



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday February 10, 2025

REGULAR MEETING OF COUNCIL

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

- 1. CALL TO ORDER**
- 2. ADDENDUM TO AGENDA**
- 3. DISCLOSURE OF PECUNIARY INTEREST**
- 4. ADOPTION AND REVIEW OF MINUTES**
 - (a) Draft Minutes of the Special Council Meeting of January 23, 2025 and the Draft Minutes of Regular Council Meeting of January 27, 2025
 - (b) Draft Minutes of the War Memorial Committee Meeting of November 19, 2024
 - (c) Draft Minutes of the Family Day Committee Meeting of January 29, 2025
- 5. DELEGATION**
 - (a) **7:30 p.m.** Michele Lant, Director of Corporate Services/Treasurer
RE: Presentation of 2025 Budget
 - (b) **8:00 p.m.** WT Infrastructure Solutions Inc **RE: Water Rates Study**
- 6. DRAINAGE**
- 7. PLANNING**
 - (a) PLA 2025-04 Application for Consent E11-25, 38068 Munro Line
 - (b) PLA 2025-05 Application for Consent E14-25, 10117 Lynhurst Park Drive
- 8. REPORTS**
 - (a) IDS 2025-07 Activity Report – January 2025
 - (b) IDS 2025-08 CHIF Funding Application
 - (c) IDS 2025-09 Administration of Sanitary Connections
 - (d) CBO 2025-03 Activity Report -January 2025

- (e) CAO 2025-11 Activity Report – January 2025
- (f) CAO 2025-12 Former Shedden Fire Hall
- (g) Elgin County – From the Council Chambers – January 28, 2025

9. CORRESPONDENCE

- (a) Town of Halton Hills Resolution RE: Sovereignty of Canada
- (b) Peterborough County Resolution RE: Regarding Proposed U.S. Tariffs on Canadian Goods.

10. BY-LAWS

- (a) By-law No. 2025-09, being a by-law to appoint a Chief Administrative Officer/Clerk.
- (b) By-Law No. 2025-10, being a by-law being a by-law to adopt the Budget Estimates and Capital Projects for the year 2025
- (c) By-law No. 2025-11, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 23, 2025 and February 10, 2025

11. OTHER BUSINESS *(For Information Only)*

- (a) Ministry of Red Tape Reduction RE: ROMA Delegation Presentation

12. CLOSED SESSION

No business

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL
Monday February 24, 2025 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting – Budget Deliberations
Thursday January 23, 2025
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer

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

DISCLOSURES:

There were no disclosures made.

REPORTS:

FIN 2025-04 2025 Budget Report #4

Treasurer Lant provided a report to Council presenting a summary of changes made to the budget, based on the information shared at the previous meeting. Ms. Lant highlighted the changes, including updates to the contributions to the tax stabilization reserve, a draw from the building department reserve to fund a portion of the Talbotville Fire Hall, a reduction to the planning capital reserve, and a reduction in the operating budget. Treasurer Lant indicated that the overall impact on the total tax levy is 3.76 %.

2025-20 Councillor Fellows – Deputy Mayor Pennings

THAT the budget changes contained in this report be approved, and;

THAT the 2025 Budget Levy of \$7,153,451 be approved, and:

THAT staff be instructed to proceed with preparing the Budget Summary presentation and necessary by-laws and reports to implement the budget.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

ADJOURNMENT:

2025-21 Councillor Adzija – Councillor Emons

THAT Council for the Township of Southwold adjourns this Special meeting of Council at **7:06 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Mayor
Grant Jones

CAO/Clerk
Lisa Higgs



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday January 27, 2025

7:00 p.m. Southwold Keystone Complex, Shedden/Via Video Link

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Aaron VanOorspronk, Director of Infrastructure & Development
Services
Brent Clutterbuck, Drainage Superintendent
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA:

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-22 Deputy Mayor Pennings – Councillor Fellows

THAT the Minutes of the Regular Council Meeting of January 13th, 2025 and the Special Council Meeting of January 15th, 2025 are hereby adopted.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Committee Minutes – Review

2025-23 Councillor Adzija – Deputy Mayor Pennings

THAT Council reviewed the Draft Minutes of Draft minutes of the Economic Development Committee Meeting of December 12, 2024, the Minutes of the Southwold 175 Planning Committee Meeting of December 19, 2024 and the Draft minutes of the January 6th, 2025 meeting and the Draft minutes of the Family Day Committee Meeting of January 6, 2025.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

DRAINAGE:

Ryan Drain 2024

In attendance: H. and P. Kerr, D. Bruce

Meeting to Consider Report – Ryan Drain 2024

2025-24 Councillor Fellows – Councillor Adzija

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

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	

G. Jones – Mayor √
J. Pennings √

CARRIED

Chairman Grant Jones called the meeting to order and stated that this is the Meeting to Consider the Report for the Ryan Drain 2024, dated October 16, 2024, prepared by Mike DeVos of Spriet Associates. 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 any aspect of this report. Matters dealing specifically with assessments including where any land or road has been assessed too high or too low, any land or road that should have been assessed but has not been, or the land use was not duly considered will be dealt with by the Court of Revision at a date to be determined after the passing of a Provisional By-Law.

Chairman Jones asked if everyone was notified of this Meeting to Consider the Report of the Engineer in an appropriate way that were required to be notified under the Drainage Act? The Clerk responded yes, on January 15, 2025 the required notice of this meeting was sent by regular mail, or by email to all landowners and affected parties required to be notified under Section 41 of the Drainage Act. Included with the notice was a copy of the Report of the Engineer for the Ryan Drain 2024 Dated October 16, 2024

Mike DeVos presented his report to Council and the public.

Chairman Jones asked if any affected parties have any questions or concerns.

P. Kerr identified himself and asked for clarification on who was paying for the drain. Mr. DeVos responded that the report was paid for by the developer. Under the Drainage Act properties that are assessed will pay the towards future maintenance costs. CAO/Clerk Lisa Higgs commented that the construction of the drain has been completed. Mr. Kerr asked if in the future, they would have to pay. Mr. DeVos responded that any maintenance on the drain will be paid by the group of landowners that were assessed on the drain.

D. Bruce identified himself and questioned the construction and use of stones for the swale pond. Mr. DeVos responded that an inspection could be carried out to make sure that everything is complete. This report incorporated the stormwater management system that was designed by the Developer’s engineer. There are specifications for the size and depth of the SWM pond that are to be maintained.

D. Bruce also questioned if there were any plans for the runoff on the road. Director of Infrastructure and Development Services Aaron VanOorspronk responded that there is a capital project planned for Thomas Road. Information from the developer and engineer would be collected to design the tender.

D. Bruce asked who would absorb the costs for the drain. Mr. DeVos responded that the developer would be responsible for the costs of any maintenance required before assumption.

P. Kerr questioned if there would be any more construction. Mr. DeVos responded that there may be some sentiment removed.

D. Bruce questioned if the report was complete. Mr. DeVos responded yes. Water from the surrounding field was not intended to go into the SWM pond. The developer's engineer was responsible for the design of the SWM pond as part of the development. This report is an incorporation of that engineer's design into a municipal drain under the Drainage Act

Report – Ryan Drain 2024

2025- 25 Deputy Mayor Pennings – Councillor Fellows

THAT the Report on the Ryan Drain 2024 prepared by Spriet Associates pursuant to Sections 4 of the Drainage Act, dated October 16, 2024 be accepted by Council of the Township of Southwold; and

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

THAT the Court of Revision for the Ryan Drain 2024 will be held virtually/in-person at 7:00 p.m. on February 24, 2025 and

THAT Council consider provisional By-law No. 2025-07.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Chairman Jones stated that later this meeting, Council will be passing provisional by-law 2025-07. The Clerk will be mailing a copy of the Provisional By-Law duly passed tonight to the Landowner and affected parties as required by Section 46 of the Drainage Act

along with the notice of The Court of Revision for the Ryan Drain 2024 that can be attended in person or virtually on Monday February 24, 2025 at 7:00 p.m.

Chairman Jones also stated that any owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

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

by a written notice setting out the grounds of the appeal at least 10-days before the first sitting of the Court of Revision to the Chief Administrative Officer/Clerk of the Township of Southwold. And further of the Drainage Act Any owner of land or any public utility affected by a drainage works, if dissatisfied with the report of the engineer on the grounds that,

- (a) the benefits to be derived from the drainage works are not commensurate with the estimated cost thereof.
- (b) the drainage works should be modified on grounds to be stated.
- (c) the compensation or allowances provided by the engineer are inadequate or excessive.

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

Adjournment of Mtg to Consider Report – Ryan Drain 2024

2025-26 Councillor Emons – Councillor Adzija

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

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

REPORTS:

IDS 2025-05 Ontario Trillium Grant

2025-27 Deputy Mayor Pennings – Councillor Adzija

THAT Council authorize staff to submit an Application for Funding under the Ontario Trillium Foundation, Capital Grant towards the renewal and improvement of Fingal Ball Park.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

IDA 2025-06 Union Road Sanitary Servicing

2025-28 Councillor Emons – Deputy Mayor Pennings

THAT Report IDS 2025-06 relating to Union Road Sanitary Servicing Award, be received for information; and,

THAT Council award tender ENV 2024-001 to PV-EX Construction Ltd in the amount \$2,878,000 plus HST; and,

THAT a Contingency Allowance of \$400,000 be approved; and

THAT award Contract Administration and Inspection Services to Dillon Consulting in the amount of \$321,693.80 plus HST

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

CAO 2025-08 Evelyn’s Sausage Kitchen – Tax Increment Equivalent Grant (TIEG) Report

2025-29 Councillor Fellows – Deputy Mayor Pennings

THAT the report titled “Evelyn’s Sausage Kitchen - Tax Increment Equivalent Grant (TIEG) Report” from the CAO/Clerk be received as information; and,

THAT the Elgincentives application submitted by DHC Harris Enterprises Inc. (Evelyn’s Sausage Kitchen) for the Tax Increment Equivalent Grant be approved by Council; and,

THAT the grant be applied only to the commercial and industrial assessment portion of the project (and not any other tax classes); and,

THAT the grant be applied to 100% of the Municipal portion of the tax increase, decreasing by 10% for a period of 5 years; and,

THAT the Clerk be authorized to endorse a Financial Incentive Agreement prepared by Elgin County for the approved project as described in the application package for the applicant DHC Harris Enterprises Inc.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Elgin County – From Council Chambers – January 14, 2025

Mayor Jones presented this report to Council.

CORRESPONDENCE:

- Town of Aylmer RE: Motion regarding Opposition to Provincial Legislation on Cycling Lanes and Support for Municipal Authority in Transportation Planning
- Ministry of Rural Affairs RE: Enabling Opportunity: Ontario’s Rural Economic Development Strategy
- Resolutions from the City of Toronto and the City of Hamilton RE: No Paid Plasma Free Zone.

Opposition to Provincial Legislation on Cycling Lanes and Support for Municipal Authority in Transportation Planning

2025-30 Mayor Jones – Councillor Emons

THAT a letter opposing the provincial legislation on cycling lanes and support for municipal authority in transportation planning be sent to the Premier of

Ontario, the Minister of Transportation, the Member of Provincial Parliament representing constituencies within the Elgin-Middlesex-London region and to the Association of Municipalities of Ontario.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

BY-LAWS:

- By-law No. 2025-07, being a by-law to provide for drainage works - Ryan Drain 2024.
- By-law No. 2025-08, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 15, 2025 and January 27, 2025

By-law:

2025-31 Deputy Mayor Pennings – Councillor Fellows

THAT By-law No. 2025-07 be read a first and second time this 27th day of January, 2025.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

OTHER BUSINESS

- Enbridge Gas Inc. - Southwold Pipeline Project

Council reviewed the item under other business.

Break 7:48 p.m. -8:00 p.m.

PLANNING:

Zoning By-law Amendment

ZBA 2025-01, 35743 Horton Street

Opening of Public Meeting for ZBA 2025-01

2025-32 Councillor Adzija – Deputy Mayor Pennings

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. ZBA 2025-01, 1873828 Ontario Limited C/O Dave Sparenberg C/O Dillon Consulting, 35743 Horton Street opens at **8:00 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Chairperson Jones called the meeting to order and stated that this is a public meeting as required by Section 34 of the Planning Act to afford an person an opportunity to make representation with respect to a proposed zoning by-law amendment to rezone the subject property legally described as: Part of Lot 15, Concession South East of the North Branch Talbot Road, municipally known as 35743 Horton Street.

The proposed zoning by-law amendment (ZBA) application would rezone the subject property from Settlement Reserve (SR) and Agricultural 1 (A1) Zones to the requested site specific residential 2 (R2) and Residential 3 (R3) Zones. The proposed zoning seeks to establish site specific provisions to reduce the required exterior and rear yard setbacks, increase the permitted maximum lot coverage.

Chairperson Jones asked if any members of Council had a disclosure of interest concerning the proposals. None were declared.

Chairperson Jones asked the Clerk what method of notice and when was notice given to the public for this meeting. The Clerk responded that a notice was mailed to neighboring property owners within 120 meters of the subject lands and emailed to commenting agencies on January 7th, 2025. Signs were posted on the subject property prior to the deadline of January 7th, 2025.

Planner Mike Szilagyi presented his report to Council and the public.

Chairperson Jones asked if any comments were received from staff. The Clerk responded yes, staff comments were received, as detailed in the Planning Staff report.

Chairperson Jones asked if any written submissions were received on this application. The Clerk responded that agency comments were received, as detailed in the Planning Staff Report. Additional comments were received from Lower Thames Valley Conservation Authority and will be added as an addendum to the staff report. The Township is in receipt of various comments and questions directed to different departments, which have been replied to individually. Further public comments received tonight will be addressed at this meeting.

Chairperson Jones advised that if any person from the public wishes to receive further information on the action of council regarding the decision on the application for the rezoning by-law amendment, please ensure that they mail their name, address, postal code and phone number to the Planner or Clerk by January 28th, 2025. Any person that has contacted the Planner to be part of the public meeting today will receive this information automatically.

Chairperson Jones asked if the owner and /or applicant were in attendance. Connor Wilks and Jody Pszczola, from Dillon Consulting Ltd, identified themselves virtually as representatives from the owner.

M. Silcox questioned what the concerns were from the LTVCA. Mr. Szilagyi responded they were requested further review of the setbacks on lots. M. Silcox also questioned the minimum rear yard setback. Mr. Szilagyi responded that the measurement is 3.5m on one side and 1.2m on the other side.

W. Carroll asked how many people would live in this subdivision. Mr. Szilagyi responded there is an estimated 600-700 people. Mr. Carroll also questioned about schools for the kids. Mayor Jones responded that the Township has frequent meetings with the school boards to discuss the growth in the Township. Mr. Carroll inquired about doctors for all these people. Mayor Jones responded that Premier Ford is putting more money into doctors.

K. Carroll inquired about the additional traffic on the roads. Mr. Szilagyi responded that a traffic impact study was completed and no changes to the roads are required at this time. Director of Infrastructure and Development Services Aaron VanOorspronk commented that the Township will work with the County to monitor these roads and investigate opportunities to improve them. Ms. Carroll also inquired about whether the drainage and sewers were paid by the developer. Mr. VanOorspronk responded that growth pays for growth and that the developer pays for the stormwater improvements and that sanitary infrastructure and water system are on a user pay system.

S. Ward commented that he is in support of the development, but he had concerns with the new sewer plan. He inquired if there were any plans to have sewers for all the

residents in Shedden. CAO/Clerk Lisa Higgs commented that in the past, residents were not in favour of having to connect to the sewer system. Mr. VanOorspronk commented that the provincial funding grant we received was for new development. As the roads are reconstructed, we will install new sewer lines. A Sanitary Master Plan is to be completed and it shows how Shedden will all be connected. A public information session is to be held on February 19th about the new sanitary sewer and the Township appreciates the feedback from residents to better inform planning decisions.

M. Silcox commented that the need for sewers for everyone is there. Deputy Mayor Pennings commented that in the past residents were not interested in connection, but it is good to hear that they are now. Councillor Emons commented that maybe residents on a street can sign a petition to get everyone to connect to the system.

A. Graham commented that she was concerned about the growth in the community and the building of affordable houses. She also inquired about appealing process. Mr. Szalagyi responded that this is not affordable housing, however the proposal brings a greater diversity of housing options. Staff are requiring more time to review the rear and exterior setback for the lots in Phase 2 before a decision can be made on the rezoning. The province has made changes to the appeal process and only the applicant can appeal. This public meeting is where residents can voice their concerns. Mayor Jones commented that residents have said that they want small homes to retire to or small starter homes. We are not building apartment buildings like it was suggested by the government. The redevelopment of Shedden would not happen without the installation of sewers.

W. Whalls inquired about sewage plant and the traffic concerns. Mr. VanOorspronk responded that it is to be completed in 2026, and the price included the infrastructure and the plant.

M. Silcox inquired about how land is developed and used. Mayor Jones commented that we all want to see a better use of the land.

K. Carroll commented that we don't like change and bringing in a lot of people will change the community. A better plan needs to be discussed for drainage. Mayor Jones commented that we need to find unique ways to welcome new people to the community and show them what Southwold is all about. Councillor Emons commented that legally we cannot stop growth and we have talked about growth since she has been on Council. We should be able to grow and maintain our community care. The sewers are very important for Shedden.

A. Minor inquired if we had to wait until the road work was done before sanitary services went down the streets. Mr. VanOorspronk commented that it is more economical to do everything at once. Residents could pay the connection fees when the work is done. A.

Minor all inquired about weekly garbage and recycling collection. Mayor Jones responded that we would continue to monitor those options. An increase in this service will have a price and be included in your taxes. Ms. Higgs commented that the residents who have organic service have a special charge added to their final tax bill.

Chairperson Jones asked if there were any further questions. None were asked.

PLA 2025-03, Zoning By-law Amendment Application ZBA 2025-01 and Plan of Subdivision Application 34T-SO2402 35743 Horton Street

2025-33 Deputy Mayor Pennings – Councillor Fellows

THAT Council recommend approval of the proposed Draft Plan of Subdivision 34T-SO2402 to Elgin County, subject to the conditions listed in Appendix 2 of Report PLA 2025-03 being assigned to any Notice of Decision by the County; and

THAT Council table a decision on Zoning Amendment ZBA 2025-01 until such time that a new zoning distribution be received.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Mayor Jones stated that please be advised that the decision may be appealed to the Ontario Land Tribunal by the applicant. This public meeting is now concluded.

Closing of Public Meeting ZBA 2025-01

2025-34 Councillor Adzija – Deputy Mayor Pennings

THAT the public meeting to consider the application to amend the zoning on the property owned by 1873828 Ontario Limited C/O Dave Sparenberg, C/O Dillon Consulting, 35743 Horton Street closes at **9:36 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

CLOSED SESSION:

2025-35 Councillor Adzija – Councillor Fellows

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **9:38 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)) 2 items – CAO Recruitment
- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2) (c)) – Shedden Commercial Plaza

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Adjournment of Closed Session

2025-36 Deputy Mayor Pennings – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:26 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

STAFF DIRECTION

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

Confirming By-law

- By-law No. 2025-08, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 15, 2025 and January 27, 2025

Confirming By-law

2025-37 Councillor Fellows – Councillor Emons

THAT By-law No. 2025-08 be read a first and second time, considered read a third time and finally passed this 27th day of January, 2025.

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

ADJOURNMENT:

2025-38 Councillor Adzija – Deputy Mayor Pennings

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:27 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

CARRIED

Mayor
Grant Jones

Deputy Clerk
June McLarty



Southwold War Memorial Committee

November 19, 2024
Council Chambers, Fingal
3:30 PM

Attending: Len Lynch, Rev Diane Macpherson, Rev John Brown, Karen Lynch, Sarah Emons

Staff Resource: Caitlin Wight

Regrets: Gayle Bogart, Bill Aarts, Leah Morise

Called to order at 3:33 PM

Motion to approve Minutes from September 17, 2024, meeting by Karen Lynch, Seconded by Len Lynch. All in favour. Carried.

Motion to approve the agenda for the September 17, 2024 meeting by Rev. John Brown, Seconded by Rev. Diane Macpherson All in favour. Carried.

Business Arising from Minutes

Plans for November 9, 2025

- Recap of event.
- Caitlin to send out Thank-you notes
- Can we look into drapes/drape track for complex
- Projectors – need angle adjusted
- Caitlin to send out Cadet Group Stipends
- Does that stage have a railing for the stairs

New Business

Next Meeting

The next meeting will be Tuesday, February 11, 2025 at 3:30 p.m. in Council Chambers at the Municipal Office in Fingal.

Adjournment

Motion to adjourn meeting by Len Lynch, seconded by Diane Macpherson.

The meeting was adjourned at 5:00 p.m.

DRAFT

Appendix A – Len Lynch’s Notes

Southwold Remembers Wrap Up Remarks
November 19, 2024

- Generally, this may have been our best service outside the first five years, 2000 – 2004.
- We accomplished the objective celebrations of the RCAF 100th anniversary and the 25th Southwold Remembers.
- We successfully managed the wreath presentations inside the Keystone Complex when weather issues forced us indoors.
- Ted Barris was able to take advantage of the “transition time” available to complete his full presentation. He also seemed to do a brisk business in book sales.
- We added a number of new wreath presentations:
 - Southwold Fire Department
 - Canadian Army Veterans Motorcycle Unit
 - Canadian Association of UN Peacekeepers
 - Royal Canadian Navy
- We re-introduced wreaths from:
 - 41st Shedden Scouts
 - Elgin Historical Society
- Disappointing to not have representation from the 31 CER and it seems we no longer have interest from the Indigenous Veterans.
- Also disappointing to lose the Southwold School Choir. However, Leah Morise did a terrific job with the two anthems.
- We did experience audio issues on the live virtual feed. However, Grayden cleaned it up for the final edition posted on-line. The visual material that was edited in from the handheld camera greatly enhanced the final virtual version.
- Having Friday set up for Grayden is essential if we continue with virtual services. **If we want to continue, please hold three days for 2025 (November 7, 8 & 9).**
- Having John Price available for the Friday set up was beneficial both for the installation of the two stages as well as transport of flags and sand bags from the office.
- The Saturday rehearsal was also beneficial for our presenters and for Grayden’s team. We were exactly on time!

- Leah & Mike did a great job on the photos!
- Thanks to Karen and Diane for keeping up with last minute wreath updates!
- Thanks to Caitlin for managing the last minute wreath presenters and for updating the program.
- Kudos to Sarah, Rev. John, Rev. Diane and Bill for their usual stalwart efforts on execution of the scripts!
- I assume we saved money when the Harvards cancelled?
- The positive response from some of the presenters and veterans to Southwold Remembers was very flattering. They seem genuine in their praise of what we do here in our community.
- Do we still send Thank You notes?
- I was surprized that an outside group was sent in to assist Ted with book sales. Cathy Burgar had assisted in 2022 and 2023 and was at the hall at 8:30 (with Ross and Tony Paul) to carry in books. She was disappointed with the change in plans.
- I also noticed that in two of our promotion messages, we did not list Ted's book accurately. One listed last year's title and one listed the 100th Anniversary of the RCAF as his topic.

Suggestions:

- Consider installing permanent audio speakers in the upper corners of the hall on the east side. Efficiency and quality will improve.
- Consider purchasing and installing permanent drapes (Black – floor to ceiling) behind the stage area. They would benefit a variety of hall rentals.
- Both ceiling mounted projector systems required adjustments to keep them from drifting. They may require maintenance.
- Even if we discontinue virtual presentations, Establish Media's participation in augmenting our visuals and Ted's presentations on the projection screens is essential to our production.

Miscellaneous:

Ross Burgar and I gave a presentation to the Middlemarch Women's Institute on Tuesday November 12. The topic was Southwold Remembers... The First 25 years. We began the presentation at the Shedden Library where I gave the background on how the Keystone Park landscaping committee established a plan for the Memorial Site and further established the War Veterans Research Committee. This led to creating the original War Veterans Memorial Committee with Southwold Council's endorsement. Twelve members of the WI walked across the park where we focused in detail on various features of the Memorial Site and the rest of the park.

The presentation continued at my house where coffee, tea and desserts were served. I reviewed each year of Southwold Remembers and discussed how we have evolved in our programs over the years. I showed them four videos as part of the presentation.

DRAFT



Southwold Winterfest Committee

Minutes

Winterfest Committee Meeting Wednesday, January 29, 2025, at 6:30 pm Council Chambers, Fingal

Committee Members Present:

Councillor John Adzija
Councillor Scott Fellows
Jane Cox
Darlene Wardsworth
Joe McKinnon
Darryl Adams
Lizanne Kerkvliet
Guest: Keith Orchard

Regrets: Morgan Bengen, Scott Young, Abi Drewitt

Staff Present: Lori Redman

1. Meeting to Order and Welcome

The meeting was called to order at 6:41 pm by Co-Chairperson Scott Fellows.

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED

2. Approval of the Agenda

The committee members approved the agenda, with a note that the date showed Monday January 29, 2025, instead of Wednesday January 29, 2025. This correction has been made.

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED

3. Approval of the Minutes from the Previous Meeting

The Minutes of January 6, 2025, Winterfest Committee Meeting were approved.

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED

4. Event Planning 2025

Event Space/Item	Assigned To	Considerations
Keystone Complex	Scott Fellows	<p>Scott Fellows spoke to Scott Young, and were assured everything is ready for both outdoor and indoor activities. There will be enough volunteers to cover both areas.</p> <p>Indoor activities are ready to be purchased, build-a-marshmallow snowman, and colouring activities, if needed will be set up before the event and will be supervised by the Scouts. Councilor Adzija will purchase crayons for the activities.</p> <p>Volunteers are to be directed to Councilor Adzija on the day of the event for placement. Vests will be given to the volunteers so they can</p>

		easily be identified by committee members, and the public.
Believe in Wonder	Committee	Believe in Wonder has been booked.
Bonfires	Fire Department	The volunteer fire department will handle the setting up of bonfires as discussed at the previous meeting.
Fireworks	Optimist	Fireworks are confirmed
Parking	Committee Abi Drewitt Township Staff	People movers are not available. The committee will set up the parking area at Coarsely Park off Fairground Road. Rosy Rhubarb has parking signs the committee can use to direct traffic to the location. Social media will be updated with the change to parking The township will be asked to monitor the weather the days leading to the event, so they will be able to provide snow removal if required.
Parking Signage	Committee Fire Department	The Fingal/Shedden Optimist sign to be updated with the Winterfest date. All other signs have posted the event date. The parking location will be added to the Shedden Fire Hall sign, to give added directions for the day of the event. Social media sites will continue to advertise the event. Rosy Rhubarb will supply pylons for parking, and will be picked up the day of, by Councilor Fellows.
Entertainment	Committee	Nick Ewanic Music is booked.

Entertainment	Darlene Wadsworth	A volunteer will be wearing the Bonhomme costume.
Auxiliary Police	Lizanne Kerkvliet	Three auxiliary police are booked for the event.
Straw Bales	Darlene Wadsworth	Straw bales and Hay bales totaling 60 bales will be available for the event. Councillor Fellows, and Councillor Adzija will help with loading and unloading. Keith Orchard, and Scott Fellows will pick up the bales, and will return the bales the following day if needed.
Lighting	Scott Fellows	Lighting will be delivered Saturday Morning.
Food/Hot Chocolate	Southwold Fire Department	The volunteer fire department will prepare hotdogs and hot chocolate. Food has been ordered, and Darryl Adams will arrange for pick-up. 70 dozen chocolate chip cookies will be provided for the event and paid for by Rosy Rhubarb.
Food Signage	Committee	To be discussed during the site plan.
Volunteers	Committee	As mentioned, above; The Scouts will be at the event, and were assured by Scott Young there would be enough to cover outdoor activities and indoor activities due to the weather. Volunteers are to be directed to Councilor Adzija on the day of the event for placement. Vests will be given to the volunteers so they can easily be identified by committee members, and the public.
Play Area	Scott Young	Scott Young will be bringing items for the outdoor play area. Members of

		the committee will bring items suitable for play.
Site Plan	Committee	<p>Rosy Rhubarb has A-Frame sign holders that are available for use by the committee. Signs will be placed at the condiment tables. The community policing has 2 signage frames available as well.</p> <p>Councillor Adzija will pick up corrugated board for the signs so the public line up areas for the food can be identified by the public.</p> <p>The condiment tables will be set up away from the kitchen area, to prevent congestion, and create flow. The one popcorn machine and candy floss machine will be directly across from the kitchen, with an additional popcorn machine further down. The fire department will have the turkey fryers set up by the kitchen.</p> <p>A layout of the site plan will be posted in the kitchen for everyone to reference the day of the event.</p>

5. Other Business:

The committee will meet at 1:00 pm at the complex to set up.
The skating rink is in use and will be available for the event.

6. Budget Items:

N/A

7. Next Meeting:

The next meeting will be held on March 12th, 2025, at 6:30 pm in person and/or via Teams.

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED

8. Adjournment:

The meeting adjourned at 8:03 pm.

DRAFT



TOWNSHIP OF
Southwold

EST. 1850

35663 Fingal Line



2025 Budget

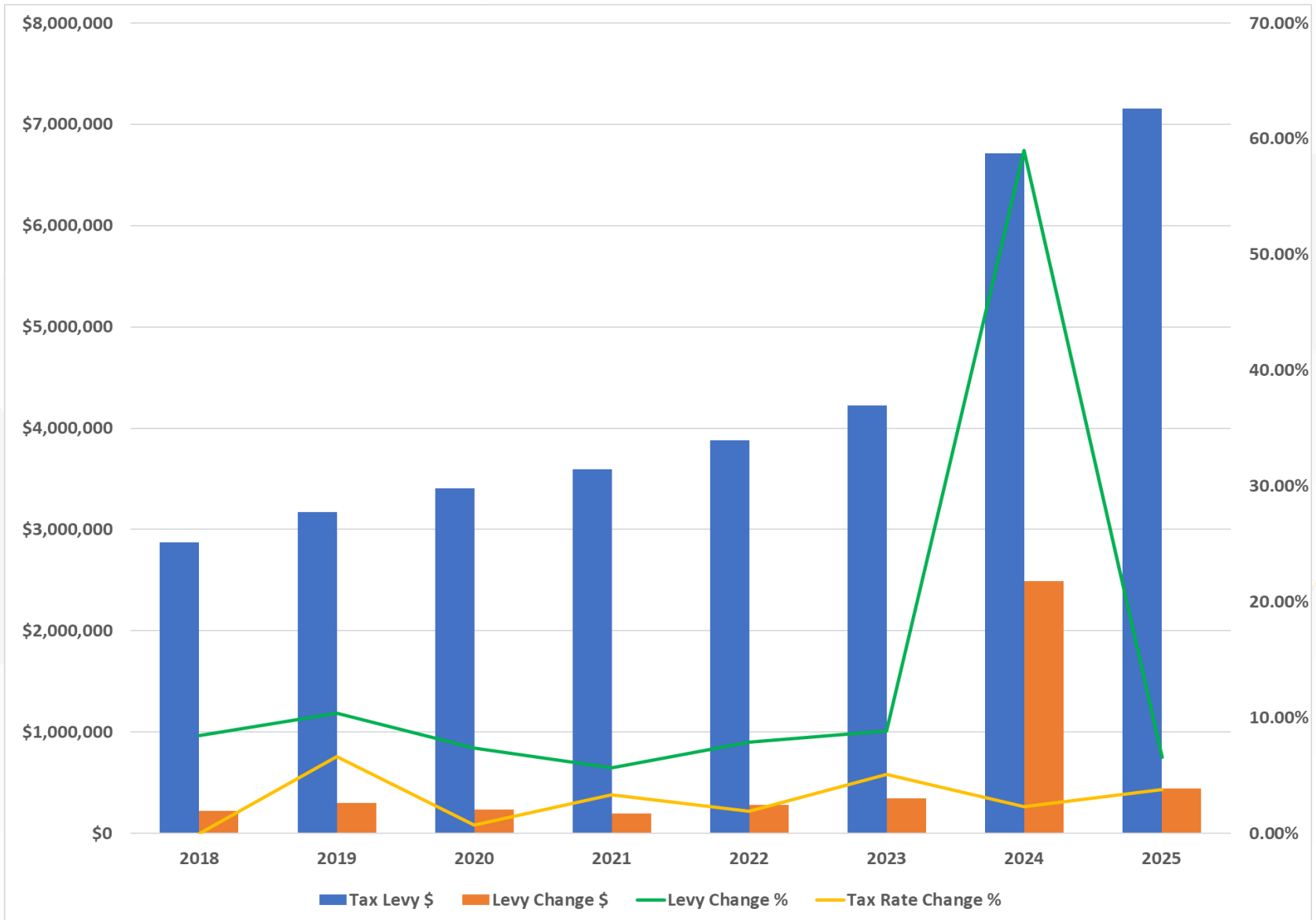


Tax Levy



2024 Levy	\$6,711,999
2025 Levy	\$7,153,451
Levy \$ Increase	\$441,452
Levy % Increase	6.58%
Growth Adjusted Levy \$ Increase	\$259,480
Growth Adjusted Levy % Increase	3.87%
Tax Rate Change	3.76%

Historical Tax Levies



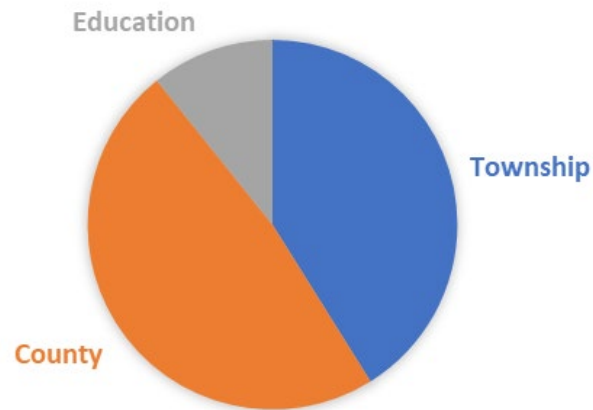


Township Median Residential Property		
Year	Assessment	Taxes
2024	\$260,000.00	\$1,464.57
2025	\$260,000.00	\$1,519.69
\$ Change Annual	\$0.00	\$55.12
\$ Change / Month	\$0.00	\$4.59
% Change	0.00%	3.76%

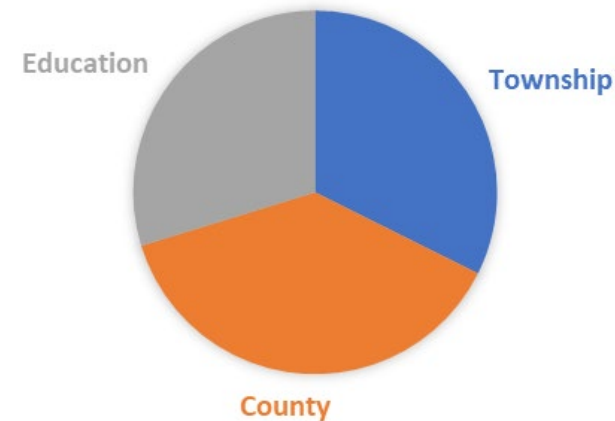
Property Tax Allocation



PROPERTY TAX ALLOCATION - RESIDENTIAL



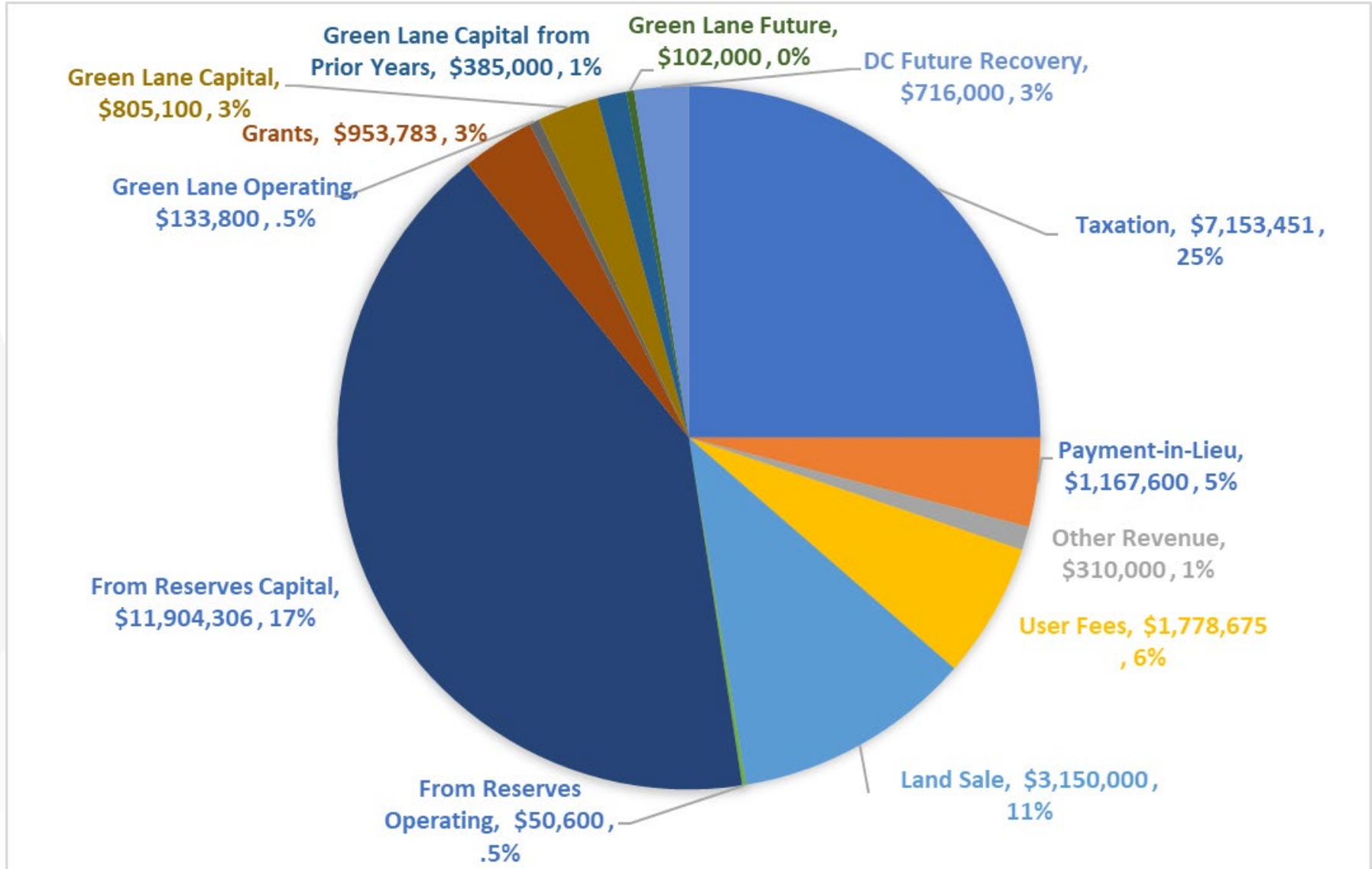
PROPERTY TAX ALLOCATION - COMMERCIAL



Education Tax Rates are set by the Province.

Over time, the rates have been lowered to reflect increasing assessment; however, the decreases for Commercial/Industrial properties have not been as large or as often as the Residential/Farm rate decreases. This results in approximately 30% of the Commercial/Industrial tax bills being directed to education versus 11% for Residential/Farm.

Revenue Breakdown \$28,610,315

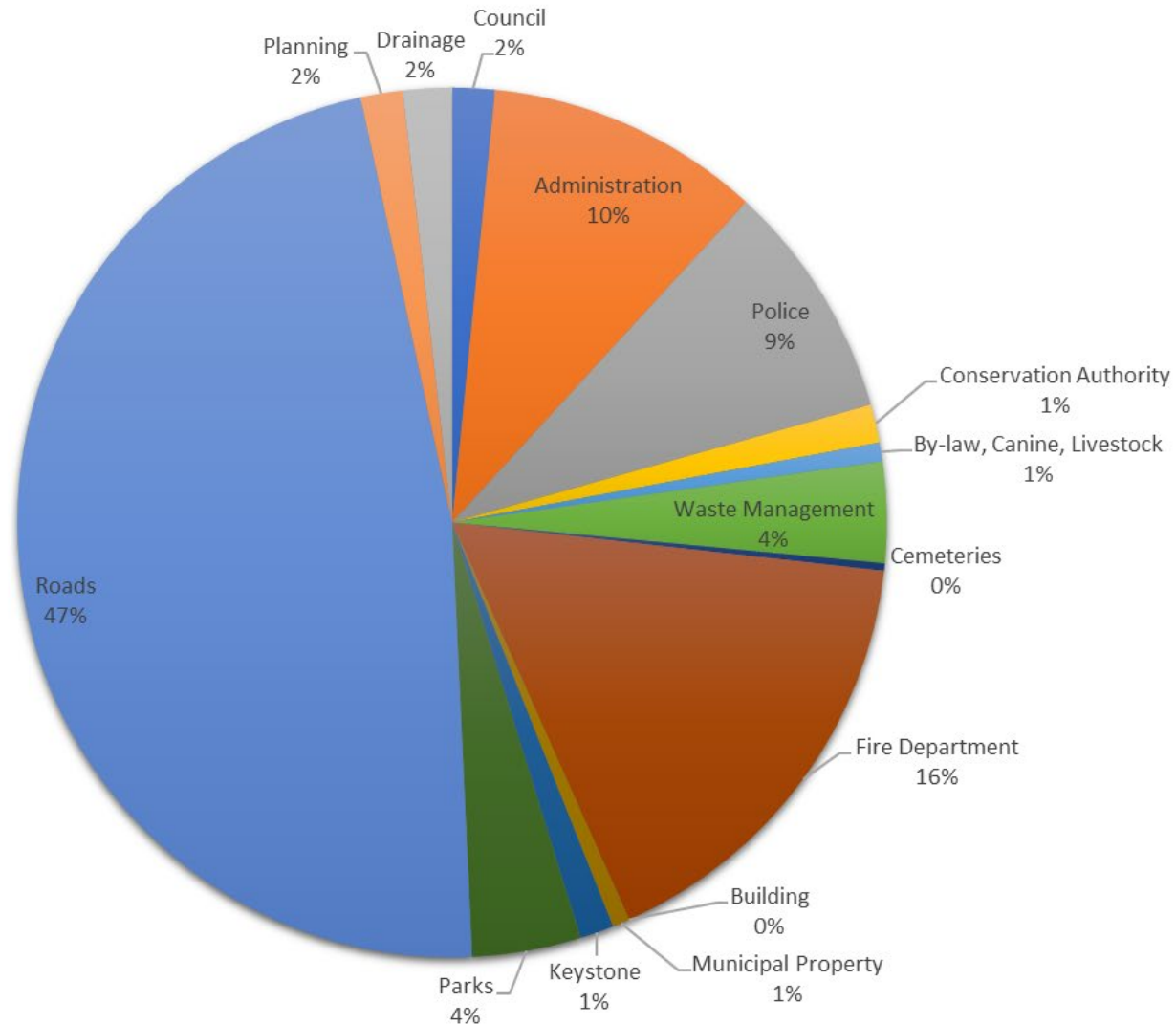


Allocation of \$7,153,451 Tax Levy



TOWNSHIP OF
Southwold

Allocation of \$7,153,451 Tax Levy

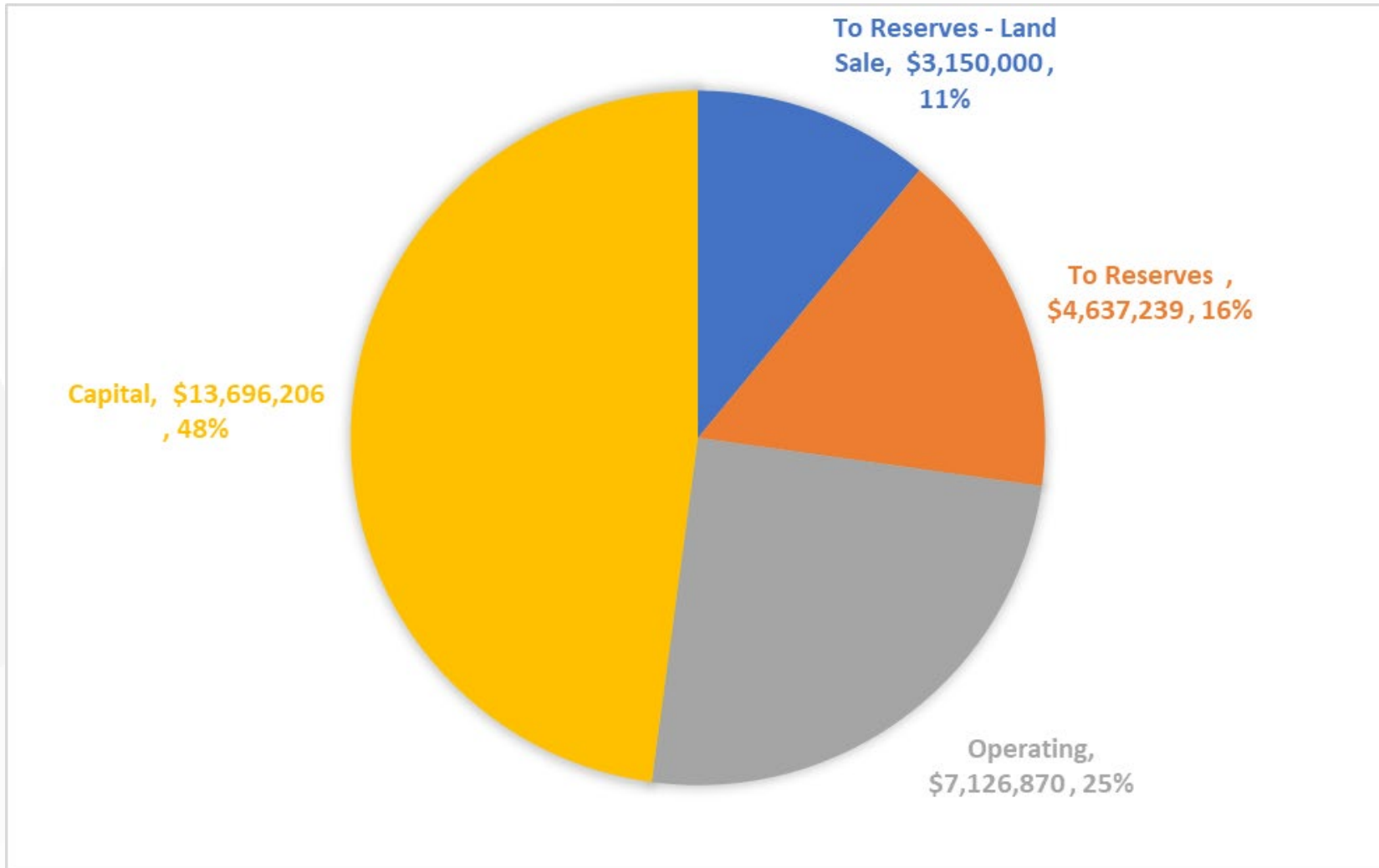


Green Lane Requests

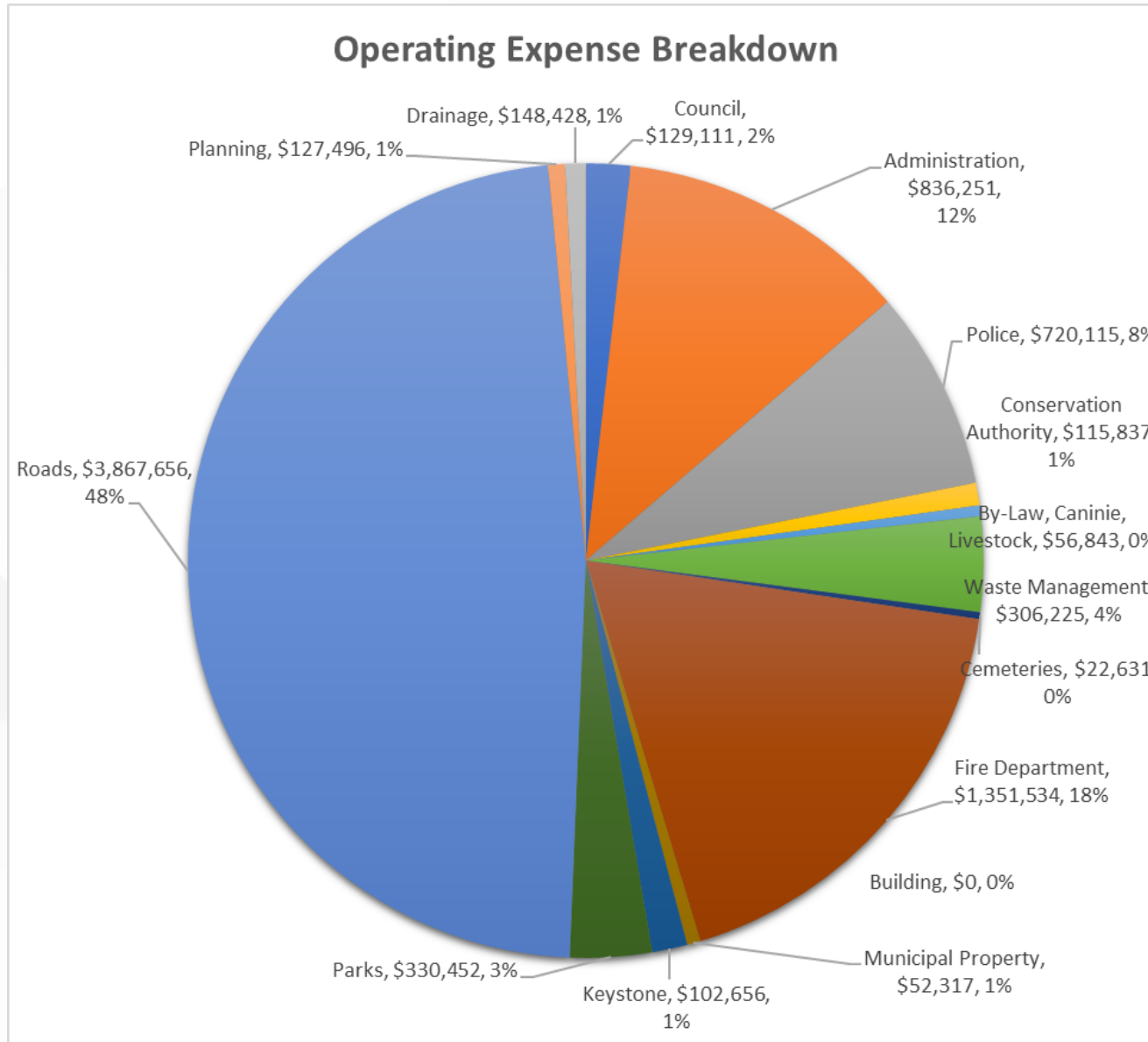


Description	2024 Budget	2025 Forecast	2026 Forecast	2027 Forecast
Operating Budget				
St. Thomas Recycling Centre - Township Cost	\$18,140	\$18,500	\$19,000	\$19,500
Zero Waste Committee Initiatives	\$0	\$0	\$3,500	\$3,500
Seniors' Committee	\$5,000	\$5,000	\$5,000	\$5,000
Family Day	\$5,000	\$7,500	\$7,500	\$7,500
Communities in Bloom	\$3,000	\$0	\$3,000	\$3,000
History Committee	\$2,000	\$0	\$2,000	\$2,000
Greening Communities	\$1,000	\$1,000	\$1,000	\$1,000
Parks - Turf Improvement/Overseeding	\$8,000	\$8,000	\$8,000	\$8,000
War Memorial Committee	\$8,800	\$8,800	\$8,800	\$8,800
Southwold 175 Committee		\$85,000		
Total Operating	\$50,940	\$133,800	\$57,800	\$58,300
Capital Budget				
Talbotville Firehall	\$500,000	\$600,000	\$102,000	
Talbotville Park				
Talbotville Parks Parking Lot		\$0	\$75,000	
Talbotville Electronic Sign	\$35,000			
Shedden Firehall 4th Bay			\$50,000	
Fingal Ball Park Diamond Light Replacement	\$25,000			
Replace Roads 2011 Peterbilt 50%	\$175,000			
Replace Roads 2009 Freightliner 50%	\$175,000			
Parks and Trails Master Plan		\$47,600		
Flood Mapping Grant		\$67,500		
CSIR Grant		\$85,000		
North Shore Resilience		\$5,000	\$5,000	\$5,000
Admin Facility Addition / Improvements			\$250,000	\$500,000
Total Capital	\$910,000	\$805,100	\$482,000	\$505,000
Total Green Lane Request	\$960,940	\$938,900	\$539,800	\$563,300

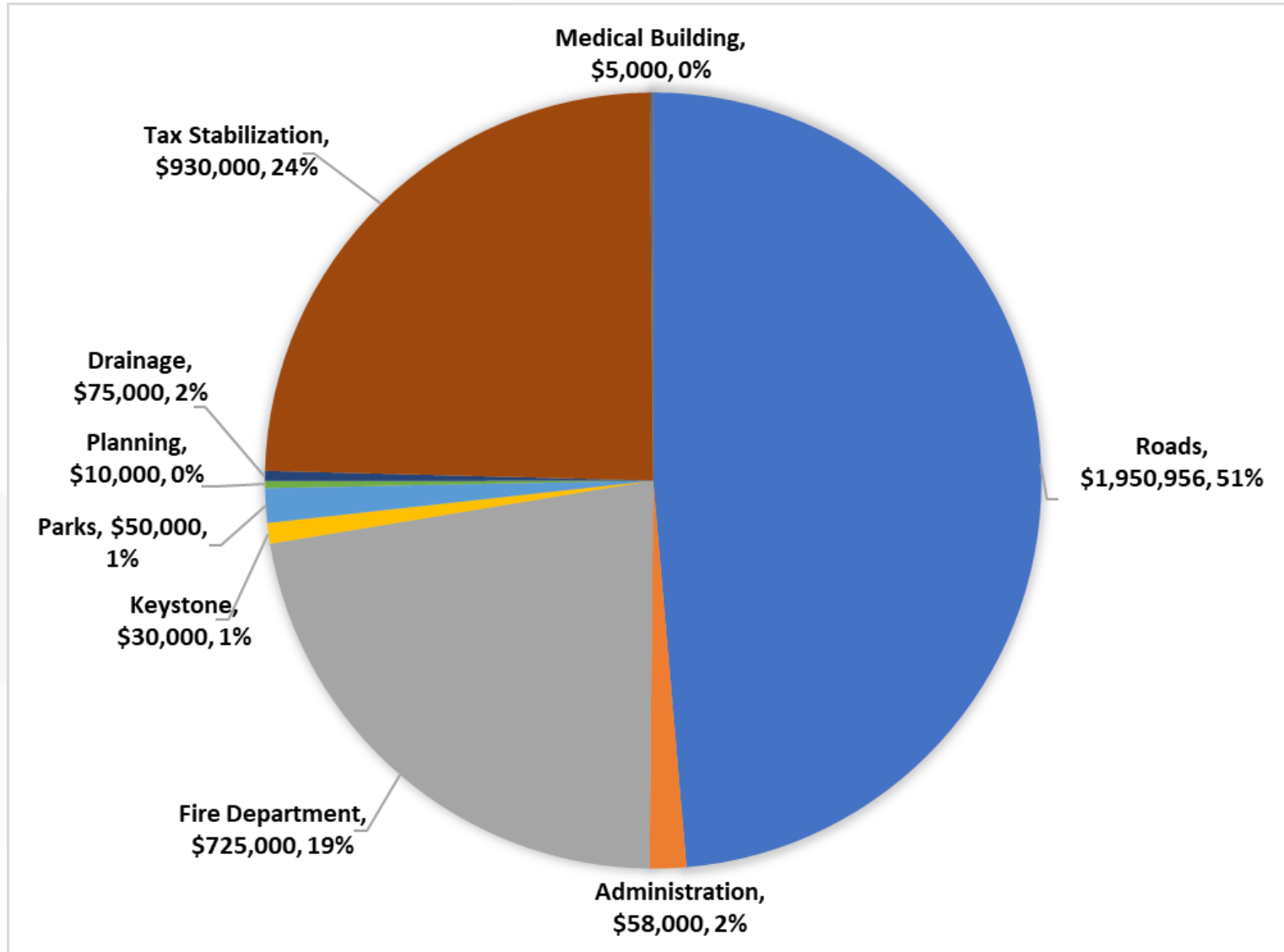
Expense Breakdown \$28,610,315



Operating Expense Breakdown



Reserve Transfer Breakdown





2025 Capital Program \$12,063,206

- Details included in Schedule "B" to By-law 2025-10

Admin	\$86,000
Fire	\$710,450
Building	\$117,000
Admin Facility	\$10,000
Keystone and Library	\$33,000
Medical Centre	\$20,000
Parks	\$1,175,000
Roads	\$5,587,442
Drainage	\$82,500
Bridges and Culverts	\$910,000
Road Facility	\$2,735,814
Road Equipment	\$596,000



Administration Projects

- Laserfiche Automation processes - \$20,000 – completion of project from 2024 funded from Efficiency Reserve
- Building Security Upgrades - \$30,000
- Council Chambers renewal
- Industrial Land Secondary Planning - \$50,000 – funded from Efficiency Reserve



Fire Department

- Talbotville Fire Station Construction Project – Completion in 2025 \$4,500,000
 - Ongoing from prior years
- Electronic Sign – \$35,000 – new Talbotville Station (2024 allocation)
- Ongoing equipment replacements – \$5,000
- PPE, Bunker Gear, SCBA replacements - \$47,200
- Portable Radios and pagers - \$4,000
- Auto Extrication Equipment - \$50,000



- Parks
 - Walking trail conversion to concrete - \$5,000
 - Lawnmower - \$30,000 – addition to equipment with reorganization of Parks Department
 - Parks and Trails Master Plan - \$47,600 – funded through Green Lane Community Trust Fund
 - Corsley Park sanitary connection - \$30,000



Roads and Infrastructure

- Gravel Road Improvements \$700,000
- Shady Lane sidewalk - \$15,000
- Edge Repairs – various locations - \$50,000
- Rehabilitation John Wise Line – Talbot to Longhurst - \$480,000
- Rehabilitation Longhurst Line – Mill to John Wise - \$420,000
- Resurface Scotch Line – Boxall to Coon - \$175,000
- Surface Treatment – Begg Road - \$30,000
- Thomas Road Reconstruction – at time of subdivision construction - \$2,000,000
- Rehabilitation Bush Line – Munro to Ashmore - \$150,000
- Reconstruction Elizabeth and John Street - \$600,000
- Fingal Streetscape contribution - \$300,000
- Guardrails and Edge Repairs - \$185,000



Roads and Infrastructure

- Annual Ditching Program - \$20,000
- Bridges
 - Lyle Bridge rehabilitation - \$200,000
 - Scotch Line Culvert Replacement- \$450,000
 - Thomas Road Culvert at Union Road - \$60,000 – replace at time of reconstruction
 - Restoration at Burwell Bridge/Guiderail - \$50,000
- Public Works Facility (Fingal Line)
 - 2025 construction/completion - \$4,750,000



Roads and Infrastructure

- Road Equipment

- Replace 2016 Dodge Crew Cab - \$70,000 – delayed from 2024
- Trackless rebuild - \$160,000
- Push Broom for intersection sweeping - \$16,000

- Drainage

- Jones Drain (Scotch Line crossing) - \$22,000
- Best Drain - \$500
- Edison Drain - \$30,000
- Bowlby Futcher Drain - \$30,000



Based on the 2024 comparison, Southwold taxes continue to be about \$700 lower than the Elgin County Average and \$700 - \$1,000 lower than our immediate neighbours.





FINAL DRAFT REPORT

One Water Utility Rate Study

23-2074

February 5, 2025



OFFICE
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Guelph, ON N1G 4T4
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February 5, 2025

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

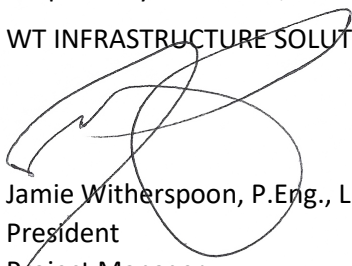
Re: Final Draft Report
ONE WATER UTILITY RATE STUDY
23-2074 | VERSION 3

WT Infrastructure Solutions Incorporated (WT) is pleased to submit the following report as part of the project delivery for the Southwold One Water Utility Rate Study.

We have allowed for ten (10) days for client review and comments. Please let us know if you need additional time or have any questions regarding this document. We look forward to your comments and the opportunity to advance this project to completion.

Respectfully submitted,

WT INFRASTRUCTURE SOLUTIONS INCORPORATED



Jamie Witherspoon, P.Eng., LEED AP
President
Project Manager



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



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WT Infrastructure
Solutions Inc.

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1 INTRODUCTION

1.1 Background

The Township of Southwold (The Township) provides water services to 1,806 households and wastewater services to 333 households. The Township also supplies water to the Tri-County Water System for the Municipality of Dutton Dunwich and for a bulk water filling station. The Township purchases its water from the St. Thomas Area Secondary Water Supply System.

The Township is responsible for the costs of distribution, maintenance, and general operations of maintaining the system and charges utility rates to the end-users directly for such services which is intended to recover the total cost of providing services.

It is our understanding that the Township wants to complete a technical and economic review of the operational and capital requirements for the delivery of water and wastewater services to the community. In addition, the Township wants to include the stormwater and municipal drainage cost implications within the study.

This approach is known as the One Water approach where water is managed from source to tap and then back to source including the hydrological cycle.

The objective of the study will be to determine the necessary rate structure to achieve appropriate cost recovery within the community considering growth, infrastructure renewal, affordability and the comparative rate structures within the surrounding municipalities.

2 REGULATORY FRAMEWORK

2.1 Financial Plans Regulation

Financial plans for water and wastewater systems are required under the O. Reg 453/07. The plans generally require the forecasting of capital, operating and reserve fund positions, providing detailed inventories, forecasting future users and volume usage and corresponding calculation of rates. Key elements for the preparation of the financial plans are provided below:

- The preparation of the plan is mandatory for water and encouraged for wastewater, as regulated by the Safe Drinking Water Act, 2002.
- The financial plans shall be for a period of at least six years and will represent one of the key elements for the municipality to obtain its Drinking Water Licence.
- The financial plans must be made available to the public (at no charge) upon request and be available on the municipality's website. The availability of this information must also be advertised.

In general, the intent of the financial plans is to move municipalities towards financial sustainability. A Guideline, *"Toward Financially Sustainable Drinking – Water and Wastewater Systems"*, had been developed to assist municipalities in understanding the province's direction and provided a detailed discussion on possible approaches to sustainability. The Province's Principles of Financially Sustainable Water and Wastewater Services are provided below:

- Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.
- Principle #2: An integrated approach to planning among water, wastewater, and stormwater systems is desirable given the inherent relationship among these services.

- Principle #3: Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
- Principle #4: Lifecycle planning with mid-course corrections is preferable to planning over the short term or not planning at all.
- Principle #5: An asset management plan is a key input to the development of a financial plan.
- Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.
- Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
- Principle #8: Financial plans are “living” documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.
- Principle #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal Council.

2.2 Water Opportunities Act, 2010

The Water Opportunities Act, 2010, was introduced into legislation on May 18, 2010.

This Act reiterates the importance of the preparation of water conservation plans and sustainability plans to achieve water conservation targets established by the regulations as well as sustainable water, wastewater and stormwater services.

The Act also reinforces the importance of developing strategies for maintaining and improving the municipal service, including strategies to ensure the municipal service can satisfy future demand, consider technologies, services and practices that promote the efficient use of water and reduce negative impacts on Ontario’s water resources, and increase cooperation with other municipal service providers.

2.3 Municipal Drainage Act, 1990

The Municipal Drainage Act in Ontario is a crucial piece of legislation that governs the construction, maintenance, and management of drainage systems within municipalities. This Act allows municipalities to create and maintain drainage systems to manage water flow and prevent flooding, particularly in agricultural areas. The process begins with a petition from landowners or a municipal council, followed by an engineer’s report that outlines the design and cost distribution of the proposed drainage system¹. Once the report is approved, the municipality enacts a bylaw to authorize the construction and future maintenance of the drain.

One of the key features of the Municipal Drainage Act is its provision for cost-sharing among landowners who benefit from the drainage system. The engineer’s report includes an assessment of the benefits to each property, and costs are allocated accordingly. This ensures that the financial burden of constructing and maintaining the drainage system is fairly distributed among those who benefit from it. Additionally, the Act provides mechanisms for resolving disputes and appeals related to drainage assessments and maintenance responsibilities.

The Act also outlines the responsibilities of landowners and municipalities in maintaining the drainage systems. Municipalities are required to ensure that drains are kept in good working order, which may involve periodic inspections and maintenance work. Landowners, on the other hand, must allow access to their property for maintenance purposes and avoid obstructing the drainage system. This collaborative approach helps to manage water resources effectively, reduce the risk of flooding, and support agricultural productivity in rural Ontario.

3 SERVICE AREA

The areas objectives of this study are within the boundaries of the communities of Talbotville, Shedden, and Fingal. Current and forecasted development within the aforementioned communities have been developed and reported in Figure 3-1, and Figure 3-2.

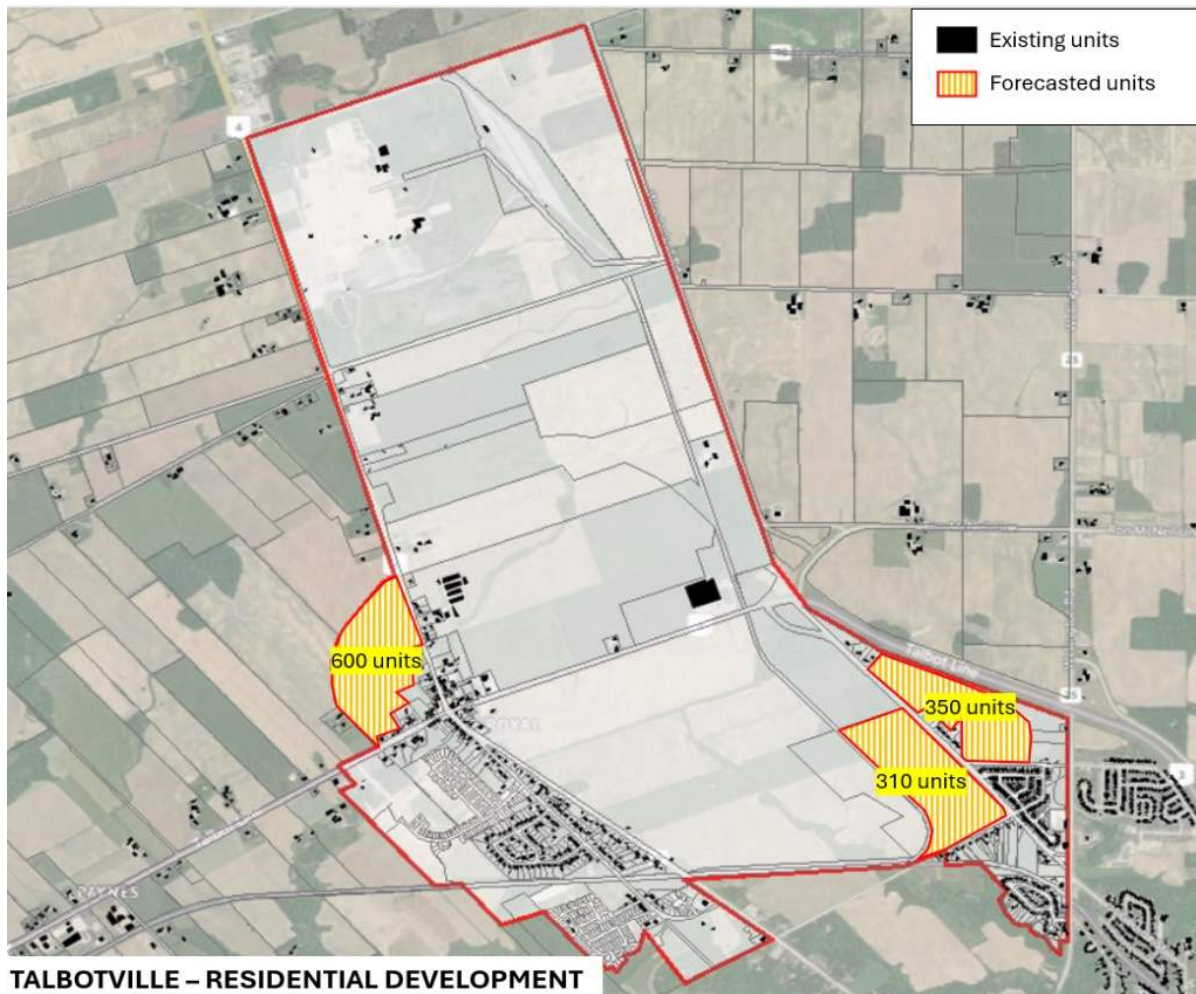


Figure 3-1 Talbotville– Current and forecasted units.

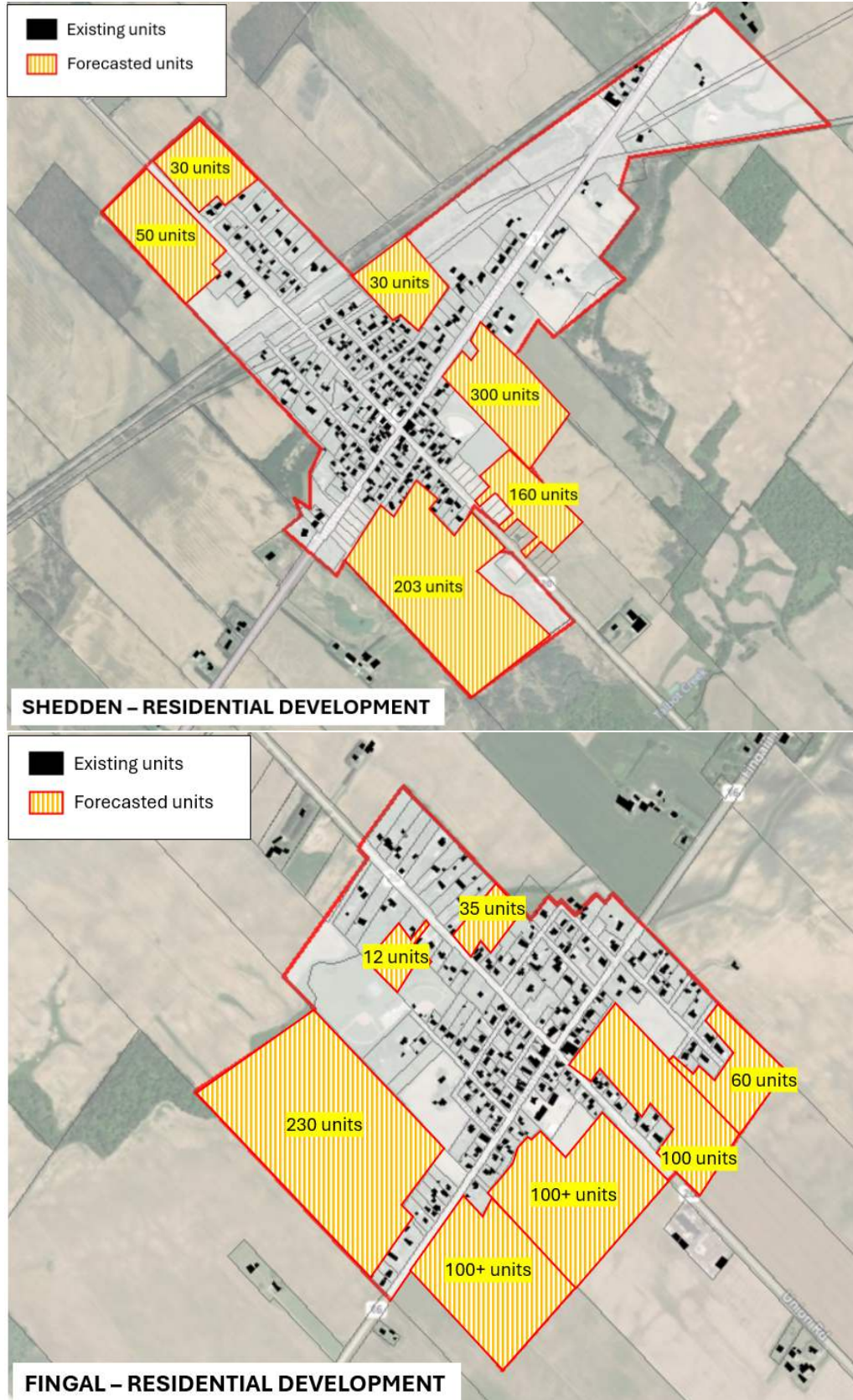


Figure 3-2 Shedden and Fingal – Current and forecasted units.

3.1 Existing Connections

The Township provides water to the existing residents within the Township boundaries, to the Tri-County Water System and for a bulk water filling station. Wastewater services are provided within settlement areas for the communities of Talbotville, Lynhurst and Ferndale.

In agreement with the background documents received by the client, a total of 1,806 water connections have been estimated by the 2023. The number of wastewater customer connections in Talbotville, Lynhurst and Ferndale was 333, 47 and 175 respectively.

3.2 Forecasted Growth

The current population Table 3-1 identifies the forecasted development for both the community of Talbotville, Shedden and Fingal.

Table 3-1 Forecasted growth within the study area.

	No. of Units	Reference Document
Shedden	773	Proposed Residential Development and units counts in Shedden and Fingal (2024). (Map Produced by the Township of Southwold)
Fingal	637	
Talbotville	1260	
TOTAL	2,670	Shedden + Fingal + Talbotville

4 WATER AND WASTEWATER SYSTEMS

4.1 Service Demand

4.1.1 Water System Demand

The water usage is estimated separately for each of the water customer resulting in a total average consumption for customers within Southwold of 356,500 m³, for the Tri-County Water System of 214,000 m³ and for the bulk water filling station of 3,000 m³.

The growth forecast is reported in Section 3.1.2. In total, water system connections are anticipated to increase by 773 in Shedden, 637 in Fingal, and 1260 in Talbotville. This results in an increase from 1,806 customers currently to 4,476.

An annual average water consumption of 168 m³ per customer connections (2024) has been used as an estimate of the expected future water consumption. As a result, the 2024 consumption levels were applied to the Township's growth projections to forecast future service demands. No increases in annual water consumption for the Tri-County water system or the Bulk filling station is currently anticipated or considered in this review.

Applying the average annual consumption estimate to new customers within Southwold results in an estimated increase in total water consumption from approximately 370,000 m³ currently to 818,560 m³ by 2044 (6% per year). For the purpose of this study, it is assumed that the St. Thomas Secondary Water Supply System (STSWSS) has available capacity to meet the forecasted demand. However, additional investigations are needed to verify its availability. A summary of the forecasted water consumption is provided in Table 4-1.

Table 4-1 Current and forecasted connections and water consumption

	Service Connections	Annual Water Demand (m ³)	Comments
2024	1,806	356,500	2024 Water Operating Data
2044	4,476	818,560	Calculated as customer connections average water consumption (168 m ³) per total number of customers

4.1.2 Wastewater System Demand

The existing wastewater production in Talbotville is 55,945 m³ based on the number of serviced customers (333) and average water usage per customer within the Township.

Wastewater customers within Talbotville are projected to increase by 1,260 over the forecast period.

Due to the construction of a new WWTP in Shedden, which will serve both Shedden and Fingal, the number of existing customers will account for the new development units in both Shedden (773) and Fingal (637).

Based on discussion with the Township, the opportunity to connect to the new municipal wastewater collection system may be provided to existing residential units within the communities of Shedden and Fingal within the next 20-year project timeline. The total residential units within the communities of Shedden and Fingal are 260.

Table 4-2: Current and Future Wastewater Demand

	Service Connections	Annual Wastewater Demand (m ³)	Comments
2024	333	55,945	Average water consumption (168 m ³) per total number of customers
2044	3,263	548,200	Average water consumption (168 m ³) per total number of customers. Service connections include existing customer connections (333), Developments within Shedden (773), Fingal (637), Talbotville (1,260) and existing units not yet connected (260)

5 STORMWATER SYSTEM

5.1 Service Area

The stormwater system within the Township of Southwold is characterized by roadside ditches, driveway culverts, open and closed municipal drains, and storm sewers.

One of the challenges in the three primary communities in Southwold is the number of municipal drains that fall within the community settlement area. These drains address the bigger picture of drainage of larger agricultural and development lands as well as benefit individual properties. As land is subdivided, the assessments against individual properties are also divided; however, it becomes challenging to manage.

The approach of this study is to assess the cost of maintaining and renewing municipal drains as a community benefit within the other costs associated with stormwater in each settlement area. As

such, the intent is that in the future when work is required to be completed on the drain and the assessment that the Township will charge assessed properties outside of the settlement area in accordance with the individual Engineer's Report. Areas within the settlement area would be paid directly from stormwater reserves recovered through the stormwater rate structure.

As the purpose of this study is to develop a single rate structure comprising water, wastewater and stormwater systems, the service area for the stormwater system will be limited to the settlement area of the communities of Shedden, Fingal and Talbotville.

The table below reports the number of drains within each settlement. The total stormwater area counts approximately 120 ha in both Shedden and Fingal, and 1018 ha in Talbotville. For both Shedden and Fingal, the majority of the stormwater area (> 90%) is within the residential area; for Talbotville, only 20% of the stormwater area is within the residential area. There are currently a total of 870 properties within the stormwater system area. A total of 3263 properties are forecasted at the build out.

Table 5-1 Drains within each settlement area.

	Total Drain Area (ha)	Total drain area within the settlement area (ha)	Total drain area within the settlement area (%)
Talbotville Drains			
Lindsay Drain	600	321.5	54%
Travers Drain	55	52.5	95%
James Fife Drain	38	21.6	57%
Talbotville Drain	43	25.6	60%
Ooms Drain	20.3	16.6	82%
Larson Drain	27	8	30%
Wallis Drain	21	21	100%
Talbotville Meadows Drain	93	74.5	80%
South Talbotville Drain	21	21	100%
DL Gilbert Drain	41	41	100%
JE Smith Drain	13	13	100%
Auckland Main Outlet Drain	580.5	262.5	45%
James McBain Drain	25.5	25.5	100%
Bostwick Drain	18	18	100%
Underhill Drain	3.2	2.5	78%
Andrews Drain	81	23	28%
Henderson Drain	94	70	74%
TOTAL	1790	1018	57%
Shedden Drains			
Orchard-Carrol Drain	222	39.5	18%
Varga-David Drain 2007	3.5	3.5	100%
Caswell Drain	8	7.5	94%
John Street Drain	2.5	2.5	100%
Horton Drain	70.6	39	55%
Sells Drain	12.3	9	73%
Branton Drain	7.5	7	93%

G.H. Penning Drain	48.6	7.5	15%
Union Road Drain	4	4	100%
TOTAL	379	120	32%
Fingal Drains			
Fowler Drain	317	54.5	17%
Fingal Drain	57.5	55	96%
Goodhue Drainage Works	98	10.5	11%
TOTAL	473	120	25%

6 INFRASTRUCTURE COSTS

6.1 Water and Wastewater

6.1.1 Capital Costs

A 20-year capital forecast has been developed for the water and wastewater systems to address capital needs across all areas for the systems. The capital needs that have been identified and reported in Table 6-1 are based on the Township's capital budget, OCWA recommendations.

Table 6-1 Annual capital requirements for water and wastewater systems

	Annual Capital Requirements (\$2024)	Comments
Water	\$0.07 M	
Talbotville	\$0.020 M	26% of the total capital forecast is associated to Talbotville
Shedden	\$0.020 M	25% of the total capital forecast is associated to Shedden
Fingal	\$0.020 M	25% of the total capital forecast is associated to Fingal
Remaining Township	\$0.017 M	24% of the total capital forecast is associated to the remaining Township
Wastewater	\$4.65 M	
Talbotville	\$1.50 M	32% of the total capital forecast is associated to Talbotville
Shedden	\$1.70 M	36% of the total capital forecast is associated to Shedden
Fingal	\$1.50 M	32% of the total capital forecast is associated to Fingal

6.1.2 Operation and Maintenance Expenditures

Capital-related annual expenditures for both water and wastewater systems have been reviewed based on the Township's operating budget to estimate the required O&M costs for the systems.

The overall water and wastewater operating expenditures for 2024 were \$2.3 million and \$0.45 million, respectively. The current and forecasted O&M expenditures for the water and wastewater systems are summarized in Table 6-2. Operating costs forecast for the wastewater system have incorporated the forecasted operating costs of for the Shedden Wastewater Treatment Plant.

Table 6-2 Current and forecasted O&M expenditures for water and wastewater systems

	2024 O&M Expenditures (\$2024)	Forecasted Annual O&M Expenditures (\$2024)	Comments
Water	\$2.3 M	\$2.3 M	Costs/yr were calculated by dividing the 20-yr forecast expenditures by the 20-yr forecasted period
Wastewater	\$0.45 M	\$1.3 M	

6.1.3 Asset Renewal

Asset conditions and renewal costs of the existing water and wastewater infrastructure have been reviewed to determine the level of capital investment that should ultimately be included in the full cost assessment and rate forecast. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs.

The capital requirements were forecasted for the next 90 years for both the water and wastewater system, respectively. The 90 years forecast projection was used to ensure that every asset has gone through one full iteration of replacement.

Table 6-3 summarizes the annual requirements for asset replacement costs. These values were calculated based on detailed capital asset inventory information obtained from the Township's Asset Management Plan and estimates for the forecasted projects.

Table 6-3 Current and Forecasted Asset Renewal Costs for water and wastewater systems

	Annual Asset Renewal Costs (\$2024)	Comments
Water (Distribution and Facilities)	\$0.8 M	Based on the Township Asset Management Plan (2022) and adjusted for 2022-2024 inflation
Wastewater (Distribution and Facilities)	\$0.7 M	Costs/yr were calculated by considering the total lifespan infrastructure costs divided by the 90-yr forecasted period

(a) The 20-year forecasted asset replacement costs include the Shedden WWTP

6.2 Stormwater

6.2.1 Capital Costs

As per the water and wastewater system, a capital forecast has been developed for the stormwater systems to address capital needs across all the areas of the system. The capital needs that have been identified and reported in Table 6-4 are based on the Township's capital budget.

Table 6-4 Capital forecast needs for the stormwater system.

	Capital forecast (\$2024)	Costs/yr (\$2024)	Comments
Stormwater	\$8.5 M	\$0.5 M	

6.2.2 Operation and Maintenance Costs

Capital-related annual expenditures for the stormwater system have been reviewed based on the required O&M costs for the systems. As the majority of the stormwater system is characterized by open and closed drain, stormwater pipes and maintenance holes and catchment basin, it is expected

that routine maintenance would require CCTV storm sewer inspection every 5 years, as well as ditch and catchment basin clean out every year.

The O&M costs for the stormwater system are summarized in Table 6-5.

Table 6-5 Forecasted O&M expenditures for the stormwater system.

	Forecasted O&M Expenditures (\$2024)	Costs/yr (\$2024)	Comments
Stormwater	\$9.0 M	\$0.5M	Costs/yr were calculated by dividing the capital needs by expected lifespan of each system components period

6.2.3 Asset Renewal

The existing stormwater systems within the community of Shedden, Fingal and Talbotville has a replacement value of approximately \$0.4M. This includes an inventory of approximately 8.6 kilometres of pipes, open and closed drains/ditches.

As the majority of the asset of the stormwater system was installed between the 2016 and 2021, and it has approximately 75 years of estimated lifespan, most of the stormwater assets will be required to be renewed by the 2091. Table 6-6 summarizes the current total asset replacement value, the 75-yr forecasted replacement needs and the annual replacement needs. The asset replacement costs forecast have incorporated the installation of new infrastructure identified during the review of the capital infrastructure needs.

Table 6-6 Current and Forecasted Asset Renewal Costs for the stormwater system

	Annual Asset Renewal Costs (\$2024)	Comments
Stormwater	\$0.15 M	Asset Renewal costs for existing infrastructure were calculated based on the Township Asset Management Plan. Asset renewal costs for forecasted infrastructure were calculated by considering the total lifespan infrastructure costs.

6.3 Estimated Costs Summary

Table 6-7 summarizes the annual forecasted expenditures for the water, wastewater and stormwater systems. The following is noted:

- Wastewater System:** The existing wastewater system currently serves 333 properties. The communal wastewater system within the Township is being expanded within the servicing area of Shedden and Fingal. This results in a significant capital costs increase that would need to be recovered by the ratepayers. It must be noted that during the initial years, it is expected that a total of approximately 500 properties will be impacted. In this period, where the system designed for several thousand properties is only servicing a few hundred, the full cost recovery for the system will not be achievable and will need to be completed over time. As such, the rate will need to be set to be reasonably affordable and it is expected that as more connections are made the system will become revenue positive.

- **Water System:** The existing water system currently serves 1,806 properties. As the system is already in place and with a reasonable number of users, it is expected that the forecasted cost recovery will be reasonable achieved by the forecasted growth.
- **Stormwater System:** The total stormwater area counts approximately 120 ha in both Shedden, and Fingal, and 1018 ha in Talbotville. The stormwater area within the residential area is approximately 95% within both Shedden and Fingal, and 20% for Talbotville. There are currently 870 properties within the stormwater system area. As per the water system, this is a reasonable number of users, and it is expected that the forecasted cost recovery will be reasonably achieved by the forecasted growth.

Table 6-7 Annual expenditures forecast for the water, wastewater and stormwater system.

	Capital Infrastructure Costs (\$/yr)	O&M Costs (\$/yr)	Asset Renewal Costs (\$/yr)	TOTAL per system
Water	\$0.07 M	\$1.92 M	\$0.75 M	\$2.74 M
Wastewater	\$4.65 M	\$1.25 M	\$0.95 M	\$6.85 M
Stormwater	\$0.50 M	\$0.50 M	\$ 0.15 M	\$1.15 M
TOTAL	\$ 5.22 M	\$3.67 M	\$1.85 M	\$10.74 M

7 RATE STRUCTURE ANALYSIS

7.1 Current Rate Structure

The Township currently charges water rates through a quarterly base charge plus a metered consumptive charge. Volumetric rates on the Tri-County Water System and for the bulk water filling station are charged based on the volume of water consumed.

Wastewater rates are imposed on serviced customers in Talbotville through a monthly base charge plus a volumetric charge per cubic metre of water consumption. A monthly capital charge is paid by the wastewater customers in Lynhurst and Ferndale.

Current 2024 water and wastewater rates in the Township are presented in Table 7-1.

Table 7-1 water and wastewater user rates (2024)

Water System			
	Township Customers	Water Filling Rate	Tri-County Rate
Per m ³	\$ 2.870	\$ 3.440	\$ 2.130
Quarterly Base Charge	\$ 43.20	-	-
Wastewater System			
	Talbotville	Lynhurst	Ferndale
Per m ³	\$ 2.71	-	-
Monthly Base Charge	\$ 22.74	\$ 22.74	\$ 22.74

The average cost per connection for water is approximately \$873 per year.

The average cost per connection for wastewater is approximately \$463 per year.

The total revenue that is currently generated per year is as follows:

- Water: \$2,287,213
- Wastewater: \$283,772

There is currently no stormwater rate structure for generation of revenue. Costs incurred from stormwater are currently covered from general revenue and direct assessment charges against individual landowners associated with municipal drains on a case-by-case basis.

7.2 Connection Charges

7.2.1 Water

Water connection fees in the Township currently include the capital charge associated with the connection's component of the capital renewal value of the Township distribution and contribution to treatment capacity as appropriate. Depending on the type of connection, the physical cost of servicing from the watermain to the property line is included in the connection charge. This inclusion is a fixed fee, but in reality, is variable based on site and market conditions. As such, there is a risk that the cost recovered is less than the actual cost of servicing.

There are three primary categories of water connection charge that are location based on type of connection as follows:

- General Connections (Rural) – varies from \$16,799 to \$32,629 depending on service size including physical service connection.
- Settlement Area Connections – varies from \$10,919 to \$21,210 depending on service size including physical service connection.
- Subdivision Development Connections – varies from \$5,342 to \$10,376 depending on service size excluding physical service connection.

7.2.2 Wastewater

Wastewater connection fees in the Township currently include the capital charge associated with the connection's component of the capital renewal value of the Township collection and contribution to treatment capacity. The physical cost of servicing from the sanitary sewer to the property line is included in the connection charge. This inclusion is a fixed fee, but in reality, is variable based on site and market conditions. As such, there is a risk that the cost recovered is less than the actual cost of servicing.

There are two current categories of wastewater connection charge as follows:

- Talbotville Wastewater Treatment Plant Connection – varies from \$13,274 to \$28,609 with individual reviews for connections above a 50mm (2") water service connection.
- Other Sanitary Sewer Treatment Jurisdictions (Ferndale/Lynhurst) – subject to the cost levied by the adjacent municipality.
- Replacement of existing service connection as part of Township construction project (no capital charge) - \$4,000

7.2.3 Stormwater

There are currently no capital charges associated with the storm sewer system for the infrastructure, but for a private drain connection (PDC), the following cost is levied against connections to the system for the cost of the service connection alone:

- As part of the Township construction project (Sanitary/Storm) - \$2,000

- Repair/Replace PDC independent of Township construction project – Actual Cost

7.3 Comparable Rate Structure

According to a review of existing rate structure, all forms of rate structures are in use by Ontario municipalities. The most common rate structure is the constant rate (for metered municipalities). Most municipalities (approximately 92%) who have volume rate structures also impose a base monthly charge. Examples from nearby communities of similar size have been listed below.

Table 7-2 Locally Comparable Rate Structures

		Water	Wastewater
Town of Aylmer	Monthly Fixed Rate	Based on size meter 16mm - \$10.01 up to 200mm – \$310.2	Based on size meter 16mm - \$4.69 up to 200mm – \$219.9
	Per m ³	\$2.67	\$1.67
London	Monthly Fixed Rate	Based on size meter 16mm - \$17.88 up to 250mm – \$2,681	Based on size meter 16mm - \$4.69 up to 200mm – \$219.9
	Per m ³	Based on water usage >7-15 m ³ - \$2.54 up to 50,000m ³ – \$1.06	Based on water usage >7-15 m ³ - \$2.54 up to 50,000m ³ – \$1.06
St. Thomas	Monthly Base Charge	Based on size meter 16mm - \$17.75 up to 200mm – \$507.75	-
	Per m ³	\$2.1	\$2.55
Norfolk County	Monthly Base Charge	Based on size meter 15mm - \$31.23 up to 150mm – \$887.64	Based on size meter 15mm - \$43.00 up to 150mm – \$1,222.30
	Per m ³	\$2.14	\$2.78
Central Elgin	Monthly Base Charge	\$36.19	\$40.84
	Per m ³	\$3.19	\$2.85

8 FORECASTED RATE STRUCTURE

8.1 Cost Recovery Philosophy

In accordance with the Provincial requirements, the cost of water and wastewater services needs to be recovered under its own merits rather than being subsidized through the general taxes within a community. As such, the available revenues sources are fee for service and upper tier funding (when available).

The Township of Southwold is entering a transition period where communal wastewater is being expanded with a new wastewater treatment plant in Shedden servicing Shedden as well as Fingal. As such, there is a significant capital outlay to implement this expansion of services and, while the Township has secured significant funding, there remains a significant cost that is recoverable from the ratepayers for the system. Furthermore, the operating cost of the system is not linear to the number of connections and during the first few years the cost of operating the system will significantly exceed the reasonable cost recovery from ratepayers. However, since the benefit of operating the system as the development occurs can be considered part of the required cost recovery, that excess cost should be integrated into the rate structure until it is recovered.

The standard rate structure approach is a fixed rate per period followed by a metered rate based on the water consumption at the connection.

The objective of the development of a rate structure is to both recover the cost of providing the water, wastewater and storm servicing of properties within the utility service area(s) and be as fair and equitable as possible in maintaining an affordable service.

The following sections will detail the options for rate structures on that basis.

8.2 Water/Wastewater

8.2.1 Connection Charge – Water

Similar to the wastewater system, there are or were capital costs expended to develop the water system, and those costs have been previously identified by the Township and paid under a standard connection charge. Those charges should be maintained to reflect the value of the system; however, in the absence of any current outstanding debt, this can be applied against the capital and asset renewal costs looking forward.

The current capital connection charges vary depending on location and size of connection. The variation in rates may be beneficial; however, simplification of the rate structure with an objective of fairness is preferable in the long term. It is recommended that the connection charge be simplified from the current structure to a two-stage connection charge between rural and in-fill/development lots as indicated in the table below.

Table 8-1: Proposed Water Connection Charges

	Urban/Development Connection	Rural Connection
25mm connection	\$5,400	\$10,800
38mm connection	\$7,100	\$14,200
50mm connection	\$8,000	\$16,000
100mm connection	\$8,900	\$17,800
150mm connection	\$10,350	\$20,700

The intent of the two-stage connection charge is to promote water servicing in settlement areas rather than promoting strip rural development along existing watermains. This approach also acknowledges the additional operation, maintenance and renewal costs distributed over larger frontages in rural vs. settlement areas.

8.2.2 Connection Charge - Wastewater

The costs associated with the construction of the Shedden and Fingal wastewater system including plant, linear and vertical assets can be recovered in one of two ways. Firstly, the cost can be recovered as a fixed cost per connection starting when the first asset can be used in 2026 and adjusted for inflation and/or financing costs annually. The second option is to recover that cost through the fixed charge on a monthly/quarterly basis as part of the standard billing of the water system. In both cases, the financed capital cost must allow for the upper tier funding (HEWS) and only recover costs incurred by the Township.

In the interest of minimizing the community debt load and minimizing the risk of ongoing water and wastewater fees being unaffordable, the upfront capital connection charge is the most equitable approach as it ties the cost of the connection to the owner who wants to connect (existing property

owner or development lot buyer). Spreading the cost over an undefined time to the current or future landowner or tenant is going to increase the Township's debt servicing requirements and reduce the community affordability.

For this project, the recoverable costs associated with the infrastructure project is approximately \$14 million divided by 1,670 future and existing equivalent residential units within the communities of Shedden and Fingal. This equates to a cost of approximately \$8,500 per connection; however, for consistency sake, maintaining a standard fee equal to the rate currently used in Talbotville, a common rate for the Township of \$19,200 (\$18,462 plus 3%) which would increase annually in accordance with the financing cost incurred by the Township with the objective of being revenue neutral but ensuring that the capital costs are covered entirely by users. The variation in the base cost will be allocated to the asset management costs for the property in order to reduce the ongoing fixed rate amount. The cost of the physical service connection would be completed either separately as part of subdivision development or for existing properties would be recovered by the Township at cost with an allowance for staff time.

The Township can offer alternative repayment strategies, but we would recommend that cost recovery be achieved within five years and that upon sale or transfer of the home that any remaining cost recovery is paid to the Township to avoid extending debts to future owners.

Similar to what is currently done with the Talbotville rate, the rate should be pro-rated based on the size of the water connection as an analog for flow as follows

- Single Service (Residential): \$19,200
- Apartment Buildings (Per Unit): \$13,500
- Commercial (25mm): \$19,200
- Commercial (38mm): \$25,550
- Commercial (50mm): \$29,100
- Greater than 50mm: Prorated based on water connection size

8.2.3 Demand Based Rate Structure

For the purposes of setting the initial rate structure, a fixed unit rate per m³ of consumption will be used for simplicity; however, there may be a desire to consider an alternative block structure to promote conservation.

The rate structure can be defined into primary components for metered connections, the fixed base rate and the metered variable rate. The simplest approach is to break costs into fixed and variable costs and apply the fixed costs to the fixed based rate and the variable cost to the metered variable rate. Unfortunately, this approach does not address equity in terms the user pay approach, primarily because the variable costs (water purchase, power, chemicals, etc.) are not necessarily the majority of the costs associated with the operation of the system.

As previously indicated, for the wastewater there will be a period where the full cost recovery for the system will not be achievable for the initial few years from the existing residences that connect and completed development projects. In order to select the point where the revenue breakeven is achieved, the capital and asset renewal costs are applied as an average of the current and full build-out costs. This was selected for the following reasons:

1. It represents a reasonable fixed rate on a monthly basis.

2. It is an achievable milestone in terms of development.
3. Based on anticipated growth it would be met within five years, thus limiting the period where the system is in a deficit position.
4. Maintaining the rate after the five years (while doing an annual inflation adjustment) will result in a surplus position if growth is maintained and the annual rate increase could be curtailed as appropriate while still paying down debt, maintaining appropriate revenue and reserves.

Table 8-1 illustrates the proposed rate structure rounded up to the nearest dollar. Table 8-2 illustrates the proposed fixed rate structure based on meter size.

Table 8-2: Fixed Rate Structure per residential connection

	Current Fixed Water Rate (2024)	Proposed Fixed Water Rate	Current Fixed Wastewater Rate	Proposed Fixed Wastewater Rate
Annual Fixed Rate	\$172.80	\$226.17	\$272.88	\$277.04
Quarterly Rate Equivalent	\$43.20	\$56.54	\$68.22	\$69.26
Monthly Rate Equivalent	\$14.40	\$18.85	\$22.74	\$23.09

Table 8-3 Fixed Rate Structure per residential connection based on meter size

Meter Size (mm)	Proposed Fixed Water Rate		Proposed Fixed Wastewater Rate	
	Annual	Monthly	Annual	Monthly
20	\$226.17	\$18.85	\$277.04	\$23.09
25	\$282.71	\$23.56	\$346.30	\$28.86
38	\$429.72	\$35.81	\$526.38	\$43.86
50	\$565.42	\$47.12	\$692.61	\$57.72
75	\$848.13	\$70.68	\$1,028.92	\$86.58
100	\$1,130.84	\$94.24	\$1,371.89	\$114.32
150	\$1,696.26	\$141.36	\$2,057.84	\$171.49

The cost recovery related to the variable rate component of the cost is directly related to the metered consumption of water. As such, variations in demand from household to household will change the cost incurred as a user pay rate. As such, consumers that use a lot of water will pay more and those that use less will pay less. Since there is a relationship between water entering the residence and wastewater leaving the residence, metered water consumption is used for both water and wastewater measurement.

Similar to the fixed rate scenario, while the increased development will impact the water rate, it has a dramatic impact on the wastewater rate during the initial years where the system designed for several thousand properties is only servicing a few hundred. As such, the rate will need to be set to be reasonably affordable and, as more connections are made, the system will become revenue positive.

In order to assess the options for rates, the assessment of the rate at low, average and high-water consumption should be considered to select a rate that best represents cost recovery, promotion of conservation and equity.

In the table below, we have selected the low consumption as the current system consumption which, at 165 Litres per capita per day (Lpcd), is very low. Average consumption of 250 Lpcd is what is typically anticipated in a residential application and the high consumption is 350 Lpcd, which is typically a design guideline with some allowance for safety; however, the average in Ontario is around 335 Lpcd. It would be anticipated that in Southwold, with new development, that the consumption will fall between low and average. This is also based on a residential occupancy of 2.8 persons per household, which is consistent with the 2021 Census data for Southwold.

For the water system, since the system is in place and reasonably subscribed, the variable rate structure will be impacted by growth in terms of revenue and full cost recovery. Table 8-3 illustrates the proposed rate alternatives based on consumption and revenue considerations using the 2024 operating expenditure budget amount of \$1.92M as a reference point. For reference, there are currently 1,806 connections to the water system.

Table 8-4: Variable Water Rate Alternatives (Consumption Based)

	Current Rate Structure	Low Consumption	Average Consumption	High Consumption
Per capita daily water consumption	165 Lpcd	165 Lpcd	250 Lpcd	350 Lpcd
Variable Rate (per m ³)	\$2.87	\$4.97	\$3.27	\$2.33
Required Breakeven Water Sales	668,371 m ³	385,961 m ³	586,613 m ³	823,272 m ³
Equivalent Household Breakeven Point	3,964	2,289	2,295	2,302

The variation in households in the table above is essentially rounding variations; however, it can be seen by the current water use vs. cost recovery number of households, there is a significant discrepancy between the existing 1,806 connections vs. the required revenue requirements of 3,964 households. Part of that discrepancy is larger or commercial users, and the other is that the current revenue model does not fully address asset management and capital renewal.

For wastewater, undertaking a similar analysis does not entirely equate to the water analysis, as there are currently only 333 sanitary service connections to Township owned and operated wastewater treatment facilities. Table 8-4 illustrates the proposed rate alternatives based on consumption and revenue considerations using the projected operating expenditure budget amount for Shedden and Talbotville of \$1.25M as a reference point.

Table 8-5: Variable Wastewater Rate Alternatives (Consumption Based)

	Current Rate Structure (Talbotville)	Low Consumption	Average Consumption	High Consumption
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Per capita daily water consumption (wastewater surrogate amount)	165 Lpcd	165 Lpcd	250 Lpcd	350 Lpcd
Variable Rate (per m ³)	\$2.71	\$6.17	\$4.06	\$2.96
Required Breakeven Wastewater Sales	463,052 m ³	203,383 m ³	309,082 m ³	423,943 m ³
Equivalent Household Breakeven Point	2,746	1,206	1,210	1,185

Again, similar to the water scenario, the variation in number of equivalent households in the proposed rate structure is primarily related to rounding. In this scenario, where there are only 333 existing connections, independent of the rate structure, there needs to be approximately 900 new service connections in order to generate the revenue necessary to recover the estimated operating costs of the system. This will come with the anticipated growth; however, there will be a period where operating the system will cost more than the revenue generated. This start-up cost will need to be recovered over time through the rate structure. The longer the period that the start-up cost is recovered, the more financing costs incurred by the Township and the ability to incur debt would also be reduced until the communities are built out.

Based on anticipated growth, and using the proposed rate structures indicated above, the graphs in Figure 8-1 and Figure 8-2 illustrate the anticipated breakeven points and time for the water and wastewater system. The breakeven point for water is within four years with the new rate structure as the system is already in place and operating, so new connections are less of an issue than adjusting the rates to allow for capital renewal and full cost recovery.

It is important to note that, while the graph below indicates revenues exceeding expenditures after the breakeven point is met, in reality, the rate structure would be optimized considering cost recovery, available reserves and inflation in order to ensure that cost recovery is met without excessive surpluses in order to maximize the affordability of the service. However, this financial balance is important to monitor and adjust in a fashion that maintains financial health of the system and avoids the need for significant rate hikes or transfers from reserves in order to operate the system.

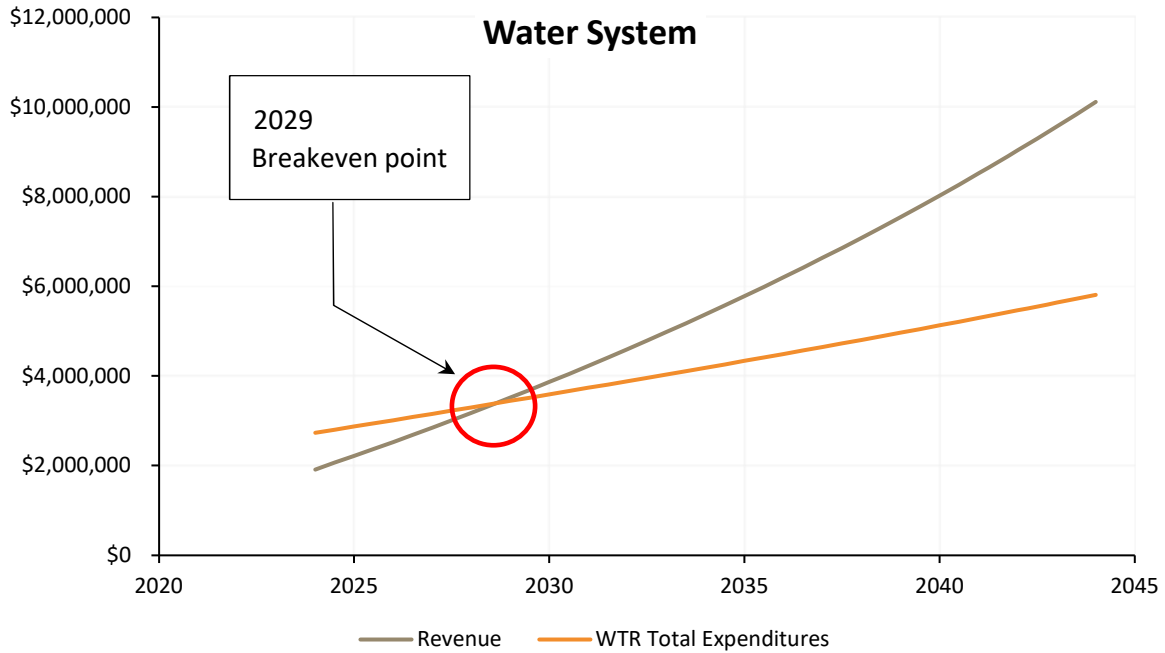


Figure 8-1 Water System: Revenue vs Expenditures forecast.

For the wastewater system, since on day one of operating the new Shedden WWTP and the associated infrastructure as well as continuing to operate the Talbotville WWTP will cost significantly more than the reasonable revenue generation from the initial connections. As such, the anticipated breakeven point is five years after the system is in place to service all three major communities in the Township. Similarly, the rate structure will need to be optimized once the breakeven point is met to ensure that the financial sustainability of the system is secure without excessive surpluses beyond those destined for maintaining capital and operational reserves.

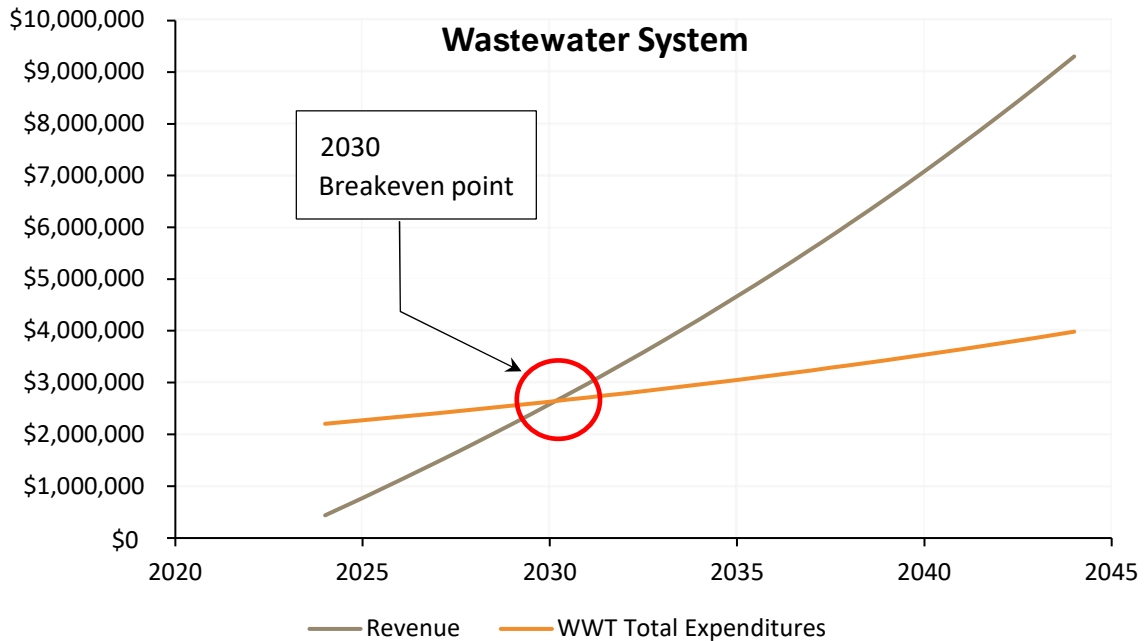


Figure 8-2 Wastewater System: Revenue vs Expenditures forecast.

8.2.4 Revenue Generation Risks

The most significant revenue recovery risk associated with the Southwold development projects is any delay in development and occupancy of subdivisions within the service area. The growth projections indicated over 20 years that there will be up to 2,930 new service connections between Shedden, Fingal and Talbotville, which equates into linear growth of up to 147 connections per year. This is aggressive growth for a community of this size, but with the significant local industrial growth within the Talbotville area, it is feasible. However, if growth does not meet the target, there will be a revenue deficit relative to the capital charges, ongoing operating revenue and asset renewal contribution.

In Figure 8-3 and Figure 8-4, the impacts of a delay in growth have been assessed for both water and wastewater system in terms of revenue generated vs expenditures. Several scenarios have been developed based on a delay of the forecasted growth.

As can be seen, a delay of the forecasted growth will result in a delay of the breakeven point for both water and wastewater expenditures vs revenue generation. In particular, the following can be noted:

- Growth forecasted – 10% delay:** Under this scenario, a 10% delay growth will result in a delay of 1-2 years of the breakeven point revenue vs expenditures. The Township will run in deficit up to the 2030 for the water system, and up to the 2035 for the wastewater system. The total accumulated deficit for both water and wastewater system will be \$3.9M and \$11.8M, respectively.
- Growth forecasted – 20% delay:** Under this scenario, a 20% delay growth will result in a delay of 5-6 years of the breakeven point revenue vs expenditures. The Township will run in deficit up to the 2032 for the water system, and up to the 2036 for the wastewater system. The total accumulated deficit for both water and wastewater system will be \$6.0M and \$13.4M, respectively.

- Growth forecasted – 30% delay:** Under this scenario, a 30% delay growth will result in a delay of 10-12 years of the breakeven point revenue vs expenditures. The Township will run in deficit up to the 2034 for the water system, and up to the 2037 for the wastewater system. The total accumulated deficit for both water and wastewater system will be \$9.0M and \$15.4M, respectively.

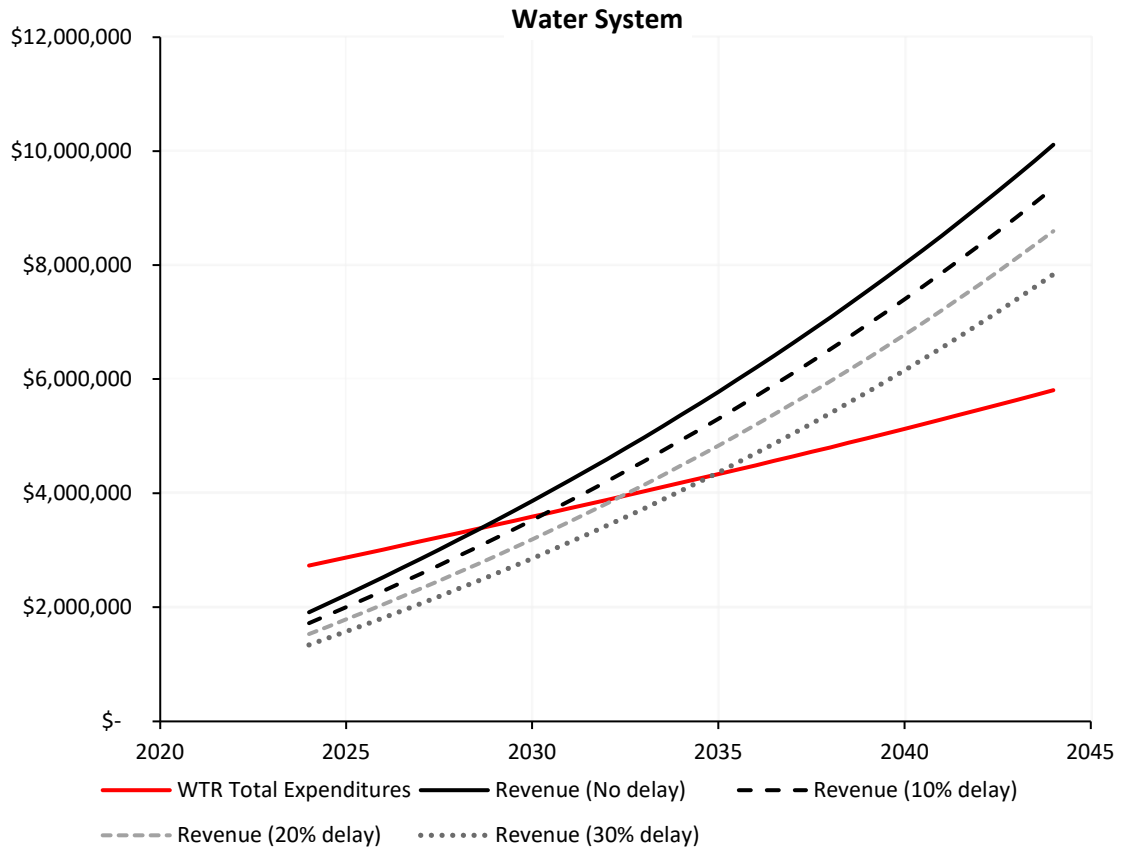


Figure 8-3 Water System: revenue vs expenditures based on growth.

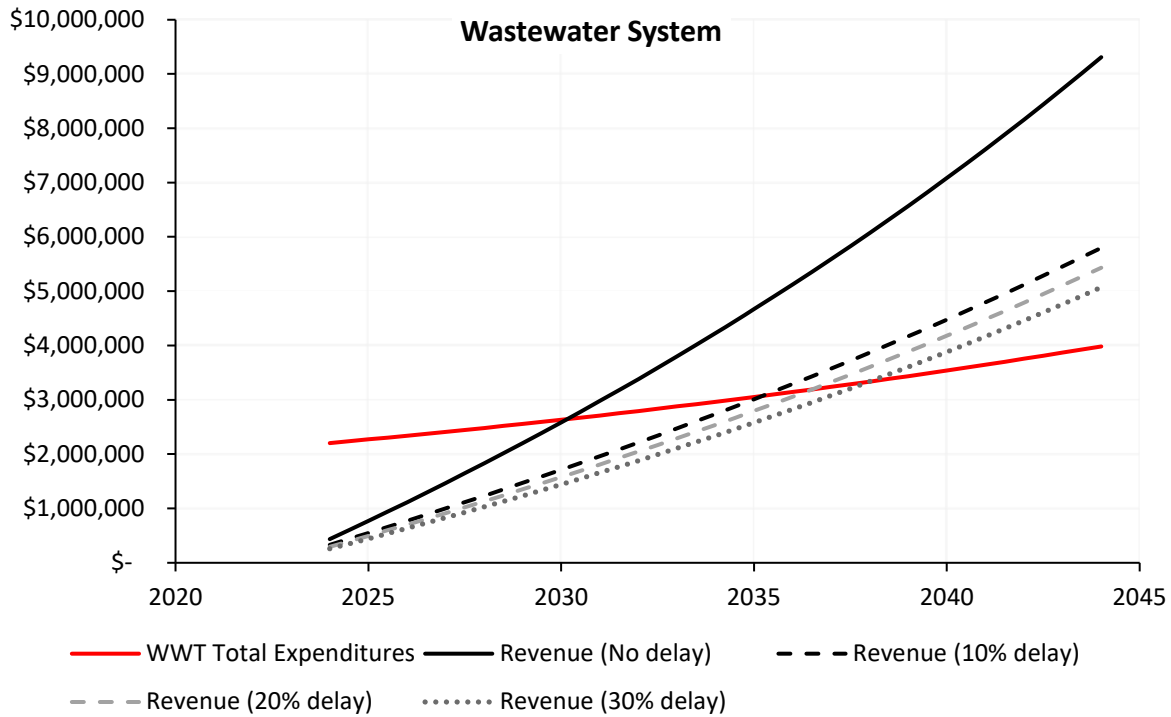


Figure 8-4 Wastewater System: revenue vs expenditures based on growth.

8.3 Storm

As indicated in the previous sections of the report, the expenditures associated with both municipal drains and municipal infrastructure is \$1.15M per year. There is both a local and community benefit in terms of drainage of individual properties and the communal benefit of road and community space drainage as well as flood mitigation. Additionally, as the communities develop, stormwater management in terms of stormwater quantity and quality management (ponds, oil/sediment interceptors, bioswales, rain gardens, etc.) will become more prevalent and will become the Township’s operational and financial responsibility.

For the purposes of consistency, the stormwater rate structure will apply equally in each of the settlement areas rather than having different rates for each of the communities. As identified in Section 6.2, the total annual estimated cost of stormwater associated with the three settlement areas is \$1.15M per year.

The stormwater system rate structure is ultimately not related to consumption in the way that water and wastewater are, so a fixed rate is the preferred cost recovery model; however, how that fixed rate is distributed can be considered in different manners. The two options that are most practical for the Township of Southwold are as follows:

1. Unit Based Rate
2. Area Based Rate

The unit-based rate structure is feasible in these communities as each of them are primarily residential. The approach is to simply divide the annual budgeted storm system expenditures by the number of equivalent lots in the communities within the built-out area. Lots that are more than a single unit or undeveloped would be charged on an equivalent lot basis.

The area-based rate uses the area of a property to proportion the cost as a percentage of the total area services. This could be considered as more equitable since stormwater flow is proportional to the area over which it falls. This is not entirely accurate as it does not address shared lands (road rights-of-way) that benefit all users and does not address properties that have higher stormwater runoff rates (e.g. sites with parking lots, etc.).

The permeability of the property in terms of the amount of runoff generated from a property due to impervious areas (roof, roads, parking, etc.) will impact the variation in stormwater contribution between properties. Considering that the majority of the properties will be single family residential lots, considering these lots as equivalent to each other is reasonable rather than attempting to differentiate at a lot level. Larger parcels of developed lands and/or high-density developments may have a meaningful differentiated impact on the municipal storm infrastructure. There are innumerable options for how this could be addressed. For simplicity's sake, we would propose a tiered approach to differentiate between higher imperviousness properties as follows:

1. If the property is less than 50% impervious or has on-site stormwater management for quantity and quality, then it would be considered as a standard property.
2. If the property is greater than 50% impervious and has no on-site stormwater management system (quantity and/or quality), then a stormwater rate would be applied at a rate of 150% of the base standard rate.

The Township has the option of differentiating between developed and undeveloped lots because the realized benefit may be different depending on the land use. For example, undeveloped land that is fallow or being used for agricultural purposes within the settlement area is still generating stormwater, but at a lower rate than developed land. As such, the option would be to reduce the rate for those lands by a percentage. For the purposes of this report, it is assumed that these lands would be charged at 75% of their developed equivalent cost.

Table 8-5 illustrates the alternative approaches that can be considered based on the unit vs. area-based approach. The optimization of the rate structure should consider the actual equivalent lot size when considering both existing and proposed lots.

Table 8-6: Alternative Proposed Stormwater Utility Rate Structure

	Unit Based Rate Structure	Area Based Rate Structure
Annual Expenditures to be recovered	\$1.15M	\$1.15M
Unit or Area	3263 lots at build out	447 hectares
Annual Cost per unit/area	\$353.00 per lot	\$2,573 per ha
Annual Cost per equivalent residential lot	\$353.00	\$193.00 (based on 750 m ² per equivalent lot)*
Monthly Fixed Cost per residence	\$29.42	\$16.08

* 750 m² per lot considers minimum lot size of 450 m² plus allowances for municipal right of way.

8.4 Other Fees

Currently, the Township charges for Private Drain Connections as a fixed fee. In our opinion, while we recognize that this provides cost certainty to individuals making the connection, it does increase the liability to the Township in the event that costs are greater than the fixed fee. Our recommendation is to provide residents with a quotation for the work for single projects with an allowance for contingency and then charge the actual final cost with a 10-15% mark-up to reflect additional costs incurred by the Township. For connections that are part of a development, the tendered price can be used plus the similar mark-up for overhead costs.

9 CLOSURE

9.1 Conclusions

The following conclusions are intended to summarize the findings from this study:

- **Wastewater System:** The estimated annual forecasted expenditures for the wastewater system are \$6.85M per year. This is a result of significant capital costs to be invested for the expansion of the communal wastewater system with the construction of a new wastewater treatment plant in Shedden, servicing both Shedden and Fingal. Although the system is designed to serve several thousand properties, during the initial years, it is expected that a total of approximately 500 properties will be impacted. In this period, the full cost recovery for the system is not be achievable and will need to be completed over time.
- **Water System:** The estimated annual forecasted expenditures for the wastewater system are \$3.38M per year. The existing water system currently serves 1,806 properties, and no system expansion has been anticipated. It is expected that the forecasted cost recovery will be reasonable achieved by the forecasted growth.
- **Stormwater System:** The estimated annual forecasted expenditures for the wastewater system are \$1.15M per year. This is a significant increase over historical spending, but represents the cost of operation, maintenance and renewal that best reflects long-term risk management. The stormwater area within the residential area is approximately 95% within both Shedden and Fingal, and 20% for Talbotville. There are currently 870 properties within the stormwater system area, and they are expected to increase up to 3263 lots at build out. It is expected that the forecasted cost recovery will be reasonable achieved by the forecasted growth.

9.2 Discussion

The preceding report details a technical assessment of the financial position and requirements in order to achieve cost recovery including the risks to the Township if the anticipated growth either does not materialize or proceeds at a slower rate than currently planned for.

The development of the rate structure to be implemented is a combination of accounting and sales. Accounting in terms of ensuring that the required cost recovery is achieved in a fiscally responsible manner and sales in terms of making the rates affordable and where possible competitive with adjacent municipalities in order to entice new residents and businesses to move into the community. Furthermore, for existing residents that are connected or will be connected to the systems, affordability is also a concern.

The general approach that has been taken is to upfront capital and renewal/reserve contributions as part of a connection fee rather than increasing the fixed and consumption charges. This approach has

been selected because it is competitive with comparable costs (e.g. connection charges are set to be generally less than the cost of drilling new well or building septic system) and minimizes the affordability risk on existing users.

The following sections are broken down by service with a discussion of the logic behind the initial recommendations proposed. This is prepared as an independent consultant and is intended as a starting point for discussion with the Township to be finalized prior to presentation to Council.

9.2.1 Water Rate Structure

The water system is existing and does not include any treatment facilities at this time as the water is purchased from the St. Thomas Secondary Water Supply system. The change from the existing rate structure is that full cost recovery includes the asset renewal costs, and non-development related capital upgrades proposed.

The capital charge should be maintained at current levels, and it can be used to reduce capital/asset management renewal monthly cost as indicated. It would be adjusted by approximately 3% based on the type of use as indicated in Section 8.2.2.

The existing basic rate structure for water is as follows:

- Fixed Rate: \$43.20 per quarter
- Consumption Charge: \$2.87 per m³

There are other specific rates that will need to be updated as part of this study, but for the purposes of discussion, the base rate will be the primary starting point.

An estimated rate structure based on the current financial position of the Township has been proposed as follows based on a 19mm service:

- Fixed Rate: \$56.54 Quarterly
 - Variable rate based on consumption:
 - Low consumption (165 Lpcd): \$4.97
 - Average consumption (250 Lpcd): \$3.27
 - High consumption (350 Lpcd): \$2.33

However, this represents a base rate increase of 30% and consumption charge increase of up to 173%. As more properties connect, the revenue will surpass costs within 4 years if this rate structure were implemented. **As an alternative approach, we would propose the following alternative rate structure to be implemented:**

- **Fixed Rate: \$56.54 Quarterly – Phased in over two years starting in 2025 for existing connections.**
- **Variable Rate: \$3.20 per m³ – Phased in over two years starting in 2025 for existing connections.**

This would allow the system to be out of a deficit position within five years and subject to growth and demand would have recovered the deficit incurred by 2037. The rate would be annually adjusted with inflation until the deficits were eliminated and reserves in compliance with asset management requirements.

9.2.2 Wastewater Rate Structure

The wastewater rate structure is in some ways more complex as the Shedden and Fingal systems have yet to be constructed and there is a new plant proposed for Talbotville. The capital cost of that

infrastructure should be charged on a connection basis, and our initial review indicates that a minimum charge of \$8,500 be levied either through development charges or as a connection charge based on the upper tier funding that has been secured. The current charge per connection is \$18,462 and this approach could be continued with a CPI increase for fairness and equity to \$19,200 with any surplus funds being used to address the deficit in the capital/asset renewal costs that will occur during the period where the treatment facilities and infrastructure are not adequately subscribed. The current rate is competitive with the cost of a replacement septic system and should be updated annually in accordance with inflation and/or debt servicing costs.

It is important to recognize that both the Talbotville and proposed Shedden WWTP facilities are tertiary treatment facilities that are significantly more complex than the comparable plants in the adjacent municipalities that are either significantly larger or use more passive treatment technologies such as lagoons. As such, a direct cost comparison is not as straightforward as it is with water.

The existing basic rate structure for water is as follows:

- Fixed Rate: \$68.22 per quarter (\$22.74 per month)
- Consumption Charge: \$2.71 per m³

There are other specific rates that will need to be updated as part of this study, but for the purposes of discussion, the base rate will be the primary starting point.

An estimated rate structure based on the current financial position of the Township has been proposed as follows:

- Fixed Rate: \$277.04 Annually (equivalent to \$69.26 Quarterly, or \$23.08 Monthly)
 - Variable rate based on consumption:
 - Low consumption (165 Lpcd): \$6.17
 - Average consumption (250 Lpcd): \$4.06
 - High consumption (350 Lpcd): \$2.96

However, this represents a base rate increase of 1.5% and consumption charge increase of up to 227%. As more properties connect, the revenue will surpass costs within 5 years if this rate structure were implemented. **As an alternative approach, we would propose the following alternative rate structure to be implemented:**

- **Fixed Rate: \$69.26 Quarterly – Phased in immediately for existing connections.**
- **Variable Rate: \$4.80 per m³, (150% of water rate) Phased in over two years starting in 2025 for existing residents.**

This would allow the system to be out of a deficit position within ten years and subject to growth and demand would have recovered the deficit incurred through capital charges for connections. The rate would be annually adjusted with inflation until the deficits were eliminated and reserves in compliance with asset management requirements.

9.2.3 Stormwater Rate Structure

The stormwater rate is a new rate within the community that will cover all costs associated with the management and renewal of stormwater infrastructure within the settlement areas of the three communities. The goal of this approach should be the keep it simple and as equitable as possible.

The proposed rate structure based on the current financial position of the Township has been proposed as follows:

- **Area based calculation (based on 750 m² per equivalent lot): \$48.24 per quarter (16.08 per month).**


This would be invoiced as a line item on the water/wastewater bill either quarterly or monthly; however, for undeveloped lands that are not connected to water or sewer, it would need to be billed separately. As indicated above, consideration for discounting the rate structure for undeveloped lands should be discussed in order to ensure that the necessary revenue to fund the system operation and renewal while being equitable to all impacted residents.

9.3 Next Steps


This draft report is intended to satisfy the scope of work defined by the Township. Subject to Township comments and optimization of the report, we would recommend the following next steps:

- Review and discuss the proposed rate structure with the client.
- Develop a phasing plan for both metering and rate structure course correction.
- Update the water and wastewater by-law to reflect key issues such as connection requirements, metering, and rate structures.

Prepared by



Tiziana Venditto, Ph.D.
Process Design Lead



Jamie Witherspoon, P.Eng. LEED AP
President/Project Manager



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 10, 2025
PREPARED BY: Mike Szilagyi, Planner
REPORT NO: PLA 2025-04
SUBJECT MATTER: **Consent Application E11-25**
38068 Munro Line (Agent: Bowsher + Bowsher LLP – Mark T Coombes)
Township Comments to Elgin County

Recommendation(s):

THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E11-25 subject to the recommended conditions provided in Appendix 2 of Report PLA 2025-04.

Purpose:

Consent Application E11-25 proposes to sever a dwelling surplus to a farming operation. The subject parcel of land has a frontage of approximately 988 m (3,241.47 ft) along Munro Line with a depth of approximately 892 m (2,926.51 ft) and a total area of 58.08 (143.52 ac). The area of the lands proposed to be retained is 0.61 ha (1.5 ac) with a proposed frontage of 111.25 m (365 ft) with an irregular depth between 50 and 59 m (164.04 and 193.57 ft). The existing dwelling and detached garage will remain. The area of the lands proposed to be severed is 57.47 ha (142 ac) and contains two accessory structures. The lands are subject to an easement for an unopened road allowance extension of Mill Road. A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

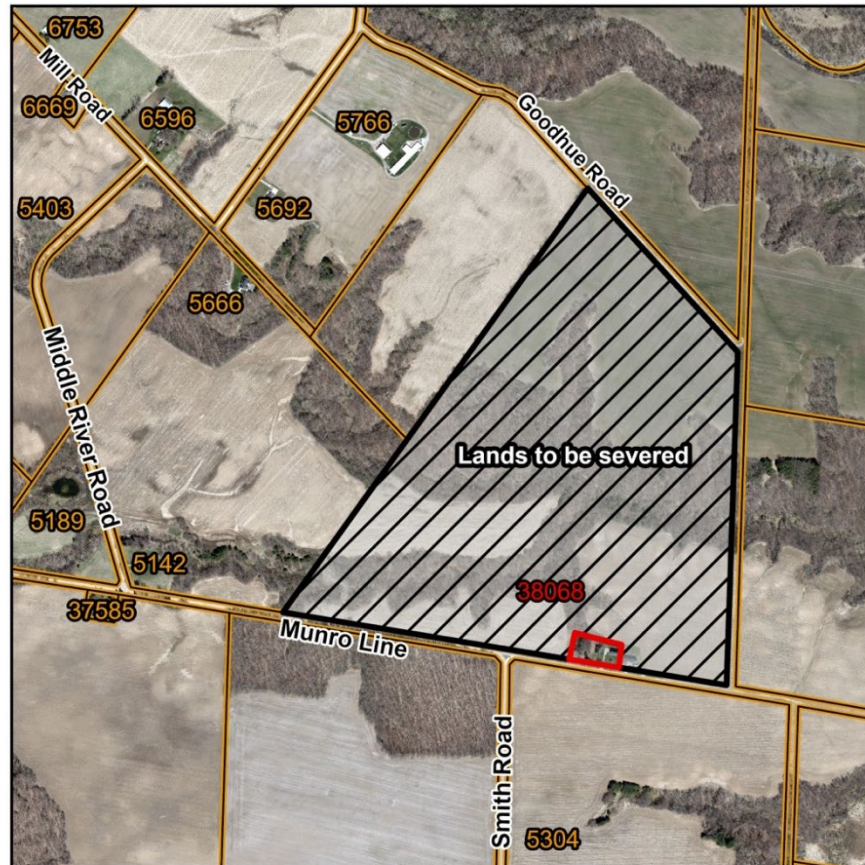
Consent Application E11-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 38068 Munro Line, Port Stanley and is legally described as 6 Range 1 NE/SW Mill Rd. The subject property is shown on the Key Map provided below.

Background:

Application No.	E11-25
Owners:	Mervyn Bridge and Sheila Bridge
Agent:	Bowsher + Bowsher LLP (Mark T. Coombes)
Address:	38068 Munro Line, Port Stanley

Water Supply:	Private Water Supply
Sewage Supply:	Private Septic Service
Buildings/Structures	Existing dwelling and accessory structure on retained lands to remain and accessory buildings on lands to be severed to be retained (newly constructed structure) and evaluated for retention (older accessory structure)
Elgin County Official Plan	Agricultural Area
Application No.	E11-25
Settlement Area:	N/A
Official Plan Designation	Agricultural Area
Zoning By-law 2011-14 38068 Munro Line	<p>Agricultural 1 (A1) Zone</p> <p>Minimum Lot Area – 40.0ha (99ac) Minimum Lot Frontage – 200.0m (656ft) Minimum Front Yard – 19.0m (62ft) Minimum Interior Side Yard – 4.5m (15ft) Minimum Rear Yard – 8.0m (26ft)</p> <p>For a single-detached dwelling created by consent: Minimum Lot Area – 1,858.0 m² (20,000 ft²) Maximum Lot Area – 6,000.0 m² (1.48 ac) Minimum Lot Frontage – 30.0m (98ft)</p>

Key Map of 38068 Munro Line, Port Stanley



Planning Analysis:

Consent Application E11-25 was submitted to and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in February 2025. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E11-25 was reviewed by staff with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

Legislation	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	2.6 Rural Lands in Municipalities 4.3.3 Lot Creation and Lot Adjustments	<ul style="list-style-type: none"> Residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services Residential lot creation for a surplus residence is permitted, based on lot size limits, appropriate servicing 	Residential lot creation is permitted in the rural area when surplus to an agricultural operation, subject to regulations and appropriate servicing
Elgin County Official Plan	A6.1.2. Agricultural Area C2.1 [Agricultural Area] Objectives C2.4 Lot Creation/Consents E1.2.3.4 Lot Creation on Lands in the Agricultural Area	<ul style="list-style-type: none"> Agricultural Area designation Maintain and preserve the agricultural resource base of the County Preserve and promote the agricultural character of the County and its local communities Lot creation permitted for surplus residential dwellings, residential use must be prohibited on any retained farmland parcels 	Residential lot creation is permitted for surplus residential dwellings
Township of Southwold Official Plan	5.1 Agricultural Area 7.23.4 Agricultural Consent Policies	<ul style="list-style-type: none"> Existing single-detached non-farm dwellings are permitted Land severances in the Agricultural Area may be permitted for surplus farm dwellings, subject to conditions 	Residential lot creation for surplus farm dwellings may be permitted subject to conditions
Township of Southwold Zoning Bylaw	8.2 Agricultural 1 Zone Regulations	<ul style="list-style-type: none"> Proposed lands to be severed would comply with the regulations of the A1 Zone Lands to be retained are 0.61ha where the 	Proposed application is largely in compliance with Regulations, however Planning Act applications

Legislation	Section(s)	Relevance To Application	Comments
		maximum permitted area is 0.60ha. Otherwise, the lands to be retained comply with the regulations of the A1 Zone <ul style="list-style-type: none"> • Lands to be severed would require a zoning amendment to A3 to prohibit any future residential development. 	would be required to permit the proposed lot area of the retained lot and the severed lot would require an Amendment to prohibit future residential development on the lands

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for residential uses surplus to a farm operation under certain conditions. This includes rezoning the farm parcel to prohibit future dwellings, the retained residential parcel must be zoned to permit residential uses and where Minimum Distance Separation I (MDS I) Provisions can be met. Consent Application E11-25 would facilitate the retention of an existing residential use while the remaining severed lands would remain in use for agricultural purposes.

The subject property is presently serviced with private well and septic systems. The proposed retained residential lot is proposed to have a lot area of 0.61 ha where the By-law limits severed surplus residential parcels to an area of 0.60 ha. As a result, the Applicant will be required to submit a Planning Act application in order to permit the increased maximum lot area or demonstrate through the consent process that the area of the new parcel will comply with the applicable zoning. This requirement is reflected in the proposed conditions in Appendix 2.

The lands to be severed are presently occupied by two agricultural accessory structures. It is understood that at minimum one of the structures will be retained while the second will be evaluated and either demolished or retained depending on the structural integrity of the building. The applicant has indicated that the structures will be used for equipment storage in support of the farm operation. If ever these structures are used for livestock storage, they will be subject to MDS requirements and potential further Planning Act permissions may be required.

In addition to the aforementioned Planning Act permission for the retained lands, as part of the consent application, a future zoning amendment will be required to rezone the severed agricultural lands to prohibit future residential development. This

requirement has been included within the recommended conditions of approval for Consent Application E11-25.

Consultation:

Comments from external agencies such as the Kettle Creek Conservation Authority and members of the public will be provided directly to the Elgin County Land Division Committee for consideration.

Consent Application E11-25 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Finance

- No concerns.
-

Infrastructure

- Standard conditions to apply.

Chief Administrative Officer

- The applicant needs provide proof in the form of a reference plan and an accompanying legal opinion that the road allowance that appears to bisect the subject property shown is owned by the Bridges and that there is either no municipal interest in those lands OR that they take whatever steps are necessary at their cost to confirm same.

Building Department

- Sketch required showing location of existing septic tank and bed areas, with distances to buildings and proposed property lines to ensure clearances required under OBC Part 8.
- Provided sketch shows 15' setback to accessory structure. Keep in mind that if survey shows less than 15' a minor variance may be required.

Drainage

- There are no municipal drains to apportion.
- Ensure that the new residential lot has a legal drainage outlet to the gully – Mutual agreement drain required.

Conclusion:

Planning staff recommend support of Consent Application E11-25 for the property known municipally 38068 Munro Line, Port Stanley, which would facilitate creation of one new residential lot surplus to a farm operation. This recommendation is subject to the conditions listed below and attached as Appendix 2 to Planning Report PLA 2025-04. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

It is recommended the standard conditions of consent be applied, as well as those which address site specific matters, including:

Standard Conditions

1. Submission of all **financial** and municipal fees, including but not limited to cash in lieu of parkland, development charges and water and sanitary connection fees of the Township, to the satisfaction and clearance of the Township.
2. The provision of registered **reference plan**.
3. The provision of description of the lot to be severed subject to **Section 50(3)** of the Planning Act, including **prepared deeds** for review by Township.
4. **Undertaking** to provide proof of registration of deeds and agreements
5. Provision of a **lot grading** plan, which include the location(s) of existing septic facilities.
6. Submission of written request to the Township for **clearance of conditions** to County.

Site Specific Conditions

1. Provide proof in the form of a reference plan and an accompanying legal opinion that the **road allowance** that appears to bisect the subject property shown is owned by the Bridges and that there is either no municipal interest in those lands OR that they take whatever steps are necessary at their cost to confirm same.
2. Provide a legal **drainage outlet** and enter into a **mutual drain agreement**.
3. The severed agricultural lands must be **rezoned** to prohibit any future dwellings on the lands.
4. Demonstrate through a reference plan that the retained residential lands comply with the required maximum permitted **lot area** under zoning by-law 2011-14 OR acquire permission through a Planning Act application to permit the increased lot area.

5. Provide proof in the form of a sketch or plan of the **location of the existing septic tank and bed areas** in relation to the existing dwelling.

Financial Implications:

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

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

Strategic Plan Goals:

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

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

Respectfully submitted by:
Mike Szilagy
Planner
"Submitted Electronically"

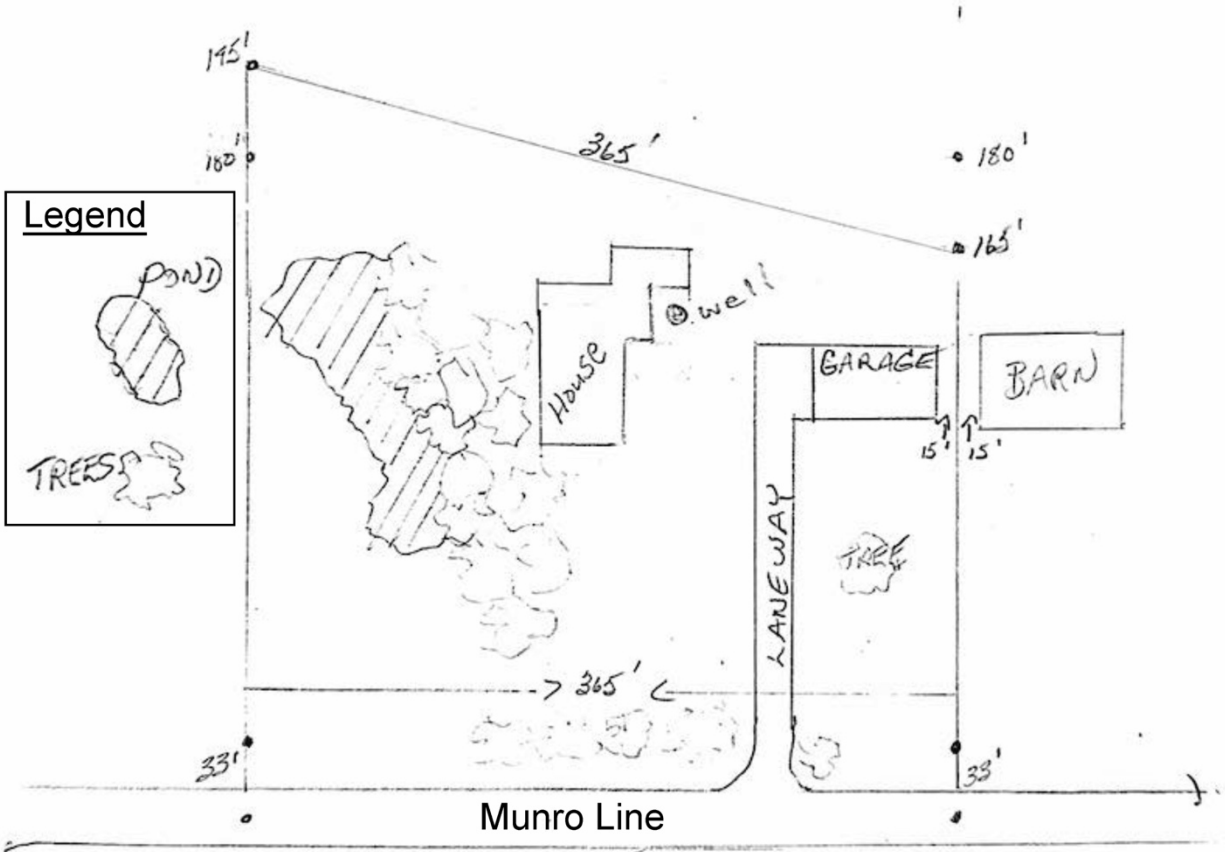
Approved by:
Lisa Higgs
CAO/Clerk
"Approved Electronically"

Appendices

Appendix 1 – Building Survey and Severance Sketch

Appendix 2 – Township Conditions Consent Application E11-25

Appendix 1 - Severance Sketch (38068 Munro Line, Port Stanley)



Appendix 2 – Recommended Conditions of Approval (E11-25)**Township of Southwold Conditions:**

1. That the Applicant must pay all fees and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That a digital copy of the draft and final deposited Reference Plan be provided to the Municipality.
5. That the Owner prepare and submit an engineered Lot Grading for the severed and retained parcels to the satisfaction of the Municipality.
6. That the Owner provide a sketch showing the location of the existing septic tank and bed areas, with distances to buildings and proposed property lines to ensure clearances required under OBC Part 8, to the satisfaction of the Municipality.
7. That the Owner provide proof in the form of a reference plan and an accompanying legal opinion that the road allowance that appears to bisect the subject property shown is owned by the Owners and that there is either no municipal interest in those lands or that they take the necessary steps, at the cost of the Owners, to confirm same, to the satisfaction of the Municipality.
8. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and rezone the severed parcel and having such rezoning of the Zoning By-law come into full force and effect pursuant to the *Planning Act*, to the satisfaction of the Municipality.

9. That the Applicant successfully obtain permission, through a Planning Act application, for an increased maximum lot area for the retained parcel or demonstrate in the form of a reference plan that the retained parcel is compliant with the provisions of Zoning By-law 2011-14, with respect to maximum lot area, to the satisfaction of the Municipality.
10. That the Applicant establish a new legal drainage outlet to the gully and provide a Mutual Drain Agreement pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
11. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
12. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
13. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



TOWNSHIP OF SOUTHWOLD
Report to Council

MEETING DATE: February 10, 2025
PREPARED BY: Mike Szilagyi, Planner
REPORT NO: PLA 2025-05
SUBJECT MATTER: **Consent Application E14-25**
10117 Lynhurst Park Drive (Agent: Kevin Vanderveen)
Township Comments to Elgin County

Recommendation(s):

THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E14-25 subject to the recommended conditions provided in Appendix 2 of Report PLA 2025-05.

Purpose:

Consent Application E14-25 proposes to sever a parcel of land with a frontage of 12.912 m (42.36 ft) along Lynhurst Park Drive with a depth of approximately 45.73 m (150 ft) from an existing residential property. The area of the lands proposed to be retained is 961.67 m² (10,351.33 ft²) and the existing dwelling is expected to remain. The area of the lands proposed to be severed is 590.47 m² (6,355.77 ft²), there is an existing play structure that is expected to be removed making way for a new residential dwelling to be constructed. Additionally, there is an easement at the rear of the property to the benefit of Canadian National Railway where no construction is permitted, this is not expected to impact the development potential of the proposed severed property. The proposed severance would facilitate the creation of a new residential building lot. A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

Consent Application E14-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 10117 Lynhurst Park Drive, St. Thomas and is legally described as Lot 7 and Part of Lot 8, Registered Plan 274. The subject property is indicated on the Key Map provided below.

Background:

Application No.	E14-25
Owners:	Stephen and Emily Sipkens
Agent:	Kevin Vanderveen

Address:	10117 Lynhurst Park Drive, St. Thomas
Water Supply:	Municipal Water
Sewage Supply:	Municipal Sanitary
Buildings/Structures	Existing dwelling on retained lands to remain and accessory structure on severed lands to be removed
Elgin County Official Plan	Tier Two Settlement Area
Application No.	E14-25
Settlement Area:	Talbotville Settlement Area
Official Plan Designation	Residential
Zoning By-law 2011-14 8025 Union Road	<p>Residential 1 (R1) Zone</p> <p>Minimum Lot Area (municipal services) – 450 m² (0.45ha)</p> <p>Minimum Lot Frontage – 15.0m (49ft)</p> <p>Minimum Front Yard – 6.0m (20ft)</p> <p>Maximum Lot Coverage – 40%</p> <p>Minimum Interior Side Yard – 1.2 m (4.0 ft) except where no garage or carport is attached 1.2 m (4.0 ft) on one side of the building and 2.5 m (8.0 ft) on the other side of the building</p>

Key Map of 10117 Lynhurst Park Drive, St. Thomas



Planning Analysis:

Consent Application E14-25 was submitted to and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in February 2025. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E14-25 was reviewed by staff with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

Legislation	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	2.2 Housing	<ul style="list-style-type: none"> Planning Authorities shall permit and facilitate all types of residential intensification 	Residential lot creation is permitted in settlement areas subject to local
	2.3 Settlement Areas and Settlement Area		

Legislation	Section(s)	Relevance To Application	Comments
	Boundary Expansions	<ul style="list-style-type: none"> Settlement Areas shall be focus of growth and development Appropriate for the level of services 	policies and regulations
Elgin County Official Plan	A6.1.1. Settlement Areas C1.1.1 Residential C1.3 Housing E1.2.3. Consents	<ul style="list-style-type: none"> Tier Two Settlement Area Maintain residential character of area Efficient use of existing infrastructure Encouraging development of lands within settlement areas to maximize the use of infrastructure and achieve residential intensification 	Residential lot creation is permitted in settlement areas subject to local policies and regulations
Township of Southwold Official Plan	5.2 Settlement Area Land Use 7.23 Consents	<ul style="list-style-type: none"> Lands are intended for Residential development Availability of municipal services Consent applications can be considered subject to conditions 	Residential lot creation may be permitted subject to conditions
Township of Southwold Zoning Bylaw	8.2 Residential 1 Zone Regulations	<ul style="list-style-type: none"> Proposed lands to be severed will not comply with minimum lot width provisions of the R1 Zone Retained lot may not comply with requirement for minimum 1.0m landscaped strip between the driveway and side lot line. Future development of the lands to be severed shall otherwise comply with the regulations of the R1 Zone 	Amendment to the Zoning By-law is required to facilitate the proposed residential lot creation and additional Planning Act application may be required to permit the retained lot

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit residential intensification in settlement areas. Consent Application E14-25 would facilitate the orderly and efficient use of land and existing infrastructure within Talbotville.

The subject property is presently serviced with full municipal services. Both the retained and severed properties will therefore benefit from available municipal services where servicing connections should be illustrated on the lot grading and servicing plan for review and approval by the Township. This requirement has been included within the recommended conditions of approval for Consent Application E14-25.

Consultation:

Comments from external agencies such as the Kettle Creek Conservation Authority and members of the public will be provided directly to the Elgin County Land Division Committee for consideration.

Consent Application E14-25 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Infrastructure

- Require a grading and servicing plan to provide the severed and retained lot with municipal services, including restoration of road and disturbed property to Township satisfaction
- Payment of Central Elgin and St Thomas Sewer connection fees
- Payment of Southwold Water Connection Fee
- Payment of DCs, CIL, other fees as required by by-law
- Installation of sanitary service and restoration covered by the applicant
- Consent Agreement required
- Entrance permit required from the Township, costs of construction to be paid by the applicant

Building Department

- The location of the proposed severance line appears to land in a spot where the existing stone patio would be on the new lot. If so, this will need to be removed.
- Existing asphalt driveway does not appear to have sufficient space for the 1m planting strip required by the current zoning bylaw 3.38(g)

- R1 zoning requires a minimum frontage of 15 m, the proposed lot has a frontage of 12.9 meters. A Planning Act application will be required to permit the reduced lot frontage.

Planning

- A Planning application will be required to permit a reduced lot frontage for the severed property.
- Confirmation needed to determine if sufficient space is available to provide the required 1 m landscaped buffer between the retained driveway and newly proposed side lot line. If deficient, a Planning Act application will be required.

Drainage

- Will need to obtain a connection to the storm drain for storm water
- Lot grading will have to be done to not negatively affect neighbour lands. This includes the new lot line being created so that retained and severed lots are graded so that water doesn't flow across the common boundary

Conclusion:

Planning staff recommend support of Consent Application E14-25 for the property known municipally 10117 Lynhurst Park Drive, St. Thomas, on the condition that approval can be acquired for the reduced lot frontage for the severed property, which would then facilitate the creation of one new residential lot on full municipal services. This recommendation is subject to the conditions listed below and attached as Appendix 2 to Planning Report PLA 2025-05. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

It is recommended the standard conditions of consent be applied, as well as those which address site specific matters, including:

Standard Conditions

1. Submission of all **financial** and municipal fees, including but not limited to cash in lieu of parkland, development charges and water and sanitary connection fees of the Township, to the satisfaction and clearance of the Township.
2. The provision of registered **reference plan**.
3. The provision of description of the lot to be severed subject to **Section 50(3)** of the Planning Act, including **prepared deeds** for review by Township.
4. **Undertaking** to provide proof of registration of deeds and agreements

5. Provision of a **lot grading and servicing** plan, which include the location(s) of future sewer connections.
6. Submission of written request to the Township for **clearance of conditions** to County.

Site Specific Conditions

1. **Entrance Permit** from the Township of Southwold to create a new independent access from Lynhurst Park Drive to the lands proposed to be severed.
2. Enter into a **Consent Agreement** with the Township.
3. Submit any applicable financial fees to the City of St. Thomas with respect to sanitary servicing.
4. Assignment of **Municipal 911 Address** for the lands proposed to be severed and that a civic number sign be purchased and installed.
5. Successfully acquire permission through a planning act application to permit a reduced lot frontage for the severed parcel.
6. Demonstrate that the retained property is compliant with all applicable zoning provisions or successfully acquire permission through a planning act application to address any issues.

Financial Implications:

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

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

Strategic Plan Goals:

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

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

Respectfully submitted by:
Mike Szilagyi
Planner

"Submitted Electronically"

Approved by:

Lisa Higgs

CAO/Clerk

"Approved Electronically"

Appendices

Appendix 1 – Building Survey and Severance Sketch

Appendix 2 – Township Conditions Consent Application E14-25

Appendix 2 – Recommended Conditions of Approval (E14-25)**Township of Southwold Conditions:**

1. That the Applicant must pay all fees and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the Applicant must pay all required fees to the City of St. Thomas with respect to sanitary servicing, to the satisfaction of the Municipality.
3. That the Owner's Solicitor provides an undertaking to the Township, to provide a copy of the registered deed for the severed lands once the transaction has occurred.
4. That a digital copy of the draft and final deposited Reference Plan be provided to the Municipality.
5. That the Owner prepare and submit an engineered Lot Grading and Servicing Plan for the severed and retained parcels, including proposed future sewer connections, to the satisfaction of the Municipality.
6. That the severed lands be assigned a municipal address and that civic addressing signage be purchased by the Owner and installed to the satisfaction of the Township.
7. That the Owner obtain an Entrance Permit from the Township of Southwold to facilitate access from Lynhurst Park Drive to the severed parcel, to the satisfaction of the Municipality.
8. That the Owner enter into a Consent Agreement with the Municipality, to the satisfaction of the Municipality.
9. That the Owner obtain approval through a Planning Act application to permit the reduced Minimum Lot Frontage for the severed property, to the satisfaction of the Municipality.

10. That the Owner demonstrate the retained parcel meets the applicable zoning requirements of zoning by-law 2011-14 or obtain approval through a Planning Act application to permit any deficiencies, to the satisfaction of the Municipality.
11. That the Owner's Solicitor provide a request for clearance of conditions to the Township, demonstrating how all the conditions of consent have been fulfilled, to the satisfaction and clearance of the Township and that the Municipality advise the County writing that the above-noted conditions have been satisfied.
12. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the Planning Act.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 10, 2025

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent
Brent Clutterbuck, Drainage Superintendent
Mike Taylor, Manager of Environmental Services

REPORT NO: IDS 2025-07

**SUBJECT MATTER: Activity Report for Infrastructure and Development team -
January 2025**

Recommendation(s):

None – For Council Information.

Purpose:

The purpose of the report is to update Council on the Infrastructure and Development Services team activities for January 2025.

Development:

- Parks and Trails Master Plan Award and Kickoff, consolidating information for the consultant
- Attended budget meetings
- Attended product demonstrations for water and wastewater
- Monthly MTO and Municipal Partners progress meeting
- Received Final Draft of the One Water Rate Study, to be brought to Council at this meeting
- Bi-Weekly meetings for the Shedden and Talbotville Sanitary Projects
- Kickoff meeting with County and Design Team for the Fingal Reconstruction
- Tender award for the first Shedden Sanitary Sewer Project
- Met with landowners for Talbotville WWTP relocation and expansion
- Received the appraisal report for the Talbotville WWTP lands
- Attended Talbotville Firehall meetings
- Interviewed candidates and hired positions for GIS Co-Op and Summer student
- Project Management of the Public Works Building and Talbotville Firehall

- Attended Pre-Consultation meetings, we are seeing a significant increase in planning applications that is typical for the season
- Development Charges Study Update Kickoff meeting and consolidation of required files
- Attended ROMA, delegations with various ministries appear to have gone well
- Prepped for OCWA renegotiations, headed by the Manager of Environmental Services
- Planning touchpoint with HONI
- Meeting with CN to discuss potential infrastructure consolidation

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

<u>Development Files</u>	<u>New this Month</u>	<u>Stage of Development Process</u>	<u>Settlement Area</u>
Talbotville Meadows Phase 1		Residential build out	Talbotville
The Clearing		Residential build out	Talbotville
Enclave Phase 1		Residential build out almost complete, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2		Working towards preliminary acceptance	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)	Comments sent to the County	Draft Plan Submitted	Shedden
4509 Union Road (Turville)		Working towards registration of subdivision	North Port Stanley
8068 Union Road		Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville
Talbotville Meadows Blocks 177 & 178		Pre-Consultation	Talbotville

4324 Thomas Road		Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road		Pre-Consultation	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11570 Wonderland Road (Marcel Equipment)		Construction	Talbotville
11432 Sunset Road	Consultation Application for Industrial Subdivision	Pre-Consultation	Talbotville

Infrastructure:

a) *Water and Sanitary:*

- OCWA contract negotiations commenced for water and wastewater operations
- 63 locates were completed for various contractors and landowners.
- Four old meters were replaced due to meter failure and or leaks within the meter assembly
- Water department attended free accredited training in Kitchener
- Training provided by Cassandra to water department on new water meter mapping layer on ARCGIS
- Access provided to WWTP SCADA through IT support. OCWA will be provided access once a new IPAD is purchased
- New service request for ADU on Talbot line. Will be installing meter pit at road to be dedicated to ADU
- Scheduling repairs with contractor for sample station leak on Thomas Road
- Staff attended Clow Canada Smart hydrant presentation
- Final Reads
- Amazon water billing moved to monthly starting in January
- Inventory and water shop cleanup in Shedden
- Building meter assemblies for office and repairs

b) *Roads and Bridges:*

- Weather has kept the crew busy clearing roads
- Steady use of plow equipment required small repairs and blade replacements
- Freeze thaw cycles results in potholes which received temporary repairs when weather made it possible

2024 Capital Project Process:

2025	Budget	Actual	Status/Comment
Water and Sewer			
Shedden Wastewater Treatment Plant			
Talbotville Wastewater Treatment Plant			
South Shedden Sanitary Sewers	\$3,663,048.41		
North Shedden Sanitary Sewers			
Roads			
Shady Lane Sidewalk	\$15,000		
Edge Repairs – Scotch Line	\$50,000		
Rehabilitation John Wise Line and Longhurst Line	\$900,000		
Scotch Line Resurfacing	\$175,000		
Thomas Road Construction	\$2,060,000		
Bush Line Rehabilitation	\$150,000		
Public Works Building	\$4,800,000		
Bridges/Culverts			
Scotch Line Culvert Replacement	\$450,000		
Lyle Bridge Rehabilitation	\$200,000		
Iona Road Culvert Replacement	\$30,000		

c) Drainage:

Drains Before Council:

Construction:

- **Bogart Drain Branch C (Aug 2022):** Construction has been completed
- **Palmer/Bush Line Drain (Aug. 2022):** Construction is now completed
- **Gregory Drainage Works (2023):** Under construction, County crossing and associated road works deferred until Spring 2025.
- **Taylor Drain:** Approved at the November 11 meeting, awaited pre-construction meeting.

In the hands of the Engineer:

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

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

- **Ryan Drain (Sept 19):** Court of Revision scheduled for February 24, 2025
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12):** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **Keith Drain (Oct 24) :** On-site meeting scheduled for February 12, 2025
- **Maintenance:** Work being assigned to contractors as requests coming in. Drainage Superintendent has been out in the field looking at maintenance requests, reviewing contractor work and fielding landowner questions.

- **Conference/Training:** Attended three-day drainage conference. Citywide training completed.

2024 Capital Project Process:

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

Financial Implications:

None.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 10, 2025

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

REPORT NO: IDS 2025-08

SUBJECT MATTER: CHIF Funding Application

Recommendation(s):

THAT Report IDS 2025-08 CHIF Funding Application be received for information; and
THAT Council direct staff to complete and submit an application for funding through the Canadian Housing Infrastructure Fund for the Talbotville Wastewater Treatment Plant.

Purpose:

The purpose of this report is to inform Council about the availability of funding through the Canadian Housing Infrastructure Fund (CHIF) and to seek Council's direction to submit an application for funding for the Talbotville Wastewater Treatment Plant.

Background:

The Canadian Housing Infrastructure Fund (CHIF) is a federal initiative designed to support municipalities in developing and upgrading essential infrastructure to accommodate housing growth. The program provides funding for critical infrastructure projects such as water and wastewater systems to facilitate sustainable community expansion.

To qualify for CHIF funding, projects must meet the following eligibility criteria:

- Directly support new housing developments or significant increases in housing density.
- Demonstrate financial feasibility and long-term sustainability.

- Align with federal and provincial infrastructure priorities, including climate resilience and sustainable development.
- Be owned by or have a long-term lease agreement with a municipal government or eligible public sector entity.
- Be shovel-ready or have a well-defined project timeline with clear deliverables.
- Ensure compliance with environmental and regulatory standards.
- The program consists of two funding streams: the Direct Delivery Stream and the Provincial and Territorial Agreement Stream.

The Township has engaged Colliers to develop a Request for Proposal (RFP) for a Progressive Design-Build-Finance-Operate (PDBFO) contract for the Talbotville Wastewater Treatment Plant. Additionally, Colliers has submitted a proposal to assist the Township with completing the CHIF funding application, which includes project initiation, application drafting, evaluation, and final submission. The total estimated cost for these services is \$39,760, this estimate functions as an upset limit with actual costs billed on an hourly basis.

Comment/Analysis:

Staff have reviewed the eligibility requirements and funding criteria for CHIF and determined that the Talbotville Wastewater Treatment Plant project aligns well with the program's objectives. This project will directly support both current and future residential growth, enhance wastewater treatment efficiency, and ensure compliance with environmental regulations.

Given the complexity of the application process and the highly competitive nature of the CHIF program, securing funding presents a significant challenge. The program has a total allocation of \$1 billion for infrastructure projects across Canada, whereas past provincial housing infrastructure programs, which had a similar funding pool, left numerous municipalities without support. Unlike previous provincial programs, this fund must accommodate applications from across the country, making the competition even more intense.

The CHIF program is also newly established, and its requirements and evaluation criteria are still being refined. Given these uncertainties, leveraging the expertise of Colliers may

improve the likelihood of a successful submission. However, the cost of their proposal must be weighed against the likelihood of success.

If Council chooses to forego the services of Colliers to reduce costs, staff are reasonably confident that an application can be completed using in-house resources. However, the application is extensive and will require a significant investment of staff time. Regardless of whether the application is prepared internally or with consultant support, staff strongly recommend proceeding with a submission to maximize the Township's opportunity to secure funding.

Financial Implications:

The CHIF program offers financial assistance to municipalities for eligible infrastructure projects. If the application is successful, the funding received will significantly offset the costs associated with the development of the Talbotville Wastewater Treatment Plant. Any remaining costs not covered by the grant will be addressed through connection fees and front-end agreements. The cost of engaging Colliers for application support services is \$39,760, excluding taxes and disbursements, which would be funded from the Talbotville Sanitary Reserve.

Strategic Plan Goals:

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

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

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

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 10, 2025

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

REPORT NO: IDS 2025-09

SUBJECT MATTER: Administration of Sanitary Connections

Recommendation(s):

THAT Report IDS 2025-09 Administration of Sanitary Connections be received for information; and

THAT Council provide direction to staff regarding the Administration of Sanitary Connections in the Township

Purpose:

This report presents Council with options for administering sanitary connections in serviced areas within the Township. It aims to standardize the methodology of administration while offering beneficial options for residents and the Township.

Background:

When sanitary servicing became available in the Village of Talbotville, Council considered various administrative options, documented in reports including CAO 2019-48, CAO 2019-51, CAO 2019-62, CAO 2019-69, and FIN 2021-22. Following extensive consultation with both Council and the public, Bylaws 2019-48 and 2021-46 were adopted. These bylaws specifically address Talbotville and outline the requirements for properties with access to sanitary sewers. In summary, the current by-law stipulates:

- Payment of the connection fee upon property inclusion in a serviced area
- Option to debenture payment over 10 years
- Homeowner responsibility for private property connection work
- Connection deferral until septic system failure
- Requirement to provide proof of a compliant/functional system every five years
- Mandatory connection for all new lots created
- Process for connection and payment
- Terms and conditions for debenture and financing rates

- Inspection, hookup, and decommissioning requirements

With sanitary servicing imminent in the Villages of Shedden and Fingal, staff recommend reviewing and standardizing the connection policy across the Township. This review allows Council to assess the effectiveness of the existing policy and identify areas for improvement. While the policy is generally effective, staff have identified concerns and potential solutions for Council's consideration:

- Enforcement of failing septic systems relies on permit applications; unauthorized repairs may occur without detection.
- Connection fee payments can be a significant financial burden, whether paid as a lump sum or through debenture.
- Payment upon installation/expansion results in the Township funding the project primarily through debt, either from reserves or Infrastructure Ontario.
- Evidence suggests that some existing septic systems bypass their beds or discharge into drainage systems, posing environmental and public health risks.
- Properties with access to sewers but not connected generate hidden debt for future replacements, as base charges assume 100% user participation.

Comment/Analysis:

Staff seek Council's input on possible additions to the existing connection policy before presenting an updated bylaw for adoption. The following options and their respective advantages and drawbacks have been identified:

Forced Connection at Service Installation:

- Prevents unauthorized septic system repairs.
- Ensures environmental benefits by eliminating failing systems.
- Provides immediate flow to the system.
- Accelerates system self-funding.
- Minimizes administrative tracking.
- However, this option may be perceived as unfair or governmental overreach, creates additional costs for homeowners, and is inconsistent with past Township policies.

Forced Connection at Sale/Change of Ownership:

- Aligns costs with financial transactions where expenses are more manageable.
- However, funding stability is uncertain due to reliance on unpredictable transactions and requires additional administrative tracking.

Forced Connection Within a Set Timeline (5-10 Years):

- Allows homeowners time to prepare financially.
- If tied to a fixed payment schedule, it enables early debenture payments.
- However, perception challenges remain, though mitigated by preparation time, and additional administrative tracking is required.

Quarterly Connection Payment Charge for Streets in the 10-Year Capital Plan:

- Provides cash flow for planned sanitary sewer installations.
- Distributes payments over a longer period, making costs more manageable.
- Reduces reliance on borrowing.
- Stabilizes funding for expansion projects.
- However, there may be a perception of paying for an unreceived service, making effective communication key, and requires Council commitment to system expansion.

Base Charge for Properties with Sewer Access, Regardless of Connection:

- Ensures equitable contribution to the system, accounting for the true cost to the Township for deferred connections
- Prevents funding gaps for future infrastructure replacement.
- Encourages connection to the system.
- Reduces overall user costs by broadening the base charge distribution.
- However, some may perceive this as an unnecessary charge for those not yet connected.

The options outlined above could be implemented individually or in combination. From a technical standpoint, forced connection is the most reliable approach, ensuring predictable financial, operational, and environmental outcomes. However, it also presents the greatest political challenges due to potential public resistance. To balance environmental responsibility, financial sustainability, and public perception, staff recommend implementing the following:

- Maintaining the policy of connection fee due at install, with an option of a ten-year debenture
- Forced connection within 10 years of service installation, or at septic failure whichever occurs first

Without payment of the connection fee at the time of installation, sewer expansion into existing streets becomes financially unfeasible. If Council intends to extend servicing to existing properties in coordination with road reconstructions, as discussed at the recent zoning meeting, a funding model will be necessary to cover construction costs.

Requiring payment of the connection fee at installation aligns with the current policy and ensures a straightforward cost recovery mechanism. If Council wishes to modify this approach, an alternative method must be established to offset the loss of revenue. Staff strongly recommend maintaining the existing policy.

A strictly voluntary or resident-driven initiative could result in fragmented service, potentially leaving homeowners with failing septic systems while their neighbors' systems remain functional. A strategic expansion program, integrated with the road capital plan, would provide a structured and methodical approach to delivering sanitary services to villages. Additionally, committing to expanding the system into existing streets would reinforce Council's commitment to maintaining a consistent level of service between new developments and established communities.

Additionally, staff propose applying a base rate charge to all properties with access to sanitary services, regardless of connection status. This charge reflects the property's responsibility for system maintenance and future infrastructure replacement, without imposing the full usage fee, which covers operational costs. Implementing this charge would prevent a future funding gap, ensuring that the cost of maintaining and expanding the system is distributed equitably.

By requiring contributions from all properties with sewer access, the Township can avoid placing the financial burden solely on those who have already connected, preventing significant future cost increases. This approach also incentivizes timely connections—property owners will need to consider whether to continue paying a base charge for an unused service or proceed with full connection to utilize the infrastructure available to them.

Financial Implications:

Council's policy decisions on connection requirements and user fees will impact the financial sustainability of the sanitary system. Following the Walkerton ruling, courts have mandated that water and wastewater systems must be self-funded. The current arrangement does not place Southwold's system in a self-sustaining position, as evidenced by recurring deficits in both operating and capital revenue.

Maintaining the existing policy of connection fee payment due at install, with an option to debenture provides a sustainable funding program to align investments in sanitary sewer expansion with the roads capital plan.

Although not recommended, applying a base charge of \$68.22 per quarter to properties slated for sewer expansion in the 10-year capital plan would facilitate revenue generation for expansion projects and offset future connection fees. For example, if homes are included in planned rehabilitations, this measure would generate \$38,476.08 annually for system expansion and property-specific connection fee reductions.

Requiring base charges for properties with sewer access would mitigate funding shortfalls by ensuring ongoing contributions toward system maintenance and replacement. This approach balances financial sustainability, equity among users, and environmental responsibility while providing a structured and predictable funding framework for the Township's sanitary system.

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, LET.
Director of Infrastructure and
Development Services
"Submitted electronically"

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 10th 2025

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

REPORT NO: CBO 2025-03

SUBJECT MATTER: Activity report January 2025

Recommendation(s):

None – For Council Information.

Purpose:

The update Council on monthly activities since last report

Background:

1. 2023/2024 Capital Project Process:

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

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

Comments/Analysis Building:

See attached permit comparison report Schedule A CBO 2025-003 for comparison report.


Strategic Plan Goals:

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

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

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

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

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

Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures				Accessory structures		180	
Agricultural				Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition		150	
Heating				Heating		-	
Industrial Building	2	1,370	339,999	Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	150	6,500	Plumbing	1	150	3,500
Pools		375		Pools			
Residential Building	2	3,260	925,000	Residential Building	2	2,990	1,050,000
Sewage System				Sewage system			
Signs	1	150	5,000	Signs			
Combined Use				Combined Use		-	-
TOTAL	6	5,305	1,276,499	TOTAL	3	3,470	1,053,500

Current Year			Previous Year		
TOTAL PERMIT ISSUED		6		3	
TOTAL DWELLING UNITS CREATED		1		19	
TOTAL PERMIT VALUE		1,276,499		1,053,500	
TOTAL PERMIT FEE		5,305		3,470	
TOTAL INSPECTION COMPLETED(YTD)		65		25	

January 2024 Compared to January 2025							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures				Accessory structures		180	
Agricultural				Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition		150	
Heating				Heating			
Industrial Building	2	1,370	339,999	Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	150	6,500	Plumbing	1	150	3,500
Pools		375		Pools			
Residential Building	2	3,260	925,000	Residential Building	2	2,990	1,050,000
Sewage System				Sewage System			
Signs	1	150	5,000	Signs			
Combine Use				Combined Use			
TOTAL	6	5,305	1,276,499	TOTAL	3	3,470	1,053,500



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: February 10, 2025

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2025-11

SUBJECT MATTER: Activity Report for CAO/Clerk January 2025

Recommendation(s):

None – For Council Information.

Purpose:

To update Council on the CAO/Clerk Activities for January 2025.

Meetings/Events:

Monday, January 6, 2025	Collect last year road Journals and file them
Monday, January 6, 2025	Parks and Trails Master Plan RFP Review
Wednesday, January 8, 2025	Elgincentives Committee TIEG Application Review
Wednesday, January 8, 2025	Managers Meeting
Wednesday, January 8, 2025	Pre-Consultation - Fingal Line Severance
Thursday, January 9, 2025	Elgincentives Review Interview - Southwold
Monday, January 13, 2025	In-Person Development and Building Permit Process Mapping Workshop
Tuesday, January 14, 2025	Talbotville WWTP EA Status Meeting
Tuesday, January 14, 2025	Meeting - Fingal Ball Park
Wednesday, January 15, 2025	Meet with MP Vecchio - Federal Priorities
Wednesday, January 15, 2025	All Staff Meeting
Wednesday, January 15, 2025	Pre-application Consultation - Zoning Lake Like
Wednesday, January 15, 2025	Budget Meeting
Friday, January 17, 2025	Southwold - D.C. Startup Meeting
Sunday, January 19, 2025	ROMA Delegation - Ministry of Infrastructure
Monday, January 20, 2025	ROMA Delegation Minister of Attorney General - By-Law Enforcement Concerns

Monday, January 20, 2025	ROMA Delegation Minister of Red Tape Reduction - CLI-ECA Concerns
Tuesday, January 21, 2025	ROMA Delegation - Ministry of Transportation - DEF Sensors
Wednesday, January 22, 2025	Shedden Meadows
Thursday, January 23, 2025	Biannual planning touchpoint - HONI / Southwold
Thursday, January 23, 2025	Managers' Meeting
Monday, January 27, 2025	Elgin Administrators Group Meeting and Group Lunch
Monday, January 27, 2025	OCWA-Southwold Renewal Agreement
Wednesday, January 29, 2025	Staff Lunch
Wednesday, January 29, 2025	Staff Meeting
Thursday, January 30, 2025	Southwold Parks & Trails Master Plan Start Up Meeting
Thursday, January 30, 2025	CAO/Clerk Transition - HR/Staffing

Recruitment/Staffing

The Township CAO/Clerk announced their resignation in December 2024. It was announced on January 29th that Jeff Carswell accepted the permanent CAO/Clerk position.

Grant Application Progress and Updates

The municipality was successful on the following grant applications for 2024. As new applications are submitted for 2025, they will be added to this list:

- Community Emergency Management Preparedness Grant – New Generator and Portable Radios – *SUCCESSFUL – Funding of \$50,000.00*
- Fire Marshal’s Public Fire Safety Council – New Smart Boards for Fire Halls - *SUCCESSFUL – Funding of \$1,950.03*
- Enabling Housing Water Systems Fund Grant – *SUCCESSFUL* –Signed Transfer Payment Agreement for \$27.8 Million for Shedden & Fingal Sanitary Servicing
- Fire Protection Grant – *SUCCESSFUL* – Transfer Payment Agreement on Agenda for January 13th meeting.
- Community Sport and Recreation Infrastructure Grant – *Application Submitted*
- Flood Hazard and Identification Mapping Program – *Application Submitted by LVTCA with Southwold support*
- Intact Municipal Climate Resiliency Grants Program – *Application Submitted*

Shared Services

Shared services with Dutton Dunwich and West Elgin continue to be productive. The CAO/Clerk met with the interim CAO from West Elgin in early January to discuss these ongoing shared services.

Centralized Planning services are in negotiations with Elgin County. A draft shared service agreement has been circulated to staff and Elgin County and Southwold staff are discussing its term. In the meantime, Staff continue to respond to planning inquiries and utilize a consultant Planner as needed.

Policy Development

Various HR policies were adopted on October 15th with more to be forwarded to council shortly. Health and Safety policies are in draft form, anticipated for a report to Council shortly.

2024 Budget and Projects:

Staff are continuing to plan out and implement the various projects and programs approved in the 2024 budget.

Capital Project Progress:

Project	Budget	Status/Comments
Laserfiche Processes	\$20,000	In development with RICOH. Workflow roll out anticipated in February 2025.
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with internal resources only so far.

The 2025 budget has been circulated to Council and has been adopted in principle. The adopting Budget By-Law will be before Council shortly.

Strategic Plan Goals:

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

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

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



TOWNSHIP OF SOUTHWOLD

MEETING DATE: February 10, 2025

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO: CAO 2025-12

SUBJECT MATTER: Former Shedden Fire Hall Disposition – Update Report

Recommendation(s):

THAT Council receive the report on the Former Shedden Fire Hall Disposition as information;

AND THAT Council declares the property legally described as CON NNBTR PT LOT 15 and known as 9579 Union Road, surplus to the needs of the municipality;

AND THAT Council approves the Direct Sale of the property to DCH Harris Enterprises Operating as Evelyn's Sausage Kitchen, as permitted under Section 6.3 of By-Law No. 2013-29;

AND THAT the proposal submitted by DCH Harris Enterprises Operating as Evelyn's Sausage Kitchen in the amount of \$300,000 be accepted;

AND THAT Council direct staff to negotiate an agreement of purchase and sale with DCH Harris Enterprises Operating as Evelyn's Sausage Kitchen.

Purpose:

The report recommends that Council accept the proposal submitted by DCH Harris Enterprises Operating as Evelyn's Sausage Kitchen, to purchase the former Shedden Fire Hall via Direct Sale.

Background:

Recently, staff were in receipt of an offer from DCH Harris Enterprises to purchase the former Shedden Fire Hall, located at 9579 Union Road. The offer indicated that the proponent was interested in repurposing the property into Evelyn's Market, a vital community hub that will serve local producers, artisans, and residents. The project will also provide an enhanced retail location for Evelyn's Sausage Kitchen, an established

business with over 30 years of contribution to the Township's economy and identity. In the offer to purchase the property, the owner requested that Council consider offering the property, through the Direct Sale process, as authorized under section 6.3 of By-Law No. 2013-29.

Legal Process for Disposing of the Property:

As a reminder, staff brings the following before Council as a reminder of the legal process that is required to dispose of lands.

Section 270(1) of the Municipal Act, S.O. 2001, as amended, provides that every municipality and local board with authority to sell land *shall* adopt and maintain policies with respect to its sale and disposition of land. The Township of Southwold's policies for selling surplus land is codified in By-Law 2013-29. Succinctly, there is a process that the municipality must undertake prior to disposing of lands, which consists of the following elements:

- Declaration of the land as surplus
- Establishment of fair market value (via appraisal, opinion of value MPAC, etc) .
- Providing notice of surplus declaration
- Determining method of sale (auction, tender, RFP, Direct Sale, etc).

Of important note, there are provisions for 'Direct Sale' in the Township's land sale By-Law. It states (with staff's emphasis added):

"In order for a "Direct Sale" to be considered, it must first be deemed the most feasible option by Council and is subject to passing a resolution requiring a 2/3 vote of all members of Council. Direct sales may take place when unsolicited proposals or offers for municipal lands are presented to the municipality for consideration without the municipality first advertising an RFP or public tender/auction/quotations for the subject lands. Under such circumstances, the municipality may negotiate a direct sale with the proponent or the municipality may choose to proceed with a formal public process to solicit more competitive bids for the lands in question. Generally, direct sales will only be considered in cases where there is an obvious direct benefit or value to the Township from an economic development perspective that would be in the best interest of the public (e.g., a commercial business requires abutting lands from the Township in order to expand an existing operation or where an investor wishes to establish a use to satisfy a demonstrated gap/need in the community, to bring a property into conformity with the Official Plan and/or Zoning Bylaw, sale of land to senior levels of government). A direct sale to a particular landowner should be considered if it would bring a particular abutting property (ies) into compliance with municipal standards (e.g., a sale that would provide sufficient road frontage

to a property that does not meet the current minimum zoning requirement), or where the direct sale would support an existing business operation, or in cases where municipal roadways and laneways are closed.”

Comment:Opinion of Value:

Staff reached out to a local realtor to provide an opinion of value on the property. The property details (zoning, existing servicing, plans for future servicing, and general details) were shared with the realtor and they attended the property for a tour of the site and buildings on January 21st 2025. In light of the Opinion of Value received from a local realtor, staff contacted the proponent and informed them of the estimated value, prompting the proponent to submit an amended offer.

Updated Offer from Heather Harris:

Heather Harris has submitted an updated offer to the Township, which includes an offer of \$300,000.00. Her submission also includes a rationale speaking to the ways in which her proposal meets the direct sale provisions of the Township’s land sale By-Law and policy. Ms. Harris’ updated submission and original offer is attached to this report.

Financial Implications:

Given that the amended offer is close to the opinion of value provided by the realtor and is reasonable when considered alongside the offer received in late 2024 for the commercial plaza, and that the proposed development supports an existing business, creates new opportunities and provides an obvious direct benefit from a economic development perspective, staff recommend proceeding with the Direct Sale method.

Staff are recommending that revenue generated from the sale of commercial lands in Shedden be allocated to projects that further enhance the economic revitalization of the downtown Shedden area. Staff further suggests that the economic development Committee be contacted to solicit their feedback on utilizing commercial land sale revenue.

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

DHC Harris Enterprises Inc,
Operating as Evelyn's Sausage Kitchen
35809 Talbot Line
Shedden, Ontario N0L 2E0
519-871-8077
hm.harris@hotmail.com

December 19, 2024

Southwold Township Municipal Council
35663 Fingal Line
Fingal, Ontario
N0L 1K0

Dear Members of the Southwold Township Municipal Council,

RE: Proposal for Evelyn's Market at 9579 Union Road, Shedden

I am writing to propose an exciting and community-focused initiative to repurpose the existing building at 9579 Union Road, Shedden, Ontario into Evelyn's Market. This project would provide a much-needed hub for local producers with an improved retail location for Evelyn's Sausage Kitchen, a cherished anchor of the Southwold community for over thirty years.

At this time we are proposing that Southwold Council consider an unsolicited offer to purchase the lands noted above for the purchase price of \$200,000.00. The attached rendering of the proposed transformation illustrates a modern yet rustic facility that respects the township's character while bringing new life to the site, and in particular the main intersection of Shedden. This vision aligns with Southwold's commitment to fostering local businesses and building a vibrant community.

Direct Sale Feasibility and Alignment with Township Interests

According to Southwold Township's By-Law No. 2013-29, a direct sale of municipal property, such as 9579 Union Road, can proceed if it is deemed the most suitable option and approved by a resolution of the Council with a 2/3 majority vote. This approach is particularly appropriate when the sale aligns with the Township's broader goals of

economic development, community enrichment, and supporting local businesses. Below is how this proposal meets these criteria:

1. Alignment with Economic Development Goals

- **Boosting Local Business:** The proposed market with an improved retail location for Evelyn's Sausage Kitchen—an iconic business in the community for over 30 years—will encourage economic activity. The market will support local producers, artisans, and entrepreneurs, creating opportunities for small businesses to thrive.
- **Attracting New Residents and Visitors:** With planned residential subdivisions nearby, the market will serve as a local attraction, drawing new residents and increasing foot traffic in the area. This will contribute to the township's overall growth and sustainability.

2. Enhancing Community Amenities

- **Convenience for Residents:** The location at 9579 Union Road is accessible both on foot and by car, making it ideal for locals to enjoy fresh, local produce and goods. By repurposing an existing property, the project will improve the quality of life for current and future residents without requiring significant new infrastructure investment.
- **Community Gathering Space:** The market will become a central hub for social and community engagement, offering year-round opportunities for residents to connect through food and culture.

3. Supporting Local Heritage and Sustainability

- **Honoring Southwold's Agricultural Legacy:** Southwold has a long-standing tradition of farming and local craftsmanship. This project will preserve and celebrate this heritage while creating a modern facility that meets current needs.
- **Environmental Benefits:** By emphasizing local products, the market reduces the need for long-distance shipping, lowering the environmental impact and promoting sustainable practices.

4. Efficient Use of Township Resources

- **Repurposing Existing Infrastructure:** The rendering demonstrates how the current building at 9579 Union Road can be effectively repurposed into a vibrant, functional space, minimizing costs and maximizing utility.

- Strategic Land Use: Declaring the property surplus and facilitating a direct sale ensures the land is used in a way that directly benefits the community, aligning with the Township's priorities.

Council Approval and Steps Forward

A direct sale can proceed if the Council determines that this proposal is in the Township's best interest. Key steps include:

1. Declaring the Land Surplus: The Council must pass a resolution declaring 9579 Union Road surplus to the Township's needs, allowing for its sale.
2. Evaluating the Proposal: Council members can review the proposed market plan, including the rendering, economic projections, and community benefits.
3. Passing a Resolution for Sale: A 2/3 majority vote is required to approve the direct sale, bypassing the public tender process if the Council deems this approach most appropriate.

Why This Proposal is in the Township's Best Interest

- Economic Growth: The project will stimulate local business activity and enhance the Township's tax base.
- Community Value: The market and revitalized Evelyn's Sausage Kitchen will enrich the lives of residents and foster pride in the community.
- Strategic Vision: This plan aligns with Southwold's vision for growth and sustainability, leveraging an underutilized property to create a long-term asset.

Conclusion

The proposed market at 9579 Union Road represents a unique opportunity to repurpose existing infrastructure for the benefit of Southwold's economy, community, and heritage. A direct sale of the property is not only feasible under By-Law No. 2013-29 but also a forward-thinking decision that will support the Township's strategic goals.

I encourage the Council to view this project as a vital investment in Southwold's future and to approve the direct sale to bring this vision to life.

Sincerely,
Heather Harris

Attachment: Rendering of Proposed Facility at 9579 Union Road



DHC Harris Enterprises Inc,
Operating as Evelyn's Sausage Kitchen
35809 Talbot Line
Shedden, Ontario N0L 2E0
519-871-8077
hm.harris@hotmail.com

January 30, 2025

Southwold Township Municipal Council
35663 Fingal Line
Fingal, Ontario
N0L 1K0

Dear Members of the Southwold Township Municipal Council,

RE: FURTHER AMENDED offer for the direct sale of 9579 Union Road, Shedden

Further to my telephone conversation with Lisa Higgs on January 28th we would like to amend our offer to purchase the property located at 9579 Union Road, Shedden for the updated amount of \$300,000.00.

The revised offer of \$300,000.00 reflects our continued commitment to this project as a whole and the Township of Southwold. I respectfully request that Council at their next meeting:

1. Declare the Property Surplus: Pass a resolution declaring 9579 Union Road surplus to the Township's needs, enabling its sale.
2. Approve the Direct Sale: Approve the direct sale of the property, as permitted under Clause 6.3 of By-Law No. 2013-29, based on the public and economic benefits outlined in this proposal.

Thank you in advance for your ongoing support of Evelyn's Sausage Kitchen, we look forward to moving ahead with our planned Evelyn's Market..

Sincerely,
Heather Harris



FROM THE **COUNCIL CHAMBERS**

JANUARY 28, 2025
COUNCIL MEETING





1

Elgin Clean Water Program: A Decade of Progress and Impact

The Elgin Clean Water Association presented its 2024 Annual Report for the Elgin Clean Water Program, which offers technical expertise and financial incentives for landowners to implement environmental projects like livestock management and wetland protection.

Since its inception in 2012, 340 projects have been completed in Elgin County, totaling over \$3,925,000 in costs, with the program contributing \$933,645 in grants.



2

STEGH CEO Highlights Urgent Need for a New Hospital to Meet Growing Demands

Karen Davies, the President and Chief Executive Officer (CEO) of St. Thomas Elgin General Hospital (STEGH), delivered an update to County Councillors regarding the hospital's current state.

She emphasized the urgent need for a new hospital to tackle various issues, including aging infrastructure, community growth, increasing care complexities, limited space for expansion at the current location, insufficient patient accommodations, and parking shortages. This update aimed to keep the County informed and aware of the hospital's needs and challenges.



3

King Bridge in Malahide Township to be Replaced in 2025

King Bridge, located on Ron McNeil Line west of Imperial Road, is a 14 m-long concrete bridge that is nearing the end of its useful life and requires replacement.

County Council directed Elgin's Engineering Department to award the contract to *Gary D. Robinson Contracting* for the completion of the King Bridge Replacement Project, at a total price of \$1,578,446.



4

Relocation of the Aylmer Library Branch to the East Elgin Community Complex

The Aylmer Library continues to be a vital community hub, accounting for 36% of Elgin County Library's total circulation and serving 32% of the population (2024 statistics).

Program attendance is strong, but space limitations are impacting its growth.

To address this, a potential relocation to the East Elgin Community Complex is being explored with the Town of Aylmer. This move would help meet the library's expanding space needs, enhance programming, and leverage additional community and Municipal partnerships and investments.



The full January 28th Council Meeting Agenda can be found here:



Next Council Meeting:



FEBRUARY 11, 2025



9:00 AM

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TOWN OF
HALTON HILLS
Working Together Working for You!

1 Halton Hills Drive, Halton Hills, L7G 5G2
905-873-2600 | 1-877-712-2205
haltonhills.ca

January 29, 2025

All Municipalities in Ontario
Via Email

Re: Sovereignty of Canada

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, January 20, 2025, adopted Resolution No. 2025-0010 regarding Sovereignty of Canada.

Attached for your information is a copy of Resolution No. 2025-0010.

Respectfully,



Melissa Lawr, AMP
Deputy Clerk – Legislation



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2025-0010

Title: Sovereignty of Canada

Date: January 20, 2025

Moved by: Councillor D. Keene

Seconded by: Councillor J. Brass

Item No. 12.2

WHEREAS incoming President Trump has suggested that with the use of “economic force” such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS residents of our community, known as Canada’s Most Patriotic Town, have demonstrated passion for and loyalty to our nation by opposing past "Buy America" trade measures; by celebrating Canada's 150th anniversary by simultaneously flying over 57,000 Canadian flags and along with other activities, by annually hosting popular Canada Day festivities throughout our municipality; and

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867; and

AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions and by more than a century and a half of multi-cultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect and neighbourly relations;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Halton Hills categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Ford and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

AND FURTHER THAT the Mayor prepare correspondence containing this resolution for circulation to the office of the American president through our Canadian diplomatic channels with copies to The Right Honourable Justin Trudeau, Prime Minister, The Honourable Melanie Joly, Minister of Foreign Affairs, MP Michael Chong, Premier Doug Ford, The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade of Ontario, MPP Ted Arnott, Leaders of the Opposition Parties, AMO, FCM, and all municipalities in Ontario.



Mayor Ann Lawlor



February 5, 2025

To Whom it May Concern,

Re: Proposed U.S. tariffs on Canadian Goods

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

Resolution No. 19-2025

Moved by Deputy Warden Senis
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver



- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

Carried

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at kstevenson@ptbocounty.ca.

Yours truly,

Holly Salisko
Administrative Services Assistant – Clerk's Division/Planning
hsalisko@ptbocounty.ca



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-09

Being a By-law to appoint a Chief Administrative Officer and Clerk

WHEREAS pursuant to Section 228(1) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold shall appoint a Clerk;

AND WHEREAS pursuant to Section 229 of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold may appoint a Chief Administrative Officer;

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

1. That Jeff Carswell be and is hereby appointed as Chief Administrative Officer and Clerk for the Corporation of the Township of Southwold effective February 10, 2025.
2. That these appointments and duties shall be in accordance with the Municipal Act, S.O. 2001, C.25, other relevant legislation, current job descriptions and any other duties and responsibilities as assigned by Council.
3. That By-law 2023-43 be repealed.
4. That this by-law shall remain in full force and effect until repealed or amended.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 10th DAY OF FEBRUARY, 2025.

Mayor
Grant Jones

Deputy Clerk
June McLarty



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-10

**Being a By-Law to adopt the Budget Estimates
and Capital Projects for the year 2025.**

WHEREAS Section 290 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a local municipality shall prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

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

1. THAT the 2025 Budget Estimates as set out in Schedule "A" attached hereto and forming part of this by-law are hereby adopted.
2. THAT the 2025 Capital Projects as set out in Schedule "B" attached hereto and forming part of this by-law are hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 10TH DAY OF FEBRUARY, 2025.**

Mayor
Grant Jones

Deputy Clerk
June McLarty

Taxation

Schedule A to By-Law 2025-10

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
R - Residential	(\$3,475,854)	(\$3,782,613)	(\$3,933,917)	(\$4,091,274)	
C - Commercial	(\$2,335,895)	(\$2,427,918)	(\$2,525,034)	(\$2,626,036)	
C - Commercial - Excess Land	(\$28,046)	(\$29,102)	(\$30,266)	(\$31,477)	
C - Commercial - Vacant Land	(\$3,115)	(\$10,928)	(\$11,365)	(\$11,820)	
C - Commercial	(\$231)	(\$239)	(\$249)	(\$259)	
C - Commercial - C0	(\$137)	(\$142)	(\$148)	(\$154)	
X - New Commercial	\$0	\$0	\$0	\$0	
I - Industrial	(\$12,167)	(\$12,625)	(\$13,130)	(\$13,655)	
I - Industrial	(\$97)	(\$100)	(\$104)	(\$108)	
I - Industrial - Excess Land	(\$298)	(\$310)	(\$322)	(\$335)	
I - Industrial - Vacant Land	\$0	\$0	\$0	\$0	
L - Large Industrial	(\$105,729)	(\$109,709)	(\$114,097)	(\$118,661)	
P - Pipeline	(\$38,137)	(\$41,091)	(\$42,735)	(\$44,444)	
F - Farmland	(\$709,635)	(\$735,624)	(\$765,049)	(\$795,651)	
T - Managed Forest	(\$2,658)	(\$3,052)	(\$3,174)	(\$3,301)	
Total	(\$6,711,999)	(\$7,153,451)	(\$7,439,589)	(\$7,737,173)	

Budget Summary

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast
Property Taxation	(\$6,711,998)	(\$7,153,451)	(\$7,866,257)	(\$7,884,747)
Other Revenue/General Grant	(\$1,066,278)	(\$1,014,100)	(\$463,600)	(\$788,600)
Council	\$140,411	\$129,111	\$131,693	\$134,327
Administration	\$926,064	\$836,251	\$849,996	\$866,286
Police	\$633,862	\$720,115	\$898,650	\$917,023
Conservation Authority	\$71,171	\$115,837	\$118,154	\$120,517
By-law, Canine, Livestock	\$34,551	\$56,843	\$27,652	\$28,204
Waste Management	\$300,325	\$306,225	\$332,753	\$264,404
Cemeteries	\$21,734	\$22,631	\$23,378	\$24,155
Fire Department	\$1,399,357	\$1,351,534	\$1,073,484	\$1,136,715
Building	\$0	(\$0)	\$0	\$0
Municipal Property	\$42,394	\$52,317	\$52,863	\$53,620
Keystone	\$111,475	\$102,656	\$135,521	\$137,832
Parks	\$258,255	\$330,452	\$336,419	\$342,565
Roads	\$3,720,231	\$3,867,656	\$4,240,361	\$4,615,403
Planning	\$53,626	\$127,496	(\$40,964)	(\$119,098)
Drainage	\$64,820	\$148,428	\$149,896	\$151,395
Net Surplus/Deficit	\$0	(\$0)	(\$0)	\$0

Budget Revenue and Expense Summary

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast
Tax Levy				
Property Taxation	(\$6,711,998)	(\$7,153,451)	(\$7,866,257)	(\$7,884,747)
Other Rev/Exp				
Other Revenue/General Grants	(\$6,448,600)	(\$5,128,100)	(\$1,898,600)	(\$1,898,600)
Other Expenses	\$4,530,000	\$3,184,000	\$360,000	\$35,000
Net Other Revenue/General Grants	(\$1,918,600)	(\$1,944,100)	(\$1,538,600)	(\$1,863,600)
Departmental Operating Revenue				
Council	\$0	\$0	\$0	\$0
Administration	(\$79,050)	(\$94,150)	(\$94,837)	(\$95,538)
Police	(\$38,000)	\$0	(\$20,000)	(\$20,000)
Conservation Authority	\$0	\$0	\$0	\$0
By-law, Canine, Livestock	(\$255)	(\$405)	(\$405)	(\$405)
Waste Management	(\$41,175)	(\$69,425)	(\$69,930)	(\$70,430)
Cemeteries	\$0	\$0	\$0	\$0
Fire Department	(\$128,220)	(\$228,984)	(\$225,144)	(\$229,386)
Building	(\$371,745)	(\$368,395)	(\$382,872)	(\$390,080)
Municipal Property	(\$97,374)	(\$97,403)	(\$99,351)	(\$101,338)
Keystone	(\$36,500)	(\$43,100)	(\$12,750)	(\$13,005)
Parks	(\$17,500)	(\$20,900)	(\$20,900)	(\$20,900)
Roads	(\$610,553)	(\$619,798)	(\$631,578)	(\$643,594)
Planning	(\$25,000)	(\$190,284)	(\$222,590)	(\$304,136)
Drainage	(\$94,750)	(\$96,430)	(\$98,359)	(\$100,325)
Total Revenue	(\$1,540,122)	(\$1,829,275)	(\$1,878,716)	(\$1,989,136)

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast
Departmental Operating Expenses				
Council	\$140,411	\$129,111	\$131,693	\$134,327
Administration	\$952,114	\$872,401	\$886,833	\$903,824
Police	\$671,862	\$720,115	\$918,650	\$937,023
Conservation Authority	\$71,171	\$115,837	\$118,154	\$120,517
By-law, Canine, Livestock	\$34,806	\$57,248	\$28,057	\$28,609
Waste Management	\$341,500	\$375,650	\$402,683	\$334,834
Cemeteries	\$21,734	\$22,631	\$23,378	\$24,155
Fire Department	\$752,577	\$855,518	\$873,628	\$891,101
Building	\$371,745	\$368,395	\$382,873	\$390,080
Municipal Property	\$124,768	\$134,720	\$137,214	\$139,959
Keystone	\$127,975	\$125,756	\$128,271	\$130,837
Parks	\$225,755	\$301,352	\$307,319	\$313,465
Roads	\$2,635,868	\$2,536,498	\$2,585,553	\$2,637,119
Planning	\$68,626	\$307,780	\$171,626	\$175,038
Drainage	\$144,812	\$169,858	\$173,255	\$176,720
Total Expenses	\$6,685,724	\$7,092,870	\$7,269,187	\$7,337,606
Net Operating (Revenue)/Expense	\$5,145,602	\$5,263,595	\$5,390,471	\$5,348,470

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast
Net Cash and Capital				
Other To Tax Stabilization Reserve	\$852,322	\$930,000	\$1,075,000	\$1,075,000
Council	\$0	\$0	\$0	\$0
Administration	\$53,000	\$58,000	\$58,000	\$58,000
Police	\$0	\$0	\$0	\$0
Conservation Authority	\$0	\$0	\$0	\$0
By-law, Canine, Livestock	\$0	\$0	\$0	\$0
Waste Management	\$0	\$0	\$0	\$0
Cemeteries	\$0	\$0	\$0	\$0
Fire Department	\$775,000	\$725,000	\$425,000	\$475,000
Building	\$0	\$0	\$0	\$0
Municipal Property	\$15,000	\$15,000	\$15,000	\$15,000
Keystone	\$20,000	\$20,000	\$20,000	\$20,000
Parks	\$50,000	\$50,000	\$50,000	\$50,000
Roads	\$1,694,916	\$1,950,956	\$2,286,386	\$2,621,877
Planning	\$10,000	\$10,000	\$10,000	\$10,000
Drainage	\$14,758	\$75,000	\$75,000	\$75,000
Total Net Cash and Capital	\$3,484,996	\$3,833,956	\$4,014,386	\$4,399,877
Net Surplus/Deficit	\$0	\$0	\$0	\$0
Net Operating and Capital	\$6,711,998	\$7,153,451	\$7,866,257	\$7,884,747

Other Revenue

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Penalty and Interest	(\$75,000)	(\$75,000)	(\$75,000)	(\$75,000)	Taxes penalty & interest
Municipal Drain Debenture	\$0	\$0	\$0	\$0	
Tile Loan Debentures	\$0	\$0	\$0	\$0	
Federal Payment In Lieu	(\$200)	(\$200)	(\$200)	(\$200)	
Provincial Paym't In Lieu	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	
Toronto Payment In Lieu	(\$1,066,000)	(\$1,070,000)	(\$1,066,000)	(\$1,066,000)	assumes assessment/tax ratio remains in line with 2024
Other Mun PIL (CE)	(\$38,000)	(\$38,000)	(\$38,000)	(\$38,000)	
Southwold PIL (WWTP)	(\$3,300)	(\$3,300)	(\$3,300)	(\$3,300)	
Elgin WWTP	(\$4,500)	(\$4,500)	(\$4,500)	(\$4,500)	
Ontario Hydro Corridor	(\$32,000)	(\$32,000)	(\$32,000)	(\$32,000)	Rates set by MOF.
Railway Corridors	(\$4,600)	(\$4,600)	(\$4,600)	(\$4,600)	Rates set by MOF.
PIL Supps and Writeoffs	\$0	\$0	\$0	\$0	
Interest Income	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	Bank Account interest
Donations	\$0	\$0	\$0	\$0	
Provincial Grant OMPF	(\$410,000)	(\$500,500)	(\$410,000)	(\$410,000)	
Provincial Grant One-Time Efficiencies	\$0	\$0	\$0	\$0	
OCIF Grant	\$0	\$0	\$0	\$0	See Cash and Capital
Land Sale	(\$4,500,000)	(\$3,150,000)	\$0	\$0	Stoss & Teetzel Lands Sale
Insurance Mitigation from Reserve	\$0	\$0	\$0	\$0	
Total General Revenue	(\$6,298,600)	(\$5,043,100)	(\$1,798,600)	(\$1,798,600)	
Net Supp/WO Tax Township	(\$150,000)	(\$85,000)	(\$100,000)	(\$100,000)	Est. net assessment growth - based on prior year bldg permit activity, historical est. - new homes at 50% due to variable occupancy time
Total Supps/WO	(\$150,000)	(\$85,000)	(\$100,000)	(\$100,000)	
Total Other Revenue	(\$6,448,600)	(\$5,128,100)	(\$1,898,600)	(\$1,898,600)	

Other Expenses

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Fee Waivers/Grants	\$30,000	\$34,000	\$35,000	\$35,000	\$25,349 Fee Waivers, \$3,000 Grants, \$5,000 Volunteer Apprec., decrease offset by Keystone Revenue decrease
Transfer to Reserve	\$4,500,000	\$3,150,000	\$325,000	\$0	Land Sale Rev to Reserve and Land Held for Resale Account-revenue of \$3,150,000 deferred from 2024
Total Expenses	\$4,530,000	\$3,184,000	\$360,000	\$35,000	
Net Operating (Revenue)/Expense	\$4,530,000	\$3,184,000	\$360,000	\$35,000	
Requirements					
Tax Stabilization Reserve	\$852,322	\$930,000	\$1,075,000	\$1,075,000	
Working Capital Reserve	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirement	\$852,322	\$930,000	\$1,075,000	\$1,075,000	
Total Requirement from TGGR	\$5,382,322	\$4,114,000	\$1,435,000	\$1,110,000	

Council

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Council Misc Receipts	\$0	\$0	\$0	\$0	
Council Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Council Salaries & Wages	\$91,499	\$85,373	\$87,081	\$88,822	includes COLA increase as per CPI
Canada Pension	\$4,226	\$4,295	\$4,381	\$4,469	
Council (EHT)	\$1,784	\$1,813	\$1,850	\$1,887	
Council -Group Insurance	\$24,500	\$16,637	\$16,970	\$17,309	
Travel/ Mileage/ Expenses	\$3,600	\$3,600	\$3,672	\$3,745	
Conferences and Training	\$4,500	\$6,500	\$6,630	\$6,763	Increase with resumption of in-person conferences
Telephone	\$1,200	\$1,200	\$1,224	\$1,248	
Council- Insurance	\$2,102	\$2,192	\$2,236	\$2,281	
Council-Integrity Commissioner costs	\$1,000	\$1,000	\$1,020	\$1,040	
Council-Grant & Donations	\$0	\$0	\$0	\$0	included in Other Expenses tab
Council - Miscellaneous	\$6,000	\$6,500	\$6,630	\$6,763	
Total Expenses	\$140,411	\$129,111	\$131,693	\$134,327	
Net Operating (Revenue)/Expense	\$140,411	\$129,111	\$131,693	\$134,327	

Administration

Administration					
Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Tax Certificates/Work Orders	(\$7,500)	(\$7,500)	(\$7,650)	(\$7,803)	
License Fees	(\$1,500)	(\$1,500)	(\$1,530)	(\$1,561)	
Marriage Ceremony Fees	(\$500)	(\$350)	(\$357)	(\$364)	
Miscellaneous Receipts	(\$5,000)	(\$5,000)	(\$5,100)	(\$5,202)	NSF fees, Trust Fund Admin Revenue
Provincial Grants	\$0	\$0	\$0	\$0	
Federal Grants	(\$2,550)	\$0	\$0	\$0	no Admin summer student in 2025
Other Grants	\$0	\$0	\$0	\$0	
Donations	\$0	\$0	\$0	\$0	
Gain/Loss on Disposal	\$0	\$0	\$0	\$0	
Transfer from Reserve - Records/AM	(\$11,000)	(\$20,000)	(\$20,400)	(\$20,808)	AP Laserfiche project from 2024 \$20,000
Other Municipal	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	West Elgin
Transfer From Election Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$53,050)	(\$59,350)	(\$60,037)	(\$60,738)	
Salaries and Wages	\$446,051	\$439,776	\$448,572	\$457,543	Updated Salary Distribution
Overhead	\$130,303	\$132,373	\$135,020	\$137,721	
Health Safety	\$1,000	\$1,000	\$1,020	\$1,040	
Travel Mileage	\$500	\$515	\$525	\$536	limited travel
Employee Training	\$5,000	\$6,000	\$6,120	\$6,242	H&S Cert Training, MAP courses
Building Repairs	\$5,500	\$5,000	\$5,100	\$5,202	
Janitorial Supplies	\$200	\$200	\$204	\$208	
Emergency management	\$1,500	\$1,500	\$1,530	\$1,561	
Utilities	\$5,400	\$5,562	\$5,673	\$5,787	
Office Supplies	\$15,000	\$15,000	\$15,300	\$15,606	
Postage	\$13,000	\$13,000	\$13,260	\$13,525	YE distribution not completed yet
Advertising	\$2,750	\$2,500	\$2,550	\$2,601	
Telephone	\$3,515	\$3,621	\$3,693	\$3,767	
Insurance	\$29,135	\$28,055	\$28,616	\$29,188	reflects renewal cost
Legal Fees	\$25,000	\$26,000	\$26,520	\$27,050	Audit/FIR fees, Misc legal fees
Equipment Maintenance	\$2,500	\$2,500	\$2,550	\$2,601	
Memberships Subscription	\$50,000	\$55,000	\$56,100	\$57,222	Various memberships and subscriptions, incl. IT, software subscriptions, 2FA, add'l security software, Mtce manager
Property Maintenance	\$1,500	\$1,500	\$1,530	\$1,561	Grass Cutting, Security Alarm
Miscellaneous	\$500	\$500	\$510	\$520	
Remembrance Day Service	\$0	\$0	\$0	\$0	
Election Expenses	\$0	\$0	\$0	\$0	
Contracted Services	\$7,500	\$7,500	\$7,650	\$7,803	Doc mgmt, shredding service, janitorial services
Computer Support	\$35,000	\$35,000	\$35,700	\$36,414	IT and GIS Support Service - based on prior years
Bank Charges	\$7,500	\$10,000	\$10,200	\$10,404	
Tax reductions and appeals	\$2,500	\$2,500	\$2,550	\$2,601	
Plans and Projects	\$110,260	\$31,000	\$31,620	\$32,252	AP Laserfiche project from 2024 \$20,000, Website end-of-life \$11,000
Studies	\$1,000	\$1,000	\$1,020	\$1,040	
Ontario One Call Locates	\$500	\$2,500	\$2,500	\$2,500	no longer receive credit
Small Equipment Purchases	\$1,000	\$1,000	\$1,000	\$1,020	
Transfer to Reserve	\$7,500	\$7,500	\$5,400	\$5,508	Election Reserve - Annual Amount
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$911,114	\$837,601	\$852,033	\$869,024	
Net Operating (Revenue)/Expense	\$858,064	\$778,251	\$791,996	\$808,286	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Remembrance Day Committee					
Remembrance Day Comm-Misc Revenue	\$0	(\$4,000)	(\$4,000)	(\$4,000)	Rosy Rhubarb
Remembrance Day Comm-Donations/Grants	\$0	(\$8,800)	(\$8,800)	(\$8,800)	Green Lane Trust Fund donation
Total Revenue	\$0	(\$12,800)	(\$12,800)	(\$12,800)	
Remembrance Day Comm-Misc Expenses	\$0	\$12,500	\$12,500	\$12,500	
Transfer to Reserves	\$0	\$300	\$300	\$300	
Total Expenses	\$0	\$12,800	\$12,800	\$12,800	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Economic Development					
Economic Development Revenue	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Economic Development	\$15,000	\$0	\$0	\$0	2024 - new branding sign installations completed
Total Expenses	\$15,000	\$0	\$0	\$0	
Net Operating (Revenue)/Expense	\$15,000	\$0	\$0	\$0	
Seniors' Committee					
Seniors' Committee Donations	(\$10,000)	(\$8,500)	(\$8,500)	(\$8,500)	Green Lane Trust Request \$5,000, drive thru dinners
Grants	\$0	\$0	\$0	\$0	
Total Revenue	(\$10,000)	(\$8,500)	(\$8,500)	(\$8,500)	
Senior's Committee- Southwold Young at Heart	\$10,000	\$8,500	\$8,500	\$8,500	
Transfer to Reserves	\$0	\$0	\$0	\$0	
Total Expenses	\$10,000	\$8,500	\$8,500	\$8,500	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Family Day					
Family Day donations	(\$5,000)	(\$7,500)	(\$7,500)	(\$7,500)	Green Lane Trust Request \$7,500
Transfer from Reserves	\$0	\$0	\$0	\$0	
Total Revenue	(\$5,000)	(\$7,500)	(\$7,500)	(\$7,500)	
Family Day Winterfest	\$5,000	\$7,500	\$7,500	\$7,500	
Total Expenses	\$5,000	\$7,500	\$7,500	\$7,500	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Communities in Bloom					
C.I.B. Donations - Misc Revenue	\$0	\$0	\$0	\$0	plant sale
Communities in Bloom Grants/Donations	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	Green Lane Trust Request \$3,000
Transfer from Reserves	\$0	\$0	\$0	\$0	
Total Revenue	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	
Communities in Bloom	\$3,000	\$3,000	\$3,000	\$3,000	
Total Expenses	\$3,000	\$3,000	\$3,000	\$3,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
History Committee					
History Committee Revenue	(\$7,000)	\$0	\$0	\$0	\$5,000 for play in 2024
History Committee Grants/Donations	\$0	\$0	(\$2,000)	(\$2,000)	Green Lane Trust Request
Transfer from Reserves	\$0	(\$2,000)	\$0	\$0	
Total Revenue	(\$7,000)	(\$2,000)	(\$2,000)	(\$2,000)	
Economic Development-History Committee	\$7,000	\$2,000	\$2,000	\$2,000	
Transfer to Reserves	\$0	\$0	\$0	\$0	
Total Expenses	\$7,000	\$2,000	\$2,000	\$2,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Greening Communities					
Greening Communities	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	Green Lane Trust Request
Total Revenue	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	
Greening Communities	\$1,000	\$1,000	\$1,000	\$1,000	
Total Expenses	\$1,000	\$1,000	\$1,000	\$1,000	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Total Revenue	(\$79,050)	(\$94,150)	(\$94,837)	(\$95,538)	
Total Expenses	\$952,114	\$872,401	\$886,833	\$903,824	
Net Operating (Revenue)/Expense	\$873,064	\$778,251	\$791,996	\$808,286	
Net Cash and Capital Requirements					
Administration Reserve	\$10,000	\$10,000	\$10,000	\$10,000	for studies and projects
Computer Reserve	\$18,000	\$18,000	\$18,000	\$18,000	computer equipment replacements, decr. due to incr. in subscriptions, longer HW life
Building Renewal	\$25,000	\$30,000	\$30,000	\$30,000	Municipal Office - Major Maintenance
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$53,000	\$58,000	\$58,000	\$58,000	
Total Requirement from Levy	\$926,064	\$836,251	\$849,996	\$866,286	

Police

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Miscellaneous Receipts	(\$8,000)	\$0	\$0	\$0	No POA revenues expected
Prov Grant Cannabis	\$0	\$0	\$0	\$0	
Transfer from Reserve	(\$30,000)	\$0	(\$20,000)	(\$20,000)	Reserve use not recommended for 2025 with the financial relief received from the Ministry
Total Revenue	(\$38,000)	\$0	(\$20,000)	(\$20,000)	
Contracted Services	\$671,862	\$691,542	\$918,650	\$937,023	As per 2025 Cost Estimate - less financial relief from Ministry
Transfer to reserves	\$0	\$28,573	\$0	\$0	25% of 2025 financial relief from Ministry
Total Expenses	\$671,862	\$720,115	\$918,650	\$937,023	
Net Operating (Revenue)/Expense	\$633,862	\$720,115	\$898,650	\$917,023	

Police Reserve Balance

\$68,630

Conservation Authority

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Other Transfer	\$71,171	\$115,837	\$118,154	\$120,517	LTVCA \$33,279, KCCA \$82,558
Total Expenses	\$71,171	\$115,837	\$118,154	\$120,517	
Net Operating (Revenue)/Expense	\$71,171	\$115,837	\$118,154	\$120,517	

By-law, Canine, Livestock

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
By-law Enforcement					
	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Wages-Administration	\$0	\$22,549	\$23,000	\$23,460	
Overhead/Benefits	\$0	\$6,770	\$6,905	\$7,043	
By-law Enforcement Contracted Services	\$7,500	\$4,590	\$4,682	\$4,775	
Total Expenses	\$7,500	\$33,909	\$4,682	\$4,775	
By-law Net Operating (Revenue)/Expense	\$7,500	\$33,909	\$4,682	\$4,775	
Canine Control					
Dog Licence Fees	(\$255)	(\$255)	(\$255)	(\$255)	kennel licences still issued
Total Revenue	(\$255)	(\$255)	(\$255)	(\$255)	
Salaries & Wages	\$1,305	\$1,326	\$1,353	\$1,380	
Overhead	\$481	\$493	\$503	\$513	
Materials and Supplies	\$0	\$0	\$0	\$0	
Office Supplies	\$0	\$0	\$0	\$0	
Postage	\$20	\$20	\$20	\$20	
Misc	\$5,000	\$5,000	\$5,000	\$5,100	City of St Thomas new facility - \$50,000 - \$5,000/yr for 10 years?
Animal Control Contracted Services	\$19,000	\$15,000	\$15,000	\$15,300	Collection and Pound Services
Animal Control Contracted By-law Enforcement	\$1,000	\$1,000	\$1,000	\$1,020	
Total Expenses	\$26,806	\$22,839	\$22,876	\$23,333	
Canine Net Operating (Revenue)/Expense	\$26,551	\$22,584	\$22,621	\$23,078	
Livestock Program					
Prov-Livestock Claims	\$0	\$0	\$0	\$0	
Livestock Grants	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Livestock Claims	\$500	\$500	\$500	\$500	
Total Expenses	\$500	\$500	\$500	\$500	
Livestock Net Operating (Revenue)/Expense	\$500	\$500	\$500	\$500	
Hen Licence Program					
Hen Licence Fees	\$0	(\$150)	(\$150)	(\$150)	
Total Revenue	\$0	(\$150)	(\$150)	(\$150)	
Miscellaneous Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$0	\$0	\$0	
Livestock Net Operating (Revenue)/Expense	\$0	(\$150)	(\$150)	(\$150)	
Total By-law, Canine, Livestock					
Total Revenue	(\$255)	(\$405)	(\$405)	(\$405)	
Total Expense	\$34,806	\$57,248	\$28,057	\$28,609	
Net Operating (Revenue)/Expense	\$34,551	\$56,843	\$27,652	\$28,204	

Waste Management

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Recycling Grant	\$0	\$0	\$0	\$0	
Blue Box Grant	\$0	(\$825)	(\$830)	(\$830)	CMO \$ for Calendars 2024 YTD includes \$ CIF Surplus Funds
Donation and miscellaneous revenue	(\$21,000)	(\$18,500)	(\$19,000)	(\$19,500)	Green Lane Trust for Recycling Centre Costs \$18,500
Recycling Strategy	\$0	\$0	\$0	\$0	Transitioned to Province in 2023
Zero Waste Strategy	\$0	\$0	\$0	\$0	
Composter Sales	(\$175)	\$0	\$0	\$0	
Digester Sales	\$0	\$0	\$0	\$0	
Garbage Bag Tag Sales	\$0	(\$100)	(\$100)	(\$100)	
Green Bin Sales	\$0	\$0	\$0	\$0	
Organics Revenue	(\$20,000)	(\$50,000)	(\$50,000)	(\$50,000)	Area Rating - offsets organics in contracted services
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$41,175)	(\$69,425)	(\$69,930)	(\$70,430)	
Contracted Services	\$250,000	\$230,000	\$255,000	\$260,100	waste collection
Disposal fees	\$70,000	\$72,100	\$73,542		est. based on prior plus inflation and housing increase
Blue boxes and program costs	\$0	\$0	\$0		Transitioned to Province in 2023
Composters		\$500	\$500	\$500	To purchase additional composters when necessary
Bin contract	\$0	\$0	\$0		allocated to departments with bins
Garbage Bag Tags	\$0	\$0	\$0	\$0	
Organics program costs	\$0	\$50,000	\$50,000	\$50,000	includes collection and disposal
Landfill royalty costs	\$3,500	\$4,550	\$4,641	\$4,734	5% of Disposal Fees
Recycling Strategy	\$0	\$0	\$0	\$0	Transitioned to Province in 2023
Recycling Centre St Thomas	\$18,000	\$18,500	\$19,000	\$19,500	Green Lane Trust for Recycling Centre Costs \$18,000
Zero Waste Expenses	\$0	\$0	\$0	\$0	Zero Waste Committee
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$341,500	\$375,650	\$402,683	\$334,834	
Net Operating (Revenue)/Expense	\$300,325	\$306,225	\$332,753	\$264,404	

Cemeteries

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Revenue	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Cemetery Road Wages	\$350	\$350	\$350	\$350	
Cemetery Maintenance	\$12,000	\$12,240	\$12,485	\$12,734	
Cemetery-Insurance	\$9,384	\$10,041	\$10,543	\$11,071	reflects renewal cost
Total Expenses	\$21,734	\$22,631	\$23,378	\$24,155	
Net Operating (Revenue)/Expense	\$21,734	\$22,631	\$23,378	\$24,155	

Fire Department

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Revenue					
Emergency Mgmt Miscellaneous Revenues	\$0	\$0	\$0	\$0	
Fire Inspections	\$0	\$0	\$0	\$0	
Miscellaneous	(\$1,500)	(\$10,000)	(\$2,000)	(\$2,000)	911 sign fees, fire reports, Instructor wages for County
Fire Chief Services - West Elgin	(\$115,720)	(\$103,992)	(\$106,072)	(\$108,193)	Revenue - offsets increases below in Wages and Benefits
Fire Chief Services - Dutton Dunwich	\$0	(\$103,992)	(\$106,072)	(\$108,193)	Revenue - offsets increases below in Wages and Benefits
Fire Prevention Donations	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	
Donations	\$0	\$0	\$0	\$0	
Fire Calls/Prov Grant	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$128,220)	(\$228,984)	(\$225,144)	(\$229,386)	
Expenses					
Salaries and Wages	\$432,000	\$475,510	\$485,020	\$494,720	Reflects recent call activity Fire Chief, Officers, Training, Incident Response, FTE Admin Assistance
Overhead	\$49,100	\$68,060	\$69,421	\$70,809	
Road - Wages	\$515	\$250	\$255	\$260	
Wages-Custodial Shedden Fire Hall	\$0	\$0	\$0	\$0	
Wages - Custodial Talbotville Fire Hall	\$0	\$0	\$1,000	\$1,020	
Emergency Management	\$0	\$12,000	\$12,240	\$12,485	Community Risk Assessment-OFM
Group Insurance	\$0	\$26,000	\$26,520	\$27,050	VFIS, Driver medicals, Homewood Health
Health & Safety	\$2,000	\$2,000	\$2,040	\$2,081	
Health & Safety Materials	\$250	\$250	\$255	\$260	
Travel Mileage	\$6,500	\$6,500	\$6,630	\$6,763	
Employee Training	\$32,000	\$27,400	\$27,948	\$28,507	NFPA 1001, OFC Courses, Elevator Rescue, Evs
Specialty Team Training	\$0	\$0	\$0	\$0	
Building Repairs	\$8,500	\$10,000	\$10,200	\$10,404	
Custodial Supplies	\$1,000	\$1,000	\$1,020	\$1,040	
Utilities	\$12,750	\$11,000	\$11,220	\$11,444	
Materials Supplies	\$6,240	\$6,500	\$6,630	\$6,763	
Medical Supplies	\$3,120	\$3,120	\$3,182	\$3,246	
Operational Supplies	\$6,240	\$2,500	\$2,550	\$2,601	Absorbent supplies, foam
Dept Clothing	\$4,000	\$4,000	\$4,080	\$4,162	
Property Maintenance	\$7,280	\$7,280	\$7,426	\$7,574	
Rds Machine Time to Fire	\$500	\$0	\$0	\$0	
Office Supplies	\$0	\$1,500	\$1,530	\$1,561	
Advertising	\$0	\$250	\$255	\$260	Pub Ed advertising
Telephone	\$4,500	\$4,590	\$4,682	\$4,775	
Insurance	\$14,150	\$15,140	\$15,443	\$15,752	2024 YTD-includes adj from 2022-23
Legal Fees	\$0	\$0	\$0	\$0	
Equipment Maintenance	\$6,760	\$6,760	\$6,895	\$7,033	Auto Ex PM. General equip/tool repairs
Bunker Gear Maintenance	\$8,000	\$6,000	\$6,120	\$6,242	
SCBA Maintenance	\$7,500	\$7,500	\$7,650	\$7,803	
Memberships/Subscriptions	\$5,000	\$5,100	\$5,202	\$5,306	FP2, WR, FMPFSC, Mutual Aid
Annual Pump Testing	\$2,200	\$2,500	\$2,550	\$2,601	
Contracted Services	\$20,000	\$20,000	\$20,400	\$20,808	Dispatch
Automatic Aid Agreement	\$4,000	\$4,000	\$4,080	\$4,162	CE Port Stanley area, SFTD
Communications Tower Rental	\$15,000	\$12,500	\$12,750	\$13,005	Elgin County Fire Comms
IT Services	\$750	\$1,200	\$1,224	\$1,248	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Janitorial Services	\$4,100	\$7,600	\$7,752	\$7,907	2024-Shedden Stn only; 2025 Shedden and Talbotville (part year)
Master Fire Plan	\$0	\$0	\$0	\$0	
Pre Plan for High Risk	\$0	\$0	\$0	\$0	
Fire Prevention	\$3,000	\$5,000	\$5,100	\$5,202	Public ed, tent, apparatus graphics
Equipment Purchases	\$18,000	\$22,800	\$23,256	\$23,721	small tools, hose \$10,000
PPE Purchases	\$13,000	\$13,000	\$13,260	\$13,525	helmets, gloves, boots, balaclavas
Transfer to Reserve	\$0	\$0	\$0	\$0	
Funeral Expenses	\$0	\$0	\$0	\$0	
Amortization	\$0	\$0	\$0	\$0	
Total Department Expenses	\$697,955	\$798,810	\$815,786	\$832,101	
FC Insurance and Licences	\$2,213	\$2,368	\$2,416	\$2,464	
FC Maintenance	\$1,500	\$1,530	\$1,561	\$1,592	
FC Fuel	\$3,500	\$3,570	\$3,641	\$3,714	
Total Fire Vehicle(Car)	\$7,213	\$7,468	\$7,618	\$7,770	
R51 Insurance and Licences	\$3,011	\$3,222	\$3,287	\$3,352	
R51 Maintenance	\$5,000	\$5,100	\$5,202	\$5,306	
R51 Fuel	\$1,250	\$1,275	\$1,301	\$1,327	
Total R51 Shedden Rescue	\$9,261	\$9,597	\$9,789	\$9,985	
T52 Insurance and Licences	\$2,795	\$2,991	\$3,050	\$3,111	
T52 Maintenance	\$5,000	\$5,100	\$5,202	\$5,306	
T52 Fuel	\$750	\$765	\$780	\$796	
Total T52 Shedden Tanker	\$8,545	\$8,856	\$9,033	\$9,213	
P53 Insurance and Licences	\$3,011	\$3,222	\$3,287	\$3,352	
P53 Maintenance	\$2,500	\$2,550	\$2,601	\$2,653	
P53 Fuel	\$750	\$765	\$780	\$796	
Total P53 Shedden Pumper	\$6,261	\$6,537	\$6,668	\$6,801	
R61 Insurance and Licences	\$2,785	\$2,980	\$3,039	\$3,100	
R61 Maintenance	\$1,500	\$1,530	\$1,561	\$1,592	
R61 Fuel	\$1,000	\$1,020	\$1,040	\$1,061	
Total R61 Talbotville Rescue	\$5,285	\$5,530	\$5,640	\$5,753	
T62 Insurance and Licences	\$3,011	\$3,222	\$3,287	\$3,352	
T62 Maintenance	\$5,000	\$5,100	\$5,202	\$5,306	
T62 Fuel	\$2,500	\$2,550	\$2,601	\$2,653	
Total T62 Talbotville Tanker	\$10,511	\$10,872	\$11,090	\$11,311	
P63 Insurance and Licences	\$3,046	\$3,259	\$3,324	\$3,391	
P63 Maintenance	\$2,500	\$2,550	\$2,601	\$2,653	
P63 Fuel	\$2,000	\$2,040	\$2,081	\$2,122	
Total P63 Talbotville Pumper	\$7,546	\$7,849	\$8,006	\$8,166	
Total Expenses	\$759,790	\$855,518	\$873,628	\$891,101	
Net Operating (Revenue)/Expense	\$631,570	\$626,534	\$648,484	\$661,715	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Net Cash and Capital Requirements					
Fire - Apparatus	\$150,000	\$150,000	\$200,000	\$200,000	Fire Truck Replacement
Fire - Building Renewal	\$95,000	\$95,000	\$95,000	\$95,000	Fire Building Replacement/Major Maint
Fire - Major Equipment	\$100,000	\$100,000	\$100,000	\$90,000	Fire Equipment Replacement
Fire - Communications	\$30,000	\$30,000	\$30,000	\$30,000	
Fire - New Talbotville Station	\$400,000	\$350,000	\$0	\$0	New Talbotville Firehall
Fire - Funeral	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$775,000	\$725,000	\$425,000	\$415,000	
Total Requirement from Levy	\$1,406,570	\$1,351,534	\$1,073,484	\$1,076,715	

Building

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Building Permit Fees Paid	(\$100,000)	(\$100,000)	(\$200,000)	(\$200,000)	
Septic Permit Fees Paid	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	
Building Contract Services Revenue	(\$69,150)	(\$78,567)	(\$80,138)	(\$81,741)	Includes WE
Miscellaneous Receipts	(\$500)	(\$500)	(\$500)	(\$500)	
Transfer From Reserve	(\$194,095)	(\$181,328)	(\$94,234)	(\$99,839)	
Total Revenue	(\$371,745)	(\$368,395)	(\$382,872)	(\$390,080)	
Salaries & Wages	\$256,500	\$249,756	\$254,751	\$259,846	Includes WE, distribution to by-law enforcement
Overhead	\$73,300	\$72,538	\$73,988	\$75,468	
Wages - Other Dept Chargeout	\$0	\$0	\$0	\$0	Accounted for in Salaries/Wages
Health Safety	\$500	\$500	\$510	\$520	
Building Travel/Mileage	\$500	\$500	\$510	\$520	
Employee Training	\$4,000	\$4,000	\$4,080	\$4,162	add'l training
Materials Supplies	\$1,500	\$1,500	\$1,530	\$1,561	
Dept Clothing	\$500	\$0	\$0	\$0	
Office Supplies	\$1,000	\$1,000	\$1,020	\$1,040	
Postage	\$0	\$0	\$0	\$0	
Advertising	\$0	\$0	\$0	\$0	
Telephone	\$3,000	\$3,000	\$3,060	\$3,121	incl. data, two employees
Insurance	\$7,945	\$8,501	\$8,671	\$8,845	Incl. for better dist of cost
Legal and Audit Expense	\$0	\$4,000	\$4,000	\$4,080	Incl. for better dist of cost
Miscellaneous	\$500	\$500	\$510	\$520	
Membership/Subscriptions	\$15,000	\$15,000	\$22,500	\$22,500	incl. eVolta Permit software & Memberships
Vehicle fuel/repairs	\$5,000	\$5,100	\$5,202	\$5,306	Reflects Add'l vehicle
Contracted Services Building Department	\$2,000	\$2,000	\$2,040	\$2,081	
IT Support	\$500	\$500	\$500	\$510	Incl. for better dist of cost
Transfer to Reserve	\$0	\$0.00	\$0	\$0	Net Operating Surplus to Reserve for Vehicle, Eqp, future deficits
Total Expenses	\$371,745	\$368,395	\$382,873	\$390,080	
Net Operating (Revenue)/Expense	\$0	(\$0)	\$0	\$0	
Net Cash and Capital Requirements					
Building Equipment	\$0	\$0	\$0	\$0	No Cash Requirements for Reserves
Building Fleet	\$0	\$0	\$0	\$0	Reserves Funded from Net Operating Revenue
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$0	\$0	\$0	\$0	
Total Requirement from Levy	\$0	(\$0)	\$0	\$0	

Municipal Property

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Medical Centre					
Donation	\$0	\$0	\$0	\$0	
Lease Income	(\$14,402)	(\$15,600)	(\$15,912)	(\$16,230)	reflects increase of 2.5% as per Residential Tenancies Act
Federal Grant	\$0	\$0	\$0	\$0	
Transfer from reserves	\$0	\$0	\$0	\$0	
Total Revenue	(\$14,402)	(\$15,600)	(\$15,912)	(\$16,230)	
Salaries and Wages	\$6,286	\$6,769	\$6,904	\$7,042	
Benefits	\$2,000	\$2,145	\$2,188	\$2,232	
Building Repairs	\$5,500	\$5,500	\$5,610	\$5,722	
Janitorial Supplies	\$0	\$0	\$0	\$0	
Utilities	\$5,500	\$5,500	\$5,610	\$5,722	
Property Maintenance	\$9,000	\$9,000	\$9,180	\$9,364	
Insurance	\$8,416	\$8,895	\$9,073	\$9,254	reflects renewal cost
Equipment Maintenance	\$500	\$500	\$510	\$520	
Miscellaneous	\$12,460	\$12,806	\$13,062	\$13,323	property taxes-medical centre, Stoss property, Teetzel property
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$49,662	\$51,114	\$52,137	\$53,180	
Net Operating (Revenue)/Expense	\$35,260	\$35,514	\$36,225	\$36,949	
Library					
Libraries -Lease PAID	(\$62,169)	(\$63,350)	(\$64,617)	(\$65,910)	New Lease Agreement in 2023
Library-Miscellaneous revenue	\$0	\$0	\$0	\$0	
Trsf from Reserve	\$0	\$0	\$0	\$0	
Land Lease expenses	\$0	\$0	\$0	\$0	
Total Revenue	(\$62,169)	(\$63,350)	(\$64,617)	(\$65,910)	
New Library - wages	\$6,286	\$6,769	\$6,904	\$7,042	
Overhead	\$2,000	\$2,145	\$2,188	\$2,232	
New Library-Building Repairs	\$1,000	\$1,000	\$1,020	\$1,040	
New Library-Janitorial Serv	\$13,500	\$15,900	\$16,218	\$16,542	
New Library-Utilities	\$1,500	\$3,600	\$3,672	\$3,745	reflects % of Keystone expense
New Library-Insurance	\$1,346	\$1,078	\$1,100	\$1,122	reflects renewal cost
New Library-Property Maintenance	\$1,000	\$3,500	\$3,570	\$3,641	reflects % of Keystone expense
New Library-Miscellaneous	\$500	\$500	\$510	\$520	
New Library-Loan Payment	\$10,000	\$10,000	\$10,000	\$10,200	Loan Payment to County-ends 2027
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$37,132	\$44,492	\$45,182	\$46,086	
Net Operating (Revenue)/Expense	(\$25,037)	(\$18,858)	(\$19,435)	(\$19,824)	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Old Library / Plaza					
Comm Unit 2 - Rent Paid Evelyn	(\$10,157)	(\$10,411)	(\$10,619)	(\$10,832)	Reflects 2.5% increase
Comm Unit 3 - Rent Paid Jacque	(\$7,846)	(\$8,042)	(\$8,203)	(\$8,367)	Reflects 2.5% increase
Total Revenue	(\$18,003)	(\$18,453)	(\$18,822)	(\$19,199)	
Plaza and Old Library -wages	\$6,286	\$6,769	\$6,904	\$7,042	
Overhead	\$2,000	\$2,145	\$2,188	\$2,232	
Employment Insurance	\$0	\$0	\$0	\$0	
Employer Health Tax	\$0	\$0	\$0	\$0	
Workplace Safety Insuran	\$0	\$0	\$0	\$0	
Old Library-Building Repair	\$1,000	\$1,000	\$1,020	\$1,040	
Old Library-Janitorial Serv	\$0	\$0	\$0	\$0	
Old Library-Utilities	\$1,100	\$1,150	\$1,173	\$1,196	
Old Library-Property Maintenance	\$550	\$550	\$561	\$572	
Old Library - Insurance	\$1,028	\$1,289	\$1,315	\$1,341	reflects renewal cost
Old Library - Taxes	\$3,510	\$700	\$714	\$728	
Old Library -Miscellaneous Expenses	\$500	\$510	\$520	\$531	
Commercial Unit Expenses	\$22,000	\$25,000	\$25,500	\$26,010	Hydro, Gas, Maintenance, Snow removal, Waste bin, property taxes
Total Expenses	\$37,974	\$39,113	\$39,896	\$40,694	
Net Operating (Revenue)/Expense	\$19,971	\$20,660	\$21,073	\$21,495	
Farmland					
Municipal Land Lease	(\$2,800)	\$0	\$0	\$0	Reflects potential sale/WWTP lands
Total Revenue	(\$2,800)	\$0	\$0	\$0	
Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$0	\$0	\$0	
Net Operating (Revenue)/Expense	(\$2,800)	\$0	\$0	\$0	
Total Property					
Total Revenue	(\$97,374)	(\$97,403)	(\$99,351)	(\$101,338)	
Total Expenses	\$124,768	\$134,720	\$137,214	\$139,959	
Net Operating (Revenue)/Expense	\$27,394	\$37,317	\$37,863	\$38,620	
Net Cash and Capital Requirements					
Medical Building Reserve	\$5,000	\$5,000	\$5,000	\$5,000	AMP/Reserve Requirements to maintain Med Bldg
New Library Reserve	\$10,000	\$10,000	\$10,000	\$10,000	AMP/Reserve Requirements to maintain Library
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$15,000	\$15,000	\$15,000	\$15,000	
Total Requirement from Levy	\$42,394	\$52,317	\$52,863	\$53,620	

Keystone

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Complex -Rental Income	(\$11,500)	(\$12,500)	(\$12,750)	(\$13,005)	est. \$25,349 in fee waivers in other expense
Insurance Coverage	\$0	\$0	\$0	\$0	
Donations	\$0	\$0	\$0	\$0	
Transfer in from Reserve	(\$25,000)	(\$30,600)	\$0	\$0	Tax Stabilization Reserve to assist with low rentals
Total Revenue	(\$36,500)	(\$43,100)	(\$12,750)	(\$13,005)	
Salaries and Wages	\$29,200	\$27,898	\$28,456	\$29,025	Revised staffing distribution
Overhead	\$10,775	\$10,173	\$10,376	\$10,584	
Complex - Rds Time	\$1,000	\$1,200	\$1,224	\$1,248	limited Roads time with revised staffing
Wages - CBO building management	\$0	\$0	\$0	\$0	
Canada Pension Plan	\$0	\$0	\$0	\$0	
Employment Insurance	\$0	\$0	\$0	\$0	
Employer Health Tax	\$0	\$0	\$0	\$0	
Workers Compensation	\$0	\$0	\$0	\$0	
Travel/Mileage	\$0	\$0	\$0	\$0	
Complex -Building Repairs	\$12,500	\$5,000	\$5,100	\$5,202	reflects historical average
Complex-Cleaning Supplies	\$500	\$900	\$918	\$936	
Complex - Utilities	\$15,000	\$17,500	\$17,850	\$18,207	reflects historical average
Complex-Material Supplies	\$1,000	\$1,200	\$1,224	\$1,248	
Complex-Property Maintenance	\$17,500	\$17,500	\$17,850	\$18,207	consolidate grass cutting costs for Keystone grounds, Shedden ball diamond
Complex -Rds Mach Tm	\$500	\$500	\$510	\$520	
Complex-Telephone Expense	\$1,750	\$1,750	\$1,785	\$1,821	
Insurance	\$21,250	\$24,635	\$25,128	\$25,630	reflects renewal cost
Complex-Equip Maintenance	\$5,000	\$5,000	\$5,100	\$5,202	
Complex-Equipment Costs	\$2,000	\$2,500	\$2,550	\$2,601	
Complex-Janitorial Services	\$10,000	\$10,000	\$10,200	\$10,404	
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$127,975	\$125,756	\$128,271	\$130,837	
Net Operating (Revenue)/Expense	\$91,475	\$82,656	\$115,521	\$117,832	
Net Cash and Capital Requirements					
Keystone - Building Renew	\$20,000	\$20,000	\$20,000	\$20,000	AMP Requirements for major maintenance
Keystone - Equipment	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requiremer	\$20,000	\$20,000	\$20,000	\$20,000	
Total Requirement from Levy	\$111,475	\$102,656	\$135,521	\$137,832	

Parks

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Donation	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	Green Lane - Turf Improvement / Overseeding - incl. in grounds maint. Below
Fingal Ball Park - revenue	(\$3,000)	(\$3,500)	(\$3,500)	(\$3,500)	
Fingal Heritage Park - revenue	(\$100)	(\$100)	(\$100)	(\$100)	
Corsley Park - revenue	(\$1,800)	(\$1,800)	(\$1,800)	(\$1,800)	
Talbotville Parks - revenue	(\$4,600)	(\$5,000)	(\$5,000)	(\$5,000)	
Equipment Rental Revenue	\$0	(\$2,500)	(\$2,500)	(\$2,500)	
Total Revenue	(\$17,500)	(\$20,900)	(\$20,900)	(\$20,900)	
Salaries and Wages	\$74,605	\$123,985	\$126,465	\$128,994	Updated distribution based on reorg, staffing changes
Overhead	\$19,777	\$37,143	\$37,886	\$38,644	
Health Safety	\$1,000	\$1,000	\$1,020	\$1,040	
Training and Education	\$1,000	\$1,000	\$1,020	\$1,040	
Clothing and Uniforms	\$750	\$750	\$765	\$780	
Building Repair Supplies-General	\$500	\$500	\$510	\$520	
Janitorial Supplies	\$250	\$250	\$255	\$260	
Materials/Supplies	\$0	\$250	\$255	\$260	
Playground Maintenance	\$0	\$5,500	\$5,610	\$5,722	playground mulch
Telephone	\$960	\$1,000	\$1,000	\$1,020	
Insurance Coverage	\$24,013	\$24,624	\$25,116	\$25,618	reflects increased insurance costs
Equipment Maintenance	\$0	\$250	\$255	\$260	
Memberships/Subscriptions	\$100	\$0	\$0	\$0	
Canada Day-Fingal Park	\$2,000	\$0	\$0	\$0	Donation to Canada Day activities
Small Eqp Purchases	\$2,100	\$2,100	\$2,142	\$2,185	Reflects revised Org Structure
Ferndale Park Expenses	\$5,000	\$4,000	\$4,080	\$4,162	
Fingal Ball Park	\$20,000	\$19,500	\$19,890	\$20,288	
Canada Day	\$2,000	\$2,000	\$2,000	\$2,040	
Fingal Heritage Park	\$5,000	\$4,500	\$4,590	\$4,682	
Corsley Park	\$30,000	\$29,000	\$29,580	\$30,172	
Talbotville Parks	\$35,000	\$28,000	\$28,560	\$29,131	
Parks Truck	\$200	\$9,150	\$9,333	\$9,520	Reflects revised Org Structure
Kubota Zero Turn Mower	\$500	\$2,000	\$2,040	\$2,081	
Parks Trailer	\$500	\$1,150	\$1,173	\$1,196	
Talbotville Park Tractor	\$1,000	\$1,100	\$1,122	\$1,144	
Fingal Case Tractor	\$500	\$1,100	\$1,122	\$1,144	
Keystone Tractor (Keith's)	\$1,000	\$1,500	\$1,530	\$1,561	
Transfer to Reserve	\$0	\$0	\$0	\$0	
Total Expenses	\$227,755	\$301,352	\$307,319	\$313,465	
Net Operating (Revenue)/Expense	\$210,255	\$280,452	\$286,419	\$292,565	
Net Cash and Capital Requirements					
Parks - Equipment	\$25,000	\$25,000	\$25,000	\$25,000	
Parks-Renewal	\$25,000	\$25,000	\$25,000	\$25,000	
Parks - Building Renewal	\$0	\$0	\$0	\$0	
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$50,000	\$50,000	\$50,000	\$50,000	
Total Requirement from Levy	\$260,255	\$330,452	\$336,419	\$342,565	

Roads

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Line Painting Revenues		\$0	\$0	\$0	
RDS. - Other Municipalities	(\$20,800)	(\$20,800)	(\$20,800)	(\$20,800)	
RDS. - Misc Revenues	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	
Roads - Provincial Grants	\$0	\$0	\$0	\$0	
Roads - Federal Grants	(\$5,000)	(\$2,750)	(\$2,805)	(\$2,861)	Student Grants-1 approved
Elgin Cty Road Payment	(\$574,753)	(\$586,248)	(\$597,973)	(\$609,932)	Based on new RMA
Trans FROM Reserve Fund	\$0	\$0	\$0	\$0	
Loss on disposal of assets	\$0	\$0	\$0	\$0	
Total Revenue	(\$610,553)	(\$619,798)	(\$631,578)	(\$643,594)	
Other Municipality Line Painting	\$0	\$0	\$0	\$0	
Amortization	\$0	\$0	\$0	\$0	
Township Bridges & Culverts	\$21,500	\$23,925	\$24,404	\$24,892	
Township Roadside Maintenance	\$180,440	\$170,500	\$173,910	\$177,388	
Township Hardtop Maintenance	\$220,814	\$212,215	\$216,459	\$220,788	
Township Loosetop Maintenance	\$487,850	\$447,600	\$456,552	\$465,683	
Township Winter Control	\$271,860	\$212,135	\$216,378	\$220,705	
Township Signs and Safety Devices	\$67,600	\$75,100	\$76,602	\$78,134	
Township Road Department Admin and Overhead	\$696,016	\$695,346	\$709,150	\$723,230	
Sidewalks	\$11,580	\$3,600	\$2,100	\$2,100	
Streetlights	\$28,520	\$26,180	\$26,704	\$27,238	
Total Township Expenses	\$1,986,180	\$1,866,601	\$1,902,258	\$1,940,158	
County Bridges & Culverts	\$10,860	\$5,815	\$5,931	\$6,050	
County Roadside Maintenance	\$75,125	\$84,545	\$86,236	\$87,961	
County Hardtop Maintenance	\$209,200	\$227,822	\$232,378	\$237,026	
County Winter Control	\$283,500	\$270,890	\$276,308	\$281,834	
County Signs and Safety Devices	\$28,500	\$37,000	\$37,740	\$38,495	
County - Allocated Overhead	\$42,503	\$43,825	\$44,702	\$45,596	7% Allowable
County Total Expenses	\$649,688	\$669,897	\$683,295	\$696,961	Budget to offset revenue
Total Expenses	\$2,635,868	\$2,536,498	\$2,585,553	\$2,637,119	
Net Operating (Revenue)/Expense	\$2,025,315	\$1,916,700	\$1,953,975	\$1,993,526	
Net Cash and Capital Requirements					
Roads - Building Renewal	\$100,000	\$100,000	\$100,000	\$100,000	
Roads - Gas Tax	\$0	\$0	\$0	\$0	
Roads - Fleet	\$0	\$0	\$0	\$0	
Roads - Equipment	\$0	\$0	\$0	\$350,000	
Roads - Road Construction	\$1,449,916	\$1,676,956	\$2,012,386	\$2,801,160	
Roads - Bridges & Culvert	\$100,000	\$100,000	\$100,000	\$100,000	
Roads - Sidewalks	\$25,000	\$54,000	\$54,000	\$54,000	
Roads - Streetlights	\$20,000	\$20,000	\$20,000	\$20,000	
Capital	\$0	\$0	\$0	\$5,000	
Total Net Cash and Capital Requirements	\$1,694,916	\$1,930,956	\$2,266,386	\$3,405,160	
Total Requirement from Levy	\$3,720,231	\$3,847,656	\$4,220,361	\$5,398,686	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Road Operations - Detailed Expense Accounts					
Expenses					
Equipment Maintenance	\$0	\$0	\$0		
Transfer to Reserve	\$0	\$0	\$0		
Amortization - general	\$0	\$0	\$0		
Amortization - paved	\$0	\$0	\$0		
Amortization - unpaved	\$0	\$0	\$0		
Amortization - bridges	\$0	\$0	\$0		
Total	\$0	\$0	\$0		
Other Municipality Line Painting					
Line Mark- other - Wages	\$0	\$0	\$0		
Line Mark Other - Benefits	\$0	\$0	\$0		
Line Mark-other -material	\$0	\$0	\$0		
Line Mark- other-machine	\$0	\$0	\$0		
Total	\$0	\$0	\$0		
Township Bridges & Culverts					
Wages - Bridges & Culverts	\$7,500	\$10,000	\$10,200	\$10,404	
Benefits - Bridges and Culverts	\$1,000	\$1,125	\$1,148	\$1,170	
Materials-Bridge&Culvert	\$10,400	\$10,200	\$10,404	\$10,612	
Mach Time-Bridge&Culvert	\$2,600	\$2,600	\$2,652	\$2,705	
Total	\$21,500	\$23,925	\$24,404	\$24,892	
Township Roadside Maintenance					
Rds-Grass& Weed-Wages	\$13,000	\$18,000	\$18,360	\$18,727	
Rds-Grass&Weed-Benefits	\$2,500	\$3,000	\$3,060	\$3,121	
Rds-Grass&Weed-Materials	\$12,000	\$5,000	\$5,100	\$5,202	
Rds-Grass&Weed-Mach Time	\$14,560	\$20,000	\$20,400	\$20,808	
Rds-Chain-Materials	\$2,600	\$2,600	\$2,652	\$2,705	
Rds-Brushing-Wages	\$35,000	\$37,500	\$38,250	\$39,015	
Rds-Brushing-Benefits	\$7,000	\$8,000	\$8,160	\$8,323	
Rds-Brushing-Machine Time	\$20,800	\$10,000	\$10,200	\$10,404	
Rds-Brushing-Hired Equip	\$3,120	\$13,000	\$13,260	\$13,525	
Rds-Ditching-Wages	\$15,000	\$12,500	\$12,750	\$13,005	
Rds-Ditching-Benefits	\$2,000	\$1,500	\$1,530	\$1,561	
Rds-Ditching-Materials	\$2,600	\$2,500	\$2,550	\$2,601	
Rds-Ditching-Machine Time	\$7,800	\$6,000	\$6,120	\$6,242	
Ditching-hired equipment	\$0	\$0	\$0	\$0	
Rds-Debris/Garb-Wages	\$10,000	\$10,000	\$10,200	\$10,404	
Rds-Debris/Garb-Benefits	\$1,300	\$1,300	\$1,326	\$1,353	
Rds-Debris/Garb-Materials	\$3,640	\$1,000	\$1,020	\$1,040	
Rds-Debris/Garb-Mach Time	\$3,120	\$1,600	\$1,632	\$1,665	
Rds-Catchbasin Wages	\$12,500	\$10,000	\$10,200	\$10,404	
Rds-Catchbasin-Benefits	\$1,500	\$2,000	\$2,040	\$2,081	
Rds-Catchbasin-Materials	\$4,160	\$2,500	\$2,550	\$2,601	
Rds-Catchbasin-Mach Time	\$6,240	\$2,500	\$2,550	\$2,601	
Total	\$180,440	\$170,500	\$173,910	\$177,388	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Township Hardtop Maintenance					
Rds - Inspection Hardtop-Wages	\$75,400	\$75,400	\$76,908	\$78,446	
Rds - Inspection Hardtop-Benefits	\$16,500	\$17,500	\$17,850	\$18,207	
Rds-Inspection Hardtop-Machine	\$0	\$6,500	\$6,630	\$6,763	
Patching&Spray-Wgs	\$37,500	\$48,500	\$49,470	\$50,459	
Patching&Spray-Benefits	\$5,000	\$11,800	\$12,036	\$12,277	
Patching/Spray-Materials	\$7,800	\$7,800	\$7,956	\$8,115	
Patching/Sp-Machine Tlme	\$2,080	\$2,080	\$2,122	\$2,164	
Sweeping Wages	\$8,000	\$7,500	\$7,650	\$7,803	
Sweeping-Benefits	\$1,500	\$1,100	\$1,122	\$1,144	
Sweeping Contracted Services	\$0	\$5,000	\$5,100	\$5,202	
Sweeping-Machine Time	\$1,700	\$3,000	\$3,060	\$3,121	
Shouldering-Wages	\$17,500	\$10,000	\$10,200	\$10,404	
Shouldering-Benefits	\$5,000	\$1,250	\$1,275	\$1,301	
Shouldering - Materials	\$0	\$0	\$0	\$0	
Shouldering Machine Time	\$5,200	\$1,500	\$1,530	\$1,561	
Line Marking-TWP - Wages	\$10,734	\$5,485	\$5,595	\$5,707	
Line Marking TWP- Benefits	\$2,500	\$1,500	\$1,530	\$1,561	
Line Marking-TWPMaterials	\$14,000	\$4,200	\$4,284	\$4,370	
Line Marking-TWP -Machine	\$10,400	\$2,100	\$2,142	\$2,185	
Total	\$220,814	\$212,215	\$216,459	\$220,788	
Township Loosetop Maintenance					
Rds - Inspection Loosetop	\$0	\$0	\$0	\$0	
Rds-Inspection Loosetop-Benefits	\$0	\$0	\$0	\$0	
Rds-PatchLoosetop-Material	\$0	\$0	\$0	\$0	
Rds-Patch-Loosetop-Mach TM	\$0	\$0	\$0	\$0	
Rds-Grading Wages	\$65,000	\$70,000	\$71,400	\$72,828	
Rd Grading-Wages-other	\$0	\$0	\$0	\$0	
Rds-Grading-Benefits	\$15,000	\$17,500	\$17,850	\$18,207	
Rds-Grading-Materials	\$0	\$7,500	\$7,650	\$7,803	blades
Rds-Grading-Mach Time	\$114,400	\$114,400	\$116,688	\$119,022	
Rds-Grading-Mach Time-Other	\$0	\$0	\$0	\$0	
Rds. Dust Control-Wages	\$12,000	\$3,500	\$3,570	\$3,641	
Rds-Dust Control-Benefits	\$2,000	\$500	\$510	\$520	
Rds-Dust Control-Material	\$180,000	\$145,000	\$147,900	\$150,858	
Rds-DustControl -Mach Tm	\$20,800	\$2,000	\$2,040	\$2,081	
Rds-Gravel-Wages	\$22,500	\$30,000	\$30,600	\$31,212	
Rds-Gravel-Benefits	\$4,150	\$6,200	\$6,324	\$6,450	
Rds-Gravel-Materials	\$26,000	\$25,500	\$26,010	\$26,530	
Rds-Gravel-Mach Time	\$26,000	\$25,500	\$26,010	\$26,530	
Total	\$487,850	\$447,600	\$456,552	\$465,683	
Township Winter Control					
Rds-Snow-Plow Wages	\$62,400	\$45,000	\$45,900	\$46,818	
Rds-Snow Plow-Benefits	\$15,000	\$6,750	\$6,885	\$7,023	
Rds-Patrol-Wages	\$22,000	\$15,000	\$15,300	\$15,606	
Rds-Patrol-Benefits	\$4,000	\$975	\$995	\$1,014	
Rds-Patrol-Machine	\$0	\$2,000	\$2,040	\$2,081	
Rds-Snow Plow-Materials	\$72,800	\$2,080	\$2,122	\$2,164	blades
Rds-Snow Plow-Mach Time	\$78,000	\$60,000	\$61,200	\$62,424	
Rds-Snow Plow-Blades	\$4,160	\$4,080	\$4,162	\$4,245	
Rds-Sanding/Salting-Wages	\$12,000	\$15,000	\$15,300	\$15,606	
Rds-Sanding/Salting-Benefits	\$1,500	\$1,250	\$1,275	\$1,301	
Rds San/Salting-Material	\$0	\$60,000	\$61,200	\$62,424	
Rds-Sand/Salt-Mach Time	\$0	\$0	\$0	\$0	
Total	\$271,860	\$212,135	\$216,378	\$220,705	
Township Signs and Safety Devices					
Rds-Safety/Signs-Wages	\$32,500	\$40,000	\$40,800	\$41,616	
Rds-Safety/Signs-Benefits	\$6,500	\$6,500	\$6,630	\$6,763	
Rds-Safety/Signs-Material	\$15,600	\$15,600	\$15,912	\$16,230	increased sign replacement due to reflectivity
Rds-Safety/Sign-Mach Time	\$13,000	\$13,000	\$13,260	\$13,525	
Rd-Rail Rd Cross-Material	\$0	\$0	\$0	\$0	
Total	\$67,600	\$75,100	\$76,602	\$78,134	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Township Road Department Admin and Overhead					
Misc-O/H	\$5,000	\$5,000	\$5,000	\$5,000	
Rds-Accrued Vacation Time	\$0	\$0	\$0	\$0	
Overhead - Wages	\$195,000	\$210,000	\$214,200	\$218,484	
Overhead-Banked Time	\$0	\$0	\$0	\$0	
Rds - Accrued Sick Time	\$0	\$0	\$0	\$0	
Rds. Convention&Seminars	\$0	\$0	\$0	\$0	included in Ed & Training
Rds- Association Fees	\$520	\$0	\$0	\$0	included in Memberships/Subscriptions
Rds- Occ Health & Safety	\$2,600	\$3,000	\$3,060	\$3,121	
Rds- Ed & Training	\$30,000	\$30,000	\$30,600	\$31,212	Road School x4, Winter Training, Jib Crane Training
Rds-Insurance deductibles	\$12,500	\$12,500	\$12,750	\$13,005	reflects actual costs
Rds-Print &Advertising	\$150	\$150	\$150	\$150	
Rds- Office Supplies	\$750	\$900	\$918	\$936	
Drain Mtc. - Roads	\$0	\$0	\$0	\$0	
Rds-Telephone	\$5,720	\$5,720	\$5,834	\$5,951	
Rds- OH - Hydro	\$5,720	\$20,000	\$20,400	\$20,808	Hydro, Gas, Water
Rds-Heat	\$8,000	\$0	\$0	\$0	
Rds- Water	\$2,000	\$0	\$0	\$0	
Rds- Janitorial /Building	\$2,716	\$2,500	\$2,550	\$2,601	Molly Maid contract
Rds-Building Lawn Mtc	\$520	\$4,000	\$4,080	\$4,162	waste bin rental/disposal
Rds-OH-Boots, Gloves, AGO	\$10,000	\$18,000	\$18,360	\$18,727	includes coveralls
Rds-OH-Shop Coveralls/Rag	\$8,320	\$0	\$0	\$0	
Rds- OH- Misc Supplies	\$7,800	\$8,000	\$8,160	\$8,323	
Rds- Shedden Shop miscellaneous	\$520	\$500	\$510	\$520	
Rds-Garage Misc. Repairs	\$41,600	\$20,000	\$20,400	\$20,808	
Rds - OH Salt Bldg Repair	\$0	\$0	\$0	\$0	
Rds- OH Tools	\$7,280	\$7,140	\$7,283	\$7,428	
Rds- OH Licence Fees	\$1,300	\$1,275	\$1,301	\$1,327	
Rds-Radio & GPS Maintenance	\$2,600	\$2,550	\$2,601	\$2,653	
On Call Service	\$0	\$0	\$0	\$0	Transitioned to Bearcom
Rds OH - Fuel	\$0	\$0	\$0	\$0	Inventory GL account
Rds OH - Oil	\$0	\$0	\$0	\$0	
Banked Time - Used	\$0	\$0	\$0	\$0	
Canada Pension	\$57,300	\$88,139	\$89,902	\$91,700	
Employment Insurance	\$27,063	\$26,520	\$27,050	\$27,591	
OMERS Pension Plan	\$83,200	\$81,600	\$83,232	\$84,897	
Employer Health Tax	\$22,880	\$23,000	\$23,460	\$23,929	
Workplace Safety Insuran	\$31,200	\$30,600	\$31,212	\$31,836	
Group Insurance	\$88,400	\$86,700	\$88,434	\$90,203	
Travel Mileage	\$260	\$250	\$255	\$260	
Allocate Benefits	(\$150,000)	(\$155,000)	(\$158,100)	(\$161,262)	
Postage	\$0	\$0	\$0	\$0	
Insurance	\$178,997	\$191,527	\$195,358	\$199,265	reflects renewal cost
Legal and Consultation	\$2,600	\$2,600	\$2,652	\$2,705	
Memberships/Subscriptions	\$3,500	\$1,000	\$1,020	\$1,040	incl. Software Costs
Computer Support	\$0	\$1,000	\$1,020	\$1,040	
Studies and Reports	\$0	\$10,000	\$10,200	\$10,404	
Overhead Allocation to County	(\$42,503)	(\$43,825)	(\$44,702)	(\$45,596)	
Total	\$653,513	\$695,346	\$709,150	\$723,230	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Sidewalks					
Sidewalk Maintenance - Wages	\$7,500	\$2,500	\$1,000	\$1,000	
Sidewalk Maintenance - Materials	\$2,000	\$1,000	\$1,000	\$1,000	
Sidewalk Maintenance -Machine time	\$2,080	\$100	\$100	\$100	
Total	\$11,580	\$3,600	\$2,100	\$2,100	
Streetlights					
Utilities	\$17,680	\$17,680	\$18,034	\$18,394	
Equipment Maintenance	\$8,840	\$8,500	\$8,670	\$8,843	reflects 3 year average
Locates- road wages	\$1,000	\$0	\$0	\$0	
Locates - equipment time	\$1,000	\$0	\$0	\$0	
Amortization	\$0	\$0	\$0	\$0	
Total Expenses	\$28,520	\$26,180	\$26,704	\$27,238	
County Bridges & Culverts					
Elgin- Bdgs&Culvt-Wages	\$7,500	\$2,500	\$2,550	\$2,601	
Elgin-Br&Culvert-Benefits	\$300	\$255	\$260	\$265	
Elgin-Br&Culvert-Material	\$1,530	\$1,530	\$1,561	\$1,592	
Elgin-Br& Culv. Mach Time	\$1,530	\$1,530	\$1,561	\$1,592	
Total	\$10,860	\$5,815	\$5,931	\$6,050	
County Roadside Maintenance					
Elg- Grass& Weed-Wages	\$12,500	\$21,000	\$21,420	\$21,848	
Elg-Grass&Weed-Benefits	\$2,250	\$2,850	\$2,907	\$2,965	
Elg-Grass&Weed-Materials	\$6,630	\$1,000	\$1,020	\$1,040	
Elg-Grass&Weed-Mach Time	\$17,850	\$25,000	\$25,500	\$26,010	Contracted grass cutting, internal machine time
Elgin-Brushing Wages	\$7,500	\$7,650	\$7,803	\$7,959	
Elgin-Brushing-Benefits	\$1,500	\$750	\$765	\$780	
Elgin-Brushing Materials	\$2,040	\$1,500	\$1,530	\$1,561	
Elgin-Brushing-Mach Time	\$3,060	\$2,000	\$2,040	\$2,081	
Elgin-Ditching-Wages	\$2,500	\$2,550	\$2,601	\$2,653	
Elgin-Ditching-Benefits	\$400	\$225	\$230	\$234	
Elgin-Ditching Materials	\$255	\$250	\$255	\$260	
Elgin-Ditching Mach Time	\$2,040	\$2,040	\$2,081	\$2,122	
Elgin-Debris/Garb-Wages	\$6,500	\$6,630	\$6,763	\$6,898	
Elgin-Debris/Garb-Benefits	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Debris/Garb-Material	\$510	\$500	\$510	\$520	
Elgin-Debris/Garb Mach Time	\$2,550	\$2,500	\$2,550	\$2,601	
Elgin-Catchbasin Wages	\$3,000	\$4,000	\$4,080	\$4,162	
Elgin-Catchbasin-Benefits	\$500	\$600	\$612	\$624	
Elgin-Catchbasin-Material	\$510	\$500	\$510	\$520	
Elgin-Catchbasin-Mach Time	\$1,530	\$1,500	\$1,530	\$1,561	
Total	\$75,125	\$84,545	\$86,236	\$87,961	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
County Hardtop Maintenance					
Elgin-Road Inspections-Wages	\$74,100	\$75,582	\$77,094	\$78,636	
Elgin-Road Inspections-Benefits	\$15,000	\$15,000	\$15,300	\$15,606	
Elgin-Road Inspections-Machine	\$0	\$5,000	\$5,100	\$5,202	
Elgin Patch -Wages	\$8,000	\$8,160	\$8,323	\$8,490	
Elgin-Patch-Benefits	\$1,500	\$1,500	\$1,530	\$1,561	
Elgin-Patch-Material	\$11,000	\$11,000	\$11,220	\$11,444	
Elgin-Patch- Mach TM	\$5,000	\$5,000	\$5,100	\$5,202	
Elgin-Sweeping Wages	\$2,500	\$2,600	\$2,652	\$2,705	
Elgin-Sweeping-Benefits	\$600	\$655	\$668	\$681	
Elgin-Sweeping Materials	\$1,500	\$5,600	\$5,712	\$5,826	Contracted service-Mobil Sweeping
Elgin-Sweeping Mach Time	\$4,500	\$450	\$459	\$468	
Elgin-Shouldering -Wages	\$13,500	\$13,800	\$14,076	\$14,358	
Elgin-Shouldering-Benefits	\$2,000	\$2,700	\$2,754	\$2,809	
Elg-Shouldering Material	\$2,000	\$2,000	\$2,040	\$2,081	
Elgin-Shouldering Mach Tm	\$7,500	\$7,500	\$7,650	\$7,803	
Elgin-Line Painting Wages	\$14,000	\$21,000	\$21,420	\$21,848	
Elgin-Line Painting Benefits	\$1,000	\$4,775	\$4,871	\$4,968	
Elgin-Line Painting Materials	\$42,000	\$42,000	\$42,840	\$43,697	reflects actual costs
Elgin-Line Painting Machine	\$3,500	\$3,500	\$3,570	\$3,641	
Total	\$209,200	\$227,822	\$232,378	\$237,026	
County Winter Control					
Elgin-SnowPlowing-Wages	\$50,000	\$50,815	\$51,831	\$52,868	
Elgin-Snow Plowing-Benefits	\$12,000	\$5,000	\$5,100	\$5,202	
Elgin-Patrol-Wages	\$48,000	\$50,000	\$51,000	\$52,020	
Elgin-Patrol-Benefits	\$9,500	\$10,500	\$10,710	\$10,924	
Elgin-Patrol-Machine	\$0	\$15,000	\$15,300	\$15,606	
Elgin-Snow Plow-Materials	\$2,500	\$2,500	\$2,550	\$2,601	
Elgin-Snow Plow-Mach Time	\$30,000	\$30,000	\$30,600	\$31,212	
Elgin-Sand/Salting-Wages	\$25,000	\$25,000	\$25,500	\$26,010	
Elgin-Sand/Salting-Benefits	\$1,500	\$2,075	\$2,117	\$2,159	
Elg-Sand/Salting-Material	\$75,000	\$50,000	\$51,000	\$52,020	reallocation from snow plow materials
Elg-Sand/Salting Mach Tim	\$30,000	\$30,000	\$30,600	\$31,212	
Total	\$283,500	\$270,890	\$276,308	\$281,834	
County Signs and Safety Devices					
Elg-Safety/Signs Wages	\$14,000	\$16,000	\$16,320	\$16,646	
Elgin-Safety/Signs-Benefits	\$2,000	\$7,000	\$7,140	\$7,283	
Elgin-SafetySign-Material	\$4,000	\$4,500	\$4,590	\$4,682	
Elg-SafetySign-Mach Time	\$3,000	\$3,000	\$3,060	\$3,121	
Elgin-SpProj-Wages	\$5,000	\$5,000	\$5,100	\$5,202	
Elgin-SpProj-Benefits	\$500	\$1,500	\$1,530	\$1,561	
Elgin-SpProj-Materials	\$0	\$0	\$0	\$0	
Elgin-SpProj-Mach Time	\$0	\$0	\$0	\$0	
Total	\$28,500	\$37,000	\$37,740	\$38,495	
Total Expenses	\$2,522,342	\$2,466,493	\$2,514,148	\$2,564,286	
Net Operating (Revenue)/Expense	\$1,911,789	\$1,846,695	\$1,882,570	\$1,920,692	

Planning & Development

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Planning					
Miscellaneous	\$0	\$0	\$0	\$0	
GIS/AM West Elgin	\$0	(\$37,892)	(\$38,650)	(\$39,423)	
GIS/AM Dutton Dunwich	\$0	(\$37,892)	(\$38,650)	(\$39,423)	
Grant	\$0	\$0	\$0	\$0	
Application Fees	(\$25,000)	(\$75,000)	(\$105,000)	(\$185,000)	anticipates steady development activity
Planning Recoveries Other Municipalities	\$0	\$0	\$0	\$0	
Planning Recoveries Property Owners	\$0	\$0	\$0	\$0	
Future Recoveries from Development Charges	\$0	(\$39,500)	(\$40,290)	(\$40,290)	
Future Recoveries re: Official Plan	\$0	\$0	\$0	\$0	
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$25,000)	(\$190,284)	(\$222,590)	(\$304,136)	
Salaries and Wages	\$49,981	\$25,064	\$25,565	\$26,077	GIS, Planning Admin time
Overhead	\$7,485	\$7,816	\$7,972	\$8,132	
Mileage	\$250	\$500	\$510	\$520	
Employee Training	\$500	\$1,500	\$1,530	\$1,561	
Materials Supplies	\$0	\$0	\$0	\$0	
Office Supplies	\$200	\$200	\$204	\$208	
Telephone	\$960	\$1,500	\$1,530	\$1,561	
Postage	\$500	\$500	\$510	\$520	
Advertising	\$250	\$500	\$510	\$520	
Legal Fees	\$5,000	\$7,000	\$7,140	\$7,283	Based on prior activity
Memberships/Subscriptions	\$1,000	\$1,700	\$1,734	\$1,769	OSET, Cansel, PEO, MEA, OSPE
Official Plan Updates	\$0	\$50,000	\$0	\$0	
Zoning By-Law Updates	\$0	\$50,000	\$0	\$0	
Development Charges Study	\$0	\$39,500	\$0	\$0	
Contracted Services	\$1,500	\$120,000	\$122,400	\$124,848	RE: Public Urbanism 2024 fees, 2025 County Planning
Computer Support	\$0	\$1,000	\$1,020	\$1,040	
Transfer to Reserve	\$0	\$0	\$0	\$0	
Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000	
Total Expenses	\$68,626	\$307,780	\$171,626	\$175,038	
Net Operating (Revenue)/Expense	\$43,626	\$117,496	(\$50,964)	(\$129,098)	

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Development Activities - Cost Recovery					
Development Staff Time - Cost Recovery	(\$57,154)	(\$43,920)	(\$44,798)	(\$45,694)	
Cost Recovery - Other	(\$15,000)	(\$15,000)	(\$15,300)	(\$15,606)	
Transfer from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$72,154)	(\$58,920)	(\$60,098)	(\$61,300)	
Salaries/Wages	\$43,403	\$33,325	\$33,992	\$34,671	Updated wage distribution
Overhead	\$13,751	\$10,595	\$10,807	\$11,023	
Professional Services	\$15,000	\$15,000	\$15,300	\$15,606	
Total Expenses	\$72,154	\$58,920	\$60,098	\$61,300	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Industrial Lands Secondary Planning Project					
Transfer from Reserve	\$0	\$0	\$0	\$0	Included in Admin-Efficiency Fund Reserve
Other Revenue	\$0	\$0	\$0	\$0	
Total Revenue	\$0	\$0	\$0	\$0	
Salaries/Wages	\$0	\$0	\$0	\$0	
Overhead	\$0	\$0	\$0	\$0	
Other Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$0	\$0	\$0	
Net Operating (Revenue)/Expense	\$0	\$0	\$0	\$0	
Shedden/Fingal Sanitary System					
Future Cost Recovery from Developers/Connections	(\$168,000)	(\$168,000)	(\$168,000)	(\$168,000)	Will be carried as AR until developer payments/connections fees rec'd
Other Revenue	\$0	\$0	\$0	\$0	
Total Revenue	(\$168,000)	(\$168,000)	(\$168,000)	(\$168,000)	
Salaries/Wages	\$15,000	\$15,300	\$15,606	\$15,918	Staff time from updated wage distribution
Overhead	\$3,000	\$3,060	\$3,121	\$3,184	
Professional Services	\$150,000	\$153,000	\$156,060	\$159,181	Engineering, Design
Total Expenses	\$168,000	\$171,360	\$174,787	\$178,283	
Net Operating (Revenue)/Expense	\$0	\$3,360	\$6,787	\$10,283	
Net Operating (Revenue)/Expense All Activities	\$43,626	\$120,856	(\$44,177)	(\$118,815)	
Net Cash and Capital Requirements					
Planning - Cycling Master Plan	\$0	\$0	\$0		
Planning - Official Plan and Zoning Review	\$10,000	\$10,000	\$10,000	\$10,000	For Planning and Development Studies and Consulting
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$10,000	\$10,000	\$10,000	\$10,000	
Total Requirement from Levy	\$53,626	\$130,856	(\$34,177)	(\$108,815)	

Drainage

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Tile Loan Debentures	\$0	\$0	\$0	\$1	
Miscellaneous Revenues	(\$750)	(\$750)	(\$765)	(\$780)	Mainly Drainage Reapportionments
Provincial Grant	(\$40,000)	(\$40,800)	(\$41,616)	(\$42,448)	
Drain Supt Dutton	(\$54,000)	(\$54,880)	(\$55,978)	(\$57,097)	Revenue from Dutton-Dunwich
Contribution from Reserve	\$0	\$0	\$0	\$0	
Total Revenue	(\$94,750)	(\$96,430)	(\$98,359)	(\$100,325)	
Salaries and Wages	\$103,598	\$121,339	\$123,766	\$126,241	
Drainage Super Expenses	\$1,000	\$1,100	\$1,122	\$1,144	Phone, conference, safety boots, accom
Dutton-Dunwich Supt Wages	\$0	\$0	\$0	\$0	Split between DD and Southwold varies year to year,
Overhead	\$33,889	\$40,089	\$40,891	\$41,709	
Health Safety	\$50	\$50	\$51	\$52	
Travel Mileage	\$1,000	\$1,000	\$1,020	\$1,040	
Employee Training	\$500	\$500	\$510	\$520	
Drain Stock Charges	\$800	\$800	\$816	\$832	
Insurance	\$1,100	\$1,100	\$1,122	\$1,144	Updated insurance distribution
Legal	\$0	\$1,000	\$1,020	\$1,040	
Equipment Costs	\$0	\$0	\$0	\$0	
Memberships Subscription	\$375	\$380	\$388	\$395	LICO, DSAO
Outside Contractors-Drain	\$0	\$0	\$0	\$0	
Plans, Studies, Professional Services	\$0	\$0	\$0	\$0	
Transfer to Reserve	\$2,500	\$2,500	\$2,550	\$2,601	Contribution for Vehicle to PW
Debenture Payment Principal	\$0	\$0	\$0	\$0	
Debenture Payment Interest	\$0	\$0	\$0	\$0	
Total Expenses	\$144,812	\$169,858	\$173,255	\$176,720	
Net Operating (Revenue)/Expense	\$50,062	\$73,428	\$74,896	\$76,395	
Net Cash and Capital Requirements					
Drainage	\$14,758	\$75,000	\$75,000	\$75,000	2024 contribution gives reserve balance of \$100,000
Capital Items	\$0	\$0	\$0	\$0	
Total Net Cash and Capital Requirements	\$14,758	\$75,000	\$75,000	\$75,000	
Total Requirement from Levy	\$64,820	\$148,428	\$149,896	\$151,395	

Cash and Capital Requirements - Summary

Account	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	Notes
Gas Tax Funding	(\$152,516)	(\$158,871)	(\$158,871)	(\$158,871)	Apply to Roads Construction
Machine Usage	(\$350,000)	(\$350,000)	(\$350,000)	(\$350,000)	Apply to Equipment Reserve
OCIF	(\$346,367)	(\$294,412)	(\$294,412)	(\$294,412)	Apply OCIF to Roads Construction
Tax Stabilization Reserve	\$852,322	\$930,000	\$1,075,000	\$1,075,000	
Transfer to Reserve	\$0	\$0	\$0	\$0	
GG - Working Capital	\$0	\$0	\$0	\$0	
GG - Administration	\$10,000	\$10,000	\$10,000	\$10,000	
GG - Computers	\$18,000	\$18,000	\$18,000	\$18,000	
GG - Building Renewal	\$25,000	\$30,000	\$30,000	\$30,000	
GG - Election Reserve	\$0	\$0	\$0	\$0	
Fire - Apparatus	\$150,000	\$150,000	\$200,000	\$200,000	better reflects anticipated need
Fire - Building Renewal	\$495,000	\$445,000	\$95,000	\$95,000	
Fire - Major Equipment	\$100,000	\$100,000	\$100,000	\$90,000	
Fire - Communications	\$30,000	\$30,000	\$30,000	\$30,000	
Fire - Funeral	\$0	\$0	\$0	\$0	Current Balance \$10,500
Building - Equipment	\$0	\$0	\$0	\$0	
Building - Fleet	\$0	\$0	\$0	\$0	
Roads - Building Renewal	\$100,000	\$100,000	\$100,000	\$100,000	2025 financing TBD
Roads - Gas Tax	\$0	\$0	\$0	\$0	
Roads - Fleet	\$0	\$0	\$0	\$0	
Roads - Equipment	\$350,000	\$350,000	\$350,000	\$350,000	offset above
Roads - Road Construction	\$1,948,799	\$2,130,239	\$2,465,669	\$2,801,160	\$1,676,956 plus Gas Tax, OCIF - OCIF down
Roads - Bridges & Culvert	\$100,000	\$100,000	\$100,000	\$100,000	
Roads - Sidewalks	\$25,000	\$54,000	\$54,000	\$54,000	
Roads - Street Lights	\$20,000	\$20,000	\$20,000	\$20,000	
Health - Building Renewal	\$5,000	\$5,000	\$5,000	\$5,000	
Parks - Equipment	\$25,000	\$25,000	\$25,000	\$25,000	
Parks-Renewal	\$25,000	\$25,000	\$25,000	\$25,000	
Parks - Building Renewal	\$0	\$0	\$0	\$0	
Keystone - Building Renew	\$20,000	\$20,000	\$20,000	\$20,000	
Keystone - Equipment	\$0	\$0	\$0	\$0	
Library - Building Renewal	\$10,000	\$10,000	\$10,000	\$10,000	
Planning - Cycling Master Plan	\$0	\$0	\$0	\$0	
Planning - Official Plan and Zoning Review	\$10,000	\$10,000	\$10,000	\$10,000	
Drains	\$14,758	\$75,000	\$75,000	\$25,000	
Total to Reserves from Tax Levy	\$3,484,996	\$3,833,956	\$4,014,386	\$4,289,877	

Green Lane Requests

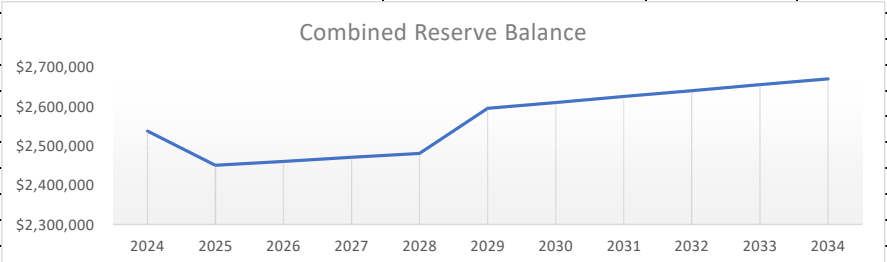
Description	2024 Budget	2025 Forecast	2026 Forecast	2027 Forecast
Operating Budget				
St. Thomas Recycling Centre - Township Cost	\$18,140	\$18,500	\$19,000	\$19,500
Zero Waste Committee Initiatives	\$0	\$0	\$3,500	\$3,500
Seniors' Committee	\$5,000	\$5,000	\$5,000	\$5,000
Family Day	\$5,000	\$7,500	\$7,500	\$7,500
Communities in Bloom	\$3,000	\$0	\$3,000	\$3,000
History Committee	\$2,000	\$0	\$2,000	\$2,000
Greening Communities	\$1,000	\$1,000	\$1,000	\$1,000
Parks - Turf Improvement/Overseeding	\$8,000	\$8,000	\$8,000	\$8,000
War Memorial Committee	\$8,800	\$8,800	\$8,800	\$8,800
Southwold 175 Committee		\$85,000		
Total Operating	\$50,940	\$133,800	\$57,800	\$58,300
Capital Budget				
Talbotville Firehall	\$500,000	\$600,000	\$102,000	
Talbotville Park				
Talbotville Parks Parking Lot		\$0	\$75,000	
Talbotville Electronic Sign	\$35,000			
Shedden Firehall 4th Bay			\$50,000	
Fingal Ball Park Diamond Light Replacement	\$25,000			
Replace Roads 2011 Peterbilt 50%	\$175,000			
Replace Roads 2009 Freightliner 50%	\$175,000			
Parks and Trails Master Plan		\$47,600		
Flood Mapping Grant		\$67,500		
CSIR Grant		\$85,000		
North Shore Resilience		\$5,000	\$5,000	\$5,000
Admin Facility Addition / Improvements			\$250,000	\$500,000
Total Capital	\$910,000	\$805,100	\$482,000	\$505,000
Total Green Lane Request	\$960,940	\$938,900	\$539,800	\$563,300

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses	Funding Sources						Notes	
					Project Costs	Taxation	Administrative	Computer	Efficiency Res	Grants	Green Lane		Other
2029	Laptop Replacements		Estimate		\$5,000			(\$5,000)					
2030	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2030	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2030	Council Computers/iPads/Tech	\$2,000/Councillor	Estimate		\$10,000			(\$10,000)					
2030	Server Replacement - if still needed		Estimate		\$15,000			(\$15,000)					
2030	Laptop Replacements		Estimate		\$5,000			(\$5,000)					
2031	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2031	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2031	Pay Study	Non-Capital	Estimate		\$15,000		(\$15,000)						
2031	Strategic Plan Update	Non-Capital	Estimate		\$20,000		(\$20,000)						
2031	Laptop Replacements		Estimate		\$5,000			(\$5,000)					
2032	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2032	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2032	Laptop Replacements		Estimate		\$10,000			(\$10,000)					
2033	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2033	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2033	Laptop Replacements		Estimate		\$10,000			(\$10,000)					
2034	To Administrative Reserve		Estimate	Administrative	\$10,000	(\$10,000)							
2034	To Computer Reserve		Estimate	Computer	\$18,000	(\$18,000)							
2034	Laptop Replacements		Estimate		\$10,000			(\$10,000)					

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources							Notes		
					Project Costs	Taxation	Vehicles	General	Building	Equipment	Communications	Grants	Green Lane		Other	
2030	Hoses and Appliances		Estimate		\$5,000						(\$5,000)					
2030	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)					
2030	SCBA		Estimate		\$20,000						(\$20,000)					
2031	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)										
2031	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)										
2031	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)										
2031	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250										(\$4,250)	WE Contribution to Capital Replacement
2031	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)										
2031	Bunker gear		Estimate		\$21,000						(\$21,000)					
2031	Cylinders		Estimate		\$6,200						(\$6,200)					
2031	Hoses and Appliances		Estimate		\$5,000						(\$5,000)					
2031	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)					
2031	SCBA		Estimate		\$20,000						(\$20,000)					
2032	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)										
2032	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)										
2032	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)										
2032	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250										(\$4,250)	WE Contribution to Capital Replacement
2032	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)										
2032	Talbotville Tanker		Estimate		\$800,000			(\$750,000)							(\$50,000)	DC Contribution
2032	Bunker gear		Estimate		\$21,000						(\$21,000)					
2032	Cylinders		Estimate		\$6,200						(\$6,200)					
2032	Hoses and Appliances		Estimate		\$5,000						(\$5,000)					
2032	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)					
2032	SCBA		Estimate		\$20,000						(\$20,000)					
2033	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)										
2033	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)										
2033	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)										
2033	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250										(\$4,250)	WE Contribution to Capital Replacement
2033	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)										
2033	Bunker gear		Estimate		\$21,000						(\$21,000)					
2033	Cylinders		Estimate		\$6,200						(\$6,200)					
2033	Hoses and Appliances		Estimate		\$5,000						(\$5,000)					
2033	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)					
2033	SCBA		Estimate		\$20,000						(\$20,000)					
2034	To Vehicle Reserve		Estimate	Vehicles	\$250,000	(\$250,000)										
2034	To Building Reserve		Estimate	Building	\$95,000	(\$95,000)										
2034	To Equipment Reserve		Estimate	Equipment	\$100,000	(\$100,000)										
2034	To Vehicle Reserve WE Contribution		Estimate	Vehicles	\$4,250										(\$4,250)	WE Contribution to Capital Replacement
2034	To Comm Reserve		Estimate	Communications	\$30,000	(\$30,000)										
2034	Bunker gear		Estimate		\$21,000						(\$21,000)					
2034	Cylinders		Estimate		\$6,200						(\$6,200)					
2034	Hoses and Appliances		Estimate		\$5,000						(\$5,000)					
2034	Portable Radios & pagers		Estimate		\$4,000						(\$4,000)					
2034	SCBA		Estimate		\$20,000						(\$20,000)					

Building

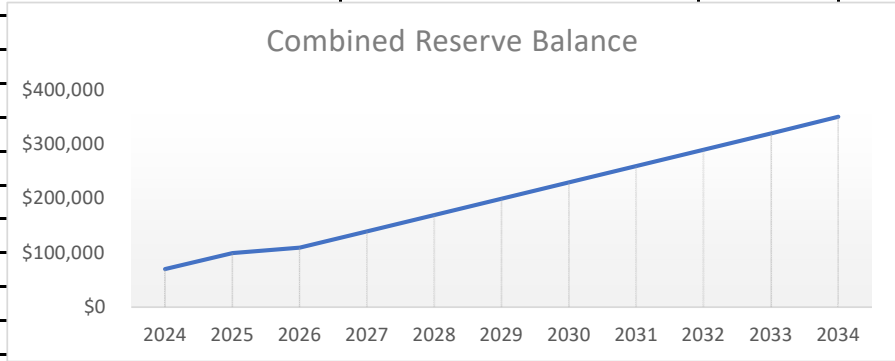
Year	Expenses	Funding Sources					Reserve Balance
		Project Costs	Taxation	Building	Grants	Green Lane	
2024	\$85,596	\$0	(\$70,596)	\$0	\$0	(\$15,000)	\$2,537,684
2025	\$117,000	\$0	(\$102,000)	\$0	\$0	(\$15,000)	\$2,450,684
2026	\$20,000	\$0	(\$5,000)	\$0	\$0	(\$15,000)	\$2,460,684
2027	\$20,000	\$0	(\$5,000)	\$0	\$0	(\$15,000)	\$2,470,684
2028	\$20,000	\$0	(\$5,000)	\$0	\$0	(\$15,000)	\$2,480,684
2029	\$115,000	\$0	(\$100,000)	\$0	\$0	(\$15,000)	\$2,595,684
2030	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,610,684
2031	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,625,684
2032	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,640,684
2033	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,655,684
2034	\$15,000	\$0	\$0	\$0	\$0	(\$15,000)	\$2,670,684



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources				Notes	
					Project Costs	Taxation	Building	Grants	Green Lane	Other		
2024	To Building Reserve - Vehicle		Estimate		\$15,000						(\$15,000)	Building Operating
2024	To Building Reserve - Operating Surplus		Estimate	Building	\$0						\$0	
2024	From Reserve for Operating		Estimate	Building	\$60,000						\$0	
2024	Equipment Replacements/Technology		Estimate		\$5,000						(\$5,000)	
2024	Admin Office Furnace Replacement	Bldg Dept Share	Estimate	Building	\$5,596						(\$5,596)	
2025	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2025	Equipment Replacements/Technology		Estimate		\$2,000						(\$2,000)	
2025	Office space at new Talbotville Firehall	Bldg Dept Share	Estimate		\$100,000						(\$100,000)	
2025	From Reserve for Operating		Estimate		\$0						\$0	
2026	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2026	Equipment Replacements/Technology		Estimate		\$5,000						(\$5,000)	
2027	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	
2027	Equipment Replacements/Technology		Estimate		\$5,000						(\$5,000)	
2028	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	
2028	Equipment Replacements/Technology		Estimate		\$5,000						(\$5,000)	
2029	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2029	Vehicle Replacement		Estimate	Building	\$50,000						(\$50,000)	Building
2029	Vehicle Replacement		Estimate	Building	\$50,000						(\$50,000)	Building
2030	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2031	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2032	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2033	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2034	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2035	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2036	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2036	Vehicle Replacement		Estimate	Building	\$55,000						(\$55,000)	Building
2036	Vehicle Replacement		Estimate	Building	\$55,000						(\$55,000)	Building
2037	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2038	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2039	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating
2040	To Building Reserve - Vehicle		Estimate	Building	\$15,000						(\$15,000)	Building Operating

Admin Facility

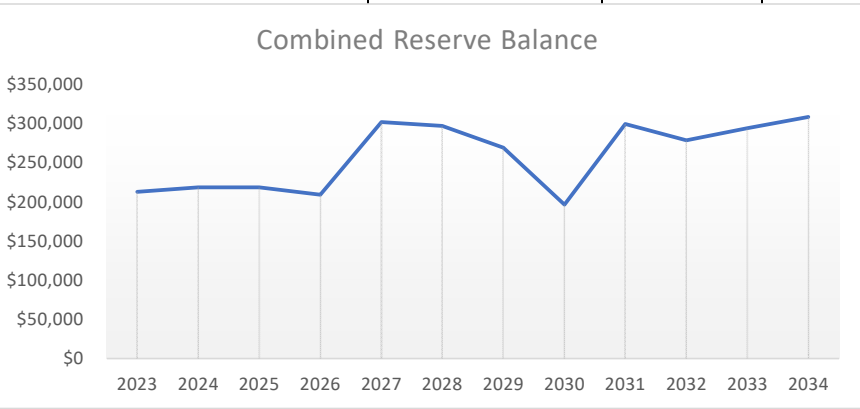
Year	Expenses	Funding Sources					Reserve Balance
		Project Costs	Taxation	Admin Facility	Grants	Green Lane	
2024	\$71,787	(\$25,000)	(\$46,787)	\$0	\$0	\$0	\$69,969
2025	\$40,000	(\$30,000)	\$0	\$0	\$0	(\$10,000)	\$99,969
2026	\$50,000	(\$30,000)	(\$20,000)	\$0	\$0	\$0	\$109,969
2027	\$1,030,000	(\$30,000)	\$0	\$0	(\$1,000,000)	\$0	\$139,969
2028	\$280,000	(\$30,000)	\$0	\$0	(\$250,000)	\$0	\$169,969
2029	\$1,280,000	(\$30,000)	\$0	\$0	(\$750,000)	(\$500,000)	\$199,969
2030	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$229,969
2031	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$259,969
2032	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$289,969
2033	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$319,969
2034	\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$349,969



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses	Funding Sources					Notes
						Project Costs	Taxation	Admin Facility	Grants	Green Lane	
2024	To Admin Facility Reserve		Actual	Admin Facility	\$25,000	(\$25,000)					
2024	Building Security Upgrades / Door Locks/FOBs		Estimate		\$30,000		(\$30,000)				
2024	Furnace Replacement		Actual		\$16,787		(\$16,787)				
2025	To Admin Facility Reserve	increase for furnace replacement in 15 years	Estimate	Admin Facility	\$30,000	(\$30,000)					
2025	Council Chambers	Décor, chairs, Non-Capital	Estimate		\$10,000					(\$10,000)	
2026	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2026	Sanitary connection		Estimate		\$20,000		(\$20,000)				
2027	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2027	Major Reno - Addition???		Estimate		\$1,000,000				(\$1,000,000)		
2028	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2028	Major Reno - Addition???	Design, Engineering, Const	Estimate		\$250,000		\$0		(\$250,000)		
2029	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2029	Major Reno - Addition???	Construction, Site Work			\$1,250,000				(\$750,000)	(\$500,000)	Bldg
2030	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2031	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2032	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2033	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					
2034	To Admin Facility Reserve		Estimate	Admin Facility	\$30,000	(\$30,000)					

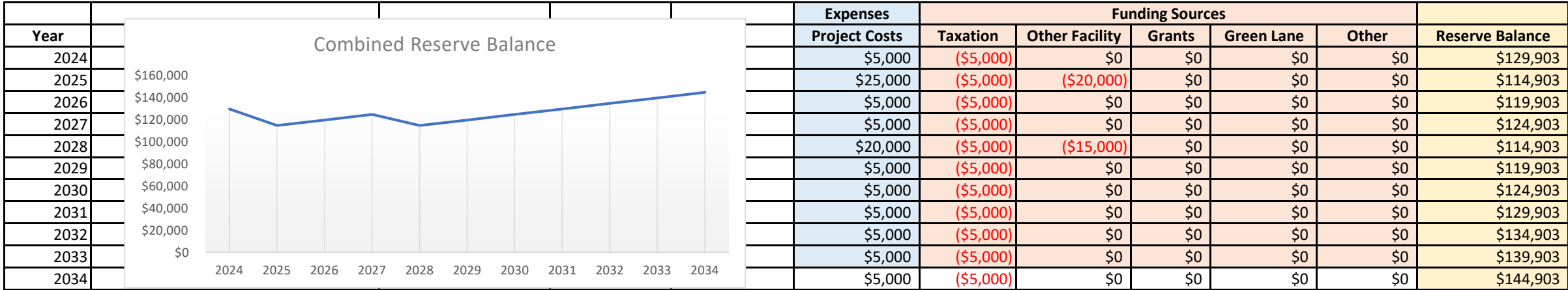
Keystone and Library Facility

Year					Expenses		Funding Sources					Reserve Balance
					Project Costs	Taxation	Keystone Facility	Grants	Green Lane	Other		
2023					\$43,872	(\$30,000)	(\$13,872)	\$0	\$0	\$0	\$212,565	
2024					\$58,180	(\$30,000)	(\$28,180)	\$0	\$0	\$0	\$218,234	
2025					\$63,000	(\$30,000)	(\$27,500)	\$0	\$0	(\$5,500)	\$218,234	
2026					\$35,000	(\$30,000)	(\$5,000)	\$0	\$0	\$0	\$208,884	
2027					\$35,000	(\$30,000)	(\$5,000)	\$0	\$0	\$0	\$301,414	
2028					\$65,000	(\$30,000)	(\$35,000)	\$0	\$0	\$0	\$296,414	
2029					\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$268,884	
2030					\$130,000	(\$30,000)	(\$100,000)	\$0	\$0	\$0	\$196,414	
2031					\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$298,884	
2032					\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$278,234	
2033					\$35,000	(\$30,000)	(\$5,000)	\$0	\$0	\$0	\$293,884	
2034					\$30,000	(\$30,000)	\$0	\$0	\$0	\$0	\$308,234	



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources					Notes
					Project Costs	Taxation	Keystone Facility	Grants	Green Lane	Other		
2024	To Keystone and Library Facility Reserve		Actual	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2024	Barrier Installation		Actual		\$5,030		(\$5,030)					
2024	Lighting Upgrades		Actual		\$23,150		(\$23,150)					
2025	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2025	Electronic Sign		Estimate		\$27,500		(\$27,500)					
2025	Cooler Units	Non-capital	Estimate		\$5,500					(\$5,500)		Keystone/Pavillion
2026	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2026	Diswasher		Estimate		\$5,000		(\$5,000)					
2027	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2027	Fridges		Estimate		\$5,000		(\$5,000)					
2028	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2028	HVAC		Estimate		\$30,000		(\$30,000)					
2028	Painting		Estimate		\$5,000		(\$5,000)					
2029	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2030	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2030	Generator Replacement		Estimate		\$100,000		(\$100,000)					
2031	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2032	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2033	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000
2033	Painting		Estimate		\$5,000		(\$5,000)					
2034	To Keystone and Library Facility Reserve		Estimate	Keystone Facility	\$30,000	(\$30,000)						Keystone \$20,000, Library \$10,000

Medical Centre



Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources				Notes
					Project Costs	Taxation	Other Facility	Grants	Green Lane	Other	
2024	To Medical Facility Reserve		Actual	Other Facility	\$5,000	(\$5,000)					
2025	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2025	Sanitary Connection		Estimate		\$20,000		(\$20,000)				
2026	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2027	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2028	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2028	HVAC Replacement - Timing TBD		Estimate		\$15,000		(\$15,000)				
2029	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2030	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2031	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2032	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2033	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					
2034	To Medical Facility Reserve		Estimate	Other Facility	\$5,000	(\$5,000)					

Roads

Year	Combined Reserve Balance	Expenses		Funding Sources						Reserve Balance
		Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2024		\$4,224,558	(\$1,494,916)	(\$2,230,759)	\$0	(\$10,841)	\$0	\$0	(\$498,883)	\$192,188
2025	\$8,000,000	\$7,329,239	(\$1,750,956)	(\$4,184,000)	\$0	\$0	(\$525,000)	\$0	(\$869,283)	(\$1,761,732)
2026	\$6,000,000	\$6,984,669	(\$2,086,386)	(\$2,645,000)	\$0	\$0	(\$1,200,000)	\$0	(\$453,283)	(\$1,867,063)
2027	\$4,000,000	\$7,381,160	(\$2,421,877)	(\$4,506,000)	\$0	\$0	\$0	\$0	(\$453,283)	(\$3,497,903)
2028	\$2,000,000	\$5,344,120	(\$2,757,337)	(\$2,133,500)	\$0	\$0	\$0	\$0	(\$453,283)	(\$2,420,783)
2029	\$0	\$6,089,281	(\$1,574,916)	(\$2,572,200)	\$0	\$0	\$0	\$0	(\$453,283)	(\$1,475,902)
2030	(\$2,000,000)	\$5,986,081	(\$3,092,798)	(\$2,420,000)	(\$20,000)	\$0	\$0	\$0	(\$453,283)	(\$369,821)
2031	(\$4,000,000)	\$6,396,081	(\$3,092,798)	(\$2,600,000)	\$0	(\$250,000)	\$0	\$0	(\$453,283)	\$326,260
2032	(\$6,000,000)	\$6,246,081	(\$3,092,798)	(\$2,450,000)	\$0	(\$250,000)	\$0	\$0	(\$453,283)	\$1,172,341
2033	(\$8,000,000)	\$5,701,081	(\$3,092,798)	(\$2,155,000)	\$0	\$0	\$0	\$0	(\$453,283)	\$5,803,422
2034	(\$10,000,000)	\$5,282,081	(\$3,092,798)	(\$1,736,000)	\$0	\$0	\$0	\$0	(\$453,283)	(\$10,015,503)
2034	(\$12,000,000)									

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources						Notes
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2024	To Road Capital Reserve		Actual	Roads	\$1,948,799	(\$1,449,916)							Other Gas Tax, OCIF
2024	To Sidewalk Reserve		Actual	Sidewalk	\$25,000	(\$25,000)							
2024	To Streetlight Reserve		Actual	Streetlight	\$20,000	(\$20,000)							
2024	Edge Repairs - Shorlea Line		Actual		\$25,759		(\$25,759)						
2024	Lawrence Road Rehabilitation		Estimate		\$365,000		(\$365,000)						
2024	Boxall Road Rehabilitation		Estimate		\$220,000		(\$220,000)						
2024	Magdala Road Reconstruction		Estimate		\$230,000		(\$230,000)						
2024	Thomas Road Engineering		Estimate		\$160,000		(\$160,000)						Partial DC Funded
2024	Granular Road Conversion		Estimate		\$300,000		(\$300,000)						
2024	Fingal Streetscape Contribution		Estimate		\$300,000		(\$300,000)						
2024	Road Needs Study (every 5 years)		Estimate		\$30,000		(\$30,000)						
2024	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$500,000		(\$500,000)						
2024	Guardrails	balance to be used in 2025	Estimate		\$50,000		(\$50,000)						
2024	Talbotville Streetlights		Actual		\$10,841				(\$10,841)				
2025	To Road Capital Reserve		Estimate	Roads	\$2,130,239	(\$1,676,956)						(\$453,283)	CCBF (Gas Tax), OCIF
2025	To Sidewalk Reserve		Estimate	Sidewalk	\$54,000	(\$54,000)							
2025	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2025	Shady Lane Sidewalk	Sidewalk connecting Shady Lane to Talbotville Meadows	Estimate		\$15,000		(\$15,000)						
2025	Edge Repairs - Various Locations	Asset ID 10A, 10B Parsons, Asset ID 38D Scotch	Estimate		\$50,000		(\$50,000)						
2025	John Wise Line Rehabilitation - Talbot to Longhurst	Asset ID 36A, Pulverize and Pave 50mm HL3	Estimate		\$480,000		(\$480,000)						
2025	Longhurst Line Rehabilitation, Mill to John Wise	Asset ID 14A, Pulverize and Pave 50mm HL3	Estimate		\$420,000		(\$420,000)						
2025	Scotch Line Resurface - Boxall to Coon	Asset ID 38D Single Surface Treatment	Estimate		\$175,000		(\$175,000)						
2025	Begg Road Surface Treatment	Asset ID 68A Pulverize and Double Surface Treatment	Estimate		\$30,000		(\$30,000)						
2025	Thomas Road Reconstruction	Asset ID 77 Road Reconstruction and Paving	Estimate		\$2,000,000		(\$1,584,000)					(\$416,000)	DC's
2025	Bush Line Rehabilitation Munro to Ashmore	Asset ID 60E, 60G Single surface Treatment	Estimate		\$150,000		(\$150,000)						

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources						Notes
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2025	Elizabeth and John Street Recon	Asset ID 25B, 278 Reconstruction HEWSF	Estimate		\$600,000		(\$75,000)				(\$525,000)		
2025	Fingal Streetscape Contribution		Estimate		\$300,000		(\$300,000)						
2025	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$700,000		(\$700,000)						
2025	Guardrails	Use 2023 & 2024 Carry Over plus 2025 for Lake Line, and Mill Road.	Estimate		\$185,000		(\$185,000)						
2025	Annual Ditching Program	New Program Used to Improve Roads, tied with Municipal Drain Installs and Road Conversions	Estimate		\$20,000		(\$20,000)						
2026	To Road Capital Reserve		Estimate	Roads	\$2,465,669	(\$2,012,386)						(\$453,283)	CCBF (Gas Tax), OCIF
2026	To Sidewalk Reserve		Estimate	Sidewalk	\$54,000	(\$54,000)							
2026	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2026	Ford Road Rehabilitation	Asset ID 74A, 74B, 74C, 74D Wellington to Talbot Timed with MTO Work, sidewalk links to St. George?	Estimate		\$260,000		(\$260,000)						
2026	Grand Canyon Road Micro Surface	Asset ID 93 Single Surface Treatment	Estimate		\$25,000		(\$25,000)						
2026	Fowler Street and Mill Park	Asset ID 43A, 44B, HEWSF Grant, Partner with County	Estimate		\$1,400,000		(\$200,000)			(\$1,200,000)			
2026	Mill Road - Talbot to Southdel	Asset IDs 35A, 35b, 35C, 35D, 35E Single Surface Treatment	Estimate		\$260,000		(\$260,000)						
2026	Paynes Mills Road Rehabilitation	Asset ID 37 Pulverize and Double Surface Treatment	Estimate		\$260,000		(\$260,000)						
2026	Scotch Line Rehabilitation Coon to Lake Line	Asset ID 38E Single Surface Treatment	Estimate		\$320,000		(\$320,000)						
2026	Parsons Road	Asset ID 10A 10B Single Surface Treatment	Estimate		\$100,000		(\$100,000)						
2026	Second Line Rehab Magdala to Mill	Asset ID 4E, Single Surface Treatment	Estimate		\$100,000		(\$100,000)						
2026	Fingal Streetscape Contribution	Project Start	Estimate		\$900,000		(\$300,000)						
2026	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$700,000		(\$700,000)						
2026	Edge Repairs - Various Locations	Asset ID 4E Second Line	Estimate		\$50,000		(\$50,000)						
2026	Guardrails		Estimate		\$50,000		(\$50,000)						
2026	Annual Ditching Program	Scotch Line	Estimate		\$20,000		(\$20,000)						
2027	To Road Capital Reserve		Estimate	Roads	\$2,801,160	(\$2,347,877)						(\$453,283)	CCBF (Gas Tax), OCIF
2027	To Sidewalk Reserve		Estimate	Sidewalk	\$54,000	(\$54,000)							
2027	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2027	Longhust Line Rehabilitation Sunset to John Wise	Asset ID 14B, 14C, 14D, 14E Spot Repair and Single Surface Treatment	Estimate		\$1,144,000		(\$1,144,000)						
2027	Scotch Line Boxal to Fingal Conversion	Asset ID 38B 38C Conversion to Surface Treated Road	Estimate		\$600,000		(\$600,000)						
2027	Southdel Drive Rehabilitation and Conversion	Asset ID 80B, 80C, 80D, 80E, 80F, 80G Single Surface Treatment and Conversion	Estimate		\$570,000		(\$570,000)						
2027	Southminister Bourne - Sunset to Wonderland	Asset ID 17E Conversion to Asphalt, 50% City of London	Estimate		\$672,000		(\$672,000)						
2027	Fingal Streetscape Contribution	Clean Up from the Project in 2026	Estimate		\$300,000		(\$300,000)						
2027	Gravel Resurfacing Program - Various Locations		Estimate		\$1,100,000		(\$1,100,000)						
2027	Edge Repairs - Various Locations		Estimate		\$50,000		(\$50,000)						
2027	Guardrails		Estimate		\$50,000		(\$50,000)						

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources						Notes
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane	Other	
2031	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2031	Street Lights		Estimate		\$250,000				(\$250,000)				
2031	Begg Road - John Wise to Middle River Road	Asset ID 68B Granular Conversion	Estimate		\$250,000			(\$250,000)					
2031	Cattanach Line - Coon Rd to End	Asset ID 65 Granular Conversion	Estimate		\$80,000			(\$80,000)					
2031	Coon Road - Scotch Ln to Union Road	Asset ID 72C 72D Granular Conversion	Estimate		\$200,000			(\$200,000)					
2031	Lake Line - Boxall Rd to Union Rd	Asset ID 61C, 61D, 61E, Single Surface Treatment	Estimate		\$200,000			(\$200,000)					
2031	Orchard Street - Union Road to End	Asset IDs 30A, 30B, Mill and Pave, Unless Development Drives further Investment	Estimate		\$50,000			(\$50,000)					
2031	Second Line - Iona Road to Magdala Road	Asset IDs 4A, 4B, 4C, 4D Granular Conversion	Estimate		\$850,000			(\$850,000)					
2031	Smith Road - Union Road to Munro Line	Asset ID 73 Granular Conversion	Estimate		\$150,000			(\$150,000)					
2031	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$700,000			(\$700,000)					
2031	Edge Repairs - Various Locations		Estimate		\$50,000			(\$50,000)					
2031	Guardrails		Estimate		\$50,000			(\$50,000)					
2031	Annual Ditching Program		Estimate		\$20,000			(\$20,000)					
2032	To Road Capital Reserve		Estimate	Roads	\$3,472,081	(\$3,018,798)						(\$453,283)	CCBF (Gas Tax), OCIF
2032	To Sidewalk Reserve		Estimate	Sidewalk	\$54,000	(\$54,000)							
2032	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2032	Street Lights		Estimate		\$250,000				(\$250,000)				
2032	Boxall Road - Bush Line to Lake Line	Asset ID 64A, 64B, 64C, 64D, Overlay Asphalt	Estimate		\$815,000			(\$815,000)					
2032	Brook Street - John Street to End	Asset ID 29, Mill and Pave	Estimate		\$25,000			(\$25,000)					
2032	Church Street - Fingal Line to Fowler Street	Asset ID 45, Mill and Pave	Estimate		\$25,000			(\$25,000)					
2032	Fowler Street - Fingal Line to Millpark Street	Asset ID 43B, Mill and Pave	Estimate		\$75,000			(\$75,000)					
2032	Lawrence Road - Third Line to Sixth Line	Asset IDs 5A, 5B, 5C, 5D Single Surface Treatment and Granular Conversion	Estimate		\$160,000			(\$160,000)					
2032	Lyle Road - Talbot Line to Bush Line	Asset IDs 53B, 53C, 53D Granular Conversion	Estimate		\$530,000			(\$530,000)					
2032	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$700,000			(\$700,000)					
2032	Edge Repairs - Various Locations		Estimate		\$50,000			(\$50,000)					
2032	Guardrails		Estimate		\$50,000			(\$50,000)					
2032	Annual Ditching Program		Estimate		\$20,000			(\$20,000)					
2033	To Road Capital Reserve		Estimate	Roads	\$3,472,081	(\$3,018,798)						(\$453,283)	CCBF (Gas Tax), OCIF
2033	To Sidewalk Reserve		Estimate	Sidewalk	\$54,000	(\$54,000)							
2033	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2033	First Line - Iona Road to Plain Road	Asset IDs 2A, 2B Granular Conversion	Estimate	Roads	\$190,000			(\$190,000)					
2033	John Street North - Rose Ave to Courtney Street	Asset ID 27A Mill and Pave	Estimate	Roads	\$50,000			(\$50,000)					
2033	Glasgow Street - Fingal Line to Union Rd	Asset ID 46 Mill and Pave	Estimate	Roads	\$35,000			(\$35,000)					
2033	Jones Road - Lake Line to Scotch Line	Asset ID 62 Granular Conversion	Estimate	Roads	\$150,000			(\$150,000)					
2033	Lake Line - Iona Rd to Boxall Rd	Asset ID 61A, 61B Granular Conversion	Estimate	Roads	\$510,000			(\$510,000)					
2033	Plain Road - First Line to Second Line	Asset ID 3 Granular Conversion	Estimate	Roads	\$150,000			(\$150,000)					
2033	Routh Road - First Line to End	Asset ID 1A, 1B Granular Conversion	Estimate	Roads	\$185,000			(\$185,000)					
2033	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$700,000			(\$700,000)					
2033	Edge Repairs - Various Locations		Estimate		\$115,000			(\$115,000)					
2033	Guardrails		Estimate		\$50,000			(\$50,000)					

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources					Notes	
					Project Costs	Taxation	Road Reserve	Sidewalk	Streetlight	Specific Grants	Green Lane		Other
2033	Annual Ditching Program		Estimate		\$20,000		(\$20,000)						
2034	To Road Capital Reserve		Estimate	Roads	\$3,472,081	(\$3,018,798)						(\$453,283)	CCBF (Gas Tax), OCIF
2034	To Sidewalk Reserve		Estimate	Sidewalk	\$54,000	(\$54,000)							
2034	To Streetlight Reserve		Estimate	Streetlight	\$20,000	(\$20,000)							
2034	Elizabeth Street - Francis Street to Union Rd	Asset ID 25A Mill and Pave	Estimate	Roads	\$20,000		(\$20,000)						
2034	Fifth Line - Iona Rd to Union Rd	Asset ID 11A, 11B, 11C Mill and Pave	Estimate	Roads	\$476,000		(\$476,000)						
2034	Talbotville Gore Rd - Sunset to Sunset	Asset ID 54A, 54B, 54C Granular Conversion	Estimate	Roads	\$75,000		(\$75,000)						
2034	Francis Street - Talbot Line to Elizabeth Street	Asset ID 26 Mill and Pave	Estimate	Roads	\$280,000		(\$280,000)						
2034	Gravel Resurfacing Program	Various Locations as per Road Needs Study	Estimate		\$700,000		(\$700,000)						
2034	Edge Repairs - Various Locations		Estimate		\$115,000		(\$115,000)						
2034	Guardrails		Estimate		\$50,000		(\$50,000)						
2034	Annual Ditching Program		Estimate		\$20,000		(\$20,000)						

Bridges and Culverts

Year					Expenses		Funding Sources					Reserve Balance
	Project Costs	To Reserve	Taxation	Bridge Reserve	Grants	Green Lane	Other					
2024	\$338,263	\$100,000	(\$100,000)	(\$308,244)	\$0	\$0	\$0	\$523,859				
2025	\$910,000	\$100,000	(\$100,000)	(\$835,000)	\$0	\$0	(\$75,000)	(\$151,141)				
2026	\$15,000	\$100,000	(\$100,000)	(\$15,000)	\$0	\$0	\$0	(\$66,141)				
2027	\$100,000	\$100,000	(\$200,000)	\$0	\$0	\$0	\$0	\$33,859				
2028	\$965,000	\$100,000	(\$100,000)	(\$965,000)	\$0	\$0	\$0	(\$831,141)				
2029	\$0	\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	(\$731,141)				
2030	\$67,500	\$100,000	(\$100,000)	(\$67,500)	\$0	\$0	\$0	(\$698,641)				
2031	\$0	\$375,000	(\$375,000)	\$0	\$0	\$0	\$0	(\$323,641)				
2032	\$510,000	\$100,000	(\$100,000)	(\$510,000)	\$0	\$0	\$0	(\$733,641)				
2033	\$0	\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	(\$633,641)				
2034	\$20,000	\$100,000	(\$100,000)	(\$20,000)	\$0	\$0	\$0	(\$553,641)				



Year	Project	Addl Info	Act/Est/Adj	Bridge/Culvert	Expenses		Funding Sources					Notes
					Project Costs	To Reserve	Taxation	Bridge Reserve	Grants	Green Lane	Other	
2024	To Bridge Reserve		Actual			\$100,000	(\$100,000)					
2024	Bridge Study	Bridge	Actual		\$10,155			(\$10,155)				
2024	Burwell Road Bridge Replacement	Bridge	Estimate	Bridge	\$148,108			(\$148,108)				
2024	Various Culvert and Bridge Repairs Engineering	Repairs based on OSIM	Estimate	Both	\$30,000			\$19				
2024	Lake Line Culvert Replacement	Engineering and Construction	Estimate	Culvert	\$75,000			(\$75,000)				
2024	Woodplant Bridge Engineering	Shovel Ready for Grant Opportunities	Estimate	Bridge	\$75,000			(\$75,000)				
2025	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2025	Lyle Bridge Rehabilitation	Repairs based on OSIM	Estimate		\$200,000			(\$200,000)				
2025	Scotch Line Culvert Replacement	Replacement Based on OSIM	Estimate		\$450,000			(\$450,000)				
2025	Thomas Road Culvert at Union Road	Replace with the recon.	Estimate		\$60,000			(\$60,000)				
2025	Iona Road Culvert Replacement		Estimate		\$150,000			(\$75,000)			(\$75,000)	Mun of Dutton Dunwich
2025	Restoration at Burwell Bridge/Guidrail	Repairs based on OSIM	Estimate		\$50,000			(\$50,000)				
2026	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2026	Bridge Study		Estimate		\$15,000			(\$15,000)				
2027	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2027	Woodplant Bridge Engineering		Estimate		\$100,000			(\$100,000)				
2028	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2028	Bridge Study		Estimate		\$15,000			(\$15,000)				
2028	Woodplant Bridge Replacement	Replacement Based on OSIM	Estimate		\$950,000			(\$950,000)				
2029	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2030	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2030	Bridge Study		Estimate		\$17,500			(\$17,500)				
2030	Parsons Bridge Engineering		Estimate		\$50,000			(\$50,000)				
2031	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2031	Parsons Bridge Rehabilitation		Estimate			\$275,000	(\$275,000)					
2032	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2032	Bridge Study		Estimate		\$10,000			(\$10,000)				
2032	Bridge Replacement	TBD	Estimate		\$500,000			(\$500,000)				
2033	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2034	To Bridge Reserve		Estimate			\$100,000	(\$100,000)					
2034	Bridge Study		Estimate		\$20,000			(\$20,000)				

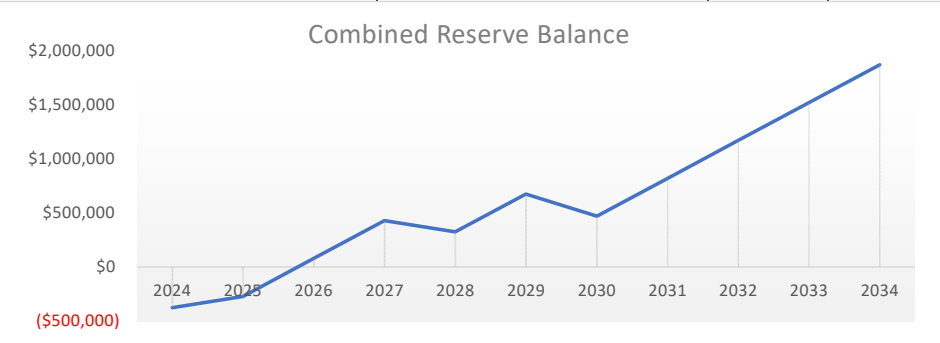
Road Facility

Year			Combined Reserve Balance										Expenses		Funding Sources					Reserve Balance
														Project Costs	Taxation	Road Facility	Grants	Green Lane	Other	
2023		\$0												\$4,850,000	(\$100,000)	(\$3,686,000)	\$0	\$0	(\$828,000)	(\$3,440,066)
2024													\$100,000	(\$100,000)	\$0	\$0	\$0	\$0	(\$3,340,066)	
2025		(\$1,000,000)											\$3,105,586	(\$369,772)	(\$2,735,814)	\$0	\$0	\$0	(\$5,706,108)	
2026		(\$2,000,000)											\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$5,336,336)	
2027		(\$3,000,000)											\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$4,966,564)	
2028		(\$4,000,000)											\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$4,596,792)	
2029		(\$5,000,000)											\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$4,227,020)	
2030		(\$6,000,000)											\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$3,857,248)	
2031													\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$3,487,476)	
2032													\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$3,117,704)	
2033													\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$2,747,932)	
2034													\$369,772	(\$369,772)	\$0	\$0	\$0	\$0	(\$2,378,160)	

Year	Project	Addl Info	Act/Est/Adj	To Reserve	Expenses		Funding Sources					Notes
					Project Costs	Taxation	Road Facility	Grants	Green Lane	Other		
2023	To Road Facility Reserve		Actual	Road Facility	\$100,000	(\$100,000)						
2023	Balance - Design and Engineering	incl. above	Estimate									
2023	Road Facility Construction		Estimate					(\$3,686,000)			(\$828,000)	DC Future Recovery ~150, Water 914
2023	Site Work		Estimate		\$1,280,000							
2023	Building		Estimate		\$3,300,000							
2023	Construction Admin		Estimate		\$170,000							
2023	Talbotville Road Facility - removed	PW needs in Talbotville?	Estimate		\$0		\$0					
2024	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2025	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2025	Financing Costs (\$4.008 mill over 25 yrs)		Estimate		\$2,735,814		(\$2,735,814)					
2025	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2026	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2026	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2027	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2027	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2028	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2028	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2029	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2029	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2030	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2030	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2031	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2031	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2032	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2032	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2033	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2033	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						
2034	To Road Facility Reserve		Estimate	Road Facility	\$100,000	(\$100,000)						
2034	To Road Facility Reserve		Estimate	Road Facility	\$269,772	(\$269,772)						

Road Equipment

Year	Expenses	Funding Sources					Reserve Balance
		Project Costs	Taxation	Road Equipment	Grants	Green Lane	
2024	\$1,664,544	(\$350,000)	(\$738,262)	\$0	(\$350,000)	(\$226,282)	(\$374,641)
2025	\$596,000	(\$350,000)	(\$246,000)	\$0	\$0	\$0	(\$270,641)
2026	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$79,359
2027	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$429,359
2028	\$805,000	(\$350,000)	(\$455,000)	\$0	\$0	\$0	\$324,359
2029	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$674,359
2030	\$905,000	(\$350,000)	(\$555,000)	\$0	\$0	\$0	\$469,359
2031	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$819,359
2032	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$1,169,359
2033	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$1,519,359
2034	\$350,000	(\$350,000)	\$0	\$0	\$0	\$0	\$1,869,359



Year	Project	Additional Info	Act/Est/Adj	To Reserve	Expenses					Notes
					Project Costs	Taxation	Road Equipment	Grants	Green Lane	
2024	To Road Equipment Reserve		Actual	Road Equipment	\$350,000	(\$350,000)				
2024	Radio Repeater		Estimate		\$30,000		(\$30,000)			
2024	Misc New Equipment for Shop		Estimate		\$50,000		(\$25,000)			DC - expansion items
2024	Trackless - New Addition	Development Charges	Actual		\$211,282		(\$10,000)			DC's
2024	2011 Peterbilt Tandem Replace	Delivery/Payment in 2025	Estimate		\$455,000		(\$280,000)		(\$175,000)	
2024	2009 Freightliner	Delivery/Payment in 2025	Estimate		\$455,000		(\$280,000)		(\$175,000)	
2024	Replace P55 - 2016 Dodge Crew Cab	Postpone to 2025	Estimate		\$0		\$0			
2024	New Mulcher/Flail	Replace Yearly Rental	Estimate		\$75,000		(\$75,000)			
2024	Replace Roadside Mower	Replacement	Actual		\$38,262		(\$38,262)			
2025	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2025	Replace P55 - 2016 Dodge Crew Cab	Postponed from 2024	Estimate		\$70,000		(\$70,000)			
2025	Trackless Rebuild	Refurbish Existing Trackless	Estimate		\$160,000		(\$160,000)			
2025	Push Broom	Intersection sweeping	Estimate		\$16,000		(\$16,000)			
2026	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2027	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2028	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2028	Dump Truck Replacement		Estimate		\$455,000		(\$455,000)			
2029	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2030	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2030	Dump Truck Replacement		Estimate		\$455,000		(\$455,000)			
2030	Pickup Truck Replacements		Estimate		\$100,000		(\$100,000)			
2031	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2032	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2033	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				
2034	To Road Equipment Reserve		Estimate	Road Equipment	\$350,000	(\$350,000)				

Planning

Year	Combined Reserve Balance	Expenses		Funding Sources			Reserve Balance
		Project Costs	Taxation	Planning	Green Lane	Other	
2024		\$10,000	(\$10,000)	\$0	\$0	\$0	\$25,000
2025		\$132,600	(\$10,000)	\$0	\$0	(\$122,600)	\$35,000
2026		\$10,000	(\$10,000)	\$0	\$0	\$0	\$45,000
2027		\$30,000	(\$15,000)	(\$15,000)	\$0	\$0	\$45,000
2028		\$30,000	(\$15,000)	(\$15,000)	\$0	\$0	\$45,000
2029		\$40,000	(\$15,000)	(\$25,000)	\$0	\$0	\$35,000
2030		\$15,000	(\$15,000)	\$0	\$0	\$0	\$50,000
2031		\$15,000	(\$15,000)	\$0	\$0	\$0	\$65,000
2032		\$15,000	(\$15,000)	\$0	\$0	\$0	\$80,000
2033		\$15,000	(\$15,000)	\$0	\$0	\$0	\$95,000
2034		\$15,000	(\$15,000)	\$0	\$0	\$0	\$110,000

Year	Project	Addl Info	Act/Comm/Est	To Reserve	Expenses		Funding Sources			Notes
					Project Costs	Taxation	Planning	Green Lane	Other	
2024	To Planning Reserve		Estimate	Planning	\$10,000	(\$10,000)				
2025	To Planning Reserve		Estimate	Planning	\$10,000	(\$10,000)				
2025	Industrial Land Secondary Planning	Moved to Admin Capital	Estimate		\$0				\$0	Use Efficiency Fund Grant
2025	Trails and Parks Strategy	Cost Recovery through DCs	Estimate		\$47,600				(\$47,600)	
2025	Official Plan and Zoning Update	Non-capital-Addition to the Funds Identified in 2023	Estimate		\$75,000				(\$75,000)	
2026	To Planning Reserve		Estimate	Planning	\$10,000	(\$10,000)				
2027	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2027	Official Plan Review/Update	Non-Capital	Estimate		\$15,000		(\$15,000)			
2028	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2028	Official Plan Review/Update	Non-Capital	Estimate		\$15,000		(\$15,000)			
2029	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2029	Zoning By-law Review/Update	Non-Capital	Estimate		\$25,000		(\$25,000)			
2030	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2031	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2032	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2033	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				
2034	To Planning Reserve		Estimate	Planning	\$15,000	(\$15,000)				



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-11

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 23, 2025 and February 10, 2025.

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 Special Meeting of Council held on January 23, 2025 and the Regular Meeting of Council held on February 10, 2025; 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 10th DAY OF FEBRUARY, 2025.

Mayor
Grant Jones

Deputy Clerk
June McLarty

**Ministry of Red Tape
Reduction**

Minister's Office

56 Wellesley Street West
7th Floor
Toronto ON M5S 2S3
Telephone: 416-212-0088

**Ministère de la Réduction des formalités
administratives**

Bureau du ministre

56, rue Wellesley Ouest
7e étage
Toronto ON M5S 2S3
Téléphone : 416-212-0088



January 30, 2025

His Worship Grant Jones
Township of Southwold
35663 Fingal Line
Fingal, ON
NOL 1K0
mayorgjones@southwold.ca

Dear Mayor Jones:

Thank you for meeting with me and my team during the 2025 Rural Ontario Municipal Association (ROMA) annual conference. We appreciate the opportunity to learn about Consolidated Linear Infrastructure ECAs and other operational concerns. Our discussion was both insightful and productive.

Your feedback regarding CLI ECAs through better modeling and mapping has provided me a clearer understanding of the challenge at hand. As discussed, I've asked my team to follow up with the Ministry of Environment, Conservation and Parks.

Once again, thank you for your time and for bringing these important issues to our attention. The input we receive from our municipal partners is invaluable and I look forward to continuing to work closely with you to help build the thriving environment for our businesses and communities to succeed.

Sincerely,

A handwritten signature in black ink, appearing to be "MH", with a long horizontal line extending to the right.

Hon. Mike Harris
Minister of Red Tape Reduction