



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday March 24, 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 Regular Council Meeting of March 10, 2025
- (b) Draft Minutes of the Young at Heart Meeting of March 6, 2025
- (c) Draft Minutes Southwold Winterfest Committee Meeting of March 12, 2025

5. DELEGATION

- (a) **8:00 p.m. – Vitaliy Talashok and Matthew Belding – QCWA 4th Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant and the Southwold Water Distribution System Section 11 Annual Report and Schedule 22 Summary Report**

6. DRAINAGE

7. PLANNING

- (a) PLA 2025-10 Part Lot Control PLC 2025-01, Block 183 (13-19 Optimist Drive)

8. REPORTS

- (a) IDS 2025-19 Shedden Sanitary Update March 25
- (b) IDS 2025-14 Southwold Distribution System (Lynhurst Park Drive) 2024 Section 11 Annual Report
- (c) IDS 2025-15 Watermain Break Summary Report
- (d) IDS 2025-16 Chemical Storage Updates
- (e) IDS 2025-17 Talbotville WWTP Market Sounding
- (f) IDS 2025-18 Asphalt Hot Box Trailer

- (g) FIN 2025-07 2024 Development Charges Summary
- (h) FIN 2025-08 Council Renumeration
- (i) FIN 2025-09 County Roads 2024 Financial Summary
- (j) CBO 2025-06 Facility Rental Documents
- (k) CBO 2025-07 Building Permit Fees Comparison
- (l) CAO 2025-17 Strategic Plan Update
- (m) CAO 2025-18 Council Composition and Ward Boundaries
- (n) CAO 2025-19 Planning Services Agreement
- (o) From the Elgin County Council Chambers – March 11, 2025

9. **CORRESPONDENCE**

- (a) St. Thomas Area Secondary Water Supply System 2024 Summary Report
- (b) Elgin Area Primary Water Supply System
- (c) Fee Waiver Request – VON

10. **BY-LAWS**

- (a) By-law No. 2025-21, being a by-law to amend the assessment schedule for the actual costs incurred for the improvement of the Bogart Drain 'C' 2023
- (b) By-law No. 2025-22, being a by-law to amend the assessment schedule for the actual costs incurred for the construction of the Palmer Drain 2023
- (c) By-law No. 2025-23, being a by-law to approve the Facility Rental Documents, Policies and Agreements to provide for the rental of Municipal Facilities
- (d) By-law No. 2025-24, being a by-law to exempt from Part Lot Control, Block 183, Plan 11M-266, Talbotville Meadows Phase 2 Subdivision
- (e) By-law No. 2025-25, being a by-law to enter into an agreement for Planning Services
- (f) By-law No. 2025-26, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 24, 2025

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

12. **CLOSED SESSION**

- (a) 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees; 239(2) (d) labour relations or employee negotiations - HR and CUPE Updates
- (b) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board - Talbotville Parkland

13. **ADJOURNMENT: NEXT REGULAR MEETING OF COUNCIL** **Monday April 14, 2025 @ 7:00 P.M.** **Council Chambers, Fingal/Via Video Link**



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting

Monday March 10, 2025

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

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Aaron VanOorspronk, Director of Infrastructure & Development
Services
Paul Hicks, Township Planner
Mike Taylor, Manager of Environmental Services
June McLarty, Deputy Clerk

ABSENT: Councillor Sarah Emons

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

ADDENDUM TO AGENDA:

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-74 Councillor Adzija – Councillor Fellows

THAT the Minutes of the Regular Council Meeting of February 24th, 2025 are hereby adopted.

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

CARRIED

Committee Minutes – Review

2025-75 Councillor Fellows – Councillor Adzija

THAT Council had reviewed the Minutes of the Young at Heart Meeting of January 23, 2025, the draft minutes of the Communities in Bloom Meeting of February 12, 2025 and the draft minutes of the Southwold 175 Planning Committee Meeting of February 18, 2025.

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

CARRIED

Court of Revision Meeting Minutes – Ryan Drain 2024

2025-76 Deputy Mayor Pennings – Adzija

THAT the minutes of the Court of Revision for the Ryan Drain 2024 are hereby adopted.

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

CARRIED

PLANNING:

PLA 2025-09 Application for Consent E21-25, 35383 Scotch Line

2025-77 Councillor Fellows – Councillor Adzija

THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E21-25 subject to the recommended conditions provided in Appendix 2 as amended of Report PLA 2025-09.

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

CARRIED

REPORTS:

FIR 2025-02 Activity Report – January and February 2025

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

IDS 2025-13 Activity Report – February 2025

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

FIN 2025-05 IT Support Agreement – Zouling Technologies Inc

2025-78 Councillor Adzija – Deputy Mayor Pennings

THAT Council pass By-law 2025-19 to renew the agreement with Zouling Technologies Inc. for Technology Maintenance and Support Services.

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

CARRIED

FIN 2025-06 Water and Sanitary Budget By-laws

2025-79 Councillor Adzija – Councillor Fellows

THAT Council pass the following By-laws:

- a. By-law No. 2025-15 2025 Water Rates
- b. By-law No. 2025-16 2025 Water Budget
- c. By-law No. 2025-17 2025 Sanitary Sewer Rates
- d. By-law No. 2025-18 2025 Sanitary Sewer Budget

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

CARRIED

CBO 2025-04 Activity Report – February 2025

This report was presented to Council.

CBO 2025-05 Lawnmower Quotes

2025-80 Councillor Fellows – Councillor Adzija

THAT Council accepts the quote from Huron Tractor in the amount of \$21,350 plus HST for a new zero turn lawnmower.

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

CARRIED

CAO 2025-14 Activity Report – February 2025

CAO/Clerk Jeff Carswell presented his report to Council.

Elgin County – From Council Chambers – February 25, 2025

Mayor Jones presented this report to Council.

CORRESPONDENCE:

- Fingal-Shedden and District Optimist Club – Fee Waiver Request
- Elgin County RE: Proposed Woodlands Clearing

Fingal-Shedden and District Optimist Club – Fee Waiver Request

2025-81 Deputy Mayor Pennings – Councillor Fellows

THAT Council waive the fees for the Fingal-Shedden and District Optimist Club in the amount of \$265.00 for the use of the Southwold Keystone Complex on Wednesday March 19th, 2025.

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

CARRIED

Council reviewed the other item under Correspondence.

BY-LAWS:

- By-law No. 2025-15, being a by-Law to amend By-law No. 2014-65, being a By-law to regulate the distribution and use of water and to fix the prices and times of payments
- By-law No. 2025-16, being a by-law to adopt the 2025 Water System Operating and Capital Budget
- By-law No. 2025-17, being a by-law to establish Sanitary Sewer Rates and to repeal By-law No. 2023-66
- By-law No. 2025-18, being a by-law to adopt the 2025 Sanitary Sewer System Operating and Capital Budgets

- By-law No. 2025-19, being a by-law to authorize renewing an agreement with Zouling Technologies Inc. for technology maintenance and support services and to repeal By-law No. 2023-24
- By-law No. 2025-20, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 10, 2025

By-laws

2025-82 Councillor Fellows – Councillor Adzija

THAT By-law Nos. 2025-15, 2025-16, 2025-17, 2025-18 and 2025-19 be read a first and second time, considered read a third time and finally passed this 10th day of March, 2025.

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

CARRIED

CLOSED SESSION

2025-83 Councillor Fellows – Councillor Adzija

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **7:33 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239(2) (k)) – REOI Waste Management
- Personal matters about an identifiable individual, including municipal or local board employees (Section 239(2) (b)) and labour relations or employee negotiations; (Section 239(2) (d)) – HR and CUPE Matters

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons		

S. Fellows	√
G. Jones – Mayor	√
J. Pennings	√

CARRIED

Adjournment of Closed Session

2025-84 Councillor Adzija – Deputy Mayor Pennings

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **8:09 p.m.**

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

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-85 Deputy Mayor Pennings – Councillor Adzija

THAT By-law No. 2025-20 be read a first and second time, considered read a third time and finally passed this 10th day of March, 2025.

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

CARRIED

ADJOURNMENT:

2025-86 Deputy Mayor Pennings – Councillor Fellows

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **8:10 p.m.**

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

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Southwold Winterfest Committee

Minutes

Winterfest Committee Meeting Wednesday, March 12, 2025, at 6:30 pm Council Chambers, Fingal

Committee Member Present:

Councillor John Adzija

Councillor Scott Fellows

Jane Cox

Darlene Wadsworth

Joe McKinnon

Darryl Adams

Lizanne Kerkvliet

Scott Young

Regrets: Abi Drewitt

Staff Present: Lori Redman

1. Meeting to Order and Welcome

The meeting was called to order at 6:36 pm by Co-Chairperson Scott Fellows.

Motioned: John Adzija

Seconded: Joe McKinnon

CARRIED

2. Approval of the Agenda

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED

3. Approval of the Minutes from the Previous Meeting

The Minutes of January 29, 2025, Winterfest Committee Meeting were approved.

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED

4. 2025 Event Debrief

Survey overview, that Abi Drewit prepared on behalf of the Winterfest committee, had 29 survey responses.

- 62.1% of the majority of attendees attended the event in the past.
- 27.6% attended for the first time in 2025.
- 10.3% attended in past years but not this year.

Of those who did attend this year, the primary reason was weather-related. Most attendees prefer to keep the event entirely free (80% prefer this).

Outdoor vs. Indoor

- 55% want the event to be held entirely outside (with warming centres)
- while 24% prefer the mix of both indoor and outdoor.
- The remaining had no opinion.

What Attendees Loved:

- Fireworks were the #1 highlight mentioned by nearly every respondent.
- Free food, bonfires, and the community atmosphere were also top favorites.
- Attendance patterns – to attend primarily for dinner and fireworks, similar to the Canada day event.
- Live music and skating were appreciated, though some attendees didn't realize the rink was available.

A few attendees noted they missed the live music (timing) and fire truck tours, They understood that the fire trucks were called out for several emergency incidents.

Suggestions for next year:

Activities & Engagement

Scott Young felt the number of attendees was a good size. Larger events are too difficult to manage with the number of volunteers.

Food & Drink Suggestions:

Provide more beverage options—provide water and juice. Juice was available; however, it was packaged inside a box along with the hot chocolate and was not found until the end of the event.

Popcorn – popcorn was still available at the end of the event.

Requests were made for Gluten-Free and vegetarian options. The committee feels this is not a priority as the event is free, and those at risk should not consume foods in a social setting that a certified dietitian does not prepare.

Reach out to Mike at Shedden Variety to pre-order hotdogs, buns, and wieners so the need to shop at different locations will be eliminated while they are provided.

Fireworks timing:

- A few attendees requested that the fireworks be moved earlier to shorten wait times. The fireworks will not be set off earlier.

Snow & Ice management:

- Discussions around snow and ice management/removal for the next event. The weather made it difficult for the contractor to arrive on time.
- Fairground road had been snowplowed; however, the play area and blowup structures were not cleared. A better site plan needs to be discussed.
- Signage for parking

Better communication about available activities:

- Many did not know the rink was open.

Signage for parking:

- The fairgrounds is the best option for parking, however, if the weather is mild or wet, the ground is too wet to park on.
- Parking should be off Fairground Road.

- The Township of Southwold committees should all have consistent parking, i.e., parking for disabled people and parking for the general public, so that attendees for all events are familiar with the parking areas.
- Large signage identifying the entrance off Fairground Road would help direct traffic.

More warm spaces:

- Propane outdoor heaters can be provided to help with warming centres and reduce the number of attendees who move inside the Keystone Complex.

Playground Lighting:

- Some attendees requested better lighting for the kid's playground area, so they can enjoy the outdoor activities longer.

The survey showed that more outdoor activities were needed, as many felt there were not enough for families to participate in for an extended period of time. Activities for older children were not provided.

There was some miscommunication about the length of time the entertainment would take. He was only booked for two hours, and the cold was a factor. The tent provided some windbreak, but unfortunately, it was very cold, and he was unable to extend an additional hour. See if the entertainer could provide more speakers so the music can be heard around the event area.

Family Photo Keepsake Idea:

- Consider purchasing a Polaroid camera for instant take-home photos.
- Alternatively, hire a photographer with a website for post-event downloads (this would likely require some indoor setup, which needs discussions separately).
- The committee would like to use a banner or backdrop with the Southwold logo for social media postings.

Additional Outdoor Games/Activities:

- To be discussed at a later date.

The leftover hotdog buns and hotdogs were donated.

The committee did a good job organizing and setting up the overall. When the fire department was called out, the volunteers helping with Winterfest had to step away from the food area. Residents of Southwold were able to step in and help with minor adjustments.

The committee will look into purchasing large snow molds, and other outdoor toys for snow castles, etc.

Donation jars will be set out for next year's event, as many attendees inquired about donations.

5. 2026 Event Planning

- To be discussed at next meeting.

The event date is to be Sunday, February 15th, 2026.

Motioned: Joe McKinnon

Seconded: John Adzija

CARRIED

6. Next Meeting:

The next meeting will be held on Wednesday, September 10th, 2025, at 6:30 p.m.

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED

7. Adjournment:

The meeting adjourned at 8:03 pm.

Motioned: Joe McKinnon

Seconded: Jane Cox

CARRIED



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution
System Operations Report
Fourth Quarter 2024

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

Facility Description

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

Service Information

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

Operational Description

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

On July 30th 2024, MECP inspector Meaghan Morgan was onsite to conduct an unannounced inspection. The final inspection report was received and did not identify any non-compliances or best management practices. Due to a glitch in their reporting system there has been a delay in the receipt of the final inspection rating report however, based on the inspection report findings a 100% is assumed.

FOURTH QUARTER:

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

SECTION 3: QEMS UPDATE

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

On August 29th, an internal audit was completed by Matt Belding identifying thirteen opportunities for improvement (OFI).

On September 17th, a management review and 36 month Risk Assessment was conducted with attendees from OCWA and Southwold’s top management team. The operational plan was updated on September 20th.

FOURTH QUARTER:

On October 18th, an external audit was completed by Sandra Tavares of Intertek. There were no non-conformances and two opportunities for improvement identified.

On October 21st, OP-03A was re-endorsed by Southwold’s Top Management as well as OCWA’s Top Management. Re-endorsement was required due to significant changes made to the Operational Plan and the revisions to OCWA’s QEMS Policy.

On November 1st Facility Emergency Plan testing was conducted to satisfy the requirements of OP-18. Contingency Plan-03, Critical Shortage of Staff was reviewed and tested.

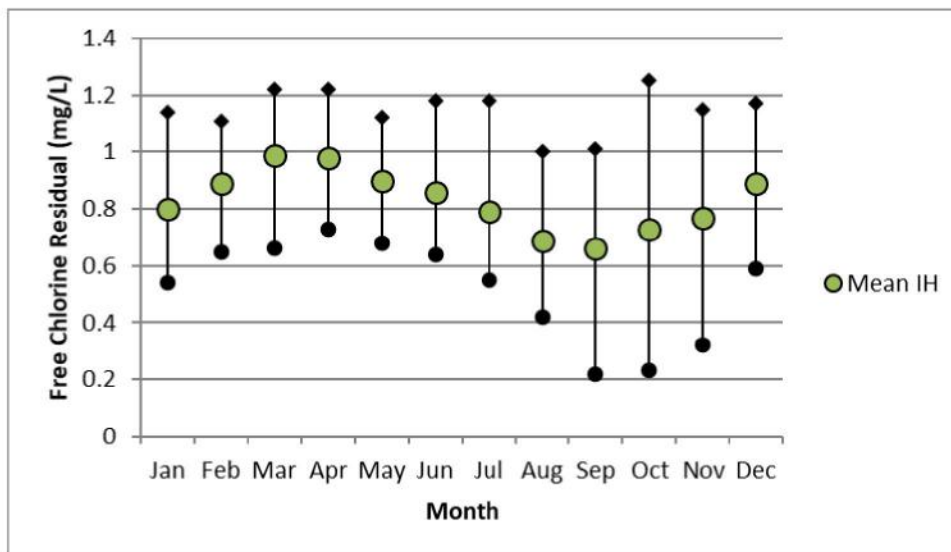
SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

#	Location	Frequency	Duration
1	Iona Road	7 days	15min
2	Lake Line	5 days	15min
3	Thomas Road	7 days	15min
4	Bush Road	7 days	7min

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

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



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during this quarter. Microbiological samples are taken at five

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

Table 1: Distribution system sampling results for 2024.

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

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average of the 2024 results. The current running average is below the regulated limit of 100µg/L. When compared to the running average from 2023, this is an increase of 3.1%.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
January 2024		34
April 2024		29
July 2024		45
October 2024		53
Running Average	100	40.25

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average of the 2024 results. The current running average is below the regulated limit of 80µg/L. When compared to running average from 2023, this is an increase of 20.9%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
January 2024		24.9

April 2024		18.9
July 2024		16.8
October 2024		18.9
Running Average	80	19.88

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

Table 4: Schedule 15.1 sampling results.

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

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

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

FEBRUARY

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

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

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

MARCH

04: Iona Rd Watermain Break prep work.

05: Iona Rd Watermain Break repair.

- 06: SGC Flowmetrix onsite at Rechlor for annual flow meter calibrations.
- 06: Third Line Watermain Break repair.
- 14: Hawkins techs successfully changed Rechlor meter chamber HI level float and junction box.

SECOND QUARTER:

APRIL

- 16: Jesse C assisted Kevin from Southwold at 11992 Woodplant road for new meter pit install.
- 25: Repaired leaking hydrant 175 at Longhurst and Sunset.

MAY

- 07: Andrew T assisted Kevin from Southwold with live service tap on trunk main at 36357 Talbot Line.
- 10: Repaired hydrant 89 at 9855 John St N.

JUNE

- 06: Onsite at Hydrant 212 at 6753 Mill Rd for repair. Kevin with Southwold also on site.
- 27: Jutzi delivered 6 totes of hypo.

THIRD QUARTER:

JULY

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

AUGUST

- 29: Received Hypo delivery.

SEPTEMBER:

- 07: Started flushing hydrant at the corner of Southminster Bourne and Sunset drive to remove any air in the system due to St Thomas having to drain a section of the St. Thomas Secondary System for work located at 1167 Wonderland Rd.
- 16: Arrived onsite at Talbotvilles new fire department building. Turned valve to 4" line to flush out chlorinated swab where they installed new 1.65 m length of pipe going inside the foundation of the building. After flushing swab out and seeing no leaks contractor back filled hole. Took residual and tested 0.71 ppm. Closed 4" valve. Notified ORO.
- 23: Placed hydrants 35,36 and 37 out of service for maintenance discussed with ORO.
- 25: Completed repair on hydrant # 57 see appurtenance repair form.

FOURTH QUARTER

OCTOBER:

- 03: Found issue with hydrant #141, replaced bottom assembly
- 17: Inspected hydrant at 10906 Sunset drive, hydrant had small leak , shut down secondary, greased and operated hydrant, leak no longer present
- 18: Farmington completed scheduled maintenance on PRV at John Wise/Fingal
- 23: Completed annual ARV inspections
- 29: Replaced drip assemblies on hydrants 35,36,37, hydrants back in service
- 30: Annual backflow preventer inspections completed by Keith Douglas

NOVEMBER

- 22: Found leak on chlorine board, found cracked fitting, replaced fitting and seals

- 26: Assisted Kevin G. from Southwold with watermain repair at Third and Lawrence, refer to repair form
- 27: Completed winter hydrant inspections

DECEMBER

- 03: Pulled, cleaned and inspected chlorine dosing line check valve at watermain, replaced compression fittings
- 20: Found Iona auto flusher leaking when system was off, shut auto flusher down at curbstop, notified ORO,PCT and Southwold township

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY

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

FEBRUARY

15: Emergency locate at 41457 Ferguson Line.

MARCH

17: Emergency locate at 34806 Fingal Line.

SECOND QUARTER:

APRIL

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

MAY

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

JUNE

- 01: Received alarm call from Spectrum for Rechlor outlet Cl analyzer HI and then a now normal right after. Preparing to head to site. Reviewed datalogger. Outlet Cl analyzer spiked shortly after flow on the flow meter increased from ~3.7L/s to ~17L/s, causing the Cl pump to start ramping up quickly.
- 10: Received alarm for high outlet chlorine now normal. Verified outlet Cl analyzer. Analyzer reading 1.15mg/L free Cl and I tested 1.27mg/L. Spike reached a max of 5.01mg/L for 2min at 06:03. Shortly before spike, flow on the main jumped up from around 3.9L/s to around 15L/s which ramped up the Cl pump dosing.
- 13: Received call from spectrum for an emergency water shut off at 4252 Thomas Rd.

THIRD QUARTER:

JULY

No alarms for July.

AUGUST

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

SEPTEMBER

- 04: Received call from spectrums for outlet cl high. Arrived onsite, outlet analyzer reading 0.89. Everything at facility appears normal. Analyzer now reading 0.88 ppm and tested with handheld unit and got a reading of 0.87 ppm. Analyzer now reading 1.53 ppm and chlorine pump has stopped dosing, system working as it should be. Outlet analyzer now at 1.54 and appears steady. Leaving site.
- 05: Received call from spectrums for outlet cl. Arrived onsite analyzer reading 0.88 ppm tested 0.80 ppm. Calibrated analyzer down. Analyzer now reading 1.37 ppm and chlorine pump no longer dosing. System appears to be operating normally and holding steady. Leaving site.
- 06: Received alarm for high outlet cl. Arrived onsite, outlet analyzer reading 1.34 chlorine pumps not dosing any more. Analyzer now reading 1.33 ppm tested 1.39 with handheld. Every thing now appears normal.
- 24: Received call from spectrums for chlorine outlet high now normal. Arrived onsite and acknowledged alarm. Outlet analyzer reading 1.20 took handheld reading and tested 1.22. Everything at facility appears normal, leaving site.

FOURTH QUARTER

OCTOBER

There were no alarms to report during month of October

NOVEMBER

There were no alarms to report during month of November

DECEMBER

There were no alarms to report during month of December

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

On March 6th there were two water pressure complaints reported. The first was a leak due to the 1" supply line blowing off a resident's water meter. The second was low water pressure; the City of St.Thomas made adjustments to valves to maintain adequate pressure.

SECOND QUARTER:

On May 21st a complaint was received for abnormal pressure at 34547 Third Line. Pressure was verified and was found within normal operating range.

On May 31st a complaint was received for a suspect water leak on the lawn at 9802 John St N. Souhtwold Operator completed the investigation and planned to excavate to find the leak.

THIRD QUARTER:

On July 26th a resident complained that their water tasted like dish soap. An Operator completing flushing at a nearby hydrant, took a chlorine residual, and tasted the water. No taste issues noted. Free chlorine residual was 0.91mg/L.

On September 26th, a resident of Elgin Manor Home of the Ages complained that the water coming out of the tap was tasting like mud. The resident was advised to run their taps until any tastes/odours cleared. The Municipalities contact information was provided should the resident require additional information.

On September 27th, a call was received from Amazon that they are experiencing low water pressure in building. A pressure test was completed in the area to confirm adequate pressure on the Municipal side. Follow-up notification provided to Amazon of current pressures. Recommended to review internal plumbing.

FOURTH QUARTER

October 1st, a call was received from Southwold requesting an investigation into a low pressure complaint at the Amazon facility. Pressure testing in the system confirmed no abnormal readings.

On October 21st, a low pressure complaint was received by Southwold around McDiarmid and Burwell. Pressure was tested at a nearby hydrant and was within the normal operating range.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant
Operations Report
Fourth Quarter 2024

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: January 15, 2025

Facility Description

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

Service Information

Population Served: **125**

Capacity Information

Total Design Capacity: 500 m³/day

	Design Values	2021 Flow Data	2022 Flow Data	2023 Flow Data	2024 Flow Data
Average Daily Flow (m³/d)	500	84.6	152.1	209.9	223.1
% of Average Daily Design Flow	-	16.9	30.4	42.0	44.6
Peak Flow (m³/d)	1000	319.0	432.4	360.0	441.0
% of Peak Design Flow	-	31.9	43.2	36.0	44.1

	Design Flow (m ³ /d)	2024 Average Daily Flow (m ³ /d)	2024 % Capacity	Design Peak Flow (m ³ /d)	2024 Maximum Daily Flow (m ³ /d)	2024 % Peak Flow
January	500	297.2	59.4	1000	403	40.3
February	500	223.5	44.7	1000	381	38.1
March	500	242.0	48.4	1000	298	29.8
April	500	272.5	54.5	1000	396	39.6
May	500	305.6	61.1	1000	436	43.6
June	500	235.4	47.1	1000	441	44.1
July	500	198.2	39.6	1000	218	21.8
August	500	178.6	35.7	1000	210	21.0
September	500	165.9	33.2	1000	226	22.6
October	500	162.7	32.5	1000	199	19.9
November	500	175.2	35.0	1000	204	20.4
December	500	221.0	44.2	1000	344	34.4
Annual Average	-	223.1	44.6	-	-	-

Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system to Dodds Creek. Waste activate sludge is processed through the sludge press with excess water from the dewatering process being returned to the head of the plant. Dewatered sludge is transported offsite for disposal.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant

ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

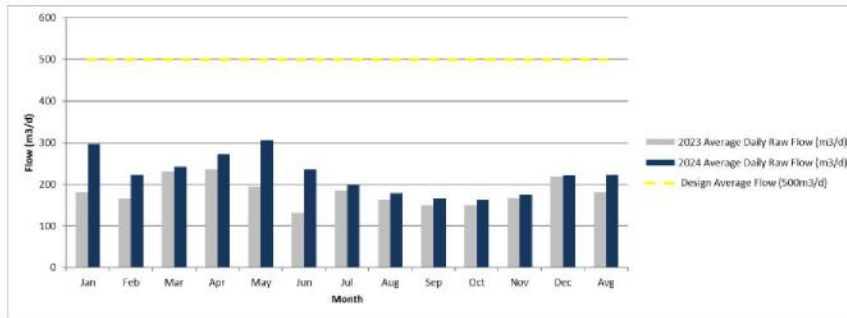
FOURTH QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

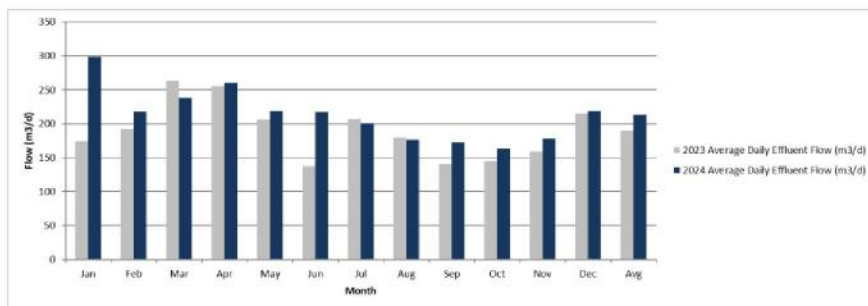
The average daily raw flow in 2024 was 223.1 m³/d. This is a 23.2% increase when compared to the average daily flow in 2023. The chart below shows the monthly average flows for 2024, compared to the 2023 average daily flows (Chart 1).

Chart 1. Raw flows for 2024 compared to 2023.



The average daily effluent flow in 2024 was 213.4m³/d. This is a 12.5% increase when compared to the average daily flow in 2023. The chart below shows the monthly average flows for 2024 compared to average daily flows in 2023 (Chart 2).

Chart 2. Effluent flows for 2024 compared to 2023.



Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. Design objective exceedances are highlighted red in the table below (Table 1). Since August, 2024 there has been an increase in the strength of influent enter the plant. This has not had an impact on the effluent quality at this time.

Table 1. Raw water sample results for 2024.

	BOD5	TKN	TP	TSS
	(mg/L)	(mg/L)	(mg/L)	(mg/L)
January Results	217	34.6	3.25	239
February Results	80	37.6	3.50	205
March Results	138	39.2	3.28	97
April Results	128	37.6	3.46	106
May Results	166	37.5	3.84	254
June Results	143	32.3	3.33	173
July Results	210	47.3	5.38	94
August Results	260	44.8	5.61	89
September Results	251	57.9	6.47	79
October Results	357	61.2	7.07	82
November Results	343	66.8	7.96	141
December Results	628	84	12.4	284
Design Objective	250	40	7	250
# Months Above Design	5/12	6/12	3/12	2/12

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

Table 2. Effluent average sample results.

	cBOD5	TSS	TP	TAN (mg/L)	E. coli	pH
	(mg/L)	(mg/L)	(mg/L)		(cfu/100mL)*	
January	2.00	2.00	0.09	0.10	1.00	7.14 - 7.75
February	2.25	2.25	0.09	0.10	1.00	6.96 - 8.18
March	2.00	2.00	0.09	0.10	1.00	7.01 - 7.99
April	2.00	2.00	0.10	0.10	1.00	7.13 - 7.69

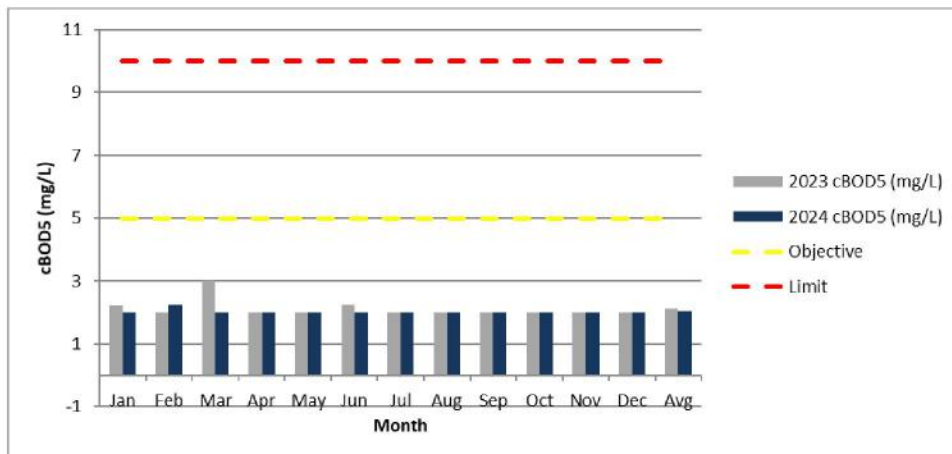
May	2.00	2.00	0.14	0.12	1.55	7.00 - 7.69	
June	2.00	2.25	0.13	0.10	1.00	6.98 - 7.51	
July	2.00	2.00	0.24	0.14	1.00	6.84 - 7.82	
August	2.00	2.00	0.10	0.10	1.00	7.07 - 8.03	
September	2.00	2.00	0.11	0.10	1.32	6.64 - 8.08	
October	2.00	2.00	0.13	0.10	3.88	7.08 - 8.07	
November	2.00	2.00	0.12	0.10	1.19	6.85 - 7.91	
December	2.00	2.00	0.12	0.14	1.00	6.69 - 7.91	
Annual Average	2.02	2.04	0.12	0.11	1.08	6.64 - 8.18	
ECA Objective	5	5	0.2	1.0**	3.0	100	6.5-8.5
ECA Limit	10	10	0.3	1.5**	4.0	150	6.0-9.5

*expressed as geometric mean

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

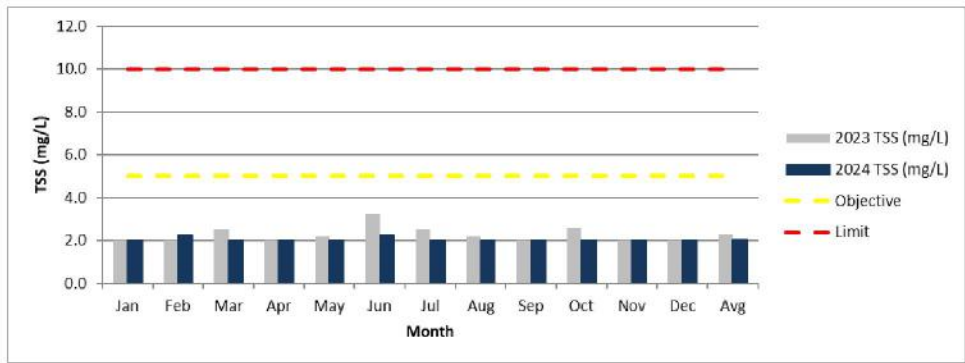
Effluent average cBOD5 in 2024 was 2.02mg/L. This is a decrease of 4.7% when compared to the 2023 annual average. All results have met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent cBOD5 results.

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



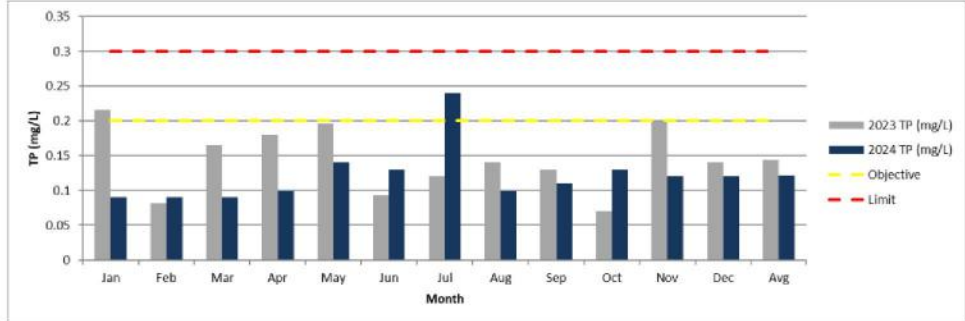
Effluent average TSS in 2024 was 2.04mg/L. This is a decrease of 10.1% when compared to the 2023 annual average. All results have met the effluent limits identified in the ECA. Refer to Chart 4 for the average monthly effluent TSS results.

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



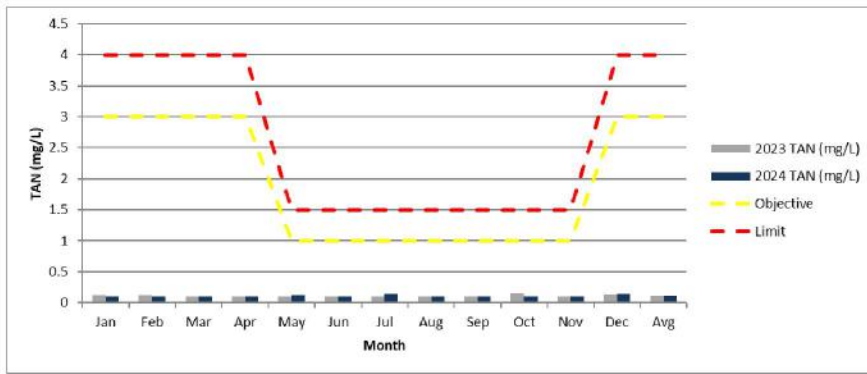
Effluent average TP in 2024 was 0.12mg/L. This is a 15.7% decrease when compared to the 2023 annual average. The objective exceedance in July was due to a blockage in the Alum line. Refer to Chart 5 for the average monthly effluent total phosphorous results.

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



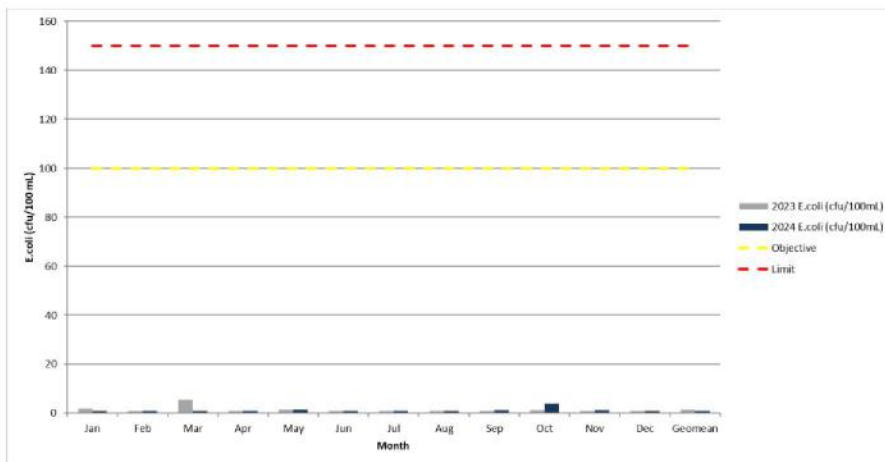
Effluent average TAN in 2024 was 0.11mg/L. This is a 2.6% decrease when compared to the 2023 annual average. All results have met the effluent limits identified in the ECA. Refer to Chart 6 for the average monthly TAN results.

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



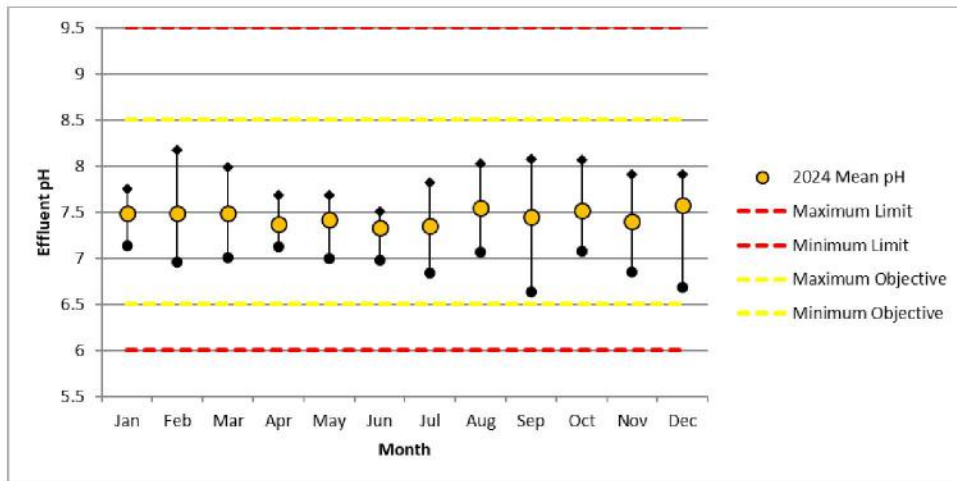
The average effluent geometric mean for E. coli in 2024 was 1.08cfu/100mL. This is a 20.1% decrease when compared to the 2023 annual average. All results have met the effluent objectives and limits identified in the ECA. Refer to Chart 7 for the monthly geometric mean results for E.coli.

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



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

Chart 8. Effluent pH readings for 2024.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

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

JANUARY

03: NewTerra onsite to work on sludge press.

04: NewTerra onsite to work on sludge press.

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

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

11: Received chemical delivery from Jutzi.

16: Gencare onsite to troubleshoot generator transfer switch.

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

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

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

25: Gencare installed new generator transfer switch.

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

29: NewTerra onsite to work on sludge press.

30: NewTerra onsite to work on sludge press.

31: NewTerra onsite to work on sludge press.

FEBRUARY

01: Received chemical delivery from Jutzi.

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

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

22: Received chemical delivery from Jutzi.

MARCH

- 06: SCG Flowmetrix onsite for annual flowmeter calibrations.
- 13: Changed failed stop float for poly press drain pumps.
- 14: Received chemical delivery from Jutzi.
- 18: MBR1 annual recovery cleaning.
- 19: MBR1 annual recovery cleaning.
- 20: MBR1 annual recovery cleaning.
- 20: GFS onsite to clean solids from MBR1 .
- 21: MBR1 annual recovery cleaning.
- 22: MBR1 annual recovery cleaning.
- 27: HB material handling onsite for annual lifting device inspection.

SECOND QUARTER:

APRIL

- 02: K&K locksmith fixed blower room door lock.
- 04: Jutzi onsite for chemical delivery
- 04: Hurricane hauled 4 loads for Raw EQ tanks cleanout.
- 05: Hamisco onsite to perform annual inspection of tie off anchors in MBR room.
- 24: Hetek onsite to calibrate and inspect H2S sensor in raw screener room.
- 25: Jutzi onsite for chemical delivery
- 30: Gencare onsite to troubleshoot generator issue.

MAY

- 03: Gencare onsite to replace generator controller in transfer switch box.
- 16: Jutzi onsite for chemical delivery.

JUNE

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

06: Jutzi on site for chemical delivery.

27: Jutzi onsite for chemical delivery.

THIRD QUARTER:

JULY

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

08: Hawkins wired in raw pump 302

18: Received chemical delivery from Jutzi

AUGUST

08: Received chemical delivery from Jutzi

20: Received chemical delivery for Membrane 1 cleans

21: GenCare on site for annual generator inspection

22: Received chemical delivery from Jutzi

26-30: Membrane 1 cleaning

SEPTEMBER

03: Hawkins on site to wire in raw pump 303

26: Hawkins on site to look at AV-711

FOURTH QUARTER:

OCTOBER

- 04: Hawkims adjusted AV 701 to get operation all again.
- 17: Received chemical delivery from Jutzi.
- 29: Hetek onsite to check H2S monitor.
- 30: Keith Douglas on-site for annual backflow preventer inspections/service.
- 31: Received chemical delivery from Jutzi.

NOVEMBER

- 21: Received chemical delivery from Jutzi.

DECEMBER

- 03: Hurricane on-site for EQ cleaning.
- 04: ABC sanitation onsite, taking load from each MBR.
- 09: Hawkins on site for heater tracer for sludge press.
- 12: ABC Sanitation took load from membrane 1 and 2.
- 12: Received chemical delivery from Jutzi.
- 19: ABC sanitation on-site for load out of aeration.
- 27: ABC on site to haul sludge from MBR 1 and 2.

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

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

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

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

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

FEBRUARY

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

MARCH

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

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

SECOND QUARTER:

APRIL

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

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

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

MAY

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

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

JUNE

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

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

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

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

THIRD QUARTER:

JULY

06: Not receiving alarms – Went for site visit

AUGUST

04: Not receiving alarms – Went for site visit

11: Not receiving alarms – Went for site visit

SEPTEMBER

26: UV 751 Fault – Changed bulb

FOURTH QUARTER:

OCTOBER

06: Received call from spectrums for AV-701 fail to open or close. Tried manually opening valve multiple times but still unable to clear alarm from HMI. Discussed issues with ORO, decided to disable MBR 1 overnight and call an electrician in during regular operating hours.

26: Not receiving alarms – Went for site visit.

NOVEMBER

- 10: Received text alarm for P-903 fault. Arrived on site at 0830, the sludge pump had reset itself. Dumpster was full. Shut down sludge press and cover dumpster with tarp due to rain.
- 20: Received text alarm for low flow FT-702. Arrived onsite, alarm on HMI was already cleared from the alarm page. FT-702 currently showing 72 l/min. Continued monitoring plant, every thing appears normal leaving site.

DECEMBER

- 13: Received text alarm for low low temp building-7901. Could not get heater started again. Placed spare space heater in the room for the weekend discussed with ORO.
- 26: Had alarm for AV 702 fail to open/close, alarm cleared once reset, MBR2 was offline while alarm was active, now running again will monitor performance. Increased MBR2 normal flow from 175-300 lpm to bring down raw level, tanks still higher from mornings valve fault issue. EQ level starting to come down, will leave MBR2 flow at 250lpm for night.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

FOURTH QUARTER:

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



February 21st, 2025

Jeff Carswell
CAO
Corporation of the Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

Re: Safe Drinking Water Act, O. Reg. 170/03 Section 11 and Schedule 22 Summary Report

Dear Mr. Carswell,

Attached is the 2024 Summary Report for the Southwold Distribution System for January 1st to December 31st, 2024. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of the Southwold Municipal Council. Please ensure this distribution by March 31, 2025.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the township, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-870-7841.

Sincerely,

Matthew Belding
Process and Compliance Technician

c.c. Sam Sianas, OCWA's Regional Hub Manager
Vitaliy Talashok, OCWA's Senior Operations Manager
Maegan Garber, OCWA's Safety, Process and Compliance Manager
Aaron VanOorspronk, Director of Infrastructure & Development Service (Southwold)
Kevin Goodhue, Water/Wastewater & Compliance Superintendent (Southwold)

Southwold Distribution System

Waterworks # 210001362
System Category – Large Municipal Residential

Annual Water Report

Prepared For: The Corporation of the Township of Southwold

Reporting Period of January 1st – December 31st, 2024

Issued: Feb 21st, 2025

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22.

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Revision History

Date	Revision #	Revision Notes
02-21-2025	0	Report Issued

Report Availability

This system does not serve more than 10,000 people and the annual reports will be available to residents at the Township of Southwold Municipal Office. Notification will be at the Municipal Office and copies provided free of charge, if requested. The Southwold Municipal Office is located at, 35663 Fingal Line in the Town of Fingal.

Compliance Report Card

Compliance Event	Date	# of Events
Ministry of Environment Inspections	07-30-2024	1
Ministry of Labour Inspections	N/A	0
QEMS External Audit	10-18-2024	1
AWQI's/BWA	N/A	0
Non-Compliance	N/A	0
Community Complaints	Various	6
Spills	N/A	0
Watermain Breaks	N/A	0

System Process Description

Distribution

The Southwold Distribution System receives water from the St. Thomas Area Secondary Water Supply System through interconnection points:

- Talbot Line and Ford Line
- Talbot Line and Ford Line feeding Talbotville
- Wonderland Road and Clinton Line

The St. Thomas Area Secondary Water Supply System receives water from the Elgin Area Primary Water Supply System, where the raw water from Lake Erie is treated to supply potable water to the systems it serves.

The Southwold Distribution System is monitored at the Shedden Re-Chlorination Facility on Talbot Line. At this facility the distribution system chlorine residuals are monitored (inlet and outlet) and increased if necessary. The facility has two chlorine pumps (duty/standby) to increase the chlorine residual based on set points and flow in the distribution system. This facility also provides a potable water fill station for consumers.

The distribution system contains pressure reducing valves, sample stations, hydrants and auto flushers throughout the system in order to monitor distribution pressures and water quality.

The Southwold Distribution System also provides water to:

- Dutton Dunwich Distribution System at Talbot Line and Iona Road interconnect
- St. Thomas Distribution System on Fingal Line at the St. Thomas/Southwold border
- Middlesex Centre Distribution System at Southdel Drive

Treatment Chemicals

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Sodium Hypochlorite	Secondary Disinfection	Jutzi

Summary of Non-Compliance

Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
There were no adverse water quality incidents reported during the reporting period.						

Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues noted during the inspection.				

The Southwold Distribution System was inspected on July 30th, 2024 by Provincial Officer, Meghan Morgan of the Ministry of Environment, Conservation and Parks (MECP).

The routine MECP inspections have an Inspection Rating Record, which evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the Malahide Distribution System were: Treatment Processes, Operations Manuals, Logbooks, Certification and Training, Water Quality Monitoring, Distribution System, and Reporting and Corrective Actions. The 2024 inspection report identified no non-compliances and thus received an Inspection Rating Record of 100%.

Flows

In 2024, the total flow through the Southwold Distribution System was 686,589 m³. This is an increase of 4.7% compared to 2023. The average daily flow to the Southwold Distribution System in 2024 was 1,895m³/d.

The following table provides an overview of the monthly flow totals for the Southwold Distribution System. Appendix A contains monthly flow readings from various meters throughout the distribution system.

Table 1: Southwold Distribution Flows

MONTH	TOTAL (m ³)	Average Daily Flow (m ³ /d)
January	52,947	1,708
February	46,990	1,678
March	51,723	1,668
April	45,684	1,523
May	58,811	1,897
June	60,681	2,023
July	88,379	2,851
August	65,101	2,100
September	77,094	2,570
October	50,933	1,643
November	40,996	1,367
December	47,249	1,524
Average Daily	-	1,895
Annual Total	686,589	-

The flow is measured at the Shedden Re-Chlorination Facility. Below is a summary of flow through this facility.

Table 2: Shedden Re-chlorination Facility Flows

Month	Total Monthly Flow (m ³)	Average Daily Flow (m ³ /d)	Maximum Daily Flow (m ³ /d)
January	24980.5	805.8	895.5
February	23857.4	822.7	895.5
March	25323.0	816.9	932.5
April	24626	820.9	893.5
May	25772	831.4	1002.0
June	25377	845.9	1230
July	27383.9	883.4	1242.5
August	27689.7	893.2	1840
September	27169.3	905.6	1458.0
October	25793.3	832.0	1056.5
November	24501	816.7	918
December	25222	813.6	913
Annual Total	307,695.1	-	-
Average Daily	-	840.7	-
Maximum Day Flow	-	-	1840.0

Regulatory Sample Results Summary

Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Distribution Water	268	0	0	0	0	<10	<30

Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	418	0.20	1.21

Summary of Lead Testing:

Schedule 15.1 sampling is required under O.Reg 170/03. This system is under reduced sampling. No plumbing samples were collected.

Distribution System	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	6	93	126	N/A	N/A
pH	6	7.14	7.21	N/A	N/A
Lead (ug/l)	N/A	N/A	N/A	10	0

Organic Parameters

These parameters are tested quarterly as a requirement under O.Reg 170/03.

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L) Annual Average-DW	2024	40.25	100	0	0
Haloacetic Acids: Total (ug/L) Annual Average-DW	2024	19.88	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

Additional Legislated Samples

There is no additional sampling required in the Southwold Distribution System.

Major Maintenance Summary

Distribution Maintenance

Details
- Replaced controller on Thomas Rd. Autoflusher
- Watermain break repairs
- Replace rechlor meter chamber high level float and junction box
- New meter pit installed
- Hydrant repairs
- Watermain commissioning
- Maintenance on PRV at John Wise/Fingal

Appendix A

Summary of flow volumes in the Southwold Distribution System (values in m³ unless indicated)

Ontario Clean Water Agency – Southwold Distribution System – 2023 Annual Water Reports

Month	Talbot & Ford (Southwold Interconnect Chamber)	Talbot & Ford (Talbotville Chamber)	Wonderland & Clinton (Clinton Line Interconnect Chamber)	Other	Talbot & Iona	Fingal Line	TOTAL	Average Daily Flow
					(Iona Chamber)	(St. Thomas Chamber)		(m ³ /d)
January	51,450	6,025	11,282	2,684	-18,610	116	52,947	1,708
February	45,970	5,445	10,109	2,799	-17,409	76	46,990	1,516
March	49,796	6,060	11,200	3,174	-18,610	103	51,723	1,668
April	46,020	5,190	9,671	2,728	-18,010	85	45,684	1,474
May	55,252	6,485	12,304	3,565	-18,960	165	58,811	1,897
June	56,657	6,655	12,409	3,299	-18,460	121	60,681	1,957
July	77,052	8,960	16,947	3,744	-18,610	286	88,379	2,851
August	61,555	7,215	13,721	3,145	-20,699	164	65,101	2,100
September	74,869	6,900	12,778	3,121	-20,735	161	77,094	2,487
October	48,265	6,400	11,886	3,163	-18,995	214	50,933	1,643
November	40,189	5,880	9,800	3,006	-18,010	131	40,996	1,322
December	45,439	5,335	10,100	2,611	-16,330	94	47,249	1,524
Annual Total	652,514	76,550	142,207	37,039	-223,437	1716	686,589	1,846



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025
PREPARED BY: Mike Szilagyi, Planner
REPORT NO: PLA 2025-10
SUBJECT MATTER: **Part Lot Control Application PLC 2025-01**
Block 183 (13-19 Optimist Drive), Talbotville
Applicant/Owner: Farhi Holdings Corporation
(Marcello Vecchio)

Recommendation(s):

THAT Council exempt the lands associated with a townhouse development of Farhi Holdings Corporation, located on the west side of Optimist Drive in Talbotville, from the part lot control provisions of the Planning Act.

THAT Council provide first, second, and third reading of Part Lot Control By-law No. 2025-24 and once adopted, direct administration to forward said by-law to Elgin County for final approval.

Purpose:

The Part Lot Control Application proposes to create 4 new parcels within Block 183 of the Approved Plan of Subdivision 11M-266 (Township file no. 34T-SO2302). Section 50(5) of the Planning Act prevents part of a lot on a registered plan of subdivision from being conveyed without consent approval (i.e. severance approval). This is referred to as "part lot control" and prevents any division of land in a registered plan without further approvals being obtained, unless one of the other exceptions set out in Subsection 50(5) of the Act is met. Subsection 50(7) of the Planning Act enables a local municipality to pass a bylaw to remove "part lot control" from all or part of a registered plan of subdivision in certain circumstances (i.e. the re-subdivision of land in an approved plan of subdivision or the creation of lots for townhouse development, etc.). Such a by-law has the effect of allowing the conveyance of any portion of a lot without requiring the approval of the consent authority. Elgin County is the approval authority for part lot control exemptions.

The applicant has applied to the Township for the proposed part lot control exemption to facilitate the sale of individual lots of a townhouse development within Phase 2 of the Talbotville Meadows Subdivision. The subdivision was recommended for approval by

Township Council in December 2023 and received Draft Approval by Elgin County in January 2024. Construction of the development was permitted through the issuance of a building permit in March 2024 and is now nearly complete. The development consists of 4 units with access to each unit provided from Optimist Drive.

The Subject Block has a frontage of 111.47m (365.72 ft) with a total area of approximately, 4,015m² (43,217.1 ft²) and where each proposed lot has a frontage ranging from 6.49 m (21.29 ft) to 16.23 m (53.25 ft). The proposed draft reference plan is attached to this report as Appendix 1.

Background:

Application No.	PLC 2025-01
Owners:	Farhi Holdings Inc.
Agent:	Farhi Holdings Inc. (c/o Marcello Vecchio)
Address:	13-19 Optimist Drive
Water Supply:	Municipal Water Service
Sewage Supply:	Municipal Sanitary Service
Buildings/Structures	4 Unit Townhouse Development
Elgin County Official Plan	Settlement Area
Application No.	E16-25
Settlement Area:	Talbotville
Official Plan Designation	Residential
Zoning By-law 2011-14 Block 183 (13-19 Optimist Drive)	Residential 3 Special Provision 5 (R3-5) Minimum Lot Area – 247.0m ² (2,659ft ²) Minimum Lot Frontage – 6.0m (20ft)/du Minimum Front Yard – 6.0m (20ft) Minimum Interior Side Yard – 3.0m (10ft) Minimum Rear Yard – 10.0m (33ft) Maximum Lot Coverage 41% Minimum Lot Frontage – 30.0m (98ft)

Key Map of Block 183 (13-19 Optimist Drive, Talbotville)**Planning Analysis:**

Section 7.18 of the Southwold Official permits Council to use Part Lot Control By-laws in order to permit the redivision of land within approved plans of subdivision, where no new rights-of-ways are being created. The proposed exemption complies with the policies of the Official Plan.

There are no recommended conditions associated with this approval and negative impacts anticipated.

Conclusion:

Planning staff have reviewed the proposed redivision of the subject lands and the proposed by-law and recommend approval of the by-law exempting the subject lands from Part Lot Control.

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:
Jeff Carswell
CAO/Clerk
"Approved Electronically"

Appendices

Appendix 1 – Proposed Draft R-Plan – Parts 1-4 Block 183, 11M-266



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

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

REPORT NO: IDS 2025-19

SUBJECT MATTER: Shedden Sanitary Project Update - March 2025

Recommendation(s):

THAT Report IDS 2025-19, regarding the Shedden Sanitary Project Update - March 2025, be received for information.

Purpose:

This report aims to keep Council apprised of the status of the Shedden Sanitary Projects, as they enter construction phases and solicit Council feedback or direction as needed.

Background:

The Township Contractor is prepared to begin construction on April 1, 2025, with the project required to be completed by November 1, 2025, at the latest. Work will commence at the southern limits of the project, at the WWTP, and progress northward toward the intersection of Union Road and Talbot Line. Union Road will be closed to through traffic for the duration of the project, but local traffic will have access to their property. Emergency services will continue to have access and right of way during the project. During the brief period when the project impacts the current access to the firehall, a temporary gravel access will be built to the south in advance. Consideration was given to providing the Foreperson with a pager from the fire department to give the site advanced warning to clear out and pull off to the side to let responders through. However, there are concerns about private/confidential information shared on the pagers. Access will always be provided regardless; the advanced warning would just provide time to clear the way completely and quiet the site.

Contractor laydown yards are proposed at the WWTP site and on a portion of the grassed area south of the ball diamond using Fairground Street to access the area. This area is small compared to the lot, approximately 50m deep by 100m wide as most. Leaving considerable area for alternative parking arrangements. Stockpile and laydown

areas a required to be lined with silt fence to prevent material leaving the designated area.

Pulverizing activities will be limited to 30 meters south of the fairground to the southern project limit, leaving Union Road from Talbot to Fairground paved until the project reaches that point. This will save money on dust control and limit the impact on existing residents until necessary. The project is expected to reach Spicer Street sometime in June. The official detour will maintain County traffic on County roads by using John Wise Line as the detour route. Staff expect locals and agricultural equipment to use Oneida and McDiarmid as a local detour. Staff plan to add granular material to this road, apply additional dust control, and have a grader make weekly trips to maintain its condition.

Access to Corsley Park will be encouraged from the north, using the trail and parking at the Keystone Complex. Staff will work with the contractor to ensure that access to the park is maintained as local traffic after construction is completed for the day. The installation of the sewers should be past the access to Corsley from Union by May 1, at which point access would be restored from Union Road. Staff expect the sewer installation to progress at approximately 20 meters a day while in the deep sewers from the plant to Spicer, after which progress should advance at roughly 60 meters a day. The depth of the excavation will warrant a larger site footprint as it moves north.

An inspection was completed on the Horton Drain to confirm crossing depths where the sanitary will cross the drain. The drain was found to be at the end of its useful life, with sections of tile missing and bare earth exposed. Staff discussed possible remediation measures and, after exploring options and weighing future needs, decided to replace the section of the Horton Drain from Spicer to Talbot Line as part of the project. Replaced under maintenance through the Drainage Superintendent's Authority, the drain will be replaced with a modern storm sewer design sized for growth and drainage needs. Existing connections will be reconnected, and stubbed replacements for future works on Horton Street and Waugh Street. Once reconstructed, the Township will be required to update the assessment schedule, and the costs will be billed to the County Road, Township Roads, and from the newly created Stormwater Reserve. The residents will not be billed for this work; the advantage of the new reserve is being proved early.

Several residents will be placed on temporary water to facilitate the relocation of a section of the watermain to facilitate side street services. This work is expected to happen in June/July, with 48-hour notice provided to the affected residents. Shutdowns for each home will only last approximately 2-3 hours and will happen twice: once connecting to temporary water and once to the new permanent main.

We anticipate being clear of Corsley Park by the Rosy Rhubarb Festival. Festival activities such as the fun run can be directed through the park and down Union without interference, and coincidentally, the road closure should provide the runners with an unimpeded route for the run.

Comment/Analysis:

Staff will continue to work with Council, residents, community groups, and the contractor to minimize the impacts of this construction work as much as possible without jeopardizing the project budget and schedule. Previous discussions considered enabling a single lane of through traffic for the project; however, the depth of the installation and frequent road crossings make this unfeasible. Staff had considered bringing a report to Council to pave a detour route using Oneida Road and McDiarmid Line. This conversion is estimated to cost approximately \$450,000 and would not be grant-eligible. Staff are also concerned about sending high volumes of traffic, potentially unfamiliar with the road, into a sharp 90-degree bend. At lower volumes and with appropriate signage, this wouldn't be an issue. However, under the current conditions, it is a significant concern. Therefore, staff determined it would be best to improve the road surface with a fresh layer of gravel, additional dust suppressant, and have a grader make weekly passes. This would provide a safe, shortened detour for residents and buses while keeping heavy traffic on County roads as intended. If Council wishes to proceed with the conversion, staff are prepared to execute it, but it would not be completed until May or June due to; half load season, weather and availability of materials and contractors, often not opening until May.

With the introduction of the stormwater reserve, replacing the Horton Drain is a far less contentious issue. Staff have long known that the drain is reaching the end of its useful life; however, upon inspection, it was found that the drain has exceeded its useful life and requires replacement. Given the authority of the Drainage Superintendent, staff believe the best path forward is to replace the Horton Drain as part of this project. This is the most efficient time and will result in the least number of impacts compared to completing it as a separate standalone project, which would require all the restoration works that the current sanitary project includes. The drain replacement will be completed under maintenance and upsized to accommodate the modern design coefficients of a storm sewer. These costs will be assessed to the Township roads, County roads, and private lands through the Stormwater Reserve. The drain will be incorporated as a municipal drain through an engineer's report that will create a new assessment schedule to allocate costs to the County, the Township, and the Stormwater Reserve.

Financial Implications:

As written report does not include any financial implications however if council directed staff to complete the conversion of Oneida road and McDiarmid Line project funding of \$450,000 would need to be sourced, likely from another reserve such as the water reserve with the road's reserve needing to pay the water reserve back.

Strategic Plan Goals:

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

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

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

Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24th, 2025

PREPARED BY: Mike Taylor, Manager of Environmental Services

REPORT NO: IDS 2025-14

**SUBJECT MATTER: Southwold Distribution System (Lynhurst Park Drive):
2024 Section 11 Annual Report**

Recommendation(s):

THAT Report IDS 2025-14 entitled Southwold Distribution System (Lynhurst Park Drive): 2024 Section 11 Annual Report be received for information.

Purpose:

The purpose of this report is to advise Council on the operation of the Drinking Water System (Lynhurst Park Drive), including the quality of the water for the previous year being 2024.

Background:

The Operating Authority, being the City of St. Thomas for the Lynhurst Park Drive subdivision is required to complete Section 11 of O. Reg. 170/03 under the Safe Drinking Water Act and submit to the owner by February 28th of each year. Schedule 22 of O. Reg. 170/03 under the Safe Drinking Water Act, requires that the Operating Authority prepare and submit a report to the Council no later than March 31st of each calendar year.

It should be noted that St. Thomas didn't submit the Schedule 22 Summary Report as it isn't required for this subdivision due to no availability of flows as its flow is considered as part of the St. Thomas system.

Copies of the Section 11 Annual Report is to be made available free of charge to the Public and posted on the Township website.

Comment/Analysis:

St. Thomas has prepared and submitted the 2024 Ministry of the Environment, Conservation and Parks (MECP) Section 11 Annual Report for the Lynhurst Park Drive

subdivision. St. Thomas submitted the report to the CAO/Clerk by email, dated February 21st 2025. The Mayor and Members of Council are to receive copies of Schedule 22 report by March 31st of each calendar year. Although the Section 11 Annual Report technically isn't required to be provided to Council via a report, Staff feel that its important to be transparent and communicate all necessary information and reports to Council relating to the Drinking Water System.

The contents of the Section 11 report prepared by St. Thomas include:

- Description of the water system
- A summary of adverse water quality incidents
- Population served
- Expenses incurred
- A summary of microbiological and chemical testing over the year.

Attached is a copy of the Section 11 Report as prepared and submitted by the City of St. Thomas.

Financial Implications:

N/A

Summary:

The Section 11 Annual Report is an effective tool used to provide Council with pertinent information on the drinking water system (Lynhurst Park Drive) and how the system performed in the previous year. The water system continues to be in compliance with applicable legislation with respect to the reporting requirements of the annual and summary reports.

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 Taylor
Manager of Environmental Services
"Submitted electronically"

Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"



Drinking-Water System Number:	210001362
Drinking-Water System Name:	Southwold Drinking Water System (Lynhurst Park Subdivision)
Drinking-Water System Owner:	Corporation of the Township of Southwold
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2024 through December 31, 2024

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Township of Southwold Office 35663 Fingal Line Fingal, ON N0L 1K0 </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px;">NA</div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px;">NA</div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water? Yes [] No []



Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method _____

Describe your Drinking-Water System

The Southwold Drinking Water System (Lynhurst Park Subdivision) consists of a looped watermain, hydrants, and valves within the Lynhurst Park Drive Subdivision, providing water service to approximately 52 residential properties. The system is suburban to the City of St. Thomas and receives all drinking water from the City of St. Thomas Water Distribution System.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NA	NA	NA	NA	NA	NA

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	NA	NA	NA	NA	NA
Treated	NA	NA	NA	NA	NA
Distribution	13	(0)-(0)	(0)-(0)	13	(<10)-(80)



Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Chlorine (Grab Samples)	13	(0.31) - (1.02)

NOTE: For continuous monitors use 8760 as the number of samples.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	NA	NA	NA
Distribution	NA	NA	NA

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
HAA5 (NOTE: show latest annual average)	Refer to St. Thomas Drinking Water System Annual Report			
THM (NOTE: show latest annual average)	Refer to St. Thomas Drinking Water System Annual Report			

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA
NA	NA	NA	NA



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24th, 2025

PREPARED BY: Mike Taylor, Manager of Environmental Services

REPORT NO: IDS 2025-15

**SUBJECT MATTER: Southwold Drinking Water System: Watermain Break
Summary Report**

Recommendation(s):

THAT Report IDS 2025-15 relating to the February 19th, 2025, watermain break, be received for information and,

THAT Council send formal correspondence to the Tri-County Waterboard requesting the board engage in a feasibility study and modelling analysis for the permanent supply of drink water to the Southwold Water Distribution System.

THAT Council authorize Township Staff to enter discussions with Tri-County Waterboard staff, negotiate cost sharing if required, and participate in the feasibility study.

Purpose:

The purpose of this report is to provide Council with a summary of the significant watermain break event on February 19th, 2025 on the 14-inch trunk watermain.

Background:

The Southwold Drinking Water System receives its entire drinking water supply from the St. Thomas Area Secondary Water Supply System (STASWSS), essentially through a single connection off Ford Road which connects into Southwold's Drinking Water System. This is the trunk watermain (14-inch diameter) which ties into other watermains along Talbot line and interconnects with Dutton Dunwich's distribution system in Iona. An additional smaller main (4-inch) on Clinton is also interconnected with the STASWSS waterline on Wonderland Road. Static pressure is maintained throughout Southwold's distribution piping network by means of pumps located at the Elgin Middlesex Pumping Station (EMPS) and storage at the Ford tower.

Comment/Analysis:

On February 19th, 2025, the Southwold Distribution System was impacted by a significant watermain break at approximately 4:30 pm. The entirety of Southwold's Drinking Water System experienced low pressure to no water conditions. Township Staff were inundated with water customers calling in with loss of water. The location of the main break was quickly established at 39707 Talbot Line which is the 14-inch trunk watermain. Township Staff quickly secured PVEX as the contractor to undertake the repair. OCWA and Township Staff attended the facility to manage the main break and oversee repairs. Staff contacted the County of Elgin as the watermain break was located on County Road. The Public Works Department along with the Southwold Township Fire Department provided additional support relating to controlling icy road conditions and providing supplemental lighting.

Staff and OCWA located isolation valves (four in total) and proceeded to close them which isolated the main break. The Iona Interconnect was opened and back fed into the Southwold Drinking Water System. STASWSS continued to provide water through the smaller Clinton Line watermain. It is estimated that Dutton Dunwich provided Southwold with 612 CM of water from the 19th to the mid-morning on the 20th.

The watermain was repaired on the morning of the 20th. OCWA proceeded to open valves, and the Iona Interconnect was closed to prevent extending the BWA into other municipalities. The Iona Interconnect was intentionally left closed until Monday February 25th. Once the system was placed into normal operations, OCWA commenced a flushing and bacti sampling plan (required due to BWA) throughout the Drinking Water System.

Boil Water Advisory:

As a result of the main break being classified as a category 2, the Southwestern Public Health issued an area wide precautionary Boil Water Advisory on the evening on the 19th. The BWA notice was posted by staff at municipally owned facilities, on the Township of Southwold website, over social media, and the Southwestern Public Health posted on their website. Notifications were also provided to St. Thomas and Middlesex Centre as there are customers within their municipalities that are connected into Southwold's Drinking Water System. Critical customers were contacted by both Southwestern Public Health and Township Staff including Southwold Public School and Elgin Manor.

The BWA was rescinded on Sunday afternoon, after bacti sampling (two-sets 24 hours apart) results proved the system was safe to consume water again. Township Staff proceeded to remove the original notices and posted the rescinded notice. Staff also

informed Middlesex Centre and the City of St. Thomas. Local news and radio stations were contacted to assist with releasing the notice online and during live broadcasting.

Regulatory Requirements:

Due to the nature of the watermain break, resulted in the need to report this as an Adverse Water Quality Incident (AWQI). OCWA's compliance team immediately reported the event over the phone to both the MECP's Spill Action Center and the Medical Officer of Health through the Southwestern Public Health.

Additionally, written documentation must be submitted within 24 hours of immediate notification as per the requirements of Schedule 16 of O. Reg. 170/03. OCWA's compliance team prepared the Notice of Adverse Test Results and shared with the MECP, Southwestern Public Health and Township Staff during the evening of the 19th. Following two clean sets of bacti samples, including flushing of the system and confirming adequate chlorine residuals, OCWA prepared and submitted the Section 2B Notice of Issue Resolution which is required within seven days of resolving the issue.

Origin of Main Break:

Upon investigation of the pipe after excavation, it is believed that the source of the break was at an existing saddle which was constructed approximately 20 years ago to service a residential property located on the north side of Talbot Line. It appears that a crack may have formed at the saddle tap and extended down the main resulting in a longitudinal pipe failure. It should be noted that this pipe classification is deemed thin-walled and is more susceptible to failure than what is typically used for watermain construction practices today.

Debriefing:

A debriefing meeting took place on February 26th to review the event and was well attended. Middlesex Centre, OCWA, St. Thomas, Township Staff and members from the Southwestern Public Health participated in the meeting. The purpose of the debrief was to review the events and discuss efforts for improvements and the lessons learned. Below is a list of recommendations and lessons learned that were identified for Staff to work on to improve future watermain break events:

Immediate-Short Term Improvements to be made:

- Not enough available phone lines to handle incoming calls and to make outgoing calls.
- Supply of critical spare parts for the thin-walled diameter water main.
- Process to communicate with customers who are not on social media or internet. (get customers to sign up to receive alerts from the Township)
- Providing water to customers that have no water due to watermain break for extended periods of time.

Long Term Improvements for Consideration

- A stronger interconnection with the Tri-County Supplied Dutton Water System will provide a redundant supply of water and assist in limiting the scope of potential boil water advisories

Staff are currently working on key lessons learned and recommendations to ensure that when there is a future watermain break in the Township, that staff are even better prepared to respond.

The Southwold Water Distribution System is constrained by its sole connection to the Secondary Board Watermain. With no emergency storage, the system depends entirely on a 1960s-era pipeline that is nearing the end of its useful life. In response, the board is evaluating future capital projects to initiate the long-term process of replacing the aging watermain. As part of this effort, the board recently approved the replacement of the water tower on Water Tower Line.

Each phase will require at least two shutdowns of the main feed into Southwold to integrate new infrastructure with the existing system. To enhance long-term reliability, the system would greatly benefit from a second, completely independent source of drinking water—separate from both the Primary and Secondary Board supplies. As mentioned above a redundant supply of water would be significantly beneficial for main breaks.

The first step in addressing this issue is assessing the feasibility of interconnecting the Tri-County System with the Township’s water network. This analysis will enable the board and Council to make an informed decision. The Tri-County System, currently operating at only 30% capacity, could benefit from expanding its customer base, while the Township may see financial advantages due to Tri-County’s lower water rates compared to the combined Primary and Secondary Board rates. Additionally, staff are aware that the Tri-County Board may have allocated funds to explore potential new water

customers. This alignment of interests suggests a strong case for moving forward with a study.

Financial Implications:

The costs incurred by the Township for this main break were \$32,551.71. This includes the contractor and their equipment (excavator, vac truck, backhoe, dump truck), watermain parts, backfilling materials, OCWA, bacti testing. Township Staff including the Fire Department and Public Works have yet to be quantified.

Staff have also recently ordered additional critical spare stock inventory including 14-inch pipe, four transition couplers, 14-inch saddle. It should be noted that the water department wasn't in possession of these parts and borrowed pipe from Dutton Dunwich, the saddle from Central Elgin, and the couplers from Utility Supply Corporation. It is estimated that these materials will cost approximately \$12,000.00.

Summary:

Overall, the watermain break was handled very well and Township Staff worked together with member municipalities, OCWA, Southwestern Public Health to repair and bring the system back into a steady state. Staff are working on items identified during the debrief meeting and critical spare parts are in our possession specifically for the 14-inch trunk line.

Staff are thankful that the Tri-County Water System and Dutton Dunwich allowed for back feeding into the system to maintain system pressures. Staff are also thankful to Dutton Dunwich and Central Elgin for providing critical watermain parts.

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 Taylor
Manager of Environmental Services
"Submitted electronically"**

**Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24th, 2025

PREPARED BY: Mike Taylor, Manager of Environmental Services

REPORT NO: IDS 2025-16

SUBJECT MATTER: Talbotville Wastewater Treatment Plant – Chemical Storage Upgrades

Recommendation(s):

THAT Report IDS 2025-16 relating to the chemical storage system at the Talbotville Wastewater Treatment Plant, be received for information;

AND THAT Council accept the quote from Farmington Mechanical at a cost of \$9,231.00 (plus taxes);

AND THAT Staff be authorized to source additional equipment to complete this project for a total upset limit not to exceed \$22,000.00.

Purpose:

This report seeks Council's approval to authorize Staff to proceed with upgrades to the chemical storage system for the Talbotville Wastewater Treatment Plant (WWTP). These upgrades will result in cost savings and improve operational efficiencies.

Background:

One of the most important processes of wastewater treatment plants, that is necessary to meet strict compliance requirements, is the addition of chemicals at different stages of treatment. The two primary chemicals used at this facility, include Aluminum Sulphate (Alum) for phosphorus removal, and Sodium Hydroxide (NAOH) for pH adjustment.

Due to the lack of bulk storage at the plant, the only viable delivery option to receive Alum and NAOH is 20-litre pails from the supplier (Jutzi). Storage of Alum and NAOH is contained within the blower section of the plant and consists of two 100 litre day tanks. Chemicals are pumped from these day tanks directly into the treatment process. Operators are required to periodically fill these day tanks up manually by emptying one pail at a time (every other day for Alum and weekly for NAOH). These pails are quite

heavy and handling these in close contact to the body, comes with severe risks of burns to the eyes, skin along with respiratory risks from inhalation.

Wastewater treatment plants chemical systems are typically designed and constructed to accept large quantities in bulk where possible, and storage tanks are appropriately sized based on several factors. These factors include consumption rates, frequency of tank filling (typically a couple of weeks to a few months), chemical composition, risk of running out, challenges with sourcing and delivery and mitigating exposure to humans. It should be noted that not all chemicals can be stored in large quantity based on their makeup as some have a short shelf life and may oxidize or crystalize reducing their effectiveness, resulting in operational challenges for operations.

Chemical delivery methods include railcar, truck tanker, or truck with either 1000 litre totes, 55-gallon drums, or 20 litre pails. It is understood that purchasing chemicals for treatment processes is most cost effective with large bulk delivery. The smaller the quantity purchased, typically results in a higher cost per volume.

Comment/Analysis:

As a result of the chemical budget being significantly overspent in 2024 due to rising costs and increased usage of Alum and NAOH at the plant caused by higher incoming flows, Staff have been investigating opportunities to improve operational efficiencies and decrease operating costs, by installing a permanent bulk chemical storage system at the treatment plant.

In 2023, a storage container was constructed at the treatment plant. The container was insulated, including a wall mount heater, electrical outlets, breaker panel, and lighting. The container was primarily constructed for the purpose of storage for spare parts and equipment necessary for the treatment plant. Currently, only a portion of the container is utilized and there is sufficient space to construct a bulk chemical room.

Staff held meetings with the chemical supplier to discuss the ability to deliver Alum and NAOH in bulk. It was determined that the most viable and cost-effective option was utilizing 1000 litre totes in which Jutzi would deliver as required to the facility and offload into the chemical room. If constructed, the chemical system will be made up of two 1000-liter Alum totes and one 1000-litre NAOH tote along with associated piping, fittings, spill containment. Jutzi provided pricing per chemical which is listed in the table below and confirmed that delivery of bulk can be maintained throughout the year.

Financial Implications:

This work has been included in the 2025 Budget under capital for \$22,000.00

The table below breaks down current operating costs compared to upgrading to a new chemical bulk delivery system. The cost savings are compared against the overall costs to undertake these upgrades and is broken down in the table below.

Based on 2024							
Chemical	Consumption rate/day in Litres	Consumption rate in kg/day	Price per kg (pails)	Price per kg (totes)	Annual costs (pails)	Annual cost (totes)	Annual estimated savings
Aluminum Sulphate	40	\$ 50.00	\$ 1.85	\$ 1.15	\$ 33,762.50	\$ 20,987.50	\$ 12,775.00
Sodium Hydroxide	20	\$ 28.00	\$ 2.45	\$ 1.55	\$ 25,039.00	\$ 15,841.00	\$ 9,198.00
Total					\$ 58,801.50	\$ 36,828.50	\$ 21,973.00
Upgrading Costs	Mechanical	Eyewash station/shower	Switches, wiring controls	Spill Containers	Contingency (unknowns)		
Farmington Mechanical	\$ 9,231.00						
Health and Safety		\$ 2,000.00					
Electrical			\$ 2,750.00				
Spill Containment				\$ 5,000.00			
Contingency					\$ 2,847.15		
Total upgrade costs (excludes taxes)							\$ 21,828.15

The capital recovery cost for this work is approximately one year based on 2024 rates. After one year, the plant will save at least \$22,000.00 per year which will increase as chemical costs and volumes of wastewater increases with development in the area.

Summary:

Staff recommend proceeding with these upgrades in 2025. Not only will there be a reduction in chemical costs in which the costs of the project will be recovered in one year,

but the system will also see improved operational efficiencies and operators will be better protected by minimizing direct chemical exposure.

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 Taylor
Manager of Environmental Services
"Submitted electronically"

Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

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

REPORT NO: IDS 2025-17

SUBJECT MATTER: Talbotville Wastewater Treatment Plant Market Sounding

Recommendation(s):

THAT Report IDS 2025-17, regarding the Talbotville Wastewater Treatment Facility Project Lead Award, be received for information; and

THAT Council direct staff to proceed with one of the proposed procurement models.

Purpose:

The purpose of this report is to update Council on the progress of the Talbotville Wastewater Treatment Facility Expansion and seek direction on the preferred procurement model for project execution.

Background:

The Township of Southwold is planning the construction of a new wastewater treatment plant (WWTP) in Talbotville to support continued residential and industrial growth. The facility will be developed in phases, starting with an initial capacity of 1,000 m³/day and scaling up to 6,000 m³/day to accommodate future demand. The estimated capital cost for Phase 1 is \$18.3 million.

To optimize project execution, Colliers Project Leaders conducted a market sounding exercise to assess industry interest and evaluate potential delivery models. The market sounding engaged six contractors, focusing on the Progressive Design-Build-Finance-Operate-Maintain (PDBFOM) model. While there was strong alignment with the Progressive Design-Build (PDB) approach, concerns were raised about the Finance-Operate-Maintain (FOM) component due to financing complexities and project scale. Some contractors were willing to self-finance, but overall, the inclusion of FOM elements was seen as potentially limiting market participation. Regulatory considerations,

particularly the Environmental Compliance Approval (ECA) process, were also identified as factors that could impact project timelines.

Key recommendations from the market sounding include finalizing the procurement model, issuing an advance procurement notice to facilitate early contractor engagement, and expediting the development of the Request for Proposal (RFP). Additionally, clarifying industrial wastewater pre-treatment requirements and updating the project budget based on market feedback were identified as critical next steps.

Staff have issued a Request for Quotation (RFQ) to secure legal services for reviewing the RFP and drafting contract agreements. An additional RFQ will be issued for a technical advisor to provide expert guidance on RFP evaluation and facility design.

Comment/Analysis:

Overall, staff are encouraged by the market sounding results. All six interviewed contractors expressed interest in the project, depending on the selected delivery model, and all confirmed they have the capacity to undertake a project of this scale. While contractors indicated the budget was reasonable, they noted it is on the lean side of the acceptable range. To support the Township's CHIF grant application, Stantec is preparing a Class D project estimate, which will further refine project budgeting.

Finalizing Procurement Model:

While all contractors expressed interest in the project, the level of interest shifts significantly when the Finance, Operate, and Maintain (FOM) components are introduced. Three contractors showed the strongest preference for a Progressive Design-Build (PDB) approach, which would require the Township to self-finance the project and manage operations post-construction. This model closely resembles the Design-Build approach used for the Township's Firehall and Public Works Buildings. However, this approach may strain the Township's borrowing capacity and would likely require upfront developer contributions to offset financing needs. Staff believe this model would generate the most competitive procurement process by allowing the largest number of participants to bid.

Once the FOM components are included, the competitive landscape shifts. Contractors specializing in construction would be at a disadvantage against firms that integrate operations and financing into their business model. The startup costs for firms without an established operational division could range between \$1 million and \$2 million, effectively limiting competition.

If the Township proceeds with the full PDBFOM model, the advantage shifts to firms that specialize in long-term operational management. These firms typically seek contracts of at least 25 years, aligning with Infrastructure Ontario loan terms. While this could provide long-term cost stability, it also commits the Township to an extended contractual relationship with a private operator. The financial impact of such an agreement depends on the negotiated terms, particularly whether cost escalations are controlled through scheduled contract reviews.

Additionally, financing considerations vary among interested firms. One contractor expressed limited interest in a partially Township-funded model, preferring a minimum financing sum of \$15 million. Another indicated no concern regarding the Township's level of self-financing.

Procurement Model Options for Council Consideration:

1. Self-Funded Progressive Design-Build (PDB) RFP

- Generates the highest level of interest from proponents.
- Likely the most competitive procurement process.
- Requires the Township to finance the project, potentially incurring significant debt if developer contributions are not secured upfront.

2. PDBFOM (Progressive Design-Build-Finance-Operate-Maintain) RFP

- Limited competition, but highly interested firms are committed to demonstrating the model's viability.
- No direct debt on the Township's balance sheet.
- Involves long-term operational contracts.
- Would be the first implementation of this model in Ontario if executed successfully.

Additional Considerations:

Staff are currently developing a Sewer Use Bylaw for Council's consideration. This bylaw will regulate wastewater discharge quality and ensure compliance with treatment facility requirements, addressing concerns raised by potential proponents.

An updated budget estimate is expected by March 14, 2025, for inclusion in the Township's CHIF grant application.

Financial Implications:

The financial impact of the selected procurement model will vary significantly. A standard PDB model would increase the Township's borrowing obligations, particularly if developer contributions are not secured upfront, with potential borrowing of up to \$20 million. However, whether the project is publicly or privately financed, a return on investment is always incurred. The key variables are the structure of financing and the duration of the repayment term.

Private financing may carry an estimated return on investment (ROI) of 5% or higher. If structured appropriately, a long-term operations contract could provide cost stability for end users, though this remains contingent on the terms of the agreement.

Strategic Plan Goals:

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

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

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

Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24th, 2025

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO: IDS 2025-18

SUBJECT MATTER: Asphalt Hot Box Trailer

Recommendation(s):

THAT Council approve the purchase of a lightly used 2-ton asphalt hotbox for \$33,800 and,

THAT Council defer the replacement of Truck P-55, for consideration in the 2026 Budget.

Purpose:

The purpose of this report is to seek Council authorization to purchase the asphalt hotbox, which has proven to be an effective and valuable tool for road maintenance.

Background:

The asphalt hotbox is a purpose-built, fully insulated trailer with an oil-jacketed material vat designed to heat cold patch and maintain asphalt at optimal temperatures for longer periods. The unit stays warm via a 120-volt electrical plug when not in use and utilizes an onboard diesel-fired heater during operation.

During February, the Public Works Department rented this unit and found it highly beneficial, particularly in cold weather conditions. Pothole repairs made with heated material have lasted significantly longer compared to those using cold patch alone.

Neighboring municipalities have struggled with cold patching this winter due to extreme temperatures, which cause cold patch materials to freeze and become less malleable. Some municipalities have resorted to using granular materials, which do not offer the same longevity as asphalt-based repairs.

In the warmer months, this unit will be equally beneficial, as it will allow staff to collect and store asphalt directly from the plant, enabling more permanent road repairs.

Comment/Analysis:

The asphalt hotbox has demonstrated significant value for temporary cold patch repairs and will continue to be beneficial for permanent asphalt repairs.

The 2025 budget currently includes \$70,000 for the replacement of Pickup #P-55, a 2016 Ram. Given that this truck remains in good condition, it is recommended that its replacement be deferred to 2026. This adjustment would allow the reallocation of funds to purchase the hotbox in 2025 without increasing overall expenditures.

Financial Implications:

The cost of purchasing the used unit in 2025 is \$33,800, significantly lower than the anticipated \$50,000+ cost of a new unit in 2026. This purchase would provide a cost-effective solution while maintaining the municipality's ability to carry out essential road repairs efficiently. Deferral of the planned \$70,000 truck replacement would mean that \$36,200 would be carried forward for a 2026 replacement.

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:
Paul Van Vaerenbergh, CRSI
Public Works Superintendent
"Submitted Electronically"**

**Approved by:
Jeff Carswell
CAO/Clerk
"Approved electronically"**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

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

REPORT NO: FIN 2025-07

SUBJECT MATTER: 2024 Development Charges Summary

Recommendation:

THAT Council receive Report No. FIN 2025-07 prepared in accordance with Section 12 of O.Reg.82/98 of the Development Charges Act, 1997.

Purpose:

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

Background:

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

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

Comments/Analysis:

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

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

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

Residential development increased marginally in 2024 with an equal distribution between chargeable and exempt developments. As additional non-exempt developments proceed, there will be more revenue generated from Development Charges in the coming years.

The Development Charges By-Law 2020-70 expires December 31, 2025. A new Development Charges Background Study has commenced with completion scheduled in 2025.

Financial Implications:

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

Strategic Plan Goals:

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

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

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

Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"

Schedule "A"

2024 Development Charges Summary Report

By-law #2020-70

Service/Class	Opening Balance	Collections	Interest Earned	Transferred to Capital	Closing Balance
Roads and Related Services	\$87,888.62	\$51,279.19	\$4,865.88	\$201,282.00	-\$57,248.31
Fire Services	-\$15,652.62	\$20,039.89	\$1,901.59		\$6,288.86
Parks and Recreation Services	\$41,299.00	\$24,096.37	\$2,286.50		\$67,681.88
Library Services	\$0.00	\$0.00	\$0.00		\$0.00
Growth Studies	\$5,365.74	\$3,130.54	\$297.06		\$8,793.34
Total	\$118,900.74	\$98,546.00	\$9,351.03	\$201,282.00	\$25,515.77

Collections Summary	Count	Sq. Ft.
Single Family Dwelling	10	
Apartments - 2 Bedrooms +	0	
Apartments - Bachelor and 1 Bedroom	0	
Other Multiples	4	
Non-Residential	0	0.00
Total	14	0

Former Development Charges Bylaw	Opening Balance	Collections	Interest Earned	Transferred to Capital	Closing Balance
	\$40,718.88	\$0.00	\$1,986.06	\$0.00	\$42,704.94

Exemptions	Count	Value
Talbotville Meadows	135	\$499,092.00
DHP	58	\$232,926.00
Enclave	16	\$62,563.00
Other	26	\$77,166.00
Total	235	\$871,747.00



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

PREPARED BY: Lori Redman, Accounting Clerk

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

REPORT NO: FIN 2025-08

SUBJECT MATTER: 2024 Council Renumeration & Expenses

Recommendation:

THAT Council receive Report No. FIN 2025-08 2024 Council remuneration and expenses for information.

Purpose:

To provide an itemized statement of remuneration and expenses of Council Members for 2024.

Background:

In accordance with Section 284(1) of the Municipal Act, the Treasurer of the municipality shall, on or before March 31 of each year, provide Council with an itemized statement on remuneration and expenses paid in the previous year to each member of Council.

Comments/Analysis:

Section 284 (1) of the Municipal Act states that the Treasurer of a municipality shall in each year, on or before March 31, provide to Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- a) Each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- b) Each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) Each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1)

By-Law No. 2016-09 provides to the remuneration of members of Council.

Schedule "A" provides the 2024 Statement of Revenue and Expenses for members of Council.

Financial Implications:

None. All remuneration and expenses were included in the 2024 Operating Budget.

Strategic Plan Goals:

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

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

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

Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"

FIN 2025-08 Schedule "A": 2024 Statement of Remuneration & Expenses

Township of Southwold Council Member	Honorarium	Committees of Council	Group Benefits	Cell & Data Expenses	Other Expenses	Conference Expenses	Total
Mayor Grant Jones	\$ 17,241.24	\$ 4,492.96	\$ -	\$ 833.41	\$ 1,508.72	\$ 2,738.07	\$ 26,814.40
Deputy Mayor Justin Pennings	\$ 13,362.00	\$ 3,407.80	\$ -	\$ -	\$ 1,116.58	\$ 2,412.41	\$ 20,298.79
Councillor John Adzija	\$ 10,928.76	\$ 6,238.93	\$ -	\$ -	\$ 1,147.97	\$ -	\$ 18,315.66
Councillor Sarah Emons	\$ 10,928.76	\$ 3,067.02	\$ 6,354.00	\$ 451.81	\$ 897.37	\$ 822.49	\$ 22,521.45
Councillor Scott Fellows	\$ 10,928.76	\$ 3,407.80	\$ 6,354.00	\$ -	\$ 1,198.00	\$ 417.83	\$ 22,306.39
Total	\$ 63,389.52	\$ 20,614.51	\$ 12,708.00	\$ 1,285.22	\$ 5,868.64	\$ 6,390.80	\$ 110,256.69

Year ending December 31, 2024

Benefits provided to the Mayor and member of Council include: Group Benefits: Health & Dental

Other Expenses include: CPP, EHT, Mileage

Conference Expenses include: accommodations, travel, and meals



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

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

REPORT NO: FIN 2025-09

SUBJECT MATTER: County Roads 2024 Financial Summary

Recommendation:

None – For Information.

Purpose:

To provide Council with financial information on 2024 County Road operation.

Background:

As part of the County of Elgin Road Maintenance Agreement, staff are required to submit a County Roads Financial Report to the County on an annual basis.

Comments/Analysis:

The 2024 County Road Summary report data is attached as Appendix "A". The report includes information for the last 5 years (2020 – 2024). The 2024 operation resulted in expenses of \$510,377 versus revenue from the County of \$574,754.

The new template for reporting County expenses for the Road Maintenance Agreement (RMA) is being utilized. Schedule "B" is attached showing the new template and allocation of costs. With the implementation of PSD Citywide Maintenance Manager, staff will be able to more accurately record the costs in 2025 and beyond as required for the new RMA template.

Actual costs incurred can vary significantly year to year based on seasonal fluctuations and required activities. The last few years have seen fluctuations in the costs associated with maintaining the County roads, especially with respect to winter operations. County roadside maintenance saw an increase due to additional grass cutting and shouldering activities. The Inspection/Patrol category was added resulting in Hardtop maintenance category showing a decrease in 2024 as costs were more

accurately reported relating to Hardtop maintenance. A Drainage System category has also been added resulting in more accurate reporting of expenses.

Financial Implications:

There is currently a deficit of \$46,521.81 in the County Road Reserve. Pending any year end adjustments, the surplus of \$64,376.86 could be used to bring the County Road Reserve balance to \$17,855.05.

Strategic Plan Goals:

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

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

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

Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"

Appendix "A"
Township of Southwold
County Road Expenditures
Unaudited as at December 31, 2024

	2020	2021	2022	2023	2024	5 Year Accumulated
County Contract Revenue	\$504,225.04	\$507,754.64	\$532,634.76	\$567,255.84	\$574,753.80	\$2,686,624.08
Expenditures						
County Bridge & Culvert	\$0.00	\$4,754.84	\$233.10	\$3,334.21	\$0.00	\$8,322.15
County Roadside Maintenance	\$62,039.78	\$90,541.18	\$22,159.73	\$49,704.31	\$67,519.96	\$291,964.96
County Hardtop Maintenance	\$116,618.58	\$135,188.61	\$127,115.04	\$227,571.59	\$42,117.90	\$648,611.72
County Winter Control	\$320,641.49	\$340,467.59	\$254,375.36	\$222,140.86	\$143,524.75	\$1,281,150.05
County Safety Devices	\$22,661.73	\$15,144.13	\$22,664.15	\$25,293.23	\$69,023.82	\$154,787.06
County Drainage Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$8,270.85	\$8,270.85
County Inspections/Patrols	\$0.00	\$0.00	\$0.00	\$0.00	\$168,919.66	\$168,919.66
County - Allocated Overhead	\$36,537.31	\$41,026.74	\$29,858.32	\$26,402.21	\$11,000.00	\$144,824.58
Total Expenditures	\$558,498.89	\$627,123.09	\$456,405.70	\$554,446.41	\$510,376.94	\$2,706,851.03
Surplus / Deficit	(\$54,273.85)	(\$119,368.45)	\$76,229.06	\$12,809.43	\$64,376.86	(\$20,226.95)
Revenue Change - \$	\$8,428.48	\$3,529.60	\$24,880.12	\$34,621.08	\$7,497.96	
Revenue Change - %	1.42%	0.63%	3.97%	7.59%	1.35%	
Expenditure Change - \$	(\$34,367.29)	\$68,624.20	(\$170,717.39)	\$98,040.71	(\$44,069.47)	
Expenditure Change - %	-6.93%	13.61%	-33.62%	18.41%	-7.77%	

		Labour	Equipment	Material/ Contracts	Admin	Other	Total	Notes
<u>Inspections/Patrol</u>								
	Summer/Winter MMS Inspections	77,309.93	3,109.00	0.00	0.00	0.00	80,418.93	
	Winter Patrol	67,037.93	21,462.80	0.00	0.00	0.00	88,500.73	
	Overhead/Admin	0.00	0.00	0.00	11,000.00	0.00	11,000.00	
		0.00	0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00	
	Total Inspections/Patrol	144,347.86	24,571.80	0.00	11,000.00	0.00	179,919.66	
<u>Road Surfaces</u>								
	Hot Mix Patching/Padding	0.00	0.00	0.00	0.00	0.00	0.00	
	Spot Base Repairs	0.00	0.00	0.00	0.00	0.00	0.00	
	Cold Patching	6,157.79	697.40	4,919.91	0.00	0.00	11,775.10	Includes Hot Patching On Fingal and Union
	Shouldering	13,455.15	5,295.65	0.00	0.00	0.00	18,750.80	
	Shoulder Graveling	0.00	0.00	0.00	0.00	0.00	0.00	
	Sweeping	3,271.20	2,763.20	5,557.60	0.00	0.00	11,592.00	
		0.00	0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00	
	Total Road Surfaces	22,884.14	8,756.25	10,477.51	0.00	0.00	42,117.90	
<u>Roadside Operations</u>								
	Mowing	22,373.29	11,855.60	18,166.09	0.00	0.00	52,394.98	guardrail spraying and trimming is in this total
	Tree Cutting, Trimming & Brushing	7,824.62	1,641.70	122.10	0.00	0.00	9,588.42	
	Weed Spraying	0.00	0.00	0.00	0.00	0.00	0.00	
	Guide Rail Spraying and Mowing	0.00	0.00	0.00	0.00	0.00	0.00	
	Debris & Litter Cleanup	4,005.56	1,531.00	0.00	0.00	0.00	5,536.56	
		0.00	0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00	
	Total Roadside Operations	34,203.47	15,028.30	18,288.19	0.00	0.00	67,519.96	
<u>Drainage Systems</u>								
	Ditching	712.69	137.20	0.00	0.00	0.00	849.89	
	Culvert Cleaning	1,205.62	235.20	14.33	0.00	0.00	1,455.15	
	Culvert Inspection	0.00	0.00	0.00	0.00	0.00	0.00	
	Culvert Replace	0.00	0.00	0.00	0.00	0.00	0.00	
	Catch Basin Cleaning	4,798.57	815.60	351.64	0.00	0.00	5,965.81	
	Catch Basin Inspection	0.00	0.00	0.00	0.00	0.00	0.00	
	Storm Sewer Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	
	Storm Sewer Inspection	0.00	0.00	0.00	0.00	0.00	0.00	
	Locates	0.00	0.00	0.00	0.00	0.00	0.00	We don't have this tracked, we are currently absorbing this.

	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Drainage Systems	6,716.88	1,188.00	365.97	0.00	0.00	8,270.85

Bridges/Culverts

Drainage on Bridge	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Washing	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Inspection	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Bridge/Culvert	0.00	0.00	0.00	0.00	0.00	0.00

Safety Devices

Road Closures	0.00	0.00	0.00	0.00	0.00	0.00
Traffic Signs	25,908.73	6,864.88	15,202.74	0.00	0.00	47,976.35
Pavement Markings	19,000.90	196.00	1,850.57	0.00	0.00	21,047.47
Centre Line Painting	0.00	0.00	0.00	0.00	0.00	0.00
Guide Rail Repairs/Inspection	0.00	0.00	0.00	0.00	0.00	0.00
Guide Post Repairs	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Safety Devices	44,909.63	7,060.88	17,053.31	0.00	0.00	69,023.82

Winter Control

Plow, Sand and Salt	49,399.22	23,933.18	1,897.82	0.00	0.00	75,230.22
Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00
Anti-Icing	0.00	0.00	0.00	0.00	0.00	0.00
Sand	0.00	0.00	0.00	0.00	0.00	0.00
Salt	8,483.95	9,750.40	50,060.18	0.00	0.00	68,294.53
Calcium	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Winter Control	57,883.17	33,683.58	51,958.00	0.00	0.00	143,524.75

Sand and Salt

County of Elgin Roads Totals	310,945.15	90,288.81	98,142.98	11,000.00	0.00	510,376.94
County of Elgin Allocation						574,753.80
Difference (\$)						64,376.86



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

PREPARED BY: Brittany Jessome, Community Services & Communications Clerk & Corey Pemberton, Director of Building and Community Services/Chief Building Official

REPORT NO: CBO 2025-06

SUBJECT MATTER: Facility Rental Documents and Agreements Update

Recommendation(s):

THAT Council approve By-law No. 2025-23, listed under By-laws on the March 24th, 2025 Agenda, being a by-law to adopt the Facility Rental Documents, Policies and Agreements required to provide for the rental of Municipal Facilities.

Purpose:

This report seeks Council's adoption of the updated Facility User Agreement, Municipal Alcohol Policy, Southwold Keystone Complex Facility Rental Agreement, and the Parks Rental Agreement. These documents will form the schedules of By-law No. 2025-23.

Background:

In April of 2005, the Township of Southwold adopted the Municipal Alcohol Management Policy. It outlined regulations for alcohol use during events at Township facilities in accordance with the requirements of Special Occasions Permits and the Liquor License Act of Ontario. The policy was further reviewed in March 2014, with no further updates.

In April of 2014, a Township Facility User Agreement was passed under By-law 2014-19. This By-law outlines the policies and procedures for renters of Township facilities. Specifically, it related to booking, deposits, payments, insurance, obligations of the Township and renters, emergency procedures, safety, alcohol, and various other requirements.

In August of 2019, updates to the Municipal Alcohol Management Policy, the Facilities User Agreement and the Facilities Rental Forms were passed under By-law 2019-47. These updates included clerical revisions to enhance clarity and conciseness, the addition of signatory lines, and updates to staff positions within the office.

Comment/Analysis:

The **Facility User Agreement** has been updated in the following areas:

- An anti-hate clause has been added to establish the right to refuse rentals that promote views and ideas of discrimination, contempt or hatred.
- The specific details of the Municipal Alcohol Policy have been removed to prevent duplication between the documents. However, a reference to the requirements for completing the Municipal Alcohol Policy when alcohol is involved at an event remains in the Facility User Agreement.
- Specific dollar values for rental fees have been removed, and instead, a reference to the 'current User Fees By-law' has been included.

The **Municipal Alcohol Policy** has been updated in the following areas:

- References for Shedden Open Space Park have been updated to Corsley Park.

The **Southwold Keystone Complex Facility Rental Agreement** has been updated in the following areas:

- The requirement for a COVID-19 Waiver has been removed.
- A section has been added for renters to indicate if they require staff assistance with set-up and tear-down
- Wording has been edited for clarity and conciseness for renters.
- Specific dollar values for rental fees have been removed, and instead, a reference to the 'current User Fees By-law' has been included.
- Various Terms and Conditions that were duplicates of information in the Facility User Agreement have been removed.
- A clause has been added in the Terms and Conditions to allow renters, subject to availability, to request staff assistance with set-up and tear-down of functions for an additional fee (this fee will be updated in the next User Fee By-law update).

The **Sports Rental Agreement** was merged with the **Parks Rental Agreement** and has been updated in the following areas:

- References for Shedden Open Space Park have been updated to Corsley Park.
- Various Terms and Conditions that were duplicates of information in the Facility User Agreement have been removed.

Financial Implications:

There are no financial considerations involved in the updating of the Facilities User Agreement, the Municipal Alcohol Policy, the Southwold Keystone Complex Facility Rental Agreement and the Southwold Parks Rental Agreement.

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

**Prepared by: Brittany
Jessome, Community
Services & Communications
Clerk
"Submitted electronically"**

**Submitted by: Corey
Pemberton, Director of
Building and Community
Services/Chief Building Official
"Submitted electronically"**

**Approved by:
Jeff Carswell, CAO/Clerk
"Approved electronically"**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24th, 2025

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

REPORT NO: CBO 2025-07

SUBJECT MATTER: Building Permit Fee Comparison

Recommendation(s):

THAT Report CBO 2025-07 relating to the building permit fees, be received for information; and

THAT Council authorize staff to put forward the Proposed 2025 Fees contained in Schedule "A" for the Building Fee Public Meeting to be held April 28, 2025.

Purpose:

To provide council with information on the proposed changes to the building permit fee structure and the associated impact on overall revenues.

Background:

As part of budget deliberations, it was noted that for the past two years the building department has been using reserves to off set the cost of running the department.

Section 7 of the Ontario Building Code Act gives Municipalities the authority to prescribe fees for building permits. Municipal Building Departments are mandated to operate on a "cost recovery" basis, meaning they are to be a user-based system and are not intended to be subsidized by the Township ratepayers. Specifically, Section 7(2) of the Act states that "the total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of jurisdiction".

The fees collected are to be kept in the Building Department to enforce the Building Code. If there is a surplus in fees after all costs are covered, the municipality must keep the excess in a reserve fund that is carried over to the next fiscal year. There is no limit to the amount specified in the Act with respect to the size of the reserve fund. Reserve funds can only be spent on Building Department related expenses. In most cases, the funds are to be used to offset slower construction years. In years with a significant increase in the volume of building activities, staff anticipate the need to contract services

to ensure customers are served in a timely and efficient manner which will offset additional revenues.

The last time we adjusted our fees was 2019, with the building boom and the amazon plant we currently have a substantial reserve.

Comment/Analysis:

Over the past two years, building activity has slightly slowed, with a shift in permit types from a high volume of single-dwelling units to more accessory structures and smaller projects. Unfortunately, these smaller projects require the same amount of time for review and inspection while generating only a fraction of the revenue. Staff have conducted a permit fee comparison with neighboring municipalities and found that, while most fees are similar, Southwold's residential permit fees are notably lower. A detailed comparison of permit fees for a two-story, 1,100 sq. ft. home with an attached garage is provided in Schedule B, demonstrating that Southwold has the lowest fees among those reviewed.

Financial Implications:

Staff recommend implementing a fee structure that falls between those of neighboring municipalities. Schedule A is attached with the current fees compared to recommended new fees. With this adjustment, the fees collected for residential buildings in 2024 would have increased from \$45,444.00 to \$66,129.00. While permit revenue may still require drawing from reserves during slower years, this change would help replenish reserves during more stable periods.

Changes to Building Permit Fees require a Public Meeting under the Building Code. To comply with the required notice provisions, the public meeting is scheduled for the April 28, 2025 Council Meeting.

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:
Jeff Carswell, CAO/Clerk
"Approved electronically"**

Schedule "A"

BUILDING FEES	CURRENT FEE	PROPOSED 2025 FEE	
New Construction-per square foot			
1st floor	\$ 0.65	\$ 1.00	
2nd and 3rd floors	\$ 0.65	\$ 1.00	
Finished basement	\$ 0.40	\$ 0.65	
crawl space, unfinished basement	\$ 0.40	\$ 0.40	
Workshops, storage areas, garages, open porches and decks, when included with permit for a new residence and attached to the same	\$ 0.20	\$ 0.40	
Addition of attached garage workshop, Additions, alterations and renovations where square footage can be determined as per above			
Renovation to create attached ADU (additional dwelling unit) within an existing dwelling		\$1.00	
minimum fee for any permit	\$ 150.00	\$ 180.00	
when square footage cannot be determined:	\$12.00 per \$1,000 or \$150.00 minimum	\$12.00 per \$1,000 or \$180.00 minimum	
Accessory Buildings			
less than 250 square feet	\$ 150.00	\$ 180.00	
251 to 500	\$150.00 +\$0.35 per square foot over 250	\$180.00 +\$0.35 per square foot over 250	
501 to 1000	\$300.00 +\$0.15 per square foot over 500	\$300.00 +\$0.15 per square foot over 500	
over 1000	\$350.00 +\$0.15 per square foot over 1000	\$350.00 +\$0.15 per square foot over 1000	
Industrial/Commercial			
new construction or renovations	\$12.00 per \$1,000 or \$150 minimum	\$12.00 per \$1,000 or \$180 minimum	
Farm Buildings			
Livestock facilities and manure pits	\$150.00 plus \$8.00 per \$1,000	\$180.00 plus \$8.00 per \$1,000	
non-livestock			
less than 250 square feet	\$ 150.00	\$ 180.00	
251 to 500	\$150.00 +\$0.35 per square foot over 250	\$180.00 +\$0.35 per square foot over 250	

501 to 1000	\$300.00 +\$0.15 per square foot over 500	\$300.00 +\$0.15 per square foot over 500	
1001 to 1500	\$350.00 +\$0.15 per square foot over 1000	\$350.00 +\$0.15 per square foot over 1000	
1501 to 3000	\$350.00 + \$0.15 per square foot over 1500	\$350.00 + \$0.15 per square foot over 1500	
Other Permits			
Woodstoves, chimneys, fireplaces and other wood burning appliances	\$ 150.00	\$ 180.00	
demolition permits	\$ 150.00	\$ 180.00	
demolition permit fee for buildings as a condition of severance	\$ 150.00	\$ 180.00	
Fence around residential swimming pools	\$ 150.00	\$ 180.00	
building relocation	\$100.00 plus travel cost plus fee for appropriate building listed above (refundable damage deposit and/or liability insurance to be determined by Council)	\$100.00 plus travel cost plus fee for appropriate building listed above (refundable damage deposit and/or liability insurance to be determined by Council)	
Plumbing permit in buildings not requiring a building permit	\$150.00 plus \$12.00 per \$1,000 construction value.	\$180.00 plus \$12.00 per \$1,000 construction value.	
Tent permit (greater than 60 sq.m.)	\$ 150.00	\$180.00	
wind turbine for personal use	\$ 295.00	\$ 295.00	
wind turbine for commercial use	\$ 2,000.00	\$ 2,000.00	
Change of use permit -no construction	\$ 150.00	\$180.00	
Conditional permit	\$300.00 plus regular permit fee and cost recovery on any additional legal, professional or consultant fees plus 15% Administration Fee to a max. of \$1,000 for Admin Fee		
Solar panel – with an area of 5sq.m. or greater	\$ 150.00	\$180.00	
Deposits & Administration Fees			

Damage and Lot Grading Security Deposit at discretion of CBO. * if occupied prior to obtaining occupancy permit, deposit forfeited **deposits may be forfeited as per Section 14 of the Building By-Law	\$ 500.00 - \$3,500	\$ 500 - \$5000	
Revisions to plans after plans examination has been undertaken resulting in re-examination at discretion of CBO		\$75 - \$500	
Revisions to plans after permit issuance resulting in re-examination at discretion of CBO		\$75 - \$500	
Reinspection fee-if inspections are requested and not ready	\$ 150.00	\$180.00	
Penalty for starting construction prior to obtaining permit - residential	Double regular permit fee - maximum \$2,000.00		
Penalty for starting construction prior to obtaining permit - industrial/commercial/institutional	Double the regular permit fee - maximum \$5,000.00		
Administration fee for permits not paid prior to permit expiry	25% increase in regular permit fee		
fast track building permit fee with 48 business hour turnaround at discretion of CBO	25% increase in regular fee	25% increase in regular fee	
Permits not started within six months of issue are cancelled and require renewal, if applicant requests in writing within one year of cancellation	\$ 150.00	\$180.00	
Alternative Solution Review Fee	\$ 300.00		
Transfer permit to new permit holder		\$ 180.00	
Issuance of Orders under BCA		\$ 200.00	
Building Code Fees (septic tank approvals)			
Sewage system building permits for Class 4 or 5 sewage systems	\$ 500.00	\$ 580.00	
additional fee for percolation	\$ 100.00	\$ 100.00	
repairs to a sewage system permit	\$ 400.00	\$ 450.00	

Schedule “B”

Building Department Fee Comparisons				
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<u>Note: our two most occurring fees are for building permit and septic permit are compared to other area rates</u>	<u>Southwold Proposed 2025</u>	<u>Southwold 2018</u>	<u>West Elgin 2025</u>	<u>Dutton 2025</u>	<u>St. Thomas 2025</u>
Building permit fees based on a 1076 sq’ two story house with 550sq’ garage	\$ 3149.99	\$2164.24	\$3671.17	\$2965.00	\$2645.85
Septic Fees	\$ 580.00	\$ 500.00	\$ 570.00	\$ 600.00	\$ 500.00



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-17

SUBJECT MATTER: Strategic Plan Update #1

Recommendation(s):

None – For Council Information.

Purpose:

The Township Strategic Plan was adopted in August 2023 and requires an annual review to determine if the plan is being implemented. This report serves as the update of the progress for the year ending 2024.

Background:

The Strategic Plan document is attached for reference (Appendix "A"). This plan was developed with community input to help guide Council and administration's efforts over the 4 year Council term (2022-2026).

In addition to the Strategic Plan, there is a Detailed Implementation Plan (Appendix "B") that can be used to track progress against the Goal Actions. The implementation plan includes a column where staff have added comments on progress against the Goal Actions. While the Strategic Plan is quite ambitious, many of the Goal Actions have seen some progress since the plan was adopted.

In addition to adding comments to the Implementation, a 2024 Highlights document (Appendix "C") has also been attached. While this document includes some overlap with the Strategic Plan, it also includes other projects and achievements over 2024.

Strategic Plan Goals:

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

Managed Growth

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

**Respectfully Submitted by:
Jeff Carswell, CAO/Clerk
"Submitted electronically"**



TOWNSHIP OF
Southwold



TOWNSHIP OF SOUTHWOLD

Strategic Plan

August 2023



CONSULTING INC.

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1. Introduction

The Township of Southwold’s Strategic Plan will guide Council and administration’s efforts over the next four years to support a high quality of life and economic opportunity in this growing community.

Southwold is a rural community of 4,990 people (July 2022) in Elgin County located west of the City of St. Thomas, south of the City of London and south of the primarily rural Middlesex County.

The background to the development of the Strategic Plan is detailed in a Key Findings Report issued in May 2023. The Key Findings Report includes the results from detailed economic and demographic analysis and broad-based community engagement.

This report represents Phase 3 of the Strategic Planning Process. The Strategic Plan builds on the Key Findings Report with a review of Strategic Priorities identified by Southwold Council in July 2023. The Strategic Plan includes the Township’s vision, mission, goals, objectives and actions.

Figure 1: Strategic Planning Process





2. Strategic Priorities

Strategic priorities are those issues that must be addressed to ensure a positive future for Southwold.

Southwold Council identified three main strategic priorities based on the research and analysis and community consultation conducted through the strategic planning process.

They are:

Managing growth/building community: Thoughtful planning and investment that balances the needs of current residents, newcomers and commercial development while protecting agricultural land.

Economic development: Investment readiness and support for new and existing businesses

Cost management/ accountability: Prudent financial management to address current needs and prepare for the future.



3. Vision and Mission

The vision statement is a short phrase describing the future that the Township of Southwold is ultimately working towards. The mission is a one sentence statement of what the Township of Southwold does and why. Together the vision and mission provide the foundation for a series of goals and objectives.



VISION

The Township of Southwold is a vibrant, safe, and growing rural community recognized for its high quality of life and economic opportunity.



MISSION

To provide quality municipal services that support growth, prosperity, and exceptional quality of life through prudent management.

4. Goals and Objectives

Goals and objectives provide further definition and direction for the strategic plan.

Goals are the broad end states that the Township of Southwold wants to achieve.

Objectives are the desired outcomes as a result of the goals.

	Goal	Objective
	1. Managed Growth	<ul style="list-style-type: none"> • Policies and programs that manage growth, maintain community character, protect agricultural land, and align with community capacity. • Infrastructure to support identified residential and industrial growth areas.
	2. Welcoming and supportive neighbourhoods	<ul style="list-style-type: none"> • Inclusive, resident-focused programs, services, and facilities throughout Southwold.
	3. Economic opportunity	<ul style="list-style-type: none"> • Investment readiness and support for new and existing businesses.
	4. Fiscal responsibility and accountability	<ul style="list-style-type: none"> • Prudent financial management to address current needs and prepare for the future. • Engaged and informed residents, businesses, and other interested parties.



5. Strategic Actions

Strategic actions are the specific, measurable steps required to achieve the goals and objectives. The following section provides the rational and specific actions related to the four goal and objectives.

	Goal 1	Managed Growth
	Objectives	<ul style="list-style-type: none"> • Policies and programs that manage growth, maintain community character, protect agricultural land, and align with community capacity. • Infrastructure to support identified residential and industrial growth areas.

The Township of Southwold has experienced significant residential development of 9% over the past five years. It is also part of a region experiencing major industrial growth. The increased demand for serviced residential and employment land is creating an unprecedented need for expanded infrastructure. Wastewater infrastructure, in particular, is required to support investment in Southwold.

It will be critically important to focus the Township’s resources with an infrastructure plan that will prioritize, stage, and scope its infrastructure investments. The infrastructure plan will allow the Township to determine the required capital and ongoing costs and the Township’s capacity to fund these investments.

A wastewater infrastructure plan is one key component of the long-term vision required for the capital investment plan. The infrastructure plan will also help the Township’s to advocate and apply for funding from the provincial and federal government.

The community engagement conducted through this strategic planning process highlighted the need for a greater range of housing formats and budgets to best support a growing, diverse population. There is also a strong desire to protect the agricultural land that is so vital to the local economy and community culture.


The Township should review its existing policies and provide additional supports and incentives to encourage a greater range of housing with more affordable and attainable housing options. Strategies to increase residential density will ensure that the residential development supports population growth with while retaining Southwold’s finite resource of agricultural land.

High speed, reliable and affordable internet and cellular connectivity are also essential services for households and businesses in Southwold. The Township should continue to support initiatives that will expand services to underserved areas and provide the critical connections needed to support families and economic development.



GOAL 1 ACTIONS

- 1.1. Establish a wastewater infrastructure plan that includes the location, capacity, staging, and budget required to support projected residential and commercial growth.
- 1.2. Develop long-term plans and budgets for municipal infrastructure investment and operations.
- 1.3. Allocate sufficient resources and seek external sources of funding to address Southwold’s hard and soft infrastructure needs.
- 1.4. Establish policies and incentives to support mixed residential development with a focus on affordable and attainable housing within existing residentially zoned areas.
- 1.5. Continue to maintain policies that protect agricultural land and recognize agriculture’s contribution to Southwold’s economy and community culture.
- 1.6. Support and participate in initiatives to expand and enhance internet access throughout the Township.

	Goal 2	Welcoming and supportive neighbourhoods
	Objective	<ul style="list-style-type: none"> • Inclusive, resident-focused programs, services, and facilities throughout Southwold.

Community parks, programs and facilities are also important forms of infrastructure that contribute to residents’ quality of life. The Township has an important role in bringing residents together and creating a place that sustains and supports their social, physical, and emotional wellbeing.

The Township’s programs and services need to support demographic shifts and a growing population. The community consultation also revealed a desire for cycling trails and sidewalks to connect Southwold’s communities and bring residents to the Township’s parks, sports fields, and recreation centres. Childcare and active living activities for seniors were identified as important programs to support the needs of specific segments of the community.

Community festivals and celebrations, beautification efforts, sports programs, volunteering, youth engagement and environmental conservation are some of the ways Southwold can connect community members, celebrate community character, create welcoming and supportive neighbourhoods while building civic pride.


The Township’s support of local arts, heritage and cultural can provide economic benefits and add to residents’ wellbeing by building community identity and pride,



fostering social inclusion, connecting residents to the past, providing platforms for creative expression and establishing a unique Southwold identity.

GOLA 2 ACTIONS

- 2.1 Establish long-term plans to maintain and enhance parks, programs and facilities that support social interactions throughout Southwold.
- 2.2 Expand active transportation links between Southwold communities.
- 2.3 Explore opportunities to expand age specific programs and services such as childcare and active living programs for seniors.
- 2.4 Maintain and support events and programs that create civic pride, support community character, and encourage community involvement.
- 2.5 Support and promote local arts, heritage, and culture.

	Goal 3	Economic Opportunity
	Objective	<ul style="list-style-type: none"> • Investment readiness and support for new and existing businesses.

Southwold’s Community Economic Development Plan established in 2020 includes five goals:

- 1. Community Engagement
- 2. Investment Readiness
- 3. Branding/Communication
- 4. Business Development
- 5. Enhanced Infrastructure

Since that time some of the specific actions have been addressed and others are no longer priorities. A review of the 2020 strategy will provide an opportunity to update the priority and timing of the strategic actions.

Since the strategy was adopted, Southwold Township has welcomed a new Amazon warehouse facility which is expected to create approximately 1,000 jobs. Other investments in neighbouring communities are expected to create thousands of new jobs in manufacturing and other supporting industries. Workforce development will be a critical consideration for new and existing businesses in Southwold and should be considered in the updated strategy.

There has also been increased interest and demand for large industrial sites since 2020. Southwold needs respond to this demand by compiling information on the



industrially zoned land, determining the owners' interest in selling and considering the costs and timing to provide the required infrastructure for development.

Another critical element in supporting investment inquiries will be compiling and providing local and regional economic development data. The economic and demographic data in the Key Findings Report includes 2021 Census data that was not available when the 2020 Strategy was completed. The Township needs to proactively compile local and regional data to respond to investment opportunities as they emerge.

The Township should also maintain regular contact with Elgin County and the Western Ontario Wardens' Caucus (WOWC) economic development committees efforts which could support Southwold Township's economic development goals.

Existing businesses are the foundation of Southwold's economy. Meetings with the business owners and operators can provide insights into how to retain and assist businesses to grow. It can also help determine the opportunities and barriers to attracting additional investment in the community.


Finally, community engagement participants shared their dissatisfaction with the appearance and limited use of Shedden's four corners. There were several suggestions including establishing a small business resource centre, commercial business location or additional community services. Southwold Township should ensure that current zoning provides the maximum flexibility to support a variety of uses to revitalize this important intersection. Community Improvement Plan incentives could also be an important consideration to support the rehabilitation and redevelopment of the area.

GOAL 3 ACTIONS

- 3.1 Update and implement the 2020 economic development strategy to reflect the emerging challenges and opportunities related to major regional investments.
- 3.2 Engage with industrial landowners to determine their interest in selling and the property specifications required for development.
- 3.3 Compile and share local and regional economic development data to ensure Southwold is investment ready.
- 3.4 Identify opportunities to attract commercial service providers to meet local demand in urban settlement areas.
- 3.5 Establish a business visitation schedule to assess and address local business opportunities and barriers.
- 3.6 Leverage and partner in County and other regional economic development programs and initiatives.



3.7 Explore opportunities for additional, alternative uses that will enhance Shedden’s four corners.

	Goal 4	Fiscal responsibility and accountability
	Objectives	<ul style="list-style-type: none">• Prudent financial management to address current needs and prepare for the future.• Engaged and informed residents, businesses, and other interested parties.

Council and Southwold residents are keenly aware that the infrastructure needed to support growth is both essential and expensive. Supporting economic development efforts will help to expand and diversify Southwold’s tax base which will help to support this investment.

Southwold Council has been wise stewards of the Township’s financial resources. It has maintained healthy reserves and managed its debt to minimize the risk associated with escalating interest rates. Southwold Township has low tax rates compared to neighbouring jurisdictions and is committed to remaining competitive. It will need to monitor its tax rates in comparison with its peers to balance its competitive tax rates with the investment in infrastructure to support the community’s current and future needs.

Southwold Township has a team of loyal, hardworking staff members, many with very long tenures that are key to efficient Township operations. Providing competitive wages, investing in employee training, and maintaining a supportive work environment will be important considerations to continue to attract and retain a high performing staff.

The need for regular communications with Southwold’s constituents was a key theme during the community consultations. Residents and businesses want to be informed about the strategic plan and its implementation. Southwold needs to continue to explore and identify the most effect methods and channels for providing regular updates to its constituents including online and more conventional communications tools. A formal communications plan with established goals and outcomes and regular review and refinement will help to identify the most effective methods for connecting and deepening the relationship with residents and businesses.



GOAL 4 ACTIONS

Financial management

- 4.1 Support economic development efforts to expand and diversify Southwold's tax base.
- 4.2 Support the long-term sustainability of municipal finances through stable, healthy reserves and thoughtful borrowing.
- 4.3 Protect and sustain Southwold's infrastructure while retaining competitive tax rates.
- 4.4 Recruit, develop and retain a high performing workforce with competitive salaries, training programs and a supportive work environment.

Engaged and informed stakeholders

- 4.5 Develop a communications plan to introduce the strategic plan and provide updates on its implementation.
- 4.6 Explore additional channels and strategies to increase and expand communications with residents and businesses.

6. Next Steps

This Strategic Plan is intended to guide Southwold Council for the next four years to achieve its vision of a vibrant, safe, and growing rural community that offers a high quality of life and economic opportunity.

The implementation plan is the final element in the strategic planning process. It will be developed following approval of the Strategic Plan vision, mission, goals, objectives, and actions. The implementation plan will identify the priority level, timing, and related performance measures of the strategic actions. Together the strategic plan and the implementation plan will provide the Township of Southwold with the tools to plan and measure its progress towards its goals. Providing regular updates to Southwold's ratepayers will help to continue the positive momentum and encourage greater engagement with the community.



TOWNSHIP OF
Southwold

Strategic Plan - Implementation Plan Update #1 - 2025-03

Detailed Implementation Plan

Goal 1	Managed Growth
Objective	<ul style="list-style-type: none"> • Policies and programs that manage growth, maintain community character, protect agricultural land, and align with community capacity. • Infrastructure to support identified residential and industrial growth areas.

Goal 1 Actions	Partners	Time Frame	Priority	Updates
1. Establish a wastewater infrastructure plan that includes the location, capacity, staging, and budget required to support projected residential and commercial growth.	Elgin County, ICI developers, residential developers	Short term and ongoing	Critical	<p>Shedden and Fingal Systems planned, Shedden construction 2025, Fingal construction 2026</p> <p>Talbotville WWTP - working through a Progressive Design Build process.</p>
2. Develop long-term plans and budgets for municipal infrastructure investment and operations.	Southwold, third party consultants	Medium term and ongoing	High	<p>Roads Needs Study Adopted – 5 Year Financial Phase-In Plan to bring Investment to Required Levels</p> <p>10 Year Capital Plan lays out a methodical investment strategy aligning with Asset Management Principles</p> <p>Water Rate Study Completed – adopted rates and plans align with asset management principles</p>

Goal 1 Actions	Partners	Time Frame	Priority	Updates
				Stormwater Rate – provides a sustainable funding source to responsibly management our Urban Stormwater Assets
3. Allocate sufficient resources and seek external sources of funding to address Southwold’s hard and soft infrastructure needs.	Southwold, provincial, federal governments, Federation of Canadian Municipalities	Medium term and ongoing	High	HEWSF Grant Application – Successful \$28 million for Shedden/Fingal HECS Grant (partner with County) -Successful \$5 million for Fingal Storm and Road Improvements Trillium Grant for Fingal Trails – Submitted CHIF Grant Application for Talbotville – In Progress
4. Establish policies and incentives to support mixed residential development with a focus on affordable and attainable housing within existing residentially zoned areas.	Residential developers, Elgin County, Ministry of Housing	Short term and ongoing	High	RFP Process Successful for the Redevelopment of Shedden Commercial Plaza 16 Units of Market or better rentals Use of Subdivision Process to encourage the inclusion of mixed density developments (towns,

Goal 1 Actions	Partners	Time Frame	Priority	Updates
				semis and condos in Shedden and Fingal)
5. Continue to maintain policies that protect agricultural land and recognize agriculture's contribution to Southwold's economy and community culture.	Ontario Federation of Agriculture, OMAFRA, Elgin County	Short term and ongoing	High	
6. Support and participate in initiatives to expand and enhance internet access throughout the Township.	Elgin County, private internet providers, WOWC, SWIFT	Ongoing	Medium	Support of the ASHIP Fibre installation, expedient approvals for ROW use.

Goal 2	Welcoming and supportive neighbourhoods
Objective	Inclusive, resident-focused programs, services, and facilities throughout Southwold.

Goal 2 Actions	Partners	Time Frame	Priority	Updates
1. Establish long-term plans to maintain and enhance parks, programs and facilities that support social interactions throughout Southwold.	Elgin County, community associations, sports clubs, school boards	Medium	High	Parks and trails master plan started Working with community partners on expansion of conservation areas Working with developers to expand trails and nature based park features
2. Expand active transportation links between Southwold communities'	Elgin County, community associations, Province	Medium to long term	Medium	Applied for grants to expand trails in Corsley Park Actively working with community partners to link Shedden and Fingal with a Trail
3. Explore opportunities to expand age specific programs and services such as childcare and active living programs for seniors.	Elgin County, community associations, public health, province	Ongoing	High	
4. Maintain and support events and programs that create civic pride, support community character, and encourage community involvement.	Community associations, local businesses	Ongoing	Medium	Southwold 175 Planning Committee was established to celebrate the 175 th Anniversary of the Township

Goal 2 Actions	Partners	Time Frame	Priority	Updates
				Continued support for events like Family Day/Winterfest and community events
5. Support and promote local arts, heritage, and culture.	Community associations	Ongoing	Medium	Southwold 175 celebration supports local artists. Support plays in partnership with the History Committee

Goal 3	Economic Opportunity
Objective	Investment readiness and support for new and existing businesses.

Goal 3 Actions	Partners	Time Frame	Priority	Updates
1. Update and implement the 2020 economic development strategy to reflect the emerging challenges and opportunities related to major regional investments.	Southwold Economic Development Committee, Elgin County, Elgin/St. Thomas Small Business Centre	Short term	High	
2. Engage with industrial landowners to determine their interest in selling and the property specifications required for development.	Property owners	Short term	High	Held a landowner meeting, two owners agreed to combined marketing Third landowner in process of developing a commercial industrial subdivision
3. Compile and share local and regional economic development data to ensure Southwold is investment ready.	Southwold Economic Development Committee, Elgin County, Elgin/St. Thomas Small Business Centre	Short to medium term	High	County completed the Investment profile booklet Industrial Lands Maps Compiled servicing data and one sheets for individual properties
4. Identify opportunities to attract commercial service providers to meet local demand in urban settlement areas.	Southwold Economic Development Committee, Elgin/St. Thomas Small Business Centre	Medium term	Medium	Leveraged surplus Township holdings to keep an anchor business in Shedden. Commercial plaza redevelopment will provide

Goal 3 Actions	Partners	Time Frame	Priority	Updates
				up to 6 spaces for new businesses
5. Establish a business visitation schedule to assess and address local business opportunities and barriers.	Elgin County	Short term and ongoing	High	Through the County, the BR&E visits
6. Leverage and partner in County and other regional economic development programs and initiatives.	Southwold Economic Development Committee, Elgin/St. Thomas Small Business Centre, Elgin County, WOWC	Short term and ongoing	High	Working with the County to bring property to the Certified Site inventory with the province
7. Explore opportunities for additional, alternative uses that will enhance Shedden's four corners.	Southwold Economic Development Committee, Elgin/St. Thomas Small Business Centre, community groups	Medium term	Medium	Redevelopment of the Commercial Plaza and Firehall properties proceeding Options for streetscape improvements for the area

Goal 4	Fiscal responsibility and accountability
Objective	<ul style="list-style-type: none">• Prudent financial management to address current needs and prepare for the future.• Engaged and informed residents, businesses, and other interested parties.

Goal 4 Actions	Partners	Time Frame	Priority	Updates
1. Support economic development efforts to expand and diversify Southwold's tax base	Economic Development Committee, Elgin County	Ongoing	High	Support of new industrial commercial subdivision Support of water servicing for Marcells in Talbotville Liaise with interested developers to sell the Southwold Advantage Redevelopment of the Commercial Plaza and the Firehall Support of Village Commercial in the East Section of Shedden
2. Support the long-term sustainability of municipal finances through stable, healthy reserves and thoughtful borrowing.	NA	Ongoing	High	One Water Rate Study, Parks Master Plan, Development Charges Update, Road Needs Study and Capital Plan all support long-term sustainability Leveraging Land Sale dollars to supplement the grant funding Leveraging Private Public Partnerships with the Talbotville WWTP, Firehall and Public Works Building all delivering under budget

				<p>in some cases at significant savings.</p> <p>Establishment of a Stormwater Reserve</p>
3. Protect and sustain Southwold's infrastructure while retaining competitive tax rates.	NA	Ongoing	High	<p>Capital Plans and smart investments with overlapping components get best value for dollar</p> <p>Purchasing partnerships on roads paving and treatment projects leverage purchasing at scale.</p>
4. Recruit, develop and retain a high performing workforce with competitive salaries, training programs and a supportive work environment.	NA	Ongoing	High	<p>Addition of GIS and Environmental Services Positions</p> <p>Additional FT Summer Parks employee(winter PW) -taking more work in house</p> <p>Held a summer golf day as a team building exercise</p>
5. Develop a communications plan to introduce the strategic plan and provide updates on its implementation.	NA	Short term and ongoing	High	<p>Project PIC's, Website, posting of the Capital Plans, ongoing use of social media and other communication tools</p> <p>Implementaiton of PSD Citywide to report issues through service requests</p>

6. Explore additional channels and strategies to increase and expand communications with residents and businesses.	Community associations, Elgin County	Medium term	High	Investigating new communication tools to reach additional residents, especially for emergency purposes.
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Other Noteworthy Accomplishments and Highlights from 2024



2024 Highlights

Heartfelt and homegrown



Capital Project Sheet: Fire Department Talbotville Fire Station



TOWNSHIP OF
Southwold

Project Overview:

The Talbotville Fire Station has served the community well over the past several decades, however the fire department has outgrown the aging building, which lacks adequate parking, training, and washroom facilities. Starting in 2019, Council has committed to a fire station that will fulfill the needs of a growing area, for many decades ahead.

With the assistance of the Talbotville Station Technical Advisory Committee, staff will be issuing a Request for Proposal in the coming weeks. Based on available construction estimates, staff conservatively estimates the total cost, with site works to be \$3.5 million.



Project Status:

- UNDER
CONSTRUCTION





- Cylinder Refill Station
- Bunker Gear Extractor
- Electronic Signage – Talbotville Station
- Talbotville Station Furniture & Appliances

Project Status:

- ON ORDER



Capital Project Sheet: Parks

Fingal Ball Park Diamond Light Replacement



TOWNSHIP OF
Southwold

Project Rating: Mandatory

Project Overview:

Over the last year, we have had 4 lights quit working. At the beginning of the year, 2 lights were out and replacements were ordered. Over the course of the year, 2 more had burnt out. It is almost impossible to order replacement bulbs and ballasts for these fixtures, so staff recommends converting to a new light standard.

Project Status:

- COMPLETE





Project Rating: Mandatory

Project Overview:

The roof on the storage facility (former washroom) is a shingled roof and has reached its life expectancy and needs replacing. A steel roof is recommended since the life expectancy of a steel roof is much longer.



Project Status:

- **COMPLETED & SIGNIFICANTLY UNDER BUDGET!**



Alligator Cracking:
Indicates Insufficient
Structure

Edge Failure

Capital Project Sheet: Roads and Infrastructure

Lawrence Road Rehabilitation – 2.6 km

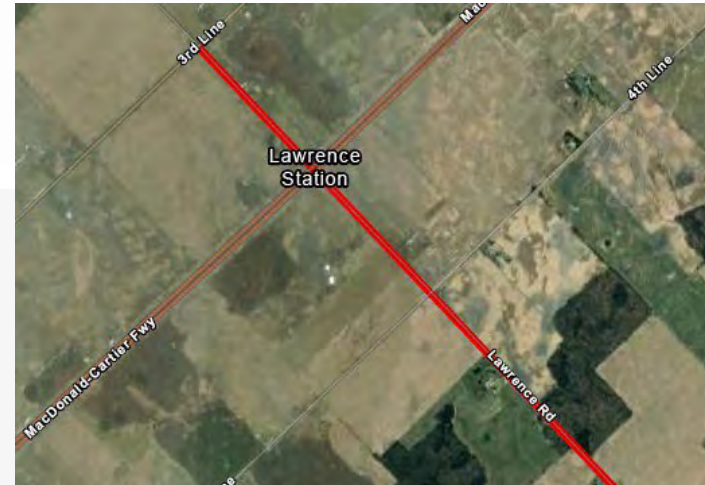


TOWNSHIP OF
Southwold

Project Rating: Mandatory

Project Overview:

Lawrence Road is nearing the end of its useful life and requires capital investment to maintain its service level. The road suffers from structural deficiencies, arising from inadequate drainage, and lack of granular base. Staff propose work to pulverize the existing road, improve ditching where required, add 100mm of granular material and complete with a double surface treatment.



Project Status:

- **COMPLETED &
UNDER BUDGET**



Heartfelt and homegrown

Capital Project Sheet: Roads and Infrastructure

Boxall Road Surface Treatment - 3.4 km



TOWNSHIP OF
Southwold



Edge Failure – Edge Paving
Completed 2023, Ready for
Surface Treatment



Project Rating: Critical

Project Overview:

Boxall Road requires edge paving, to re-establish the lane widths; it is best practice to seal the newly created joint with a surface treatment.



Project Status:

- COMPLETED

Capital Project Sheet: Roads and Infrastructure

Magdala Road Reconstruction – 0.23 km



TOWNSHIP OF
Southwold

Project Rating: Critical

Project Overview:

Magdala Road at Third Line is suffering from structural issues due to inadequate drainage. Staff propose reconstruction of 230 meters of the road to install curb and gutter, catch basins, subdrains and new asphalt road surface.



PROJECT STATUS:

COMPLETE AND **AHEAD OF SCHEDULE**





Edge Failure and
Potholes

Rutting and Alligator
Cracking

**PROJECT
STATUS:**

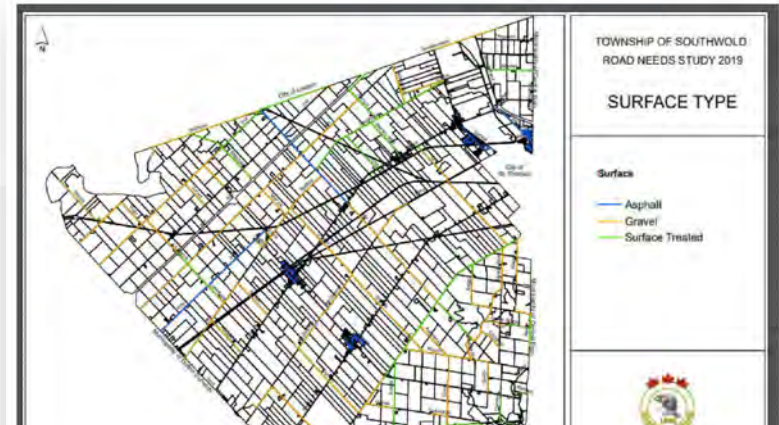
AWARDED



Project Rating: Mandatory

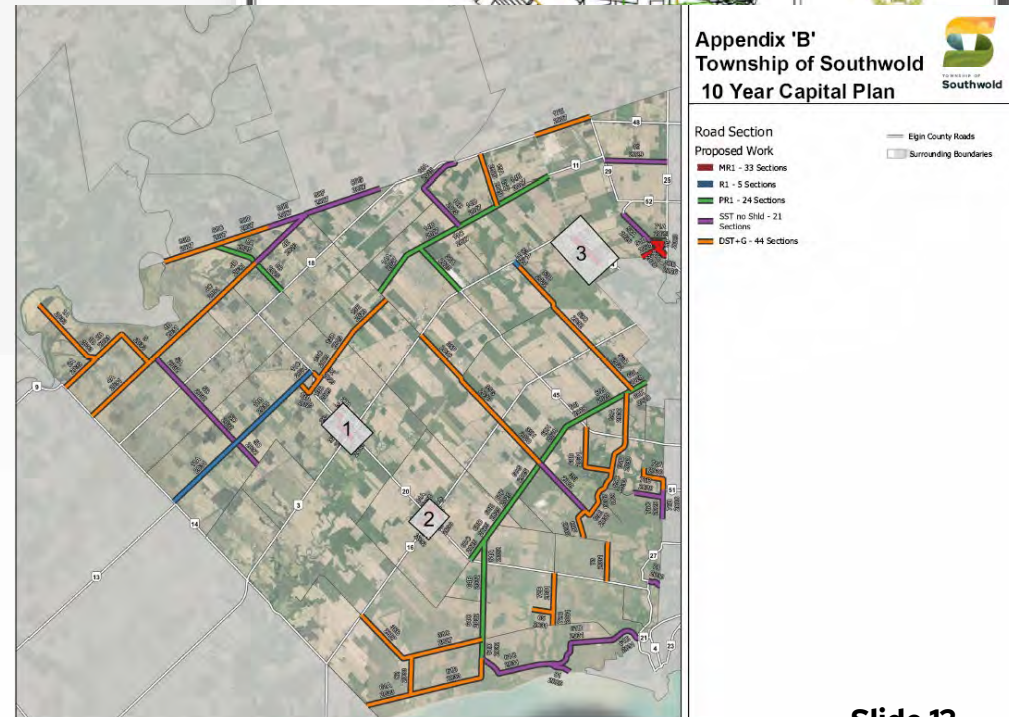
Project Overview:

To assess the present state and investment requirements for the Township's extensive network of 225 kilometers of roads, it is essential to conduct a comprehensive road needs study at intervals of five years. This study serves as a vital resource, encompassing crucial data such as traffic volume, road conditions, and guidance on essential capital investments.



Project Status:

- COMPLETED &
UNDER BUDGET





Project Rating: Mandatory

Project Overview:

Burwell Bridge is located on Burwell Road approximately 1km north of Fingal Line. It was identified during the 2022 Structural Inspections as having structural defects necessitating its replacement in the 1-5-year timeframe.



Project Status:

**- COMPLETED &
UNDER BUDGET**



Project Rating: Mandatory

Project Overview:

To support growth objectives in the settlement boundaries of Fingal and Shedden Engineering of a sanitary system must be completed, this system could convey sewage to Port Stanley through shared servicing or treat in a standalone facility in Shedden.



PROJECT STATUS:

**NEARLY COMPLETE – TENDERS
“AVAILABLE THIS WEEK”**



Project Rating: Mandatory

Project Overview:

With development well underway in Talbotville, and more road assumptions in the near future, it is time to purchase an additional sidewalk plow to meet the minimum maintenance standards for sidewalks in the Township. This will be mostly funded through Development Charges with a small portion from the Equipment Reserve.



PROJECT STATUS:

NEW EQUIPMENT IN SERVICE



Project Rating: Mandatory

Project Overview:

The 2011 Peterbilt Tandem plow is reaching the end of its useful life and requires replacement. It is worth noting that with delays in production of snowplows, units ordered in 2023/2024 likely won't be delivered until 2025/2026.



PROJECT STATUS:

EQUIPMENT ON ORDER



Project Rating: Mandatory

Project Overview:

The 2009 Freightliner Tandem plow is reaching the end of its useful life and requires replacement. It is worth noting that with delays in production of snowplows, units ordered in 2023/2024 likely won't be delivered until 2025/2026.



PROJECT STATUS:

EQUIPMENT ON ORDER



Project Rating: Recommended

Project Overview:

In the past, the Township has regularly rented a roadside mulcher/flail to mow and mulch hard-to-reach areas with scrub and encroaching vegetation. Based on our historical and consistent yearly usage, our staff recommends acquiring this equipment rather than continuing to rent it. Owning this piece of equipment will lead to cost savings over its lifecycle when compared to recurring rentals.



PROJECT STATUS:

**NEW EQUIPMENT WAITING FOR
INSTALLATION**



Project Rating: Critical

Project Overview:

The Township's existing roadside mower is nearing end of life; it has been plagued with maintenance issues and staff recommends its replacement.



PROJECT STATUS:

NEW EQUIPMENT IN SERVICE



PROJECT STATUS:

UNDER CONSTRUCTION





Exciting Staffing Changes this Year:

- June McLarty Promoted to Deputy Clerk
- Anya Kisel Promoted to Full-Time Employee – Fire Services now provided to Dutton/Dunwich
- Cassandra Loewen Established a GIS & Asset Management Department...well, 3 departments
- Mike Taylor started as Manager of Environmental Services
- Paul Martyn joined the Parks and Facilities Department
- Sean Andrews joined the Public Works Department



Major Achievements for the Year:

- New Work Management Software – We're Working Smarter & Harder
- CN Rail Committed to Paying Outstanding Drainage Costs & Made a Payment
- Won the Community Emergency Preparedness Grant
- Enjoyed Staff Social Events (Golf Tournaments)
- New Industrial Build on Wonderland Road
- Broke a County Record for Fastest Draft Plan Approval & Registration of Plan of Subdivision



More Major Achievements for the Year:

- Led Community Tree Plantings in Talbotville & Shedden at Municipal Parks
- Road Maintenance is Excellent – Claims History is Improving, Very Few Complaints
- By-Law Enforcement is Increasing, Processes are Clear, Response is Good. We've faced some legal challenges this year, but we prevail, adapt, and keep going.
- Parks & Keystone Committees are Happy!
- HEWSF **\$28 million Funding Awarded to Southwold!**



Even More Major Achievements for the Year:

Day to Day:

- Permits & Licenses Issued
- Water Meters Read & Billed & Accounts Managed
- Taxes Collected and Invoices Paid
- Drainage Maintenance Requests Fielded & Complaints Resolved
- Assets Managed & GIS Layers Built
- By-Law Enforced
- Accounts Balanced, Payroll Processed
- Roads Graded, Signs Installed, Snow Removed, Salt Applied, Culverts Repaired, Sidewalks Plowed,
- Rentals Managed
- Firefighters Recruited, Trained, Time Managed, Resourced
- Parks Cleaned, Facilities Maintained & Grass Cut
- Council Reports Written (231 to date), Agenda Assembled, Minutes Taken



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-18

SUBJECT MATTER: Council Composition and Ward Boundaries

Recommendation:

That Council maintains the current Five Member Council (Mayor, Deputy Mayor and 3 Councillors) with all positions being elected "At-Large" (no Wards).

Purpose:

The 2025 Budget referenced investigating Ward Boundaries; however, funds were not allocated for external resources or assistance. As such, a limited review and analysis by Staff is being submitted for Council consideration.

Background:

It is important that Council Composition and Ward Boundary changes be approved well before the year of the election. Changes must be made (including disposition of any appeals), before the year of the election. With 2026 being the next Municipal Election, changes must be finalized by December 31, 2025. Ward Boundary changes can be appealed to Ontario Land Tribunal (OLT).

This matter was last reviewed in March 2021 and the regulations around the process have not changed. As well, the Advantages/Limitations charts for the various options are still relevant. As such, and to be as efficient with time as possible, information from the 2021 review is attached. At that time, there was no change (ie. Maintained 5 member Council, without Wards).

Discussion:

Further to the attached report from March 2021, staff have the additional comments:

- Since Southwold does not have a history of amalgamations of 2 or more municipalities, we do not have ward boundaries that often formed from the

legacy municipal boundaries. As such, utilizing at-large for all positions is consistent with the municipality's history.

- While there has been more growth in Talbotville in recent years, there will also be growth in Shedden and Fingal in coming years. If there is interest in Wards, having a better understanding and estimates for growth in all areas would be important for getting the Ward boundaries correct. While Ward Boundaries could be adjusted prior to each election, it is advisable to only do so when there is significant growth and/or a strong desire for changes to the current system.
- Completing a proper Ward Review will take significant time and effort to analyze possible ward boundary configurations. With all the growth and development projects underway, staff time is severely constrained.
- While a candidate is elected in a ward and represents the ward, they do not necessarily have to reside in the ward. In a ward system, candidates can run in any ward (although if they are not running in the ward in which they reside, they cannot vote for themselves).
- At present, staff are not aware of any significant demands for change in this area, or limitations or shortfalls with the current configuration. There would be a significant amount of work and staff time devoted to an issue that does not appear to need changes. Changes to Council composition or ward boundaries were not raised during the 2022 Election or during the Strategic Planning exercise completed in 2023. These would be typical times to identify potential issues and need for change.

In summary, staff would recommend maintaining the current Council Composition and At-Large election process. With the likelihood of further growth over the next four years, there could be a stronger rationale for a detailed investigation in 4 years.

Strategic Plan Goals:

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

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

Respectfully Submitted by:
Jeff Carswell, CAO/Clerk
"Submitted electronically"



TOWNSHIP OF SOUTHWOLD

Report to Council

DATE: March 8th, 2021

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2021-15

SUBJECT MATTER: 2022 Municipal Elections – Upcoming Dates and Deadlines and Municipal Council Composition Review

Recommendation:

THAT Council receives the 2022 Municipal Elections Dates and Deadlines report for information;

AND THAT Council provides initial feedback to staff on:

- Council composition review
- Question on the Ballot
- Method of Voting

Purpose:

The purpose of Report No. CAO 2021-15 is to provide council with sufficient information about the 2022 election and the various deadlines for decisions which will need to be made by Council in preparation for the 2022 election. This report also aims to provide council with information on options for the composition of Council for the 2022 Election and the subsequent term of Council

Background:

Looking forward, Township staff are beginning to prepare for the 2022 municipal election. Requirements under the Municipal Elections Act mean that there are upcoming deadlines for the municipal election which include various by-laws and policies that must be implemented in the 2021 calendar year. The purpose of this report is to provide Council with a schedule of expected staff reports and policies which will be brought forward in the 2021 and 2022 years.

As outlined in this report, this overview provides council with information on council composition, including a review of the current elected at large system and size of Council for the 2022 Election and explains the process for making changes to our current Council composition. Making changes to the Council composition is a lengthy process which requires action immediately.

Comment:

The Comment section of Report CAO 2021-15 has been subdivided into the following component parts for ease of presentation:

- a) Legislative Requirements and Associated Timelines
- b) Council Structure Options for Consideration

A) LEGISLATIVE REQUIREMENTS AND ASSOCIATED TIMELINES

The below chart outlines the various election topics, the legislated deadline, and the date that a report may be brought to Council by staff for consideration.

ELECTION ITEM	LEGISLATED DEADLINE	COUNCIL REPORT
Council composition and possible ward boundary implementation	Need to enact a by-law by December 31, 2021, however, in case of an appeal to the LPAT, a bylaw should be passed by April 2021.	Information Report: March 8, 2021 If Required: Subsequent Report March 22, April 12, 2021
Alternative Voting	Need to enact a by-law by May 1, 2021.	Alternative Voting Report – April 12, 2021
By-Law for Vote Counting Machines	Need to enact a by-law by May 1, 2021.	Vote Counting Machine Report – April 12, 2021
Alternate Voting Procedures and Voting Equipment Procedures	Clerk needs to comply by December 31, 2021.	September 13, 2021
Question on the Ballot	By-Law required by March 1, 2022 (need to provide notice at least 10 days in advance of intention to pass)	September 13, 2021 If Required: Subsequent report in early 2021
Accessibility Plan and Communications Plan	Time Period not Prescribed	September 13, 2021
Municipal Recount Policy	By-Law required by May 1, 2022	Report and Policy November 22, 2021
Municipal Resources By-Law	Rules and Procedures need to be established by May 1, 2022	Report and Policy to come in early 2022
Clerk to Determine Advance Polling Dates and Early Poll Times	Time Period not Prescribed but advance poll must be not more than 30 days before election day	If Required: Report and Policy to come in early 2022

B) COUNCIL STRUCTURE & OPTIONS FOR CONSIDERATION

Consideration of a Ward System:

Given the development and resulting demographic transition being experienced by the municipality at this time, and the concentration of significant population in one area of the municipality, Council may wish to consider a transition to a different composition of Council, namely through the adoption of a ward system.

The process mandated by section 222 of the Municipal Act explains that before any changes may come into effect, the municipality is required to pass a by-law to divide the municipality into different wards, re-divide the existing municipal wards, or to dissolve the existing wards. The municipality must also provide notice of the By-Law passing. Any person or agency, including the Minister of Municipal Affairs and Housing, may appeal the by-law to the Local Planning Appeal Tribunal, which has the power to make an order affirming, amending or repealing the by-law. If an appeal is heard by the LPAT and an order is issued to affirm or amend the by-law prior to January 1st in the year of an election, the new ward boundaries would come into force for that year. Otherwise, the new ward boundaries would come into force for the next election year. Should Council be interested in pursuing this process for the 2022 Municipal Election, the entire process (including By-Law adoption & resolution of a possible LPAT appeal) would need to be completed by December 31, 2022. As noted above, given that there is an opportunity for an LPAT appeal process, if Council determines it appropriate to make create ward boundaries or alter council composition, a by-law should be enacted by April of this year. It is important to note that in recent discussions with the LPAT, the municipality has been advised that it could take up to 4 months to schedule a hearing with respect to ward boundary changes and that it could then take up to 2 months for the LPAT to reach a decision on any appeal. Under the Municipal Act, there is no obligation to hold a public meeting in advance of enacting a By-Law to establish wards, however engaging with the public in advance may limit the possibility of appeals.

While this current Council has the right to initiate a process to establish wards, in an effort to seek maximum public input regarding a change from at-large to ward elections, many municipalities choose to submit a question to its electors on the ballot, in accordance with the Municipal Elections Act.

Should Council be interested in pursuing this method for the 2022 Municipal Election after providing notice of its intention, a by-law to submit a question would need to be passed by March 1, 2022. If at least 50% of eligible voters vote on the question and if more than 50% of the votes cast are in favour of a ward system, the municipality would be required to do everything in its power to implement the results of the question. In effect, it would be required to initiate the process mandated by the Municipal Act and then if successful, any ward boundaries would come into force for the 2026 Municipal Election. If the results are negative, the municipality cannot do anything within its jurisdiction to implement the subject of the question for a period of four years following voting day.

While the Act is silent as to the criteria that should be considered by a municipality in the creation of wards, the LPAT (and its predecessor, the OMB), through its appeal decisions, has established useful guidelines for the conduct of municipal ward boundary review to ensure that the principles of effective representation are achieved.

Municipalities have used the following guidelines when developing appropriate objectives for terms of reference for ward boundary reviews:

- effective engagement of the public
- recognition of physical features as natural boundaries
- protection of communities of interest
- representation by population and recognition of accessibility/communication issues
- current and future population trends.

Given the complexity of the task of considering a ward system and the recommended public consultation, coupled with the tight timeline, staff is suggesting that Council continue to be elected at large for the 2022, election but commit to a full consideration of the ward system in early 2023 in advance of the 2026 election. Depending on staff obligations, we may need to investigate engaging a consultant for this project.

Size of Council:

Changes to Council size and structure must be approved by Municipal By-law in keeping with the requirements of Section 217 of the Ontario Municipal Act. It is important to note that under Section 217, there shall be a minimum of 5 Members of a Municipal Council. In accordance with the Municipal Act, Councils must be composed of a minimum of 5 members, one of whom shall be the head of Council. Members of Council are to be elected in accordance with the Municipal Elections Act. While the head of Council is elected by general vote, other members can be elected by general vote or wards or by any combination of general vote and wards.

In order for a revision to the existing Council composition to be in effect for the 2022 Municipal Election, a by-law must be passed prior to December 31, 2022. There is no appeal mechanism in the Municipal Act for any objections to such a by-law.

A ward system review would include an analysis of the optimal size of Council that would be needed in order to provide effective representation and to ensure relative voter parity throughout the municipality, and may recommend an increase or decrease to the current number of members.

Council may consider an increase in the number of Councillors, regardless of whether a ward system review takes place.

Although not prescribed by the Municipal Act, some municipalities have sought public consultation regarding the composition of Council, including the holding of a public meeting, before making a decision.

The following options have been reviewed for Council Consideration:

- 1) Status Quo - Existing Structure - At Large Representation - 5 Member Council
- 2) At Large Representation - 7 Member Council
- 3) 5 Member Council - 4 Ward Councillors and 1 Head of Council Elected at Large

4) 7 Member Council - 6 Ward Councillors and 1 Head of Council Elected At Large

Analysis of Options:

1) *Status Quo - Existing Structure - At Large Representation - 5 Member Council*

ADVANTAGES	LIMITATIONS
<ul style="list-style-type: none"> - Current model is familiar for constituents - Electors generally have greater choice and flexibility in elections, as each voter has the opportunity to consider every candidate in the election. - Electors are able to select the candidates they think will do the best job, rather than having to make a choice among candidates who happen to run in their ward. - Residents will have a larger number of Councillors to approach with their concerns. - Promotes the concept of a Townshipwide focus, with Councillors being elected by and concerned for the entire Township as a whole, rather than more parochial interests. - Removes the need to define ward boundaries. - Reduces the likelihood of acclamations. - Easier to prepare the ballot for the election and there may be related costs savings in not preparing different ballots for each ward. - Allows Councillors to focus on higher level strategic planning initiatives for the municipality as opposed to ward or neighbourhood issues. 	<ul style="list-style-type: none"> - Increased constituent workload for part time Councillors over current model. - Increased board & committee workload - With a smaller Council, some Boards and Advisory Committees may not have a Council appointee. - Voters in one geographic region more highly populated may disproportionately elect from their neighbourhood, leaving areas of the Township unrepresented (although recent history has actually produced the opposite result)

2) *At Large Representation - 7 Member Council (6 Part Time Councillors and 1 Part Time Head of Council all Elected at Large)*

ADVANTAGES	LIMITATIONS
<p>Same as Above but with increased diversity of opinions with more representatives.</p>	<ul style="list-style-type: none">- Candidates must campaign across the entire municipality which may make the cost of campaigning prohibitive, especially for newcomers. It is important to note that the campaign expense limit is based upon the number of electors in the electoral area. As a result, the costs of contests for Councillor positions could become very costly, with campaign expense limits very close to that of the Mayor's race. - No designated voices for neighbourhoods or communities of interest as all Councillors may not be well-informed of neighbourhood issues. - Candidates who appeal to areas where voter turnout is highest, tend to be elected disproportionately. - Can lead to perceptions that significant communities of interest and points of view are being unrepresented or underrepresented. - Can lead to Councillors being relatively inaccessible for residents of parts of the Township. - Can lead to confusion of responsibilities and duplication of effort on the part of Councillors. - Large number of candidates can be confusing for voters. - It may lead to confusion for residents on not knowing who to call. - Less accountability to citizens. - Can be problems among members if some do not carry their own weight in terms of responding to constituent needs.

	<ul style="list-style-type: none"> - Additional costs for council remuneration - Possibility of many Members of Council being contacted and following up on the same work resulting in duplication by Members of Council and Staff.
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3) *5 Member Council - 3 Ward Councillors and 1 Head of Council & Deputy Mayor Elected at Large*

ADVANTAGES	LIMITATIONS
<ul style="list-style-type: none"> - Clear lines of accountability for ward issues. - Councillors are truly local representatives, easily accessible to residents and aware of local issues. - Significant communities of interest are likely to be maintained. - Eliminates duplication of administrative work in communicating the same information to and from two or more Councillors. - Councillor is accountable to the Ward - Eliminates potential conflicts with other Councillors - 5 Councillors may mean shorter debate and improved decision making time - May have more one-on-one administrative support from staff 	<ul style="list-style-type: none"> - Increased constituent workload for part time Councillors over current model. - Increased board & committee workload - With a smaller Council, some Boards and Advisory Committees may not have a Council appointee. - Voters may have a restricted choice of candidates in elections for individual wards (versus at large system)

1) *7 Member Council - 5 Ward Councillors and 1 Head of Council and Deputy Mayor Elected at Large*

<ul style="list-style-type: none"> - Allows for a fairly equitable distribution of board and committee responsibilities - Part-time Council positions allow those with other jobs to serve as Councillors. 	<ul style="list-style-type: none"> - May be confusion over who is responsible for ward matters (ward Councillor or Head of Council) - Part-time Members of Council generally require the majority of Council and

<ul style="list-style-type: none">- Potential for collaboration on issues between Ward Councillors.- Clear point of contact for residents of the ward.- Brings different community perspectives to the Council table.	<ul style="list-style-type: none">Committee meetings to be held during evening hours.- Ward representation may discourage multiple candidates in one ward, despite qualifications or interest from public at large- Limited clerical support for the individual councillor- Ward focus on neighbourhood issues may result in Councillors less likely to focus on higher level strategic planning initiatives for the municipality
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Approved by: Lisa Higgs, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: March 24, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-19

SUBJECT MATTER: Planning Services Agreement with Elgin County

Recommendation:

That Council approve the Planning Services Agreement with the County of Elgin, as contained in By-law 2025-25.

Purpose:

To seek Council approval for the provision of Planning Services from the County of Elgin. The Agreement is included with By-law 2025-25 listed under By-laws in the agenda.

Background:

To date, Council has received a presentation from the County of Elgin on planning services, several staff reports and updates based on negotiations to reach an agreement. Based on this activity, the County has put forth an agreement that includes hourly rates based on service provided.

Discussion:

Staff have reviewed the agreement and have had several discussions with Mat Vaughan, Director of Planning and Development at the County of Elgin to make various changes to reflect our requirements. The agreement put forward provides for billing the Township of Southwold based on service provided by the County. It is my understanding this was one of the main concerns expressed with earlier proposals. The billing rates are reasonable and reflect cost recovery for the County.

The agreement includes the full range of development planning services for Township applications such as Zone Changes, Minor Variances, Site Plan Control, Local Official Plan amendments, development agreements, and other applications. The agreement also includes provisions for Policy Planning projects such as Comprehensive Zoning By-

law updates, Official Plan updates, Secondary Plans and other planning projects. These items will be scoped ahead of time to determine costs estimates and ensure there is resource availability to complete the project within the required timeline. These projects could also be outsourced if necessary.

Other highlights from the agreement include:

- Processes to address performance issues
- Agreement commences March 25, 2025 – to assist with a smooth transition for applicants, the intent is to have Re:Public complete the applications they are currently handling through to completion, except for larger items like subdivision – any new applications will be handled by the County
- Provisions for terminating the agreement – 4 months
- Includes 1 day present in the Southwold Office – work on Southwold applications will be taking place as needed, based on application volume and timelines, but the planner will be physically present 1 day per week. Applicants will also be able to meet with planning staff at the County Building 5 days a week. Based on our proximity to the County Building, available space and anticipated needs, 1 day should be adequate
- There will be ongoing monitoring and opportunity for amendments
- All supplies and equipment are provided by the County

As the County has been developing and building the Planning Department, there are additional resources that will be able to provide planning services for Township applications. As many applications have overlap between the County and Local Municipality, providing planning services from a single provider should result in a better and more efficient process for applicants. The Township has already seen improvements with the pre-consultation process implemented by the County. There appears to be strong desire to implement clear, logical processes to ensure applications are processed efficiently.

While there will no doubt be some growing pains as we work with the County to provide planning services, staff is confident that the County is committed to providing the best service possible. Local staff also understand the challenges we have had with securing our own planners and are also committed to working with the County to ensure applicants are treated fairly and their applications are processed efficiently. As noted above, there is a relatively short notice period to exit the agreement, if needed.

We also understand that to date, the Municipality of Dutton-Dunwich has entered into the same agreement with the County.

Strategic Plan Goals:

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

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

**Respectfully Submitted by:
Jeff Carswell, CAO/Clerk
"Submitted electronically"**



FROM THE COUNCIL CHAMBERS

MARCH 11, 2025

COUNCIL MEETING





1

Shaping the Future: Aylmer Library Relocation Consultation

On January 28, 2025, Elgin County Council endorsed, in principle, relocating the Aylmer Library to the East Elgin Community Complex (EECC).

On March 11, 2025, County Council directed staff to proceed with a consultation process, which will include a public survey via the County's engagement website, *Engage Elgin*. Additionally, a public meeting will be held at the EECC in late April or early May, and a suggestion box will be available at various public locations for three weeks.

Follow Elgin County's social media to stay informed about the consultation process. The results will be shared with both Councils and the public by May 2025 to guide next steps.



Planning for the Future: Elgin County Growth Forecast Update

Elgin County is updating its population and employment forecasts to account for growth related to the Volkswagen EV battery plant in St. Thomas and other regional development. Key findings from the contracted firm, Hemson Consulting, include:

- Population expected to reach 141,600 by 2051, an increase of 9,500.
- Most growth will occur in Central Elgin and Aylmer.
- A deficiency of land has been identified in Aylmer.
- Central Elgin also faces a deficit and an expansion of the Norman-Lyndale settlement is being considered.

County Council directed staff to incorporate the updated population and employment forecasts into the Official Plan and present these changes to County Council prior to the submission to the Ministry of Municipal Affairs and Housing.



3

Terrace Lodge Fundraising Milestone: Moving to the Next Phase

After five years of dedicated effort, the Terrace Lodge Redevelopment Fundraising Committee has successfully reached its goal of raising \$492,682 to enhance the new Terrace Lodge Long-Term Care Home with "The Comforts of Home" for residents.

As the redevelopment nears completion, the Committee is shifting from fundraising to governance and oversight. They will guide the use of funds, ensuring proper allocation and reviewing any necessary adjustments.

The Committee will meet twice a year and will disband once all funds are used or by December 2026. County Council approved the updated Terms of Reference for the Committee's new mandate.



4

Elgin County Council Approves 2025 Budget: Focusing on Infrastructure, Growth, and Prosperity

Elgin County Council has greenlit the 2025 Business Plan and Budget, which includes a \$49.8 million tax levy. This decision leads to a property tax increase of 1.49%, equating to increase of approximately \$24.56 for a median-assessed home.

Key Budget Highlights:

- \$3.5M investment in reconstructing Fingal Line at Port Talbot Hill (Dutton Dunwich)
- Completion of Terrace Lodge redevelopment for improved long-term care services
- Upgrades to processes and information systems for better transparency

Elgin County is committed to a sustainable, thriving future. To read the full Business Plan & Budget, please visit: EngageElgin.ca/2025BusinessPlanBudget.



Next Council Meeting:



MARCH 25, 2025



9:00 AM



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St. Thomas Area Secondary Water Supply System

License Number: 190-101

Permit Number: 190-201

Provincial Regulation 170/03
Summary Report

For the Period
January 1, 2024 – December 31, 2024



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1 Summary Report Requirements

1.1 Introduction

The 2024 Summary Report for the St. Thomas Area Secondary Water Supply System (STASWSS) is being submitted to satisfy Schedule 22 of Ontario Regulation 170/03, the requirement to prepare and distribute a summary report of water system operations, outlining regulatory non-compliance with respect to water quality and water system management and administration and evaluating the water system infrastructure adequacy (with respect to its ability to continuing meeting the water demands of the serviced community).

As per Ontario Regulation 170/03, the summary report must:

- a. List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- b. For each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement, to the flow rates specified in the written agreement.

The information provided is for the purpose of enabling the owner of the system to assess the capacity of the system. This report covers the reporting period from January 1, 2024 to December 31, 2024.

1.2 System Description

The STASWSS is supplied water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley Ontario.

Operation and Maintenance of the STASWSS section of the EMPS is under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main and distribution system of the STASWSS is conducted by the City of St. Thomas – Environmental Services Dept.

The STASWSS is considered a distribution-only system, providing water directly to the City of St. Thomas and sections of the Southwold and Central Elgin Water Distribution Systems.

1.3 System Approvals and Regulatory Requirements

Operation and Maintenance of the STASWSS is governed by the Safe Drinking Water Act, 2002, and the regulations established under this Act. In accordance with the Safe Drinking Water Act, The Joint Board of Management of the St. Thomas Area Secondary Water Supply System holds a Municipal Drinking Water Licence and Drinking Water Works Permit, which provide approval for the establishment of drinking water infrastructure and provide the authority to operate and maintain said water system.

During the reporting period, The St. Thomas Area Secondary Water Supply System was operated pursuant to the approvals, licences and permits listed below:

- MDWL No. 190-101, issue 5
- DWWP No. 190-201, issue 3

Ontario Regulation 170/03 – Drinking Water Systems, governs the operation, maintenance and water quality monitoring requirements for municipal drinking water systems in Ontario. Ontario Regulation 128/04 – Certification of Drinking Water System Operators and Water Quality Analysts sets out the requirements for persons performing operational or maintenance activities on the water system. The Safe Drinking Water Act, 2002 and the associated regulations are enforced by the Ministry of Environment, Conservation and Parks (MECP) and monitored through annual inspections by Ministry personnel. Any non-compliant conditions identified during the course of the annual inspection are listed in the Inspection Report issued at the conclusion of the inspection period and are summarized in Section 4.1 of this report.

Ontario Regulation 169/03 – Ontario Drinking Water Quality Standards sets the limits for parameters of concern in drinking water. Drinking water quality is monitored by the Operating Authority and any exceedance of the Drinking Water Quality Standards must be reported to the MECP and Public Health Unit, verbally and in written form through the use of a Notice of Adverse Test Results and Issue Resolution Form. Any non-compliant conditions identified through water quality monitoring exercises over the reporting period have been documented on a Notice of Adverse Test Results and Issue Resolution Form and are summarized in section 4.2 of this report.

2 Evaluation of Water Quantities and Flow Rates

The EMPS is situated on a site owned by the Elgin Area Primary Water Supply System and includes the original St. Thomas pump station, constructed in 1966 that services St. Thomas, and sections of the Municipality of Central Elgin and Township of Southwold. Two additional pump stations were completed in 1994 and service the City of London, as well as the Municipality of Malahide, Town of Aylmer, and areas of the Municipality of Central Elgin.

The St. Thomas pump station is comprised of three high-lift pumps that deliver water through a transmission main that services the St. Thomas Area Secondary Water Supply System. A gas re-chlorination system provides re-chlorination for water being directed to the St. Thomas Area Secondary Water Supply System. The Ontario Clean Water Agency (OCWA) is currently the Operating Authority for all 3 pump stations located within the EMPS, and ultimately control the pumps directing water into the STASWSS. OCWA has prepared a Summary Report for their operations at the EMPS for the reporting period, which evaluates the volumes of water delivered to the STASWSS. The OCWA Report is attached as Appendix A.

3 Water Quality Summary

A summary of water quality testing completed by OCWA over the course of the reporting period is available in the Annual Report included as an appendix to the Summary Report (Appendix A to this report).

A summary of water quality testing completed by the City of St. Thomas – Environmental Services Dept. over the course of the reporting period is available in the Annual Report, attached as Appendix B.

4 Summary of Non-Compliant Conditions

4.1 Ministry of the Environment, Conservation and Parks Inspection

The Ontario Ministry of the Environment, Conservation and Parks (MECP) conducts an inspection of the St. Thomas portion of the Elgin-Middlesex Pumping Station, operated by OCWA, annually along with the St. Thomas Area Secondary Water System, operated by the City of St. Thomas.

An MECP inspection was completed in September 2024. There were no non-compliances identified in the report. The systems resulting inspection risk rating was identified as 0% and an overall final inspection rating of 100%.

MECP Inspection Finding	O.A. Responsible	Action Taken
N/A	N/A	N/A

4.2 Adverse Test Results and Issue Resolution

Any non-compliant conditions identified through water quality monitoring exercises undertaken by St. Thomas Environmental Services over the reporting period, and actions taken are summarized in the table below.

Adverse Test Result (Date / Location)	O.A. Responsible	Action Taken
N/A	N/A	N/A

5 List of Appendices

Appendix A – OCWA EMPS – St. Thomas Secondary Water Supply System – 2024 Summary Report

Appendix B - St. Thomas Secondary Water Supply System – 2024 Annual Report

APPENDIX A

**ELGIN-MIDDLESEX PUMPING STATION
ST. THOMAS AREA SECONDARY WATER SUPPLY
SYSTEM
2024 COMPLIANCE REPORT
(Schedule 22 Summary Report)**

Facility Name: Elgin-Middlesex Pumping Station -
St. Thomas Area Secondary Water Supply System

Mailing Address: Elgin Area Primary Water Supply System
P.O. Box 220
Port Stanley, ON N5L 1J4



Average Daily Flow 6,327 m³/day
Max. Daily Flow 10,376 m³/day
Source Water Elgin Area Primary Water Supply System

CONTACT INFO:

Contract Administration:
City of St. Thomas, City Hall
Environmental Services
545 Talbot Street, St. Thomas, ON N5P3V7
Contact: Mr. Kevin De LeeBeeck
Director of Environmental
Services and City Engineer

Operator:
Ontario Clean Water Agency.
P.O. Box 220, Port Stanley, Ontario N5L 1J4
Contact: Mr. Greg Henderson - Senior Operations Manager
(226) 378-5154

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System Approvals:

The St. Thomas Area Secondary Water Supply System (STASWSS) is supplied water through the Elgin-Middlesex Pump Station, which receives water from the Elgin Area Primary Water Supply System (EAPWSS) on Dexter Line, east of Port Stanley, Ontario. During the reporting period, The St. Thomas Area Secondary Water Supply System was operated pursuant to the approvals, licenses and permits listed below.

The supply and distribution of water to the system is governed by the following Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWP):

- MDWL No. 190-101, issue 5, on September 30, 2021
- DWWP No. 190-201, issue 3, on September 30, 2021

The DWWP and MDWL were issued in accordance with the Safe Drinking Water Act (SDWA), 2002.

Treated Water Requirements:

The requirements fall under the Drinking Water Systems Regulation (O.Reg.170/03) and the Ontario Drinking Water Quality Standards (O.Reg.169/03) under the Safe Drinking Water Act, 2002.

Staff Complement and Training:

In 2024, the St. Thomas facility at the Elgin-Middlesex Pump Station (EMPS) was operated and maintained under the operating authority, Ontario Clean Water Agency. The operational and maintenance staff are based at the EAPWSS and share their time between the two facilities. Employees responsible for the operations and maintenance of the facility included one (1) senior operations manager, two (2) team leads, eight (8) full time operations staff, four (4) full time maintenance staff, one (1) technical support specialist, one (1) asset maintenance specialist and four (4) administrative support positions.

In 2024, all employees received Director Approved and practical on-the-job training, which contributed to annual Ministry of the Environment, Conservation and Parks (MECP) training requirements.

History of Facility:

The EMPS is an integrated booster station occupied by three secondary systems, which are fed from two in-ground storage reservoirs, each having a capacity of 27.3 million liters. The two storage reservoirs and the site upon which the three booster stations are situated are owned by the EAPWSS. The original St. Thomas pump station, constructed in 1966 that services St. Thomas, and sections of the Municipalities of Central Elgin and Southwold. Two more pump stations were completed in 1994 that service the Town of Aylmer, Municipality of Malahide, and the City of London.

The STASWSS portion is comprised of three high-lift pumps that deliver water through a transmission main that services the STASWSS. A gas chlorination system provides secondary chlorination for water being directed to the STASWSS.

In the event of a power failure, an on-site generator can provide sufficient standby power to operate the facility and run the St. Thomas pumps.

Remote monitoring and control of all three pump stations is performed by staff at the EAPWSS. Remote monitoring and control capabilities are made possible via the EAPWSS and the EMPS SCADA systems

Process Description:



The EMPS receives treated water from the EAPWSS, which treats water at the water treatment plant located on the shores of Lake Erie to the east of Port Stanley. Water from the plant is pumped into the EAPWSS reservoirs located at the EMPS where it is subsequently fed via a series of headers to each of the pumping stations serving the Aylmer Area Secondary Water Supply System (AASWSS), the City of London Distribution System, and the STASWSS.

Post-Treatment:

The AASWSS and STASWSS both utilize a gas chlorination system for secondary disinfection. The system consists of two scaled 68 kg gas chlorine cylinders and three chlorinators equipped with booster pumps and a dosing capacity of 1-60kg/h.

High Lift Pump Station:

The three high lift pumps provide redundant pumping capacity into the STASWSS. The St.



Thomas pumps are equipped with variable frequency drives (VFD) with each pump having a rated capacity of 263 L/s. With the current VFDs being utilized as soft and stop variable frequency drives.

Maintenance:

Site maintenance was carried out by Ontario Clean Water Agency (OCWA) field services staff based at the EAPWSS. Specialty maintenance services are provided on an as needed basis by external service providers.

All maintenance scheduling is monitored through a computerized maintenance management system (Maximo).

In addition to the routine preventative maintenance program, several maintenance projects were completed at the EMPS in 2024. A summary of non-routine maintenance is available in Appendix D, the 2024 Annual Report.

Sampling Procedures:

All samples collected by licensed OCWA personnel are submitted to Canadian Association for Laboratory Accreditation (CALA) accredited laboratories for bacteriological and chemical analysis.

Distribution water samples are taken twice per week at the inlet to the reservoir and submitted for bacteriological analysis. The distribution water entering the STASWSS is sampled weekly and submitted to an external laboratory for bacteriological analysis. Chlorine residual, for the water entering the STASWSS, is monitored continuously from the EAPWSS through the SCADA system.

On a quarterly basis the distribution water entering the reservoir, as well as the water entering the STASWSS is sampled and submitted to an accredited laboratory for testing of total trihalomethanes (THM) and haloacetic acids (HAA). Twice annually, the distribution water entering the reservoir is sampled and submitted to an accredited laboratory for testing of lead concentrations.

All water quality sampling at the EMPS was performed in accordance with Ontario Regulation 170/03.

Water Quality Monitoring and Flow Measurement:

Water quality is monitored remotely by means of a free chlorine analyzer that was verified by EAPWSS staff. See Appendix A for a summary of 2024 water quality data. Flow leaving the EMPS directed to STASWSS is measured utilizing a magnetic flow measuring device. See Appendix B for 2024 total daily flow values and Appendix C for 2024 daily instantaneous peak flow rates.

Statement of Comparison:

The Municipal Drinking Water License for the STASWSS does not identify a rated capacity for the system. The pumping station has an available capacity of 68,169 m³/day, whereby instantaneous peak flow capacity is rated at 789 L/s.

The maximum total daily flow witnessed by the system in 2024 was 10,376 m³/day, approximately 15% of the capacity. The maximum instantaneous peak flow witnessed by the system in 2024 was 318 L/s, approximately 40% of the capacity. The average total daily flow witnessed by the system in 2024 was 6,327 m³/day, approximately 9% of the capacity.

Ministry of the Environment Conservation and Parks Inspections:

The MECP conducts an inspection of the St. Thomas portion of the EMPS annually along with the STASWSS operated by the City of St Thomas. A MECP inspection took place September 16, 2024 and the final inspection report was issued on January 10, 2025. There were no non-compliances identified in the inspection report. The final inspection rating for the 2024-2025 fiscal year is not yet available.

Benefiting Municipalities:

Following the adoption of the Municipal Water and Sewer Transfer Act in 1997, the Ontario Ministry of the Environment Conservation and Parks transferred the ownership of the three booster stations from the Province of Ontario to the water systems' benefiting municipalities. As a result, the AASWSS portion of the EMPS and associated equipment is owned by the Aylmer Area Secondary Water Supply System Joint Board of Management, the London portion of the EMPS is owned by the Corporation of the City of London, and the STASWSS portion of the EMPS and associated appurtenances are owned by the St. Thomas Area Secondary Water System Joint Board of Management. Jointly these water systems benefit, and are managed on behalf of, the communities of Aylmer, Central Elgin, London, Malahide, Southwold and St. Thomas. A list of municipalities that receive water directly and indirectly from the STSWSS at the EMPS is provided in Appendix D.

The Ontario Clean Water Agency operates and maintains the EMPS, under contracts to the AASWSS, The Corporation of the City of London and the STASWSS.

This report was prepared by Ontario Clean Water Agency, the Operating Authority for the St. Thomas portion of the EMPS, on behalf of the St. Thomas Area Secondary Water Supply System Joint Board of Management.

**APPENDIX A – EMPS ST. THOMAS
WATER QUALITY SUMMARY 2024**

	POST TREATMENT
MONTH	Free Cl₂ mg/L
January	
Minimum	0.88
Maximum	1.42
Average	1.27
February	
Minimum	0.93
Maximum	1.33
Average	1.25
March	
Minimum	0.92
Maximum	1.77
Average	1.31
April	
Minimum	0.91
Maximum	1.68
Average	1.34
May	
Minimum	0.88
Maximum	1.46
Average	1.28
June	
Minimum	0.82
Maximum	1.49
Average	1.26
July	
Minimum	0.71
Maximum	1.58
Average	1.22
August	
Minimum	0.65
Maximum	1.57
Average	1.18
September	
Minimum	0.73
Maximum	1.79
Average	1.23
October	
Minimum	0.75
Maximum	1.69
Average	1.32
November	
Minimum	0.80
Maximum	1.49
Average	1.28
December	
Minimum	0.91
Maximum	1.72
Average	1.40
Yearly Minimum	0.65
Yearly Maximum	1.79
Yearly Average	1.28

Note: Chlorine residuals obtained from SCADA.

**APPENDIX B
ST. THOMAS TOTAL DAILY FLOW - 2024**

Date	January m ³	February m ³	March m ³	April m ³	May m ³	June m ³	July m ³	August m ³	September m ³	October m ³	November m ³	December m ³	
1	7,042	6,179	5,545	6,884	6,635	6,299	5,797	6,967	4,438	7,232	6,807	8,355	
2	6,712	6,498	6,179	4,275	5,640	5,439	6,523	6,039	4,917	7,400	7,444	7,402	
3	6,325	7,163	6,738	5,463	5,513	5,456	5,774	5,742	5,772	5,863	7,381	7,383	
4	5,516	7,991	5,386	5,013	5,568	6,156	6,667	5,933	5,625	7,283	6,722	7,439	
5	5,231	6,408	6,784	4,291	6,362	5,455	6,563	5,494	5,723	6,897	6,719	7,135	
6	5,574	6,494	5,684	4,953	5,722	5,485	6,754	4,380	4,126	6,854	7,877	6,949	
7	7,563	6,833	5,034	5,089	5,058	5,125	7,986	4,554	5,315	8,921	7,204	7,640	
8	5,100	4,888	4,769	4,909	6,632	5,685	8,388	5,232	4,741	7,670	7,113	8,257	
9	4,729	5,059	5,099	4,580	5,543	6,235	6,860	5,481	4,592	7,404	7,366	7,573	
10	6,611	5,547	5,036	5,747	4,890	6,414	5,227	5,342	6,463	8,708	7,768	7,713	
11	5,348	5,841	5,018	4,224	4,777	5,741	5,904	5,467	5,404	10,376	7,119	7,255	
12	6,145	5,841	4,585	4,213	5,595	6,508	6,557	7,666	5,864	7,454	7,260	7,236	
13	5,403	5,524	7,033	7,805	4,778	7,413	7,091	7,901	5,742	6,485	6,950	7,135	
14	5,733	5,258	4,903	4,924	5,283	7,296	9,646	6,591	5,029	7,197	6,805	8,006	
15	4,848	5,233	5,710	5,218	5,404	7,553	6,393	7,245	5,950	8,173	7,397	8,042	
16	4,922	5,396	6,105	4,398	5,739	7,597	6,228	7,567	5,663	9,039	7,644	7,762	
17	4,960	6,422	5,199	4,962	4,358	8,492	5,600	7,308	6,005	8,520	7,430	7,919	
18	5,068	7,541	4,406	4,636	6,675	8,043	6,213	6,877	5,298	9,615	7,388	7,722	
19	4,952	8,315	5,724	4,279	6,569	9,181	6,444	5,160	6,291	8,937	7,212	7,744	
20	5,897	6,169	4,694	5,445	8,569	6,443	6,479	5,135	5,173	8,583	6,652	7,479	
21	5,767	5,239	5,034	5,307	6,778	6,751	7,223	6,373	4,829	7,798	7,337	8,112	
22	4,925	5,142	5,102	4,408	6,740	7,232	7,048	8,160	4,549	8,895	7,214	8,096	
23	5,310	4,622	5,531	4,347	7,050	6,311	6,110	6,640	8,239	7,901	7,351	7,540	
24	4,890	5,236	5,612	4,979	7,548	7,135	6,088	5,761	7,402	7,689	7,751	7,490	
25	6,577	6,694	5,401	5,068	6,398	5,785	6,795	6,018	7,382	8,458	7,451	7,577	
26	5,174	6,258	4,837	5,100	8,069	5,669	7,937	6,900	7,283	8,042	7,220	7,117	
27	7,004	5,469	4,866	4,924	4,953	5,180	7,009	5,613	7,111	7,523	7,379	7,244	
28	7,592	5,488	5,099	5,538	5,086	5,354	6,537	5,245	6,685	7,265	7,287	7,389	
29	5,715	4,800	5,017	6,462	5,479	5,121	6,910	6,009	7,928	7,495	7,186	7,432	
30	6,240		5,519	6,271	5,404	4,300	4,954	5,817	7,576	7,057	7,661	7,117	
31	6,058		5,200		5,478		6,109	5,252		6,511		7,270	
Total	178,931	173,548	166,849	153,712	184,293	190,854	205,818	189,866	177,115	243,244	218,094	234,532	2,316,855
Minimum	4,729	4,622	4,406	4,213	4,358	4,300	4,954	4,380	4,126	5,863	6,652	6,949	4,126
Maximum	7,592	8,315	7,033	7,805	8,569	9,181	9,646	8,160	8,239	10,376	7,877	8,355	10,376
Average	5,772	5,984	5,382	5,124	5,945	6,362	6,639	6,125	5,904	7,847	7,270	7,566	6,327

**APPENDIX C
ST. THOMAS DAILY INSTANTANEOUS PEAK FLOW - 2024**

Date	January L/s	February L/s	March L/s	April L/s	May L/s	June L/s	July L/s	August L/s	September L/s	October L/s	November L/s	December L/s	
1	271	279	284	258	280	274	293	288	291	293	277	280	
2	274	277	283	258	303	293	284	295	281	290	287	282	
3	278	277	288	276	278	281	280	292	282	278	284	280	
4	281	279	280	281	292	289	288	298	280	294	286	282	
5	281	275	285	280	287	275	287	295	293	278	286	280	
6	284	278	286	287	303	282	292	286	294	282	288	282	
7	288	283	275	284	287	259	285	277	292	291	291	278	
8	285	285	274	277	290	265	289	281	280	281	283	280	
9	287	279	316	281	285	273	288	281	278	275	297	280	
10	285	284	277	285	282	256	318	295	285	286	293	282	
11	281	283	274	277	272	269	262	286	278	282	286	281	
12	282	282	271	281	281	281	259	291	278	286	292	278	
13	276	288	282	286	286	281	257	298	288	289	286	278	
14	280	280	282	282	280	288	263	286	289	270	280	281	
15	278	276	284	282	272	293	276	281	284	274	289	280	
16	280	277	280	283	273	296	272	285	289	286	284	281	
17	276	277	281	284	265	282	276	287	284	283	284	281	
18	279	275	280	275	274	288	271	293	278	280	295	281	
19	277	278	283	297	266	282	271	276	292	286	293	288	
20	277	277	278	296	273	285	271	269	292	281	298	283	
21	277	273	275	272	256	290	272	284	283	286	288	286	
22	279	271	268	301	302	282	267	285	293	283	288	289	
23	276	275	274	281	299	273	285	290	293	283	293	283	
24	274	282	273	280	296	279	293	278	284	286	284	287	
25	276	274	273	277	291	271	277	274	280	277	292	285	
26	277	270	273	288	281	271	286	289	300	280	282	284	
27	276	275	273	277	291	290	289	293	290	276	286	286	
28	279	288	263	285	281	286	276	281	281	277	284	283	
29	276	284	251	284	288	284	282	288	287	276	288	278	
30	286		256	276	280	285	289	275	278	275	283	276	
31	276		256		275		296	283		287		280	
Minimum	271	270	251	258	256	256	257	269	278	270	277	276	251
Maximum	288	288	316	301	303	296	318	298	300	294	298	289	318
Average	279	278	277	281	283	280	281	286	286	282	288	282	282



Drinking-Water System Number:	260078897
Drinking-Water System Name:	Elgin Middlesex Pumping Station - St. Thomas Area Secondary Water Supply System
Drinking-Water System Owner:	St. Thomas Area Secondary Water Supply System Joint Board of Management
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2024 through December 31, 2024

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [X] No []</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>City of St. Thomas, City Hall Environmental Services 545 Talbot Street St Thomas, ON. N5P 3V7 www.city.st-thomas.on.ca</p> <p>Elgin Area Primary Water Supply System Treatment Plant 43665 Dexter Line, Union, ON N0L 2L0</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">N/A</div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">N/A</div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Systems that receive their drinking water directly from the St. Thomas EMPS:

Drinking Water System Name	Drinking Water System Number
St. Thomas Area Secondary Water Supply System	260078897
St. Thomas Distribution System	260002187



Systems that receive their drinking water indirectly from the St. Thomas EMPS:

Drinking Water System Name	Drinking Water System Number
Dutton/Dunwich Distribution System	220002967
Municipality of Central Elgin	260004761
Southwold Distribution Supply	210001362

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes No

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web**
- Public access/notice via Government Office**
- Public access/notice via a newspaper**
- Public access/notice via Public Request**
- Public access/notice via a Public Library**
- Public access/notice via other method**

Describe your Drinking-Water System

The Elgin Middlesex Pumping Station (EMPS) receives water from the Elgin Area Primary Water Supply System (EAPWSS), which is located to the east of Port Stanley. Water from the EAPWSS is pumped into the EAPWSS site reservoirs located at the EMPS. The total capacity of the 2 reservoirs is 54,600m³. Through various secondary water supply systems, the EMPS serves the Cities of London, St. Thomas, Town of Aylmer, and Municipalities of Central Elgin, Malahide, Dutton-Dunwich and Southwold.

The EMPS is a shared facility. Booster pumps are dedicated to directing water to the City of London, St. Thomas Secondary and/or Aylmer Area Secondary Water Supply Systems. A gas chlorine system is utilized to provide re-chlorination for water being directed to the St. Thomas and Aylmer Area Secondary Water Supply Systems. The facility also houses a 600kW standby diesel generator that provides emergency power to support pumping of water into the St. Thomas and Aylmer systems during a power interruption.

Three pipelines exit the EMPS: one exits to the south of the EMPS property and extends west to service the St. Thomas Secondary Water Supply System; the second services the City of London distribution system; the third services the municipalities on the Aylmer Area Secondary Water Supply System.



List all water treatment chemicals used over this reporting period

Chlorine Gas at EMPS

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

- | |
|---|
| <ul style="list-style-type: none"> • High lift pump 2 flow control valve replacement • DWQMS External Audit |
|---|

Notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	N/A

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.coli Results (CFU/100 mL) (min #)-(max #)	Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)	Number of Heterotrophic Plate Count (HPC) Samples	Range of HPC Results (CFU/1 mL) (min #)-(max #)
Distribution	55	(0)-(0)	(0)-(0)	53	(<10)-(10)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Grab Samples (Continuous Monitoring)	Min	Max	Avg
Free Chlorine Residual (mg/L)	8760	0.65	1.79	1.28



Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM (NOTE: result value is based on one sample)	January 2, 2024	17	µg/L	NO
	April 2, 2024	15	µg/L	
	July 2, 2024	22	µg/L	
	October 1, 2024	29	µg/L	
THM Running Annual Average (RAA)	2024	21	µg/L	NO
HAA (NOTE: result value is based on one sample)	January 2, 2024	6.9	µg/L	NO
	April 2, 2024	6.9	µg/L	
	July 2, 2024	7.3	µg/L	
	October 1, 2024	7.9	µg/L	
HAA Running Annual Average (RAA)	2024	7.3	µg/L	NO

ND= Non-detect

APPENDIX E	
EMPS Chemical Consumption - 2024	
Month	Total Chlorine Gas Usage - Kg
January	127.1
February	121.1
March	116.3
April	116.6
May	127.5
June	140.7
July	143.5
August	149.3
September	161.9
October	225.2
November	174.6
December	168.2
Yearly Total	1772

Please note: Aylmer and St.Thomas combined cl2 usage

APPENDIX B



Drinking-Water System Number:	260078897
Drinking-Water System Name:	St. Thomas Area Secondary Water Supply System (Transmission Main)
Drinking-Water System Owner:	Joint Board of Management of the St. Thomas Area Secondary Water Supply System
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2024 through December 31, 2024

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>City of St. Thomas, City Hall Environmental Services 545 Talbot Street St Thomas, Ontario</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; padding: 2px; width: 100px; margin: 5px 0;">NA</div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; padding: 2px; width: 100px; margin: 5px 0;">NA</div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
City of St. Thomas Water Distribution System	260002187
Municipality of Central Elgin	260004761
Township of Southwold	210001362

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [X] No []



Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web**
 City of St. Thomas Website – www.st.thomas.ca
- Public access/notice via Government Office**
- Public access/notice via a newspaper**
- Public access/notice via Public Request**
- Public access/notice via a Public Library**
- Public access/notice via other method** _____

Describe your Drinking-Water System

The St. Thomas Area Secondary Water Supply System (STASWSS) consists of a Pumping Station within the Elgin Middlesex Pumping Station (EMPS), a 0.76 ML elevated water tower, several meter chambers, and transmission watermain of 500 mm and 750 mm diameter.

The STASWSS is supplied water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley, Ontario.

Operation and Maintenance of the EMPS- St. Thomas section is currently under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main of the STASWSS is currently conducted by the City of St. Thomas – Environmental Services Dept.

List all water treatment chemicals used over this reporting period

12% Sodium Hypochlorite
 Sodium Metabisulphite

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

\$6200 Marcel Equipment Meter Chamber Commissioning

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NA	NA	NA	NA	NA	NA



Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	NA	NA	NA	NA	NA
Treated	NA	NA	NA	NA	NA
Distribution	105	(0)-(0)	(0)-(0)	105	(<10)-(NDOG)

* - NDOG is a lab code that means there was no data reportable on the sample due to overgrowth that may or may not be representative of water quality. The NDOG result was from a sample taken on April 15, 2024. Resamples were taken on April 18, 2024, returning with a result of <10 CFU/mL. Omitting the NDOG result, the next highest HPC result in 2024 was 100 CFU/mL

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Chlorine (Grab Samples)	453	(0.65)-(1.57)

NOTE: For continuous monitors use 8760 as the number of samples.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	NA	NA	NA
Distribution	NA	NA	NA



Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
HAA5 (NOTE: show latest annual average)	Jan 8, 2024 Apr 2, 2024 July 8, 2024 Oct 7, 2024	8.5	ug/L	no
THM (NOTE: show latest annual average)	Jan 8, 2024 Apr 2, 2024 July 8, 2024 Oct 7, 2024	30.8	ug/L	no

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA
NA	NA	NA	NA

Drinking-Water Systems Regulation O. Reg. 170/03

Drinking-Water System Number:	210000871
Drinking-Water System Name:	Elgin Area Primary Water Supply System
Drinking-Water System Owner:	Elgin Area Primary Water Supply System Joint Board of Management
Drinking-Water System Operating Authority:	Ontario Clean Water Agency (OCWA)
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2024 through December 31, 2024

<p>Complete if your Category is Large Municipal Residential or Small Municipal Residential</p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <p>Lake Huron and Elgin Area Water Supply Systems c/o Regional Water Supply Division 235 North Centre Road, Suite 200 London, ON N5X 4E7 https://huronelginwater.ca/</p> <p>Elgin Area Primary Water Supply System 43665 Dexter Line, Union, ON N0L 2L0</p>	<p>Complete for all other Categories.</p> <p>Number of Designated Facilities served: N/A</p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Number of Interested Authorities you report to: N/A</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
--	--

Drinking-Water Systems Regulation O. Reg. 170/03

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Systems that receive their drinking water directly from the EAPWSS:

Drinking Water System Name	Drinking Water System Number
City of London Distribution System	260004917
St. Thomas Area Secondary Water Supply System	260078897
Aylmer Area Secondary Water Supply System	260004722
Port Burwell Area Secondary Water Supply System	260004735
Central Elgin Distribution System	260004761
St. Thomas Distribution System	260002187

Systems that receive their drinking water indirectly from the EAPWSS:

Drinking Water System Name	Drinking Water System Number
Aylmer Distribution System	260002136
Malahide Distribution System	260004774
Dutton Dunwich Distribution System	220002967
Bayham Distribution System	260004748
Southwold Distribution System	210001362
Ontario Police College Distribution System	260002161

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes No

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method _____

Drinking-Water Systems Regulation O. Reg. 170/03

Describe your Drinking-Water System

The Elgin Area Primary Water Supply System employs pre-chlorination, screening, process pH adjustment (utilizing carbon dioxide), powder activated carbon addition (seasonally on an as-required basis), coagulation, flocculation, sedimentation, dual-media filtration, UV disinfection, post-chlorination, final pH adjustment (utilizing sodium hydroxide) and fluoridation to treat raw water obtained from Lake Erie. The WTP has a rated capacity of 91 ML/day (MLD). Water is pumped from the plant through the primary transmission main (900mm diameter) to various communities enroute to the Elgin Terminal Reservoir located in northeast St. Thomas. The drinking water system is monitored at various locations throughout the system via a Supervisory Control and Data Acquisition (SCADA) system.

A Residuals Management Facility (RMF) provides equalization, clarification, sediment thickening and dechlorination. Thickened sediment is dewatered by centrifuges and the thickened sediment is sent to the landfill for final disposal. Clarified and dechlorinated liquid streams are discharged back to Lake Erie through the plant drain.

List all water treatment chemicals used over this reporting period

Carbon Dioxide
Aluminum Sulphate
Cationic Polymer
Powder Activated Carbon
Chlorine Gas
Hydrofluorosilicic Acid
Sodium Hydroxide
Dewatering Polymer (Residuals Management Facility)
Thickening Polymer (Residuals Management Facility)
Sodium Bisulphite (Residuals Management Facility)

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Drinking-Water Systems Regulation O. Reg. 170/03

Please provide a brief description and a breakdown of monetary expenses incurred:

Capital and Maintenance Projects:

- Safety railing replacements (Surge Building and Polymer Room)
- Fluoride flow meter installation
- Fire hydrant replacement (Generator Building)
- Building exterior sealants repair and installation
- Roof drain replacements (Flocculation Room)
- Designated Substances removal
- Security Upgrades: Lighting upgrades, fencing and gate installations (Low Lift Building and Fruitridge Surge Facility)
- SCADA software upgrade project
- Technical Standards & Safety Authority (TSSA) generator fuel system upgrades
- Filter #3 rebuild
- Lowlift Pump #2 rebuild

Studies and Design:

- Water Quality Facility Plan Update
- Master Water Plan Update
- Sodium bisulphite room atmospheric condition assessment
- Ultraviolet (UV) Disinfection System & Backwash Pump upgrade project – design
- Sodium hydroxide system injection upgrade – design
- Low lift distribution well chlorine injection upgrade project - design

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Report Date	Parameter	Corrective Action	Corrective Action Date
January 29, 2024	CT *	Adverse Water Quality Incident (AWQI) reported (ref# 164418) for CT failure alarm on January 27, 2024. Further investigation of the incident determined that CT was met. The alarm was generated due to conservative programming within the CT calculator, where an alarm is generated on filter effluent turbidity issues. Training was provided to staff on alarm response and CT data review.	February 2, 2024

*CT is a disinfection concept where CT is calculated by multiplying the chlorine residual concentration (in mg/L) by the chlorine contact time (in minutes).

Drinking-Water Systems Regulation O. Reg. 170/03

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

Location	Number of Samples	Range of E. coli Results (CFU/100 mL) (min #)-(max #)	Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)	Range of HPC Results (CFU/100 mL) (min #)-(max #)
Raw Water	104	(0)-(100)	(0)-(50,000)	(<10)-(>2,000)
Treated Water (WTP)	210	(0)-(0)	(0)-(0)	(0)-(>2,000)
Distribution (Elgin Terminal Reservoir Valve House)	107	(0)-(0)	(0)-(0)	(<10)-(20)
Distribution (Fruitridge Surge Facility)	52	(0)-(0)	(0)-(0)	(<10)-(40)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Samples	Range of Results (min #)-(max #)
Treated Water Free Chlorine (mg/L)	Continuous Monitoring	(0.77)-(1.84)
Treated Water Fluoride (mg/L)	Continuous Monitoring	(0.07)-(0.94)
Filter #1 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.024)-(0.256)
Filter #2 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.022)-(0.213)
Filter #3 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.015)-(1.108)*
Filter #4 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.013)-(0.788)
Raw Water Turbidity (NTU)	Continuous Monitoring	(0.032)-(1000)
Elgin Terminal Reservoir Inlet Free Chlorine (mg/L)	Continuous Monitoring	(0.56)-(2.92)

Monthly filter performance met for all four filters (<0.3NTU 95% of the readings).

*Turbidity spike above 1NTU for 6sec on Filter #3, no Adverse Water Quality Incident (AWQI) as a result.

Drinking-Water Systems Regulation O. Reg. 170/03
Summary of Inorganic parameters tested during this reporting period
*(*All tests were conducted on treated water leaving the WTP unless otherwise noted)*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Arsenic	January 2, 2024 August 6, 2024	0.0003 0.0003	mg/L mg/L	NO
Barium	January 2, 2024 August 6, 2024	0.0204 0.0207	mg/L mg/L	NO
Boron	January 2, 2024 August 6, 2024	0.018 0.020	mg/L mg/L	NO
Cadmium	January 2, 2024 August 6, 2024	0.000007 0.000005	mg/L mg/L	NO
Chromium	January 2, 2024 August 6, 2024	0.00010 Not Detected	mg/L mg/L	NO
Lead (EMPS Valve House)	October 1, 2024	Not Detected	mg/L	NO
Mercury	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Selenium	January 2, 2024 August 6, 2024	0.00015 0.00012	mg/L mg/L	NO
Uranium	January 2, 2024 August 6, 2024	0.000048 0.000032	mg/L mg/L	NO
Sodium	January 2, 2024	16.8	mg/L	NO
Nitrite	January 2, 2024 April 2, 2024 July 2, 2024 October 1, 2024	Not Detected Not Detected Not Detected Not Detected	mg/L mg/L mg/L mg/L	NO
Nitrate	January 2, 2024 April 2, 2024 July 2, 2024 October 1, 2024	0.120 0.331 0.149 0.045	mg/L mg/L mg/L mg/L	NO

Drinking-Water Systems Regulation O. Reg. 170/03
Summary of Organic parameters sampled during this reporting period
*(*All tests were conducted on treated water leaving the WTP unless otherwise noted)*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Atrazine + N-dealkylated metabolites	January 2, 2024 August 6, 2024	0.00005 0.00003	mg/L mg/L	NO
Azinphos-methyl	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Benzene	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Benzo(a)pyrene	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Bromoxynil	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Carbaryl	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Carbofuran	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Carbon Tetrachloride	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Chlorpyrifos	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Diazinon	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Dicamba	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
1,2-Dichlorobenzene	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
1,4-Dichlorobenzene	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
1,2-Dichloroethane	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
1,1-Dichloroethylene (vinylidene chloride)	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO

Drinking-Water Systems Regulation O. Reg. 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Dichloromethane	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
2,4-Dichlorophenol	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
2,4-Dichlorophenoxy acetic acid (2,4-D)	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Diclofop-methyl	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Dimethoate	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Diquat	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Diuron	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Glyphosate	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Haloacetic Acids (HAA's) EMPS Valve House	April 2, 2024 July 2, 2024 August 23, 2024 October 1, 2024	Not Detected Not Detected 0.0077 0.0063	mg/L mg/L mg/L mg/L	NO
Haloacetic Acids (HAA's) EMPS Valve House = Running Annual Average	2024	<0.0053	mg/L	NO
Malathion	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
2-Methyl-4-chlorophenoxyacetic acid	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Metolachlor	January 2, 2024 August 6, 2024	0.00001 Not Detected	mg/L mg/L	NO
Metribuzin	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Monochlorobenzene	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Paraquat	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO

Drinking-Water Systems Regulation O. Reg. 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Pentachlorophenol	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Phorate	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Picloram	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Polychlorinated Biphenyls (PCB)	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Prometryne	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Simazine	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Total Trihalomethanes (THMs) EMPS Valve House	April 2, 2024 July 2, 2024 August 23, 2024 October 1, 2024	0.014 0.016 0.032 0.023	mg/L mg/L mg/L mg/L	NO
(THMs) EMPS Valve House = Running Annual Average	2024	0.021	mg/L	NO
Terbufos	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Tetrachloroethylene	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
2,3,4,6-Tetrachlorophenol	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Triallate	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Trichloroethylene	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
2,4,6-Trichlorophenol	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Trifluralin	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO
Vinyl Chloride	January 2, 2024 August 6, 2024	Not Detected Not Detected	mg/L mg/L	NO

NOTE: During 2024, no Inorganic or Organic parameter(s) exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

The Township of Southwold Waiving of Facilities Fees Application Form



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

Name of Event:			
Learning More About Diabetes		Guest speaker; Jenna Wissink, REGISTERED DIETITIAN	
Name of Group or Organization			
Victoria Order of Nurses			
Primary & Secondary Contact Person		Purpose of Event	
Jill Smith, Manager & Ellen Cannon		information and socializing	
Contact Address			Postal Code
175 South Edgeware Road, St. Thomas, Ontario			N5P 4C4
Phone # Primary / Secondary		Email / Website:	
519-637-6408 X6184		ellen.cannon@von.ca	
Not for Profit # or Charitable Organization Registration #:		137508057RR0001	
Activity or Event Information			
Fees to be Waived (ie: facility rental)		facility rental	
Date and Times:		Monday, April 7 2025 @ 9:30 - noon	
Number of People expected:		20-25	Admission Fee: (If applicable) n/a
Will food be served?	free coffee & Tim bits	Will alcohol be served?	no

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
This event will provide community members in a rural area within a convenient distance of their homes to learn about diabetes, sugars and best food choices regarding preventing diabetes and managing diabetes

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



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

Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.
This event brings together community members in a comfortable setting to have access to a dietitian from West Elgin Community Health Centre: a great connection and awareness. Also an opportunity to learn about sugars and how to manage sugars in an informal but very informative setting
What will the impact on the activity or event be if the fee is not waived?
The information session will not take place - VON presently has monthly events catered by Belmont Caterers - this month 125 community members attended - vON would like to request possible future information sessions/community gatherings free of rental fees as long as the Complex is available. We are presently approved for Fees waived for monthly catered luncheons.
Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?
yes VON has very limited funding for programs from the ministry
What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?
VON will contact all clients by telephone in the surrounding area - Posters will be printed and posted

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

The Township of Southwold Waiving of Facilities Fees Application Form



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

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

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

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

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

Ineligibility

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

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

Application Checklist

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

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

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

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

or by email: communications@southwold.ca

Authorization for Application

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

Name:	Jill Smith	Title:	Manager
Signature:		Date:	March 7 2025



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-21

**Being a By-law to amend the assessment schedule
for the actual costs incurred for the improvement
of the Bogart Drain 'C' 2023**

WHEREAS By-law Number 2023-38, enacted the 14th day of August, 2023 provided improvement to the Bogart Drain 'C' 2023 based on the estimates contained in a drainage report dated 9th, day of June 2023 as submitted by Mike DeVos from the firm of Spriet Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer's report and the total actual costs incurred were \$ 39,269.93(net HST) compared to an original estimated cost of \$ 36,300.00 (net HST).

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the Drainage Act, 1990 and amendments thereto, enacts the following:

1. That Schedule "A" to By-Law No. 2023-38 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule "A" shall be levied and assessed against the appropriate lands.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 24th DAY OF MARCH, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

SCHEDULE OF FINAL NET ASSESSMENT

BOGART DRAIN 'C' 2023

Township of Southwold

Job No. 222196

February 13, 2025

Total Estimated Cost	\$	36,300.00	Total Actual Cost	\$	39,269.93
Special Non Pro-rateable Assessments	\$		Special Non Pro-rateable Assessments	\$	
Total Estimated Pro-rateable Assessment	\$	<u>36,300.00</u>	Total Actual Pro-rateable Assessment	\$	<u>39,269.93</u>

ROLL NUMBER (OWNER)	TOTAL ESTIMATED ASSESSMENT	TOTAL ACTUAL ASSESSMENT	GRANT	ALLOW.	TOTAL AMOUNT PAYABLE
000-003-091 (L. & M. Spanjers)	\$ 36,300.00	\$ 39,269.93	\$ 13,089.98	\$ 3,400.00	\$ 22,779.95
	\$ 36,300.00	\$ 39,269.93	\$ 13,089.98	\$ 3,400.00	\$ 22,779.95



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-22

**Being a By-law to amend the assessment schedule
for the actual costs incurred for the construction
of the Palmer Drain 2023**

WHEREAS By-law Number 2024-03, enacted the 25th day of March, 2024 provided construction of the Palmer Drain 2023 based on the estimates contained in a drainage report dated 10th, day of November 2023 as submitted by Mike DeVos from the firm of Spriet Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer's report and the total actual costs incurred were \$ 83,989.04(net HST) compared to an original estimated cost of \$ 87,500.00 (net HST).

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the Drainage Act, 1990 and amendments thereto, enacts the following:

1. That Schedule "A" to By-Law No. 2024-03 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule "A" shall be levied and assessed against the appropriate lands.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 24th DAY OF MARCH, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-23

**Being a By-law to approve the Facility Rental Documents,
Policies and Agreements to provide for the rental of
Municipal Facilities.**

WHEREAS municipalities have the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other act;

AND WHEREAS lower tier municipalities may pass by-laws respecting matters related to Culture, Parks, Recreation and Heritage;

AND WHEREAS Council deems it appropriate and in the public interest to approve the facility rental documents, policies and agreements for rental of municipal facilities;

AND WHEREAS it is deemed necessary and appropriate to repeal By-law No. 2014-19 and By-law No. 2019-47.

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

1. That Schedule "A", being the Facility User Agreement, is hereby adopted and shall form part of this By-law;
2. That Schedule "B", being the Municipal Alcohol Policy, is hereby adopted and shall form part of this By-law;
3. That Schedule "C", being the Southwold Keystone Complex Facilities Rental Agreement, is hereby adopted and shall form part of this By-law;
4. That Schedule "D", being the Parks Rental Agreement, is hereby adopted and shall form part of this By-law;
5. That the CAO/Clerk is authorized to modify and/or implement forms and procedures and to make administrative changes to provide for the implementation of this by-law.

6. That By-law No. 2014-19 and By-law No. 2019-47 are hereby repealed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 24TH DAY OF MARCH, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



TOWNSHIP OF
Southwold

CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
FACILITY USER AGREEMENT
MUNICIPAL FACILITIES
POLICIES AND PROCEDURES

Schedule "A"

The Corporation of the
Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
519-769-2010

www.southwold.ca

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1. BOOKINGS

- 1.1 The Township reserves the right, entirely at its discretion, to accept or reject any application for the use of any grounds/facility(ies) or area under its jurisdiction.
- 1.2 Public space, facilities, and properties within the jurisdiction of the Township of Southwold will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, colour, citizenship, religion, age, sex, marital status, family status, sexual orientation, gender identity, disability, political affiliation, receipt of public assistance, or level of literacy, as defined by the Criminal Code of Canada – hate propaganda laws and human rights acts.
- 1.3 Bookings will not be confirmed until all required forms and agreements have been completed to the satisfaction of the Township as required. Additionally, all requirements as set out in the Township's Municipal Alcohol Policy, the Southwestern Public Health Special Events Food Vendor Application Form, a Non-Refundable Booking Fee, proof of insurance, and the special occasion permit must be received by and to the satisfaction of the Township as required. The Township reserves the right to cancel your booking if proper documentation is not supplied within the specified time. A business day is defined as Monday to Friday, 8:00 a.m. to 5:00 p.m. Business days do not include holidays, Saturdays or Sundays.
- 1.4 Facility rentals are valid for location, date and time specified only and may not be changed or altered, unless approved by both parties. Notice of cancellation shall be in writing to the Township seven (7) days prior to the date of the function. The Renter will be responsible for all rental fees for cancellations with less than seven (7) days' notice. Where applicable, all cancellations will result in the loss of the Non-Refundable Booking Fee specified in Section 2 hereof.
- 1.5 The Township reserves the right to change any costs, responsibilities, or operational procedures relating to this agreement. The Township will notify the applicant by regular letter mail, email or telephone within ten (10) business days of any policy change. Following notification, the applicant has ten (10) business days in which to accept or reject the agreement. Should the applicant reject the changes to the agreement, he/she will be entitled to a refund.

- 1.6 The Township hereby agrees to permit the USER to utilize the grounds/facility(ies) located at Fingal Ball Park, and/or Fingal Heritage Park, and/or Corsley Park, and/or Keystone Complex and Grounds, and/or Talbotville Optimist Heritage Park, and/or Talbotville Optimist Sports Park. The USER shall not have the right to use any Township grounds/facility(ies) not specifically included in this Agreement unless the USER shall have obtained the prior written authorization of the Township in that regard.

No possessory rights are granted to the USER and in no event shall this Agreement be deemed to be a lease between the Township and the USER. In permitting the use of the above-described facility as provided in this Agreement, the Township does not relinquish the right to enforce all necessary and proper rules and laws for the efficient and effective operation of the said facility and the safety of the public.

- 1.7 The rental of any grounds/facility(ies) will not be available on days during which the grounds/facility(ies) has been closed by the administration because of inclement weather or for any other reasons.
- 1.8 Full-day rentals may have access to the grounds/facility(ies) on the reserved day as approved by the Township or as otherwise stipulated in the agreement.
- 1.9 Nothing (i.e. decorations) that may cause damage will be affixed in any way to the permanent structure of the building.
- 1.10 All grounds/facility(ies) under the jurisdiction of the Township are smoke free/vape free.
- 1.11 The maximum capacity of the Keystone Complex is 300.

2. DEPOSITS AND PAYMENT

- 2.1 All Keystone Complex bookings must be accompanied by a Non-Refundable Booking Fee as per the current User Fees By-law, which is required prior to confirmation of booking.
- 2.2 A damage deposit as per the current User Fees By-law may be required at the discretion of Township staff. The Township's staff will complete a facility inspection prior to and following each rental. If the post event/activity inspection is to the Township's satisfaction, the deposit will be refunded via mailed cheque approximately two (2) weeks following the event/activity.

Should the Township determine through the post event inspection that damage and/or extra cleaning to the facility or equipment was caused by the USER's use of the grounds/facility(ies), the entire damage deposit will be retained by the Township. If it is determined that the damage and/or extra cleaning is excessive, a quote for the repairs/cleaning will be obtained, and the USER will be responsible for the cost of same in excess of the damage deposit.

- 2.3 At the Township's discretion, the damage deposit fee may be waived. Payment must be made at the Township Office by cash, cheque, debit or credit card. A 2% surcharge is levied upon payments by credit card.

Cheques must be addressed to:

TOWNSHIP OF SOUTHWOLD
35663 Fingal Line
Fingal, ON N0L 1K0

*There is a charge for NSF cheques. The charge will be pursuant to the Tariff of Fees By-Law.

- 2.4 Rental rates are established annually and subject to change. The year of the actual event will have that year's rental rate applied and applicable taxes as of the day of the event regardless of the booking date.

3. MAINTENANCE DUTIES AND OBLIGATIONS

- 3.1 The USER shall have the sole responsibility of managing and supervising all of the events/activities it undertakes pursuant to its rights under this Agreement, including but not limited to the hiring of all necessary staff and officials, conducted on the premises, and for the enforcement of the policies, rules and regulations associated with this Agreement and as referenced in its Schedules and Appendices, together with those prescribed by any governing or applicable umbrella organizations. The USER shall be responsible for their participants and guests, and must enforce the Terms and Conditions herein to each individual in attendance. No inappropriate use of the space will be tolerated. Failure to comply will result in immediate termination of the rental.
- 3.2 The USER shall abide by and obey all laws, by-laws, rules and regulations of the Township, the Province of Ontario and the Government of Canada. The USER shall comply with all rules and regulations now or hereinafter established by the Township with respect to use of the grounds/facility(ies) described herein, including the policies, rules and regulations associated with this Agreement and its referenced Schedules and Appendices, as amended from time to time.

Initials _____

- 3.3 The USER shall be responsible for any damage to the grounds/facility(ies) caused by the USER, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER.
- 3.4 The Township shall not be liable for any damage to or loss of any property brought into/onto the grounds/facility(ies) by the USER, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER.
- 3.5 The USER shall pay for all damages to the property of the Township of Southwold arising from the use of the grounds/facility(ies) where the USER is deemed responsible.
- 3.6 Except as otherwise specifically provided for herein, the USER shall be responsible for all maintenance and use activities associated with its rights under this Agreement.
- 3.7 USER Groups using the outdoor facilities are responsible for keeping the grounds/facility(ies) clean and free of garbage. All garbage is to be cleaned up and put in the garbage receptacles and at the end of each rental.

4. SAFETY

- 4.1 The USER shall have the sole responsibility for the supervision, control and safety of all persons entering the property or attending a function of the USER including, but not limited to, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER.
- 4.2 The USER shall ensure that the grounds/facility(ies) are thoroughly inspected, including but not limited to the structures and playing surfaces, prior to use, to ensure safe conditions and to ensure that the grounds are not used until the unsafe condition has been rectified. The USER shall immediately report all unsafe conditions to the Township. The USER shall undertake appropriate interim safety measures and/or repairs until such time as the Township can respond. The USER shall file a written "incident report" for each incident with the Township of Southwold on the next business day following the occurrence or the discovery of the unsafe condition. The USER acknowledges that the Township has not provided any representation or warranty or other assurance regarding the suitability of the grounds/facility(ies) for use by the USER.

- 4.3 The USER shall have the sole responsibility for cancelling events/activities and, where applicable, clearing the grounds/facility(ies) in the event of lightning or other inclement weather conditions or other dangerous/unsafe condition(s). The USER further agrees to ensure that no events/activities will take place when the conduct of same may cause damage or injury to the grounds/facility(ies), participants, attendees, etc.
- 4.4 A duly authorized representative of the Township may enter the grounds/facility(ies) at any time and on any occasion without restriction, for the enforcement of any of the applicable policies, rules, laws and regulations. The Township reserves the right to remove, or have removed, any person(s) due to a violation of any of the said applicable policies, rules, laws and regulations.

5. ALCOHOLIC BEVERAGES

- 5.1 Alcoholic beverages of all types and descriptions are prohibited on Township property and at Township facilities unless a legal liquor license has been obtained. Illegal substances are prohibited on Township property and in Township facilities at all times. The USER will be given a copy of the Municipal Alcohol Management Policy and must complete and return Appendix F of this policy. As per this policy, the USER must acquire a Public Special Occasion Permit and personal alcohol liability insurance. The personal alcohol liability insurance must name the applicant and the Township of Southwold as co-insureds. The USER must provide a copy of both their Special Occasion Permit, liability insurance and a list of certified Smart Serve servers to the Township of Southwold Community Services & Communications Clerk prior to the beginning of the event. The USER agrees to enforce this rule with its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER and to notify law enforcement agencies when violations occur and appropriate action against all involved parties will apply. Full terms & conditions are outlined in the Municipal Alcohol Policy.

6. FOOD AND KITCHEN

- 6.1 At activities/events where food is being served, it is the responsibility of the USER to ensure that the caterer and all food preparation and service personnel pertaining to the activity/event are aware of and likewise abide by the policies, procedures, terms, and conditions of the rental agreement.
- 6.2 Every person who intends to sell food to the public must complete and submit the applicable "Special Events Notification Form" two (2) weeks prior to the event date, to Southwest Public Health and a copy be provided to the Township of Southwold.

- 6.3 All facility rentals preparing and offering food to the public must adhere to the Southwest Public Health regulations.

7. EVACUATION SITES

- 7.1 The Township has designated The Southwold Keystone Complex as an evacuation site for use in emergencies. This site is designated as a priority evacuation site for those who require assistance when a disaster occurs.
- 7.2 The USER agrees to indemnify and hold harmless the Township for any costs or expenses rising from or out of the necessity to use the rented facility of the USER as an evacuation site.

8. FIRE SAFETY

- 8.1 The USER will be responsible for knowing all locations of exits and Fire Pull stations and will be responsible for activating Pull Stations upon discovery of any smoke or fire and for calling 911.
- 8.2 The USER will be responsible for evacuating all those present in an orderly fashion.
- 8.3 The USER will be responsible for making sure that all exits and aisles are kept clear and free of obstacles.
- 8.4 The USER will refrain from using unsafe electrical cords or overloading outlets.
- 8.5 The USER will ensure compliance with all applicable provisions of the Smoke Free Ontario Act, as amended.

9. ADVERTISING

- 9.1 The following procedure shall be implemented in all facilities under the jurisdiction of the Township:
- a) The Township, before posting, must approve all advertising;
 - b) Display and Bulletin Boards are intended to display information concerning organization or community events. All bulletins and display materials are to be approved by the Township prior to posting. Bulletin boards are monitored and any notices/materials not acceptable will be removed; and
 - c) The Township crest/logo may only be used in advertising where the USER receives prior written permission from the Township.

10. CONCERNS/COMPLAINTS

- 10.1 All concerns/complaints must be put in writing, to the attention of the Township of Southwold.
- 10.2 The Township has a Respect in the Workplace (Harassment and Violence) Policy. The purpose of the policy is to minimize and/or prevent violence and unacceptable behaviour in the workplace, including all Township facilities, and to foster the safety and security of Township employees, customers, and visitors to their facilities. A copy is available upon request.
- 10.3 The USER shall be responsible for recognizing the need for assistance to address unacceptable behaviour during any activity/event, and for requesting assistance from the designated Township staff and/or the Police. All such assistance is at the expense of the USER.
- 10.4 If an incident should occur during an event/activity and Township staff is present at an event/activity, are called in to assist or are involved after the fact, Township staff is responsible for completing a "Violent Incident Investigation Checklist" and a "Violent Incident Report Form." These forms are included as part of the Respect in the Workplace (Harassment and Violence) Policy.
- 10.5 When a violation of the Respect in the Workplace (Harassment and Violence) Policy occurs at an event/activity that occurs under this Agreement and has been confronted by a Township employee or staff member, the offender shall be sent a registered letter by the Department Head or designate advising of the violation and indicating that further violations will not be tolerated.
- 10.6 Should the USER or any of its staff, volunteers, members, participants or invitees violate the Respect in the Workplace (Harassment and Violence) Policy, the Municipal Alcohol Policy or any policies or procedures relating to a facility rental again within one (1) year of receiving notice of a first violation, USER and/or the offender could be suspended from organized use of a Township facility or area for a period of one (1) year. A registered letter shall be sent by the Department Head or designate to the appropriate contact person advising of the suspension. All concerns/complaints must be put, in writing, to the attention of the Township of Southwold.
- 10.7 The concern, solution/recommendation will be addressed in writing to the complainant. The complainant will sign off on any concern that is successfully addressed.

11. INSURANCE AND INDEMNIFICATION

- 11.1 The USER may be required, at its/his/her expense, to obtain and keep in force during the Term of this Agreement, Commercial General Liability Insurance satisfactory to the Township, which shall be written by an insurer licensed to conduct business in Ontario and include, but not be limited to, the following:
- a) A limit of liability not less than \$2,000,000.00 per occurrence;
 - b) The Township shall be named as an additional insured;
 - c) The policy shall contain a provision for cross liability and severability;
 - d) Non-owned automobile coverage with a limit of \$1,000,000.00, including contractual non-owned coverage;
 - e) 30 days prior notice of cancellation of the policy shall be given in writing to the Township; and
 - f) A certificate of insurance evidencing the above coverage shall be given to the Township by no later than 2 weeks prior to the event, each and every year of the agreement.

Failure to furnish certificates of insurance or notices of lapse on any policy constitutes a material breach and grounds for termination of this agreement.

- 11.2 To the fullest extent permitted by law, the USER agrees to defend, indemnify and hold the Township of Southwold, its directors, officers, elected and appointed officials, volunteers, agents, employees and staff harmless in connection with all losses, claims, demands, judgments, loss, liabilities, damages, costs, and expenses (including attorneys' fees) in connection with, on account of or arising from (i) any failure by the USER to perform its obligations hereunder, or (ii) any accident, injury, or damage to person or property on or about the grounds/facility(ies) or otherwise arising out of or relating to the use of the grounds/facility(ies) by the USER, or any of its staff, volunteers, members, participants or invitees. In no event shall the Township be liable for an accident, injury or damage to person or property in, or about the grounds/facility(ies) or otherwise relating to use of the grounds/facility(ies) by the USER or any of its staff, volunteers, members, participants, or invitees; or (iii) any act, or omission or breach of any provision of this Facility User Agreement or the Facility Rules and Regulations.

- 11.3 Where event/activity waivers are signed by the USERS, its officers, directors, employees, volunteers, agents or contractors, invitees, spectators, members, participants in or at any event or activity hosted/planned/conducted/sponsored by the USER, the waivers must include a statement *that "the participant agrees to indemnify and save harmless the Township of Southwold, its officers, agents elected officials and employees against any and all actions, causes of action, claims and expenses whatsoever presented by any person attending or participating in the event/activity to which this waiver relates for loss or damages sustained as a result of attending or participating in the said event/activity"*.

12. OTHER CONCURRENT USE OF FACILITY(IES)

- 12.1 The USER acknowledges that the grounds/facility(ies) may be a "multi-use" facility and various areas of the grounds/facility(ies) may be required for use by other USERS for other authorized activities/events. The USER agrees that the Township shall have full, complete and absolute authority to establish the schedules for the use and availability of its facilities. The USER agrees to comply with any schedules so established and to cooperate in any sharing arrangements so determined by the Township.

13. ALTERATION OF FACILITIES

- 13.1 The USER shall obtain the written approval of the Township prior to undertaking any alterations to the Township's facility(ies) and to comply with all applicable law, regulations and municipal by-laws in the completion of any Township approved alterations. Upon termination of this Agreement, all authorized improvements to the Township's facility(ies) shall, without compensation to the USER, become the property of the Township.

14. NOTICES AND OTHER COMMUNICATIONS BETWEEN THE PARTIES

- 14.1 All notices or communications pursuant to this Agreement shall be sent to the Chief Administrative Officer in writing to the Township Office at the address hereinbefore set forth. The USER may not assign any interest in the Agreement to any person nor can the USER delegate any duties under this Agreement, without the prior written approval of the Township.

15. SEVERABILITY

- 15.1 The Township of Southwold reserves the right to cancel this Agreement should there be a breach of conditions or regulations or should the premises not be used for the purpose specified on the application. If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of the Agreement shall remain in full force and effect.

Initials _____

**SOUTHWOLD FACILITY USER AGREEMENT
SIGNATORY PAGE**

The Corporation of the Township of Southwold hereby grants permission to use the grounds/facility(ies) as outlined herein, subject to the terms and conditions of the Agreement and all documents attached hereto, all of which form part of this agreement. The undersigned has read, and on behalf of the USER, agrees to be bound by the Agreement and all Schedules attached hereto together with all the applicable policies, procedures, laws, by-laws, and regulations of the Corporation of the Township of Southwold (the "Township") and hereby warrants and represents that he/she executes this Agreement on behalf of the USER and has sufficient power, authority and capacity to bind the USER with his/her signature. The undersigned acknowledges receipt of the Township's Facility User Agreement and its Terms and Conditions herein.

USER Name: _____

USER Signature: _____

Date: _____

TOWNSHIP Signature: _____

Date: _____

Initials _____



MUNICIPAL ALCOHOL MANAGEMENT POLICY

Schedule B

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- H. Appendix "A": Drink Responsibly
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M. Appendix "F": Checklist for Lessee

N. Appendix "G": Municipal Alcohol Policy Comment Form

O. Appendix "H": Accident and/or Incident Report

- ✓ Please note: where there is a discrepancy between the Municipal Alcohol Policy and Provincial Law, the Provincial Law shall prevail.



TOWNSHIP OF SOUTHWOLD

MISSION STATEMENT

The Corporation of the Township of Southwold wants residents and visitors to enjoy the various facilities and parks available. In order for the Township to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

OBJECTIVES

1. To ensure proper operation and supervision of Special Occasion Permit (SOP) events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Township, and its staff.
2. To reinforce responsible drinking practices or consumers through appropriate operational procedures, controls, training and education.
3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic beverages.
4. To provide a balanced use of alcohol through SOP's so that alcohol becomes a responsible part of a social function, rather than the reason for it.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.



REGULATION #1: MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

Any persons wishing to hold an event requiring a SOP are required to complete the following:

1. Facility Rental Agreement and/ or Parks Rental Agreement, Facility User Agreement, and Appendix "F" of this Municipal Alcohol Policy.
2. Provide correspondence to CAO/Clerk, Chief Building Official, and Fire Chief – in compliance with AGCO guidelines.
 - A. Keystone Complex in Shedden
 - I. Rationale: The Keystone Complex is suitable for holding SOP events. The Complex is equipped with a kitchen area including a stove, dishwasher and refrigerator compartments. The Complex's capacity is 300 persons.
 - B. Keystone Complex - Grounds
 - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
 - C. Talbotville Optimist Heritage Park
 - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
 - D. Talbotville Optimist Sports Park
 - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
 - E. Fingal Ball Park
 - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
 - F. Fingal Heritage Park
 - I. Rationale: The grounds are suitable for large and small functions. The size of functions will vary depending on type of event.
 - G. Corsley Park
 - I. Rationale: The grounds are suitable for large and small functions. The size of the functions will vary depending on type of event.



REGULATION #2: MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

- A. Parks and outdoor areas - All other outdoor areas not listed in this policy
- B. Fire Halls, Municipal Office, Public Works Yard.
- C. Exceptions - Any person or organization wishing to hold a SOP event in a location not listed in this policy must appeal to Township Council for approval.

REGULATION #3: SIGNS

The SOP must be prominently displayed at the function, and all invoices for the alcohol must be available at the event.

During events where alcohol is served, the following signage, which is approved by the Township of Southwold, shall be displayed in prominent locations:

Signage at one or more prominent places in the licenced / bar area:

Appendix "A":

<p>Please Drink Responsibly</p> <ul style="list-style-type: none">• Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.• Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested.• You can only be served a maximum of two alcoholic drinks at any one time.• You may redeem unused tickets for cash anytime during event.• There will be no "LAST CALL"

Signage at one or more prominent places in the licenced / bar area:

Appendix "B":

<p>If there is an emergency call 9-1-1</p> <p>For a non-emergency, please call Elgin OPP at 519-631-2920 or 24-hour toll-free 1-888-310-1122.</p> <p>You are located at: (Space for name and address of facility for emergency response)</p>



Signage to be posted at the boundaries of the licenced / bar area:
Appendix "C":

No alcohol beyond this point.

Thank-you for not drinking and driving.
Call a friend, relative, ride sharing service, or taxi.
The R.I.D.E program is in effect in our community.
Use a designated driver.

Other signs to be posted in one or more prominent places in the licenced / bar area:
Appendix "D":

Sandy's Law Sign (regarding alcohol and pregnancy)

Appendix "E":

"What is a standard drink?" Sign, Low Risk Alcohol Drinking Guidelines Poster

Where applicable, the event organizer shall post the Special Occasion permit (with any applicable updates) in plain view on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

REGULATION #4: SAFE TRANSPORTATION

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for SOP functions.

The sponsor shall identify the strategies which will be used on the "Checklist for Lessee" form. The sponsor shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

The designated driver shall be supplied with free soft drinks/coffee during the function. The sponsor shall advertise or announce the availability of this program during and, if possible, prior to the event.



Rationale:

The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

REGULATION #5: YOUTH ADMISSION TO ADULT EVENTS

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 25 years will be required to show photo I.D. before they are allowed into the event/facility.
2. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event.
3. Events allowing individuals under the age of majority will be required to identify those persons over the age of majority. Sponsors shall choose either stamps or wrist bands to identify persons over the age of majority. (Must wrist band the over 19 people, the minors can remove the wrist band or stamp.)

Rationale:

To ensure that persons under the age of majority do not consume alcohol.

REGULATION #6: ALCOHOL SERVICE

1. A minimum of one Smart Serve trained server for every 125 patrons. All servers shall not consume alcohol while on duty. Servers attending event shall be listed on checklist and approved by the Township of Southwold Designate. The monitors, bartenders and servers shall **not** consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
2. Low Alcohol Drinks
In order to be eligible for a facility rental involving a SOP, the lessee must demonstrate to the satisfaction of the Township of Southwold Staff Person, or municipal representative, that a minimum of 30% of the alcohol beverages available at the event are of low alcohol concentration level. Sales receipts should be made available to the Township of Southwold Staff Person if requested to verify this percentage. Non-alcoholic beverages should be made available at a significantly lower price or free. Free non-alcoholic beverages will be at the discretion of the SOP holder.

Rationale:

Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two "extra light beers" (at 2.5% alcohol) and ingest the same



amount of alcohol. Similarly, "light beer" (at 4% alcohol) represents a 20% reduction in alcohol intake.

3. Control of Alcohol Service

- a. All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different coloured plastic cups.
- b. Lessee will agree not to use marketing practices such as: availability of oversized drinks; double shots; pitchers of beer; drinking contests; volume discounts, as these practices encourage increased alcohol consumption.
- c. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. When tickets are sold for alcoholic beverages, there will be a limit of four (4) per person sold at one time until 11:00 p.m. Maximum of two (2) tickets sold per person sold at one time after 11:00 p.m. Ticket sales stop at 12:45 a.m. Discounts will not be offered for the volume purchase of tickets. When tickets are not sold, each person will be limited to four (4) drinks served at a time until 11:00 p.m. Maximum two (2) drinks per person after 11:00 p.m.
- d. Unused tickets may be redeemed for a cash refund up to 15 minutes after the bar closes.
- e. Adequate food must be provided throughout the event. Food refers to sandwiches, cheeses, vegetables and dip, etc. Chips and snack food are not sufficient.
- f. There will be no self-serve events, even "Wine and Cheese" functions require a bartender.

Rationale:

By following the above guidelines, we will reduce the risk that sponsors automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

4. Advertising Events

Lessee must follow the Alcohol & Gaming Commission of Ontario advertising policies, which state that groups cannot advertise the brands or the cost of the alcohol to be served outside the licenced premises unless application is made to the Alcohol & Gaming Commission of Ontario.

Rationale:

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Township to provide a positive example to underage patrons.



5. It is mandatory that the person signing the application for the Special Occasion Permit (SOP) **must** be present at the event.

REGULATION #7: CONTROLS PRIOR TO EVENTS

LESSEE OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING.

1. A copy of the Municipal Alcohol Policy will be provided to the Lessee by Township of Southwold Staff Person at the time of booking. If any questions or concerns arise from this policy contact the Township of Southwold staff person for clarification.
2. A "Checklist for Lessee" form and a Rental contract form will be provided by the Township of Southwold Staff Person at the time of booking. These forms are to be completed by the Lessee and returned to the Township of Southwold Staff at least two (2) weeks prior to the event. Signatures from the SOP holder, the Lessee and the Township are required on the forms. Please see Appendix "F".
3. The Township of Southwold will maintain a current list of Smart Serve trained persons who have indicated that they may be available to assist at events where the Lessee does not have the required Smart Serve trained personnel. – do we have this or should it be removed?
4. The SOP holder and the lessee of the facility must attend the event and be responsible for decisions regarding the actual operation of the event. If the event is more than 2 days in length, then a designate may be assigned and their name(s) must appear on the contract. These persons and all event workers must refrain from alcohol consumption during the event.

Rationale:

The above is to ensure that there are not misunderstandings of the regulations contained in the Policy. Also, to be aware that any required information or assistance for the Lessee is available through the Township of Southwold staff person.

REGULATION #8: CONTROLS DURING EVENT

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR ACT OF ONTARIO AND ITS REGULATIONS.



1. The entrance and exits to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events. All event workers must be 19 years of age or older and shall not consume alcohol while on duty nor prior to their shift.
2. Only identification bearing a photograph and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State, or Country shall be accepted as bona-fide proof of age, including Ontario Driver's License, Canadian Passport, Canadian Citizenship card, Canadian Armed Forces Identification card, and Liquor Control Board of Ontario ID Card.
3. The holder of the SOP and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.
4. In the event of a masquerade party taking place in any premise owned by the Township of Southwold, the permit holder is responsible to check ALL patrons and identification to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event.
5. The type of identification to be worn by the event workers must be stated on the "Checklist for Lessee" form. See Appendix "F".
6. The bar shall be closed in accordance with the SOP.
7. All entertainment within the facility and on the premises shall cease at 2:00 a.m.
8. All signs of consumption and service of alcohol including empty glasses shall be removed from sight within 45 minutes of the expiry of the SOP.
9. The facility must be vacated by patrons by 3:00 a.m.
10. All requests for outdoor events shall be reviewed by the Township to ensure that adequate security and/or policing are provided. All outdoor events are required to vacate the premises of all patrons from 6:30-7:30 p.m. This allows for a cleanup and the patrons who have been on the licensed premises for hours to leave and new patrons to enter.

REGULATION #9:

INSURANCE



That the sponsor(s) of a SOP event being held in a municipally owned facility or on municipally owned lands be required to provide proof, before entry to the facility, that they have purchased a minimum of **two** million dollars in liability insurance naming the Township of Southwold as co-insured

Rationale:

- i) SOP permit holders, hall owners, club executives and volunteers could all be named in a lawsuit.
- ii) All Parties can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

REGULATION #10: POLICY MONITORING AND REVISIONS

The Alcohol Management Policy for the Township of Southwold will be reviewed yearly from the date it is initially approved by Township Council and any recommended changes will be considered. A form will be given to every lessee soliciting comments on their rental in relation to this policy. See Appendix "G".

Rationale:

- i) Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
- ii) This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

CONSEQUENCES FOR FAILURE TO COMPLY

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although police will be called if a situation deems necessary to do so, it is the responsibility of the SOP holder to ensure the proper management of an event.
2. Any infraction of the Liquor Licence Act, its Regulations, the Alcohol & Gaming Commission of Ontario Policies and the Municipal Alcohol Policy will be reviewed at the following Council meeting. A registered letter describing the problem will be sent by the Township Clerk or designate to the sponsor. The Council may refuse future rental privileges to the sponsor.
3. Where persons under the age of majority are found to have consumed or to be consuming alcohol at SOP and non-SOP events, the authorities may be called and/or the following procedure will be followed by the Township of Southwold Council.



First Infraction: The individual will be turned over to the police. A registered letter will be sent by the Township Clerk to the parents/guardians.

Second Infraction: The individual could be banned from attending any public function held in any municipal facility for a period of 6 months. A registered letter will be sent by the Township Clerk to the parents/guardians.

4. Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at social events, authorities may be called and/or the following procedure will be followed:

First Infraction: The individual will be ejected from the event for its duration and in addition shall not be permitted to attend the same event the following year.

Second Infraction: Individual could be suspended from all functions for a period of 1 year. A registered letter will be sent by the Township CAO/Clerk.

In addition, if someone is intoxicated and disorderly, the problem should be reported to the supervisor (SOP holder) on duty. The supervisor should safely remove this person from the premises and must supply transportation for them.

If a person refuses to leave the premises, then the police should be called. Once the police arrive, the person should again be asked to leave the premises in front of the police. If they refuse to do so, the person can either be arrested by the police or taken home by the police.



Appendix "A":

Please Drink Responsibly

Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.

Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested.

You can only be served a maximum of two alcoholic drinks at any one time. You may redeem unused tickets for cash anytime during event.

There will be no "LAST CALL"



Appendix "B":

If there is an emergency call 9-1-1

For a non-emergency,
please call Elgin OPP at 519-
631-2920 or 24-hour toll-
free 1-888-310-1122.

You are located at:
Name of Township Facility
Street Address
City/Province
Postal Code



Appendix "C":

No alcohol beyond this point

Thank-you for not drinking and driving

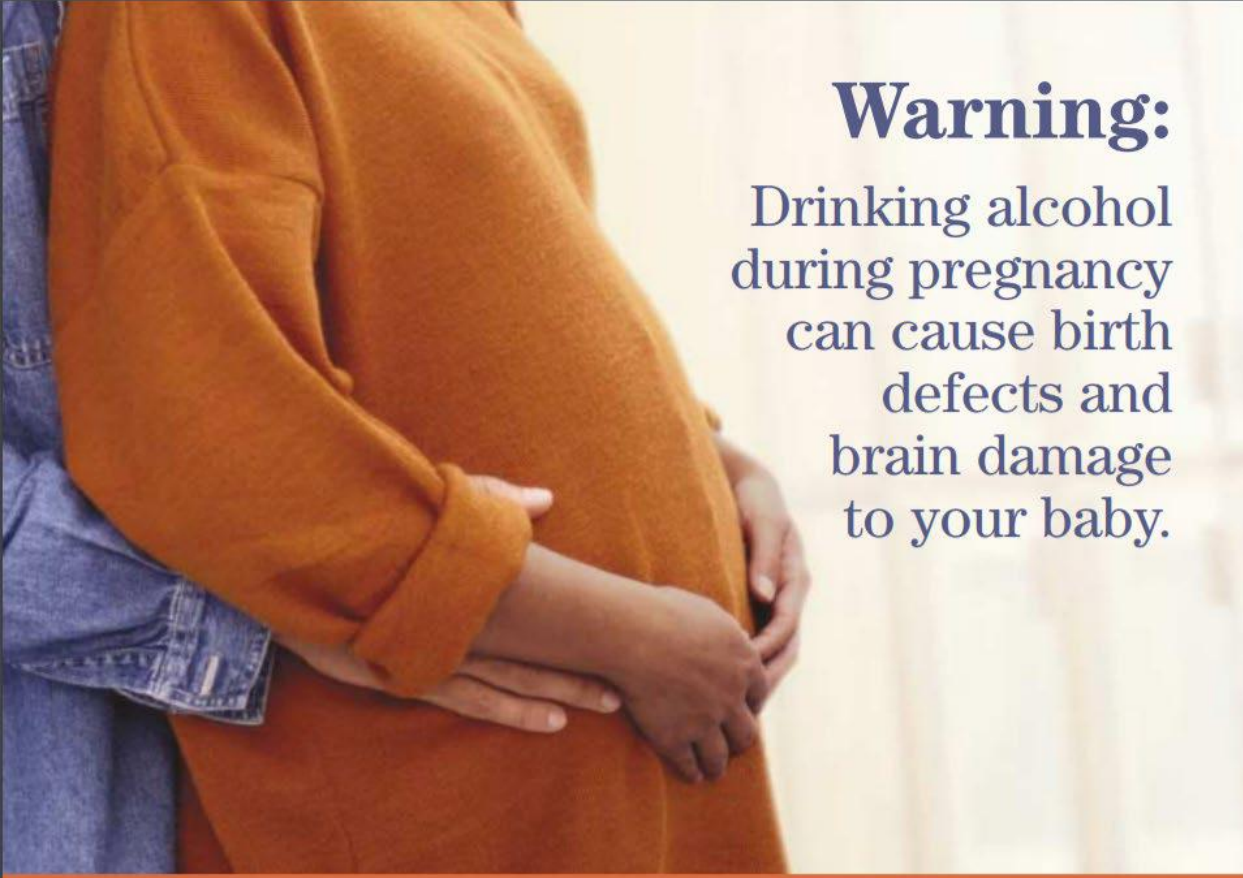
Call a friend, relative, ride sharing
service, or taxi

The R.I.D.E program is in effect in our
community


Use a designated driver



Appendix "D":



Warning:
Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

1-877-FAS-INFO • www.alcoholfreepregnancy.ca  Ontario



Appendix "E":

CANADA'S LOW-RISK ALCOHOL DRINKING GUIDELINES

Drinking is a personal choice.
If you choose to drink, these guidelines can help you decide when, where, why and how.

For these guidelines, "a drink" means:

			
Beer 341 ml (12 oz.) 5% alcohol content	Cider/ Cooler 341 ml (12 oz.) 5% alcohol content	Wine 142 ml (5 oz.) 12% alcohol content	Distilled Alcohol (vye, gin, rum, etc.) 43 ml (1.5 oz.) 40% alcohol content

▶ YOUR LIMITS

- Reduce your long-term health risks by drinking no more than:
- 10 drinks a week for women, with no more than 2 drinks a day most days
 - 15 drinks a week for men, with no more than 3 drinks a day most days

Plan non-drinking days every week to avoid developing a habit.

▶ SPECIAL OCCASIONS

- Reduce your risk of injury and harm by drinking no more than 3 drinks (for women) or 4 drinks (for men) on any single occasion.
- Plan to drink in a safe environment. Stay within the weekly limits outlined above in **Your limits**.

▶ SAFER DRINKING TIPS

- Set limits for yourself and stick to them.
- Drink slowly. Have no more than 2 drinks in any 3 hours.
- For every drink of alcohol, have one non-alcoholic drink.
- Eat before and while you are drinking.
- Always consider your age, body weight and health problems that might suggest lower limits.
- While drinking may provide health benefits for certain groups of people, do not start to drink or increase your drinking for health benefits.

▶ WHEN ZERO'S THE LIMIT

- Do not drink when you are: driving a vehicle or using machinery and tools
- taking medicine or other drugs that interact with alcohol
- Doing any kind of dangerous physical activity
- living with mental or physical health problems
- living with alcohol dependence
- pregnant or planning to be pregnant
- responsible for the safety of others
- making important decisions

▶ PREGNANT? ZERO IS SAFEST

If you are pregnant or planning to become pregnant, or about to breastfeed, the safest choice is to drink no alcohol at all.

▶ DELAY YOUR DRINKING

Alcohol can harm the way the body and brain develop. Teens should speak with their parents about drinking. If they choose to drink, they should do so under parental guidance; never more than 1–2 drinks at a time, and never more than 1–2 times per week. They should plan ahead, follow local alcohol laws and consider the **Safer drinking tips** listed in this brochure.

Youth in their late teens to age 24 years should never exceed the daily and weekly limits outlined in **Your limits**.



Low-risk drinking helps to promote a culture of moderation.

Low-risk drinking supports healthy lifestyles.

The Canadian Centre on Substance Use and Addiction changes lives by bringing people and knowledge together to reduce the harm of alcohol and other drugs on society. We partner with public, private and non-governmental organizations to improve the health and safety of Canadians.

CCSA wishes to thank the partners who supported development of Canada's Low-Risk Alcohol Drinking Guidelines. For a complete list of the organizations supporting the guidelines, please visit www.ccsa.ca/Eng/Priorities/Alcohol/Canada-Low-Risk-Alcohol-Drinking-Guidelines/Pages/default.aspx

Reference:
Bull, P., Bermees, D., Glikson, L., Paradis, C., & Stockwell, T. (2011). *Alcohol and health in Canada: A summary of evidence and guidelines for low-risk drinking*. Ottawa, Ont.: Canadian Centre on Substance Abuse.

500-75 Albert Street, Ottawa, ON K1P 6E7
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© Canadian Centre on Substance Use and Addiction 2017
Cette publication est également disponible en français.

VISIT OUR WEBSITE TO FIND OUT MORE!
www.ccsa.ca

Checklist for User – Appendix "F"
All material to be supplied two weeks prior to event date

1. Name of person and/or group sponsoring this event:

 2. Will persons under 19 years of age be attending this event? Yes No

 3. Type of identification for event workers
T-shirts Vests Hats Other (please specify)

 4. Has proof of S.O.P. permit been provided? _____

 5. Has proof of insurance been provided? _____

 6. The safe transportation strategy(s) that will be used at this function are:
a) _____
b) _____
c) _____

 7. a) I have reviewed the Municipal Alcohol Policy with a Township of Southwold Staff
Person: Yes No
b) Signature of Township of Southwold Staff Person:

 8. I understand all the policy regulations. Yes No

 9. I and/or my group will observe and obey all policy regulations during the event.
Yes No

If No, explain: _____

 10. Name of Smart Serves attending bar _____

 11. Security Deposit amount paid _____
- Name of S.O.P. Holder:(print) _____
- Signature of S.O.P. Holder: _____
- Name of Lessee: (print) _____
- Signature of Lessee: _____
- Approved by Township: _____ Date: _____

Appendix "H":



**Township of Southwold
35663 Fingal Line, Fingal, ON N0L 1K0
ACCIDENT and/or INCIDENT REPORT**

REPORT DATE _____

Date of Incident _____ Time of Incident _____
yyyy/mm/dd

Person Reported to: _____ Location of Incident: _____

Action Taken: (Check applicable)

First Aid Only Ambulance called Yes No Police called Yes No

Was there an injury? Yes No Explain _____

Brief description of incident (type and location as well as equipment involved, include any other persons involved):

Injured Persons Name _____ Phone # _____

Medical or Injury Information:

Type of Injury (if known): _____

Witnesses: (1) _____ (2) _____

Phone #: _____

Police Information (If applicable):

Comments

Your Name (Please Print) _____

Signature _____ **Date** _____

yyyy/mm/dd





Southwold Keystone Complex Facility Rental Agreement

Name/Purpose of Event:	
Name of Group or Organization:	
Primary Contact Person:	
Secondary Contact Person:	
Contact Address:	
Primary Contact Number:	
Secondary Contact Number:	
Email Address:	
Date of Event (if multiple dates, attach schedule):	
Time of Event (include set-up/tear-down time required):	
Expected Attendance:	

Signed Facility User Agreement Provided:	
Will alcohol be served:	
If yes, please provide:	<ul style="list-style-type: none"> • Completed MAP Agreement • Third Party Insurance • Special Occasion Permit • Smart Serve Certificates
Will food be served:	
Please provide name of Caterer:	

Facilities Requested					
Main Hall	Kitchen	Meeting Room			
Other requirements (please note additional charges may apply)					
Stage	Podium	Projectors	Sound System	Gazebo	Marquee Sign
Do you require staff assistance with set-up or tear-down (for an additional fee):			Yes	No	

Southwold Keystone Complex Facility Rental Agreement Terms and Conditions

1. **PREPARATIONS:** Set-up and clean-up are the responsibility of the USER to be done during the reservation period. If the space is not cleaned to the state in which the space was at the beginning of the rental, the USER will be subject to a clean-up fee as per the current User Fees By-law. Day ahead set-up and day after tear-down are available for additional fees, as per the current User Fees By-law. Township staff may also be requested to assist or complete set-up and tear-down, at an additional fee as per the current User Fees By-law, and subject to the availability of staff.
2. **DAMAGE DEPOSIT:** All events require a maintenance and damage deposit, as per the current User Fees By-law. Upon satisfactory post-event inspection, the deposit will be returned to the USER via mailed cheque approximately two (2) post event. Upon failed inspection, the deposit is forfeited, and the USER will be charged the remainder of any outstanding expenses incurred by the facility to repair. Further details are outlined in the Facility User Agreement. A key fob deposit is required prior to the event as per the current User Fees By-law. The key fob deposit is returned after the fob is returned to the Township of Southwold office.
3. **GARBAGE:** All garbage bags are to be removed from the receptacles and placed in the dumpster, located at the rear of the complex, at the end of your rental.
4. **CATERING:** If food is to be served to the general public, an Application for a Special Event Permit must be submitted to the Southwestern Public Health Unit by the USER two weeks prior to the event, and a copy provided to the Township of Southwold.
5. **COMPLETE TERMS & CONDITIONS:** The full Terms and Conditions for USERS is outlined in Facility User Agreement - Municipal Facilities Policies and Procedures.



Southwold Keystone Complex Facility Rental Agreement Signatory Page

The Corporation of the Township of Southwold hereby grants permission to use the facility(ies) as outlined herein, subject to the Terms and Conditions of the Agreement and all documents attached hereto, all of which form part of this Agreement. The undersigned has read, and on behalf of the USER, agrees to be bound by the Agreement and all Schedules attached hereto together with all the applicable policies, procedures, laws, by-laws, and regulations of the Corporation of the Township of Southwold (the "Township") and hereby warrants and represents that he/she executes this Agreement on behalf of the USER and has sufficient power, authority and capacity to bind the USER with his/her signature. The undersigned acknowledges receipt of the Township's Terms and Conditions.

USER Print: _____

USER Signature: _____

Date: _____

TOWNSHIP Signature: _____

Date: _____

For office use:

Application reviewed by staff: yes / no Application Approved: yes / no Deposit: yes / no
Date paid: _____ Receipt #: _____ Method of payment: _____

Southwold Parks Rental Agreement

Name/Purpose of Event:	
Name of Group or Organization:	
Primary Contact Person:	
Secondary Contact Person:	
Contact Address:	
Primary Contact Number:	
Secondary Contact Number:	
Email Address:	
Not for Profit #:	
Date of Event (if multiple dates, attach schedule)	
Time of Event (start and end time):	
Expected Attendance:	

Park Requested		
Fingal Ball Park	Fingal Heritage Park	Fingal Ball Park
Corsley Park	Keystone Complex Grounds	
Talbotville Optimist Sports Park	Talbotville Optimist Sports Park	
Facility Requested		
Pavilion	Ball Diamond(s)	Soccer Field
Barn	Horse Ring	Grounds
Please note: There is no alcohol permitted in Township Parks without Township of Southwold approval		

Signed Facility User Agreement Provided:	
Proof of insurance provided (required for sporting events):	

TERMS AND CONDITIONS

SPORTS TEAM RENTALS:

1. **TOWNSHIP RESPONSIBILITIES:** The Township shall be responsible for cutting and trimming the grass one (1) time per week during the season; dragging the ball diamond one (1) time per week during the season; maintenance of goal posts; emptying dumpsters as required; and cleaning washrooms one (1) time per week.
2. **USER RESPONSIBILITIES:** The USER shall have the sole responsibility of managing and supervising all of the events/activities it undertakes pursuant to its rights under this Agreement, including but not limited to the hiring of all necessary staff and officials, conduct on the premises, and for the enforcement of the policies, rules and regulations associated with this Agreement together with those prescribed by any governing or applicable umbrella organizations.

Except as otherwise specifically provided for herein, the USER shall be responsible for all maintenance and use activities associated with its rights under this Agreement, including but not limited to:

- Field lining, maintenance of line(s) and providing qualified referees;
- Ensuring players wear the appropriate sport specific protective equipment;
- Regular pick-up of the trash off the fields after each event and placing the trash in garbage cans provided by the Township;
- Unlocking the doors and turning water on for the washrooms at the beginning of each game, and locking the doors and turning the water off to the washrooms at the end of each game, where applicable;
- Storage of equipment at the end of the season, and returning the premises back to the general conditions of cleanliness and repair in which it was found;
- Reporting incidents/accidents in a timely manner;
- Booking, scheduling and collecting registration fees;
- The USER may authorize a competent person to utilize Township equipment for the purposes of touching up diamonds between diamond dragging as required;

- Educating attendants about appropriate behaviour and any rules that might apply, etc.
3. **INSURANCE:** The USER shall, at its/his/her expense, obtain and keep in force during the Term of this Agreement, Commercial General Liability Insurance satisfactory to the Township, which insurance shall be written by an insurer licensed to conduct business in Ontario and include, but not be limited to, the following:
- a. A limit of liability not less than \$2,000,000.00 per occurrence;
 - b. The Township shall be named as an “Additional Insured”;
 - c. The policy shall contain a provision for cross liability and severability;
 - d. 30 days prior notice of cancellation of the policy shall be given in writing to the Township; and
 - e. A certificate of insurance evidencing the above coverage shall be given to the Township **prior to entry on the grounds**, each and every year of the Agreement.
- Failure to furnish certificates of insurance or notices of lapse on any policy constitutes a material breach and grounds for termination of this Agreement.
4. **TEAM ROSTER:** The USER shall provide a team roster to the Township of Southwold prior to the beginning of the season, each and every year of the Agreement. A blank Sports Team Roster has been attached to this agreement and may be used to fulfill this requirement.

ALL RENTALS

1. **PAVILIONS:** All pavilion rentals are scheduled rain or shine. There are no refunds after the date. Pavilions may be located adjacent to a ball diamond or soccer field. Sporting activities may be occurring at the same time as your event. Diamonds or fields are available for rent if not previously rented by another user group.
2. **WASHROOMS:** If using the Talbotville Optimist Heritage Park facilities without timed washroom access, instructions for the washrooms will be given to you one (1) week prior to the rental of the facility.

3. **GARBAGE:** If using the Keystone Complex and Grounds, all garbage bags are to be removed from the receptacles and placed in the dumpster, located at the rear of the complex, at the end of your rental. If using another location other than the Keystone Complex & Grounds, please ensure all garbage is collected into the garbage bags provided in garbage cans and leave the bags in the cans at the end of your rental.
4. **END TIMES:** Rentals must finish in the parks by 11:00 PM. It is the USER's responsibility to have the pavilion cleaned and vacated by the end time.
5. **COMPLETE TERMS & CONDITIONS:** The full Terms and Conditions for USERS is outlined in the Facility User Agreement - Municipal Facilities Policies and Procedures.

Southwold Parks Rental Agreement

Signatory Page

The Corporation of the Township of Southwold hereby grants permission to use the grounds/facility(ies) as outlined herein, subject to the Terms and Conditions of the Agreement and all documents attached hereto, all of which form part of this Agreement. The undersigned has read, and on behalf of the USER, agrees to be bound by the Agreement and Schedules attached hereto together with all applicable policies, procedures, laws, by-laws, and regulations of the Corporation of the Township of Southwold (the "Township") and hereby warrants and represents that he/she executes this Agreement on behalf of the USER and has sufficient power, authority and capacity to bind the USER with his/her signature. The undersigned acknowledges receipt of the Township's Terms and Conditions.

USER Print: _____

USER Signature: _____

Date: _____

TOWNSHIP Signature: _____

Date: _____

For office use:

Application reviewed by staff: yes / no Application Approved: yes / no Deposit: yes / no
Date paid: _____ Receipt #: _____ Method of payment: _____



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-24

Being a by-law to exempt from Part Lot Control, lands legally described as Block 183, Plan 11M-266, in the Township of Southwold in the County of Elgin (Talbotville Meadows Phase 2 Subdivision).

WHEREAS Subsection 50(5) of the *Planning Act* states that all lands located within a registered plan of subdivision are subject to part lot control;

AND WHEREAS Subsection 50(7) of the *Planning Act* authorizes the council of a local municipality to enact by-laws to exempt lands located within a registered plan of subdivision from part lot control;

AND WHEREAS pursuant to Subsection 50(7) of the *Planning Act*, it is expedient to exempt from part lot control those lands legally described as Block 183 on Plan 11M-266 in the Township of Southwold , in the County of Elgin.

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD AS FOLLOWS:

1. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "1" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
2. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "2" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
3. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "3" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
4. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "4"

on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.

5. That this By-law comes into force and effect upon approval by the County of Elgin and compliance with the requirements of the *Planning Act, R.S.O 1990, c. P.13*.
6. Registration of this by-law in the proper land registry office is authorized and this by-law shall thereupon become effective.
7. This By-law shall expire on March 24, 2027.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 24th DAY OF MARCH, 2025.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-25

Being a By-law to authorize entering into an agreement between the Corporation of the County of Elgin and the Corporation of the Township of Southwold for Planning Services

WHEREAS Section 20 of the Municipal Act, 2001, R.S.O. 2001, as amended, authorizes a municipality to enter into agreements;

AND WHEREAS the Corporation of the Township of Southwold wishes to enter into an agreement with the Corporation of the County of Elgin;

NOW THEREFORE the Council of the Corporation of the Township of Southwold enacts as follows

1. **THAT** Schedule "A" attached hereto and forming part of this By-law, being an agreement with Corporation of the County of Elgin for planning services be approved and the Mayor and Clerk be authorized to sign on behalf of the Township.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 24th DAY OF MARCH, 2025.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

AGREEMENT

THIS AGREEMENT made this 25th day of March, 2025 (the "Effective Date").

BETWEEN:

**Township of Southwold
(hereinafter called "Municipality")**

OF THE FIRST PART

- AND -

**CORPORATION OF THE COUNTY OF ELGIN
(hereinafter called "County")**

OF THE SECOND PART

RECITALS:

WHEREAS sections 8 and 9 of the *Municipal Act, 2001* S.O. 2001 c. 25, as amended, provide that a municipality has the capacity, rights, powers and privileges of a natural person and that the powers authorized pursuant to the *Act* shall be interpreted broadly so as to confer broad authority on the municipality to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS the Municipality requires certain planning services to be performed to fulfill its municipal responsibilities and respond to municipal issues;

AND WHEREAS the Corporation of the County of Elgin has the skills, expertise and experience necessary to perform planning services for the Municipality;

AND WHEREAS the Council of the County deems it expedient for its staff to provide procurement services to the Municipality

AND WHEREAS the Municipality and the County now wish to formalize their agreement pursuant to the purchasing policies of the Municipality;

NOW THEREFORE in consideration of the sum of TWO DOLLARS (\$2.00) now paid by each party to the other as well as the mutual covenants contained herein, the nature and extent of which consideration is acknowledged as sufficient and received, the Parties hereto agree as follows:

1. GENERAL

1.1. Purpose of Agreement

This Agreement is for the provision of Planning Services by the County to the Municipality on the terms and conditions set out herein.

2. DEFINITIONS AND INTERPRETATION

2.1. Definitions

In this Agreement, unless the context otherwise requires, the following terms, regardless of capitalization, shall have the following meanings:

2.1.1. "Agreement"

"Agreement" means this agreement, including any recitals and schedules to this agreement, as amended, supplemented or restated from time to time.

2.1.2. "Confidential Information"

"Confidential Information" shall mean any non-public information, whether in oral, written, electronic, or other form, disclosed by the County or the Municipality to each other that is identified as confidential or would reasonably be understood to be confidential under the circumstances. Confidential Information includes, but is not limited to, personal health information, municipal plans, policies, proprietary data, financial information, infrastructure plans, public safety strategies, internal reports, and any other information that is not publicly available.

2.1.3. "County Council"

"Council" means the elected municipal council of the County.

2.1.4. "Municipal Council"

"Municipal Council" means the elected municipal council of the Municipality.

2.1.5. "Planning Services"

"Planning Services" means the services described in Schedule "A" of this Agreement.

2.2. Interpretation

2.2.1. Governing Documents and the Precedence Thereof

In case of any inconsistency or conflict between or within the provisions of this Agreement any other document or writing, the provisions of such documents shall take precedence and govern in the following order:

- i) The body of this agreement;
- ii) The Schedule(s) hereto, except where they duplicate the below;
- iii) Policies and Procedures implemented by the County for the provision of Planning services;

These documents are integrated into this agreement and collectively form the entirety of the agreement between the parties, and any supplement, modification, amendment, or termination thereto shall only be binding if (i) executed in writing by the Parties or (ii) specifically authorized by this Agreement. These documents are collectively referred to herein as the "Agreement".

2.2.2. Gender/Number

Words importing the singular shall include the plural and vice versa. Words

importing gender shall include all genders.

2.2.3. Headings Do Not Govern

The headings contained in this Agreement are for reference only and in no way affect this Agreement.

2.2.4. "Include"

All instances of the word "include" and all conjugations thereof should be read as though immediately followed by the words "without limitation".

3. SERVICE

3.1 Provision of Planning Services

The County hereby agrees to provide the Municipality with Planning Services for the term of the contract. The Planning Services will be performed by qualified staff and in accordance with industry standard levels of quality of work and diligence.

3.2 Control of Work

Subject to the specific terms and conditions of this Agreement, the County shall control all aspects of the Planning Services. The Municipality acknowledges and agrees that the County may implement procedures and protocols, for the purpose of performing the Planning Services, at its sole discretion. The County agrees to consult with the Municipality on an ongoing basis to ensure alignment between the County's procedures and protocols and the effective delivery of the Municipality's Planning Services.

3.3 Dispute Resolution

Subject to section 3.2, should the Municipality desire to raise concerns with the service level of the County or any of its individual employees then the Municipality shall provide such feedback to the Director of Planning and Development or the Chief Administrative Officer of the County, as appropriate. The County shall respond to the feedback within five (5) business days and if the issue is not resolved through the response, shall meaningfully consult with the Municipality to address the concern.

4. TERM

The term of this contract commences on March 25, 2025 and continues until terminated by either party in accordance with the termination provisions of this Agreement. Time is of the essence in this agreement.

5. TERMINATION

5.1. Termination for Cause

5.1.1 Upon default of performing the obligations set out in this Agreement by one party (the "Defaulting Party") the other party (the "Terminating Party") may provide notice of default for cause to the Defaulting Party pursuant to the following process:

5.1.1.1 The Terminating Party shall provide the Defaulting Party with written particulars of the of the default;

5.1.1.2 The Defaulting Party shall cure the default within five (5) business days, or, if such default cannot be cured within five (5) business days, the Defaulting Party shall commence curing the default and shall provide a written plan, including a reasonable timeline, for curing the default;

5.1.2 In the event that the Defaulting Party fails or refuses to cure the default within five (5) business days or fails to conform to the written plan to cure the default, as may be applicable, then the Terminating Party may terminate this Agreement without further notice or payment, except for payment of work performed to date.

5.2. Termination Without Cause

5.2.1 The Municipality may terminate this Agreement at any time without cause and in its sole discretion upon providing to the County one-hundred and twenty (120) calendar days' written notice. Where such termination notice be given by the Municipality, the County shall continue to provide the Planning Services during the notice period.

5.2.2 The County may terminate this Agreement at any time without cause and in its sole discretion upon providing to Municipality one-hundred and twenty (120) calendar days' written notice. The County will continue to provide the Planning Services during the notice period.

6. LOCATION OF WORK

The County shall provide Planning Services at the Township of Southwold Municipal Office, 35663 Fingal Line for a minimum of 8 hours each week. Such hours shall be scheduled in conformance with a protocol established by the County in consultation with the Municipality (the "Scheduling Protocol"). The Municipality acknowledges and agrees that the County is required to comply with employer obligations to its employees and that scheduling that varies from the Scheduling Protocol shall not constitute a default or breach of this agreement provided there is a reasonable basis for such variance.

7. SAFETY AND EQUIPMENT

7.1. Safety

The County warrants and agrees that it has the expertise, knowledge, and abilities necessary to ensure compliance with all relevant safety standards, which include

statutory, regulatory, by-law, professional, and other applicable safety standards. The Municipality agrees that it has the expertise, knowledge and abilities necessary to ensure that any municipal location of work set out at section 6 of this agreement is safe. The Parties therefore agree that ensuring that the Services are performed in a manner that ensures the safety of the County, its employees, members of the public, and public and private property is the responsibility of the County with regard to its employees and premises and the Municipality's with regard to its facilities.

7.1.1. Parties to Ensure Compliance

The Parties warrant that they are aware of and will at all times ensure compliance with all relevant safety standards, which include statutory, regulatory, by-law, professional, and other applicable safety standards.

7.1.2. Occupational Health and Safety

For clarity, and without limiting the generality of the above, the County unequivocally acknowledges that it is the Employer, within the meaning of the Occupational Health and Safety Act, as amended, of the County employees delivering Planning Services.

7.2. Equipment and Resources

7.2.1. Required Equipment

The County shall supply all equipment needed to provide Planning Services required by this contract.

7.2.2. Access to Information Resources

The Municipality shall ensure that it provides to the County all information resources necessary, and as may be reasonably requested, to perform the Planning Services.

8. INSURANCE

8.1. County Insurance

The County shall take out and keep in force throughout the term of this Agreement a comprehensive policy of public liability and property damage, which shall include bodily injury and property damage liability, personal injury liability, completed operations liability, and blanket contractual liability with a severability of interest and cross liability clause. Such policy shall provide coverage in respect of any insurable event with a minimum limit of \$5,000,000.00 (Five Million Dollars), exclusive of interest and cost, against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of or damage to property. Such policy shall further name the Municipality as additional insured.

Prior to the use by the County or any agent thereof of any vehicle not covered under the aforementioned policy, the County shall take out and keep in force throughout the term of this Agreement a Non-owned Automobile liability policy or other applicable policy that shall provide a limit of no less than Two Million (\$2,000,000) dollars per occurrence and which shall name the Municipality as additional insured.

All aforementioned policies of insurance shall:

- 8.1.1. Be written with an insurer licensed to do business in Ontario;
- 8.1.2. Be non-contributing with, and will apply only as primary and not excess to, any other insurance or self-insurance available to the Municipality;
- 8.1.3. Contain an undertaking by the insurer to notify the Municipality in writing not less than sixty (60) days before any material change in risk or cancellation of coverage.
- 8.1.4. Provide that any deductible amounts shall be borne by the County.

8.2. Municipality Insurance

The Municipality shall take out and keep in force throughout the term of this Agreement a comprehensive policy of public liability and property damage, which shall include bodily injury and property damage liability, personal injury liability, completed operations liability, and blanket contractual liability with a severability of interest and cross liability clause. Such policy shall provide coverage in respect of any insurable event with a minimum limit of \$5,000,000.00 (Five Million Dollars), exclusive of interest and cost, against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of or damage to property. Such policy shall further name the County as additional insured.

Prior to the use by the Municipality or any agent thereof of any vehicle not covered under the aforementioned policy, the Municipality shall take out and keep in force throughout the term of this Agreement a Non-owned Automobile liability policy or other applicable policy that shall provide a limit of no less than Two Million (\$2,000,000) dollars per occurrence and which shall name the County as additional insured.

All aforementioned policies of insurance shall:

- 8.2.1. Be written with an insurer licensed to do business in Ontario;
- 8.2.2. Be non-contributing with, and will apply only as primary and not excess to, any other insurance or self-insurance available to the County;
- 8.2.3. Contain an undertaking by the insurer to notify the County in writing not less than sixty (60) days before any material change in risk or cancellation of coverage.
- 8.2.4. Provide that any deductible amounts shall be borne by the Municipality.

9. INDEMNITY

Each Party (the “Indemnifying Party”) shall indemnify and hold harmless the other party (the “Indemnified Party”), its officers, Municipal Council, Employees and volunteers from and against any liabilities; claims; expenses; demands; losses; costs, including legal costs on a full indemnity basis; damages; suits or proceedings by whomsoever made, arising directly or indirectly by reason of any requirements of this Agreement, save and except for loss or damage caused by the negligence of the Indemnifying Party or its employees. The Indemnifying Party shall take due and proper precautions for the prevention of accidents to its employees and other persons and property during or in consequence of the work and, should the Indemnified Party incur, pay or be put to any loss, damages, costs, charges or expenses or claims arising out of any failure to do so, the Indemnifying Party shall forthwith, upon demand, repay the same to the Indemnified Party. These indemnities shall survive the expiration or termination of this Agreement and continue thereafter in full force and effect.

10. FEES AND PAYMENT

10.1 Fees

10.1.1 The Municipality shall pay to the County the fees set out in Schedule “B”, based on the actual time spent by County Planning employees performing services for the Township.

10.1.2 The County may revise the hourly rates set out in Schedule “B” in its sole discretion, by providing thirty (30) days’ notice in writing of the new rates. The rates shall become effective at the expiration of the notice period.

10.1.3 Should any disbursements to third-parties be required to be paid by the County to the third-party in order to provide the Services, the County shall include such disbursements in its invoice to the Municipality and the Municipality shall pay such disbursements. Notwithstanding the foregoing, the County must receive the Municipality’s advance, written permission to incur any disbursement greater than \$1,000.

10.1.4 The County shall invoice the Municipality for the Services monthly. Save and except for any element of any invoice in dispute, the Municipality shall pay each such invoice within 30 days of receipt of such invoice.

10.1.5 Invoices shall clearly indicate the Township planning matter, inquiry, application number and/or project, employee time spent for the billing period on the item(s), and any disbursements associated with the item(s).

11. INFORMATION AND RECORDS

11.1. Information Security

The County shall use industry standard security, both physical and electronic, to protect the information of the Municipality or any third-party that is received by the County for the purpose of the Planning Services.

The Parties hereby agree to ensure that the other Party's Confidential Information is treated as confidential and secured in the same manner as the Party secures its own confidential information. Additionally, neither party will disclose any Confidential Information of the other Party without prior written consent.

11.2. Records

11.2.1. For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Municipality shall be the institution that has a greater interest in any access request received for records related to planning files processed by the County pursuant to this Planning Services Agreement.

11.2.2. The County shall forward any access request received by the County to the Municipality in conformance with the requirements of MFIPPA.

11.2.3. The County shall provide the Municipality with the documents responsive to an access request arising out of the obligations of this Planning Services Agreement.

12. MISCELLANEOUS

12.1. Delay

In the event that there is a Service Delay for any reason whatsoever, including equipment breakdown or operator unavailability, the County shall notify the Municipality thereof by email as soon as possible. The Parties agree to use best efforts to resolve the reason for the delay.

12.2. Notice

Except as otherwise specified, where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other, it shall be deemed sufficiently given or made if delivered in writing to such party at the following addresses:

MUNICIPALITY:
Township of Southwold
35663 Fingal Line, Fingal, Ontario, N0L 1K0
cao@southwold.ca

County:
Corporation of the County of Elgin
450 Sunset Drive, Elgin County Administration Building, St. Thomas, Ontario,
Canada N5R 5V1
planning@elgin.ca

12.3. Non-Enforcement Does Not Constitute Waiver

No waiver of any part of this Agreement will be deemed to be a waiver of any other provision. No term of this Agreement will be deemed to be waived by reason of any

previous failure to enforce it. No term of this Agreement may be waived except in a writing signed by the party waiving enforcement.

12.4. Governing Law

The validity, construction, and performance of this Agreement shall be governed by the laws of the Province of Ontario and the Law of Canada applicable therein from time to time.

12.5. Execution by Counterpart; Electronic Signatures Permitted

This Agreement may be executed in one or more counterparts and thereafter exchanged by scanned, emailed or facsimile transmission methods, each of which document, once executed, shall constitute an original thereof and all of which together shall constitute one and the same Agreement. This Agreement may be signed by way of electronic signatures, provided that such electronic signatures comply with the Municipality's policies regarding the same.

12.6. No Assignment without Consent

Either Party may not assign this Agreement or any right or obligation under this Agreement without receiving the other Party's written consent in advance.

12.7. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any prior agreements, understandings, negotiations and discussions, whether oral or written, between the parties.

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12.8. Severability

If any clause of this Agreement is determined by a court of competent jurisdiction to be illegal or unenforceable, then such clause shall be considered separate and severable from the rest of this Agreement, and the remaining provisions shall remain in full force and effect and shall continue to be binding upon the parties as though the illegal or unenforceable clause had never been included.

IN WITNESS WHEREOF this Agreement has been executed by the parties as of the effective date.

SIGNED AND DELIVERED

) **Corporation of the County of Elgin**
)
)
) per: _____
) Name: Mat Vaughan
) Position: Director of Planning and Development
)
) *I/We have authority to bind the Corporation.*
)
)
) **MUNICIPALITY**
)
)
) per: _____
) Name: Grant Jones
) Position: Mayor
)
)
) per: _____
) Name: Jeff Carswell
) Position: CAO/Clerk
)
) *I/We have authority to bind the Corporation.*

Schedule “A”

Planning Services

The County will provide the following Planning Services to the Municipality in conformance with all statutory requirements:

Development Planning

- Applications for Minor Variance
- Zoning By-Law Amendments
- Official Plan Amendments (Local)
- Site Plan Control
- Part Lot Control Exemptions
- Telecommunication Tower review/comment
- Preparation of development agreements (Subdivision, Condo, Site Plan, Severance, etc)
- Monitoring and tracking of subdivision and consent conditions, preparation of clearance letters

In addition to reviewing applications, preparing planning opinions and identifying any required planning instruments to give effect to an application, development planning services include responding to planning enquiries from third-parties or municipal staff, preparing reports for consideration by Committees of Adjustment or Council and pre-submission consultation meetings.

Policy Planning – subject to project scoping, staff availability and agreed upon cost estimates

- Housekeeping amendments to comprehensive Zoning By-Law
- By-law drafting for by-laws related to land use planning matters
- Comprehensive Zoning By-law Update
- Township Official Plan Update
- Secondary Plans
- Other planning exercises and projects

Schedule "B"

For the purpose of section 10 of this Agreement, the following hourly rates shall apply to the Services:

Position	Hourly Rate
Director of Planning.....	\$115.93
Senior Planner	\$80.66
Planner	\$66.94
Junior Planner.....	\$66.20
Planning Admin.....	\$50.03
GIS Analyst.....	\$68.35



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-26

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 24, 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 Regular Meeting of Council held on March 24, 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 24th DAY OF MARCH, 2025.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell