



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

## **- A G E N D A -**

**Monday October 28, 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 October 15, 2024
  - (b) Draft Minutes of the War Memorial Committee Meeting of September 17, 2024
  - (c) Draft Minutes of the Southwold 175 Committee Meeting of October 7, 2024
  - (d) Draft Minutes of the Shedden Recreation and Keystone Complex Meeting of October 17, 2024
- 5. DELEGATION**
- 6. DRAINAGE**
  - (a) DRA 2024-05 Gregory Drain 2024 Tender Results
  - (b) DRA 2024-06 Taylor Drain 2024 Tender Results
- 7. PLANNING**
- 8. REPORTS**
  - (a) CBO 2024-15 Furnace Replacement Quotes
  - (b) FIN 2024-24 OCIF Funding
  - (c) CAO 2024-80 Hen Licencing Update
  - (d) 2025 Council Meeting Dates

**9. CORRESPONDENCE**

- (a) Colleen Burns RE: Distemper Cases
- (b) Town of Tillsonburg Resolution RE: Continued Funding Support Southwest Community Transit

**10. BY-LAWS**

- (a) By-law No. 2024-52, being a by-law to regulate backyard hens within Residential One (R1) Zone in the Township of Southwold
- (b) By-law No. 2024-53, being a by-law to amend user fees, Backyard Hens
- (c) By-law No. 2024-55, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 28, 2024

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

**12. CLOSED SESSION**

- (a) Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) – Township Planning Staff
- (b) A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – MTO Property Acquisition
- (c) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Section 239(2)(f)) – Cleaning and Clearing By-law

**13. ADJOURNMENT:**

**NEXT BUDGET MEETING OF COUNCIL**

**Monday November 5, 2024 @ 7:00 P.M.  
Council Chambers, Fingal/Via Video Link**

**NEXT REGULAR MEETING OF COUNCIL**

**Monday November 11, 2024 @ 7:00 P.M.  
Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Tuesday October 15, 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  
Councillor Scott Fellows

ALSO PRESENT: Lisa Higgs, CAO/Clerk (7:37 p.m.)  
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 Superintendent  
June McLarty, Deputy Clerk

GUEST: Mike Szilagyi, Planner

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Mayor Jones called the meeting to order at 7:02 p.m.

#### **ADDENDUM TO AGENDA:**

##### **12. Closed Session:**

- (c) Education and Training Sessions Section 239 (3.1) - Information on purchasing models – Talbotville WWTP.

**DISCLOSURES:** None

## **ADOPTION OF MINUTES:**

### **Council Minutes – Adopt**

#### **2024-297 Deputy Mayor Pennings – Councillor Emons**

**THAT** the Minutes of the Regular Council Meeting of September 23, 2024 are hereby adopted.

**CARRIED**

### **Committee Minutes – Review**

#### **2024-298 Councillor Emons – Councillor Fellows**

**THAT** Council had reviewed the Minutes of the Southwold 175 Meeting of September 16, 2024, the draft Minutes of the Young at Heart Committee Meeting of September 26, 2024 and draft Minutes of the Family Day/Winterfest Committee Meeting of September 30, 2024.

## **PLANNING:**

### **MV 2024-05**

**In attendance: R. Singh, M. Kaur Bajwa**

**MV 2024-05, R. Singh and M. Kaur Bajwa, 10868 Sunset Road**

#### **2024-299 Councillor Fellows – Deputy Mayor Pennings**

**THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment to hear minor variance applications MV 2024-05, R. Singh and M. Kaur Bajwa, 10868 Sunset Road at **7: 14 p.m.**

**CARRIED**

### **MV 2024-05, Adjournment of Committee of Adjustment**

#### **2024-300 Councillor Emons – Councillor Adzija**

**THAT** the meeting of the Committee of Adjustment to hear applications MV 2024-05, R. Singh and M. Kaur Bajwa, 10868 Sunset Road and the regular meeting of council reconvenes at **7:25p.m.**

**CARRIED**

**PLA 2024-15, Consent Application E69-24, Caranci C/O Oakview Land Use Planning, 10263 Talbotville Gore Road**

**2024 -301 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Application E69-24 subject to the recommended conditions provided in Appendix 2 of Report PLA 2024-15.

**CARRIED**

**DRAINAGE:**

**DRA 2024-04 Request under Section 65(3) to add land to the Keith Drain**

**2024-302 Councillor Emons – Councillor Fellows**

**THAT** Council receives the request from Mr. Kevin Vanderveen the owner of Roll#002-09401 located on Edward Street (formally William Street) in Iona and decides to proceed with the request to add land to the Keith Drain, and;

**THAT** Council instructs the Clerk to forward the request to Spriet Engineers and Associates to review and prepare the necessary reports.

**CARRIED**

**REPORTS:**

**FIR 2024-11 Activity Report – September 2024**

Jeff McArthur, Director of Emergency Services/Fire Chief presented this report to Council. He also reported the Fire Prevention Open House at the Shedden Fire Station will be held on October 19<sup>th</sup>.

**ENG 2024-51 Activity Report – September 2024**

Director of Infrastructure and Development Services Aaron VanOorspronk presented this report to Council.

**DELEGATION:**

Clayton Watters, CD Watters Engineering Ltd

**7:31 p.m. – 7:52 p.m.**

## **Roads Needs Study**

### **2024-303 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council receives the Roads Needs Study prepared by CD Watters Engineering Ltd for information purposes.

**CARRIED**

## **REPORTS:**

### **ENG 2024-52 Parks and Trails Master Plan**

#### **2024-304 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Report ENG 2024-52 relating to the Parks and Trails Master Plan, be received for information; and

**THAT** Council direct Staff to issue a Request for Proposal.

**CARRIED**

### **ENG 2024-53 Flood Mapping Grant Opportunity**

#### **2024-305 Councillor Emons – Councillor Fellows**

**THAT** Council direct Staff to apply for a grant through the Flood Hazard Identification and Mapping Program and;

**THAT** Council approve a Township contribution of \$67,500 to be requested from Green Lane Community Trust Fund.

**CARRIED**

### **ENG 2024-54 North Shedden Sanitary System Design**

#### **2024-306 Councillor Emons – Deputy Mayor Pennings**

**THAT** Council award engineering services for the North Shedden Sanitary System to Cyril J. Demeyere Ltd for a budget amount of \$335,000 excluding HST and;

**THAT** Council provide an allowance of \$70,000 for geotechnical services to be awarded at a later date.

**CARRIED**

## **ENG 2024-55 Teetzel Farm Sale**

### **2024-307 Deputy Mayor Pennings – Councillor Fellows**

**THAT** Council Authorize the Mayor and CAO to sign the Agreement of Purchase and Sale for the Teetzel Farm, and;

**THAT** Council approve By-Law 2024-50 being a By-law to Authorize the Sale of Land.

**CARRIED**

## **ENG 2024-56 DWQMA Operational Plan Re-endorsement**

### **2024-308 Councillor Adzija – Councillor Emons**

**THAT** Report ENG 2024-56 relating to the DWQMS Element 3, be received for information; and

**THAT** the Mayor and Council of the Township of Southwold authorize Township Staff to sign Element 3 of the DWQMS Operational Plan.

**CARRIED**

## **FIN 2024-20 Auditor Appointment 2024**

### **2024-309 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council appoint Graham Scott Enns, LLP Chartered Professional Accountants to provide audit services for the 2024 Fiscal Year.

**CARRIED**

## **FIN 2024-21 Accrual Budget**

### **2024-310 Councillor Emons – Councillor Fellows**

**THAT** Council approve the 2024 Accrual Budget as presented for Financial Statement purposes.

**CARRIED**

## **FIN 2024-22 Section 357 Applications**

### **2024-311 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 \$193.49, and;

**THAT** Council approves the total adjustment of taxes for the 2024 tax year resulting from Municipal Act, Sec.357 adjustments as presented, in the amount of \$2,027.74.

**CARRIED**

**FIN 2024-23 2025 OPP Estimates**

**2024-312 Councillor Adzija – Councillor Fellows**

**THAT** the 2025 OPP Cost Estimate be received for information purpose.

**CARRIED**

**CBO 2024-14 Activity Report – September 2024**

This report was presented to Council

**CAO 2024-71 Activity Report – September 2024**

CAO/Clerk Lisa Higgs presented this report to Council.

**CAO 2024-72 Integrity Commissioner and Closed Meeting Investigator Renewal**

**2024-313 Councillor Emons – Deputy Mayor Pennings**

**THAT** the report titled “CAO 2024-71 Extension of Agreement for Integrity Commissioner and Closed Meeting Investigator Services” from the CAO/Clerk be received; and

**THAT** the contract with Aird & Berlis LLP for Integrity Commissioner and Closed Meeting Investigator Services be extended for a 2 ½ year term to end on May 31, 2027.

**CARRIED**

**CAO 2024-73 Backyard Hens By-law Adoption**

**2024 -314 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council provide feedback to By-Law No. 2024-52, a By-Law adopting a licensing system to permit Backyard Hens in R1 Zones in the Township of Southwold; and,

**THAT** Council give consideration to By-Law No. 2024-53, a By-Law to amend the User Fee By-Law at the October 28, 2024 meeting; and,

**THAT** Council directs staff to include wording in the next housekeeping amendment to the Zoning By-Law to amend section 3.16, the “Keeping of



Animals”, to permit backyard hens in certain R1 Zones, subject to a license being issued; and,

**THAT** staff be directed to cease enforcement of chickens listed in section 3.16 of the Zoning By-Law, so long as the regulations of By-Law 2024-52 are complied with, until such time as the housekeeping Zoning By-Law can be adopted.

**CARRIED**

#### **CAO 2024-74 Updates to Southwold 175 Committee**

##### **2024-315 Councillor Fellows – Councillor Adzija**

**THAT** the Council of the Township of Southwold receives the report “Updates to the Southwold 175 Committee” as information, and;

**THAT** Council appoints Councillor Emons and Janice Fisher to the committee to replace outgoing committee members Deputy Mayor Pennings and John Coleman.

**CARRIED**

#### **CAO 2024-75 HR Policy Updates**

##### **2024-316 Councillor Emons – Councillor Adzija**

**THAT** Council approve the HR Policies as listed in this report.

**CARRIED**

#### **CAO 2024-76 Housing Enabling Core Services Fund**

##### **2024-317 Councillor Adzija – Councillor Emons**

**THAT** Council provide direction to staff on a submission for an Application for Funding under the Ontario Housing Core Services Fund.

**CARRIED**

#### **STAFF DIRECTION**

Staff was directed by Council to partner with Elgin County to file an application under the Housing Enabling Core Services Fund.

#### **CORRESPONDENCE:**

- Ministry of Agriculture, Food and Agribusiness RE: Agricultural Workforce Equity and Diversity Initiative (AWEDI)
- Fingal-Shedden & District Optimist Club RE: 2025 Rosy Rhubarb Run

- Fingal-Shedden & District Optimist Club RE: Annual Santa Claus Parade
- Ministry of Agriculture, Food and Agribusiness RE: International Agri-food Workers (IAW)
- Good Roads RE: Establishment of an Ontario Rural Road Safety Program
- Support for Ontario's Big City Mayors (OBCM) Solve the Crisis Campaign

### **Fingal-Shedden & District Optimist Club 2025 Rosy Rhubarb Run**

#### **2024-318 Councillor Adzija – Councillor Emons**

**THAT** Council of the Township of Southwold grants permission to the Optimist Club of Fingal-Shedden & District to hold a 1k, 5k /10 k run during the Rosy Rhubarb Festival in the Villages of Shedden and Fingal along Union Road on Sunday June 15<sup>th</sup>, 2025 beginning at 9:00 a.m. until approximately 10:30 a.m.; acknowledging that traffic will be stopped along Township and County roads as part of the run route as per the request; and

**THAT** the Clerk be authorized to sign the Road Closure Agreement with Elgin County for the purpose of the run.

**CARRIED**

### **Optimist Club of Fingal-Shedden & District RE: Annual Santa Claus Parade**

#### **2024-319 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold grants permission to the Optimist Club of Fingal-Shedden & District to hold the annual Santa Claus parade in the Village of Fingal on Sunday December 1, 2024 beginning at 2:00 p.m. until approximately 3:00 p.m.; acknowledging that traffic will be stopped along Township and County roads as part of the parade route as per the request; and

**THAT** the Clerk be authorized to sign the Road Closure Agreement with Elgin County for the purpose of the parade.

**CARRIED**

### **Establishment of Ontario Rural Road Program**

#### **2024-320 Councillor Fellows – Councillor Adzija**

**WHEREAS** official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

**AND WHEREAS**, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

**AND WHEREAS**, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

**AND WHEREAS**, preventing crashes reduces the burden on Ontario's already strained rural health care system;

**AND WHEREAS**, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

**THEREFORE, BE IT RESOLVED THAT** the Township of Southwold requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

**FURTHER THAT** a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

**FURTHER THAT** this resolution be circulated to all municipalities in Ontario requesting their support.

**CARRIED**

## **OBCM SolvethetheCrisis.ca Campaign**

### **2024 – 321 Deputy Mayor Pennings – Councillor Fellows**

**THAT** the Corporation of the Township of Southwold supports the SolvethetheCrisis.ca Campaign and requests that the Provincial and Federal Governments take Action to Address the Growing Mental Health, Addictions and Homelessness Crisis in Ontario;

**AND WHEREAS** there is a humanitarian crisis unfolding on the streets in our cities, large and small, urban and rural, across Ontario. The time for words is over, we need immediate action at all levels of government, starting with the Province of Ontario;

**AND WHEREAS** the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023<sup>1</sup> and over 1400 homeless encampments across Ontario communities in 2023;

**AND WHEREAS** the province has provided additional funding and supports, such as the recent investment of \$378 million for HART Hubs and approximately 375 beds with wraparound supports, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

**AND WHEREAS** municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone;

**AND WHEREAS** this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs;

**AND WHEREAS** there is no provincial lead focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.

**THEREFORE , BE IT RESOLVED THAT** the Corporation of the Township of Southwold supports the SolveTheCrisis.ca Campaign;

**AND** calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;

**AND** that the province officially makes Homelessness a Health Priority;

**AND** appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

**AND** that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first

responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan;

**AND that** this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities , to ensure that solutions can be implemented quickly and effectively to tackle this crisis;

**AND that** the federal government is included in these conversations;

**AND THAT** both levels of government provide adequate, sufficient and sustainable funding to ensure the municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;

**AND THAT** this Council calls on the residents of the Township of Southwold to just us in appealing to the provincial and federal governments for support by visiting [SolveTheCrisis.ca](https://SolveTheCrisis.ca) and showing your support;

**AND THAT** further a copy of this motion be sent to:

- The Right Honourable Justin Trudeau, Prime Minister of Canada
- The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada
- The Honourable Doug Ford, Premier of Ontario
- The Honourable Sylvia Jones, Deputy Premier and Minister of Health
- The Honourable Paul Calandra, Minister of Municipal Affairs and Housing
- The Honourable Michael Parsa, Minister of Children, Community and Social Services
- The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions
- Local MPs
- Local MPPs and
- Ontario's Big City Mayors

**CARRIED**

Council reviewed the other items under Correspondence.

## **BY-LAWS:**

- By-law No. 2024-50, being a by-law to enter into an agreement of purchase and sale.
- By-law No. 2024-51, being a by-law to appoint an Integrity Commissioner and Closed Meeting Investigator

## **By-laws**

### **2024-322 Councillor Fellows – Deputy Mayor Pennings**

**THAT** By-law Nos. 2024-50, and 2024-51, be read a first and second time, considered read a third time and finally passed this 15<sup>th</sup> day of October , 2024.

**CARRIED**

**Break – 9:35 p.m. – 9:42 p.m.**

## **CLOSED SESSION:**

### **2024-323 Deputy Mayor Pennings – Councillor Fellows**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **9:42 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – 2 items – WWTP Lands and Talbotville Park Lands
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Section 239 (2) (f)) – 2 Items – Cleaning and Clearing By-law and Legal Update
- Education and Training Sessions Section 239 (3.1)- Information on purchasing models – Talbotville WWTP.

**CARRIED**

## **Adjournment of Closed Session**

### **2024-324 Councillor Adzija – Councillor Fellows**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **11:00 p.m.**

**CARRIED**

## **STAFF DIRECTION**

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

### **Confirming By-law**

- By-law No. 2024-54, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 15, 2024

### **Confirming By-law**

#### **2024-325 Councillor Emons – Councillor Adzija**

**THAT** By-law No. 2024-54 be read a first and second time, considered read a third time and finally passed this 15<sup>th</sup> day of October, 2024.

**CARRIED**

### **ADJOURNMENT:**

#### **2024-326 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **11:00 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



## Southwold War Memorial Committee

September 17, 2024

Len Lynch's

3:30 PM

Attending: Len Lynch, Rev Diane Macpherson, Rev John Brown, Bill Aarts, Karen Lynch, Leah Morise

Staff Resource: Caitlin Wight

Regrets: Sarah Emons, Gayle Bogart, Sandy Annett

Called to order at 3:33 PM

Motion to approve Minutes from May 7, 2024, meeting by Bill Aarts, Seconded by Diane Macpherson. All in favour. Carried.

Motion to approve the agenda for the September 17, 2024 meeting by Leah Morise, Seconded by Bill Aarts. All in favour. Carried.

Sandy Annett – would like to resign from the Committee due to other commitments. Caitlin Wight to follow up with her to get resignation letter.

### Business Arising from Minutes

- Navy will be present – Bill Aarts confirmed with Jack Belutz. Bill also to confirm about with Diane about getting a ribbon for a wreath
- Choir has cancelled

### Plans for November 10, 2024

- Will do tea/coffee, Timbits and cinnamon rolls again this year – Caitlin to organize



- Bring over poppies from Township office from Legion when they arrive
- Check on how many Southwold Remembers Pins there are
- Confirm Parade Marshall – Ron Jewell or Will Alden
- Confirm Colour Guard's Attendance – send to Will Alden
- Diane and/or Sarah to inquire about obtaining contact information for someone to lay the wreath on behalf of Indigenous Veteran's

### New Business

- Bringing Flags / sand bags to Complex – Caitlin to confirm with John Price his availability for assistance on the Friday.
- Ask people when entering to Identify themselves when arriving, so that they can be seated in the front seats inside.
- Caitlin to arrange key fob for Len Lynch for that weekend.
- Sarah to do a news release for the event
- Would like to have play posters from last year up in the complex for the service
- Ken Kennedy – send invitation to lay wreath on behalf of RCAF

### Next Meeting

The next meeting will be Tuesday, October 22, at 3:30 p.m. in Council Chambers at the Municipal Office in Fingal, if needed.

### Adjournment

The meeting was adjourned at 4:55 p.m.

## **Appendix A – Len Lynch’s Notes**

### **War Veterans Memorial Committee Meeting**

**September 17/24**

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➤ **Welcome and Introduce Videos**

- John and Diane read introductions
- News Now November 12, 2000
- "High Flight"
- Silver Cross Video- Hugh Garfield Allen

➤ **Explain Opening Video** – News Now **lead** story Nov. 12, 2000

- Knowing Ted is participating was important in deciding how to handle our 25<sup>th</sup> and RCAF 100<sup>th</sup> themes.
- Veterans Parade
- Large military presence
- Crowd and landscape (notice the changes!)
- Reading of "Sons of Southwold" plaque (Al MacGregor)
- Lorne Spicer Interview
- Maurice McLellan Interview (story of the red roses)

➤ **Items to do before November 10 service:**

- Confirm Colour Guard, Parade Marshal, Cadets c/w Commanders,
- Confirm wreath presenters (Assistance for Caitlin?)

**Note: In the communication to Presenters please ask them to identify themselves at the door so that they may be seated in the reserved area and also so that Karen can escort them to the seating order at the Memorial Site. Karen can let me know of any changes or absentees.**

- Put together printed programs. (Assistance for Caitlin?)
- Confirm Bleacher set up with Keith Orchard (Len)
- Wash benches at Memorial Site (Len & Karen)
- Confirm Keith Orchard transfer of wreaths, wooden crosses, flags (inside and outside) on Friday November 8 (Karen & Diane)
- **Caitlin – Please book John Price for Nov. 8.**
  - **Send flags for stage with John.**
  - **Please send a key fob for Len’s use over the weekend.**

➤ **Promotion:**

- Social Media
  - Newspaper Ads
  - Media: Eric Bunnell, Ian McCallum, Geoff Rae
  - We need a News Release prepared. (**Sarah will prepare**)
- I will have to meet with Grayden Laing:
- Establish set up day plans. (Put in risers on Nov. 8 with John?) (Do we need to rent more stage drapes?)
  - Confirm Memorial Site set up. Will there be a separate control inside and outside? Transition time? Rosy Rhubarb Audio assist?)
  - Pre-mic choir instead of "shotgun camera mics?"
  - Will Grayden liaise with Ted Barris regarding his presentation?
  - I will provide Grayden all A/V materials needed inside Complex. (MP4s, Photos)

**Set Up Team** for:

### **Friday November 8**

- Stages (2) (John Price & Len)
- Stage drapes (Sandy? & Len)
- 1941 RCAF flag (John Price & Len)
- Technical Set Up (Grayden, John & Len)
- Flags c/w poles and stands from office (Caitlin / John)
- Sand bags (History Committee) (Caitlin / John)

### **Saturday November 9**

- Posters (from Snapshots) (Leah & Sandy?)
- Chairs / Tables
- Flags (on stage and at Memorial Site)
- Basket (for children's wooden crosses) (Karen)
- Coffee / Tea / Snacks (Caitlin)
- Assemble Wreaths & Wooden Crosses (Karen & Diane)
- Technical Production (Grayden & Len)
- Scripts / Folders (Caitlin & Len)
- Poppies at front door (Caitlin)
- Review / Practice Raising & Lowering Flags
- Rehearsals (at Grayden's discretion)
- Southwold Remembers Pins for Special Guests (Caitlin)

### ➤ **Nov. 10 Roles:**

- **Front Door Greeters:** Sarah, Diane, Bill and John

- Welcome guests / Presentation Duties
  - Direct wreath presenters to Karen for Reserved Seating
  - Cadets may assist as ushers.
  - Direct any other concerns to Len.
- **Karen:** Manage Wreath Presenters (RCAF Flag Attendant)
    - Seat Presenters in **Reserved Seating Area**
    - Confirm name and wreath they are to present
    - Inform Len of any changes regarding Presenters
    - Usher them to Memorial Site
    - Seat them in correct order
    - Direct them to Cadet with wreath
  - **Sandy:** (Red Ensign Flag Attendant)
  - **Leah:** (White Ensign Flag Attendant)
    - Official Photographer
  - **Cathy Bugar** will assist Ted Barris with books. We may need cadets to assist carrying in boxes of books.
  - **Caitlin:** Coffee and Desserts
  - **Len:** Manage Memorial Site (Assisted by Tom Spicer)
    - Set up wreaths at Memorial Site.
    - Set up 66 wooden crosses at Memorial site.
    - Install flags on flag poles and on gate posts
    - Instruct Cadets and Presenters on protocol of Wreath Presentations
    - Co-ordinate Colour Party, Piper & Bugler
    - Tom will co-ordinate cadets serving as wreath escorts
    - Communicate with Harvards (if necessary)

### **Miscellaneous:**

- I contacted Strathcraft regarding possible refurbishment of the two plaques at the Memorial Site. However, there is nothing they can suggest. (**I did not mention this at the meeting**)
- Can the Parks Dept. remove the downed trees in the Memorial Forest prior to November 10? (**I did not mention this at the meeting**)

- Sandy Annett has asked to be removed from this committee. She will volunteer to assist at the service or as available if requested.

DRAFT



## **Southwold 175 Planning Committee Meeting Minutes**

Monday October 7, 2024  
Council Chambers, Fingal  
Time meeting started: 3:00 p.m.

**Present:** Mayor Grant Jones  
Bill Aarts  
Chris Cirella  
Abi Drewett  
Sofia Sinclair-Jones

**Regrets:** Deputy Mayor Justin Pennings, John Coleman

### **1. Call Meeting to Order and Welcome**

Mayor Jones called the meeting to order at 3:23 p.m.  
Mayor Jones reported that Deputy Mayor Justing Pennings has resigned from the committee and Council will appoint another Council member to the committee.

### **2. Approval of the Agenda**

**Moved by** – Abi North **Seconded by** – Bill Aarts  
That the agenda for the October 7<sup>th</sup>, 2024 meeting be approved.

**Carried**

### **3. Approval of the September 16<sup>th</sup>, 2024 Minutes**

**Moved by**–Chris Cirella **Seconded by**–Abi North  
That the minutes from the September 16<sup>th</sup>, 2024 meeting be approved.

**Carried**

### **4. Initial Planning for 2025**

#### **4.1 2025 Event Budget**

The Committee review the draft spreadsheets that contained a list of items that are being proposed to have at the event(s).

## **4.2 Action Items**

### **4.2.1 Performers Update**

A request was made on some suggestions for performers to entertain at both the January and August events.

### **4.2.2 Branding/Logo Creation**

Some mock-up were presented to the committee and more will be available at the next meeting.

### **4.2.3 Pop-up Booth**

Suggestions were made on what to include in the booth. A timeline of Southwold through the years and future plans, advertising for the August event, merchandise pre-orders.

### **4.2.4 Sponsorship**

A proposal of a tiered sponsorship was presented to the committee. The committee discussed ways to utilize the sponsorship money. The Committee will need to reach out to potential sponsors soon.

### **4.2.5 Website/Social Media**

A flyer to advertise both events will need to be created. A suggestion of a hashtag was also given to promote the events. Vendor applications will soon be available on the event page on the Township website.

### **4.2.6 Community Partnership Recruitment**

Mayor Jones reported that the Shedden Tractor Pull Committee is available to discuss crowd control. The Southwold Young at Heart Committee would like to assist with the calendar. The Southwold Communities in Bloom Committee will incorporate the Southwold logo colours in their sign and step boxes next year. The Fingal-Shedden & District Optimist Club is willing to assist with a antique car and tractor show.

## **5 Kick off Event (January 25<sup>th</sup>, 2025)**

The Kick off Event will include an Opening Ceremony, local artist performing from 2:00 p.m. – 5:00 p.m. Cake and beverages will be served. Aspects of the major event, artisan vendors, Contest for meet and greet of performers at the August 9<sup>th</sup> event. Celebration merchandise pre-orders.

## **6. Photographer**

Chris to provide samples of an RFP for a photographer/videographer. More discussion on the proposal will be done at a future meeting.

**7. Other Business**

The Committee discussed the possibility of having an event coordinator to assist with the celebration. More discussion at future meetings will need to be done.

**8. Adjournment and Next Meeting**

RESOLVED that the meeting be adjourned at **5:32 p.m.** to meet again at **3:30 p.m.** on **November 4, 2024.**

**Carried**





## **Shedden Recreation & Keystone Complex Committee**

**October 17, 2024  
Southwold Keystone Complex  
35921 Talbot Line, Shedden  
7:00 PM**

**Present:** Councillor Scott Fellows  
Councillor John Adzija  
Shirley Longhurst – Fair Board  
Sandy Annett – Rosy Rhubarb  
Paul Lang – Triple C Saddle Club  
Jim Carder – Fingal-Shedden and District Optimist Club  
Brittany Jessome – \*Staff Resource  
Jesse Walker – On Behalf of Shedden Soccer

**Regrets:** Don Miller – Fair Board  
Brian Rieger – Shedden Tractor Pull  
Lindsay Lackey – Shedden Soccer  
John Coleman – Ice Pad

### **1. Call to Order**

Chair Scott Fellows called the meeting to order at 7:05 PM.

## **2. Approval of Agenda**

**MOVED: Jim Carder**

**SECONDED: Councillor Scott Fellows**

That the Shedden Recreation & Keystone Complex Committee hereby adopts the agenda, as amended, to add "Appointing Alternate Member for Shedden Soccer" as item 4 on the agenda.

**DISPOSITION: CARRIED**

## **3. Adoption of Minutes from March 21, 2024, Meeting**

**MOVED: Jim Carder**

**SECONDED: Sandy Annett**

That the Shedden Recreation & Keystone Complex Committee hereby adopt the minutes of March 21, 2024, as amended.

**DISPOSITION: CARRIED**

## **4. Appointing Alternate Member for Shedden Soccer**

**MOVED: Jim Carder**

**SECONDED: Sandy Annett**

That the Shedden Recreation & Keystone Complex Committee hereby appoint Jesse Walker as an alternate member to represent Shedden Soccer.

**DISPOSITION: CARRIED**

## **5. Organization Reports**

Shedden Agricultural Society Board – Shirley Longhurst

The Annual Shedden Fair went very well. Weather was good and there was a large attendance. The Fair saw many exhibitors.

Shedden Truck and Tractor Pull – Brian Rieger

No representative. Present committee members commented that there was a large attendance throughout.

## Rosy Rhubarb – Sandy Annett

The Annual Rosy Rhubarb Festival was held the second weekend in June, which saw good weather. There were 83 various types of vendors.

The Rosy Rhubarb Committee is looking at adding more electrical service along the west side of the old track to accommodate more vendors, however, it was questioned if there is a point in which limitations on the number of vendors should be implemented.

Two committee members, Sharon and Len DeGraw, with 25 years of service each have resigned. As part of recruitment for new members, Rosy Rhubarb is looking to modernize their processes. They have met with Lindsay Duncan, a representative from Elgin County Tourism, to assist in this endeavor. A survey is being considered to receive feedback from festival attendees, including where the community feels financial priorities should be focused. The resignation has also prompted the need for a Secretary. Sandy Annett has been elected as chairman for the upcoming year.

Committee members brought forth concerns with parking during the Rosy Rhubarb Festival. While parking for on-site attendees is managed, traffic from the town-wide yard sales along Talbot Line have created safety concerns. Changes to parking logistics are being considered by the committee. Councillor Fellows provided insight on the encouragement of Winterfest attendees to park at Corsley and be shuttled to the Keystone grounds, as an alternative to on-site parking during the festival.

Questions were raised regarding the proposal from Rosy Rhubarb to install a new electronic sign at the Keystone Complex. Committee members inquired if the sign proposition has been formally presented to Council. It was determined that Council was made aware through draft minutes submitted by the Rosy Rhubarb Committee, but no formal presentation has been made. The committee requested staff to advise on the formal process to bring this matter to Council's attention.

## Shedden Soccer – Jesse Walker

The year was a good season for soccer. There were more “wet” days, however it proved favourable for ground conditions, making the fields softer.

More families made requests for financial assistance than in year's previous, reflective of the rising costs due to inflation.

The women's team provided positive feedback this year about the improvement of ground conditions.

Approximately 240 children were registered this year which is about average for youth registration.

Refraining from parking on Union Line was much better this year, with no major concerns.

Triple C Saddle Club – Paul Lang

The club hosted five shows this year, one was cancelled due to extreme heat. One clinic was also hosted at the beginning of the season. Twenty people attended in two classes, which is the maximum number allowed. There were seven riders throughout the year, compared to 60 last year, indicating growth in the club. They averaged twenty-five trailers per show.

They received many compliments regarding grounds conditions. There were no concerns with the swale throughout the year. There were a few dates where the grounds were quite dry and dusty, and the Shedden Fire Station assisted in spraying the horse ring with water.

The club employed three teenagers this year to assist with ground maintenance during shows. The club plans to continue with employment next season.

At the final show held, seventy-four awards were distributed. They were known to have high payouts for winners.

There were concerns regarding the security of the grounds based on vandalism that occurred at the end of August, which resulted in damage to the storage trailer for the club's equipment. The club inquired if some sort of lighting could be installed to deter mischief. They also inquired if a gate could be installed at the right-of-way entrance to the east of the complex to prevent additional access, usually by all-terrain vehicles. Councillor Fellows confirmed that the alternative entrance provides access to the farmer's fields adjacent to complex grounds and could not be gated.

It was questioned if the large decorative boulders at the entrance to the Corsley Park walking trail off Fairground Street to give more space for trailers to enter the grounds from Fairground Street.

The club still has interest in hosting a Dodge Ram Rodeo event in 2025. Paul has been in communication with the organizer of the rodeo to discuss dates and facilitate a meeting with Township representatives. More information will be provided when available.  
Fingal-Shedden & District Optimist Club

The club hosted the Rosy Rhubarb Runs on Sunday of the Rosy Rhubarb Festival. This was the first year the runs were held and had a good attendance. The club also hosted the annual car show on the same date.

Canada Day celebrations were held on June 30<sup>th</sup>. The weather was very windy, but conditions improved in time for the fireworks show.

The annual Slo-Pitch Tournament was hosted at the end of August. The tournament was a considerable success and is the main fundraiser for the club annually.

The annual Halloween Party is being held on Friday, October 25, 2024, and the annual Santa Claus Parade is being held on Sunday, December 1<sup>st</sup>. The theme for this year is Christmas in the 80's.

The Rosy Run for 2025 has been approved and coordination with Elgin County will assist in the road closures again.

## **6. Business Arising from Minutes**

### **a. Shedden Soccer Registration Information Request**

Registration information was advertised on the electronic sign at the Shedden Fire Station.

### **b. Triple C Saddle Club Report Inquiries**

1. Outstanding swale concerns in the horse ring are addressed in the Keystone Park and Ground Maintenance Concerns spreadsheet.
2. Staff indicated no issues with the request for the club to have a port-a-potty at this year's events.

### **c. Issues with Coffee/Tea Urns**

Staff investigated the urn concerns. One urn labelled “tea” was found to be leaking from the level indicator and was removed, leaving one tea urn remaining. If any service group/user experiences issues with an urn, staff request the urn be labelled or separated from the others to indicate an issue, as well as notifying staff immediately of the concern.

### **d. Kitchen Sinks Drainage**

The kitchen sink grease traps are maintained yearly as part of the Public Health inspections. Cleaning of the drain itself by a license contractor is only completed if there are reported issues.

Sandy Annett requested if a type of filter could be installed in the sink to collect and prevent the fibrous material when preparing rhubarb from accumulating in the drain. Staff will investigate.

### **e. Keystone Complex Spring Walkthrough**

The Keystone Complex Spring Walkthrough was scheduled for April 25, 2024. Not enough committee members were in attendance to achieve quorum. The walkthrough was still completed. See the spreadsheet attached.

Committee members provided compliments to all involved in the effort to resolve the issues identified. Councillor Fellows commented that he would pass along the compliments to Council members and staff.

One item of inquiry was brought up by Sandy Annett. It was brought to the Rosy Rhubarb Committee’s attention that the griddle in the kitchen is quite small, and groups have needed the use of the griddle in the pavilion as it is much larger. There was feedback that groups have had to pay for both the rental of the complex and pavilion in this scenario inquired if there was a reduced rate that could be considered. Staff commented that they weren’t aware of any situations like this that have occurred but there are provisions that could facilitate a fee reduction. The committee also questioned if there was opportunity to place a larger griddle in the kitchen of the complex. Staff will investigate.

## **7. New Business**

### **a. Pavilion Fridge Replacement**

Committee members discussed the replacement of the cooler fridge for the Keystone Pavilion. Various members identified the use of both fridges in the pavilion through their respective

service groups. It was identified that the committee would like to proceed with the purchase of a new fridge.

**MOVED: Sandy Annett**

**SECONDED: Shirley Longhurst**

That the Shedden Recreation & Keystone Complex Committee hereby provide staff with the direction to propose the purchase cost of a new cooler fridge, using the previous cubic footage size that fits the dimension restrictions of the pavilion.

**DISPOSITION: CARRIED**

#### **b. Community Sport and Recreation Infrastructure Fund**

At the Regular Meeting of Council on September 9, 2024, Council passed a resolution to direct staff to apply for funding under the Ontario Community Sport and Recreation Infrastructure Fund under Stream 1. Should the Township be successful in obtaining the grant, the project will be to complete the trail system (laying of asphalt, landscaping) of the Corsley Park walking trail as well as the Keystone Ground walking trail, creating one interconnected walking trail system.

#### **c. Keystone Inventory List**

With the assistance of summer students, the Community Services and Communications Clerk completed an inventory of the Keystone Complex. This inventory does not include all items located in the back storage closet off the kitchen. The kitchen was also relabelled to assist renters when cleaning and clearing the kitchen after use.

During the inventory, many items were discovered to be broken, melted, or in poor condition and needed to be replaced. There were also a few items identified to be needed. As such, the following items were purchased:

1. Dish cloths – 15
2. Dish towels – 12
3. Oven gloves – 1 pair
4. Metal mixing bowls – set of 3
5. Hot pads – 2
6. Digital fridge thermometers – 8
7. Salt & pepper

There were also several items identified as not belonging to the Keystone Complex. Local service groups who frequent the complex were contacted and asked to identify if any of the

items belonged to their respective group. No items were claimed and were removed from the complex.

Committee members suggested posting the inventory list in the back storage closet for reference. Staff will post the list.

#### **d. Budget Items for 2025**

Several items were identified to be presented to staff for budget considerations:

1. Electronic Sign in conjunction with Rosy Rhubarb Committee
2. Sunshades/Sails for play equipment – protects both children as they play and the longevity of the equipment
3. Bench at Corsley Playground Equipment
4. Bench replacement at Keystone playground – Rosy Rhubarb identified this may be a possible project through them
5. Motion lighting near the barn/horse corral

#### **6. Next Meeting and Adjournment**

**MOVED: Shirley Longhurst**

**SECONDED: Sandy Annett**

That the Shedden Recreation & Keystone Complex Committee hereby adjourn at 8:40 pm, to meet again on Thursday, March 20, 2025, at 7:00 pm.

**DISPOSITION: CARRIED**





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 28, 2024

**PREPARED BY:** Brent Clutterbuck, Drainage Superintendent

**REPORT NO.:** DRA 2024-05

**SUBJECT MATTER:** Gregory Drain 2024 Tender Results

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**Recommendation:**

THAT Council of the Township of Southwold award the contract for the construction of the Gregory Drain 2024 to Bokkers Excavating Ltd. for a total cost of \$201,165.00+HST and

AND FURTHER THAT Council instructs the Mayor and Clerk to sign the contract and forward a copy of the signed contract to the successful contractor.

**Purpose:**

To award the contract for the construction of the Gregory Drain 2024.

**Background:**

Tenders were posted on the Bids and Tenders website Monday September 23, 2024. The tender closed on Thursday October 17, 2024, at 1:00pm. The extent of the work comprised in this tender is for the construction of the Gregory Drain 2024, as contained in the reports that forms part of Township of Southwold By-Law 2024-37. There were Sixteen (16) plan takers, which included suppliers. There were three (3) tenders submitted on the Bids and Tenders website by the closing deadline. The Engineer's estimate for the construction portion of this drain is \$246,700.00 plus HST. The Tenders that were received back varied from approximately 81.5% to 100.7% of the Engineer's estimate.

**Comments/Analysis: Tender Results**

<u>Contractor</u>	<u>Tender Amount</u>	<u>Completion Date</u>
Bokkers Excavating Ltd. (Stratford)	\$ 201,165.00 +HST	Dec. 31, 2024
McNally Excavating (Inwood)	\$213,000.01 +HST	May 31, 2025
Robinson Farm Drainage	\$248,473.50 +HST	Dec. 20, 2024

**Financial Implications:**

The tender submitted by Bokkers Excavating Ltd. in the amount of \$201,165.00+HST is approximately 81.5% of the Engineer's estimate. Bokkers Excavating Ltd has never worked for the Township of Southwold or done a municipal drainage project with Spriet Associates. They provided references from the City of London for watermain work and Deitrich Engineering for municipal drain construction. Each of these references recommended this contractor, and the Engineer has provided correspondence supporting the contractor's competency.

The final actual cost of the drain is dependant on the number of tile connections not noted on the plan. Any unforeseen circumstances encountered during construction may result in extra contingencies costs plus actual interest charges.

**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

**Respectively Submitted by:**  
**Brent Clutterbuck, Drainage**  
**Superintendent**  
**"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 28, 2024

**PREPARED BY:** Brent Clutterbuck, Drainage Superintendent

**REPORT NO.:** DRA 2024-06

**SUBJECT MATTER:** Taylor Drain 2024 Tender Results

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**Recommendation:**

THAT the Council of the Township directs the Clerk to send notice to affected owners of a meeting to consider the contract price.

**Purpose:**

To consider the award of the contract for the construction of the Taylor Drain 2024.

**Background:**

Tenders were posted on the Bids and Tenders website Monday September 23, 2024. The tender closed on Thursday October 17, 2024, at 1:00pm. The extent of the work comprised in this tender is for the construction of the Taylor Drain 2024, as contained in the reports that forms part of Township of Southwold By-Law 2024-38. There were fifteen (15) plan takers, which included suppliers. There were four (4) tenders submitted on the Bids and Tenders website by the closing deadline. The Engineer's estimate for the construction portion of this drain is \$274,850.00 plus HST. The Tenders that were received back varied from approximately 145% to 179% of the Engineer's estimate.

**Comments/Analysis: Tender Results**

<u>Contractor</u>	<u>Tender Amount</u>	<u>Completion Date</u>
Cassidy Construction Inc. (Dorchester)	\$ 456,484.70 +HST	May 31, 2025
New Day Excavation Inc. (Vienna)	\$ 491,471.50 +HST	March 2025
Robinson Farm Drainage	\$397,800.00 +HST	Dec. 19, 2025
VanBree Infrastructure Ltd.	\$406,450.00 +HST	June 20, 2025

**Financial Implications:**

The low bid was submitted by Robinson Farm Drainage in the amount of \$397,800.00 +HST and is approximately 145% of the Engineer's estimate.

The Drainage Act specifies:

*"Meeting to consider contract price*

*59 (1) Where the contract price exceeds 133 per cent of the engineer's estimate of the contract price, the council of the initiating municipality shall call a meeting in the manner prescribed by section 41, and sections 42 and 43 apply with necessary modifications. R.S.O. 1990, c. D.17, s. 59 (1).*

*Council may proceed with construction*

*(2) If at the close of the meeting the petition contains a sufficient number of names to comply with section 4, the council may proceed with the construction of the drainage works. R.S.O. 1990, c. D.17, s. 59 (2)."*

The lowest tender exceeds the Engineer's estimated price by 145% for the construction portion of the project. Since this is greater than 133% stipulated in Section 59 of the Drainage Act, Council must call a meeting with the affected landowners to discuss the bid price and confirm that the owners still wish to proceed with the construction of the drain. This meeting will be held November 11, 2024, at 7:15pm. If at this meeting it is agreed to proceed with the project, Council can proceed to award the contract to the lowest bidder.

The tender result has increased the Township of Southwold's estimated net assessment to Fourth Line by about \$179.00, from \$664.00 to \$843.00.

The final actual cost of the drain is dependant on the number of tile connections not noted on the plan. Any unforeseen circumstances encountered during construction may result in extra contingencies costs plus actual interest charges.

**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

**Respectively Submitted by:**  
**Brent Clutterbuck, Drainage**  
**Superintendent**  
**"Submitted electronically"**

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



## **TOWNSHIP OF SOUTHWOLD**

### **Report to Council**

**MEETING DATE: October 28<sup>th</sup> 2024**

**PREPARED BY: Corey Pemberton, Director, Building & Community Services**

**REPORT NO: CBO 2024-15**

**SUBJECT MATTER: Quote for replacement of furnace**

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#### **Recommendation:**

THAT Council receives report CBO 2024-15 regarding quotes for the replacement of the furnace and directs staff on which contractor to hire.

#### **Purpose:**

The purpose of this report is to seek Council's direction on selecting a contractor for the replacement of the office furnace.

#### **Background:**

The office furnace has been in use for about 15 years and has required several costly repairs in recent months. A recent professional inspection revealed significant issues that are unlikely to be resolved through further repairs. In response to a recommendation report reviewed at a previous council meeting, staff were directed to obtain another quote to explore options for updating the Township's furnace equipment.

Staff have now received a third quote for the proposed work. Township staff expressed concerns related to changing technology and regulations related to existing refrigerants being utilized with contractors, who informed staff that a new refrigerant will be introduced soon, although it is not currently available. Each contractor recommends that the municipality proceed with the replacement as previously recommended.

#### **Discussion:**

Since two of the three quotes are very similar in price, staff is seeking Council's direction on which contractor to hire. Staff believe that the two lowest quotes are comparable in terms of quality. Detailed quotations are attached to this report.

<b>Company</b>	<b>Quote</b>
R.M. Heating and Cooling	\$21,950.00
Aecon/ Hardy	\$21,995.00
Fern Gully Heating and Cooling	\$24,356.00

**Financial Implications:** The cost of replacing the furnace will be covered by the Administration Building Reserve.

**Strategic Plan Goals:**

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

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

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

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

**R.M. HEATING & COOLING**  
**Residential, Commercial & Industrial**  
**SALE & SERVICE**

**RIDGETOWN**  
**674-1893**  
**FAX 674-1803**

**QUOTE - TOWNSHIP OF SOUTHWOLD**  
**FINGAL,ONT.**

**ATT. CORY PEMBERTON**

**SUPPLY AND INSTALL THE FOLLOWING**

**5 TON GEOSTAR GEOTHERMAL UNIT**  
**DUCTWORK TO BE RE HOOKED TO NEW UNIT**  
**REMOVE OLD UNIT LEAVE ON SITE FOR PARTS FOR OTHER GEO UNIT**  
**RE USE EXSISTING LOOP AND PUMPING SYSTEM**  
**ONE YEAR PARTS AND LABOUR WARRANTY**  
**ELECTRICAL INCLUDED**

**PRICE INCLUDEDS ALL MATERIAL AND LABOUR**

**\$ 21,950.00 PLUS HST**

**PAYMENT DUE WHEN JOB IS COMPLETED**

-----  
**CUSTOMER**

  
**R.M. HEATING AND**  
**COOLING**



**Option:** **Good**

## HOME ENERGY PURCHASE & INSTALLATION AGREEMENT

This Agreement between Buyer and Seller (the "Agreement") is made effective as of the Effective Date, all as set out in the Key Terms below:

### Key Terms:

<b>Seller :</b>	Aecon	<b>Buyer :</b>	Township of Southwold
<b>Address :</b>	P.O. Box 220 / 3277 Nauvoo Road / Alvinston, ON N0N 1A0	<b>Buyer's Address :</b>	35663 FINGAL LINE fingal ON n0I1k0 Canada
<b>Email :</b>	TBD	<b>Email :</b>	building@southwold.ca
<b>Effective Date:</b>	2024-10-23		
<b>Approximate Installation Start Date:</b>	TBD		
<b>Approximate Installation Completion Date:</b>	TBD		
<b>Agreement #:</b>	QUO-01049-M8D2W4		

**Bill To :** 35663 FINGAL LINE  
fingal ON n0I1k0  
Canada

**Service Location :** TBD

Description	Qty	Price	Tax	Discount	Amount
New Waterfurance 5 tn Series 5 - To remove and dispose of the existing geothermal system To supply and install a Waterfurnace 5 tn Series 5 Geothermal system with two stage compressor and ecm blower motor Geothermal unit to sit on anti vibration pad Re-use the existing loop pump circulate and pressurize the ground loop Duct work adapted to the existing ducting Condensate to drain into the existing 2" filter rack and washable electrostatic air filter Hydronic rad to be left in the hot bonnet New Intellizone2 with Masterstat and AXB harness 2 Waterfurnace 3 h/2 c communicating programmable thermostats Run test of the system on completion of the installation	1	21995.00	2859.35	0	24854.35
<b>Total :</b>					24854.35

# FERN GULLY HEATING AND COOLING LTD.

36 YEARS IN THE GEOTHERMAL TRADE

Mr Cory Pemberton

35663 Fingal Line, Fingal Ont.

08/12/24

We are pleased to quote the replacement of the Geothermal unit for the Council Chamber

- 1 5 Ton Geostar/Waterfurnace brand Geothermal unit
- 1 Adaption ductwork to building ductwork system
- 1 Removal of old unit and place in room of other unit to be used as parts
- 1 Adapt to building loop system and recir loop system
- 1 Set up and test unit
- 1 Warrenty is 1 year parts and labour

All materials and labour to install the above are included in this quote

Cost of the above installation is: \$24,356.00 plus tax

Thank you for allowing Fern Gully H & C Ltd to quote this replacement

Fern Gully H & C Ltd

Cory or rep. of Southwold Municipality

[Redacted Signature]

.....



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 28, 2024

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

**REPORT NO:** FIN 2024-24

**SUBJECT MATTER: 2025 OCIF Funding**

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**Recommendation:**

None – For Information.

**Purpose:**

To update Council on the Ontario Community Infrastructure Fund (OCIF) allocation for 2025.

**Background:**

The Township's 2025 OCIF Allocation Notice is attached. The OCIF program was launched in 2014 to provide funding to help small, rural and northern communities renew and rehabilitate critical infrastructure. The program uses a formula-based allocation and a smoothing mechanism.

More information is available from:

<https://www.ontario.ca/page/ontario-community-infrastructure-fund>

**Comments/Analysis:**

Staff were made aware that changes were being made to the OCIF funding formula for 2025. The size of the grant is determined by:

- estimated Current Replacement Values (CRVs) for core infrastructure owned by municipalities, including roads, bridges, water and wastewater (historic costs were previously used)
- the municipality's economic conditions

The smoothing mechanism limits changes in funding for 2025 to 85% of the previous year's funding. The minimum grant is \$100,000. It was also announced that OCIF funding would be committed until 2027.

The Township's allocation has decreased by 15% from the 2024 allocation.

2024 \$346,367

2025 \$294,412

Additional information on OCIF and other local allocations can be found at:

<https://data.ontario.ca/dataset/ontario-community-infrastructure-fund-recipients/resource/0939bcfc-1d6e-4608-97af-42b3d007fe6d>

**Financial Implications:**

This funding will assist with renewal of the Township's core infrastructure. The amount will be incorporated into the 2025 Budget and Forecasts.

**Strategic Plan Goals:**

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

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

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

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



Ontario Community Infrastructure Fund (OCIF)

**Allocation Notice**

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Ministry of Infrastructure

The Corporation of the Township of Southwold

September 2024

*Disponible en français*

## Overview

### **2025 OCIF Funding**

The amount of Funds the municipality named on this Allocation Notice is eligible to receive under the Agreement in the 2025 Funding Year is as follows:

<b>2025 formula allocation</b>	<b>\$294,412</b>
--------------------------------	------------------

### **Terms and Conditions**

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

### **OCIF Financial Reporting Requirements**

In addition to the other reporting requirements noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2022 Financial Information Return, etc.), the Recipient must report on funding twice each year, providing information on how program funding is or will be used, and again after year-end on how funding was actually used.

In the spring, prior to the start of the construction season the Recipient will submit to the Ministry an **initial report** that includes information on planned/proposed projects that make use of OCIF funding. The Recipient will also submit to Ministry a **final report for the year** on or before March 31st that will include the amount of interest earned on Funds over the year, information on actual annual expenditures and a status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed. Standard reporting forms and detailed instructions on how to access these forms will be provided closer to each reporting timeline.

### **Payment of Funds**

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient's plan to utilize funding.

### **Data Sources**

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions, Asset Management Plans and Schedule 51A of the Financial Information Returns (FIR).
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission and not included in a municipality's asset management plan, the Ministry is using its own CRV estimates for those assets.
- To derive CRV estimates, four years (2019, 2020, 2021, 2022) of FIR data were considered, giving priority to the most recent available data.
- For municipalities that submitted a CRV template through the CRV data collection process, CRVs used for 2025 OCIF were capped at 200% of their MOI FIR-based estimates and limited to 60% of MOI FIR-estimates as their lowest point. In cases where the Ministry did not receive a template submission, CRVs from asset management plans were anchored to +/- 40% of MOI's FIR-based estimates.
- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission
- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).

Data sources: Final 2022 Market Change Profile (MCP) and 2024 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2021 or 2022 for PILs). 2024 OMPF (Ontario Municipal Partnership Fund) data released October 2023.

- **Median household income:** Statistics Canada's measure of median income for all private households in 2020.

Ontario Community Infrastructure Fund (OCIF)  
Allocation Notice  
The Corporation of the Township of Southwold

Below are the key data source values used to calculate your 2025 allocation:

The Corporation of the Township of Southwold		
	Inputs	
a	Core infrastructure CRV estimate	\$119,394,197
b	Adjusted core infrastructure	\$342,047,526
c	Weighted property assessment	\$985,168,013
d	Number of households	1,876
e	Median household income	\$105,000
Ind 1*	<b>Indicator 1 (<math>h \div i</math>)</b>	0.0334
f	Indicator 1 – Raw ( $b \div c$ )	0.3472
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.3071 g2: Lowest: 0.0206 g3: Highest: 1.5097
h	Difference between Indicator value and Median ( $f - g1$ )	0.0401
i	Difference between the Maximum and the Median Value ( $g3 - g1$ ) <sup>1</sup>	1.2026
Ind 2*	<b>Indicator 2 (<math>l \div m</math>)</b>	0.1824
j	Indicator 2 – Raw ( $b \div d \div e$ )	1.7365
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 1.1538 k2: Lowest: 0.0794 k3: Highest: 4.3485
l	Difference between Indicator value and Median ( $j - k1$ )	0.5827
m	Difference between the Maximum and the Median Value ( $k3 - k1$ ) <sup>2</sup>	3.1947
Ind	<b>Infrastructure Index (<math>(Ind1+Ind2)/2</math>)</b>	<b>0.1079</b>
n	Median of Infrastructure Indices of all eligible municipalities	-0.0416
o	Percentage points away from the Median	14.95
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) $\$173.143 + \$24 \times (Ind - n) \div 10\%$ <sup>3</sup>	\$209.02
q	Median core infrastructure multiplier	\$173.143
	2024 OCIF Allocation	\$346,367
	<b>2025 OCIF Allocation</b> Maximum of ( $p \times a \div \$100,000$ ) or \$100,000, up to \$10 million, limited to $\pm 15\%$ variance from 2024 grant**	<b>\$294,412</b>

**\*\*Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

\*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is above the median, the difference between the maximum value and median is calculated ( $g3 - g1$ )

Note 2: Since the indicator is above the median, the difference between the maximum value and median is calculated ( $k3 - k1$ )

Note 3: Since the index is above the median, the funding multiplier per \$100,000 of core infrastructure is greater than \$173.143

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: [www.ontario.ca/page/ontario-community-infrastructure-fund#section-5](http://www.ontario.ca/page/ontario-community-infrastructure-fund#section-5).





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** October 28<sup>th</sup>, 2024

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

**REPORT NO:** CAO 2024-80

**SUBJECT MATTER: Backyard Hens in Residential One (R1) Zones**

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**Recommendation:**

THAT Council give consideration to By-Law No. 2024-52, a By-Law adopting a licensing system to permit Backyard Hens in R1 Zones in the Township of Southwold;

AND THAT Council give consideration to By-Law No. 2024-53, a By-Law to amend the User Fee By-Law to adopt a license fee of \$150.00 for Backyard Hens;

AND THAT Council directs staff to include wording in the next housekeeping amendment to the Zoning By-Law to amend section 3.16, the "Keeping of Animals", to permit backyard hens in certain R1 Zones, subject to a license being issued;

AND THAT staff be directed to cease enforcement of chickens listed in section 3.16 of the Zoning By-Law, so long as the regulations of By-Law 2024-52 are complied with, until such time as the housekeeping Zoning By-Law can be adopted;

**Purpose:**

To seek Council approval of various By-Laws to proceed with a licensing regime for Backyard Hens in the Residential One (R1) Zone in the Township's Settlement Areas.

**Background:**

In response to delegations to Council which took place in August 2024, Council directed staff to proceed with drafting a licensing By-Law and initiate Zoning By-Law changes to provide residents in existing oversized R1 Zoned properties to have a limited number of Backyard Hens.

Staff provided Council with a draft By-Law and report at their meeting on October 15<sup>th</sup>, 2024. Council provided feedback to Staff on various items requiring refinement and staff was instructed to make changes and bring the updated By-Law back to Council for approval.

**Comments/Analysis:**

As described in a report to Council on October 15<sup>th</sup>, 2024, to accomplish Council's directive to provide a regime to permit a limited number of backyard hens, there are a series of By-laws that need to be adopted and amended.

By-Law No. 2024-52 (A By-law to regulate and licence the keeping of Backyard Hens within Residential One (R1) Zones in the Township of Southwold) was brought before Council and described in detail in CAO's Report CAO 2024-73 on October 15<sup>th</sup>.

Included on the October 28<sup>th</sup> agenda is an updated version of By-Law 2024-52 which reflects Council's comments made on October 15<sup>th</sup>. Notably, the following changes are included in the latest draft:

- 1) Increase in the total number of hens permitted from four to six hens.
- 2) Removal of a license renewal process & fee.
- 3) Increase the total number of licenses to be capped at 20 (increased from 15). Interest from residents indicates that there may be a demand for 20 licenses initially.
- 4) Decrease in the total lot size required for a license to 1000 m<sup>2</sup> from 1,800 m<sup>2</sup>.

The earlier draft of the By-Law included a requirement that the minimum lot size be 1,800 m<sup>2</sup>, matching the Zoning By-Law provision for minimum lot size for partially serviced properties. In completing research, staff realized that this lot size is intended for the creation of new, partially serviced properties and did not accurately reflect the existing rural character of the "oversized" lots in the Township's settlement areas.

The intention of the minimum lot size for Hen licensing was to provide a permissive approach to backyard hens on existing lots that are large enough to accommodate the hens (considering neighbour conflicts and required setbacks), while limiting hens on newly created, smaller lots in a plan of subdivision. As the program is implemented, it is possible that the lot size limitation could be reduced or expanded based on learned experience.

**Financial Implications:**

Staff are proposing a user fee of \$150.00 for the license fee. Set fines included in the By-Law are generally set at \$205.00 per offence (with some fines as high as \$305.00). Staff have removed any reference to an annual renewal fee.

**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"**

# MEMO

**Date:**     **October 28, 2024**

**To:**       **Council**

**From:**   **Lisa Higgs, CAO/Clerk**

**Subject: The following are the 2025 Council Meeting Dates**

Monday January 13, 2025	Regular Meeting of Council
<b>Wednesday January 15, 2025</b>	<b>Budget Meeting 7:00 p.m. – Operating</b>
<b>Thursday January 23, 2025</b>	<b>Budget Meeting 7:00 p.m. – Operating, if needed</b>
Monday January 27, 2025	Regular Meeting of Council
Monday February 10, 2025	Regular Meeting of Council
Monday February 24, 2025	Regular Meeting of Council
Monday March 10, 2025	Regular Meeting of Council
Monday March 24, 2025	Regular Meeting of Council
Monday April 14, 2025	Regular Meeting of Council
Monday April 28, 2025	Regular Meeting of Council
Monday May 12, 2025	Regular Meeting of Council
Monday May 26, 2025	Regular Meeting of Council
Monday June 9, 2025	Regular Meeting of Council
Monday June 23, 2025	Regular Meeting of Council
Monday July 14, 2025	Regular Meeting of Council
Monday July 28, 2025	Regular Meeting of Council (OPTIONAL)
Monday August 11, 2025	Regular Meeting of Council
Monday August 25, 2025	Regular Meeting of Council (OPTIONAL)
Monday September 8, 2025	Regular Meeting of Council
Monday September 22, 2025	Regular Meeting of Council
Tuesday October 14, 2025	Regular Meeting of Council
Monday October 27, 2025	Regular Meeting of Council
<b>Tuesday November 4, 2025</b>	<b>Budget Meeting – Roads/Infrastructure Capital Improvements, Parks Capital, Administrative Capital</b>
<b>Thursday November 6, 2025</b>	<b>Budget Meeting – Roads Fleet and Roads Buildings Capital, Fire Capital</b>
<b>Tuesday November 11, 2025</b>	<b>Budget Meeting – if needed</b>
Monday November 10, 2025	Regular Meeting of Council

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Monday November 24, 2025      Regular Meeting of Council

Monday December 8, 2025      Regular Meeting of Council

- *Special Meetings are at the discretion of the Mayor, or if the Mayor refuses to act, a special meeting may be summoned by the Clerk upon a request signed by a majority of the members of council.*



October 10, 2024

Mayor Jones, Township of Southwold, Council Members

Dear Mayor Jones and Council Members;

Canine Distemper, a very tenacious, highly contagious and deadly viral disease was rampant this spring, infecting the highest number of raccoons and skunks we have ever seen in Elgin County. Historically we see around a dozen raccoons and a few skunks each spring. But beginning January 1st until June, my Rehabilitation and Another Chance Wildlife Rehabilitation, run by Carol Clarke in St. Thomas were called almost every day, sometimes 2 and 3 times a day from residents in St. Thomas, Central Elgin and many other jurisdictions, including Southwold. Out of 111 raccoons we retrieved, 8 were dead when we arrived, 75 required euthanasia (7 from Southwold) as well as 55 skunks. In the coming months, when raccoons start to den together, more cases will appear. How many, we can't predict.

Canine Distemper affects the animal's respiratory and gastrointestinal systems, but more importantly, neurological, which can cause some to lose their fear of people and pets, even appearing friendly. Many are seen wandering neighbourhoods, coming onto decks up to doors and even approaching people. This is when public safety becomes a risk along with potential conflicts with pets because as the disease progresses, the affected animal becomes more disoriented and can without warning, become aggressive. Distemper is not a threat to human health but it is to unvaccinated dogs. So, for reasons of public and pet safety, ending the animal's suffering and trying to reduce the prevalence of the virus in the environment, we made every attempt this year to respond in a timely manner. All of these sick animals with Distemper symptoms were taken to Beaver Creek Animal Hospital, assessed, then humanely euthanized. As part of Ontario's Rabies Prevention and Control program, the animals' remains were sent to the MNRF (Ministry of Natural Resources & Forestry) and tested for Rabies. Luckily, we have never had a reported case of raccoon strain rabies in our County.

As Authorized Wildlife Rehabilitators, our mandate is to rescue, rehabilitate and if possible, return orphaned and injured native wildlife back to their natural habitat. We are regulated by the MNRF but receive no ongoing funding at any government level. We operate solely on donations. This year combined; we have received over 700 animals. To clarify, we are not a removal service, but are available by phone, to help the homeowner decide if intervention is necessary and can offer humane solutions on how to remove a healthy animal without trapping. If they choose to contact a pest control company, we urge them to select with caution, because not all companies are humane and none are regulated in Ontario. We have no idea of these animals' fate.

St. Thomas and the Municipality of Central Elgin provide assistance by paying for the euthanasia of distempered animals. Attached is a copy of an invoice, showing how much we were charged to euthanize one raccoon from Southwold. Most animals only require Euthanol, but on rare occasions if the animal is extremely aggressive, a heavy sedation is given first as a safety measure for the Veterinarian staff. For us to have to pay for the euthanasia of animals from your township, depletes our funds we desperately need for rehabilitating. When we pick up any animal, we tactfully explain our position to the homeowner but, sadly maybe 1 in 30 people offer a donation. Distemper outbreaks are cyclical but are occurring more often with milder winters. Spring is our busiest time, receiving injured and orphaned wildlife daily. Having to drive this spring and summer to over 150 different locations to pick up sick raccoons and skunks was not only taxing; it was difficult for us to fulfill our mandate. Responding to non participating Townships and Municipalities may not be feasible in the future.

We are experts in our field and provide a valuable service to the public. We know our wildlife and their behaviour. We listen, reassure, identify symptoms of disease and injury, intervene as needed, direct, protect and educate. Many callers think the animal is Rabid, frightened for their family and pets. This year I responded to 2 cases where the person was bitten by a raccoon. These cases are and were by law, reported to Southwestern Public Health. For the 2 people, a trip to the ER for assessment and post exposure vaccines. For the raccoons, regardless of symptoms, automatic euthanasia.

On your website under Wildlife, no education or other resources are listed other than how to contact us. Therefore, we are asking the Council to please agree to pay for the euthanasia of distempered animals we retrieve from Southwold in the same manner as St. Thomas and Central Elgin.

Thank you. If you require any further information, please do not hesitate to contact me.

Sincerely,

Colleen Burns, Authorized Wildlife Custodian for Ontario's Native Wildlife

7477 SUNSET RD

ST. THOMAS , ON

N5P 3S8

**ESTIMATE**

## Client Info

103834

Another Chance WILDLIFE

## Pet Info

108394

**Wildlife Meds**

Species: Rodent

Breed:

Sex: Female

Age: 0y; 0m (00/00/00)

Description:

Date: Oct 1, 2024

2:58 PM

Dr. Rajiv Bhatia

Mod: Oct 1, 2024

Ref: 458290

**REASON****Southwold euthanasia****PROCEDURES/MEDICATIONS**

Accept?	Description	Qty	Qty_2	Price	Total	Total_2
Accepted	DORMINAL (EUTHANOL) 240MG/ML	1.00	1.00	N/A	0.00	0.00
Accepted	WILDLIFE EUTH	1.00	1.00	57.75	57.75	57.75
Accepted	HEAVY SEDATION 0-15LBS	1.00	1.00	63.00	63.00	63.00

Pre-tax:	120.75	120.75
Discount:	24.15	24.15
Taxes:	12.56	12.56
<b>Total:</b>	<b>\$109.16</b>	<b>\$109.16</b>

October 11, 2024

Minister of Transportation  
Hon. Prabmeet Singh Sarkaria  
Email: [minister.mto@ontario.ca](mailto:minister.mto@ontario.ca)

MPP Oxford  
Ernie Hardeman  
Email: [Ernie.Hardeman@pc.ola.org](mailto:Ernie.Hardeman@pc.ola.org)

SCOR EDC  
Email: [do@scorregion.com](mailto:do@scorregion.com)

**Re: Continued Funding Support - Southwest Community Transit**

Please be advised that the Town of Tillsonburg Council, at its meeting held on October 7, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution # 2024-474**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

Whereas the County of Brant, Middlesex County, Municipality of Strathroy Caradoc, Norfolk County, Municipality of East Zorra Tavistock, Grey County, Perth County, City of Stratford, Municipality of Lambton Shores, and Wellington County have successfully utilized government funding to create and sustain local community transit through Southwest Community Transit; and

Whereas 85,000 riders have utilized the Southwest Community Transit services in the first half of 2024 alone, demonstrating significant community reliance on these services; and

Whereas the economic impact of this transit system is estimated to be \$748,800,000 annually, largely due to its role in providing transportation to employment opportunities; and

Whereas the current funding for this critical small urban and rural



inter-community transit service is set to expire in March 2025, putting the sustainability of the service at risk:

Therefore be it resolved that the Town of Tillsonburg council urges the provincial government to continue funding Southwest Community Transit beyond March 2025 to ensure the ongoing viability of this essential service for small urban and rural Ontario

Be it further resolved that this resolution be circulated to the County of Brant, Elgin County, Middlesex County, Norfolk County, Oxford County, Municipality of Strathroy Caradoc, Municipality of East Zorra Tavistock, Perth County, City of Stratford, Municipality of Lambton Shores, Wellington County, Bruce County, Municipality of Bayham, Municipality of Thames Centre and other relevant stakeholders for their support and advocacy.

Carried

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Laura Pickersgill  
Executive Assistant  
Town of Tillsonburg

Cc: All Ontario municipalities



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

### **BY- LAW NO. 2024-52**

#### **Being a By-law to regulate and licence the keeping of Backyard Hens within Residential One (R1) Zones in the Township of Southwold**

**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2002, c.25, as amended, provides that powers of every Council are to be exercised by by-law unless specifically authorized to do otherwise;

**AND WHEREAS** Section 8(3) of the Municipal Act, 2001 provides municipalities with the broad authority to govern affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Sections 11(1) and (2) of the Municipal Act, 2001, provides that a lower- tier municipality may provide any services or thing that the Municipality considers necessary or desirable for the public in respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

**AND WHEREAS** Section 11(3) of the Municipal Act, 2001, provides that a lower-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction: animals;

**AND WHEREAS** Council provided direction at the September 9, 2024 regular meeting of Council on key provisions that should be included in the licensing by-law;

**AND WHEREAS** yearly licenses shall be capped at 20 for the entire Township;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it expedient, necessary and in the public interest to regulate the keeping of backyard Hens in accordance with the Township's Zoning By-law, as amended, for the purpose of public health and safety.

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

## Definitions

**"Annual License Cap"** or "cap" shall refer to the maximum limit of Backyard Hens Licences being issued annually.

**"Backyard Hens"** means the accessory keeping of hens for the purpose of companionship as a pet or providing eggs for personal consumption by occupants of a dwelling on the same lot, and does not include accessory livestock, or agricultural uses otherwise defined by the Township of Southwold's Zoning By-law.

**"Clerk"** means the Clerk of the Corporation of the Township of Southwold or their designate.

**"Coop"** means a fully enclosed weatherproof and ventilated building where hens are kept and which the interior of includes nest boxes for egg laying, perches for the hens to sleep on, and food and water containers.

**"Council"** means the Council of the Corporation of the Township of Southwold.

**"Dwelling"** means one or more rooms in a building, designed as, or intended as, or capable of being used or occupied as a single independent housekeeping unit and containing living, sleeping, sanitary and food preparation facilities or facilities for the installation of kitchen equipment and has an independent entrance. For the purpose of this By-law, a dwelling unit does not include any commercial accommodation or a recreational trailer.

**"Hen"** means a domesticated female Hen that is at least four months old.

**"Licence"** means a licence issued under this By-law.

**"Officer"** means a Police Officer or an Animal Control Officer, a By-law Enforcement / Municipal Law Enforcement Officer for the Township of Southwold, or anyone working under his/her authority.

**"Outdoor Run"** means an area enclosed by wire screen intended for permitting a hen or hens to be outdoors.

**"Property"** means a parcel of land and any buildings or other structures on the land.

**"Property Owner"** means the registered owner(s) of a property within the Township of Southwold.

**"Slaughtering"** means the killing of livestock for purposes that include the use of meat for food.

**“Township”** means the Corporation of the Township of Southwold.

**“Waitlist”** means the list of applications received after the cap of 20 issued licenses has been reached.

**“Zoning By-law”** means a by-law passed under Section 34 of the Planning Act that regulates the use of land in the Township of Southwold.

## **1. Administration**

- 1.1 The Corporation of the Township of Southwold is responsible for the administration and enforcement of this by-law.
- 1.2 The provisions of this By-law shall apply to the keeping of Backyard Hens in accordance with the Zoning By-law within the boundaries of the Township of Southwold.
- 1.3 The Owner and/or applicant understands and agrees that upon notice, the Township may revoke the licence/permission to keep hens at anytime, and the keeping of hens after this date is an offence under the by-law as set out in Schedule “A”.

## **2. Application for Backyard Hen Licence**

- 2.1 No person shall keep Backyard Hens pursuant to this By-law, unless that person has submitted an application and receives a licence from the Township of Southwold.
- 2.2 The applicant/owner of the Backyard Hens must reside on the property where the Backyard Hens are kept.
- 2.3 An application for such licence must be signed by the applicant and/or landowner and shall include, but is not limited to, the following mandatory fields:
  - 1) Applicant information including name, address (mailing and physical), postal code, and telephone number and email address (if available);
  - 2) Property Owner’s information including name, address (mailing and physical), postal code, and telephone number and email address (if available);
  - 3) Site sketch/plan illustrating the location and size of the coop and manure storage area on the property, complying with the coop regulations set out in the By-law;
  - 4) Checklist of specific regulations contained in the By-law confirmed by the applicant; and,
  - 5) A declaration that the applicant:

- a) Reviewed OMAFRA Webpage titled "Raise Healthy Small Flock Poultry";
  - b) Reviewed the OMAFRA Webpage titled "Rodent Control in Livestock and Poultry Facilities";
  - c) Reviewed the Ministry of Health Factsheet titled "Reducing Health Risks Associated with Backyard Chickens";
  - d) Will provide suitable housing and shelter for the backyard Hens in their care and will maintain such housing in a clean and wholesome state, having regard for Biosecurity Recommendations for Small Flock Chicken Owners;
  - e) Will provide the Backyard Hens with appropriate food, water, space and environmental conditions conducive to good health and the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing; and,
  - f) Will abide by the regulations contained within the Backyard Hens Licensing By-law.
- 2.4 It is understood that different ministries and organizations may update their resource kits and factsheets from time to time. Staff have the authorization to make updates to the education package applicants are to review as outlined above in section 2.3, based on new information provided and/or recommended by OMAFRA and the Ministry of Health.
- 2.5 Tenants must obtain written permission from the property owner to keep Backyard Hens on the owner's property.
- 2.6 Every application for a Backyard Hens licence shall be submitted to the Township on the form provided (application form).
- A license will be issued for every approved application upon receipt of payment submitted in accordance with the annual licence fee as outlined in the User Fees By-law (By-law No. 2024-53). Approved licenses that are not paid within 30 days of their approval will not be held or guaranteed issuance based on license availability.
- 2.7 Through the authority of this by-law the Township has set a yearly cap on the number of backyard Hen licences so as not to exceed 20 approved licences per year.
- 2.8 Applications received after the cap of approved licenses is reached will be added to a waitlist, whereby applicants will be notified in sequence of their submission upon license availability.

**Application**

- 2.9 An application shall be submitted by all new applicants for any property proposing to receive a licence, providing all the required documentation as outlined in section 2.3 of this By-law.
- 2.10 A change in occupancy or ownership of the property shall make the Backyard Hens License null and void. The new occupant and/or owner shall submit a new initial application.

**General**

- 3.0 Every application for a licence will be reviewed to determine whether it meets the requirements of this By-law. Part of this review will include circulation to applicable departments.
- 3.1 Applications received after the annual cap has been reached, will be held on a waitlist in the sequence they were received. Upon licence availability waitlisted applicants will be contacted in the order their application was received. These applicants will have 30 days to respond to the Township advising if they will proceed with their application.
- 3.2 Waitlisted applicants who do not inform the Township of their intention to proceed, will forfeit their position on the waitlist and the subsequent applicant will be contacted.
- 3.3 When waitlisted applicants are offered an available licence, they will be required to affirm that the information on their application has not changed. If the information has changed, they will be provided an opportunity to resubmit an application within a 30-days for immediate consideration.
- 3.4 Reviewing departments as part of their review, may require an inspection of the property, other than a room or place used as a dwelling.
- 3.5 If at any time the Township determines, as a result of evidence that is provided, that the operation of a Backyard Hen coop does not conform to the requirements of this By-law, it may suspend or revoke the licence.
- 3.6 In the event of any changes to the conditions to which the licence approval was based on, the applicant shall notify the Township immediately of the changes and may be required to submit additional information, including but not limited to a new site sketch/plan of the coop location.

**4.0 Property Regulations**

- 4.1 A person is not eligible for a Backyard Hen licence of such licence unless:

- 1) The use or proposed use conforms with the Township's Zoning By-law and zone provisions that apply to the property;
- 2) The property is Zoned Residential Type 1 (R1), and meets a minimum lot size of 1,000 m<sup>2</sup> (10,760 ft<sup>2</sup>).
- 3) The property conforms to all applicable law, including but not limited to, the Health Protection and Promotion Act, laws regarding animal cruelty, and the Fire Protection and Prevention Act.
- 4) The property complies with all other municipal By-Laws and there are no outstanding orders or unpaid fines.

## **5.0 Backyard Hens Regulations**

- 5.1 A maximum of six (6) Backyard Hens shall be allowed on each permitted property.
- 5.2 All Backyard Hens shall be at least four (4) months old.
- 5.3 The keeping of roosters is strictly prohibited.
- 5.4 All deceased Backyard Hens shall be disposed of promptly in a sanitary manner.
- 5.5 The slaughtering of Backyard Hens on the property is prohibited.
- 5.6 The selling of eggs, manure, meat or other products derived from backyard Hens is prohibited.

## **6.0 Backyard Hen Coop Regulations**

- 6.1 Within a settlement area as defined by the Township's Zoning By-law, no backyard Hen coop (including manure storage area) or outdoor run, shall be located within:
  - 1) Conservation Authority Regulated Area, unless a permit is granted by the Conservation Authority, as defined in the Zoning By-Law mapping;
  - 2) A front yard or exterior side yard;
  - 3) 2 m of any dwelling;
  - 4) 3 m of any lot line;
  - 5) 1.5 m of any structure;
  - 6) 3 m from and downgradient of any well location to avoid potential water source contamination;

- 7) 3 m of any private sewage system (including tile bed); and,
  - 8) 15 m of any lot line on which a school is located.
- 6.2 A maximum of one (1) backyard Hen coop and one (1) outdoor run shall be permitted per property.
- A backyard Hen coop shall be provided that has:
- 1) A maximum ground floor area of 9.0 m<sup>2</sup>
  - 2) At least 0.37 m<sup>2</sup> of floor area for each hen;
  - 3) A maximum height of 4.5 m.
- 6.3 The backyard Hen coop and manure storage area, exclusive of the outdoor enclosure, shall not cumulatively exceed an area of 10 m<sup>2</sup>.
- 6.4 All backyard Hen coops shall be a fully enclosed weatherproof structure or enclosure with ventilation and a heat source, built to prevent any rodent(s) from harbouring underneath or within its walls and to prevent entrance by any other animal. The interior shall include:
- 1) At least one nest box for egg laying;
  - 2) At least one perch giving 0.3 m of space per hen;
  - 3) At least one food and water container;
  - 4) The floor must be constructed of a material that is resistant to moisture, mould, retain heat in the cold weather and exclude rodents and predators;
  - 5) The floors must be lined with shavings, straw or other appropriate materials to absorb manure and facilitate cleaning;
  - 6) Hen boxes and a perch must be provided to accommodate all hens;
  - 7) Dust bath area must be provided (helps control mites);
- 6.5 The Backyard Hen coop shall have a heat source that is a Canadian Standards Association (CSA) rated product and meets the Electrical Safety Authority (ESA) standards upon installation. It is the owner's responsibility to follow the manufacturer's instructions for the heat source to ensure proper use.
- 6.6 All Backyard Hen coops must be kept in a clean and sanitary condition at all times, free of vermin, obnoxious smells and substances and in good repair.
- 6.7 All Backyard Hen coops and outdoor runs shall be secured against the entry of predators.



- 6.8 Backyard Hens must be provided with food and clean water at all times, shelter, light, and ventilation to assist in keeping the hens in good health. Food and water shall be kept in solid, rodent proof and weather proof containers. Uneaten feed shall be removed in a timely manner.
- 6.9 All stored manure shall be covered by a fully enclosed container. No more than three (3) cubic feet of manure shall be stored. All other manure not used for composting or fertilizing shall be removed daily from the hen coop and outdoor run.
- 6.10 All backyard Hens must be kept securely in a coop or outdoor run at all times. Backyard Hens are not permitted to run at large.
- 6.11 The Backyard Hen coop must be locked from sunset to sunrise.

## **7.0 Right of Entry**

- 7.1 Every person who holds a Backyard Hen licence shall allow, at any reasonable time, a Municipal Law Enforcement Officer or other authorized employee or agent of the Township to inspect the property, other than any room or place used as a dwelling, to determine whether all requirements of this By-law are being complied with.
- 7.2 No person shall obstruct or hinder or attempt to obstruct or hinder a Municipal Law Enforcement Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this By-law.

## **8.0 Offence and Penalty Provisions**

- 8.1 Every person who contravenes any of the provisions of this by-law shall be guilty of an offence and upon conviction is liable to a fine pursuant to the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 8.2 If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **9.0 Severability**

- 9.1 It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond

the powers of Council to enact, such section or section or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.

- 9.2 Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

## **10.0 Force and Effect**

This by-law shall take force and effect upon the passage hereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND  
FINALLY PASSED THIS 28<sup>th</sup> DAY OF OCTOBER, 2024.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs

**The Corporation of the Township of Southwold**  
**Backyard Hens Licensing By-law 2024-52**

To regulate and licence the keeping of Backyard Hens within the Township of Southwold

Schedule "A"

**Part I Provincial Offences Act**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provisions Creating or Defining Offence</b>	<b>Set Fine</b>
1.	Fail to obtain licence	s. 2.1	\$205.00
2.	Possess more than six (6) Hens	s. 5.1	\$205.00
3.	Possess a rooster	s. 5.3	\$205.00
4.	Fail to dispose of deceased Hen promptly and in sanitary manner	s.5.4	\$250.00
5.	Permit slaughtering of Hens on property	s. 5.5	\$305.00
6.	Permit the sale of products derived from Hens	s. 5.6	\$205.00
7.	Fail to comply with coop location setbacks within settlement areas	s. 6.1	\$205.00
8.	Permit more than one (1) coop or outdoor run on property	s. 6.2	\$205.00
9.	Fail to comply with permitted size of coop and manure storage area	s. 6.3	\$205.00
10.	Fail to comply with coop maintenance standards	s.6.4	\$205.00
11.	Fail to maintain sanitary conditions	s. 6.6	\$305.00
12.	Fail to keep coop and/or outdoor run secure	s. 6.7	\$205.00

Item	Short Form Wording	Provisions Creating or Defining Offence	Set Fine
13.	Fail to provide clean food and water	s.6.8	\$205.00
14.	Fail to keep food properly stored	s.6.8	\$205.00
15.	Fail to keep manure in proper fully enclosed container	s. 6.9	\$205.00
16.	Permit storage of manure over three (3) cubic feet	s. 6.9	\$205.00
17.	Permit Hens to run at large	s.6.10	\$205.00
18.	Fail to lock coop from sunset to sunrise	s. 6.11	\$205.00
19.	Hinder or obstruct the Township, its employees, officers or agents	s. 7.2	\$400.00

**Note: The general penalty provision for the offences listed above is Section 8.1 of By-law 2024-52, a certified copy of which has been filed.**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### BY-LAW NO. 2024-53

#### Being a By-Law to amend Animal Control fees in By-law No. 2021-73

**WHEREAS** Section 391 of the Municipal Act, 2001, R.S.O.2001, c. 25, as amended, provides that the Council of a local municipality may pass by-laws to impose fees and charges;

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

1. That Schedule "A" to By-law No. 2021-73 be amended by deleting the following items:

Item #	Category	Sub-Category	Item	Fee	Notes
1.07	Animal Control		Dog Tag	\$0.00	No HST
1.08	Animal Control		Late fee after last business day in February- additional charge per tag	\$0.00	No HST
1.09	Animal Control		Any NEW dog/puppy to the Township, licensed after Jul1 of each year	\$0.00	No HST, will pay ½ the regular fee (case by case determination)
1.10	Animal Control		Replacement tag	\$0.00	No HST

1.13	Animal Control		Guide Dogs & Service Dogs	No Charge	
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2. That Schedule "A" to By-law No. 2021-73 be amended by inserting the following:

Item #	Category	Sub-Category	Item	Fee	Notes
1.07	Animal Control		Fee to license backyard hens	\$150.00	No HST

3. This by-law comes into full force and effect on final passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 28<sup>TH</sup> DAY OF OCTOBER, 2024.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



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

### **BY- LAW NO. 2024-55**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 28, 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 October 28, 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 28<sup>th</sup> DAY OF OCTOBER, 2024.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs