to 2019/2020.

The Covid-19 pandemic negatively impacted the mental health of Ontarians and, in particular, the workforce involved with the pandemic response and those working in a support capacity. There is great value in mental health promotion activities that address the repercussions associated with a prolonged emergency state as well as preparing organizations and the community at large for future emergencies such as providing support for staff well-being, resiliency training, and managing the backlog of paused services while avoiding staff burnout. SWPH is well-positioned to focus on dedicated Covid recovery initiatives with the intention that we will pilot the mental health promotion interventions internally and then share them with partner agencies for implementation.



## CHILDHOOD IMMUNIZATIONS

**Intervention for:** School-aged Children and Youth

**Data:** Immunization coverage for Hepatitis B and Meningococcal among 12-year-olds in the Southwestern Public Health region decreased significantly between 2018 and 2021 (6.7% for HepB and 7.9% for MenC).

In addition to catch-up vaccine work that could not be accomplished during the pandemic, we have an increasing number of families in the community who do not have a regular health care provider and must turn to public health for immunizations or who are new to Canada and have not had the same vaccine access as those born in Canada. Further investment in this field will ensure we can continue to immunize children in a timely way and expand our outreach to vaccine-hesitant populations and communities who are newer to our communities and also require translation and interpretation services (i.e. Punjabi, Hindi, Mandarin, Ukrainian).

## INFECTION PREVENTION AND CONTROL

**Intervention for:** Employees of Congregate Living Settings

**Data:** There was only one reported outbreak in a congregate living setting in 2019. In 2022, there were 67.

Between 2019 and 2022, for example, the number of respiratory outbreaks in long-term care and retirement homes in our region each year more than doubled. Because of these increases, it is anticipated that the need for education and management of outbreaks in long-term care and retirement homes (LTC/RHs) will continue to require resources in the future beyond our normal complement. Further investment in this public health priority would enhance the promotion of infection prevention and control measures in our LTC/RHs, childcare facilities, group homes, and other congregate living settings such as migrant farm housing across the region.

## EMERGENCY MANAGEMENT

**Intervention for:** Municipal Partners and Emergency Services in Oxford County, Elgin County and the City of St. Thomas

In the wake of the Covid-19 pandemic, there has been significant attention on emergency preparedness among local public health units, as evidenced by the [2022 Chief Medical Officer of Health report](#) that advocated for increased funding and human resources for emergency preparedness activities.

Emergency Response planning has focused on building internal organizational capacity to respond to and recover from the next emergency. This work will include building stronger networks and partnerships with local municipalities and health system partners for a more coordinated and effective response to all emergencies in the SWPH catchment area.



WE DO THAT, TOO!

**St. Thomas Site**  
1230 Talbot St.  
St. Thomas, ON  
N5P 1G9

**Woodstock Site**  
410 Buller St.  
Woodstock, ON  
N4S 4N2

1-800-922-0096  
[swpublichealth.ca](http://swpublichealth.ca)



July 2, 2024

# Homeless Encampments in Ontario:

## A Municipal Perspective



## Introduction

As homelessness escalates in its scope, visibility, and complexity, communities in Ontario are seeing a rise in homeless encampments. In 2023, at least 1400 homeless encampments existed in Ontario's communities.<sup>1</sup> Their existence is not unique to large urban centres and can now be found in all types of communities including urban, small town, rural, and northern Ontario.

Encampments are the latest expression of a homelessness crisis decades in the making. These encampments are a tragic result of cracks in the foundations of our housing, health, and social systems and are a public policy failure by successive provincial and federal governments. A lack of intergovernmental cooperation and integration of effort, and insufficient supply of affordable housing have compounded matters.

While municipalities did not create the homelessness crisis, they are being forced to manage it without the resources or tools to sufficiently respond. Municipalities are often caught balancing the important needs of unsheltered people living in encampments, who deserve to be treated with empathy and respect, and a responsibility to ensure our communities are safe and vibrant places for all residents.

Concrete solutions to this crisis are needed now. Provincial and federal governments need to take responsibility for the policy decisions that have led to this crisis and take a leadership role in finding solutions. This must include substantial new investments and policy changes to address the root causes of homelessness, stave off the growth in encampments, and connect people already living in encampments with the supports they need right now.

This abdication of leadership has meant that municipalities and citizen groups are increasingly looking to the courts for guidance. This leads to adversarial approaches and increases complexity in a way that puts us farther behind. Municipalities need clear guidance from the provincial government regarding how to address encampments when resource realities and the rights of groups and individuals appear to be at odds.

In a province as prosperous as Ontario, homeless encampments cannot be the best we can do for our residents, communities, and businesses. We know we have the capacity to solve this problem. All that we need is the resolve.

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<sup>1</sup>AMO Survey of Municipal Service Managers and DSSABs, December 2023

# Ontario Municipalities Are Committed to Meeting Rights Obligations

Municipalities have long understood the critical importance of housing in the health, safety, and well-being of individuals and families.

Ontario's municipalities are also fully committed to meeting all their obligations under the *Charter* and the *Ontario Human Rights Code*. But in the context of substantial growth in needs and declining resources, interpretations of what these obligations are, and how to meet them are increasingly at odds.

In responding to homeless encampments, many municipalities are following guidelines provided by experts in rights-based approaches<sup>2</sup>, including the importance of:

- Meaningfully engaging with individuals living in encampments, including ongoing good faith discussions with as many encampment residents as possible to understand concerns and provide supports;
- Exploring viable alternatives to encampment evictions or removals, such as offering alternative housing solutions – like tiny homes, shelters, rent supplements or re-locating encampments from dangerous or inappropriate sites;
- Supporting encampment residents' access to essential services, such as drinking water, waste management, and sanitation facilities;
- Respecting encampments residents' belongings; and
- Working with encampment residents and police forces to develop and implement encampment safety protocols.

Many municipalities across Ontario have implemented innovative approaches to encampments that have improved circumstances for both encampment residents and the broader community.

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<sup>2</sup>The Shift Municipal Engagement Guidance, Homeless Encampments – [The Shift](#), 2023

**Case Study 1:**

Municipality A – a regional municipality – found an alternative to a large encampment on municipal land. There were health and safety risks resulting from fires, pests, unsanitary conditions and serious criminal activity and unsanitary conditions. To protect the residents and to prevent further damage to the property, the upper tier municipality worked with a lower tier municipality and participating community partners to find an interim housing solution. A supervised transitional housing site was established on municipal land with 50 cabins to provide temporary shelter. On-site services help residents meet basic needs, connect to services and permanent housing options. These efforts are complemented by a new Council-approved and funded plan to end chronic homelessness.

**Case Study 2:**

Municipality B – a northern municipality with a large Indigenous population – implemented a protocol to manage encampments on public property with an explicit commitment to a rights-based approach. It requires that the municipality exhaust options for engaging with and moving each individual to a safer indoor space before encampment removal is considered. Respect for and protection of Indigenous rights is a key commitment. The protocol outlines the roles and responsibilities of various municipal players, centering the provision of services around the principles of housing first and the safety of encampment and broader community residents. The local District Social Services Administration Board collaborates to provide support services such as outreach, emergency shelter and housing help assistance.

**Case Study 3:**

Municipality C – a large municipality – focused on a human rights-based outreach to meet the basic needs of high acuity unsheltered homeless individuals through an innovative service hub and mobile depot model. This approach was implemented within the context of a Whole of Community System Response, building upon a robust existing emergency shelter and housing supports system and provision of new mental health and addictions services plus 600 highly supportive housing units. Encampment health and safety review protocols are in place to guide municipal staff and community partners when supporting and managing encampments in a way that balances the public and private interests of public spaces while allowing for temporary shelter. This includes identifying situations where encampments are able to remain with supports and situations where they are restricted or significant interventions including removal are required. It also sets out rules for inhabitants of encampments to ensure health and safety (e.g. limiting the size and not allowing open fires or combustibles). These protocols also allow for identification of any challenges, unmet needs and/or resources required to respond to and support social and health service care planning.

But almost five years out from the beginning of the pandemic, many municipalities with long-term encampments are experiencing an erosion of community will, trust and buy-in for solutions. Tensions arise between individual and community obligations when municipalities respond to encampments. There is often a lack of consensus between what encampment residents need, what community members want, what human rights advocates are calling for, and what municipalities believe they must do to fulfill their roles and responsibilities to all residents.

Some people living in encampments refuse offers of shelter or housing options, opting to continue living in an outdoor encampment for various reasons. There are situations when it is necessary to re-locate and/or remove encampments and find other alternative options.

It is not a sustainable, long-term solution for municipalities to allow the normalization of encampments. Municipalities need to act in the best interests of the homeless and their communities to find other solutions.

## **Municipalities Need Flexibility to Respond to Complexity**

Municipalities recognize the challenging circumstances that lead people to end up in encampments. These community members have complex needs that municipalities do their best to meet, with the same respect, dignity, and compassion afforded to all municipal residents.

But municipal responsibilities go beyond supporting encampment residents. Municipal governments are responsible for ensuring community health and safety through public health, by-law enforcement, paramedicine, fire, and policing services.

Homeless encampments are mostly unplanned environments without the infrastructure and amenities to make them healthy and safe places for the inhabitants residing there. As a result, the proliferation of homeless encampments can result in substantial risks to both encampment residents and the broader community.

This is why municipalities have by-laws to prohibit certain activities on properties that may cause personal injury or damage to the lands. This often includes bans on camping and erecting unauthorized structures. Municipalities are also obligated to exercise powers under the *Fire Protection and Prevention Act* to remove or reduce an immediate threat to life. Municipally-led public health agencies work to prevent transmission of infectious diseases, while municipal police forces must enforce the Criminal Code to ensure public safety.

Meeting all these obligations in a way that respects everyone's rights and needs is not always straight forward, and frequently requires significant judgement as situations can quickly become complex:

## **Case Study 1:**

Municipality X – a mid-sized city with a significant student population – had a significant encampment in a major public park for over two years. At its largest, the site housed over 100 residents and included many unsafe structures. Violence and illegal activity, including fentanyl trafficking, became common place as policing became dangerous and ineffective. Numerous serious fires created threats to life and inflicted major damage. Outreach workers continued to provide health and support services and repeatedly offered alternative housing options to all individuals in the encampment. While many residents were successfully transitioned into housing, a number refused to leave unsafe structures.

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## **Case Study 2:**

Municipality Y – a large upper tier municipality – experienced an encampment of approximately 50 people established on municipal land used to support public transit. The municipality quickly mobilized intensive community social service resources and incurred significant costs to provide security and regular site clean-up. Despite efforts to meet the needs of residents, it was determined that the conditions at the encampment, including fires, pests, unsanitary conditions, and serious criminal activity posed a risk to health and safety as well as damage to the land, so removal was sought. Alternative shelter and housing solutions to the encampment were provided, including 50 new transitional housing units.

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## **Case Study 3:**

Municipality Z – a northern urban community – had many encampments in parks, roads and private property. After an encampment resident tragically died after creating a fire inside their tent, municipal fire services educated residents about how to stay warm in a safe manner, but the risks remained. Municipal law enforcement officers work together with social services staff first to connect with the residents to seek a resolution. The approach is open, transparent, and outlined publicly in a municipal protocol. In addition, a guidance document was developed by a third-party expert in homelessness service delivery planning. There is an emphasis on finding solutions through housing and other support services to resolve encampment situations. Council is going further to implement a plan to end chronic homelessness by 2030.

Municipal governments across Ontario experience challenges ensuring the health and wellness of inhabitants of encampments. First responders such as paramedics are often called in response to emergency situations or to provide community paramedicine services. Encampment inhabitants have had serious health conditions including life threatening ones. People have been hospitalized and, in a few cases, even died. Health risks come from extreme weather exposure, carbon monoxide poisoning, fires, and from smoke inhalation because of the use of heating and cooking devices within tents and other structures. Others have suffered from frostbite, resulting in amputations of fingers and toes.

In many of these circumstances, removal of encampments was deemed necessary to preserve the safety of both the residents of the encampments and the broader community.

Municipalities understand that alternative shelter options must be identified before removing encampments. They understand that in some circumstances, the ongoing existence of an encampment might be the best option – regardless of implications for others’ access to parks, manageable safety concerns, or impacts on businesses and community quality of life. They understand the need to educate their staff, officials, and the broader public on the rights that all residents have.

However, a categorical ban on encampment removals under any circumstance or a sense that enforcement does not have a role in encampments management simply doesn’t reflect the complex situation in which Ontario finds itself. Pretending otherwise does a disservice to the many dedicated municipal staff and officials who find themselves trying to rectify an untenable situation.





# Federal and Provincial Government Leadership Is Needed Now

Municipalities have an important role to play contributing to solutions to homelessness and supporting those in encampments. But the scope of action and investment required to adequately address encampments far outstrips municipal fiscal capacity and jurisdiction.

## Provincial Action Required

Progress on encampments depends primarily on action and leadership from provincial government to address the root causes of homelessness, namely:

- **Growing Income Insecurity:** Across the province, a growing number of Ontarians can no longer afford the basic necessities of life. In Ontario, 45% of tenant households spend 30% or more of their total income on shelter. This is the highest rate across the country. By 2025, approximately 160,000 households will spend more than 50% of their income on rent, putting their housing at risk and increasing the likelihood of them becoming homeless. Food bank use in Ontario has skyrocketed, increasing 42% over the past 3 years alone. One-third of these visitors were using food banks for the first time, including growing numbers of workers.<sup>3</sup> When people can't afford to pay rent and feed themselves and their families, they aren't able to work, take care of their kids, or contribute to the community. Despite recent increases to the Ontario Disability Support Program (ODSP) rates, in real terms ODSP and Ontario Works rates have never been lower, having not kept up with inflation for decades. Outdated and overly complicated rules keep people in poverty. Increasing social assistance rates and transforming social assistance to better help people to get back on their feet and fully participate in the economy will be a critical part of making progress on homeless encampments.

**Social Assistance** – Currently, because they do not have shelter costs, people who are homeless are not entitled to receive shelter benefits. This means that homeless people on ODSP/OW receive around \$500/\$400 less per month than the average monthly rates (\$1308/\$733). Amending OW and ODSP policies to provide the shelter allowance to homeless individuals is a key way that the province can make progress on homelessness.

<sup>3</sup> Feed Ontario – The Hunger Report (2022).

- **Insufficient supply of deeply affordable housing:** Deeply affordable housing includes a range of approaches – from government-owned buildings, to rent subsidies, to non-profit housing and co-operative developments – to provide housing for individuals who are unable to afford market rents. It is a smart way to invest tax dollars in community well-being and economic prosperity by providing people with dignity, opportunity, and a better quality of life. The wait list for government subsidized housing assistance in 2018 was 215,000 people. According to recent Canada Housing Renewal Association study, an additional 143,225 units of deeply affordable community housing is needed in Ontario by 2030 just to meet the OECD average.<sup>4</sup>

Most social housing stock in Ontario has been made possible by past significant federal and provincial investments, primarily between the 1960s and 1990s. However, provincial commitment has been limited since downloading responsibility for social housing to municipalities in the 1990s. Ontario remains the only jurisdiction in Canada where social housing is a municipal responsibility. Each year, municipalities spend approximately \$1 billion in connection with provincial housing programs.<sup>5</sup> During the pandemic, many municipalities invested in additional deeply affordable housing assistance to meet demand. Property taxpayers, including people on fixed incomes, cannot support the kinds of investments needed to keep up with demand.

**The National Housing Strategy** lays a good foundation for action. However, the recent temporary federal-provincial disagreement on the proposed Ontario provincial action plan put over \$350 million in NHS funding at risk, highlighting a fundamental lack of intergovernmental alignment and the overall disconnect between community housing needs, targets, and resources. There is a need to fundamentally re-think the way that community housing is funded in Ontario. Collaboration and integration of effort to a shared commitment to end homelessness is absolutely required.

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<sup>4</sup> Deloitte, Canadian Housing and Renewal Association and Housing Partnership Canada: [The Impact of Community Housing on Productivity](#), 2023.

<sup>5</sup> Financial Accountability Office of Ontario – Ontario’s Housing and Homelessness Programs (2021)

- **Inadequate Approach to Mental Health and Addictions:** Ontario is also experiencing a mental health and addictions crisis that intersects with and contributes to homelessness. People with poor mental health are more vulnerable; homelessness exacerbates mental illness – a tragic and costly cycle. Approximately 30-35% of those experiencing homelessness and up to 75% of women experiencing homelessness struggle with mental illnesses.<sup>6</sup> Ontario’s Roadmap to Wellness program was a step forward in addressing mental health and addictions challenges in Ontario. But progress has been slow, waitlists for addictions treatment programs remain far too long, and government action has not focused enough on people with complex social needs and the importance of integrating health and social supports. Inconsistent access to mental health and addictions services across the province results in gaps for many rural and northern communities that prevent progress on homelessness.

**Supportive Housing** – Supportive Housing is deeply affordable housing with on-site supports that helps individuals achieve housing stability, preventing a return to homelessness, especially for people with mental health conditions and addictions. Significantly more supportive housing units are needed urgently. Estimates of the shortfall of units in 2017 range from between 30,000 to 90,000.<sup>7</sup>



<sup>6</sup> [www.homelesshub.ca/about-homelessness/topics/mental-health#:~:text=People%2520with%2520mental%2520illness%2520experience,experiencing%2520homelessness%2520C%2520have%2520mental%2520illnesses](http://www.homelesshub.ca/about-homelessness/topics/mental-health#:~:text=People%2520with%2520mental%2520illness%2520experience,experiencing%2520homelessness%2520C%2520have%2520mental%2520illnesses)

<sup>7</sup> Wellesley Institute – [Supportive Housing in Ontario: Estimating the Need](#) (2017)

It will take years to reverse the systemic issues created by decades of policy choices made by successive provincial governments. In the interim, provincial leadership and investment is required to:

- **Expand the emergency shelter system:** Emergency shelters already under strain are ill-equipped to respond to increasing demands driven by growing numbers of asylum-seekers and sky-rocketing rents.
- **Establish Homeless Encampment Guidance:** Provincial guidance is urgently needed to ensure an appropriate and consistent approach to encampments in a complex and evolving legal and policy landscape. The abdication of leadership by the provincial government and resulting adjudication by the courts is costly and slow, creating unclear and unrealistic expectations, and feeding divisions at the community level. Establishing and reinforcing principles and parameters at a provincial level, consistent with the statutory obligations, will allow municipalities to focus on what they do best – providing services to citizens aligned with local needs and circumstances – without the impossible task of reconciling provincial policy choices at odds with group or individual rights.
- **Cost-match federal encampment funding:** The 2024 Federal Budget announced an additional \$250 million in dedicated funding to addressing encampments with a call out to provinces and territories to cost match this investment. The provincial government must heed this call and provide the matching funds.

## Federal Government

AMO applauds important demonstrations of federal government leadership on non-market housing and homelessness, including the 2018 National Housing Strategy, the 2019 Reaching Home Initiative, and most recently elements of the 2024 Canada's Housing Plan, including the Affordable Housing Fund, the Rapid Housing Initiative and the Rental Protection Fund.

Sustained, concerted, significant action across all governments is needed, however, to truly make progress. The federal Parliamentary Budget Officer has determined that the funding is still insufficient to meet the target of reducing chronic homelessness by 50%. This will require additional investments of \$3.5 billion a year across Canada. This is 7 times the current funding level. Recent federal-provincial disagreements in the context of the National Housing Strategy highlight the need for stronger inter-governmental collaboration on community housing and homelessness across all three orders of government.

AMO supports the federal Housing Advocate's call for a federally-led National Encampments Response Plan. This Plan must, however, preserve municipal flexibility and respect provincial (and in turn, municipal) heads of power, jurisdiction and rights. This is necessary to meet broader responsibilities and respond to specific circumstances

effectively. It cannot include recommendations from the federal Housing Advocate's report such as a ban on forced removals in any circumstances.

## How Can Municipalities Navigate in the Interim?

While provincial and federal action is urgently required, municipal governments are responding to immediate needs in their community that cannot be delayed by insufficient support from other orders of government.

An evolving legal landscape and the proliferation of guidance from different sources about how municipalities should respond to homeless encampments can create challenges for municipalities and service partners trying to assess options.

Individuals do not have a right to camp anywhere they choose on public lands, at any time. Nor do those who decline appropriate alternative shelter options have a right to continue to reside in encampments.

Municipal governments must implement solutions that are effective, appropriate, feasible, practical, and in compliance with Ontario and Canadian law including but not limited to human rights legislation. For example, in contrast to some guidance, municipal police forces cannot be ordered by municipal councils to stop enforcing the Criminal Code by decriminalizing drug use in encampments. Municipal police forces also cannot abdicate their public safety responsibilities, which is incompatible with suggestions to fully de-centre policing as a municipal response.

Some guidance has stated categorically that municipalities must stop all removals on public lands, going beyond current legal obligations. The Shift's [Homeless Encampments: Municipal Engagement Guidance](#) was developed in collaboration with municipalities, housing and health experts and provides helpful and practical advice.

While each municipality faces unique facts and circumstances that require independent legal assessments and advice, considering these key factors as they make hard decisions about the best options for their communities can help municipalities to mitigate legal risks:

- **Alternative shelter options for individual encampment residents are critical:** Removing encampments from public lands when there is no alternative shelter space for encampment residents has been found to violate the *Charter* right to life, liberty and security of the person. Alternative shelter options include spaces in emergency shelters or alternative tenting locations, among others. It is not the case that municipalities must demonstrate capacity for all homeless individuals within a municipality to clear an encampment, but it is important that each individual in the encampment under consideration for removal have a specifically identified shelter option.

- **Location of alternative shelter options:** An important factor in whether alternative shelter locations are appropriate is their accessibility to services – such as food banks, health services, or sanitation facilities – that provide the basic necessities of life. Ways to enable access to these services – such as public transit or mobile service delivery options – should be considered.
- **Public use of occupied space:** How public lands where encampments have arisen are designated for use is an important factor. Encampments located in major parks that are heavily accessed by the public are different from encampments located on empty lots. The degree to which the presence of an encampment impedes public use of space may be a relevant factor, particularly from a public safety perspective.
- **Protected groups and homeless encampments:** *The Ontario Human Rights Code* prohibits actions that discriminate against people based on protected grounds like race, disability, and sex in social areas that include housing and services. Because of the over-representation of groups such as Indigenous people, people with mental health and substance use conditions, or gender-diverse individuals in homeless encampments, there is an elevated risk that actions related to homeless encampments can create or exacerbate disadvantage based on prohibited grounds.

Ultimately, municipalities should be:

- Assessing risk to the unsheltered homeless, community residents and the municipality and identify actions to mitigate them.
- Assessing compliance of planned actions with the *Charter* and the *Ontario Human Rights Code* by consulting legal counsel.
- Providing outreach to people living in homeless encampments and engaging them about solutions about their individual circumstances.
- Engaging and developing solutions with people with lived experience of homelessness to ensure the proposed approach is appropriate and responsive to the needs and experiences of people experiencing homelessness.
- Focusing on the needs of and appropriately engaging Indigenous People in the community, given their over-representation in the homeless population, must inform the response.

## Conclusion

Homeless encampments are the most recent symptom of much deeper system failures that are compromising the foundations of our social and economic prosperity.

It's time for the provincial and federal governments to play a leadership role in solving this crisis and addressing the root causes of homelessness.

Ontario's municipalities are ready to work with provincial and federal partners to end both homeless encampments and chronic homelessness in Ontario.



**Disclaimer:** This document is not to be construed as the provision of specific legal advice for local situations. Municipalities and organizations should seek legal counsel's advice on questions regarding compliance with applicable laws. This document does not attempt to comprehensively cover every possible situation that may arise with encampments and is timely at the date of its publication. Municipal governments should endeavour to keep apprised of developments in law, and to learn from each other what works and what does not with the circumstances of their local situation.



**Association of Municipalities of Ontario (AMO)**

155 University Ave., Suite 800, Toronto, ON M5H 3B7

Telephone direct: 416-971-9856  
Fax: 416-971-6191  
Toll-free in Ontario: 1-877-4-AMO-LAS (1-877-426-6527)  
E-mail: [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Website: [www.amo.on.ca](http://www.amo.on.ca)





July 2, 2024



**The  
Opioid Crisis:**

**A Municipal Perspective**



## Introduction

For nearly a decade, the opioid crisis and the increasingly toxic drug supply have devastated communities across Ontario. In 2023, more than 2,500 Ontarians died due to opioids, in communities big and small, rural and urban, northern and southern. These losses and resulting impacts on families, friends and communities are a tragedy.

In addition to its human toll, the opioid crisis has had a profound social and economic impact on municipalities across Ontario, including significant budget pressure on key municipal services, like emergency response, homelessness prevention and affordable housing, and public health services.

The public and communities are understandably frustrated by the lack of a real plan to address what has become a humanitarian crisis in Ontario. This is contributing to increasingly divisive political rhetoric around these complex challenges that distract from the lack of action and lead us further from real solutions. The path forward on the opioid crisis cannot be a debate between public safety and public health – it must be a balanced approach. There is no healthy community that isn't also safe. And there is no safe community where people aren't also healthy.

As outlined in previous AMO reports on the [opioid overdose emergency](#) and the need for an [integrated approach to mental health and addictions](#), the root causes of the opioid crisis are multi-faceted and compounded by decades of provincial failure to adequately invest in social systems that support income security, provide deeply affordable housing, and prevent or address mental health and addictions. A complex challenge like the opioid crisis cannot be solved by simple, short-term, stand-alone solutions. To meaningfully address this crisis, action is needed across a whole continuum of interventions, including investments in prevention, treatment, and enforcement/justice systems, and harm reduction. These actions are inherently connected and supportive of one another.

Municipalities are the front-line of addressing the toxic drug crisis but can't solve it alone. We urgently need provincial leadership and meaningful action.

## Ontarians of different backgrounds are dying from the toxic drug crisis.

A 2021 study revealed that nearly **60 percent of people who died from opioid toxicity were employed** and one-third of these people worked in the construction industry.<sup>1</sup>

**The impacts of opioid-related deaths are worse for urban Indigenous people (88 percent of Indigenous people in Ontario).**<sup>2</sup>

Additionally, First Nations are largely over-represented in opioid-related deaths, with a mortality rate approximately 4 times higher than the rest of the population.<sup>3</sup>



Almost 50 percent of people who died from opioid-related toxicity **have not been diagnosed with opioid use disorder** (opioid addiction) in the previous five years.<sup>4</sup>

Between 2013 and 2021 the rate of opioid-related deaths among youths in Ontario **increased by more than 360 percent** while the rate of youth seeking opioid agonist therapy decreased by more than 50 percent.

# Municipalities are on the Frontlines of Responding to the Opioid Crisis

As the order of government closest to people, municipalities are responsible for delivering public health programs; providing emergency services and tools for community safety; responding to the homelessness crisis; and funding, maintaining, and expanding deeply affordable housing. This role has put municipalities at the front lines of responding to the opioid crisis that continues to impact communities across Ontario.

While the crisis reached a peak during the COVID-19 pandemic with more than 2,800 deaths related to opioids in 2021<sup>5</sup>, the drug supply in Ontario has grown even more toxic and the number of deaths remains higher than pre-pandemic levels. This crisis is not confined to Ontario's urban centres. Opioid-related deaths are occurring across the province. In 2023, opioid-related deaths were reported in all Public Health units from Timiskaming Health Unit with a population of just over 32,000 to Toronto Public Health with a population of nearly 2.8 million. Five of the top 10 communities with the highest rate of opioid-related deaths in 2023 are located in northern Ontario.<sup>6</sup>

In addition to the human toll, the opioid crisis has had real impacts on local economies and quality of life that municipalities are not equipped to manage alone. Unlike municipalities in other provinces and territories, Ontario municipalities are responsible for cost-sharing and delivering public health programs. These programs include those that prevent or delay substance use, reduce the harms associated with problematic substance use, support health system partners to re-orient health services and meet population needs, including treatment and recovery services.

Ontario municipalities also play a unique role in social housing where municipalities and District Social Services Administration Boards (DSSABs) are tasked with co-funding, planning and administering community housing and homelessness prevention programs in Ontario.<sup>7</sup> According to the Financial Accountability Office of Ontario, municipalities spend approximately \$1 billion each year on housing programs in addition to provincial and federal spending.<sup>8</sup> Municipalities continue to grapple with the homelessness crisis, and the dramatic increase in homeless encampments across Ontario, that is interconnected with the toxic drug crisis. In a 2018 survey by Employment and Social Development Canada, addiction or substance use was the most commonly cited reason for housing loss, with more than 25 percent of respondents saying that substance use was a reason for their most recent housing loss.<sup>9</sup> Another study by the Institute for Clinical Evaluative Sciences found that one in six people who died from opioid overdoses in 2021 were homeless compared to one in 14 in 2017.<sup>10</sup>

The opioid crisis impacts emergency services delivered by municipalities. The Canadian Centre on Substance Use and Addiction estimates that more than \$250 million in police and paramedic costs in 2020 can be partially or fully attributed to opioids.<sup>11</sup> Fire Services are also seeing dramatic call volume and cost increases. Municipalities are bearing the majority of these cost pressures.

The toxic drug crisis is devastating individual lives, families, and communities across Ontario. Municipalities are building partnerships within their communities, sharing information, and delivering supports and services on-the-ground every day. But they cannot do it alone. Provincial and federal leadership is needed to move beyond the political rhetoric and take concrete action to bring all resources to the table and to address this crisis.

## A Complex Problem Requires a Multi-Faceted Solution

The opioid crisis is complex. Its root causes are intertwined with broader societal challenges like homelessness, poverty and the increasing cost of living, mental illness, criminal justice, and intergenerational trauma carried by Indigenous communities. We must resist becoming overwhelmed by this complexity and doing nothing. We must also recognize that short-term, stand-alone interventions will not provide the solution.

### Prevention

Addressing the opioid crisis over the longterm will depend on slowing the flow of people into addiction in the first place. Investments in prevention could help give people, especially young people, different paths than substance use. These interventions should be culturally-relevant for the diversity of people in Ontario. Given that 88 percent of Indigenous people in Ontario live off-reserve in municipalities,<sup>12</sup> this approach should also include Indigenous-led approaches. In addition, provincial action on the social determinants of health – including fixing Ontario’s broken income security and affordable housing systems – is desperately needed.

AMO supports the City of Toronto’s call for a coordinated federal-provincial-municipal response to the opioid crisis based on the following evidence-based priorities:

- Opening 24/7 Crisis Centres to relieve pressure on emergency departments and provide appropriate care and case management supports;
- Expanding access to evidence-based treatment for substance use to ensure people who want to recover can receive the care they need in a timely fashion;
- Supportive housing to address complex needs and provide a safe foundation for recovery;
- Cross-sector collaboration, featuring wrap-around social supports and referral pathways to primary care; and,
- Robust evaluation and monitoring with a pathway to permanent, long-term provincial funding for healthcare services based on results.

There are international models that could be considered and adapted to the Ontario context. For example, the Icelandic Prevention Model involves the collaboration of stakeholders that are in the immediate vicinity of children and young people who are mobilized make societal changes that can increase the likelihood that young people will use their time in a positive, constructive way.<sup>13</sup> The CHAMPS model (CHildren AMplified

Prevention Services) from the United Nations Office on Drugs and Crime is also useful for implementing interventions for the population at large, for groups particularly at risk, and for symptomatic individuals including those with signs of substance initiation.<sup>14</sup>

These and similar models are being piloted within Ontario. However, prevention funding must be longterm, sustainable, and substantial to have population-level benefits. Prevention is the way out of this crisis in the long-term, but those results will not follow a four-year election cycle.

Municipalities are experts in delivering programming that supports community well-being, community engagement and recreation and could be an important partner in implementing longterm prevention programs across Ontario.

## Treatment

Everyone agrees that we need better access to evidence-based treatment. While the province has made progress through Roadmap to Wellness, waitlists are far too long, medically supervised withdrawal management remains unavailable to too many, and 24/7 crisis beds are rare. According to data from ConnexOntario, wait times for bed-based treatment, counselling and withdrawal management can often take months and sometimes up to a year.

A comprehensive treatment approach should include a range of holistic and evidence-based treatment options with same day access (e.g., bed-based, outpatient, outreach, and virtual), including culturally-appropriate Indigenous-led approaches. While bed-based treatment services are an important component, they are very expensive and are not always the best treatment option for all people in need of care.

There has been a growing conversation about whether legislative changes to permit involuntary treatment for substance use disorder are needed to address this crisis. Right now, people across Ontario want access to voluntary treatment medications, counselling, or bed-based services, but can't get it fast enough. Emphasis should be on providing treatment to those who want it rather than being pulled into contentious debates that will distract from making progress on this crisis.

### Involuntary Treatment

Research shows that voluntary treatment consistently outperforms involuntary treatment, which has limited benefits, high costs, and legal and ethical issues.<sup>15,16,17</sup> Involuntary treatment can be a traumatic experience that does not improve the individual's health and has been shown to substantially increase the risk of overdose after release by decreasing a person's tolerance without effectively treating their substance use disorder.<sup>18,19</sup> Involuntary treatment models also risk violating sections 7 and 15 of the Charter of Rights and Freedoms<sup>20</sup> and have been opposed by United Nations entities.<sup>21</sup> Scaling up voluntary, evidence-based, low-barrier treatment options will more effectively treat addiction and reduce the risk of overdose associated with untreated or inappropriately treated substance use disorders.<sup>22,23</sup>

## Enforcement

Political rhetoric around decriminalization has taken too much focus in recent months and has become a distraction from taking concrete actions that would have an immediate impact on the ground.

More help is needed for first responders, who are increasingly supporting individuals in crisis due to mental health and substance use challenges.

Paramedic students require enhanced training on mental health and addictions in order to provide appropriate care to those in crisis as well as resiliency training to ensure they can care for their own mental health and well-being. There is broad agreement on the need to better connect people to treatment. The province should continue to explore opportunities for paramedics to play a role in connecting people with opioid agonist therapy (e.g., Suboxone).

Police are increasingly encountering people who use substances who may be a harm to themselves or others. While the *Mental Health Act* gives authority for police to apprehend people who may be a safety risk, it does not provide sufficient clarity to police about where people can be taken for help. Neither emergency departments nor correctional services are good locations to access supports. Other models, like 24/7 crisis centres and regional detox facilities should be considered and scaled up to provide one-window access to support and places for police and paramedics to bring people in crisis.

### A 24/7 Crisis Centre Model

The Mental Health and Addictions Crisis Centre in London, Ontario was launched in 2016 to support individuals experiencing a mental health and addictions crisis. The Centre offers crisis stabilization space and information and supports for people experiencing mental health and/or addiction-related concerns, alleviating pressures on hospital emergency departments. It is open 24/7 for walk-ins and for police and paramedics to drop off or transfer individuals in need of supports. In 2023/2024 the Centre diverted more than 1,600 incidents from emergency departments. This model has proved to be highly effective in providing care within the community while diverting individuals from emergency departments and emergency services.

## Harm Reduction

Harm reduction includes policies, programs and practices that aim to reduce the negative health, social and economic consequences that may ensue from the use of legal and illegal psychoactive drugs, without necessarily reducing drug use. Given the toxicity of the drug supply in Ontario, harm reduction can keep people safe until they

are ready to access treatment or another path. There are significant benefits from a resource perspective, as the overdose-related impact on police, paramedics, and hospitals can be mitigated and capacity allocated to other priorities.

AMO welcomes recent provincial investments in mobile crisis response teams that bring addictions care into the community. The province should further expand this model and put it on long-term, sustainable footing so that these teams have the capacity to engage more people who use substances and help connect with the harm reduction and treatment supports they need.

Supervised consumption sites are an important component of Ontario's harm reduction approach. A recent study of supervised consumption sites in Toronto found that a city-wide reduction in overdose mortality rate of 42 percent after the implementation of supervised consumption sites. In addition, neighbourhoods containing or near these sites had the greatest reduction in overdose death rates.<sup>24</sup> Supervised consumption sites can also contribute to healthcare savings. A study of a supervised consumption site in Calgary found that \$1,600 in savings is generated for every overdose managed at a supervised consumption site.<sup>25</sup> To further support the most vulnerable people, these sites should support current drug-use patterns, including drugs consumed by inhalation, since nearly half of deaths involved inhalation between 2018 and 2021.<sup>26</sup>

The evidence shows that these sites help save lives. They should be approved and funded based on demonstrated local need and community engagement. A number of supervised consumption sites that were helping community health and well-being have been forced to close due to a lack of provincial funding. Municipalities should not be struggling to fund locations that their local community has deemed necessary from the property tax base or short-term partnerships with health care providers. Local governments know what their communities need, but they cannot and should not fund these healthcare costs.

### What are supervised consumption sites?

The provincial government funds 17 Consumption and Treatment Services sites in Ontario, with only one in Northern Ontario. All CTS sites are required to provide wrap-around services including pathways to mental health and substance use treatment services. Most CTS sites in Ontario are run by Community Health Centres or local public health units. These organizations go through a rigorous review process including significant community consultation to ensure public safety. Additionally, Urgent Public Health Needs are temporary supervised consumption sites that are approved by the federal government, but don't receive any provincial funding.



There is also emerging evidence that safer supply programs are having a positive impact on both individuals and communities.<sup>27</sup> Safer supply is prescribed medication as a safer alternative to the toxic drug supply and can also involve connecting participants with broader health and social services, like counseling, employment or housing supports. Safer supply pilots in Ontario are primarily funded through time-limited federal programs set to expire next year. A sustainably-funded provincial program that provides a prescribed safer supply as one part of a continuum of interventions after people have tried more traditional treatments like opioid agonist therapy could ensure consistent programs and long-term evaluation. For example, through a provincial program, controls could be put into place to mitigate risks like diversion and ensure wrap-around supports are provided to participants.

**How could a provincial safer supply program help?** A study from the Ontario Drug Policy Research Network reviewed 20 publications outlining qualitative and/or quantitative results from safer supply programs in Canada. This review revealed that participants in safer supply programs reported decreased criminal involvement, had fewer fatal and non-fatal overdoses, fewer emergency department visits and hospitalizations, and improved physical and mental health.<sup>27</sup>

Different municipalities will have different perspectives on whether, where and how harm reduction interventions make sense in their community. This is the role of municipal government. But these important tools need to be broadly available to those municipalities who have identified local needs and worked with local partners on plans for where and how to deploy these resources. The current uncertainty regarding the future of harm reduction programming and a lack of response to municipal applications for provincial funding not only fails to respect local decision-making, it fails to take action on the drug crisis and the complex factors that underpin it.

## Conclusion

The opioid crisis is complex and interconnected with income insecurity, the lack of deeply affordable housing, intergenerational trauma carried by Indigenous communities, and insufficient investment in the broader mental health and addictions supports.

A complex problem requires a multi-faceted strategy that addresses the social determinants of health, provides long-term investment into prevention, and appropriately supports treatment, enforcement and harm reduction approaches.

Municipalities have been on the front lines of responding to the opioid crisis but need the province to come to the table, move past divisive political rhetoric, and take concrete action to support Ontario's residents and communities.

This report was developed with the support and input from experts in public health, hospital and community-based addictions treatment, local drug strategies, housing, social services, urban Indigenous services, the business community, and those with lived experience, as well as the following AMO partners:

- Ontario Association of Chiefs of Police
- Ontario Association of Paramedic Chiefs
- Ontario Association of Fire Chiefs
- Addictions and Mental Health Ontario
- Canadian Mental Health Association – Ontario



Canadian Mental  
Health Association  
Ontario

## Endnotes

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<sup>3</sup>[Chiefs of Ontario Call for Action to Address Rise of Opioid Related Deaths Among First Nations in Ontario](#)

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**Association of Municipalities of Ontario (AMO)**

155 University Ave., Suite 800, Toronto, ON M5H 3B7

Telephone direct: 416-971-9856  
Fax: 416-971-6191  
Toll-free in Ontario: 1-877-4-AMO-LAS (1-877-426-6527)  
E-mail: [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Website: [www.amo.on.ca](http://www.amo.on.ca)





## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY- LAW NO. 2024-42**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 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 July 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 8<sup>th</sup> DAY OF JULY, 2024.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs