



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday November 25, 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 the Special Council Meeting of November 7, 2024 and the Regular Council Meeting of November 11, 2024
- (b) Minutes of the Southwold 175 Committee Meeting of November 4, 2024
- (c) Draft Minutes of the Communities in Bloom Meeting of November 13, 2024

**5. DELEGATION**

- (a) **7:00 p.m. - QCWA 3<sup>rd</sup> Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant**

**6. DRAINAGE**

**7. PLANNING**

- (a) **7:00 p.m. Committee of Adjustment**

**8. REPORTS**

- (a) FIR 2024-13 Apparatus Replacement
- (b) ENG 2024-62 Composter and Digester Program Update
- (c) ENG 2024-63 Sidewalk Plow Replacement
- (d) FIN 2024-30 2025 Budget – 2025 Wage Grid Adjustment, Assessment Budget Direction/Feedback

- (e) CAO 2024-89 Backyard Hens and Cleaning and Clearing By-laws
- (f) CAO 2024-90 Agreement of Purchase and Sale – Ford Road
- (g) CAO 2024-91 Request to Waive Fees – Fridge Door Live Theatre Company

**9. CORRESPONDENCE**

- (a) Fee Waiver Request – Talbotville Optimist Club
- (b) Fee Waiver Request – Rosy Rhubarb Festival Committee
- (c) Fee Waiver Request – Triple C Saddle Club
- (d) Fee Waiver Request – Southwold Township Library, Shedden
- (e) Fee Waiver Request – Shedden Ag Society
- (f) Fee Waiver Request – Shedden Scouts
- (g) Fee Waiver Request – VON
- (h) Fee Waiver Request – Fingal-Shedden & District Optimist Club
- (i) Fee Waiver Request – Shedden Soccer
- (j) Fee Waiver Request – Fingal-Shedden & District Optimist Club – Rosy Rhubarb Run

**10. BY-LAWS**

- (a) By-law No. 2024-58, being a by-law to provide for the abandonment of the Larson Drain West 2011 Branch A
- (b) By-law No. 2024-59, being a by-law to regulate backyard hens within Residential One (R1) Zone in the Township of Southwold and repeal By-law No. 2024-52
- (c) By-law No. 2024-60, being a by-law for requiring and regulating, the cleaning and clearing of land; the clearing of refuse and debris from lands; and prohibiting the depositing of refuse and debris on land in the Township of Southwold and repeal By-Law No. 2024-56
- (d) By-law No. 2024-61, being a by-law to enter into an agreement of purchase and sale - Ford Road
- (e) By-law No. 2024-62, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 25, 2024

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

- (a) Municipality of Central Elgin Zoning By-law Amendment, 384 George Street

**12. CLOSED SESSION**

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) Talbotville Fire
- (b) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239 (2)(k)) Sanitary Services Update

13. **ADJOURNMENT:** **NEXT REGULAR MEETING OF COUNCIL**  
**Monday December 9, 2024 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Special Council Meeting – Budget Deliberations  
Thursday November 7, 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

COUNCIL ABSENT: None

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron Van Oorspronk, Dir. of Infrastructure & Development  
Services  
Jeff McArthur, Director of Emergency Services/Fire Chief

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

#### **DISCLOSURES:**

Councillor Fellows declared a pecuniary interest on item 4 (a) with respect to his employment with a supplier of an item described in the Road Fleet Capital.

## **REPORT:**

### **FIN 2024-26 2025 Capital Budget – Report #2**

Treasurer Lant provided a report to Council summarizing the budget process and introducing the categorization for recommended capital items. Ms. Lant indicated that the November 12<sup>th</sup> budget meeting remains optional.

### **2025 Budget Deliberations**

#### **Fire Capital**

Chief Jeff McArthur provided a presentation on the proposed capital investments for the Southwold Fire Department, indicating that the presentation is shorter than last year's requests.

Chief McArthur outlined the major department project, being the Talbotville Fire Hall which is presently under construction to support growth in the Talbotville settlement area.

Chief McArthur spoke to the recommendation that light duty Rescue truck be upgraded to a medium duty apparatus. Councillor Adzija asked about clarification with respect to a potential joint purchase, with the Chief clarifying that the purchase would be with each municipality ordering their own vehicle, but finding savings by ordering multiple vehicles. Mayor Jones spoke to the categorization of the recommendation as "Critical", especially given that any significant growth in the community will take much longer than 18 months. Mayor Jones spoke to his preference to defer this purchase for another year, even in light of the opportunity to acquire cost savings. Councillor Fellows asked about an estimate in potential savings in joint purchasing and Chief McArthur cautiously advised that other municipalities in Elgin realized a 5% cost savings for a similar purchase for tankers. Deputy Mayor Pennings spoke to his preference to possibly procure a vehicle similar to the Dutton Dunwich Fire Rescue and then exploring the medium duty vehicle once industrial development arrives.

Staff were instructed to explore the option of a similar vehicle as Dutton Dunwich and will provide a subsequent report to Council which includes the long term disposal costs and asset life of each vehicle, cost savings, and estimated cost increases over the next few years.

Chief McArthur next presented on the recommended purchase of the Auto Extrication equipment, including the recommendation to transition to battery operated rescue tools and lifting airbags.

Chief McArthur recommended that Council allocate \$30,000 annually to a reserve to fund the Elgin County Communications system replacement. Chief McArthur indicated that a report will be presented to Elgin County Council next week and an RFP will likely be issued in early 2025. Chief McArthur ended his presentation with a recommendation to allocate funds for the annual asset replacement.

### **Roads Fleet Capital**

Director VanOorspronk provided a presentation on the Roads Fleet Capital, beginning the presentation by outlining the annual reinvestment required for replacement.

Councillor Fellows vacated the Council Chambers.

Mr. VanOorspronk provided a presentation on the option to rebuild the Sidewalk Plow, which is important to maintain two plows to service our growing settlement areas. Mr. VanOorspronk provided the advantages of re-building the existing sidewalk plow instead of purchasing new, leading to significant cost savings. Mayor Jones asked about the warranty on the rebuild, asking whether all elements are warrantied. Mr. VanOorspronk indicated that he believes the motor is warrantied but will find out and report back.

Councillor Fellows returned to the Council Chambers.

Mr. VanOorspronk provided a report to Council on the replacement of the 2016 Dodge Ram, which was deferred in 2024, indicating that he does not recommend further deferral of the purchase.

Director VanOorspronk provided a recommendation that a broom mounted to the front of a truck would be helpful in sweeping intersections in the summer, which includes a small harness compatible with a small plow.

### **Drainage Capital**

Director VanOorspronk summarized the predicted investment required for Township roads, as required by the Drainage Act.

### **Planning Capital**

Director VanOorspronk provided a recommendation to invest in a secondary plan for the Talbotville industrial lands, which has been something in the works for a few budget years to date. Deputy Mayor Pennings endorsed the plan and suggested that the EDC would support the concept and recommended that this be funded from the modernization funding, which Treasurer Lant agreed to investigate.

Director VanOorspronk recommended that the Township needs to update the municipality's Zoning By-Law as part of a required conformity exercise with the Official Plan and updated Provincial Policy Statement. There was a discussion on the proposed budget for the Zoning By-Law update, with Councillors voicing their preference to reduce the total budget allocation.

Finally, Director VanOorspronk presented the final item on the Planning Capital budget recommendation including the Parks and Trails master plan, which is currently out for RFP now.

Director VanOorspronk reviewed the capital sheets with Council providing information on the capital investment overview and reserve balances for each.

Treasurer Lant completed the presentation to Council with a discussion on the cash and capital requirements, outlining the year over year changes. Deputy Mayor Pennings asked about the timeline for the appeal of the Amazon assessment and suggested that we could defer potential budget rates until after resolution.

**ADJOURNMENT:**

**2024- 340 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Special meeting of Council at **8:09 p.m.**

**CARRIED**

\_\_\_\_\_  
Mayor  
Grant Jones

\_\_\_\_\_  
CAO/Clerk  
Lisa Higgs



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday November 11, 2024  
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

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

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

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

#### **8. REPORT:**

(p) Capital Project Sheet: Keystone Complex Electronic Sign

**DISCLOSURES:** None



**ADOPTION OF MINUTES:**

**Council Minutes – Adopt**

**2024-341 Councillor Emons – Councillor Adzija**

**THAT** the Minutes of the Regular Council Meeting of October 28, 2024 and the Minutes of the Special Council meeting of November 5, 2024 are hereby adopted.

**CARRIED**

**Committee Minutes – Review**

**2024-342 Councillor Adzija – Councillor Fellows**

**THAT** Council had reviewed the Draft Minutes of the Young at Heart Committee Meeting of October 24, 2024 and the Draft Minutes of the Family Day/Winterfest Committee Meeting of October 30, 2024.

**CARRIED**

**PLANNING:**

CAO/Clerk Lisa Higgs reported that the Committee of Adjustment public hearing for MV 2024-06, 6383 Coon Road was deferred to the next Council meeting. Planning staff received some correspondence that requires further review.

**DRAINAGE:**

**DRA 2024-07 Abandonment of the Larson Drain West**

**2024-343 Councillor Fellows – Deputy Mayor Pennings**

**THAT** the Council of the Township of Southwold receives the report DRA 2024-07, Larson Drain West 2011 -Abandon a portion of Larson Drain West 2011—from Sta 0+000 to 0+089 "; and,

**THAT** upon receiving signed letters representing 100% of the affected landowners requesting abandonment under Section 84(1) of the Drainage Act, Council decides to proceed with the abandonment of the section of the Larson Drain West 2011—from Sta 0+000 to 0+089; and,

**THAT** Council instructs the Clerk to send the required Notice of Abandonment of Drainage Works to all owners of land assessed for the

drainage works, stating its intention to proceed with the abandonment of the part of Larson Drain West 2011 from Sta 0+000 to 0+089.

**CARRIED**

**REPORTS:**

**FIR 2024-12 Activity Report – October 2024**

Director of Emergency Services/Fire Chief Jeff McArthur presented his report to Council.

**ENG 2024-57 Activity Report – October 2024**

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

**ENG 2024-58 Commercial Plaza RFP Awards**

**2024-344 Deputy Mayor Pennings – Councillor Emons**

**THAT** Report ENG 2024-58 relating to the Commercial Plaza RFP Award, be received for information; and

**THAT** the proposal submitted by DHP Homes in the amount \$325,000 be accepted; and

**THAT** Council direct staff to negotiate an agreement of purchase and sale with the proponent.

**CARRIED**

**DRAINAGE:**

**Taylor Drain 2024 Tender Results**

**In attendance: D. McCallum**

**Meeting to Consider Taylor Drain 2024 Tender Results**

**2024-345 Councillor Emons – Councillor Fellows**

**THAT** the Meeting to Consider the Taylor Drain 2024 Tender Results forms at **7:20 p.m.**

**CARRIED**

Chairman Jones stated that this is a meeting required under Section 59 of the Drainage Act to Consider the Bid Price for the Taylor Drain 2024, report dated May 28, 2024, By-law No. 2024-38.

The purpose of this meeting is to allow the landowners and other affected parties to be given the opportunity to voice their concerns relating to the bid price received at tender opening. I would ask that any affected parties present please sign an attendance sheet for the record

On Monday October 28, 2024 Council reviewed the tender price received for this drain and the low bid of \$397,800.00 was approximately 145% of the Engineers estimate of \$274,850.00. Under Section 59 of the Drainage Act Council is required to call a meeting of the affected parties to consider the price if the bid price exceeds 133% of the Engineers Estimate.

Council will give an opportunity to any person who has signed the petition to withdraw from it by filing a signed withdrawal with the clerk and shall also give those present owning lands within the area requiring drainage who have not signed the petition an opportunity to do so

Chairman Jones asked if everyone was notified of this Meeting to Consider the Bid Price under section 59 of the Drainage Act in an appropriate way that were required to be notified under the Drainage Act. The Clerk responded yes. On Wednesday October 30, 2024 (this date must be at least 10 days before this meeting) all landowners and affected parties required to be notified under Section 41 of the Drainage Act were either hand delivered or emailed a notice followed by regular mail notice of the date and time and location of this meeting. The notice included a copy of the Report of the Drainage Superintendent to Council on the bid price for the Taylor Drain 2024 as well as an estimated schedule of assessment that provided and estimate of how the increased bid price will affect the landowners involved.

Chairman Jones asked the Engineer to discuss the bid price received. George Vereyken reported that this is a project that requires a special bour under the 401. Four bids were received but three companies were using the same sub-contractor. The estimates for this project were based on the last similar project that was done approximately two years ago and had anticipated the costs to increase by 50%. It is specialty work, and the net assessment came in at a 27% increase for each property. For the landowners it resulted in an approximate increase of \$17.00-\$1304.00 but the bulk of the costs are going to the MTO who is receiving the bour. Mr. Vereyken provided a couple of options that included revising the scope to cut costs or maybe retendering the project, but we may not be able to beat this price. There are not a lot of companies that complete this type of work.

Chairman Jones asked it any members of Council had any questions. Councillor Emons asked if there had been any response from landowners. Drainage Superintendent Brent

Clutterbuck responded that Mr. McCallum had asked that the improvement to the drain be completed.

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

Chairman Jones stated that this drain was initiated a major drain improvement under Section 78(1.1) of the Drainage Act. He asked if any landowners wish to remove their name or are there any that wish to add their name to the request. No changes were requested.

### **Taylor Drain 2024 Tender Results**

#### **2024-346 Deputy Mayor Pennings – Councillor Fellows**

**THAT** Council accepts the tender submitted by Robinson Farm Drainage and awards the contract to improvement the Taylor Drain 2024 at a cost of \$397 800.00 plus HST.

**CARRIED**

### **Adjournment of Mtg to Consider Taylor Drain 2024 Tender Results**

#### **2024- 347 Councillor Adzija – Councillor Emons**

**THAT** the Meeting to Consider the Taylor Drain 2024 Tender Results hereby adjourns and the regular meeting of Council reconvenes at **7:27 p.m.**

**CARRIED**

### **REPORTS:**

#### **ENG 2024-59 Intact Climate Change Grant Opportunity**

##### **2024-348 Councillor Adzija – Councillor Emons**

**THAT** Council direct Staff to apply for a grant through the Municipal Climate Resiliency Grant.

**CARRIED**

## **ENG 2024-60 OCWA Negotiations Report**

### **2024-349 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Report ENG 2024-60 relating to the future operations and maintenance of the drinking water and wastewater system with the Ontario Clean Water Agency, be received for information; and

**THAT** the Mayor and Council of the Township of Southwold authorize Township Staff to enter into negotiations with the current Operating Authority being the Ontario Clean Water Agency, for a potential renewal in accordance with the terms of conditions within the current agreement.

**CARRIED**

## **ENG 2024-61 St. Thomas Secondary Shutdown**

### **2024-350 Councillor Adzija – Councillor Emons**

**THAT** Report ENG 2024-61 relating to the supply of drinking water to Southwold Township from the Municipality of Dutton Dunwich during emergency situations, be received for information and;

**THAT** Council direct the Mayor and Clerk to send correspondence to the Council of the Municipality of Dutton Dunwich requesting temporary supply of water to the Township through the Iona Interconnect.

**CARRIED**

## **FIN 2024-27 2025 Ontario Municipal Partnership Fund (OMPF)**

Director of Corporate Services/Treasurer Michele Lant presented this report to Council

## **FIN 2024-28 Q3 Financial Report**

### **2024-351 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Report FIN 2024-28 Financial Report - January to September 2024 be received and filed for information.

**CARRIED**

## **FIN 2024-29 Tax Incentive Approval Applications**

### **2024-352 Councillor Emons – Councillor Adzija**

**THAT** Council approves the total adjustment of taxes for the 2024 tax year resulting from Municipal Act, Tax Incentive Approval adjustments as presented, in the amount of \$9,119.68.

**CARRIED**

### **CBO 2024-16 Activity Report – October 2024**

This report was present to Council

### **CAO 2024-83 Activity Report – October 2024**

CAO/Clerk Lisa Higgs presented her report to Council.

### **CAO 2024-84 Updated Cleaning and Clearing By-law**

#### **2024-353 Councillor Pennings – Councillor Emons**

**THAT** Council give consideration to By-Law No. 2024-56, a By-Law for requiring and regulating, the cleaning and clearing of land; the clearing of refuse or debris from lands; and prohibiting the depositing of refuse or debris on land.

**CARRIED**

### **CAO 2024-85 ROMA Delegations**

#### **2024-354 Councillor Emons – Deputy Mayor Pennings**

**THAT** Council approve the proposed recommended delegation requests for the ROMA Conference and that they provide any feedback on additional recommendations to make with various Ministries.

**CARRIED**

### **CAO 2024-86 Budget for Wildlife Management**

#### **2024-355 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council approve the proposed recommendation to allocate \$1,000.00 to fund wildlife management, specifically related to euthanizing of distempered racoons and other wildlife.

**CARRIED**

**CAO 2024-87 Southwold Township History Committee**

**2024-356 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council approves the appointment of Deputy Mayor Pennings, Councillor Fellows and a staff resource to the Southwold History Committee.

**CARRIED**

**Keystone Complex Electronic Sign**

**2024-357 Councillor Fellows – Councillor Emons**

**THAT** the Keystone Complex Electric Sign be included in the 2025 capital budget.

**CARRIED**

**CORRESPONDENCE:**

- Correspondence from J. and S. Malott – Recycling Collection
- Kettle Creek Conservation Authority – Conservation Areas Strategy Consultation Period
- Fee Waiver Request – Len Cuthbert

Council reviewed the items under Correspondence.

**Fee Waiver Request – Len Cuthbert**

**STAFF DIRECTION**

Staff was directed by Council to further investigate the request for the fee waive from Mr. Cuthbert.

**BY-LAWS:**

- By-law No. 2024-56, being a by-law for requiring and regulating, the cleaning and clearing of land; the clearing of refuse and debris from lands; and prohibiting the depositing of refuse and debris on land in the Township of Southwold.

**By-law No. 2024-56**

**2024-358 Deputy Mayor Pennings – Councillor Fellows**

**THAT** By-law No. 2024-56 be read a first and second time, considered read a third time and finally passed this 11<sup>th</sup> day of November, 2024.

**CARRIED**

**OTHER BUSINESS**

- City of St. Thomas Notice of Adoption Official Plan Amendment, 9783 Wellington Road
- Municipality of Central Elgin Notice for Official Plan Amendment, 349 George Street, Port Stanley

Council reviewed the items under Other Business.

**CLOSED SESSION:**

**2024-359 Councillor Adzija – Councillor Emons**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:26 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) – Township Planning Staff

**CARRIED**

**Adjournment of Closed Session**

**2024-360 Councillor Emons – Councillor Adzija**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:01 p.m.**

**CARRIED**

**STAFF DIRECTION**

Staff were directed by Council to contact Elgin County to confirm the use of centralized planning services.



**Confirming By-law**

- By-law No. 2024-57, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 11, 2024

**Confirming By-law**

**2024-361 Councillor Fellows - Deputy Mayor Pennings**

**THAT** By-law No. 2024-57 be read a first and second time, considered read a third time and finally passed this 11<sup>th</sup> day of November, 2024.

**CARRIED**

**ADJOURNMENT:**

**2024-362 Councillor Emons- Councillor Adzija**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:02 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs



## Southwold 175 Planning Committee Meeting Minutes

Monday November 4, 2024

Council Chambers, Fingal

Time meeting started: 4:00 p.m.

**Present:** Mayor Grant Jones  
Councillor Sarah Emons  
Bill Aarts  
Chris Cirella  
Abi Drewett  
Sofia Sinclair-Jones  
June McLarty, Staff Resource

### 1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 4:01 p.m.

### 2. Approval of the Agenda

**Moved by** – Sarah Emons **Seconded by** – Bill Aarts

That the agenda for the November 4<sup>th</sup>, 2024 meeting be approved.

**Carried**

### 3. Approval of the October 7<sup>th</sup>, 2024 Minutes

**Moved by**–Abi Drewett **Seconded by**–Chris Circella

That the minutes from the October 7<sup>th</sup>, 2024 meeting be approved.

**Carried**

### 4. Planning for 2025

#### 4.1 Scale of Event – Keystone Capacity

##### 4.1.1 Shedden Road Works and Construction

There is a possibility that due to the construction on Union Road that the road may not be open for the August 9<sup>th</sup> event.

#### **4.1.2 Parking Space Available**

There will be only approximately 700-1000 parking spaces available for the August 9<sup>th</sup> event. This will limit the attendees to approximately 2000-5000 people.

#### **4.1.3 Infrastructure (Septic and Porta Potties)**

The septic system at the complex is designed for maximum capacity (300 people). Due to the scale of the event, 40 porta potties will be needed. \$15000.00 is included in the budget for these items.

#### **4.1.4 Chairs/Seating**

Extra chairs will need to be obtained for the main concert. Some extra table may also be needed. Grandstand setting can be used for the cultural concerts.

#### **4.1.5 On-site Payment Options**

Township staff are working on options to provide an on-site payment option.

### **5.0 2025 Event Budget**

#### **5.1 Revenues**

##### **5.1.1 Green Lane Trust**

Green Lane Community Trust will contribute \$95 000.00 towards the events.

##### **5.1.2 Ticket Sales**

Tickets for the August 9<sup>th</sup> event will be free but on a first come first service bases

##### **5.1.3 Sponsorship**

A tier sponsorship proposal was reviewed by the committee. A list of local businesses to be approached was discussed. Abi and Sofia will prepare the sponsorship packages.

#### **5.2 Expenses**

##### **5.2.1 Updated Venue Costs**

Staff time and complex fees will need to be included as part of the budget.

### **6.0 Event Entertainment Elements**

#### **6.1.1 Performer Update**

There will be 1 headliner. Sofia will provide list of potential artists.

Genevieve Fisher – August 9<sup>th</sup>, 2025

Connor Higgs and Randy Dawdy for January 25<sup>th</sup>, 2025

Only 1 stage will be required

#### **6.1.2 Kids Events**

Grant will talk to local bouncy castle companies.

Optimist Club and Shedden Scouts have some games we can use.

### **6.1.3 Havards**

There will 2 Harvards.

The Copa Group costs need to be determined

### **6.1.4 Helicopter Rides**

A landing area will need to be determined

### **6.1.5 DJ**

Abi will investigate and obtain a cost.

## **7.0 Logistics**

### **7.1.1 Booking/Ordering Timing Deadlines**

The headliner will need to be booked by December 15<sup>th</sup>.

### **7.1.2 Community Partnership Recruitment**

Mayor Jones has talked to some of the local services clubs.

Maybe a meeting should be scheduled with the service club to discuss their expertise on handling large events.

### **7.1.3 Volunteer Coordination & Recruitment**

A list of the extra volunteers that will be needed for the events has to be completed.

### **7.1.4 Beer Tent & Liquor Licensing**

Contact a local service club to do this.

### **7.1.5 Weather & Contingency**

The August 9<sup>th</sup> event will be rain or shine. Extra tents that may need to be obtained and must include awnings.

## **8.0 Advertising/Communications**

### **8.1.1 Branding/Logo Creation**

Abi is continuing to work on the logo and branding.

### **8.1.2 Pop-up Booth**

The Township has tents that can used as a pop-up tent.

### **8.1.3 Website/Social Media**

Township staff to set up the website and social media accounts.

Committee members will assist with the monitoring.

Sarah will contact Len Lynch about doing a short video on the History of the Township

### **8.1.4 Photographer**

Graeden Laing was suggested as a photographer. Cost will need to be determined

**9. Kick off Event (January 25<sup>th</sup>, 2025)**

Connor Higgs will preform from 2:30 p.m.-3:30 p.m.

Randy Dawdy will preform from 3:35 p.m. -5:00 p.m.

A table for pre-orders of swag will be set up as well.

**10. Other Business**

Chris provided some event coordinator resumes. Applicants will be brought back at a future meeting for an interview.

**11. Adjournment and Next Meeting**

RESOLVED that the meeting be adjourned at **6:26 p.m.** to meet again at **3:30 p.m.** on **November 18, 2024.**

**Carried**



## MINUTES

### CIB COMMITTEE

@ 10:30 a.m.

November 13, 2024

Council Chambers, 35663 Fingal Line

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Attendees: Shelley Smith  
Mayor Grant Jones  
Jo-Anne Cummings-Stinson  
June McLarty, Staff Resource  
Karen Graff  
Shannan Worotny

Regrets: Christine McArthur, Cathy Koyle, Dave Nichols

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Shelley called the meeting to order at 10:27 a.m.

**2024-08 Moved by: Shannan Worotny – Seconded by: Karen Graff**

**RESOLVED THAT** the agenda for the November 13<sup>th</sup>, 2024 meeting be approved.

**Carried**

**2024-09 Moved by: Shannan Worotny – Seconded by: Shelley Smith**

**RESOLVED THAT** the minutes of the July 31<sup>st</sup>, 2024 meeting be approved with the correction.

**Carried**

### **Financial Statement**

June provided a financial statement to the Committee.

### **Flags Inventory**

An inventory on the condition of the small flags that go on the Township signs will need to be completed. Karen to contact Val regarding the continuation of looking after the small flags. An order for 40 large Canada flags will be completed in January.

### **Iona Station Flower Box Construction**

A reminder will be sent to John Price, Facilities Manager to construction the flower box for the Iona Station. This box will be the same size at the Fingal west sign box.

## **Volunteer Insurance**

The Committee reviewed who is covered under the Township's insurance for volunteers. Students who assist with the CIB are covered.

## **Changes for 2025**

The Committee discussed some changes for 2025.

- Better communication with Township staff when the step boxes are put out for the summer and returned for storage in the fall
- Graff's trailer is available to be used
- Karen will complete the cuttings for geraniums
- More flowers may need to be purchased from Costco or a flower wholesaler
- Talk to Christine about planting seeds and petunias
- Shannan to do some research on hostas
- May replace some of the annuals with perennials
- Inventory of plants and number of volunteers needed to plant the pots
- Mayor Jones offered his place to plant the pots for the step boxes
- Annual Plant Sale – Saturday May 24, 2025
- Karen with the assistance of Shannan will plant some vegetable seeds
- May need more perennial donations for the plant sale

More discussions on the changes for 2025 will be held at the next meeting.

## **Southwold 175**

The Committee reviewed the colour palette in the Township logo. The Committee would like the flowers that are planted in the sign and step boxes this year to closely match the logo colours to help celebrate Southwold 175.

## **Other Business**

Mayor Grant Jones thanked the committee for all their hard work to keep the Township looking beautiful.

## **Adjournment**

**2024-10 Moved by: Shannan Worotny – Seconded by: Grant Jones**

**RESOLVED THAT** the meeting of the Communities in Bloom Committee be adjourned at **11:47 a.m.** to meet again on a yet to be determined date **at 10:30 a.m.**

**Carried**

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Shelly Smith - Chair

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June McLarty – Staff Resource





**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Southwold Water Distribution System Operations Report Third Quarter 2024

Ontario Clean Water Agency, Southwest Region  
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster  
Date: Oct 15, 2024

### Facility Description

Facility Name:	Southwold Water Distribution System
Regional Manager:	Sam Sianas - (519) 319-2233
Senior Operations Manager:	Vitaliy Talashok - (226) 378-8986
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality

### Service Information

The Southwold Distribution System services approximately 1310 service connections throughout the Township of Southwold in rural areas, Shedden and Fingal. The system supplies water to the Dutton Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre. At the Iona Interconnect, the Dutton-Dunwich Distribution System can also back feed into the Southwold system in case of emergency. The Lynhurst area (in Southwold) is supplied by the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System, this area is operated by the City of St. Thomas.

### Operational Description

A re-chlorination facility is located on Talbot Line. The Shedden Re-Chlorination Facility boosts the free chlorine residual from the supply from the St. Thomas Area Secondary Water Supply System. Water quality is monitored at this location through online chlorine analyzers as well as sampling locations located throughout the distribution system. Auto flushers are installed in problem/low usage areas in the distribution system in order to maintain adequate residuals. There are three pressure reducing valves located in the distribution system to control high pressure areas. Chambers for draining, isolating and air relief are located throughout the distribution system as well.

## CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System  
ORG#: 5071

### SECTION 1: COMPLIANCE SUMMARY

#### **FIRST QUARTER:**

There were no compliance issues to report for the first quarter.

#### **SECOND QUARTER:**

There were no compliance issues to report for the second quarter.

#### **THIRD QUARTER:**

There were no compliance issues to report for the third quarter.

### SECTION 2: INSPECTIONS

#### **FIRST QUARTER:**

There were no MECP or MOL inspections conducted during the first quarter.

#### **SECOND QUARTER:**

There were no MECP or MOL inspections conducted during the second quarter.

#### **THIRD QUARTER:**

On July 30<sup>th</sup> 2024, MECP inspector Meaghan Morgan was onsite to conduct a surprise inspection. All questions have been answered and all documentation has been supplied. We are waiting for the final report and rating.

### SECTION 3: QEMS UPDATE

#### **FIRST QUARTER:**

There were no QEMS updates to report during the first quarter.

#### **SECOND QUARTER:**

The Essential/Emergency Service and Supply Contact List was updated on April 29<sup>th</sup>, 2024. Changes were made to Client Contacts as well as OCWA Staff. The list is currently in its 36<sup>th</sup> revision.

#### **THIRD QUARTER:**

On August 29<sup>th</sup> an internal audit was completed by Matt Belding identifying 13 OFI's.

On September 17<sup>th</sup> a management review and 36 month Risk Assessment was conducted for Southwold with OCWA and Southwold's management.

### SECTION 4: PERFORMANCE ASSESSMENT REPORT

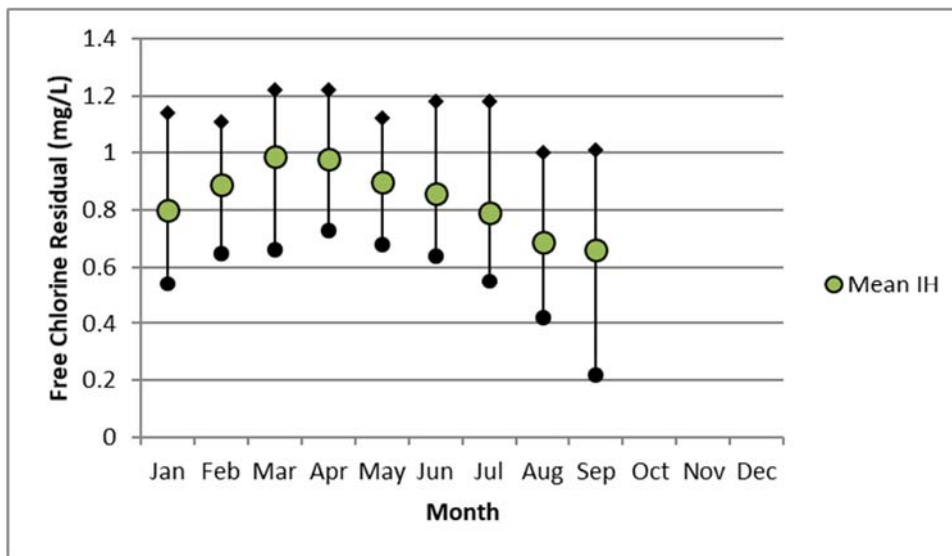
Auto Flushers are tested twice per week; the current settings are:

#	Location	Frequency	Duration
1	Iona Road	7 days	15min
2	Lake Line	5 days	15min

3	Thomas Road	7 days	15min
4	Bush Road	7 days	7min

All residuals were adequate at the current flushing durations. Changes were made to the Bush Line auto flusher after flooding concerns in a farmer’s field. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2024 obtained so far throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system in 2024.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during this quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2024.

Table 1: Distribution system sampling results for 2024.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	25	0 - 0	0 - 0	10	<10
February	20	0 - 0	0 - 0	8	<10
March	22	0 - 0	0 - 0	10	<10
April	25	0 - 0	0 - 0	9	<30
May	20	0 - 0	0 - 0	8	<10
June	21	0 - 0	0 - 0	9	<10
July	25	0 - 0	0 - 0	10	<20
August	20	0 - 0	0 - 0	8	<10
September	20	0 - 0	0 - 0	8	<10

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average along with the 2023-2024 results. The current running average is below the regulated limit of 100µg/L. When compared to quarter#3 from 2023, this is an increase of 13.9%.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
October 2023		57
January 2024		34
April 2024		29
July 2024		45
Running Average	100	41.25

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average along with the 2023-2024 results. The current running average is below the regulated limit of 80µg/L. When compared to quarter #3 from 2023, this is a decrease of 4.0%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
October 2023		9.4
January 2024		24.9
April 2024		18.9
July 2024		16.8
Running Average	80	17.5

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2024. Lead is required in 2026.

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (µg/L)
February 2024	3	7.14 – 7.17	94.3	-
July 2024	3	7.17 - 7.21	121	-

## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER:**

There were no additional Health & Safety issues identified in the first quarter.

### **SECOND QUARTER:**

The annual Health & Safety Inspection was completed on May 29<sup>th</sup>, 2024. No issues identified. There were no additional Health & Safety issues identified in the second quarter.

### **THIRD QUARTER:**

There were no additional Health & Safety issues identified in the third quarter.

### **SECTION 6: GENERAL MAINTENANCE**

#### **FIRST QUARTER:**

##### JANUARY

08: Onsite at Optimist Dr and Hwy 3 for J.AAR to complete tie in and loop of Talbot Meadows.

##### FEBRUARY

15: Onsite at Optimist Dr and Hwy 3 for J.AAR to complete tie in and loop of Talbot Meadows. Mike Golding Coring performed live tap.

26: Found controller on Thomas Rd autoflusher was failed. Replaced controller with new spare.

29: Hawkins tech onsite to troubleshoot Rechlor meter chamber HI level float.

##### MARCH

04: Iona Rd Watermain Break prep work.

05: Iona Rd Watermain Break repair.

06: SGC Flowmetrix onsite at Rechlor for annual flow meter calibrations.

06: Third Line Watermain Break repair.

14: Hawkins techs successfully changed Rechlor meter chamber HI level float and junction box.

#### **SECOND QUARTER:**

##### APRIL

16: Jesse C assisted Kevin from Southwold at 11992 Woodplant road for new meter pit install.

25: Repaired leaking hydrant 175 at Longhurst and Sunset.

##### MAY

07: Andrew T assisted Kevin from Southwold with live service tap on trunk main at 36357 Talbot Line.

10: Repaired hydrant 89 at 9855 John St N.

##### JUNE

06: Onsite at Hydrant 212 at 6753 Mill Rd for repair. Kevin with Southwold also on site.

27: Jutzi delivered 6 totes of hypo.

#### **THIRD QUARTER:**

##### JULY

17: On-site at new firehall in Talbotville, will soon begin turning valves to try and isolate work area.

31: On-site at new Talbotville fireball for watermain connection.

##### AUGUST

29: Received Hypo delivery.

##### SEPTEMBER:

07: Started flushing hydrant at the corner of Southminster Bourne and Sunset drive to remove any air in the system due to St Thomas having to drain a section of the St. Thomas Secondary System for work located at 1167 Wonderland Rd.

16: Arrived onsite at Talbotvilles new fire department building. Turned valve to 4" line to flush out chlorinated swab where they installed new 1.65 m length of pipe going inside the foundation of the building. After flushing swab out and seeing no leaks contractor back filled hole. Took residual and tested 0.71 ppm. Closed 4" valve. Notified ORO.

23: Placed hydrants 35,36 and 37 out of service for maintenance discussed with ORO.

25: Completed repair on hydrant # 57 see appurtenance repair form.

## **SECTION 7: ALARM SUMMARY**

### **FIRST QUARTER:**

#### **JANUARY**

There were no alarms to report during the month of January.

#### **FEBRUARY**

15: Emergency locate at 41457 Ferguson Line.

#### **MARCH**

17: Emergency locate at 34806 Fingal Line.

### **SECOND QUARTER:**

#### **APRIL**

There were no alarms to report during the month of April.

#### **MAY**

24: Call for a service leak at 40359 Clinton Line. Repaired service leak.

#### **JUNE**

01: Received alarm call from Spectrum for Rechlor outlet Cl analyzer HI and then a now normal right after. Preparing to head to site. Reviewed datalogger. Outlet Cl analyzer spiked shortly after flow on the flow meter increased from ~3.7L/s to ~17L/s, causing the Cl pump to start ramping up quickly.

10: Received alarm for high outlet chlorine now normal. Verified outlet Cl analyzer. Analyzer reading 1.15mg/L free Cl and I tested 1.27mg/L. Spike reached a max of 5.01mg/L for 2min at 06:03. Shortly before spike, flow on the main jumped up from around 3.9L/s to around 15L/s which ramped up the Cl pump dosing.

13: Received call from spectrum for an emergency water shut off at 4252 Thomas Rd.

### **THIRD QUARTER:**

#### **JULY**

No alarms for July.

#### **AUGUST**

05: Completed emergency locate on Iona Road on east side between Fifth and Pioneer, locate sheet given to hydro one employee.

#### **SEPTEMBER**

04: Received call from spectrums for outlet cl high. Arrived onsite, outlet analyzer reading 0.89. Everything at facility appears normal. Analyzer now reading 0.88 ppm and tested with handheld unit and got a reading of 0.87 ppm. Analyzer now reading 1.53 ppm and chlorine pump has stopped

dosing, system working as it should be. Outlet analyzer now at 1.54 and appears steady. Leaving site.

05: Received call from spectrums for outlet cl. Arrived onsite analyzer reading 0.88 ppm tested 0.80 ppm. Calibrated analyzer down. Analyzer now reading 1.37 ppm and chlorine pump no longer dosing. System appears to be operating normally and holding steady. Leaving site.

06: Received alarm for high outlet cl. Arrived onsite, outlet analyzer reading 1.34 chlorine pumps not dosing any more. Analyzer now reading 1.33 ppm tested 1.39 with handheld. Everything now appears normal.

24: Received call from spectrums for chlorine outlet high now normal. Arrived onsite and acknowledged alarm. Outlet analyzer reading 1.20 took handheld reading and tested 1.22. Everything at facility appears normal, leaving site.

## **SECTION 8: COMMUNITY COMPLAINTS & CONCERNS**

### **FIRST QUARTER:**

#### **JANUARY**

On March 6<sup>th</sup> there were two water pressure complaints reported. The first was a leak due to the 1" supply line blowing off a resident's water meter. The second was low water pressure; St. Thomas had to adjust some valves to maintain adequate pressure.

### **SECOND QUARTER:**

#### **MAY**

21: Complaint for abnormal pressure at 34547 Third Line. Checked pressure and is normal.

31: Complaint for leaking water in lawn at 9802 John St N. Kevin G with Southwold investigating and planning to excavate to find leak.

### **THIRD QUARTER:**

#### **JULY**

On July 26th a resident complained their water tasted like dish soap. Operator on site. Flushed nearby hydrant, took chlorine residual, and tasted the water. Chlorine residual was 0.91mg/L free chlorine. No taste issues noted.

#### **AUGUST**

There were no complaints or concerns to report during the month of August.

#### **SEPTEMBER**

26: A resident of Elgin Manor complained that the water coming out of the tap was tasting like mud. OCWA was in Fingal. Mike told Ryan to pass the information along and that they should run their taps until any tastes/odours clear up. Mike also provided his email should they need to follow up again.

27: Received a call from Amazon that they are experiencing low water pressure in building. Hydrant at corner of hwy 4 and Southminister Bourne reading 62 PSI. Hydrant at Longhurst and Hwy 4 reading 65PSI. Notified Amazon employee of current pressures, they will check internally for issues on their end.





**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

Talbotville Wastewater Treatment Plant  
Operations Report  
Third Quarter 2024

Ontario Clean Water Agency, Southwest Region  
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster  
Date: Oct 15, 2024

Facility Description

Facility Name: Talbotville Wastewater Treatment Plant  
Regional Manager: Sam Sianas - (519) 319-2233  
Senior Operations Manager: Vitaliy Talashok - (226) 378-8986  
Business Development Manager: Robin Trepanier - (519) 791-2922  
Facility Type: Municipal  
Classification: Class 3

Service Information

Population Served: 125

Capacity Information

Total Design Capacity: 500 m<sup>3</sup>/day

	Design Values	2021 Flow Data	2022 Flow Data	2023 Flow Data	2024 Flow Data
<b>Average Daily Flow (m<sup>3</sup>/d)</b>	500	84.6	152.1	209.9	23.4
<b>% of Average Daily Design Flow</b>	-	16.9	30.4	42.0	47.1
<b>Peak Flow (m<sup>3</sup>/d)</b>	1000	319.0	432.4	360.0	441
<b>% of Peak Design Flow</b>	-	31.9	43.2	36.0	44.1

	Design Flow (m <sup>3</sup> /d)	2024 Average Daily Flow (m <sup>3</sup> /d)	2024 % Capacity	Design Peak Flow (m <sup>3</sup> /d)	2024 Maximum Daily Flow (m <sup>3</sup> /d)	2024 % Peak Flow
<b>January</b>	500	297.2	59.4	1000	403	40.3
<b>February</b>	500	223.5	44.7	1000	381	38.1
<b>March</b>	500	242.0	48.4	1000	298	29.8
<b>April</b>	500	272.5	54.5	1000	396	39.6
<b>May</b>	500	305.6	61.1	1000	436	43.6
<b>June</b>	500	235.4	47.1	1000	441	44.1
<b>July</b>	500	198.2	39.6	1000	218	21.8
<b>August</b>	500	178.6	35.7	1000	210	21.0
<b>September</b>	500	165.9	33.2	1000	226	22.6
<b>October</b>	500	-	-	1000	-	-
<b>November</b>	500	-	-	1000	-	-
<b>December</b>	500	-	-	1000	-	-
<b>Annual Average</b>	-	<b>235.4</b>	<b>47.1</b>	-	-	-

Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system to Dodds Creek.

**CLIENT CONNECTION MONTHLY CLIENT REPORT**

Facility Name: Talbotville Wastewater Treatment Plant  
ORG#: 1536

## **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST QUARTER:**

There were no compliance issues to report for the first quarter.

### **SECOND QUARTER:**

There were no compliance issues to report for the second quarter.

### **THIRD QUARTER:**

There were no compliance issues to report for the third quarter.

## **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

There were no MECP or MOL inspections conducted during the first quarter.

### **SECOND QUARTER:**

There were no MECP or MOL inspections conducted during the second quarter.

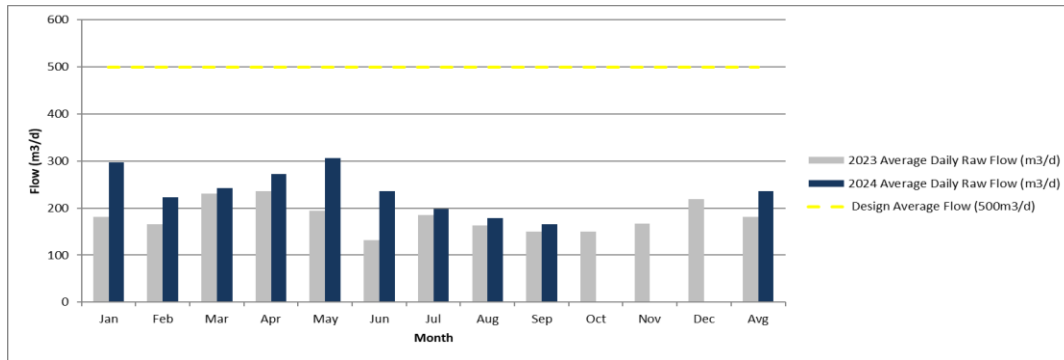
### **THIRD QUARTER:**

There were no MECP or MOL inspections conducted during the third quarter.

## **SECTION 3: PERFORMANCE ASSESSMENT REPORT**

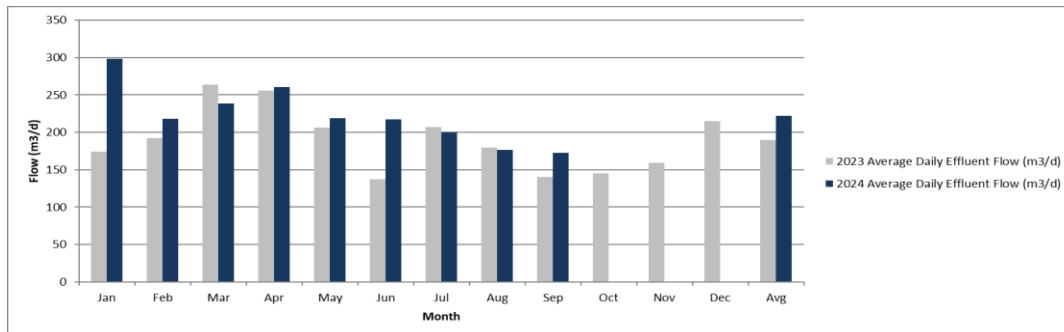
The average daily raw flow in 2024 so far is 235.4 m<sup>3</sup>/d. This is a 30.0% increase when compared to the average daily flow in 2023. The chart below shows the monthly average flows so far for 2024, compared to the 2023 average daily flows (Chart 1).

Chart 1. Raw flows for 2024 compared to 2023.



The average daily effluent flow so far in 2024 is 222.2 m<sup>3</sup>/d. This is a 17.1% increase when compared to the average daily flow in 2023. The chart below shows the monthly average flows for 2024 compared to average daily flows in 2023 (Chart 2).

Chart 2. Effluent flows for 2024 compared to 2023.



Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. Design objective exceedances are highlighted red in the table below (Table 1).

Table 1. Raw water sample results for 2024.

	BOD5	TKN	TP	TSS
	(mg/L)	(mg/L)	(mg/L)	(mg/L)
<b>January Results</b>	217	34.6	3.25	239
<b>February Results</b>	80	37.6	3.50	205
<b>March Results</b>	138	39.2	3.28	97
<b>April Results</b>	128	37.6	3.46	106
<b>May Results</b>	166	37.5	3.84	254
<b>June Results</b>	143	32.3	3.33	173
<b>July Results</b>	210	47.3	5.38	94
<b>August Results</b>	260	44.8	5.61	89
<b>September Results</b>	251	57.9	6.47	79
<b>October Results</b>	-	-	-	-
<b>November Results</b>	-	-	-	-
<b>December Results</b>	-	-	-	-
<b>Design Objective</b>	250	40	7	250
<b># Months Above Design</b>	<b>2/12</b>	<b>3/12</b>	<b>0/12</b>	<b>1/12</b>

The effluent is sampled on a weekly basis following the requirements of the ECA. The table (Table 2) below summarizes the monthly average results compared against the objectives and limits identified in the ECA.

Table 2. Effluent average sample results.

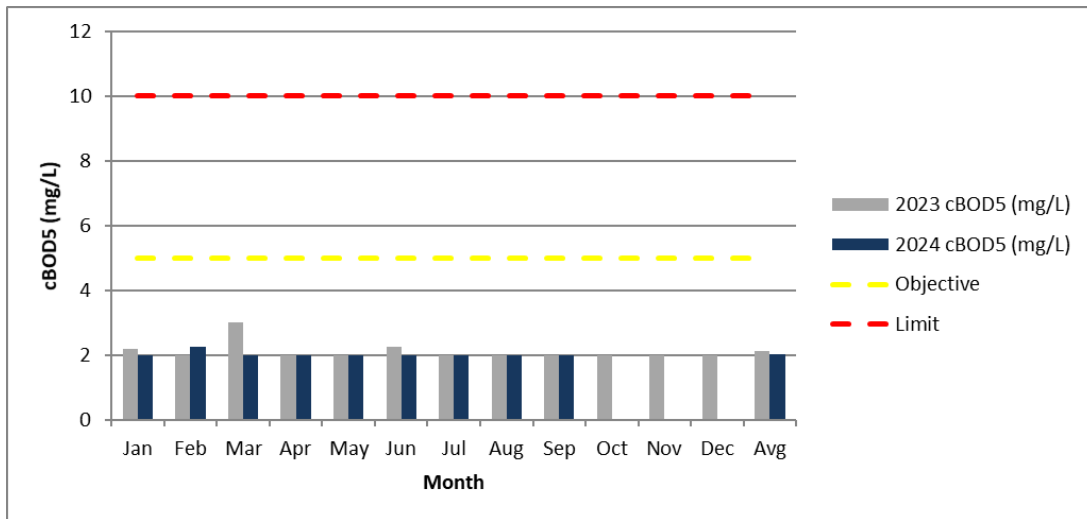
	cBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	E. coli (cfu/100mL)*	pH
<b>January</b>	2.00	2.00	0.09	0.10	1.00	7.14 - 7.75
<b>February</b>	2.25	2.25	0.09	0.10	1.00	6.96 - 8.18
<b>March</b>	2.00	2.00	0.09	0.10	1.00	7.01 - 7.99
<b>April</b>	2.00	2.00	0.10	0.10	1.00	7.13 - 7.69
<b>May</b>	2.00	2.00	0.14	0.12	1.55	7.00 - 7.69
<b>June</b>	2.00	2.25	0.13	0.10	1.00	6.98 - 7.51
<b>July</b>	2.00	2.00	0.24	0.14	1.00	6.84 - 7.82
<b>August</b>	2.00	2.00	0.10	0.10	1.00	7.07 - 8.03
<b>September</b>	2.00	2.00	0.12	0.10	1.44	6.64 - 8.08
<b>October</b>	-	-	-	-	-	-
<b>November</b>	-	-	-	-	-	-
<b>December</b>	-	-	-	-	-	-
<b>Annual Average</b>	<b>2.03</b>	<b>2.06</b>	<b>0.12</b>	<b>0.11</b>	<b>1.09</b>	<b>6.64 - 8.18</b>
<b>ECA Objective</b>	<b>5</b>	<b>5</b>	<b>0.2</b>	<b>1.0** 3.0</b>	<b>100</b>	<b>6.5-8.5</b>
<b>ECA Limit</b>	<b>10</b>	<b>10</b>	<b>0.3</b>	<b>1.5** 4.0</b>	<b>150</b>	<b>6.0-9.5</b>

\*expressed as geometric mean

\*\*based on May 1 to November 30 and December 1 to April 30

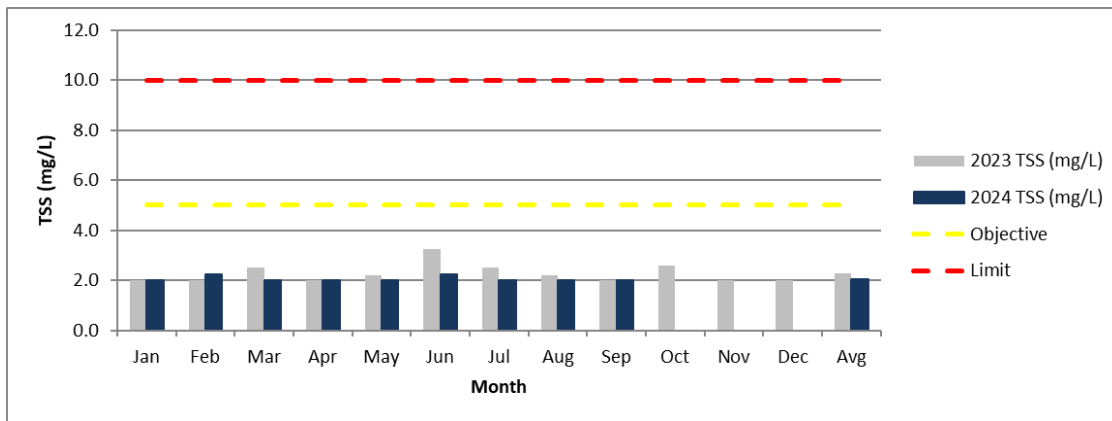
Effluent average cBOD5 so far in 2024 is 2.03mg/L. This is a decrease of 4.4% when compared to the 2023 annual average. All results have met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent cBOD5 results.

Chart 3. Average Monthly Effluent cBOD5 results for 2024 compared to 2023.



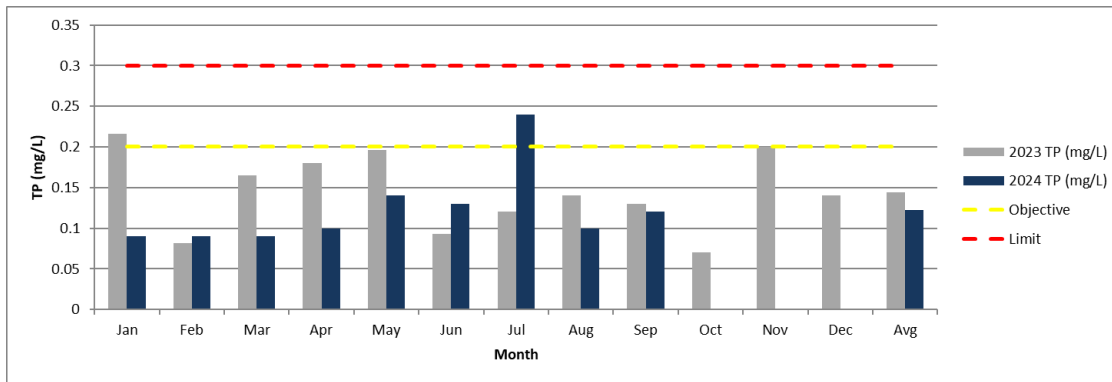
Effluent average TSS so far in 2024 is 2.06mg/L. This is a decrease of 9.5% when compared to the 2023 annual average. All results have met the effluent limits identified in the ECA. Refer to Chart 4 for the average monthly effluent TSS results.

Chart 4. Average monthly effluent total suspended solids for 2024 compared to 2023.



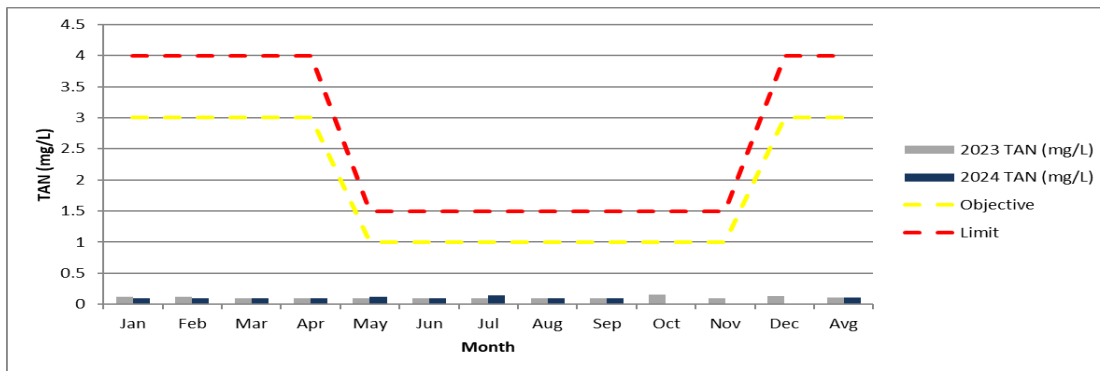
Effluent average TP so far in 2024 is 0.12mg/L. This is a 15.3% decrease when compared to the 2023 annual average. The objective exceedance in July was due to a plug in the Alum line. Refer to Chart 5 for the average monthly effluent total phosphorous results.

Chart 5. Average monthly effluent total phosphorus results for 2024 compared to 2023.



Effluent average TAN so far in 2024 is 0.11mg/L. This is a 4.1% decrease when compared to the 2023 annual average. All results have met the effluent limits identified in the ECA. Refer to Chart 6 for the average monthly TAN results.

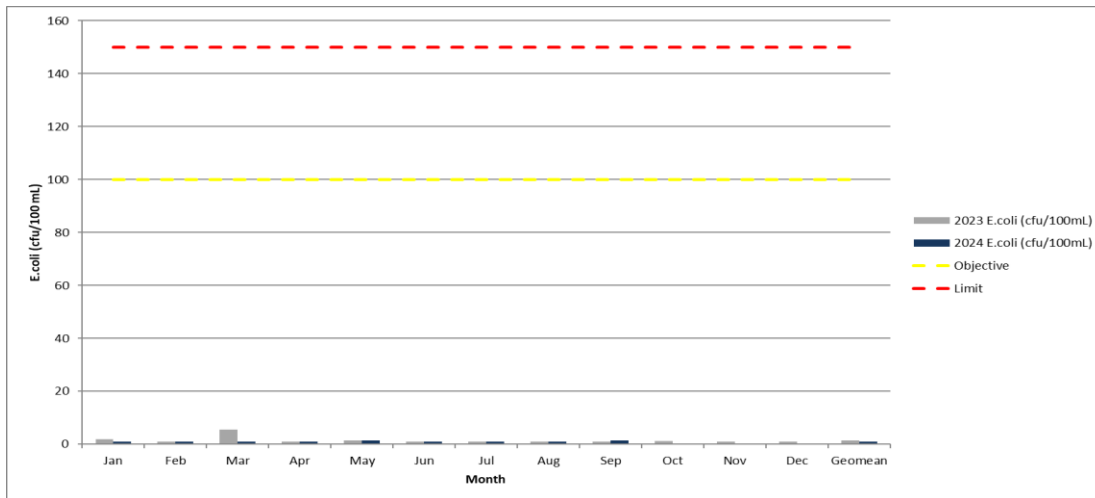
Chart 6. Average monthly effluent total ammonia nitrogen results for 2024 compared to 2023.



The average effluent geometric mean for E. coli so far in 2024 is 1.09cfu/100mL. This is a 19.3% decrease when compared to the 2023 annual average. All results so far have met the effluent objectives and limits identified in the ECA. Refer to Chart 7 for the monthly geometric mean results for E.coli.

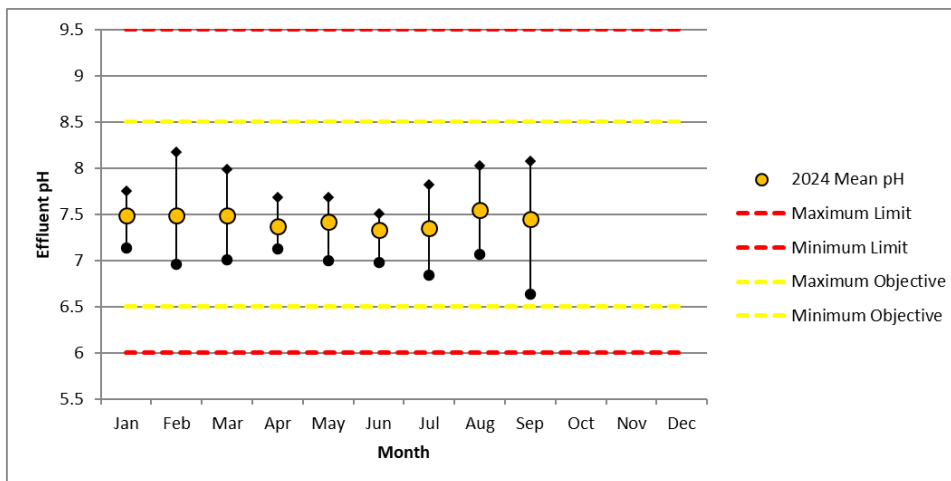
Chart 7. Geometric mean effluent E. coli results for 2024 compared to 2023.





The effluent pH is monitored twice weekly at a minimum at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 8 for the monthly minimum, maximum, average pH readings in 2024.

Chart 8. Effluent pH readings for 2024.



## SECTION 4: OCCUPATIONAL HEALTH & SAFETY

### FIRST QUARTER:

There were no additional Health & Safety issues identified during the first quarter.

## **SECOND QUARTER:**

On May 29<sup>th</sup> the annual occupational health and safety inspection was completed. There were two issues identified that were relayed to OCWA's management to be addressed. There were no additional Health & Safety issues identified during the second quarter.

## **THIRD QUARTER:**

There were no additional Health & Safety issues identified during the third quarter.

## **SECTION 5: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

Routine checks, readings and sampling were all conducted as required during the first quarter of 2024.

#### **JANUARY**

03: NewTerra onsite to work on sludge press.

04: NewTerra onsite to work on sludge press.

05: Farmington onsite to work on raw screener splash guards.

09: GFS hauled one load from MBR1 and one load from MBR2.

11: Received chemical delivery from Jutzi.

16: Gencare onsite to troubleshoot generator transfer switch.

17: GFS hauled one load from MBR1 and one load from MBR2.

18: Farmington onsite to work on raw screener splash guards.

23: Talbot Electrical hooked up electrical to new storage container.

25: Gencare installed new generator transfer switch.

26: Elvis with Hawkins installed new heater element on outside raw autosampler, new level transducer for raw EQ TNK-302, and motor break on MBR1 effluent valve Apollo actuator.

29: NewTerra onsite to work on sludge press.

30: NewTerra onsite to work on sludge press.

31: NewTerra onsite to work on sludge press.

## FEBRUARY

01: Received chemical delivery from Jutzi.

02: Farmington onsite to work on 2nd manhole net bracket.

12: Zouling Technologies onsite to install Starlink internet for site.

22: Received chemical delivery from Jutzi.

## MARCH

06: SCG Flowmetrix onsite for annual flowmeter calibrations.

13: Changed failed stop float for poly press drain pumps.

14: Received chemical delivery from Jutzi.

18: MBR1 annual recovery cleaning.

19: MBR1 annual recovery cleaning.

20: MBR1 annual recovery cleaning.

20: GFS onsite to clean solids from MBR1 .

21: MBR1 annual recovery cleaning.

22: MBR1 annual recovery cleaning.

27: HB material handling onsite for annual lifting device inspection.

## **SECOND QUARTER:**

## APRIL

02: K&K locksmith fixed blower room door lock.

04: Jutzi onsite for chemical delivery

04: Hurricane hauled 4 loads for Raw EQ tanks cleanout.

05: Hamisco onsite to perform annual inspection of tie off anchors in MBR room.

24: Hetek onsite to calibrate and inspect H2S sensor in raw screener room.

25: Jutzi onsite for chemical delivery

30: Gencare onsite to troubleshoot generator issue.

#### MAY

03: Gencare onsite to replace generator controller in transfer switch box.

16: Jutzi onsite for chemical delivery.

#### JUNE

06: Hawkins onsite to inspect raw EQ pump P-302.

06: Jutzi on site for chemical delivery.

27: Jutzi onsite for chemical delivery.

#### **THIRD QUARTER:**

#### JULY

04: Pro Electric and Southwold IT on site to install remote access to plant

08: Hawkins wired in raw pump 302

18: Received chemical delivery from Jutzi

#### AUGUST

08: Received chemical delivery from Jutzi

20: Received chemical delivery for Membrane 1 cleans

21: GenCare on site for annual generator inspection

22: Received chemical delivery from Jutzi

26-30: Membrane 1 cleaning

## SEPTEMBER

03: Hawkins on site to wire in raw pump 303

26: Hawkins on site to look at AV-711

## **SECTION 6: ALARMS**

### **FIRST QUARTER:**

#### JANUARY

11: Received alarm text for MBR2 effluent flowmeter low flow. Arrived onsite and MBR2 was running normally. Monitored and observed continued normal operation.

21: Arrived on site due to PLC losing connection as daily report text did not come through at midnight. Reset PLC.

26: Received alarm text for high raw EQ level due to heavy rain/melt event.

27: Arrived onsite for facility check due to heavy rain. Increased effluent flow setpoints due to levels.

#### FEBRUARY

27: Received alarm text for MBR1 effluent low flow and high VAC pressure alarms. Effluent flow setpoint was decreased.

#### MARCH

02: Received alarm text for HI level raw EQ TNK-301. Found raw flow was low. Flushed flow control valve and flow rose back to normal.

09: Received alarm text due to power flicker/brief outage. Utility power restored upon arrival.

## **SECOND QUARTER:**

### APRIL

19: Alarm call for power flicker. Performed site walkthrough.

21: Alarm call for HIHI level TNK-902 Sludge Press Discharge Tank. Readjusted float and tightened compression fitting as it had come loose.

28: Alarm call for high level Raw EQ. Raw flow was low. Flushed flow control valve and normal flow returned.

### MAY

15: Alarm call for low raw flow. Flushed flow control valve and normal flow returned.

22: Alarm call for sludge press pump P-903 fault. Reset pump and working fine.

### JUNE

01: Received alarm text for Raw EQ pump P-302 fault. Left P-302 in off. Will have to pull pump with a second operator next week. P-303 and P-301 in standby.

05: Continental carbon on site for replacement of odor, scrubber media

06: Received text at 0122 for UV light 754 preparing to head to site After about five minutes of trying to reboot, lamplight goes solid red and needs to be replaced. Closed inlet and outlet of UV light 754 leaving off-line till daytime operators arrive

11: Received alarm text for P303 fault, heading to site. Attempted resetting pump 303 but would instantly fault once reset, will leave offline for night keeping pump 301 in duty, daytime operator will pull pump and inspect

## **THIRD QUARTER:**

### JULY

06: Not receiving alarms – Went for site visit

## AUGUST

04: Not receiving alarms – Went for site visit

11: Not receiving alarms – Went for site visit

## SEPTEMBER

26: UV 751 Fault – Changed bulb

## SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

### FIRST QUARTER:

There were no complaints or concerns reported during the first quarter.

### SECOND QUARTER:

There were no complaints or concerns reported during the second quarter.

### THIRD QUARTER:

There were no complaints or concerns reported during the third quarter.



# **A G E N D A**

**Monday November 25, 2024**

**COMMITTEE OF ADJUSTMENT**

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

---

1. CALL TO ORDER
2. ADDENDUM TO AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
  - (a) Minutes of Committee of Adjustment meeting of October 15, 2024
5. NEW BUSINESS
  - (a) Deferral of Minor Variance Application MV 2024-06, S. and G.E. Flanagan, 6383 Coon Road
6. ADJOURNMENT





Meeting of the Committee of Adjustment  
Tuesday October 15, 2024  
Council Chambers, Fingal/Via Video Link

MEMBERS PRESENT:      Chairperson: Mayor Grant Jones  
                                 Members:      Deputy Mayor Justin Pennings  
                                                      Councillor John Adzija  
                                                      Councillor Sarah Emons  
                                                      Councillor Scott Fellows

Township Administration Present:      June McLarty, Deputy Secretary-Treasurer  
                                                      Mike Szilagyi, Planner

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

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

**C of A 2024-11      Moved by: Member Fellows  
                                      Seconded by: Member 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**

**C of A 2024-12      Moved by: Member Adzija  
                                      Seconded by: Member Fellows**

**THAT** the minutes from the Committee of Adjustment Meeting of May 27, 2024 are hereby adopted.

**CARRIED**

Chairperson Jones called the meeting to order and stated that this application is to seek relief from the provisions of Section 3.1 (Accessory Uses) and 3.14 (Home Industry) of Zoning By-law 2011-14 under Section 45(1) of the Planning Act. The proponents are seeking permission to use an existing accessory building for a Home Industry use (woodworking workshop) and further requesting relief from Section 3.1 (b) to increase the permitted lot coverage from 15% to 25% and 3.14 (c) to increase the maximum gross floor area devoted to the Home Industry from 200m<sup>2</sup> to approximately 325m<sup>2</sup> to facilitate future expansion of the accessory building.





**TOWNSHIP OF SOUTHWOLD**  
**COMMITTEE OF ADJUSTMENT**  
**NOTICE OF DECISION**  
**APPLICATION NO. MV 2024-05**

ATTACHED is a certified copy of the decision of the Committee of Adjustment in the matter of an Application MV 2024-05 for a minor variance pursuant to Section 45 (10) of the Planning Act, R.S.O. 1990, as amended.

The applicant, the Minister or any other person or public body who has an interest in the matter may appeal the decision to the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal) by filing with the Secretary-Treasurer of the Committee of Adjustment, not later than the **4<sup>th</sup> day of November, 2024**, a Notice of Appeal, accompanied by the Tribunal fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. Certified Cheque, Money Order or Credit Card payment are to be made payable to the Minister of Finance and in Canadian funds. If you wish to appeal, a copy of an appeal form is available from the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal) website at: <https://olt.gov.on.ca/tribunals/lpat/about-lpat/>

**Additional Information** regarding this application for minor variance is available for review, at the Township of Southwold Municipal Office, or by contacting the Township via phone at 519-769-2010 or e-mail at [deputyclerk@southwold.ca](mailto:deputyclerk@southwold.ca), or available online at the Township's website at: [www.southwold.ca/current-planning-applications](http://www.southwold.ca/current-planning-applications)

Dated this 16<sup>th</sup> day of October, 2024.

June McLarty, Deputy Clerk  
Secretary-Treasurer of the Committee of Adjustment  
Township of Southwold  
35663 Fingal Line  
Fingal, Ontario N0L 1K0  
Phone: 519-769-2010  
Fax: 519-769-2837  
E-mail: [deputyclerk@southwold.ca](mailto:deputyclerk@southwold.ca)



**COMMITTEE OF ADJUSTMENT FOR  
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**DECISION SHEET**

\*\*\*\*\*

**Application No.** MV 2024-05  
**Date of Hearing:** October 15, 2024  
**Owner/Applicant:** Rasandeep Singh and Manjot Kaur Bajwa .  
**Agent:**  
**Description:** Part of Lot 42 Concession ENBTR  
**Municipal Address:** 10868 Sunset Road

**Lot Description:**

<b>Existing Lot Area</b>	202 343 sq m (0.50 Ac)
<b>Existing Lot Frontage</b>	28.956 metres (95.00 feet)
<b>Existing Lot Depth</b>	70.4088 metres (231 feet)

In the matter of Section 45(1) of The Planning Act R.S.O 1990, the Township of Southwold Comprehensive Zoning By-law 2011-14, and an application for **Minor Variance**.

The owners are requesting a Minor Variance to seek relief provisions of Zoning By-law 2011-14, as amended to permit an accessory building to be used for a Home Industry . Specifically, the minor variance will consider the following:

1. Relief from the provision of Section 3.1 (b) (Accessory Uses) to permit an increased lot coverage for accessory buildings
2. Relief from 3.14 (c) (Home Industry) to permit an increased maximum floor area devoted to a Home Industry.

**Decision:**

The application is hereby **approved** to obtain relief from Section 3.1 (b) (Accessory Uses) to permit an increased lot coverage for accessory buildings and Section 3.14 (c) (Home Industry) to permit an increased maximum floor area devoted to a Home Industry.

Reasons for approval, in accordance with Report PLA 2024-16:

1. The variance does maintain the intent and purpose of the Official Plan.
2. The variance does maintain the intent and purpose of the Zoning By-law.
3. The variance requested is desirable for the appropriate and orderly development and use of the land.
4. The variance is minor in nature.

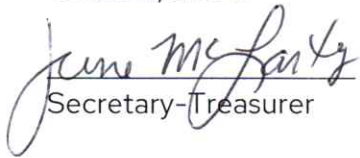
The effect of written and oral submissions on the Decision is contained within Report PLA 2024-16 and the minutes of the Committee of Adjustment Meeting of October 15, 2024.

We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 15<sup>th</sup> day of October, 2024.

<b>RECORDED VOTE</b>	<b>TO GRANT</b>	<b>TO REFUSE</b>	<b>Absent</b>	<b>Present</b>
Committee Member, John Adzija	<u>✓</u>	_____	( )	(✓)
Committee Member, Scott Fellows	<u>✓</u>	_____	( )	(✓)
Committee Member, Sarah Emons	<u>✓</u>	_____	( )	(✓)
Chairperson and Committee Member, Grant Jones	<u>✓</u>	_____	( )	(✓)
Committee Member, Justin Pennings	<u>✓</u>	_____	( )	(✓)

\*\*\*\*\***CERTIFICATION OF COMMITTEE'S DECISION**\*\*\*\*\*

I, June McLarty, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 15<sup>th</sup> day of October, 2024.

  
 Secretary-Treasurer

October 16, 2024  
 Date

\*\*\*\*\***NOTICE OF LAST DATE OF APPEAL**\*\*\*\*\*

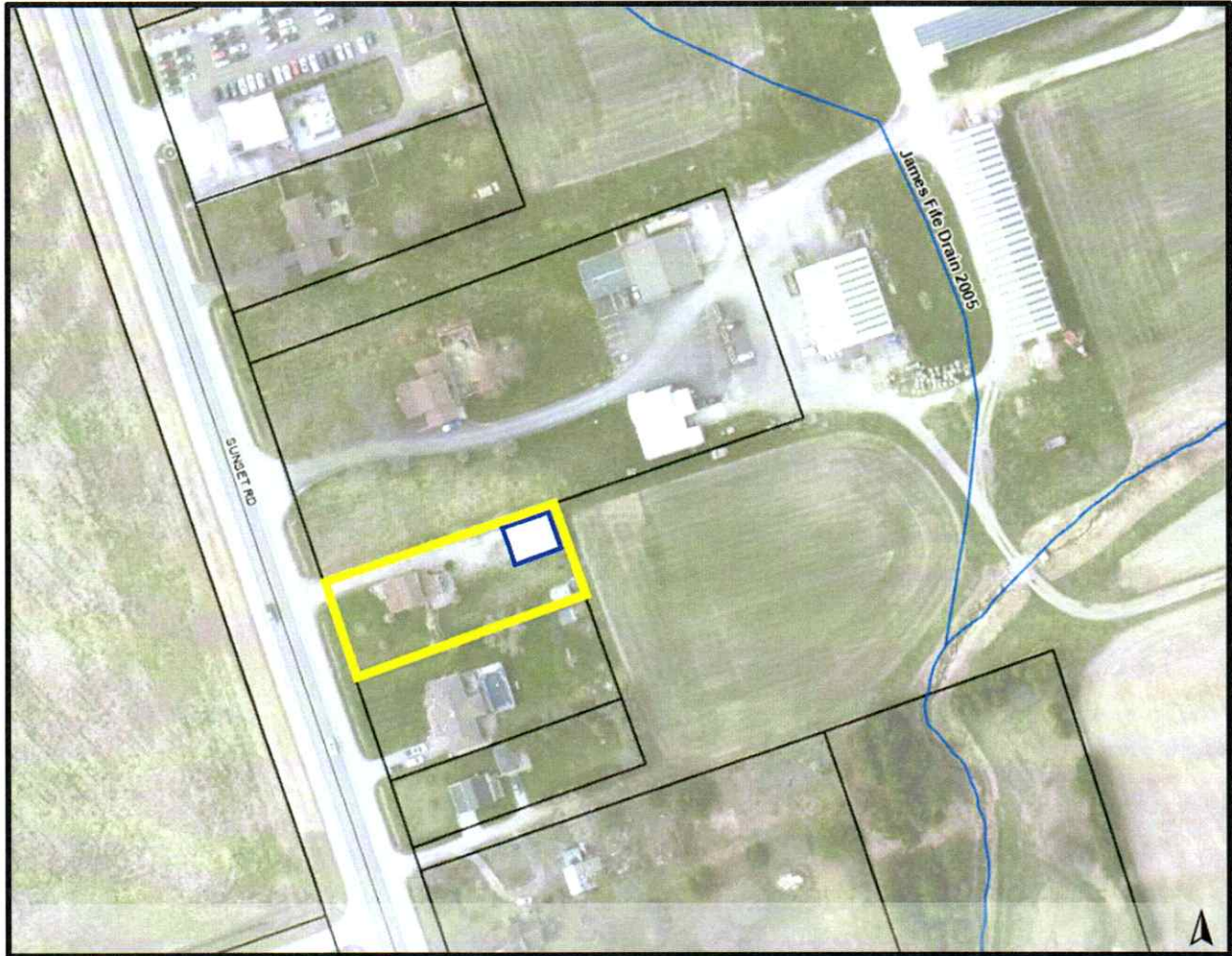
NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THIS DECISION TO THE ONTARIO LAND TRIBUNAL (OLT) IS THE **4<sup>th</sup> DAY OF NOVEMBER, 2024**.

The decision of the Committee may be appealed to the Ontario Land Tribunal (OLT) by serving personally on or sending by registered mail to the Secretary-Treasurer of the Committee a Notice of Appeal and a copy of an appeal form which is available from the OLT website at [www.olt.gov.on.ca](http://www.olt.gov.on.ca) setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the Secretary-Treasurer of the fee prescribed by the Tribunal as payable on an appeal from the Committee of Adjustment to the Tribunal.

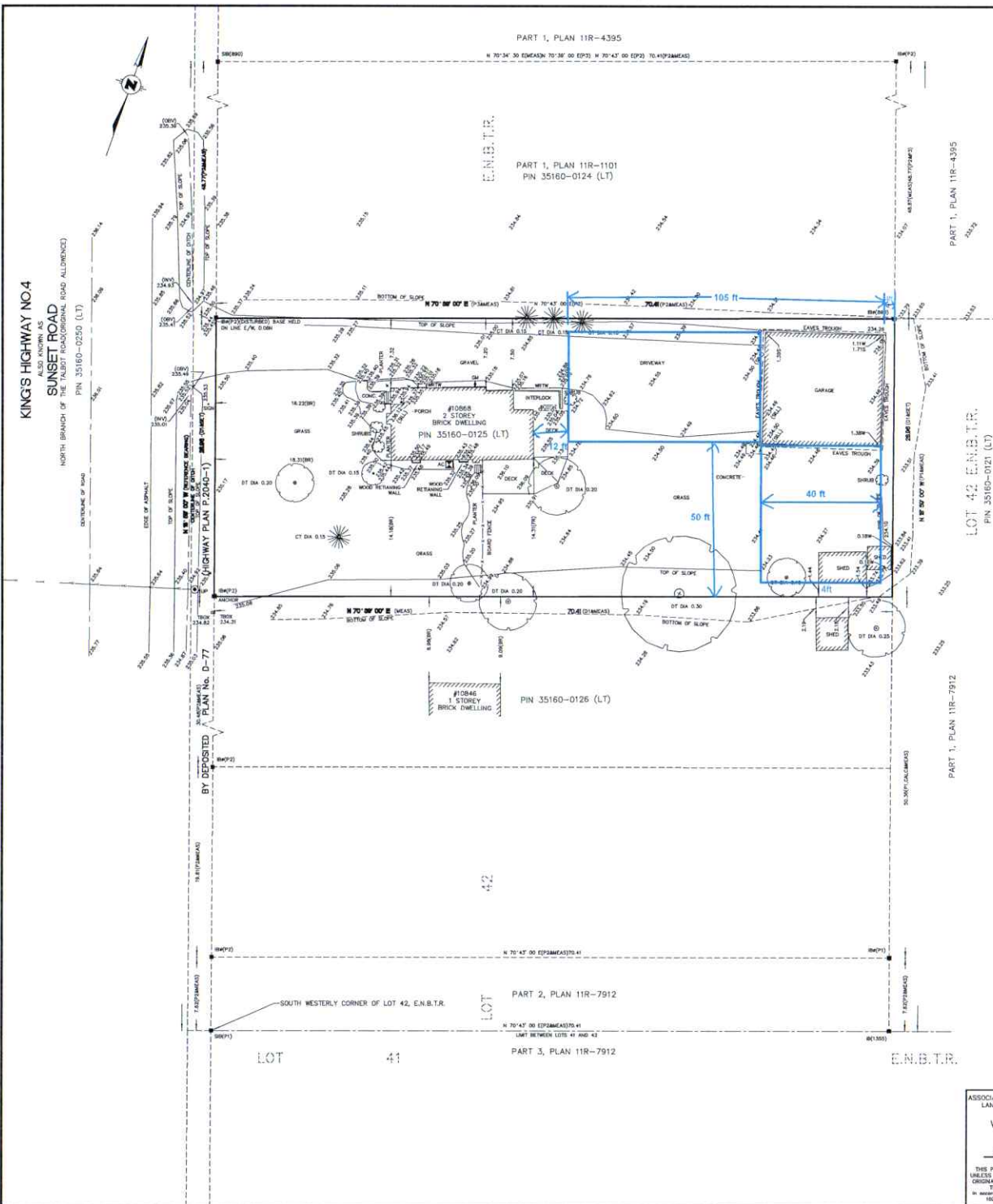
June McLarty, Deputy Clerk  
 Township of Southwold  
 35663 Fingal Line  
 Fingal, Ontario  
 NOL 1K0

Phone: 519-769-2010  
Email: [deputyclerk@southwold.ca](mailto:deputyclerk@southwold.ca)

**Schedule A: Subject Area Map 10868 Sunset Road - MV 2024-05**



**Appendix 1: Site Plan**



**SURVEYORS REAL PROPERTY REPORT**  
 PART 1  
 PLAN OF SURVEY OF  
 PART OF LOT 42  
 CONCESSION EAST OF THE NORTH BRANCH  
 OF TALBOT ROAD  
 TOWNSHIP OF SOUTHWOLD  
 CITY OF ST. THOMAS  
 COUNTY OF ELGIN



THE INTENDED PLOT SIZE OF THIS PLAN IS 636mm IN WIDTH BY 576mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:225

© COPYRIGHT 2024, AK&M SURVEYING LTD.

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

**NOTES**

- 1) BEARINGS ARE ASTROMONIC, AND ARE REFERRED TO THE EASTERLY LIMIT OF SUNSET ROAD HAVING A BEARING OF N18°50'00"W AS SHOWN ON P1
- 2) TIES ARE TAKEN TO FOUNDATION UNLESS OTHERWISE NOTED.

**BENCHMARK NOTE**

ELEVATIONS HEREON ARE GEODETIC AND DERIVED USING LEICA SMARTNET NETWORK (EPOCH 2010) AND ARE REFERRED TO THE CGVD-1928:1978 DATUM.

**PART 2: SURVEY REPORT**

- DESCRIPTION OF LAND: PART OF LOT 42, CONCESSION EAST OF THE NORTH BRANCH OF TALBOT ROAD
- REGISTERED EASEMENTS AND/OR RIGHTS-OF-WAY: NONE REGISTERED
- BOUNDARY FEATURES: FENCES AND OVERHEAD HYDRO WIRE AND THEIR RELATIONSHIP TO THE PROPERTY LIMITS ARE SHOWN ON THE FACE OF THE PLAN
- COMPLIANCE WITH MUNICIPAL ZONING BY-LAWS: PLAN DOES NOT CERTIFY ZONING COMPLIANCE.

**LEGEND**

- DENOTES FOUND MONUMENT
- DENOTES PLANTED MONUMENT
- SB DENOTES STANDARD IRON BAR
- SSB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- IBR DENOTES ROUND IRON BAR
- OL DENOTES ORION UNKNOWN
- B90 DENOTES H. L. VAN PELT, O.L.S.
- L355 DENOTES BRIAN VAUGHAN SURVEYING LTD., O.L.S.
- CALC DENOTES CALCULATED
- MEAS DENOTES MEASURED
- WT DENOTES WITNESS
- PROD DENOTES PRODUCTION
- P1 DENOTES PLAN 11R-7912
- P2 DENOTES PLAN 11R-1101
- P3 DENOTES PLAN 11R-4395
- D1 DENOTES INST. No. E348720
- AC DENOTES AIR CONDITIONER
- BR DENOTES BRICK
- CLF DENOTES CHAIN LINK FENCE
- CCNC DENOTES CONCRETE
- CT DENOTES CONIFEROUS TREE
- DT DENOTES DECIDUOUS TREE
- EV DENOTES EAVES TROUGH
- FR DENOTES FRAME
- GM DENOTES GAS METER
- INV DENOTES INVERT
- LS DENOTES LIGHT STANDARD
- OSV DENOTES ORIENT
- WRW DENOTES WOODEN RETAINING WALL
- UBOX DENOTES UTILITY BOX
- UP DENOTES UTILITY POLE
- OH- DENOTES OVERHEAD HYDRO

**SURVEYOR'S CERTIFICATE**

- I CERTIFY THAT:
- 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
  - 2) THE SURVEY WAS COMPLETED ON 11<sup>TH</sup> DAY OF MARCH, 2024.

MARCH 20<sup>TH</sup>, 2024  
 DATE

ATHITHAN KANAGANAYAGAM  
 ONTARIO LAND SURVEYOR

ASSOCIATION OF ONTARIO LAND SURVEYORS  
 V-75881

15 Great Plains Street  
 Brampton, Ontario  
 L6R-1Z5  
 Phone: (647) 914-3361  
 www.akmsurveying.com  
 Email: info@akmsurveying.com

AK&M SURVEYING LTD.

PREPARED FOR: RASANDEEP SINGH

THIS PLAN IS NOT VALID UNLESS IT IS AN UNBROKEN ORIGINAL COPY ISSUED BY THE SURVEYOR IN ACCORDANCE WITH REGULATION 488R Section 9(3)

DATE: March 22, 2024  
 CHECKED BY: AK  
 DRAWN BY: BFY  
 PROJECT No.: 2024-33

Chairperson Jones advised the public that the last day for appealing this decision is November 4, 2024. If you wish to be notified of the decision of the Committee in respect of this application, you must submit a written request to the Township of Southwold Committee of Adjustment. If you are not the applicant, you should request a copy of the decision since it may be appealed to the Ontario Land Tribunal by the applicant or another member of the public. This public meeting is now concluded.

**C of A 2024-14**

**Moved by: Member Emons**

**Seconded by: Member 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 **7:15p.m.**

**CARRIED**

---

Chairperson

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Secretary-Treasurer





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** November 25, 2024

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

**REPORT NO:** FIR 2024-13

**SUBJECT MATTER: Apparatus Replacement**

---

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

THAT Report FIR 2024-13 relating to Apparatus Replacement, be received for information; and

THAT the recommendation to upgrade Talbotville's light rescue to a medium duty rescue for 2026 delivery continue to be included in the 2025 Township Budget.

#### **Purpose:**

The report is to provide a recommended apparatus replacement schedule, in conjunction with apparatus reserves, to provide Council with further information of the department's fleet as a whole, and also to provide additional information on the rescue upgrade for the Talbotville Station as requested following the initial capital budget discussions at Council.

#### **Background:**

Based on current and likely continued significant residential and industrial growth in the Talbotville area, staff are recommending replacing the current Dodge Ram 3500 Rescue 61, which would be considered a light duty vehicle, into a medium duty rescue apparatus.

Although specific details and timing on development are unknown, the Ministry of Transportation's Talbotville Bypass and Highway 4 Widening project is expected to begin in 2025. While it is likely to bring continued growth to the area, including vacant industrial lands, this reconstruction will also increase traffic in the Talbotville area. Rail activity has also recently returned to the area, bringing the potential for additional response.

Regarding traffic activity, in the past 12 months, approximately 56% of the department's MVCs have been in the Talbotville area, and if Hwy 401 MVCs are not included in this calculation, this number is approximately 77%.

The Talbotville pumper, which was purchased in 2022, is being utilized as planned, in a rescue-pumper capacity, because of the very limited space on the current rescue. While this was a notable improvement for equipment and staffing carrying capacity, Talbotville apparatus compartment space is still minimal. While many incidents are dual station, and some equipment is shared, individual station compartment space is important for overall operations and the Talbotville response area has become the more active area of the Township for incidents.

**Further Considerations:**Existing Rescue Upgrade

Staff were asked to investigate options and costs to increase the storage space on the existing Dodge Ram 3500, based on a neighbouring department's light rescue. Staff reached out to a company that recently completed apparatus review for an Elgin County fire department, for their own potential existing apparatus upgrades/repairs. No formal quotes were obtained; however, the following information was provided.

- An upgraded rescue box is more suitable for a 5500 chassis vs a 3500 chassis since the larger frame contains up to twice as much payload capacity.
- The upgrade may potentially require new axles, tires, and suspensions. Front steering box and frame rails would also have to be considered.
- The expected costs provided by the contractor for the complete upgrade may be up to \$200,000.
- In terms of timelines for the improvement, the contractor estimated up to nine months required for fabrication, mounting, rewiring of existing Ram chassis, of which it would be out of service for a substantial portion of that time.
- A release of liability would likely be required by most vendors, since the existing Ram is 9 years old and it would be performing emergency response in a different configuration than it was originally designed for.

For the above reasons, while considering future resale value, staff are not recommending this option.

Future Heavy Duty Rescue Needs

Staff recommendation for a medium duty rescue in Talbotville provides a balanced approach to meet the anticipated residential and industrial development. Significant industrial development with unique service needs in Talbotville may warrant a heavy rescue apparatus, which could be accommodated by reassigning the medium duty rescue to Shedden and the existing Shedden heavy-duty rescue to Talbotville.

**Financial Implications:**

For this proposed capital purchase, the \$600,000 would be taken from the existing reserve balance, and will not impact the current tax levy. Furthermore, the proposed continued contribution to reserves supports the planned apparatus replacement schedule, which has been included in this report, as Appendix A. The replacement costs shown and contribution amounts, are based on current costs and levels, without a projected inflationary factor. Planned contributions for the apparatus reserve were increased, after capital discussions with Council in 2023. Planning for the fire department reserve contributions over the past several years have been able to support the financial capital needs of the fire department.

Staff were asked about potential savings of a joint, dual apparatus order with another Elgin County fire department. For significant savings, a minimum order of three units is generally needed for fleet savings, however a small savings of 1% may be found, along with basic efficiency savings in working together.

If staff were directed to defer this project, an estimated annual cost increase of 5% should be expected.

**Conclusion:**

Staff recommend replacing the Talbotville light rescue with a medium duty rescue to be delivered in 2026, to account for increasing development, traffic, and incident volumes in the Talbotville area and for the department to be proactively prepared for future growth.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:  
Jeff McArthur, Director of  
Emergency Services/Fire Chief  
"Submitted electronically"**

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

# APPARATUS REPLACEMENT SCHEDULE

YEAR	BALANCE	CONTRIBUTION	REPLACEMENT COST	APPARATUS	SUGGESTED LIFE CYCLE	NOTES
2024	\$959,889.00	\$154,250.00				
2025	\$1,114,139.00	\$154,250.00				
2026	\$718,389.00	\$204,250.00	\$600,000.00	R61 - 2016	30 YRS	Talbotville Rescue
2027	\$922,639.00	\$204,250.00				
2028	\$1,116,889.00	\$254,250.00	\$60,000.00	C1 - 2021	7 YRS	Fire Chief pickup
2029	\$1,371,139.00	\$254,250.00				
2030	\$1,625,389.00	\$254,250.00				
2031	\$1,079,639.00	\$254,250.00	\$800,000.00	T52 - 2003	28 YRS	Shedden Tanker
2032	\$1,333,889.00	\$254,250.00				
2033	\$1,588,139.00	\$254,250.00				
2034	\$1,842,389.00	\$254,250.00				
2035	\$1,296,639.00	\$254,250.00	\$800,000.00	T62 - 2012	24 YRS	Talbotville Tanker/Pumper
2036	\$1,550,889.00	\$254,250.00				
2037	\$1,805,139.00	\$254,250.00				
2038	\$2,059,389.00	\$254,250.00				
2039	\$2,313,639.00	\$254,250.00				
2040	\$1,567,889.00	\$254,250.00	\$1,000,000.00	P53 - 2020	20 YRS	Shedden Pumper
2041	\$1,822,139.00	\$254,250.00				
2042	\$876,389.00	\$254,250.00	\$1,200,000.00	P63 - 2020	20 YRS	Talbotville Pumper
2043	\$1,130,639.00	\$254,250.00				
2044	\$1,384,889.00	\$254,250.00				
2045	\$689,139.00	\$254,250.00	\$950,000.00	R51 - 2015	30 YRS	Shedden Rescue



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:**

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

**REPORT NO:** ENG 2024-62

**SUBJECT MATTER: Composter and Digester Program Update**

---

**Recommendation(s):**

That Report ENG 2024-62 relating to the supply of composters to rural residents be received for informational purposes; and

THAT Council terminate the subsidized composter and digester supply after the current inventory is distributed.

**Purpose:**

This report seeks Council's endorsement to bring the subsidized rural organic waste receptacle program to a natural conclusion, once the current inventory is fully distributed.

**Background:**

In the fall of 2020, the Zero Waste Committee identified an opportunity to divert organic waste from landfills using backyard composters. To encourage resident participation, the committee successfully obtained grant funding from the Green Lane Trust Fund to purchase 240 composters in early 2021. Initial uptake was strong, with 175 units distributed in 2021. However, distribution slowed in subsequent years, with only 19 composters distributed in 2022 and 6 in 2023. A brief surge occurred following the launch of the Township's Green Bin Program, during which 33 additional composters were picked up. Since then, distribution has significantly tapered off, with the remaining 7 composters sitting in inventory for an extended period.

Similarly, as part of the Green Bin Program rollout in urban areas, Council approved the subsidized distribution of digesters to rural residents to further support organic waste diversion. Uptake was initially high, with 27 units distributed in April and May of 2024. However, distribution has slowed, with only 7 additional units picked up since June.

The Green Bin Program has successfully diverted over 15 tonnes of organic waste from landfills since its inception. Both composters and digesters were initially subsidized through Green Lane Trust funding, with Council’s intent to recover costs for future purchases through a partial user-pay system, pricing units at \$20 each.

**Comment/Analysis:**

With limited stock remaining, staff reviewed the program's performance and explored the feasibility of restocking composters. A quote for 50 additional composters was obtained from Enviroworld, costing approximately \$71.80 per unit, including shipping, for a total of \$3,590. Given the current uptake rate, this stock would likely last several years. Key considerations include:

- **Diminishing Demand:** Initial purchases largely satisfied demand, with participation stabilizing. It is reasonable to expect further distribution rates to remain low.
- **Space and Resource Allocation:** Maintaining stock consumes Township storage space and staff resources for inventory management, sourcing, and distribution.
- **Market Availability:** Similar composters are available for purchase from local retailers for as low as \$79 each.
- **Alternative Funding Opportunities:** With a required Development Charges review in 2025, staff identified the potential to use Development Charges to fund new green bin purchases and the User Fee Reserve in some form (full user pay to full reserve use) to fund green bin replacements.

Based on these factors, staff recommend that the Township continue distributing existing composters and digesters until stock is depleted. Staff also recommend exploring long-term funding strategies for urban green bin supplies through user fees or Development Charges. Any changes to the current green bin strategy will be brought to Council in a future report, likely after a Council approved Development Charges study update.

<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>
Continue distribution until stock depletion without restocking	<ul style="list-style-type: none"> <li>- No additional capital costs.</li> <li>- Frees up Township space and resources.</li> <li>- Green Lane funding can be redirected to other projects.</li> </ul>	<ul style="list-style-type: none"> <li>- Residents will need to purchase composters from retailers at market rates after stock depletion.</li> </ul>

Restock composters and digesters	<ul style="list-style-type: none"> <li>- Residents continue to access discounted composters and digesters.</li> </ul>	<ul style="list-style-type: none"> <li>- Continued capital costs.</li> <li>- Ongoing use of Township facilities and staff resources.</li> <li>- Green Lane funding availability for other projects reduced.</li> </ul>
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**Financial Implications:**

If the program concludes after current stock is depleted, there will be no further financial implications for the Township.

If Council opts to purchase additional composters, staff recommend ordering 50 units for \$3,590. Funding options include:

<b>Option</b>	<b>Expenditures</b>	<b>Additional Requirements</b>
Green Lane Community Trust Fund Budget Request	\$3,590	Submit a budget request to the Trust Fund.
Partial Green Lane Funding and Cost Recovery	A portion of the \$3,590	Amend By-Law No. 2021-73 (Fees and Charges) to add a fee recovering uncovered costs.
Full Cost Recovery	\$3,590	Amend By-Law No. 2021-73 to implement a full cost-recovery fee.
Levy-Based Funding	\$3,590	Amend By-Law No. 2024-02 (Interim Tax Rates) to fund composters through the tax levy.

Staff recommend concluding the program once the current inventory is distributed. If Council prefers an alternative approach, staff are prepared to implement direction as provided.



**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**  
**Aaron VanOorspronk, CET.**  
**Director of Infrastructure and**  
**Development Services**  
**"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** November 25, 2024

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

**REPORT NO:** ENG 2024-63

**SUBJECT MATTER: 2008 Sidewalk Plow Replacement**

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

THAT Council pre-approve the replacement of the 2008 Sidewalk Plow, with an estimated budget of \$160,000.

#### **Purpose:**

This report seeks Council's pre-approval of the budget to replace the 2008 Sidewalk Plow through the suppliers rebuild program, estimated to cost \$160,000.

#### **Background:**

As outlined in the 2025 Fleet Capital Budget presentation (Report FIN 2024-26), the 2008 sidewalk plow has been identified as requiring replacement, because of recurring and increasingly severe maintenance issues. Over the past year, the machine has suffered multiple failures, including a hydraulic system failure in the summer and, more recently, a fuel pump failure that has rendered the plow inoperable. The estimated cost to repair the fuel pump is approximately \$4,000.

#### **Comment/Analysis:**

Given that the machine is scheduled for replacement, staff believe that repairing the fuel pump would be a short-term and inefficient expenditure. Instead, staff recommend pre-approving the replacement budget to allow the machine to be sent to the supplier immediately, under their rebuild program. Acting promptly will secure the Township's access to the program before potential regulatory changes and expedite the process of bringing the plow back into service, avoiding extended downtime during critical winter maintenance periods.

**Financial Implications:**

Staff obtained a quotation from Trackless Vehicles, the sole supplier offering the rebuild program. The cost estimate for the replacement is \$160,000, which has been incorporated into the proposed 2025 Fleet Capital Budget. If Council grants pre-approval, the replacement will be funded through the Fleet Reserve. This proactive approach avoids unnecessary repair expenses and ensures cost-effective fleet management.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**  
**Aaron VanOorspronk, CET.**  
**Director of Infrastructure and**  
**Development Services**  
**"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** November 25, 2024

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

**REPORT NO:** FIN 2024-30

**SUBJECT MATTER: 2025 Budget – 2025 Wage Grid Adjustment, Assessment, Budget Direction/Feedback**

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#### **Recommendations:**

THAT Council direct staff to prepare the 2025 Budget based on adjustments to the Wage Grid, in accordance with the Pay Administration Policy and the Collective Agreement; and,

THAT Council provide feedback and direction for preparation of the draft 2025 Budget and Capital Forecast.

#### **Purpose:**

To seek direction from Council for preparation of the 2025 Budgets.

#### **Background:**

As staff prepares the 2025 budget, input from Council would be beneficial in several key areas.

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

##### **2025 Wage Grid Adjustment**

In 2019, Council approved a Pay Administration Policy. One purpose of the policy is to provide direction on annual adjustments to the Pay Grid. The policy recommends that the Pay Grid be adjusted by the Statistics Canada Ontario CPI for All Goods for the 12 months ending September 30th. The September 30th CPI was 1.63%. This is down from the 3.63% in 2024.

Based on the policy, the 1.63% adjustment would be applied to the wage grid for full-time non-union staff, firefighter rates, Council rates and other occasional staff rates.

Unionized staff will receive a 1.0% adjustment on January 1, 2025, as per the Collective Agreement signed in 2024.

### **Assessment**

In October 2024, the Province indicated that the property tax reassessments will continue to be deferred. That means that 2025 will continue to use a valuation date of January 1, 2016. As a result, properties will remain fully phased in and at their destination value. There should be fewer assessment related changes to taxes due to phase-in and assessment shifts between property classes.

New assessment is continuing to be captured and added to the assessment. Although growth has slowed, the Township should continue to see some residential assessment growth in 2025.

While actual assessment from the ongoing growth and development will take some time to determine, staff would suggest taking the following approach when dealing with this positive, but variable situation:

- Understand that the additional growth and development will contribute to the need for an increase in services, funding and staff to maintain existing services at reasonable levels.
- Anticipate, that based on past experience and other jurisdictions, that the large increase in commercial assessment has the potential to significantly decrease rapidly and for several years' retro-actively, if there is an assessment appeal. Staff would suggest that Council continues to put a significant portion of new revenue to the tax stabilization reserve in anticipation of a significant tax write-off in future years. The impact of the delayed reassessment has the potential to compound this situation as the valuation year will be 2016 which will be 8 – 9 years behind. Other jurisdictions that used significant assessment growth as a windfall (increased expenses, lowered tax rates and didn't allocate to a Tax Stabilization Reserve) often ran into problems when assessment reductions led to significant write-offs, tax increases and service level reductions. A 2025 resolution to the appeal is anticipated but the impact is unknown at this time.
- Maintain taxation and user fees at a lower, but reasonable level compared to our municipal neighbours. While growth and development have the potential to lower tax rates or user fees, it would not be fiscally prudent to do so until sufficient reserves are established and appropriate funding for desired operating service levels are achieved, which will take several years. Continuing with reasonable and inflationary adjustments to taxes would be fiscally prudent for the next several years even if it appears there may be an opportunity to lower taxes.

**Budget Direction / Feedback**

If there are any comments or suggestions as to budget direction or targets that Council wishes to provide, staff can take that under advisement. At this point, staff are planning to bring forward a budget that attempts the following:

- Maintain programs and services at existing levels, with recommendations for changes in some areas to address current and future demands due to growth and development activity
- Attempt to continue increasing funding for core infrastructure requirements as recommended in the latest Road Needs Study Report
- Focus on continuing to move forward and/or complete some of the larger infrastructure projects that are in progress i.e. Talbotville Firehall, New Public Works and Water Building, Road Infrastructure (increased gravel, resurfacing)
- Several new projects have been explored and developed for consideration in the Budget and Capital Forecast
- Grants have seen an increase of approximately 3%, but operating expenses could see an increase by approximately 4%; using the Non-Residential Building Construction Price Index, 2024 over 2023, and areas that affect the Township, gasoline saw a 10.7% decrease, energy was an 8.3% decrease, transportation saw a 1.5% decrease, goods were a 1.0% decrease and services saw a 4.0% increase
- 2025 OPP costs are estimated to increase by 14.38% over the 2024 OPP costs
- Insurance premiums continue to increase with an expected overall increase of 7% over the 2024 premiums (2024 increase was an overall 7.7%)
- OCIF funding reduction of \$51,955, representing a 14.9 % decrease
- In light of the foregoing, a tax increase in the 10% - 12% range (\$150 - \$175 for typical RT Assessment)

**Financial Implications:**

None at this time.

**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"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** November 25, 2024

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

**REPORT NO:** CAO 2024-89

**SUBJECT MATTER: Updated Backyard Hens and Cleaning and Clearing  
By-laws**

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#### **Recommendation:**

**THAT** Council approves the proposed updated Backyard Hen and Cleaning and Clearing By-laws included in the November 25, 2024 agenda.

#### **Purpose:**

The purpose of this report is to seek Council's approval on updated versions of the Backyard Hen By-law (2024-59) and the Cleaning and Clearing By-law (2024-60).

#### **Background:**

As Council is aware, the Backyard Hen and Cleaning and Clearing By-Law were recently reviewed and adopted by Council. Following Council adoption, the by-laws were submitted to the Ministry of the Attorney General for approval for the set fines associated with these By-Laws. This process is known as the approval of the Short-Form Wording, which allows By-Law Enforcement Officers to issue fines and tickets for infractions, as opposed to having to process all matters through the Court system. The fines issued can be then paid at the Provincial Offences office via a plea of guilty or dispute the fines and face trial.

#### **Comments:**

In their process of approving the short form wording, the Ministry of Attorney General completed a review of the two By-laws and requested that some wording in the by-law and short-form wording in the schedules be changed to better reflect what may constitute a fine. The proposed changes were minimal, typographical in nature and do not substantially impact the content of the By-Laws.

Staff are suggesting that in the next updated delegation of authority By-Law, staff be authorized to complete small changes to enacted By-laws, so long as they do not



impact the substance or content significantly and reflect only typographical or technical updates.

**Financial Implications:**

None at this time.

**Strategic Plan Goals:**

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

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** November 25, 2024

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

**REPORT NO:** CAO 2024-90

**SUBJECT MATTER: Declaration of Surplus Land and Agreement of Purchase and Sale with MTO**

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#### **Recommendation:**

THAT, in accordance with By-Law 2013-29, the Council of the Township of Southwold, formally declares that the following municipal property is declared surplus to the needs of the municipality;

Part of Lot 3, Concession D, Geographic Township of Southwold, PIN 35160-0301, shown as PART 1 on PLAN 11R-11265;

AND THAT in accordance with section 3.3 of By-law 2013-29, an independent appraisal is not required in that the lands are being "sold to public bodies including a municipality, local board (including a school board and a conservation authority), and the Crown in right of Ontario (*Ministry of Transportation*) or Canada and their agencies.";

AND THAT the Clerk be instructed to prepare a notice, in compliance with By-law 2013-29;

AND THAT in accordance with section 6.4 of By-Law 2013-29, a Direct Sale be approved, since the purchase involves a "senior level of government;"

AND THAT Council give consideration to By-Law No. 2024-61 to authorize an agreement of purchase and sale with MTO.

#### **Purpose:**

The purpose of this report is to declare municipal property surplus to the needs of the municipality and authorize an Agreement of Purchase and Sale.

#### **Background:**

As Council is aware, many properties adjacent to the Highway 3 Twinning Project are being acquired by MTO. Recently, the Township was approached by MTO with a request to acquire a small section of Ford Road, which was always intended to be part of the MTO highway.

**Comment:**

By-Law 2013-29 prescribes the process for the disposition of municipally-owned lands. Various sections of the Sale of Land By-law are applicable and processes need to be followed prior to the transfer to MTO, including that the lands need to be formally declared surplus to the needs of the municipality and a notice posted by the Clerk. Given that the lands are being acquired by the Province of Ontario (MTO), an independent appraisal is not required and the direct sale process can be permitted, since the acquisition is a senior level of government.

MTO had completed an appraisal of the property and Township staff agree that it is fair compensation for the lands being purchased.

**Financial Implications:**

There are costs to the municipality to extend a municipal watermain on Ford Road as part of the construction of the MTO highway and to advance the closure of Ford Road. Township staff recommend that revenues from the sale of land be allocated to the servicing and road works required on Ford Road.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**  
**Lisa Higgs CAO/Clerk**  
**“Submitted electronically”**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** November 25, 2024

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

**REPORT NO:** CAO 2024-91

**SUBJECT MATTER: Request to Waive Fees – Fridge Door Company**

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#### **Recommendation:**

THAT Council waive the Fees for the Fridge Door Company in the amount of \$660.00 for the staging of the production of “Blue Side Up” at the Shedden Keystone Complex on June 4<sup>th</sup> and 5<sup>th</sup> 2025.

#### **Purpose:**

The purpose of this report is to provide more information to Council on the fee waiver request from the Fridge Door Live Theatre Company for a production called “Blue Side Up” to take place on June 4<sup>th</sup> and 5<sup>th</sup> 2025.

#### **Background:**

At their meeting on November 11<sup>th</sup> 2024, Council received the attached fee waiver request, asking for the fees to be waived so that the applicant could stage a local theatrical production. While Council agreed that the previous productions had provided a significant cultural event in the community, there were questions from Council seeking clarification around the not-for-profit status of the organization and more information on the waiver of fee policy to ensure that this meets the criteria.

#### **Comment:**

The fee waiver program provides not-for-profit organizations or registered charitable organizations with an opportunity to approach council to request rental fees from parks and the Keystone complex for events that enhance community service and recreation, or for events that have a positive social, cultural, economic, or environmental impact.

Mr. Cuthbert provided the following information about the not-for-profit status of his organization:

“Fridge Door Live Theatre Company has been a federally registered not-for-profit organization since June 2011. It provides charitable tax receipts for donations under the umbrella of registered charity, AGO in Alberta.

The mission of Fridge Door Live Theater is two-fold:

**Theatre Programs:** To Build Confidence, Develop Competence and Encourage Collaboration, in a personal and caring atmosphere, through a performing arts experience.

This is has been done through Summer theatre camps, midweek programs, workshops in schools and home schools, youth organizations and community museums.

**Theatre Productions:** To Influence, Inform and Inspire, cast, crew and audiences through the process and production of original live stage productions.

The organization operates under the guidance of a Board of Directors that includes:

Dr. David Reist, London, ON

Nancy French, London, ON

Mallory Mundy, Kitchener, ON

Rebecca Cuthbert, Mount Brydges, ON

Executive Artistic Director, Len Cuthbert”

It is important for Council to be advised that the month of June is very active and busy at the Keystone Complex. The applicant has very graciously agreed to move from their preferred date to the Wednesday and Thursday dates to help accommodate our local festivals and events.

**Financial Implications:**

The proponent provided the following budget to demonstrate to the Township that the event is operating as a not-for profit:

<b>ITEM</b>	<b>COST</b>
Set, properties, costume, rentals:	500.00
Marketing, posters, ticketing, cards, printing, web, admin:	600.00
Actors Remuneration:	6000.00
Director Remuneration:	1500.00
Rehearsal Space:	500.00
Lighting, Sound design and operator:	900.00
Load in, strike, transport:	400.00
Equipment Rental:	600.00

**TOTAL** **11,000**

**Potential Ticket Sales:**

**3 shows, 200 tickets each at \$20/ticket\*** **\$12,000.00**

\*Assumes all tickets are sold for each show.

The cost to rent the Keystone, without the kitchen is \$330.00/day, representing a total fee waiver of \$660.00.

**Strategic Plan Goals:**

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

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

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

## The Township of Southwold Waiving of Facilities Fees Application Form



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

Name of Event:			
PRODUCTION OF PLAY "BLUE SIDE JP" BY LEN CUTHBERT			
Name of Group or Organization			
BRIDGE DOOR LIVE THEATRE COMPANY			
Primary & Secondary Contact Person		Purpose of Event	
LEN CUTHBERT		LIVE THEATRE PRODUCTION FOR COMMUNITY	
Contact Address			Postal Code
505 PAMELA DR. MOUNT BRIDGES ON NOLLWO			NOLLWO
Phone # Primary / Secondary		Email / Website:	
519-495-7305		LENCUTHBERT@HOTMAIL.COM WWW.ONSTAGELIVE.CA	
Not for Profit # or Charitable Organization Registration #:		B51808907 NFP BIZ UNDER CHARITY STATUS 896568417 RR0001	
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		FACILITY RENTAL - KEYSTONE	
Date and Times:		JUNE 5-6, 2025	
Number of People expected:		400	Admission Fee: (If applicable) \$ 20-25
Will food be served?	NO	Will alcohol be served?	NO

### Activity or Event Description

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

BRIDGE DOOR LIVE THEATRE COMPANY WILL BRING A LIVE PROFESSIONAL LEVEL THEATRE PRODUCTION TO THE TOWNSHIP OF SOUTHWOLD FOR A THIRD YEAR IN A ROW TO BRING PEOPLE TOGETHER TO SHARE AN EXPERIENCE THROUGH A PERFORMANCE ABOUT CULTURALLY RELEVANT THEMES AND ISSUES. FDLTC'S MISSION IS TO INFLUENCE, INFORM + INSPIRE.

## The Township of Southwold Waiving of Facilities Fees Application Form



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

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

THE LIVE THEATRE PRODUCTION WILL CONTRIBUTE TO THE PERFORMING ARTS OPPORTUNITIES AVAILABLE TO THE COMMUNITY. IT WILL DRAW AUDIENCE MEMBERS FROM SURROUNDING COMMUNITIES, PROVIDING AWARENESS OF THE GROWING COMMUNITY OF SOUTHWOLD. IT PROVIDES THOUGHT PROVOKING CONVERSATION + CREATES VOLUNTEER OPPORTUNITIES IN THE ARTS.

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

THE SUSTAINABILITY OF PRODUCING NEW WORK AND INVESTING INTO PERFORMING ARTISTS REQUIRES THE SUPPORT OF COMMUNITIES. FUTURE PRODUCTIONS ARE AFFECTED, LIMITED OR UNOBTAINABLE WITHOUT THE KIND SUPPORT OF LOCAL ORGANIZATIONS. WAIVING FACILITY FEES KEEPS EXPENSES MANAGEABLE.

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

WE HAVE APPLIED TO THE ONTARIO ARTS COUNCIL FOR CREATION + PRODUCTION FUNDING SUPPORT.

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

PROVIDING DESIGNATED SPACE FOR WHEEL CHAIR SEATING.

**Deadline for submission is November 15, for events being held the following year.**



## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
**35663 Fingal Line**  
**Fingal, ON NOL 1K0**  
**Phone: 519-769-2010**  
**Fax: 519-769-2837**  
[communications@southwold.ca](mailto:communications@southwold.ca)

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
 Attention: Community Services & Communications Clerk  
 35663 Fingal Line  
 Fingal, ON NOL 1K0  
 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	LEON CUKUREPT	Title:	DIRECTOR
Signature:	[REDACTED]	Date:	09.15/24

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
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Name of Event:			
Family Game Night			
Name of Group or Organization			
Talbotville Optimist			
Primary & Secondary Contact Person		Purpose of Event	
<b>Erica Arnett</b>		To build community and provide fun and free activities.	
Contact Address			Postal Code
[REDACTED]			N5P3T2
Phone # Primary / Secondary		Email / Website:	
[REDACTED]		[REDACTED]	
Not for Profit # or Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		Talbotville Heritage Park and Pavillion	
Date and Times:		Every Friday from 6-8pm starting in April through to Oct	
Number of People expected:		Admission Fee: (If applicable)	Free
Will food be served?		Will alcohol be served?	No

### Activity or Event Description

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

The form won't let me type in the two blank boxes. No food will be served. last year 50-75 people attended each week. This is the third year for this event. Last year participants noted. "My family looks forward to Friday every week." "I count down the hours until 6pm." "before family game night we didn't know anyone here. Now we have family". The event creates

## The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold  
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Fax: 519-769-2837

[communications@southwold.ca](mailto:communications@southwold.ca)

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

This event is one of the only free social events available for people of all ages in Talbotville. This community has grown quickly and this event provides opportunities for people to connect.

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

The event will not occur as we do not have any funding. The event is organized entirely by volunteers. The Optimist provides insurance to the volunteers and has assisted with purchasing new games in the past.

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

No

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

Games for all abilities are available.

**Deadline for submission is November 15, for events being held the following year.**

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
**35663 Fingal Line**  
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An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
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 Attention: Community Services & Communications Clerk  
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 Fingal, ON NOL 1K0  
 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Erica Arnett	Title:	Volunteer
Signature:	Erica Arnett	Date:	Nov 7, 2024

## The Township of Southwold Waiving of Facilities Fees Application Form



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

Name of Event:			
2025 ROSY RHUBARB FESTIVAL			
Name of Group or Organization			
ROSY RHUBARB FESTIVAL COMMITTEE			
Primary & Secondary Contact Person		Purpose of Event	
Sandy Annett		Annual fundraising event	
Contact Address			Postal Code
[REDACTED]			N0L 2E0
Phone # Primary / Secondary		Email / Website:	
[REDACTED]		[REDACTED]	
Not for Profit # or Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		Keystone Complex as per attached schedule	
Date and Times:		Please refer to attached schedule	
Number of People expected:		Admission Fee: (If applicable)	none
Will food be served?		Will alcohol be served?	No

### Activity or Event Description

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

2025 will mark the 33 annual Rosy Rhubarb Festival within the village of Shedden. The event is by donation only and any proceeds will be held in trust by the Committee to be dispersed to specific organizations, events and/or infrastructure projects as proposed to the Committee and under the guidance of the Southwold Township Council. Monies raised in the past have supported building of the main Keystone Recreation Centre, the War Memorial Cenotaph, including the Memorial Forest, Walkway and Gazebo, the north Picnic Pavillion with picnic tables, the Playground and the Library relocation in 2016. Monies and manpower are contributed for ongoing updates and maintenance of the grounds within the Complex proper and throughout the Village. Monetary donations are provided to many other NFP groups including minor sports, seniors groups, Shedden Fire Dept, Shedden Ag Soc, Winterfest, scouts, and the community ice rink.

# The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
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**Phone: 519-769-2010**  
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[communications@southwold.ca](mailto:communications@southwold.ca)

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

The Festival provides this event to coincide with and to augment individual yard sales throughout the Village for the benefit of all residents. It encourages good will and comraderie amongst neighbours and promotes our Village and Township to outsiders. Attendance generally exceeds 5000+ persons on the grounds alone. Advertising is achieved via many formats ie. printed promo cards mailed to over 5000+ homes, printed tourism magazines, newspapers and such throughout Elgin County and SW Ontario, radio & television, electronic billboards and a variety of social media platforms including the Rosy website & Facebook page, Tourism Elgin printed and electronic formats. The Committee participates in the annual Santa parades in St Thomas, Port Stanley and Fingal.

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

We are a fundraising Committee and the Festival is a free, not-for-profit event. All monies collected are reinvested into preparation for future festivals, maintaining the viability of the Committee itself and toward the individual groups, programs, events and infrastructure projects as previously identified.

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

The Committee receives \$3000 per year from Green Lane Community Trust Fund to offset specific costs associated with the Festival ie. contest monetary prizes, children's programming and entertainment, and related promotional items. The Committee is licenced through the OLG to raise funds at Jackpot Time Bingo and Gaming Hall in St Thomas. All proceeds are redirected to offset identified and approved financial needs ie. grounds and equipment upkeep, maintenance, repair and beautification, promotion and advertising and related Festival costs.

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

Designated accessible parking areas, accessible washroom facilities, unobstructed walkways and paths to the best of our ability.

**Deadline for submission is November 15, for events being held the following year.**

# The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
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[communications@southwold.ca](mailto:communications@southwold.ca)

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
Attention: Community Services & Communications Clerk  
35663 Fingal Line  
Fingal, ON N0L 1K0  
Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Sandy Annett	Title:	Committee Chair
Signature:	[Redacted]	Date:	Nov 12, 2024

**ROSY RHUBARB FESTIVAL COMMITTEE  
2025 RENTAL AND FEE WAIVER REQUEST DATES**

Area	Dates	Purpose
Keystone Kitchen	May 7, May 14, May 28, Jun 2  <b>All dates 8 – 3 pm</b>	Preparation of Rhubarb Sauce and Salsa for sale at Festival.
All buildings, structures and grounds – south from Talbot Ln to Fairground Rd and from John/Waugh St to east property line (Lynch residence)	Jun 6 – set up Jun 7 & 8 – Festival open  <b>7 am Jun 6 to 8 pm on Jun 8</b>	Annual Rosy Rhubarb Festival
Main Picnic Pavilion (north)	Jul 4 @ 4-9 pm	Festival Volunteer Appreciation Barbeque



## The Township of Southwold Waiving of Facilities Fees Application Form



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[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event:			
Triple C Speed Show Board meetings			
Name of Group or Organization			
Triple C Speed Show			
Primary & Secondary Contact Person		Purpose of Event	
Tiffany Duskooy		Board meetings	
Contact Address			Postal Code
[REDACTED]			NOL 1A0
Phone # Primary / Secondary		Email / Website:	
[REDACTED]		club email: TripleCspeedshow@gmail.com	
Not for Profit # or Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		facility rental	
Date and Times:		currently looking for 1 Date before Christmas and 1 in the new year	
Number of People expected:		Admission Fee: (If applicable)	a few throughout the year
8-10			
Will food be served?	NO	Will alcohol be served?	NO

### Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
Triple C Speed Show puts on horse shows at the arena in the Summer

\* only looking to have fees waived for Board meetings Not the arena rental

# The Township of Southwold Waiving of Facilities Fees Application Form



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

Board meetings allow us organize the clubs

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

none

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

NO

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

**Deadline for submission is November 15, for events being held the following year.**

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
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The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
 Attention: Community Services & Communications Clerk  
 35663 Fingal Line  
 Fingal, ON NOL 1K0  
 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Tiffany Duszko	Title:	Vice President /
Signature:	[Redacted]	Date:	Nov 19, 2024

Tipe C  
Speed Sr

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
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**Phone: 519-769-2010**  
**Fax: 519-769-2837**  
[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event:			
Dan the Music Man			
Name of Group or Organization			
Southwold <del>Lib</del> Township Library, Shedden			
Primary & Secondary Contact Person		Purpose of Event	
Emily Finch		March Break program	
Contact Address			Postal Code
35921 Talbot Line, Shedden			NOL 2E0
Phone # Primary / Secondary		Email / Website:	
519-764-2081		efinch@elgin.ca	
Not for Profit # or Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		✓	
Date and Times:		Friday March 14 morning show 10am.	
Number of People expected:		Admission Fee: (If applicable)	X
200			
Will food be served?	X	Will alcohol be served?	X

### Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
This will be a free children's March Break program - Sponsored by Rosy Rhubarb Committee

**The Township of Southwold  
Waiving of Facilities Fees Application Form**



**Township of Southwold**

**35663 Fingal Line**

**Fingal, ON N0L 1K0**

**Phone: 519-769-2010**

**Fax: 519-769-2837**

**communications@southwold.ca**

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

*Free local musical event for families.*

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

*This would put an expense on two of your local groups that work to better our community.*

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

*Rosy Rhubarb has already funded the performer.*

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

*Keystone Complex is accessible.*

**Deadline for submission is November 15, for events being held the following year.**

# The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
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[communications@southwold.ca](mailto:communications@southwold.ca)

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Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

#### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
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- Damage deposits will not be refunded.
- Non-Township fees or expenses.

#### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
Attention: Community Services & Communications Clerk  
35663 Fingal Line  
Fingal, ON NOL 1K0  
Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

#### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	<i>Emily Finch</i>	Title:	<i>Branch Supervisor</i>
Signature:		Date:	<i>Nov. 21, 2024</i>

## The Township of Southwold Waiving of Facilities Fees Application Form



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**35663 Fingal Line**  
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**Phone: 519-769-2010**  
**Fax: 519-769-2837**  
[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event:			
Shedden Fair			
Name of Group or Organization			
Shedden Agricultural Society			
Primary & Secondary Contact Person		Purpose of Event	
Shirley Longhurst & Catherine Koyle		To offer an event for the community	
Contact Address			Postal Code
[REDACTED]			NOL 1P0
Phone # Primary / Secondary		Email / Website:	
[REDACTED]		[REDACTED]	
Not for Profit # or Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		Schedule is attached	
Date and Times:			
Number of People expected:		Admission Fee: (If applicable)	\$10.00 Adults
Will food be served?		Will alcohol be served?	No

### Activity or Event Description

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

The Fair offers events & activities for all ages. Thousands of prize dollars are given out to the community and actual prize items. There is no charge for children and many events on the grounds are free. Each year we offer different events.  
 The monthly meetings allow for fair planning and preparation. Grounds fees are waived but monthly meetings would be a cost to the Ag. Society.

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**

**35663 Fingal Line**

**Fingal, ON NOL 1K0**

**Phone: 519-769-2010**

**Fax: 519-769-2837**

[communications@southwold.ca](mailto:communications@southwold.ca)

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

The Fair offers prize money and events to participate in. Everything from photography to showing livestock.

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

This event would not be able to happen without this waiver

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

Yes:- Green lane, County of Elgin ,business and personal donations

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

The Keystone grounds provides this and we offer golf carts to move Fair goers throughout the grounds

**Deadline for submission is November 15, for events being held the following year.**



# The Township of Southwold Waiving of Facilities Fees Application Form



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The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

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Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
Attention: Community Services & Communications Clerk  
35663 Fingal Line  
Fingal, ON NOL 1K0  
Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Catherine Koyle	Title:	Treasurer
Signature:		Date:	Nov 18, 2024

FEES TO BE WAIVERED FOR SHEDDEN AGRICULTURAL SOCIETY – SHEDDEN FAIR – 2025

MONTHLY MEETINGS :- STARTING AT 7 PM

FEBRUARY 10, 2025

MARCH 10, 2025

APRIL 14, 2025

MAY 12, 2025

JUNE 09, 2025

JULY 14, 2025

AUGUST 11, 2025

SEPTEMBER 08, 2025

OCTOBER 20, 2025

NOVEMBER 10, 2025

EVENT DATES:-

FAIR:- AUGUST 20,21,22,23,24,25, 2025

THANK YOU

Catherine Koyle

## The Township of Southwold Waiving of Facilities Fees Application Form



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**Phone: 519-769-2010**  
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[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event:			
Scout Meetings			
Name of Group or Organization			
1st Shedden Scout Group			
Primary & Secondary Contact Person		Purpose of Event	
Scott Young		Beaver and Cub Scout meetings for youth 5-11 yrs old	
Contact Address			Postal Code
[REDACTED]			N5P 3S5
Phone # Primary / Secondary		Email / Website:	
[REDACTED]		[REDACTED]	
Not for Profit # or Charitable Organization Registration #:		10776 1694 RR0028	
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		Facility Rental	
Date and Times:		Tuesday nights 6pm to 8pm	
Number of People expected:		30 Scouts and Adults	Admission Fee: (If applicable) Annual fee to national
Will food be served?	No	Will alcohol be served?	No

### Activity or Event Description

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

1st Shedden Scout Group will enhance community services and recreation by offering programming that will serve the community through garbage clean up, connecting local families and building relationship with youth in the Southwold area.

## The Township of Southwold Waiving of Facilities Fees Application Form



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[communications@southwold.ca](mailto:communications@southwold.ca)

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

1st Shedden Scout Group will provide garbage clean up, engage the community through fundraising initiatives such as apple day, provide a safe space for youth of various ages to grow and adventure as an individual and as a group and will endeavour to serve the community in other varying capacities including participation in Winterfest, the Fingal Parade etc.

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

We would need to pass rental fees onto the families of the youth attending.

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

No. The fundraising done is to offset the cost of camping and equipment, not the fees associated with a meeting place.

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

We have been accessible to all youth in Elgin county. Scouts Canada also has membership discounts for those that can not afford to pay.

**Deadline for submission is November 15, for events being held the following year.**

## The Township of Southwold Waiving of Facilities Fees Application Form



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Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

**Ineligibility**

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

**Application Checklist**

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

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 Attention: Community Services & Communications Clerk  
 35663 Fingal Line  
 Fingal, ON NOL 1K0  
 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

**Authorization for Application**

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Scott Young	Title:	Group Commissioner
Signature:		Date:	Dec 17 2023

*Nov 19 2024*

## The Township of Southwold Waiving of Facilities Fees Application Form



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[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event:			
VON Dining events			
Name of Group or Organization			
Victoria Order of Nurses			
Primary & Secondary Contact Person		Purpose of Event	
Ellen Cannon, program coordinator and Jill Smith, Manager		<b>Catered community Luncheon</b>	
Contact Address			Postal Code
175 South Edgeware Road, St. Thomas, Ontario			N5R 1H2
Phone # Primary / Secondary		Email / Website:	
519-637-6408 X6184		ellen.cannon@von.ca	
Not for Profit # or Charitable Organization Registration #:		137508057RR0001	
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)			
Date and Times: Wed Dec 4 2024, Wed Feb 5, 2025, Wed March 5 2025, Wed April 2, 2025, Wed May 7, 2025, WEd June 11, Wed Sept 3, Wed Oct 1, Wed Nov 5 and Wed Dec 3 2025			
Number of People expected:		Admission Fee: (If applicable)	n/a
Will food be served?		Will alcohol be served?	no

### Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
<p>These monthly events brings together community members in a rural area within a convenient distance of their homes to eat a reasonable priced delicious dinner (at lunchtime) and to socially engage with neighbors and community members.</p>

## The Township of Southwold Waiving of Facilities Fees Application Form



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Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.
This event brings together community members in a comfortable setting - While enjoying a reasonably priced meal it gives attendees a chance to socialize and catch up with Neighbors and friends at a convenient distance from their homes while enjoying a well priced delicious catered meal . It also gives a chance for those who have moved away to return to see friends etc. Also VON continues to provide information on various health and well being topics as well as providing ommunity support services .
What will the impact on the activity or event be if the fee is <b>not</b> waived?
it will be further cost to those attending dining luncheon as VON is a not for profit and would need to pass on fees to those attending
Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?
yes we have partial but extremely limited funding from the Ministry
What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?
VON will contact all clients who have attended in the past by telephone each month as well as posting posters through out the community - Also providing printed posters at the event for those attending to share with others

**Deadline for submission is November 15, for events being held the following year.**

## The Township of Southwold Waiving of Facilities Fees Application Form



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**Fax: 519-769-2837**  
[communications@southwold.ca](mailto:communications@southwold.ca)

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
 Attention: Community Services & Communications Clerk  
 35663 Fingal Line  
 Fingal, ON N0L 1K0  
 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

<b>Name:</b>	Jill Smith	<b>Title:</b>	Manager
<b>Signature:</b>		<b>Date:</b>	November 20 2024



## The Township of Southwold Waiving of Facilities Fees Application Form



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

Name of Event:			
Optimist Co-Ed Ball Tournament			
Name of Group or Organization			
Fingal-Shedden & District Optimist Club			
Primary & Secondary Contact Person		Purpose of Event	
Joe McKinnon, Steve Garvin		<b>Ball Tournament Fundraiser</b>	
Contact Address			Postal Code
[REDACTED]			N0L 2E0
Phone # Primary / Secondary		Email / Website:	
[REDACTED]		[REDACTED]	
Not for Profit # or Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		Fingal Ball Diamonds, Pavilion, and Concession Stand	
Date and Times:		<b>August 29 - Sept. 1, 2025</b>	
Number of People expected:		Up to 300	Admission Fee: (If applicable) <b>No</b>
Will food be served?	<b>Yes</b>	Will alcohol be served?	<b>Yes</b>

### Activity or Event Description

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

This is our major fundraiser of the year. It supports kids events such as the Halloween party, the Santa Claus Parade, school breakfast program, etc. Also, local ball teams participate.

## The Township of Southwold Waiving of Facilities Fees Application Form



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35663 Fingal Line  
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Phone: 519-769-2010  
Fax: 519-769-2837

[communications@southwold.ca](mailto:communications@southwold.ca)

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

See above.

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

We would have to raise the team entry fee which would result in less participation and lower funds raised.

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

No.

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

Outdoor event, all are welcome.

**Deadline for submission is November 15, for events being held the following year.**

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
**35663 Fingal Line**  
**Fingal, ON NOL 1K0**  
**Phone: 519-769-2010**  
**Fax: 519-769-2837**

[communications@southwold.ca](mailto:communications@southwold.ca)

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
 Attention: Community Services & Communications Clerk  
 35663 Fingal Line  
 Fingal, ON NOL 1K0  
 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	JOE McFinnon	Title:	
Signature:	[Redacted Signature]	Date:	20 NOV 24

## The Township of Southwold Waiving of Facilities Fees Application Form



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

Name of Event:			
Halloween Party			
Name of Group or Organization			
Fingal-Shedden & District Optimist Club			
Primary & Secondary Contact Person		Purpose of Event	
Joe McKinnon, Jim Carder		Kids Halloween Party	
Contact Address			Postal Code
[REDACTED]			N0L 2G0
Phone # Primary / Secondary		Email / Website:	
[REDACTED] 4		[REDACTED]	
Not for Profit # or Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		Keystone Complex - Main Hall	
Date and Times:		October 23 (set-up) & 24 (event), 2025	
Number of People expected:		100	Admission Fee: (If applicable) <b>No</b>
Will food be served?	No	Will alcohol be served?	No

### Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
Provides a safe and fun Halloween party for children 10 and under. Attendees will play games, dress in costumes, receive candies, and a healthy apple.

## The Township of Southwold Waiving of Facilities Fees Application Form



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Fax: 519-769-2837

[communications@southwold.ca](mailto:communications@southwold.ca)

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

High school volunteers receive hours for their volunteer requirement.

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

The party will not occur without the fee waiver.

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

No other funding.

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

The facility is accessible. There are lots of helpers on site and games are on all levels.

**Deadline for submission is November 15, for events being held the following year.**

# The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
**35663 Fingal Line**  
**Fingal, ON NOL 1K0**  
**Phone: 519-769-2010**  
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**Application Checklist**

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 35663 Fingal Line  
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 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

**Authorization for Application**

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	<i>Joe McNamee</i>	Title:	
Signature:		Date:	<i>20 NOV 24</i>

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
**35663 Fingal Line**  
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**Phone: 519-769-2010**  
**Fax: 519-769-2837**  
[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event:			
Soccer Season			
Name of Group or Organization			
Shedden Soccer			
Primary & Secondary Contact Person		Purpose of Event	
Michelle Lackey and Joe McKinnon		<b>Training, meetings, etc</b>	
Contact Address			Postal Code
Phone # Primary / Secondary		Email / Website:	
		<b>sheddensoccer@gmail.com</b>	
Not for Profit #      or			
Charitable Organization Registration #:			
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental)		Keystone Complex and Pavilion Rental	
Date and Times:		See schedule attached	
Number of People expected:		varying	Admission Fee: (If applicable) <b>No</b>
Will food be served?	<b>No</b>	Will alcohol be served?	<b>No</b>

### Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
<p>Shedden Soccer is a non-profit organization that provides a fun way for players and families to be active in the community. Over 250 players participate.</p> <p>The listed dates allow us to share information with families and train coaches/referees. It also allows us to host a fun family end of the year tournament.</p>

## The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold  
35663 Fingal Line  
Fingal, ON N0L 1K0  
Phone: 519-769-2010  
Fax: 519-769-2837

[communications@southwold.ca](mailto:communications@southwold.ca)

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

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

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

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

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

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

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

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

**Deadline for submission is November 15, for events being held the following year.**



## The Township of Southwold Waiving of Facilities Fees Application Form



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### Ineligibility

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### Application Checklist

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 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	<i>Joe McKinnon</i>	Title:	
Signature:		Date:	<i>21 Nov 24</i>



## Fee Waiver Tentative Dates for 2025

Keystone 6pm – 10pm	16 April 2025 – Wed
Keystone 8am – 12pm	26 April 2025 – Sat
Keystone 8am – 4pm	03 May 2025 – Sat
Corsley 6am - 2pm	07 June 2025 – Sat
Corsley 6am – 3pm pavilion)	16 August 2025 – Sat (plus fridges at Keystone
Keystone 6pm – 9pm	13 November 2025 - Wed



## The Township of Southwold Waiving of Facilities Fees Application Form



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Phone: 519-769-2010  
Fax: 519-769-2837  
[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event: Fingal Sheddler Optimist Rosy Rhubarb Run/Walk			
Name of Group or Organization: Fingal Sheddler Optimist			
Primary & Secondary Contact Person: Kimberly Boughner Andrea Kirkdriet		Purpose of Event: Charity	
Contact Address: 35551 Fingal Line			Postal Code: N0L 1K0
Phone # Primary / Secondary:		Email / Website: fingalsheddleroptimisteclub@gmail.com	
Not for Profit # or Charitable Organization Registration #:		NA	
<b>Activity or Event Information</b>			
Fees to be Waived (ie: facility rental):		Rosy Rhubarb Sunday?	
Date and Times:		Saturday 8:30 to 11:30	
Number of People expected: 100-200		Admission Fee: (If applicable):	<input checked="" type="checkbox"/>
Will food be served?	<input checked="" type="checkbox"/>	Will alcohol be served?	<input checked="" type="checkbox"/>

### Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
By raising awareness and generating much needed funds for youth in our community through an event that is open to all.

## The Township of Southwold Waiving of Facilities Fees Application Form



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 35663 Fingal Line  
 Fingal, ON N0L 1K0  
 Phone: 519-769-2010  
 Fax: 519-769-2837  
[communications@southwold.ca](mailto:communications@southwold.ca)

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

Engagement for those who live in the community and an activity that will bring new people to the festival.

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

If the fee is not waived, payment would need to come from funds which otherwise be used for children activities.

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

We collected sponsorship money to help offset big ticket prices to put this event on. However we are not a registered charity so not able to issue tax receipts.

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

This activity is a run/walk or movement of distance. We welcome everyone to inclusively to participate.

**Deadline for submission is November 15, for events being held the following year.**

## The Township of Southwold Waiving of Facilities Fees Application Form



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 35663 Fingal Line  
 Fingal, ON NOL 1K0  
 Fax: 519-769-2837  
 or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Kimberly Baughn	Title:	Club Member
Signature:		Date:	21 NOV 2004



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY- LAW NO. 2024-58**

**Being a by-law to provide for the abandonment of the Larson Drain West 2011 Branch A within the limits of the Township of Southwold**

**WHEREAS** pursuant to the provisions of Section 84 of the Drainage Act, R.S.O. 1990, c.d.17 states a Council may by by-law abandon the Drainage Works, and thereafter Township has no further obligation with respect to Drainage Works;

**AND WHEREAS** all of the owners of land assessed for benefit in respect to a portion of the Larson Drain West 2011 Branch A in the Township of Southwold have requested in writing for the abandonment of such Drainage Works;

**AND WHEREAS** the owners of land in the Township of Southwold assessed for a portion of the Larson Drain West 2011 Branch A were notified of the Township's intention to abandon such Drainage Works and no notice from any of the aforementioned owners was received requiring a report of an Engineer was made on such proposed abandonment;

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

1. THAT the portion of the Larson Drain West 2011 Branch A Municipal Drain from Station 0+000 to 0+089 be abandoned.
2. THAT hereafter the Township of Southwold has no further obligation with respect to the said drainage works.
3. THAT the provisions of this by-law shall become effective on the date of passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF NOVEMBER, 2024.**

---

Mayor  
Grant Jones

---

CAO/Clerk  
Lisa Higgs



<b>For Internal Use Only</b>
<b>W.P. No.:</b> 3042-22-00
<b>Highway No.:</b> 3
<b>Property Section:</b> West
<b>P-Plan:</b> P-4098-47
<b>Agent:</b> Sarah Toews

**PROPERTY PURCHASE AGREEMENT**

We, The Corporation of the Township of Southwold

Of 35663 Fingal Line, Fingal ON N0L 1K0

In the Province of Ontario

Hereinafter referred to as "Owner(s)", agree to sell to His Majesty the King in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (referred to as the "Minister") in fee simple free from all tenancies and encumbrances except as to any registered restrictions or covenants that run with the land provided that such are complied with, my/our land in

Township of Southwold  
(Township, City, Town, etc.)

Municipality of the County of Elgin  
(County, District, Regional or District Municipality)

being in Part of Lot 3, Concession D, Geographic Township of Southwold, PIN 35160-0301

(Lot, Block – Concession and Township – or – Registered Plan)

shown as Part(s) 1

on Ministry Plan P-4098-47

deposited in the Land Registry Office as 11R-11265

for the sum of Fifty-Eight Thousand Three Hundred Dollars (\$58,300.00)

It is understood and agreed that the Minister will pay reasonable fees for the legal services (and/or appraisal services) required by the Owner(s) to complete the transaction.

There is no fencing (or gates) required in this matter.

There are no entrances required in this matter.

There are no trees involved in this matter.

The Owner shall provide a copy of the resolution or the bylaw authorizing the execution of this Agreement prior to the Ministry accepting this agreement for execution.

It is understood and agreed the above sum includes payment of \$58,300.00 for the above-mentioned lands and all entitlements as stated in the Expropriations Act, except as hereinafter provided.

It is acknowledged that the proposed use of and construction on the lands being acquired has been discussed with me/us and the sum set out as the consideration in this agreement includes payment for any reduction in market value of my/our remaining lands, if any, but excludes any physical damages to any remaining lands which may occur during the construction period.

**THIS AGREEMENT IS TO REMAIN OPEN FOR ACCEPTANCE** by the Minister or the Minister's representative up to and including **30 days from the date of receipt of the offer from the Owner(s)** and may be accepted by a letter delivered or mailed by prepaid registered post addressed to the Owner(s) and deposited in a post office or by

email on or before the aforesaid date. Notices shall be deemed to have been given: (a) in the case of postage-prepaid envelope, five (5) Business Days after such notice is mailed; or (b) in the case of personal delivery or e-mail one (1) Business Day after such notice is received by the other Party. In the event of postal disruption, notices must be given by personal delivery or e-mail.

The Minister is to be allowed **30** days from the date of acceptance to examine the title at the expense of the Minister. If within that time any valid objection to title is made to the Owner(s) which the Owner(s) is/are unable or unwilling to remove and which the Minister will not waive, the Agreement is void.

**THE SALE OF THE PROPERTY IS TO BE COMPLETED** on or before **60 days from acceptance**. Upon acceptance of this Agreement by the Minister or the Minister's representative, the Minister shall have an immediate right to enter upon and take possession of the lands without prejudice to the rights herein. Where buildings are located on the real property being purchased by the Minister, **VACANT POSSESSION SHALL BE GIVEN ON CLOSING.**

Rentals and mortgage interest, if any, and taxes including local improvements are to be adjusted at closing, and utilities and fuels, if any, are to be paid by the Owner(s) up to closing.

**Tenant(s):**

---

**Mortgagee(s):**

---

**HST No.:** 130189061 RT0001

---

All buildings and equipment, if any, on the real property shall be and remain at the risk of the Owner(s) until closing. The Minister does not require assignment(s) of the fire insurance. However, the Owner(s) agree(s) in the event of damage to hold any fire insurance policies or proceeds in trust with the right of the Minister to demand the proceeds and complete the purchase.

Any adjustment of assessment of any remaining lands of the Owner(s) shall be the responsibility of the Owner(s).

This Agreement, when accepted shall constitute a binding Contract of Purchase and Sale.

The Owner(s) covenants(s) and agree(s) to do nothing, after the execution of the Agreement by the Owner(s) and while this Agreement remains in effect, to encumber the property agreed herein to be sold and conveyed.

If in the opinion of the Minister expropriation of the above lands is necessary to clear title or to meet deadlines for the Minister's work, the Minister may acquire the lands by expropriation and the Owner(s) agree(s) that payment of the above sum, together with any services and materials to be provided by the Minister in this Agreement, represents compensation in full for the lands and all entitlements as stated in the Expropriations Act.

This Agreement shall be deemed to have satisfied all Section 25 requirements of the Expropriations Act in the event that the Minister proceeds by way of expropriation as provided for in this Agreement.

Any Deed or Transfer is to be prepared at the expense of the Minister and any tender, pursuant to this Agreement, of documents and/or money may be made upon the Owner(s) or the Owner(s) solicitor, or the Minister, and the money may be tendered by a Province of Ontario negotiable cheque or electronic fund transfer.

Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

We acknowledge that this Agreement is not made subject to any promises by any agent of the Minister of Transportation and we understand that this Agreement shall not bind the Minister of Transportation until accepted in writing by or on behalf of the Minister of Transportation.

Dated at Fingal this 25th day of November, 2024

The Corporation of the Township of Southwold

Grant Jones, Mayor

Lisa Higgs, CAO/Clerk

\_\_\_\_\_  
Print Name(s) and position held

\_\_\_\_\_  
Print Name(s) and position held

\_\_\_\_\_  
Signature(s)

I have the authority to bind the Corporation

\_\_\_\_\_  
Signature(s)

I have authority to bind the Corporation



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

### **BY- LAW NO. 2024-59**

#### **Being a By-law to regulate and licence the keeping of Backyard Hens within Residential One (R1) Zones in the Township of Southwold and repeal By-law No. 2024-52**

**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 licences 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 Licence 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 chicken 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 licences 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 licence 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 licences that are not paid within 30 days of their approval will not be held or guaranteed issuance based on licence 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 licences is reached will be added to a waitlist, whereby applicants will be notified in sequence of their submission upon licence 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 Licence null and void. The new occupant and/or owner shall submit a new 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 No more than 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 No person shall keep roosters.
- 5.4 No person shall fail to dispose of deceased hen promptly in a sanitary manner.
- 5.5 No person shall slaughter Backyard Hens on the property.
- 5.6 No person shall sell eggs, manure, meat or other products derived from backyard Hens.

### **6.0 Backyard Hen Coop Regulations**

- 6.1 In any Residential One (R1) Zone, as defined in the Township's Zoning By-law, every person shall ensure that 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 Every person shall have a maximum of one (1) backyard Hen coop and one (1) outdoor run 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 No person shall have the backyard Hen coop and manure storage area, exclusive of the outdoor enclosure, cumulatively exceed an area of 10 m<sup>2</sup>.
- 6.4 Every person shall ensure that a backyard hen coop is fully enclosed, weatherproof structure 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 Every person shall have all Backyard Hen coops kept in a clean and sanitary condition at all times, free of vermin, obnoxious smells and substances and in good repair.
- 6.7 Every person shall ensure all Backyard Hen coops and outdoor runs are

secured to prevent the entry of predators.

- 6.8 Every person shall provide Backyard Hens with food and clean water at all times, as well as 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 Every person shall have all stored manure 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 No person shall permit Backyard Hens to run at large. All backyard Hens must be kept securely in a coop or outdoor run at all times.
- 6.11 Every person shall have the Backyard Hen coop 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**

10.1 That by-law No. 2024-52 is repealed in its entirety.

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

**11. Schedules**

11.1 Attached to and forming part of this by-law is Schedule "A" Set Fine Schedule shall form part of this by-law.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF NOVEMBER, 2024.**

\_\_\_\_\_  
Mayor  
Grant Jones

\_\_\_\_\_  
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 a deceased Hen promptly and in a 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.	Comply with coop location setbacks within settlement areas	s. 6.1	\$205.00
8.	Permit more than one (1) coop property	s. 6.2	\$205.00
9.	Permit more than one (1) outdoor run on property	s.6.2	\$205.00
10.	Fail to comply with permitted size of coop and manure storage area	s. 6.3	\$205.00
11.	Fail to comply with coop maintenance standards	s.6.4	\$205.00
12.	Fail to maintain sanitary conditions	s. 6.6	\$305.00
13.	Fail to keep coop and/or outdoor run secure	s. 6.7	\$205.00

<b>Item</b>	<b>Short Form Wording</b>	<b>Provisions Creating or Defining Offence</b>	<b>Set Fine</b>
14.	Fail to provide clean food and water	s.6.8	\$205.00
15.	Fail to keep food properly stored	s.6.8	\$205.00
16.	Fail to keep manure in proper fully enclosed container	s. 6.9	\$205.00
17.	Permit storage of manure over three (3) cubic feet	s. 6.9	\$205.00
18.	Permit hens to run at large	s.6.10	\$205.00
19.	Fail to lock coop from sunset to sunrise	s. 6.11	\$205.00
20.	No person shall 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 2024-59, a certified copy of which has been filed.**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### BY- LAW NO. 2024-60

**Being a By-law for requiring and regulating, the cleaning and clearing of land; the clearing of refuse or debris from lands; and prohibiting the depositing of refuse or debris on land in the Township of Southwold and repealed By-law No. 2024-52.**

**WHEREAS** subsection 5(3) of the Municipal Act, 2001 provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** section 9 of the Municipal Act, 2001 grants the council of a municipality the capacity, rights, powers and privileges of a natural person;

**AND WHEREAS** section 11 of the Municipal Act, 2001 authorizes council to pass by-laws with respect to the health, safety and well-being of persons and the economic, social and environmental well-being of the municipality;

**AND WHEREAS**, without limiting the generality of sections 10 and 11 of the Municipal Act, 2001, section 127 of the Municipal Act, 2001 authorizes the Council to pass a by-law to regulate the cleaning and clearing of land, including refuse and/or debris from land;

**AND WHEREAS**, section 128 of the Municipal Act, 2001 enables a municipality to pass by-laws which will prohibit and regulate public nuisances, including matters which in the opinion of Council are or could become or cause public nuisance;

**AND WHEREAS**, nuisance weeds may result in allergic reactions or health problems for individuals and can disrupt ecological systems and nuisance weeds have an impact on the health, safety and well-being of the inhabitants of the Township of Southwold and the natural environment;

**AND WHEREAS**, tall grass and nuisance weeds may pose a risk to safety and fire safety, may impair visual sight lines, may create habitats for mosquitoes, rodents or other insects and animals and contributes to neighbourhood blight;

**AND WHEREAS**, Council of the Township of Southwold deems tall grass, being grass in excess of 20cm in height or length, and nuisance weeds to be a public nuisance;

**AND WHEREAS** s. 391 (1) of the Municipal Act, S.O. 2001 c. M. 25 as amended states that section 11 authorizes a municipality to impose fees or charges on persons, for services or activities provided or done by the municipality.

**AND WHEREAS** section 425(1) of the *Municipal Act, 2001* provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

**AND WHEREAS** sections 435-439 of the *Municipal Act, 2001* provides municipalities with authority to enter property for the purpose of performing inspections and obtaining evidence, subject to certain restrictions;

**AND WHEREAS** section 444 of the *Municipal Act, 2001* provides that a municipality may make an order requiring a person who contravenes a by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**AND WHEREAS** zoning by-laws are in effect in the Township of Southwold applying to lands in the Township of Southwold to regulate the use of land and the erection, location and use of buildings and structures;

**NOW THEREFORE** the Council of the Township of Southwold enacts as follows:

**1. Short Title**

This By-law may be cited as the *Cleaning and Clearing of Land By-law*.

**2. Definitions**

**2.1 Built-Up Area**, shall mean:

Lands designated as Settlement Area and Hamlet in the Township of Southwold Official Plan, Schedule 1, as amended from time to time.

**2.2 By-law Enforcement Officer**, shall mean **a police officer** or the person appointed, by by-law, by the Municipality for the purposes of administering and enforcing the provisions of this By-law and/or designate as authorized by Council to enforce the provisions and amendments to this by-law.

**2.3 Cleared**, shall mean the removal of weeds or turfgrass more than 20 centimetres in height and the removal of stockpiles of soil or other earthen material not required for lawn or garden-related purposes or to complete the grading of the lot on which the stockpile is located.



- 2.4 Commercial Vehicle**, shall mean every vehicle designed, maintained, or used primarily for the transportation of property in the furtherance of commercial enterprise or for supplying of services in the furtherance of commercial enterprise and, for greater certainty, includes tractors, dumpsters and backhoes.
- 2.5 Domestic Refuse**, shall mean any article, thing, matter or effluent belonging to, or associated with a place of residence that appears to be waste material, and includes, but is not limited to:
- i) grass clippings, weeds, tree cuttings, brush, leaves and garden refuse;
  - ii) paper, clothing, cardboard packaging and wrapping;
  - iii) kitchen and table waste, of animal or vegetable origin resulting from the preparation or consumption of foods;
  - iv) cans, glass, plastic containers, dishes;
  - v) old or decayed lumber, new or used material resulting from or for the purpose of construction, alteration, repair or demolition of any building or structure;
  - vi) refrigerators, stoves, dishwashers, freezers or other appliances and used furniture;
  - vii) bathroom fixtures and plumbing parts and materials;
  - viii) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
  - ix) unlicensed motor vehicles, derelict or abandoned motor vehicles; motor vehicle parts and accessories, vehicle tires mounted or not mounted on rims, mechanical equipment;
  - x) tires;
  - xi) derelict machinery and equipment;
  - xii) rubble and inert fill, fencing materials;
  - xiii) sewage.
- 2.6 Excavation**, shall mean any man-made opening or depression in the ground, but shall not include a pit licensed under the Aggregate Resources Act, an abandoned pit, a farm or irrigation pond, a fish pond or a water garden.
- 2.7 Farm or Irrigation Pond**, shall mean a body of water situated outdoors, contained by natural or artificial means and designed, used, or intended for agricultural purposes including irrigation and watering for livestock but not for recreational purposes.
- 2.8 Fence**, shall mean a wall (other than the wall of a building), gate or other barrier constructed of wood, masonry, metal, vinyl, plastic or other manufactured

material, or combination thereof, which is continuous throughout its entire length where required, save and except where access areas and lines of sight are required for safety purposes.

**2.9 Industrial Refuse**, shall mean any article, thing, matter or effluent belonging to, or associated with, industry or commerce or concerning or relating to any manufacturing process or concerning or relating to any trade, business, calling or occupation that appears to be waste material and includes, but is not limited to:

- i) pipes, tubes, conduits, cable, fittings or adjuncts thereof;
- ii) containers or any size, type or composition;
- iii) rubble and inert fill;
- iv) unlicensed motor vehicles, derelict or abandoned motor vehicles, motor vehicle parts and tires mounted or not mounted on rims, mechanical equipment;
- v) derelict machinery and equipment
- vi) articles, things, matter, effluent which is whole or in part or fragments thereof are derived from or are constituted from or consist of agricultural, animal, vegetable, papers, lumber or wood products; or mineral, metal or chemical products whether or not the products are manufactured or otherwise processed;
- vii) bones, feathers, furs, hides;
- viii) paper, cardboard packaging and wrapping;
- ix) material resulting from, or as part of, construction or demolition;
- x) sewage.

**2.10 Land**, shall mean grounds, property, yards, or vacant lots or any part of a lot which is not beneath a building.

**2.11 Landscaped Open Space**, shall mean the area of a lot which is used for the growth and maintenance of grass, flowers, shrubbery and other landscaping materials, both natural and artificial, and includes any surfaced walk, patio, or similar area, but does not include any access driveway or ramp, parking lot, deck or any space beneath or within any building or structure.

**2.12 Motor Vehicle**, shall mean an automobile, motorcycle, motor assisted bicycle and any other vehicle propelled or driven other than by muscular power.

**2.13 Motor Vehicle, Derelict or Abandoned**, shall mean a motor vehicle that is in a state of advanced disrepair having missing or damaged parts or deteriorated body

conditions which renders it inoperative and may include a motor vehicle that has been evidently abandoned by its owner and left in a place or state of apparent disuse or disinterest by the owner regardless of whether it is either operable or inoperable or licensed or unlicensed for operation.

- 2.14 Motor Vehicle, Restorable**, shall mean a motor vehicle of such an age, or other unique quality or category, that the owner thereof can demonstrate and has demonstrated a credible intention to restore same to its original or comparable condition and, further thereto, the said motor vehicle is being stored in a manner in keeping with the said intention to restore same.
- 2.15 Municipality**, shall mean the Corporation of the Township of Southwold.
- 2.16 Nuisance Weed** shall mean any noxious weeds designated under the *Weed Control Act*, R.S.O. 1990 c. W. 5, as set out in in the Noxious Weed table of Ontario Regulation 1096, and includes any other weed designated as a local noxious weed under any by-law of the Township passed under that Act.
- 2.17 Owner**, includes an owner, occupant, lessee, tenant and mortgagee of Land and also includes any other person in charge of Land.
- 2.18 Rubble**, shall mean broken concrete, bricks, broken asphalt, patio or sidewalk slabs or combination thereof.
- 2.19 Sewage**, shall mean any waste containing animal, human, vegetable or mineral matter, waste that is in suspension whether domestic or industrial or any other waste whether in suspension or precipitated, but does not include roof water or stormwater run-off.
- 2.20 Sight Triangle**, shall mean the triangular space formed by the street lines of a corner lot where such lot is located at the intersection of two or more streets and a line drawn from a point in one street line to a point in the other street line, each such point being six (6.0) metres from the point of intersection of the street lines measured along the said street lines, and where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projected tangents of the street lines drawn through the extremities of the interior lot lines.
- 2.21 Turfgrass** shall mean ground cover of various perennial grasses grown for lawns, of a type that forms a dense, uniform turf if mown.

**2.22 Unlicensed**, shall mean the lack of a currently validated permit for the motor vehicle within the meaning of the Highway Traffic Act, displayed on the motor vehicle.

**2.23 Waste**, means Domestic Refuse and Industrial Refuse as defined herein and also includes material or effluent that, in the opinion of the By-law Enforcement Officer:

- i) appears to have been cast aside or discarded or abandoned; or
- ii) appears to be worthless or useless or of no practical value; or
- iii) appears to be use up, in whole or in part, expended or worn out in whole or in part.

**2.24 Yard**, shall mean the land around and appurtenant to the whole or any part of a building and used or intended to be used, or capable of being used in connection with that building and notwithstanding the foregoing, shall mean land as defined herein.

**3. Prohibited Matters**

3.1 No owner shall, unless otherwise exempted by this By-law, fail to clear land of domestic refuse or industrial refuse.

3.2 No owner shall, unless otherwise exempted by this By-law, fail to enclose an excavation in accordance with Section 4.

3.3 No owner shall, unless otherwise exempted by this By-law, fail to drain an accumulation of water exceeding 30 centimeters in depth.

3.4 No person shall, unless otherwise exempted by this By-law, deposit domestic waste or industrial waste on land without consent of the owner.

3.5 No owner or person shall fail to comply with an Order to Discontinue Activity or a Work Order issued pursuant to this By-law.

3.6 No person shall prevent, hinder or interfere or attempt to prevent, hinder or interfere with an officer performing the officer's duties under this by-law.

**4. Ponds and Excavations**

- 4.1 Every owner shall fill in any excavation to adjacent grade with non-contaminated fill unless:
- i) the excavation is enclosed completely by a fence having a minimum height of one and one-half (1.5) metres, and;
  - ii) construction is proceeding for which a valid building permit has been issued.
- 4.2 Every owner shall drain land of accumulations of water that exceed 30 centimetres in depth unless the water:
- i) is completely enclosed by a barrier of at least 1.0 metres in height; or
  - ii) constitutes a storm water management pond approved by the Municipality; or
  - iii) constitutes a natural body of water or results from the periodic flooding of a natural watercourse; or
  - iv) constitutes a farm pond or irrigation pond; or
  - v) constitutes a water garden or fish pond; or
  - vi) constitutes a private drain or a municipal drain; or
  - vii) constitutes a legally maintained swimming pool provided that such pool is completely enclosed by a barrier of at least 1.2 metres in height.

## **5. Drainage**

- 5.1 Every owner shall direct stormwater runoff from any downspout or any impervious surface away from neighbouring lands. Every owner shall ensure the lands are graded and maintained to prevent ponding or the entry of water into a basement or cellar.
- 5.2 Every persons shall maintain ditches, private drains, swales and watercourses to facilitate the unimpeded flow of water and prevent ponding.
- 5.3 Every person shall ensure No stormwater or roof water is discharged onto a sidewalk, walkway, steps, porch or other pedestrian access which may be hazardous or result in a potential safety risk.
- 5.4 Every person shall ensure no weeping tile, foundation drain, roof drain, or land drain is connected or discharged into any sanitary sewage system.
- 5.5 Only Indirect connections of weeping tile, foundation drains, roof drains or land drains shall be made to storm drainage system.

**6. Waste On Land**

- 6.1 Every owner shall keep his land cleaned, cleared and free from domestic refuse and industrial refuse unless:
- i) the land is zoned for the purposes of outdoor storage of domestic refuse and industrial refuse; or
  - ii) the land is owned, licensed and used by the Municipality for the purposes of dumping or disposing domestic refuse and/or industrial refuse.
- 6.2 Notwithstanding Section 6.1 to the contrary, lands may be used for the sale and display of household goods, furnishings, apparel and similar articles provided such sale and display is limited to not more than three days in any calendar year with the exception of home made articles, crafts, things or goods made by those residing on the premises provided the sale and display does not exceed 35% of the front yard or exterior side yard.
- 6.3 Leaves, twigs, branches, grass clippings, plants and other biodegradable matter may be composted on land provided such composting is confined to a rear yard, is situated at least one (1.0) metre from a property line and is undertaken a manner which prevents any noxious odour emitting therefrom or is otherwise disposed of in accordance with the standards and regulations of the Municipality.

**7. Derelict or Abandoned Motor Vehicles and Similar Items**

- 7.1 Every person shall keep lands free and clear of derelict or abandoned motor vehicles, railway cars, trailers, boats and street car bodies unless such land:
- i) is licensed as a salvage yard by the Municipality; or
  - ii) constitutes a waste disposal site for which a Certificate of Approval or a provisional Certificate of Approval has been issued under the Environmental Protection Act; or
  - iii) constitutes a permitted use and is in conformity with the Zoning By-law, or otherwise constitutes a legal non-conforming use under the Planning Act.

- 7.2 Every person shall keep lands free and clear of disused or in-operative farm equipment and machinery unless such land is zoned Agricultural 1 (A1) or Agricultural 3(A3) in the Township of Southwold Zoning By-law No. 2011-14, as amended, and unless such equipment and machinery is maintained in a neat and tidy fashion and confined to an area not exceeding 100 square metres in an Agricultural 1 (A1) or Agricultural 3 (A3) zone and to an area not exceeding 50 square metres in an Agricultural 1 (A1) or Agricultural 3 (A3) zone reduced acreage zone and situated in a rear yard.

## **8. Built-Up Areas**

In addition to all other requirements of this By-law, the following regulations shall apply to built-up areas as defined as a Settlement Area or Hamlet in Schedule A to the Township of Southwold Official Plan.

- 8.1 No Owner shall permit Turfgrass on their property to exceed 20 centimetres in height or length.
- 8.2 Every Owner shall destroy and remove all Nuisance Weeds and Nuisance Weed seeds on their Land.
- 8.3 Every owner shall keep hedges and trees adjacent to a public sidewalk or road cut and trimmed so as to permit safe and unhindered passage.
- 8.4 Yards shall be kept free from undergrowth or underbrush, and from dead, decayed or damaged trees, and branches and limbs which may create an unkempt or unsafe condition, including a potential fire hazard, or harbour pests or vermin.
- 8.5 Yards shall be maintained as landscaped open space except where otherwise occupied by buildings and structures, driveways, fences, and/or patios or decks.
- 8.6 Within a sight triangle, no shrubs or foliage shall be planted or maintained and no fence, other than a chain link or similar type fence, shall be erected or maintained between a height of 0.6 metres and 3.0 metres above the centreline grade of the intersecting streets.
- 8.7 Every owner shall keep all sidewalks, driveways, parking areas and loading areas maintained in good condition, so as to afford safe passage under normal use and weather conditions.
- 8.8 Every owner shall keep all fences maintained in a safe and structurally sound condition and reasonably plumb unless specifically designed to be other than

vertical. Wood fences shall be protected by preservative, paint or other weather resistant material unless constructed from pressure treated lumber.

- 8.9 Every owner shall ensure all lands are kept free of rodents, vermin, termites and other injurious insects and pests.
- 8.10 A maximum of one (1) restorable motor vehicle may be parked in a driveway in a built-up area.
- 8.11 Notwithstanding the provision of Section 4.2 (v) every owner shall drain land of accumulations of water that exceed 30 centimetres in depth unless the water constitutes a water garden or fish pond that is completely enclosed by a barrier of a least 1.2 metres in height.
- 8.12 Every owner shall keep yards free and clear of commercial vehicles unless such yard is factory property that constitutes a permitted use and is in conformity with the Zoning By-law or otherwise constitutes a legal non-conforming use under the Planning Act.
- 8.13 Notwithstanding section 8.12 to the contrary, the use of buses, trucks, trailers, vans, and similar motor vehicles together or parts thereof and commercial vehicles may be permitted provided they satisfy the provisions of the Zoning By-law for accessory buildings and are maintained to the satisfaction of the Municipality.

## **9. Inspections, Notice and Enforcement**

- 9.1 Default – not remedied – fee

Where anything required or directed to be done in accordance with this by-law is not done, the Chief Building Official or persons designated by the Chief Building Official for the Township appointed pursuant to the Building Code Act may upon such notice as he deems suitable, do such thing at the expense of the person required to do it, and in so doing may charge an administration fee of 15% of such expense with a minimum fee of \$100.00, and both the expense and fee may be recovered by action or by adding the costs to the tax roll and collecting them in the same manner as municipal taxes.

- 9.2 Removal



Where any of the matters or things are removed in accordance with section 9.1 of this by-law, the matters or things may be immediately disposed of by the Chief Building Official, or his designate.

### 9.3 Officer – entry to inspect

A By-Law Enforcement Officer designated to perform inspections pursuant to this by-law may at all reasonable times, enter upon land for the purpose of carrying out an inspection to determine whether or not the provisions of this by-law or an Order made under this By-law have been complied with.

For the purposes of this By-Law, a By-Law Enforcement Officer may require the production for inspection of documents or things relevant to the inspection; inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts; require information from any person concerning a matter related to the inspection; and alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

A By-Law Enforcement Officer will identify themselves by any of identifiable markings, uniform or identification card.

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.

### 9.4 Township – bring property to compliance

Where the Township pursuant to section 9.3 of this by-law, a By-Law Enforcement Officer may enter onto the lands accompanied by any person under his or her direction, and with the appropriate equipment as required, to bring the property into compliance with this by-law.

### 9.5 Order to Discontinue Activity

If a By-law Enforcement Officer is satisfied that this by-law has been contravened, the By-law Enforcement Officer may make an order, known as an Order to Discontinue Activity, requiring the person who contravened the by-law, or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravention.

9.6 Order to Discontinue Activity - particulars

An Order to Discontinue Activity shall set out:

- (a) the municipal address of the property on which the contravention occurred;
- (b) the date(s) of the contravention;
- (c) the reasonable particulars of the contravention of the by-law;
- (d) the date by which there must be compliance with the order; and
- (e) the date on which the order expires.

9.7 Order to Discontinue Activity - service

The Order to Discontinue Activity may be served personally on the person to whom it is directed, in which case service is effective immediately; or, by regular mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be effected by registered mail to the corporate mailing address.

9.8 Work Order – contravention of by-law

If a By-Law Enforcement Officer is satisfied that a contravention of the by-law has occurred, the By-Law Enforcement Officer may make an order, known as a Work Order, requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do the work to correct the contravention.

9.9 Work Order - contents

The Work Order shall set out:

- (a) the municipal address or the legal description of the land;
- (b) reasonable particulars of the contravention and of the work to be done;
- (c) a deadline, being a specific date, for compliance with the Work Order; and
- (d) a notice that if the work is not done in compliance with the Work Order by the deadline, the municipality may have the work done at the expense of the owner

and the cost of the work may be recovered by adding the costs to the tax roll and collecting them in the same manner as municipal taxes.

9.10 Work Order – service

The Work Order may be served personally on the person to whom it is directed, in which case service is effective immediately; or, by regular mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be effected by registered mail to the corporate mailing address.

9.11 Work Order – unable to effect service

If the Township is reasonably unable to effect service on the owner under section 9.10, it shall place a placard containing the terms of the Work Order in a conspicuous place on the land and may enter on the land for this purpose. The placing of the placard shall be deemed to be sufficient service of the Work Order.

9.12 For greater clarity, both an Order to Discontinue Activity and a Work Order can be issued by a By-law Enforcement Officer, including simultaneous issuing of such orders, where the By-Law Enforcement Officer is satisfied that this by-law has been contravened.

9.13 Township Not Liable

The Township assumes no liability for property damage or personal injury resulting from remedial action or remedial work undertaken with respect to any person or property that is subject of this by-law.

9.14 In the event of any conflict between this Bylaw and any other By-law of the Township of Southwold, the more restrictive provision shall prevail unless the context requires otherwise.

**10. Offence**

10.1 Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, C.P.33.*

10.2 Each day on which a person contravenes any provision of this By-law shall be deemed to constitute a separate offence under this By-law as provided for in

section 429(2) of *the Municipal Act, 2001, S.O. 2001, c. 25*.

- 10.3 Upon conviction, the court in which the conviction has been entered and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted and such order shall be in addition to any other penalty imposed on the person convicted.

## **11. Gender**

- 11.1 All references to the masculine gender shall, where appropriate include references to the feminine gender and all references to the singular shall, where appropriate, include references to the plural.

## **12. Severability**

- 12.1 If any section or sections of this By-law or parts thereof be found by any court to be illegal or beyond the power of the Municipality to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent and continue in full force and effect unless and until similarly found and this By-law shall be enacted as such.

## **13. Effective Date**

- 13.1 This by-law shall come into force and effect upon the passage hereof.

## **14. Transition and Repeal**

- 14.1 By-law 2010-09 is hereby repealed. Notwithstanding the repeal of By-law 2010-09, that by-law shall continue to apply to acts, omissions, or occurrences that took place prior to the coming into force of this by-law.

## **15. Schedules**

- 15.1 Attached to and forming part of this by-law is Schedule "A" Set Fine Schedule shall form part of this by-law.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 11<sup>th</sup> DAY OF NOVEMBER, 2024.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs

**Schedule "A"**  
**By-law No. 2024-60**

**Cleaning and Clearing of Land By-law**

**TOWNSHIP OF SOUTHWOLD**

SET FINE SCHEDULE

*PART 1 Provincial Offences Act*

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining Offence	COLUMN 3 Set Fine
1.	Failure to clear land of domestic or industrial refuse	s.3.1	\$255.00
2.	Failure to enclose an excavation	s.3.2	\$255.00
3.	Failure to keep grounds drained	s.3.3	\$255.00
4.	Deposit domestic or industrial waste on property	s.3.4	\$255.00
5.	Failure to fill in excavation	s.4.1	\$255.00
6.	Failure to direct stormwater runoff away from neighboring lands	s.5.1	\$255.00
7.	Failure to maintain ditches, private drains and watercourse to	s. 5.2	\$255.00

	prevent ponding		
8.	Failure to discharge stormwater or roof water onto a sidewalk, walkway, steps, porch	s.5.3	\$255.00
9.	Failure to discharge water into sanitary sewer system	s.5.4	\$255.00
10.	Failure to keep lands clear of abandoned or derelict vehicles	s.7.1	\$255.00
11.	Failure to keep lands clear of disused or inoperative farm equipment and/or machinery	s. 7.2	\$255.00
12.	Failure to exceed the permitted square meters for storage of Machinery in Agricultural 1 (A1) or Agricultural 3 (A3) Zone	s. 7.2	\$255.00
13.	Permit Turfgrass to exceed 20 centimeters	s.8.1	\$255.00
14.	Failure to remove nuisance weeds or nuisance weed seeds	s. 8.2	\$255.00
15.	Failure to keep hedges and trees trimmed so as to permit safe and	s.8.3	\$255.00

	unhindered passage.		
16.	Failure to maintain sidewalks, driveways in good condition	s.8.7	\$255.00
17.	Failure to maintain fence	s.8.8	\$255.00
18.	Failure to keep lands free of rodents	s. 8.9	\$255.00
19.	Failure to have outside storage of commercial vehicle	s.8.12	\$255.00
20.	No person shall Obstruct an Officer or Agent in the lawful exercise of power or duty	s.9.3	\$255.00

**NOTE: The general penalty section for the offences cited above is Section 10.1 of the Provincial Offences Act, R.S.O. 1990, Chp.33**





**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW NO. 2024-61**

**Being a By-Law to authorize the Corporation of the Township of Southwold to enter into an agreement of purchase and sale with His Majesty the King in right of the Province of Ontario represented by the Ministry of Transportation for the lands legally described as Part of Lot 3, Concession D, Geographic Township of Southwold, PIN 35160-0301, shown as PART 1 on PLAN 11R-11265**

**WHEREAS** the Municipal Act, 2001 S.O, c.25, as amended, authorizes municipalities to enter into agreements;

**AND WHEREAS** the Council of the Township of Southwold deems it necessary and in the public interest to enter into an Agreement of Purchase and Sale with His Majesty the King in right of the Province of Ontario represented by the Ministry of Transportation for the lands legally described as Part of Lot 3, Concession D, Geographic Township of Southwold, PIN 35160-0301, shown as PART 1 on PLAN 11R-11265

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

1. That the Mayor and CAO/Clerk are authorized to sign on behalf of the Corporation of the Township of Southwold the Agreement of Purchase and Sale attached to this By-law as Schedule "A".
2. This By-law shall come into force and effect upon the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 25<sup>TH</sup> DAY OF NOVEMBER, 2024.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs

<b>For Internal Use Only</b>
<b>W.P. No.:</b> 3042-22-00
<b>Highway No.:</b> 3
<b>Property Section:</b> West
<b>P-Plan:</b> P-4098-47
<b>Agent:</b> Sarah Toews

**PROPERTY PURCHASE AGREEMENT**

We, The Corporation of the Township of Southwold

Of 35663 Fingal Line, Fingal ON N0L 1K0

In the Province of Ontario

Hereinafter referred to as "Owner(s)", agree to sell to His Majesty the King in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (referred to as the "Minister") in fee simple free from all tenancies and encumbrances except as to any registered restrictions or covenants that run with the land provided that such are complied with, my/our land in

Township of Southwold  
(Township, City, Town, etc.)

Municipality of the County of Elgin  
(County, District, Regional or District Municipality)

being in Part of Lot 3, Concession D, Geographic Township of Southwold, PIN 35160-0301

(Lot, Block – Concession and Township – or – Registered Plan)

shown as Part(s) 1

on Ministry Plan P-4098-47

deposited in the Land Registry Office as 11R-11265

for the sum of Fifty-Eight Thousand Three Hundred Dollars (\$58,300.00)

It is understood and agreed that the Minister will pay reasonable fees for the legal services (and/or appraisal services) required by the Owner(s) to complete the transaction.

There is no fencing (or gates) required in this matter.

There are no entrances required in this matter.

There are no trees involved in this matter.

The Owner shall provide a copy of the resolution or the bylaw authorizing the execution of this Agreement prior to the Ministry accepting this agreement for execution.

It is understood and agreed the above sum includes payment of \$58,300.00 for the above-mentioned lands and all entitlements as stated in the Expropriations Act, except as hereinafter provided.

It is acknowledged that the proposed use of and construction on the lands being acquired has been discussed with me/us and the sum set out as the consideration in this agreement includes payment for any reduction in market value of my/our remaining lands, if any, but excludes any physical damages to any remaining lands which may occur during the construction period.

**THIS AGREEMENT IS TO REMAIN OPEN FOR ACCEPTANCE** by the Minister or the Minister's representative up to and including **30 days from the date of receipt of the offer from the Owner(s)** and may be accepted by a letter delivered or mailed by prepaid registered post addressed to the Owner(s) and deposited in a post office or by

email on or before the aforesaid date. Notices shall be deemed to have been given: (a) in the case of postage-prepaid envelope, five (5) Business Days after such notice is mailed; or (b) in the case of personal delivery or e-mail one (1) Business Day after such notice is received by the other Party. In the event of postal disruption, notices must be given by personal delivery or e-mail.

The Minister is to be allowed **30** days from the date of acceptance to examine the title at the expense of the Minister. If within that time any valid objection to title is made to the Owner(s) which the Owner(s) is/are unable or unwilling to remove and which the Minister will not waive, the Agreement is void.

**THE SALE OF THE PROPERTY IS TO BE COMPLETED** on or before **60 days from acceptance**. Upon acceptance of this Agreement by the Minister or the Minister's representative, the Minister shall have an immediate right to enter upon and take possession of the lands without prejudice to the rights herein. Where buildings are located on the real property being purchased by the Minister, **VACANT POSSESSION SHALL BE GIVEN ON CLOSING.**

Rentals and mortgage interest, if any, and taxes including local improvements are to be adjusted at closing, and utilities and fuels, if any, are to be paid by the Owner(s) up to closing.

**Tenant(s):**

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**Mortgagee(s):**

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**HST No.:** 130189061 RT0001

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All buildings and equipment, if any, on the real property shall be and remain at the risk of the Owner(s) until closing. The Minister does not require assignment(s) of the fire insurance. However, the Owner(s) agree(s) in the event of damage to hold any fire insurance policies or proceeds in trust with the right of the Minister to demand the proceeds and complete the purchase.

Any adjustment of assessment of any remaining lands of the Owner(s) shall be the responsibility of the Owner(s).

This Agreement, when accepted shall constitute a binding Contract of Purchase and Sale.

The Owner(s) covenants(s) and agree(s) to do nothing, after the execution of the Agreement by the Owner(s) and while this Agreement remains in effect, to encumber the property agreed herein to be sold and conveyed.

If in the opinion of the Minister expropriation of the above lands is necessary to clear title or to meet deadlines for the Minister's work, the Minister may acquire the lands by expropriation and the Owner(s) agree(s) that payment of the above sum, together with any services and materials to be provided by the Minister in this Agreement, represents compensation in full for the lands and all entitlements as stated in the Expropriations Act.

This Agreement shall be deemed to have satisfied all Section 25 requirements of the Expropriations Act in the event that the Minister proceeds by way of expropriation as provided for in this Agreement.

Any Deed or Transfer is to be prepared at the expense of the Minister and any tender, pursuant to this Agreement, of documents and/or money may be made upon the Owner(s) or the Owner(s) solicitor, or the Minister, and the money may be tendered by a Province of Ontario negotiable cheque or electronic fund transfer.

Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

We acknowledge that this Agreement is not made subject to any promises by any agent of the Minister of Transportation and we understand that this Agreement shall not bind the Minister of Transportation until accepted in writing by or on behalf of the Minister of Transportation.

Dated at Fingal this 25th day of November, 2024

The Corporation of the Township of Southwold

Grant Jones, Mayor

Lisa Higgs, CAO/Clerk

\_\_\_\_\_  
Print Name(s) and position held

\_\_\_\_\_  
Print Name(s) and position held

\_\_\_\_\_  
Signature(s)

I have the authority to bind the Corporation

\_\_\_\_\_  
Signature(s)

I have authority to bind the Corporation

RECEIVED

NOV 12 2024

MUNICIPALITY OF CENTRAL ELGIN  
NOTICE OF AN APPLICATION AND PUBLIC MEETING  
CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT

384 George Street

**TAKE NOTICE that:**

- a) pursuant to Subsection 34(10.7)(a) of the Planning Act, R.S.O. 1990, as amended, an application has been made by Morningstar Real Estate Holdings Ltd. and Big Beard Investments Ltd. for approval of a proposed Zoning By-law Amendment. Access to the information and material provided under subsections (10.1) and (10.2) in support of the application is available for public access, and
- b) a Public Meeting, pursuant to Subsection 34(12) of the Planning Act, R.S.O. 1990, as amended, will be held by the Council of the Municipality of Central Elgin on the **25<sup>th</sup> day of November, 2024 at 6:00 P.M.** to consider a proposed amendment to the Village of Port Stanley By-law 1507. The purpose of the Public Meeting is to afford any person that attends, an opportunity to make representation with respect to the zoning proposal. The meeting will be conducted in person in the Council Chambers, Elgin County Administration Building, 450 Sunset Drive, St. Thomas and by Zoom Webinar. Should you choose to attend by ZOOM, detailed instructions to join the Zoom meeting can be found at: <https://www.centralelgin.org/en/building-and-development/current-planning-applications.aspx>

The subject lands are located south of George Street, east of Boltville Place and west of Front Street in the Community of Port Stanley, have approximately 61 metres (200 feet) of frontage on George Street with a total lot area of approximately 0.37 hectares (0.91 acres) (see Key Map). Municipally known as 384 George Street, they may be legally described as Lots 44, 45, and 46, Registered Plan 223, in the Municipality of Central Elgin.

The purpose of the amendment is to rezone the property so that the existing buildings and structures can be demolished to allow for the construction of a new residential development.

The effect of the amendment is to rezone the subject lands from the existing Residential Zone 1 (R1-67 and R1-68) zones to a site-specific Residential Zone 1 (R1) zone and a site-specific Open Space 3 (OS3) zone to permit an 8-unit townhouse development. Specifically, the applicant has proposed a zone that will only allow for townhouse dwellings up to a maximum of 8 units, change the minimums for lot frontage, lot depth, setbacks and ground floor area for dwellings, maximum lot coverage and a maximum building height of 2-storeys. The southern portion of the property is designated "Natural Heritage" with a "Natural Hazard" overlay. A site-specific Open Space 3 (OS3) zone is to be applied so that no buildings or structures can be built within that area.

**ANY PERSON OR PUBLIC BODY** may attend the Public Meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Zoning By-law Amendment.

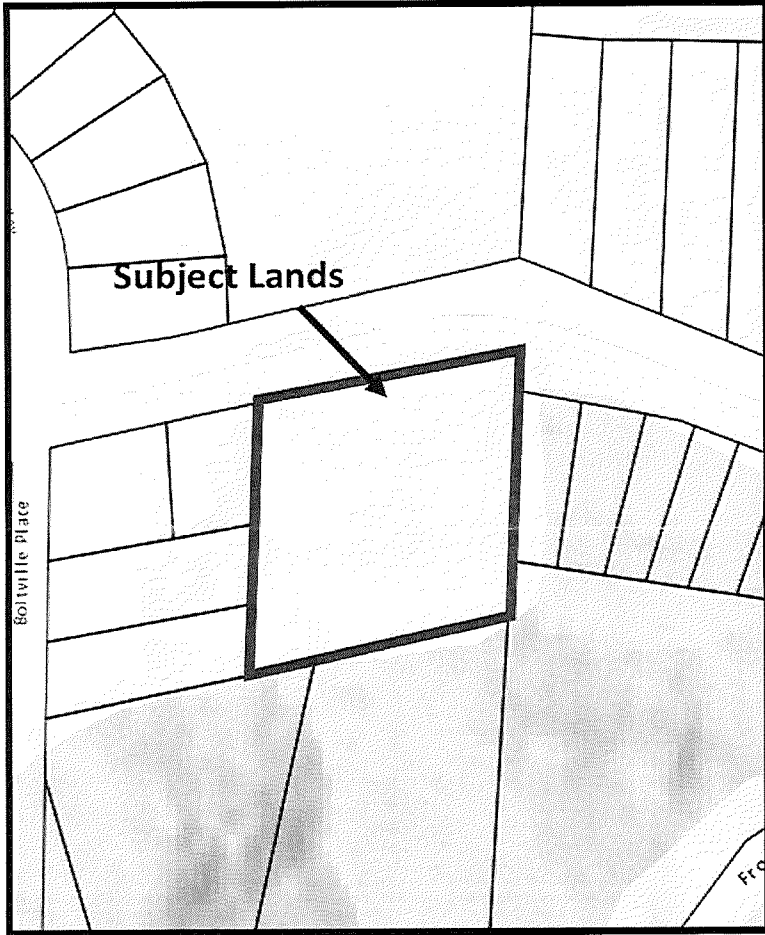
If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Central Elgin to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Council of the Municipality of Central Elgin on the proposed zoning by-law amendment, you must make a written request to the undersigned.

**PUBLIC ACCESS TO INFORMATION** relating to the proposed Zoning By-law Amendment may be accessed on the Municipality's website <https://www.centralelgin.org/en/businessdevelopment/current-planning-applications.aspx> under 'Current Planning Applications'

**Key Map (on back of page):**



**DATED** at the Municipality of Central Elgin, this 5<sup>th</sup> day of November, 2024.

Delany Leitch, Deputy Clerk  
Municipality of Central Elgin  
450 Sunset Drive, 1st Floor  
St. Thomas, Ontario  
N5R 5V1  
(519) 631-4860, Ext. 286



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

### **BY- LAW NO. 2024-62**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 25, 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 November 25, 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 25<sup>th</sup> DAY OF NOVEMBER, 2024.**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs